Administrator's Guide

Axiom Budgeting and Performance Reporting
Version 2021.3

10 S. Wacker Dr
Suite 3375
Chicago, IL 60606
(847) 441-0022
www.syntellis.com
info@syntellis.com

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Contents

Welcome to Axiom Budgeting and Performance Reporting

Axiom Budgeting and Performance Reporting contains all the necessary tools to model the finances of any facility-based operation (for example, hospitals, long-term care facilities, rehab, or psychiatric facilities), and generate comprehensive projections and what-if scenarios to support multi-year financial planning.

Using the software, you can evaluate proposed capital investments, establish short- and long-term profitability targets, and/or quantify the impacts of operational or market strategies.

Axiom Budgeting and Performance Reporting primarily focuses on:

- Development of annual department/group-level budgets
- Monthly/biweekly tracking of variances
- Management reporting based on budget data and key performance indicators

While Axiom Budgeting and Performance Reporting is flexible and powerful enough to support any approach to budgeting, the real value of the software comes from Syntellis' library of healthcare-specific templates, reports, and utilities. Based on our 25+ years of experience as trusted advisors to healthcare institutions, these tools can help your organization establish and maintain the solid financial foundation necessary to fulfill its mission.

Axiom Budgeting and Performance Reporting is supported by a team of specialists who together have helped hundreds of healthcare organizations apply our solutions to meet their strategic and financial goals. During implementation, a Syntellis Implementation Consultant will help you configure the application to match your organization's structure and preferences. If you encounter any difficulties or unanticipated situations while using the software, contact Syntellis Support.

The individuals who often interact with this product include:

- **Department Managers/Directors** – Develop and update budgets to meet targets based on the long-term financial plan. Provide explanations for any significant variances.
- **Vice Presidents/Executives** – Review reports and analyses of budget data to help inform strategic decision-making.

What is covered in this document

This manual is written for an Axiom Budgeting and Performance Reporting Administrator. This is an individual at your organization tasked with configuring, maintaining, and controlling other users' access to Axiom Budgeting and Performance Reporting 2021.3-related features and data.

As an Administrator, you have access to features and menus that are unavailable to regular end users such as department managers, non-finance executives, and other stakeholders. In some cases, the same screen or workbook might display slightly differently in your interface than it would for an end user.

TIP: Online help offers all the topics in this guide and multiple training videos related to how to use the Axiom Budgeting and Performance Reporting. You can access online help by navigating to the **Help** ribbon tab, click **Online Help**, and then click **Budgeting and Performance Reporting**.

What's new

Welcome to Version 2021.3 of Axiom Budgeting and Performance Reporting!

There are no new enhancements for this release.

Configurable FTE scale

Why use this feature

You can now configure custom FTE scales used in the planning and reporting for your organization.

How this feature works

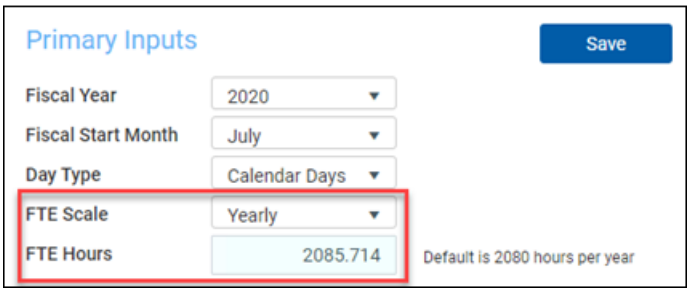
What: The Year Period table now allows administrators to configure custom FTE hours for an FTE scale.

Where: There are two primary locations where this feature is controlled.

- Axiom Management Reporting - Mgmt Admin task pane > Data Maintenance > Update Year and Period Tables
- Axiom Budgeting - Bud Admin task pane > 02 Budget Labor Config driver > Global Setup section

Who: Users must be assigned the Budgeting and Performance Reporting Admin role.

How: In the Year Period table, enter custom hours in the FTE Hours field. The custom FTE scale becomes the Default selection in the Global Setup section of the Budget Labor Configuration driver.



Example of the custom FTE hours input by scale type in the Year Period tab

Where to find more information

The following topics in the online help have been updated with information and instructions for using this feature:

- Setting year and period
- Budget Labor Configuration

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Getting Started

This section provides information on the basics of using Axiom Budgeting and Performance Reporting, such as:

- General system navigation and user interface
- Using spreadsheet plan files and report files from an end user perspective
- Using general Axiom spreadsheet file features such as views, snapshots, and printing
- Viewing data using web-friendly reporting tools such as Web Reports and Data Explorer

This section is intended for all users who are getting started with Axiom Budgeting and Performance Reporting. For end users, this section provides an ongoing reference for file-related tasks.

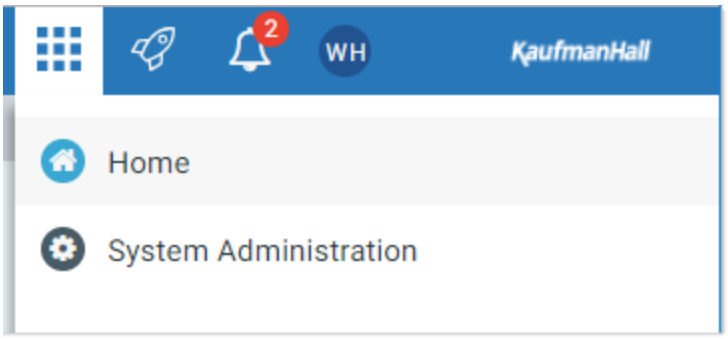
Home page

All users have a home page that opens automatically when you log into the Axiom Web Client. Depending on your system, this home page may be one of the following:

- A product-specific home page for an installed Axiom Budgeting and Performance Reporting product
- A custom home page created specifically for your organization
- The default Axiom Budgeting and Performance Reporting home page

If you have any questions about your home page, please contact your system administrator.

If you navigate away from the home page, you can return to it by using the Area menu in the Global Navigation Bar:

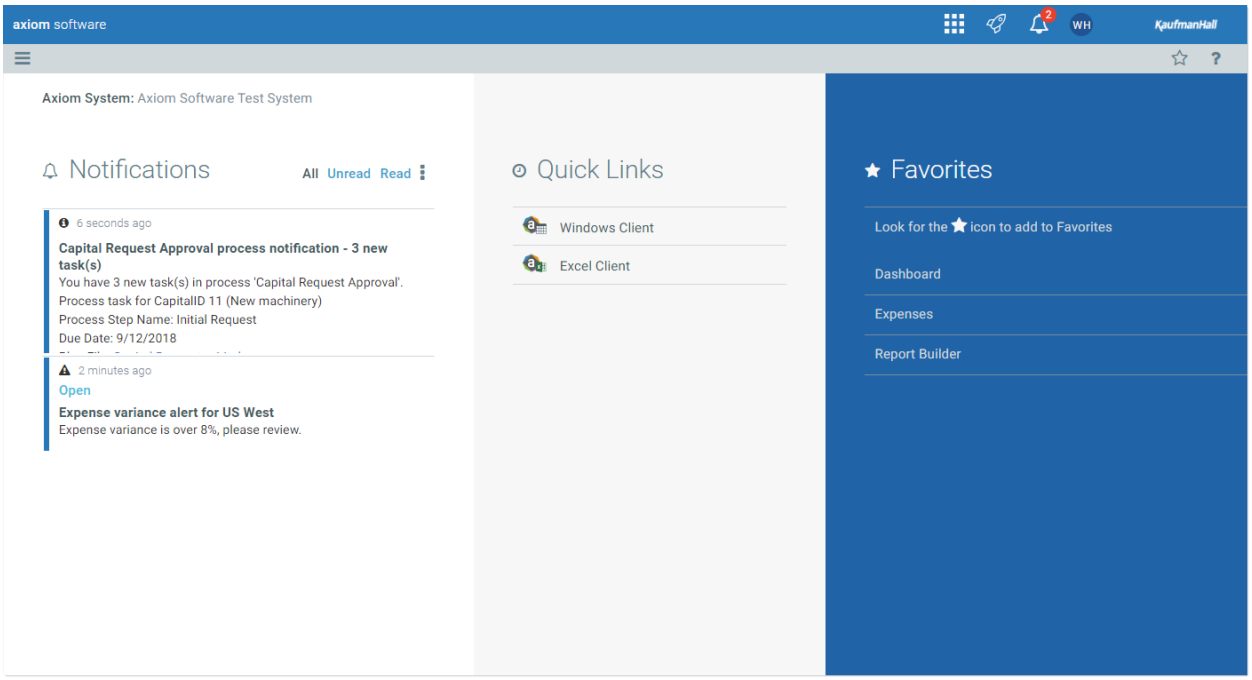


If you are in a system with installed products, this menu may contain product names instead of the **Home** item. In that case, you can select a product name to return to the home page for that product.

NOTE: If you are an administrator looking for more information on how the home page is determined, see Assigning alternate home pages (in Desktop Client Help).

Default home page

If a user does not have an available web-enabled home page, then the default home page is used. The default home page displays notifications, favorites, and quick links.



This page can also be accessed (by any user) by going to the following URL:

Example On-Premise URL `http://ServerName/Axiom/Home/Launchpage`

Where *ServerName* is the name of the Axiom Application Server, and Axiom is the default name of the virtual directory.

Example Cloud System URL

`https://CustomerName.axiom.cloud/Home/Launchpage`

Where *CustomerName* is the name of your cloud service system.

This page has the following features:

- **Notifications**: You can read and delete notifications using the same features available in the Notifications panel.
- **Quick Links**: You can use a set of global quick links that are displayed here for easy access. These links are built-in to the page and cannot be customized. However, the link to the Excel Client may not be present if your system has been configured to hide it.
- **Favorites**: You can open and delete web favorites.

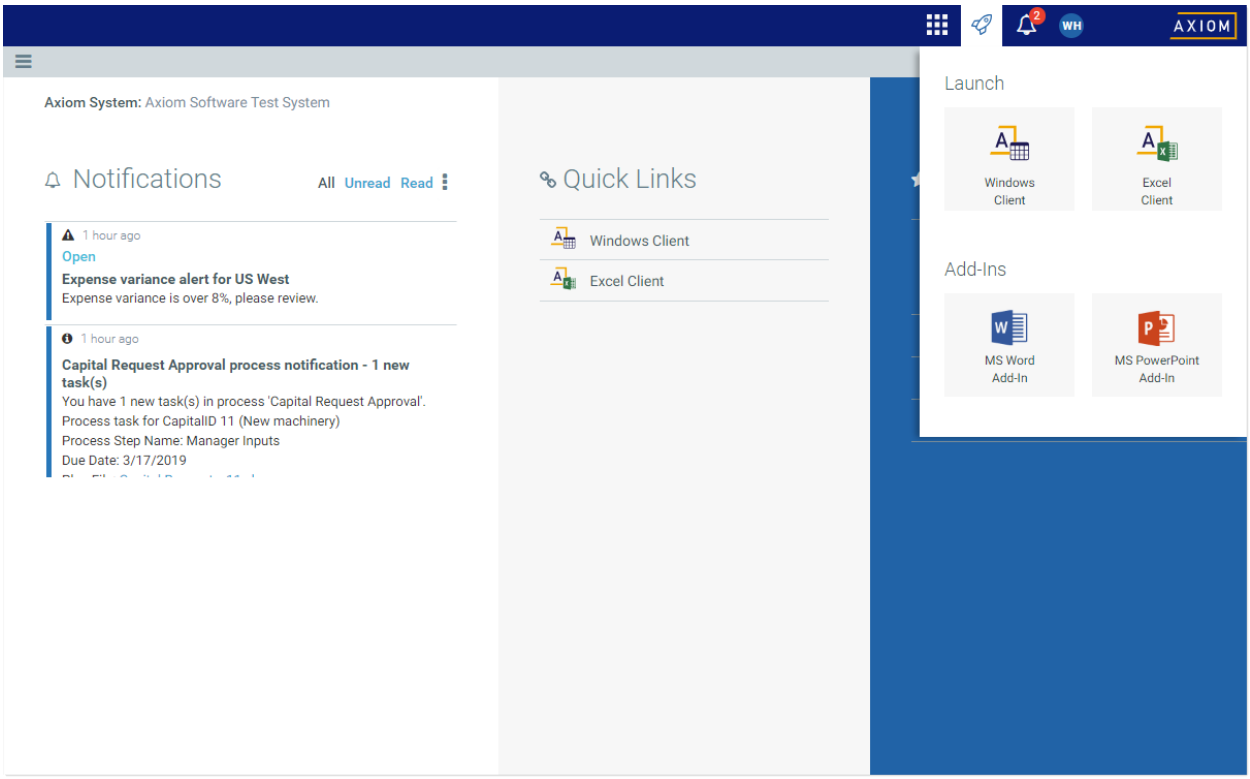
Launching Axiom Budgeting and Performance Reporting applications

You can launch various Axiom Budgeting and Performance Reporting applications from the Web Client Quick Launch menu, including the Axiom Excel Client and Axiom Windows Client.

The Quick Launch menu serves the following purposes:

- Users can install applications from this area as needed. Afterward, they can continue to launch installed applications from this location, or they can use other options (such as a shortcut on their desktop).
- For systems using SAML or OpenID authentication, this is the only option for users to launch installed applications. SAML and OpenID authentication require users to be authenticated using the Web Client before they can launch a desktop application.
- Users can install and launch add-ins such as the add-ins for Microsoft Office applications.

To open the Quick Launch menu, click the Quick Launch icon  in the Global Navigation Bar.



Quick Launch menu

Launching the Axiom Desktop Client

Using the Quick Launch menu, you can launch the Axiom Desktop Client. Click on one of the following icons:

Item	Description
Windows Client	Launches the Axiom Windows Client on your desktop.
Excel Client	Launches the Axiom Excel Client on your desktop. Requires Microsoft Excel. **NOTE:** This option may not display in the menu, in which case you should use the Windows Client as your desktop client.

If the client is not already installed on the current workstation, clicking the icon will initiate the install and then launch the client. If the client is already installed, clicking the link will launch the client. You must be using Microsoft Edge or Internet Explorer 11 (or higher) to perform these actions. Other browsers may be able to install and launch the client if a ClickOnce extension is applied to the browser.

The appropriate client to use depends on your organization's preferences and on your user role. Your organization will provide instruction as to which client you should use.

For more information on installing the Windows Client and Excel Client, including prerequisites and configuration details, see the Installation Guide (on-premise systems) or the Axiom Cloud Technical Guide (Axiom Cloud systems). Some software prerequisites can be downloaded and installed from the Web Client. You can access the prerequisites download page from the Axiom Budgeting and Performance Reporting About box.

NOTE: The default home page also contains links to launch the Windows Client or the Excel Client.

Launching add-ins

Using the Quick Launch menu, you can launch Axiom Budgeting and Performance Reporting add-ins. Click on one of the following icons:

Item	Description
MS Word Add-In	Launches the Axiom Budgeting and Performance Reporting Add-In for Microsoft Word.
MS PowerPoint Add-In	Launches the Axiom Budgeting and Performance Reporting Add-In for Microsoft PowerPoint.

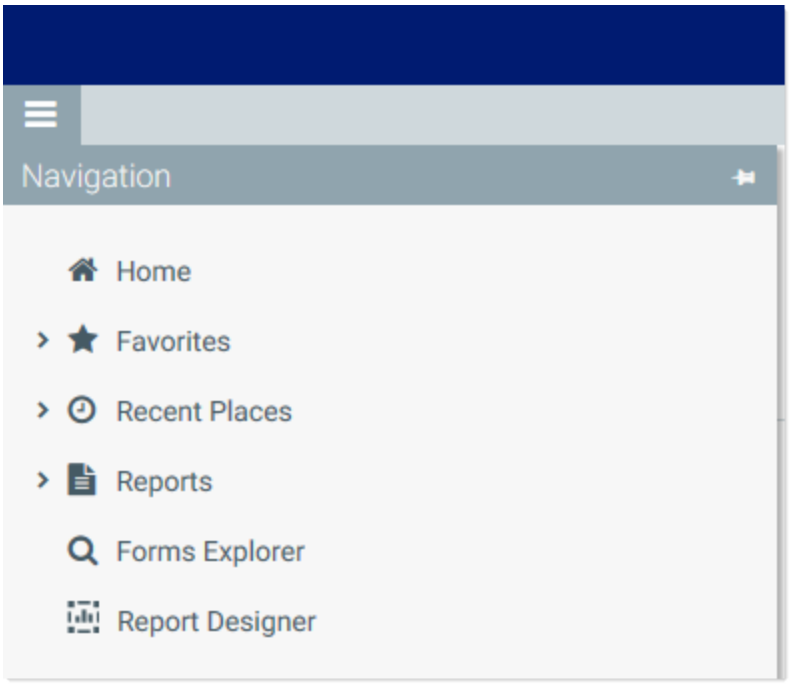
NOTE: One or both add-ins may not display in the menu, depending on your organization's preferences.

The Word and PowerPoint Add-ins are optional applications to support document integration between Axiom Budgeting and Performance Reporting and Word or PowerPoint.

Navigation panel

Using the Navigation panel, you can navigate to your documents and to various areas of the Web Client.

To open the Navigation panel, click the menu icon in the left side of the Task Bar. To navigate to an area or document listed in the panel, click on the item.



Example Navigation panel

The Navigation panel updates dynamically to show the available navigation links for the currently active area of the Web Client. The following areas are available:

Area	Description
Default	Axiom Budgeting and Performance Reporting provides a set of standard navigation links that show by default when you are in the Web Client. The previous screenshot shows the standard navigation links. These links provide access to your favorites, recent places, web-enabled reports and forms, and the Report Designer. The standard navigation links can be customized, so each client's system may look different. Navigation links can only be customized by administrators using the Desktop Client.
System Administration	The system administration links show when you are in the System Administration area, and provide access to features such as the Table Manager, Audit Manager, and software updates.
Product-Specific	Systems with installed products may have product-specific web navigation links. When you select a product name from the Area menu in the Global Navigation Bar., the product-specific links display in the Navigation panel. For more information, see the product-specific documentation.

Additionally, when you open a report or other browser-based document, that document may be associated with a set of document-specific navigation links. These links are added to the Navigation panel while you are in that document.

Viewing system information

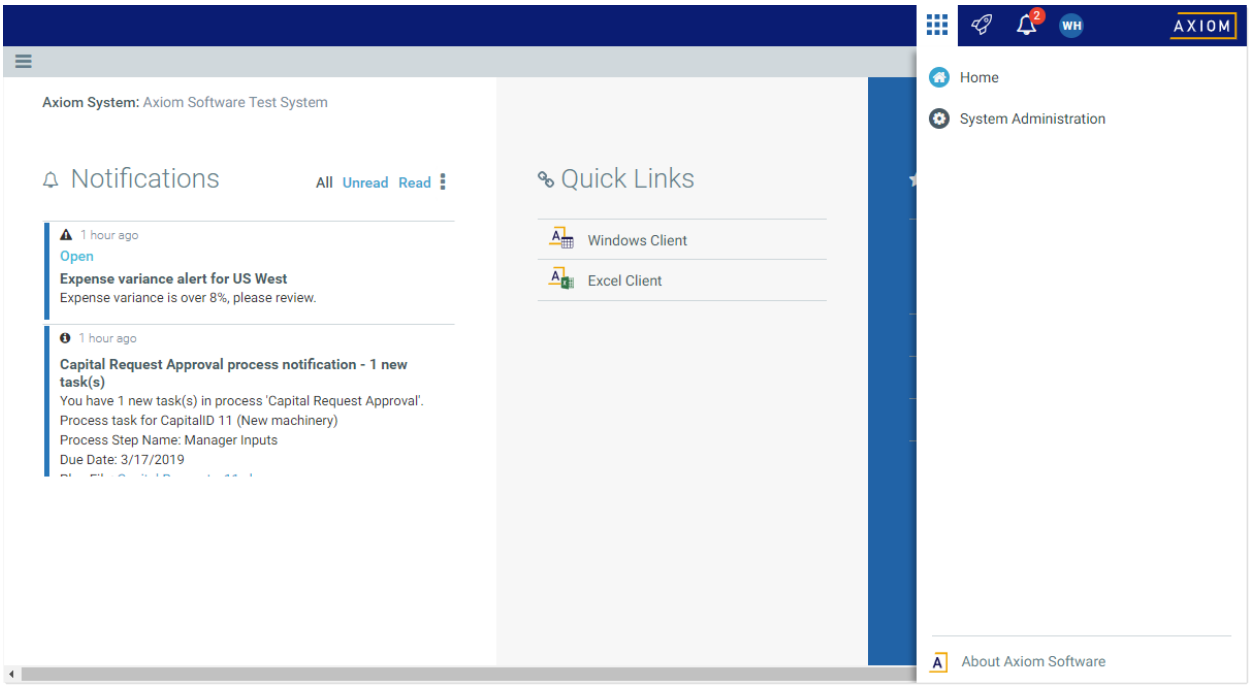
Use the Axiom Budgeting and Performance Reporting About box to see information about your current system, such as:

- Axiom Budgeting and Performance Reporting version number
- Product version numbers
- System name
- Application server URL

The About box also contains a link to download software prerequisites, if necessary for installation of the Desktop Client.

To open the About box:

1. Click the menu icon in the Global Navigation Bar.
2. At the bottom of the Area menu, click **About Axiom Software**.



About Axiom Software at bottom of Area menu

Getting to know the interface

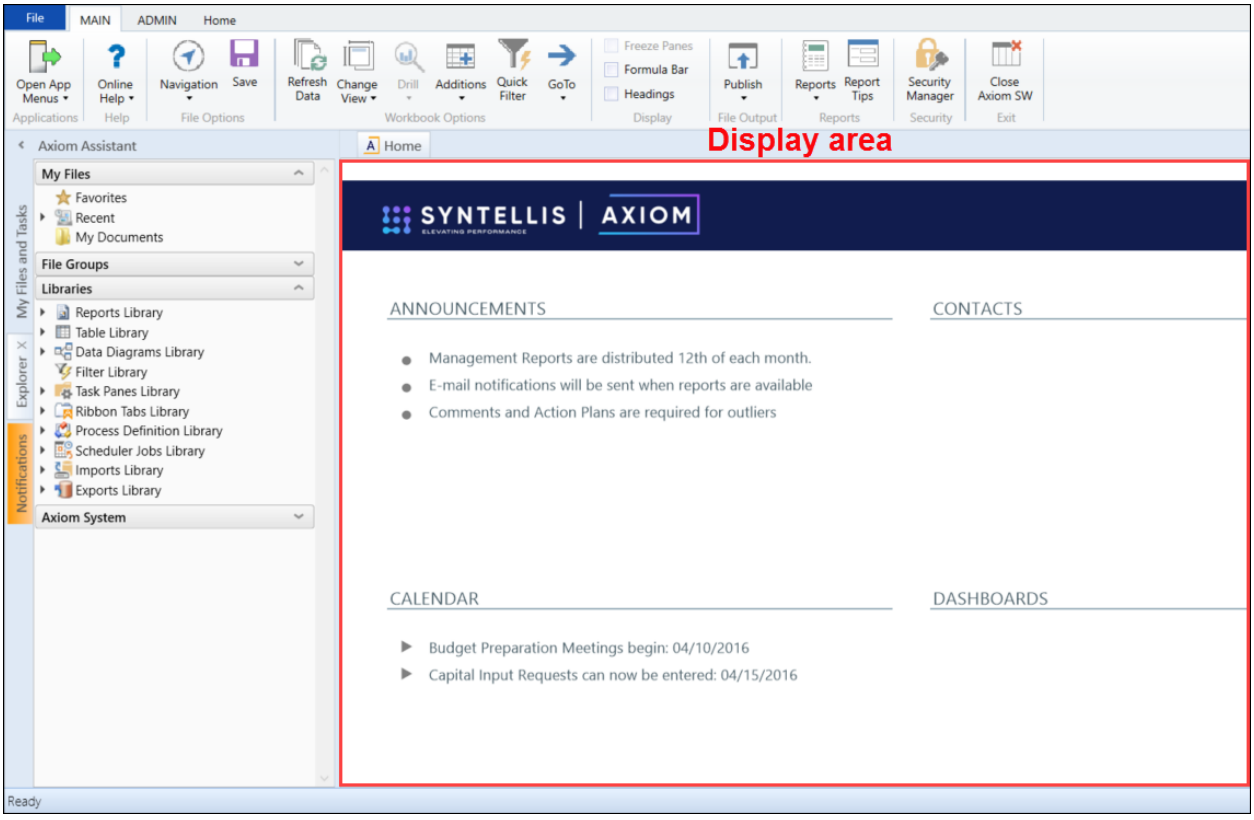
All Axiom Software products share a common interface and make use of many of the same features.

NOTE: The interface elements referenced in this section can vary depending on if or how your organization customizes them. This means that topics may reference features that do not display in your task panes, which means they may not be available for you to use. Contact your Axiom administrator for more information.

The interface includes several sections, including:

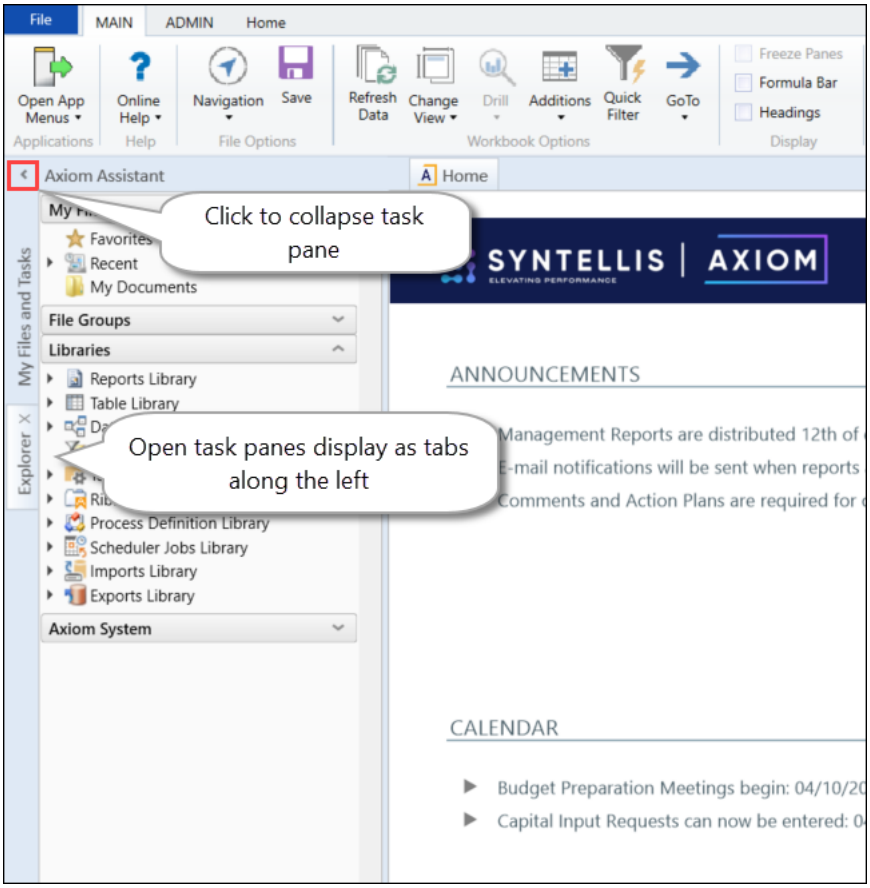
Display area

The main display area displays the open files. By default, it shows the Syntellis Home dashboard, which displays announcements, assigned tasks, links to dashboards, and contact information for administrators. Your Axiom product administrator configures the information that displays on this screen.



Task panes

A task pane provides access to commands, utilities, reports, plan files, and so on for Axiom Budgeting and Performance Reporting, and displays on the left side of the main display area. To switch between task panes, click the tabs on the left side of the interface. To expand or collapse the task panes, click the arrow in the left-hand corner above the tabs.



Ribbon tabs

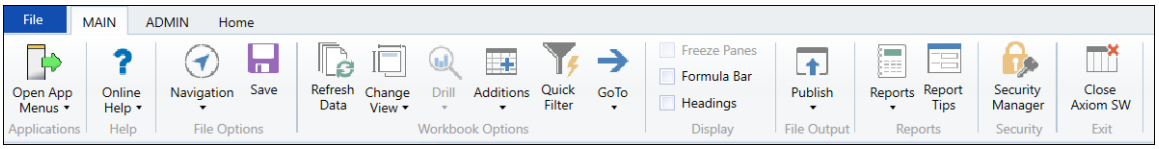
Ribbon tabs provide access to commonly used features and shortcuts to frequently accessed files. They display above the task pane and main display areas. The role assigned to you determines the ribbon tabs that display. For example, the Admin ribbon tab only displays to those users assigned the Administrator role profile.

Main

Includes commands for accomplishing most tasks in Axiom:

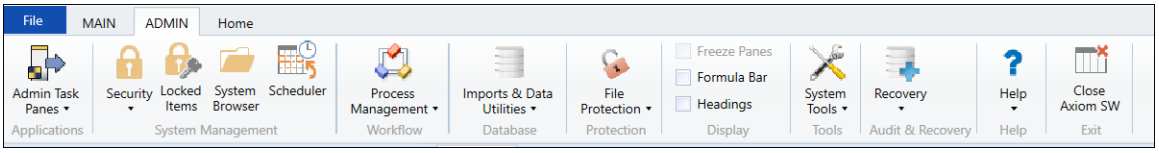
- Opening, closing, and saving files
- Accessing online help for products and advanced (Axiom platform) help

- Viewing data in spreadsheets
- Printing or emailing files
- Accessing shortcuts to frequently accessed reports



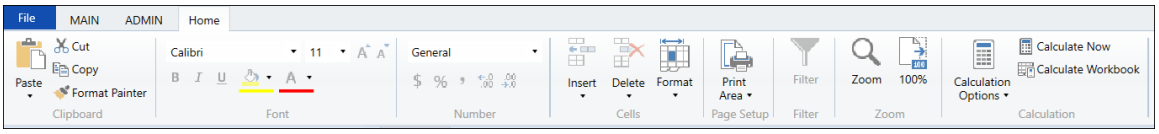
Admin

Includes commands for managing and configuring security, Scheduler jobs, processes, and data as well as other system-related tools used by administrators. This ribbon tab only displays to users with administrator privileges. Access to online help for products and advanced topics (Axiom platform) is also available.



Home

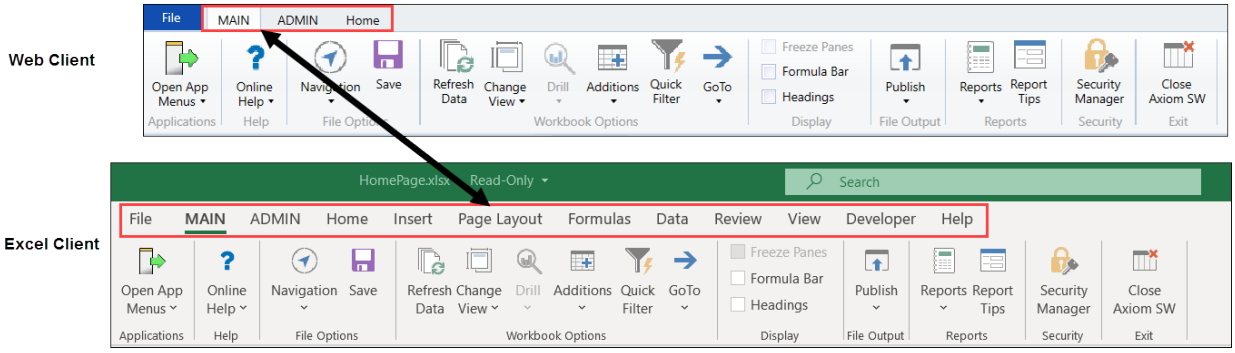
Includes standard spreadsheet commands.



Some options on the ribbon tabs display grayed out unless certain types of files such as reports or plan files are currently open or if you do not have the necessary security permissions to use the feature.

The Excel Client displays all of the same ribbon tabs included in a normal Excel file. The Windows Client only includes a subset of the same ribbon tabs located in the Home ribbon tab.

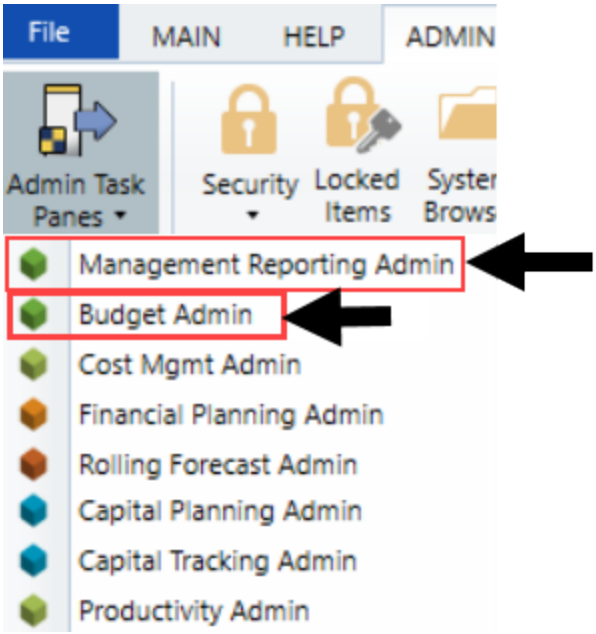
TIP: When creating reports, we recommend that you use the Excel Client.



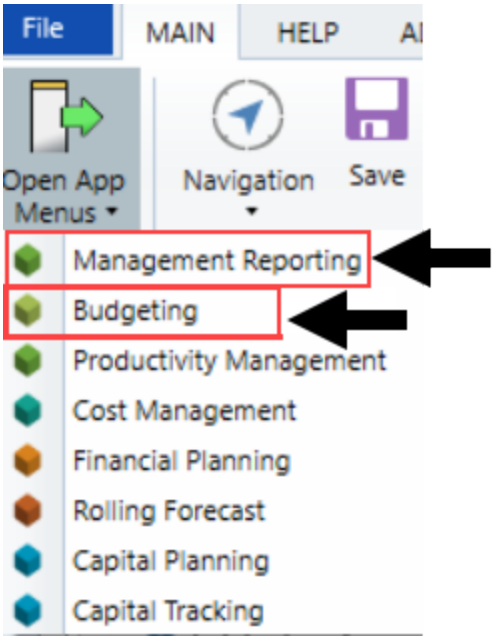
Opening task panes

To open the Axiom Budgeting and Management Reporting task panes:

- For administrators, in the **Admin** ribbon tab, click **Admin Task Panes**, and select **Budget Admin** or **Management Reporting Admin**.



- For end users, in the **Main** ribbon tab, click **Open App Menus**, and select **Budgeting** or **Management Reporting**.



Exploring files using the Explorer task pane

Using the Explorer task pane in the Desktop Client, you can quickly access your favorites, recent items, and all Axiom files (and other assets) that you have rights to access.

The Explorer task pane is a streamlined version of the Axiom Explorer dialog. Most files and features available in Axiom Explorer are also available in the task pane, dependent on your security permissions.

The Explorer task pane is available in the Axiom Assistant area. To view the Explorer task pane, click the **Explorer** tab along the left-hand side of the Axiom Assistant area.

NOTE: The Explorer task pane is provided by default, but it may be disabled in your system, or restricted to only certain users, or customized.

The Explorer task pane is organized into sections. You can collapse and expand each section by clicking on the arrow button in the right-hand side of the section header.

Explorer Section	Description
My Files	Contains the following: • **Favorites**: Your personal list of favorites. For more information on saving and managing favorites, see Managing favorites. • **Recent**: A list of your recently-opened items. This list displays the last 15 items that you opened. If desired, you can clear the list by right-clicking **Recent** and selecting **Clear History**. • **My Documents**: A "personal" folder within the Axiom Budgeting and Performance Reporting file system where you can save documents. Only administrators and users with the **User Documents Folder Access** security permission have access to this feature. **NOTE:** If a red arrow icon displays next to an item in Favorites or Recent, this means that the item the shortcut points to has been subsequently deleted. Moving or renaming an item does not break a shortcut, since files are tracked using the document ID.
File Groups	Contains the file groups that you have access to. End users can open plan files from this area. Administrators and other users with special feature permissions can manage file groups from this area. By default, file groups display in categories. If you are not using categories, or if you just want to change the view to display by file groups, you can do this by right-clicking the File Groups header.
Libraries	Contains the Axiom libraries and files that you have access to. You may have access to one or more of the following: Reports Library, Table Library, Data Diagrams Library, Filter Library, Task Panes Library, Ribbon Tabs Library, Process Definition Library, Scheduler Jobs Library, Imports Library, and Exports Library. Most end users only have access to the Reports Library.
Axiom System	Contains Axiom system files. Only administrators have access to this area.

Using the Workflow task pane

Axiom Budgeting and Performance Reporting provides a built-in Workflow task pane that allows you to easily see and access your workflow tasks. By default, the task pane is configured to open automatically for any user who has current tasks in an active workflow. If desired, you can change the conditions that make the task pane visible, or disable it entirely.

Commenting on documents using the Message Stream task pane

When viewing a spreadsheet Axiom file within the Desktop Client, you can view comments that other users have made about the document and also make comments about the document. New comments are stored in the message stream for that document, so that all other users who access the document can see the comment. Additionally, you can "tag" other users in the comment, so that the tagged users are notified about the comment.

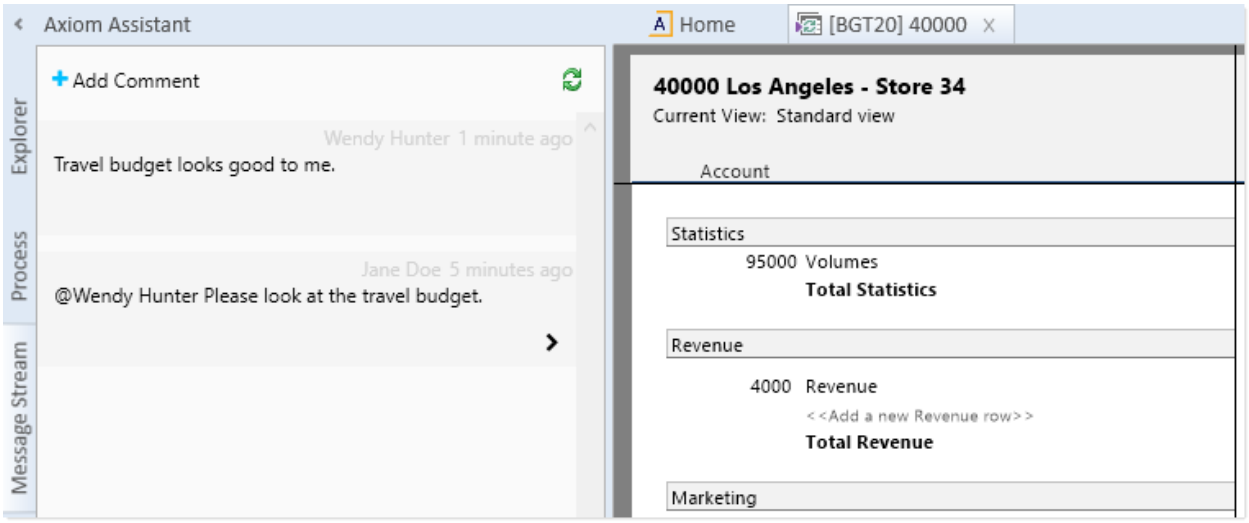
You can view comments and add comments using the Message Stream task pane. This is a system-controlled task pane that automatically opens for eligible documents.

NOTES:

- The message stream is only available for documents where it has been enabled.
- The message stream is also available for Axiom forms that are open within the Desktop Client, using the **Message Stream** panel. This panel is accessible from the task bar displayed across the top of the form.

Viewing the message stream

To view the message stream for the current document, click the **Message Stream** tab to display the task pane in the Axiom Assistant sidebar. This task pane shows all comments that have been made about the document.



Example message stream

Comments are displayed in the order they were made, with the most recent comment shown at the top of the panel. Each comment shows when the comment was made and the user who made it.

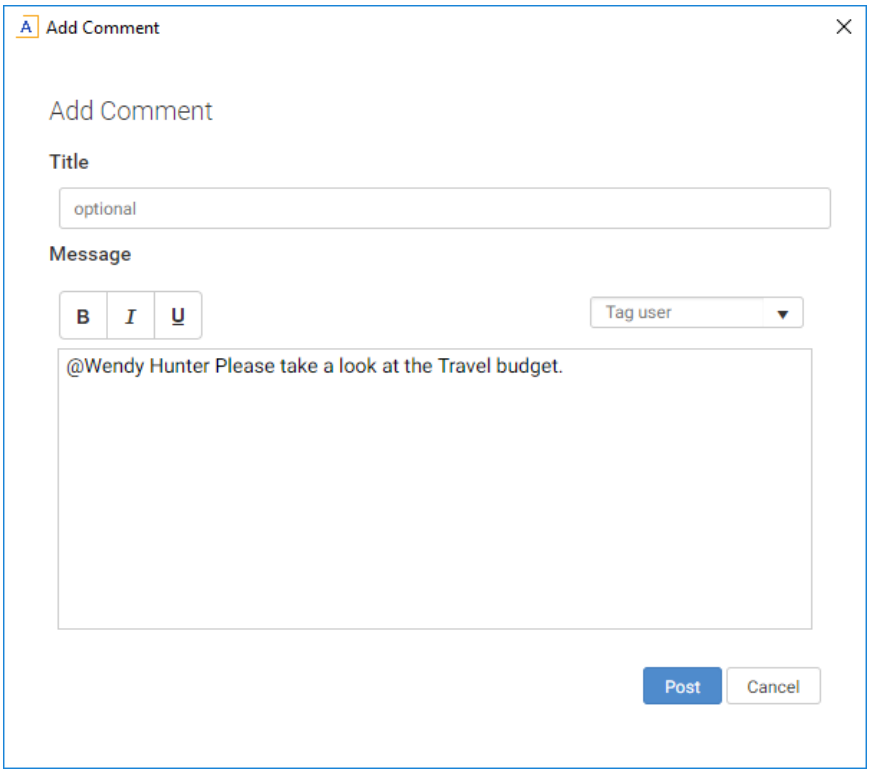
To view the full text and details of a comment, hover your cursor over the comment so that the > symbol displays on the right-hand side of the comment. Click the symbol to open a separate **Comment Details** dialog with the full comment text.

Once the message stream has been loaded for the current document, it is only updated automatically after you add a new comment. If necessary, you can manually refresh the task pane to see if any other users have made comments during the current file session.

Comments are stored for the life of the document, and cannot be deleted.

Adding a comment

To add a comment, click **Add Comment** at the top of the Message Stream task pane. In the **Add Comment** dialog, you can define an optional title for the comment, and then define the comment text. Basic text formatting of bold, italic, and underline can be used.



If desired, you can "tag" one or more users in the comment, so that those users are notified about the comment. Any user tagged in the comment will receive an email that contains the content of the comment and a link to the document. To tag a user, use the **Tag user** box to find a user and insert the tag. You can type into the box to find a specific user, or select a user from the drop-down list. When you click on a user name in the list, a tag will be inserted at the current cursor point in the comment text. The tag displays as `@FirstName LastName`.

When you click **Post**, the comment is saved to the message stream, and any tagged users will be notified.

NOTES:

- All users with access to the document can see comments posted to the message stream. Any comments made should be appropriate for the entire document audience. Do not post any sensitive information to the message stream.
- Adding a comment automatically subscribes you to the document's message stream, and tagging a user automatically subscribes that user to the document's message stream.

Ongoing notifications (subscriptions)

If you have made a comment in a document's message stream, or if you have been tagged in a comment, you are now subscribed to that document's message stream. Whenever a new comment is made to that document's message stream, you will receive a notification in the Notifications task pane.

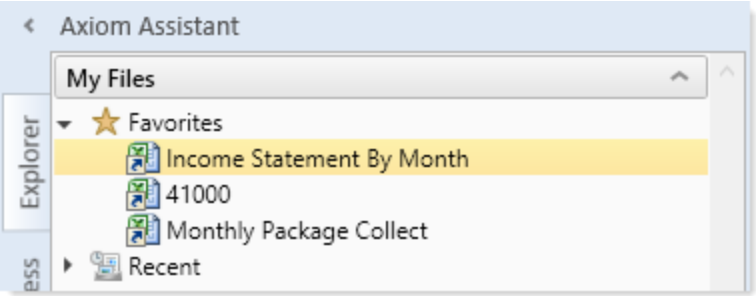
The notification details the user who made the comment and when it was made, the text of the comment, and a link to open the file.

Currently it is not possible to unsubscribe from a document's message stream once you have been subscribed.

Managing favorites

You can save Axiom files and other items as favorites, for quick access to commonly used items. In the Desktop Client, your favorites list is available in the following locations:

- The Explorer task pane in the Axiom Assistant area
- The Axiom Explorer dialog (if you have permission to access this dialog)



When an item is saved to favorites, you can open the item by double-clicking it, or you can right-click it to access any other commands that would be available on the item in its native area. For example, if you have rights to the Table Library and you save a table as a favorite, you can right-click the table favorite and perform actions such as editing the table structure.

If an item that a favorite points to is deleted, then the favorite becomes invalid and a red arrow icon displays next to it. If you attempt to open an invalid favorite, a message box informs you that the item has been deleted, and asks whether you want to delete the favorite. If a file is moved or renamed within the Axiom Budgeting and Performance Reporting file system, but it retains the same document ID, then the shortcut will not be broken.

Saving and deleting favorites

You can save an item as a favorite in one of the following ways:

- In the **Explorer** task pane and the **Axiom Explorer** dialog, you can right-click an item and select **Add to Favorites**.
- When a file is open, you can right-click the file tab and select **Add to Favorites**.

The item is saved as a favorite and now displays in your Favorites list. If the file was open when you saved it as a favorite, it displays using the file tab name. If needed, you can change the display name by editing the shortcut properties for the favorite.

TIP: If you open a table using **Open Table in Spreadsheet**, and then save the open table as a favorite (using the file tabs), the settings you used will be automatically saved as part of the favorite, in the shortcut properties. You may want to rename the favorite to indicate the particular settings (for example: GL2022 - Filtered for North Region).

NOTE: If a web-enabled file is saved as a favorite in the Desktop Client, that favorite will also display in the Web Client. This includes Axiom forms and web reports. All other types of favorites do not display in the Web Client.

To delete a favorite, right-click the item and then select **Delete**.

Organizing favorites

You can create sub-folders in the Favorites area to organize favorites by folder. To create a new folder, right-click **Favorites** and select **New Folder**.

By default, favorites are displayed in the order that they were added (new favorites are added to the bottom of the list). You can drag and drop individual favorites to change the order. Sub-folders cannot be reordered—they will always display in alphabetical order.

To rename a favorite, right-click the item and then select **Rename**. The name becomes editable, and you can type a new name.

Shortcut properties

You can edit the shortcut properties for a favorite. Right-click the favorite and select **Shortcut Properties**. In this dialog, you can edit the shortcut name, change the shortcut target, and define certain shortcut properties.

The available shortcut properties vary by file type. For example, you can configure a report favorite to always open as read-only, or to automatically apply a Quick Filter when opening.

Using web favorites in the Desktop Client

If you save a favorite in the Web Client, that favorite also displays in the Desktop Client favorites list. You can double-click the web favorite to open it in the Web Client browser.

When a favorite is saved in the Web Client, it is stored as a URL instead of a document shortcut. If the target of the favorite is later deleted, the favorite does not show as invalid in the Desktop Client. If you try to use the favorite, you are informed that the document or page cannot be found. In this case you must manually delete the favorite.

Opening recent files

Axiom Budgeting and Performance Reporting maintains a list of your recently opened files in the Desktop Client. You can use this list for quick access to recent files.

The recent file list is located in the **My Files** section of the Explorer task pane and Axiom Explorer. You can double-click files to open them, or right-click to access the context menu for the file type. Recent files are listed using the file tab name that they were opened with, which may or may not be the same as the file name.

The list displays the last 15 files that you recently opened. Note the following:

- If you want to clear the list, right-click **Recent** and select **Clear History**.
- If you want to continue to have quick access to a recent file, you can add it to your favorites. Right-click the file and select **Add to favorites**.
- If the icon next to a file name is a red arrow, this means that the file has been moved or deleted since you accessed it, so it can no longer be opened from the recent file list.

In the Axiom Windows Client only, recent files can also be accessed from the **File** menu. In the Axiom Excel Client, although your recent files are tracked in **File > Recent**, those links point to the temporary versions of the file stored on your local drive, not the source versions of the files stored in the Axiom Budgeting and Performance Reporting database. Therefore, Excel's recent file list cannot be used to open Axiom files.

Running file processing on an Axiom file

If a file is set up to use file processing, you can process the file to automatically create various file outputs, such as:

- Save snapshot copies of the file and automatically email them to various recipients
- Print one or more sheets in the file using one or more print views
- Export data in the file to a CSV or TXT file
- Collect multiple output files into a single report package
- Process multiple reports in batch

File processing can be used in all spreadsheet Axiom files except file group templates, however, report files are the most common use case.

NOTE: The file processing menu command and the associated task pane are only available to administrators and to users with the **Allow File Processing** permission for the file.

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:

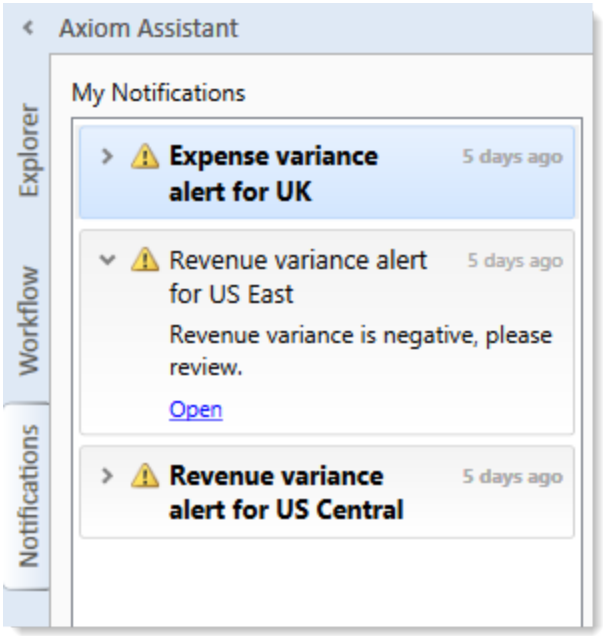
- The file is refreshed. If you are performing multipass processing, the file is refreshed using a data filter for the current pass item.
- The file processing action is performed. If you are performing multipass processing, the action may be performed after each pass, or it may be performed once all 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.

Viewing notifications using the Notifications task pane

If you receive an Axiom Budgeting and Performance Reporting notification, the notification displays in the Notifications task pane. This is a system-controlled task pane that is always available in the Desktop Client if you have notifications. Click the **Notifications** tab in the Axiom Assistant area to view the task pane.



Example Notifications task pane

If you have unread notifications when you first log in, or if you receive new notifications during a current session, the Notifications tab will flash orange and remain that color until you click on the tab. Unread notifications display in bold text. Once a notification has been read, the bolding is removed.

Notifications can come from the following sources:

- **Alert notifications.** Your system administrators and other power users may have set up alerts to monitor certain alertable conditions and then notify specified users.
- **Process management notifications.** These notifications result from active processes in process management, such as to inform you that you have a new task in the process.
- **Message stream notifications.** If you have subscribed to a document's message stream, you will be notified of any new comments made about that document.

- **Axiom system processes such as Process Plan Files.** If you have triggered certain system processes, Axiom Budgeting and Performance Reporting will notify you when the process is completed or when errors occur.
- **Scheduler jobs.** If you have run a Scheduler job manually and that job is configured to send notifications, you will be notified when the job completes or errors (depending on the notification configuration).

NOTES:

- The Notifications task pane is a system-controlled task pane; you cannot hide or show this task pane manually. The Notifications task pane always displays on startup if you have any active notifications (read or unread). Otherwise, it does not display. If you receive a new notification during a session and the task pane is not already open, this will cause the task pane to open.
- All notifications displayed in the Notifications task pane are also available in the Notifications panel of the Axiom Web Client. Both areas read from the same source of notifications, and edit the same source as well. So if you mark a notification as read in one area, or delete a notification from one area, the other area will reflect these changes.

Reviewing notifications

Within the task pane, notifications are listed in the order they were created, with the newest notifications at the top. Each notification displays a severity icon and an alert title, as well as how old the notification is. The following severity icons are used:

-  Info
-  Warning
- Error

To read the notification text, double-click the notification to expand it. The text should provide you with more information about the notification and why you are receiving it. You can double-click the notification again to collapse it.

If the notification is from an alert, then the alert creator may have specified a document that you can open to see more information about the alert condition. If so, then you will see an **Open** link underneath the message text when you expand the notification. Click this link to open the associated document.

Notification actions

You can select one or more notifications and then right-click to perform the following additional actions:

- **Mark Read**: Mark the selected notifications as read.
- **Mark Unread**: Mark the selected notifications as unread.

- **GoTo Alert Definition**: Open the source document for the alert, if you have permission to access the file. You will be taken directly to the specific alert definition that generated the notification.
- **Delete**: Delete the selected notifications. Keep in mind that once a notification has been deleted, you cannot undo this action.

Changing your Axiom Budgeting and Performance Reporting password

If your authentication method is Axiom Prompt, you can change your password as needed using the Desktop Client. This feature does not apply to users who are using any other authentication method (such as Windows User Authentication), because those passwords are controlled externally from Axiom Budgeting and Performance Reporting.

To change your password:

1. On the **Axiom** tab, in the **Help** group, click **Help > Change Password**.

   NOTE: In systems with installed products, this feature may be located on the **Main** or **Admin** tab.

   This command is only available to Axiom Prompt users.

2. In the **Set Password** dialog, enter your current password, then enter and confirm your new password.

   If password rules are being enforced, your password must meet the rules. A validation message will inform you of the rules if necessary. Alternatively you can click **Generate Password** to auto-generate a password that meets the rules. If you do this, make sure to note the generated password because you will not have another opportunity to see it. If you do not note the password and cannot log in later, an administrator will need to reset your password.

3. Click **OK**.

Your password is now changed. You will need to use this new password the next time that you log in.

Closing Axiom Budgeting and Performance Reporting

When you close Axiom Budgeting and Performance Reporting, you will be prompted to save any changed but unsaved files.

To close the Desktop Client:

- Click the **Close Axiom Software** button in the **Exit** group of the **Axiom** tab.

  NOTE: In systems with installed products, this button may be located on the **Main** or **Admin** tab.

You can also close the application by clicking the **X** button in the top right-hand corner of the application window.

If you are using the Axiom Excel Client, there is no option to close Axiom Budgeting and Performance Reporting but leave the current Microsoft Excel session open. Keep in mind that it is not necessary to close Axiom Budgeting and Performance Reporting in order to work on a regular Excel file. You can open regular Excel files within Axiom Budgeting and Performance Reporting, or you can open a second Excel session.

3

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.

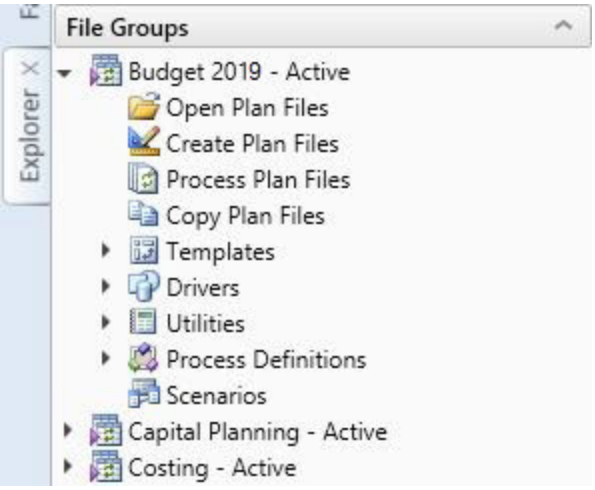
Axiom Budgeting and Performance Reporting groups related files for a single year's annual budget into a file group. You maintain a single, designated file group for the active budget. This section covers file groups in detail.

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 Explorertask 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	DriversDrivers 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 and Performance Reporting 2021.3.

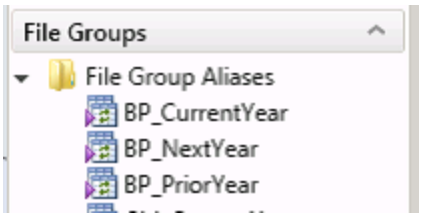
NOTE: By default, only Administrators can see the file group administration options for a group. Users without Administrator privileges can only open specific plan files for the file groups to which they have access.

Working with file group aliases

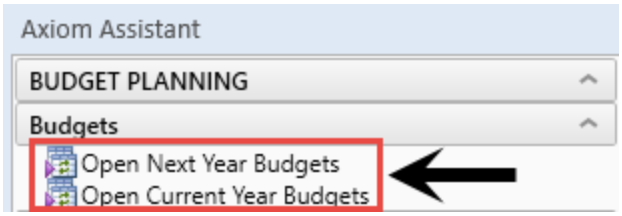
Because you need to manage current and future plan files simultaneously, the task panes recognize the fiscal year the administrator wants to point them to.

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.

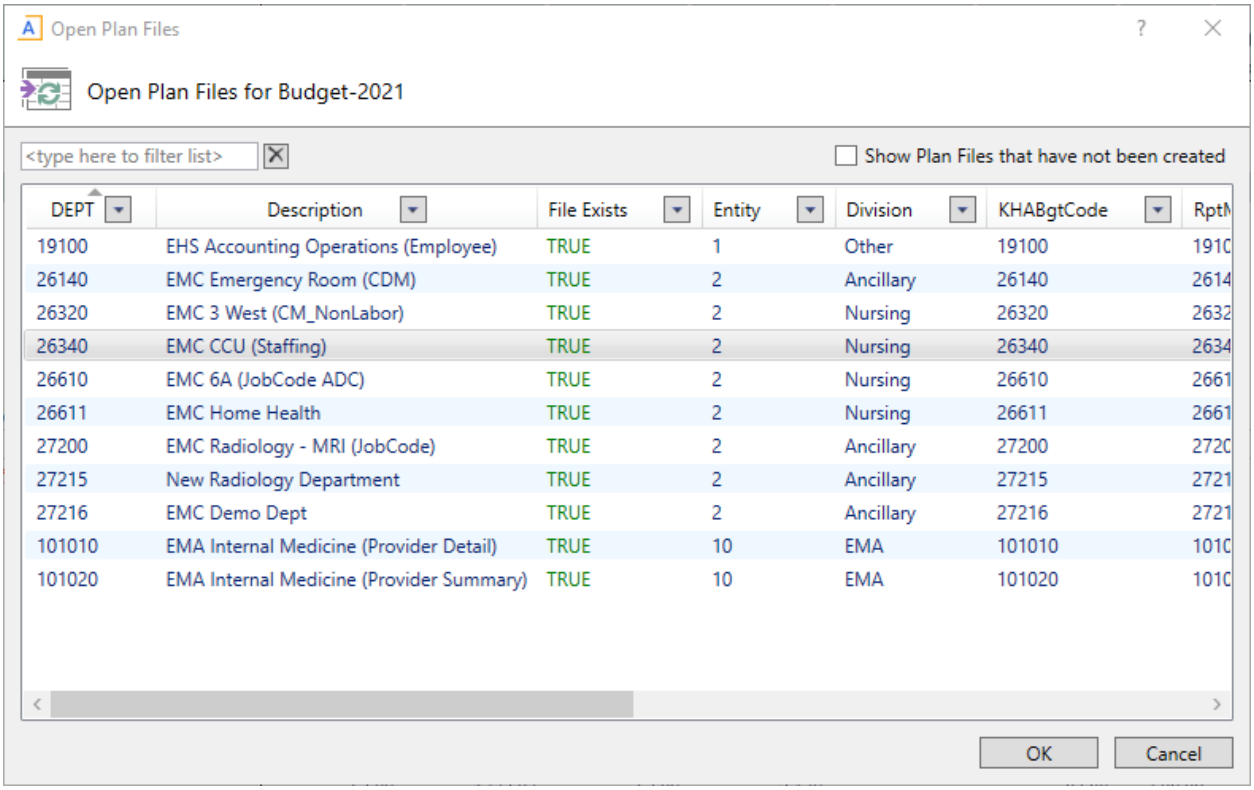
In the ExplorerExplorer task pane, the File Group Aliases folder is located in the main File Group section. There are three aliases available and are currently defaulted with values. BP_CurrentYear, BP_NextYear, and BP_PriorYear.



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.



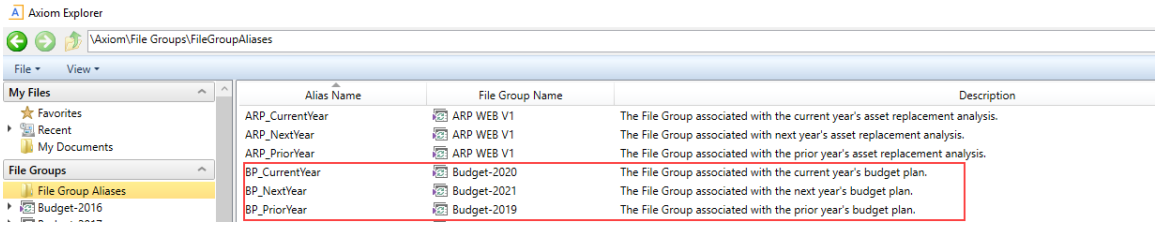
Updating file group aliases

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

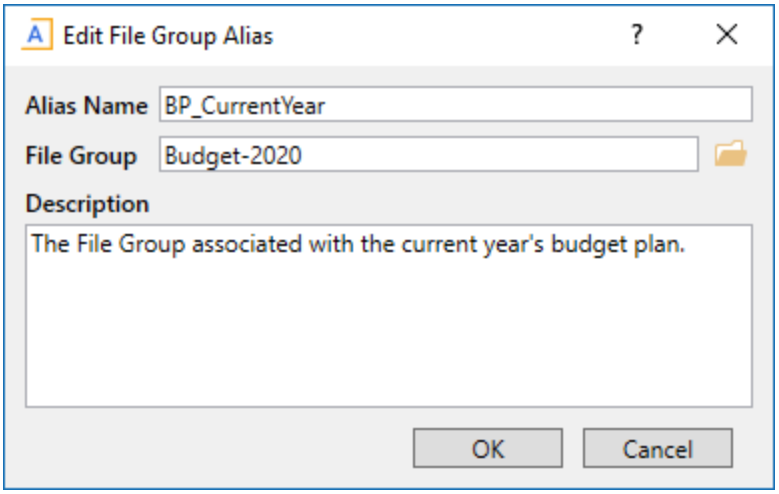
IMPORTANT: The aliases must be set before copying driver security so that the most recent year is used. For example, if a 2020 file group was created and the intent is to copy the file group security from 2019, then BP_CurrentYear must point to 2019 File Group.

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.



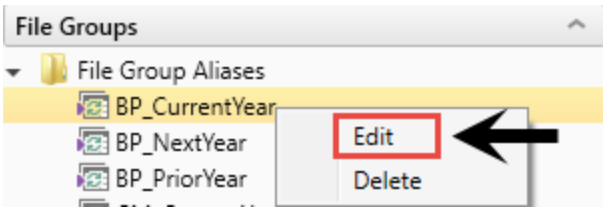
4. In the **Choose File Group** dialog, select the file group, and click **OK**.
5. Click **OK**.
6. Click **Close**.

Setting the fiscal year for file group aliases

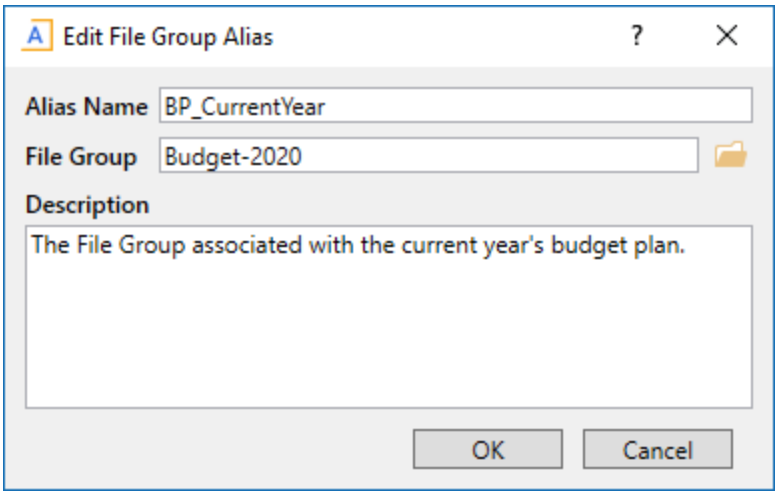
IMPORTANT: File group aliases also affect scheduled jobs. A scheduled job can only contain one fiscal year setting. By changing the file group aliases, you may be changing a data set the job will run. To confirm which file group aliases a scheduled job points to, open the job, and click **Process Plan 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 ExplorerExplorer 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**.

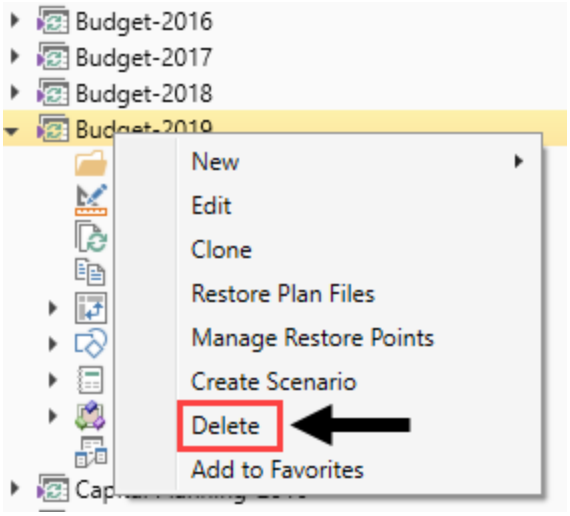
Deleting a file group

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 and Performance Reporting 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 ExplorerExplorer 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

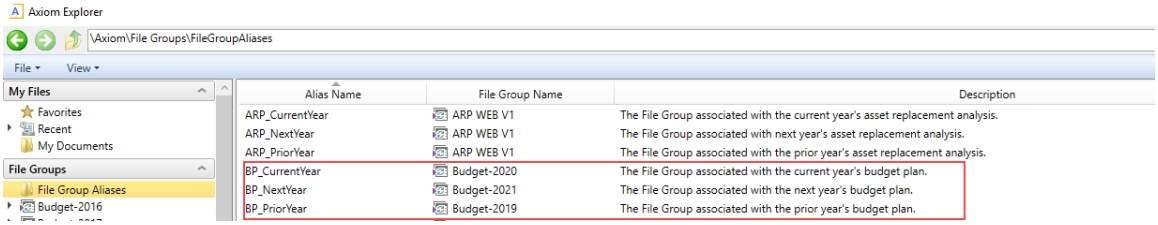
File group aliases are reference pointers that are used throughout the system to determine which file group corresponds to which budgeting year.

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.

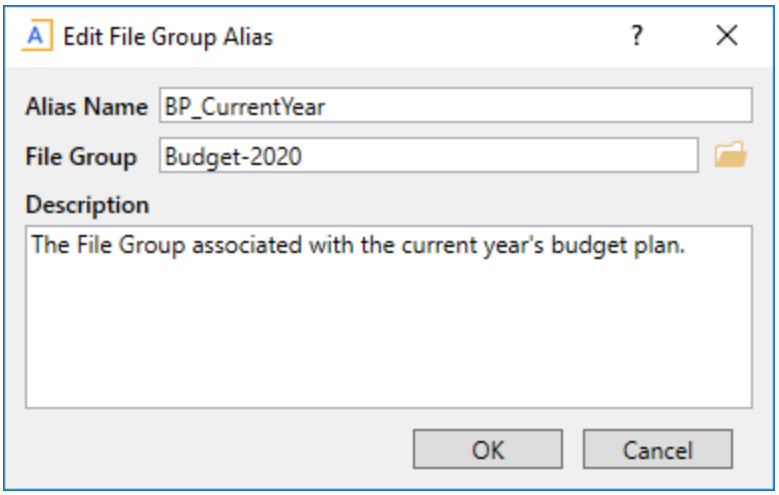
To update file group aliases:

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**.

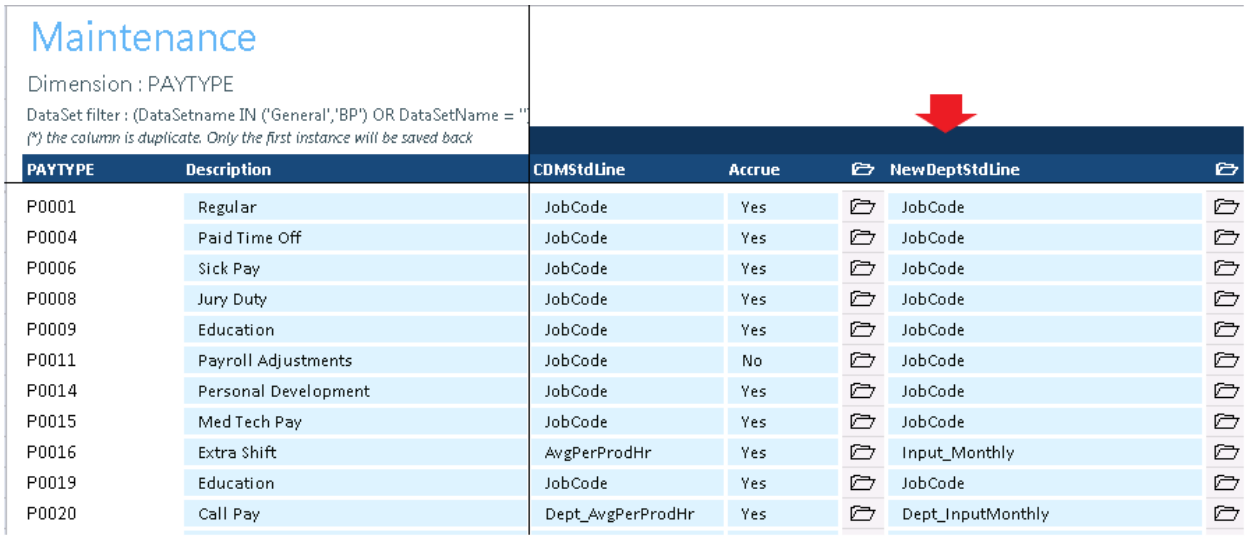
Adding a new department

The New Department Utility allows you to easily set up new departments using a copy of accounts from an existing department as well as add additional accounts to your new department. As a result, you can configure all necessary accounts for Statistics, Revenues, Deductions, Expenses, and Hours in a single step. In addition, you can also set up the job codes necessary to populate your labor method.

Configure the PAYTYPE dimension

In the PAYTYPE dimension, you need to set up the NewDeptStdLine column. By default, this column populates with NA until you configure it, but will have similar entries as Paytype.KHAStdLine. This column is used to select the appropriate calculation method to use for the labor method selected for use in the

new department.



Maintenance

Dimension : PAYTYPE

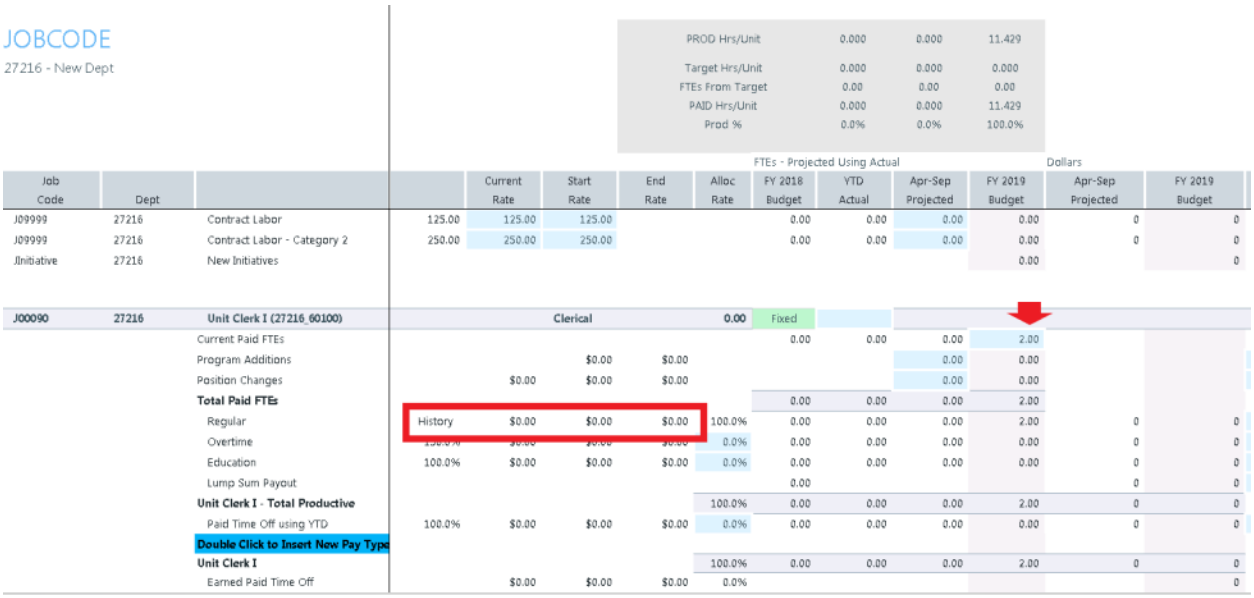
DataSet filter : (DataSetname IN ('General','BP') OR DataSetName = ''

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

PAYTYPE	Description	CDMStdLine	Accrue	NewDeptStdLine
P0001	Regular	JobCode	Yes	JobCode
P0004	Paid Time Off	JobCode	Yes	JobCode
P0006	Sick Pay	JobCode	Yes	JobCode
P0008	Jury Duty	JobCode	Yes	JobCode
P0009	Education	JobCode	Yes	JobCode
P0011	Payroll Adjustments	JobCode	No	JobCode
P0014	Personal Development	JobCode	Yes	JobCode
P0015	Med Tech Pay	JobCode	Yes	JobCode
P0016	Extra Shift	AvgPerProdHr	Yes	Input_Monthly
P0019	Education	JobCode	Yes	JobCode
P0020	Call Pay	Dept_AvgPerProdHr	Yes	Dept_InputMonthly

Manage labor rates when using the New Department utility

When the plan file is built for the new department, it is ready for user input. One of the inputs you need to configure is the FTE value for each job code. In the following example, two FTEs have been added to job code J00090 in the FY 2019 Budget column, but notice that the Current, Start, and End Rate columns are zero.

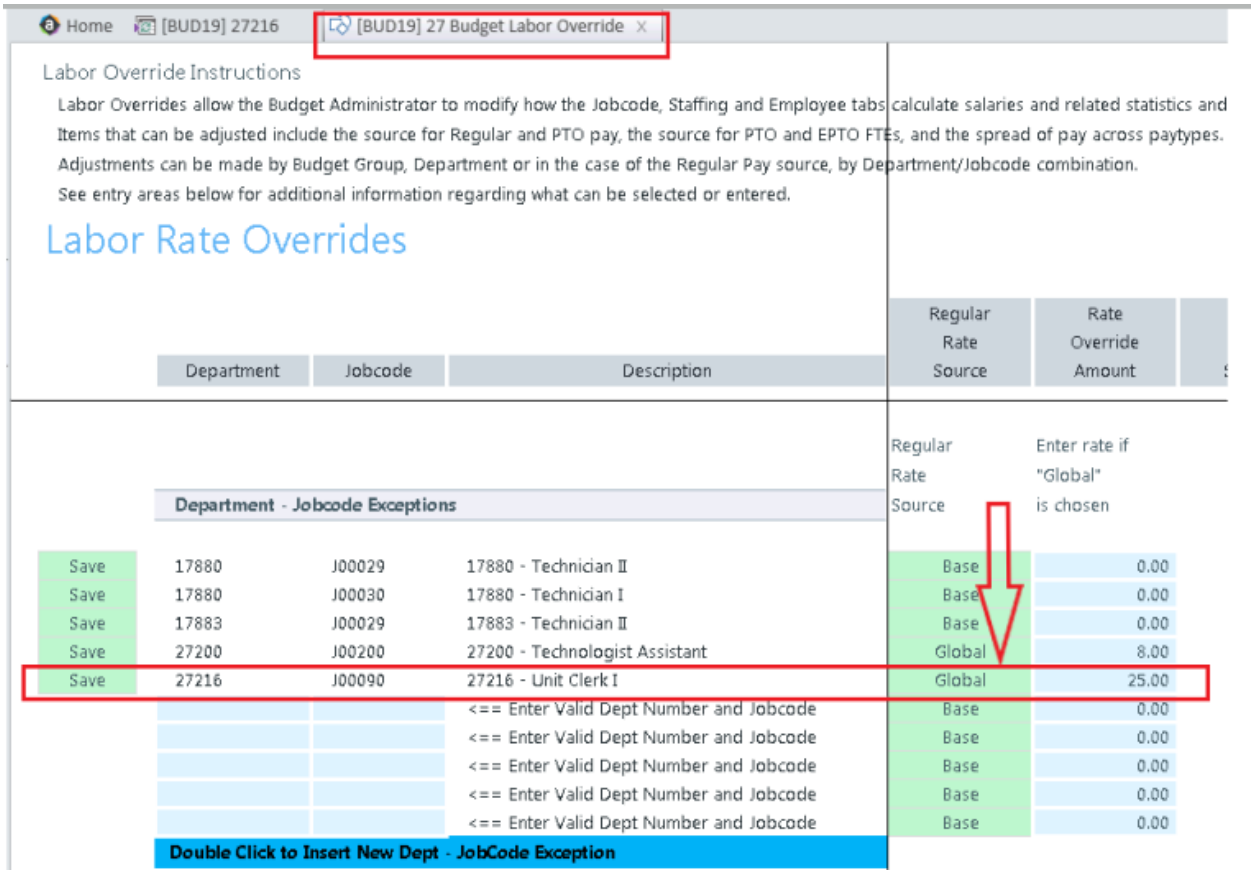


JOBCODE

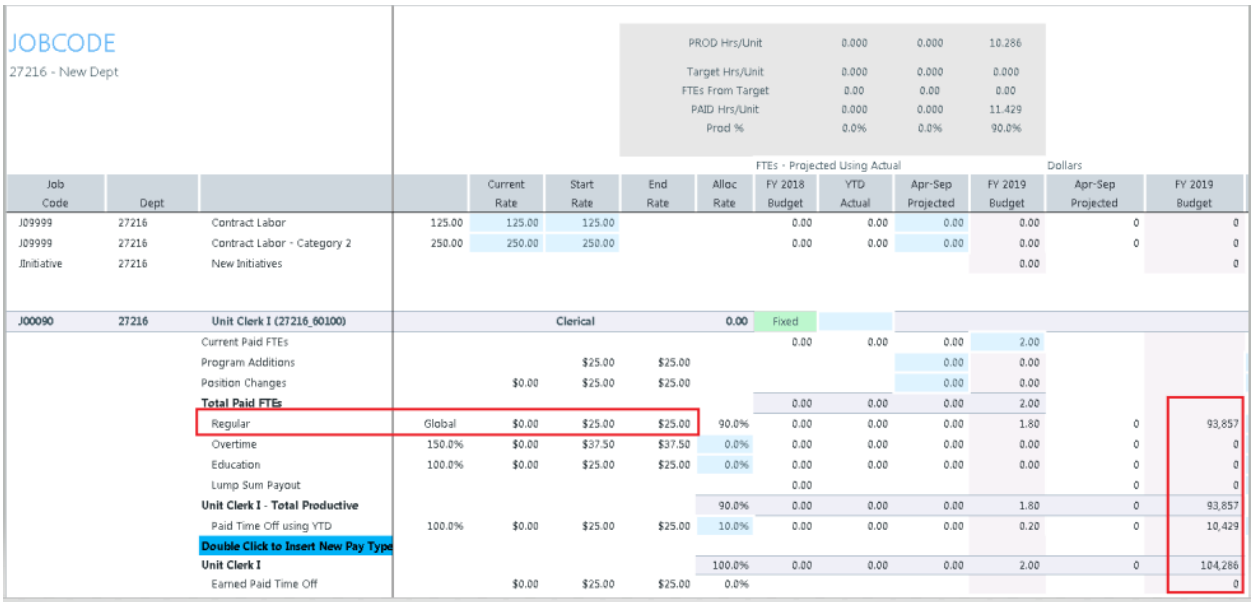
27216 - New Dept

							PROD Hrs/Unit	0.000	0.000	11.429			
							Target Hrs/Unit	0.000	0.000	0.000			
							FTEs From Target	0.00	0.00	0.00			
							PAID Hrs/Unit	0.000	0.000	11.429			
							Prod %	0.0%	0.0%	100.0%			
								FTEs - Projected Using Actual			Dollars		
Job Code	Dept			Current Rate	Start Rate	End Rate	Alloc Rate	FY 2018 Budget	YTD Actual	Apr-Sep Projected	FY 2019 Budget	Apr-Sep Projected	FY 2019 Budget
J09999	27216	Contract Labor	125.00	125.00	125.00			0.00	0.00	0.00	0.00	0	0
J09999	27216	Contract Labor - Category 2	250.00	250.00	250.00			0.00	0.00	0.00	0.00	0	0
JInitiative	27216	New Initiatives									0.00		0
J00090	27216	Unit Clerk I (27216_60100)			Clerical		0.00	Fixed					
		Current Paid FTEs						0.00	0.00	0.00	2.00		
		Program Additions			$0.00	$0.00				0.00	0.00		
		Position Changes		$0.00	$0.00	$0.00				0.00	0.00		
		Total Paid FTEs						0.00	0.00	0.00	2.00		
		Regular	History	$0.00	$0.00	$0.00	100.0%	0.00	0.00	0.00	2.00	0	0
		Overtime					0.0%	0.00	0.00	0.00	0.00	0	0
		Education	100.0%	$0.00	$0.00	$0.00	0.0%	0.00	0.00	0.00	0.00	0	0
		Lump Sum Payout						0.00				0	0
		Unit Clerk I - Total Productive					100.0%	0.00	0.00	0.00	2.00	0	0
		Paid Time Off using YTD	100.0%	$0.00	$0.00	$0.00	0.0%	0.00	0.00	0.00	0.00	0	0
		Double Click to Insert New Pay Type											
		Unit Clerk I					100.0%	0.00	0.00	0.00	2.00	0	0
		Earned Paid Time Off		$0.00	$0.00	$0.00	0.0%						0

In the Department - Jobcode Exceptions section, add each department and job code combination. In the Regular Rate Source column, select Global, and enter the wage rate desired. Save the driver file and then refresh (F9) the plan file.

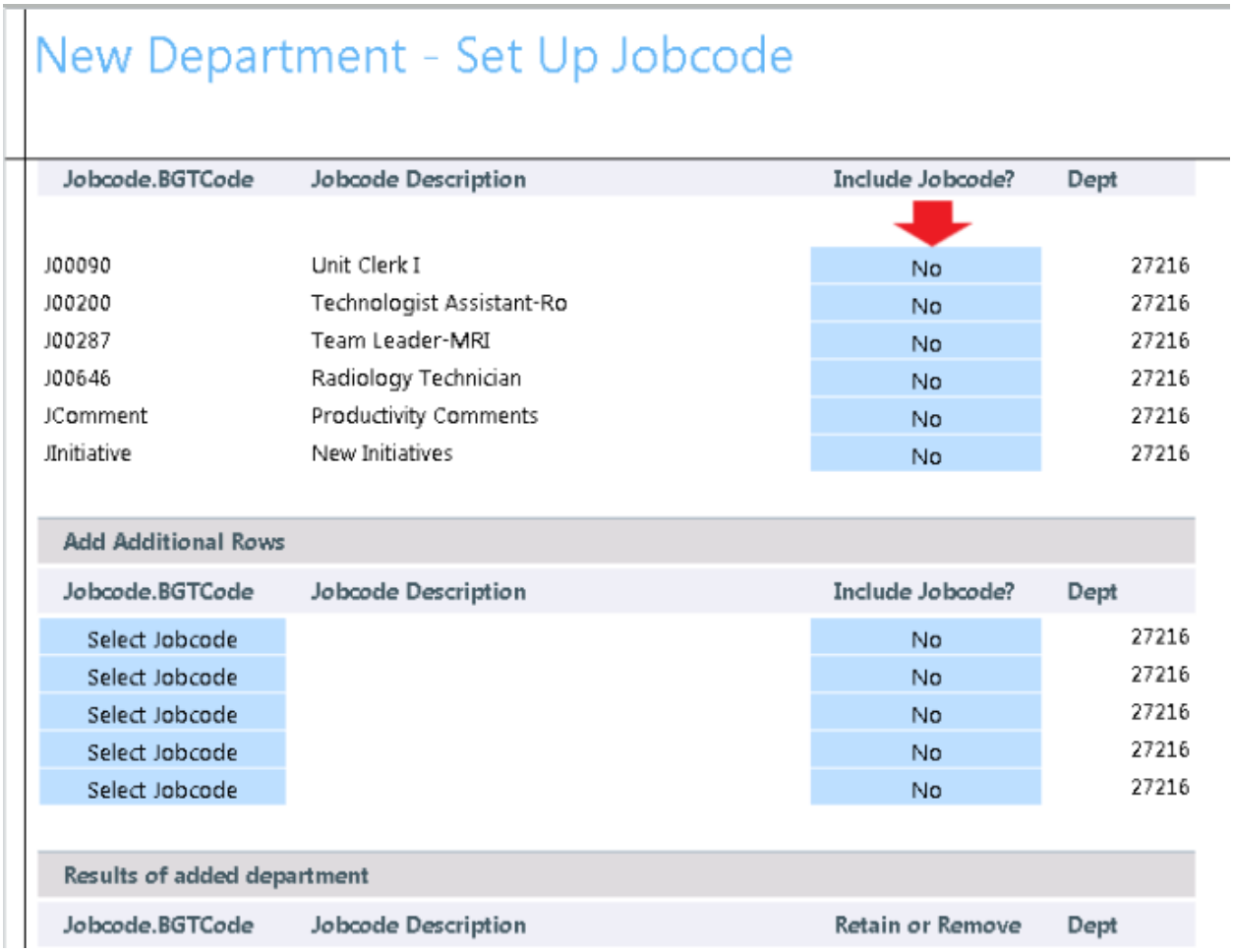


Note that the system now displays the wage rate and calculates the dollars. The word “Global” also displays next to the Regular row, indicating that this wage rate is controlled from the 27 Budget Labor Override driver.



Alternate configuration

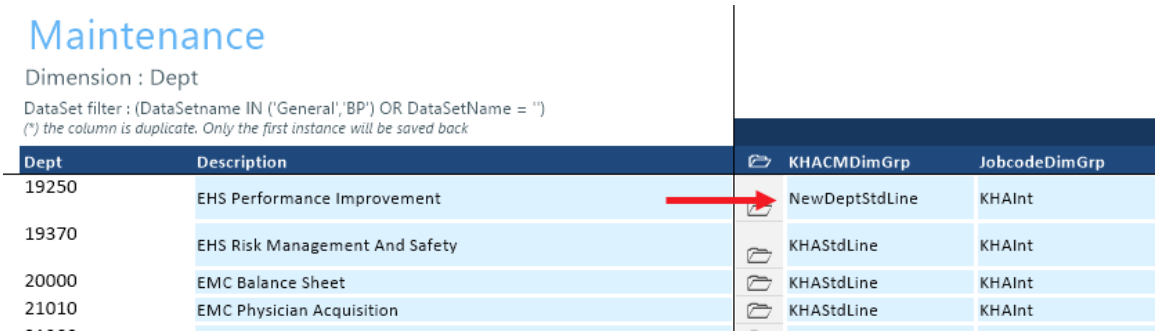
The instructions above present a configuration that enables administrators to allow for FTE input only by their end users, while administrators control the wage rate. However, if administrators prefer to use the Add New Jobcode calculation method, then simply exclude the job code(s) when processing the New Department Utility. Administrators can then add the job codes by using the existing Add New Jobcode calculation method individually, which then allows for end user input of both wage rate and FTE.



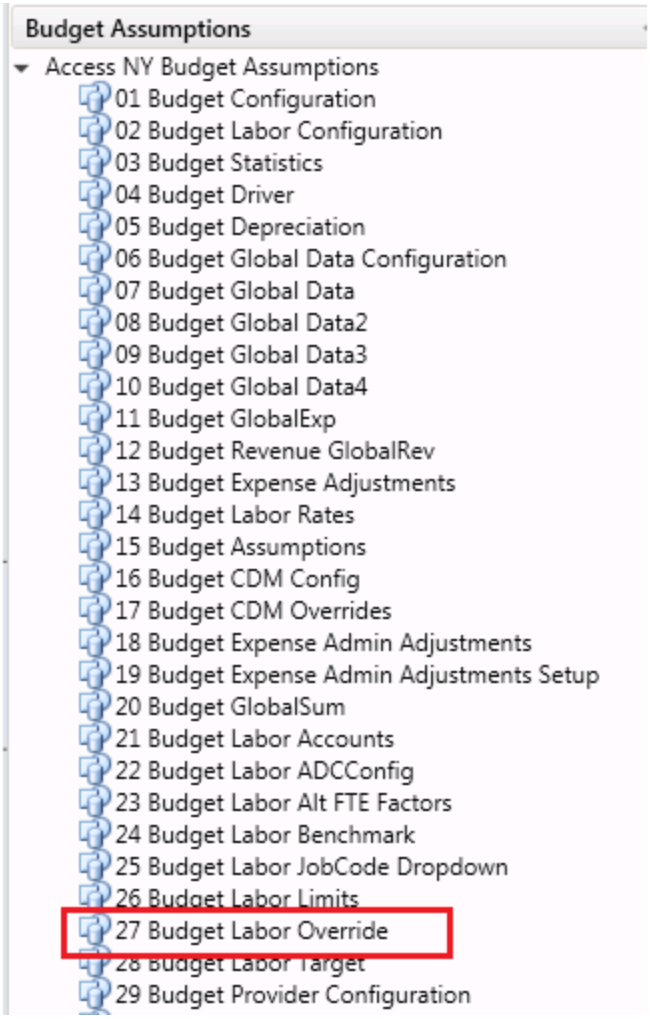
To add a new department:

1. Using the Dimension Maintenance utility, add the new department in the **DEPT** dimension.

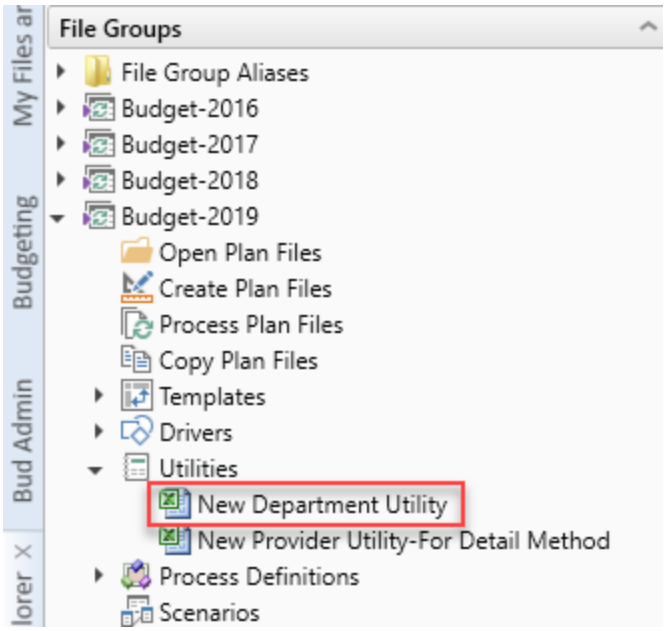
> **NOTE:** Before you can use the New Department utility, the new department must exist as a valid department with all required columns completed.



The calculation method available is "Jobcode" and that method assumes historical activity to populate a rate. To configure for a rate, we will use one of the driver files known as 27 Budget Labor Override to allow for rates to be applied.



2. In the Explorer task pane, navigate to **File Groups** > ***budget file group*** > **Utilities**, and double-click **New Department Utility**.

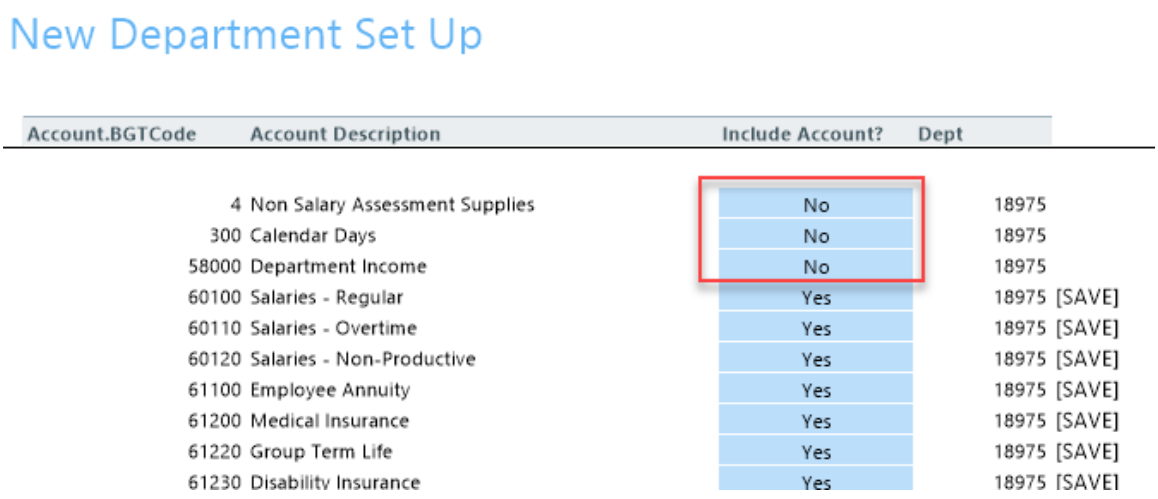


3. In the **Refresh Variables** dialog, complete the following:

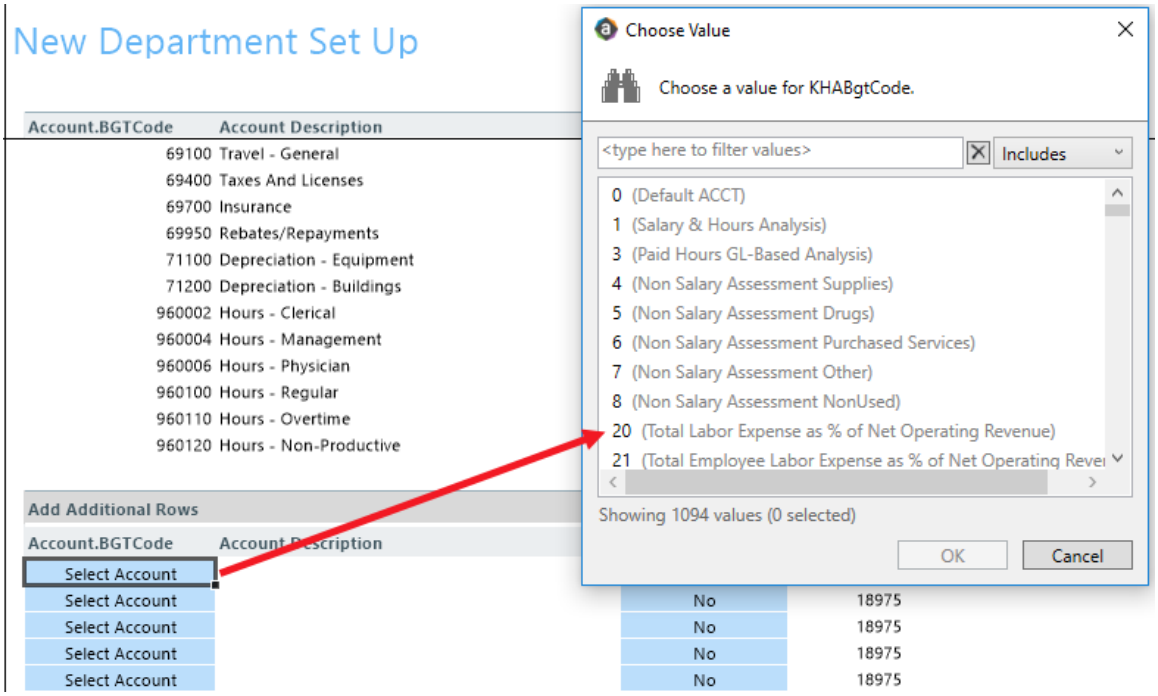
Option	Description
Select Existing Department	Select an existing department to copy from. The existing department will be used as the profile of accounts and job codes for the new department.
Select New Department	Select the new department to copy to.

4. Review the rows assigned to the new department, and exclude any that you do not want as part of the new department profile.

   In the following example, the first three rows are part of the actual data of the donor department, but we may not want these for budgeting purposes so we will set these rows to **No** in the **Include** column.

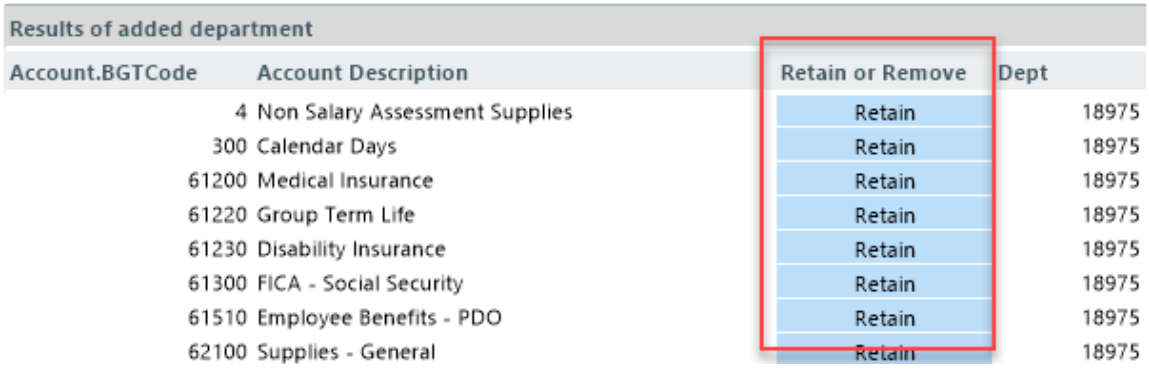


5. To add additional rows, use the **Add Additional Rows** section. In the **Account** column, double-click the blue input cell to select from a validated list of accounts. Click the blue cell in the **Include Account** column and click **Yes** from the drop-down to confirm the addition of the account.



6. Refresh the utility again to see the final results of the new department's profile that will be used in the plan file.

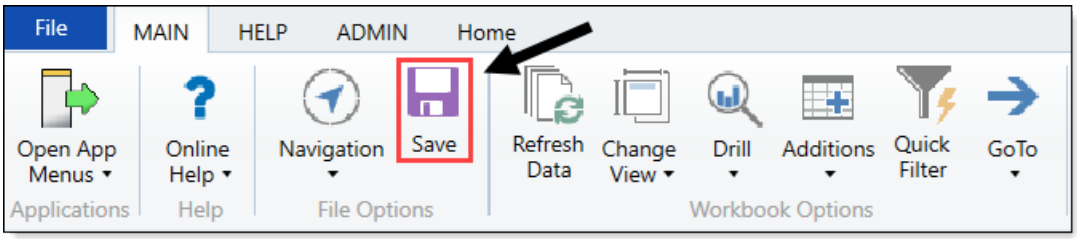
7. The New Department Utility displays the results in the **Results of added department** section. Use the drop-down in the **Retain or Remove** column to remove any accounts within the results that you want to remove. Retain is selected by default.



Results of added department

Account.BGTCode	Account Description	Retain or Remove	Dept
4	Non Salary Assessment Supplies	Retain	18975
300	Calendar Days	Retain	18975
61200	Medical Insurance	Retain	18975
61220	Group Term Life	Retain	18975
61230	Disability Insurance	Retain	18975
61300	FICA - Social Security	Retain	18975
61510	Employee Benefits - PDO	Retain	18975
62100	Supplies - General	Retain	18975

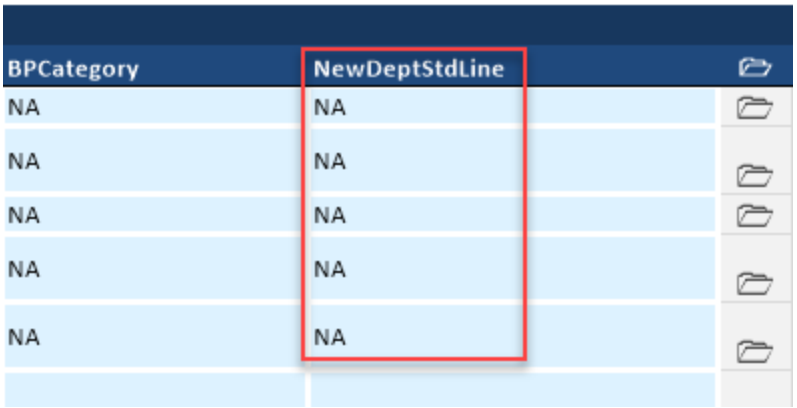
8. After updating the new department's profile, in the **Main** ribbon tab, click **Save**.



NOTE: The system posts the values to the Act[YEAR] table, and uses the database field NYBKHA as the value to post to so no changes to actual imported data are affected.

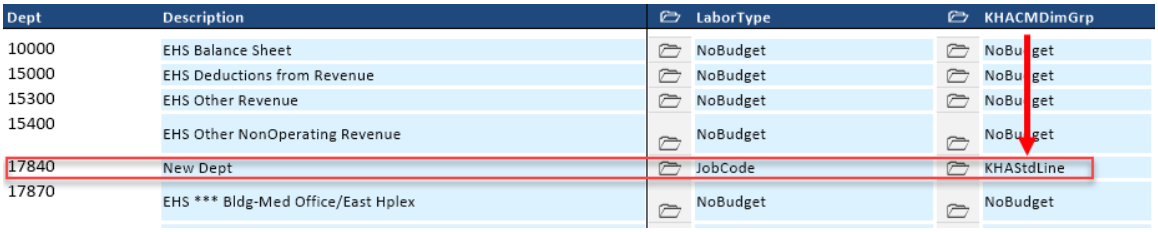
9. Using the Dimension Maintenance Utility, update the calc methods for each account in the **NewDeptStdLine** column in the **ACCT** dimension, and click **Save**.

   As of the 2018.4 release, we added a new column to the ACCT dimension for the calculation methods that would work best in a department that contains no history. For example, when using patient revenue accounts, typically a per-unit type calculation method would be used. However, in a new department with no history, Fixed Even or Input Monthly would likely be a better option. The Acct.NewDeptStdLine column is used to assign the calcutation methods so plan files build with the relevant methods.



BPCategory	NewDeptStdLine
NA	NA
NA	NA
NA	NA
NA	NA
NA	NA

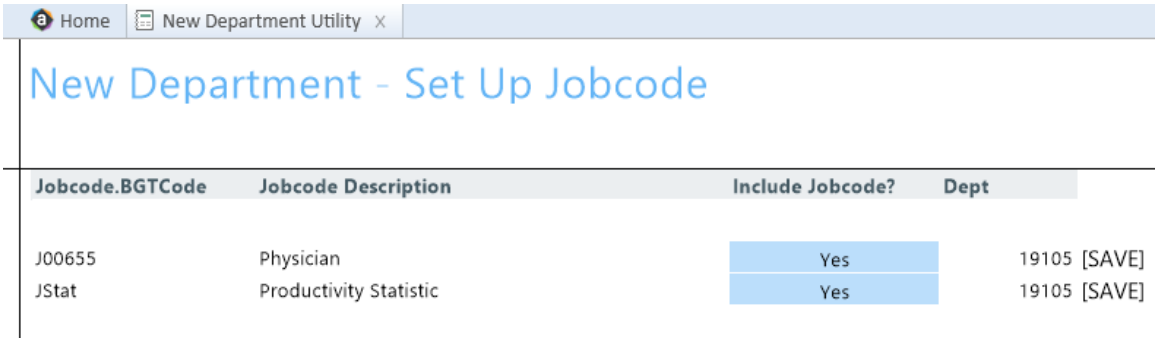
10. In the **DEPT** dimension, update the **KHACMDimGrp** colum as you would any department, but use NewDeptStdLine and click **Save**.



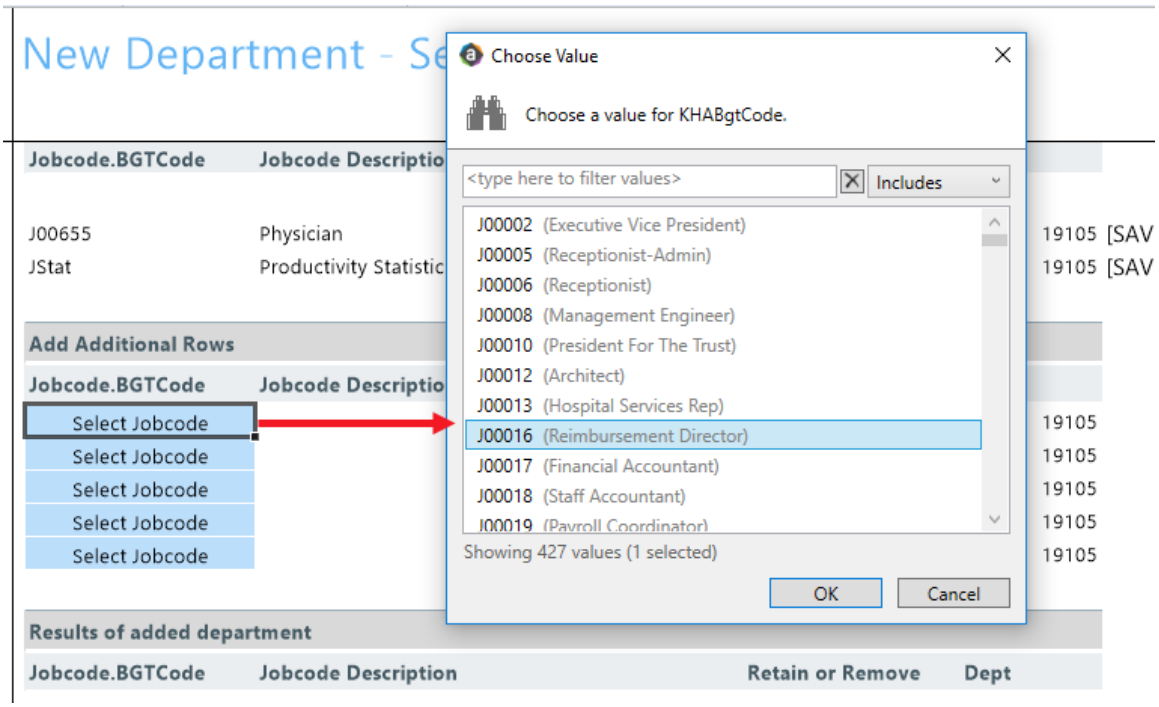
Dept	Description	LaborType	KHACMDimGrp
10000	EHS Balance Sheet	NoBudget	NoBudget
15000	EHS Deductions from Revenue	NoBudget	NoBudget
15300	EHS Other Revenue	NoBudget	NoBudget
15400	EHS Other NonOperating Revenue	NoBudget	NoBudget
17840	New Dept	JobCode	KHAStdLine
17870	EHS *** Bldg-Med Office/East Hplex	NoBudget	NoBudget

11. Click the **Jobcode** tab at the lower-left of the **New Department Utility**.

In the following example, there are only two job codes in the department:



12. To add additional rows, use the **Add Additional Rows** section. In the **Jobcode.BGTCode**column, double-click the blue input cell to select from a validated job code list. Click the blue cell in the **Include Jobcode** column, and click **Yes** from the drop-down to confirm the addition of the account.



13. In the **Main** ribbon tab, click **Refresh Data**.
14. The New Department Utility displays the results in the **Results of added department section**. Use the drop-down in the **Retain or Remove** column to remove any job codes you do not want to retain. Retain is selected by default.

15. After updating the new department's job codes, in the **Main** ribbon tab, click **Save**.

Cloning an existing file group

You can clone an existing file group in order to create a new file group. Typically, file groups are cloned for one of the following reasons:

- To create a new file group to use for a new cycle of planning
- To create an archive copy of the file group

As part of the cloning process, you can specify which file group components (templates, drivers, etc.) are copied to the new file group. Keep in mind that any copied files may need to be edited for use in the new file group (unless you are cloning the file group for archive purposes). The cloning process can also automatically create tables for the new file group, if the necessary tables do not already exist.

NOTE: Only administrators or users with the **Administer File Groups** security permission can clone file groups. If new tables are to be created as part of the cloning process, then the user performing the process must also have the **Administer Tables** security permission.

To clone an existing file group:

1. On the **Admin** ribbon tab, click **System Browser**.
2. In the **Axiom Explorer** dialog, select the file group that you want to clone, then click **Clone** in the Axiom Explorer toolbar.

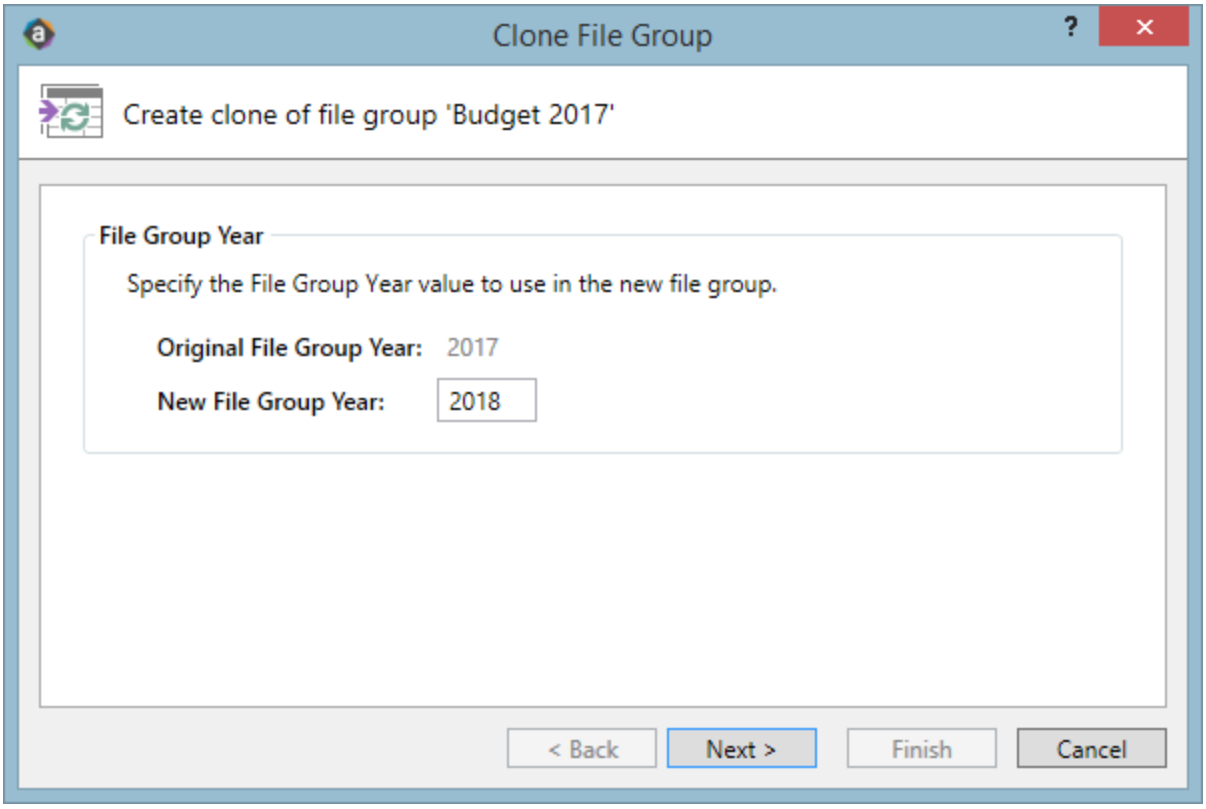
   TIP: You can also access this command from the right-click menu, in the Axiom Explorer dialog and in the Explorer task pane.

The **Clone File Group** dialog opens to guide you through the cloning options. Complete each screen as needed, and then click **Finish** to create the new file group.

The choices that you make in each screen depend on the file group configuration and on the reason you are cloning the file group. See the following sections for more information on each screen, and for details on what happens when the new file group is created.

File Group Year

If the file group has a defined file group year, specify the **New File Group Year** for the new file group, or leave the year the same.



Example File Group Year screen

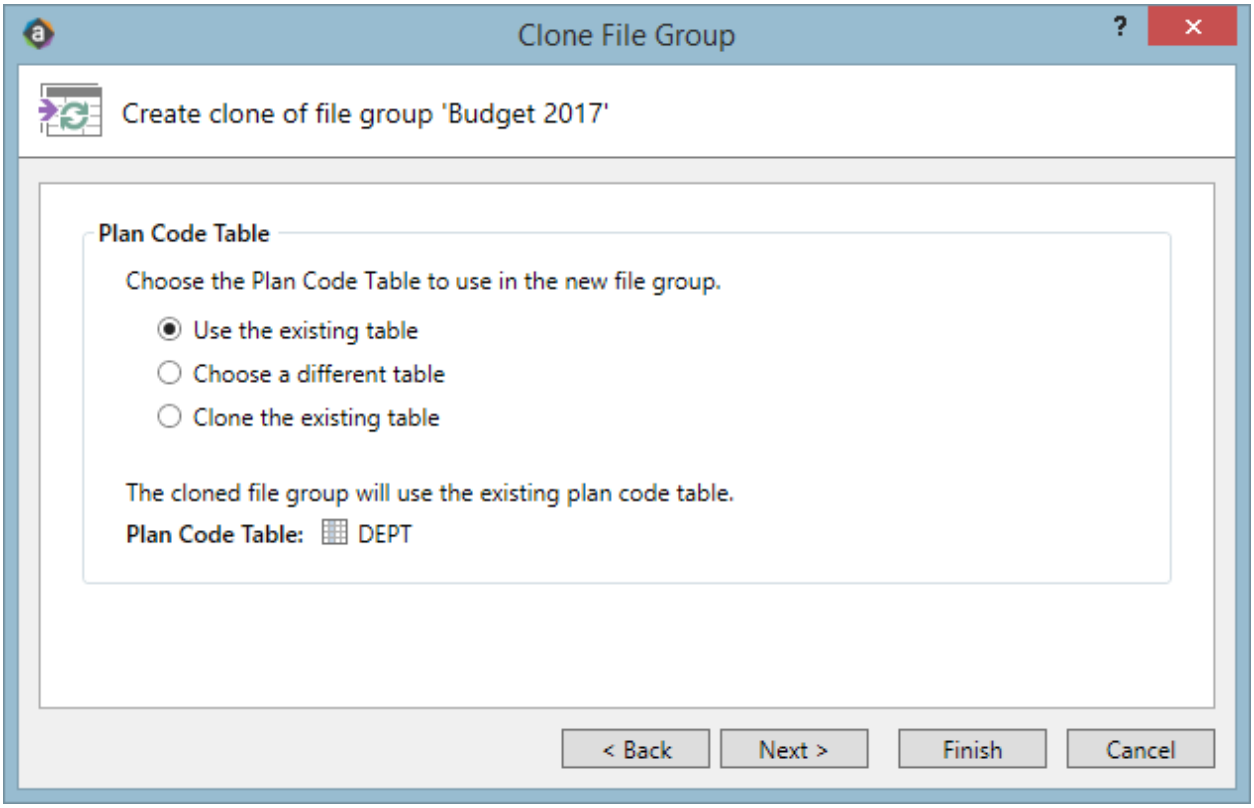
By default, the new file group year is set to the same year as the original file group year.

- If you are creating a new file group to use for a new cycle of planning, then you should change the file group year to reflect the next planning period.
- If you are creating an archive copy of the file group, then you should leave the file group year as is.

If the original file group does not have a defined file group year, then this screen does not display and instead the wizard begins with the Plan Code Table screen.

Plan Code Table

Specify the plan code table to use for the new file group.



Example Plan Code Table screen

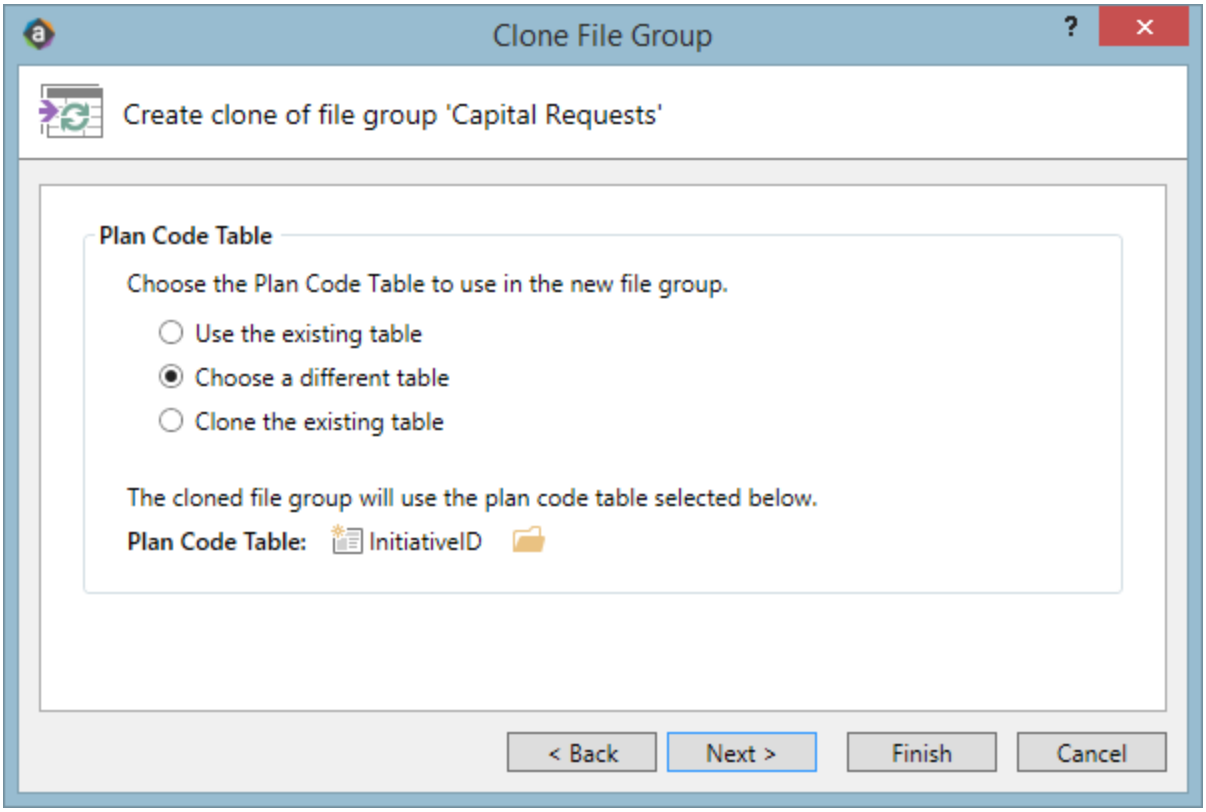
You can choose from the following options:

Option	Description
Use the existing table	The new file group will use the same plan code table as the original file group. Use this option if you are creating an archive copy, or if the file group uses a fixed list of predefined codes.
Choose a different table	Select a different, existing table to use for the new file group. This option is not commonly used, but it can come in handy if the file group needs to use a new file group table that has already been created.
Clone the existing table	Clone the existing plan code table and use the new table for the new file group. Only the table structure will be cloned, not the data. This option is most commonly used when cloning an on-demand file group to start a new planning cycle, to create a new identity table with the same structure as the old identity table. For example, if the original file group uses CapReq2022, you want to clone that table and name it CapReq2023.

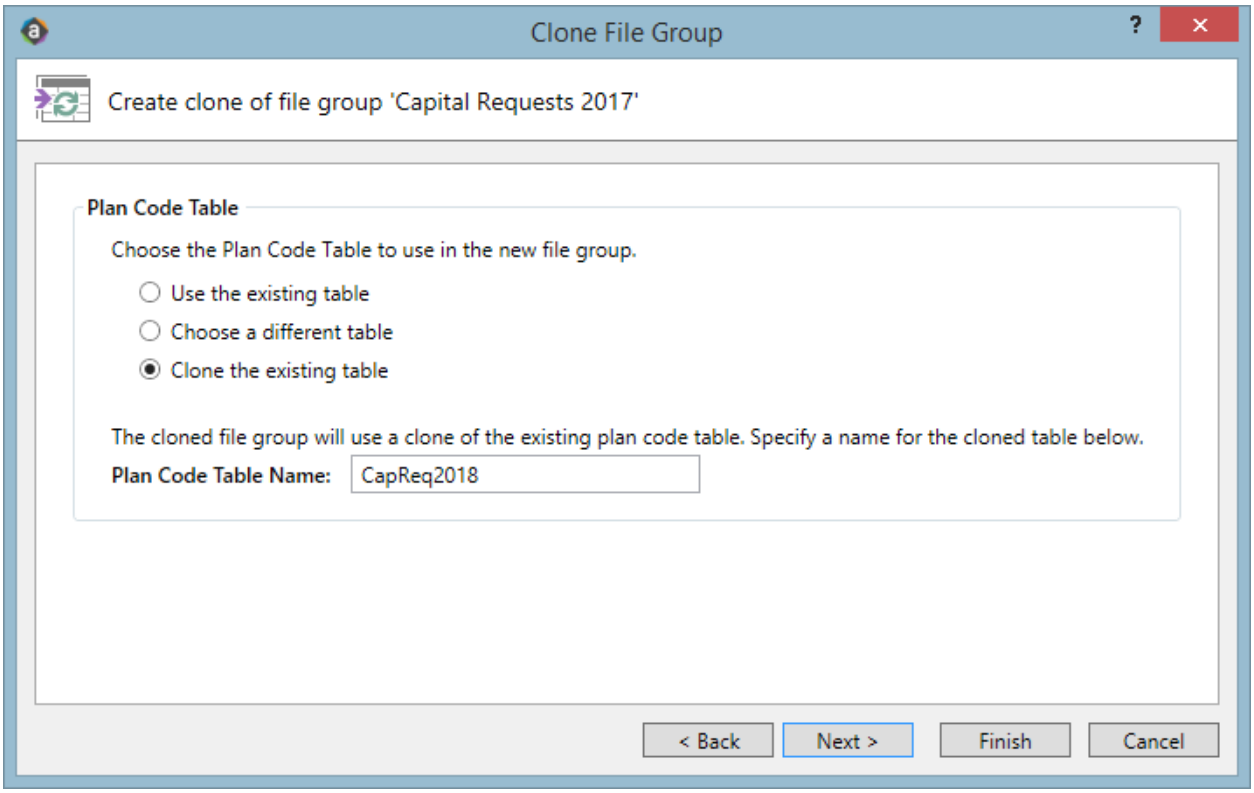
Axiom Budgeting and Performance Reporting attempts to intelligently populate this screen depending on the name of the plan code table and the state of the file group year:

- If the name of the existing plan code table contains a year that matches the file group year, and you change the file group year as part of the cloning process, then Axiom Budgeting and Performance Reporting assumes that you want to use a new plan code table that contains the new year.
    - If that table already exists, then **Choose a different table** is automatically selected and points to the existing table.
    - If that table does not automatically exist, then **Clone the existing table** is automatically selected and the new table name is predefined using the new year.
- If the name of existing plan code table does not contain a year, or if it does but you did not change the file group year, then **Use the existing table** is automatically selected.
- You can modify this screen to choose different options if the automatic selection does not meet your needs.

If **Choose a different table** is selected, you can click the folder icon at the bottom of the screen to browse to the desired table.



If **Clone the existing table** is selected, you can enter a name for the new table into the **Plan Code Table Name** box.

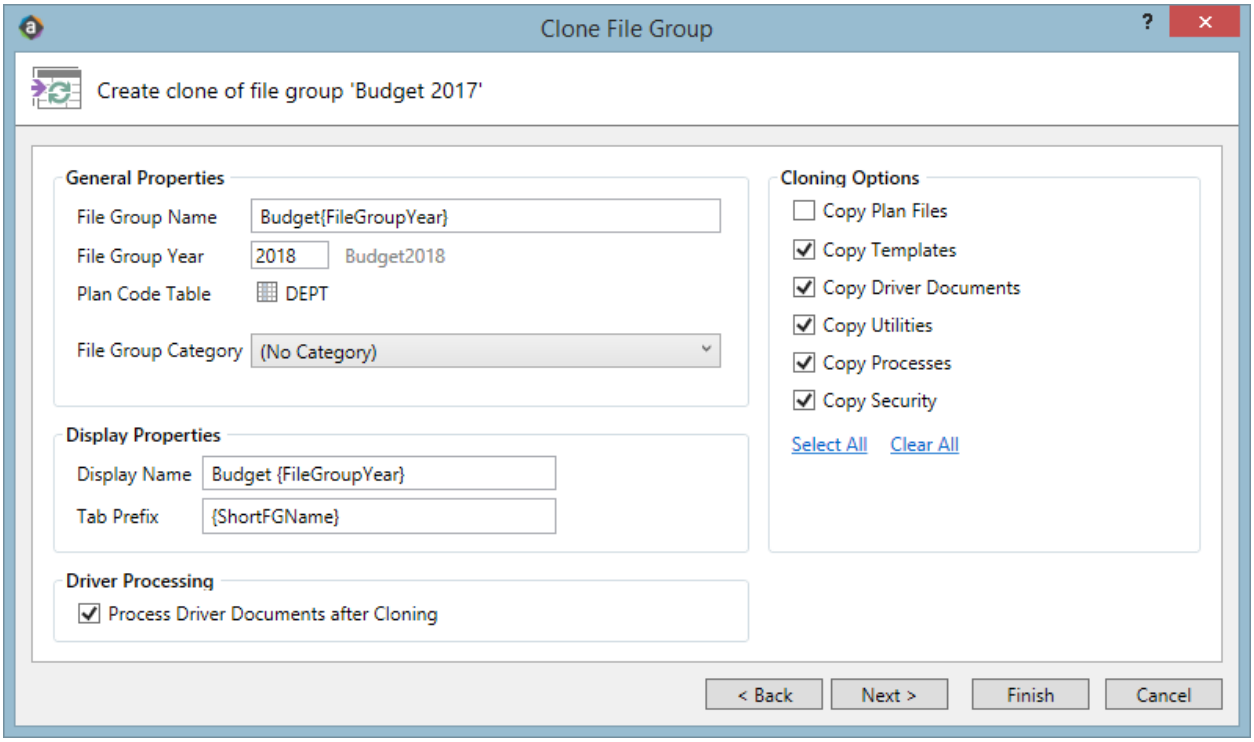


If the plan code table is changed as part of the file group cloning process (either by choosing a different table or by cloning the existing table), Axiom Budgeting and Performance Reporting attempts to update settings that point to the plan code table as follows:

- When the new file group is created, Axiom Budgeting and Performance Reporting attempts to update various column settings inherited from the original file group, so that these settings now use corresponding columns in the new plan code table. For example, if the original file group uses a column named AltCode as the **Tab Column**, and the new plan code table also has a column named AltCode, then the Tab Column setting for the new file group is automatically updated to use the column in the new table. However, if the new plan code table does not contain a matching column, then the setting is cleared in the new file group and you must reconfigure it in the file group properties.
- If other tables are also cloned (via table variables), and those tables have columns that look up to the plan code table, Axiom Budgeting and Performance Reporting attempts to update these lookups to the new plan code table. For example, if table CapData2022 has a lookup to `CapReq2022.CapReq`, and the new plan code table is CapReq2023, the lookup will be updated to `CapReq2023.CapReq` if possible.
- If **Copy Security** is enabled for the file group cloning process (in the **Cloning Options** screen), then when the plan file permissions are copied to the new file group, Axiom Budgeting and Performance Reporting attempts to update the security filters to point to the new plan code table. If the new plan code table does not have the column used for a particular security filter, then the copied filters are invalid and must be manually changed.

File Group Properties and Cloning Options

Specify various properties for the new file group, and specify cloning options to determine what is copied to the new file group.



File Group Properties and Cloning Options

General Properties

The primary property to review in this section is the **File Group Name**, which must be different than the original file group's name.

Item	Description
File Group Name	Specify the name of the new file group. The original file group's name is shown by default. If the name uses a variable, then you must change the value of the variable so that the resolved name is different than the original file group's name. If the name uses the `{FileGroupYear}` variable, and you changed the year earlier in the wizard, then the name will resolve using the new year and no further action is necessary. However, if you are creating an archive copy and did not change the year, then you must change the name to something like `Budget {FileGroupYear} Archive`. If the name does not use a variable, then you must manually change the name to something different.
File Group Year	This setting is repeated on this screen just to provide context. If you changed the file group year in the first screen of the wizard, the new value is shown here.
Plan Code Table	This setting is repeated on this screen just to provide context. It displays the table selection from the previous screen.
File Group Category	If the original file group was assigned to a category, this category is retained by default for the new file group. You can modify the setting as desired or leave the default value. **NOTE:** If the new file group belongs to a category, and that category is configured to display on the Axiom ribbon tab (or any custom ribbon tab), then the new file group will display on the ribbon as soon as it is created (for users with access to the new file group). If you do not want the file group to display on the ribbon after creation, you must remove it from the category.

Display Properties

Review display properties for the new file group.

Item	Description
Display Name	By default, this is the same display name as defined for the original file group. If the display name is the same as the file group name, then it will automatically update for the changed file group name. You can modify the setting as desired or leave the default value.
Tab Prefix	By default, this is the same prefix as defined for the original file group. You can modify the setting as desired or leave the default value.

Driver Processing

Determines whether driver documents are processed as part of the file group clone.

Item	Description
Process Driver Documents After Cloning	Specifies whether copied driver files in the new file group will be processed automatically after the file group is created. If enabled, the driver files will be opened, calculated, and saved. The save includes both a save-to-database and a file save. Axiom queries and data lookups are only run if they are set to refresh on open. This option is primarily intended for file groups that use Save Type 3 drivers. This process will create the document reference tables for the new file group. You should be sure that the driver table names are unique and will not overwrite the tables from the original file group. Ideally these names should be determined by use of table variables in the file group. For more information, see Drivers and file group cloning.

Cloning Options

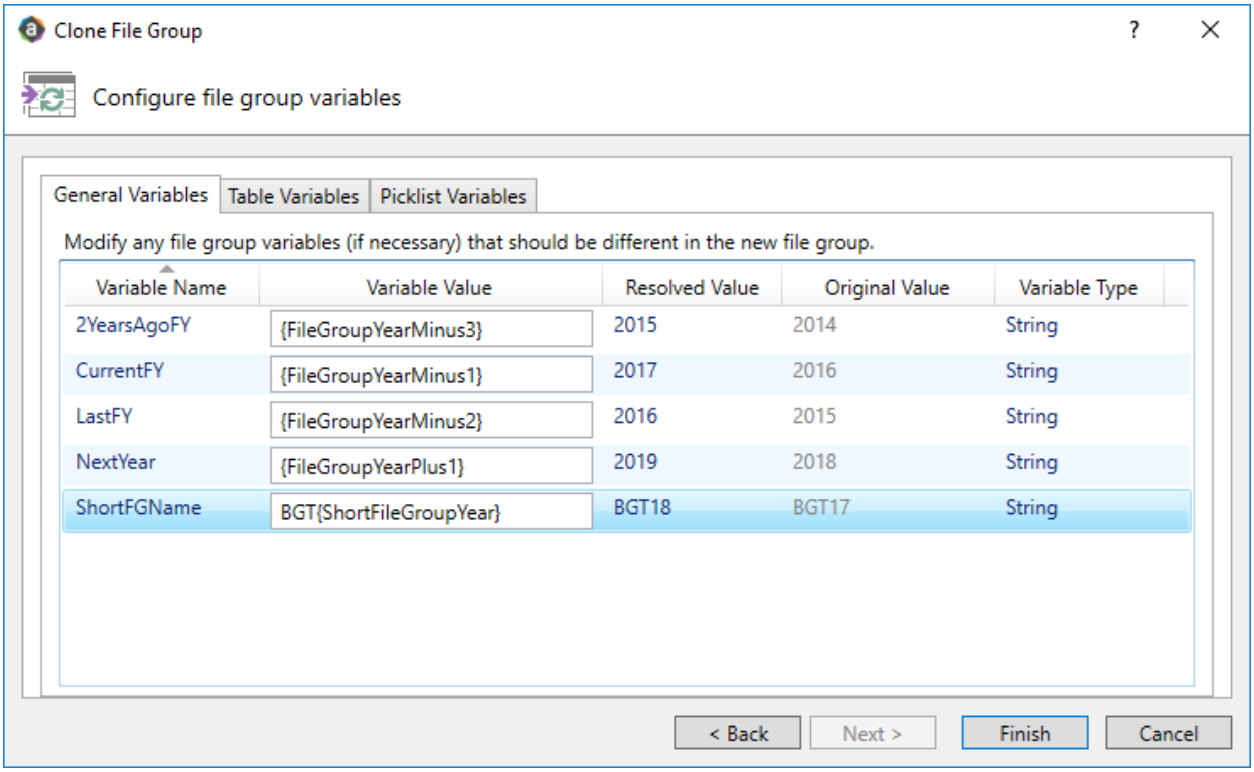
Specify cloning options for the file group, to determine which file group entities are copied to the new file group.

Item	Description
Copy Plan Files	Select this option to copy plan files from the original file group to the new file group. Typically the only reason to copy plan files is if you are creating an archive copy. If you are cloning a file group to start a new cycle of planning, then you will create new plan files from a template and do not need to copy plan files. **NOTE:** If the file group uses virtual plan files, then enabling this option will cause the placeholder document records to be copied to the new file group, so that they can be used in the same way within the new file group. The physical plan files do not exist and therefore cannot be copied.
Copy Plan File Attachments	Select this option to copy plan file attachments from the original file group to the new file group. Typically the only reason to copy plan file attachments is if you are creating an archive copy. If you are cloning a file group to start a new cycle of planning, then you will create new plan files from template and do not need to copy attachments. This option is only available if Copy Plan Files is selected, and if plan file attachments are enabled for the file group.

Item	Description
Copy Templates	Select this option to copy templates from the existing file group to the new file group. The associated calc method libraries are copied along with the templates.
Copy Driver Documents	Select this option to copy driver files from the existing file group to the new file group.
Copy Utilities	Select this option to copy utilities from the existing file group to the new file group.
Copy Processes	Select this option to copy process definitions from the existing file group to the new file group. • If a process is active when it is copied, it will be made inactive in the new file group. • If the Plan File Process setting was specified for the cloned file group, it will be updated to point to the appropriate copy of the process in the new file group.
Copy Security	Select this option to copy security settings from the existing file group to the new file group. Keep in mind the following: • If you do not copy security settings, then non-admin users will not have rights to the file group when it is created. You will need to manually configure access to this file group. • If you do copy security settings, then any user or role who has rights to the existing file group will have equivalent rights to the new file group, as soon as the file group is created. File security settings for templates, drivers, utilities, and processes are only copied if you chose to copy those files. Otherwise, only the settings on the File Groups tab are copied. **IMPORTANT:** If the plan code table was changed as part of the cloning process and Copy Security is selected, then Axiom Budgeting and Performance Reporting updates the existing filters to point to the new plan code table. If the new plan code table does not have the column used for a particular security filter, then the copied filters will be invalid and must be manually changed. **NOTE:** If Copy Security is selected and tables are created as part of the cloning process, then security settings will be copied from the original tables to the new tables.

Variables

Review the file group variables and make any necessary changes for use in the new file group. For each variable, you can see the new resolved value and the original value for comparison. Make sure to review all three tabs: **General Variables**, **Table Variables**, and **Picklist Variables**.



Example File Group Variables screen

If you have variables that reference the file group year, these variables are already updated as needed based on the file group year that you changed earlier in the wizard. Any other necessary changes must be made manually.

You can only modify the value of the existing variables when cloning a file group; you cannot add or remove variables. Once the new file group has been created, you can make any further changes to the variables as needed.

NOTES:

- Cloned tables are placed in the same folder as the original tables. If you want any of the new tables for the new file group to reside in different folders, you must manually move the tables to the appropriate folders after the new file group is created.
- Document reference tables are not cloned, because they are sourced from a file. Instead, the driver files can be cloned and then processed to create the new document reference tables in the new file group. It is still recommended to use table variables to set the names of the document reference tables, so that they can automatically update for the new file group.

Special considerations for table variables and picklist variables

When cloning the file group to start a new year of planning, the table variables should resolve to different tables in most cases. For example, if the original file group queried data from GL2021 and saved data to BGT2022, then the new file group may need to query data from GL2022 and save data to BGT2023. If you are cloning the file group to create an archive, then the table variables should resolve to the same tables.

If a table variable or a picklist variable resolves to a table name that does not exist, the cloning process will create that table as part of creating the new file group. For example, if the table variable originally resolved to BGT2022 and now it resolves to BGT2023, table BGT2023 will be created by cloning BGT2022. This table cloning occurs as follows:

- For data tables, only the table structure is copied. Data is not copied.
- For reference tables (including picklist tables), both the table structure and data are copied. Exception: If the key column of the reference table is an identity column, the data is not copied.
- In both cases, if **Copy Security** is enabled on the Cloning Options screen, security is copied to the new table.

Creating the new file group

When you click **Finish** to create the new file group, the following occurs:

- If any of your table variables that allow saving data resolve to existing tables, a warning message displays and lists these tables. You should review this list and make sure that these are the intended tables for this file group. If they are not the intended tables, then click **Cancel** to return to the Clone File Group dialog and adjust your table variables. If they are the intended tables, click **OK** to continue.
- If any of your table variables or picklist variables resolve to data tables or reference tables that do not yet exist, then a confirmation message will inform you that these tables will be created. Click **OK** to continue.

If you opted to process drivers after the new file group has been created, this process will occur automatically after all files have been copied and any new data tables have been created.

The **Edit File Group** dialog opens. If desired, you can now edit any setting for the new file group. By default, the new file group inherited all settings that were not addressed in the Clone File Group dialog from the original file group.

NOTES:

- If Triggers were defined in the original file group, they are inherited by the new file group but they are disabled by default. You should review the triggers to determine whether they should be edited for the new file group and re-enabled, or deleted as unnecessary.
- If an Add File Form was defined for this file group, the setting is retained if the assigned file is a file group utility and utilities were copied as part of the clone. If the form was configured to **Use Current File Group** then it will automatically be updated for the new file group; if not then you must edit the form to point to the new file group. However, if the assigned file was a report file in the Reports Library, then the Add File Form setting is now cleared in the new file group and you must re-assign it as appropriate.

Drivers and file group cloning

The file group cloning process handles driver tables differently depending on what kind of tables they are. Driver tables can be managed in two different ways:

- Driver files can use Save Type 3 to create *document reference tables*. In this case the data and table structure is managed within the file. The table is tied to the file and can only be modified by the file.
- Driver files can use Save Type 1 to modify the data held in *reference tables*. In this case the table exists independently from the driver file, and can be managed as a normal table. The driver file simply provides a means to modify the data.

In both cases, the driver tables should be defined as writeable table variables (meaning **Allow file group to save data to this table** is enabled). If you want new driver tables to be created as part of the file group cloning process, then these table variables should resolve to new names for the new file group. However, the way in which these tables are created differs.

When driver tables are document reference tables, the tables are not copied directly by the file group cloning process. Instead, the driver files are copied and processed, which creates the new document reference tables for the new file group. Because data is managed in the file, the data is copied by copying the driver files, not by copying data between tables. You can process the driver files automatically as part of the cloning process, or by saving them manually after the new file group is created.

When driver tables are reference tables, the tables are copied by the file group cloning process. To bring the driver data to the new file group, the data in the reference tables is copied as well as the table structure. You can still choose to process the driver files if desired as part of the cloning process, but in this case it is not necessary to do this to create the new tables.

4

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 ADCConfig tab, add a block for Global Budget Group and Dept Exceptions. Ensure that the ADCConfig 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.

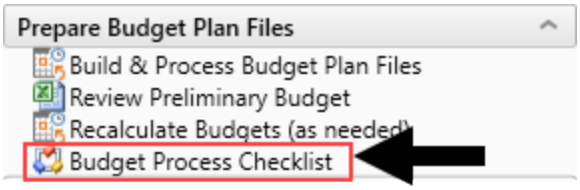
28. Advance the plan files using Process Management to Owner stage.

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.

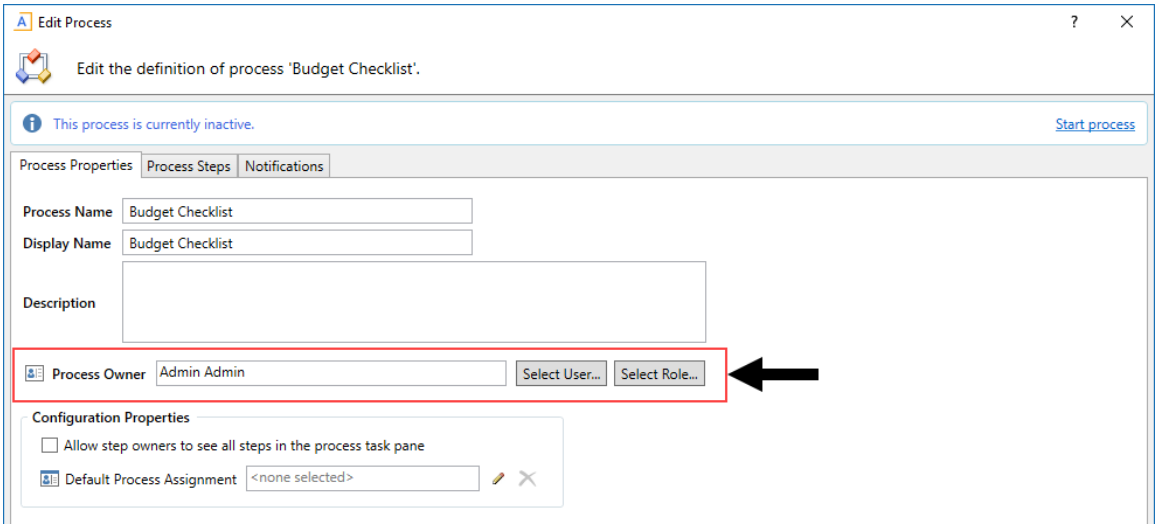
To run the Budget Checklist process:

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

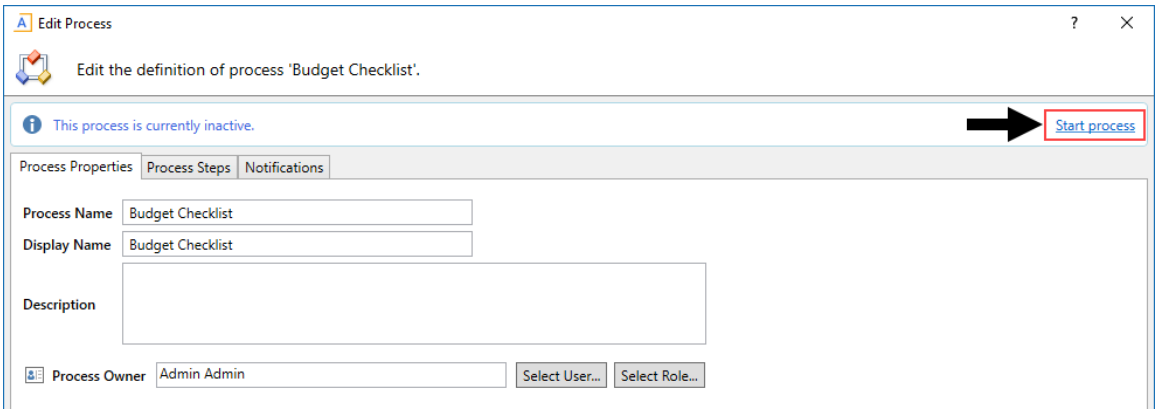


2. In the **Process Owner** field of the Process Properties tab, do one of the following:
   - To assign a specific user as process owner, click **Select User**.
   - To assign users with specific roles as process owners, click **Select Role**.

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



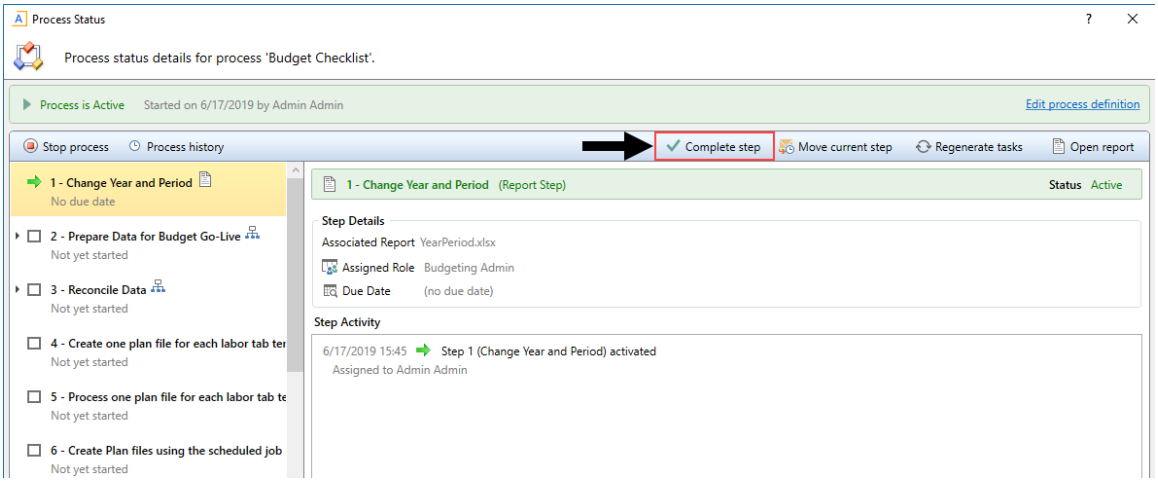
3. Click **Start Process** in the upper right corner of the dialog.



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.

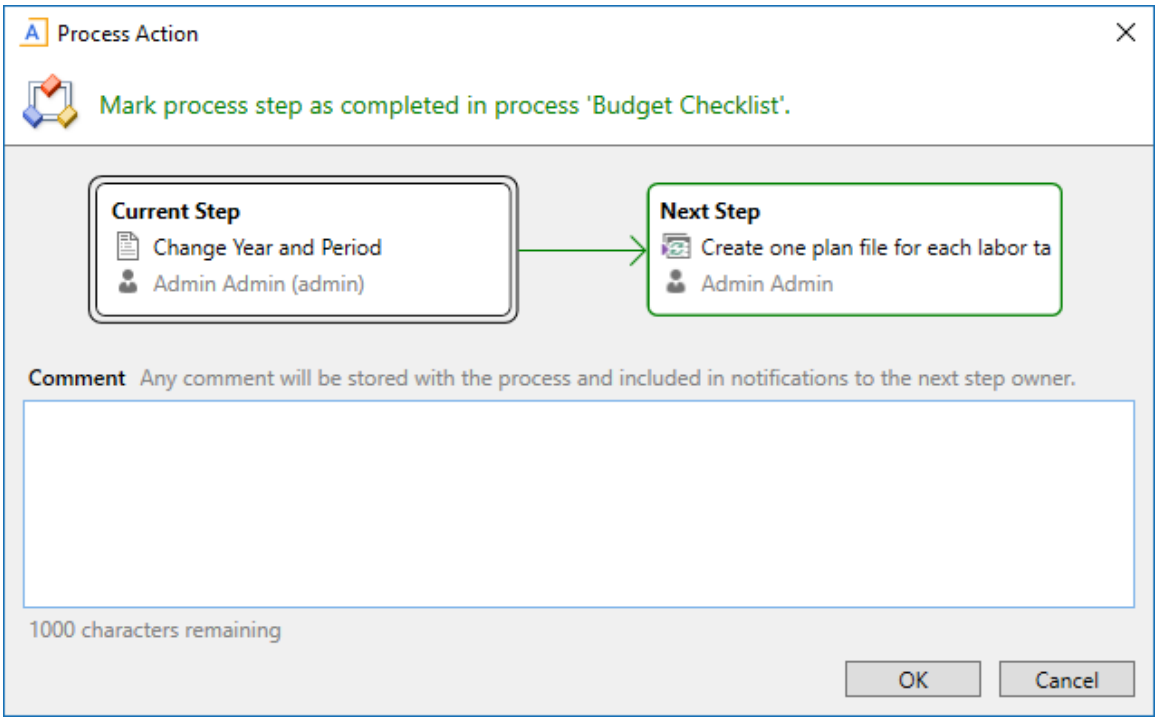
> **TIP:** An arrow icon displays next to steps that contain sub-steps. Click the icon to expand or contract the list of sub-steps.

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



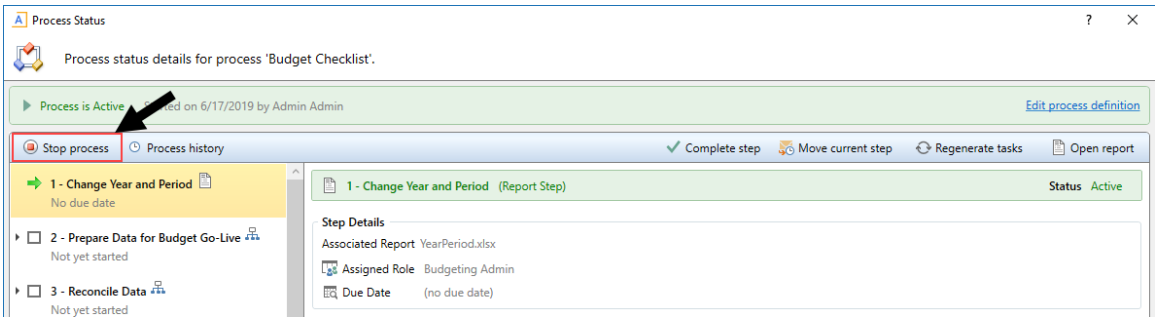
6. In the **Process Action** dialog, you can enter any details about the step you performed, and click **OK**.

> **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**.

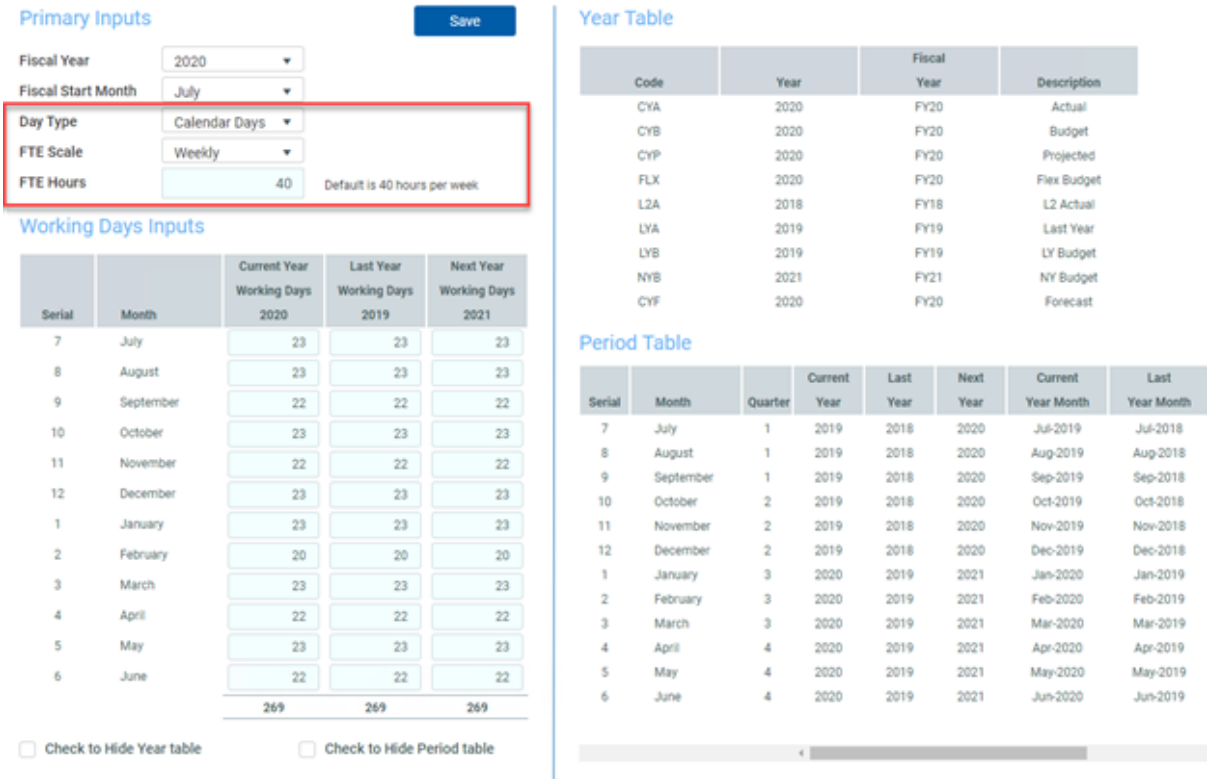
Setting year and period

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

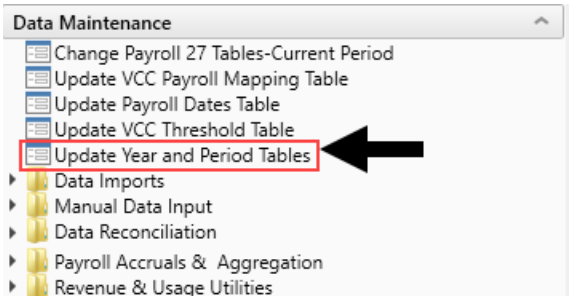


The FTE Hours you select are reflected on the following tabs in the plan file:

- 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	Use one of the option to input the FTE value associated with the FTE Scale field selected above: • 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

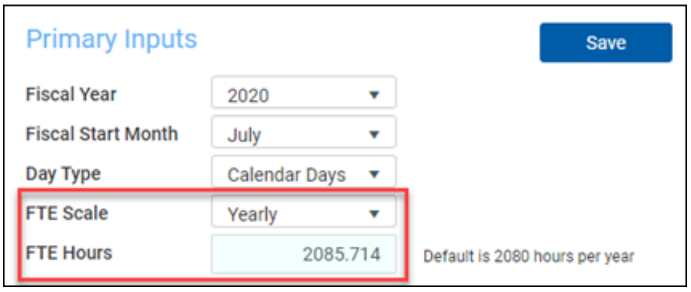
You can configure the FTE Scale to suit the needs of your organization in a variety of ways, here are some examples:

Yearly

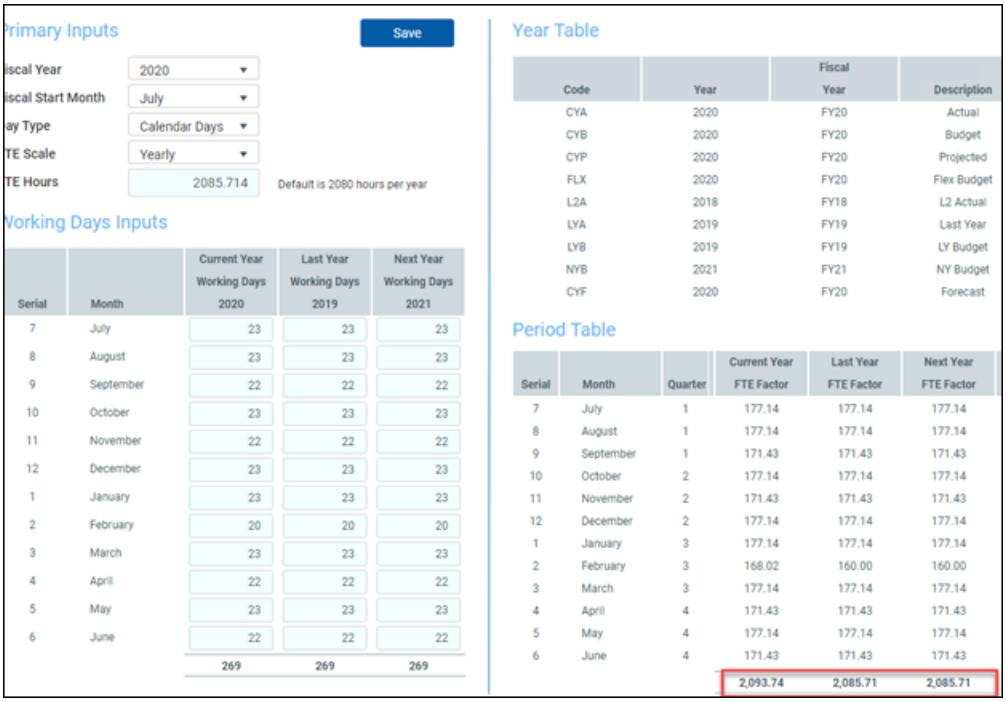
To calculate a full-time equivalent based on the yearly scale, complete the following:

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

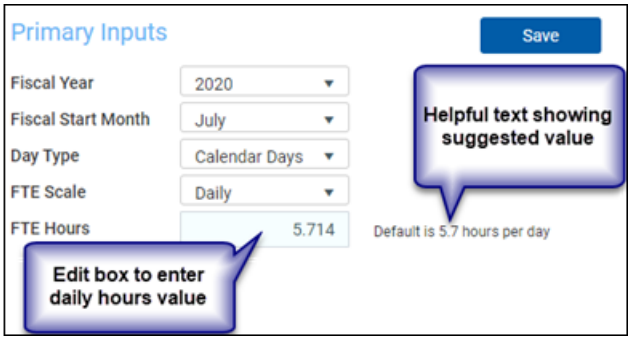


NOTE: After you save your changes, the system will display values based on this configuration in the **Period Table** section.

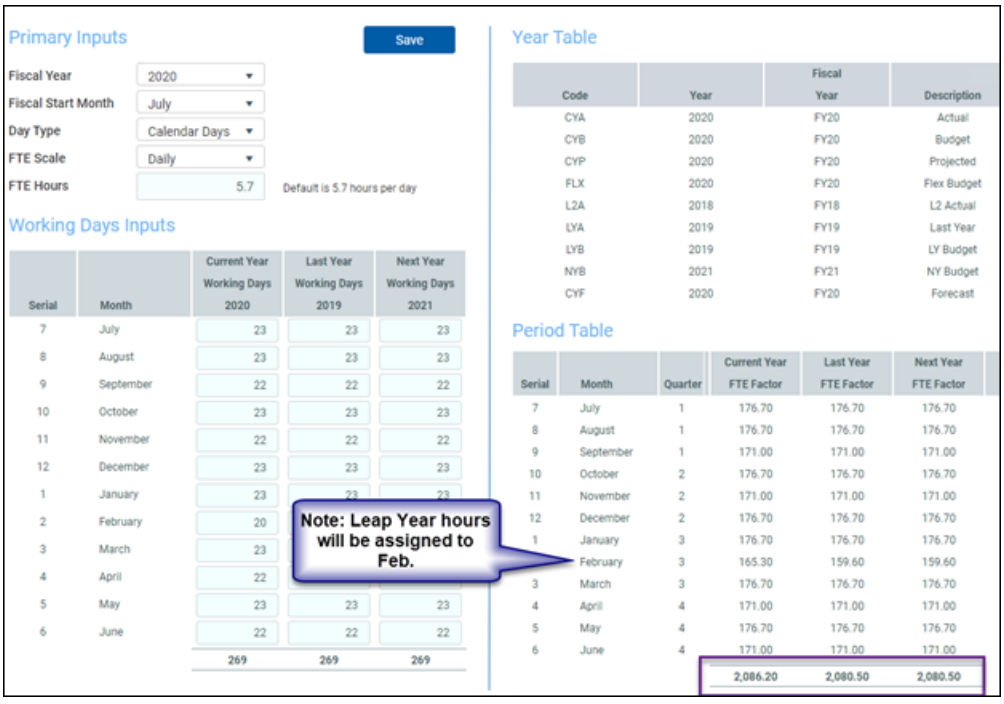
Daily

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**.



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

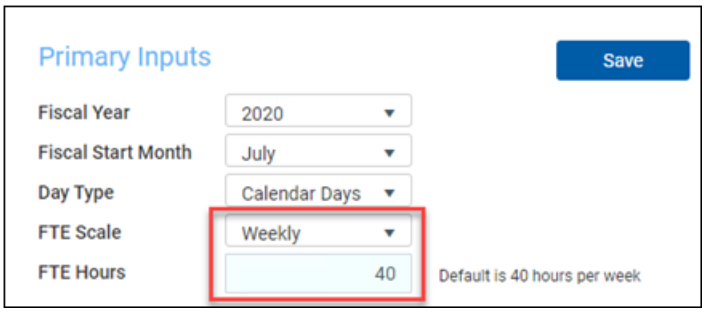


NOTE: After you enter your **Primary Inputs**, the **Period Table** section displays the calculated results in real time which allows you to view your configuration before saving data.

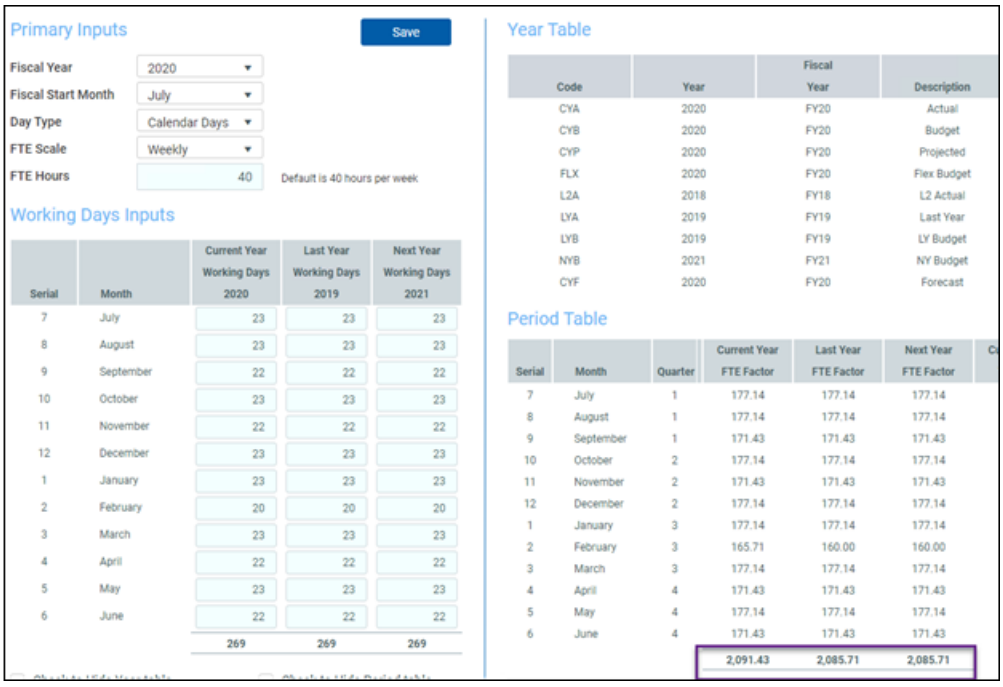
Weekly

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**.



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

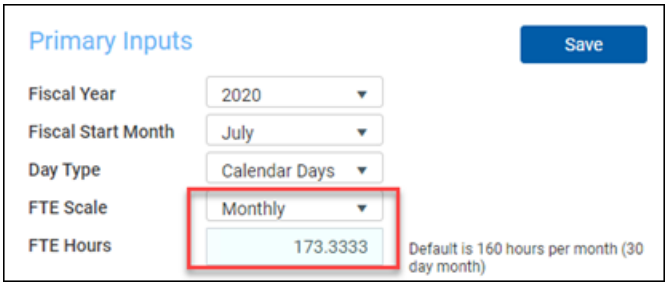


NOTE: After you save your changes, the system will display values based on this configuration in the **Period Table** section.

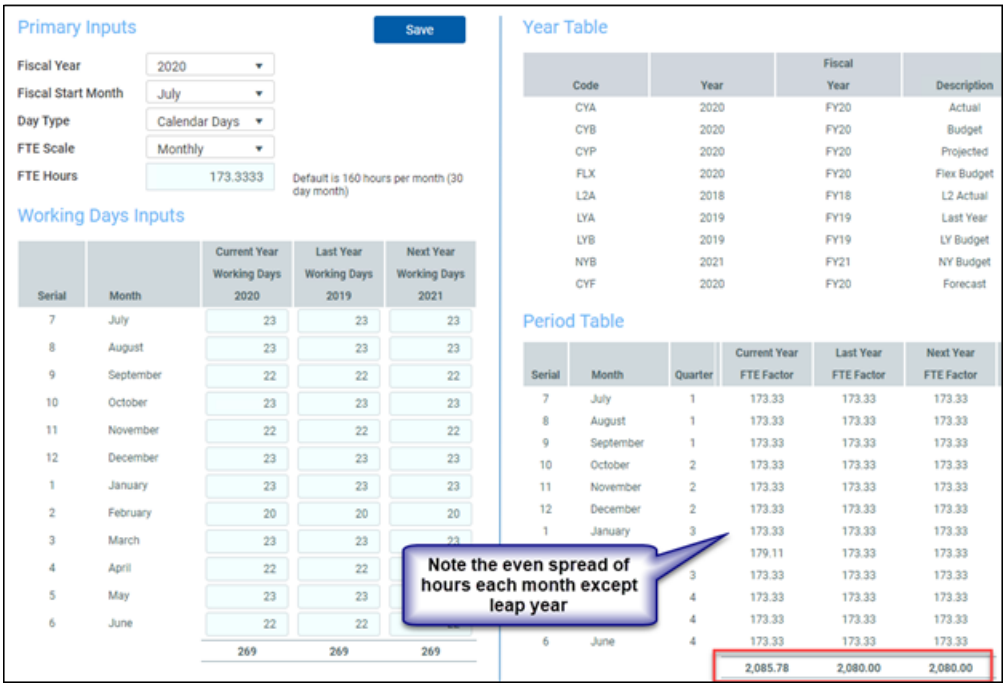
Monthly

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**.



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



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:

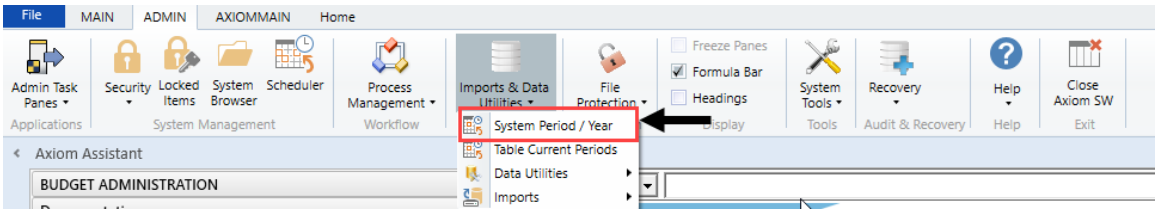
- Understanding the Department Monthly Package
- Configuring the Department Monthly Package report
- Processing and distributing the Department Monthly Package report

Loading GL12 Month data

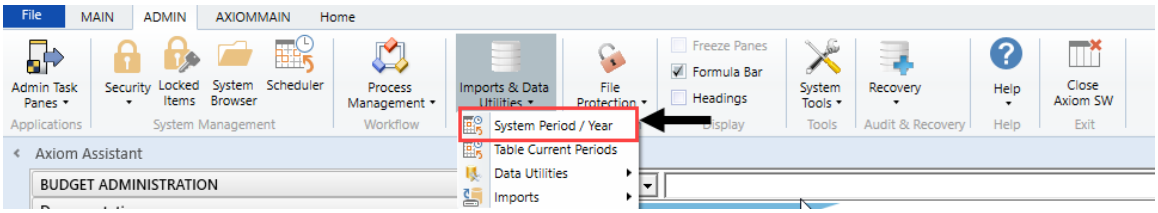
Make sure to create and save the import file to a directory accessible by the Axiom Application server. We recommend naming the file with a GL_ prefix.

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**.

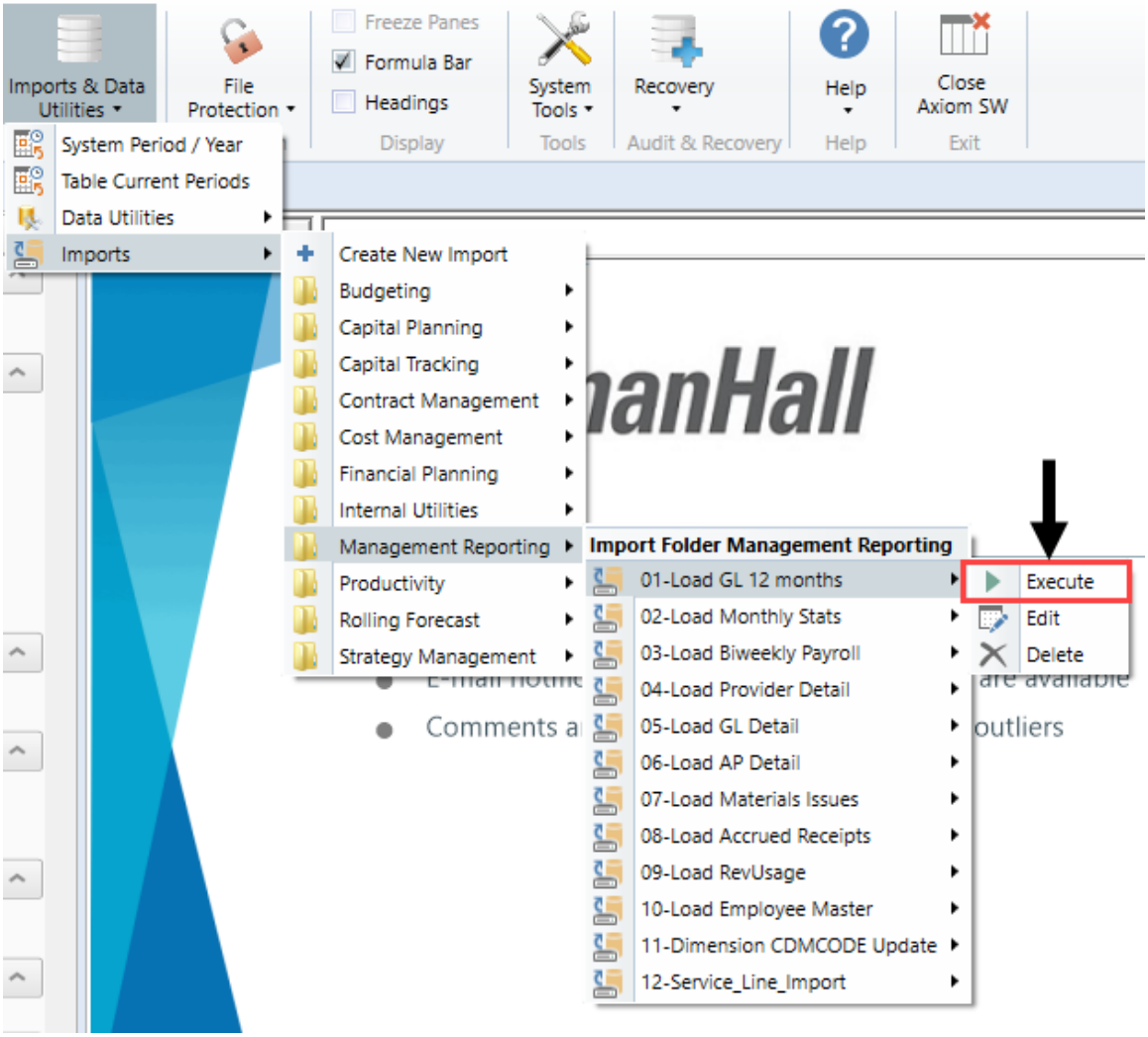


2. In the **System Current Period** dialog, in the **New Value** field, type the new month value, and click **OK**.

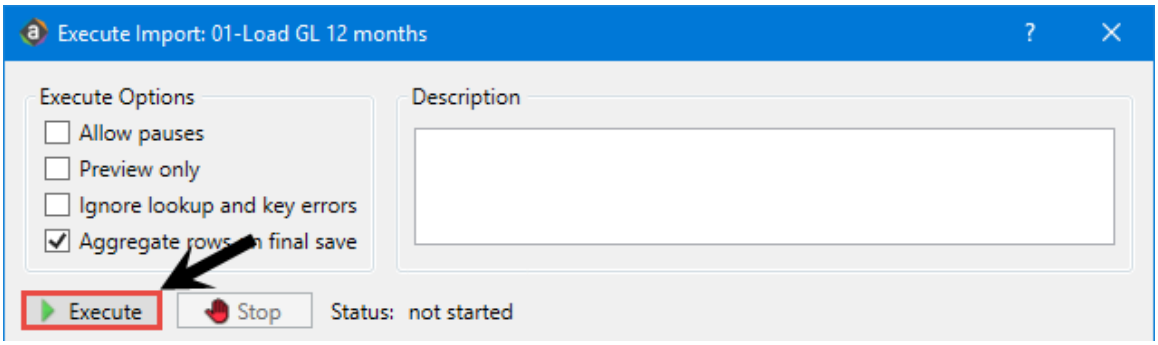


IMPORTANT: Do not change the **System Current Year** field unless changing over a new fiscal year. Setting the system period and year could affect other Axiom Healthcare Suite products.

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**.



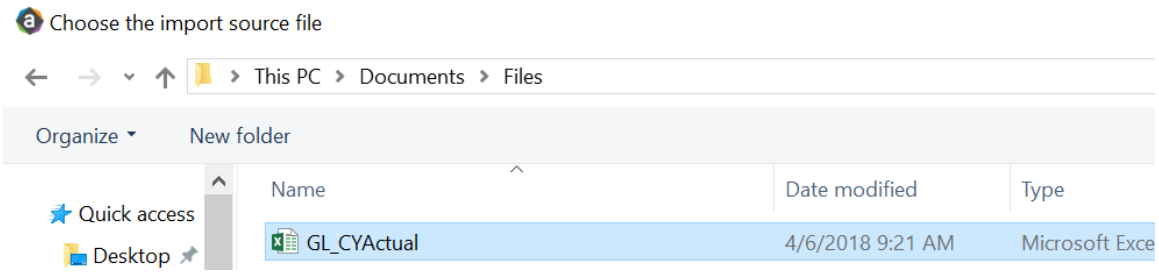
4. Click **Execute**.



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.

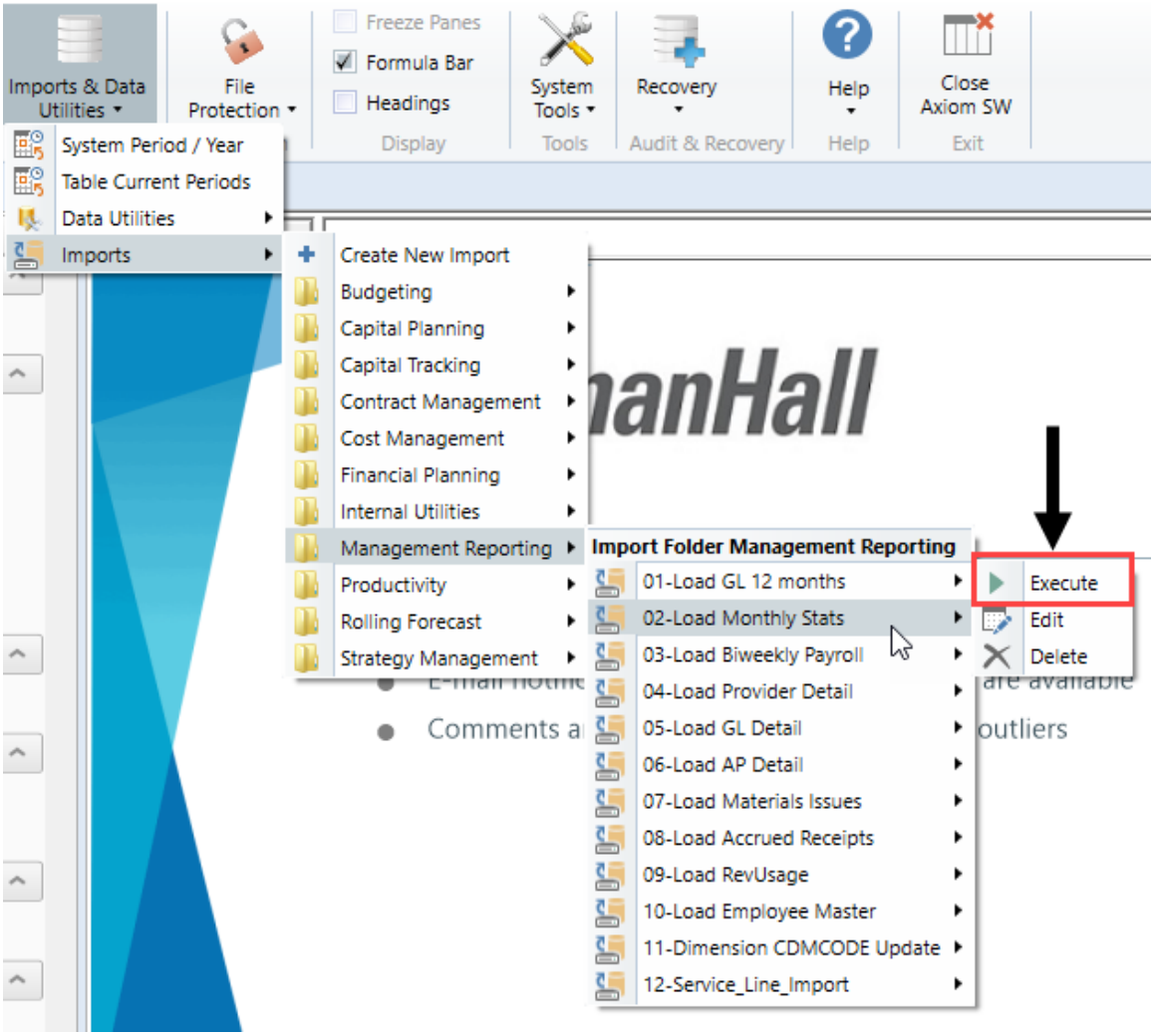
7. After you load the data, run the Income Statement Summary report in Explorer in **Reports Library > Management Reporting > Income Statement > Income Statement Summary** to reconcile to your GL income statement.

Loading Monthly Statistic data

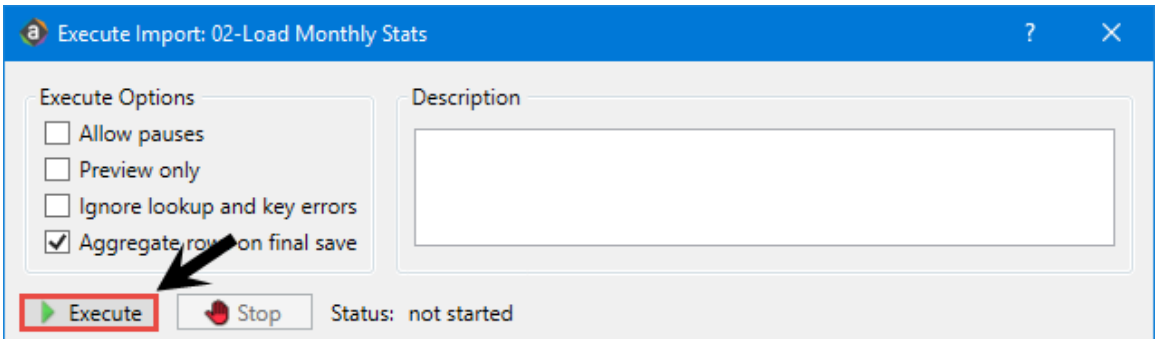
Make sure you create and save the import file to a directory accessible by the Axiom Application server. We recommend naming the file with a ST_prefix.

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**.

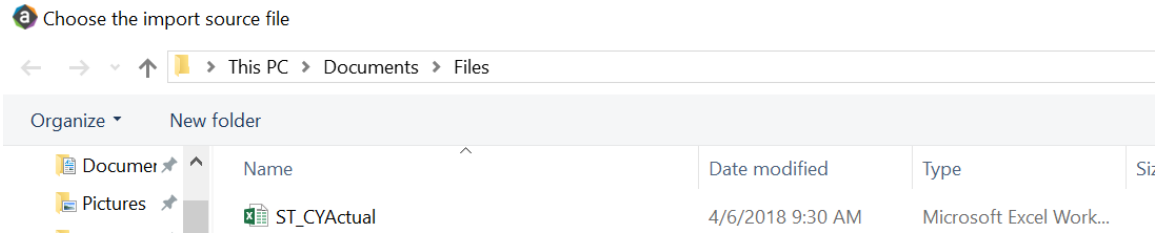


3. In the **Variables** dialog, do the following, and click **OK**:

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

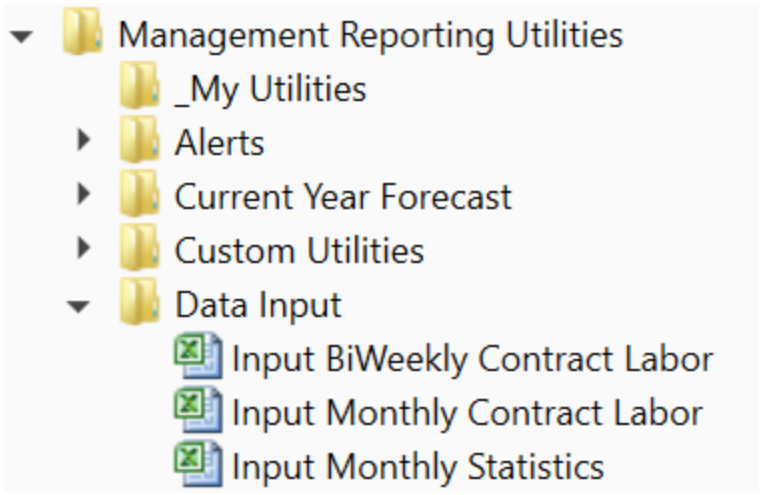
4. In the **Chose the import source file** dialog, navigate to the location where you stored the source file, and select it.

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



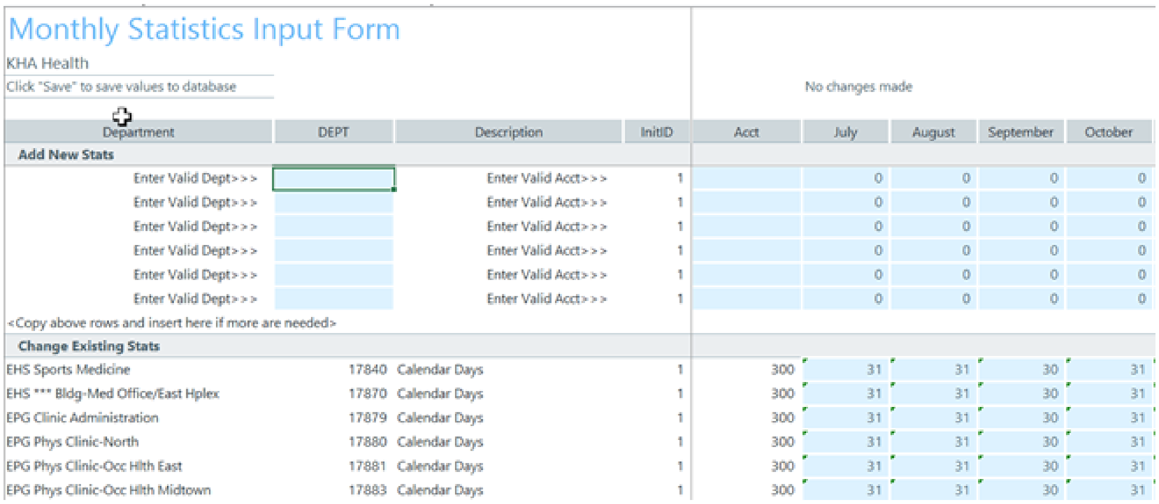
   If there are any import exceptions, follow the import exceptions remediation from Resolving import validation errors.

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

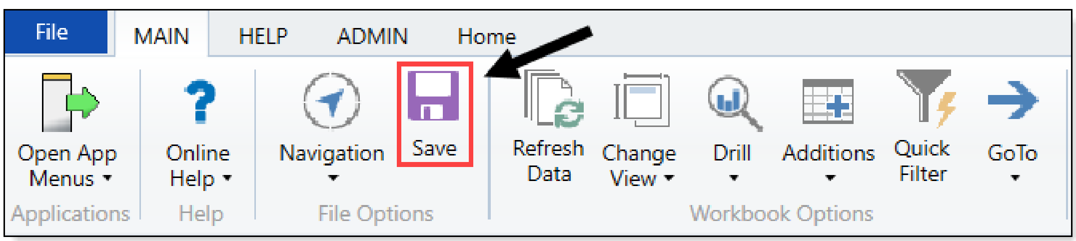
KHA Health

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

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

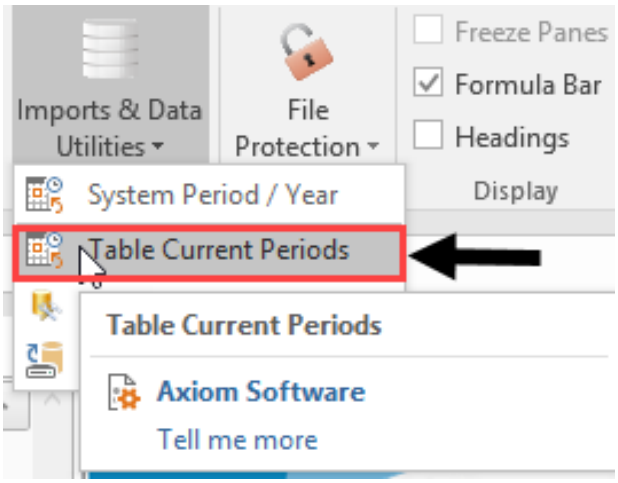


Loading Biweekly Payroll data

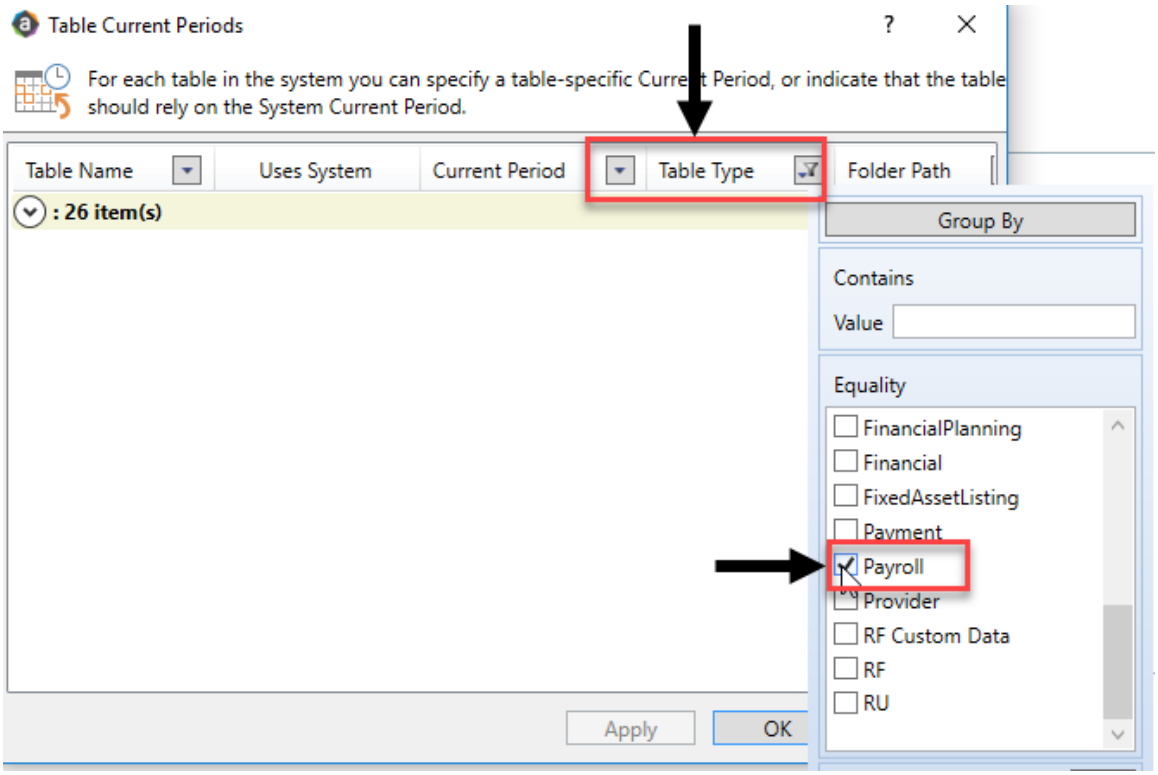
Make sure you create and save the import file to a directory accessible by the Axiom Application server. The file should be saved as LD_MMDDYY_PP. For example, LD_100418_1

To load Biweekly Payroll data:

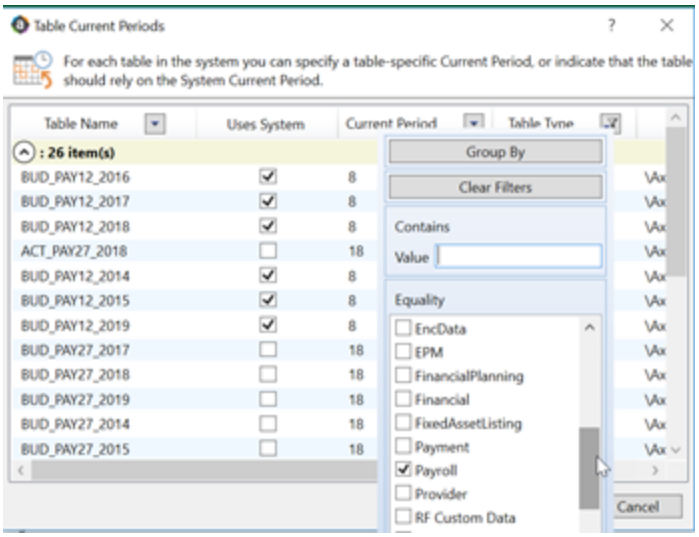
1. In the **Admin** ribbon tab, click **Imports & Data Utilities > Table Current Periods**.



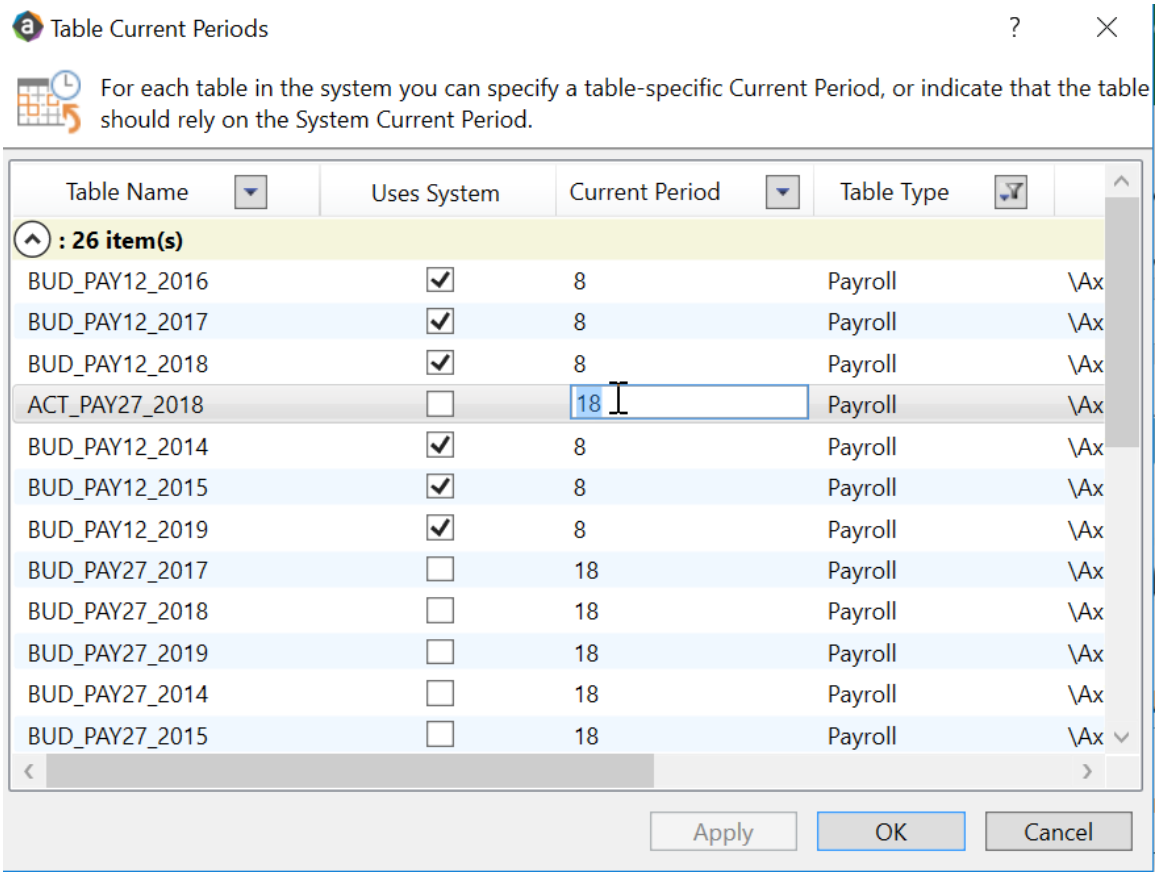
2. Filter using the Table Type, and select **Payroll**.



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

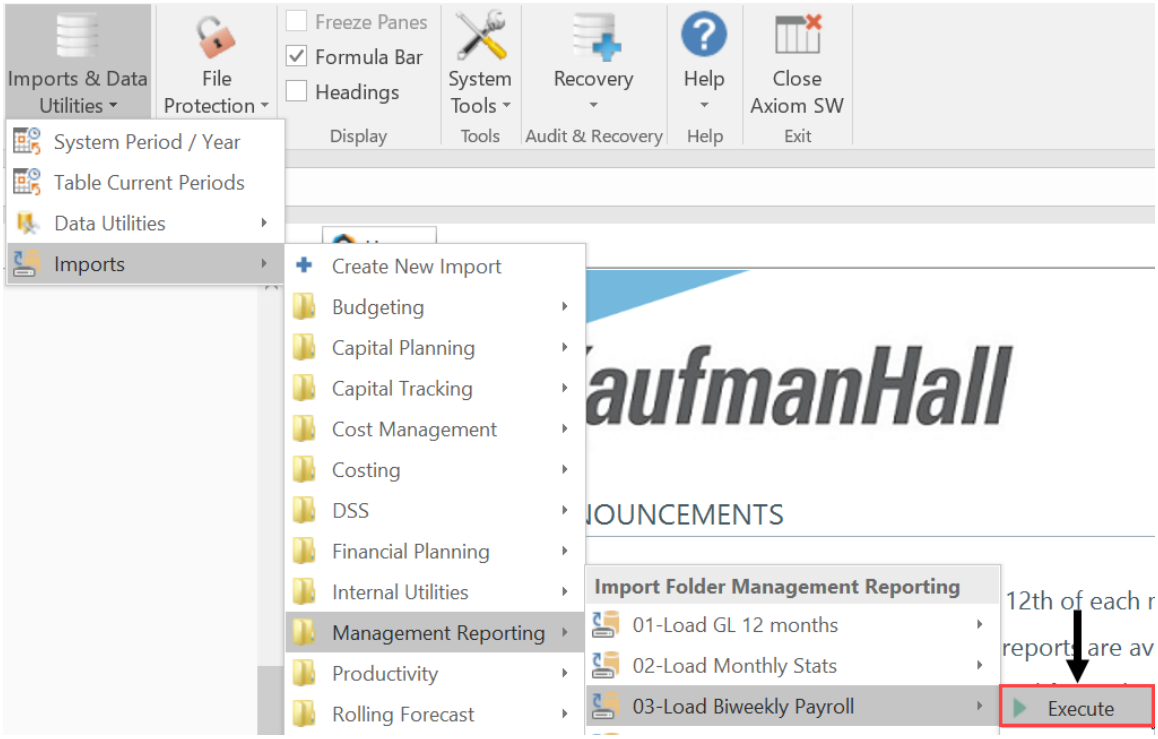


4. In the **Table Current Periods** dialog, double-click the current period for the table, and type the new period.

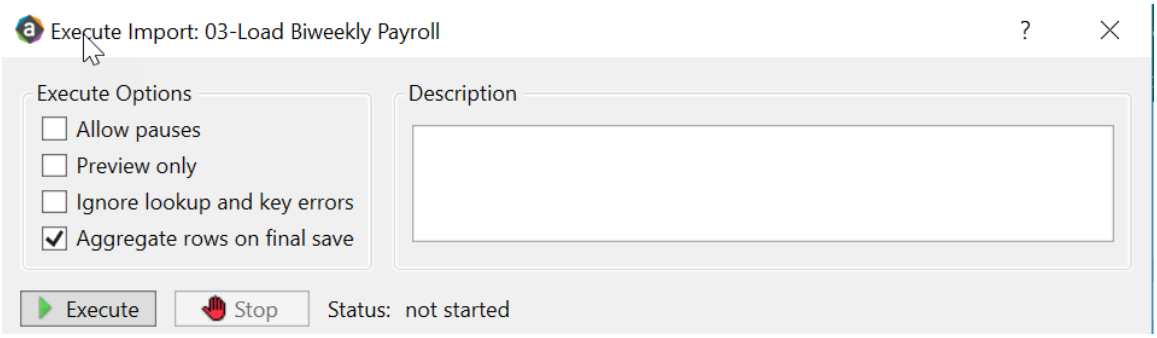


5. When you have finished all the tables, click **OK**.

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



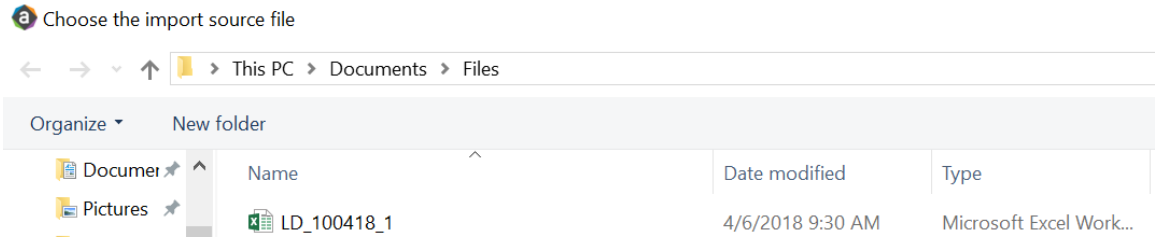
7. In the **Execute Import: 03-Load Biweekly Payroll** dialog, click **Execute**.



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.



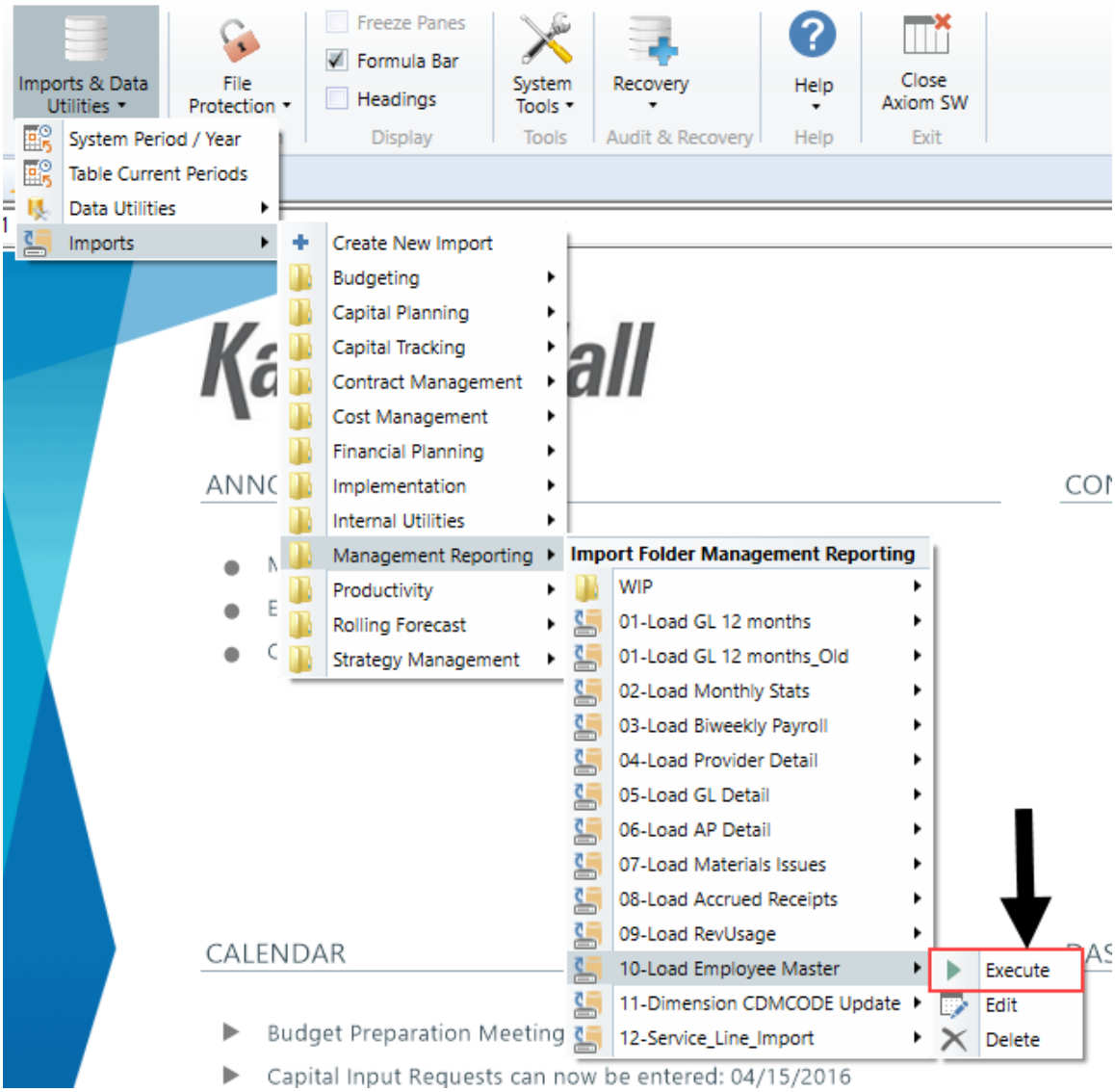
10. If there are any import exceptions, follow the import exceptions remediation from .

Loading Employee Master

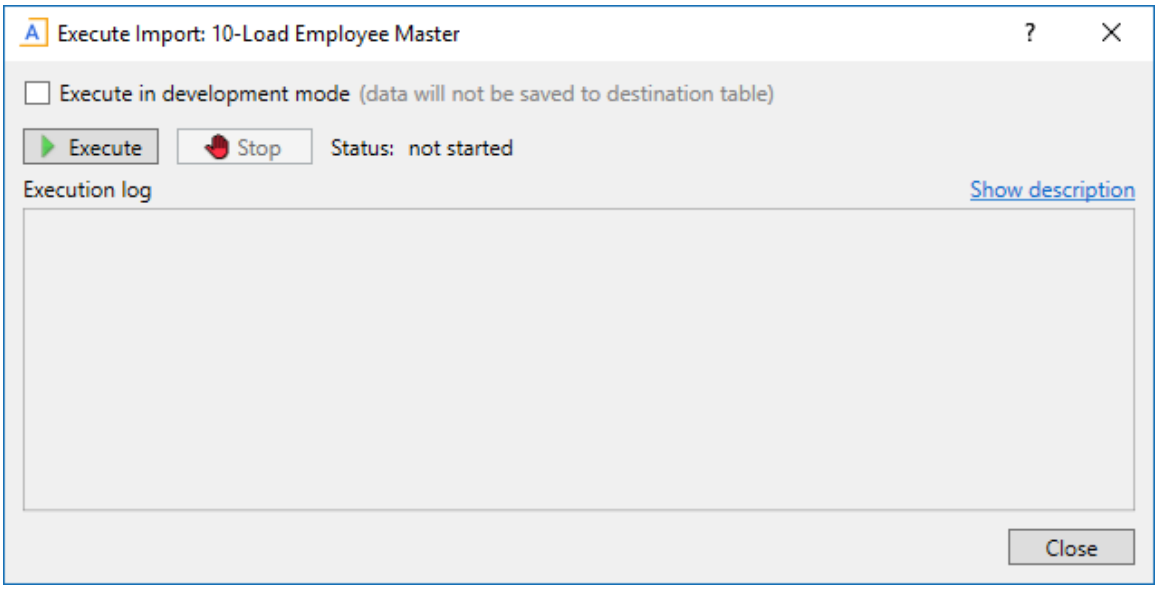
Make sure you create and save the import file to a directory accessible by the Axiom Application server. We recommend naming the file with a LM_prefix.

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**:

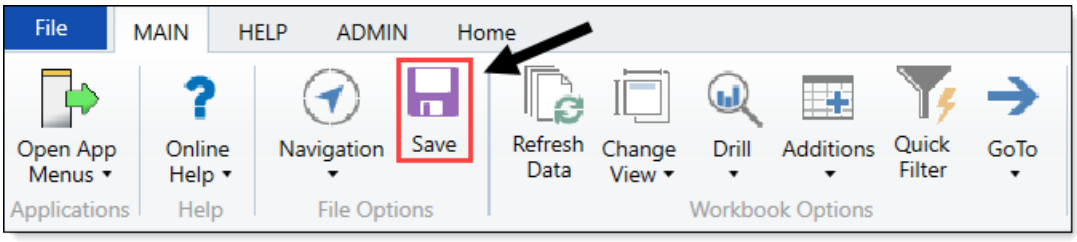
Field	Steps
Yr: Input Year (YYYY)	Type the year to load.

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.

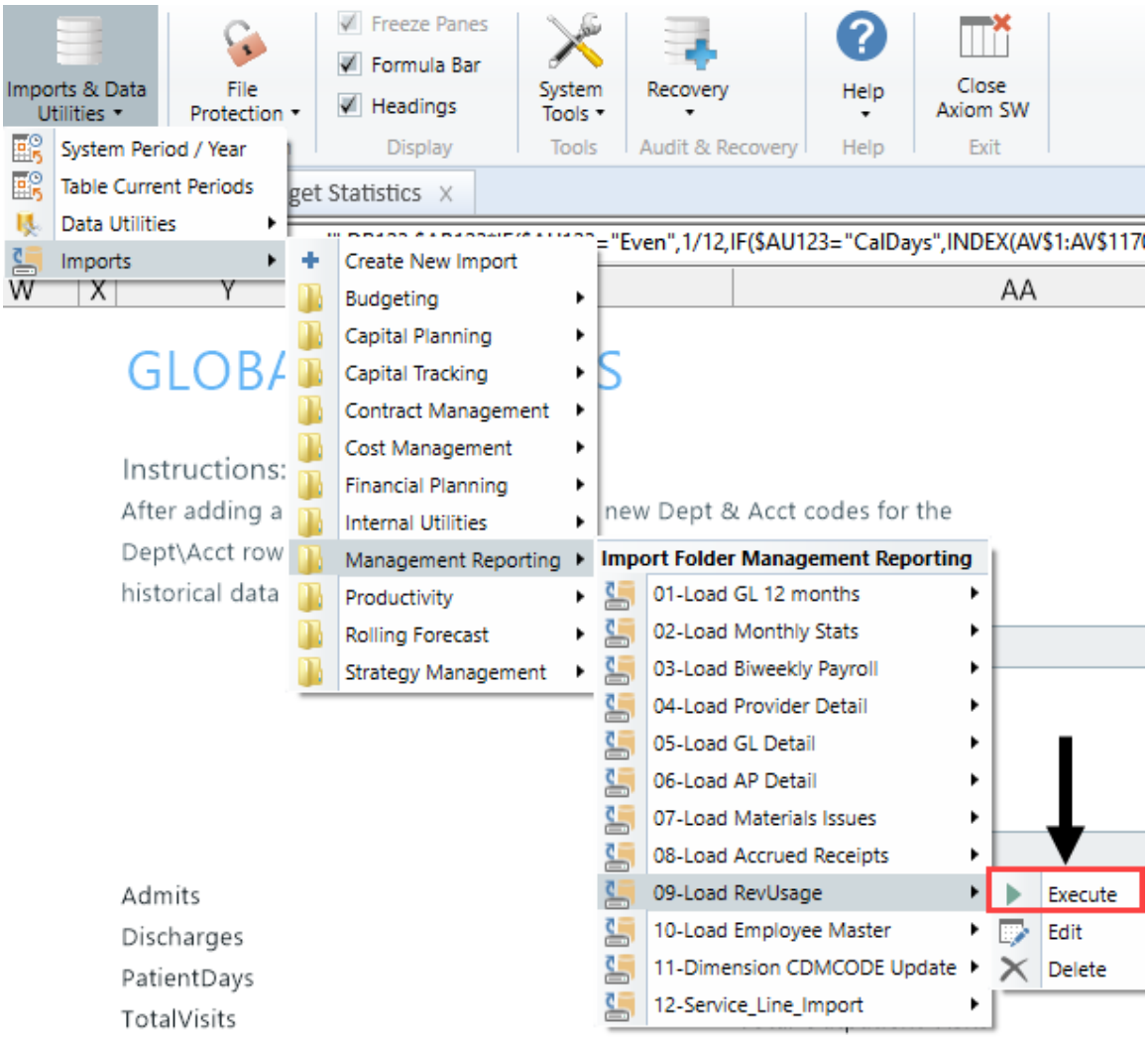


Loading Revenue and Usage data

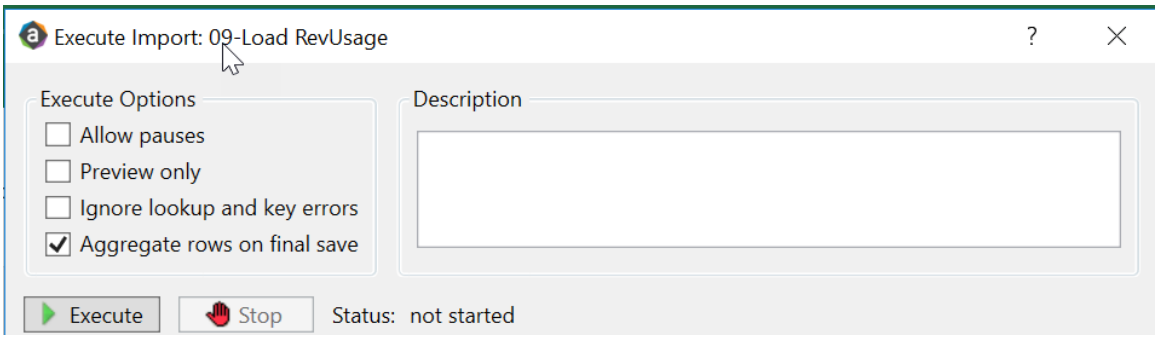
Make sure to create and save the import file to a directory accessible by the Axiom Application server. We recommend naming the file with a RU_prefix.

To load Revenue and Usage data:

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



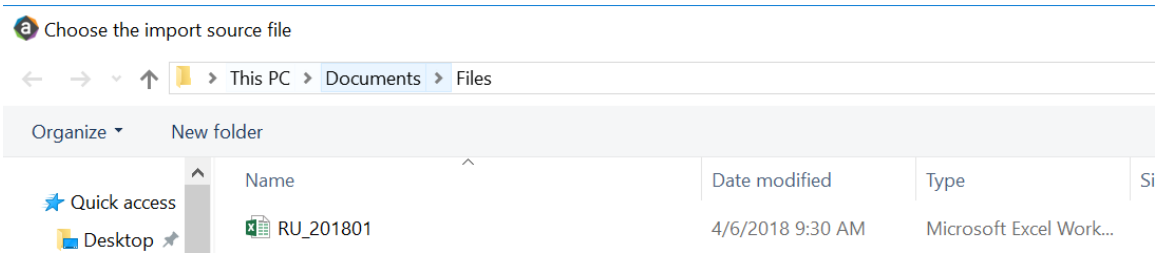
2. In the **Execute Import: 09-Load RevUsage** dialog, click **Execute**.



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.



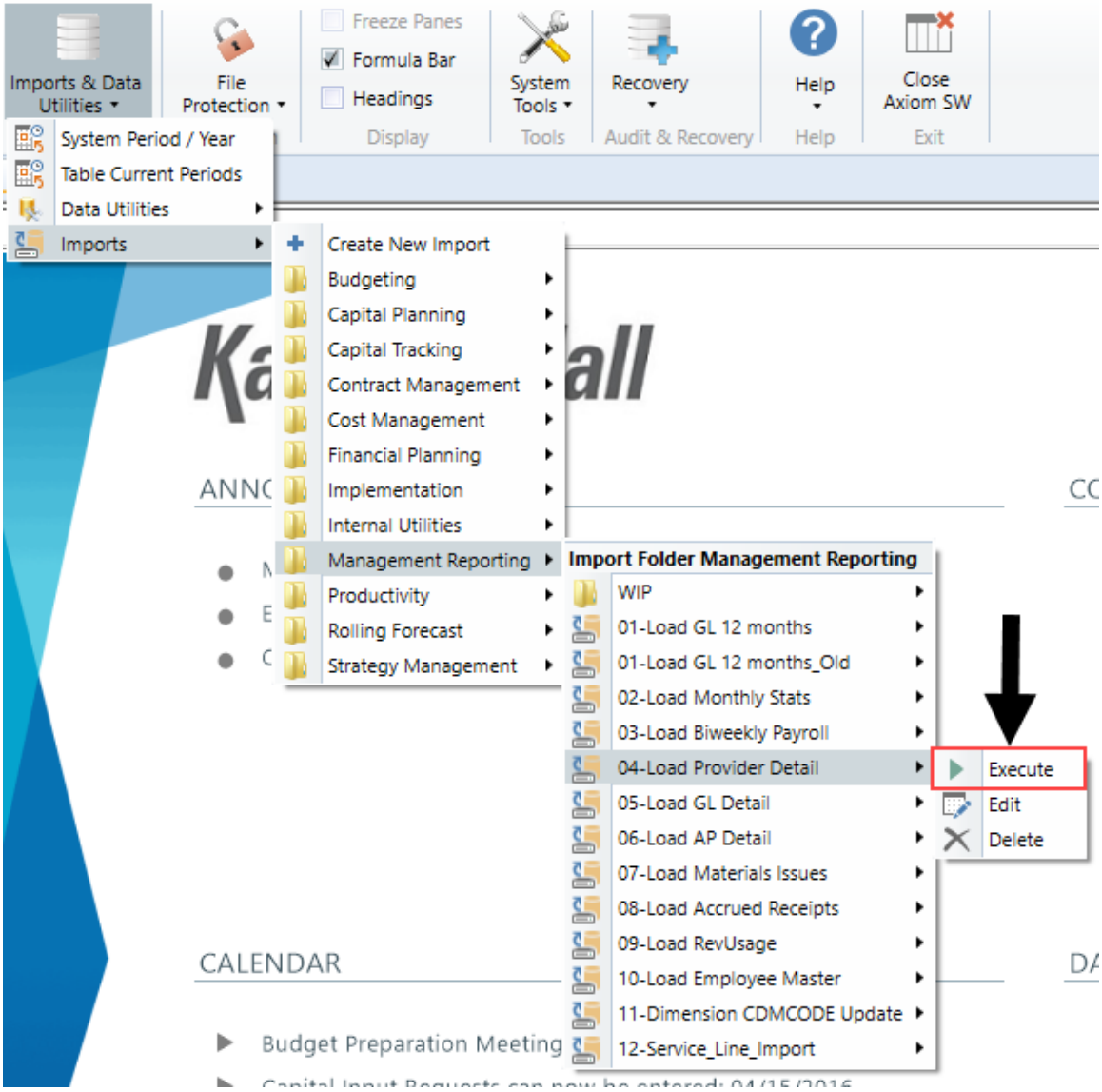
5. If there are any import exceptions, follow the import exceptions remediation from Loading GL12 Month data.

Loading Provider Detail data

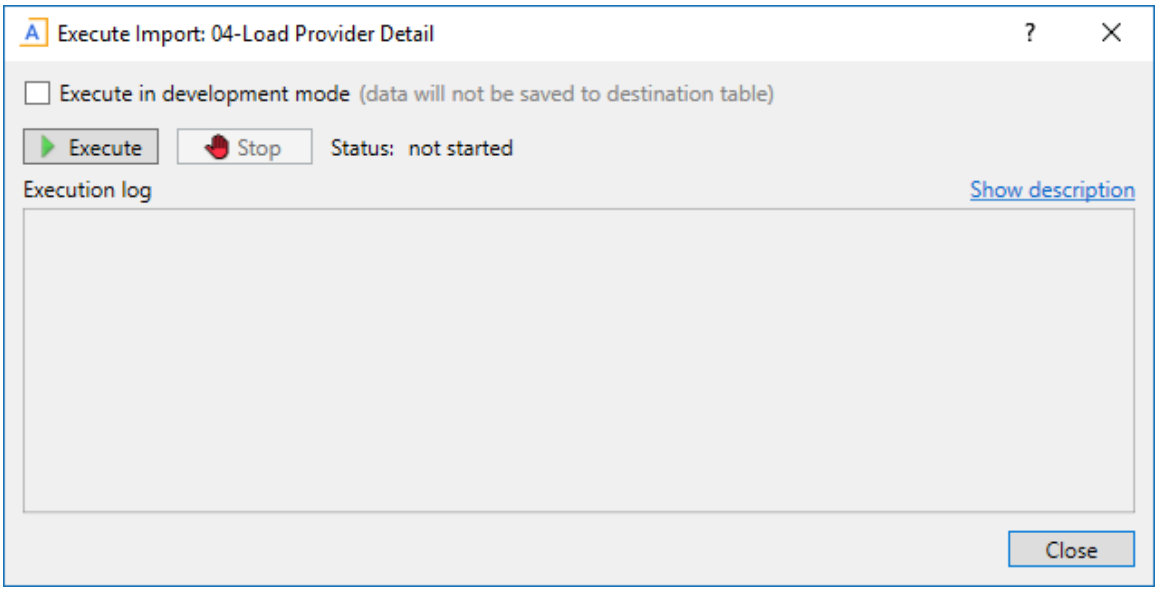
Make sure you create and save the import file to a directory accessible by the Axiom Application server. We recommend naming the file with a PB_prefix.

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**:

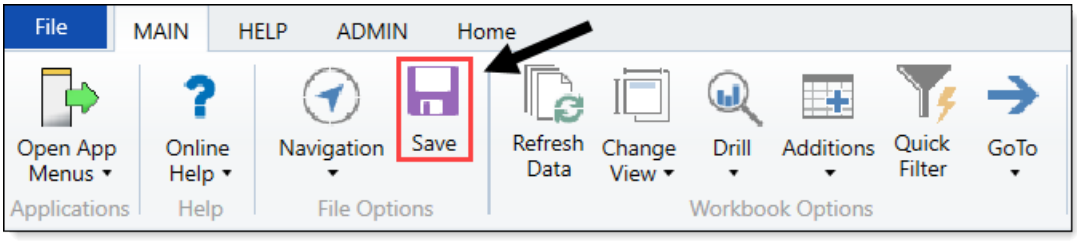
Field	Steps
Yr: Input Year (YYYY)	Type the year to load.
Month: Select Current Month	Select the month to interface the data into the system from the drop-down.

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.

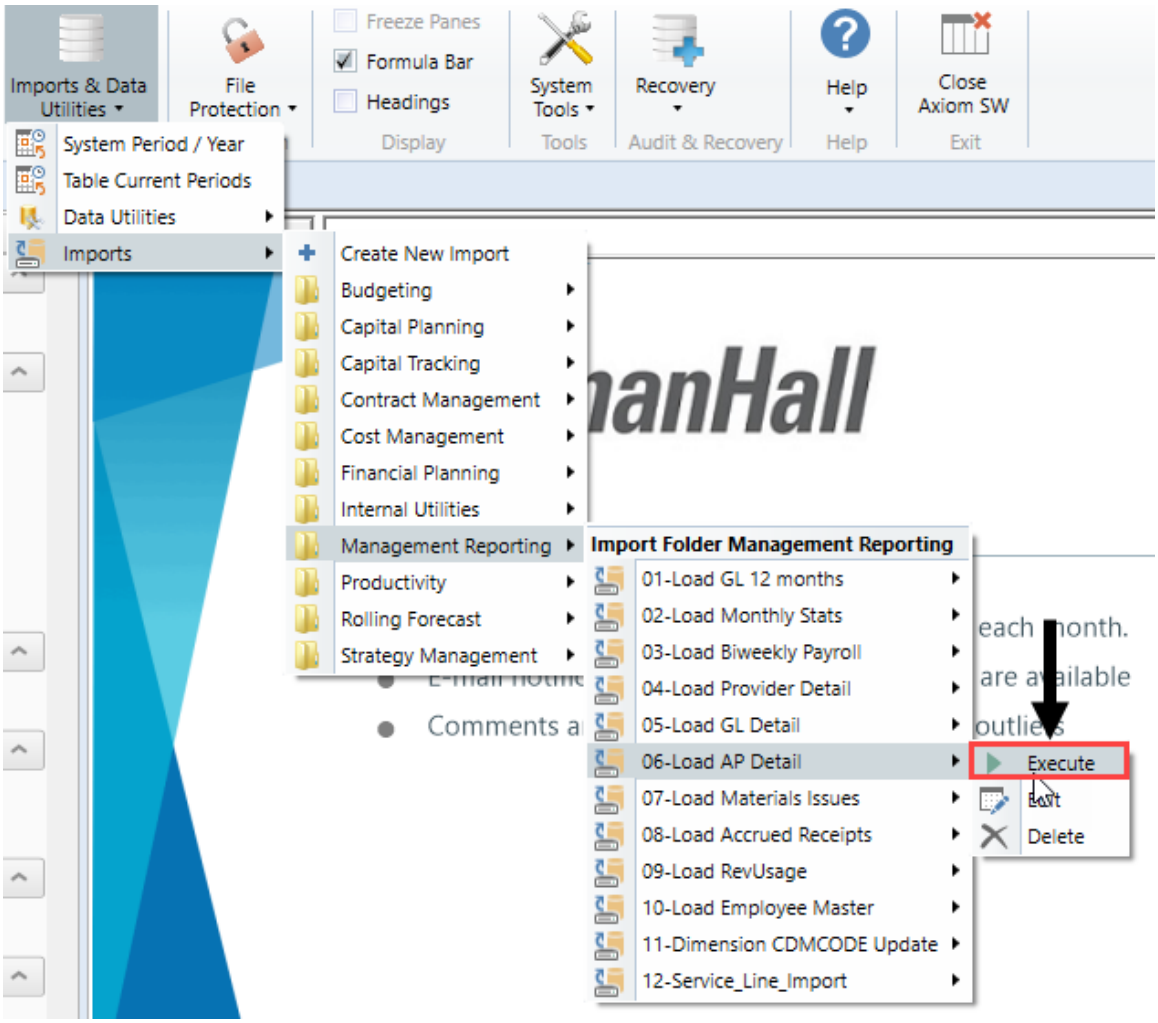


Loading AP Detail data

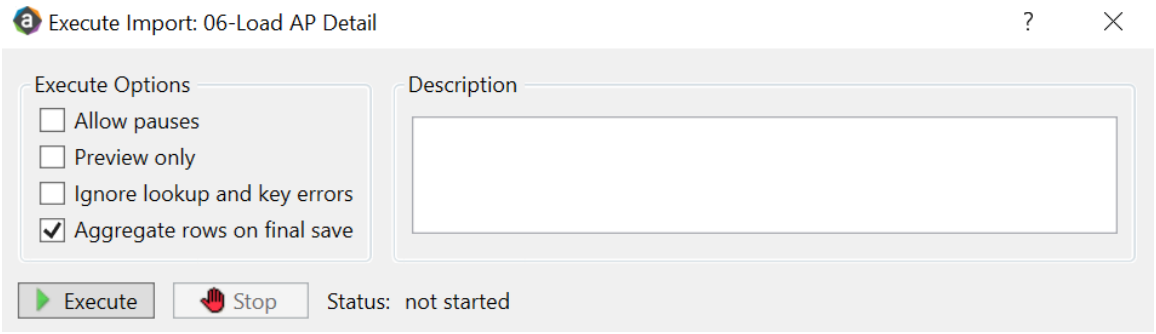
Make sure to create and save the import file to a directory accessible by the Axiom Application server. We recommend naming the file with an AP_prefix.

To load AP Detail data:

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



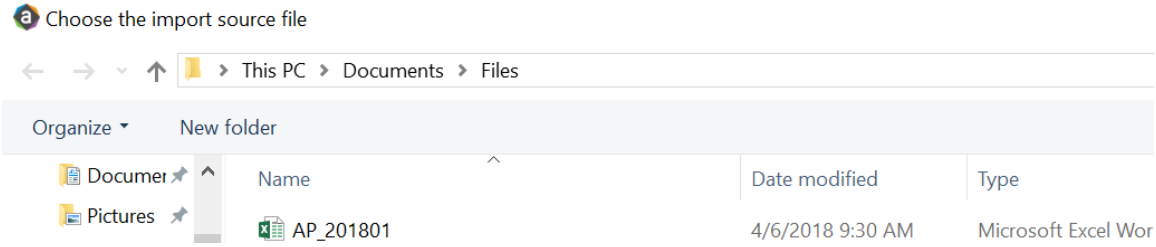
2. In the **Execute Import: 06-Load AP Data** dialog, click **Execute**.



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.



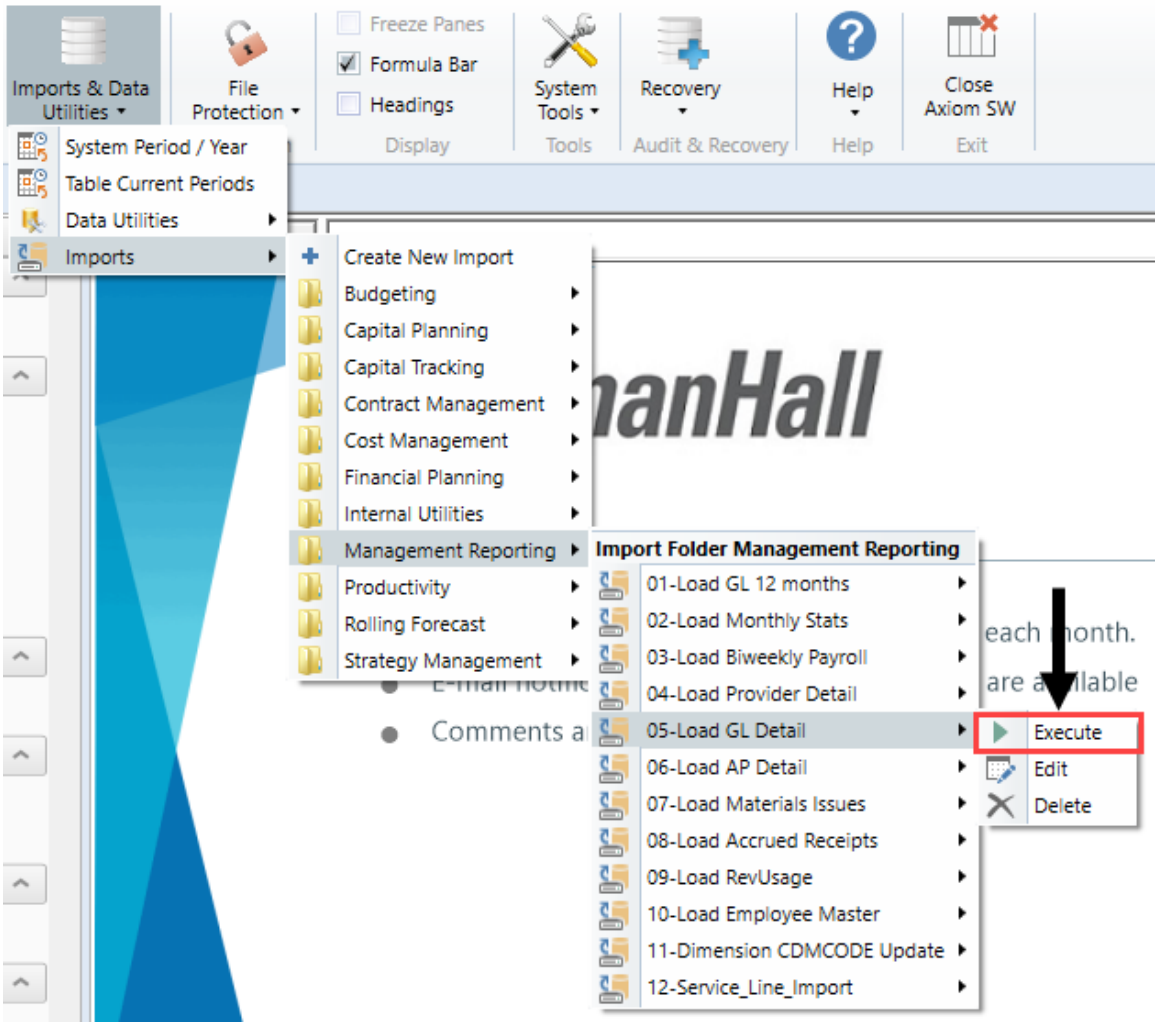
5. If there are any import exceptions, follow the import exceptions remediation from Resolving import validation errors.

Loading GL Detail data

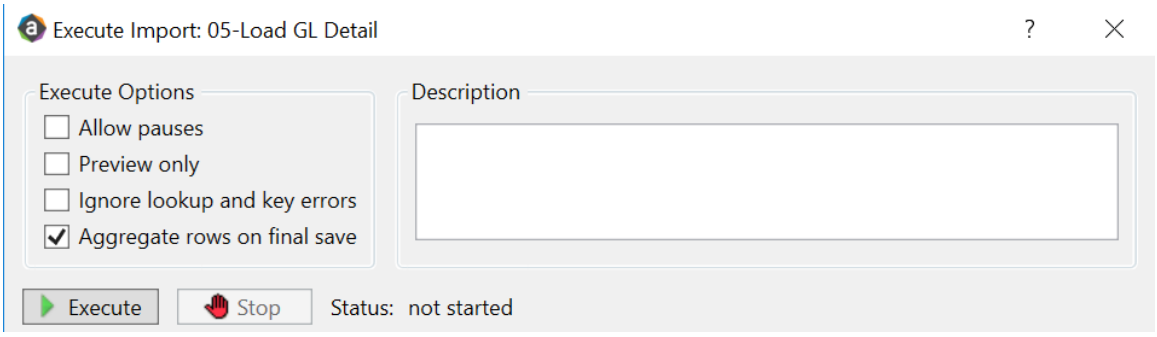
Make sure to create and save the import file to a directory accessible by the Axiom Application server. We recommend naming the file with a JE_prefix.

To load GL Detail data:

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



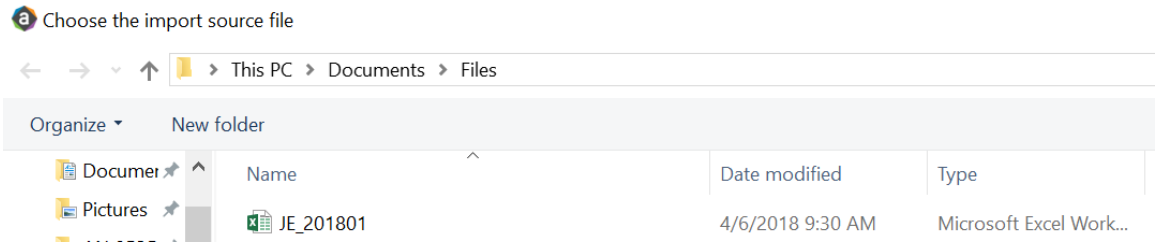
2. In the **Execute Import: 05-Load GL Data** dialog, click **Execute**.



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.



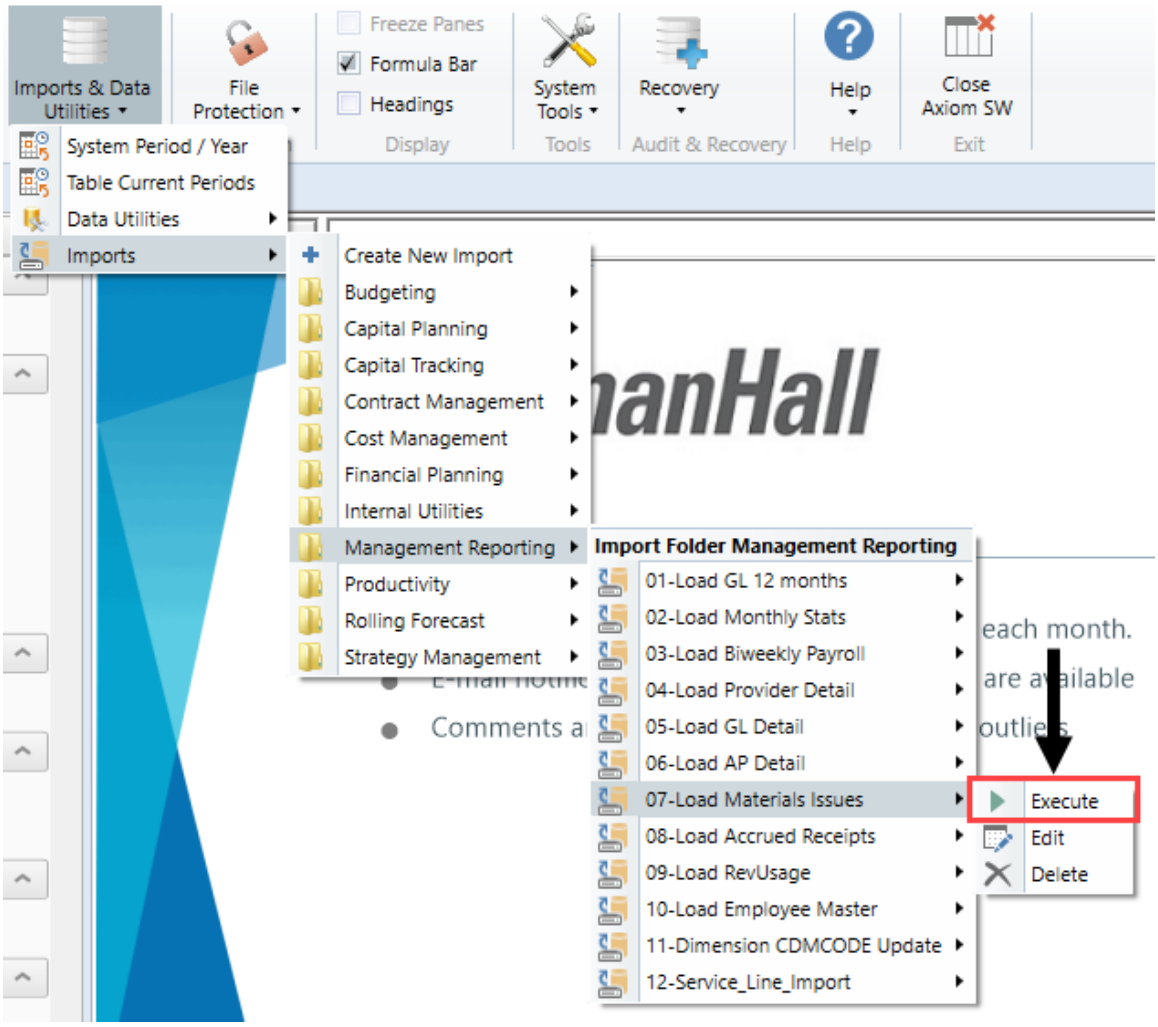
5. If there are any import exceptions, follow the import exceptions remediation from Resolving import validation errors.

Loading MM Detail data

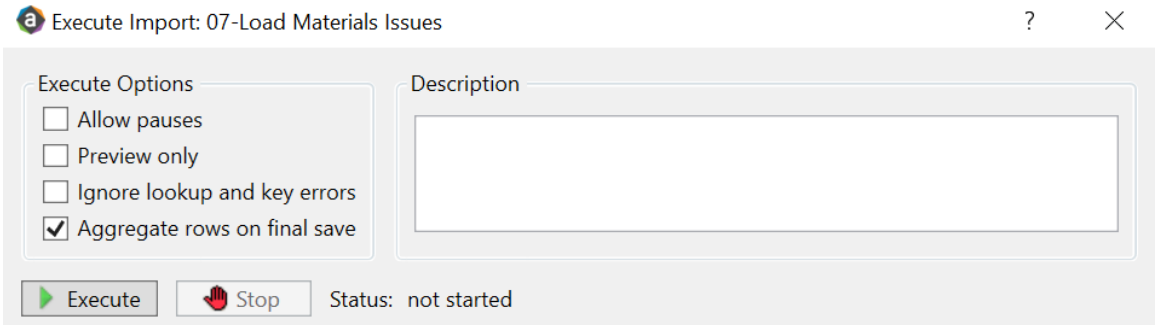
Make sure to create and save the import file to a directory accessible by the Axiom Application server. We recommend naming the file with an MM_prefix.

To load MM Detail data:

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



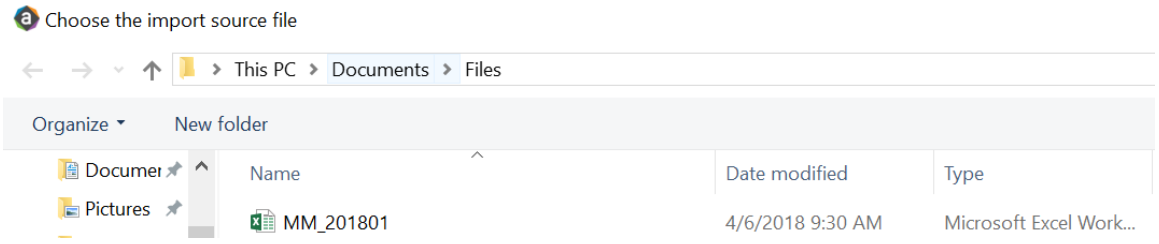
2. In the **Execute Import: 07-Load Materials Issues** dialog, click **Execute**.



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.



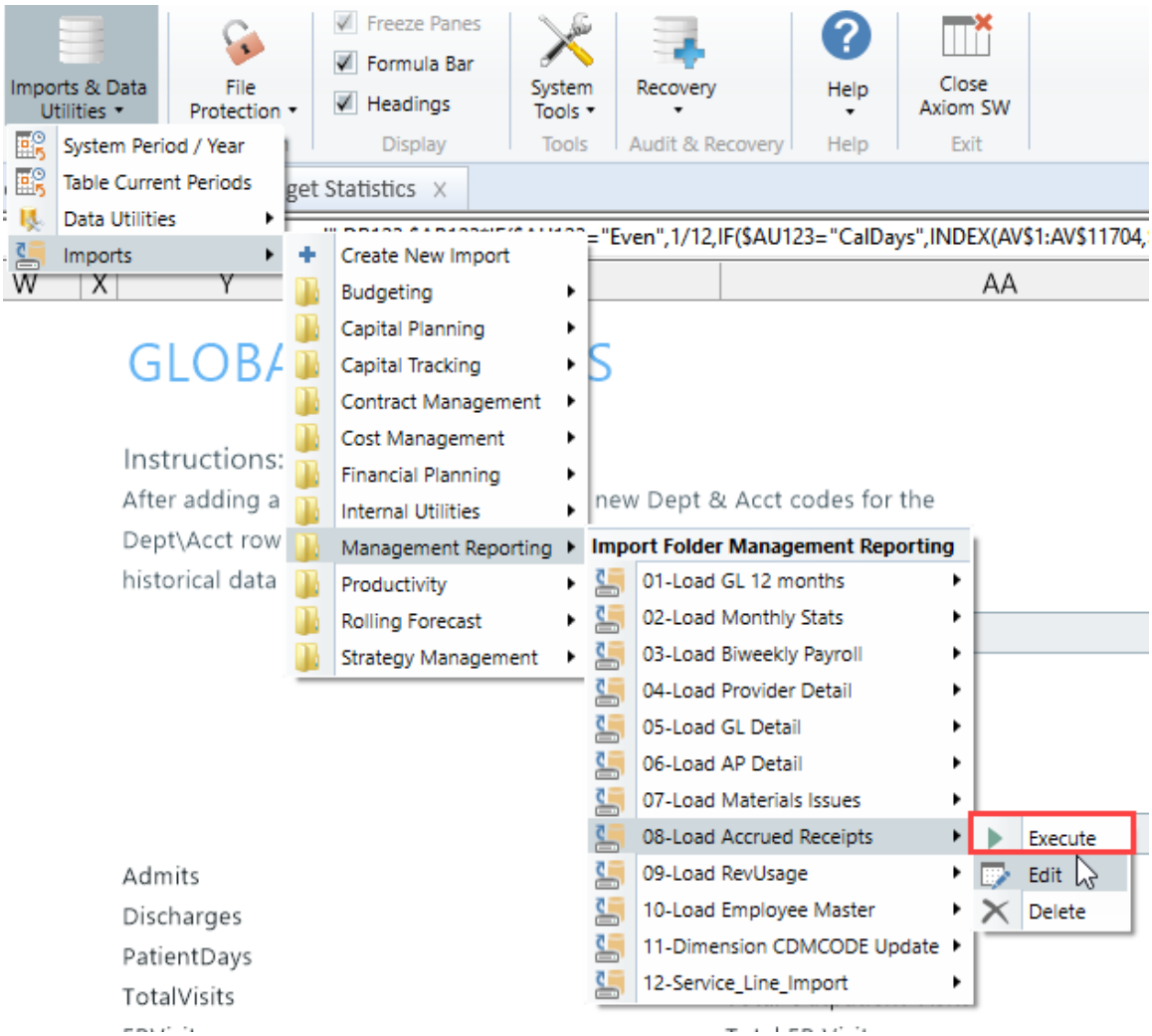
5. If there are any import exceptions, follow the import exceptions remediation from Resolving import validation errors.

Loading Accrued Receipts data

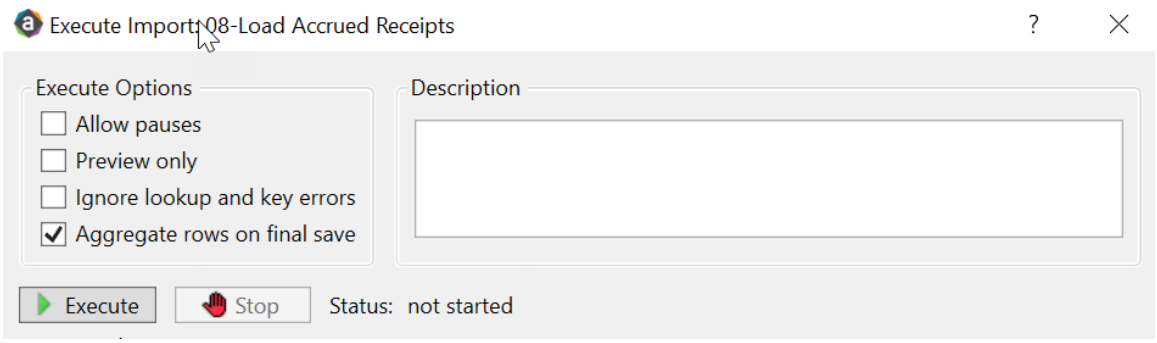
Make sure the import file is created and saved to a directory accessible by the Axiom Application server. We recommend naming the file with an AR_prefix.

To load Accrued Receipts data:

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



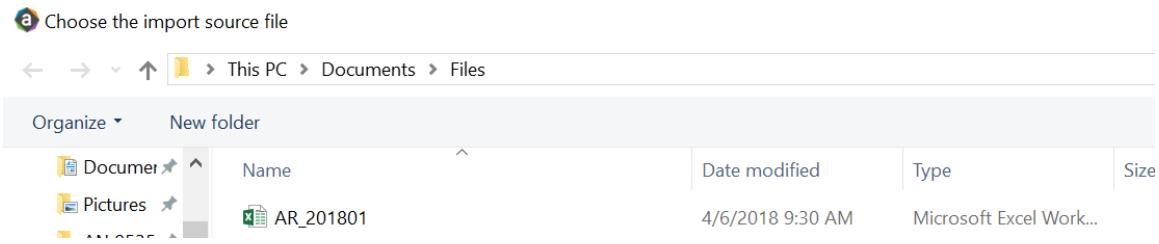
2. In the **Execute Import: 08-Load Accrued Receipts** dialog, click **Execute**.



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.



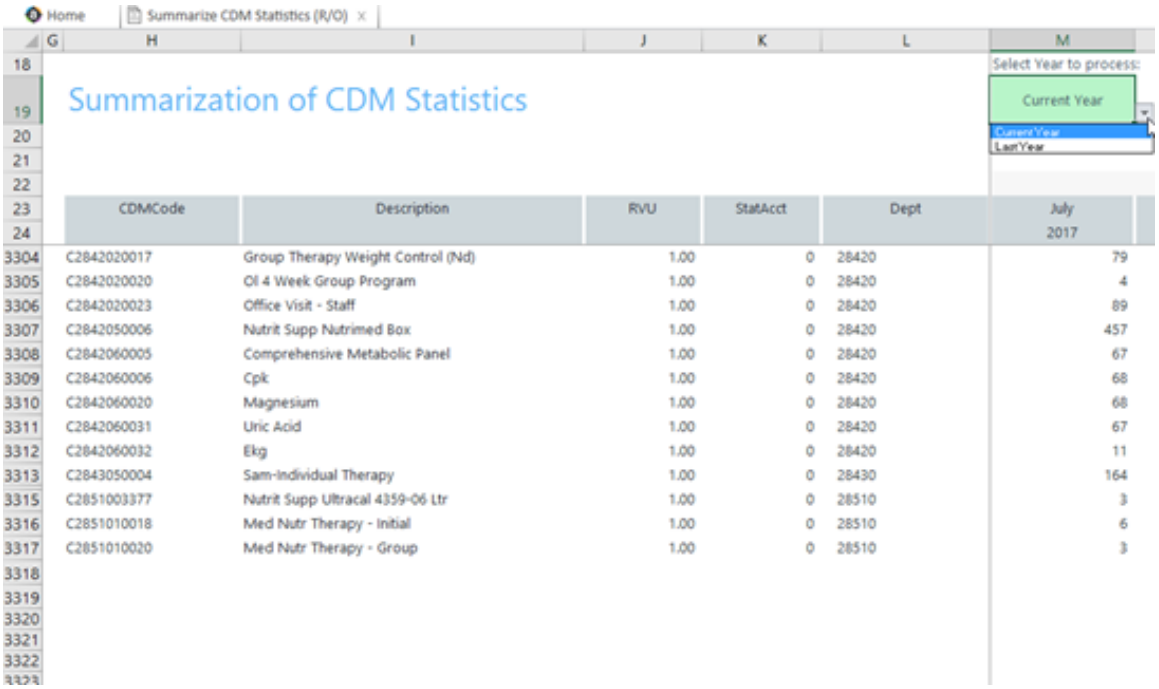
5. If there are any import exceptions, follow the import exceptions remediation from Resolving import validation errors.

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.

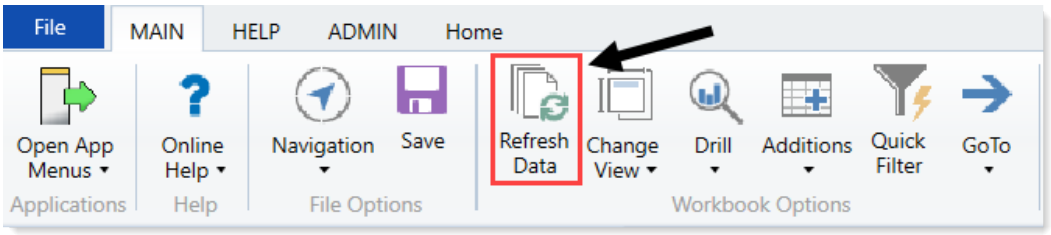
To summarize CDM statistics to financial:

1. To run this Save to Database utility, navigate to In the ExplorerExplorer 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**.

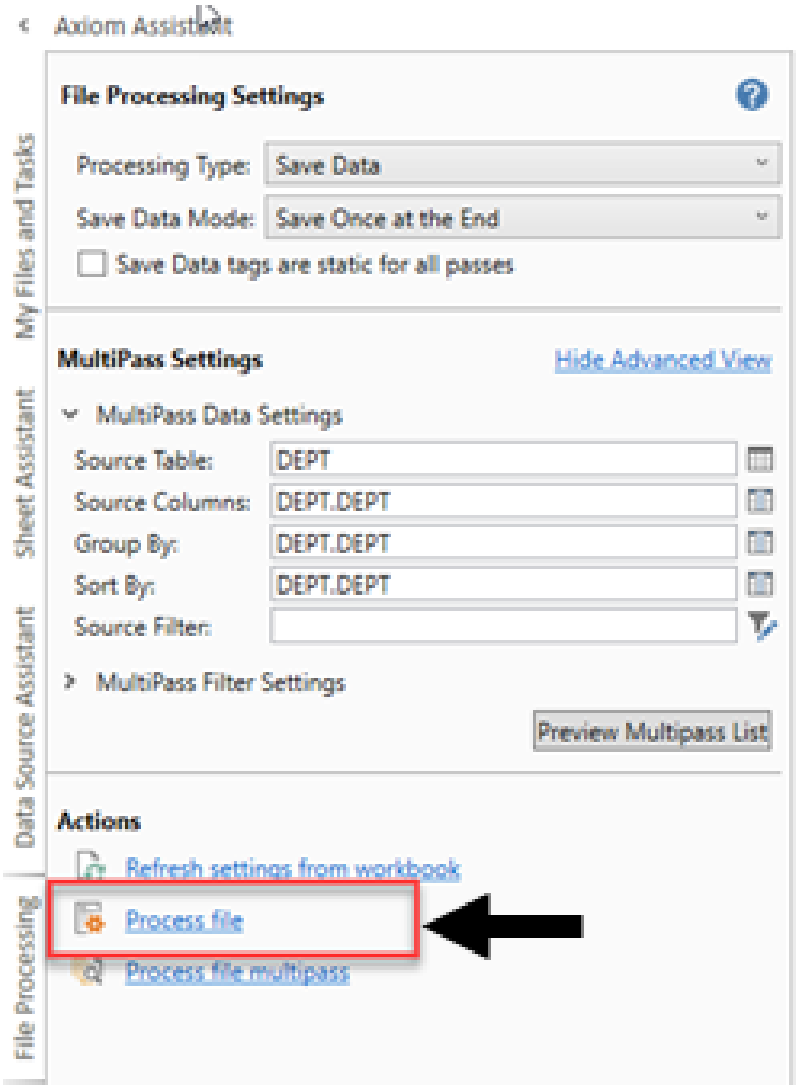


	CDMCode	Description	RVU	StatAcct	Dept	July 2017
3304	C2842020017	Group Therapy Weight Control (Nd)	1.00	0	28420	79
3305	C2842020020	Ol 4 Week Group Program	1.00	0	28420	4
3306	C2842020023	Office Visit - Staff	1.00	0	28420	89
3307	C2842050006	Nutrit Supp Nutrimed Box	1.00	0	28420	457
3308	C2842060005	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	Ekg	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**.

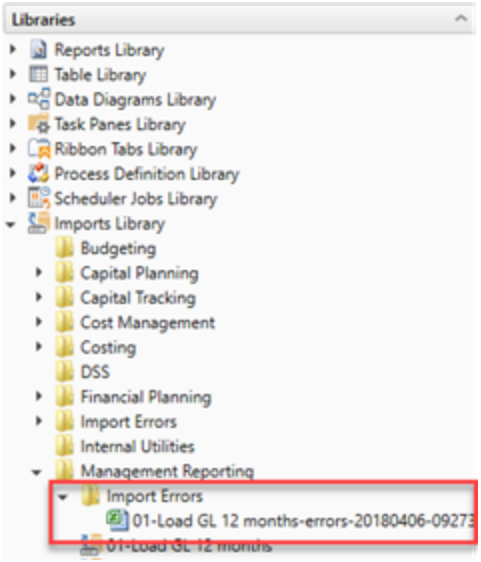


NOTE: You do not need to run this utility using Multipass unless you are a large health system and are noting performance issues when previously running.

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.

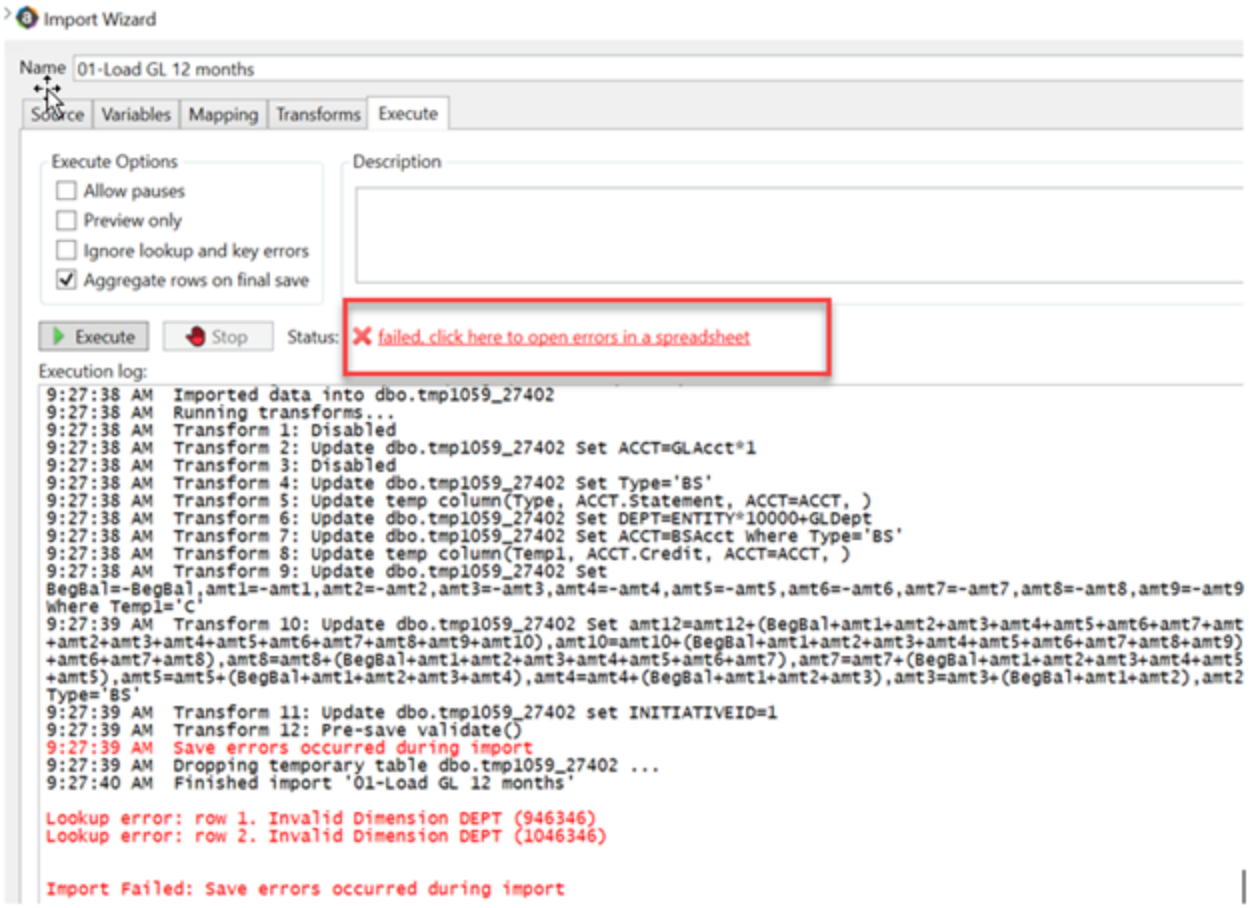
The CSV file is located in **Explorer** in the **Imports Library > Management Reporting > Import Errors** folder.



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 and Performance Reporting 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 and Performance Reporting 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 and Performance Reporting 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:

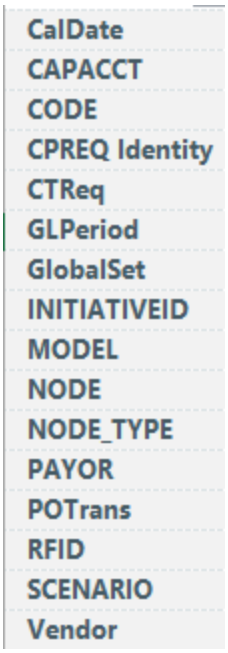
- In the Edit Data Structure mode, administrators can manage grouping columns using datasets.
- In the Dimension Maintenance Utility, depending on their roles, users can select the products and dimensions to maintain.
- Using the security feature in the Dimension Maintenance Utility, for each product, 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.



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.

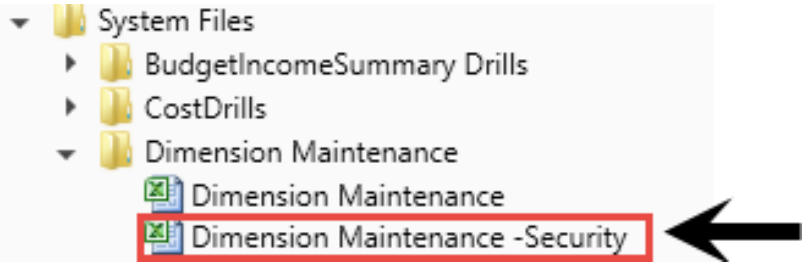
With Dimension Maintenance - Security, you can set in bulk the security rights for all users assigned a product administrator role for all dimensions for a specific dataset (product).

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.

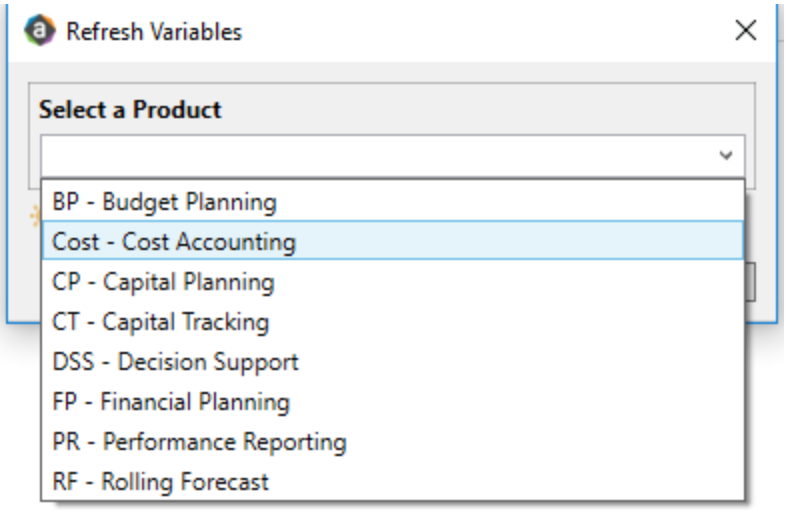
IMPORTANT: For a user (with a product administrator role) to edit a dimension, you must first assign them security rights using this utility.

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**.

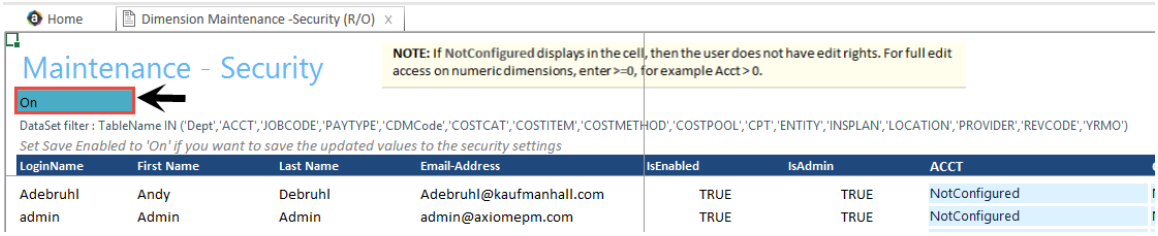


3. Select a user, and do one of the following:

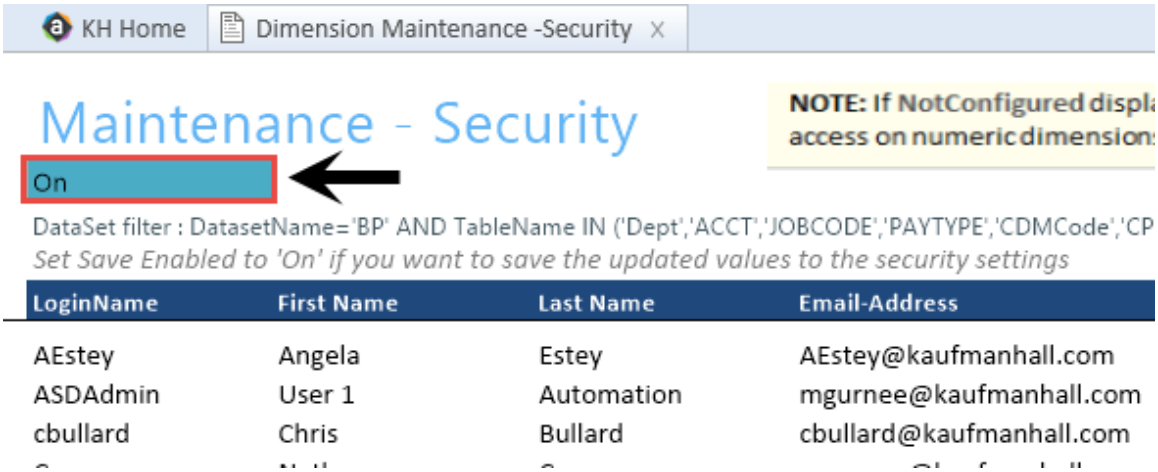
IMPORTANT: If **NotConfigured** displays in the cell, then the user does not have edit rights. For full edit access on numeric dimensions, enter **>= 0**, for example Acct > 0.

To...	Then...
Use the filter wizard to specify the security rights	a. Right-click the cell to edit. b. Select **Axiom Wizards > Filter Wizards**. c. 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: i. On the **Main** ribbon tab, click **Help**. ii. 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.



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



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)

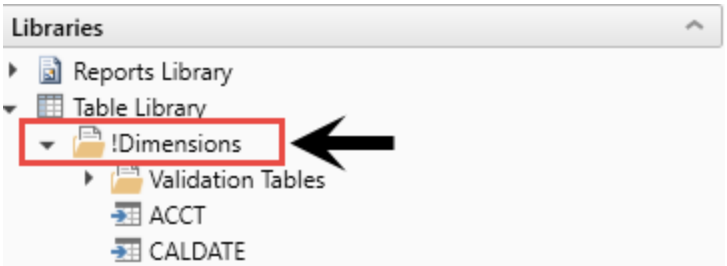
You can associate each grouping column you create with multiple licensed products. The assignment determines which product each column gets displayed under within the Data Maintenance utility.

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.

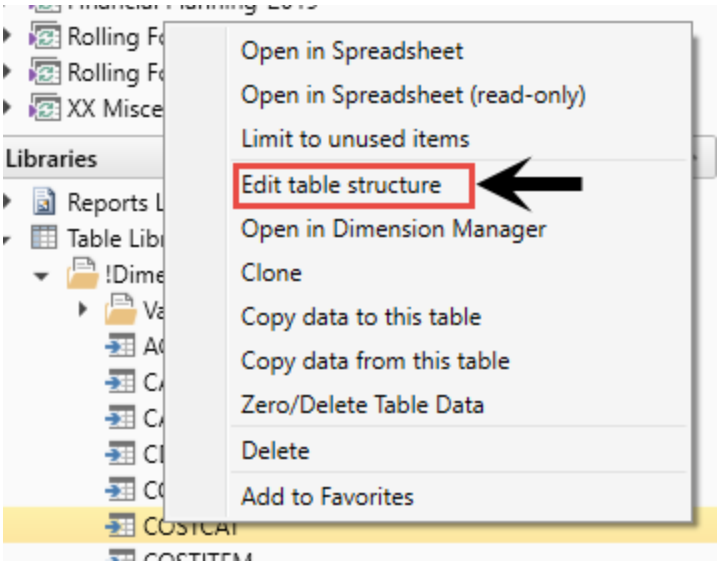
IMPORTANT: Make sure to define a default value entry for the column. To do this, complete steps 1-8 of Creating a grouping column.

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

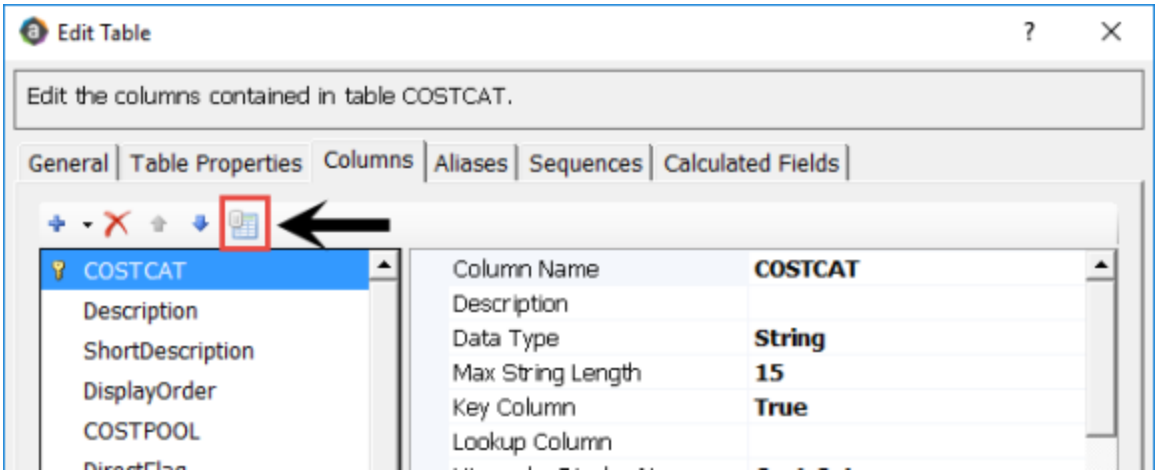
1. From the **Explorer** task pane, in the **Libraries** section, click **Table Library** > **!Dimensions**.



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

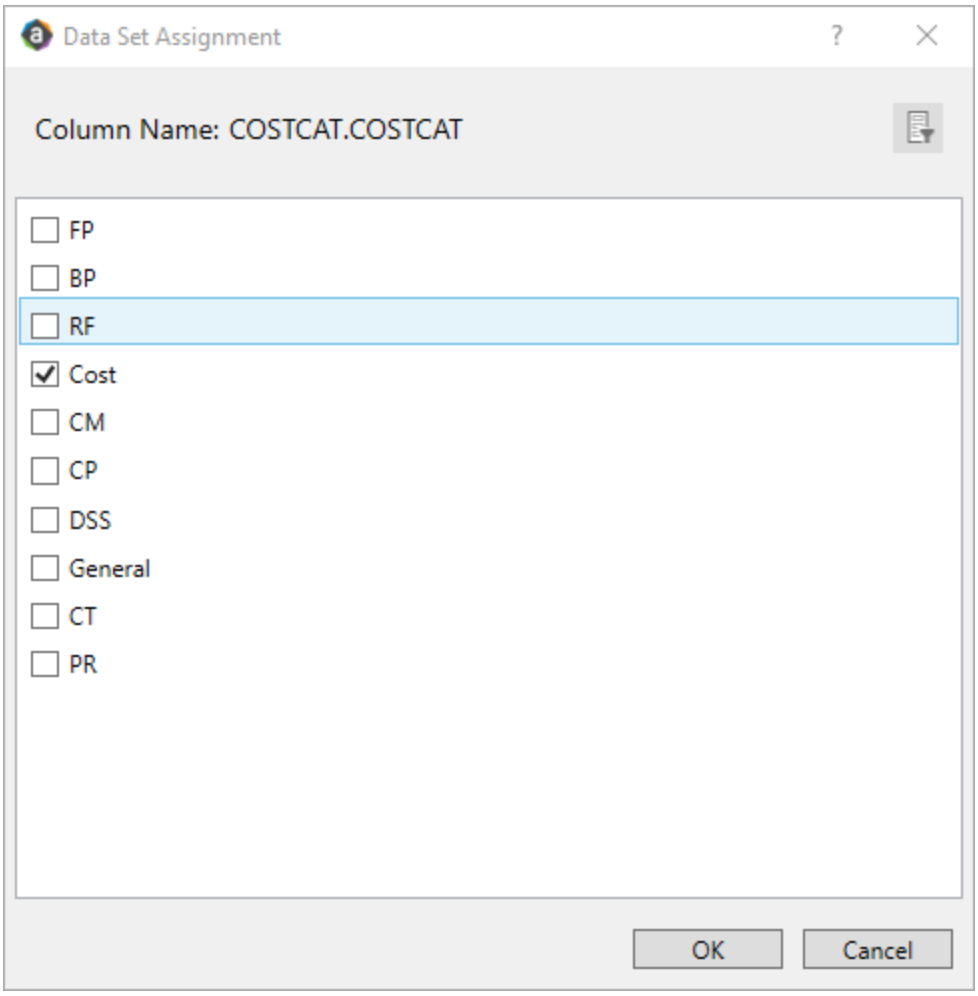


3. In the **Edit Table** dialog, click the **Columns** tab.
4. In the list of columns, select a column to assign, and click the **Assign Column to Data Sets** button.



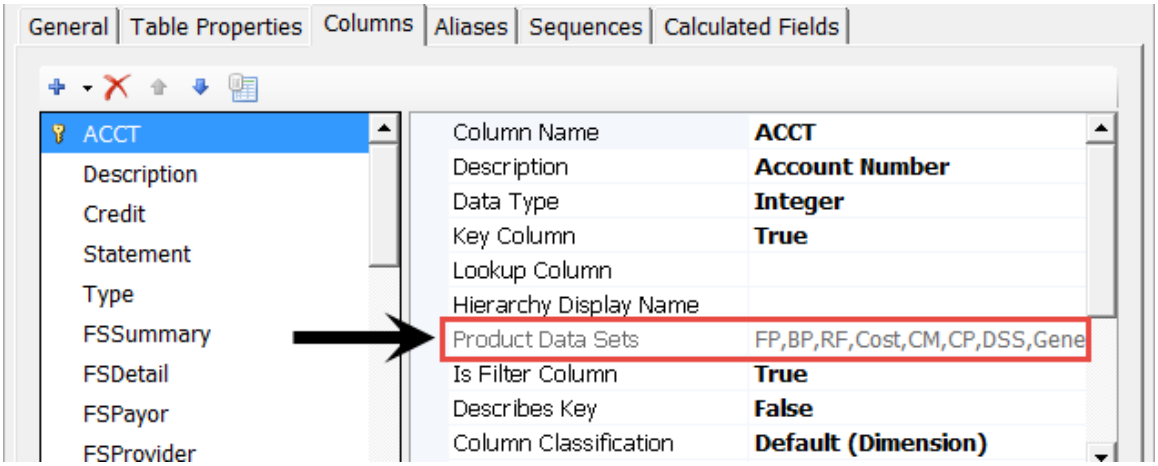
5. In the **Data Set Assignment** dialog, in the list of data sets (products) that have predefined for you, select the checkbox next to the products to assign this grouping column to, and click **OK**.

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



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 and Performance Reporting 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.

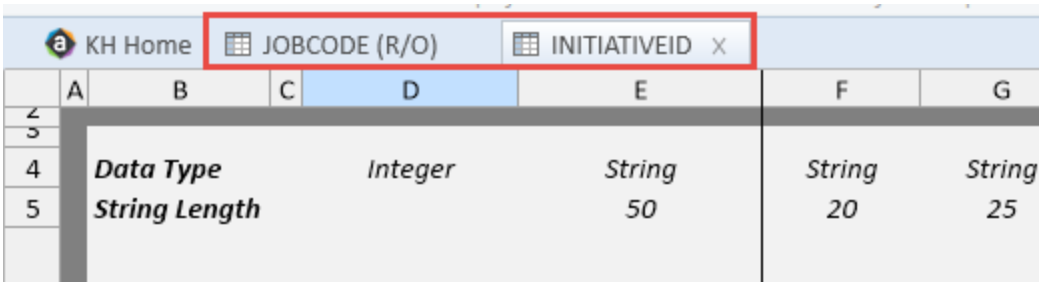
TIP: You never edit database tables directly in the database. Instead, data is pulled into spreadsheets, where you can edit the data and then subsequently save it back to the database.

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.



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

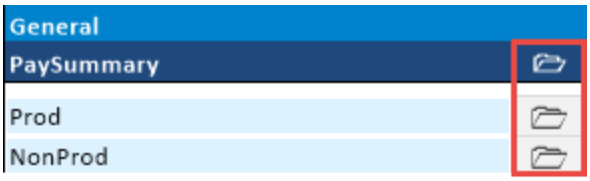
DataSet filter : (DataSetname IN ('General','BP') OR DataSetName = '')

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

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

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.

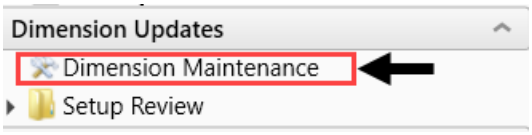
The following are examples of validated columns:

- **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.)

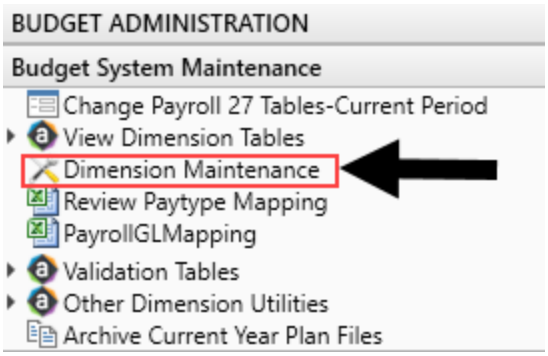
- **RFCODE.RFType** – Used during the forecast workbook interface process to define the categories within each model that an account or account group will be categorized into. (Similar to BudgetType in the traditional budget workbooks.)

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.

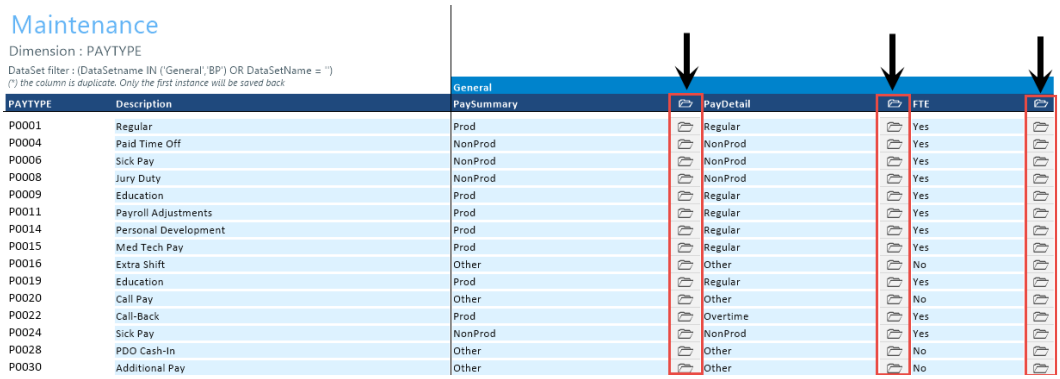
    > **NOTE:** The list of products that display is determined by the Axiom product licenses that your organization owns.

    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**.



   - 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.

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).

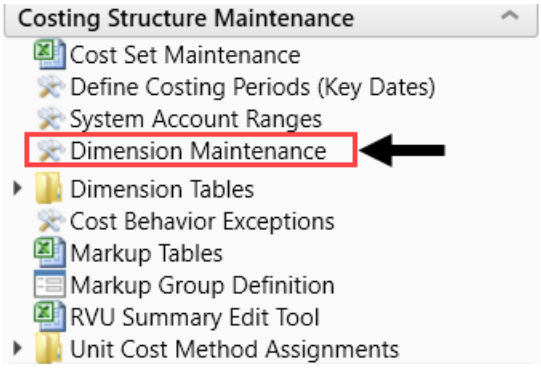
Adding a dimension record

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

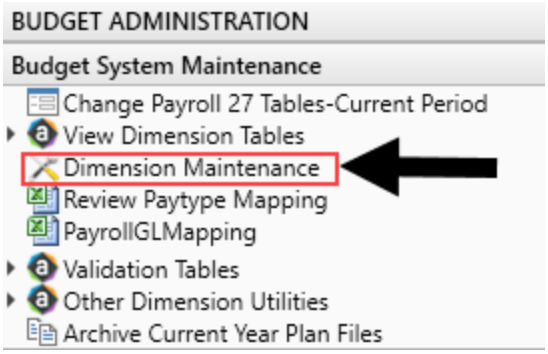
To add a dimension record:

1. Launch the Dimension Maintenance Utility.

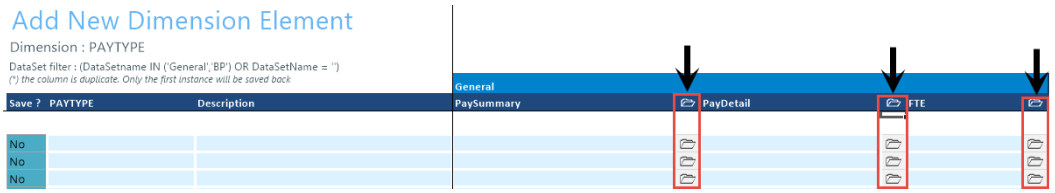
2. In the Cost Accounting Admin task pane, in the **Costing Structure Maintenance** section, double-click **Dimension Maintenance**.



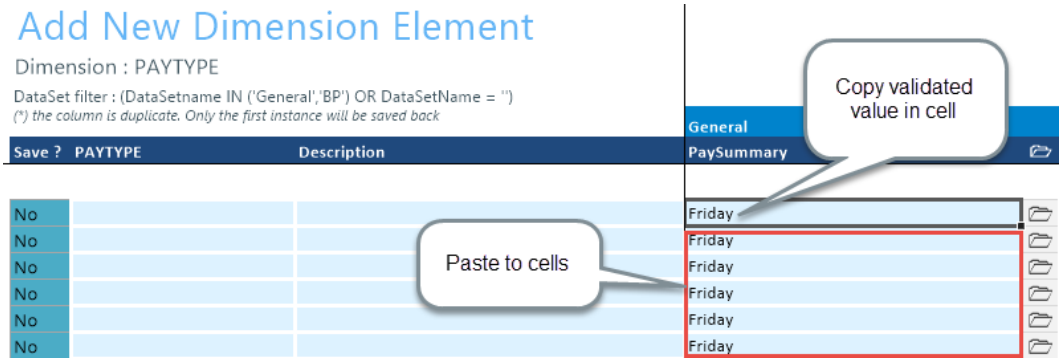
3. In the Bud Admin task pane, in the **Budget System Maintenance** section, double-click **Dimension Maintenance**.



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**.

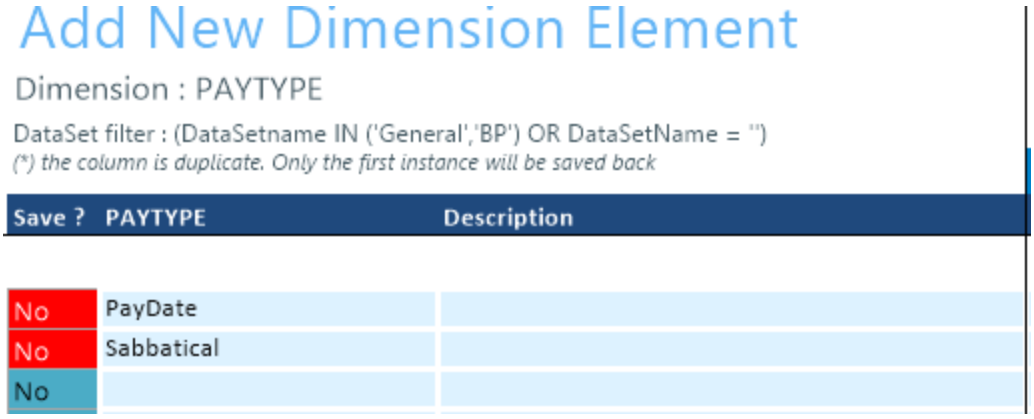


- If you have a large number of entries to make, instead of opening each folder, you can copy and paste the validated value to other cells in the same column.



7. 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.



8. 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: • 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	Used to identify the Financial Statement category. Select one of the following valid entries: • BS (Balance Sheet) • CM • HoursJC (Jobcode Hours) • Hours • IS (Income Statement) • KeyStat • NA • NI (New Initiatives) • Statistic • VCC (Variance Comments Collection) **NOTE:** This is an Axiom standard column and categories cannot be added or edited. The default value is NA.

Column	Description
Type	Used to identify the major Financial Statement category. Select one of the following valid entries: • 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) **NOTE:** This is an Axiom standard column and categories cannot be added or edited. The default value is NA.
FSSummary	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. **NOTE:** This is an Axiom standard column and categories cannot be added or edited. Default value is NA.

Column	Description
FSDetail	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. **NOTE:** This is an Axiom standard column and categories cannot be added or edited. The default value is NA.
FSPayor	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.
FPCode	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.
FSProvider	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. **NOTE:** This is only used if licensed for the Provider Budget Module. The default value is NA.
FPCategory	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.
BPCode	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.
FlexStat	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.
COSTCAT	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.
FlexPercent	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).
CostMethod	Identifies the Cost Calculation Offset Accounts used for writing offsets to the GL-oriented tables and matches them to the method that they represent.

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: • 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 *Axiom Budgeting and Performance Reporting Administrator's Guide* (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	Used to identify which category an account should be interfaced to during the budget plan file interface process. If KHAInt = Stat_Rev, valid entries are: • IPRev • OPRev • OthPtRev • OtherRev • Allowance • BadDebt • KeyIP • KeyOP • KeyOth • OthStat If KHAInt = Expense, valid entries are: • Salaries • Benefits • Supplies • OtherExp • PaidHours The default value is NA.
DropDown	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.
CDMStdLine	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. Valid entries are: • Statistical accounts = CDMStatistic • IP Revenue accounts = CDMIPRevenue • OP Revenue accounts = CDMOPRevenue Copy the remaining account assignments from KHAStdLine column.

Column	Description
KHASum	Used to summarize information from the Stat_Rev and Expense sheets to the Summary sheet within the budget plan files. **NOTE:** This is an Axiom standard column and categories cannot be added or edited. The default value is NA.

CYPMethod	Identifies the methodology used for projecting the remainder of the current fiscal year. Valid entries are dependent upon values in the KHAStdLine column:
	
	• Input Monthly, Detail, or any of the Fixed Options:
	  ◦ 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	Identifies Budget Statistic accounts used in Budget Statistics Driver. Standard entries are: • Admits • PatientDays • Discharges • AdjDischarges • Encounters • ERVisits • ClinicVisits You can also create custom stats to use in the Budget Statistics Driver and identify accounts appropriately. The default value is a blank.

Column	Description
PhyStdLine	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 *Axiom Budgeting and Performance Reporting Administrator's Guide* (Budget Plan Files chapter) for valid entries and definitions. The default value is NA.

Column	Description
CYFMethod	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. Statistics: • Key Dept Statistics – See Forecast Methods below, normally use Trend • Other Dept Statistics – See Forecast Methods below Revenue: • IP Revenue – IP_Per_Unit • OP Revenue – OP_Per_Unit • Other Patient Revenue – Oth_Per_Unit • Other Operating Revenue – See Forecast Methods below Salaries: • Hours – See Forecast Methods below • Salaries – Labor All Other Accounts: See Forecast Methods below Forecast Methods: • 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 * Remainng 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 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.
ReclassType	Defines the type reclass that was used to calculate the values in the account. This information is important for post-reclass reporting.

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	Used to make accounts available for initiatives in the Axiom Budgeting budget workbook. 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: • 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	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. 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. • 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: • 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	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. **NOTE:** BudgetGroup is a validated dimension so additions and deletions need to first be added/deleted in the associated validation table.
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.
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	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). If your organization does not use this role for plan file approval, type **[skip]** in the cell. **IMPORTANT:** Do not leave this cell blank.

Column	Description
KHABgtTemplate	Used to identify the template to use for plan file creation. Valid options include the following: • Master • NA • NoBudget • RollingForecast **NOTE:** This is an Axiom standard column and categories cannot be added or edited. The default value is **NA**.
Reviewer	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. If your organization does not use this role for plan file approval, type **[skip]** in the cell. **IMPORTANT:** Do not leave this cell blank.
Approver	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. If your organization does not use this role for plan file approval, type **[skip]** in the cell. **IMPORTANT:** Do not leave this cell blank.
CostMap	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.
MarkupName	The specified markup table to use when processing unit costs using the Reverse Markup method. **NOTE:** Currently only one table is available per department.

Column	Description
LaborType	Used to identify the labor method to use for plan file creation. Valid options are: • altEmployee • Employee • HHLabor • JobCode • JobCodeADC • NA • NoBudget • Staffing **NOTE:** This is an Axiom standard column and categories cannot be added or edited. The default value is NA.
TplOptions	Used to identify the template option based on licensed products. Valid options include the following: • Master (common for all clients) • MasterCDM (used for clients licensed for CDM option) • MasterProvider • NoBudget • RFProvider
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: • TRUE • FALSE
CM_Team	Create teams by combining like departments for team Axiom Cost Management planning.
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: • 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: • Yes – Type to include the department. • No – Type to exclude the department.
FPType	Used to group the department to the appropriate FPTYPE in Axiom Financial Planning.
FPNodeBS	Balance Sheet node for Axiom Financial Planning.

Column	Description
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: • 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.
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.

Column	Description
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: • Yes • No • NA
CM_ShowOnList	Used to define which departments to build Axiom Cost Management plan files. Valid entries include the following: • 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: • 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: • 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.
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.

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().
KeyStat	Identifies which CDMCodes to use for key stat calculation. Valid entries include the following: • To count the code, select **Yes**. • To exclude the code, select **No**. 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**.
RVU	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. 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.
IPStatAcct	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**. 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.

Column	Description
OPStatAcct	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**. 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.
IPRevAcct	Used for mapping if your organization is licensed for the CDMRevenue template. This maps CDMCodes to IP revenue accounts in the budget process.
OPRevAcct	Used for mapping if your organization is licensed for the CDMRevenue template. This maps CDMCodes to OP revenue accounts in the budget process.
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: • To budget that CDMCode, select **CDM**. • To not budget that CDMCode, select **NA**.
KHAINT	Valid entries include the following: • 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: • To budget the CPT, select **ZProvider**. • To not budget the CPT, select **NA**.
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, he 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, he 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, he default should be **0** (zero). Do not leave blanks.
KeyStat	Used via utility to summarize CPT volume and post to the financial data tables. Valid options are **Yes** or **No**. 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**.
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, he 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**.

Column	Description
GLProAcct	The GL Statistic Account to transfer Provider Procedures to the Stat_Rev sheet. For codes without a procedure, he 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	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. **NOTE:** Use only one value in this column since all CPT codes will summarize to one row in the plan file.

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: • Encounter • Revenue • RVU • WRVU • Volume • NA

Column	Description
KHAInt	Used to identify which tab an account should be interfaced to during the budget plan file creation process. Valid entries include the following: • 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.
InitType	Groups initiatives together for reporting and categorization. Valid entries include the following: • 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: • 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.

Column	Description
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: • 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. **NOTE:** The system will retain historical information for plans removed from the list.

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.
JobClass	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: • 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**.

Column	Description
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	Used to identify which tab an account should be interfaced to during the budget plan file create process. Valid entries include the following: • JOBCODE • PROVIDER • To exclude an account from all budget plan files, type **NA**.
CostHr	The Prod Hours Account Definitions for Costing
PhyInt	Used to create an alternative to the KHAInt classification for the associated job code. Valid entries include the following: • 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	Identifies the jobcodes to be used for retirement calculation. Used in Jobcode and ProviderComp (available on Labor tabs). Valid entries are: • NA • Qualified

Column	Description
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.
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().

Column	Description
PaySummary	Used in reporting to identify major pay categories. Select one of the valid entries: • Prod • NonProd • Other • Stat • NA
PayDetail	Used in reporting to identify detail pay categories. Select one of the valid entries: • Contract • NA • NonProd • Other • Overtime • Regular • Stat
LaborDist	The variation of PayDetail used in Labor Distribution reporting. Valid entries include the following: • Regular • Education • PTO • Overtime • OnCall • Other • Contract • Stat • NA

Column	Description
FTE	Indicates whether to include hours in FTE calculations. Select one of the valid entries: • 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	Used to identify pay types that are FTE related for employee-level budgeting. Select one of the valid entries: • If it is FTE-related, select **Z_Employee**. • If it is not FTE-related, select **NA**.
KHAInt	Used to identify pay types to include in plan file processing. Select one of the valid entries: • 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	Used to identify the account number to use for dollars on the GL. Do one of the following: • 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.

Column	Description
HrAcct	Used to identify the account number to use for hours on the GL. Do one of the following: • 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 *Axiom Budgeting and Performance Reporting Administrator's Guide* (Budget Plan Files chapter) for valid entries and definitions. The default value is **NA**.
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: • CM_Jobcode • Dept_AvgPerProdHr • Dept_InputMonthly • Input_Monthly • JobCode • NA

Column	Description
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. Valid entries include the following: • Statistical accounts = CDMStatistic • IP Revenue accounts = CDMIPRevenue • OP Revenue accounts = CDMOPRevenue Copy the remaining account assignments from KHAStdLine column.
Accrue	Used to identify paytypes to be included when using the payroll accrual utility. Valid entries include the following: • 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.
KHAStandardClass	Grouping column that can be used to report on paytype usage across your organization.
NewDeptStdLine	New department standard CM Line.
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: • 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. • 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**.

Column	Description
CM_PaidDLLRS	Used to identify the pay type to include in the Paid Dollars calculations in Axiom Cost Management. • 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. • 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_Trusteed
- 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_Utilities
- 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

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 and Performance Reporting 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 and Performance Reporting 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:

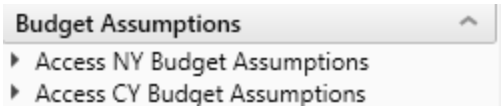
- Allow multiple users to access the driver files at the same time.
- Configure a user to only have access to the correct budget group sections or all sections of each driver file.

Opening budget driver files

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

To open budget driver files:

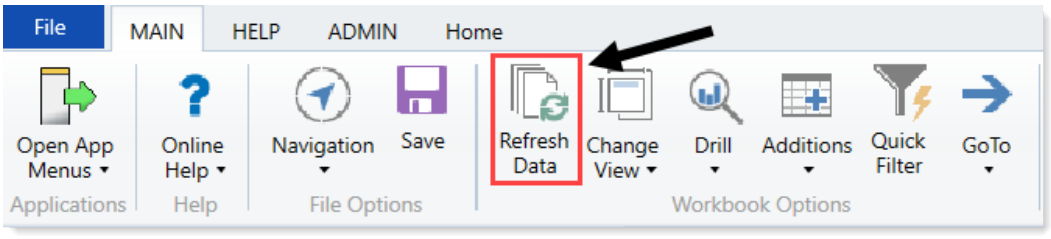
1. In the Budget Admin task pane, in the **Budget Assumptions** section, do one of the following:
   - To open next year's budget drivers, click **Access NY Budget Assumptions**.
   - To open this year's budget drivers, click **Access CY Budget Assumptions**.



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**.

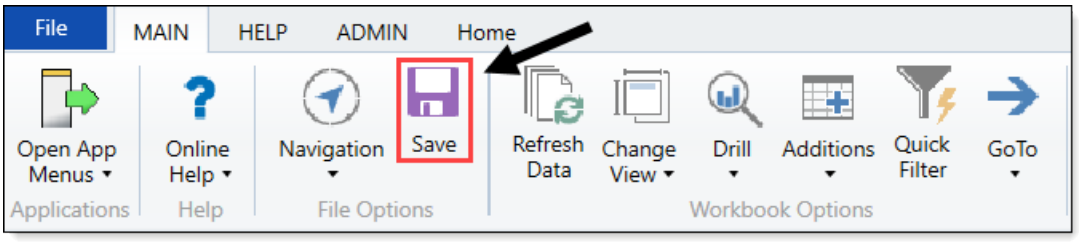


b. In the **Refresh Variables** dialog, for each variable option, click **Choose Value**.

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	JOBCODE specific, regardless of BudgetGroup
Budget Labor Override	NA	BudgetGroup, DEPT, or DEPT/JOBCODE specific	

Driver	Global	BudgetGroup	Comments
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	
Budget Labor Target	NA	NA	DEPT/JOBCODE 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.

Driver	Description
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.
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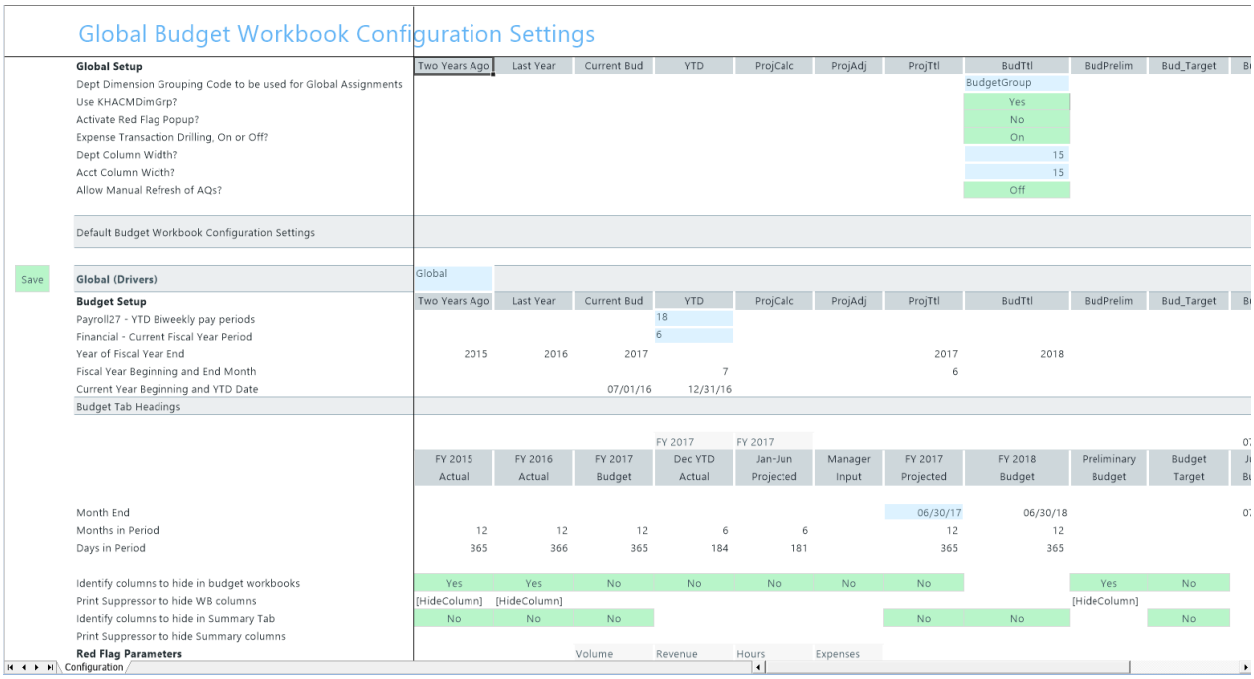
Budget Depreciation	Use to designate an alternative location for entering depreciation for specific expense accounts shared across departments without having to divide the depreciation between multiple budget plan files.
Current payroll period driver	Use to change the current period for the Payroll 27 tables.
Service Line data tables	Use to configure the import into tables that store your Decision Support data (DSS).

Budget Configuration

▶ Overview

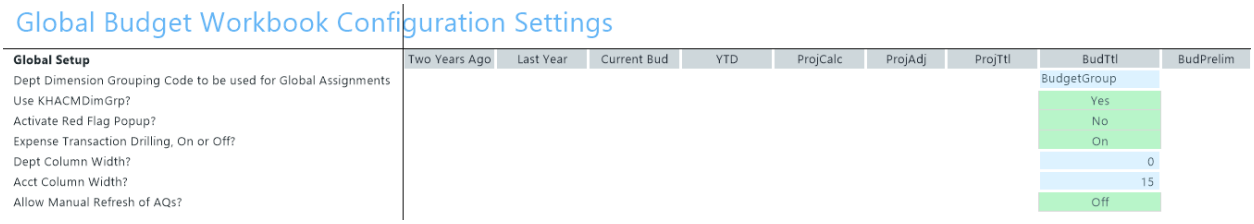
This driver contains a variety of general configuration settings that affect the majority of budget plan files. This is typically the first driver file you edit prior to creating a budget.



The Budget Configuration driver is divided into a **Global Setup** section with settings that apply system-wide and a section with default settings, followed by separate sections for each defined budget group. Each section contains the following:

Global Setup

Open the driver, and then configure the Global Setup parameters to apply to all the budget plan files.



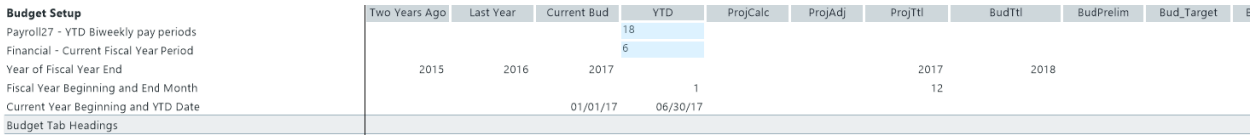
Settings in this section include:

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?	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: • **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?	Select one of the following: • **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?	By default, the account column width is 15 pt. Use this field to enter different column width size. **NOTE:** If you enter a size larger than 15 pt, large numbers will display in scientific notation (i.e. #######).

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
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										

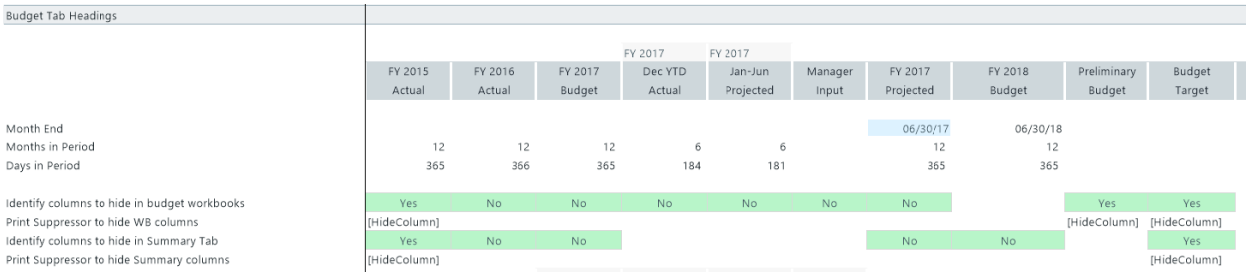
Settings in this section include:

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	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. **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.
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.



Settings in this section include:

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

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	Volume	Revenue	Hours	Expenses
Percent Increase Threshold	2.5%	5.0%	3.0%	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:

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.

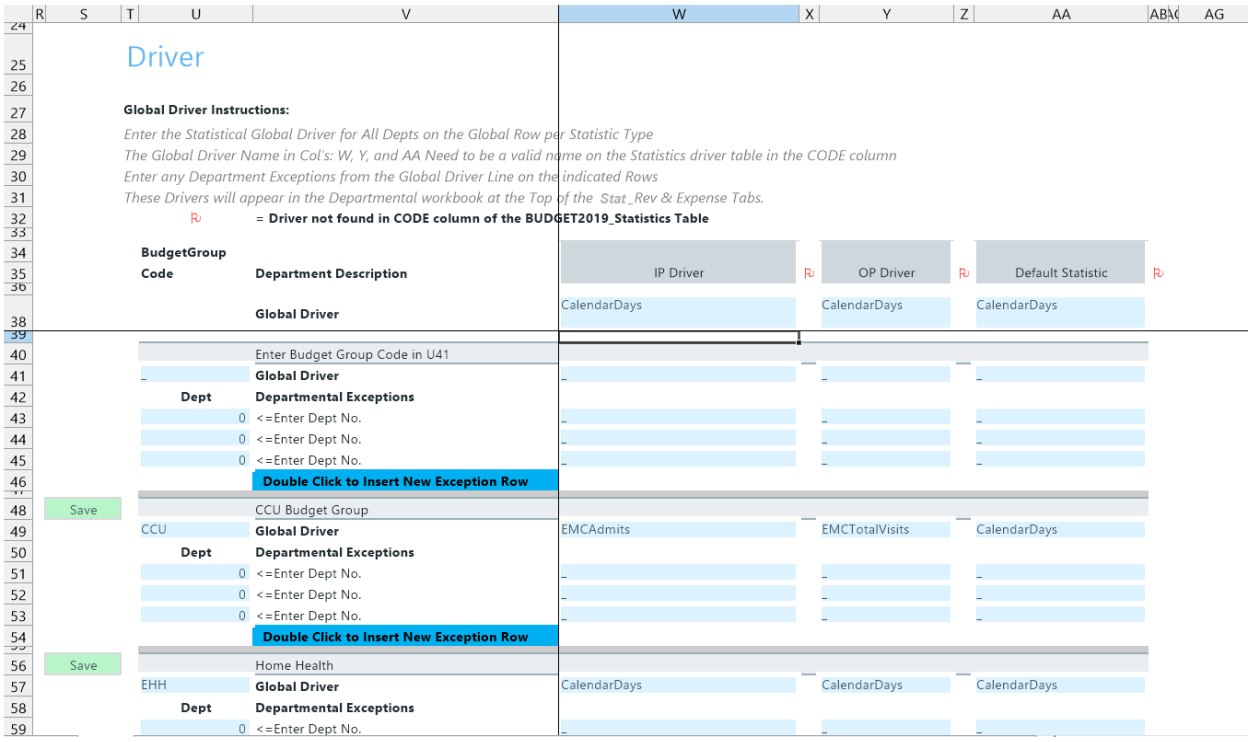
- The code requested is the same code that is in column A of the Statistic worksheet which is a combination of columns B & C in the Statistic worksheet.
- A red flag will indicate if an incorrect code has been input (refer to screen shot example).

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.



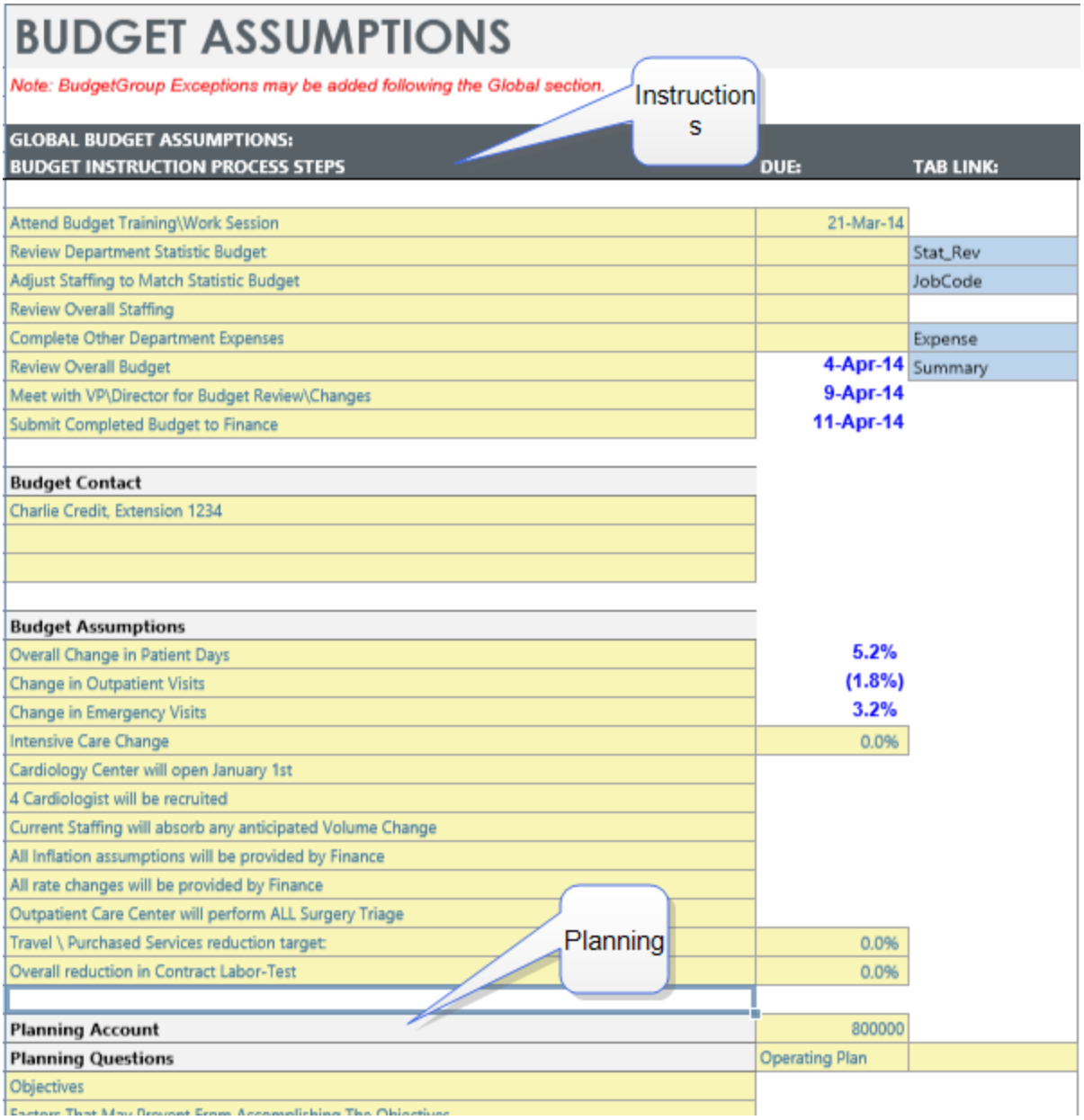
Settings

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.



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.

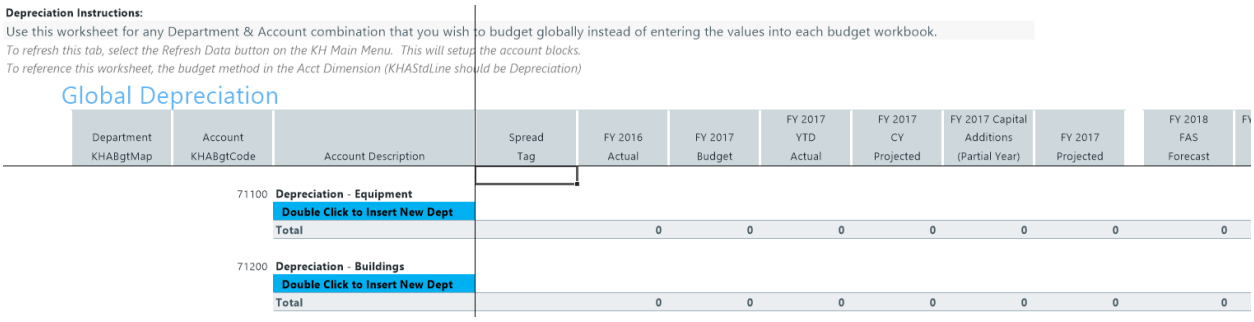
Budget Depreciation

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.



Settings

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

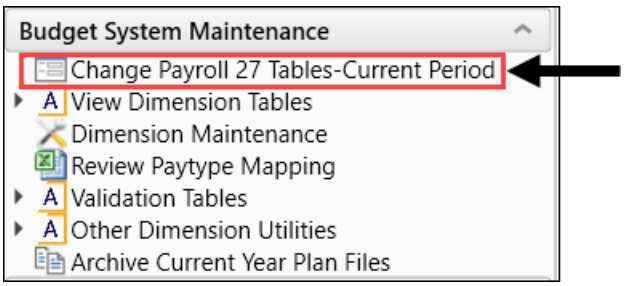
Configuring the current payroll period

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.

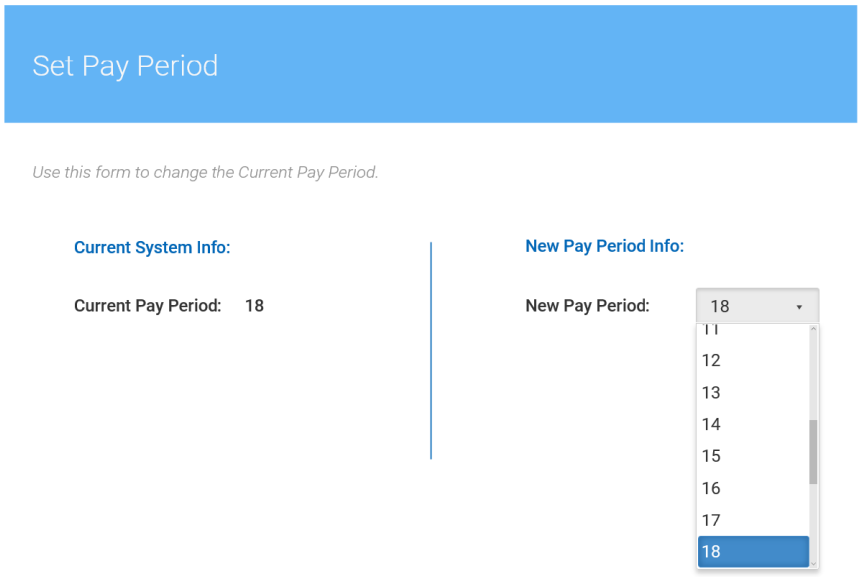
To configure the current payroll period:

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.

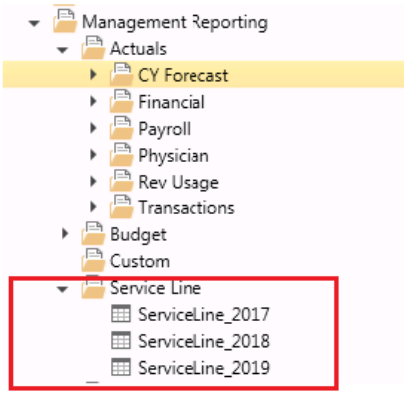


3. Click **Submit**.
4. At the **This may take around a minute to save** prompt, click **OK**.
5. At the confirmation prompt, click **OK**.

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.

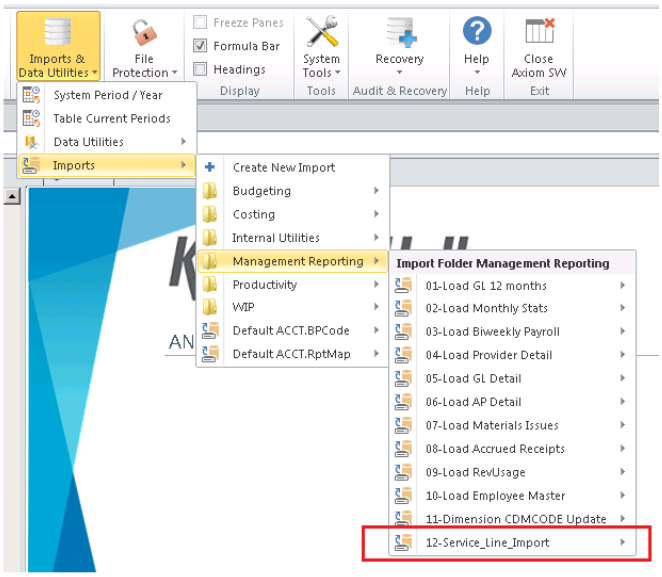


Open Tables In Spread Sheet (OTIS) is available for the following Syntellis standard roles for direct table access, if needed:

- 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.

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	A	B	C	D	E	F	G	H	I	J
4		***Data Type***		*String*	*String*	*String*	*String*	*Numeric*	*Numeric*	*Numeric*
5		***String Length***		*50*	*50*	*10*	*50*			
6		**Description**		Service Line Group				Fiscal period/month 1	Fiscal period/month 2	Fiscal period/month 3
8		Delete Row		**GroupServiceLine**	**PrimaryPayorPlanCode**	**EntityCode**	**DataType**	**P1**	**P2**	**P3**
97				Cardiology	MCM22	EMA	Charges	362914.52	472828.28	491510.60
98				Cardiology	MCM22	EMA	Days	38.00	52.00	50.00
99				Cardiology	MCM22	EMA	Encounters	20.00	16.00	18.00
100				Cardiology	MCM22	EMA	Net	102861.65	73302.48	109928.75
101				Cardiology	MCM22	EMC	Charges	362904.52	472818.28	491500.60
102				Cardiology	MCM22	EMC	Days	28.00	42.00	40.00
103				Cardiology	MCM22	EMC	Encounters	10.00	6.00	8.00
104				Cardiology	MCM22	EMC	Net	102851.65	73292.48	109918.75
105				Cardiology	MCR00	EMA	Charges	1467941.48	1765490.92	1110140.96
106				Cardiology	MCR00	EMA	Days	138.00	156.00	112.00

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

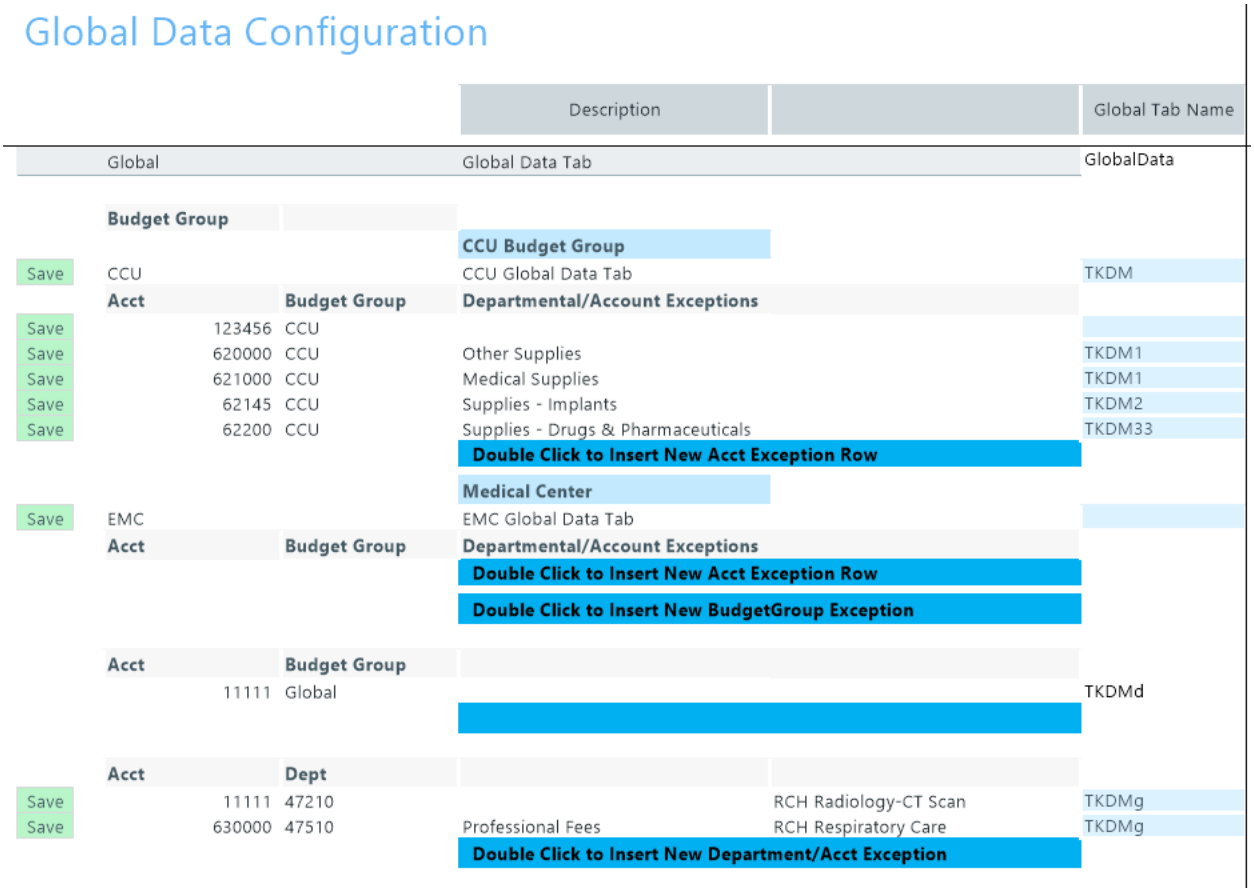
▶ Overview

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.



Settings

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

Budget Global Data 1-4

Overview

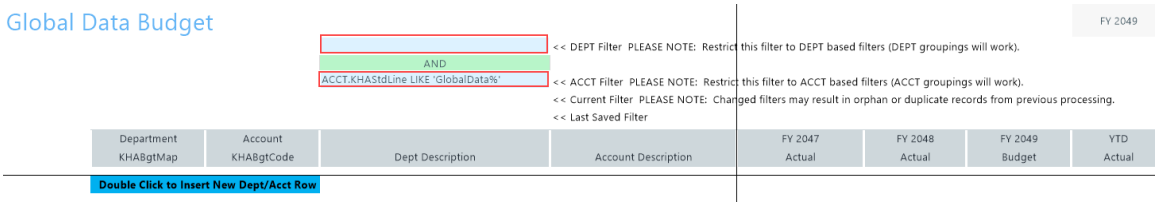
Each of the four GlobalData drivers allows you to adjust current year projections and next-year budget values by month for individual expense items. The initial values are populated from source data using predefined queries. The filter capability helps narrow down the available departments and/or accounts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

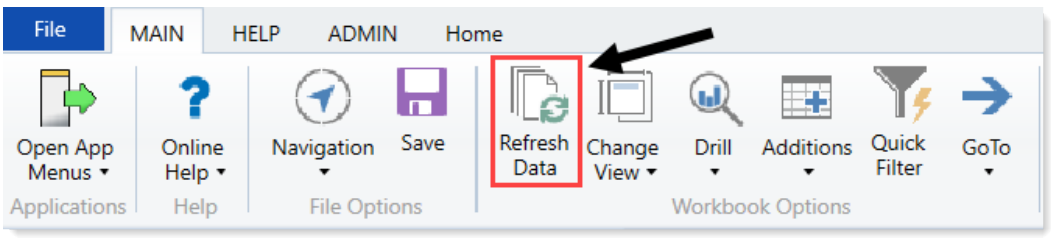
Settings

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



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**.

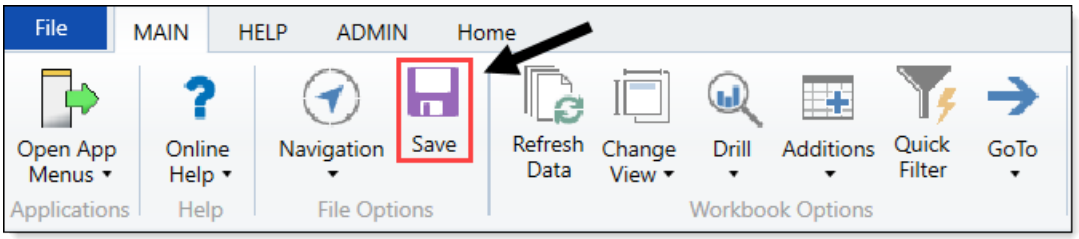


- Press **F9**.

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 KHABgtMap	Account KHABgtCode	Account Description	FY 2016 Actual	FY 2017 Budget	FY 2017 YTD Actual	FY 2017 CY Projected	FY 2017 Projected	Spread Tag	FY 2018 Budget	Jul-17 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:

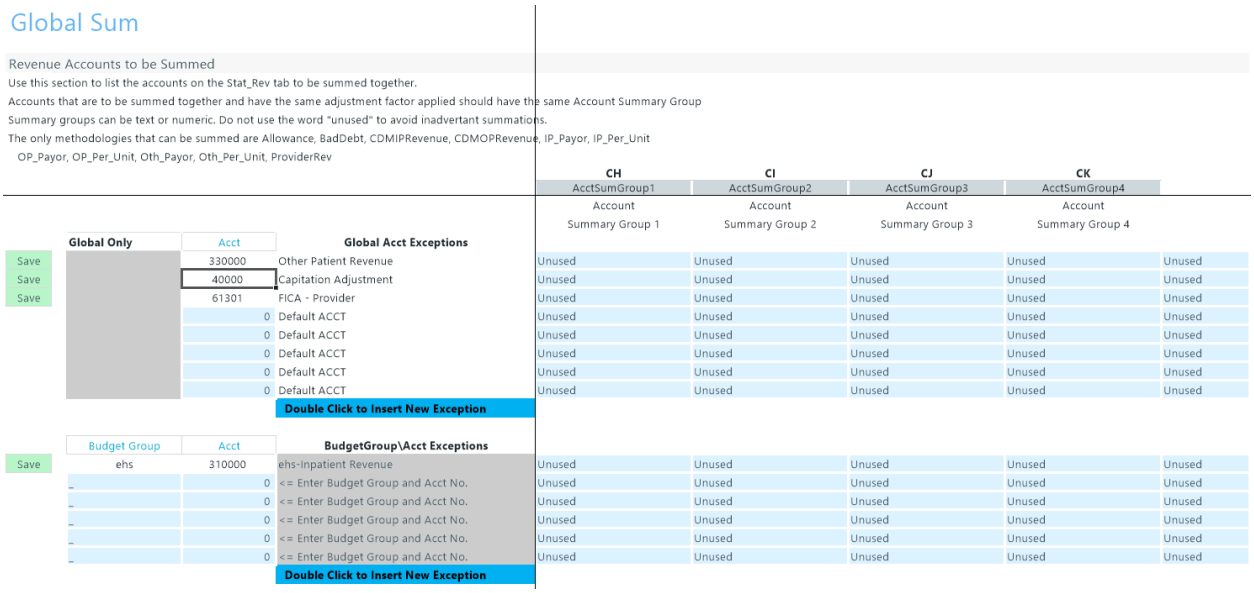
- Allowance
- BadDebt
- CDMIPRevenue
- CDMOPRevenue
- IP_Payor
- IP_Per_Unit
- OP_Payor
- OP_Per_Unit
- Oth_Payor
- Oth_Per_Unit
- ProviderRev

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	• Acct – Add or modify the account number. • AcctSumGroup1-4 – There are four account summary groups available. Add or modify these values.
Dept\Acct Exceptions	• 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	• Acct – Add or modify the account number. • AcctSumGroup1-4 – There are four account summary groups available. Enter or modify these values.



Accounts to use GlobalSum Methodology section

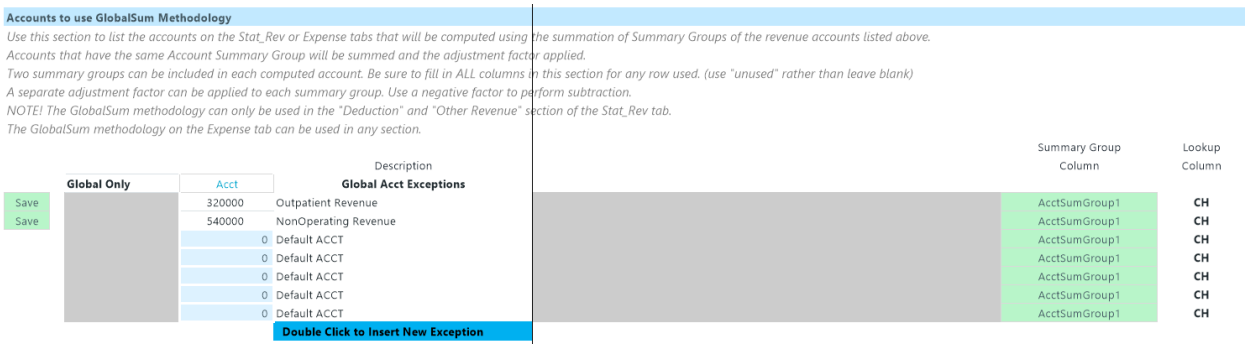
Fields and settings in the Accounts to use GlobalSum Methodology section include:

Option	Description

Dept\Acct Exceptions	• 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:
	  ◦ AcctSumGroup1
	  ◦ AcctSumGroup2
	  ◦ AcctSumGroup2
	  ◦ AcctSumGroup4
	• Adjustment Factor Summary Group 1
	• Adjustment Factor Summary Group 1
	• Summary Group 1
	• Summary Group 2

Option	Description

Acct Exceptions	• Acct – Add or modify the account number.
	• Summary Group Column – From the drop-down, select one of the following
	  ○ AcctSumGroup1
	  ○ AcctSumGroup2
	  ○ AcctSumGroup3
	  ○ AcctSumGroup4
	• Adjustment Factor Summary Group 1
	• Adjustment Factor Summary Group 2
	• Summary Group 1
	• Summary Group 2



Budget Expenses drivers

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

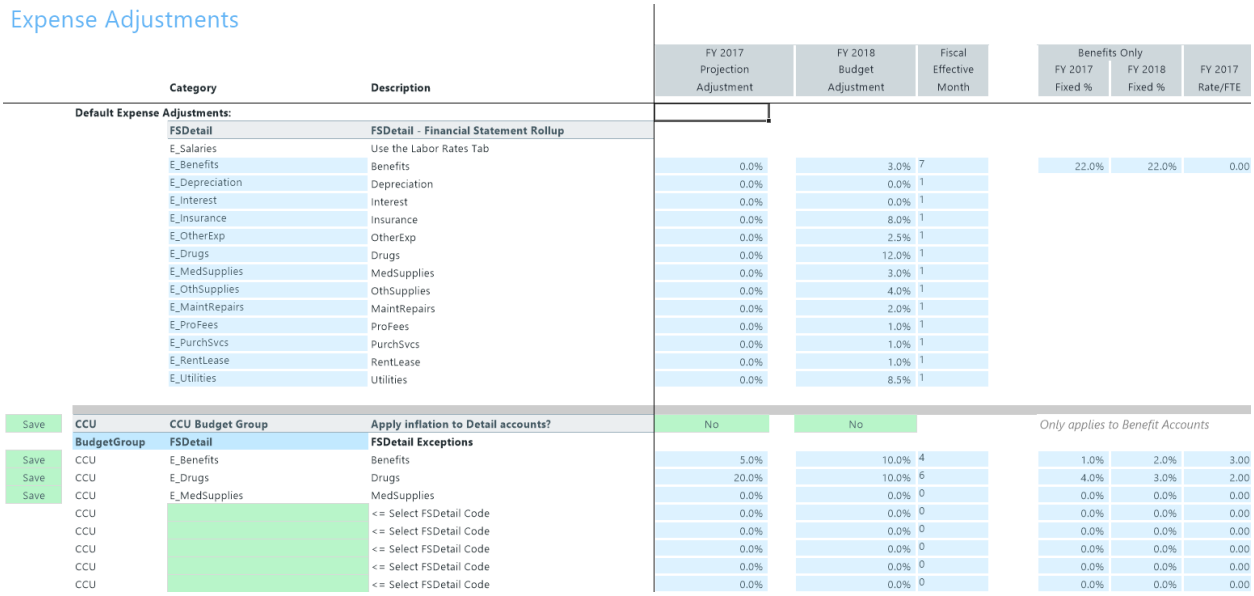
Driver	Description
Budget Expense Adjustment	Use to control expense rate increases by facility, broken out by income statement category.
Budget Expense Admin Adjustments Setup	Use to make incremental adjustments to manager inputs on budget plan files.

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

	Category	Description	FY 2017 Projection Adjustment	FY 2018 Budget Adjustment	Fiscal Effective Month	Benefits Only FY 2017 Fixed %	Benefits Only FY 2018 Fixed %	Benefits Only FY 2017 Rate/FTE
	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_Utilities	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

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 *Year*Budget Adjustment	The default expense adjustment for all budget plan files (exceptions can be made for any defined Budget Groups in the sections below)

Option	Definition
Budget Groups	Defines exceptions to the global expense adjustments for any defined Budget Groups. Exceptions can be made by FSDetail category and/or Account. **NOTE:** Axiom Budgeting and Performance Reporting overrides default exceptions with the FSDetail exceptions and overrides any FSDetail-level exceptions with the ACCT exceptions. This applies for *both* current year and next year's budget.
FY*Year* 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.
FY*Year* 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.

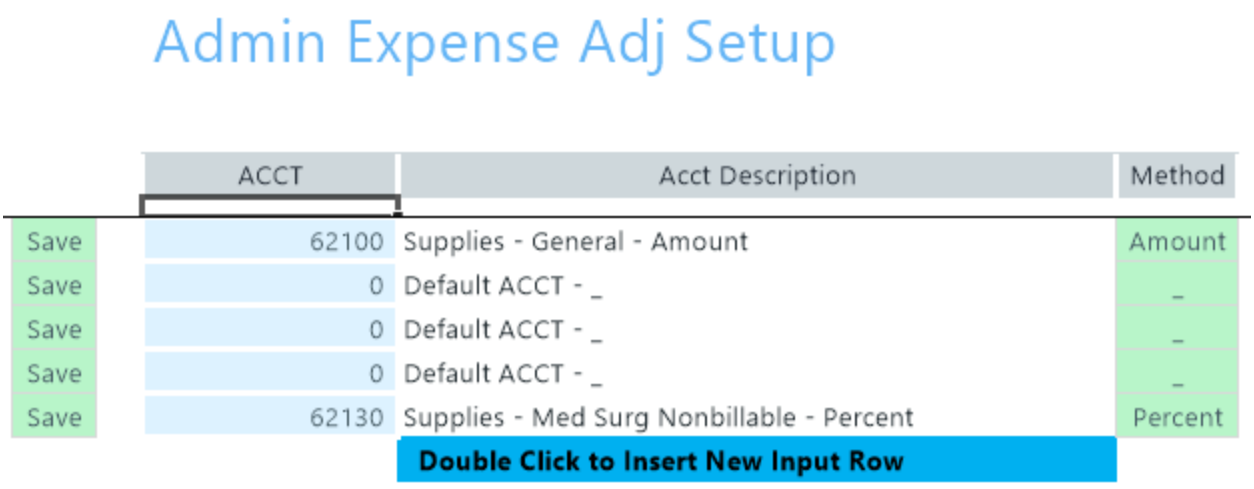
Budget Expense Admin Adjustments Setup

Overview

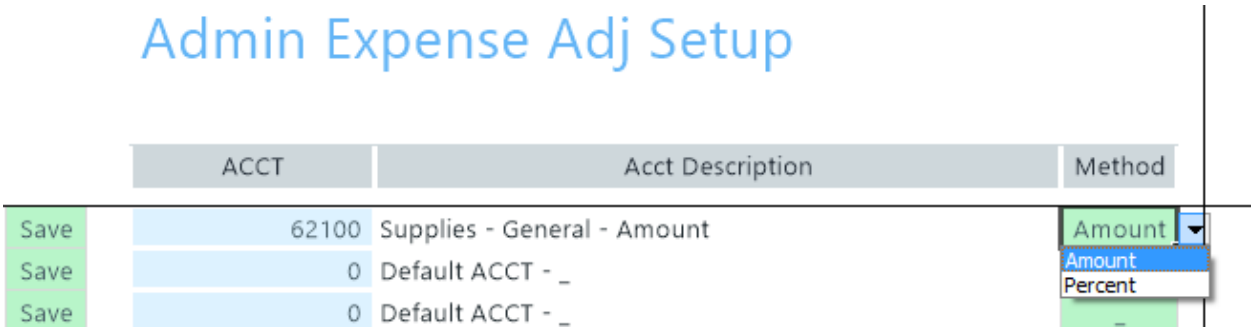
Use these drivers to make incremental adjustments to manager inputs on Budget plan files. To use these drivers, you must first set up the accounts in the Budget Expense Adjustments driver.

Settings

When you open the driver, double-click where indicated to insert a row.



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

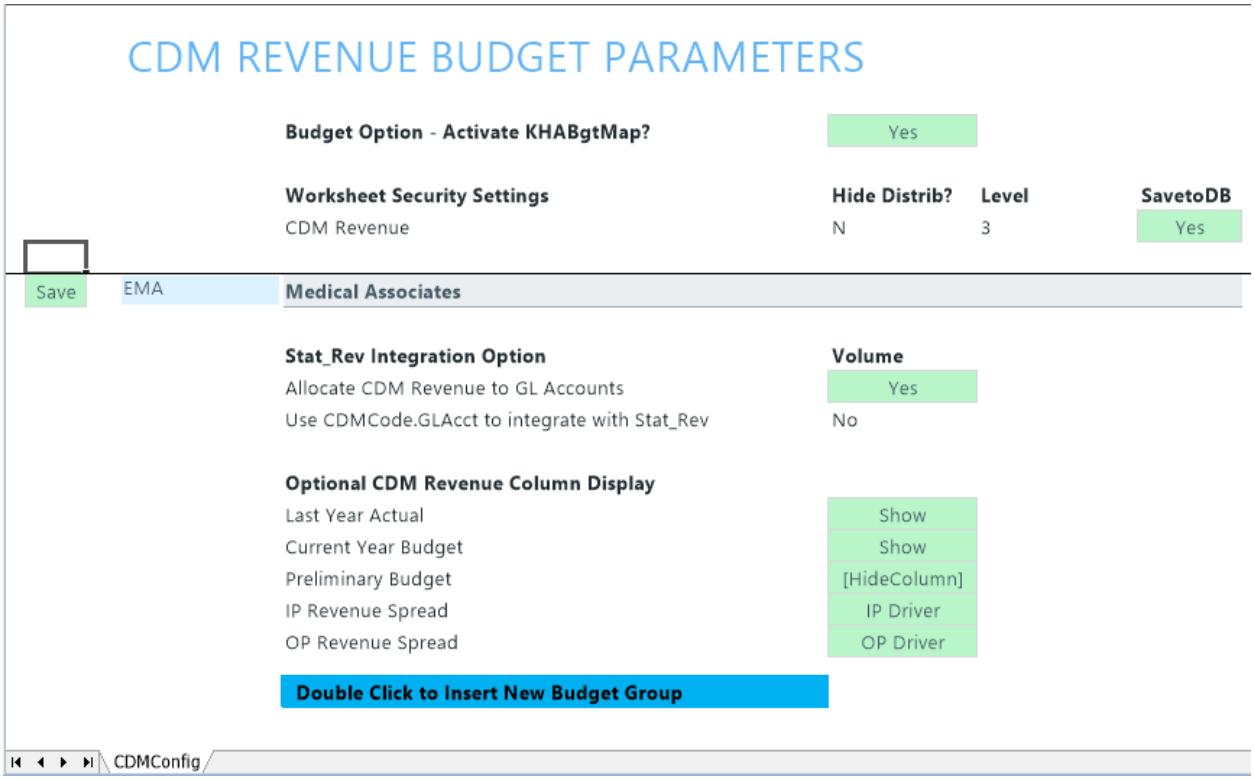
Driver	Description
Budget CDM Configuration	Use to set configuration options for the CDMRevenue tab in budget plan files, including the inpatient and outpatient volume settings.
Budget CDM Overrides	Use to override the charge per unit rate for specific CDM codes, either globally or by budget group/department.

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.



Settings

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

Option	Description
Budget Option - Activate KHABgtMap?	Select one of the following: • To activate KHABgtMap, select **Yes**. • To not activate KHABgtMap, select **No**.

Option	Description
Stat_Rev Integration Option	• From the **Allocate CDM Revenue to GL Accounts** drop-down, do the following: ◦ 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	• 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.

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.

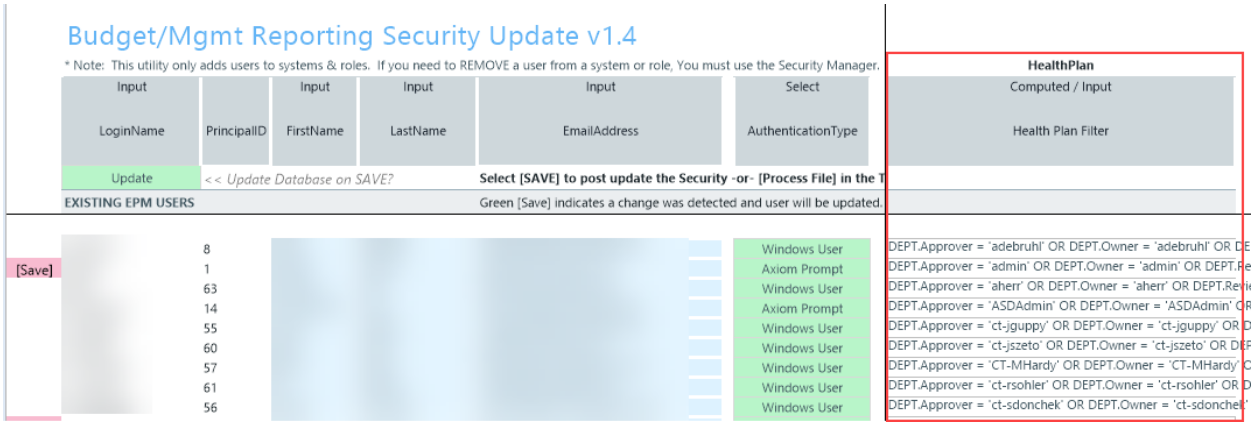
▶ About this driver

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.

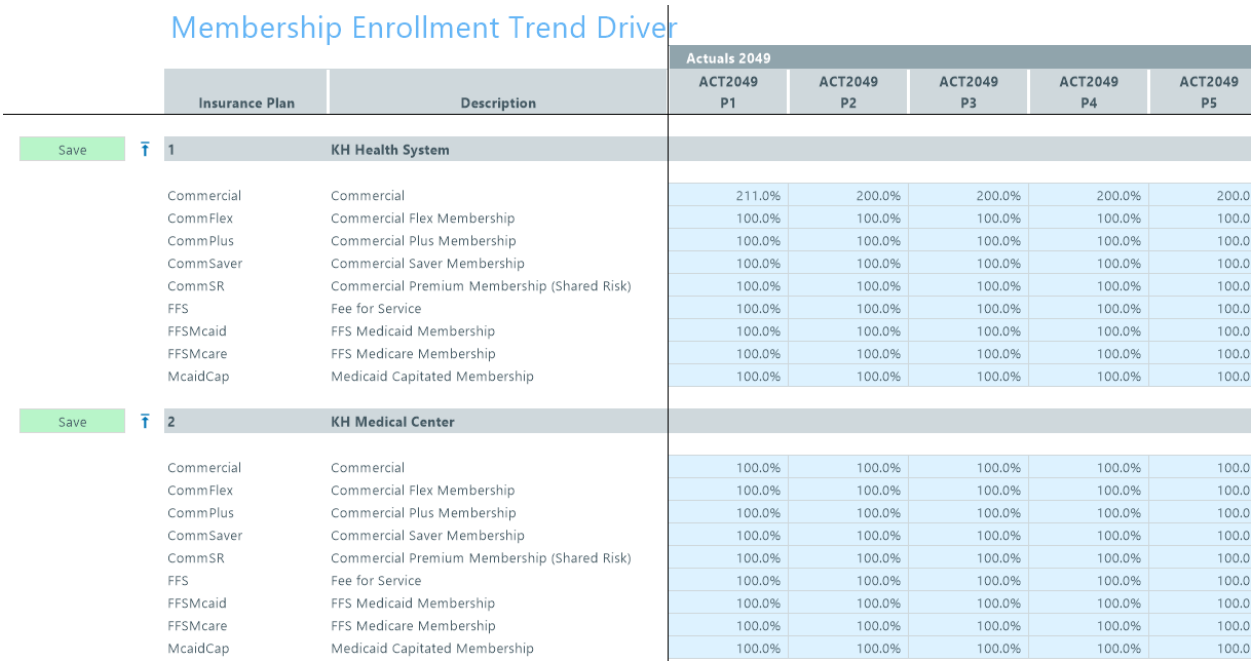
- You must first complete this driver setup before configuring the Membership PMPM driver.
- Only users assigned the GlobalDriverMgmt role profile can access and update this driver.

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.



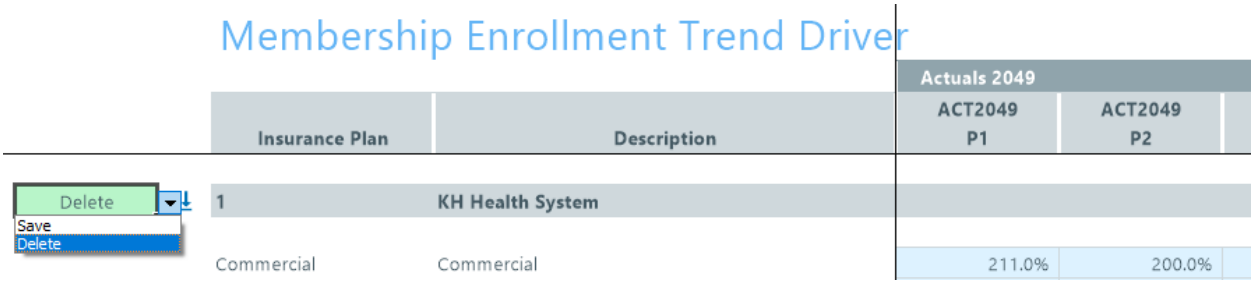
Understanding the interface

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.



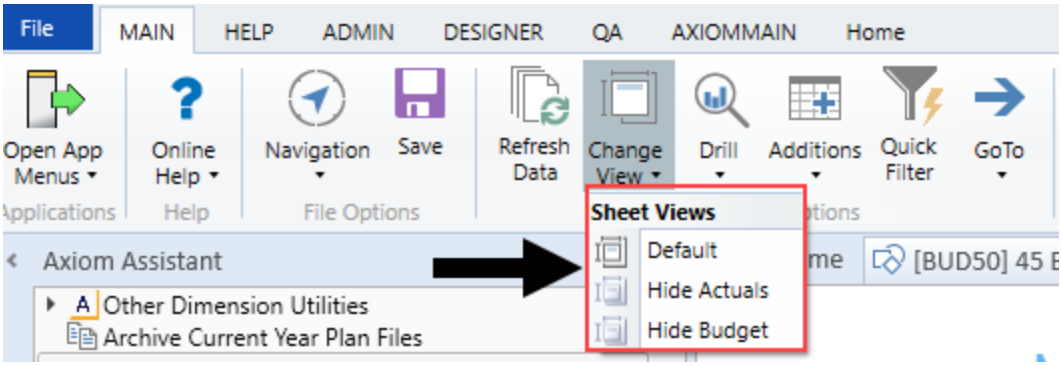
To remove an entity from the driver, click the **Save** drop-down, and select **Delete**. After you save your changes, the system will remove the entity from the driver.

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.



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

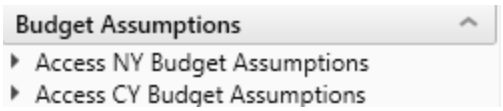
- **Default** - Displays both the actuals and budget columns for each period as well as the Projected Actuals.
- **Hide Actuals** - Hides the actuals columns for each period. The projected actuals column remains available.
- **Hide Budget** - Hides the budget columns for each period.



Settings

Complete the following steps to configure this driver:

1. In the Bud Admin**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**.

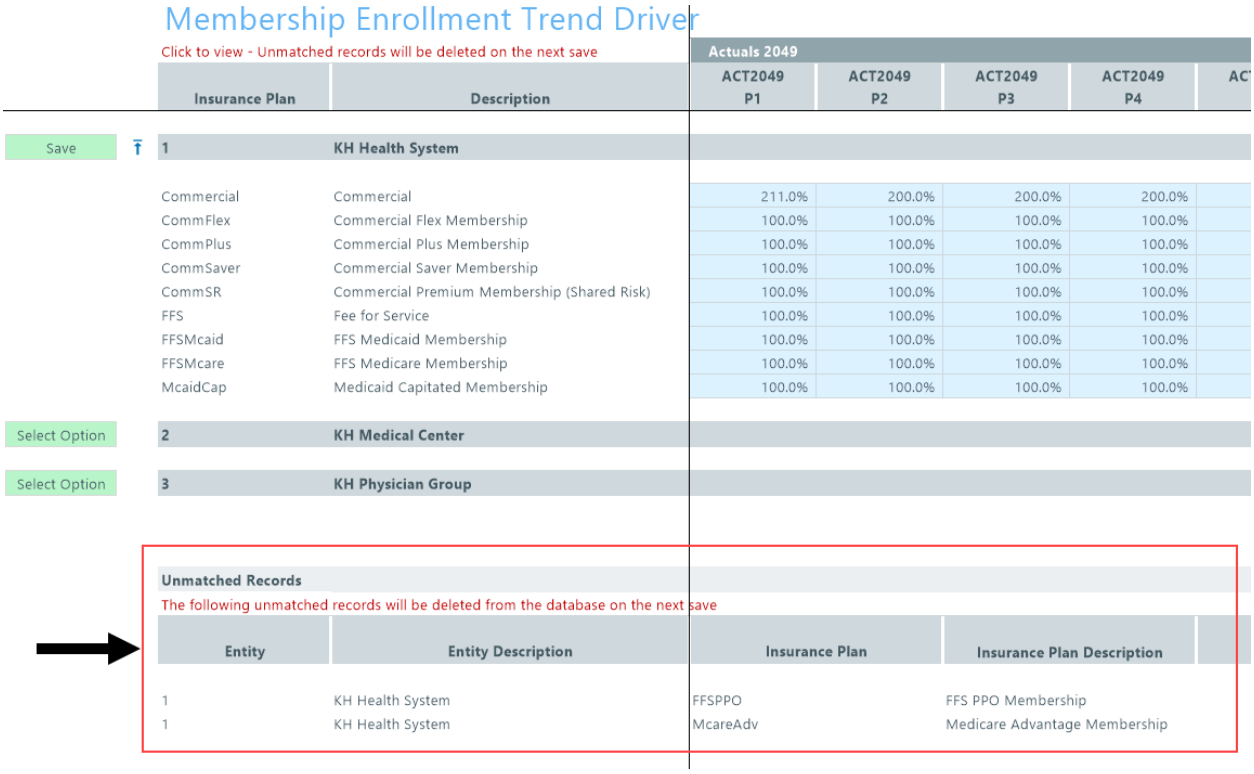
   NOTE: The list that displays populates from the INSCODE dimension table. If you add a plan to the table, the new plan is automatically added to this driver. Removing a plan causes an unmatched records message on the screen. For more information, see Unmatched records below.

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.



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.

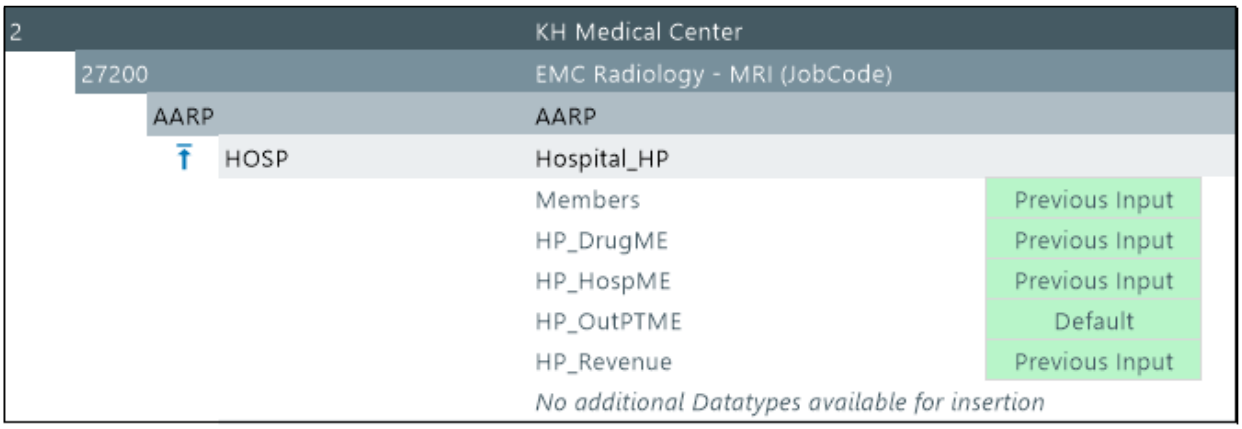
  NOTE: There is no pre-defined import available to import health plan data at this time, but you can work with your Syntellis Implementation Consultant to create a custom import.

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

Understanding the interface

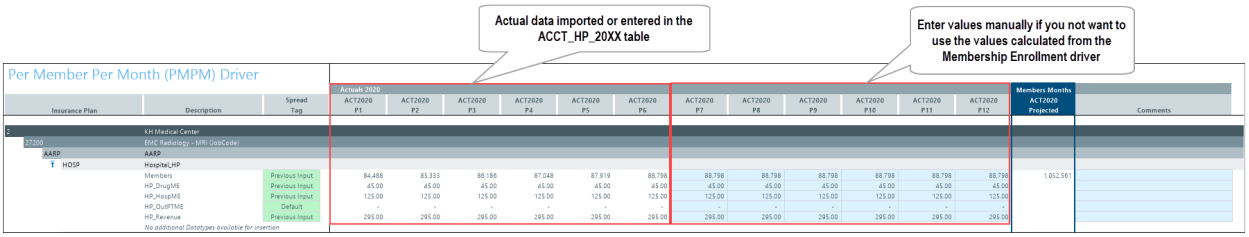
The driver makes it easy to view and manage plans by displaying entities and department using a tiered structure that follows this format:

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



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.

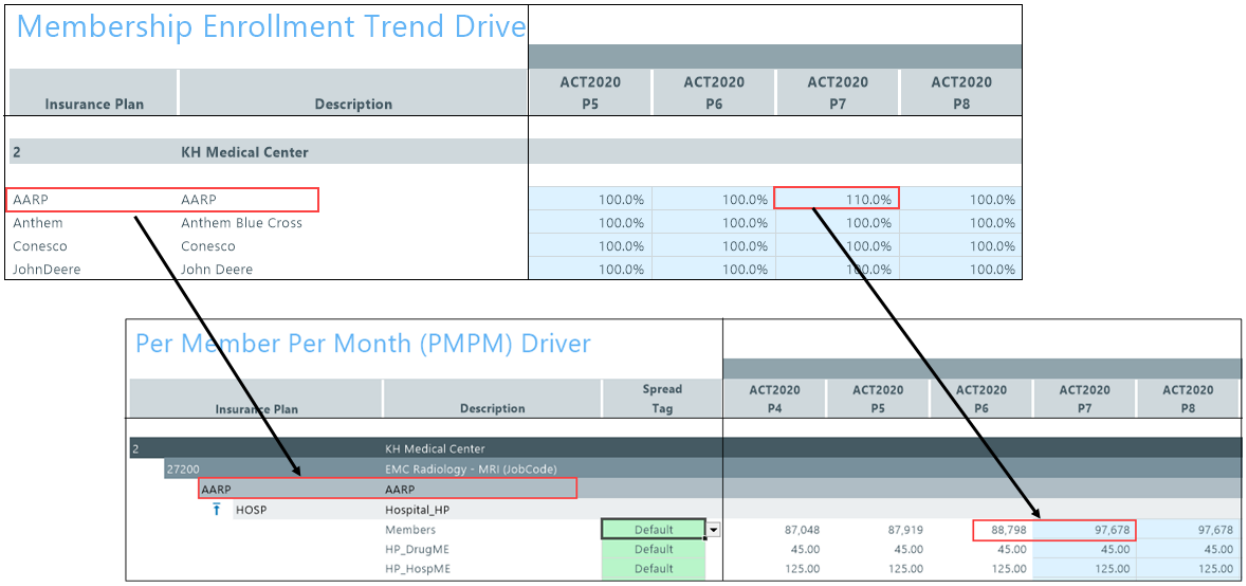
The columns to the right of the listed data types are the actuals columns that display the data stored in the Act_HP_20XX data table. The blue cells allow you to edit remaining projected by month and budgeted values, if needed. By default, the values for the membership row are calculated using the Membership 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.



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.



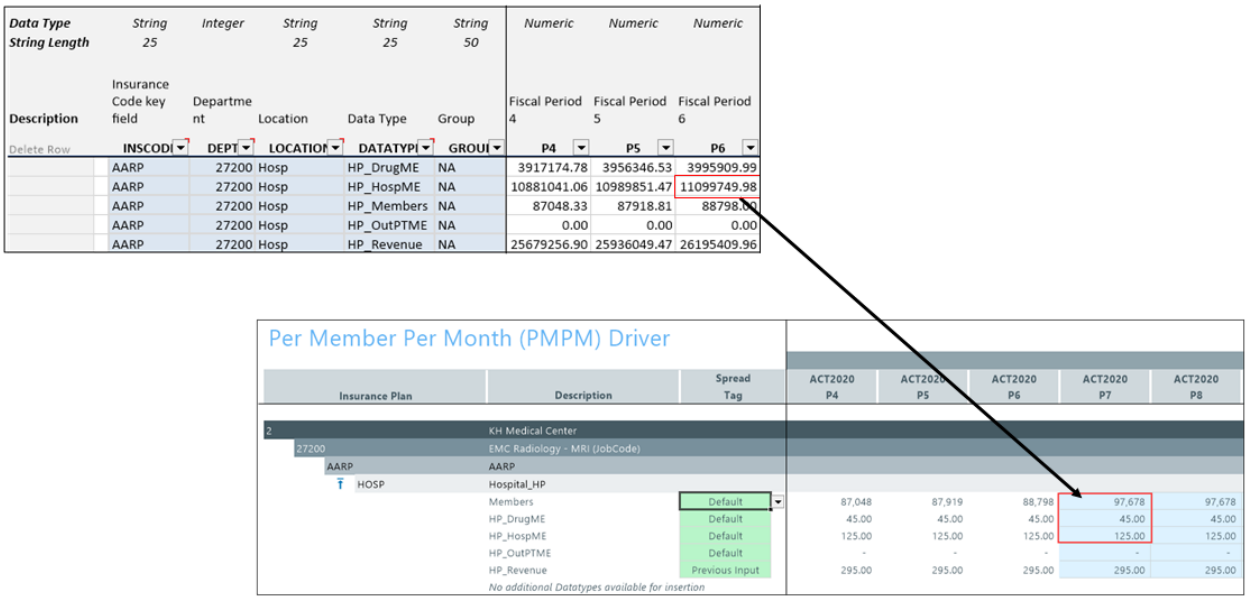
Membership Enrollment Trend Drive

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						
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.

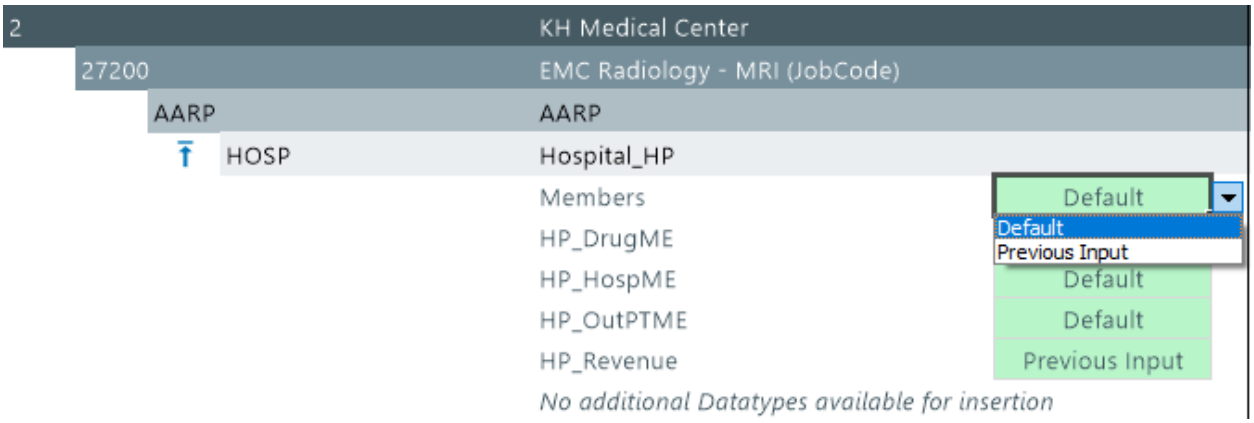


Data Type / String Length	String 25	Integer	String 25	String 25	String 50	Numeric	Numeric	Numeric
Description	Insurance Code key field	Department	Location	Data Type	Group	Fiscal Period 4	Fiscal Period 5	Fiscal Period 6
Delete Row	INSCOD	DEPT	LOCATION	DATATYP	GROU	P4	P5	P6
	AARP	27200	Hosp	HP_DrugME	NA	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 Datatypes available for insertion						

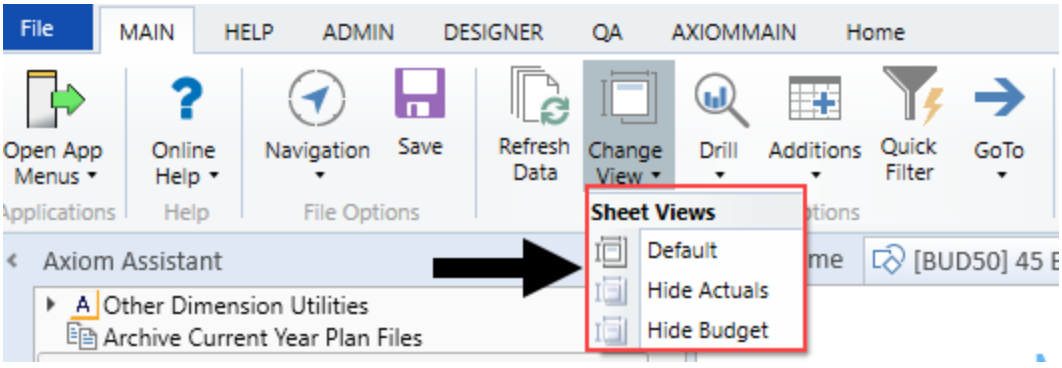
When entering remaining projected and budget values, you can either use the values that are automatically calculated by the system using the Membership Trend Enrollment driver, or you can enter your own custom values. The option you choose is indicated by the Spread Tag column. When entering and saving 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.



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:

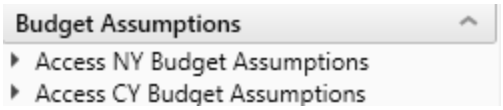
- **Default** - Displays both the actuals and budget columns for each period as well as the projected actuals.
- **Hide Actuals** - Hides the actuals columns for each period. The projected actuals column remains available.
- **Hide Budget** - Hides the budget columns for each period.



Settings

Complete the following steps to configure this driver:

1. In the Bud AdminBud 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.

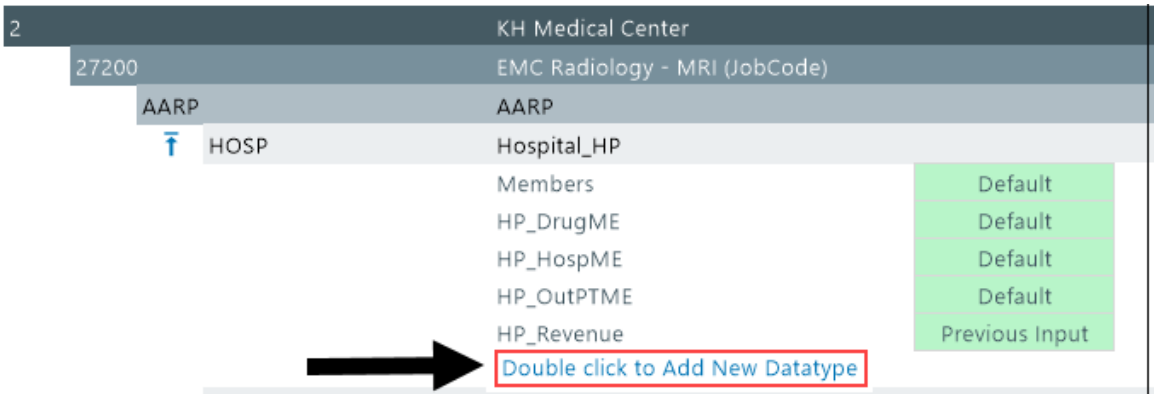
    For more information on how the spread tags work, see Understanding the interface in the section above.
5. After making your changes, click **Save**.

Adding data types

To add a data type:

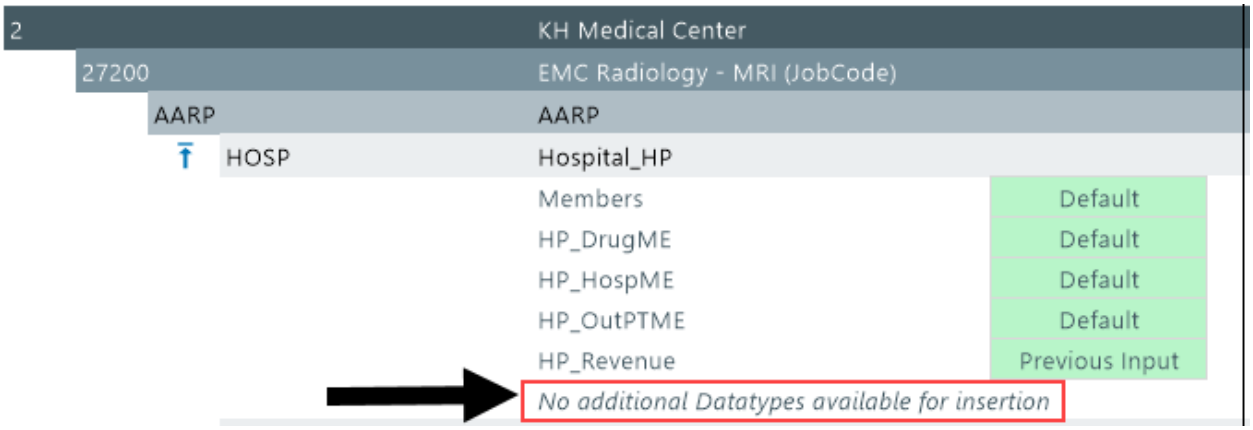
1. In the list of data types, double-click **Double click to Add New Datatype**.

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. 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.

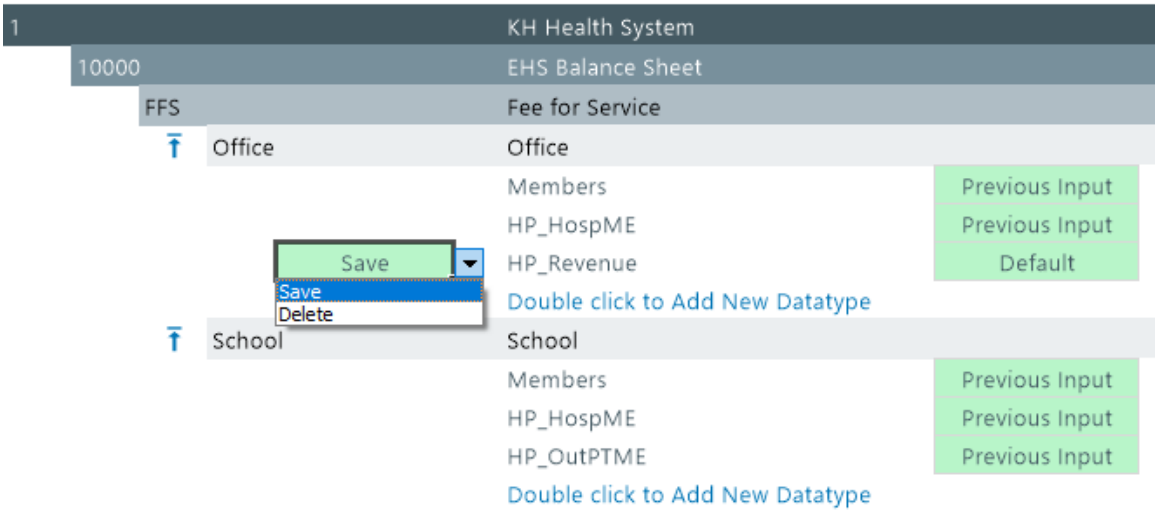


Deleting data types

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**.

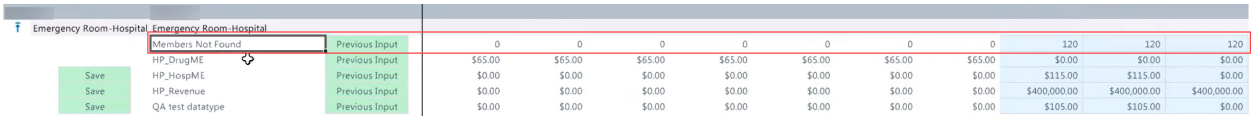


2. In the **Main** ribbon tab, click **Save**.

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.



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.

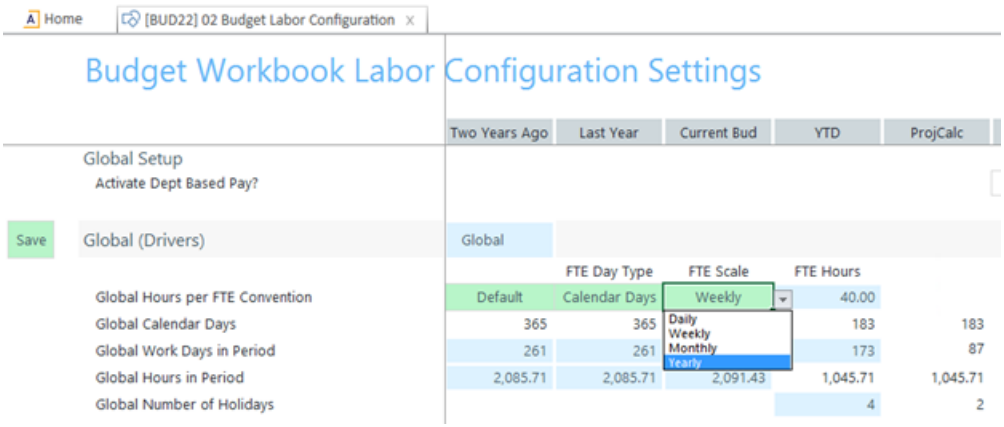
Budget Labor Configuration

▶ 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.



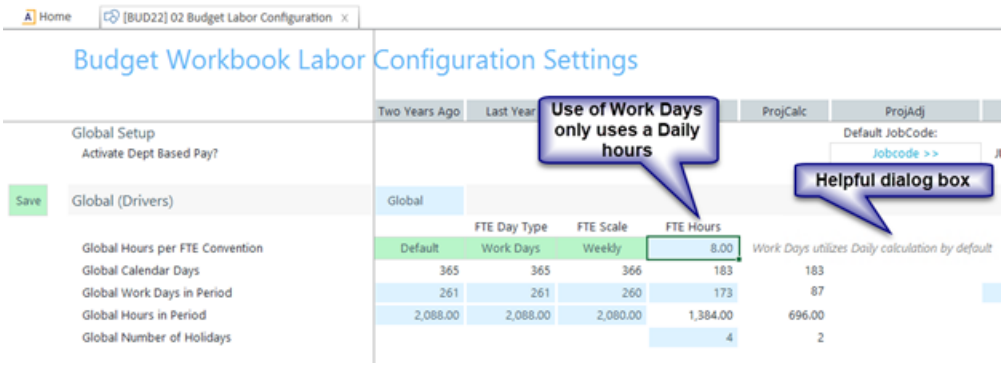
Settings

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



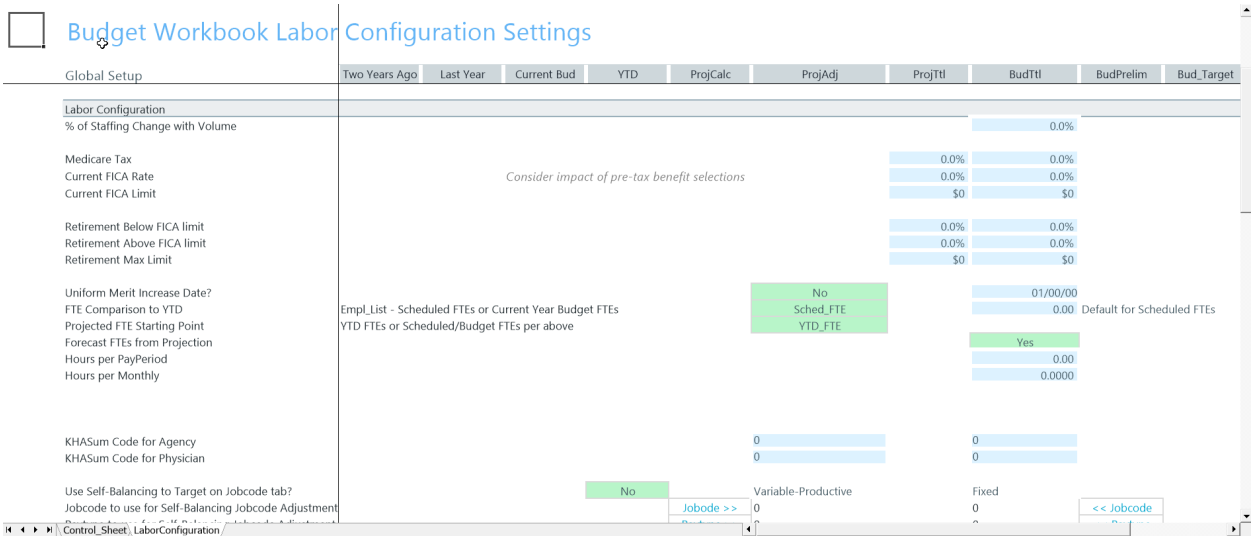
Settings in this section include:

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 *BudgetGroup name* Hours per FTE Convention	Do one of the following for each budget group: • 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. For more information, see Setting year and period.
Global or *BudgetGroup name* Calendar Days	The calendar days for the YTD, remainder of the current year, and upcoming budget years.
Global or *BudgetGroup name* Work Days in Period	The work days in each period.
Global or *BudgetGroup name* Hours in Period	The hours in each period, calculated by work days.
Global or *BudgetGroup name* 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.



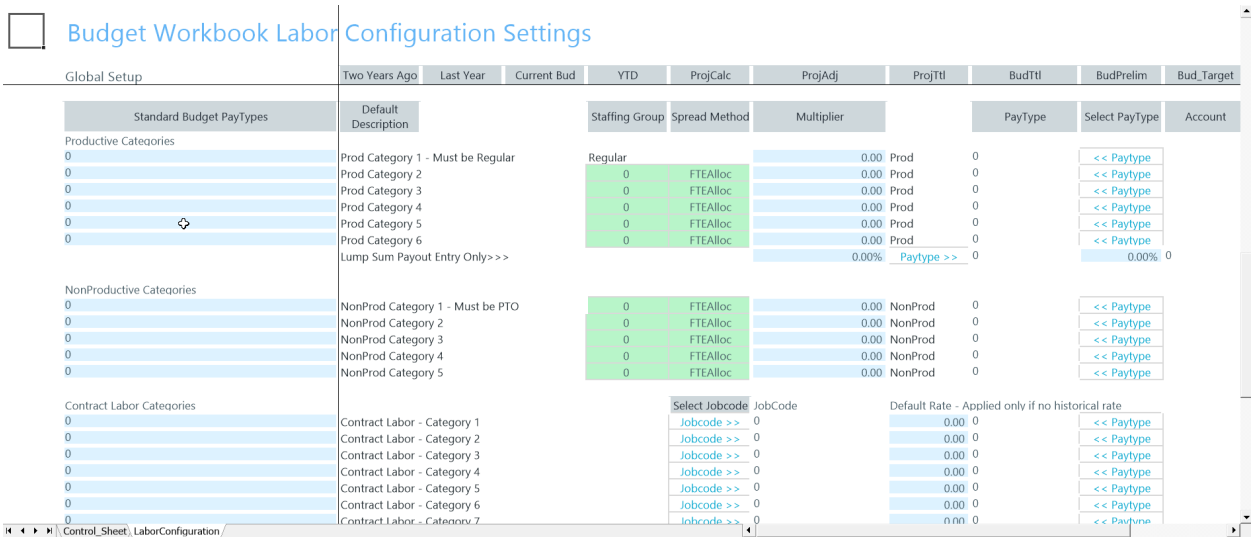
Settings in this sheet include:

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	The retirement benefit rate to apply before the employee's salary passes the amount in the **Current FICA limit** cell. In the following example, the current FICA limit is $113,700. As a result, the retirement benefit is calculated at 12%.
Retirement Above FICA limit	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. For example, an employee's salary increases to $125,000. As a result, the retirement benefit rate increases from 12% to 18%.
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	Use this option to set the starting point for projected FTE counts. • To use YTD_FTEs as the projected starting point, select **YTD_FTE**. • To set the starting point as schedule and budget, select **Sched/Budget**. **NOTE:** To use CYB_FTE, you must run the Monthly to Biweekly report under *Reports Library > Management Reporting Utilities > Payroll* 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.
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	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. 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.
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.



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.

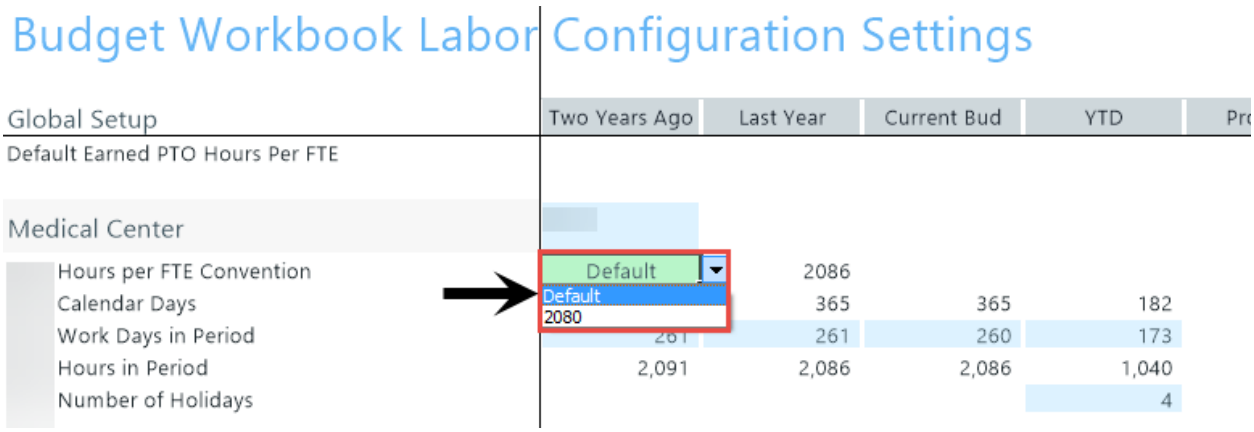
Settings in this sheet include:

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

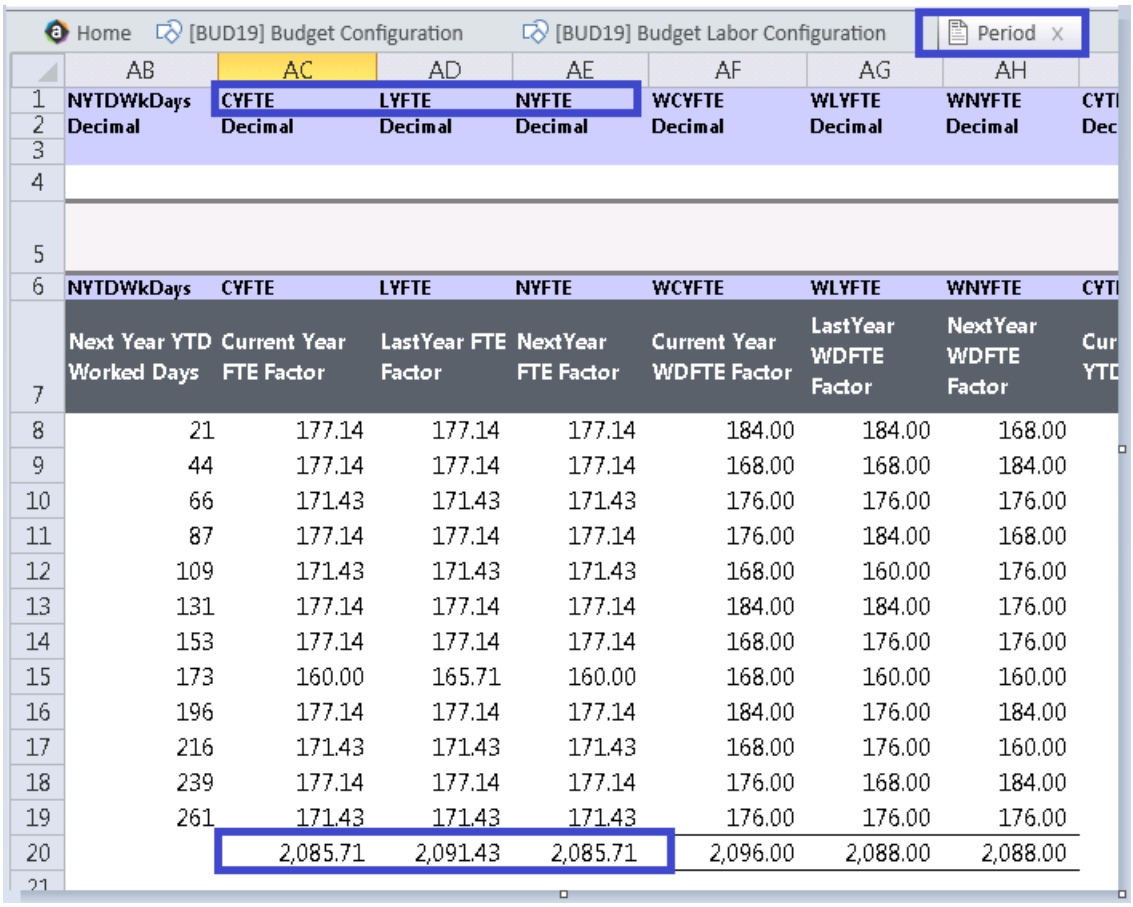
The FTE Hours standard specified from the Year Period table is included in the Budget Labor Configuration tab. This allows you to not only define standard working time globally across your organization, but you can also define it for each budget group.

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**.



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.

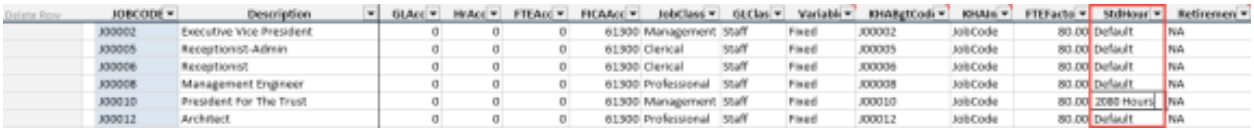
NOTE: The default is configured in the **Year Period** table.



Home | [BUD19] Budget Configuration | [BUD19] Budget Labor Configuration | Period

	AB	AC	AD	AE	AF	AG	AH
1	NYTDWkDays	CYFTE	LYFTE	NYFTE	WCYFTE	WLYFTE	WNYFTE
2	Decimal	Decimal	Decimal	Decimal	Decimal	Decimal	Decimal
3							
4							
5							
6	NYTDWkDays	CYFTE	LYFTE	NYFTE	WCYFTE	WLYFTE	WNYFTE
7	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
8	21	177.14	177.14	177.14	184.00	184.00	168.00
9	44	177.14	177.14	177.14	168.00	168.00	184.00
10	66	171.43	171.43	171.43	176.00	176.00	176.00
11	87	177.14	177.14	177.14	176.00	184.00	168.00
12	109	171.43	171.43	171.43	168.00	160.00	176.00
13	131	177.14	177.14	177.14	184.00	184.00	176.00
14	153	177.14	177.14	177.14	168.00	176.00	176.00
15	173	160.00	165.71	160.00	168.00	160.00	160.00
16	196	177.14	177.14	177.14	184.00	176.00	184.00
17	216	171.43	171.43	171.43	168.00	176.00	160.00
18	239	177.14	177.14	177.14	176.00	168.00	184.00
19	261	171.43	171.43	171.43	176.00	176.00	176.00
20		2,085.71	2,091.43	2,085.71	2,096.00	2,088.00	2,088.00
21							

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.



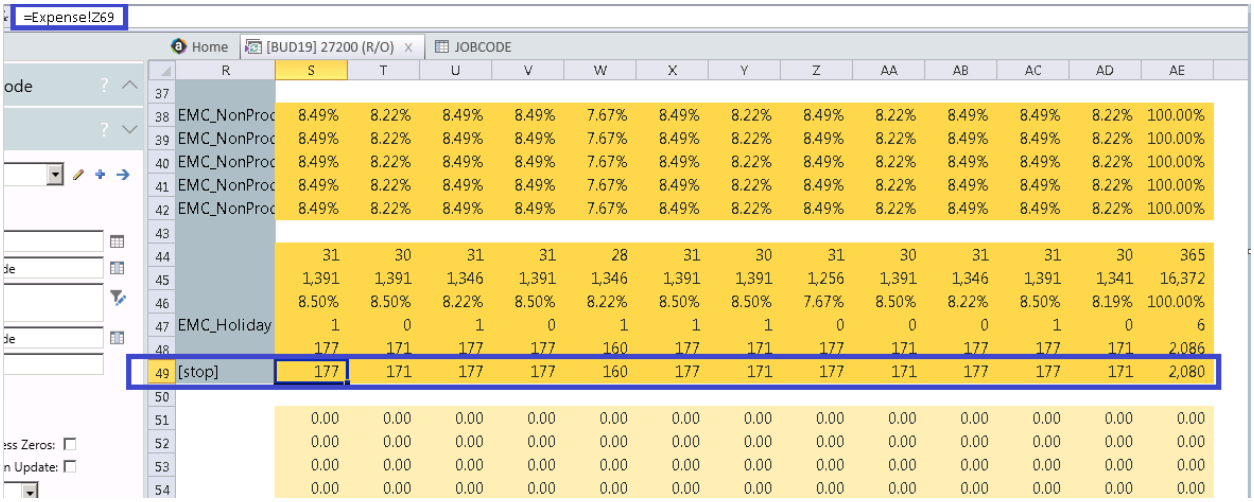
JOBCODE	Description	GLAcc	HVAcc	FTEAcc	FICAAcc	JobClass	GLClas	Variable	JOHAlgtCode	JOHAlo	FTEFacto	StdHour	Retiremen
J00002	Executive Vice President	0	0	0	61300	Management	Staff	Fixed	J00002	JobCode	80.00	Default	NA
J00005	Receptionist-Admin	0	0	0	61300	Clerical	Staff	Fixed	J00005	JobCode	80.00	Default	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.

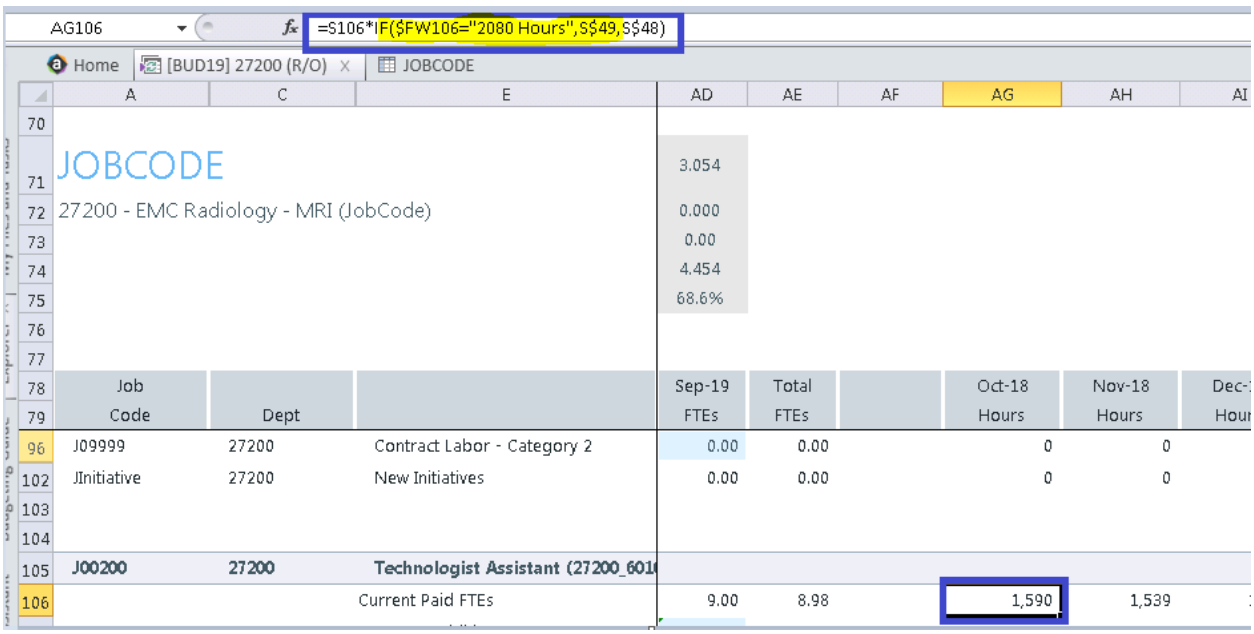
After setting up and applying the FTE Standard, within the plan file, a row is added. If the 2080 Hours option is selected, the hours will be based on the FTE factors on this row.



	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

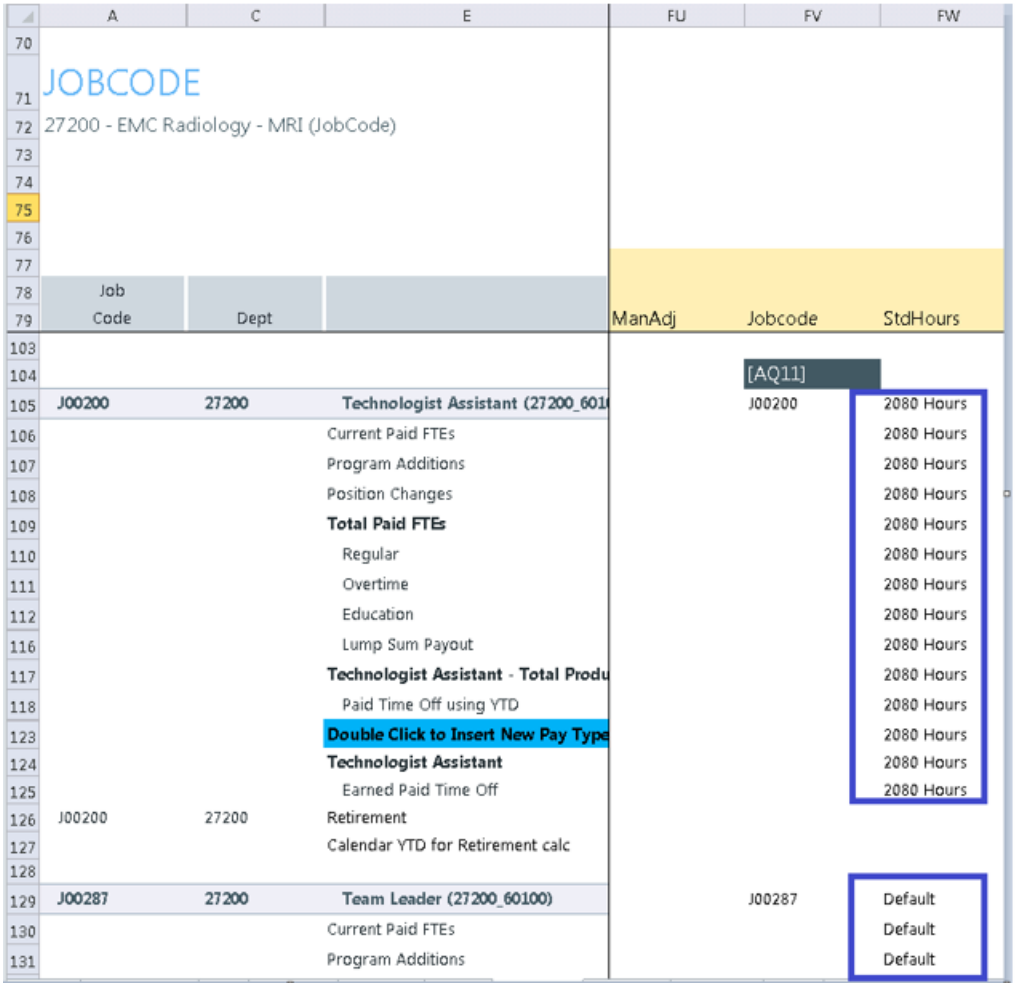
In the monthly hours row of the applicable Labor calc method, the formula looks for 2080 Hour, and if present, then the hours are based on the 2080 row, as seen i the calculation highlighted in the following example.

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



	A	C	E	AD	AE	AF	AG	AH	AI
70									
71	JOBCODE			3.054					
72	27200 - EMC Radiology - MRI (JobCode)			0.000					
73				0.00					
74				4.454					
75				68.6%					
76									
77									
78	Job			Sep-19	Total		Oct-18	Nov-18	Dec-
79	Code	Dept		FTEs	FTEs		Hours	Hours	Hour
96	J09999	27200	Contract Labor - Category 2	0.00	0.00		0	0	
102	JInitiative	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						
71	JOBCODE					
72	27200 - EMC Radiology - MRI (JobCode)					
73						
74						
75						
76						
77						
78	Job					
79	Code	Dept		ManAdj	Jobcode	StdHours
103						
104					[AQ11]	
105	J00200	27200	Technologist Assistant (27200_601		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 Produ**			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.

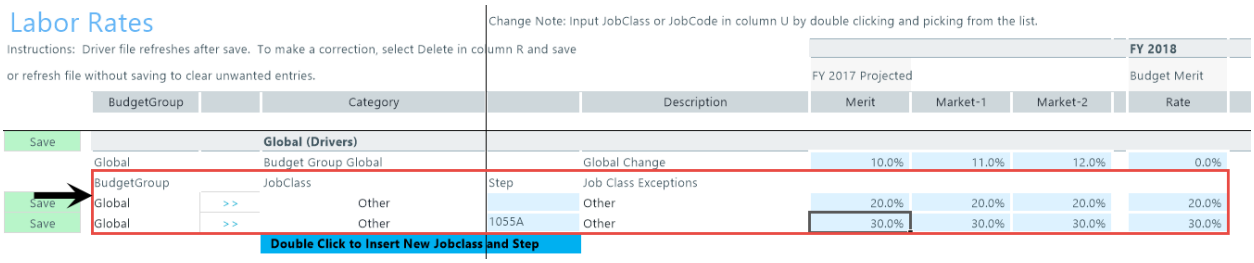
NOTE: Budget groups are normally used for entities within your organization, but you can use them any way you wish.

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.

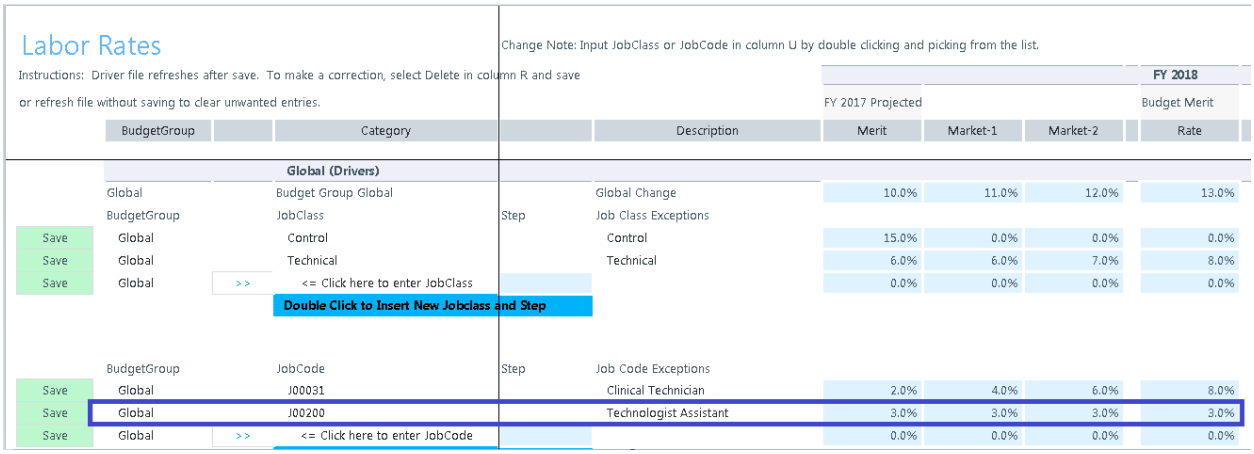
- Global | Global (Broadest)
- Global | JobClass
- Global | JobClass | Step
- Global | JobCode
- Global | JobCode | Step
- BudgetGroup | Global
- BudgetGroup | JobClass
- BudgetGroup | JobClass | Step
- BudgetGroup | JobCode
- BudgetGroup | JobCode | Step
- Dept| Global
- Dept | JobClass
- Dept | JobClass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

When it comes to actually applying the rate and merit adjustments, Axiom Budgeting and Performance Reporting 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.

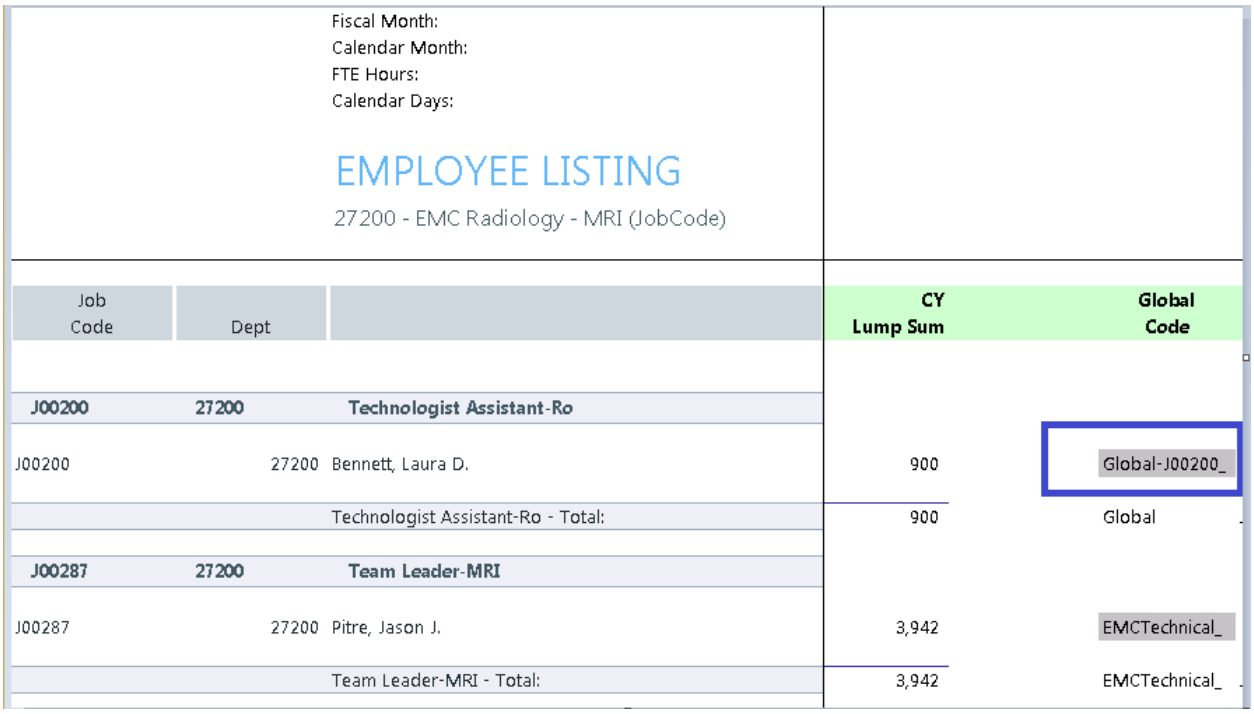
In the following example, rates have been specified for Global |JobClass and Global | JobClass | Step for a job class defined as Other. Employees who meet the step criteria will receive a 30% increase while those in the same job class that do not meet the step criteria will only receive a 20% increase.



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



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



When configuring the Labor Rate driver, remember the following:

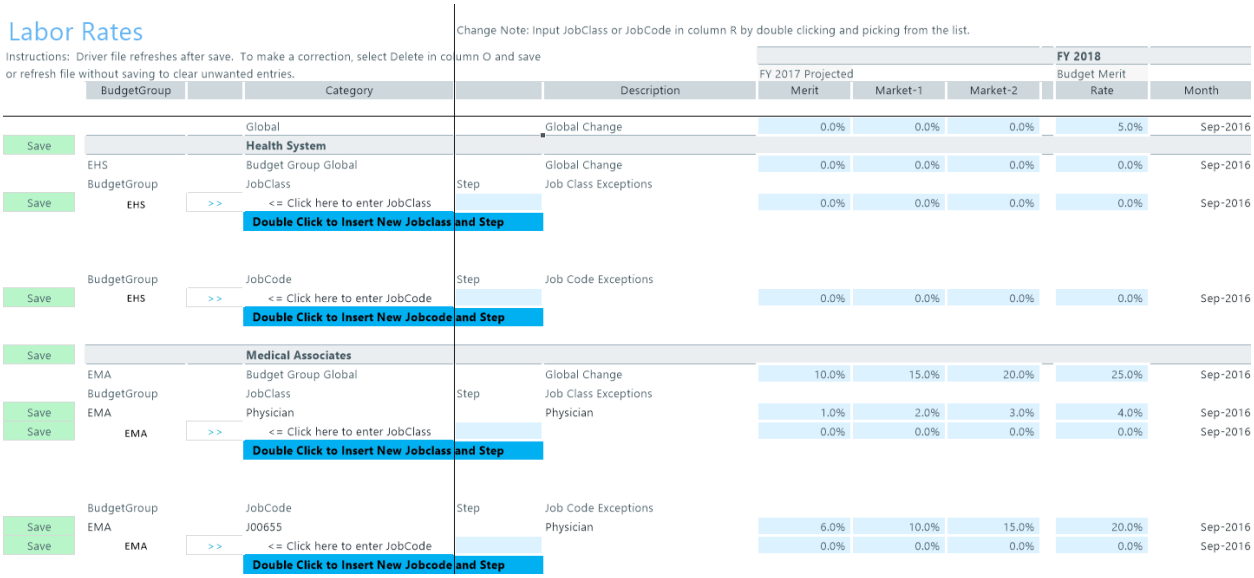
- The most specific labor rate you configure will be the one that controls the labor rate adjustments. For example, if you configure the rates for Dept | Global, but you do not specify the rates for Dept | JobClass, then the rates apply to everyone in the department—regardless of job class, job code, 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

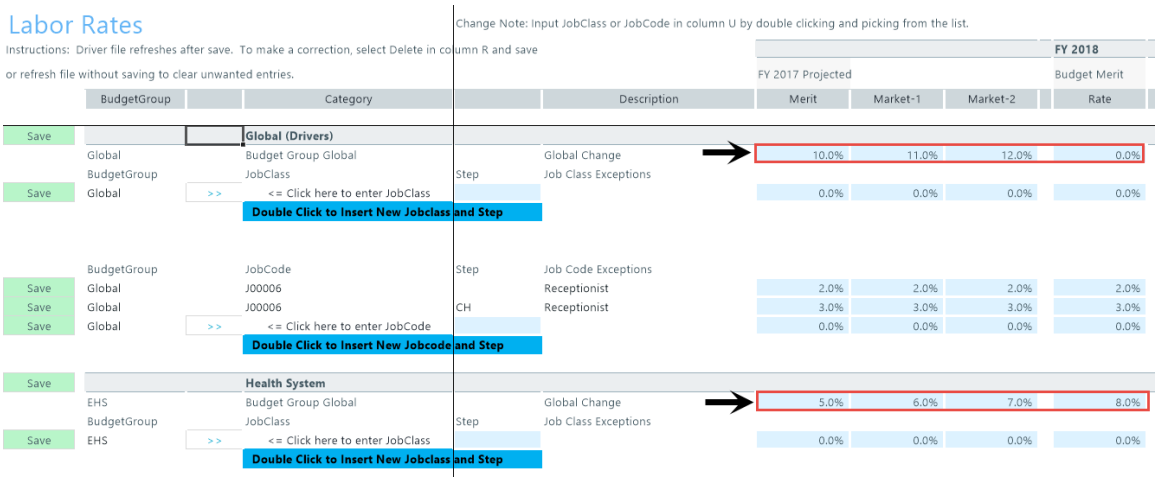
The same exception principle that is applied in expense adjustment is applied here as well. After Axiom Budgeting and Performance Reporting determines that it is an exception, all other related increases will not apply.

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

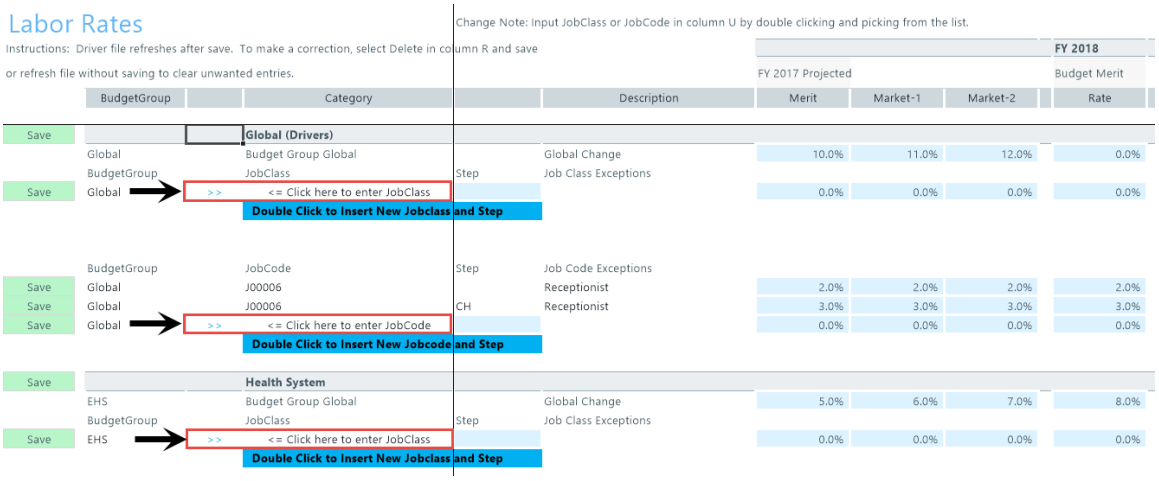


Configuring labor-rate details

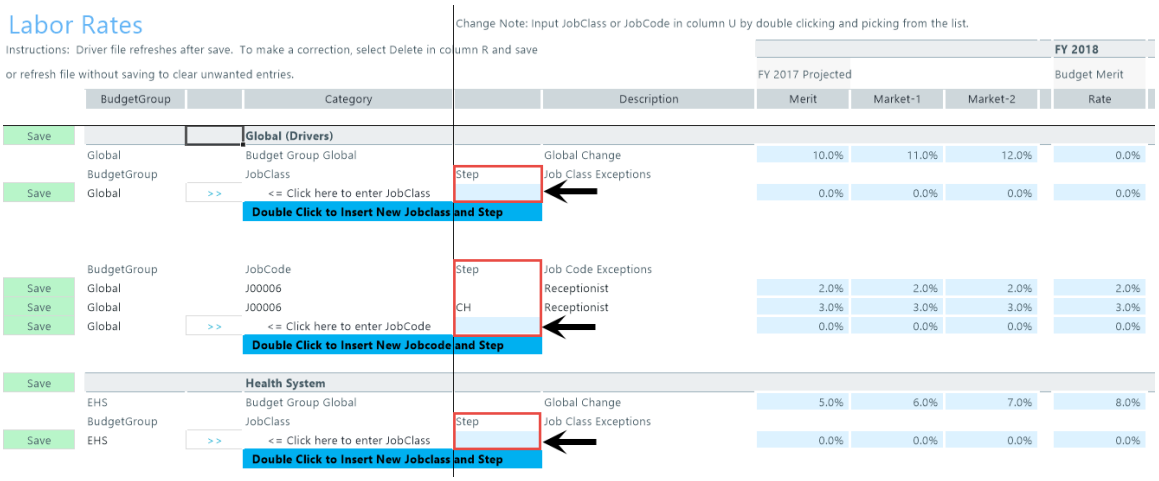
1. To make global rate changes for the Global, BudgetGroup, and/or Department categories, in the **Global Change** row, type rate increase percentages in the **Merit**, **Market-1**, and **Market-2** columns.



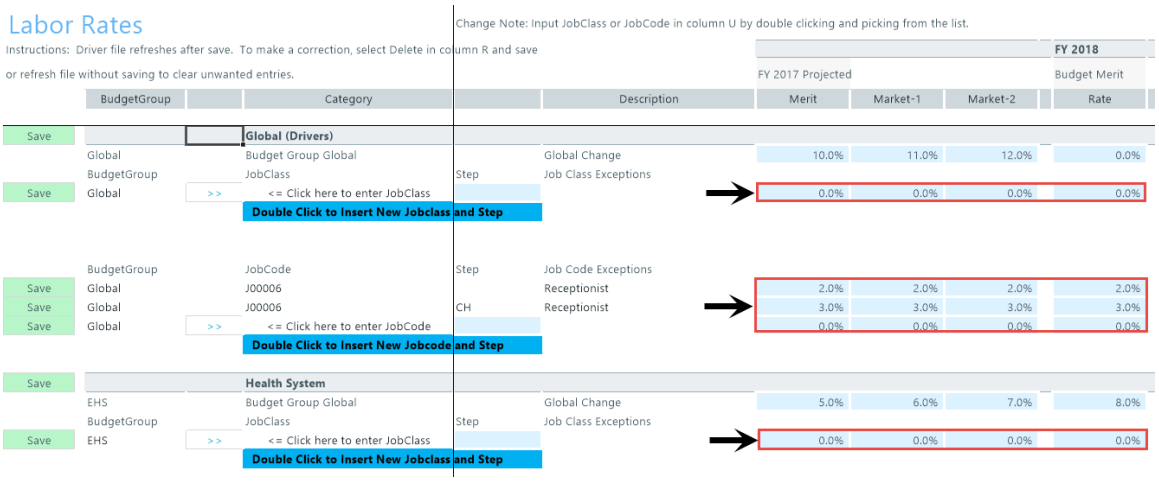
2. To add a job class or job code to an existing labor-rate category, click **>>** next to **<= Click here to enter JobClass** or **<= Click here to enter JobCode**.



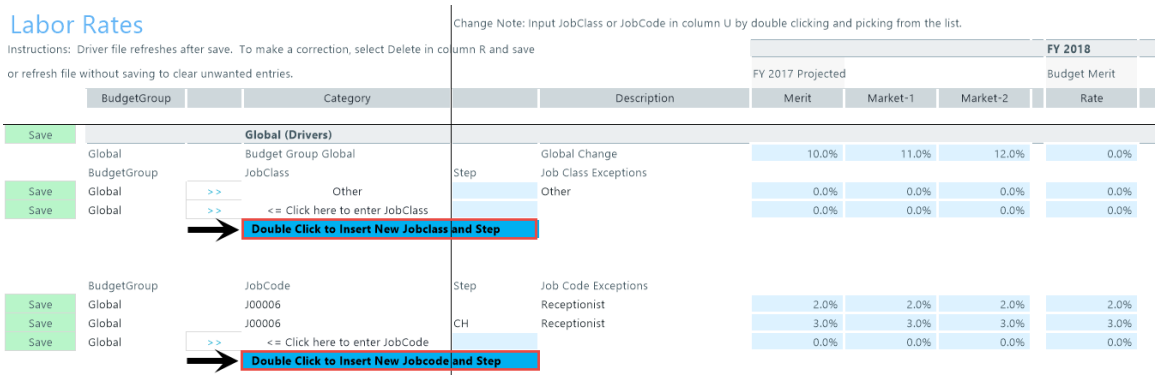
3. To add a step to a job class or job code, in the **Step** field, type the step code or description.



4. 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.

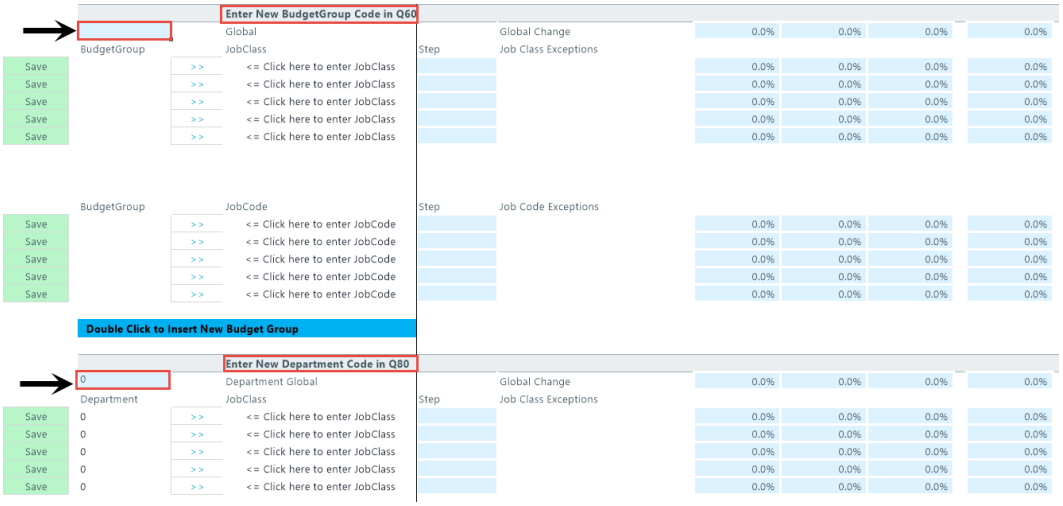


5. To add another job class or jobcode and step, double-click **Double Click to Insert New Jobclass and Step** or **Double Click to Insert New Jobcode or Step**.



6. 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.



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**.

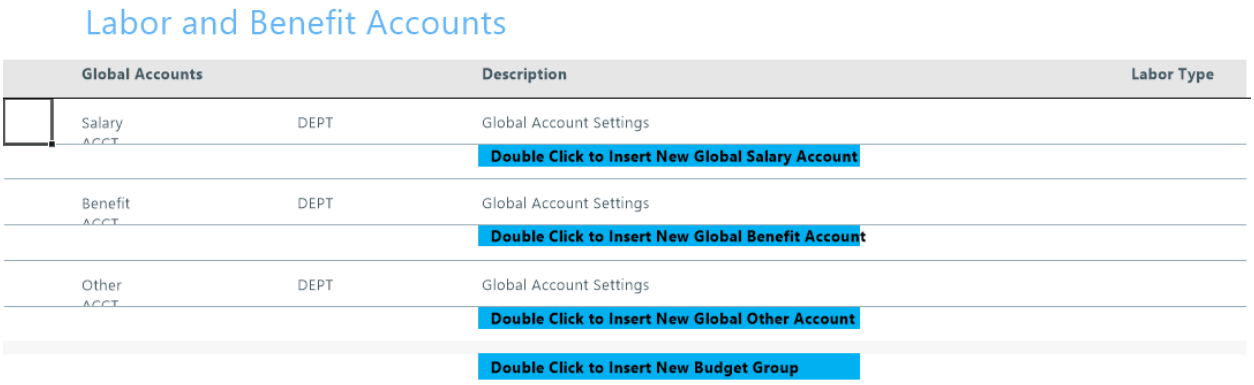
> **NOTE:** After you click Save, any new budget groups and departments that you added move up to the list of existing budget groups and departments. The system then reorganizes the list in alphabetical order.

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.



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.

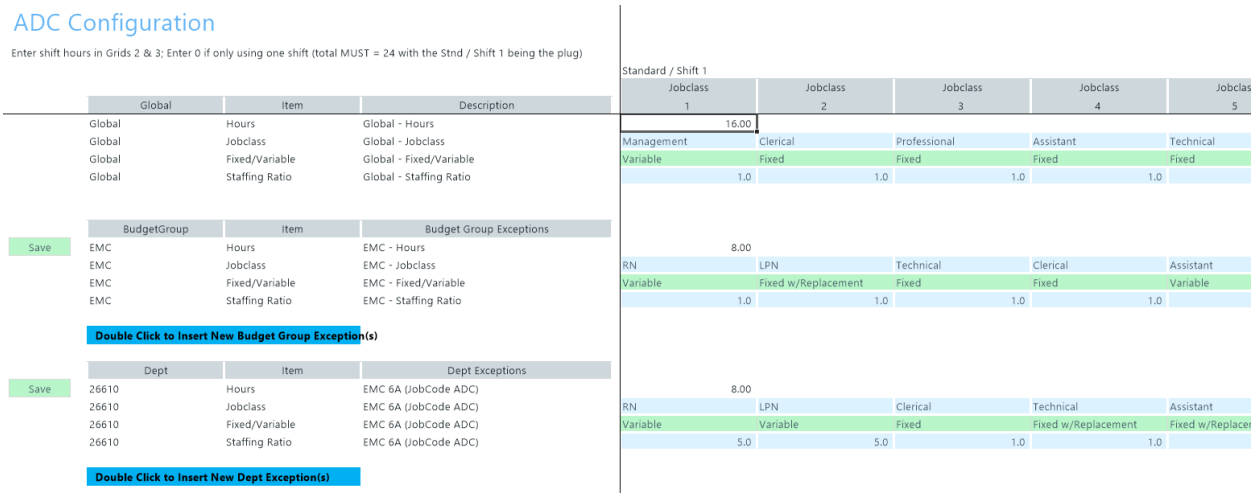
For each defined job class, you must input a staffing ratio to determine the flexing point of each Average Daily Census level.

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.



Settings

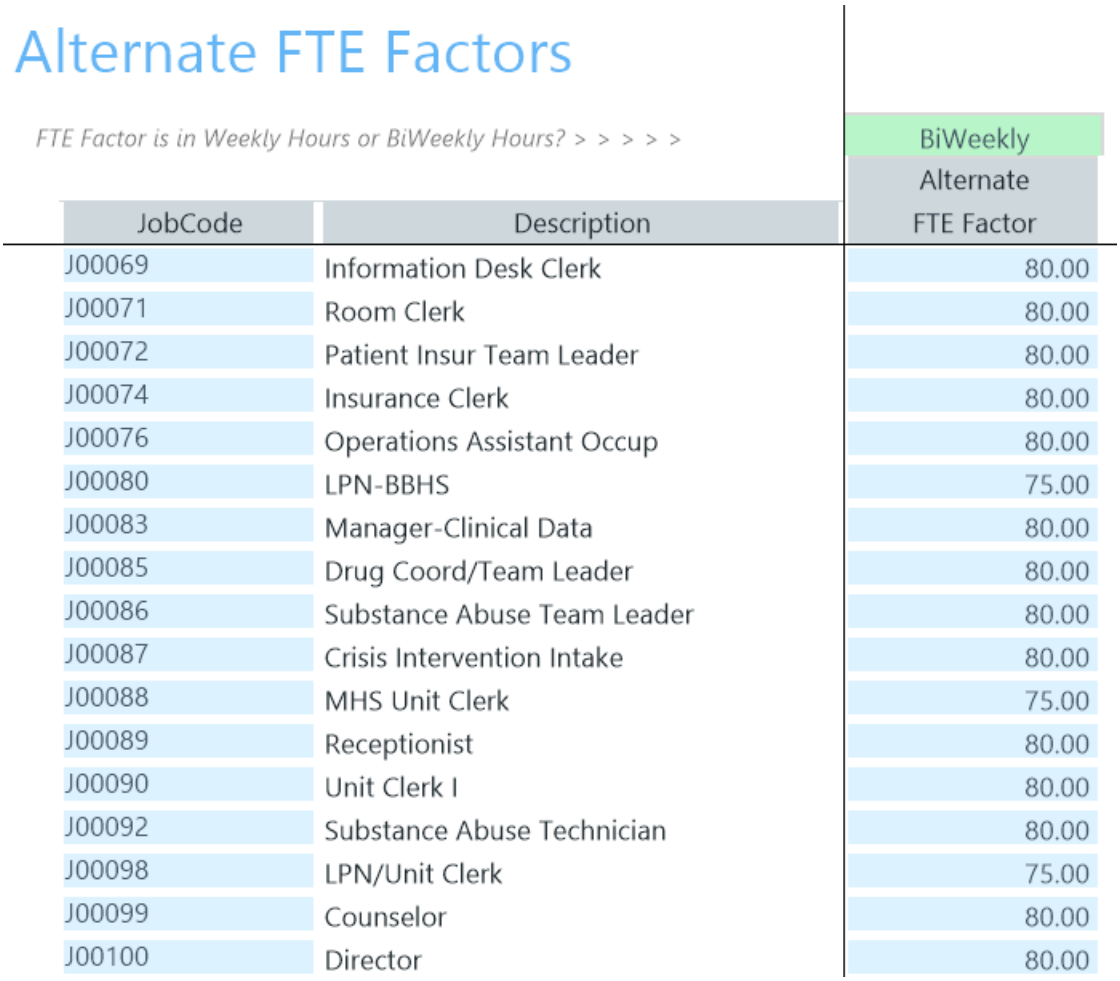
Open the driver, and then complete the driver settings for Global, BudgetGroup, and Dept, as needed, for each shift.

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? > > > > >

JobCode	Description	BiWeekly Alternate FTE Factor
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

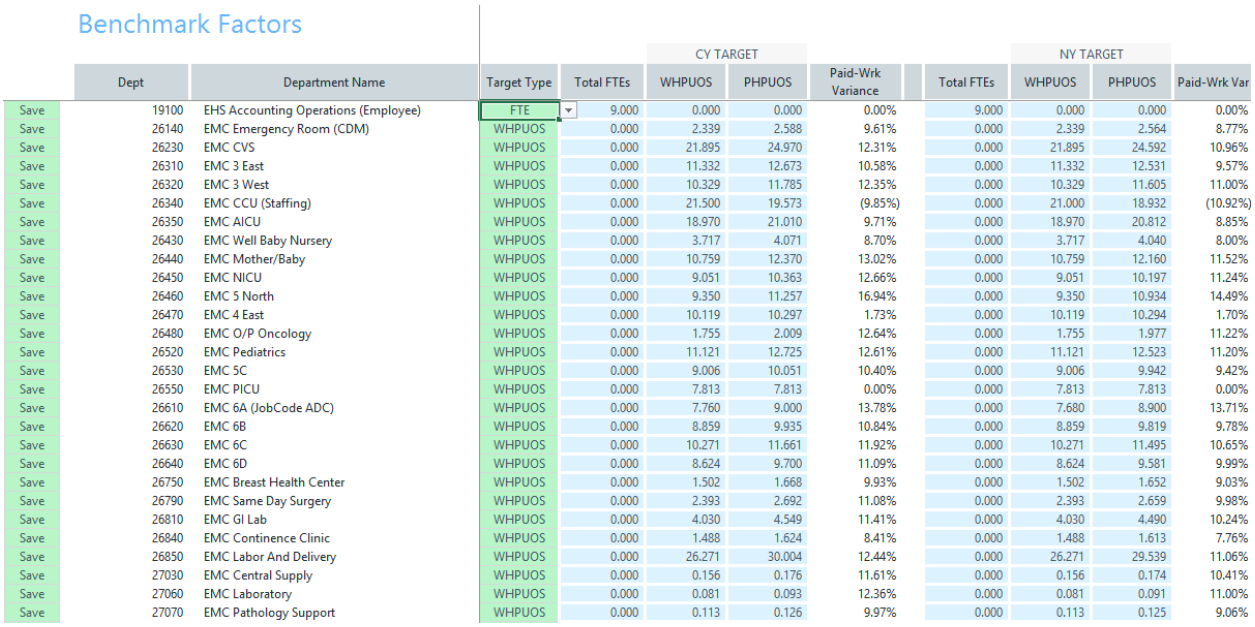
Open the driver, and then use the following table to complete the driver settings, as needed:

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

	Dept	Department Name	Target Type	CY TARGET Total FTEs	CY TARGET WHPUOS	CY TARGET PHPUOS	CY TARGET Paid-Wrk Variance	NY TARGET Total FTEs	NY TARGET WHPUOS	NY TARGET PHPUOS	NY TARGET 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:

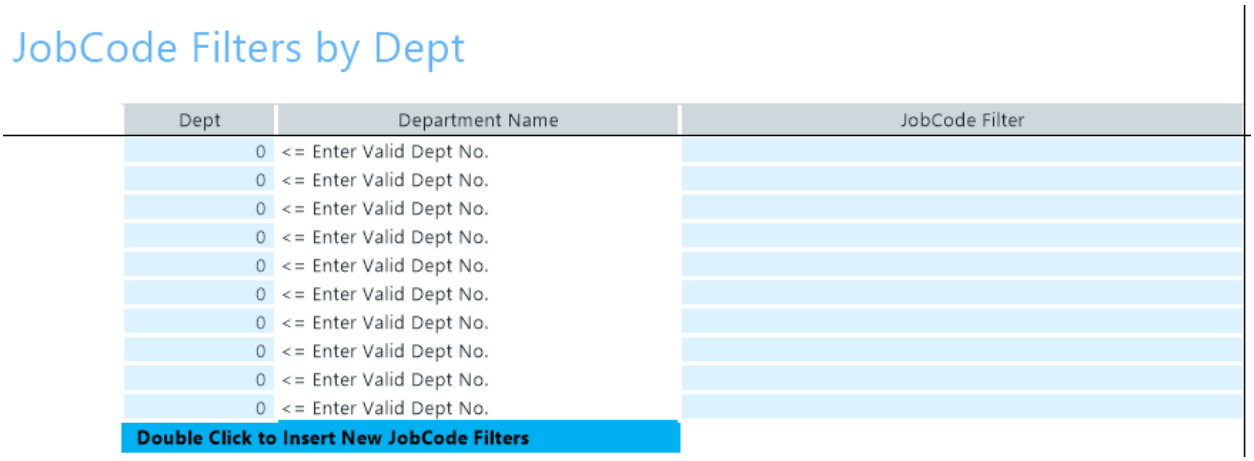
Option	Description
Dept	Displays the department code.
Department Name	Displays the name of the department.
Target Type	Select the target number of paid FTEs for the department.
Total FTEs	Type the target number of FTEs for the department.
WHPUOS	Type the number of Worked Hours per Unit of Service.
PHPUOS	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.



Settings

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

Budget Labor Limits

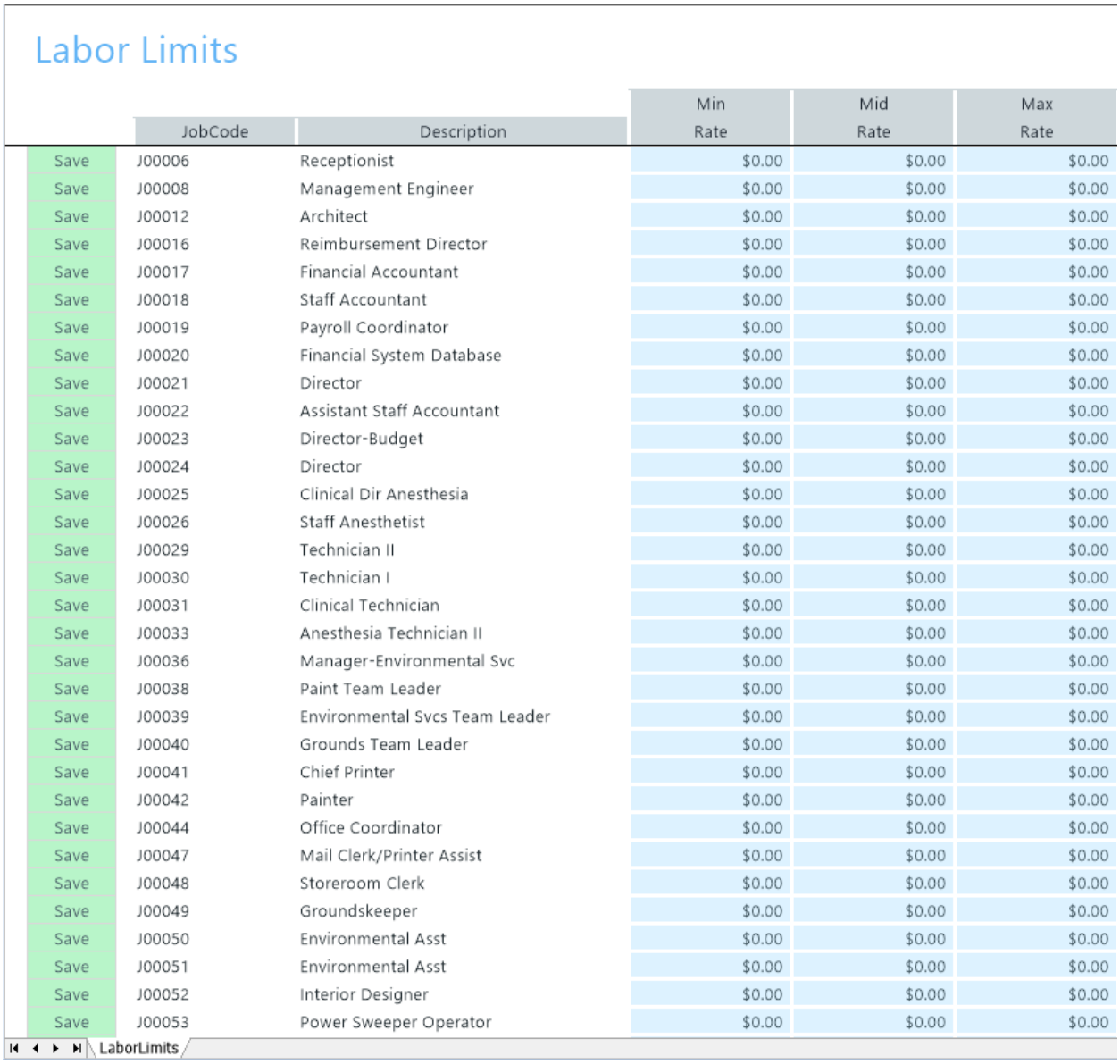
Overview

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

LaborLimits

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. • **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. • **Base** – Uses the rate listed on the Employee Master sheet. • **Regular** – Uses the Regular pay rate for PTO.

Option	Definition
PTO FTE Source	Select the source of FTE for PTO Calculation. • **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	Enter one of the following to override the calculated EPTO% from the Empl_List: • 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 Emp_List logic applies. **IMPORTANT:** Do not enter zero (0), because zero is a valid adjustment percentage.
Adjustment to Calculated PTO%	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.
EPTO FTE Source	Select the source of the FTE for Earned PTO Calculation, if that option is enabled on the Configuration sheet. • **YTD** – The YTD FTE. • **Scheduled** – The scheduled FTEs from the Employee Master sheet.
Paytype Distribution Overrides	Enter the Override FTE Allocation percentages by category. For each category, do one of the following: • Enter a percentage. • To use the historical percentage by category by job code, select **History**. **NOTE:** History is the default. You can enter or modify this value. There are several columns available, for both Prod and NonProd entries.

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.

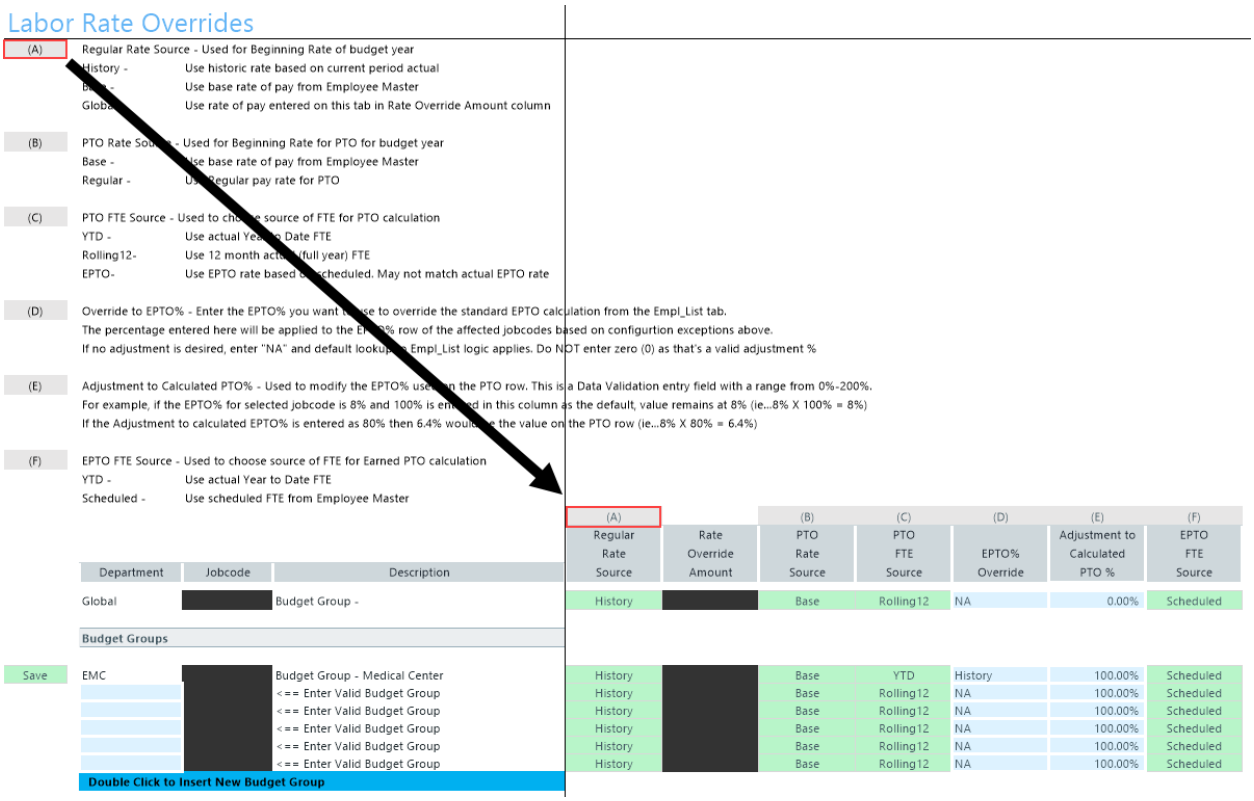
Displaying the legend

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**.

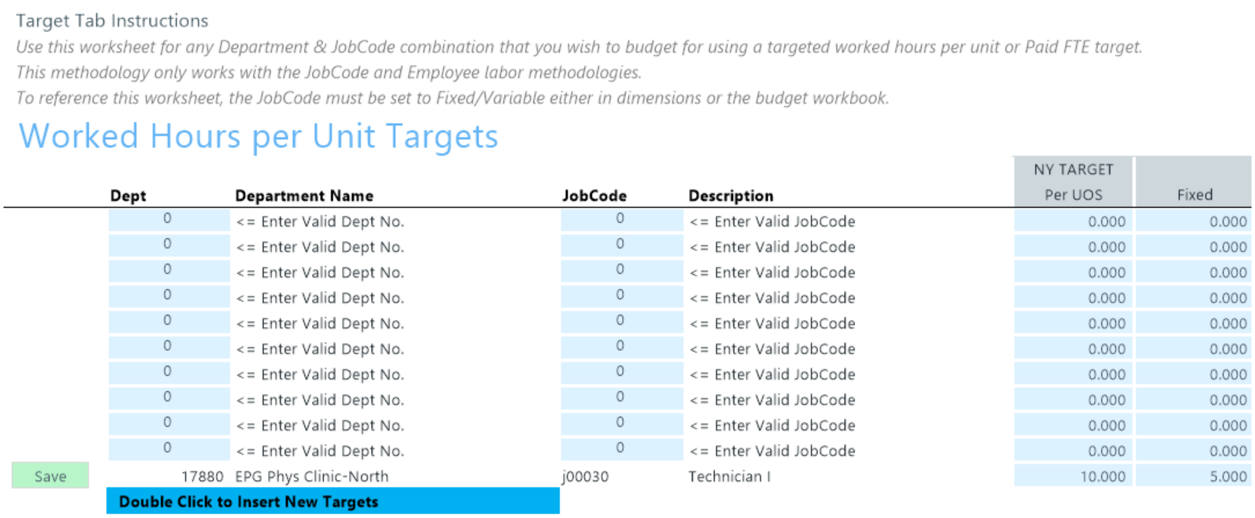
NOTE: When you close and reopen the driver, the system automatically hides the legend.



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
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.

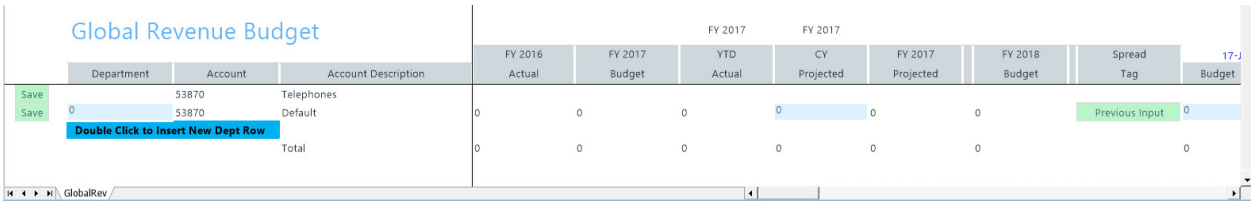
Budget Revenue GlobalRev

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.



Budget Revenue Adjustments

Overview

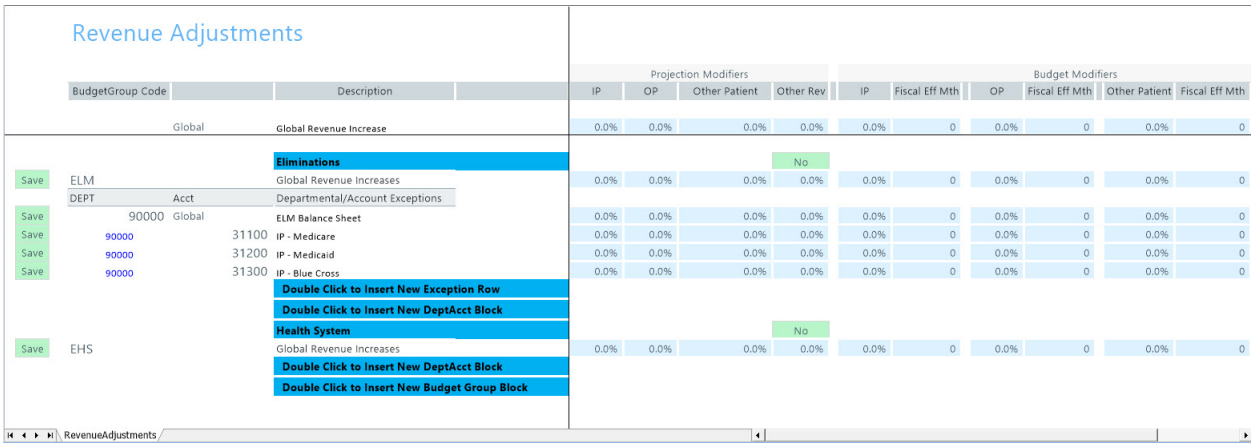
This driver allows you to control the revenue rate increases by BudgetGroup broken out by Inpatient, Outpatient, and Other Revenue.

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.



Budget Revenue Deductions

Overview

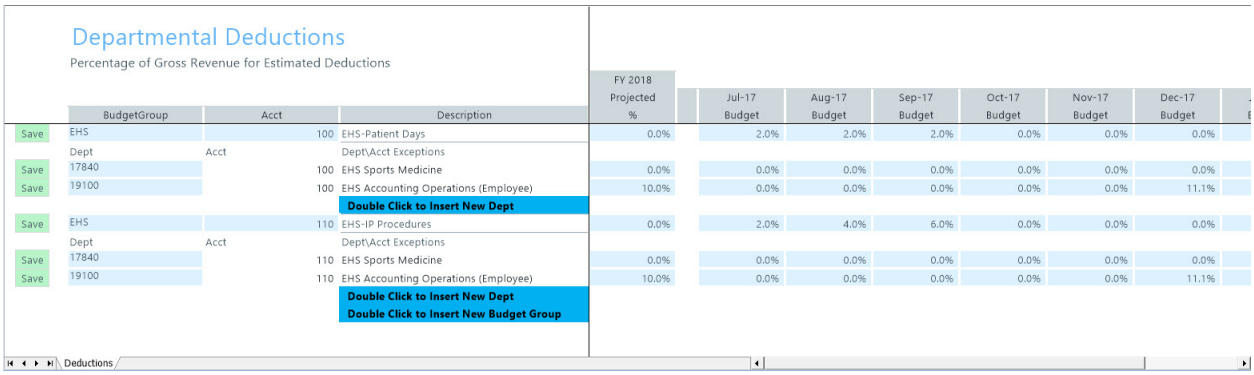
Percentage of Gross Revenue for Estimated Deductions

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 and Performance Reporting determines that it is an exception, all other related increases will not apply.



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

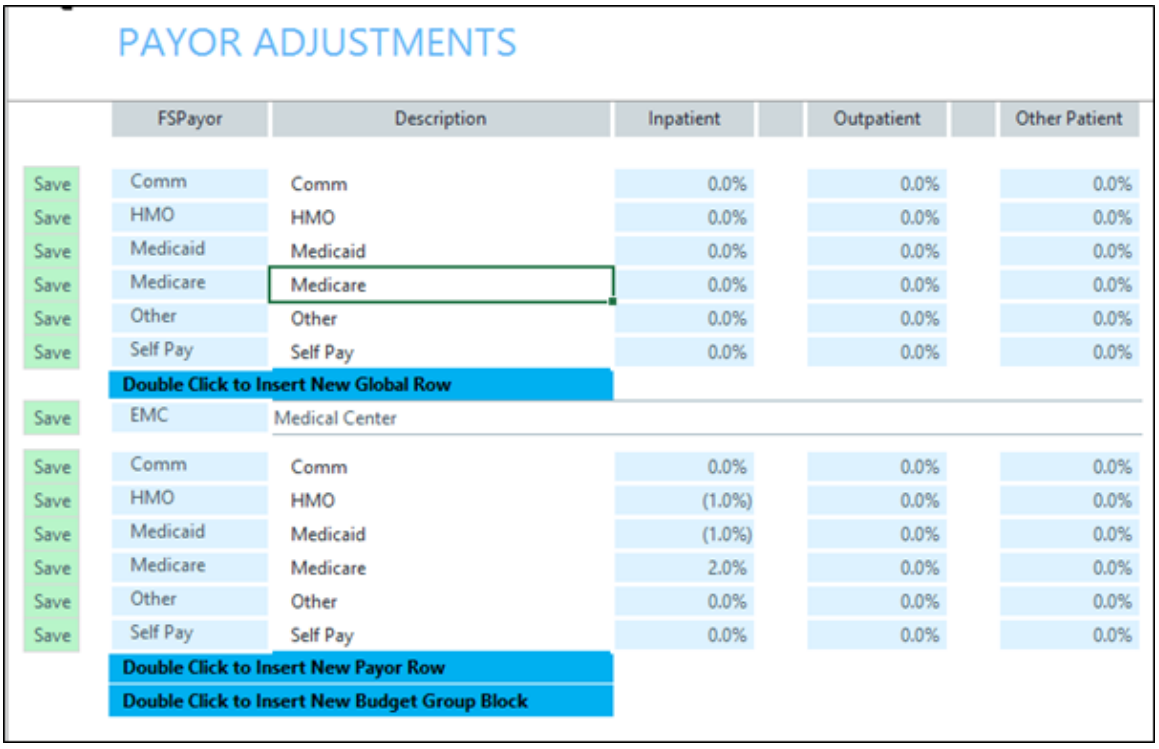
Complete the following steps to configure this driver:

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: • **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.



Budget Statistics drivers

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

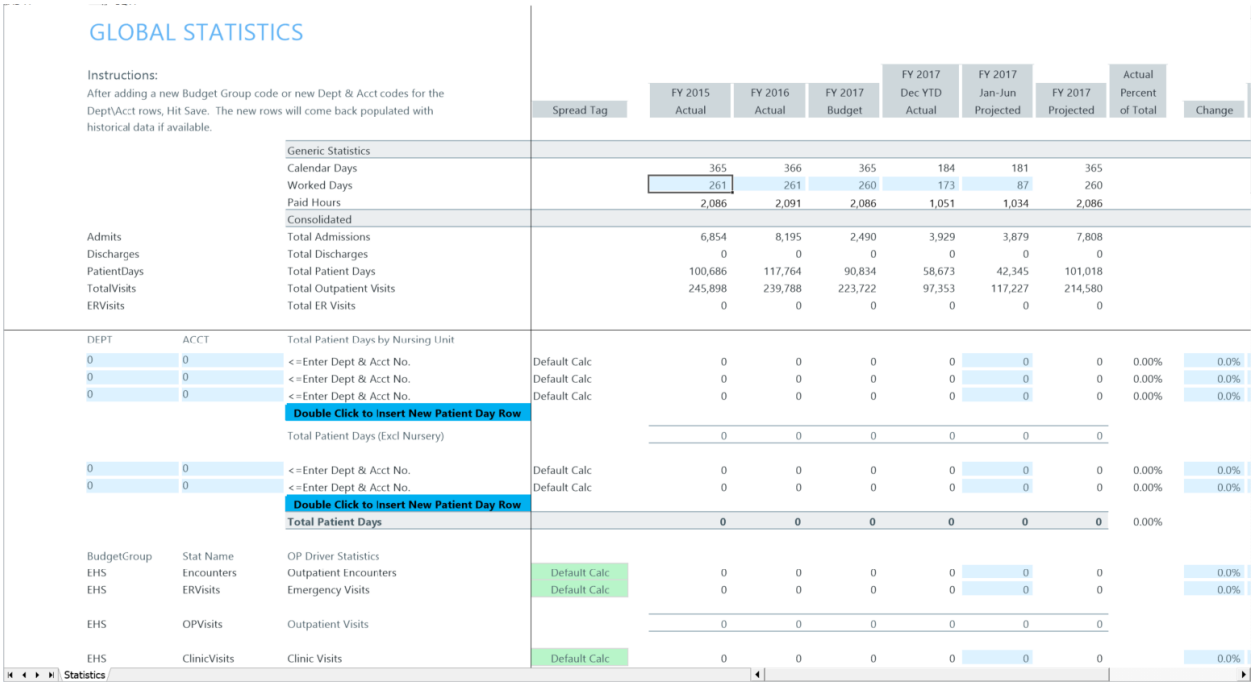
Driver	Description
Budget Statistics	Use to ensure that your historical data for budget is the same as the data in the database.
Budget StatAcct	Use to set up with the Revenue_Stat (on Stat_Rev) and Variable_Stat (on Expense) calc methods.
Budget Statistics Supplement	Use to create custom statistics 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

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.

			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
		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		Total Admissions		6,854	8,195	2,490	3,929	3,879	7,808		
Discharges		Total Discharges		0	0	0	0	0	0		
PatientDays		Total Patient Days		100,686	117,764	90,834	58,673	42,345	101,018		
TotalVisits		Total Outpatient Visits		245,898	239,788	223,722	97,353	117,227	214,580		
ERVisits		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%

Statistics

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:

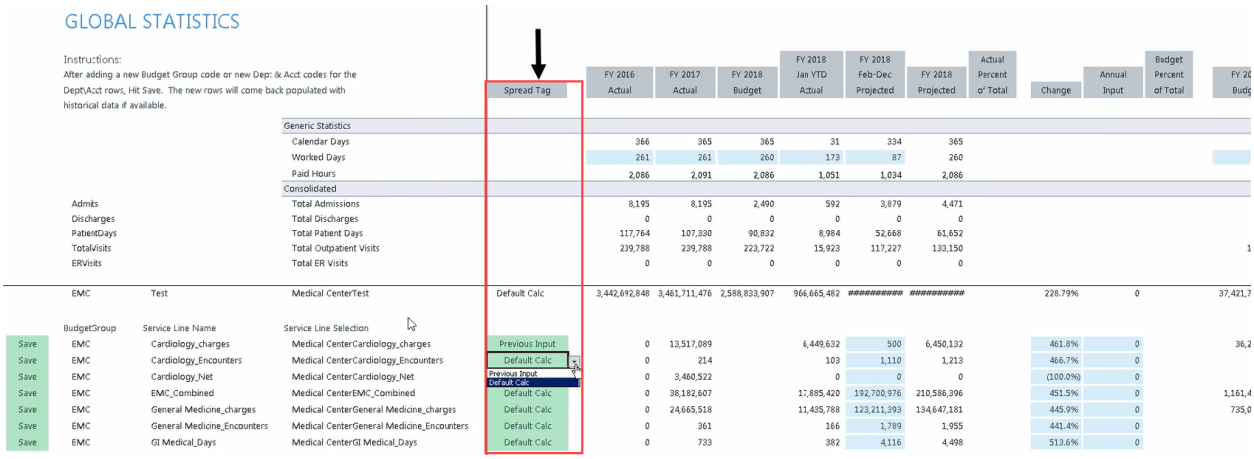
- **BudgetGroup** – Enter or modify this value.
- **Stat Name** – Enter or modify this value.
- **DEPT** – Enter or modify this value.
- **ACCT** – Enter or modify this value.
- **Spread Tag** (Facility Statistics only) – Select the default calc method to use for the budget group.

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.



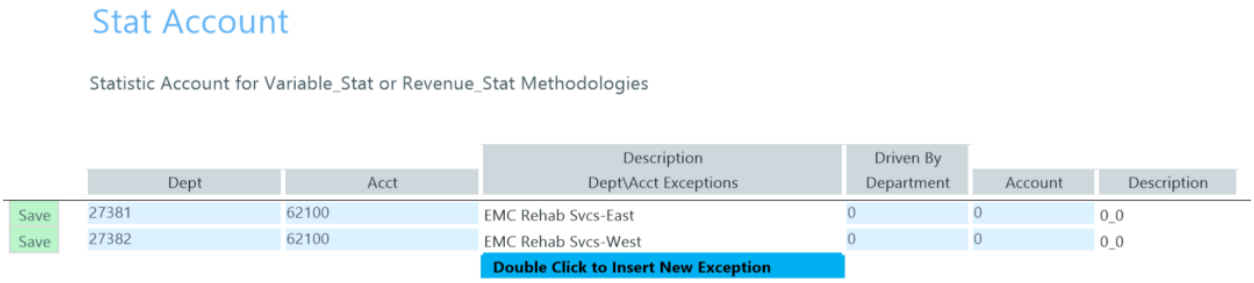
Budget StatAcct

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.



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
KHAInt	Specify whether to include the insurance product in the list of available plans in the Health Plan Operations utility. Enter one of the following: **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 • **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. **NOTE:** The system will retain historical information for plans removed from the list.

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	The DATATYPE used in Axiom Budgeting and Performance Reporting. This must be an alpha code. • **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	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. • **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.
KHAInt	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: • HealthPlan - Use this code to include the data type. • NA - Use this code to exclude the data type. **NOTE:** You may have data you want to record in the actual tables but not necessarily include them for planning purposes.

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

	B	D	E	F	G	H	I	J	K	L	M	N
4	Data Type	String	Integer	String	String	String	Integer	Numeric	Numeric	Numeric	Numeric	Numeric
5	String Length	25		25	25	50						
6	Description	Insurance Code key field	Departm nt	Location	Data Type	Group	Account	Fiscal Period 1	Fiscal Period 2	Fiscal Period 3	Fiscal Period 4	Fiscal Period 5
8	Delete Row	INSCODI	DEPT	LOCATIOI	DATATYPI	GROUI	ACC	P1	P2	P3	P4	P5
9		AARP	27200	Hosp	HP_DrugME	NA	0	3801971.25	3839990.96	3878390.87	3917174.78	3956346.53
10		AARP	27200	Hosp	HP_HospME	NA	0	10561031.25	10666641.56	10773307.98	10881041.06	10989851.47
11		AARP	27200	Hosp	HP_Members	NA	0	84488.25	85333.13	86186.46	87048.33	87918.81
12		AARP	27200	Hosp	HP_OutPTME	NA	0	0.00	0.00	0.00	0.00	0.00
13		AARP	27200	Hosp	HP_Revenue	NA	0	24924033.75	25173274.09	25425006.83	25679256.90	25936049.47
14		AARP	27200	Office	HP_DrugME	NA	0	2957088.75	2986659.64	3016526.23	3046691.50	3077158.41
15		AARP	27200	Office	HP_HospME	NA	0	0.00	0.00	0.00	0.00	0.00
16		AARP	27200	Office	HP_Members	NA	0	84488.25	85333.13	86186.46	87048.33	87918.81
17		AARP	27200	Office	HP_OutPTME	NA	0	4224412.50	4266656.63	4309323.19	4352416.42	4395940.59
18		AARP	27200	Office	HP_Revenue	NA	0	24924033.75	25173274.09	25425006.83	25679256.90	25936049.47
19		Anthem	101010	NorthClinic	HP_DrugME	NA	0	512050.00	517170.50	522342.21	527565.63	532841.28
20		Anthem	101010	NorthClinic	HP_HospME	NA	0	0.00	0.00	0.00	0.00	0.00
21		Anthem	101010	NorthClinic	HP_Members	NA	0	14630.00	14776.30	14924.06	15073.30	15224.04
22		Anthem	101010	NorthClinic	HP_OutPTME	NA	0	1097250.00	1108222.50	1119304.73	1130497.77	1141802.75
23		Anthem	101010	NorthClinic	HP_Revenue	NA	0	2911370.00	2940483.70	2969888.54	2999587.42	3029583.30
24		Conesco	101012	NorthClinic	HP_DrugME	NA	0	307230.00	310302.30	313405.32	316539.38	319704.77
25		Conesco	101012	NorthClinic	HP_HospME	NA	0	0.00	0.00	0.00	0.00	0.00
26		Conesco	101012	NorthClinic	HP_Members	NA	0	8778.00	8865.78	8954.44	9043.98	9134.42
27		Conesco	101012	NorthClinic	HP_OutPTME	NA	0	658350.00	664933.50	671582.84	678298.66	685081.65
28		Conesco	101012	NorthClinic	HP_Revenue	NA	0	1746822.00	1764290.22	1781933.12	1799752.45	1817749.98
29		JohnDeere	27210	WestClinic	HP_DrugME	NA	0	588857.50	594746.08	600693.54	606700.47	612767.48
30		JohnDeere	27210	WestClinic	HP_HospME	NA	0	0.00	0.00	0.00	0.00	0.00
31		JohnDeere	27210	WestClinic	HP_Members	NA	0	16824.50	16992.75	17162.67	17334.30	17507.64
32		JohnDeere	27210	WestClinic	HP_OutPTME	NA	0	1430082.50	1444383.33	1458827.16	1473415.43	1488149.58
33		JohnDeere	27210	WestClinic	HP_Revenue	NA	0	3230304.00	3262607.04	3295233.11	3328185.44	3361467.30
34		McareAdv	27200	Hosp	HP_DrugME	NA	0	5120500.00	5171705.00	5223422.05	5275656.27	5328412.83
35		McareAdv	27200	Hosp	HP_HospME	NA	0	10972500.00	11082225.00	11193047.25	11304977.72	11418027.50
36		McareAdv	27200	Hosp	HP_Members	NA	0	146300.00	147763.00	149240.63	150733.04	152240.37
37		McareAdv	27200	Hosp	HP_OutPTME	NA	0	12435500.00	12559855.00	12685453.55	12812308.09	12940431.17
38		McareAdv	27200	Hosp	HP_Revenue	NA	0	36428700.00	36792987.00	37160916.87	37532526.04	37907851.30

	O	P	Q	R	S	T	U	V	W	X
4	Numeric	Numeric	Numeric	Numeric	Numeric	Numeric	Numeric	Integer	String	Integer
5									100	
6	Fiscal Period 6	Fiscal Period 7	Fiscal Period 8	Fiscal Period 9	Fiscal Period 10	Fiscal Period 11	Fiscal Period 12	NYB KHA	Custom save identifier	Required to use zero on save functionality
8	P6	P7	P8	P9	P10	P11	P12	NYBKHA	SaveCuston	SaveTagDocI
9	3995909.99	4035869.09	4076227.78	5299096.12	5352087.08	5405607.95	5459664.03	0		0
10	11099749.98	11210747.48	11322854.96	14719711.45	14866908.56	15015577.65	15165733.42	0		0
11	88798.00	89685.98	90582.84	117757.69	118935.27	120124.62	121325.87	0		0
12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0		0
13	26195409.96	26457364.06	26721937.70	34738519.01	35085904.20	35436763.24	35791130.88	0		0
14	3107930.00	3139009.30	3170399.39	4121519.20	4162734.40	4204361.74	4246405.36	0		0
15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0		0
16	88798.00	89685.98	90582.84	117757.69	118935.27	120124.62	121325.87	0		0
17	4439899.99	4484298.99	4529141.98	5887884.58	5946763.42	6006231.06	6066293.37	0		0
18	26195409.96	26457364.06	26721937.70	34738519.01	35085904.20	35436763.24	35791130.88	0		0
19	538169.70	543551.39	548986.91	554476.78	560021.54	565621.76	571277.98	0		0
20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0		0
21	15376.28	15530.04	15685.34	15842.19	16000.62	16160.62	16322.23	0		0
22	1153220.78	1164752.99	1176400.52	1188164.52	1200046.17	1212046.63	1224167.09	0		0
23	3059879.13	3090477.92	3121382.70	3152596.53	3184122.49	3215963.72	3248123.35	0		0
24	322901.82	326130.84	329392.14	332686.07	336012.93	339373.06	342766.79	0		0
25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0		0
26	9225.77	9318.02	9411.20	9505.32	9600.37	9696.37	9793.34	0		0
27	691932.47	698851.79	705840.31	712898.71	720027.70	727227.98	734500.26	0		0
28	1835927.48	1854286.75	1872829.62	1891557.92	1910473.50	1929578.23	1948874.01	0		0
29	618895.15	625084.10	631334.94	637648.29	644024.78	650465.02	656969.67	0		0
30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0		0
31	17682.72	17859.55	18038.14	18218.52	18400.71	18584.71	18770.56	0		0
32	1503031.08	1518061.39	1533242.00	1548574.42	1564060.17	1579700.77	1595497.78	0		0
33	3395081.97	3429032.79	3463323.12	3497956.35	3532935.91	3568265.27	3603947.92	0		0
34	5381696.96	5435513.93	5489869.07	5544767.76	5600215.44	5656217.59	5712779.77	0		0
35	11532207.77	11647529.85	11764005.15	11881645.20	12000461.65	12120466.27	12241670.93	0		0
36	153762.77	155300.40	156853.40	158421.94	160006.16	161606.22	163222.28	0		0
37	13069835.48	13200533.83	13332539.17	13465864.56	13600523.21	13736528.44	13873893.72	0		0
38	38286929.81	38669799.11	39056497.10	39447062.07	39841532.69	40239948.02	40642347.50	0		0

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:

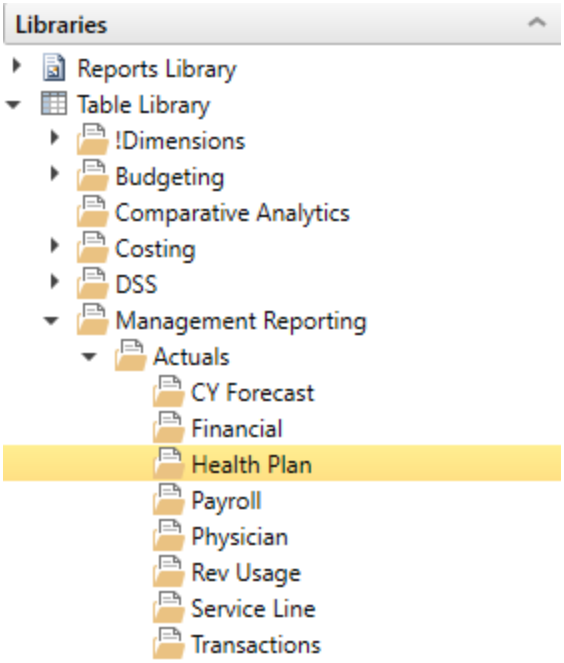
- This table is only accessible if your organization is licensed for the Axiom Budgeting Health Plan product. Only users assigned the Budget Administrator role profile can access this table.
- Before configuring this table, you will need to do the following:
  - Add or edit insurance or health plan products 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.

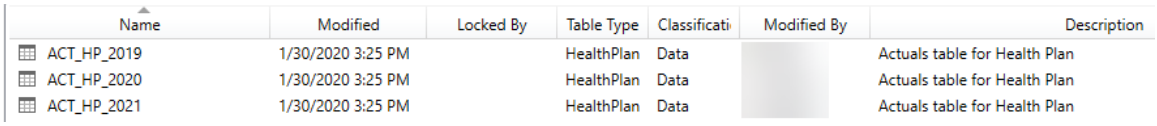
Adding or editing plans

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.



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.

5. 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.

Data Type / *String Length* / Description	*String* 25	*String* 100	*String* 25	*String* 25
Delete Row	Dimension field for Insurance/Health Plan	Extended description of the INSCODE key field	Insurance Code Mapping (lookup to INSCODE key field)	Interface indicator
	INSCOD	Description	InsCode_BgtCod	KHAIn
	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

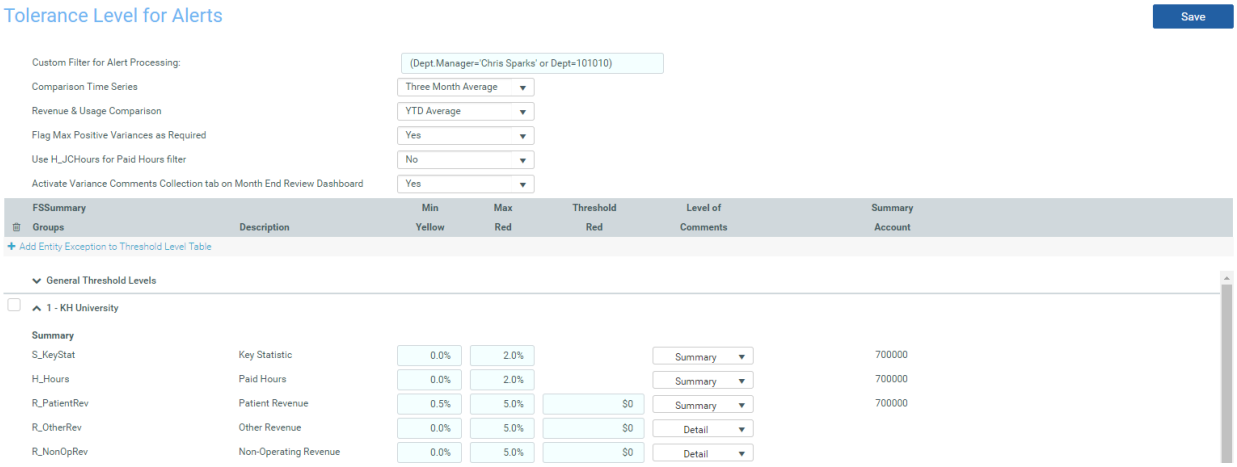
The threshold level determines how much an account can vary from budget before department managers are required to enter comments explaining the variance.

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



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.

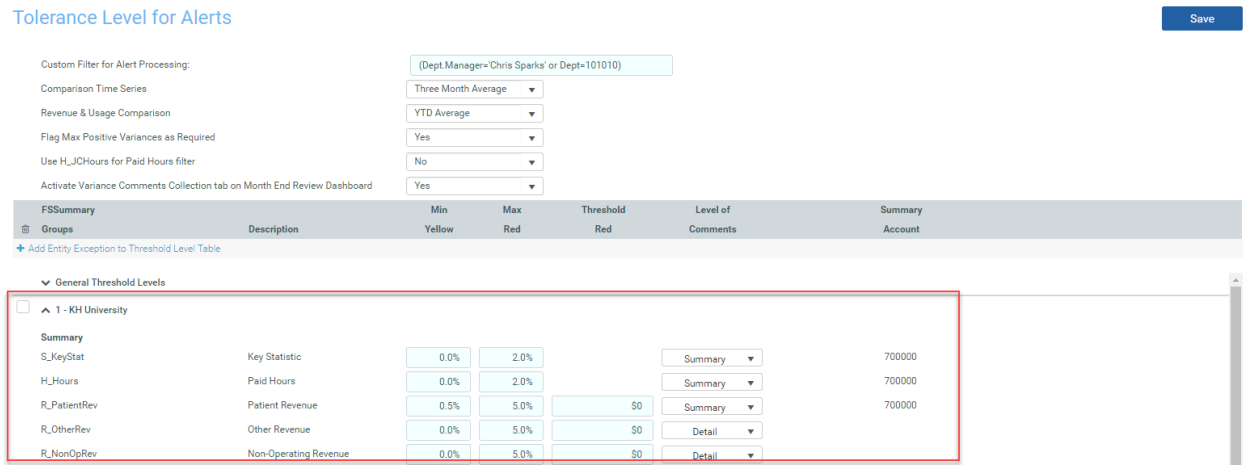
2. In the **Comparison Time Series** cell, select one of the following options in which to base the variance in the reports:
   - For regular current year budget variances, select **CYB**.
   - For flexible budget variances, select **FLX**.
   - For three-month average variances, select **3MthAvg**.
   - 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**.

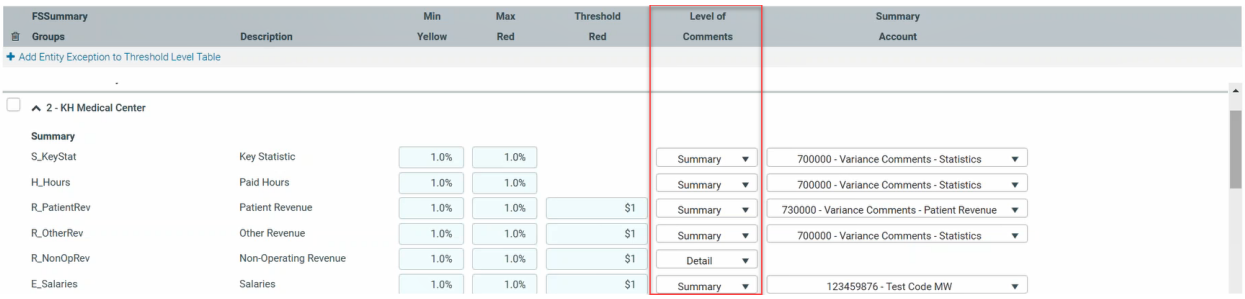
Comment level settings

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.

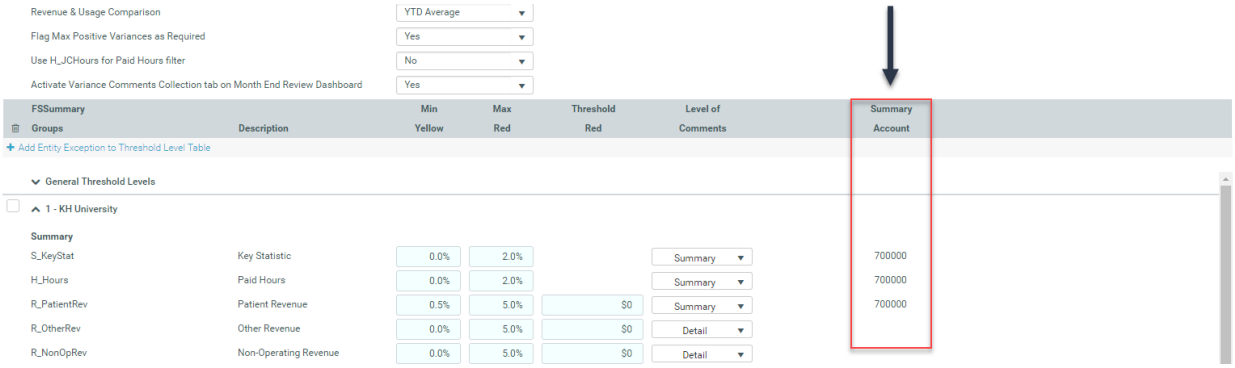
IMPORTANT: Valid account codes are needed if reporting at the Summary level.



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.



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.

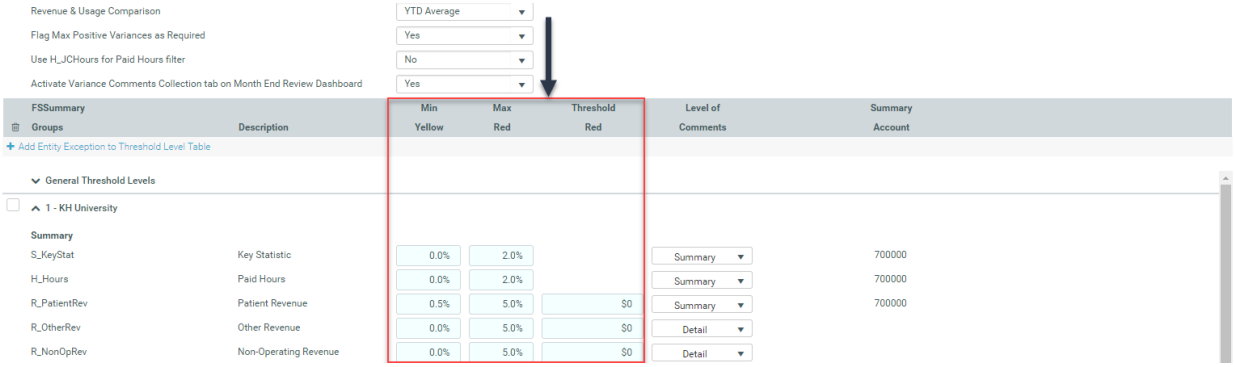


IMPORTANT: Do not assign any new account to an existing FSSummary category, otherwise the next month that account will show up in detail. Use Summary instead.

You can define exceptions for summary level (and all other Threshold settings by Entity) in the sections further down the worksheet.

Flag alert settings

For each account, you may define ranges at which various flags are set:



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.

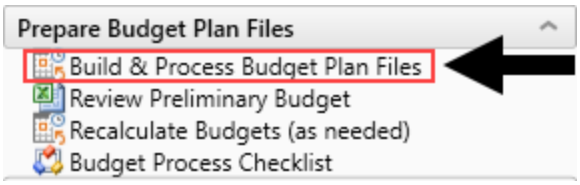
Budget plan files are generated from templates. Which templates are used for a particular department and how those templates are configured is based on settings in our Budget Configuration and Assumptions driver files.

Within the job, creating and processing are broken out to two different tasks to allow each to be run independent of each other.

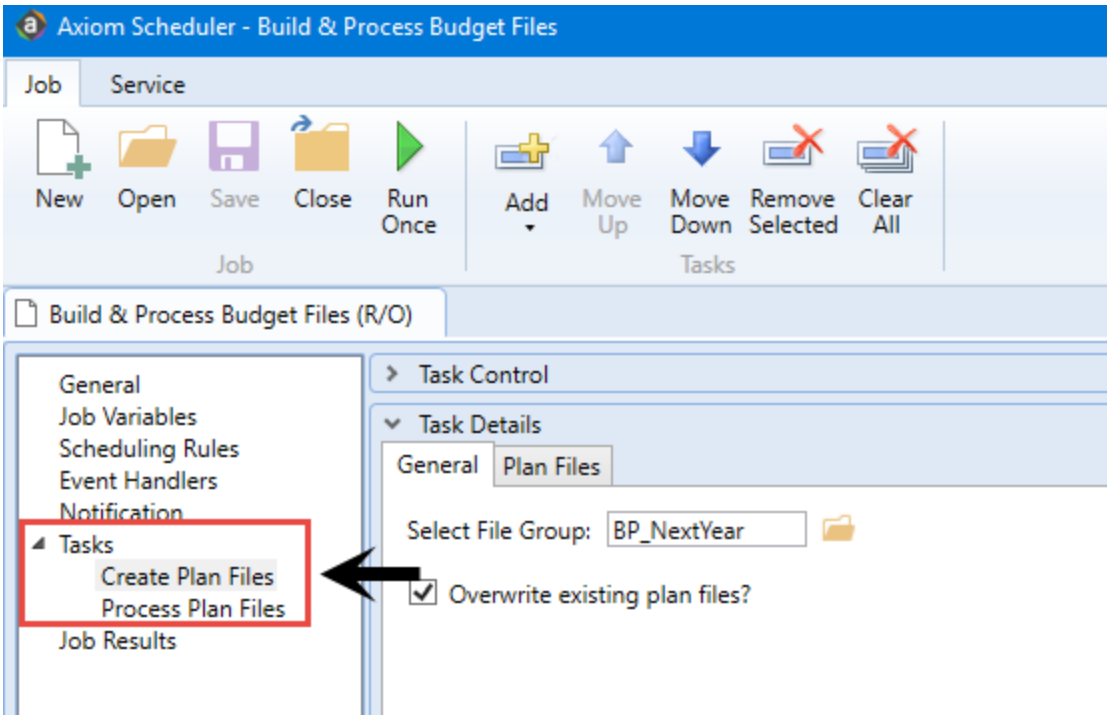
Building budget plan files

To build budget plan files:

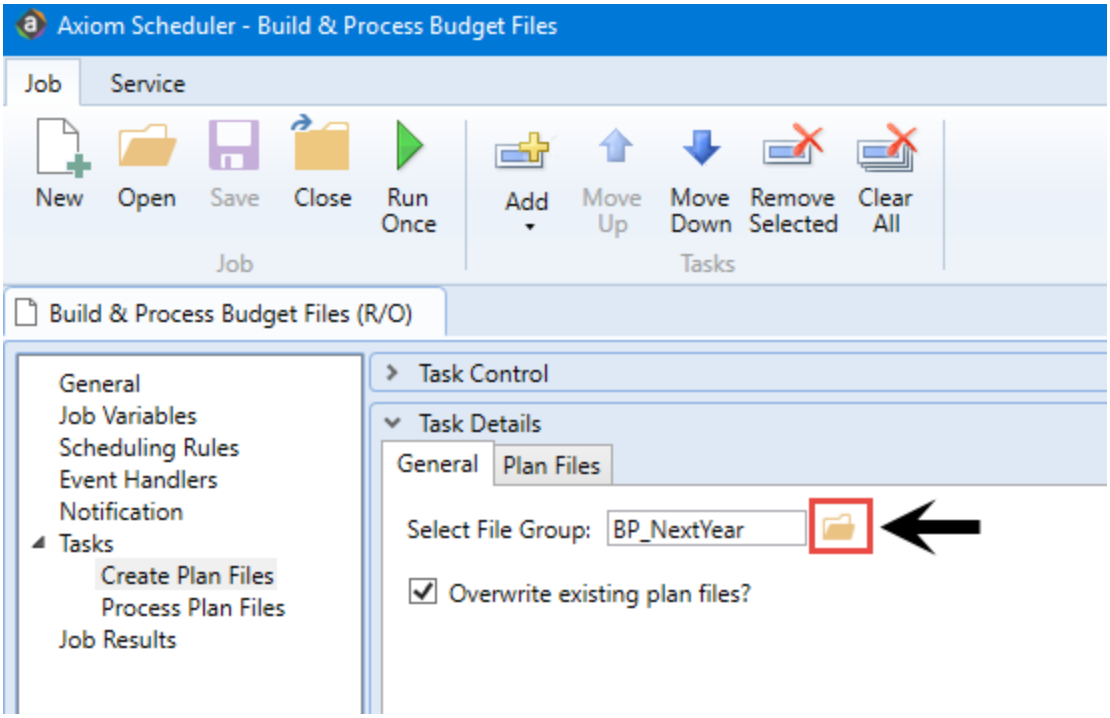
1. In the Bud Admin task pane, in the **Prepare Budget Plan Files** section, double-click **Build & Process Budget Plan Files**.



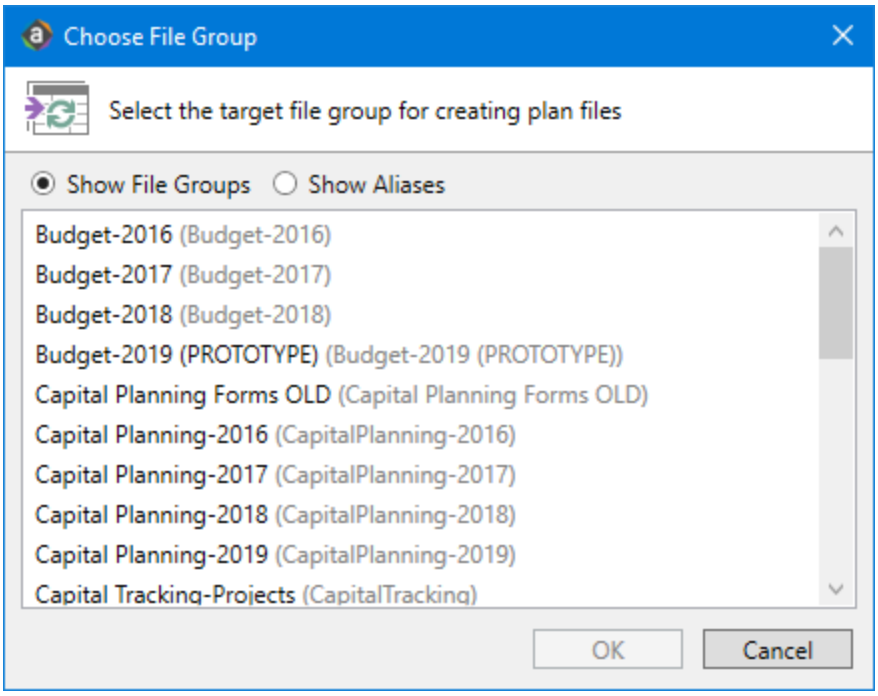
2. In the box on the left side of the Scheduler dialog, click **Create Plan Files**.



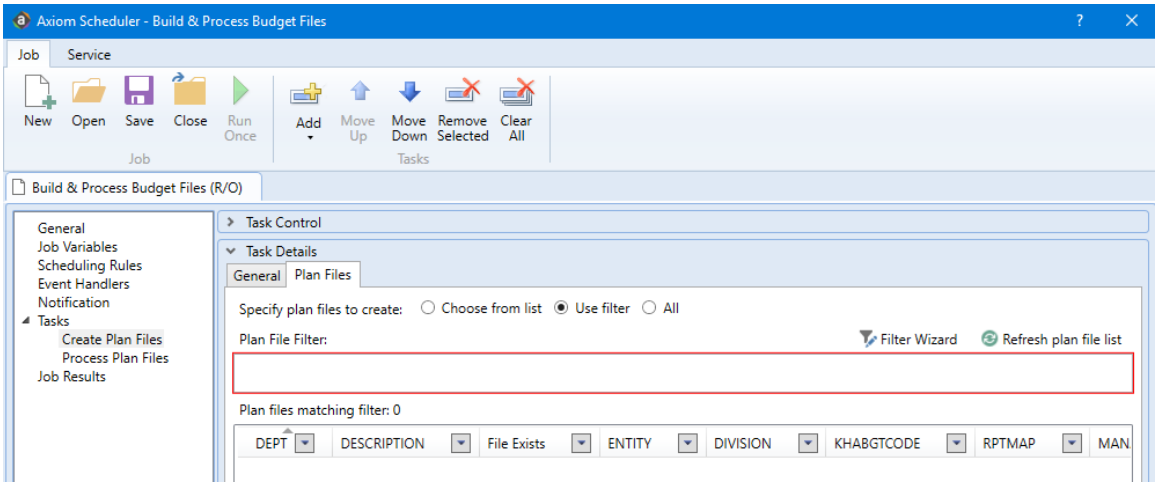
3. Click the folder icon.



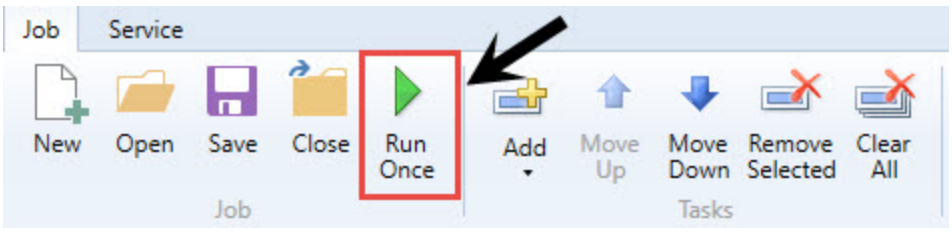
4. In the **Choose File Group** dialog, select the file group, and click **OK**.



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.

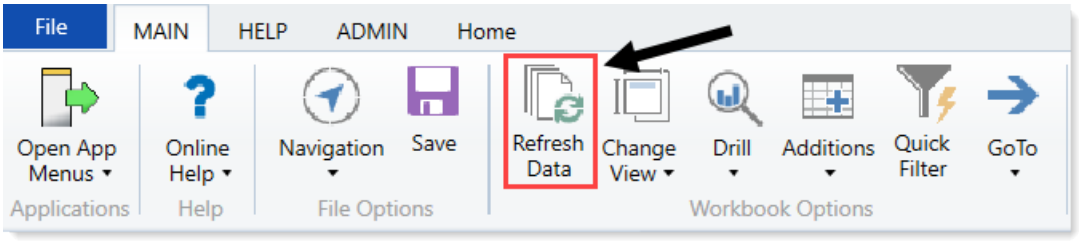
An Axiom query is a method of querying data from the database and updating a specific range in a sheet with the data. If an Axiom query is configured to refresh when the file is opened, however, that refresh occurs for all users, regardless of their security settings. Therefore, you may see data updates 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.

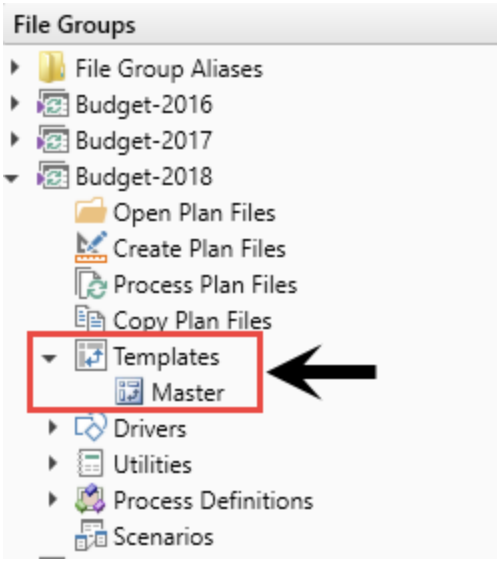
In all Axiom Software products, templates are generally standardized for each application and not editable by users. However, you may still view the contents of templates to help trace formulas back to the source data and understand how data in plan files flows to and from the central database.

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.

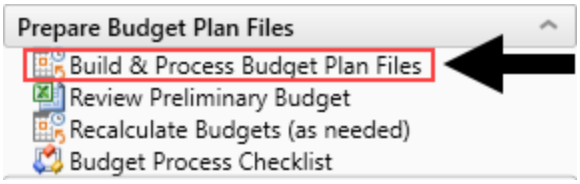


2. Click **Templates**.
3. Double-click the template to view.

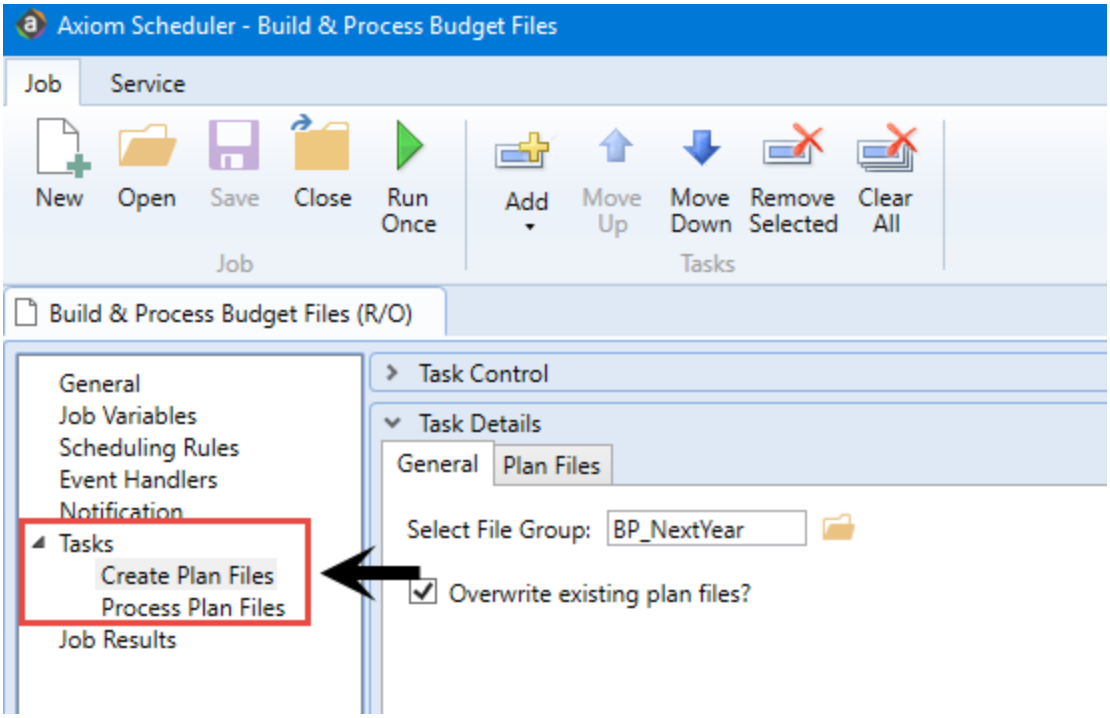
Processing budget plan files

To process budget plan files:

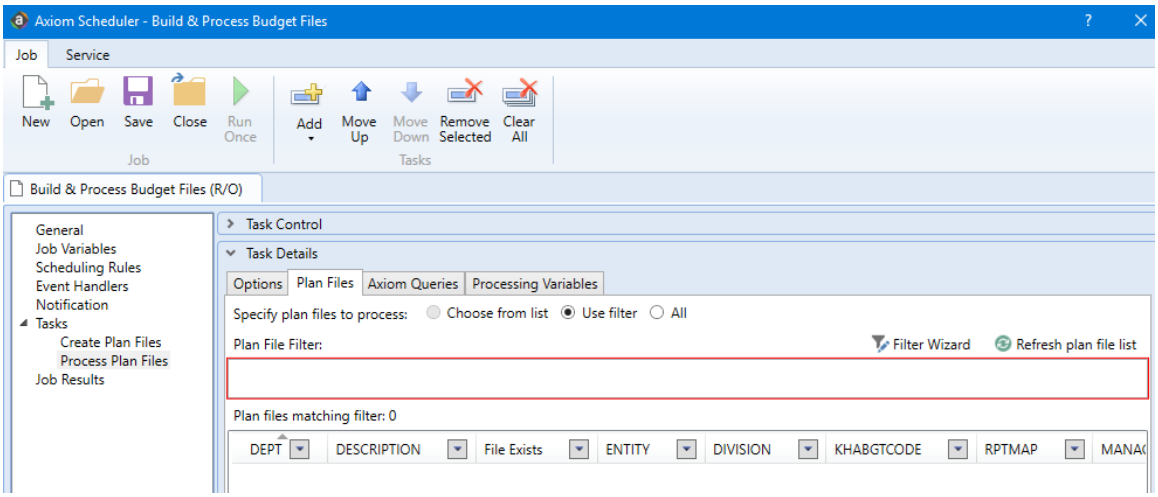
1. In the Bud Admin task pane, in the **Prepare Budget Plan Files** section, double-click **Build & Process Budget Plan Files**.



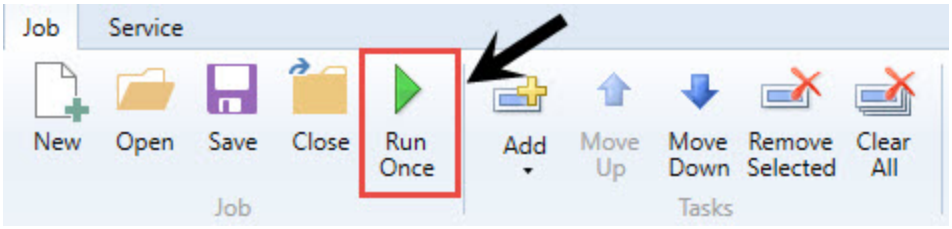
2. In the box on the left side of the Axiom Scheduler dialog, click **Process Plan Files**.



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**.

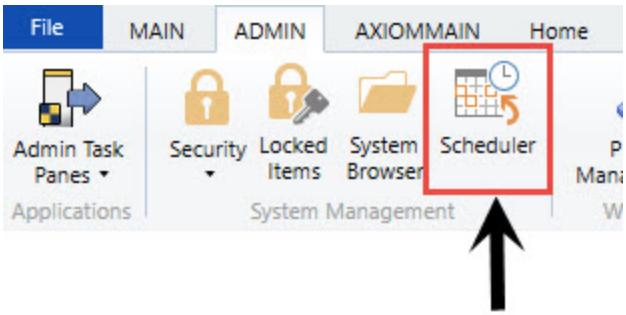


Building plan files using a Scheduler job

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:

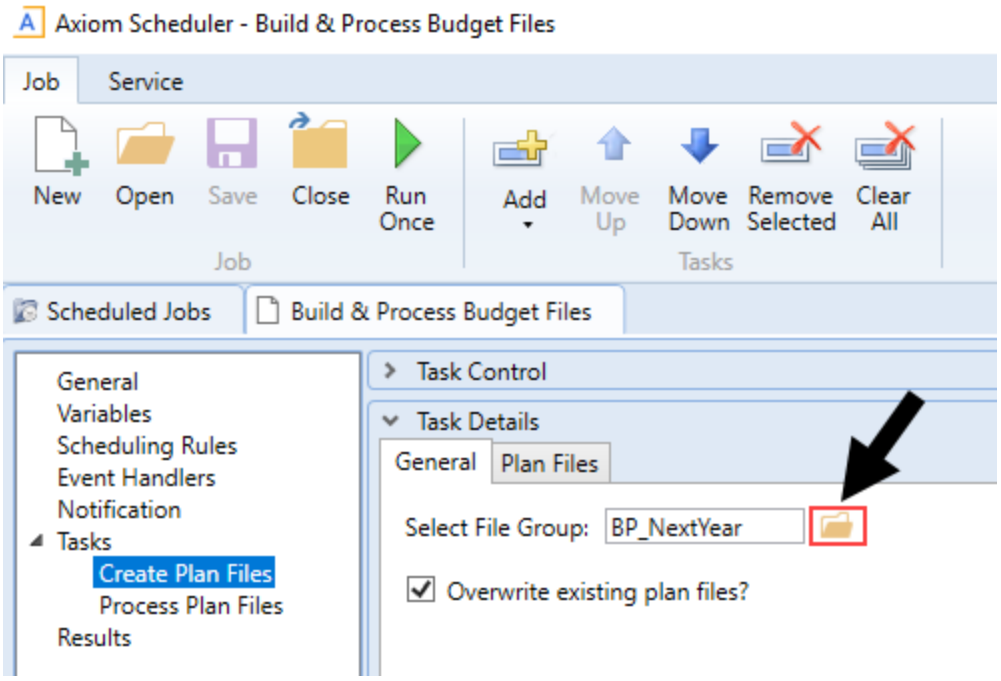
1. From the **Admin** ribbon tab, click **Scheduler**.



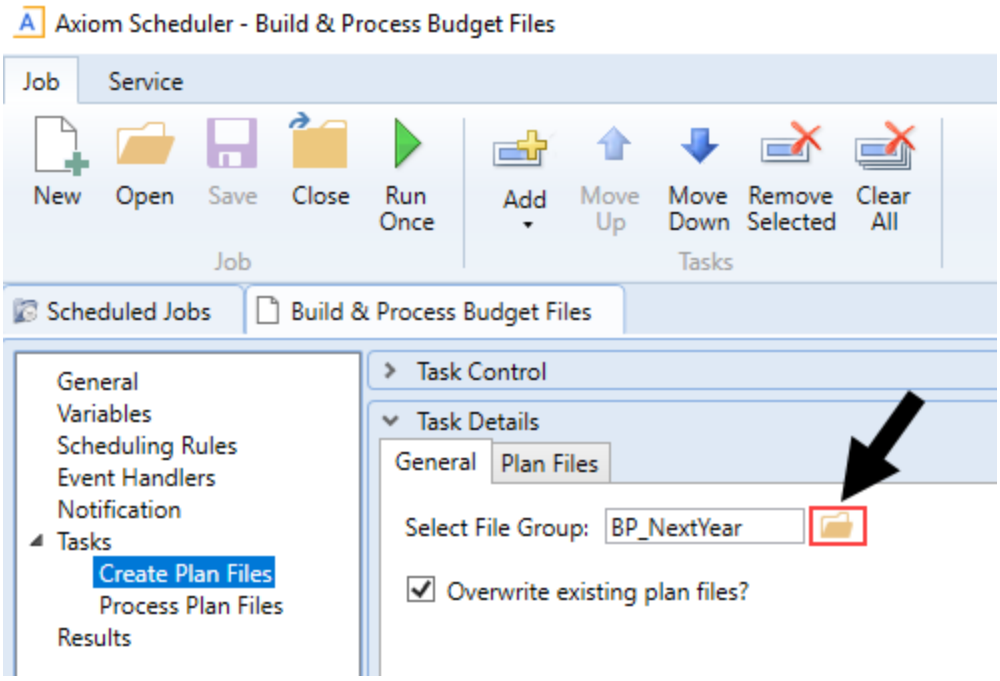
2. In the **Job** ribbon tab, click **Open**.
3. Double-click the **Budgeting** folder.
4. Double-click **Build & Process Budget Files**.

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.

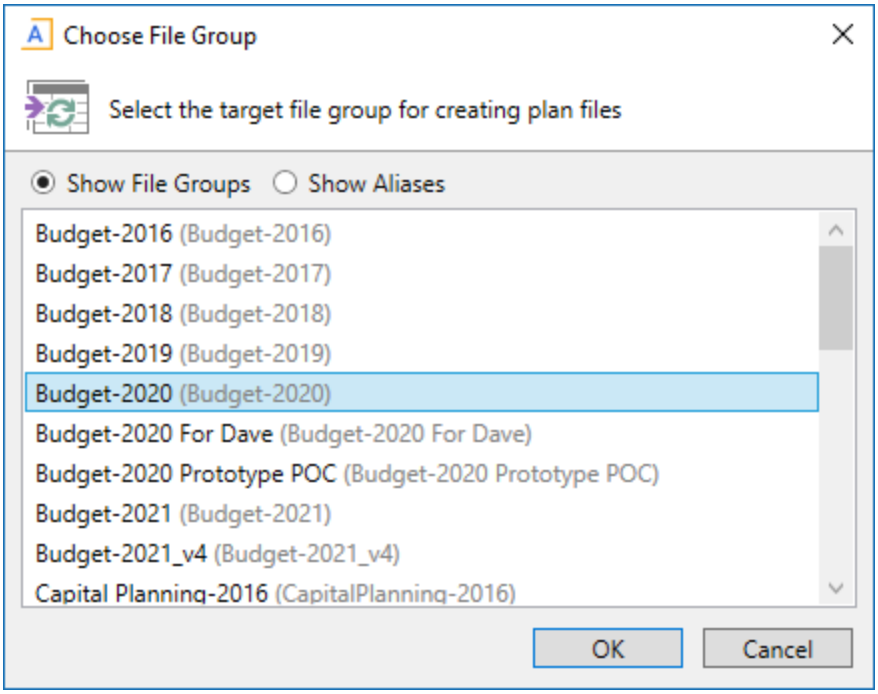
5. In the left-hand navigation, click **Tasks** > **Create Plan Files** (if it's not already selected).



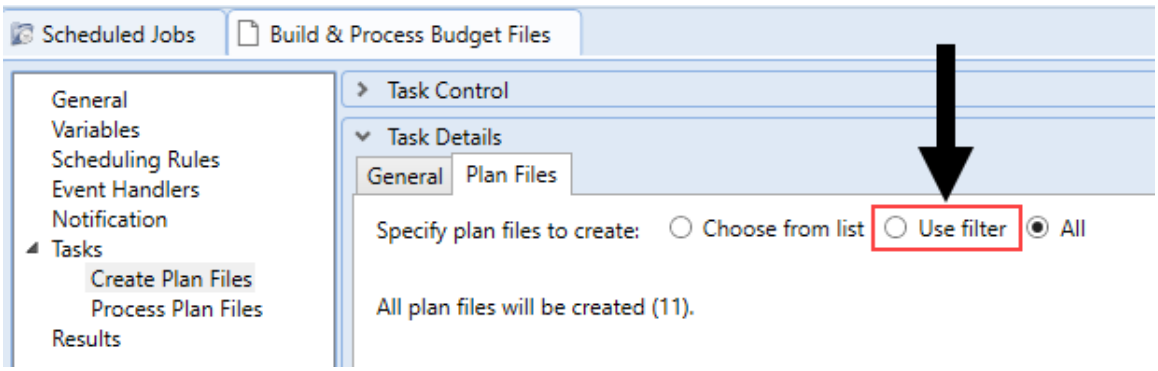
6. In the **General** tab, click the folder icon.



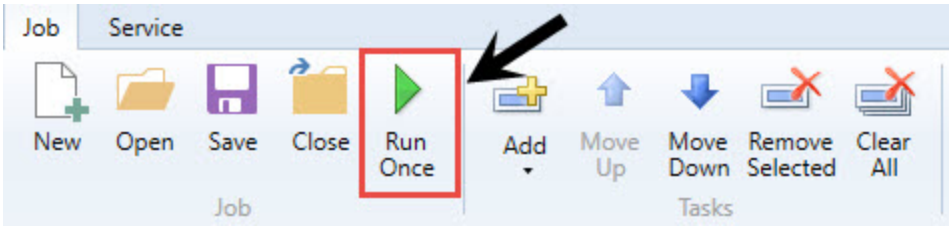
7. Select the file group in which to select the plan file to create.



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 Security Overview.

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 BPApprover = 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 BPApprover = 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	BPApprover	BPAnalyst	BPAnalyst2	BPAnalyst3	BPAdmin	BPAdmin2	BPAdmin3
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 BPAdmin 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 BPAdmin 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	Provides a spreadsheet view of file group and table options for all users and roles. **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.
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 dimensons 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 FGs. 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	Yes		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.BPReviewer='{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.CPAnalyst='{CurrentUser.LoginName}' OR Dept.CPAnalyst2='{CurrentUser.LoginName}' OR Dept.CPAnalyst3='{CurrentUser.LoginName}'	Dept.CPAdmin='{CurrentUser.LoginName}' OR Dept.CPAdmin2='{CurrentUser.LoginName}' OR Dept.CPAdmin3='{CurrentUser.LoginName}'	Dept.CPAdmin='{CurrentUser.LoginName}' OR Dept.CPAdmin2='{CurrentUser.LoginName}' OR Dept.CPAdmin3='{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.CPAnalyst='{CurrentUser.LoginName}' OR Dept.CPAnalyst2='{CurrentUser.LoginName}' OR Dept.CPAnalyst3='{CurrentUser.LoginName}'	Dept.CPAdmin='{CurrentUser.LoginName}' OR Dept.CPAdmin2='{CurrentUser.LoginName}' OR Dept.CPAdmin3='{CurrentUser.LoginName}'	Dept.CPAdmin='{CurrentUser.LoginName}' OR Dept.CPAdmin2='{CurrentUser.LoginName}' OR Dept.CPAdmin3='{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.** FPAdmin FPAdmin2 FPAdmin3 **Product Analyst** FPAnalyst FPAnalyst2 FPAnalyst3 **General Product Owner** FPOwner FPReviewer FPApprover

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 CPReq20XX CTReq Payor POTrans TempPOTrans				OTIS=Read For: CapAcct Code CPReq20XX CTReq Payor POTrans TempPOTrans		The listed dimensions are not part of the Dimension
Fin Plan Exceptions		Full Access: Code GlobalSet Model Node Node_Type Payor Scenario				OTIS=READ For: Code GlobalSet Model Node 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 Paryoll
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		Capita 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

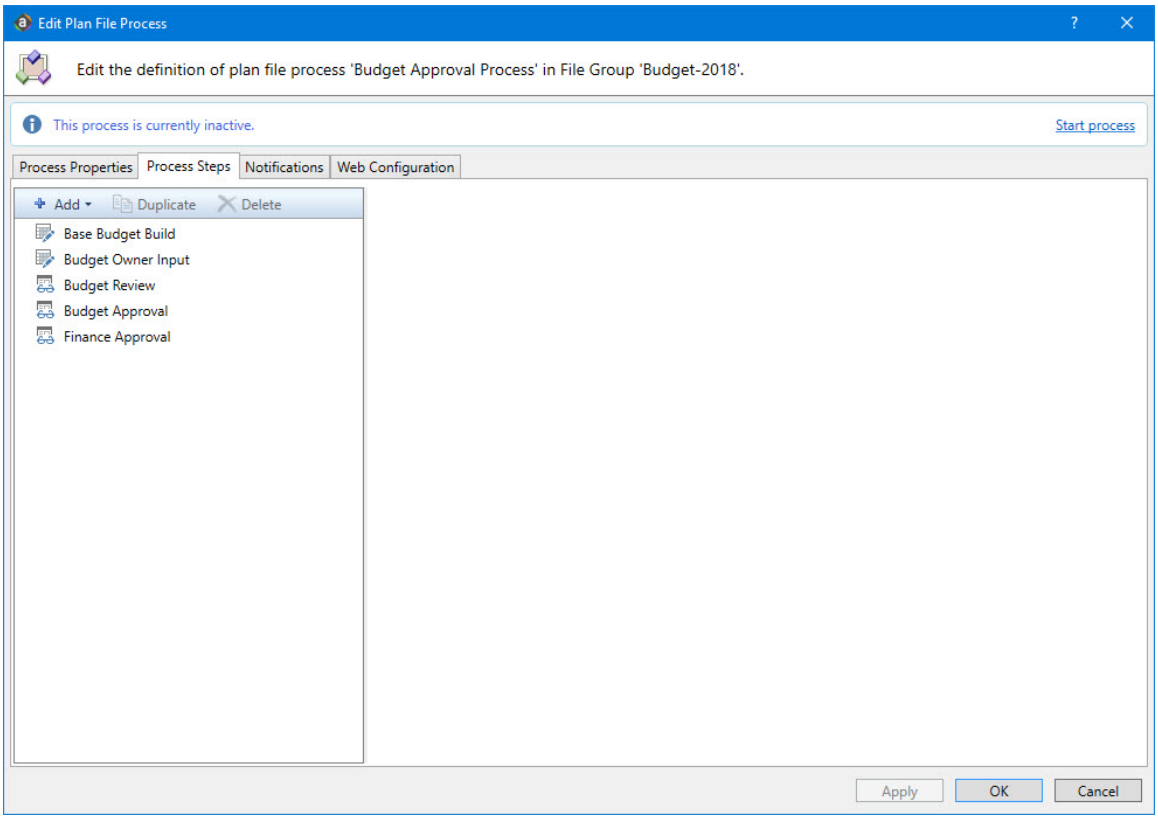
Role	Permissions	File Group	Tables	Files
Budgeting Hide Labor	None	None	None	Hides Labor Tabs
Budgeting Hide ProvComp	None	None	None	Hides Provider Compensation Tab
Budgeting Hide ProvSalaries				Hides GL Provider Salaries
Budgeting Hide Salaries				Hides GL Salaries
Budgeting Physician Admin	None	None	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 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.

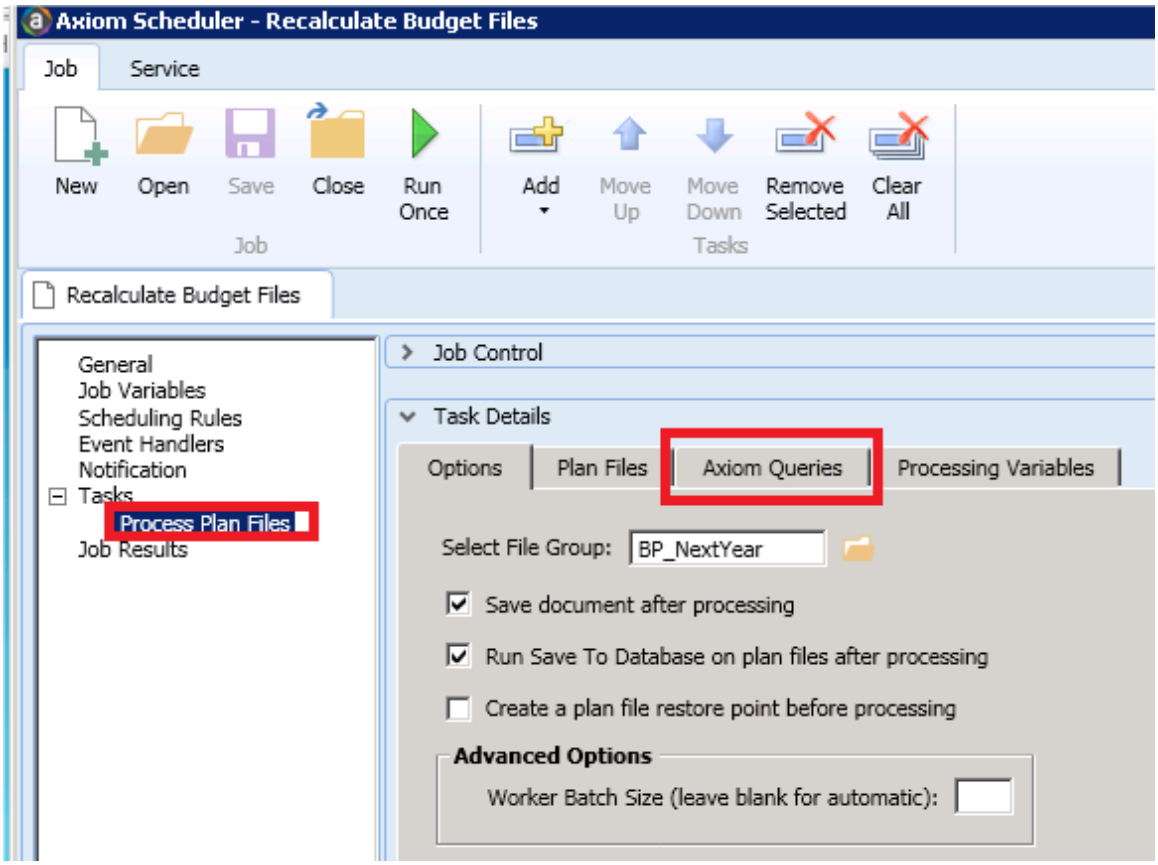
Step	Name	Description
4	Budget Approval Stages	This subprocess containing multiple steps: • **Base Budget Build** – Prompts the Budgeting Admin to build plan files for the file group. • **Budget Owner Input** – Prompts department managers to edit their respective budget plan files. • **Budget Review** – 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

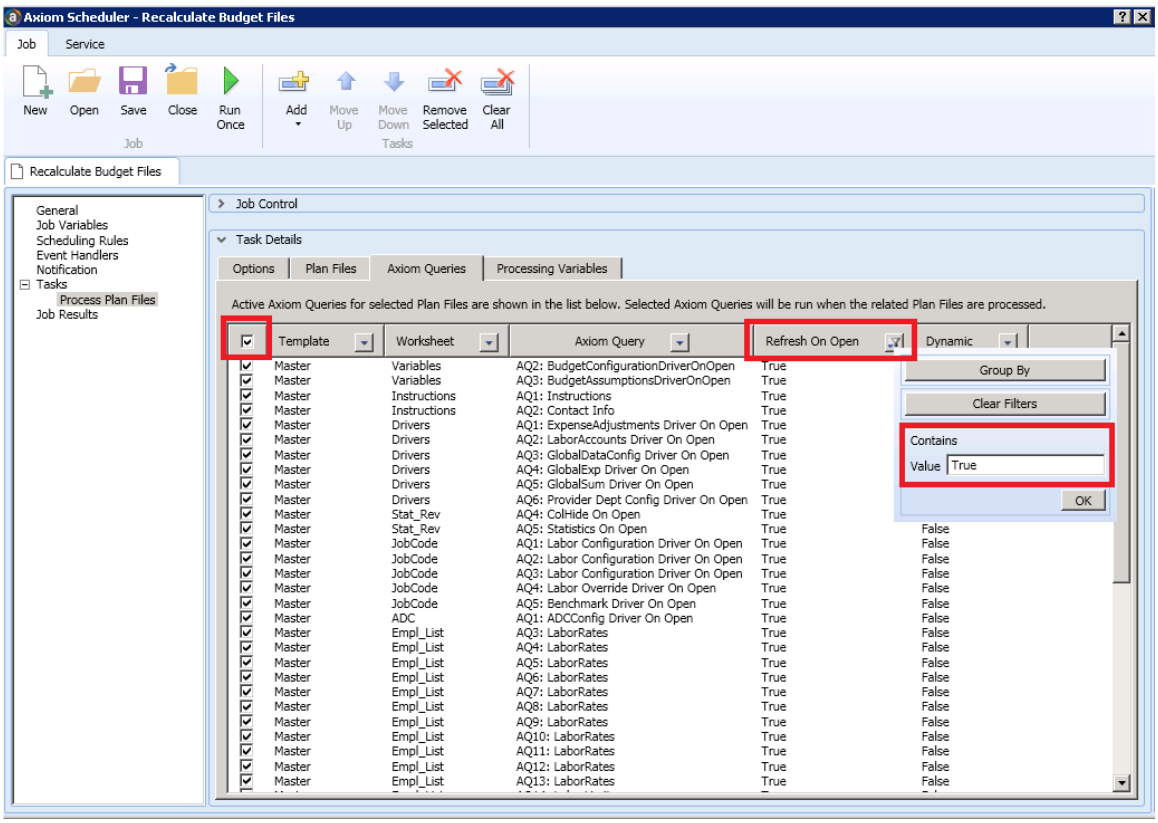
In Axiom Budgeting, you can copy the Recalculate Budget Files job to recalculate the budget files for one or more specified entities.

To copy the Recalculate Budget Files job:

1. In the Explorer**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

5

Managing Setup Table Data

The following setup tables are used to enter your organization's information into the system. These tables include the following:

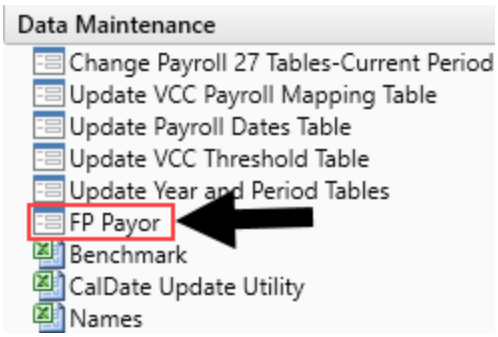
Table	Description
FP Payor	Add and manage the payors in the system
Payroll_Dates	Manage your organization's pay period dates
VCC_Payroll_Mapping	Identify JobCode/PayType combinations for each salary GL Account number
VCC_Threshold	Configure how much an account can vary from budget before department managers are required to enter comments explaining the variance
YearPeriod	Configure the following: • Fiscal year and the first month of the fiscal year • Number of work days in the current year, last year, and next year • The standard Full Time Equivalent (FTE) hours worked by employees in a year

Managing payors

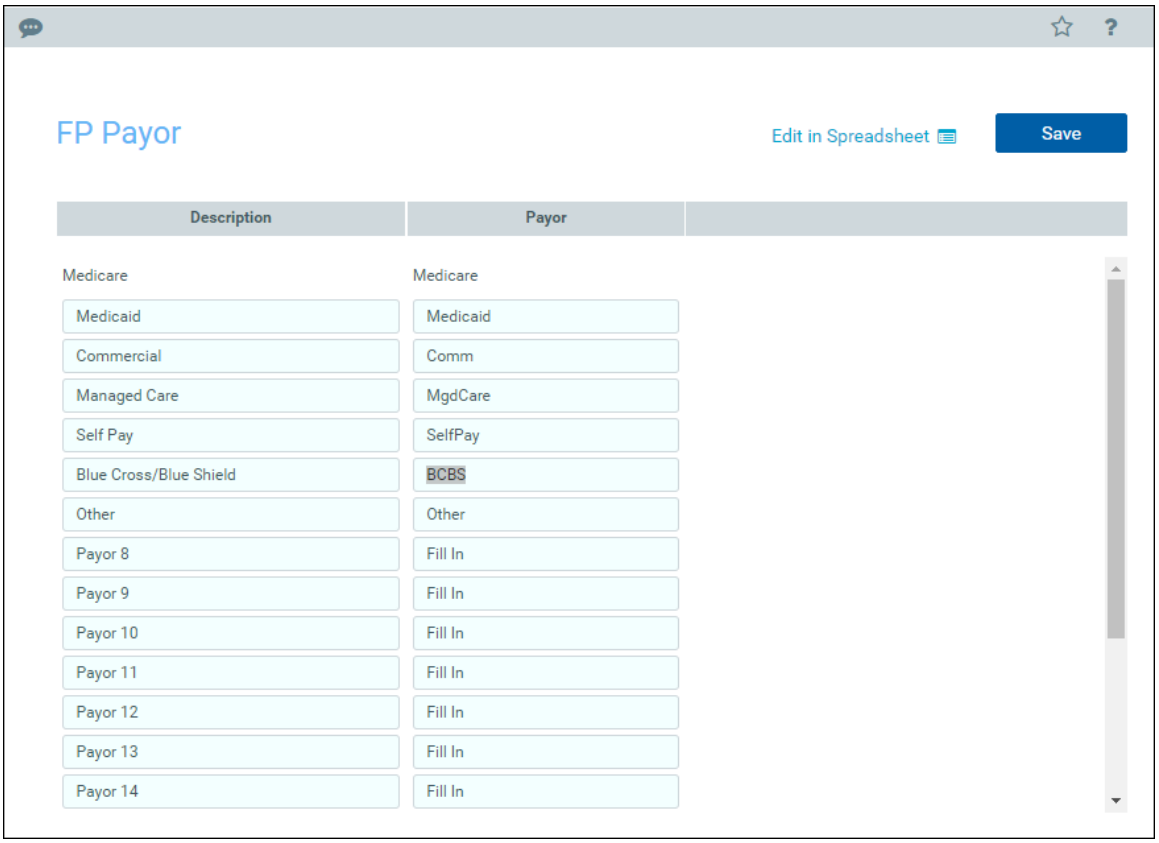
The FP Payor table allows you to add and manage the payors in the system.

To manage payors:

1. In the Mgmt Admin task pane, in the **Data Maintenance** section, double-click **FP Payor**.



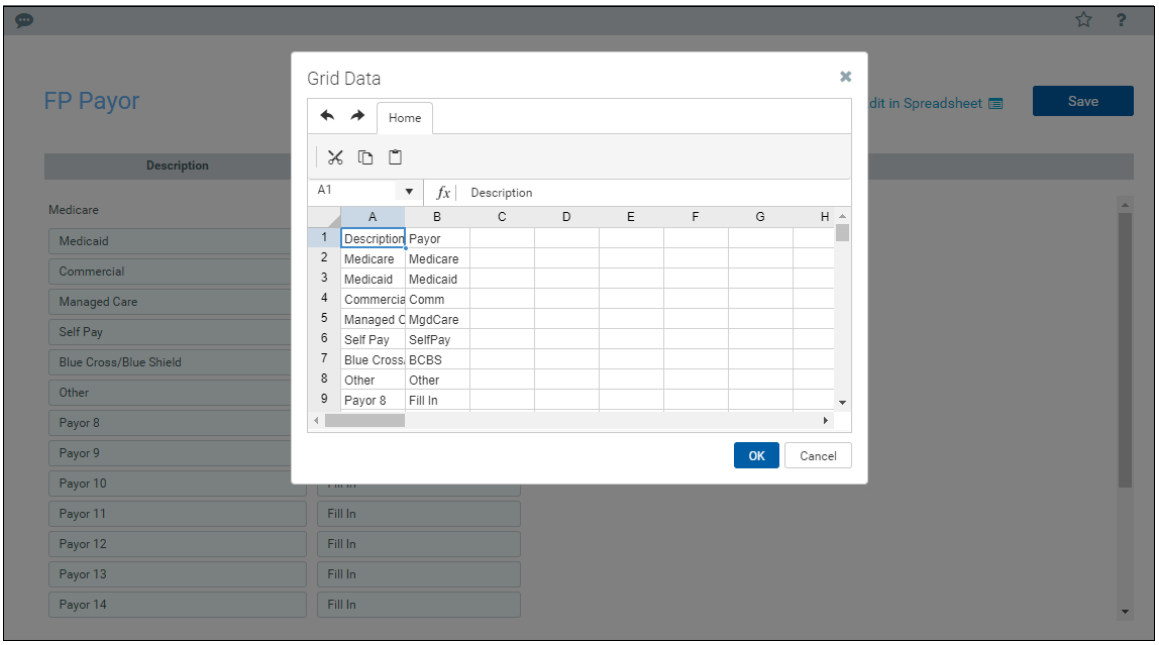
2. In the **Description** column, type the full name used for the payor. For example, Blue Cross/Blue Shield.



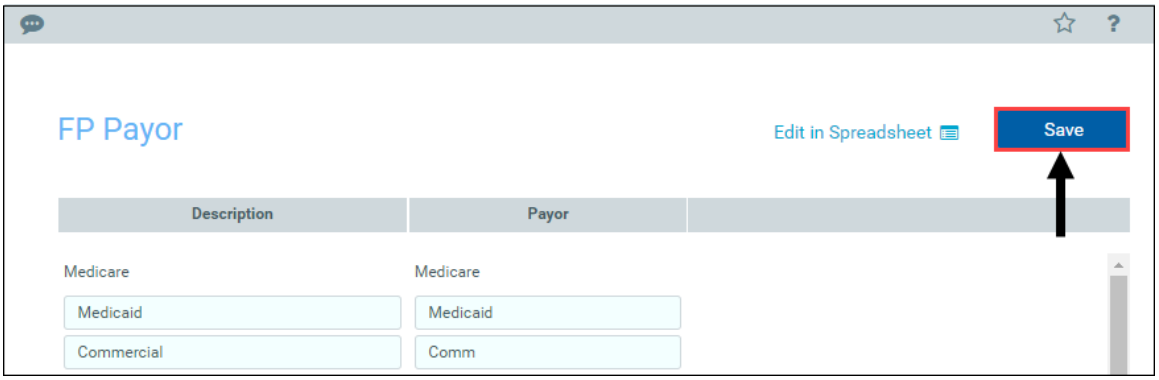
3. In the **Payor** column, type the payor code to use in the system. For example, BCBS.

IMPORTANT: By default, Payor1 will always be Medicare. This means that if you currently use Payor1 for another payor, it will revert to Medicare when you open and save this utility.

If you have a large number of payors that you can copy from an Excel spreadsheet, you can use the **Edit in Spreadsheet** link in the upper left corner of the page to open a spreadsheet version of the table to edit.



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



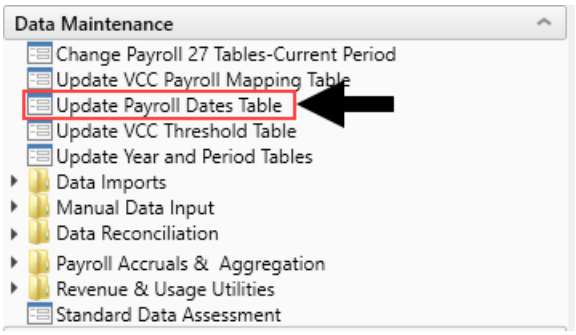
Setting payroll dates

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

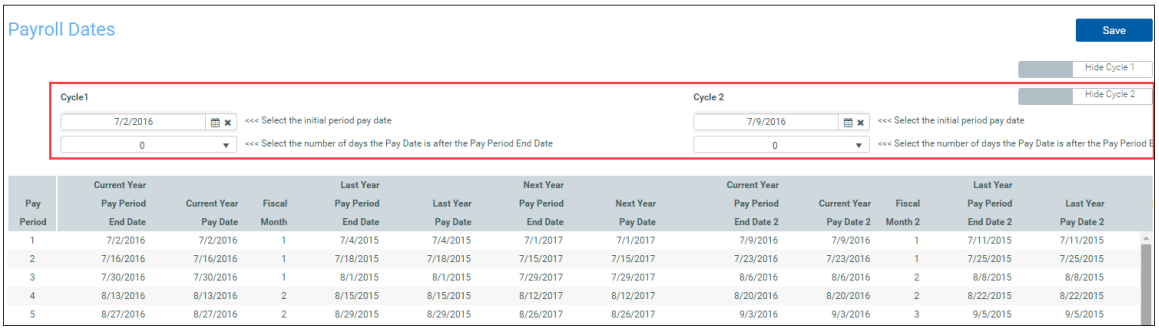
IMPORTANT: If your organization uses more than two cycles, it will not display in this table.

To set payroll dates:

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



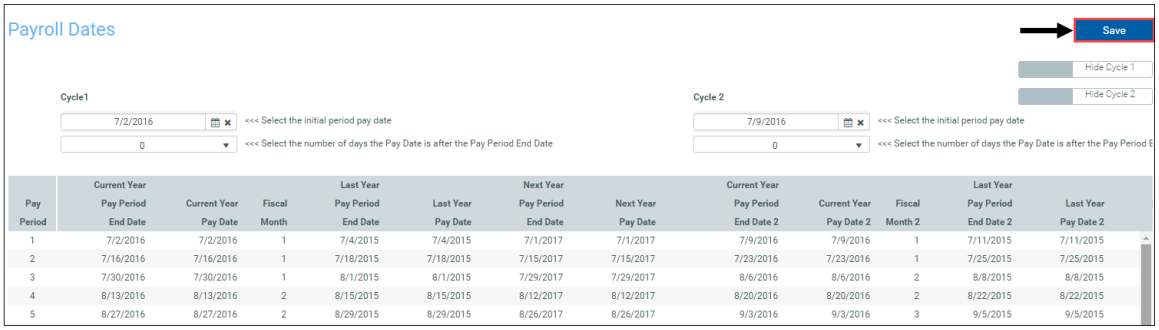
2. For Cycle 1 and Cycle 2, from the **Select the initial period pay date** drop-down, select the date for Pay Period 1.



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	7/2/2016	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.

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



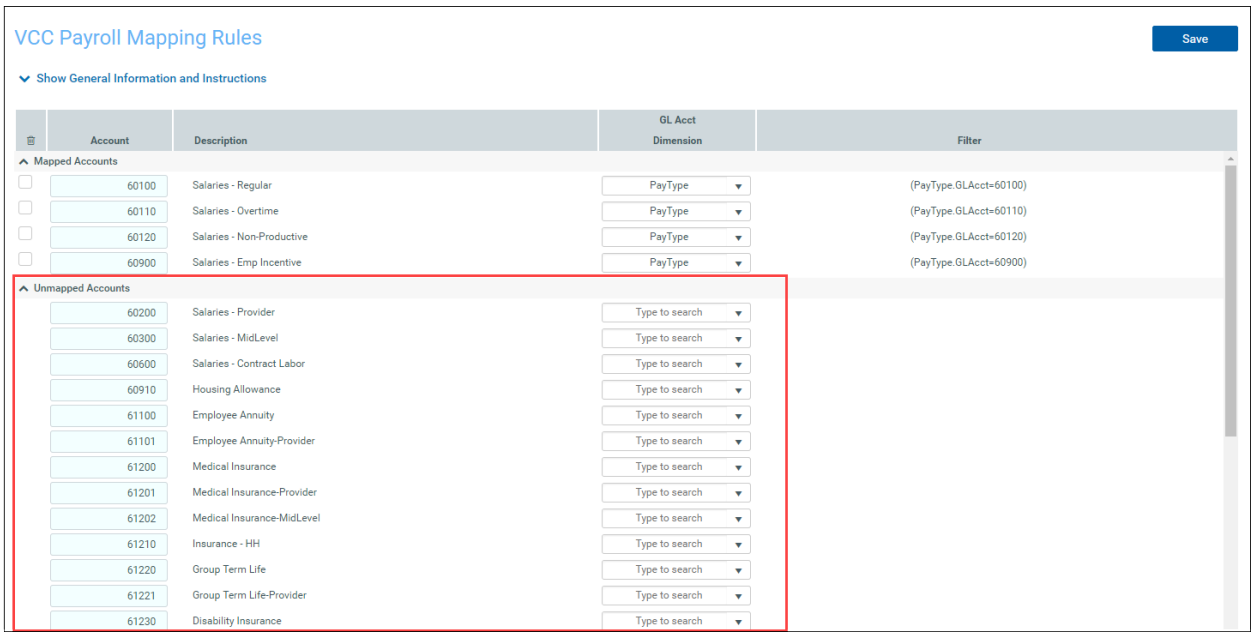
Pay Period	Current Year Pay Period End Date	Current Year Pay Date	Fiscal Month	Last Year Pay Period End Date	Last Year Pay Date	Next Year Pay Period End Date	Next Year Pay Date	Current Year Pay Period End Date 2	Current Year Pay Date 2	Fiscal Month 2	Last Year Pay Period End Date 2	Last Year Pay Date 2
1	7/2/2016	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

Setting VCC Payroll mapping

Variance Comments and other payroll utilities use specific rules to map GL accounts to job codes and pay types.

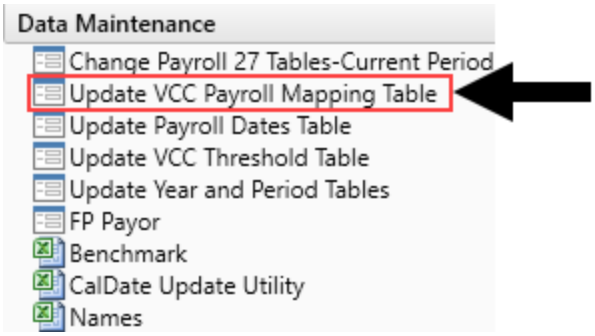
Use the VCC Payroll Mapping table to identify JobCode/PayType combinations for each salary GL account number.

Any unmapped accounts display in the **Unmapped Accounts** section under the Mapped Accounts section. Click the Unmapped Accounts header to expand or contract the list. When you map any unmapped accounts, the system automatically moves it to the list of mapped accounts.



To map VCC Payroll:

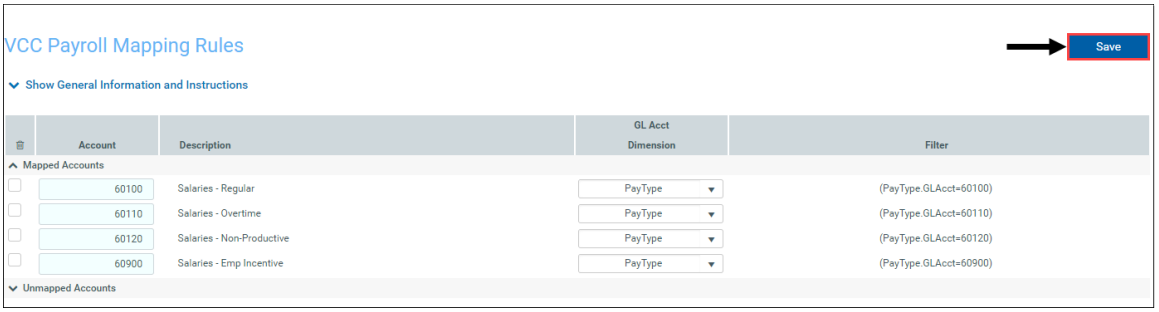
1. In the Mgmt Admin task pane, in the **Data Maintenance** section, and double-click **Update VCC Payroll Mapping Table**.



2. In the VCC Payroll Mapping utility, find the Salary GL Account to map to, and from the **GLAcct Dimension** column drop-down, select **JobCode** or **PayType** for each salary account. To disable drilling, select **NA**.

TIP: Previously mapped accounts display at the top of the list.

3. To remove any mapped accounts, click the check box in Delete column (the first column indicated with a trash can icon). When you click Save, the account is removed.
4. After you finish making changes, click **Save** in the upper right corner of the page.



The filter column computes the required filter based on the GLAcct mapping in the GLAcct grouping column in the respective JobCode or PayType dimension.

Setting variance thresholds

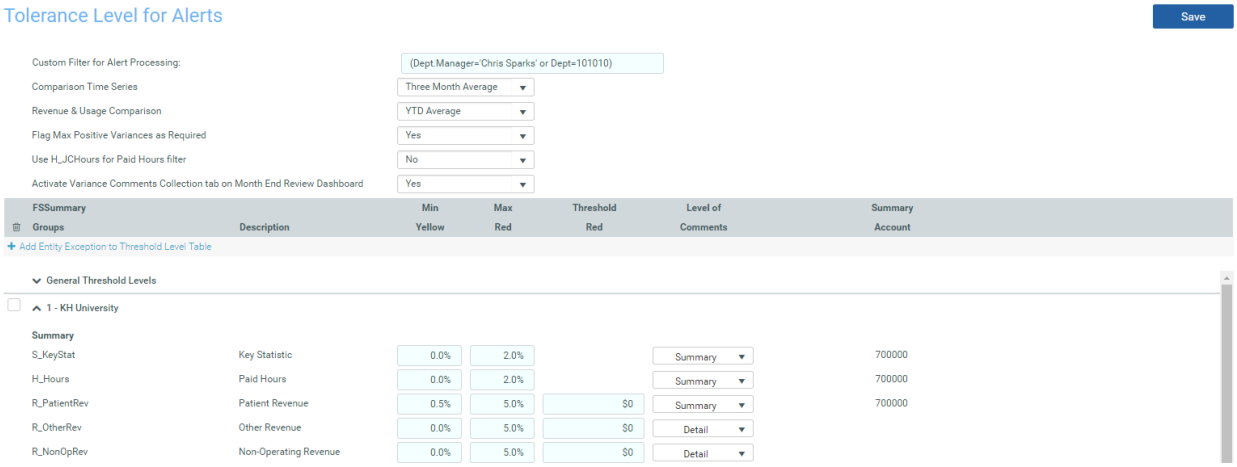
The threshold level determines how much an account can vary from budget before department managers are required to enter comments explaining the variance.

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



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.

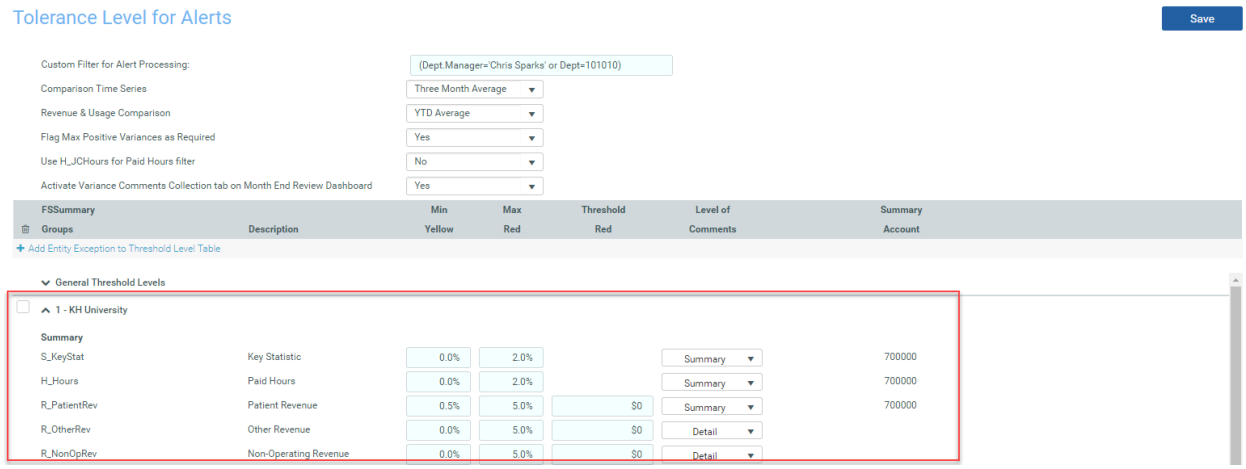
2. In the **Comparison Time Series** cell, select one of the following options in which to base the variance in the reports:
   - For regular current year budget variances, select **CYB**.
   - For flexible budget variances, select **FLX**.
   - For three-month average variances, select **3MthAvg**.
   - 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**.

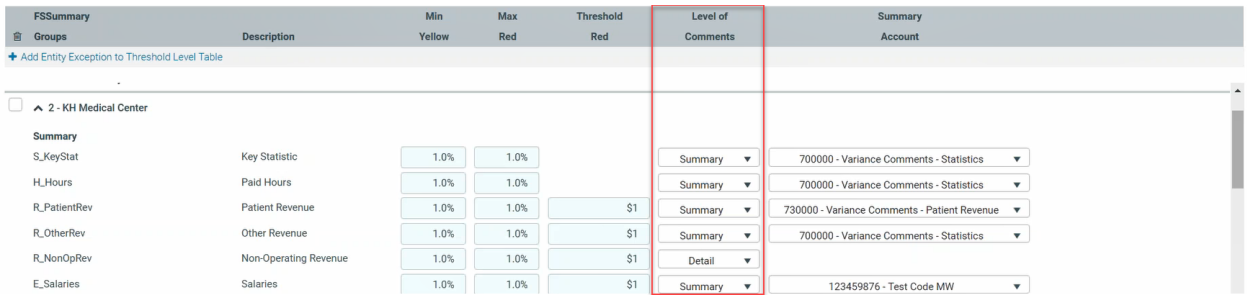
Comment level settings

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.

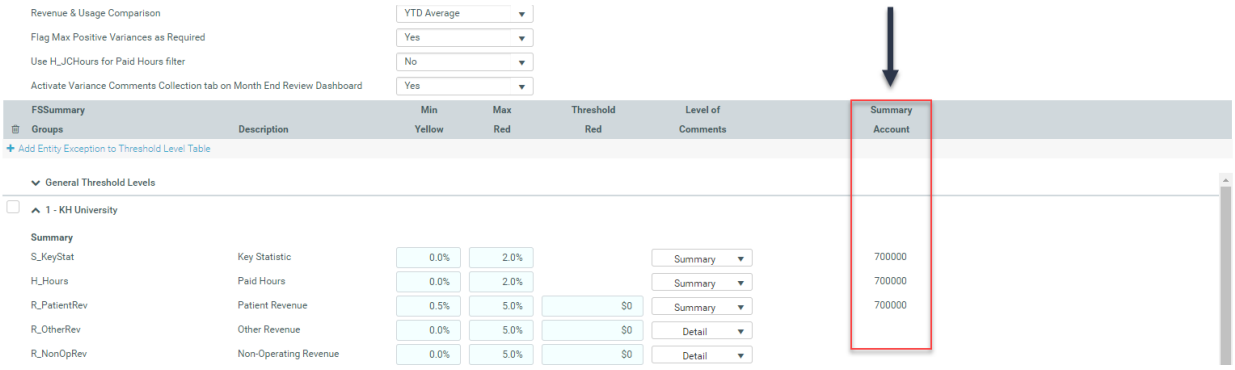
IMPORTANT: Valid account codes are needed if reporting at the Summary level.



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.



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.

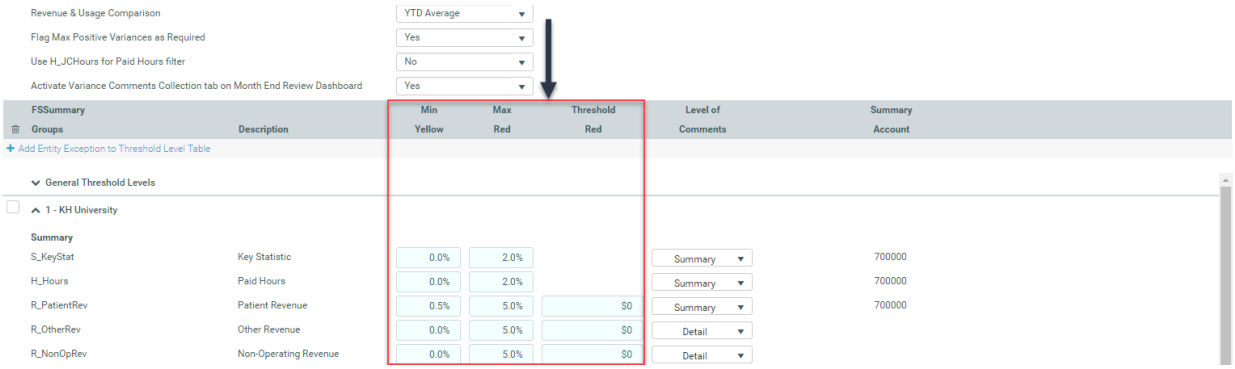


IMPORTANT: Do not assign any new account to an existing FSSummary category, otherwise the next month that account will show up in detail. Use Summary instead.

You can define exceptions for summary level (and all other Threshold settings by Entity) in the sections further down the worksheet.

Flag alert settings

For each account, you may define ranges at which various flags are set:



For each summary and/or detail account, you may set thresholds that will trigger flags with different color coding in the variance reports.

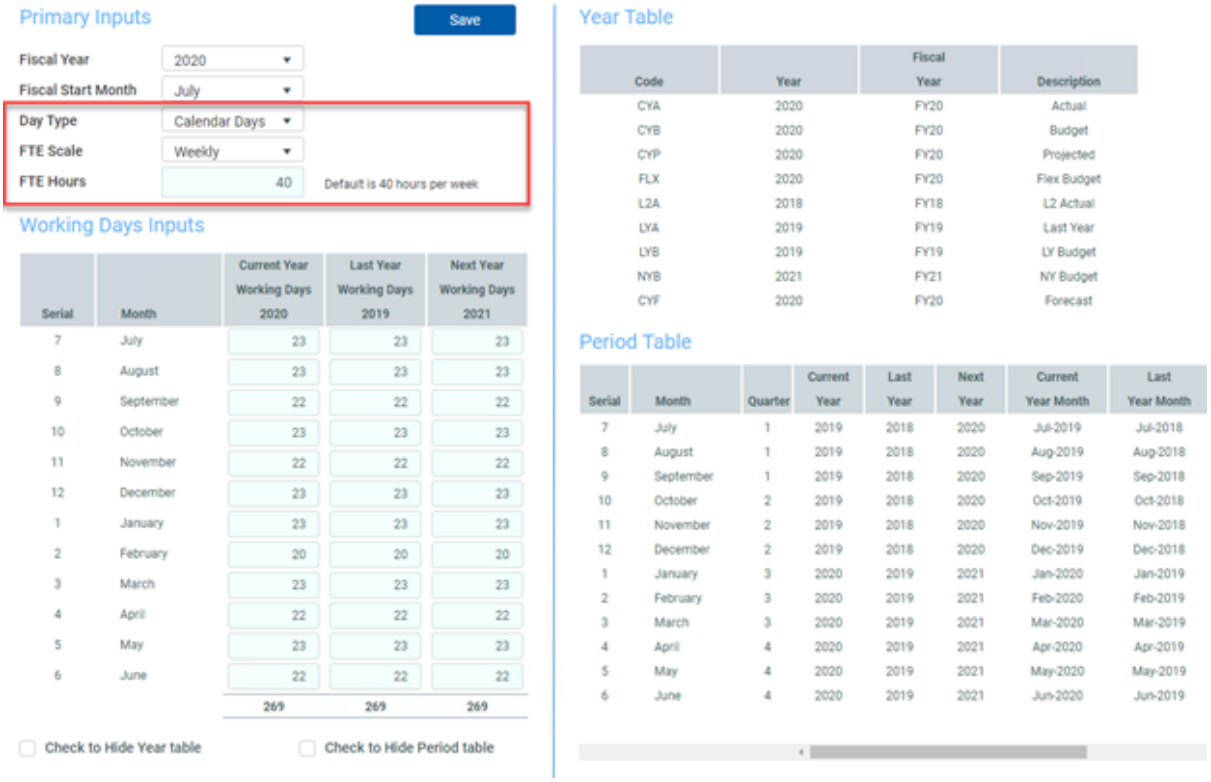
Color	Description
Green	Displays on the report if the variance is below the value in the **Min Yellow** column.
Yellow	Displays on the report if the variance exceed the **Min Yellow** amount but remains below the **Red Threshold**.
Red	Displays on the report if the variance is greater than **Max Red** but comments are not required.
Red w/Yellow Box	Displays in the yellow cell if variance is greater than **Max Red** and comments are required.

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

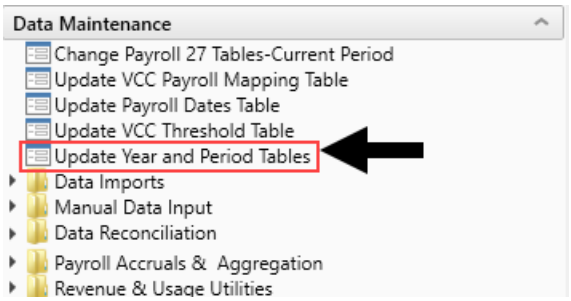


The FTE Hours you select are reflected on the following tabs in the plan file:

- 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	Use one of the option to input the FTE value associated with the FTE Scale field selected above: • 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

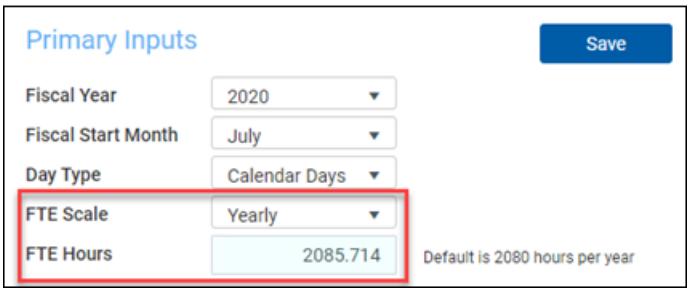
You can configure the FTE Scale to suit the needs of your organization in a variety of ways, here are some examples:

Yearly

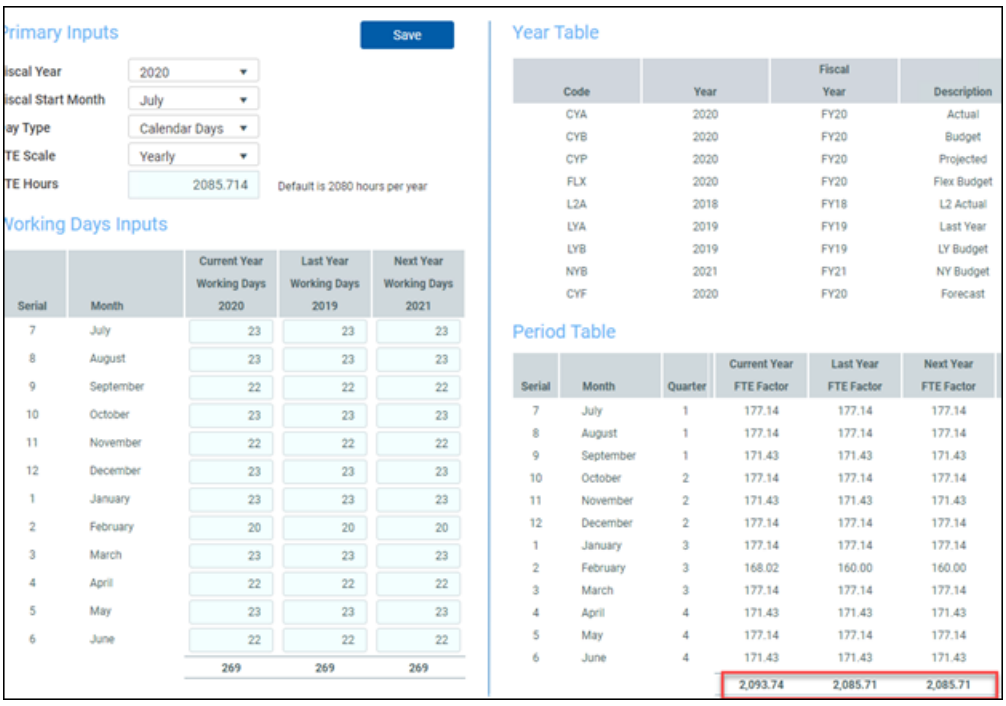
To calculate a full-time equivalent based on the yearly scale, complete the following:

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

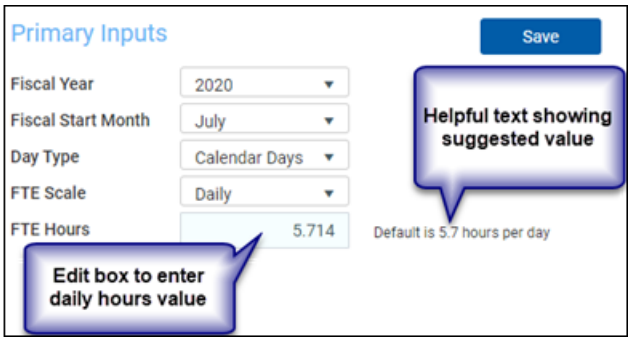


NOTE: After you save your changes, the system will display values based on this configuration in the **Period Table** section.

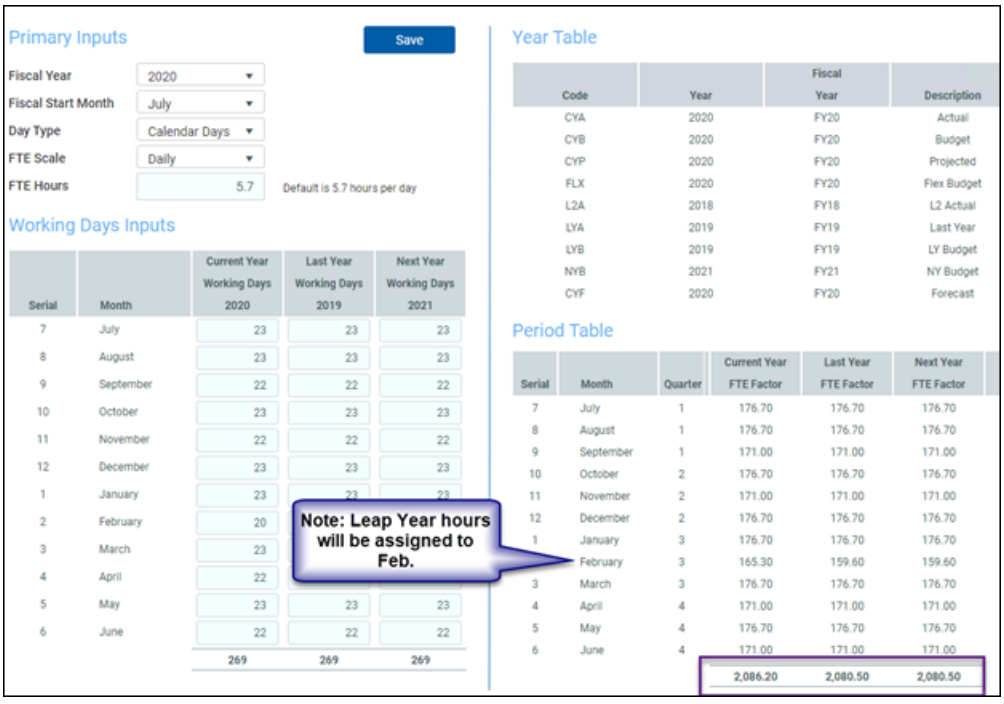
Daily

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**.



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

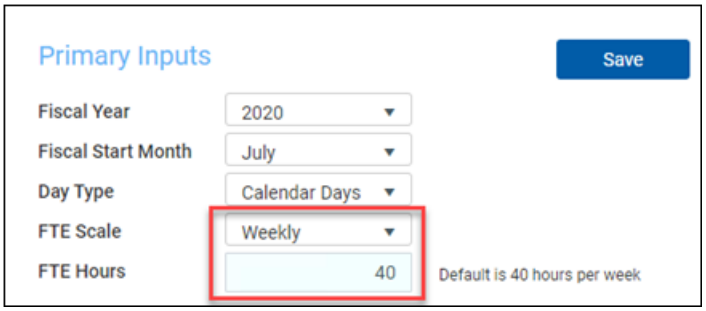


NOTE: After you enter your **Primary Inputs**, the **Period Table** section displays the calculated results in real time which allows you to view your configuration before saving data.

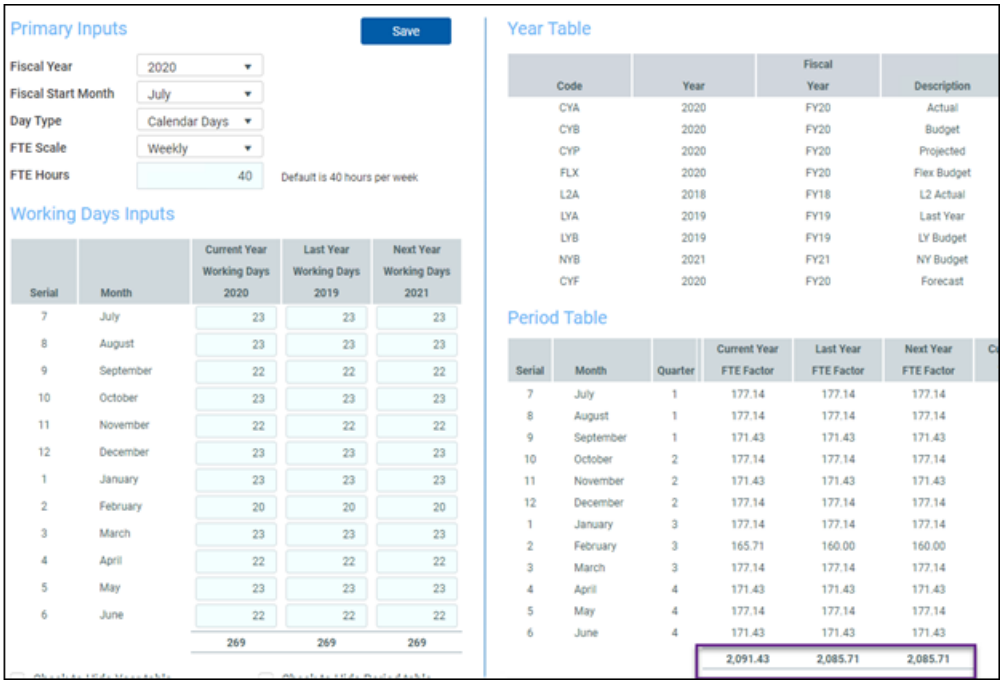
Weekly

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**.



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

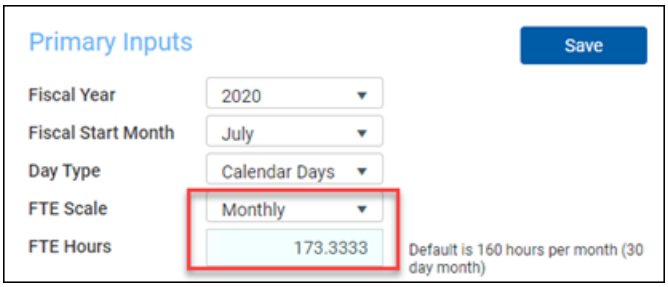


NOTE: After you save your changes, the system will display values based on this configuration in the **Period Table** section.

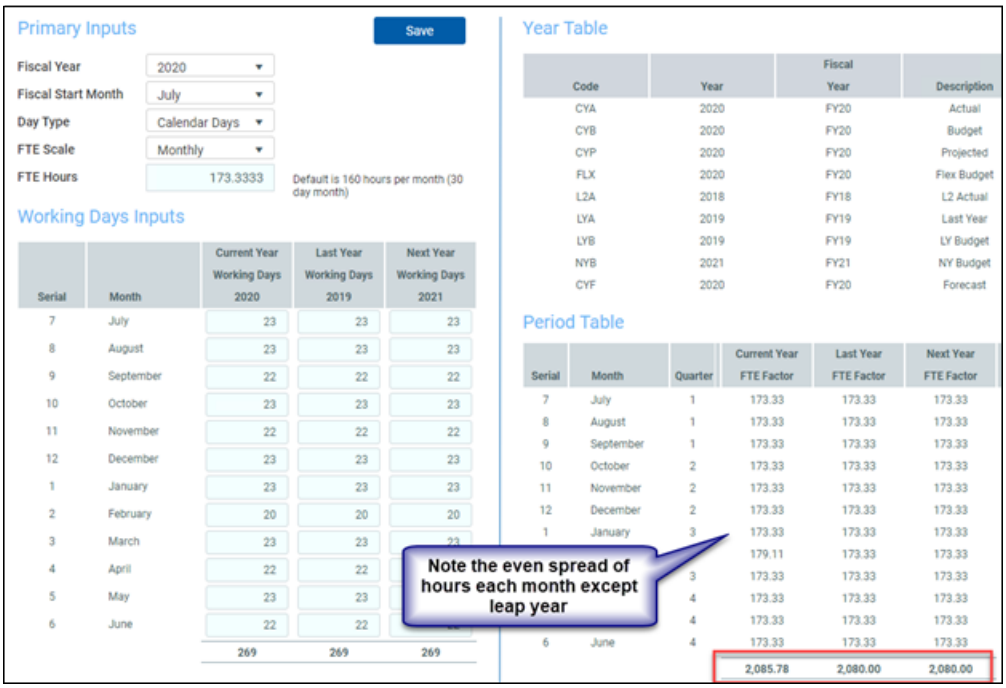
Monthly

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**.



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

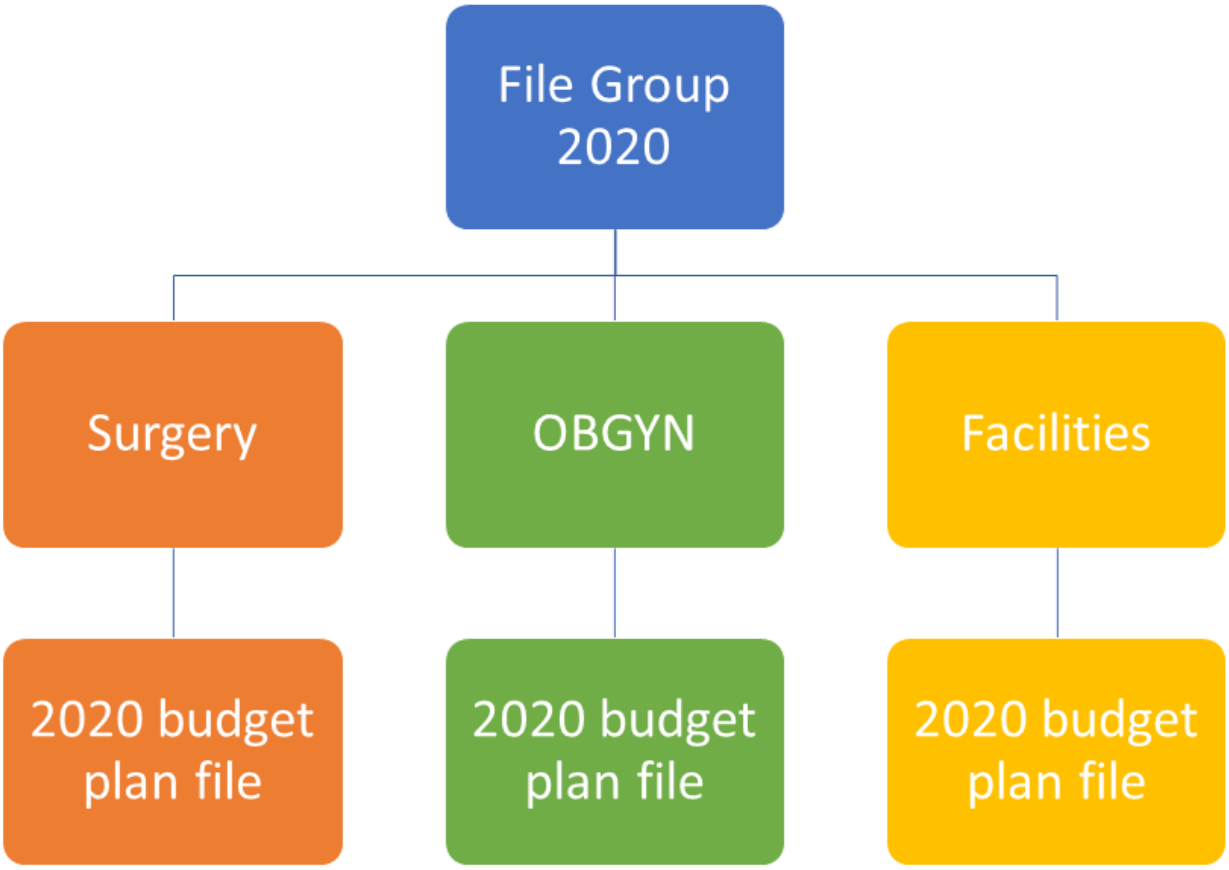


NOTE: After you save your changes, the system will display values based on this configuration in the **Period Table** section.

6

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.

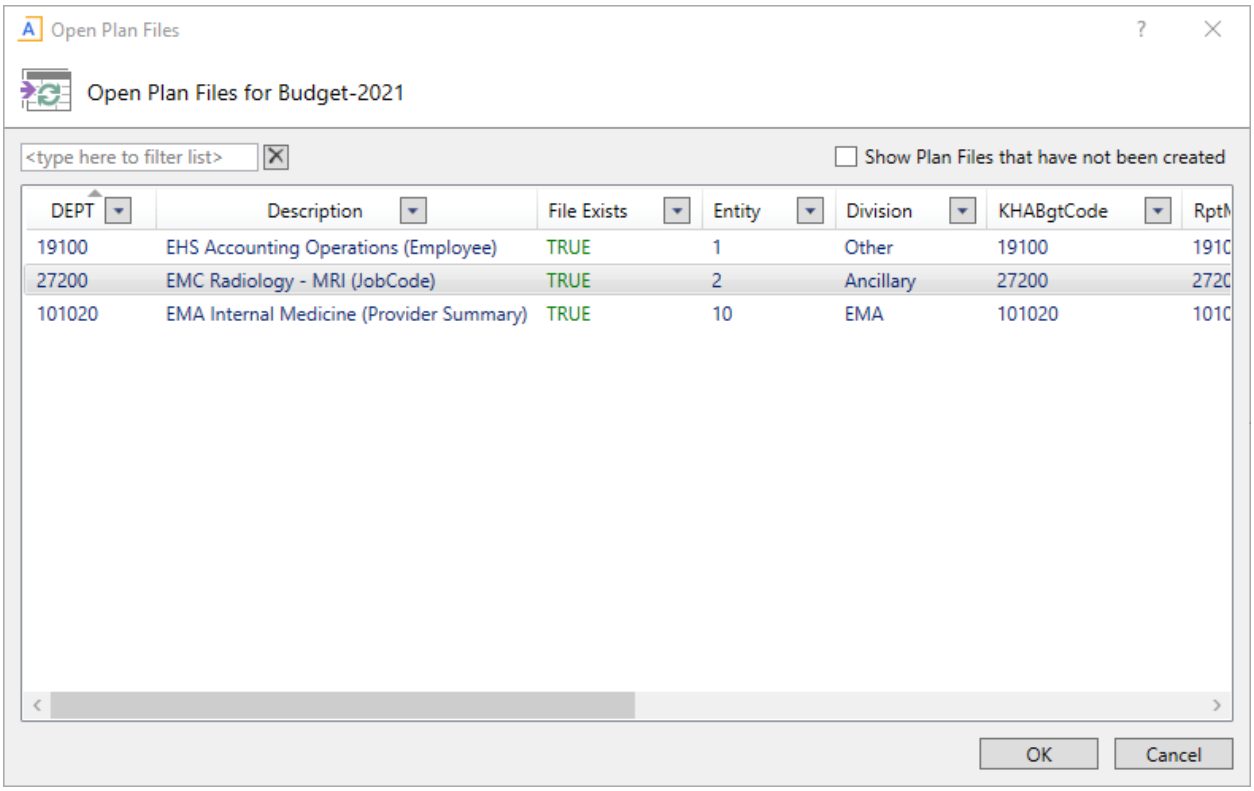
Using budget plan files

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.

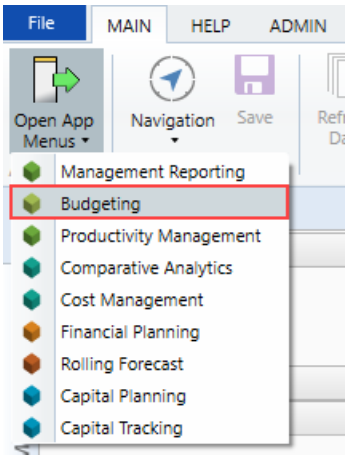
The Open Plan Files dialog lists all budget plan files available to you based on your role profile and security settings. Use the filter box at the top of the dialog to quickly find a plan file based on the plan code or description. You can also sort and filter the list to narrow down the list. If you have previously opened a budget plan file within this session, the system highlights that plan file by default when you open the dialog.



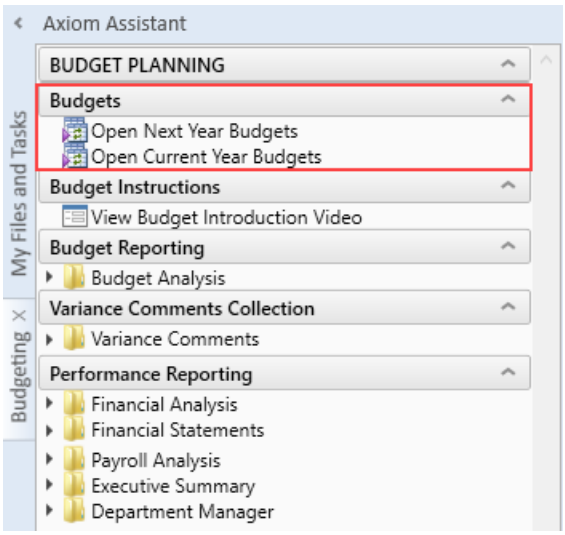
Depending on your Axiom role profile, you can open budgets from either the Budgeting or Bud Admin task panes.

From the Budgeting task pane

1. From the **Main** ribbon tab, click **Open App Menus**, and select **Budgeting**.



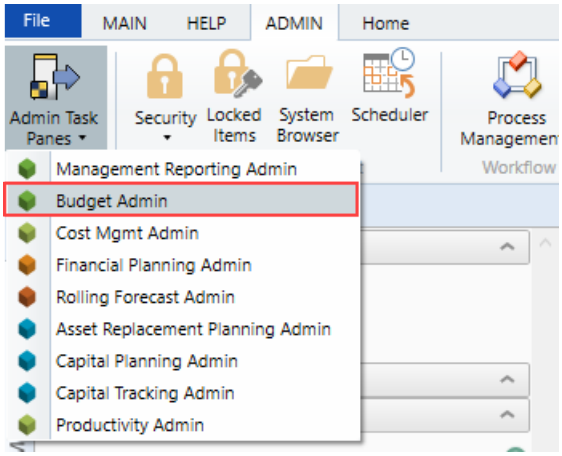
2. In the **Budgets** section, double-click **Open Next Year Budgets** or **Open Current Year Budgets**.



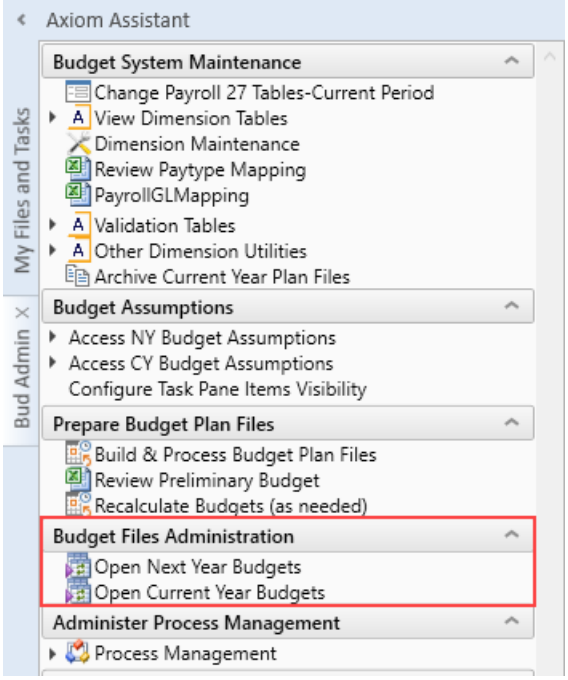
3. In the **Open Plan Files** dialog, select the budget plan file or files to open, and click **OK**.
4. If you have read/write permissions to a file but you want to open it as read-only to prevent locking the file from other users, right-click your selection, and select **Open Read Only**.

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.

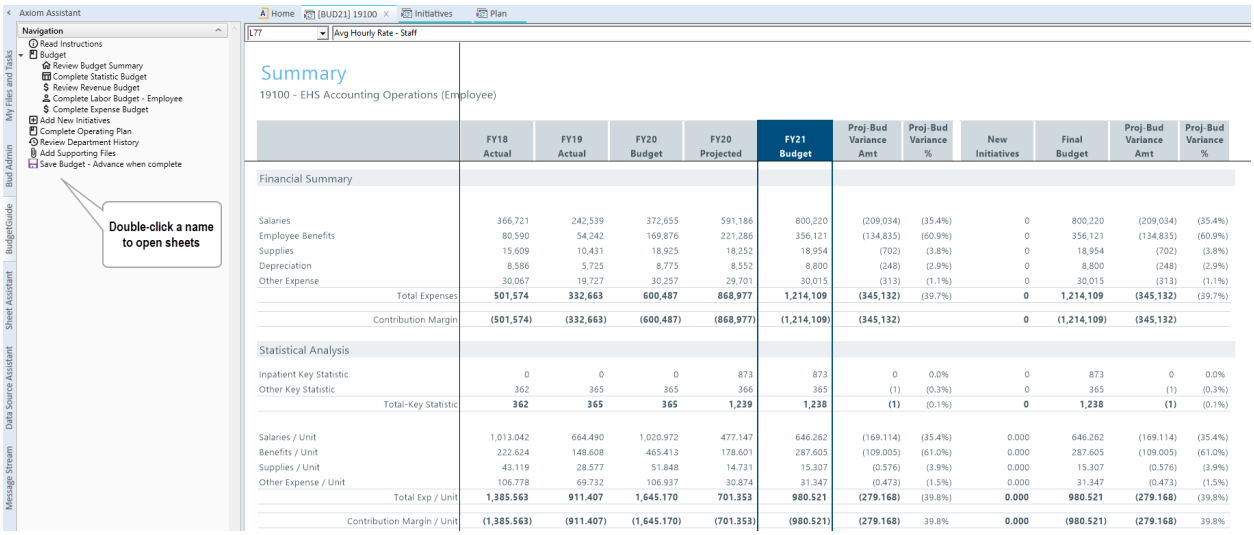
If another user has the budget plan file open with read/write permissions, then the file is opened as read-only—regardless of your security permissions.

Navigating budget plan files

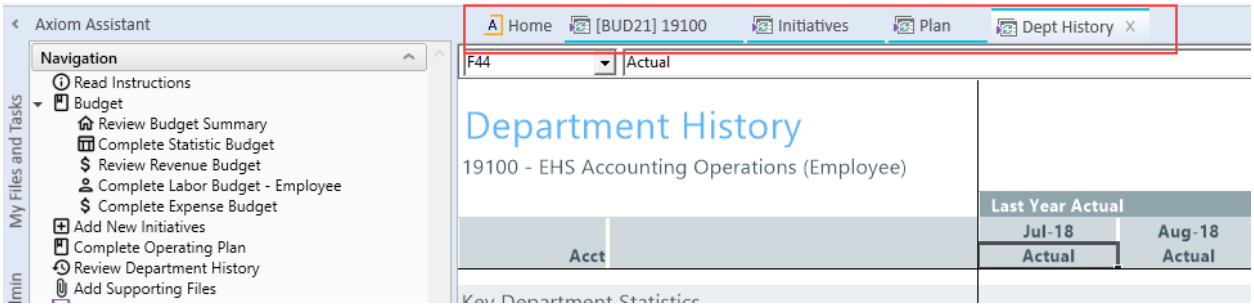
When you first open a budget plan file, the system displays two main areas: the Navigation panel and the sheet display area. By default, the Summary sheet and its associated budget sheets display when the plan file is first opened.

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.

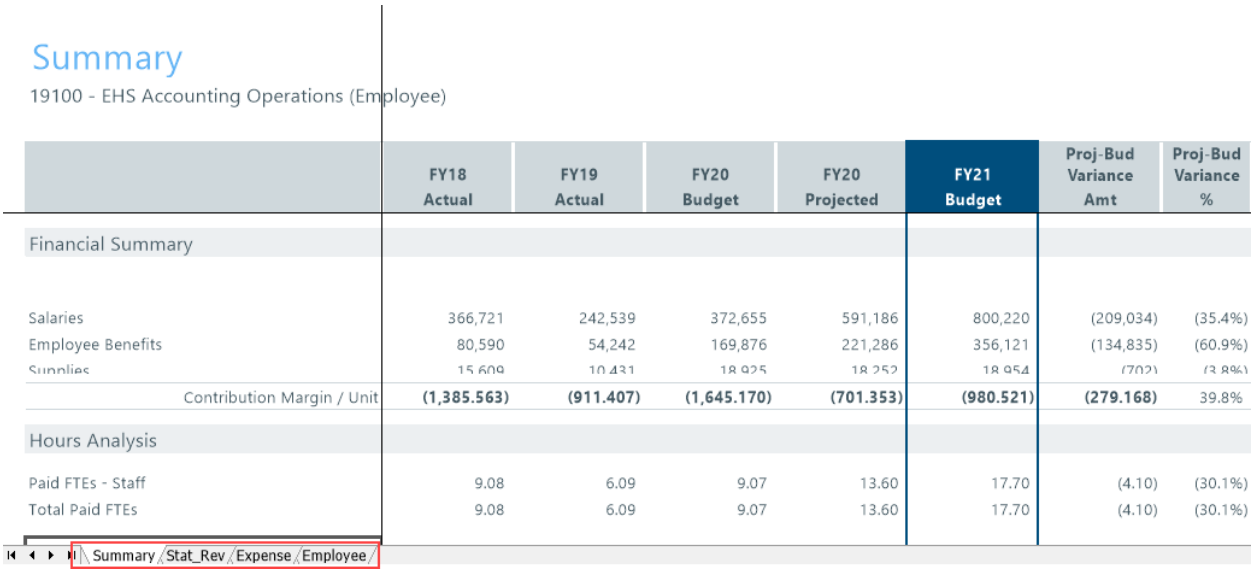
NOTE: If your organization is licensed to use the Provider module, the Navigation panel will include links to those sheets as well.



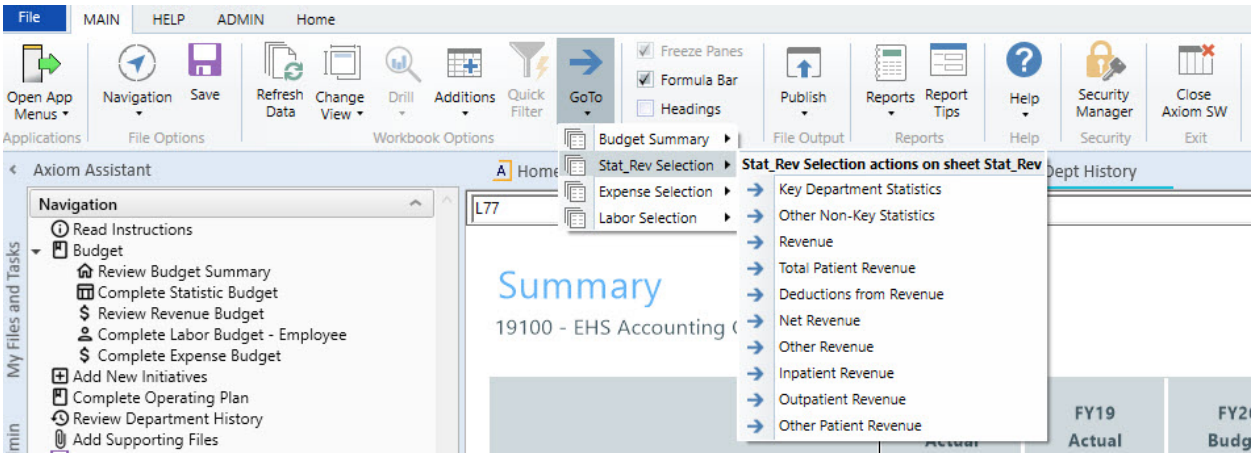
Each sheet you open displays as a separate tab in the plan file. The exception to this are the budget tabs, which are grouped and open together as a unit to help facilitate the process of adding and entering values. To move from one tab to another, you can use the Navigation panel or click the tab at the top of the display area.



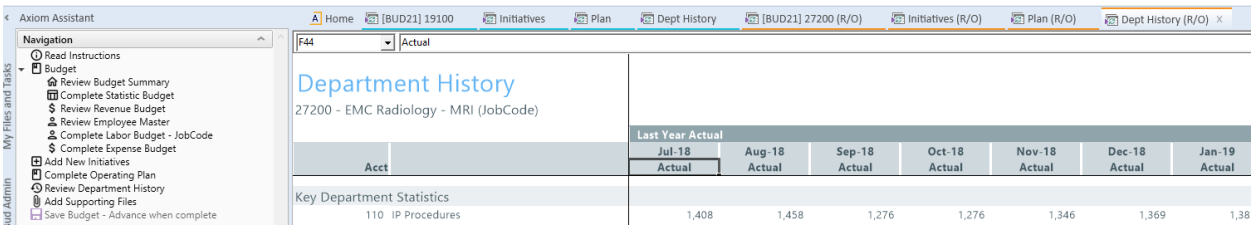
In the grouped budget sheets, you can also click the tab names at the bottom of the display area.



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.

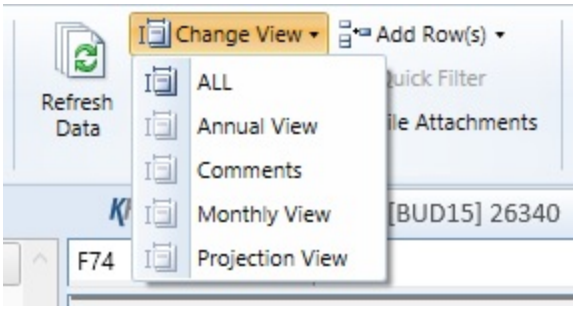


To close a sheet, click the X next to the tab name. If you have unsaved data, the system will prompt you to save before closing.

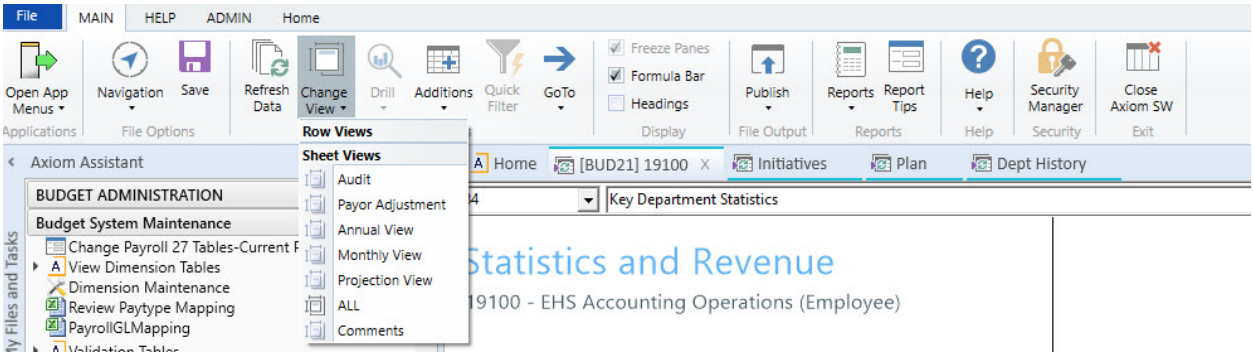
NOTE: If there is only one sheet open for the plan file and you close it, the entire plan file will close.

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 and Performance Reporting 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 and Performance Reporting can associate certain variables with a file group. The variable most often used in Axiom Budgeting and Performance Reporting 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.

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 driverBudget 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

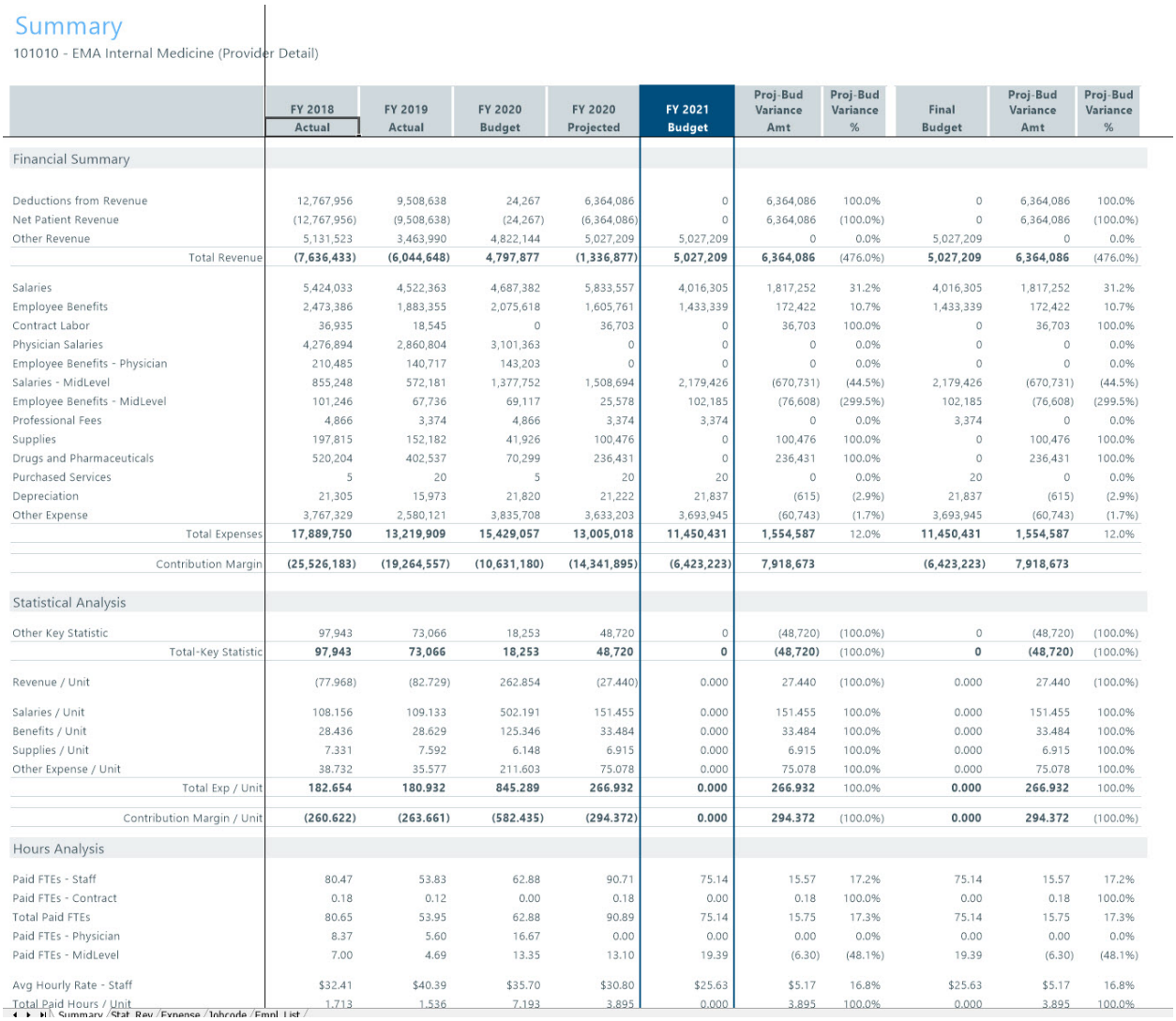
The Summary sheet provides an overview of the entire budget. Before making revisions, review the Summary tab to get a sense of where the budget currently stands. After completing revisions, return to the Summary sheet to see how the figures have changed. This sheet is also useful when submitting a budget 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 Actual	FY 2019 Actual	FY 2020 Budget	FY 2020 Projected	FY 2021 Budget	Proj-Bud Variance Amt	Proj-Bud Variance %	Final Budget	Proj-Bud Variance Amt	Proj-Bud Variance %
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%

Summary / Stat_Rev / Expense / Jobcode / Empl_List /

Statistics and Revenue sheet

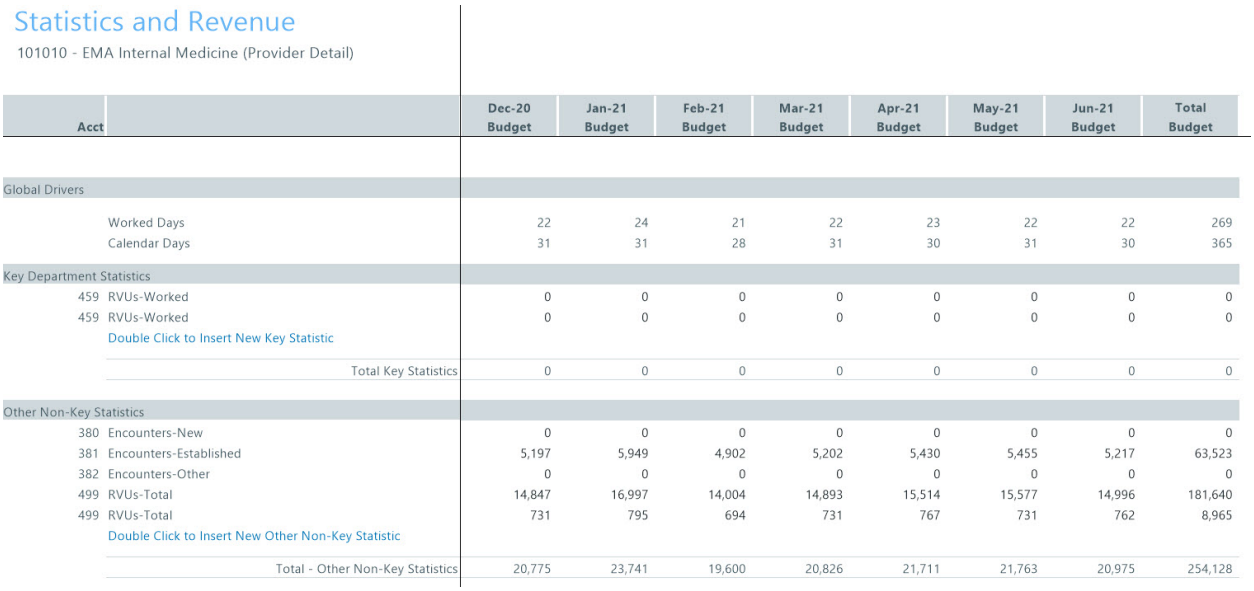
Overview

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

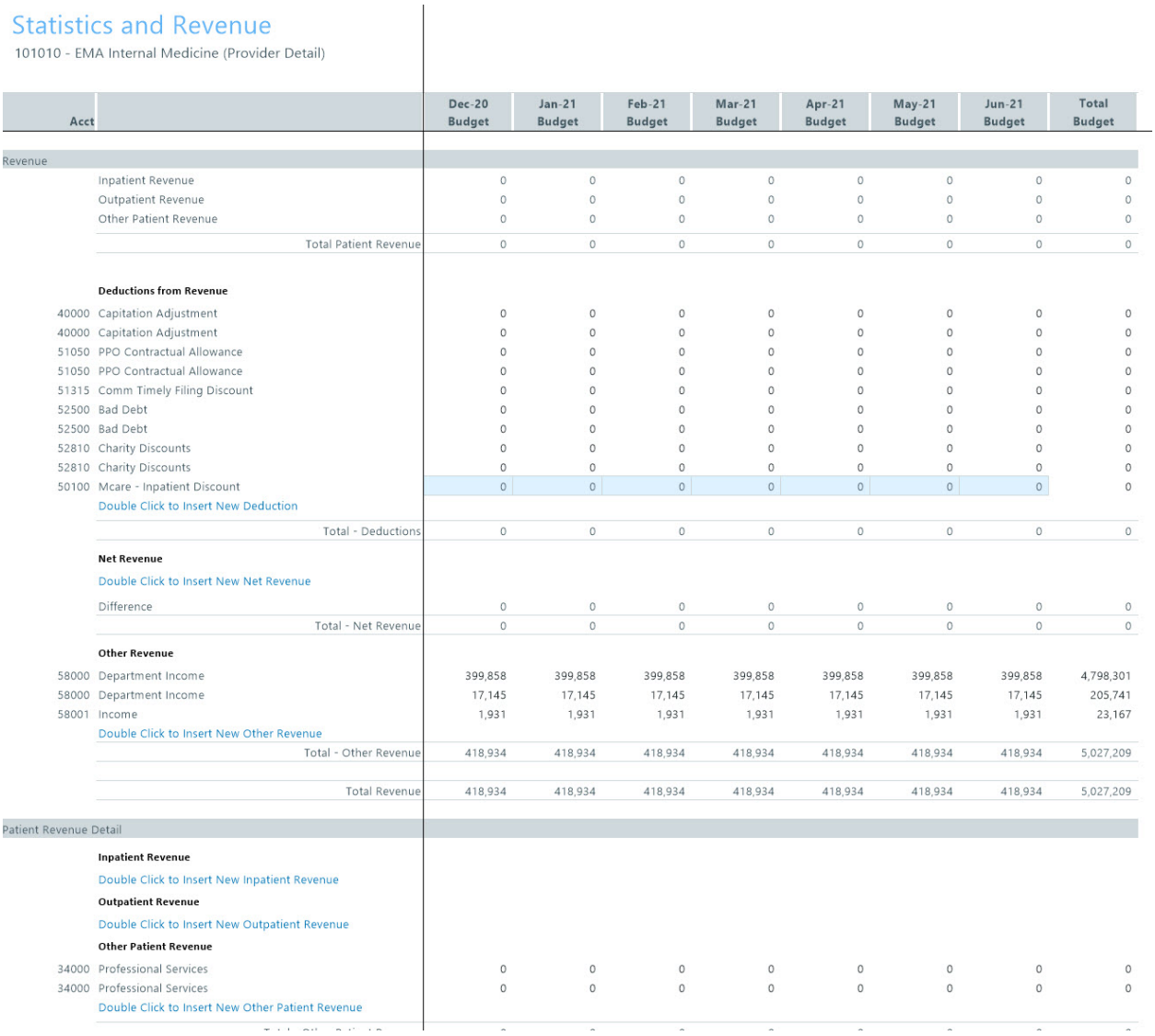
101010 - EMA Internal Medicine (Provider Detail)

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	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. 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 driverBudget Statistics driver. **NOTE:** If a statistic Dept/Acct combination is listed in the Budget Assumptions driverBudget Assumptions driver, no adjustments may be made in the budget plan file.
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

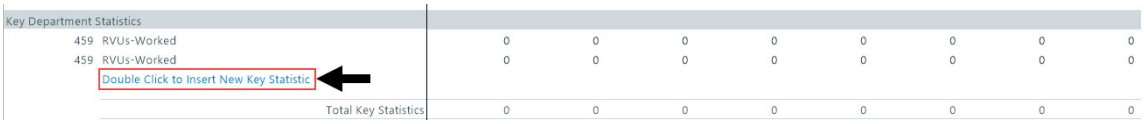
The system adds the line by inserting the appropriate calc method into the sheet. The following table lists the available calc methods used by the corresponding section in the sheet:

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.	• Other Patient Revenue • Other Revenue
Add New Fixed Revenue	Use this new revenue calc method to add a new Fixed Revenue account.	• 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.	• 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.	• 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.	• 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.



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: Base Rate	CYReview Date	CYReview Month	CY Inc %	Beginning Rate	Merit Increases for Budget: Review Date	Review Month	Annual Inc %	Rate	Market Increase for Budget: Effective Date	Market Month	Market Inc %	Rate	Market Increase 2 for Budget: Effective Date	Market Month	Market Inc %	Budget Rate	Yr End Rate	Empl Status	Sched FTEs
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, 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%	$27.07	$27.07	A	0.10
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%	$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	Roll Current Rate to End of Year: Base Rate	CYReview Date	CYReview Month	CY Inc %	Beginning Rate	Merit Increases for Budget: Review Date	Review Month	Annual Inc %	Rate	Market Increase for Budget: Effective Date	Market Month	Market Inc %	Rate	Market Increase 2 for Budget: 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 driverBudget 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 driverBudget Labor Limits driver.

Use this sheet to calculate PTO accrual hours if activated in the Budget Configuration driverBudget 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:

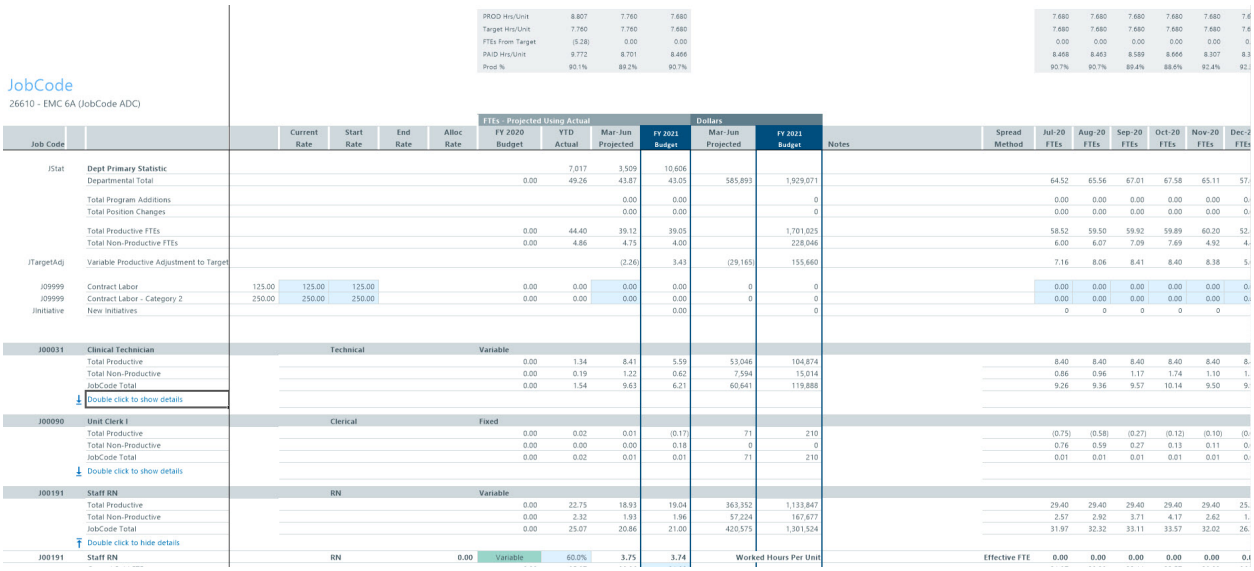
- **JobCode** – Use for departments needing the ability to adjust FTEs on a monthly basis or based on volume.
- **Employee** – Use to allow departments to budget at the employee level. No volume adjustments are included in the salary calculations.
- **Staffing** – Use for 24/7 departments to prepare 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.



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 driverBudget 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.

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%

JobCode

26610 - EMC 6A (JobCode ADC)

							FTEs - Projected Using Actual				Dollars		
Job Code			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	N
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

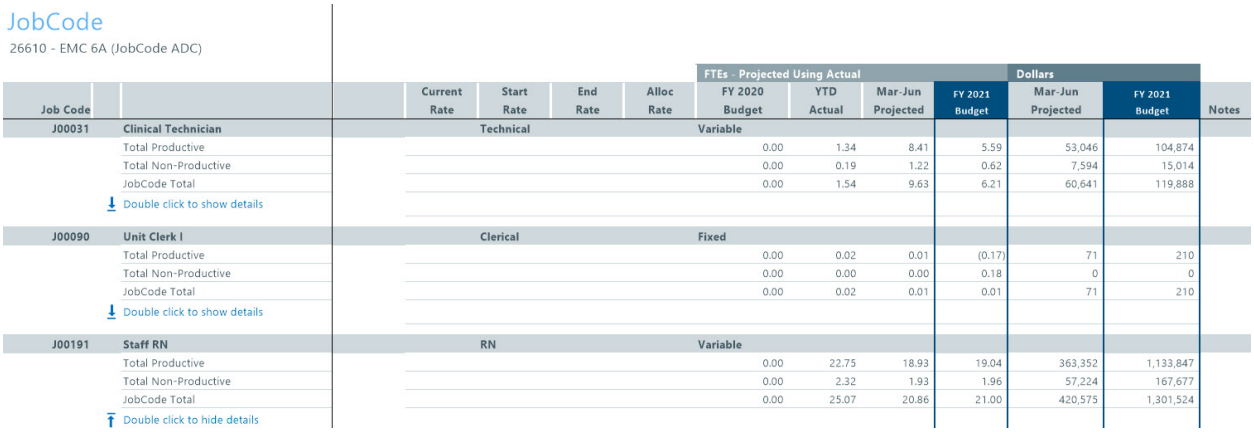
JobCode

26610 - EMC 6A (JobCode ADC)

							FTEs - Projected Using Actual				Dollars		
Job Code			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	N
		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%			
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.

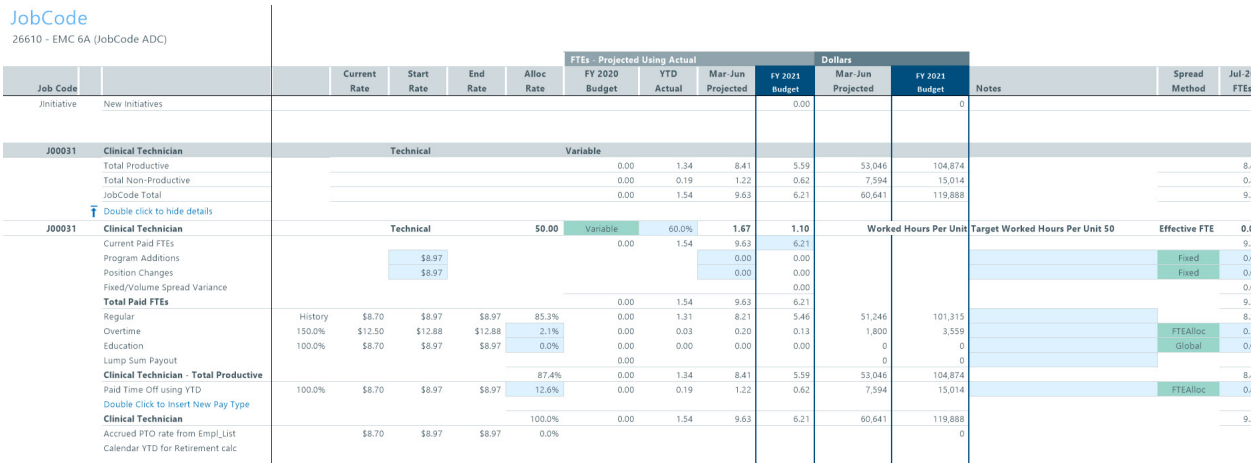


JobCode

26610 - EMC 6A (JobCode ADC)

			Current Rate	Start Rate	End Rate	Alloc Rate	FTEs - Projected Using Actual				Dollars		
Job Code							FY 2020 Budget	YTD Actual	Mar-Jun Projected	FY 2021 Budget	Mar-Jun Projected	FY 2021 Budget	Notes
J00031	**Clinical Technician**			**Technical**			**Variable**						
	Total Productive						0.00	1.34	8.41	5.59	53,046	104,874	
	Total Non-Productive						0.00	0.19	1.22	0.62	7,594	15,014	
	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**						
	Total Productive						0.00	0.02	0.01	(0.17)	71	210	
	Total Non-Productive						0.00	0.00	0.00	0.18	0	0	
	JobCode Total						0.00	0.02	0.01	0.01	71	210	
	Double click to show details												
J00191	**Staff RN**			**RN**			**Variable**						
	Total Productive						0.00	22.75	18.93	19.04	363,352	1,133,847	
	Total Non-Productive						0.00	2.32	1.93	1.96	57,224	167,677	
	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.



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).
Month-Month 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.
Month 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.
Month-Year Hours	AG-AS	Hours spread across months, including total budgeted hours.
Month-Year Dollars	AT-BF	Dollars spread across months, including total budgeted dollars.
Month-Year FICA	BH-BT	FICA spread across months, including total budged FICA.
Projected FICA	BW	Total projected FICA amount.
Month-Month Hours	BX	Total budgeted hours for the remaining months of the fiscal year.

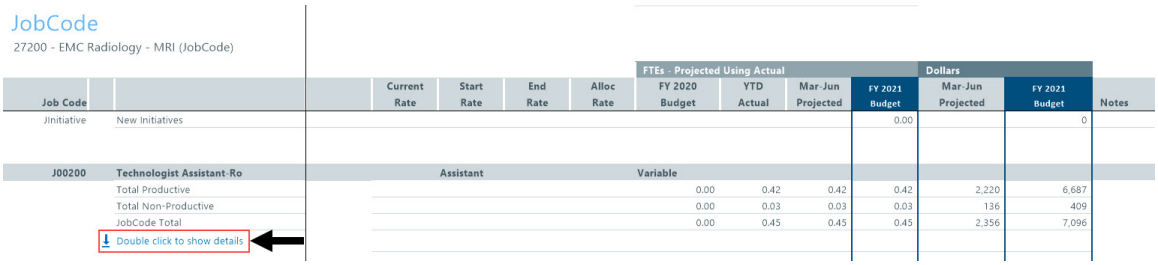
The following sections include instructions on performing specific actions in this sheet.

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**.



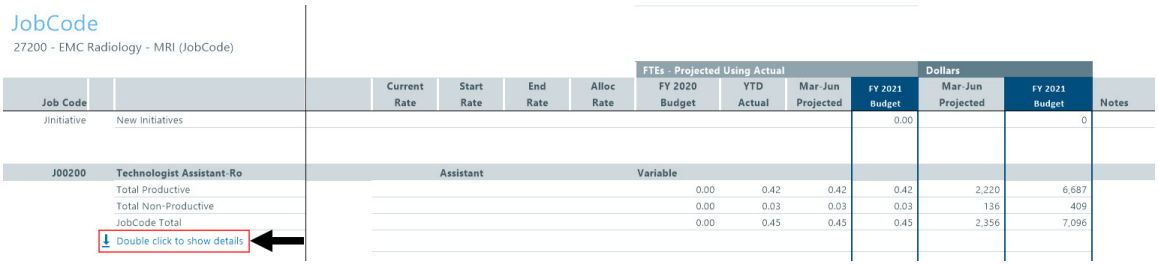
2. In the job code title row, from the drop-down, select one of the following:
   - **Variable** - Input is the worked FTEs per a normal work week. Non-productive hours are added to productive based upon allocation percentage. This setting is a default from the JOBCODE dimension. When Variable, the values 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.
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**.

> **TIP:** You can also click the **Save** button in the **Main** ribbon tab.

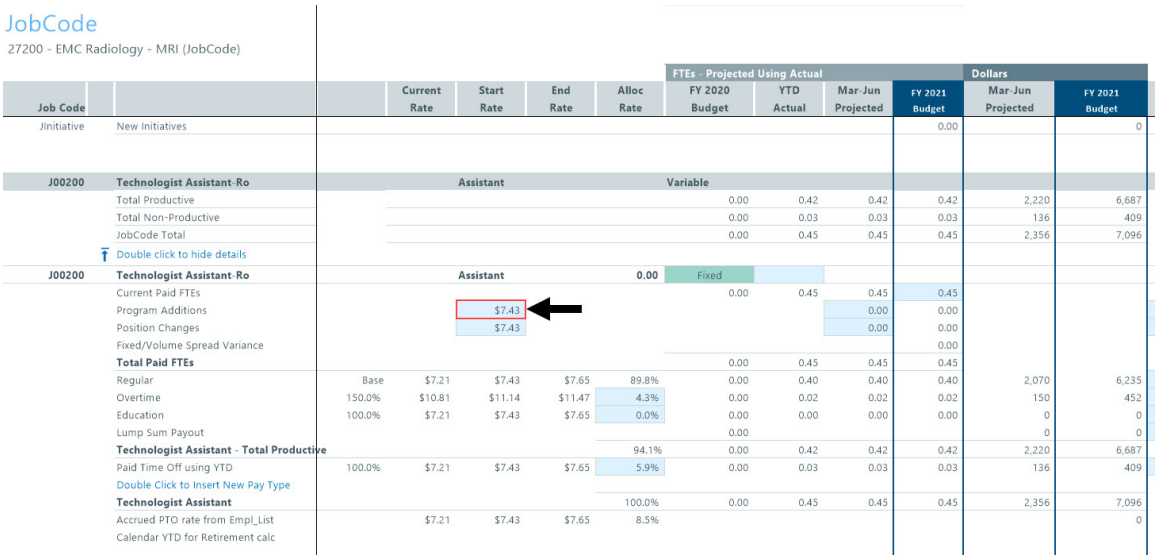
Updating start rate and projected FTEs for program additions and position changes

To update start rate and projected FTEs for program additions and position changes:

1. Navigate to the job code, and double-click **Double click to show details**.



2. In the **Program Additions** field (column H), type the start rate amount.

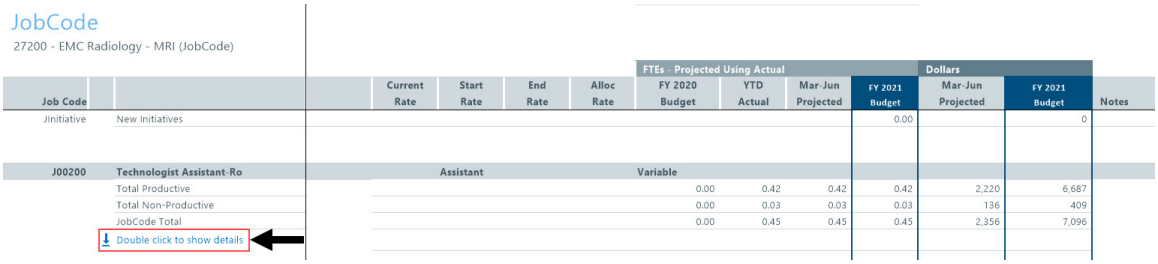


3. In the **Position Changes** field (column H), type the start rate amount.
4. In the ***Month-Month* Projected** column (column M) for the program additions and position changes line items, as needed.
5. In the **Notes** column (column Q), enter comments, as needed.
6. After making your changes, in 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**.



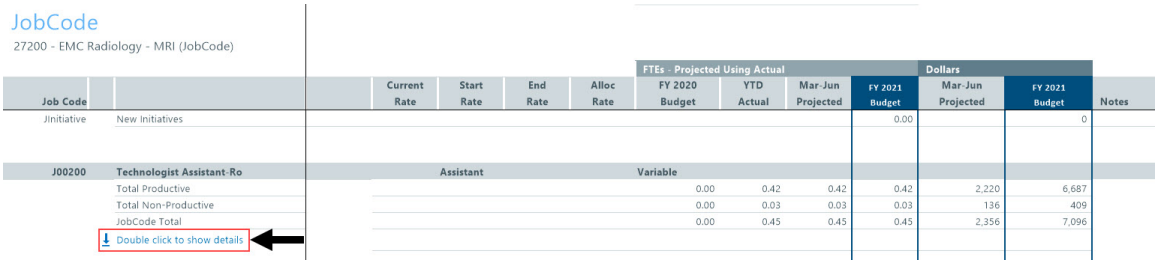
2. In the **Alloc Rate** column (column J), enter a percentage for each line item, as needed.

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**.

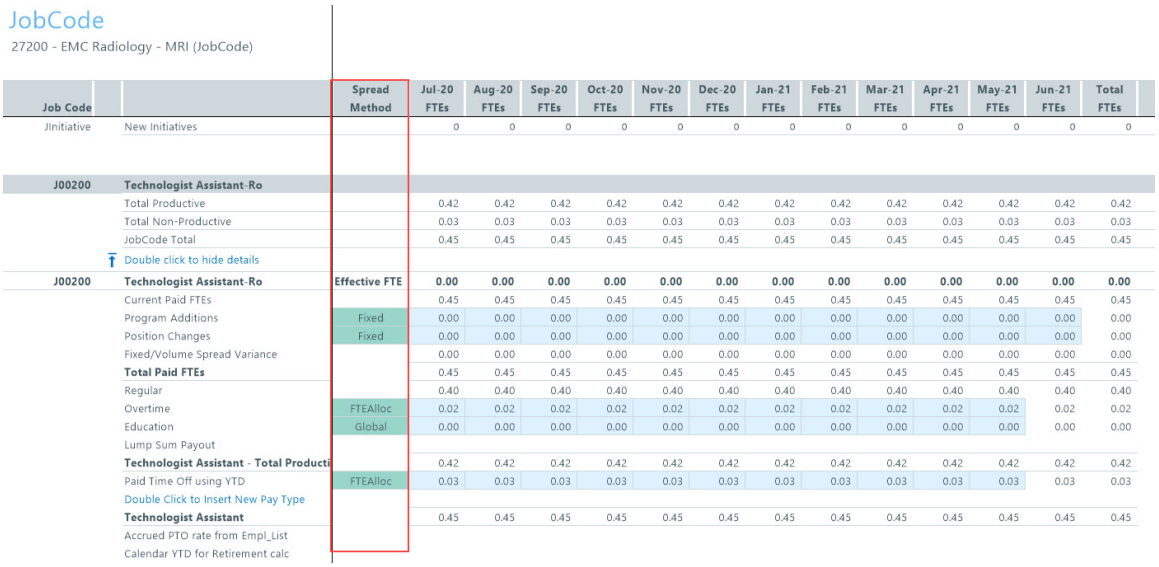
Updating the spread method for a job code pay type

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**.



2. From the **Spread Method** column (column R), select the spread method to use.



3. In the ***Month-Year*** **FTEs** columns (columns S-AD), make adjustments, as needed.

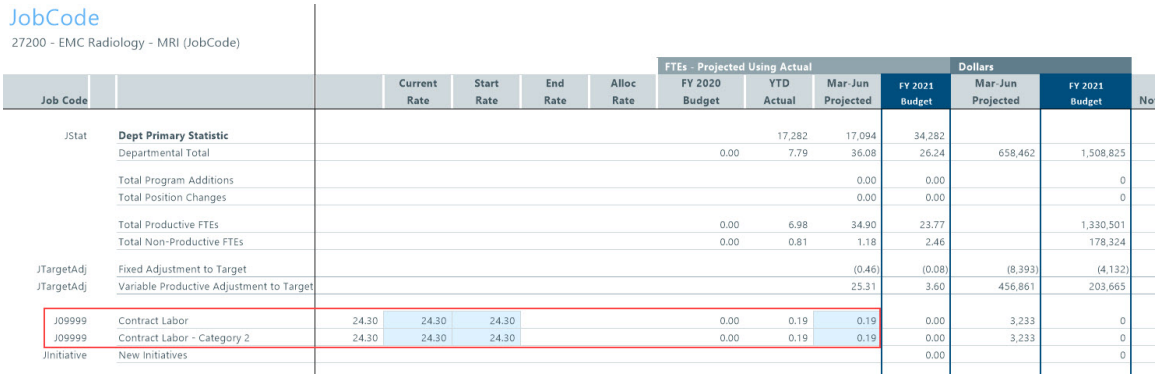
   NOTE: The spread methods available are configured by your organization.

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.

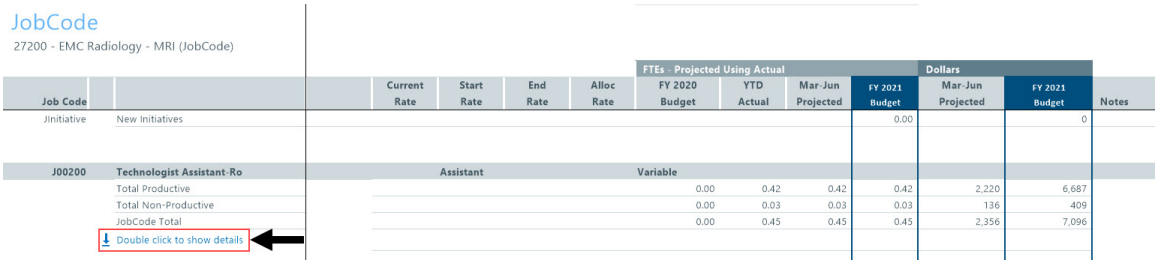


2. In the **Current Rate** column (column G), enter the hourly rate for the contract labor.
3. In the **Start Rate** column (column H), enter the starting rate.
4. In the ***Month-Month*** **Projected (FTEs)** column (column M), enter the projected FTE value.
5. In the ***Month-Year*** **FTEs** columns (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**.



2. Double-click **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:

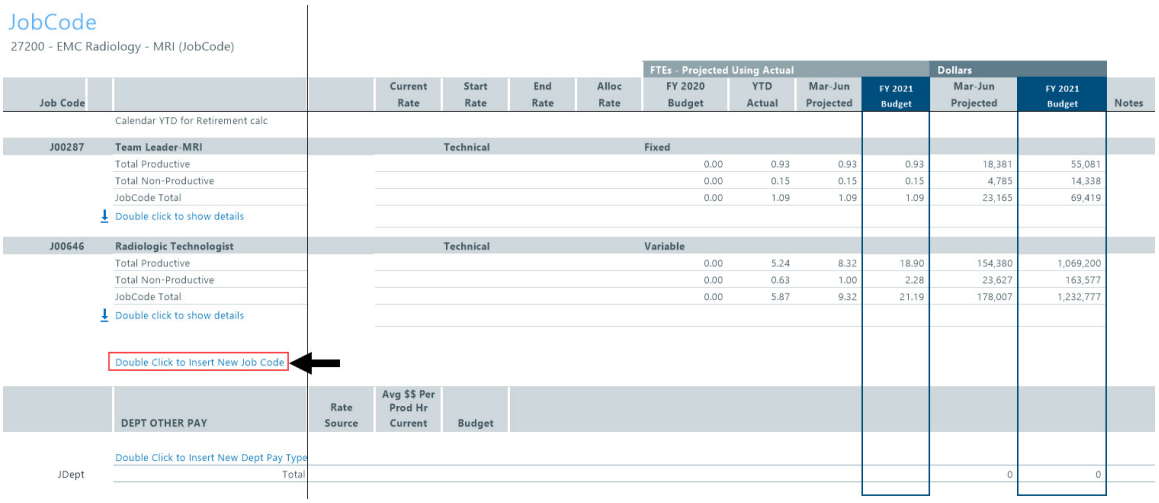
Calc Method	Steps
Add New AvgPer Paid Hr PayType Add New AvgPer Prod Hr PayType	a. In the **Calc Method Variables** dialog, enter a pay type or click **Choose Value** to select a pay type, and then click **OK**. b. In the **Start Rate** column (column H), enter the hourly start rate. c. In the **Notes** 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**.



2. In the **Calc Method Variables** dialog, do the following, and then click **OK**:
    a. In the **Select a JobCode** field, enter a job code or click **Choose Value** to select a job code.
    b. In the **Select a Dept** field, enter a department or click **Choose Value** to select a department.
3. To enter adjustments to allocate NYB FTEs for salary calculations, click **Double Click to Show Details**.

4. 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
5. When you finish making changes, in the budget file Navigation panel, click **Save Budget**.

Removing duplicate job codes

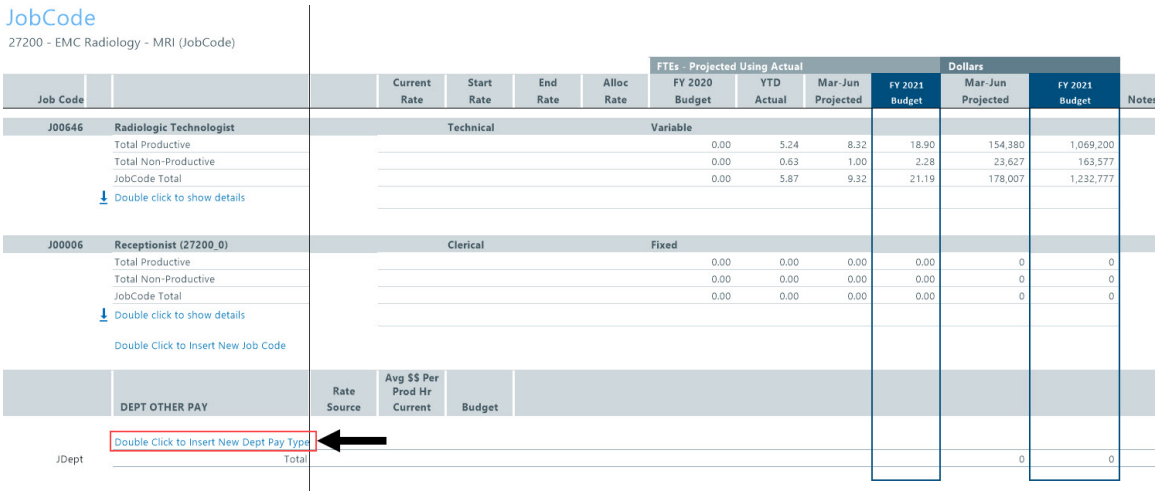
If you add a duplicate job code and save the JobCode sheet, the system will display the duplicate in the sheet. The duplicate does not save to the database, but to remove it from the sheet you will need to do one of the following:

- 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:

1. Navigate to the bottom of the sheet, and double-click **Double Click to Insert New Dept Pay Type**.



2. 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:

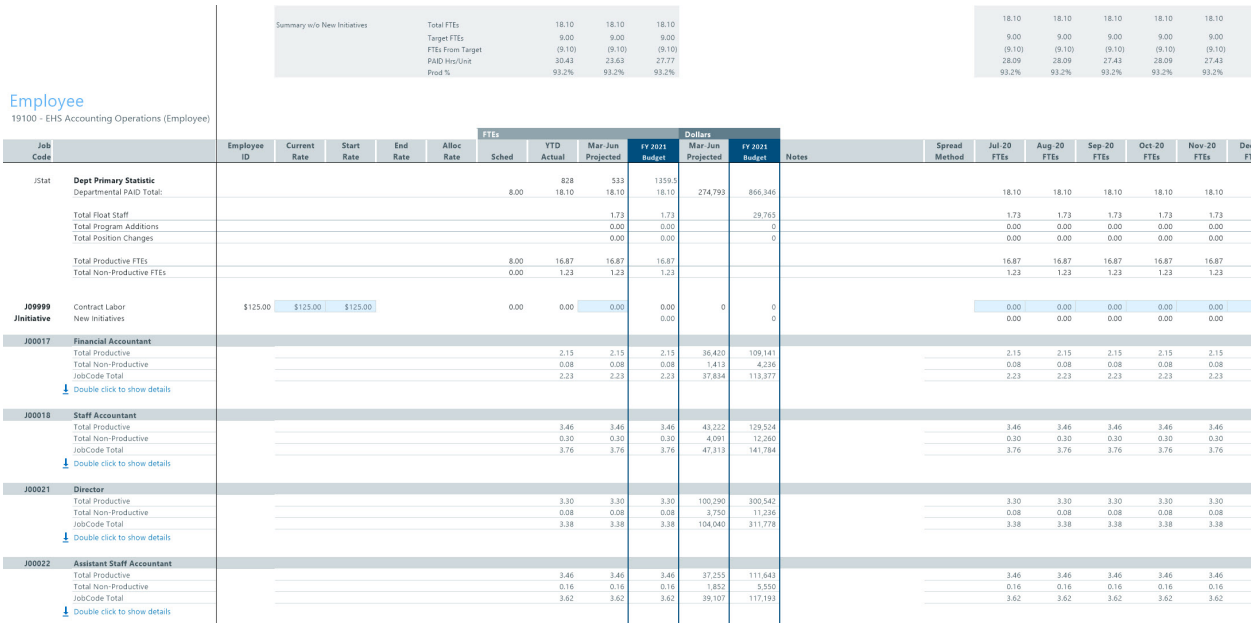
Calc Method	Steps
Dept_AvgPerProdHr	a. In the **Calc Method Variables** dialog, enter a pay type or click **Choose Value** to select a pay type, and then click **OK**. b. In the **Budget** column (column H), enter the hourly start rate. c. In the **Notes** column (column Q), enter comments, as needed. 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**.

Calc Method	Steps
Dept_InputMonthly	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**.
Dept_InputTotal	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 **FY 20*XX* Budget (Dollars)** column (column P), enter the projected budgeted dollars. 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**.

Employee sheet

Overview

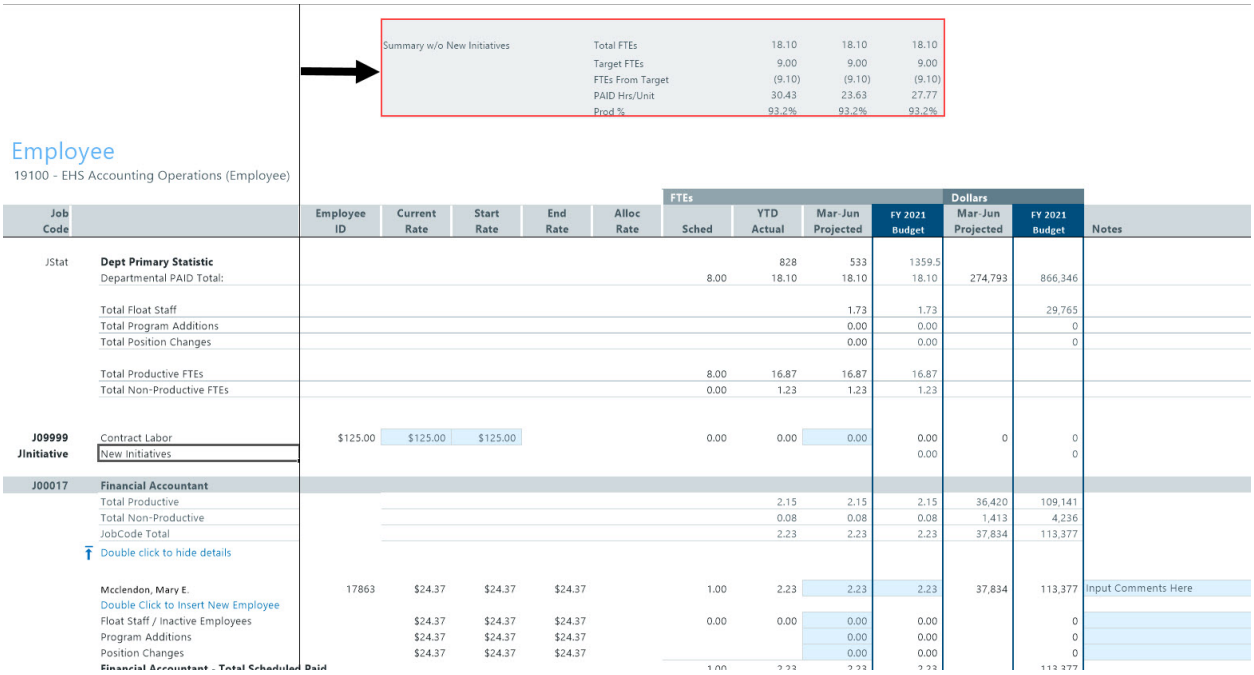
The Employee sheet is for departments to budget at the employee level, and operates similarly to the JobCode sheet. No volume adjustments are included in the salary calculations. This sheet combines the data from the Employee Listing and Employee sheets.



This sheet is comprised of three main areas:

Summary

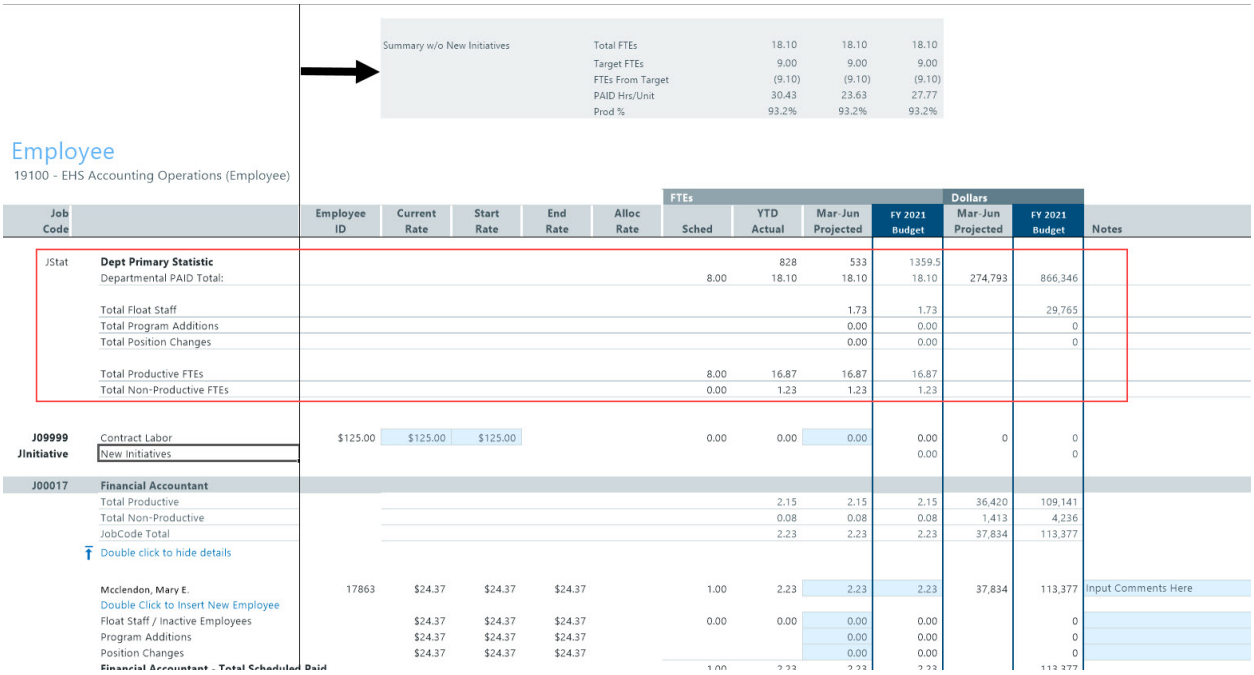
This area displays at the top of the sheet and provides an overview of the FTE totals, target, and FTEs from the budget target. It also shows you the paid hours and the productive percentage. This provides a quick and easy way to ensure that your numbers are on track without having to dive into the details.



Jobcode Statistics

This section displays all of the statistic values related to the job codes in the department, including the following:

- Departmental paid totals
- Total float staff
- Total program additions
- Total position changes
- Total productive FTEs
- Total non-productive FTEs



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%

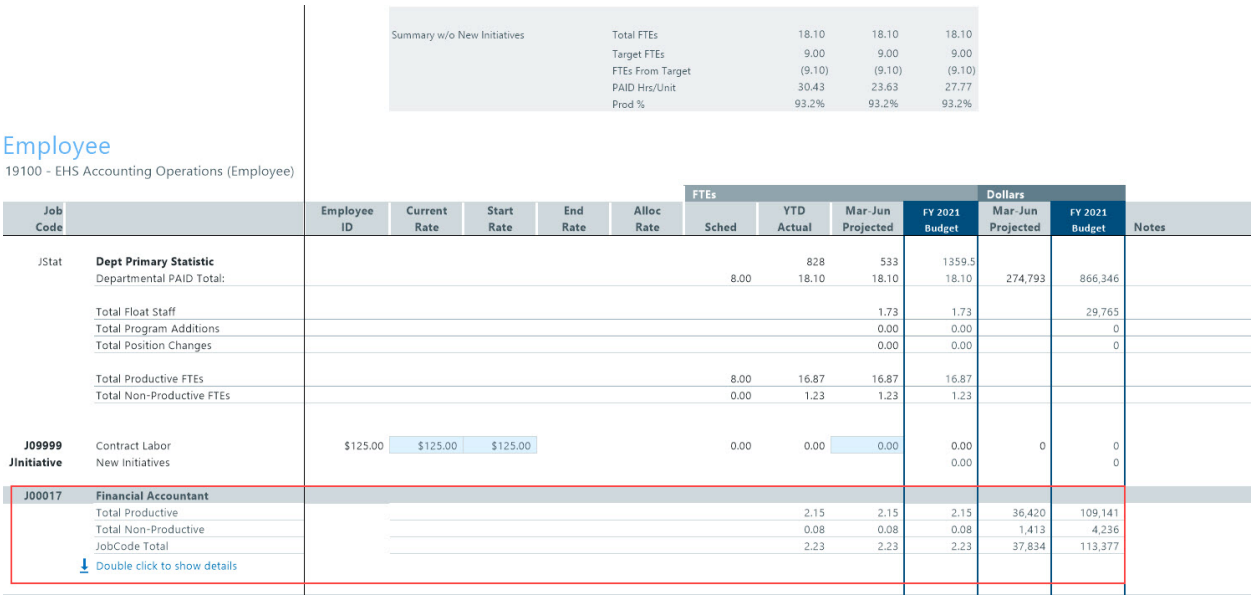
Employee

19100 - EHS Accounting Operations (Employee)

Job Code		Employee ID	Current Rate	Start Rate	End Rate	Alloc Rate	FTEs Sched	FTEs YTD Actual	FTEs Mar-Jun Projected	FTEs FY 2021 Budget	Dollars Mar-Jun Projected	Dollars FY 2021 Budget	Notes
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**												
	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	
	Financial Accountant - Total Scheduled Paid						1.00	2.23	2.23	2.23		113,377	

Jobcode summary and details

Most of the sheet is comprised of the individual job code values. By default, the sheet displays only a summary view that includes the total productive, non-productive FTEs as well as the total FTEs for the job code.



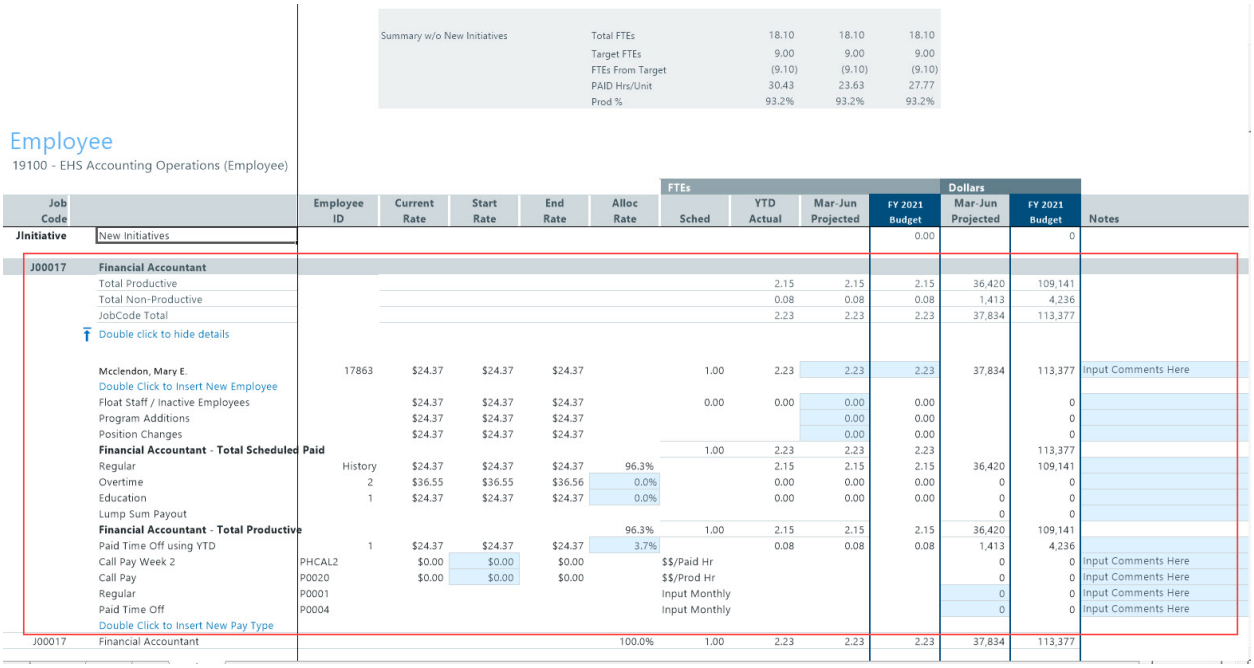
Summary w/o New Initiatives				
	Total FTEs	18.10	18.10	18.10
	Target FTEs	9.00	9.00	9.00
	FTEs From Target	(9.10)	(9.10)	(9.10)
	PAID Hrs/Unit	30.43	23.63	27.77
	Prod %	93.2%	93.2%	93.2%

Employee

19100 - EHS Accounting Operations (Employee)

Job Code		Employee ID	Current Rate	Start Rate	End Rate	Alloc Rate	FTEs Sched	FTEs YTD Actual	FTEs Mar-Jun Projected	FTEs FY 2021 Budget	Dollars Mar-Jun Projected	Dollars FY 2021 Budget	Notes
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**												
	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												

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%

Employee

19100 - EHS Accounting Operations (Employee)

Job Code		Employee ID	Current Rate	Start Rate	End Rate	Alloc Rate	FTEs Sched	FTEs YTD Actual	FTEs Mar-Jun Projected	FTEs FY 2021 Budget	Dollars Mar-Jun Projected	Dollars FY 2021 Budget	Notes
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 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	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	
	Call Pay Week 2	PHCAL2	$0.00	$0.00	$0.00		$$/Paid Hr				0	0	Input Comments Here
	Call Pay	P0020	$0.00	$0.00	$0.00		$$/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	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.
Month-Month 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 ***Month-Year*** **FTEs** columns (columns S-AD).
Month-Month Projected (Dollars)	O	Projected dollars for the remaining months of the current fiscal year.

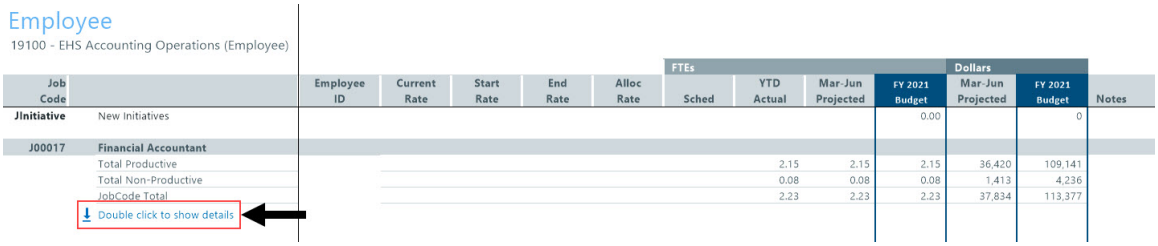
Column Name	Column Letter	Description
FY20XX Budget (Dollars)	P	Projected dollars for the budget year.
Notes	Q	Enter comments for the line item, as needed.
Spread Method	R	Select a spread method for the pay type, as needed.
Month-Year FTEs	S-AD	Enter a percentage of each FTE factor to the total factor. 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.
Month-Year Hours	AG-AS	Hours spread across months, including total budgeted hours.
Month-Year Dollars	AT-BF	Dollars spread across months, including total budgeted dollars.
Month-Year FICA	BH-BT	FICA spread across months, including total budged FICA.
Projected FICA	BW	Total projected FICA amount.
Month-Month Hours	BX	Total budgeted hours for the remaining months of the fiscal year.
Month-Month 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.

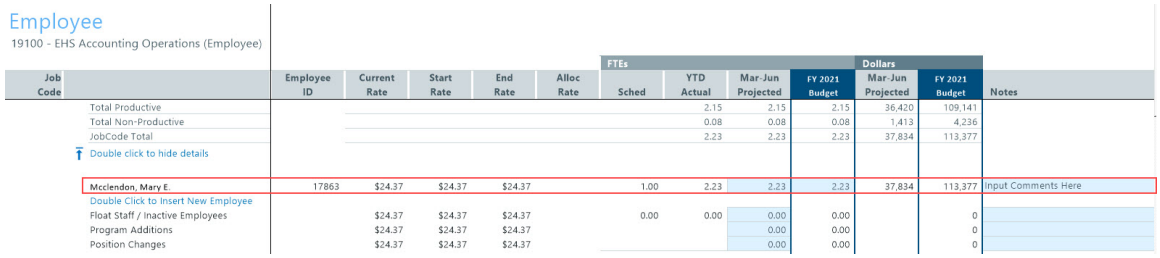
Updating projected and budgeted FTE for an employee

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**.



2. In the ***Month-Month*** **Projected** (column M) and **FY 20*XX* Budget** (column n) columns, update the FTE values for the employee, as needed.

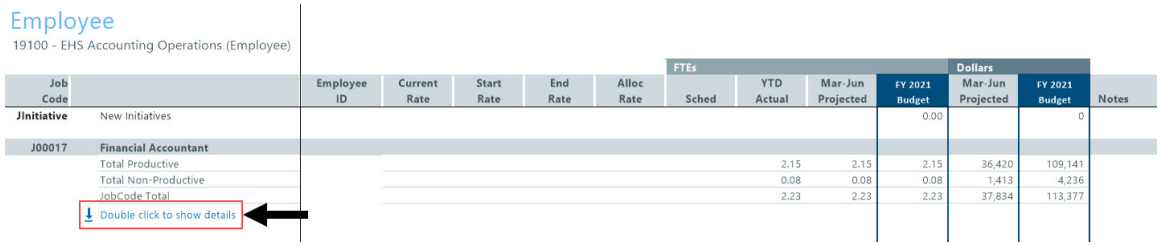


3. In the **Notes** column (column Q), enter comments, as needed.
4. After making your changes, in the budget file Navigation panel, click **Save Budget**.

▶ 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**.



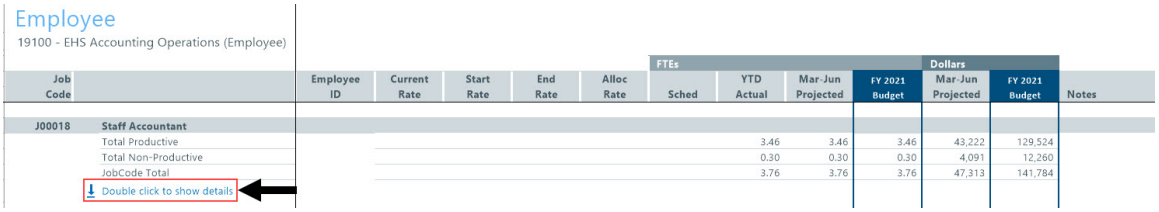
2. In the ***Month-Month*** **Projected** column (column M) for the Float Staff/Inactive Employees, Program Additions, and Position Changes line items, as needed.

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**.

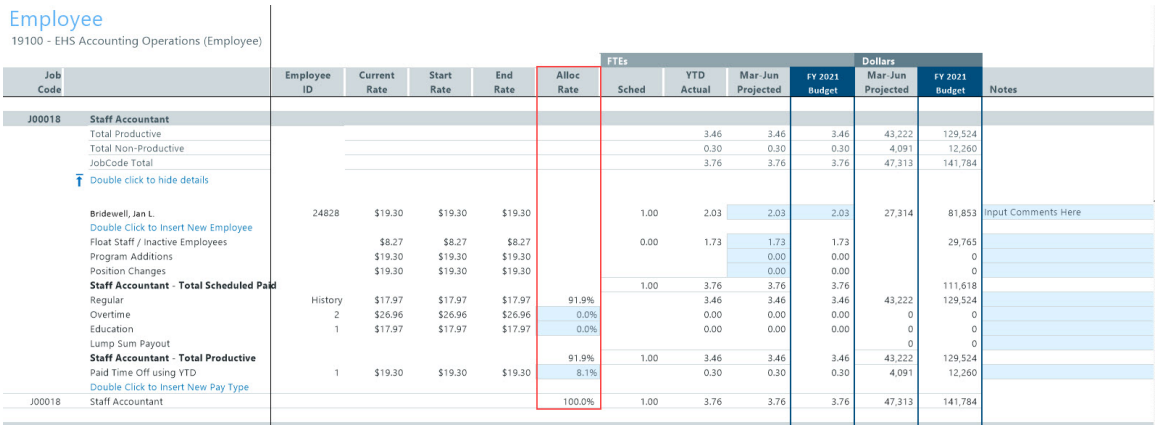
Updating the allocation rate for a job code pay type

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**.



2. In the **Alloc Rate** column (column J), enter a percentage for each line item, as needed.

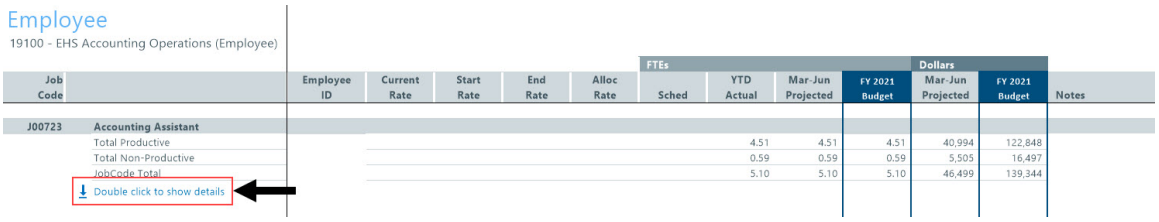


3. In the **Notes** column (column Q), enter comments, as needed.
4. After making your changes, in the budget file Navigation panel, click **Save Budget**.

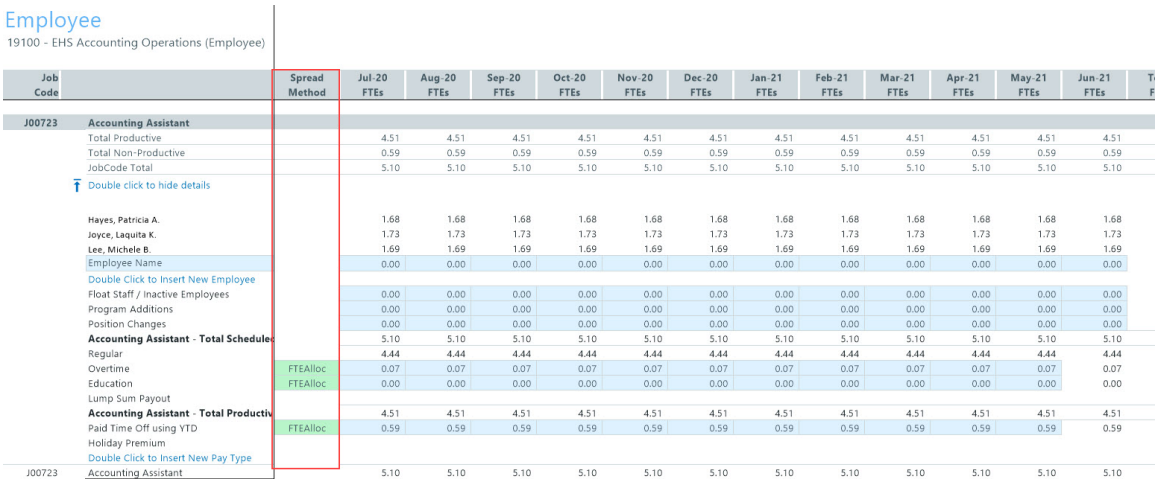
Updating the spread method for a job code pay type

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**.



2. From the **Spread Method** column (column R), select the spread method to use.



3. In the ***Month-Year*** **FTEs** columns (columns S-AD), make adjustments, as needed.

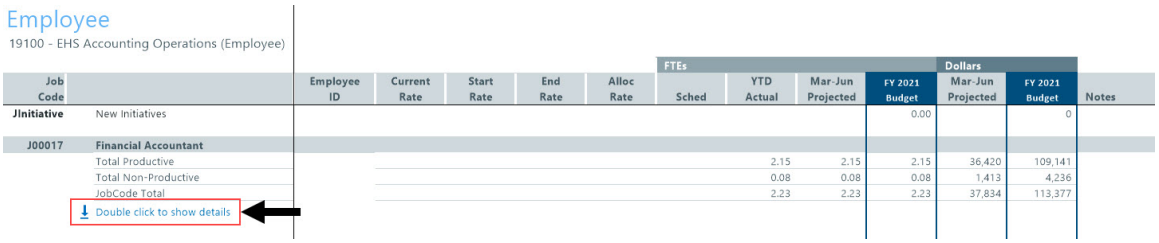
> **NOTE:** The spread methods available are configured by your organization.

4. After making your changes, in the budget file Navigation panel, click **Save Budget**.

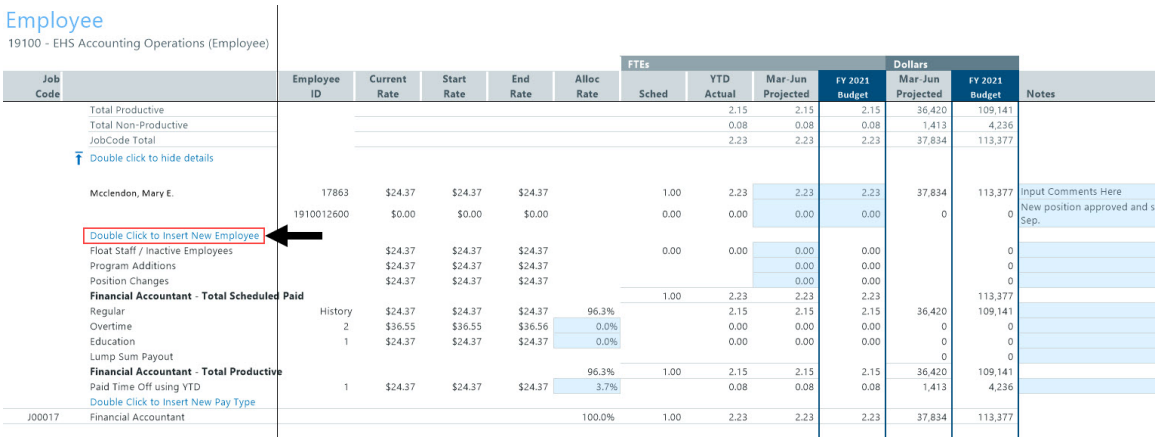
Adding a new employee

To add a new employee:

1. Navigate to the job code to add the new employee, double-click **Double click to show details**.



2. Double-click **Double Click to Insert New Employee**.

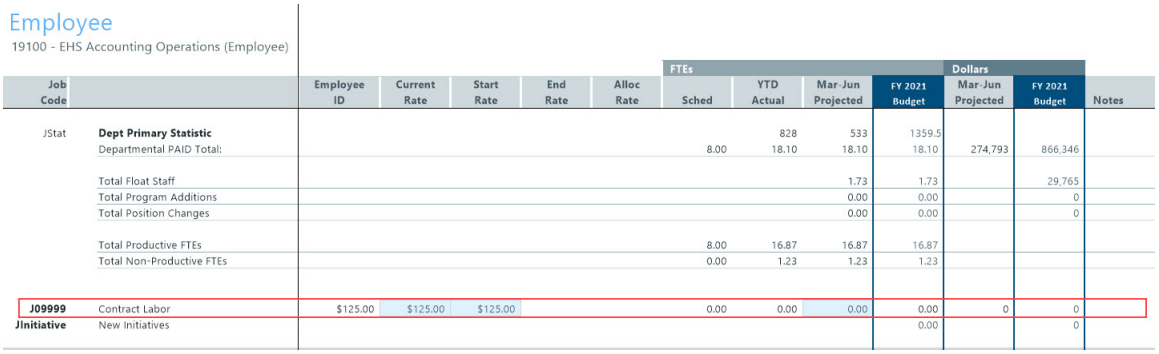


3. Enter information in the following columns, as needed:
    - Employee Name (column E)
    - Employee ID (column F)
    - Current Rate (column G)
    - Start Rate (column H)
    - *Month-Month* Projected (FTE) (column M)
    - Notes (column Q)
    - *Month-Month* FTE columns (columns S-AD)
4. After 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.



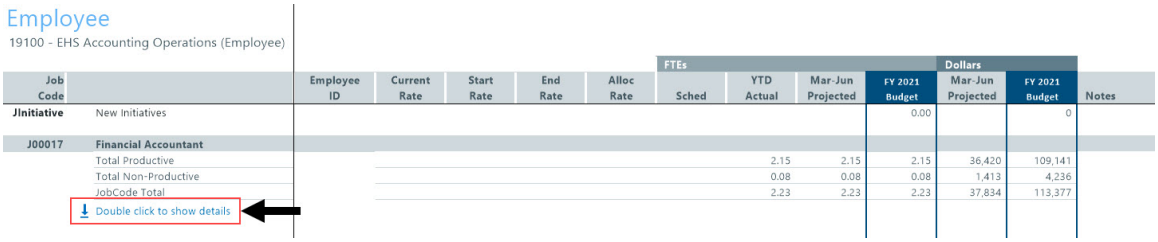
2. In the **Current Rate** column (column G), enter the hourly rate for the contract labor.
3. In the **Start Rate** column (column H), enter the starting rate.
4. In the ***Month-Month* Projected (FTEs)** column (column M), enter the projected FTE value.
5. In the ***Month-Year* FTEs** columns (columns S-AD), enter the FTE spread across months.

6. After making your changes, in the budget file Navigation panel, click **Save Budget**.

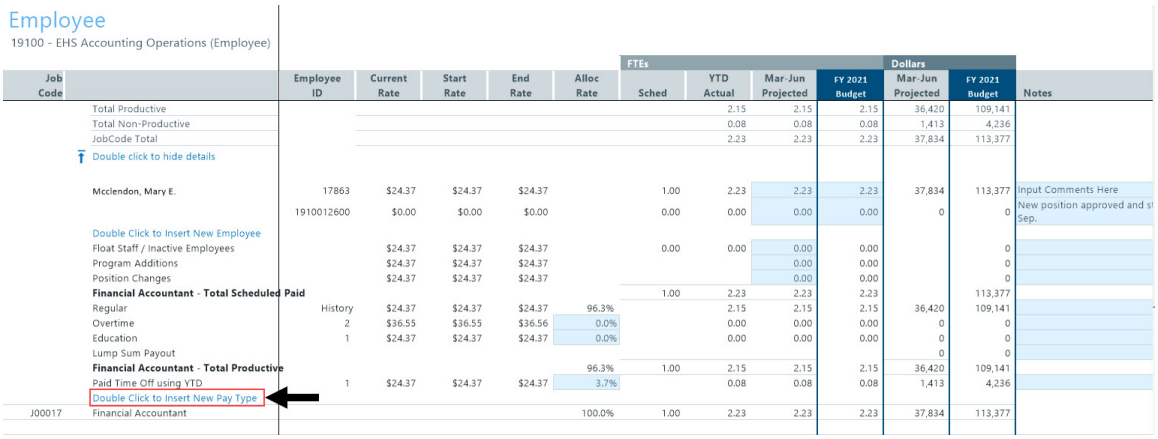
Adding a new pay type for a job code

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**.



2. Double-click **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**:

   - **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.

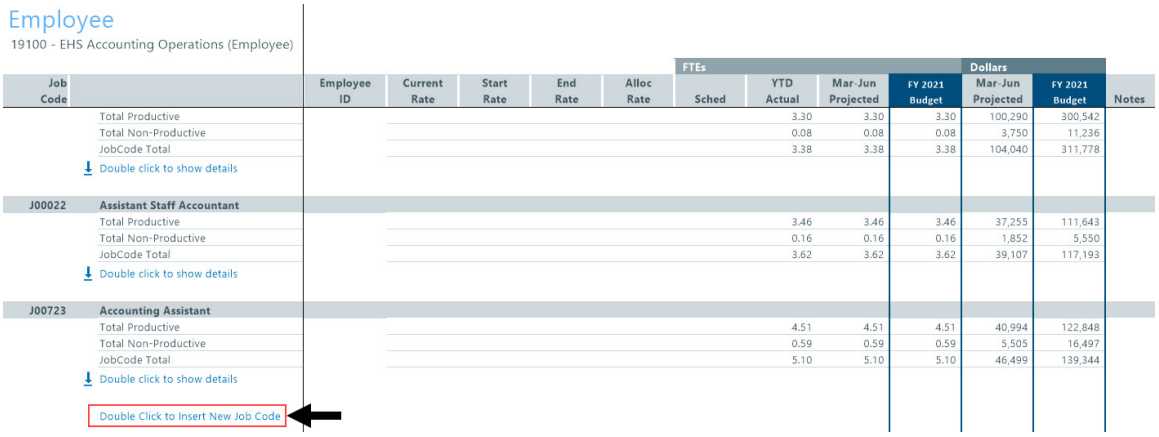
4. Do the following based on the calc method you selected in step 3:

Calc Method	Steps
Add New AvgPer Paid Hr PayType Add New AvgPer Prod 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**. 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:

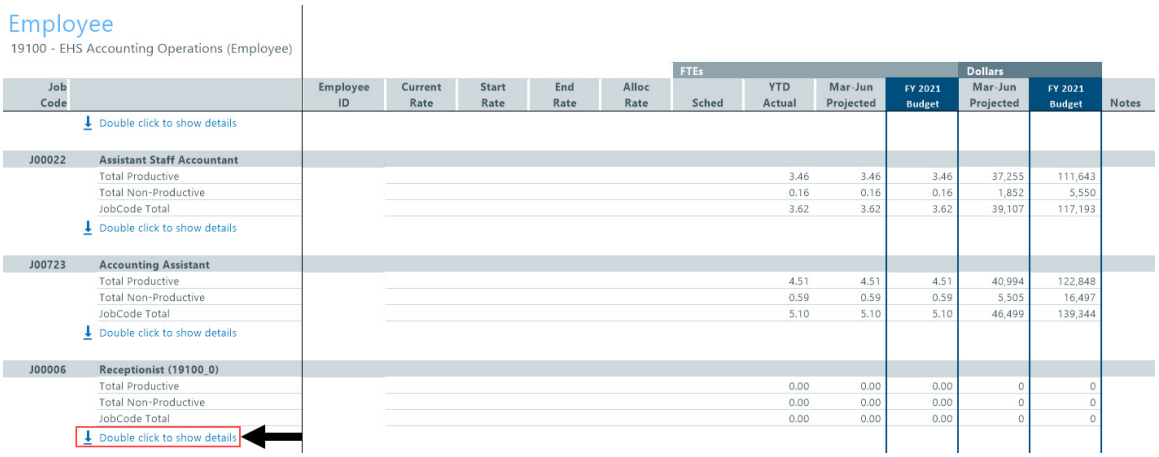
1. Navigate to the end of the job code listing, and double-click **Double Click to Insert New Job Code**.



2. In the **Calc Method Variables** dialog, enter a job code or click **Choose Value** to select a job code,

and then click **OK**.

3. To enter adjustments to allocate NYB FTEs for salary calculations, click **Double Click to Show Details**.

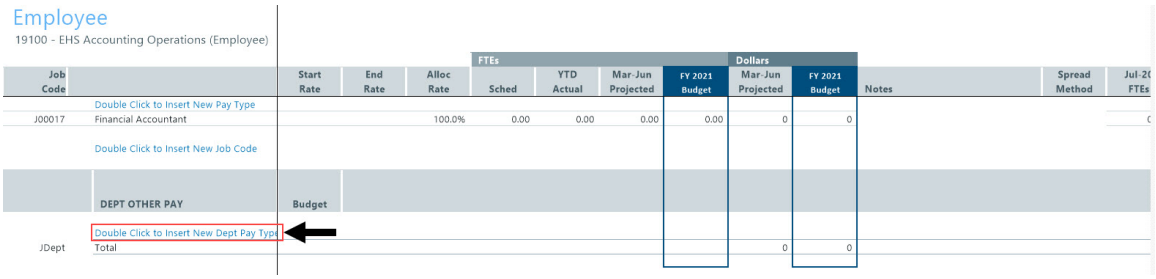


4. From the details section, do any of the following:
   - Add a new pay type for a job code
   - Update the spread method for a job code pay type
   - Update the allocation rate for a job code pay type
   - Update projected FTEs for float staff/inactive employees, program additions, and position change
   - Add a new employee
   - Update projected and budgeted FTE for an employee
5. 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:

1. Navigate to the bottom of the sheet, and double-click **Double Click to Insert New Dept Pay Type**.



2. 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	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 **Budget** 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**.
Dept_InputMonthly	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**.

Calc Method	Steps
Dept_InputTotal	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 **FY 20*XX* Budget (Dollars)** column (column P), enter the projected budgeted dollars. 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**.

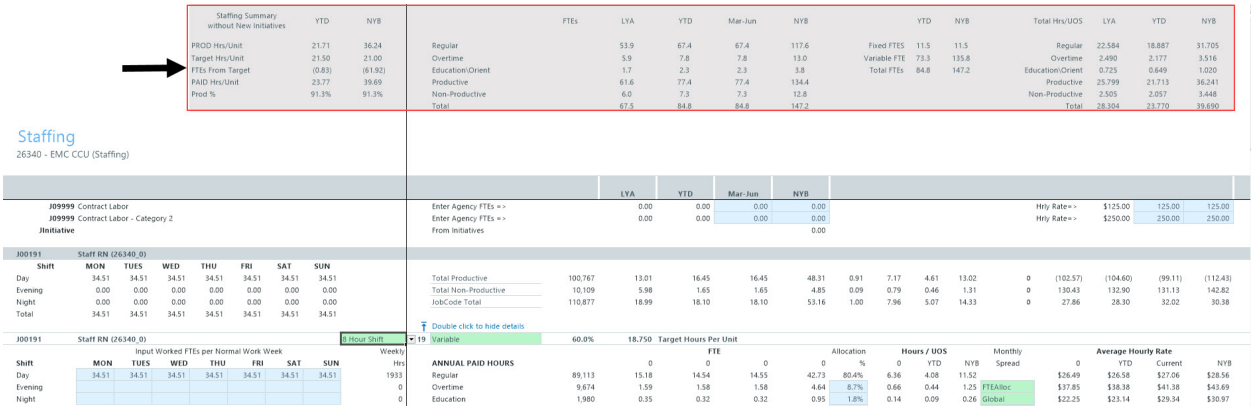
Staffing sheet

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:

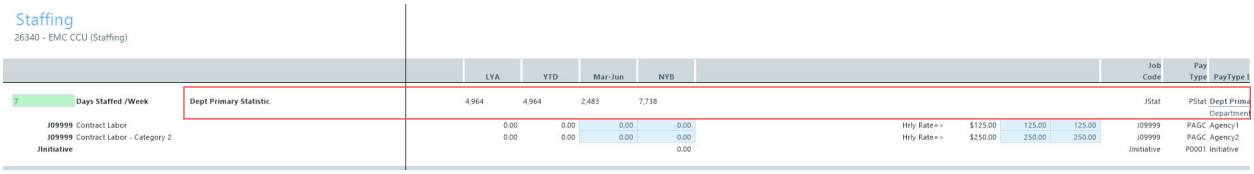
Staffing Summary

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.



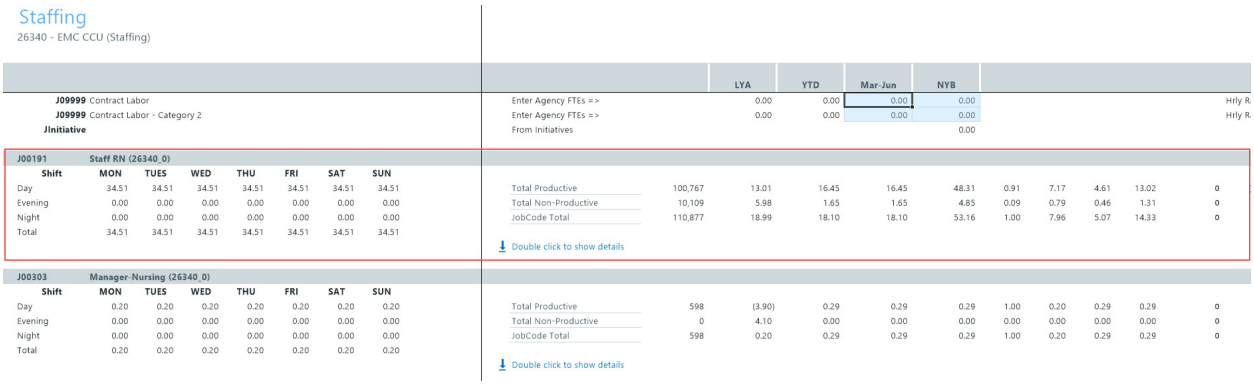
Department Statistics

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.

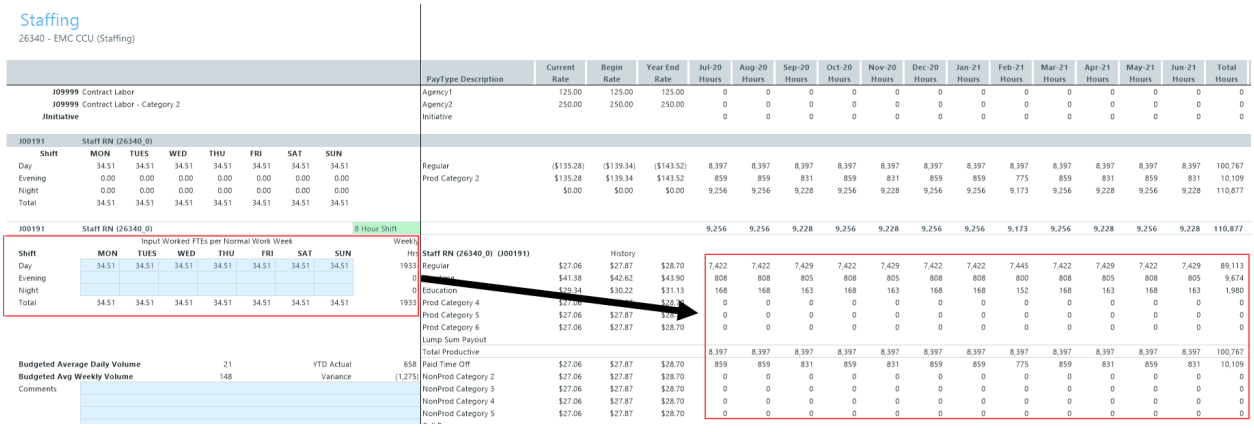


Jobcode summary and details

Most of the sheet is comprised of the individual job code values. By default, the sheet displays only a summary view that includes the shift FTE values, budgeted hours, pay type information, and the breakdown of hours and dollars by month. To view the job code details, double-click the **Double click to show details** cell.



Instead of calculating values monthly, the Staffing sheet allows you to budget hours on a weekly basis using the shift grid. This forms the core component of the calculations performed on this sheet. The totals weekly hours are then translated into monthly values in terms of hours. As you move to the right, you can view the spread of the hours and dollars.



While the Employee and Jobcode labor methods allow you to change FTEs on a monthly basis, you do not have this ability using the Staffing labor method, though a lot of the logic is still the same in that you still use budget to YTD or a target.

Sheet columns

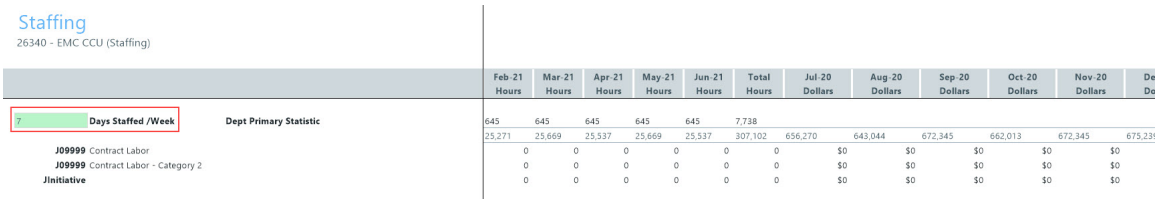
The following table provides descriptions for the columns in this sheet:

Column Name	Column Letter	Description
LYA	N	Values from Last Year Actuals
YTD	O	Values for Year To Date
Month-Month	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
Month-Year Hours	AG-AR	Total hours for each month of the year
Total Hours	AS	The sum of the total hours
Month-Year 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.



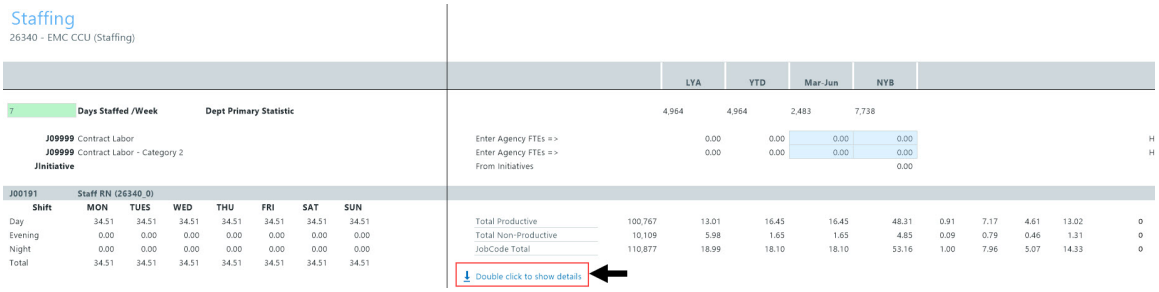
2. After making your changes, in the budget file Navigation panel, click **Save Budget**.

Updating the shift FTE hours for a job code

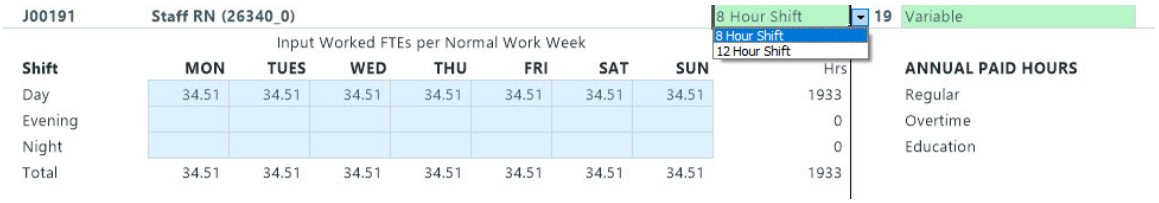
The shift grid provides a visual representation of a full 24-hour clock. You can enter all your FTEs in a specific row or you can split them up by time of day. While most organizations simply enter all their hours in the Day part of the grid, you may want to enter hours in another part of the day if there is a premium pay rate for those FTEs in the budget.

To update the shift FTE values for a job code:

1. Navigate to the job code, and double-click **Double click to show details**.

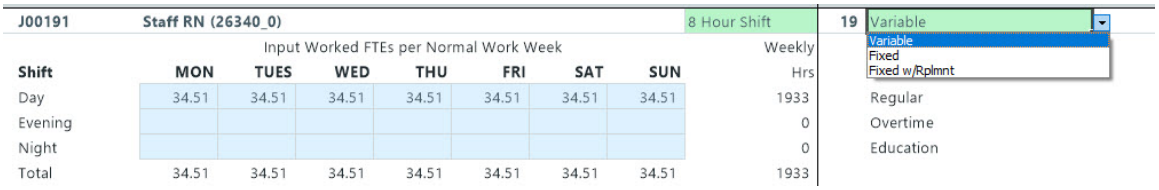


2. In the job code title row, from the drop-down, select the shift to assign to the job code.



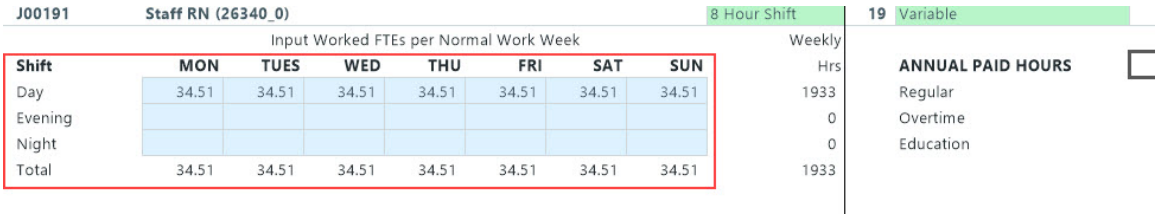
3. Next to the shift drop-down, from the Fixed/Variable drop-down, select one of the following:

> **NOTE:** In most cases, you will not need to change this unless an exception needs to be made to this job code.



- **Fixed** - The input is the Total Paid FTEs per a normal work week. Non-productive hours are allocated based on the allocation percentage.
- **Variable** - The input is the Worked FTEs per a normal work week. Non-productive hours are added based upon grossing up to total hours then subtracting productive hours.
- **Fixed w/ Replacement** - Similar to fixed, the input is the Total Paid FTEs per a normal work week. Non-productive hours are added based upon grossing up to total hours then subtracting productive hours.

4. In the shift grid, enter the FTE hours for each day of the work week.



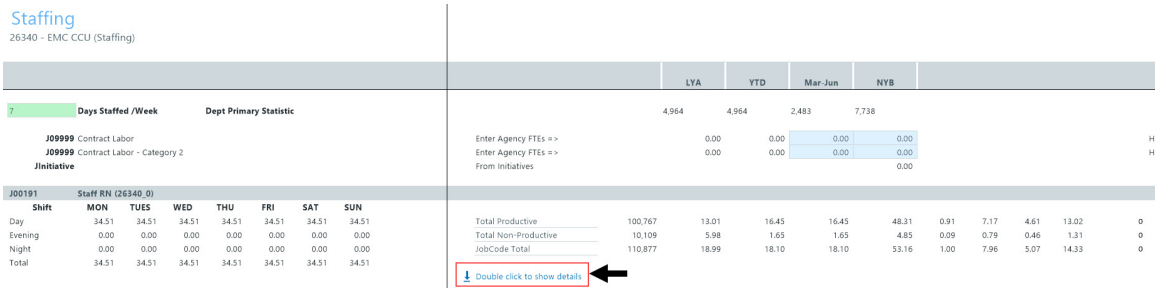
J00191	Staff RN (26340_0)							8 Hour Shift	19	Variable
	Input Worked FTEs per Normal Work Week							Weekly		
Shift	**MON**	**TUES**	**WED**	**THU**	**FRI**	**SAT**	**SUN**	Hrs	**ANNUAL PAID HOURS**	
Day	34.51	34.51	34.51	34.51	34.51	34.51	34.51	1933	Regular	
Evening								0	Overtime	
Night								0	Education	
Total	34.51	34.51	34.51	34.51	34.51	34.51	34.51	1933		

5. After you make your changes, in the budget file Navigation panel, click **Save Budget**.

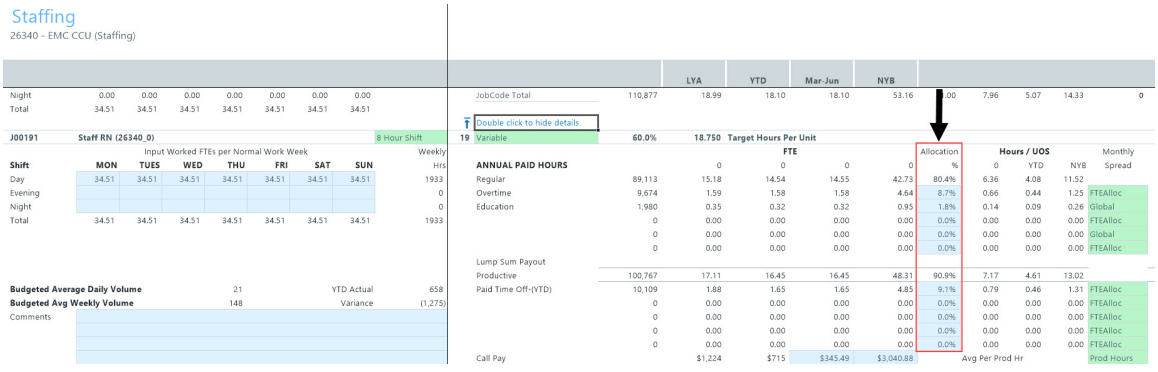
Updating the allocation rate for a job code pay type

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**.



2. In the **Allocation %** column (column R), enter the allocation percentage for each pay type, as needed.

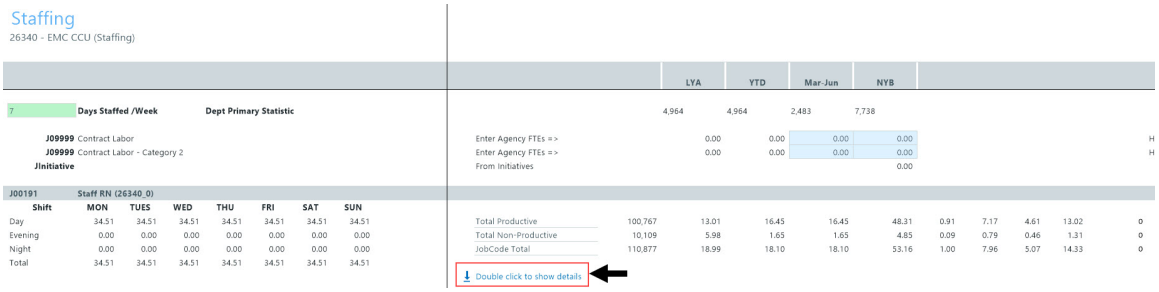


3. After you finish making your changes, in the budget file Navigation panel, click **Save Budget**.

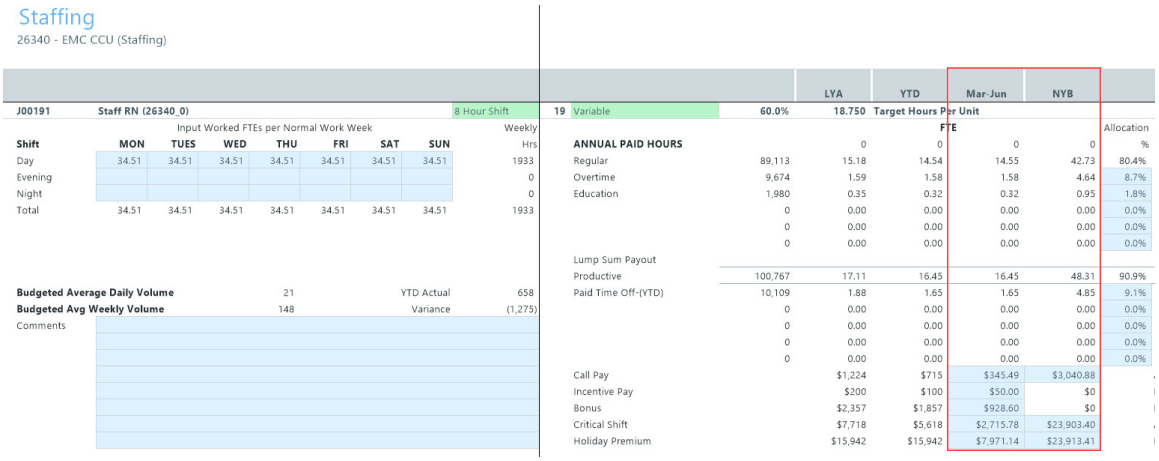
Updating the pay type values for a job code

To update the pay type values for a job code:

1. Navigate to the job code, and double-click **Double click to show details**.



2. In the ***Month-Month*** column (column P) and **NYB** column (column Q), enter dollar amounts in the blue fields for each applicable pay type.

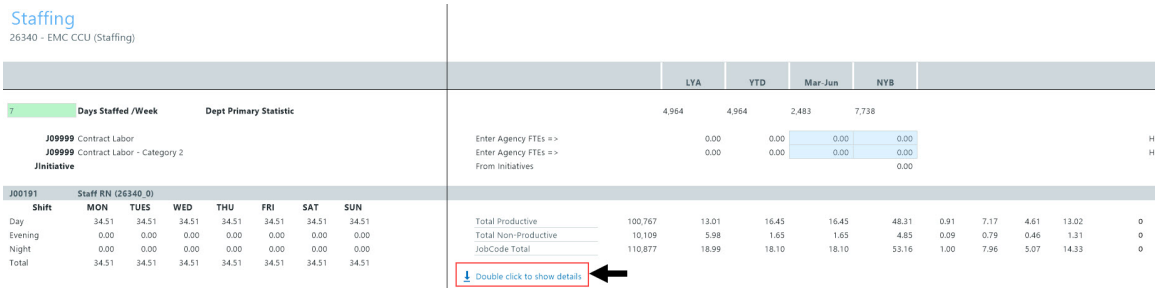


3. After you finish making your changes, in the budget file Navigation panel, click **Save Budget**.

Updating the monthly spread

To update the monthly spread:

1. Navigate to the job code, and double-click **Double click to show details**.



2. In the **Monthly Spread** column (column V), select one of the following:

NOTE: The choices in the drop-down depend on the pay type.

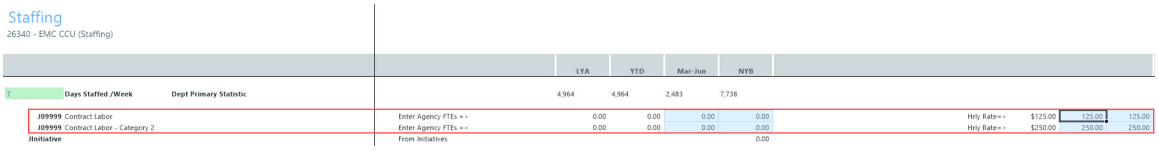
- **FTEAlloc** - Percentage of each FTE factor to the total factor. For example, let's say that the FTE factor for month one is 177 divided by the FTE factor for the year of 2080 or 2086. It usually ranges around 8% or so per month.
- **Global** - Define your own percentage. For example, you may want 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.

3. After you finish 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.

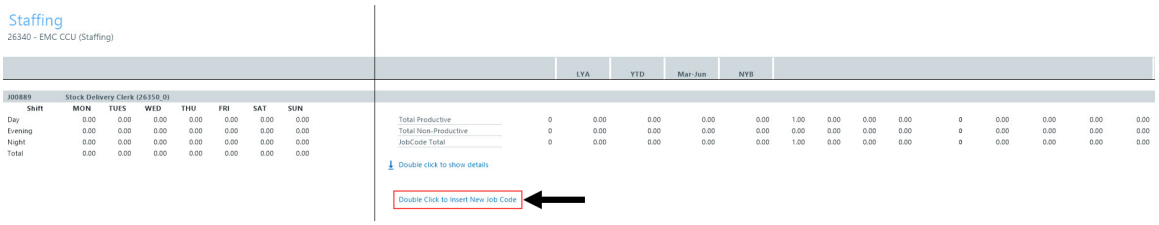


2. In the ***Month-Month*** column (column O), type the total hours for the months.
3. In the **NYB** column (column P), type the total hours for the next year's budget.
4. In the **Hrly Rate** cells (column Y and Z), type the hourly rate for current year and for next year's budget.
5. After you finish making your changes, in the budget file Navigation panel, click **Save Budget**.

Adding a new job code

To add a new job code:

1. Navigate to the bottom of the job code list, and double-click **Double Click to Insert New Job Code**.

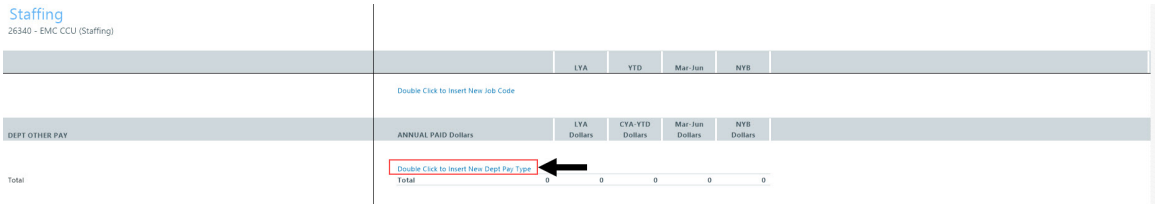


2. In the **Select Job Code** field, type a job code or click **Choose Value** to select one, and click **OK**.
3. Do the following:
   - Update the shift values
   - Update the allocation rate
   - Update the pay type values for non FTE, if needed
   - Wage rate for Regular pay for the new job code 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**.



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 driverBudget 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 driverBudget Assumptions driver.


Labor Standar

26610 - EMC 6A (JobCod 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 w/Replac	Fixed w/Replac	Fixed w/Replac	Fixed w/Replac	Fixed w/Replac	Fixed w/Repl
Days in Month		6	4	24	24	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	0.0
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	0.0
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	0.0
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 Standar

26610 - EMC 6A (JobCod 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	
Historic Non Prod %	**ADC Table (Standard / Shift 1) ; Shift Hours = 12**
Budget Non Prod %	
Target from matrix >	
Target Shift 2 >	
Unused	
Productive FTE	
Non Productive FTE	
Total FTE	
Productive Hours	
Non-Productive Hours	
Total Hours	
Budget	
Productive FTE	
Non Productive FTE	

Average Daily Census	RN Staffing	LPN Staffing	Technical Staffing	Assistant Staffing	Clerical Staffing
0	0	4	0	0	1
1	1	4	1	1	1
2	1	4	1	1	1
3	1	4	1	1	1
4	1	4	1	1	1
5	1	4	1	1	1
6	1	4	1	1	1
7	2	4	1	1	1
8	2	4	1	1	1
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.

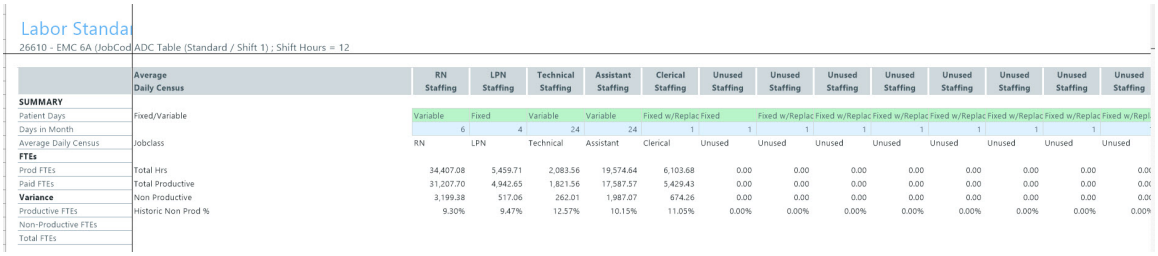
The following sections include instructions on performing specific actions in this sheet.

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).

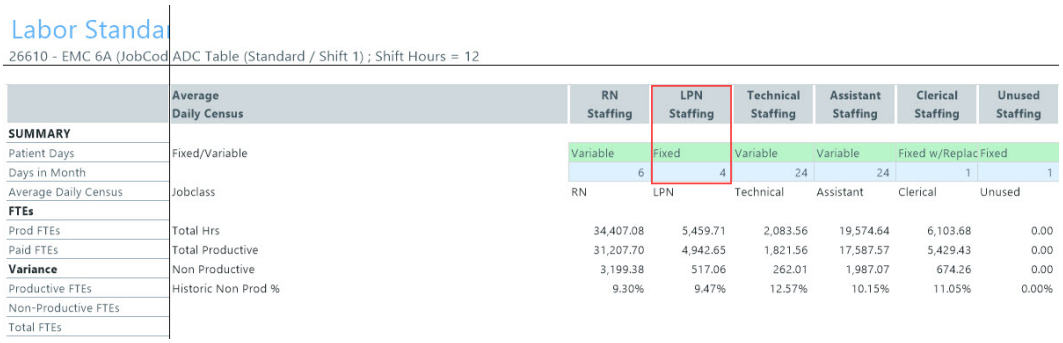
   NOTE: If your organization has already added these values from the Budget Assumptions driver, then you may not need to modify. Your system administrator will provide direction, as needed.


Labor Standa

26610 - EMC 6A (JobCod ADC Table (Standard / Shift 1) ; Shift Hours = 12

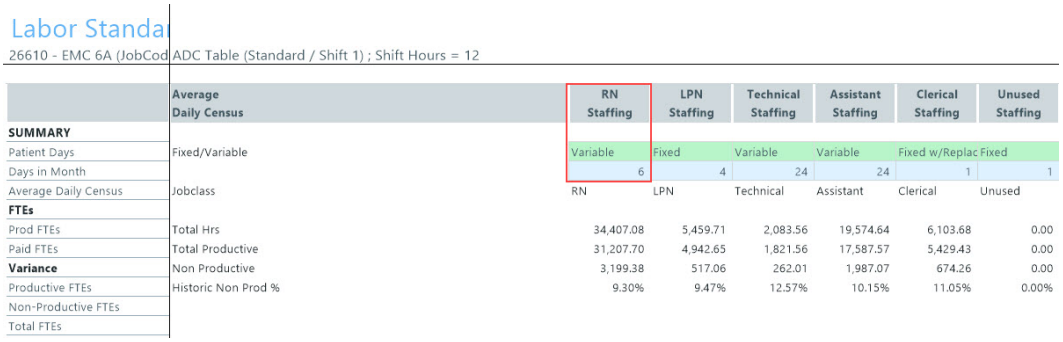
	Average Daily Census	RN Staffing	LPN Staffing	Technical Staffing	Assistant Staffing	Clerical Staffing	Unused Staffing	Unused Staffing	Unused Staffing	Unused Staffing	Unused Staffing	Unused Staffing	Unused Staffing	Unused Staffing
SUMMARY														
Patient Days	Fixed/Variable	Variable	Fixed	Variable	Variable	Fixed w/Replac	Fixed	Fixed w/Replac	Fixed w/Replac	Fixed w/Replac	Fixed w/Replac	Fixed w/Replac	Fixed w/Replac	Fixed w/Repl
Days in Month		6	4	24	24	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	0.0
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	0.0
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	0.0
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 Standa
26610 - EMC 6A (JobCod ADC Table (Standard / Shift 1) ; Shift Hours = 12

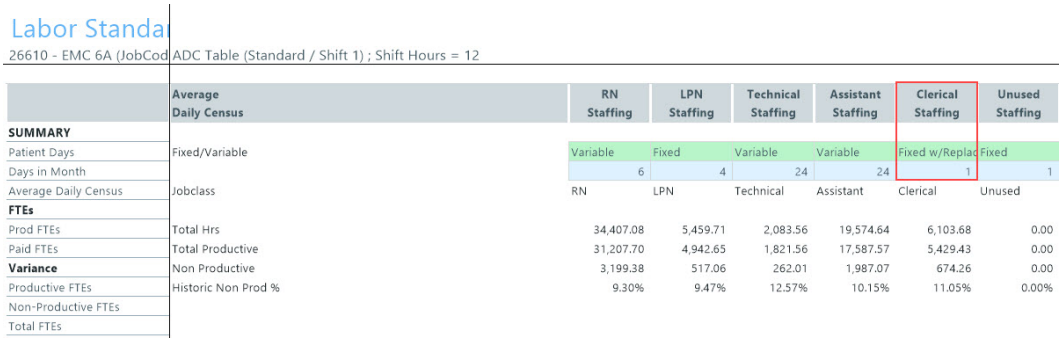
	Average Daily Census	RN Staffing	LPN Staffing	Technical Staffing	Assistant Staffing	Clerical Staffing	Unused Staffing
SUMMARY							
Patient Days	Fixed/Variable	Variable	Fixed	Variable	Variable	Fixed w/Replac	Fixed
Days in Month		6	4	24	24	1	1
Average Daily Census	Jobclass	RN	LPN	Technical	Assistant	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 Standa
26610 - EMC 6A (JobCod 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 Standa
26610 - EMC 6A (JobCod 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							

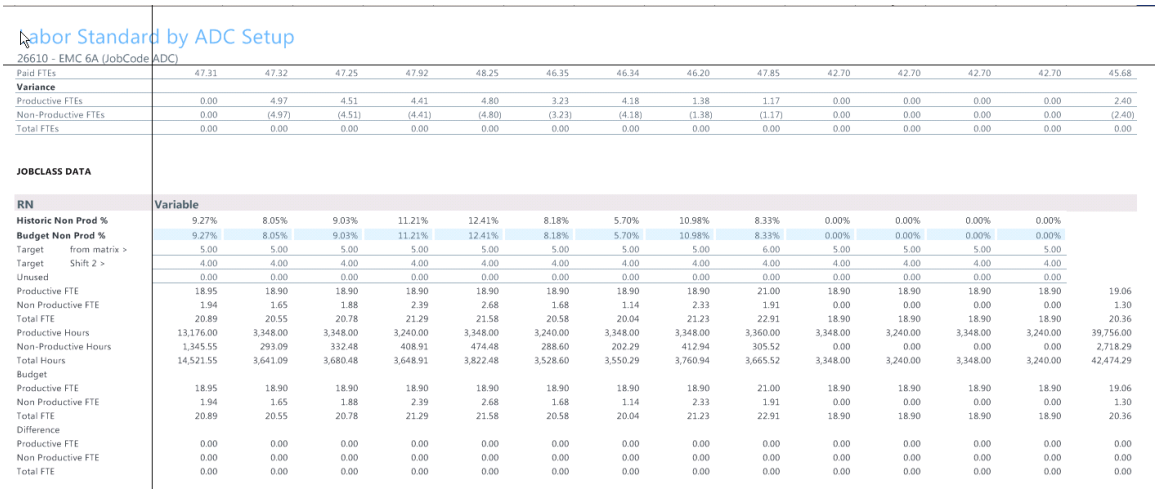
4. To update the budgeted non-productive percentage for a job class, navigate to a job class, and in the Budget Non Prod % row, enter the percentage value for each month, as needed.

   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.

5. After making your changes, in the budget file Navigation panel, click **Save Budget**.

6. 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)

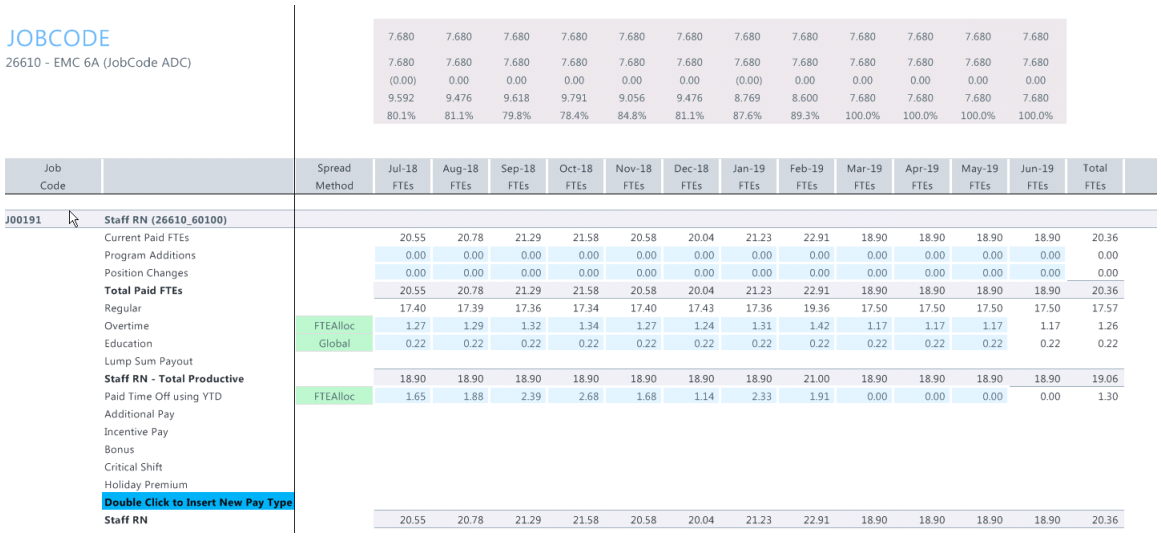
Paid FTEs	47.31	47.32	47.25	47.92	48.25	46.35	46.34	46.20	47.85	42.70	42.70	42.70	42.70	45.68
Variance														
Productive FTEs	0.00	4.97	4.51	4.41	4.80	3.23	4.18	1.38	1.17	0.00	0.00	0.00	0.00	2.40
Non-Productive FTEs	0.00	(4.97)	(4.51)	(4.41)	(4.80)	(3.23)	(4.18)	(1.38)	(1.17)	0.00	0.00	0.00	0.00	(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	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	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	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	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	3,240.00	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	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	3,240.00	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	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	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	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	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	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	0.00

JOBCODE

26610 - EMC 6A (JobCode ADC)

PROD Hrs/Unit	8.761	7.760	7.680
Target Hrs/Unit	7.760	7.760	7.680
FTEs From Target	(5.07)	0.00	0.00
PAID Hrs/Unit	9.721	8.728	8.757
Prod %	90.1%	88.9%	87.7%

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
							FTEs - Projected Using Actual				Dollars	
J00191	**Staff RN (26610_60100)**			**RN**		**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	1,148,322
	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	1,287,601
	Earned Paid Time Off		$25.64	$26.53	$28.66	0.0%						0



JOBCODE

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	
			(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	
			80.1%	81.1%	79.8%	78.4%	84.8%	81.1%	87.6%	89.3%	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

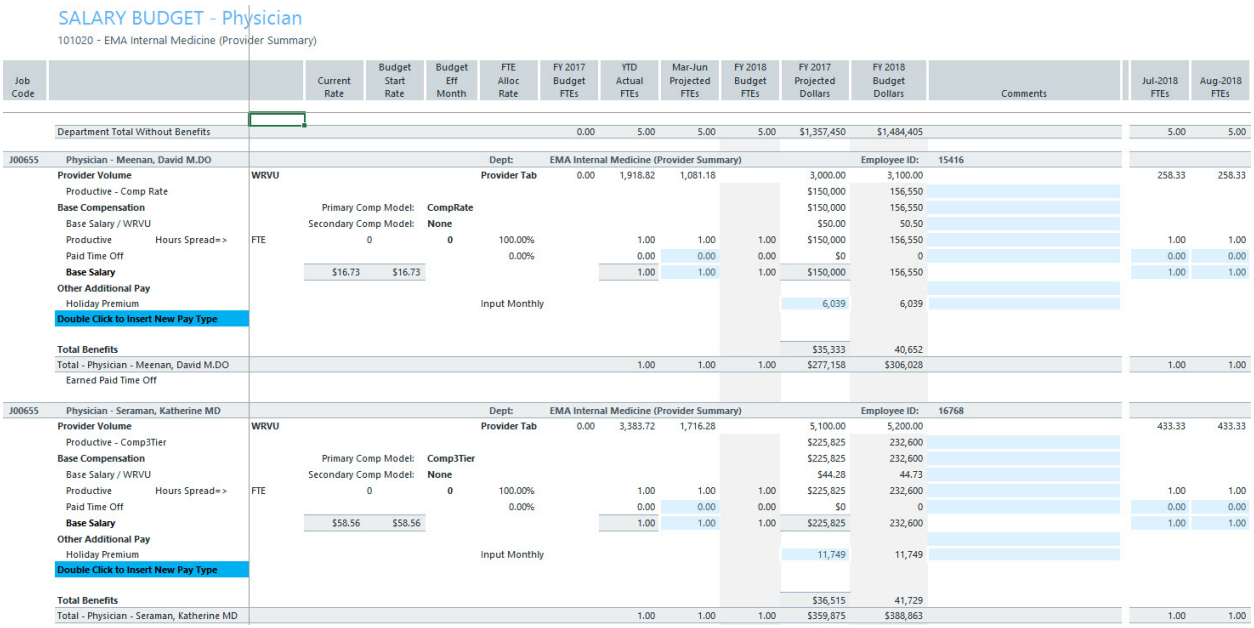
ProviderComp sheet

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														
	Holiday Premium					Input Monthly					6,039	6,039			
	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														
	Holiday Premium					Input Monthly					11,749	11,749			
	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		
penses																
	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	198.97				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%
	Salaries do not match the Staffing tab															
	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	FICA - Social Security	63,046	286,562	63,046	38,051		101,097	13.58				36.73	284,167	FICA 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	0	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	FICA - Social Security	140,052	0	140,052	85,376		225,429	30.27				42.03	325,180	FICA 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

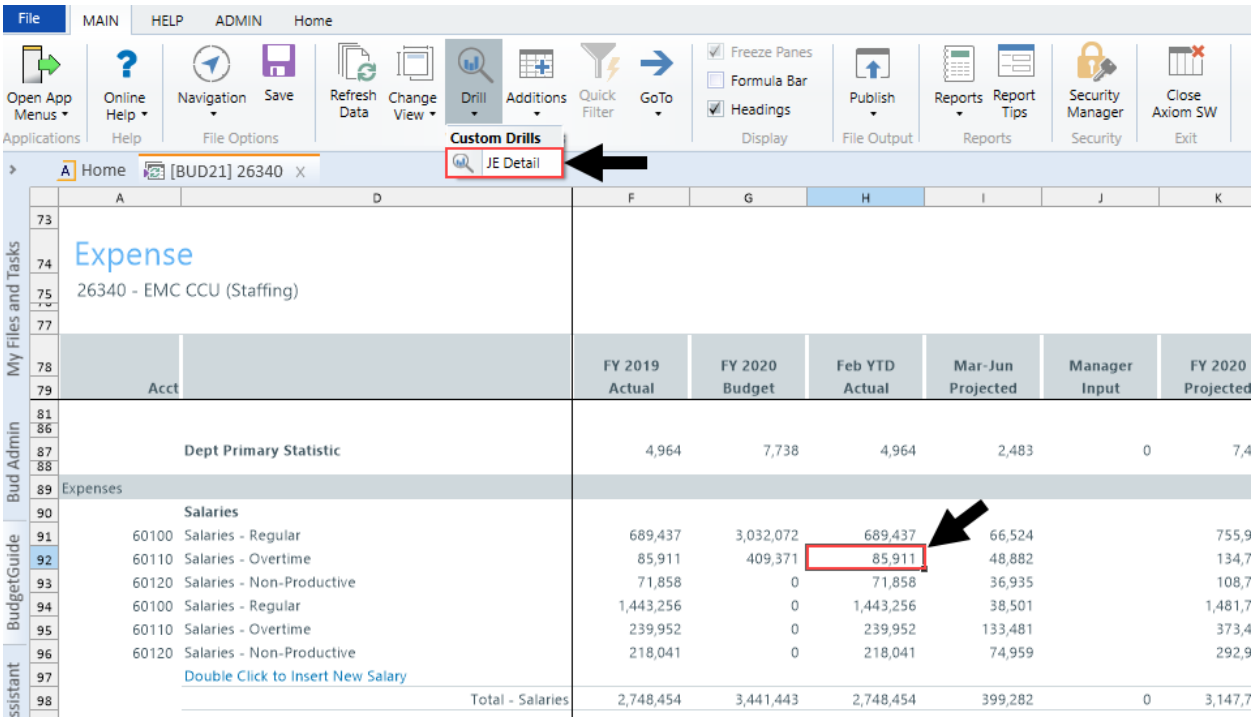
You can drill from an account on the Expense tab (this tab only) to GL Transactions detail. To activate this feature, open the Budget Configuration driverBudget Configuration driver. In the **Expense Transaction Drilling, On or Off** row, select Yes or No to turn on the drill. This is not budget group-specific 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.



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

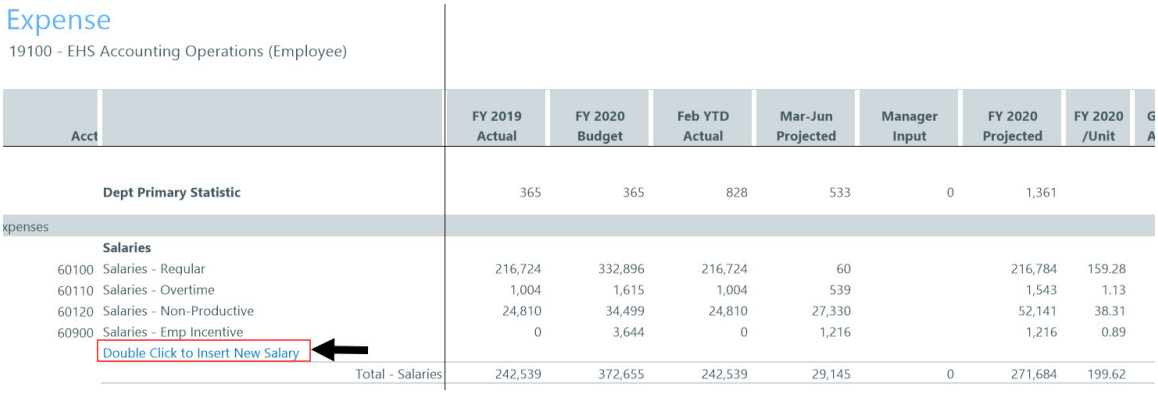
The system adds the line by inserting the appropriate calc method into the sheet. The following table lists the available calc methods used by the corresponding section in the sheet:

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.	• 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.	• 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).	• Salaries • Benefits • Supplies • Other Expenses • Paid Hours
Fixed	Use this fixed methodology and select how you want to spread.	• 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

Calc Method	Description	Sheet Section
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.



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.

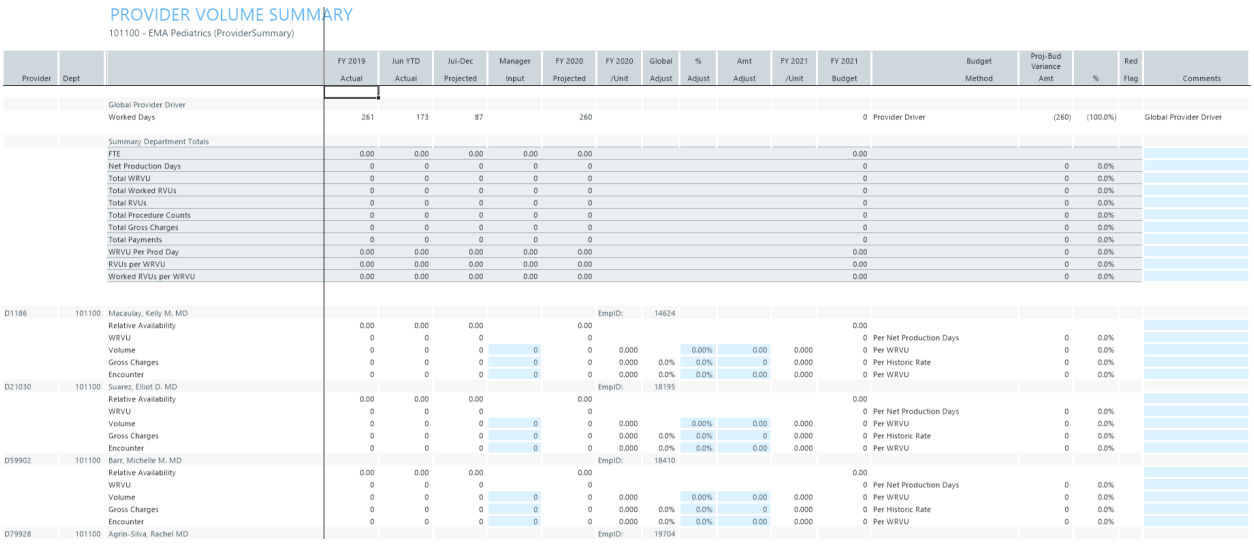
IMPORTANT: Because the tab is rebuildable, any changes made in the Provider data tables *after* the plan file is built will be automatically updated in the plan file. These changes are commonly referred to as prior period adjustments, which will be reflected in the YTD columns in the tab.

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.



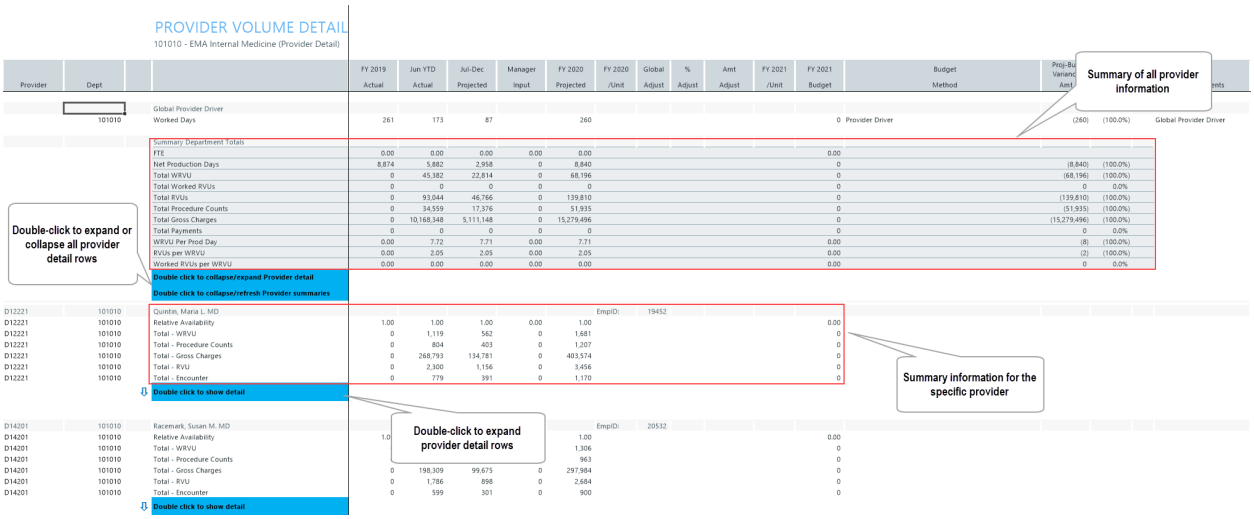
PROVIDER VOLUME SUMMARY

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	Per Net Production Days	0	0.0%		
		Volume	0	0	0	0	0	0.000		0.00%	0.00	0.000	0	Per WRVU	0	0.0%		
		Gross Charges	0	0	0	0	0	0.000	0.0%	0.0%	0	0.000	0	Per Historic Rate	0	0.0%		
		Encounter	0	0	0	0	0	0.000	0.0%	0.0%	0.00	0.000	0	Per WRVU	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	Per Net Production Days	0	0.0%		
		Volume	0	0	0	0	0	0.000		0.00%	0.00	0.000	0	Per WRVU	0	0.0%		
		Gross Charges	0	0	0	0	0	0.000	0.0%	0.0%	0	0.000	0	Per Historic Rate	0	0.0%		
		Encounter	0	0	0	0	0	0.000	0.0%	0.0%	0.00	0.000	0	Per WRVU	0	0.0%		
D59902	101100	Barr, Michelle M. MD						EmpID:	18410									
		Relative Availability	0.00	0.00	0.00		0.00						0.00					
		WRVU	0	0	0		0						0	Per Net Production Days	0	0.0%		
		Volume	0	0	0	0	0	0.000		0.00%	0.00	0.000	0	Per WRVU	0	0.0%		
		Gross Charges	0	0	0	0	0	0.000	0.0%	0.0%	0	0.000	0	Per Historic Rate	0	0.0%		
		Encounter	0	0	0	0	0	0.000	0.0%	0.0%	0.00	0.000	0	Per WRVU	0	0.0%		
D79928	101100	Agrin-Silva, Rachel MD						EmpID:	19704									

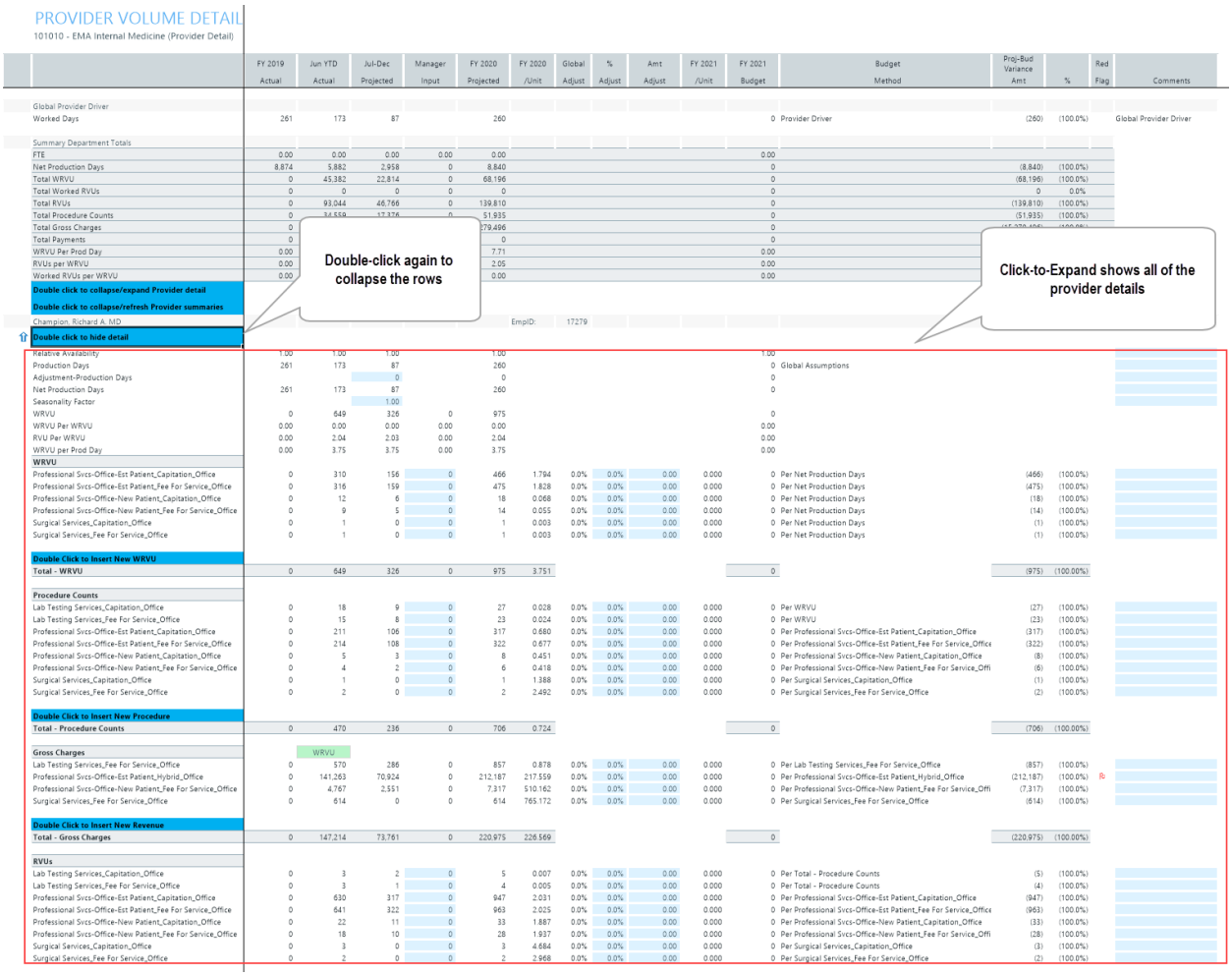
Provider Detail sheet

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.



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.

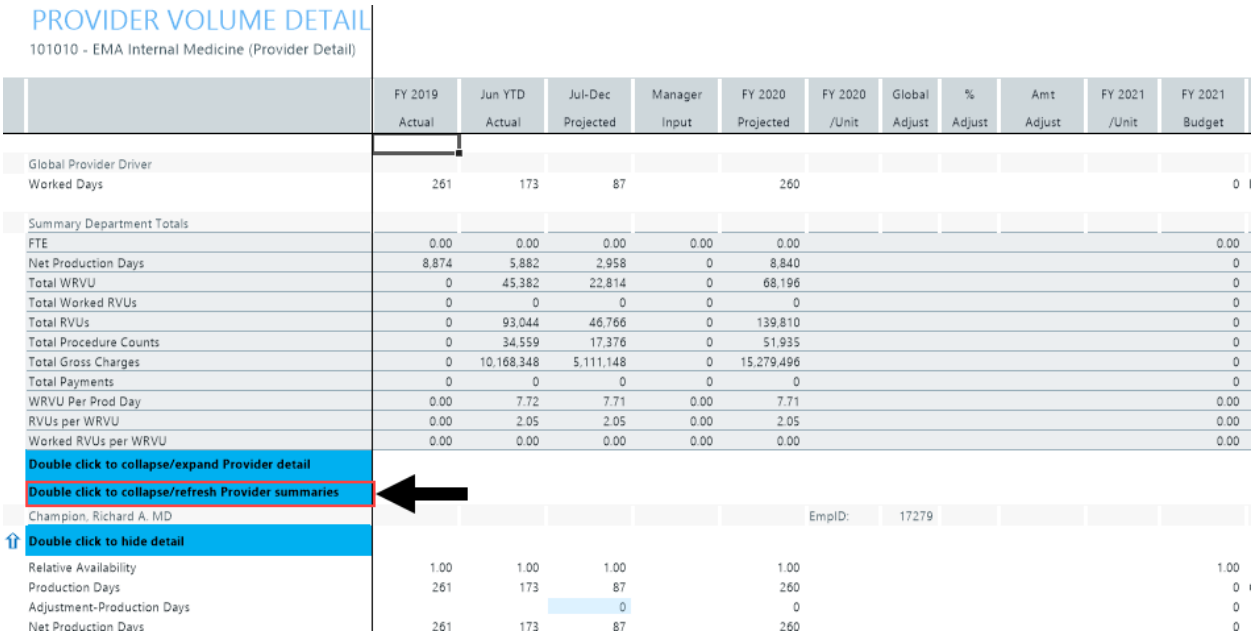
TIP: When you save the file, the system will remember which providers you have expanded the detail rows for that day. Let's say you expanded the detail rows for five providers and saved your changes, when you open the file later, the detail lines will still display for those five providers. When the plan file processes that evening, however, the system will collapse all of the detail rows so that the tab opens faster.



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						EmplD:	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.

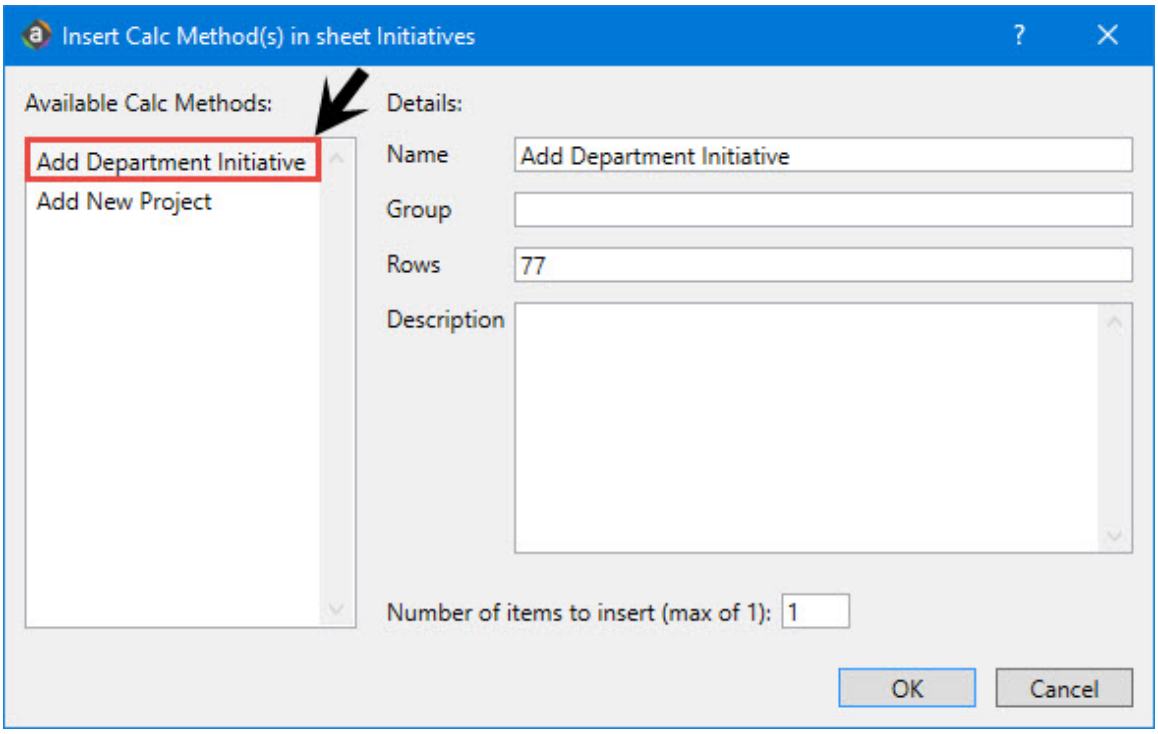
You can create one of two types of initiatives: department or system.

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.



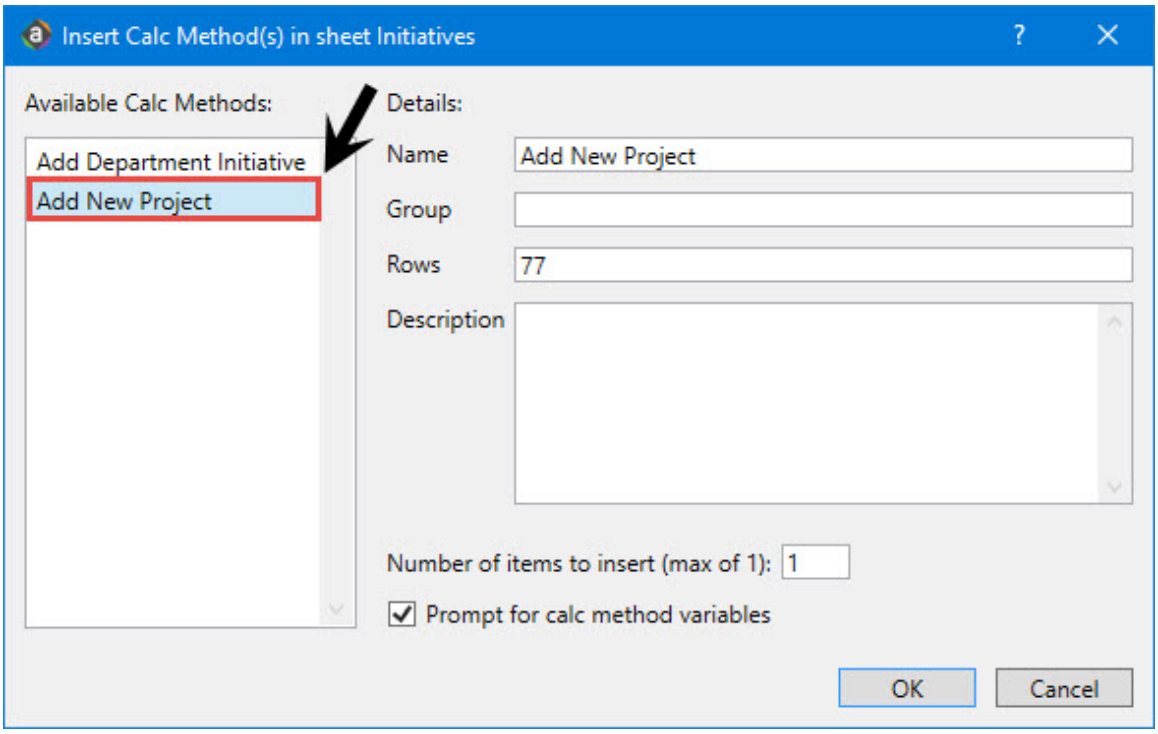
2. In the **Insert Description Here** cell, enter information to describe your initiative.
3. At the top of the screen, from the drop-down, select one of the following:
   - To include the initiative for the next year budget amounts in the database, select **Approve**.
   - To exclude the initiative 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.

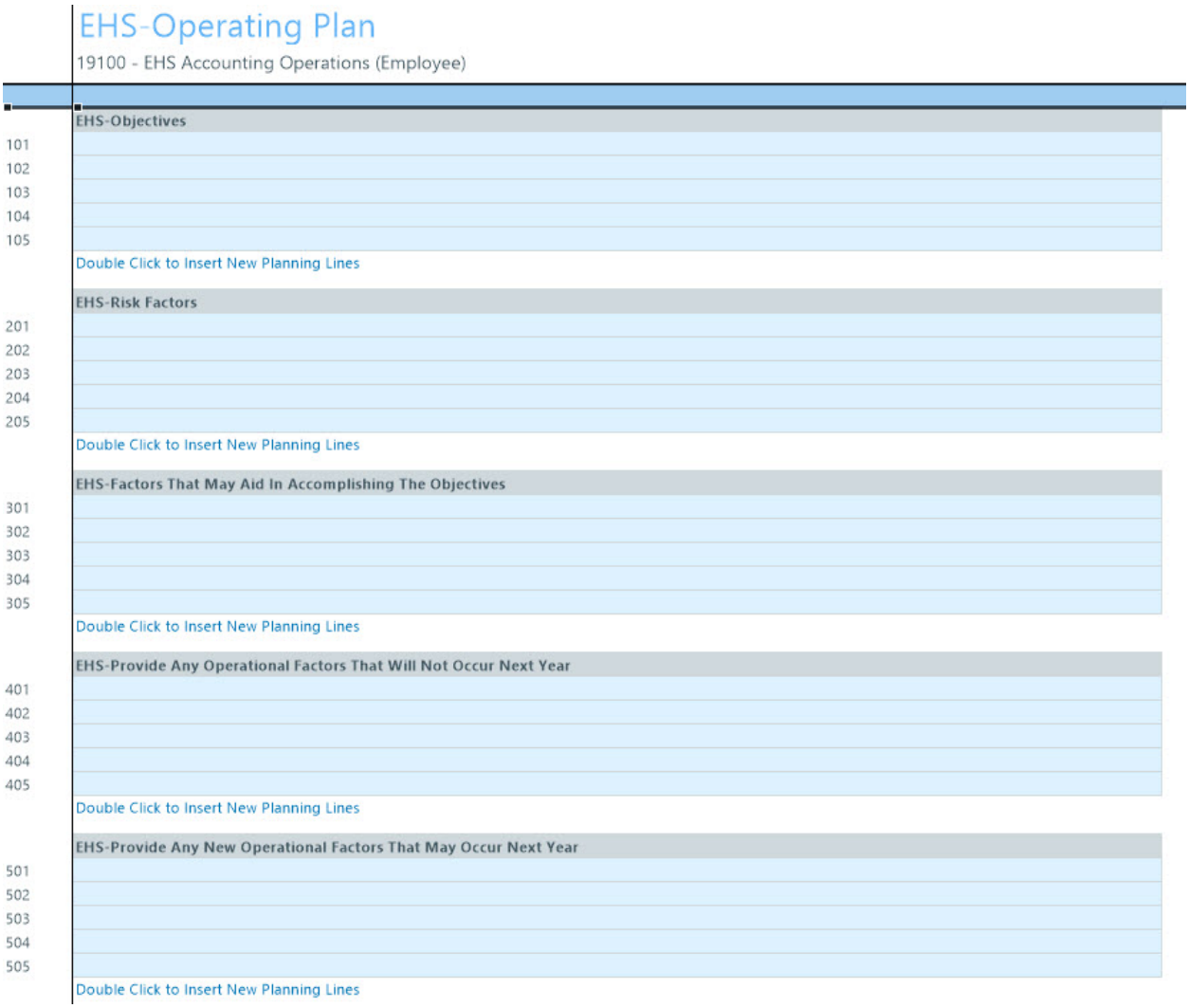
7. Update the blue cells with the budget data for the initiative, as needed. You can also add rows for new items related to the initiative by double-clicking the appropriate row.
8. After you finish making changes, in the **Main** ribbon tab, click **Save**.

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 reportBudget 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 driverBudget Assumptions driver, as needed.



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.

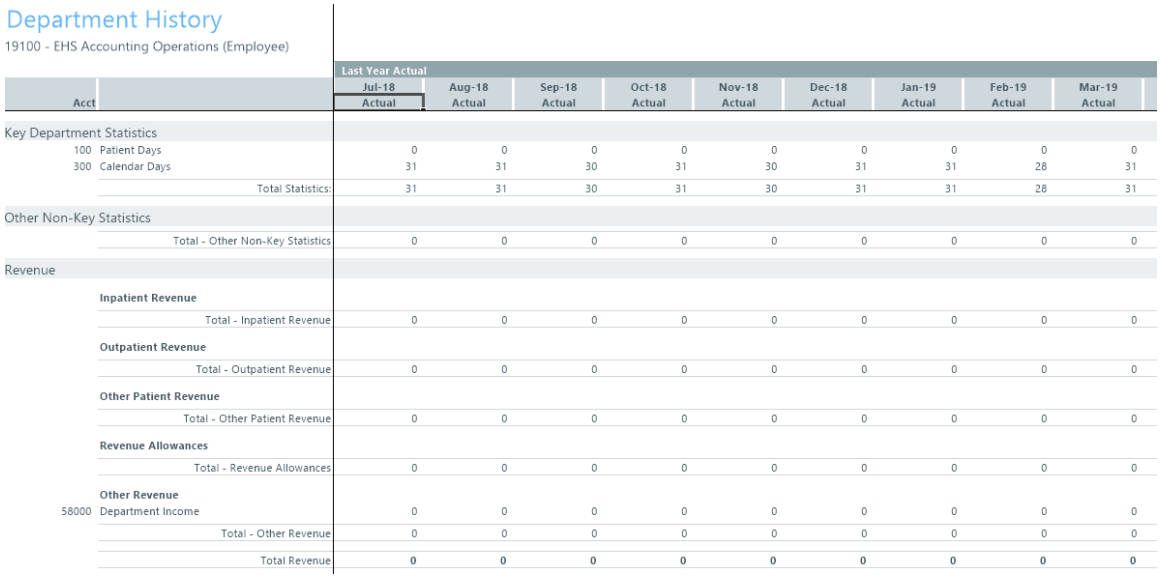
    - To add a line, double-click **Double Click to Insert New Planning Lines**.
2. After you finish making changes, in the **Main** ribbon tab, click **Save**.

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.

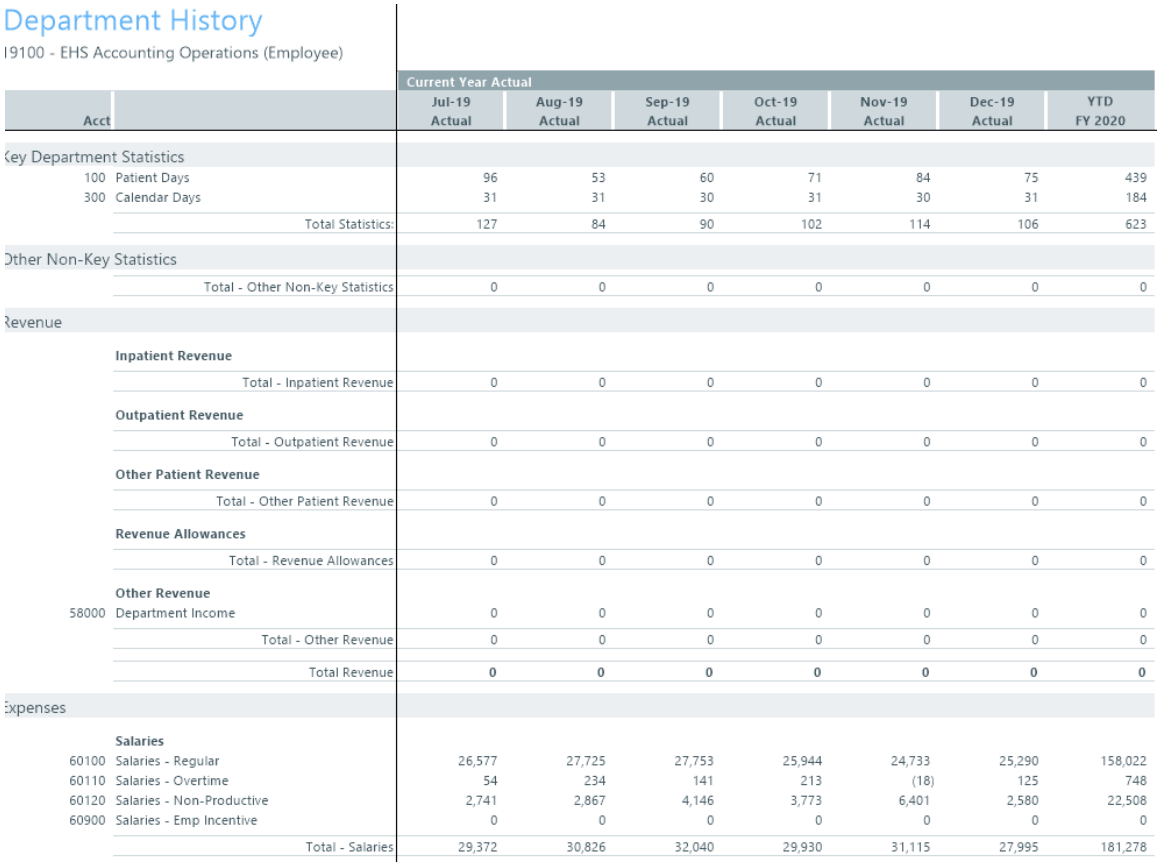


Department History

19100 - EHS Accounting Operations (Employee)

Acct		Last Year Actual								
		Jul-18 Actual	Aug-18 Actual	Sep-18 Actual	Oct-18 Actual	Nov-18 Actual	Dec-18 Actual	Jan-19 Actual	Feb-19 Actual	Mar-19 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.



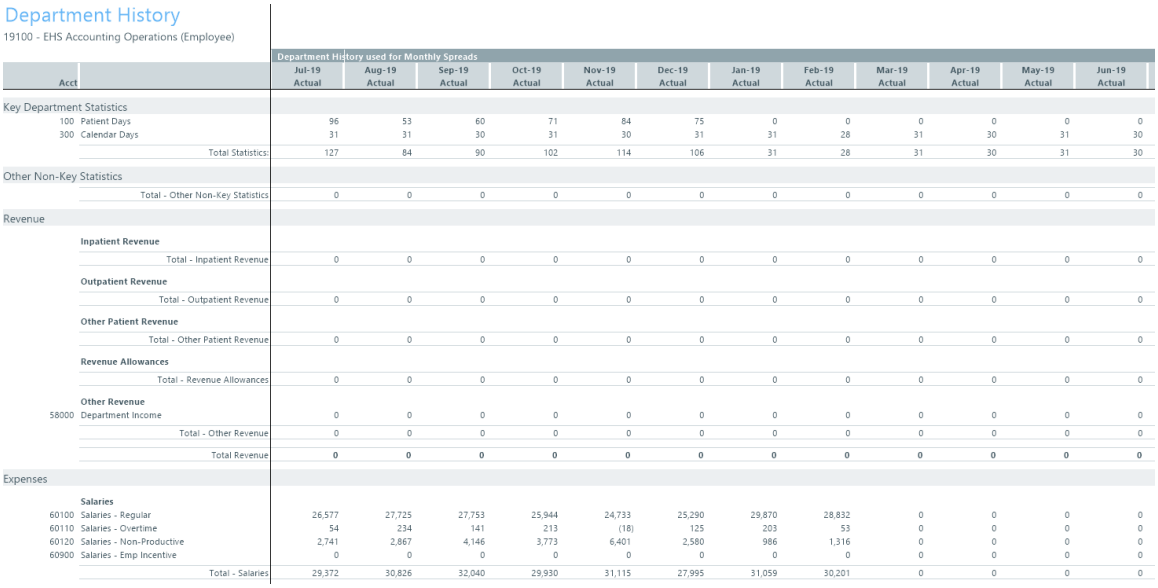
Department History

19100 - EHS Accounting Operations (Employee)

Acct		Current Year Actual 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

19100 - EHS Accounting Operations (Employee)

Acct		Department History used for Monthly Spreads											
		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 and Performance Reporting 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 and Performance Reporting 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 and Performance Reporting 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 and Performance Reporting 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.

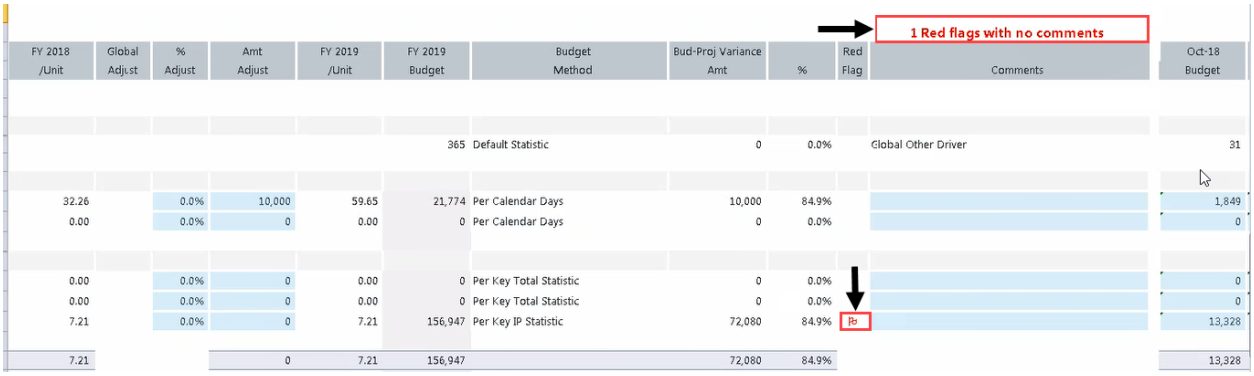
If the Word or PowerPoint add-in is not installed, or if the file is some other file type, then you cannot edit and save the file directly. If you need to edit one of these files, you should save a copy of the file locally and make your edits. You can then delete the existing file attachment in the Axiom Budgeting and Performance Reporting 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 and Performance Reporting 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.



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 no 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.
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 driverr.
Holiday	Interface	Calculate salary dollars based on YTD holiday pay and spreads by the listed holiday months in the 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.

Calc Method	Type	Description
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.

Calc Method	Type	Description
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.
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.

Calc Method	Type	Description
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.
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.

Calc Method	Type	Description
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.
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.

Calc Method	Type	Description
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.
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.

Calc Method	Type	Description
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.
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.
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.
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.
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 methid 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.
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.
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.

Calc Method	Type	Description
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.

Calc Method	Description
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.
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 my 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	Transfers Salary calculations from the Provider tab to the Stat_Rev tab to save to the Financial Data tables. **NOTE:** Provider Light Version Only: Calc Methods – Stat_Rev Sheet If your organization has purchased the Provider module, you can access the following additional calc methods if using the Provider Light. • **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)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:

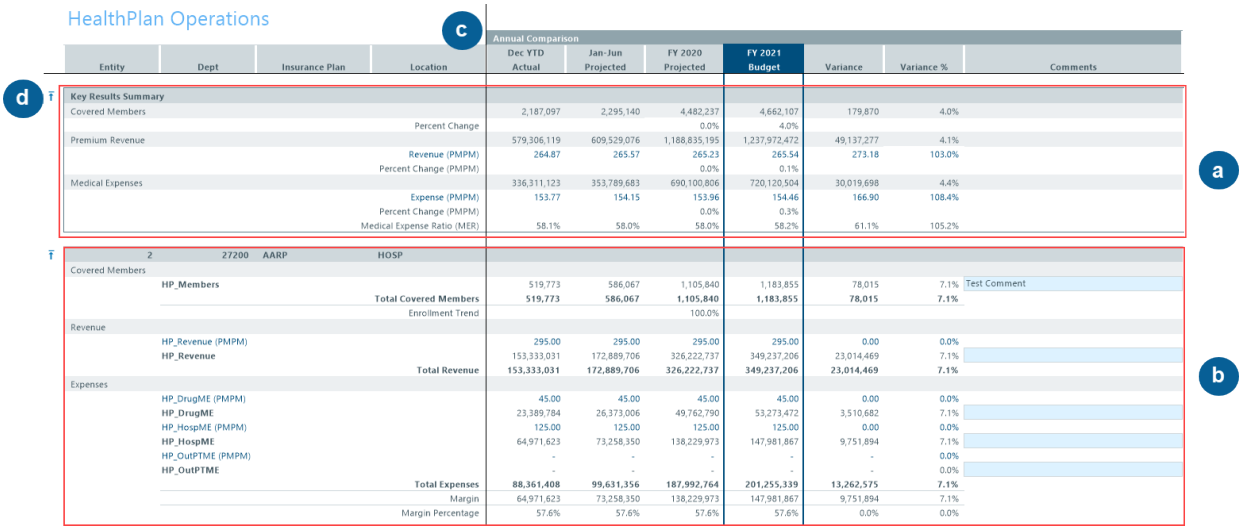
a. **Key Results Summary** - Summarizes the results of all the health plans included in the utility.

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.

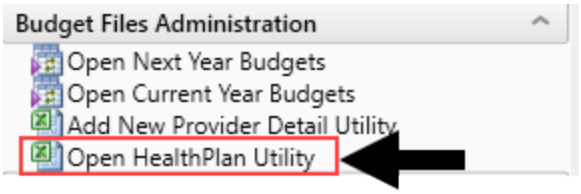
d. **Expand/Contract entity/department rows** - By default, the list of entities/departments is expanded, but you can double-click ⤓ to expand or double-click ⤒ to contract it. After you save your changes, the system remembers this setting the next time you open the driver.



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 AdminBud 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**:

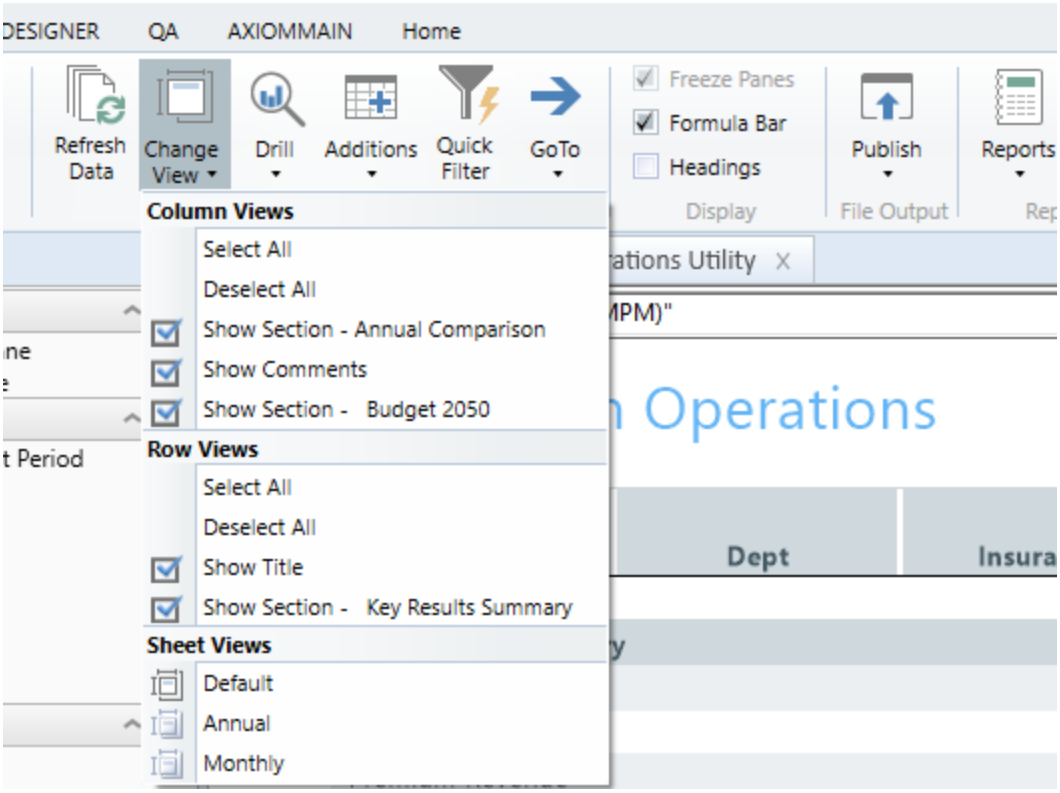
- In the **Filter by ENTITY** field, enter or select one or more entities.
- In the **Filter by DEPT.KHABgtMap** field, enter or select one or more departments.
- To include all entities and departments, leave the fields blank.

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
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.To update dimensions specific for health plan budgeting, see "Updating dimensions for health plan budgeting" in the online help.

Location	Description
LOCATION dimension	Add or edit department locations.
INSCODE dimension	Add or edit healthcare or insurance plans.
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 Deductions Modeling

The Deductions Modeling utility is a set of reports that allows organizations to budget for deductions in a separate department, outside of their regular departmental budget plan files.

IMPORTANT: Do NOT create a budget workbook for the deductions department when using the Deductions Modeling utility. Doing so will create two different sources for the budget values.

The Deductions Modeling utility combines and summarizes historical and next year departmental detail gross budget data for Cases, Patient Days, Outpatient Visits, and Gross Revenue to serve as the key drivers when computing net revenue by patient type and payor. If the necessary data is not available, you may enter payment assumptions by patient type or payor to compute net revenue.

The utility computes GL allowances as:

(Gross Revenue) – (Net Revenue by Patient Type/Payor)

GL Accounts can be assigned to each patient type/payor allowance computation, after which you can post the resulting allowance to the database for the active budget and include the allowance in all related budget analysis reports.

As budgets and assumptions change, simply refresh data in the Deductions Modeling reports to update and post newly computed allowances for computing net revenue (assuming the payment assumptions remain unchanged).

You may also choose to set up models for different budget groups. To create separate models for different budget groups, you need to save multiple versions of the model using Save As, and then select the desired budget group when refreshing report data.

NOTE: The topics following in this section assume a working knowledge of reimbursement principals and are familiar familiarity with the previous version of this utility. Additionally, a working knowledge of Axiom reporting concepts such as Table.Column and report filtering is assumed.

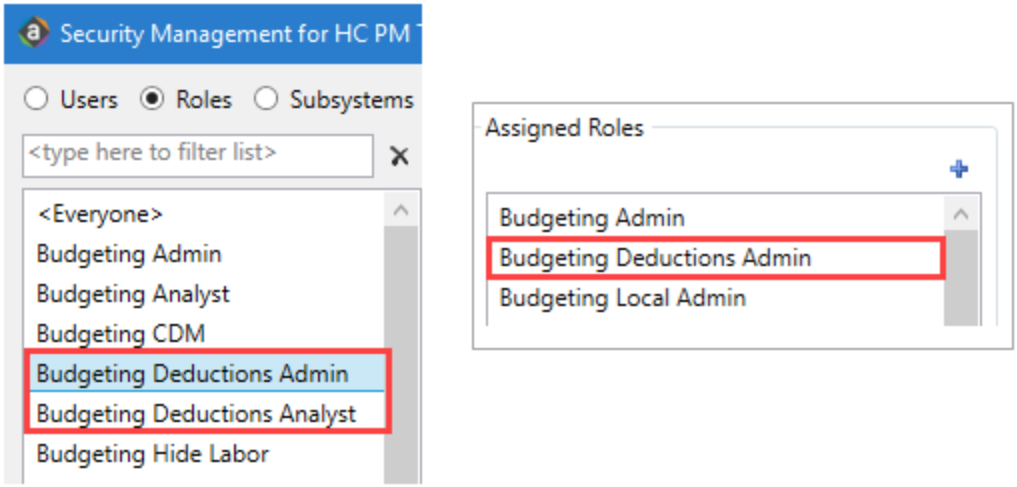
Setting up the Budget Deductions utility

There are three main areas to configure to set up the Budget Deductions utility.

Security roles

The Budgeting Deductions Admin and Budgeting Deductions Analyst roles support allows users to configure and use the Budget Deductions utility. You must first assign one of these roles to an existing user to provide access to the utility. The definitions of the two roles include:

- **Budgeting Deductions Admin:** Grants read/write access to the Budget_Deductions tab and the DeductionModels tab of the utility.
- **Budgeting Deductions Analyst:** Grants read/write access to the Budget_Deductions tab only.

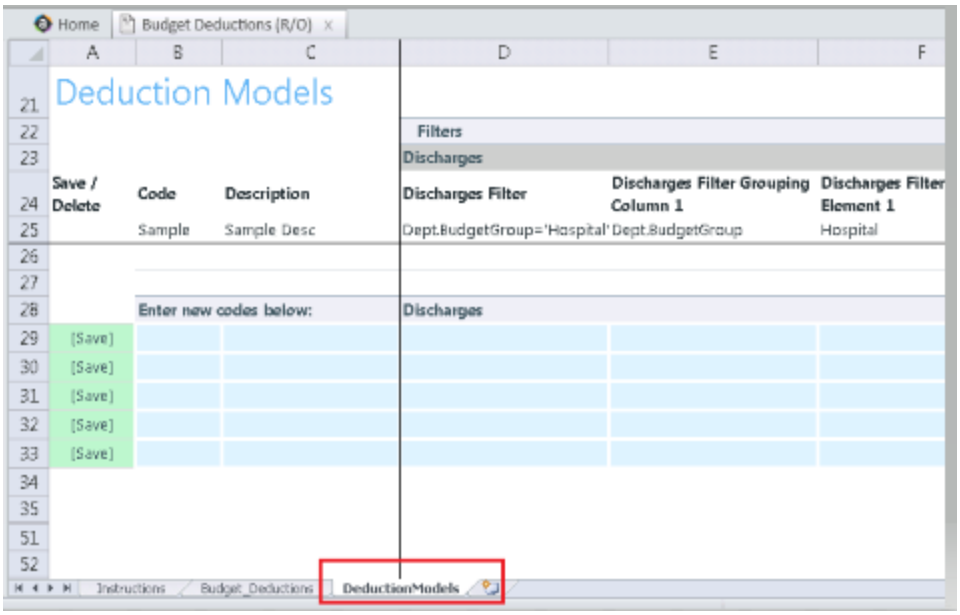


Security filters

This utility works with the existing User Write Filter as established by the Budget Security Update utility for the Financial Table Filter. For example, if my financial table filter is Dept>0, then I can save records in the utility that meet this criteria. If my financial table filter is Dept.BudgetGroup='EMC', then I can only save records that meet this criteria.

DeductionModels tab

To configure the report to the values needed, you need to configure the DeductionModels tab. Only users with the Budgeting Deductions Admin role can access this tab. To allow configurable filters for the utility, the administrator must set up each model.



ACCT dimension

Setting up the ACCT dimension grouping columns is an important step to ensure the report retrieves data correctly for each section. The two primary grouping columns you need to configure are Acct.BPCode and Acct.BPCategory.

NOTE: The Budget Deductions Utility no longer uses Acct.FPCode and Acct.FPCategory, so these columns no longer work in this version of Axiom Budgeting and Performance Reporting.

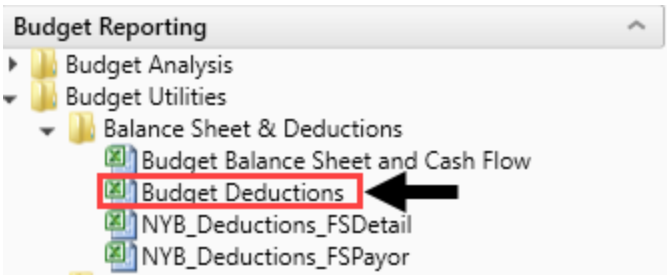
To set up the Budget Deductions utility:

1. Assign either the **Budgeting Deductions Admin** or the **Budgeting Deductions Analyst** roles to the appropriate users.

   For instructions on assigning security roles, see Assigning users to roles.

2. This utility works with the existing User Write Filter as established by the Budget Security Update utility for the Financial Table Filter. For example, if my financial table filter is Dept>0, then I can save records in the utility that meet this criteria. If my financial table filter is Dept.BudgetGroup='EMC', then I can only save records that meet this criteria.

3. In the Bud Admin task pane, in the **Budget Financial Tools** section, double-click **Budget Deductions**.



4. In the **DeductionModels** tab, complete the following columns for each row:

Code

Type a code name for your model. (For example, EMC.) This code displays as a selection in the utility.

Description

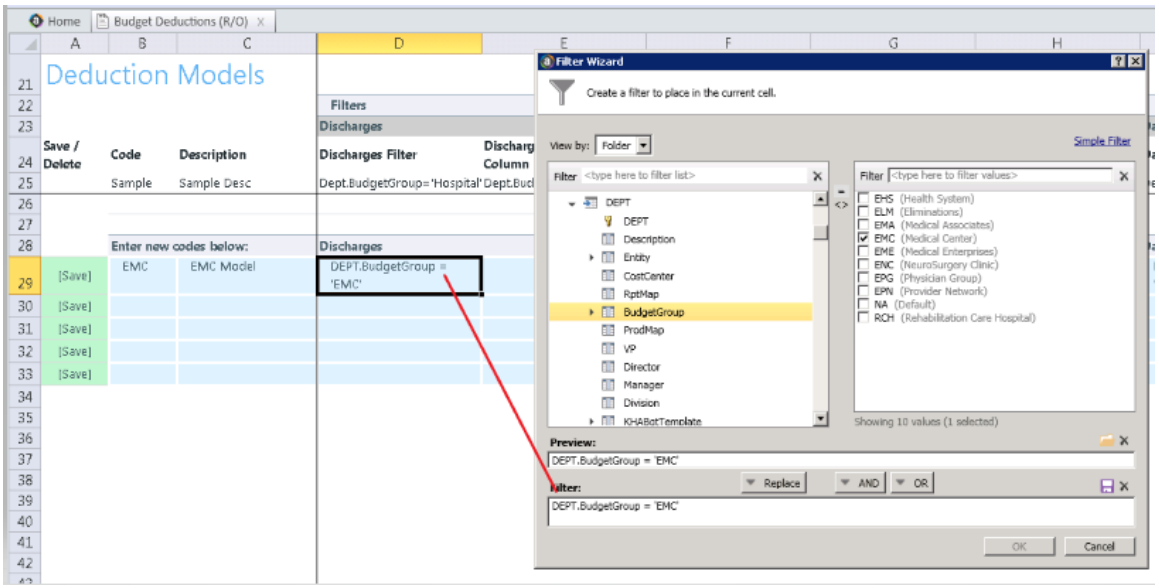
Type a user-friendly model name for your code.

Filters

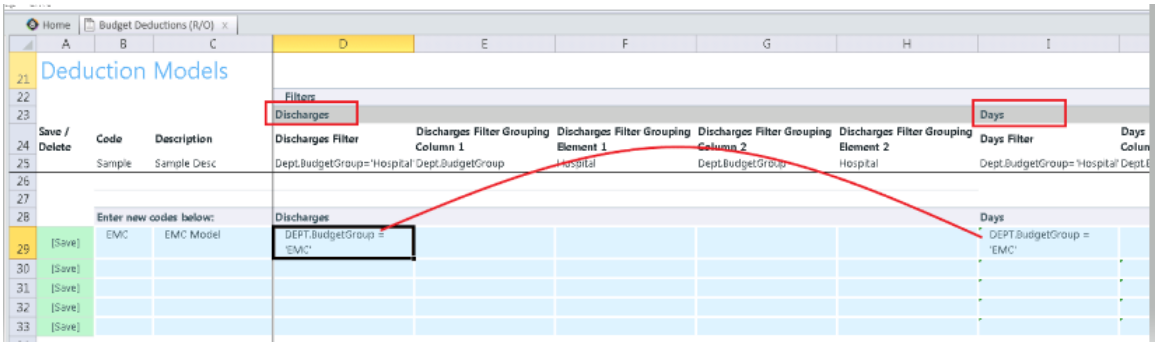
This is an important step in the set up of the data used to query data in the report. Where the prior version of this report used one AQ for the entire report, the current version contains an AQ for each section so a unique filter can be used, if needed. The sections to configure include the following:

- Discharges
- Days
- Visits
- IP Revenue
- OP Revenue
- IP Deductions
- OP Deductions

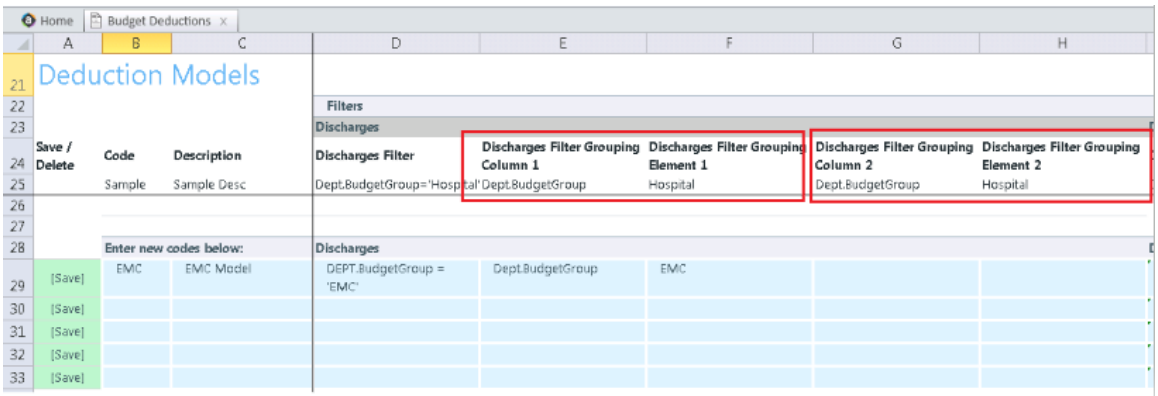
We recommend that you use the Axiom Filter Wizard to enter the correct syntax. In the following example, the user assigns the filter Dept.BudgetGroup='EMC' to Discharges.



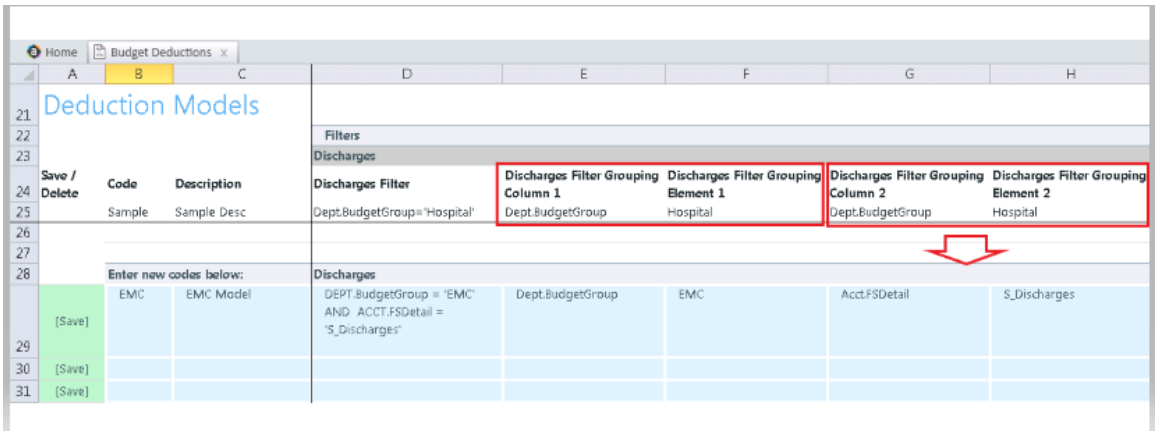
The system then automatically copies the same Discharges filter to the remaining sections, but you can configure a different filter, if needed.



After you set the filter for a section, you need to manually segregate the filter into Table.Column and Element. This is needed for the SumBy of that AQ for the section so the data is correct. In the following example, Table.Column is Dept.BudgetGroup and Element is EMC. These values should match the syntax used in the filter.



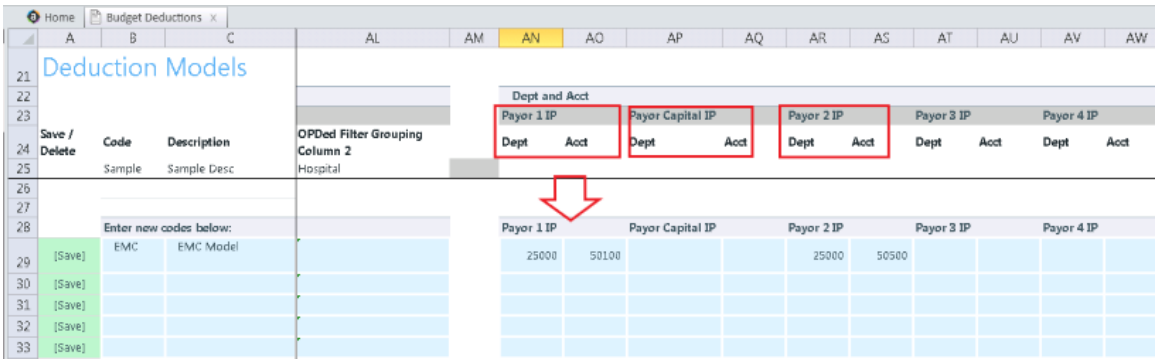
For each section, you can configure up to two unique Table.Column and Element to meet more complex requirements. For example, if you need a filter using both Dept and Acct, you would enter the second set of Table.Column and Element containing Acct.FSDetail and S_Discharges, shown in the following example.



Dept and Acct

This section includes the department and account used to post the contractual adjustment to. This section is essentially the same as previous versions of Axiom Budgeting and Performance Reporting but with some key differences:

- Because each row is configurable, you can use different department and account values for each model, if needed.
- You enter Department and acct values on the row for each model, which the system copies to the Budget_Deductions tab where it's posted to the BUD20XX table.



5. After you finish configuring the row, in the **Main** ribbon tab, click **Save**.

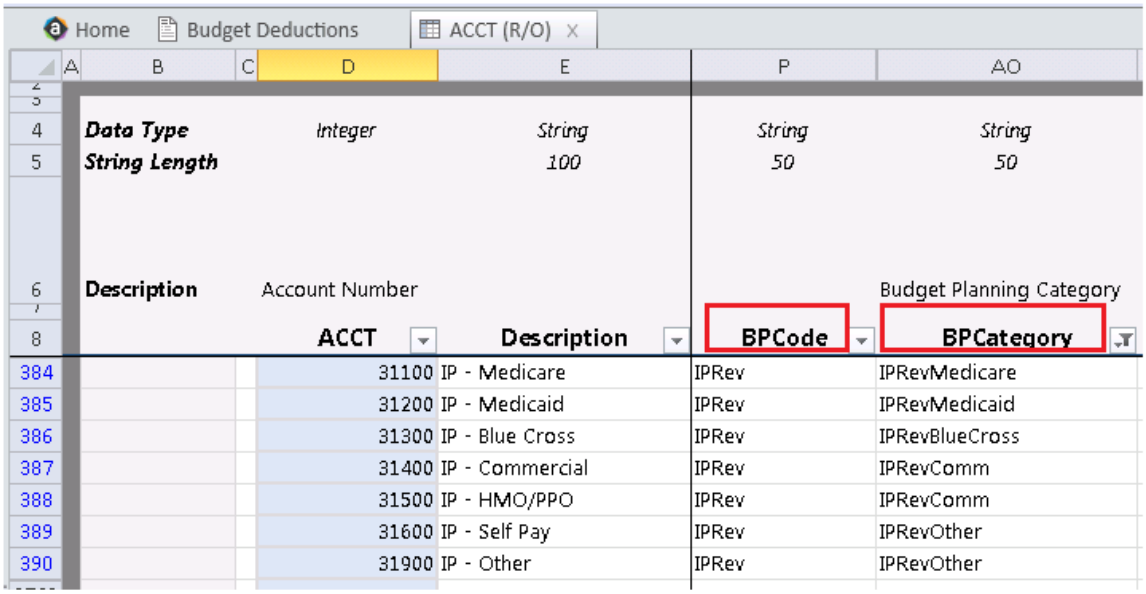
   NOTE: The row now displays above the section where it was fist configured. This row is now an active model for use in the utility. You can still make edits to the active model, as needed.

6. Configure the ACCT dimension by doing the following:

Acct.BPCode

These codes are used to define the statistics, revenue, and deductions sections of the utility and are defined values as noted:

- Disch - Discharges
- IPPD - Patient Days
- OPVisits - Visits
- IPRev - IP Revenue
- OPRev - OP Revenue
- DedIP - IP Deductions
- DedOP - OP Deductions



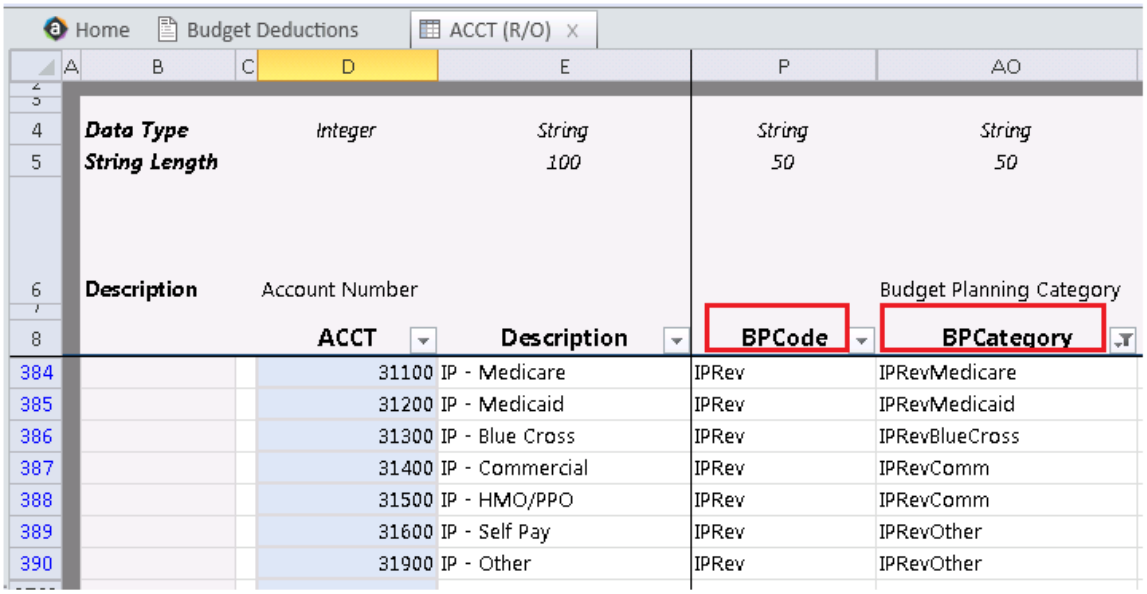
Home | Budget Deductions | ACCT (R/O)

	A	B	C	D	E	P	AO
4		***Data Type***		*Integer*	*String*	*String*	*String*
5		***String Length***			*100*	*50*	*50*
6		**Description**		Account Number			Budget Planning Category
8				**ACCT**	**Description**	**BPCode**	**BPCategory**
384				31100	IP - Medicare	IPRev	IPRevMedicare
385				31200	IP - Medicaid	IPRev	IPRevMedicaid
386				31300	IP - Blue Cross	IPRev	IPRevBlueCross
387				31400	IP - Commercial	IPRev	IPRevComm
388				31500	IP - HMO/PPO	IPRev	IPRevComm
389				31600	IP - Self Pay	IPRev	IPRevOther
390				31900	IP - Other	IPRev	IPRevOther

Acct.BPCategory

These are codes used to define payor categories for the statistics, revenue, and deductions sections of the utility. These should be prefixed by BPCode+Payor name. Examples may include the following:

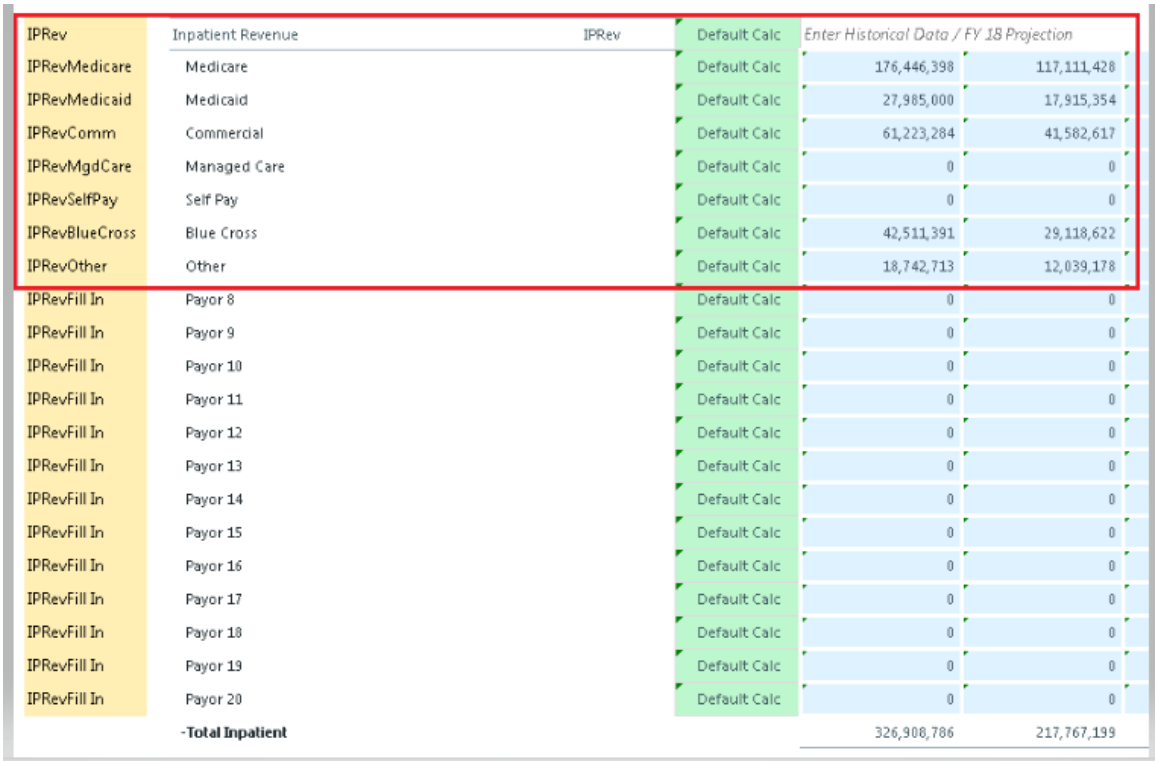
- IPRev - IP Revenue
  - IPRevMedicare
  - IPRevMedicaid
  - IPRevBlueCross
  - IPRevComm
  - IPRevOther



Home | Budget Deductions | ACCT (R/O)

	A	B	C	D	E	P	AO
4		**Data Type**		*Integer*	*String*	*String*	*String*
5		**String Length**			*100*	*50*	*50*
6		**Description**		Account Number			Budget Planning Category
8				**ACCT**	**Description**	**BPCode**	**BPCategory**
384				31100	IP - Medicare	IPRev	IPRevMedicare
385				31200	IP - Medicaid	IPRev	IPRevMedicaid
386				31300	IP - Blue Cross	IPRev	IPRevBlueCross
387				31400	IP - Commercial	IPRev	IPRevComm
388				31500	IP - HMO/PPO	IPRev	IPRevComm
389				31600	IP - Self Pay	IPRev	IPRevOther
390				31900	IP - Other	IPRev	IPRevOther

When configured, the Budget Deductions Utility summarizes the data by Acct.BPCode and Acct.BPCategory along with the SumBy-level configured on the DedutionModels tab.



IPRev	Inpatient Revenue	IPRev	Default Calc	*Enter Historical Data / FY 18 Projection*	
IPRevMedicare	Medicare		Default Calc	176,446,398	117,111,428
IPRevMedicaid	Medicaid		Default Calc	27,985,000	17,915,354
IPRevComm	Commercial		Default Calc	61,223,284	41,582,617
IPRevMgdCare	Managed Care		Default Calc	0	0
IPRevSelfPay	Self Pay		Default Calc	0	0
IPRevBlueCross	Blue Cross		Default Calc	42,511,391	29,118,622
IPRevOther	Other		Default Calc	18,742,713	12,039,178
IPRevFill In	Payor 8		Default Calc	0	0
IPRevFill In	Payor 9		Default Calc	0	0
IPRevFill In	Payor 10		Default Calc	0	0
IPRevFill In	Payor 11		Default Calc	0	0
IPRevFill In	Payor 12		Default Calc	0	0
IPRevFill In	Payor 13		Default Calc	0	0
IPRevFill In	Payor 14		Default Calc	0	0
IPRevFill In	Payor 15		Default Calc	0	0
IPRevFill In	Payor 16		Default Calc	0	0
IPRevFill In	Payor 17		Default Calc	0	0
IPRevFill In	Payor 18		Default Calc	0	0
IPRevFill In	Payor 19		Default Calc	0	0
IPRevFill In	Payor 20		Default Calc	0	0
	-Total Inpatient			326,908,786	217,767,199

7. Configure your payor groups using the FP Payor form. Configure your payor groups using the FP Payor form. For instructions, see Configuring payor groups.

Using the Budget Deductions utility

The Deductions Modeling utility is a set of reports that allows organizations to budget for deductions in a separate department, outside of their regular departmental budget plan files.

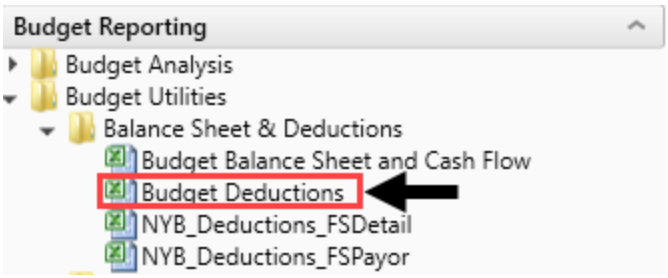
The utility includes the following sections:

- Patient Volume
  - Discharges by Payor
  - Patient Days
  - Inpatient Length of Stay
  - Outpatient Visits
- Patient Revenue
  - Inpatient Revenue
  - Outpatient Revenue
- Deductions
- Contractual Allowances
- Revenue Deductions Upload

NOTE: Before you can use the Budget Deductions utility, you must identify Payor groupings in the FP Payor table.

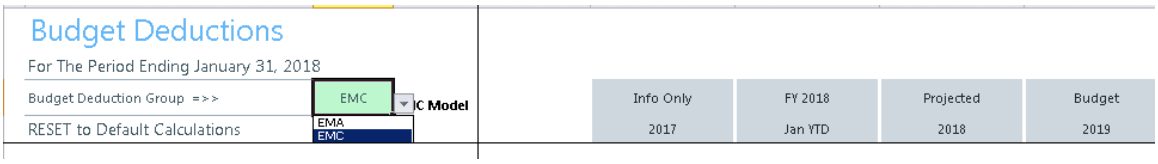
To use the Budget Deductions utility:

1. In the Bud Admin task pane, in the **Budget Financial Tools** section, double-click **Budget Deductions**.



2. On the **Budget_Deductions** tab, from the **Budget Deduction Group** drop-down, select the Budget Deduction model code.

   NOTE: The model name displays next to the model code. Selecting the model code refreshes the report.



3. From the **RESET to Default Calculations** drop-down, select one of the following, as needed:

Reset

This option is a master reset that changes ALL rows back to the Default Calc setting. This means that each row will use the standard calculation for that row and is used as a starting point for the related row.

For example, the default setting for Inpatient Revenue is to query the financial database for prior and current fiscal year for each payor group (For example, Medicare).

NOTE: Use caution when selecting this option since doing so sets all manual changes back to default calculations. For example, you may want to use this setting as the start of a new planning year where all the manual changes in the table need to be reset back to default calculations for a fresh start. After selecting Reset to initialize, remember to change the setting back to Last Saved.

Last Saved

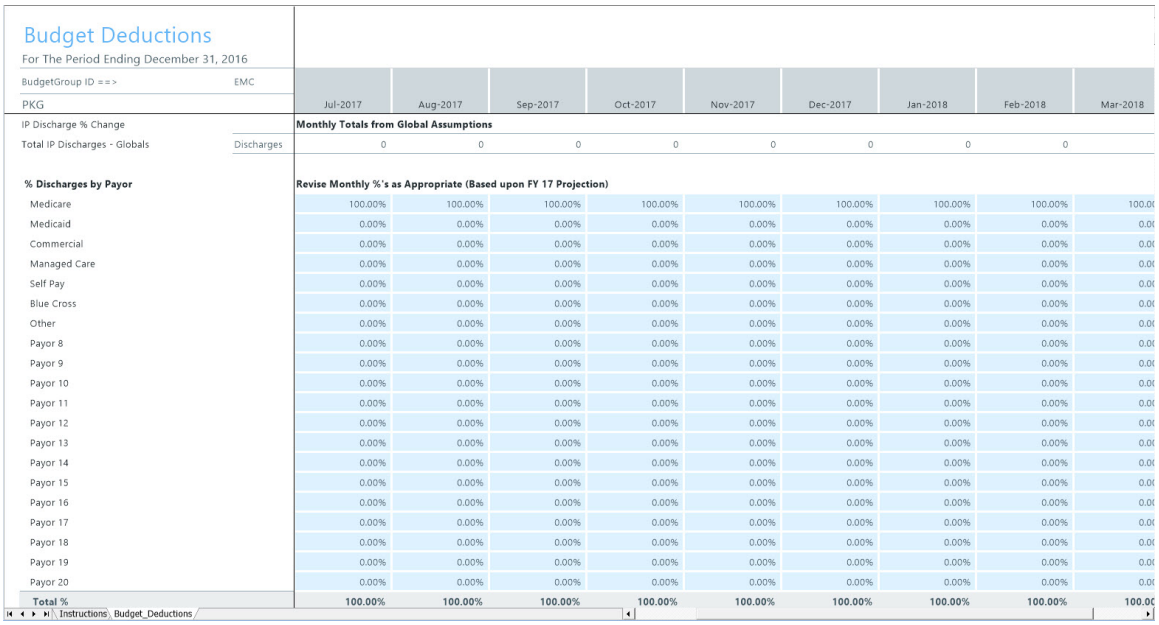
This option is most commonly used during the planning cycle. This setting allows for each selectable row to use either Default Calc or Last Saved based on what you selected for the individual row.

For more details, we recommend that you review Example: Resetting to default calculations for budget deductions.

4. Complete the following sections, as needed:

Patient Volume

The **Discharges by Payor**, **Patient Days**, and **Outpatient Visits** sections follow the same basic pattern. Within each section, you will find a section for percentage by payor, followed by a section for entering historical and projected values. Review and adjust historical and projected values as needed, and then return to the % by payor section and scroll to the right to review and adjust monthly distributions.



Budget Deductions

For The Period Ending December 31, 2016

BudgetGroup ID ==>	EMC	Jul-2017	Aug-2017	Sep-2017	Oct-2017	Nov-2017	Dec-2017	Jan-2018	Feb-2018	Mar-2018
PKG										
IP Discharge % Change		**Monthly Totals from Global Assumptions**								
Total IP Discharges - Globals	Discharges	0	0	0	0	0	0	0	0	
% Discharges by Payor		**Revise Monthly %'s as Appropriate (Based upon FY 17 Projection)**								
Medicare		100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00
Medicaid		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00
Commercial		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00
Managed Care		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00
Self Pay		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00
Blue Cross		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00
Other		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00
Payor 8		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00
Payor 9		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00
Payor 10		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00
Payor 11		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00
Payor 12		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00
Payor 13		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00
Payor 14		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00
Payor 15		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00
Payor 16		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00
Payor 17		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00
Payor 18		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00
Payor 19		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00
Payor 20		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00
Total %		100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00

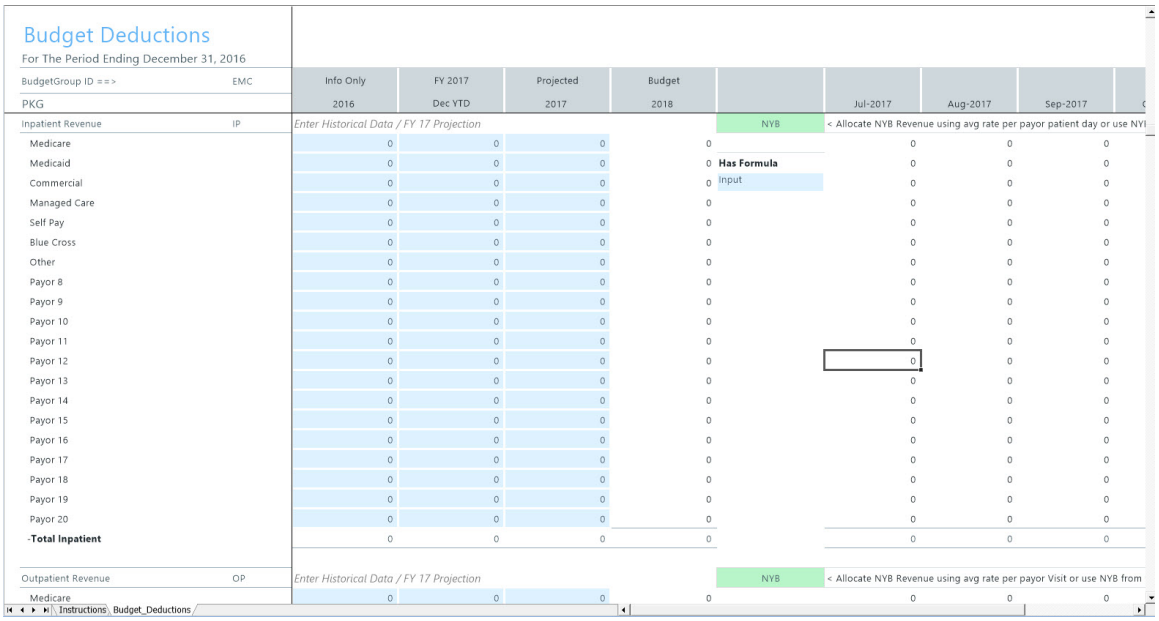
Instructions | Budget_Deductions

NOTE: Medicare is the reconciliation payor to ensure distribution sums to 100%.

The **Inpatient Length of Stay** section displays calculated values based on Discharges and Patient Days information. It cannot be adjusted directly.

Patient Revenue

The **Inpatient Revenue** section features rows for each payor group.



Budget Deductions

For The Period Ending December 31, 2016

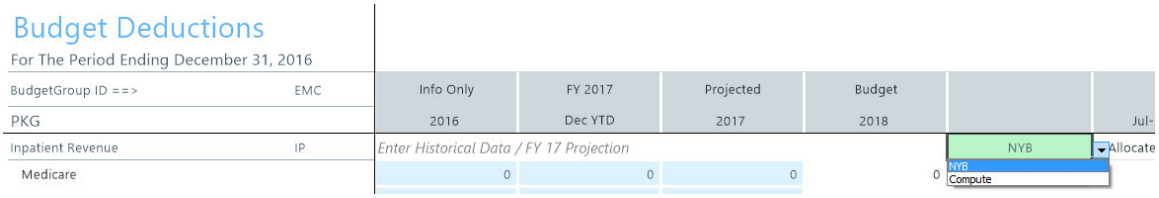
BudgetGroup ID ==>	EMC	Info Only 2016	FY 2017 Dec YTD	Projected 2017	Budget 2018		Jul-2017	Aug-2017	Sep-2017
PKG									
Inpatient Revenue	IP	*Enter Historical Data / FY 17 Projection*				NYB	< Allocate NYB Revenue using avg rate per payor patient day or use NYI		
Medicare		0	0	0	0		0	0	0
Medicaid		0	0	0	0	**Has Formula**	0	0	0
Commercial		0	0	0	0	Input	0	0	0
Managed Care		0	0	0	0		0	0	0
Self Pay		0	0	0	0		0	0	0
Blue Cross		0	0	0	0		0	0	0
Other		0	0	0	0		0	0	0
Payor 8		0	0	0	0		0	0	0
Payor 9		0	0	0	0		0	0	0
Payor 10		0	0	0	0		0	0	0
Payor 11		0	0	0	0		0	0	0
Payor 12		0	0	0	0		0	0	0
Payor 13		0	0	0	0		0	0	0
Payor 14		0	0	0	0		0	0	0
Payor 15		0	0	0	0		0	0	0
Payor 16		0	0	0	0		0	0	0
Payor 17		0	0	0	0		0	0	0
Payor 18		0	0	0	0		0	0	0
Payor 19		0	0	0	0		0	0	0
Payor 20		0	0	0	0		0	0	0
-**Total Inpatient**		0	0	0	0		0	0	0
Outpatient Revenue	OP	*Enter Historical Data / FY 17 Projection*				NYB	< Allocate NYB Revenue using avg rate per payor Visit or use NYB from		
Medicare		0	0	0	0		0	0	0

Instructions | Budget_Deductions

Initial values are calculated based on one of two methods:

- **NYB** uses the budget amount for the next year
- **Compute** uses rate multiplied by patient days

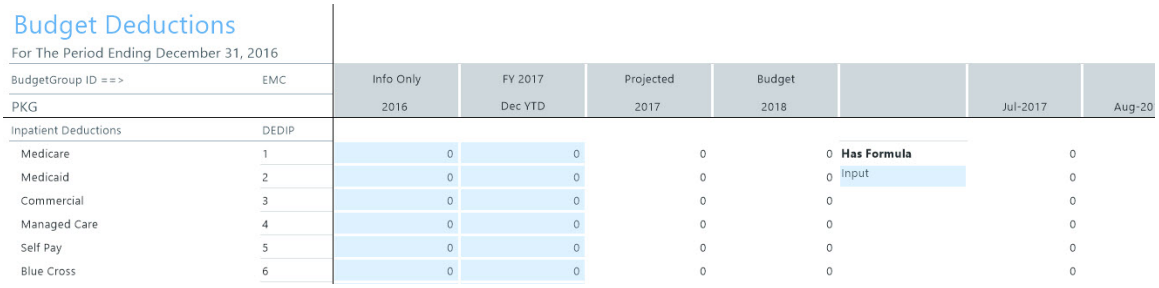
Select between these methods using the drop-down at the top of the section.



The **Outpatient Revenue** is handled similarly, except that compute uses rate multiplied by outpatient visits.

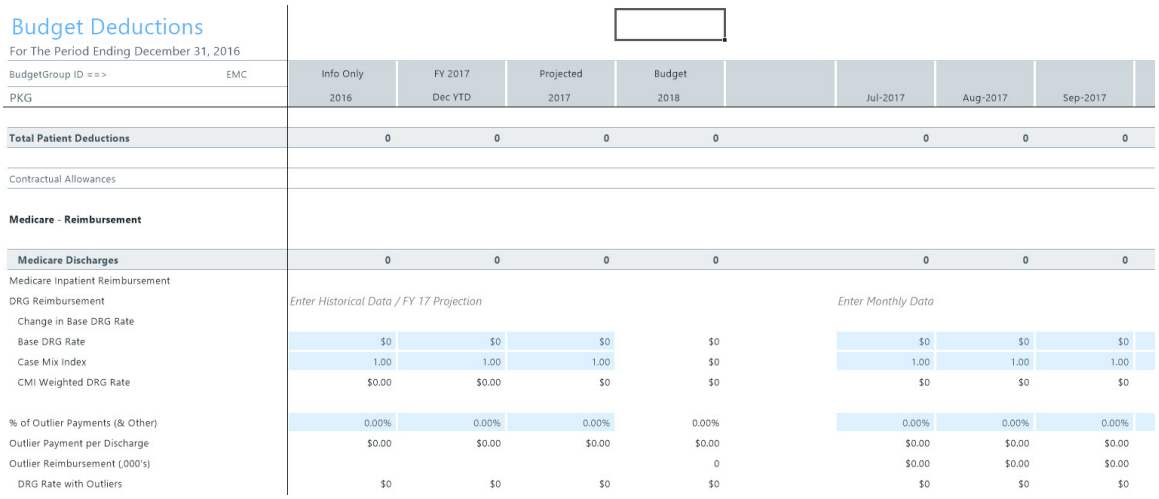
Deductions

The **Inpatient Deductions** and **Outpatient Deductions** section display Next Year Budget data based on Net Revenue computations. You may adjust the calculated values, if desired.



Contractual Allowances

The Contractual Allowances section contains Reimbursement sub-sections for each payor group.



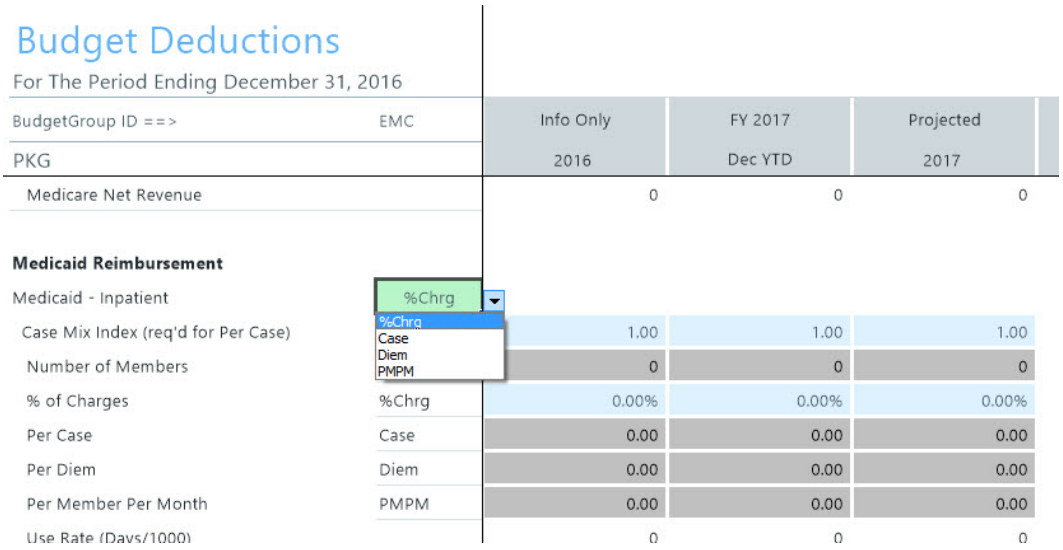
Budget Deductions

For The Period Ending December 31, 2016

BudgetGroup ID ==> EMC	Info Only	FY 2017	Projected	Budget		Jul-2017	Aug-2017	Sep-2017
PKG	2016	Dec YTD	2017	2018				
Total Patient Deductions	0	0	0	0		0	0	0
Contractual Allowances								
Medicare - Reimbursement								
Medicare Discharges	0	0	0	0		0	0	0
Medicare Inpatient Reimbursement								
DRG Reimbursement	*Enter Historical Data / FY 17 Projection*					*Enter Monthly Data*		
Change in Base DRG Rate								
Base DRG Rate	$0	$0	$0	$0		$0	$0	$0
Case Mix Index	1.00	1.00	1.00	$0		1.00	1.00	1.00
CMI Weighted DRG Rate	$0.00	$0.00	$0	$0		$0	$0	$0
% of Outlier Payments (& Other)	0.00%	0.00%	0.00%	0.00%		0.00%	0.00%	0.00%
Outlier Payment per Discharge	$0.00	$0.00	$0.00	$0.00		$0.00	$0.00	$0.00
Outlier Reimbursement (,000's)				0		$0.00	$0.00	$0.00
DRG Rate with Outliers	$0	$0	$0	$0		$0	$0	$0

For the inpatient and outpatient sections of each payor group, do the following:

a. From the drop-down, select the method of reimbursement.



Budget Deductions

For The Period Ending December 31, 2016

BudgetGroup ID ==> EMC		Info Only	FY 2017	Projected
PKG		2016	Dec YTD	2017
Medicare Net Revenue		0	0	0
Medicaid Reimbursement				
Medicaid - Inpatient	%Chrg			
Case Mix Index (req'd for Per Case)		1.00	1.00	1.00
Number of Members		0	0	0
% of Charges	%Chrg	0.00%	0.00%	0.00%
Per Case	Case	0.00	0.00	0.00
Per Diem	Diem	0.00	0.00	0.00
Per Member Per Month	PMPM	0.00	0.00	0.00
Use Rate (Days/1000)		0	0	0

%Chrg
Case
Diem
PMPM

All input cells associated with the method display blue and historical rates calculated appropriately.

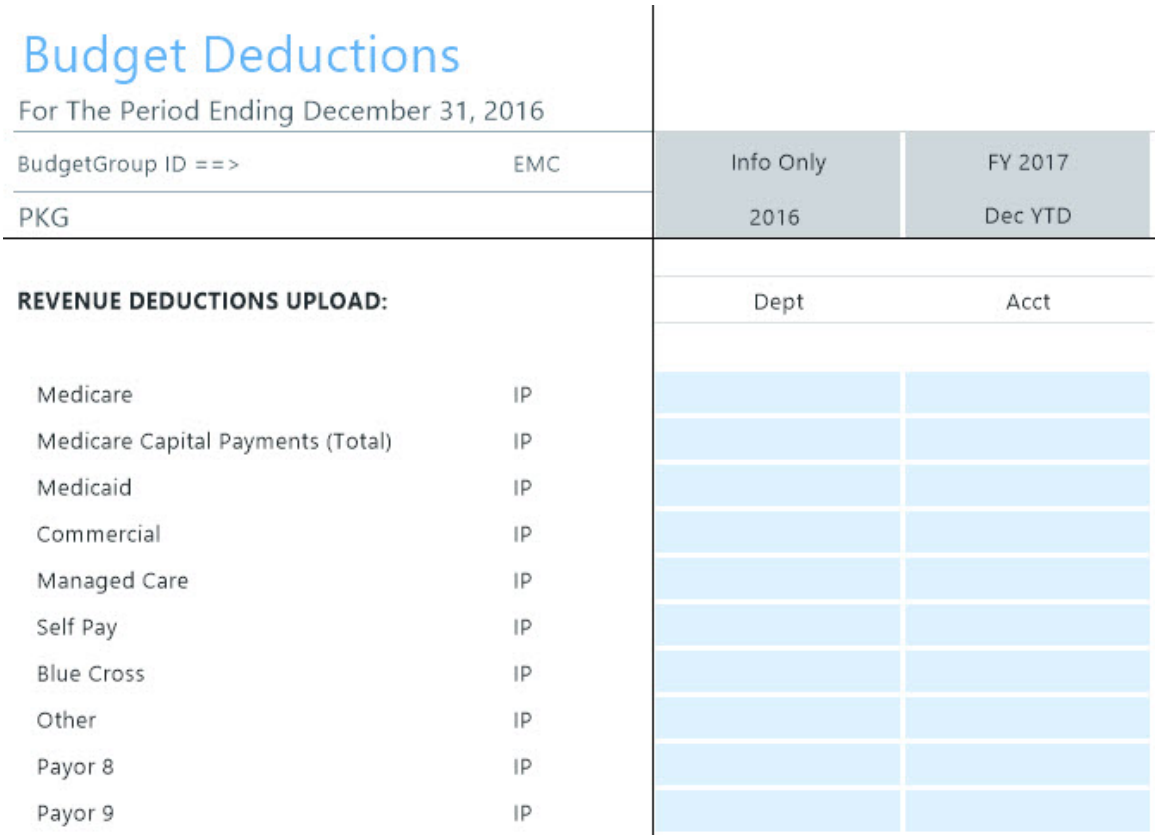
b. Enter the appropriate reimbursement parameters.

c. Scroll right to review and adjust the associated monthly rates for the new year. The original monthly rates will be the same as the projection year until they are manually changed.

The computed reimbursement, gross charges, and associated net revenue display.

Revenue Deductions Upload

The **Revenue Deductions Upload** section allows you to save the revenue deductions calculations for each Payor Group to specific department/account combinations.



Budget Deductions

For The Period Ending December 31, 2016

BudgetGroup ID ==>	EMC	Info Only	FY 2017
PKG		2016	Dec YTD
REVENUE DEDUCTIONS UPLOAD:		Dept	Acct
Medicare	IP		
Medicare Capital Payments (Total)	IP		
Medicaid	IP		
Commercial	IP		
Managed Care	IP		
Self Pay	IP		
Blue Cross	IP		
Other	IP		
Payor 8	IP		
Payor 9	IP		

Enter a Department and Account number for each Patient Type/Payor combination. Code each active row to a GL Dept/Account, even if the deduction amount is zero.

If you enter the same combination in more than one Payor Group, the utility posts the total for all of the designated Payor Groups.

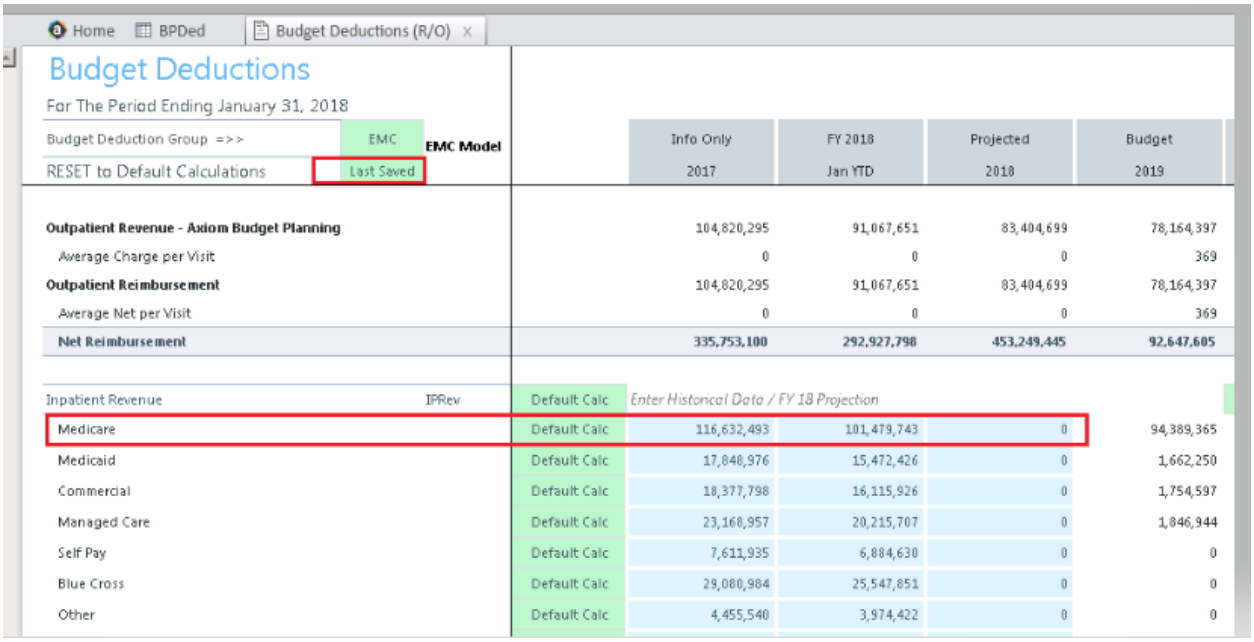
5. In the **Main** ribbon tab, click **Save** to post your results.

IMPORTANT: Do not post until you have completed your GL Dept/Account mapping. If you do post, and then change your mind on some of this mapping, you will need to zero out the deductions for ProjTtl and months 1-12 of the active Next Year Budget table.

After you complete this process, review the resulting contractual allowances by running the Budget Income Summary or Budget Income Detail reports located in *Explorer > Budgeting Reports > Budget Income Summary*

Example: Resetting to default calculations for budget deductions

In the following example, Medicare Inpatient Revenue is set to **Default Calc** in the row selection. This means that the calculation returns values from the ACT tables for prior year and YTD.



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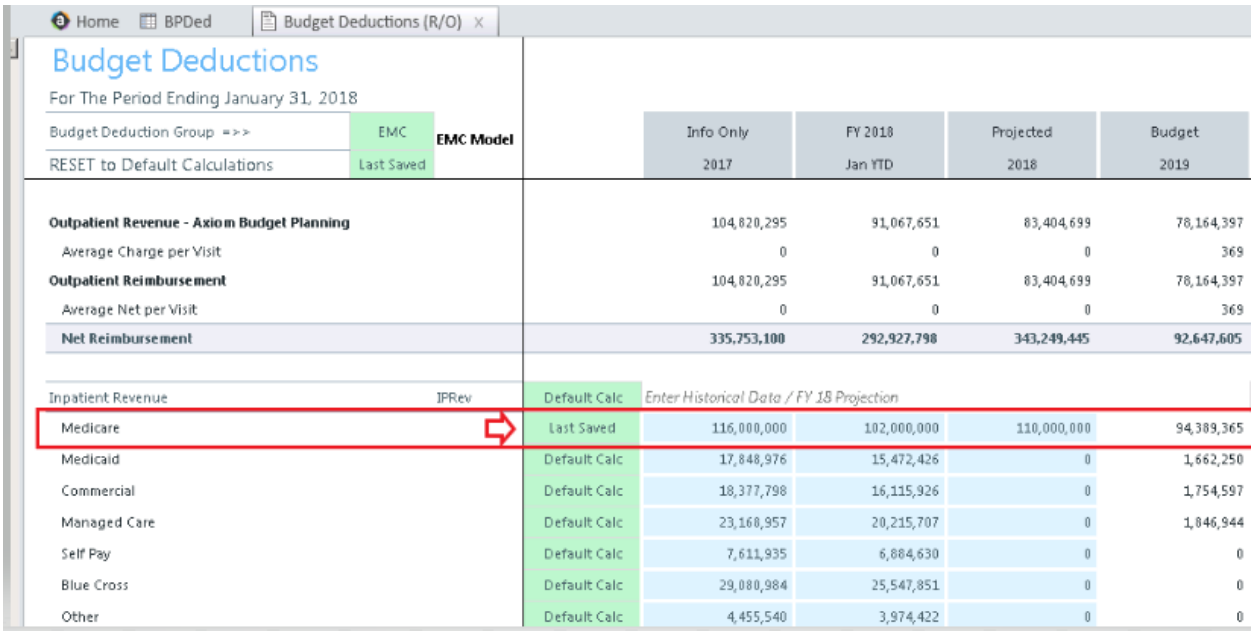
Budget Deductions

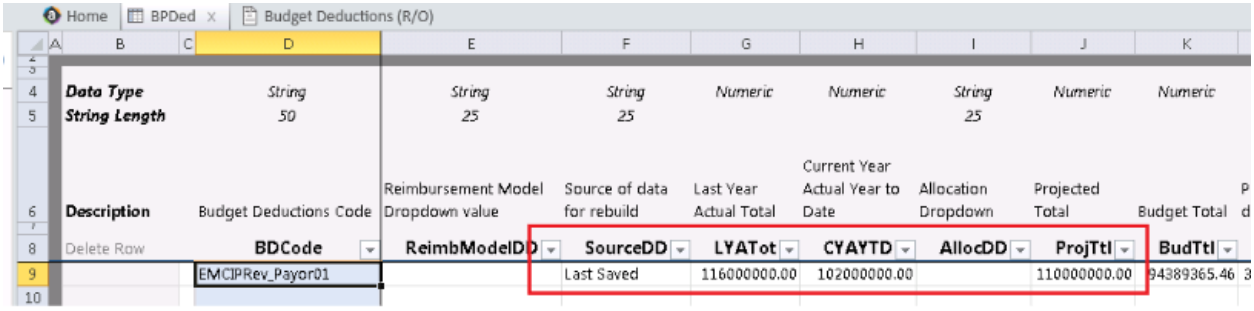
For The Period Ending January 31, 2018

Budget Deduction Group =>>	EMC	EMC Model		Info Only	FY 2018	Projected	Budget
RESET to Default Calculations	Last Saved			2017	Jan YTD	2018	2019
Outpatient Revenue - Axiom Budget Planning				104,820,295	91,067,651	83,404,699	78,164,397
Average Charge per Visit				0	0	0	369
Outpatient Reimbursement				104,820,295	91,067,651	83,404,699	78,164,397
Average Net per Visit				0	0	0	369
Net Reimbursement				**335,753,100**	**292,927,798**	**453,249,445**	**92,647,605**
Inpatient Revenue	IPRev		Default Calc	*Enter Historical Data / FY 18 Projection*			
Medicare			Default Calc	116,632,493	101,479,743	0	94,389,365
Medicaid			Default Calc	17,848,976	15,472,426	0	1,662,250
Commercial			Default Calc	18,377,798	16,115,926	0	1,754,597
Managed Care			Default Calc	23,168,957	20,215,707	0	1,846,944
Self Pay			Default Calc	7,611,935	6,884,630	0	0
Blue Cross			Default Calc	29,080,984	25,547,851	0	0
Other			Default Calc	4,455,540	3,974,422	0	0

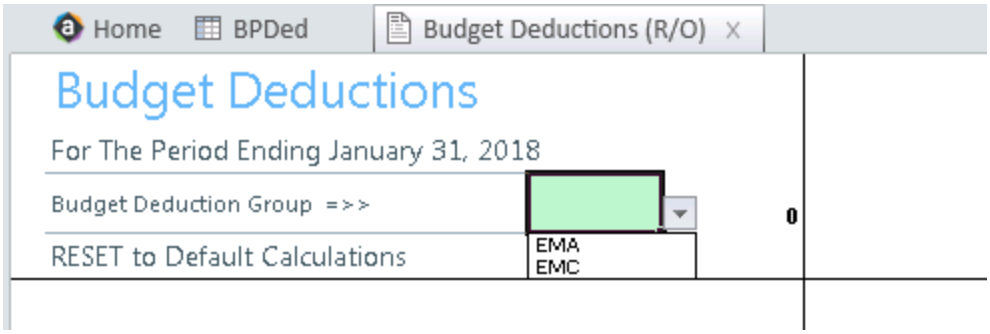
Let's assume that I want to change the values of prior year, YTD and Projection for purposes. The row selection drop-down changes to **Last Saved** (see red arrow). I can enter changes in the blue fields, and then click **Save**.

NOTE: The report displays as read-only (R/O), but the Save option works similar to the driver files, in which the system saves the selected options and values to a new table. In this case, the table is named BPDed. The system retrieves all the values from DPDed and places them into the report, as shown in the following example.

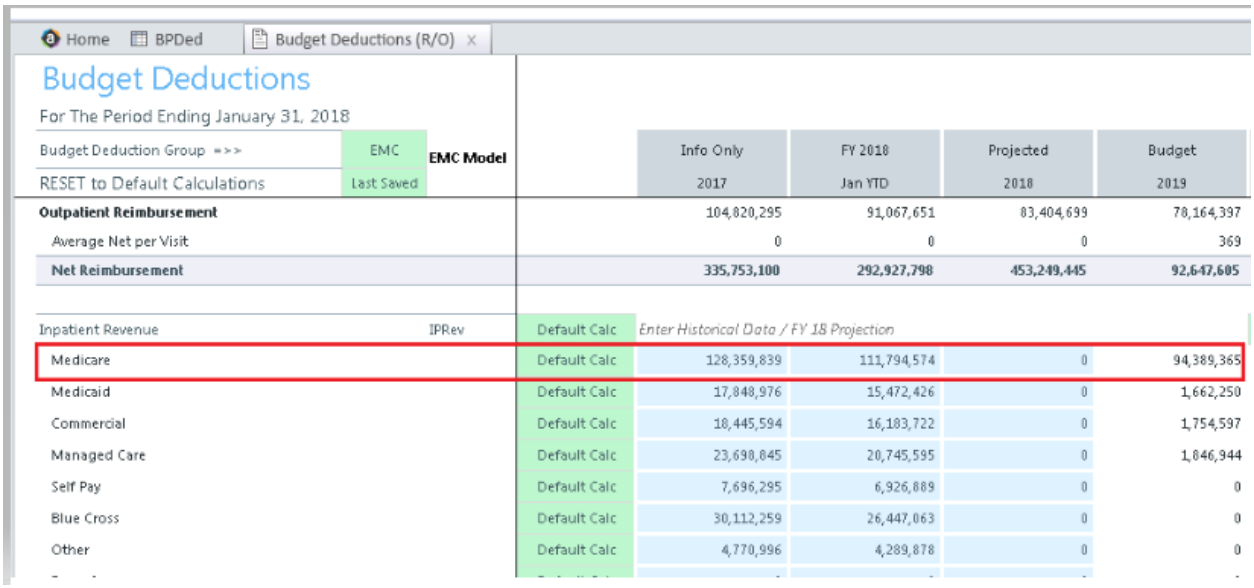




To replicate returning at a later time to continue working on the report, I exit and reopen it. Because multiple models could exist for other users, the first step I need to perform is to select the desired model.



After I select the model (EMC), Medicare Inpatient Revenue still shows Default Calc instead of Last Saved, which is where I set it earlier. That is because I need to refresh the utility. Even though we selected the model, refreshing the data means that the system will retrieve the last saved values.



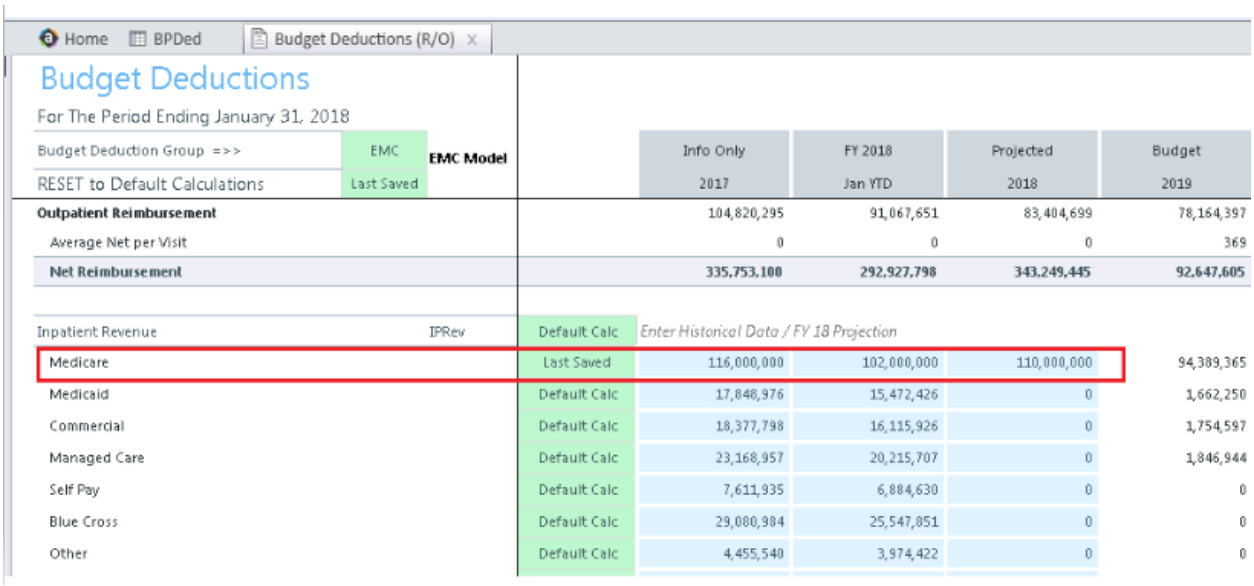
Home BPDed Budget Deductions (R/O)

Budget Deductions

For The Period Ending January 31, 2018

Budget Deduction Group =>>	EMC	EMC Model		Info Only	FY 2018	Projected	Budget
RESET to Default Calculations	Last Saved			2017	Jan YTD	2018	2019
Outpatient Reimbursement				104,820,295	91,067,651	83,404,699	78,164,397
Average Net per Visit				0	0	0	369
Net Reimbursement				**335,753,100**	**292,927,798**	**453,249,445**	**92,647,605**
Inpatient Revenue	IPRev		Default Calc	*Enter Historical Data / FY 18 Projection*			
Medicare			Default Calc	128,359,839	111,794,574	0	94,389,365
Medicaid			Default Calc	17,848,976	15,472,426	0	1,662,250
Commercial			Default Calc	18,445,594	16,183,722	0	1,754,597
Managed Care			Default Calc	23,698,845	20,745,595	0	1,846,944
Self Pay			Default Calc	7,696,295	6,926,889	0	0
Blue Cross			Default Calc	30,112,259	26,447,063	0	0
Other			Default Calc	4,770,996	4,289,878	0	0

The Last Saved selection and values are now viable in the report. This is true for each row, so the general rule is if you modify a specific row, you need change the row selection to **Last Saved**.



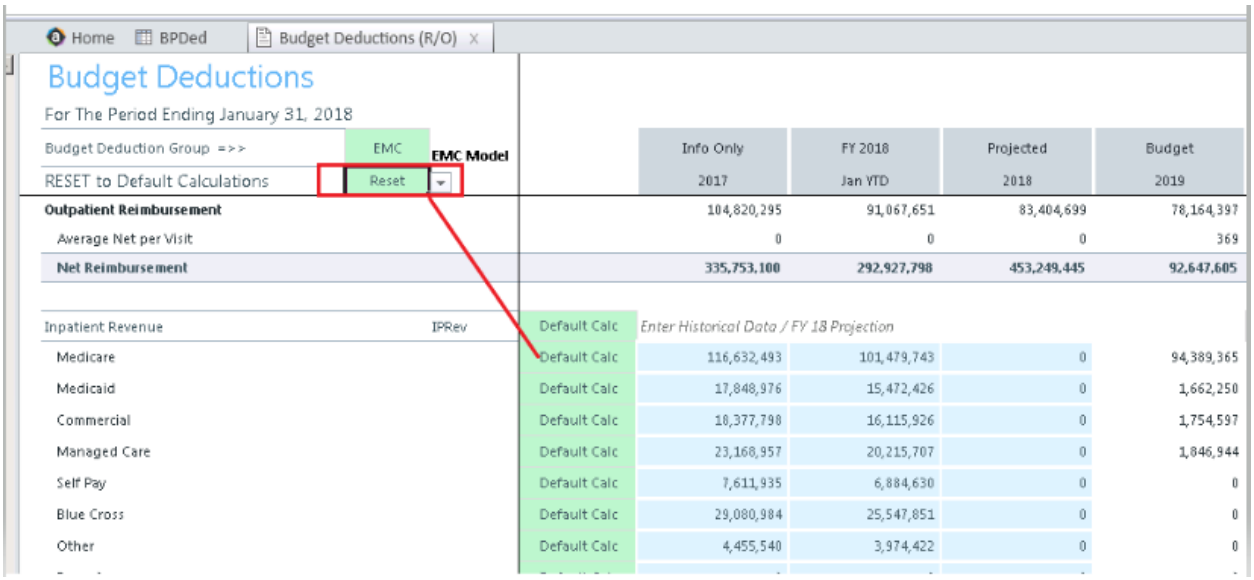
Home BPDed Budget Deductions (R/O)

Budget Deductions

For The Period Ending January 31, 2018

Budget Deduction Group =>>	EMC	EMC Model		Info Only	FY 2018	Projected	Budget
RESET to Default Calculations	Last Saved			2017	Jan YTD	2018	2019
Outpatient Reimbursement				104,820,295	91,067,651	83,404,699	78,164,397
Average Net per Visit				0	0	0	369
Net Reimbursement				**335,753,100**	**292,927,798**	**343,249,445**	**92,647,605**
Inpatient Revenue	IPRev		Default Calc	*Enter Historical Data / FY 18 Projection*			
Medicare			Last Saved	116,000,000	102,000,000	110,000,000	94,389,365
Medicaid			Default Calc	17,848,976	15,472,426	0	1,662,250
Commercial			Default Calc	18,377,798	16,115,926	0	1,754,597
Managed Care			Default Calc	23,168,957	20,215,707	0	1,846,944
Self Pay			Default Calc	7,611,935	6,884,630	0	0
Blue Cross			Default Calc	29,080,984	25,547,051	0	0
Other			Default Calc	4,455,540	3,974,422	0	0

Finally, to demonstrate the master Reset option, note that making the section automatically changes every row selection back to Default Calc. If the report is saved in this condition, the system sets all of the values in the BPDed and BUD20XX tables to the resulting calculation of the default.



Running the FSDetail and FSPayor reports

Use the FSDetail report when the gross revenue breakdown by payor is not available from the GL account detail. Instead, payor mix percentages are input to allocate the gross revenue to each Payor Group.

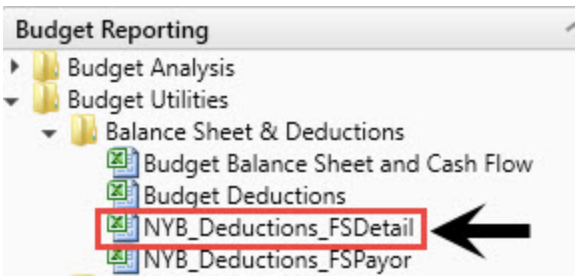
Use the FSPayor report when the gross revenue breakdown by payor is available from the GL account detail. In this case, the Acct.FSPayor column is used to allocate gross revenue to each Payor Group.

Configuring the FSDetail report

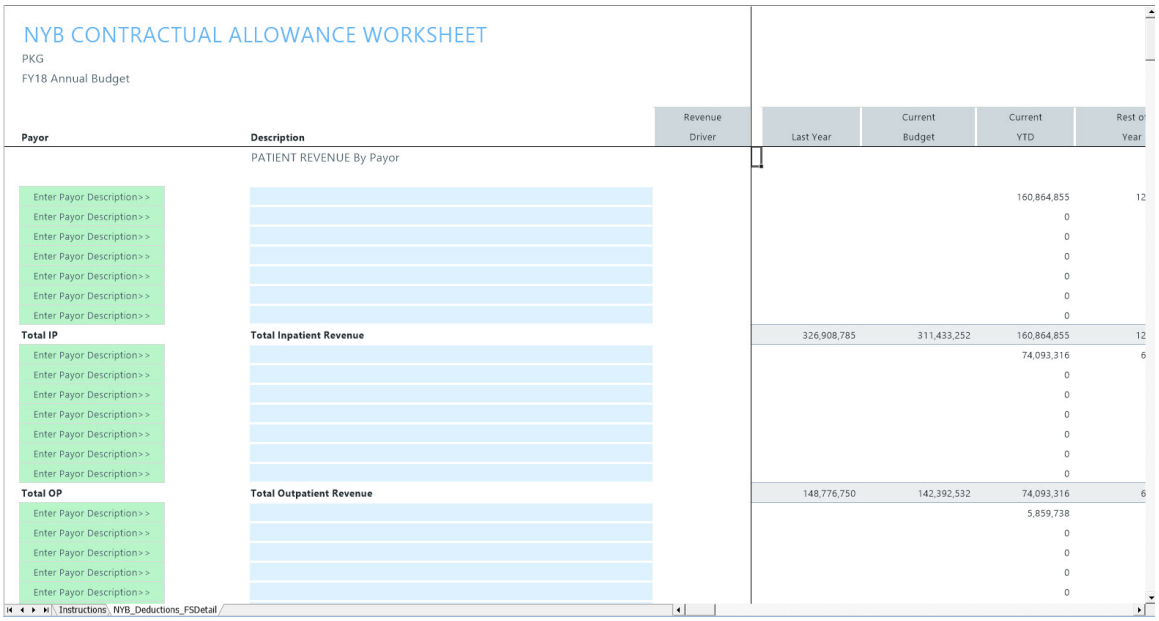
This report uses the Acct.FSDetail grouping column to define Gross Revenue and Contractual Allowance categories.

To configure the FSDetail report:

1. In the Bud Admin task pane, in the **Budget Reporting** section, click **Budget Utilities > Balance Sheet & Deductions**, and double-click **NYB_Deductions_FSDetail**.



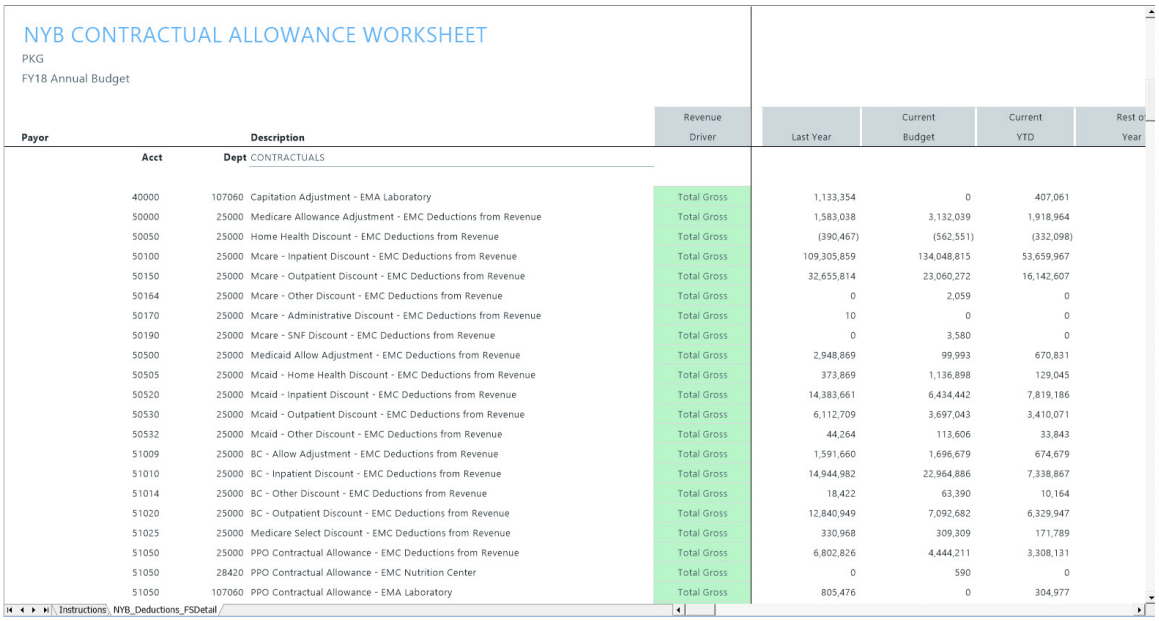
2. Identify the Payor Groupings to use in the **Patient Revenue by Payor** column.



3. Input your payor mix allocation percentages for Inpatient, Outpatient, and Other revenue in the **YTD**, **Rest of Year**, and **Projected Next Year Budget** columns.

   NOTE: YTD generally comes from the decision support or billing system.

4. Initialize the report by pressing **F9**.
5. In the **Refresh Variables** dialog, do the following:
   - From the **Select BudgetGroup (Leave blank for ALL) (optional)** field, select a Budget Group, if applicable (or leave the field blank for all departments).
   - From the **Select FSDetail grouping used for Bad Debt (optional)** drop-down, select the group.
6. In the **Contractuals** section, identify the Revenue Driver for each contractual allowance account by selecting a category for each account.



NYB CONTRACTUAL ALLOWANCE WORKSHEET

PKG

FY18 Annual Budget

Payor	Acct	Dept	Description	Revenue Driver	Last Year	Current Budget	Current YTD	Rest of Year
			CONTRACTUALS					
	40000	107060	Capitation Adjustment - EMA Laboratory	Total Gross	1,133,354	0	407,061	
	50000	25000	Medicare Allowance Adjustment - EMC Deductions from Revenue	Total Gross	1,583,038	3,132,039	1,918,964	
	50050	25000	Home Health Discount - EMC Deductions from Revenue	Total Gross	(390,467)	(562,551)	(332,098)	
	50100	25000	Mcare - Inpatient Discount - EMC Deductions from Revenue	Total Gross	109,305,859	134,048,815	53,659,967	
	50150	25000	Mcare - Outpatient Discount - EMC Deductions from Revenue	Total Gross	32,655,814	23,060,272	16,142,607	
	50164	25000	Mcare - Other Discount - EMC Deductions from Revenue	Total Gross	0	2,059	0	
	50170	25000	Mcare - Administrative Discount - EMC Deductions from Revenue	Total Gross	10	0	0	
	50190	25000	Mcare - SNF Discount - EMC Deductions from Revenue	Total Gross	0	3,580	0	
	50500	25000	Medicaid Allow Adjustment - EMC Deductions from Revenue	Total Gross	2,948,869	99,993	670,831	
	50505	25000	Mcaid - Home Health Discount - EMC Deductions from Revenue	Total Gross	373,869	1,136,898	129,045	
	50520	25000	Mcaid - Inpatient Discount - EMC Deductions from Revenue	Total Gross	14,383,661	6,434,442	7,819,186	
	50530	25000	Mcaid - Outpatient Discount - EMC Deductions from Revenue	Total Gross	6,112,709	3,697,043	3,410,071	
	50532	25000	Mcaid - Other Discount - EMC Deductions from Revenue	Total Gross	44,264	113,606	33,843	
	51009	25000	BC - Allow Adjustment - EMC Deductions from Revenue	Total Gross	1,591,660	1,696,679	674,679	
	51010	25000	BC - Inpatient Discount - EMC Deductions from Revenue	Total Gross	14,944,982	22,964,886	7,338,867	
	51014	25000	BC - Other Discount - EMC Deductions from Revenue	Total Gross	18,422	63,390	10,164	
	51020	25000	BC - Outpatient Discount - EMC Deductions from Revenue	Total Gross	12,840,949	7,092,682	6,329,947	
	51025	25000	Medicare Select Discount - EMC Deductions from Revenue	Total Gross	330,968	309,309	171,789	
	51050	25000	PPO Contractual Allowance - EMC Deductions from Revenue	Total Gross	6,802,826	4,444,211	3,308,131	
	51050	28420	PPO Contractual Allowance - EMC Nutrition Center	Total Gross	0	590	0	
	51050	107060	PPO Contractual Allowance - EMA Laboratory	Total Gross	805,476	0	304,977	

Instructions NYB_Deductions_FSDetail

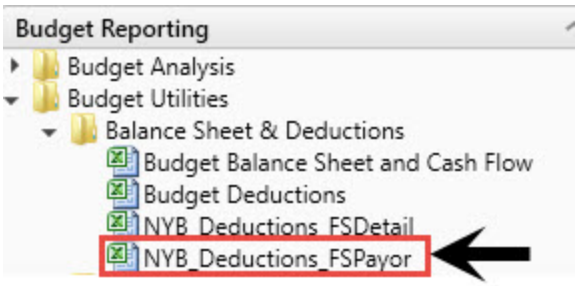
7. After you complete the Revenue Driver assignment, press **F9** to update the relationships.
8. Scroll to the right and enter any desired adjustments for each account as dollar amounts or percentages.
9. In the **Net Revenue** section, review the results of the calculations.
10. To post the results to the database, in the **Main** ribbon tab, click **Save**.
11. Update the report and re-post whenever gross revenue or reimbursement assumptions change.
12. Run your Budget Income Summary report located at *Explorer > Budgeting Reports > Budget Income Summary*

Configuring the FSPayor report

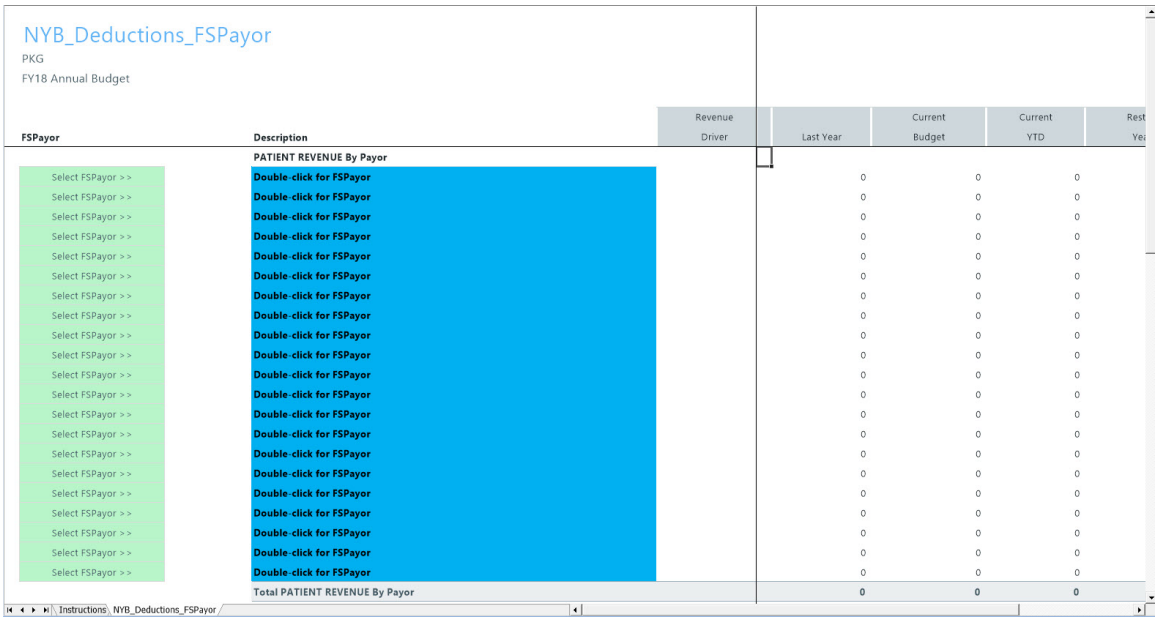
This report uses the Acct.FSPayor grouping column to define Gross Revenue and Contractual Allowance categories.

To configure the FSPayor report:

1. In the Bud Admin task pane, in the **Budget Reporting** section, click **Budget Utilities > Balance Sheet & Deductions**, and double-click **NYB_Deductions_FSPayor**.



2. Identify the Payor Groupings to use in the FSPayor column. Update the coding in Acct.FSPayor to correspond to the payor categories defined for gross revenue as well as contractual allowance accounts.



3. Initialize the report by pressing **F9**
4. In the **Refresh Variables** dialog, do the following:
   - From the **Select BudgetGroup (Leave blank for ALL) (optional)** field, select a Budget Group, if applicable (or leave the field blank for all departments).
   - From the **Select FSDetail grouping used for Bad Debt (optional)** drop-down, select the group.
   - From the **Reset drivers to original, clear inputs** drop-down, select **Yes** or **No**.
5. In the **Contractuals** section, identify the Revenue Driver for each contractual allowance account by selecting a category for each account.
6. After you complete the the Revenue Driver assignment, press **F9** to update the relationships.
7. Scroll to the right and enter any desired adjustments for each account as dollar amounts or percentages.

8. Review the results of the calculations in the **Net Revenue** section.
9. To post the results to the database, from the **Main** ribbon tab, click **Save**.
10. Update the report and re-post whenever gross revenue or reimbursement assumptions change.
11. Run your Budget Income Summary report located at *Explorer > Budgeting Reports > Budget Income Summary*.

Comparing deductions models

There are three reports available for deductions modeling: Budget Deductions, FSDetail, and FSPayor. Use the following table to help you determine the most appropriate option.

Category	Budget Deductions	FSDetail	FSPayor
Volumes by Payor	Yes	No	No
Gross Revenue by Payor	Database or allocation	Allocation of total from input	Summarized from database
Reimbursement	Multiple options	Gross less Contractual	Gross less Contractual
Contractuals	Gross less Net Reimbursement	% of gross charges w/adjustment	% of gross charges w/adjustment
Monthly Spread	Driven by monthly volume, revenue, or input	Driven by gross revenue spread	Driven by gross revenue spread
GL Accounts	Summarized by Payor	Match to GL structure	Match to GL structure

8

Working with Current Year Forecasting

Axiom Budgeting and Performance Reporting 2021.3 provides reports and utilities that allow you to forecast the remaining periods of the current year based on actuals to date.

Review to verify that all computations on report are as you expected.

The final forecast will be the original forecast calculated by the Monthly Forecast plus any manual changes made in Monthly Forecast Adjustments. All changes are posted to **CYF20XX**.

Configuring dimensions for current year forecasting

Before taking advantage of the Current Year Forecasting reports, populate the following columns in the dimension tables:

- CYFMethod column in the ACCT dimension table - This column determines which forecasting method is applied to each account. Refer to the Monthly Forecast Utility report for a list of account types and the methods most commonly used for each of them.
- CYFDimGrp column in the DEPT dimension table - This column determines which CYFMethod column each department uses to forecast accounts.

After you complete your changes to the ACCT dimension table, save your changes by clicking **Save** in the **Main** ribbon tab. To apply different sets of methods for different departments, create an additional column, and enter a method for each account. You determine which column each department refers to in the CYFDimGrp column of the DEPT dimension table.

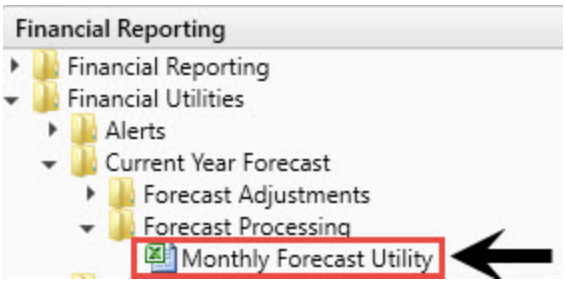
Use the Dimension Maintenance utility to edit the ACCT and DEPT dimension tables.

Configuring drivers on the Monthly Forecast Utility

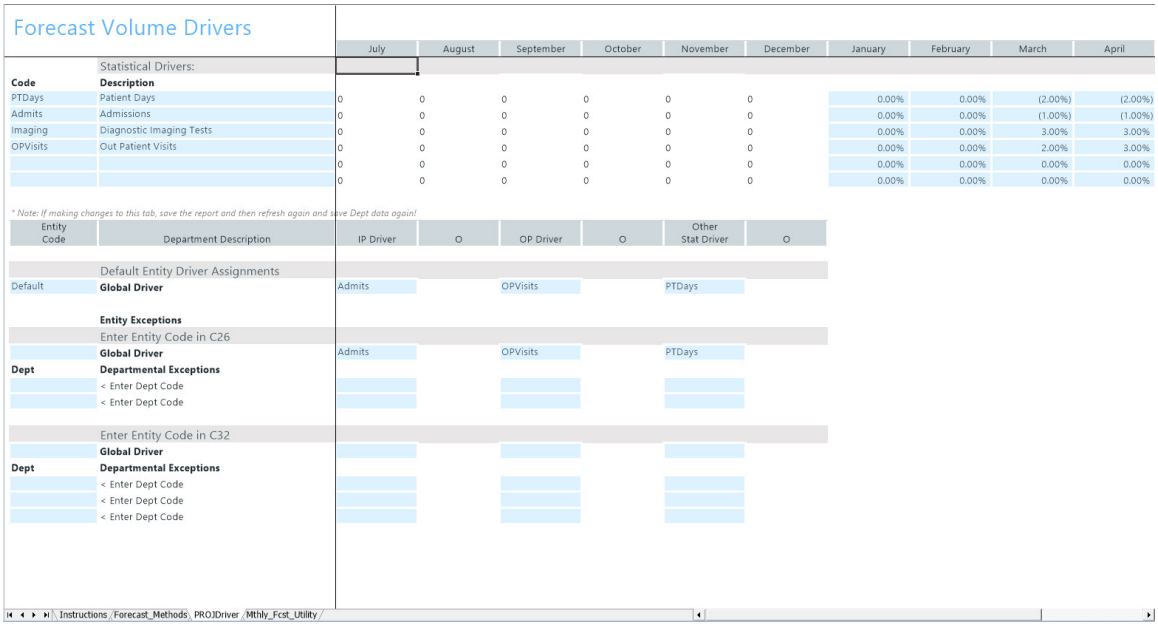
After configuring dimensions for current year forecasting, you need to configure settings and key statistics on the **PROJDriver** tab of the Monthly Forecast Utility.

To configure drivers on the Monthly Forecast utility:

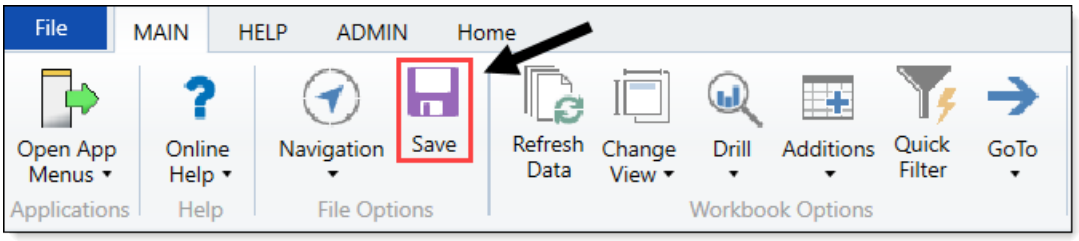
1. In the Bud Admin task pane, in the **Financial Reporting** section, click **Financial Utilities > Current Year Forecast > Forecast Processing**, and double-click **Monthly Forecast Utility**.



2. In the **PROJDriver** tab, define the high-level statistical drivers to apply when calculating the individual departmental forecast volumes.



3. After you set up the drivers, in the **Main** ribbon tab, click **Save**.



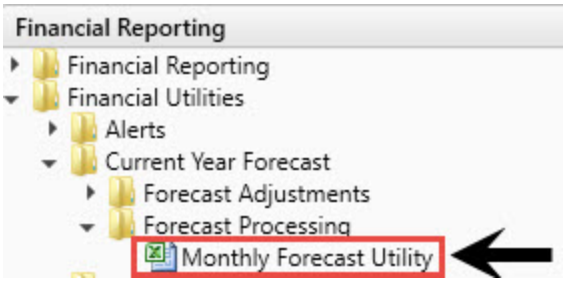
Processing the monthly forecast

The Monthly Forecast Utility runs the report by KHABgtCode in DEPT in dimensions. Results post to the CYF20XX table (where *20XX* is the current year) for each department and account using the projection methods that you selected.

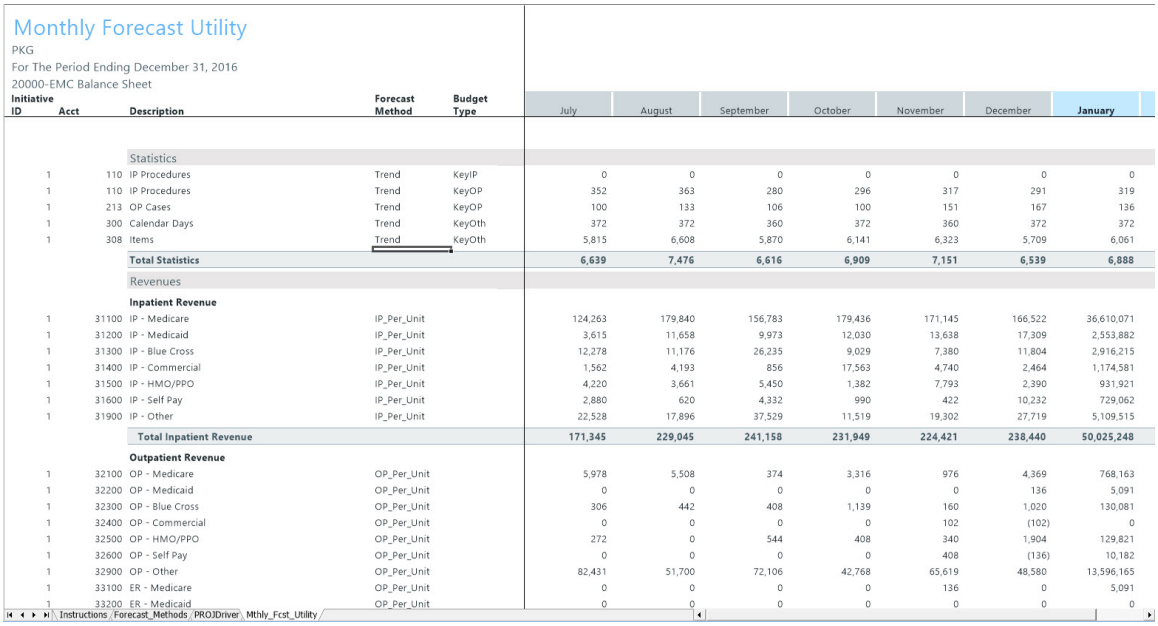
NOTE: This is a custom report not designed to work with Quick Filter or Multipass.

To process the monthly forecast:

1. In the Bud Admin task pane, in the **Financial Reporting** section, click **Financial Utilities > Current Year Forecast > Forecast Processing**, and double-click **Monthly Forecast Utility**.



2. To view the current totals, click the **Mthly_Fcst_Utility** tab.



Monthly Forecast Utility

PKG

For The Period Ending December 31, 2016

20000-EMC Balance Sheet

Initiative ID	Acct	Description	Forecast Method	Budget Type	July	August	September	October	November	December	January
		Statistics									
1	110	IP Procedures	Trend	KeyIP	0	0	0	0	0	0	0
1	110	IP Procedures	Trend	KeyOP	352	363	280	296	317	291	319
1	213	OP Cases	Trend	KeyOP	100	133	106	100	151	167	136
1	300	Calendar Days	Trend	KeyOth	372	372	360	372	360	372	372
1	308	Items	Trend	KeyOth	5,815	6,608	5,870	6,141	6,323	5,709	6,061
		Total Statistics			**6,639**	**7,476**	**6,616**	**6,909**	**7,151**	**6,539**	**6,888**
		Revenues									
		Inpatient Revenue									
1	31100	IP - Medicare	IP_Per_Unit		124,263	179,840	156,783	179,436	171,145	166,522	36,610,071
1	31200	IP - Medicaid	IP_Per_Unit		3,615	11,658	9,973	12,030	13,638	17,309	2,553,882
1	31300	IP - Blue Cross	IP_Per_Unit		12,278	11,176	26,235	9,029	7,380	11,804	2,916,215
1	31400	IP - Commercial	IP_Per_Unit		1,562	4,193	856	17,563	4,740	2,464	1,174,581
1	31500	IP - HMO/PPO	IP_Per_Unit		4,220	3,661	5,450	1,382	7,793	2,390	931,921
1	31600	IP - Self Pay	IP_Per_Unit		2,880	620	4,332	990	422	10,232	729,062
1	31900	IP - Other	IP_Per_Unit		22,528	17,896	37,529	11,519	19,302	27,719	5,109,515
		Total Inpatient Revenue			**171,345**	**229,045**	**241,158**	**231,949**	**224,421**	**238,440**	**50,025,248**
		Outpatient Revenue									
1	32100	OP - Medicare	OP_Per_Unit		5,978	5,508	374	3,316	976	4,369	768,163
1	32200	OP - Medicaid	OP_Per_Unit		0	0	0	0	0	136	5,091
1	32300	OP - Blue Cross	OP_Per_Unit		306	442	408	1,139	160	1,020	130,081
1	32400	OP - Commercial	OP_Per_Unit		0	0	0	0	102	(102)	0
1	32500	OP - HMO/PPO	OP_Per_Unit		272	0	544	408	340	1,904	129,821
1	32600	OP - Self Pay	OP_Per_Unit		0	0	0	0	408	(136)	10,182
1	32900	OP - Other	OP_Per_Unit		82,431	51,700	72,106	42,768	65,619	48,580	13,596,165
1	33100	ER - Medicare	OP_Per_Unit		0	0	0	0	136	0	5,091
1	33200	ER - Medicaid	OP_Per_Unit		0	0	0	0	0	0	0

Instructions / Forecast_Methods / PROJDriver / Mthly_Fcst_Utility

3. To view the report, click the **Report** tab.
4. Review the results to verify that all computations on report are as you expected.

If the data seems to be in order, then the forecast data is now available to use. Practical uses of CYF20XX include but are not limited to:

- Budget Variance reports-Monthly projection section
- Budget integration with Financial Planning
- Projected Income Statement reporting

Adjusting current year forecasts

There are two reports that allow you to enter overrides for current- year forecasts:

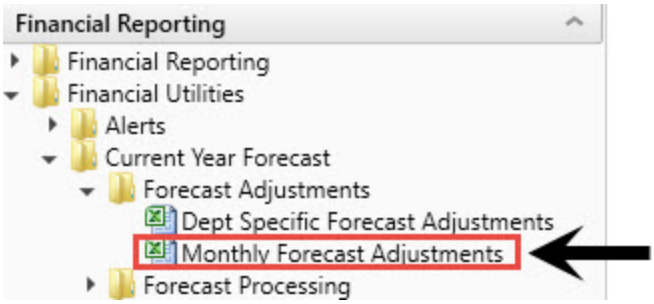
- **Monthly Forecast Adjustments** – Allows for overrides at an income statement category level
- **Dept. Specific Forecast Adjustments** – Allows for overrides for a specific dept/acct level

Processing monthly forecast adjustments

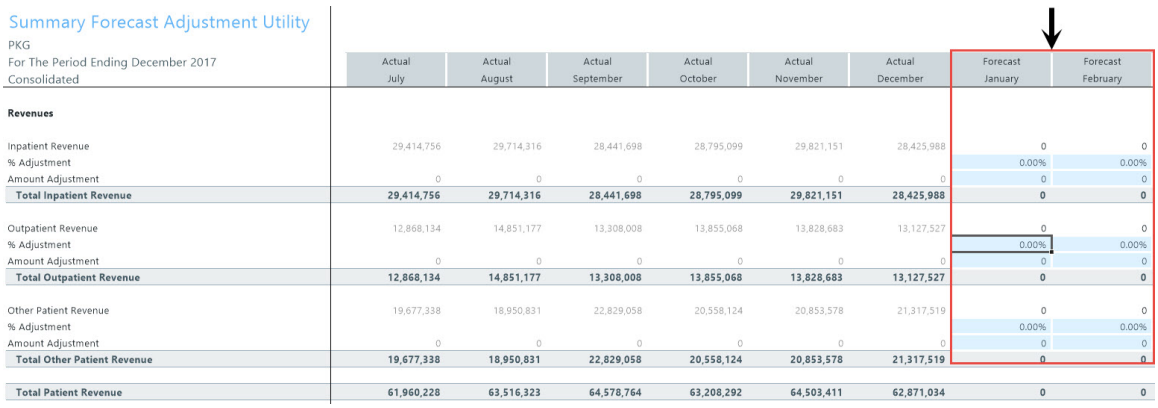
Use this report to changes the monthly forecast at an Income Statement Summary level. The report runs by KHABgtCode in DEPT in dimensions. It posts the results by department and account using the projection methods that you selected earlier to a table named CYF20XX, where *20XX* is the current year.

To Process Monthly Forecast Adjustments:

1. In the Bud Admin task pane, in the **Financial Reporting** section, click **Financial Utilities > Current Year Forecast > Forecast Adjustments**, and double-click **Monthly Forecast Adjustments**.



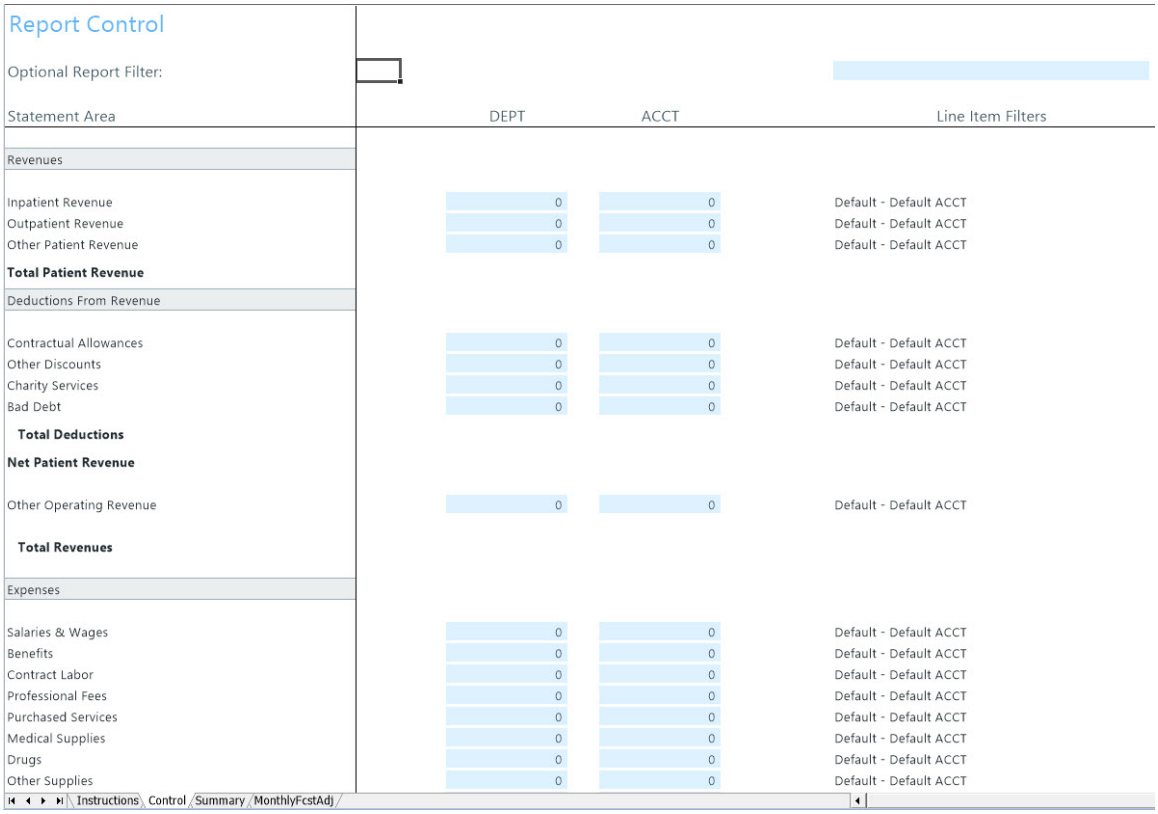
2. In the **MonthlyFcstAdju** tab, enter changes in the blue cells for future months by positive or negative percent or whole number by each category.



Summary Forecast Adjustment Utility
PKG
For The Period Ending December 2017
Consolidated

	Actual July	Actual August	Actual September	Actual October	Actual November	Actual December	Forecast January	Forecast February
Revenues								
Inpatient Revenue	29,414,756	29,714,316	28,441,698	28,795,099	29,821,151	28,425,988	0	0
% Adjustment							0.00%	0.00%
Amount Adjustment	0	0	0	0	0	0	0	0
Total Inpatient Revenue	**29,414,756**	**29,714,316**	**28,441,698**	**28,795,099**	**29,821,151**	**28,425,988**	**0**	**0**
Outpatient Revenue	12,868,134	14,851,177	13,308,008	13,855,068	13,828,683	13,127,527	0	0
% Adjustment							0.00%	0.00%
Amount Adjustment	0	0	0	0	0	0	0	0
Total Outpatient Revenue	**12,868,134**	**14,851,177**	**13,308,008**	**13,855,068**	**13,828,683**	**13,127,527**	**0**	**0**
Other Patient Revenue	19,677,338	18,950,831	22,829,058	20,558,124	20,853,578	21,317,519	0	0
% Adjustment							0.00%	0.00%
Amount Adjustment	0	0	0	0	0	0	0	0
Total Other Patient Revenue	**19,677,338**	**18,950,831**	**22,829,058**	**20,558,124**	**20,853,578**	**21,317,519**	**0**	**0**
Total Patient Revenue	**61,960,228**	**63,516,323**	**64,578,764**	**63,208,292**	**64,503,411**	**62,871,034**	**0**	**0**

3. To apply the adjustments to categories, you must first create a dummy department/account combination for each category in the dimensions, and then enter the dummy department/account combinations on the **Control** tab.



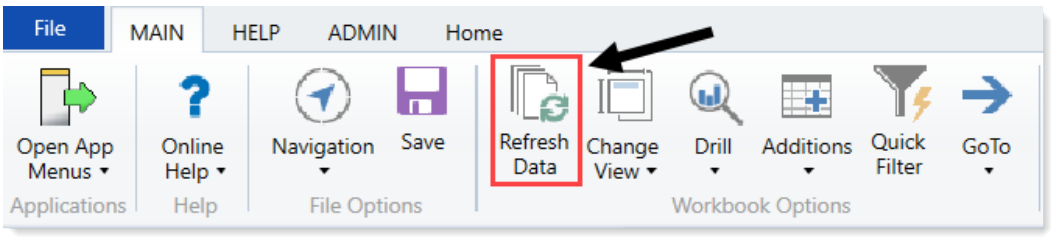
Report Control

Optional Report Filter:

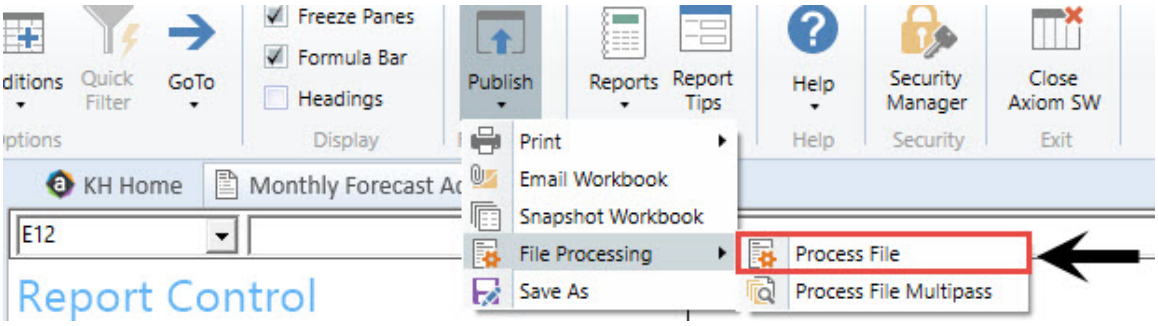
Statement Area	DEPT	ACCT	Line Item Filters
Revenues			
Inpatient Revenue	0	0	Default - Default ACCT
Outpatient Revenue	0	0	Default - Default ACCT
Other Patient Revenue	0	0	Default - Default ACCT
Total Patient Revenue			
Deductions From Revenue			
Contractual Allowances	0	0	Default - Default ACCT
Other Discounts	0	0	Default - Default ACCT
Charity Services	0	0	Default - Default ACCT
Bad Debt	0	0	Default - Default ACCT
Total Deductions			
Net Patient Revenue			
Other Operating Revenue	0	0	Default - Default ACCT
Total Revenues			
Expenses			
Salaries & Wages	0	0	Default - Default ACCT
Benefits	0	0	Default - Default ACCT
Contract Labor	0	0	Default - Default ACCT
Professional Fees	0	0	Default - Default ACCT
Purchased Services	0	0	Default - Default ACCT
Medical Supplies	0	0	Default - Default ACCT
Drugs	0	0	Default - Default ACCT
Other Supplies	0	0	Default - Default ACCT

Instructions | Control | Summary | MonthlyFcstAdj

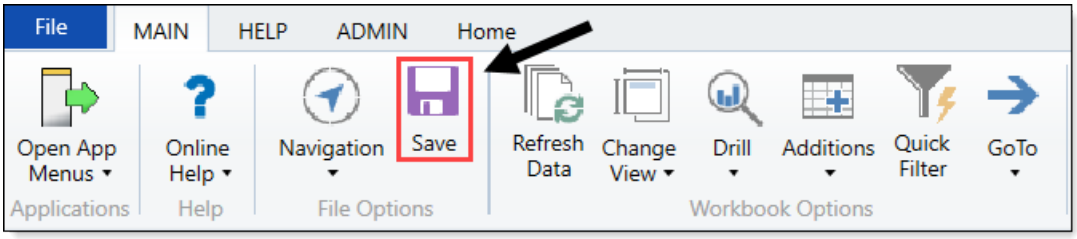
4. Refresh the data to make sure you have the latest information by doing one of the following:
   - In the **Main** ribbon tab, in the **Workbook Options** group, click **Refresh Data**.



   - Press **F9**.
5. In the **Main** ribbon tab, in the **File Output** group, click **Publish > File Processing > Process File**.



6. Review the report to verify that all computations on report are as you expected.
7. After the reports runs, to save your changes, in the **Main** ribbon tab, click **Save**.

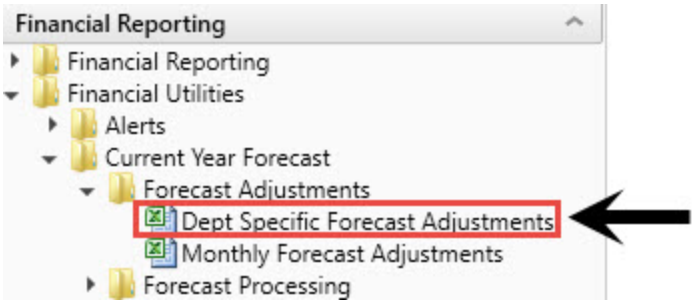


Processing Dept Specific Forecast Adjustments

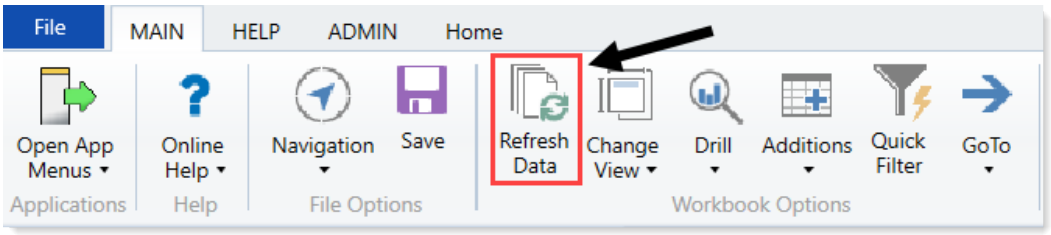
Use this report to change the monthly forecast at a department/account level.

To Process Dept Specific Forecast Adjustments:

1. In the Bud Admin task pane, in the **Financial Reporting** section, click **Financial Utilities > Current Year Forecast > Forecast Adjustments**, and double-click **Dept Specific Forecast Adjustments**.

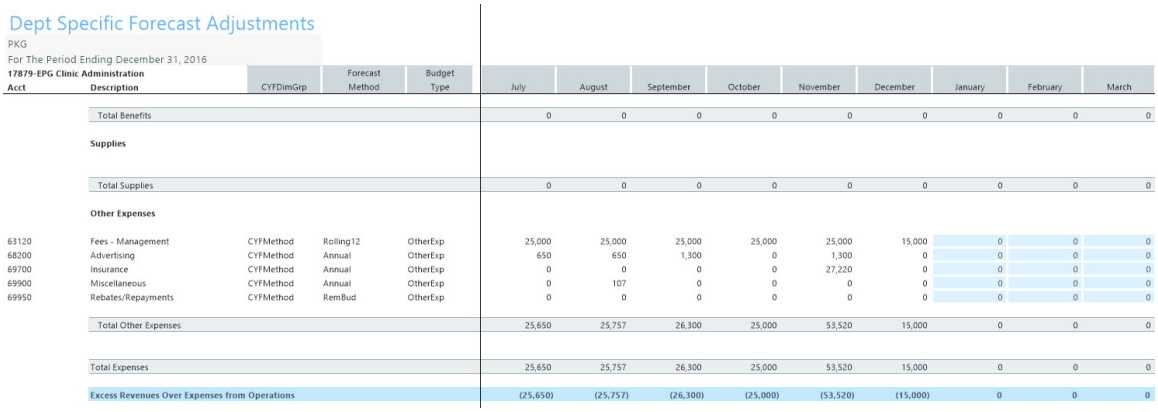


2. Refresh the data to make sure you have the latest information by doing one of the following:
   - In the **Main** ribbon tab, in the **Workbook Options** group, click **Refresh Data**.



- Press **F9**.

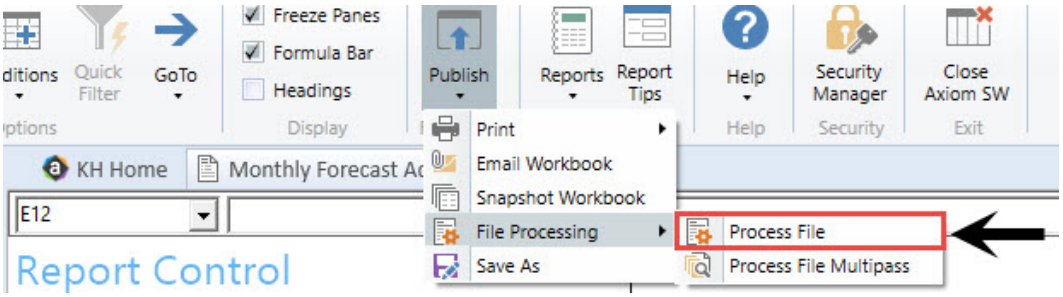
3. In the **DeptSpecificFcstAdj** tab, make the appropriate changes in the blue cells.



Acct	Description	CYFDimGrp	Forecast Method	Budget Type	July	August	September	October	November	December	January	February	March
	Total Benefits				0	0	0	0	0	0	0	0	0
	Supplies												
	Total Supplies				0	0	0	0	0	0	0	0	0
	Other Expenses												
63120	Fees - Management	CYFMethod	Rolling12	OtherExp	25,000	25,000	25,000	25,000	25,000	15,000	0	0	0
68200	Advertising	CYFMethod	Annual	OtherExp	650	650	1,300	0	1,300	0	0	0	0
69700	Insurance	CYFMethod	Annual	OtherExp	0	0	0	0	27,220	0	0	0	0
69900	Miscellaneous	CYFMethod	Annual	OtherExp	0	107	0	0	0	0	0	0	0
69950	Rebates/Repayments	CYFMethod	RemBud	OtherExp	0	0	0	0	0	0	0	0	0
	Total Other Expenses				25,650	25,757	26,300	25,000	53,520	15,000	0	0	0
	Total Expenses				25,650	25,757	26,300	25,000	53,520	15,000	0	0	0
	Excess Revenues Over Expenses from Operations				(25,650)	(25,757)	(26,300)	(25,000)	(53,520)	(15,000)	0	0	0

4. Do one of the following:

- To process only selected departments, in the **Main** ribbon tab, in the **File Output** group, click **Publish > File Processing > Process File**.



- To process for all the departments, click **Publish > File Processing > Process File Multipass**.

9

Working with Flexible Budgeting

The Flexible Budgeting utility analyzes the impact of volume changes on the budgets for accounts that normally flex or change in proportion to volume changes.

Often, it does not make sense to hold managers accountable for meeting fixed, overall budget targets when their department can be severely impacted by volume, a variable out of their control. Hence, Flexible Budgeting seeks to correct departmental targets for volume variances, allowing managers to focus on rate and efficiency variances ("How much does it cost to provide services on a per-unit basis?").

Defining volume statistics

Before we can correct for volume, we must first define how volume is to be measured. Different organizations and departments measure volume differently, so as part of the Flex Budgeting setup process, you need to specify which statistics in the Axiom Budgeting and Performance Reporting database you will use to measure volume for each department and account.

Commonly used statistics include patient days, revenue, square footage, visits, encounters, and so on.

Target setting for flexible budgets

The Flex Budget for a department/account equals the Budget Amount (how much the department is expected to spend) divided by the key volume statistic (how much volume the department expects to handle), multiplied by actual volume for the period.

Refer to individual report instructions to see whether and how flexible budget data can be used.

Setting up flexible budgets

To compute a flexible budget, you must set up flexible budgets by doing the following:

- Modify columns in your ACCT and DEPT dimension tables to reflect how and how much various departments and accounts should flex.
- Specify any exceptions using the Flex Budget Setup utility.
- Process the FlexCalculator by Month report utility.

Set up columns in your DEPT and ACCT dimension tables to specify how and how much various department and account budgets will flex.

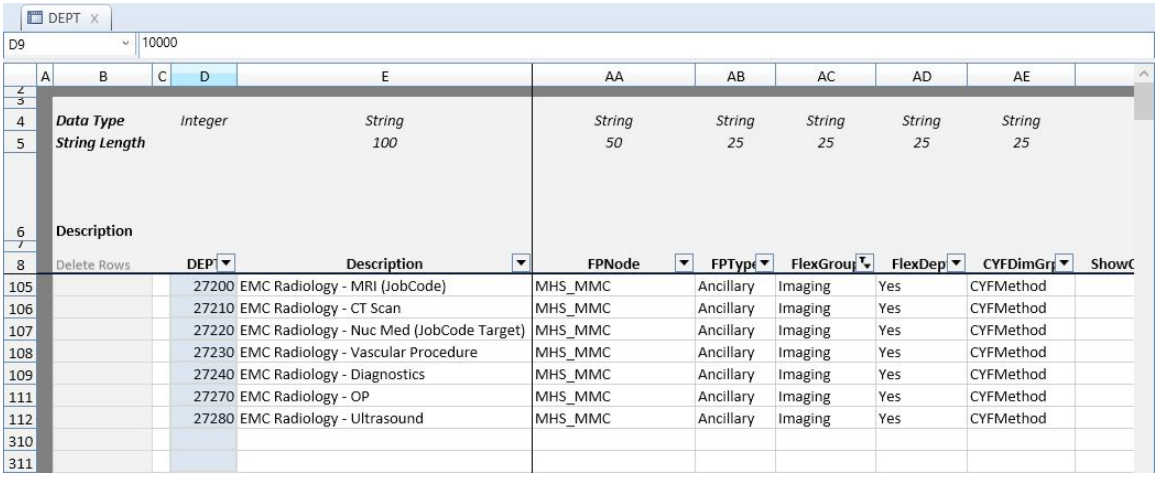
Modify the ACCT and DEPT dimension tables

Change the ACCT and DEPT dimension tables to reflect how departments and accounts should flex.

To modify the ACCT and DEPT dimension tables:

1. Use the Dimension Maintenance utility to open the DEPT and ACCT dimension tables.
2. In the DEPT dimension table, make changes to the following columns:
   - **FlexGroup** – Used to identify groups of departments for flex budget exceptions. Valid entries are either a group name or NA.
   - **FlexDept** – Used to indicate if a department should be flexed or not. Valid entries are **Yes** or **No**.

   If there are multiple departments in your organization that should flex in the same manner, you can assign a group name in the FlexGroup column of the DEPT dimension table. In the following example below, the departments in the Imaging flex group will all flex per the same settings:

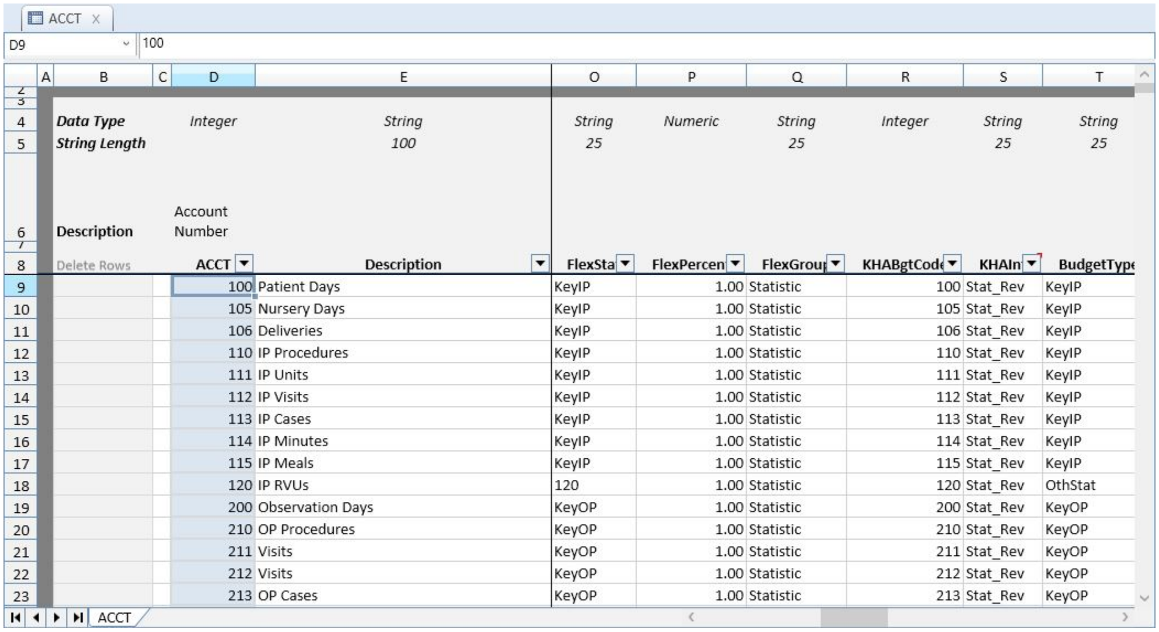


DEPT

D9 | 10000

	A	B	C	D	E	AA	AB	AC	AD	AE
4		*Data Type*		*Integer*	*String*	*String*	*String*	*String*	*String*	*String*
5		*String Length*			*100*	*50*	*25*	*25*	*25*	*25*
6		Description								
8		Delete Rows		DEPT	Description	FPNode	FPType	FlexGroup	FlexDept	CYFDimGr	ShowC
105				27200	EMC Radiology - MRI (JobCode)	MHS_MMC	Ancillary	Imaging	Yes	CYFMethod	
106				27210	EMC Radiology - CT Scan	MHS_MMC	Ancillary	Imaging	Yes	CYFMethod	
107				27220	EMC Radiology - Nuc Med (JobCode Target)	MHS_MMC	Ancillary	Imaging	Yes	CYFMethod	
108				27230	EMC Radiology - Vascular Procedure	MHS_MMC	Ancillary	Imaging	Yes	CYFMethod	
109				27240	EMC Radiology - Diagnostics	MHS_MMC	Ancillary	Imaging	Yes	CYFMethod	
111				27270	EMC Radiology - OP	MHS_MMC	Ancillary	Imaging	Yes	CYFMethod	
112				27280	EMC Radiology - Ultrasound	MHS_MMC	Ancillary	Imaging	Yes	CYFMethod	
310										
311										

3. In the ACCT dimension table, as part of the budget process, each department should have key statistics that define the department's key budget drivers. For this step, assign each account with what variety of statistic should be the variable driver for that account. A few examples:
   - Inpatient Revenue would use KeyIP as a default type of statistic.
   - Medical Supplies would use KeyToT to represent the combined inpatient/outpatient statistics.



	D	E	O	P	Q	R	S	T
Data Type	*Integer*	*String*	*String*	*Numeric*	*String*	*Integer*	*String*	*String*
String Length		*100*	*25*		*25*		*25*	*25*
Description	Account Number							
Delete Rows	ACCT	Description	FlexSta	FlexPercen	FlexGrou	KHABgtCod	KHAIn	BudgetType
	100	Patient Days	KeyIP	1.00	Statistic	100	Stat_Rev	KeyIP
	105	Nursery Days	KeyIP	1.00	Statistic	105	Stat_Rev	KeyIP
	106	Deliveries	KeyIP	1.00	Statistic	106	Stat_Rev	KeyIP
	110	IP Procedures	KeyIP	1.00	Statistic	110	Stat_Rev	KeyIP
	111	IP Units	KeyIP	1.00	Statistic	111	Stat_Rev	KeyIP
	112	IP Visits	KeyIP	1.00	Statistic	112	Stat_Rev	KeyIP
	113	IP Cases	KeyIP	1.00	Statistic	113	Stat_Rev	KeyIP
	114	IP Minutes	KeyIP	1.00	Statistic	114	Stat_Rev	KeyIP
	115	IP Meals	KeyIP	1.00	Statistic	115	Stat_Rev	KeyIP
	120	IP RVUs	120	1.00	Statistic	120	Stat_Rev	OthStat
	200	Observation Days	KeyOP	1.00	Statistic	200	Stat_Rev	KeyOP
	210	OP Procedures	KeyOP	1.00	Statistic	210	Stat_Rev	KeyOP
	211	Visits	KeyOP	1.00	Statistic	211	Stat_Rev	KeyOP
	212	Visits	KeyOP	1.00	Statistic	212	Stat_Rev	KeyOP
	213	OP Cases	KeyOP	1.00	Statistic	213	Stat_Rev	KeyOP

Review and modify the following columns, as necessary:

- **FlexStat** – Use to assign the default type of statistic account to use as the variable driver for each account.

  NOTE: The **BudgetType** column also identifies each account's statistic type as KeyIP, KeyOP, or KeyOth.

  Allowable values are:

Value	Definition
KeyTot	Total key statistic for the department
KeyIP	Inpatient revenue key statistic
KeyOP	Outpatient revenue key statistic
KeyOth	Other key statistics
Stat Acct Number	For any statistic account or any account driven by a specific statistic account
NA	Any account to be excluded from the flex calculations

- **FlexPercent** – Use this to identify fixed or variable percent. You must enter these as a percentage. Set all variable accounts to between 0 and 100%.
- **FlexGroup** – Use this to identify Flex Budget groups for flexible budget exceptions. Use the group name(s) created by you, except for all statistics which should be assigned as *Statistic*. The default value is *NA*.

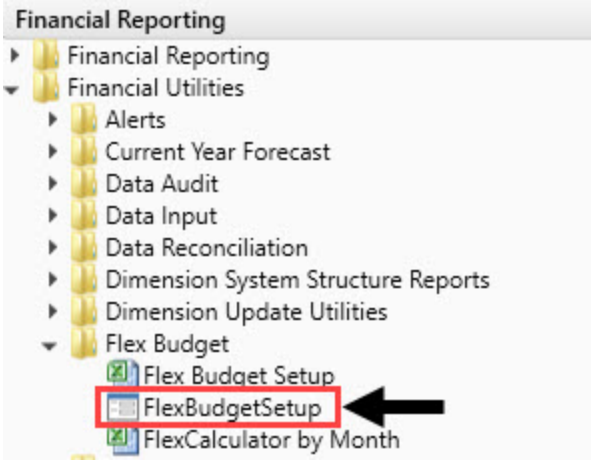
Define flex budget parameters

The Flex Budget Setup utility allows you to configure exceptions to override the Dept and Acct flex settings:

- Dept.FlexGroup/Account override
- Dept/Acct.FlexGroup override
- Dept/Acct override

To define flex budget parameters:

1. In the Bud Admin task pane, in the **Financial Reporting**section, click **Financial Utilities > Flex Budget**, and double-click **FlexBudgetSetup**.



2. In the **Time Series** section, complete the following:

NOTE: By default, the TimeSeries fields are updated automatically based on your system period.

Option	Description
Actual TimeSeries	The time series for actual.
Budget TimeSeries	The time series for budget.
Flexible Budget TimeSeries	The time series for flex budget.

3. In the **Flex Parameters** section, complete the following:

NOTE: This section uses the column names that currently exist in the DEPT and ACCT dimension tables. You should only have to change these if you use another column name to store this information in the dimensions. The default data on this form are the recommended Kaufman Hall settings. Before making any changes to the default values using the following table, please consult your Kaufman Hall Implementation Consultant or Customer Success Representative.

Option	Description
Group Column for Dept Exceptions	The column name in the DEPT dimension used to identify Flex Budget groups for flexible budget exceptions. The default value is FlexGroup.
Group Column for Acct Exceptions	The column name in the DEPT dimension used to identify Flex Budget groups for flexible budget exceptions. The default value is FlexGroup.

Option	Description
Group Column for Stat Code	The column in the ACCT dimension used to assign the default type of statistic account to use as the variable driver for each account. The default value is FlexStat.
Group Code for Flex %	The column in the ACCT dimension used to identify fixed or variable percent. The default value is FlexPercent.
Defining Key Statistic Dimension	The dimension where the Acct Key Statistic types reside: ACCT or DEPT. The default value is Acct.
Acct Key Statistic Type Filter	• **GroupCode** - The column in the ACCT dimension used to identify each statistic account's statistic type. • **Element** - The account's statistic type. The default value is BudgetType.

4. To make exceptions, do the following:

Department Range Exceptions

Configure exceptions for groups of departments defined in the dimension for an account.

a. Click **+ Add Department Range Exception**.

b. In the **Add Department Range Exceptions** dialog, in the **FlexGroup** field, type the name of the group from the DEPT dimension for which you would like to create an exception.

c. In the **Acct** field, type the number of the account for which you would like to create an exception within the group.

d. In the **FlexStatistic** field, type the column to use to calculate volume for the group.

e. In the **FlexPercent** field, type the percentage of the budget that will flex in proportion to the selected FlexStatistic.

f. Click **Save**.

Dept/Account Range Exceptions

Configure exceptions for groups of accounts for a department.

a. Click **+ Add Dept/Account Range Exception**.

b. In the **Add Dept/Account Range Exceptions** dialog, in the **Dept**field, type the department number for which you would like to create an exception.

c. In the **FlexGroup** field, type the FlexGroup name from the ACCT dimenson.

d. In the **FlexStatistic** field, type the column to use to calculate volume for the group.

e. In the **FlexPercent** field, type the percentage of the budget that will flex in proportion to the selected FlexStatistic.

f. Click **Save**.

Dept/Account Exceptions

Configure exceptions for a specific department/account.

a. Click **+ Add Dept/Account Exception**.

b. In the **Add Dept/Account Range Exceptions** dialog, in the **Dept**field, type the department number for which you would like to create an exception.

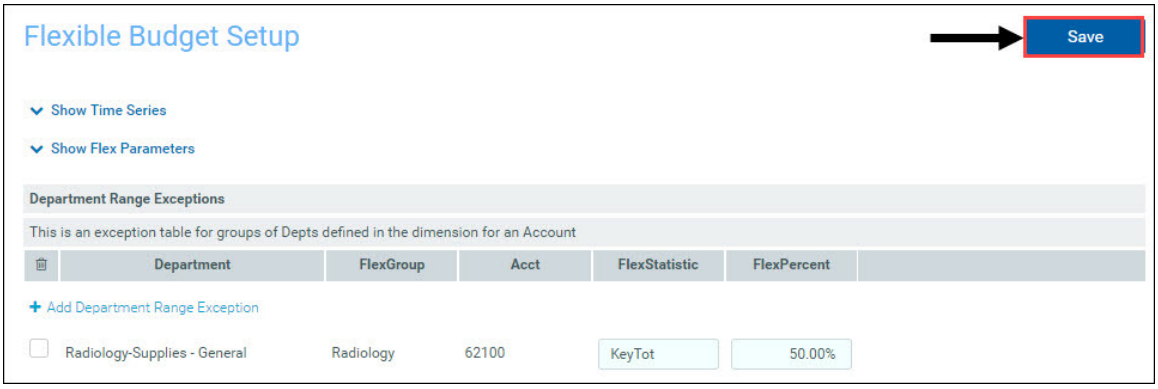
c. In the **Acct** field, type the account number.

d. In the **FlexStatistic** field, type the column to use to calculate volume for the group.

e. In the **FlexPercent** field, type the percentage of the budget that will flex in proportion to the selected FlexStatistic.

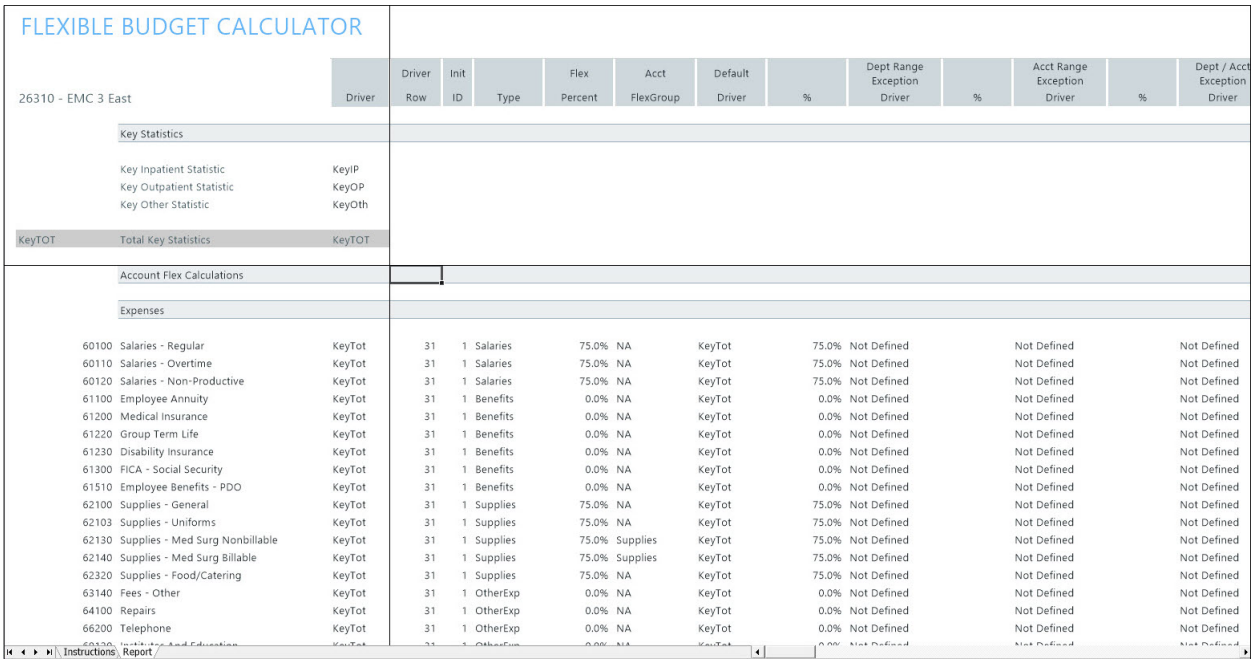
f. Click **Save**.

5. After making your changes, click **Save** in the upper right corner of the page.



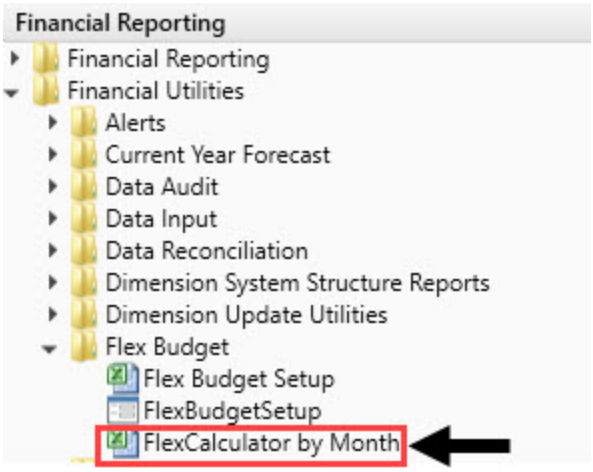
Process flexible budget data

The FlexCalculator by Month report computes the flexible budget by department and account when run as a multipass process.

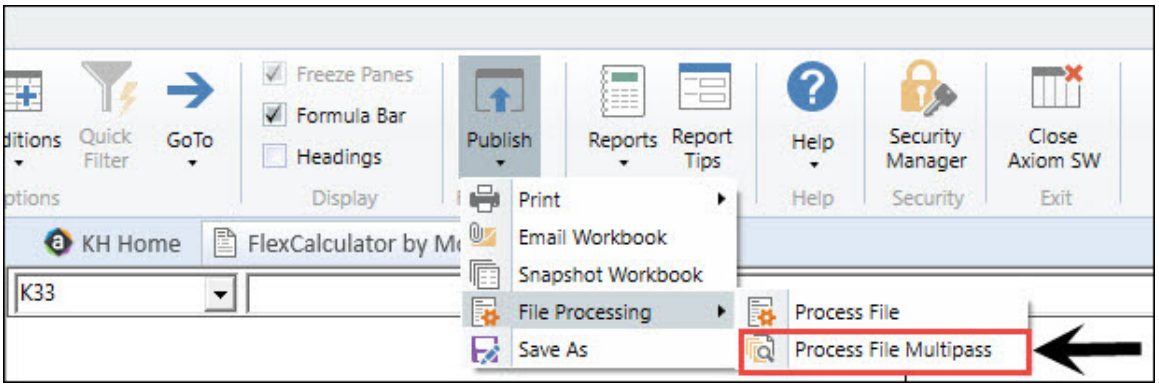


To process the FlexCalculator by Month report:

1. In the Bud Admin task pane, in the **Financial Reporting**section, click **Financial Utilities > Flex Budget**, and double-click **FlexCalculator by Month**.



2. In the **Main** ribbon tab, in the **File Output** group, click **Publish > File Processing > Process File Multipass**.

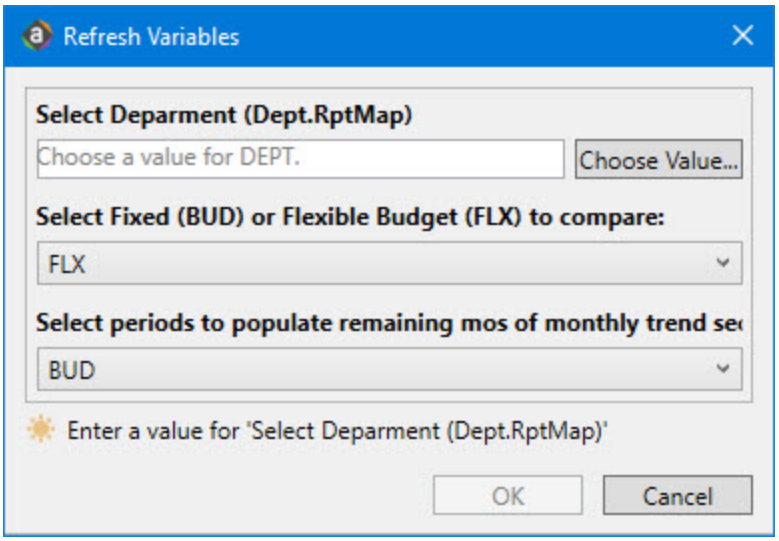


NOTE: In addition to this report, the flex amounts resulting from the flex budgeting calculations reside in a table named **FLX20XX**, where *XX* is the current year.

Using flexible budget data in reports

You can use flexible budget data in place of regular budget data in various reports. Two of the many examples include:

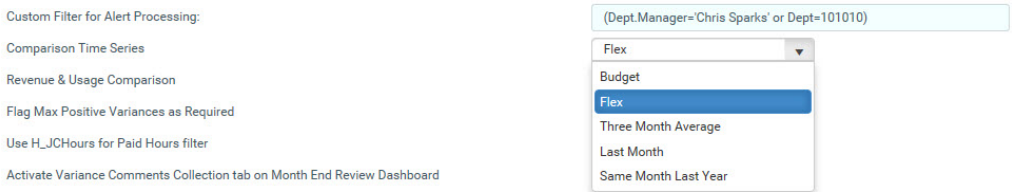
- **Budget Variance by Dept.** – his report prompts you to select Flex or regular budget data when refreshed. You can find this report in the Financial Reporting section of the Bud Admin task pane. Navigate to **Financial Reporting > Report Packages > Manager > Budget Variance by Dept**.



- **Variance Comments Collection** – To use flex budgeting values rather than current year budget values for comparisons in Variance Comments Collection, do the following:

    1. In the Bud Admin task pane, in the **Financial Reporting** section, click **Financial Utilities > System Setup**, and double-click **VCC_Threshold**.
    2. From the **Comparison Time Series** drop-down, select **Flex**.

    Tolerance Level for Alerts

    For more information on configuring tolerance levels for Variance Comments Collection, see Setting variance thresholds.

Refer to individual report instructions to see whether and how flexible budget data can be used.

10

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.

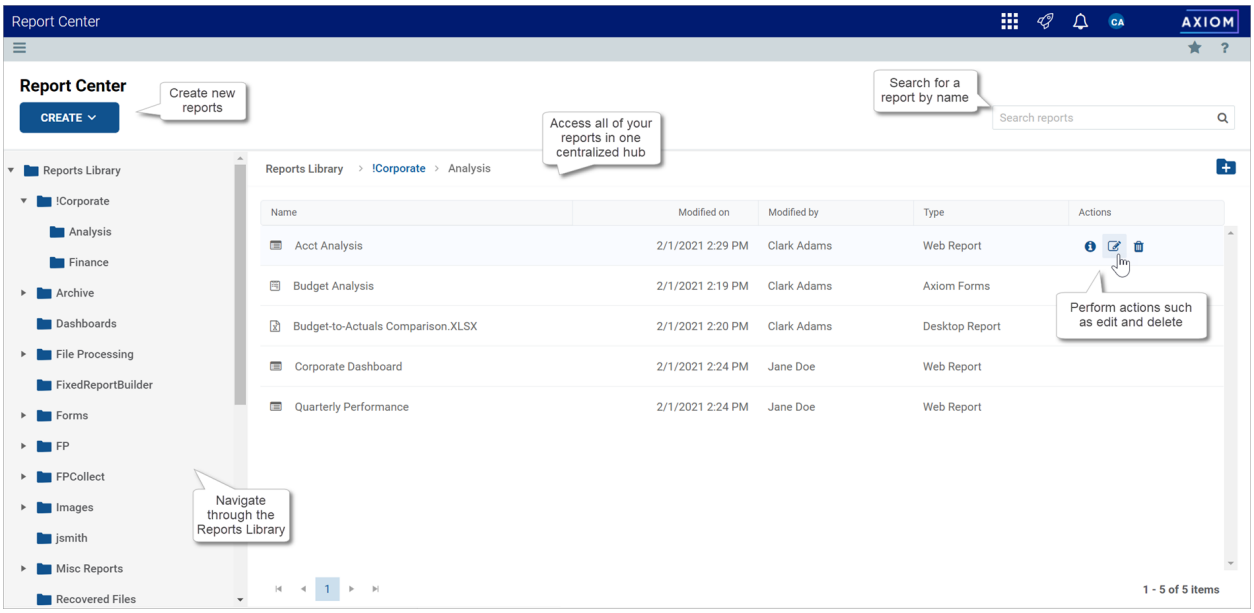
Contact Kaufman Hall Support if you are unsure about the best way to manage a certain set of data.

Report Center

The Report Center is a centralized hub where you can view any report that you have access to in the Axiom Reports Library—including web reports, Axiom forms, Axiom Intelligence reports, and desktop (spreadsheet) reports.

Using the Report Center, you can:

- View any report you have access to, regardless of the report type
- Create new web reports (all clients) and Axiom Intelligence reports (clients with certain product licenses)
- Open reports for editing, in the appropriate editor for the report type
- Perform other report management activities, such as creating and deleting folders

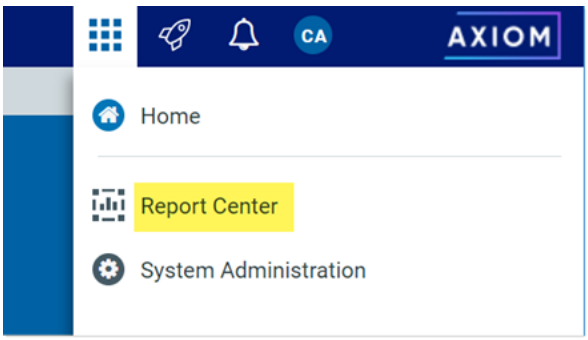


Example Report Center

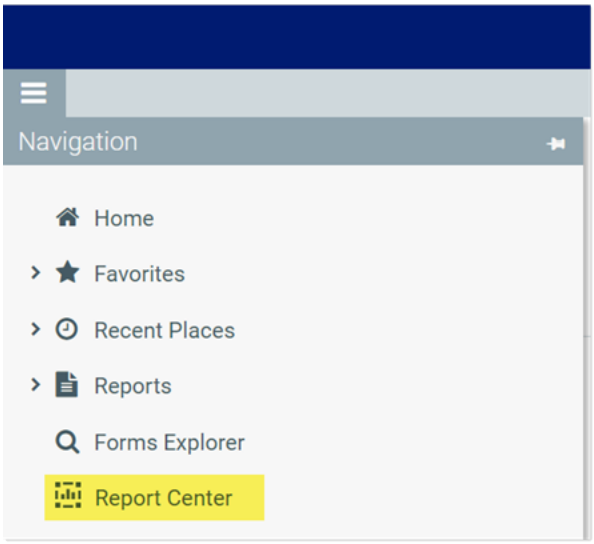
Accessing the Report Center

All users can access the Report Center in the Web Client browser:

- Click the menu icon in the Global Navigation Bar. From the Area menu, select **Report Center**.

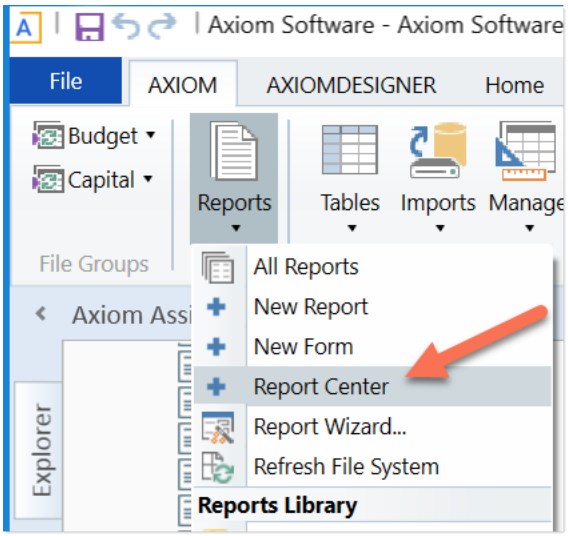


The Report Center may also be accessible from other areas of the Web Client, such as in the left-hand Navigation panel, or from links in product-specific pages.



Report Center in the default Navigation panel

In the Desktop Client, you can open the Report Center from the **Reports** menu. By default this menu is present on the **Axiom** tab. If your system has installed products, it may be available to you on the **Main** tab.



Report Center on the default Reports menu

Opening reports

You can open any report that displays in the Report Center. The Report Center is automatically filtered to only show the reports that you have access to.

To open a report from the Report Center:

1. Do one of the following to locate the report that you want to open:
   - Use the folder tree to navigate to the folder where the report is located.

     OR
   - Use the Search box at the top of the page to search for the report by name.

   For more information on how to search, filter, and sort the Report Center, see Report Center overview.
2. Once the report displays in the Report Center grid, click on the report name to open it.
   - If the report is web-enabled, the report opens in a new browser tab. This applies to web reports, Axiom forms, Axiom Intelligence reports, and deprecated web reports.
   - If the report is a desktop spreadsheet report, Axiom Budgeting and Performance Reporting attempts to launch the Axiom Desktop Client and open the report. This works as follows:
     - The launch routine uses the client that you last opened. For example, if you last opened the Axiom Windows Client, then the report is opened in the Windows Client.
     - If a client is already open, the launch routine is skipped and the report is opened in that client.

If other types of files are present in the Reports Library—such as PDF, Word, or PowerPoint—these files can also be opened from the Report Center if you have a program capable of reading the file type. Axiom Budgeting and Performance Reporting attempts to open the file using the same routine that opens the Axiom Desktop Client. You must have access to either the Axiom Windows Client or the Axiom Excel Client to open these files.

Creating new reports

You can create new reports using the **Create** button at the top of the Report Center:

- **New web report**: This option opens the web Report Builder so that you can create a new web report from scratch. See Creating new web reports.
- **New report from template**: This option creates a new web report using a template provided by an installed product. See Creating new web reports from template.
- **New Axiom Intelligence report**: This option creates a new Axiom Intelligence report. This option is only available in systems where Axiom Intelligence is licensed and enabled.
- **New fixed row structure**: This option creates a new fixed row structure for use in a web report. See Creating fixed row structures.

Other Report Center actions

In the Report Center, you can use the **Actions** column to perform other report and folder management activities. To view the available actions, navigate to the item that you want to work with, then hover your cursor over the Actions column. Actions are available for report files, report folders, and fixed row structures.

The following actions are available:

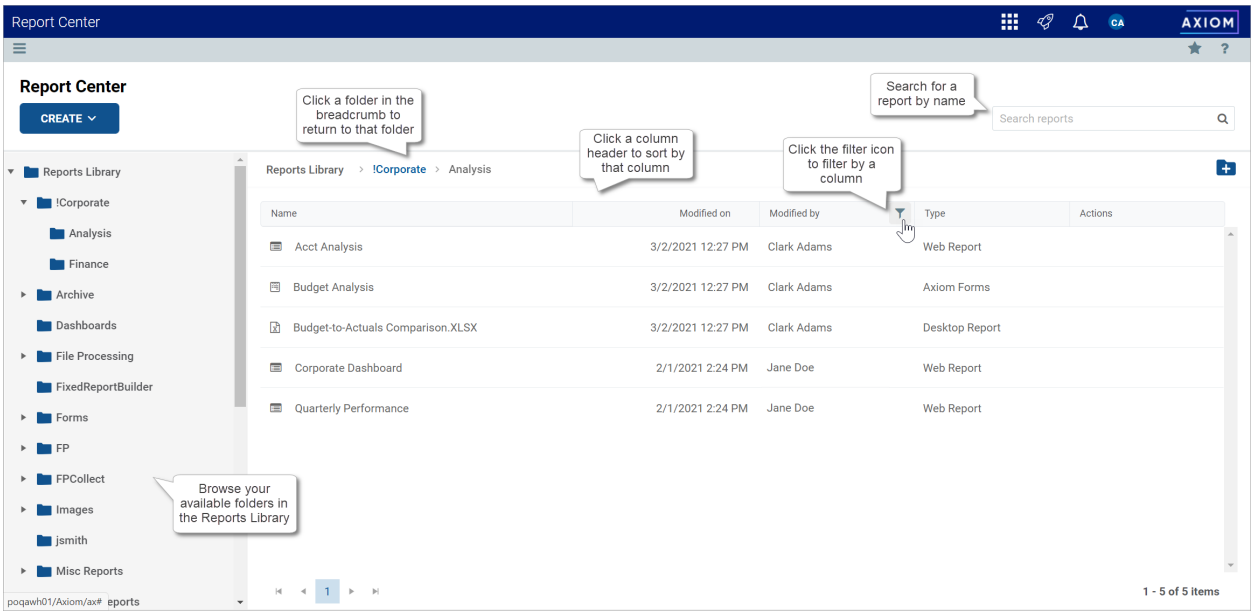
Icon	Action	Description	More Information
	Info	Opens an information panel for the current item. For folders, the panel can also be used to rename the folder.	• Renaming folders
	Edit	Opens the current item in the appropriate editor.	• Editing reports • Editing fixed row structures
	Copy	Generates a copy of the current item. Only available for fixed row structures.	• Copying fixed row structures
	Delete	Deletes the current item.	• Deleting reports • Deleting folders • Deleting fixed row structures

You can also create new folders by clicking the folder icon at the top right of the Report Center.

Report Center overview

Using the left side of the Report Center, you can navigate through the Reports Library folder tree. Once a folder is selected, the contents of that folder display in the report grid. You can click on a subfolder name to open that subfolder, or you can click on a report name to open that report.

As you navigate, a breadcrumb displays at the top of the report grid. You can click on a folder name in the breadcrumb to move to that folder location.



Navigating the Report Center

Searching the Report Center

You can use the Search box in the top right corner of the Report Center to find a report. The search matches on report name only.

To search for a report by name:

- Type your search text into the Search box, and then click the magnifying glass or hit the Enter key to search.

The report grid updates to show a list all reports that match your search text. You can open a report or perform other report actions using this list. You can also filter and sort this list as described in the following sections.

To clear a search:

- Click the **X** icon in the right side of the Search box.

Your search text is cleared, and you are returned to the folder location that you were viewing when you started the search.

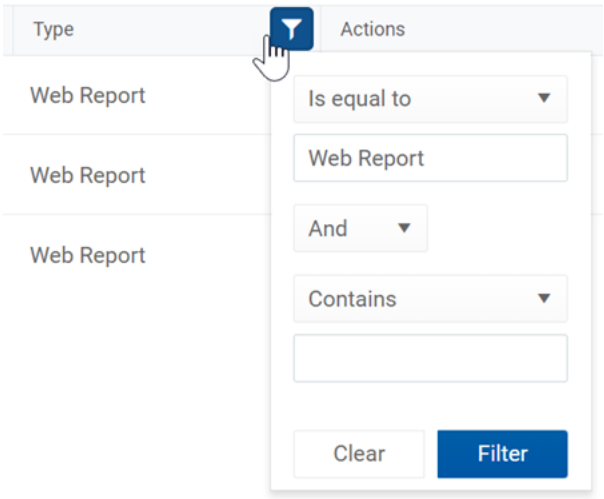
Filtering the report grid

When you are viewing a folder in the Report Center (or when viewing search results), you can filter the contents by any column in the report grid. For example, you can filter to show all reports of a certain type, or to show all reports created after a certain date.

To filter the report grid based on a column:

1. Click the filter icon in the column header to show the filter options.
2. Set the filter options as desired. You can set up to two filter options, combined with either AND or OR.
3. Click **Filter**.

The report grid updates to only show reports that meet the filter. Additionally, the filter icon in the column header is now outlined in blue to indicate that the grid is filtered by this column.



Example Report Center column with a defined filter

If multiple columns are filtered, the filters are combined using AND—meaning the grid only shows records that match all of the filters.

The column filter is retained until you clear it, or until you navigate to a new folder location. If you have filtered the search results, clearing the search results also clears the filter.

To clear a filter:

1. Click the filter icon in the column header to show the filter options.
2. Click **Clear**.

The report grid updates to clear the filter.

Sorting the report grid

When you are viewing a folder in the Report Center (or when viewing search results), you can sort the list by any column in the report grid.

To sort the report grid by a column, click on the column header. Each click toggles between ascending sort, descending sort, and no sort. If the report grid is currently sorted by a column, the sort direction is indicated by an arrow on the column header (up for ascending, down for descending).

The sort is reset when you move to a new folder location. If you have sorted the search results, clearing the search results also clears the sort.

NOTE: The grid can only be sorted by one column at a time. If you have sorted by a column and then you click the column header of a different column, the sort on the original column is cleared and replaced by the new column sort.

Managing report files in the Report Center

Using the Report Center, you can create, edit, and delete reports in the Reports Library.

Creating new reports

You can create new reports using the **Create** button at the top of the Report Center:

- **New web report**: This option opens the web Report Builder so that you can create a new web report from scratch. See Creating new web reports.
- **New report from template**: This option creates a new web report using a template provided by an installed product. See Creating new web reports from template.
- **New Axiom Intelligence report**: This option creates a new Axiom Intelligence report. This option is only available in systems where Axiom Intelligence is licensed and enabled.
- **New fixed row structure**: This option creates a new fixed row structure for use in a web report. See Creating fixed row structures.

Different security permissions are required to create new web reports versus Axiom Intelligence reports. These security requirements are detailed in the relevant topics.

Editing reports

You can open a report for editing from the Report Center if the report is eligible to be edited, and you have read/write permissions to the report.

To edit a report from the Report Center:

1. In the Report Center, locate the report that you want to edit. You can use folder navigation to find the report, or use the Search box at the top of the page.

2. Once the report displays in the Report Center grid, hover your cursor over the **Actions** column to make the action icons visible, then click on the Edit icon .
3. The report is opened for editing as follows, depending on its file type:
    - **Web reports** are opened in the Report Builder, in a new browser tab.
    - **Axiom Intelligence reports** are opened in the Axiom Intelligence Report Editor, in a new browser tab.
    - **Desktop reports** and **Axiom forms** are opened in the Axiom Windows Client, as spreadsheet report files.

Why is the Edit icon missing for some reports?

The following report types *cannot* be opened for editing from the Report Center. The Edit icon does not display for these files:

- **Web reports built from template**: If a web report is built from a template, the report is tied to that template and cannot be separately edited. For more information, see Creating new web reports from template.
- **Deprecated web reports**: The prior implementation of web reporting is deprecated. To edit a deprecated web report, click the file name to open the report, then click the wrench icon in the toolbar to open the legacy web report editor.
- **Other non-report file types**: The Reports Library can be used to store other non-report, non-Axiom file types, such as PDF, DOC, PPT, JPG, and others. These file types cannot be edited in Axiom Budgeting and Performance Reporting.

Why is the Edit icon disabled for some reports?

If the Edit icon is present but disabled, this means that although the report type is eligible to be edited, it is not possible for you to edit this particular report. One of the following reasons may apply:

- You do not have edit permissions (Read/Write access) to the file.
- The file is product-controlled and therefore cannot be edited.
- The file is configured to prevent editing (applies to certain Axiom Intelligence reports).

Deleting reports

If a report is no longer needed, you can delete it using the Report Center. In order to delete a report (or any other file that resides in the Reports Library), you must have read-write access to the file and to the folder it resides in.

NOTE: In systems with installed products, product-controlled reports cannot be deleted.

To delete a report:

1. In the Report Center, locate the report that you want to delete. You can use folder navigation to find the report, or use the Search box at the top of the page.

2. Hover your cursor over the row with the report, then in the **Actions** column, click the Delete icon .

   If the report cannot be deleted, the Delete icon is disabled. This may occur because you do not have the necessary permissions to delete the report, or because the report belongs to an installed product.

3. When you are prompted to confirm that you want to delete the report, click **OK**.

The report is deleted from the system and no longer displays in the Report Center. If the report was deleted in error, an administrator may be able to restore the report using the **Restore Deleted Files** feature in the Desktop Client.

Managing folders in the Report Center

Using the Report Center, you can create, rename, and delete folders in the Reports Library.

Creating new folders

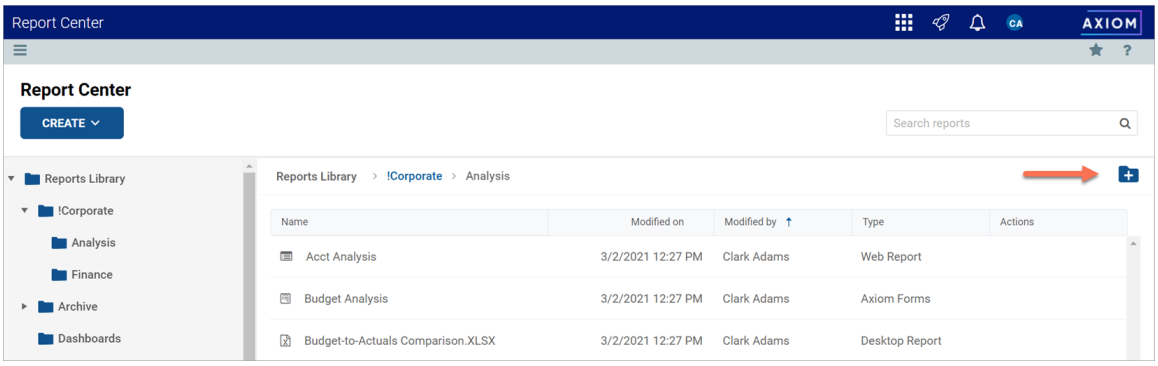
You can create new folders as needed in the Report Center. In order to create a folder, you must have read-write access to the parent folder.

To create a folder:

1. In the Report Center, navigate to the parent folder of the location where you want to create a new folder.

   For example, if you want to create a new top-level folder in the Reports Library, select the Reports Library. If you want to create a new folder underneath a folder such as Reports Library > Corporate Reports, then select the Corporate Reports folder.

2. Click the new folder icon at the top right of the Report Center grid.



3. In the **Create new folder** dialog, enter a name for the new folder, then click **OK**.

The new folder is created in the current location.

Renaming folders

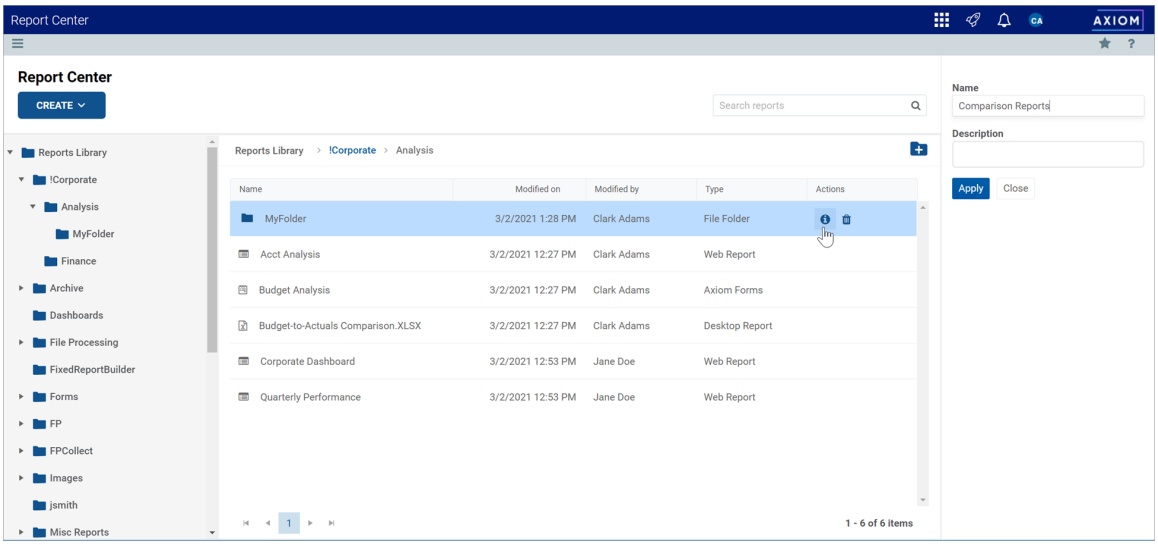
You can rename folders as needed in the Report Center. In order to rename a folder, you must have read-write access to the folder.

NOTE: In systems with installed products, product-controlled folders cannot be renamed.

To rename a folder:

1. In the Report Center, navigate to the parent folder of the folder that you want to rename, so that the folder you want to rename displays in the Report Center grid.
2. Hover your cursor over the row with the folder, then in the **Actions** column, click the Info icon .

   The Information panel opens along the right-hand side of the page.
3. In the Information panel, type the new folder name info the **Name** field, then click **Apply**.



   If the folder cannot be renamed, the **Apply** button does not display. This may occur because you do not have the necessary permissions to rename the folder, or because the folder belongs to an installed product.

The folder is renamed.

Deleting folders

If a folder is no longer needed, you can delete it using the Report Center. In order to delete a folder, the folder must be empty and you must have read-write access to the folder.

NOTE: In systems with installed products, product-controlled folders cannot be deleted.

To delete a folder:

1. In the Report Center, navigate to the parent folder of the folder that you want to delete, so that the folder you want to delete displays in the Report Center grid.
2. Hover your cursor over the row with the folder, then in the **Actions** column, click the Delete icon .

   If the folder cannot be deleted, the Delete icon is disabled. This may occur because you do not have the necessary permissions to delete the folder, or because the folder belongs to an installed product.

The folder is deleted from the system and no longer displays in the Report Center. There is no confirmation dialog before deleting an empty folder. If the empty folder was deleted in error, you can create a new folder with the same name.

Web Reports

Axiom web reports provide a fully browser-based reporting option for Axiom Budgeting and Performance Reporting data. You can create, edit, and view web reports all within the Axiom Budgeting and Performance Reporting Web Client.

Web reports are designed to be intuitive for report designers to build, and easy for report viewers to use. The Report Center provides a centralized hub to create new web reports and to view any report that you have access to.

Web reports support two different ways to display reporting data in a grid:

- **Dynamic rows**: Dynamically display data rows based on a specified dimension or grouping.
- **Fixed rows**: Use predefined fixed row structures to organize data rows into sections with headers, totals, and subtotals.

Web reports can be created from scratch using the Report Builder, or you can create them from templates provided by installed Axiom Budgeting and Performance Reporting products.

Managing Web Reports

Using the Report Center in the Axiom Budgeting and Performance Reporting Web Client, you can create, edit, and delete web reports as needed. Web reports are designed to be intuitive for report builders to create, and easy for end users to consume.

▶ Creating new web reports

You can create new web reports using the **Create** button in the Report Center:

- New web report: This option opens the Report Builder so that you can create a new web report from scratch.
- New web report from template: This option creates a new web report based on a template provided by an installed product.

If you want to create a web report that uses a fixed row structure, the fixed row structure must be defined separately and then assigned to the report. Using the Report Center, you can create, edit, and delete fixed row structures. For more information, see Managing Fixed Row Structures.

In order to create a web report, you must be an administrator or have the **Create Web Reports** security permission. You must also have read/write access to at least one folder in the Reports Library.

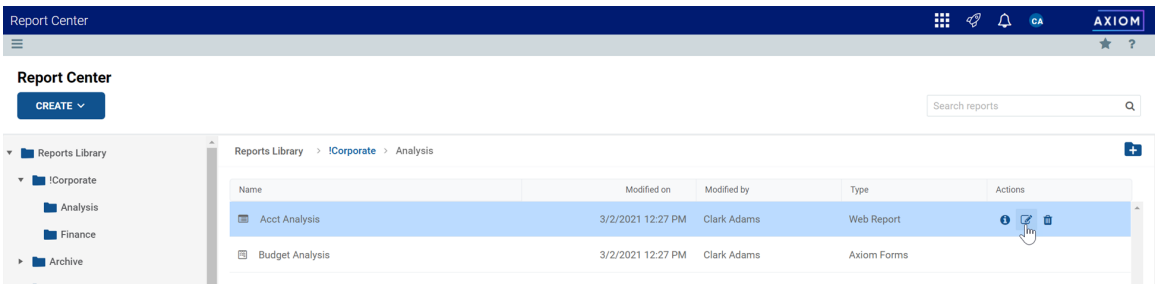
▶ Editing web reports

You can open a web report for editing from the Report Center if the report is eligible to be edited, and you have read/write permission to the report.

Only one user at a time can open a web report for editing in the Report Builder. However, other users can continue to view the report as normal.

To edit a web report from the Report Center:

1. In the Report Center, locate the web report that you want to edit. You can use folder navigation to find the report, or use the Search box at the top of the page.
2. Once the web report displays in the Report Center grid, hover your cursor over the **Actions** column to make the action icons visible, then click on the Edit icon .



   If the Edit icon is present but disabled, then you cannot edit this report. This may be because the report belongs to an installed product and cannot be edited, or because you do not have read/write access to the report.

The report opens in the Report Builder, in a new browser tab. You can now edit it as needed. For more information, see Using the Report Builder.

NOTE: Currently, it is not possible to "save as" in the Report Builder. If you want to create a copy of an existing web report, you must use Axiom Explorer in the Desktop Client to copy the file.

Deleting web reports

You can delete a client-created web report if it is no longer needed. You must have read/write access to the report and its folder in order to delete a report. Product-controlled web reports cannot be deleted.

Reports can be deleted from the Report Center in the Axiom Budgeting and Performance Reporting Web Client, or from Axiom Budgeting and Performance Reporting Explorer in the Axiom Desktop Client.

TIP: If a report is deleted in error, an administrator may be able to restore the report using the **Restore Deleted Files** feature in the Axiom Desktop Client.

To delete a web report from the Report Center:

1. In the Report Center, locate the web report that you want to delete. You can use folder navigation to find the report, or use the Search box at the top of the page.
2. Hover your cursor over the row with the web report, then in the **Actions** column, click the **Delete** icon.

If the report cannot be deleted, the Delete icon is disabled. This may occur because you do not have the necessary permissions to delete the report, or because the report belongs to an installed product.

3. When you are prompted to confirm that you want to delete the report, click **OK**.

The report is deleted from the system and no longer displays in the Report Center.

To delete a web report from Axiom Explorer:

1. Launch the Desktop Client.
2. On the **Axiom** tab, in the **Administration** group, click **Manage > Axiom Explorer**.

   NOTE: If your system uses installed Axiom products, you can access this feature from the **Admin** tab. Click **System Browser** to open Axiom Explorer.

   TIP: You can also use the Explorer task pane to delete a web report.

3. Navigate to the **Reports Library**, and then locate the web report that you want to delete.
4. Right-click the report and then select **Delete**.
5. When you are prompted to confirm that you want to delete the report, click **Yes**.

The report is deleted from the system and no longer displays in Axiom Explorer.

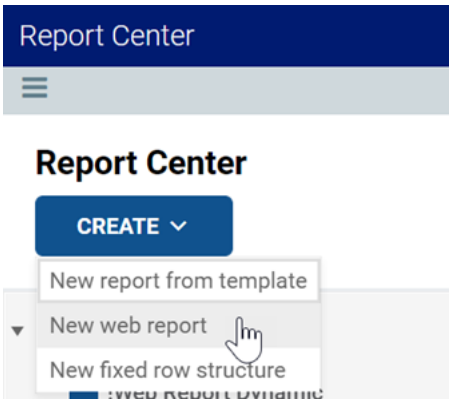
Creating new web reports

Using the Report Center, you can create new web reports from scratch so that you can build the report as needed.

In order to create a web report, you must be an administrator or have the **Create Web Reports** security permission. You must also have read/write access to at least one folder in the Reports Library. If you do not have permission to create web reports, then the option to create a new web report will not be available from the **Create** button in the Report Center. If the **Create** button does not have any available options to display, then the button is hidden entirely.

To create a new web report:

1. In the Report Center, click **Create > New web report**.

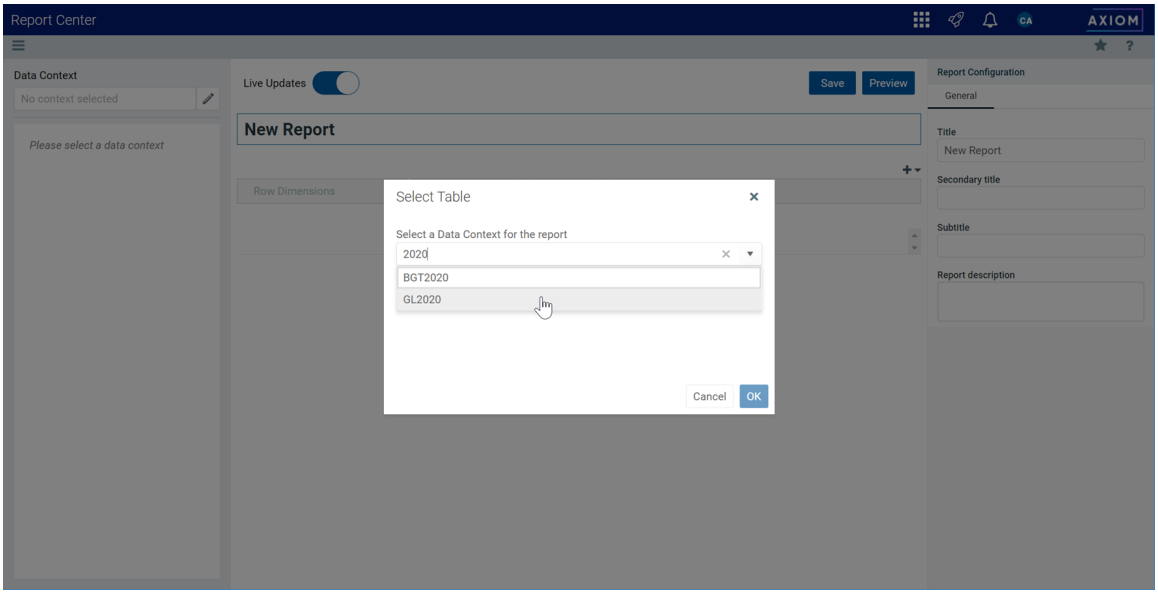


The Report Builder opens in a new tab, displaying a new blank report.

2. In the **Select Table** dialog, select a primary table to determine the data context for the report, then click **OK**.

   You can select a table from the drop-down list directly, or type into the box to search for a table name. The search uses "contains" matching to return any tables that contain the search text within the table name. In the following screenshot, the text `2020` has been used to search for tables with the year 2020 in the name.

   The *data context* determines the overall pool of data that is eligible to be included in the report. The selected primary table determines which other tables are eligible for inclusion in the report, based on lookup relationships. All table columns and filters used in the report must be compatible in the context of the primary table.



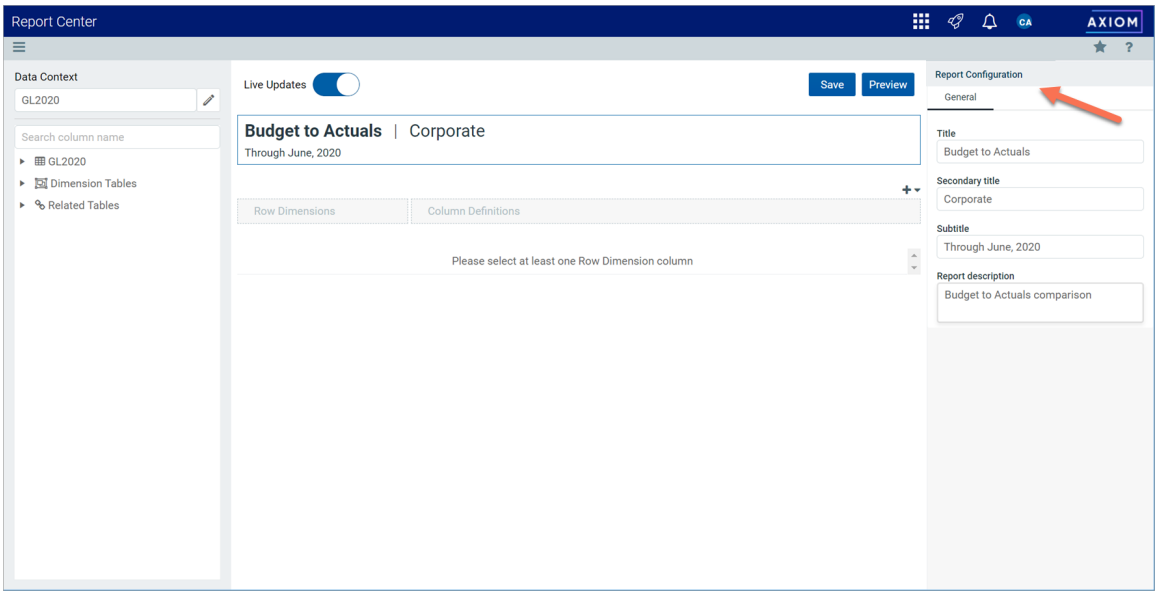
   Although you can click **Cancel** if you are not ready to select a primary table for the data context, most activities in the Report Builder require a data context to be selected.

Once a table is selected for the data context, you can work with the report in the Report Builder. The Report Builder consists of three main areas as follows:

- The **Data Panel** on the left side is where you select the data to include in your report.
- The **Report Canvas** in the middle is where you build the report. Columns can be dragged and dropped from the Data Panel to the Report Canvas. You can also create calculations to display in the report columns, and define column groups.
- The **Configuration Panel** on the right side is where you define properties for the report, the data grid, and the individual columns. You can configure properties such as report titles, drilling and filtering options, and column formatting.

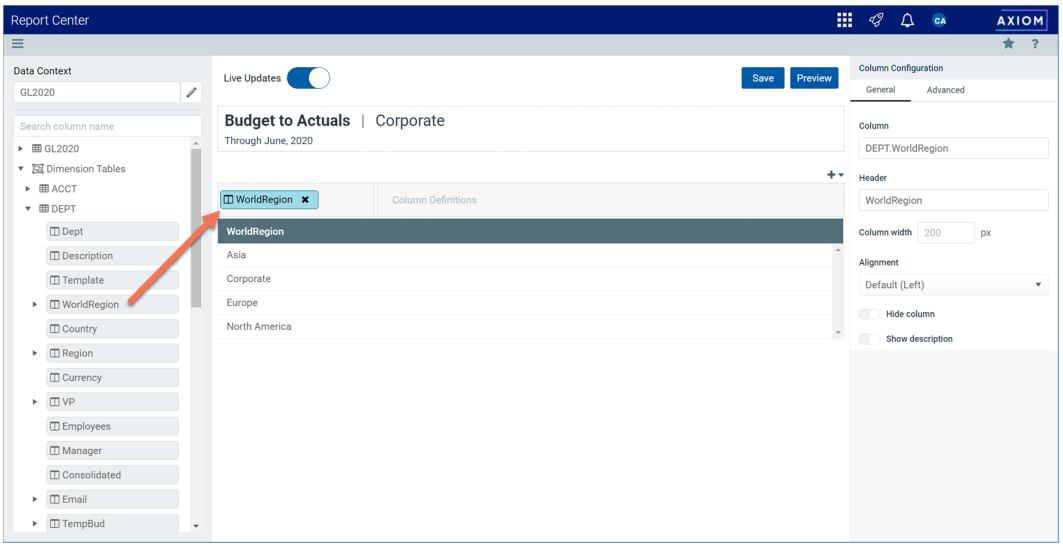
For more information on using the Report Builder, see Using the Report Builder.

3. In the **Report Configuration** panel along the right side of the page, define the report titles and description as needed. For more information, see Configuring report properties for a web report.



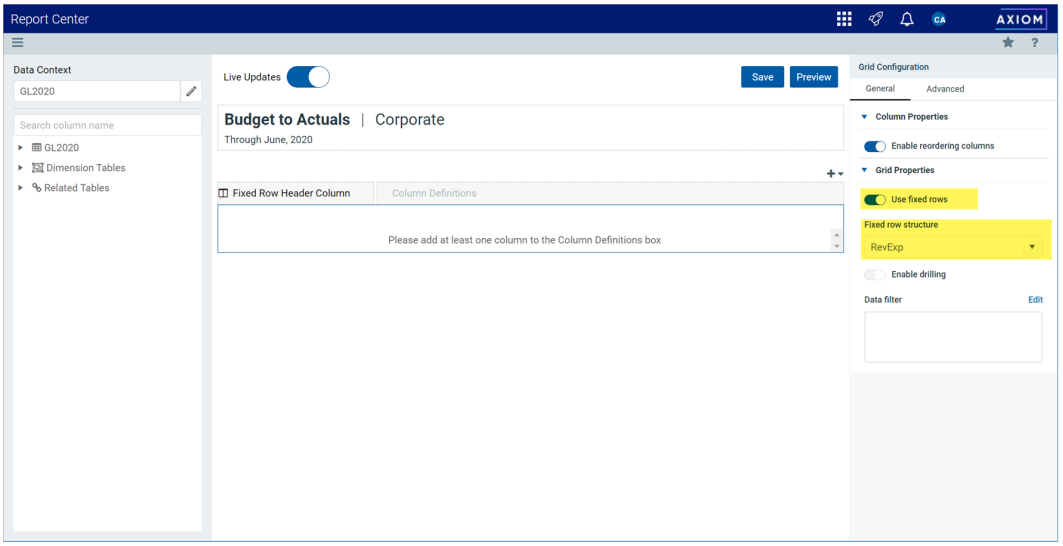
4. Define the rows of the report by doing one of the following, depending on whether you want to generate the rows dynamically or use a fixed row structure:
   - **Dynamic rows**: In the Data Panel, locate the table column that you want to use as the row dimension. Drag and drop the column to the **Row Dimensions** box in the Report Canvas.

     Once you drag and drop a column to use as a row dimension, the rows of the report dynamically populate based on the values in that column. For more information, see Specifying the row dimension for a web report.



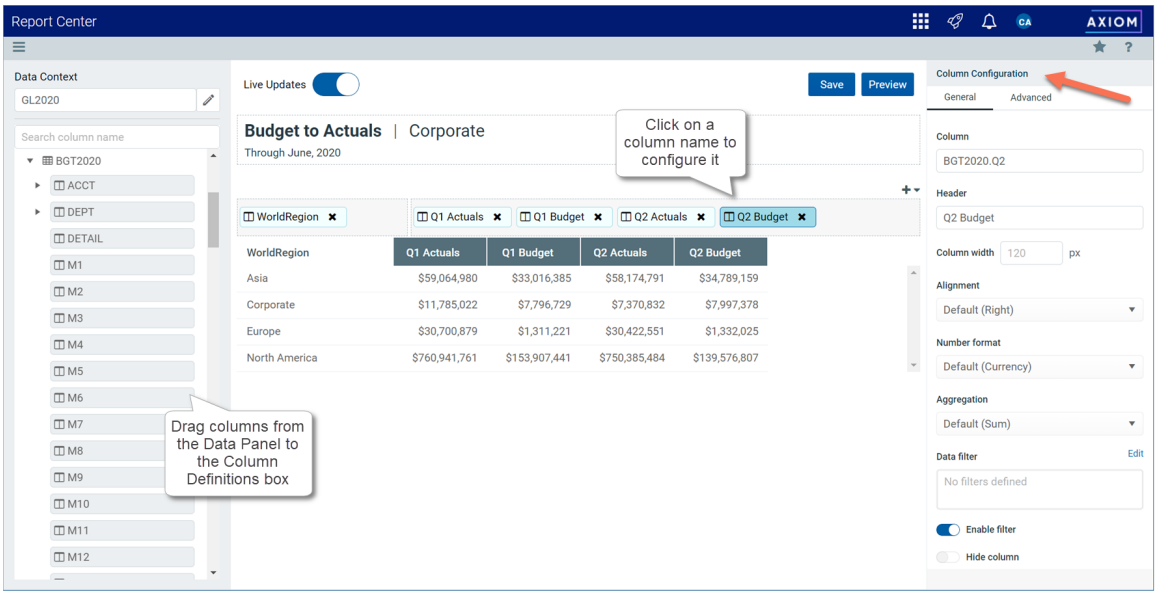
- **Fixed rows**: Select the placeholder text in the Report Canvas so that the **Grid Configuration** properties load into the Configuration Panel. On the **General** tab, enable **Use fixed rows** then select an existing **Fixed row structure**. For more information, see Specifying the fixed row structure for a web report.

  In this case, the rows will not load into the Report Canvas area until at least one data column is added to the Column Definitions box.



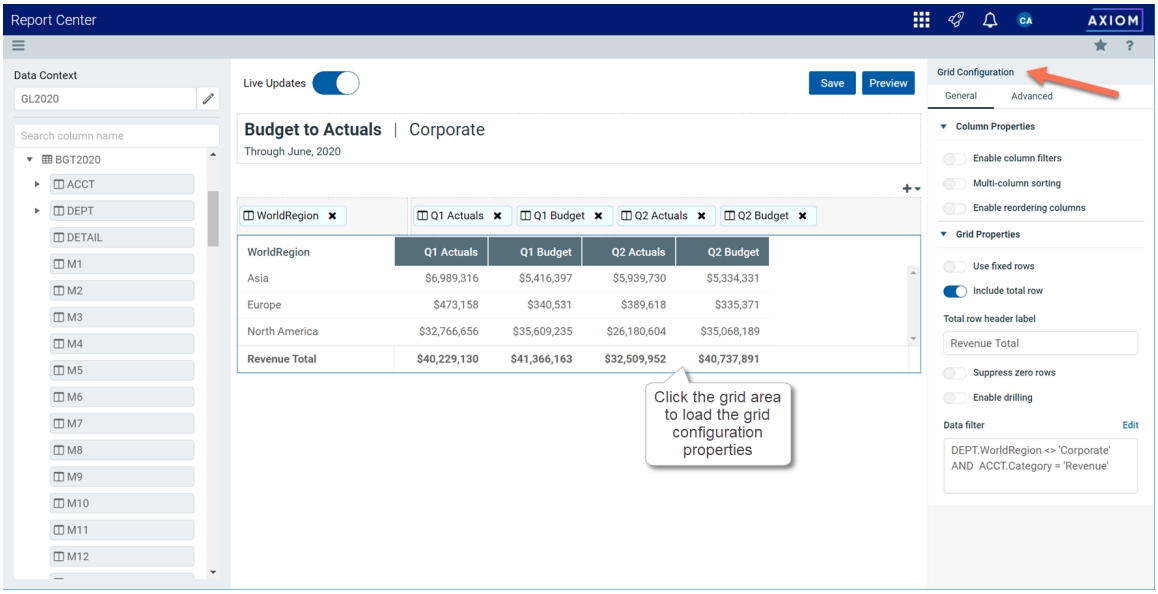
5. Use the Data Panel to locate the data columns that you want to display in the report, then drag and drop those columns out to the **Column Definitions** box in the Report Canvas. Once the columns are added to the grid, you can configure data and display properties for each column.

   For more information, see Adding data columns and calculated columns to a web report and Configuring column properties for a web report.

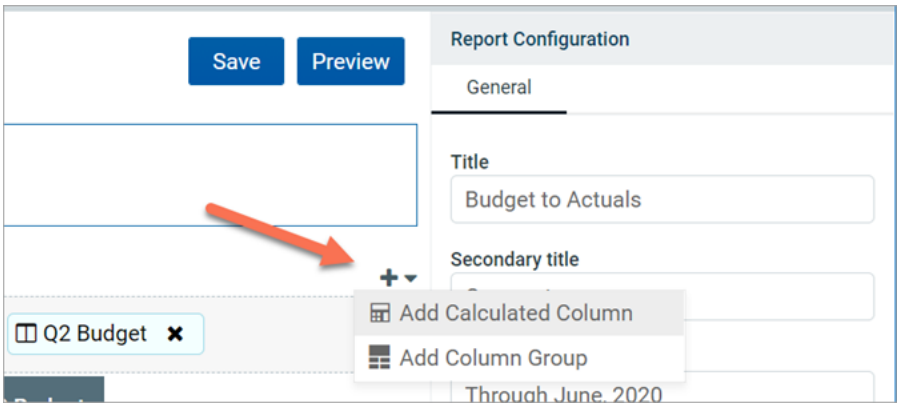


6. Select the grid in the report canvas so that the configuration panel changes to show the **Grid Configuration** settings. Define the grid settings as needed, such as to enable the total row, or define a data filter, or enable drilling options. For more information, see Configuring grid properties in a web report.

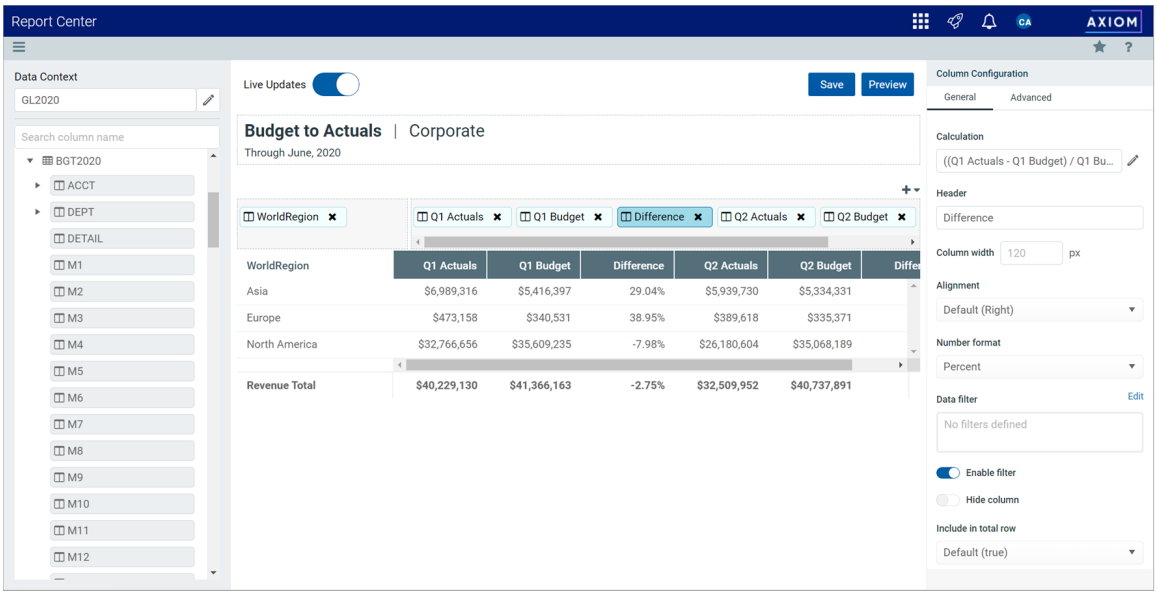
   In the following example, a filter has been defined for the grid which affects both the data displayed in the report and the row values. Additionally, the total row was enabled.



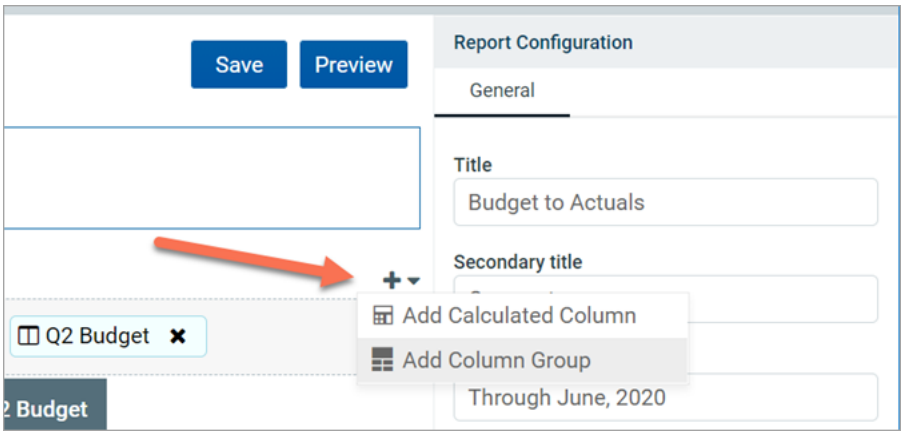
7. Use the plus icon at the top right of the **Column Definitions** box to add calculated columns to the grid as needed. For more information, see Adding data columns and calculated columns to a web report.



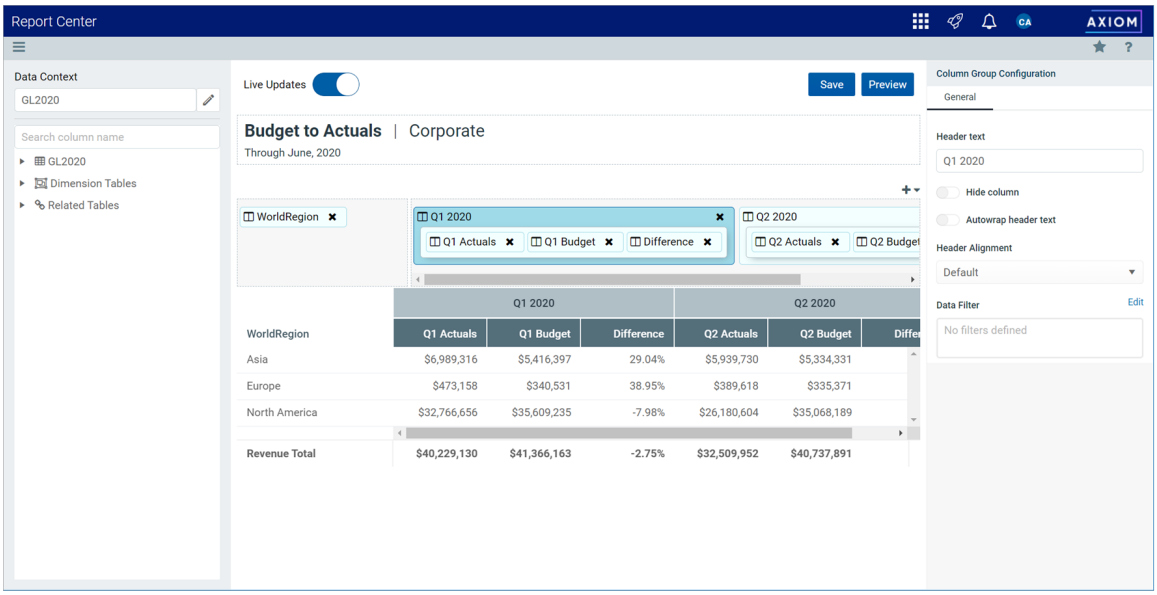
In the following example, two calculated columns have been added to calculate the difference between actuals and budget for each quarter.



8. Use the plus icon at the top right of the **Column Definitions** box to add column groups to the grid as needed. Using column groups, you can display multiple columns grouped underneath a header. For more information, see Defining column groups for a web report.



In the following example, two column groups have been added for Q1 and Q2.



9. Click **Save** to save the report.
10. In the **Save Report As** dialog, complete the following fields and then click **Save**:

Item	Description
File name	The name of the report file. This is the name that users will see in the Report Center.
Description	Optional. A description of the report. Currently, descriptions do not display in the Report Center, but they can be viewed in the Axiom Budgeting and Performance Reporting Desktop Client using Axiom Explorer.
Save to folder	The folder in the Axiom repository where you want to save the report. • Click the folder icon to the right of the field. • In the **Choose output folder** dialog, select a folder in the Reports Library. You can only select folders where you have read/write access to the folder. If a folder name displays with a lock icon, this means you have read-only access to that folder and therefore cannot save a new report there. • Click **OK** to choose the folder and return to the save dialog. The path to your selected folder now displays in the field.

If you use a file name that already exists in the target folder, you will be prompted to choose whether or not to overwrite the existing file. If you choose not to overwrite, you are returned to the Save Report As dialog so that you can use a different name and/or output folder.

Keep in mind that many of these steps can be done in any order. You can configure the grid settings before defining report titles, and so on. The main dependency is that you must select a primary table for the data context before you can begin adding columns to the report.

Creating new web reports from template

Using the Report Center, you can create new web reports from a template. Currently, templates are only provided by installed Axiom Budgeting and Performance Reporting products. For more information about any templates provided by your installed products, see the separate product documentation.

Some report templates require a fixed row structure to define the row dimensions and sections of the report. If you want to create a new web report from a template that requires a fixed row structure, this row structure must already exist so that you can assign it to the report when you create it. For more information, see Managing Fixed Row Structures.

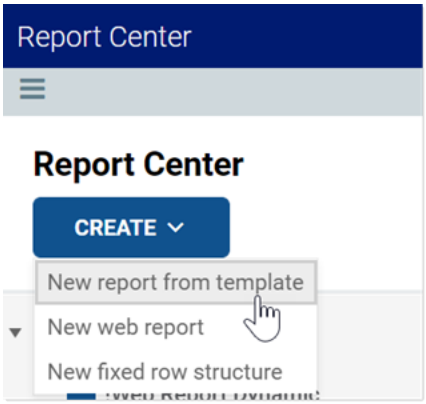
Web reports created from template remain linked to that template. If a template changes, that change is automatically available in all reports created from that template.

In order to create a web report, you must be an administrator or have the **Create Web Reports** security permission. You must also have read/write access to at least one folder in the Reports Library. If you do

not have permission to create web reports, then the option to create a new web report from template will not be available from the **Create** button in the Report Center. If the **Create** button does not have any available options to display, then the button is hidden entirely.

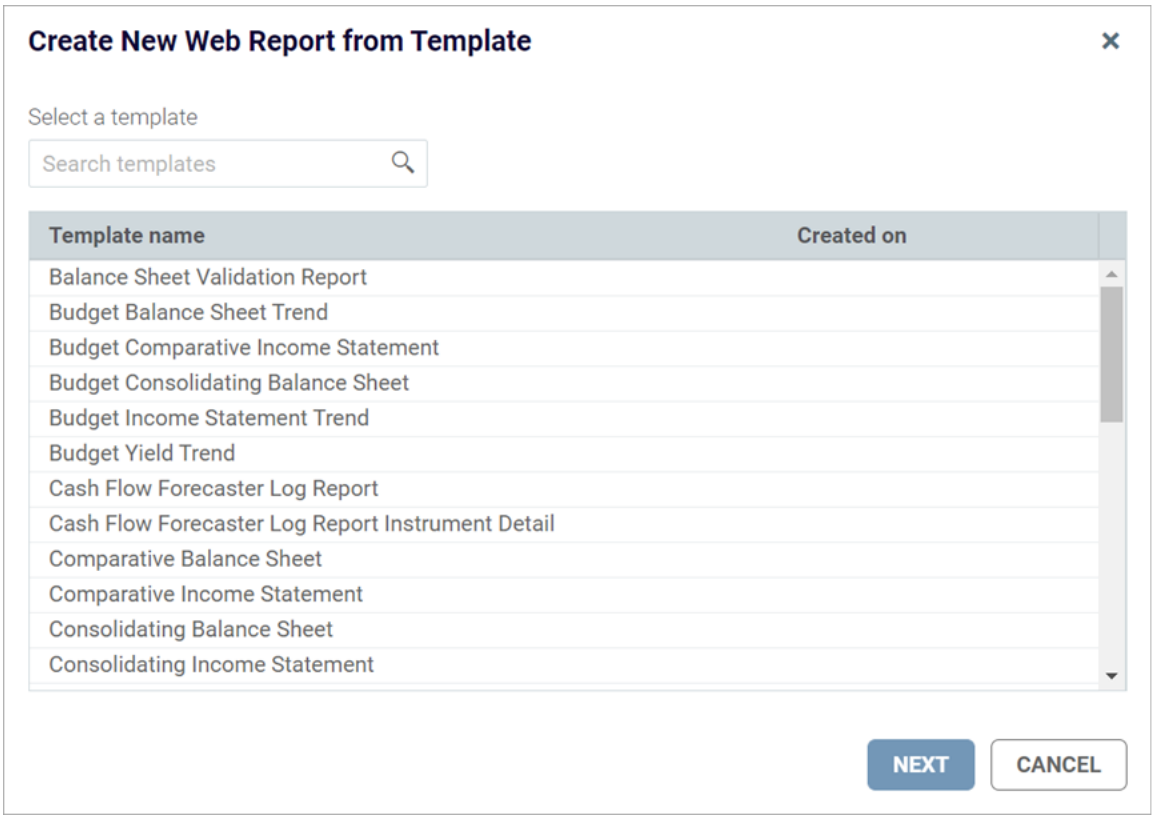
To create a new web report from template:

1. In the Report Center, click **Create** > **New report from template**.



   The **Create New Web Report from Template** dialog opens to walk you through the report creation process.

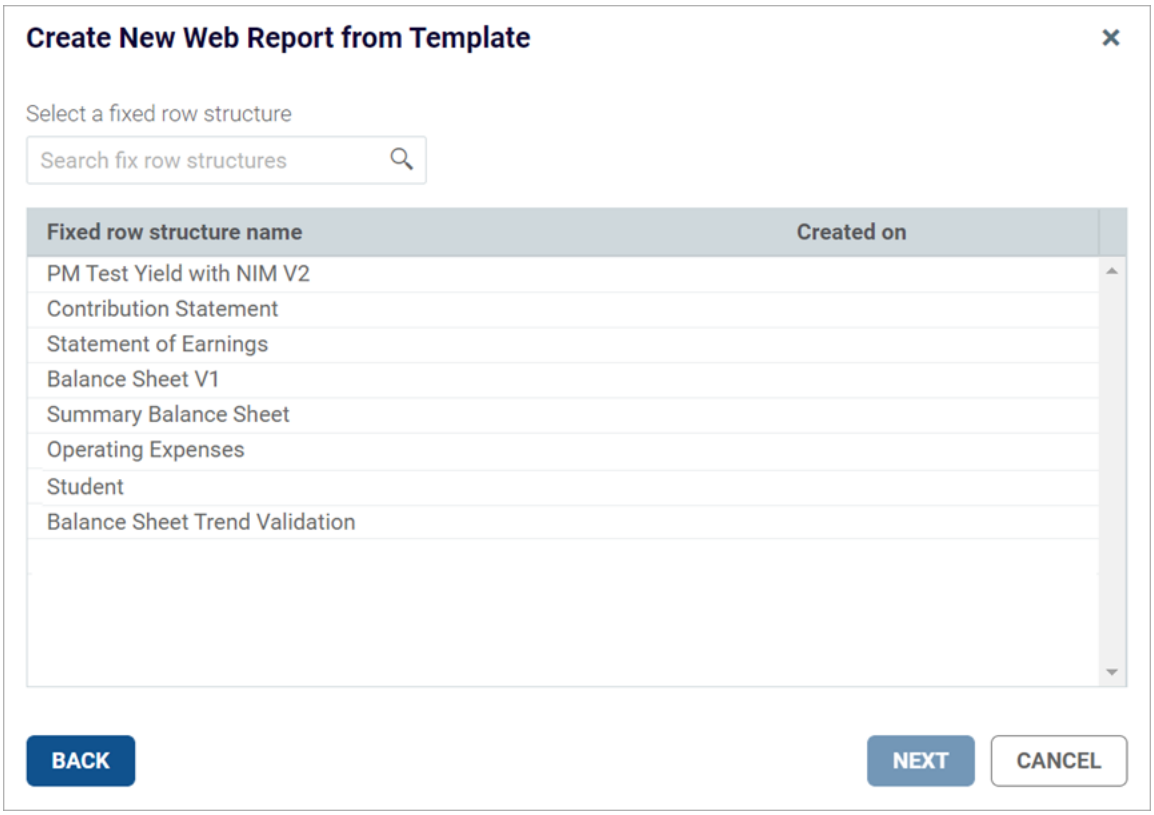
2. On the template screen, select the template that you want to use to create the report, and then click **Next**.



Example template screen showing product-delivered templates

NOTE: If no templates are listed, then your system does not have any available web report templates. You can click **Cancel** to exit the dialog and return to the Report Center.

3. On the fixed row structure screen, select the fixed row structure to use in the report, and then click **Next**. If the template you selected does not use a fixed row structure, then this screen does not display and you can skip to step 4.



NOTE: If no fixed row structures are listed, then your system does not have any available fixed row structures. You must create one before you can create a web report using the selected template. You can click **Back** to select a different template, or you can click **Cancel** to exit the dialog and return to the Report Center. For more information, see Managing Fixed Row Structures.

4. On the final screen, complete the following fields to save the new report, and then click **Create**.

Item	Description
Name	The name of the report file.
Description	Optional. A description for the report.

Item	Description
Save report in	The folder in the Axiom repository where you want to save the report. • Click the folder icon to the right of the field. • In the **Choose output folder** dialog, select a folder in the Reports Library. You can only select folders where you have read/write access to the folder. If a folder name displays with a lock icon, this means you have read-only access to that folder and therefore cannot save a new report there. • Click **OK** to choose the folder and return to the save dialog. The path to your selected folder now displays in the field.

The report is opened in a new browser tab. You can now review the data using a variety of tools available to web reports, such as sorting, filtering, and drilling. For more information, see Viewing and exploring data in web reports.

Once a report is created from template, it cannot be edited—for example, to choose a different fixed row structure. If you want to use a different fixed row structure, create a new report from template again. Remember that any changes to the template or to the fixed row structure will automatically flow through to all reports that use the template or the fixed row structure.

Using the Report Builder

Using the Report Builder, you can create and edit web reports using a drag-and-drop interface. Web reports are intended to be intuitive for report builders to create and easy for report viewers to use.

Web reports support two different ways to display reporting data in a grid:

- **Dynamic rows**: Dynamically display data rows based on a specified dimension or grouping.
- **Fixed rows**: Use predefined fixed row structures to organize data rows into sections with headers, totals, and subtotals.

The Report Builder opens when you do either of the following:

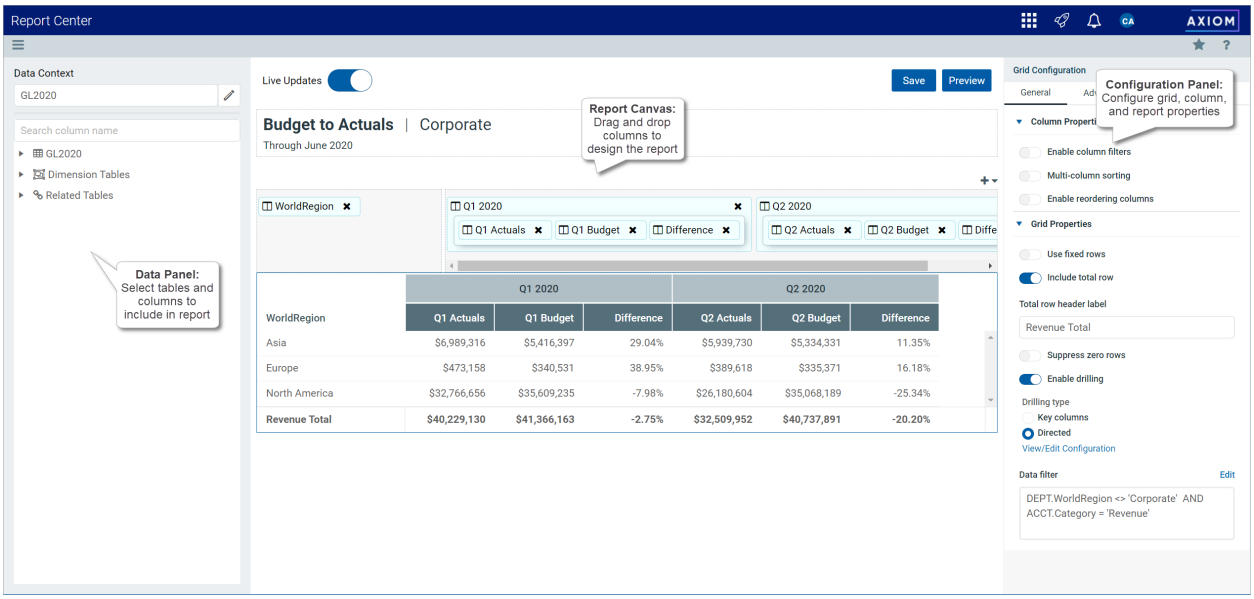
- Create a new web report from the Report Center.
- Edit an existing web report from the Report Center.

▶ Overview of Report Builder

The Report Builder has three main areas:

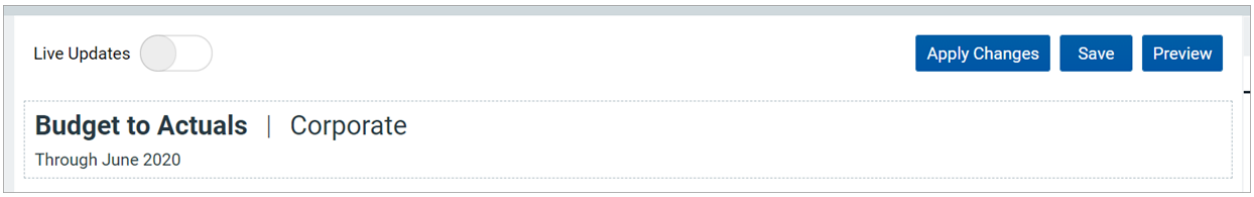
- The **Data Panel** on the left side is where you select the data to include in your report.
- The **Report Canvas** in the middle is where you build the report. Columns can be dragged and dropped from the Data Panel to the Report Canvas. You can also create calculations to display in the report columns, and define column groups.

- The **Configuration Panel** on the right side is where you define properties for the report, the data grid, and the individual columns. You can configure properties such as report titles, drilling and filtering options, and column formatting.



Overview of the Report Builder

As you build and configure the report, a limited preview of the grid displays in the Report Canvas area, so that you can see the effect of your choices in real time. If you want to work on the report without this live update, you can disable the **Live Updates** toggle at the top of the canvas. When live updates are disabled, a new **Apply Changes** button displays at the top of the canvas. You can use this button to manually refresh the preview (or you can re-enable **Live Updates**).



Report Builder with Live Updates disabled

Building a report in the Report Builder

The following is an overview of how to build a report in the Report Builder:

- Define a data context: Each report must have a specified primary table to determine the data context for the report. Once the data context is defined, you can build the report using columns from the primary table and from related tables.

- Define the grid rows: Web reports can use dynamically generated rows based on a dimension, or they can use a fixed row structure. Do one of the following depending on the type of report that you want to make:
    - For dynamic rows, add a row dimension to the grid by dragging and dropping a table column.
    - For fixed rows, specify a fixed row structure by modifying the grid properties.
- Add data columns and calculated columns: Drag and drop table columns out to the grid to define the data columns for the report, and define calculated columns as needed. You can also define column groups to create grouped headers in the report.
- Configure report properties: Define report title text and an optional report description.
- Configure grid properties: Configure grid properties such as a data filter and user interaction options. This includes enabling and configuring drilling options as needed.
- Configure column properties: Configure properties for each column such as alignment, width, number format, and column filters.

Previewing a report

Although the grid shown in the Report Canvas updates in response to report configuration changes made in the Report Builder, it is not intended to be a fully live representation of the report. If you want to see how the report will appear to end users without leaving the Report Builder, click the **Preview** button at the top of the Report Canvas.

The report preview opens in a separate dialog that overlays the Report Builder. Using this preview, you can try out end-user features like sorting, filtering, and drilling the report. When you are done viewing the preview, click **Close** at the bottom of the dialog to return to the Report Builder.

NOTE: If you drill the report preview, the drill results open in a new browser tab.

Saving a report

Use the **Save** button at the top of the Report Canvas to save the report. If the report is a brand new report, you will be prompted to define a name and folder location for the report. Otherwise, the existing report is saved.

If you have made changes to the report but have not yet saved, you will be prompted to save when you attempt to close the browser tab or navigate to a new location.

NOTE: Currently, it is not possible to "save as" in the Report Builder. If you want to create a copy of an existing web report, you must use Axiom Explorer in the Desktop Client to copy the file.

Defining the data context for a web report

The *data context* for a web report determines the overall pool of data that is eligible to be included in the report. To define the data context, you select a *primary table* as the "base" table for the report. This primary table then determines which other tables are eligible for inclusion in the report, based on lookup relationships. All table columns and filters used in the report must be compatible in the context of the primary table.

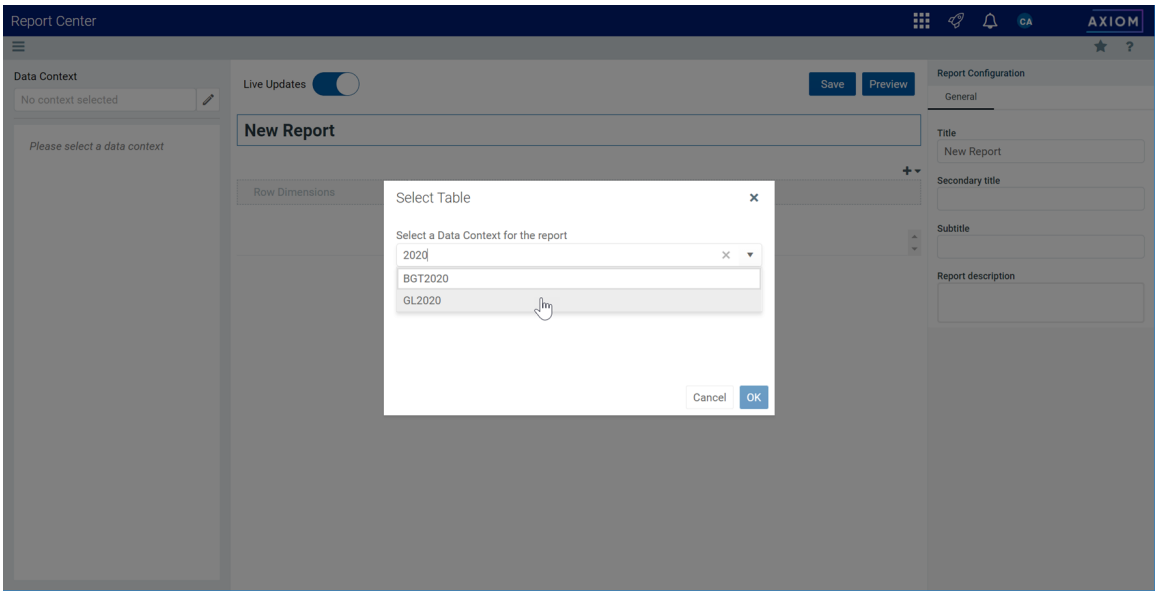
In the Report Builder, the primary table for the data context is specified in the left-hand Data Panel. You must select the primary table before you can drag and drop any table columns out to the grid.

To select a primary table for the data context:

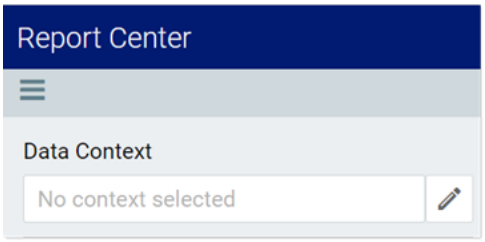
There are two ways to select a primary table for the data context.

- When you create a brand new report, you are automatically prompted to select a primary table for the data context.

  You can select a table from the drop-down list directly, or type into the box to search for a table name. The search uses "contains" matching to return any tables that contain the search text within the table name. In the following screenshot, the text `2020` has been used to search for tables with the year 2020 in the name.

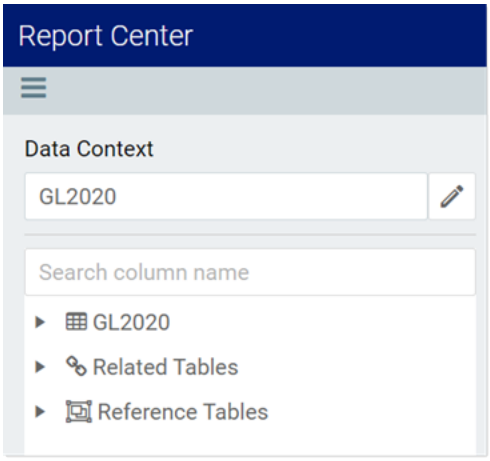


- If you are already in the Report Builder, then you can define or change the primary table using the **Data Context** box at the top of the Data Panel. Click the Edit icon to open the **Select Table** dialog (as shown in the previous screenshot).



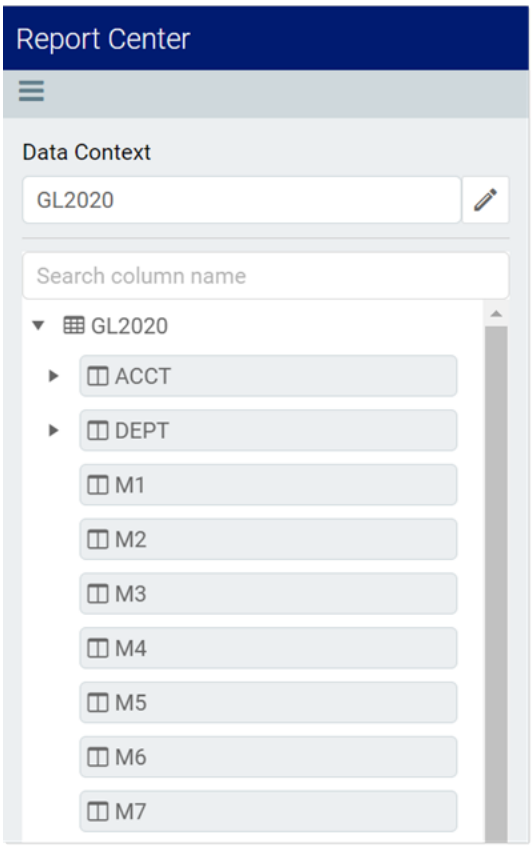
Once you have selected a table, that table name is shown in the **Data Context** box, and the Data Panel populates to show a table tree in three expandable/collapsible sections:

- ***TableName***: The selected table and its columns. This table is the primary table.
- **Dimension Tables**: Reference tables that the primary table looks up to. If the reference tables have lookups to other reference tables, these multi-level reference tables are accessible through the first-level reference tables.
- **Related Tables**: The contents of this section depend on the type of table selected as the primary table.
    - If the primary table is a data table, then this section contains other tables that look up to one or more of the same reference tables as the primary table.
    - If the primary table is a reference table, then this section contains tables that look up to the reference table.



Example Data Panel with a defined data context

You can expand these tables to view the columns, and then drag and drop columns out to the Report Canvas area so that they can be used as row dimensions or data columns.



In this example, we have selected GL2020 as the primary table. GL2020 is a data table that looks up to reference tables Dept and Acct. The table tree is populated as follows:

- **GL2020**: This node contains all columns in GL2020, as well as columns in the lookup tables Dept and Acct.
- **Dimension Tables**: This node contains the lookup reference tables Dept and Acct. If the reference tables look up to other downstream reference tables (multi-level lookups), those downstream reference tables can be used through these tables.
- **Related Tables**: This node contains other tables that also look up to Dept or Acct (or to a multi-level lookup through Dept or Acct). This may include tables such as GL2021, BGT2021, and BGT2020.

When you save the report, the data context is saved for that report and will be reloaded into the Data Panel whenever the report is opened in the Report Builder.

Changing the data context

You can change the data context freely until you have done either of the following:

- Dragged and dropped columns out to the grid setup boxes in the Report Canvas
- Selected a fixed row structure for use with the report (when using the **Use fixed rows** option in the Grid Configuration properties)

You can still change the data context if needed, but any newly selected primary table must be compatible with the table columns you have already added to the grid, and with the fixed row structure you have selected (if applicable). If the newly selected primary table is not compatible, an error will occur when the Report Builder tries to refresh the grid in the Report Canvas. At this point you have the choice of selecting a different primary table that is compatible (which may mean returning to the original primary table), or removing the incompatible columns from the grid, or choosing a different fixed row structure.

Other settings that must be compatible with the primary table include the Data Filter for the grid or for any of the columns, and any columns selected as drilling columns for a Directed drilling configuration. If you change the primary table and any of these settings are incompatible with the new primary table, an error will occur.

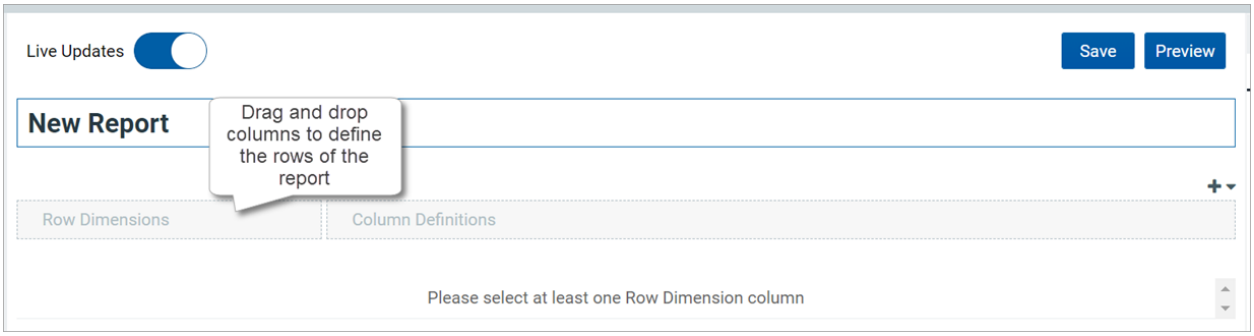
If you change the data context and save the report, the new primary table is now saved for the report and will be reloaded into the Data Panel whenever the report is opened in the Report Builder.

Specifying the row dimension for a web report

The row dimension for a web report defines the summation level for the row data. For example, you may want the rows in your grid to show data by department, region, entity, account, or some combination of dimensions. You specify a table column to use as the row dimension, and then the rows in the grid are dynamically generated based on the unique values in that column.

NOTE: If you want your report to use a static row structure with multiple sections instead of dynamically generating the rows, then use a fixed row structure instead of a row dimension.

The row dimension for the report is placed in the left-hand box at the top of the Report Canvas, known as the **Row Dimensions** box. The report grid cannot render until you specify either a row dimension or a fixed row structure.



Row Dimensions box at the top of the Report Canvas

Web reports can have multiple row dimensions. If two or more row dimensions are specified, then each row in the report represents a unique combination of the dimensions. For example, if the row dimension is just Dept, then each row shows data for a department. If the row dimension is Dept and Acct, then each row shows data by the unique combinations of department and account.

To specify a row dimension for a web report:

1. In the Data Panel of the Report Builder, expand the table tree until you locate the column that you want to use as a row dimension.

   If the Data Panel is empty, this means you must select a primary table first.

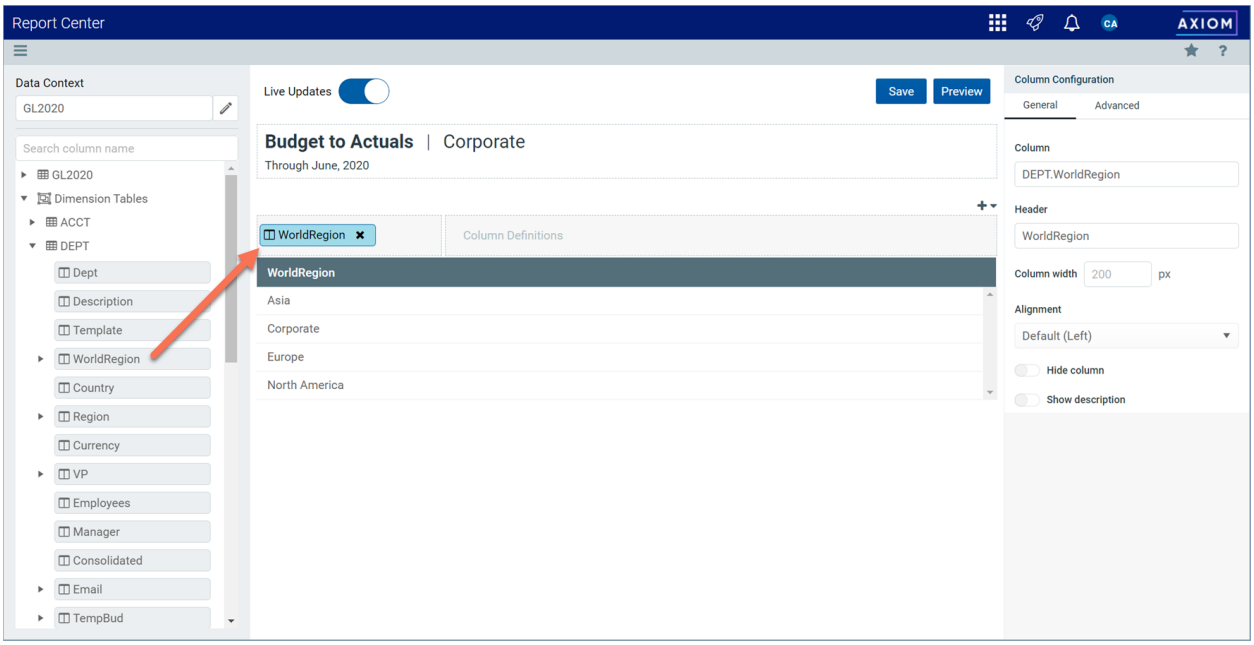
2. Drag and drop the column to the **Row Dimensions** box at the top of the Report Canvas.

   The grid in the canvas updates to show items from the specified row dimension.

3. Select the column name in the Row Dimensions box, and then use the **Column Configuration** panel to configure display properties such as column width, alignment, header text, and formatting. For more information, see Configuring column properties for a web report.

4. If multiple columns are present in the Row Dimensions box, you can drag and drop them within the box so that they display in the desired order within the grid.

Once a row dimension is specified, the grid in the Report Canvas updates to show values from that column. Additionally, the Data Panel updates to remove any tables that are incompatible with the specified row dimension. You can now build out the data columns of the report by dragging and dropping columns from the Data Panel, and by creating calculated columns. For more information, see Adding data columns and calculated columns to a web report.



Defining a row dimension for a web report

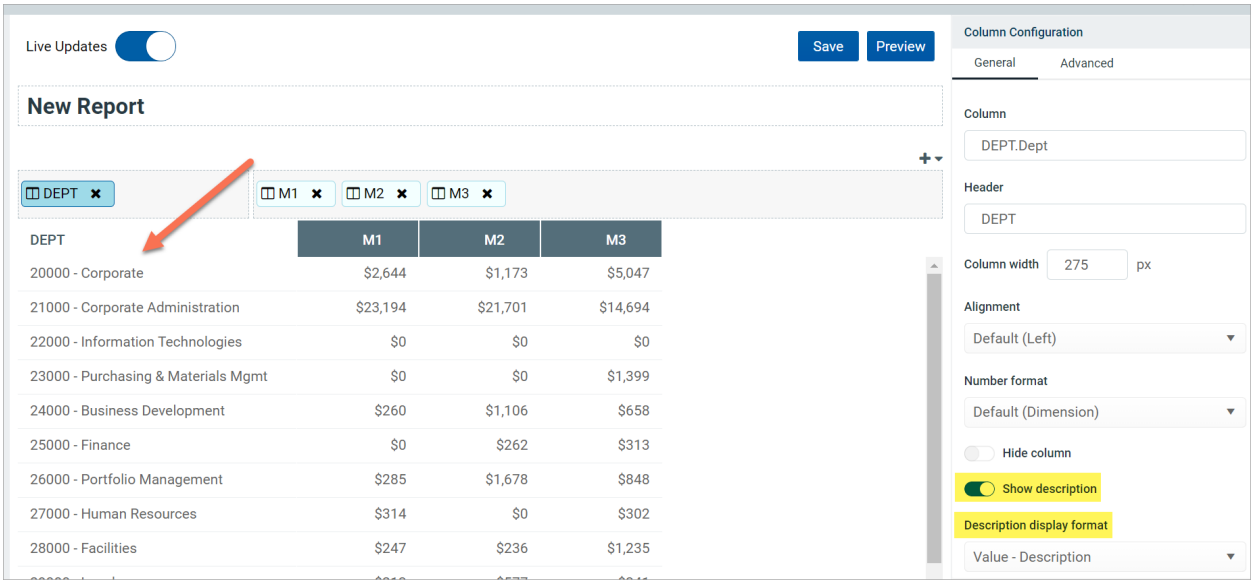
Displaying descriptions for the row dimension

In many cases your row dimension will be a code, such as a department code or an account code, and you want to display the description for the code next to it.

To display descriptions on a dimension column:

1. Select the row dimension column in the **Row Dimensions** box.
2. In the **Column Configuration** settings, on the **General** tab, enable **Show description**.
3. From the **Description display format** list, select the desired display format.

In the following example, the Dept column has been configured to show descriptions using the **Value - Description** format. If you select a format that shows descriptions first, such as **Description (Value)**, then the rows will be sorted by the descriptions instead of the underlying values.



Example row dimension column configured to show descriptions

Although you can add the description column to the grid as a separate column instead of using the **Show description** option, this may not always achieve the desired results. For example:

- If you add the description column as a row dimension, then it will display next to the dimension values but it will cause the data to be additionally grouped by the description values. This is not recommended because the additional grouping is unnecessary, and in some cases may not produce the desired results (for example, if descriptions are not unique).
- If you add the description column as a regular column, then the descriptions will not be frozen next to the dimension codes for scrolling purposes.

Filtering the row dimension

In some cases you want the report to display a subset of values from the row dimension column, instead of all values. To filter the row dimension values, use the Grid Configuration properties to define a **Data Filter** for the grid.

For example, if the row dimension is Dept but you want the report to only display departments that belong to a specific entity, define a grid-level data filter such as `Dept.Entity='Entity 1'`. This will filter the grid so that it only shows data that belongs to Entity 1, including the row dimension values. Department codes that do not belong to Entity 1 will not be included in the data query.

Changing the row dimension

You can change the row dimension at any time by dragging and dropping additional columns to the **Row Dimensions** box, or by removing existing row dimensions.

To remove a row dimension, click the **X** icon to the right side of the column name. If you remove the only row dimension, the grid in the Report Canvas cannot be rendered until you specify a new one.

If you change the row dimension after adding data columns and calculated columns, or if you change the primary table after specifying a row dimension, it is possible that some of the selections may be incompatible with each other. In this case, an error will display when the Report Builder attempts to refresh the data in the Report Canvas. You may have to remove incompatible columns, change the row dimension, or change the primary table in order to restore a valid grid configuration.

If you decide that you want to change the report to use a fixed row structure instead of a row dimension, use the **Grid Configuration** properties to enable fixed rows and then choose a fixed row structure. For more information, see Specifying the fixed row structure for a web report. Any columns currently placed in the Row Dimensions box will be ignored while fixed rows are enabled for the report.

Specifying the fixed row structure for a web report

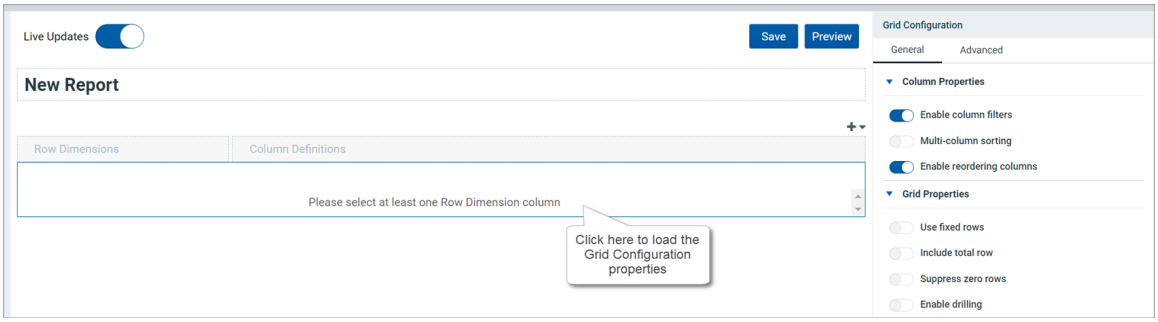
Web reports can optionally use fixed row structures to define the data sections in the report. Instead of dynamically generating the rows based on a table column, fixed row structures individually define each row of data, including section headers, subtotals, and totals.

Fixed row structures are defined separately so that you can reuse them in different web reports, and so that you can update the row structure in one place and have the changes propagate to all reports that reference the fixed row structure. The fixed row structure that you want to use in the web report must already exist—they cannot be created or edited in the Web Report Builder. For more information, see Managing Fixed Row Structures.

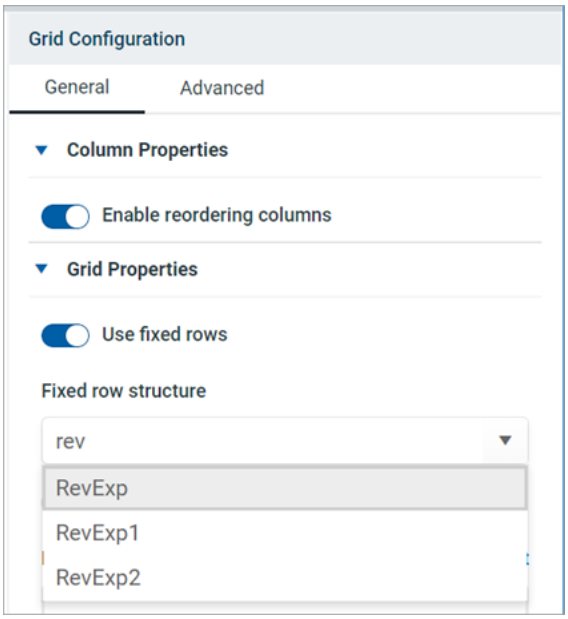
The fixed row structure is specified in the Configuration Panel, using the **Grid Configuration** properties.The grid in the Report Canvas cannot render until you specify either a fixed row structure or a row dimension.

To specify a fixed row structure for a web report:

1. In the Report Canvas of the Report Builder, click the grid area below the column setup boxes. This area displays with placeholder text until either a row dimension or a fixed row structure is specified.

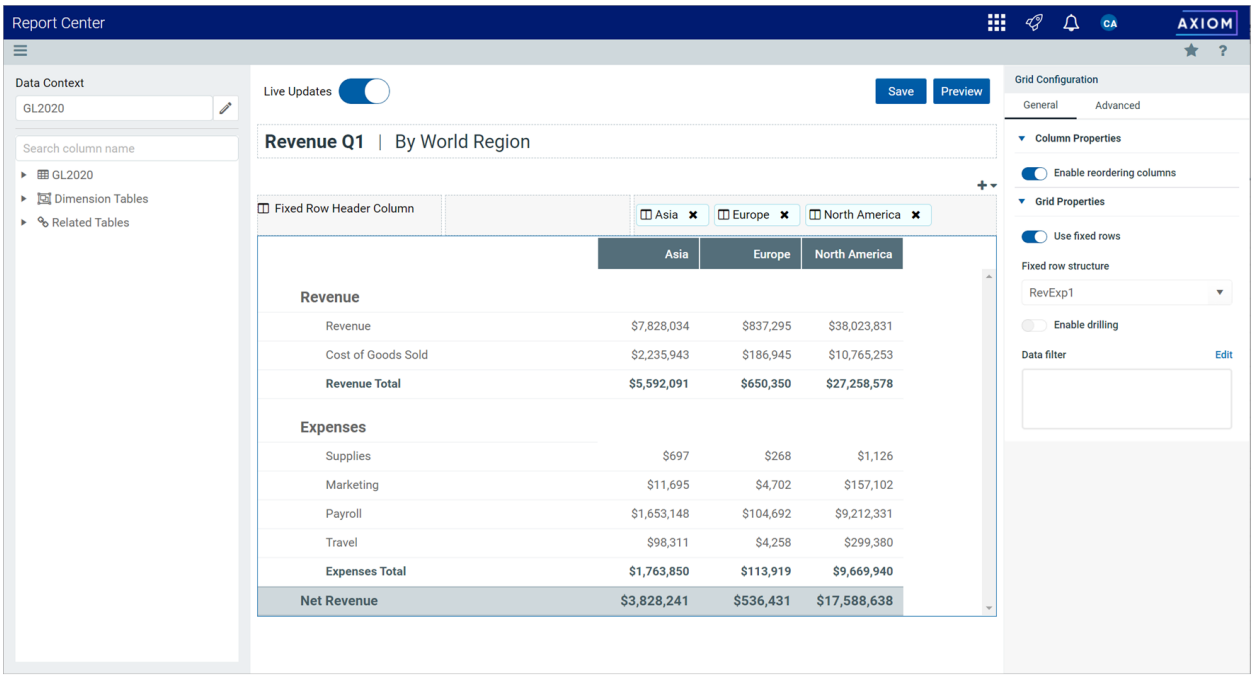


2. In the **Grid Configuration** properties, enable **Use fixed rows**.
3. From the **Fixed row structure** drop-down list, select an existing fixed row structure. You can type into the box to filter the list by name.



After selecting a fixed row structure, the Report Canvas area updates as follows:

- The Row Dimensions box updates to show a placeholder column named **Fixed Row Header Column**. This column is the column that holds the section titles and data row labels as defined in the fixed row structure. You can select this placeholder column in order to configure certain display details about this column within the web report.
- Once you have dragged and dropped at least one data column to the Column Definitions box, the grid updates to show the sections and rows as defined in the fixed row structure.



NOTES:

- If you want to make changes to the fixed row structure, you must edit the structure in the separate fixed row structure editor. Any changes made to the row structure will automatically apply to any web report that uses the fixed row structure.
- If you decide that you want to use dynamically generated rows instead of a fixed row structure, you can simply disable **Use fixed rows** and then drag a column to the Row Dimension setup box. For more information see Specifying the row dimension for a web report.

Impact on Grid Configuration options

When **Use fixed rows** is enabled for the grid, multiple grid configuration options become unavailable because they do not apply to web reports that use fixed row structures. If these options were configured before fixed rows were enabled for the grid, the configuration will be ignored.

- **Enable column filters**: End users cannot filter columns when using fixed rows.
- **Multi-column sorting**: End users cannot sort columns when using fixed rows.
- **Include total row** (and related settings): This option does not apply because fixed row structures have their own defined subtotal and total rows.
- **Suppress zero rows**: This option does not apply to fixed row structures; all configured rows will display regardless of whether they return all zero data.

Configuring the Fixed Row Header Column

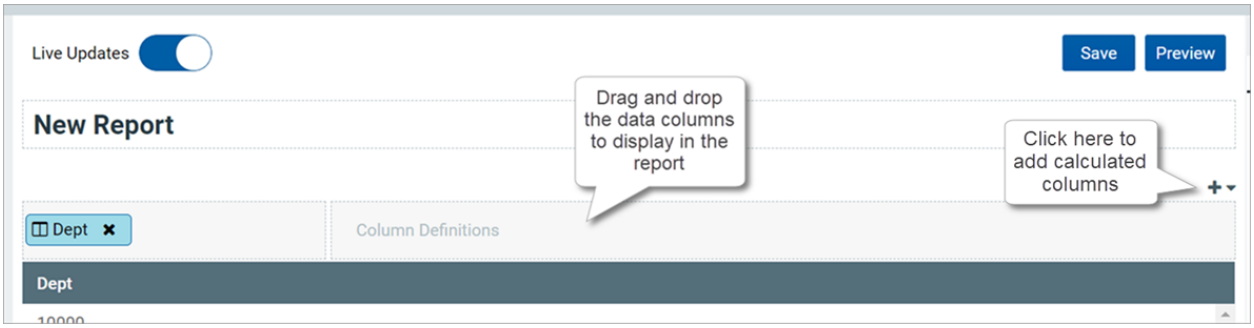
Most of the display details for the Fixed Row Header Column are configured within the fixed row structure and therefore cannot be changed within the web report. However, if you select the **Fixed Row Header Column** item in the Row Dimension setup box, you can configure the following:

Item	Description
Column width	The column width of the column in the grid, in pixels. Enter the desired column width as a whole integer between 20 and 1000. The default width of the Fixed Row Header Column is 200.

Adding data columns and calculated columns to a web report

When creating a web report, you can add as many columns as needed to define the data that you want to display in the report. You can also define calculated columns, such as to show the difference between two columns.

The data columns and calculated columns for the grid are placed in the right-hand box at the top of the Report Canvas, known as the **Column Definitions** box. This box defines the columns to display in the report. Although it is possible to add columns and calculated columns to the Column Definitions box before specifying a row dimension or a fixed row structure, the grid in the Report Canvas will not populate until the rows are defined.



Column Definitions box at the top of the Report Canvas

Adding data columns

To display data in the report, you can drag and drop table columns from the Data Panel to the Column Definitions box in the Report Canvas. The Data Panel displays the tables and columns that are eligible to be included in the report, based on the selected data context (primary table) and the specified row dimension.

To add a data column to a web report:

1. In the Data Panel of the Report Builder, expand the table tree until you locate the column that you want to add to your report. You can also use the search box at the top of the panel to find a particular column by name.

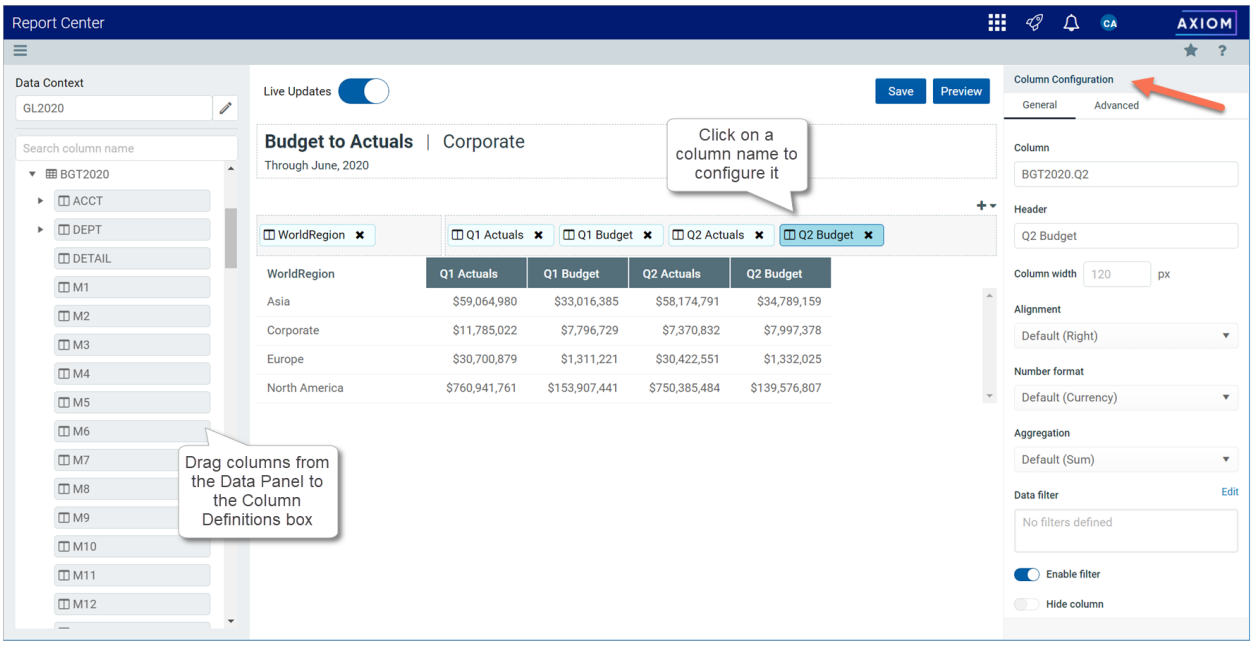
2. Drag and drop the column to the **Column Definitions** box at the top of the Report Canvas.

   The preview grid in the canvas updates to show data from the specified column.

3. If the column is not in the desired location within the grid, drag and drop it within the Column Definitions box to reorder the columns.

4. Use the **Column Settings** in the Configuration Panel to configure display properties for the column, such as column width, alignment, header text, and formatting. For more information, see Configuring column properties for a web report.

   By default, when you drag and drop a column to the grid, that column is selected and its column properties display in the Configuration Panel. You can return to the column properties at any time by clicking the column name in the Column Definitions box.



Example web report after dragging and dropping data columns

As you drag and drop data columns to the grid, the preview grid in the Report Canvas updates to show data for that column, using the specified row dimension or fixed row structure.

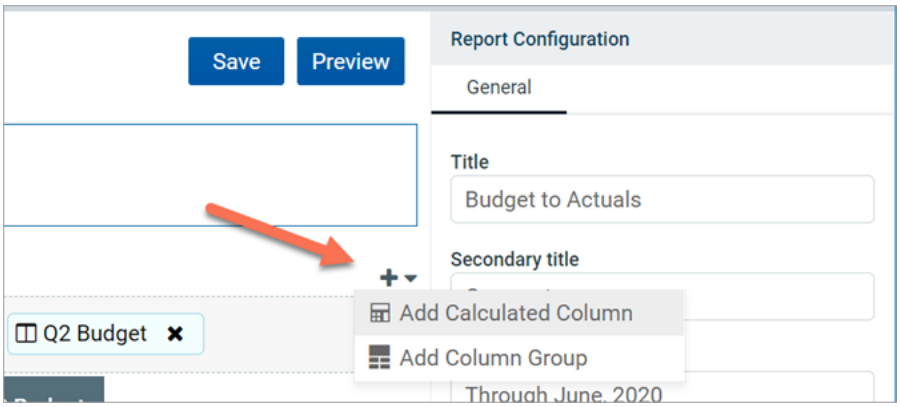
NOTE: If **Use fixed rows** is enabled for the grid, currently the Report Builder does not dynamically update the tables listed in the Data Panel based on the specified fixed row structure. If you drag and drop a column from a table that is not valid in the context of the fixed row structure, a generic error will occur when the Report Builder attempts to populate the grid.

Adding calculated columns

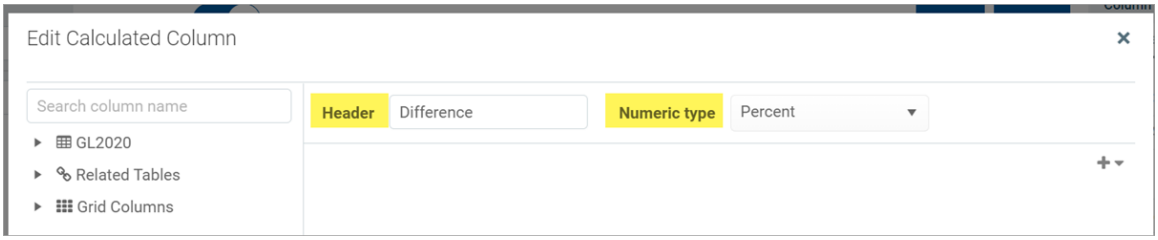
Calculated columns can be used to display totals, differences, percentages, and other calculations within a column of the report. Calculations can be based on columns from related tables that are eligible to be included in the report.

To add a calculated column to a web report:

1. In the Report Canvas of the Report Builder, click the plus sign in the top right corner of the **Column Definitions** box, and then click **Add Calculated Column**.



2. At the top of the **Add Calculated Column** dialog, define the following properties:
   - **Header**: Enter the column header text for the calculated column. This is effectively the name of the calculated column. By default, the header text is "Calculation".
   - **Numeric type**: Select the desired numeric type for the calculated column. If this is left at **Default**, the default numeric type for calculated columns is currency.



   You can change these properties later using the Column Configuration properties in the Configuration Panel.

3. To create the calculation, drag and drop columns from the table tree on the left to the calculation canvas. See Defining calculations for more information.

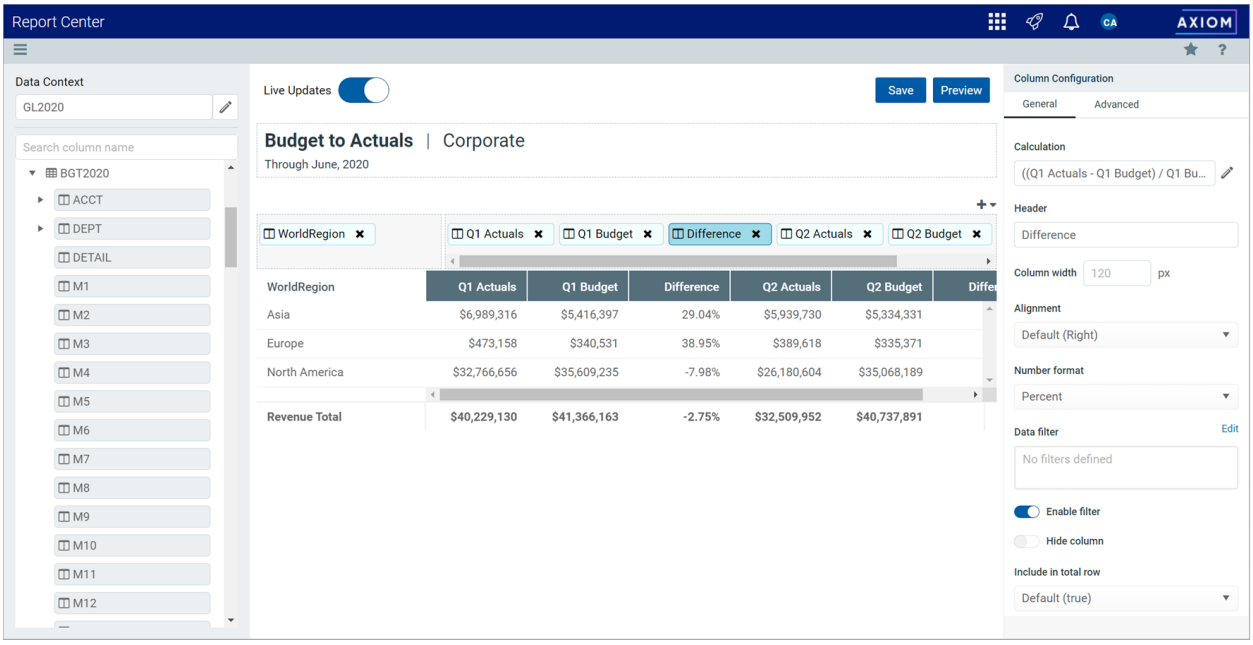
4. When you are finished creating the calculated column, click **OK**.

   The calculated column is added to the Column Definition box, and the preview grid in the canvas updates to show the calculated data.

5. If the calculated column is not in the desired location within the grid, drag and drop it within the Column Definition box to reorder the columns.
6. Use the **Column Configuration** properties in the Configuration Panel to configure display properties for the column, such as column width and alignment. For more information, see Configuring column properties for a web report.

   By default, when you define a calculated column, that column is selected and its column properties display in the Configuration Panel. You can return to the column properties at any time by clicking the column name in the Column Definitions box.

As you add calculated columns to the grid, the grid in the Report Canvas updates to show data for that column, using the specified row dimension or fixed row structure.



Example web report after creating a calculated column

Defining calculations

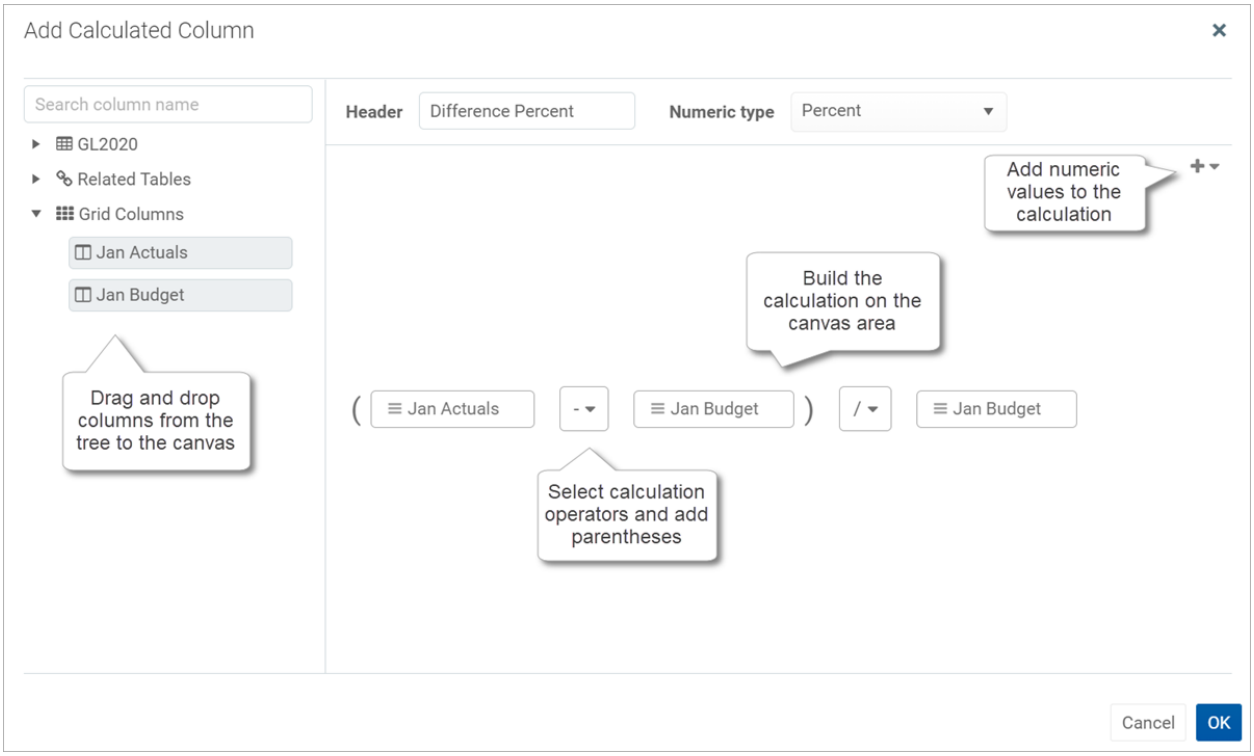
Using the **Add Calculated Column** dialog, you can build a calculation based on columns from related tables that are eligible to be included in the report. The column does not have to be present in the grid in order to be used in a calculation. Numeric values can also be used in the calculation.

The left-hand side of the dialog lists a table tree of available columns, while the right-hand side of the dialog—the calculation "canvas"—is where you build the calculation. To start the calculation:

- Drag and drop two columns out to the canvas. The two columns are separated by an operator selector.
- Select the desired operator.

You can continue building the calculation by dragging and dropping additional columns and selecting the operator. You can also do the following:

- **Numeric values**: To add a numeric value to the calculation, click the plus icon at the top right of the dialog. You can then move, reorder, or delete the numeric value just like columns.
- **Reorder items**: To change the order of columns in the calculation, drag and drop them on the canvas.
- **Parentheses**: To add parentheses to a part of the calculation, select **Add Parentheses** from the operator selector. The two columns affected by the operator will become enclosed in parentheses.
- **Delete items**: To delete an item, hover your cursor over the column and then click the trash can icon.



Example calculation in the calculation editor

Calculations can use the following operators: addition (+), subtraction (-), multiplication (*), and division (/). Use parentheses to determine calculation order, such as: `(GL2022.Q1-BGT2022.Q1)/BGT2022.Q1`.

Calculations can use the following columns:

- Numeric columns from the primary table, whether or not those columns are also in the grid.
- Numeric columns from related tables, whether or not those columns are also in the grid.

- Numeric columns from the grid, including other calculated columns. Grid columns display using the header text defined for the column.

  If you use a table column from the grid instead of from the table itself, then the calculation will use the column as it is configured to display in the grid. For example, if the grid column has a column filter or uses an alternate aggregation, the calculation will be based on that modified version of the column.

NOTES:

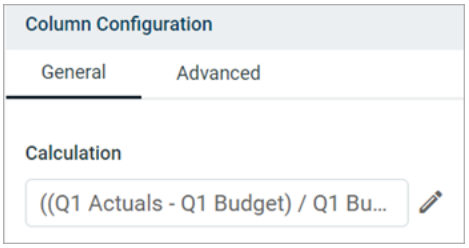
- If you drag and drop a column from the primary table or a related table, it displays on the canvas using the column name only—such as M1. You can hover your cursor over the column box to see a tooltip with the full table.column name—such as GL2022.M1. If you drag and drop the column from the Grid Columns node, then it will display using the defined header text for the column.
- If you use a grid column in the calculation, then the grid column cannot be deleted from the grid because deleting it would cause the calculation to become invalid. An error message will display if you attempt to delete a referenced column from the grid. To resolve the issue, you can do one of the following: edit the calculation to remove the reference, delete the calculated column, or configure the grid column as hidden so that it can still be referenced in the calculation but not display in the report.

Editing calculated columns

You can edit an existing calculated column to change the calculation.

To edit a calculated column in a web report:

1. In the Report Canvas of the Report Builder, click the calculated column in the Column Definitions box.
2. On the **General** tab of the **Column Configuration** properties, click the Edit icon to the right of the **Calculation** box.



3. In the **Edit Calculated Column** dialog, edit the calculation as needed, then click **OK**.

Additional column actions

Once data columns and calculated columns have been added to the grid, you can further adjust them as follows:

- **Reorder columns**: You can reorder the columns in the grid by dragging and dropping them to any location in the Column Definitions box. Note that you cannot drag and drop a column from the Column Definitions box to the Row Definitions box and vice versa. If you accidentally dragged a column to the wrong box, you must remove the column and then drag and drop it again from the Data Panel.
- **Remove columns**: You can remove columns from the grid by clicking the **X** icon to the right of the column name. Use caution before removing a calculated column—if you later decide you want to re-add the column, you will need to re-create the calculation from scratch.
- **Group columns**: If you want a set of columns to display under a group header, you can define a column group and then add the columns to that group. For more information, see Defining column groups for a web report.
- **Configure columns**: To configure display properties for a column, select the column name in the Column Definitions box, then use the **Column Configuration** properties in the Configuration Panel. For more information, see Configuring column properties for a web report.

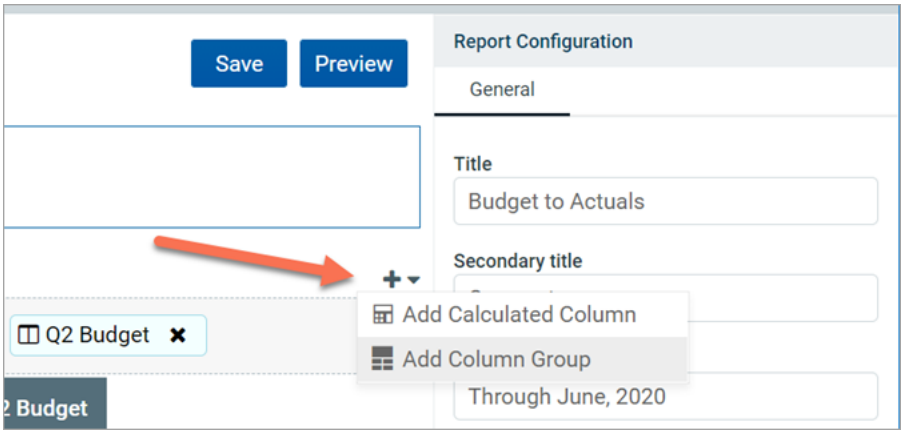
Defining column groups for a web report

You can define column groups in web reports so that certain columns can display together under a group header. For example, your report might have several actuals columns followed by several budget columns, and you want these columns to display under the group headers "Actuals" and "Budget".

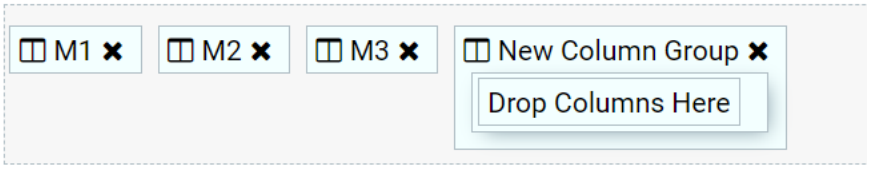
To define a column group, first you add the group "container" to the Column Definitions box of the grid, then you add table columns to the group container.

To define a column group:

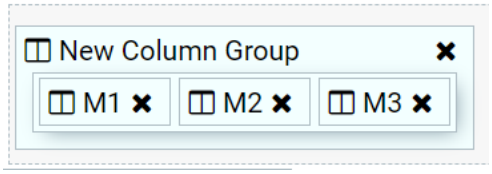
1. In the Report Canvas of the Report Builder, click the plus sign in the top right corner of the Column Definitions box, and then click **Add Column Group**.



A new empty column group is added to the Column Definitions box.

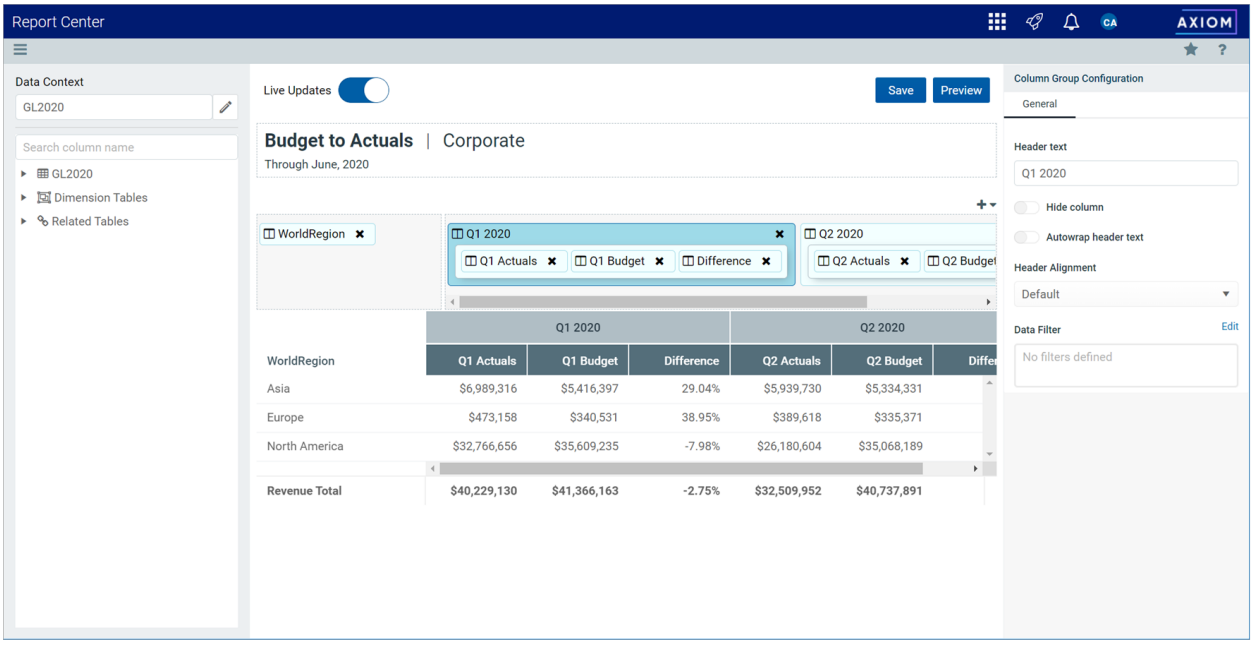


2. Drag and drop the desired columns into the column group. You can drag columns that are already present in the Column Definitions box, or you can drag columns from the table tree in the Data Panel directly. Calculated columns can also be placed in a column group.



3. Select the column group box, and use the **Column Group Configuration** panel to define the header text and other properties. See the following section for more information on the available properties.

The column group displays in the grid with its child columns underneath.



Example web report with column groups

Once a column group has been created, you can work with it as follows:

- **Reordering groups**: You can reorder column groups by dragging and dropping the group to another location within the Column Definitions box.

- **Deleting groups**: You can delete a column group by clicking the **X** icon on the group box. However, if you still want to use the columns in the group, you should drag and drop the columns out of the group before deleting the group. If you delete the group with columns in it, all of the columns will be deleted as well.
- **Configuring groups**: Click the column group box to edit the **Column Group Configuration** properties in the Configuration Panel.
- **Nested groups**: Currently, nested groups are not allowed. You cannot drag and drop a group within another group.

You can work with columns within the group as follows:

- **Adding columns**: You can continue to add columns by dragging and dropping them into the group box.
- **Removing columns**: You can drag and drop columns out of the column group box to remove them from the group. If you don't want the column to be in the report at all, you can use the **X** icon on the column box to remove it.
- **Reordering columns**: You can reorder columns in the group by dragging and dropping them within the group box.
- **Configuring columns**: Columns in a column group can be configured as normal. Select the column box within the group box to bring up the **Column Configuration** properties in the Configuration Panel.

Column group properties

The following column group properties are available for web reports on the **General** tab of the **Column Group Configuration** panel:

Item	Description
Header	The header text to display on the group header. Enter the desired header text.
Hide column	Specifies whether the column group is hidden in the report: • If enabled, then the group is hidden in the report. The group remains visible in the Column Definitions box so that you can continue to configure the group as needed. • If disabled (default), then the group is visible.
Autowrap header text	Specifies whether header text wraps: • If enabled, then header text that exceeds the group width will wrap. • If disabled (default), then header text that exceeds the group width is truncated. The user can resize the group wider to view the full header text.

Item	Description
Header alignment	The alignment of the header text over the columns in the group. Select one of the following: **Default**, **Left**, **Right**, **Center**. Group headers use center alignment by default.
Data filter	Optional. Defines a filter to limit the data shown in the columns within this group. This is equivalent to defining the same data filter at the column level for each column in the group. Click the **Edit** button to open the Filter Wizard and define a filter. Once you have defined a filter, it displays in the **Data filter** box. If you want to change or remove the filter, click the **Edit** link again and change or delete the filter within the Filter Wizard. The **Data filter** box is not directly editable. Data filters defined at the group level are combined with any filters defined at the column level. If the group contains calculated columns, the group filter is applied to all columns referenced in the calculation. If the calculation references grid columns, the group filter is combined with any other filters applied to the grid columns (either at the column level or at the group level, if the column belongs to a different group). Additionally, if a data filter is defined at the grid level, it is also applied. All relevant filters are combined using AND to determine the data that can display in a particular column.

Configuring report properties for a web report

The report properties define the titles and subtitles that display in a web report. You can define a title, subtitle, and secondary title.

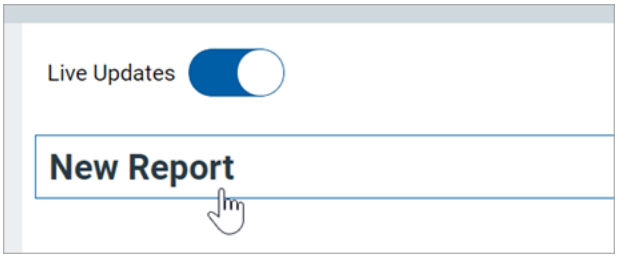
	Q1 2020			Q2 2020		
WorldRegion	Q1 Actuals	Q1 Budget	Difference	Q2 Actuals	Q2 Budget	Difference
Asia	$6,989,316	$5,416,397	29.04%	$5,939,730	$5,334,331	11.35%
Europe	$473,158	$340,531	38.95%	$389,618	$335,371	16.18%
North America	$32,766,656	$35,609,235	-7.98%	$26,180,604	$35,068,189	-25.34%
Revenue Total	**$40,229,130**	**$41,366,163**	**-2.75%**	**$32,509,952**	**$40,737,891**	**-20.20%**

Example titles as they display in a rendered report

In the Report Builder, the Report Configuration properties are defined in the right-hand Configuration Panel.

To configure report properties for a web report:

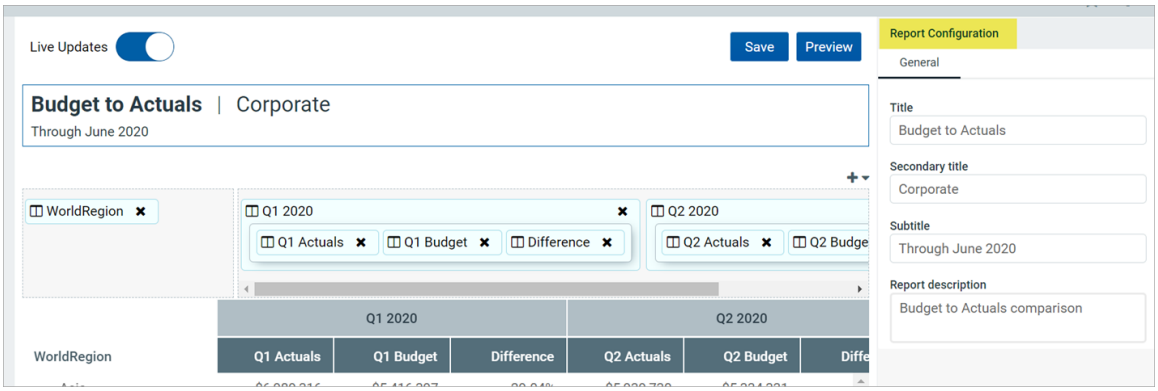
1. In the Report Canvas of the Report Builder, click on the title text to load the Report Configuration properties. For example, if the report currently uses the default name of New Report, click on the New Report text or next to it.



Click on the title text to load the Report Configuration properties

   If you are in a brand new report, the Report Configuration properties display by default when you first enter the Report Builder. However, as soon as you drag and drop a column to the Row Definitions box or the Column Definitions box, the column will be selected which causes the Column Configuration properties to display. In this case you need to click on the report title to return to the Report Configuration properties.

2. Complete the **Report Configuration** properties that display in the Configuration Panel.



Report properties

The following properties are available for web reports in the Report Configuration panel:

Item	Description
Title	The main title for the report. This text displays at the top of the report, over the grid.

Item	Description
Secondary title	Optional. The secondary title for the report. If defined, this text displays in the same line as the main title, separated by a horizontal pipe character. For example: *Title* | *Secondary Title*
Subtitle	Optional. The subtitle for the report. This text displays in smaller font underneath the main title.
Description	Optional. A description for the report.

Frequently asked questions

How do I define a report-level filter to limit the data in the report?

You can set a grid-level data filter to limit the data in the report. Select the data grid on the Report Canvas, then use the Grid Configuration properties to define a **Data Filter**.

Because currently web reports can only contain a single grid, defining a grid-level filter is effectively the same as defining a report-level filter.

Can I use variables in the report titles?

Web reports do not currently support variables. This functionality is likely to be a future enhancement.

Configuring grid properties in a web report

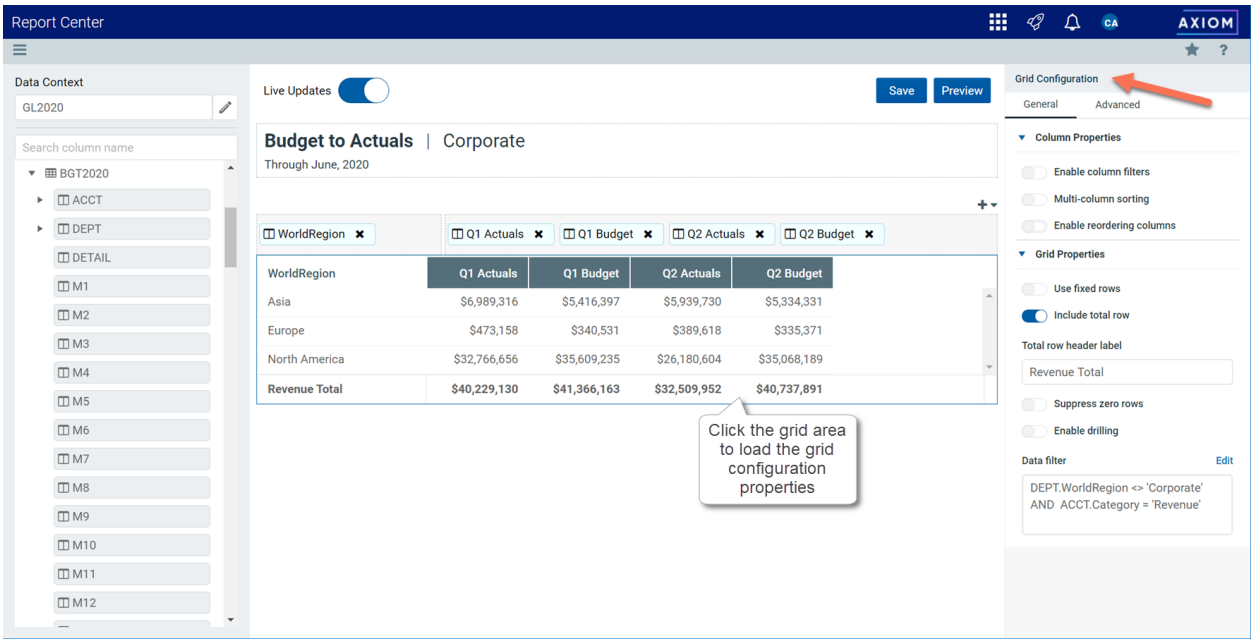
The grid properties define the available features and the overall presentation of data in a web report. Using the grid properties, you can configure:

- User interaction properties such as whether users can filter columns, sort columns, and reorder columns
- Data properties such as a filter to limit data in the grid, and drilling options
- Display properties such as whether the grid has a total row and whether rows with all zero values display

In the Report Builder, the grid properties are defined in the right-hand Configuration Panel.

To configure grid properties for a web report:

1. In the Report Canvas of the Report Builder, click the grid that displays below the column setup boxes.
2. In the right-hand Configuration Panel, complete the **Grid Configuration** properties as needed.



The grid configuration properties are separated into two tabs:

- **General**: Basic grid properties that should be reviewed and configured for all web reports.
- **Advanced**: Advanced grid properties such as default column formats for the grid.

General grid properties

The following grid properties are available for web reports on the **General** tab of the **Grid Configuration** panel:

Column Properties

Item	Description
Enable column filters	Specifies whether users can filter columns in the grid. Only applies to grids with dynamic rows; users cannot filter columns in grids where **Use fixed rows** is enabled. • If enabled (default), then filter icons display on columns where **Enable filter** is enabled in the column configuration properties. Report users can use these icons to filter the data shown in the column. If **Enable filter** is disabled on a column, the filter icon is not available for that column. • If disabled, then filter icons do not display on any columns, regardless of whether **Enable filter** is enabled for the column.

Item	Description
Multi column sorting	Specifies whether users can sort by multiple columns in the grid. Only applies to grids with dynamic rows; users cannot filter columns in grids where **Use fixed rows** is enabled. • If enabled, then users can sort the grid by multiple columns. If the grid is already sorted by a column and a user clicks another column to sort, then the grid is first sorted by the most recent column and then sorted by the original column. Columns will remain sorted until the user toggles the sort disabled for that column. • If disabled (default), then users can sort the grid by a single column. If the grid is already sorted by a column and a user clicks another column to sort, then the sort is disabled on the original column and the grid becomes sorted by the most recent column. Users can sort columns by clicking on the column header. Each click toggles through sort ascending, sort descending, and no sort. **NOTE:** The ability to clear the sort is only available if multi-column sorting is enabled. Otherwise, clicking a column header will toggle between sort ascending and sort descending. You can click a different column header to sort by that column, but you cannot clear the sort.
Enable reordering columns	Specifies whether users can reorder columns in the grid. • If enabled (default), then users can drag and drop columns within the grid to temporarily reorder them. • If disabled, then users cannot reorder columns in the grid.

Grid Properties

Item	Description
Use fixed rows	Specifies whether the grid uses dynamic rows or a fixed row structure. • If enabled, then the grid uses a fixed row structure to define the rows. Select the structure using the **Fixed row structure** field. For more information, see Specifying the fixed row structure for a web report. • If disabled (default), then the grid dynamically generates rows based on a table column specified as the row dimension. The row dimension is specified by dragging and dropping the desired table column into the Row Dimensions box at the top of the Report Canvas. For more information, see Specifying the row dimension for a web report.

Item	Description
Fixed row structure	Specifies the fixed row structure to use in the grid. Only applies when **Use fixed rows** is enabled. Select an existing fixed row structure to define the rows of the grid. You can type into the box to filter the list of fixed row structures by name. Fixed row structures can be created from the Report Center. For more information on creating fixed row structures, see Managing Fixed Row Structures.
Include total row	Specifies whether a total row is present on the grid. Only applies to grids with dynamic rows; if **Use fixed rows** is enabled then the grid uses subtotal and total rows as defined in the fixed row structure. • If enabled, then a total row displays at the bottom of the grid. If the grid data is paged, the total row shows the total of all rows across all pages. Use the **Total row header label** field to define label text for the total row, such as "Total". This text displays in the last row dimension column. Columns displaying numeric, non-dimensional data are included in the total row by default. If desired, you can exclude a numeric column from the total row using the column configuration properties. • If disabled (default), then the grid does not have a total row.
Suppress zero rows	Optional. Specifies whether data rows with all zeros are suppressed from showing in the grid. Only applies to grids with dynamic rows; all zero rows cannot be suppressed in grids where **Use fixed rows** is enabled. Non-key columns that meet both of the following criteria are evaluated to determine whether a row should be hidden: • The column data type is Integer (all types) or Numeric. • The column is from the primary table or an additional data table. If the primary table is a data table, Integer and Numeric columns on lookup reference tables are ignored—meaning these columns may have values, but the row is still suppressed if all applicable data table columns have zero values. There is one exception: reference table columns are considered if the column classification is Values and the numeric type is Currency. Calculated columns defined in the grid are not evaluated for this purpose and do not prevent a row from being suppressed.

Item	Description
Enable drilling	Specifies whether users can drill down rows in the grid to view the underlying data. • If enabled, then users can drill rows in the grid. Use the **Drilling type** property to specify what type of drilling options are present: ◦ **Key columns** (default): Users can drill down to the key column level of the data. These drilling options are automatically generated based on the validated key columns of the primary table. No additional setup is required. ◦ **Directed**: Users can drill down predefined drilling paths. Use the **View/Edit Configuration** link underneath the **Directed** option to configure the drilling paths. For more information, see Configuring drilling for web reports. • If disabled (default), then users cannot drill rows in the grid.
Data filter	Optional. Defines a filter to limit the data shown in the grid. The grid-level data filter should be used instead of column-level data filters when you want the filter to impact the entire grid. Click the **Edit** button to open the Filter Wizard and define a filter. Once you have defined a filter, it displays in the **Data filter** box. If you want to change or remove the filter, click the **Edit** link again and change or delete the filter within the Filter Wizard. The **Data filter** box is not directly editable.

▶ Advanced grid properties

The following grid configuration properties are available for web reports on the **Advanced** tab of the **Grid Configuration** panel:

Default column formats

Use this section to view and define default column formats for the grid based on column data type. All columns added to the grid will inherit the settings defined here. By default, columns will continue to inherit any changes made to the default column formats unless the format has been overridden at the column level.

For example, the default alignment for String columns is Left. When String columns are added to the grid, they are configured to use the Default alignment, meaning Left. If desired, you can change the default alignment for String columns to Center, and all String columns in the grid that are using the Default alignment will now update to use Center alignment. However, if you have manually configured a particular String column to use Right alignment instead of the Default alignment, that column will continue to use its configured alignment of Right.

Item	Description
Data type	Select a column data type to view and edit the default column formats for that type. The following data types are available: • **String**: Columns containing text or alphanumeric values. Includes table columns using the String data type. • **Date**: Columns containing dates. Includes table columns using Date or DateTime data types. • **Boolean**: Columns containing True or False values. Includes table columns using the Boolean data type. • **Dimension**: Columns containing numeric dimension codes. Includes table columns using Numeric, Integer, or Identity data types, where the Column Classification is Dimension. • **Decimal**: Columns containing decimal numeric values. Includes table columns using the Numeric data type, where the column has a Numeric Type of Number. • **Number**: Columns containing whole integer numeric values. Includes table columns using Integer or Identity data types, where the Column Classification is Value. • **Currency**: Columns containing currency numeric values. Includes table columns using the Numeric or Integer data types, where the column has a Numeric Type of Currency. • **Percent**: Columns containing percent numeric values. Includes table columns using the Numeric or Integer data types, where the column has a Numeric Type of Percent. Additionally, when you create a calculated column, you can specify its data type as one of the numeric data types. The column will then use the default column formats for that data type. The default data type for calculated columns is Currency. **NOTE:** Columns that would normally be treated as Number data type are treated as Dimension data type if they are used as row dimension columns or drill columns.
Column width	The default column width for the selected **Data Type**, in pixels. Enter the desired column width as a whole integer between 20 and 1000. The default width for each data type is as follows: • Currency, Decimal, Percent, Date, Boolean: 120 • Number: 150 • String, Dimension: 200

Item	Description
Alignment	The default alignment of the column values for the selected **Data Type**. If you want to change the default alignment for a data type, select one of the following: **Left**, **Right**, **Center**. The default alignment for each data type is as follows: • String, Date, Boolean, Dimension: Left • Decimal, Number, Currency, Percent: Right

Numeric properties

Use this section to view and define default number formats for the grid based on column data type. All columns added to the grid will inherit the settings defined here. By default, columns will continue to inherit any changes made to the default number formats unless the column has been configured to use a custom format.

For example, the default number format for the Currency data type uses 0 decimal places, with a thousands separator, and a negative number format of red parentheses. When a Currency column is added to the grid, the contents automatically display using this number format. If desired, you can update the default number format for Currency so that it uses 2 decimal places, and all columns using the Currency number format will now update to show 2 decimal places. This applies to columns that use the Currency number format by default, as well as columns that you have manually configured to use the Currency format. However, if you have changed a column so that it now uses a Custom number format instead of the Currency number format, then it will continue to use its custom configuration.

This section only applies to numeric data types. It does not display for data types such as String or Date.

Item	Description
Decimal places	The number of decimal places used by the selected **Data Type**. Enter any whole number from 0 to 10. You can also use the arrow keys to move the number up or down. The default number of decimal places for each numeric data type is as follows: • Currency: 0 • Decimal, Percent: 2 The Number data type does not use decimals.
Use 1000's separator	Specifies whether the selected **Data Type** uses a thousands separator: • If enabled (default), numbers show with a thousands separator, such as 1,000. • If disabled, numbers do not use a thousands separator, such as 1000.

Item	Description
Negative number format	The format used by the selected **Data Type** to display negative numbers. Select the desired format from the drop-down list. Available formats use the minus sign, or parentheses, or red text (or a combination of these formats). The default negative number format for each numeric data type is as follows: • Decimal, Number, Percent: Minus sign • Currency: Red text in parentheses

Frequently asked questions

Can I disable paging for a dynamic row grid?

Currently, if the grid uses dynamic rows then the grid is automatically paged if it exceeds 25 rows. This paging cannot be disabled. However, keep in mind that when the grid is exported to PDF or Excel, the paging is automatically disabled and the export file will show all rows.

Configuring column properties for a web report

The column properties define the presentation of each column in the grid. Using the column properties, you can configure:

- Display properties such as header text, column width, alignment, and number formatting
- Data properties such as column filters, alternate aggregation, and display formats for data
- Grid behavior properties such as inclusion in the total row, and whether end users can sort and filter using the column

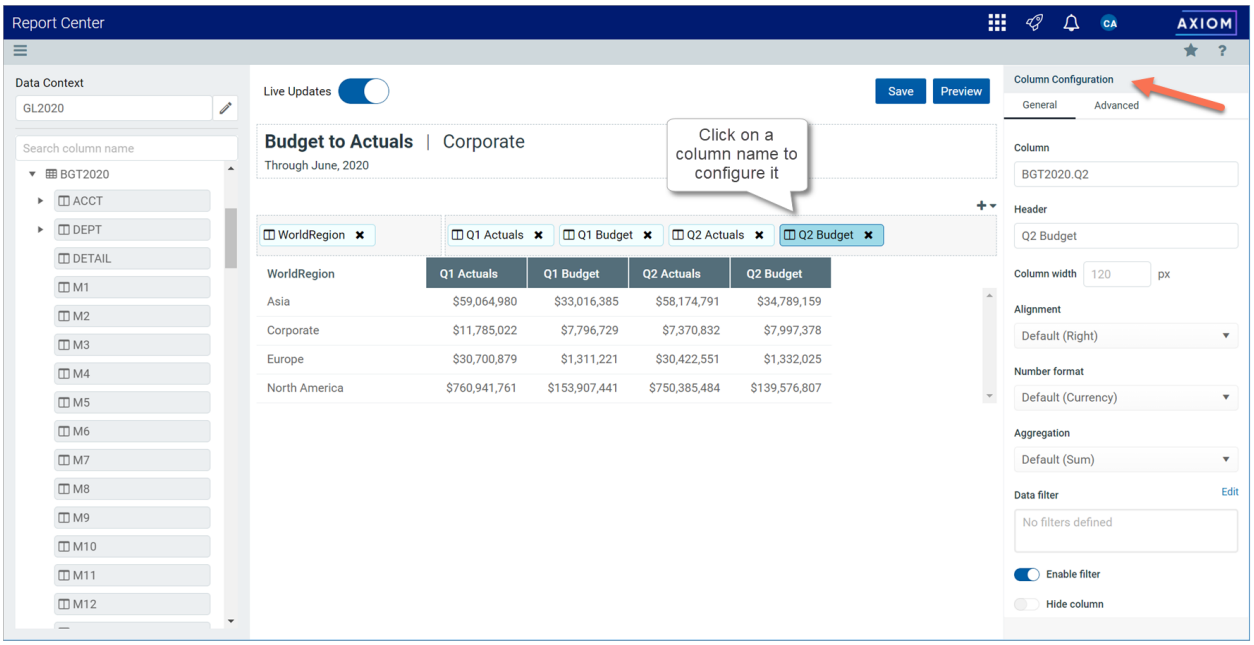
In the Report Builder, the column properties are defined in the right-hand Configuration Panel.

To configure column properties for a column in a web report:

1. In the Report Canvas of the Report Builder, click a column name in either the Row Dimensions box or the Column Definitions box to select that column.

   You must select the column name in the setup boxes and not the column name in the grid below. Selecting a column name in the preview grid causes the Grid Configuration to display instead of the Column Configuration.

2. Complete the **Column Configuration** properties that display in the Configuration Panel.

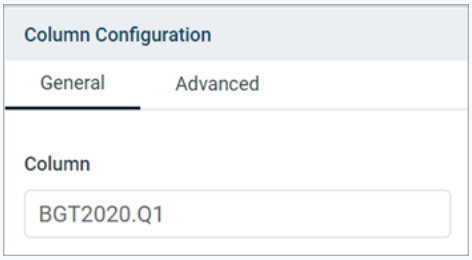
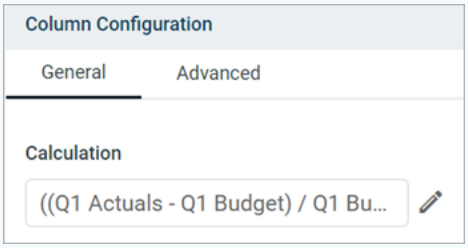


The column configuration properties are separated into two tabs:

- **General**: Basic column properties that should be reviewed and configured for all columns in the grid.
- **Advanced**: Advanced column properties to be configured as needed.

General column properties

The following column properties are available for web reports on the **General** tab of the **Column Configuration** panel. These properties apply to table columns and to calculated columns.

Item	Description
Column or Calculation	The following information displays at the top of the panel to identify the column: • **Column**: If the column is a table column, the full Table.Column path displays for your reference.  • **Calculation**: If the column is a calculated column, a text representation of the calculation displays for your reference. You can click the Edit icon to the right of the box to open the **Edit Calculated Column** dialog and edit the calculation as needed. 
Header	The header text to display on the column header. Enter the desired header text. • If the column is a table column, the column name is used as the header text by default. • If the column is a calculated column, the text "Calculation" is used as the header text by default.
Column width	The width of the column in the grid, in pixels. Enter the desired column width as a whole integer between 20 and 1000. The default width depends on the column data type, and is configured at the grid level. If you do not enter a custom width, then the default width displays in the **Column width** box in gray text. If you leave this default width and the grid-level defaults are changed, then column will update to use the new default width. For more information, see Default column formats.

Item	Description
Alignment	The alignment of the column values. Select one of the following: **Default**, **Left**, **Right**, **Center**. The default alignment depends on the column data type, and is configured at the grid level. If a column is set to use Default and the grid-level defaults are changed, the column will update to use the new default alignment. For more information, see Default column formats.
Number Format	The number format used by the column. Only applies to columns that hold numeric data. Select one of the following: • **Default**: The column uses the default number format as defined for the column's data type at the grid level. If a column is set to use **Default** and the grid-level defaults are changed, the column will update to use the new default number format. For more information, see Numeric properties. • **Currency**, **Decimal**, **Number**, **Percent**, or **Dimension**: The column uses the default number format as defined for the selected data type. For example, you may have a column that is natively a Decimal column, but you want it to display using Currency format in a particular report. If a column is assigned to a different number format, it will also inherit the default column width and alignment set for the associated data type, if the column is using the default column with and alignment. • **Custom**: The column uses a custom number format as defined in the column properties. If Custom is selected, then several additional properties become available to configure the number format. In this case, the column is no longer tied to any particular default number format. ◦ **Decimal places**: Specify the number of decimal places to display, from 0 to 10. ◦ **Use 1000's separator**: Specify whether the number uses a thousands separator or not. ◦ **Negative number format**: Specify the format to use for negative numbers.
Aggregation	The aggregation type used to aggregate data queried from the database column. Does not apply to calculated columns or to columns used as row dimensions. If you want to override the default aggregation type for a database column, select an aggregation type.

Item	Description
Data filter	Optional. Defines a filter to limit the data shown in this column. The column-level data filter should be used instead of a grid-level data filter when you want the filter to impact just this column. Click the **Edit** button to open the Filter Wizard and define a filter. Once you have defined a filter, it displays in the **Data filter** box. If you want to change or remove the filter, click the **Edit** link again and change or delete the filter within the Filter Wizard. The **Data filter** box is not directly editable. Data filters defined at the column level are combined with any filters defined at the column group level and at the grid level. All relevant filters are combined using AND to determine the data that can display in a particular column. **NOTES:** • If a data filter is defined for a calculated column, the filter is applied to the columns referenced in the calculation. • Column-level data filters cannot be defined for columns used as row dimensions. To limit the rows shown in the grid, use the grid-level filter in the Grid Configuration properties.
Enable filter	Specifies whether end users can filter based on the column contents. • If enabled (default), and if **Enable Column Filters** is enabled in the Grid Configuration properties, then a filter icon is available on the column in the rendered report. Users can use this column to filter the grid based on the column contents. • If disabled, then the filter icon is not available on the column. This property does not apply to columns used as row dimensions. It also does not apply to the entire grid if **Use fixed rows** is enabled in the Grid Configuration properties. Fixed row reports do not support end-user column filtering.
Hide column	Specifies whether the column is hidden in the report: • If enabled, then the column is hidden. The column remains visible in the Report Builder so that you can continue to configure the column as needed. • If disabled (default), then the column is visible.

Item	Description
Show description	Specifies whether you want descriptions to display for dimension values. This option only applies to key columns and validated columns that have an associated description column. • If enabled (default), then descriptions display alongside the dimension values or instead of the dimension values. For example, if the column is Acct then you likely want the account descriptions to display along with the account codes. When this option is enabled, the **Description display format** field becomes available. Select the desired display format from this list. By default, the format **Description (Value)** is used. • If disabled, then only the dimension values display. For example, if the column is Acct then only the account codes will display. **NOTE:** If the dimension table has multiple description columns (meaning columns where **Describes Key** is **True**), then the first description column is used.
Include in total row	Specifies whether the column is included in the total row, if a total row is enabled in the Grid Configuration properties. Select one of the following: • **Default**: The column is included or not based on its data type. All numeric columns are included by default unless they are the Dimension data type. All other non-numeric columns are not included by default, unless you change the aggregation so that the column returns a number (such as using Count aggregation on a String column). • **Include**: Override the default behavior and include the column in the total row. • **Exclude**: Override the default behavior and exclude the column from the total row. This option does not apply if **Use fixed rows** is enabled in the Grid Configuration properties. Columns will be included or excluded in subtotal or total rows using the default behavior.

▶ Advanced column properties

The following column configuration properties are available for web reports on the **Advanced** tab of the **Column Configuration** panel:

Header Properties

Item	Description
Header text (row 1)	The header text to display on the column header. Enter the desired header text. **NOTES:** • This is the same property that displays on the **General** tab as **Header**. The header text can be edited from either tab. • The **(row 1)** label only displays if **Multi-row header** has been enabled. In this case, the property defines the header text for the top row of the multi-row header.
Header text (row 2)	The header text to display on the second row of the column header. Enter the desired header text. This property is only available if if **Multi-row header** has been enabled.
Multi-row header	Specifies whether the column header has multiple rows: • If enabled, then the header text property updates so that there are two properties: **Header text (row 1)** and **Header text (row 2)**. The default header text populates row 1. You can define additional text to display on row 2. • If disabled (default), then only one row of header text can be defined. Keep in mind that enabling a multi-row header is different than wrapping header text. If you enable multi-row headers, then you can define two separate rows of header text. A line break separates each row. If autowrap is enabled, then each row of header text wraps individually. If you just want a single row of header text that wraps, you can leave this option disabled and then enable **Autowrap header text**.
Autowrap header text	Specifies whether header text wraps: • If enabled, then header text that exceeds the column width will wrap. If **Multi-row header** is enabled, both rows of header text will wrap individually. • If disabled (default), then header text that exceeds the column width is truncated. The user can resize the column wider to view the full header text.

Item	Description
Header alignment	The alignment of the header text. Select one of the following: **Default**, **Left**, **Right**, **Center**. All column headers use **Default** alignment by default. By default, the header text uses the same alignment as the column contents (as determined by the **Alignment** property on the **General** tab). If you leave the header alignment set to Default, then the header alignment will adjust to match the column alignment. If, however, you want the header alignment to be different than the column alignment, you can configure this property.

Frequently asked questions

I defined a column filter but it isn't impacting the grid data as I expected—why do I still see rows that don't match the column filter?

A column filter only filters the data coming into that specific column. If you want to define a filter that impacts the entire report, including the row data, then you should define a filter at the grid level. Select the grid and then use the Grid Configuration properties to define a **Data Filter**.

To illustrate the difference, imagine the following uses of a filter to only show data from the West region:

- **Grid**: When the filter `Dept.Region='West'` is defined for the grid, the entire grid is filtered to only show data from the West region. Row dimension values (such as departments) will only display if they belong to the West region, and column data is limited to only show data for the West region.
- **Column**: When the filter `Dept.Region='West'` is defined on a column, that single column is filtered to only show data from the West region. Other columns and row dimension values are not limited by this filter. You might do this if you want to create a report that shows the different region data in different columns, such as to compare data from the West, East, North, and South regions side-by-side.

Configuring drilling for web reports

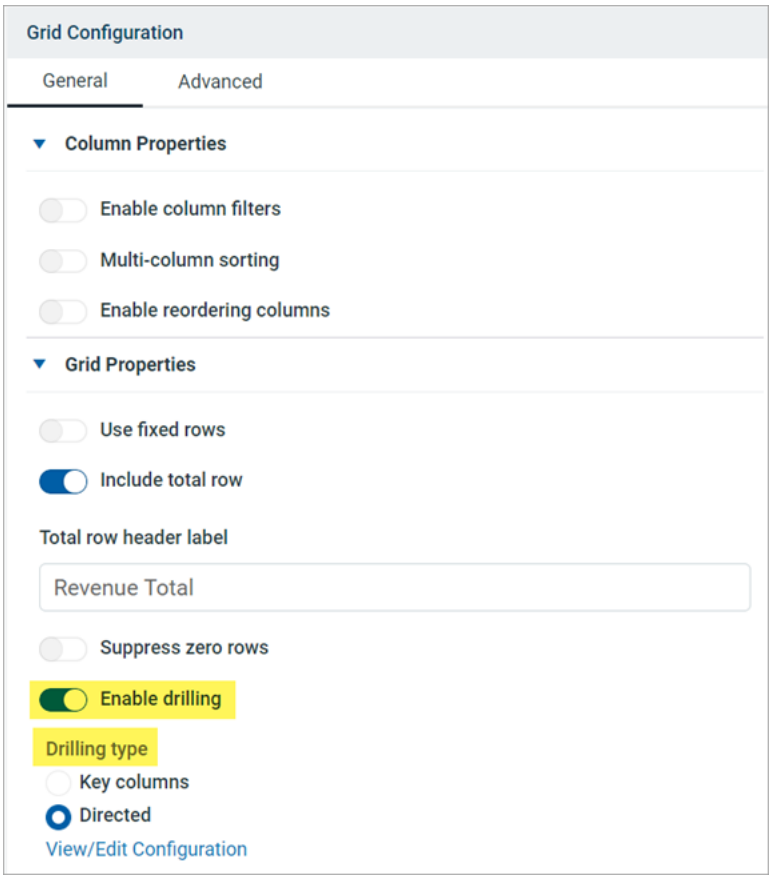
You can enable two types of drilling for web reports:

- **Key columns**: Users can drill to view the underlying data based on the key columns of the table specified as the **Data Context**. This option provides limited "out-of-the-box" drilling functionality that does not require any further setup.
- **Directed**: Users can drill to view the underlying data based on predefined drilling paths. The report designer defines the available drilling paths and can configure certain display attributes for the drill.

To enable either drilling option:

1. In the Report Builder, select the grid so that the **Grid Configuration** properties display in the Configuration Panel.

2. On the **General** tab of the **Grid Configuration** properties, enable **Enable Drilling**.
3. For **Drilling type**, select either **Key columns** or **Directed**.
4. If you selected **Directed**, click the **View/Edit Configuration** link to define the directed drilling paths.



Example drill options enabled for the grid

Configuring directed drilling paths

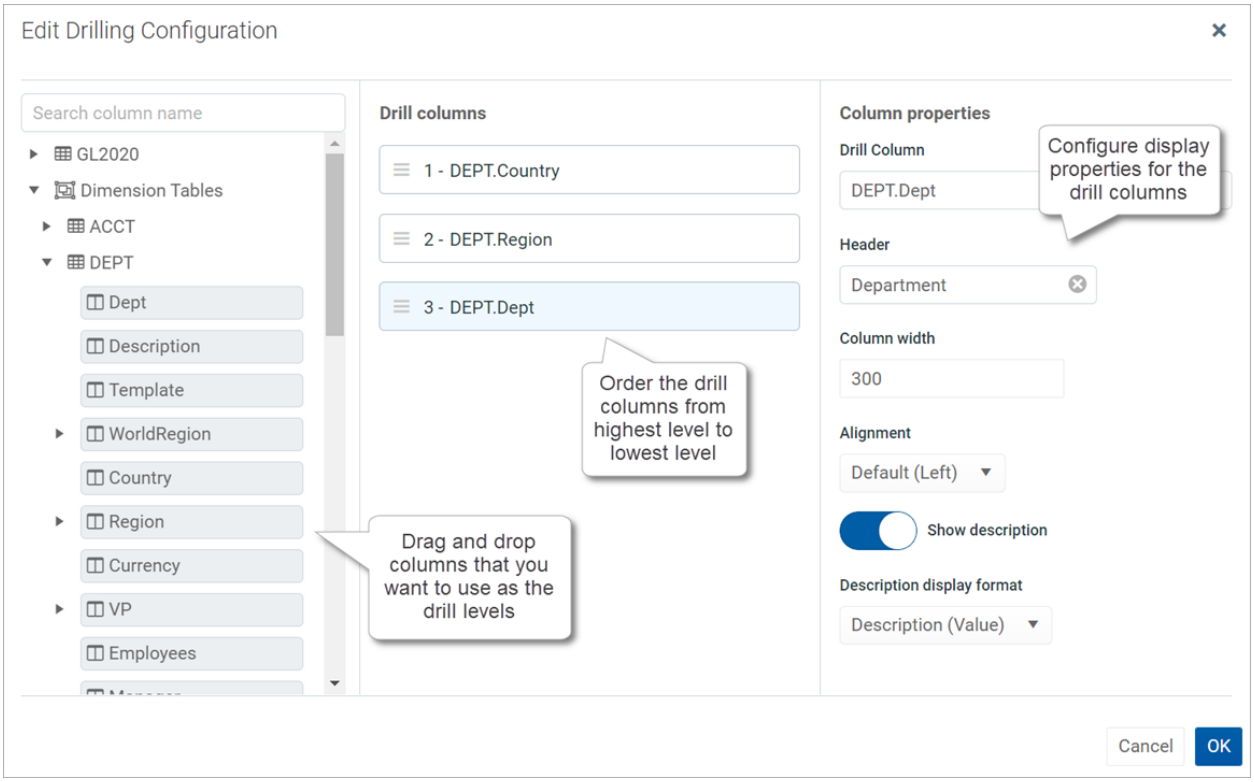
Use the **Edit Drilling Configuration** dialog to define the drilling paths for directed drilling.

To define drilling paths:

1. In the **Grid Configuration** properties, click the **View/Edit Configuration** link under the **Directed** drilling option.
2. Drag and drop columns from the table tree to the **Drill Columns** area in the middle of the dialog. The available columns for drilling depend on the table specified as the primary table for the data context:
    - If the primary table is a data table, then you can use any column on the primary table or on a lookup reference table (the Dimension Tables).

- If the primary table is a reference table, then you can only use column paths that originate from the primary table. The Dimension Tables node is not present, but you can still use columns from those tables by expanding the primary table and selecting the desired columns through the primary table.

3. Place the drill columns in the desired order for the directed drilling. Users can drill from the column at the top of the list down to the column at the bottom of the list. Generally speaking, the lowest level of detail should be at the bottom—for example: VP > Director > Manager > Dept.
    - To reorder columns, click the handle on the left side of the column box to drag and drop the column to a new position.
    - To remove a column, hover your cursor over the column and then click the **X** on the right side of the column box.
4. Select each drill column and configure the drill properties in the right side of the dialog. See the following table for information on these properties.
5. Click **OK** to complete the drill configuration and return to the Report Builder.



Example drilling configuration dialog

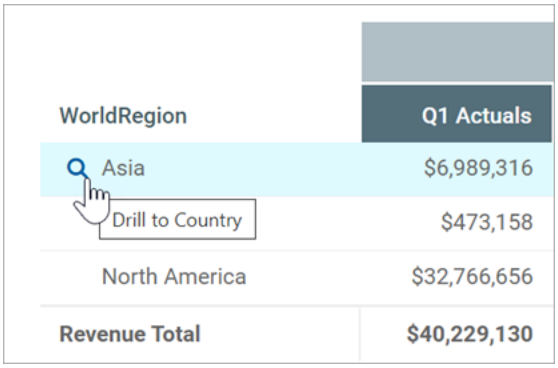
Drill Column Properties

Item	Description
Drill column	The full Table.Column path of the drill column displays for your reference, so that you know which column you are configuring.
Header	Header text for the column in the drill results. Enter the desired text. The column name is used by default.
Column width	The width of the column in the drill results, in pixels. Enter the desired column width as a whole integer between 20 and 1000. By default, the width is 300 for all drill columns, regardless of data type.
Alignment	The alignment of the column values. Select one of the following: **Default**, **Left**, **Right**, **Center**. The default alignment depends on the column data type. If a column is set to use Default and the grid-level defaults are changed, the column will update to use the new default alignment. For more information, see Default column formats.
Show description	Specifies whether you want descriptions to display for dimension values. This option only applies to key columns and validated columns that have an associated description column. • If enabled (default), then descriptions display alongside the dimension values or instead of the dimension values. For example, if the column is Acct then you likely want the account descriptions to display along with the account codes. When this option is enabled, the **Description display format** field becomes available. Select the desired display format from this list. By default, the format **Description (Value)** is used. • If disabled, then only the dimension values display. For example, if the column is Acct then only the account codes will display. **NOTE:** If the dimension table has multiple description columns (meaning columns where **Describes Key** is **True**), then the first description column is used.

Using directed drilling

If directed drilling is enabled and configured, you can drill down the predefined drilling paths to view the underlying data. Directed drilling works as follows:

- When you view the report, you can hover your cursor over a row to show the magnifying glass icon on the left side of the row.



- Click the magnifying glass to drill to the first level of the drill. This is the column positioned at the top of the **Drill Columns** list in the **Edit Drilling Configuration** dialog.The drill results open in a new browser tab.
- From here, you can continue to drill by hovering over a row and clicking the magnifying glass to go to the next level of the drill. All subsequent drills are performed in the same browser tab.
- Once you reach the final level of the drill, no more drilling options are available and the magnifying glass no longer displays.

Using key column drilling

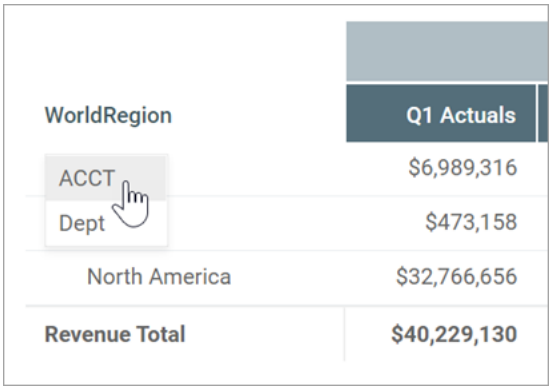
If key column drilling is enabled, you can automatically drill to the key column level to view the underlying data. The available key columns are determined as follows:

- If the primary table used as the data context is a data table, you can drill to the validated key columns on the table. However, any key column used as a row dimension will not be available for drilling, since the report already shows data at that level.
- If the primary table used as the data context is a reference table, you can drill to the key of the reference table, unless the key is used as the row dimension.

When you view the report, you can hover your cursor over a row to show the magnifying glass icon on the left side of the row. From here you can drill as follows:

- If there is only one available key for drilling, click the magnifying glass to drill.

- If multiple keys are available for drilling, click the magnifying glass to show a list of the available keys, then click on the key you want to drill.



The drill results open in a new browser tab. If multiple keys were available for drilling, you can optionally drill the drill results to view the other key(s).

If no keys are available for drilling, then the magnifying glass does not display when you hover your cursor over the row.

Presentation of drill results

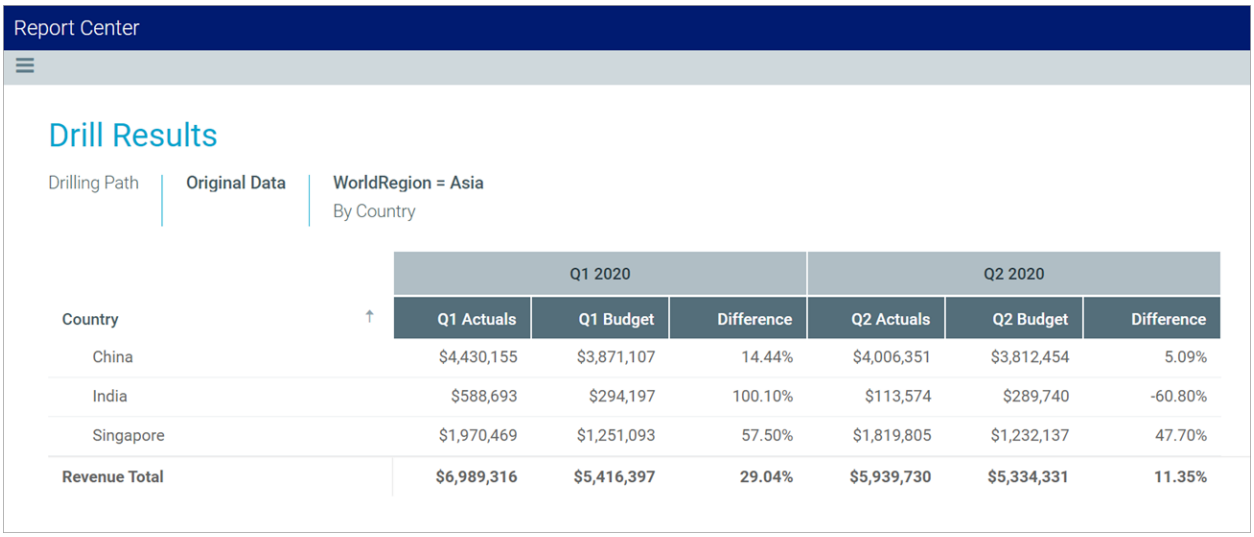
When you drill, the drill results display in a new browser tab. The data contents of the drill results are as follows:

- The row dimension(s) of the original report are removed from the grid and replaced with the current drill column. The drill column is either the current column of a directed drilling path, or the selected key column.
- All other columns of the report are included in the drill results and show data for the current drill level.
- If the drill results contain multiple rows of data, the grid includes a total row. If the drill results contain a single row of data, the total row is omitted.
- Drill results are paged if the results contain many rows.

The current drill path displays along the top of the page. The drill path identifies the row that was drilled and the current drill level. If you have drilled the drill results, the previous drill levels also display in the drill path. You can click a previous drill level to return to that level.

The drill column displays as follows:

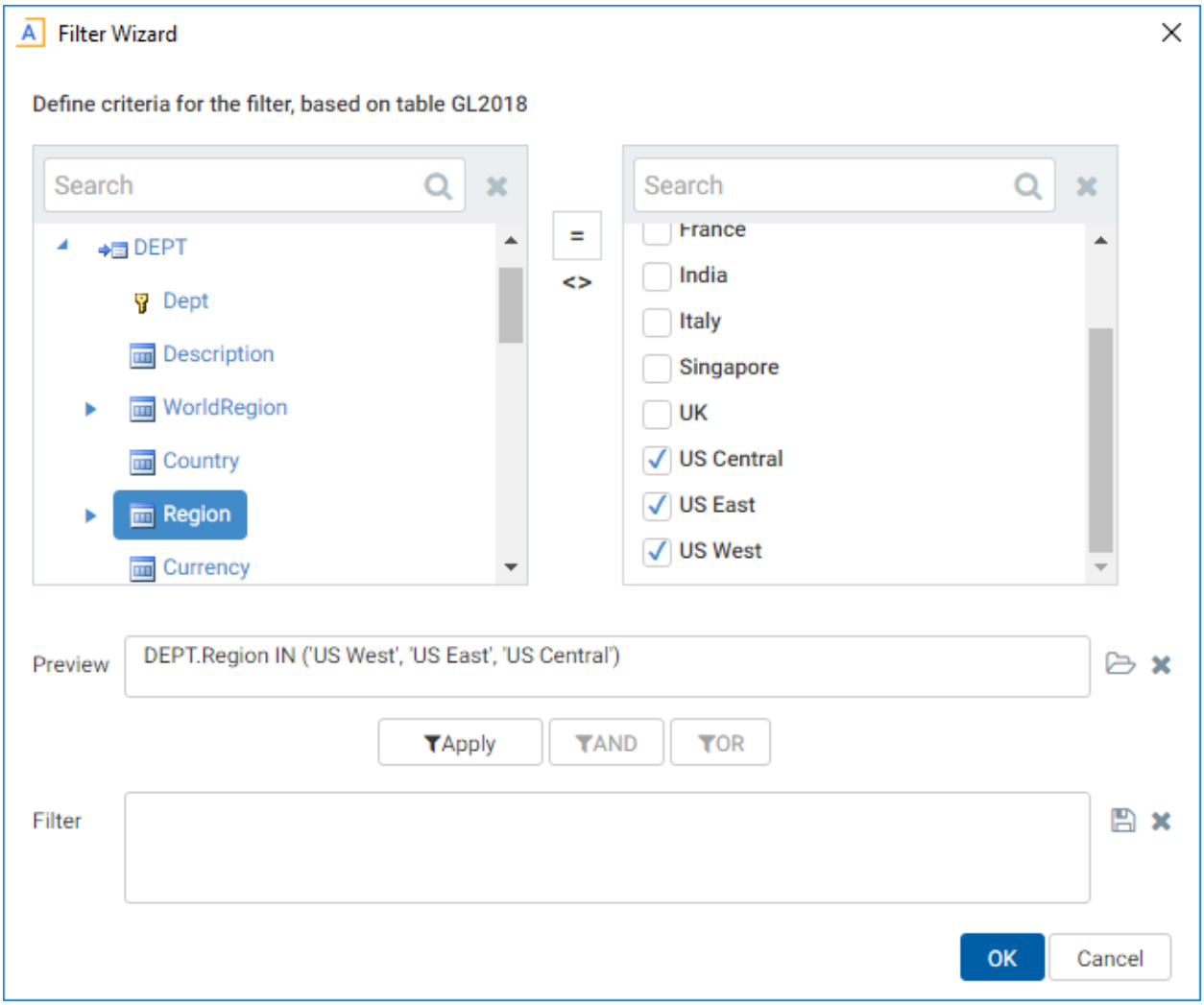
- For key column drilling, the column alignment and width are determined by the column data type. The header text is the key column name. Key column values are presented as Description (Value).
- For directed drilling, the column alignment, width, and header text are as configured in the **Edit Drilling Configuration** dialog.



Example drill results with drilling path displayed at the top

Using the Filter Wizard

The Filter Wizard is available in various locations to assist you in building a valid filter criteria statement.



Example Filter Wizard

The tables available in the wizard depend on the current context. For example, if you are creating a data filter for a web report, the wizard only shows valid tables in relation to the specified primary table. In other areas, the tables in the wizard may be limited based on other factors.

To create a filter:

1. In the left-hand side of the dialog, select the table column on which you want to base the filter.

   For example, if you want to create a filter such as `DEPT.DEPT>=5000`, then you must select the DEPT column from the DEPT table.

   To find the desired table and column, you can filter the list by typing into the Search box. The filter matches based on table and column names.

   Once you select a table column, the values in that column display in the right-hand side of the dialog.

TIP: Alternatively, you can use the folder icon to the right of the **Preview** box to load a previously saved filter from the Filters Library. If you do this, your selected filter is placed in the Preview box, overwriting any current content in the preview. Skip to step 4.

2. In the right-hand side of the dialog, select the value(s) on which you want to base the filter.

   You can type into the filter box below the list of values to filter the list. Your current typed value is always placed at the top of the list. You can select this typed value regardless of whether it currently matches an actual value in the column. This behavior is to allow you to create a filter for empty tables, or for tables where the value you want to filter on is not yet present in the column. This is why you may see the "no matches" message but still have one value in the list—your typed value.

3. In the space between the two selection boxes, select the operator to use for the filter criteria statement, such as equals, not equals, greater than, or less than. By default, the filter statement uses equals (=).

   Note the following about filter operators:

   - Greater than / less than options are only available if the column data type holds numbers or dates.
   - If multiple items are selected, then IN and NOT IN syntax is automatically used for equals and not equals respectively.
   - If the column is a string column and the value contains an apostrophe (such as O'Connor), the wizard automatically converts this value to double apostrophes so that it is valid for use in the filter (O''Connor). Apostrophes in string values must be escaped this way so that they are not interpreted as the closing apostrophe for the filter criteria statement.
   - The LIKE operator is supported, but is not available for selection in the Filter Wizard. You must manually edit the filter criteria statement if you want to use it. Only advanced users with knowledge of valid SQL LIKE syntax should do this.

4. Review the filter criteria statement in the **Preview** box to ensure that it is as intended. If you need to make changes, you can manually edit the statement, or you can start again with a new statement. If you want to clear the statement, click the **X** icon to the right of the Preview box.

5. If no filter is currently present in the **Filter** box, click **Apply** to move the filter down to the Filter box. If a filter is currently present in the Filter box, you can do one of the following:

   - Click **Replace** to overwrite the current filter with the preview filter.
   - Click **AND** or **OR** to add the preview filter to the current filter. This creates a compound criteria statement.

   You can repeat the filter creation process as many times as necessary to create the desired statement. You can also manually modify the filter in the Filter box as needed, such as to add parentheses to group statements.

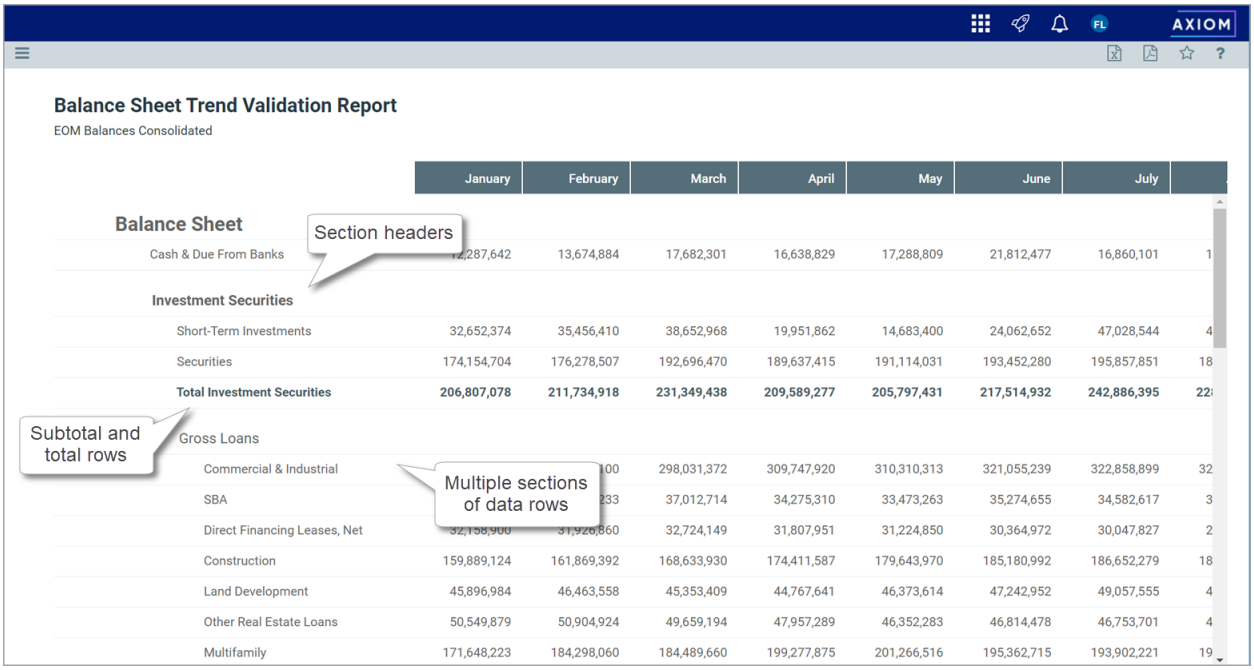
6. When the filter in the Filter box is complete, click **OK**.

TIP: If you want to save the filter you have created for future use, click the save icon to the right of the Filter box. You can select a folder location in the Filters Library (or My Documents if applicable), and specify a name for the filter. This option is only available if you have read/write access to at least one location where filters can be stored.

Managing Fixed Row Structures

Fixed row structures can be used to define data sections for a web report, including section headers, data rows, subtotals, and totals. Fixed row structures are defined separately so that you can reuse them with different web reports, and so that you can update the row structure in one place and have the changes propagate to all reports that reference the structure.

Fixed row structures can be used with "custom" web reports created in the Report Builder, and with web report templates provided by installed Axiom Budgeting and Performance Reporting products. The fixed row structure defines the data sections in the report, while the web report defines other report properties such as the data columns, filters, and drilling options.



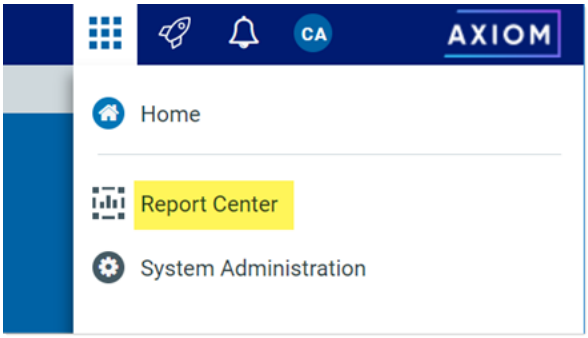
	January	February	March	April	May	June	July
Balance Sheet							
Cash & Due From Banks	12,287,642	13,674,884	17,682,301	16,638,829	17,288,809	21,812,477	16,860,101
Investment Securities							
Short-Term Investments	32,652,374	35,456,410	38,652,968	19,951,862	14,683,400	24,062,652	47,028,544
Securities	174,154,704	176,278,507	192,696,470	189,637,415	191,114,031	193,452,280	195,857,851
Total Investment Securities	**206,807,078**	**211,734,918**	**231,349,438**	**209,589,277**	**205,797,431**	**217,514,932**	**242,886,395**
Gross Loans							
Commercial & Industrial			298,031,372	309,747,920	310,310,313	321,055,239	322,858,899
SBA			37,012,714	34,275,310	33,473,263	35,274,655	34,582,617
Direct Financing Leases, Net			32,724,149	31,807,951	31,224,850	30,364,972	30,047,827
Construction	159,889,124	161,869,392	168,633,930	174,411,587	179,643,970	185,180,992	186,652,279
Land Development	45,896,984	46,463,558	45,353,409	44,767,641	46,373,614	47,242,952	49,057,555
Other Real Estate Loans	50,549,879	50,904,924	49,659,194	47,957,289	46,352,283	46,814,478	46,753,701
Multifamily	171,648,223	184,298,060	184,489,660	199,277,875	201,266,516	195,362,715	193,902,221

Example report using a fixed row structure

You can define as many different fixed row structures as you need. A row structure can be used with any web report where the structure's row dimensions are compatible with the report's columns, filters, drilling options, and any other report property that impacts queried data. Row structures can be created, edited, and deleted using the Report Center.

To access the Report Center:

- Click the menu icon in the Global Navigation Bar. From the Area menu, select **Report Center**.



NOTE: Fixed row structures are not file-based—they are stored directly in the database. There is no file type or library folder for fixed row structures, and you cannot see them in Axiom Explorer. The only place to view and manage fixed row structures is using the Report Center.

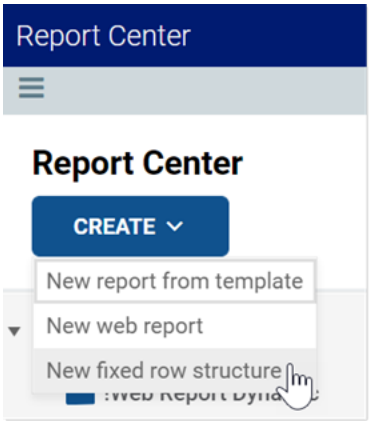
Creating fixed row structures

You can create new row structures as needed for use in web reports.

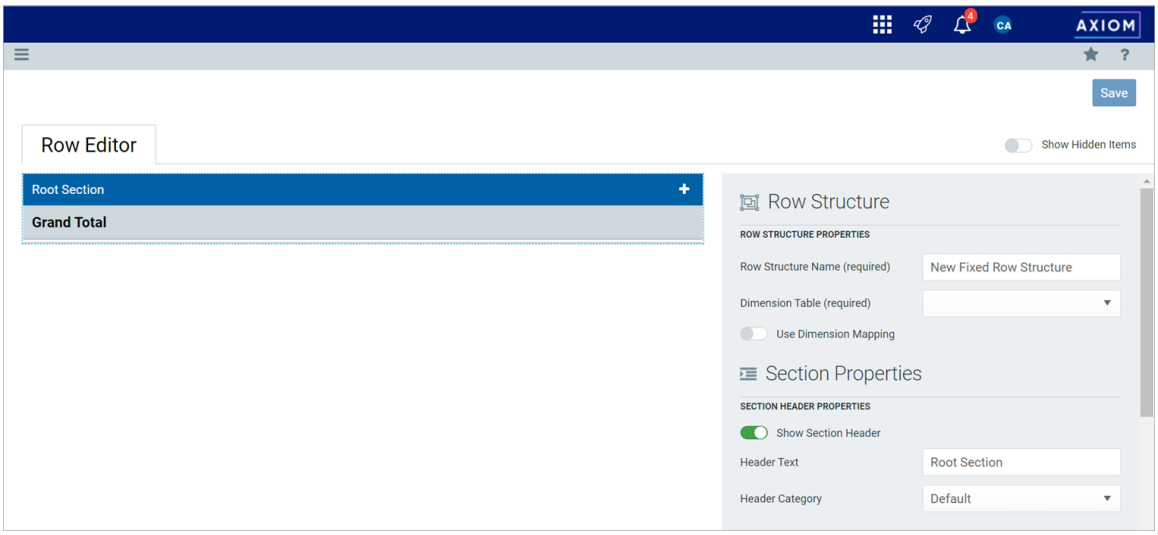
In order to create a fixed row structure, you must be an administrator or have the **Create Web Reports** security permission. If you do not have permission to create web reports, then the option to create a new fixed row structure will not be available from the **Create** button in the Report Center. If you do not have access to any report creation options, then the **Create** button is hidden entirely.

To create a new row structure:

1. In the Report Center, click **Create > New fixed row structure**.



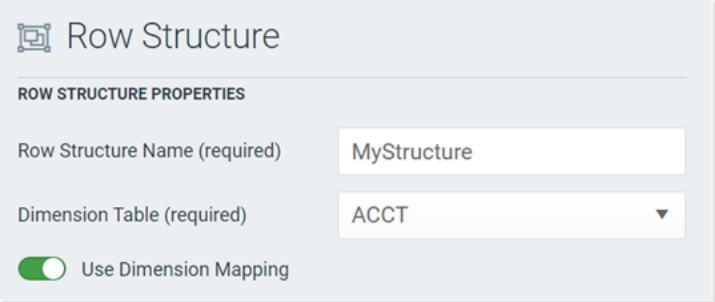
The row structure editor opens in a new browser tab, showing a new blank row structure. The row structure starts with just a top-level section header and a grand total row.



Example new blank row structure

2. In the top of the right-hand panel, complete the following required properties for the row structure:

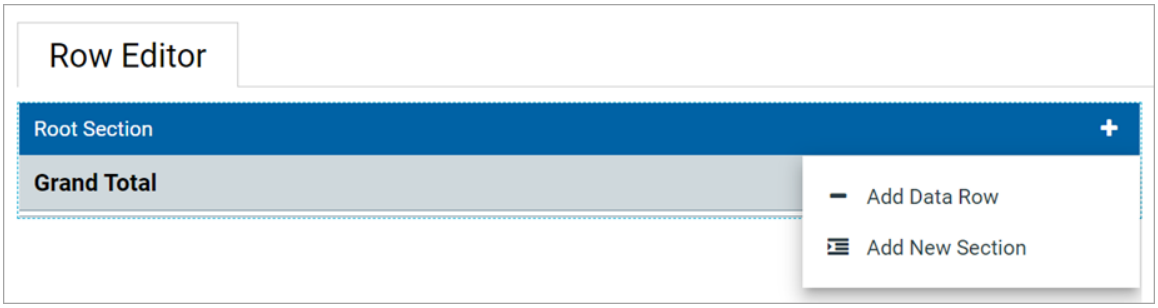
Item	Description
Row Structure Name	Enter the name of the row structure. The name identifies the row structure so that users can select it when creating a new fixed report.
Dimension Table	Specify the dimension table to use for the Filter Wizard when defining row data. For example, if rows will be defined using accounts or account groupings, select the ACCT table.
Use Dimension Mapping	Enable this toggle switch if you want to map specific items in the dimension table to specific rows in the structure. When using dimension mapping, all row data is defined at the key column level of the dimension table, and each dimension item can only be assigned to a single row. The toggle switch shows as green when enabled and as gray when disabled. If this option is not enabled, then row data is determined by defining filter criteria statements at the row and section level. For more information, see Using dimension mapping versus row filters in a fixed row structure.



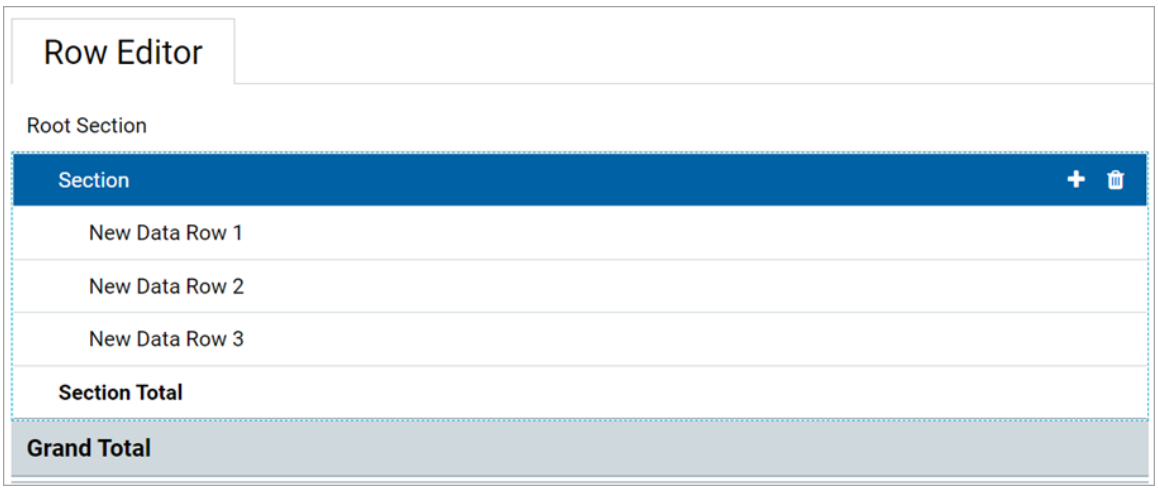
Example required properties with dimension mapping enabled

Once these items are completed, you can use the **Save** button to save the row structure.

3. In the left-hand row editor, add sections and data rows as desired to create the overall row structure. Think of the Root Section as the overall "wrapper" in which all row sections are placed. To create the first row section, click the plus icon on the **Root Section** header and then select **Add New Section**.



Your row structure will now look like this:



You can then continue to add data rows or additional sections:

- **To add a section**, select the section header where you want to add the section, then click the plus icon > **Add New Section**. The new section is added as a subsection to the current section. By default, all new sections contain a section header row, three data rows, and a total row. You can add or remove data rows as needed.
- **To add a data row within a section**, select the section header where you want to add the data row, then click the plus icon > **Add Data Row**. The new data row is added to the current section.

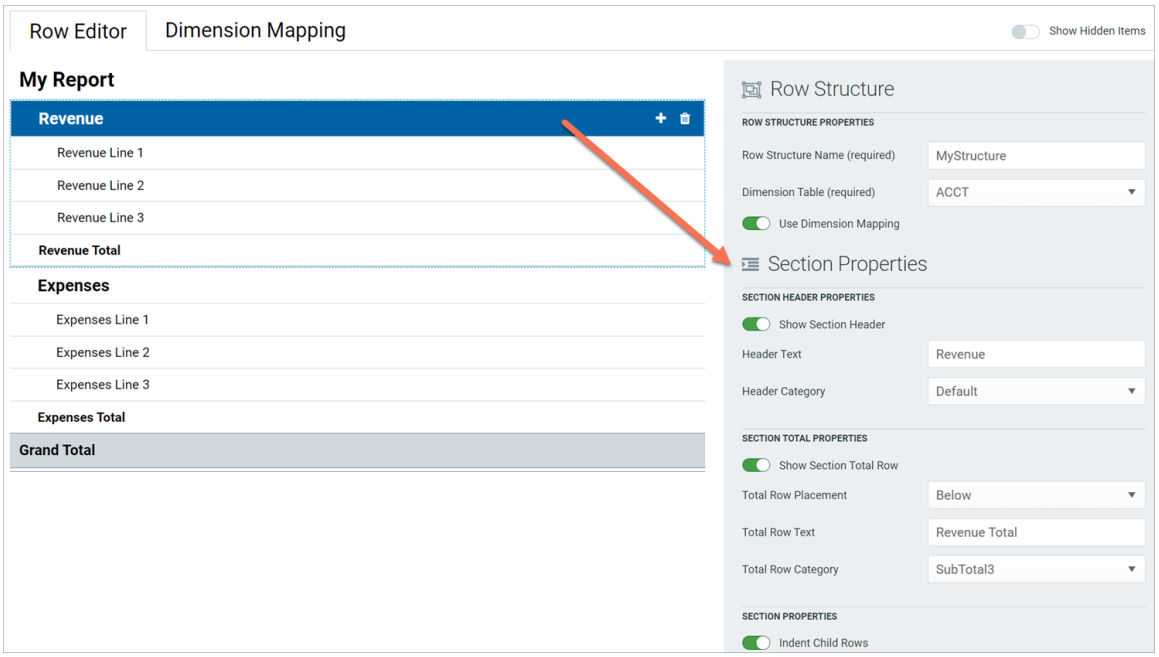
When you add a new data row or section, it is always added at the bottom of the current section. You can drag and drop the row or section to a different location within the section as needed (but not to a different section).

If a data row or a section is not needed, select the row or section header and then click the trash can icon. The row or section is deleted from the row structure.

NOTE: Header rows and total rows cannot be deleted from a section. The trash can icon on a section header row is used to delete the entire section, not the header row. If you do not want a particular section to display a header row or a total row, you can hide these rows on a per section basis using the Section Properties.

4. For each section in the report—including the Root Section—configure the properties for that section. To configure a section, select the section header and then complete the **Section Properties** in the right-hand panel. The section properties control the following:
   - Visibility, text, and style of the section header row
   - Visibility, text, placement, and style of the section total row
   - Whether data rows are indented from the parent section
   - Whether section data is added or subtracted when calculating the parent total
   - An optional data filter to apply to all data rows in the section (only available if the structure does not use dimension mapping)

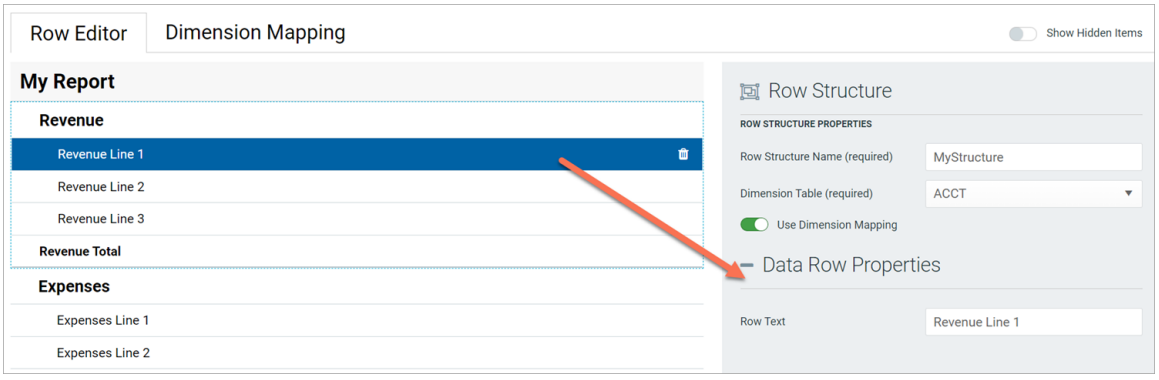
   For more information on all of the section properties, see Section properties.



In most cases, the row structure immediately updates to reflect section properties that affect the display. For example, if you define header text, that text is immediately shown on the row structure. However, if you hide the section header row, the row will continue to display in the row structure unless you disable the option **Show Hidden Items**. This option is located at the top right of the row editor, under the Save button. By default, the row editor continues to show hidden section headers so that you can use the Add Data Row and Add New Section actions on the header row.

5. For each data row in the report, configure the properties for that row. To configure a row, select the row and then complete the **Row Properties** in the right-hand panel.

   At minimum, the row properties define the label text for the row. If the structure does not use dimension mapping, then the row properties also define a data filter to determine the data to be shown on the row. For more information on defining the row properties, see Row properties.



6. If **Use Dimension Mapping** is enabled for the row structure, click the **Dimension Mapping** tab to map dimension elements to each row. This mapping determines the data to be shown on each row, instead of defining a filter. For more information on mapping dimension elements, see Using the Dimension Mapping editor.
7. Click **Save** to save the row structure.

When you are finished creating the row structure, you can close the browser tab and then return to the original Report Center tab.The new row structure can now be used when creating or editing web reports.

NOTE: If you go to the Fixed Row Structure node in the Report Center, you may not see your newly created row structure listed here until you refresh the page.

Copying fixed row structures

You can copy existing fixed row structures as needed to create additional fixed row structures.

In order to copy a fixed row structure, you must be an administrator or have the **Create Web Reports** security permission. If you do not have permission to create web reports, then the Copy icon on fixed row structures is disabled.

To copy a fixed row structure:

1. In the Report Center, select the **Fixed Row Structure** node and then locate the structure that you want to copy.
2. Hover your cursor over the row with the structure, then in the **Actions** column, click the Copy icon .
3. In the **Copy Fixed Row Structure** dialog, enter a **Name** for the new fixed row structure, then click **OK**. By default, the name is **Copy of *OriginalName***.

The fixed row structure is copied with the specified name. You can now open this fixed row structure for editing.

Editing fixed row structures

Any user can edit a fixed row structure. The **Create Web Reports** permission is not required.

Keep in mind that when a row structure is assigned to a report, that report always uses the most current version of the row structure. Any edits that you make to a row structure are immediately available in any reports that use the row structure.

To edit a fixed row structure:

1. In the Report Center, select the **Fixed Row Structure** node and then locate the structure that you want to edit.
2. Click on the row structure name to open it.

TIP: You can also click the Edit icon in the **Actions** column to edit the fixed row structure.

The row structure opens in the row structure editor, in a new browser tab.

3. Using the row structure editor, make changes to the row structure as needed.
4. Click **Save** to save your changes.

When you are finished editing the row structure, you can close the browser tab and then return to the original Report Center tab.

Deleting fixed row structures

Any user can delete a fixed row structure. The **Create Web Reports** permission is not required. If the fixed row structure was used by any web reports, those reports will no longer function correctly until they are edited to use a different fixed row structure.

IMPORTANT: If the deleted fixed row structure was used by a web report built from a template, that report will no longer work. Currently, there is no way to edit the row structure assignment for template-based reports. If the report is still needed, it must be re-created from template with a different fixed row structure.

To delete a fixed row structure:

1. In the Report Center, select the **Fixed Row Structure** node and then locate the structure that you want to delete.
2. Hover your cursor over the row with the structure, then in the **Actions** column, click the Delete icon .
3. When you are prompted to confirm that you want to delete the structure, click **OK**.

The structure is deleted from the system and no longer displays in the Report Center.

Using the Row Editor

Using the Row Editor, you can define fixed row structures for use in web reports. Fixed row structures define the following:

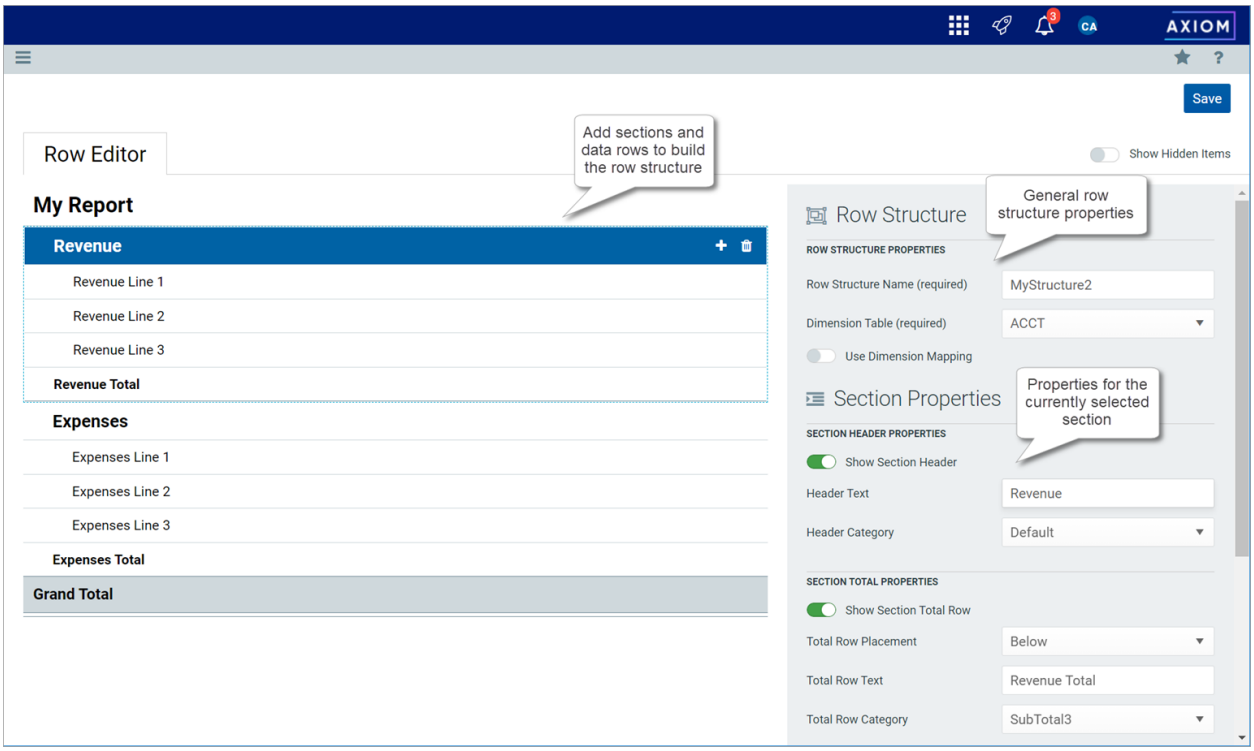
- The sections to be displayed in the report, including section titles and subtotal rows
- The data rows to be displayed within each section

When you use the Report Center to create a new fixed row structure or to edit an existing fixed row structure, it opens in the fixed row structure editor.

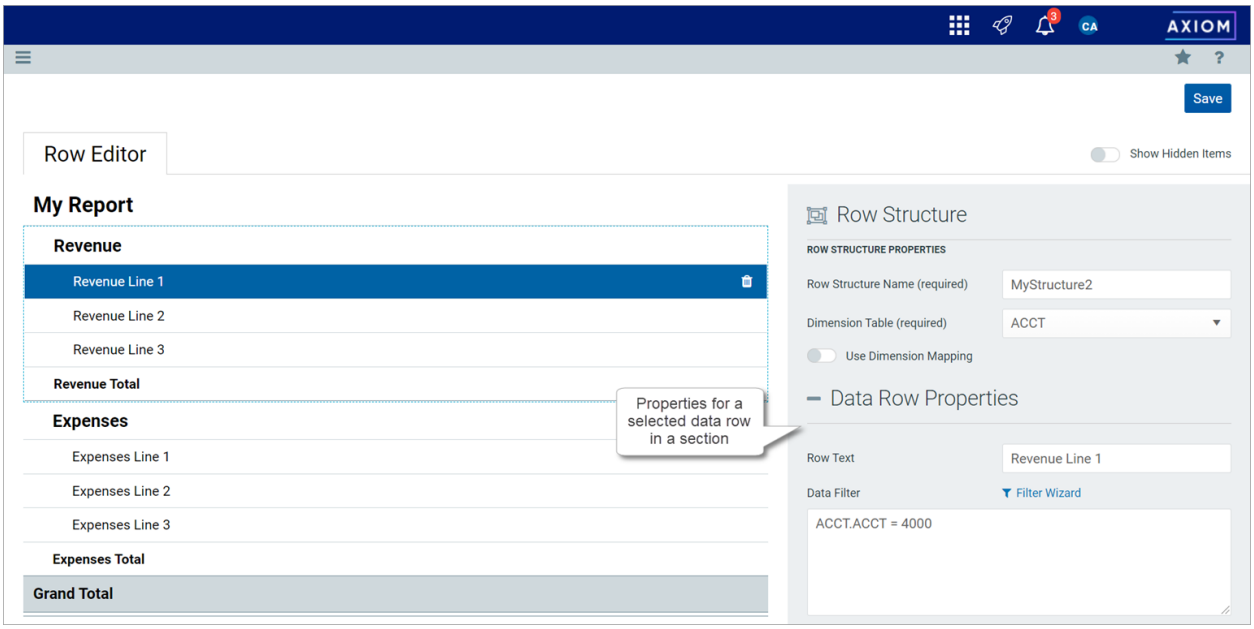
Overview

By default, the Row Editor consists of two primary areas:

- The section editor on the left-hand side, where you can add, reorder, and remove sections and data rows
- The property editor on the right-hand side, where you can define properties for the overall row structure, the selected section, or the selected row

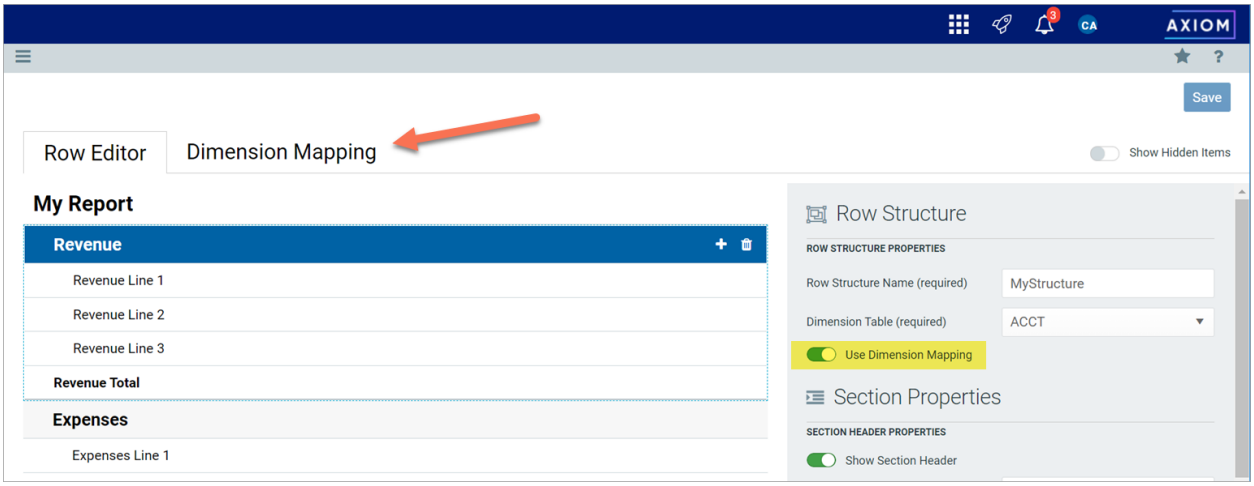


Row structure editor with a selected section



Row structure editor with a selected data row

If the row structure is configured to **Use Dimension Mapping** to define the row data, then another area is available via the **Dimension Mapping** tab. You can use the Dimension Mapping area to map dimension items to individual data rows. For more information on using dimension mapping, see Using the Dimension Mapping editor.



Row structure editor with Dimension Mapping tab

To save the row structure after making changes, use the **Save** button located at the top right of the editor.

Certain parts of the row structure can be configured as hidden, such as section header rows or total rows. By default, these hidden items no longer display in the editor. If you need to view these items so that you can work with them and configure them, you can toggle the option **Show Hidden items** at the top right of the editor.

Using dimension mapping versus row filters in a fixed row structure

When you build a fixed row structure, there are two different ways to define the data to be shown each in row:

- **Filters**: Each row can have a filter criteria statement that defines the data for that row. For example, `Acct.Acct=4100` or `Acct.Category='Revenue'`.
- **Dimension mapping**: Each row can be assigned one or more items in a specified dimension. For example, if Acct is the specified row dimension, then you can view the list of accounts and map them to specific rows in the report as needed.

The filter option is the most flexible way to build a fixed row structure, because:

- You can use any valid filter criteria statement to define the data in each row, including compound statements using AND or OR, and referencing any table (not just the specified dimension table).
- You can define filters at the section level, which then combine with all row-level filters in the section.
- You can repeat dimension elements within the row structure—for example, to create multiple sections that show revenue for different regions or lines of business.

However, because the filter option is more flexible, it also requires a more advanced level of knowledge about your data structures. You must take care not to create invalid or conflicting filters, and make sure that your filters result in the data that you want to display in the report.

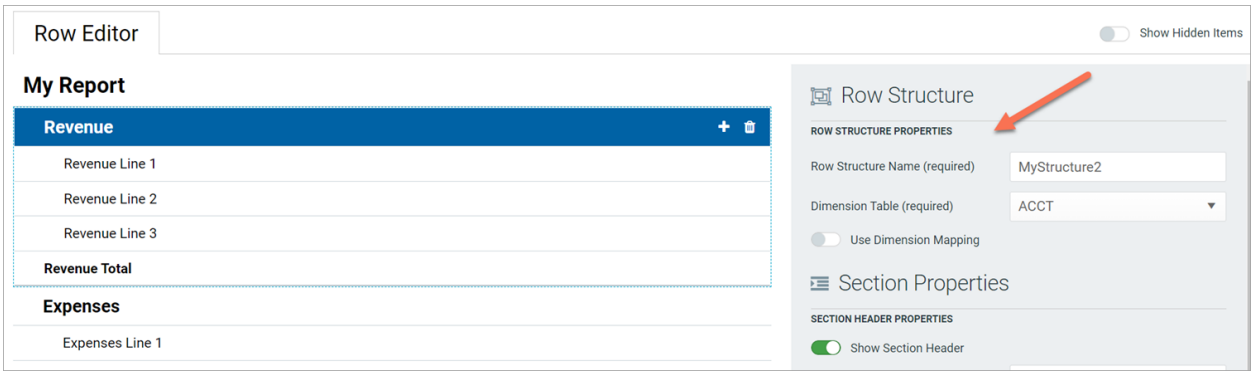
In contrast, the dimension mapping option is the easiest to set up, because:

- You are presented with a full list of all items in the specified dimension, which you can search and filter as needed.
- To assign an item to a row in the report, you simply select the item and then click the arrow button to move it over to the row. Each row can be assigned as many items in the dimension as needed.
- It is very easy to see exactly which dimension items will display on each row, and to see which items have not yet been assigned to rows.

However, the dimension mapping option is less flexible. Rows can only display data from the specified row dimension, and each item in the dimension can only be assigned to a single row.

Row structure properties

The following required properties at the top of the right-hand pane apply to the entire row structure.



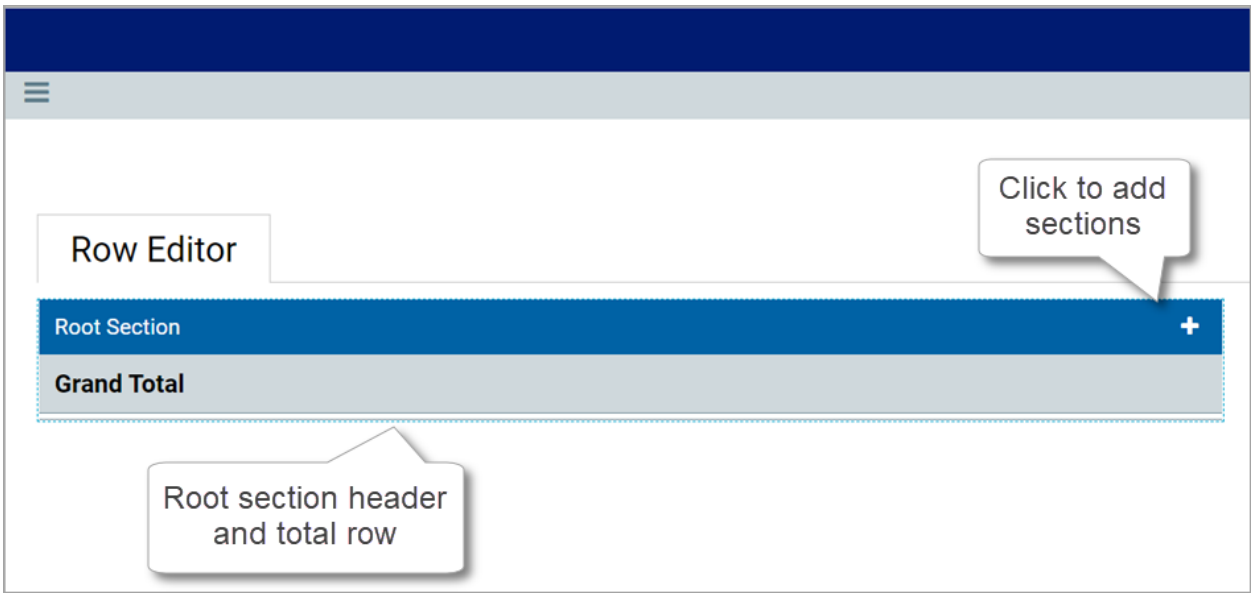
Example Row Structure properties area

Item	Description
Row Structure Name	The name of the row structure. The name identifies the row structure so that it can be selected when creating or editing a web report.
Dimension Table	The primary dimension table to be used on the data rows. You can select any reference table in your system. This selection is used as follows: • By default, it determines the table available to the Filter Wizard when defining filters for sections and data rows. For example, if the dimension table is Acct, then you can use the Filter Wizard to build filters based on Acct. **NOTE:** When using filters to define the data in sections and rows, the dimension table is simply a default table. If you want to define a filter using a different dimension, then you can manually enter a filter criteria statement using that dimension. • If **Use Dimension Mapping** is enabled, then it determines the dimension table for the row mappings. For example, if the dimension table is Acct, then you can map one or more accounts to each data row. In this case, data rows can only use the dimension table.

Item	Description
Use Dimension Mapping	Specifies whether the data in data rows is defined by using filters or by using dimension mapping. By default, this is disabled, so data is defined using filters. If instead you want to use dimension mapping for the rows, click the toggle switch to enable this option. The toggle switch shows as green when enabled and as gray when disabled. If **Use Dimension Mapping** is enabled, the row structure editor updates as follows: • A new tab named **Dimension Mapping** becomes available next to the **Row Editor** tab. You can use this tab to define dimension mappings for the rows. Typically, you should define the sections and rows in the structure first, then go to the **Dimension Mapping** tab to assign mappings to each row. • The **Filter** fields in the **Section Properties** and the **Row Properties** become hidden, because they do not apply when using dimension mapping. If a filter is defined for a section or a row before dimension mapping is enabled, the filter is retained in the properties (assuming it was saved) but it will be ignored in reports. For more information on the differences between using filters or dimension mapping to define data rows, see Using dimension mapping versus row filters in a fixed row structure.

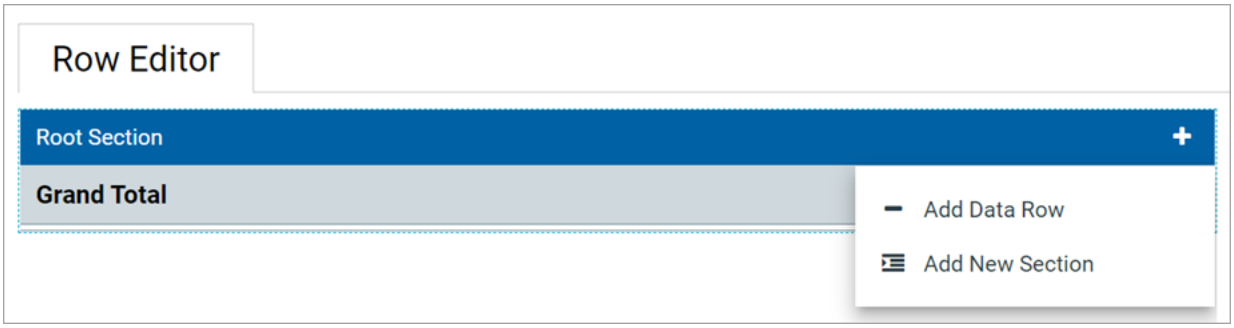
▶ Adding, removing, and reordering sections

Using the **Row Editor** tab, you can build your row structure by adding, removing, or reordering sections. Each row structure starts with a top-level root section that includes an optional header and an optional grand total.



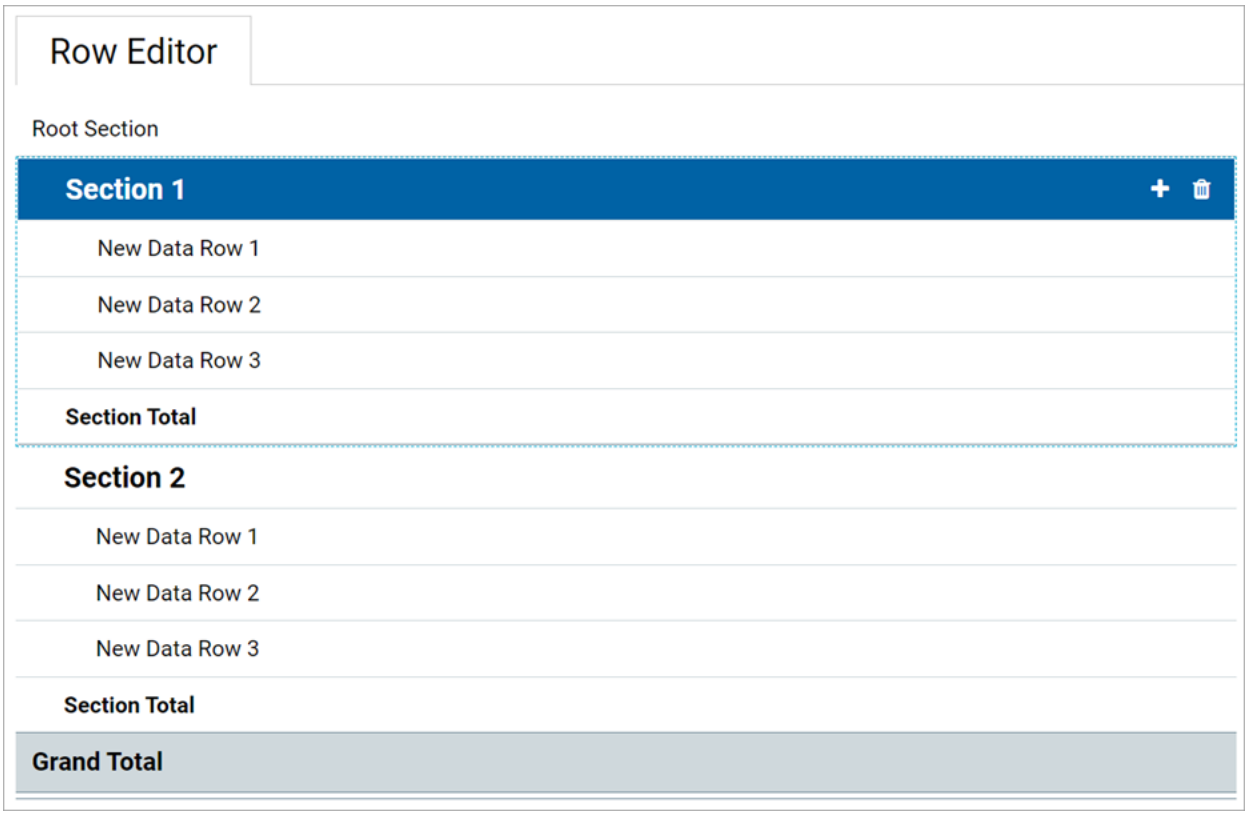
Row editor with starting root section

To add new sections to the row structure, select the section header row—the **Root Section** row—and then click the plus sign and select **Add New Section**.



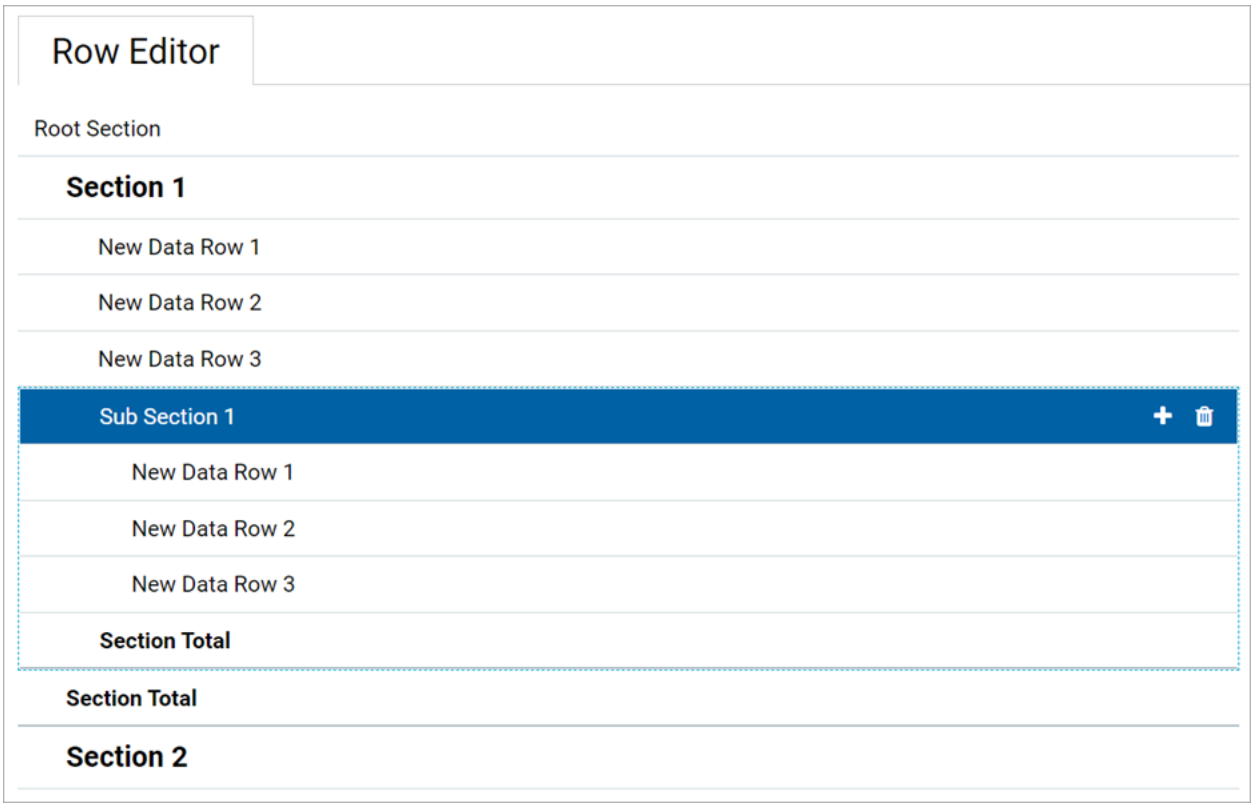
Option to add a new section

The new section is added within the root section. You can continue to add as many sections as needed at this level.



Row editor with two newly added sections

To add subsections within a section, select the section header row for any section, and then click the plus sign and select **Add New Section**. The new subsection is added to the current section. You can nest as many section levels as you need by adding subsections to sections.



Row editor with newly added subsection

Newly added sections use default text and styling, which can be configured for each section. Each newly added section consists of the following by default:

- A **header row** to display optional header text for the section. If you do not want a header row to display for a particular section (including the root section), you can hide it by disabling **Show Section Header** when configuring the section properties.
- Three **data rows** to display queried data in the section. You can add or remove data rows as needed.
- A **total row** to display the totaled data for the section. If you do not want a total row for this section (including the root section), you can hide it by disabling **Show Section Total Row** when configuring the section properties.

Once you have added sections, you can make further section changes as follows:

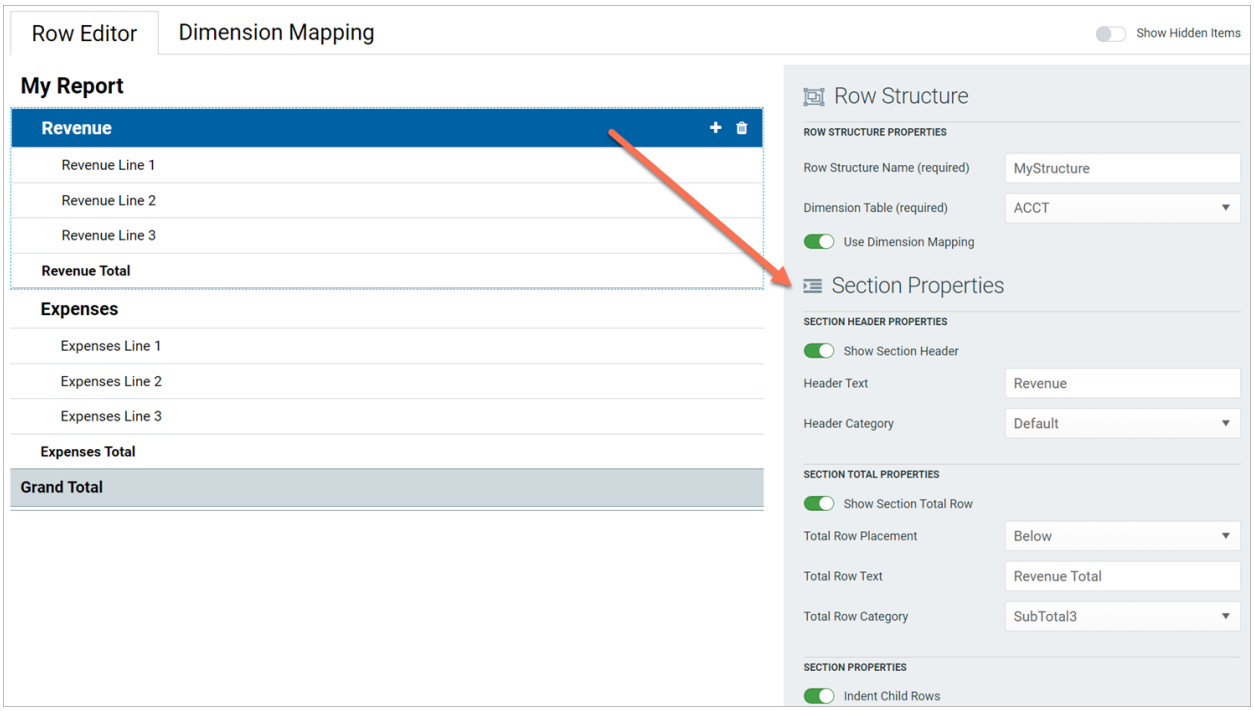
- **To reorder sections**: Select the header row of a section and then drag and drop it to a new location within the same level of the structure. For example, if you have three sections at the same level, you can drag and drop these three sections to change their order. But you cannot drag and drop one of these three sections to a lower level or a higher level.

- **To delete a section**: Select the header row of the section and then click the delete icon (trash can). The section and all of its subsections are deleted. Note that the root section is required and cannot be deleted.

  IMPORTANT: Make sure you no longer need the section before clicking the delete icon. The section will be deleted immediately with no confirmation prompt. If you deleted a section by accident, then you can exit the row structure editor without saving, but you will also lose any other unsaved changes that you have made during the current session.

Section properties

To configure the properties for a section, select the section header and then complete the **Section Properties** in the right-hand pane.



Example Section Properties area

Section Header Properties

Item	Description
Show Section Header	Specifies whether the section header row is visible when the row structure is used in a report. By default, this option is enabled, so the section header row is visible. If you do not want this section to have a header row, disable this option. The toggle switch shows as green when enabled and as gray when disabled. If this option is disabled, then the remaining section header properties become hidden because they do not apply. Note that you may want to define header text before disabling the option, to make it easier to identify the section when working within the row structure editor. **NOTE:** If you hide the section header, then you will no longer be able to select the header row in the editor for purposes of adding rows or subsections, configuring the section, reordering the section, or removing the section. If you need to work with the section header row, you can enable the option **Show Hidden Items**, located at the top right of the editor. This will cause all hidden items to show in the row structure, so that they can be selected and configured.
Header Text	The text to display on the section header row. By default, this is set to "Root Section" for the root section header and "Section" for all other newly added sections. The header text should be edited to reflect the data shown in this section.
Header Category	The style to use on the section header row. The style determines display attributes such as font size and font weight. Select one of the following: • **Header1** through **Header6**: These styles apply specific formatting to the header row. Although Header1 is designed to be used as the top-level section header, followed by Header2, and so on, you can assign these styles to any section header row as needed. • **Default**: Axiom Budgeting and Performance Reporting automatically applies the appropriate header style depending on the section's placement in the row structure hierarchy. The header row for the root section uses Header1, sections in the next level use Header2, and so on. By default, the header category is set to **Header1** for the root section header, and **Default** for all newly added sections.

Section Total Properties

Item	Description
Show Section Total Row	Specifies whether the section total row is visible when the row structure is used in a report. By default, this option is enabled, so the section total row is visible. If you do not want this section to have a total row, disable this option. The toggle switch shows as green when enabled and as gray when disabled. If this option is disabled, then the remaining section total properties become hidden because they do not apply.
Total Row Placement	The location of the total row in the section, either **Below** the data rows or **Above** the data rows. The total row is located below the data rows by default.
Total Row Text	The text to display on the section total row. By default, this is set to "Grand Total" for the root section total and "Section Total" for all other newly added sections.
Total Row Category	The style to use on the section total row. The style determines display attributes such as font size, font weight, shading, and borders. Select one of the following: • **Grand Total** or **Total**: These styles are intended to be used for "final" total rows. Both styles use shading and top and bottom borders. The bottom border of the Grand Total is a double border. • **SubTotal1** through **SubTotal4**: These styles are intended to be used for subtotal rows. These options provide varying combinations of bold and regular text, shading or no shading, and border or no border. By default, the total row category is set to **Grand Total** for the root section total row, and **Subtotal3** for all newly added sections.

Section Properties

Item	Description
Indent Child Rows	Specifies whether the rows in this section are aligned with the section header row or indented. By default, this is enabled, so the rows are indented. If instead you want the rows to be aligned with the section header row, disable this option. The toggle switch shows as green when enabled and as gray when disabled.

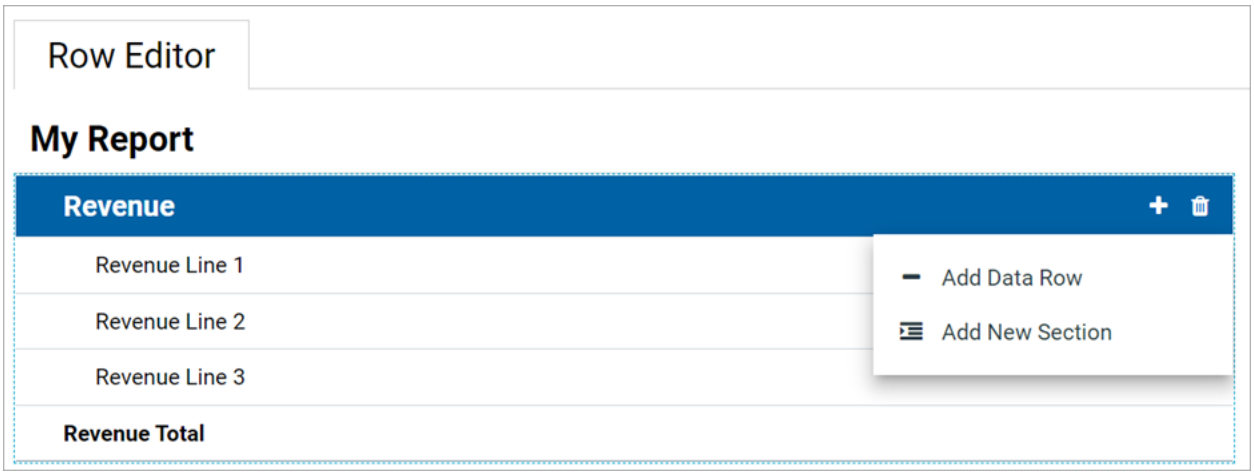
Item	Description
Parent Total Row Behavior	Specifies how the data in this section is treated when computing the total row of the parent section. Select one of the following: • **Add**: The data in this section is added when computing the parent total. This is the default behavior. • **Subtract**: The data in this section is subtracted when computing the parent total. • **Ignored**: The data in this section is ignored when computing the parent total. You might do this if the rows in this section contain supporting detail that should not impact the overall totals. Although this option displays on the root section, it does not apply because the root section does not have a parent section. For example, imagine that you have a parent section with two subsections. Subsection A totals 5000, and Subsection B totals 1000. • If both subsections are set to add, then the total of the parent section is 6000. • If Subsection A is set to add but Subsection B is set to subtract, then the total of the parent section is 4000. • If Subsection A is set to add but Subsection B is set to ignore, then the total of the parent section is 5000.
Section Data Filter	Optional. A data filter to apply to all of the data rows in this section, including any subsections. This is intended to be used when all rows in the section need to be filtered by a particular dimension or grouping, so that you do not need to repeat that dimension grouping on each individual data row. Only applies when **Use Dimension Mapping** is disabled. Enter the filter criteria statement to apply to the data rows in this section. Section data filters use normal filter syntax for Axiom Budgeting and Performance Reporting. Although you can use the Filter Wizard to create the filter criteria statement, it is limited to creating filters based on the specified dimension table for the row structure. In many cases the section data filter needs to use a different dimension, so you must manually create the filter criteria statement. For example, imagine that you want to show revenue accounts in the rows of your report, but you want to split the data into two sections reflecting two different sales regions. You can create two sections and define section filters for each, such as `Dept.Region='East'` and `Dept.Region='West'`. All of the data rows in those sections will be filtered by the specified region in addition to the specific account filters listed on each row.

Adding, removing, and reordering data rows

Using the **Row Editor** area, you can add data rows to a section, remove unneeded rows, and reorder rows. Each data row represents a record of data that you want to query from the database and display within the report.

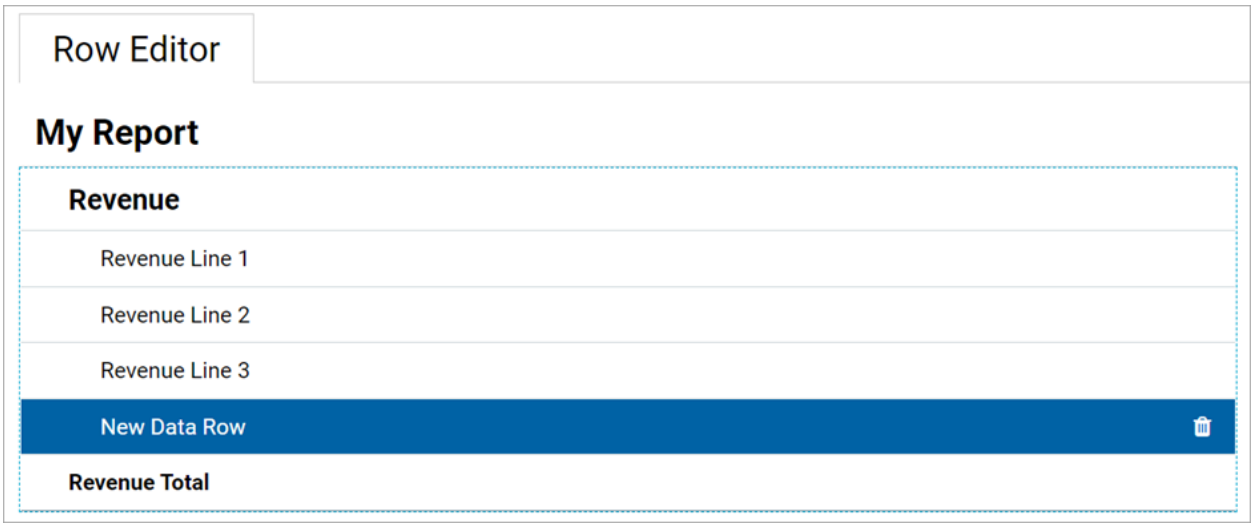
To add new data rows to a section:

- Select the section header row, then click the plus sign and select **Add Data Row**.



Option to add a new data row

The new row is added to the bottom of the section. You can continue to add as many new rows to the section as needed.



Section with a newly added data row

Once you have added data rows, you can make further row changes as follows:

- **To reorder rows**: Select the data row that you want to move, and then drag and drop it to a new location within the same section. For example, if you want a newly added row to be at the top of the section instead of the bottom, then you can drag and drop it to that location. But you cannot drag and drop the row to a different section, not even to subsections of the current section.
- **To delete a row**: Select the data row that you want to delete and then click the delete icon (trash can). The row is deleted.

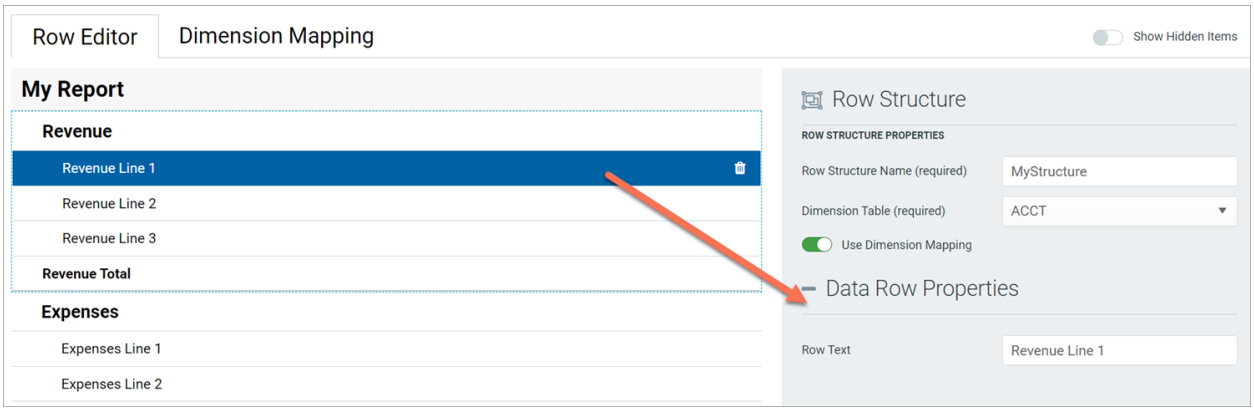
  IMPORTANT: Make sure you no longer need the row before clicking the delete icon. The row will be deleted immediately with no confirmation prompt. If you deleted a row by accident, then you can exit the row structure editor without saving, but you will also lose any other unsaved changes that you have made during the current session.

Only data rows can be individually added, deleted, and reordered. Section header rows and section total rows are not considered to be data rows and are managed as part of the section. Note the following:

- The delete icon on section header rows does not delete the header row; it deletes the entire section. If you do not want a particular section to have a header row, you can configure the section to hide the header row.
- Section total rows do not have delete icons. If you do not want a particular section to have a total row, you can configure the section to hide the total row.
- Section header rows are always located at the top of the section. When you drag and drop a section header row you are moving the entire section, not just the header row. It is not possible to move just the header row.
- Section total rows can be located at either the top or bottom of the section, but not by dragging and dropping. When you configure the section, you can specify the location of the total row.

Row properties

To configure the properties for a data row, select the row and then complete the **Row Properties** in the right-hand pane.



Example Row Properties area

Item	Description
Row Text	The text to display on the data row. By default, this is set to "New Data Row". The row text should be edited to reflect the data shown on this row. For example, if this row is going to display data for the Travel account, the row text should be something like "Travel" or "Account 5000 - Travel".
Data Filter	A filter criteria statement to define the data to query into this row. Only applies when **Use Dimension Mapping** is disabled. If dimension mapping is enabled, then use the Dimension Mapping tab to map the data for this row. Row filters use normal filter syntax for Axiom Budgeting and Performance Reporting. You can type the filter, or you can use the **Filter Wizard** to create a filter based on the specified Dimension Table for the row structure. For example, if the data filter is `Acct.Category='Revenue'`, then this row will display data for all revenue accounts when this row structure is used in a report. The specific data returned will depend on the data columns used in the report, and any other filters applied to the report. Each row's data filter is independent from any other row, and does not need to use the same grouping level or even the same dimension as other rows. For example, one row can be `Acct.Acct=4000`, while another row is `Acct.Category='Marketing'`, and a third row is `Fcst.Acct=670`. However, keep in mind the following: • If you use the Filter Wizard to make the filter, it is limited to the table selected as the **Dimension Table** for the row structure. If you want to use a different table for a particular row, you must manually write the filter. • Although there are no restrictions on the individual row filters, all of the filters used must be compatible with the eventual primary table selected for the report, when the fixed row structure is used in a report.

If the row uses a data filter, then the row's data filter will be combined with any upstream section data filters (using AND). For example, imagine the row structure has sections and rows configured as follows:

Parent Section Filter	`Dept.Company='Company A'`
Current Section Filter	`Dept.Region='US West'`
Row Filter	`Acct.Acct=4000`

Then the data for this row is determined as follows:

```
Dept.Company='Company A' AND Dept.Region='US West' AND Acct.Acct=4000
```

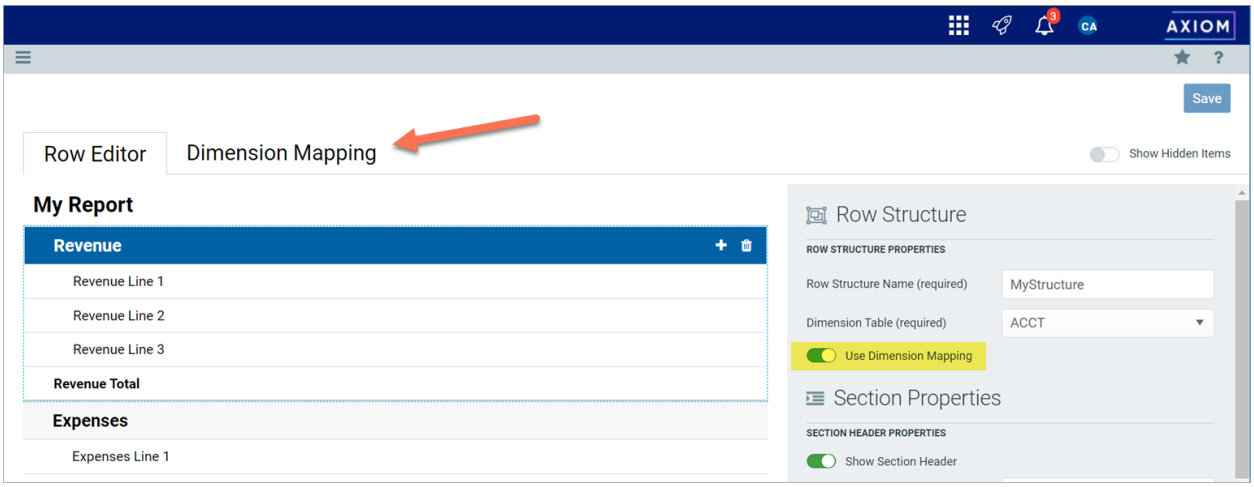
Using the Dimension Mapping editor

Using the Dimension Mapping editor, you can assign dimension items to specific rows of a fixed row structure. When the row structure is used in a web report, the rows will display data for the assigned dimension items.

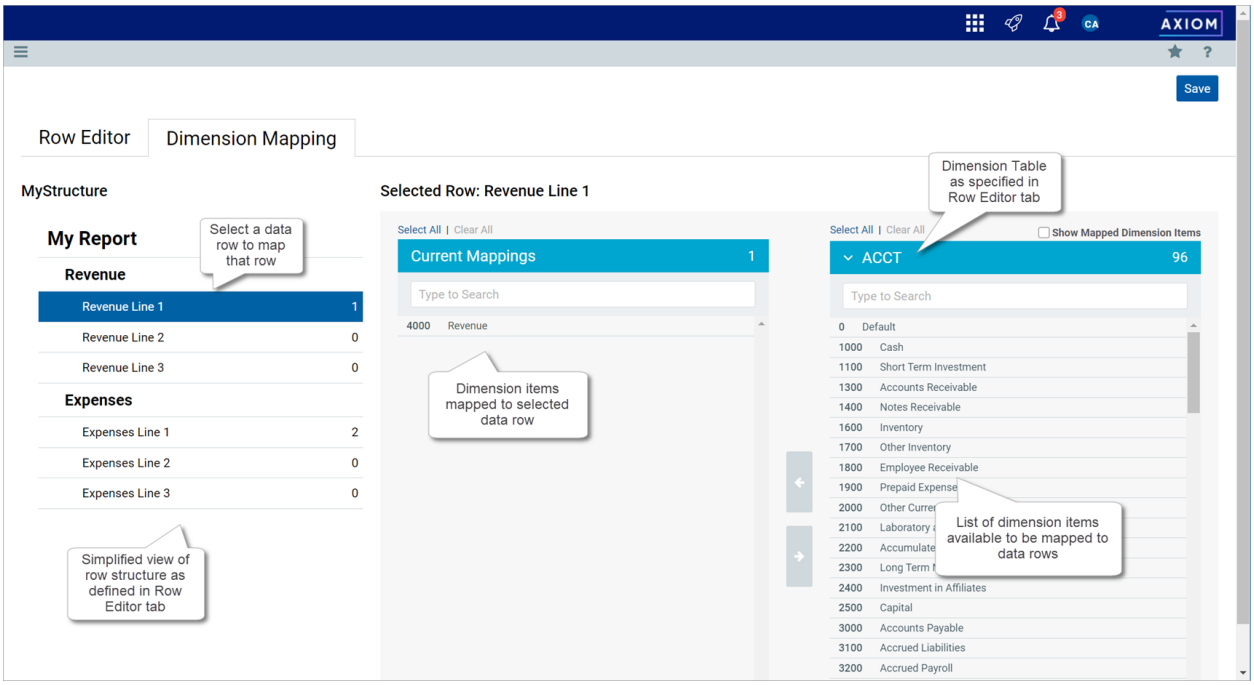
For example, if the row dimension is Acct, you can assign one or more accounts to each row in the row structure. If a row is assigned Acct 4000, then that row will display data for Acct 4000, for each of the columns used in the report.

Dimension Mapping editor overview

The Dimension Mapping editor is only accessible when creating or editing a row structure. If **Use Dimension Mapping** is enabled for the row structure, then a **Dimension Mapping** tab displays next to the **Row Editor** tab. You can click this tab to open the Dimension Mapping editor and assign dimension items to each row.



Dimension Mapping tab available in row structure when Use Dimension Mapping is enabled



Example Dimension Mapping editor

- The left side of the Dimension Mapping editor displays a simplified view of the row structure defined on the **Row Editor** tab. You can select a data row in the row structure in order to map dimension items to that row.
    - Each data row must be assigned at least one dimension item when using dimension mapping. It is not possible to mix use of data filters and dimension mappings.
    - The number to the left of the row label shows how many dimension items have been assigned to that row.
- The two columns on the right side of the Dimension Mapping editor are used to map dimension items.
    - The **Current Mappings** column in the middle of the page shows the dimension items mapped to the currently selected data row.
    - The dimension column on the right side of the page shows the remaining unmapped dimension items. The dimension used for the mappings is determined by the specified **Dimension Table** in the **Row Editor** tab. In this example, the dimension table is **Acct** and the column shows the list of accounts defined in that table.
    - You can use the arrow buttons between the columns to move dimension items from the dimension column to the Current Mappings column and vice versa.

Each dimension item can only be assigned to a single row in the row structure. Once a dimension item is moved to the Current Mappings column, it is removed from the list of unmapped dimension items and cannot be assigned to another row.

Assigning dimension items to data rows

Each data row in the row structure must be assigned at least one dimension item. When the row structure is used in a report, the dimension mappings determine what data displays in each row.

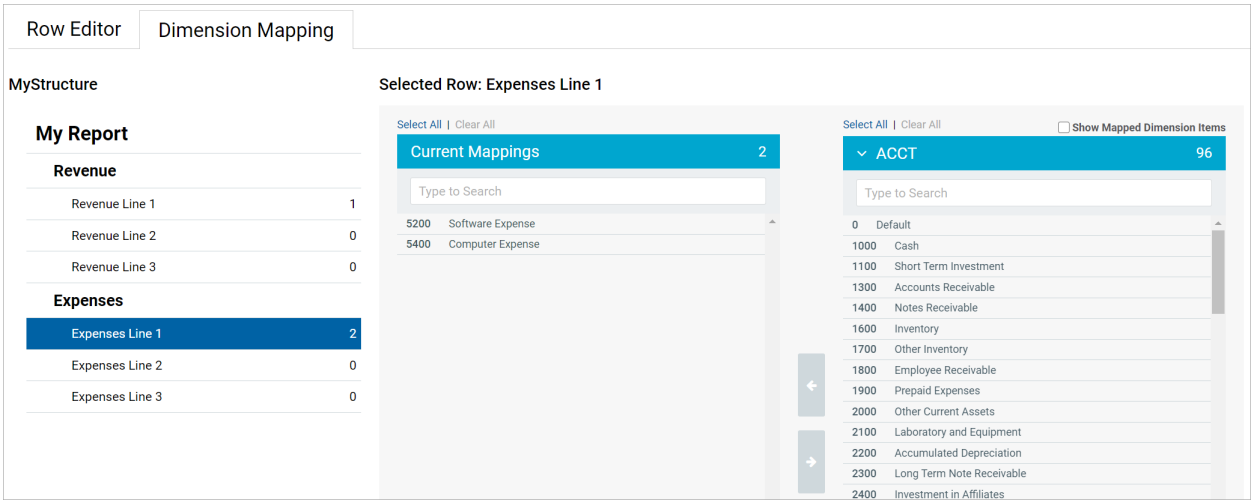
To assign one or more dimension items to a data row:

1. In the row structure on the left side of the page, select the data row that you want to map. If any dimension items are already mapped to this row, those dimension items display in the **Current Mappings** column.
2. In the dimension column on the right side of the page, select the dimension item or items that you want to map to the data row.
   - Click a dimension item once to select it. If you select a dimension item by accident, click it again to de-select it.
   - Note that using the Shift key or the CTRL key to select multiple dimension items at once does *not* work here. You must individually click on each dimension item that you want to assign.

   You can search and filter the dimension list to help find the desired dimension items.
3. Once all of the dimension items that you want to assign are highlighted, click the left arrow to move the selected dimension items to the **Current Mappings** column.

If you want to remove a mapped dimension item from a data row, you can select the item in the Current Mappings column and then click the right arrow to move it back to the dimension column.

In the following example, two accounts have been mapped to the Expenses Line 1 data row. When this row structure is used in a report, this row will display summed data for the Software Expense and Computer Expense accounts. (In a real report, the label text for this data row would likely be defined as "Software and Computer Expenses" or something similar.)



Example data row with mapped dimension items

The two accounts that are mapped to this data row no longer display in the dimension column and cannot be mapped to any other row. You can optionally enable **Show Mapped Dimension Items** to see all items in the dimension column, but mapped items will display as grayed out and cannot be selected.

Searching and filtering the dimension column

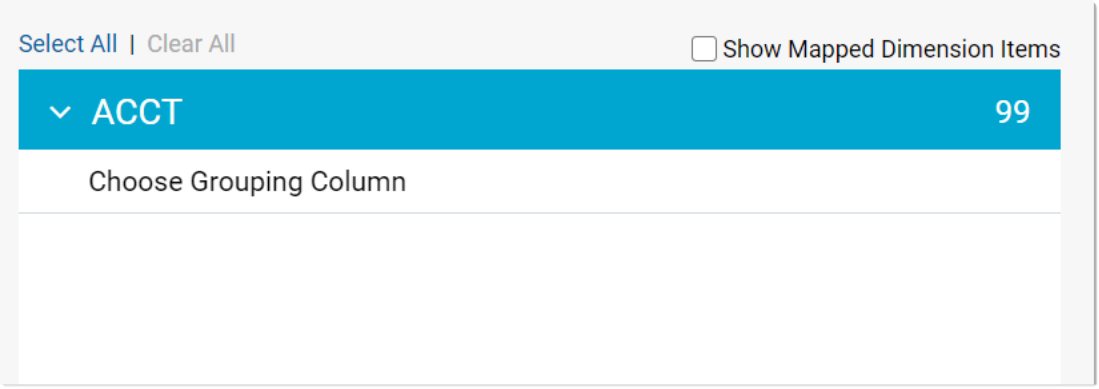
You can search and filter the dimension column to more easily find the dimension items that you want to map.

- You can type into the search box at the top of the column to find items by dimension value. The search matches any dimension value that contains the search text. Currently, the description text is not included in the search.
- You can select a grouping column so that the dimension column is filtered to only show values for a particular grouping. For example, you may have a grouping column of Category, which you can use to show accounts within a particular category—such as Revenue, Capital, or Marketing.

If you use **Select All** when the list is filtered by a search or by a grouping value, then only the currently visible items are selected. This can be a convenient way to find, select, and map multiple dimension items at a time.

To filter the dimension column by a grouping value:

1. Click the down arrow icon in the column header, and then click **Choose Grouping Column**.

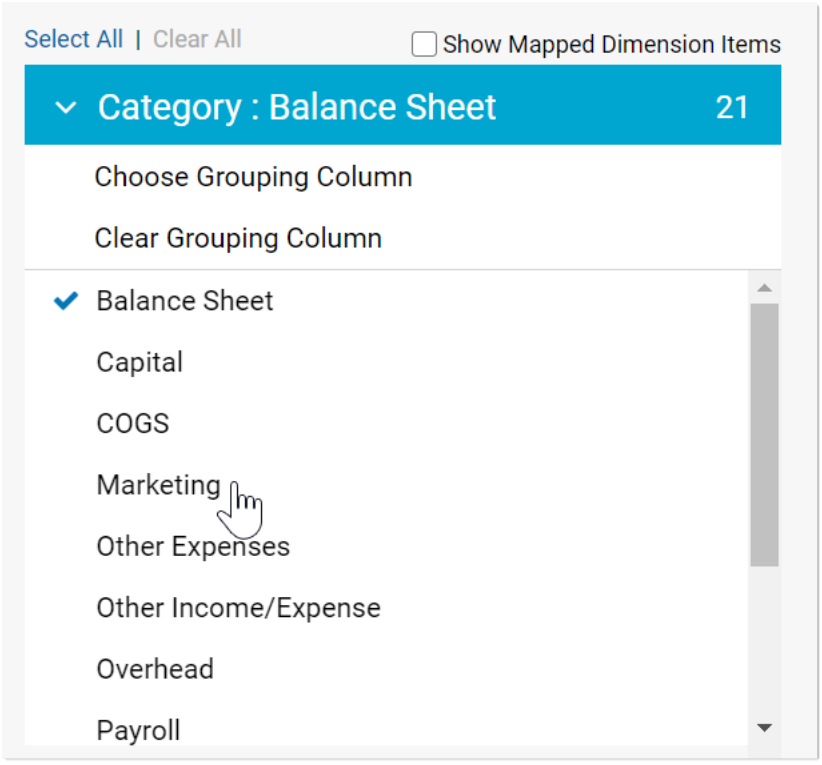


2. In the **Choose a Grouping Column** dialog, select the grouping column that you want to use, and then click **OK**.

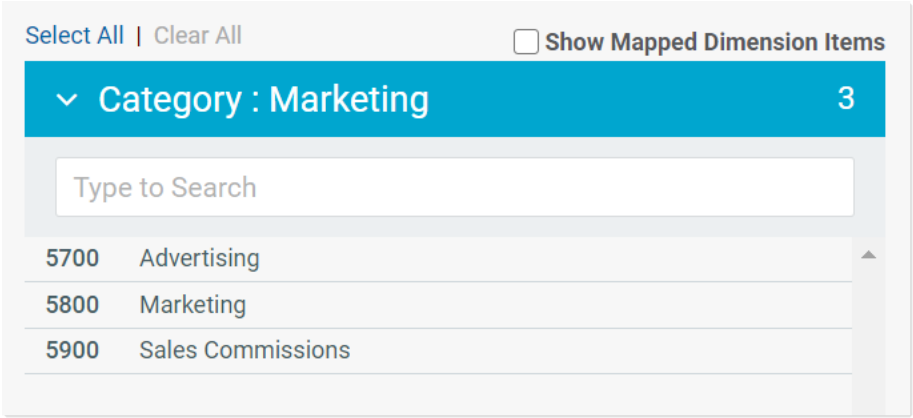
   The dimension column becomes filtered by the first value in the selected grouping column. This value displays in the column header.

3. To filter the dimension column by a different value in the grouping column, click the down arrow icon in the column header, and select the desired value.

   In the following example, "Balance Sheet" was the automatically-selected value from the grouping column, and we are now going to select "Marketing" instead.



The dimension column is now filtered to only show accounts that belong to the Marketing category.



If you want to clear the grouping column filter, click the down arrow icon in the column header, and select **Clear Grouping Column**.

Opening web reports

Web reports are browser-based reports. You can browse all of the web reports that are available to you and open them to view the report data. In order to open a web report, you must have at least read-only access to the report, as defined in Axiom Budgeting and Performance Reporting security. Web reports

can be opened from either the Web Client or the Desktop Client.

This topic discusses the default ways to access and view web reports. Your system may be designed so that you can open web reports in other ways, such as:

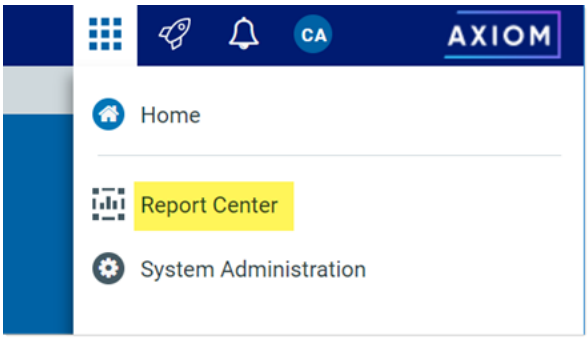
- Using the Navigation panel in the Web Client
- Using links within your home page or product pages
- Using links within a task pane or ribbon tab in the Desktop Client

Opening web reports from the Report Center

The Report Center in the Web Client is a hub where you can access all of your available reports, regardless of the report type. The Report Center is automatically filtered to show only the reports that you have access to.

To open a web report from the Report Center:

1. Click the menu icon in the Global Navigation Bar. From the Area menu, select **Report Center**.



2. Do one of the following to locate the report that you want to open:
   - Use the folder tree to navigate to the folder where the report is located.

     OR

   - Use the Search box at the top of the page to search for the report by name.

   For more information on how to search, filter, and sort the Report Center, see Report Center overview.
3. Once the report displays in the Report Center grid, click on the report name to open it.

The report opens in a new browser tab. You can now view and explore the data using various features. For more information, see Viewing and exploring data in web reports.

Opening web reports from the Desktop Client

You can open a web report from the Reports Library in the Desktop Client (Excel Client or Windows Client). You can differentiate web reports from other types of Axiom Budgeting and Performance Reporting reports using the following icons:

 Web report

 Axiom Intelligence report

 Axiom form

 Spreadsheet Axiom file

To open a web report from the Desktop Client:

1. On the **Axiom** tab, in the **Reports** group, click **Reports** to bring up the Reports menu.

   NOTE: In systems with installed products, this feature may be present on a different ribbon tab, such as the **Main** tab.

   TIP: You can also open reports from the Explorer task pane or Axiom Explorer.

2. Use the Reports Library folders at the bottom of the menu to navigate to the specific web report that you want to open, and then click on it.

The web report opens in the Web Client using your default browser. You can now view and explore the data using various features. For more information, see Viewing and exploring data in web reports.

Viewing and exploring data in web reports

Once a web report is opened, you may have access to a variety of features to view and explore the data in the report, including filtering, sorting, and drilling.

▶ Drilling data

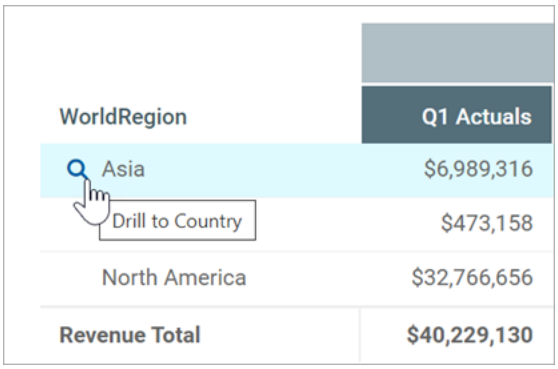
If the web report has been configured to enable drilling, you can drill any data row in the report. Total rows, subtotal rows, and section header rows are not drillable.

To drill a data row:

1. Hover your cursor over the far left column in the report so that a magnifying glass icon appears on the row.

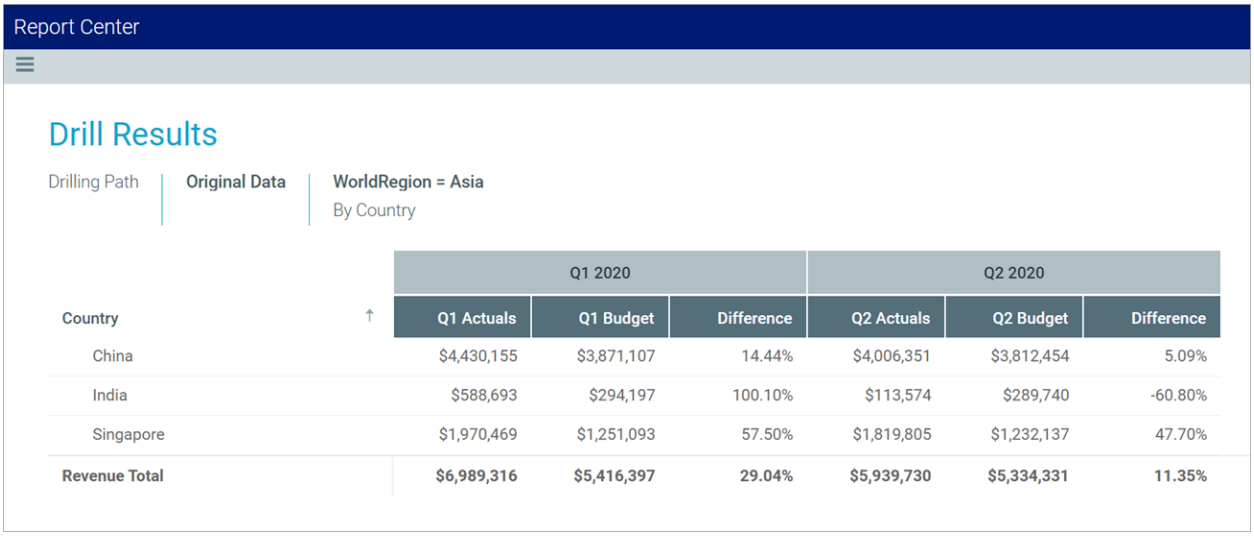
   The tooltip for the magnifying glass will be either "Drill" (if multiple drill paths are available) or "Drill to <path>" (if a single drill path is available). For example, the tooltip will say "Drill to Acct" if the Acct drill path is the only available drill path.

2. Click the icon to drill the row.
   - If multiple drill paths are available, these paths display in a menu when you click the icon. Select the drilling path that you want to view, and that path opens in a new browser tab.
   - If a single drill path is available, that path automatically opens in a new browser tab.



Hover and click to drill

The current row being drilled and the current drill level display at the top of the drill results. You can continue drilling the drill results if additional drill paths are available. Any additional drill results display in the same browser tab instead of opening a new tab. When you are finished viewing the drill results, you can close the browser tab and return to the original report.



Example drill results with drilling path displayed at the top

Adjusting column width and order

You can make minor adjustments to the column display as follows:

- To change the column width, hover your cursor along the right edge of the column header, then drag to make the column thinner or wider.
- To reorder columns, click on a column header and then drag it to a new location. Note that columns cannot be moved in or out of a column group (meaning a set of columns grouped under header text). If a column belongs to a column group, you can change its order within the group but you cannot drag it out of the group. Additionally, row dimension columns cannot be reordered within data columns and vice versa.

Sorting data

If the web report uses a data grid with dynamic rows, then you can sort the data by any column in the grid. To sort the grid by a column, click on the column header. Each click toggles between ascending sort, descending sort, and no sort. If the grid is currently sorted by a column, the sort direction is indicated by an arrow on the column header (up for ascending, down for descending).

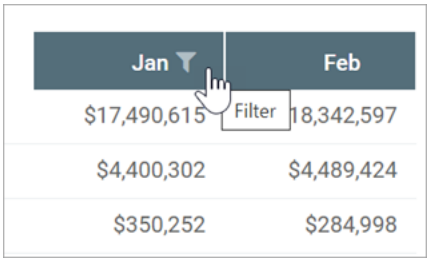
The web report may only allow sorting by a single column, or it may allow sorting by multiple columns. This is configured by the report designer. If the grid uses single-column sorting, then it is not possible to clear the sort on a column. Instead you must click on a different column to change the sort to use that column.

If the web report uses a fixed row structure, then the row values are fixed in position and may not be sorted.

Filtering by column data

If the web report uses a data grid with dynamic rows, you may be able to filter the report by the column data. For example, you might want to filter a column to hide zero-value records, or to show all records above or below a certain value. You might want to filter a dimension column to hide or show certain dimensions (such as departments, accounts, and so on). The report designer determines whether a column is enabled for filtering.

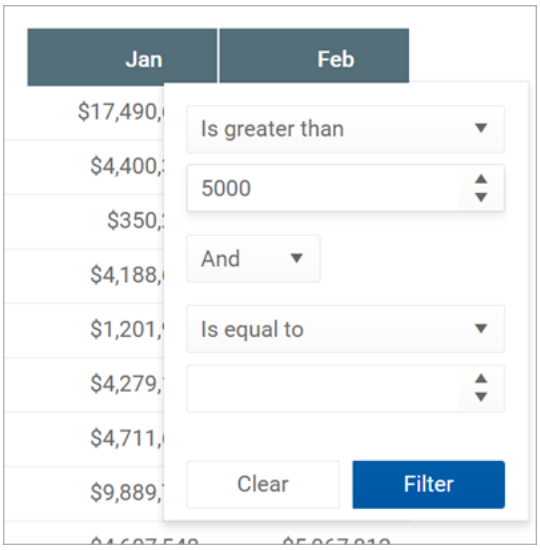
If a column allows filtering, the filter icon displays in the column header when you hover your cursor over the column header.



Filter icon for a column with filtering enabled

To filter the report based on a column:

1. Click the filter icon in the column header to show the filter options.
2. Set the filter options as desired. You can set up to two filter options, combined with either AND or OR.



Example filtering options

3. Click **Filter**.

The report updates to only show records that meet the filter. Additionally, the filter icon in the column header remains visible to indicate that the grid is filtered by this column.

The filter is retained until you clear it, or until the report is refreshed with new data.

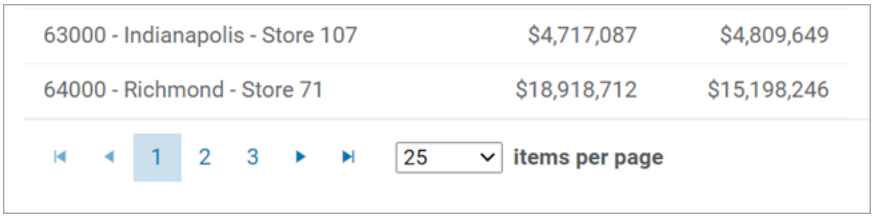
To clear a filter:

1. Click the filter icon in the column header to show the filter options.
2. Click **Clear**.

The grid updates to clear the filter. The filter icon is now only visible when hovering over the column header.

Viewing paged data

If the web report uses dynamic rows, the data is paged to show a specified number of records per page. If the data in the grid exceeds the page limit, you can move between pages using the page controls at the bottom left of the grid.



Page controls for data grids

- Click a page number to move directly to that page.

- Click the single arrow buttons to move one page back or forward.
- Click the double arrow buttons to move to the first page or the last page.

By default, the data grid shows 25 records per page. You can use the drop-down list next to the page controls to change this to 50, 100, or 500 as needed.

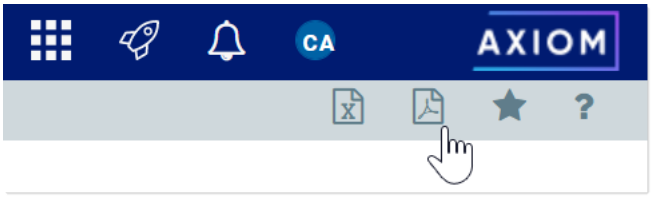
Saving a PDF copy of a web report

You can save a PDF copy of a web report locally, or save it to the Axiom Budgeting and Performance Reporting repository.

Any user who can view the report can save a PDF copy to a local folder location. In order to save a PDF copy to the Axiom Budgeting and Performance Reporting repository, you must have read/write access to at least one folder in the Reports Library.

To save a PDF copy of a web report:

1. In the Report Center, locate the report in the folder tree and click on the report name to open it.
2. Click the PDF button located in the top right of the gray task bar.



3. In the **Export to PDF** dialog, enter a file name into the **File name** field. By default, the file name is the same as the web report file name.
4. Select the export destination from the **Export to** drop-down:
   - **My computer**: Save the PDF to your computer.
   - **Axiom repository**: Save the PDF to a folder in the Axiom Budgeting and Performance Reporting Reports Library.

   NOTES:
   - If you save the PDF to a folder in the Axiom repository, any user with at least read-only access to that folder will be able to view the PDF. You should be sure that it is acceptable for users with permission to the target folder to view the data in the PDF.
   - If you do not have read/write access to any folders in the Reports Library, then the **Export to** option is not available and does not display in the dialog. The PDF will be automatically saved to your computer.
5. If you are saving to the Axiom repository, select an **Output folder**:

- Click the folder icon to the right of the field.
- In the **Choose output folder** dialog, select a folder in the Reports Library. The dialog only shows folders where you have read/write access to that folder or a child folder.
- Click **OK** to choose the folder and return to the **Export to PDF** dialog.

The path to your selected folder now displays in the **Output folder** field.

6. In the **Configuration Settings** section, select the following:
   - **Layout**: Select the layout for the PDF, meaning the page size. You can choose from the following standard page sizes: **A3**, **A4**, **A5**, **Legal**, **Letter**, or **Tabloid**. Letter is the default layout.
   - **Orientation**: Select the orientation for the PDF, either **Portrait** or **Landscape**. Portrait is the default orientation.
7. Click **Export** to create the PDF.
   - If you are saving to the Axiom repository, and you used a file name that already exists in the target folder, you are prompted to choose whether or not to overwrite the existing file. If you choose not to overwrite, you are returned to the Export to PDF dialog so that you can use a different name and/or output folder.
   - If you are saving to your computer, the exact behavior is determined by your browser settings, but in most cases the file is saved directly to the **Downloads** folder on your computer.
   - In either case, a notification message displays at the top of the page to indicate whether the PDF creation succeeded or failed.

Export behavior

When you create the PDF, the web report contents are handled as follows:

- If the grid in the web report has paged data, the grid is expanded so that all rows display in the PDF. Column headers do not repeat on multiple pages.
- If you have sorted, filtered, or otherwise changed the data displayed in the report, these changes are not reflected in the PDF. The PDF shows the data in the same state as when the report is initially opened.

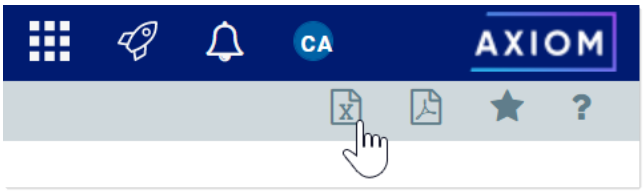
Exporting grid data in a web report to Excel

You can export grid data in a web report to a spreadsheet, so that you can further examine the data using spreadsheet features. You can save the spreadsheet locally, or save it to the Axiom Budgeting and Performance Reporting repository.

Any user who can view the report can save the spreadsheet export locally. In order to save the spreadsheet export to the Axiom Budgeting and Performance Reporting repository, you must have read/write access to at least one folder in the Reports Library.

To export grid data to an Excel spreadsheet:

1. In the Report Center, locate the report in the folder tree and click on the report name to open it.
2. Click the Excel icon located in the top right of the gray task bar.



3. In the **Export to Excel** dialog, enter a file name into the **File name** field. By default, the file name is the same as the web report file name.
4. Select the export destination from the **Export to** drop-down:
   - **My computer**: Save the spreadsheet to your computer.
   - **Axiom repository**: Save the spreadsheet to a folder in the Axiom Budgeting and Performance Reporting Reports Library.

   NOTES:
   - If you save the spreadsheet to a folder in the Axiom repository, any user with at least read-only access to that folder will be able to view the spreadsheet. You should be sure that it is acceptable for users with permission to the target folder to view the data in the spreadsheet.
   - If you do not have read/write access to any folders in the Reports Library, then the **Export to** option is not available and does not display in the dialog. The spreadsheet will be automatically saved to your computer.

5. If you are saving to the Axiom repository, select an **Output folder**:
   - Click the folder icon to the right of the field.
   - In the **Choose output folder** dialog, select a folder in the Reports Library. The dialog only shows folders where you have read/write access to that folder or a child folder.
   - Click **OK** to choose the folder and return to the **Export to Excel** dialog.

   The path to your selected folder now displays in the **Output folder** field.
6. Click **Export** to create the spreadsheet.

- If you are saving to the Axiom repository, and you used a file name that already exists in the target folder, you are prompted to choose whether or not to overwrite the existing file. If you choose not to overwrite, you are returned to the Export to Excel dialog so that you can use a different name and/or output folder.
- If you are saving to your computer, the exact behavior is determined by your browser settings, but in most cases the file is saved directly to the **Downloads** folder on your computer.
- In either case, a notification message displays at the top of the page to indicate whether the spreadsheet creation succeeded or failed.

Export behavior

When the grid data is exported, the behavior is as follows:

- The full data contents of the grid are exported (all rows). Column group headers are omitted from the export.
- By default, the basic number format applied to the column is preserved in the export. The exception is negative numbers, which will always be shown using a minus sign regardless of the configured format. Other formatting (such as background colors and borders) is not applied to the exported data.
- User changes to the grid—such as changing the sort order or filtering a column—are not preserved.
- The export is not supported for use on tablets.

Budgeting reports

Axiom Budgeting and Performance Reporting 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.
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.

Report	Description
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.

Report	Description
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.

Report	Description
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.
Provider Volume by Specialty	Use to compare actual vs budget volume by data type for the current period and year-to-date, subtotaled by provider specialty.
Provider Volume by Specialty_ Monthly	Use to show monthly totals by provider, for a chosen data type and year, subtotaled 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.

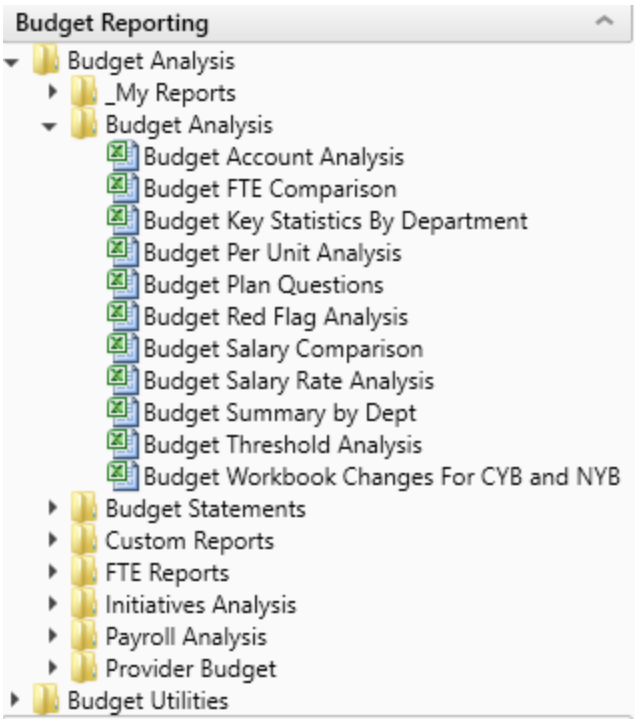
Analysis reports

These reports are designed for budget analysis.

Accessing these reports

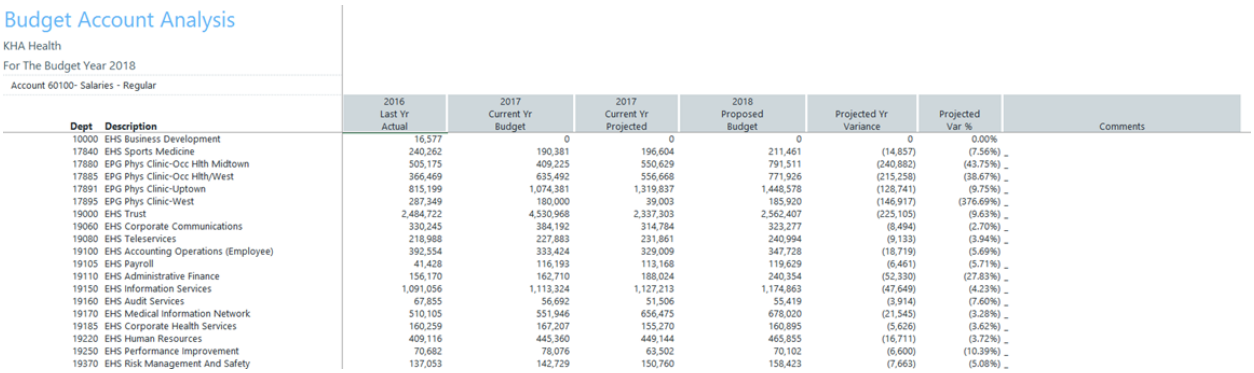
The reports listed in this section are located in **\Axiom\Reports Library\Budgeting Reports\Budget Analysis**. For instructions, see Browsing the Report Library.

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

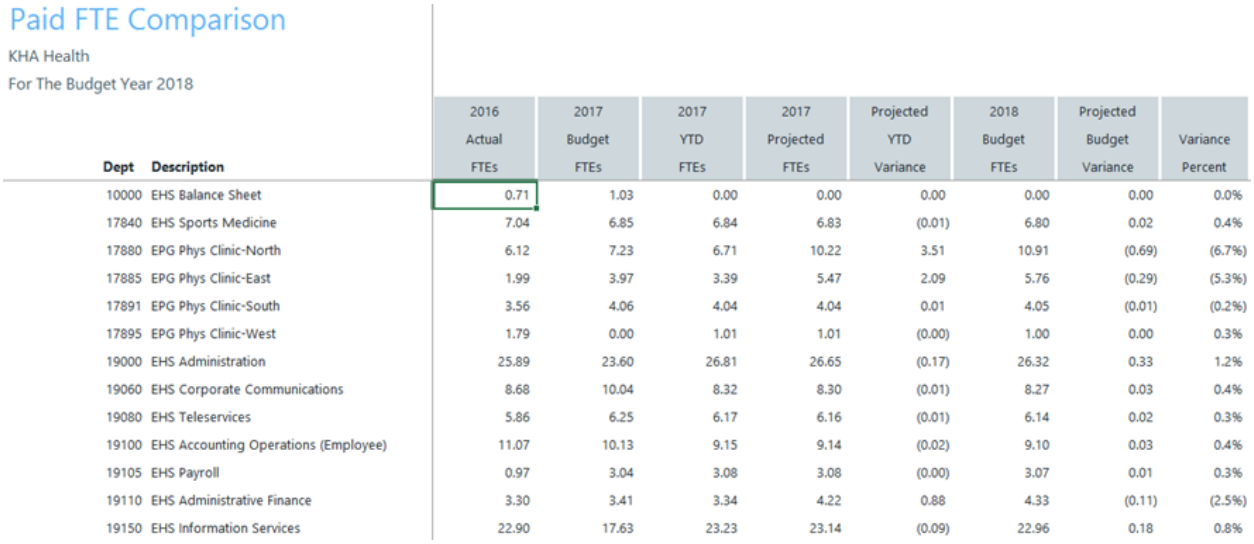
For The Budget Year 2018

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	EHS 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	185,920	(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	(18,719)	(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

					Patient Revenue			Salaries			Supplies			Other Expense		
Dept	Description	KeyStatDesc	Projected KeyStat	Budget KeyStat	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%	(24,532.61)	(29,417.34)	19.91%
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 Teleservices	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%	4,263.55	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	1,083.51	(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.

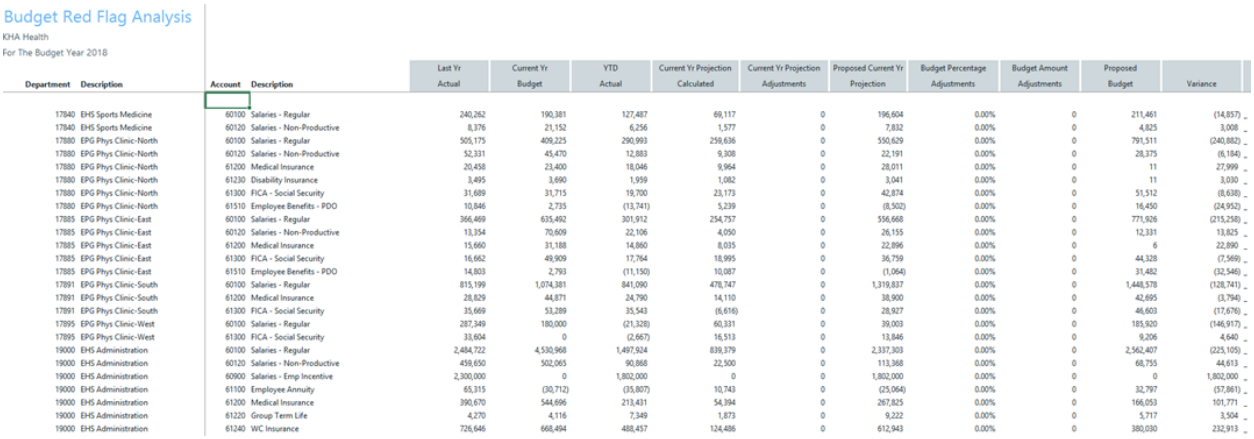
Budget Plan Questions

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
37200	EMC Radiology - MRI (JobCode)	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.	Implementating 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

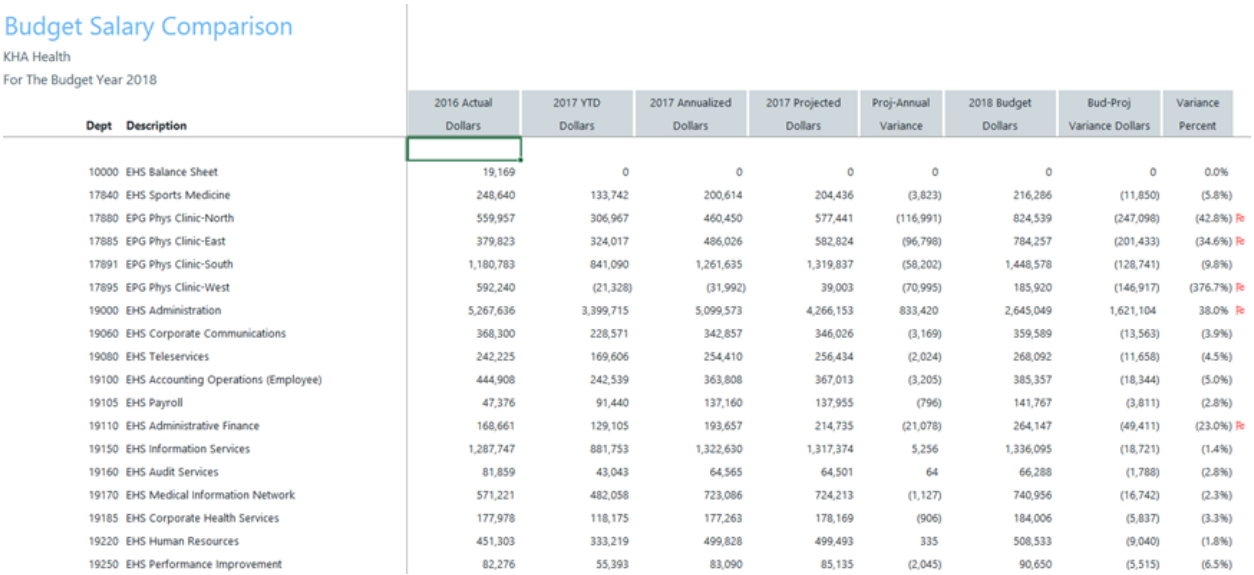
KHA Health

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	69,117	0	196,604	0.00%	0	211,461	(14,857)
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
17880	EPG Phys Clinic-North	60100	Salaries - Regular	505,175	408,225	290,993	259,636	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	28,375	(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 - PDO	10,846	2,735	(13,741)	5,239	0	(8,502)	0.00%	0	16,450	(24,952)
17885	EPG Phys Clinic-East	60100	Salaries - Regular	366,469	635,492	301,912	254,757	0	556,668	0.00%	0	771,926	(215,258)
17885	EPG Phys Clinic-East	60120	Salaries - Non-Productive	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	17,764	18,995	0	36,759	0.00%	0	44,328	(7,569)
17885	EPG Phys Clinic-East	61510	Employee Benefits - PDO	14,803	2,793	(11,150)	10,087	0	(1,064)	0.00%	0	31,482	(32,546)
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	(6,616)	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	33,604	0	(2,667)	16,513	0	13,846	0.00%	0	9,206	4,640
19000	EHS Administration	60100	Salaries - Regular	2,484,722	4,530,968	1,497,924	839,379	0	2,337,303	0.00%	0	2,562,407	(225,105)
19000	EHS Administration	60120	Salaries - Non-Productive	459,650	502,065	90,868	22,500	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	267,825	0.00%	0	166,053	101,771
19000	EHS Administration	61220	Group Term Life	4,270	4,116	7,349	1,873	0	9,222	0.00%	0	5,717	3,504
19000	EHS Administration	61240	WC Insurance	726,646	668,494	488,457	124,486	0	612,943	0.00%	0	380,030	232,913

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 Comparison

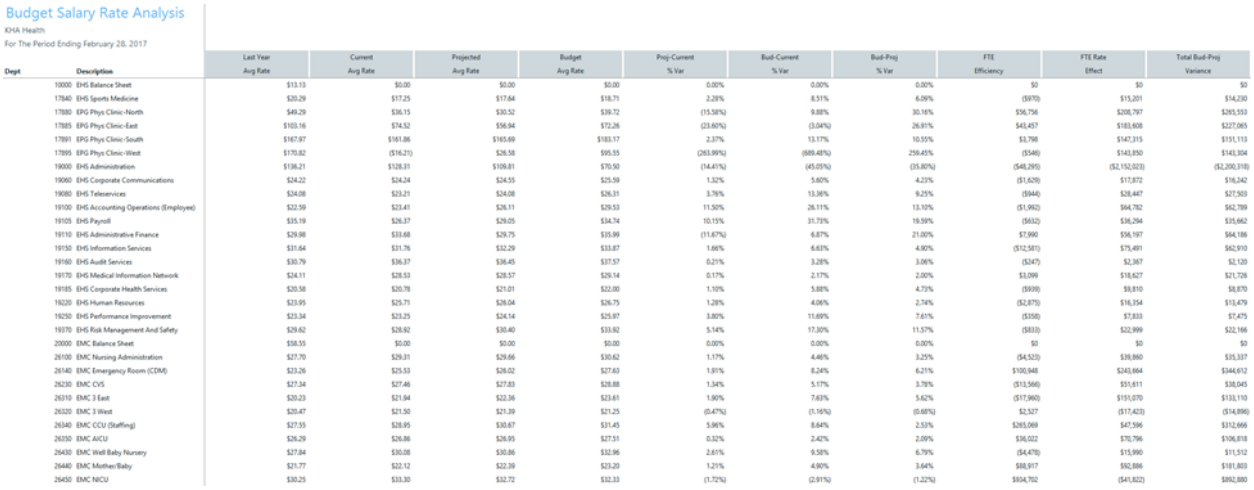
KHA Health

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%) R
17885	EPG Phys Clinic-East	379,823	324,017	486,026	582,824	(96,798)	784,257	(201,433)	(34.6%) R
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%) R
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% R
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%) R
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.

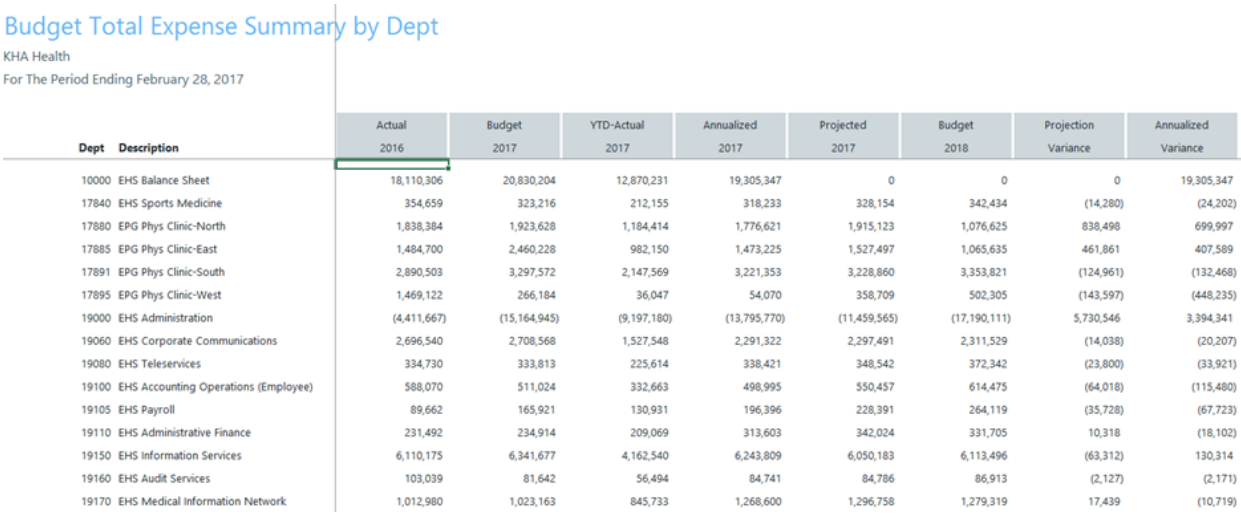


Budget Salary Rate Analysis
KHA Health
For The Period Ending February 28, 2017

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%	8.51%	6.09%	($970)	$15,201	$14,230
17880	EPG Phys Clinic-North	$49.29	$36.15	$30.52	$39.72	(15.58%)	9.88%	30.16%	$56,756	$208,797	$265,553
17885	EPG Phys Clinic-East	$103.16	$74.52	$56.94	$72.26	(23.60%)	(3.04%)	26.91%	$43,457	$183,608	$227,065
17891	EPG Phys Clinic-South	$167.97	$161.86	$165.69	$183.17	2.37%	13.17%	10.55%	$3,798	$147,315	$151,113
17895	EPG Phys Clinic-West	$170.82	($16.21)	$26.58	$95.55	(263.99%)	(689.48%)	258.45%	($546)	$143,850	$143,304
19000	EHS Administration	$136.21	$128.31	$109.81	$70.50	(14.41%)	(45.05%)	(35.80%)	($48,295)	($2,152,023)	($2,200,318)
19060	EHS Corporate Communications	$24.22	$24.24	$24.55	$25.59	1.32%	5.60%	4.23%	($1,629)	$17,872	$16,242
19080	EHS Teleservices	$24.08	$23.21	$24.08	$26.31	3.76%	13.36%	9.25%	($944)	$28,447	$27,503
19100	EHS Accounting Operations (Employee)	$22.59	$23.41	$26.11	$29.53	11.50%	26.11%	13.10%	($1,992)	$64,782	$62,789
19105	EHS Payroll	$35.19	$26.37	$29.05	$34.74	10.15%	31.73%	19.59%	($632)	$36,294	$35,662
19110	EHS Administrative Finance	$29.98	$33.68	$29.75	$35.99	(11.67%)	6.87%	21.00%	$7,990	$56,197	$64,186
19150	EHS Information Services	$31.64	$31.76	$32.29	$33.87	1.66%	6.63%	4.80%	($12,581)	$75,491	$62,910
19160	EHS Audit Services	$30.79	$36.37	$36.45	$37.57	0.21%	3.28%	3.06%	($247)	$2,367	$2,120
19170	EHS Medical Information Network	$24.11	$28.53	$28.57	$29.14	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%	4.73%	($939)	$8,810	$8,870
19220	EHS Human Resources	$23.95	$25.71	$26.04	$26.75	1.28%	4.06%	2.74%	($2,875)	$16,354	$13,479
19250	EHS Performance Improvement	$23.34	$23.25	$24.14	$25.97	3.80%	11.69%	7.61%	($358)	$7,833	$7,475
19370	EHS Risk Management And Safety	$29.62	$28.92	$30.40	$33.92	5.14%	17.30%	11.57%	($833)	$22,999	$22,166
20000	EMC Balance Sheet	$58.55	$0.00	$0.00	$0.00	0.00%	0.00%	0.00%	$0	$0	$0
26100	EMC Nursing Administration	$27.70	$29.31	$29.66	$30.62	1.17%	4.46%	3.25%	($4,523)	$39,860	$35,337
26140	EMC Emergency Room (CDM)	$23.26	$25.53	$26.02	$27.63	1.91%	8.24%	6.21%	$100,948	$243,664	$344,612
26230	EMC CVS	$27.34	$27.46	$27.83	$28.88	1.34%	5.17%	3.78%	($13,566)	$51,611	$38,045
26310	EMC 3 East	$20.23	$21.94	$22.36	$23.61	1.90%	7.63%	5.62%	($17,960)	$151,070	$133,110
26320	EMC 3 West	$20.47	$21.50	$21.39	$21.25	(0.47%)	(1.16%)	(0.68%)	$2,527	($17,423)	($14,896)
26340	EMC CCU (Staffing)	$27.55	$28.95	$30.67	$31.45	5.96%	8.64%	2.53%	$265,069	$47,596	$312,666
26350	EMC AICU	$26.29	$26.86	$26.95	$27.51	0.32%	2.42%	2.09%	$36,022	$70,796	$106,818
26430	EMC Well Baby Nursery	$27.84	$30.08	$30.86	$32.96	2.61%	9.58%	6.79%	($4,478)	$15,990	$11,512
26440	EMC Mother/Baby	$21.77	$22.12	$22.39	$23.20	1.21%	4.90%	3.64%	$88,917	$92,886	$181,803
26450	EMC NICU	$30.25	$33.30	$32.72	$32.33	(1.72%)	(2.91%)	(1.22%)	$934,702	($41,822)	$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.

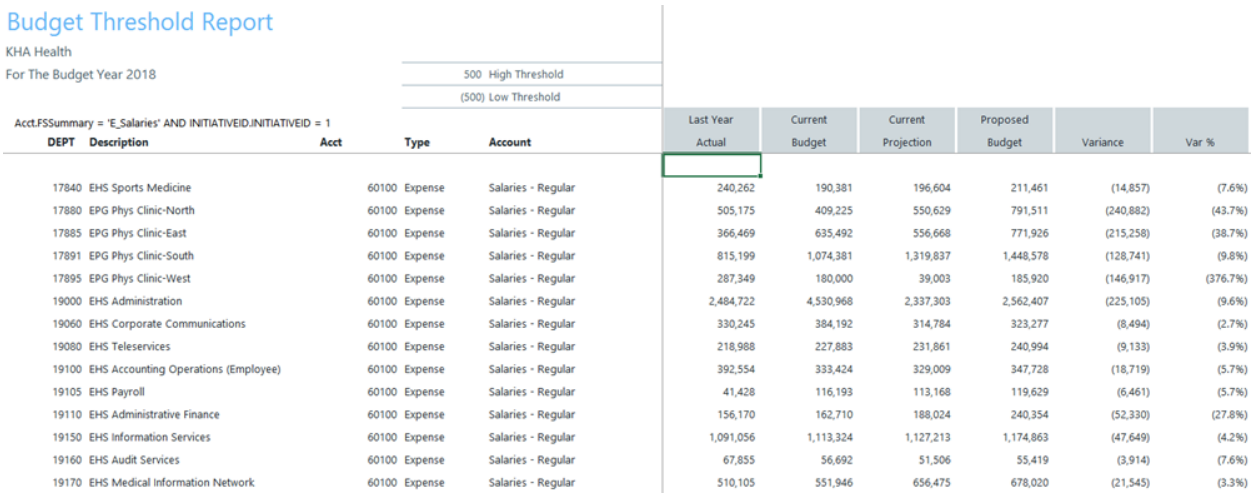


Budget Total Expense Summary by Dept
KHA Health
For The Period Ending February 28, 2017

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

500 High Threshold

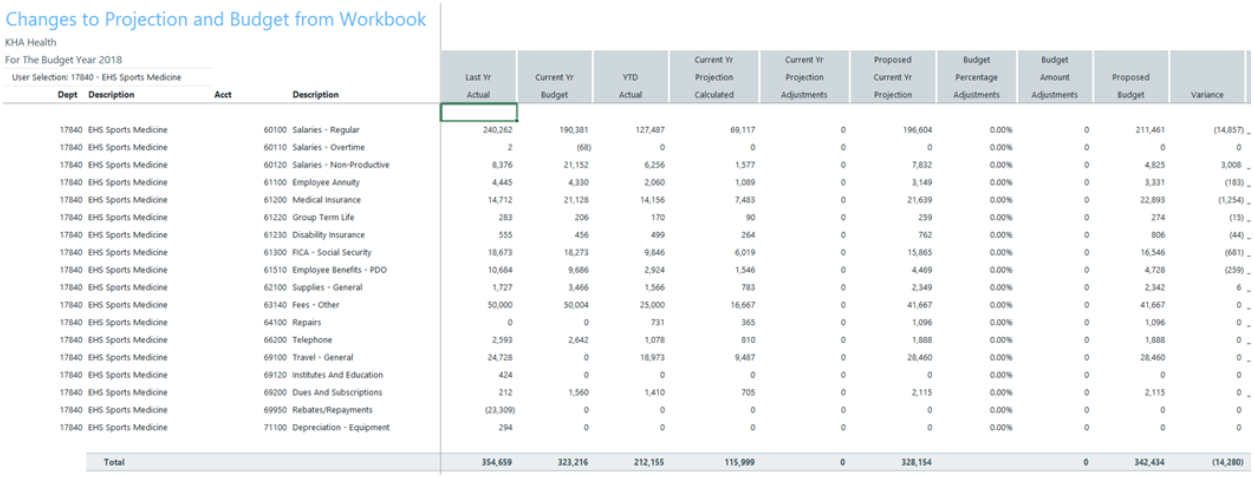
(500) Low Threshold

Acct.FSSummary = 'E_Salaries' AND INITIATIVEID.INITIATIVEID = 1

DEPT	Description	Acct	Type	Account	Last Year Actual	Current Budget	Current Projection	Proposed 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)	(43.7%)
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%)

Budget Workbook Changes for CYB and NYB

Use to view highlighted areas where users made inputs in the yellow cells in budget plan files.



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)

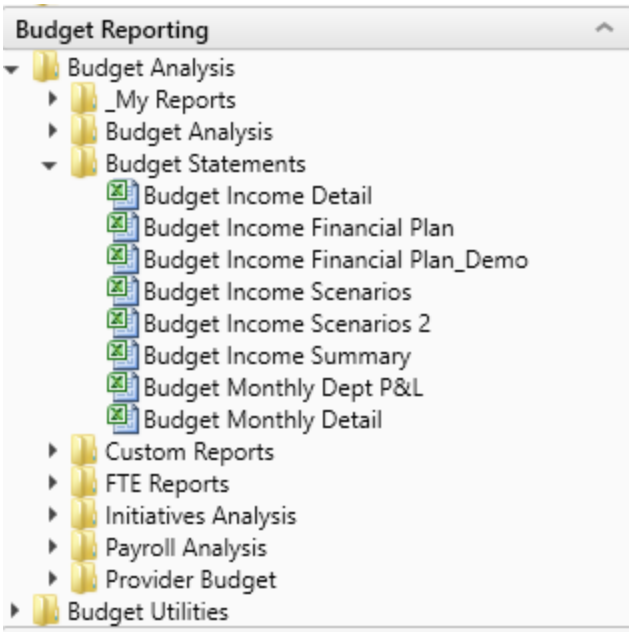
Statement reports

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/PPO	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/PPO	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	402,773,222	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).

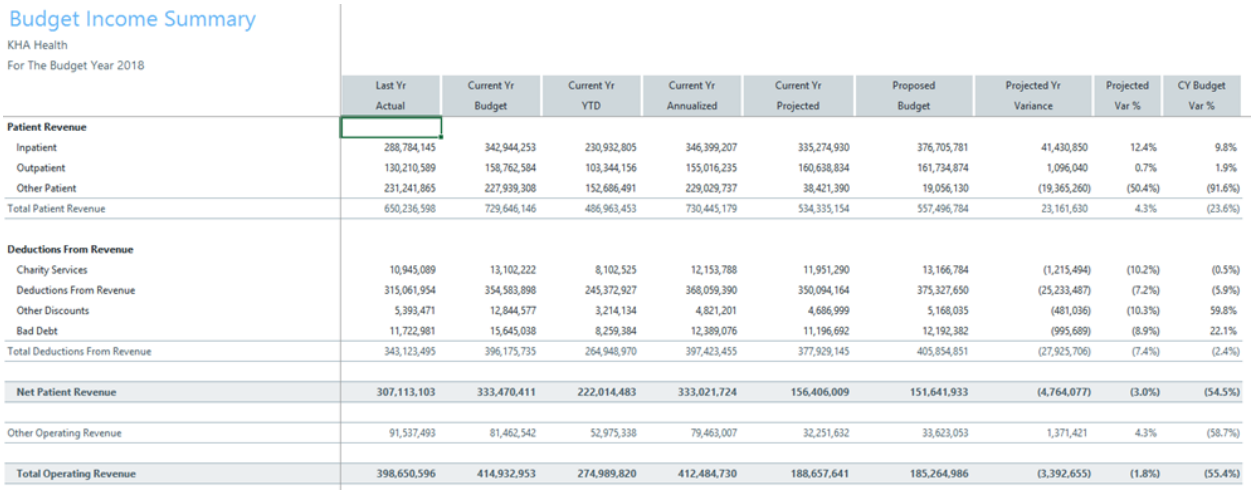
Budget Scenario Comparison

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.

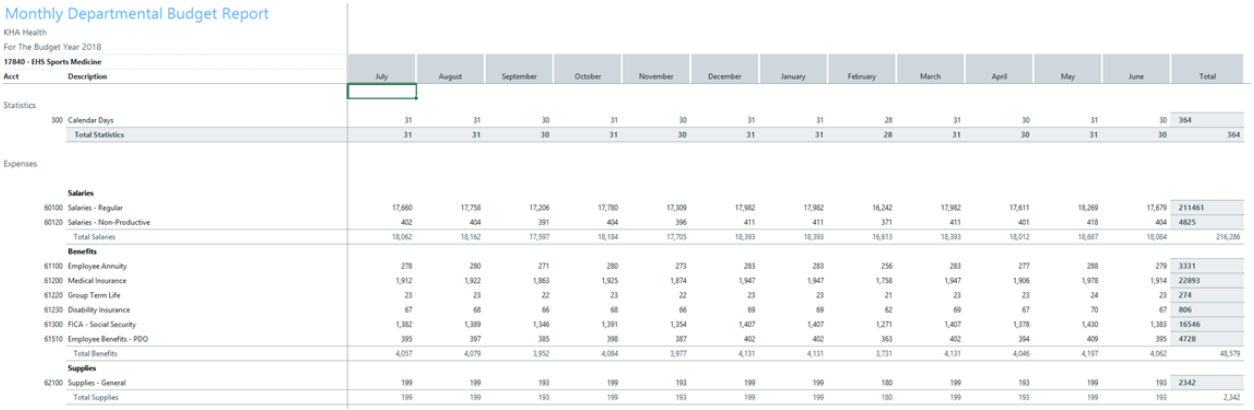


Budget Income Summary
KHA Health
For The Budget Year 2018

	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	17,780	17,309	17,982	17,982	16,242	17,982	17,611	18,269	17,679	211461
60120	Salaries - Non-Productive	402	404	391	404	396	411	411	371	411	401	418	404	4825
	Total Salaries	18,062	18,162	17,597	18,184	17,705	18,393	18,393	16,613	18,393	18,012	18,687	18,084	216,286
	Benefits													
61100	Employee Annuity	278	280	271	280	273	283	283	256	283	277	288	279	3331
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	22893
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	16546
61510	Employee Benefits - PDO	395	397	385	398	387	402	402	363	402	394	409	395	4728
	Total Benefits	4,057	4,079	3,952	4,084	3,977	4,131	4,131	3,731	4,131	4,046	4,197	4,062	48,579
	Supplies													
62100	Supplies - General	199	199	193	199	193	199	199	180	199	193	199	193	2342
	Total Supplies	199	199	193	199	193	199	199	180	199	193	199	193	2,342

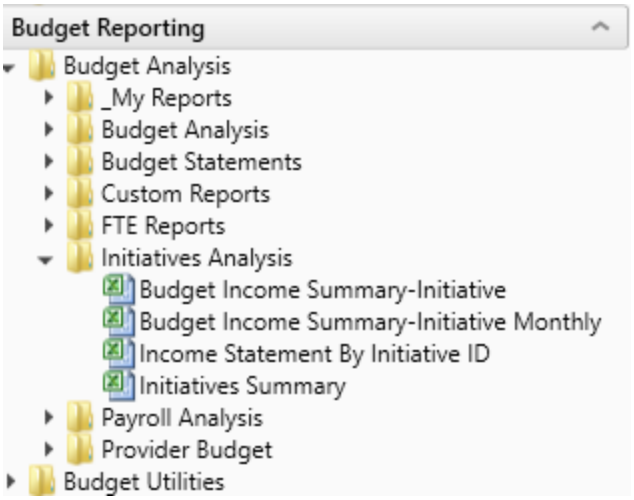
Initiative Analysis reports

These reports are designed for budget analysis of new initiatives.

Accessing these reports

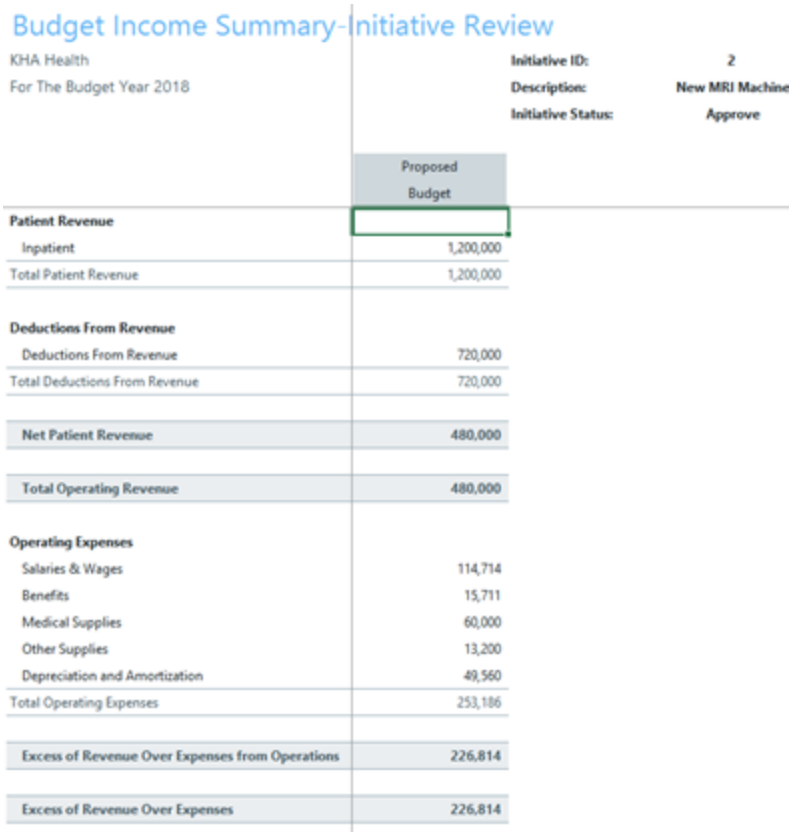
The reports listed in this section are located in **\Axiom\Reports Library\Budgeting Reports\Initiatives Analysis**. For instructions, see Browsing the Report Library.

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

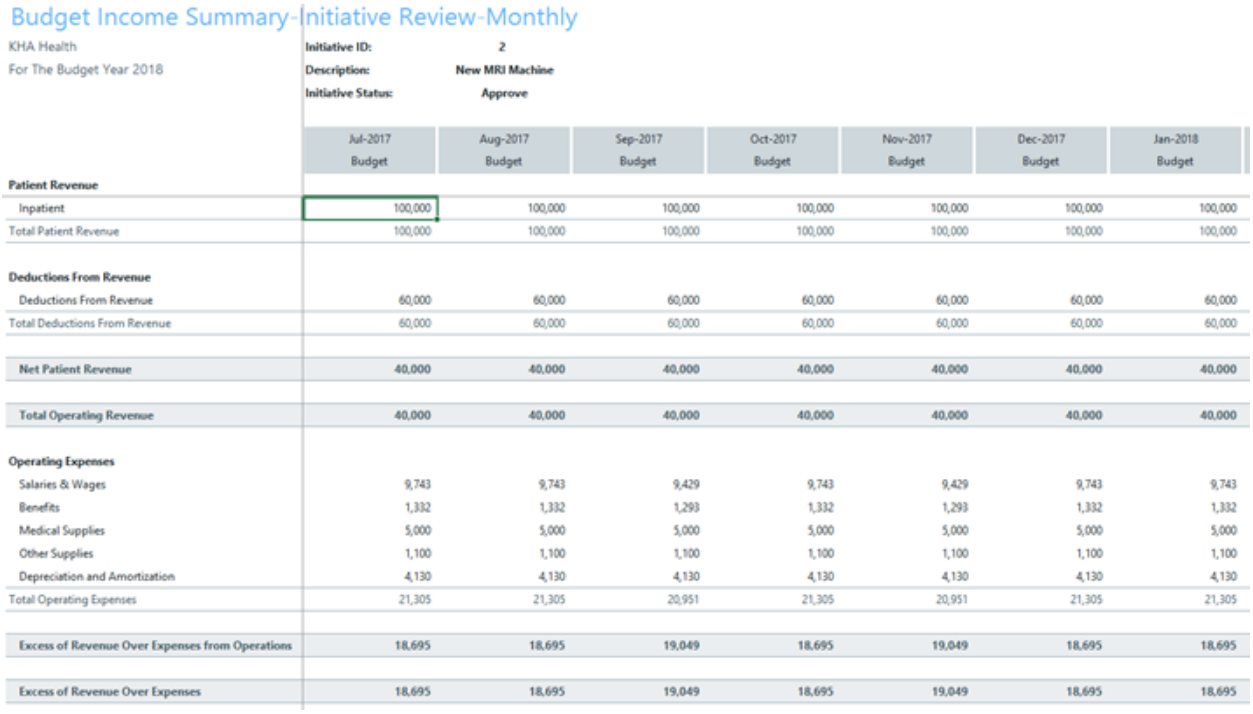
KHA Health
For The Budget Year 2018

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.

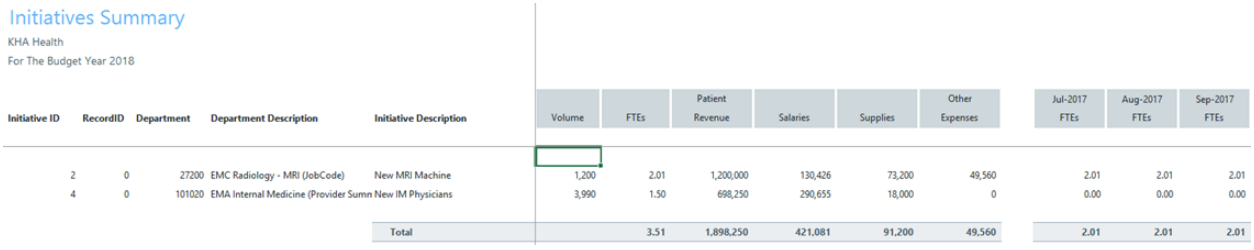
Income Summary By Initiative ID

KHA Health
For The Budget Year 2018

InitiativeID.InitiativeID IN (2)	Approve New MRI Machine	Initiative TOTAL	Approved TOTAL	Exclude TOTAL
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 Sumn	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

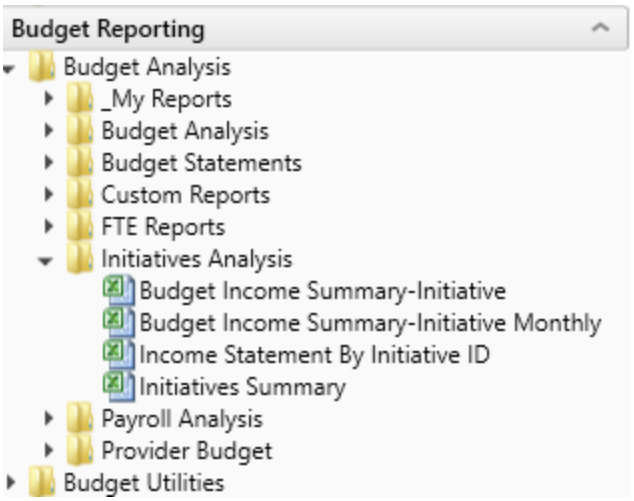
Initiative Analysis reports

These reports are designed for budget analysis of new initiatives.

Accessing these reports

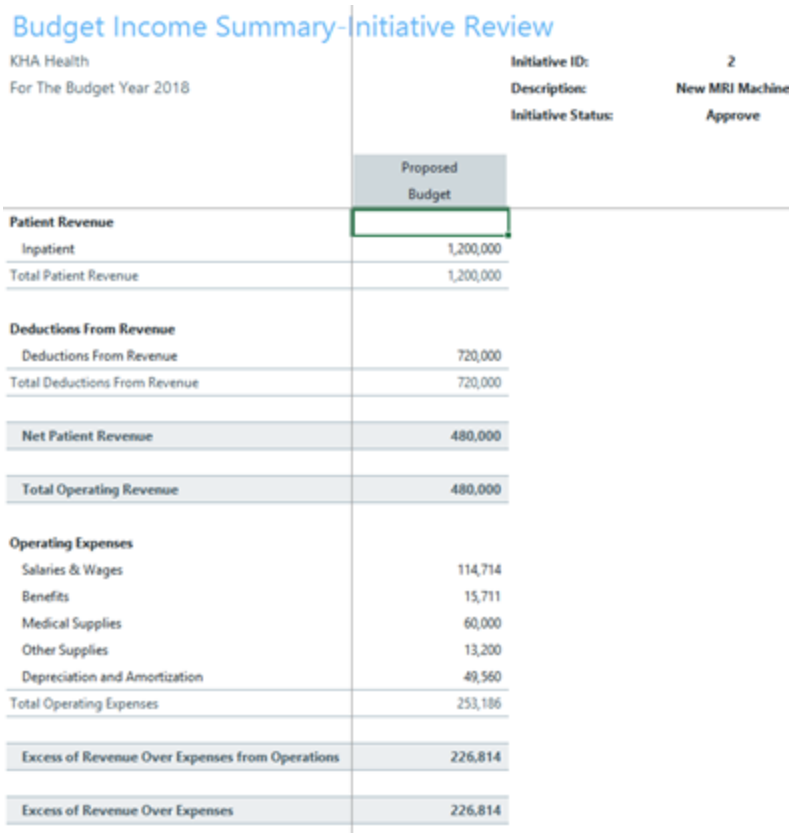
The reports listed in this section are located in **\Axiom\Reports Library\Budgeting Reports\Initiatives Analysis**. For instructions, see Browsing the Report Library.

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.

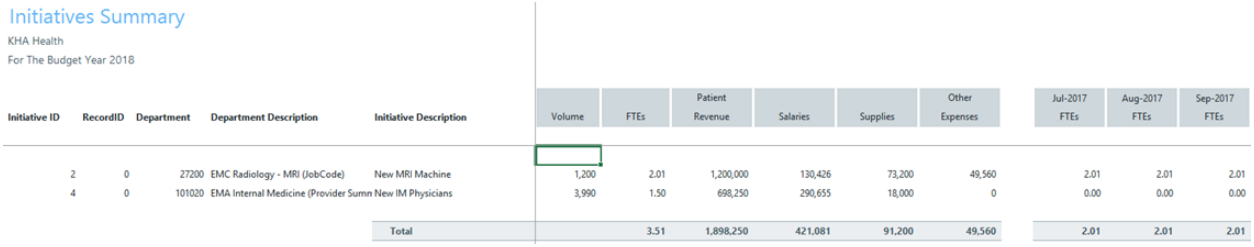
Income Summary By Initiative ID

KHA Health
For The Budget Year 2018

InitiativeID.InitiativeID IN (2)	Approve: New MRI Machine	Initiative TOTAL	Approved TOTAL	Exclude TOTAL
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

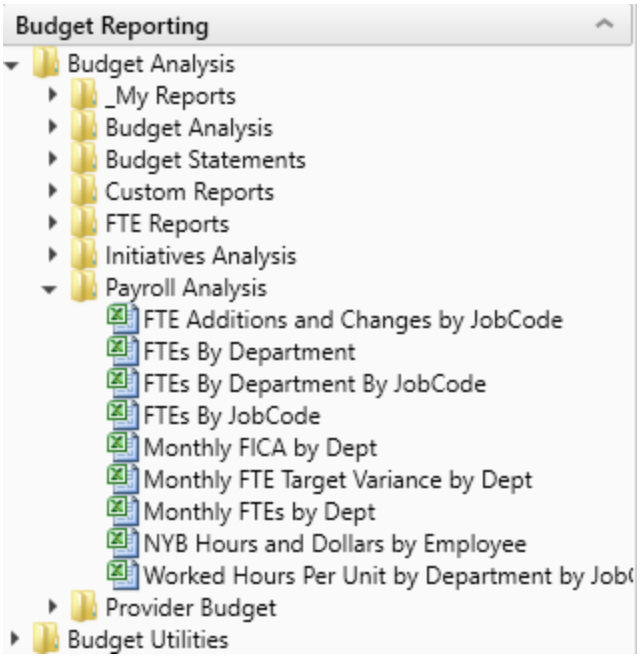
Payroll Analysis reports

These reports are designed for payroll budget analysis.

Accessing these reports

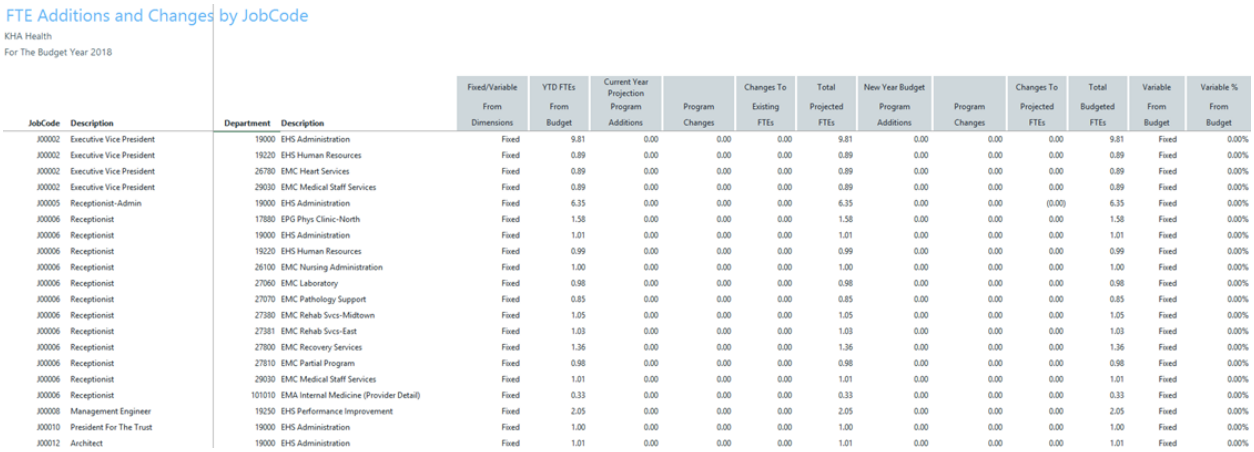
The reports listed in this section are located in **\Axiom\Reports Library\Budgeting Reports\Payroll Analysis**. For instructions, see Browsing the Report Library.

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

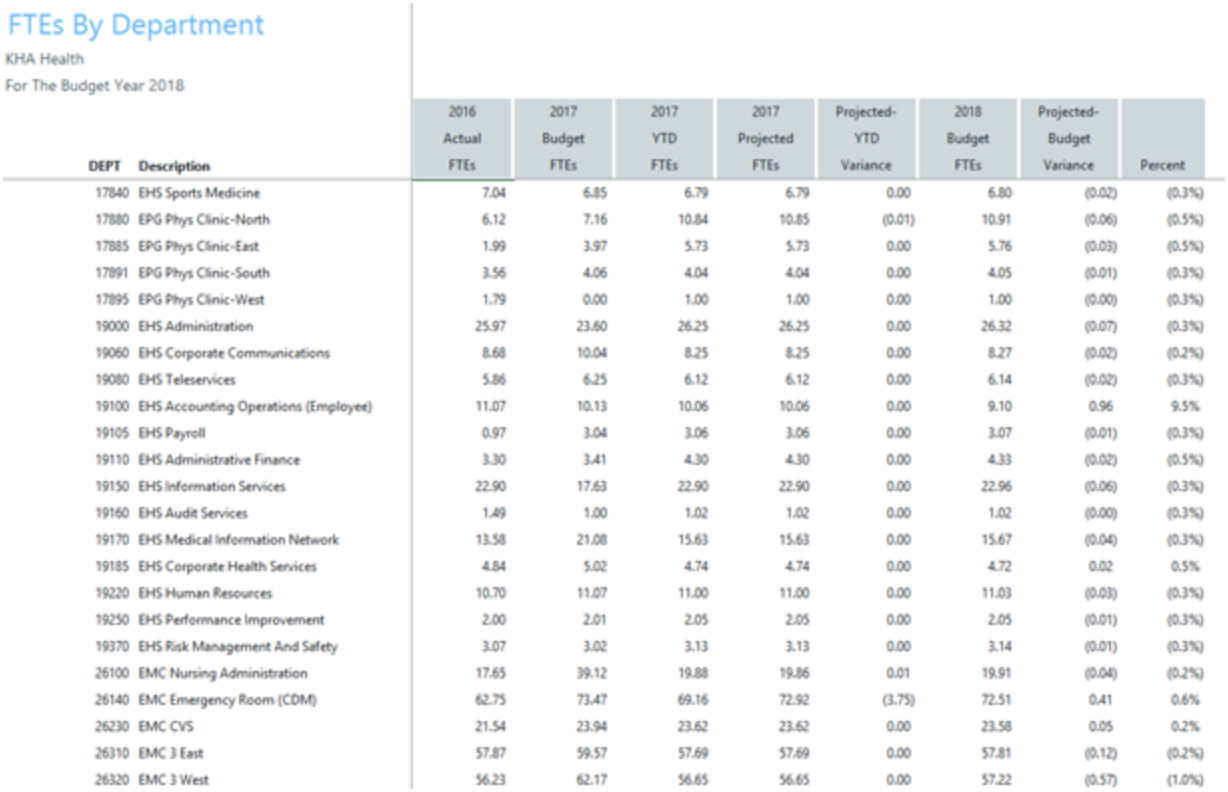
KHA Health

For The Budget Year 2018

JobCode	Description	Department	Description	Fixed/Variable From Dimensions	YTD FTEs From Budget	Current Year Projection Program Additions	Program Changes	Changes To Existing FTEs	Total Projected FTEs	New Year Budget Program Additions	Program Changes	Changes To Projected FTEs	Total Budgeted FTEs	Variable From Budget	Variable % From Budget
J00002	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%
J00002	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%
J00002	Executive Vice President	26780	EMC Heart Services	Fixed	0.89	0.00	0.00	0.00	0.89	0.00	0.00	0.00	0.89	Fixed	0.00%
J00002	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%
J00005	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%
J00006	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%
J00006	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%
J00006	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%
J00006	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%
J00006	Receptionist	27060	EMC Laboratory	Fixed	0.98	0.00	0.00	0.00	0.98	0.00	0.00	0.00	0.98	Fixed	0.00%
J00006	Receptionist	27070	EMC Pathology Support	Fixed	0.85	0.00	0.00	0.00	0.85	0.00	0.00	0.00	0.85	Fixed	0.00%
J00006	Receptionist	27380	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%
J00006	Receptionist	27381	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%
J00006	Receptionist	27800	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%
J00006	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%
J00006	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%
J00006	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%
J00008	Management Engineer	19250	EHS Performance Improvement	Fixed	2.05	0.00	0.00	0.00	2.05	0.00	0.00	0.00	2.05	Fixed	0.00%
J00010	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%
J00012	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%
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
17840	EHS Sports Medicine	16,349	16,546	1,382	1,389	1,346	1,391	1,354	1,407	1,407	1,271	1,407	1,378	1,430	1,383
17880	EPG Phys Clinic-North	42,874	51,512	5,267	4,327	2,486	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	46,603	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	17,186	16,746	17,321	16,762
19060	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
19080	EHS Teleservices	20,265	20,509	1,727	1,727	1,671	1,727	1,671	1,734	1,738	1,570	1,738	1,716	1,773	1,716
19100	EHS Accounting Operations (Employee)	44,905	29,626	2,463	2,461	2,408	2,495	2,433	2,587	2,520	2,274	2,528	2,455	2,539	2,464
19105	EHS Payroll	10,716	10,845	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	100,997	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
19220	EHS Human Resources	36,263	36,699	3,249	3,259	2,969	2,613	2,529	2,618	3,297	2,978	3,305	3,251	3,370	3,262
19250	EHS Performance Improvement	6,852	6,935	578	578	559	578	559	578	587	538	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	76,687	77,608	6,542	6,504	6,371	6,556	6,394	6,267	6,635	5,949	6,595	6,502	6,772	6,522

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)
27200	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

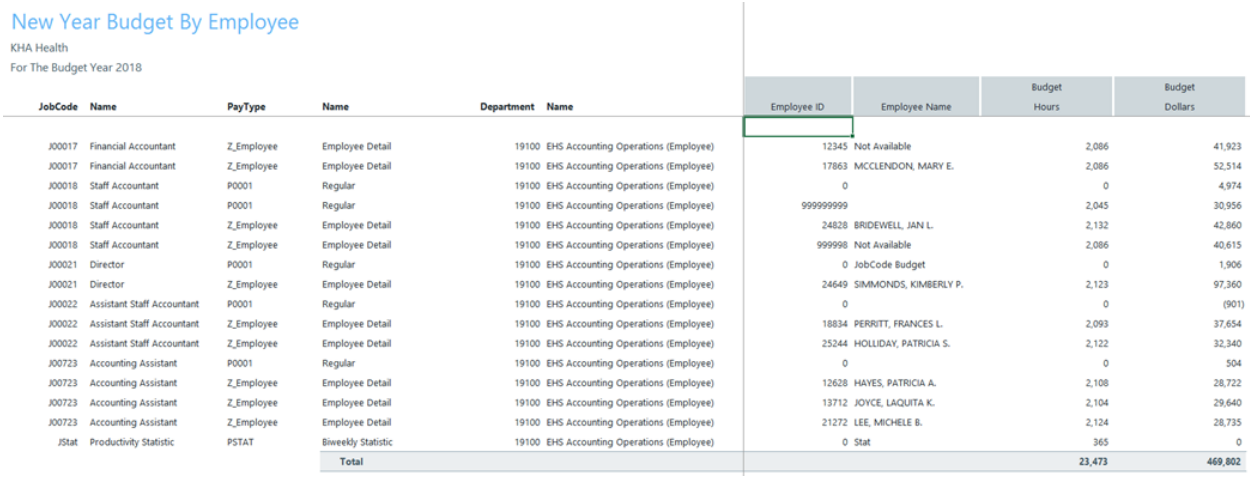
For The Budget Year 2018

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	5.95	5.75	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
19060	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 Teleservices	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
19220	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 Performance 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	78.68	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

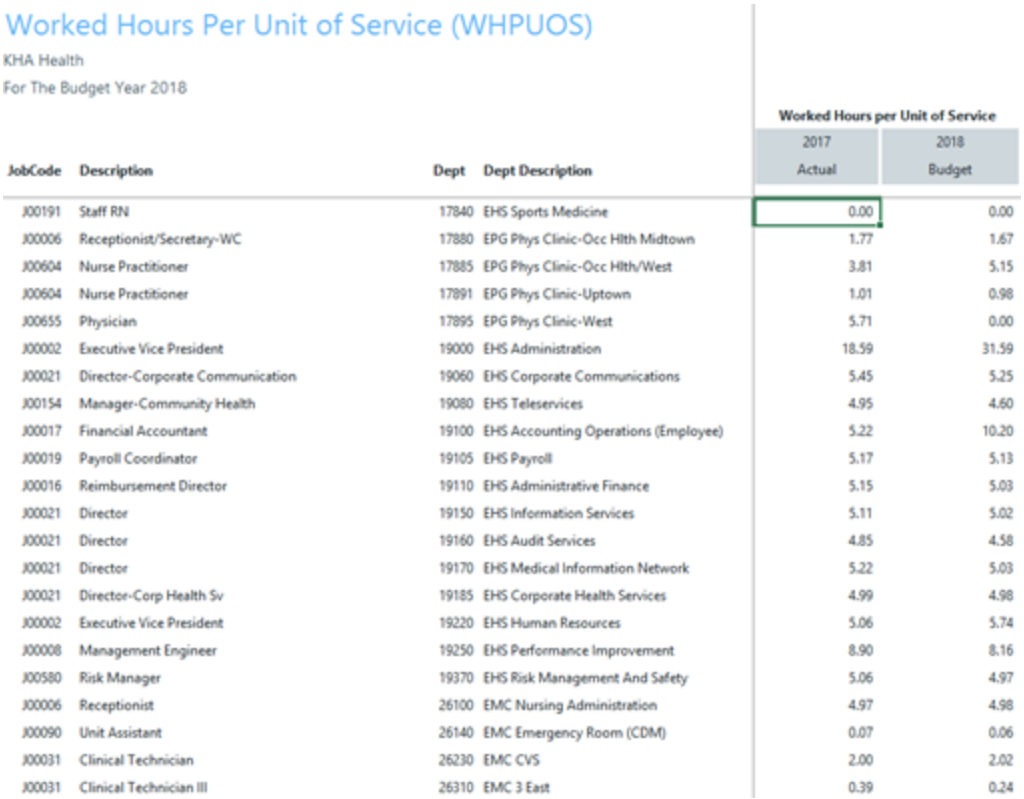
KHA Health

For The Budget Year 2018

JobCode	Name	PayType	Name	Department	Name	Employee ID	Employee Name	Budget Hours	Budget Dollars
J00017	Financial Accountant	Z_Employee	Employee Detail	19100	EHS Accounting Operations (Employee)	12345	Not Available	2,086	41,923
J00017	Financial Accountant	Z_Employee	Employee Detail	19100	EHS Accounting Operations (Employee)	17863	MCCLENDON, MARY E.	2,086	52,514
J00018	Staff Accountant	P0001	Regular	19100	EHS Accounting Operations (Employee)	0		0	4,974
J00018	Staff Accountant	P0001	Regular	19100	EHS Accounting Operations (Employee)	999999999		2,045	30,956
J00018	Staff Accountant	Z_Employee	Employee Detail	19100	EHS Accounting Operations (Employee)	24828	BRIDEWELL, JAN L.	2,132	42,860
J00018	Staff Accountant	Z_Employee	Employee Detail	19100	EHS Accounting Operations (Employee)	999998	Not Available	2,086	40,615
J00021	Director	P0001	Regular	19100	EHS Accounting Operations (Employee)	0	JobCode Budget	0	1,906
J00021	Director	Z_Employee	Employee Detail	19100	EHS Accounting Operations (Employee)	24649	SIMMONDS, KIMBERLY P.	2,123	97,360
J00022	Assistant Staff Accountant	P0001	Regular	19100	EHS Accounting Operations (Employee)	0		0	(901)
J00022	Assistant Staff Accountant	Z_Employee	Employee Detail	19100	EHS Accounting Operations (Employee)	18834	PERRITT, FRANCES L.	2,093	37,654
J00022	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	Worked Hours per Unit of Service 2018 Budget
J00191	Staff RN	17840	EHS Sports Medicine	0.00	0.00
J00006	Receptionist/Secretary-WC	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

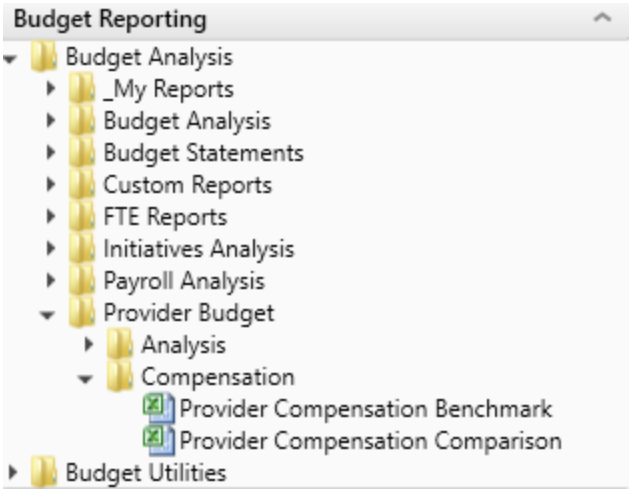
Running Provider Budget Compensation reports

These reports are designed for payroll/provider budget analysis.

Accessing these reports

The reports listed in this section are located in **\Axiom\Reports Library\Budgeting Reports\Provider Budget\Compensation**.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 > Provider Budget > Compensation**.



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 Benchmark

KHA Health

For The Period Ending February 28, 2017

Provider ID	Provider Name	Specialty	NYB Hours	Budget FTE	Budget Salary	Benchmark Salary Target	Benchmark Variance	NYB Volume Encounters
D10528	Champion Richard A MD	IM	2,586	1.24	341,495	234,359	(107,137)	1,731.00
D10528	Champion Richard A MD	IM		0.00		0	0	1,615.00
D12221	Quintin Maria L MD	IM	3,441	1.65	688,758	311,848	(376,910)	3,065.00
D12221	Quintin Maria L MD	IM		0.00		0	0	2,913.00
D1406	Meenan David MDO	IM	2,399	1.15	401,500	217,349	(184,151)	2,907.00
D1406	Meenan David MDO	IM		0.00		0	0	2,417.00
D14201	Racemark Susan M MD	IM	3,504	1.68	513,053	317,518	(195,535)	2,230.00
D14201	Racemark Susan M MD	IM		0.00		0	0	2,487.00
D14677	Seraman Katherine MD	IM	3,358	1.61	573,480	304,288	(269,192)	3,965.00
D14677	Seraman Katherine MD	IM		0.00		0	0	3,744.00
D17629	Baumann Robert E MD	IM	1,585	0.76	392,725	143,639	(249,085)	4,588.00
D20729	Rosenthal James P MD	IM	1,773	0.85	358,788	160,649	(198,139)	4,490.00
D25986	Tappolo Susan E MD	IM	0	0.00	19,943	0	(19,943)	2,292.00
D5752	Garland Jason L MD	IM	0	0.00	26,479	0	(26,479)	2,504.00
D77963	Carbonata Patrick MD	IM	0	0.00	9,923	0	(9,923)	1,062.00
D77988	Lee James MD	IM	0	0.00	36,054	0	(36,054)	2,790.00
D79749	Tharalon Mary J MD	IM	0	0.00	21,531	0	(21,531)	1,840.00
D8952	Thompson Helen D MD	IM	0	0.00	15,502	0	(15,502)	1,471.00

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 Compensation Comparison

KHA Health

For The Period Ending February 28, 2017

Dept	Description	Employee ID	Name	Comp Method	CYP Rate\WRVU	NYB Rate\WRVU	NYB % of CYP	Hold Harmless Rate	CY Projection	CYP Volume	NY Budget Dollars
101010	EMA Internal Medicine (Provider Detail)	15416	Meenan, David M.DO	CompRate	67.45	68.53	1.02	68.53	90,786	1,346	95,400
101010	EMA Internal Medicine (Provider Detail)	16768	Seraman, Katherine MD	Comp3Tier	69.40	71.33	1.03	71.33	133,525	1,924	141,941
101010	EMA Internal Medicine (Provider Detail)	17279	Champion, Richard A. MD	CompStep	74.44	79.08	1.06	79.08	60,293	810	69,278
101010	EMA Internal Medicine (Provider Detail)	18067	Rosenthal James P MD	Guarantee	224.48	106.54	0.47	106.54	483,538	2,154	237,479
101010	EMA Internal Medicine (Provider Detail)	19452	Quintin, Maria L. MD	Guarantee	120.61	129.32	1.07	129.32	178,750	1,482	198,250
101010	EMA Internal Medicine (Provider Detail)	20135	Baumann Robert E MD	Guarantee	143.21	127.09	0.89	127.09	316,355	2,209	290,401
101010	EMA Internal Medicine (Provider Detail)	20532	Racemark, Susan M. MD	Salary	129.81	128.32	0.99	128.32	144,475	1,113	147,696
101020	EMA Internal Medicine (Provider Summa	15416	Meenan, David M.DO	CompRate	74.82	77.18	1.03	77.18	175,000	2,339	186,550
101020	EMA Internal Medicine (Provider Summa	16768	Seraman, Katherine MD	Comp3Tier	68.31	70.14	1.03	70.14	250,825	3,672	262,600
101020	EMA Internal Medicine (Provider Summa	17279	Champion, Richard A. MD	CompStep	85.68	89.22	1.04	85.68	135,463	1,581	144,093
101020	EMA Internal Medicine (Provider Summa	19452	Quintin, Maria L. MD	Guarantee	96.69	104.70	1.08	96.69	275,000	2,844	305,000
101020	EMA Internal Medicine (Provider Summa	20532	Racemark, Susan M. MD	Salary	63.10	63.36	1.00	63.10	152,564	2,418	157,564
	Total								2,396,574	23,892	4,601,040

Budgeting utilities

Axiom Budgeting and Performance Reporting 2021.3 comes with a variety of standard budget utilites, 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.
Budget Process Management Report	Use to show what stage each budget plan file is in when using process management for budget staging.

Report	Description
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.
Reconcile Payroll12 to Financial-FICA	Use to test the data transfer from the Labor tab to the Expense tab in the budget workbook.

Report	Description
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.

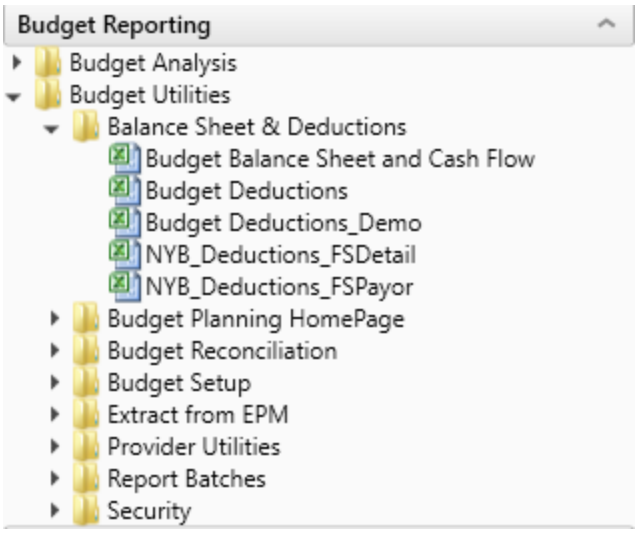
Balance Sheet and Deductions utilities

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.

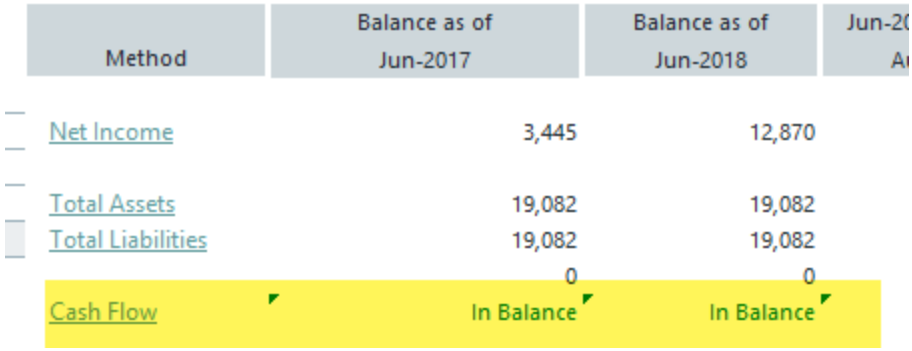
The Budget Balance Sheet and Cash Flow utility allows you to project the remainder of the current year and next year budget balance sheet and cash flow numbers. This utility integrates with the budgeted income statement numbers and allows for frequent updates to the budgeted balance sheet and cash flow 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-2(A
Net Income	3,445	12,870	
Total Assets	19,082	19,082	
Total Liabilities	19,082	19,082	
	0	0	
Cash Flow	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.

4. 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.
5. 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.

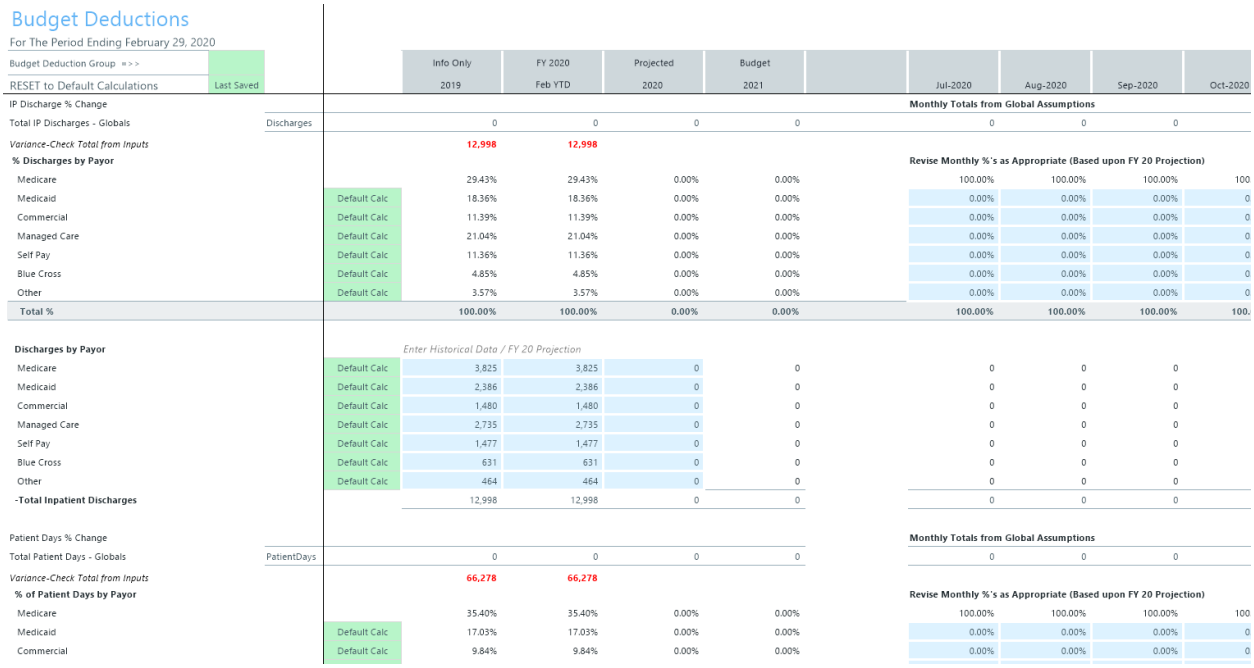
NOTE: The Budget Balance Sheet utility is configured to always stay in balance. As a result, inputs/adjustments to Balance Sheet metrics will result in the out of balance difference being plugged to either the other assets/other liabilities section.

6. 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.

Budget Deductions

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 »>>			Info Only	FY 2020	Projected	Budget					
RESET to Default Calculations	Last Saved		2019	Feb YTD	2020	2021		Jul-2020	Aug-2020	Sep-2020	Oct-2020
IP Discharge % Change								Monthly Totals from Global Assumptions			
Total IP Discharges - Globals	Discharges		0	0	0	0		0	0	0	
Variance-Check Total from Inputs			12,998	12,998							
% Discharges by Payor								Revise Monthly %'s as Appropriate (Based upon FY 20 Projection)			
Medicare			29.43%	29.43%	0.00%	0.00%		100.00%	100.00%	100.00%	100
Medicaid		Default Calc	18.36%	18.36%	0.00%	0.00%		0.00%	0.00%	0.00%	0
Commercial		Default Calc	11.39%	11.39%	0.00%	0.00%		0.00%	0.00%	0.00%	0
Managed Care		Default Calc	21.04%	21.04%	0.00%	0.00%		0.00%	0.00%	0.00%	0
Self Pay		Default Calc	11.36%	11.36%	0.00%	0.00%		0.00%	0.00%	0.00%	0
Blue Cross		Default Calc	4.85%	4.85%	0.00%	0.00%		0.00%	0.00%	0.00%	0
Other		Default Calc	3.57%	3.57%	0.00%	0.00%		0.00%	0.00%	0.00%	0
Total %			**100.00%**	**100.00%**	**0.00%**	**0.00%**		**100.00%**	**100.00%**	**100.00%**	**100.**
Discharges by Payor			*Enter Historical Data / FY 20 Projection*								
Medicare		Default Calc	3,825	3,825	0	0		0	0	0	
Medicaid		Default Calc	2,386	2,386	0	0		0	0	0	
Commercial		Default Calc	1,480	1,480	0	0		0	0	0	
Managed Care		Default Calc	2,735	2,735	0	0		0	0	0	
Self Pay		Default Calc	1,477	1,477	0	0		0	0	0	
Blue Cross		Default Calc	631	631	0	0		0	0	0	
Other		Default Calc	464	464	0	0		0	0	0	
-Total Inpatient Discharges			12,998	12,998	0	0		0	0	0	
Patient Days % Change								Monthly Totals from Global Assumptions			
Total Patient Days - Globals	PatientDays		0	0	0	0		0	0	0	
Variance-Check Total from Inputs			66,278	66,278							
% of Patient Days by Payor								Revise Monthly %'s as Appropriate (Based upon FY 20 Projection)			
Medicare			35.40%	35.40%	0.00%	0.00%		100.00%	100.00%	100.00%	100
Medicaid		Default Calc	17.03%	17.03%	0.00%	0.00%		0.00%	0.00%	0.00%	0
Commercial		Default Calc	9.84%	9.84%	0.00%	0.00%		0.00%	0.00%	0.00%	0

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:

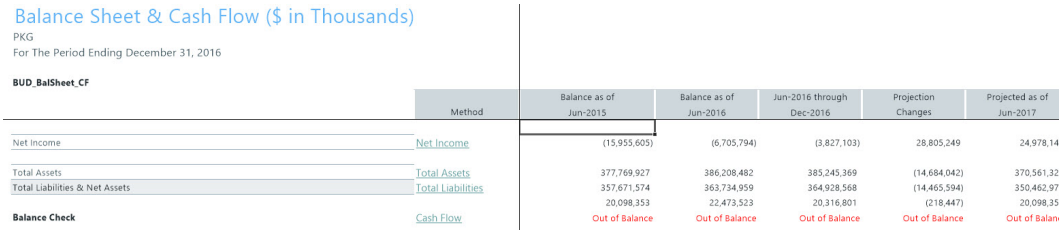
- **Balance Sheet Assumptions** – Key metrics used to drive various balance sheet calculations. Valid entries are listed in the Balance Sheet Assumptions Inputs section.
- **Assets**
- **Liabilities and Net Assets**
- **Detailed Schedules** – Contains rows to input detailed schedules for each category.
- **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 – Trusteed 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 diaplsy 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	
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	
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	
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	33,678,833	
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	(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	(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	#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	(1,376,398)
40000	101104 Capitation Adjustment - EMA Urgent Care Pediatrics	Total Gross	232,216	0	173,561	0	0	173,561	142,235	(142,235)
40000	101200 Capitation Adjustment - EMA Ob/Gyn	Total Gross	2,819,802	0	1,947,386	0	0	1,947,386	1,595,910	(1,595,910)
40000	101301 Capitation Adjustment - EMA Cardiology	Total Gross	5,351,541	0	3,518,906	0	0	3,518,906	2,883,792	(2,883,792)
40000	101302 Capitation Adjustment - EMA Pulmonary	Total Gross	318,699	0	208,296	0	0	208,296	170,702	(170,702)
40000	101303 Capitation Adjustment - EMA Rheumatology	Total Gross	243,656	0	161,104	0	0	161,104	132,027	(132,027)
40000	101304 Capitation Adjustment - EMA Nephrology	Total Gross	397,838	0	272,138	0	0	272,138	223,020	(223,020)
40000	101305 Capitation Adjustment - EMA Dermatology	Total Gross	906,529	0	620,210	0	0	620,210	508,270	(508,270)
40000	101306 Capitation Adjustment - EMA Oncology	Total Gross	15,162,749	0	10,257,478	0	0	10,257,478	8,406,146	(8,406,146)
40000	101307 Capitation Adjustment - EMA Genetics	Total Gross	65,960	0	41,748	0	0	41,748	34,213	(34,213)
40000	101308 Capitation Adjustment - EMA Endocrinology	Total Gross	913,885	0	614,213	0	0	614,213	503,356	(503,356)

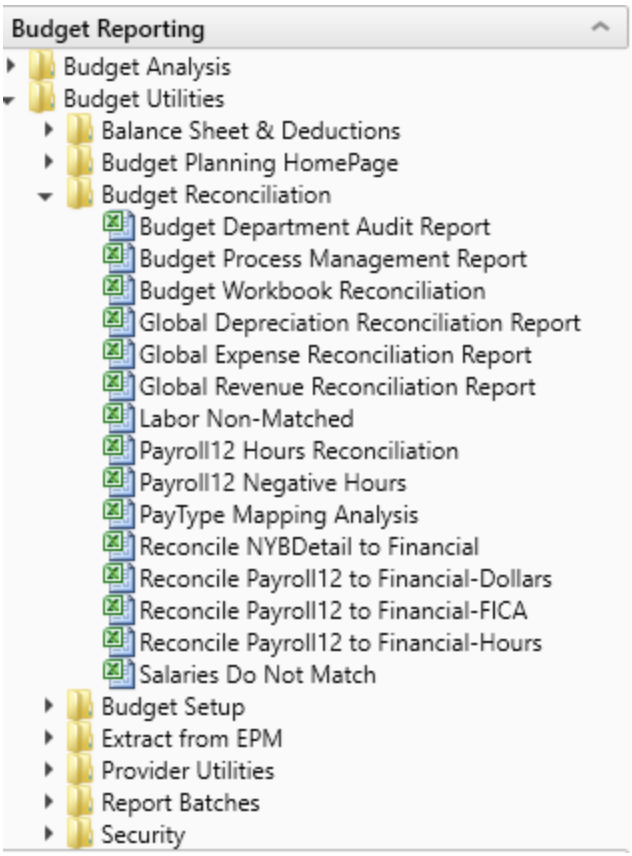
Reconciliation utilities

These utilities are designed for budget reconciliation to the database.

Accessing these reports

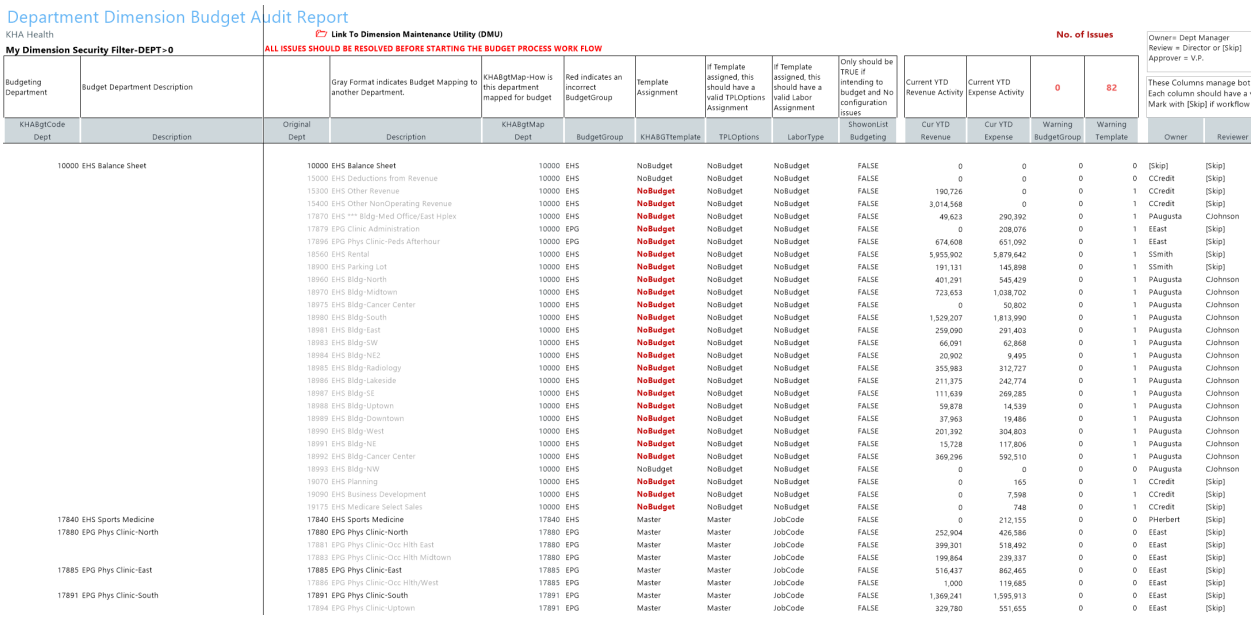
The utilities listed in this section are located in **\Axiom\Reports Library\Budgeting Utilities\Budget Reconciliation**. For instructions, see Browsing the Report Library.

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

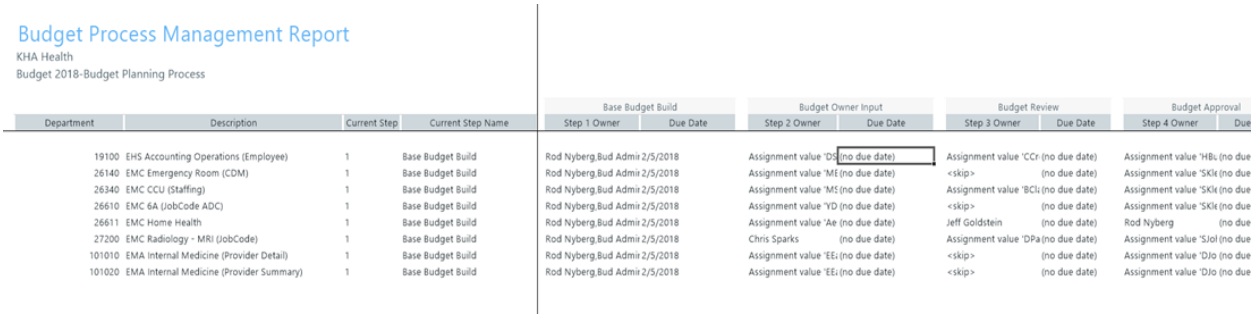
ALL ISSUES SHOULD BE RESOLVED BEFORE STARTING THE BUDGET PROCESS WORK FLOW

Owner= Dept Manager Review = 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	ShowonList 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]
		15000	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	49,623	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
		18983	EHS Bldg-SW	10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	66,091	62,868	0	1	PAugusta	CJohnson
		18984	EHS Bldg-NE2	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	59,878	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-NE	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	PHerbert	[Skip]
17880	EPG Phys Clinic-North	17880	EPG Phys Clinic-North	17880	EPG	Master	Master	JobCode	FALSE	252,904	426,586	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	329,780	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 Admi	2/5/2018	Assignment value 'DS	(no due date)	Assignment value 'CCr	(no due date)	Assignment value 'HBu	(no due
26140	EMC Emergency Room (CDM)	1	Base Budget Build	Rod Nyberg,Bud Admi	2/5/2018	Assignment value 'ME	(no due date)	<skip>	(no due date)	Assignment value 'SKle	(no due
26340	EMC CCU (Staffing)	1	Base Budget Build	Rod Nyberg,Bud Admi	2/5/2018	Assignment value 'MS	(no due date)	Assignment value 'BCla	(no due date)	Assignment value 'SKle	(no due
26610	EMC 6A (JobCode ADC)	1	Base Budget Build	Rod Nyberg,Bud Admi	2/5/2018	Assignment value 'YD	(no due date)	<skip>	(no due date)	Assignment value 'SKle	(no due
26611	EMC Home Health	1	Base Budget Build	Rod Nyberg,Bud Admi	2/5/2018	Assignment value 'Ae	(no due date)	Jeff Goldstein	(no due date)	Rod Nyberg	(no due
27200	EMC Radiology - MRI (JobCode)	1	Base Budget Build	Rod Nyberg,Bud Admi	2/5/2018	Chris Sparks	(no due date)	Assignment value 'DPa	(no due date)	Assignment value 'SJol	(no due
101010	EMA Internal Medicine (Provider Detail)	1	Base Budget Build	Rod Nyberg,Bud Admi	2/5/2018	Assignment value 'EE:	(no due date)	<skip>	(no due date)	Assignment value 'DJo	(no due
101020	EMA Internal Medicine (Provider Summary)	1	Base Budget Build	Rod Nyberg,Bud Admi	2/5/2018	Assignment value 'EE:	(no due date)	<skip>	(no due date)	Assignment value 'DJo	(no due

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	2,210,383	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

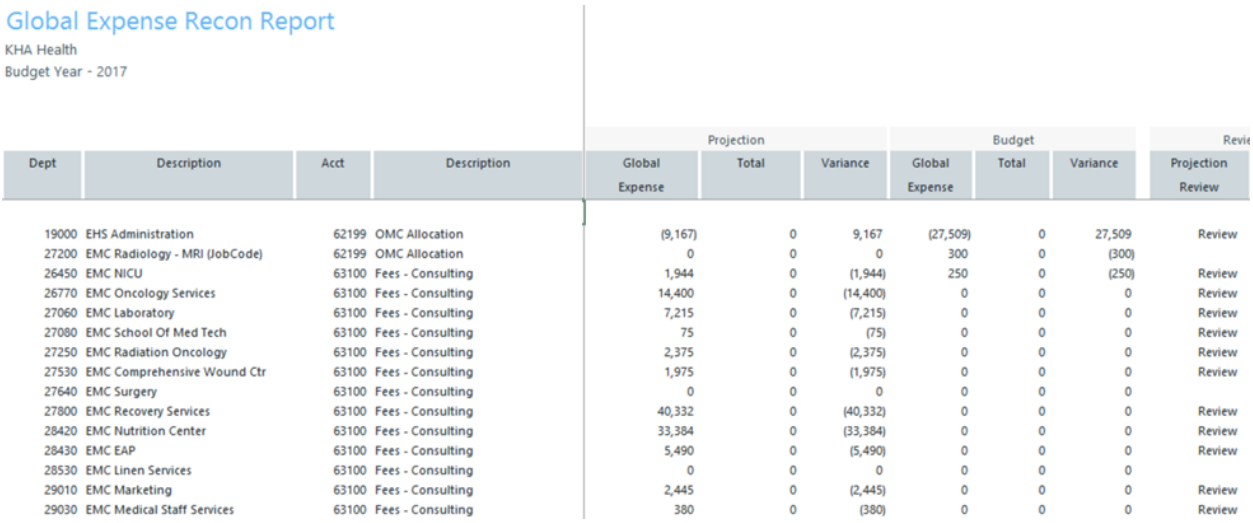
KHA Health

Budget Year - 2017

				Projection			Budget			
Dept	Description	Acct	Description	Global Depreciation	Total	Variance	Global Depreciation	Total	Variance	Projection Review
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 (Employe	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

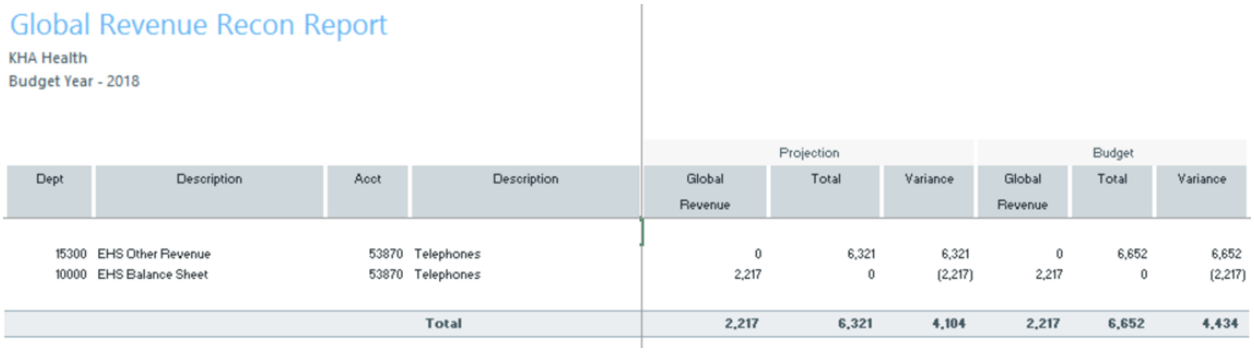
KHA Health

Budget Year - 2017

Dept	Description	Acct	Description	Projection Global Expense	Projection Total	Projection Variance	Budget Global Expense	Budget Total	Budget Variance	Revi Projection Review
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 Global Revenue	Projection Total	Projection Variance	Budget Global Revenue	Budget Total	Budget 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

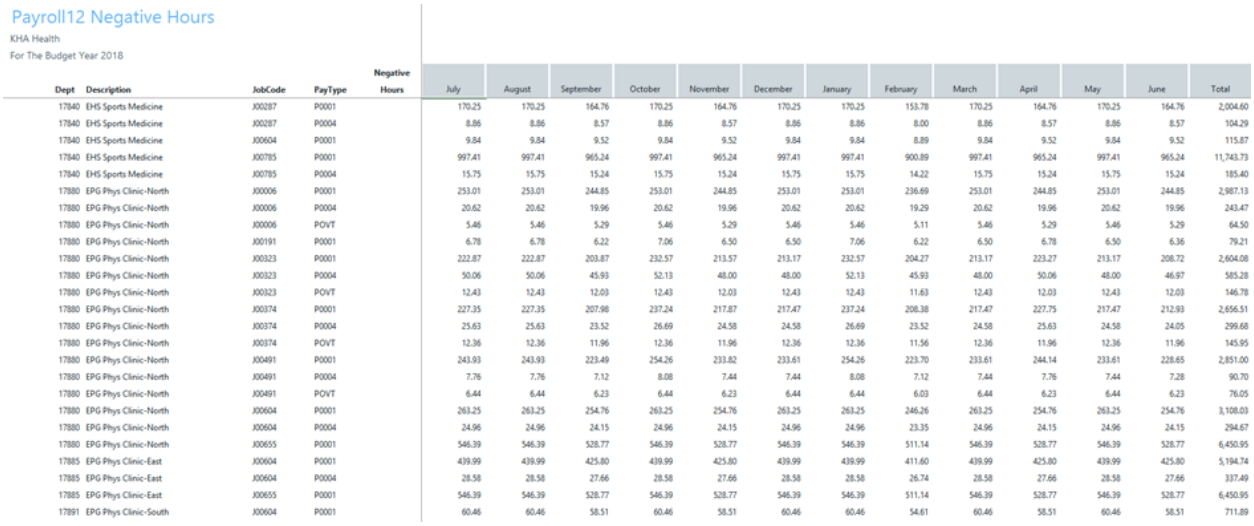
For The Budget Year 2018

Current View: Default

Dept	Description	JobCode	Description	PayType	Description	Budget Dollars Total	Budget Hours Total	Check 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

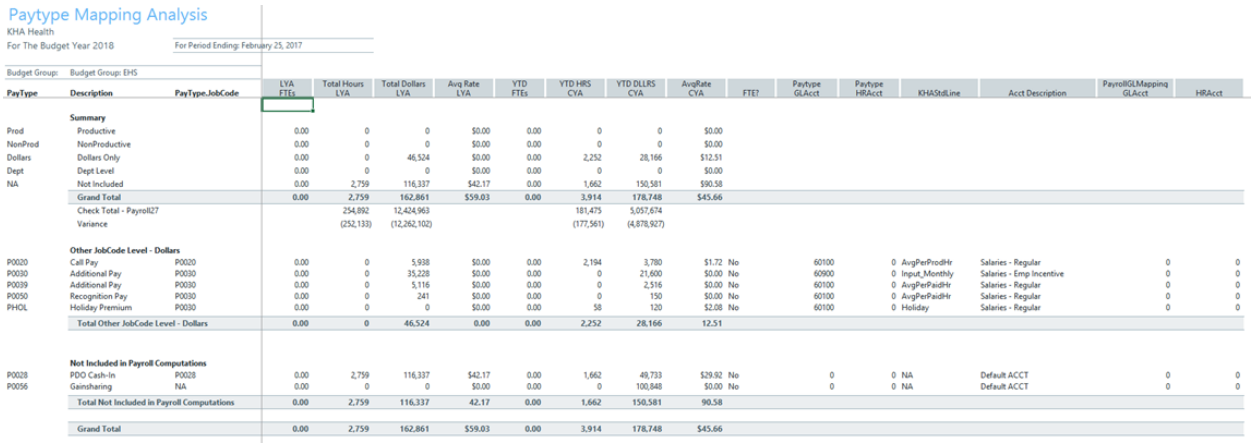
KHA Health

For The Budget Year 2018

Dept	Description	JobCode	PayType	Negative Hours	July	August	September	October	November	December	January	February	March	April	May	June	Total
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	236.69	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	213.17	232.57	204.27	213.17	223.27	213.17	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	12.03	12.43	12.03	12.43	12.43	11.63	12.43	12.03	12.43	12.03	146.78
17880	EPG Phys Clinic-North	J00374	P0001		227.35	227.35	207.98	237.24	217.87	217.47	237.24	208.38	217.47	227.75	217.47	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	233.61	254.26	223.70	233.61	244.14	233.61	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	LYA FTEs	Total Hours LYA	Total Dollars LYA	Avg Rate LYA	YTD FTEs	YTD HRS CYA	YTD DLLRS CYA	AvgRate CYA	FTE?	Paytype GLAcct	Paytype HRAcct	KHAStdLine	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	AvgPerProdHr	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	Additional Pay	P0030	0.00	0	5,116	$0.00	0.00	0	2,516	$0.00	No	60100	0	AvgPerPaidHr	Salaries - Regular	0	0
P0050	Recognition Pay	P0030	0.00	0	241	$0.00	0.00	0	150	$0.00	No	60100	0	AvgPerPaidHr	Salaries - Regular	0	0
PHOL	Holiday Premium	P0030	0.00	0	0	$0.00	0.00	58	120	$2.08	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	49,733	$29.92	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

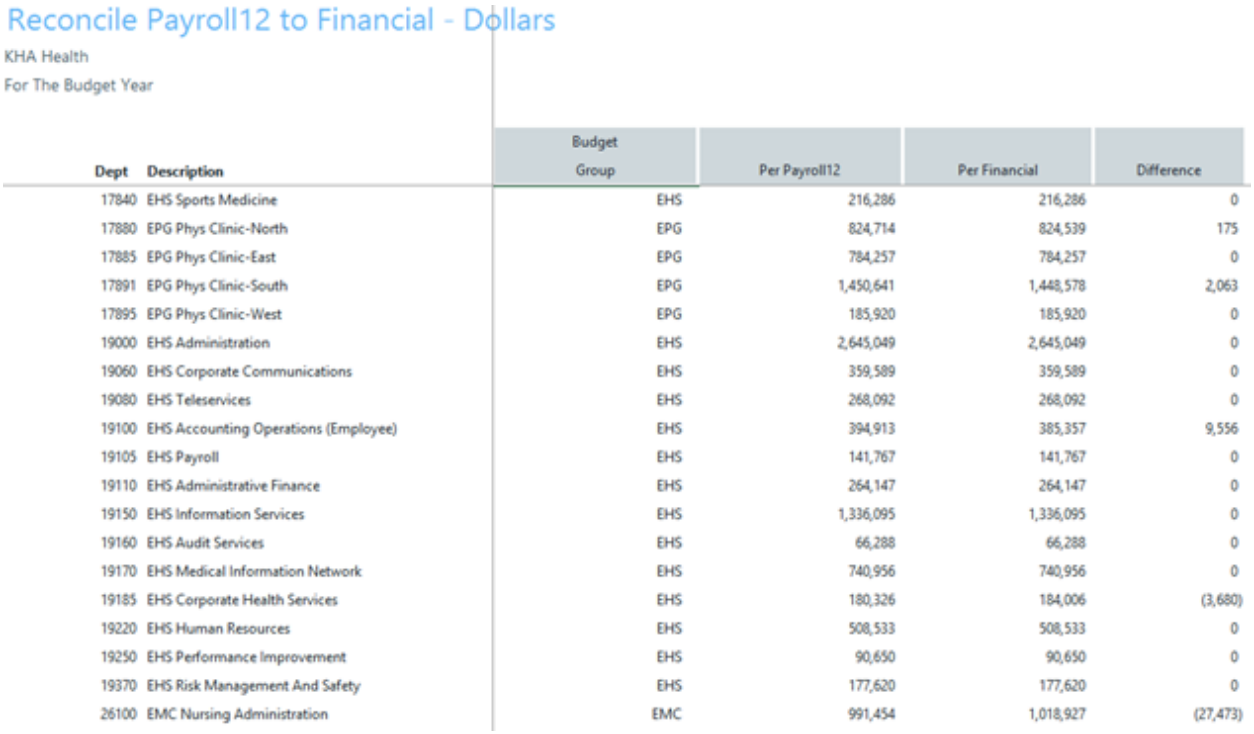
KHA Health

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

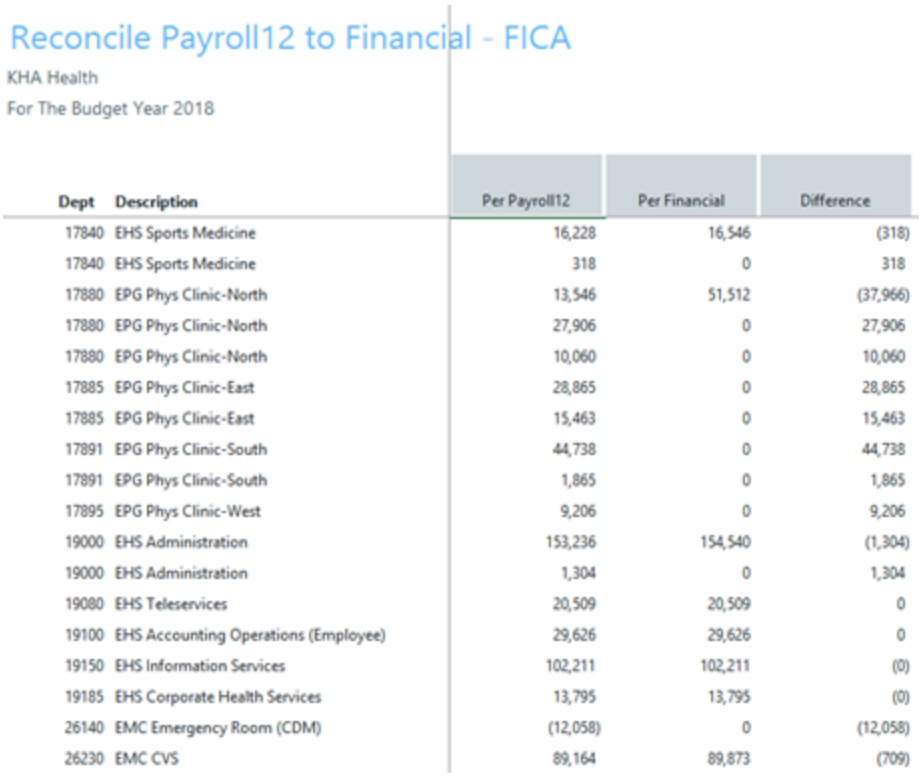
KHA Health

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

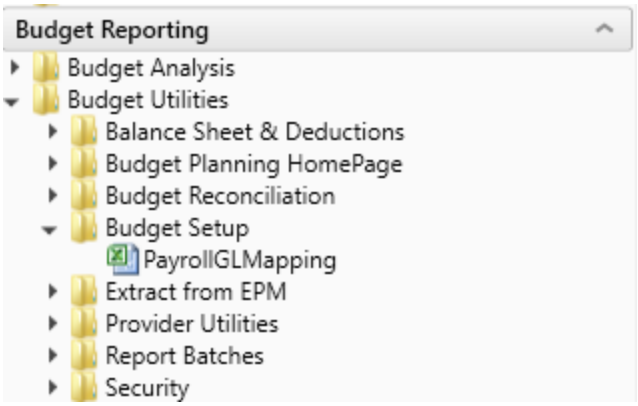
Setup utilities

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
ALL			Enter GLClass &		
ALL			Enter GLClass &		
ALL			Enter GLClass &		
ALL			Enter GLClass &		

EMA	Medical Associates			BudgetGroup Exceptions	
BudgetGroup	GLClass	PayType	Description	GLAcct	HrAcct
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
CCU	Staff	FICA	CCU-Staff-	12345	
CCU			CCU-Enter GLClass &		
CCU			CCU-Enter GLClass &		
CCU			CCU-Enter GLClass &		

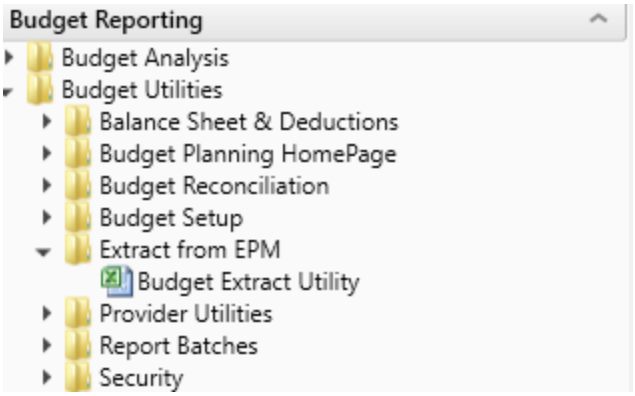
Extract from EPM utilities

These reports are designed to extract budget data from the Axiom database.

Accessing these reports

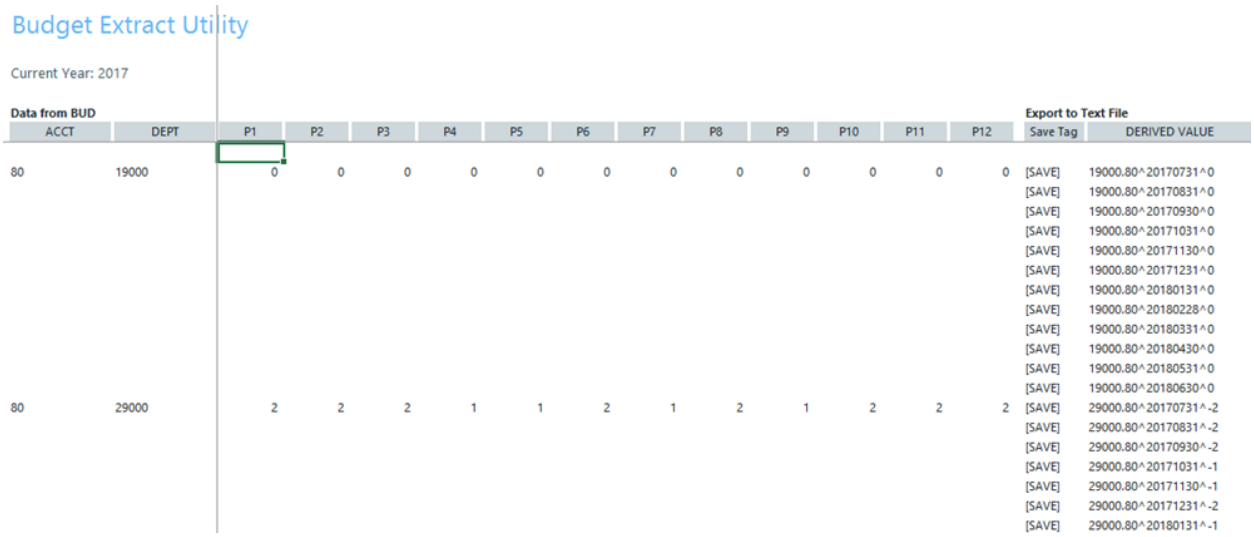
The reports listed in this section are located in **\Axiom\Reports Library\Budgeting Utilities\Extract from EPM**. For instructions, see Browsing the Report Library.

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

ACCT	DEPT	P1	P2	P3	P4	P5	P6	P7	P8	P9	P10	P11	P12
80	19000	0	0	0	0	0	0	0	0	0	0	0	0
80	29000	2	2	2	1	1	2	1	2	1	2	2	2

Export to Text File

Save Tag	DERIVED VALUE
[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
[SAVE]	19000.80^20180531^0
[SAVE]	19000.80^20180630^0
[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

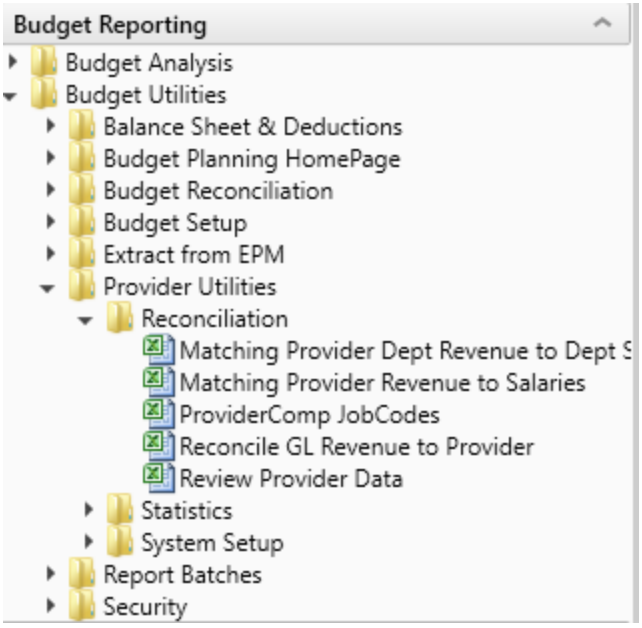
Provider Reconciliation utilities

These reports are designed Designed to reconcile data to support physician analysis.

Accessing these utilities

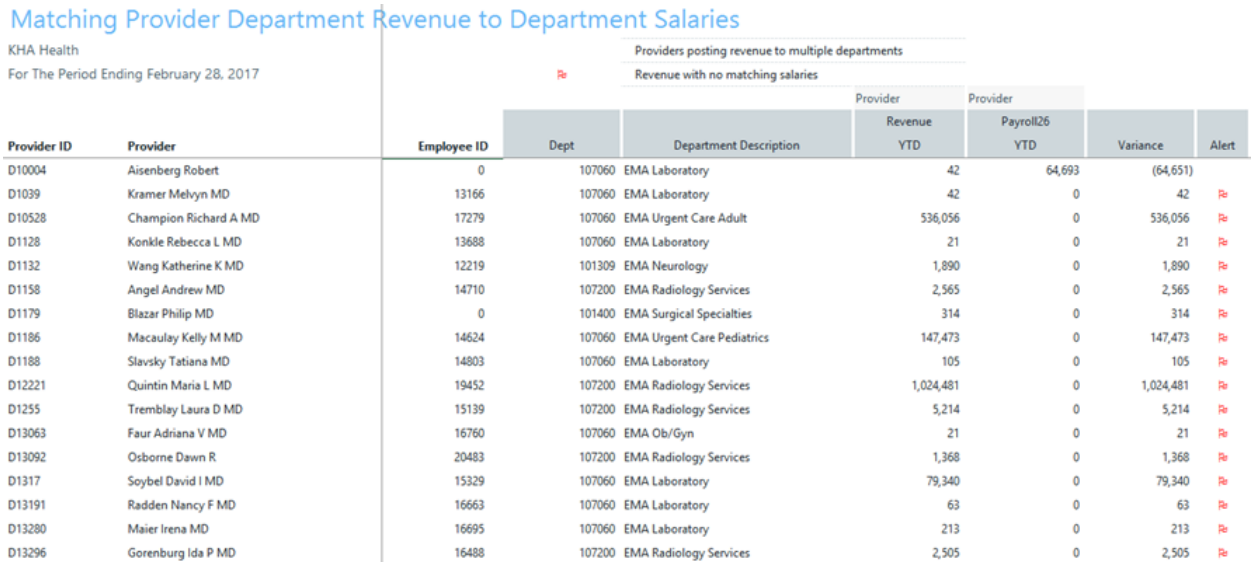
The utilities listed in this section are located in **\Axiom\Reports Library\Budgeting Utilities\Provider Utilities\Reconciliation**. For instructions, see Browsing the Report Library.

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 Revenue YTD	Provider Payroll26 YTD	Variance	Alert
D10004	Aisenberg Robert	0	107060	EMA Laboratory	42	64,693	(64,651)	
D1039	Kramer Melvyn MD	13166	107060	EMA Laboratory	42	0	42	
D10528	Champion Richard A MD	17279	107060	EMA Urgent Care Adult	536,056	0	536,056	
D1128	Konkle Rebecca L MD	13688	107060	EMA Laboratory	21	0	21	
D1132	Wang Katherine K MD	12219	101309	EMA Neurology	1,890	0	1,890	
D1158	Angel Andrew MD	14710	107200	EMA Radiology Services	2,565	0	2,565	
D1179	Blazar Philip MD	0	101400	EMA Surgical Specialties	314	0	314	
D1186	Macaulay Kelly M MD	14624	107060	EMA Urgent Care Pediatrics	147,473	0	147,473	
D1188	Slavsky Tatiana MD	14803	107060	EMA Laboratory	105	0	105	
D12221	Quintin Maria L MD	19452	107200	EMA Radiology Services	1,024,481	0	1,024,481	
D1255	Tremblay Laura D MD	15139	107200	EMA Radiology Services	5,214	0	5,214	
D13063	Faur Adriana V MD	16760	107060	EMA Ob/Gyn	21	0	21	
D13092	Osborne Dawn R	20483	107200	EMA Radiology Services	1,368	0	1,368	
D1317	Soybel David I MD	15329	107060	EMA Laboratory	79,340	0	79,340	
D13191	Radden Nancy F MD	16663	107060	EMA Laboratory	63	0	63	
D13280	Maier Irena MD	16695	107060	EMA Laboratory	213	0	213	
D13296	Gorenburg Ida P MD	16488	107200	EMA Radiology Services	2,505	0	2,505	

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 YTD Actual	Provider Payroll27 YTD Actual	Net
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	Kettyle 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

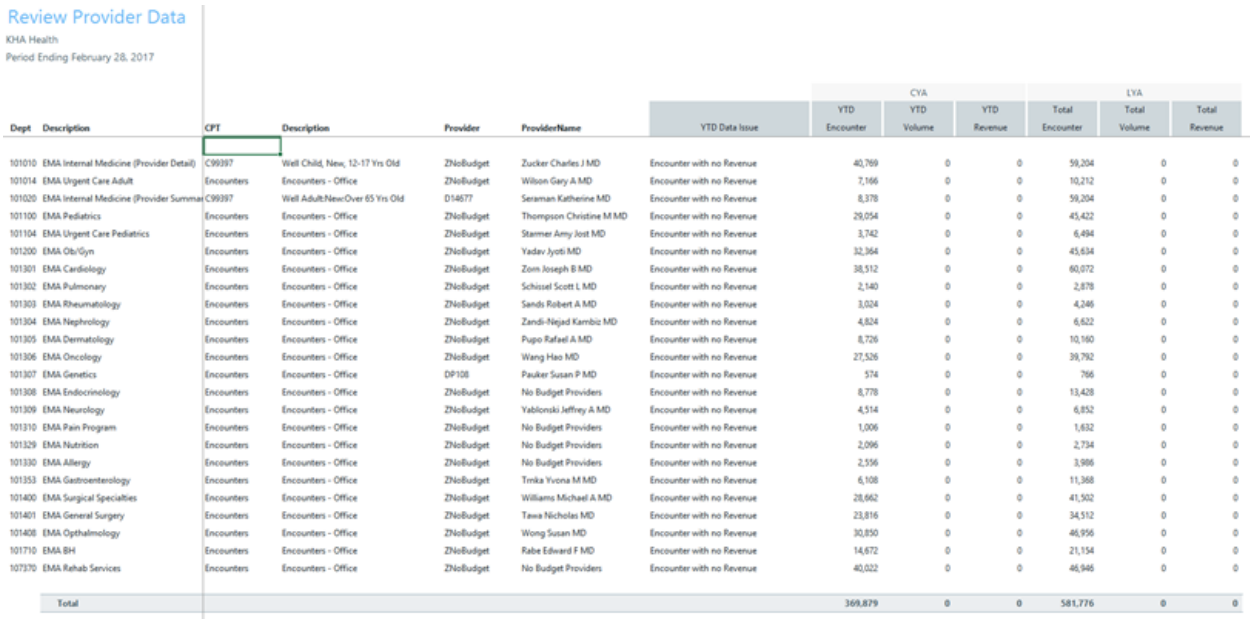
KHA Health

For The Period Ending February 28, 2017

Dept	Description	Financial OP	Financial Oth PT Rev	Provider Revenue	Fin vs Provider Difference	YTD Financial OP	YTD Financial Oth PT Rev	YTD Provider Revenue	YTD 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 YTD Encounter	CYA YTD Volume	CYA YTD Revenue	LYA Total Encounter	LYA Total Volume	LYA Total Revenue
101010	EMA Internal Medicine (Provider Detail)	C99397	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 Summa	C99397	Well Adult:NewOver 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	Starmer Amy Jost 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-Nejad Kambiz 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	39,792	0	0
101307	EMA Genetics	Encounters	Encounters - Office	DP108	Pauker 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
101353	EMA Gastroenterology	Encounters	Encounters - Office	ZNoBudget	Tmka 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 Opthalmology	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
107370	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

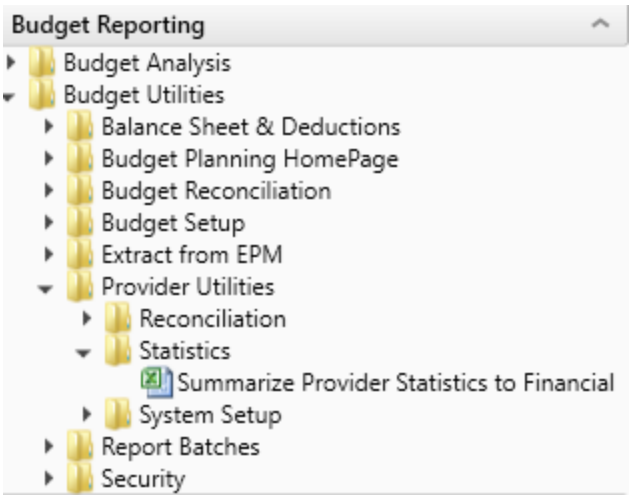
Provider Statistics utilities

These reports are designed to reconcile data to support physician analysis.

Accessing these reports

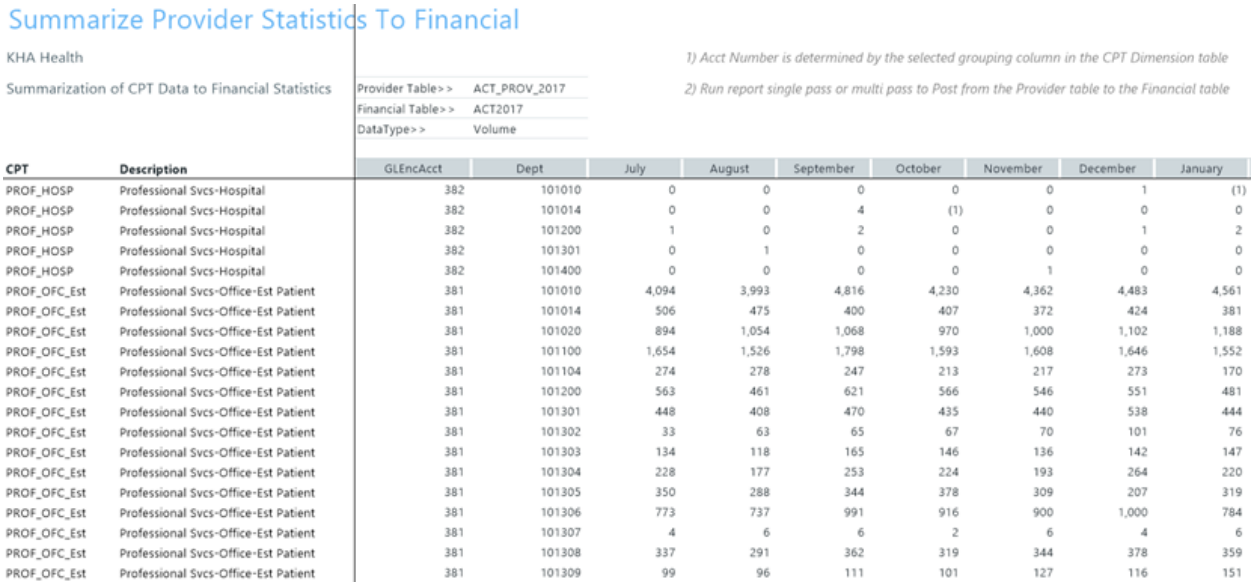
The reports listed in this section are located in **\Axiom\Reports Library\Budgeting Utilities\Provider Utilities\Statistics**. For instructions, see Browsing the Report Library.

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

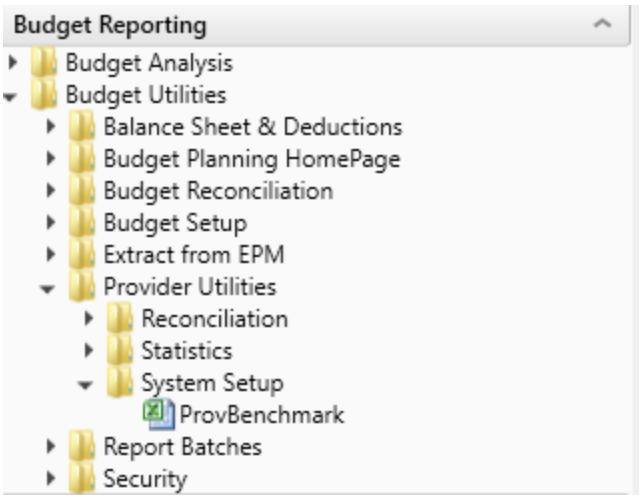
Provider System Setup utilities

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	PctTile25th	PctTile60th	PctTile75th	PctTile90th	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	OBGYN: General	$0.00	0	0	0	0	0	0%	0%	0%	0%	0%

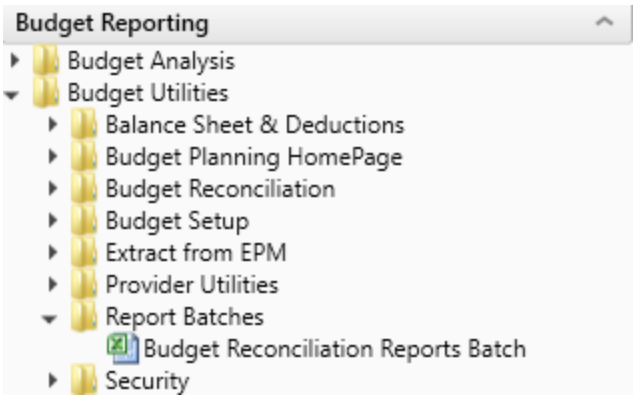
Report Batch utilities

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	

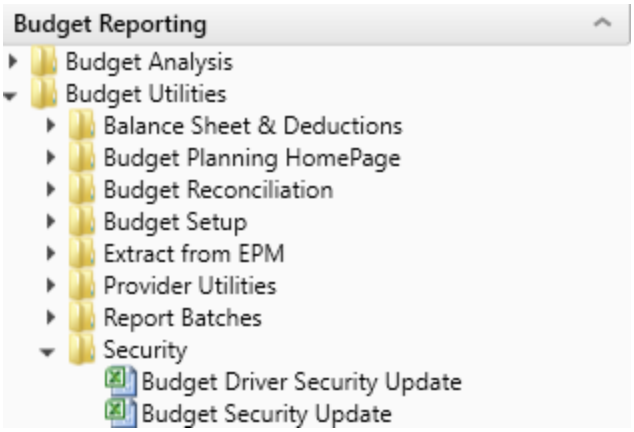
Security utilities

These reports are designed for budget balance sheet calculation and deductions modeling to post the results to the database.

Accessing these utilities

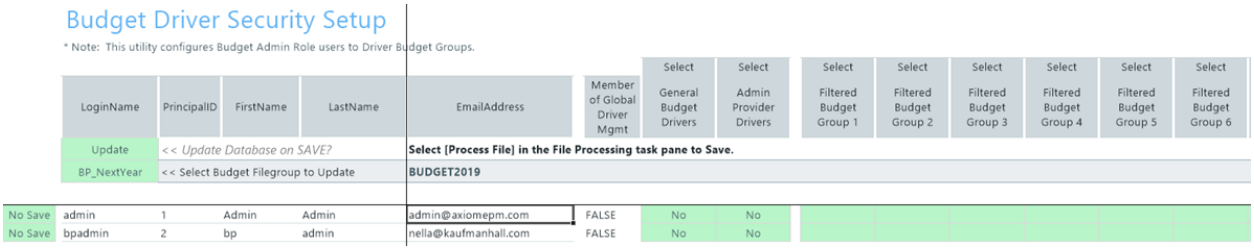
The utilities listed in this section are located in **\Axiom\Reports Library\Budgeting Utilities\Security**. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the **Budget Reporting** section, click **Budget Utilities > Security**.



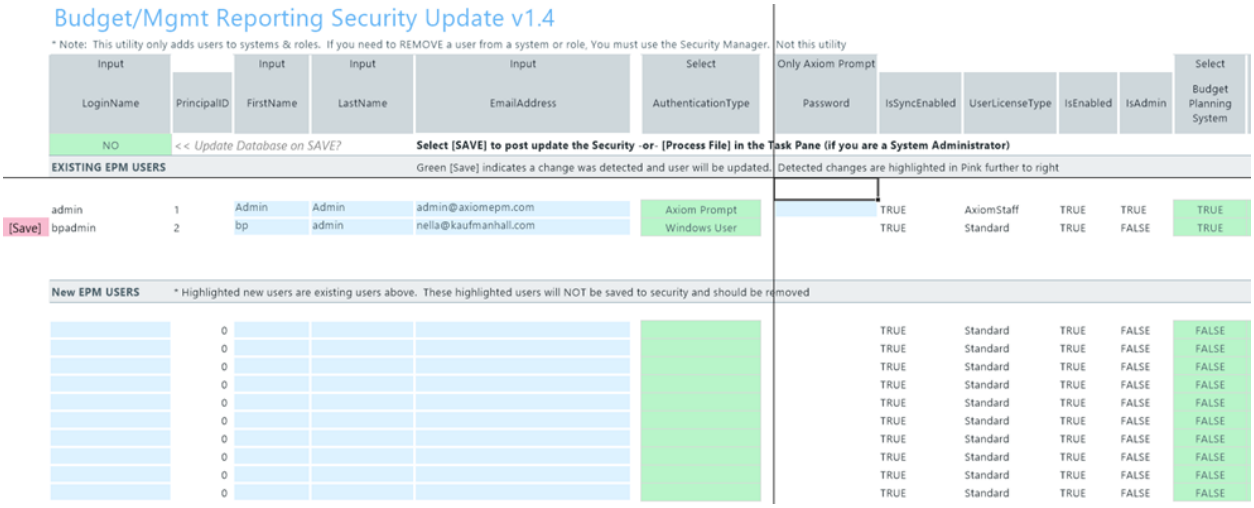
Budget Driver Security Update

Use to update the Driver security settings and filters for Admin users who have access to update driver files.



Budget Security Update

Use to update security settings and filters for all users.



Financial reports

Axiom Budgeting and Performance Reporting 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. If 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 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.

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.

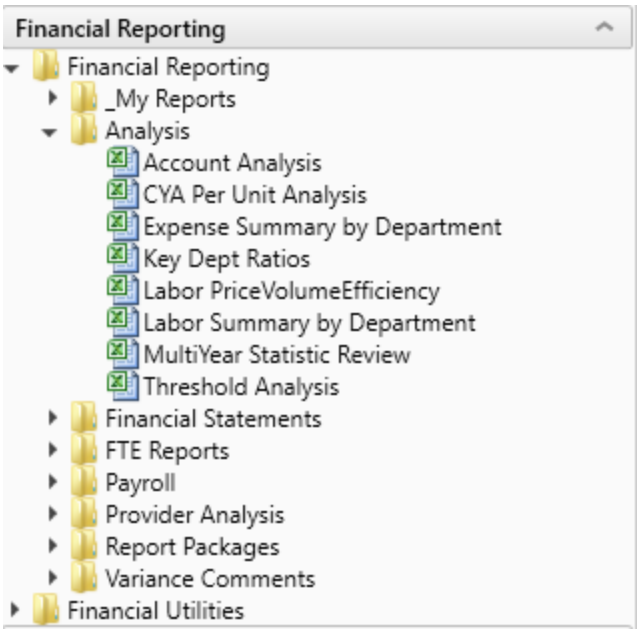
Analysis reports

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

		Current Period				Year To Date			
Dept	Description	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 Year to Date Actual	Patient Revenue Year to Date Budget	Patient Revenue % Variance	Salaries Year to Date Actual	Salaries Year to Date Budget	Salaries % Variance	Supplies Year to Date Actual	Supplies 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		15,000	0	31
Dr Johnson	Elsie East	Elsie East	3	17880	EPG Phys Clinic-North	Calendar Days		48,094	0	31
Dr Johnson	Elsie East	Elsie East	3	17881	EPG Phys Clinic-Occ Hlth East	Calendar Days		72,260	0	31
Dr Johnson	Elsie East	Elsie East	3	17883	EPG Phys Clinic-Occ Hlth Midtown	Calendar Days		(4,627)	0	31
Dr Johnson	Elsie East	Elsie East	3	17885	EPG Phys Clinic-East	Calendar Days		103,099	0	31
Dr Johnson	Elsie East	Elsie East	3	17886	EPG Phys Clinic-Occ Hlth/West	Calendar Days		28,650	0	31
Dr Johnson	Elsie East	Elsie East	3	17891	EPG Phys Clinic-South	Calendar Days		181,261	0	31
Dr Johnson	Elsie East	Elsie East	3	17894	EPG Phys Clinic-Uptown	Calendar Days		67,397	0	31
Dr Johnson	Elsie East	Elsie East	3	17895	EPG Phys Clinic-West	Calendar Days		(18,684)	0	31
Dr Johnson	Elsie East	Elsie East	3	17896	EPG Phys Clinic-Peds Afterhour	Calendar Days		90,752	0	31
Dr Johnson	Beth Crawford	Beth Crawford	1	19185	EHS Corporate Health Services	Calendar Days		22,301	0	31
Dr Johnson	Dr Johnson	Dr Johnson	2	27050	EMC Hospitalist Program	Calendar Days		71,559	0	31
Dr Johnson	Elsie East	Elsie East	2	27760	EMC Rural Health Clinic-SW	Calendar Days		19	0	31
Dr Johnson	Elsie East	Elsie East	2	27875	EMC Rural Health Clinic-West	Calendar Days		68	0	31
Dr Johnson	Elsie East	Elsie East	2	27897	EMC Seniors Clinic-Tracepoint	Calendar Days		14,980	0	31
Dr Johnson	Beth Crawford	Beth Crawford	2	28430	EMC EAP	Calendar Days		3,616	0	31
Dr Johnson	Ronny Evans	Ronny Evans	2	29030	EMC Medical Staff Services	Calendar Days		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 %	Last Year
Key Categories:										
Units of Service	28	28	0	0.0%	28	243	243	0	0.0%	243
Hours	166	182	16	0	343	1,394	1,477	83	0	2,765
Salaries	9,765	13,115	3,350	25.5%	21,198	82,750	103,804	21,054	20.3%	176,944
Salary Variance Explanation:										
Price Variance:	**Actual**	**Budget**	**Variance**			**Actual**	**Budget**	**Variance**		
1. Wage Rate Variance	$58.93	$72.00	$13.07			$59.35	$70.27	$10.92		
2. Actual Paid Hours	166					1,394				
3. Price Variance:	**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 ACTUAL Statistics	Units of Service BUDGET Statistics	FTEs 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	R	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	R	31	31	2.00
Dr Johnson	Elsie East	Elsie East	3	17881	EPG Phys Clinic-Occ Hlth East	Calendar Days	R	31	31	1.22
Dr Johnson	Elsie East	Elsie East	3	17883	EPG Phys Clinic-Occ Hlth Midtown	Calendar Days	R	31	31	3.07
Dr Johnson	Elsie East	Elsie East	3	17885	EPG Phys Clinic-East	Calendar Days	R	31	31	2.00
Dr Johnson	Elsie East	Elsie East	3	17886	EPG Phys Clinic-Occ Hlth/West	Calendar Days	R	31	31	0.00
Dr Johnson	Elsie East	Elsie East	3	17891	EPG Phys Clinic-South	Calendar Days	R	31	31	3.01
Dr Johnson	Elsie East	Elsie East	3	17894	EPG Phys Clinic-Uptown	Calendar Days	R	31	31	1.00
Dr Johnson	Elsie East	Elsie East	3	17895	EPG Phys Clinic-West	Calendar Days	R	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. If 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

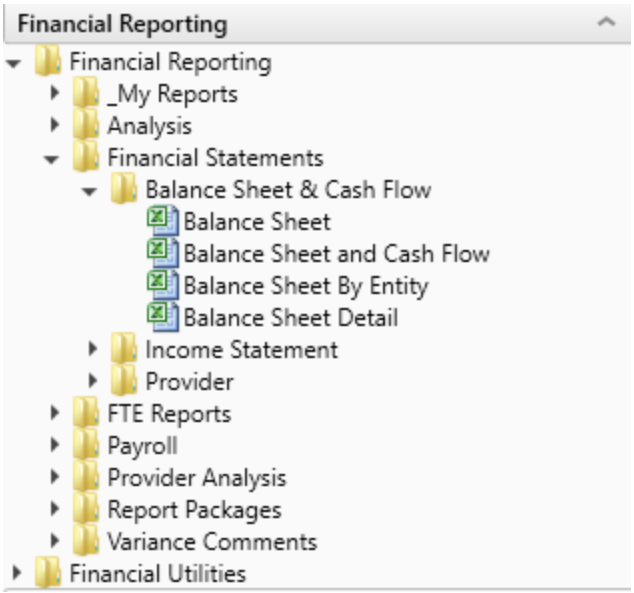
Balance Sheet and Cash Flow reports

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

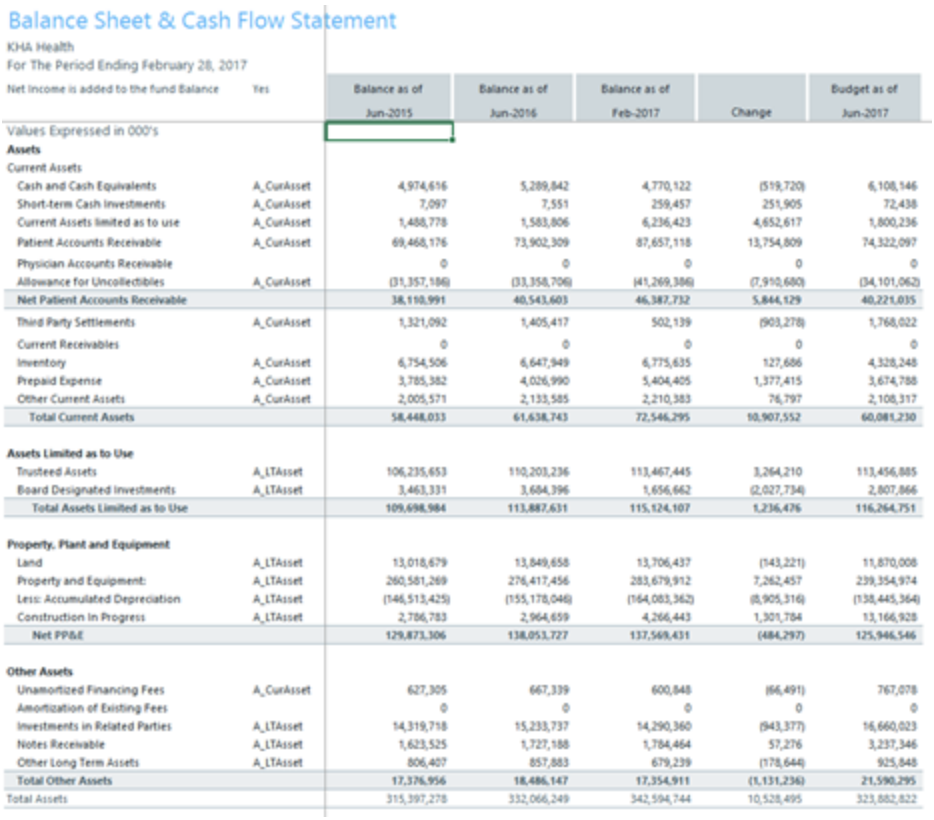
For The Period Ending February 28, 2017

Net Income added to the Fund Balance 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	259,457	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	13,754,809	69,468,176
Allowance for Uncollectibles	(41,269,386)	(33,358,706)	(7,910,680)	(31,357,186)
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	6,647,949	127,686	6,754,506
Prepaid Expense	5,404,405	4,026,990	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**	**58,448,033**
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:	283,679,912	276,417,456	7,262,457	260,581,269
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	(1,786,081)	127,086,523
Construction In Progress	4,266,443	2,964,659	1,301,784	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)	14,219,718
Notes Receivable	1,784,464	1,727,188	57,276	1,623,525
Other Long Term Assets	679,239	857,883	(178,644)	806,407
Total Other Assets	**17,354,911**	**18,486,147**	**(1,131,236)**	**17,276,956**
Total Assets	**342,594,744**	**332,066,249**	**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	13,849,658	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 Yes

ASSETS	KH 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	259,457	259,457	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	881,621	828,724
Allowance for Uncollectibles	(309,000)	(309,000)	(386,000)	(362,840)
Net Patient Accounts Receivable	**515,992**	**515,992**	**495,621**	**465,884**
Third Party Settlements	0	0	0	0
Current Receivables	0	0	0	0
Inventory	0	0	74,929	70,432
Prepaid Expense	5,016,342	5,016,342	3,711,370	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**	**13,290,548**	**12,493,130**
Assets Limited as to Use:				
Trusteed Assets	113,467,445	113,467,445	110,293,236	106,235,653
Board Designated Investments	1,656,662	1,656,662	3,594,396	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	13,018,679
Property and Equipment:	271,199,916	271,199,916	263,936,460	248,300,273
Less: Accumulated Depreciation	(153,315,676)	(153,315,676)	(144,410,360)	(135,745,739)
PPE - Net of Accumulated Depreciation	131,589,678	131,589,678	133,375,758	125,573,213
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**	**128,359,996**
Other Assets:				
Unamortized Financing Fees	600,848	600,848	667,339	627,305
Amortization of Existing Fees	0	0	0	0
Investments in Related Parties	8,461,136	8,461,136	9,234,035	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**	**275,990,666**	**262,075,833**

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: Yes

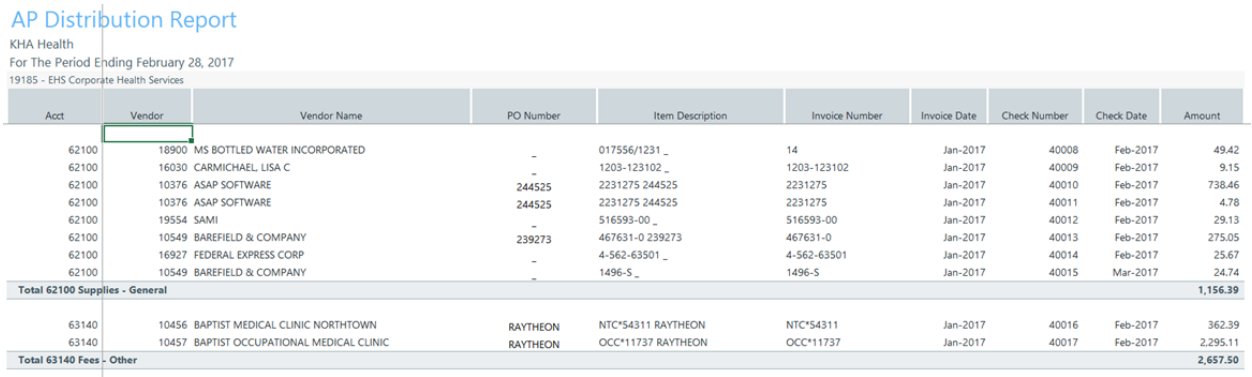
Account		Fiscal 2017	Fiscal 2016
	Current Assets		
	Cash and Cash Equivalents		
11000	General Fund Checking	3,461,979	4,072,609
11050	Credit Card	196,396	70,086
11100	Refund Account	213,549	146,172
11200	Fitness Center Checking	137,555	81,049
11212	Memorial Clinics	393,728	551,936
11220	Memorial Property 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

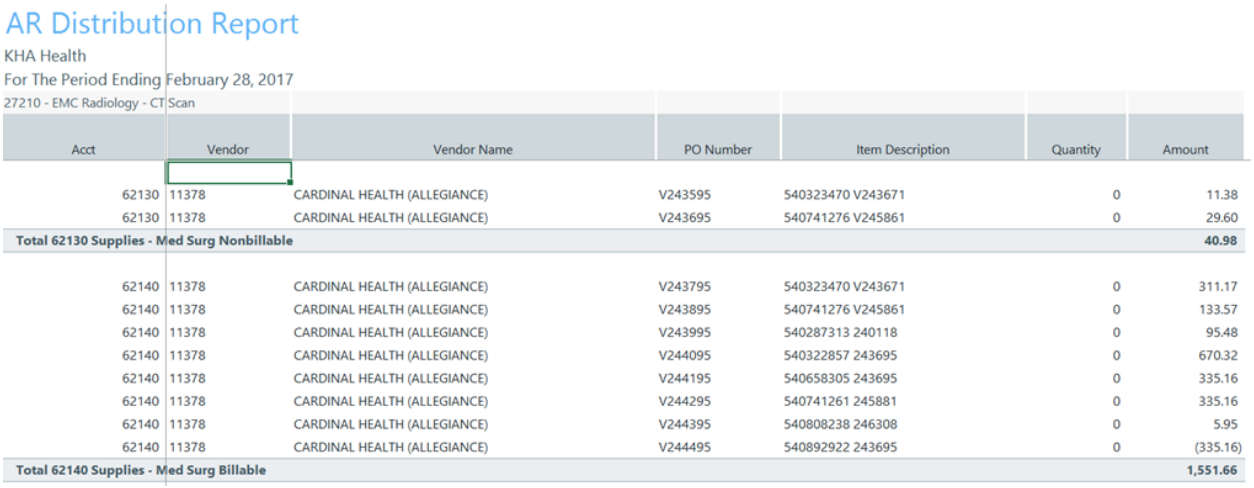
For The Period Ending February 28, 2017

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 NORTHTOWN	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

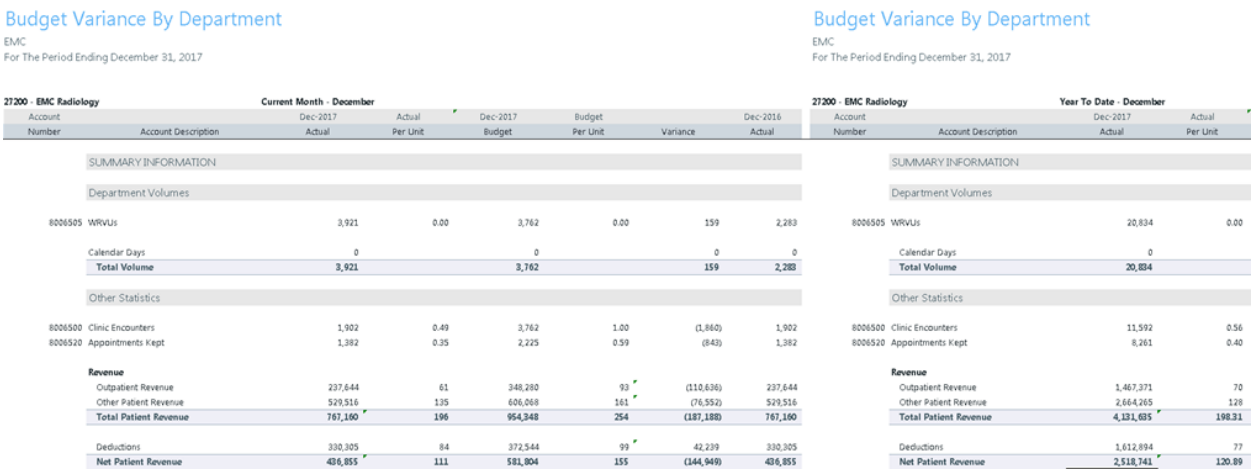
For The Period Ending February 28, 2017

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		Current Month - December					
Account Number	Account Description	Dec-2017 Actual	Actual Per Unit	Dec-2017 Budget	Budget Per Unit	Variance	Dec-2016 Actual
	SUMMARY INFORMATION						
	Department Volumes						
8006505	WRVUs	3,921	0.00	3,762	0.00	159	2,283
	Calendar Days	0		0		0	0
	Total Volume	**3,921**		**3,762**		**159**	**2,283**
	Other Statistics						
8006500	Clinic Encounters	1,902	0.49	3,762	1.00	(1,860)	1,902
8006520	Appointments Kept	1,382	0.35	2,225	0.59	(843)	1,382
	Revenue						
	Outpatient Revenue	237,644	61	348,280	93	(110,636)	237,644
	Other Patient Revenue	529,516	135	606,068	161	(76,552)	529,516
	Total Patient Revenue	**767,160**	**196**	**954,348**	**254**	**(187,188)**	**767,160**
	Deductions	330,305	84	372,544	99	42,239	330,305
	Net Patient Revenue	**436,855**	**111**	**581,804**	**155**	**(144,949)**	**436,855**

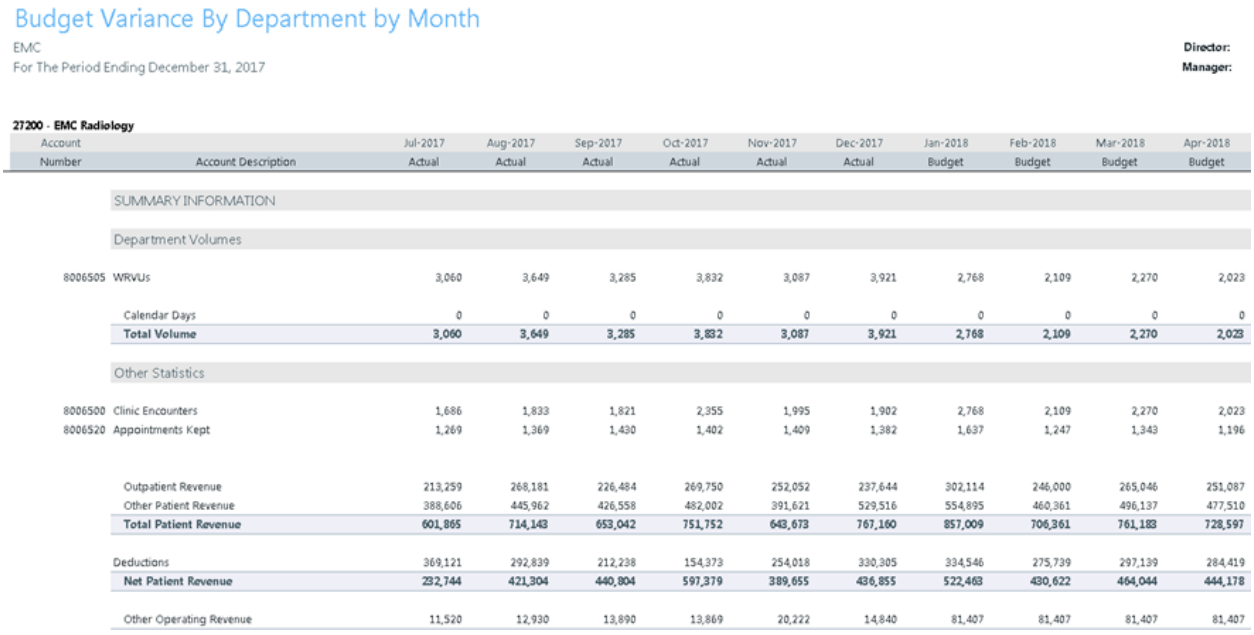
Budget Variance By Department

EMC

For The Period Ending December 31, 2017

27200 - EMC Radiology		Year To Date - December	
Account Number	Account Description	Dec-2017 Actual	Actual Per Unit
	SUMMARY INFORMATION		
	Department Volumes		
8006505	WRVUs	20,834	0.00
	Calendar Days	0	
	Total Volume	**20,834**	
	Other Statistics		
8006500	Clinic Encounters	11,592	0.56
8006520	Appointments Kept	8,261	0.40
	Revenue		
	Outpatient Revenue	1,467,371	70
	Other Patient Revenue	2,664,265	128
	Total Patient Revenue	**4,131,635**	**198.31**
	Deductions	1,612,894	77
	Net Patient Revenue	**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:

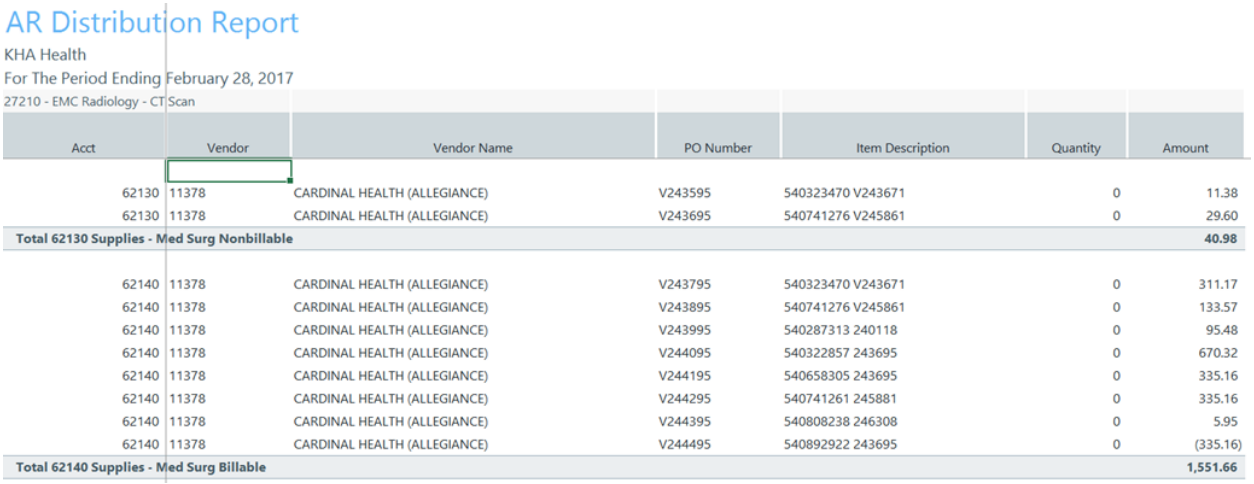
Manager:

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

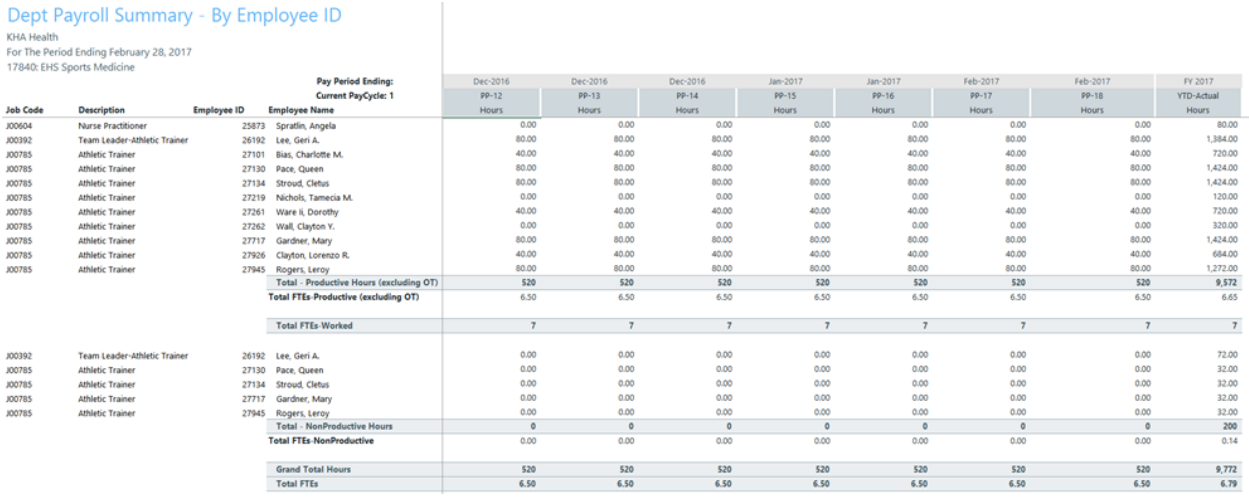
For The Period Ending December 31, 2016

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 Sm	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

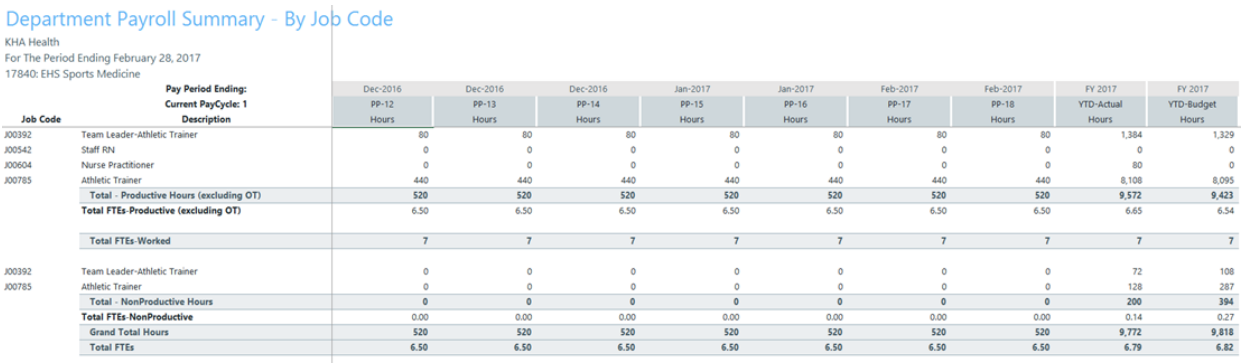
For The Period Ending February 28, 2017

17840: EHS Sports Medicine

Job Code	Description	Employee ID	Employee Name	Dec-2016 PP-12 Hours	Dec-2016 PP-13 Hours	Dec-2016 PP-14 Hours	Jan-2017 PP-15 Hours	Jan-2017 PP-16 Hours	Feb-2017 PP-17 Hours	Feb-2017 PP-18 Hours	FY 2017 YTD-Actual Hours
J00604	Nurse Practitioner	25873	Spratlin, Angela	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	1,384.00
J00785	Athletic Trainer	27101	Bias, Charlotte M.	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	1,424.00
J00785	Athletic Trainer	27134	Stroud, Cletus	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	120.00
J00785	Athletic Trainer	27261	Ware II, Dorothy	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	320.00
J00785	Athletic Trainer	27717	Gardner, Mary	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	684.00
J00785	Athletic Trainer	27945	Rogers, Leroy	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**	**9,572**
			Total FTEs-Productive (excluding OT)	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**
J00392	Team Leader-Athletic Trainer	26192	Lee, Geri A.	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	32.00
J00785	Athletic Trainer	27134	Stroud, Cletus	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	32.00
J00785	Athletic Trainer	27945	Rogers, Leroy	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**	**200**
			Total FTEs-NonProductive	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**	**9,772**
			Total FTEs	**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

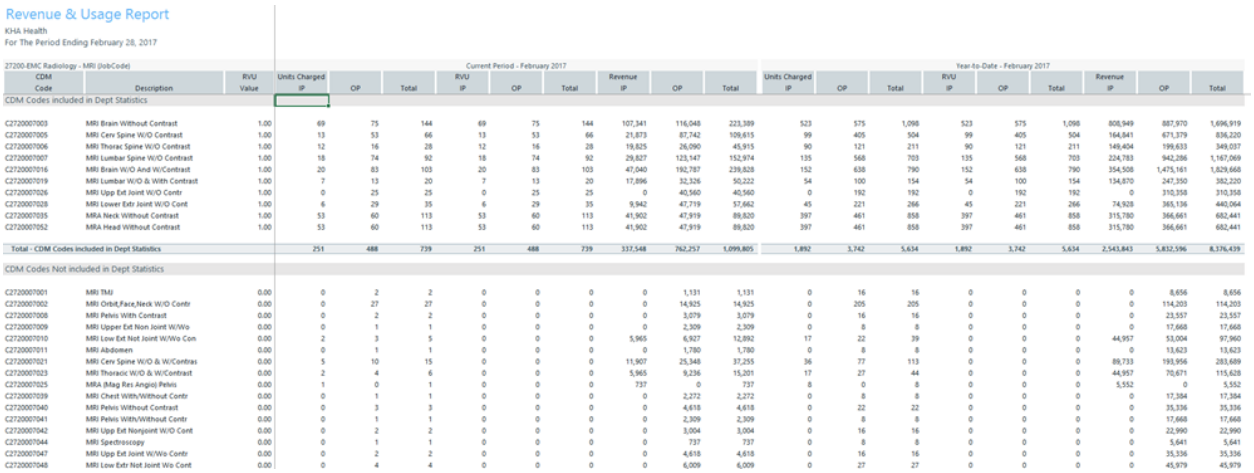
For The Period Ending February 28, 2017

17840: EHS Sports Medicine

Job Code	Description	Dec-2016 PP-12 Hours	Dec-2016 PP-13 Hours	Dec-2016 PP-14 Hours	Jan-2017 PP-15 Hours	Jan-2017 PP-16 Hours	Feb-2017 PP-17 Hours	Feb-2017 PP-18 Hours	FY 2017 YTD-Actual Hours	FY 2017 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	80	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**

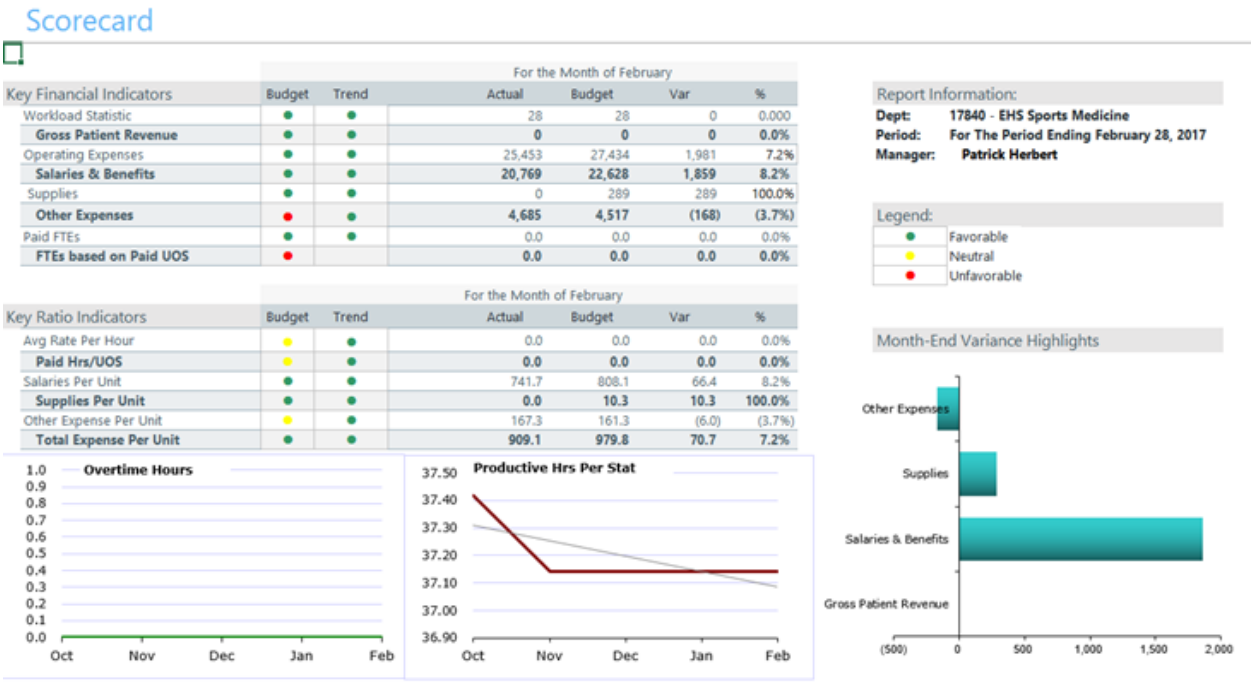
RU Report (optional feature)

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.



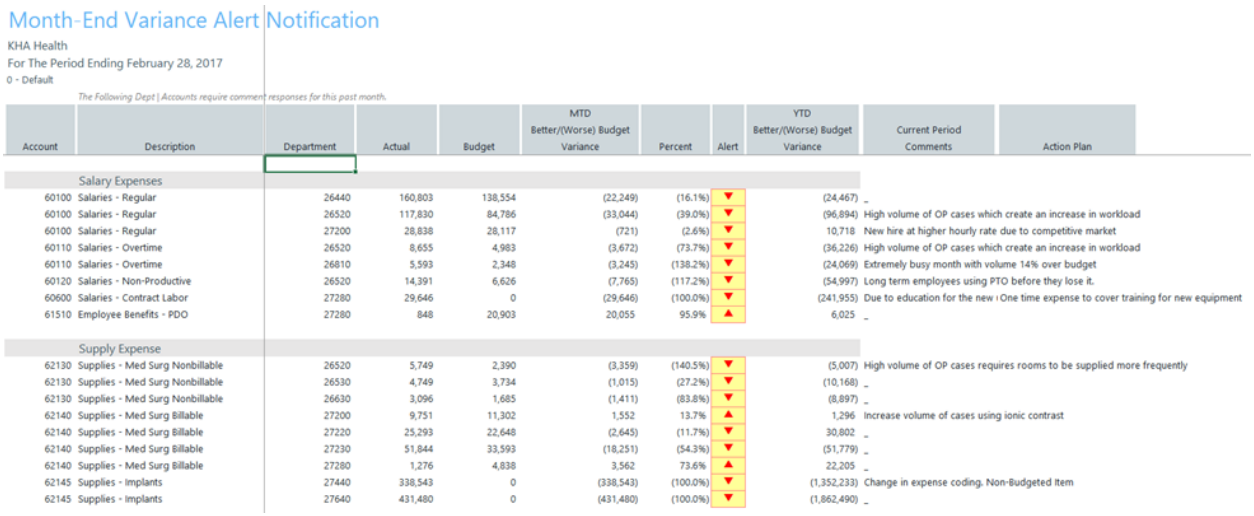
Scorecard

Use to show financial and ratio indicators for the chosen department compared to budget and trend.



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.

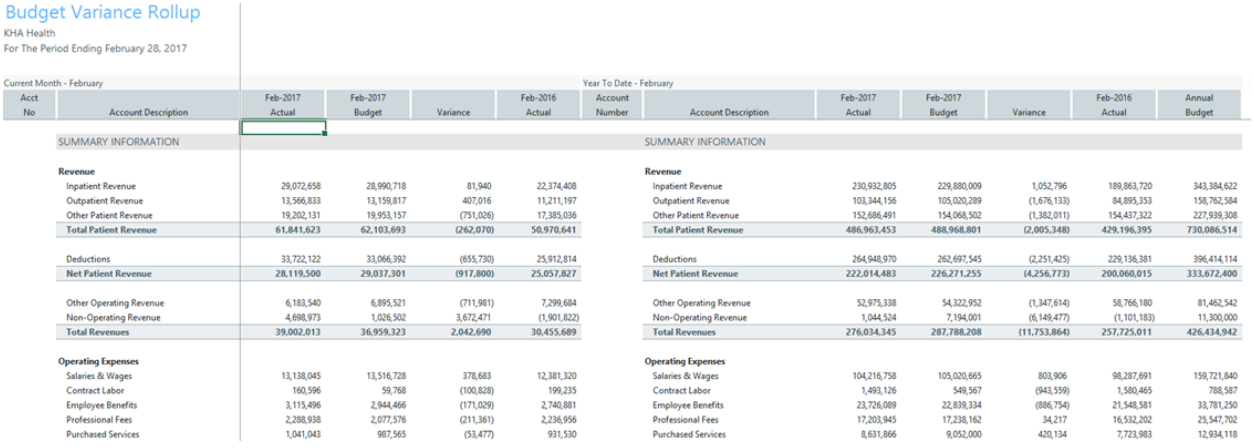
Account	Description	Department	Actual	Budget	MTD Better/(Worse) Budget Variance	Percent	Alert	YTD Better/(Worse) Budget Variance	Current Period Comments	Action Plan
	Salary Expenses									
60100	Salaries - Regular	26440	160,803	138,554	(22,249)	(16.1%)	▼	(24,467)	_	
60100	Salaries - Regular	26520	117,830	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 I 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.



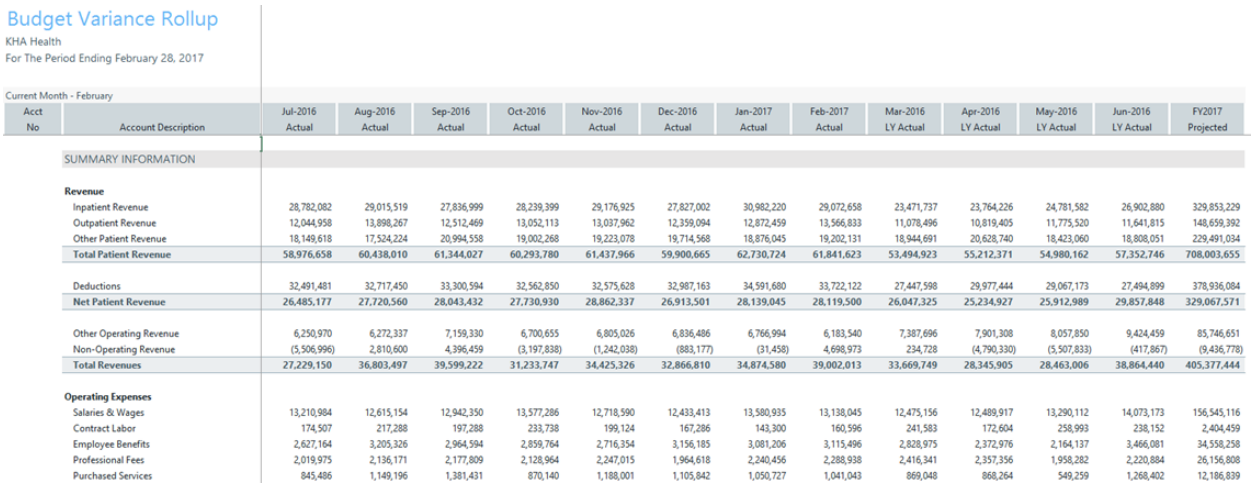
Budget Variance Rollup

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						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	4,698,973	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	159,721,840
	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

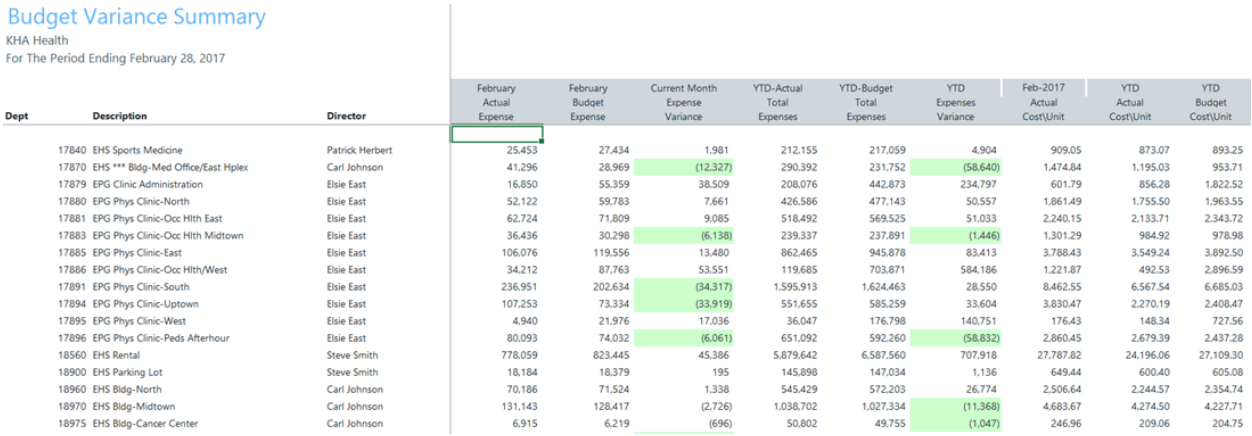
For The Period Ending February 28, 2017

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	13,210,984	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	868,264	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

For The Period Ending February 28, 2017

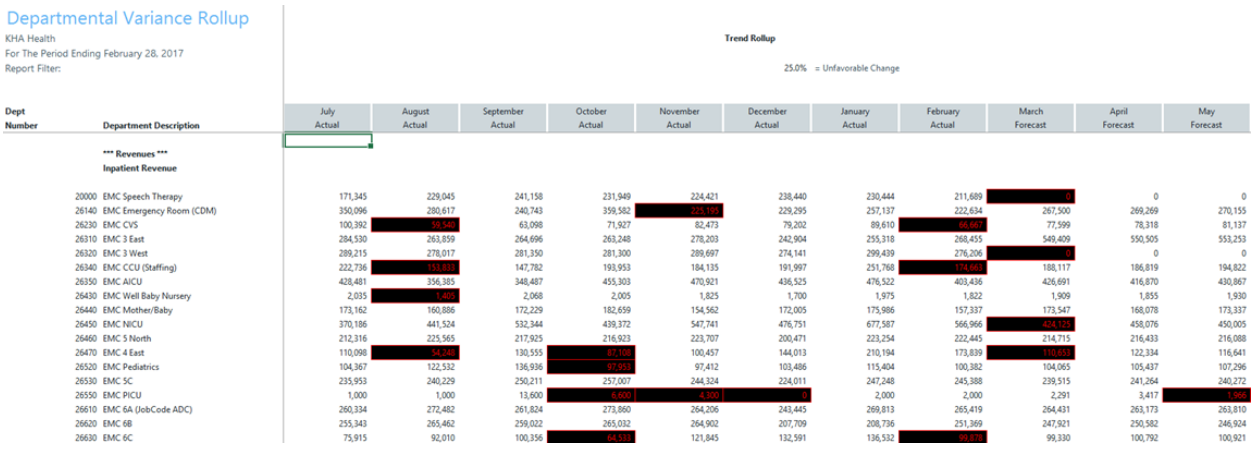
Report Filter:

Variance Rollup

25.0% = Unfavorable Month-End Variance

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:

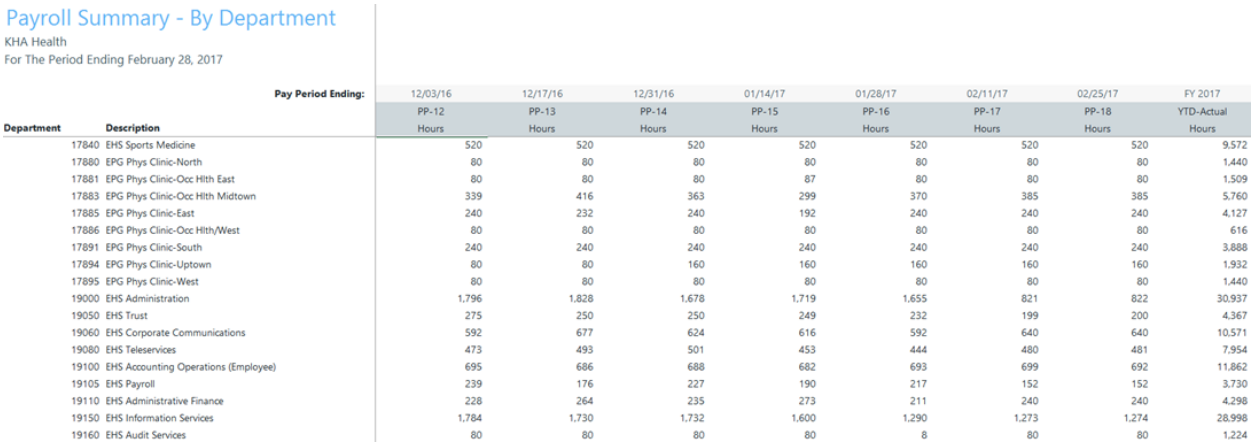
Trend Rollup

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	224,421	238,440	230,444	211,689	0	0	0
26140	EMC Emergency Room (CDM)	350,096	280,617	240,743	359,582	225,195	229,295	257,137	222,634	267,500	269,269	270,155
26230	EMC CVS	100,392	59,540	63,098	71,927	82,473	79,202	89,610	66,667	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	153,833	147,782	193,953	184,135	191,997	251,768	174,663	188,117	186,819	194,822
26350	EMC AICU	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	1,405	2,068	2,005	1,825	1,700	1,975	1,822	1,909	1,855	1,930
26440	EMC Mother/Baby	173,162	160,886	172,229	182,659	154,562	172,005	175,986	157,337	173,547	168,078	173,337
26450	EMC NICU	370,186	441,524	532,344	439,372	547,741	476,751	677,587	566,966	424,125	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	54,248	130,555	87,108	100,457	144,013	210,194	173,839	110,653	122,334	116,641
26520	EMC Pediatrics	104,367	122,532	136,936	97,953	97,412	103,486	115,404	100,382	104,065	105,437	107,296
26530	EMC 5C	235,953	240,229	250,211	257,007	244,324	224,011	247,248	245,388	239,515	241,264	240,272
26550	EMC PICU	1,000	1,000	13,600	6,600	4,300	0	2,000	2,000	2,291	3,417	1,966
26610	EMC 6A (JobCode ADC)	260,334	272,482	261,824	273,860	264,206	243,445	269,813	265,419	264,431	263,173	263,810
26620	EMC 6B	255,343	265,462	259,022	265,032	264,902	207,709	208,736	251,369	247,921	250,582	246,924
26630	EMC 6C	75,915	92,010	100,356	64,533	121,845	132,591	136,532	99,878	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

Department	Description	Pay Period Ending: 12/03/16 PP-12 Hours	12/17/16 PP-13 Hours	12/31/16 PP-14 Hours	01/14/17 PP-15 Hours	01/28/17 PP-16 Hours	02/11/17 PP-17 Hours	02/25/17 PP-18 Hours	FY 2017 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 Hlth East	80	80	80	87	80	80	80	1,509
17883	EPG Phys Clinic-Occ Hlth 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 Hlth/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.

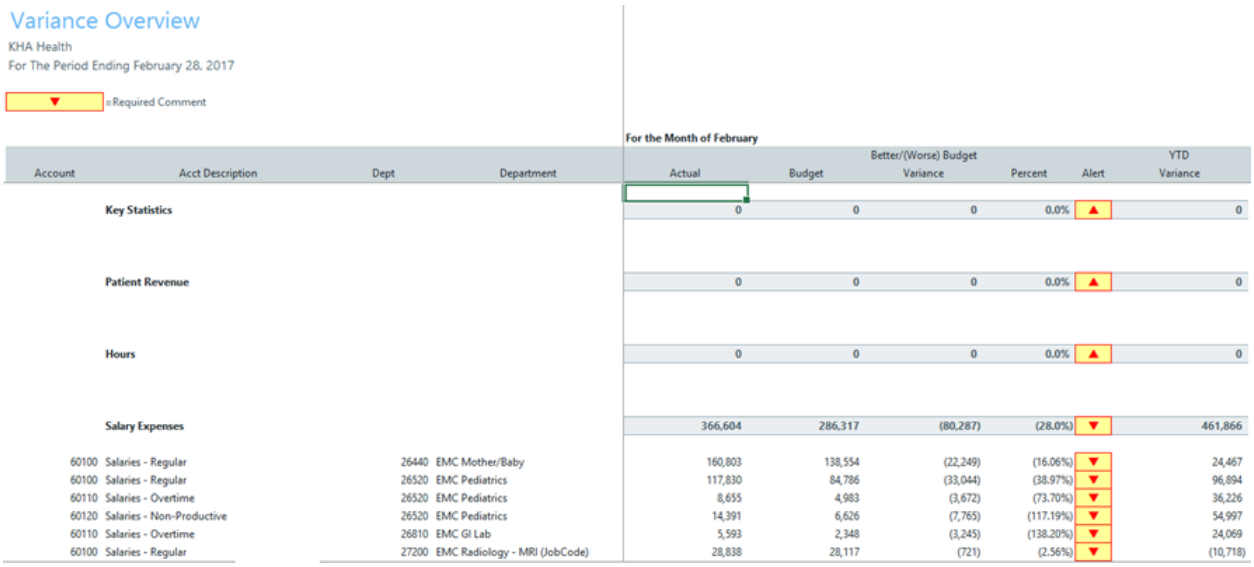
Top/Bottom 10 Budget Variance

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 Operati	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

Account	Acct Description	Dept	Department	For the Month of February 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)

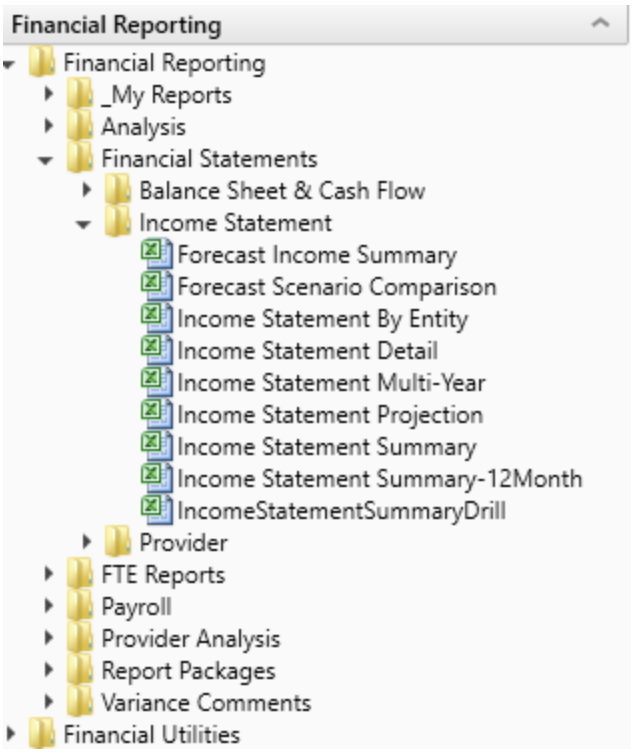
Income Statement reports

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

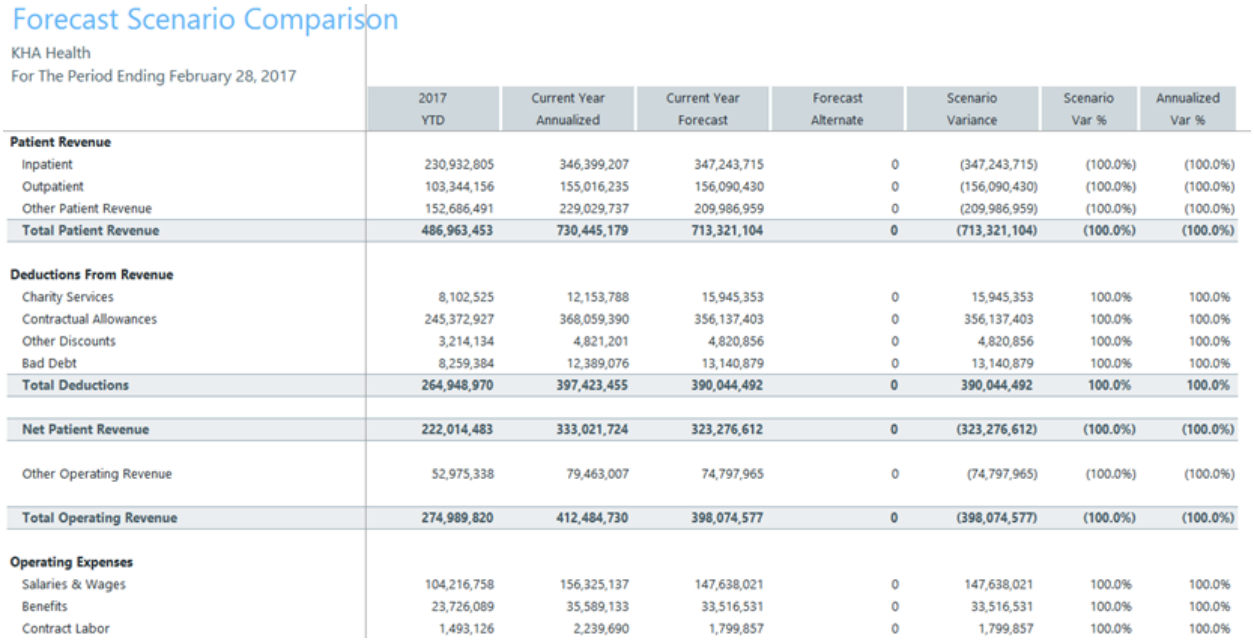
Use to show the Current Year Forecast by FSDetail category compared to Current Year Budget and Current Year Annualized.

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	229,029,737	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

Account	Description	Current Month Actual	Current Month Budget	Current Month Variance	Current Month Var %	Current Month LY Actual	Year-To-Date Actual	Year-To-Date Budget	Year-To-Date Variance	Year-To-Date Var %	Year-To-Date 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	$29,015,519	$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 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%	1,959,448	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.

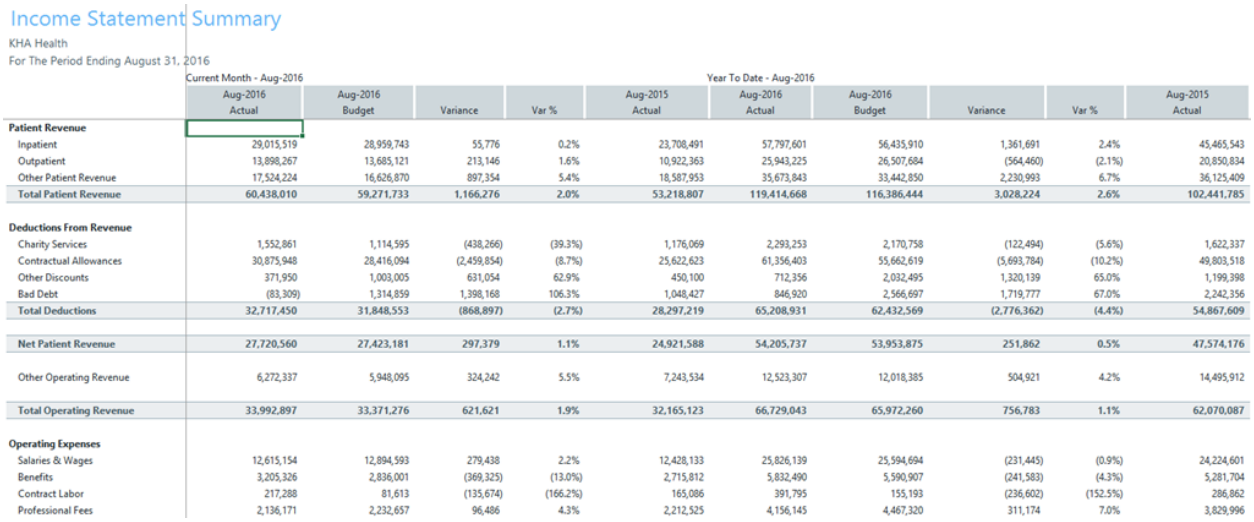
Income Statement Projection

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	32,491,481	32,717,450	33,300,594	32,562,850	32,575,628	32,987,163	34,591,680
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

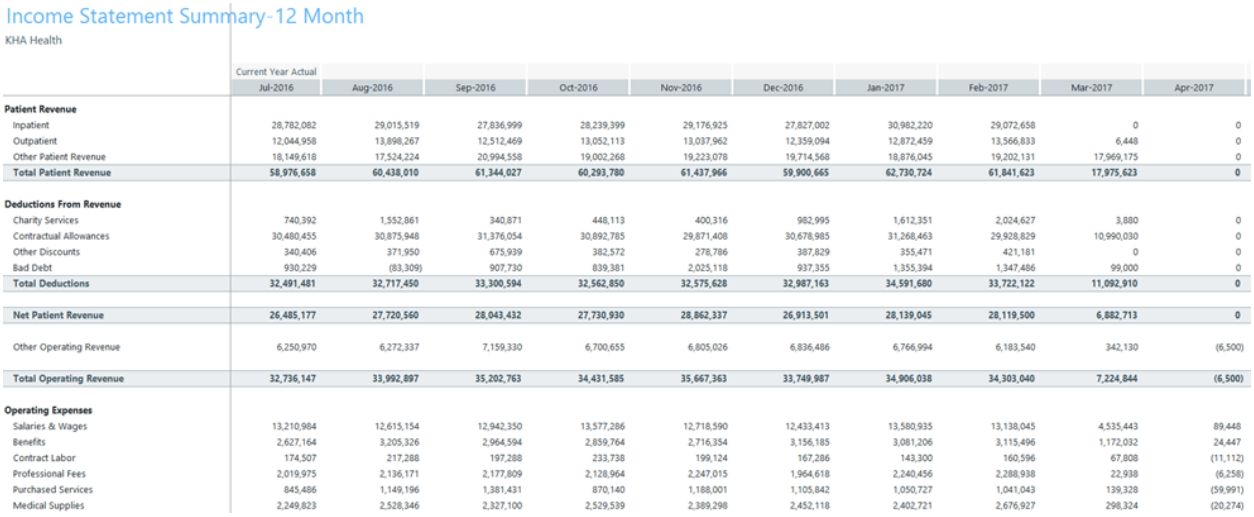
KHA Health

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.



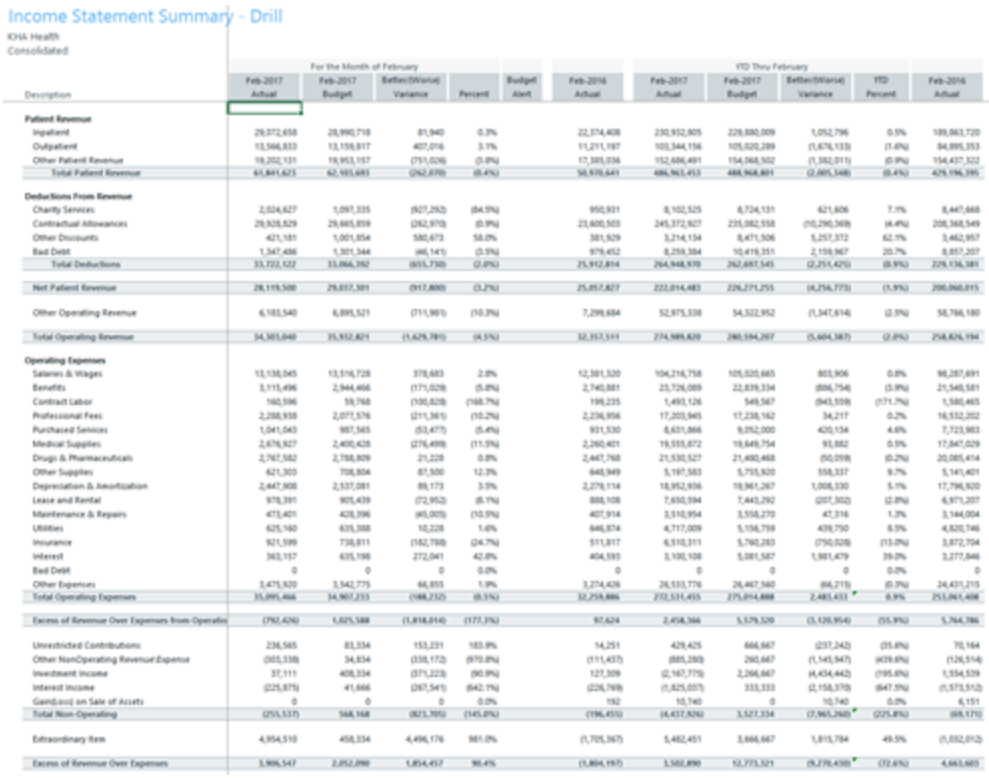
Income Statement Summary-12 Month

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	30,982,220	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	160,596	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.



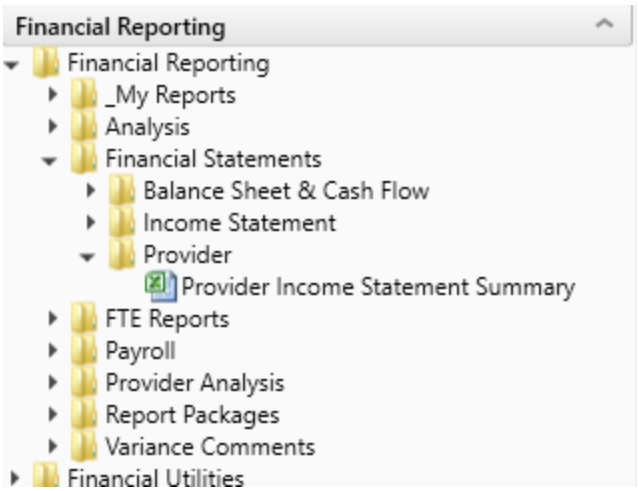
Provider Income Statement reports

These reports are designed for month-end financial analysis.

Accessing these reports

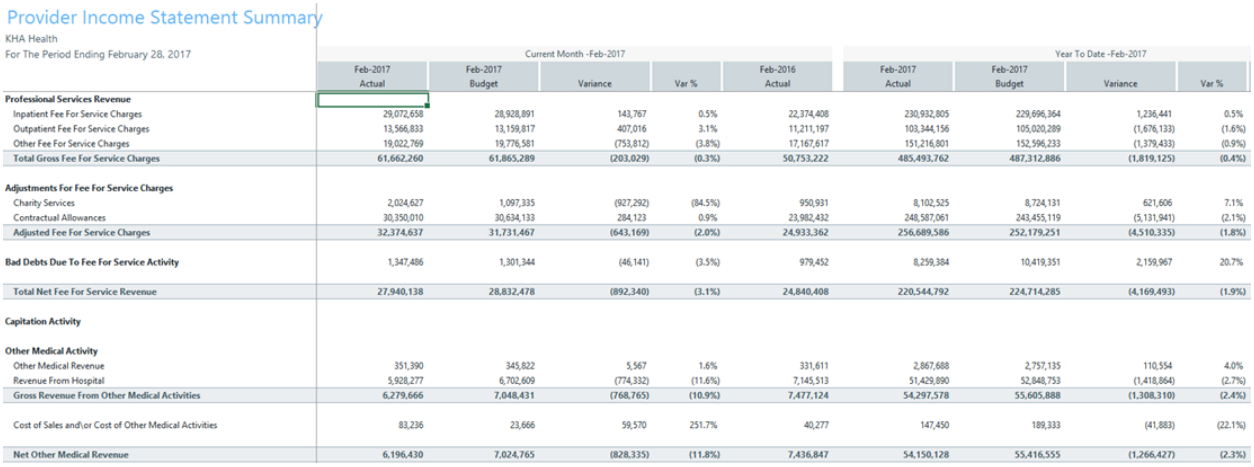
The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting\Financial Statements\Provider**. For instructions, see Browsing the Report Library.

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 FSProvider 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

	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%)**

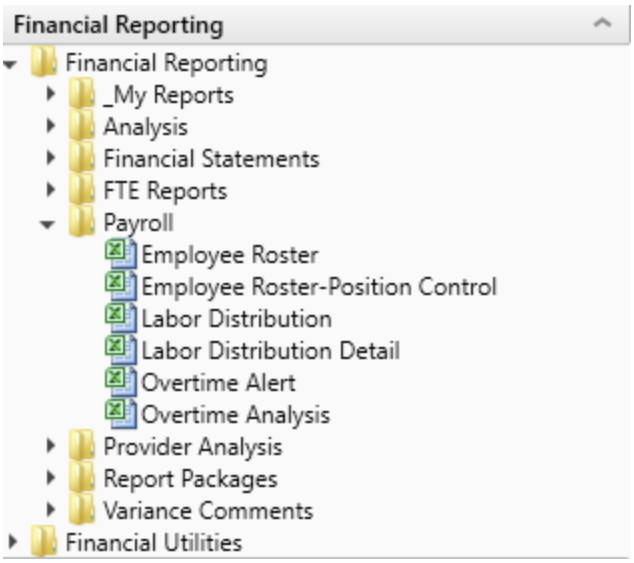
Payroll reports

These reports are designed for bi-weekly payroll analysis.

Accessing these reports

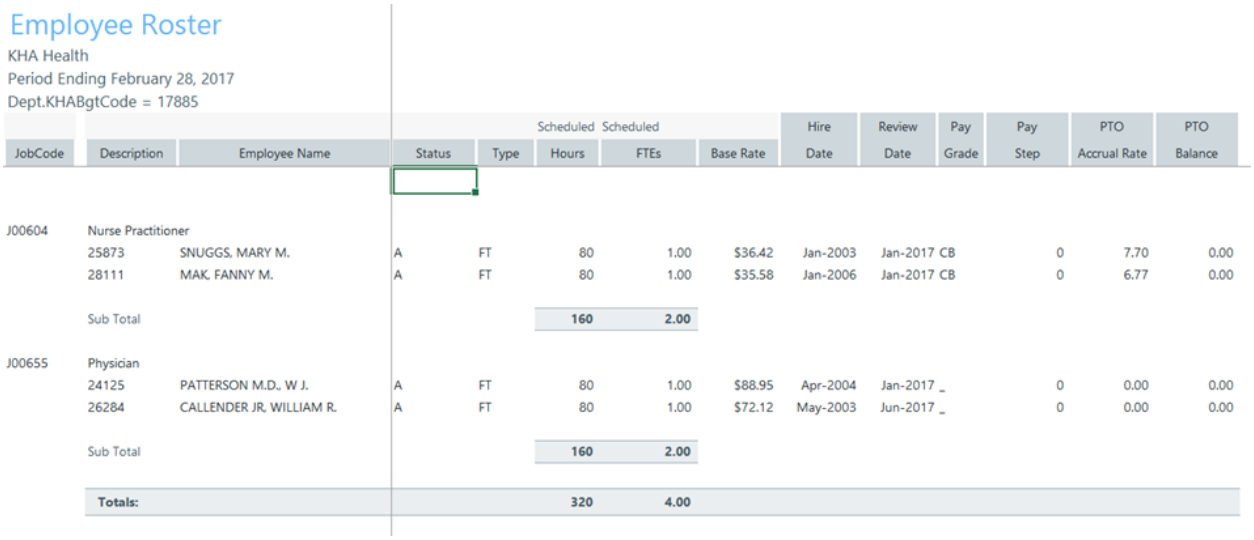
The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting\Payroll**. For instructions, see Browsing the Report Library.

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

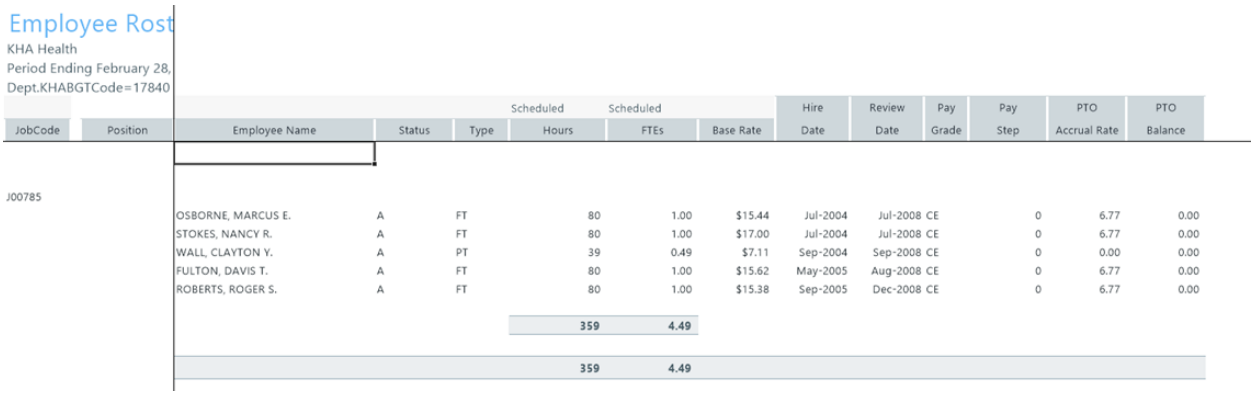
Period Ending February 28, 2017

Dept.KHABgtCode = 17885

JobCode	Description	Employee Name	Status	Type	Scheduled Hours	Scheduled FTEs	Base Rate	Hire Date	Review Date	Pay Grade	Pay Step	PTO Accrual Rate	PTO Balance
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**							

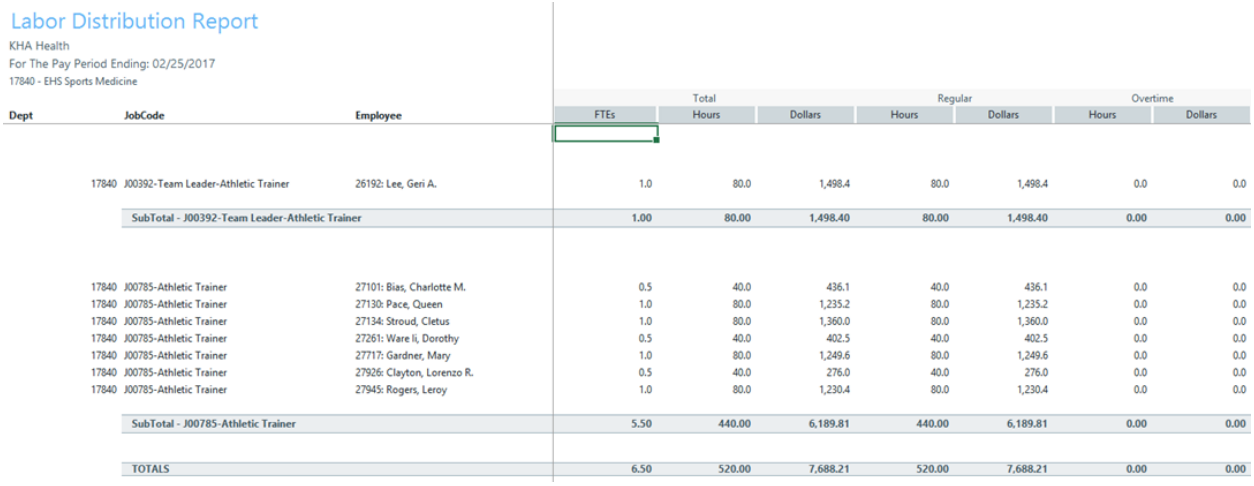
Employee Roster - Position Control

Use to show employee-related information by job code and by employee.



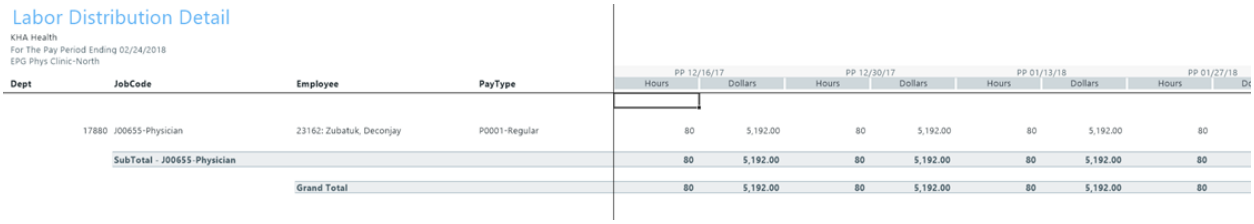
Labor Distribution

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 Alert

KHA Health

						Number of Departments > Threshold:		25
						Alert Threshold = >>		0
(0)	=Unfavorable Variance	Pay	Pay	Pay	Pay	Pay		
Dept	Department	Period 14	Period 15	Period 16	Period 17	Period 18	Average	% Change
102200	EMA Optical	0	0	0	0	1	0	(80.00%)
101408	EMA Opthalmology	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

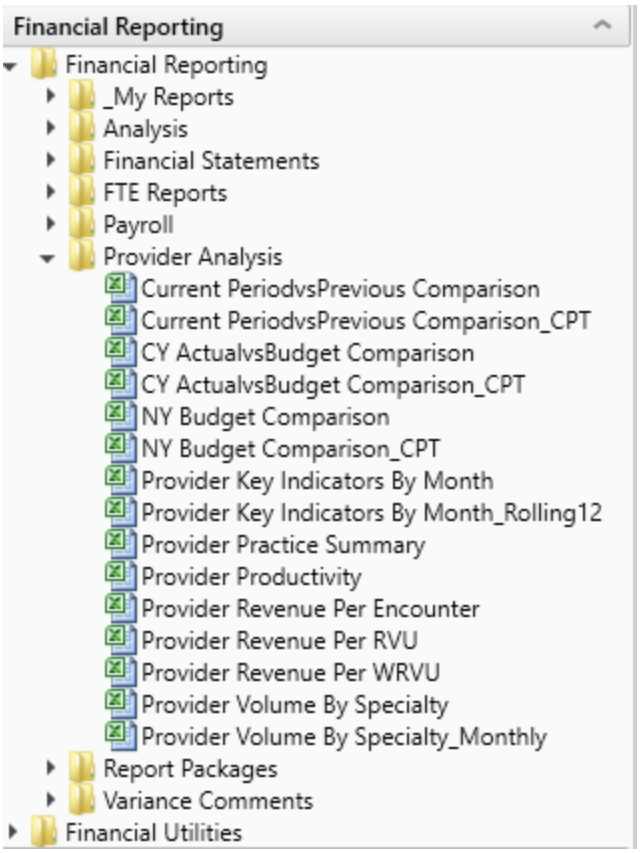
These reports are designed for physician analysis.

NOTE: These reports are optional reports that you can purchase as an add on to your current license.

Accessing these reports

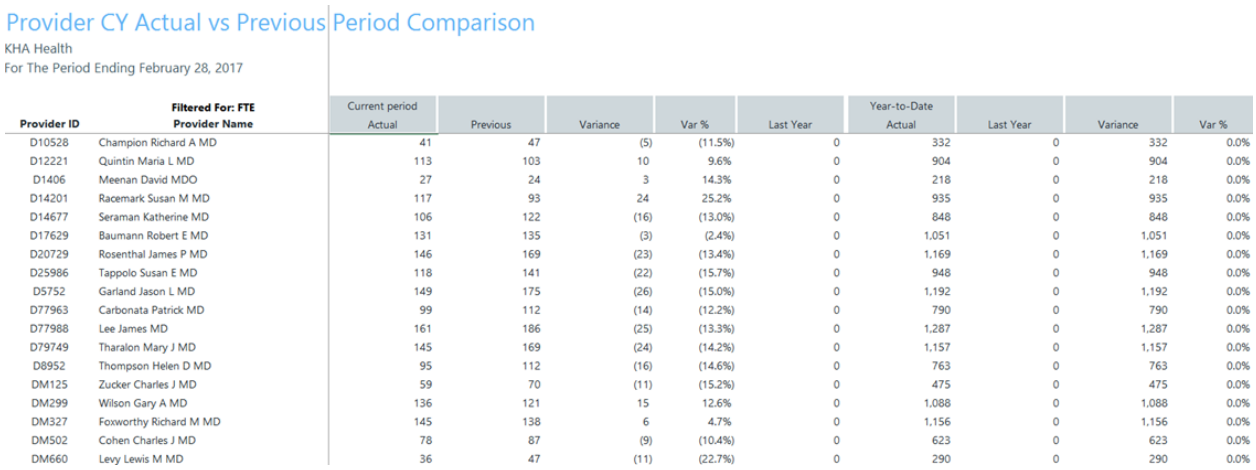
The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting\Provider Analysis**. For instructions, see Browsing the Report Library.

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

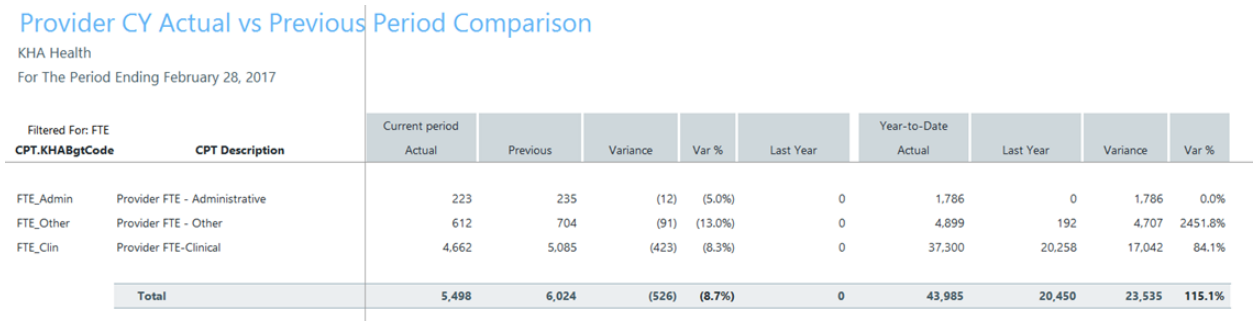
KHA Health

For The Period Ending February 28, 2017

Provider ID	Filtered For: FTE Provider Name	Current period Actual	Previous	Variance	Var %	Last Year	Year-to-Date Actual	Last Year	Variance	Var %
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

CPT.KHABgtCode	Filtered For: FTE CPT Description	Current period Actual	Previous	Variance	Var %	Last Year	Year-to-Date Actual	Last Year	Variance	Var %
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	Racemark 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
Provider ID Provider Name	YTD	CY Annualized	CY Projection	Variance	NY Budget	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					CY Annualized	CY Projection
CPT.CPT	CPT Description	YTD	CY Annualized	CY Projection	Variance	NY Budget	Variance	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

		FY16									
Filtered For: Encounters		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

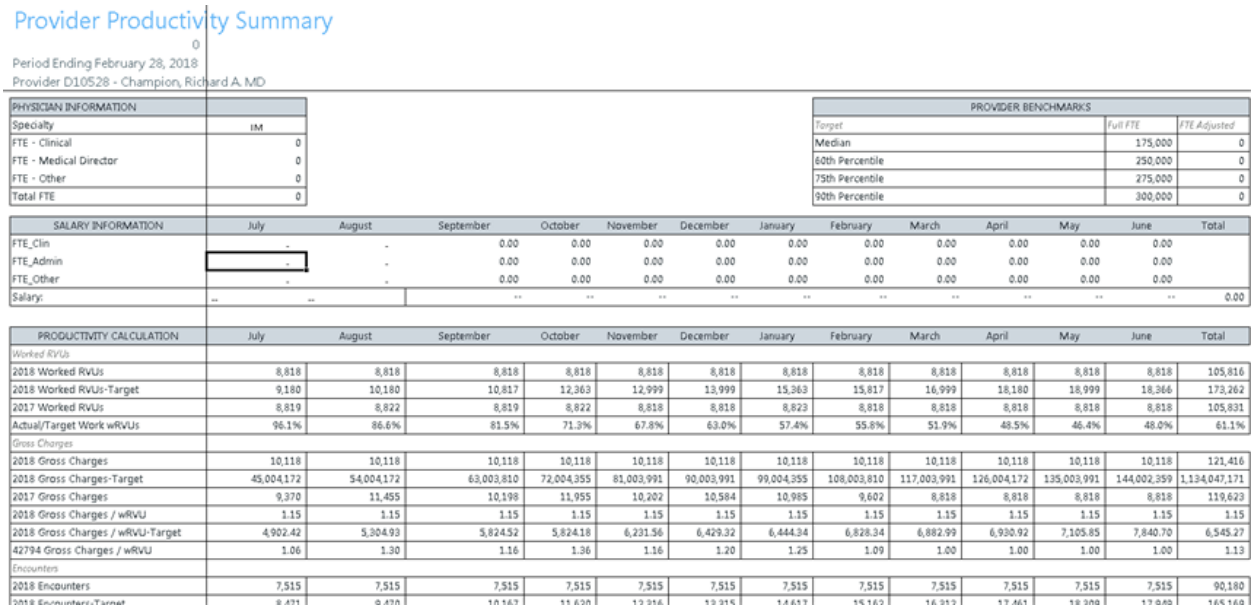
101010 - EMA Internal Medicine (Provider)

Bonus Summary

Provider ID	Provider Name	Current Month - February Actual Worked RVUs	Target Worked RVUs	Actual Prod. %	Actual Gross Charges	Actual Gross Charge\RVU	Actual Encounters	Actual RVU/Enc	Year-to-date through February 2018 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	Racemark, 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	Tharalon, 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

0

Period Ending February 28, 2018

Provider D10528 - Champion, Richard A MD

PHYSICIAN INFORMATION	
Specialty	IM
FTE - Clinical	0
FTE - Medical Director	0
FTE - Other	0
Total FTE	0

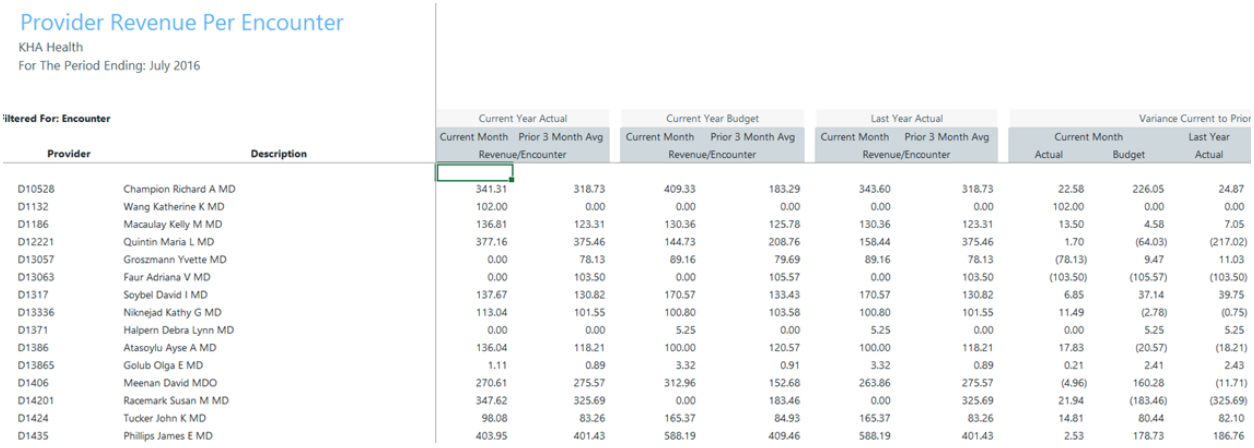
PROVIDER BENCHMARKS		
Target	Full FTE	FTE Adjusted
Median	175,000	0
60th Percentile	250,000	0
75th Percentile	275,000	0
90th Percentile	300,000	0

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	
FTE_Admin	-	-	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	
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	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	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	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	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
2018 Gross Charges / wRVU-Target	4,902.42	5,304.93	5,824.52	5,824.18	6,231.56	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	1.13
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	90,180
2018 Encounters-Target	8,421	9,420	10,167	11,420	12,316	13,315	14,617	15,163	16,312	17,461	18,309	17,949	165,169

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

Provider	Description	Current Year Actual: Current Month Revenue/Encounter	Current Year Actual: Prior 3 Month Avg Revenue/Encounter	Current Year Budget: Current Month Revenue/Encounter	Current Year Budget: Prior 3 Month Avg Revenue/Encounter	Last Year Actual: Current Month Revenue/Encounter	Last Year Actual: Prior 3 Month Avg Revenue/Encounter	Variance Current to Prior: Current Month Actual	Variance Current to Prior: Current Month Budget	Variance Current to Prior: Last Year 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	0.00	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	Racemark 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	98.08	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

		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)	
Provider	Description	Revenue/		Revenue/		Revenue/		Actual	Budget	Actual	Budget	Last Year
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 Melvyn 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	Sanchorawala 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

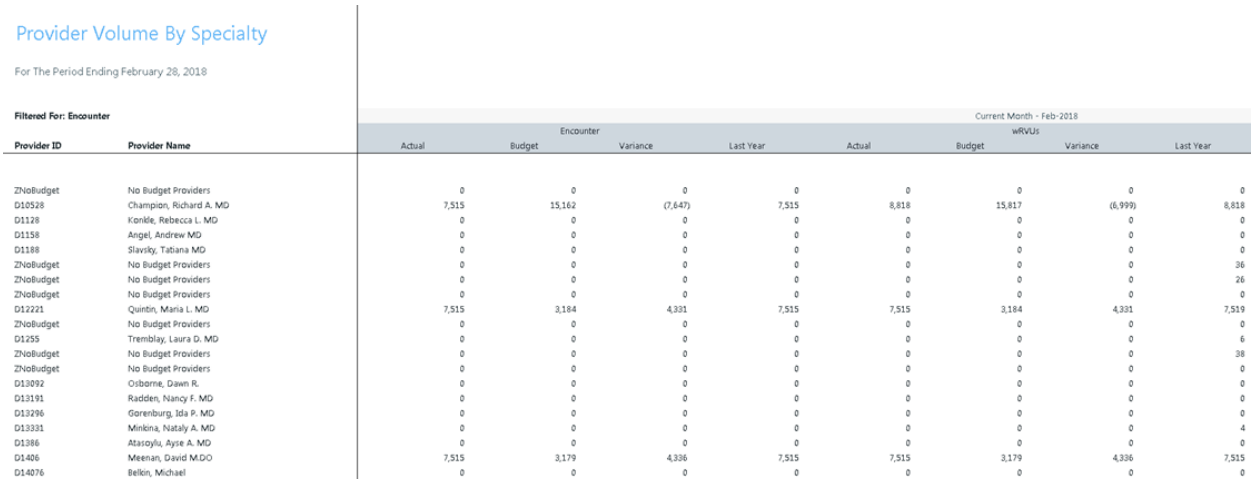
For The Period Ending: December 2016

Filtered For: WRVU

		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)	
Provider	Description	Revenue/		Revenue/		Revenue/		Actual	Budget	Actual	Budget	Last Year
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	Racemark 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, subtotaled by provider specialty.



Provider Volume By Specialty

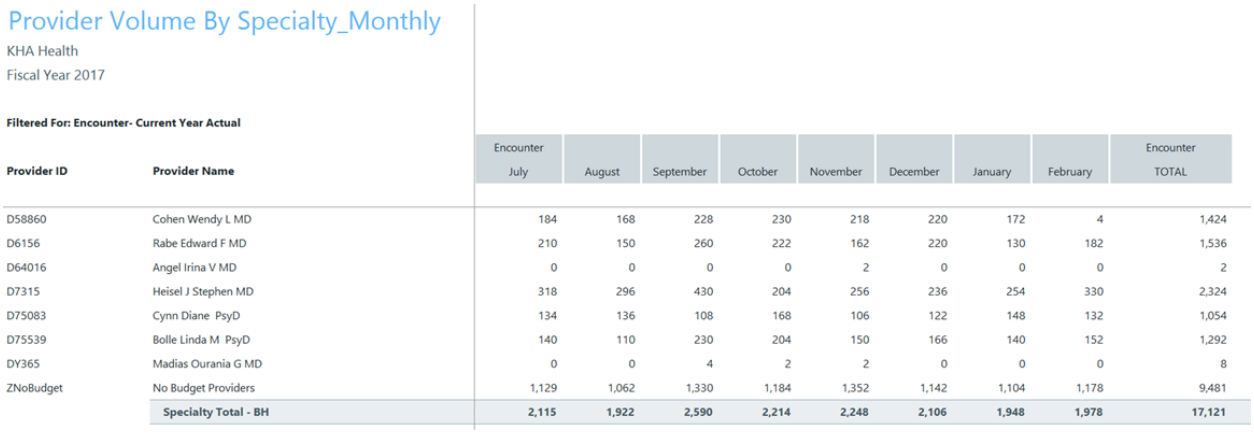
For The Period Ending February 28, 2018

Filtered For: Encounter

Provider ID	Provider Name	Current Month - Feb-2018 Encounter Actual	Budget	Variance	Last Year	wRVUs Actual	Budget	Variance	Last Year
ZNoBudget	No Budget Providers	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
D1158	Angel, Andrew MD	0	0	0	0	0	0	0	0
D1188	Slavsky, Tatiana MD	0	0	0	0	0	0	0	0
ZNoBudget	No Budget Providers	0	0	0	0	0	0	0	36
ZNoBudget	No Budget Providers	0	0	0	0	0	0	0	26
ZNoBudget	No Budget Providers	0	0	0	0	0	0	0	0
D12221	Quintin, Maria L. MD	7,515	3,184	4,331	7,515	7,515	3,184	4,331	7,519
ZNoBudget	No Budget Providers	0	0	0	0	0	0	0	0
D1255	Tremblay, Laura D. MD	0	0	0	0	0	0	0	6
ZNoBudget	No Budget Providers	0	0	0	0	0	0	0	38
ZNoBudget	No Budget Providers	0	0	0	0	0	0	0	0
D13092	Osborne, Dawn R.	0	0	0	0	0	0	0	0
D13191	Radden, Nancy F. MD	0	0	0	0	0	0	0	0
D13296	Gorenburg, Ida P. MD	0	0	0	0	0	0	0	0
D13331	Minkina, Nataly A. MD	0	0	0	0	0	0	0	4
D1386	Atasoylu, Ayse A. MD	0	0	0	0	0	0	0	0
D1406	Meenan, David M.DO	7,515	3,179	4,336	7,515	7,515	3,179	4,336	7,515
D14076	Belkin, Michael	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 July	August	September	October	November	December	January	February	Encounter TOTAL
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**

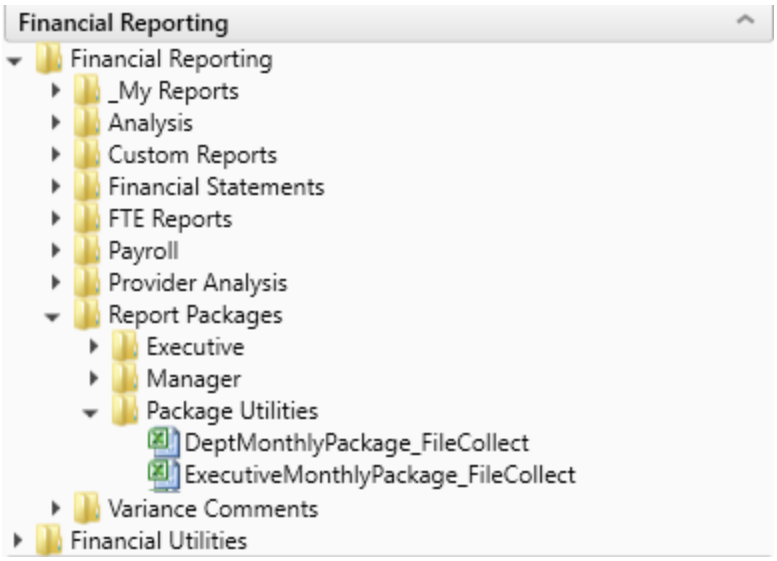
Report Packages - Utilities

These reports are designed for month-end or payroll electronic packaging for distribution.

Accessing these reports

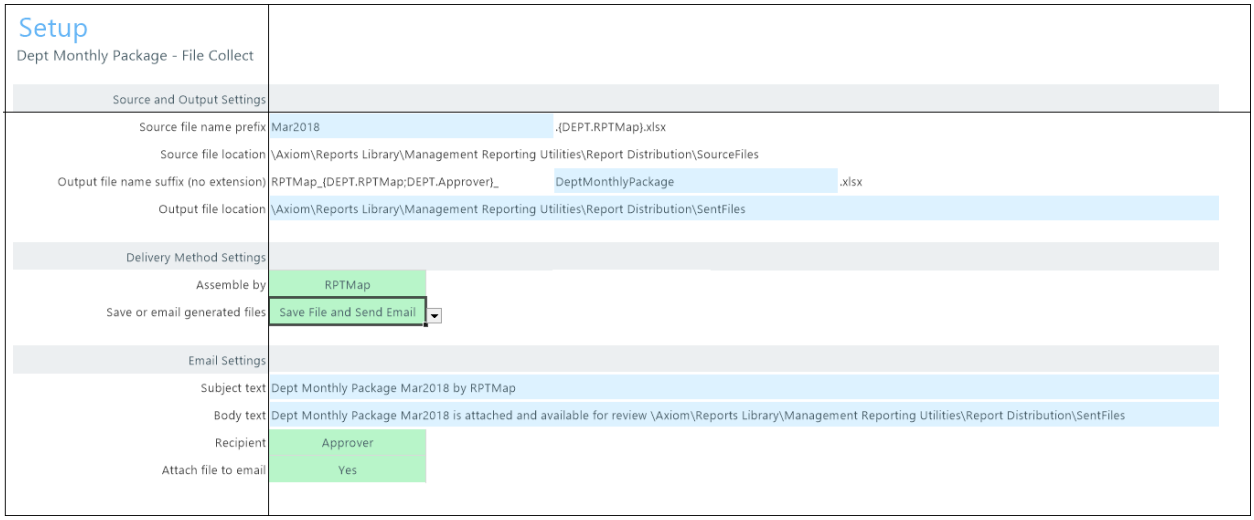
The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting\Report Packages\Package Utilities**. For instructions, see Browsing the Report Library.

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

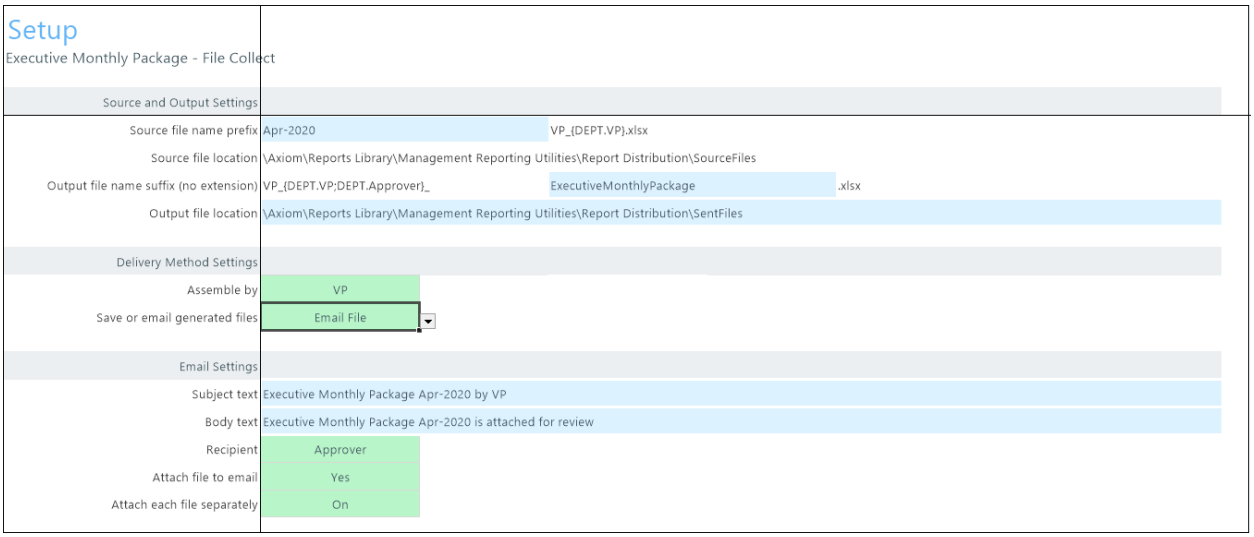
Use this utility to combine all of the Monthly Manager Package reports into one file, configure the file source and output settings and delivery method (email and/or save as a file to a directory location) for the . If sending the report by email, you can configure the email subject line and body text, the recipient type, and file attachment options. For more information, see Processing and distributing the Department Monthly Package report.



ExecutiveMonthlyPackage_FileCollect

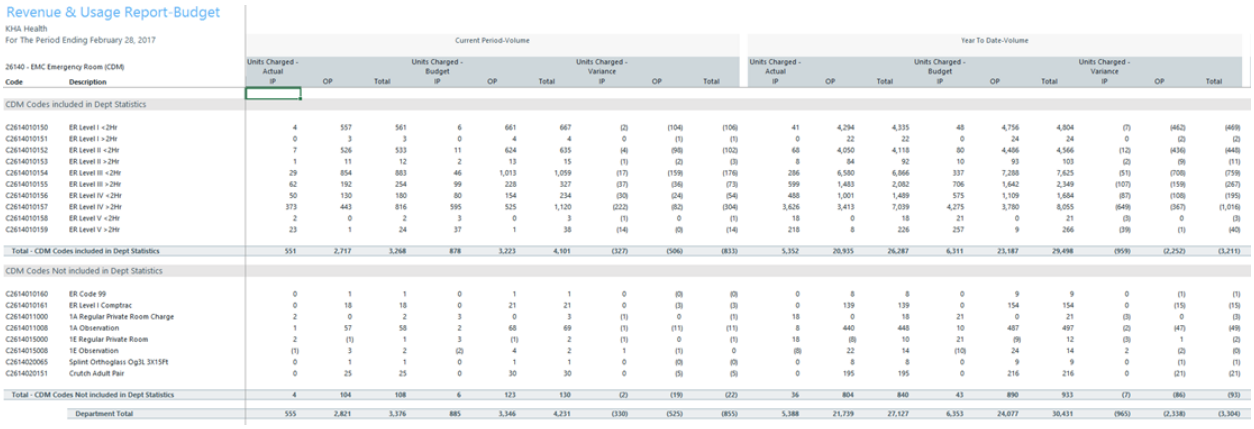
Use this utility to combine all of the Executive Monthly Package reports into one file, configure the file source and output settings and delivery method (email and/or save as a file to a directory location) for

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 .



Running the Revenue Usage - Budget report

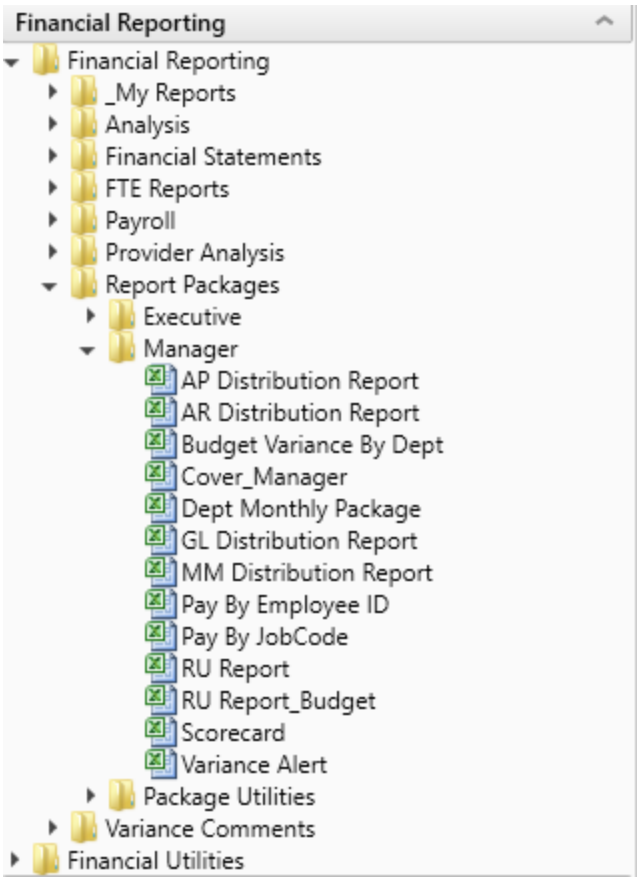
This reports shows the current-month actual, budget, and year-to-date Revenue and Usage units and gross revenue by CDMCode. Units for specific CDM can be RVU weighted to use for monthly statistics summarization.



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 and Performance Reporting 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.

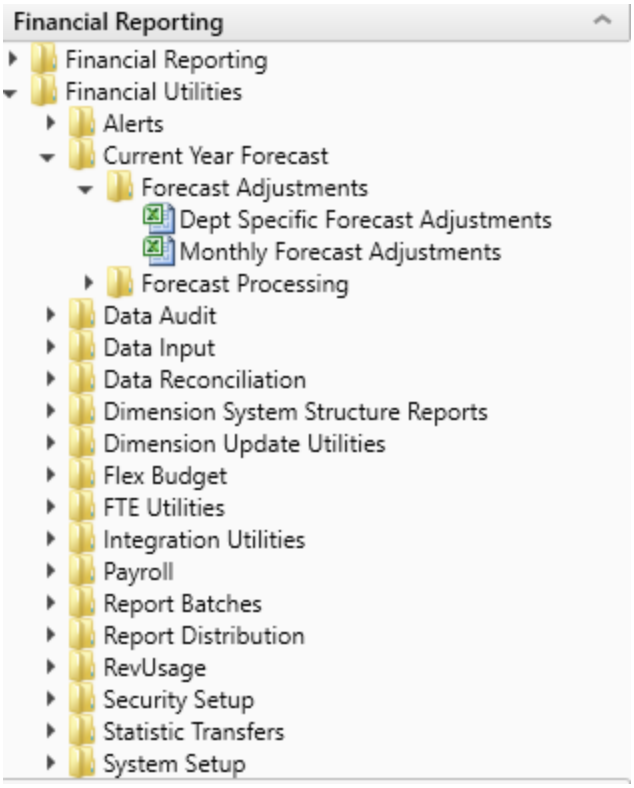
Current Year Forecast – Forecast Adjustment Utilities

These reports are designed to post calculated values to the database.

Accessing these reports

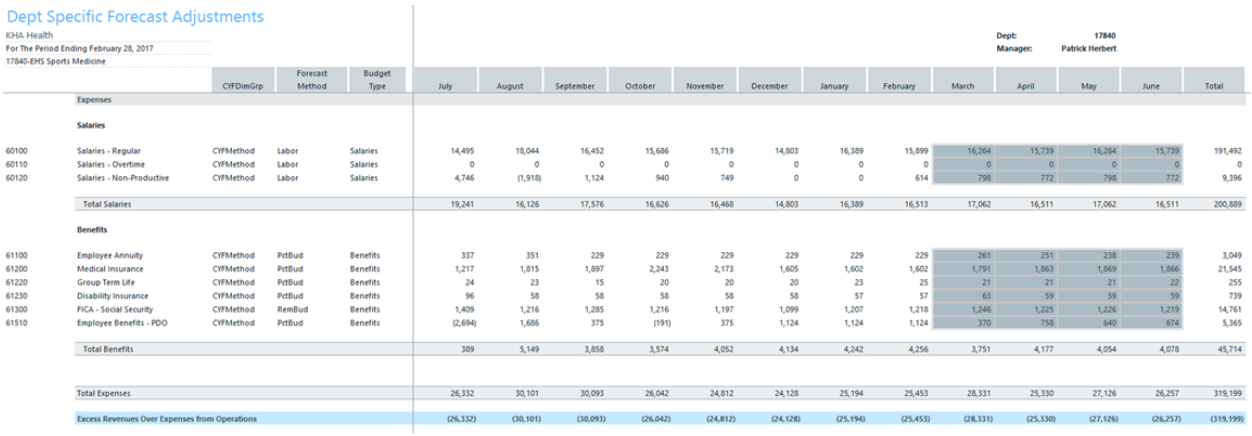
The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting Utilities\Current Year Forecast\Forecast Adjustments**. For instructions, see Browsing the Report Library.

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

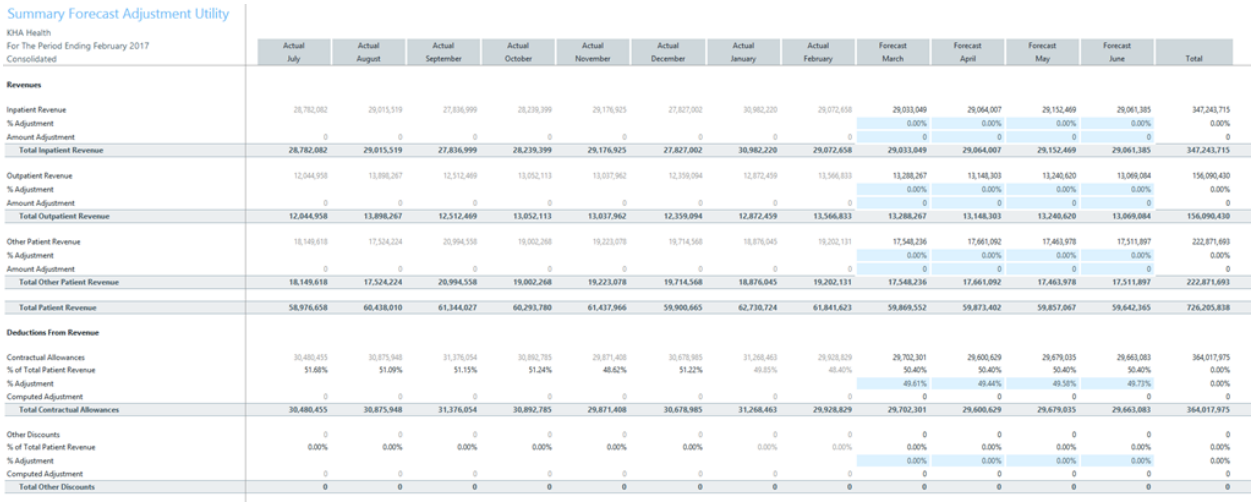
KHA Health
For The Period Ending February 28, 2017
17840-EHS Sports Medicine

Dept: 17840
Manager: Patrick Herbert

		CYFDimGrp	Forecast Method	Budget Type	July	August	September	October	November	December	January	February	March	April	May	June	Total
	Expenses																
	Salaries																
60100	Salaries - Regular	CYFMethod	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	CYFMethod	Labor	Salaries	0	0	0	0	0	0	0	0	0	0	0	0	0
60120	Salaries - Non-Productive	CYFMethod	Labor	Salaries	4,746	(1,918)	1,124	940	749	0	0	614	798	772	798	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	CYFMethod	PctBud	Benefits	337	351	229	229	229	229	229	229	261	251	238	239	3,049
61200	Medical Insurance	CYFMethod	PctBud	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	CYFMethod	PctBud	Benefits	24	23	15	20	20	20	23	25	21	21	21	22	255
61230	Disability Insurance	CYFMethod	PctBud	Benefits	96	58	58	58	58	58	57	57	63	59	59	59	739
61300	FICA - Social Security	CYFMethod	RemBud	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	CYFMethod	PctBud	Benefits	(2,694)	1,686	375	(191)	375	1,124	1,124	1,124	370	758	640	674	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	25,453	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)	(25,453)	(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

KHA 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	27,827,002	30,982,220	29,072,658	29,033,049	29,064,007	29,152,469	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	28,782,082	29,015,519	27,836,999	28,239,399	29,176,925	27,827,002	30,982,220	29,072,658	29,033,049	29,064,007	29,152,469	29,061,385	347,243,715
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	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	12,044,958	13,898,267	12,512,469	13,052,113	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
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	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
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	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									49.61%	49.44%	49.58%	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

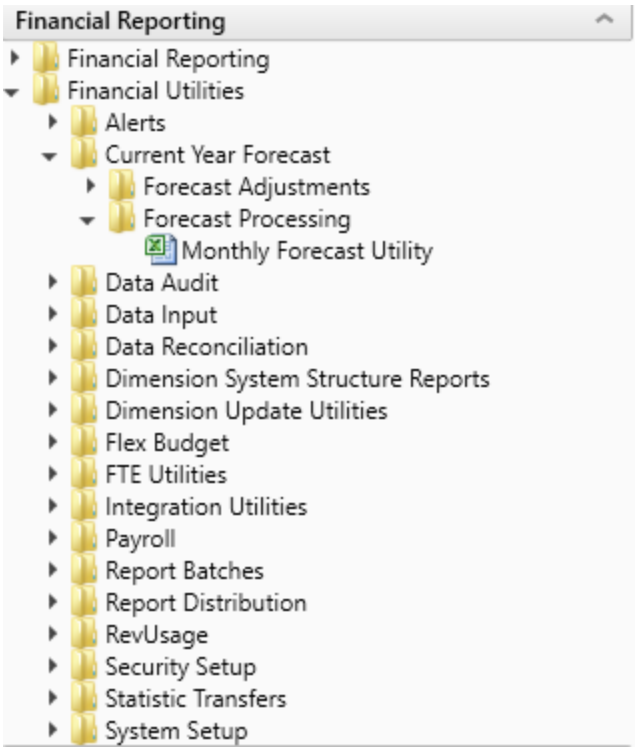
Current Year Forecast – Forecast Processing Utilities

This report is designed to post calculated values to the database.

Accessing these reports

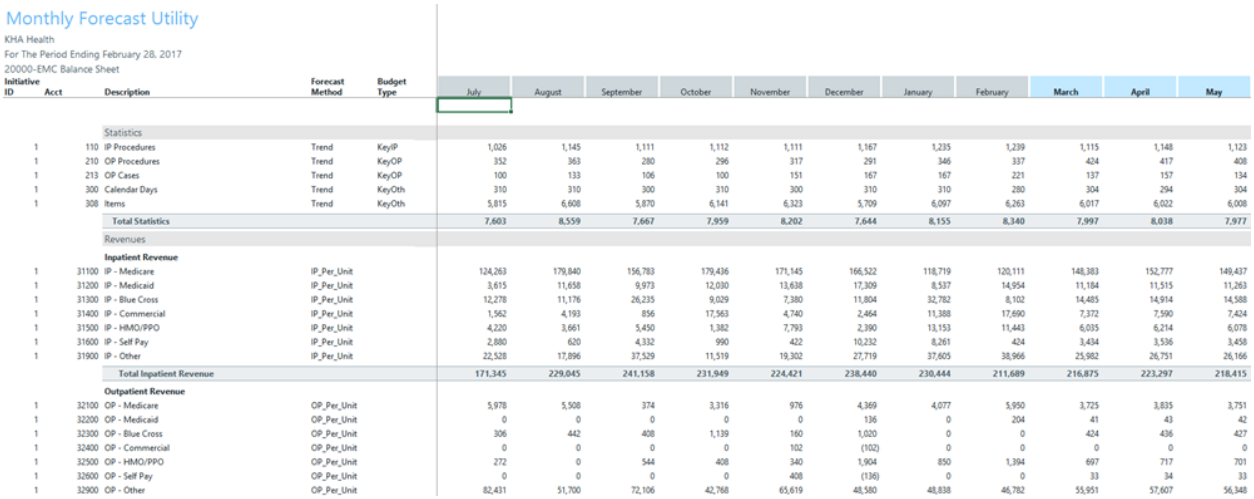
The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting Utilities\Current Year Forecast\Forecast Processing**. For instructions, see Browsing the Report Library.

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 ID	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	620	4,332	990	422	10,232	8,261	424	3,434	3,536	3,458
1	31900	IP - Other	IP_Per_Unit		22,528	17,896	37,529	11,519	19,302	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	230,444	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	436	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

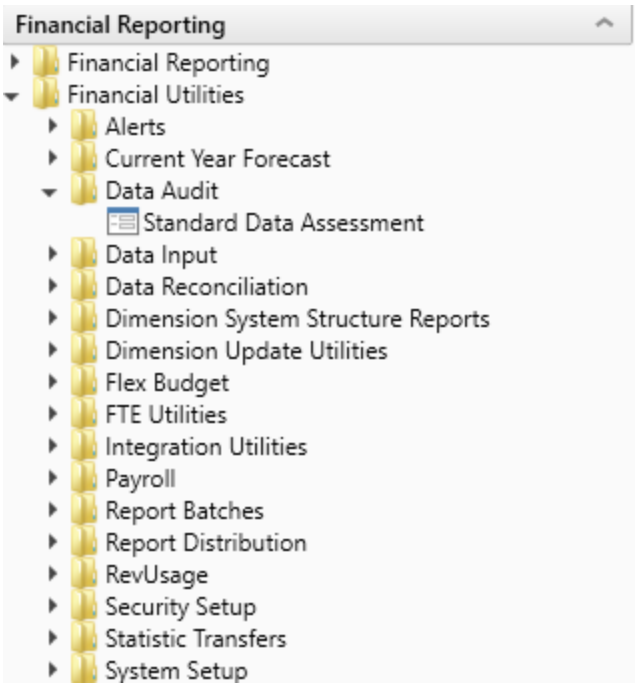
Data Audit

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 ReportingUtilities\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.

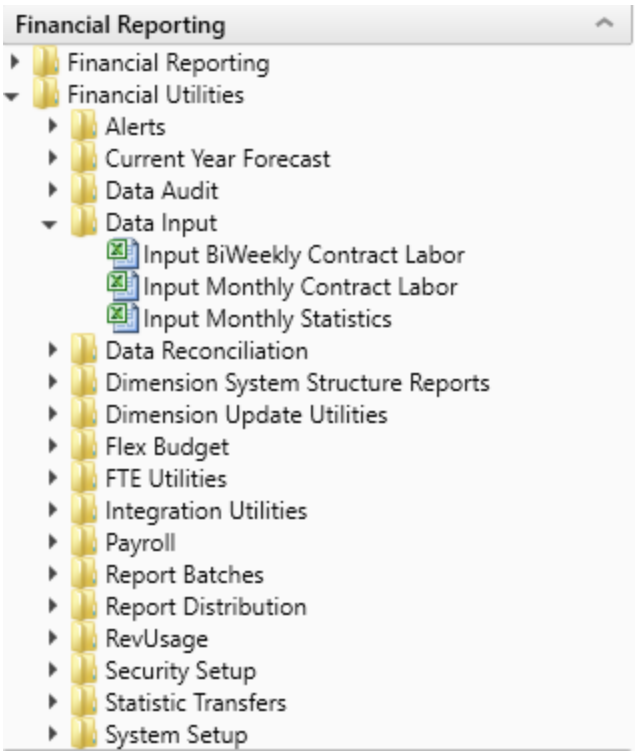
Data Input utilities

These reports are designed as save-to-database reports for statistics and contract labor hours.

Accessing these reports

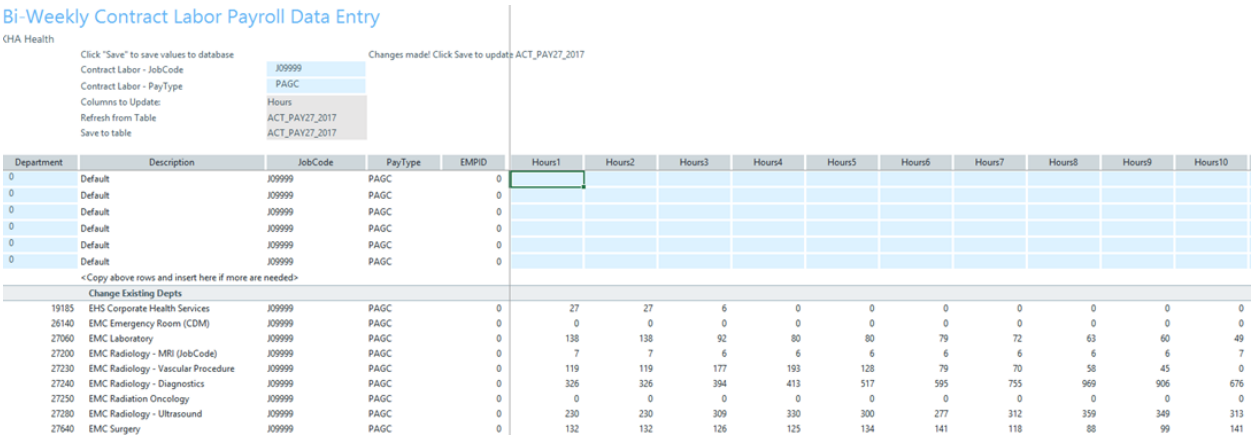
The reports listed in this section are located in **\Axiom\Reports Library\Management ReportingUtilities\Data Input**. For instructions, see Browsing the Report Library.

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

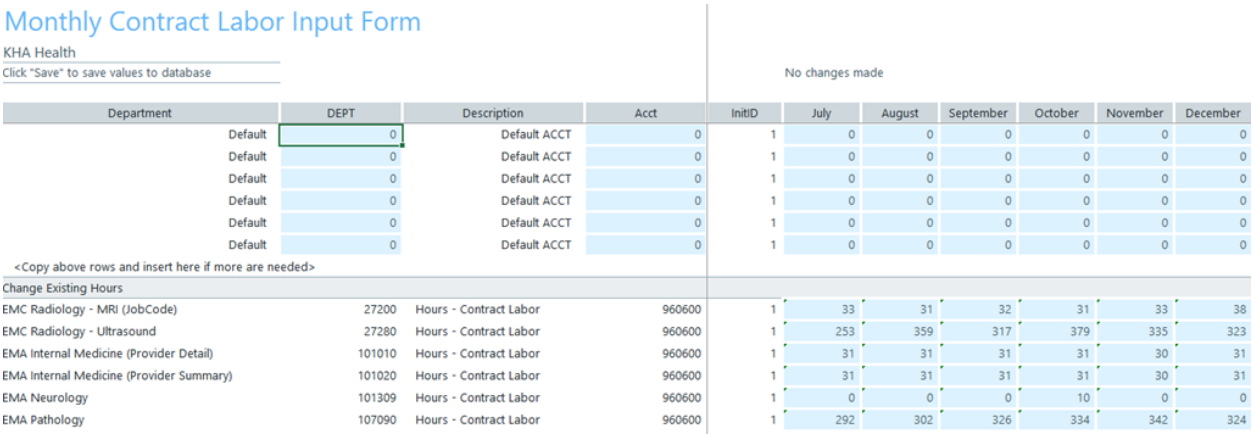
CHA Health

Click "Save" to save values to database
Changes made! Click Save to update ACT_PAY27_2017
Contract Labor - JobCode: J09999
Contract Labor - PayType: PAGC
Columns to Update: Hours
Refresh from Table: ACT_PAY27_2017
Save to table: 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										
	<Copy above rows and insert here if more are needed>													
	Change Existing Depts													
19185	EHS 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
27060	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

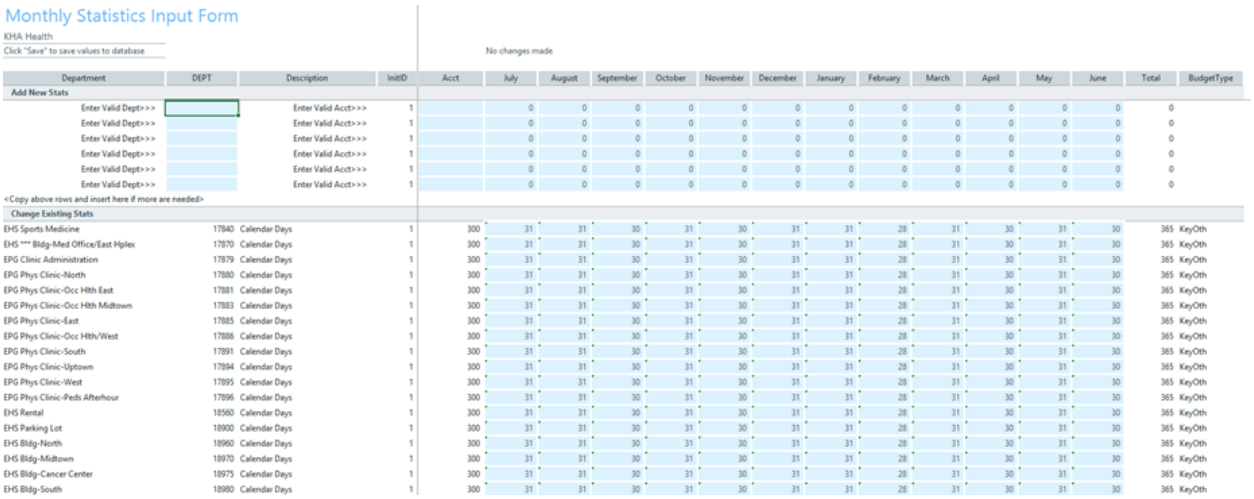
KHA Health

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.



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.

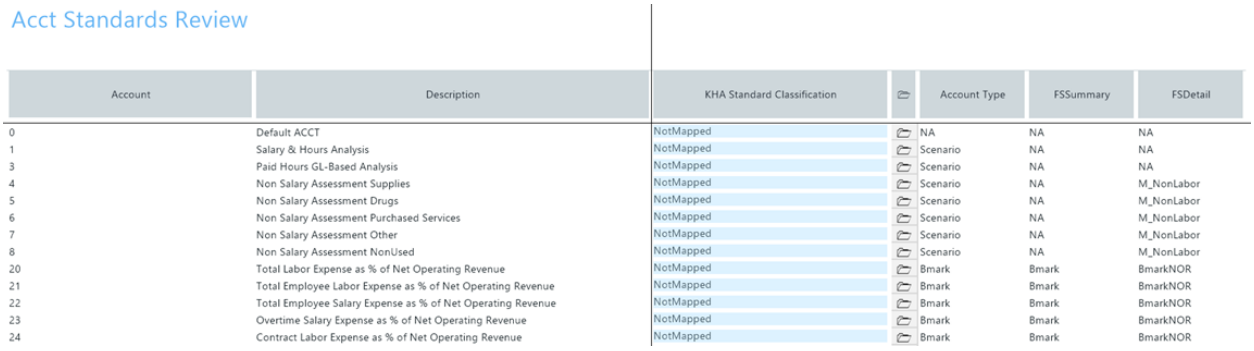
You can also access them from the following:

- **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.

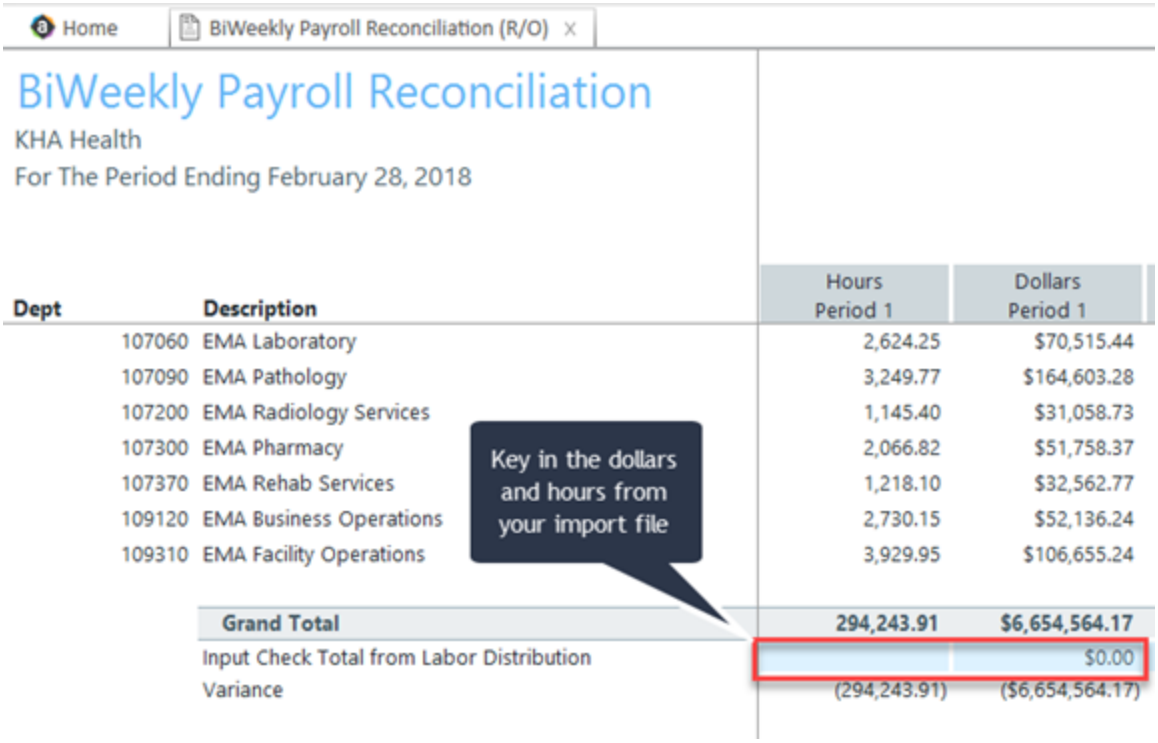
NOTE: For instructions, see About machine learning classifications.



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.

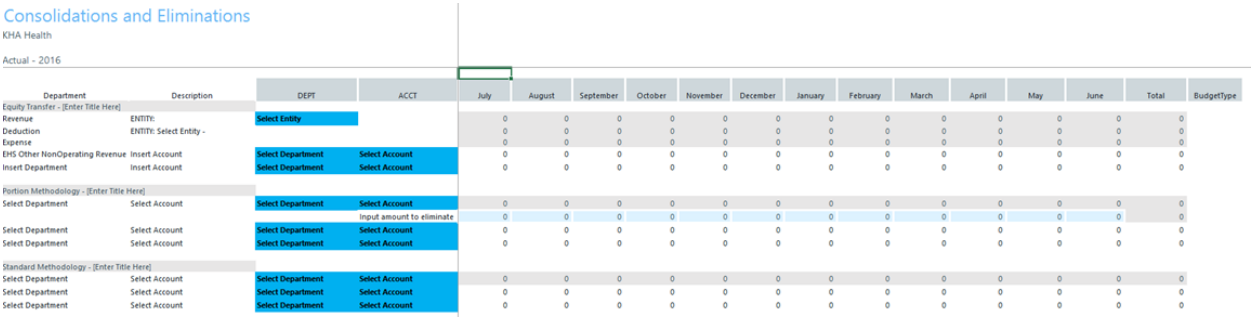


Dept	Description	Hours Period 1	Dollars Period 1
107060	EMA Laboratory	2,624.25	$70,515.44
107090	EMA Pathology	3,249.77	$164,603.28
107200	EMA Radiology Services	1,145.40	$31,058.73
107300	EMA Pharmacy	2,066.82	$51,758.37
107370	EMA Rehab Services	1,218.10	$32,562.77
109120	EMA Business Operations	2,730.15	$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)

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

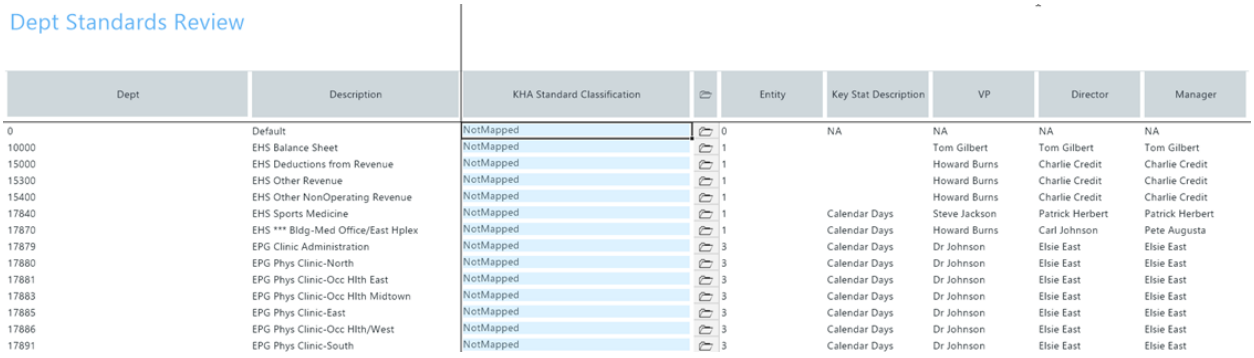
This is a save to database report that allows you to input eliminations for your financial database.



Dept Standards Review

Use this report to map standardized data for departments in your organization to KHA Standard Class codes.

NOTE: For instructions, see About machine learning classifications.



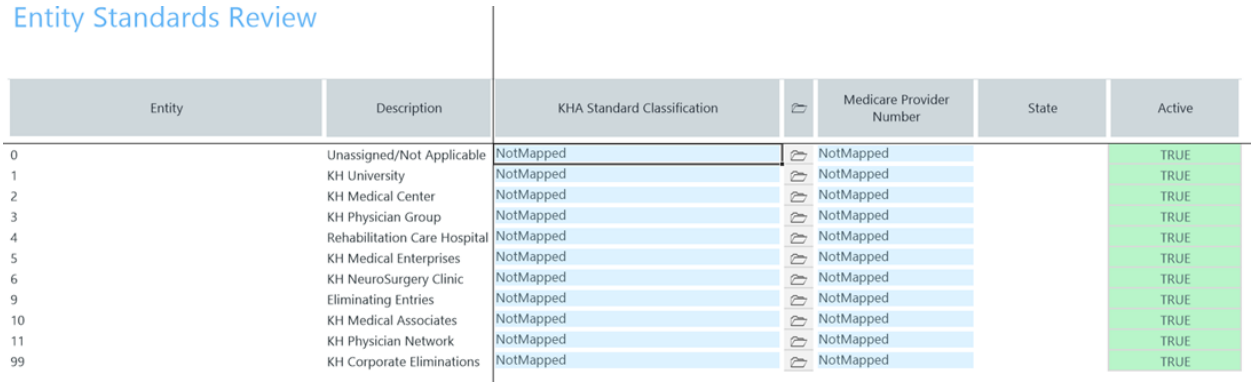
Dept Standards Review

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 About machine learning classifications.



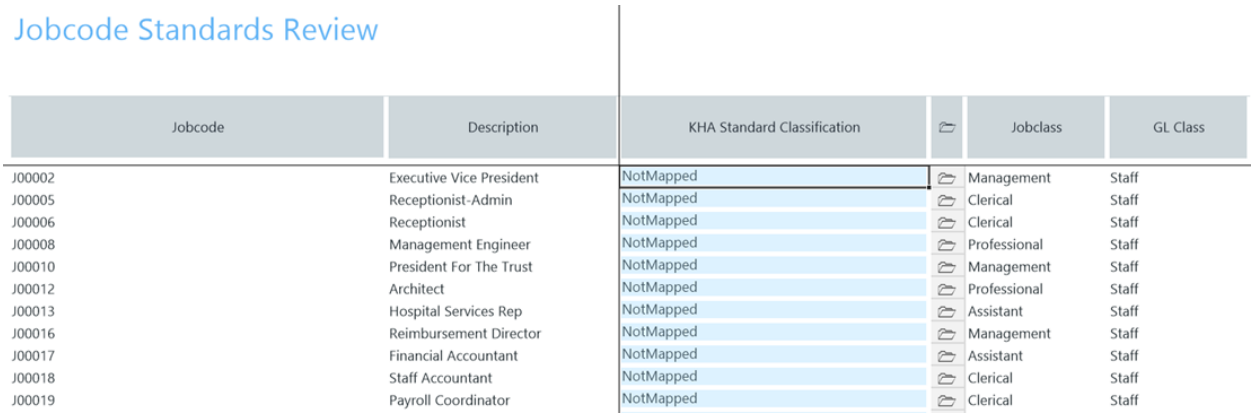
Entity Standards Review

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 About machine learning classifications.



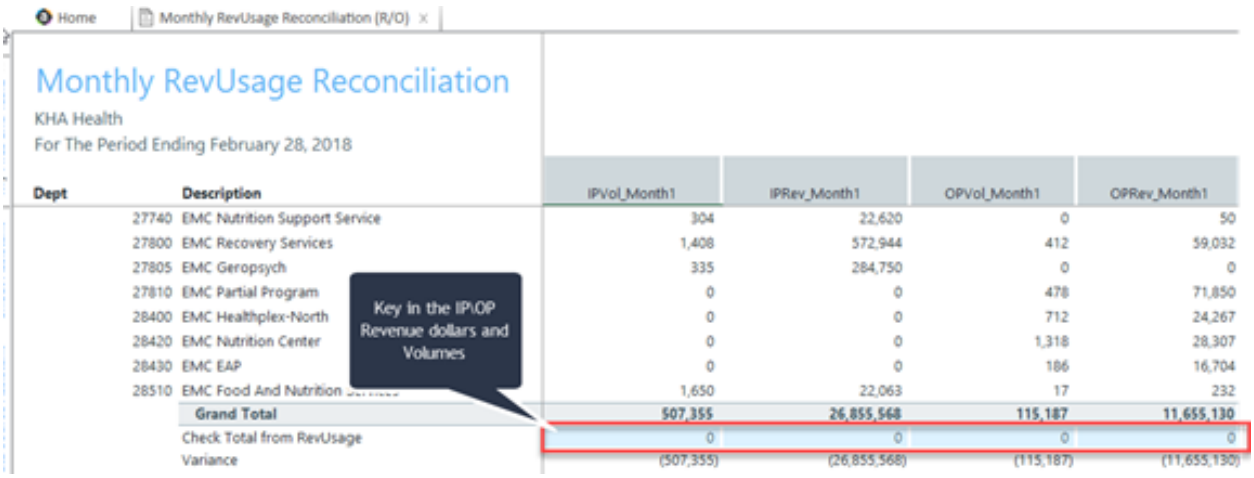
Jobcode Standards Review

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.



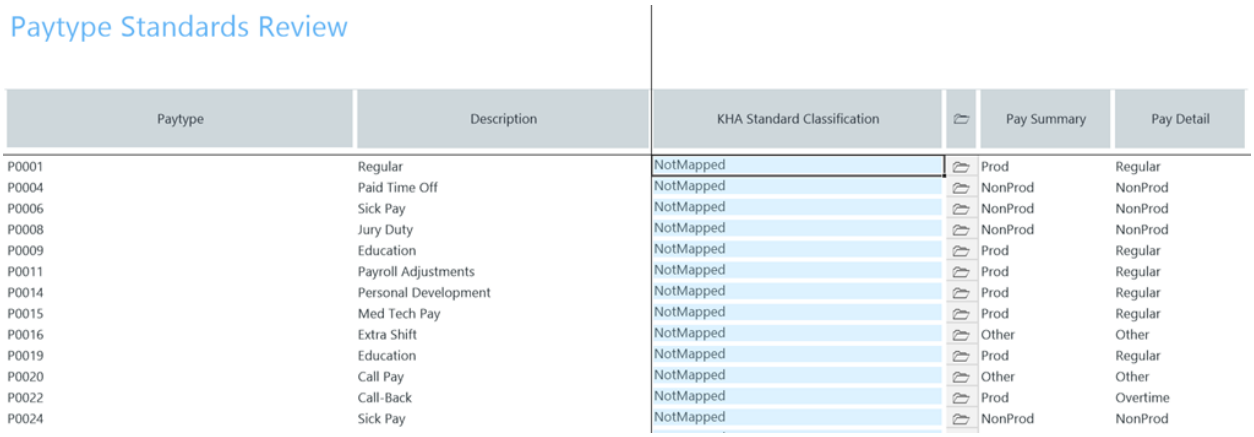
Dept	Description	IPVol_Month1	IPRev_Month1	OPVol_Month1	OPRev_Month1
27740	EMC Nutrition Support Service	304	22,620	0	50
27800	EMC Recovery Services	1,408	572,944	412	59,032
27805	EMC Geropsych	335	284,750	0	0
27810	EMC Partial Program	0	0	478	71,850
28400	EMC Healthplex-North	0	0	712	24,267
28420	EMC 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.

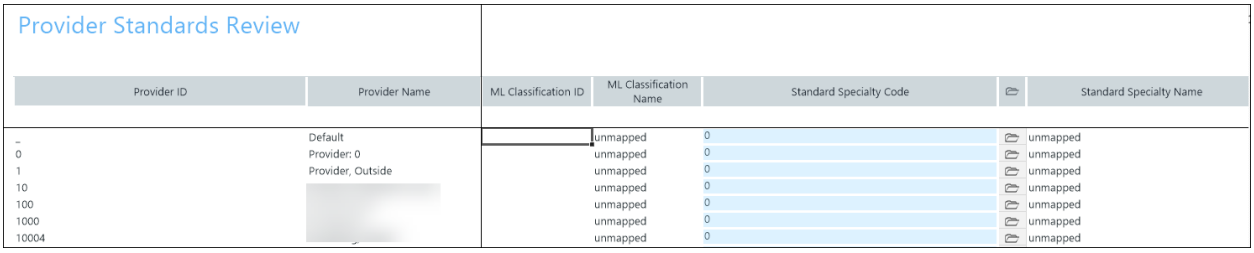
NOTE: For instructions, see About machine learning classifications.



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.



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.

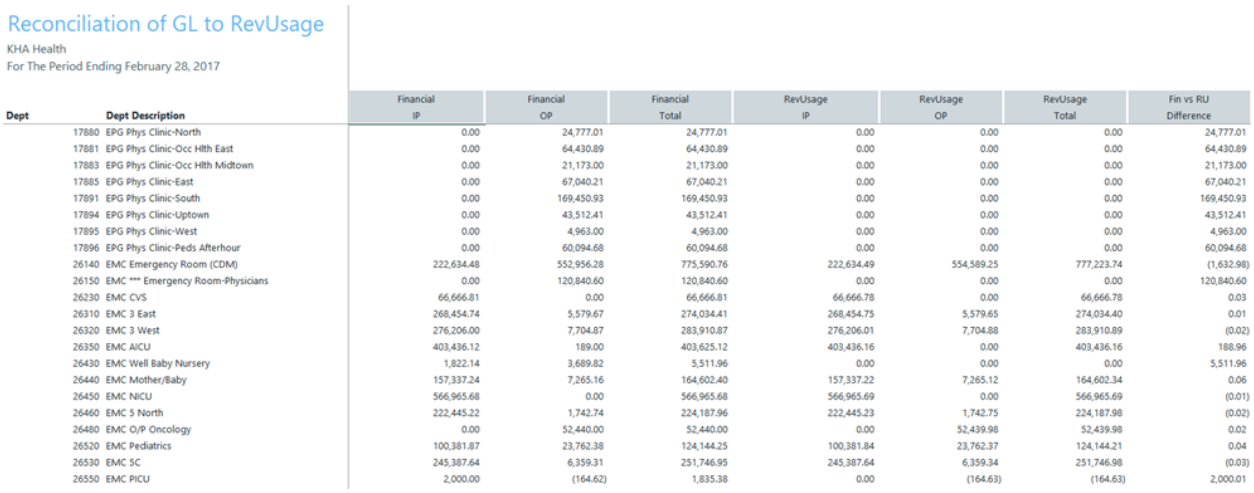
Reconciliation of GL Hours to Monthly and Biweekly Payroll Hours

KHA Health
For The Period Ending February 29, 2020

Dept	Dept Description	Financial Paid Hours	Payroll 27-Period 18 Paid Hours	Payroll 27-Period 17 Paid Hours	Payroll 12 Paid Hours	Payroll12 v Payroll27	Payroll12 v 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 5C	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

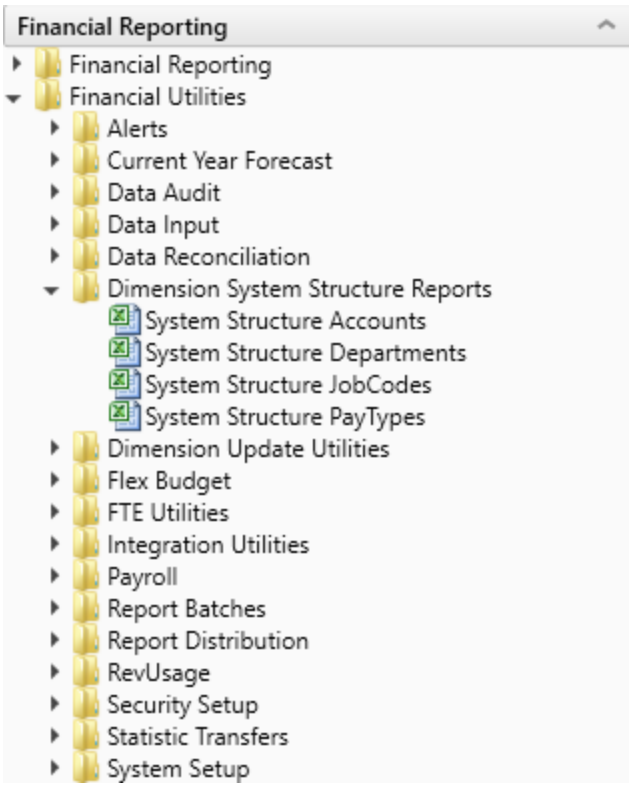
Dimensions System Structure reports

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	KHAInt	BudgetType	KHAStdLine	PHYStdLine	KHASum	CYPMethod	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	259,457	72,438	7,551
11525	Prof Liab Ins Trust	BS	Asset	A_CurAsset	A_CurLtdAsset	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	1,768,022	1,405,417
19995	A/D-Leasehold Improvements	BS	Asset	A_LTAsset	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_LTAsset	A_BoardInvest	NA	NA	NA	NA	NA	NA	NA	NA	1,656,662	2,807,866	3,684,396
18459	Woman's Clinic	BS	Asset	A_LTAsset	A_CIP	NA	NA	NA	NA	NA	NA	NA	NA	4,266,443	13,166,928	2,964,659
17000	Land	BS	Asset	A_LTAsset	A_Land	NA	NA	NA	NA	NA	NA	NA	NA	13,706,437	11,870,008	13,849,658
13855	Trust	BS	Asset	A_LTAsset	A_LTNotesRec	NA	NA	NA	NA	NA	NA	NA	NA	1,784,464	3,237,346	1,727,188
15515	Home Health License	BS	Asset	A_LTAsset	A_LTOtherAsset	NA	NA	NA	NA	NA	NA	NA	NA	679,239	925,848	857,883
17615	Software	BS	Asset	A_LTAsset	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_LTAsset	A_RelatedParty	NA	NA	NA	NA	NA	NA	NA	NA	14,290,360	16,660,023	15,233,737
16063	Wells Fargo	BS	Asset	A_LTAsset	A_Trusteed	NA	NA	NA	NA	NA	NA	NA	NA	113,467,445	113,456,885	110,203,236
Total - Assets														342,594,744	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
23163	Tax Levy	BS	Liability	L_CurLiability	L_AccPayroll	NA	NA	NA	NA	NA	NA	NA	NA	13,862,166	10,185,953	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_LTLiability	L_LTDebt	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	CYFDimGrp	KHABgtTemplate	TplOptions	KHABgtCode	KHABgtMap	Manager	Director	VP	Owner	Reviewer
10000	EHS Balance Sheet			Blank	0.000	NoBudget	CYPMethod	CYFMethod	NoBudget	NoBudget	10000	10000	Tom Gilbert	Tom Gilbert	Tom Gilbert	[Skip]	[Skip]
15000	EHS Deductions from Revenue			Blank	0.000	NoBudget	CYPMethod	CYFMethod	NoBudget	NoBudget	10000	10000	Charlie Credit	Charlie Credit	Howard Burns	CCredit	[Skip]
15300	EHS Other Revenue			Blank	0.000	NoBudget	CYPMethod	CYFMethod	NoBudget	NoBudget	10000	10000	Charlie Credit	Charlie Credit	Howard Burns	CCredit	[Skip]
15400	EHS Other NonOperating Revenue			Blank	0.000	NoBudget	CYPMethod	CYFMethod	NoBudget	NoBudget	10000	10000	Charlie Credit	Charlie Credit	Howard Burns	CCredit	[Skip]
17840	EHS Sports Medicine		Calendar Days	Blank	0.000	KHAStdLine	CYPMethod	CYFMethod	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	CYPMethod	CYFMethod	NoBudget	NoBudget	10000	10000	Pete Augusta	Carl Johnson	Howard Burns	PAugusta	CJohnson
17879	EPG Clinic Administration		Calendar Days	Blank	0.000	NoBudget	CYPMethod	CYFMethod	NoBudget	NoBudget	10000	10000	Elsie East	Elsie East	Dr Johnson	EEast	[Skip]
17880	EPG Phys Clinic-North		Calendar Days	Blank	0.000	PhyStdLine	CYPMethod	CYFMethod	Master	Master	17880	17880	Elsie East	Elsie East	Dr Johnson	EEast	[Skip]
17881	EPG Phys Clinic-Occ Hlth East		Calendar Days	Blank	0.000	PhyStdLine	CYPMethod	CYFMethod	Master	Master	17880	17880	Elsie East	Elsie East	Dr Johnson	EEast	[Skip]
17883	EPG Phys Clinic-Occ Hlth Midtown		Calendar Days	Blank	0.000	PhyStdLine	CYPMethod	CYFMethod	Master	Master	17880	17880	Elsie East	Elsie East	Dr Johnson	EEast	[Skip]
17885	EPG Phys Clinic-East		Calendar Days	Blank	0.000	PhyStdLine	CYPMethod	CYFMethod	Master	Master	17885	17885	Elsie East	Elsie East	Dr Johnson	EEast	[Skip]
17886	EPG Phys Clinic-Occ Hlth/West		Calendar Days	Blank	0.000	PhyStdLine	CYPMethod	CYFMethod	Master	Master	17885	17885	Elsie East	Elsie East	Dr Johnson	EEast	[Skip]
17891	EPG Phys Clinic-South		Calendar Days	Blank	0.000	PhyStdLine	CYPMethod	CYFMethod	Master	Master	17891	17891	Elsie East	Elsie East	Dr Johnson	EEast	[Skip]
17894	EPG Phys Clinic-Uptown		Calendar Days	Blank	0.000	PhyStdLine	CYPMethod	CYFMethod	Master	Master	17891	17891	Elsie East	Elsie East	Dr Johnson	EEast	[Skip]
17895	EPG Phys Clinic-West		Calendar Days	Blank	0.000	PhyStdLine	CYPMethod	CYFMethod	Master	Master	17895	17895	Elsie East	Elsie East	Dr Johnson	EEast	[Skip]
17896	EPG Phys Clinic-Peds Afterhour		Calendar Days	Blank	0.000	NoBudget	CYPMethod	CYFMethod	NoBudget	NoBudget	10000	10000	Elsie East	Elsie East	Dr Johnson	EEast	[Skip]
18560	EHS Rental		Calendar Days	Blank	0.000	NoBudget	CYPMethod	CYFMethod	NoBudget	NoBudget	10000	10000	Steve Smith	Steve Smith	Steve Smith	SSmith	[Skip]
18900	EHS Parking Lot		Calendar Days	Blank	0.000	NoBudget	CYPMethod	CYFMethod	NoBudget	NoBudget	10000	10000	Steve Smith	Steve Smith	Steve Smith	SSmith	[Skip]
18960	EHS Bldg-North		Calendar Days	Blank	0.000	NoBudget	CYPMethod	CYFMethod	NoBudget	NoBudget	10000	10000	Pete Augusta	Carl Johnson	Steve Smith	PAugusta	CJohnson
18970	EHS Bldg-Midtown		Calendar Days	Blank	0.000	NoBudget	CYPMethod	CYFMethod	NoBudget	NoBudget	10000	10000	Pete Augusta	Carl Johnson	Steve Smith	PAugusta	CJohnson
18975	EHS Bldg-Cancer Center		Calendar Days	Blank	0.000	NoBudget	CYPMethod	CYFMethod	NoBudget	NoBudget	10000	10000	Pete Augusta	Carl Johnson	Steve Smith	PAugusta	CJohnson
18980	EHS Bldg-South		Calendar Days	Blank	0.000	NoBudget	CYPMethod	CYFMethod	NoBudget	NoBudget	10000	10000	Pete Augusta	Carl Johnson	Steve Smith	PAugusta	CJohnson
18981	EHS Bldg-East		Calendar Days	Blank	0.000	NoBudget	CYPMethod	CYFMethod	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

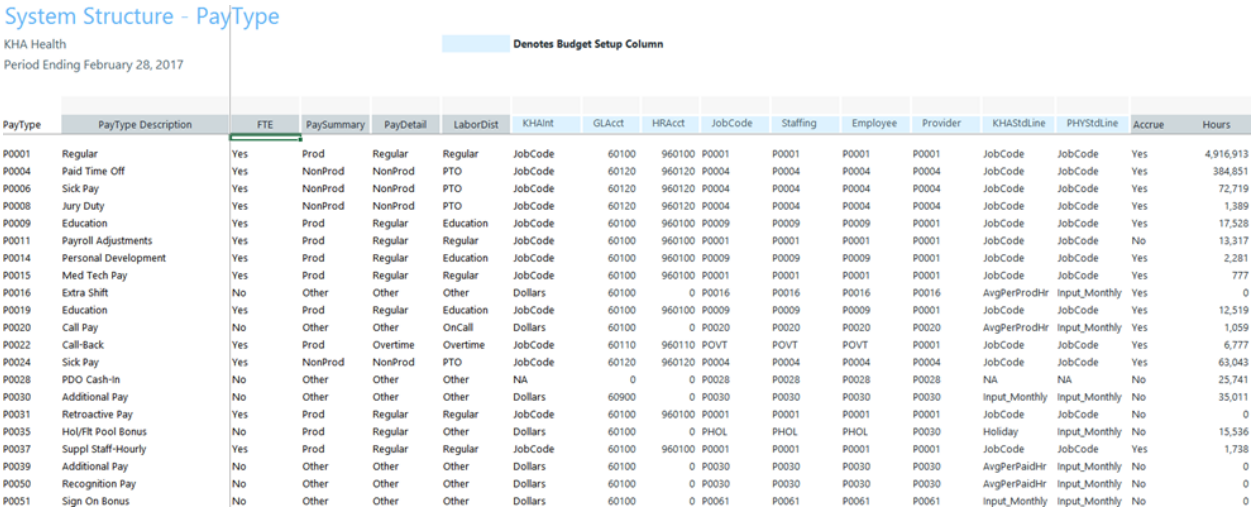
KHA Health

Period Ending February 28, 2017

													Fiscal Year - 2016			Fiscal Year - 2017		
JobCode	JobCode Description	GLAccount	HRAccount	FicaAcct	Variable	JobClass	GLClass	KHABgtCode	KHAInt	Min	Mid	Max	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	224.1	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	J00021	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	J00595	JobCode	55.9	65.7	75.6	2,499	191,463	76.6	1,585	117,166	73.9
J00026	Staff Anesthetist	0	0	61300	Variable	Technical	Staff	J00026	JobCode	43.2	50.8	58.5	12,032	717,439	59.6	7,580	434,608	57.3
J00029	Technician II	0	0	61300	Variable	Technical	Staff	J00358	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	J00358	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	KHAInt	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	P0001	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	P0001	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	P0001	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	P0001	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	P0030	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

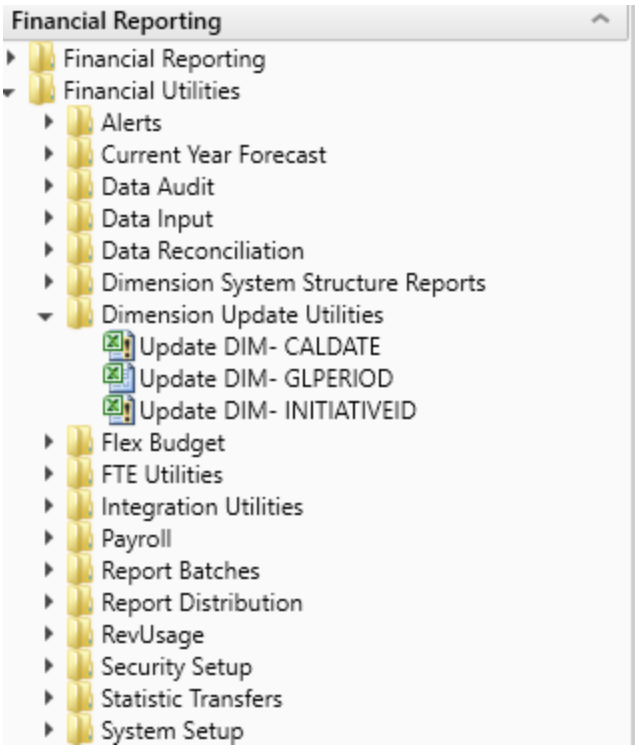
Dimension Update utilities

These reports are designed to help you update dimension table coding.

Accessing these reports

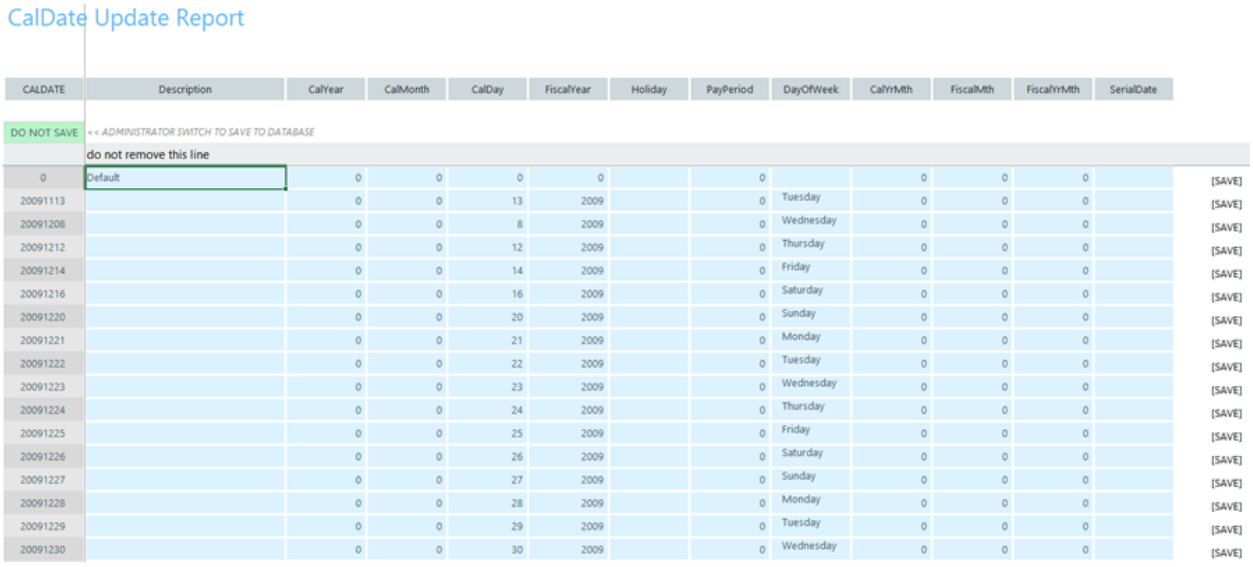
The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting Utilities\Dimension Update Utilities**. For instructions, see Browsing the Report Library.

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.

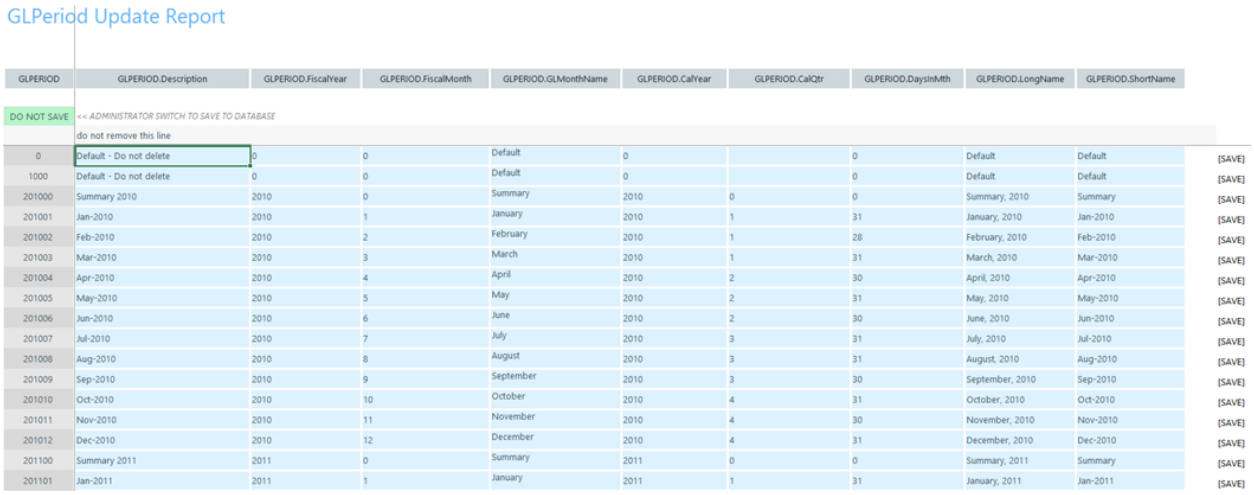


CalDate Update Report

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]

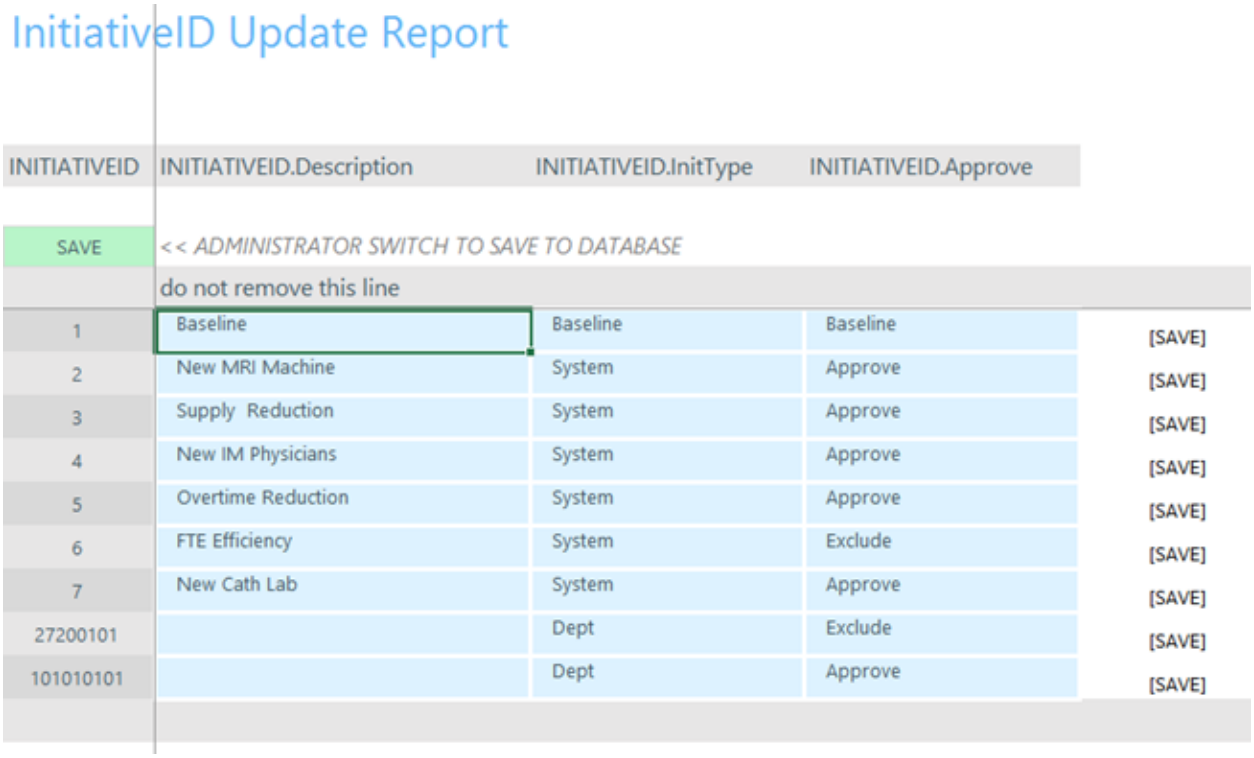
Update DIM - GLPERIOD

Use to update the GLPERIOD dimension table.



Update DIM - INITIATIVEID

Use to update the INITIATIVEID dimension table.



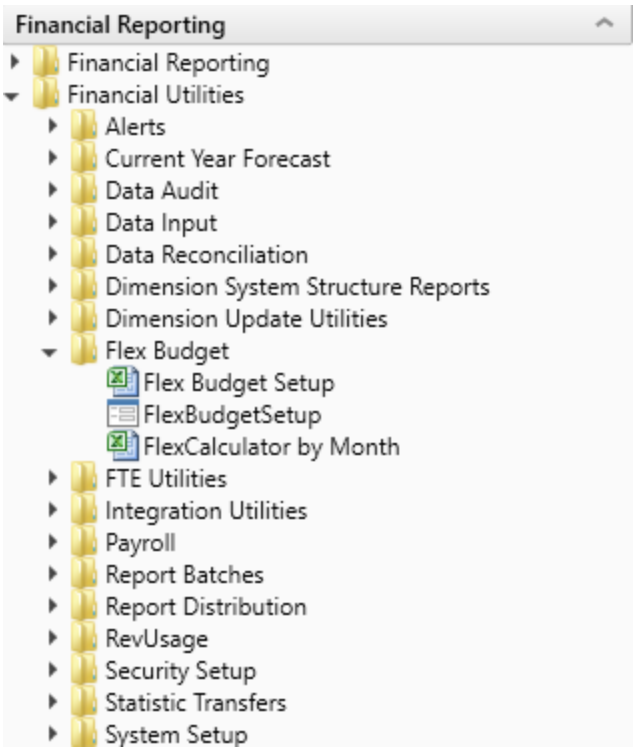
Flex Budget utilities

These reports are designed to post calculated values to the database.

Accessing these reports

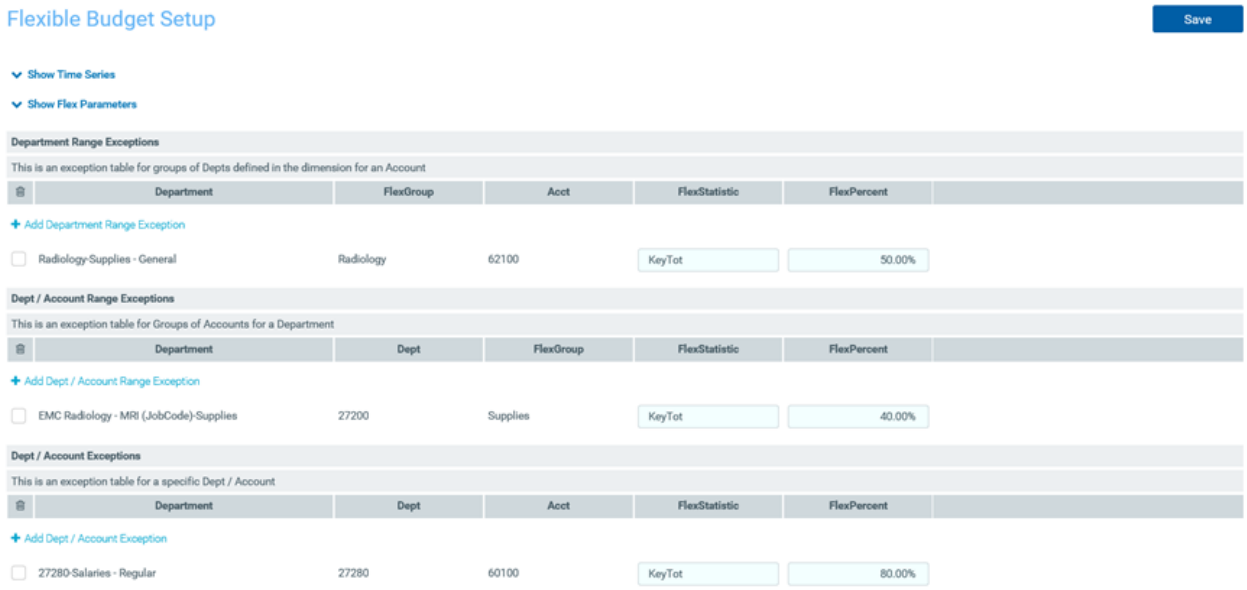
The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting Utilities\Flex Budget**. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the **Financial Reporting** section, click **Financial Utilities > Flex Budget**.



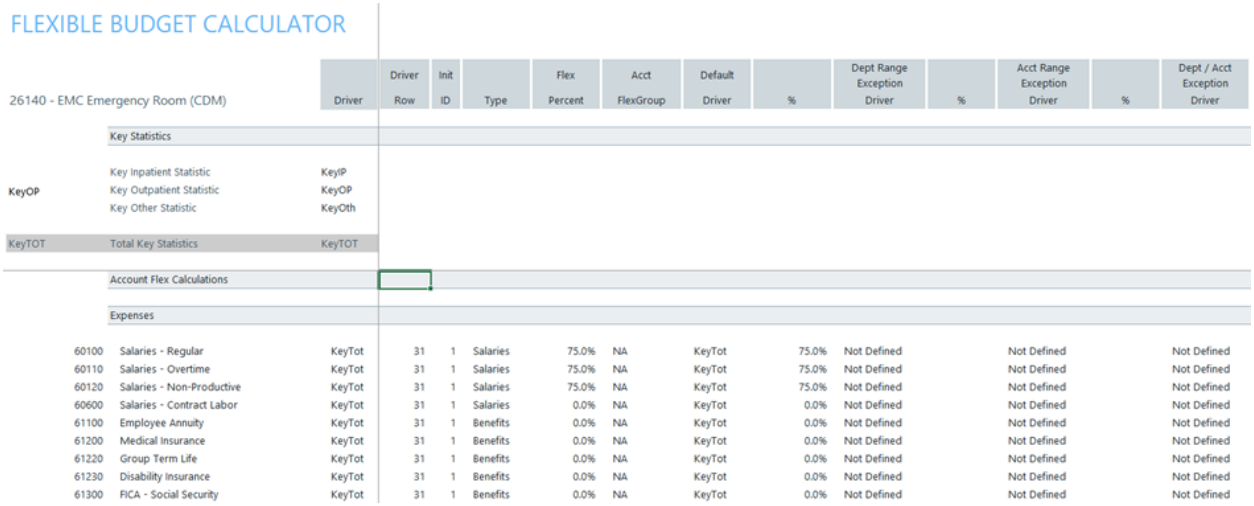
Flex Budget Setup

Use configure options for the Flex Calculator utility.



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.



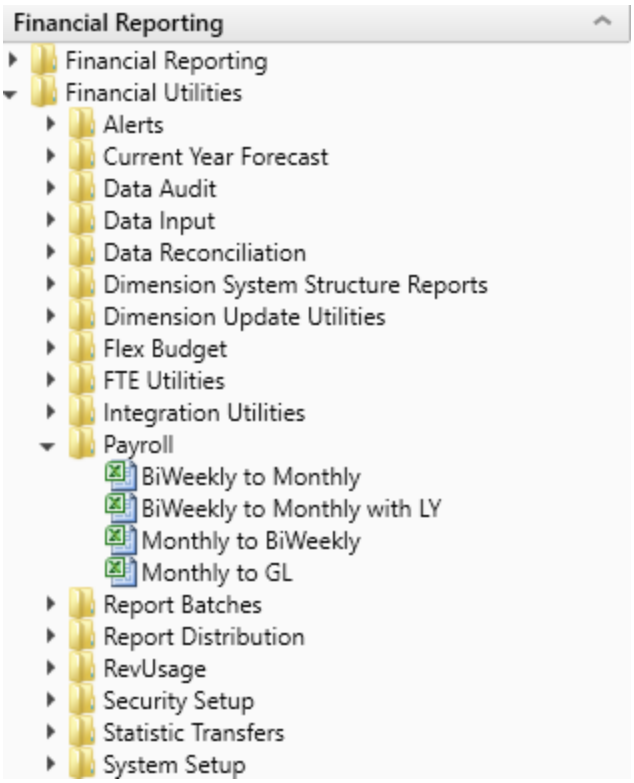
Payroll utilities

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).

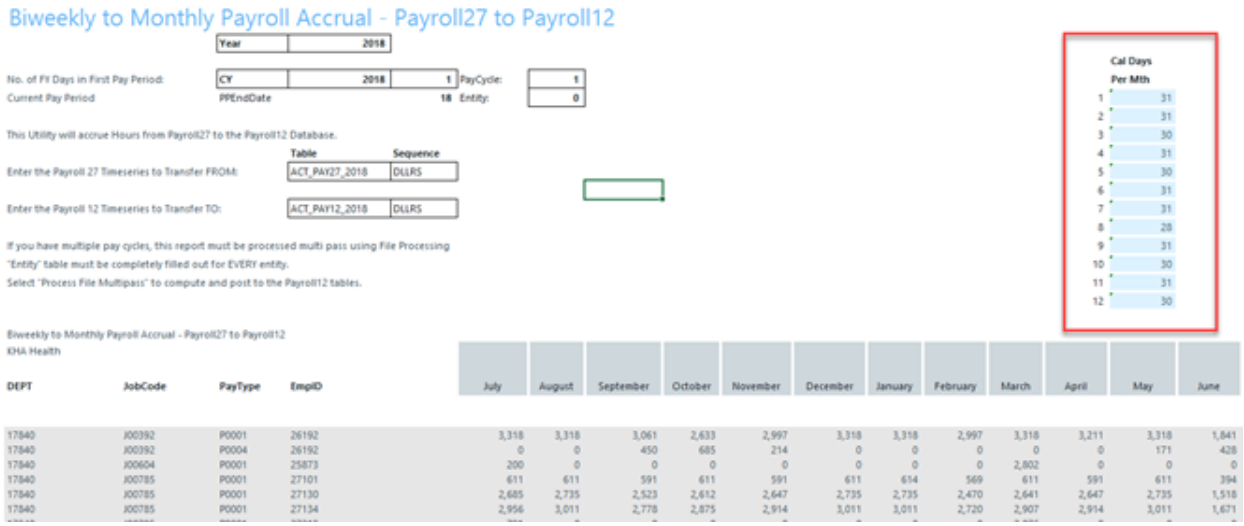
Depending on how many years of biweekly payroll data are stored in your Axiom system, you have two utility options:

- **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.

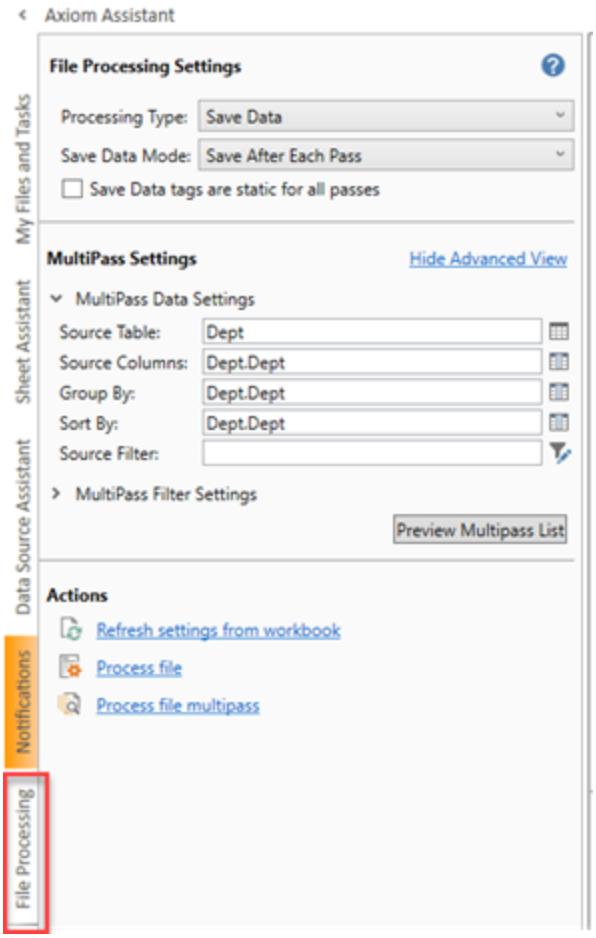
In the **Refresh Variables** dialog, select from the following drop-downs options, and click **OK**:

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.



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.

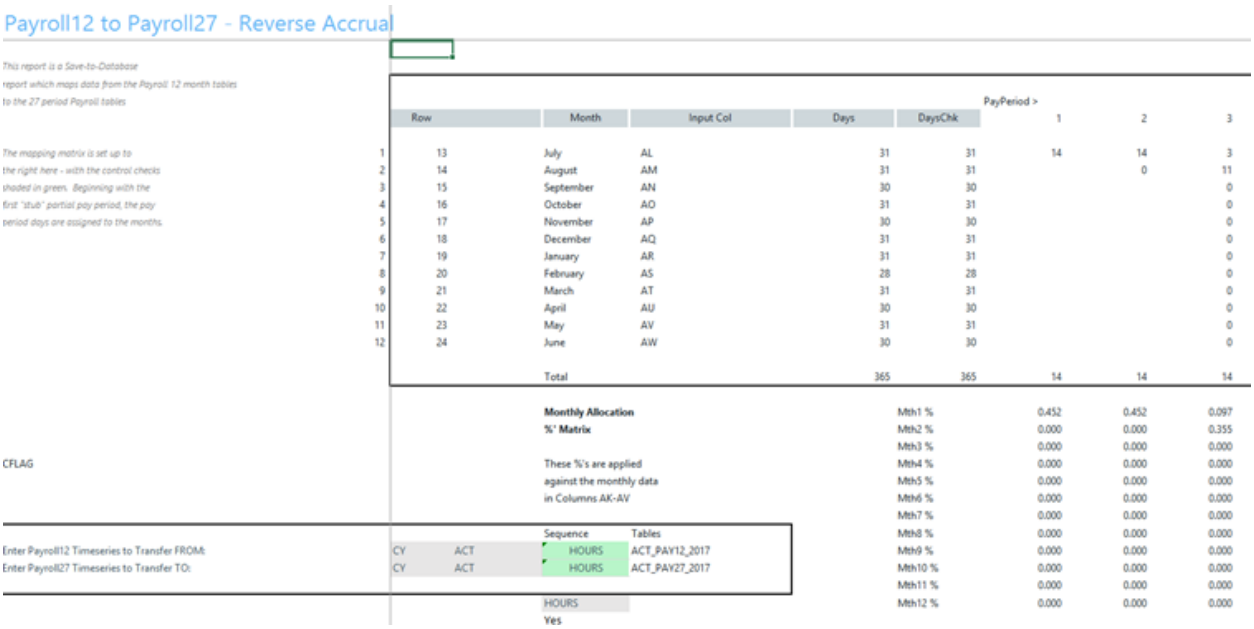


BiWeekly to Monthly with LY

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.

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	14	3
2	14	August	AM	31	31		0	11
3	15	September	AN	30	30			0
4	16	October	AO	31	31			0
5	17	November	AP	30	30			0
6	18	December	AQ	31	31			0
7	19	January	AR	31	31			0
8	20	February	AS	28	28			0
9	21	March	AT	31	31			0
10	22	April	AU	30	30			0
11	23	May	AV	31	31			0
12	24	June	AW	30	30			0
		Total		365	365	14	14	14

CFLAG

Monthly Allocation %' Matrix

These %'s are applied against the monthly data in Columns AK-AV

			Mth1 %	Mth2 %	Mth3 %	Mth4 %	Mth5 %	Mth6 %	Mth7 %	Mth8 %	Mth9 %	Mth10 %	Mth11 %	Mth12 %
			0.452	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
			0.452	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
			0.097	0.355	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000

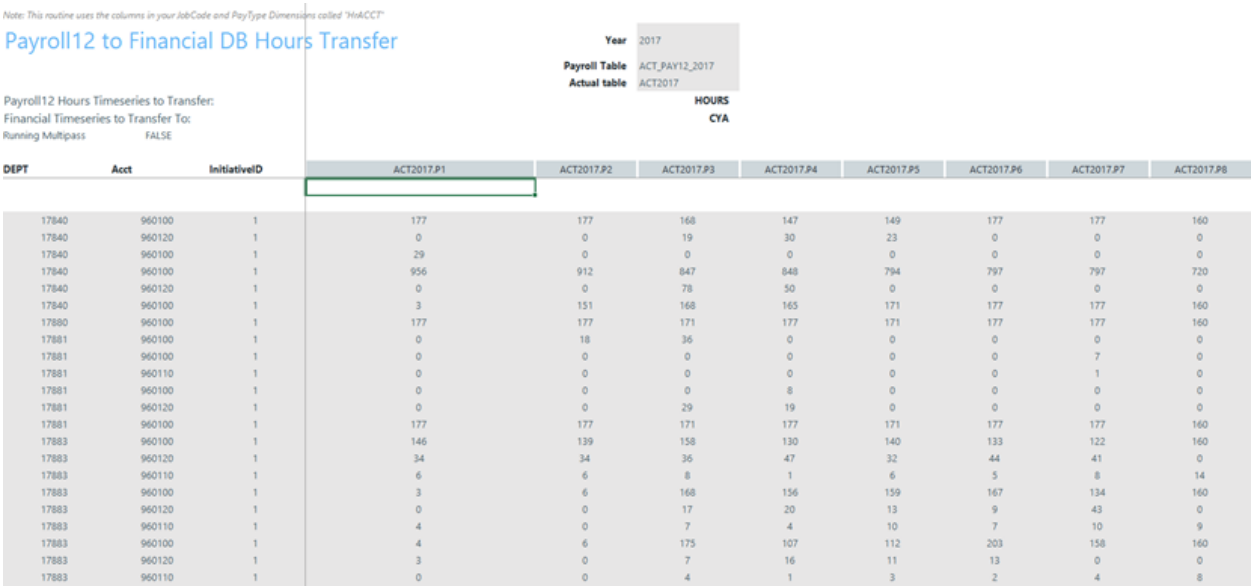
			Sequence	Tables
Enter Payroll12 Timeseries to Transfer FROM:	CY	ACT	HOURS	ACT_PAY12_2017
Enter Payroll27 Timeseries to Transfer TO:	CY	ACT	HOURS	ACT_PAY27_2017

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 "HrACCT"

Payroll12 to Financial DB Hours Transfer

Year 2017
Payroll Table ACT_PAY12_2017
Actual table ACT2017
HOURS
CYA

Payroll12 Hours Timeseries to Transfer:
Financial Timeseries to Transfer To:
Running Multipass FALSE

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
17880	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.

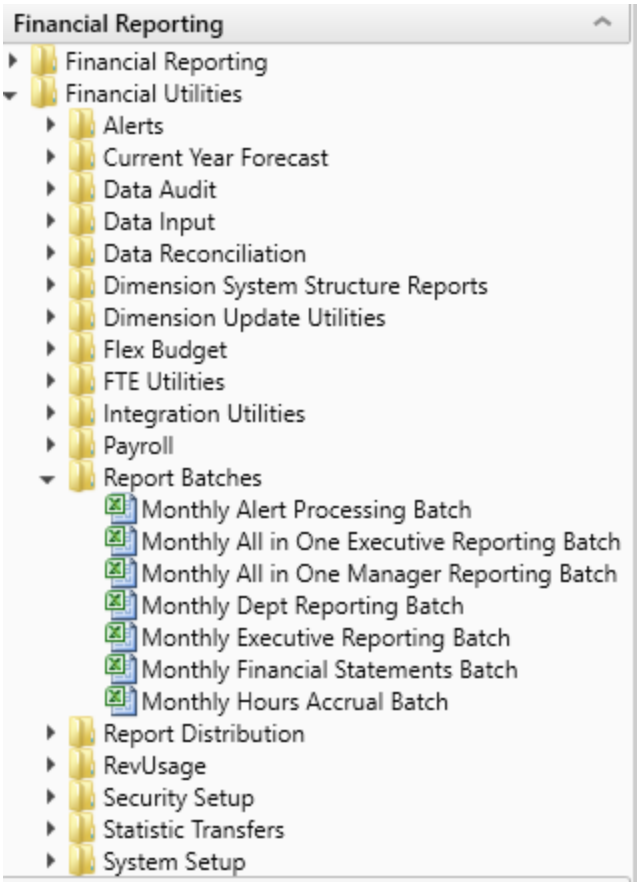
Report Batches

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.xls	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	

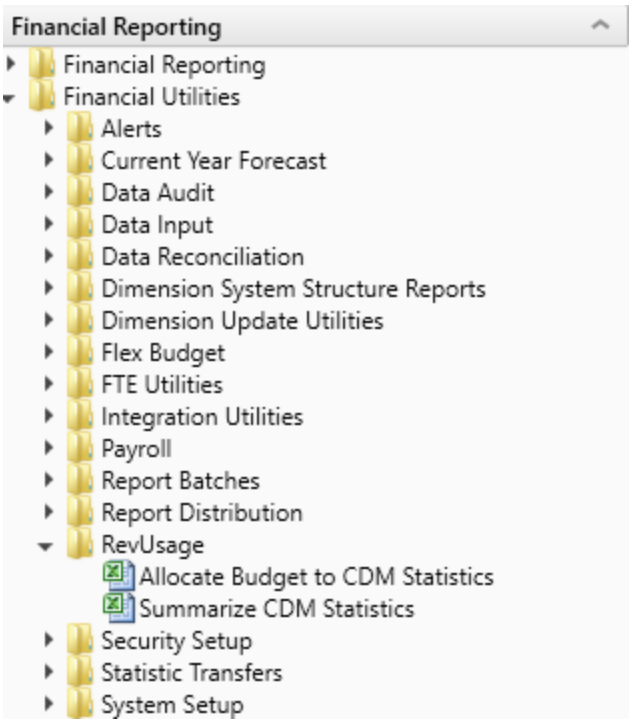
RevUsage utilities

This report is designed to calculate and post values to the database.

Accessing these reports

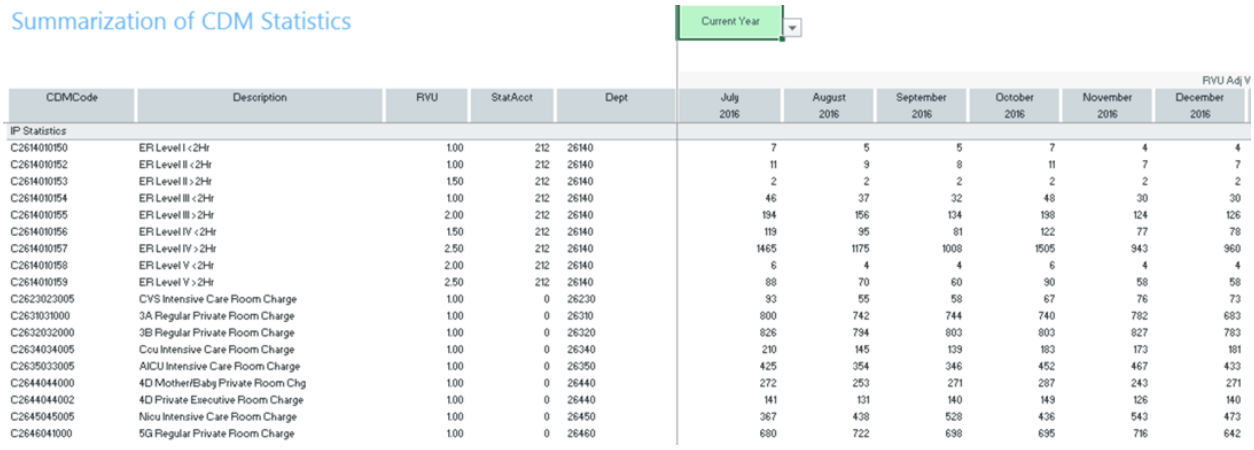
The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting Utilities\RevUsage**. For instructions, see Browsing the Report Library.

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

Current Year

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	CVS 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

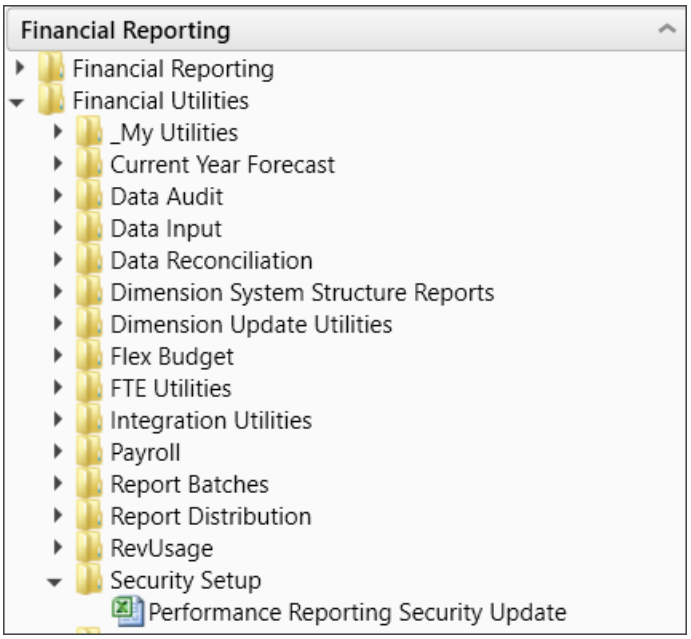
Security Setup utilities

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.

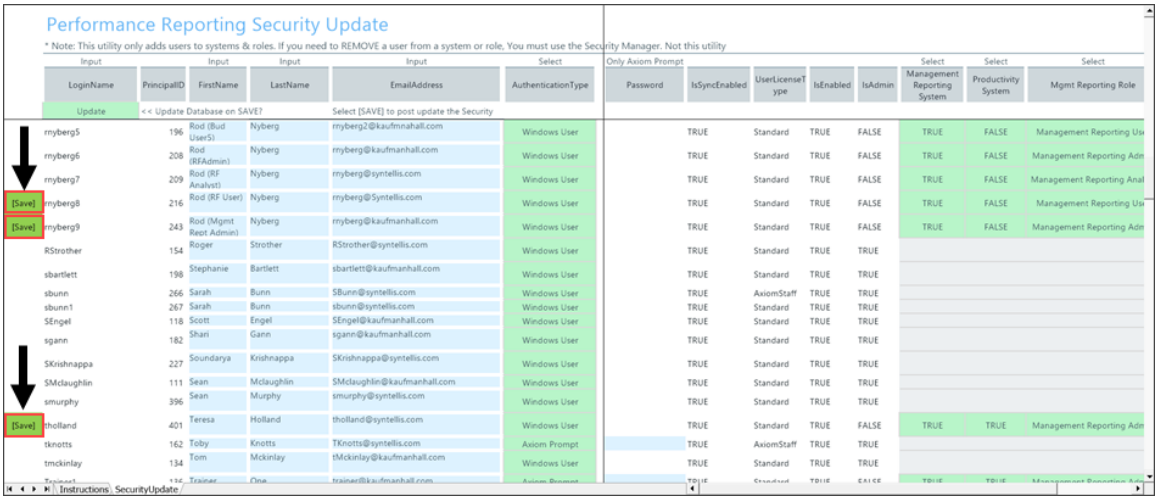
About the utility

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.



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	The login name for the user. If your organization uses the login information supplied by your IT department, then the login name is auto generated. **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.
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	Do one of the following: • To give a user access to Axiom Performance Reporting, select **TRUE**. • To rescind or deny access to a user, select **FALSE**.
Productivity System	Do one of the following: • To give access to the Productivity system, select **TRUE**. • To rescind or deny access, select **FALSE**.

Field	Steps
Mgmt Reporting Role	To give access to Management Reporting, from the drop-down, select one of the following: • **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	To give access to the Productivity module, from the drop-down, select one of the following: • **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**.

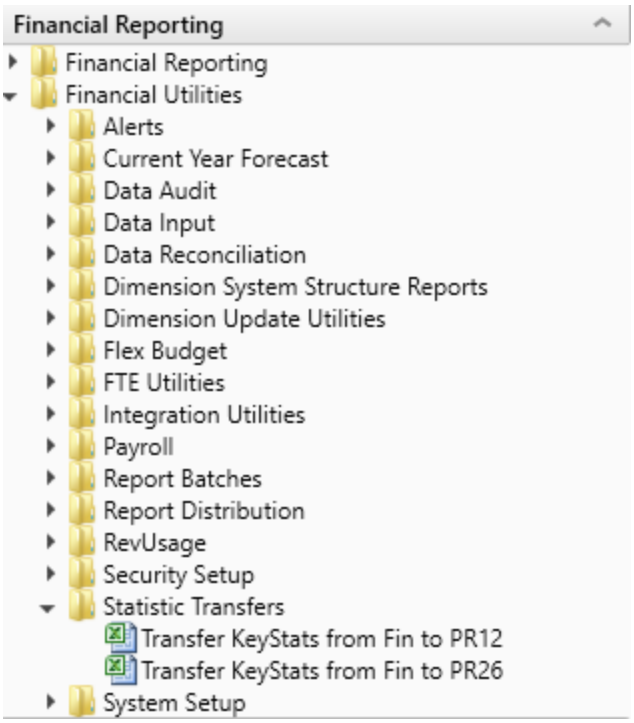
Statistic Transfer utilities

These reports are designed as save-to-database reports for statistics.

Accessing these reports

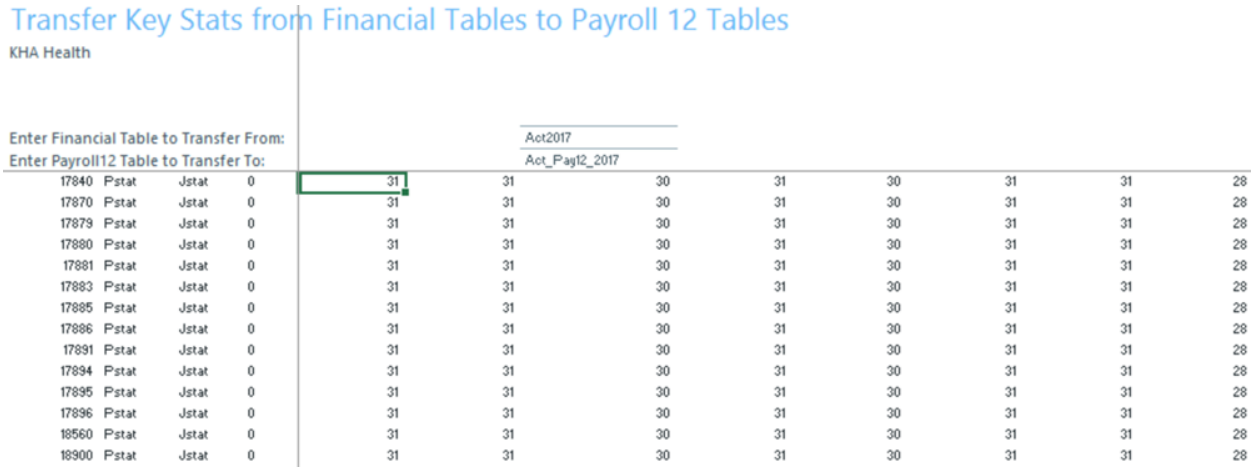
The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting Utilities\Statistic Transfers**. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the **Financial Reporting** section, click **Financial Utilities > Statistic Transfers**.



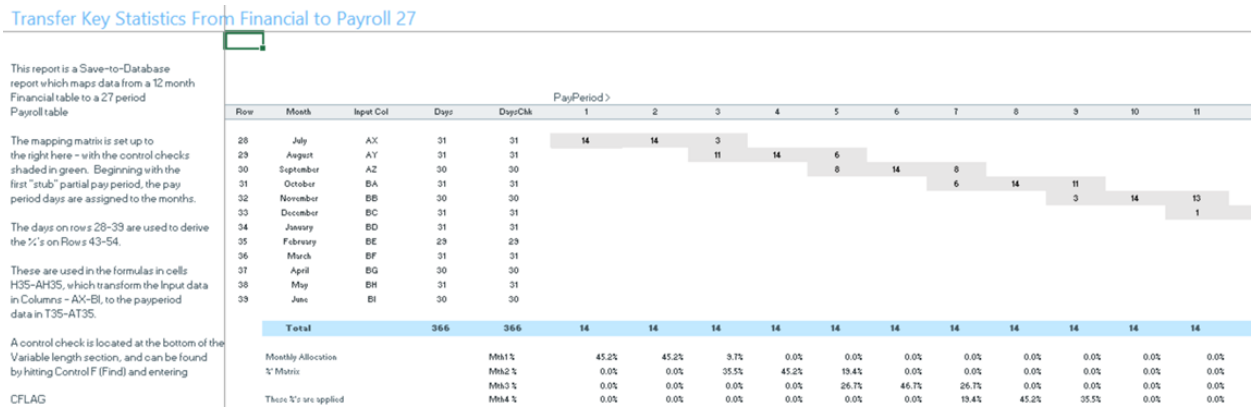
Transfer Key Stats from Fin to PR12

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 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.



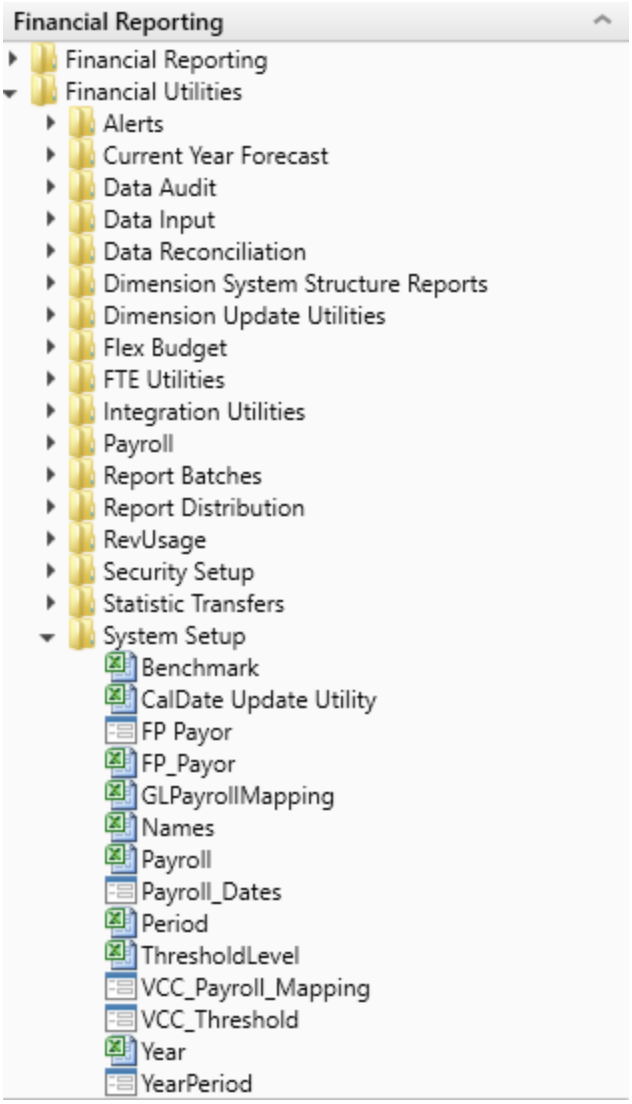
System Setup utilities

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

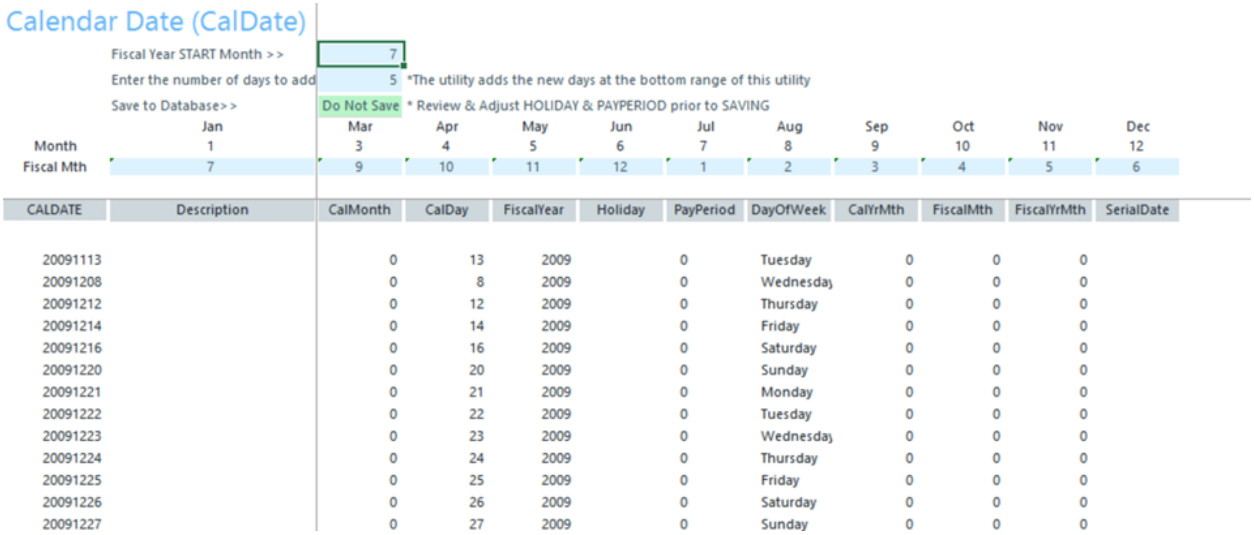
Used as factors in productivity reports.

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

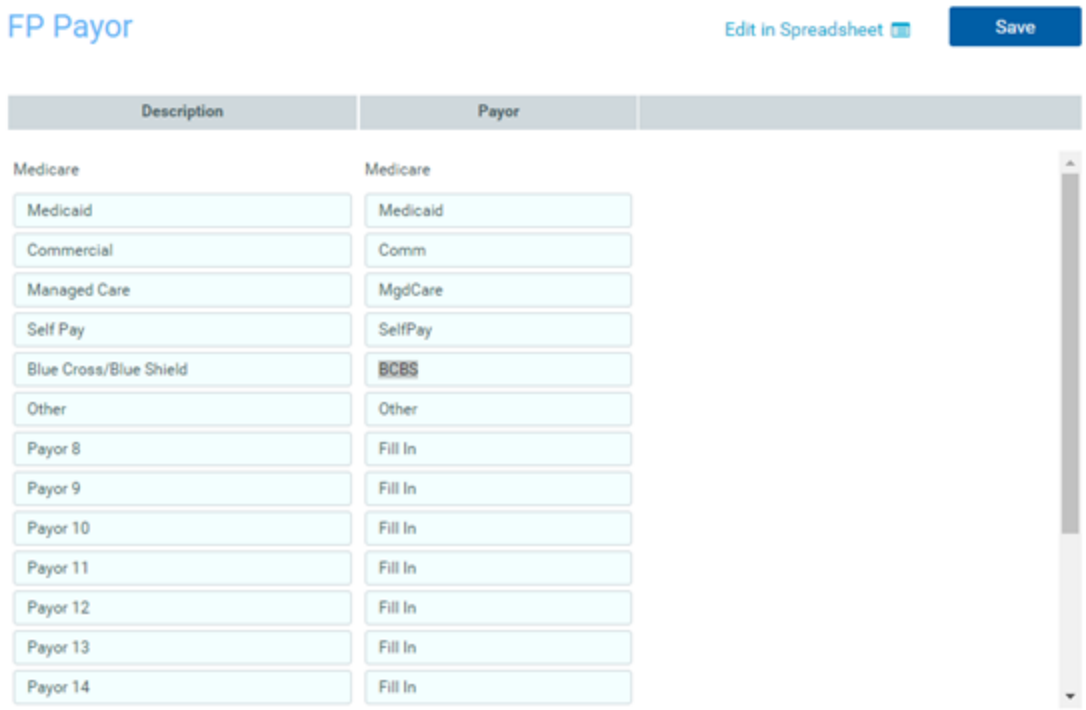
Save to Database>> Do Not Save * Review & Adjust HOLIDAY & PAYPERIOD prior to SAVING

	Jan	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Month	1	3	4	5	6	7	8	9	10	11	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	

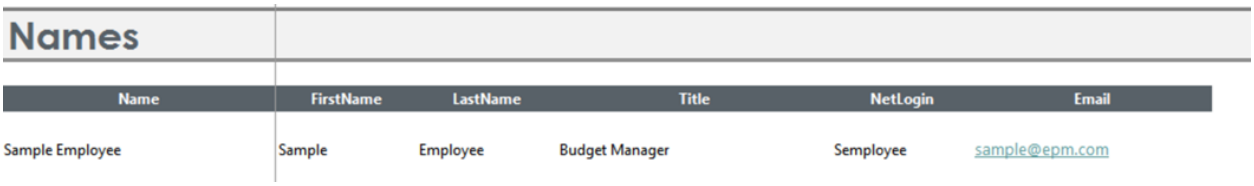
FP Payor

Use to assign the payors for use in the Axiom Financial Planning product.



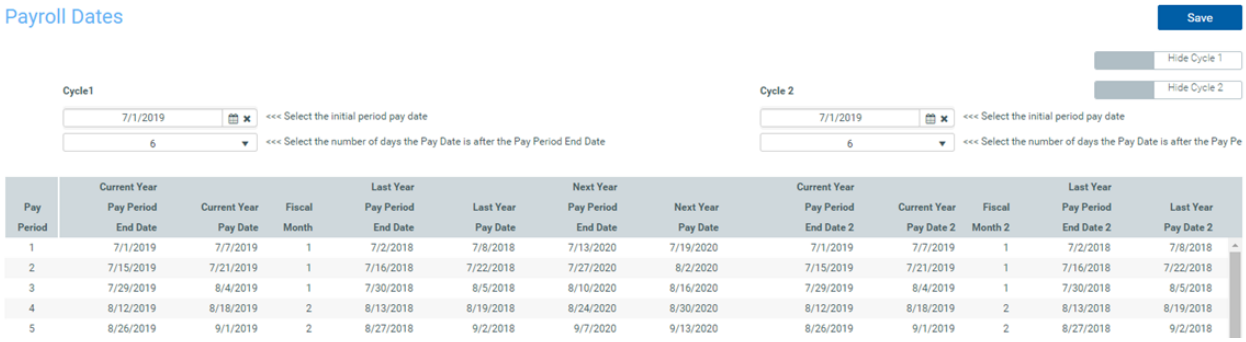
Names

Use this table in reports or FileCollect process to look up email, names, titles, and login information.



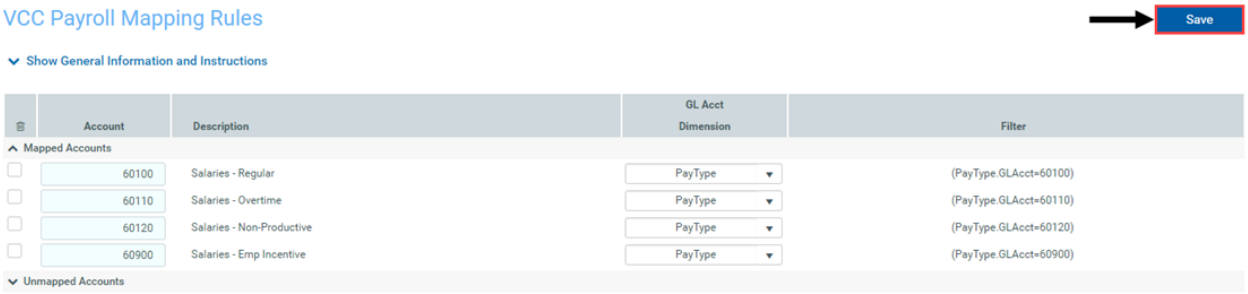
Payroll_Dates

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.



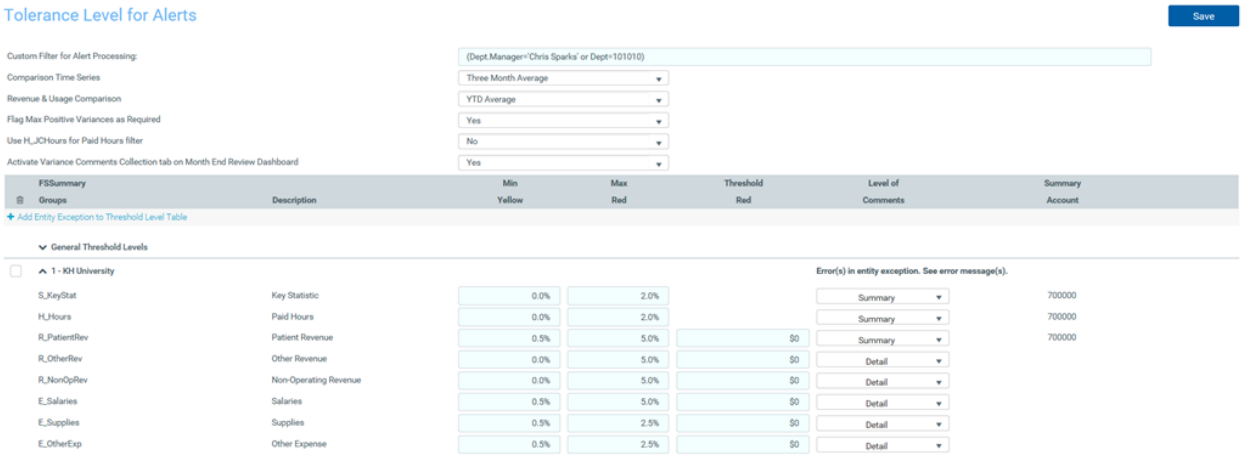
VCC_Payroll_Mapping

Used by Variance Comments and other payroll utilities to map GL accounts to job codes and/or pay types.



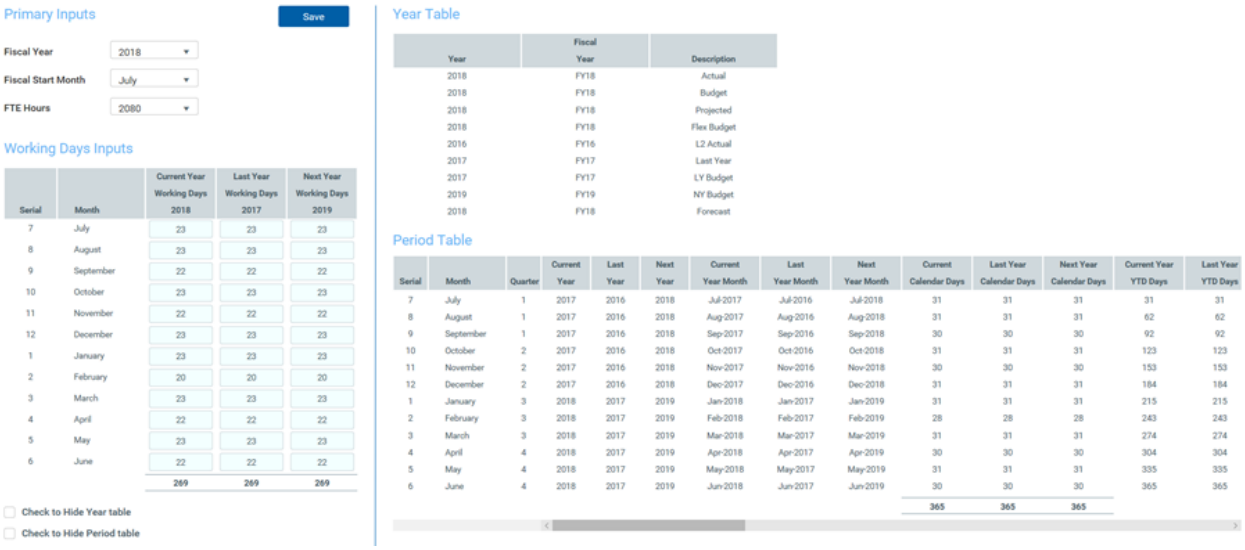
VCC_Threshold

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.



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
Payroll12	Biweekly payroll (Payroll27) accrued to Payroll12 with EMPLOYEE NAME • **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

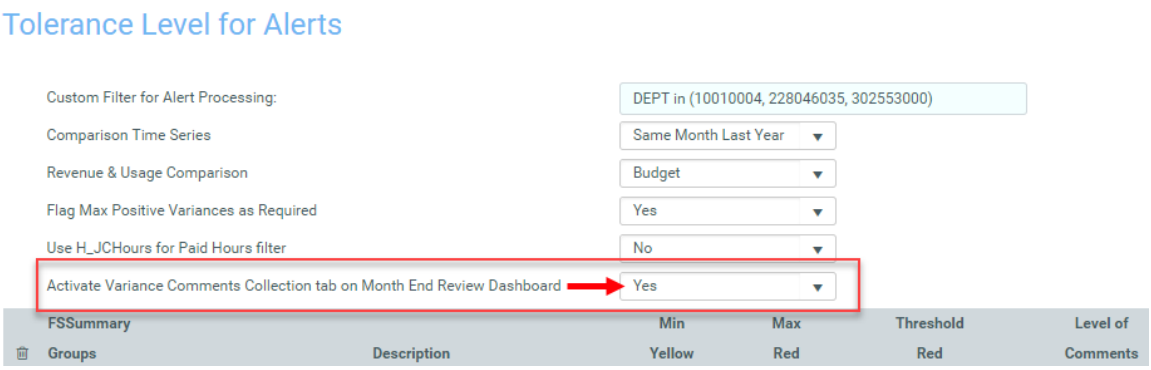
Activating Variance Comments Collection

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:

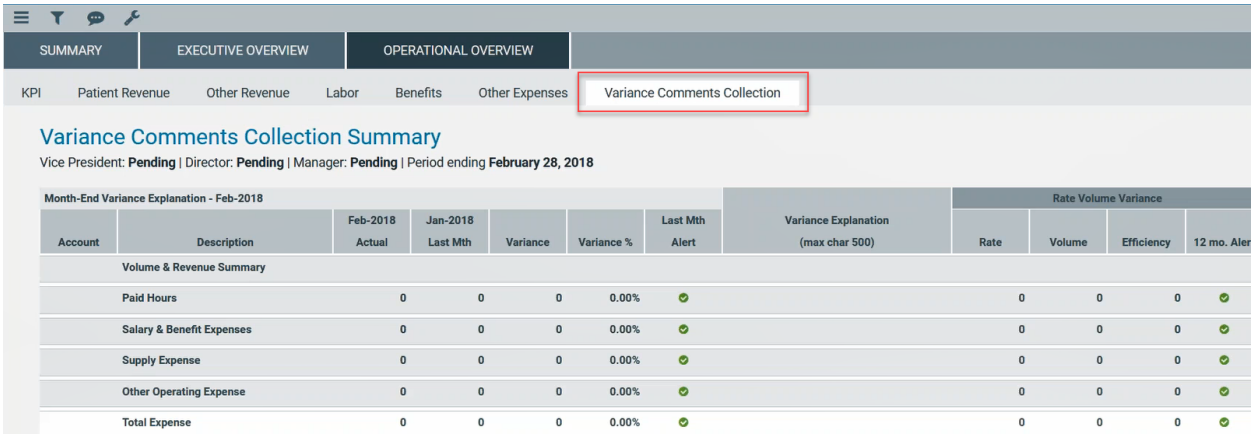
1. Navigate to one of the following:
   a. In the Bud Admin task pane, in the **Financial Reporting** section, click **Financial Utilities > System Setup**, and double-click **VCC_Threshold**.
   b. In the Mgmt Admin task pane, in the **Dimension & Reference Maintenance** section, click **System Setup**, and double-click **VCC_Threshold**.
2. Click the **Activate Variance Comments Collection tab on Month End Review Dashboard** drop-down and click **Yes**.



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.

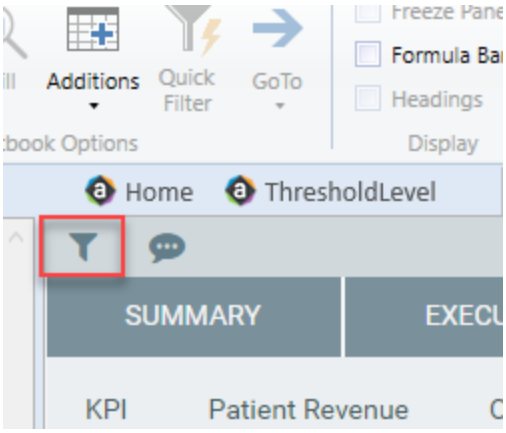


Applying filters

You must filter accounts before data will display.

To apply filters:

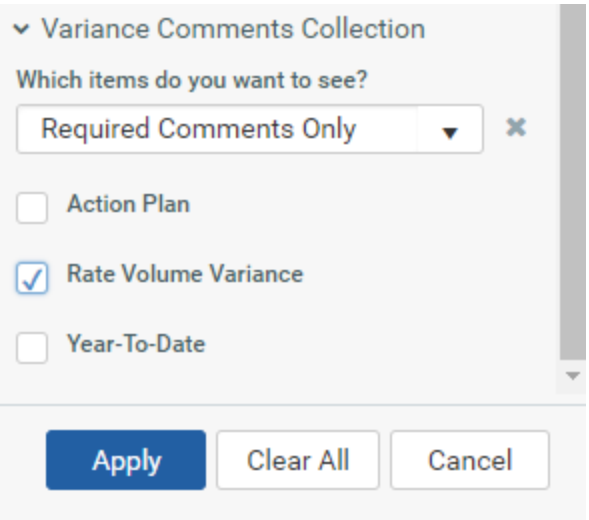
1. Click the filter icon in the upper-left toolbar.



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	Click one of the following options: • **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.



4. Click **Apply**.
5. 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.

6. In the **Action Plan** column, type the actions your organization plans on taking to address the variance.

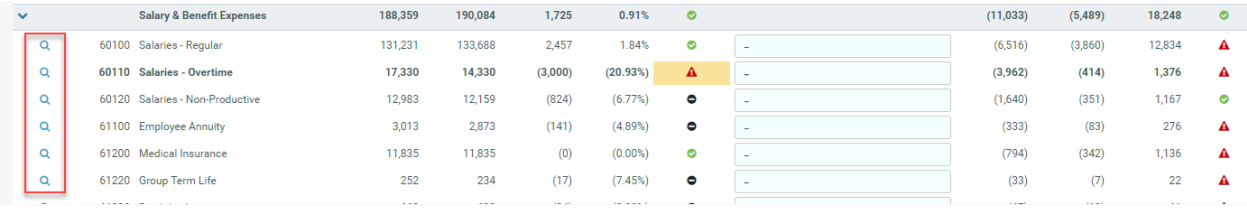
   NOTE: This column only displays if you select the Action Plan check box in Step 3.

   TIP: You can enter information in this column specific to the period you selected in Step 2.

7. After you finish making changes, click **Save** in the upper right corner of the page.

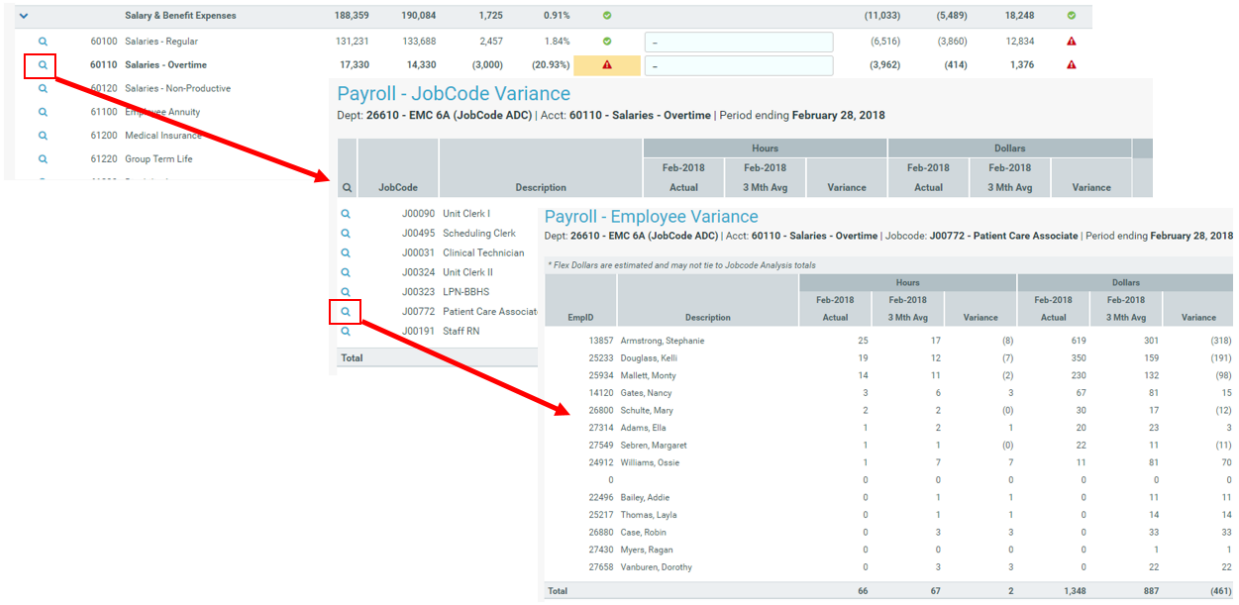
Drilling down to detail

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.



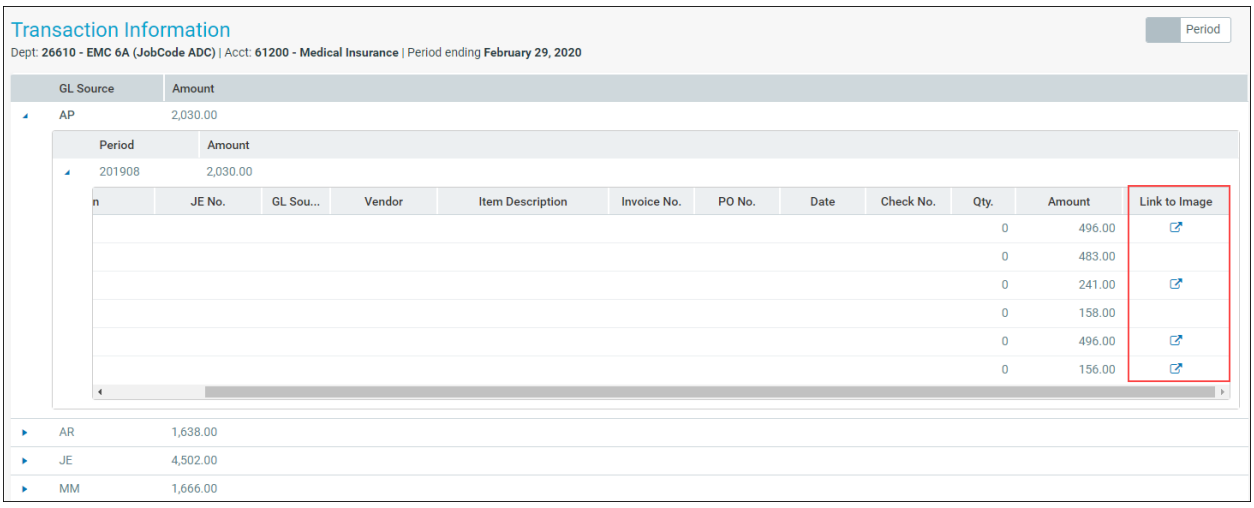
In the example below, we drill-down on Salaries - Overtime > all associated job codes > all associated employees.

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.



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.



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.

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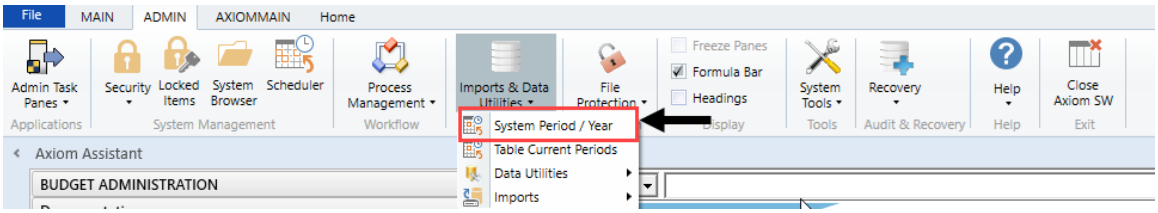
10. Summarize CDM statistics to financial.
11. Load Biweekly Payroll data.
12. Reconcile Biweekly Payroll.
13. Run Biweekly to Monthly Payroll Accrual report.
14. Run Monthly to GL Accrual utility.
15. Remove reporting source files.
16. Configure the Department Monthly Package report.
17. Process and distribute the Department Monthly Package report.
18. View the Month End Review dashboard.

Loading GL12 Month data

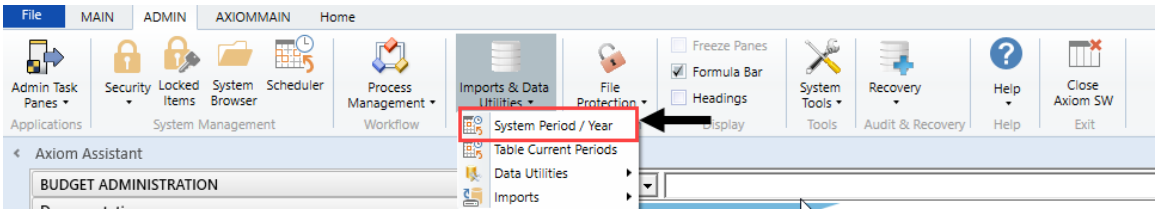
Make sure to create and save the import file to a directory accessible by the Axiom Application server. We recommend naming the file with a GL_ prefix.

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**.

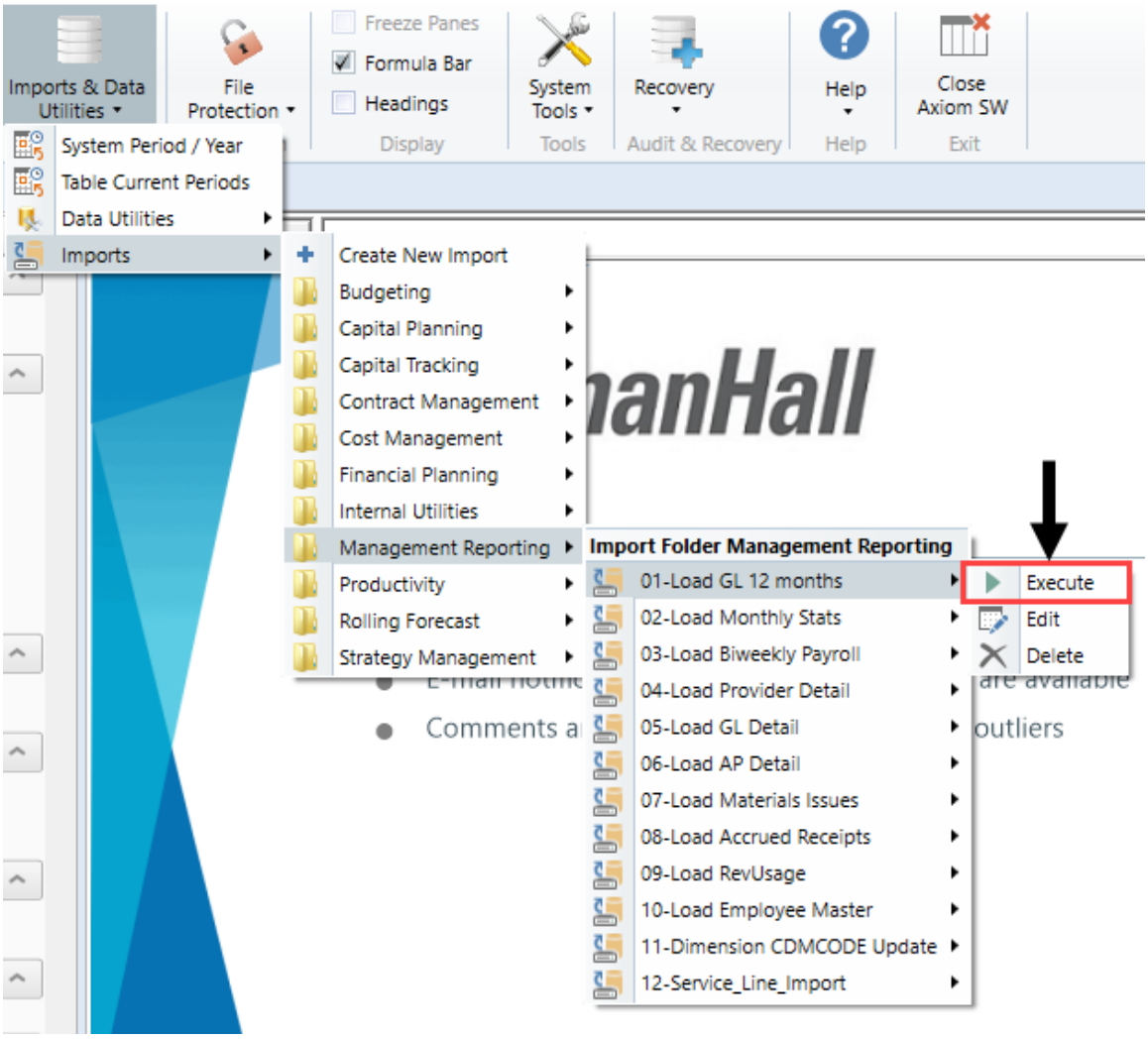


2. In the **System Current Period** dialog, in the **New Value** field, type the new month value, and click **OK**.

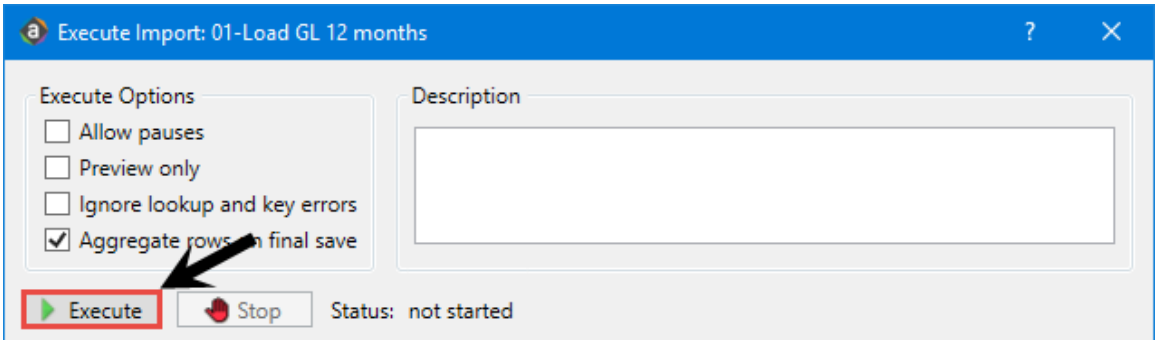


IMPORTANT: Do not change the **System Current Year** field unless changing over a new fiscal year. Setting the system period and year could affect other Axiom Healthcare Suite products.

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**.



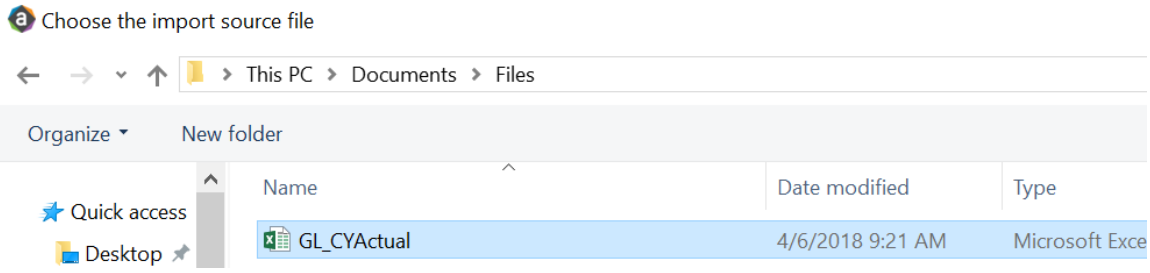
4. Click **Execute**.



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.

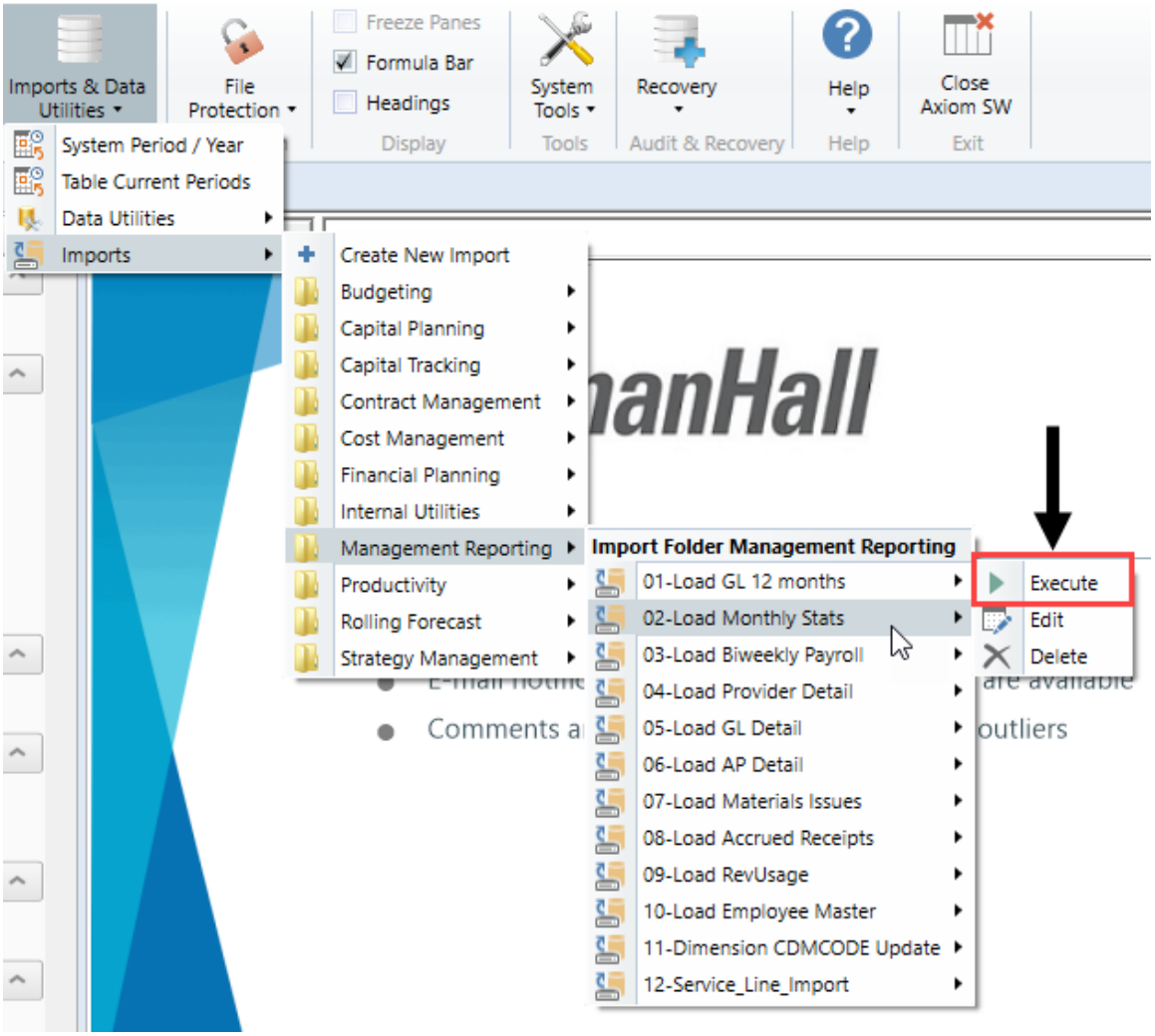
7. After you load the data, run the Income Statement Summary report in Explorer in **Reports Library > Management Reporting > Income Statement > Income Statement Summary** to reconcile to your GL income statement.

Loading Monthly Statistic data

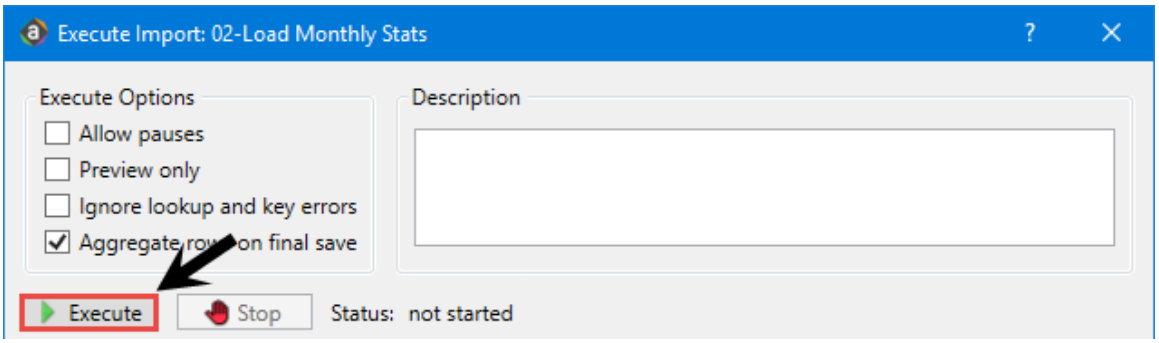
Make sure you create and save the import file to a directory accessible by the Axiom Application server. We recommend naming the file with a ST_prefix.

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**.

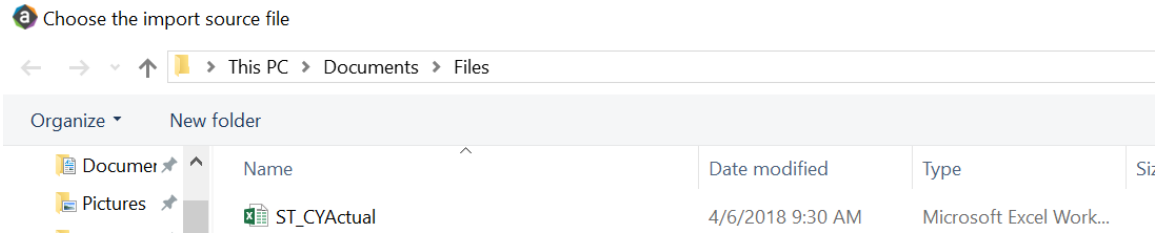


3. In the **Variables** dialog, do the following, and click **OK**:

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

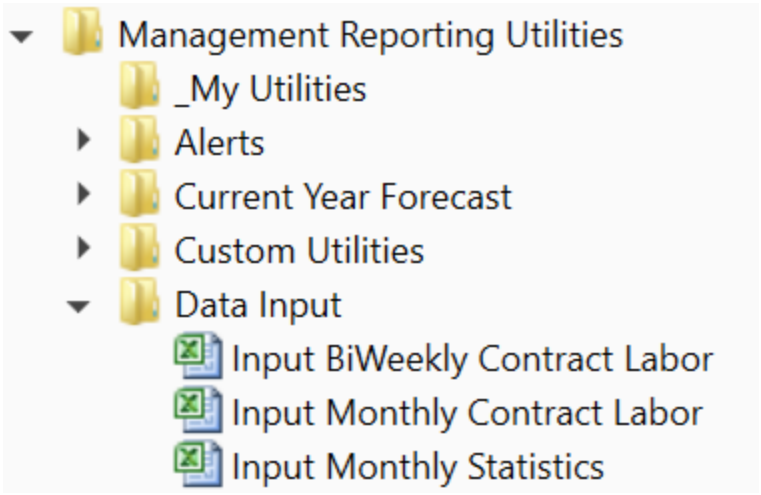
4. In the **Chose the import source file** dialog, navigate to the location where you stored the source file, and select it.

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



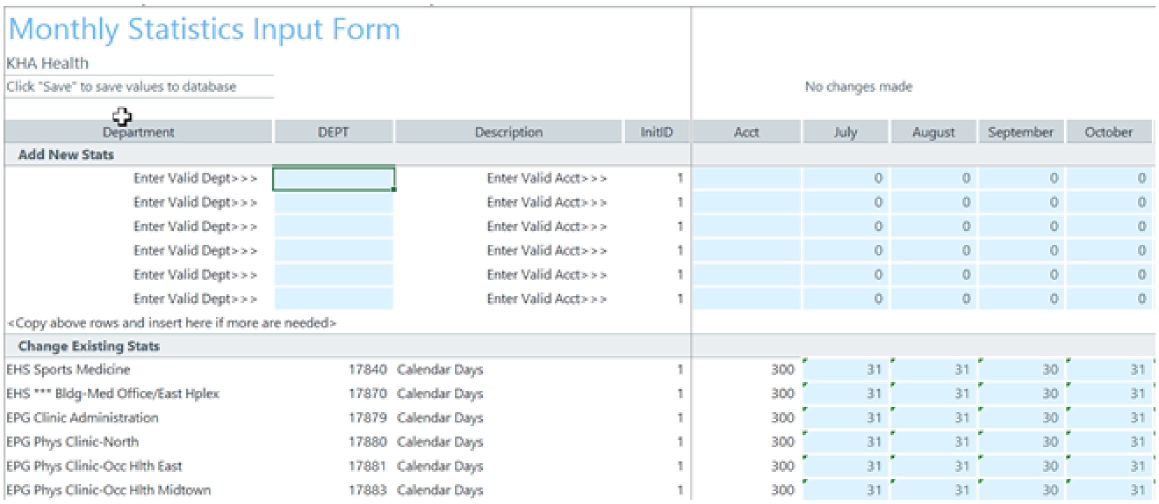
   If there are any import exceptions, follow the import exceptions remediation from Resolving import validation errors.

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

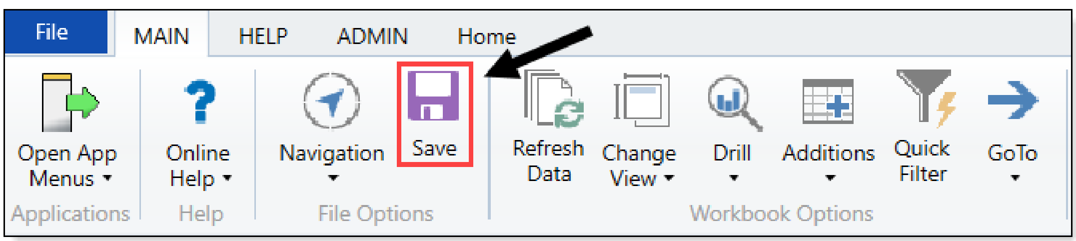
KHA Health

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

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

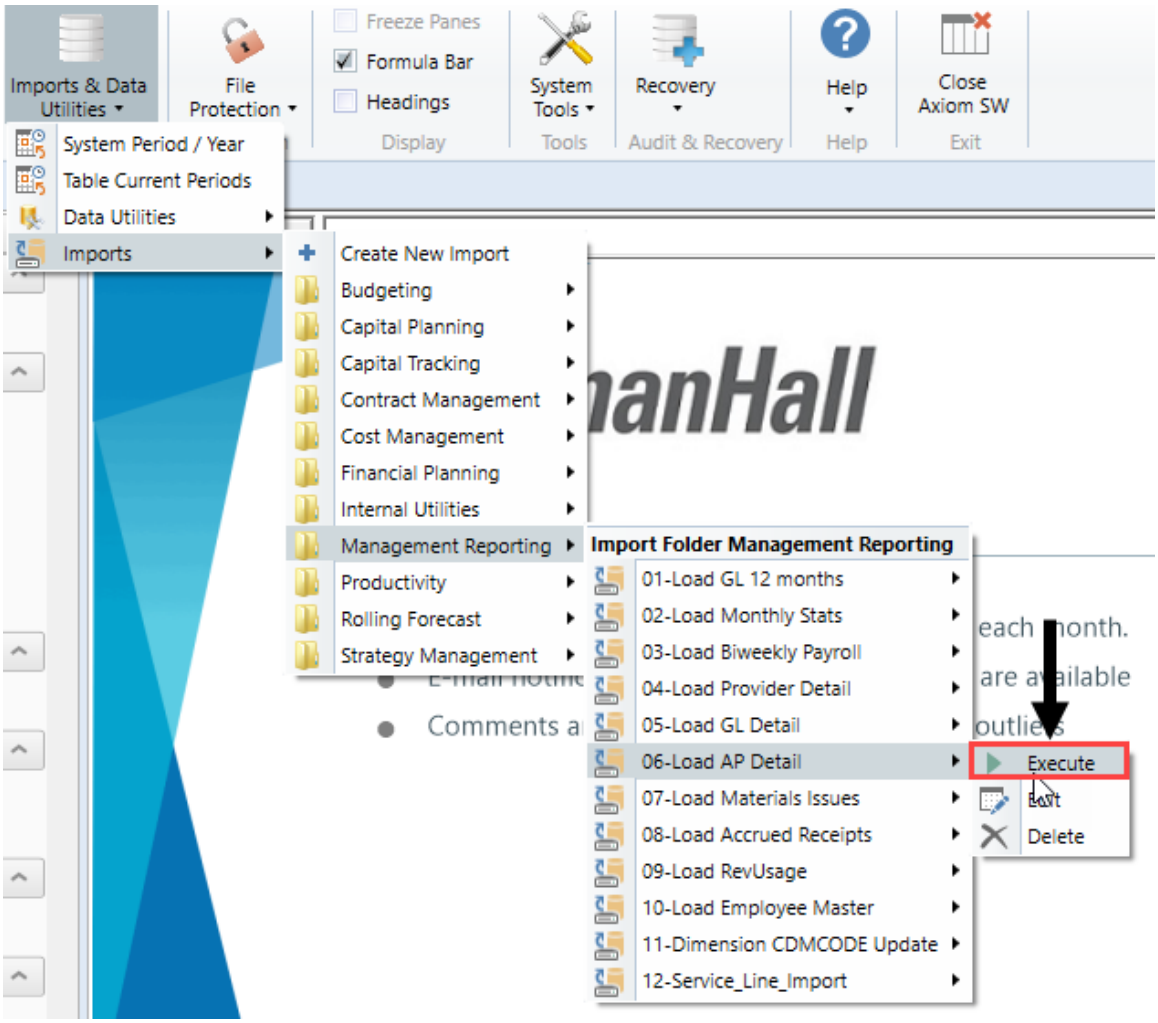


Loading AP Detail data

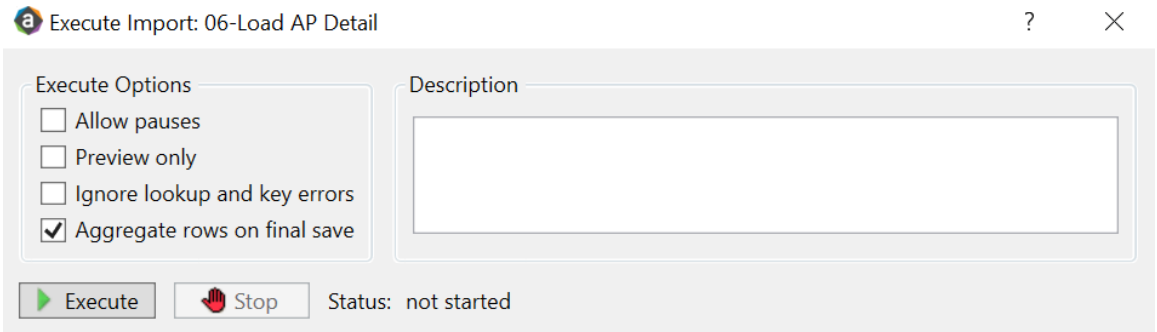
Make sure to create and save the import file to a directory accessible by the Axiom Application server. We recommend naming the file with an AP_prefix.

To load AP Detail data:

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



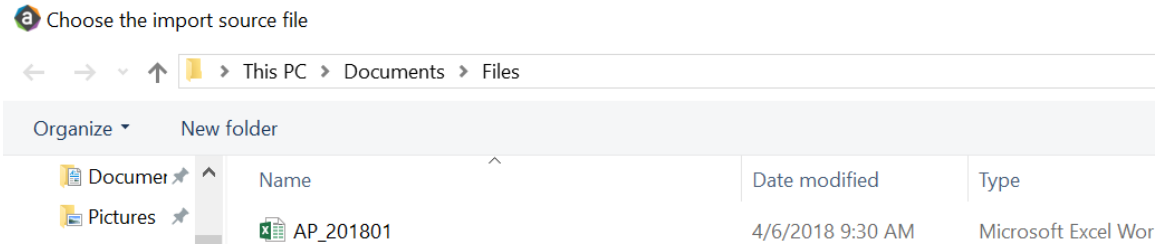
2. In the **Execute Import: 06-Load AP Data** dialog, click **Execute**.



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.



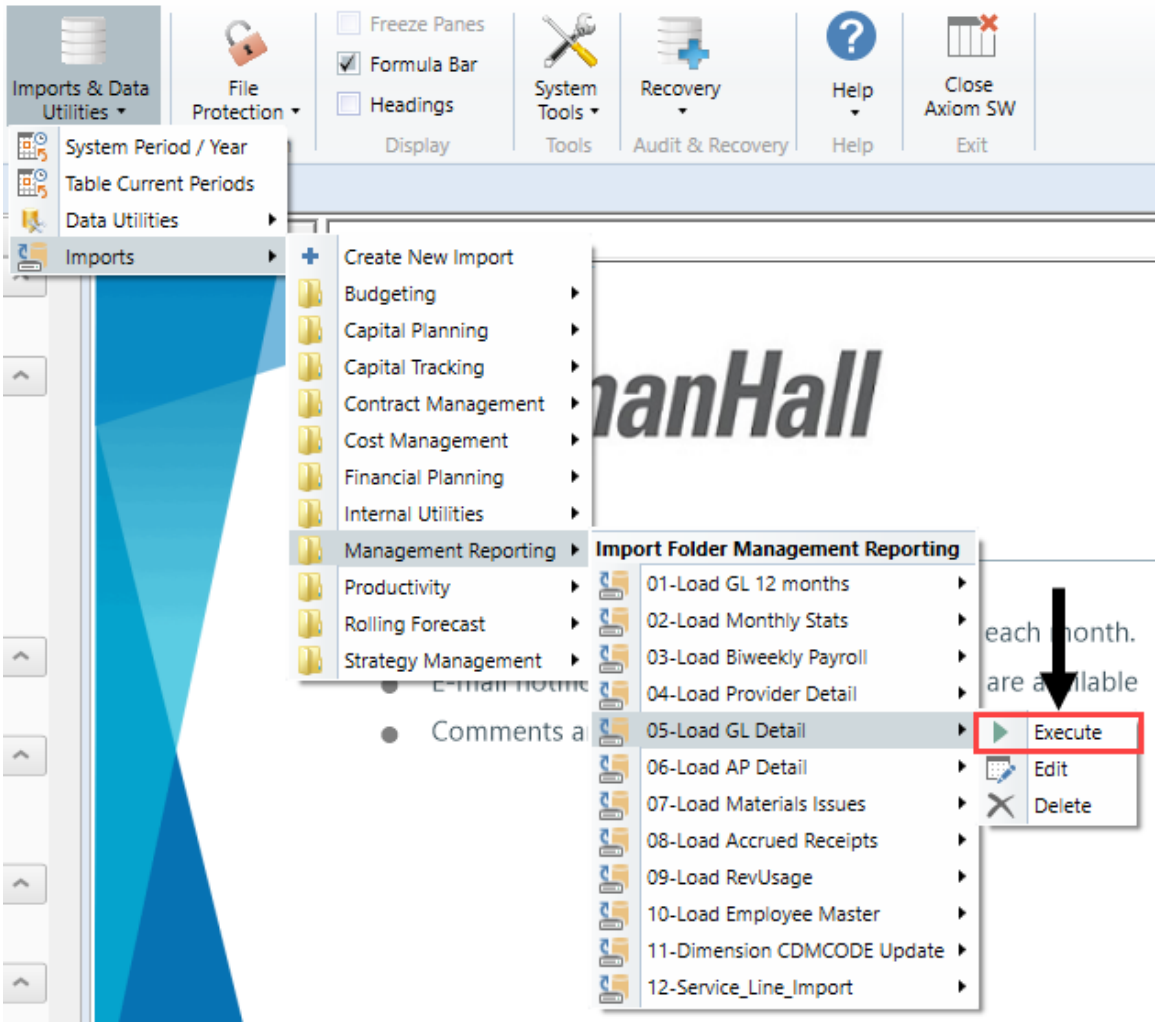
5. If there are any import exceptions, follow the import exceptions remediation from Resolving import validation errors.

Loading GL Detail data

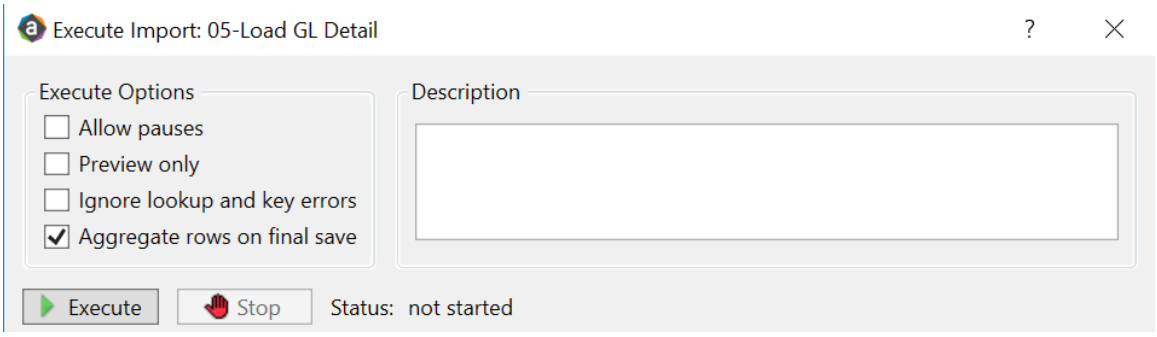
Make sure to create and save the import file to a directory accessible by the Axiom Application server. We recommend naming the file with a JE_prefix.

To load GL Detail data:

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



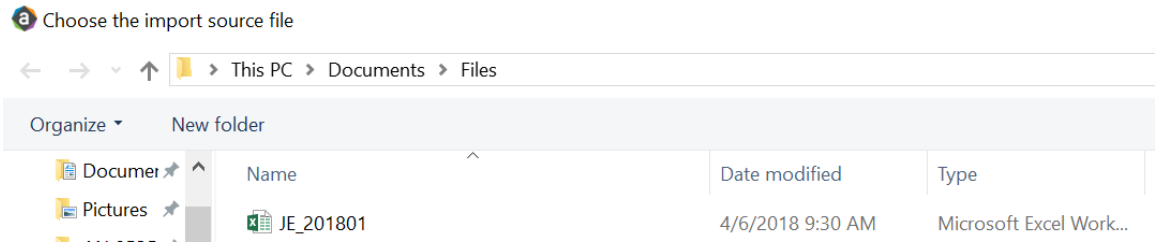
2. In the **Execute Import: 05-Load GL Data** dialog, click **Execute**.



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.



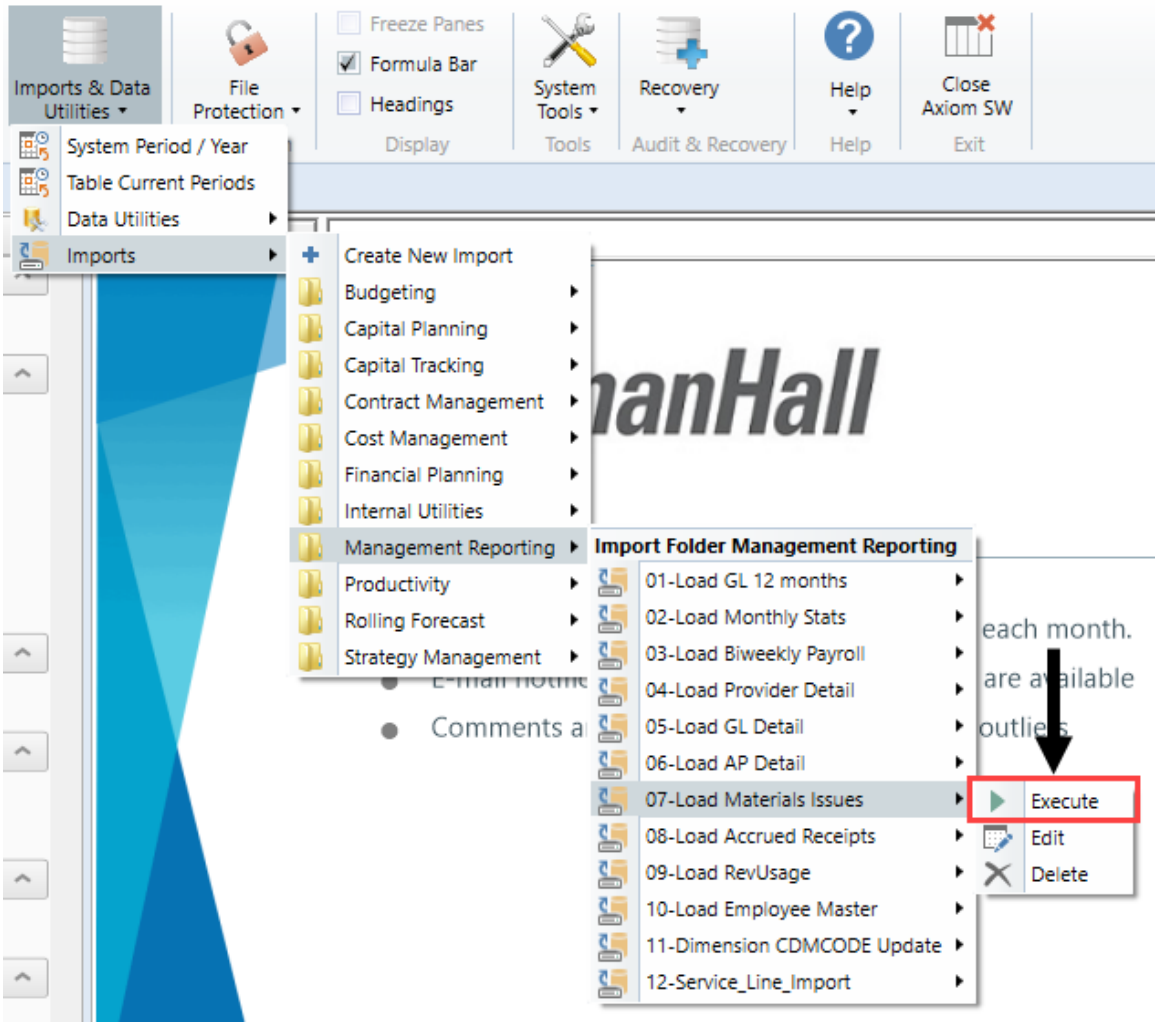
5. If there are any import exceptions, follow the import exceptions remediation from Resolving import validation errors.

Loading MM Detail data

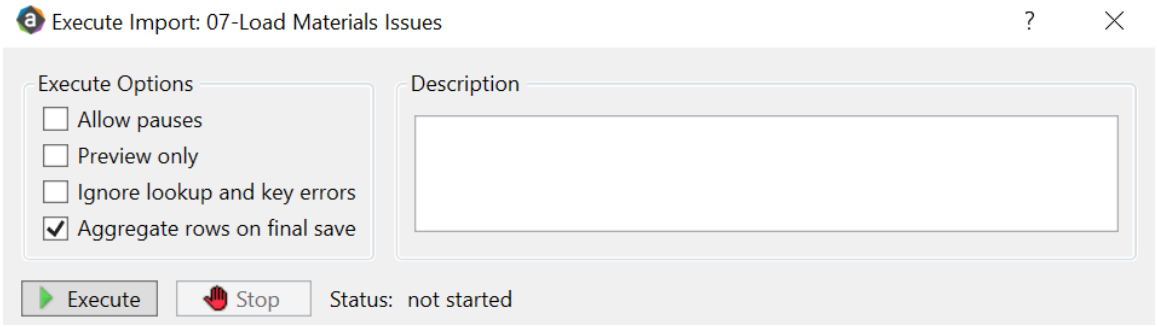
Make sure to create and save the import file to a directory accessible by the Axiom Application server. We recommend naming the file with an MM_prefix.

To load MM Detail data:

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



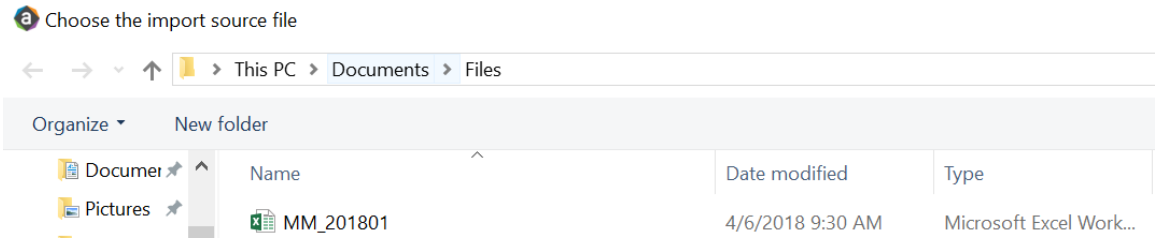
2. In the **Execute Import: 07-Load Materials Issues** dialog, click **Execute**.



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.



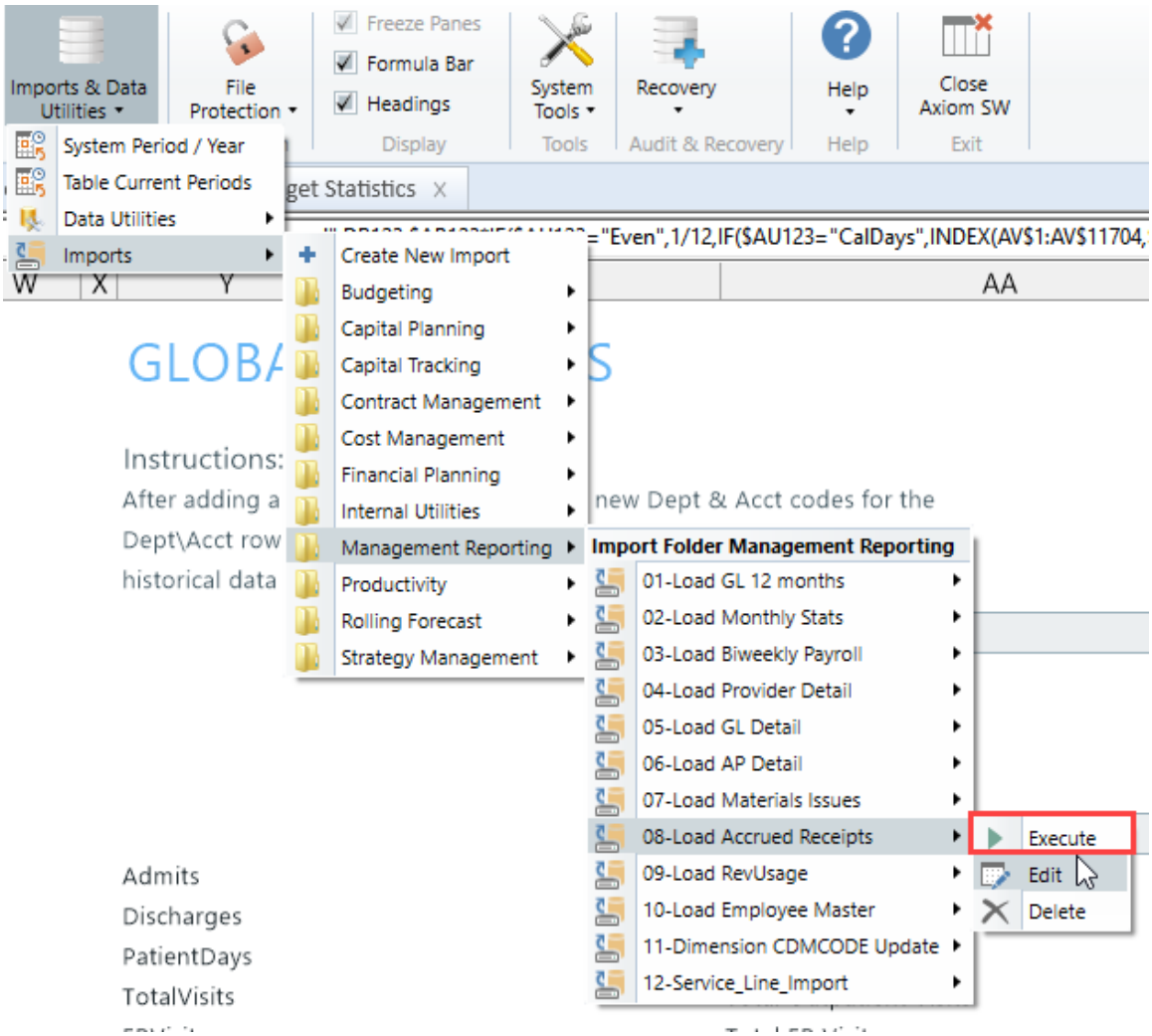
5. If there are any import exceptions, follow the import exceptions remediation from Resolving import validation errors.

Loading Accrued Receipts data

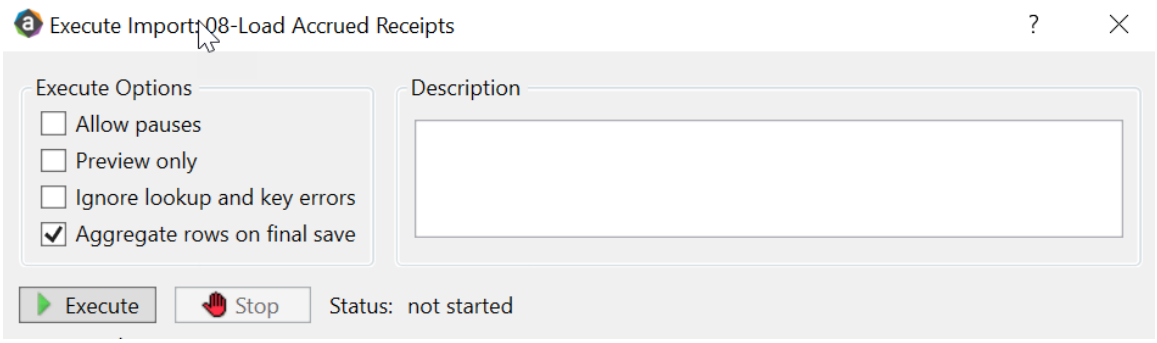
Make sure the import file is created and saved to a directory accessible by the Axiom Application server. We recommend naming the file with an AR_prefix.

To load Accrued Receipts data:

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



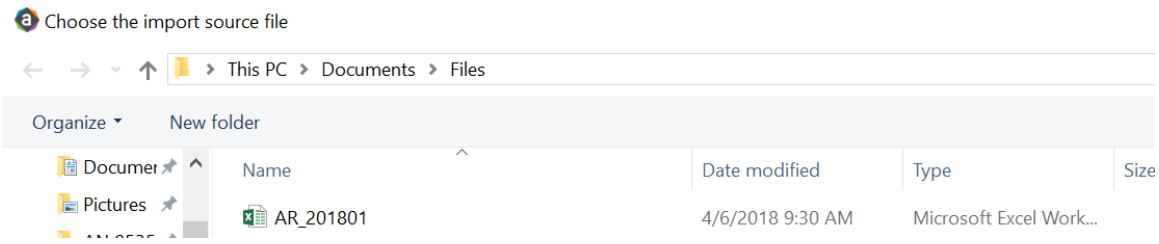
2. In the **Execute Import: 08-Load Accrued Receipts** dialog, click **Execute**.



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.



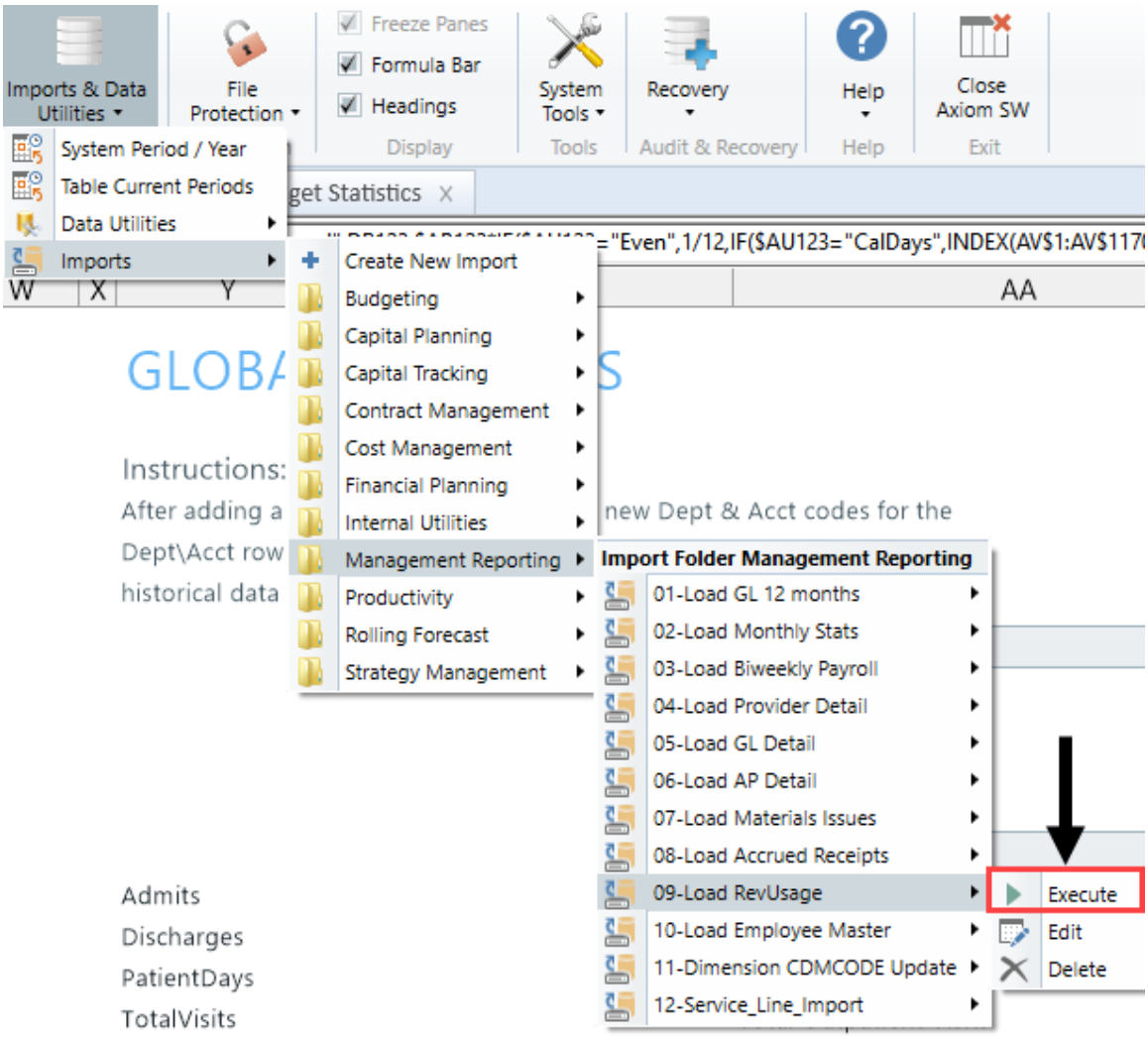
5. If there are any import exceptions, follow the import exceptions remediation from Resolving import validation errors.

Loading Revenue and Usage data

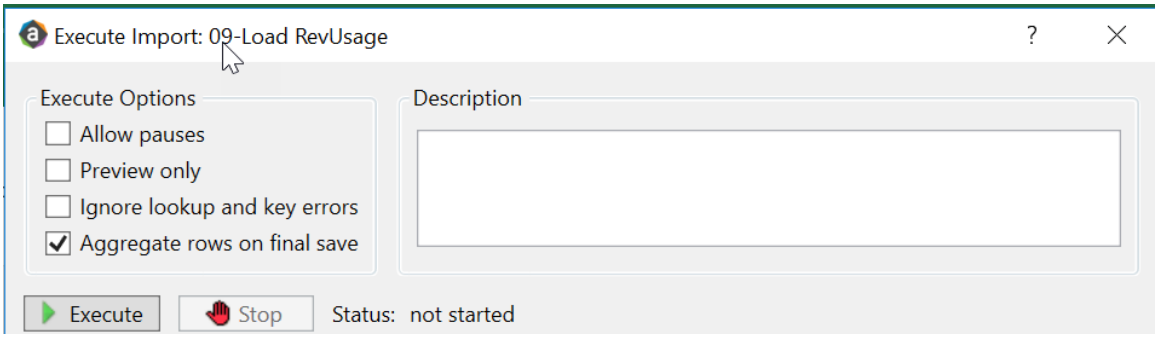
Make sure to create and save the import file to a directory accessible by the Axiom Application server. We recommend naming the file with a RU_prefix.

To load Revenue and Usage data:

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



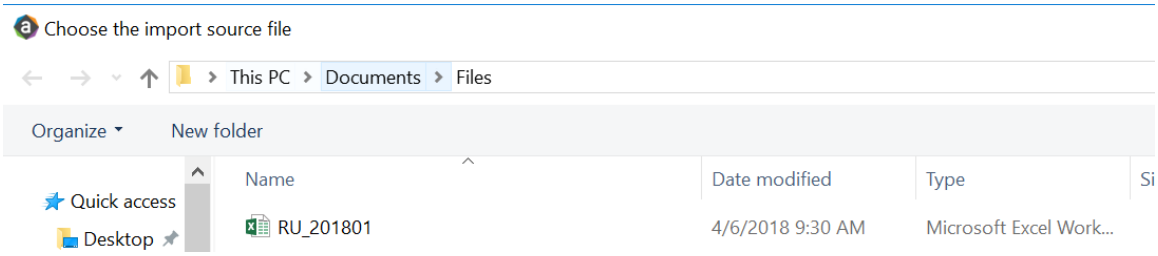
2. In the **Execute Import: 09-Load RevUsage** dialog, click **Execute**.



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.



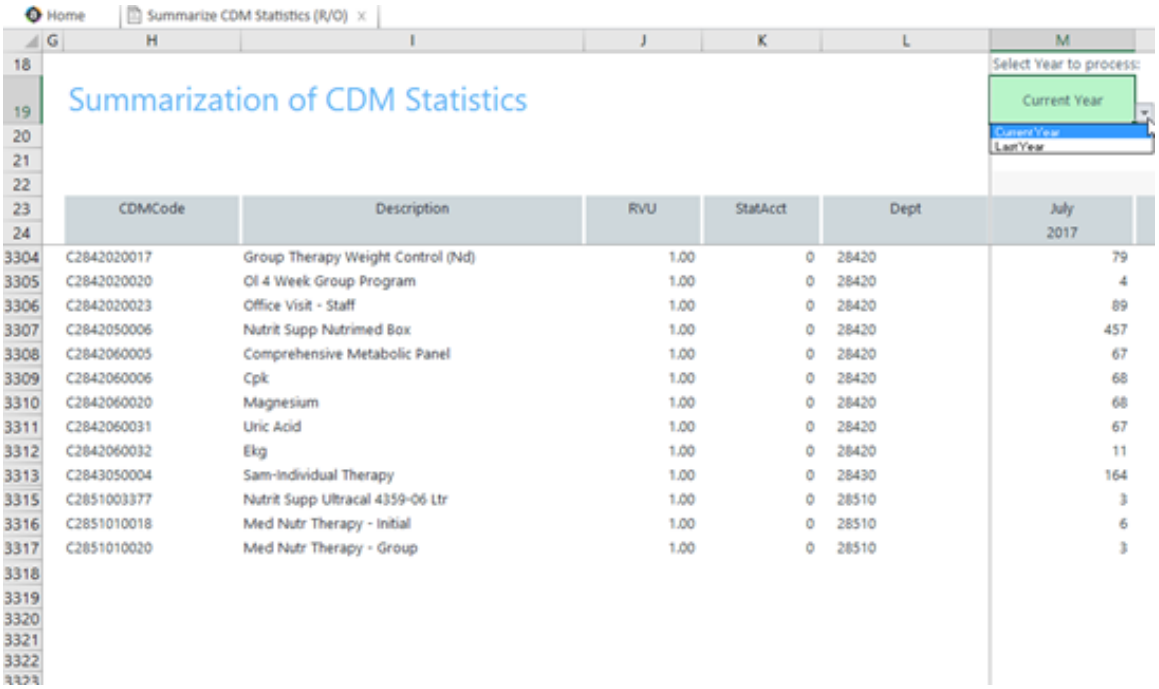
5. If there are any import exceptions, follow the import exceptions remediation from Loading GL12 Month data.

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.

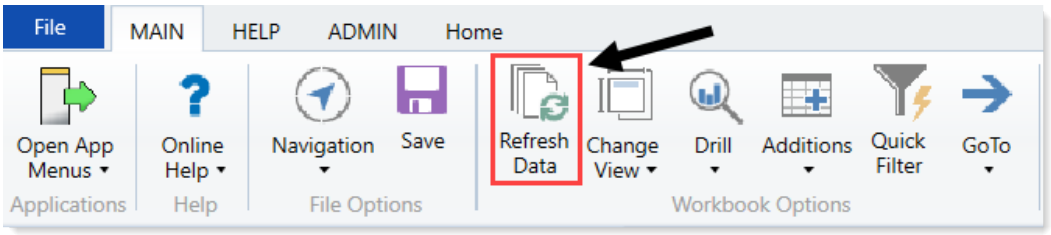
To summarize CDM statistics to financial:

1. To run this Save to Database utility, navigate to In the ExplorerExplorer 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**.

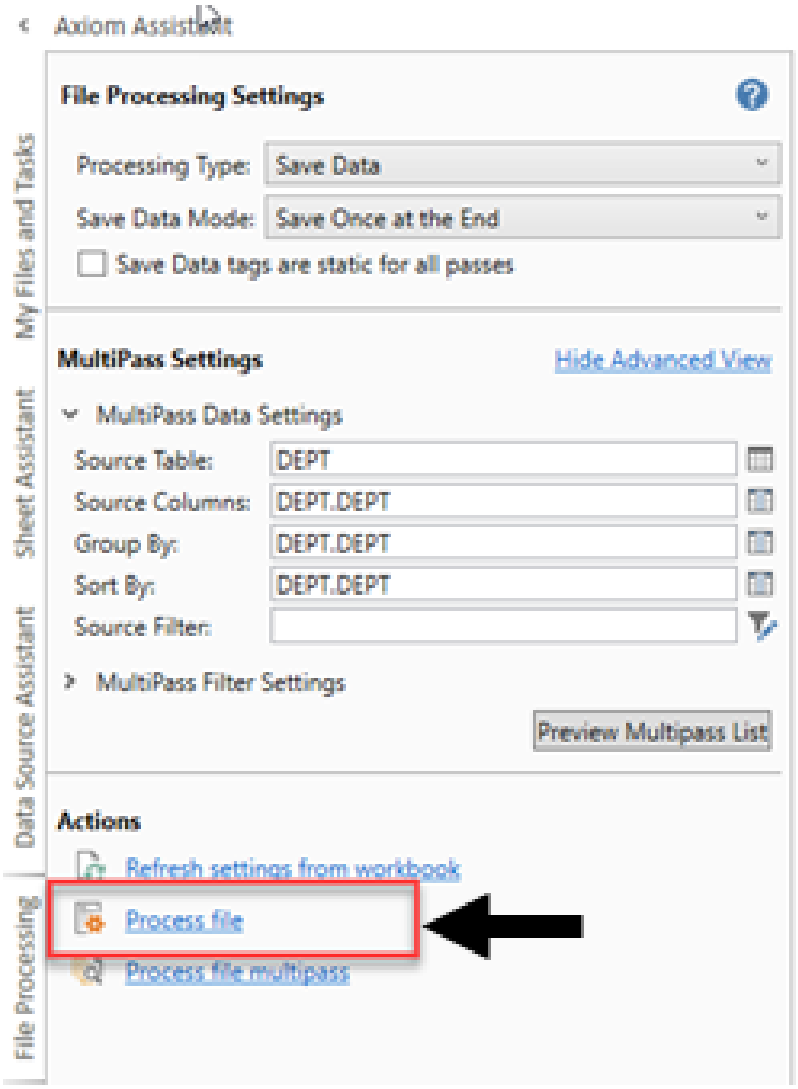


	CDMCode	Description	RVU	StatAcct	Dept	July 2017
3304	C2842020017	Group Therapy Weight Control (Nd)	1.00	0	28420	79
3305	C2842020020	Ol 4 Week Group Program	1.00	0	28420	4
3306	C2842020023	Office Visit - Staff	1.00	0	28420	89
3307	C2842050006	Nutrit Supp Nutrimed Box	1.00	0	28420	457
3308	C2842060005	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	Ekg	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**.



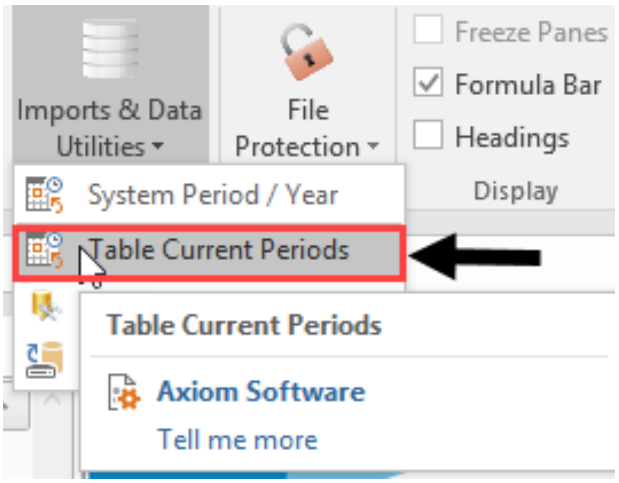
NOTE: You do not need to run this utility using Multipass unless you are a large health system and are noting performance issues when previously running.

Loading Biweekly Payroll data

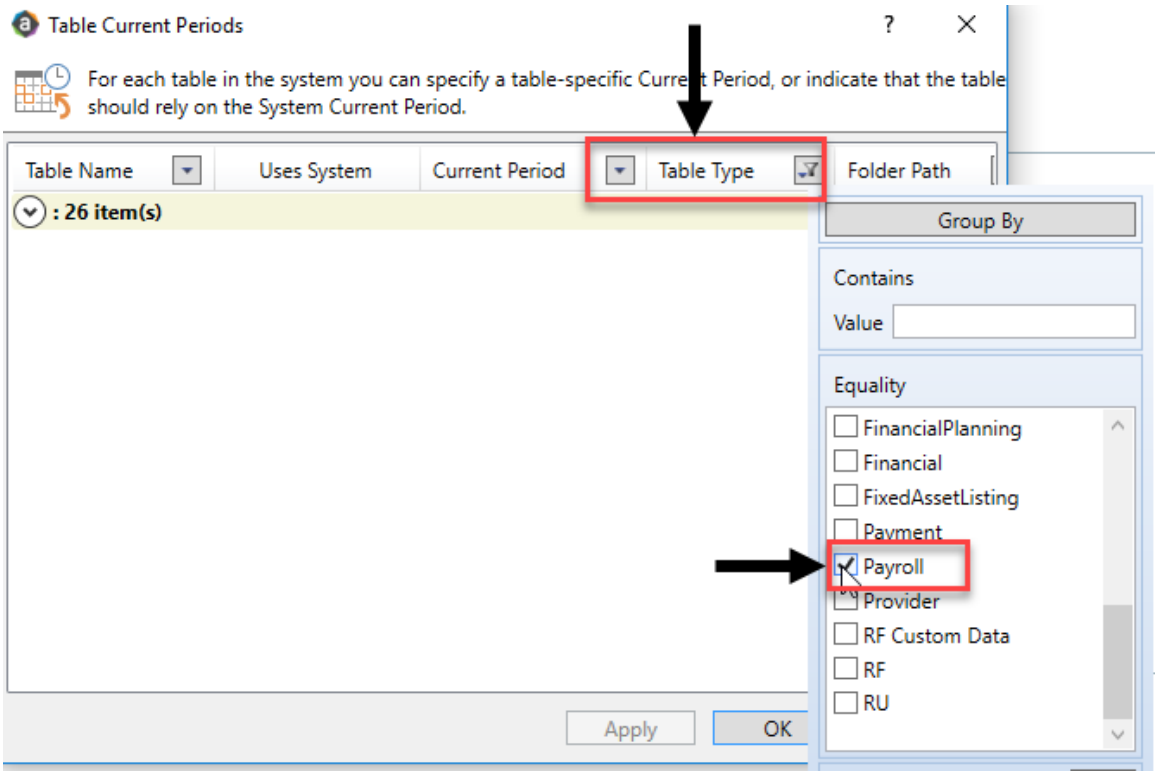
Make sure you create and save the import file to a directory accessible by the Axiom Application server. The file should be saved as LD_MMDDYY_PP. For example, LD_100418_1

To load Biweekly Payroll data:

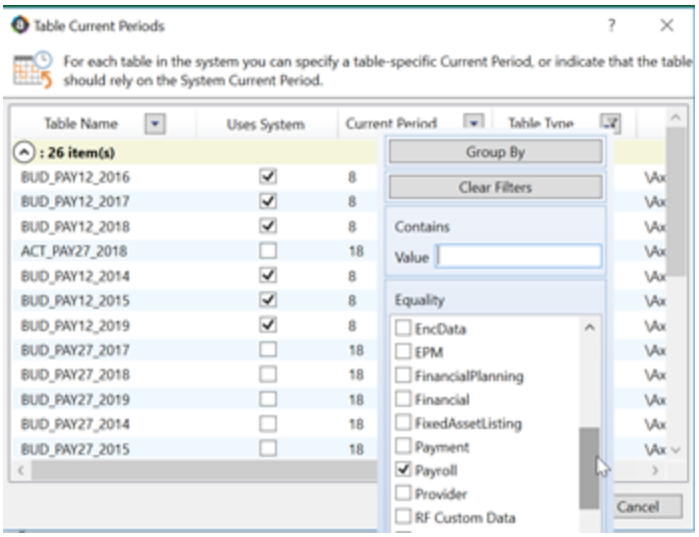
1. In the **Admin** ribbon tab, click **Imports & Data Utilities > Table Current Periods**.



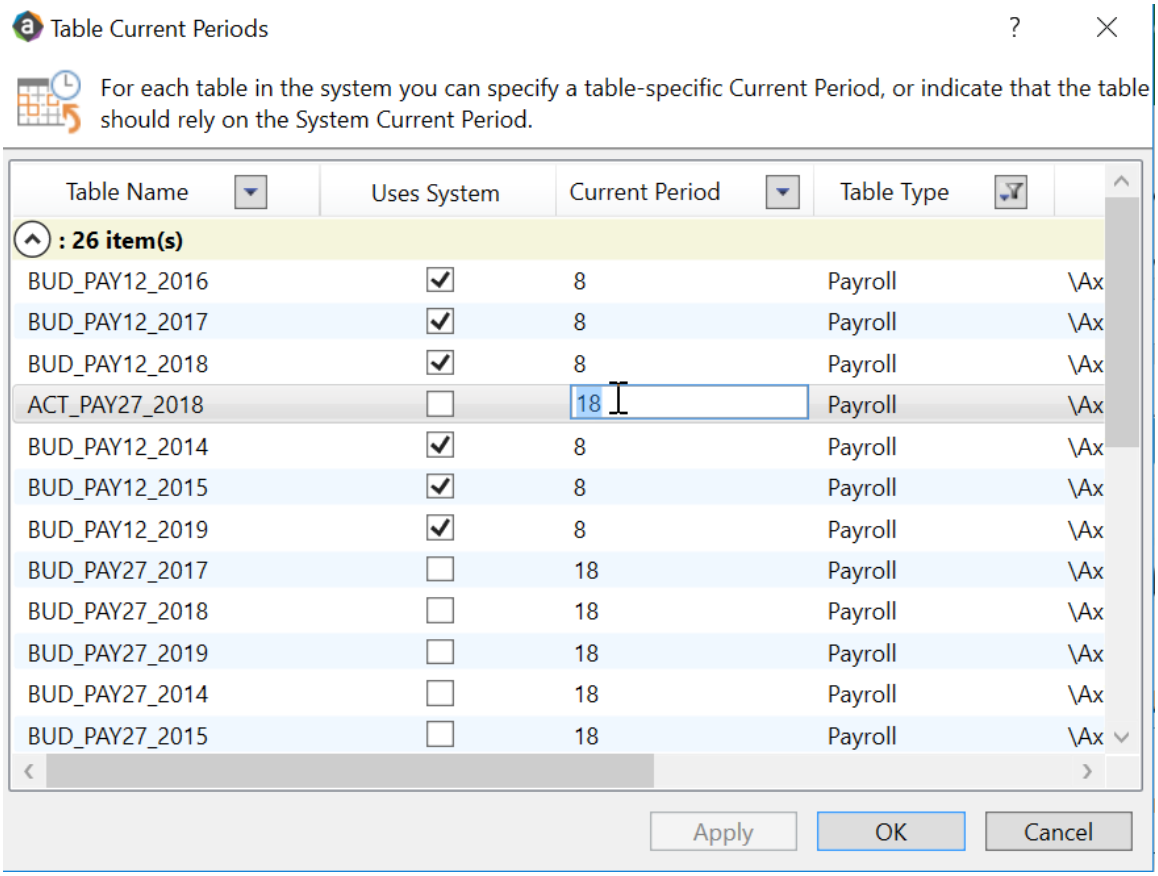
2. Filter using the Table Type, and select **Payroll**.



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

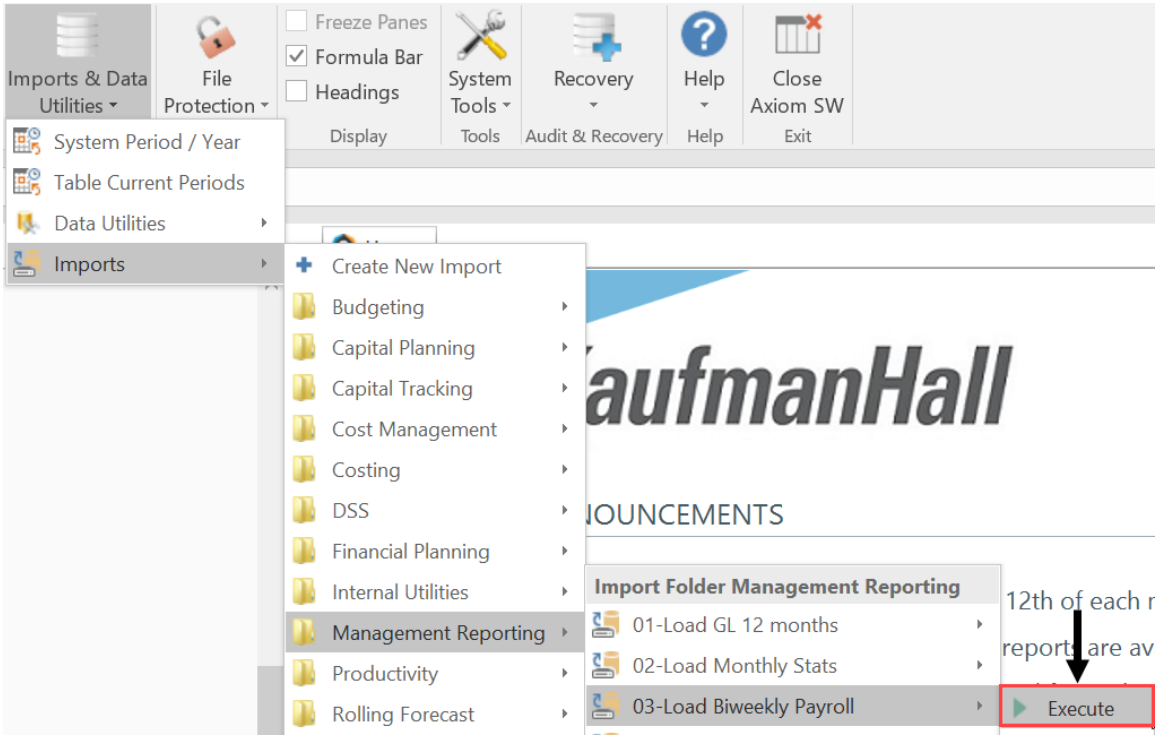


4. In the **Table Current Periods** dialog, double-click the current period for the table, and type the new period.

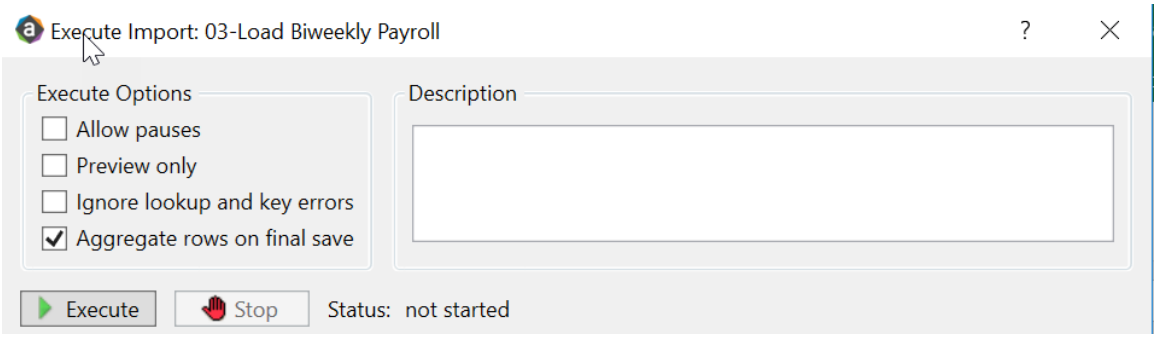


5. When you have finished all the tables, click **OK**.

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



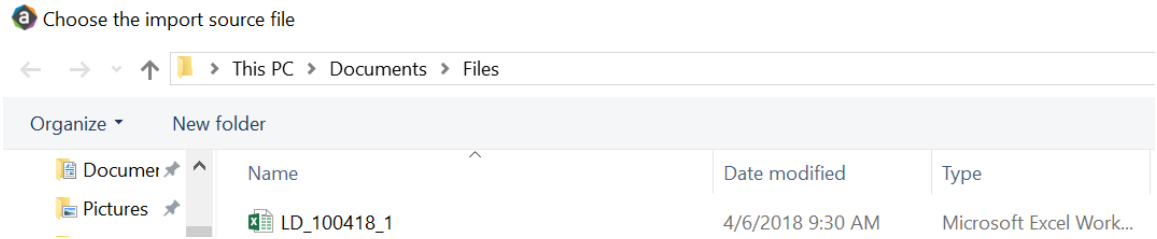
7. In the **Execute Import: 03-Load Biweekly Payroll** dialog, click **Execute**.



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.

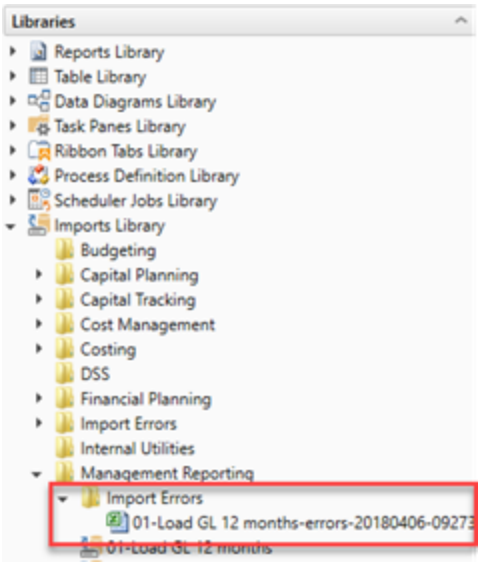


10. If there are any import exceptions, follow the import exceptions remediation from .

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.

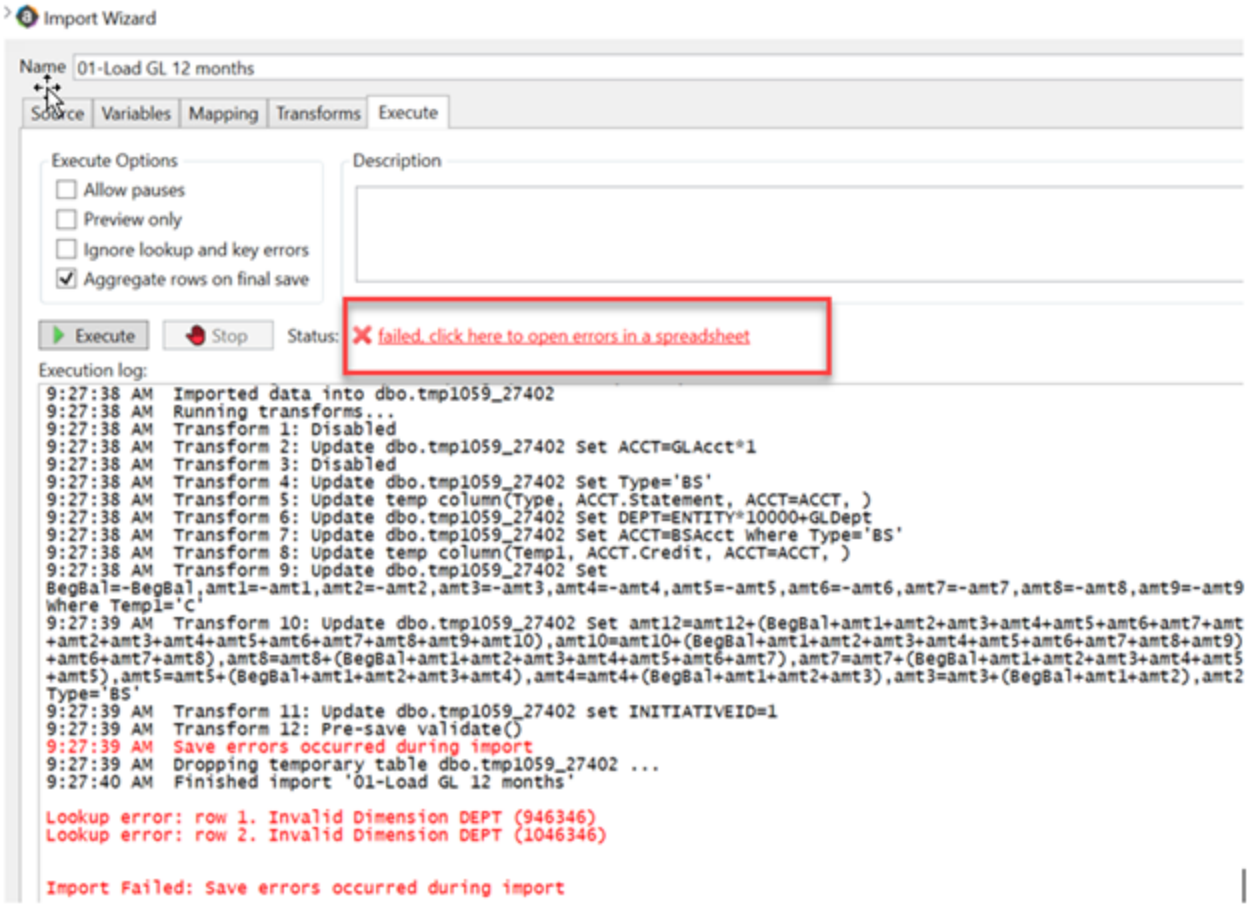
The CSV file is located in **Explorer** in the **Imports Library > Management Reporting > Import Errors** folder.



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.

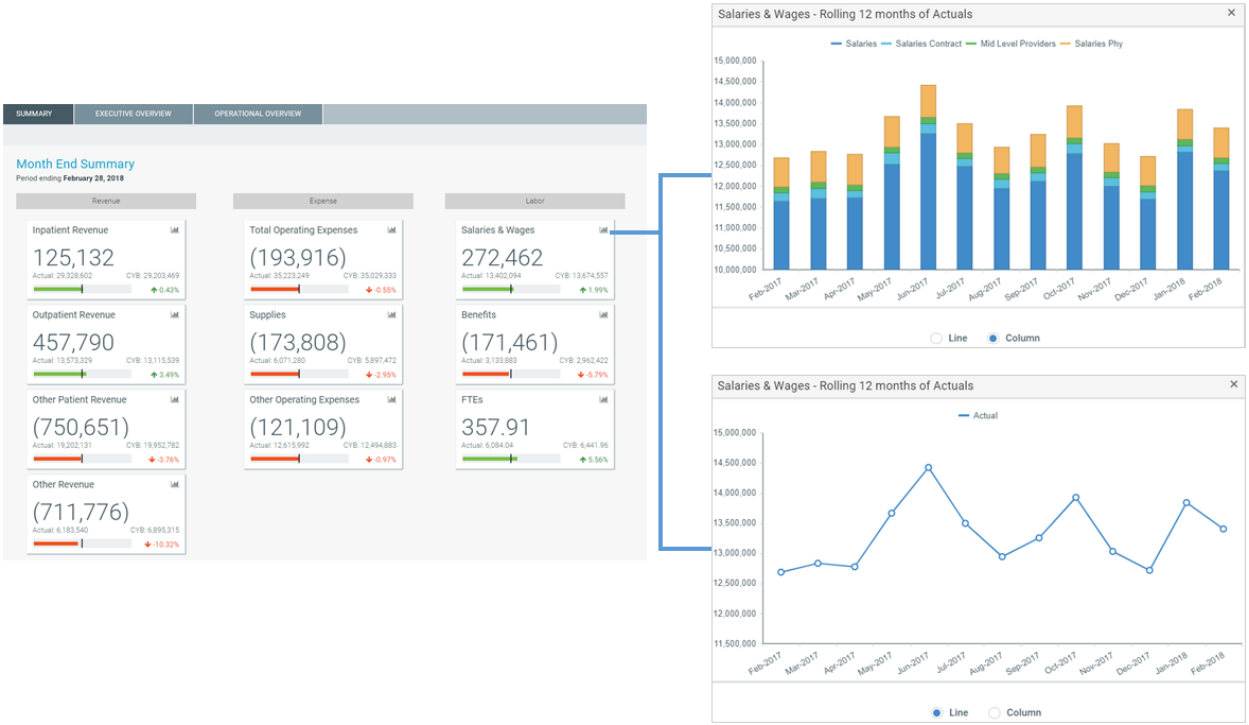
Summary tab

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.

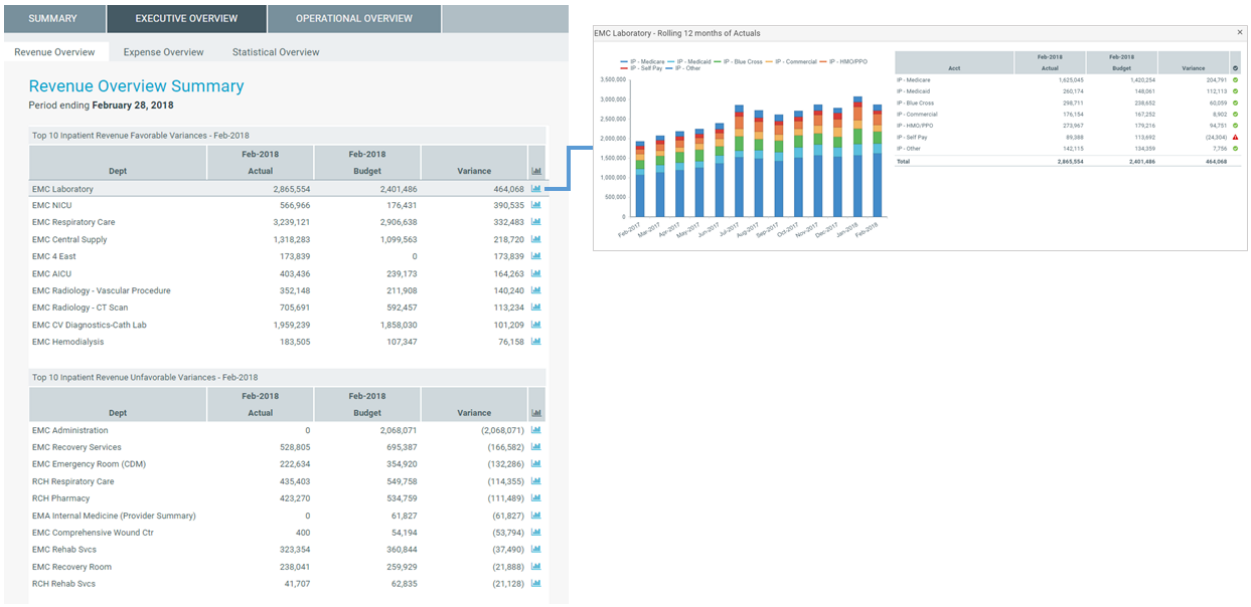
To see a chart of rolling 12 months actuals, click the chart icon in the upper left corner of each box.



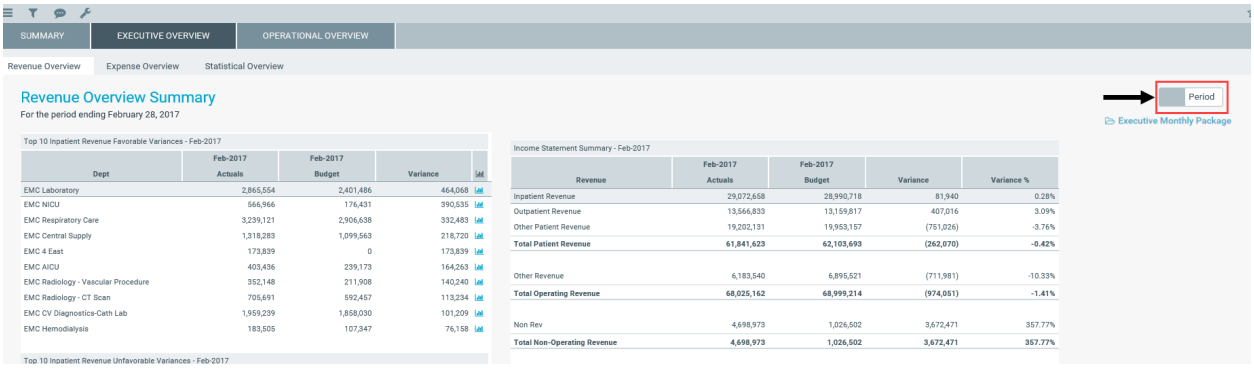
Executive Overview

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.



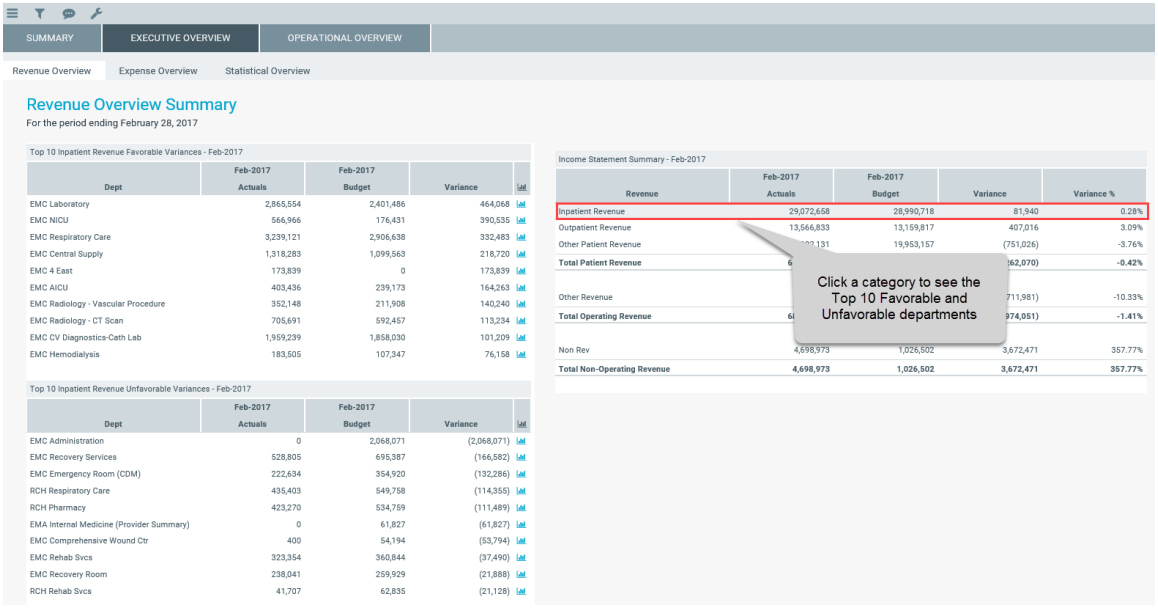
You can also toggle between viewing the data for the period or YTD.



Revenue Overview and Expense Overview tabs

The Revenue Overview and Expense Overview tabs work similarly by displaying the following sections for revenue and expenses:

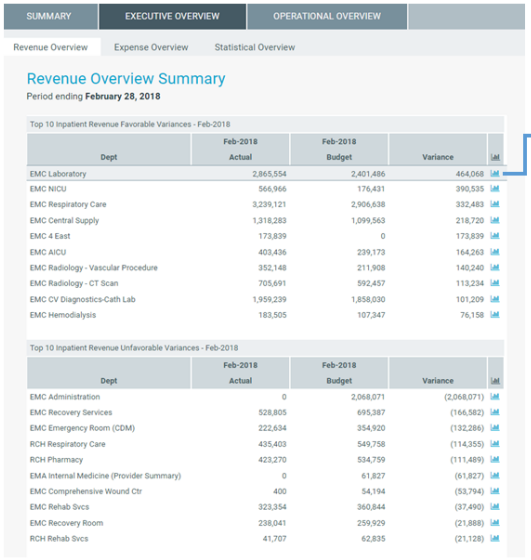
- **Income Statement Summary** – Shows the actuals, targets, variance, and variance percentage for inpatient revenue, outpatient revenue, other patient revenue, other revenue, and non-revenue categories. As you click each category, the Top 10 Favorable and Unfavorable sections list the departments that make up those values. For example, if you click Inpatient Revenue, the Top 10 Favorable and Unfavorable inpatient departments display.



- **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

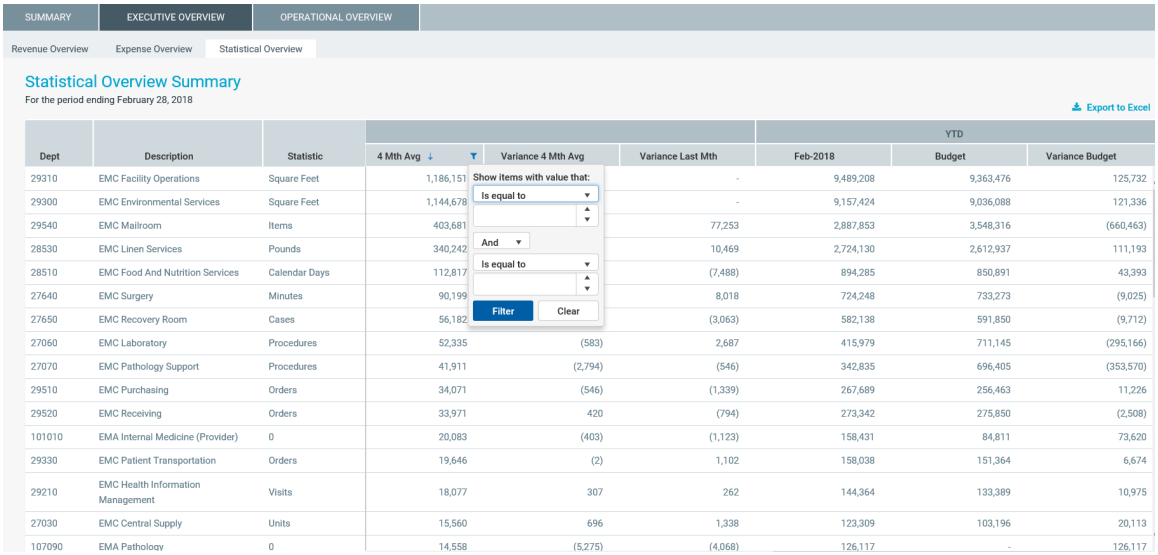
The Statistical Overview tab shows a list of key statistics by department for the selected month and year. This tab shows:

- 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.

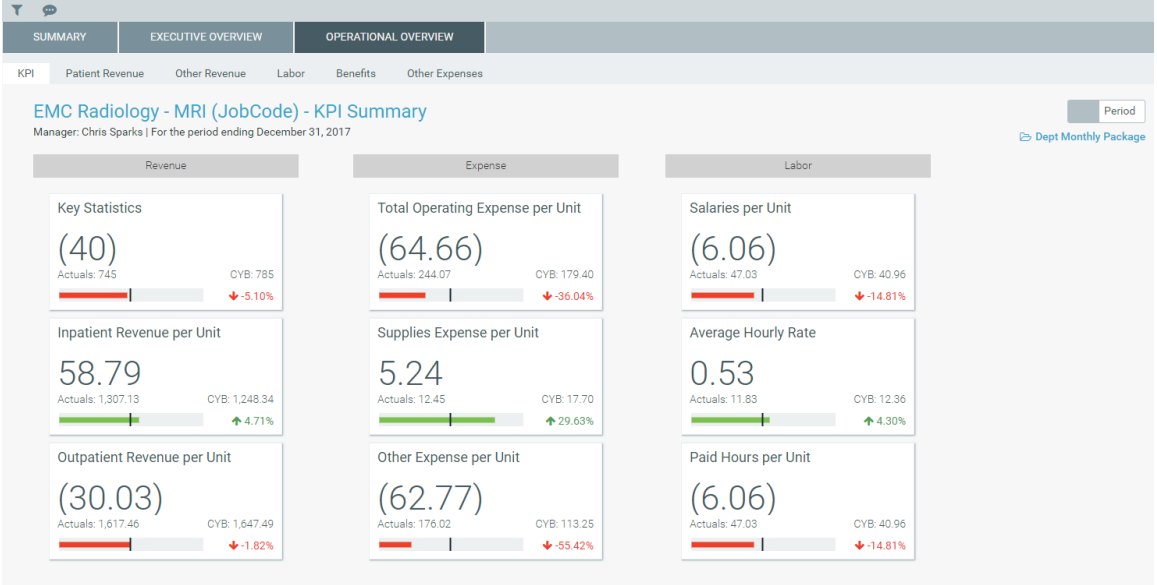


Operational Overview

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.

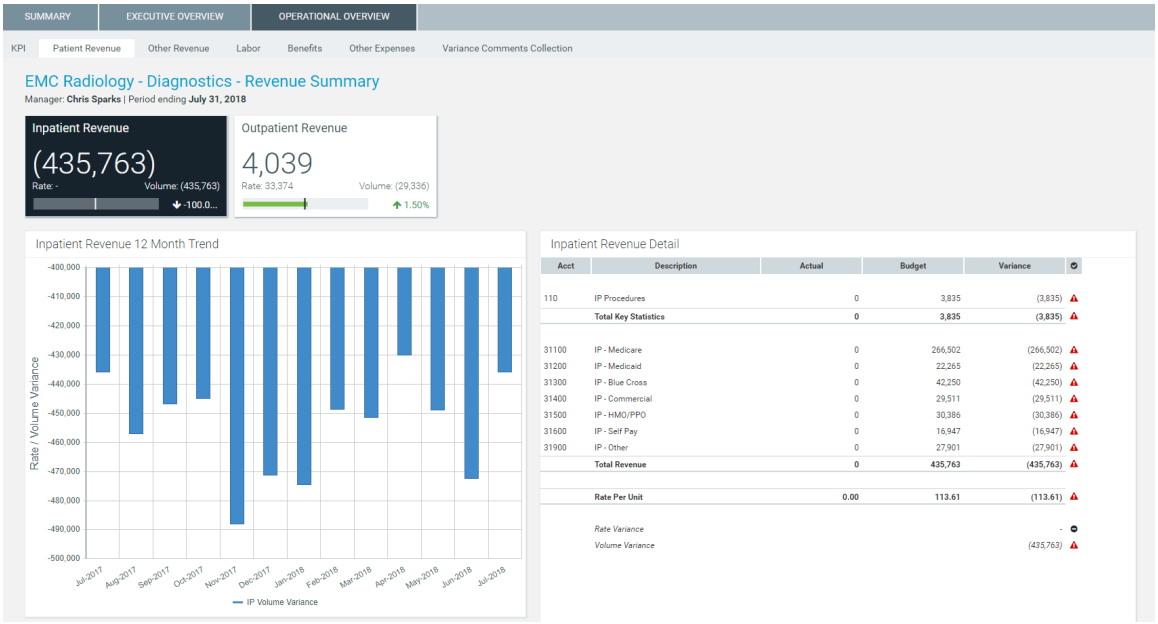


Patient Revenue tab

The Revenue tab displays inpatient and outpatient revenue, broken out by rate and volume variance.

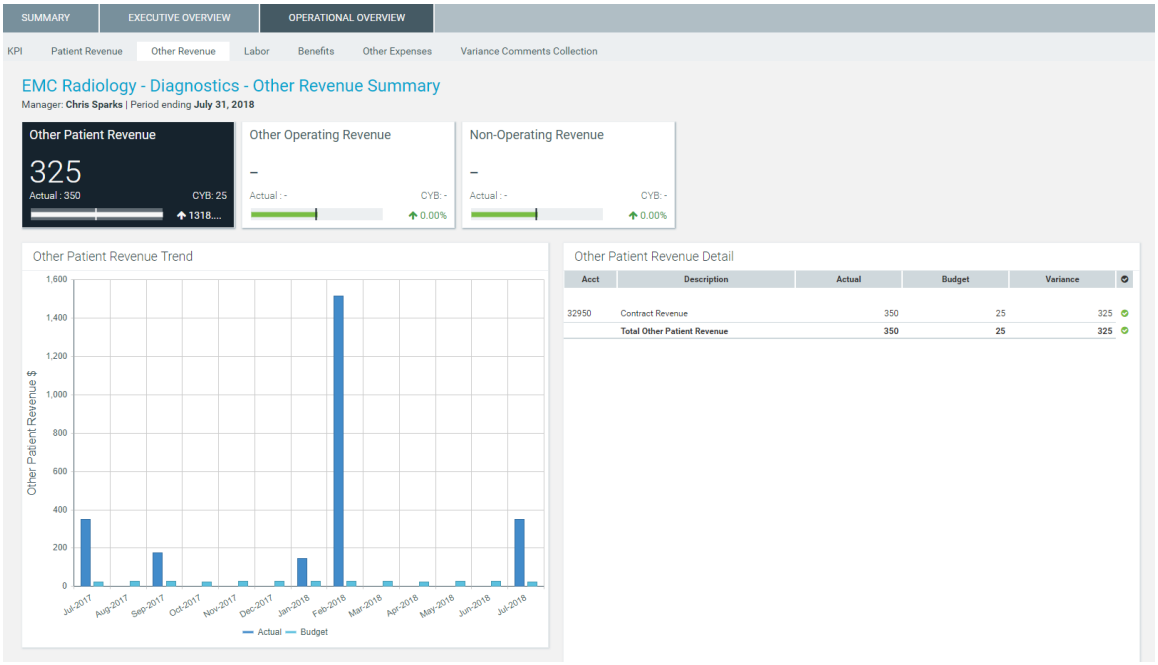
To view the 12-month revenue trend and details, click the **Inpatient Revenue** and **Outpatient Revenue** boxes.

To view actuals for the period or Year to Date, click the Period/YTD toggle in the upper right corner of the page.



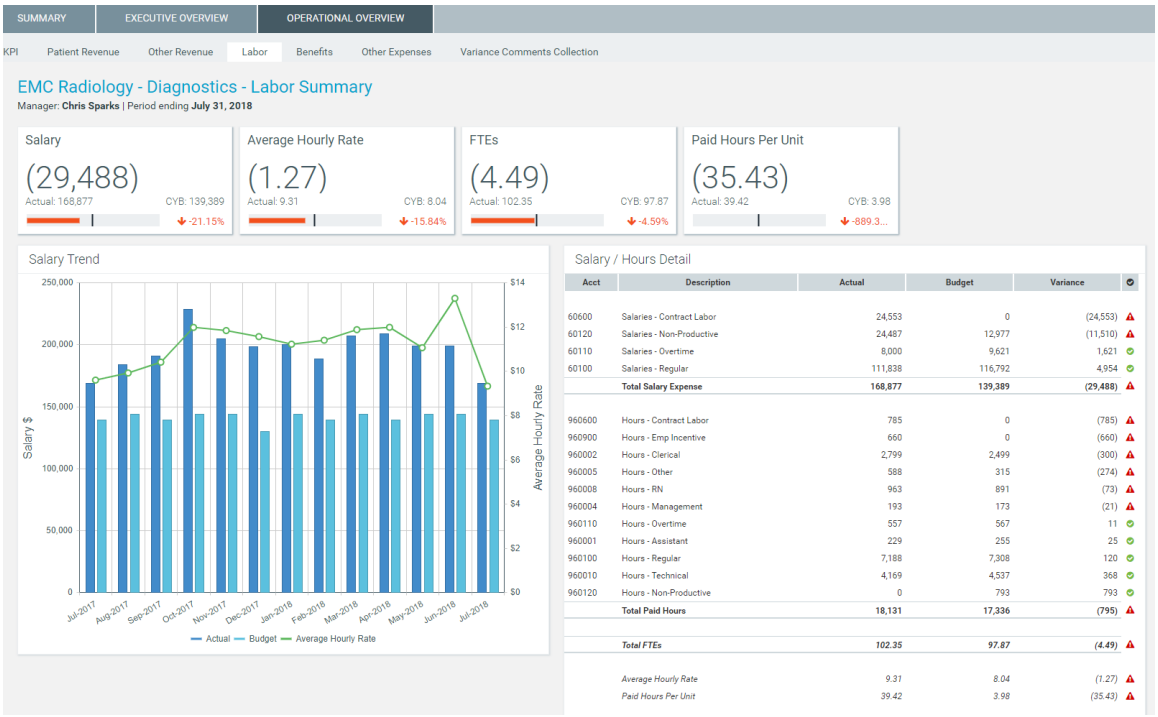
Other Revenue

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.



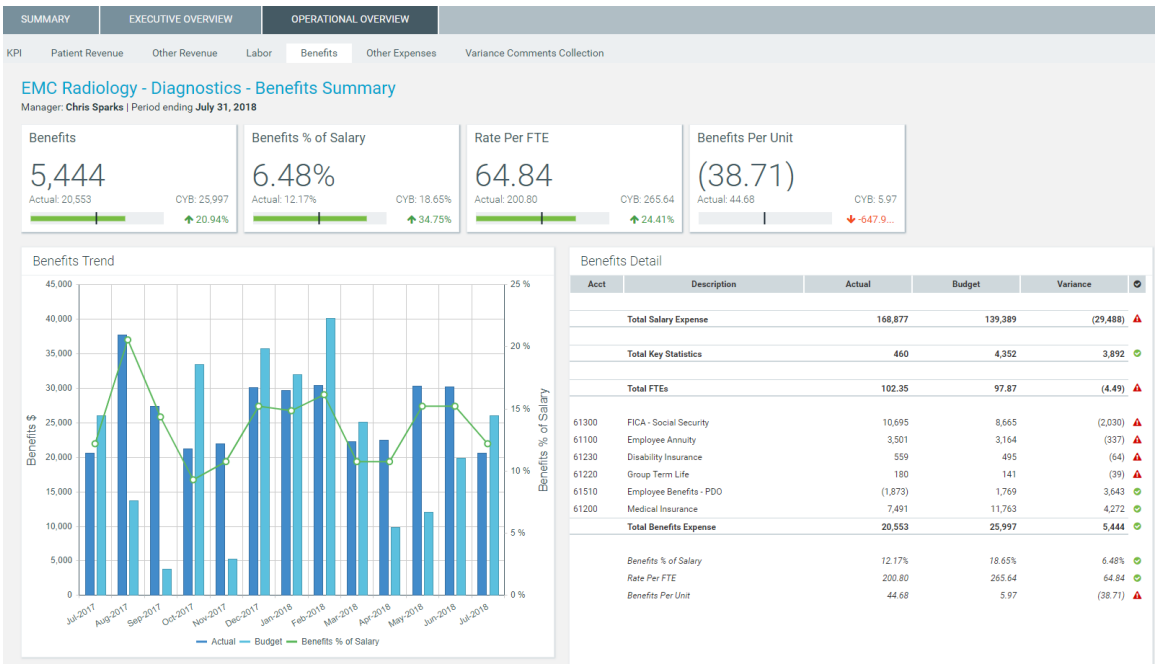
Labor tab

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.



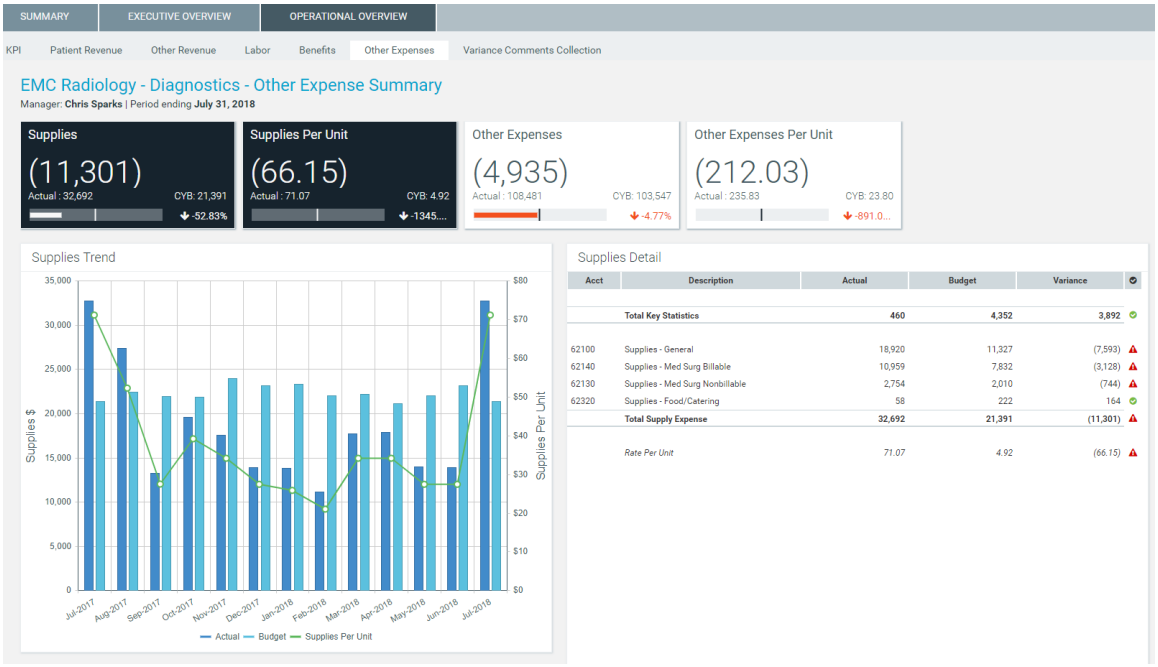
Benefits tab

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.

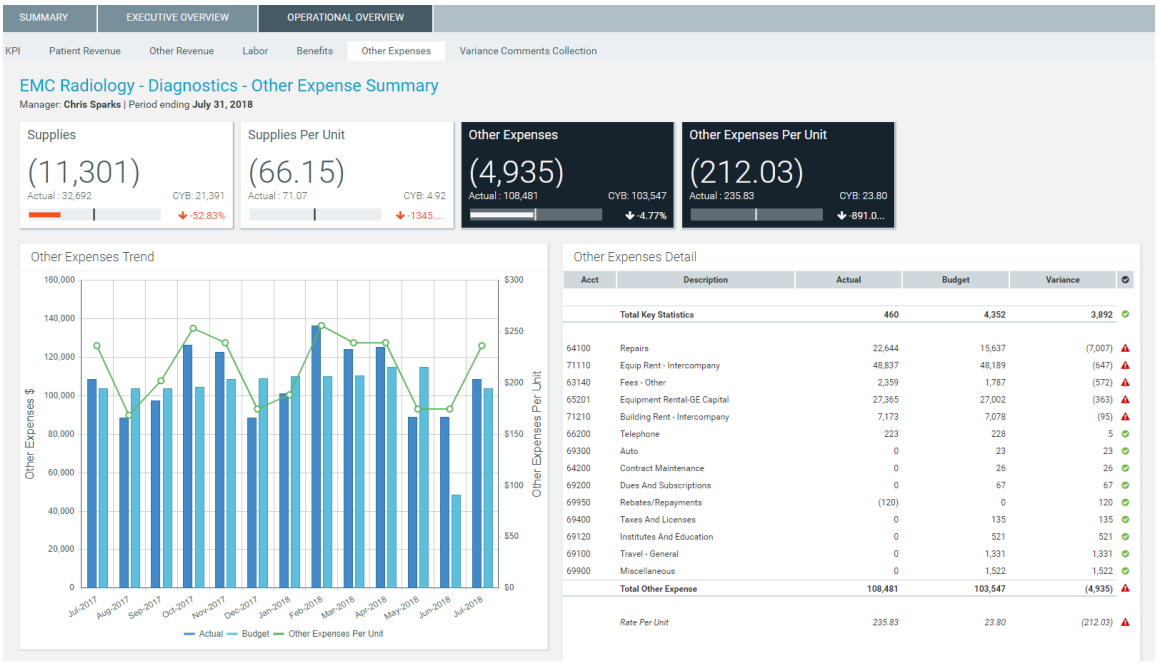


Other Expenses tab

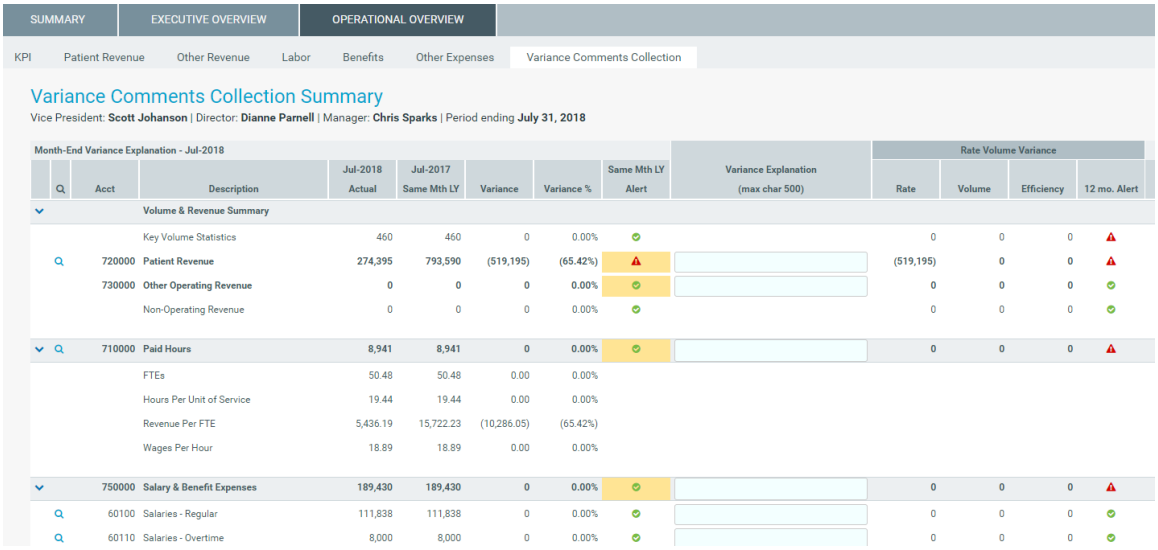
Supplies view



Other Expenses view

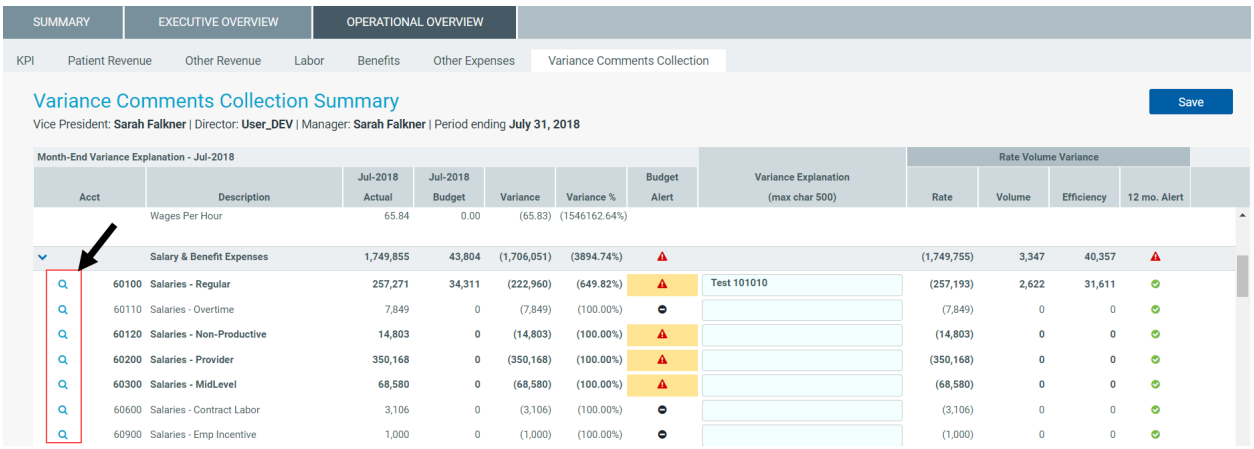


Variance Comments Collection

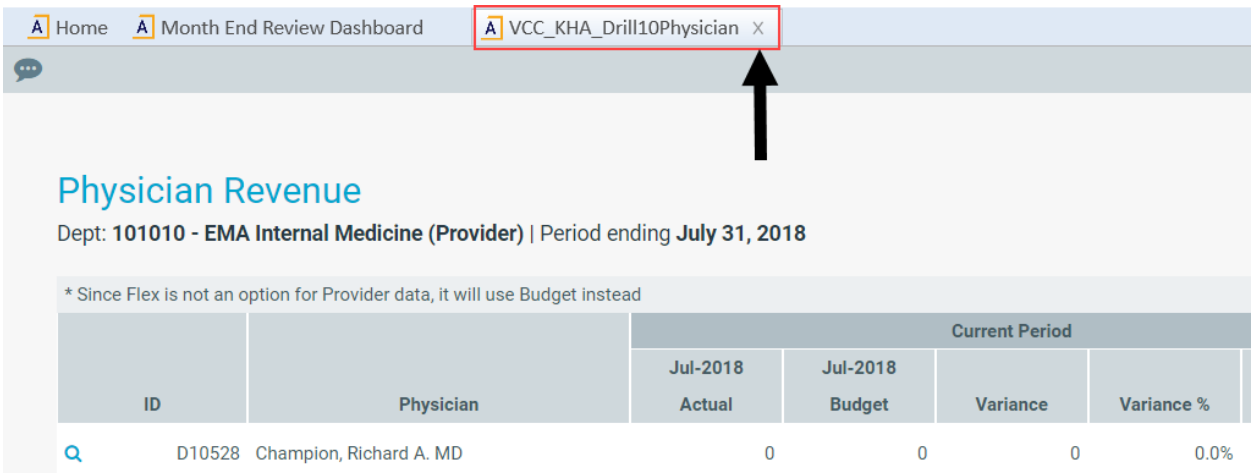


Drilling data

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.



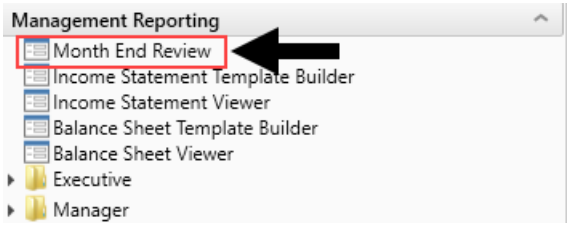
To open a drill, double-click the magnifying glass icon. The system opens a separate tab with the drill information. Click the X in the tab to close the drill.



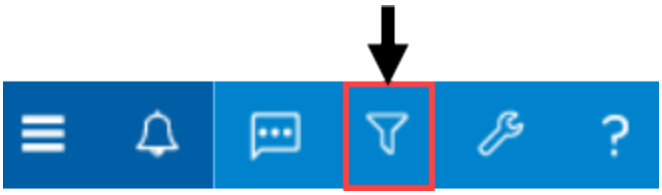
Viewing and filtering the Month End Review dashboard

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)	Select one of the following target types: • Budget • Flex • 3 Month Average • Last Month • Same Month LY **NOTE:** This filter does not apply to the Executive Overview > Statistical Overview tab.
Category & Filter (Summary & Executive)	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. b. From the **Select Filter** drop-down, select the filter created by your organization. **NOTE:** This filter only applies to the Summary and Executive Overview tabs.
Target (Only Statistical)	Select one of the following target types to filter the data in the Executive Overview > Statistical Overview tab: • Budget • 3 Month Average • Last Month • Same Month LY
Dept (Only Operational)	Select the department to filter the data in the Operational Overview tab. **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.

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.

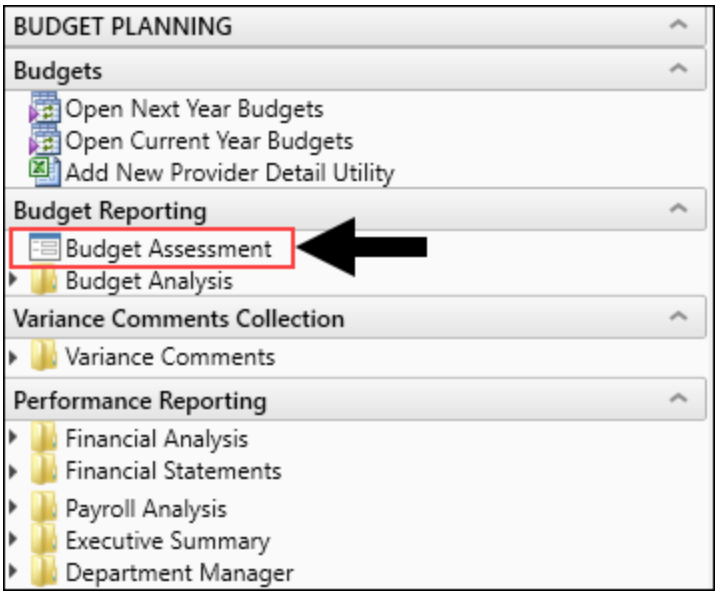
NOTE: This feature requires a license for Axiom Comparative Analytics.

Opening the dashboard

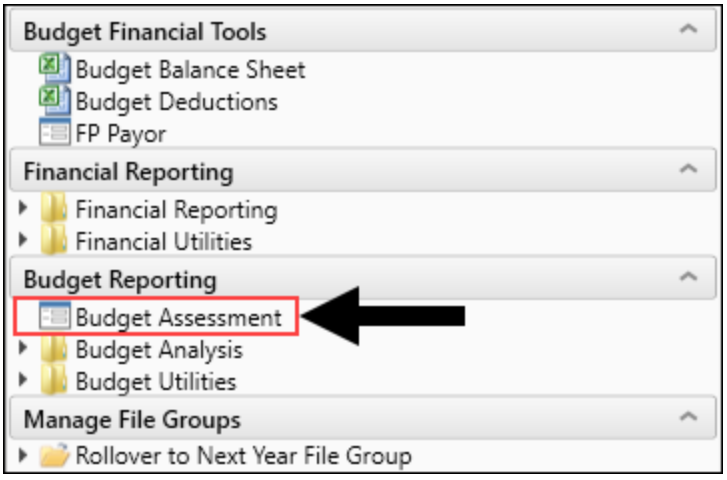
Users must be assigned either the Budget Admin or Budget User role plus the Comparative Analytics - Dept role to use the dashboard.

To open the dashboard:

In the **Budgeting** or **Bud Admin** task pane, in the **Budget Reporting** section, double-click **Budget Assessment**.



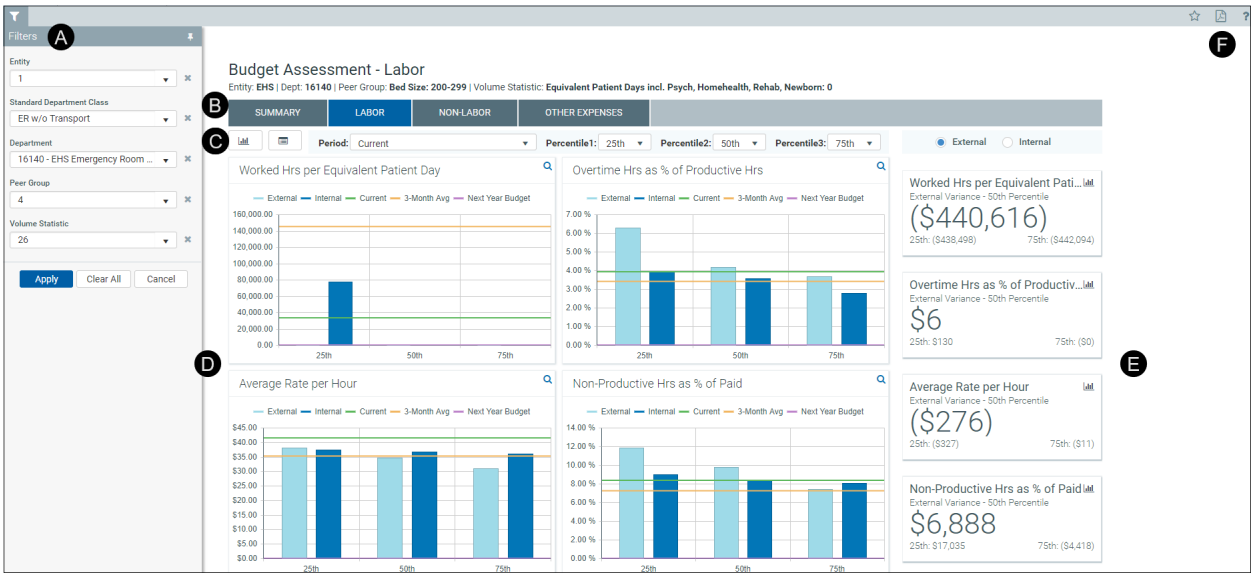
Location of dashboard in Budgeting task pane



Location of dashboard in Bud Admin task pane

Using the dashboard

The dashboard is comprised of the following areas:

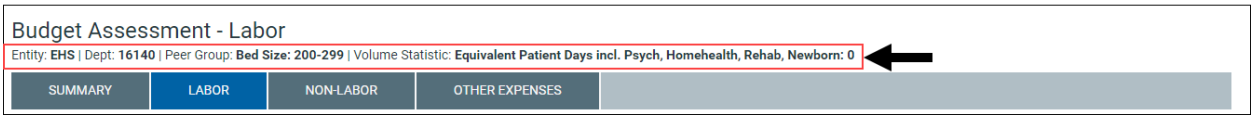


A Filters

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.

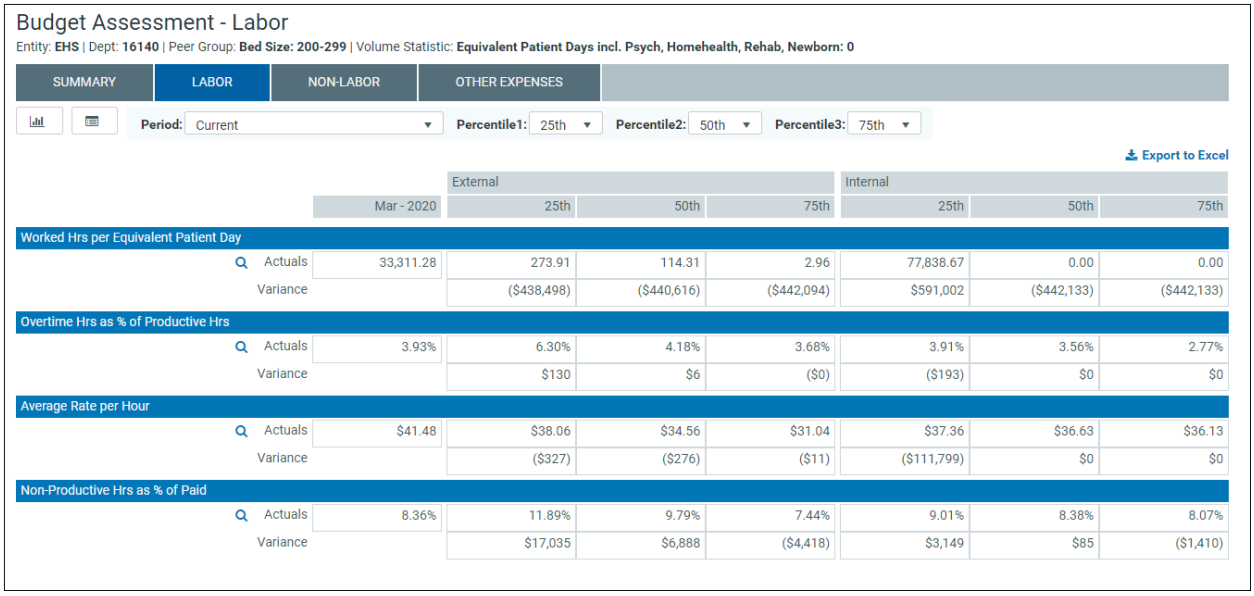
C Data Controls

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.

These categories listed are the same for both the graph view and the data view.



Period

Select the period in which to view data.

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.

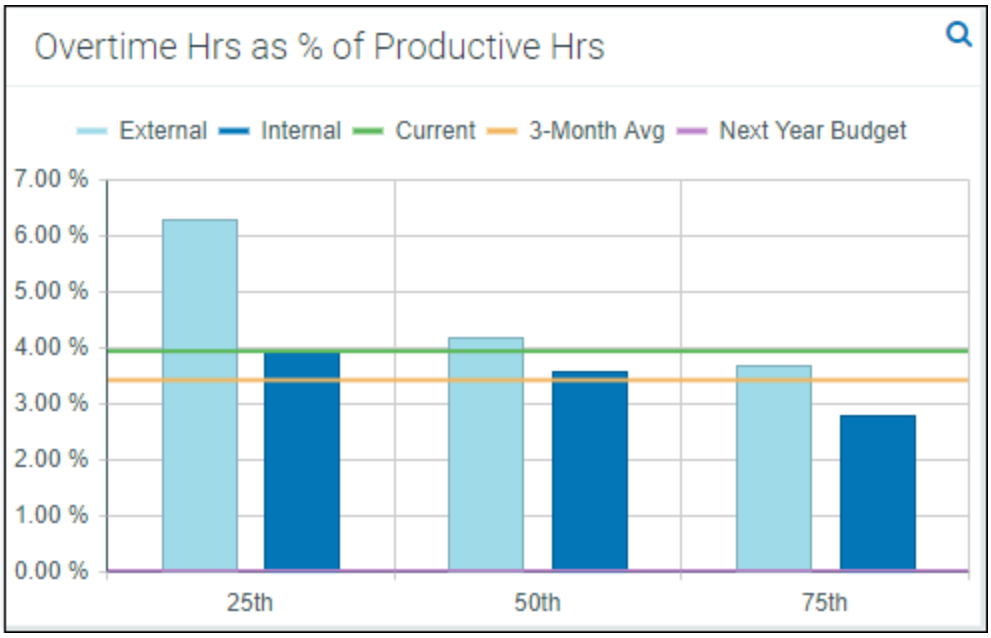
External and internal comparison

Select to compare data against peers outside of your organization (External) or your department (Internal). This only applies to the KPI section.

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.

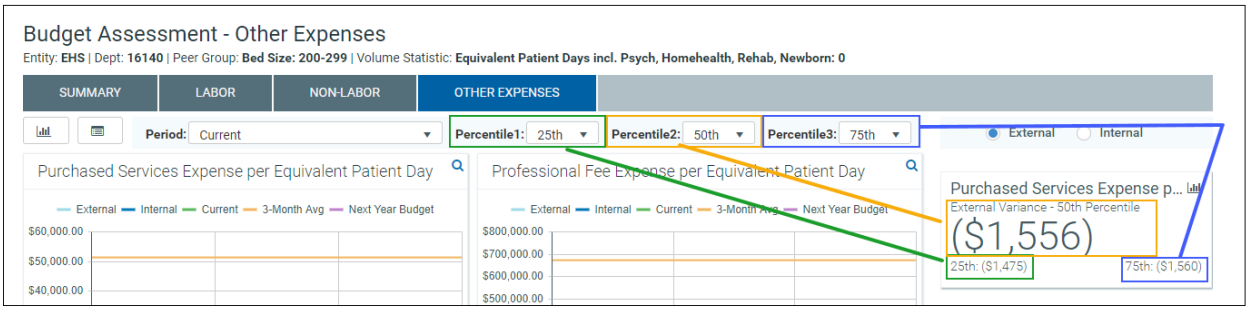


To view the detailed data behind this graph, click the magnifying glass icon in the upper right corner of the screen. This opens the Metric Explorer dashboard. For more information, see Working with the Metric Explorer dashboard.

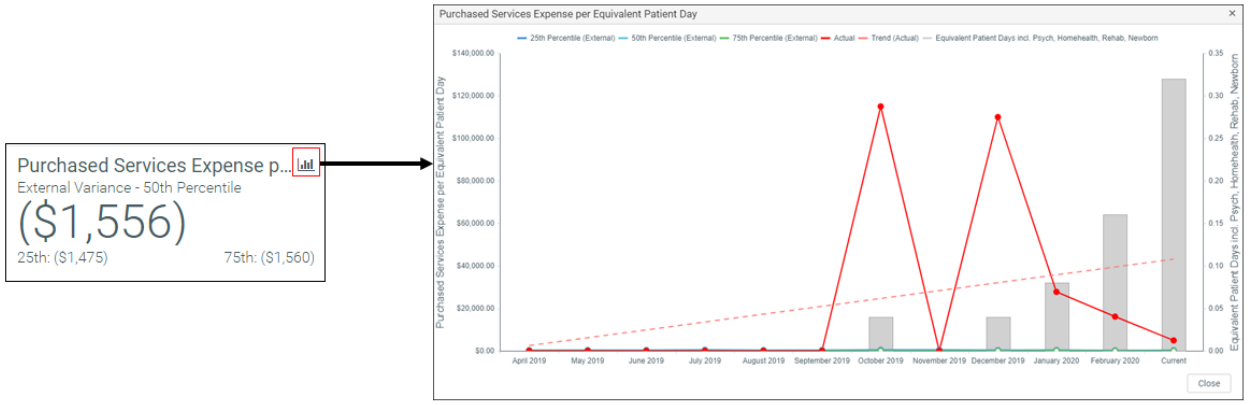
E Key Performance Indicators (KPIs)

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.

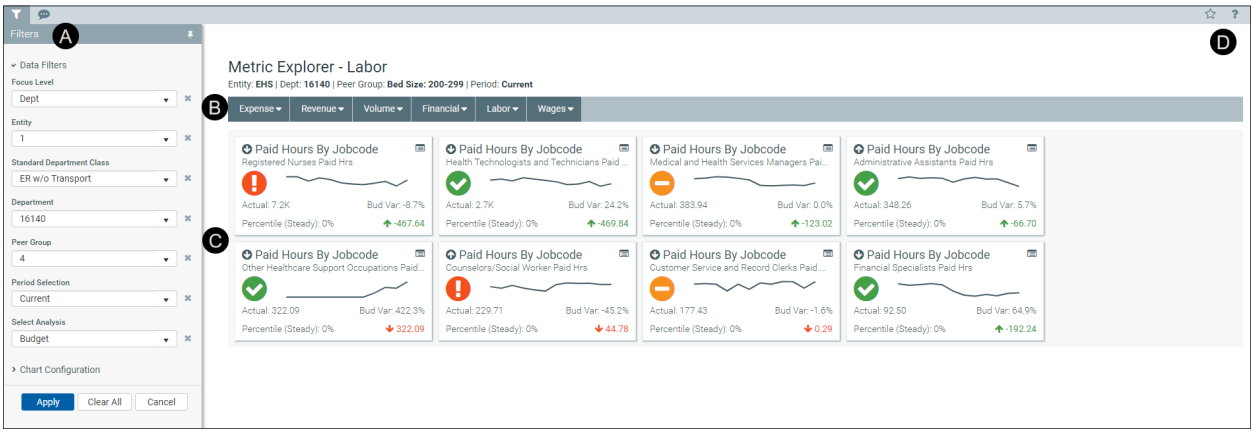


Working with the Metric Explorer dashboard

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

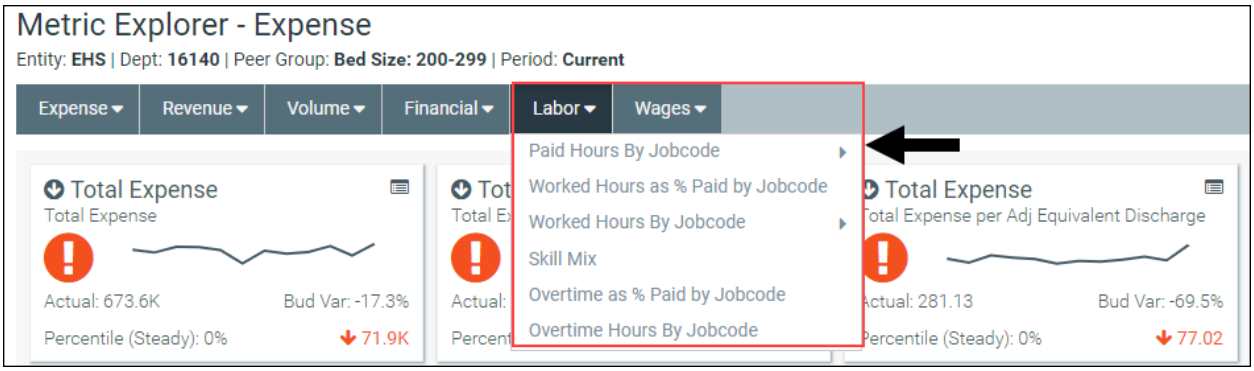
Do any of the following:

- 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.

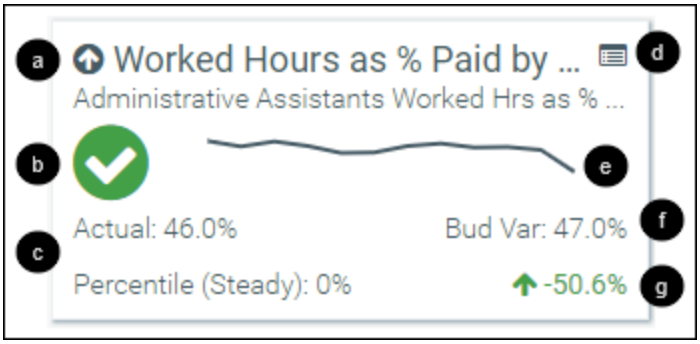
B Tabs

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).

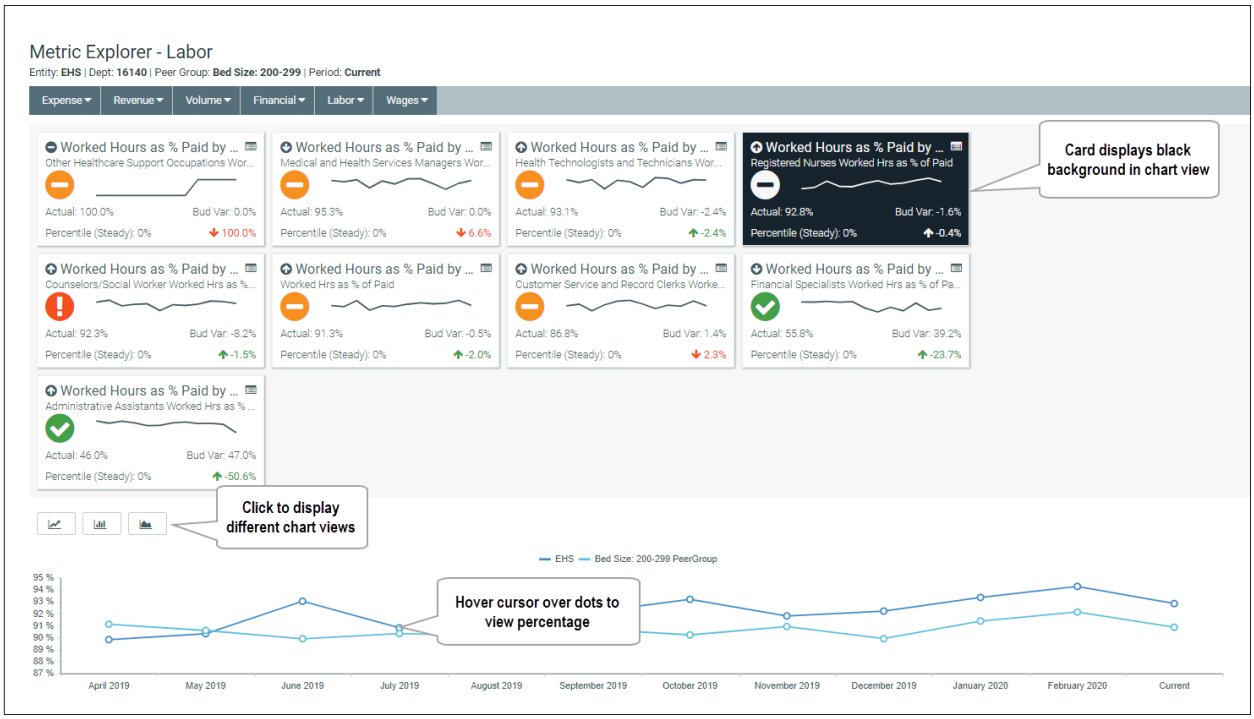
d. Click the icon to view more information comparing your organization's KPI ranking among your peer group.

e. A graph displays a 12-month trend from the most recent period of data available.

f. This area displays the budget variance percentage.

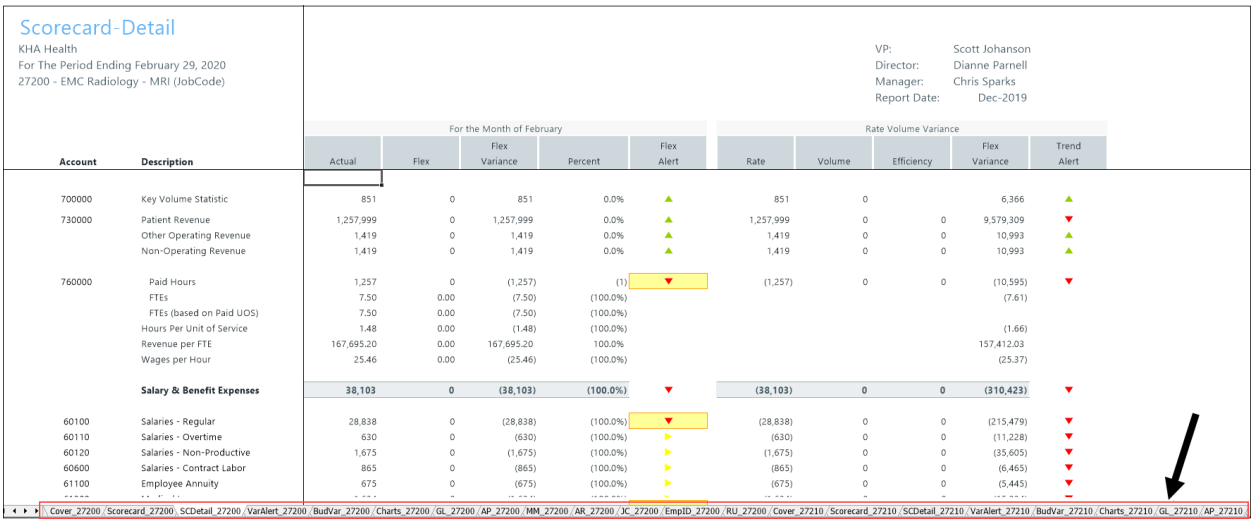
g. The indicator in the lower-right corner of the KPI provides you with the year-over-year (YoY) percentage change value. An up arrow indicates that the current year has improved over the previous year. A down arrow indicates the current year has worsened over the previous year.

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.



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.

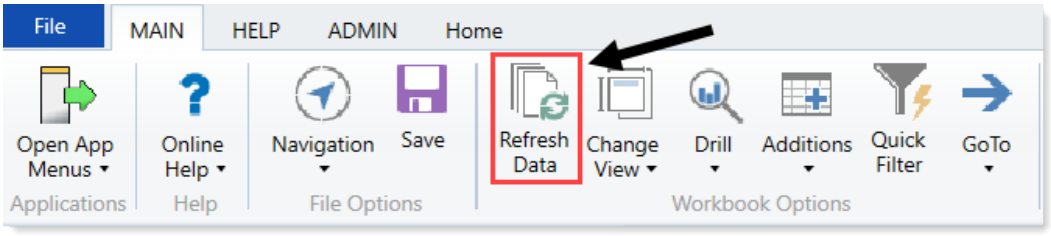
For descriptions of each report included in the Executive Monthly Package, see Reports in the Executive Monthly Package.

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**.



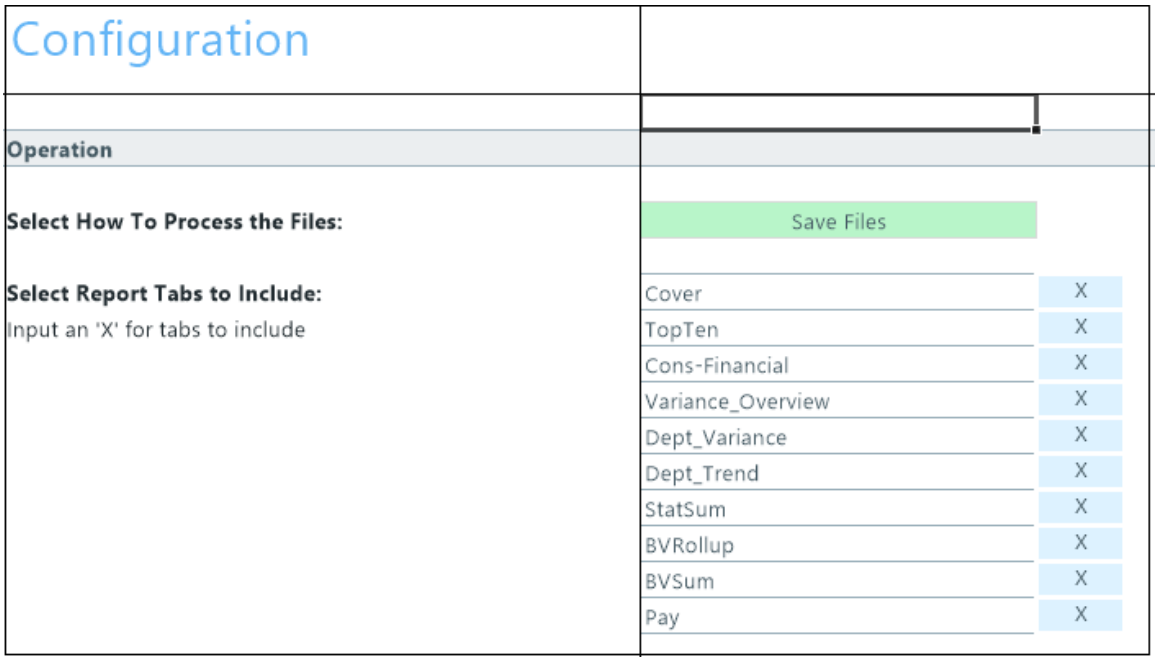
   - Press **F9**.
3. Complete the following refresh variables, and click **OK**:

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**.

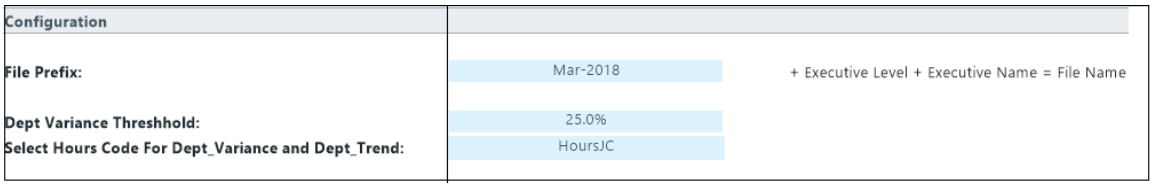
Option	Description
Pick Director/VP	Select a Director or VP, depending on the option selected from the Choose Rollup Level drop-down. To return the data for all, leave the field blank. Leave the field blank to view all data.
Fiscal Year (optional)	Select the fiscal year to include in the report.
Fiscal 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.



5. In the **Configuration** section, do the following:



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.

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 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.

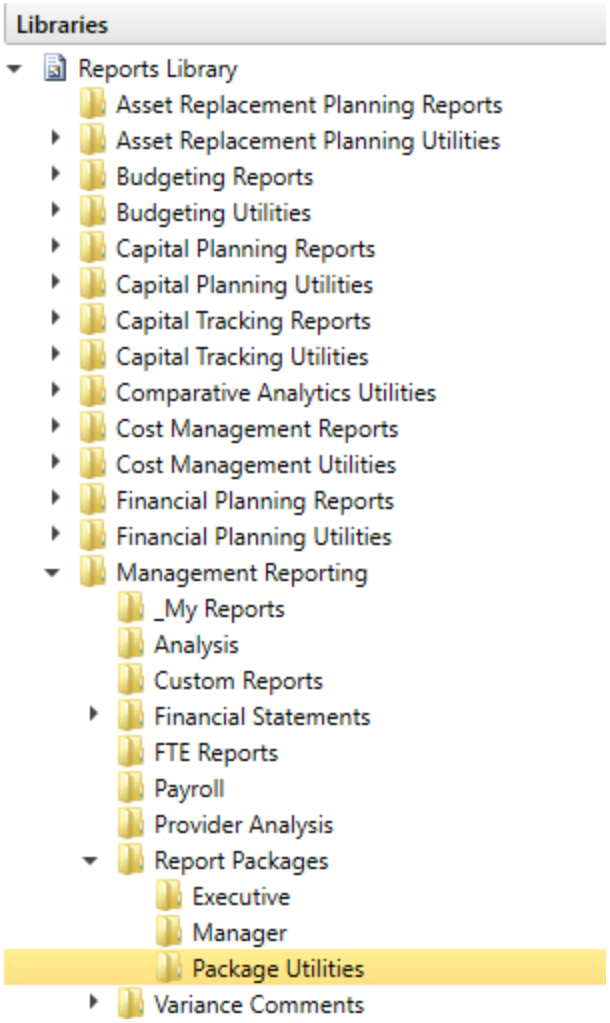
▶ File collect

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.

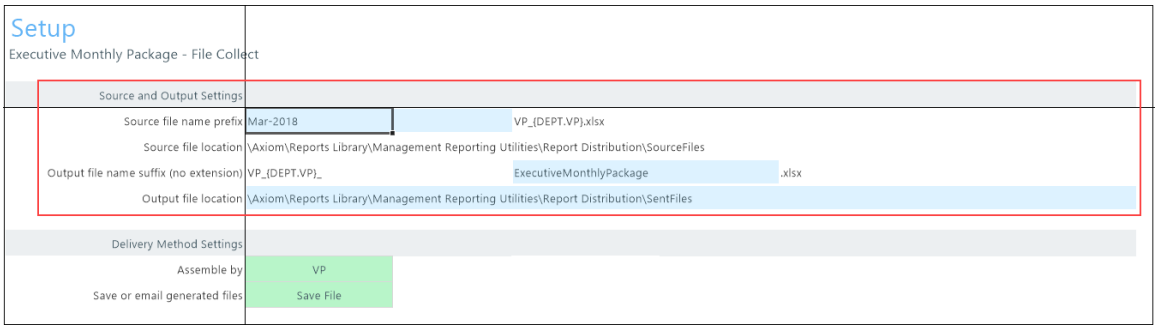
TIP: If you use file collect, you can add it to the Monthly All in One Executive Reporting batch control sheet, which allows you to automate the process of

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**.

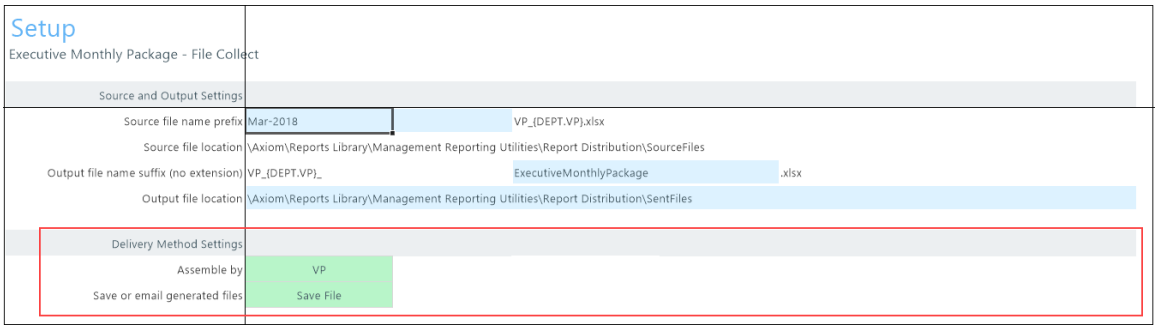


2. Complete the following options in the **Source and Output Settings** section:



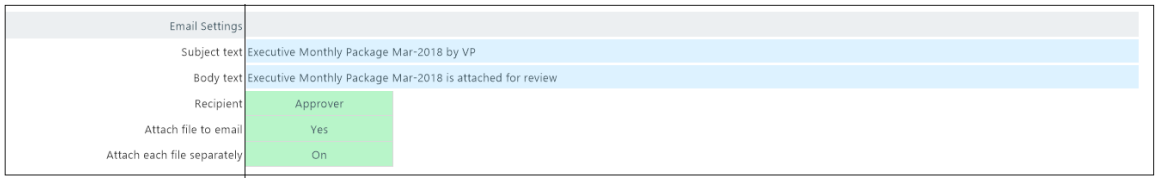
Option	Description
Source file name prefix	Edit the source file name prefix, if needed.
Output file name suffix (no extension)	Edit the file name for report.
Output file location	Enter the location in which to save the generated report file(s).

3. Complete the following options in the **Delivery Methods** section:



Option	Description
Assemble by	Select the executive level in which to generate and distribute the report package.
Save or email generated files	Select one of the following: • 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:



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: • 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: • 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**.

5. 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.

6. In the **Save As** dialog, type a name for the file, and click **Save**.
7. 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

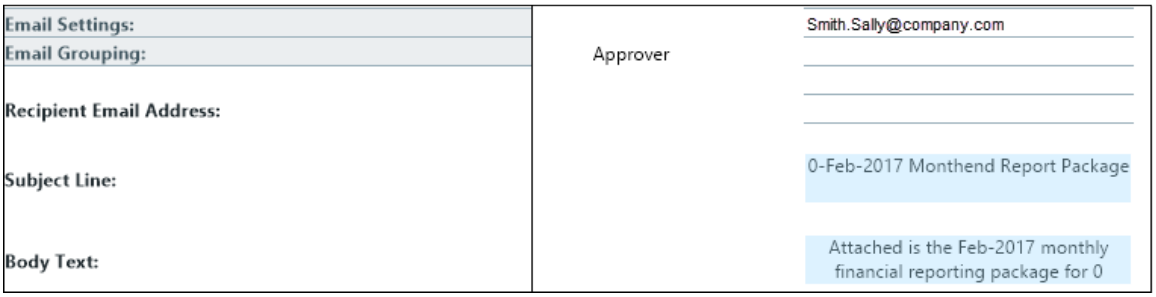
You can also process and distribute the report package directly from the Executive Monthly Package utility. This option is useful when generating one-off packages to just a few people or for someone wants a variant of the reporting package outside of your normal regularly scheduled process.

To process and distribute package reports using the Executive Monthly Package utility:

1. 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.
2. 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:



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

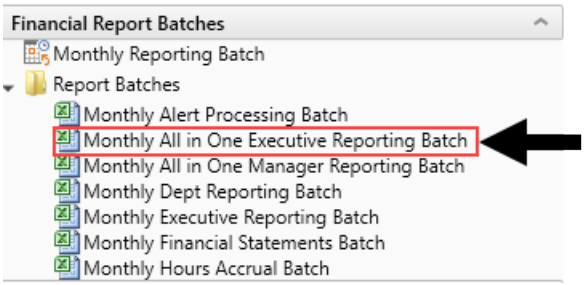
Another way to process the report package is to use a report batch control sheet, which allows you to process multiple reports simultaneously. The system comes preloaded with the Monthly All in One Executive Reporting Batch control sheet, which is pre-configured with the settings needed to run the Executive 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**.



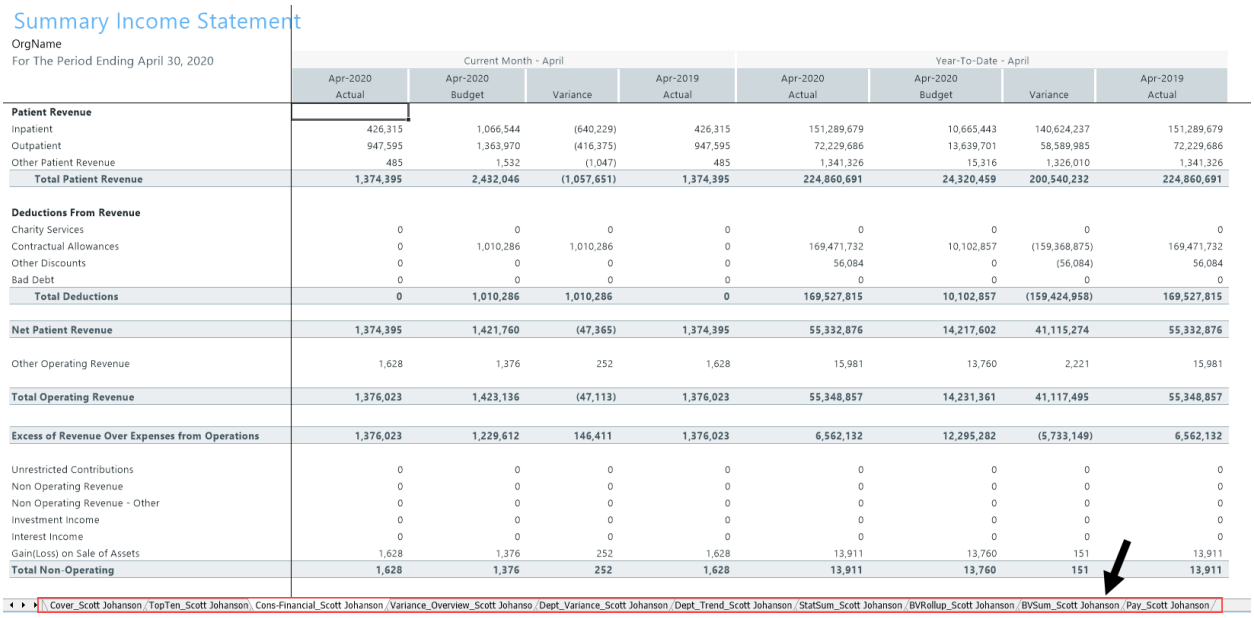
4. Update the batch control sheet, as needed, including adding the file collect utility location to generate multiple reports for multiple people. For more information, see the following:
   - For configuring the Batch tab, see Batch Control Sheet.
   - For an overview of file processing and how it works, see File 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 Johanso | 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

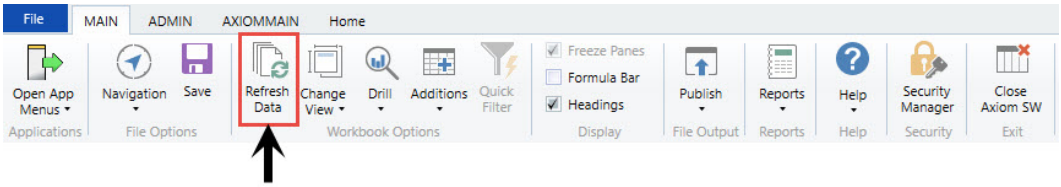
Use this utility to select and combine the multiple management reports into a single report, which you can then distribute multiple ways - including sending an email with the attached report or a link to the directory where the report is stored. For a description of each report included in this package, 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**.



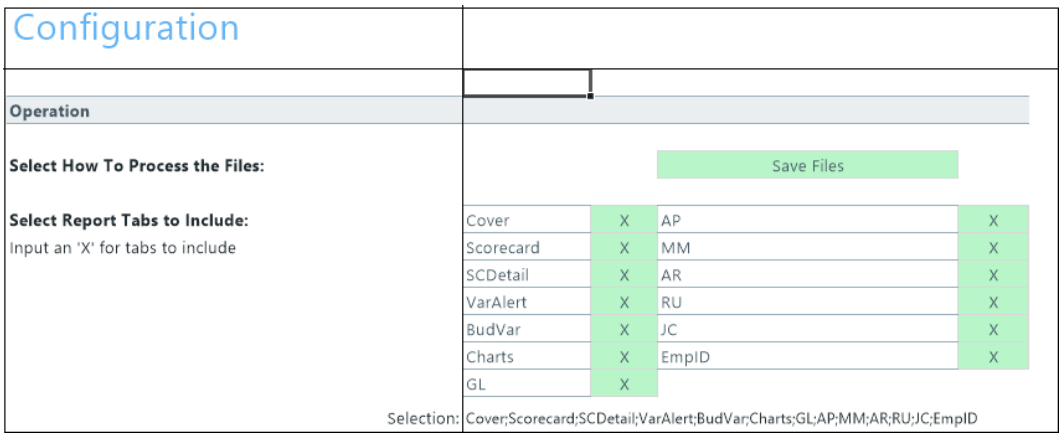
   - Press **F9**.

3. Complete the following refresh variables, and click **OK**:

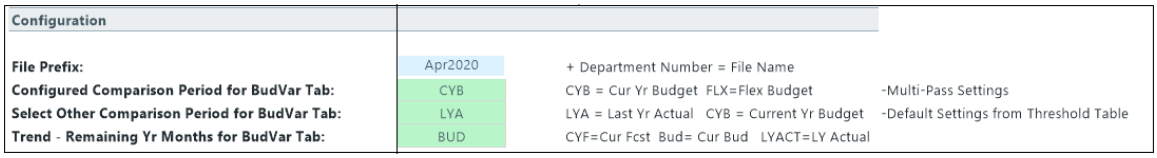
Option	Description
BudVar Report ONLY - Select Comparison Time Series	For comparing to actual amounts within the reports, select either **Budget** (Static Budget) or **Flex** (Flex Budget).
BudVar Report ONLY - Populate Remaining Months with...	To populate remaining months in your trend report, select **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.



5. In the **Configuration** section, do the following:



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: • Current Year Budget (CYB) • Flex Budget (FLX)
Select Other Comparison Period for BudVar Tab	Select one of the following: • Last Year Actuals (LYA) • Current Year Budget (CYB)
Trend - Remaining Yr Months for BudVar Tab	Select one of the following: • 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.

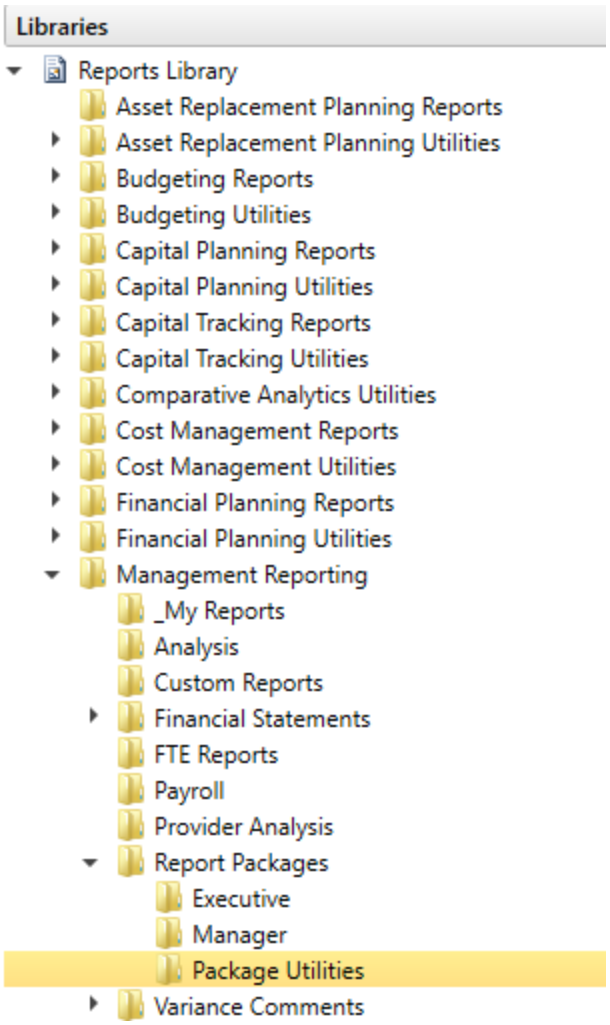
File collect

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.

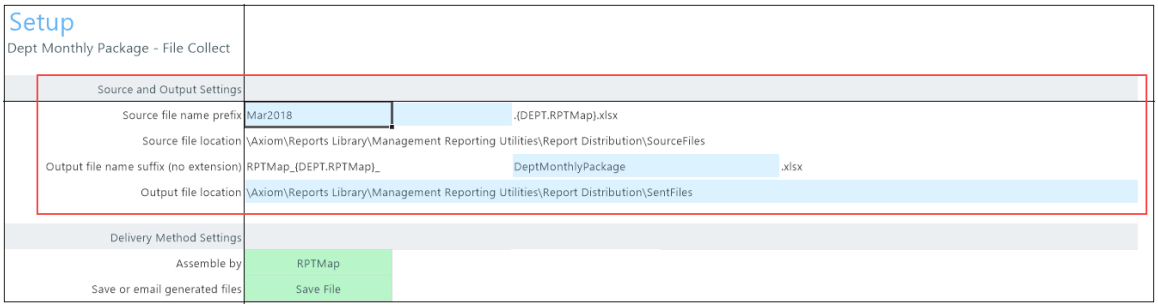
TIP: If you use file collect, you can add it to the Monthly All in One Manager Reporting batch control sheet, which allows you to automate the process of

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**.



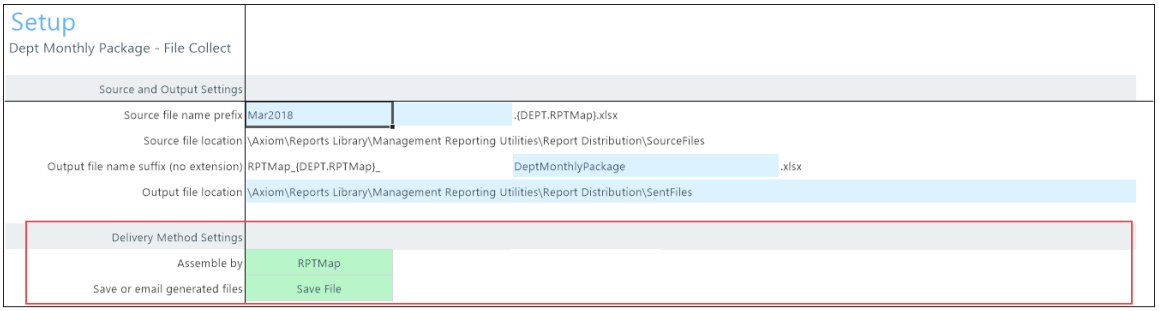
2. Complete the following options in the **Source and Output Settings** section:



Option	Description
Source file name prefix	Edit the source location, if needed.

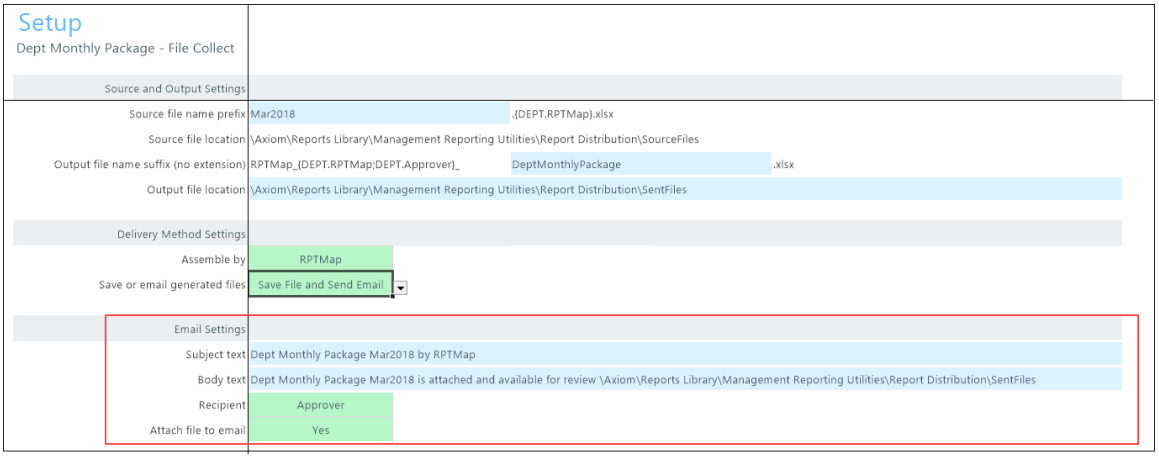
Option	Description
Output file name suffix (no extension)	Edit the file name for report.
Output file location	Enter the location in which to save the generated report file(s).

3. Complete the following options in the **Delivery Methods** section:



Option	Description
Assemble by	Select the management level in which to generate and distribute the report package.
Save or email generated files	Select one of the following: • 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:



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: • 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: • 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**.

5. 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.

6. In the **Save As** dialog, type a name for the file, and click **Save**.
7. 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

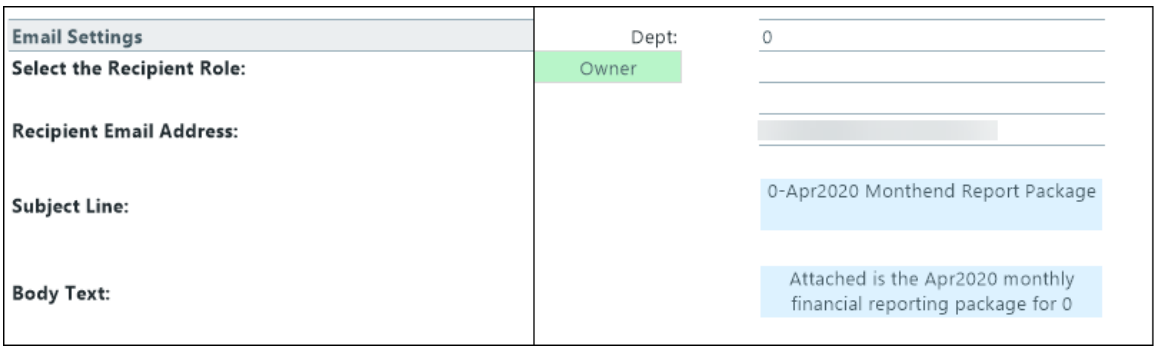
You can also process and distribute the report package directly from the Dept Monthly Package utility. This option is useful when generating one-off packages to just a few people or for someone wants a variant of the reporting package outside of your normal regularly scheduled process.

To process and distribute package reports using the Dept Monthly Package utility:

1. 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.
2. 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:



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.

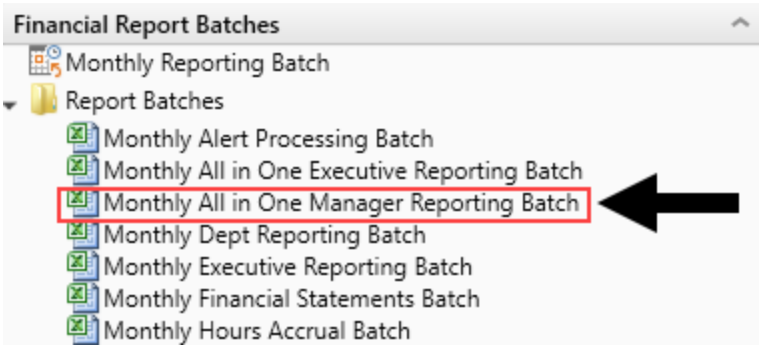
Batch processing and Scheduler

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**.

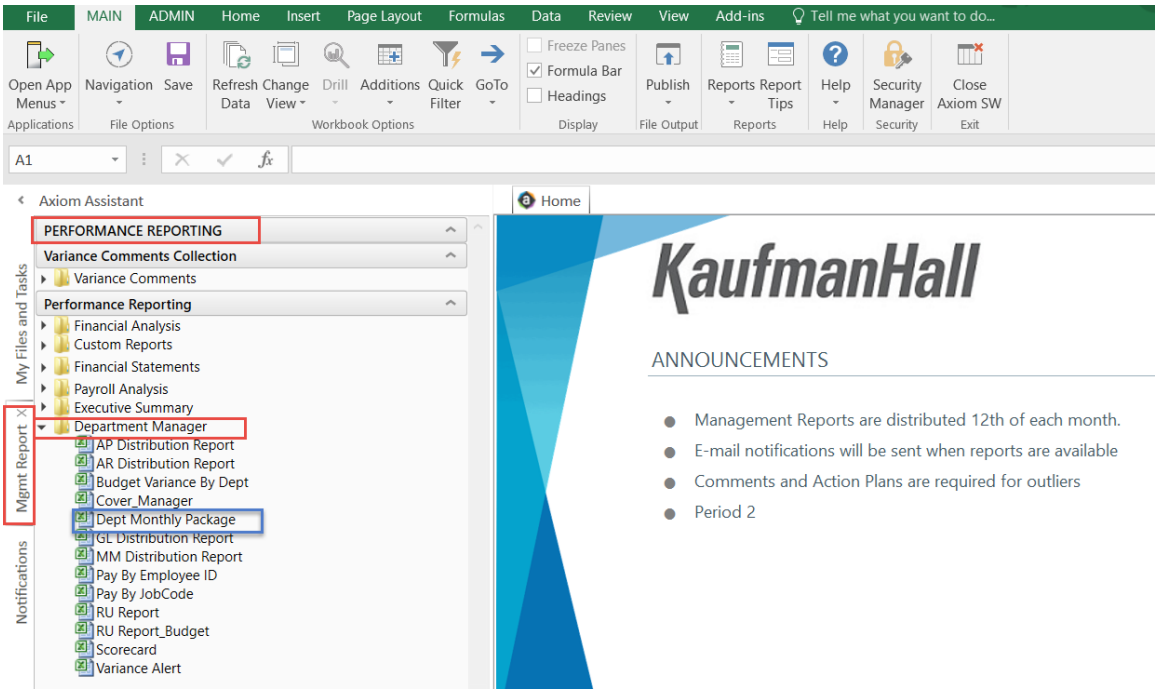


4. Update the batch control sheet, as needed, including adding the file collect utility location to generate multiple reports for multiple people. For more information, see the following:
   - For configuring the Batch tab, see Batch Control Sheet.
   - For an overview of file processing and how it works, 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?

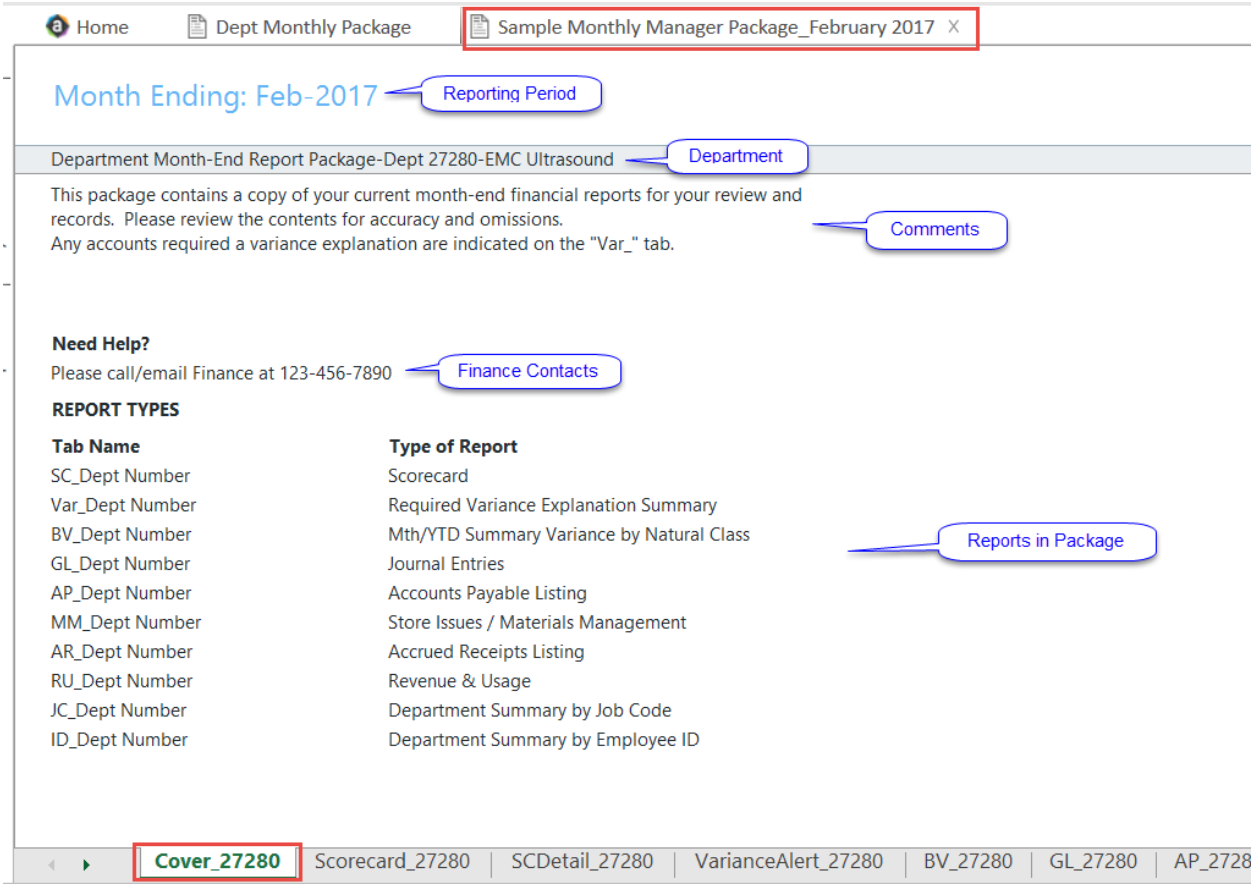
In each case, why is this occurring and can we get a lower price or use the resource more efficiently?

The following tools in the Manager Monthly Package can be used for this review:

Cover

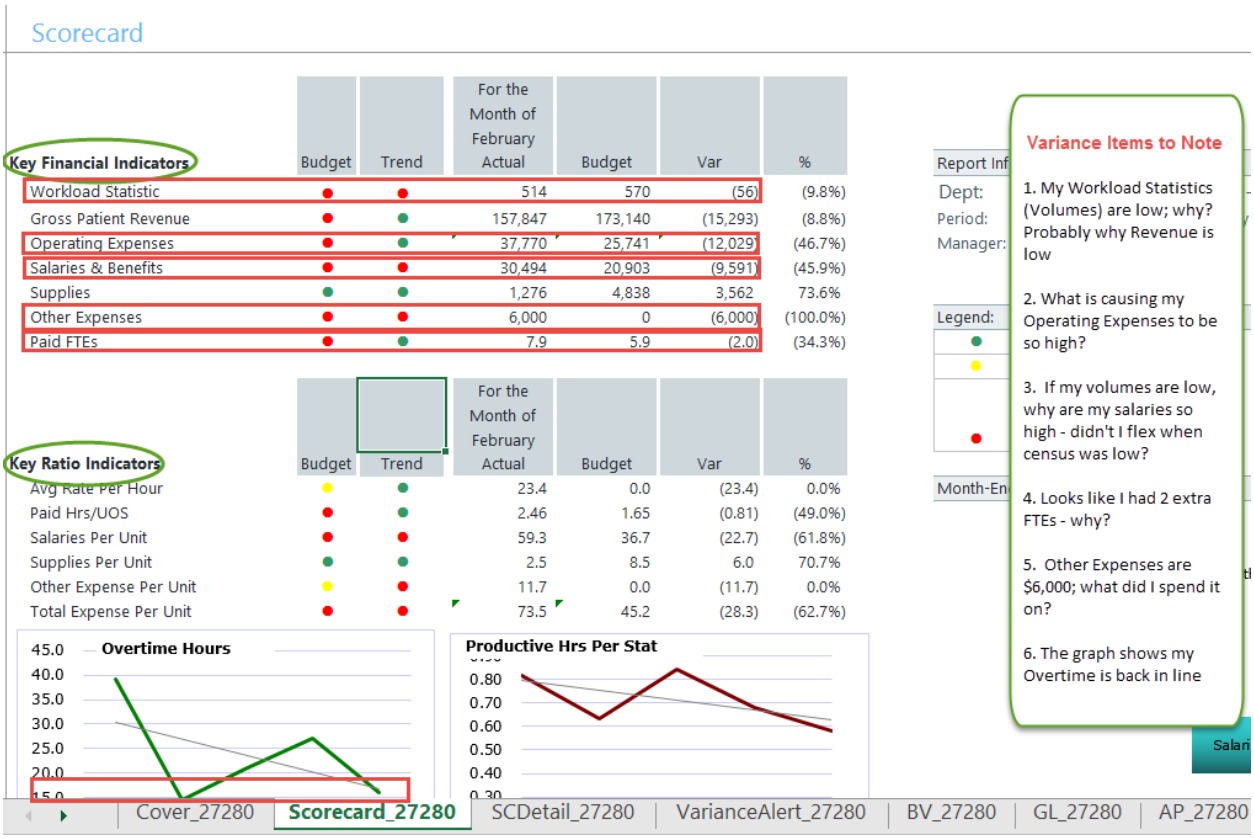
The Cover tab is the first sheet that displays within the Dept Monthly Package. It is also included as part of the Manager's month-end distributed package.

This sheet provides general information such as the current reporting period and type of information provided within each report.



Scorecard

The Scorecard report shows Key Financial and Ratio Indicators. It provides an overview of departmental performance, and highlights areas requiring further review.

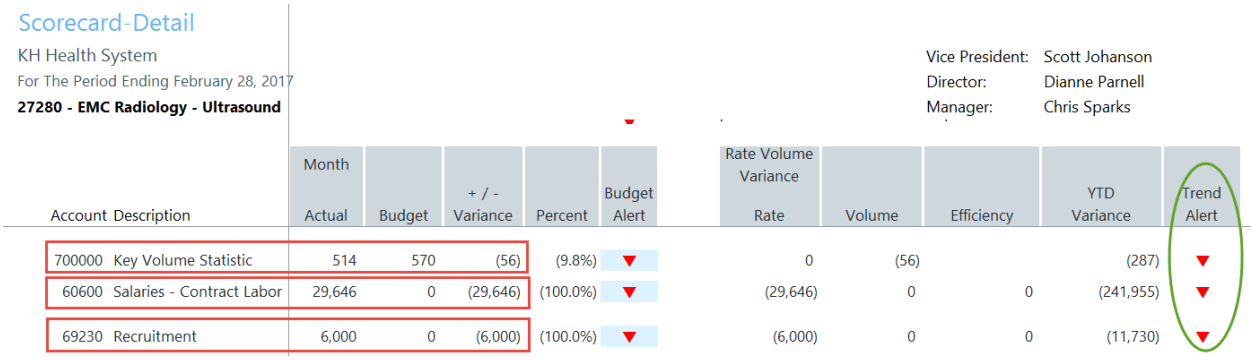


Scorecard Detail report (SCDetail)

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:

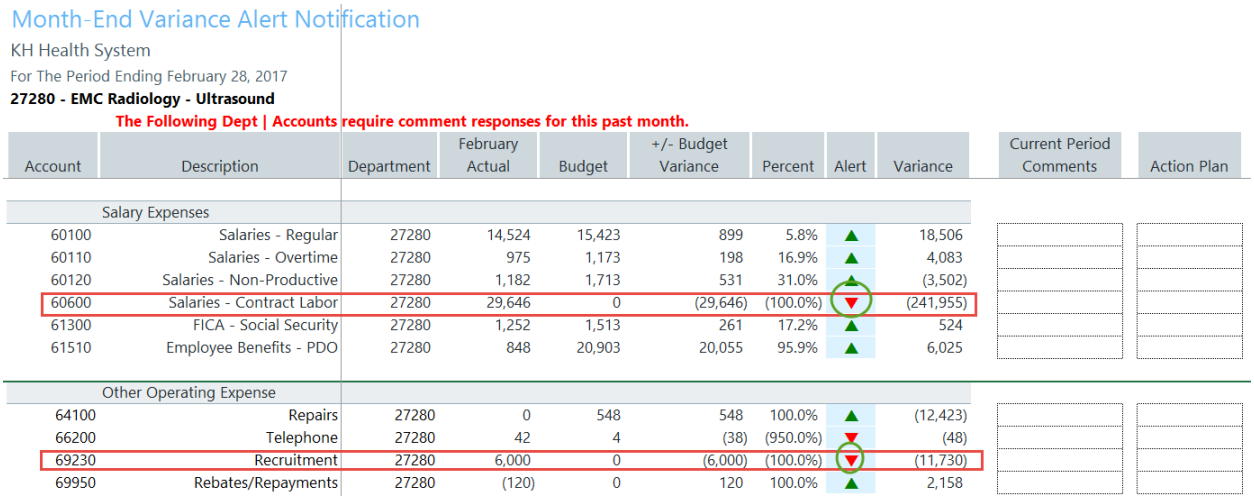
- Salaries are over due to Contract Labor; only benefits were budgeted in this department.
- In **Other Expenses**, the $6,000 unfavorable variance was spent on Recruitment.



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 Month - February**

Account Number	Account Description	Feb-2017 Actual	Actual Per Unit	Feb-2017 Flex Budget	Flex Budget Per Unit	Variance	Feb-2017 Budget
	Department Volumes						
110	IP Procedures	274		274		0	256
210	OP Procedures	240		240		0	314
	Total Volume	514		514		0	570
	Revenue						
	Inpatient Revenue	70,781	258.32	80,575	294.07	(9,794)	75,282
	Other Patient Revenue	0	0.00	173	0.34	(173)	226
	Total Revenues	**34,176**	**66.49**	**155,371**	**302.28**	**(121,195)**	**173,140**
	Operating Expenses						
	Salaries & Wages	16,680	32.45	16,960	33.00	280	18,309
	Contract Labor	29,646	57.68	0	0.00	(29,646)	0
	Employee Benefits	3,389	6.59	23,374	45.47	19,985	23,374
	Medical Supplies	1,440	2.80	4,485	8.73	3,045	4,842
	Other Supplies	661	1.29	702	1.37	41	758
	Lease and Rental	7,090	13.79	7,090	13.79	0	7,090
	Other Expenses	5,880	11.44	0	0.00	(5,880)	0
	Total Operating Expenses	65,248	126.94	53,583	104.25	(11,665)	55,345

Current View: Default — **Year To Date - February**

Account Description	Feb-2017 Actual	Feb-2017 Flex Budget	Variance	Annual Budget
Department Volumes				
IP Procedures	2,100	2,100	0	2,987
OP Procedures	1,762	1,762	0	3,435
Total Volume	3,862	3,862	0	6,422
Revenue				
Inpatient Revenue	558,716	587,933	(29,217)	848,164
Other Patient Revenue	440	1,326	(886)	2,544
Total Revenues	**226,631**	**1,162,368**	**(935,736)**	**1,950,673**
Operating Expenses				
Salaries & Wages	128,604	140,197	11,593	222,755
Contract Labor	241,955	0	(241,955)	0
Employee Benefits	19,170	23,111	3,941	19,643
Medical Supplies	13,486	33,422	19,936	54,564
Other Supplies	5,035	5,233	198	8,543
Lease and Rental	56,719	56,720	1	85,080
Other Expenses	10,578	0	(10,578)	0
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

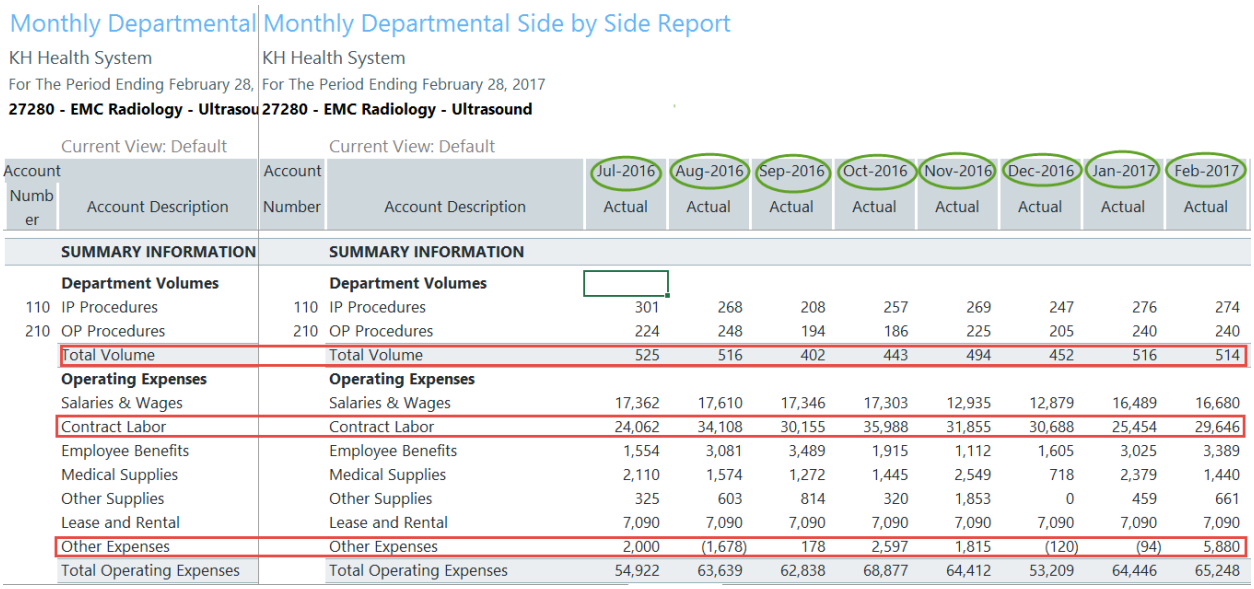
Current View: Default — **Current Month - February**

Account Number	Account Description	Feb-2017 Actual	Actual Per Unit	Feb-2017 Flex Budget	Flex Budget Per Unit	Variance	Feb-2017 Budget
	DETAIL INFORMATION						
	***** Expenses *****						
60100	Salaries - Regular	14,524	28.26	14,287	27.79	(237)	15,423
60110	Salaries - Overtime	975	1.90	1,087	2.11	112	1,173
60120	Salaries - Non-Productive	1,182	2.30	1,587	3.09	405	1,713
	Total Salaries & Wages	16,680	32.45	16,960	33.00	280	18,309
60600	Salaries - Contract Labor	29,646	57.68	0	0.00	(29,646)	0
	Total Contract Labor	29,646	57.68	0	0.00	(29,646)	0
69100	Travel - General	0	0.00	0	0.00	0	0
69230	Recruitment	6,000	11.67	0	0.00	(6,000)	0
69900	Miscellaneous	0	0.00	0	0.00	0	0
69950	Rebates/Repayments	(120)	(0.23)	0	0.00	120	0
	Total Other Expenses	5,880	11.44	0	0.00	(5,880)	0
	Total Operating Expenses	**65,248**	**126.94**	**53,583**	**104.25**	**(11,665)**	**55,345**

Current View: Default — **Year To Date - February**

Account Description	Feb-2017 Actual	Feb-2017 Flex Budget	Variance	Annual Budget
DETAIL INFORMATION				
***** Expenses *****				
Salaries - Regular	105,901	118,095	12,194	187,638
Salaries - Overtime	5,376	8,979	3,603	14,266
Salaries - Non-Productive	17,326	13,123	(4,204)	20,851
Total Salaries & Wages	128,604	140,197	11,593	222,755
Salaries - Contract Labor	241,955	0	(241,955)	0
Total Contract Labor	241,955	0	(241,955)	0
Travel - General	26	0	(26)	0
Recruitment	11,730	0	(11,730)	0
Miscellaneous	980	0	(980)	0
Rebates/Repayments	(2,158)	0	2,158	0
Total Other Expenses	10,578	0	(10,578)	0
Total Operating Expen:	**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 | Monthly Departmental Side by Side Report

KH Health System | KH Health System

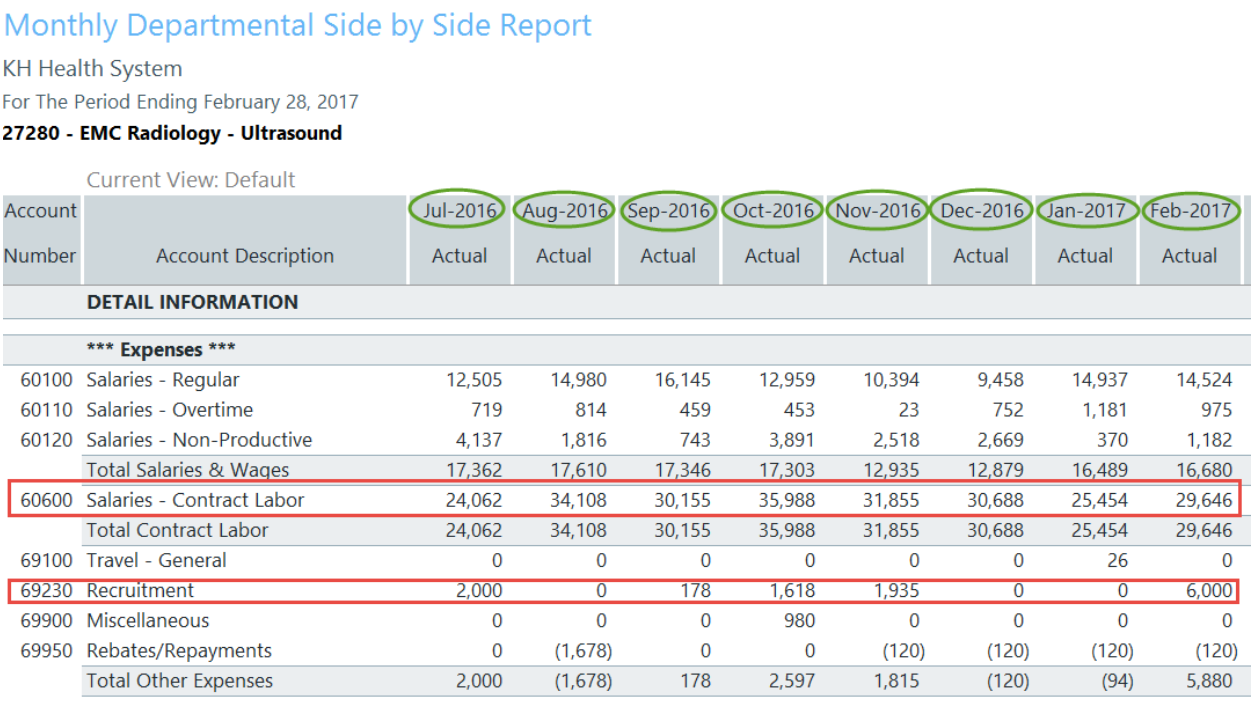
For The Period Ending February 28, | For The Period Ending February 28, 2017

27280 - EMC Radiology - Ultrasou | 27280 - EMC Radiology - Ultrasound

Current View: Default | Current View: Default

Account Number	Account Description	Account Number	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
	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

Account Number	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
	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.

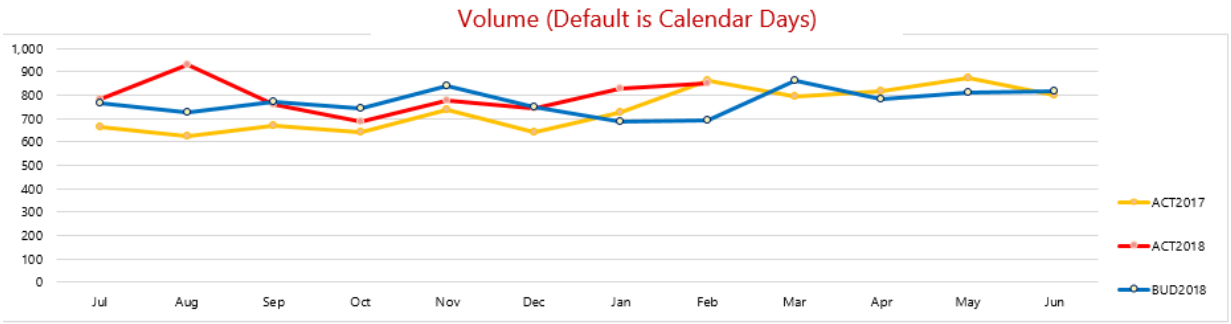
- **Volume chart** - Compares the department's key statistic amounts by month for current year actual, current year budget, and last year actual
- **Total Expense Per Unit chart** - Compares the department's total expense per key statistic amounts by month for current year actual, current year budget, 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)

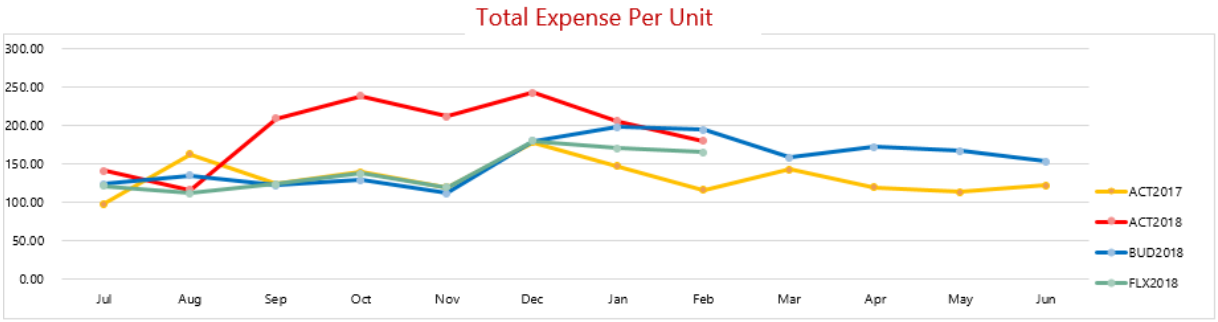
For example, when reviewing the Volume and Total Expense Per Unit charts within the screen shot below, you will notice the following:

- 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 Er

26610 - 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 Ll	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

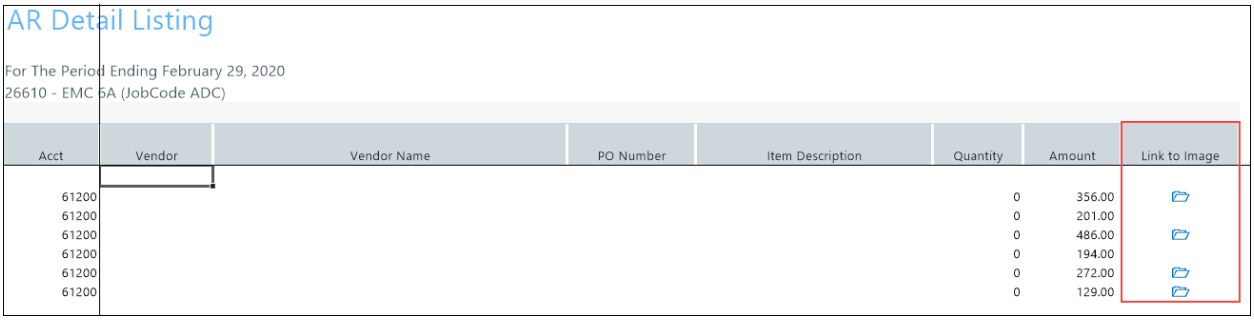
KH Health System

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 6A (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
				PP-12	PP-13	PP-14	PP-15	PP-16	PP-17	PP-18	YTD-Actual
Job Code	Description	Employee ID	Employee Name	Hours	Hours	Hours	Hours	Hours	Hours	Hours	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

Job Code	Description	Pay Period Ending: 12/03/16 PP-12 Hours	12/17/16 PP-13 Hours	12/31/16 PP-14 Hours	01/14/17 PP-15 Hours	01/28/17 PP-16 Hours	02/11/17 PP-17 Hours	02/25/17 PP-18 Hours	FY 2017 YTD-Actual Hours	FY 2017 YTD-Budget Hours
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	52,249
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

11

Working with Balance Sheets

A balance sheet is a financial statement that reports a company's assets, liabilities and shareholders' equity at a specific point in time, and provides a basis for computing rates of return and evaluating its capital structure. It is a financial statement that provides a snapshot of what a company owns and owes as well as the amount invested by shareholders.

Revenues and expenses

In Axiom Performance Reporting, the balance sheets cover the following areas:

- **Current Assets** - All of the assets of a company that are expected to be conveniently sold, consumed, utilized or exhausted through the standard business operations, which can lead to their conversion to a cash value over the next one year period.
- **Other Assets** - A group of accounts listed as a separate line item in the assets section of the balance sheet, and contains minor assets that do not naturally fit into any of the main asset categories.
- **Current Liabilities** - A company's debts or obligations that are due within one year or within a normal operating cycle
- **Other Liabilities** - A balance sheet entry used by companies to group together current liabilities that are not assigned to common liabilities such as debt obligations or accounts payable.
- **Total Net Assets** - The total assets minus total liabilities of a company. Net Income may be included in this section, which is calculated by taking total revenues less deductions and expenses.

Creating balance sheets in Axiom Management Reporting

In Axiom Performance Reporting, users with PR Admin and PR Analyst roles can create balance sheet templates for their organization using the Balance Sheet Template Builder. For example, they can create a summary and detailed version of the balance sheet using different accounting groupings for one entity, and create another summary and detailed version for a different set of account groups for another entity in the organization.

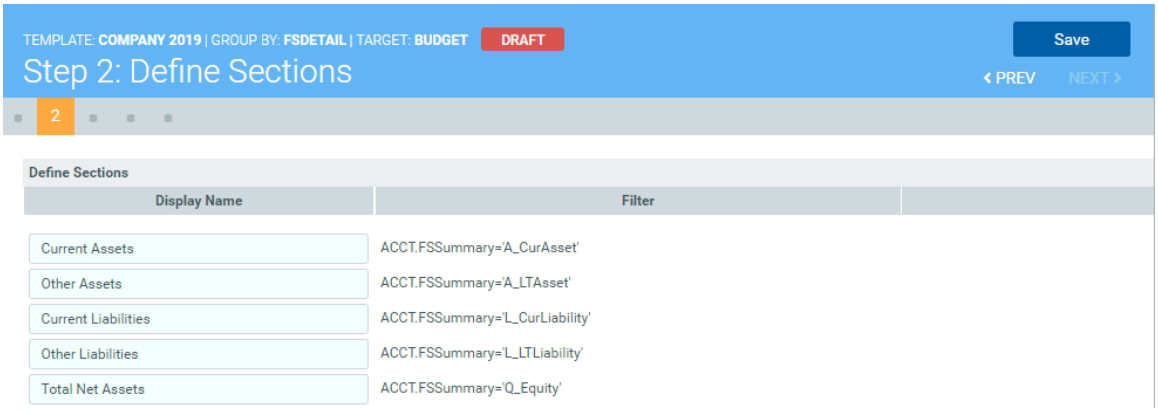
Users can select the balance sheets to view using the Balance Sheet Viewer. From the viewer, users can filter the reports by selecting the report to view along with other variables, such as the period, year, and level (summary or detail). You can also view the balance sheet by entity as well as drill down to the line item level to view amounts by department and account.

Creating or modifying a balance sheet template

The Balance Sheet Template Builder allows anyone with the PR Admin and PR Analyst roles to easily and quickly configure balance sheets for their organization. The templates created using this wizard display to all Axiom Performance Reporting users in the Balance Sheet Viewer.

Template building includes five main steps:

- **Step 1: Define the template** - Use this page to select the ACCT dimension column in which to pull in data to the balance sheet. By default, the template includes FSSummary and FSDetail. The FSSummary template only displays summary data to users, while FSDetail includes the line item details. You can include other columns in the template builder, but you need to configure them in the ACCT dimension before they will display as an option. For more information, see Configuring ACCT dimension columns for the Income Statement and Balance Sheet Template Builders.
- **Step 2: Define Sections** - This step allows you to name the major sections of your balance sheet. By default, pre-loaded names are defined, but you can change them to best meet the needs of your organization. This step also displays the filters used to pull in the data for each section.

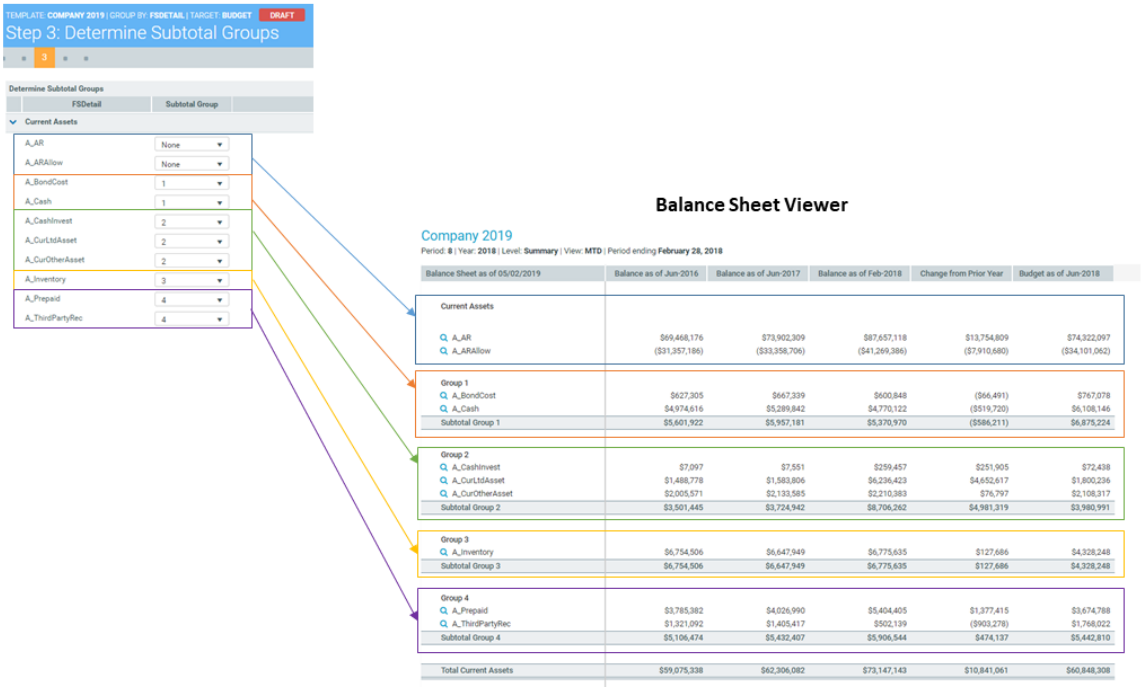


NOTE: These filters cannot be changed, even if using a column other than FSSummary or FSDetail. These filters are based on best practices related to creating balance sheets.

- **Step 3: Determine Subtotal Groups** - Within each section, you can organize data that comes in from the filters into subgroups. The system then displays a subtotal amount for the group.

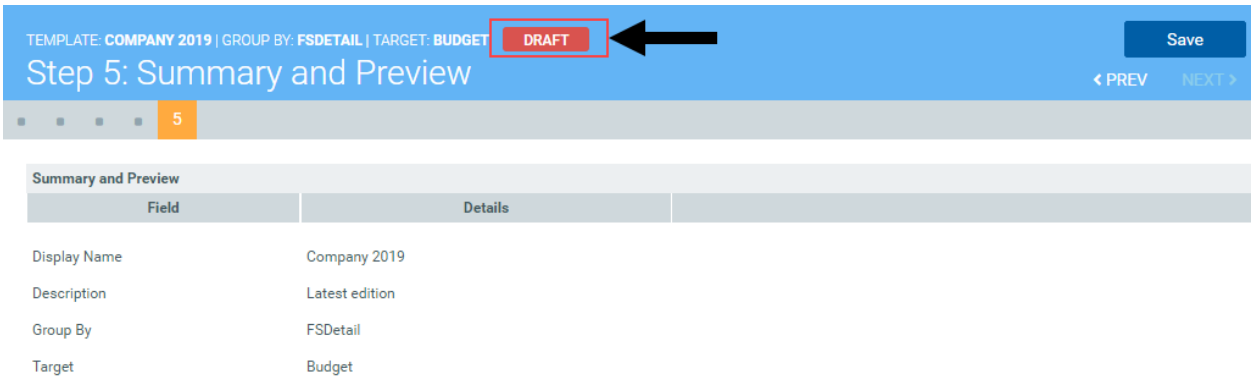
  TIP: Any line items with the subtotal group **None** automatically display first in balance sheet report, but the system does not subtotal the amounts for those line items.

Balance Sheet Template Builder



- **Step 4: Configure Subtotal Groups** - This page allows you to rename the subtotal group as well as the line item detail names from the filter. You can reorder how you want the line item details to display as well as exclude line items, which the system then excludes from the subgroup totals.
- **Step 5: Summary and Preview** - From this step, you can preview the template based on the selections and configurations you selected. You can return to the wizard to make any necessary changes. When you are ready to make the template available to users, publish the template, and it will display in the Balance Sheet Viewer.

At the top of the template builder, the system displays the details about the template, including its publication status.



Templates display as one of the following:

- **Pending** - The template has not been selected for editing.

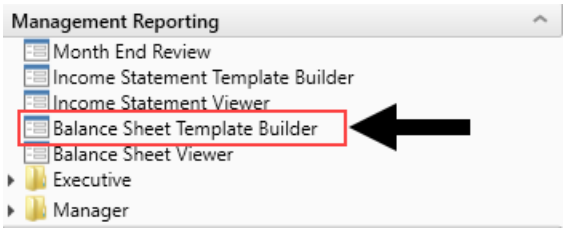
  NOTE: For Pending templates, you must complete and save the configurations for each step in the order they are presented. After you complete and save all of the steps, the template changes to Draft, at which point you can move around the steps freely to make modifications.

- **Draft** - Any stage during the creation of the template but before the Publish toggle has been selected.
- **Published** - The template has been published to the Balance Sheet Viewer. If the template is unpublished, the status changes back to Draft until it is published again.

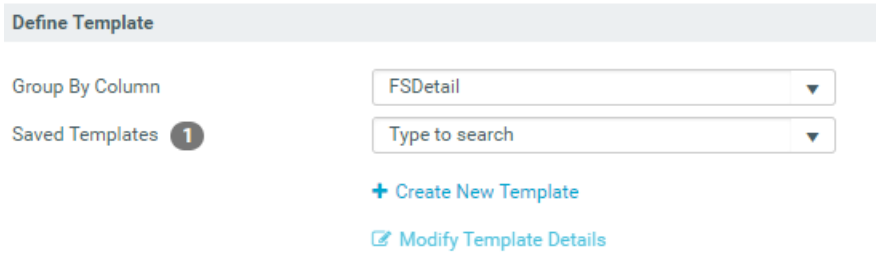
  NOTE: If you make and save changes to a published template, the system automatically changes the template to Draft, at which point you will need to click the Publish toggle to Yes to publish the template again.

To create or modify a balance sheet template:

1. In the **Mgmt Admin** task pane, in the **Management Reporting** section, double-click **Balance Sheet Template Builder**.



2. Do one of the following:

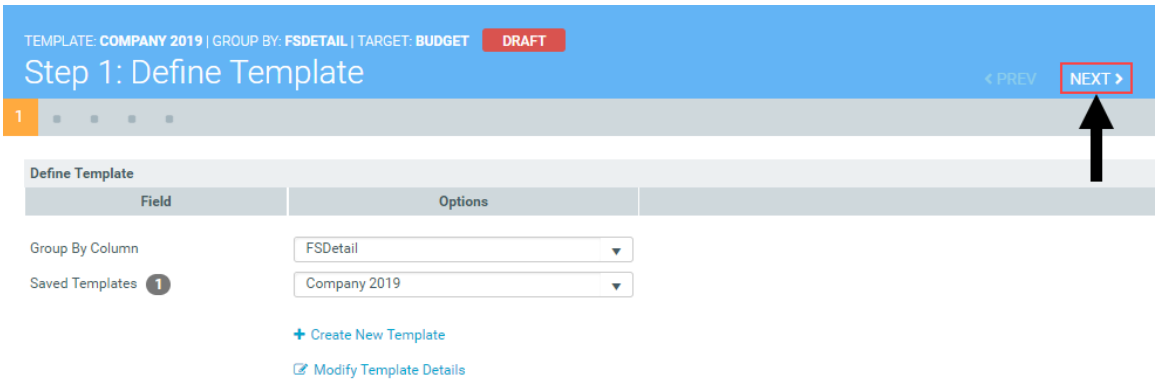
To...	Then...
Create a new template	a. From the **Group By Column** drop-down, select the column in the ACCT dimension table based on the amount and type of data to show. b. Click **+ Create New Template**.
Modify a template	a. From the **Group By Column** drop-down, select the ACCT dimension column in which the template is based. b. From the **Saved Templates** drop-down, type or select the template to modify. **TIP:** After you select the column, the page displays a number next to the Saved Templates title to indicate the number of available templates you can select from.  c. Click **Modify Template Details**.

3. In the **Create/Modify Template** dialog, complete the following fields, and click **Save**:

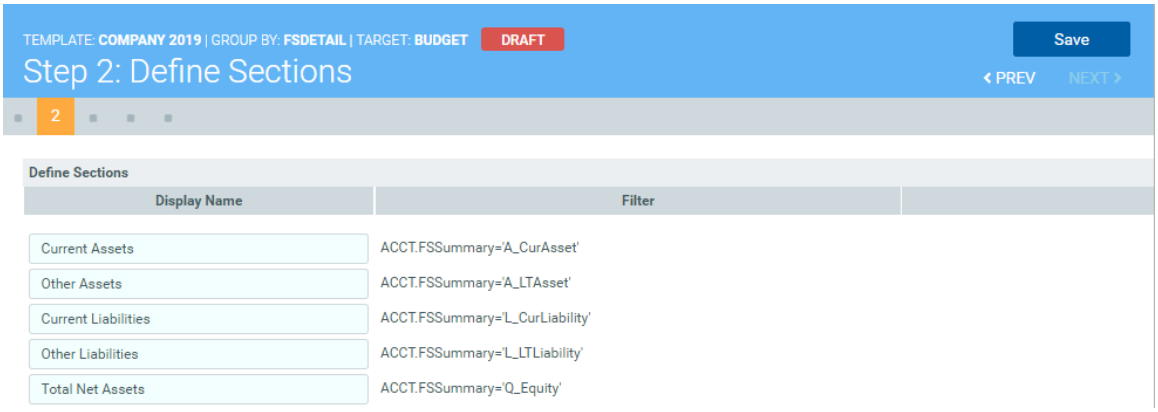
Field	Description
Display Name	Type a name for the balance sheet. **TIP:** This name displays in filter of the Balance Sheet Viewer as well as the header at the top of the balance sheet page.
Description	Type more information about this template. **NOTE:** This information only displays in the Balance Sheet Viewer.
Target	Select **Budget** or **None**.

Field	Description
Include Net Income to Fund Balance	Select the check box next to the year totals to include in the Net Income row: **NOTE:** By default, the balance sheet report includes columns for the current year, -1 year, and -2 year amounts, but these options allows you to configure whether or not to include those amounts in the Net Income row at the bottom of the report. • **Current Year** - Include in the current year (based on the system year) totals. • **Ultimate Year** - Include the -1 year totals. • **Penultimate Year** - Include -2 year totals. • **Target** - Include in Budget if selected as target.

4. Click **Next**.



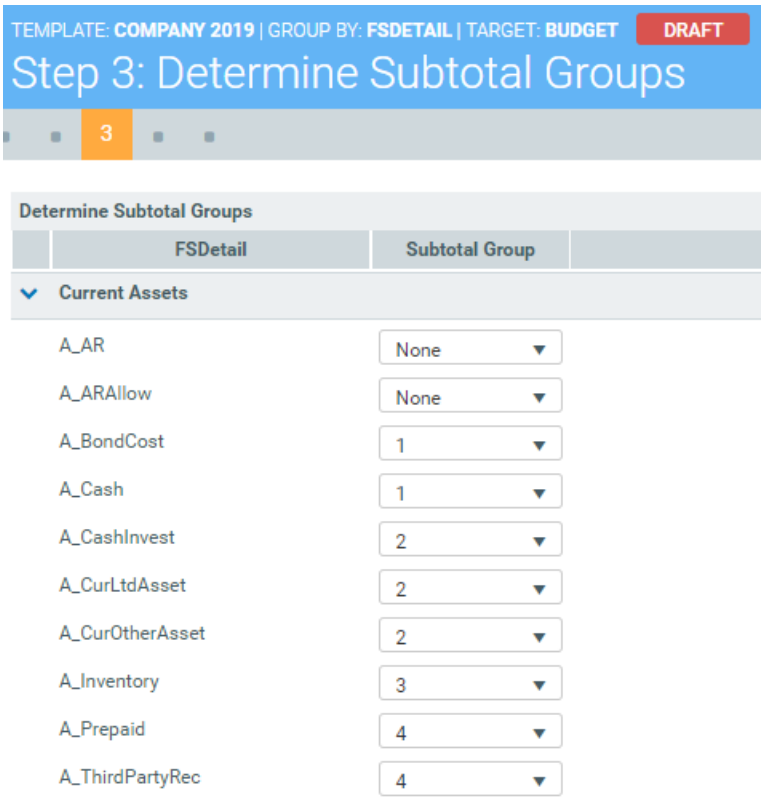
5. In the Step 2 page, in the **Display Name** column, modify the names used as section headers in the balance sheet, as needed, and click **Save**.



TIP: If you build a template based on a column other than FSSummary or FSDetail (especially a customized column), you may want to rename the section headers to best suit the needs of your organization.

6. Click **Next**.
7. In the Step 3 page, from the **Subtotal Group** column drop-down, you can group individual line item categories into different subtotal groups by selecting a subgroup number, and click **Save**.

TIP: Any line items with the subtotal group **None** automatically display first in the balance sheet report, but the system does not subtotal the amounts for those line items.

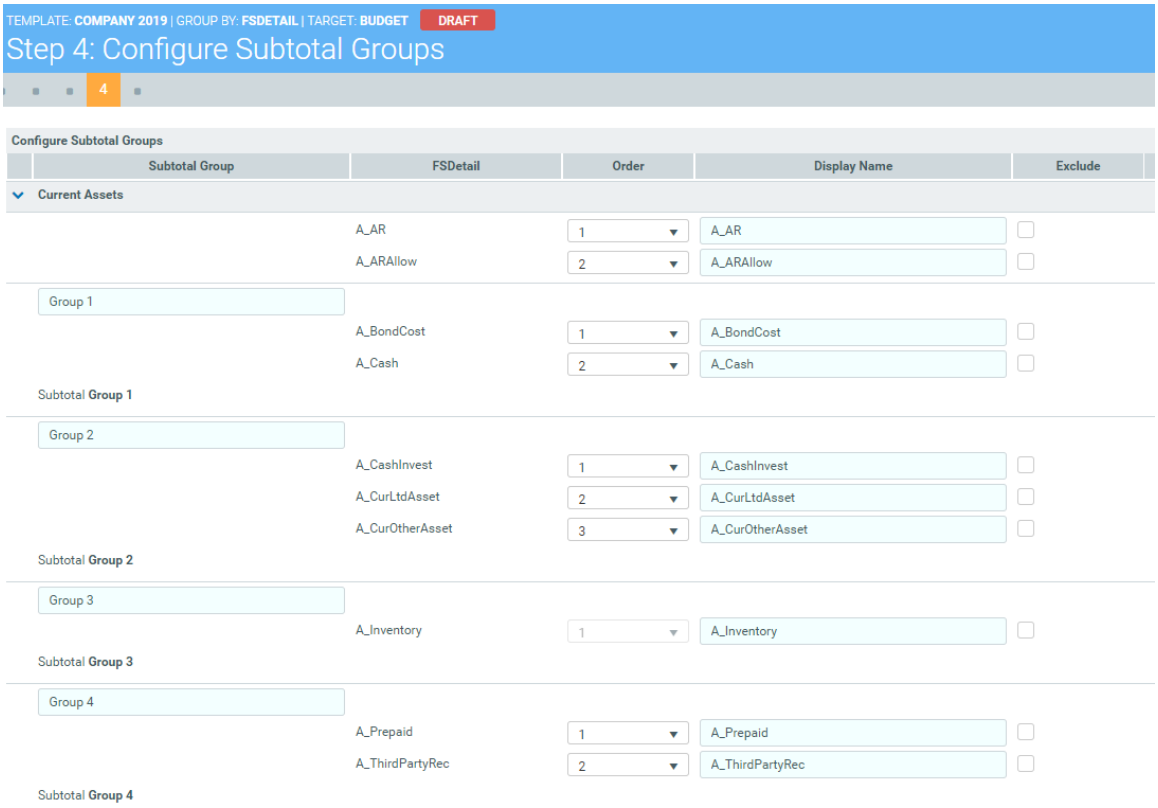


8. Click **Next**.
9. In the Step 4 page, do any of the following, and click **Save**:
   - To rename a subtotal group, type a new name in the **Subtotal Group** column field.

     NOTE: This column field only displays if you assign line items to groups in Step 7.

   - To reorder the line item, select the order number from the **Order** column drop-down.
   - To change the name of the line item, edit the name in the **Display Name** column.

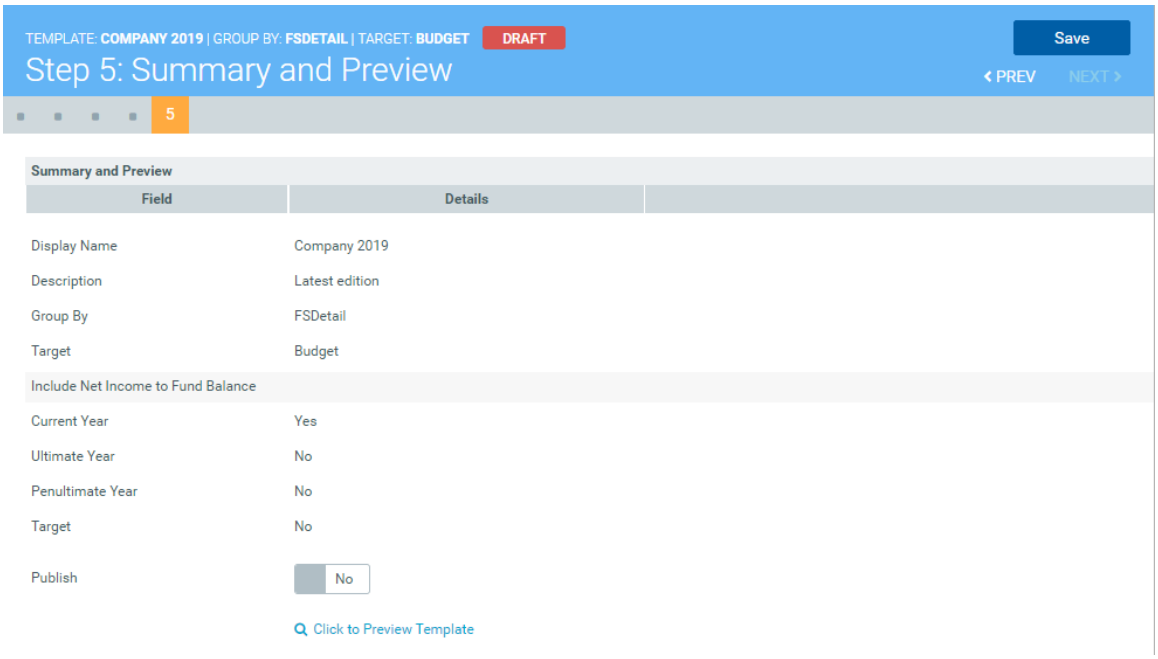
- To exclude the line item from displaying in the statement, click the check box in the **Exclude** column.



10. Click **Next**.
11. In the Step 5 page, do one of the following:
    - To show a preview of the template, click **Click to Preview Template**. For more information on how to navigate the balance sheet, see Steps 2-3 in Viewing balance sheets.

      TIP: To fine tune your template, return to the Balance Sheet Template Builder and repeat steps 2-10.

    - To publish the template to the Balance Sheet Viewer, click the **Publish** toggle to **Yes**.

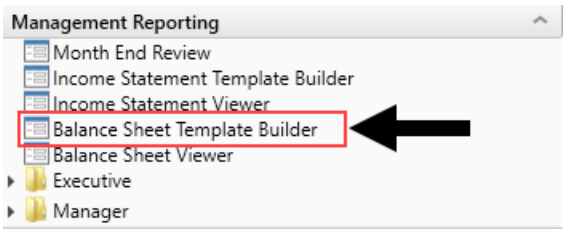


Publishing or unpublishing balance sheet templates

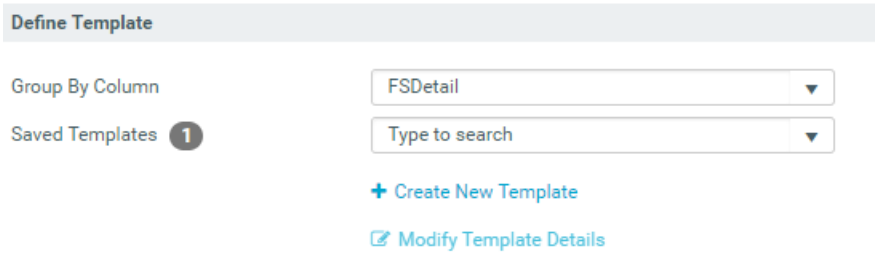
If you unpublish a template, it will no longer display in the Balance Sheet Viewer.

To publish or unpublish balance sheet templates:

1. In the **Mgmt Admin** task pane, in the **Management Reporting** section, double-click **Balance Sheet Template Builder**.

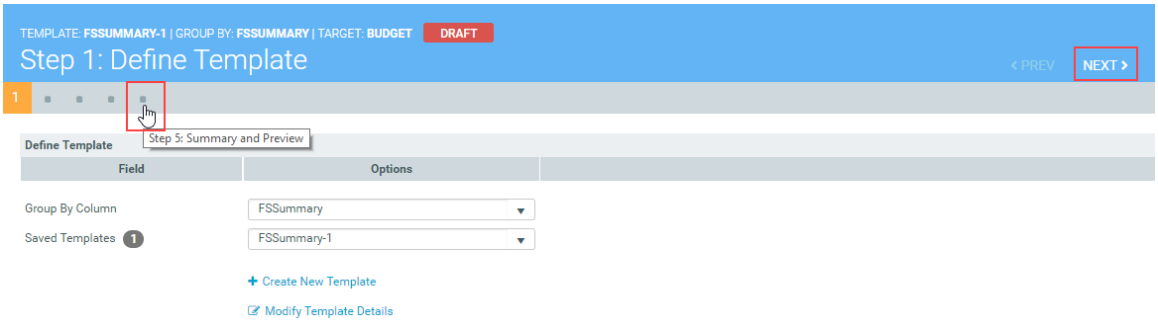


2. From the **Group By Column** drop-down, select the ACCT dimension column in which the template is based.
3. From the **Saved Templates** drop-down, type or select the template to modify.



4. Click **Modify Template Details**.
5. Click the fifth square for Step 5 in the upper left corner of the page.

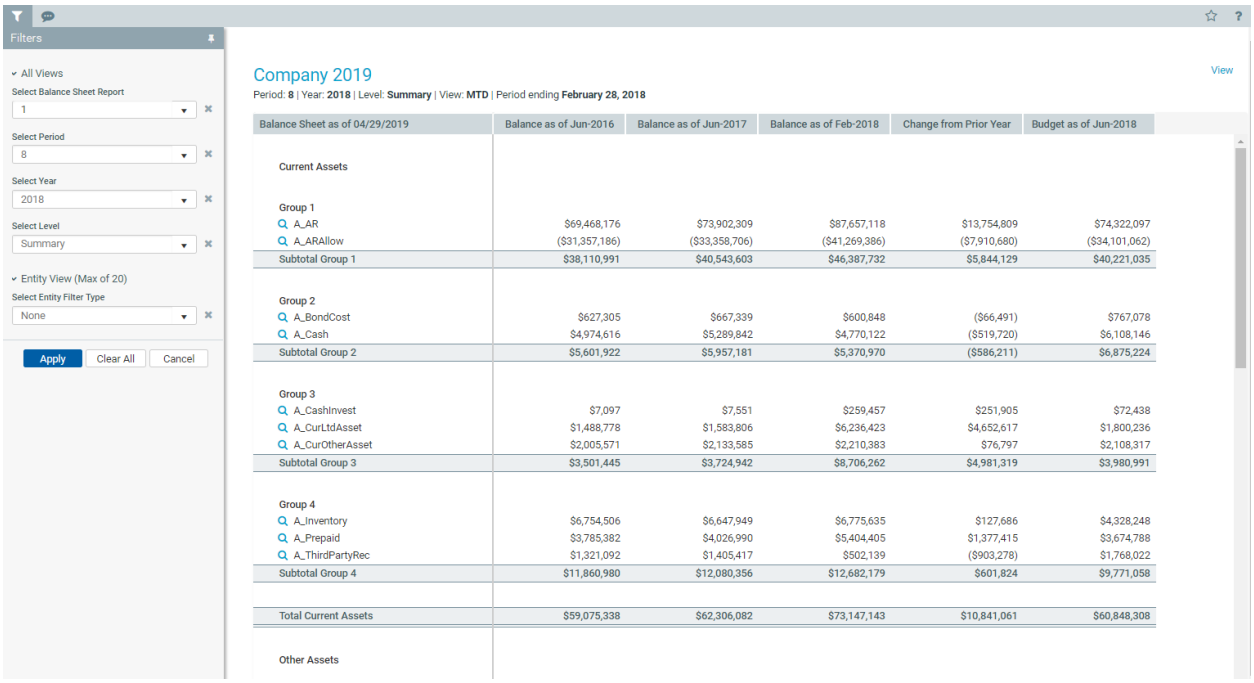
> **TIP:** You can also navigate through each step by clicking **Next >** in the upper right corner of the page.



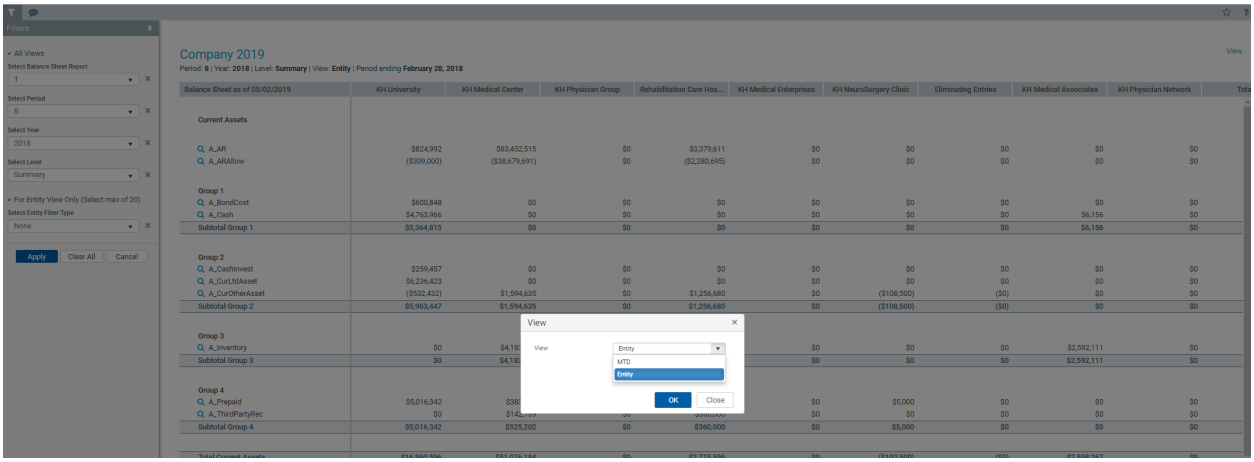
6. In the Step 5: Summary and Preview Page, do one of the following:
   - To publish the template, click the Publish toggle to **Yes**.
   - To unpublish the template, click the Publish toggle to **No**.
7. Click **Save**.

Viewing balance sheets

The Balance Sheet Viewer allows you to view multiple balance sheet reports from an easy-to-use utility. From the viewer, you can filter a report by selecting the report to view along with other variables, such as year, period, level (summary or detail).



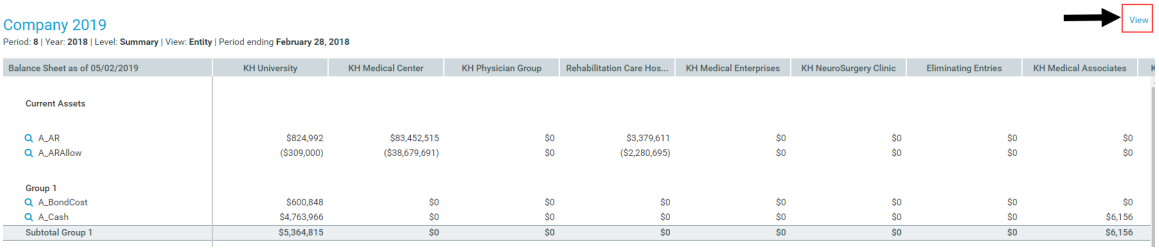
By default, the report displays the balance sheet report by budget (e.g. MTD), but you can also view the budget organized by entity by clicking View in the upper right corner of the page.



To view balance sheets:

1. Navigate to one of the following:
    - In the **Mgmt Report** task pane, in the **Performance Reporting** section, double-click **Balance Sheet Viewer**.
    - In the **Mgmt Admin** task pane, in the **Management Reporting** section, double-click **Balance Sheet Viewer**.

2. By default, the report displays the budget view (e.g. MTD). To view the report by entity, in the upper right corner of the page, click **View**. From the **View** dialog, click **Entity**, and hen click **OK**.



3. From the **Filters** panel, do any of the following:

   a. In the **All Views** section drop-downs, select the balance sheet report, the period, the year, and the summary or detail level.

   b. If you are viewing the report by entity (as described in Step 2 above), in the **For Entity View Only** section, do one of the following:

To...	Then...
Select entities by creating or using a filter	a. From the **Select Entity Filter Type** drop-down, select **Filter**. b. From the **Select Entity Filter** drop-down, select or create a new filter. For instructions, see Using the Filter Wizard. **IMPORTANT:** An entity must be active for it to display in the report. Active entities are indicated in the Entity dimension table in the Active column. If the filter you create or use includes more than 20 entities, the system will not display the report until you adjust the filter so that it includes less than 20 entities. c. Click **Apply**.

To...	Then...
Select entities by group type and name	a. From the **Select Entity Filter Type** drop-down, select **By Group**. b. From the **Select Entity Group Type** drop-down, select the group type. c. Optionally, from the **Select Group Name** drop-down, select the name of the entity group. d. Optionally, from the **Select Entity** drop-down, select an individual entity included in the entity group. e. Click **Apply**.

4. In the report, you can drill down to the department level by clicking the magnifying glass icon to the left of the line item to view department details regarding the associated line item. From the department level, you can then drill down to the account level.

12

Working with Income Statements

An income statement measures an organization’s financial health over a specific accounting period. The income statement reports income through a particular time period and focuses on four key areas:

- Revenue
- Expenses
- Gains
- Losses

Revenues and expenses

In Axiom Performance Reporting, the income statements cover the following areas:

- **Patient Revenue -** Revenue realized through primary activities is often referred to as operating revenue. For healthcare organizations, the revenue from primary activities usually refers to revenue achieved from offering services to patients. This includes in patient, outpatient, and other patient revenue.
- **Deductions from Revenue** - Deductions from Revenue means reductions from gross revenue resulting from inability to collect payment of charges. Such reductions include bad debts, contractual adjustments, uncompensated care, administrative, courtesy and policy discounts and adjustments and other such revenue deductions.
- **Other Revenue -** Revenues realized through secondary, non-core business activities are often referred to as Other Revenue.
- **Operating Expenses -** An operating expense is an expense a business incurs through its normal business operations. Operating expenses for healthcare organizations usually include benefits, salaries, medical supplies, drugs, rent, utilities, etc.
- **Non-Operating Revenue -** Non-operating revenue is the portion of your organization's income that is derived from activities not related to its core business operations. Non-operating income can include such items as dividend income, gains and losses from investments, asset write-downs, and other non-operating revenues and expenses.

Creating income statements in Axiom Management Reporting

While the information covered above provides a basic overview of how income statements work in most healthcare organizations, the way they are created in your organization may vary depending on who is viewing the information and what they want to see. For example, someone at the Board of Directors level my only want to view high-level information while managers may want to see specific details at the line item level.

In Axiom Performance Reporting, users with PR Admin and PR Analyst roles can create income statement templates for their organization using the Income Statement Template Builder. For example, they can create a summary version of the income statement used by director-level personnel and create a detailed version template to meet the needs of those that need to see more details.

Users can select the income statement to view using the Income Statement Viewer. From the viewer, users can filter the reports by selecting the report to view along with other variables, such as the period, year, and level (summary or detail). They can also select the budget view and the target, as well as drill down to the line item detail level to view specific data.

Configuring ACCT dimension columns for the Income Statement and Balance Sheet Template Builders

By default, both the Income Statement and Balance Sheet Template Builders include the FSSummary and FSDetail columns from the ACCT dimension. You can also include other columns from the ACCT dimension, even custom columns, but you must complete the following steps:

1. In the column description, prefix the column name with "FS ". This triggers the system to add the column to the template builder.

   NOTE: Make sure you add a space between "FS " and the column name.

2. The following dimension columns must be configured as follows:

   #### Income Statements

Statement Column	Type Column	FSummary Column
IS	Must have entries	Must have entries

   #### Balance Sheets

Statement Column	Type Column	FSummary Column
BS	N/A	Must have entries

3. Save the changes to the dimension.

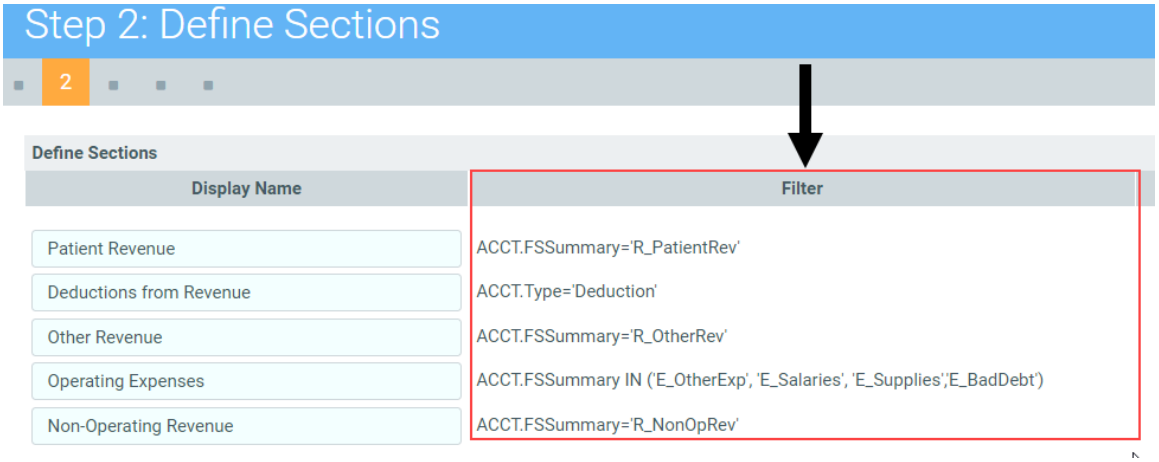
Creating or modifying an income statement template

The Income Statement Template Builder allows anyone with the PR Admin and PR Analyst roles to easily and quickly configure income statements for their organization. The templates created using this wizard display to all Axiom Performance Reporting users in the Income Statement Viewer.

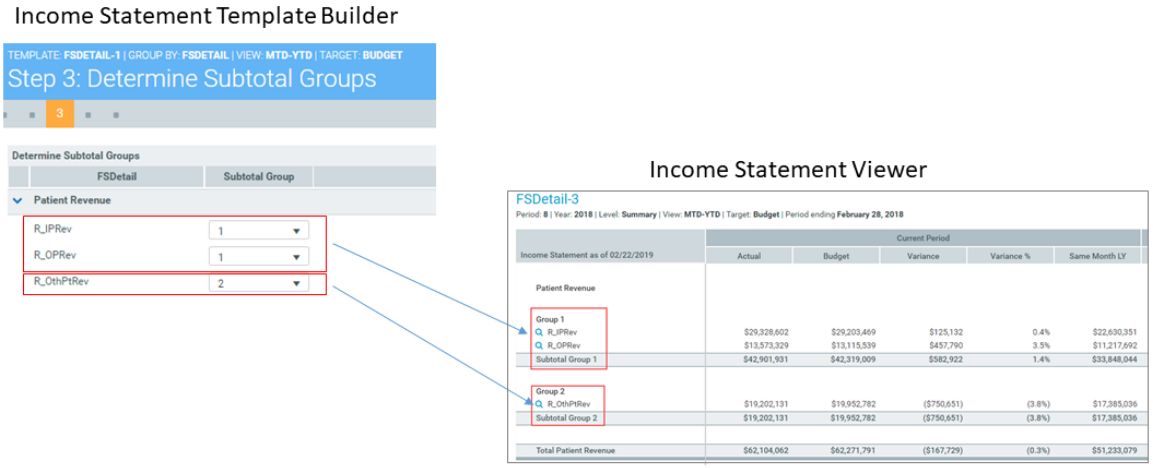
Template building includes five main steps:

- **Step 1: Define the template** - Use this page to select the ACCT dimension column in which to pull in data to the income statement. By default, the template includes FSSummary and FSDetail. The FSSummary template only displays summary data to users, while FSDetail includes the line item details. You can include other columns in the template builder, but you need to configure them in the ACCT dimension before they will display as an option. For more information, see Configuring ACCT dimension columns for the Income Statement and Balance Sheet Template Builders.
- **Step 2: Define Sections** - This step allows you to name the major sections of your income statement. By default, pre-loaded names are defined, but you can change them to best meet the needs of your organization. This step also displays the filters used to pull in the data for each section.

NOTE: These filters cannot be changed, even if using a column other than FSSummary or FSDetail. These filters are based on best practices related to creating income statements.

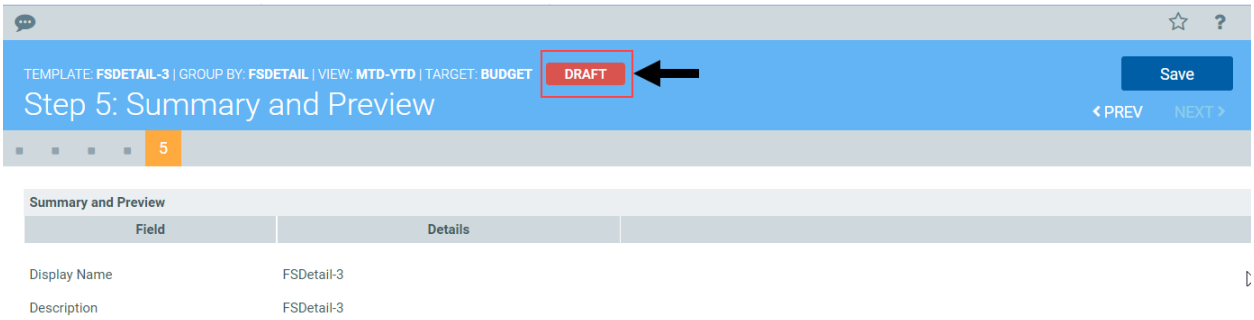


- **Step 3: Determine Subtotal Groups** - Within each section, you can group the data that comes in from the filters into subgroups. In the following example, the Inpatient and Outpatient revenue are configured to display in subtotal Group 1, and Other Patient Revenue displays in subtotal Group 2.



- **Step 4: Configure Subtotal Groups** - This page allows you to rename the subtotal group as well as the line item detail names from the filter. You can reorder how you want the line item details to display as well as exclude line items, which the system then excludes from the subgroup totals.
- **Step 5: Summary and Preview** - From this step, you can preview the template based on the selections and configurations you selected. You can return to the wizard to make any necessary changes. When you are ready to make the template available to users, publish the template, and it will display in the Income Statement Viewer.

At the top of the template builder, the system displays the details about the template, including its publication status.



Templates display as one of the following:

- **Pending** - The template has not been selected for editing.

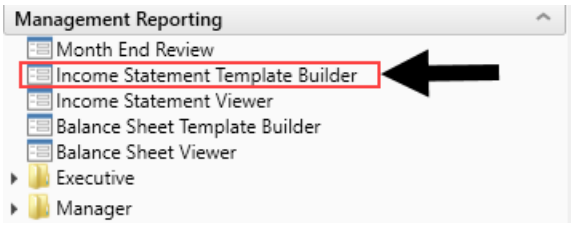
  NOTE: For Pending templates, you must complete and save the configurations for each step in the order they are presented. After you complete and save all of the steps, the template changes to Draft, at which point you can move around the steps freely to make modifications.

- **Draft** - Any stage during the creation of the template but before the Publish toggle has been selected.
- **Published** - The template has been published to the Income Statement Viewer. If the template is unpublished, the status changes back to Draft until it is published again.

  NOTE: If you make and save changes to a published template, the system automatically changes the template to Draft, at which point you will need to click the Publish toggle to Yes to publish the template again.

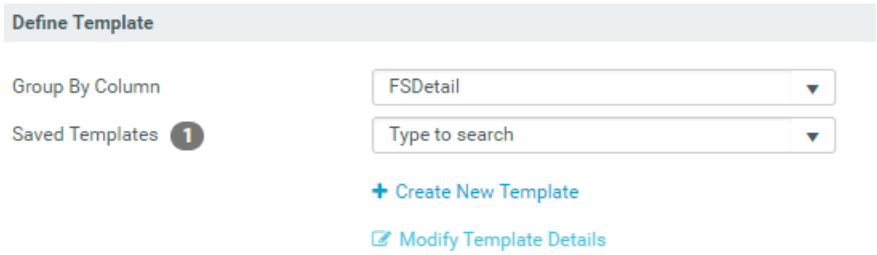
To create or modify an income statement template:

1. In the **Mgmt Admin** task pane, in the **Management Reporting** section, double-click **Income Statement Template Builder**.



2. Do one of the following:

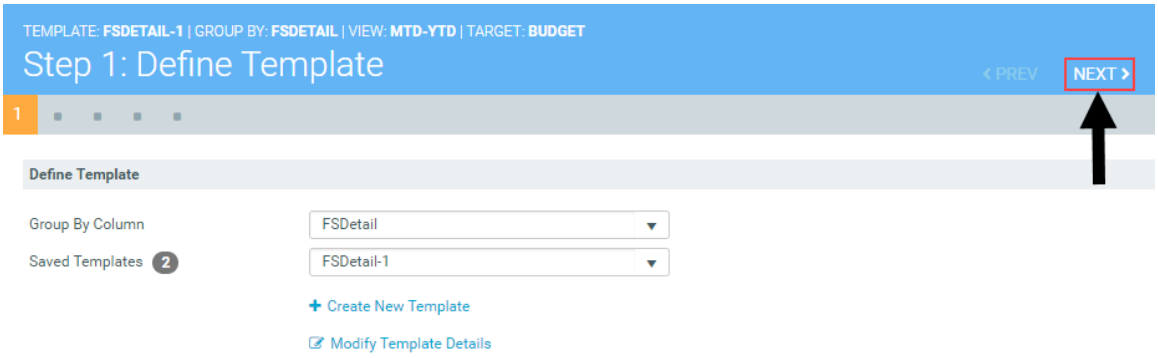
To...	Then...
Create a new template	a. From the **Group By Column** drop-down, select the column in the ACCT dimension table based on the amount and type of data to show. b. Click **+ Create New Template**.

To...	Then...
Modify a template	a. From the **Group By Column** drop-down, select the ACCT dimension column in which the template is based. b. From the **Saved Templates** drop-down, type or select the template to modify. **TIP:** After you select the column, the page displays a number next to the Saved Templates title to indicate the number of available templates you can select from.  c. Click **Modify Template Details**.

3. In the **Create/Modify Template** dialog, complete the following fields, and click **Save**:

Field	Description
Display Name	Type a name for the income statement. **TIP:** This name displays in filter of the Income Statement Viewer as well as the header at the top of the income statement page.
Description	Type more information about this template. **NOTE:** This information only displays in the Income Statement Template Viewer.
View	Select how to view the income statement date.
12-Month	If you select **12-Month** from the **View** drop-down, select the type of 12-month view to display.
Target	Select the budget target. **NOTE:** This drop-down is not enabled when you select 12-Month or Entity from the View drop-down. We recommend, however, that you set a target - even if it is not the default view - because this information is passed on the to the drills in the income statement.

4. Click **Next**.



5. In the Step 2 page, in the **Display Name** column, modify the names used as section headers in the income statement, as needed, and click **Save**.

   TIP: If you are building a template based on a column other than FSSummary or FSDetail (especially a customized column), you may want to rename the section headers to best suit the needs of your organization.

6. Click **Next**.
7. In the Step 3 page, from the **Subtotal Group** column drop-down, you can group individual line item categories into different subtotal groups by selecting a subgroup number, and click **Save**.
8. Click **Next**.
9. In the Step 4 page, do any of the following, and click **Save**:
   - To change the name of the subtotal group, edit the name in the **Subtotal Group** column.
   - To reorder the line item, select the order number from the **Order** column drop-down.
   - To change the name of the line item, edit the name in the **Display Name** column.
   - To exclude the line item from displaying in the statement, click the check box in the **Exclude** column.
10. Click **Next**.
11. In the Step 5 page, do one of the following:
    - To show a preview of the template, click **Click to Preview Template**. For more information on how to navigate the income statement, see Steps 2-3 in Viewing income statements.

      TIP: To fine tune your template, return to the Income Statement Template Builder and repeat steps 2-10.

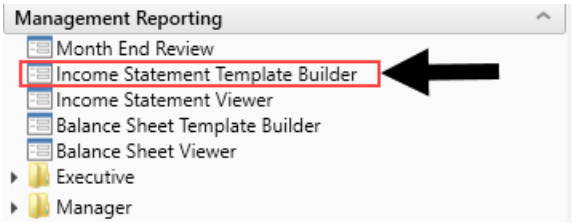
    - To publish the template to the Income Statement Viewer, click the **Publish** toggle to **Yes**.

Publishing or unpublishing income statement templates

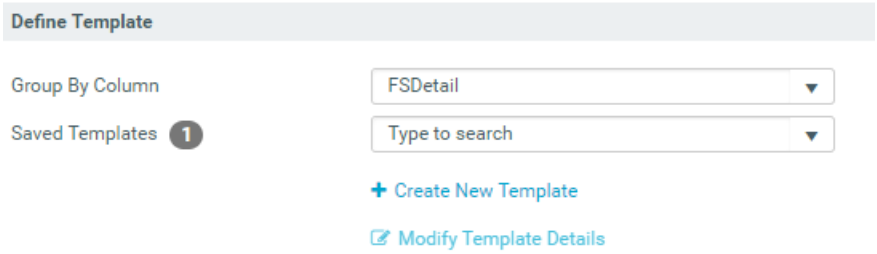
If you unpublish a template, it will no longer display in the Income Statement Viewer.

To publish or unpublish income statement templates:

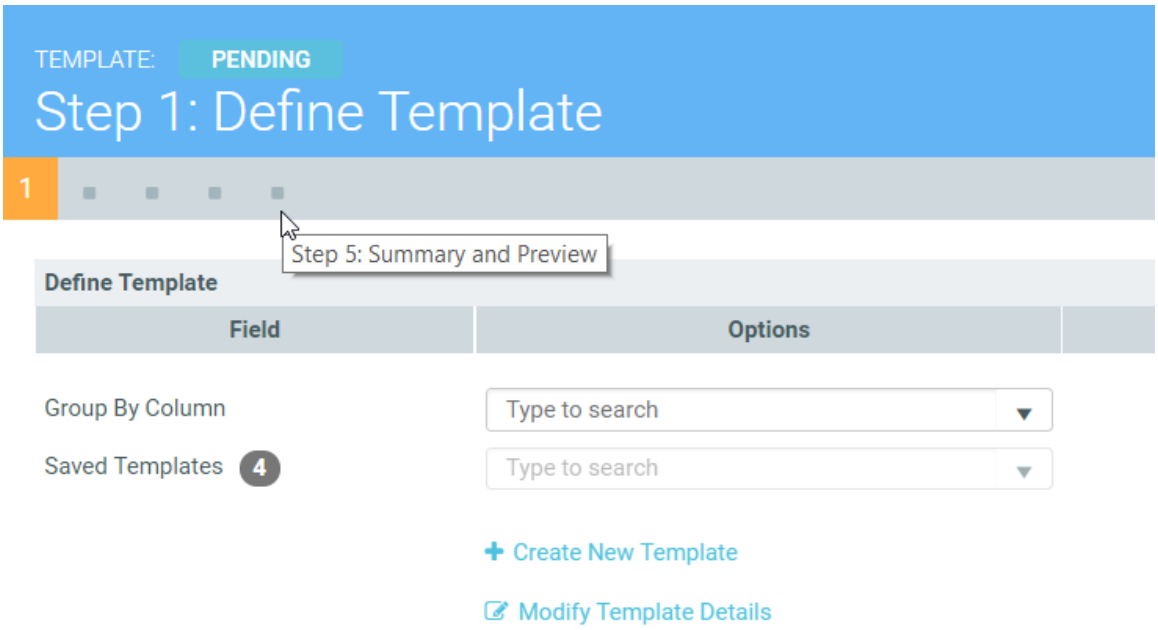
1. In the **Mgmt Admin** task pane, in the **Management Reporting** section, double-click **Income Statement Template Builder**.



2. From the **Group By Column** drop-down, select the ACCT dimension column in which the template is based.
3. From the **Saved Templates** drop-down, type or select the template to modify.



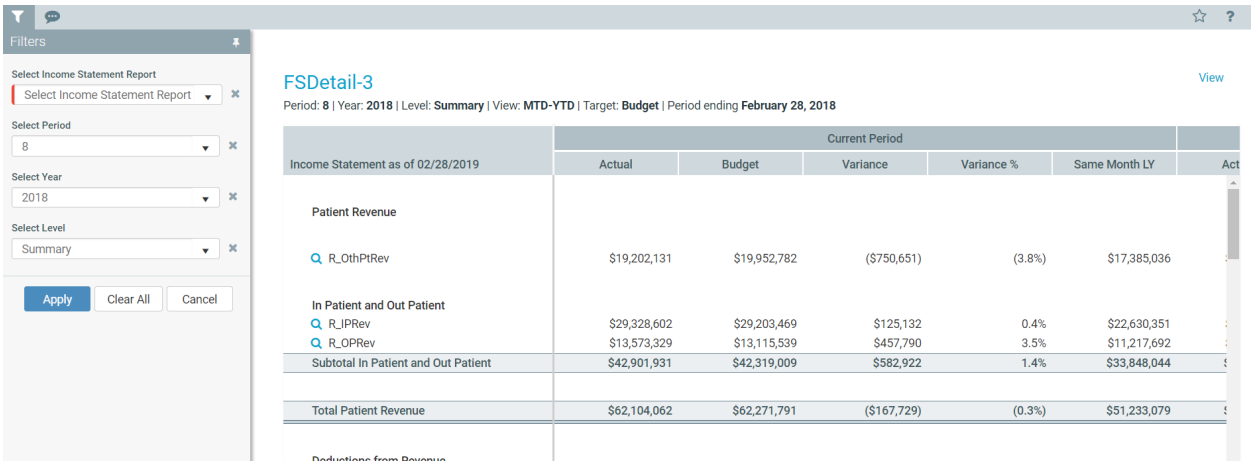
4. Click **Modify Template Details**.
5. Click the fifth square for Step 5 in the upper right corner of the page.



6. In the Step 5: Summary and Preview Page, do one of the following:
   - To publish the template, click the Publish toggle to **Yes**.
   - To unpublish the template, click the Publish toggle to **No**.
7. Click **Save**.

Viewing income statements

The Income Statement Viewer allows you to view multiple income statement reports from an easy-to-use utility. From the viewer, you can filter the reports by selecting the report to view along with other variables, such as the period, year, and level (summary or detail). You can also select the budget view and the target, as well as drill down to the line item detail level to view specific data.



To view income statements:

1. Navigate to one of the following:
    - In the **Mgmt Report** task pane, in the **Performance Reporting** section, double-click **Income Statement Viewer**.
    - In the **Mgmt Admin** task pane, in the **Management Reporting** section, double-click **Income Statement Viewer.**
2. From the **Filters** panel, do any of the following:
    - Select from any of the variables, and click **Apply**.
    - To remove the variable selections, click **Clear All**.
3. Do any of the following, as needed:
    - **View** - Click **View** in the upper right corner of the page to change the budget view and/or target.
    - **Drill down** - Click the magnifying glass icon to the left of the line item to view details regarding the associated line item. Drill-down options are available for the following levels:
        - Department
        - Account
        - Transaction
        - Job code
        - Revenue usage
        - Physician and Physician detail

13

Setting Up Initiatives

In the budget workbook, users can budget new projects in the Initiatives tab by entering the project and its monthly budget values for specified accounts related to the project. These projects are outside of your organization or department's normal operations.

Before users can add projects to a budget plan file, however, you (as the Axiom Budgeting administrator) must first enter the project into the INITIATIVEID dimension table and determine if the initiative is approved or excluded from the next year budget amounts in the database. The budgets for each new initiative save to unique initiative IDs so that users can analyze the new initiative budget separately from the ongoing operating budget.

There are two types of budgets your organization can create: System and Department. System projects are those projects that include multiple departments. Department projects are those specific to an individual department. Before users can enter initiatives in their budgets, you must first set up the projects in the INITIATIVEID dimension.

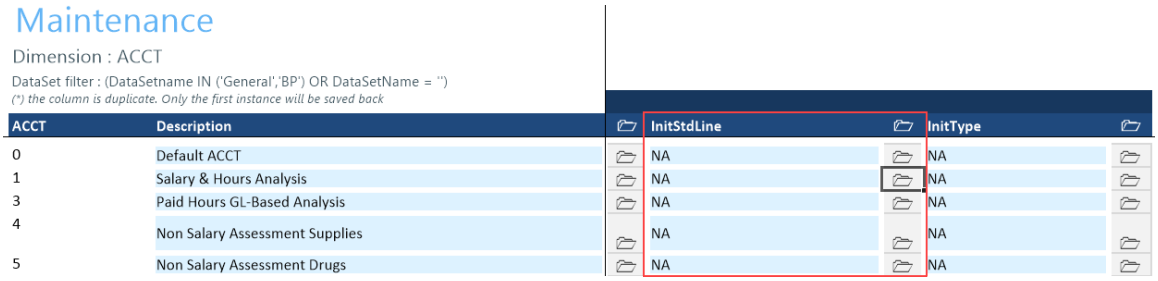
When a user enters the project in the Initiatives tab, part of the process includes adding each of the individual accounts to budget for the project. Adding each account can be time consuming—especially for larger projects that include multiple accounts. To save time, you can create initiative profiles, which allow users to copy an account structure from an existing department and use it as the model for system or department initiatives.

Configuring accounts for initiatives

Before setting up initiatives, you need to ensure that accounts are set up in the ACCT dimension to be included for initiatives in the budget workbook.

To configure accounts for initiatives:

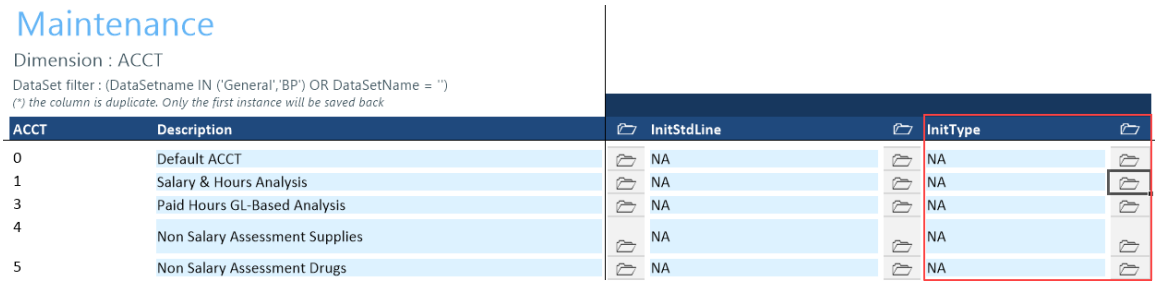
1. Open the ACCT dimension using the Dimension Maintenance Utility.
2. In the **InitStdLine** column for the account to make available for initiatives, double-click the folder icon to the right of the InitStdLine column.



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:

Account Type	Initiative Standard Line
Statistics account	Detail Line
Patient Revenue accounts	Patient Revenue
Other Revenue accounts	Detail Line
Deduction accounts	Detail Line
Labor accounts	Detail Line
Benefit accounts	Detail Benefits w Percent
All other expense accounts	Detail Line
Hours accounts	Hours Line
For accounts not configured	NA

3. In the **Choose Value** dialog, select the calc method to use for the account, and click **OK**.
4. In the **InitType** column for the same account, double-click the folder icon to the right of the InitType column.



In the **Choose Value** dialog for the InitType, you can configure up to seventeen possible values. The system selects the sections using the ACCT.InitType column so that when the user refreshes the plan file, the accounts will insert into the appropriate section of the Initiative block. The section types available are noted in the following list. NA is the default value until configured or for any account not configured.

- Benefits
- Contract Labor
- Deduction
- Depreciation
- Drugs
- Hours
- Interest
- IPRev
- NA
- OPRev
- OtherExp
- OtherRev
- ProFees
- PurchSvcs
- Salaries
- Statistic
- Supplies

5. In the **Choose Value** dialog, select where you want the account to display in the block by selecting the account type for the initiative, and click **OK**.
6. Repeat steps 2-5 for each account to include in the initiatives.
7. When you are done making changes, in the **Main** ribbon tab, click **Save**.

Setting up initiative profiles

The Create Initiative Profile Utility is an optional feature that allows you to copy an account and/or calc method structure from an existing department and use it as your model for system or department initiatives. This saves time from having to add multiple accounts for each initiative. You can also create multiple profiles to use with your initiatives.

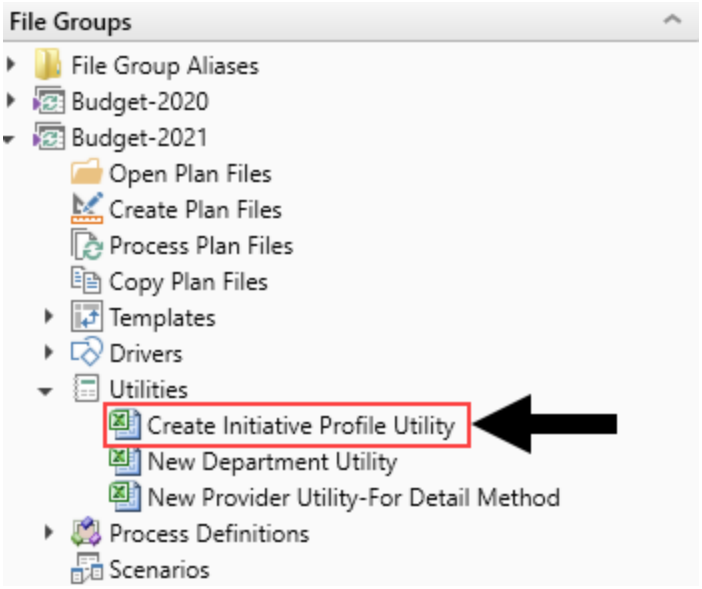
This utility includes three main sections:

- **Initiative Profile** - Includes the accounts from the department you select to use as a model for your initiatives.
- **Add Additional Rows** - Allows you to add additional accounts not included in the model department you selected.
- **Results of Saved Initiative Profile for Edit** - Lists all of the accounts in the Initiative Profile section that you selected as well as any accounts you added in the Add Additional Rows section.

NOTE: Ensure that the **InitStdLine** and **InitType** columns have been edited for each account in the ACCT dimension before you begin setting up initiatives. For instructions, see Configuring accounts for initiatives.

To set up initiative profiles:

1. In the Explorer task pane, in the **File Group** section, click **Budget-20xx > Utilities**, and double-click **Create Initiative Profile Utility**.



2. In the **Refresh Variables** dialog, next to the **Select Existing Department** field, click **Choose Value**.
3. In the **Choose Value** dialog, select the department to use as your model, and click **OK**.

   NOTE: The system will only display those departments in which you have permission to access.

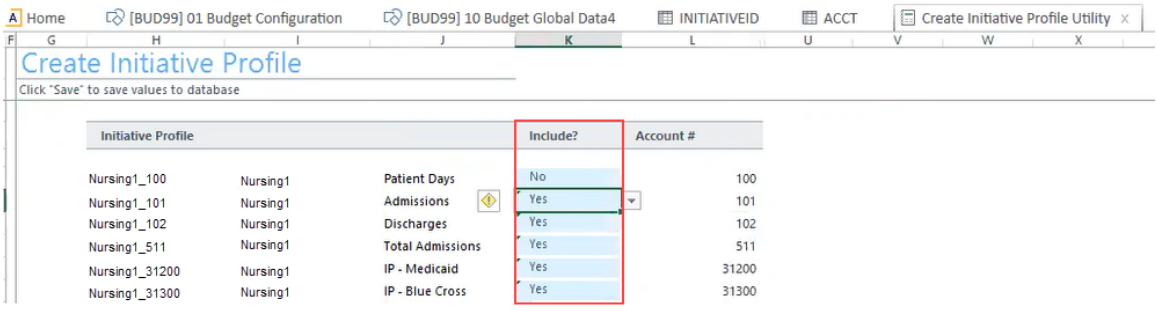
4. In the **Enter New Initiative Profile Name** field, type a descriptive name for the profile (i.e. Nursing Profile), and click **OK**.

   The utility displays a list of all the accounts for the department you selected in Step 3. The account number displays in the **Account #** column.

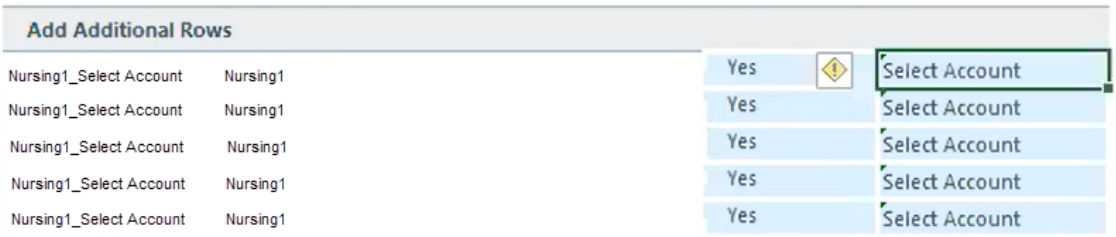
5. In the **Initiative Profile** section, from the **Include?** column, click the blue cell, and select **No** for any accounts you do not want to include in the initiative.

   These are the accounts that were included when you selected the model department in Step 2.

   If you select No, the account will not be included in the Results of Saved Initiative Profile for Edit section at the bottom of the page.



6. In the **Add Additional Rows** section, you can add any additional accounts not originally included in the department you selected in Step 3 (listed in the **Initiative Profile section**) by doing the following:
    a. In the **Include?** column, select **Yes** or **No** from the drop-down (if not already selected).
    b. Double-click the **Select Account** cell.
    c. In the **Choose Value** dialog, select the account to include, and click **OK**.
    d. Repeat Steps a-c for each account to add.

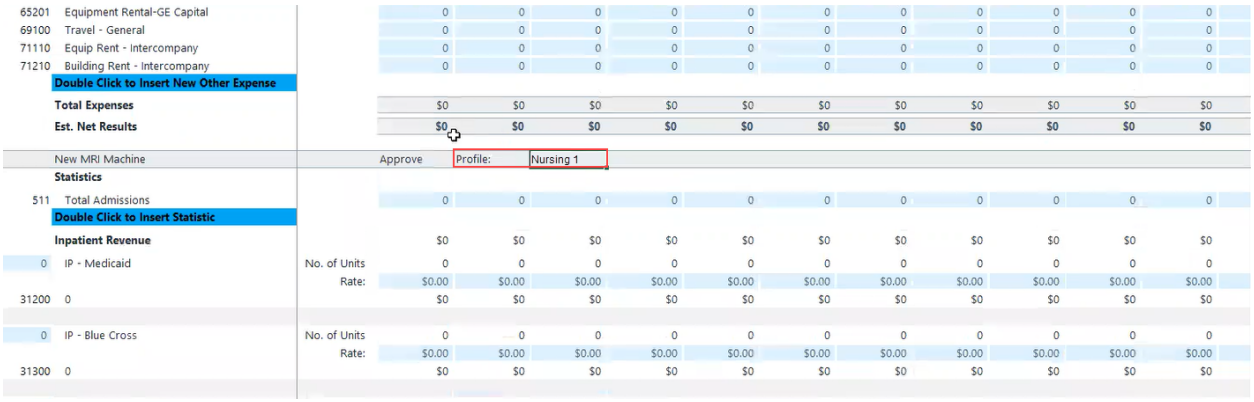


7. In the **Main** ribbon tab, click **Save**.
8. In the **Results of Saved Initiative Profile for Edit** section, from the **Include?** column drop-down, select one of the following:
    - To keep the account in the profile, select **Keep**.
    - To remove the account, select **Delete**.

    IMPORTANT: If you select Delete and save your changes, the system will remove the account from the Initiative Profile section at the top of the page. As a result, the account will not be included in any future initiatives where you use this profile.

9. In the **Main** ribbon tab, click **Save**.
10. Repeat Steps 2-9 for each profile to create.

When a user adds a new project in the Initiatives tab in the budget workbook, the system automatically inserts a block of the accounts you configured for the profile you set up in the Create Initiative Profile Utility. The user can still modify the initiative by adding more accounts, as needed, directly in the Initiatives tab, but using a profile gives the user a "running start" to complete entering the account information more quickly and easily. The profile used to populate the initiative also displays in the initiative header block next to the approval state.



For more information, see the following:

- Adding or editing initiatives available to budget workbooks
- Configuring accounts for initiatives
- Initiatives tab - budget workbook

Adding or editing initiatives available to budget workbooks

There are two types of projects you can create to add to the Initiatives tab in the budget workbook: System and Department. System projects are those projects that include multiple departments. Department projects are those specific to an individual department.

Before users can add System initiatives in their budget workbooks, you must first set up these project types in the INITIATIVEID dimension. You can also do the same for Department projects, but users have the option to add them directly in the Initiatives tab, and they will automatically display in the INITIATIVEID dimension. This is not the case for System initiatives. They can only be added using the INITIATIVEID dimension.

After you enter and save the initiatives in the dimensions, they will automatically become available to select in the workbook Initiatives tab.

To add or edit an initiative available to budget workbooks:

1. In the Explorer task pane, in the **Libraries** section, click **Table Library > !Dimensions**, and double-click **INITIATIVEID**.

   IMPORTANT: At this time, only users with the Bud Admin role profile can edit this dimension.

2. To create a new initiative, in a blank row, complete the following columns:

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	Enter a description for the initiative to use for budgeting and reporting.
InitType	Groups initiatives together for reporting and categorization. Double-click the cell, and select one of the following: • **System** - Initiatives that affect multiple departments. • **Dept** - Initiatives for a single department. **TIP:** You can add a Dept initiative directly in the Initiatives tab in the workbook. The system will then also add it to this dimension. You cannot add System initiatives in this way. You must add them directly to this dimension for them to show in the Initiatives tab.
Approve	The coding for Approve/Exclude for new initiatives. Double-click the cell, and select one of the following: • **Approve** - Initiatives that have been approved. • **Exclude** - Initiatives that are declined or deleted.
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. Double-click the cell, and select a profile to use for the initiative. For more information, see Setting up initiative profiles.

3. Click **Save**.

14

Configuring the Provider Module

The following table lists the incremental configurations needed for the areas noted to set up the Provider module:

Area to Configure	Configuration Details
New provider	Configuring threshold parameters to limit Provider data
Provider dimensions	• DEPT • ACCT • JOBCODE • PAYTYPE • PROVIDER • CPT • DATATYPE • LOCATION • FINCLASS
Driver files	• Budget Provider Configuration • Budget Provider Driver • Budget Provider Global Provider • Budget Provider Global ClobalVolChg • Budget Provider List • Budget Provider Simple Config • Budget Provider Simple Dept Config • Budget Provider Simple Dept Config Basic • Budget Provider Simple Dept Rate • Budget Provider Vol
Budget workbook tabs	• Provider • ProviderComp ◦ Comp model explanations
Calc methods	• Provider sheet • Stat_Rev sheet • Expense sheet

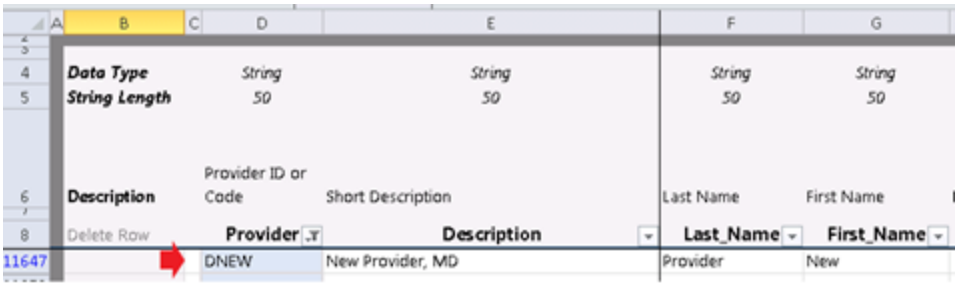
Adding a detail provider

IMPORTANT: When adding a new detail provider, it is important that you save any edits on this tab before adding the new provider. This is important because the page can be refreshed after adding the new provider, which results in the system collapsing and then rerunning the summary AQs. If unsaved data exists in a provider block that was previously expanded, the edited data will be lost.

To add a detail provider:

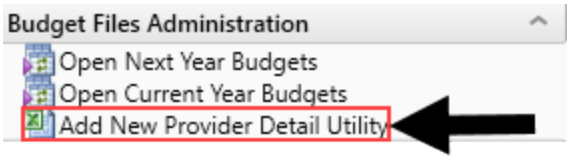
1. Add the new provider in the PROVIDER dimension.

   NOTE: They must exist as a valid provider with all required columns completed.

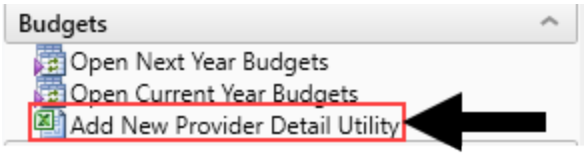


2. Navigate to one of the following:

   - In the Bud Admin task pane, in the **Budget Files Administration** section, double-click **Add New Provider Detail Utility**.



   - In the Budgeting task pane, in the **Budgets** section, double-click **Add New Provider Detail Utility**.



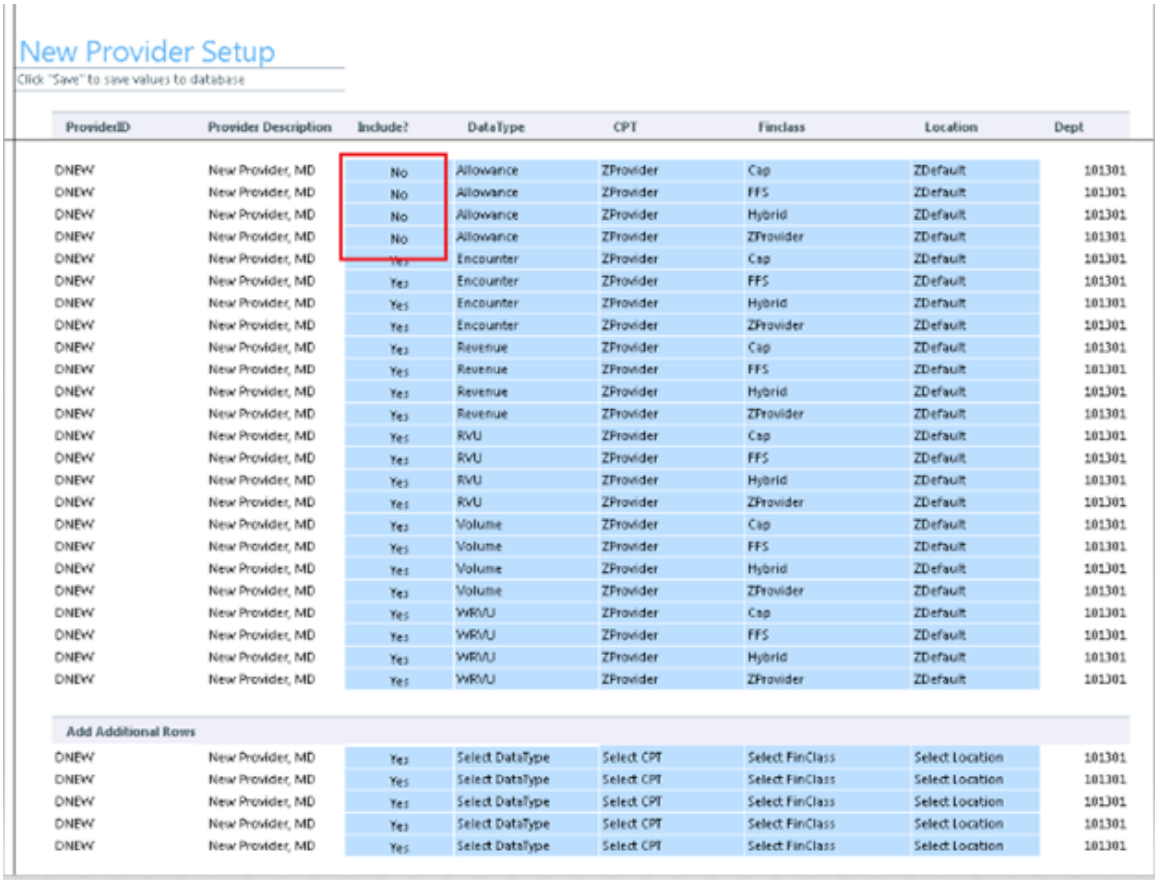
3. In the **Refresh Variables** dialog, complete the following:

Option	Description
Select Existing Provider	Select an existing provider to copy from.

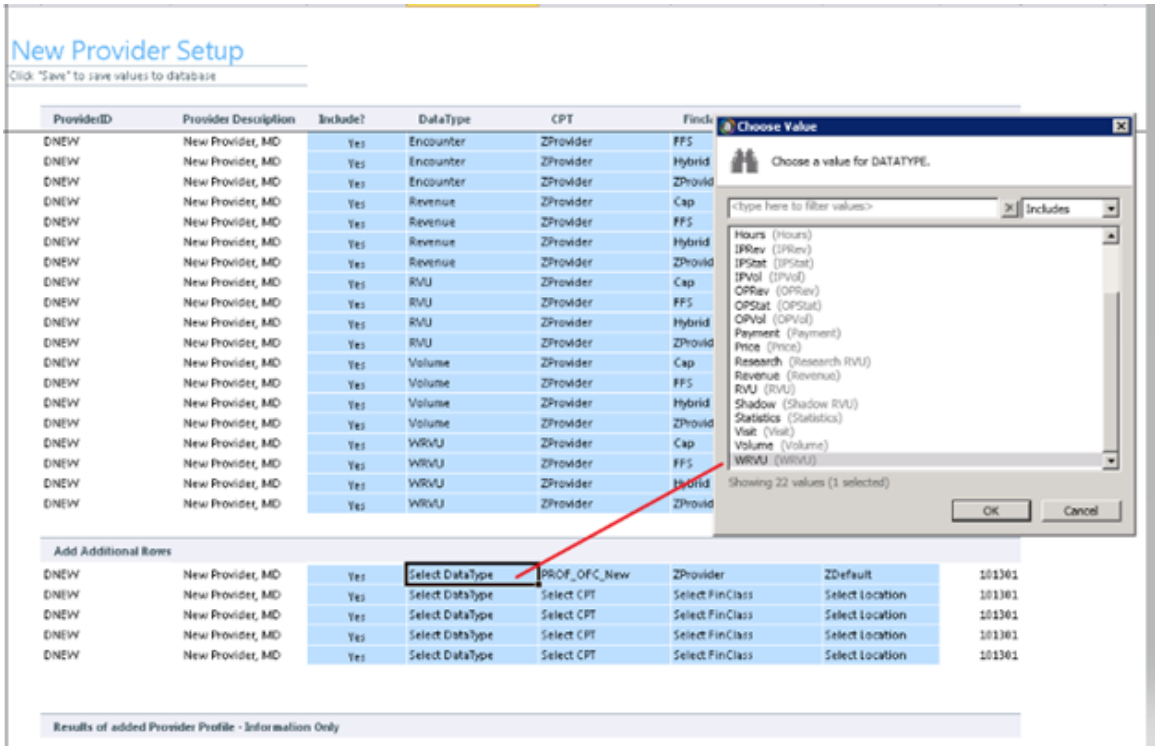
Option	Description
Select Existing Department	Select an existing department to copy from. **NOTE:** The provider to copy from can be any existing department because the provider data is coming from the Act_Prov_20XX table, not an existing plan file.
Select New Provider	Select the new provider to copy to.
Select New Department	Select the new department to copy to.

4. Review the rows assigned to the new provider, and exclude any that you do not want as part of the new provider profile.

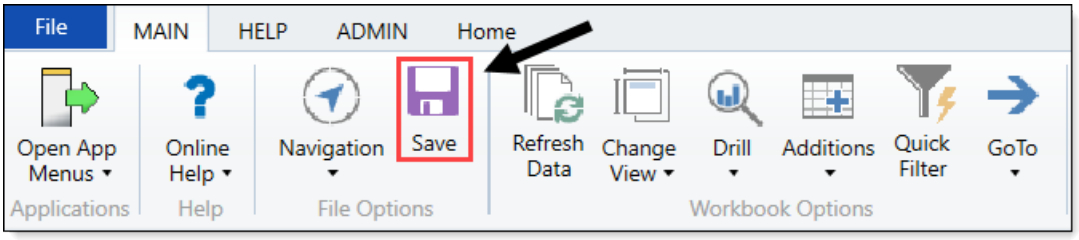
   In the following example, we do not want the Allowance rows as part of the actual data of the donor provider, but we may not want these for budgeting purposes so we will set these rows to **No** in the **Include** column.



5. To add additional rows, use the **Add Additional Rows** section. In each of the columns for **DataType**, **CPT**, **FinClass**, and **Location**, double-click the blue input cell to select from a validated list of entries for that column.



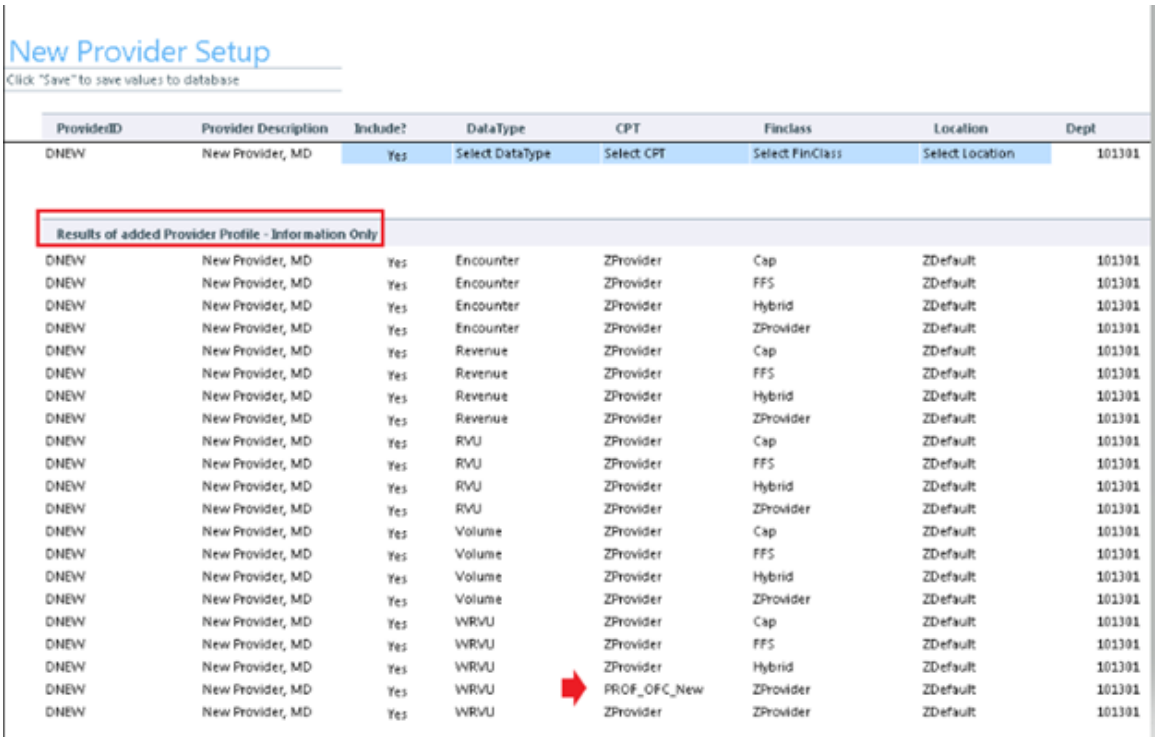
6. After updating the new provider's profile for all desired rows, in the **Main** ribbon tab, click **Save**.



The system posts the values to the Act_Prov_20XX table, and uses the database field NYBKHA as the value to post to so no changes to actual imported data are affected.

7. Refresh the utility again to see the final results of the new provider's profile that will be used in the plan file.

   To view log of the activity history, view the **Results of added Provider Profile-Information Only** section. For example, in a previous step, we added one additional record, as shown in the example below.



8. Launch the plan file, and navigate to the **Provider** tab.

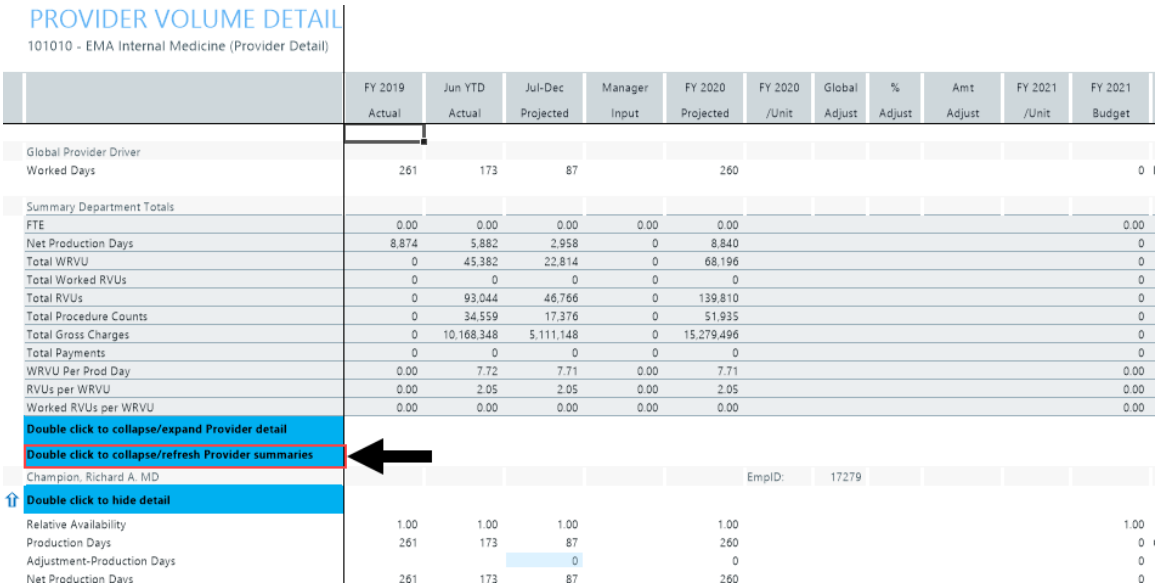
   TIP: You can also use the GoTo navigation and note that the new provider will display there as well. Selecting from this location will navigate directly to the new provider.

9. To immediately add the new provider to the budget plan file, open the budget workbook, and navigate to the ProviderDetail tab.

   NOTE: The system will also automatically add any new providers to the budget plan files overnight during processing.

10. Double-click the **Double click to collapse/refresh Provider summaries** cell to refresh the page.

    NOTE: This action first collapses the existing list of provider details. Complete the next step to refresh the list of providers.



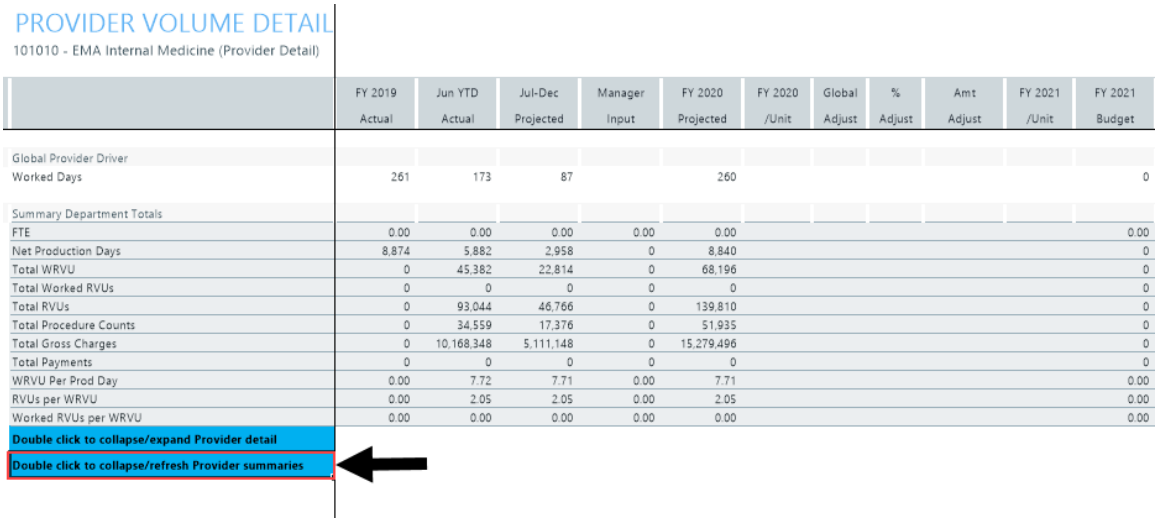
PROVIDER VOLUME DETAIL

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						EmplD:	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

11. Again, double-click the **Double click to collapse/refresh Provider summaries** cell to refresh the list of providers.

> **NOTE:** The providers will display in the collapsed mode.



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
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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											

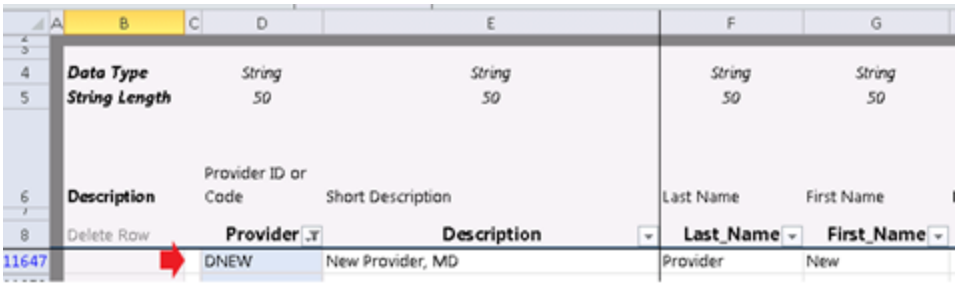
12. After making any changes, click **Save**.

Adding a summary provider

To add a summary provider:

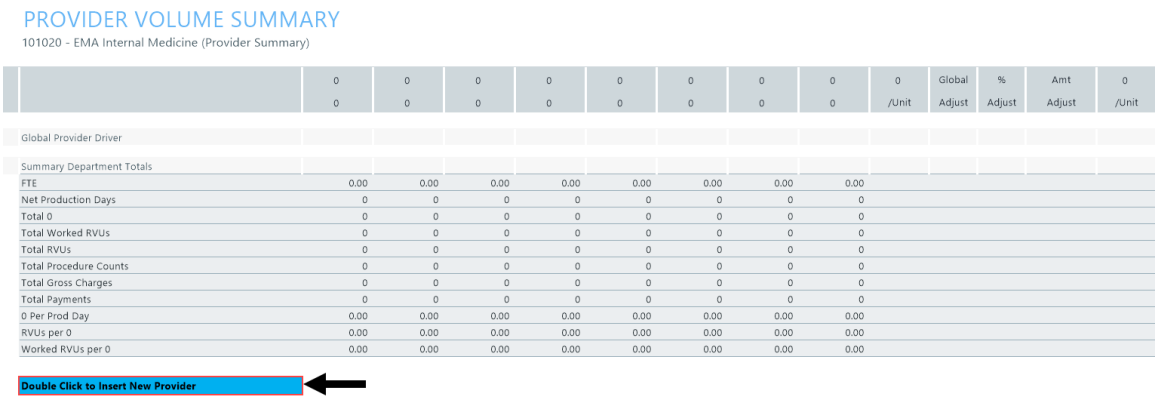
1. Add the new provider in the PROVIDER dimension.

NOTE: They must exist as a valid provider with all required columns completed.



	A	B	C	D	E	F	G
4		*Data Type*		*String*	*String*	*String*	*String*
5		*String Length*		*50*	*50*	*50*	*50*
6		Description		Provider ID or Code	Short Description	Last Name	First Name
8		Delete Row		Provider	Description	Last_Name	First_Name
11647				DNEW	New Provider, MD	Provider	New

2. Open the budget workbook, and navigate to the **ProviderSummary** tab.
3. Double-click the **Double Click to Insert New Provider** cell.



4. In the **Calc Method Variables** dialog, do the following for each provider to add, and click **OK**:
   a. In the **Select Provider** field, type the provider name, or click **Choose Value** to select a provider from the list.
   b. In the **Select Dept** field, type a department number, or click **Choose Value** to select a department from the list.
5. Enter values in the appropriate rows for each provider.
6. After making your changes, click **Save**.

Configuring dimensions for Providers

Make changes to the following dimension tables to implement the Provider Module:

DEPT

Use the following table to make provider-specific changes to the DEPT dimension table:

Column	Valid Codes
TplOptions	To use the Physician template for any department, type the MasterProvider code.
KHACMDimGrp	Type the PhyStdLine code.
ProviderType	Select Provider Detail or Provider Summary.

ACCT

Use the following table to make provider-specific changes to the ACCT dimension table:

Column	Valid Codes
PhyStdLine	Duplicate the KHAStdLine, and adjust Salaries, Statistics, and Revenue accounts using the following New Std Planning Methods: **Stat_Rev Methodologies** • ProviderComp - Pulls information from ProviderComp sheet. • ProviderRev - Summarizes gross charges from Provider sheet. • Provider Stat - Summarizes statistics from Provider sheet. **Expense Methodologies** • ProviderComp – Summarizes salaries from ProviderComp sheet. • ProviderCompFICA – Summarizes FICA from ProviderComp sheet. • ProviderCompHours – Summarizes hours from ProviderComp sheet. • ProviderCompOther – Summarizes other expenses from ProviderComp sheet. • ProviderLaborComp – Summarizes salaries from Labor and ProviderComp sheet. • ProviderLaborFICA – Summarizes FICA from Labor and ProviderComp sheet. • ProviderLaborHours – Summarizes hours from Labor and ProviderComp sheet.
KHASum	Additional codes are available for the following: • Physicians and Midlevel Providers • SalariesPhy • SalariesMid • BenefitsPhy • BenefitsMid • PaidHoursPhy • PaidHoursMid

JOBCODE

Use the following table to make provider-specific changes to the JOBCODE dimension table:

Column	Valid Codes
KHAInt	Used to identify which tab an account should be interfaced to during the budget plan file create process. Valid entries include the following: • To assign to all statistics, revenue, and deduction accounts that will be budgeted in the budget plan files, type **Stat_Rev**. • To assign to all expense and hours accounts that will be budgeted in the budget plan files, type **Expense**. • To exclude an account from all budget plan files, type **NA**.

PAYTYPE

Use the following table to make provider-specific changes to the PAYTYPE dimension table:

Column	Valid Codes
Provider	Group the PayTypes according to the standard rules we use in the other Labor-type columns. You need to define the PayTypes on the Configuration sheet in Global Assumptions using a BudgetGroup defined for your Physician Group. You only need to assign a PayType to Regular and the first non-productive row.
PhyStdLine	Identify the method to use by typing any of the following codes: • **JobCode Block** • **Input_Monthly** • **NA**

PROVIDER

The PROVIDER dimension table contains all of the providers 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
Provider	The Provider ID used in Axiom Budgeting and Performance Reporting. Must be an alpha code, so a D is prefixed during the import process.
Description	Identifies the provider description to use for budgeting and reporting.
Last_Name	The last name of the provider.

Column	Description
First_Name	The first name of the provider.
Middle_Name	The middle name of the provider.
NPI	The National Provider ID assigned to the provider.
Zip	The zip code where the provider resides.
Entity	The entity assigned from the ENTITY table.
Type	Reporting Use – Used to define the provider type such as MD, NP, PA, and so on.
HomeDeptNo	Used to define the provider's home department number.
Specialty	Reporting Use – Used to define the type of specialty.
EmpID	The employee ID used to match billing data to payroll.
KHABgtCode	Used to consolidate physicians where desired (such as all terminated providers that you might not want to budget individually). The default is to use the ProviderID from column A.
VolSum	Used to identify physicians that work in more than one department, yet paid in one, and their compensation package is based on TOTAL VOLUME for all areas worked. Options include Yes or No. There is the sheet in the Provider driver file that summarizes individual department volumes by Provider if VolSum=Yes.
GLRevAcct	The GL revenue account to transfer provider revenue to the Stat_Rev sheet. This can also be defined by FinClass or, if FinClass or CPT are used, default to 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. Do not leave blanks.
GLVisAcct	The GL statistic account to transfer visits to the Stat_Rev sheet. For non-visit codes, leave the default at 0 (zero). Do not leave blanks.
GLWRVUAcct	The GL statistic account to transfer provider WRVU to the Stat_Rev sheet. For codes without a WRVU, leave the default at 0 (zero). Do not leave blanks.
GLRVUAcct	The GL statistic account to post provider RVUs to the Stat_Rev sheet. For codes without an RVU, leave the default at 0 (zero). Do not leave blanks.
GLProAcct	The GL statistic account to post provider procedures to the Stat_Rev sheet. For codes without a procedure, leave the default at 0 (zero). Do not leave blanks.

Column	Description
GLExpAcct	The GL statistic account to post provider expenses to the Expense sheet. For codes without a procedure, leave the default at 0 (zero). Do not leave blanks.
RFProvider	Same as Provider ID.
BudgetGroup	Used for filtering Providers in the Provider List driver file.
CostProvider	The Provider to use for costing purposes when using the Provider RVU method. This allows providers to be grouped into a generic group for costing purposes.
MedicalGroup	The primary Medical Group the provider is associated with for grouping and reporting purposes.
Active	Used to determine if the provider is active. Valid entries include the following: • **Yes** • **No**
City	The city where the provider resides.
State	The state where the provider resides.
Secondary Specialty	The secondary specialty offered by the provider.

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: • 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, he 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, he 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, he default should be **0** (zero). Do not leave blanks.
GLRVUAcct	The GL Statistic Account to transfer Provider RVUs to the Stat_Rev sheet. For codes without an RVU, he default should be **0** (zero). Do not leave blanks.
GLProAcct	The GL Statistic Account to transfer Provider Procedures to the Stat_Rev sheet. For codes without a procedure, he default should be **0** (zero). Do not leave blanks.
KeyStat	Used via utility to summarize CPT volume and post to the financial data tables. Valid options are **Yes** or **No**. 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**.
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**.
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**.
RCPT	
KHABgtCodeSum	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. **NOTE:** Use only one value in this column since all CPT codes will summarize to one row in the plan file.
GKHABgtCode	

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: • **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: • **Driver** • **Statistic** • **Financial**

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.

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, so an L is prefixed during the import process. 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.

Column	Description
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	Used to identify which tab an account should be interfaced to during the budget plan file create process. Valid entries include the following: • To assign to all statistics, revenue, and deduction accounts that will be budgeted in the budget plan files, type **Stat_Rev**. • To assign to all expense and hours accounts that will be budgeted in the budget plan files, type **Expense**. • To exclude an account from all budget plan files, type **NA**.
GLRevAcct	The GL revenue account to transfer provider revenue to the Stat_Rev sheet. This can also be defined by FinClass or, if FinClass or CPT are used, default to **0** (zero). Do not leave blanks.
GLEncAcct	GL Statistic Account to Transfer Encounters to the Stat_Rev sheet. For non-Encounter codes, leave the default at **0** (zero). Do not leave blanks.
GLVisAcct	The GL statistic account to transfer visits to the Stat_Rev sheet. For non-visit codes, leave the default at **0** (zero). Do not leave blanks.
GLWRVUAcct	The GL statistic account to transfer provider WRVU to the Stat_Rev sheet. For codes without a WRVU, leave the default at **0** (zero). Do not leave blanks.
GLRVUAcct	The GL statistic account to post provider RVUs to the Stat_Rev sheet. For codes without an RVU, leave the default at **0** (zero). Do not leave blanks.
GLProAcct	The GL statistic account to post provider procedures to the Stat_Rev sheet. For codes without a procedure, leave the default at **0** (zero). Do not leave blanks.
GLAllAcct	The GL Allowance Account to transfer Provider Allowances to the Stat_Rev sheet.
RFLocation	Not used at this time.

FINCLASS

The FINCLASS dimension contains all of the financial classes 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
FinClass	The FINCLASS used in Axiom Budgeting and Performance Reporting. This must be an alpha code so that an F is prefixed during the import process.
Description	The FINCLASS description to use 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 Account column. The default value is **0** (zero).
KHAInt	Used to identify which tab an account should be interfaced to during the budget plan file create process. Valid entries include the following: • To assign to all statistics, revenue, and deduction accounts that will be budgeted in the budget plan files, type **Stat_Rev**. • To assign to all expense and hours accounts that will be budgeted in the budget plan files, type **Expense**. • To exclude an account from all budget plan files, type **NA**.
GLRevAcct	The GL revenue account to transfer provider revenue to the Stat_Rev sheet. This can also be defined by FinClass or, if FinClass or CPT are used, default to **0** (zero). Do not leave blanks.
GLEncAcct	GL Statistic Account to Transfer Encounters to the Stat_Rev sheet. For non-Encounter codes, leave the default at **0** (zero). Do not leave blanks.
GLVisAcct	The GL statistic account to transfer visits to the Stat_Rev sheet. For non-visit codes, leave the default at **0** (zero). Do not leave blanks.
GLWRVUAcct	The GL statistic account to transfer provider WRVU to the Stat_Rev sheet. For codes without a WRVU, leave the default at 0 (zero). Do not leave blanks.
GLRVUAcct	The GL statistic account to post provider RVUs to the Stat_Rev sheet. For codes without an RVU, leave the default at **0** (zero). Do not leave blanks.
GLProAcct	The GL statistic account to post provider procedures to the Stat_Rev sheet. For codes without a procedure, leave the default at **0** (zero). Do not leave blanks.
GLAllAcct	The GL Allowance Account to transfer Provider Allowances to the Stat_Rev sheet.
RFFinClass	The financial Class for Axiom Rolling Forecast.
GLPayAcct	The GL Payment Account to transfer Provider Allowances to the Stat_Rev sheet.

Configuring threshold parameters to limit Provider data

Use this option to limit the Providers to include in the plan file by defining and configuring Volume and Revenue threshold criteria.

There are two threshold criteria to configure: Volume and Revenue. You define the Volume criteria by selecting a Statistics Datatype in the DATATYPE dimension table. For Revenue, you simply enter the revenue amount the Provider must meet.

The following are the main tasks for setting up the Provider threshold criteria:

- Identify the Statistic Datatype to use as the Volume driver for the criteria in the DATATYPE dimension table.
- Select the Statistic Datatype in the Provider Configuration driver.
- Enter the parameters for the Statistic Datatype and the Revenue amount that the Provider must meet to be included in the plan file. Additionally, populate the Volume threshold (next to the Revenue threshold).

IMPORTANT: If Providers do not meet both criteria, they will not be included in the plan file.

To configure threshold parameters to limit Provider data:

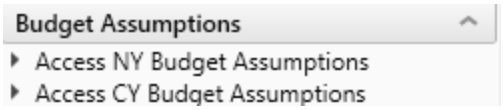
1. Open the Dimension Maintenance Utility to edit the DATATYPE dimension.
2. In the **KHAInt** column, type **Driver** for any one of the Statistic Datatypes to use to test which Providers to include in the plan file.

   NOTE: You can only identify one Statistic Datatype as a driver.

   In the following example, the user identifies worked RVU (WRVU) as the Statistics Datatype. The client could also have used Research, RVU, Shadow, Visit, or Volume. All of these are identified with Statistic in the KHAInt column.

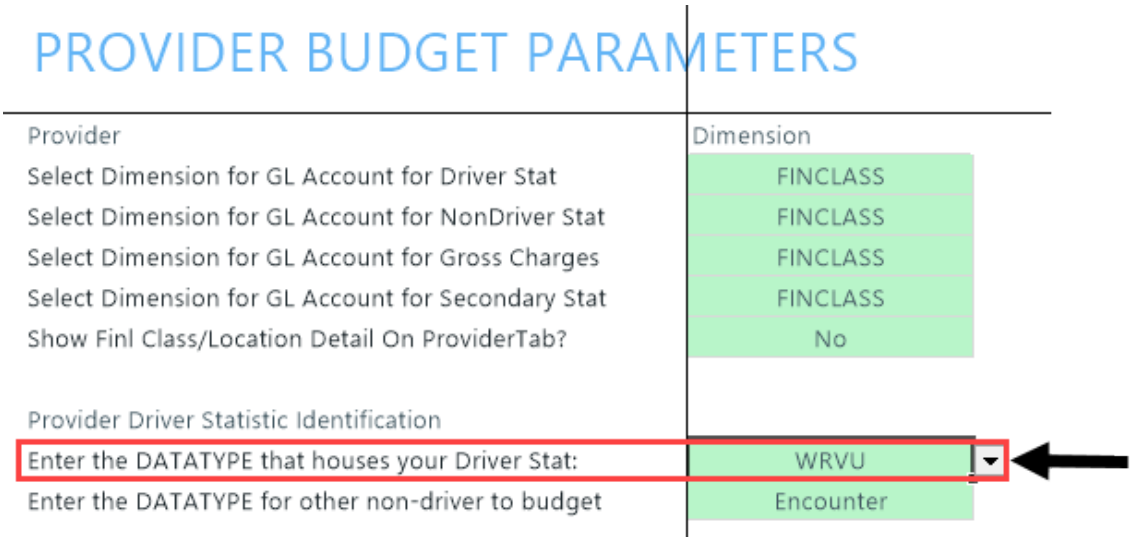
Data Type	String	String	String	String
String Length	25	100	25	25
Description	Data Type	Description		
Delete Row	DATATYPE	Description	BudgetType	KHAInt
	OPRev	OPRev	NA	NA
	OPStat	OPStat	NA	NA
	OPVol	OPVol	NA	NA
	Payment	Payment	Payment	NA
	Price	Price	NA	NA
	Research	Research RVU	CRVU	Statistic
	Revenue	Revenue	Revenue	Financial
	RVU	RVU	RVU	Statistic
	Shadow	Shadow RVU	CRVU	Statistic
	Statistics	Statistics	NA	NA
	Visit	Visit	Visit	Statistic
	Volume	Volume	Volume	Statistic
→	WRVU	WRVU	WRVU	Driver

3. 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**.



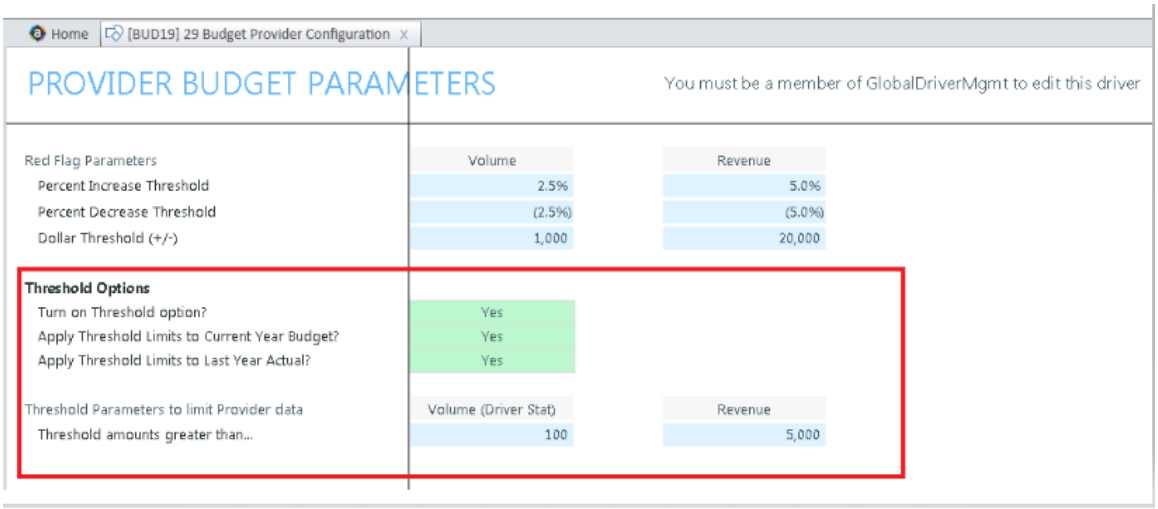
4. Double-click **Budget Provider Configuration**.
5. In the **Provider Driver Statistic Identification** section, from the **Enter the DATATYPE that houses your Driver Stat** drop-down, select the Statistics Datatype you identified as the driver in the DATATYPE dimension table.

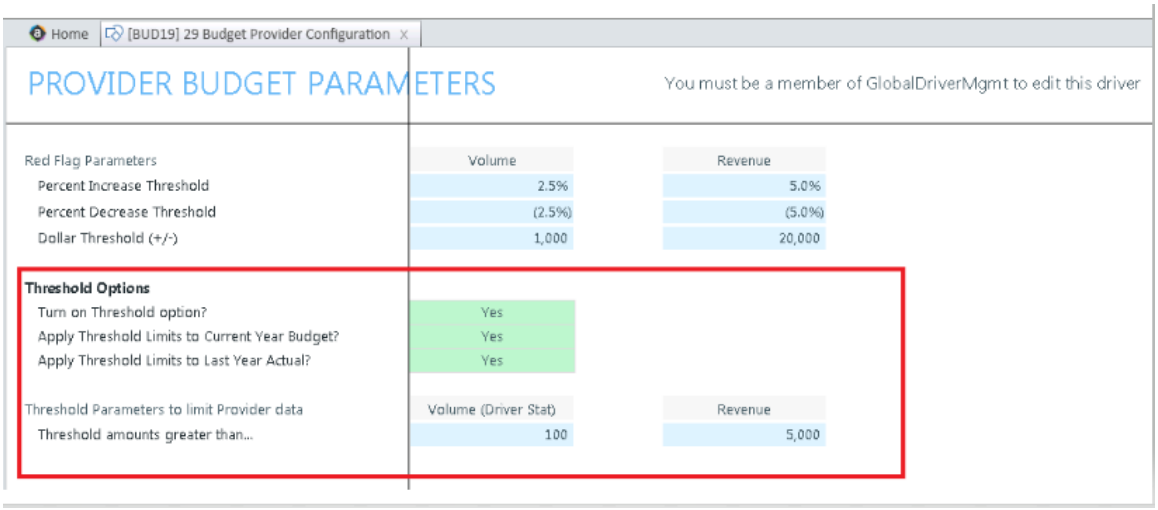
   In the following example, the user selects WRVU.



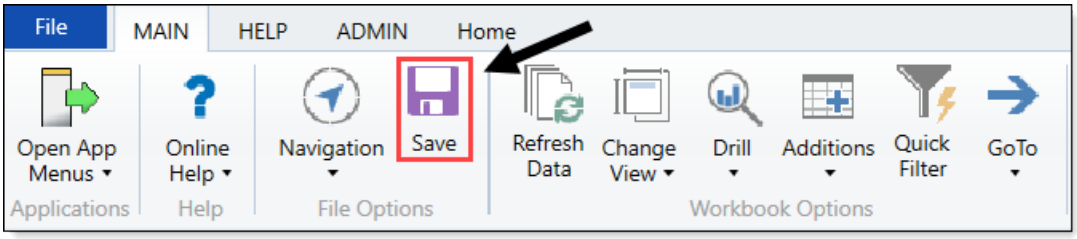
6. Navigate to the **Threshold Options** section at the bottom of the sheet, and complete the following options:

Option	Description
Turn on Threshold Option?	Use this option to activate the threshold option and related AQs. By default, the option is set to **No** so that your provider plan files will process as usual.

Option	Description
Apply Threshold Limits to Current Year Budget?	Use this option to determine whether to use the values in the current budget (For example, CYB for Bud_Prov_20XX) to evaluate the threshold values. You may set this to **No** in cases where you have no budget in this table, but you have actuals in either/ both of the Act_Prov_20XX tables for prior year and YTD current year. In the following example where the criteria is set to Volume of 100 and Revenue of $5,000, the system would exclude providers with zero values in Bud_Prov_20XX because zero is not greater than either of the criteria settings.  **NOTE:** By default, this option is set to **No** so that all of the providers are included in your plan files.
Apply Threshold Limits to Last Year Actual?	Use this option to determine whether to use the values in the prior year actual (For example, LYA for Act_Prov_20XX) to evaluate the threshold values. You may set this to **No** in cases where you have no actual prior year data in this table, but you have actuals in either/both of the Act_Prov_20XX for the current year and Bud_Prov_20XX tables.

Option	Description
Threshold Parameters to limit Provider data	Do the following: a. In the **Volume (Driver Stat)** cell, type the parameter the Provider must meet based on the driver you selected in step 5. b. In the **Revenue** cell, type the revenue amount the Provider must meet. In the following example continued from above, a Provider must have more than 100 WRVUs and must have a revenue of more than $5,000 to be included in the plan file. If the Provider has 100 or less WRVUs or $5,000 or less in revenue, the system excludes the Provider from the plan file.  **NOTE:** The Provider must meet both criteria to be included in the plan file. Provider data must be *greater than* the values to be included.

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

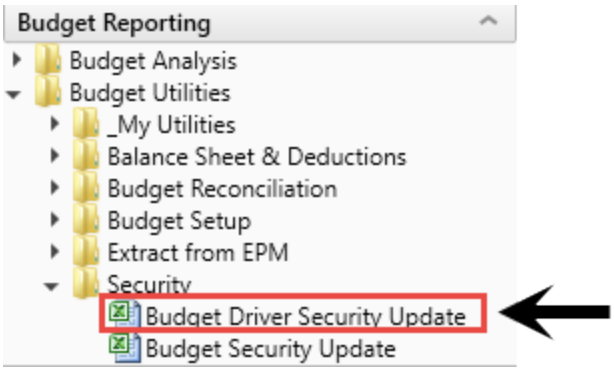


Setting up filtered Budget driver security

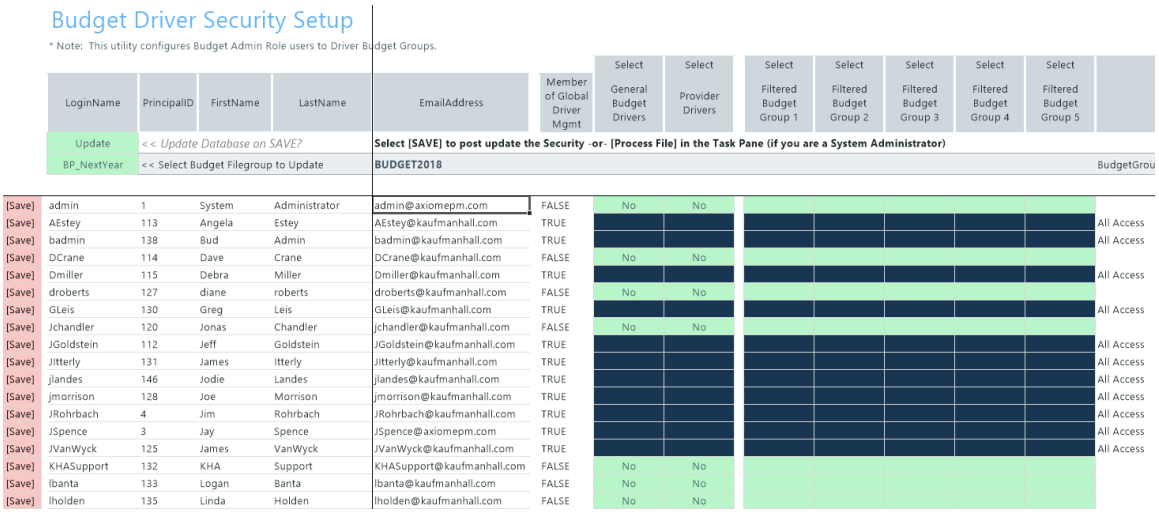
NOTE: To grant write access to the driver tables, you must assign the General Budget drivers or the Provider drivers to each Budget Admin user. If you want a Budget Admin user to manage the driver only for a specific budget group, do not assign the GlobalDriverMgmt role to that user.

To set up filtered Budget driver security:

1. In the Bud Admin task pane, in the **Budget Reporting** section, click **Budget Utilities > Security**, and double-click **Budget Driver Security Update**.



2. In the **Budget Driver Security Setup** utility, for each Budget Admin user, do the following:

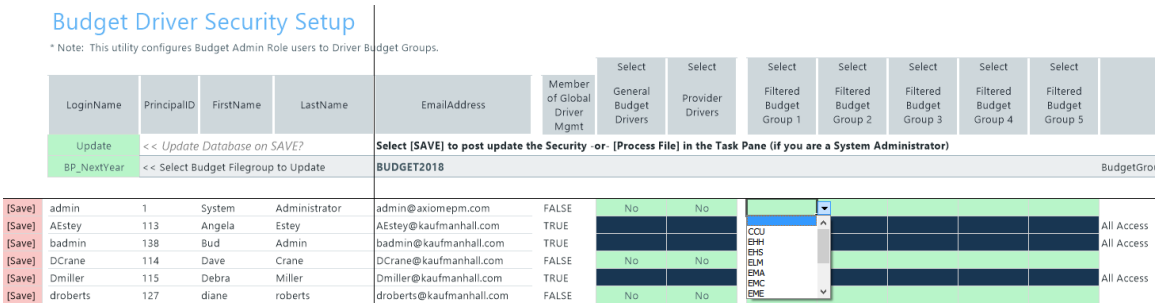


NOTE: The users assigned with the Budget Admin role query into the utility when you open it. If TRUE displays in the **Member of Global Driver Mgmt** cell, then you do not need to make any changes; that user already has full access by virtue of the assigned role.

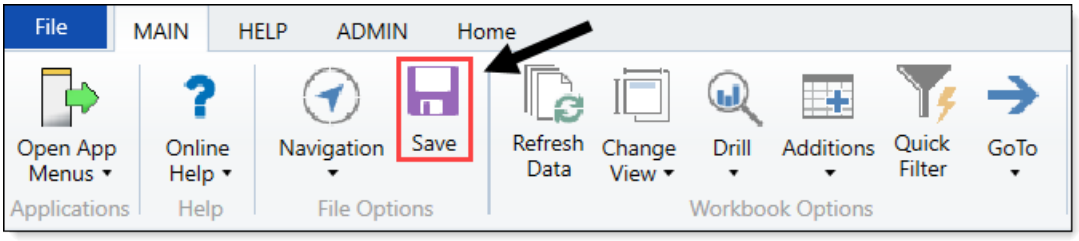
- To enable access to the General Budget drivers, in the **General Budget Drivers** drop-down, select **Yes**.
- To enable access to the Provider Budget drivers, in the **Provider Drivers** drop-down, select

Yes.

3. To restrict the budget groups a user can view and edit, in each **Filtered Budget Group** drop-down, select the group:



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



Configuring Budget Simple Provider Assumptions

Budget Simple Provider Assumptions include the following drivers:

Driver	Description
Budget Provider Simple Config	The primary configuration driver for the Provider Light edition.
Budget Provider Simple Dept Config Basic	An alternate driver that provides more of a single-line spreadsheet style input for the same data that loads in the Budget Provider Simple Dept driver file.
Budget Provider Simple Dept Config driver	The primary driver that controls all of the inputs used in the Provider tab of the plan file. This driver is both provider and department specific.
Budget Provider Simple Dept Rate	Use as an override to the default Gross Charge revenue rate calculation.

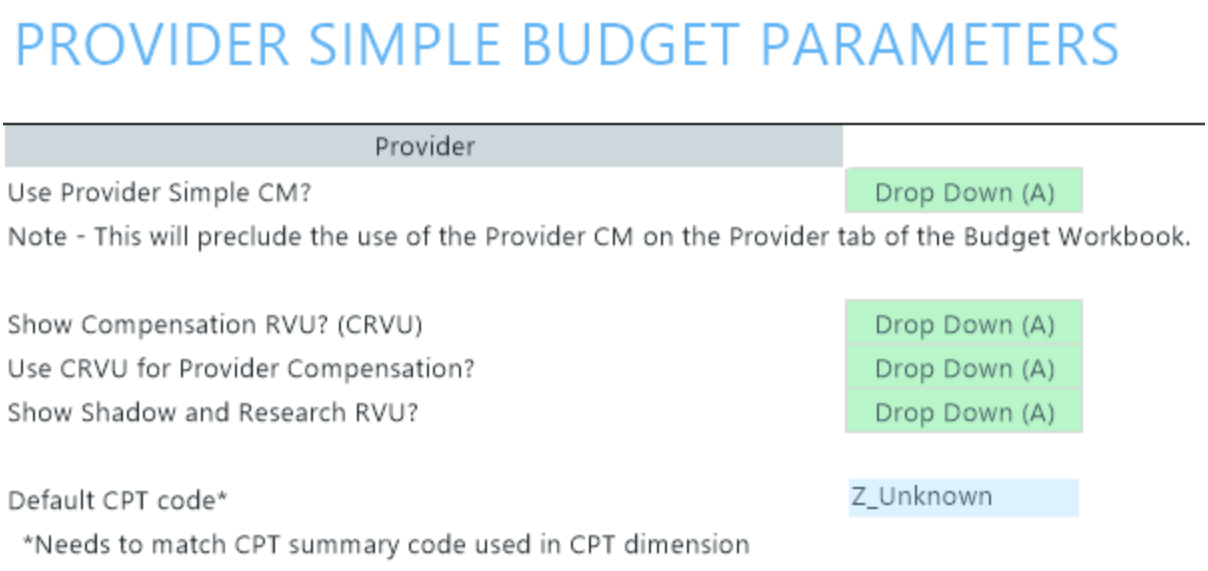
Driver	Description
Budget Provider Simple Config	The primary configuration driver for the Provider Light edition.
Budget Provider Simple Dept Config Basic	An alternate driver that provides more of a single-line spreadsheet style input for the same data that loads in the Budget Provider Simple Dept driver file.
Budget Provider Simple Dept Config driver	The primary driver that controls all of the inputs used in the Provider tab of the plan file. This driver is both provider and department specific.
Budget Provider Simple Dept Rate	Use as an override to the default Gross Charge revenue rate calculation.

Budget Provider Simple Config

Overview

This is the primary configuration driver to use for the Provider Simple edition.

NOTE: There are no configurable exceptions.



Settings

Open the driver, and complete the following settings:

Option	Description
Use Provider Simple CM?	From the drop-down, do the following: • To use this driver for all provider plan files with MasterProvider as the template option, select **Yes**. **NOTE:** There are no configurable exceptions. • To use the existing standard provider calculation method, select **No**.
Show Compensation RVU? (CRVU)	Select an alternate Compensation RVU (CRVU). For example, you can use this option if the WRVU and the CRVU are not the same value and the provider compensation is based on the CRVU value instead. This would also need to be an imported value in your database.
Use CRVU for Provider Compensation?	From the drop-down, select one of the following: • To use the CRVU as the statistic that the ProviderComp tab will use for compensation calculations, select **Yes**. • To use the driver stat that is configured for ProviderComp calculations (for example, WRVUs, Visits, etc.), click **No**.
Show Shadow and Research RVU?	**IMPORTANT:** Using these datatypes requires special circumstances. Please contact Syntellis Support for additional details. From the drop-down, select one of the following: • To allow additional rows to display under the CRVU section in the plan file and allow for additional values to add to the total CRVU value, select **Yes**. • To not allow additional rows to display under the CRVU section in the plan file and allow for additional values to add to the total CRVU value, select **No**.
Default CPT code	Type the name used in the CPT dimension as the summary CPT code. This allows the system to use a configured CPT. **NOTE:** This must match the CPT summary code used in the CPT dimension table.

Budget Provider Simple Dept Config Basic

Overview

This is an alternate driver that provides more of a single-line spreadsheet style input for the same data that loads in the Budget Provider Simple Dept Config driver . We recommend that you use this driver as the standard input method.

Provider Dept Config

	Provider	ProviderID	Type	Dept Desc	Dept	Source	Conversion Ratio	L2A	LYA	CYB	YTD	CY Projection	Total CYP	CYPMetric
Save	Champion Richard A MD	D10528	AdjDays	EMA Internal Medicine (Provider Deta	101010	New	0.00	0.00	0.00	0.00	0.00	0	0	0.00
Save	Champion Richard A MD	D10528	CRVU	EMA Internal Medicine (Provider Deta	101010	New	0.00	0.00	0.00	0.00	0.00	0	0	0.00
Save	Champion Richard A MD	D10528	FTEAcademi	EMA Internal Medicine (Provider Deta	101010	New	0.00	0.00	0.00	0.00	0.00	0	0	0.00
Save	Champion Richard A MD	D10528	FTEAdmin	EMA Internal Medicine (Provider Deta	101010	New	0.00	0.00	0.00	0.00	0.00	0	0	0.00
Save	Champion Richard A MD	D10528	FTEClinical	EMA Internal Medicine (Provider Deta	101010	Previous Input	0.00	0.25	0.25	0.25	0.25	0	0	0.00
Save	Champion Richard A MD	D10528	Research	EMA Internal Medicine (Provider Deta	101010	New	0.00	0.00	0.00	0.00	0.00	0	0	0.00
Save	Champion Richard A MD	D10528	Shadow	EMA Internal Medicine (Provider Deta	101010	New	0.00	0.00	0.00	0.00	0.00	0	0	0.00
Save	Champion Richard A MD	D10528	WRVU	EMA Internal Medicine (Provider Deta	101010	Previous Input	0.00	0.00	0.00	0.00	0.00	0	1,241	0.00
Save	Boutwell Robert MD	D1136	AdjDays	EMA Internal Medicine (Provider Deta	101010	New	0.00	0.00	0.00	0.00	0.00	0	0	0.00
Save	Boutwell Robert MD	D1136	CRVU	EMA Internal Medicine (Provider Deta	101010	New	0.00	0.00	0.00	0.00	0.00	0	0	0.00
Save	Boutwell Robert MD	D1136	FTEAcademi	EMA Internal Medicine (Provider Deta	101010	New	0.00	0.00	0.00	0.00	0.00	0	0	0.00
Save	Boutwell Robert MD	D1136	FTEAdmin	EMA Internal Medicine (Provider Deta	101010	New	0.00	0.00	0.00	0.00	0.00	0	0	0.00
Save	Boutwell Robert MD	D1136	FTEClinical	EMA Internal Medicine (Provider Deta	101010	New	0.00	0.00	0.00	0.00	0.00	0	0	0.00
Save	Boutwell Robert MD	D1136	Research	EMA Internal Medicine (Provider Deta	101010	New	0.00	0.00	0.00	0.00	0.00	0	0	0.00
Save	Boutwell Robert MD	D1136	Shadow	EMA Internal Medicine (Provider Deta	101010	New	0.00	0.00	0.00	0.00	0.00	0	0	0.00
Save	Boutwell Robert MD	D1136	WRVU	EMA Internal Medicine (Provider Deta	101010	New	0.00	0.00	0.00	0.00	0.00	0	0	0.00
Save	O'Donnell Brian D PA	D1192	AdjDays	EMA Internal Medicine (Provider Deta	101010	New	0.00	0.00	0.00	0.00	0.00	0	0	0.00
Save	O'Donnell Brian D PA	D1192	CRVU	EMA Internal Medicine (Provider Deta	101010	New	0.00	0.00	0.00	0.00	0.00	0	0	0.00

Settings

Open the driver, and complete the settings.

Budget Provider Simple Dept Config driver

This is the primary driver that controls all of the inputs used in the Provider tab of the plan file. This driver is both provider and department specific. This tab uses both the department and the provider as the lookup values. For a description for each column, see Budget Provider Simple Dept Config Basic .

Provider Dept Config

Dept	ProviderID	Type	Dept Desc	Provider	Source	Conversion Ratio	L2A	LYA	CYB	YTD	CY Projection
	D5584	Aaronson, Michael									
0	D5584	Default	Aaronson, Michael								
0	D5584	FTEClinical			New		0.00	0.00	0.00	0.00	
0	D5584	FTEAcademic					0.00	0.00	0.00	0.00	
0	D5584	FTEAdmin					0.00	0.00	0.00	0.00	
0	D5584	WRVU									
0	D5584	CRVU				0.00					
0	D5584	Shadow									
0	D5584	Research									
0	D5584	AdjDays									0

Settings in this driver include:

NOTE: The criteria used to create the provider block is simply any department and provider combination that contains history in the current year actual Provider table.

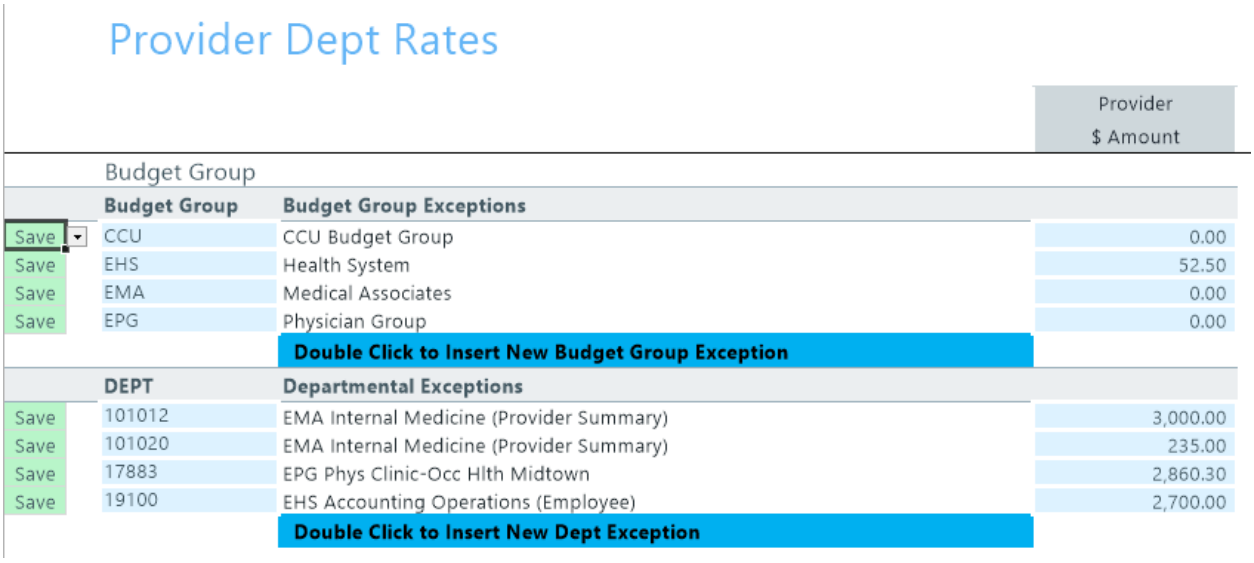
Option	Description
FTEClinical	Type the value of the FTE to use in the Provider and ProviderComp tabs in the plan file. The FTE you specify here overrides actual payroll FTEs. This allows administrators to lock the FTE value when setting volume targets. This function also overcomes data issues with payroll hours. **NOTE:** The value you enter here will be the FTE value used in the ProviderComp and Provider tabs.
FTEAcademic	Type the FTE used to track the provider FTE into common functional categories of clinical, academic, and admin. **NOTE:** The FTE you enter here does not affect the plan file FTE. Only the FTEClinical row affects the plan file, but all three of the FTE rows save to the driver table for reporting.
FTEAdmin	Type the FTE to use to track the provider FTE into common functional categories of clinical, academic, and admin. **NOTE:** The FTE you enter here does not affect the plan file FTE. Only the FTEClinical row affects the plan file, but all three of the FTE rows save to the driver table for reporting.
WRVU	Type the WRVU value for this department provider. This gives the administrator total control over the value of the current year projection and next year budget as well as the spread of the WRVUs for each month of the budget.
CRVU	Type an adjustment to the per unit ratio to apply to CRVU if historical relationship is not desired. CRVU is designed in the Provide LE calculation method to be a per unit relationship the driver stat (for example, WRVU) so CRVU will not be entered from this location.
Shadow	Type the Shadow WRVU value for this department provider. This gives the administrator total control over the value of the current year projection and next year budget as well as the spread of the Shadow WRVU for each month of the budget.
Research	Type the Research WRVU value for this department provider. This gives the administrator total control over the value of the current year projection and next year budget as well as the spread of the Research WRVU for each month of the budget.
AdjDays	Type adjustments to the workdays for each department provider combination.

Budget Provider Simple Dept Rate

Overview

Use this driver as an override to the default Gross Charge revenue rate calculation.

NOTE: There are Budget Group and Department exceptions. For example, assume each provider within a plan file contains default revenue rates ranging from $175/unit to $182/unit. Now assume that you want to apply a standard budget rate of $180/unit for all the providers within a plan file. This is the tab where you would enter the standard revenue rate.



Provider Dept Rates

			Provider $ Amount
	Budget Group		
	Budget Group	**Budget Group Exceptions**	
Save	CCU	CCU Budget Group	0.00
Save	EHS	Health System	52.50
Save	EMA	Medical Associates	0.00
Save	EPG	Physician Group	0.00
		Double Click to Insert New Budget Group Exception	
	DEPT	**Departmental Exceptions**	
Save	101012	EMA Internal Medicine (Provider Summary)	3,000.00
Save	101020	EMA Internal Medicine (Provider Summary)	235.00
Save	17883	EPG Phys Clinic-Occ Hlth Midtown	2,860.30
Save	19100	EHS Accounting Operations (Employee)	2,700.00
		Double Click to Insert New Dept Exception	

Settings

Open the driver, and complete the settings.

Configuring Budget Provider assumptions

Budget Provider Assumptions include the following drivers:

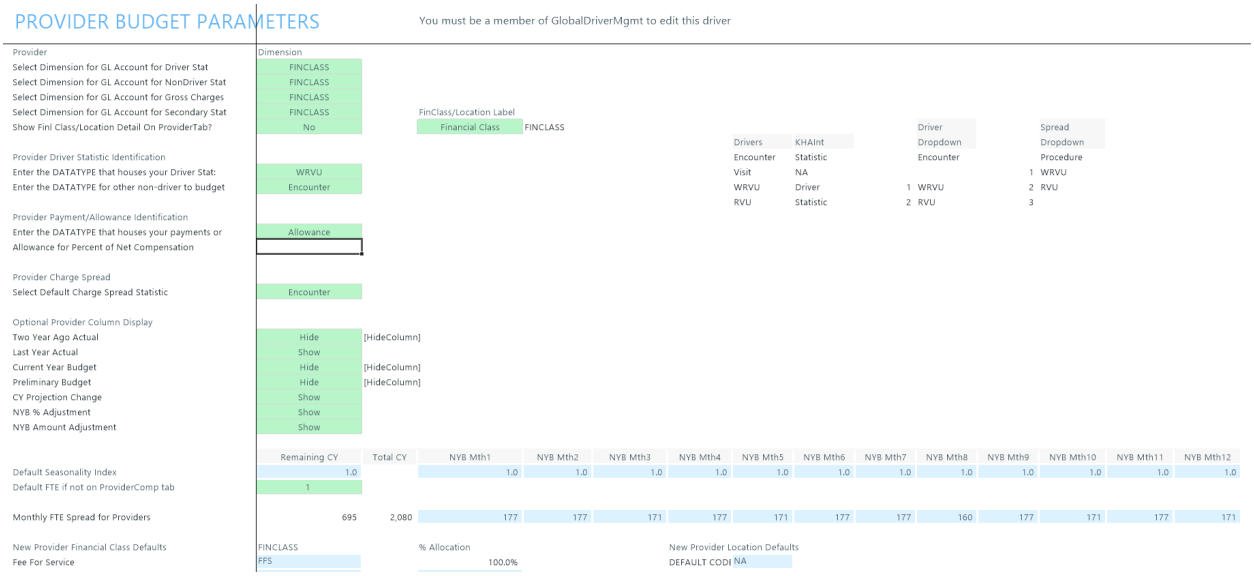
Driver	Description
Budget Provider Configuration	Sets the default parameters for the Provider components of the budget workbook.
Budget Provider	Drives provider statistics to the Provider tab in the plan files.

Driver	Description
Budget Provider Global Provider	Allows you to input provider compensation to push to the ProviderComp tab in the plan files.
Budget Provider GlobalVolChg	Provides a central location to budget volume by provider to push into the Provider tab in the plan files.
Budget Provider List	Stores the master list of all physicians whose compensation is calculated on the ProviderComp worksheet.
Budget Provider Vol	Allows you to identify and provide total volumes for a provider working in many departments, yet paid in a single department.

Budget Provider Configuration

Overview

Use this driver to set the default parameters for the Provider components of the Budget workbook.



Settings

Open the driver, and complete the following settings:

Provider

Option	Description
Provider	1. In the **Select Dimension for GL Account for *stat/charges*** cells, from the drop-down, select the dimension to assign. 2. In the **Show Finl Class / Location Detail On ProviderTab?** cell, do one of the following: • To display the Financial Class allocations sections in the Provider tab, from the drop-down, select **Yes**. • To hide the sections to make the Budget workbook easier to read for the manager or director, from the drop-down, select **No**. 3. In the **FinClass/Location Label** cell, select the label to display in the workbook.
Provider Driver Statistic Identification	1. To assign the primary statistic driver in the Providers tab, in the **Enter the DATATYPE that houses your Driver Stat** drop-down, select **Encounter**, **Visit**, **WRVU**, or **RVU**. **NOTE:** This option is used as the Volume criteria used to limit the Providers included in the plan file. To specify the Volume Providers must meet to be included in a plan file, see the Threshold Parameters to limit Provider data section. For more information, see Configuring threshold parameters to limit Provider data. 2. If you select WVRU or RVU in the previous cell, you can still budget for Encounter or Visit in the **Enter the DATATYPE that houses your other non-driver to budget** cell by doing following from the drop-down: • To budget for Encounter, select **Encounter** • To budget for Visit, select **Visit**. • To hide the additional rows of the Provider block where Encounter or Visit would display, select **None**.
Provider Payment/Allowance Identification	To compute Percent of Net or Percent of Collections Provider compensation, in the **Enter the DATATYPE that houses your payments or** cell, select one of the following: • **Allowance** • **Payment** • **Hide**

Option	Description
Provider Charge Spread	In the **Select Default Charge Spread Statistic** cell, select one of the following from the drop-down: • **Procedure** • **WRVU** • **RVU**
Option Provider Column Display	For each cell in this section, do the following: • To hide the specified column in the Provider worksheet, type **Hide**. • To show the specified column, type **Show**.
Default Seasonality Index	Used as the default for seasonality for Providers without a full 12-month history. For each cell in this row, the total of the 12 monthly values must sum to 12.
Default FTE if no on ProviderComp tab	This is used on the Provider tab as the default FTE for each Provider block when there is no Provider block found on the ProviderCompensation tab in the Budget workbooks. Do on e of the following: • Type **0** (zero). • Type **1**.
Monthly FTE Spread for Providers	For each month, type the spread amount to use as the default for the FTE divisor factors used in FTE calculations on the ProviderComp tab.
New Provider Financial Class Defaults	1. In the **FINCLASS** cell, do the following: • To assign the default Financial Classes to use in the Add New Provider 85 Lines Calc Method in the Provider worksheet, type the FINCLASS. • If you do not need a row and want to hide it in the worksheet, type **NotUsed**. 2. In the **%Allocation** cell, type the default payor mix. **NOTE:** This feature is limited to five default FinClass assignments. You cannot add additional rows to insert in global assumptions, but you can insert them into the calc method in the Budget workbook.

New Provider Default CPT Defaults

Option	Description
Encounters WRVU/RVU Procedure Volumes	In the assignment cells for **Encounters**, **WRVU/RVU**, **Procedure Volumes** , do the following: • To assign the default CPT category to use in the Add New Provider 85 Lines Calc Method in the Provider worksheet, type the CPT code. • If you do not need a row and want to hide it in the worksheet, type **NotUsed**.
FTE Provider CPT Account	Leave the default as Z_FTE to save the Provider FTE value from the Provider worksheet to the Provider database for reporting purposes.
Provider Comp - Contract Labor	Do the following: • In the cells in this area, type the **JobCodes**, **PayTypes**, and **Default Rate** to assign to use for Contract Providers on the ProviderComp worksheet. • If you do not need to use all three categories, type **NotUsed**.

ProviderComp

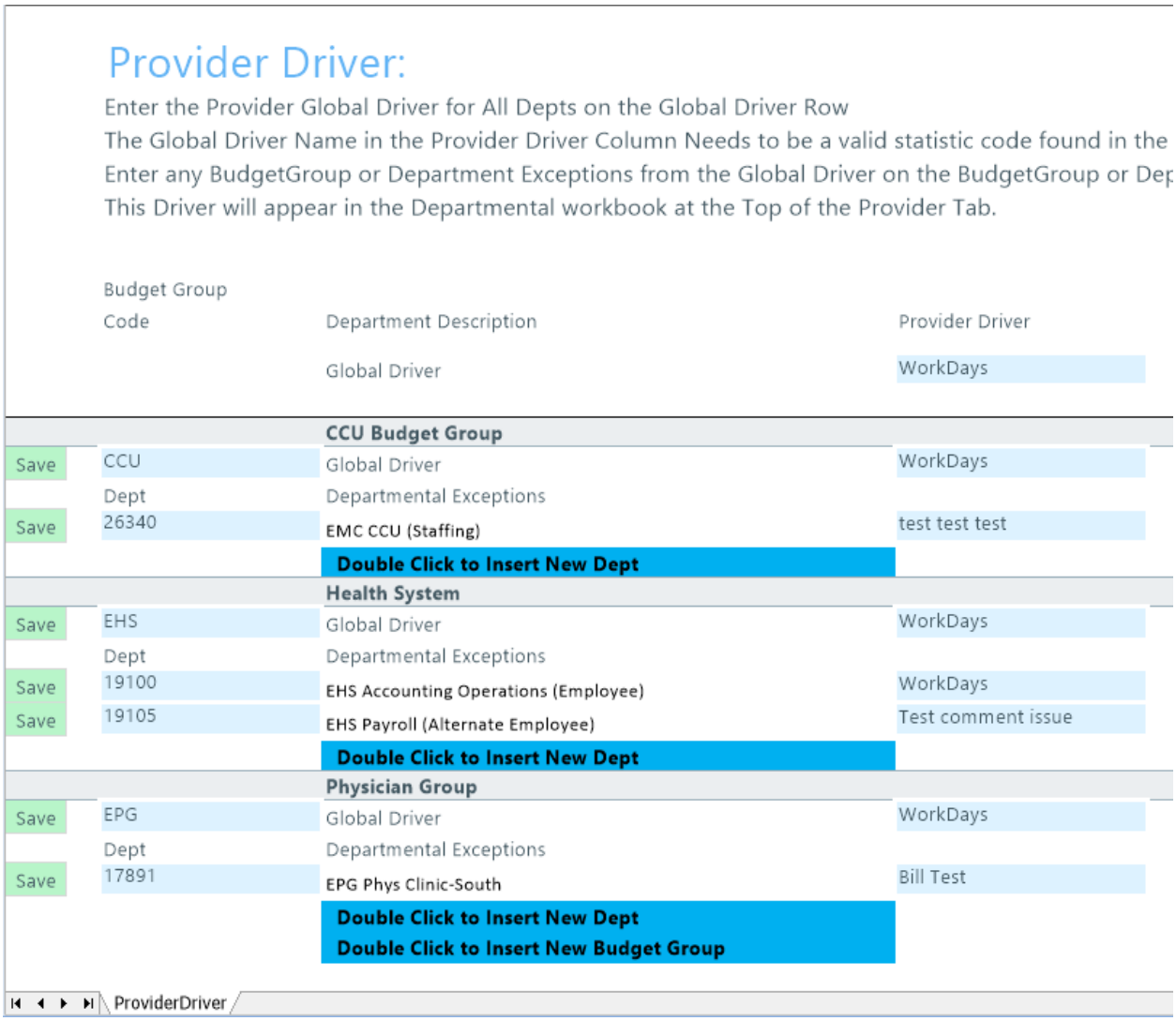
Option	Description
Compensation	Starting with **Show Compensation Calculations On Provider Comp?** through **CompAlt3Tier - Include & Compute Method?**, select whether to include (**Yes**) or exclude (**No**) the calc method.
Default Additional Compensation Pay Type	Select the Default Additional Compensation pay type.
Compensation Adjustment Budget from Projected	Enter the Compensation Adjustment Budget from Projected.
Red Flag Parameters	Do the following: 1. In the **Percent Increase Threshold** cell, type the percentage. 2. In the **Percent Decrease Threshold** cell, type the percentage. 3. In the **Dollar Threshold (+/-)** cell, type the amount.

Option	Description
Threshold Parameters to limit Provider data	This option checks to see if the Driver Stat Volume and Gross Charges meet a certain level before including a provider when creating a plan file. These checks can occur for CYA, CYB, and LYA (Provider_20XX tables). For both the Volume and Revenue threshold criteria, type the threshold parameters that Providers must exceed to be included in the plan file. For example, if the Volume threshold is 3 WRVUs and the Revenue is $10,000, the Providers must exceed these thresholds to be included in the plan file. **NOTE:** The Provider must meet both criteria to be included in the plan file. If no records exist for Driver Stat Volume (i.e., WRVU) or Gross Charges but a secondary stat record exists (i.e., Visits), the system will build a provider block.

Budget Provider

Overview

Use this driver to input provider statistics in the Provider tab in the plan files.



Settings

Open the driver, and complete the following settings:

Option	Description
Budget Group Code	Type the budget group code that will use the driver that displays in the **Provider Driver** cell in the same row. In the example above, the EMA department will use the Visits driver instead of the default WorkDays driver.
Dept	Type the department number that will use the driver that displays in the **Provider Driver** cell in the same row.
Provider Driver	Type the driver name to use as the default driver for all departments.

Budget Provider Global Provider

Overview

This driver allows you to input provider compensation to push to the ProviderComp tab in the plan files. To add a new provider, double-click **Double Click to Insert New Provider**.

Provider Data

	Provider Title3	Department	Description	Two Years Ago FY 2015	Last Year FY 2016	Current Budget FY 2017	YTD FY 2017	ProjCalc Mar-Jun	ProjTTL FY 2017	Budget FY 2018	Budget.P1 Jul-17	Budget.P2 Aug-17
	Provider	Department										
Save	d20729	0	Default_Rosenthal James P MD	0	0	0	0	0	0	0	0	0
			Double Click to Insert New Provider									
			CHECK TOTALS:	0	0	0	0	0	0	0	0	0

Settings

Open the driver, and complete the settings.

Budget Provider GlobalVolChg

Overview

Use this driver as a central location to adjust volume by provider that is pushed into the Provider tab in the plan files.

NOTE: Only edit this driver if you are using the full version of the Provider product.

Global WRVU Adjustments by Provider

Filtered for: WRVU

Purpose: Utility to Populate the GlobalVolChange tab in Global Assumptions based on YTD information
GlobalVolChg will apply any Unit or % Change to the respective Provider in the Budget
Select Refresh to populate. Enter changes and select Save to post to database.

Name	LYA YTD	CYA YTD	YTD Variance	LYA Total	CY Projection	Annual Variance	Preliminary NYB Total	Global Assumption Unit Change	Global Assumption % Change	Est. NYB Total	% Variance
Champion Richard A MD	1,724	2,349	36.21%	2,584	3,577	38.42%	3,770	25	2.0%	3,871	8.23%
Wang Katherine K MD	0	17	-100.00%	0	0	(100.00%)	0	32	3.0%	33	(100.00%)
Angel Andrew MD	0	4	-100.00%	0	0	(100.00%)	0	66	0.0%	66	(100.00%)
Blazar Philip MD	0	1	-100.00%	0	0	(100.00%)	0	0	0.0%	0	(100.00%)
Macaulay Kelly M MD	1,334	689	-48.38%	1,928	0	(100.00%)	0	0	0.0%	0	(100.00%)
Slavsky Tatiana MD	0	0	-100.00%	3	0	(100.00%)	0	0	0.0%	0	(100.00%)
Jankelson Julie M MD	0	0	-100.00%	2	0	(100.00%)	0	0	0.0%	0	(100.00%)
Quintin Maria L MD	1,371	4,145	202.29%	2,708	6,215	129.47%	6,388	0	0.0%	6,388	2.79%
Tremblay Laura D MD	1	9	914.29%	3	0	(100.00%)	0	0	0.0%	0	(100.00%)
Groszmann Yvette MD	931	0	-100.00%	1,039	0	(100.00%)	0	0	0.0%	0	(100.00%)
Faur Adriana V MD	0	0	-100.00%	1	0	(100.00%)	0	0	0.0%	0	(100.00%)
Osborne Dawn R	0	2	-100.00%	1	0	(100.00%)	0	0	0.0%	0	(100.00%)
Soybel David I MD	981	386	-60.69%	1,307	0	(100.00%)	0	0	0.0%	0	(100.00%)
Radden Nancy F MD	0	0	-100.00%	2	0	(100.00%)	0	0	0.0%	0	(100.00%)
Gorenburg Ida P MD	2	4	100.00%	3	0	(100.00%)	0	0	0.0%	0	(100.00%)
Minkina Nataly A MD	6	16	160.33%	8	0	(100.00%)	0	0	0.0%	0	(100.00%)
Niknejad Kathy G MD	536	855	59.34%	925	0	(100.00%)	0	0	0.0%	0	(100.00%)
Halpern Debra Lynn MD	0	79	-100.00%	0	0	(100.00%)	0	0	0.0%	0	(100.00%)
Atasoylu Ayse A MD	71	60	-15.12%	119	0	(100.00%)	0	0	0.0%	0	(100.00%)
Meenan David MDO	2,435	2,934	20.46%	4,079	4,741	16.23%	4,900	0	0.0%	4,900	3.36%

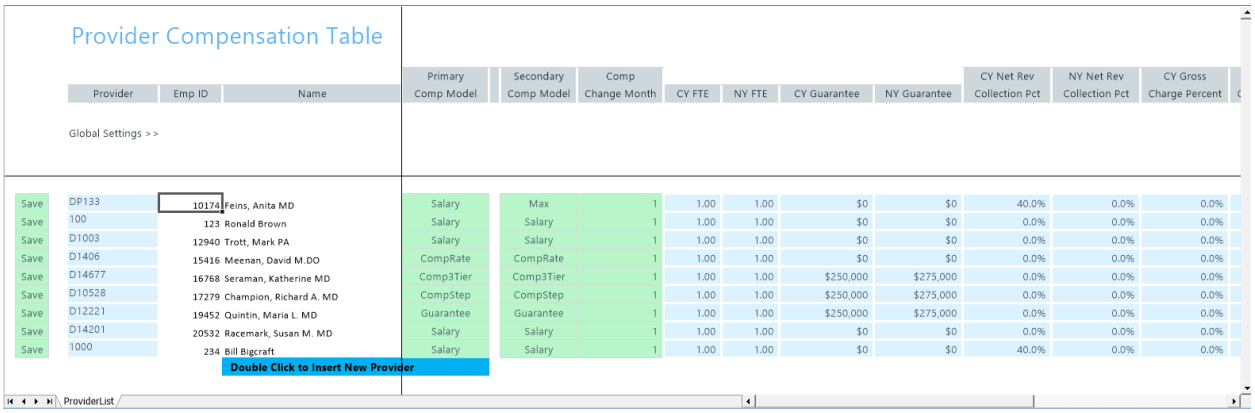
Settings

Open the driver, and complete the settings.

Budget Provider List

Overview

The Budget Provider List driver is the master list of all the physicians whose compensation is calculated on the ProviderComp worksheet.



Settings

Open the driver, and complete the following settings:

Option	Description
Provider	The provider whose compensation is calculated on the ProviderComp worksheet in the budget workbooks.
EmpID	The lookup from dimensions based on the Provider ID. This is used in the Budget workbooks to link the provider billing information with payroll information.
Name	The lookup from dimensions based on the Provider ID.

Option	Description
Primary Comp Model	From the drop-down, do one of the following: • Select a comp model for each provider. • If the provider's compensation method is not listed, do one of the following: ◦ Select **GlobalProvider**. You can use GlobalProvider for offline compensation calculations to feed into the Budget workbook. ◦ Select a comp model that most closely matches the provider's compensation method, and then in the **ProviderComp** tab, use the **Compensation Adjustments** line to make adjustments.
Secondary Comp Model	From the drop-down, do one of the following: • If a provider's compensation method is changing in the budget year, select a comp model for the provider. • If the provider's compensation method is not listed, do one of the following: ◦ Select **GlobalProvider**. You can use GlobalProvider for off line compensation calculations to feed into the Budget workbook. ◦ Select a comp model that most closely matches the provider's compensation method, and then in the **ProviderComp** tab, use the **Compensation Adjustments** line to make adjustments.
Comp Change Month	Identify the month that the compensation will change to the Secondary Comp Model by typing 1 for the first month of the organization's fiscal year, typing 2 for the second month, and so on.
CY FTE	Type the total FTE for the provider in the current year (CY). CY FTE and NY FTE are used for allocating the guarantee if the provider is split amongst multiple departments. They are also used in the FICA calculation when a portion of the salary is grossed up.
NY FTE	Type the total FTE for the provider for the next year (NY).
CY Guarantee	Do one of the following: • If the Comp Model is assigned as Guarantee, enter the amount. • If the Comp Model is not assigned as Guarantee, type 0.
NY Guarantee	Do one of the following: • If the Comp Model is assigned as Guarantee, enter the amount. • If the Comp Model is not assigned as Guarantee, type 0.
CY Net Rev Collection Pct	Type the current year percentage when using the Percent of Net and Percent of Cash Collections calculations.

Option	Description
NY Net Rev Collection Pct	Type the Next Year Budget percentage when using the Percent of Net and Percent of Cash Collections calculations.
CY Gross Charge Percent	Type the current year percentage when using the Percentage of Gross calculations.
NY Gross Charge Percent	Type the Next Year Budget percentage when using the Percent of Gross calculations.
Key Statistic	From the drop-down, select the key statistic to use on the Provider tab for the Revenue, WRVU, and RVU calculations. The default should be Encounter.
Comp Driver	From the drop-down, select the key statistic to use on the ProviderComp tab for the compensation calculations. The default should be WRVU.
CY Level 1-5	Type the rate per WRVU and the level threshold for the Current Year Projection.
NY Level 1-5	Type the rate per WRVU and the level threshold for Next Year's Budget.
Alt Level 1-5	Type the alternate rate per WRVU and the alternate level threshold for Next Year's Budget. This table is designed to allow you to model different rates and level thresholds as you make changes to your compensation model.
Additional Salary Amounts	Use this section to add components that are physician specific. You can use the first five categories to add on salary components such as directorships, honorariums, and other types of compensation that need to be added to their compensation. These rows are included in the FICA calculation.
Additional Benefit Amounts	Use this section to add components that are physician specific. You can use the last five categories to add on provider-specific expenses such as CME (Continuing Medical Education), phone allowance, malpractice, etc. These rows are excluded from the FICA calculation. You need to assign a pay type for each category you use. You will need to add these codes to your PayType tab in dimensions as they are used to save this additional information to the Payroll12 database for each provider. We recommend that they are prefixed with Z_ so they do not interfere with your normal pay types. If you do not want to use a category, leave the yellow cell blank. Use the blue drop-down cell to identify how to spread the expense in the Budget workbook. Options are: Even, FTE, Salary.

Option	Description
Provider Hours Spread	From the drop-down, do the following: • To spread the hours on the Provider Comp tab evenly, select **Even**. • To spread the hours by FTE allocation, select **FTE**.

Budget Provider Vol

Overview

Use this driver to identify and provide total volumes for a provider working in many departments, yet paid in a single department. This information is for display purposes only.

Provider Exception Volume

Purpose: to identify and provide "Total" volumes for a Provider working in many, yet paid in 1 Dept.
"Total" volumes are then pulled from Globals into the Salaried Dept for compensation calculations.
Filter : Provider.VolSum='Yes'

Provider	Emp ID	Name	DType		YTD Volume	Rem Volume	CY Volume	NY Total Volume	NYB1 Volume	NYB2 Volume
		ENCOUNTERS								
D1406	15416	Meenan David MDO	Encounter		2,260	582	1,346	1,392	163	269
D25986	16767	Tappolo Susan E MD	Encounter		1,436	0	0	0	156	168
D14677	16768	Seraman Katherine MD	Encounter		3,702	658	1,924	1,990	239	353
D10528	17279	Champion Richard A MD	Encounter		1,556	264	810	876	156	134
D20729	18067	Rosenthal James P MD	Encounter		1,487	667	2,154	2,229	246	357
D5752	19363	Garland Jason L MD	Encounter		1,639	0	0	0	172	213
D12221	19452	Quintin Maria L MD	Encounter		2,879	467	1,482	1,533	244	227
D17629	20135	Baumann Robert E MD	Encounter		1,446	763	2,209	2,285	364	297
D14201	20532	Racemark Susan M MD	Encounter		2,387	298	1,113	1,151	211	208
ZNoBudget	21145	Tetteh Nii A MD	Encounter		4,726	0	0	0	0	0
		WORKED RVU								
D67983	0	Sloan Sharon Ruth	WRVU		2	0	0	0	0	0
D72459	0	Ray Mandira MD	WRVU		18	0	0	0	0	0
D20012	0	Schissel Scott L MD	WRVU		1,035	0	0	0	0	0
D56953	0	Farmer David Michael MD	WRVU		(9)	0	0	0	0	0
D19782	0	Sun Jennifer K MD	WRVU		8	0	0	0	0	0
D1179	0	Blazar Philip MD	WRVU		1	0	0	0	0	0
D58663	0	Schopick Emily L MD	WRVU		37	0	0	0	0	0
D67190	0	Boyd Christopher MD	WRVU		2	0	0	0	0	0
D20901	0	Sobrin Lucia MD	WRVU		11	0	0	0	0	0
D5641	0	Gaglia Jason MD	WRVU		58	0	0	0	0	0

Settings

Open the driver, and complete the settings.

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.

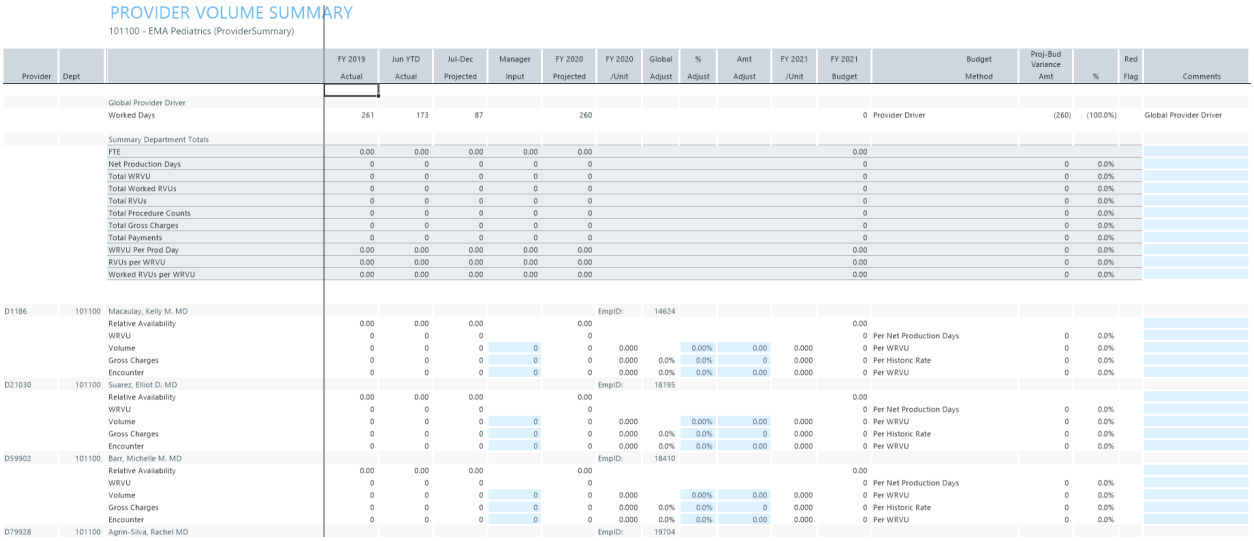
IMPORTANT: Because the tab is rebuildable, any changes made in the Provider data tables *after* the plan file is built will be automatically updated in the plan file. These changes are commonly referred to as prior period adjustments, which will be reflected in the YTD columns in the tab.

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.



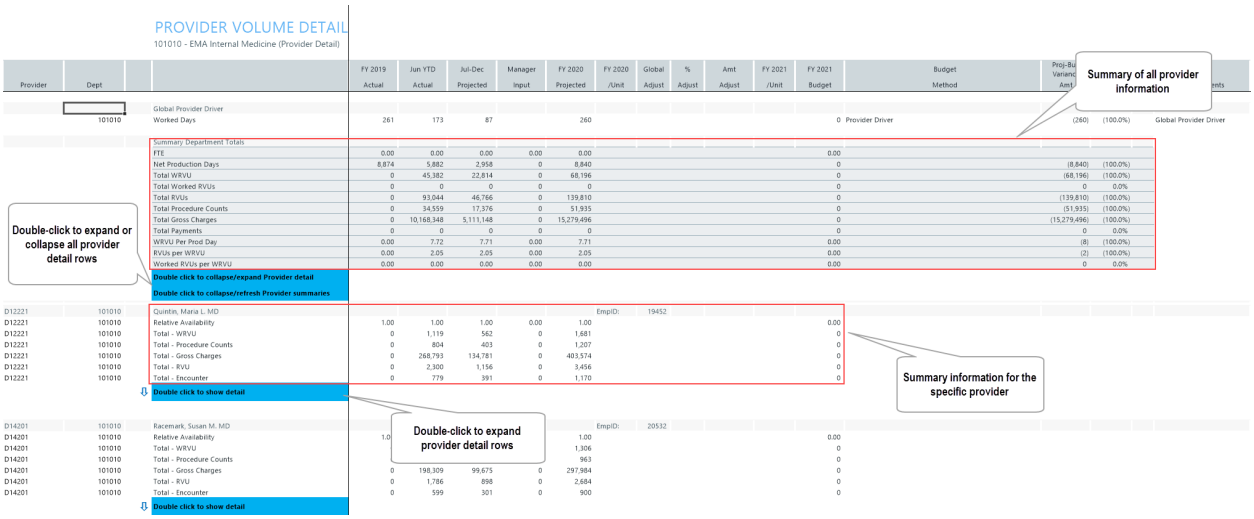
PROVIDER VOLUME SUMMARY

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	Per Net Production Days	0	0.0%		
		Volume	0	0	0	0	0	0.000		0.0%	0.00	0.000	0	Per WRVU	0	0.0%		
		Gross Charges	0	0	0	0	0	0.000	0.0%	0.0%	0	0.000	0	Per Historic Rate	0	0.0%		
		Encounter	0	0	0	0	0	0.000	0.0%	0.0%	0.00	0.000	0	Per WRVU	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	Per Net Production Days	0	0.0%		
		Volume	0	0	0	0	0	0.000		0.0%	0.00	0.000	0	Per WRVU	0	0.0%		
		Gross Charges	0	0	0	0	0	0.000	0.0%	0.0%	0	0.000	0	Per Historic Rate	0	0.0%		
		Encounter	0	0	0	0	0	0.000	0.0%	0.0%	0.00	0.000	0	Per WRVU	0	0.0%		
D59902	101100	Barr, Michelle M. MD						EmpID:	18410									
		Relative Availability	0.00	0.00	0.00		0.00						0.00					
		WRVU	0	0	0		0						0	Per Net Production Days	0	0.0%		
		Volume	0	0	0	0	0	0.000		0.0%	0.00	0.000	0	Per WRVU	0	0.0%		
		Gross Charges	0	0	0	0	0	0.000	0.0%	0.0%	0	0.000	0	Per Historic Rate	0	0.0%		
		Encounter	0	0	0	0	0	0.000	0.0%	0.0%	0.00	0.000	0	Per WRVU	0	0.0%		
D79928	101100	Agrin-Silva, Rachel MD						EmpID:	19704									

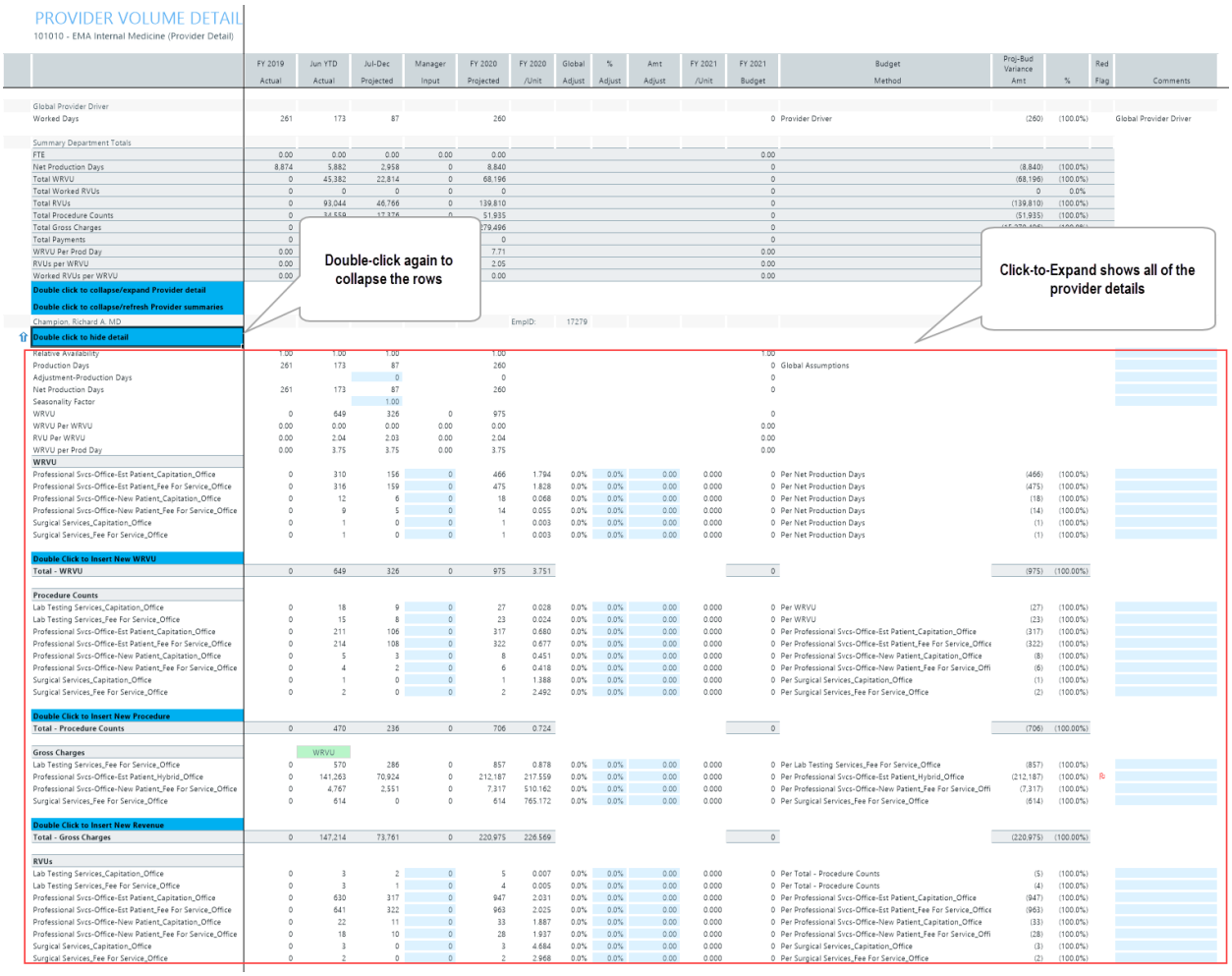
Provider Detail sheet

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.



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.

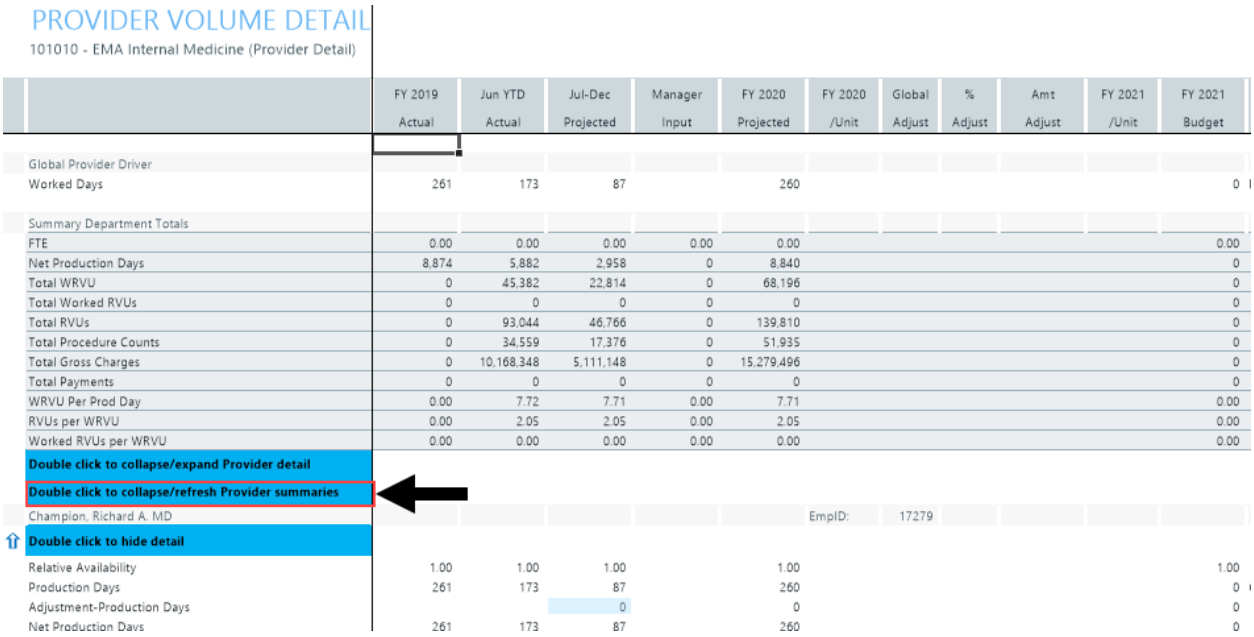
TIP: When you save the file, the system will remember which providers you have expanded the detail rows for that day. Let's say you expanded the detail rows for five providers and saved your changes, when you open the file later, the detail lines will still display for those five providers. When the plan file processes that evening, however, the system will collapse all of the detail rows so that the tab opens faster.



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						EmplD:	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

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														
	Holiday Premium					Input Monthly					6,039	6,039			
	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														
	Holiday Premium					Input Monthly					11,749	11,749			
	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.

Comp model explanations

Model	Description
Salary	A traditional hourly rate calculation (usually used for Clinical Nurse Practitioners and Physician Assistants who are referred to as Midlevel providers). FTEs are input for the provider and hourly rate pulls from payroll data.

Model	Description
Guarantee	An annual salary guarantee is placed in the ProviderList sheet of the Budget Provider Assumptions driver file (generally used in the first one to two years of hire); You can also add an incentive compensation by placing rates in the tier tables on the same line. For example, Dr. Falk's guarantee is $500,000 for next year and his total WRVUs=5,200. In addition to his guarantee, he will be paid: • Level 1 - $7.00 for WRVUs up to 1,000 1000 x $ 7= $ 7,000 • Level 2 - $8.00 for WRVUs from 1,001-2,000 1000 x $ 8= $ 8,000 • Level 3 - $9.00 for WRVUs from 2,001-3,000 1000 x $ 9= $ 9,000 • Level 4 - $10.00 for WRVUs from 3,001-4,000 1000 x $10=$10,000 • Level 5 - $11.00 for WRVUs above 4,000 (max 9,999) 1200 x $11=$13,200 His total compensation will be 5200 $54,720.
CompRate	A five-tiered model where volume drives the rate paid. (Highest tier for volume is paid at that tier rate) For example, Dr. Champion has total WRVUs of 2,500. • Level 1 – Threshold=1,000 $0 • Level 2 – Threshold=2,000 $0 • Level 3 – Threshold=3,000 2500 x $ 45 = $112,500 • Level 4 – Threshold=4,000 $0 • Level 5 – Threshold=9,999 $0 His total compensation will be 2500 $112,500.

Model	Description
CompStep	A five-tiered model where an employee is paid a different rate, by tier, over the course of a contract year. For example, Dr. Quintin has total WRVUs of 1,800. • Level 1 - $40.00 for WRVUs up to 750 750 x $40= $30,000 • Level 2 - $43.00 for WRVUs from 751-1,000 250 x $43= $10,750 • Level 3 - $45.00 for WRVUs from 1,001-1,500 500 x $45= $22,500 • Level 4 - $47.00 for WRVUs from 1,501-2,000 300 x $47= $14,100 • Level 5 - $50.00 for any Writs above 2,000 (max 9,999) $0 Her total compensation will be 1800 $77,350.
Comp3Tier	A three-tiered model where an employee is paid one rate up to a max and another rate for any volume over the max. There is also a rate if it is below a minimum level of volume. For example, Dr. Brush has total WRVUs of 5,000. • Level 1 - $32.00 if his total WRVUs were below 3,600 $0 • Level 2 - $36.00 for all WRVUs up to 4,800 4800 x $36= $172,800 • Level 3 - $48.00 for WRVUs above 4,800 200 x $48= $9,600 His total compensation will be 5000 $182,400.
Max	The highest value of Salary, Guarantee, CompRate, CompStep, and Comp3Tier calculations.
AltRate	Uses the same logic as CompRate. A five-tiered model where volume drives the rate paid. (The highest tier for volume is paid at that tier rate.) Use this model to compare an alternate CompRate table.
AltStep	Uses the same logic as CompStep. A five-tiered model where an employee is paid a different rate, by tier, over the year. Use this model to compare an alternate CompStep table.
Alt3Tier	Uses the same logic as Comp3Tier. A three-tiered model where an employee is paid one rate up to a max and another rate for any volume over the max. There is also a rate if the volume is below a minimum level. Use this model to compare an alternate CompStep table

Model	Description
Percent of Net Receivable	Calculates a percent of cash collections from the Provider sheet to use for compensation calculations. The percentage to use needs to be entered on the ProviderList sheet of the Budget Provider Assumptions driver file. For example, Dr. Champion takes cash collections and receives 25%. If his budgeted cash collections is $1,000,000, then his total compensation will be $250,000. For example, $1,000,000 * 25% = $250,000.
Percent of Net Revenue	Calculates a percent of net revenue by calculating Gross Charges minus Allowances from the Provider sheet to use for compensation calculations. The percentage to use needs to be entered on the ProviderList sheet of the Budget Provider Assumptions driver file. For example, the Gross Charges for Dr. Champion are $2,000,000 and Deductions are $1,500,000. He will receive 40% of Net Revenue. As a result, his total compensation will be $200,000. Example: $2,000,000-$1,500,000=$500,000 * 40%=$200,000
GlobalProvider	Allows for a calculation amount that is calculated outside of the budget workbook. This amount is entered into the GlobalProvider sheet in the Budget Provider Assumptions driver file. The amount then pulls into the budget workbook in the ProviderComp sheet.

15

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.

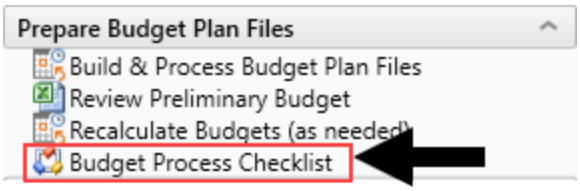
NOTE: To populate the Bud_Pay27 tables with budgeted hours, we recommend that you run the Monthly to Biweekly utility located in the Reports Library > Management Reporting Utilities > Payroll. For more information, see Payroll utilities see "Payroll utilities" in the online help.

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.

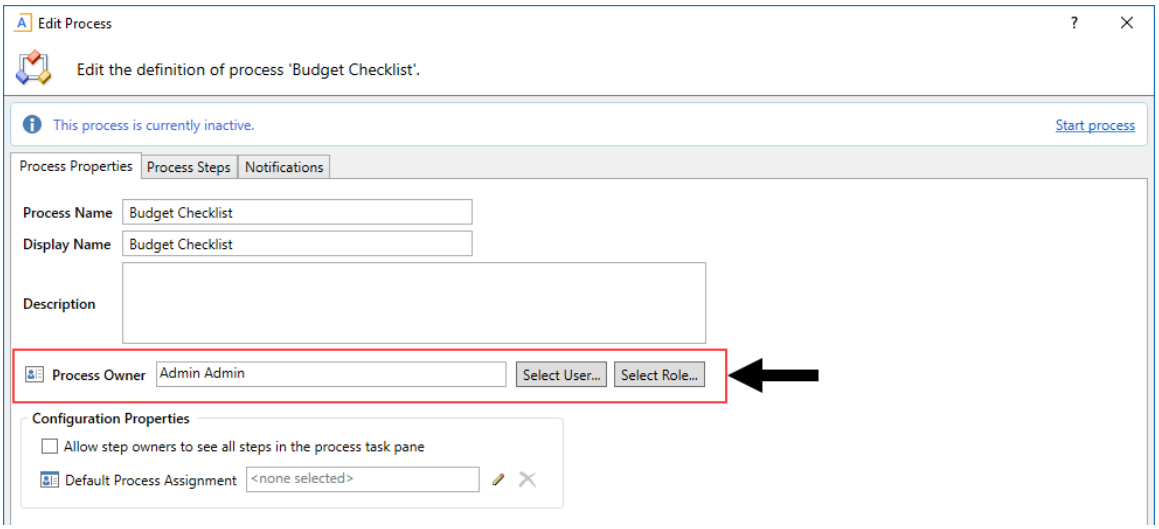
To run the Budget Checklist process:

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

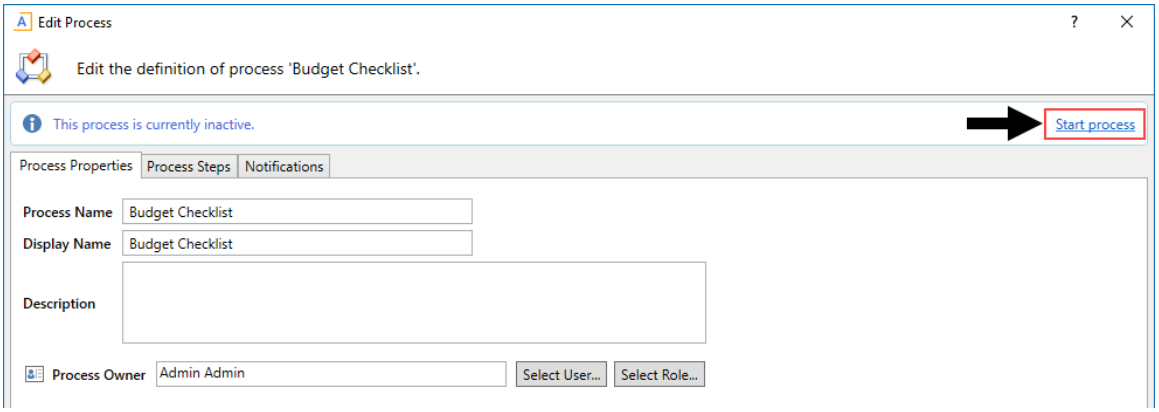


2. In the **Process Owner** field of the Process Properties tab, do one of the following:
   - To assign a specific user as process owner, click **Select User**.
   - To assign users with specific roles as process owners, click **Select Role**.

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



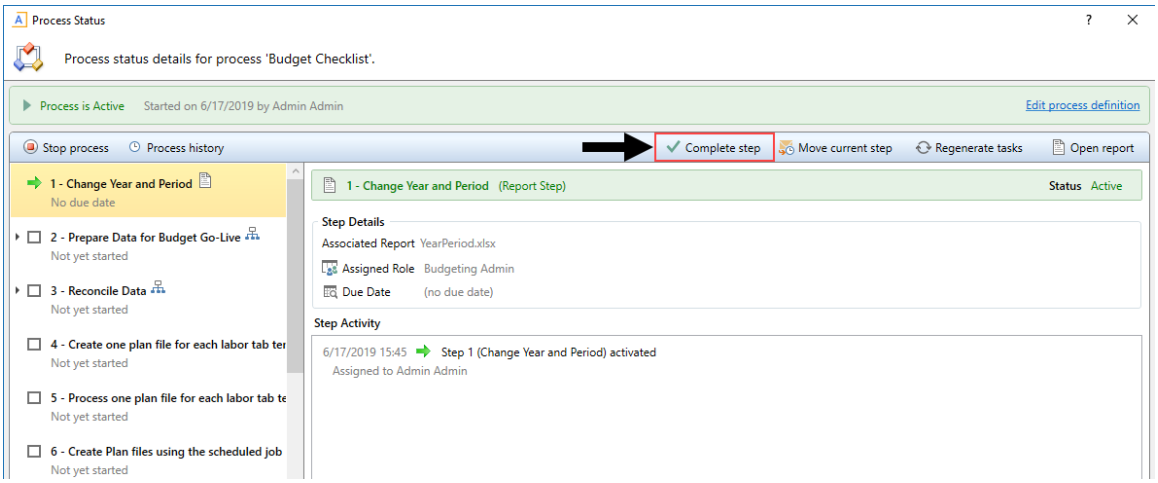
3. Click **Start Process** in the upper right corner of the dialog.



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.

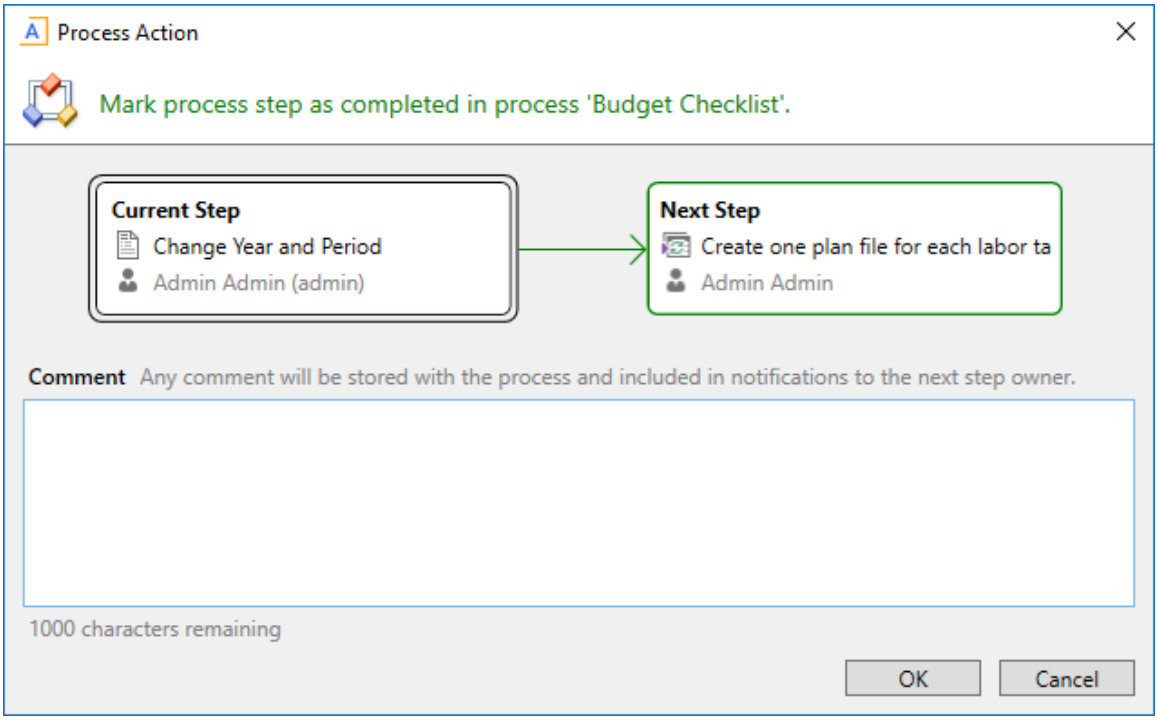
TIP: An arrow icon displays next to steps that contain sub-steps. Click the icon to expand or contract the list of sub-steps.

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



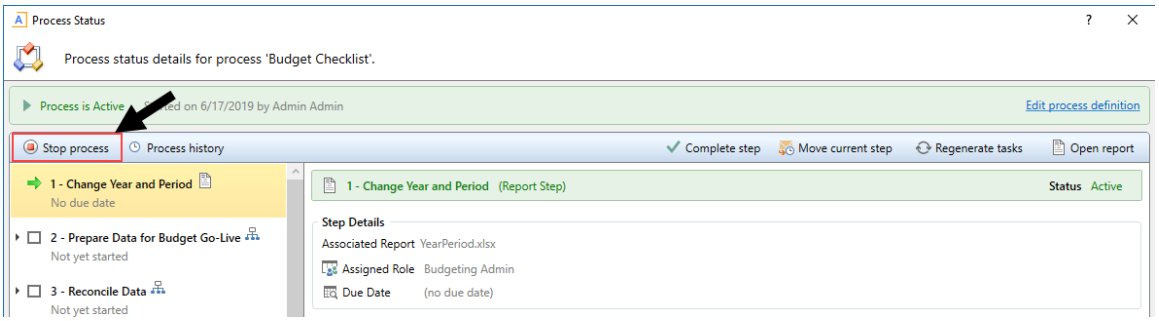
6. In the **Process Action** dialog, you can enter any details about the step you performed, and click **OK**.

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:

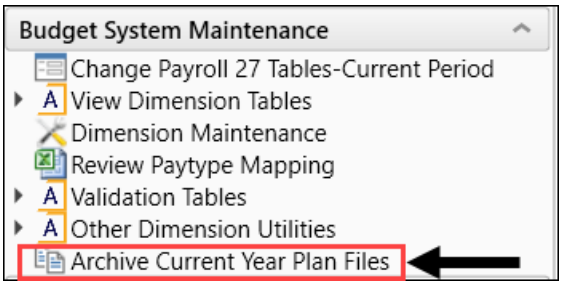
- Converts all formulas in the plan file to values.
- Deletes all control sheets. This disables any process that depends on a control sheet, such as Axiom queries or save-to-database.
- Disables refresh variables, action codes, and data lookups by prefixing the primary tags with an x. For example: [xActionCodes].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

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

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

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.

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.

16

Managing System Administration

This section includes topics related to system administration tasks for Axiom Budgeting and Performance Reporting.

Configuring the home page

The Axiom Budgeting and Performance Reporting home page is Excel-based and table-driven, with each section populated from table records. You do not need to modify the file itself, but instead you use a template to make your changes.

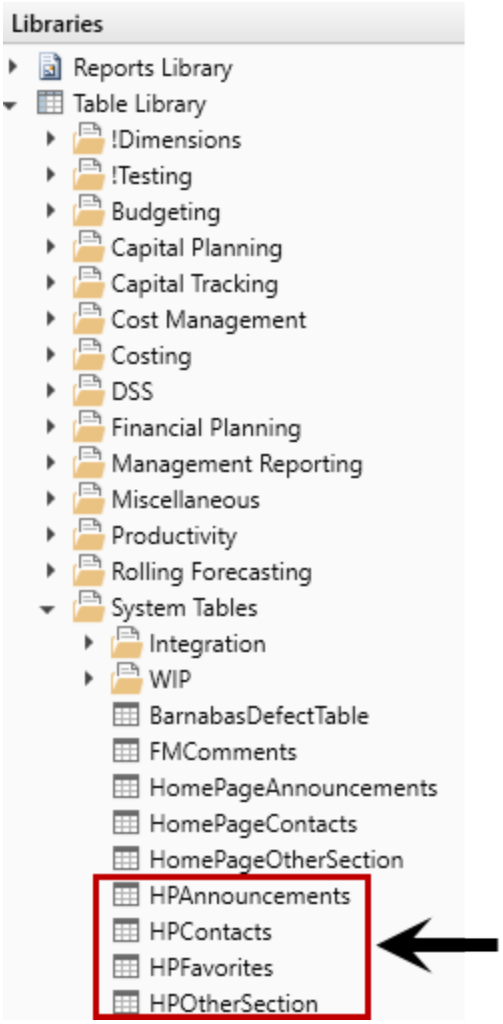
NOTE: To update the home page tables, users must be assigned the Suite Admin role since the tables may contain content that impacts all Axiom Healthcare Suite products.

The home page is comprised of the following sections:

Section	Description
Announcements	Post up to 8 announcements
Calendar	Post up to 8 calendar items
Contacts	Post up to 8 contacts
Dashboards	Post up to 8 dashboard links
Key Reports	Post up to 8 key report links

To configure the home page:

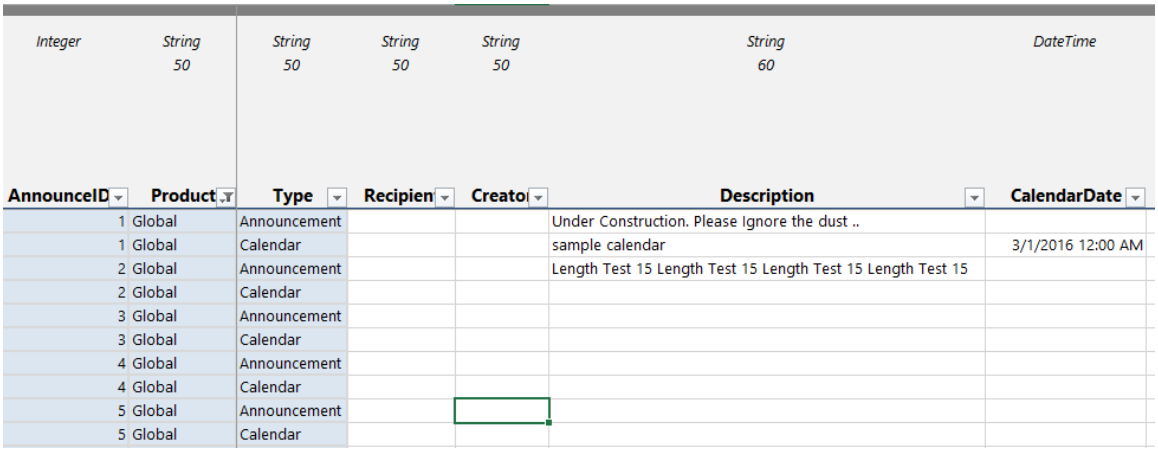
1. In the Explorer task pane, in the **Libraries** section, click **Table Library > System Tables**.



2. Double-click the following tables to configure the corresponding section of the home page. The following tables outline the rules for each data field.

NOTE: Only enter information in the fields listed in these tables.

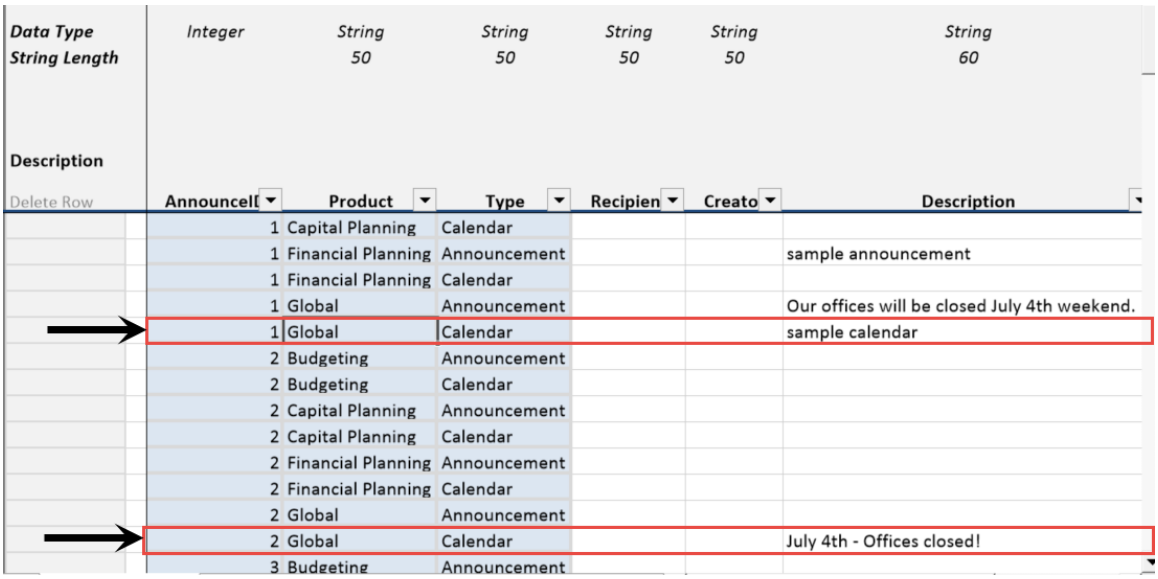
HPAnnouncements (Announcements)



Integer	String 50	String 50	String 50	String 50	String 60	DateTime
AnnounceID	Product	Type	Recipien	Creato	Description	CalendarDate
1	Global	Announcement			Under Construction. Please Ignore the dust ..	
1	Global	Calendar			sample calendar	3/1/2016 12:00 AM
2	Global	Announcement			Length Test 15 Length Test 15 Length Test 15 Length Test 15	
2	Global	Calendar				
3	Global	Announcement				
3	Global	Calendar				
4	Global	Announcement				
4	Global	Calendar				
5	Global	Announcement				
5	Global	Calendar				

Data Field	Parameters
AnnounceID	Use number 1 – 8 for the order to display the announcement.
Product	Use **Global**.
Type	Use **Announcement**.
Description	Type a description of the announcement. (Max length of 60 characters)

HPAnnouncements (Calendar)

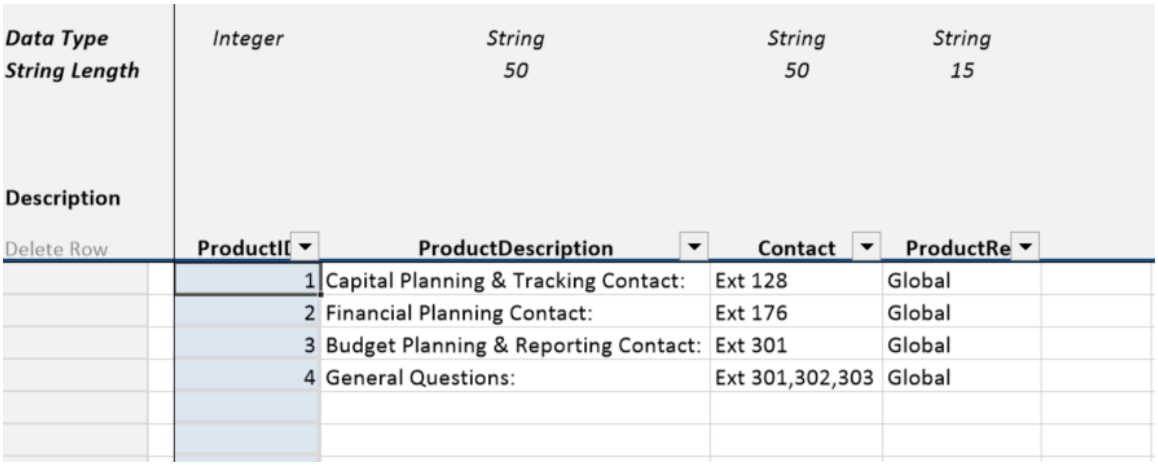


Data Type / String Length	Integer	String 50	String 50	String 50	String 50	String 60
Description						
Delete Row	AnnounceID	Product	Type	Recipien	Creato	Description
	1	Capital Planning	Calendar			
	1	Financial Planning	Announcement			sample announcement
	1	Financial Planning	Calendar			
	1	Global	Announcement			Our offices will be closed July 4th weekend.
→	1	Global	Calendar			sample calendar
	2	Budgeting	Announcement			
	2	Budgeting	Calendar			
	2	Capital Planning	Announcement			
	2	Capital Planning	Calendar			
	2	Financial Planning	Announcement			
	2	Financial Planning	Calendar			
	2	Global	Announcement			
→	2	Global	Calendar			July 4th - Offices closed!
	3	Budgeting	Announcement			

Data Field	Parameters
AnnounceID	Use number 1 – 8 in the order to display the calendar item.

Data Field	Parameters
Product	Use **Global**.
Type	Use **Calendar**.
Description	Type a description of the calendar item.
CalendarDate	Enter the date and time for the calendar item.

HPContacts (Contacts)



Data Type		Integer	String	String	String
String Length			50	50	15
Description					
Delete Row		ProductID	ProductDescription	Contact	ProductRe
		1	Capital Planning & Tracking Contact:	Ext 128	Global
		2	Financial Planning Contact:	Ext 176	Global
		3	Budget Planning & Reporting Contact:	Ext 301	Global
		4	General Questions:	Ext 301,302,303	Global

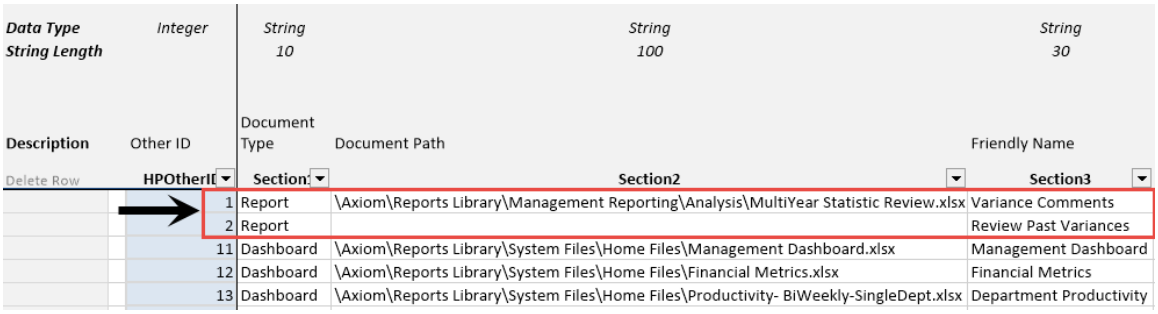
Data Field	Parameters
ProductID	Type a number 1 – 8 in the order to display the contact item.
ProductDescription	Type a contact description (description or name).
Contact	Type contact information (name or phone number).
ProductRef	Type **Global**.

HPOtherSection (Dashboards)

Data Type	Integer	String	String	String
String Length		10	100	30
Description	Other ID	Document Type	Document Path	Friendly Name
Delete Row	HPOtherID	Section1	Section2	Section3
	1	Report	\Axiom\Reports Library\Management Reporting\Analysis\MultiYear Statistic Review.xlsx	Variance Comments
	2	Report		Review Past Variances
	11	Dashboard	\Axiom\Reports Library\System Files\Home Files\Management Dashboard.xlsx	Management Dashboard
	12	Dashboard	\Axiom\Reports Library\System Files\Home Files\Financial Metrics.xlsx	Financial Metrics
	13	Dashboard	\Axiom\Reports Library\System Files\Home Files\Productivity- BiWeekly-SingleDept.xlsx	Department Productivity

Data Field	Parameters
HPOtherID	Type number 1 – 8 for the order to display the dashboard item. **NOTE:** Because this table allows you to include dashboards and reports, the number you assign to a dashboard cannot be the same number used for a report. In the example above, the HPOtherID 1 is assigned to a report, so you cannot assign this number to a dashboard.
Section1	Type **Dashboard**.
Section2	Enter the document path by copying it from Explorer and pasting it into this field.
Section3	Type a name for the dashboard to display on the home page.
ProductRef	Type **Global**.

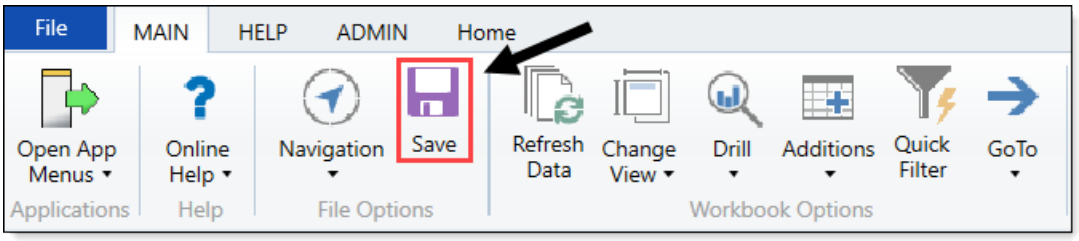
- HPOtherSection (Key Reports)



Data Type		Integer	String	String	String
String Length			10	100	30
Description	Other ID		Document Type	Document Path	Friendly Name
Delete Row	HPOtherID		Section1	Section2	Section3
	1		Report	\Axiom\Reports Library\Management Reporting\Analysis\MultiYear Statistic Review.xlsx	Variance Comments
	2		Report		Review Past Variances
	11		Dashboard	\Axiom\Reports Library\System Files\Home Files\Management Dashboard.xlsx	Management Dashboard
	12		Dashboard	\Axiom\Reports Library\System Files\Home Files\Financial Metrics.xlsx	Financial Metrics
	13		Dashboard	\Axiom\Reports Library\System Files\Home Files\Productivity- BiWeekly-SingleDept.xlsx	Department Productivity

Data Field	Parameters
HPOtherID	Type a number 1 – 8 in the order to display the key report. **NOTE:** Because this table allows you to include both dashboards and reports, the number you assign to a report cannot be the same number used for a dashboard. In the example above, the HPOtherID 11 is assigned to a dashboard, so you cannot assign this number to a report.
Section1	Type **Report**.
Section2	Enter the report file path by copying it from Explorer and pasting it into this field.
Section3	Type a name for the key report to display on the home page.
ProductRef	Type **Global**.

3. After making changes to the appropriate table, in the **Main** ribbon tab, click **Save**.



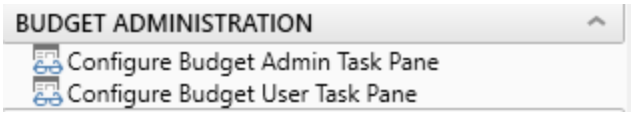
IMPORTANT: To see the changes you made to the home page, you must log out and log back into the system.

Hiding or displaying items in the task panes

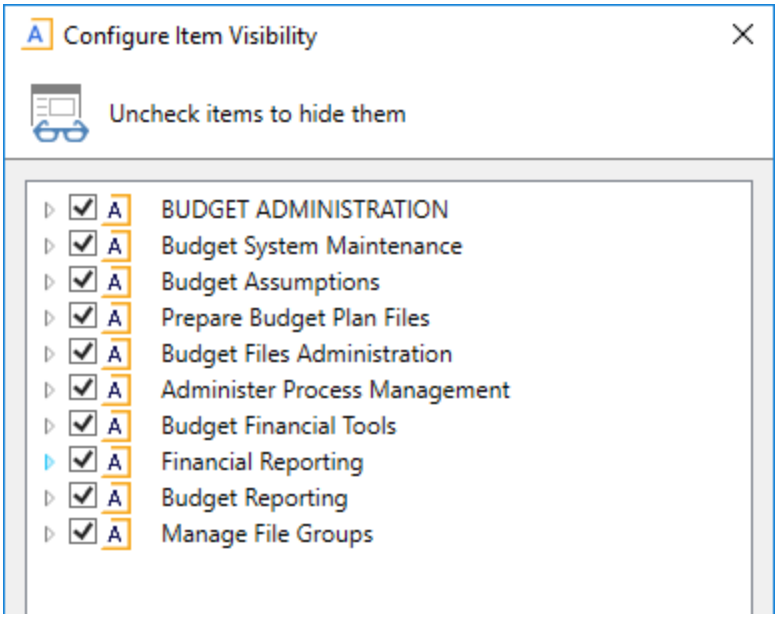
Axiom Budgeting includes many different utilities, drivers, files, and other items in the Bud Admin task pane. If your organization does not use some of these items, you can remove them from the task pane to make finding what users need easier.

To hide or display items in the task panes:

1. At the top of the Bud Admin task pane, double-click **Configure Budget Admin Task Pane** or **Configure Budget User Task Pane**.



2. In the **Configure Item Visibility** dialog, do any of the following:
   - To hide an item, clear the check mark next to the item name.
   - To display an item, click the empty check box next to the item name.



3. After you are done making changes, click **OK**.
4. Close and reopen the Budgeting or Bud Admin task pane to propagate the changes.

Importing and Integrating Source Data

To ensure that all statistics and drivers used in calculations are up to date, you will need to periodically import data from other systems such as General Ledger, Accounts Payable, Payroll, and so on. Your Kaufman Hall Implementation Consultant will help configure automated import processes for most of these systems during implementation. From there, it is your responsibility as Administrator to ensure that source data is available in the designated location in the requisite format when needed.

Importing Data

Imports can be used to import external data into Axiom Budgeting and Performance Reporting tables, so that the data can be included in reports or used in planning models and calculations. Data can be imported from files or by directly reading a database.

Imports are created in the Import Wizard, and stored in the Imports Library. Access to imports is controlled via security.

For Axiom Cloud systems, a remote data connection can be used to access local databases or files for the import data source.

About imports

Imports can be used to import external data into Axiom Budgeting and Performance Reporting tables, so that the data can be included in reports or used in planning models and calculations. This topic explains some of the key concepts and requirements for importing data.

Import sources

You can import data into Axiom Budgeting and Performance Reporting from the following sources:

- From an external database
- From a file (delimited or Excel)
- From special designated sources, such as Ellucian

Import Wizard

Imports are defined in the Import Wizard dialog. Imports consist of the following:

- **Source** tab: Specifies the source of the data to be imported.
- **Variables** tab: Defines variables to be used in the import, in order to dynamically change certain import settings.
- **Mapping** tab: Specifies the destination table for the import, and maps the import data to columns in the destination table.
- **Transforms** tab: Defines transformation statements to be performed on the import data before it is saved to the destination table. Transforms can use SQL or built-in Axiom Budgeting and Performance Reporting functions.

The Import Wizard also contains the **Execute** tab, which can be used to execute the import in preview mode for testing, or to execute the actual data import.

The import process

When data is queried from the source file or database, it is first placed in a temporary table known as the *temp table*. The import can perform actions on the temp table before the data is saved to the destination table in Axiom Budgeting and Performance Reporting, such as mapping or data

transformations. Use the reserved term `{temptable}` whenever you want to refer to this temporary table in SQL statements.

When an import is executed, the following processes occur:

1. If any import variables are defined on the **Variables** tab, the user is prompted to select values for these variables. The selected variable values are then substituted for the variable names within the import settings.

   When running the import using a Scheduler job, you must specify values for the import variables within the Scheduler import task, or use job variables that will populate the import variable values when the job is executed.

2. The import creates the temp table by querying data from the source database or by gathering data from the specified file. The settings on the **Mapping** tab are used to determine the structure of the temp table. You can insert additional columns into the temp table (meaning columns that were not in the source file or table) by adding them as work column mappings.

3. Any transforms defined on the **Transforms** tab are processed, in the order listed. Transforms can edit the temp table directly, and they can reference information held in other tables in the Axiom Budgeting and Performance Reporting database. Transforms can also set values for transform variables, which can then be used in subsequent transform steps and in certain import settings.

4. The temp table data is validated and then saved to the destination table, based on the destination column settings on the **Mapping** tab. If a column in the temp table is not mapped, then that data is not saved.

If the import utility is a multiple-file import, then steps 2-4 are performed for each file to be imported. For more information, see How multiple-file imports work.

Import save behavior

The save-to-database process for imports is performed as follows:

- If the destination table has any validated columns (columns that have an assigned lookup column), then the temp table data is validated against these lookup columns before saving. If a data row contains an invalid value, that data row is invalid and cannot be saved.

- By default, temp table data is aggregated before the save is performed. This means that duplicate rows (rows with the same key column values) will be treated as follows:
    - Columns holding numeric data will be summed.
    - For all other column types, the duplicate rows must have the same values. For example, if a column contains strings or dates, the duplicate rows must have the same string or the same date.

  If instead the optional setting **Aggregate rows on final save** option is disabled, then no aggregation is performed on the temp table data. In this case, any duplicate rows are invalid and cannot be saved.

  NOTE: Aggregation only applies when importing data to a data table. If the destination table is a reference table, aggregation is not allowed. If duplicate keys are present in the import data, those rows are invalid and cannot be saved to the reference table.

- Blanks are not allowed in key columns. If a data row in the temp table contains a blank key value, that data row is invalid and cannot be saved.

If any invalid rows are present in the import data, the import behaves as follows:

- By default, if any invalid data rows are present, then the import is aborted and no data is saved to the destination table.
- If instead the optional setting **Ignore lookup and key errors** is enabled, then the save-to-database process ignores the invalid data rows and only valid data rows are saved.

Managing imports

Using the **Imports** menu, you can create, edit, and delete imports as needed. Each import can import data from a designated source to a designated destination table.

For information on how to execute an import, see Executing imports.

Creating an import

Only administrators and users with the **Administer Imports** security permission can create imports. Non-admin users must also have read/write access to at least one folder in the Imports Library, in order to have a location to save the newly created import.

1. On the **Axiom** tab, in the **Administration** group, click **Imports > Create New Import**.

   NOTE: In systems with installed products, this feature may be located on the **Admin** tab.

   TIP: You can also create new imports by right-clicking the Imports Library in the Axiom Explorer dialog or the Explorer task pane.

2. In the **Create New Import** dialog, select one of the following and then click **OK**.
    - **Create from scratch** (default): Create a new import starting with blank import settings.
    - **Create from existing**: Create a new import by copying an existing import. If you select this option, then select the import that you want to copy from the list in the bottom of the dialog.
3. In the **Import Wizard** dialog, complete the settings on each tab as appropriate. For details on specific import settings, see Import Wizard.

    If you copied an existing import, that import's settings are copied into the Import Wizard, and the import is named "Copy of *ImportName*." Edit these settings as appropriate for the new import.

    You can move between tabs in any order, however, before you can save the import, all required settings must be completed and no invalid settings must be present. If errors exist, an error message displays at the bottom of the dialog; you can click the error link to be taken to the tab with the error.
4. When you are finished completing the settings and no errors exist, click **OK** to save the import.
5. In the **Save As** dialog, navigate to the folder where you want to save the import, then click **Save**. By default, the import will be saved to the root of the Imports Library. You can create a new sub-folder from this dialog if desired (and if you have the appropriate permissions).

Once an import has been created, it becomes available on the **Imports** menu (to users with the appropriate permissions). Imports are listed in alphabetical order based on the import name.

Editing an import

You can edit existing imports as needed, as long as the import was not installed by a product package. Only administrators and users with read/write access to the import file can edit imports.

Product-controlled imports are locked and cannot be edited. Some of these imports may be designed to work as is, without customizations. If customizations are required, you can create a copy of the product-controlled import and make customizations in the copy. If the original import is later updated by the product, you can review the original import to see the changes that need to be made in your copy (or you can create a new copy of the import and re-make your customizations as needed).

To edit an existing import:

1. On the **Axiom** tab, in the **Administration** group, click **Imports** > ***ImportName*** > **Edit**.

    NOTE: In systems with installed products, this feature may be located on the **Admin** tab.

    TIP: You can also edit an import from the Axiom Explorer dialog or the Explorer task pane. You can double-click an import in the Imports Library to open it.

2. In the **Import Wizard** dialog, edit any import settings as desired. For details on specific import settings, see Import Wizard.
3. Click **OK** to save your changes the import, or click **Save As** to save the edited import as a new import file.

Deleting an import

You can delete an existing import if it is no longer needed, as long as the import was not installed by a product package. Only administrators and users with read/write access to the file and its folder can delete imports.

Product-controlled imports are locked and cannot be deleted.

To delete an import:

- On the **Axiom** tab, in the **Administration** group, click **Imports** > ***ImportName*** > **Delete**.

  NOTE: In systems with installed products, this feature may be located on the **Admin** tab.

  TIP: You can also delete an import from the Axiom Explorer dialog or the Explorer task pane.

Using variables in imports

Imports can use variables, so that certain import settings can change dynamically depending on the variable value. You can use two different types of variables in imports:

- **Import variables:** Import variables are defined on the **Variables** tab of the Import Wizard. Import variables can be used throughout the import settings (though not in *all* settings—see the documentation for each setting to see if variables are supported there). When the import is executed manually, the user is prompted to define values for the variables. If the import is run using Scheduler, the Scheduler job must define values for the variables.
- **Transform variables:** Transform variables are defined on the **Transforms** tab of the Import Wizard. Transform variables can only be used in transform statements, and as destination columns. Transform variables are associated with a specific SQL statement that results in a single value.

The values for import variables are defined at the start of the import, before any other import steps are processed. Therefore import variables are a good fit for actions such as:

- Selecting the appropriate source file based on user input.
- Selecting the appropriate destination table based on user input.

On the other hand, values for transform variables can only be determined as a result of a SQL statement, and are defined near the end of the import, after the temp table has been created. Transform variables are a good fit for situations where actions need to be driven dynamically based on the contents of the imported data, not by a user selection.

Variable syntax

To use a variable in the import, enter the variable name into one of the supported areas of the import settings, enclosed in curly brackets {}. For example, if the variable name is "mycolumn", you would enter `{mycolumn}`.

NOTE: If the variable defines the destination table, then you must place the variable in double curly brackets when you use it in a SQL statement, so that the eventual table name value is enclosed in curly brackets as expected. For example, if you have a variable named "destinationtable", you would reference that variable as `{{destinationtable}}`. That way, when the `{destinationtable}` value is defined, it will resolve as `{GL2022}`.

System variables

In addition to the user-defined variables, you can reference system variables in imports. The following variables are supported:

System Variable	Description	Can Be Used In
`{CurrentPeriod}`	The current period as defined for the destination table (if not set, then this is the system current period).	All import locations that support variables, except the destination table.
`{CurrentUserDomain}`	The domain name of the user running the import. Returns blank for users who do not have a defined domain.	All import locations that support variables.
`{CurrentUserEmail}`	The email address of the user running the import.	All import locations that support variables.
`{CurrentUserLogin}`	The login name of the user running the import.	All import locations that support variables.

System Variable	Description	Can Be Used In
{DefaultRemoteDataConnection}	The name of the default remote data connection for your system. If your system has multiple defined connections, then the default is determined alphabetically among the connections that are not enabled for authentication. If all of the connections are enabled for authentication, then the default is simply determined alphabetically. If the variable is used in a system without any remote data connections, then the variable returns blank and the import will not attempt to use a remote data connection. This allows products to develop standard imports for use in both on-premise and Axiom Cloud systems.	In the Remote Data Connection field on the Source tab, or as an import variable choice.
{SourceFileName}	The name of the source file for the import.	Import transformation steps only.
{SystemCurrentYear}	The current year as defined for the system.	All import locations that support variables.
{SystemCurrentPeriod}	The system current period.	All import locations that support variables.
{TempTable}	The temporary table where imported data is placed before saving to the destination table.	All import locations that support variables.
{*TableName*}	Any user-defined table created in the Axiom Budgeting and Performance Reporting system. For example, {ACCT}, {DEPT}, {GL2022}, {BGT2022}.	All import locations that support variables.

Executing imports

When you execute an import utility, data is queried from the source database or file, import steps are processed, and the resulting data is saved to the destination table. For more information on what occurs when an import is executed, see About imports.

Only administrators and users with **Execute** permission to the import file can execute an import.

NOTE: You can also use Scheduler to execute import utilities, using the **Import ETL Package** task.

To execute an import:

1. Do one of the following to open the import for execution, depending on whether you need to access the full import settings:
   - **Open the full Import Wizard**: On the **Axiom** tab, in the **Administration** group, click **Imports** > ***ImportName*** > **Edit**. Then in the Import Wizard, go to the **Execute** tab.

     Using the Import Wizard, you can switch between the Execute tab and other tabs to view and edit the import settings as needed, and then run the import again.
   - **Open in execute-only mode**: On the **Axiom** tab, in the **Administration** group, click **Imports** > ***ImportName*** > **Execute**.

     This opens a special **Execute Import** dialog that only displays the import execution options and controls. Use this mode if you only need to execute the import and you don't need to review or edit any import settings. This is the only mode available to users who have execute-only permissions to the import.

   NOTE: In systems with installed products, these features may be located on the **Admin** tab.

   TIP: You can also open imports for execution using Axiom Explorer or the Explorer task pane. If you have read/write or read-only access to the import, the full Import Wizard opens. If you have execute-only permission to the import, then the Execute Import dialog automatically opens when you access the import from the Imports Library.

2. Click **Execute** to start the import.

   The option at the top of the dialog, **Execute in development mode**, should only be used if you want to test or troubleshoot the import. When development mode is enabled, the import is executed, but the data is not saved to the destination table. For more information, see Executing imports in development mode.

3. If the import uses variables, the **Variables** dialog opens so that you can to define values for the variables. For each variable, you can select a value from the drop-down list. Some variables may also allow you to type in a user-defined value.

4. If the import uses a source file, you may be prompted to specify the location of the source file. In the **Open** dialog, navigate to the file that you want to use and then click **Open**.

   In this case, a copy of the specified file is uploaded to the application server for processing. Once the import is complete, the temporary copy of the file is deleted.

As the import is processed, status messages display in the **Execution log** box. If an error occurs, the error message displays in the log and the import is stopped. If necessary, you can copy and paste the text in the execution log—for example, to send the error to Axiom Support. To copy the log text, right-click inside the log and choose **Select All**, then select **Copy**.

TIP: If an import experiences an error and you need more information on the error, try running the import in development mode. The error messages in development mode may contain more detail.

If you want to stop the import while it is executing, click **Stop**. The import stops after completing the step that is currently in-process. You cannot restart the import at the same spot—when you click **Execute**, the import starts over from the beginning.

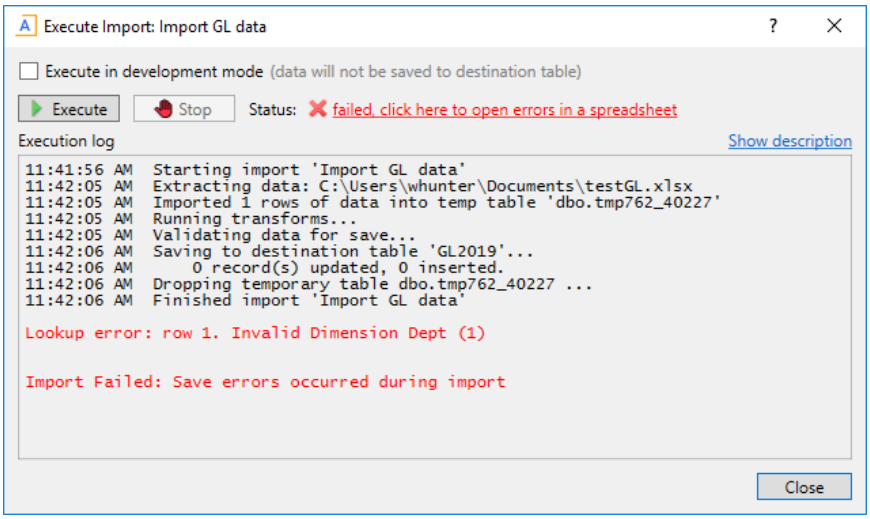
Import validation errors

If the import experiences import validation errors, then those errors are logged to a separate CSV file in addition to being displayed in the **Execution log** within the dialog. You can open this file separately to see exactly which rows of data were invalid within the context of the import data.

The error file includes the following information:

- Lookup validation errors from Axiom Budgeting and Performance Reporting'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 open the file from the **Execute Import** dialog by clicking the link in the Status area. The status will be either "failed" or "warning," followed by the text "click here to open errors in a spreadsheet." The status type depends on whether the option to **Ignore lookup and key errors** is selected.



Example link to open validation errors in a spreadsheet

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

- Lookup and key validation messages are in a column named ***LookupColumnName* Lookup Error**. For example: "Acct Lookup Error" when looking up against the ACCT column.
- Custom Data Validation messages are in a column named **AXTRANSFORM_*StepNumber***, where *StepNumber* is the number of the associated transformation step. For example: "AXTRANSFORM_5" when the associated transform is step 5 in the list.

The error CSV files are placed in a system-maintained folder in the Imports Library named **Import Errors**. Access to the error files is automatically managed based on access to the import. You can access the error file directly later by using the Explorer task pane or Axiom Explorer.

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 are finished investigating the error.

Executing imports in development mode

You can execute an import in development mode, in order to test import settings or troubleshoot an import issue. In development mode, all import steps are performed except for the last step that saves the temp table data to the destination table.

When executing in development mode, additional options are available:

- You can pause the import after certain transformation steps are performed, and view the data in the temp table as it exists after performing the step. Reviewing this data can help you determine if a particular transform is working as you expect. If an import doesn't have defined transformation steps, you can view the import data as it exists after the temp table is populated from the source data.

- For delimited file imports, you can limit development mode processing to a certain number of rows, for more efficient testing and troubleshooting.

IMPORTANT: When an import is run in development mode, all of the steps in the **Transforms** tab are performed, including any steps that modify tables other than the temp table. If you do not want these steps to occur during testing, then you should disable the step on the **Transforms** tab before executing the import in development mode.

To run an import in development mode:

1. Do one of the following to open the import for execution, depending on whether you need to access the full import settings:
   - **Open the full Import Wizard**: On the **Axiom** tab, in the **Administration** group, click **Imports** > ***ImportName*** > **Edit**. Then in the Import Wizard, go to the **Execute** tab.

     Using the Import Wizard, you can switch between the Execute tab and other tabs to view and edit the import settings as needed, and then run the import again.
   - **Open in execute-only mode**: On the **Axiom** tab, in the **Administration** group, click **Imports** > ***ImportName*** > **Execute**.

     This opens a special **Execute Import** dialog that only displays the import execution options and controls. Use this mode if you only need to execute the import and you don't need to review or edit any import settings. This is the only mode available to users who have execute-only permissions to the import.

   NOTE: In systems with installed products, these features may be located on the **Admin** tab.

   TIP: You can also open imports for execution using Axiom Explorer or the Explorer task pane. If you have read/write or read-only access to the import, the full Import Wizard opens. If you have execute-only permission to the import, then the Execute Import dialog automatically opens when you access the import from the Imports Library.

2. In the **Execute Import** dialog (or the **Execute** tab of the Import Wizard), select **Execute in development mode**.

   Once development mode is enabled, the **Development Mode Options** section becomes available.

3. Select the **Development Mode Options** as needed:

Option	Description
Limit the number of rows imported to	Limits the development mode processing to a specified number of rows. When testing the import, you may only need to process a handful of rows in order to verify that the import is working as expected. Using a smaller number of rows speeds import processing. After selecting this option, enter a number of rows from 1 to 1000 into the box. By default, the row limit is 1000. **NOTE:** This option is only available when the import source is a delimited file or Ellucian. If the import source is a database, you can limit the number of rows by setting a temporary WHERE clause in the SQL Select Statement.
Pause after specified transforms and display current temp table data	Specifies whether pauses are honored during development mode processing. • If enabled, then Axiom Budgeting and Performance Reporting honors the pause settings on the **Transforms** tab. If a step has **Pause** enabled, then the import pauses after performing the step, and displays the temp table in the **View Data** dialog. When the dialog is closed, the import continues to the next step. See Troubleshooting transforms using pause. • If disabled (the default setting), then the import continues without pausing, regardless of whether any steps are flagged with **Pause**. **NOTES:** • This option is only available in the Execute tab of the full Import Wizard, and only if you have read/write access to the import. • If the import does not have any transforms, this option is renamed to **Pause and display temp table data after preview data is fetched**. If enabled, the temp table is populated with data from the import source, and then the temp table data is displayed in the View Data dialog.

NOTE: Development mode and its options only apply to the current import session—these options are not saved in the import settings.

4. Click **Execute** to run the import in development mode.

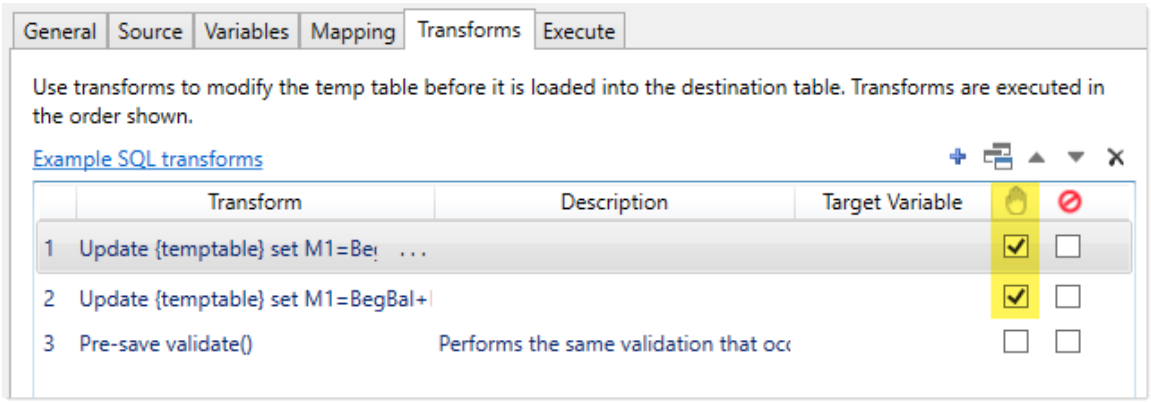
The import is executed and status messages display in the **Execution log** as normal. If pauses are enabled, the import pauses at the designated steps to display the **View Data** dialog. After closing the dialog, click **Continue** to continue processing. Once all transform steps have been executed, the import stops before saving data to the destination table.

Troubleshooting transforms using pause

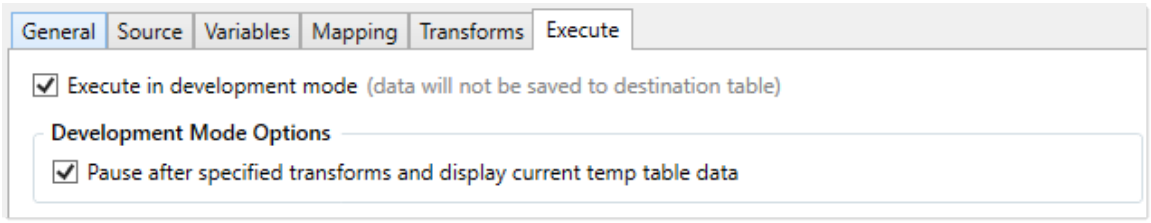
When running an import in development mode, you can configure the import to pause after performing certain transform steps, and view the data in the temp table.

To configure an import to pause after a transform:

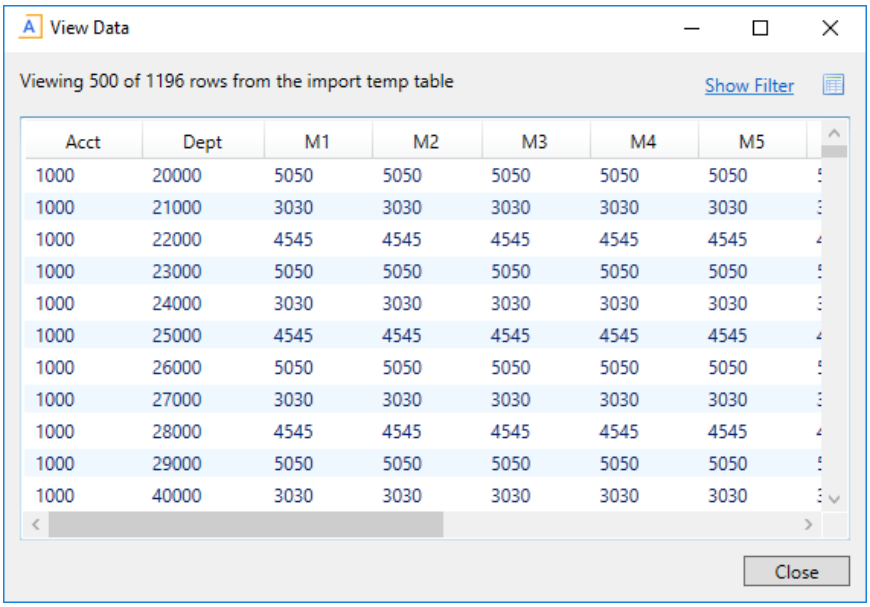
- On the **Transforms** tab, select the **Pause** check box for the transform.



- On the **Execute** tab, select **Execute in development mode** and then select **Pause after specified transforms and display current temp table data**.



When the import is executed in development mode with pauses enabled, it continues until it reaches a transform step that is configured to pause. After completing that step, the import pauses and shows the current temp table data within the **View Data** dialog.



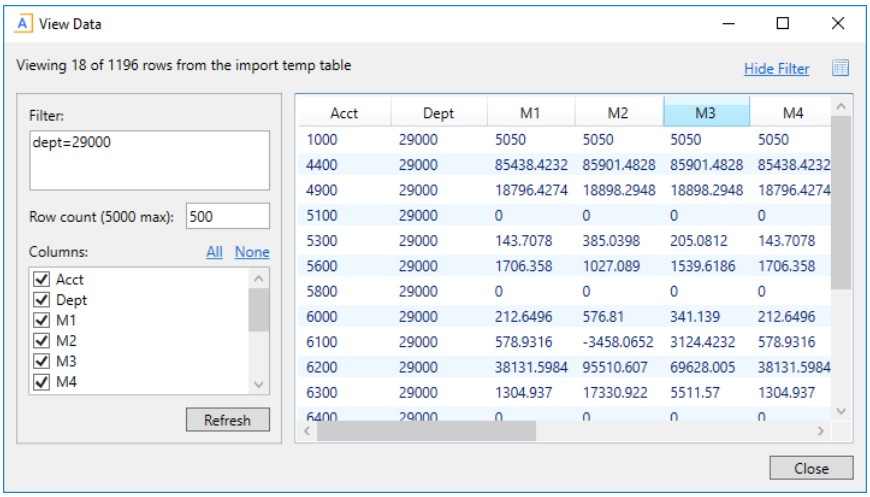
Example View Data dialog

Using this dialog, you can view and filter the data to help determine whether the transform is working as expected. When you are done viewing the data, click **Close** to return to the import. At this point the import is still paused. You can click **Continue** to continue the import, or **Stop** to stop it.

By default, the **View Data** dialog shows the first 500 rows of data in the temp table. This row limit is controlled by the **ETLMaxRows** system configuration setting. If desired, you can filter the data to make it easier to find specific records you might be looking for. To do this, click **Show Filter** in the top right corner of the View Data dialog. This enables the following filter options for the dialog:

Item	Description
Filter	Type a filter to limit the data shown in the dialog. The filter must use column-only syntax, using a column name in the temp table. For example: `Dept=45000` Where Dept is a column in the temp table.
Row count	Type a number to limit the data to a certain number of rows. The maximum number of rows that can be shown is 5000.
Columns	Select or clear columns to limit the temp table columns that display in the dialog. You can use the **All** or **None** options to select or clear all columns at once. If you clear a column, then that column cannot be used in the filter. **NOTE:** At least one column must be selected to display. If no columns are selected, then all columns will display.

After modifying the filter options, click **Refresh** to filter the data in the dialog using your selections. To clear your filter options and return to the default dialog, click **Hide Filter**.



Example View Data dialog with filter options

Import Wizard

Using the Import Wizard, you can create new imports and edit existing imports. Import settings are organized by tab.

Tab	Description
General	Defines the name of the import and other general settings.
Source	Specifies the source of the data to be imported, and how to access it.
Variables	Defines variables to be used in the import, in order to dynamically change certain import settings.
Mapping	Specifies the destination table for the import, and maps the import data to columns in the destination table.
Transforms	Defines transformation statements to be performed on the import data before it is saved to the destination table. Transforms can use SQL or built-in Axiom Budgeting and Performance Reporting functions.
Execute	Execute the import. You can run the import normally, or you can run it in development mode for testing and troubleshooting purposes. **NOTE:** It is possible to configure user permissions so that a user has read/write or read-only access to the import utility file, but the user does not have execute permissions for the import. In this case, the Execute tab is hidden.

As you complete the import settings, the Import Wizard performs error checking for missing required settings and invalid settings. If an error is detected, an error message displays in the bottom of the dialog. You can click the link to be taken to the tab that contains the error. Only one error is displayed at a time; once you resolve the current error message, a new message may appear.

Import Wizard: General tab

On the **General** tab of the Import Wizard, you can define general properties for the import—such as the import name and save options.

Item	Description
Import Name	The name of the import. The import name is how you access and execute imports from the **Imports** menu, and in other areas such as the **Import ETL Package** task in Scheduler.
Description	Optional. The import description. The description can be used to document the purpose of the import and/or to detail important import instructions. The description is limited to 2000 characters. When an import is opened in execute-only mode, the description can be viewed by clicking the **Show description** link in the **Execute Import** dialog.

Save Options

The save options impact how data is saved to the destination table when the import is executed.

Item	Description
Ignore lookup and key errors	Specifies the import behavior if lookup and key errors exist in the temp table data before saving to the destination table. These errors include invalid lookup data, blank keys, and duplicate keys. • If enabled, then any rows with lookup and key errors are ignored, and only valid rows are saved to the destination table. Once the import is complete, an error log is provided to detail the invalid rows. For more information, see Import validation errors. This option allows you to continue to save valid data even if invalid data is present. You can then investigate the invalid data, make corrections, and reimport. • If disabled (the default setting), then the import is aborted if any lookup and key errors exist in the temp table data. No data is saved to the destination table. **NOTES:** • If this option is enabled and the import is executed by Scheduler, the execution status of the job is set to Partial Success if any errors are found. This will result in an email notification if the job is set to notify only on error. • This option does not apply if a **Pre-Save Validation** function is used in the import's transform steps. If this function is used, then the import is aborted if any validation errors are found, and no further import steps are processed. • Duplicate keys count as an error condition when saving to a reference table, or when **Aggregate rows on final save** is disabled.
Aggregate rows on final save	Specifies whether duplicate rows are aggregated during the final save to the destination table. Duplicate rows are rows that have the same key column values. • If enabled (the default setting), then duplicate rows are aggregated before saving data to the destination table. This aggregation process may take some time for large imports. • If disabled, then the temp table data is not aggregated before saving data to the destination table. If any duplicate rows exist, the import is aborted and no data is saved to the destination table. You can optionally use the **Ignore lookup and key errors** option to instead exclude the invalid rows and only import valid rows. Disabling this option may improve import performance for large imports where aggregation is not necessary. **NOTE:** This option does not apply when the destination table for the import is a reference table, or any table with an identity key column.

Item	Description
Bypass updating existing rows when saving to the destination table	Specifies whether the import saves both updated data and new data, or just new data. • If enabled, then only new records of data are saved to the destination table when the import is run. Updates to existing records are ignored. • If disabled (the default setting), then new records and updates to existing records are saved to the destination table when the import is run. Enabling this option may improve import performance for use cases where the import source is not expected to contain updates to existing data. Keep in mind that if you enable the option and the import source does contain updates to existing data, the updates are simply ignored with no warning. **NOTE:** If this option is enabled, existing records in the source data may still cause import errors, even though these records will be ignored for the final save to the destination table.

Import Wizard: Source tab

The **Source** tab of the Import Wizard specifies the source of the data to be imported. The contents of the tab depend on the **Import type** selection at the top of the tab.

The available import types are as follows. Select the type that corresponds to the source of the data that you want to import:

Import Type	Description	More Information
File	Use to import data from a file: • Delimited files or Excel files • A single file or multiple files	Importing from one or more source files
External database	Use to import data from an external database. The following database connections are supported: • SQL Server • Oracle • OLEDB • ODBC	Importing from an external database

NOTE: The OLEDB source type can also be used to import data from a file. If you want to import from a file that is not one of Axiom Budgeting and Performance Reporting's supported file types, you may be able to use the OLEDB source type. The database connection strings can be configured to pull data from various file types.

The topics in this section detail the requirements and import settings for each import type.

You can import data into Axiom Budgeting and Performance Reporting from a file, using either a delimited file or an Excel file. You can import from a single file, or from multiple files that use the same file structure.

File requirements

When using a delimited file, the file must meet the following criteria:

- Delimiters can be any character. You specify the delimiting character in the import settings.
- The first row of the file can optionally contain column header names.
- Numeric values cannot be in scientific notation or formatted with extraneous characters such as currency signs or parentheses.

When using an Excel file, the file must meet the following criteria:

- The file format must be XLS or XLSX. XLSM files cannot be imported.
- The first row can optionally contain header names.
- Each column in the Excel file translates to a column in the destination table. Each row in the file translates to a data record in the table. Blank columns and rows are ignored.
- The data in the spreadsheet must match the designated data type for the destination column. For example, if numeric values in the spreadsheet are prefixed with a quotation mark, then Excel considers those values to be strings instead of numbers. This will cause an error if attempting to import these string values into a numeric column.

Import source files can be no larger than 2GB. Additionally, some import features may impose a smaller file size limit. If the source file exceeds the file size limit, it should be split into multiple smaller files.

Source configuration

To import data from a file, complete the following configuration settings on the **Source** tab of the Import Wizard.

General settings

The following settings are always present at the top of the tab.

Item	Description
Import type	Select **File** to import data from a file.

Item	Description
Remote Data Connection	If your Axiom Budgeting and Performance Reporting system is hosted on the Axiom Cloud, and you are not using the **Prompt for path during execution option** to allow the user to select a file, then you must specify a remote data connection so that the Axiom Cloud can read the file located on your network. You can select any remote data connection defined in your system, or you can enter an import variable name. For example, you can enter the built-in system variable `{DefaultRemoteDataConnection}` to automatically use the default remote data connection for your system. For information on how the default remote data connection is determined, see System variables. If no remote data connections have been defined in your system, then this setting does not apply and will not display.

File import options

The following settings are present when **File** is selected as the import type.

Item	Description
File type	Select one of the following to specify the type of file to use as the import source: • **Delimited file**: Import data from a delimited text file, such as CSV or TXT files. • **Excel file**: Import data from an Excel file (XLS or XLSX).

Item	Description
Source path	Select one of the following to specify the location of the source file: • **Use specified path**: Use this option if the file path is always known. To specify the file path, use either the **File path** or **Source folder** setting, depending on whether you are importing from a single file or multiple files. The specified path must be accessible to the Axiom Application Server (for on-premise installations) or to the Axiom Cloud Integration Service (for Axiom Cloud systems). • **Prompt for path during execution**: Use this option if you want the user to be able to specify the file when running the import. You can optionally complete the **Default folder** setting to provide a starting point. When using this option, a copy of the specified file is uploaded to the application server for processing. Once the import is complete, the temporary copy of the file is deleted. **NOTE:** Files greater than 100 MB cannot be uploaded using the "prompt" option. While it is possible to increase this limit, it is not recommended. Instead, you should use the **Use specified path** option if you need to import a file larger than 100 MB. Please contact Axiom Support if you need assistance with a large file. For more information, see Design considerations for the source path.
Import from	Select one of the following: • **Single file**: Use when importing data from a single designated file. • **Multiple files**: Use when importing data from multiple files within a designated folder. All of the files to be imported must use the same file structure. When importing from multiple files, additional configuration settings become available on the **Source** tab, in the Multiple file options section.

Item	Description
File path or Source folder	This setting applies when **Use specified path** is selected for the **Source path**. Specify one of the following, depending on whether you are importing a single file or multiple files: • **File path**: When importing from a single file, specify the path to the file. You can type the file path or click the folder icon to navigate to the file. • **Source folder**: When importing from multiple files, specify the path to the folder. All of the files to be imported must reside in this folder. You can type the folder path or click the folder icon to navigate to the folder. Once the path is specified, Axiom Budgeting and Performance Reporting will validate whether the application server or the cloud integration service can access the file or folder, and will display an error if not. If the path is to a network location, it should be a UNC path (i.e. \\servername\foldername\filename). If you enter a mapped drive, the entry will be converted automatically to a UNC path if possible. Import variables can be used in the path. See Using variables in imports. **NOTE:** If a remote data connection is specified, then by default the file/folder navigation dialog shows the folder structure of the server where Axiom Cloud Integration Service is installed. If you need to point to a different location, you can either manually type the file or folder path, or you can temporarily set **Remote Data Connection** to **<None>**.
Default folder	Optional. This setting applies when **Prompt for path during execution** is selected for the **Source path**. Specify a folder path to use as the default location when prompting the user to select a file. You can type the folder path or click the folder icon to navigate to the folder. If a folder is specified, then when the user is prompted to select a file, the file selection dialog will open to this folder by default. The user can still browse to a different location. Import variables can be used in the path. See Using variables in imports.

File options (Excel)

The following options are present if the **File type** is **Excel file**.

Item	Description
First row has column names	Select this option if the first row of the file contains column names. If the first row of the file contains data, leave this option unchecked.

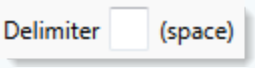
Item	Description
Sheet name	The sheet in the Excel file to import. Leave this blank to use the first sheet in the file. Only one sheet can be imported. Variables can be used to specify the sheet name. See Using variables in imports.

File options (Delimited)

The following options are present if the **File type** is **Delimited file**.

Item	Description
First row has column names	Select this option if the first row of the file contains column names. If the first row of the file contains data, leave this option unchecked.

Import file has multi-line values	Select this option if the import file has data where a field value splits across rows (within the text qualifier). For example:
	
	`DEPT, ACCT, LOCATION, A1, A2, A3`
	`100,4000, East Region, 123, 456, 789`
	`100,4100,"West`
	`Region",111,222,333`
	
	If this option is selected, then the split value will be read as a single import value.

Delimiter	In the box to the right of the option, enter the delimiting character used in the source file. For example, if the delimiter is a comma, enter a comma into the box.  If the delimiting character is a space or a tab, place your cursor in the box and press the space bar or the tab key. The character will be indicated in parentheses to the right of the box (since the character is not visible in this case). 
Text Qualifier	By default, the text qualifier is double quotation marks ("). If desired, you can enter a different character as the text qualifier, or you can clear the field if you do not want to use a text qualifier. The text qualifier is used when values in the source file may contain the delimiting character. For example, if the delimiting character is a comma, but the source file contains values such as full names that also contain a comma (for example: "Doe, Jane"). In this case, the comma within the quotation marks is considered part of the field value instead of starting a new field.

Multiple file options

The following options are present if **Import from** is set to **Multiple files**.

Item	Description
Import order	Select one of the following to specify the order in which multiple files are imported: • **Alphabetical**: Files in the specified source folder are imported in alphabetical order. • **Creation date**: Files in the specified source folder are imported by creation date (earliest first).
File filter	Optional. Specify a filter to determine the files to import within the specified source folder. If the filter is left blank, then all files in the folder are imported. You can use wildcard characters (* or ?) to include groups of files that share naming conventions. For example: `North*.xls` to collect all XLS files where the file name starts with "North". Import variables *cannot* be used in the filter. **NOTE:** The import attempts to process all files in the folder allowed by the file filter, regardless of whether those files meet the specified file type for the import (delimited or Excel). You should make sure that the folder only contains valid file types, or set the filter appropriately so that invalid file types will not be imported.
Archive folder	Specify a target folder in which to archive source files after they have been imported. You can type the folder path or click the folder icon to navigate to the folder. After the data in a file has been imported successfully, the file is *moved* from the original source folder to the archive folder. Files are not moved when running the import in preview mode. Import variables can be used in the path. See Using variables in imports. **NOTE:** If a remote data connection is specified, then by default the file/folder navigation dialog shows the folder structure of the server where Axiom Cloud Integration Service is installed. If you need to point to a different location, you can either manually type the file or folder path, or you can temporarily set **Remote Data Connection** to **<None>**.

Item	Description
Add timestamp prefix to file names when archiving successful import files	Optional. Select this option if you want to add a timestamp to the file names in the archive folder. • If enabled, then when a file is moved to the archive folder after a successful import, the file is renamed so that the name starts with the current date and time. This is intended to make it easier to find and identify files that were imported as part of a particular import execution. • If disabled, then file names are left as is when they are moved to the archive folder.

Design considerations for the source path

There are two options to specify how the import obtains the source file: **Prompt for path during execution** and **Use specified path**. When deciding which option to use, you should consider the following to determine which option is most appropriate.

Prompt for path during execution

File permissions	The file must be accessible by the user's file system permissions.
Data flow	• A copy of the file is streamed from the client machine to the application server, then from the application server to the database server. • The file copy on the application server is deleted after the import is complete.
Ramifications / Limitations	• Slower performance (file is copied multiple times) • Only available when running the import interactively • Maximum file size of 100MB

Use specified path

File permissions	• The file must be accessible by the application server or the cloud integration service. • The file path must be a UNC path, not a mapped drive (meaning \\servername\foldername, not I:\foldername).
Data flow	The file is streamed from the file source to the database server for import.
Ramifications / Limitations	• Faster performance • Maximum file size of 2GB • Can be used in Scheduler

How multiple-file imports work

When the import is configured to use multiple source files, the import works as follows:

- When the import begins, Axiom Budgeting and Performance Reporting inspects the source folder and compiles a list of all files found in that folder. If a file filter is specified, the list is limited to only those files that match the filter. If any files are added to the folder after this list is compiled, those new files will not be imported during the current import execution.

  If no files are found, the import stops. The absence of files to import is not an error condition.

- The files in the list are then imported sequentially, in the configured order (either alphabetical by file name, or by creation date). For each file, the following occurs:
  - Data is copied from the source file into the temp table.
  - Transform statements are run.
  - Data is saved to the destination table.
  - The source file is moved from the source folder to the archive folder.

  Each file must complete this import process successfully before moving on to the next file.

  NOTE: If the import uses import variables, these values are set once, before the file list is created. The import variables will remain the same for each file that is imported. However, transform variables are set by transform statements. Since the transform statements are run per file, it is possible that transform variables could resolve differently per file.

- If any file fails to import successfully, the import stops and the import status is set to Error. No further files are imported. Currently, it is not possible to configure the import to ignore the error and continue processing other files.
- If all files in the list import successfully, the import stops and the import status is set to Success.

Because all of the files are imported sequentially, if multiple files contain data for the same set of key values, the data in the last-processed file will be saved in the database (overwriting any previously saved data for the same keys). It is *not* currently possible to batch and aggregate the data from multiple files before saving.

Importing from an external database

You can import data into Axiom Budgeting and Performance Reporting from an external database, such as a SQL Server or Oracle database.

When importing from an external database, you must provide the appropriate information to allow Axiom Budgeting and Performance Reporting to connect to the database, such as the server and/or database name, and the login credentials. You must also create a SQL statement to query the necessary data that you want to import into Axiom Budgeting and Performance Reporting.

NOTE: The Connection information is only used to connect to the source and extract the data into the import temp table. If the connection information includes a password, the password must be re-entered anytime the connection information is changed.

Source configuration

To import data from an external database, complete the following configuration settings on the **Source** tab of the Import Wizard.

Item	Description
Import type	Select **External Database** to import data directly from an external database.
Import source	Select one of the following database sources: • **SQL Server**: Use this to import from a SQL Server database. • **Oracle**: Use this to import from an Oracle database. • **OLEDB**: Use this to connect to any database that supports OLEDB. • **ODBC**: Use this to connect to any database that supports Open Database Connectivity. Generally speaking, this option should only be used if no other option is available to connect to your desired database. **NOTES:** • The OLEDB option can also be used to import data from files if necessary. However, it cannot be used with Excel files. The Excel file option should be used instead. • An ODBC driver is required for use with the ODBC option. See ODBC driver. • When using the Oracle option, the Oracle Data Access Connection software (ODAC) must be installed on the Axiom Budgeting and Performance Reporting application server. If you want to import directly from an Oracle database without installing this software on the application server, you can use the OLEDB import source instead.
Remote Data Connection	If your Axiom Budgeting and Performance Reporting system is hosted on the Axiom Cloud, then you must specify a remote data connection so that your Axiom Cloud system can connect to the database server located on your network. You can select any remote data connection defined in your system, or you can enter an import variable name. For example, you can enter the built-in system variable `{DefaultRemoteDataConnection}` to automatically use the default remote data connection for your system. For information on how the default remote data connection is determined, see System variables. If no remote data connections have been defined in your system, then this setting does not apply and will not display.

Connection information for SQL Server

Complete the following connection information when the **Import source** is **SQL Server**.

Item	Description
Server	The name of the SQL Server.
Database	The name of the database.
User	The user name to use to connect to the specified server and database. The user credentials must be for a SQL Server account; network domain credentials cannot be used.
Password	The password to use to connect to the specified server and database.

Once you have completed the connection settings, click the **Test connection** button to test the connection. The **Status** updates to show either a success message or an error message.

Connection information for Oracle

Complete the following connection information when the **Import source** is **Oracle**.

Field	Description
Server	The connection parameters for the Oracle server. You can obtain this information from the Oracle TNS Names entry. A typical TNS Names entry for Oracle looks like the following: `SERVER=(DESCRIPTION=(ADDRESS=(PROTOCOL=TCP)(HOST=`**`MyHOSTNAME`**`)(PORT=`**`MyPORT`**`))(CONNECT_DATA=(SERVICE_NAME=`**`MyOracleServiceID`**`)))` Axiom Budgeting and Performance Reporting requires this information in the following format: **`MyHOSTNAME:MyPORT/MyOracleServiceID`** Where: • *MyHostName* is the name of the Oracle server machine • *MyPort* is the port number that the server is listening on, typically 1521 • *MyOracleServiceID* is the name of the Oracle service running on the host machine
User	The user name to use to connect to the database.
Password	The password to use to connect to the database.

Once you have completed the connection settings, click the **Test connection** button to test the connection. The **Status** updates to show either a success message or an error message.

Connection information for OLEDB

Complete the **Connection string** field when the **Import source** is **OLEDB**. The connection string identifies the name and location of the database or file to connect to, including any necessary validation information. Any valid SQL connection string can be used. The connection string cannot contain spaces.

Once you have completed the connection settings, click the **Test connection** button  to test the connection. The **Status** updates to show either a success message or an error message.

A good resource for connection strings is http://www.connectionstrings.com/ (external link). Some examples of common connection strings are shown below:

Source	Sample string
CSV	Server=.\SQLExpress;Provider=MSDASQL;Driver={Microsoft Text Driver (*.txt; *.csv)};UID=test;PWD=test!123;Database=AxiomFinancial
SQL Server, trusted connection	Data Source=myServerAddress;Initial Catalog=myDataBase;Integrated Security=SSPI;
Oracle with TNS	Data Source=TORCL;User Id=myUsername;Password=myPassword;
SQLOLEDB (standard)	Provider=sqloledb;Data Source=myServerAddress;Initial Catalog=myDataBase;User Id=myUsername;Password=myPassword;
SQLOLEDB (trusted)	Provider=sqloledb;Data Source=myServerAddress;Initial Catalog=myDataBase;Integrated Security=SSPI;
SQLOLEDB (server instance)	Provider=sqloledb;Data Source=myServerName\theInstanceName;Initial Catalog=myDataBase;Integrated Security=SSPI;
AS400	Provider=IBMDA400;Data Source=MY_SYSTEM_NAME;User Id=myUsername;Password=myPassword;

Connection information for ODBC

Complete the **Connection string** field when the **Import source** is **ODBC**. The connection string identifies the name and location of the database to connect to, including any necessary authentication credentials. The connection string requirements and syntax vary depending on the source database you are attempting to connect to. Consult the documentation from your database vendor to determine an appropriate ODBC connection string for this purpose.

Once you have completed the connection settings, click the **Test connection** button  to test the connection. The **Status** updates to show either a success message or an error message.

SQL Select Statement

The SQL SELECT statement defines the data query to the source database, resulting in the set of data to be imported to the *temp table*. You can then perform mapping and transformations on the data before importing into the destination table.

In the **SQL Select Statement** box, enter any valid SQL statement to define the data query. You can click the **SQL editor** button  to open the **Edit SQL** dialog. This dialog provides a text editor for entering and reviewing large SQL statements, and several tools to check the statement. For more information, see Creating the SQL SELECT statement.

Variables can be used in the SELECT statement. See Using variables in imports.

NOTE: The syntax of the SQL statement cannot be validated when using OLEDB or ODBC as the source.

ODBC driver

Use of ODBC requires an ODBC driver to be installed on the following servers:

- For on-premise systems, the driver must be installed on the Axiom Budgeting and Performance Reporting Application Server.
- For Axiom Cloud systems, the driver must be installed on the local server that is hosting the Axiom Cloud Integration Service.

The ODBC driver is specific to your source database. If you want to use ODBC with a particular database, that database vendor should provide or recommend an ODBC driver for use with that database.

Creating the SQL SELECT statement

If the import source is an external database or an internal database, then you must define a SQL SELECT statement to query the source database, resulting in the set of data to be imported to the *temp table*.

You can use the **Edit SQL** dialog to create and test the SELECT statement. To open the dialog:

- On the **Source** tab of the **Import Wizard**, click the browse button (**...**) to the right of the **SQL Select Statement** box.

The **Edit SQL** dialog provides a text editor for the statement, and also several tools to help create and test the statement.

Creating the statement

You can type the statement into the text editor, or copy and paste from another source.

You can use the **Choose Table** tool to automatically generate a SQL statement that selects all columns in a specified table. You can then edit the statement to meet the specific data needs. To do this:

1. Click the **Choose source table to create SQL** button  .

2. In the **Choose Table** dialog, select the table for which to generate the SQL statement, and then click **OK**.

   The **Choose Table** dialog lists all tables in the SQL Server database specified on the **Source** tab, including views.

The generated SELECT statement is placed in the text editor. Any existing text in the editor is overwritten.

Testing the statement

NOTE: If the SQL statement uses variables, then these validation features are not available. Validation features are also not available if the source is OLEDB.

To validate the syntax of the SQL statement, click the **Check SQL syntax** button  . Axiom Budgeting and Performance Reporting sends the statement to your database server to see if the statement can be parsed, resulting in either a success message or an error message.

To view a set of sample records, click the **View data** button  . Axiom Budgeting and Performance Reporting queries the database and returns the first 100 rows in the **View Data** dialog. You can review this data to help determine if the SELECT statement is returning the desired set of data.

Within the **View Data** dialog, you can sort, filter, and group the sample data using standard Axiom grid functionality. If desired, you can click the **Export data to .CSV file** button to export the data to a CSV file  .

When you are finished reviewing the data, click **Close** to return to the **Edit SQL** dialog.

Troubleshooting file access

When running an import or performing certain file processing actions, an error may occur when attempting to access the specified file or folder location. The most common reasons for this error are:

- Using a mapped drive instead of a UNC path
- Not having the appropriate permissions to the specified file or folder

UNC path

When specifying the file or folder location, you must use a UNC path (Universal Naming Convention). A UNC path identifies the location using a server name instead of a mapped drive. For example:

UNC path: \\servername\foldername\filename

Mapped drive: I:\foldername\filename

Mapped drives cannot be used because they may vary by computer. The mapped drives that you see may be different than the mapped drives your co-workers see, and different from the mapped drives seen by the Axiom servers. The UNC path is the only way to universally identify a location within your organization's network.

File/Folder Permissions

The Axiom Budgeting and Performance Reporting server that is performing the process must have the proper folder share and security permissions to access the specified file or folder location. The exact configuration depends on what process you are trying to perform.

Task being performed	Where to configure permissions	Account	Required permissions
Import: Source files located on network share local to the Axiom server	• Cloud: Axiom Cloud Integration Server • On-Premise: Axiom Application Server	Network Service Account	• Folder share: At least Read permissions • Folder security: At least Read, Read & Execute, and List Folder Contents
Import: Source files located on network share not local to the Axiom server	• Cloud: Axiom Cloud Integration Server • On-Premise: Axiom Application Server	Application Server Computer Account	• Folder share: At least Read permissions • Folder security: At least Read, Read & Execute, and List Folder Contents
File processing: Running via Scheduler	• Cloud: Axiom Cloud Integration Server • On-Premise: Axiom Scheduler Server	Scheduler Service Computer Account	• Folder share: Full Access • Folder security: Modify, Read & Execute, List Folder Contents, Read and Write
File processing: Running in Desktop Client	Desktop	User's Domain Account	• Folder share: Full Access • Folder security: Modify, Read & Execute, List Folder Contents, Read and Write

NOTE: On-premise installations can use an optional system configuration setting, **ETLAccessibleFolders**, to further control access to folders when running imports. If this setting is used, then any folder location in the import settings must also be listed in the ETLAccessibleFolders. If it is not, then an error occurs when attempting to access files in the folder. Keep in mind that the error message does not differentiate whether the folder is inaccessible due to general network permissions or due to the ETLAccessibleFolders setting.

Import Wizard: Variables tab

In the **Variables** tab of the Import Wizard, you can define variables to be used in the import. Import variables can be used in the following import settings:

- Source and destination columns (**Mapping** tab)
- Destination table (**Mapping** tab)
- Transform statements or functions (**Transforms** tab)
- SQL SELECT statement to the source table (**Source** tab)
- Source file (**Source** tab)
- Sheet name (**Source** tab)

When the import is executed, before any import steps are processed, Axiom Budgeting and Performance Reporting checks the **Variables** tab for variables. If variables are defined (regardless of whether they are used in the import), the **Variables** dialog is presented to the user. Once the user has specified a value for each variable, the import begins processing.

For example, you might have database tables that have the year incorporated into the table name. You could define a variable for year, and configure the destination table to use the variable. Data would then be imported into the appropriate table, depending upon the year selected by the user.

To use a variable in the import, enter the variable name into one of the supported areas of the import settings, enclosed in curly brackets {}. For example, if the variable name is "mycolumn", you would enter `{mycolumn}`.

NOTE: If the variable defines the destination table, then you must place the variable in double curly brackets when you use it in a SQL statement, so that the eventual table name value is enclosed in curly brackets as expected. For example, if you have a variable named "destinationtable", you would reference that variable as `{{destinationtable}}`. That way, when the `{destinationtable}` value is defined, it will resolve as `{GL2022}`.

Managing import variables

This tab has two sections. In the top section, you can create user-defined variables for the import. The bottom section displays the built-in system variables that can be used in the import. This **Built-in Variables** section is for reference only, so that you can see the variables available for use.

- To add a variable, click **Add variable** +. The new variable row is added below the row that is currently selected.
- To edit a variable, type the changes into the grid.

  If you change the name of a variable, you must update any references to that variable in the import to use the new name.

- To delete a variable, select the row that you want to delete and then click **Remove variable** ✕.

  Make sure the variable is not used in the import before deleting it. If the import references a variable that is not defined, an error will result when executing the import.

The following settings are defined for variables:

Item	Description
Prompt for value even if variable only contains one choice	This setting applies to all defined variables for the import, and determines the system behavior when a variable has only one choice. • If enabled (default), then users will always be prompted to select variable values, even if a variable has only one defined choice. • If disabled, then users will not be prompted to select variable values for variables that have only one defined choice.
Name	The name of the variable. Import variable names cannot use the same name as transform variable names, and vice versa. Every variable name within the import must be unique. **NOTE:** Import variables cannot use the same names as tables defined in your system. This is because the syntax for referencing tables is the same as the syntax for referencing variables. A validation message will display in the Import Wizard if a variable name matches a table name. If a table is later created with the same name as an existing variable, then subsequent executions of the import will fail with an error identifying the table name / variable name duplication.
Choices	The set of valid choices for the variable, separated by semi-colons. You can leave the choices blank if there is not a defined set of values for the variable. When the import is executed, the user can type in a value for the variable (if **Allow Free Input** is enabled). Variables (user-defined or system variables) can also be used as choices. Note that variables used as choices will not be resolved to values in the Variables dialog that is presented to the user when the import is run interactively. However, the variable will be resolved during the import execution. You can also specify a column or columns in the database by entering fully qualified Table.Column syntax. The user will be presented with a drop-down list of all values (up to 500) in the specified column. For example, enter DEPT.Region if you want the user to select from the list of regions in the DEPT table. You can specify multiple database columns, separated by semi-colons. For example, DEPT.VP; DEPT.Mgr. The column values will be collected into a single list.

Item	Description
Description	Optional description text that displays in the **Variables** dialog. This dialog displays when the import is executed, to prompt the user to specify a value for the variable. Description text displays as follows above the variable selection drop-down list: *VariableName*:*DescriptionText*
Allow Free Input	Specifies whether users can type in their own values for the variable, or if they are restricted to the list of choices. • If enabled (default), then users can either select from the list of choices, or type in their own value. Keep in mind that the user-defined value may not be valid in the context of the import. • If disabled, then users can only select from the defined list of choices.

Import Wizard: Mapping tab

The **Mapping** tab of the Import Wizard maps the import data to the destination table. In this tab, you define:

- The columns to be created in the *temp table*, including any "work columns" to be used for interim calculations only.
- The destination table for the imported data.
- The destination columns for the imported data.

When an import is executed, data is first imported from the source file or table into the temp table. Each entry in the **Temp Table Column** field becomes a column in the temp table. After performing any mappings or calculations on the temp table (as defined in the transforms), data is imported from the temp table to the destination table. The entries in the **Destination Column** field determine whether a column of data is imported to the destination table, and to which column in the destination table.

Setting the destination table

The **Destination table** field at the top of the tab specifies the table where imported data is to be saved. To specify this table, you can:

- Type the name of an existing table into the field, or use the **Choose table** button to select an existing table.
- Enter a variable name in curly brackets. When using this approach, the destination table will be determined dynamically based on the variable value. For more information, see Using variables in imports.

If needed, you can use the **create destination table** link to create a new table to hold the imported data. This process opens the **Create Table** wizard and populates the **Columns** screen with the columns defined in the **Mapping** tab, using the temp table names and data types. Before using this option, you should first use **Auto-generate temp table and destination columns** to generate the list of columns based

on the source data. Once the new table is created, the destination table and destination columns are automatically set. Only administrators and users with the **Administer Tables** security permission can see this option and create new tables.

Populating the import column mappings

The top section of the Mapping tab must contain a row for each column of data in the source. Each column in the source data becomes a column in the import temp table, which is then mapped to a column in the destination table.

The easiest way to generate the list of columns is to use the **Auto-generate temp table and destination columns** button in the top right of the tab. This process reads the source data and creates a row for each column. If a destination table is already specified, the auto-generate process attempts to map the source columns to the appropriate destination columns, based on column name. After auto-generating, you should review all entries to be sure they are correct.

NOTES:

- If the import source is set to **Prompt for file during execution**, you will be prompted to select a file to use for the auto-generated mappings.
- If the import source is set to import from multiple files, the mappings are generated based on the first file that is found in the specified folder.
- If the import uses a remote data connection, that connection is used to access the specified source file or database.
- If the import source is Ellucian, the import columns are automatically generated based on the selected data type on the Source tab. In this case, the only purpose of the auto-generate button is to map these columns to the destination columns.
- If the import source or the destination table uses variables, the **Variables** dialog opens so that you can specify variable values to use when generating the column mappings.

You can also define columns manually, or edit the settings after auto-generating:

- To add a row, click **Add imported column mapping** +. The new row is added below the row that is currently selected. This option is not available for certain source types that have a fixed set of source columns.
- To edit a row, type changes into the grid.
- To delete a row, select the row that you want to delete and then click **Remove mapping** ✕. This option is not available for certain source types that have a fixed set of source columns. Keep in mind that all columns in the import source must have a corresponding row in the mapping tab. If you do not need to save the corresponding data to the destination table (either because it is unneeded or because you need to manipulate data using a work column), simply leave the column unmapped.

- To change the order of rows, select the row that you want to move and then click the arrow icons to move it up or down.

  IMPORTANT: For all import types except Ellucian, the columns must be listed in the order of the columns in the source. For example, the first column of the source data must be row 1 in the mapping grid, the second column must be row 2, and so on. If you perform any action that changes the existing order of rows, this may cause data to be imported incorrectly. After making manual adjustments to the grid, check to make sure that each mapping row in the grid matches up with the appropriate source column.

Each row in the top section of the Mapping tab has the following properties:

Item	Description
Source Column	The number of the corresponding source column in the import source. The first row in the grid corresponds with the first column in the source, and so on. These numbers cannot be edited. If you auto-generate the mappings, the name of the source column will display next to the number for reference. Names are only displayed when the import source is a database or a file with a header row. **NOTE:** For Ellucian imports, this field displays the source column name without a number, because the columns can be listed in any order.
Temp Table Column	The name of the column to create in the temp table to hold the imported data. The column name does not have to match the name of the column in the source. The data is imported in column order, not by name. Import variables can be used to define temp table column names. For more information, see Using variables in imports. **NOTE:** Temp table column names must follow the same rules as normal table columns. See Column naming requirements. Keep in mind that if you auto-generate the column mappings, the temp table column names are based on the headers in the source. These headers may contain spaces or other invalid naming conventions that should be manually corrected.

Item	Description
Type	The data type of the column. The data type must match the data type of the destination column. The data type is automatically selected when you use the auto-generate mappings feature, or when you manually select a destination column. You only need to manually select a data type if the column is only for the temp table and does not have a destination column. EXCEPTION: If you are importing into a table with an identity column, and the identity column is mapped, the type should be set to **Integer**. For more information, see Importing data into tables with identity columns. If the data type is **String**, you must also specify the maximum length of the string field. This entry should match the string length of the destination column so that data is saved appropriately. To specify the string length, select the row and then click the browse button **[...]** to the right of the field. In the **Edit String Length** dialog, type the string length (from 1 to 4000). The string length displays in parenthesis after the data type. For example: **String (200)**. **NOTES:** • To create a string column with unlimited size, leave the string field blank. You should only do this if you understand the ramifications. • If a string column has a destination column, the column in the temp table automatically matches the Unicode status of the destination column (True/False). However, if the string column does not have a destination column, Unicode is assumed as True.

Item	Description
Nulls	Determines how blank values in the import source are brought into the temp table column. • If disabled (the default behavior), then blank values are brought into the temp table column as the default value for the specified destination column. If the column is unmapped, then the system default value as defined for the column type is used. • If enabled, then blank values are brought into the temp table column as null values. This setting can impact transform statements that look for "blank" or undefined values in the temp table. You should set this as appropriate depending on whether you want to check for null values or the default value for the affected column. The presence of null values in the temp table does not necessarily mean that the imported data will contain null values. When the temp table values are imported into the destination table, the default values for the destination columns are always applied to any null values at that point. However, if the default value for a destination column is null, then the null values will be retained.
Destination Column	The name of the column in the destination table where you want this data to be saved. You can type the name of the column directly, or use the drop-down list to select a column name. The data type of each column is displayed in the drop-down list for reference. The data type of the destination column must match the data type specified in the mapping grid. **NOTE:** If the destination table uses a variable and you are manually creating column mappings, the selections in the destination column drop-down lists are based on the first choice listed for the variable. If this column is not intended to be saved to the destination table, select **<not mapped>**. "Not mapped" is the default if you do not explicitly select a destination column. Import variables or transform variables can be used to define destination column names. If you are using a variable for a destination column and you want to set the column to not mapped, the value of the variable must be blank for import variables and empty string ('') for transform variables). For more information, see Using variables in imports.

Using work columns

You can use work columns in the temp table to perform calculations and data mapping before saving data to the destination table. For example, there may be a column in the source data that you need to manipulate before it can be saved to the destination table. In this case you would do the following:

- In the top mapping section, set the destination column for the source column to **<not mapped>**.
- In the work columns section, add a row for the work column, and set the destination column to the appropriate column in the destination table.
- On the **Transforms** tab, define a transform that manipulates the data from the original source column and populates the work column with the resulting desired data.

Any column defined in the **Work column mappings** section will be created in the temp table. If a destination column is specified, the data will be saved to the destination table.

- To add a row, click **Add work column mapping** +.
- To edit a row, type changes into the grid.
- To delete a row, select the row that you want to delete and then click **Remove mapping** ✕.
- To change the order of rows, select the row that you want to move and then click the arrow icons to move it up or down.

Each row in the work columns section of the Mapping tab has the following properties:

Item	Description
Temp Table Column	The name of the work column in the temp table. Import variables can be used to define temp table column names. For more information, see Using variables in imports. **NOTE:** Temp table column names must follow the same rules as normal table columns. See Column naming requirements.
Type	The data type of the work column. See the Type entry in the previous table for more information.

Item	Description
Null	Determines the starting values for work columns in the temp table (before transforms are applied). • If disabled (the default behavior), then the work column starts with the default value for the specified destination column. If the column is unmapped, then the system default value as defined for the column type is used. • If enabled, then the work column starts with null values. This setting can impact transform statements that look for "blank" or undefined values in the temp table. You should set this as appropriate depending on whether you want to check for null values or the default value for the affected column. The presence of null values in the temp table does not necessarily mean that the imported data will contain null values. When the temp table values are imported into the destination table, the default values for the destination columns are always applied to any null values at that point. However, if the default value for a destination column is null, then the null values will be retained.
Destination Column	The name of the column in the destination table where you want this data to be saved. If this column is used only for calculations in the temp table and is not intended to be saved to the destination table, select **<not mapped>**. See the Destination Column entry in the previous table for more information.

Column naming requirements

When naming temp table columns, the following requirements apply:

- Column names can use standard ASCII alphanumeric characters (a-z, 0-9) and the underscore character. No spaces and no other special characters are allowed.
- The first character in a column name cannot be a number or an underscore. For example, you can have a column named `Plan_09` but you cannot have a column named `09_Plan`.
- Columns cannot be named `Col#`, where # is a number, such as Col1, Col2, etc. Other column name constructions with text and numbers are allowed—for example, BUD1 is valid.
- Database reserved words should be avoided whenever possible.
- Column names are limited to 50 characters by default.

Miscellaneous behavior notes

- When importing numeric values, the number of digits in the import source cannot exceed the number of digits allowed by the data type assigned to the temp table column.
- If column data is null in the temp table and the destination column is a String column, the null data is converted to an empty string when the data is saved to the destination table (rather than using the column's default value).

Import Wizard: Transforms tab

The **Transforms** tab of the Import Wizard contains a set of statements to perform actions on the data in the temp table, in order to transform the data before saving it to the destination table.

When the import is executed, the transforms are processed after import variables have been selected and after the data query has been made to the source table or file. Transforms are processed in the order listed in the tab.

Transforms can use SQL statements or built-in Axiom transform functions.

Managing transforms

- To add a transform, click **Add transform** +. The new transform is added below the row that is currently selected.
- To duplicate a transform, select the row that you want to duplicate and then click **Duplicate selected transform**.
- To edit a transform, make changes directly in the grid.
- To delete a transform, select the row that you want to delete, and then click **Remove transform** ✕.
- To change the order of transforms, select the row that you want to move and then use the arrow icons to move it up or down.

The following settings are defined for each transform:

Field	Description
Number	The ordinal number assigned to each transform, to determine processing order. This setting is managed by Axiom Budgeting and Performance Reporting. When you change the order of rows, Axiom Budgeting and Performance Reporting automatically changes the order number.
Transform	A SQL statement, or a built-in Axiom import function. To define the transform, double-click the field or click the browse button (**...**) in the field. The **Edit Transform** dialog opens so that you define the transform. See Defining transform statements.

Field	Description
Description	Displays the description of the transform. This is for reference only. You can define this description when defining the transform.
Target Variable	Displays the name of the target variable for the SQL transform. For SQL statements, target variables are defined when editing the statement. Target variables do not apply to import functions. See Defining transform statements.
	Select the **Pause** check box if you want the import to pause and display the temp table after processing this transform. This option only applies when executing the import in development mode, using the option **Pause after specified transforms and display current temp table data**. For more information, see Executing imports in development mode.
	Select the **Disable** check box to disable the transform. When the import is processed, this transform will be skipped.

Transform notes

If the import contains a transform that zeroes old data before importing the new data, the **Pre-Save Validate** function should be used before the zero step. This allows you to identify any data issues before deleting existing data. If invalid data is found, the import is aborted and the zero step will not be processed.

Defining transform statements

For each transform listed on the **Transforms** tab of the **Import Wizard**, you must use the **Edit Transform** dialog to define the associated SQL statement or transform function. To open the dialog, click the **...** button in a transform field.

At the top of the **Edit Transform** dialog, specify whether the transform is a **SQL** statement, or a **Built-in Function**. By default, **SQL** is selected.

Defining a SQL statement transform

If the transform is a SQL statement, complete the following:

Field	Description
Enter a SQL statement	Type or copy and paste the SQL statement into the text editor. To validate the syntax of the SQL statement, click the **Check SQL syntax** button  . **NOTE:** When referencing Axiom Budgeting and Performance Reporting tables in a SQL statement, place the table name in curly brackets. For example, to reference the table DEPT, use `{DEPT}`. The SQL statement can use import variables and/or transform variables (that were defined in a previous transform statement). See Using variables in imports. If the statement includes variables, then the ability to check the SQL syntax is not available. Variables can be used in calculations in the SQL statement, for example, to calculate the value of a second variable based on the first variable. **NOTE:** If the variable defines the destination table, then you must place the variable in double curly brackets when you use it in a SQL statement, so that the eventual table name value is enclosed in curly brackets as expected. For example, if you have a variable named "destinationtable", you would reference that variable as `{{destinationtable}}`. That way, when the `{destinationtable}` value is defined, it will resolve as `{GL2022}`. For some examples of common SQL transforms, see Example SQL statements for transforms.
Target Variable Name	If you want to define a target variable for the transform, type the name of the variable. The SQL statement can be any query that results in a single value. If the query returns multiple values, the target variable uses the first value in the return set. The target variable can be used in subsequent transforms, or as destination columns in the **Mapping** tab. To use the variable in the import, enter the variable name into one of the supported areas of the import settings, enclosed in curly brackets {}. For example, if the variable name is Column, you would enter `{column}`. Transform variable names cannot use the same name as import variable names, and vice versa. Every variable name within the import must be unique. Transform variables should not use the same name as an Axiom Budgeting and Performance Reporting table that you plan to reference in the import, because the syntax for table names is the same as for variables (both are placed in curly brackets). If a variable name and a table share the same name, any references will be interpreted as the variable, not the table.

Field	Description
Description	If desired, type a description for the transform. The description may be useful when viewing the list of transforms on the Transforms tab, to easily identify specific transforms.

Using a transform function

If the transform is a built-in function, select the function that you want to use from the **Function** list, and then complete the parameters for the function.

- Add new dimension elements
- Custom data validation
- Delete rows
- Pre-save validate
- Update temp column

You can edit the description for the transform if desired. By default, the standard description of the function is used.

NOTE: If you select a different function, the current description will be overwritten with the standard description of the new function. If you go back to the original function before saving the transform, the original description will be preserved.

Add new dimension elements during an import

To add new dimension elements during an import, create a transform step that uses the built-in function **Add new dimension elements**. You can use this function to add new accounts, departments, or other dimensions as part of the import.

This function is intended to be used in cases where the import data may contain new dimension elements that have not yet been added to the relevant reference tables in Axiom Budgeting and Performance Reporting, and the organization wants these records to be added automatically as part of the import. Other organizations may prefer to prevent these records from importing and instead add the new dimension elements manually, in which case this function should not be used.

If new dimension elements are added by this function, then after the import is complete an administrator will most likely need to edit the reference table in order to fill in grouping columns for the new element. This is why the function supports notifying one or more users of the added dimension elements. Keep in mind that it is possible for invalid dimension elements to be added when using this function, if the source data for the import is not correct.

Function parameters

This function uses the following parameters:

Parameter	Description
Table	The name of the dimension table to update. This can only be reference tables that have a single-level lookup relationship with the destination table for the import. For example, if you are importing data into GL2022, and that table has columns Acct and Dept which have lookup relationships with the Acct and Dept tables, then you can add new dimension elements to the Acct and Dept tables. When this transform step is performed, the data in the temp table will be validated against this dimension table. If any dimension elements are found that do not match the dimension table, those new dimension elements will be added to the dimension table.
Column defaults	Optional. Values to use for grouping columns in the target dimension table when new dimension elements are added. You can add as many column=value pairs as needed, separated by commas. See the discussion following this table for more information on the specific syntax. Any columns in the target dimension table that are not listed here will use the column's default value (as defined in the column properties) when the new record is added. If the target dimension table contains any validated columns , then you must do one of the following: • List the validated column in this parameter with a valid value. That valid value will be used when the new records are added to the table. OR • Make sure the validated column has a valid default value in its column properties. If the validated column is not listed in this parameter, then its default value from the column properties will be used when the new records are added to the table. If the validated column is not assigned a valid value using one of these options, then an error will occur when this transform is processed and the import cannot continue.
Email notification	Users and or roles to notify via email when new dimension elements are added to the table. Enter a list of one or more user and role names, separated by commas.
Task pane notification	Users and or roles to notify via the Notifications task pane when new dimension elements are added to the table. Enter a list of one or more user and role names, separated by commas.

Defining column defaults

You can populate a grouping column using a fixed default value, or by using a value from a column in the import temp table.

- To use a fixed default value, use the following syntax:

  GroupingColumnName='*StringValue*',*GroupingColumnName*=*NumericValue*, etc.

  Where *GroupingColumnName* is the grouping column in the target dimension table. If the grouping column is a string column, then the value must be placed in single quotation marks, just like when writing a filter statement.

- To use a value from a column in the import temp table, use the following syntax:

  GroupingColumnName={temptable}.*TempTableColumnName*, etc.

  For example, if the temp table contains a column named Desc that you want to use to populate the Description column in the target dimension table, you would enter: `Description={temptable}.Desc`

NOTE: If the default values are populated from a column in the import temp table, those values must be the same for all instances of a particular dimension element. If the same dimension element has multiple rows in the temp table with different values in the specified temp table column, then the maximum value will be placed in the grouping column for that dimension element.

Example

To add new departments when importing GL actuals data, the function parameters could look as follows:

Table:	Dept
Column defaults:	Description={temptable}.Desc, DeptStatus='New'
Email notification:	sysadmins
Task pane notification:	jdoe

When the import is run, any departments that do not already exist in the DEPT table will be added to that table. The Description column in the DEPT table will be populated with the value from the Desc column in the import temp table, and the DeptStatus column in the DEPT table will be populated with the string "New". An email notification of the added departments will be sent to users in the role sysadmins, and a task pane notification of the added departments will display for user jdoe.

All other columns in the DEPT table will use the default value defined for the column in the column properties.

Deleting rows of data as part of an import

To delete rows from a target table during an import, create a transform step that uses the built-in function **Delete rows**. For example, you could use this function to clear the existing rows in a table before importing new data.

Function parameters

Parameter	Description
Table	The name of the table from which to delete rows.
Filter	Optional. A filter used to identify rows to delete. If omitted, all rows in the table are deleted. The filter can be against the specified table or against a lookup reference table. Standard Axiom filter criteria syntax applies. **NOTE:** The temp table cannot be referenced in the filter.

For example, if the table is GL2022, then the filter could be something like:

```
GL2022.YrMo='{YrMo}'
```

Where the value of YrMo is defined by an import variable.

```
Dept.Region='North'
```

Where the GL2022 table has a column Dept that looks up to the Dept table.

NOTES:

- If you are only updating specific columns in the destination table, then you may want to use a SQL step to zero data rather than using the Delete rows function.
- If all rows in the target table are being deleted, Axiom Budgeting and Performance Reporting will attempt to perform a truncate instead of a delete, for improved performance. Truncate cannot be used if a filter is defined in the Delete rows function, or if the user performing the import has filtered access to the target table, or if the target table is a reference table.

Updating data in the temp table based on another column

To update data in the temp table based on another column, create a transform step that uses the built-in function **Update temp column**. This function updates a column in the temp table from a specified column in another table, using the given match key. For example, this function would typically be used to look up the credit reversal sign from the Account table.

Function parameters

Parameter	Description
Temp table column	The name of the column in the temp table to be updated.
Source column	The name of the column to use to update the temp table. Fully qualified Table.Column syntax must be used.
Match columns	The columns to use to match data to update, in the format *TempColName = SourceColName*. Separate multiple match sets with commas. For example: `ACCT = ACCT, DEPT = DEPT`
Temp table filter	Optional. A filter used in the SQL WHERE clause against the temp table, to identify rows to update. If omitted, all matching rows are updated. Fully qualified Table.Column syntax must be used. The temp table must be represented as a variable. For example: `{temptable}.ACCT > 20000` **NOTE:** If a temp table column uses a database reserved word (such as "Key") then in the filter you must place that column in double quotation marks and use all upper-case letters. Use of database reserved words should be avoided whenever possible.

Looking up key or alternate key values

To look up identity key or alternate key values from a dimension table for an import, create a transformation step that uses the built-in function **Update Alternate Key Lookup Values**. This function can be used as follows:

- The import destination is a data table that contains a lookup to a dimension (reference) table.
- The dimension table has both a key column and an alternate key column.
- The import data contains string values that correspond to either the dimension key or the alternate key, which you want to use to look up the identity key or alternate key for the same record.
    - If the string values in the import data correspond to the dimension key column, you can use them to look up the identity alternate key.
    - If the string values in the import data correspond to the dimension alternate key column, you can use them to look up the identity key column.
- Once you look up the identity value, you can save it to the destination table as part of the import.

In order to use this function, the mappings for the import must be set up as follows:

- The column in the import data that contains the string values should not be mapped to a destination column.

- An Integer work column must be created to hold the identity values that are looked up from the dimension table. This column is then mapped to the Integer column on the destination table that needs the identity values.

Additionally, if the string value in the import data does not currently exist in the dimension table, you can optionally add new records to the dimension table as part of the import.

Function parameters

This function uses the following parameters:

Parameter	Description
Table	The name of the lookup dimension table.
Alternate Key Columns	A comma separated list of SourceColumn=WorkingColumn pairs to process. • SourceColumn is the name of the column in the import data that contains the string values. • WorkingColumn is the name of the work column in which to place the corresponding identity values.
Add new dimension values	Optional. Adds new values to the dimension table if there is no match for the string value in the import data. • If enabled, then new records will be created in the dimension table for any string that do not match existing values in the table. • If disabled, then any non-matched string values will cause an import exception and will prevent that row from being imported.

Parameter	Description
Column defaults	Optional. Values to use for grouping columns in the target dimension table when new records are added. You can add as many column=value pairs as needed, separated by commas. See the discussion following this table for more information on the specific syntax. Any columns in the target dimension table that are not listed here will use the column's default value (as defined in the column properties) when the new record is added. If the target dimension table contains any validated columns , then you must do one of the following: • List the validated column in this parameter with a valid value. That valid value will be used when the new records are added to the table. OR • Make sure the validated column has a valid default value in its column properties. If the validated column is not listed in this parameter, then its default value from the column properties will be used when the new records are added to the table. If the validated column is not assigned a valid value using one of these options, then an error will occur when this transform is processed and the import cannot continue.

Defining column defaults

When adding new records to the dimension table, you can populate grouping columns using a fixed default value, or by using a value from a column in the import temp table.

- To use a fixed default value, use the following syntax:

  `GroupingColumnName='StringValue',GroupingColumnName=NumericValue, etc.`

  Where *GroupingColumnName* is the grouping column in the target dimension table. If the grouping column is a string column, then the value must be placed in single quotation marks, just like when writing a filter statement.

- To use a value from a column in the import temp table, use the following syntax:

  `GroupingColumnName={temptable}.TempTableColumnName, etc.`

  For example, if the temp table contains a column named Desc that you want to use to populate the Description column in the target dimension table, you would enter: `Description={temptable}.Desc`

NOTE: If the default values are populated from a column in the import temp table, those values must be the same for all instances of a particular dimension element. If the same dimension element has multiple rows in the temp table with different values in the specified temp table column, then the maximum value will be placed in the grouping column for that dimension element.

Validating data to be imported before the save

To validate data against lookup columns *before* performing the save for the import, create a transform step that uses the built-in function **Pre-save validation**. This function takes no parameters.

This is the same validation process that occurs automatically as part of the actual save for the data import. By performing the validation before the save, you can check for invalid data and abort the process before performing irrevocable data changes in subsequent transform steps (such as deleting old data in the destination table). If instead you want to perform a different custom validation, see Performing custom data validation for an import.

If any destination columns in the import are validated columns, this function validates the data in the temp table against the lookup columns. If exceptions are found, an error message is written to the import log and the import is aborted.

NOTE: If this function is used in an import, then the option to **Ignore lookup and key errors** does not apply. If invalid data is found in the pre-save validation step, then the import is automatically aborted and does not proceed to the data save.

Performing custom data validation for an import

To exclude rows of data from an import based on a custom criteria, create a transform step that uses the built-in function **Custom data validation**. Any data in the temp table that matches the specified filter will be excluded from the save.

This custom validation is separate from the built-in lookup validation that occurs as part of the data save (or by use of the Pre-Save Validate function).

Function parameters

Parameter	Description
Filter	A filter used in the SQL WHERE clause against the temp table. Any rows that match this filter are *excluded* from the save, and will be reported in the import error log with any other validation errors.

Parameter	Description
Failure Message	An error message to display next to records that are excluded due to this data validation step. Errors are logged in a column named **AXTRANSFORM_*StepNumber***, where *StepNumber* is the number of the associated transformation step. For example: "AXTRANSFORM_5" when the associated transform is step 5 in the list.

For example, you might want to check to make sure that data exists in a particular column of the temp table before importing that record. If the necessary data is missing, then that record will be excluded from the import. In this case the function settings would be something like the following:

Filter: Benchmark=0

Failure Message: The Benchmark data is missing

Where Benchmark is the column in the temp table that must have a value in order to import the record.

Example SQL statements for transforms

The following example SQL statements can be used to perform common transforms for imports.

Converting data types

Convert a number to a string to populate into a string column

```
UPDATE {temptable} SET RATESTRING = CONVERT(NVARCHAR, RATENUM) WHERE
RATENUM IS NOT NULL
```

If Unicode is disabled for the string column, then convert to varchar instead.

Convert a string to a number to populate into a numeric column

```
UPDATE {temptable} SET RATENUM = CONVERT (BIGINT, RATESTRING) WHERE
RATESTRING IS NOT NULL
```

or

```
UPDATE {temptable} SET ACCT=CAST (tAcct as BigInt)
```

If you are using Integer 32 or Integer 16, then convert to int or smallint instead.

Convert a datetime field to a concatenated string (yearmo)

```
UPDATE {temptable} SET YEARMO = YEAR(DateTimeField) * 100 + MONTH
(DateTimeField)
```

Convert a datetime field to a concatenated string (yearmonthday)

```
UPDATE {temptable} SET YEARMONTHDAY = (YEAR(DateTimeField) * 100 + MONTH
(DateTimeField)) * 100 + DAY(DateTimeField)
```

Other conversion statements

```
CONVERT(STRING(xx), RATENUM)

CONVERT(BIGINT, RATESTRING)

CONVERT(DECIMAL(28,14), RATESTRING)
```

Math transformations

Convert values to a negative number if a credit column exists in the temp table

```
UPDATE {temptable} SET M1 = - M1, M2 = -M2, M3 = -M3, M4 = -M4, M5 = -M5,
M6 = - M6, M7 = -M7, M8 = -M8, M9 = -M9, M10 = -M10, M11 = -M11, M12 = -m12
WHERE Credit = 'C'
```

Perform math on a field if another field in the temp table contains a value

```
UPDATE {TempTable} SET M1 = M1 * Rate WHERE Rate <> ''
```

Round a value to 2 decimals and replace the value

```
UPDATE {temptable} SET RATE = ROUND(RATE, 2)
```

Divide two integer numbers and keep the decimal

Remember that an integer divided by an integer returns only an integer (example: 5/7 = 0). If you want to capture the decimal remainder, you must cast the integer values as decimal:

```
CAST(INT1 AS DECIMAL(28,14)) / CAST(INT2 AS DECIMAL(28,14))
```

Pivoting data

Pivot incoming data with respect to time

```
UPDATE {temptable} SET
  M1 = case when (TheMonth=1) then Amt else 0 end,
  M2 = case when (TheMonth=2) then Amt else 0 end,
  ETC.
```

Pivot data from columns to rows (using a monthly variable)

```
Update {temptable} set Amt =
  Case
    When ({VarMonth}=1) then M1
    When ({VarMonth}=2) then M2
    ETC.
    Else 0
  End
```

General temp table transformations

Perform a find and replace in a data column to detect the # character and replace it with nothing

```
UPDATE {temptable} SET AcctDesc = REPLACE(AcctDesc,'#','')
```

Place zeros in a field rather than null values

```
UPDATE {TempTable} SET Rate = 0 WHERE Rate IS NULL
```

Insert new records into the temp table by summarizing transaction detail records

```
INSERT INTO {temptable} (DEPT,ACCT,TRANSID,M1,M2,M3,DELETE) SELECT
DEPT,ACCT,'Summarized',SUM(M1),SUM(M2),SUM(M3),'DeleteFlag' FROM
{temptable} GROUP BY DEPT,ACCT
```

Add an identity or row number to each record, using the system column AxReference

```
UPDATE {temptable} SET MYROWNUMBER={temptable}.AxReference
```

Delete records from the temp table with a flag set

```
DELETE from {temptable} where FLAG = 'DeleteFlag'
```

Delete records from the temp table where the dimension combination already exists in the destination table

This example might be used to load only new transactional records and leave existing destination records untouched.

```
DELETE FROM {temptable} WHERE {temptable}.DEPT IN (Select DEPT from
{TRANSACTIONTABLE} group by DEPT) and {temptable}.TRANSID IN (Select
TRANSID from {TRANSACTIONTABLE} group by TRANSID)
```

Concatenate strings together with a hyphen in between

```
UPDATE {temptable} SET DESCRIPTION = DESC1 + ' - ' + DESC2
```

Fill an entire column with the same value

```
UPDATE {temptable} SET RATE = 0
```

Copy the left 5 characters into a new column

```
UPDATE {temptable} SET ShortDesc = LEFT(LongDesc,5)
```

Subtract 1 character from the end of a field and copy the remaining text to a new column

```
UPDATE {temptable} SET ShortDesc = LEFT(LongDesc, (LEN(LongDesc) - 1))
```

Aggregate balance sheet records

```
UPDATE {temptable} SET M1=BegBal+M1
UPDATE {temptable} SET M2=M2+M1
UPDATE {temptable} SET M3=M3+M2
UPDATE {temptable} SET M4=M4+M3
UPDATE {temptable} SET M5=M5+M4
UPDATE {temptable} SET M6=M6+M5
UPDATE {temptable} SET M7=M7+M6
UPDATE {temptable} SET M8=M8+M7
UPDATE {temptable} SET M9=M9+M8
UPDATE {temptable} SET M10=M10+M9
UPDATE {temptable} SET M11=M11+M10
UPDATE {temptable} SET M12=M12+M11
```

Import into only the current period using a variable

On the Mapping tab, for each column where you want to use a variable, set the destination column as {M1}...{M12} instead of the normal M1 … M12.

On the Transforms tab, create 12 statements—one for each data column that you set up with a variable. The SQL for each statement is as follows (each statement will have a different current period value and a matching column name):

```
SELECT RESULT =
  CASE
    WHEN {CurrentPeriod} = 1 THEN 'M1'
    ELSE ''
  END
```

In the **Target Variable Name** section of the transform, type the name of each variable. In the text above, the variable name would be M1. The next statement would be M2, then M3, and so on. This will set the variable value to the result of the SQL statement. Columns that do not match the current period will be set to '', which means they will not be imported to the destination table.

Abort the import if no data exists to import

```
IF (SELECT COUNT(*) FROM {temptable}) = 0

RAISERROR ('Temptable was empty, aborting import', 11, 0)
```

Updating a table other than the temp table

Update a reference table with new elements that currently exist in the temp table, but not in the reference table

Whenever possible, the new built-in function **Add new dimension elements** should be used for this instead of a SQL statement. See Add new dimension elements during an import. If this function cannot be used, then use a SQL statement like the following:

```
INSERT INTO {ACCT}(ACCT, Description) Select ACCT, 'Exception from Import'
FROM {temptable} WHERE NOT EXISTS (SELECT ACCT FROM {ACCT} WHERE
{temptable}.ACCT = {ACCT}.ACCT GROUP BY ACCT) GROUP BY ACCT
```

Zero out columns in a destination based on a flag in a reference table

```
UPDATE {{destinationtable}} set M1=0,M2=0,M3=0,M4=0,
M5=0,M6=0,M7=0,M8=0,M9=0,M10=0,M11=0,M12=0 FROM {{destinationtable}} INNER
JOIN {ACCT} ON {ACCT}.ACCT={{destinationtable}}.ACCT WHERE
{ACCT}.ZEROME='1'
```

This example assumes that {destinationtable} is an import variable that resolves to a table name.

Delete large numbers of records from a table

```
DECLARE @RowsDeleted INTEGER
SET @RowsDeleted = 1
WHILE (@RowsDeleted &gt; 0)
  BEGIN
    DELETE TOP (10000) FROM MyTable [WHERE .....]
    SET @RowsDeleted = @@ROWCOUNT
  END
```

The WHERE clause in the DELETE step is optional.

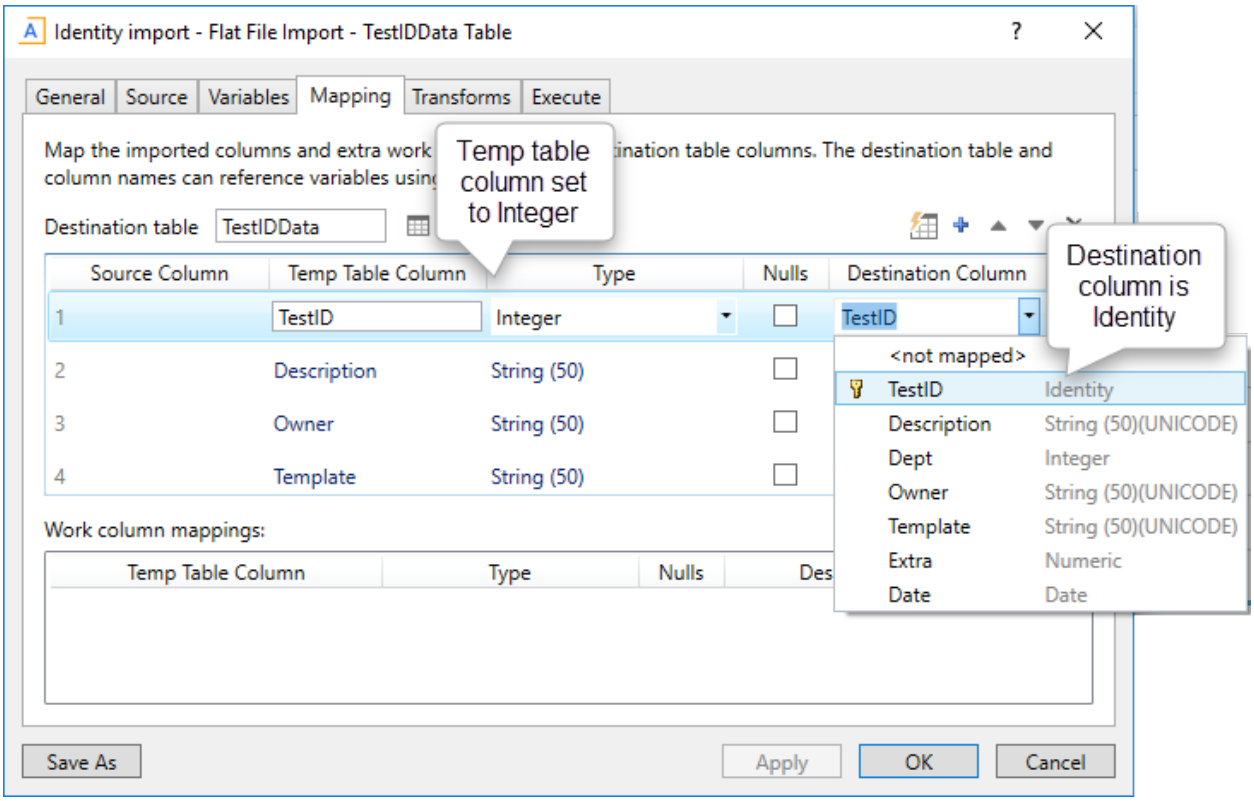
Importing data into tables with identity columns

Columns that use the Identity data type contain automatically-generated, unique ID numbers. If you want to import data into a table with an identity column, special considerations apply. The identity column can be mapped as part of the import, or left unmapped. The decision of how to handle this depends on whether you are updating existing data or only creating new records, and whether you want new records to use automatically generated numbers or specific numbers.

Updating existing data with an identity key column

If the import is updating existing data and the table contains an identity key column, the identity column must be mapped. In order to update existing data, the import must be able to match the value in the import temp table with an identity key in the destination table.

When mapping a temp table column to an **Identity** column in the destination table, the data type of the temp table column must be set to **Integer**. (If the identity column is **Identity32**, the temp table column should be set to **Integer32**.)



Creating new records with an identity key column

If the import is creating new records in the destination table, you can opt to use automatically-generated ID numbers in the identity column or you can specify the ID numbers.

If you want to use automatically-generated ID numbers, there are two ways to accomplish this:

- **Leave the identity column unmapped.** When the identity column is unmapped, all records in the import data are created as new records with automatically-generated ID values. This configuration is appropriate when the only purpose of the import is to create new records. If the import data contains a mix of new and updated records, then the identity column cannot be left unmapped.

  This is also the only use case where it is possible to leave a key column unmapped in an import.

- **Map the identity column, but leave the column blank for new records.** When the identity column is mapped, but the temp table column is left blank, new records are created for the blank values using automatically-generated ID values. This configuration is appropriate when the import data contains a mix of new and updated records. If the column contains an existing identity value, the existing record is updated.

In some cases, you may have a need to create new records using specific identity values. You can do this by mapping the identity column, and populating the import data with the desired identity values. When new records are created in the table, they will use the specified values instead of using automatically-generated values. When using this approach, keep in mind the following:

- In order to create new records, the values in the temp table column must not already exist in the destination table. If a temp table value matches an existing value, then the existing record is updated instead of creating a new record.
- The "seed" value for the identity column will be reset to the largest inserted value, instead of continuing where it left off. For example, if the last auto-generated value was 20, but you import a specific new value of 80, the next auto-generated value will start at 81.
- It is not possible to create new records with a mix of automatically-generated ID values and specific values. If you want to create any new records with specific values, then all new records in the import data must be assigned specific values. The temp table column cannot be left blank when using this configuration.

When mapping a temp table column to an identity column, the data type of the temp table column must be Integer (see previous section).

Other considerations

It is also possible for a table to contain a non-key identity column. This column can be mapped or unmapped for an import, and will be treated as follows:

- If the identity column is unmapped, then new records are created using automatically-generated values, and existing values are unchanged. This is the recommended approach unless you need to create new records with specific identity values (an unlikely situation).
- If the identity column is mapped, and new records are created in the table, the value in the temp table column will be used if it is available. If the value already exists in the identity column on another record, then the value is ignored and an automatically-generated value is used. When updating existing records, the temp table value is ignored and the existing values are left as is (in other words, it is not possible to change the identity value on an existing record).

  As mentioned previously, if new records are created with specific values, the "seed" value for the identity column is reset to the largest inserted value, instead of continuing where it left off.

Exporting Data

Using an export utility, you can export data from an Axiom table to an external database or to a delimited file.

When you create an export, you specify a client-defined table in Axiom Budgeting and Performance Reporting from which to export data. You can export all of the data in the table, or you can limit the data by selecting columns to export or by defining a data filter. Then, you define the destination properties, such as connection information for the target database and table, or the name and location of the destination file. For Axiom Cloud systems, a remote data connection is used to access the local target for the export.

When an export is executed, Axiom Budgeting and Performance Reporting extracts the data from the source table in the Axiom database, and then creates or updates the destination table in the target database or creates the destination file.

Export utility alternatives

The following features can be used as alternatives to export utilities:

- **File Processing:** The File Processing feature supports the ability to create a delimited export file, using the **Export to File** processing option. Instead of extracting data directly from a table, the desired data is first populated into an Axiom report, and then extracted from that report. The data can be manipulated within the report as needed before it is extracted.
- **OData API:** The Axiom Budgeting and Performance Reporting OData API can be used in custom web solutions to access data from the Axiom Budgeting and Performance Reporting database. Standard OData syntax is used to query data from specified tables, then the data is returned in JSON format.

Managing exports

Export utilities can be created, edited, or deleted using the Exports Library.

To access the Exports Library:

- On the **Axiom** tab, in the **Administration** group, click **Manage > Axiom Explorer**. The Exports Library is available in the Libraries section.

  NOTE: In systems with installed products, this feature may be located on the **Admin** tab, as **System Browser**.

  You can also use the Explorer task pane to access the Exports Library.

For details on executing an export, see Executing export utilities.

Creating an export

Only administrators and users with the **Administer Exports** security permission can create exports. Non-admin users must also have read/write access to at least one folder in the Export Library, in order to have a location to save the newly created export.

1. Right-click the **Exports Library**, and then click **New > Export Package**.
2. In the **Create New Export** dialog, select one of the following and then click **OK**.
   - **Create from scratch** (default): Create a new export starting with blank export settings.
   - **Create from existing**: Create a new export by copying an existing export. If you select this option, then select the export that you want to copy from the list in the bottom of the dialog. All settings for the existing export will be copied to the new export as a starting point.

   The Export Wizard dialog opens. You can move between tabs in any order, however, before you can save the export, all required settings must be completed and no invalid settings must be present. If errors exist, an error message displays at the bottom of the dialog; you can click the error link to be taken to the tab with the error.
3. In the **General** tab, enter a **Name** for the export and an optional **Description**.

   The export name is how users access and execute the export. If this export is a copy of an existing export, the default name is "Copy of *ExportName*".
4. In the **Source** tab, specify the source table for the export and then complete the source settings. For more information, see Export Wizard: Source tab.
5. In the **Destination** tab, specify the destination type (database or delimited file) and then complete the destination settings. For more information, see Export Wizard: Destination tab.
6. When you are finished completing the settings and no errors exist, click **OK** to save the export.

   NOTE: By default, new exports are saved to the root of the Exports Library. If you want to save an export to a sub-folder instead, click **Save As** to save the export instead of clicking OK. This brings up the Save As dialog, where you can select a folder location to save.

Editing an export

You can edit existing exports as needed, as long as the export was not installed by a product package. Only administrators and users with read/write access to the export file can edit exports.

Product-controlled exports are locked and cannot be edited. Some of these exports may be designed to work as is, without customizations. If customizations are required, you can create a copy of the product-controlled export and make customizations in the copy. If the original export is later updated by the product, you can review the original export to see the changes that need to be made in your copy (or you can create a new copy of the export and re-make your customizations as needed).

To edit an existing export:

- Right-click the export in the **Exports Library**, and then click **Edit**.

The Export Wizard opens. You can change any export settings as desired.

NOTE: When editing an export, you can use the **Save As** button to save the current export as a new export file. If you have read-only rights to the export, then the **Save As** button is the only save option available.

Deleting an export

You can delete an existing export if it is no longer needed, as long as the export was not installed by a product package. Only administrators and users with read/write access to the file and its folder can delete exports.

Product-controlled exports are locked and cannot be deleted.

To delete an export:

- Right-click the export in the **Exports Library** and then click **Delete**.

Executing export utilities

When you execute an export utility, data is queried from the source table in Axiom Budgeting and Performance Reporting according to the export configuration settings, and then the resulting data is saved to the destination table or the destination file. If the export destination is a table, the table is either created or updated, depending on the export configuration.

NOTES:

- By default, only administrators can execute export utilities. Non-admin users can be granted permission to execute specific exports, as defined on the **Files** tab of Security.
- If the user executing the export has a security filter for the source table, that filter will be honored to determine the available data to export.
- You can also use Scheduler to execute export utilities, using the **Export ETL Package** task.

To execute an export:

1. On the **Axiom** tab, in the **Administration** group, click **Manage > Axiom Explorer**. You can also use the Explorer task pane.

   NOTE: In systems with installed products, this feature may be located on the **Admin** tab, as **System Browser**.

2. In the **Exports Library**, double-click the export that you want to execute.
   - If your security permissions only allow you to execute the export, then the export opens in

a special execute-only dialog, which displays the contents of the **Execute** tab.

- If your security permissions allow you to view or edit the export settings, then the full **Export Wizard** opens.

3. On the **Execute** tab, click the **Execute** button to start the export.

As the export is processed, status messages display in the **Execution log** at the bottom of the dialog. If an error occurs, the error message displays in the log and the export is stopped. If necessary, you can copy and paste the text in the execution log—for example, to send the error to Axiom Support. To do this, right-click inside the log and choose **Select All**, then select **Copy**.

If you want to stop the export while it is executing, click **Stop**. When the export is complete, click **OK** to close the dialog.

Export Wizard

Using the Export Wizard, you can create new exports and edit existing exports. Export settings are organized by tab.

Tab	Description
General	Defines the name of the export and other general settings.
Source	Specifies the table data to be exported.
Destination	Specifies the destination for the exported data, either a delimited file or an external database.
Execute	Execute the export. **NOTE:** It is possible to configure user permissions so that a user has read/write or read-only access to the export utility file, but the user does not have execute permissions for the export. In this case, the Execute tab is hidden.

As you complete the export settings, the Export Wizard performs error checking for missing required settings and invalid settings. If an error is detected, an error message displays in the bottom of the dialog. You can click the link to be taken to the tab that contains the error. Only one error is displayed at a time; once you resolve the current error message, a new message may appear.

Export Wizard: General tab

On the **General** tab of the Export Wizard, you can define general properties for the export.

Item	Description
Export Name	The name of the export. The export name is how you access and execute exports from the Exports Library, and in other areas such as the **Export ETL Package** task in Scheduler.

Item	Description
Description	Optional. A description for the export. The description can be used to document the purpose of the export and/or to detail important export instructions. The description is limited to 2000 characters. When an export is opened in execute-only mode, the description can be viewed by clicking the **Show description** link in the **Execute Export** dialog.

Export Wizard: Source tab

Use the **Source** tab of the Export Wizard to specify the data to be exported. You can export data from any user-defined table in the system.

Item	Description
Source table	The Axiom table that contains the data to be exported. You can select any table in the Table Library. To specify a table, click the table icon to the right of the entry box. In the **Choose Table** dialog, select the table to use as the source table and then click **OK**. You can change the view and filter the list to find the table you are looking for.
Filter	Optional. A data filter to specify the rows in the table to export. If no filter is applied, then all rows will be available for export. **NOTE:** If the user executing the export has a security filter on the source table, that filter will be honored in addition to any filter defined here. You can type in a filter criteria statement, or you can use the Filter Wizard to create one. Once you have specified a filter, you can click the validate icon to validate the filter and return the current row count for the filter.
Choose columns to export	The columns of the table to export. By default, all columns are selected for export. If desired, you can clear the check box for specific columns if you do not want to export the data in those columns. Key columns must be included in the export and cannot be changed. The column list includes all regular columns, all calculated fields, and the system information columns for modified by / date.

Export Wizard: Destination tab

Use the **Destination** tab of the Export Wizard to specify the export destination and configure the necessary destination properties. You can export data to the following destinations:

- External database (SQL Server or Oracle)

- Delimited file

The destination properties differ depending on the selected destination type.

Exporting data to an external database

Complete the following settings to export data to a target table in an external database.

Item	Description
Remote Destination	Select either **SQL Server** or **Oracle**.
Remote Data Connection	If your Axiom Budgeting and Performance Reporting system is hosted on the Axiom Cloud, then you must specify a remote data connection in order to connect with the external database. You can select any remote data connection that has been set up in Scheduler. If no remote data connections have been defined in your system, then this setting does not apply and will not display.
Server	• For SQL Server, enter the server name for the external database. • For Oracle, enter the connection parameters for the external database. You can obtain these parameters from the Oracle TNS Names entry. For more information, see the similar discussion for setting up Oracle as an import source (Connection information for Oracle).
Database	Enter the name of the external database. This setting only applies if the database is SQL Server.
User	Enter the user name to use to connect to the external database. For SQL Server, the user credentials must be for a SQL Server account; network domain credentials cannot be used. **NOTE:** The user credentials must have the appropriate permissions to perform the table actions for the export in that database.
Password	Enter the password to use to connect to the external database. **NOTE:** The password must be re-entered whenever any of the other connection properties are changed.

Item	Description
Target Table	Specify the name of the table to create or update in the destination database. If desired, you can use the Choose Table button to the right of the box to look up existing table names in the destination database. You can update an existing table or create a new table. The behavior is determined by the setting **Drop and Create Destination Table**. Note that if "drop and create" is not enabled for the export, then the table must already exist in the destination database because the export will not create it. You can either manually create the table in the destination database before running the export, or you can run the export once with "drop and create" enabled to initially create the table, then disable the option for future executions to update the existing table.
Drop and Create Destination Table	Specifies whether the destination table is created or updated. • If enabled (default), the destination table will be created as part of the export. If the destination table already exists in the destination database, it will first be dropped (deleted), and then re-created with the new data from the export. Any existing data in the table will be lost. • If disabled, the existing destination table will be updated with the new data from the export. The destination table must already exist in the destination database; the export will not create the table. Any existing data in the table may or may not be retained, depending on whether the option **Truncate Destination Table** is enabled.
Truncate Destination Table	Specifies whether the existing rows in the destination table are deleted before updating the table with new data from the export. Only applies if the export is configured to update an existing table (**Drop and Create Destination Table** is disabled). • If enabled, all existing rows in the destination table will be deleted before the table is updated with new data. • If disabled (default), then all existing rows in the destination table are preserved, and new data rows are appended to the table. **NOTE:** New data rows are added "as is", without validating for duplicate keys or other constraints. This option should only be used if you are confident that new data will not conflict with existing data.

Once the connection information is completed, you can click **Test connection** to test the connection information for the external database. The **Status** updates to show either a success message or an error message.

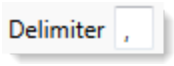
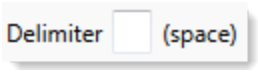
NOTE: The test connection requires the user to have the highest level of permissions that could potentially be used by the export (permission to drop and create tables). If the specified user does not have this level of permissions, the test connection will fail. However, if "drop and create" is not enabled for the export, then the export may succeed even though the test connection failed.

Exporting data to a delimited file

NOTE: The ability to export data to a delimited file using an export utility is only supported for Axiom Cloud systems using a remote data connection. As an alternative, on-premise systems can use the File Processing feature instead.

Complete the following settings to export data to a delimited file.

Item	Description
Remote Destination	Select **Delimited File** to export data to a delimited text file.
Remote Data Connection	Select a remote data connection to use for the export. You can use any remote data connection that has been set up in Scheduler.
Folder path	Enter the folder path where you want the destination file to be saved. You can type the path or click the folder icon to navigate to the desired path. The folder path must be a UNC path (i.e. \\servername\foldername). If you enter a mapped drive, it will automatically be converted to a UNC path. The folder path must be accessible to the Axiom Cloud Integration Service.
File name	Enter the name of the delimited file for the export to create. By default, comma-delimited files are saved as CSV format, and all other delimiters are saved as TXT format. If you want a comma-delimited file to be saved as TXT format instead, then include the file extension on the file name.
First row has column names	Select this option if you want the first row of the delimited file to contain column names.

Item	Description
Delimiter	In the box to the right of the option, enter the delimiting character to use in the export file. For example, to delimit by a pipe character, enter a pipe character into the box. By default, the delimiter is set to comma.  If you want to use a space or tab as the delimiting character, place your cursor in the box and press the space bar or the tab key. The character will be indicated in parentheses to the right of the box (since the character is not visible in this case). 
Text Qualifier	By default, the character used as the text qualifier is double quotation marks ("). If desired, you can enter a different character as the text qualifier, or you can clear the field if you do not want to use a text qualifier. The text qualifier is used when values in the data may contain the delimiting character. For example, when the delimiting character is a comma, but the data contains values such as full names with a comma (for example: "Doe, Jane"). When the delimited file is created by the export, the value with the comma will be wrapped in quotation marks so that the comma is not read as a delimiter.
Compress	Select this option if you want the export file to be compressed. If enabled, the export generates a ZIP file that contains the export file.

Managing document image links

Document links are stored in the VendorImageLink column of the GLTRANSACTIONS_20XX tables. Links can be imported or managed manually.

NOTE: To import image URLs, you first need to add a column to your import file named VendorImageLink. For more information, see the accounts payable and accrued receipts/received not invoiced file layout topics.

The document links display in the Variance Comments Collection tab in the Month End Review dashboard as well as the AP and AR tabs in the Department Monthly Package.

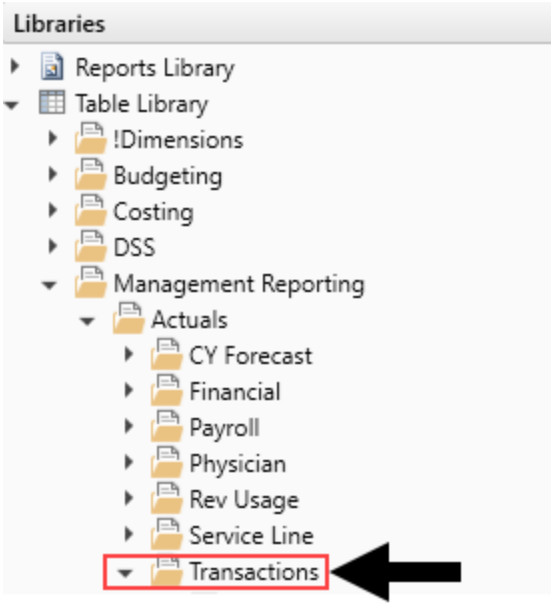
Document links can only be added for AP and AR account types.

Data Type String Length	Integer	Integer	Integer	String 10	Integer	String 100	String 50	String 10	String 1000
Description									Vendor Image Link
Delete Row	ACC	DEPT	GLPERIO	GLSOURC	RECORDI	JEDes	JENun	JESourc	VendorImageLink
	53210	15300	201812	AP	925				
	53210	15300	201912	AP	925				
	58000	27450	201508	AP	6533				
	58000	27450	201606	AP	6533				
	58000	27450	201608	AP	6533				
	58000	27450	201706	AP	6533				
	58000	27450	201708	AP	1				
	58000	27450	201708	AP	6533				

Manually add, edit, or remove document links

To manually add, edit, or remove document links:

1. From Explorer, in the **Libraries** section, click **Table Library > Management Reporting > Actuals > Transactions** folder.



2. Open the appropriate GLTRANSACTIONS_20XX table.
3. To add or edit a link, in the VendorImageLink column, enter the URL in the cell for the appropriate AP or AR account using the following format: https://*link address*
4. After making your changes, click **Save**.

Transferring capital project data from Axiom Capital Tracking

If your organization is licensed for Axiom Capital Planning and Axiom Budgeting, you can transfer capital project data to Axiom Budgeting using the Transfer Capital Projects to Budget utility.

NOTE: You must have both Capital Planning Administrator and Budgeting Administrator privileges to access this utility.

The system transfers the following information with the project:

- Capital request number (CAPREQ) and project ID
- Description of the project
- Total requested for the project
- Entity and department for the project
- Project type
- Project start year
- Project requestor

NOTE: If you adjust capital project data or delete a project, you can transfer the project again, and the system will update or remove the data in Axiom Budgeting. However, you will need to save the budget plan file in Axiom Budgeting to propagate the changes. For more information, see Managing transferred projects.

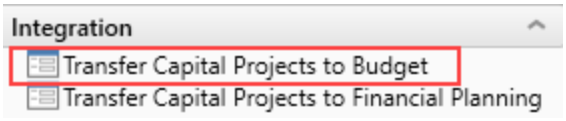
Mapping capital category codes to Axiom Budgeting accounts

The first step in transferring capital projects to Axiom Budgeting is to map the capital category codes to specific accounts.

TIP: You only need to map those categories in which you are transferring projects to Axiom Budgeting.

To map capital category codes to Axiom Budgeting accounts:

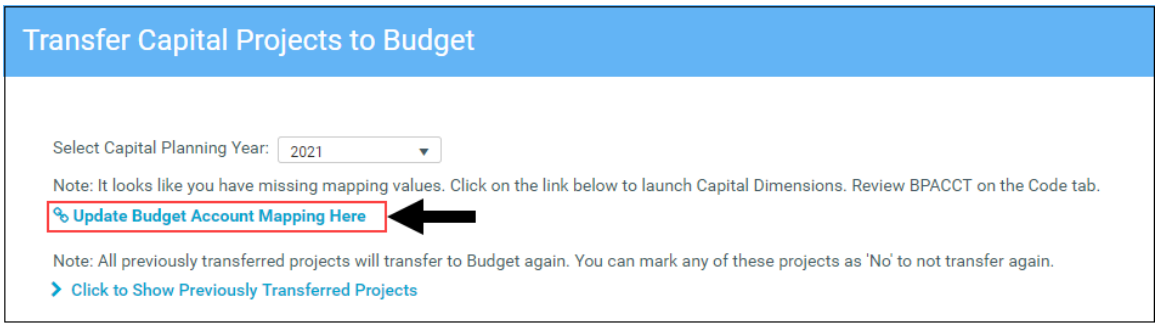
1. In the **Cap Plan Admin** task pane, in the **Integration** section, double-click **Transfer Capital Projects to Budget**.



2. In the first page of the utility, click **Update Budget Account Mapping Here**.

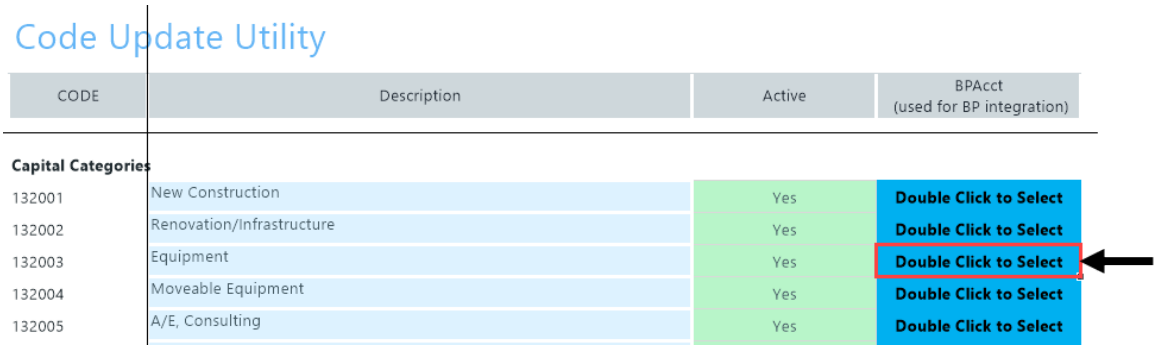
TIP: You can also access this same report in the **Administration** section, click **Administrative Utilities**, and double-click **Dimension Update Reports**.

NOTE: When you click the link, the mapping worksheet opens in a separate tab.



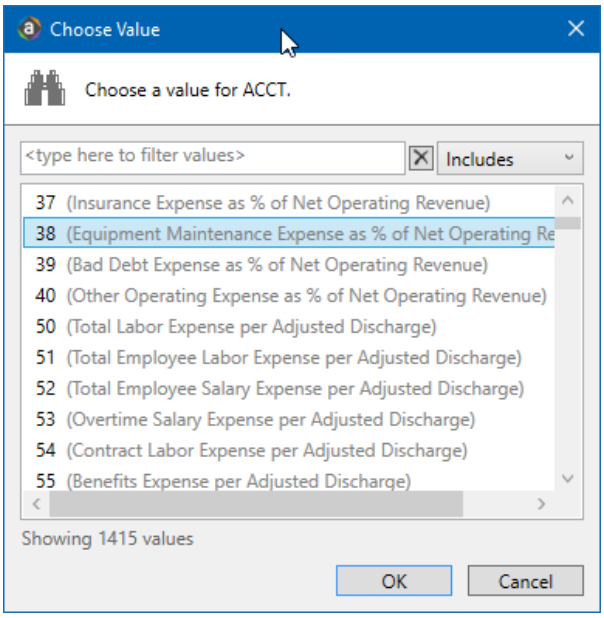
Click image to view full size

3. At the bottom of the worksheet, click the **CODE** tab (if it not already selected).
4. For each category, in the **BPAcct** column, double-click the cell.



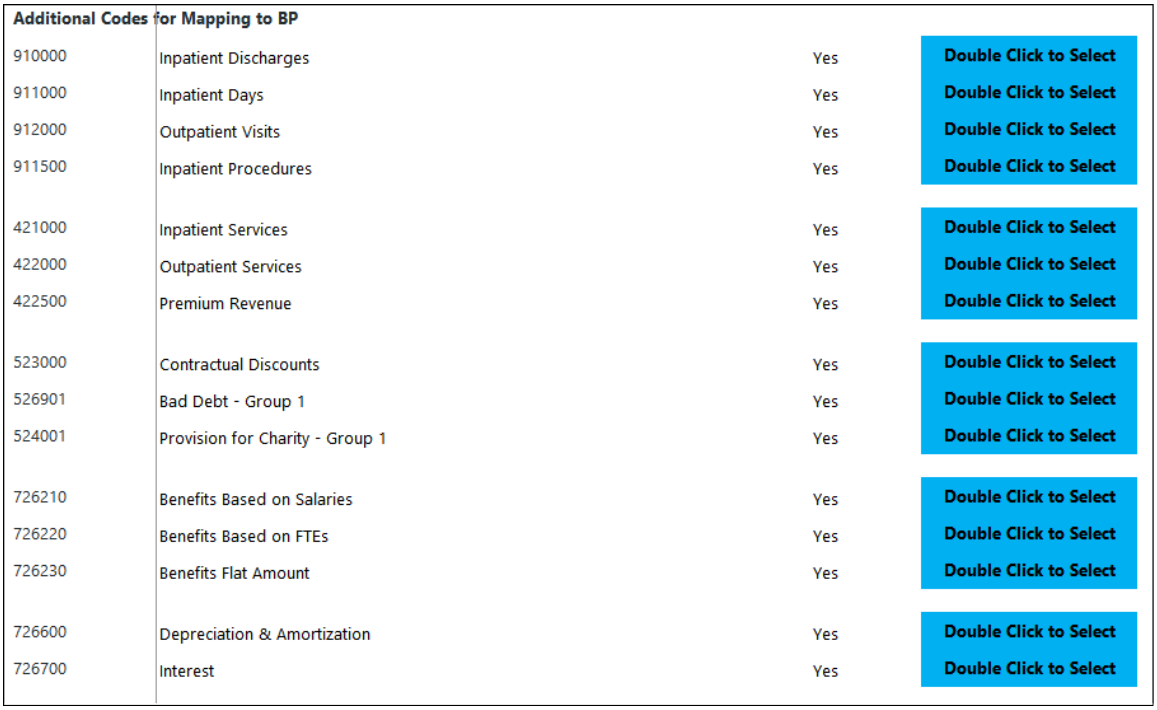
Click image to view full size

5. In the **Choose Value** dialog, select the Axiom Budgeting account to map to, and click **OK**.



Click image to view full size

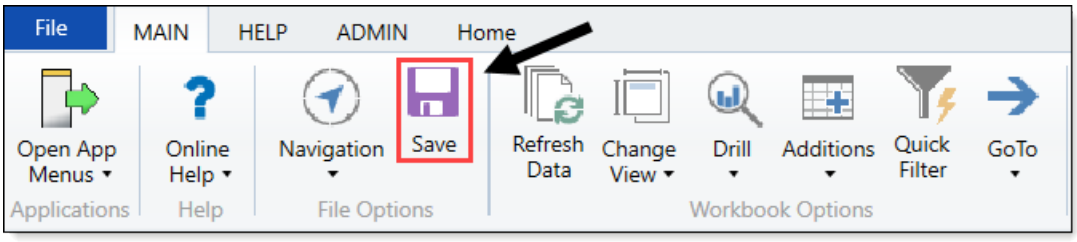
6. At the bottom of the sheet, map the codes in the **Additional Codes for Mapping to BP** section.



Additional Codes for Mapping to BP			
910000	Inpatient Discharges	Yes	Double Click to Select
911000	Inpatient Days	Yes	Double Click to Select
912000	Outpatient Visits	Yes	Double Click to Select
911500	Inpatient Procedures	Yes	Double Click to Select
421000	Inpatient Services	Yes	Double Click to Select
422000	Outpatient Services	Yes	Double Click to Select
422500	Premium Revenue	Yes	Double Click to Select
523000	Contractual Discounts	Yes	Double Click to Select
526901	Bad Debt - Group 1	Yes	Double Click to Select
524001	Provision for Charity - Group 1	Yes	Double Click to Select
726210	Benefits Based on Salaries	Yes	Double Click to Select
726220	Benefits Based on FTEs	Yes	Double Click to Select
726230	Benefits Flat Amount	Yes	Double Click to Select
726600	Depreciation & Amortization	Yes	Double Click to Select
726700	Interest	Yes	Double Click to Select

Click image to view full size

7. After you finish mapping the appropriate categories, click **Save**.



Click image to view full size

8. At the **Save to Database** Status dialog, click **OK**.
9. Return to the Transfer Capital Projects to Budget utility to complete the transfer of projects.

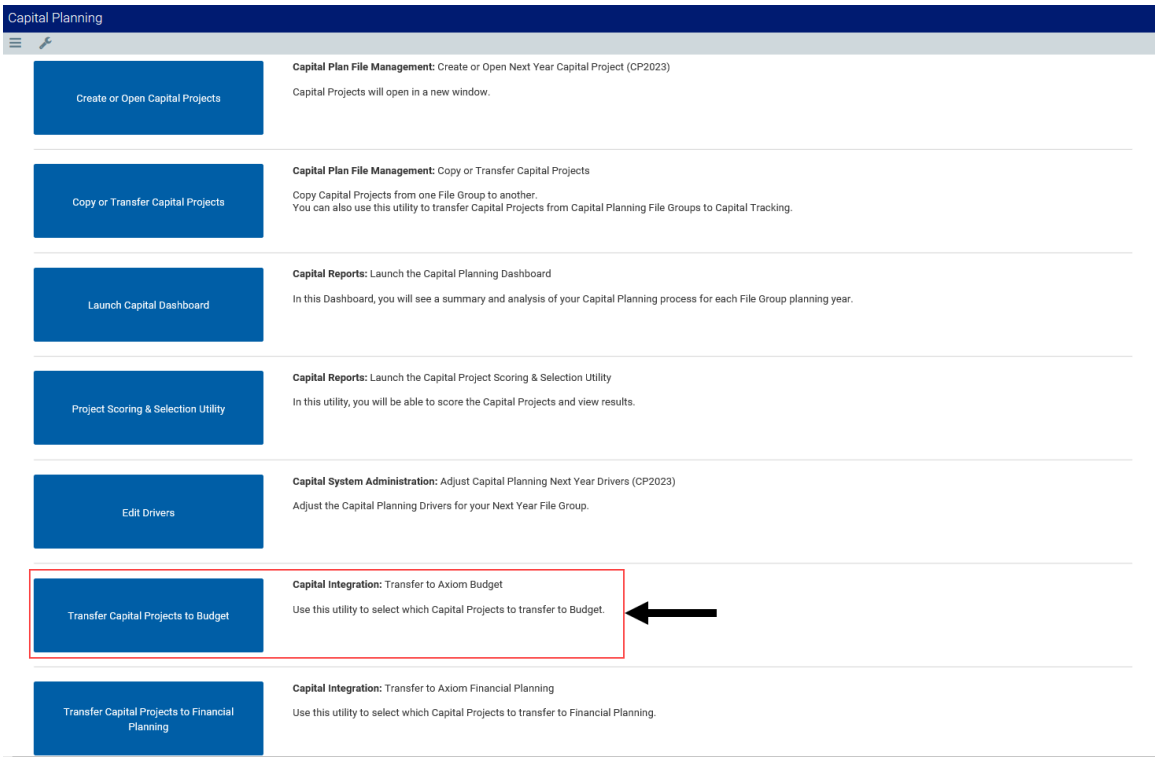
Selecting and transferring projects

NOTE: By default, any previously transferred projects will transfer again unless you select them not to. For instructions on, see Managing transferred projects.

To select and transfer projects:

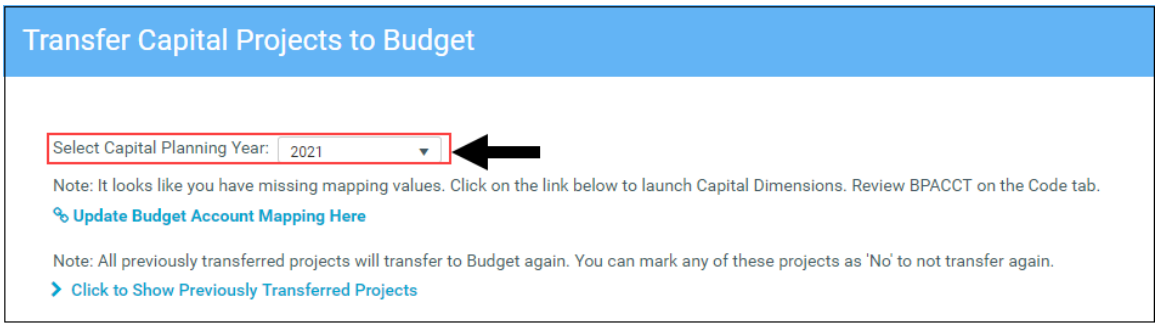
1. From the Axiom Capital Planning home page, click **Transfer Capital Projects to Budget**.

   NOTE: To access this location from the Cap Plan Admin task pane, in the **Integration** section, double-click **Transfer Capital Projects to Budget**.



Click image to view full size

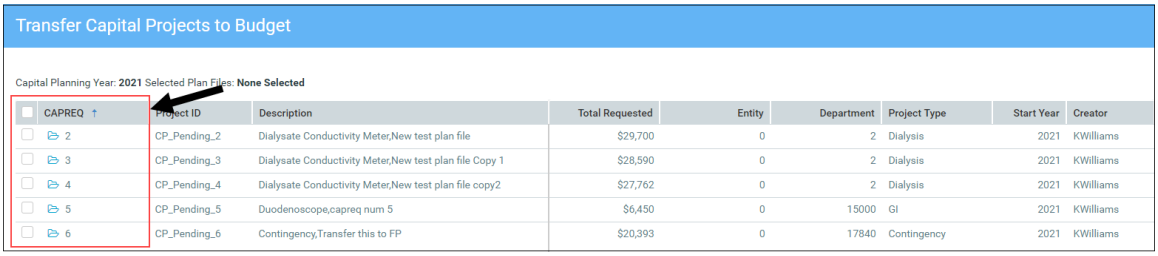
2. From the **Select Capital Planning Year** drop-down, select the file group planning year in which to transfer projects to Axiom Budgeting.



Click image to view full size

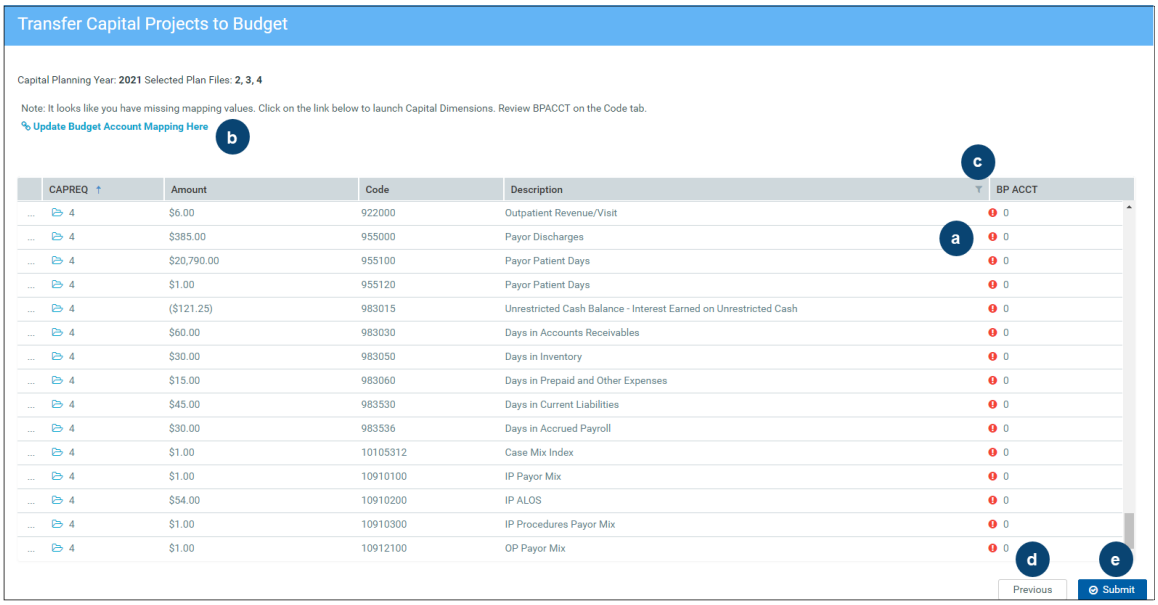
3. In the lower right corner of the page, click **Next**.
4. Next to the **CAPREQ** column, click the check box to select the project(s) to transfer.

TIP: To view the plan file for a project, click the folder icon next to the CAPREQ number. The plan file opens in a separate tab. From here, you can make any necessary changes to the project. However, to propagate the changes in the Transfer Capital Projects to Budget utility, you will need to refresh the utility.



Click image to view full size

5. In the lower right corner of the page, click **Next**.
6. The Summary page displays a list of all the capital project requests to be transferred to Axiom Budgeting. Do any of the following, as needed:
    a. If the Axiom Budgeting account is not properly mapped, an exclamation point icon displays in the BP ACCT column.
    b. Click the **Update Budget Account Mapping Here** link to open the mapping utility to map to the correct account code in the Code tab.
    c. To filter the list, hover your cursor over a column heading, and click the funnel icon.
    d. To return to the list of projects, for example, if you incorrectly selected a project or forgot to include a project, click **Previous**.
    e. To submit the projects to transfer to Axiom Budgeting, click **Submit**.



Click image to view full size

7. After clicking the **Submit** button, review the confirmation prompt, and click **OK**.

The summary screen displays the number of plan files transferred.

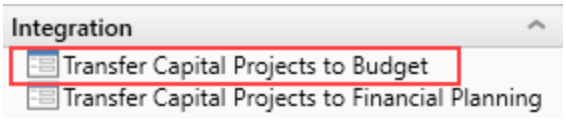
For information on how to work with transferred projects in Axiom Budgeting, see Working with capital projects in Axiom Budgeting in plan files.

Managing transferred projects

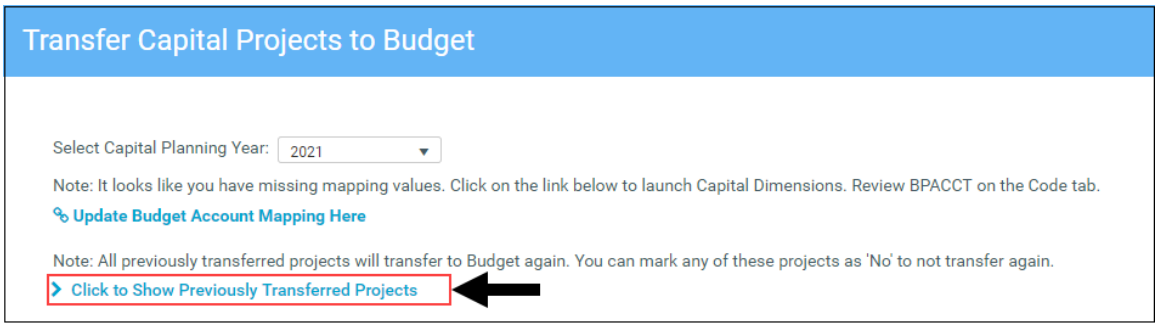
By default, projects previously transferred automatically transfer again when you run the utility. However, you can control this action by enabling or disabling these projects from transferring again.

To manage transferred projects:

1. In the **Cap Plan Admin** task pane, in the **Integration** section, double-click **Transfer Capital Projects to Budget**.

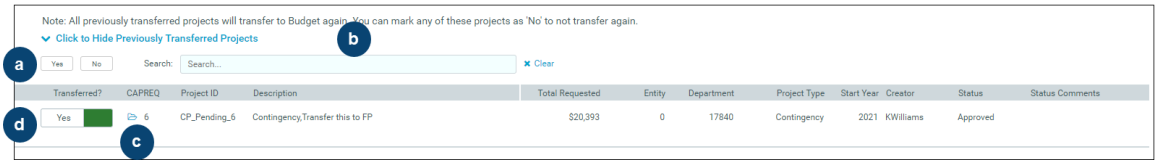


2. Click **Click to Show Previously Transferred Projects**.



Click image to view full size

3. Do any of the following:
   a. To transfer all projects in the list, click **Yes**. To disable the transfer of all projects, click **No**.
   b. To search for a specific project, type project information in the Search box such as the CAPREQ number, the project ID, or description.
   c. To view the plan file for a project, click the folder icon next to the CAPREQ number. The plan file opens in a separate tab. From here, you can make any necessary changes to the project. However, to propagate the changes in the Transfer Capital Projects to Budget utility, you will need to close it and open it again.
   d. For individual projects, click the toggle to **Yes** to transfer the project. Click the toggle to **No** to disable the transfer.



Click image to view full size

4. Click **Next** to continue the transfer process as described in step 4 in the **Selecting and transferring projects** section above.

NOTE: The projects you disable from transferring will not display in the list.

Working with capital projects in Axiom Budgeting plan files

After you transfer projects into Axiom Budgeting, they display in the Expense and Stats & Revenue tabs as dark gray cells. The system also adds "From CP Integration" in the Comments and Budget Method columns.

From this point, you can enter or update budget data for each month in the blue-shaded cells, just like any other budget item. If a project is updated or deleted, you need to re-transfer the project. The data is then updated in Axiom Budgeting and the inputs are set to 0.

The number in the Total Budget column in the Expenses tab always ties out to the amount coming in from Axiom Capital Planning. The system allows you to change the spread, but you cannot change the total value. If you need to transfer a project again and the Total Budget changes, the system automatically self-balances the amounts.

Standardizing data

Syntellis leverages artificial intelligence to review and categorize your key dimension elements to a pre-defined Syntellis taxonomy system. The artificial intelligence method leverages descriptions and key characteristics to derive suggested classifications. These classifications provide a required level of standardization and structure to enable comparative analysis as well as key integration points.

The purpose of this section is to explain the data integrity compliance features for your Axiom products and the reasons for using them. Standardizing your data includes the following steps:

1. Map KHA Standard Class codes - To standardize data across accounts, departments, and so on in your organization, you first need to map them to KHA Standard Class codes using a series of reports that allow you to review and modify your data classification taxonomy.
2. Review codes for standards compliance - To help keep your organization compliant with Syntellis standards, the Standard Data Assessment dashboard uses a series of icons to provide a clear and easy way to see if your accounts, departments, and so on meet the Syntellis standards criteria.
3. Assign KHAStandardClass by department and account - The Statistic Identification Update utility allows you to map ACCT.KHAStandardClass values by account/department or department/account combinations.
4. Review YTD statistics by KHAStandardClass classification - The Statistic Classification Review report allows you to review YTD data for the statistic accounts to ensure they correctly tie out from the department summed up to the entity level.

About machine learning classifications

If your organization uses the cloud-based version of Axiom Budgeting and Performance Reporting, the system has access to a machine learning process that analyzes and determines the best suggested classification code for the account. You can use this pre-determined classification or assign your own, depending on how well the machine learned classifications meet your needs. We suggest you review each assignment and correct where you deem necessary using the following reports:

- Entity Standards Review
- Dept Standards Review
- Acct Standards Review
- Jobcode Standards Review
- Paytype Standards Review

- Provider Standards Review

Each one is similar in structure. Within each, you will review the assignment and, where needed, change the standard assignment in the override column.

As part of the development of future report tools and utilities, data needs to be standardized across accounts, departments, and so on. Part of this process includes mapping these items in your organization to KHA Standard Class codes.

NOTE: This process will benefit your organization in the future by providing more detailed data and reporting capabilities. Once complete, you should only need to update these reports when you add new accounts, departments, etc.

If you feel there are missing categories or identifiers to accurately classify our key elements, please contact DataScienceTeam@syntellis.net. We will continue to expand and adapt this taxonomy structure to give you quality insights through comparative elements and planning process integration.

Mapping KHA Standard Class codes

To map KHA Standard Class codes:

1. In the **Mgmt Admin** task pane, in the **Data Maintenance** section, click **Data Reconciliation**, and double-click one of the following:

   NOTE: The results returned depend on the user's write filter on the dimension table as established when using the Dimension Maintenance Security utility.

   - Acct Standards Review
   - Dept Standards Review
   - Entity Standards Review
   - Jodcode Standards Review
   - Paytype Standards Review

2. In the **Refresh Variables** dialog, you can optionally filter the data in the report by KHA Standard Class and/or State by clicking **Choose Value**, select the values to filter by, and click **OK**.

   NOTE: To view all of the items (accounts, departments, etc.) in the report, click **OK**.

3. In the **KHA Standard Classification** column, do one of the following.

   a. To use the machine learning classification as determined by the system, copy the classification from the **ML Classification** column, and paste it into the **KHA Standard Classification** column.

NOTE: At this time, the ML Classification is only used if your organization has a cloud-based system. If your system is located on premise, the column will be blank.

b. To select a different classification, double-click the folder next to the **KHA Standard Classification** column, select a classification, and click **OK**.

4. In the **Entity Standards Review** report, do the following:
   a. In the **Medicare Provider Number** column, type the MPN number, as needed.
   b. In the **Active** column, identify which entity is active by doing one of the following:
      i. In the **Medicare Provider Number** column, type the MPN number, as needed.
      ii. In the **Active** column, identify which entity is active by doing one of the following:
         - To activate the code, click **TRUE**.
         - To deactivate the code, click **FALSE**.
5. After making your changes, in the **Main** ribbon tab, click **Save**.

The information you enter saves back to the corresponding dimension table. For example, after mapping your accounts, the system saves your changes to the ACCT dimension table.

Mapping standard specialty data for providers

The Provider Standards Review report allows you to map standard specialty data for providers in your organization to the Provider dimension table.

To use the Provider Standards Review report:

1. In the **Mgmt Admin** task pane, in the **Data Maintenance** section, click **Data Reconciliation**, and double-click **Provider Standards Review**.
2. In the **Refresh Variables** dialog, you can optionally filter the data in the report by standard specialty, provider, and/or the active state of the provide by clicking **Choose Value**, selecting the values to filter by, and clicking **OK**.
3. Complete the following columns:

Column	Description
ML Classification ID and Name	To activate and configure this column, contact Syntellis Support. **NOTE:** These columns are used primarily by the Syntellis machine learning feature. To activate these columns, contact Syntellis Support.
Standard Specialty Code	To the right of the column, click the folder icon. From the **Choose Value** dialog, select the Standard Specialty Code, and click **OK**.
NPI	Type the National Provider Identifier (NPI) for the provider.

Column	Description
Active	To indicate that a provider is currently practicing, type **True**. To indicate the providers is no longer practicing, type **False**.
Birth Year	Type the provider's birth date using the MM/DD/YYYY format.
Hire Year	Type the year the provider was hired using the YYYY format.
Contract Renewal Date	Type the date the provider's contract was renewed using the MM/DD/YYYY format.

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

Reviewing codes for standards compliance

The Standard Data Assessment dashboard provides several benefits:

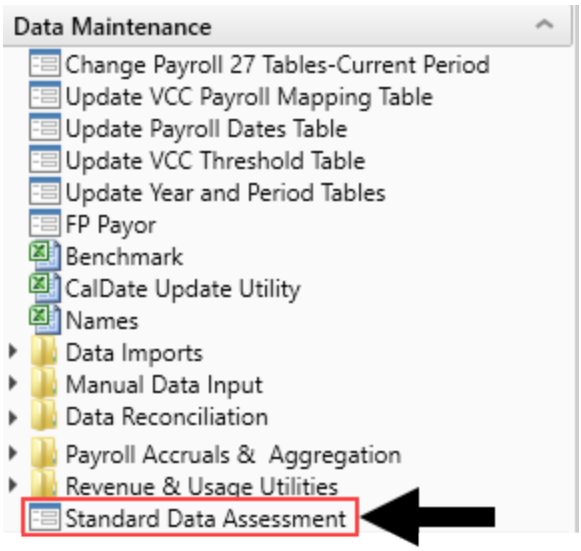
- Helps improve the quality of your data
- Ensures that you use standard Syntellis codes to keep you compliant with Syntellis standards
- Helps save time in preparing for monthly reporting and annual budgeting

NOTE: The dashboard includes the KHAStandardClass column in the ACCT, DEPT, ENTITY, JOBCODE, and PAYTYPE dimensions to help standardize reporting across the organization. Currently, the column populates with a default value of NotMapped. These columns will be populated at a later date, but until then they will be out of compliance.

To work with the Standard Data Assessment dashboard:

- To refresh the data in the dashboard, click **Refresh**.
- To include the net income in the fund balance, click the toggle to **Yes**; otherwise, click the toggle to **No**.
- From the **View** drop-down, select to view all of the entities or just warnings and failures.

To navigate to the Standard Data Assessment dashboard, in the **Data Maintenance** section of the **Mgmt Admin** task pane, double-click **Standard Data Assessment**.



Icon definitions

Balanced BS Actual and Budget

Shows if the balance sheet is in balance for both the actuals and budget. The icons in these columns represent the following:

Balance sheet does not balance. Run a Balance Sheet report, and review it for accuracy. Update the data using the Load GL 12 Months import, and then review the data for accuracy.

Balance sheet balances correctly. No action is required.

Standard FSDetail

Shows if the values from the FSDetail column (located in the ACCT dimension table) comply with the standard values established by Kaufman Hall. The icons in this column represent the following:

The codes do not comply with the standard Kaufman Hall values. To view the accounts with FSDetail codes that do not comply, click , and update the ACCT dimension table with the standard Kaufman Hall codes.

The codes comply with the standard Kaufman Hall values. No action is required.

Standard FSSummary

Shows if the values from the FSSummary column (located in the ACCT dimension table) comply with the standard values established by Kaufman Hall. The icons in this column represent the following:

The codes do not comply with the standard Kaufman Hall values. To view the accounts with FSSummary codes that do not comply, click , and update the ACCT dimension table with the standard Kaufman Hall codes.

✔ The codes comply with the standard Kaufman Hall values. No action is required.

KHA Standard Class

Shows if the values from the KHA Standard Class column (located in the ENTITY, DEPT, ACCT, JOBCODE, and PAYTYPE dimension tables) are mapped.

⊗ The value of Not Mapped exits for any record in the ENTITY, DEPT, ACCT, JOBCODE, and PAYTYPE dimension tables. To view the records that are not mapped, click ⊗, and map the record in the dimension table with the standard Kaufman Hall code.

✔ All records have been mapped. No action is required.

Actual GL

Shows if the actual GL data has been loaded for the entity. The icons in this column represent the following:

⚠ A zero YTD value exists for the entity. If incorrect, update the data using the Load GL 12 Months import, and review the data for accuracy. If you purposely did not import GL data, no action is required.

✔ GL data has been loaded for the entity. No action is required.

Budget GL

Shows if the budget GL data has been loaded for the entity. The icons in this column represent the following:

⚠ A zero YTD value exists for the entity. If incorrect, review the budget GL data for accuracy. If correct, no action is required.

✔ GL data has been loaded for the entity. No action is required.

Actual Bal Sheet

Shows if the actual balance sheet data has been loaded for the entity.

> **TIP:** If you currently do not import your balance sheet data into Axiom Management Reporting, we recommend you do so to provide better information to use in the system. For help on loading this data, contact Kaufman Hall Support.

The icons in this column represent the following:

⚠ A zero value exists in the current month for the entity. If incorrect, import your actual GL and check it for accuracy. If correct, no action is required.

✔ Actual balance sheet data has been loaded for the entity. No action is required.

Budget Bal Sheet

Shows if the budget balance sheet data has been loaded for the entity.

> **TIP:** If you do not budget your balance sheet data in Axiom Budgeting, we recommend that you implement a budget for your balance sheet during the next budget cycle. This will provide better information to use in Axiom Budgeting and Performance Reporting going forward.

The icons in this column represent the following:

⚠ A zero budget value exists in the current month for the entity. If incorrect, review your budgeted balance sheet for accuracy. If correct, no action is required.

✔ Budget balance sheet data has been loaded for the entity. No action is required.

Actual Rev/Usasge

Shows if the actual Revenue Usage data has been loaded for the entity.

> **NOTE:** Revenue Usage data is only loaded if patient revenue exists in the GL. If you do not currently load Revenue Usage data, we recommend that you do so to take full advantage of Axiom Management Reporting. For help on loading this data, contact Kaufman Hall Support.

The icons in this column represent the following:

⚠ A zero value exists for the entity for the current month. If incorrect, load the data using the Load RevUsage import, and review the data for accuracy. If correct, no action is required.

✔ Revenue Usage data has been loaded for the entity. No action is required.

Cur Month Volatility

Shows if the total expense in the current period compared to the percentage change from the mean is more or less than ten percent. The icons in this column represent the following:

⚠ The percentage change of expenses in the current period compared to the mean is greater than ten percent. If correct, no further action is required. If not correct, update the data using the Load GL12 Months import, and review the data for accuracy.

✔ The percentage change is less than ten percent. No action is required.

Financial Current

Shows if the financial data has been loaded for the most recent closed period in your ACTYYYY table. Kaufman Hall defines the most recent closed period as the month and year 60 days prior to today's date. The icons in this column represent the following:

The data loaded is older than 60 days from today. Update the data for the most recently closed period using the Load GL 12 Months import, and then review the data for accuracy.

The data has been loaded for the entity. No action is required.

Payroll Current

Shows if the payroll data has been loaded for the most recent closed period in your Pay_12_YYYY table. Kaufman Hall defines the most recent closed period as the month and year 60 days prior to today's date.

TIP: If you do not process the BiWeekly to Monthly utility, we recommend that you include this step monthly going forward to take full advantage of Axiom Management Reporting. For help on processing this data, contact Kaufman Hall Support.

The icons in this column represent the following:

The data loaded is older than 60 days from today. Update the data for the most recently closed period using the Load Biweekly Payroll import and processing the BiWeekly to Monthly utility to accrue the biweekly payroll data to the monthly payroll tables.

The data has been loaded for the entity. No action is required.

Assigning KHAStandardClass by department and account

The Statistic Identification Update utility allows you to map ACCT.KHAStandardClass values by account/department or department/account combinations. You can use this utility to filter the list of accounts or departments in several different ways so that you can narrow the list down to only those accounts/departments that you need to classify.

After you filter the accounts/departments, the utility then displays the list and populates the column values based on the ACCT.KHAStandardClass column in the ACCT dimension. The system displays unmapped items as NotMapped.

IMPORTANT: For updated or new accounts/departments, you will need to reclassify them.

To assign KHAStandardClass by department and account:

1. Update ACCT.KHAStandardClass using the Acct Standard Review utility. For instructions, see About machine learning classifications.

   NOTE: Depending upon the volume of data that is loaded, the performance may be slow.

2. In the Mgmt Admin task pane, in **Data Maintenance > Data Reconciliation**, double-click **Statistic Identification Update**.

NOTE: The utility opens in a separate web browser.

3. From the **Filters** panel, configure any of the following criteria, and click **Apply**:

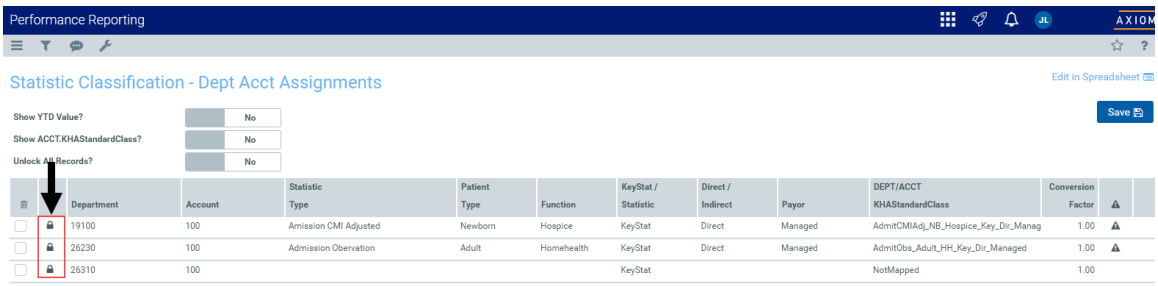
Option	Description
Filter by ACCT.Type	Select to review KeyStat and/or Statistic accounts, and click **OK**.
Entity Filter	To refine the results even further, you can create or select an advanced Entity filter to select accounts using other grouping columns. For instructions, see Using the Advanced Filter Wizard.
Select Entity	Select one or more entities, and click **OK**.
Select Dept.RptMap (ACT20XX)	Select one or more departments, and click **OK**. **NOTE:** The system refers to the system period to determine the ACT table in which to display the list of departments.
Standard Sort Order	Select to sort the list by account and department (default) or department and account.
Select Additional Display Column(s)	Select an additional grouping column from the ACCT dimension. **NOTE:** Only string data type columns display in the list.

4. Above the table, configure the following options, as needed:

Option	Description
Show YTD Value?	To view the YTD values for each account/department combination, click the toggle to **Yes**.
Show ACCT.KHAStandardClass?	To view the ACCT.KHAStandardClass defined in the ACCT dimension, click the toggle to **Yes**.
Unlock All Records?	To unlock all the records for editing, click the toggle to **Yes**. If the list is long and you unlock all the records, you can edit the values in spreadsheet mode by clicking **Edit in Spreadsheet** in the upper-right corner of the page. Any changes you make in spreadsheet mode will automatically update the values in the list after you save. **NOTE:** You may encounter performance issues if you unlock all records.

5. If not using the Unlock All Records option, to edit individual item, click the lock icon next to the **Department** or **Account** column (depending on how you selected to display the list).

TIP: The lock/unlock functionality simply provides a way for the system to update only those items that have changed. This helps maintain better system performance while working with the utility.



6. Select values in the following columns:
    - **Statistic Type**
    - **Patient Type**
    - **Function**
    - **Direct/Indirect**
    - **DEPT/ACCT KHAStandardClass**
    - **Conversion Factor**

NOTE: The exclamation point icon in the last column indicates there is a difference between the default KHAStandardClass code and the assignment selected using this utility.

7. After making your edits, click **Save**.

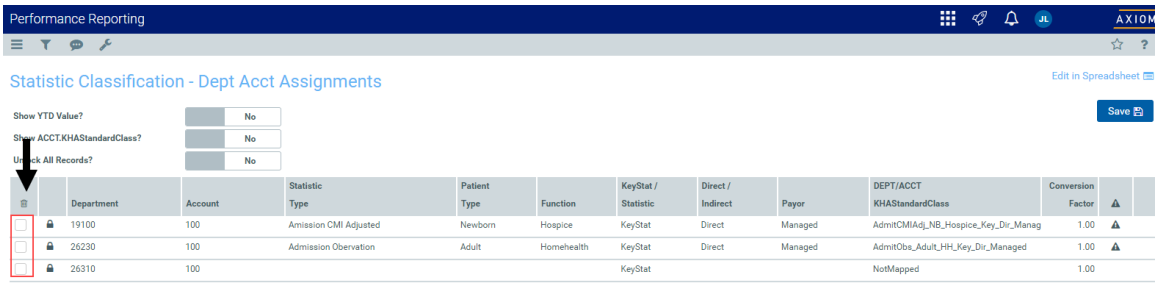
After the account/departments are mapped, you can use the Statistic Classification Review report to tie out YTD values by entity based on KHAStandardClass classification.

Deleting department/account classification assignments

Deleting a department/account does not delete it form the ACCT table. This action simply allows you to "reset" the record by removing it from the classification identification table. After you delete an item, the record will return with the original defaults assigned in ACCT.KHAStandardClass.

To delete department/account classification assignments:

1. Open the **Statistic Identification Update** utility.
2. Click the delete check box next to the lock/unlock column.



3. Click **Save**.

Review YTD statistics by KHAStandardClass classification

After you complete the classification process, you can use the Statistic Classification Review report to review statistics to ensure the correct YTD values tie out from the department summed up to the entity level.

To Review YTD statistics by KHAStandardClass classification:

1. In the Mgmt Admin task pane, in **Data Maintenance > Data Reconciliation**, double-click **Statistic Classification Review**.

   NOTE: The report opens in a separate web browser.

2. From the **Filters** panel, configure any of the following criteria, and click **Apply**:

Option	Description
Entity Filter	To refine the results even further, you can create or select an advanced Entity filter to select accounts using other grouping columns. For instructions, see Using the Advanced Filter Wizard.
Entity Selection	Select one or more entities, and click **OK**.
Limit by Entity.Summary	Select to limit the list to only specified entities, and click **OK**.

3. Review the YTD statistics in the report to determine that they are correctly summing and rolling up from the department to the entity level. If needed, return to the Statistic Identification Update utility to make the appropriate adjustments. You can then return to this report, where the changes are automatically refreshed.

File Processing

Using file processing, you can automatically refresh a file 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.

File processing can be used to perform the following actions:

- Save snapshot of file: Create a snapshot copy of a spreadsheet-based file, and then save and/or email it.
- Save snapshot of form: Create a snapshot copy of a form-enabled 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.

Although all of these activities are performed using the file processing feature, the setup and requirements differ for each processing type. In all cases, the file that you want to process must have a File Processing Control Sheet (Control_FileProcessing) with a selected processing type. Some processing types then require additional file processing settings (such as snapshot and export), while other types require an additional control sheet where the settings specific to that operation are defined (such as file collect and batch).

One common use for file processing is report distribution, to automatically deliver report files out 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.

Once 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 via Scheduler, and from a task pane.

Enabling file processing for an Axiom file

In order to use file processing on an Axiom file, the file must have a File Processing Control Sheet. Once the control sheet has been added, you can complete the file processing settings by using the File Processing task pane.

To enable file processing for an Axiom file:

1. Open the file for which you want to enable file processing. File processing can be set up for report files, templates/plan files, and driver files.

   IMPORTANT: Before enabling file processing for a plan file, make sure that the plan file design can accommodate ongoing data refreshes. When file processing is initiated, a full refresh occurs, including all enabled Axiom queries in the file. For more information, see Considerations for using file processing in plan files.

2. On the **Axiom** tab, in the **File Output** group, click **File Processing > Enable file processing in this workbook**.

NOTE: In systems with installed products, this feature may be located on the **Main** tab (either directly on the tab, or on the **Publish** menu).

The **File Processing** pane opens, and a sheet named **Control_FileProcessing** is added to the file. You can now set up file processing using either the task pane or the control sheet. For more information on configuring each type of file processing, see the detailed topics in this section.

Setting up file processing: Snapshot

Using file processing, you can set up an Axiom file to take a snapshot copy according to defined settings, and then save that copy to a file location and/or email it. "Snapshot" is a process that converts an Axiom file to a regular Microsoft Excel spreadsheet, so that it can be accessed outside of Axiom Budgeting and Performance Reporting.

Taking snapshot copies via file processing has the following advantages over using the regular snapshot features (**Snapshot File** and **E-Mail Workbook**):

- If you have a standard set of snapshot and delivery options that you use with a file, these options are saved in the file processing settings so that you do not need to select them each time you take a snapshot of the file.
- Using the multipass features of file processing, you can process a file multiple times for different dimensions, saving or emailing the snapshot copy after each pass.

NOTE: File processing always performs a refresh of the file, in addition to taking the snapshot copy. If you want to take a snapshot copy of the file without performing a refresh first, you must use one of the regular snapshot features.

TIP: You can use snapshot file processing in conjunction with batch reporting and file collect. For example, you can automatically process multiple files, save snapshot copies of the various results, and then collect those copies into "report packages" to be emailed to recipients or saved to a designated file location.

Snapshot file processing is intended for spreadsheet Axiom files. If you have a form-enabled file where you want to process the form to create snapshot PDF copies, use the separate option Save Snapshot of Form.

To set up file processing to take and deliver snapshot copies:

1. Open the file where you want to set up file processing, and enable it as follows: On the **Axiom** tab, in the **File Output** group, click **File Processing > Add File Processing control sheet to active workbook**.

   NOTE: In systems with installed products, this feature may be located on the **Main** tab (either directly on the tab, or on the **Publish** menu).

The **File Processing** pane opens, and a sheet named **Control_FileProcessing** is added to the file.

2. In the **File Processing** pane, for **Processing Type**, select **Save Snapshot of File**.
3. In the **Sheets to Process** box, enter the name(s) of the sheet(s) to process. You can include any sheet except control sheets and hidden sheets. Control sheets and hidden sheets are not included in snapshot copies.

   You can click the **Select worksheets** button to select sheet names from a list, or you can type the sheet names. Separate multiple sheet names with semicolons.

   The sheets to process will be included in the snapshot copy when the file is processed. This setting does not determine which sheets will be refreshed before the snapshot is taken; the refresh always applies to all sheets in the file when using file processing.
4. In the **Snapshot Settings** section, complete the following settings for the snapshot:

Item	Description
File Type	Select one of the following to determine the file type for the snapshot: **XLSX** (default), **XLSM**, **XLS**, or **PDF**. **NOTE:** If you select XLS, and the spreadsheet contains features that are not supported by the XLS format, the compatibility warning is not displayed during file processing. You may want to test saving the file to XLS to ensure that the end result will be as expected.
Formula Conversion	Select one of the following to determine how formulas are handled in the snapshot: • **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. **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. This option does not apply if PDF is the selected file type.

Item	Description
Sheet Name	Specify how the sheets to process should be named in the snapshot. You can do one of the following: • You can use file processing variables to generate dynamic sheet names. • You can type a "hard-coded" sheet name. The sheet name setting cannot be left blank. By default the sheet name uses file processing variables, and is set to `[Current_Value]_[Current_SheetName]`. If you do not plan to use multipass processing on the file, you should change this to just `[Current_SheetName]`, which means that all sheets in the snapshot will use their current sheet names. The sheet name setting takes a single entry that applies to all sheets being processed. Therefore the option to use a "hard-coded" sheet name only applies when processing a single sheet. If you are processing multiple sheets, this setting must use file processing variables. If you want to use a file processing variable, you can type the variable or you can click the pencil icon to open a text editor. From the **Insert Variable** list, select the variable that you want to use. For more information, see Defining sheet names for file processing.

5. In the **Output File Settings** section, complete the following settings to determine the delivery of the output file (or files):

Item	Description
Output To	Select one of the following: • **Local File System** (default): The output location is outside of Axiom, to either your local computer or a network share. The specific path is detailed in the **Output Folder** setting. Access to output files is not controlled by Axiom Budgeting and Performance Reporting. • **Axiom Repository**: The output location is the Axiom file system, within the Reports Library. The specific path is detailed in the **Output Folder** setting. Access to output files is controlled by security access to the designated folder within Axiom.

Item	Description
Output file name	Specify how the output file (or files) should be named. You can do one of the following: • You can use file processing variables to generate dynamic file names. • You can type a "hard-coded" file name. The file name setting cannot be left blank. By default the file name uses file processing variables, and is set to `[Current_Value]_Report`. You can change "_Report" to something more specific to the file contents (or omit it to use only the current value). If you do not plan to use multipass processing on the file, then you can delete the current value variable and just type the desired file name. If you want to use a file processing variable, you can type the variable or you can click the pencil icon to open a text editor. From the **Insert Variable** list, select the variable that you want to use. For more information, see Defining the file name for file processing.
Output folder	Specify the folder location for the output file (or files). You can type a folder path, or you can click the folder icon to browse to the folder location. The browse dialog will display either your local file system or the Axiom file system, depending on what you selected for **Output To**. This setting does not apply if you are *only* emailing files. For more information, see Defining the output folder for file processing.
File Generation	This option only applies when using multipass processing. Select one of the following: • **Create a Single Output File** (default): The results of each pass are collected into a single output file. For example, if you specified 1 sheet to process, and the multipass settings result in 10 passes, then one output file is created, containing 10 sheets (one sheet for each pass). • **Create an Output File for Each Pass**: The results of each pass are saved as individual output files. For example, if the multipass settings result in 10 passes, then 10 output files are created (one file for each pass). For snapshot, standard (non-multipass) processing always produces a single output file.

Item	Description
Save or Email Files	Select a delivery option for the output file (or files): • **Save Files**: The output files are saved to the specified output folder. • **Email Files**: The output files are emailed to the specified recipients. The output files are not saved anywhere on the file system. • **Save and Email Files**: The output files are both saved and emailed. If you select an option that includes emailing, then the **Email Settings** section displays in the **File Processing** pane.
Purge Setting	This option only applies when the file output is being saved to the Axiom Repository. If you want the file output to be automatically deleted after a specified period of time, then click the pencil icon to open the **Choose Date** dialog. • **Static purge date**: Select a specific date, after which the output will be deleted. • **Relative purge date**: Specify a number of days to keep the output after it has been generated. The output will be deleted after the specified number of days have passed. For more information, see Automatically deleting file output generated by file processing.
Remote Data Connection	This option only applies when the file output is being saved to your local file system, and only for Cloud Service systems that are using remote data connections. Select the name of the remote data connection to use for the file processing operation. The designated remote data connection will be used to access the local file system and save output file(s) to the designated location. A remote data connection is required to save files locally from a cloud system. For more information, see the section on remote data connections in the *Scheduler Guide*.

Microsoft Sharepoint support: You can specify a Sharepoint URL for the folder location, to save the output files to a Sharepoint portal. This feature is only available when running file processing locally via the Excel Client, and when the processing type is snapshot. The user executing the processing must have the appropriate permissions to the target folder in Sharepoint. Note that if the specified folder does not already exist in Sharepoint, this will not be detected by Axiom Budgeting and Performance Reporting during the file processing, but a Microsoft error will report the location as not found.

Opening the file after processing: If desired, you can opt to automatically open the output file within Axiom Budgeting and Performance Reporting after the processing is complete. This option is only available if the result of the processing is a single file. If you want to use this option, it must be manually configured on the Control Sheet. In the **File Settings** section, set **Open Output File after Processing** to **On**. For more information, see File Processing Control Sheet.

6. If you chose to email the output file (or files), complete the **Email Settings**:

Item	Description
To Bcc	Enter the email addresses to receive the output file via email. Separate multiple addresses with a semicolon. If the file will be processed using multipass processing, to multiple output files, then you should use formulas to dynamically generate the appropriate email recipients for each pass (otherwise each pass will be sent to the same recipients). See Using dynamic email addresses with file processing.
From	Select one of the following to specify the From address: • **System User**: The From address is the default From address specified for Axiom Budgeting and Performance Reporting in the system configuration settings. • **Current User**: The From address is the email address for the user who performs the file processing, as defined in Security.
Subject Line	Enter a subject line for the email. **NOTE:** If you want to use bracketed text in the subject line, you must escape this text with an additional set of brackets, so that Axiom Budgeting and Performance Reporting does not try to evaluate the bracketed text as a file processing variable. For example, if you want the text "[Axiom Message]" in the subject line of the email, you must enter `[[Axiom Message]]` in the Subject Line field. The extra set of brackets is removed when the email is generated.
Body Text	Enter body text for the email. **NOTE:** If you want to use bracketed text in the body text, you must escape this text with an additional set of brackets, so that Axiom Budgeting and Performance Reporting does not try to evaluate the bracketed text as a file processing variable. For example, if you want the text "[Sent from Axiom Budgeting and Performance Reporting]" in the body text of the email, you must enter `[[Sent from Axiom Budgeting and Performance Reporting]]` in the Body Text field. The extra set of brackets is removed when the email is generated.

For more information, see How email is delivered for file processing.

7. Optional. If you want to use multipass processing on the file, then complete the **MultiPass Settings**.

   For **Source Column**, click the column icon to select the source column for multipass processing. For example, if you select DEPT.VP as the source column, then the file will be processed once for each VP, and the data in the file will be automatically filtered to show only the data for that VP.

   To confirm that the file will be processed using your desired list of items, click **Preview Multipass List**. A dialog opens, displaying the total number of items to process, as well as the list of individual items.

   For more information on multipass processing, and for details on advanced settings, see Configuring multipass settings for file processing.

8. When you are finished configuring the file processing settings, click **File Options > Save** to save the settings in the file.

Results

Users can now use **File Output > File Processing** to process the file. The following actions will occur:

- When using **Process File**, the file will be refreshed "as is," the snapshot copy will be taken, and the snapshot copy will be saved and/or emailed according to the file processing settings.
- When using **Process File Multipass**, the file will be refreshed using a multipass filter to limit the data to the current multipass item (for example, for the current VP if processing by DEPT.VP). This process will occur for each unique multipass item being processed, with a different multipass filter being applied for each pass.

  If the file generation is to multiple output files, then a snapshot copy is taken after each pass, and then saved and/or emailed according to the file processing settings.

  If the file generation is to a single output file, then the results of each pass are collected into a single file. When all of the passes are complete, the snapshot copy is taken, and then saved and/or emailed according to the file processing settings.

Snapshot settings for deleting rows and columns and for workbook/worksheet protection are honored as normal.

Setting up file processing: Snapshot Forms

Using file processing, you can set up a form-enabled file to generate a PDF "snapshot" of the form, and then save that copy to a file location and / or email it. The "snapshot" process converts an Axiom form to a stand-alone PDF file, so that it can be accessed outside of Axiom Budgeting and Performance Reporting. When used with multipass processing, snapshot form provides a production reporting feature for Axiom forms, where the form can be processed multiple times over a specified dimension, saving and/or emailing the PDF generated for each pass.

When you use the snapshot form option, Axiom Budgeting and Performance Reporting processes the form-enabled source file and renders the web form, then generates a PDF copy of it. This PDF generation is the same process that occurs when using **Tools > Generate PDF** on an Axiom form in the Web Client. The Axiom form should be set up as needed for optimal PDF generation.

Special design considerations may apply to certain forms, especially if the target form contains Embedded Form components. For more information, see Design considerations for snapshot form processing.

IMPORTANT: Snapshot form processing can only be executed by Scheduler. It cannot be executed locally on the Desktop Client. You must create a Scheduler job, add a File Processing task, and configure that task to process the form-enabled file that has been configured for snapshot form processing.

To set up file processing to create and deliver snapshot PDF copies of an Axiom form:

1. Open the file where you want to set up file processing, and enable it as follows: On the **Axiom** tab, in the **File Output** group, click **File Processing > Add File Processing control sheet to active workbook**.

   NOTE: In systems with installed products, this feature may be located on the **Main** tab (either directly on the tab, or on the **Publish** menu).

   The **File Processing** pane opens, and a sheet named **Control_FileProcessing** is added to the file.

2. In the **File Processing** pane, for **Processing Type**, select **Save Snapshot of Forms**.

3. In the **Output File Settings** section, complete the following settings to determine the delivery of the output file (or files):

Item	Description
Output To	Select one of the following: • **Local File System** (default): The output location is outside of Axiom, to either your local computer or a network share. The specific path is detailed in the **Output Folder** setting. Access to output files is not controlled by Axiom Budgeting and Performance Reporting. • **Axiom Repository**: The output location is the Axiom file system, within the Reports Library. The specific path is detailed in the **Output Folder** setting. Access to output files is controlled by security access to the designated folder within Axiom.

Item	Description
Output file name	Specify how the output file (or files) should be named. You can do one of the following: • You can use file processing variables to generate dynamic file names. • You can type a "hard-coded" file name. The file name setting cannot be left blank. By default the file name uses file processing variables, and is set to `[Current_Value]_Report`. You can change "_Report" to something more specific to the file contents (or omit it to use only the current value). If you do not plan to use multipass processing on the file, then you can delete the current value variable and just type the desired file name. If you want to use a file processing variable, you can type the variable or you can click the pencil icon to open a text editor. From the **Insert Variable** list, select the variable that you want to use. For more information, see Defining the file name for file processing.
Output folder	Specify the folder location for the output file (or files). You can type a folder path, or you can click the folder icon to browse to the folder location. The browse dialog will display either your local file system or the Axiom file system, depending on what you selected for **Output To**. This setting does not apply if you are *only* emailing files. For more information, see Defining the output folder for file processing.
File Generation	This option only applies when using multipass processing. Select one of the following: • **Create a Single Output File** (default): The results of each pass are collected into a single output file. For example, if the multipass settings result in 10 passes, then one output file is created, containing the output of all 10 passes. • **Create an Output File for Each Pass**: The results of each pass are saved as individual output files. For example, if the multipass settings result in 10 passes, then 10 output files are created (one file for each pass). For snapshot, standard (non-multipass) processing always produces a single output file.

Item	Description
Save or Email Files	Select a delivery option for the output file (or files): • **Save Files**: The output files are saved to the specified output folder. • **Email Files**: The output files are emailed to the specified recipients. The output files are not saved anywhere on the file system. • **Save and Email Files**: The output files are both saved and emailed. If you select an option that includes emailing, then the **Email Settings** section displays in the **File Processing** pane.
Purge Setting	This option only applies when the file output is being saved to the Axiom Repository. If you want the file output to be automatically deleted after a specified period of time, then click the pencil icon to open the **Choose Date** dialog. • **Static purge date**: Select a specific date, after which the output will be deleted. • **Relative purge date**: Specify a number of days to keep the output after it has been generated. The output will be deleted after the specified number of days have passed. For more information, see Automatically deleting file output generated by file processing.
Remote Data Connection	This option only applies when the file output is being saved to your local file system, and only for Cloud Service systems that are using remote data connections. Select the name of the remote data connection to use for the file processing operation. The designated remote data connection will be used to access the local file system and save output file(s) to the designated location. A remote data connection is required to save files locally from a cloud system. For more information, see the section on remote data connections in the *Scheduler Guide*.

4. If you chose to email the output file (or files), complete the **Email Settings**:

Item	Description
To Bcc	Enter the email addresses to receive the output file via email. Separate multiple addresses with a semicolon. If the file will be processed using multipass processing, to multiple output files, then you should use formulas to dynamically generate the appropriate email recipients for each pass (otherwise each pass will be sent to the same recipients). See Using dynamic email addresses with file processing.
From	Select one of the following to specify the From address: • **System User**: The From address is the default From address specified for Axiom Budgeting and Performance Reporting in the system configuration settings. • **Current User**: The From address is the email address for the user who performs the file processing, as defined in Security.
Subject Line	Enter a subject line for the email. **NOTE:** If you want to use bracketed text in the subject line, you must escape this text with an additional set of brackets, so that Axiom Budgeting and Performance Reporting does not try to evaluate the bracketed text as a file processing variable. For example, if you want the text "[Axiom Message]" in the subject line of the email, you must enter `[[Axiom Message]]` in the Subject Line field. The extra set of brackets is removed when the email is generated.
Body Text	Enter body text for the email. **NOTE:** If you want to use bracketed text in the body text, you must escape this text with an additional set of brackets, so that Axiom Budgeting and Performance Reporting does not try to evaluate the bracketed text as a file processing variable. For example, if you want the text "[Sent from Axiom Budgeting and Performance Reporting]" in the body text of the email, you must enter `[[Sent from Axiom Budgeting and Performance Reporting]]` in the Body Text field. The extra set of brackets is removed when the email is generated.

For more information, see How email is delivered for file processing.

5. If you want to use multipass processing on the file, then complete the **MultiPass Settings**.

   For **Source Column**, click the column icon to select the source column for multipass processing. For example, if you select DEPT.VP as the source column, then the file will be processed once for each VP, and the data in the file will be automatically filtered to show only the data for that VP.

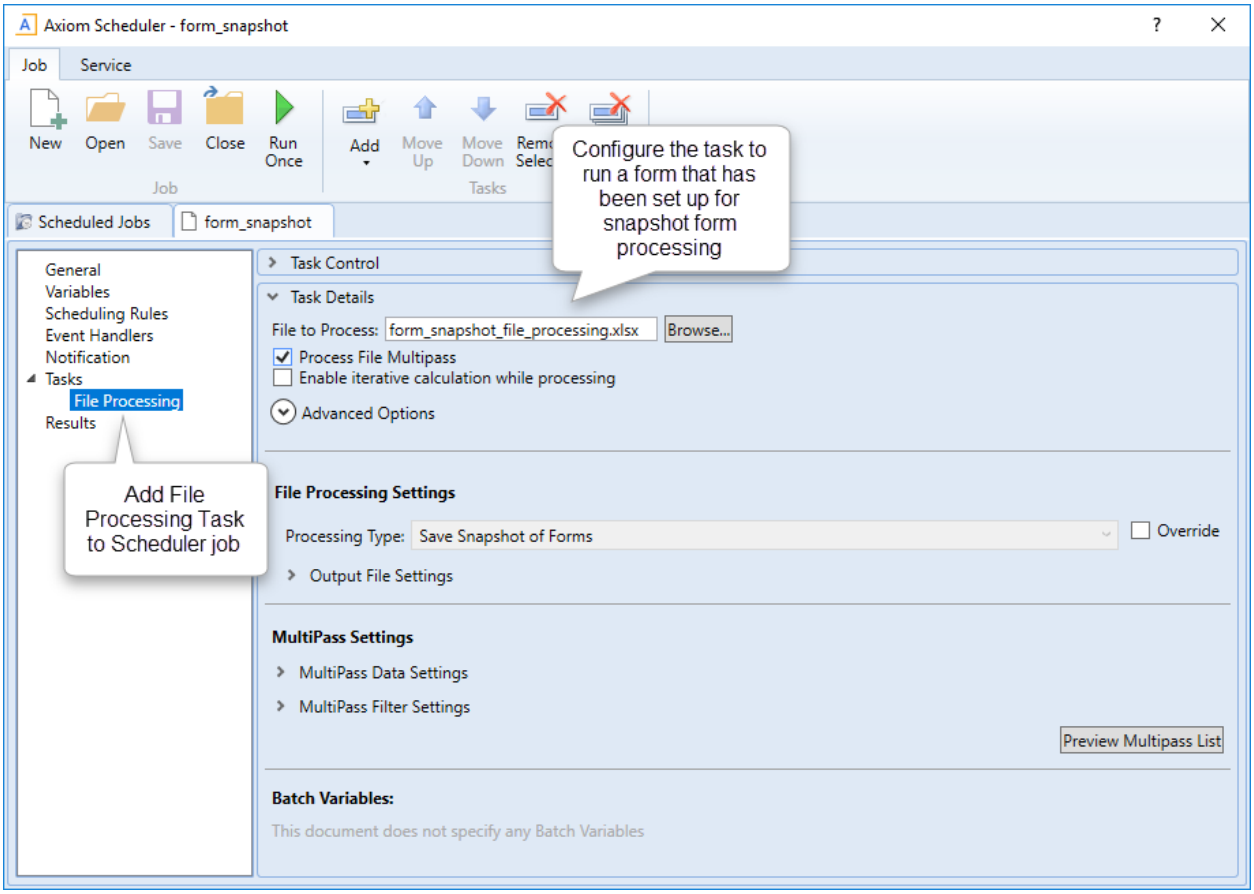
To confirm that the file will be processed using your desired list of items, click **Preview Multipass List**. A dialog opens, displaying the total number of items to process, as well as the list of individual items.

For more information on multipass processing, and for details on advanced settings, see Configuring multipass settings for file processing.

6. When you are finished configuring the file processing settings, click **File Options > Save** to save the settings in the file.

Results

The file can now be scheduled for execution using Scheduler. As noted previously, snapshot form processing can only be executed via Scheduler, using a File Processing task.



Example Scheduler job configured to run snapshot form processing

When the Scheduler job is run, the following actions will occur, depending on whether **Process File Multipass** is enabled for the job:

- If Process File Multipass is not enabled, the file will be refreshed "as is," the PDF snapshot copy will be taken, and the PDF will be saved and/or emailed according to the file processing settings.

- If Process File Multipass is enabled, the file will be refreshed using a multipass filter to limit the data to the current multipass item (for example, for the current VP if processing by DEPT.VP). This process will occur for each unique multipass item being processed, with a different multipass filter being applied for each pass.

  If the file generation is to multiple output files, then the PDF snapshot copy is taken after each pass, and then saved and/or emailed according to the file processing settings.

  If the file generation is to a single output file, then the results of each pass are collected into a single PDF file. When all of the passes are complete, the PDF is saved and / or emailed according to the file processing settings.

Design considerations for snapshot form processing

When designing a form to be used with snapshot form processing, keep in mind the following design considerations.

Executing Axiom queries

Axiom queries in the form document are executed according to the normal file processing requirements. If you are performing multipass processing and you want an Axiom query to be executed for each pass, that query must be active and must be enabled for **Refresh during document processing**. For more information on executing Axiom queries during file processing, see:

- Refreshing Axiom queries during file processing
- Dynamic settings for multipass processing

These Axiom query rules only apply to the target form being processed. If the target form uses Embedded Form components, the child forms displayed as embedded forms are refreshed as normal and are not considered to be part of the document processing. Any Axiom queries that would be run in the Axiom forms environment when the child form is first loaded will be run for each pass of file processing. For more information, see the *Embedded forms* section of this topic.

PDF settings in the form

During snapshot form processing, the PDF form settings apply as normal to generate the PDF:

- The **Is PDF** property on the Form Control Sheet is set to **On** for each pass. This means that you can dynamically show or hide certain components in the form during the snapshot form processing.
- The **PDF Size** and **PDF Orientation** settings on the Form Control Sheet are honored when generating the PDF.

Embedded forms

When executing file processing on a form, only the target form is manipulated by the file processing. If the target form contains an Embedded Form component to a display child form, the child form is "unaware" of the file processing and it is rendered and refreshed within the target form as normal. This means:

- The GetCurrentValue and IsRunningMultipass functions only resolve in the target (parent) form. These functions will not return any values in the child form.
- The multipass filter is only applied to the target (parent) form. The child form is not automatically filtered for each pass.
- As noted previously, Axiom queries in the child form are run as normal and do *not* depend on having **Refresh during document processing enabled** (since the child form is not aware of the document processing context).

If you want to filter the child form by the same dimension element for each pass, you can use shared variables to pass the value to the child form. For example, imagine that you are multipass processing by Dept.Region, and you want the child form to be filtered by the current region value as well. You can:

- In the parent form, use the GetCurrentValue function to return the multipass filter for the current pass. For example:

  ```
  =GetCurrentValue("Filter")
  ```

  When processing for the West region, the multipass filter would be `Dept.Region='West'`
- In the parent form, use the SetSharedVariable function to set a variable to the current filter value. For example:

  ```
  =SetSharedVariable("FPFilter",GetCurrentValue("Filter"))
  ```

  This sets the shared variable FPFilter to the current pass filter.
- In the child form, use the GetSharedVariable function to return the current filter value. For example:

  ```
  =GetSharedVariable("FPFilter")
  ```

  This will return the value of FPFilter filter as set in the parent form for the current pass.
- In the child form, set up Axiom queries to be filtered as needed based on the value of the FPFilter variable.

This is just an example of how to pass information about the current multipass value to the child form. The GetCurrentValue function has several options that you can use to return different values in the parent form and then use SetSharedVariable to pass those values to the child form.

Additionally, keep in mind that snapshot form processing does not provide support for sequentially processing multiple child forms within a parent form. If the target parent form uses a Menu component to change which child form displays in the Embedded Form component, only the initially visible child form will be included during snapshot form processing.

Setting up file processing: Export to file

Using file processing, you can export data from an Axiom file to a delimited text file, and then save that file to a file location and/or email it.

The following file formats / delimiters are supported for data export files:

- CSV: Comma-delimited text file
- TXT: Text file delimited by space, period, pipe, tab, semicolon, or colon

In order to use file processing to export data, two setup steps must occur:

- The file must be set up with export-to-file tags, to specify the data to be exported. For more information, see Placing data export tags in a sheet.
- The file must be enabled for file processing, and configured to export to a file. This process is discussed in this topic.

To set up file processing to export data to a file:

1. Open the file where you want to set up file processing, and enable it as follows: On the **Axiom** tab, in the **File Output** group, click **File Processing > Add File Processing control sheet to active workbook**.

   NOTE: In systems with installed products, this feature may be located on the **Main** tab (either directly on the tab, or on the **Publish** menu).

   The **File Processing** pane opens, and a sheet named **Control_FileProcessing** is added to the file.

2. In the **File Processing** pane, for **Processing Type**, select **Export to Delimited Text File**.

3. In the **Sheets to Process** box, enter the name(s) of the sheet(s) to process.

   You can click the **Select worksheets** button to select sheet names from a list, or you can type the sheet names. Separate multiple sheet names with semicolons.

   The sheets to process are the sheets from which data will be exported. This setting does not determine which sheets will be refreshed before data is exported; the refresh always applies to all sheets in the file when using file processing.

   Any sheet included here must be set up with export-to-file tags, or else no data will be exported from that sheet when the file is processed.

4. From the **Export File Type** list, select the type of file to create for the data export. You can select CSV (comma-delimited), or a variety of different TXT formats using different delimiters.

   NOTE: If text in a cell contains the delimiter, that text will be qualified using double quotation marks in the export file.

5. By default, the export file will include a header row that uses the tags in the export-to-file control row. If you do not want a header row in the export file, then set **Include Column Headers** to **Off**.

6. In the **Output File Settings** section, complete the following settings to determine the delivery of the output file (or files):

Item	Description
Output To	Select one of the following: • **Local File System** (default): The output location is outside of Axiom, to either your local computer or a network share. The specific path is detailed in the **Output Folder** setting. Access to output files is not controlled by Axiom Budgeting and Performance Reporting. • **Axiom Repository**: The output location is the Axiom file system, within the Reports Library. The specific path is detailed in the **Output Folder** setting. Access to output files is controlled by security access to the designated folder within Axiom.
Output file name	Specify how the output file (or files) should be named. You can do one of the following: • You can use file processing variables to generate dynamic file names. • You can type a "hard-coded" file name. The file name setting cannot be left blank. By default the file name uses file processing variables, and is set to `[Current_Value]_Report`. You can change "_Report" to something more specific to the file contents (or omit it to use only the current value). If you do not plan to use multipass processing on the file, then you can delete the current value variable and just type the desired file name. If you want to use a file processing variable, you can type the variable or you can click the pencil icon to open a text editor. From the **Insert Variable** list, select the variable that you want to use. For more information, see Defining the file name for file processing.
Output folder	Specify the folder location for the output file (or files). You can type a folder path, or you can click the folder icon to browse to the folder location. The browse dialog will display either your local file system or the Axiom file system, depending on what you selected for **Output To**. This setting does not apply if you are *only* emailing files. For more information, see Defining the output folder for file processing.

Item	Description
File Generation	Select one of the following: • **Create a Single Output File** (default): The results of each pass are collected into a single output file. Note that if you selected multiple sheets to process, you will get a single output file for each sheet. In the latter case, the sheet name is automatically appended to the output file name. • **Create an Output File for Each Pass**: The results of each pass are saved as individual output files. For example, if the multipass settings result in 10 passes, then 10 output files are created (one file for each pass). Note that if you selected multiple sheets to process, you will get an output file for each sheet / pass combination.
Save or Email Files	Select a delivery option for the output file (or files): • **Save Files**: The output files are saved to the specified output folder. • **Email Files**: The output files are emailed to the specified recipients. The output files are not saved anywhere on the file system. • **Save and Email Files**: The output files are both saved and emailed. If you select an option that includes emailing, then the **Email Settings** section displays in the **File Processing** pane.
Purge Setting	This option only applies when the file output is being saved to the Axiom Repository. If you want the file output to be automatically deleted after a specified period of time, then click the pencil icon to open the **Choose Date** dialog. • **Static purge date**: Select a specific date, after which the output will be deleted. • **Relative purge date**: Specify a number of days to keep the output after it has been generated. The output will be deleted after the specified number of days have passed. For more information, see Automatically deleting file output generated by file processing.

Item	Description
Remote Data Connection	This option only applies when the file output is being saved to your local file system, and only for Cloud Service systems that are using remote data connections. Select the name of the remote data connection to use for the file processing operation. The designated remote data connection will be used to access the local file system and save output file(s) to the designated location. A remote data connection is required to save files locally from a cloud system. For more information, see the section on remote data connections in the *Scheduler Guide*.

Opening the file after processing: If desired, you can opt to automatically open the output file within Axiom Budgeting and Performance Reporting after the processing is complete. This option is only available if the result of the processing is a single file. If you want to use this option, it must be manually configured on the Control Sheet. In the **File Settings** section, set **Open Output File after Processing** to **On**. For more information, see File Processing Control Sheet.

7. If you chose to email the output file (or files), complete the **Email Settings**:

Item	Description
To Bcc	Enter the email addresses to receive the output file via email. Separate multiple addresses with a semicolon. If the file will be processed using multipass processing, to multiple output files, then you should use formulas to dynamically generate the appropriate email recipients for each pass (otherwise each pass will be sent to the same recipients). See Using dynamic email addresses with file processing.
From	Select one of the following to specify the From address: • **System User**: The From address is the default From address specified for Axiom Budgeting and Performance Reporting in the system configuration settings. • **Current User**: The From address is the email address for the user who performs the file processing, as defined in Security.

Item	Description
Subject Line	Enter a subject line for the email. **NOTE:** If you want to use bracketed text in the subject line, you must escape this text with an additional set of brackets, so that Axiom Budgeting and Performance Reporting does not try to evaluate the bracketed text as a file processing variable. For example, if you want the text "[Axiom Message]" in the subject line of the email, you must enter `[[Axiom Message]]` in the Subject Line field. The extra set of brackets is removed when the email is generated.
Body Text	Enter body text for the email. **NOTE:** If you want to use bracketed text in the body text, you must escape this text with an additional set of brackets, so that Axiom Budgeting and Performance Reporting does not try to evaluate the bracketed text as a file processing variable. For example, if you want the text "[Sent from Axiom Budgeting and Performance Reporting]" in the body text of the email, you must enter `[[Sent from Axiom Budgeting and Performance Reporting]]` in the Body Text field. The extra set of brackets is removed when the email is generated.

For more information, see How email is delivered for file processing.

8. If you want to use multipass processing on the file, then complete the **MultiPass Settings**.

   For **Source Column**, click the column icon to select the source column for multipass processing. For example, if you select DEPT.VP as the source column, then the file will be processed once for each VP, and the data in the file will be automatically filtered to show only the data for that VP.

   To confirm that the file will be processed using your desired list of items, click **Preview Multipass List**. A dialog opens, displaying the total number of items to process, as well as the list of individual items.

   For more information on multipass processing, and for details on advanced settings, see Configuring multipass settings for file processing.

9. When you are finished configuring the file processing settings, click **File Options > Save** to save the settings in the file.

Results

Users can now use **File Output > File Processing** to process the file. The following actions will occur:

- When using **Process File**, the file will be refreshed "as is," the data will be extracted to the specified file format, and the export file will be saved and/or emailed according to the file processing settings.

- When using **Process File Multipass**, the file will be refreshed using a multipass filter to limit the data to the current multipass item (for example, for the current VP if processing by DEPT.VP). This process will occur for each unique multipass item being processed, with a different multipass filter being applied for each pass.

  If the file generation is to multiple output files, then the data is extracted to the specified file format after each pass, and then saved and/or emailed according to the file processing settings.

  If the file generation is to a single output file, then the data from each pass is extracted and stored in memory until all passes are complete. When all of the passes are complete, the data is placed in the specified file format, and then saved and/or emailed according to the file processing settings.

Placing data export tags in a sheet

Using file processing, you can export data from an Axiom file to a CSV or TXT file. You may want to export data to one of these file formats in order to import the data into another application.

In order to export data to a file, you must set up the sheet with ExportToFile tags. These tags work in a similar manner as the Save2DB tags used for Save Type 1, except that instead of flagging data to be saved to the database, they flag data to be exported to a file.

There are three components:

- The primary ExportToFile tag, which enables data export and defines the control row and control column.
- Column tags in the control row, which flag columns of data to be exported and define the contents of the header row in the export file.
- Row tags in the control column, which flag rows of data to be exported.

Once a file has been set up with ExportToFile tags, you can create the export file using the File Processing feature. When setting up file processing for a file, you can choose to export to a specific file format. You can also use multipass processing to generate multiple export files, one for each pass.

Export-to-file tag summary

Tag Type	Tag Syntax
Primary tag	`[ExportToFile; CustomSaveTag]`
Row tags	`[Save]` `[CustomSaveTag]`
Column tags	`HeaderName`

Defining the export-to-file control row and control column

To define the location of the export-to-file control row and control column, place the following tag in any cell in the sheet, within the first 500 rows:

`[ExportToFile; CustomSaveTag]`

CustomSaveTag is optional, and defines a custom save tag to place in the control column, to determine rows to be saved. If you want to use the default save tag, `[Save]`, then this parameter should be omitted. The primary purpose of this optional feature is to allow you to use the same export-to-file control column with multiple export-to-file control rows.

The row containing ExportToFile becomes the export-to-file control row, and the column containing ExportToFile becomes the export-to-file control column.

NOTES:

- The primary tag must be placed in the first 500 rows of the sheet.
- Formulas can be used to create the tags, as long as the initial bracket and identifying keyword are whole within the formula.

Marking columns to export in the control row

Within the export-to-file control row, for each column of data that you want to export, enter a header tag for that column.

The header tags can be anything you like. When the data is exported to a file, the text in the export-to-file control row becomes the first row in the file, and defines the header row.

The header tags do not need to be enclosed in brackets. For example, the header tag can be just `ACCT`, not `[ACCT]`.

Header tags are required. A column of data is only exported if it is marked with a header tag in the export-to-file control row.

NOTES:

- If desired, you can exclude the header row from the export file. When configuring the file processing settings for the export, set **Include Column Headers** to **Off**.
- Reserved Axiom tags are ignored by the export process. For example, if the export-to-file control row also contains a `[DeleteColumn]` tag for the purposes of deleting the column in snapshot copies, that column is ignored when exporting.

Marking rows to export in the control column

Within the export-to-file control column, for each row of data that you want to export, enter the save tag. By default, the save tag is `[Save]`. If you defined a custom save tag in the ExportToFile tag, use that tag instead.

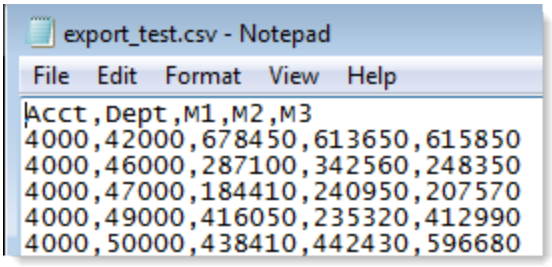
NOTE: If you defined a custom save tag for the export process, that export process *only* recognizes that unique save tag. For example, if you have defined a custom save tag of `[SavePayroll]`, only rows flagged with `[SavePayroll]` will be exported. You cannot also use the default `[Save]` tag for that export process.

Export file example

The following sheet is set up with ExportToFile tags. The entries in row 1 (the control row) mark the columns to be exported, and define the contents of the header row. The `[save]` tags in column G (the control column) mark the rows to be exported.

	A	B	C	D	E	F	G
1		Acct	Dept	M1	M2	M3	[ExportToFile]
2							
3		4000	42000	678450	613650	615850	[save]
4		4000	46000	287100	342560	248350	[save]
5		4000	47000	184410	240950	207570	[save]
6		4000	49000	416050	235320	412990	[save]
7		4000	50000	438410	442430	596680	[save]

When the file is processed, the resulting output file would look like this, if saved as a CSV file:



Saving data to the database using file processing

You can use file processing to refresh the file and then perform a save-to-database. Multipass processing can be used to iterate this action over many passes, processing different data in each pass.

There are two different file processing types for saving data:

- **Save Data**: Save data to the database as part of regular or multipass processing. All normal multipass settings and behaviors apply. This is the standard option for saving data using file processing.

- **Save Data in Batches**: This is a specialized multipass processing option that uses an Axiom query to define the records to process, and then processes those records in batches—meaning, multiple records are included in each pass. Although the processing iterates over many passes, normal multipass settings and behaviors do not apply. This option is intended for specialized use cases where many records are being processed but processing does not depend on filtering each pass for a particular dimension element.

Save-to-database setup for file processing

The relevant sheets in the file must be enabled for Save Type 1, and set up with save-to-database tags. For more information on setting up save-to-database, see the *Axiom File Setup Guide*.

Only Save Type 1 processes are performed when using file processing. If sheets in the file are enabled for other save-to-database processes, those processes are ignored.

All sheets in the file will be processed. If the file has multiple sheets that are enabled and configured for Save Type 1, all those sheets will save data to the database during this process.

NOTE: The `[Delete]` tag for Save Type 1 is not supported for use with multipass file processing.

Setting up file processing: Saving data

Using file processing, you can save data from an Axiom file to the Axiom Budgeting and Performance Reporting database. The most typical use of this feature is to save data via multipass processing.

NOTE: This topic discusses the standard option for saving data to the database using file processing. Another specialized option is available to process many records per pass. For more information on this option, see Setting up file processing: Saving data in batches.

To set up file processing to save data to the database:

1. Open the file where you want to set up file processing, and enable it as follows: On the **Axiom** tab, in the **File Output** group, click **File Processing > Add File Processing control sheet to active workbook**.

   NOTE: In systems with installed products, this feature may be located on the **Main** tab (either directly on the tab, or on the **Publish** menu).

   The **File Processing** pane opens, and a sheet named **Control_FileProcessing** is added to the file.

2. In the **File Processing** pane, for **Processing Type**, select **Save Data**.
3. From the **Save Data Mode** list, specify how data should be saved:
   - **Save After Each Pass**: A save-to-database occurs after each pass.

- **Save Once at the End**: The data from each pass is saved in memory until all passes are complete, and then the save-to-database occurs.

  You should save at the end if the process could result in multiple rows of data with the same key codes, so that the rows are summed before saving to the database, rather than having the data from one pass overwrite the other.

- **Save to Output Sheet**: The data from each pass is collected and saved to an "output sheet" within the file being processed. No data is saved to the database. The output sheet is named **SaveData_*SheetName***, where sheetname is the name of the sheet set up to save to the database.

  This option is primarily intended for testing the file setup, so that you can review the data that would be saved without actually saving it.

4. Optional. Select **Save data tags are static for all passes** if your save-to-database setup is static and will not dynamically adjust for each pass.

   This option assumes that your data is brought in using functions or update-only Axiom queries, so that the number of rows and the placement of the save-to-database tags remain static for each pass. Enabling this option allows Axiom Budgeting and Performance Reporting to read the save-to-database tags once at the start of the process. The File Processing Control Sheet settings and the default Control Sheet settings are also cached at the start of the process and will not be refreshed for each pass. Eliminating the need to refresh these settings speeds up processing for each individual pass.

   If instead you are using rebuild Axiom queries to bring in your data, or if you are dynamically enabling or disabling save-to-database tags or other settings for each pass, then you should not select this option.

5. Complete the **MultiPass Settings**. Although it is not required to perform save data using multipass processing, this is the most typical use of the feature.

   For **Source Column**, click the column icon to select the source column for multipass processing. For example, if you select DEPT.VP as the source column, then the file will be processed once for each VP, and the data in the file will be automatically filtered to show only the data for that VP.

   To confirm that the file will be processed using your desired list of items, click **Preview Multipass List**. A dialog opens, displaying the total number of items to process, as well as the list of individual items.

   For more information on multipass processing, and for details on advanced settings, see Configuring multipass settings for file processing.

6. When you are finished configuring the file processing settings, click **File Options > Save** to save the settings in the file.

Results

Users can now use **File Output > File Processing** to process the file. The following actions will occur:

- When using **Process File**, the file will be refreshed "as is," and the data will be saved according to the specified save mode.
- When using **Process Multipass**, the file will be refreshed using a multipass filter to limit the data to the current multipass item (for example, for the current VP if processing by DEPT.VP). This process will occur for each unique multipass item being processed, with a different multipass filter being applied for each pass. Data will be saved according to the specified save mode.

Setting up file processing: Saving data in batches

Using file processing, you can save data to the database from an Axiom file. The processing type **Save Data in Batches** is intended for specialized use cases where multipass processing is desired but many records can be processed per pass.

The Save Data in Batches processing type works as follows:

- You create an Axiom query to define the list of records to be processed. This query is then specified as the source query for the file processing action. The query should be set up as normal within the sheet, where it will serve as the main driver for processing records.
- When file processing is initiated, Axiom Budgeting and Performance Reporting runs the designated Axiom query in memory first to obtain the full list of records. The number of passes for the process is determined by dividing the total number of records by the specified batch size. For example, if the Axiom query returns 7,000,000 records and the batch size is 7,000, then there will be 1000 passes (each pass processing 7,000 records).
- Multipass processing then begins. For each pass of the process, Axiom refreshes the file but only returns a subset of records (a "batch") to the Axiom query in the sheet. This process continues, iterating over multiple passes, until all of the records that were retrieved in memory have been processed.
- Data is saved to the database according to the save options specified in the file processing setup. You can save data after each pass, or save data once at the end of the process, or save data to an output sheet (for testing).
- Although the process is iterative and therefore considered "multipass processing," none of the normal multipass settings apply and will be ignored if set. No dimension filter is applied to each pass as when using normal multipass processing, because each pass encompasses multiple records.

NOTE: When using Save Data in Batches, the only valid use of the GetCurrentValue function is the PassNumber option to return the number of the current pass. All other options are inapplicable in this context. For example, GetCurrentValue() is inapplicable because there is no single current value to return; instead multiple values (records) are being processed in each pass.

To set up file processing to save data in batches:

1. Open the file where you want to set up file processing, and enable it as follows: On the **Axiom** tab, in the **File Output** group, click **File Processing > Add File Processing control sheet to active workbook**.

   NOTE: In systems with installed products, this feature may be located on the **Main** tab (either directly on the tab, or on the **Publish** menu).

   The **File Processing** pane opens, and a sheet named **Control_FileProcessing** is added to the file.

2. In the **File Processing** pane, for **Processing Type**, select **Save Data in Batches**.

3. From the **Save Data Mode** list, specify how data should be saved:

   - **Save After Each Pass**: A save-to-database occurs after each pass.
   - **Save Once at the End**: The data from each pass is saved in memory until all passes are complete, and then the save-to-database occurs.

     You should save at the end if the process could result in multiple rows of data with the same key codes, so that the rows are summed before saving to the database, rather than having the data from one pass overwrite the other.

   - **Save to Output Sheet**: The data from each pass is collected and saved to an "output sheet" within the file being processed. No data is saved to the database. The output sheet is named **SaveData_*SheetName***, where sheetname is the name of the sheet set up to save to the database.

     This option is primarily intended for testing the file setup, so that you can review the data that would be saved without actually saving it.

4. For **Source Worksheet**, specify the worksheet that contains the Axiom query to use for the process.

5. For **Source Axiom Query ID**, specify the Axiom query to use for the process.

   TIP: You can use the **Preview Axiom Query Data** button to see the number of records that will be processed and to preview the data to be returned by the query.

6. Optional. For **Batch Size**, specify the number of records to include in each pass. By default this is set to 7,000.

   In most cases, you can leave the default batch size. However, you might consider making the batch size smaller if your in-sheet calc method uses many rows.

For example, if your calc method is 1 row and the batch size is 7,000, that means the Axiom query will return and process 7,000 rows of data per pass. However, if the calc method is 20 rows and the batch size is 7,000, that means the Axiom query will return and process 140,000 rows of data per pass. In the latter case, the processing performance may be improved if you lower the batch size to lower the overall rows of data to be processed per pass.

7. When you are finished configuring the file processing settings, click **File Options > Save** to save the settings in the file.

Users can now process the file. Although the traditional multipass settings do not apply, the file must be processed using **Process File Multipass** in order to enable the iterative pass behavior. This can also be initiated using the **Process Save Data in Batches** action in the File Processing task pane.

Setting up file processing: Printing

Using file processing, you can print the current file. In most cases this would be used with multipass processing, so that you would print the file multiple times, using the data for each pass—for example, to print an income statement once for each region. However, you could also use the print option with non-multipass processing, simply to save your desired print view and preferred printer for convenience.

NOTE: File processing always performs a refresh of the file before performing the file processing action (in this case, printing). If you want to print the file without performing a refresh first, you must use regular printing features.

TIP: You can use print file processing in conjunction with batch reporting. For example, you can use batch to specify multiple files to process, and print them all at once by processing the batch.

To set up file processing to print the file:

1. Open the file where you want to set up file processing, and enable it as follows: On the **Axiom** tab, in the **File Output** group, click **File Processing > Add File Processing control sheet to active workbook**.

   NOTE: In systems with installed products, this feature may be located on the **Main** tab (either directly on the tab, or on the **Publish** menu).

   The **File Processing** pane opens, and a sheet named **Control_FileProcessing** is added to the file.

2. In the **File Processing** pane, for **Processing Type**, select **Print**.

3. In the **Print Views** box, enter the name(s) of the print views to process. This setting also defines the sheets to process.

   Print views are specified using the following syntax: *SheetName*:*ViewName*. You can type the view names, or click the **Select Print Views** button  to select print views from a list. Separate multiple view names with semicolons.

You can specify multiple print views for a single sheet if applicable. If a sheet does not have any defined print views, select the Default view, which uses the native spreadsheet print settings. You can print any sheet except control sheets and hidden sheets.

4. In the **Printer** box, enter the name of the printer to use, or leave this setting blank to use the default printer. Use the **Select Printer** button to select a printer other than the default printer.
5. If you want to use multipass processing on the file, then complete the **MultiPass Settings**.

   For **Source Column**, click the column icon to select the source column for multipass processing. For example, if you select DEPT.VP as the source column, then the file will be processed once for each VP, and the data in the file will be automatically filtered to show only the data for that VP.

   To confirm that the file will be processed using your desired list of items, click **Preview Multipass List**. A dialog opens, displaying the total number of items to process, as well as the list of individual items.

   For more information on multipass processing, and for details on advanced settings, see Configuring multipass settings for file processing.
6. When you are finished configuring the file processing settings, click **Save** to save the settings in the file.

Results

Users can now use **File Output > File Processing** to process the file. The following actions will occur:

- When using **Process File**, the file will be refreshed "as is" and then printed using the specified print view(s) and printer.
- When using **Process File Multipass**, the file will be refreshed using a multipass filter to limit the data to the current multipass item (for example, for the current VP if processing by DEPT.VP). This process will occur for each unique multipass item being processed, with a different multipass filter being applied for each pass. Each pass will be printed using the specified print view(s) and printer.

Setting up file processing: Alerts

You can process alerts using file processing. The primary reason to use file processing for alerts is so that you can set up one set of alert conditions, and then leverage multipass processing to evaluate those conditions for all members of a particular grouping level—such as for each department, each region, or each VP.

For example, imagine that you want to alert the department manager if their department exceeds a variance threshold for a particular area. While you could set up a report that brings in each department and calculates the variance, and then define an alert for each individual department value. However, it would be much more streamlined to set up a report that brings in the consolidated value and then define one dynamic alert against that value, and then process the report using multipass processing by department. For each pass, it will automatically apply the department-specific filter for the data and then

process the alert against that data. The alert settings would need to dynamically change for each pass—for example you could set up the alert ID, message title, etc., using GetCurrentValue() so that the current department number is reflected for each pass of alerts.

In order to use file processing to process alerts, two setup steps must occur:

- Alerts must be defined in the file, on the Alert Control Sheet (Control_Alert).
- The file must be enabled for file processing, and configured to process alerts. This process is discussed in this topic.

To set up file processing to process alerts:

1. Open the file where you want to set up file processing, and enable it as follows: On the **Axiom** tab, in the **File Output** group, click **File Processing > Add File Processing control sheet to active workbook**.

   NOTE: In systems with installed products, this feature may be located on the **Main** tab (either directly on the tab, or on the **Publish** menu).

   The **File Processing** pane opens, and a sheet named **Control_FileProcessing** is added to the file.

2. In the **File Processing** pane, for **Processing Type**, select **Alerts**.

   This is the only setting to complete in the File Processing Settings section of the task pane. No other settings apply. You do not need to specify a sheet to process because it is always Control_Alert.

3. In the **MultiPass Settings** section, click the column icon to select the source column for multipass processing.

   For example, if you select DEPT.VP as the source column, then the file will be processed once for each VP, and the data in the file will be automatically filtered to show only the data for that VP.

   To confirm that the file will be processed using your desired list of items, click **Preview Multipass List**. A dialog opens, displaying the total number of items to process, as well as the list of individual items.

   For more information on multipass processing, and for details on advanced settings, see Configuring multipass settings for file processing.

   NOTE: The only reason to use File Processing to process alerts is to apply multipass settings. If you do not need to use multipass processing, then you can process alerts by using the Process Document List task in Scheduler; you do not need to set up File Processing.

4. When you are finished configuring the file processing settings, click **File Options > Save** to save the settings in the file.

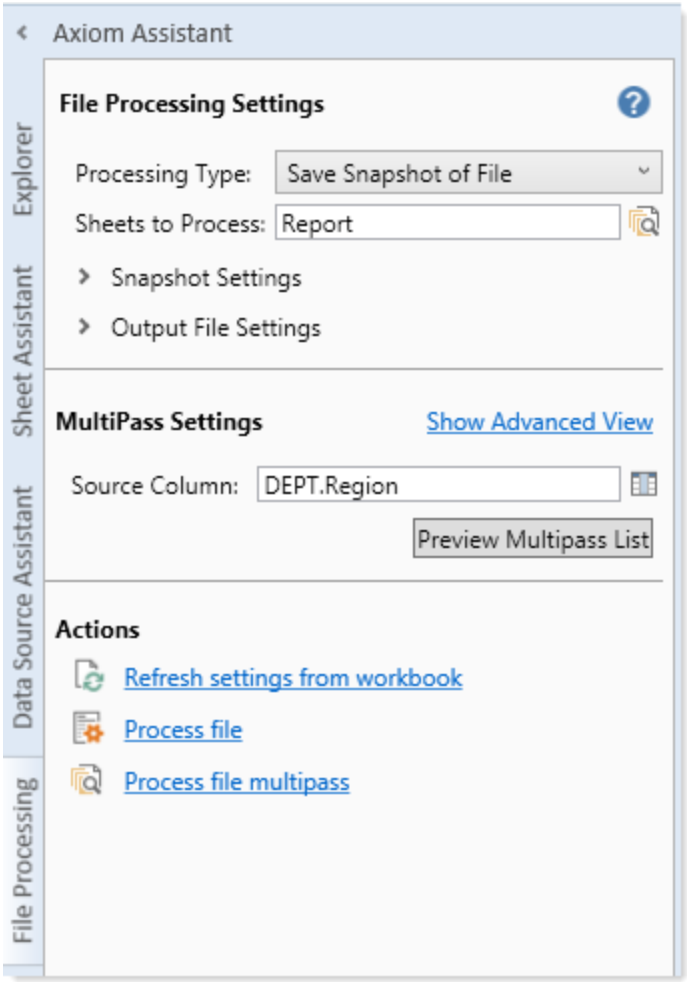
Results

You can now use **File Output > File Processing > Process File Multipass** to process the alerts, or you can schedule processing using the File Processing Scheduler task. The following actions will occur:

- The file will be refreshed using a multipass filter to limit the data to the current multipass item (for example, for the current VP if processing by DEPT.VP). This process will occur for each unique multipass item being processed, with a different multipass filter being applied for each pass.
- For each pass, alert conditions will be evaluated. If an alert evaluates to True and does not match an existing alert (based on alert ID), then an alert notification will be created for that alert. All the specified recipients will see the alert notification in their Notifications task pane.
- If the alert points to the source document as the supporting file, then when the user clicks on the link to open the file from the Notifications task pane, the multipass filter will automatically be applied to the file. This way the user can see the file using the same context that generated the alert.

File Processing task pane

The **File Processing** task pane is provided to assist you in completing file processing settings.



Example task pane

NOTE: Access to the File Processing pane is controlled by Security for plan files and reports. Administrators always have access to the pane for managed files. The File Processing task pane is not available for non-managed files.

As you select options in the pane, such as the processing type, the pane updates to display only the relevant settings. In most cases, it is easier to use the pane rather than editing the File Processing Control Sheet directly.

The pane displays the file processing settings as currently defined in the control sheet. As you edit the settings in the pane, the control sheet is updated for your changes, and vice versa. Ultimately you must save the file in order to save any changes made within the current session.

You can use cell references and formulas just as you can when defining settings in the control sheet. The pane displays formula results by default, but if you click in a field that contains a formula, you can edit the formula.

You can use file processing variables in the pane. These variables will return values when the file is processed, such as returning the item being processed in the current pass (for multipass processing).

File processing settings are validated as you complete them. If an entry is invalid, a red outline appears around the box of the invalid entry. To get more information about the error, hover your cursor over the box, and the error message will display in a tooltip.

NOTE: Certain advanced file processing settings cannot be made in the File Processing pane; they can only be made in the control sheet:

- Enabling or disabling file processing (conditional processing)
- Enabling or disabling screen updating
- Enabling the output file to open in Axiom Budgeting and Performance Reporting after processing
- Defining current value defaults for source columns
- Defining batch variables

Once you have completed the file processing settings, you can initiate file processing directly from the pane. In the **Actions** section, click **Process File** or **Process File Multipass**. These are the same actions available in the Ribbon, in **File Output > File Processing**.

The pane updates automatically in response to changes in the workbook—for example, changes made to the File Processing Control Sheet directly, or changes made to cells that are referenced by formulas in the pane. However, you can also click **Refresh Settings from Workbook** in the **Actions** section of the pane to manually refresh the pane.

File Processing Control Sheet

The File Processing Control Sheet defines settings for file processing. Using file processing, you can automate certain processes for a file, including file delivery, exporting data, and saving data to the database. Files can be processed "as is," or you can use multipass processing to process the file using a unique filter for each pass.

To add a File Processing Control Sheet to an Axiom file:

- On the **Axiom** tab, in the **File Output** group, click **File Processing > Enable File Processing in this workbook**.

  NOTE: In systems with installed products, this feature may be located on the **Main** tab (either directly on the tab, or on the **Publish** menu).

The **File Processing** pane opens, and a sheet named **Control_FileProcessing** is added to the file. In most cases, it is easiest to use the **File Processing** pane instead of the control sheet. The control sheet is updated for changes made in the pane, and vice versa. However, there are certain configuration settings that cannot be made in the pane:

- Enabling or disabling file processing (conditional processing)

- Enabling or disabling screen updating
- Enabling the output file to open in Axiom Budgeting and Performance Reporting after processing
- Defining current value defaults for source columns
- Defining batch variables

The File Processing Control Sheet is only visible to administrators or to users with the **Allow File Processing** permission to the file. Otherwise, it is hidden by default.

Multipass Columns and Current Value Defaults

The following settings apply when using multipass processing:

Item	Description
Source Columns	The source columns for multipass processing. Each source column must be placed in a separate cell in this row. For more details on source columns, see Configuring advanced multipass settings.
Current Value Defaults	The corresponding current value default for each source column. Current value defaults are optional. If defined, each current value default must be placed directly underneath its corresponding source column. If a current value default is defined for a source column, then that value will be returned by the GetCurrentValue function (and the `[Current_Value]` variable) when the file is processed using standard, non-multipass processing (**Process File**). If no current value default is defined for a source column, then the function and the variable will return nothing (blank) when the file is processed using standard, non-multipass processing. For more information, see Defining default values for current value. The only way to edit current value defaults is on the control sheet. Current value defaults cannot be defined in the File Processing pane.

General Settings

The following general settings apply to all configurations of file processing:

Item	Description
Processing Enabled	Determines whether or not the file processing action occurs once the file refresh is complete. If **True**, the action (snapshot, export, save data) occurs. If **False**, the action does not occur and the process either ends (if not using multipass processing) or continues to the next pass (if using multipass processing). The purpose of this setting is to allow turning the file processing action on or off based on a condition in the file. For example, if the data in the file is all zeros for a particular pass, you may not want to send that file. You can set up a formula that returns True if the file has data, and False if the file has no data. The **Processing Enabled** setting is checked after the file refresh occurs. The file refresh always occurs when you execute file processing, regardless of this setting.

Item	Description
Processing Type	Specifies the action to be taken on the file when it is processed. Select from one of the following: • **Snapshot File**: Take a snapshot of the file and deliver it. For more information, see Setting up file processing: Snapshot. • **Snapshot Forms**: Generate a PDF of an Axiom form and deliver it. For more information, see Setting up file processing: Snapshot Forms. • **Export to Delimited Text File**: Export data in the file to a text file and deliver it. For more information, see Setting up file processing: Export to file. • **Save Data**: Save data in the file to the database using standard processing features. For more information, see Setting up file processing: Saving data. • **Save Data in Batches**: Save data in the file to the database using a specialized processing style where multiple records are processed in batch. For more information, see Setting up file processing: Saving data in batches. • **File Collect**: Collect the contents of multiple spreadsheet files into a single file and deliver it. For more information, see File Collect. • **Batch**: Process multiple files in a batch process, and/or the same file using different settings. For more information, see Batch Processing. • **Alerts**: Process alerts in the file and generate alert notifications. For more information, see Setting up file processing: Alerts. • **Print**: Apply a print view to the file and then print the specified sheets. For more information, see Setting up file processing: Printing. **NOTE:** The file is always refreshed before the action is performed.
Screen Updating	Specifies whether the screen is updated during file processing, or whether all actions take place using background processing. By default, this is set to **Off**. Updating the screen can be resource-intensive and slow the process, particularly when performing multipass processing. If set to **On**, then the screen refreshes as if you were performing the process manually. If using multipass processing, the screen updates for each pass of data. This setting is primarily for demonstration or testing purposes.

Multipass Settings

For more information on these settings, see Configuring advanced multipass settings. For more information on how multipass processing works, see How the multipass list of items is determined and How data is filtered during multipass processing.

These settings do not apply and will be ignored if the processing type is File Collect, Batch, or Save Data in Batches.

Item	Description
Primary Table	The primary table for the multipass query that determines the list of items to process.
Sum data by these columns	The sum level for the multipass query that determines the list of items to process.
Sort results by these database columns	The sort for the multipass query that determines the list of items to process. The sort determines the order in which items are processed.
Limit MultiPass iterations by this filter	A filter criteria statement to filter the list of items to process.
Apply MultiPass Data Filter to these Tabletypes Apply MultiPass Data Filter to these Tables	Specifies the tables and/or table types that you want filtered by the current pass item, when multipass processing occurs. **IMPORTANT:** These settings are optional and are only used if you want to override the default multipass filter behavior. If these settings are used, then only the tables or table types listed here are filtered, and the default multipass filtering behavior no longer applies.

Snapshot Settings

These settings only apply if the file processing type is Snapshot File.

Item	Description
Snapshot file type	The file type for the snapshot: **XLSX** (default), **XLSM**, **XLS**, or **PDF**. **NOTE:** If you select XLS, and the spreadsheet contains features that are not supported by the XLS format, the compatibility warning is not displayed during file processing. You may want to test saving the file to XLS to ensure that the end result will be as expected.

Item	Description
Formula Conversion	Specifies how formulas are handled in the snapshot: • **Convert All Formulas** (default): All formulas are converted to values. • **Convert Axiom Formulas Only**: 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. This option is shown as **Retain Excel Native Formulas** in the File Processing task pane. **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. This option does not apply if PDF is the selected file type.

Export to Text File Settings

These settings only apply if the file processing type is Export.

Item	Description
Delimiter and File Type	The file type and delimiter for the output file. You can select CSV (comma-delimited), or a variety of different TXT formats using different delimiters.
Include Headers	Specifies whether to include the header row in the export file. By default, this is **On**. The header row uses the tags in the export-to-file control row. If you do not want a header row in the export file, change this setting to **Off**.

File Settings

These settings only apply if the file processing type is Snapshot or Export.

Item	Description
Sheets to Process	The sheets to include in the output file. Separate multiple sheet names with semicolons.

Item	Description
Output To Local File System or Axiom Repository	The location for the output file, either: • **Local File System** (default): The output location is outside of Axiom, to either your local computer or a network share. The specific path is detailed in the **Output Folder** setting. Access to output files is not controlled by Axiom Budgeting and Performance Reporting. • **Axiom Repository**: The output location is the Axiom file system, within the Reports Library. The specific path is detailed in the **Output Folder** setting. Access to output files is controlled by security access to the designated folder within Axiom.
Remote Data Connection Name	Specifies the name of the remote data connection to use for the file processing operation. This option only applies when snapshot or export file output is being saved to your local file system, and only for Axiom Cloud systems that are using remote data connections. When the output file is created, the designated remote data connection will be used to access the local file system and save the file to the designated location. A remote data connection is required to save files locally from an Axiom Cloud system. For more information, see the section on remote data connections in the *Scheduler Guide*.
Purge Files Setting	Specifies whether and when the file output will be automatically purged by Axiom Budgeting and Performance Reporting. This only applies if the file output is saved to the Axiom Repository. If blank, then file output is not purged. Otherwise, specify either of the following: • A date, to delete output after that date. For example, specify `12/10/2014` (or the appropriate date format for your locale) to delete the output after that date is passed. • A number representing the number of days to keep the output after it is generated. For example, specify `20` to keep the output for 20 days and then delete it. The deletion is performed by the System Data Purge job in Scheduler.

Item	Description
Output Folder	The folder location for the output files. For more information, see Defining the output folder for file processing. Microsoft Sharepoint support You can specify a Sharepoint URL for the folder location, to save the output files to a Sharepoint portal. This feature is only available when running file processing locally via the Excel Client, and when the processing type is snapshot. The user executing the processing must have the appropriate permissions to the target folder in Sharepoint. Note that if the specified folder does not already exist in Sharepoint, this will not be detected by Axiom Budgeting and Performance Reporting during the file processing, but a Microsoft error will report the location as not found.
Output Filename	The file name for the output file. For more information, see Defining the file name for file processing.
Output Sheet Name	Specifies how the sheets to process will be named in the output file. The sheet name setting takes a single entry that applies to all sheets being processed. For more information, see Defining sheet names for file processing.
Save or Email Generated Files	Specifies a delivery option for the output file (or files): • **Save Files**: The output files are saved to the specified output folder. • **Email Files**: The output files are emailed to the specified recipients. The output files are not saved anywhere on the file system. • **Save and Email Files**: The output files are both saved and emailed. If you select an option that includes emailing, then the **Email Settings** section displays in the **File Processing** pane.
Multipass File Generation Mode	Select one of the following: • **Create a Single Output File** (default): The results of each pass are collected into a single output file. • **Create an Output File for Each Pass**: The results of each pass are saved as individual output files. For example, if the multipass settings result in 10 passes, then 10 output files are created (one file for each pass). Note that if you are exporting data to a file, and you selected multiple sheets to process, then you will get one file per sheet (and also per pass, if you selected to create an output file for each pass).

Item	Description
Open Output File after Processing	Optional setting to open the output file in Axiom Budgeting and Performance Reporting after processing. By default, this is set to **Off**. If **On**, and if the processing results in a single file, then the output file is opened after processing. If an output folder is specified, then the file is saved as normal and then opened. If no output folder is specified, then the file is opened as a temporary file and must be manually saved if you want to retain it.

Save Data Settings

These settings only apply if the processing type is Save Data or Save Data in Batches.

Item	Description
Save Data Mode	Specifies how data is saved: • **Save After Each Pass**: A save-to-database occurs after each pass. • **Save Once at the End**: The data from each pass is saved in memory until all passes are complete, and then the save-to-database occurs. You should save at the end if the process could result in multiple rows of data with the same key codes, so that the rows are summed before saving to the database, rather than having the data from one pass overwrite the other. • **Save to Output Sheet**: The data from each pass is collected and saved to an "output sheet" within the file being processed. No data is saved to the database. The output sheet is named **SaveData_*SheetName***, where sheetname is the name of the sheet set up to save to the database. This option is primarily intended for testing the file setup, so that you can review the data that would be saved without actually saving it.

Item	Description
Use Cached Settings	Specifies whether save data tags and other settings are read once at the start of the process, or whether they are refreshed and evaluated for each pass. By default this option is not enabled, which means that the tags and settings are refreshed each pass. (This is the same setting as **Save data tags are static for all passes** on the File Processing task pane.) This option should only be enabled if you are bringing in data using functions or update-only Axiom queries, so that the number of rows and the placement of the save-to-database tags remain static for each pass. Enabling this option allows Axiom Budgeting and Performance Reporting to read the save-to-database tags once at the start of the process. The File Processing Control Sheet settings and the default Control Sheet settings are also cached at the start of the process and will not be refreshed for each pass. Eliminating the need to refresh these settings speeds up processing for each individual pass. If instead you are using rebuild Axiom queries to bring in your data, or if you are dynamically enabling or disabling save-to-database tags or other settings for each pass, then you should not enable this option.
Batch Mode Batch Size	The number of records to process in each batch. Only applies when using Save Data in Batches. By default, this is set to 7,000. In most cases, you can leave the default batch size. However, you might consider making the batch size smaller if your in-sheet calc method uses many rows. For example, if your calc method is 1 row and the batch size is 7,000, that means the Axiom query will return and process 7,000 rows of data per pass. However, if the calc method is 20 rows and the batch size is 7,000, that means the Axiom query will return and process 140,000 rows of data per pass. In the latter case, the processing performance may be improved if you lower the batch size to lower the overall rows of data to per processed per pass.
Batch Mode Source Sheet	The sheet that contains the source Axiom query for the process.
Batch Mode Source AQ	The source Axiom query for the process. Only applies when using Save Data in Batches.

Print Settings

These settings only apply if the file processing type is Print.

Item	Description
Print views	Specifies the print views (and sheets) to print. Print views are specified using the following syntax: `SheetName:ViewName`. Separate multiple view names with semicolons. You can specify multiple print views for a single sheet if applicable. If a sheet does not have any defined Axiom print views, specify the `Default` view, which uses the native spreadsheet print settings. You can print any sheet except control sheets and hidden sheets.
Printer	The name of the printer to use. Leave this setting blank to use the default printer.

Email Settings

These settings only apply if an email option is selected for **Save or Email Generated Files**. For more information, see How email is delivered for file processing.

Item	Description
Distribution List	The email addresses to receive the output file via email. (This corresponds to the "To:" field on the File Processing task pane.) Separate multiple addresses with a semicolon. If the file will be processed using multipass processing, to multiple output files, then you should use formulas to dynamically generate the appropriate email recipients for each pass (otherwise each pass will be sent to the same recipients). See Using dynamic email addresses with file processing.
Bcc	The email addresses to be blind copied on the email. Separate multiple addresses with a semicolon. If the file will be processed using multipass processing, to multiple output files, then you should use formulas to dynamically generate the appropriate email recipients for each pass (otherwise each pass will be sent to the same recipients). See Using dynamic email addresses with file processing.

Item	Description
From	Select one of the following to specify the From address: • **System User**: The From address is the default From address specified for Axiom Budgeting and Performance Reporting in the system configuration settings. • **Current User**: The From address is the email address for the user who performs the file processing, as defined in Security.
Subject Line	Enter a subject line for the email. **NOTE:** If you want to use bracketed text in the subject line, you must escape this text with an additional set of brackets, so that Axiom Budgeting and Performance Reporting does not try to evaluate the bracketed text as a file processing variable. For example, if you want the text "[Axiom Message]" in the subject line of the email, you must enter `[[Axiom Message]]` in the Subject Line field. The extra set of brackets is removed when the email is generated.
Body Text	Enter body text for the email. **NOTE:** If you want to use bracketed text in the body text, you must escape this text with an additional set of brackets, so that Axiom Budgeting and Performance Reporting does not try to evaluate the bracketed text as a file processing variable. For example, if you want the text "[Sent from Axiom Budgeting and Performance Reporting]" in the body text of the email, you must enter `[[Sent from Axiom Budgeting and Performance Reporting]]` in the Body Text field. The extra set of brackets is removed when the email is generated.

Batch Variables

Batch variables can be used when processing the file using batch processing, or when processing via Scheduler. You can specify variable values in the Batch Control Sheet or in the Scheduler **File Processing** task, and those values will be placed in the corresponding value cells on the File Processing Control Sheet. If the file is set up to reference those cells and use the value in some way, then the file can be processed differently for each batch or File Processing task.

For more information, Using batch variables with file processing.

Item	Description
Variable Names	The names of the batch variables. Each variable must be in a separate cell. When the file is processed via batch processing or via Scheduler, the value for the variable will be placed in the cell directly underneath the variable name.
Variable Values	The cells where the variable values will be placed by Scheduler. Each cell corresponds to the variable name directly above it. You can reference these cells in the report, to change the report in some way based on the variable value.

Configuring multipass settings for file processing

To set up multipass processing, you specify a "source column" to define the list of items to process. For example, to process by region, the source column would be `DEPT.Region`. If your organization is divided into four regions (North, South, East, West), then the file would be processed using four different passes, with each pass being filtered for a particular region.

Any file can use multipass processing once the multipass settings have been defined using the **File Processing** task pane (or the File Processing Control Sheet). You do not have to do any special setup in the worksheets, although you will likely want to use the GetCurrentValue function to create dynamic settings such as dynamic titles. For example, if you are processing a report by region, you can use this function to create a title that displays the region for the current pass.

Multipass settings have a basic mode and an advanced mode. The basic mode settings should be sufficient for most multipass use cases. When using basic mode, you can define one setting, the source column, and Axiom Budgeting and Performance Reporting takes care of all supplementary settings automatically. However, the advanced multipass settings are available if your file requires a different multipass configuration.

This topic assumes that you have already set up the file processing settings for the desired process, such as saving snapshot copies for distribution, or saving data to the database.

When you open the **File Processing** pane, the **Multipass Settings** section displays the basic mode by default. If you see more than one setting in this section, then the advanced mode has been opened. To return to basic mode, click **Hide Advanced View**.

To specify a source column for multipass processing:

1. In the **File Processing** pane, in the **Multipass Settings** section, click the column icon to the right of the **Source Column** box.

The **Column Chooser** dialog opens. By default, this dialog only displays reference tables, which is the most common use case for multipass processing. If you want to use a data table, you must use the advanced mode settings.

2. Select the column that you want to use for multipass processing, and then click **OK**.

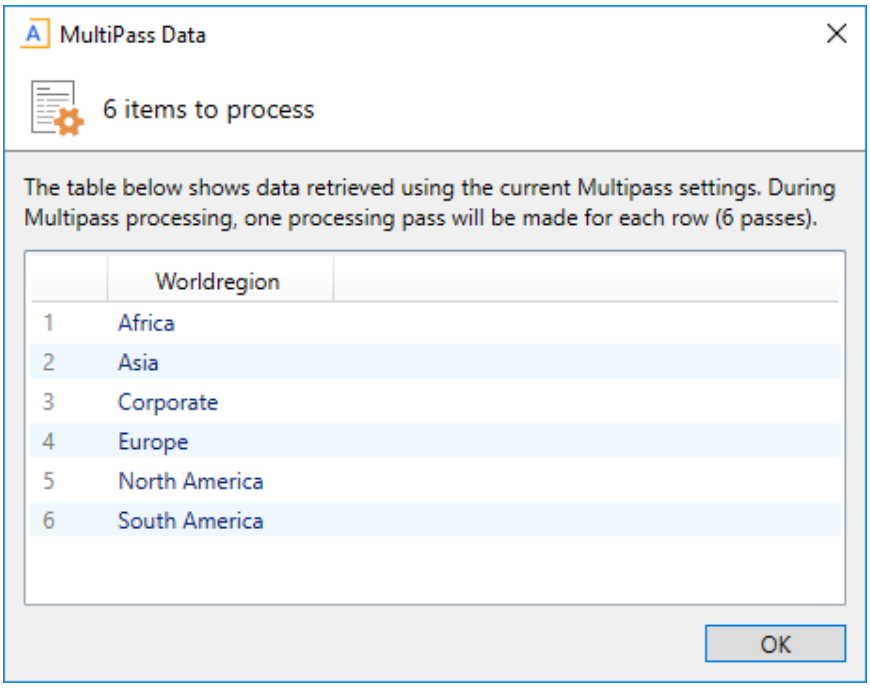
   For example, you may want to process by `DEPT.DEPT` or `ACCT.ACCT`, or by a grouping column in a reference table, such as `DEPT.VP` or `ACCT.Category`.

The selected column is entered into the **Source Column** box. When multipass processing is performed, it will include a pass for every unique item in the selected column. If you want to filter the list of items to a subset, or use only the items that exist in a particular data table, you can use the advanced mode settings.

If the basic multipass settings are not sufficient for this particular file, then you can use the advanced settings. For more information, see Configuring advanced multipass settings.

Previewing the multipass list

You can check the list of items to be processed by clicking the **Preview Multipass List** button. The **MultiPass Data** dialog opens, displaying the total number of items to be processed, as well as the list of individual items. For example, if the source column is DEPT.WorldRegion and your organization is divided into six regions, then the preview returns six items to be processed, and shows you what those six items are.



Example preview

In the case of large multipass lists, this dialog only displays the first 100 items in the list. However, the number displayed at the top of the dialog is always the total number of items.

Multipass data filtering

When multipass processing is performed, for each pass Axiom Budgeting and Performance Reporting automatically applies a filter to the report. If a data query is made to any data table that links to the reference table, then the filter will be applied. If you want different filter behavior for the multipass processing, you can use the advanced mode settings.

NOTES:

- The multipass filter is only applied during multipass processing, and is not visible in the file itself. The multipass filter is applied in addition to any filters defined in the file (sheet filters, Axiom query data filters, etc.), and in addition to the current user's security filters.
- The IgnoreSheetFilter parameter for the GetData function can be used to prevent the multipass filter from being applied to a particular GetData function in the file.

For more details, see How data is filtered during multipass processing.

Configuring advanced multipass settings

When using multipass processing, you can use the basic settings and allow Axiom Budgeting and Performance Reporting to automatically apply all supplementary settings, or you can use the advanced settings to configure advanced properties such as:

- Specify a data table as the source table
- Specify additional source columns to return pass-specific information during the multipass process
- Specify grouping and sorting settings other than the default settings
- Specify a subset of items to be processed instead of processing all items
- Apply different multipass filter settings than the default filter settings, to explicitly control which tables are filtered by the multipass filter in the report

To access the advanced multipass settings on the **File Processing** pane, click the **Show Advanced View** link in the **Multipass Settings** section. (You can also use the File Processing Control Sheet.)

If you show the advanced mode settings after already completing the **Source Column** in basic mode, you will see that some settings have been automatically determined by Axiom Budgeting and Performance Reporting based on your source column selection. You can edit any of these settings as desired in advanced mode, as well as define additional settings.

NOTE: If you return to basic mode after making advanced mode changes, and then you change the **Source Column** in basic mode, the advanced mode settings are cleared. Once you have used the advanced mode settings, any future changes should also be made in advanced mode (or on the File Processing Control Sheet).

Multipass settings are validated as you complete them. If an entry is invalid, a red outline appears around the box of the invalid entry. To get more information about the error, hover your cursor over the box, and the error message will display in a tooltip.

Multipass Data Settings

The multipass data settings determine the list of items to be processed. For more information, see How the multipass list of items is determined. After making any changes to the multipass data settings, click **Preview Multipass List** to make sure that the list of items to process is as you expect.

IMPORTANT: If a report uses advanced multipass data settings, and you want to process that report using batch processing, then you cannot set a multipass source column for the report in the batch settings. When a multipass source column is specified in the batch settings, it overwrites the current multipass settings in the target report (as if you had gone back to "basic mode" and selected a new multipass source column). However, the report can be run using batch processing if you use the native multipass settings defined in the report (meaning, leave **Multipass Source Column** blank in the batch settings).

Item	Description
Source Table	The source table for the multipass processing. The source table is similar to the primary table for Axiom queries. All other data settings for the multipass process must be valid in the context of the source table. • If the source table is a reference table, then the data settings can only be columns in the reference table. • If the source table is a data table, then the data settings can be columns in the source table, or columns in a lookup reference table, or columns from other data tables that share the same key columns. You can type a table name, or click the table icon to the right of the box to select a table. If you use basic mode, the source table is automatically set to the table of your specified source column.

Item	Description
Source Columns	The source column or columns for the multipass processing. Source columns provide information about the current pass. You can type a column name, or you can click on the column icon to the right of the box to select a column. Separate multiple columns with semicolons. In basic mode, you specify a source column, which also determines the **Group By** and **Source Table** settings, and therefore determines the multipass list of items. In advanced mode, it is not required to specify a source column. You only have to specify source columns in advanced mode if you want to: • Return the current pass value for a related column, using the GetCurrentValue function. For example, you may be processing the report by department, but you also want to dynamically display the name of the department's VP in the report titles. If you include DEPT.VP as a source column, then you can use GetCurrentValue("DEPT.VP") to return the relevant VP name for each pass. • Define a current value default for a column, to be returned by the GetCurrentValue function during non-multipass processing. These current value defaults can be defined on the File Processing Control Sheet.
Group By	The column or columns to group by, to determine the multipass list of items. For example, if you want to process by department, the group by column should be `DEPT.DEPT`. You can type a column name, or you can click on the column icon to the right of the box to select a column. Separate multiple columns with semicolons. Although this setting is not technically required, it should be specified in most cases. If left blank, the multipass list is grouped by the key columns of the source table. If you use basic mode, the grouping level is automatically set to your specified source column.
Sort By	The column or columns by which to sort the multipass list of items, to determine the order in which the list of items is processed. Separate multiple columns with a semicolon. The sort is always ascending order. You can type a column name, or you can click on the column icon to the right of the box to select a column. Separate multiple columns with semicolons. If left blank, the multipass list is sorted by the **Group By** column(s).

Item	Description
Source Filter	If desired, you can specify a filter criteria statement to limit the multipass list of items to be processed. For example, if you are processing by department, you could specify `DEPT>2000` to process the departments greater than 2000, or `DEPT.Region='North'` to process only the departments that belong to the North region. You can type a filter criteria statement, or you can use the Filter Wizard  . The only purpose of this filter is to limit the multipass list of items to be processed. It does not impact any data queries in the report.

NOTE: Alias names and column-only syntax can be used in the multipass data settings.

Multipass Filter Settings

Using this section, you can override the default filter behavior for multipass processing. For more information on how the filter is applied by default, see How data is filtered during multipass processing.

Item	Description
Override Default Filter Behavior	Select this check box if you want to override the default filter behavior for the multipass process. Once this check box is selected, the other settings in this section become available. If you do not select a table type or a table to be affected by the multipass filter, then the default filter behavior continues to apply. The default filter behavior is only overridden once you specify a different filter behavior.
Affected Table Types	Click the table icon to select table types to be affected by the multipass filter. The **Select Table Types** dialog lists all table types defined in the system. To select a table type, click the folder for the table type and then click **Add**. You can expand the table type folders to see that tables that belong to the table type. **NOTE:** Tables that do not have a table type are listed under a **(No Type)** folder; that folder cannot be added as an affected table type. If you want to filter tables that do not belong to a table type, use the **Affected Tables** setting. The multipass filter will be applied to any table that belongs to a table type listed in this field.
Affected Tables	Click the table icon to select individual tables to be affected by the multipass filter. The **Select Tables** dialog lists all data tables defined in the system. To select a table, click the table name and then click **Add** (or double-click the table name). The multipass filter will be applied to any table listed in this field.

How the multipass list of items is determined

When you use multipass processing, the file is processed multiple times, using a different item for each pass. This topic explains how the multipass list of items is generated based on the multipass settings.

Behind the scenes, a system-controlled Axiom query is used to generate the multipass list of items. When you click **Preview Multipass List**, you are viewing the rows returned by this Axiom query.

When using the multipass "basic mode" settings, you specify a single source column from a reference table, such as DEPT.DEPT. This setting creates an Axiom query as follows:

Primary Table:	DEPT
Sum data by:	DEPT.DEPT
Field definition row:	DEPT.DEPT

By default this data is sorted by the key column of the primary table, so no sort level is explicitly set. This basic setting would return the full list of departments in the DEPT table, and therefore the multipass process would result in one pass per department.

When using advanced mode, you can define more of the system-controlled Axiom query settings, to explicitly control how the multipass list is generated.

The multipass advanced mode settings correspond to Axiom query settings as follows:

Advanced Mode Multipass Setting	Corresponding Axiom Query Setting
Source Table	Primary Table
Source Columns	Entries in the Field Definition Row
Group By	Sum data by these columns Entries in the Field Definition Row
Sort By	Sort by database columns Entries in the Field Definition Row
Source Filter	Data Filter

You can adjust these settings as needed to result in the desired multipass list of items to process. Whatever results would be returned by an equivalent Axiom query will be returned by the multipass query. For example, if you want to process by department, and the source table is DEPT, then you will get one pass for each department defined in the DEPT table. On the other hand, if the source table is GL2022, then you will get one pass for each department that has data in the GL2022 table.

How data is filtered during multipass processing

When multipass processing is performed, Axiom Budgeting and Performance Reporting automatically applies a filter to the report, to limit the data returned by the item currently being processed. For example, if you are processing by department, then the pass for Dept 1000 has a filter applied to limit the data in the report to Dept 1000.

By default, the multipass filter for each pass works as follows:

- The filter criteria statement for the multipass filter is determined by the **Group by** column(s) defined for the multipass settings.

  In basic mode, the group by column is automatically set to the selected source column. In advanced mode, you can manually specify a group by column, including multiple columns if desired. If **Group by** is left blank, then the key columns of the source table are the group by columns.

  For example, if the group by column is DEPT.VP, then each pass is filtered by VP (such as `DEPT.VP='Jones'`).

- In the report, the multipass filter is applied as follows:
  - If the source table is a reference table, the filter is applied to any Axiom query or GetData function that queries a data table that links to the reference table (or the reference table itself).
  - If the source table is a data table, the filter is applied to any Axiom query or GetData function that queries a data table that belongs to the same table type as the source table. (If the source table does not have a table type, then only the source table is filtered.)

If desired, you can use the advanced mode settings to define different behavior for the multipass filter. Although the filter criteria statement is always defined by the **Group by** columns, you can override the default filter behavior and explicitly specify which tables or table types the filter should be applied to in the report. See Configuring advanced multipass settings.

NOTES:

- The multipass filter is only applied during multipass processing, and is not visible in the file itself. The multipass filter is applied in addition to any filters defined in the file (sheet filters, Axiom query data filters, etc.), and in addition to the current user's security filters.
- The IgnoreSheetFilter parameter for the GetData function can be used to prevent the multipass filter from being applied to a particular GetData function in the file.
- When performing snapshot form processing, if the target form contains an Embedded Form component to display a child form, the multipass filter is not applied to the child form. For more information, see Design considerations for snapshot form processing.

Using a data table as the source table for multipass processing

When using "basic mode" to define multipass settings, the source table is determined automatically based on your selected source column. Because basic mode only allows selecting columns from reference tables, the source table is always a reference table, such as ACCT or DEPT. However, in some cases you may want to use a data table as the source table.

For example, imagine that you want to perform multipass processing by department. In basic mode you select DEPT.DEPT as the source column, which means that the report will be processed once for each department in the DEPT table. Depending on the data in the data tables that the report queries, this may result in processing the report for departments that have no data.

Imagine that the report queries data in the BGT2022 table. The DEPT table contains department 3200, but this is a newly-added department that was not part of the 2022 planning process, and therefore has no records of data in the BGT2022 table. When department 3200 is processed as part of the multipass process, it will return no data for that report.

This may be the desired result—you may want to process the full list of departments, even if a few departments may not have data in the current context. Reference tables are used by default in basic mode so that you can be certain that every item was included, and because this is the most common use case. However, if you only want to process the items that are relevant to the data being queried, you can specify a data table as the source table instead.

Continuing the example, you could use advanced mode settings to specify BGT2022 as the source table instead of DEPT. Although the source column and grouping level is still DEPT.DEPT, because the multipass list of items is now being generated from the data table, the multipass process will only process departments that are found in the BGT2022 table. While the DEPT table might have 100 departments, the BGT2022 table might have data for only 90 of those departments. When BGT2022 is the source table, the multipass process will result in 90 passes instead of 100 passes.

TIP: You can see exactly how many items will be processed based on the current multipass settings by using **Preview Multipass List**.

Now imagine that the report queries two tables, GL2022 and GL2021, and you want to use multipass processing on this report by department. The easiest and most common way to ensure that the report is processed for all relevant items is to use DEPT as the multipass source table. However, if you do not want any no-data passes, but you want to ensure that the report is processed for every department that has data in *either* GL2022 or GL2021, then you can do the following:

- Set the source table to one of the data tables. For example: GL2021.
- Specify two columns for the source columns. For example: DEPT.DEPT and any data column from the GL2022 table.

DEPT.DEPT is evaluated against the source table by default, and includes all of the departments that have data in the GL2021 table. By including any data column from the GL2022 table, the multipass list also includes any departments that have data in the GL2022 table.

IMPORTANT: If the source table is a data table, then by default the multipass filter is only applied to Axiom queries and GetData functions that query a data table from same table type as the source table. If your file uses tables from multiple table types, then either the source table should be a reference table instead, or you should override the default filter behavior using the advanced multipass settings. For more information, see How data is filtered during multipass processing and Configuring advanced multipass settings.

Returning related values for each pass

When performing multipass file processing, you may need to bring in related values for each pass. For example, if you are multipass processing by Dept, you may also want to return the VP associated with each department, or the Region associated with each department.

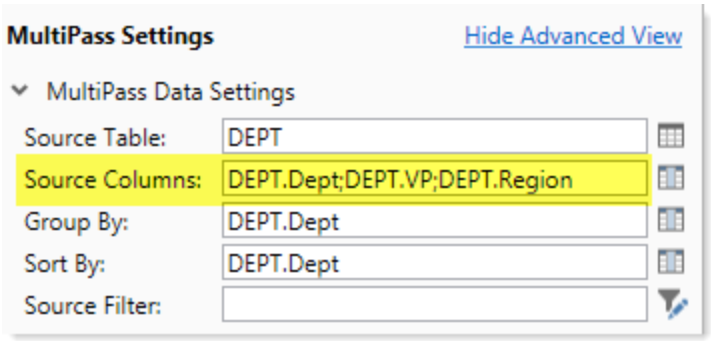
It is not necessary to use the GetData function to query these values. Instead, you can use the GetCurrentValue function to dynamically bring in the related information for each pass. In order to do this, you must first add the desired columns as source columns in the multipass settings.

Adding source columns

To add source columns to the multipass settings, click **Show Advanced View** in the File Processing task pane. This exposes the full set of advanced multipass settings.

By default, the **Source Columns** field lists the column that you selected for multipass processing in the simple view. In this example, we are processing by department, so `Dept.Dept` is listed in the Source Columns.

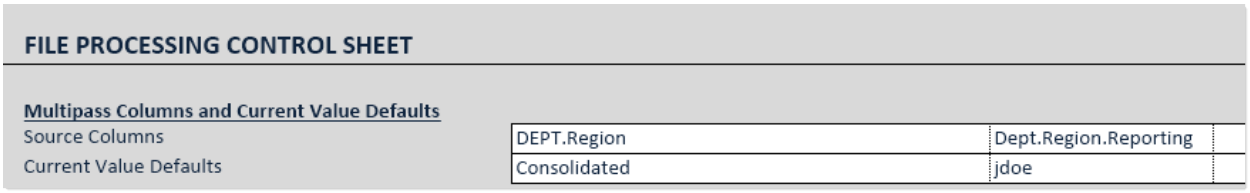
The Source Columns field determines which values from the source record will be available for each pass. You can list any number of columns in addition to the main multipass column (`Dept.Dept`), to make those values available as well. In this example, we have added `Dept.VP` and `Dept.Region` to the Source Columns list. You can type additional column names manually (separated by semicolons), or you can click the columns icon to open the **Select Columns** dialog.



Using multiple source columns does not affect the overall list of values to be processed, as that is determined by the **Group By** field.

If the source table is a reference table, then you can list any column in that table, or any column in a lookup reference table. If the source table is a data table, then you can list any column in that table, any column in a lookup reference table, or any column from another data table that would be eligible to join with the source table. Basically, if you could include the column in the field definition of an Axiom query if the source table were the primary table of the query, then you can list it in the source columns.

Alternatively, you can add source columns directly in the File Processing Control Sheet (Control_ FileProcessing), in the **Multipass Columns and Current Value Defaults** section at the top of the sheet. Any columns added here will automatically be listed in the advanced multipass settings, and vice versa.



IMPORTANT: If additional source columns are used in the report, and you want to process that report using batch processing, then you cannot set a multipass source column for the report in the batch settings. When a multipass source column is specified in the batch settings, it overwrites the current multipass settings in the target report, including any additional source columns. However, the report can be run using batch processing if you use the native multipass settings defined in the report (meaning, leave **Multipass Source Column** blank in the batch settings).

Returning values using GetCurrentValue

Once additional columns have been listed in the Source Columns, you can return those values by using the GetCurrentValue("*ColumnName*") function. For example:

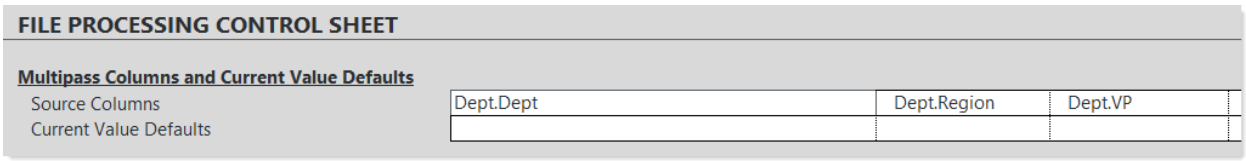
```
=GetCurrentValue("Dept.VP")
```

During multipass processing, this function returns the VP name associated with the department for the current pass.

The column must be listed in the Source Columns in order for the GetCurrentValue function to return a value. If it is not, then GetCurrentValue returns #ERR during multipass processing.

This is the most efficient way to return related values during multipass processing. Axiom Budgeting and Performance Reporting is already querying the source table to gather the list of values for processing, and can obtain the necessary related values as part of that query. If you instead use GetData functions or data lookups to return related values, that introduces additional data queries which can impact performance.

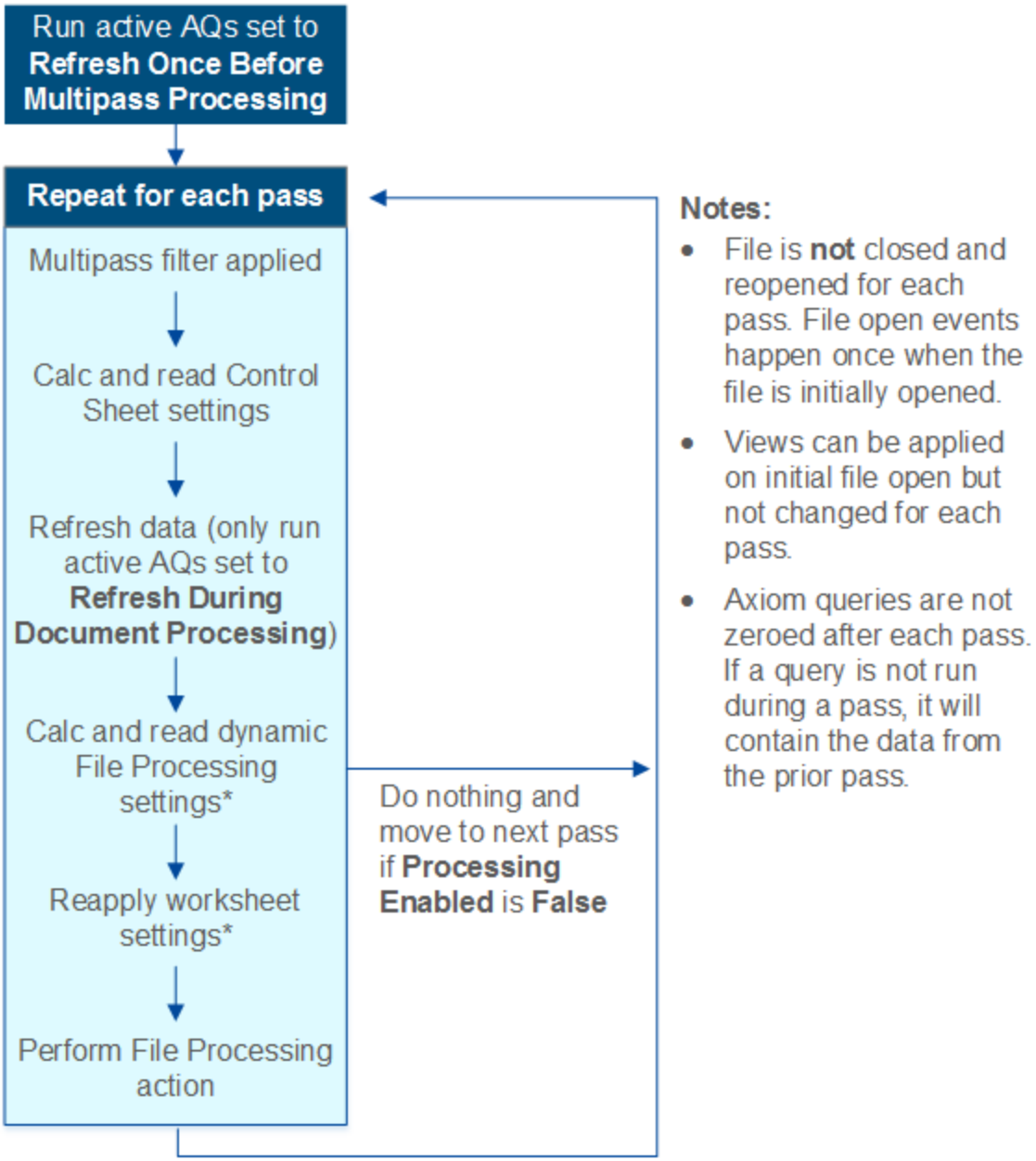
When multipass processing is *not* occurring, the GetCurrentValue function will return the values defined in the **Current Value Defaults** section of the File Processing Control Sheet. If the cell underneath the column name is blank, then GetCurrentValue("*ColumnName*") will return blank. Otherwise, it will return the value defined here.



Dynamic settings for multipass processing

As you perform multipass processing on a file, you may want certain settings to change for each pass. A classic example is the email address for file delivery—in most cases you want each pass to be emailed to different email recipients. However, you may also want to dynamically skip certain passes or adjust other settings per pass. This topic explains how multipass file processing executes and which settings can be dynamically adjusted for each pass.

The following diagram indicates the general processing steps that occur during multipass processing. Understanding the process can assist in setting up dynamic file processing.



* Only certain file processing settings are re-read for each pass, and only certain worksheet settings are reapplied for each pass. See the following sections for more information.

It is important to understand that the file is not closed and reopened for each pass. All passes are performed in the same file instance, and the starting point for each pass is the ending point of the prior pass.

Most importantly, data is not zeroed between passes. This means that you should not dynamically enable or disable an Axiom query per pass, because this means that the query will still contain the data from the previous pass. Depending on what you are trying to accomplish, you should do one of the following instead:

- Dynamically use an "empty" filter in the Axiom query, such as 1=2. This will effectively zero the query for the pass, because the filter does not match any data.
- Dynamically disable the pass, using the **Processing Enabled** setting.

NOTES:

- If you are performing snapshot form processing, and the form uses an Embedded Form component to display a child form, keep in mind that the child form is rendered normally and is not impacted by the file processing filter or Axiom query requirements. For more information, see Design considerations for snapshot form processing.
- The discussions in this topic generally do not apply to multipass file collect processing, because the purpose of file collect processing is not to refresh data, and the majority of file collect settings are defined on the File Collect Configuration sheet. All of the settings on the File Collect Configuration sheet can be dynamic per pass.

Dynamic file processing settings

The following file processing settings are refreshed during each pass and therefore can be dynamic. The report worksheets are refreshed with data first, then the file processing settings are refreshed, and then the file processing action occurs. See the diagram in the previous section for more information.

When the file processing action is snapshot or export, the dynamic settings only apply if the file generation option is **Multiple Output Files**. If you are using **Single Output File**, then there is only one file to save and/or email, and therefore only one file name, file folder, list of email recipients, etc. The exception is sheet names—these can be dynamic in all cases (and must be dynamic if using **Single Output File**).

All other file processing settings that are not listed here are evaluated once, at the start of the process. For example, you cannot change settings such as the file processing type or the file type on a per pass basis.

Setting	Description	More Information
Output File Name	The file output name can change to reflect the contents of each pass. For example, if you are multipass processing by region, you may want to include the region name on the file name. You can use the [Current_Value] variable or the GetCurrentValue function to achieve this.	Defining the file name for file processing

Setting	Description	More Information
Output folder	The output folder name and/or path can change for each pass. For example, you might have folders on your network that are designated to hold reports for certain regions or managers. You can use the [Current_Value] variable or the GetCurrentValue function to read the current value and save the file to the appropriate location. Remember that Axiom Budgeting and Performance Reporting will attempt to create the folder if it does not already exist.	N/A
Sheet Names	The sheet name can change to reflect the contents of each pass. For example, if you are multipass processing by region, you may want to include the region name on the sheet name. You can use the [Current_Value] variable or the GetCurrentValue function to achieve this.	Defining sheet names for file processing
To	The list of email recipients can change for each pass. In this case you are likely to use GetData to look up email addresses stored in a table, but you can use any variable or function in a formula to resolve to valid email addresses.	Using dynamic email addresses with file processing
Subject Line	The subject line of the email can change for each pass. For example, if you are multipass processing by region, you may want to include the region name in the subject line. You can use the [Current_Value] variable or the GetCurrentValue function to achieve this.	N/A
Body Text	The body text of the email can change for each pass. For example, you could set up an IF formula to use different body texts depending on information in the report. If the variance in the report is over a certain amount, you could send one version, otherwise send the other version.	N/A
Processing Enabled	You can turn the file processing action on and off for each pass. For example, you could set up an IF formula so that if the contents of the report is all zeros, the report is not saved or emailed.	Setting up conditions for file processing

Setting	Description	More Information
Sheets to Process	The sheets to process can dynamically change for each pass. For example, if you are multipass processing by department, some department types might use 3 sheets to process, while other department types use 2 sheets. You could use a formula to change the list of sheets to process based on the department type of the current pass. **NOTE:** There must be at least one sheet to process for each pass. If a pass has no designated sheets to process, then no action will occur for that pass.	N/A

Dynamic Axiom query settings

Axiom query settings are read at the start of each pass and can be dynamic—for example, to dynamically change the data filter applied to a query.

Generally speaking, you should not dynamically enable or disable an Axiom query on a per pass basis. If a query runs for pass A, and then does not run for pass B, then the data for pass A will still be present in the query when pass B is performed. Because the query is inactive for pass B, the query is not rebuilt or updated and therefore the data for pass A remains. Alternatively, you can leave the query active but dynamically set a filter that will result in no data (such as 1=2). This approach will result in the query being rebuilt or updated to reflect no data for that pass.

Dynamic worksheet settings

The sheet options from the default Control Sheet are also applied for every pass of a multipass process. This means that settings such as freeze panes, sheet visibility, and the active cell can be dynamic for each pass.

NOTE: It is not possible to dynamically change the view applied during file processing. Whatever view is applied when the process begins will be used for the duration of the process. If you are manually performing file processing, you can apply the desired view before initiating the process. If processing is performed via Scheduler or Batch processing, then the process will use the Initial Dynamic View if defined (otherwise it will use whichever view was applied when the file was last saved).

This does not apply during snapshot form processing, because the form is not affected by these spreadsheet display settings.

GetCurrentValue function

Returns information about the current filter context applied to the file, for either multipass processing or for a temporary sheet filter.

Temporary filters supported by this function include:

- Sheet filters applied by use of the Quick Filter feature.
- Sheet filters applied by use of a GetDocumentHyperlink URL.

This function is most commonly used for report titles and headers, so that the information updates dynamically when different filters are applied to the file.

Syntax

`GetCurrentValue("ColumnNameorCode")`

The valid entries for *ColumnNameorCode* depends on whether you are using the function in conjunction with multipass processing or with a temporary sheet filter.

Multipass processing

Value	Description
Blank	If the parameter is left blank (open parentheses), the function returns the item being processed for the current pass. For example, if the multipass process is by department, then the function returns the department code for the current pass.
ColumnName	You can specify any column listed as a **Source Column** for the multipass process, and the function returns the value in that column, for the current pass. You can also specify columns that are listed only in the **Group By** and **Sort By** settings for the multipass process, but in this case no values can be returned for standard (non-multipass) processing. See GetCurrentValue behavior during non-multipass processing for more information. For example, if the multipass process is by department, and you specify DEPT.VP as the column name, then the function returns the VP of the department for the current pass. You can use fully qualified Table.Column syntax to specify the column, or you can use column-only syntax.
PassNumber	You can enter the keyword `PassNumber` to return the number of the current pass in the context of the overall multipass operation. For example, if the multipass process has 10 items to process, and the current item is the fifth item to be processed, the function returns 5.
Filter	You can enter the keyword `Filter` to return the full filter criteria statement being applied for the current pass. For example, this would return Dept.Region='West' when processing by Dept.Region and the current pass is for the West region.

Value	Description
Table	You can enter the keyword `Table` to return the table being used for the multipass process. For example, this would return Dept when processing by Dept.Region.
Column	You can enter the keyword `Column` to return the column being used to determine the list of values for the multipass process. For example, this would return Region when processing by Region. When using the Column keyword, an optional Boolean parameter is available to specify whether to return just the column name or the fully qualified column name. By default, this parameter is False, which means the column name is returned. To return the fully qualified column name, specify True. For example: `GetCurrentValue("Column",True)` to return Dept.Region instead of just Region.

Temporary sheet filter

Value	Description
QuickFilter	You can enter the keyword `QuickFilter` to return the filter criteria statement that is being applied by a temporary sheet filter. For example, if the sheet filter uses the filter criteria statement `Dept.VP='Jones'`, that value is returned. If no temporary sheet filter is currently applied to the file, the function returns `None`. **NOTE:** The prior version of this keyword is `Temp_Filter_Value`.
Temp_Filter_Key	You can enter the keyword `Temp_Filter_Key` to return the table or table type that is being used as the "key" for a temporary sheet filter. For example, if the filter uses the table type GL, that table type name is returned. If no temporary sheet filter is currently applied to the file, the function returns `None`.

All non-numeric entries must be placed in double quotation marks, unless you are using cell references to reference the text held in another cell.

Remarks

- The return values for multipass processing and temporary sheet filters are mutually exclusive. The codes used for multipass processing do not recognize temporary sheet filters, and the codes used for temporary sheet filters do not recognize multipass processing. The function cannot be constructed in a way to return a filter value in both contexts.
- When using the file processing type of Save Data in Batches, the only valid use of GetCurrentValue is to return the pass number. The other options do not apply in this context and will not return data.
- GetCurrentValue is a non-volatile function.

Multipass examples

```
=GetCurrentValue()
```

This example returns the value of the current item being processed. For example, "Jones" if processing by DEPT.VP.

```
=GetCurrentValue("DEPT.VP")
```

This example returns the value in the DEPT.VP column for the current item being processed.

The difference between this example and the first one is that DEPT.VP does not have to be the column that defines the multipass list of items. For example, you may be processing by departments, but you have included DEPT.VP as an additional source column. As each department is processed, this example returns the name of the VP associated with that department.

Note that you could accomplish the same result by passing the current item value into GetData: `=GetData("vp","dept="&GetCurrentValue()&"","dept")`

```
=GetCurrentValue("PassNumber")
```

This example returns the number of the current pass. For example, "5" if the current pass is the fifth pass of the process. If the multipass process has 10 passes, this function will return 1-10 for each successive pass.

```
=GetCurrentValue("Filter")
```

This example returns the filter being applied for the current pass. For example, "Dept.Region='West'".

Temporary sheet filter examples

```
=GetCurrentValue("QuickFilter")
```

This example returns the filter criteria statement of the temporary sheet filter applied by the Quick Filter feature or GetDocumentHyperlink. For example: `DEPT.Region='West'`.

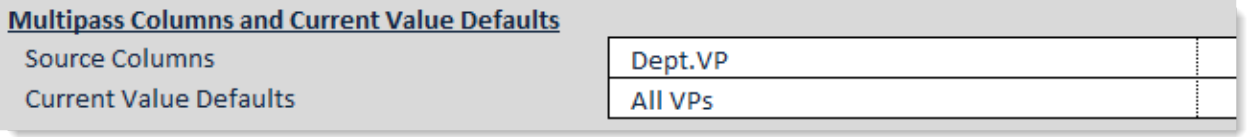
```
=GetCurrentValue("Temp_Filter_Key")
```

This example returns the table or table type that the temporary sheet filter applies to. For example: `DEPT`.

GetCurrentValue behavior during non-multipass processing

Although the primary intent of the GetCurrentValue function is to return information during multipass processing, you can configure the multipass settings so that the function also returns relevant values when using non-multipass processing (**Process File**). This applies when using GetCurrentValue with open parentheses or with a source column name.

The top of the File Processing Control Sheet has a section to define source columns and their current value defaults. For each source column listed in the top row, you can define a corresponding current value default in the bottom row. For example:



In this example, when using multipass processing, `GetCurrentValue("DEPT.VP")` returns the name of the VP currently being processed. When using non-multipass processing, the same function returns the text "All VPs". If the default value was left blank, then the function would return nothing (blank) during non-multipass processing.

You can define a default value for each source column as desired, or leave it blank to return blank.

If you use the GetCurrentValue function with open parentheses—`GetCurrentValue()`—then a value will only be returned during non-multipass processing if the **Group By** column is also listed as a source column (this happens automatically when using basic mode multipass settings), and the source column has a default value defined on the control sheet. Otherwise, the open parentheses function returns nothing during non-multipass processing.

When no file processing is occurring, using open parentheses or a column name returns the default values if defined; otherwise the function returns blank.

NOTES:

- You must use the File Processing Control Sheet if you want to define current value defaults for your source columns. The File Processing pane does not have a section to define these values.
- The other options for GetCurrentValue are only intended to return values during multipass processing. This applies to the keywords PassNumber, Filter, Table, and Column. All of these options return blank when multipass processing is not occurring, except for PassNumber. PassNumber returns 0 if no processing is occurring, and 1 when non-multipass processing is occurring.

IsRunningMultiPass function

Returns True if the file that contains the function is currently being processed using multipass processing. Can be used to create dynamic headers or change file settings based on whether multipass processing is occurring.

▶ Syntax

```
IsRunningMultiPass()
```

This function does not take any parameters.

▶ Remarks

IsRunningMultiPass is a non-volatile function.

Examples

```
=IsRunningMultiPass()
```

This example returns "False" when multipass processing is not occurring, and "True" when it is occurring.

```
=IF(IsRunningMultipass()=TRUE,GetCurrentValue(),"Consolidated")
```

In this example, the IsRunningMultiPass function is used within an IF function to change the result depending on whether multipass processing is occurring. This function returns the current pass item during multipass processing, and returns the text "Consolidated" otherwise. (You can get the same end result by using just the GetCurrentValue function, if you define the current value default as "Consolidated" for the column that defines the multipass list of items.)

Additional Setup Considerations

This section contains detailed setup information for various aspects of file processing. File processing can be configured to handle many different use cases.

File processing variables

File processing variables can be used in file processing settings, to return information such as the current pass value. These variables are valid when entered into one of the following areas:

- File Processing task pane
- File Processing Control Sheet

File processing variables are typically used to generate dynamic values when during multipass processing. For example, if you are using multipass processing to create a snapshot copy of a file, and all of the sheets are being combined into one output file, you can use file processing variables to dynamically generate unique sheet names for each pass.

NOTE: File processing variables cannot be used on the special File Collect Configuration Sheet or the Batch Control Sheet. If you need to create dynamic settings for file collect multipass processing, you can use the GetCurrentValue function and other special settings. For more information, see Using multipass processing with file collect.

The following rules apply to file processing variables:

- File processing variables only return values when they are used in file processing settings. They can be entered into the setting field directly, or referenced via a cell reference.

  When used anyplace else, file processing variables do not return a value. If you want to return the current value or current pass number for use within a report sheet (for example, to create a dynamic report title), then you can use the GetCurrentValue function instead.

- File processing variables only return values during file processing. When viewing the variables within the file processing settings, they will always display just the variable name.

- File processing variables use the following syntax: `[VariableName]`. The variables must be placed in brackets in order to be recognized during file processing.

Variable	Description
[Current_PassNumber]	Returns the number of the current pass. • When multipass processing, the first pass returns 1. Subsequent passes are incremented by 1. If the multipass settings result in 10 passes, then this variable will return 1-10, with the sort order determining which item is the first pass. • When non-multipass processing, the variable always returns 1.
[Current_SheetName]	Returns the name of the current sheet being processed. This variable is for use in generating sheet names for snapshot copies. For example, you could use `[Current_Value]_[Current_SheetName]` when using multipass processing and combining all results into a single file. If the multipass processing was by VP, the sheets would have names such as Jones_IncomeStmt, Smith_IncomeStmt (where the sheet being processed is named IncomeStmt). If you are doing standard (non-multipass) processing, or if you are multipass processing to separate files, then you can use just `[Current_SheetName]` to replicate the original sheet name in the snapshot copies. This variable is only valid within the Sheet Name setting for file processing. It cannot be used in other settings.
[Current_Value]	Returns the item being processed in the current pass. For example, if the multipass process is by VP, this variable would return "Jones" when VP Jones is being processed, "Smith" when VP Smith is being processed, etc. This variable returns nothing (blank) during standard (non-multipass) processing, unless a default current value is defined for the column that defines the multipass list of elements. Default current values can be defined on the File Processing Control Sheet.

File processing variables are not case sensitive.

If you want to use a file processing variable within a formula, the formula must be constructed so that the file processing variable is returned as text within the file processing setting. For example:

Valid formula: `=Sheet1!B5&"_IS_[Current_Value]"`

Invalid formula: `=Sheet1!B5&"_IS_"&[Current_Value]`

Defining sheet names for file processing

When you use file processing to save a snapshot copy of a file, you must specify how the sheet names are determined in the snapshot. This setting is called **Sheet Names** in the **File Processing** pane, and applies to all snapshot file types except PDF.

The sheet name setting cannot be left blank. You must use file processing variables to dynamically generate sheet names, or type a "hard-coded" sheet name.

NOTE: The sheet name setting takes a single entry that applies to all sheets being processed. Therefore if you are processing more than one sheet (as specified in the **Sheets to Process** setting), you must use file processing variables to define the sheet name. "Hard-coded" sheet names can only be used when processing a single sheet.

How you define the sheet name primarily depends on whether you plan to use multipass processing on the file, and whether the multipass output is to a single file or multiple files.

Sheet names for standard processing

If the file will be primarily processed using standard (non-multipass) processing, you can do one of the following:

- Use the file processing variable `[Current_SheetName]`. The sheets in the snapshot copy will use the same names as the original file.
- Type a sheet name. The sheet in the snapshot copy will use this "hard-coded" file name. This option only applies when processing a single sheet (otherwise you will have multiple sheets with the same name). Formulas can also be used to create sheet names.

`[Current_Value]` primarily applies to multipass processing and is typically not used in this context. However, if you have a file that you process using both standard and multipass processing, you can define a default current value for the multipass source column on the File Processing Control Sheet, and that value will be returned by `[Current_Value]` during standard processing.

Sheet names for multipass processing

If the file will be primarily processed using multipass processing, then how you define the sheet name depends on whether you are outputting to a single file or multiple files (the **File Generation** setting).

- If you are outputting to a single file, then the sheet (or sheets) resulting from each pass must have unique sheet names, so that you can tell which sheets are associated with each pass. In this case, you should use the default setting of `[Current_Value]_[Current_SheetName]`. This will append the current pass value to the original sheet name.

  For example, if you are using multipass processing to process by VP, you will get sheet names like the following: "Jones_IncomeStmt", "Smith_IncomeStmt", etc. If you are processing multiple sheets, then you will get sheet names like the following: "Jones_IncomeStmt", "Jones_Analysis", "Smith_IncomeStmt", "Smith_Analysis", etc. (where you are processing two sheets named IncomeStmt and Analysis).

- If you are outputting to multiple files, then you have the option of whether to use the `[Current_Value]` variable in the sheet name or not.

  In this case, the current value variable is most likely being used in the file name, so you could have a file named "IncomeStatement_Jones.xlsx", with a sheet name of simply "IncomeStmt". However, you may want to leave the current value variable in the sheet name anyway, so that the sheet name will work regardless of whether you output to a single file or multiple files.

  In this case, you also have the option of using a "hard-coded" sheet name instead of using the current sheet variable (as long as you are processing only one sheet).

Formulas can also be used to create sheet names.

Defining the file name for file processing

When you use file processing to create an output file (either a snapshot or an export file), you must specify how the file name is determined. This setting is called **Output File Name** in the **File Processing** pane.

The file name setting cannot be left blank. You must use file processing variables to dynamically generate file names, or type a "hard-coded" file name.

How you define the file name primarily depends on whether you plan to use multipass processing on the file, and whether the multipass output is to a single file or multiple files.

NOTE: This discussion does not apply to file collect processing, because the output file settings for file collect are defined on the special File Collect Configuration sheet. For more information, see File Collect Configuration sheet.

File names for standard processing

If the file will be primarily processed using standard (non-multipass) processing, then you can type the desired file name, without using any file processing variables. When you process the file, the output file will use the specified file name. Formulas can also be used to create file names.

By default, the file name is set to `[Current_Value]_Report`. If you never plan to process this file using multipass processing, then you can delete the default text and enter the desired file name, such as: `Income_Statement`.

If you leave the `[Current_Value]` variable in the file name, then it will return nothing during standard processing unless you have: 1) configured multipass settings for the file, and 2) defined a default current value for the source column on the File Processing Control Sheet.

File names for multipass processing

If the file will be primarily processed using multipass processing, then how you define the file name depends on whether you are outputting to a single file or multiple files (the **File Generation** setting).

- If you are outputting to a single file, you can use the `[Current_Value]` variable, or you can type the desired file name, such as `Income_Statement_by_VP`. Formulas can also be used to create file names.

  If you use the `[Current_Value]` variable, make sure to define a default current value for the multipass source column on the File Processing Control Sheet. In this context, the `[Current_Value]` variable returns the default value. If no default value is defined, the variable will return nothing.

- If you are outputting to multiple files, then the file name for each pass must be unique, so that you can tell which file is associated with each pass. You can use the `[Current_Value]` variable, or you can use formulas and the GetCurrentValue function to create a file name.

  For example, if the file name is set to `Income_Statement_[Current_Value]` then each pass will create file names such as Income_Statement_Jones.xlsx, Income_Statement_Smith.xlsx, etc.

Defining the output folder for file processing

When you use file processing to create an output file (either a snapshot or an export file), you must specify where the file is to be saved. This setting is called **Output Folder** in the **File Processing** pane. This setting does not apply if you are *only* emailing files.

You can use file processing variables or formulas to generate the output folder name (for example, if you are multipass processing and you want to save the file for each pass to a different location). If the specified folder does not already exist, Axiom Budgeting and Performance Reporting attempts to create it.

The valid entries for the output folder depends on whether **Output To** is set to **Local File System** or **Axiom Repository**:

NOTE: This discussion does not apply to file collect processing, because the output folder settings for file collect are defined on the special File Collect Configuration sheet. For more information, see File Collect Configuration sheet.

Local file system

If you are outputting to your local file system, then the folder location should be entered as a UNC path instead of a mapped drive. If you browse to the folder, it is automatically entered as a UNC path.

You can use a folder on your local drive, but it will only be valid when running file processing interactively from your own computer. If you want to process this file using Scheduler, the output folder should be a shared network drive (or you can override the output folder in the Scheduler task). For Axiom Cloud systems, a remote data connection is required to save a file locally when processing via Scheduler.

The ability to save files to the specified location and to create new folders (if necessary) depends on the network permissions for the user processing the file. Access to the files after they are created is also dependent on your network permissions.

Axiom repository

The specified location in the Axiom file system must be within the Reports Library, and the location must use the full path (meaning: `\Axiom\Reports Library\...`). The ability to save files to the specified location and to create new folders (if necessary) depends on the Axiom Budgeting and Performance Reporting security permissions for the user processing the file. Users can only create new folders if they have read/write permissions to the parent folder, and they can only create new files if they have read/write permissions to the target folder.

Once the files are created within the Axiom file system, access to those files is dependent on the user's permissions to the output folder. Typically you should create the output folder in advance (or if you want to create output folders on-the-fly, create a parent folder to hold the output folders), and then set permissions for that folder as appropriate in Axiom Budgeting and Performance Reporting security, so that the appropriate users will be able to access the files after they are created.

Setting up conditions for file processing

When using file processing, you may want to conditionally determine whether the file processing action occurs, depending on information within the file. This can be especially useful when using multipass processing, and you want the action to occur on some passes but not others.

The **Processing Enabled** setting on the File Processing Control Sheet enables conditional processing. By setting up a formula in this field that conditionally returns either **True** or **False**, you can turn the file processing action on or off for each individual pass.

When file processing is initiated, the file is always refreshed. After the refresh occurs, Axiom Budgeting and Performance Reporting checks the **Processing Enabled** setting to see if the file processing action (snapshot, export, save data) should be performed.

- If **True**, the file processing action is performed as normal.
- If **False**, the file processing action is not performed.

In both cases, the process moves on to the next pass (if using multipass processing), refreshes the file again, and checks the **Processing Enabled** setting again. This continues until all passes are complete.

For example, you may want to configure file processing so that a snapshot is not sent if a particular pass results in zero data. You can set up a formula in the report sheet that totals all of the data columns. Then you can set up a formula in the **Processing Enabled** setting that checks this total, and returns **False** if the total results in zero, or **True** if it doesn't. Snapshots will be created for passes that have data, and passes without data will be skipped.

The **Processing Enabled** setting is only available on the File Processing Control Sheet. You cannot turn file processing on and off from the File Processing pane.

Using dynamic email addresses with file processing

When you are emailing the results of multipass file processing, in most cases you will want to dynamically determine the email address for each pass. If instead the email address is hard-coded, then all passes of the process will be sent to the same email address.

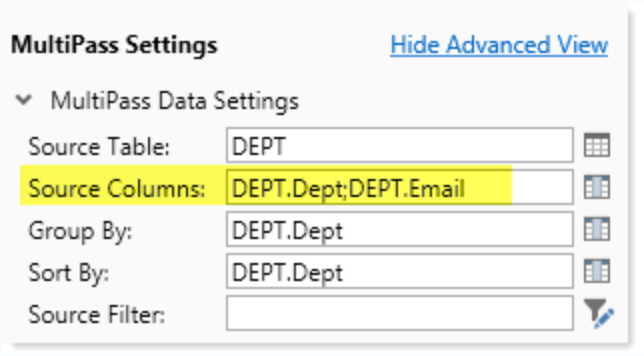
NOTE: This discussion does not apply to file collect processing, because the email settings for file collect are defined on the special File Collect Configuration sheet. For more information, see File Collect Configuration sheet and Using multipass processing with file collect.

There are a variety of ways to obtain the appropriate email address for each pass. The method you use will depend on how you have stored email addresses within the system and what dimension you are using to perform the multipass processing. This topic details some examples that you may be able to use directly, or the examples may get you started in the right direction for your particular system.

Example 1: Obtaining email addresses from a reference table

Imagine that you are performing multipass processing by department, and you want to send the output to the "owner" of each department. If the Dept table contains a column that lists the appropriate email address for each department (such as Dept.Email), then you can return this email address using GetCurrentValue.

In this example, you can use GetCurrentValue by itself if you list Dept.Email as an additional source column for the multipass process. In order to do this, you must switch the file processing task pane to Advanced View, and then add Dept.Email as a second source column (assuming the primary source column is Dept.Dept). The multipass settings would look like the following:



For the **To** field of the Email Settings, you could then enter the following formula:

```
=GetCurrentValue("Dept.Email")
```

When multipass processing is performed, this function will return the email address associated with the department for the current pass.

Alternatively, you could use GetCurrentValue to return the department code, and then use GetData to return the email address. When using this approach, you do not need to add any additional source columns to the multipass settings.

```
=GetData("Dept.Email","Dept="&GetCurrentValue())
```

Example 2: Obtaining email addresses from security

In order to obtain email addresses from security as part of a multipass process, a user login name must be associated with the multipass source column in some way. For example, you may be performing multipass processing by department, and the Dept table contains a column lists the user name of the department "owner" (such as Dept.Owner). You can return the user name using GetCurrentValue, and then return the email address from security using GetSecurityInfo.

As discussed in the first example, you must first add Dept.Owner as an additional source column for the multipass process (again we are assuming that Dept.Dept is the primary source column for the process). Then in the To field of the Email Settings, you could enter the following formula:

```
=GetUserInfo("UserEmail",GetCurrentValue("Dept.Owner"))
```

When multipass processing is performed, the GetCurrentValue function will return the user name from the Owner column for the current department, and then GetUserInfo will return the email address for that user name.

Alternatively you could use GetCurrentValue() with GetData to look up the owner name based on the department code, instead of using Dept.Owner as an additional source column.

Defining default values for current value

Axiom Budgeting and Performance Reporting has two ways to return the current value during multipass processing: the file processing variable `[Current_Value]`, and the function GetCurrentValue.

During multipass processing, these features return information relating to the current item being processed. For example, if processing by region, they would return "North" when North is the region being processed.

You may want to process the same report using "standard," non-multipass file processing. In this case, you must decide what you want the current value to return when not using multipass processing.

On the File Processing Control Sheet, you can define a default value to use when using non-multipass processing. For example, if your multipass setting is DEPT.VP, you can define a default value that is something like "Consolidated" or "All VPs". When you process the file using multipass processing, the current value will return the VP name. When you process the file using non-multipass processing, the current value will return "All VPs". This way you can use the same settings for both processing contexts.

If you do not define a default value, then the current value will return nothing (blank) during non-multipass processing. This may be the desired effect. However, if you have set up file names or other settings using constructions such as "[Current_Value]_IncomeStatement," then you should define a default value, otherwise you will get the following when non-multipass processing: "_IncomeStatement". (This may not matter if the file is *only* for use with multipass processing.)

To define a default value for the current value:

1. In the file, go to the File Processing Control Sheet (**Control_FileProcessing**).

You must use the control sheet to set default values. The task pane does not contain settings for this feature.

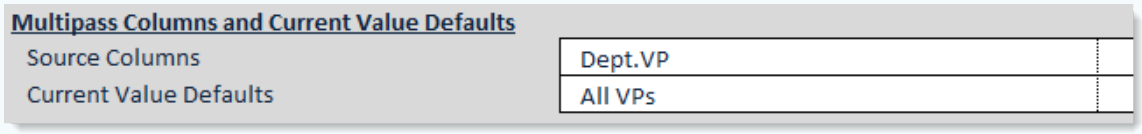
2. At the top of the control sheet, under **Source Columns and their Current Value defaults**, locate the source column for which you want to define a default value.

   If you used "basic mode" to set up the multipass settings, this area lists only one column: the column you selected as the source column. If you used advanced mode settings, then this area may list multiple columns. Each column listed here can have a corresponding default value.

3. In the cell directly underneath the source column, type the value that you want to use as the default value.

Example

This file has been set up to use "All VPs" as the default value for the DEPT.VP source column:



When using **Process File** to process the file, the current value is "All VPs". When using **Process File Multipass** to process the file, the current value is whichever VP is being processed for the current pass (for example, "Jones").

Using batch variables with file processing

When you set up file processing for a report, you can define one or more batch variables to be used when processing the report via Scheduler's File Processing task, or via batch processing.

Batch variables can be used to change the report in some way as part of file processing. When you set up a file processing task for Scheduler, or when you list the report in a batch, you can define values for the variables. When the report is processed, the variable values are temporarily placed in designated cell locations in the report. If the report is configured to reference those cells, then the report will change based on the variable values.

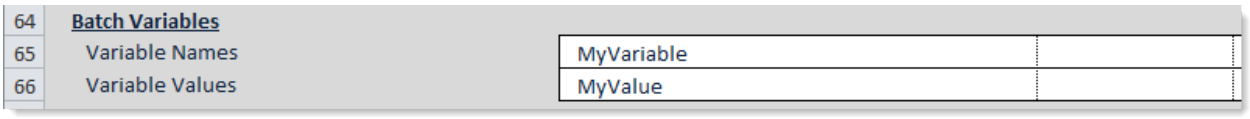
The batch variables can be used for virtually anything within the report. You could reference them in report titles, or in data query settings, or within the file processing settings. The usage of the variables is entirely user-definable.

NOTE: Batch variables cannot be used to change the Initial Dynamic View of the report for processing. The Initial Dynamic View is already applied by the time the variables are passed in, and it is not applied again. There is no way to dynamically determine the view to be applied for file processing; it will use whatever view is already applied in the file when the processing begins.

Defining a batch variable

Batch variables are defined on the File Processing Control Sheet. This is an advanced file processing setting that is not available in the File Processing pane.

To define a batch variable, go to the **Batch Variables** section at the bottom of the File Processing Control Sheet, and type a value into any empty cell in the **Variable Names** row. The name can be anything you want, but it should reflect what the variable value is used for.



To use the batch variable in the report, you would reference the cell in the **Variable Values** row directly below the variable name (in this case, cell D66).

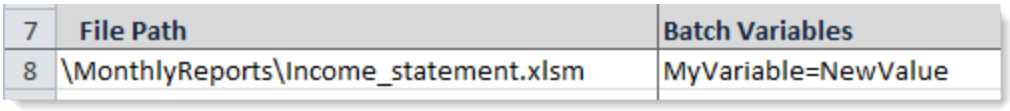
You can leave the value blank, or you can type in a value to be used by default. When the file is processed, it will be replaced by whatever value is specified in the Scheduler task settings or the batch settings. (If no value is specified, then the default value in the file is used.)

Using a batch variable

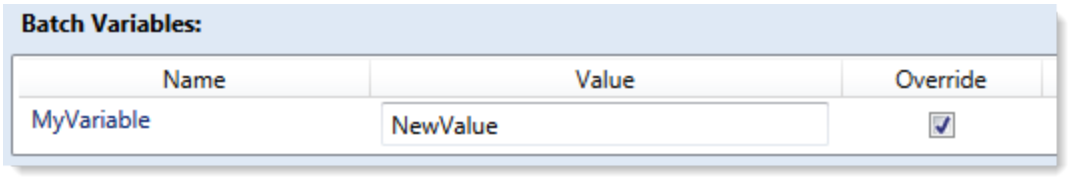
Batch variables can be used when the file is processed by a batch report, or when it is processed by Scheduler's File Processing task.

- To specify a variable value in a batch report, use the Batch Variables column. Enter each variable/value pair using the following syntax: *variablename=variablevalue*

  If you want to define values for multiple variables, separate each variable/value pair with a semicolon.



- To specify a variable value for a Scheduler File Processing task, use the Batch Variables section of the task. Select the **Override** check box and then type the desired value.



Automatically deleting file output generated by file processing

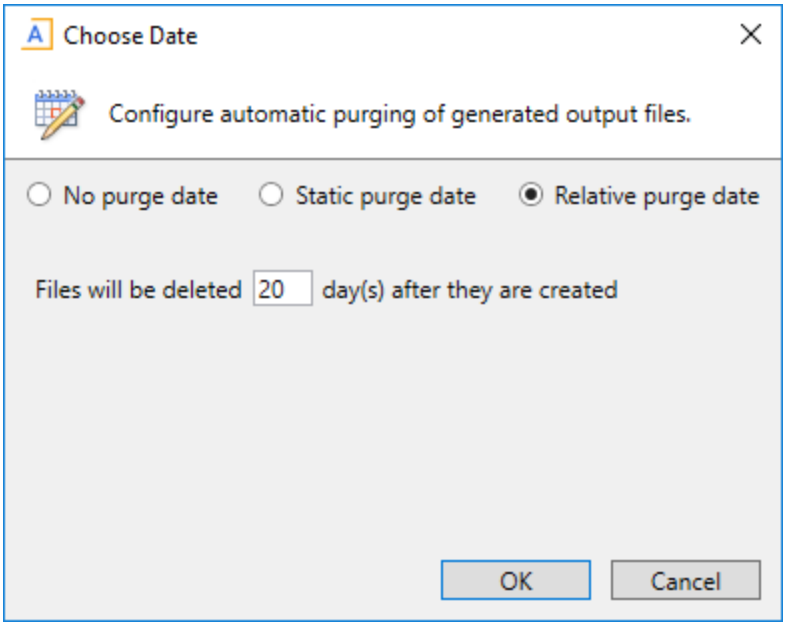
If file processing creates an output file—such as when using snapshot or export file processing—then you can configure the file processing settings so that the output file is automatically deleted after a certain period of time. Using this feature can help prevent a buildup of outdated files from regular executions of

file processing.

NOTE: This feature only applies when saving output files to the Axiom repository. Axiom Budgeting and Performance Reporting cannot automatically delete files that are saved to a file share outside of Axiom Budgeting and Performance Reporting.

In the File Processing task pane, you can use the **Purge Setting** to configure output files for automatic deletion. Clicking the pencil icon ✎ brings up the **Choose Date** dialog, where you can select either of the following:

- **Static purge date**: Select the purge date from a calendar. Files will be deleted after the specified date has passed.
- **Relative purge date**: Specify the number of days to keep the output after it has been generated. The output will be deleted after the specified number of days have passed.



Example Choose Date dialog

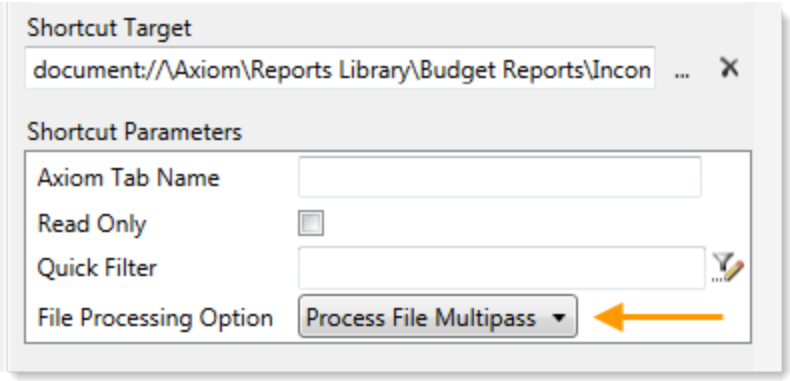
How the file output is purged

When file processing is executed, the output files are stamped with a purge date according to the configured purge setting. For example, if the purge setting is 20 days and file processing is executed on 12/1/2022, then the stamped purge date is 12/21/2014. Files are eligible to be purged *after* that date, in this case starting on 12/22/2014.

The file deletion is performed by the System Data Purge job in Scheduler. This is a system job that runs periodically to purge old data and files from the Axiom Budgeting and Performance Reporting database. When the job runs, if it finds files that are eligible to be deleted based on the stamped purge date, then it will delete those files.

Executing file processing from a custom task pane or ribbon tab

You can perform file processing on a report file directly from a custom task pane or ribbon tab, by linking to the file and then using shortcut parameters to trigger file processing. You can choose to perform either regular file processing or multipass file processing.



If file processing is enabled for the shortcut target, double-clicking the item executes the file processing action. The file itself is opened in the background and is not visible to the user.

When using this option, you may want to configure the file processing report so that the output file opens in Axiom Budgeting and Performance Reporting after processing instead of being saved or emailed (or in addition to that). You can use the **Open Output File after Processing** option on the File Processing Control Sheet . If the output folder is left blank, then the output file will open as a temporary file within Axiom Budgeting and Performance Reporting, and the user will need to manually save it if they want to keep it. (Note that this feature is not supported when using file collect or batch.)

NOTES:

- If the file is already open when this command is executed, it will be closed at the end of the process, regardless of whether the file contains any unsaved changes.
- The user does not need to have the **Allow File Processing** permission for the file in order to initiate file processing from a task pane, the user only needs access to the file.

File processing using Scheduler

Using the **File Processing** Scheduler task, you can schedule a report for processing. The report must already be configured for file processing in order to process it using Scheduler.

Once you have a Scheduler job set up, you can run it on demand, or you can schedule it for future execution. For example, you may have a set of reports that you want to run every week, every month, or every quarter. For more information on using Scheduler, see the *Scheduler Guide*.

Requirements and limitations

Note the following requirements when running file processing using Scheduler:

- The **Output Folder** location must be accessible by the Scheduler service user account. If you specify a network folder location using the Browse button, the location is automatically entered as a UNC path. If you specify a C: drive location, that location will be evaluated as the C: drive of the Scheduler server.
- If the file processing type is **Print**, the Scheduler server(s) must be configured to access the specified printer. This may require the assistance of your IT department.

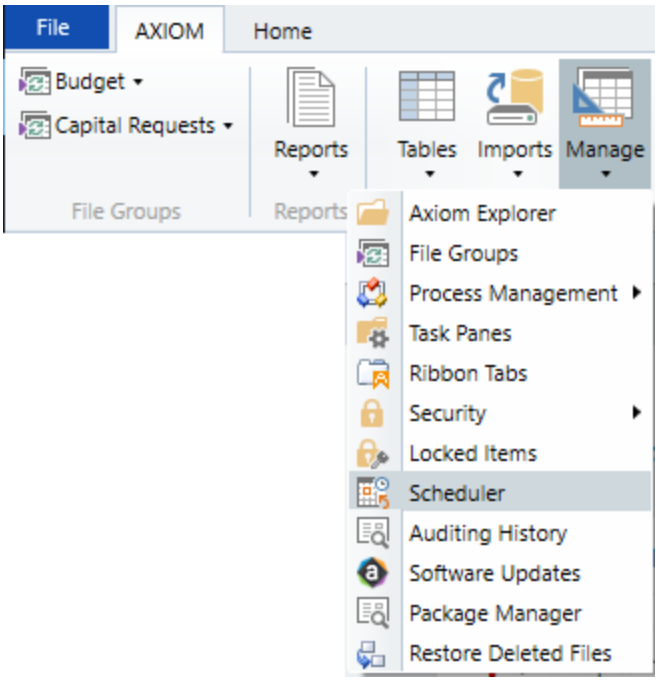
Creating the Scheduler job

In order to create a Scheduler job, you must be an administrator or have the **Scheduled Jobs User** security permission. Non-admin users must also have read/write access to at least one folder in the Scheduler Jobs Library.

Scheduler jobs can only be created in the Desktop Client. Although you can view the status of existing jobs in the Web Client, you cannot create new jobs in that environment.

To create a File Processing job in Scheduler:

1. On the **Axiom** tab, in the **Administration** group, click **Manage > Scheduler**.

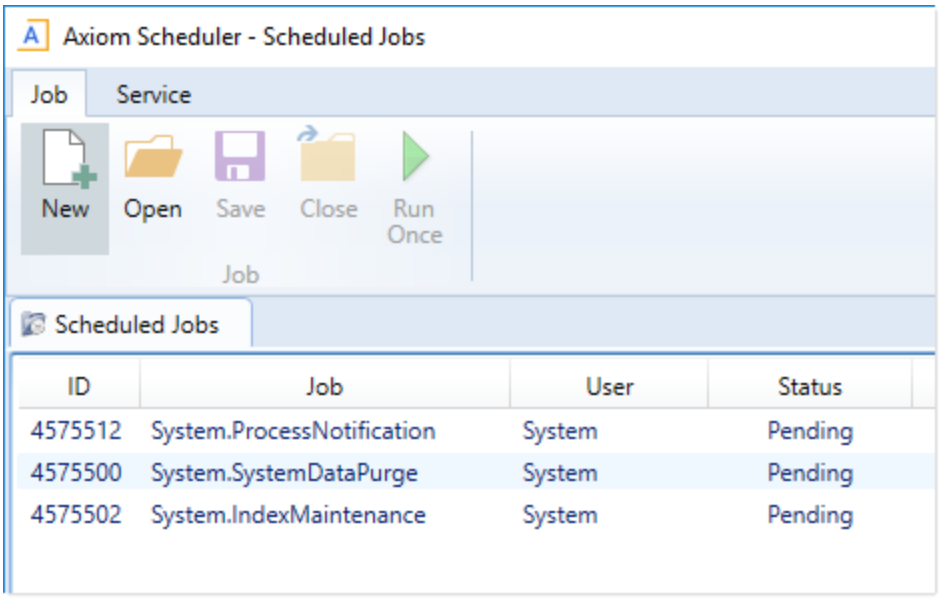


Scheduler on default Axiom ribbon tab

In systems with installed products, this feature may be located on the **Admin** tab. In the **System Management** group, click **Scheduler**.

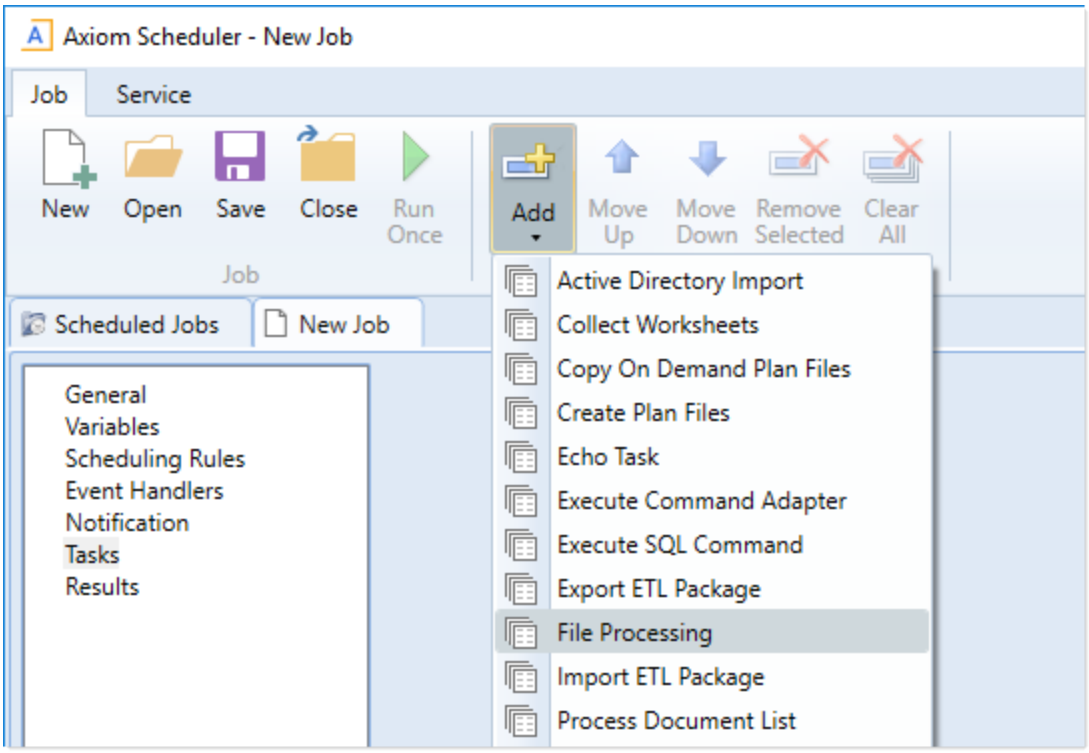
Scheduler on Admin tab (example product ribbon)

2. In the **Scheduler** dialog, click **New**.



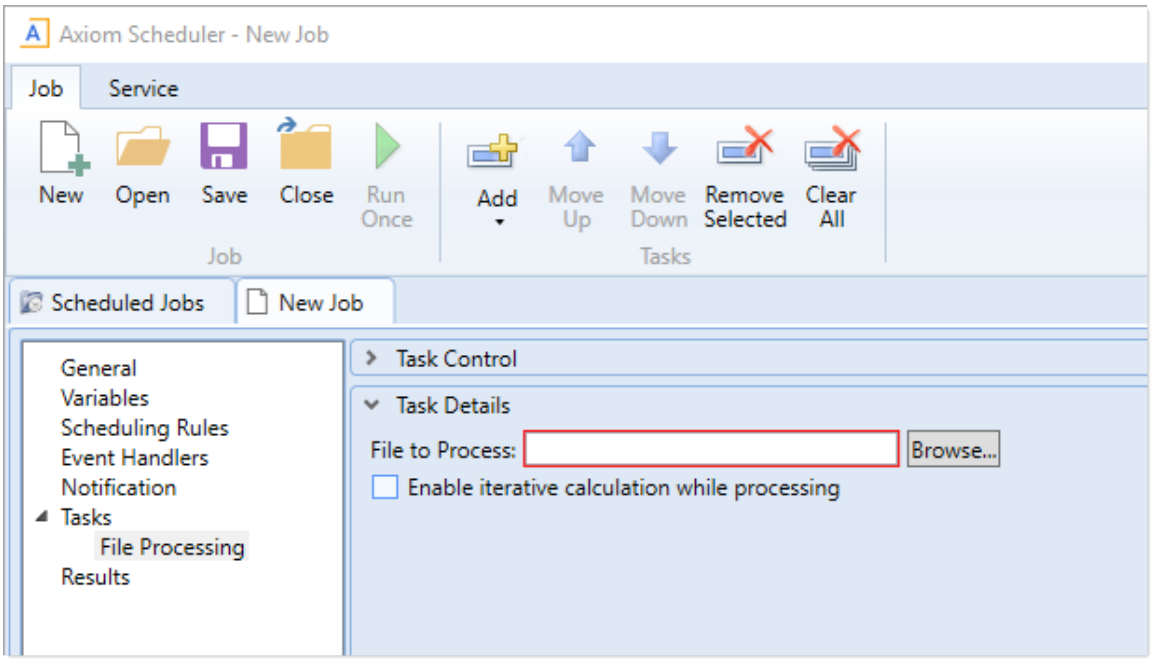
A new job is opened in the dialog, with a tab name of **New Job**.

3. Click **Add > File Processing** to add the task to the new job.



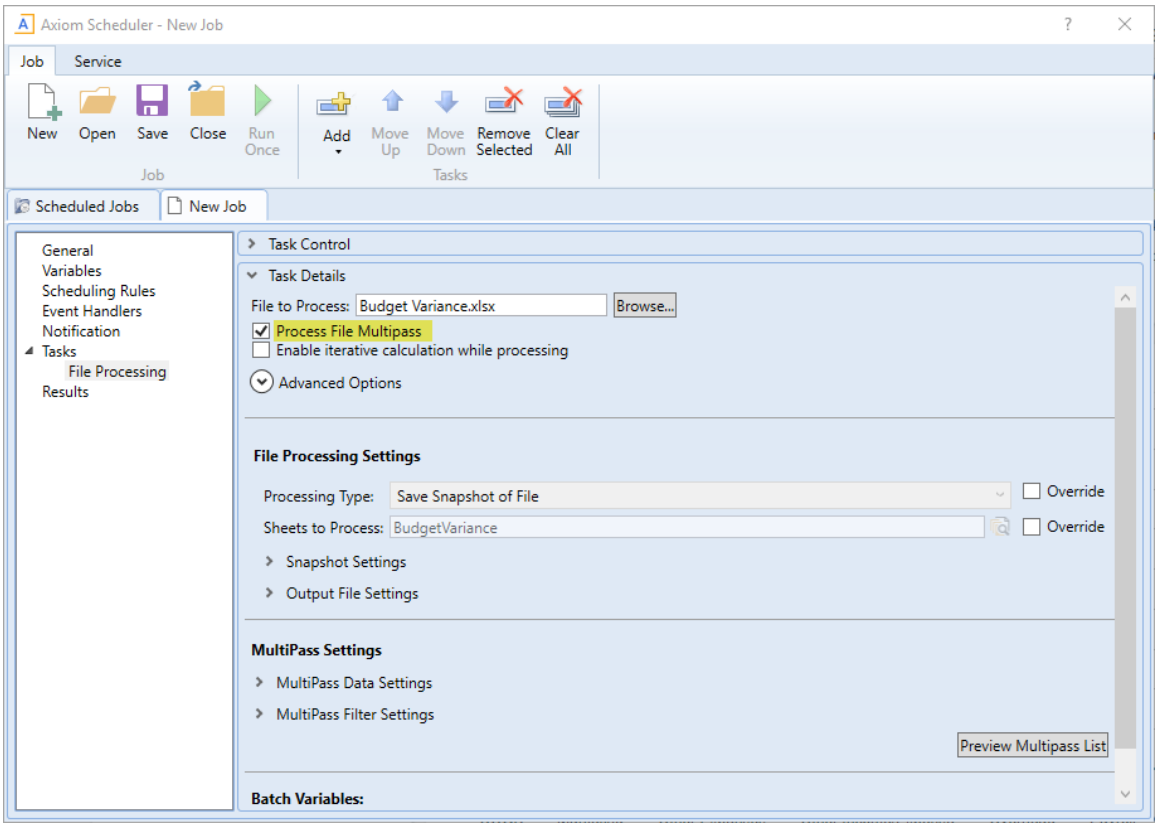
The task is added to the job, and you can now configure the task properties.

4. In the **Task Details** section, click **Browse** to select the **File to Process**.



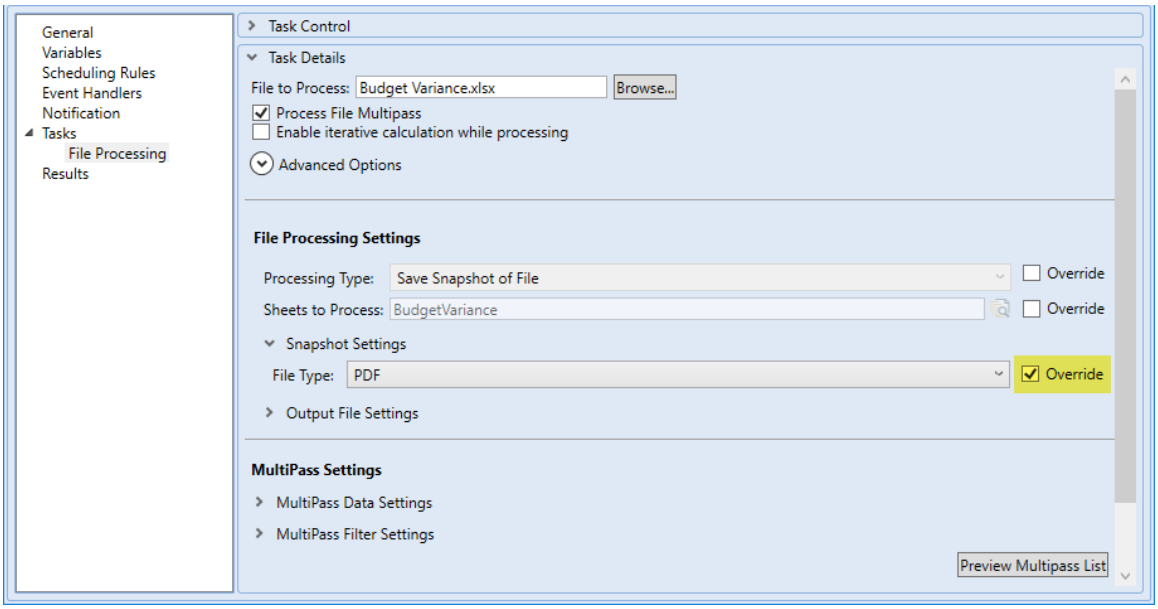
You can select any file that you have access to in the Reports Library, or in the Utilities folder of a file group. The file must already be enabled for file processing in order to be processed using Scheduler. If you select a file that is not enabled for file processing, the task will display a configuration error.

5. If you want to process the file using multipass processing, make sure that **Process File Multipass** is selected. It is selected by default for most file processing files. However, if you do not want to perform multipass processing, then you should clear this option.

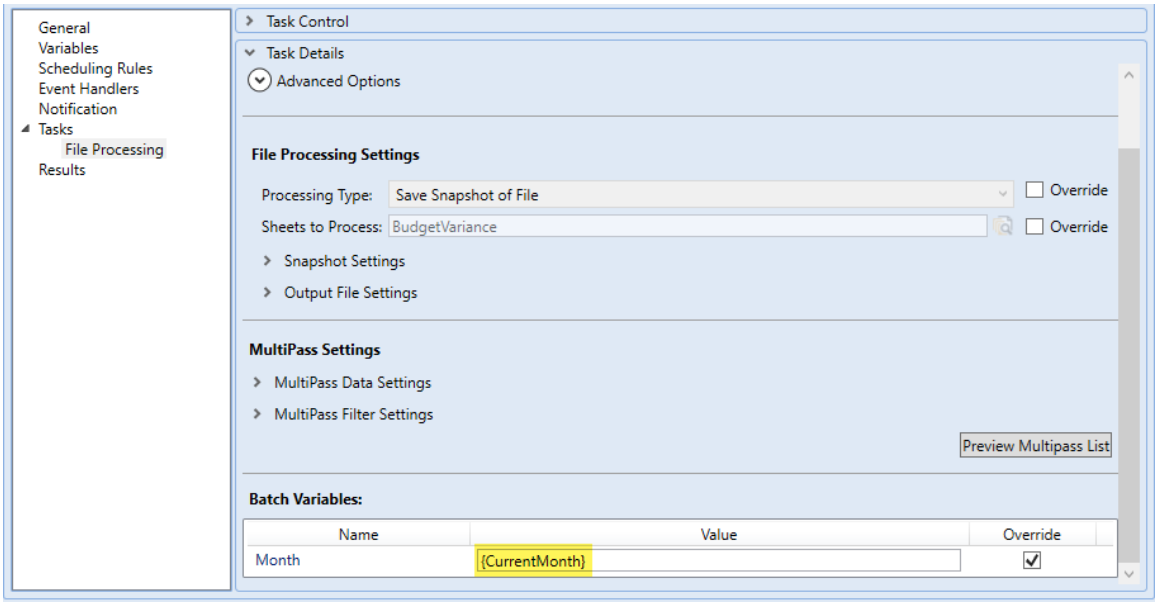


6. If needed, you can override certain file processing settings defined in the file (including batch variables), so that the override value is used when the file is processed by Scheduler. In order to override a setting, select the **Override** check box for that setting and then enter the override value into the field.

   In the following example, the file type of the output file has been overridden and changed to PDF output for the Scheduler execution.



When overriding values, Scheduler job variables can be used in fields that accept typed input. The following example shows a Scheduler job variable being used to set the value of a batch variable.



7. Complete any other job or task properties as needed. For example, you may want to configure the following:
    - **Scheduling Rules**: You can create a scheduling rule to execute the job according to a predefined schedule.
    - **Notification**: You can edit the notification settings to send emails to designated recipients when the job executes successfully and/or when it errors.

    For the remaining properties, in most cases the default settings are sufficient.

8. Click **Save**. You can define a name for the job and save it to the desired location in the Scheduler Jobs Library.

Once the job is saved, you can run it as needed by clicking **Run Once**. If the job has a defined scheduling rule, then it will be automatically placed on the schedule for future execution according to that rule.

File Processing Behavior Notes

This section details how certain features behave during file processing. It is important to understand this behavior so that you can set up file processing appropriately.

Refreshing Axiom queries during file processing

When you perform file processing, the file is refreshed before the processing action occurs. If you are using multipass processing, the file is refreshed for each pass of the multipass operation.

Axiom queries have several different refresh options that dictate when they are refreshed. These options are configured in the **Refresh behavior** section for the query on the Control Sheet. The following details which Axiom queries are refreshed as part of file processing.

- When the file is opened, any queries set to **Refresh on file open** are run. This occurs before file processing begins.

  NOTE: When performing file processing, the file is *not* closed and reopened for each pass. If you open a file and then initiate file processing, the "refresh on open" queries are not run again because the file is not being opened again. For more information on how file processing is executed, see Dynamic settings for multipass processing.

- If multipass processing is being performed, then any queries set to **Refresh once before multipass processing** are run. This occurs before the file processing begins.
- When the file processing begins, any queries set to **Refresh during document processing** are run. If non-multipass processing is performed, then this refresh occurs once, before the file processing action. If multipass processing is performed, then the refresh occurs for each pass, before the file processing action is performed for that pass.

These refresh options are configured independently—multiple options can be enabled for a single query. So if a query is set to refresh on open *and* to refresh during document processing, then it will be refreshed multiple times when the file is processed—once when the file is opened, and then one or more times during file processing (depending on whether you are performing multipass processing or not). If you have a query that is set to refresh on open or to refresh before multipass processing, and you do not want that query to run again during processing, then you should disable refresh during document processing for that query.

NOTE: File processing does not support the ability to run Axiom queries in parallel. If a **Batch Number** is specified for an Axiom query, it will be ignored during file processing and the queries will be processed in sequential order as normal.

How email is delivered for file processing

When you select to email the output file for file processing, the email operation is handled by Axiom Budgeting and Performance Reporting Scheduler. This means:

- Email is processed by the **SMTP Message Delivery** task set up in Scheduler for the current Axiom Budgeting and Performance Reporting system. This task must be configured to point to a valid SMTP server and set up to run at regular intervals, or else email will not be delivered.
- The email resulting from file processing will be delivered the next time the message delivery task is run by Scheduler.

The email client on the local machine is not used and will not open when file processing is initiated.

When you define the email settings for file processing, you specify whether to send the email as the **Current User** (the user initiating the file processing), or as the **System User**. The system user is the user defined as the default "From" address for Scheduler, in the system configuration settings for the database.

You may want to use the system user so that it is clear that the emails are coming from Axiom Budgeting and Performance Reporting, regardless of which user happens to perform the file processing.

If you use the current user, the email address is the address defined for that user in Axiom Budgeting and Performance Reporting security.

Considerations for using file processing in plan files

File processing can be used in plan files. In the plan file environment, the primary use case is standard (non-multipass) processing, for the purposes of snapshot file delivery.

It is very important to understand that file processing always performs a full refresh of the file, including refreshing all enabled Axiom queries. If plan files are being used for typical financial planning purposes, such as budgeting and forecasting, the files may be designed so that after the plan files are initially

created, the files are not intended to be refreshed again. Or, they may be designed to be refreshed by administrators at specific intervals, such as after a new month of actuals has been imported into the database.

If your plan files are designed this way, then you should *not* set up plan files to use file processing, because the act of file processing will refresh the file and may update data that is intended to remain static, such as a YTD value.

Plan files are extremely flexible and can be used for many different purposes. With other plan file designs, it may be perfectly fine to refresh the file periodically. If your plan files are designed to accommodate ongoing data refreshes, then you can use file processing in those files if desired.

Considerations for using feature tags with file processing

Axiom Budgeting and Performance Reporting supports several features that are defined using tags in a sheet. You may want to use some of these features in conjunction with file processing, such as:

- Action codes
- Print views
- Sheet views

When file processing is initiated, Axiom Budgeting and Performance Reporting checks the worksheets for any instances of the primary tags for these features (for example, the ActionCodes tag or the View tag). If these tags are not found, Axiom Budgeting and Performance Reporting does not check for them again during the file processing. This is to optimize the performance of file processing.

This means that primary tags cannot be inserted into the sheet by use of Axiom queries, because Axiom Budgeting and Performance Reporting will not check for them again after failing to find them initially. However, once Axiom Budgeting and Performance Reporting has found the primary tags, the system knows to continue to scan the sheet for tags during file processing, so supporting row and column tags such as Copy and HideRow can be brought in by Axiom query.

In most cases, primary tags are "hard-coded" into the sheet and do not need to be brought in by Axiom query. However, if you have a setup where this is required, and you want these features to be applied during file processing, you can set up "dummy" tags in the file, for the sole purpose of forcing Axiom Budgeting and Performance Reporting to continue to scan for the "real" tags during file processing.

Considerations for using refresh variables with file processing

Refresh variables are ignored during file processing and therefore cannot be used to impact file processing data. However, you may have a report that you want to set up for both end user access ("on-demand reporting") and for use with file processing. If you use refresh variables in a report that is also enabled for file processing, you need to be careful to configure the report to handle both use cases.

For example, imagine that you have a refresh variable that prompts the user to select a region. The Axiom query in the report is then filtered by the user's selected region. If a user runs the report, selects a region, and then saves the report, that region filter is now saved in the Axiom query settings.

This isn't an issue for the "on-demand reporting" use case, because the next time a user opens the file and refreshes it, the refresh dialog will prompt the user to select a region. The previous region will be selected by default, but the user can still select any region they want at this point. However, the file processing use case is broken now. The region filter that got saved in the file from use of the refresh variable will now be applied during file processing. When performing multipass file processing, every pass of the process will now be filtered by that region filter (in addition to the automatically applied filter for the current pass).

To prevent this situation, you can use the function IsRunningMultipass to "toggle" the refresh variable filter on and off depending on whether multipass file processing is being performed. For example, the data filter for the Axiom query could be defined using a formula like the following:

```
=IF(IsRunningMultipass()=True,"",Variables!C3)
```

Where Variables!C3 indicates the location in the file where the result of the refresh variable is used to construct a filter.

When the file is refreshed by an end user, IsRunningMultipass will return False, so the value in Variables!C3 will be used to define the Axiom query filter. When multipass file processing is being performed, IsRunningMultipass will return True, which means that the Axiom query filter will be left blank (thereby ensuring that no additional unintended filter will be appended to the automatic multipass filter).

NOTE: IsRunningMultipass only returns True for multipass file processing. If you process the file using non-multipass file processing, then IsRunningMultipass will return False, which in this example means the refresh variable filter would still be applied. Currently there is no way to toggle between all three use cases (end user refresh, non-multipass file processing, and multipass file processing).

File Collect

Using the "file collect" feature, you can combine multiple Microsoft Excel spreadsheets into a single file, and then deliver the file.

For example, you might have several reports that are set up to use multipass file processing to save snapshot copies to various folders. After running all of those reports, you could use file collect to combine the various snapshot copies into a single "report package." You can process these packages with different settings to impact which files are collected and how they are delivered—for example, you could use a file filter to collect all of the "North" reports into one package, and all of the "West" reports into another package, and send them to the appropriate department managers.

File collect allows you to:

- Combine multiple Excel spreadsheets into one output file, and then save that file to a designated file location and/or deliver it via email to one or more recipients.
- Define "common files" to be automatically added to each package, such as a cover page, or a supporting document, or a consolidated top-level report.

- Automatically refresh file lists based on source folder locations, so that the list of files to collect can be determined dynamically. Source files can also be "hard-coded" as needed.
- Define multiple packages for processing and/or use multipass processing to dynamically change package settings such as the output file name, file filter, and target email recipient.

File collect is a special feature of file processing. Unlike other file processing types, where you are refreshing sheets in the file with data and then performing actions on those sheets, file collect uses a special configuration sheet to define the settings of the collect operation. Although the file can contain other sheets, these sheets are essentially ignored for the file collect operation (unless the configuration sheet references the other sheets to determine file collect settings). In most cases, the only purpose of the file is to contain the file collect configuration settings.

When you set up file processing for file collect, you specify the processing type, the sheets to process, and optional multipass settings. All other file processing settings do not apply to file collect. All file collect settings are managed within the special File Collect Configuration sheet.

Setting up file collect

Using file collect, you can combine multiple Microsoft Excel spreadsheets into a single output file and then save and/or email the file. To set up file collect, you must enable the file for file processing, and then complete one or more special File Collect Configuration sheets.

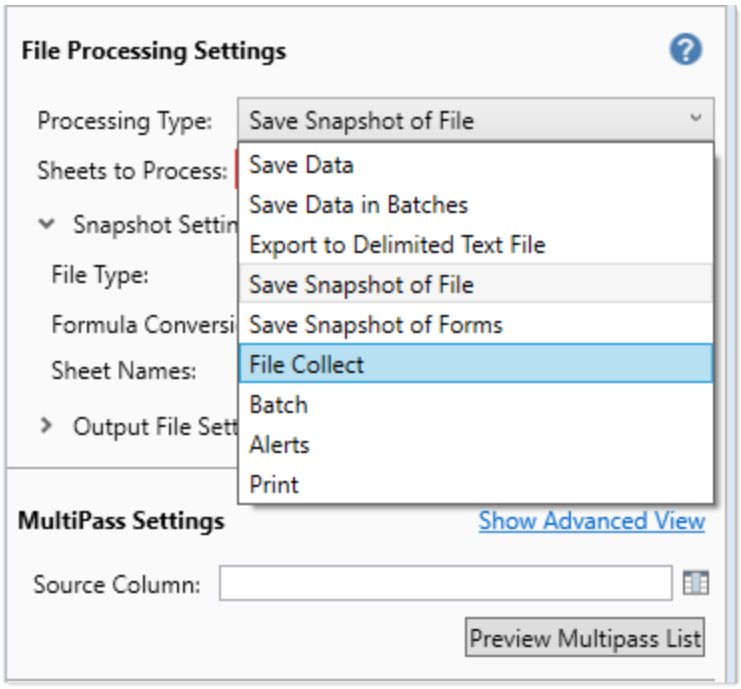
Enabling file collect within a file

It is recommended to use a dedicated report file to hold the file collect settings. Using a report file allows the file to be scheduled using Scheduler's File Processing task.

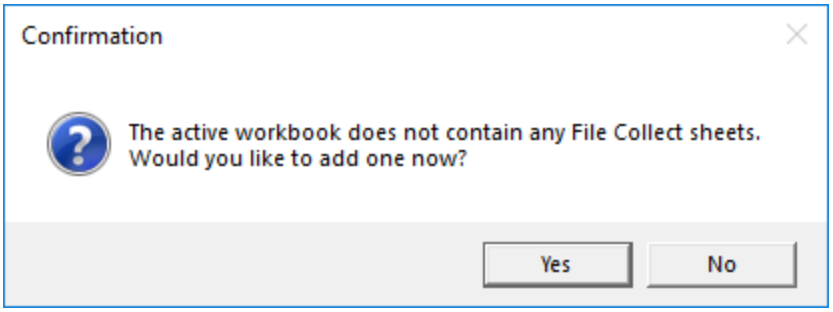
1. Open or create a report to contain the file collect settings, and enable the report for file processing:
    - On the **Axiom** tab, in the **File Output** group, click **File Processing > Enable File Processing in this workbook**.

      NOTE: In systems with installed products, this feature may be located on the **Main** tab (either directly on the tab, or on the **Publish** menu).

    The **File Processing** task pane opens, and a sheet named **Control_FileProcessing** is added to the file.
2. In the **File Processing** task pane, for **Processing Type**, select **File Collect**.

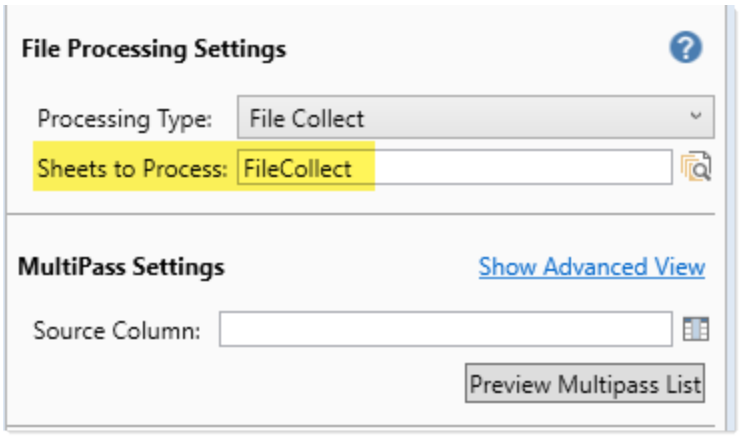


3. A message box prompts you to add a file collect sheet to the file. Click **Yes**.



   A File Collect Configuration sheet, named **FileCollect**, is added to the file. The File Collect Configuration sheet is where you define the configuration settings for the file collect option.

4. By default, the newly added FileCollect sheet is automatically set as the **Sheets to Process**. There is no need to change this unless you want to rename the sheet or add more File Collect Configuration sheets.



5. Optional. If you want to use multipass processing for the file collect operation, then complete the **MultiPass Settings**.

   For **Source Column**, click the column icon to select the source column for multipass processing. For example, if you select DEPT.VP as the source column, then the file collect operation will be processed once for each VP. You can use the GetCurrentValue function in the File Collect Configuration sheet to dynamically change certain settings per pass, such as the email address or the output file name. Additionally, the file filter can use special syntax to filter the file list based on a column relating to the multipass column.

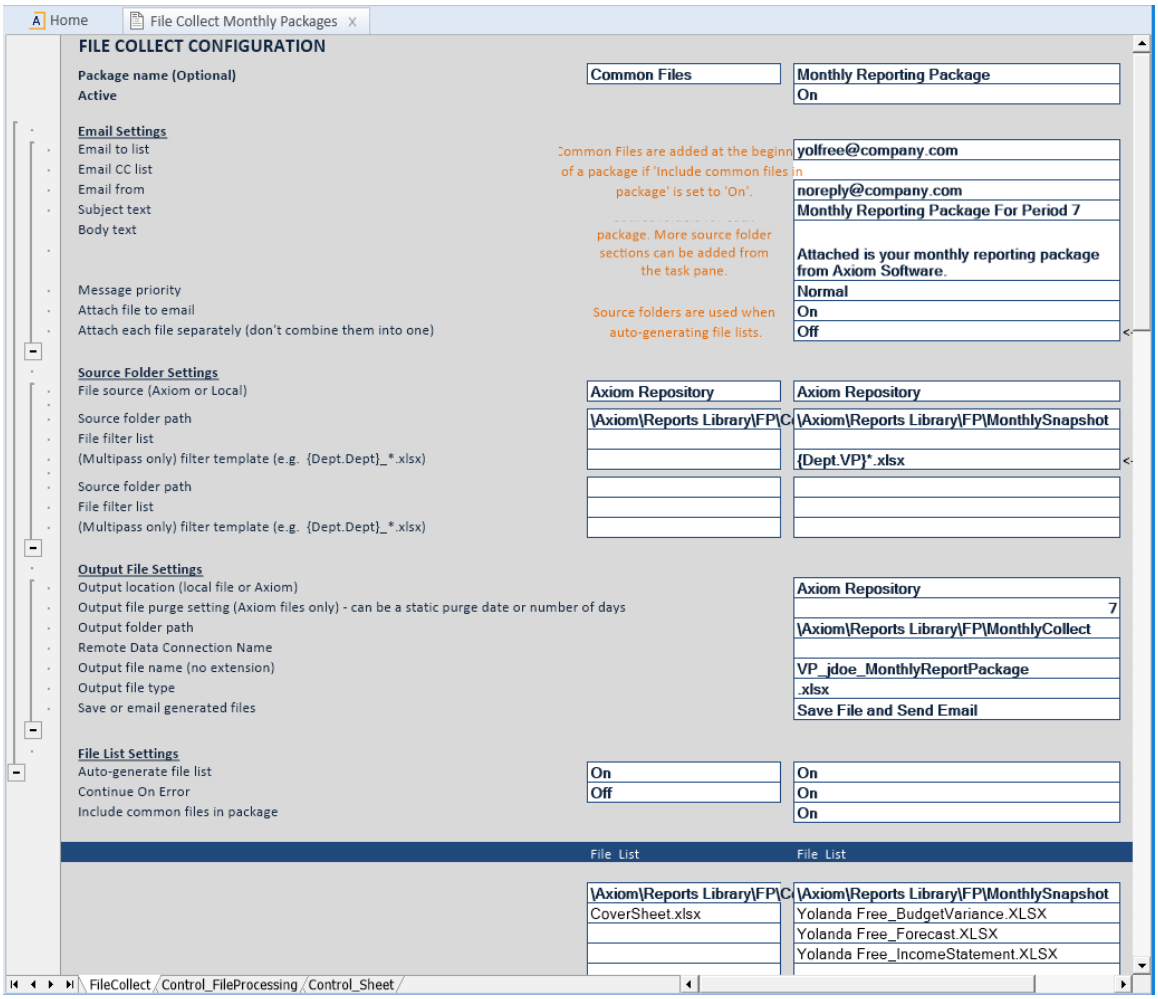
   For more information, see Using multipass processing with file collect.

6. Define one or more file collect packages on the File Collect Configuration sheet (FileCollect). Each package column defines a set of files to collect and delivery settings, such as:

   - An optional package name, such as "Monthly Report Package".
   - Whether to save and/or email the collected files
   - A source folder and other related settings to generate a list of files to collect
   - Email settings such as the recipient, subject, and body text
   - Output file settings such as the file name, file type, and target folder location

   For more information on setting up a file collect package, see:

   - File Collect Configuration sheet
   - Creating and refreshing file lists for file collect



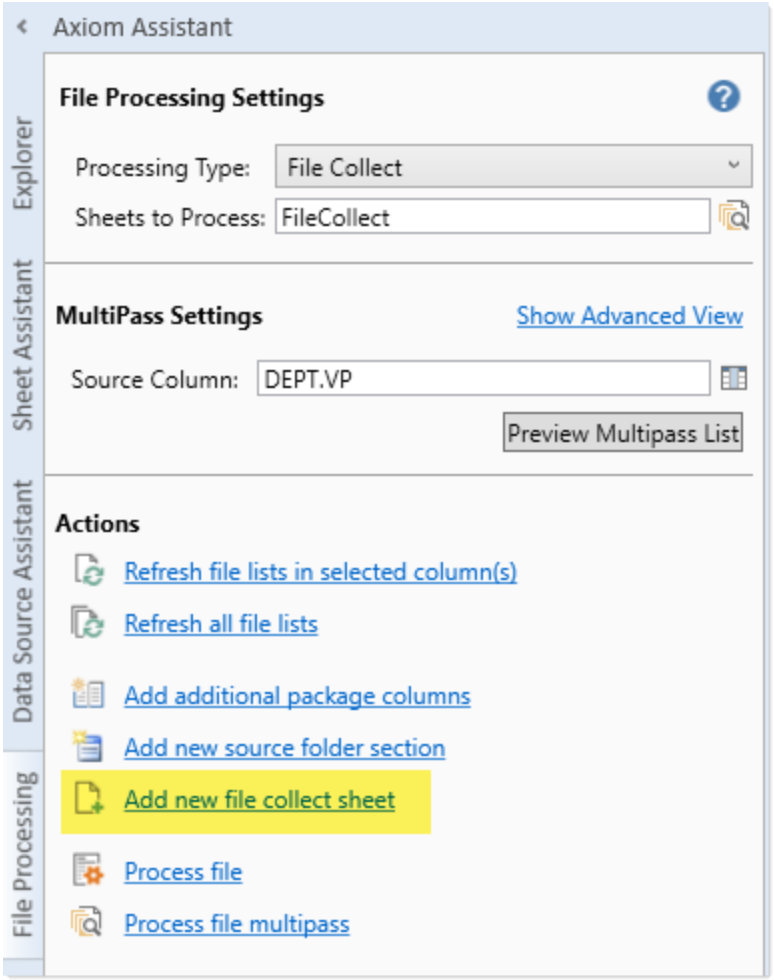
Example File Collect Configuration sheet

NOTE: On the File Processing Control Sheet (Control_FileProcessing), the only settings that apply to file collect are the **Processing Type**, the **Sheets to Process**, and the multipass settings. All information relating to the file collect packages, including the output file and email details, are defined on the File Collect Configuration sheet instead of the File Processing Control Sheet.

Using multiple File Collect Configuration sheets

If desired, you can add multiple File Collect Configuration sheets to the file, and process them in the same operation.

- To add more File Collect Configuration sheets to the file: In the **Actions** section of the **File Processing** task pane, click **Add new file collect sheet**. If you are using multiple File Collect Configuration sheets, it is recommended to rename the sheets to something that indicates the purpose of each sheet.



- To process multiple File Collect Configuration sheets: In the **File Processing Settings** section of the **File Processing** task pane, click the **Select worksheets** icon to the right of the **Sheets to Process** box, and then select the desired sheets. Only File Collect Configuration sheets are eligible for processing.

However, since there are many different options to process different file collect packages, it is typically not necessary to use multiple sheets. You can define multiple packages in a single sheet (all using

different settings), and/or you can process the sheet using multipass to dynamically change key settings for each pass. You can also process the same sheet using different multipass settings by use of batch processing and batch variables.

One reason you might add a new File Collect Configuration sheet is if you need to make changes to the existing sheet, or if you need to get an updated copy of the File Collect Configuration sheet. You can add a new sheet to the file, copy and update the existing file collect settings from the old sheet to the new one, and then update the file processing settings to use the new sheet. You can then keep the old sheet as an archive or remove it if you no longer need it.

File Collect Configuration sheet

The File Collect Configuration sheet defines settings for the **File Collect** action of file processing.

- The first column of the sheet, titled **Common Files**, can be used to maintain a list of common files to be automatically added to each package when file collect is processed.
- Each subsequent column in the sheet can be used to define a file collect package. By default, the sheet contains one package column. In many cases, you can meet your file collect and delivery needs by defining one package column with dynamic settings and then processing that column using multipass processing. However, if you need more package columns, you can add them by using the **Add additional package columns** action in the **File Processing** task pane.

File Collect Configuration sheets can only be added to a file that is enabled for file processing and where **File Collect** has been specified as the processing type. When you initially select the processing type, you will be prompted to add a configuration sheet to the file. You can add more configuration sheets to the file by using the **Add new file collect sheet** action in the **File Processing** pane.

The File Collect Configuration sheet is only visible to administrators or to users with the **Allow File Processing** permission to the file. Otherwise, it is hidden by default.

General Settings

The following general settings are defined for each package:

Item	Description
Package name	Optional. The name for the file collect package, such as "Monthly Report Package".
Active	Specifies whether the package is included when the file is processed. By default, this is set to **Off**. Change this to **On** if you want the package to be included in processing. This setting can be used to dynamically enable or disable certain packages based on a condition. For example, you may have certain packages that you run monthly and others that you run quarterly. You could define these packages in different files and run the files at different times, or you could define them in the same file and disable the packages that you do not need to run currently.

Email Settings

These settings only apply if **Save or email generated files** is set to **Email File** or **Save File and Send Email**.

Item	Description
Email to list	The email addresses to include on the To line of the email. Separate multiple addresses with a semicolon. When performing multipass processing, this setting should be determined dynamically so that the results of each pass are emailed to a different recipient. For example, if the email addresses are stored in a table column, you can use the GetCurrentValue function to return an email address relating to the current pass.
Email CC list	The email addresses to include on the CC line of the email. Separate multiple addresses with a semicolon.
Email from	The email address to include on the From line of the email.
Subject text	The subject line of the email. When performing multipass processing, you can optionally use formulas such as GetCurrentValue to dynamically change the subject text for each pass.
Body text	The body text of the email. When performing multipass processing, you can optionally use formulas such as GetCurrentValue to dynamically change the body text for each pass.
Message priority	The priority of the message, either **Normal** (default) or **Urgent**.
Attach file to email	Specifies whether the output file is attached to the email. By default, this option is set to **On**. You can set this option to **Off** to exclude the output file from the email. For example, you might want to save the file to a network location and then send an email to recipients to let them know the file is available for viewing, without attaching the file to the email.

Item	Description
Attach each file separately (don't combine them into one)	Specifies whether to attach the individual files from the file list to the email directly. By default, this is set to **Off**, which means that "normal" file collect processing applies—the files in the file list are collected into a single output file, and that single file is attached to the email. If this option is set to **On**, then the files in the file list are attached to the email as individual files instead of being collected into a single output file. This option is useful when there is not a one-to-one correlation between the desired email recipients and the package output. For example, imagine that you need to generate one report package per region and then deliver those packages to the appropriate VPs. If each region has a unique VP, then this can easily be done in one file collect operation. But if some VPs are responsible for multiple regions, then normal file collect processing will result in the VPs getting multiple emails (one for each region). If instead you want those VPs to get one email with multiple region attachments, then you can perform file collect processing in two phases: • Phase one to collect and create the report packages for each region, and save them to a file location. • Phase two to attach the relevant region packages to an email for each VP. In this phase, **Attach each file separately** is enabled, so that all files in the file list are attached as individual files rather than being collected together. For a detailed example of using this feature, see Two-phase file collect example. **NOTE:** In order to use this option, **Save or email generated files** must be set to **Email File**. This option is ignored otherwise.

Source Folder Settings

In order to automatically generate the file list for a package, you must specify one or more source folders. By default, each package has settings for two source folders. If you need more source folders, use the **Add new source folder section** action in the **File Processing** pane.

Source folders are only used when **Refresh file list** is set to **On**.

Item	Description
File source	Specifies the location of the source folder or folders: • **Local File System**: The source folders are located outside of Axiom Budgeting and Performance Reporting—on a shared network drive or on your local machine. • **Axiom Repository**: The source folders are located in the Axiom Budgeting and Performance Reporting file system, within the Reports Library. This setting applies to all source folders for this package.
Source folder path	The path to the desired source folder. This folder contains the source files that you want to include in the file collect operation. What you enter here depends on the file source. Local File System The path should be entered as a UNC path. For example: `\\ServerName\Reports\MonthlyReports` If you use a folder on your local drive, it will only be valid when running file processing interactively from your own computer. If you want to process this file using Scheduler, the output folder should be a shared network drive. If your system is a Cloud Service system, then you must also specify a **Remote Data Connection Name** in order to collect files from a local location. Axiom Repository Specify the full path to the folder within the Reports Library. For example: `\Axiom\Reports Library\File_Processing` To browse to the desired location, right-click this cell and select **Select Reports Library Folder**. In the **Choose Folder** dialog, select the desired folder and then click **OK**.

Item	Description
File filter list	Optional. File filter(s) to specify which files in the source folder to add to the file list. Only Excel files can be collected (XLS, XLSX, or XLSM). If the filter is left blank, then Axiom Budgeting and Performance Reporting will include all valid files in the folder. You can use wildcard characters (* or ?) to include groups of files that share naming conventions. For example: `North*.xls` to collect all XLS files where the file name starts with "North". You can also exclude files using the ! operator—such as `!*Branch*` to exclude all files that contain the word "Branch". If *only* exclusion filters are used, then it is assumed that all files are included except those that match the exclusion filters. If inclusion filters are used, then only the files that match the inclusion filters are included (minus any files that also match any exclusion filters). Separate multiple filters with commas. For example, the following filter would include XLS files and XLSX files, but exclude XLSM files: `*.xls, *.xlsx`
(Multipass only) Filter template	Optional. A filter template to apply during multipass processing, to specify which files in the source folder to add to the file list. The filter template serves the same purpose as the **File filter list**, but it can change dynamically during multipass processing by using a column value. For example, imagine that the source folder contains files where the file name starts with a department code. If you are multipass processing by `Dept.VP`, you want to collect all files where the department is assigned to that VP. To do this, you can set a filter template such as `{Dept.Dept}*.xlsx`. When multipass processing is performed, the `{Dept.Dept}` portion of the filter is resolved using the department codes that belong to the current pass VP. If departments 200, 300, and 600 belong to the current pass VP, then the filter list will be resolved as: `200*.xlsx, 300*.xlsx, 600*.xlsx` The filter template can use any Table.Column that can be resolved in the context of the multipass **Source Column**. The Table.Column name must be placed in curly brackets, such as `{Dept.Dept}` or `{Dept.VP}`. If the **File filter list** and the **Filter template** are both defined, then the file filter list is combined with the resolved filter template for each pass. The filter template only applies when performing multipass processing. When performing non-multipass processing, or when manually refreshing file lists, it is ignored.

Output File Settings

These settings define the output file to be created for the package. The output file is the file that contains the collected results of the source files.

Item	Description
Output location	The location for the output file, either: • **Local File System** (default): The output location is outside of Axiom, to either your local computer or a network share. The specific path is detailed in the **Output Folder** setting. Access to output files is not controlled by Axiom Budgeting and Performance Reporting. • **Axiom Repository**: The output location is the Axiom file system, within the Reports Library. The specific path is detailed in the **Output Folder** setting. Access to output files is controlled by security access to the designated folder within Axiom.
Output file purge setting	Specifies whether and when the output file will be automatically purged by Axiom Budgeting and Performance Reporting. This only applies if the output file is saved to the Axiom Repository. If blank, then the output file is not purged. Otherwise, specify either of the following: • A date, to delete the output file after that date. For example, specify `12/10/2022` (or the appropriate date format for your locale) to delete the output file after that date is passed. • A number representing the number of days to keep the output file after it is generated. For example, specify `20` to keep the output for 20 days and then delete it. The file deletion is performed by the System Data Purge job in Scheduler.

Item	Description
Output folder path	The folder location in which to save the output file. This setting only applies if **Save or Email Generated Files** is set to **Save File** or **Save File and Send Email**. Local File System The path should be entered as a UNC path. For example: `\\ServerName\Reports\ReportPackages` If you use a folder on your local drive, it will only be valid when running file processing interactively from your own computer. If you want to process this file using Scheduler, the output folder should be a shared network drive. The ability to save the output file to the specified location and to create a new folder (if necessary) depends on the network permissions for the user processing file collect. Access to the file after it is created is also dependent your network permissions. If your system is on the Axiom Cloud, then you must also specify a **Remote Data Connection Name** in order to save the output file to a local location. Axiom Repository The specified location in the Axiom file system must be within the Reports Library, and the location must use the full path (meaning: `\Axiom\Reports Library\...`). To browse to the desired location, right-click this cell and select **Select Reports Library Folder**. In the **Choose Folder** dialog, select the desired folder and then click **OK**. The ability to save the output file to the specified location and to create a new folder (if necessary) depends on the Axiom Budgeting and Performance Reporting security permissions for the user processing file collect. Users can only create a new folder if they have read/write permissions to the parent folder, and they can only create a new file if they have read/write permissions to the target folder. Once the file is created within the Axiom file system, access to the output file is dependent on the user's permissions to the output folder. Typically you should create the output folder in advance (or if you want to create output folders on-the-fly, create a parent folder to hold the output folders), and then set permissions for that folder as appropriate in Axiom Budgeting and Performance Reporting security, so that the appropriate users will be able to access the file after it is created.

Item	Description
Remote Data Connection Name	Specifies the name of the remote data connection to use for the file collect operation. Enter the name of any defined remote data connection in your system. This option only applies to Axiom Cloud systems. A remote data connection is required to save files locally from the Axiom Cloud, or to collect files stored on a local file system. For more information, see the section on remote data connections in the *Scheduler Guide*. By default, this setting uses the function GetSystemInfo ("DefaultRemoteDataConnection"), so that the field is automatically populated with the name of your default remote data connection. If you do not have any remote data connections, the field is blank. If you want to use a different remote data connection, you can simply delete the function and enter the desired name.
Output file name	The name of the output file, without a file extension. For example, enter "MonthlyReports" (*not* "MonthlyReports.xlsx"). When performing multipass processing and saving files, this setting should be determined dynamically so that each pass results in a unique output file name (or alternatively, a unique output folder path). For example, if you are multipass processing by VP, you can use the GetCurrentValue function to include the current VP name in the output file name.
Output file type	The file type of the output file: **XLS**, **XLSX**, **XLSM**, or **PDF**.
Save or email generated files	Specifies the action to take after the output file has been created: • **Save File**: The output file is saved to the output folder path. • **Email File**: The output file is emailed to the specified recipients. • **Save File and Send Email**: The output file is saved and emailed. **NOTES:** • If you want to save the file to a folder and then send a notification email to recipients (without attaching the file to the email), then select **Save File and Send Email**. In the email settings, set **Attach file to email** to **Off**. • If you want to use the **Attach each file separately** option, then select **Email File**.

File List Settings

These settings impact the file list for the package.

Item	Description
Auto-generate file list	Specifies whether the file list for the package is automatically generated: • If **On** (default), then the file list is automatically generated based on the source folder settings defined for the package. The auto-generation occurs when the file lists are refreshed manually, and whenever file collect is processed. Any existing content in the file list is cleared when the list is auto-generated. • If **Off**, then the file list is not automatically-generated. Only the files that are currently listed in the column will be included when processed.
Continue on error	Specifies whether the file collect process will continue or cancel if an error relating to the file list occurs—for example, if a listed file is missing or if the file list is empty. • If **On**, then errors will be ignored and the file collect process will continue. Errors will be listed in the confirmation dialog shown at the end of the process. • If **Off** (default), then any errors will cancel the process. This setting should be set to On if you want packages to be created even if some or all of the source files cannot be found.
Include common files in package	Specifies whether common files are included in the package: • If **On** (default), then when file collect is processed, any files listed in the **Common Files** column will be added to the beginning of the package. If the Common Files column uses auto-generation to create its file list, that auto-generation will occur before any of the packages are processed. • If **Off**, then common files are ignored and will not be added to the package.

File List

The file list section contains the list of source files to be collected within the output file. This list can be generated automatically (using the source folder settings), or it can be created manually. For more information, see Creating and refreshing file lists for file collect.

When file collect processes the file list and collects the contents of each file into the output file, it takes a snapshot of each file. The result of each snapshot is the same as if you had manually snapshot the file and selected to **Retain Excel Native Formulas** while including **All Sheets in File**. The snapshot version of the file is what gets included in the output file.

NOTE: If **Attach each file separately** is enabled, then the files in the file list are not transformed in any way. The files are simply attached to the email as is.

Creating and refreshing file lists for file collect

When you create a file collect package, you specify the source files to be combined into the output file. The list of source files for a package can be created in the following ways:

- You can automatically generate the list of files, given a source folder and optional file filter. When you refresh the file list, Axiom Budgeting and Performance Reporting checks the source folder, finds all of the files that match the file filter, and then creates the list of files to collect. Each file collect package can have multiple source folders.
- You can manually type file names and folder paths, to create a fixed list of files.

In addition to the file lists for each defined package, you can specify "common files" that are automatically added to the beginning of each package. For example, if you have a cover sheet or a supporting document that you want added to each package, you can define these as common files. The list of common files can be generated in the same way as for packages—dynamically generated from a source folder, or manually typed.

Setting up source folders to automatically generate file lists

Each package has a **Source Folder Settings** section that can be used to specify source folders to automatically generate file lists. By default, the File Collect Configuration sheet contains settings for two source folders per package. If you need more source folders, click **Add new source folder section** in the **Actions** area of the **File Processing** pane.

Complete the following settings to define a source folder:

Item	Description
File source	Specifies the location of the source folder or folders: • **Local File System**: The source folders are located outside of Axiom Budgeting and Performance Reporting—on a shared network drive or on your local machine. • **Axiom Repository**: The source folders are located in the Axiom Budgeting and Performance Reporting file system, within the Reports Library. This setting applies to all source folders for this package.

Item	Description
Source folder path	The path to the desired source folder. This folder contains the source files that you want to include in the file collect operation. What you enter here depends on the file source. Local File System The path should be entered as a UNC path. For example: `\\ServerName\Reports\MonthlyReports` If you use a folder on your local drive, it will only be valid when running file processing interactively from your own computer. If you want to process this file using Scheduler, the output folder should be a shared network drive. If your system is a Cloud Service system, then you must also specify a **Remote Data Connection Name** in order to collect files from a local location. Axiom Repository Specify the full path to the folder within the Reports Library. For example: `\Axiom\Reports Library\File_Processing` To browse to the desired location, right-click this cell and select **Select Reports Library Folder**. In the **Choose Folder** dialog, select the desired folder and then click **OK**.
File filter list	Optional. File filter(s) to specify which files in the source folder to add to the file list. Only Excel files can be collected (XLS, XLSX, or XLSM). If the filter is left blank, then Axiom Budgeting and Performance Reporting will include all valid files in the folder. You can use wildcard characters (* or ?) to include groups of files that share naming conventions. For example: `North*.xls` to collect all XLS files where the file name starts with "North". You can also exclude files using the ! operator—such as `!*Branch*` to exclude all files that contain the word "Branch". If *only* exclusion filters are used, then it is assumed that all files are included except those that match the exclusion filters. If inclusion filters are used, then only the files that match the inclusion filters are included (minus any files that also match any exclusion filters). Separate multiple filters with commas. For example, the following filter would include XLS files and XLSX files, but exclude XLSM files: `*.xls, *.xlsx`

Item	Description
(Multipass only) Filter template	Optional. A filter template to apply during multipass processing, to specify which files in the source folder to add to the file list. The filter template serves the same purpose as the **File filter list**, but it can change dynamically during multipass processing by using a column value. For example, imagine that the source folder contains files where the file name starts with a department code. If you are multipass processing by `Dept.VP`, you want to collect all files where the department is assigned to that VP. To do this, you can set a filter template such as `{Dept.Dept}*.xlsx`. When multipass processing is performed, the `{Dept.Dept}` portion of the filter is resolved using the department codes that belong to the current pass VP. If departments 200, 300, and 600 belong to the current pass VP, then the filter list will be resolved as: `200*.xlsx, 300*.xlsx, 600*.xlsx` The filter template can use any Table.Column that can be resolved in the context of the multipass **Source Column**. The Table.Column name must be placed in curly brackets, such as `{Dept.Dept}` or `{Dept.VP}`. If the **File filter list** and the **Filter template** are both defined, then the file filter list is combined with the resolved filter template for each pass. The filter template only applies when performing multipass processing. When performing non-multipass processing, or when manually refreshing file lists, it is ignored.

When the file list is refreshed, Axiom Budgeting and Performance Reporting checks each source folder, finds all of the valid files that match the filter (if defined), and then creates the list of files to collect (overwriting anything that is listed there currently). The files will be listed in alphabetical order per source folder. There is no way to specify an alternate file order when auto-generating the file list.

Manually defining source files

If desired, you can manually define source files for a file collect package. To do this, go to the **File List** section for the package and type in each source file to be collected. If you do this, make sure to set **Auto-generate file list** to **Off**, so that file collect processing will not overwrite your manual list.

If the File Source is Local File System, then you can enter the source files using the full path and file name, or you can enter a folder path followed by one or more file names. For example:

```
\\server\folder\myfile.xlsx
```

or

```
\\server\folder

myfile1.xlsx

myfile2.xlsx
```

However, if the File Source is Axiom Repository, then you must use the second approach of a folder path followed by one or more file names. Full paths and file names on the same line will not be recognized.

Each entry in the list must resolve to a valid path and file name. Wildcard characters cannot be used in this list—if you want to include files by using wildcards, then you must automatically generate the list using source folders. Only Excel files (XLS, XLSX, or XLSM) can be listed here—if other file types are listed, an error will result when file collect is processed.

If a folder path is listed without any subsequent file names, then that folder path will be ignored as long as the package has other valid files to include.

When using a manual list of source files, the order of the files is honored during file collect processing.

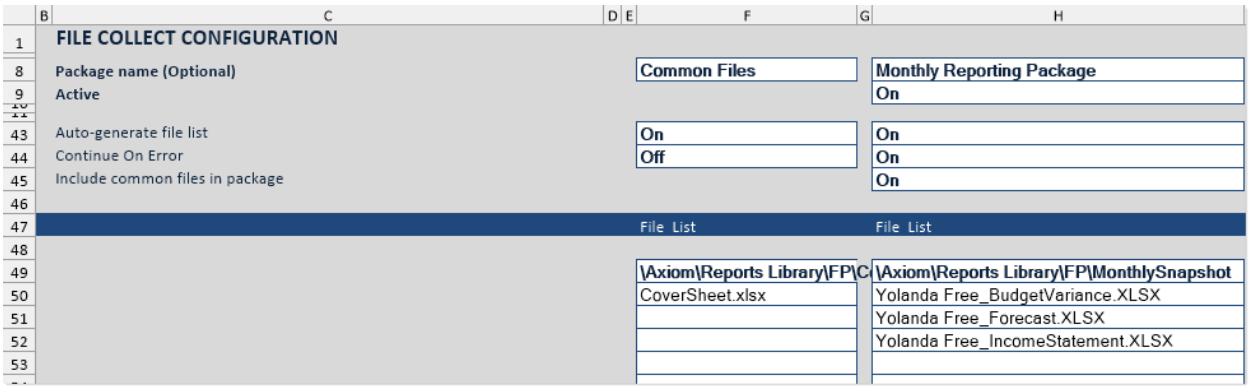
Using common files

Using the "common files" feature, you can specify one or more files to automatically add to the beginning of each package when file collect is processed.

- The common files are defined in the first column of the File Collect Configuration sheet. If you do not want to use common files, then you can simply ignore this column.
- You can specify the list of common files just like you would for a regular file collect package. You can define one or more source folders to automatically generate the file list, or you can manually type the file list.
- By default, the common files are added to all packages in the sheet when file collect is processed. If you have a package that you do not want to add the common files to, you can disable common files for that package by setting **Include common files in package** to **Off**.
- When file collect is processed, the common file list is refreshed first (if **Auto-generate file list** is **On**), before any of the packages are processed.

NOTE: If the file list for a package is blank, but common files have been defined, then the package will be created and only the common files will be added. However, if the file list for a package is blank and no common files are defined, then a file collect error occurs and processing stops (unless **Continue On Error** is enabled, in which case the package is skipped).

The following screenshot shows an example File Collect Configuration sheet using common files. When this package is processed, the output file will first collect CoverSheet.xlsx from the Common Files column, then collect the files in the Monthly Reporting Package column.



	B	C	D	E	F	G	H
1		**FILE COLLECT CONFIGURATION**					
8		Package name (Optional)			Common Files		Monthly Reporting Package
9		Active					On
43		Auto-generate file list			On		On
44		Continue On Error			Off		On
45		Include common files in package					On
46							
47					File List		File List
48							
49					\Axiom\Reports Library\FP\C		\Axiom\Reports Library\FP\MonthlySnapshot
50					CoverSheet.xlsx		Yolanda Free_BudgetVariance.XLSX
51							Yolanda Free_Forecast.XLSX
52							Yolanda Free_IncomeStatement.XLSX
53							

Refreshing file lists

When file collect processing is performed, the file lists are automatically refreshed for any package column (and common files) where **Auto-generate file list** is set to **On**. When a file list is refreshed, the following occurs:

- Any existing content in the list is cleared.
- The file list is updated with files from the designated source folders for the package, limited by any file filter.

You can also refresh file lists manually using the File Processing task pane. Generally speaking, there are two reasons to do this:

- For testing purposes, to help verify that you have set the source folder and file filters correctly.
- To generate an initial list of files that you plan to convert to a manual list. You can refresh the file list, then disable **Auto-generate file list**, then make further manual updates to the file list.

NOTE: If you intend to use multipass processing and have defined a multipass filter template, the filter template is not applied when refreshing file lists manually. It cannot be applied because it has no current pass value to resolve any columns referenced in the template.

To manually refresh file lists:

- Click **Refresh file lists** to refresh all lists in the workbook.
- Click **Refresh file lists in selected column(s)** to refresh only selected columns. You must select one or more package columns in a File Collect Configuration sheet (or place your cursor in a single package column) before performing this action. Note that the common files list will be refreshed along with the selected columns.

Processing file collect

When you process file collect, Axiom Budgeting and Performance Reporting creates all active packages in the specified sheets to process. If **Auto-generate file list** is set to **On** for a package, then the file list is refreshed before processing occurs.

This topic discusses how to process file collect within the file itself. You can also process file collect as part of a File Processing Scheduler task. For more information, see Using Scheduler to perform file collect.

To process file collect:

1. Open the file that you want to process. The file must already be set up for file collect and at least one package must be active.
2. In the **File Processing** task pane, in the **Actions** section, click one of the following options to start processing:
   - **Process File**: File collect processing is performed without multipass settings. All enabled package columns are processed once.
   - **Process File Multipass**: File collect processing is performed multiple times, with a unique value applied to each pass. For example, if the file is set up to process by DEPT.VP, then file collect processing is performed once per VP. The function GetCurrentValue and the multipass filter template are resolved using values relating to the current pass VP. All enabled package columns are processed per pass.

   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.)

All active packages in the specified sheets to process are created. When the process is complete, a confirmation message displays information about the created output files.

When file collect processes the file list and collects the contents of each file into the output file, it takes a snapshot of each file. The result of each snapshot is the same as if you had manually snapshot the file and selected to **Retain Excel Native Formulas** while including **All Sheets in File**. The snapshot version of the file is what gets included in the output file.

NOTE: If **Attach each file separately** is enabled, then the files in the file list are not transformed in any way. The files are simply attached to the email as is.

Using multipass processing with file collect

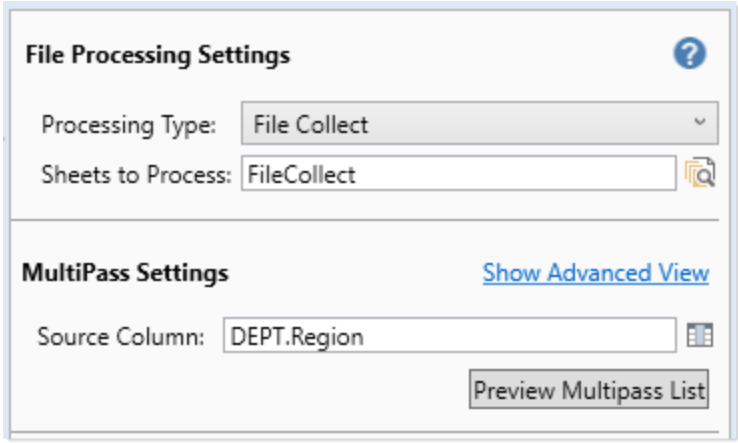
File collect can use multipass processing to iteratively generate report packages over a designated dimension, such as by Facility, Region, or VP. This can streamline the setup and maintenance necessary to perform file collect. Instead of needing to define multiple file collect packages for different recipients, in many cases you can define one file collect package and use multipass processing to dynamically adjust the package settings per pass.

For example, imagine that your organization has six regions and you want to create and deliver a report package for each region. When using non-multipass processing, this requires you to define six different package columns in the File Collect Configuration Sheet—one for each region. Each package column needs to use different settings such as email addresses, output file names and/or locations, and file filters in order to generate a unique report package for each region.

When using multipass processing, you can define just one package column in the File Collect Configuration sheet. If the source column for multipass processing is Region, then this single package column will be evaluated six times, using a different region for each pass. Assuming that the package column uses dynamic settings, then each pass in multipass processing is resolved differently to generate a unique report package for each region. The function GetCurrentValue can be used in the file collect settings to dynamically return information about the current pass, and a special multipass filter template can be used to dynamically generate the list of files to collect.

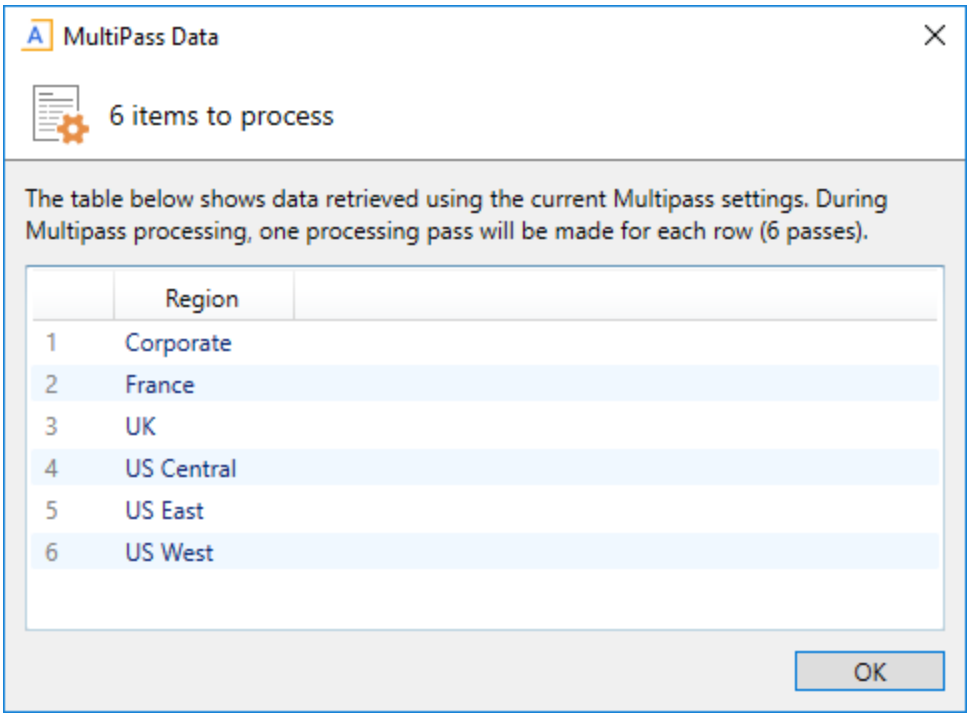
Multipass settings

The easiest way to define multipass settings is to designate a **Source Column**. In this example, the source column is Dept.Region. When multipass processing is performed, the File Collect Configuration sheet will be iteratively processed over the values in the designated column (once per region). All enabled package columns will be processed once per pass.



This works in a similar manner as normal multipass processing, but the goal is slightly different. For example, when performing snapshot multipass processing on a report, you are filtering the report data per pass. When performing multipass processing for file collect, the goal is not to filter report data but simply to dynamically change the package settings per pass.

To confirm that the file will be processed using your desired list of items, click **Preview Multipass List**. A dialog opens, displaying the total number of items to process, as well as the list of individual items.



If you need to configure advanced multipass settings, you can click **Show Advanced View** to expose the advanced settings. For example, you may want to define a **Source Filter** to limit the list of items. For more information, see Configuring advanced multipass settings.

Using GetCurrentValue in file collect settings

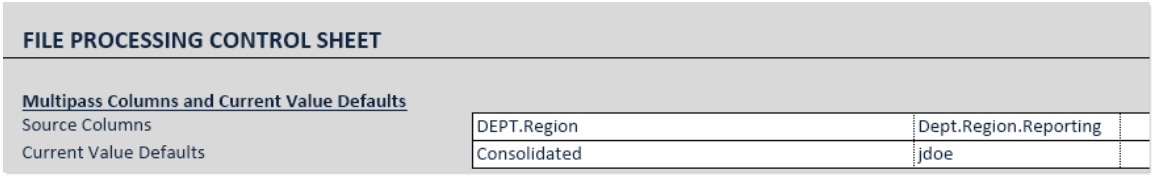
You can use the GetCurrentValue function in various file collect settings to dynamically change the settings per pass. The most common use case is in the output file name and/or folder path, and in the email settings to determine the recipient's email address. You might also use the function in the source folder path, if the source files for each path were saved to unique folder locations.

The two most common ways to use the GetCurrentValue function are as follows:

- The syntax `GetCurrentValue()` returns the name of the current pass value. If you are multipass processing by Dept.Region, and the current pass is for region US West, the function returns "US West".

- The syntax `GetCurrentValue("ColumnName")` returns the value in that column for the current pass. For example, the column Dept.Region looks up to the Region table, and the Region table contains a column named Reporting that holds the target user to receive the report package for each region. If the current pass is for region US West, the function `GetCurrentValue ("Dept.Region.Reporting")` returns the name of the user to receive the report package for that region.

  In order for GetCurrentValue to return a value for a particular column, that column must be used in the multipass settings, typically as a secondary source column. To add more source columns, you can use the advanced multipass settings in the File Processing task pane, or you can go to the File Processing Control Sheet (Control_FileProcessing) and add the additional source columns to the multipass section at the top of the sheet. When editing the File Processing Control Sheet directly, you can also specify default values that the GetCurrentValue function will return when multipass processing is not occurring.

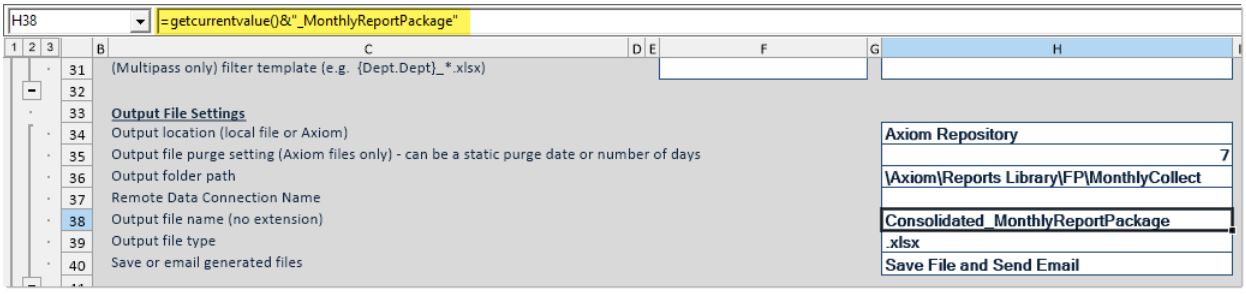


For more information, see GetCurrentValue function and Returning related values for each pass.

NOTE: It is *not* possible to use the file processing variables such as `[Current_Value]` in the File Collect Configuration Sheet. File processing variables are only valid for use in the File Processing Control Sheet.

Output file name and/or folder

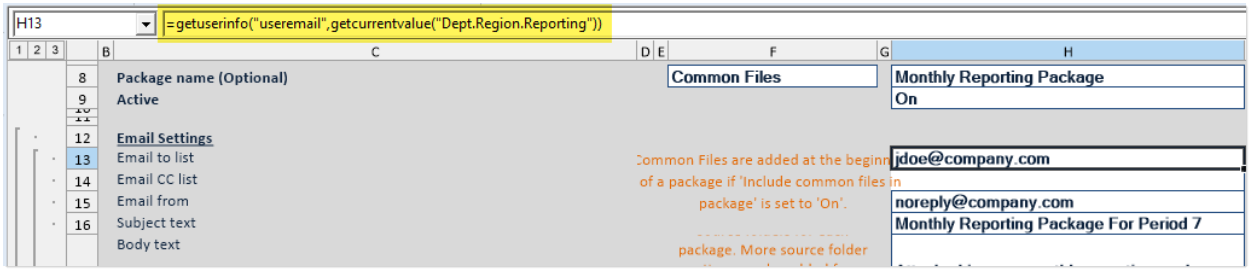
The following example shows GetCurrentValue being used to set the output file name, so that the file name changes for each pass. For example, when the pass is performed for region "US West", the name of the file will be resolved as "US West_MonthlyReportPackage". The function returns "Consolidated" when multipass processing is not occurring, because that is the current value default set on the File Processing Control Sheet (as seen on the previous screenshot).



The same concept could be used to change the output folder path per pass, if desired.

Email recipients

The following example shows GetCurrentValue being used to return the name of the user who should receive the report package for each region. In this example, the column Dept.Region looks up to the Region table, and the Region table contains a column named Reporting that holds the target user. If the current pass is for region US West, the function GetCurrentValue("Dept.Region.Reporting") returns the name of the user to receive the report package for that region. The GetUserInfo function is then used to look up the user's email address from security.



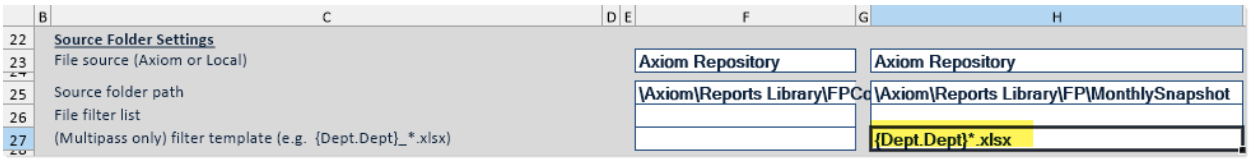
The GetCurrentValue function returns user "jdoe" when multipass processing is not occurring, because that is the current value default set on the File Processing Control Sheet.

If the target email addresses were stored in the table directly (instead of looking them up from security), then GetCurrentValue could be used on its own to return the email address.

Using a file filter template

When performing multipass processing with file collect, you can use the **(Multipass only) Filter template** setting to dynamically filter the files to collect per pass. Although you could use GetCurrentValue in the file filter, the multipass filter template is a more flexible option to set the file filter for multipass processing. The multipass filter template can use a table.column name that will be resolved during each pass to dynamically set the file filter.

For example, imagine that you are performing multipass file collect processing by region, and you want to collect all files that contain a department code that belongs to the current region. Using GetCurrentValue doesn't work in this case, because there are multiple departments per region, and GetCurrentValue("Dept.Dept") would only return one of these values (the max department). Instead you can set a file filter template using `{Dept.Dept}`, and a filter will be created for each department value that belongs to the region. For example:



If departments 200, 300, and 600 all belong to the current pass region, then this file filter template will create the following filter:

```
200*.xlsx, 300*.xlsx, 600*.xlsx
```

All xlsx files that start with these values will be collected into the report package.

Using Scheduler to perform file collect

You can use Scheduler to run one or more reports, collect the results into report packages, and then save and/or email the packages.

In the majority of cases, this is accomplished by creating a single batch report, and then running that report using a File Processing task in Scheduler. The batch report lists each report to process, and then the last report in the list would be the file collect report. For more information on setting up a report for batch processing, see Batch Processing.

However, there may be times when you want the file collection to be a separate operation, not included within a batch report. For example, you may have decided to create a "batch" of reports by using multiple File Processing tasks in a Scheduler job, instead of using one batch report. In this case, there are two ways that you can perform file collect using Scheduler:

- You can create another File Processing task in the Scheduler job, and use it to process the file collect report.
- You can use the Collect Worksheets Scheduler task. This is a special task that is only available within Scheduler.

The basic file collect functionality is the same for both options. However, the file processing option has more robust features, and offers some additional setup advantages. For example, when using file processing to perform file collect, you can:

- Use additional features such as multipass processing, common files, email priority, email CC list, and the ability to send a notification email without attaching the file. You can also pull source files from the Axiom file system, and save the output file to the Axiom file system.
- Create settings and file lists using a spreadsheet interface. This allows use of formulas to complete settings, and may be a preferable user experience for some users.

On the other hand, the Scheduler task has fewer settings and therefore may be simpler to set up for smaller, on-the-fly jobs. Additionally, because all of the file collect settings are defined within Scheduler instead of a source file, you can use Scheduler job variables.

NOTE: When using file processing to perform file collect, you will *not* be able to override any file collect settings in the Scheduler task because they are defined in the special File Collect Configuration sheet, not in the File Processing Control Sheet. The only setting that you can override is the sheets to process. Alternatively, you may be able to use batch variables to "override" certain settings if necessary.

File collect examples

The following examples are intended to show common file collect configurations. These examples use batch processing to generate snapshots and then collect the snapshots into report packages. The second example also uses the "attach files separately" option to email collected files at a different level than the file collect operation.

Simple file collect example

This example does the following:

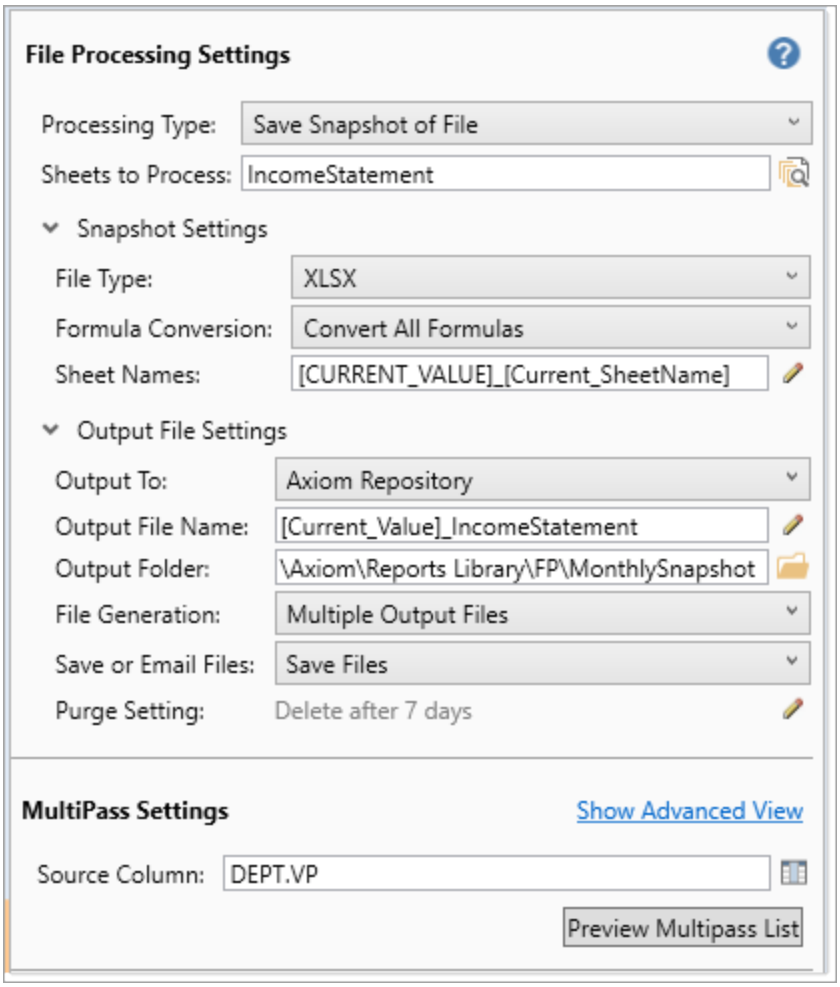
- Snapshot file processing on three different reports, using multipass to generate snapshots per region
- File collect processing to collect the region snapshots into a report package, and email the package to the region owner

The batch file lists the three snapshot reports, then the file collect report at the end.

	C	D	E
5	**BATCH CONTROL SHEET**		
6			
7	**File Path**	**Enabled**	**Process Multipass**
8	\Axiom\Reports Library\Monthly Reports\Income Statement.xlsx	On	On
9	\Axiom\Reports Library\Monthly Reports\Budget Variance.xlsx	On	On
10	\Axiom\Reports Library\Monthly Reports\Forecast.xlsx	On	On
11	\Axiom\Reports Library\Monthly Reports\FileCollect\File Collect Monthly Packages.xlsx	On	On

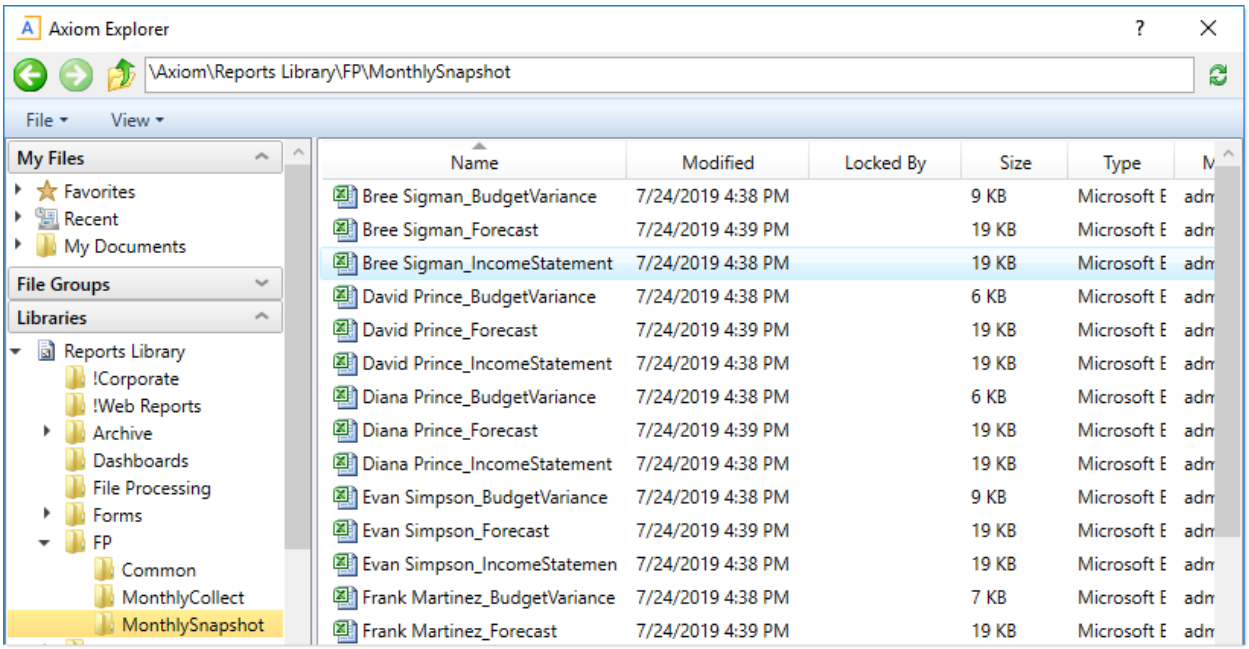
Batch file to create snapshots and then collect them into packages

The first three reports are set up using standard snapshot processing, to process each report by VP and then create a snapshot. The snapshot output files are prefixed with the VP name and saved to a designated output folder. The following screenshot shows an example of the snapshot settings.



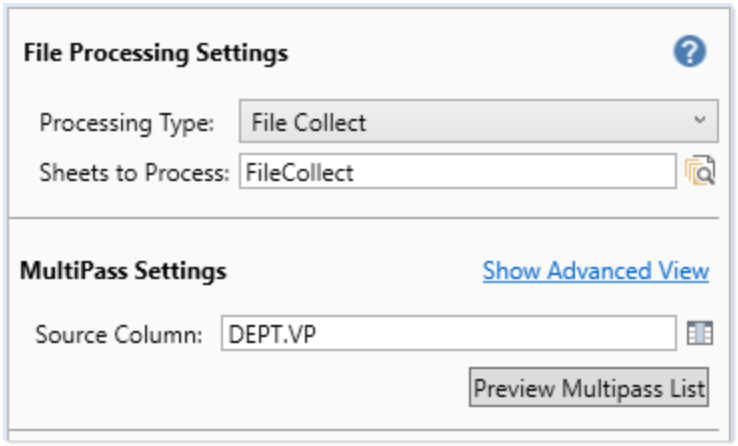
Snapshot settings to generate reports by VP

After the first three reports in the batch are processed, the folder containing the snapshot output files looks something like the following screenshot. There are three snapshot reports for each VP. The file collect report will collect the three reports into a report package for each VP.



Output files after running the three snapshot reports using multipass processing

In this example, the file collect setup is fairly straightforward, because the goal is to create one report package for each VP and deliver that package to the VP. In the File Processing task pane, the process is configured for multipass processing by Dept.VP.

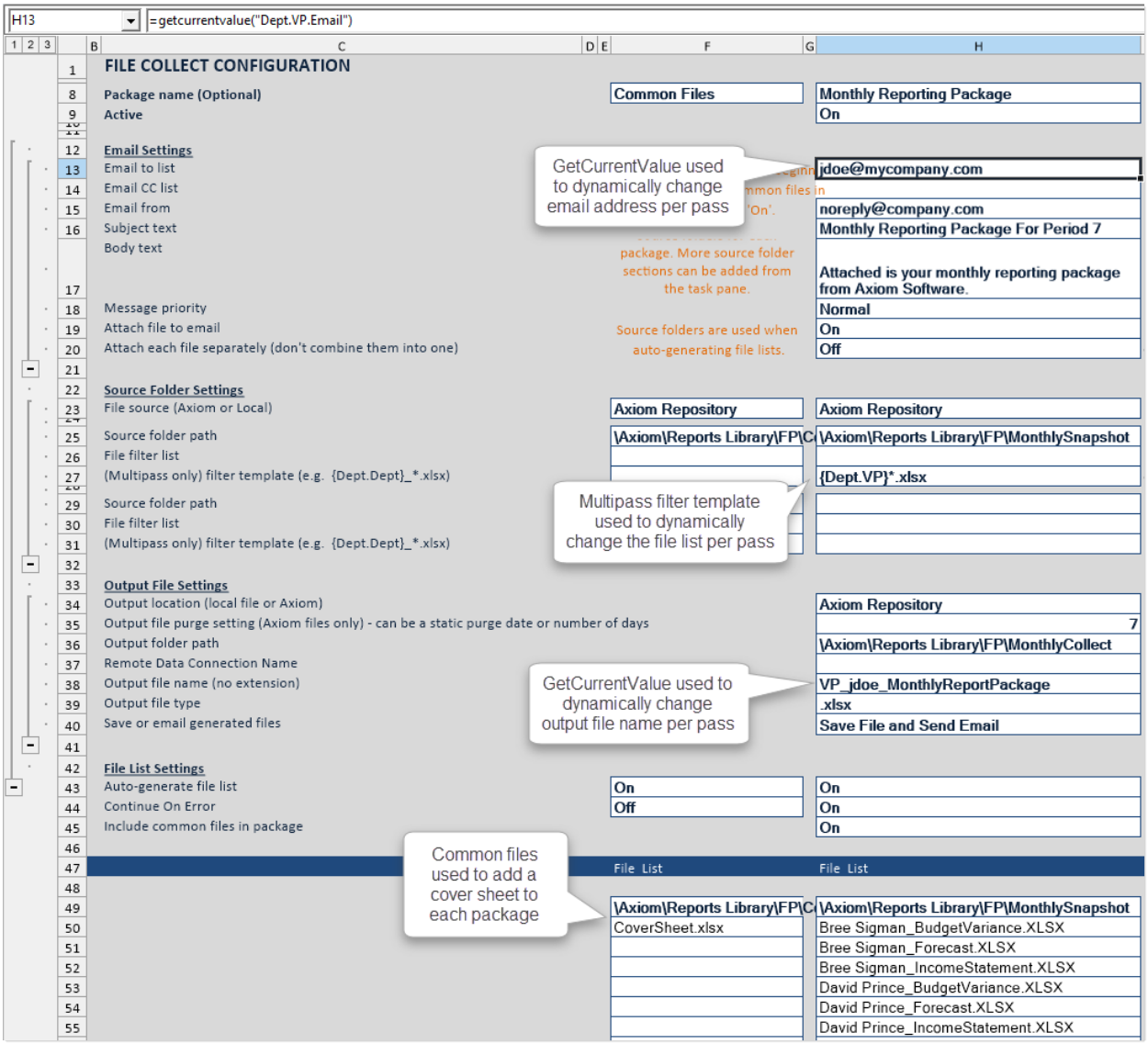


Multipass settings for the file collect operation

The File Collect Configuration Sheet is set up as follows:

- The Common Files column is used to start each report package with a cover sheet.
- The GetCurrentValue function is used in the **Email to** field, to dynamically change the email for each pass. In this example, the target email addresses for each VP are being held in a table column, so we can use `GetCurrentValue ("Dept.VP.Email")` to return the relevant email address.

- A **(Multipass only) Filter template** of `{Dept.VP}*.xlsx` is used to dynamically filter the file list to only return the snapshots that start with the current VP name. For example, when the current VP is Bree Sigman, the filter template is resolved as `Bree Sigman*.xlsx`, which will collect the first three files in the example snapshot folder shown previously.
- The GetCurrentValue function is used in the output file name, to prefix the name of the resulting report package with the VP name.

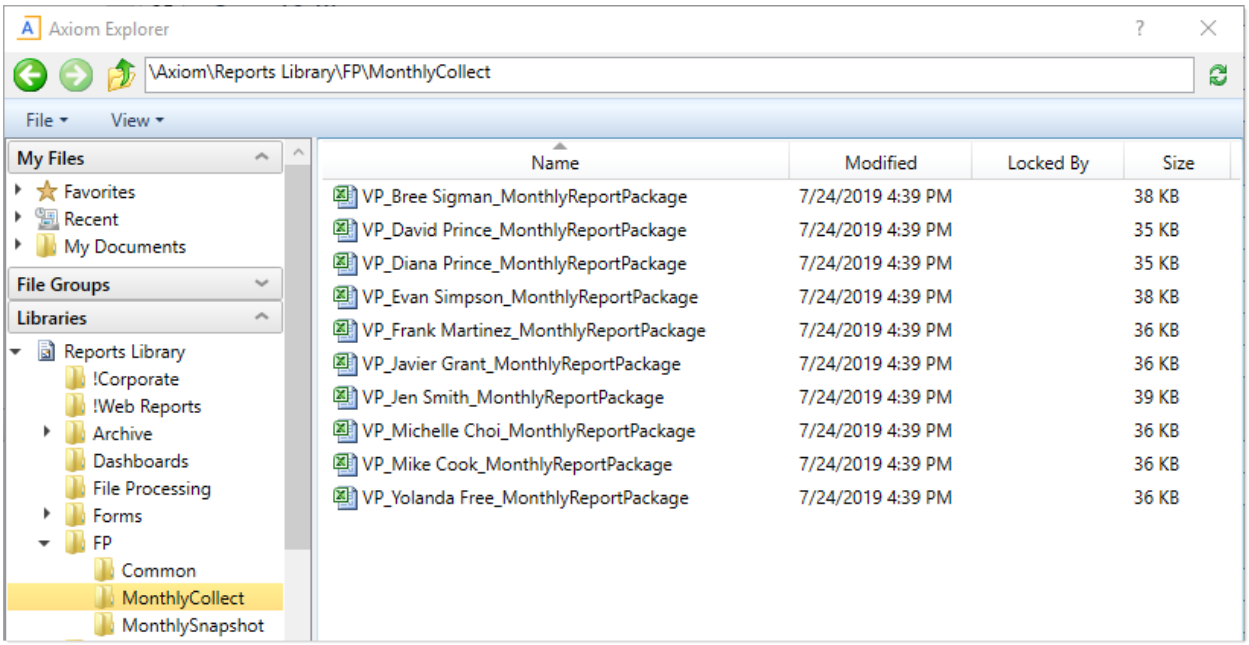


File Collect Configuration sheet to create and deliver the report packages to VPs

Note the following about this example File Collect Configuration Sheet:

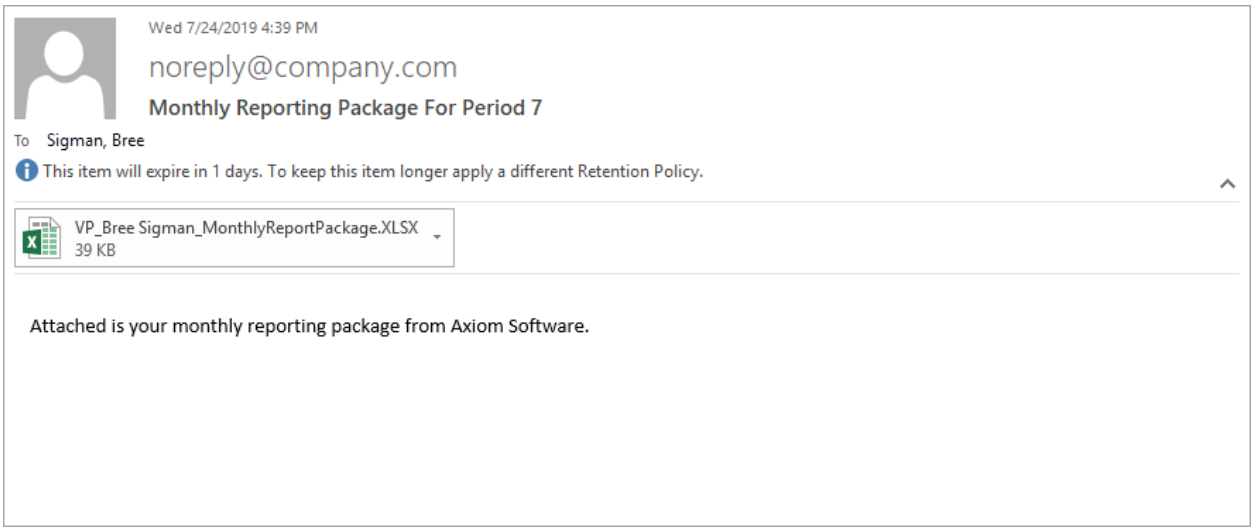
- The file list currently shows all files in the source folder path, because the multipass filter template is only applied during multipass processing. If you refresh the list manually as shown here, the filter template is ignored. Unfortunately there is no way to preview the resulting file lists when using the filter template.
- The GetCurrentValue functions currently return information for user jdoe, because that is what is set as the **Current Value Defaults** for the source columns on the File Processing Control Sheet. When multipass processing is performed, the functions will return the values relating to the current pass VP. It can be useful to set current value defaults so that the functions do not return errors when multipass processing is not being performed.

When the file collect report is processed at the end of the batch, it creates the report packages for each VP. The cover page and the three report snapshots for each VP have been placed in the output files.



Output files after running file collect

Additionally, each report package has been emailed to the appropriate VP:



Email to VP after running file collect

Two-phase file collect example

This example is similar to the first example, except that now we want to create the file collect packages at a different level than the email recipients. To do this, we need to use a two-phase file collect operation, where the first file collect phase creates the report packages, and the second file collect phase attaches multiple individual report packages into emails. This example does the following:

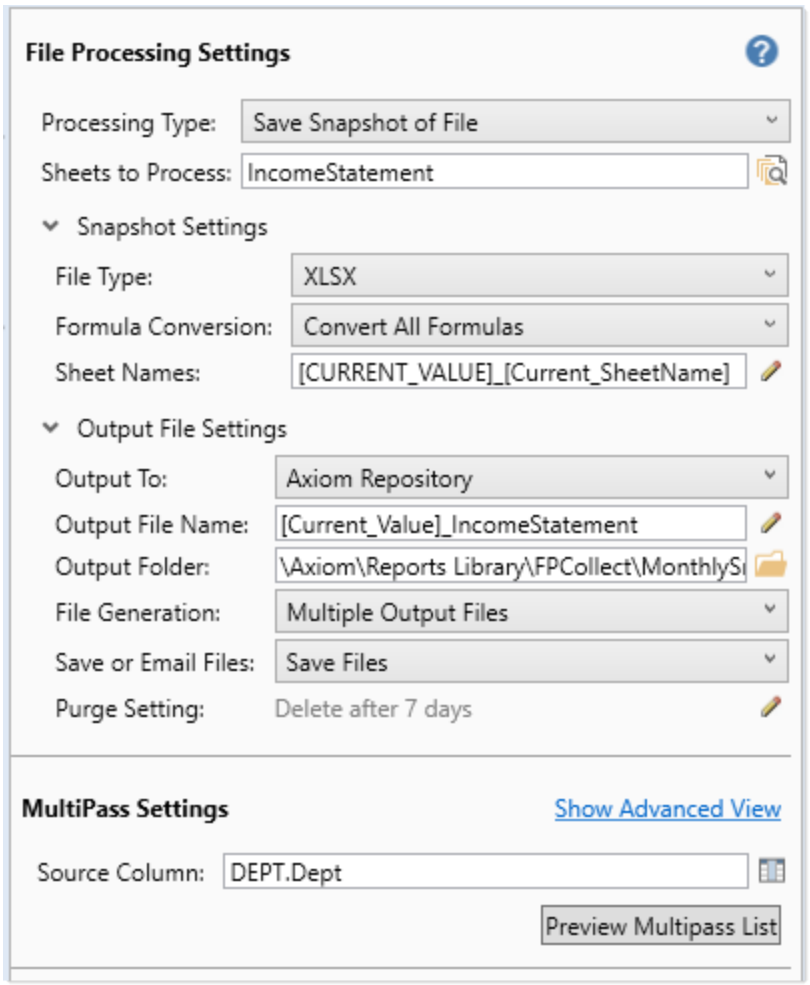
- Snapshot file processing on three different reports, using multipass to generate snapshots per department
- File collect processing to collect the department snapshots into a report package by region
- File collect processing to email the region snapshots to the appropriate VPs, where some VPs are responsible for multiple regions

The batch file lists the three snapshot reports, then two file collect reports at the end.

	C	D	E
5	**BATCH CONTROL SHEET**		
6			
7	**File Path**	**Enabled**	**Process Multipass**
8	\Axiom\Reports Library\Monthly Reports\Income Statement.xlsx	On	On
9	\Axiom\Reports Library\Monthly Reports\Budget Variance.xlsx	On	On
10	\Axiom\Reports Library\Monthly Reports\Forecast.xlsx	On	On
11	\Axiom\Reports Library\Monthly Reports\FileCollect\File Collect Monthly Packages Phase1.xlsx	On	On
12	\Axiom\Reports Library\Monthly Reports\FileCollect\File Collect Monthly Packages Phase2.xlsx	On	On

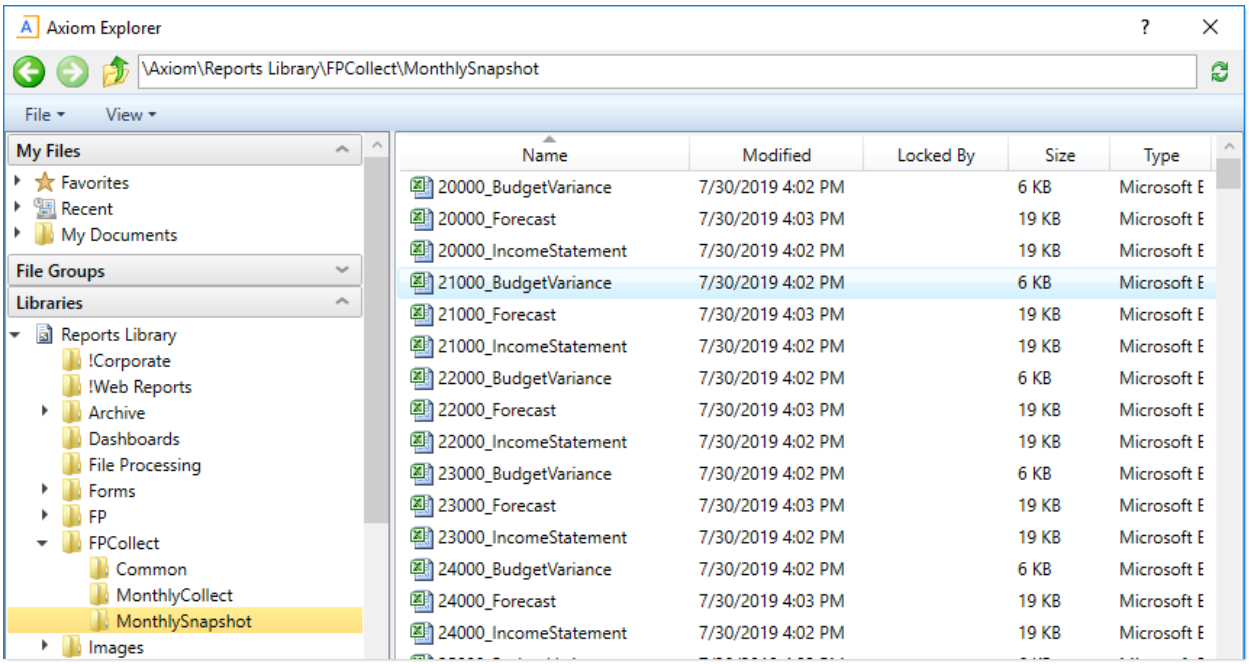
Batch file to create snapshots, then collect snapshots into region packages, then email the packages to VPs

The first three reports are set up using standard snapshot processing, to process each report by department (Dept) and then create a snapshot. The snapshot output files are prefixed with the department code and saved to a designated output folder. The following screenshot shows an example of the snapshot settings.



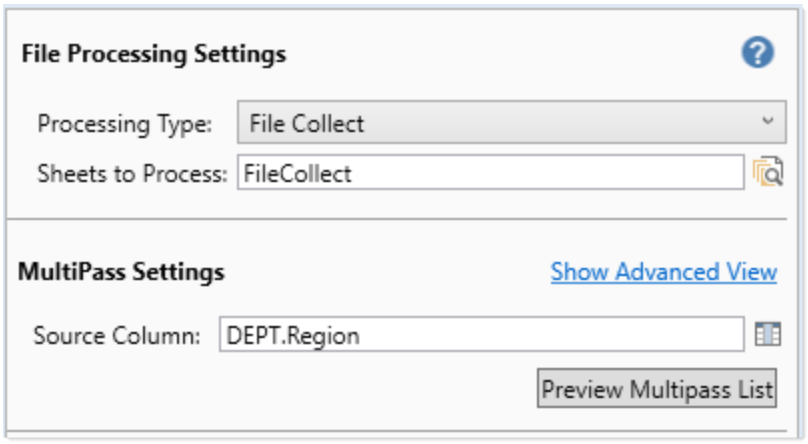
Snapshot settings to generate reports by department

After the first three reports in the batch are processed, the folder containing the snapshot output files looks something like the following screenshot. There are three snapshot reports for each department.



Output files after running the three snapshot reports using multipass processing

The first file collect report (phase 1) will collect the department reports into a report package per region. In the File Processing task pane, the process is configured for multipass processing by Dept.Region.

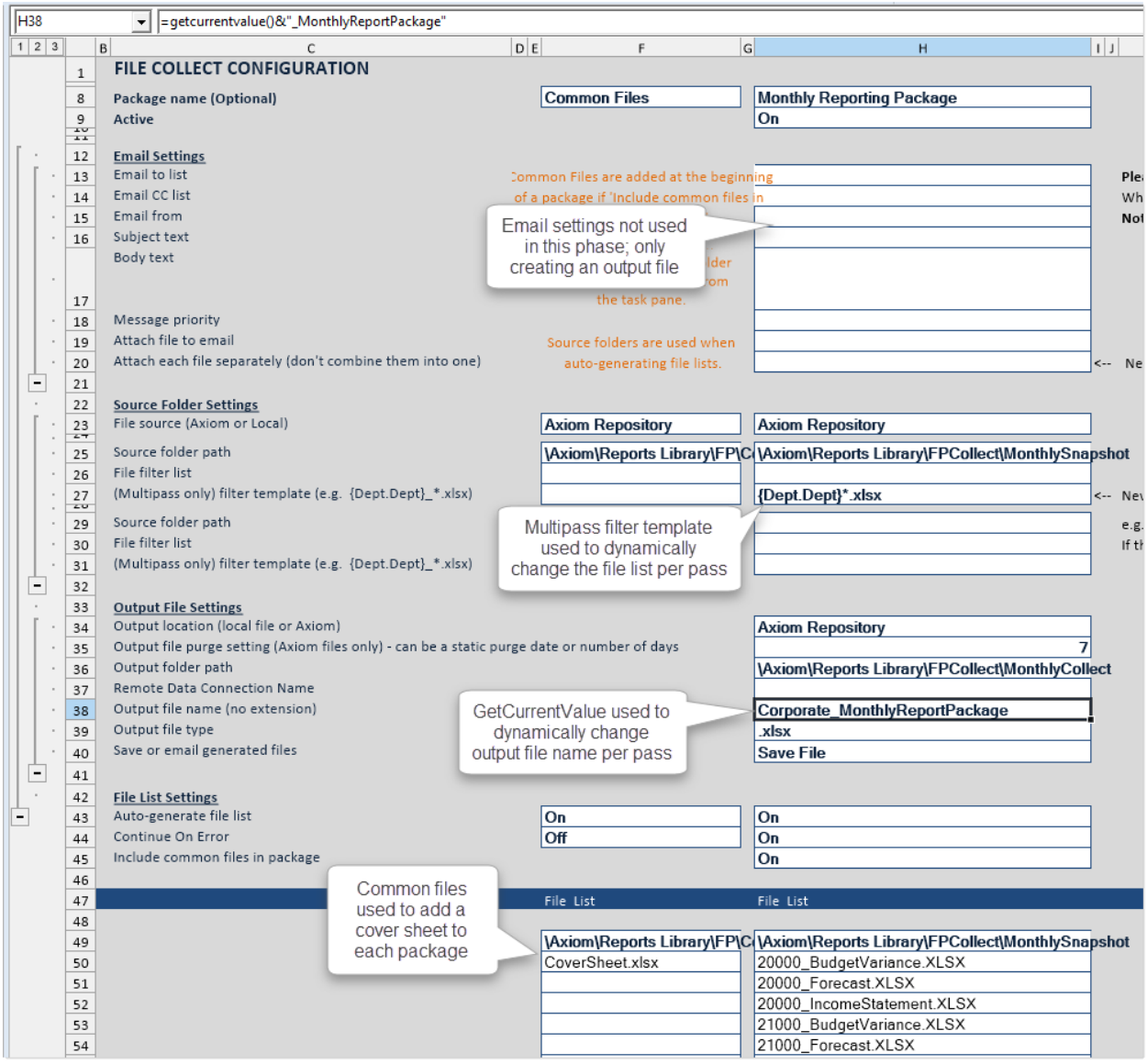


Multipass settings for the phase 1 file collect operation, to create region packages

For phase 1, the File Collect Configuration Sheet is set up as follows:

- The Common Files column is used to start each report package with a cover sheet.
- There are no email settings configured, because phase 1 just creates the report package files. Phase 2 emails them.

- A **(Multipass only) Filter template** of `{Dept.Dept}*.xlsx` is used to dynamically filter the file list to only return the snapshots that start with the department codes for the current region. For example, when the current region is US West, the filter template will be resolved using department codes such as 40000*.xlsx, 40500*.xlsx, 44000*.xlsx (and so on, depending on which department codes belong to the current region).
- The GetCurrentValue function is used in the output file name, to prefix the name of the resulting report package with the region name.

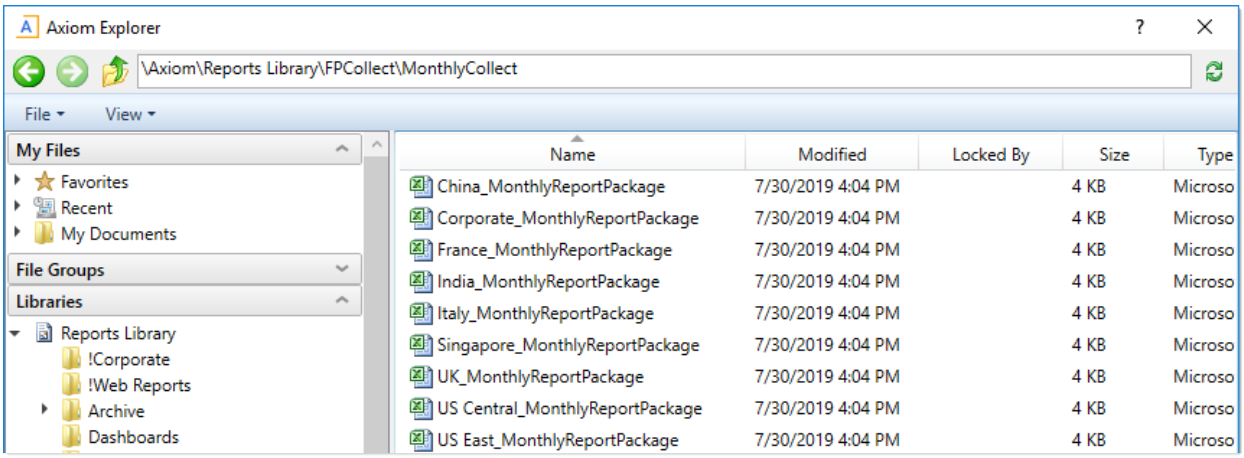


File Collect Configuration sheet to create the region report packages

Note the following about this example File Collect Configuration Sheet:

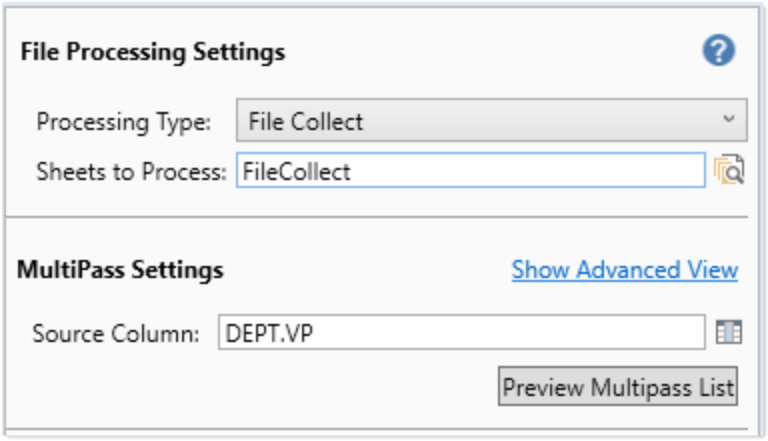
- The file list currently shows all files in the source folder path, because the multipass filter template is only applied during multipass processing. If you refresh the list manually as shown here, the filter template is ignored. Unfortunately there is no way to preview the resulting file lists when using the filter template.
- The GetCurrentValue functions currently return information for region Corporate, because that is what is set as the **Current Value Defaults** for the source column on the File Processing Control Sheet. When multipass processing is performed, the functions will return the values relating to the current pass region. It can be useful to set current value defaults so that the functions do not return errors when multipass processing is not being performed.

When the phase 1 file collect report is processed at the end of the batch, it creates the report packages for each region. The cover page and the report snapshots for all departments in the region have been placed in the output files.



Output files after running file collect

The second file collect report (phase 2) will send an email to each VP and attach the appropriate region files to the email, where some VPs are responsible for multiple regions. In the file processing task pane, the process is configured for multipass processing by Dept.VP.

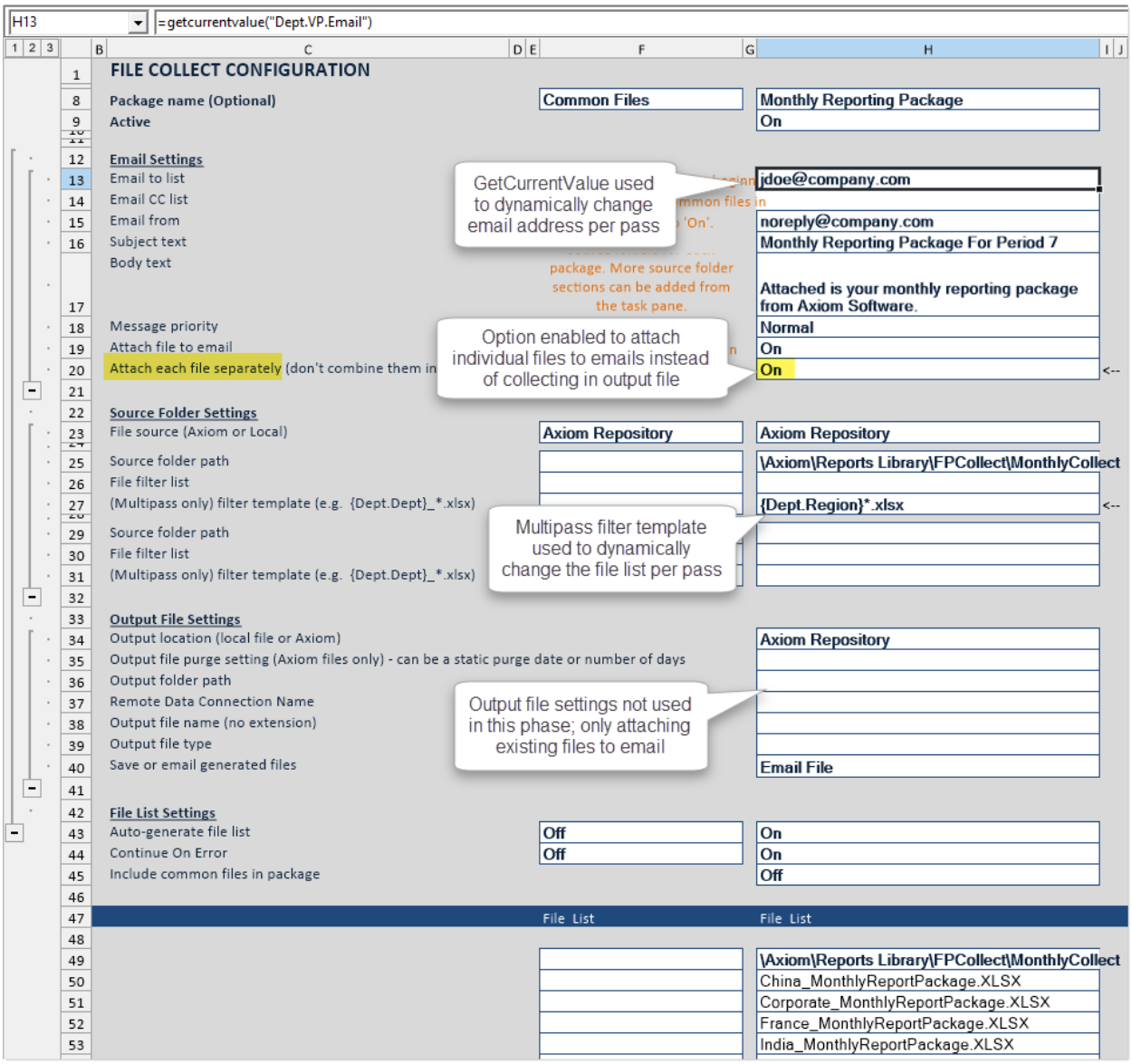


Multipass settings for the phase 2 file collect operation, to email packages to VPs

An email could have been sent as part of the phase 1 file collect, but in that case there would be one email per region, so some VPs would have received multiple emails. If you want to consolidate the emails in cases where there is not a one-to-one correlation between the output files and the email recipients, you can use this two-phase collect approach instead.

For phase 2, the File Collect Configuration Sheet is set up as follows:

- The GetCurrentValue function is used in the **Email to** field, to dynamically change the email for each pass. In this example, the target email addresses for each VP are being held in a table column, so we can use `GetCurrentValue ("Dept.VP.Email")` to return the relevant email address.
- The option **Attach each file separately** is enabled, so that the files in the file list will be attached to the email as individual files, rather than being collected into an output file. This option is only valid when **Save or email generated files** is set to **Email File**.
- A **(Multipass only) Filter template** of `{Dept.Region}*.xlsx` is used to dynamically filter the file list to only return the files that start with the region names for the current VP. For example, when the current region is Bree Sigman, the filter template will be resolved using region names such as France*.xlsx, UK*.xlsx (and so on, depending on which regions belong to the current VP).
- The output file settings are blank, because no output file is being generated in this phase. The files in the file list are being attached to the email directly.

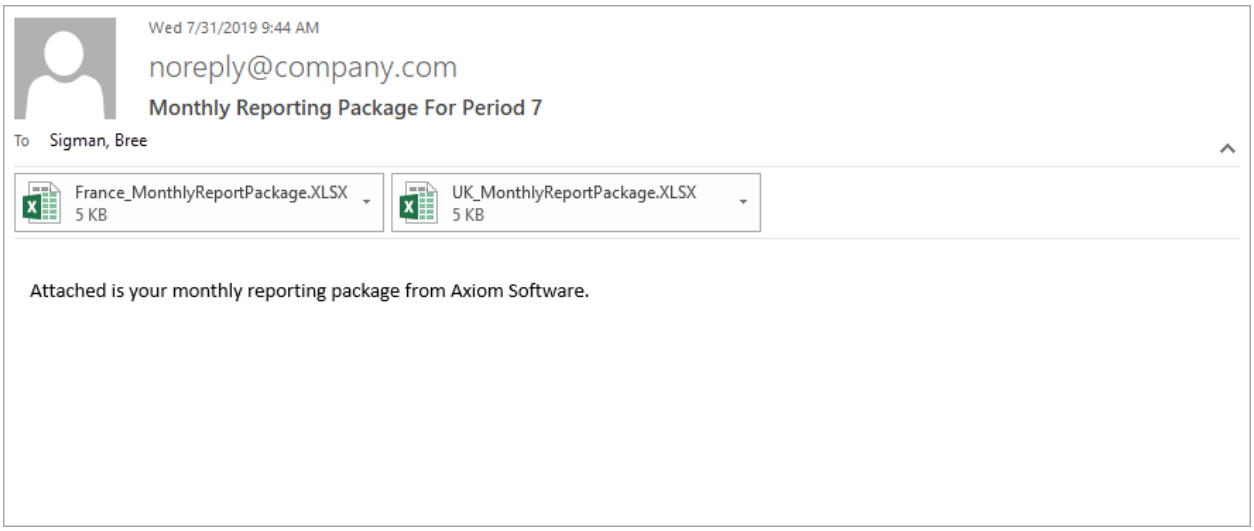


File Collect Configuration sheet to email the region report packages to VPs

Note the following about this example File Collect Configuration Sheet:

- The file list currently shows all files in the source folder path, because the multipass filter template is only applied during multipass processing. If you refresh the list manually as shown here, the filter template is ignored. Unfortunately there is no way to preview the resulting file lists when using the filter template.
- The GetCurrentValue functions currently return information for user jdoe, because that is what is set as the **Current Value Defaults** for the source column on the File Processing Control Sheet. When multipass processing is performed, the functions will return the values relating to the current pass VP. It can be useful to set current value defaults so that the functions do not return errors when multipass processing is not being performed.

When the phase 2 file collect report is processed as the last item in the batch, the relevant region report packages are emailed to the appropriate VPs. In the following example, this VP is responsible for two regions, so two report packages were attached to the email.



Email to VP after running file collect (two region packages attached as individual files)

Batch Processing

Using the batch processing feature, you can perform file processing on multiple files in batch. Each file can use its own native file processing settings, or you can override certain settings and use batch variables.

For example, you might have several reports that you want to run at the end of each month. You can set up these reports in a batch, and then run the batch manually or schedule it for execution using Scheduler. Each report can be processed once or multiple times, using different settings—for example, you might have an income statement that you want to run by country, then by region, then by VP.

Batch processing allows you to:

- Create a list of files to be run in a single batch process. Files can be enabled or disabled for each particular execution of the batch. The files must already be set up to use file processing.
- Define alternate file processing settings for each file as desired, or use the native settings defined in the file itself. Batch variables can also be used to impact the file processing.
- Process the same file multiple times, using different file processing settings for each execution.
- Combine multiple file processing types within a batch, for an "end-to-end" process. For example, you can process several files to create various snapshot copies, and then run a file collect report to combine all the snapshots into a single report package.

Batch processing is a special feature of file processing. Unlike other file processing types, where you are refreshing sheets in the file with data and then performing actions on those sheets, batch processing uses special control sheets to define the settings of the batch operation. Although the file can contain

other sheets, they are essentially ignored for the batch operation (unless the control sheets reference those sheets to determine batch settings). In most cases, the only purpose of the file is to contain the batch settings.

When you set up file processing for batch, you specify the processing type and the sheets to process. All other file processing settings, including multipass, do not apply to the batch process itself. All batch settings are managed within the special Batch Control Sheets.

Setting up a batch

Using batch processing, you can perform file processing on multiple files in batch. To set up batch processing, you must enable the file for file processing, and then complete one or more special Batch Control Sheets.

Enabling batch processing within a file

It is recommended to use a dedicated report file to hold the batch settings. Using a report file allows the file to be scheduled using Scheduler's File Processing task.

1. Open or create a report to contain the batch settings. The report must first be enabled for file processing before you can configure the batch settings:

   - On the **Axiom** tab, in the **File Output** group, click **File Processing > Enable File Processing in this workbook**.

   The **File Processing** pane opens, and a sheet named **Control_FileProcessing** is added to the file.

2. In the **File Processing** pane, for **Processing Type**, select **Batch**.

3. A message box is displayed, asking if you want to add a batch sheet to the file. Click **Yes**.

   A Batch Control Sheet, named **Batch**, is added to the file. This sheet will hold the configuration settings for the batch processing.

Only one setting displays in the File Processing pane: **Sheets to Process**. By default, the Batch sheet is listed here. This means that when the file is processed, it will process all of the enabled files listed on the Batch Control Sheet.

If desired, you can add multiple Batch Control Sheets to the file, and process them in the same operation. In the **File Processing** pane:

- To add more Batch Control Sheets to the file: In the **Actions** section, click **Add batch sheet**. If you are using multiple Batch Control Sheets, it is recommended to rename the sheets to something that indicates the purpose of each sheet.
- To process multiple Batch Control Sheets: Click the **Select worksheets** icon to the right of the **Sheets to Process** box, and then select the desired sheets. Only Batch Control Sheets are eligible for processing.

No other file processing settings apply to batch processing. All information relating to the batch process is defined on the Batch Control Sheet.

Setting up the batch file list

Each row in the Batch Control Sheet represents a file that you want to process as part of the batch. For each file, you specify:

- The folder path and name of the file. The Reports Library is assumed as the location unless a full repository path is specified.
- Whether the report is enabled or not within the batch.
- Whether the report is to be processed using multipass processing. If multipass processing applies, you can use the settings defined in the report or specify optional override settings.
- If batch variables are defined in the report, you can specify values for the batch variables, to be used when the report is processed.

For more information on the batch settings, see Batch Control Sheet.

The files in the batch can run any file processing action. For example, the batch could contain several reports to be processed using snapshot, and then the last report in the batch could be a report that is set up for file collect.

	C	D	E	F	G	
5	**BATCH CONTROL SHEET**					
6						
7	**File Path**	**Enabled**	**Process Multipass**	**Multipass Source Column**	**Multipass Data Filter**	**Batch Variables**
8	MonthlyReports\Income_statement.xlsx	On	On		Dept.Country='USA'	
9	MonthlyReports\Income_statement.xlsx	On	On	Dept.VP	Dept.Country='USA'	
10	MonthlyReports\Income_statement.xlsx	On	On	Dept.Region	Dept.Country='USA'	
11	MonthlyReports\Income_statement.xlsx	On	On	Dept.Manager	Dept.Country='USA'	
12	MonthlyReports\CollectMonthly.xlsx	On				
13						

Example Batch Control Sheet

Once you have set up the list of batch files, you can validate it using the **Validate batch configuration** action in the **File Processing** pane. The validation process checks for issues such as:

- Invalid file paths or names
- Invalid source column or data filter entries
- Invalid batch variable entries

The validation process reports the first error that it finds in the list. Once you have corrected that error, run the validation again to ensure that no additional errors exist.

The validation process only checks rows where a file is listed and enabled for processing.

Batch Control Sheet

The Batch Control Sheet defines settings for the batch action of file processing. Each row in the control sheet lists a file to be processed as part of the batch. If desired, you can list the same file multiple times, using different configuration settings.

NOTE: All files listed for batch processing must already be set up to use file processing. If a file is not set up to use file processing, an error will occur during processing.

Batch Control Sheets can only be added to a file that is enabled for file processing and where **Batch** has been specified as the processing type. When you initially select the processing type, you will be prompted to add a Batch Control Sheet to the file. You can subsequently add more control sheets to the file by using the **Add batch sheet** action in the **File Processing** pane.

When the batch processing is performed, only the control sheets listed in the file processing **Sheets to Process** will be processed.

To validate entries in the Batch Control Sheet, use the **Validate batch configuration** action in the File Processing pane.

The Batch Control Sheet is only visible to administrators and to users with the **Allow File Processing** permission to the file. Otherwise, it is hidden by default.

The following settings are defined for each file in the batch:

Item	Description

File Path	The folder location and file name of the file to be processed, including the file extension.
	
	The Reports Library is assumed as the file location and can be omitted from the file path (however, full paths can be used as well). However, if you want to process a non-report file, you must specify the full repository path. Only files in the Axiom Budgeting and Performance Reporting file system can be processed.
	
	For example:
	• If the report is located in a subfolder of the Reports Library, specify the subfolder name and the file name. Do not place a slash before the folder name.
	`MonthlyReports\IncomeStatement.xlsx`
	• If the report is located in the root of the Reports Library, specify only the file name.
	`IncomeStatement.xlsx`
	• If you want to process a non-report file, specify the full repository path.
	`\Axiom\File Groups\Budget 2023\Drivers\US_Drivers.xlsx.`
	
	To look up a report file path, right-click and select **Select Report**. In the **Select Report to Process** dialog, navigate to the desired report and then click **OK**. The file path and report name is inserted into the cell.

Enabled	Specifies whether the file will be processed as part of the batch (**On**/**Off**). If blank, Off is assumed. You can use this setting to temporarily exclude files from a batch process, or to conditionally include files based on some other selection in the file (if the cell is set up to use an IF formula to return either On or Off).

Item	Description
Process Multipass	Optional. Specifies whether the file is processed using multipass processing. • If **On**, then the file is processed using multipass processing. The file must have valid multipass settings defined, and/or you can define multipass settings within the Batch Control Sheet. If the processing type of the target file is Save Data in Batches, then only multipass processing is supported and this setting must be On. • If **Off** or blank, then the file is processed using normal non-multipass processing. Any multipass settings in the file or in the Batch Control Sheet are ignored. If the processing type of the target file is Batch, then multipass processing does not apply and this setting must be Off.
Multipass Source Column	Optional. Specifies the source column for the multipass processing. For example: `DEPT.DEPT` to process the file once for each department. This setting only applies if **Process Multipass** is set to **On**. This setting must use Table.Column format to specify the column. If left blank, then the multipass process will use the source column settings defined in the report. **IMPORTANT:** This override is equivalent to specifying a source column in the multipass "basic" view, meaning that advanced settings such as the source table and the "group by" are automatically configured based on the source column. If the file to be processed uses advanced multipass settings (including additional source columns), then using the override may not return results as expected. For example, if the source report uses a data table as the source table, and you specify a batch override of DEPT.VP, then the source table will be changed to DEPT. If this does not meet your needs, you may be able to use batch variables instead to override specific multipass settings.
Multipass Data Filter	Optional. Specifies a filter for the multipass processing, to limit the items to be processed. This setting only applies if **Process Multipass** is set to **On**. For example, you could specify `DEPT > 5000` to only process departments greater than 5000, or `DEPT.Region='North'` to only process departments in the North region. If left blank, then the multipass process will use the source filter settings defined in the report.

Item	Description

Batch Variables	Optional. Specifies values for one or more batch variables, to be applied to the file during processing.
	
	Batch variables use the following syntax:
	
	`VariableName=VariableValue`
	
	The variable name must be defined in the source file, and the file must be set up to use the value in some way. When the batch is processed, the variable value defined in the Batch Control Sheet will be placed into the corresponding Variable Value cell within the source file, and then the file will be processed.
	
	You can list multiple variable name/value pairs, separated by semicolons. For example:
	
	`VariableName1=Value1;VariableName2=Value2`

Processing a batch

When you process a batch, Axiom Budgeting and Performance Reporting processes each enabled file listed in the Batch Control Sheet. Reports are processed in the order that they are listed.

In order to run the batch, you must have rights to the file that contains the batch settings, as well as all of the files to be run by the batch. If you do not have rights to one of the files in the batch, then an error will occur during processing.

NOTE: You can also process a batch using Scheduler, using the File Processing task. For more information, see Batch processing using Scheduler.

To process a batch manually:

1. Open the file that contains the batch settings. The file must already be set up for batch processing and at least one file in the batch must be enabled.
2. On the **Axiom** tab, in the **File Output** group, click **File Processing > Process File**.

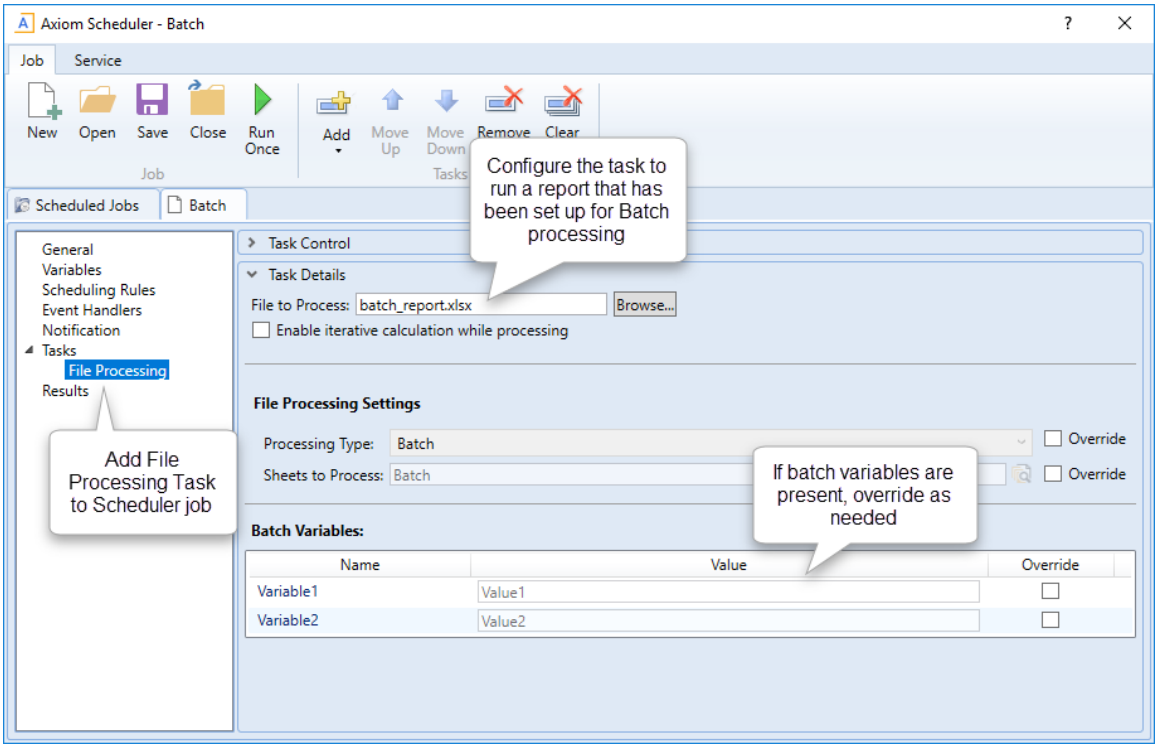
   TIP: You can also perform batch processing using the **File Processing** pane. In the **Actions** section, click **Process batch**.

When the process is complete, a confirmation message displays information about the files that were processed and the results.

Batch processing using Scheduler

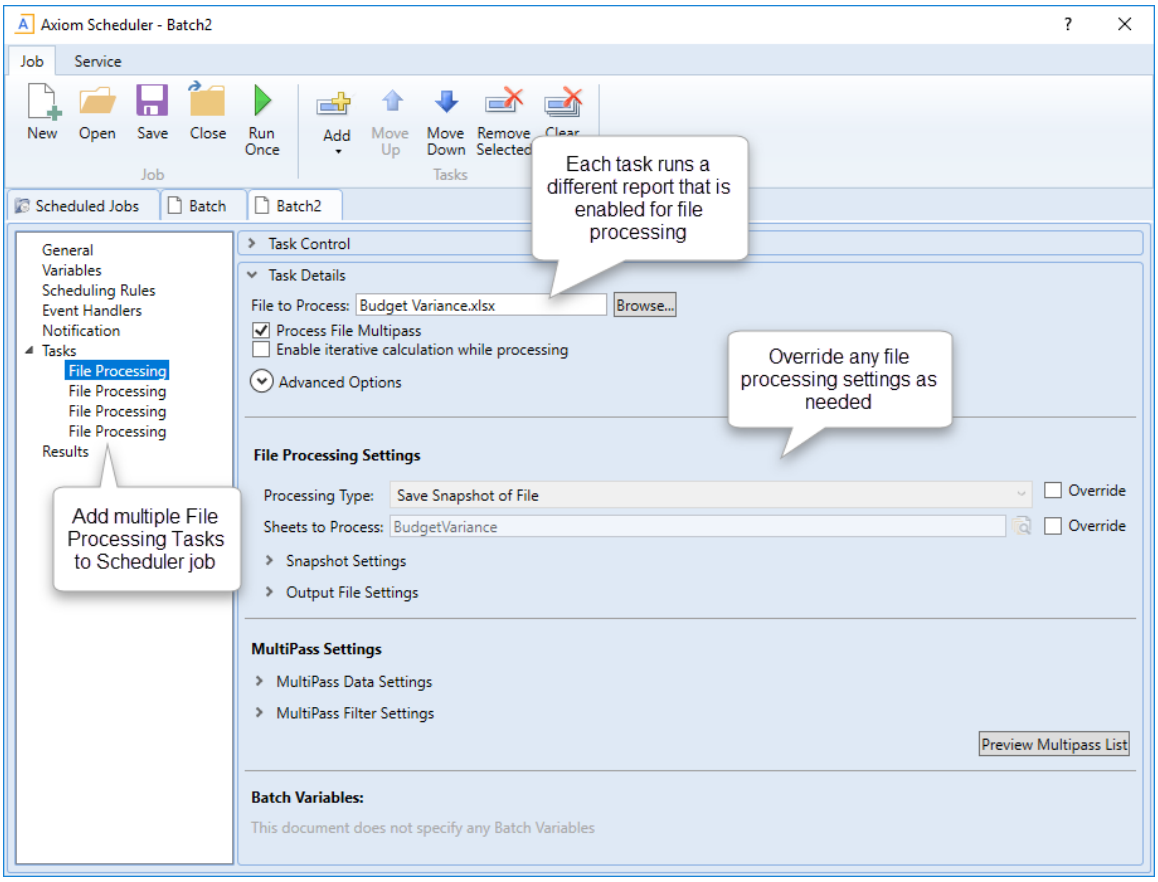
You can use Scheduler to perform batch processing of files. There are two options to perform batch processing in Scheduler:

- **Run batch report using a File Processing task.** You can set up a report file for batch processing, using a Batch Control Sheet. Then in Scheduler, you use a File Processing task to run the single report that is set up for batch. That batch report then processes all the files in the list.



OR

- **Run multiple File Processing tasks in the same job.** You can set up multiple File Processing tasks in a Scheduler job, each one processing a different report (or the same report with different settings). In this scenario, no Batch Control Sheet is used—effectively, the Scheduler job defines the batch.



In most cases, it is more intuitive and flexible to set up a file for batch processing, rather than use multiple File Processing tasks. Using the Batch Control Sheet, you can easily see all of the files in the batch and review their settings side-by-side. You can list a file collect report as the last file in the batch, to collect the results of the prior files in the batch. Additionally, you have the option of processing the batch manually, without Scheduler.

Generally, only certain edge cases will gain advantages from using multiple Scheduler tasks to define a batch. For example:

- You can process the reports in parallel instead of consecutively. When using the Batch Control Sheet, reports are processed consecutively, in the order listed. If you instead create a batch by using multiple Scheduler tasks, you can configure the tasks to run as parallel sub-jobs, which may improve the performance of the overall job. This would only be a significant advantage if the batch contained several reports with lengthy processing times.
- You can easily override any file processing setting for any file. When using the Batch Control Sheet, the only "built-in" override settings are for the multipass source column and the source filter. It is possible to override other settings, but you must set up batch variables to do so. If you instead use File Processing Scheduler tasks for each report, you can directly override any file processing setting.

Batch processing and file collect

If batch processing is used to generate snapshot copies of various reports, you can use file collect to combine those snapshot copies into report packages and then deliver the packages to the appropriate recipients (and/or save the packages to a file share).

There are a variety of ways that you can incorporate file collect as part of a batch process. The most common method is to create a file collect report (using the file collect option of file processing), and then list that report as the last file in the batch. This way, the entire batch process—from generating snapshots, to creating report packages, to delivering the packages—is contained within a single file that can be processed manually or via Scheduler.

If desired, you can use any of the alternate methods for incorporating file collect. For example:

- If you are using the multiple-Scheduler-task method of creating a "batch," the last task in the job can perform the file collect operation. This task can be either a File Processing task that processes a file collect report, or it can be the Scheduler-specific Collect Worksheets task.
- You could still use a batch report to define the files to process, but maintain file collect separately. When running the batch report via Scheduler, you could use either the Collect Worksheets task or a separate File Processing task to perform the file collect. For example, you might want to separate the file collect operation from the batch list if you wanted to process multiple batch reports and then have only one file collect process at the very end. If your file collect process is set up to dynamically generate file lists, then you could optionally include or exclude reports or entire batches, and still generate file collect packages.

For more information on the differences between using file collect reports and the Scheduler-specific Collect Worksheets task, see Using Scheduler to perform file collect.

Using Process Management

Using the Process Management feature, you can define a set of process steps—including assigning ownership and due dates—and then track the completion of these steps.

Process management provides the following benefits:

- A documented workflow to complete a particular process in Axiom Budgeting and Performance Reporting. You can detail all of the necessary steps in the process, including steps that happen outside of Axiom Budgeting and Performance Reporting. Steps can be dependent on prior steps, or they can be performed in parallel, as appropriate.
- Clear ownership of each process step, including due dates. Users who are assigned a step are notified of this responsibility, and can view and complete the step within their Process task pane.
- Easy access to features necessary to complete process steps. You can associate each step with certain features in Axiom Budgeting and Performance Reporting, so that the user responsible for the step can often launch the necessary feature directly from the Process task pane and perform the assigned task.

- A permanent audit trail for the process, including who completed a step and when. You can view the process status details while the process is active, and also after the process is complete, so that there is always a record of the process.

When using the Process Management feature to manage a planning process, you use a special type of process known as a *plan file process*. These processes are defined at the file-group level using a *plan file process definition*.

Plan file processes are dedicated to editing and reviewing plan files. Each plan file in the file group progresses independently through the process steps. Although the basic process features and setup are the same, plan file processes support additional features that only apply to plan file processes.

NOTE: This chapter includes only a portion of the features available when using Process Management. For more information, see the *Axiom Software Process Management Guide*.

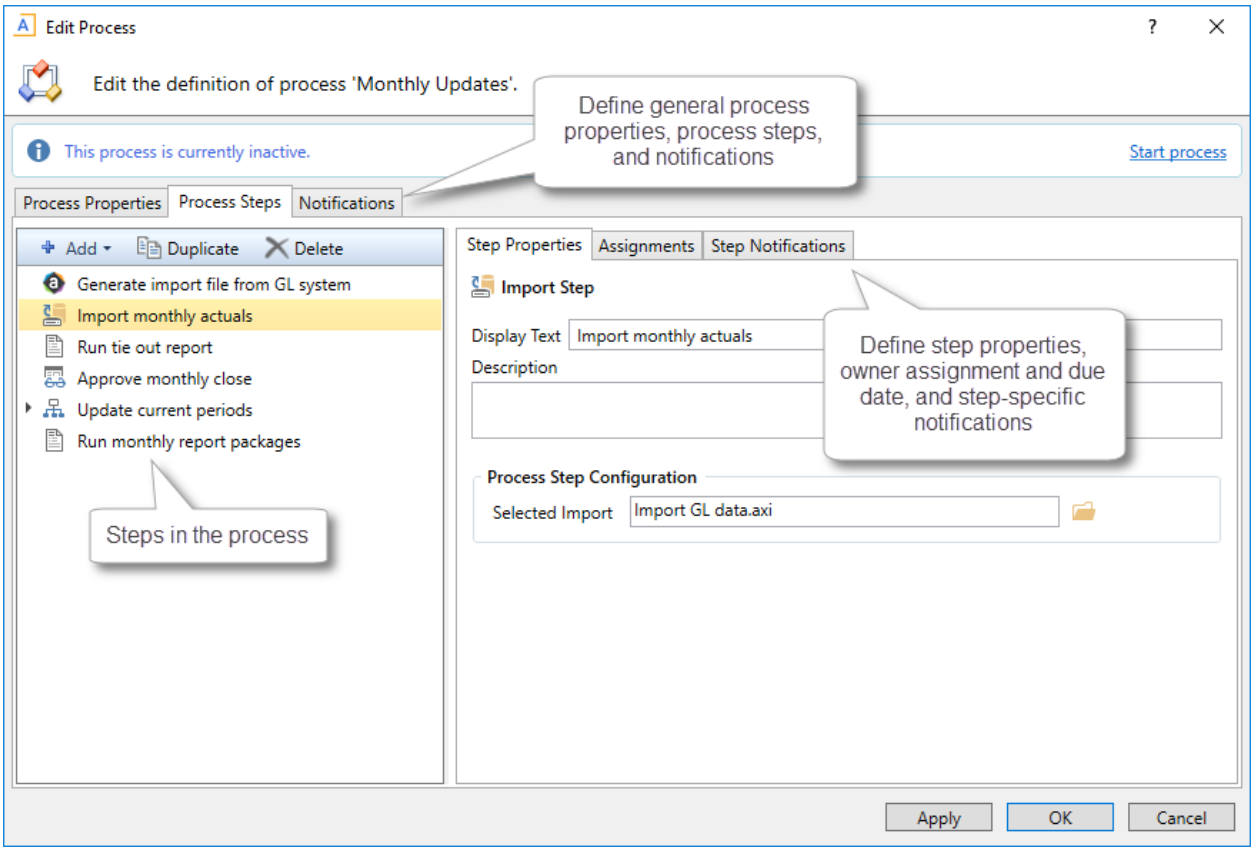
About process management

Process management can be used to manage and track an Axiom-related process from end to end—encompassing all aspects of the process, including steps that may need to be completed outside of the system.

Defining processes

In order to use process management, you first create a process definition. This file defines the properties of the process, such as:

- Name and description (for example "Annual Rollover")
- Process owner
- Steps in the process
- Owners and due dates for each step
- Associated files and features for each step
- Notifications to be sent during the process



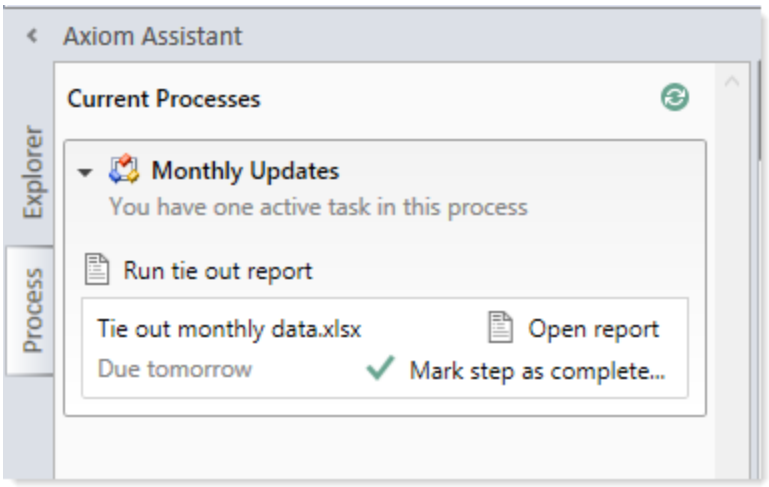
Example process definition

The process definition is a file that is stored in the Process Definition Library (or for processes that belong to a file group, within the file group's Process Definitions folder). The process definition can be subsequently edited and "activated" as needed, whenever you need to perform and track the process. When a process is activated, a new incarnation of the process is created to track the details of that particular process instance. This ensures that you always have a history of each time the process is performed, including who completed each step in the process and when.

Performing a process

When you are ready to perform a process, you "activate" or start it. The first step in the process is made active, and a notification is sent to the assigned step owner (or owners). This default notification gives the user information such as the process name, the step name and description, and the due date. You can optionally customize the notifications for a process, and you can disable them if desired.

When a process is active, the process owner and all administrators can see the process in the Process task pane. Other users only see the process if they are the assigned owner of a step in the process.



Example process task pane for a step owner (non-admin)

The assigned user must perform the task and then mark the step as complete by the designated due date. For more information, see Step ownership and completing process tasks. If necessary, an administrator or the process owner can override step ownership and complete the step.

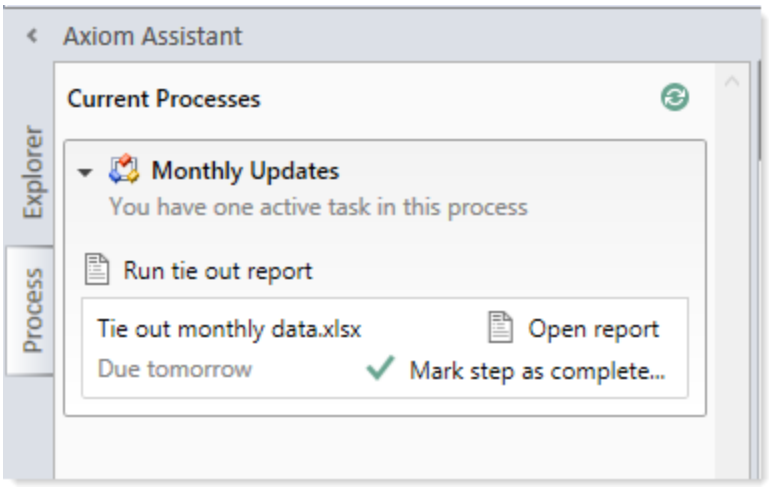
Once the currently active step is complete, the process moves to the next step, and so on until all steps are complete. Generally speaking, only one step at a time is active in a process. However, there can be multiple active steps at the same time if a Parallel Subprocess step is used in the process. When the active step is a parallel subprocess, all sub-steps of the subprocess become active simultaneously and can be completed in parallel. The subprocess is not completed until all sub-steps are completed. For more information, see Performing process steps in parallel. The Multiple Approvals Process Step also counts as a parallel subprocess.

When all steps in the process are complete, the process instance is automatically completed.

Step ownership and completing process tasks

Each step in a process represents a task to be performed, and that step has one or more assigned owners. When a step becomes active in a process, a task is generated for the assigned owner. This user is expected to perform the task for that step, and then mark the step as complete by its assigned due date. This is done using the Process task pane.

If a user is the assigned owner of an active step, the process and the active step display in the Process task pane (or in a custom task pane that has been configured to show the process task control).



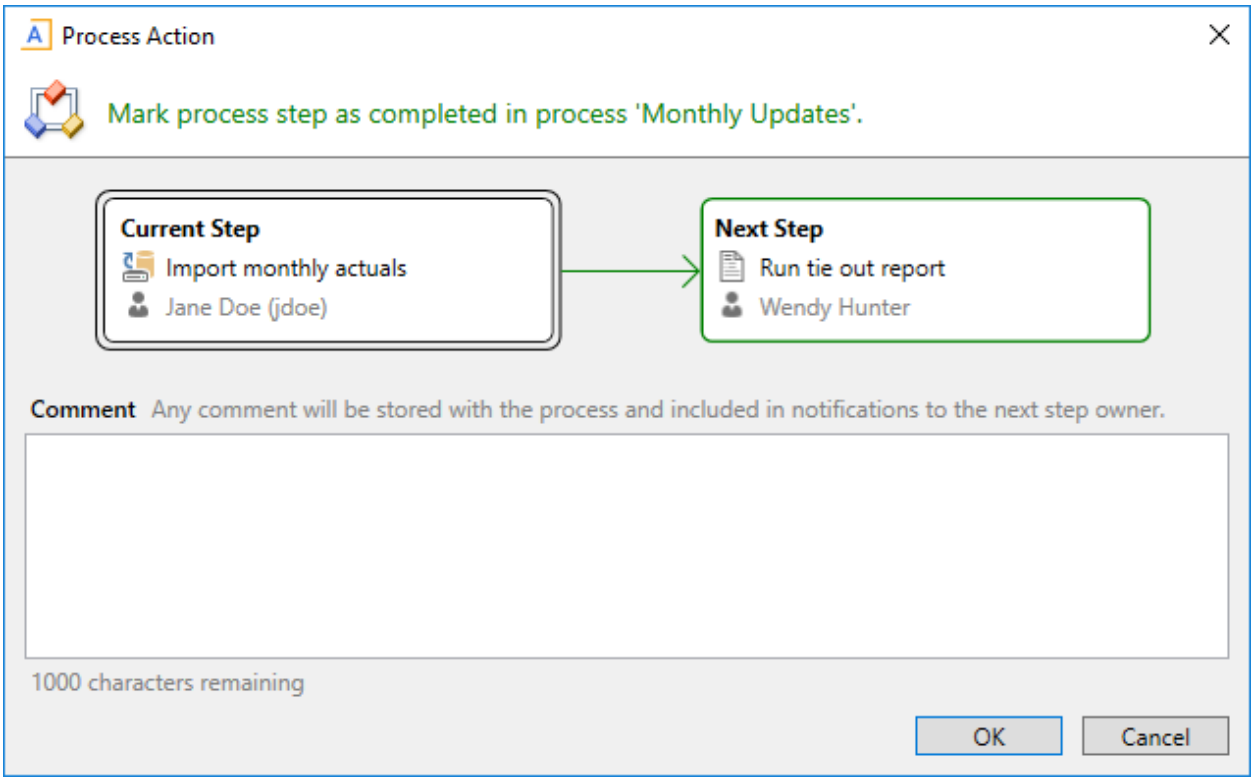
Example active task in task pane

The process task may be an activity that the assigned user performs in Axiom Budgeting and Performance Reporting, such as running an import, or it may be an activity that the user completes externally, such as obtaining the source file for the import from another system and saving it to the designated location. The task may be simply to confirm that the process is ready to continue (an approval step).

The step name and description should be defined so that the assigned user clearly understands what they are expected to do to complete the task. In some cases, the step may have an associated "action", such as the **Open report** button in the example screenshot above. This is provided as a convenience, so that the user can easily access features that are related to the task. However, once the file or feature is open, it is up to the user to decide what to do with that file or feature in order to perform the task. Axiom Budgeting and Performance Reporting does not perform any validation before allowing a step to be completed; it is up to the assigned user to determine that the step is complete.

Once the user has completed the task to their satisfaction, they can mark the step as complete by clicking the button in the task pane. This opens the Process Action dialog, so that the user can confirm that they want to complete the step, as well as enter any step comments.

This dialog displays slightly differently depending on step type. Most steps will display as follows, showing a step progression diagram for context:



NOTE: If the step is part of a Parallel Subprocess, then the step progression diagram is not displayed, because the process does not continue to the next step until all steps in the subprocess are complete. The user is simply informed that they are completing the current step.

Certain step types have slightly different step completion behavior. For example:

- If the step is an Approval Process Step, then the **Mark step as complete** button does not display in the task pane. Instead, the user can click either **Approve** or **Reject**. If they click Approve, the step is completed and the process moves to the next step. If they click Reject, the process is moved back to the prior step.
- If the step is a Scheduler Process Step, then the step displays in the Process task pane for information only, because the step will be processed and completed automatically by Axiom Budgeting and Performance Reporting. However, if the Scheduler job experiences errors, then the user has various options to restart the job or to manually mark the step as complete if the job does not need to be re-run.

In most cases, the current, next, and prior step owners show in the completion dialog. Prior steps and their owners only show when the task can be rejected back to the prior step. However in some cases, it is not possible or feasible to show the step owners. For example, if the next step in the process is a subprocess that may resolve to multiple steps with multiple possible owners, then Axiom Budgeting and Performance Reporting does not attempt to show the next steps or their owners. Instead it displays the name of the subprocess and that there will be "(multiple step owners)".

Once the step is completed, the process no longer displays in the user's Process task pane (unless the user is also the step owner of the next step). If the user has no active tasks in any processes, then the Process task pane will be empty for the remainder of the current session, and will not open the next time the user logs in (unless the user has been assigned a new active task in the meantime). Exceptions are as follows:

- Process owners see the process in their Process task pane as long as the process is active.
- The Process task pane is visible to administrators as long as any process in the system is active.

If necessary, an administrator or the process owner can mark a step as complete. For example, imagine that the assigned user already performed the necessary task but then left on vacation before they marked the step as complete. The administrator can mark the step as complete so that the process can continue. In this case the process history will reflect both the original assigned owner, and the fact that the administrator completed the step.

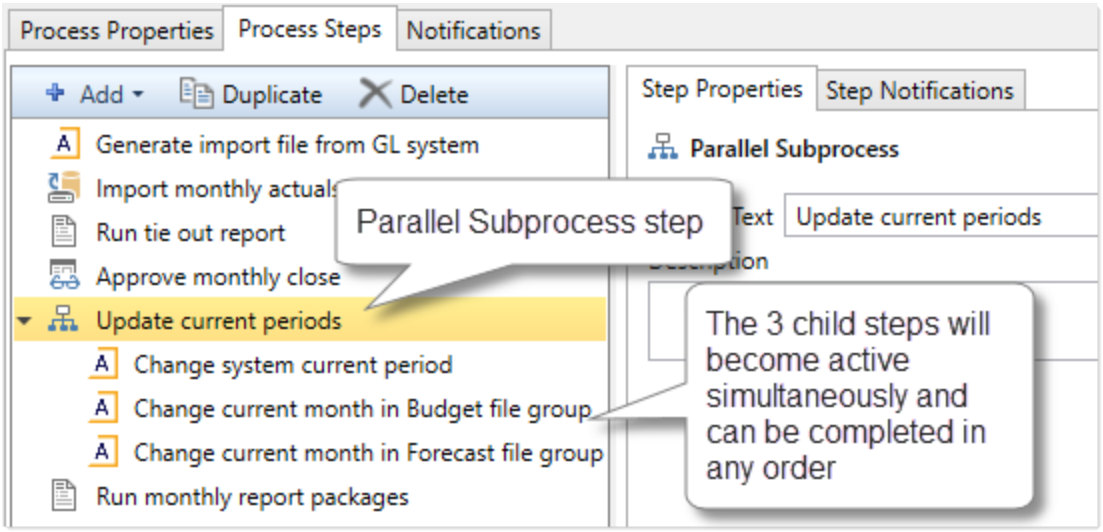
Performing process steps in parallel

In general, the order of steps in your process definition determines the order in which tasks for the process can be completed.

When the process is started, the individual steps are made active in the order they are listed. By default, each step is dependent on the prior step being completed (sequential steps). So if step 1 is the currently active step, step 2 is not made active and cannot be completed until step 1 is marked as complete. Once step 1 is completed, step 2 becomes active, and so on.

However, you may have some steps in your process that are not dependent on each other and can be completed in any order. These steps are known as parallel steps, meaning they can all be active at the same time.

To configure parallel steps, you must use a **Parallel Subprocess** step, and then define the parallel steps as sub-steps of the subprocess. This tells Axiom Budgeting and Performance Reporting that the sub-steps of the subprocess can be completed in any order.



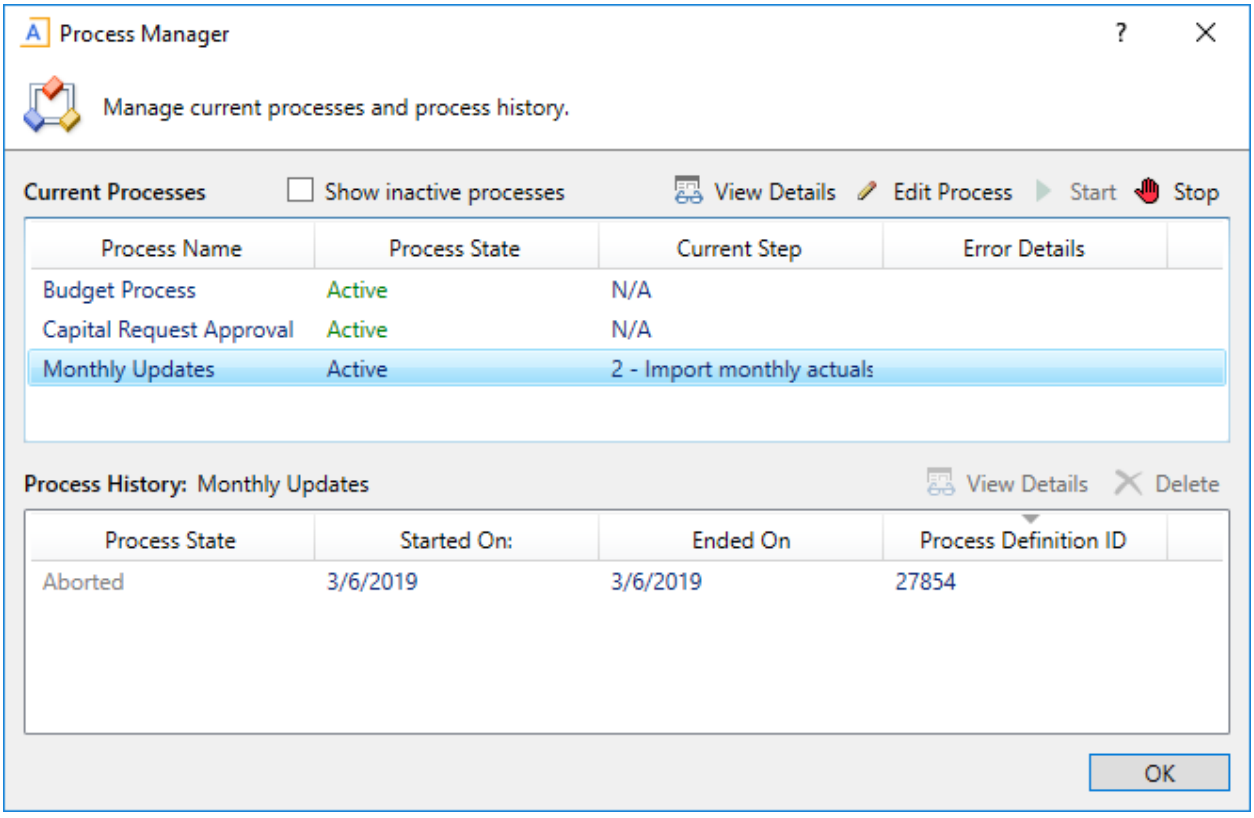
When the Parallel Subprocess step becomes the active step, all sub-steps are also made active. Once all sub-steps in the subprocess are completed, then the Parallel Subprocess step is automatically marked as completed, and the process moves to the next step.

Imagine that step 2 of a process is a Parallel Subprocess step, and the subprocess has 5 sub-steps. Once step 1 is completed, then step 2 becomes active as well as all 5 of its sub-steps. The owners of the sub-steps can work on these steps and complete them in any order. Once all 5 of the sub-steps are completed, step 2 is automatically completed, and then step 3 of the process becomes the active step.

NOTE: The Multiple Approvals Process Step is a special type of Parallel Subprocess. It can only contain Approval Process Steps as sub-steps, but otherwise its behavior is the same as the Parallel Subprocess.

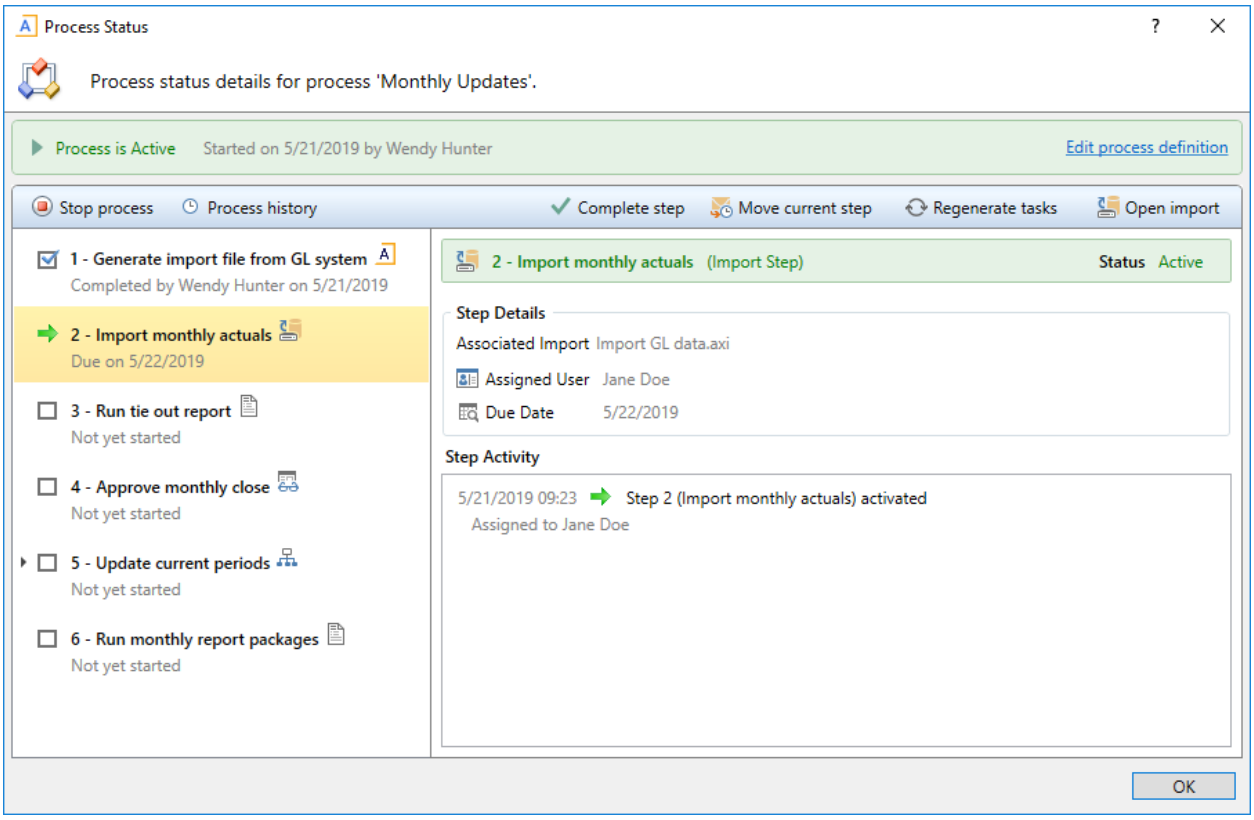
Tracking process status and history

Administrators and process owners can view process status and history at any time. Using the Process Manager dialog, you can see the status of all active processes or all current processes at-a-glance.



Example Process Manager dialog

Administrators and process owners can view the details for an active process, to see when each step was completed and by whom, as well as any comments added by users. You can also perform process administration tasks within this dialog, such as overriding step ownership, restarting stalled steps, and stopping the process.



Example process details in the Process Status dialog

Administrators can view the historical details for any process. For example, if you have a process that you run monthly, you can go back and view the prior month's details, or any amount of history that you want to retain.

Creating Process Definitions

Using a process definition, you can define the set of steps to be managed and tracked as part of a process, including step order, ownership, associated actions, and due dates.

Process definitions are stored in the Process Definition Library. Access to the definitions is controlled by the file security settings on the **Files** tab of security. Only users who need to create and modify the process definitions need access to these files. Users who are assigned to perform individual steps in the process do not need access to the definition in order to perform the task or to view the process status.

NOTE: This topic discusses how to create a general process definition. If you want to manage plan files in a planning process, then you should use a *plan file process definition* instead. General process definitions and plan file process definitions share certain basic settings, but plan file process definitions are dedicated to plan file process steps, and also support additional features that are unique to plan file processes.

Process definitions are typically created by administrators, or other power users who are responsible for administrating parts of the system. The creator of the process definition needs to understand all steps of the process, who needs to perform each step, and when that step needs to be performed.

Process definitions do not have any impact on the system until they are activated.

To create a new process definition:

1. On the **Axiom** tab, in the **Administration** group, click **Manage > Processes > Process Definitions**.

   NOTE: In systems with installed products, this feature may be located on the **Admin** tab. In the **Workflow** group, click **Process Management > Process Definitions**.

   The Axiom Explorer dialog opens, filtered to show the Process Definition Library. If you have access to the Process Definitions folder for any file groups, those folders also display here.

2. Right-click the **Process Definition Library** (or a subfolder), then click **New > Process Definition**. If you want to create a process definition for a file group, you can right-click the **Process Definitions** folder in the file group.

   The **Edit Process** dialog opens. As you are working in this dialog, any validation errors for missing or invalid settings will display at the bottom of the dialog. You can save the process definition with configuration errors, however, you will not be able to start the process until all configuration errors are resolved.

3. In the **Process Properties** tab, complete the general process settings as desired. For more information, see:
   - Designating the process owner
   - Configuring process visibility to step owners
   - Process Definition Properties

4. In the **Process Steps** tab, define the steps for the process.
   - To add a step, click **Add** and then select the type of step to add. New steps are added after the step that you currently have selected in the list.

     However, if the currently selected step supports sub-steps, then the new step is added as a sub-step. This applies to step types such as Parallel Subprocess. In this case, if you want to add a new top-level step that comes after the subprocess step, you must click **Add After Current Step** and then select the type of step to add.

- To remove a step, select that step and then click **Delete**. If the deleted step has child steps, those steps are removed as well.
- To change the order of steps, you can drag and drop them to different locations in the list.
- To copy a step, select the step and then click **Duplicate**. You can then modify the copied step as needed and move it to the desired location in the list.

Steps are performed in the order listed. By default, steps are dependent and sequential—meaning, each step in the list must be completed before the next step can be done. However, it is possible to use a Parallel Subprocess to define parallel steps—meaning multiple steps that are not dependent and can be performed at the same time. The parallel steps are then defined as sub-steps to the Parallel Subprocess. (Multiple Approvals Process Steps also behave like Parallel Subprocesses.)

Once you have added a step to the process, you can configure the settings for that step in the right-hand pane. This includes the display text for the step, the step ownership and due date, and other properties specific to the step type. You can also configure step-specific notification settings.

For more information on configuring the steps in the process, see the following topics:

- Assigning owners to process steps
- Defining the due date for a process step
- Process step types
- Defining notifications at the step level

TIP: In most cases, you should configure the process-level notification settings on the **Notifications** tab before configuring any step-level notification settings. This way the steps will have access to the inherited process-level settings.

5. In the **Notifications** tab, complete the notification settings for the process. You can enable or disable notifications for the process, define the default notification delivery method, and define default notifications to apply to the steps in the process. For more information, see Configuring Notifications.
6. Click **Apply** to save, or **OK** if you are finished editing.

Copying an existing process definition

You can create a new process definition by copying an existing definition. To do this, use normal Axiom Explorer functionality:

- Right-click the definition file in the Process Definition Library, and then select **Copy**.
- Right-click a folder, and then select **Paste** to paste a copy of the file. The new file will be named ***OriginalFileName*** **- Copy**.
- Rename the file, then open the file and change the process definition settings as desired.

Creating a general process definition for a file group

You can create general process definitions that belong to a file group. For example, you might use a general process definition in a file group to document and manage the rollover procedures for the file group.

General process definitions in file groups have the following special properties:

- The processes are stored in the **Process Definitions** folder of the file group, instead of in the Process Definition Library.
- All step types that require a designated file group are automatically associated with the current file group. There is no option to specify a file group because the current file group is assumed.
- Processes can be copied when the file group is cloned, so that you do not have to create new processes for cloned file groups.
- The ability to create and edit processes for a file group is reserved for administrators and for users with the appropriate file access to the Process Definitions folder of the file group (as granted on the **Files** tab of the **Security Management** dialog).

General process definitions cannot be used to manage the plan files in a file group through a defined set of planning steps. To do that, you must use a *plan file process definition*. This is a special type of process definition that can only be created in a file group.

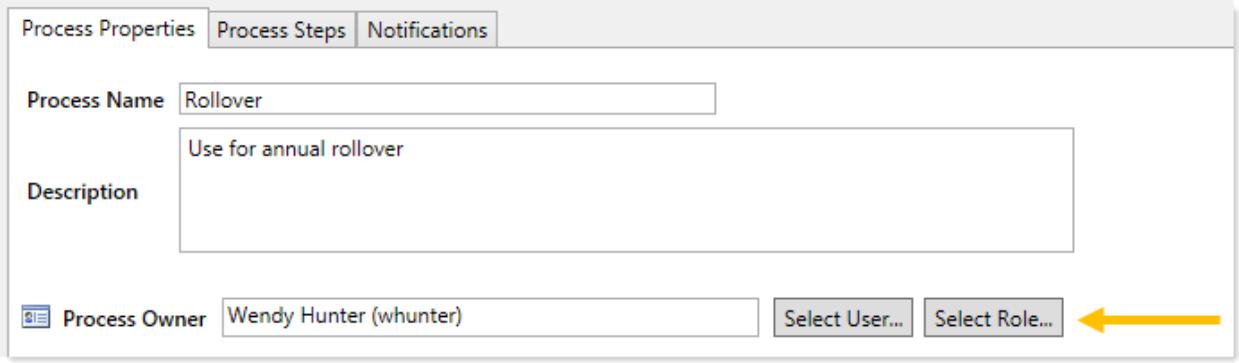
Designating the process owner

Each process definition has a designated owner. The process owner receives all administrative notifications for the process, and can also:

- Start and stop the process
- Access the Process Status dialog when the process is active
- Move, complete, and regenerate steps

NOTE: Administrators can also perform all of these actions, regardless of whether or not they are the process owner.

The owner of the process is designated by the **Process Owner** setting on the **Process Properties** tab. By default, the process owner is set to the user who created the process definition. If desired, you can change the owner to a different user or to a role by clicking **Select User** or **Select Role**. If the owner is a role, then all users in that role are treated as process owners.



If the designated owner is a non-admin user, then you should make sure that the user has read/write access to the process definition, so that the user can open and edit the definition as needed, and can start the process. Once the process has been started, the process will display in the owner's Process task pane for the duration of the process, and the owner will gain access to the **View status** link so that they can perform any necessary administrative functions for the process. Process owners can also access the Process Manager dialog to perform process management activities for the processes they own.

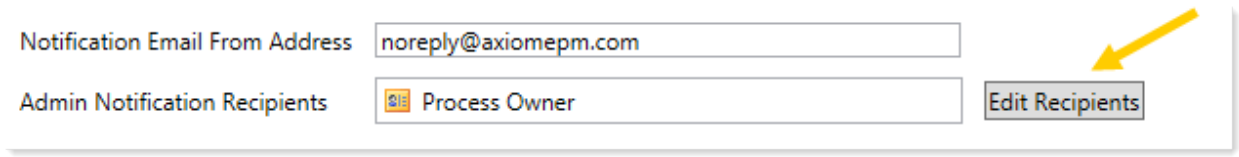
Administrative notifications

Notifications are automatically sent to the designated process owner when the following situations occur:

- The process is started or stopped.
- An error occurs in a process step.

These notifications are system-managed and cannot be disabled or customized. However, you can designate additional users to receive these notifications.

The **Admin Notification Recipients** are designated on the **Notifications** tab. By default, the process owner is the only recipient of these notifications. To add or remove recipients, click **Edit Recipients**.



In the **Edit Recipients** dialog:

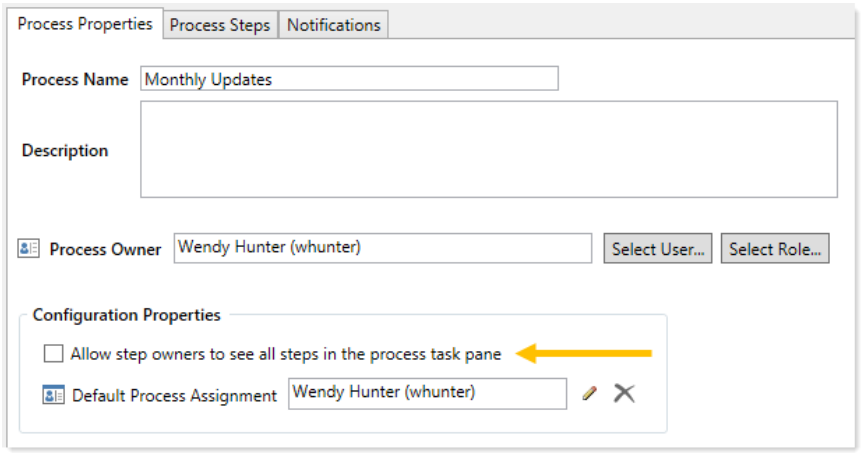
- To add a recipient, click **Add Recipients>User** or **Add Recipients> Role** to choose a user or role.
- To remove a recipient, select the user or role in the Notification Recipients list and then click **Delete**.

The process owner cannot be removed as a recipient. If the designated process owner is a role, then all users in that role will receive the administrative notifications.

NOTE: If the user who stopped or started the process is also an administrative notification recipient, that user will not receive a notification, because that user already knows about the change in process status. The intent of the started/stopped notifications is to inform interested parties that somebody else stopped or started the process.

Configuring process visibility to step owners

When you create a process definition, you can specify whether step owners can see all steps in the process in the Process task pane, or only their current step. This is controlled using the following setting on the **Process Properties** tab: **Allow step owners to see all steps in the process task pane**.

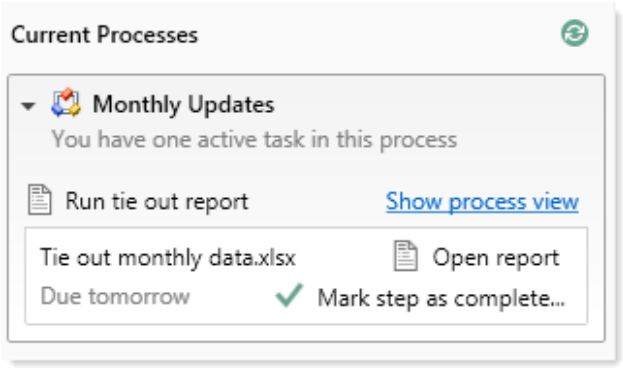


This setting is disabled by default, which means that step owners only have access to the Task View in the Process task pane. The Task View displays the currently active step as follows:

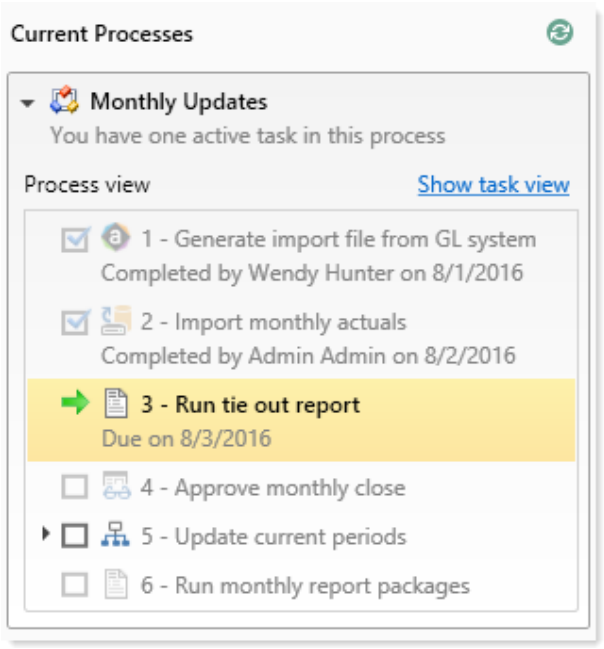
- The name and details of the currently active step are displayed without any reference to the step number. However, the user can see the step number in the tooltip.
- The step owner cannot see any other steps in the process, within the Process task pane. When the user completes the step, they can see the next step in the process. If the step can be rejected backwards, the user can also see the prior step.

If desired, you can enable this setting, which gives step owners access to the Process View in the Process task pane. Process View displays the full list of all steps in the process, so that the user can understand the context of the currently active step within the overall process. Process View is for information only—users cannot complete steps or launch files / features from Process View. Users can toggle between Task View and Process View as desired.

The following screenshots show examples of Task View versus Process View, including the toggles to switch back and forth. If a user does not have permission to see Process View, then the **Show process view** toggle does not display.



Task View



Process View

This setting does not apply to administrators or to process owners. These users always have access to Process View, regardless of whether this setting is enabled. Process View is the only available view for these users when they do not have an active task in the process.

Assigning owners to process steps

Each step in a process definition must have a defined owner to perform that step and mark it as complete. The assigned step owner can be a user or a role.

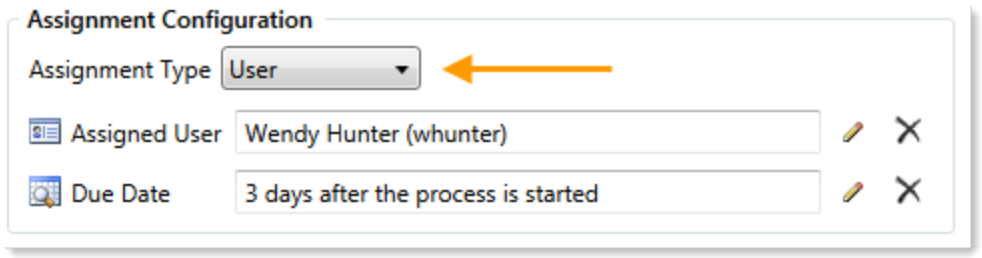
When a step is made active, the assigned owner is notified that they have a task to complete in the process (if notifications are enabled for the process and for the step). The owner can view the active task in the Process task pane, perform actions associated with the task, and then mark the step as complete.

This topic discusses step ownership options for general process definitions. Plan file process definitions have additional options to assign step ownership, so that each plan file can be assigned a different owner for each step.

NOTE: When using a Parallel Subprocess or a Multiple Approvals step, ownership assignments are only made on the child steps. The parent step does not have ownership assignments.

Assigning owners to individual steps

In the process definition, step owners are assigned on the **Process Steps** tab, in the **Assignments** sub-tab. Select the step for which you want to assign ownership, then use the **Assignment Type** field to select the ownership type.



For steps in general process definitions, the assigned owner can be a user or a role:

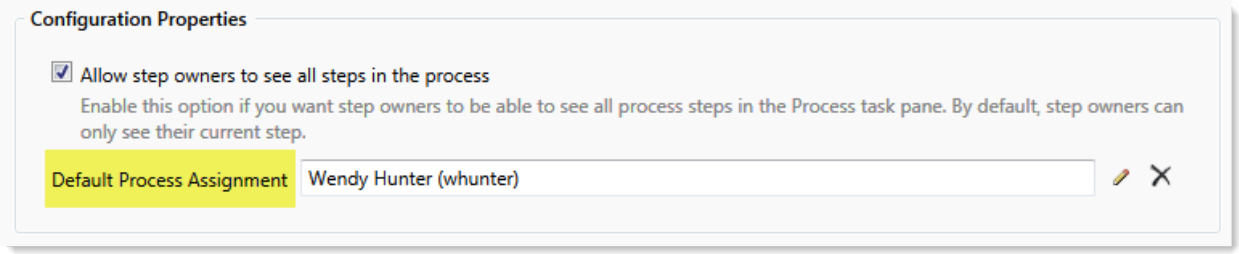
Assignment Type	Description
User	Assign a specific user as the owner of the step. When the step becomes active, a process task will be generated for the user to complete the step. Click the Edit button to the right of the **Assigned User** box to select a user. You can select any user in the Axiom Budgeting and Performance Reporting system. **NOTE:** If most or all of the steps in your process use the same owner, you can choose to set a default owner at the process level. If you do this, then you can leave the Assigned User at the step level blank, and that step will automatically be assigned to the default owner.
Role	Assign a role as the owner of the step. When the step becomes active, a process task will be generated for all users in that role, and any of those users can complete the step. Click the Edit button to the right of the **Assigned Role** box to select a role. You can select any role in the Axiom Budgeting and Performance Reporting system.

Until a process is active, you can edit step ownership settings as desired. Once a process is active, you can edit ownership settings for any step that is not already completed. If you change the ownership settings of an active step, new tasks will be regenerated as needed to reflect the new settings, including sending new Step Activated notifications (if enabled for the process).

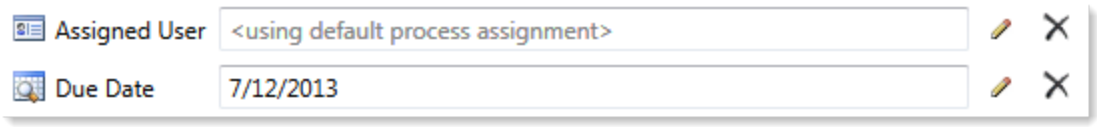
▶ Defining a default user assignment for the process

If desired, you can specify a default user assignment at the process level. This option is useful when you have a process where most or all of the steps are performed by the same user.

The default user assignment can be set on the **Process Properties** tab, as the **Default Process Assignment**.



If an individual step is set to User as the Assignment Type, but no user has been specified, then the step will use the default assignment. This is indicated in the step properties as follows:



Once a process has been started, the default process assignment cannot be changed. However, you can still change the owner of any individual steps that have not yet been completed.

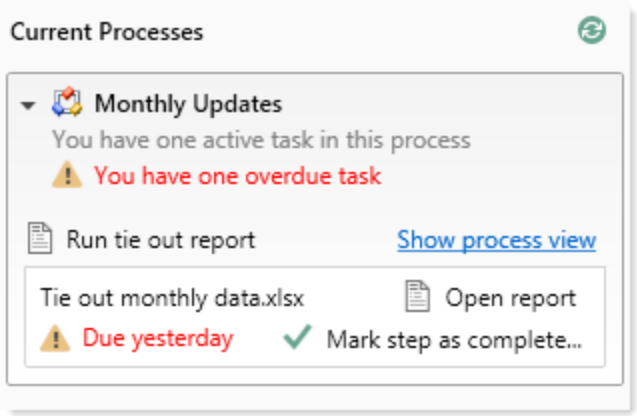
Step ownership and security permissions

For steps in a general process definition, step ownership only grants the ability to mark the step as completed in the process. It does not grant the user the necessary security permissions to perform any associated action for the step, and it does not prevent any other user from performing that associated action. When assigning owners to process steps, you should be sure that the owner has the appropriate security permissions to perform the associated task for the step.

For example, imagine that the step is "Import actuals data" and the step has been linked to the GLActuals import utility. If the user has permission to execute that import (as defined in security), then the user can click **Open import** for the task in the Process task pane to execute that import. However, if the user does not have permission to execute the import, then being the step owner does not grant them the permission. Additionally, if other users have security permissions to execute that import, they can still do so.

Defining the due date for a process step

Each step in a process definition can have a defined due date. If a step has not been completed by the due date, then the step becomes overdue. If the active step in a process has become overdue, a warning displays in the Process task pane and the due date displays in red.

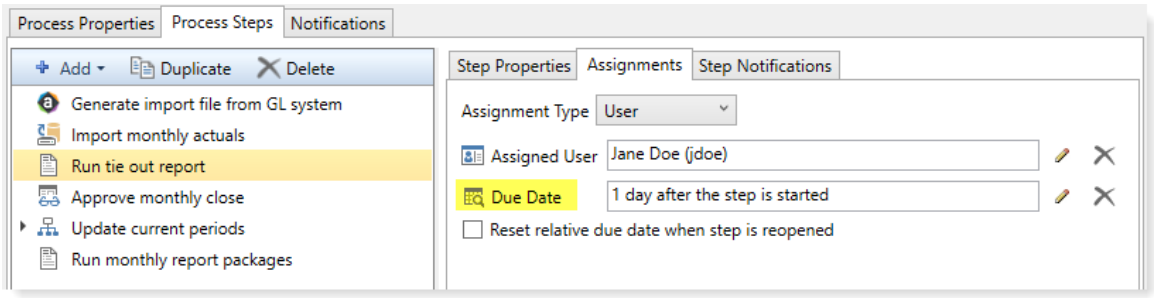


Example display of overdue step

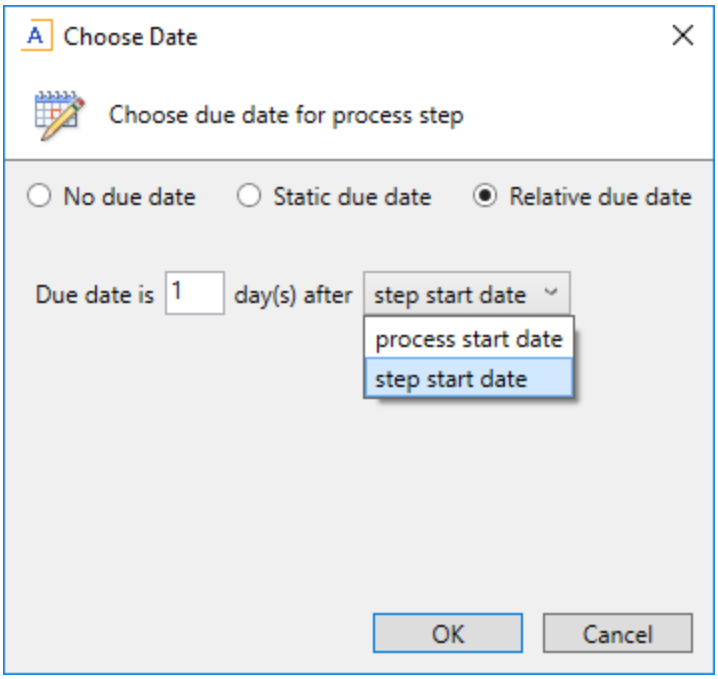
In the process definition, step due dates are defined per step on the **Process Steps** tab, in the **Assignments** sub-tab.

To define the due date for a step:

1. Click the **Edit** icon to the right of the **Due Date** box.



2. In the **Choose Date** dialog, select one of the following options:
   - **No Due Date**: The step does not have a due date.
   - **Static Due Date**: Select a specific date for the due date. You can select the date from a calendar.
   - **Relative Due Date**: Specify a number of days to dynamically determine the due date. The number of days can be relative to the date the process was started (**process start date**), or to the date this particular step was started (**step start date**). For example, the step can be due 7 days after the process was started, or 7 days after this step was started. By default, the process start date is used.



Example Choose Date dialog

3. If you specified a relative due date that is based on the step start date, decide whether or not to enable **Reset relative due date when step is reopened**. This option displays underneath the **Due Date** field.

   By default this option is disabled, which means that the step due date is calculated when the step is first started, and that due date does not change if the step is later reopened. So if the step due date is 6/1/2022 when the step is first started, and then later the step is reopened on 6/2/2022, the step due date will remain at 6/1/2022 and the reopened task will be 1 day past due.

   If instead you want the step due date to be reset (recalculated) based on the date the step is reopened, then you should enable this option. Continuing the above example, if the step is reopened on 6/2/2022 and the due date for the step is configured to be 3 days after the step start date, the due date for the reopened task will be recalculated to 6/5/2022.

Changing due dates

You can change the due date of a step at any time if the process is not active. If you have already defined a due date and now you want to clear it (so that the step has no due date), click the **Delete** icon ✕ to the right of the **Due Date** field.

For active processes, you can change the due date of any step that is not already completed. If you change the due date of an active step, new tasks will be regenerated as needed to reflect the new due date, including sending new Step Activated notifications (if enabled for the process).

Using the result of a previous step

You can configure a step in a process definition to perform an action on the result of a previous step. This is intended to support processes where an item is created in one step and then you want to perform one or more actions on this newly created item.

Currently, this configuration is only supported for processes that use a File Group Process Step with the Clone File Group action. This is the only step type that officially creates a new item in Axiom Budgeting and Performance Reporting. Although you can use other process steps to direct step owners to create any kind of item, the creation is not an official step action and is not tracked by the process.

The typical use case for this configuration is for a rollover process. For example:

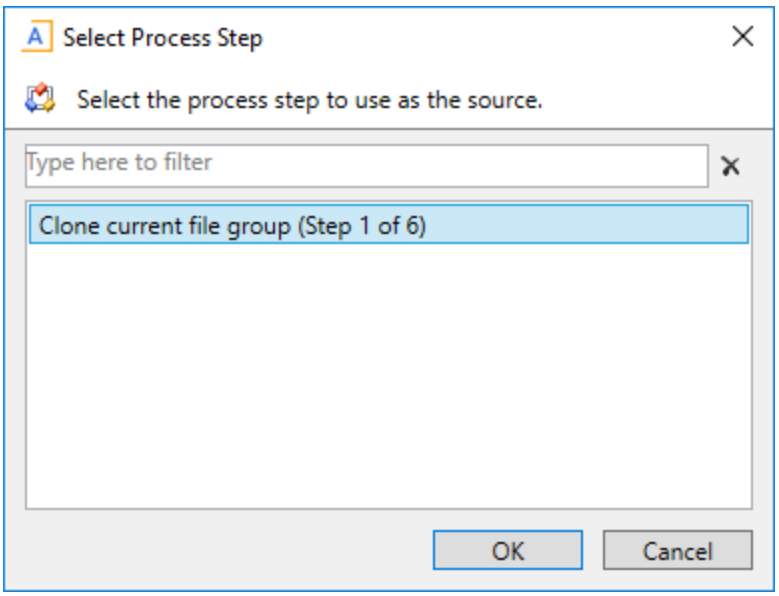
- Step 1 uses the Clone File Group action to create a new file group for the new cycle of planning.
- Step 2 creates the plan files for the new file group that was created in Step 1.
- Step 3 processes the plan files for the new file group that was created in Step 1.

For Step 1, you would point the step to an existing file group such as Budget 2022. When the process is activated, the step owner would perform the cloning process and create a new file group such as Budget 2023. However when setting up the process definition, you can't point Step 2 to the Budget 2023 file group because it isn't created yet. Instead, you would configure Steps 2 and 3 to use the result of Step 1.

Configuring a step to use the result of a previous step

When defining a File Group Process Step, do the following to use the result of a previous step:

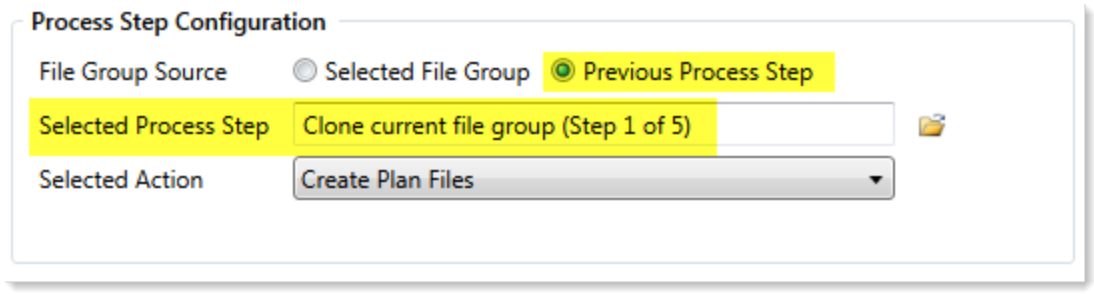
1. For **File Group Source**, select **Previous Process Step**.
2. For **Selected Process Step**, click the Browse button to select the step where the file group is created.



The Select Process Step dialog displays a list of steps that are eligible for selection. If no steps are eligible, a message informs you of this. Only steps that meet the following criteria are eligible for selection:

- Must precede the current step.
- Must create a file group using the Clone File Group action.

To continue the example in the previous section, the configuration for Step 2 will look like the following:

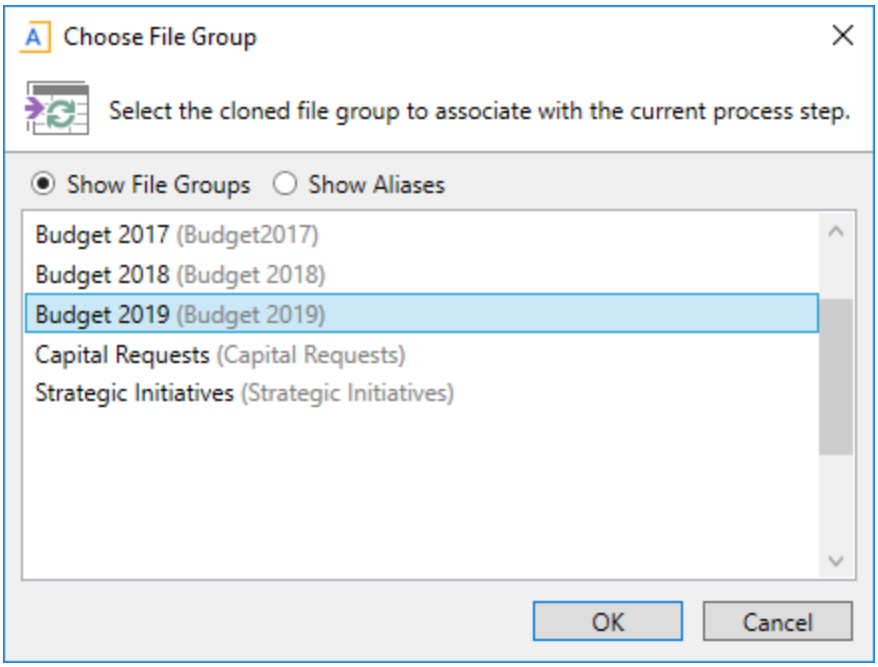


This means that Step 2 will create plan files for the file group that was created in Step 1.

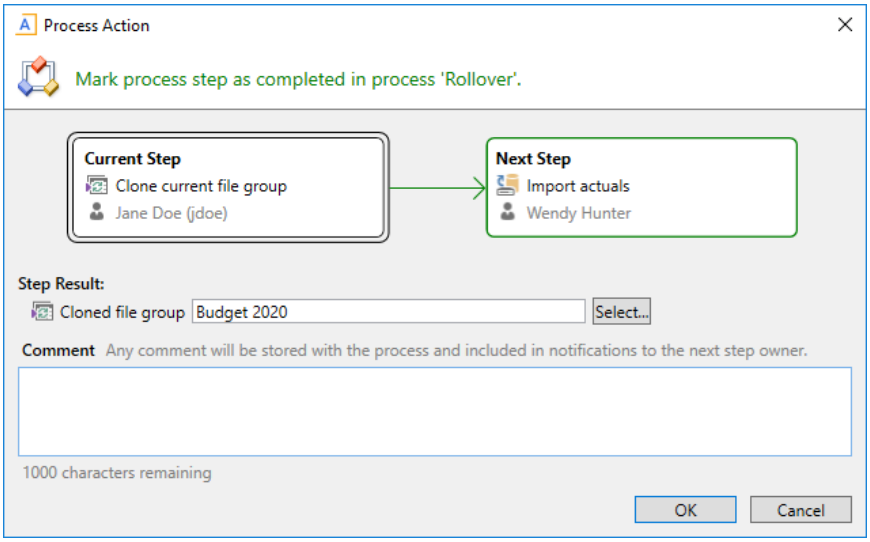
Tracking the step result in active processes

If a process is configured to use the result of a previous step, then the result of that step must be tracked within the process. To continue the previous example, when Step 1 is completed the process needs to know the name of the file group that was created, so that it can pass the name of that file group to Steps 2 and 3.

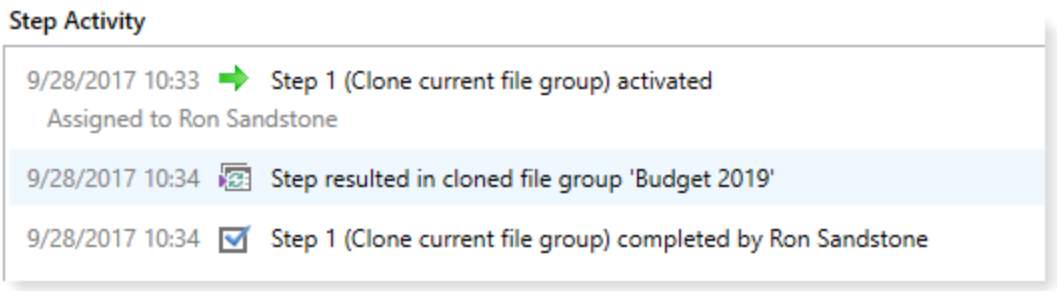
When a step owner completes a step where the created file group is used by a subsequent step, then as part of the completion process they must specify the name of the file group that was created.



This selected file group is then associated with the step. In the Process Action dialog, it is displayed as the **Step Result**. If needed, you can change the selected file group here before completing the step, by clicking **Select**. However, once the step has been completed, the step result is then fixed and cannot be changed without reopening the step.



The file group that is specified as the step result will be passed to the subsequent steps that use that result. The step result is also documented in the process details for future reference.



Process Definition Properties

This topic is a reference for all properties that can be configured for general process definitions.

Process Properties tab

This tab defines the basic properties of the process definition.

Item	Description
Process Name	The name of the process. This name defines: • The name of the process definition file. • The process name displayed in process dialogs and web pages, if no separate display name is defined.
Display Name	Optional. The display name of the process. By default, the process name is used as the display name. If a display name is defined, then the process displays in process dialogs using the display name instead of the process name. The process definition file continues to use the process name.
Description	Optional. The description of the process definition. This description displays in the Process Status dialog.
Process Owner	The owner of the process. By default, this is set to the user who created the process definition, but it can be changed to another user. The process owner receives all administrative notifications for the process and can perform all administrative actions for the process (such as starting and stopping the process, overriding task ownership to mark steps as complete, and so on).

Configuration Properties

The following configuration properties can be set for the process:

Item	Description
Allow step owners to see all steps in the process task pane	Specifies whether the assigned step owners can see all steps in the process when they interact with tasks in the Process task pane. By default, this option is disabled, which means that step owners only have access to the Task View in the Process task pane, which shows the currently active task. If this option is enabled, then step owners gain access to the Process View, which shows all steps in the process. Users can toggle between each view. This setting is only applicable to non-admin step owners. Administrators and process owners can always see all steps of any process.
Default Process Assignment	The user to be used as the default step owner if no specific user assignment is made for a particular step. The default assignment only applies to steps where the **Assignment Type** is set to **User**.

Process Steps tab

This tab defines the steps for the process. Steps are managed in the left-hand pane. Step properties are defined in the right-hand pane using the following sub-tabs: **Step Properties**, **Assignments**, and **Step Notifications**.

Step Properties

This sub-tab defines basic properties for the selected step.

Item	Description
Display Text	The display text for the step. If left blank, the display text is the step type (for example, "Approval Step" or "Generic Process Step"). It is strongly recommended to define display text that clearly identifies the specific purpose of this step.
Description	Optional. The description of the step. You can use this field to further explain the purpose of the step or to provide additional instruction to the step owner. Users can see the step description in a tooltip when hovering the cursor over the step in the Process task pane.
Process Step Configuration	Some step types have additional properties that only apply to that particular step type. For more information about each step type and its unique configuration properties, see Process step types.

Assignments

This sub-tab defines ownership assignments and due dates for the selected step. This tab does not apply to parent Parallel Subprocess or Multiple Approvals steps.

Item	Description
Assignment Type	Specifies the type of ownership assignment. The following assignment types are available: • **User**: A specific user will be assigned to the step. • **Role**: A specific role will be assigned to the step. Additional inputs are required, depending on the selected type. For example, if the type is User, then you must specify the assigned user. For more information, see Designating the process owner.
Due Date	The date when the step must be completed. This can be a specific calendar date, or the due date can be relative based on a number of days after either of the following: the date the process was started, or the date this particular step was started. The due date can also be left blank if the step does not have a specific due date. For more information, see Defining the due date for a process step.
Reset relative due date when step is reopened	Specifies whether the due date is reset when the step is reopened. This option is only available if the step uses a relative due date that is based on the step start date. By default, the step due date is calculated when the step is started, and that due date persists if the step is reopened. If instead you want the due date to be reset (recalculated) based on the date the step is reopened, select this option.

Step Notifications

This sub-tab defines notification properties for the selected step. The settings on this tab are only used if notifications are enabled at the process level. If notifications have been disabled for the entire process, a note displays across the top of the tab.

This tab has the following sections:

- **Inherited Notifications**: Use this section to manage the inherited notifications for this step. Inherited notifications are notifications defined at the process level. You can optionally enable or disable the inherited notifications on a per step basis, and you can edit the recipients for this step.
- **Custom Notifications**: Use this section to manage custom notifications for this step. You can add new notification types, or you can add custom versions of the inherited notification types.

For more information on customizing notifications for steps, see Defining notifications at the step level.

▶ Notifications tab

This tab defines email notification settings for the entire process.

Item	Description
Enable Process Notifications	Specifies whether notifications will be sent for the process. These notifications are typically sent to step owners, but can also be sent to other recipients. This option is enabled by default. When this option is enabled, you can also optionally enable or disable notifications for individual steps, using the **Step Notifications** sub-tab for the steps. If this option is disabled, then no notifications will be sent for the process. Any step-level notification settings will be ignored. This setting does not affect administrative notifications, which are always sent to the process owner (and any other recipients designated in **Admin Notification Recipients**).
Default Notifications	Defines the default notifications to apply to each step in the process. Each process starts with two notification types by default: Step Activated and Step Rejected. By default, these notifications are enabled for all eligible steps. You can define additional default notification types as desired and customize the existing default notifications. For more information, see Defining default notifications for a process.
Notification Delivery	Specifies the default delivery setting for all notifications in this process. Select one of the following: • **Notification task pane**: Display the notification in the recipient's Notifications task pane. • **Email notification** (default): Send the notification by email, using the recipient's email address as defined in Axiom Security. • **Both notifications**: Send the notification by email and display it in the Notifications task pane. All notifications defined for the process will use the default delivery setting, unless you choose to specify a different delivery setting on a per notification basis. Administrative notifications always use the default delivery setting.
Notification Email From Address	Specifies the "from" email address for all notifications sent for the process. By default, the "from" address is the default "from" address defined for Scheduler in the system configuration settings (for example, `noreply@axiomepm.com`). If desired, you can override this default and type in a different email address to be used for the process.
Admin Notification Recipients	Specifies the recipients of administrative notifications for the process. By default, the process owner receives all administrative notifications, but you can designate other users or roles to receive these notifications as appropriate. For more information, see Designating the process owner.

Deleting a process definition

You can delete a process definition if it is not active and you no longer need it. Deleting a process definition will also delete all history for that process, so you should make absolutely sure that the definition and its history are not needed before you delete it.

To delete a process definition:

1. On the **Axiom** tab, in the **Administration** group, go to **Manage > Process Management > Process Definitions**.

   NOTE: In systems with installed products, this feature may be located on the **Admin** tab. In the **Workflow** group, click **Process Management > Process Definitions**.

   The Axiom Explorer dialog opens, filtered to show the Process Definition Library (as well as any file group Process Definition folders that you have access to, if applicable).

2. Right-click the definition that you want to delete, then click **Delete**.

   You will be prompted to confirm that you want to delete the definition, and warned that all associated history will also be deleted.

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

The process definition is now deleted.

Process step types

Process management supports various step types to be used for different purposes. This section details the available step types for general process definitions, and the type-specific settings.

This section does not cover the special step types supported by *plan file process definitions*.

Approval Process Step

The Approval Process Step is intended to be used for steps where you need the explicit approval of a user in order to move forward with the process.

Process behavior

When the Approval Process Step is the active step, the step owner has the following options:

- **Approve** the process so that it will move to the next step.
- **Reject** the process so that it will return to the prior step.

The Approval Process Step is the only step type that supports moving the process either forward or backward; all other steps only have the option to move forward when completed.

Step-specific settings

Approval Process Steps in general processes do not have any unique step settings. Only the general step settings apply.

Restrictions

Approval Process Steps cannot be sub-steps of a Parallel Subprocess step. Because the sub-steps of a parallel subprocess can be completed in any order, an approval or a rejection would not make sense in this context. If you want to approve the steps in a parallel subprocess, then the next step after the parallel subprocess should be an approval step. In this case, note that if the assigned user rejects the process to return to the prior step, the entire parallel subprocess will be "reopened" and made active again.

If you want to enable parallel approval steps (approvals that can occur concurrently instead of sequentially), then you can use the special Multiple Approvals Process Step. This step works like a parallel subprocess, however, it is specially designed to handle approval steps only. For more information, see Multiple Approvals Process Step.

File Group Process Step

The File Group Process Step is intended to be used for steps where you need the user to perform some kind of action on a file group.

NOTE: This step type is for performing actions on a file group as part of a larger process. If instead you want to manage plan files through a planning process, use a plan file process.

Process behavior

When the File Group Process Step is the active step, the step owner has two actions available in the Process task pane:

- **<Action>**: The user can click the action link to open a file or perform the action associated with this step. The text of the action and what it does depends on the selected action for the step. For example, if the selected action is Process Plan Files, then the link text is "Process Plan Files" and clicking on it opens the Process Plan Files dialog for the file group.
- **Mark step as complete**: The user can click on this link to complete the active task.

Step-specific settings

When configuring a File Group Process Step, complete the following settings in addition to the general step settings:

Item	Description
File Group Source	Specify the source of the file group for this step: • **Selected File Group**: You will select an existing file group on which to perform an action. • **Previous Process Step**: The file group for this action is created in a previous process step. You will select the step in the process where this file group is created. For example, imagine a process where step 1 clones a file group to create a new file group, and then step 2 creates plan files for the new file group. In step 1, you would use Selected File Group to specify the existing file group that you want to clone. In step 2, you would use Previous Process Step to specify the file group that was created in step 1. This step does not apply if the process definition is associated with a particular file group. In that case, the current file group is assumed.
Selected File Group	The file group for the step. Click the **Select** button to select an existing file group. This option is only available if File Group Source is set to Selected File Group. This step does not apply if the process definition is associated with a particular file group. In that case, the current file group is assumed.
Selected Process Step	The previous step in the process where the file group for this step is created. This option is only available if File Group Source is set to Previous Process Step. For more information, see Using the result of a previous step. Click the **Select** button to select the step. Only steps that meet the following criteria are eligible for selection: • Must precede the current step. • Must create a file group using the Clone File Group action. This step does not apply if the process definition is associated with a particular file group. In that case, the current file group is assumed.

Item	Description
Selected Action	The action to perform on the file group: • **Open Plan Files**—If the user has one available plan file in the file group, that plan file will open. Otherwise, the Open Plan Files dialog opens, showing the user's available plan files. • **Create Plan Files**—Opens the Create Plan Files dialog with no special setup; the user will need to configure it as needed to complete the step. **NOTE:** If the file group is an on-demand file group, then this action behaves like the "Add new file" link in the Open Plan Files dialog. The user can click on the link to create a new on-demand plan file. • **Clone File Group**—Opens the Clone File Group dialog with no special setup; the user will need to configure it as needed to complete the step. • **Edit File Group**—Opens the Edit File Group dialog with no special setup; the user will need to configure it as needed to complete the step. • **Process Plan Files**—Opens the Process Plan Files dialog with no special setup; the user will need to configure it as needed to complete the step. The display text and/or description for the step should make it clear to the user what they are expected to do in order to consider the step complete.

NOTE: The assigned user for the step must have the appropriate security permissions to access the file group and perform the designated action. The File Group Process Step does not grant any permissions or elevate any existing permissions.

Generic Process Step

The Generic Process Step can be used for any step that is not covered by the other step types. This step type has no special behaviors and is not associated with any particular feature in Axiom Budgeting and Performance Reporting.

You might use this step for:

- A task that a user needs to compete outside of Axiom Budgeting and Performance Reporting.
- A task that uses an Axiom Budgeting and Performance Reporting feature for which there is no specific step type.

▶ Process behavior

When the Generic Process Step is the active step, the step owner can use **Mark step as complete** in the Process task pane to complete the step.

This step cannot be associated with an action; the assigned user will need to perform the task on their own. It is important to define the display text and description clearly so that the user understands what they need to do in order to consider the step complete.

Step-specific settings

Generic Process Steps do not have any unique settings. Only the general step settings apply.

Import Process Step

The Import Process Step is intended to be used for steps where you need a user to access an import utility in Axiom Budgeting and Performance Reporting, whether to edit the import settings and/or execute the import.

Process behavior

When the Import Process Step is the active step, the step owner has two actions available in the Process task pane:

- **Open import**: The user can click this link to access the import according to their security permissions. The step name and/or description should make it clear to the user what they are expected to do with the import.
- **Mark step as complete**: The user can click this link to complete the active task.

Step-specific settings

When configuring an Import Process Step, complete the following setting in addition to the general step settings:

Item	Description
Selected Import	The import utility to associate with this step. Click the folder icon to select the import.

NOTE: The assigned user for the step must have the appropriate security permissions to access the import and perform the desired action. The Import Process Step does not grant any permissions or elevate any existing permissions.

Multiple Approvals Process Step

The Multiple Approvals Process Step is intended to be used when you want multiple users to approve a process concurrently instead of sequentially. The difference in approach is as follows:

- For sequential approvals, use several Approval Process Steps in a sequential order. Only one approval step is active at a time, and that step must be completed before the process moves to the next approval step.

- For concurrent approvals, use a Multiple Approvals Process Step with two or more Approval Process Steps as sub-steps. When the parent Multiple Approvals Process Step becomes active, then all approval sub-steps become active concurrently. All of the sub-steps must be completed before the process moves to the next step.

Process behavior

When the Multiple Approvals Process Step is the active step, then all of its approval sub-steps are also made active. Owners of the approval sub-steps can complete their steps as appropriate without any dependencies on the other sub-steps. When *all* sub-steps are approved by their owners, then the Multiple Approvals Process Step is automatically marked as complete and the process moves on to the next step. However, if *any* of the sub-steps are rejected, then the entire step is rejected and the process is moved back to the step immediately before the Multiple Approvals Process Step.

Step-specific settings

The only available step settings for Multiple Approvals Process Steps are display text and description. These steps do not have owner assignments or due dates. Owner assignments and due dates are defined individually for each sub-step.

Restrictions and limitations

- A Multiple Approvals Process Step must have two or more sub-steps. The sub-steps can only be Approval Process Steps.
- When an owner of a sub-step in a Multiple Approvals Process Step completes a step, the previous and next steps shown in the Process Action dialog are the top-level steps before and after the Multiple Approvals Process Step. The other sub-steps do not have an order and therefore are not shown in relation to the step being approved or rejected.

Parallel Subprocess

The Parallel Subprocess step is intended to be used when you have several steps that are not dependent on each other, and instead can be performed at the same time (in parallel). The only purpose of this step is to define a set of sub-steps that can be performed concurrently.

Process behavior

When the Parallel Subprocess step is the active step, all sub-steps of that subprocess are also made active. Owners of the sub-steps can complete their steps as appropriate without any dependencies on the other sub-steps. When *all* sub-steps of the subprocess are marked as complete by their owners, then the Parallel Subprocess step is automatically marked as complete. For more information, see Performing process steps in parallel.

Step-specific settings

The only available step settings for Parallel Subprocesses are display text and description. They do not have owner assignments or due dates. Owner assignments and due dates are defined individually for each sub-step.

Restrictions and limitations

- A Parallel Subprocess must have two or more sub-steps, to define the steps that can be performed in parallel.
- Approval Process Steps cannot be sub-steps of a Parallel Subprocess. Because the child steps of a Parallel Subprocess can be completed in any order, an approval or a rejection would not make sense in this context.
    - If you want to approve the steps in a Parallel Subprocess, then the next step after the Parallel Subprocess should be an Approval Process Step. In this case, note that if the assigned user rejects the process to return to the prior step, the entire Parallel Subprocess will be "reopened" and made active again.
    - If you want multiple Approval Process Steps to be active simultaneously, then you should use a Multiple Approvals Step. This is a special type of parallel subprocess that only allows for approval steps.
- When an owner of a sub-step in a Parallel Subprocess completes a step, they will not see the previous and next steps in the Process Action dialog. Within the context of the subprocess, all sub-steps are occurring concurrently and there is no "previous" and "next". However, if a user has the ability to view all steps of the process in the Process task pane, they can see the overall step progression there.

Report Process Step

The Report Process Step is intended to be used for steps where you need a user to run a report in Axiom Budgeting and Performance Reporting. For example, you may want a user to run a report for any of the following reasons:

- Verify data before moving on in the process
- Run a save-to-database report utility
- Distribute report packages using File Processing features
- Process alerts

Process behavior

When the Report Process Step is the active step, the step owner has two actions available in the Process task pane:

- **Open report**: The user can click this link to access the report according to their security permissions. The step name and/or description should make it clear to the user what they are expected to do with the report.

- **Mark step as complete**: The user can click this link to complete the active task.

Step-specific settings

When configuring a Report Process Step, complete the following settings in addition to the general step settings:

Item	Description
Selected Report	The report to associate with this step. Click the folder icon to select a file in the Reports Library.
Open Form As	If the report is form-enabled, then you can specify how the file is opened when the user opens it from the Process task pane: • **Form in the client**(default) • **Form in web browser** • **Spreadsheet** This option only displays if the selected report is form-enabled. **NOTE:** When using the Axiom Excel Client, Axiom forms will always open in the user's browser instead of within the application, regardless of this setting.

NOTE: The assigned user for the step must have the appropriate security permissions to access the report and perform the desired action (such as Allow Save Data to perform a save-to-database). The Report Process Step does not grant any permissions or elevate any existing permissions.

Scheduler Process Step

The Scheduler Process Step is intended to be used for steps where you want to run a Scheduler job as part of the process. Unlike other step types, the Scheduler Process Step is an automated step, meaning that no user intervention is required to run the Scheduler job or to complete the step (assuming no errors occur).

Process behavior

When the Scheduler Process Step is made active, Axiom Budgeting and Performance Reporting will automatically place the job in the Scheduler queue for immediate processing (pending Scheduler thread availability). If the processing completes successfully, then the step is automatically marked as complete and the process continues to the next step. Any notifications defined in the job are honored; no additional notifications are sent.

If the job experiences any errors, or if Axiom Budgeting and Performance Reporting is unable to schedule the job for some reason, then the step is effectively stalled. However, unlike other stalled steps, if this occurs the assigned user has several options available in the Process task pane to attempt to resolve the issue:

- **View job results**: The user can view the job results to troubleshoot the issue. However, note that the user must have the **Scheduled Jobs User** permission and at least read-only access to the job in order to view the job results.
- **Restart scheduled job**: This option places the job in the Scheduler queue to be run again. This assumes that the error was the result of some temporary issue which no longer applies, or that the underlying issue has been addressed and the job is now expected to complete without error.
- **Mark step as complete**: This option can be used to ignore the job error and manually complete the step. This may be appropriate for situations where the job completed with partial success which is sufficient to consider the step complete, or for cases where the step owner or an administrator ran the Scheduler job or related utility manually as part of troubleshooting the original issue, so the job does not need to be run again as part of processing this step.

Step-specific settings

When configuring a Scheduler Process Step, complete the following settings in addition to the general step settings:

Item	Description
Selected Scheduler Job	The Scheduler job to associate with this step. Click the folder icon to select the job.

Although the step is automated, you must still specify an assigned user for the step. The job will run using the permissions of the assigned user. The assigned user is not required to have any access to Scheduler or to the specified job, although ideally the user will have this level of permissions in order to troubleshoot the job results if any errors occur.

Table Process Step

The Table Process Step is intended to be used for steps where you need a user to perform some kind of administrative action on a table.

Process behavior

When the Table Process Step is the active step, the step owner has two actions available in the Process task pane:

- **<Action>**: The user can click the action link to open a table or perform the action associated with this step. The text of the action and what it does depends on the Selected Action for the step. For example, if the Selected Action is Clone Table, then the link text is "Clone Table" and clicking on it opens the Create Table dialog for table cloning.
- **Mark step as complete**: The user can click on this link to complete the active task.

Step-specific settings

When configuring a Table Process Step, complete the following settings in addition to the general step settings:

Item	Description
Selected Table	The table on which to perform the designated action. Click the folder icon to select a table.
Selected Action	The action to perform on the table: • **Clone Table** • **Edit Table Data** (meaning Open Table in Spreadsheet) • **Edit Table Structure** In all cases, the assigned user will be able to open the associated dialog from the Process task pane when the step is active. The display text and/or description for the step should make it clear to the user what they are expected to do in order to consider the step complete. If Edit Table Data is the selected action, then you can optionally define a Data Filter and/or a Row Limit for the task.
Data Filter	Optional. Define a data filter to limit the data to be displayed in Open Table in Spreadsheet. Use the Filter Wizard to create the filter criteria statement. This setting only applies if Edit Table Data is the selected action.
Row Limit	Optional. Enter a number to limit the number of rows to be displayed in Open Table in Spreadsheet. This setting only applies if Edit Table Data is the selected action.

NOTE: The assigned user for the step must have the appropriate security permissions to access the table and perform the designated action. The Table Process Step does not grant any permissions or elevate any existing permissions.

Configuring Notifications

General processes can send several different types of notifications, all of which can be configured at the process level and at the step level. These notifications are used to inform or remind users about tasks they need to perform, or to inform other interested parties about the current step status.

When setting up notifications for a process, you can determine:

- The types of notifications that are sent for the process and for each step
- The recipients of each notification
- The content of each notification
- The delivery method of each notification (email, Notifications task pane, or both)
- Whether notifications are sent at all, for the entire process or per step
- The frequency and timing of reminder notifications

When defining notifications for a process, you can define default notifications at the process level. These process-level notifications are inherited by the individual steps in the process. At the step level, you can choose to enable or disable the inherited notifications as needed, and you can define custom notifications to be used for that step only.

NOTE: The information in this section does not apply to administrative notifications for a process, which are system-managed notifications intended to inform the process owner about the general operation of the process and any errors encountered. For more information about process ownership and administrative notifications, see Designating the process owner.

Notification types for general processes

The following types of notifications can be sent for a general process in process management:

Notification Type	Description	Available Recipient Types
Step Activated	Notification that is sent when a step is made active. By default, the notification informs the step owner(s) that they have a task to perform in the process. You can customize the default notification as desired. **NOTE:** This notification type is *not* used when a previously active step is reopened due to an approval step rejection. Instead, the Step Reopened notification type is used.	• Task owners • Any named user or role • Process owner

Notification Type	Description	Available Recipient Types
Step Reopened	Notification that is sent when a step is reopened, due to a subsequent approval step being rejected. By default, the notification informs the step owner that their task has been reopened. You can customize the default notification as desired.	• Task owners • Any named user or role • Process owner
Step Rejected	Notification that is sent when an approval step is rejected. This notification type is not configured by default and is entirely user-definable. This notification type only applies to approval steps and multiple approval steps. **NOTE:** This notification type is about the step that was rejected, not about the prior step that was reopened as a result of the rejection. It is intended to inform the process owner or other interested parties about the rejection.	• Previous step owners • Any named user or role • Process owner
Step Completed	Notification that is sent when a step is completed. This notification type is not configured by default and is entirely user-definable.	• Previous step owners • Any named user or role • Process owner
Due Date Reminder	Notification that is sent to remind users of an upcoming step due date. This notification type is not configured by default and is entirely user definable, including the reminder schedule.	• Task owners • Any named user or role • Process owner
Overdue Reminder	Notification that is sent to remind users of an overdue step. This notification type is not configured by default and is entirely user definable, including the reminder schedule.	• Task owners • Any named user or role • Process owner

NOTE: For more information on the recipient types, see Customizing recipients for process notifications.

Most of these notification types do not apply to subprocess steps (the parent step of the subprocess). For example, a Step Activated notification is *not* sent when a multiple approvals step is made active; instead the notification is sent for the first sub-step in the subprocess. Similarly, the Due Date Reminder and Overdue Reminder notification types do not apply to subprocess steps, because these steps do not have due dates (only the sub-steps do).

The only notification types that apply to subprocess steps are:

- **Step Completed**: This can be used with any subprocess. It will be sent when all sub-steps in the subprocess are completed.
- **Step Rejected**: This only applies to multiple approvals steps. It will be sent when the multiple approvals subprocess is rejected due to any of its approval sub-steps being rejected.

You can define multiple instances of the same notification type, at any level of the process. If multiple notifications apply when a particular step activity occurs (such as when a step is activated), then all eligible notifications will be sent. For example, you might do this if you want to define different notification content for different recipients of the notification type.

Notification design considerations

Keep in mind the following design considerations when defining notifications for a process.

- **Step Activated / Step Reopened - Sending to recipients other than step owners**

  If you want to send the Step Activated or Step Reopened notification to any recipients other than the step owners, you should consider creating a second instance of the notification type with text that is appropriate for the other recipients.

  The default text for these notification types assumes that the notification is being read by the step owners. The text includes statements such as "You have a new task..." and "Please login to Axiom Budgeting and Performance Reporting to complete your tasks." It may be confusing for process owners or other recipients to receive this notification because these users do not actually have a new task, they are just being informed of someone else being assigned a new task. The non-owner recipients should have a separate instance of the notification type, with text that better reflects the informational status of the notification, such as: "A new task has been issued for Step 'Import data' in Process 'Rollover'."

- **Step Activated / Step Reopened - Delivering to the Notifications task pane**

  Because the default delivery method is email, the default text for these notifications contains the sentence "Please login to Axiom Budgeting and Performance Reporting to complete your tasks." If you decide to deliver notifications to the Notifications task pane instead, this sentence does not apply and should be removed.

- **Step Rejected - Using with multiple approvals steps**

  If you want to use the Step Rejected notification type with a multiple approvals step, you should consider at which level you want the notification to be issued. You can enable Step Rejected for each approval sub-step in the subprocess, which means that the notification will be sent at the level of the individual sub-step that was rejected. Or, you can enable Step Rejected at the subprocess level (the parent multiple approvals step), which means that the notification will be sent for the parent step when any of the sub-steps are rejected.

  This choice impacts how the variables are resolved in the notification text and what information is available to the notification. You can also choose to send both levels of notification, but this is probably more notifications than necessary for the same event, unless each notification is for different recipients.

Disabling notifications for a process

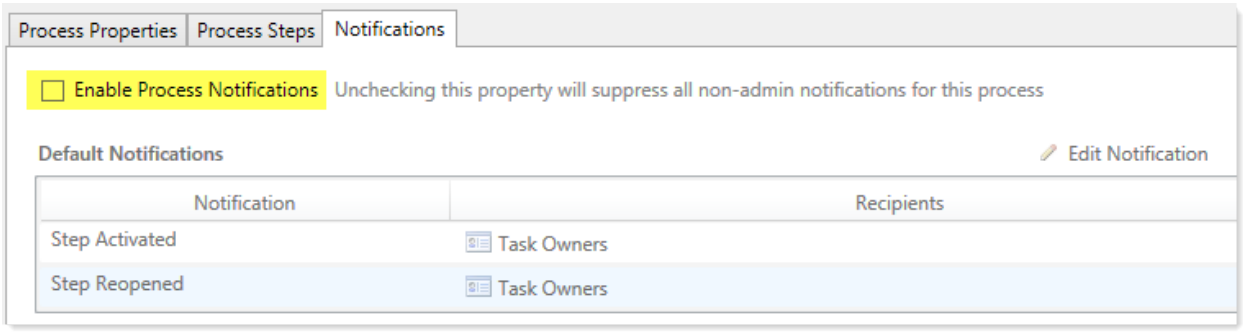
By default, each process includes "built-in" notifications intended to inform step owners about new and reopened tasks in the process. You can define additional notifications and customize the built-in notifications as needed.

However, if you don't want to send these notifications, then you can disable notifications for the entire process or for specific steps. If notifications are disabled, then the only way users can learn of their active tasks is through the Process task pane, or through other custom reports created by your organization.

Disabling notifications at the process level

Use the **Enable Process Notifications** option on the Notifications tab to enable or disable notifications for the entire process.

- By default, this check box is selected, which means notifications are enabled for the process. Notifications will be sent according to the notification settings defined for each individual step (which may include using the inherited process-level notifications).
- If you clear this check box, then notifications are disabled for the process. No notifications will be sent. The **Default Notifications** section becomes grayed out and cannot be edited. Additionally, any notification settings made at the individual step level will be ignored.



Notifications disabled for a process

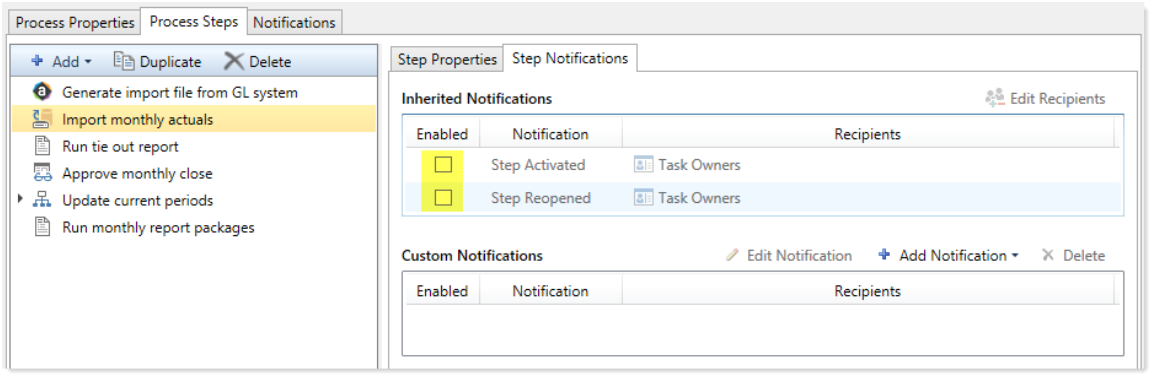
Administrative notifications are always sent and cannot be disabled. For more information on these notifications, see Designating the process owner.

Disabling notifications at the step level

If **Enable Process Notifications** is enabled at the process level, then you can enable or disable notifications at the individual step level.

To disable notifications for a particular step, go to the **Process Steps** tab and then select the desired step. In the **Step Notifications** sub-tab, you can enable or disable notifications by type.

- **Inherited Notifications**: These notifications are inherited from the process-level notifications. To disable the inherited notifications at the step level, clear the **Enabled** check box for each notification.



Inherited notifications disabled for a step

- **Custom Notifications**: These notifications are defined for the current step. To disable a custom notification, clear the **Enabled** check box.

  It would be unusual to define a custom notification for a step and then disable it, unless you are disabling it temporarily for testing purposes or for other transient reasons. If you do not need the custom notification for the step, you can delete it instead of disabling it.

Any inherited or custom notifications that are disabled for the step will not be sent for that step.

If **Enable Process Notifications** is *disabled* at the process level, then any step-level notification settings are ignored and no notifications will be sent for the process. However, you can continue to edit the step-level notification settings so that they are configured as you want them in case you later re-enable notifications at the process level. A warning message displays across the top of the Step Notifications sub-tab to inform you when notifications are disabled at the process level.

Disabling notifications at the subprocess level

It is not possible to disable notifications for all sub-steps of a subprocess. If you want to disable notifications for a subprocess, you must disable them for each individual sub-step in the subprocess, using the methodology described in the previous section.

Inherited and custom notifications can also be disabled for the subprocess (parent) step itself, using the methodology described in the previous section.

Defining default notifications for a process

You can define default notifications at the process level. These notifications are inherited by all eligible steps in the process, and can be enabled or disabled for those steps.

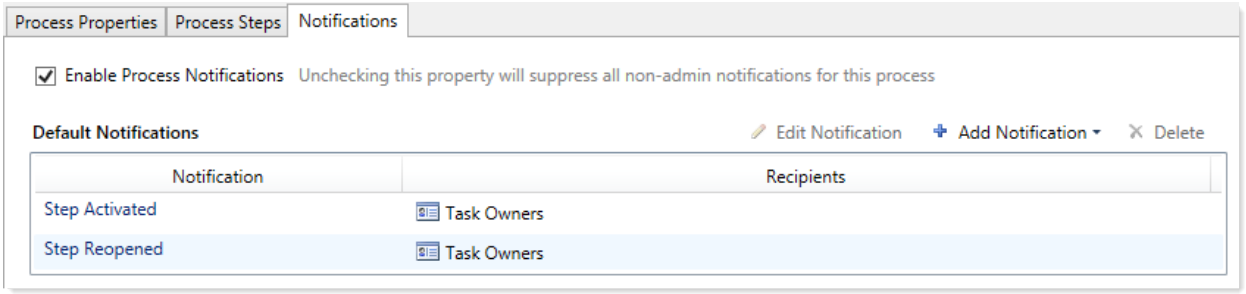
Default notifications are best for notifications that you want to use for all or most of the steps in the process. If many steps use the same notification, then it is easier to define it at the process level rather than for each individual step. If you don't want a default notification to apply to a particular step, then you can disable it at the individual step level.

The following steps are eligible to inherit the default notifications defined at the process level:

- Any top-level step that is not a subprocess step can inherit all default process-level notifications.
- Subprocess steps (the parent step of the sub-steps) can only inherit certain notification types from the default process-level notifications. Notification types that do not apply to subprocess steps will not be inherited by those steps.
- Sub-steps of parallel subprocesses (including multiple approvals steps) can inherit all default process-level notifications.

Built-in default notifications for all processes

By default, all process definitions start with two default notifications at the process level: a Step Activated notification and a Step Reopened notification.



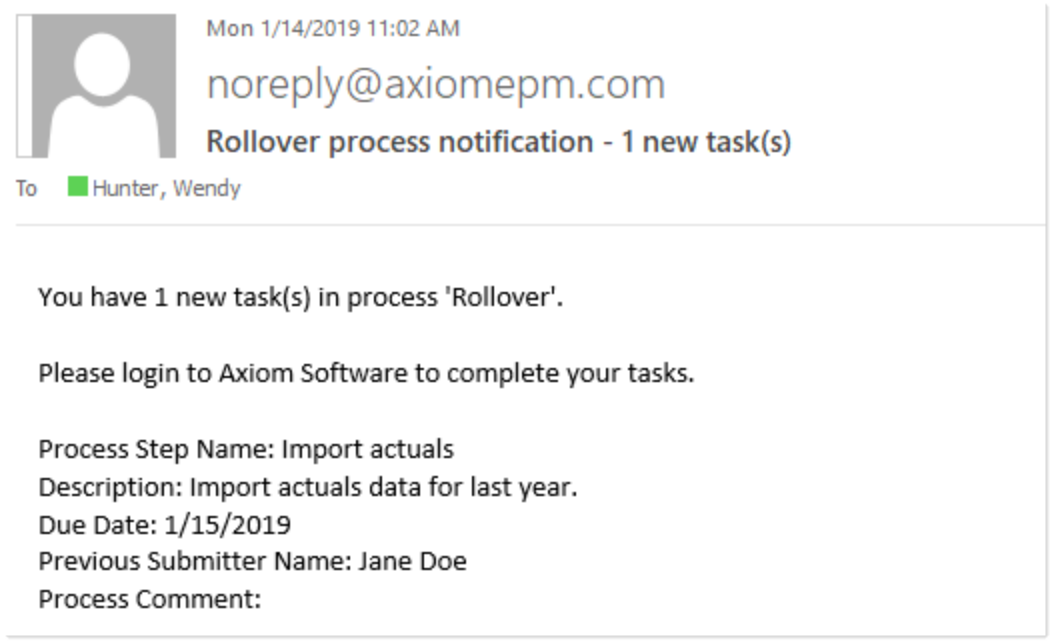
Built-in default notifications for a process

These built-in notifications are configured as follows:

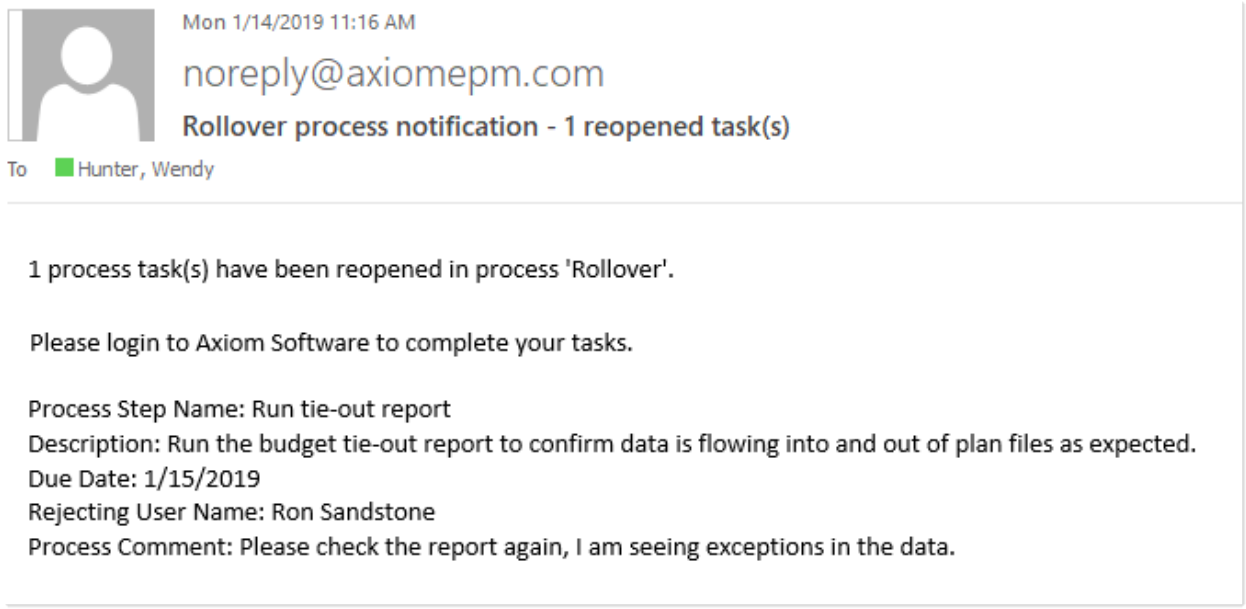
- Notification recipients are set to task owners.
- Notification delivery is set to use the process-level setting (which by default is email delivery).
- The messages contain basic details about the process and the current task.

You can use the built-in notifications as is, or you can customize them as desired. All aspects of the notification are customizable. You can also opt to delete the built-in notifications and create your own from scratch.

The following screenshots show example default process notifications for a general process definition.



Step Activated notification



Step Reopened notification

Adding, editing, and deleting default process notifications

You can add, edit, and delete default process notifications using the **Notifications** tab of the **Edit Process** dialog. Any existing default notifications defined for the process (including the built-in notifications) display in the **Default Notifications** grid.

You can define default process notifications at any time. If the process is already active, any changes made will apply to new notifications delivered after that point.

To add a default notification:

1. Click **Add Notification**, then select the notification type that you want to add. For more information on the available notification types, see Notification types for general processes.
2. In the **Edit Process Notification** dialog, define the properties for the new notification. For more information, see Notification properties for process definitions. Note the following:
    - Most newly added notifications do not have any default recipients. You must add the desired recipients before the notification is valid for use. The exception is reminder notification types—these notifications go to task owners by default.
    - Newly added notifications do not have any defined message text. You must define this content before you can save the notification.
3. Click **OK** to save the notification.
4. You are prompted to choose whether you want the new notification to be enabled in existing steps by default. Click **Yes** or **No** as appropriate.

    NOTE: It is not possible to globally enable the notification for all steps after it is saved. If you don't enable the notification at this point, you must manually go to each existing step and enable it as needed.

The notification is added to the grid, and is available to be inherited by all eligible steps. Whether the notification is enabled in existing steps depends on your Yes/No selection when saving the notification. Whether the notification is enabled for newly created steps depends on the **Default Enablement** setting for the notification.

To delete a default notification:

- Select the notification in the grid, and then click **Delete**.

The deleted notification is removed from the process. Any steps that were inheriting the notification can no longer use it.

To edit a default notification:

- Double-click the notification in the grid. You can also select the notification in the grid and then click **Edit Notification**.

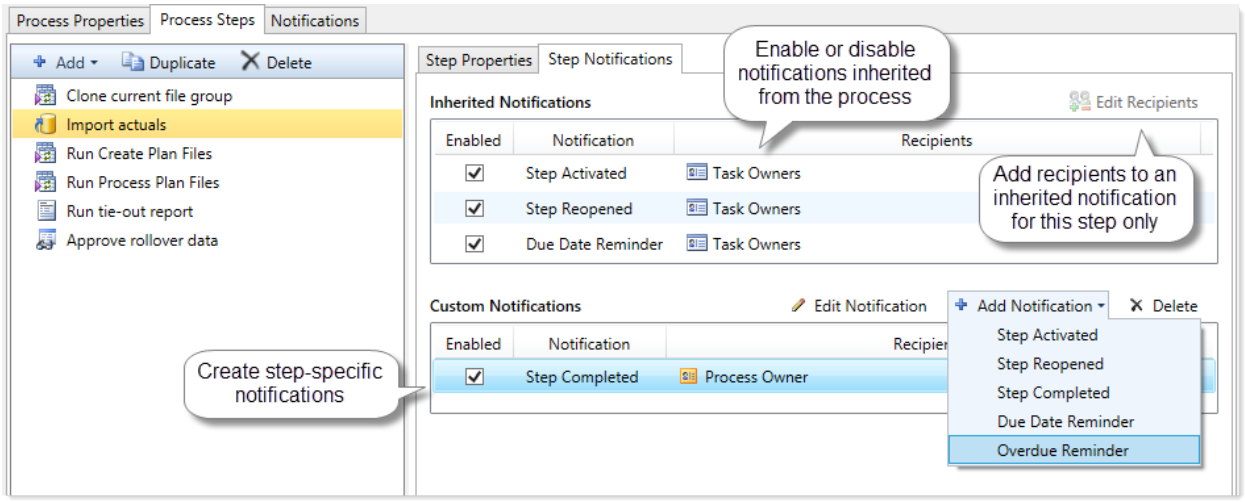
Within the **Edit Process Notification** dialog, you can edit notification properties such as:

- The delivery method for the notification (email, Notifications task pane, or both)
- The urgency of the notification
- The recipients of the notification
- The notification message contents
- The notification reminder schedule (for reminder notification types only)

Defining notifications at the step level

For each step in a process definition, you can configure notifications as follows:

- You can manage inherited notifications for the step. These are notifications that the step inherits from the default process-level notifications. Inherited notifications can be enabled or disabled, and you can optionally add recipients for the current step.
- You can define custom notifications for the step. These notifications only apply to the current step.



NOTE: If multiple instances of the same notification type apply to a step, then each instance will be sent when the notification is triggered. For example, if a step has an inherited Step Activated notification as well as a custom Step Activated notification, then both notifications will be sent (unless one of the notifications is disabled).

Manage inherited notifications for a step

You can manage inherited notifications for the individual steps in a process. All steps inherit the default notifications defined at the process level. You can enable or disable inherited notifications at the step level, and you can add recipients at the step level.

To manage inherited notifications for a step, go to the **Process Steps** tab in the **Edit Process** dialog. Select the step, then go to the **Step Notifications** sub-tab. Any existing inherited notifications for the step display in the **Inherited Notifications** grid.

- Use the **Enabled** check box to enable or disable an inherited notification. If enabled, the notification will be sent for this step; if disabled, the notification will not be sent.

  Whether an inherited notification is enabled by default for a step depends on the choices made when the notification was created at the process level or the subprocess level.

- To add recipients to an inherited notification, select the notification in the grid and then click **Edit Recipients**. For more information, see Adding step-specific recipients to inherited notifications.

The only inherited notification property that can be customized at the step level is the recipients. If you want to customize the text of an inherited notification for use with a specific step only, then you should do one of the following (depending on what you want to accomplish):

- Disable the inherited notification and instead create a custom notification of the same type for the step.

  OR

- Leave the inherited notification enabled and create a custom notification of the same type for the step, but send each notification to different recipients.

Inherited notifications for subprocess steps

Parallel subprocess steps and multiple approvals steps can only inherit certain types of notifications from the process. This only applies to the parent subprocess step itself. The child steps of the subprocess can inherit all notification types as normal.

The only notification types that a subprocess step can inherit are:

- **Step Completed**: When all steps in the subprocess have been completed, the Step Completed notification will be sent.
- **Step Rejected**: This notification type only applies to multiple approvals steps. If any of the approval sub-steps are rejected, the Step Rejected notification will be sent for the parent multiple approvals step. Note that this type of notification should be defined at either the parent level or the child level, but not both (unless you want to send each notification to different recipients).

▶ Define custom notifications for a step

You can define custom notifications for each step in a process. The custom notifications defined at the step level only apply to that step. If the process is already active, any changes will apply to new notifications delivered after that point.

To define custom notifications for a step, go to the **Process Steps** tab in the **Edit Process** dialog. Select the step, then go to the **Step Notifications** sub-tab. Any existing custom notifications defined for the step display in the **Custom Notifications** grid.

To add a custom notification:

1. Click **Add Notification**, then select the notification type that you want to add. For more information on the available notification types, see Notification types for general processes.
2. In the **Edit Process Notification** dialog, define the properties for the new notification. For more information, see Notification properties for process definitions. Note the following:

- Most newly added notifications do not have any default recipients. You must add the desired recipients before the notification is valid for use. The exception is reminder notification types—these notifications go to task owners by default.
- Newly added notifications do not have any defined message content. You must define this content before you can save the notification.

3. Click **OK** to save the notification.

The notification is added to the grid, and by default it is enabled for the step. You can disable it if desired, if you want to temporarily turn off the notification for the step.

To delete a custom notification:

- Select the notification in the grid, and then click **Delete**.

The deleted notification is removed from the step.

To edit a custom notification:

- Double-click the notification in the grid. You can also select the notification in the grid and then click **Edit Notification**.

Within the **Edit Process Notification** dialog, you can edit notification properties such as:

- The delivery method for the notification (email, Notifications task pane, or both)
- The urgency of the notification
- The recipients of the notification
- The notification message contents
- The notification reminder schedule (for reminder notification types only)

Custom notifications for subprocess steps

You can define custom notifications for parallel subprocess steps and multiple approvals steps. The process is the same as for normal steps. However, only Step Completed and Step Rejected (for multiple approvals steps) notifications can be defined for the parent subprocess step. The child steps of the subprocess can use all notification types as normal.

Customizing notification content for general process definitions

The default Step Activated and Step Reopened notifications for process definitions have default content that you can use as is, or you can customize it as desired. When defining all other notifications, the content is entirely up to you—there is no default content.

All notification content is defined in the **Notification Message** tab of the **Edit Process Notification** dialog. To access this dialog, go to the **Notifications** tab for the process or the **Step Notifications** tab for a step, and then add or edit a notification.

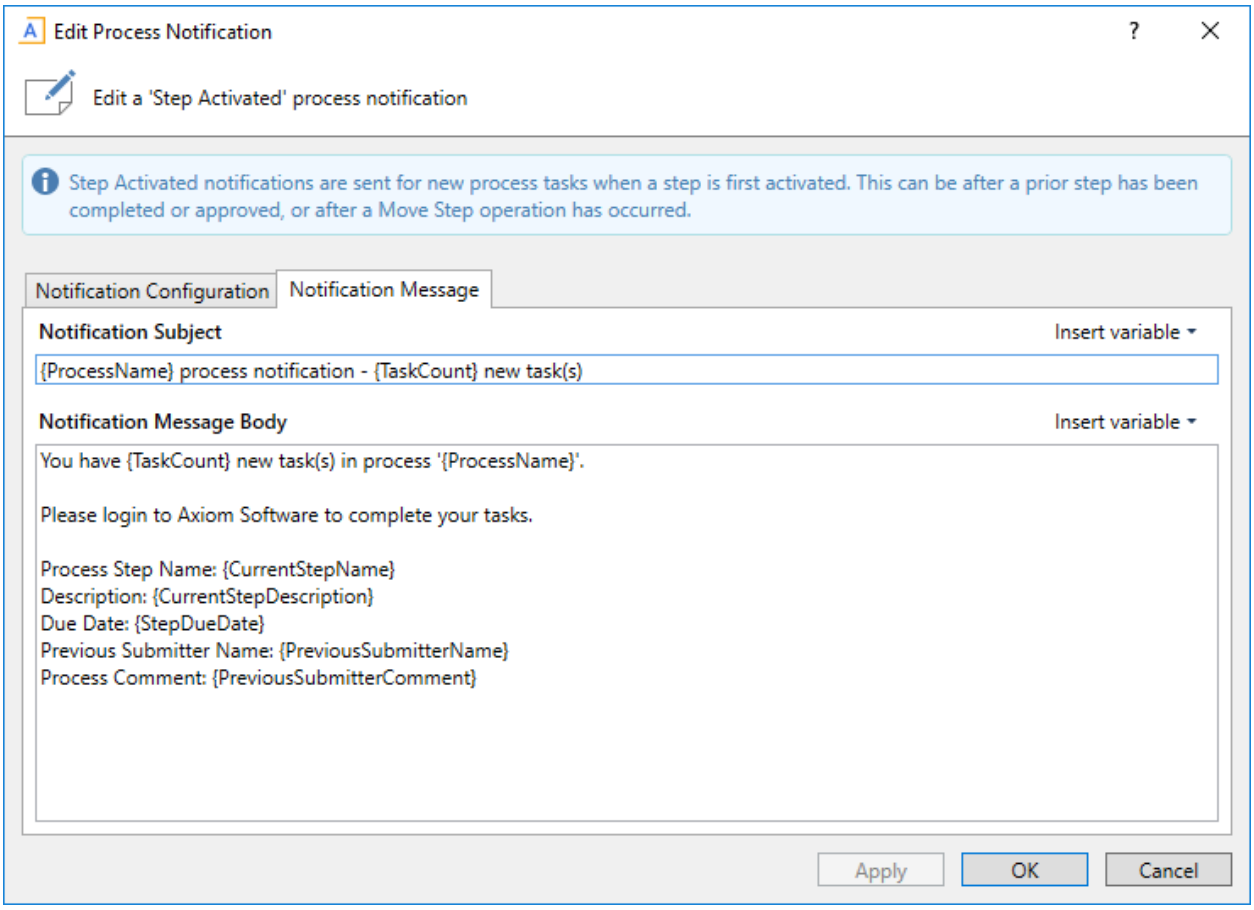
NOTE: If a step has inherited a notification from the process level, the content of that notification cannot be edited at the step level. You must go to the process level to edit the content of the inherited notification.

Process management supports a set of process variables that can be used to return process, step, and task information for use in notification content. For example, you can return the name of the process, the name of the step, and the due date of the step.

Notification message sections

Each notification message has two sections—the **Notification Subject** and the **Notification Message Body**. Both sections for the notification must have some content in order to be valid.

The subject is rendered as the email subject line and/or as the notification title in the Notifications task pane. The message body is the body text.



Example notification for a general process definition

Process variables

Process variables can be used in all sections of the notification message, although certain variables can only be used in certain sections. The variables use standard variable syntax in Axiom Budgeting and Performance Reporting—for example: `{StepDueDate}`.

Use the **Insert variable** menu for the current section to insert a variable into the text. The menu displays only the variables that are currently valid for use, based on the current section, the step type, and the process type. Although you can manually type the variables, it is recommended to use the menu to ensure that you only use variables that are valid for the current section. When you choose a variable from the menu, it is displayed in plain text—for example, Due Date for `{StepDueDate}`.

General variables

The following variables return general information about the process and its steps.

Variable	Description	Notification Types
{CompletingUserComment}	The comment made by the user who completed the step. • This variable resolves to blank if no comment was entered. • If the step that was completed was a parallel subprocess or a multiple approvals step, then this variable resolves as a list of sub-steps, completing users, and comments, such as: Sub-step 1 name - user name - comment Sub-step 2 name - user name - comment	Step Completed
{CompletingUserName}	The name of the user who completed the step. • If the step that was completed was a parallel subprocess or a multiple approvals step, then this variable resolves as a list of sub-steps and completing users, such as: Sub-step 1 name - user name Sub-step 2 name - user name	Step Completed
{CurrentStepName}	Name of the current step.	All notification types

Variable	Description	Notification Types
{CurrentStepDescription}	Description of the current step.	All notification types
{CurrentStepNumber}	Number of the current step.	All notification types
{DaysPastDue}	Number of days past the due date for the current step.	Due Date Reminder, Overdue Reminder
{DaysTilDueDate}	Number of days until the due date for the current step.	Due Date Reminder, Overdue Reminder
{OwnerFullName}	The full name of the current task owner.	Step Activated, Step Reopened, Due Date Reminder, Overdue Reminder
{NextStepDueDate}	The due date of the next step in the process. • If the next step is a parallel subprocess or a multiple approvals step, then this variable resolves as a list of sub-steps and due dates, such as: Sub-step 1 name - due date Sub-step 2 name - due date • If the completed step was a sub-step of a parallel subprocess or a multiple approvals step, and the subprocess is still active, then this variable resolves to text such as "N/A - parallel subprocess step is not complete". • If the completed step was the last step in the process, then this variable resolves to text such as "N/A - the process is complete".	Step Completed, Step Rejected

Variable	Description	Notification Types
{NextStepName}	The name of the next step in the process. • If the next step is a parallel subprocess or a multiple approvals step, then this variable resolves as follows: Parallel Subprocess Step Name (Comma-separated list of sub-step names) • If the completed step was a sub-step of a parallel subprocess or a multiple approvals step, and the subprocess is still active, then this variable resolves to text such as "N/A - parallel subprocess step is not complete". • If the completed step was the last step in the process, then this variable resolves to text such as "N/A - the process is complete".	Step Completed, Step Rejected
{NextStepOwner}	The owner of the next step in the process. • If the next step is a parallel subprocess or a multiple approvals step, then this variable resolves as a list of sub-steps and owners, such as: Sub-step 1 name - user name Sub-step 2 name - user name • If the completed step was a sub-step of a parallel subprocess or a multiple approvals step, and the subprocess is still active, then this variable resolves to text such as "N/A - parallel subprocess step is not complete". • If the completed step was the last step in the process, then this variable resolves to text such as "N/A - the process is complete". • If the owner is a role, then this variable resolves as a comma-separated list of all owners in the role.	Step Completed, Step Rejected

Variable	Description	Notification Types
{PreviousStepName}	The name of the previously active step in the process. • This resolves to N/A for the first step in the process when used in Step Activated notifications. • If the previous step was the last-completed step of a parallel subprocess or a multiple approvals step, then this variable resolves as follows: Parallel Subprocess Step Name (Comma-separated list of sub-step names)	Step Activated, Step Reopened
{PreviousSubmitterComment}	The comment made by the user who completed the previously active step. • This resolves to N/A for the first step in the process. For other steps, it resolves to blank if no comment was entered. • If the previous step was a parallel subprocess or a multiple approvals step, then this variable resolves as a list of sub-steps, submitters, and comments, such as: Sub-step 1 name - user name - comment Sub-step 2 name - user name - comment	Step Activated
{PreviousSubmitterName}	The name of the user who completed the previously active step. • This resolves to N/A for the first step in the process. • If the previous step was a parallel subprocess or a multiple approvals step, then this variable resolves as a list of sub-steps and submitters, such as: Sub-step 1 name - user name Sub-step 2 name - user name	Step Activated

Variable	Description	Notification Types
{ProcessName}	The name of the process (display name if defined, process name if not).	All notification types
{RecipientFirstName}	The first name of the notification recipient.	All notification types
{RecipientFullName}	The full name of the notification recipient.	All notification types
{RejectingUserComment}	The comment made by the user who rejected the step (or in the case of On Demand Process Aborted, the user who aborted the plan file in the process). This variable resolves to blank if no comment was entered.	Step Reopened, Step Rejected, On Demand Process Aborted
{RejectingUserName}	The name of the user who rejected the step (or in the case of On Demand Process Aborted, the user who aborted the plan file in the process).	Step Reopened, Step Rejected, On Demand Process Aborted
{StepDueDate}	The due date for the step.	Step Activated, Step Reopened, Due Date Reminder, Overdue Reminder
{TaskCount}	The count of tasks covered by this notification.	Step Activated, Step Reopened, Due Date Reminder, Overdue Reminder

Other variables

The following variables can only be used in notifications for Report Process Steps.

Variable	Description	Notification Types
{LinktoReport}	Link to open the specified report for the step.	Any notification type

Note the following when using the `{LinkToReport}` variable:

- If the report is form-enabled, then the hyperlink will open the file as a form or as a spreadsheet depending on the step-level setting **Open Form As**. For email notifications, if the step is configured to open the file as a form, then the form will be opened in the Web Client (browser) in all cases. For notifications delivered to the Notifications task pane, the option to open the form in the browser or the desktop client will be honored.
- If the report is not form-enabled, the hyperlink opens the report as a spreadsheet in the user's default desktop client.
- When the report is opened as a spreadsheet and the notification is sent via email, the hyperlink uses the same format as hyperlinks generated using GetDocumentHyperlink, including the differing URL format for systems using SAML or OpenID Authentication.

Customizing recipients for process notifications

When defining the notifications for a process definition, you can customize the recipients for each notification. You can choose specific users and roles to receive notifications, and you can select defined classes of recipients such as task owners and the process owner.

Recipient types

The following recipient types are available for process notifications. Certain recipients are only available for certain notification types.

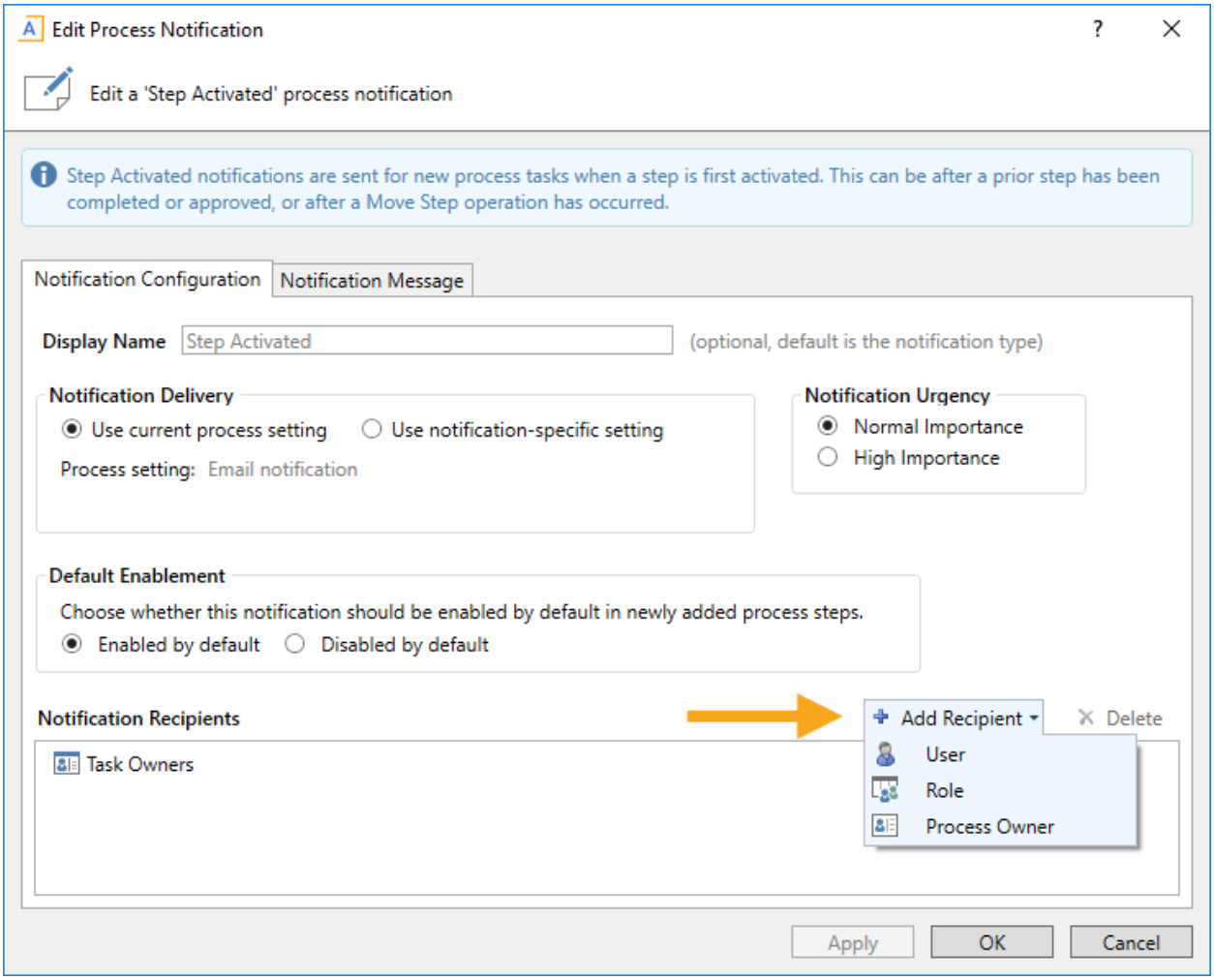
Recipient Types	Description
Task Owners	The notification will be sent to the current task owners for the step. This recipient type is not available for the Step Completed or Step Rejected notification types, because once the step is completed it has no current owners.
User	Select any named user defined within Axiom Budgeting and Performance Reporting security to send the notification to that user. This recipient type is available for any notification.
Role	Select any named role defined within Axiom Budgeting and Performance Reporting security to send the notification to all users in that role.
Process Owner	The notification will be sent to the process owner. This recipient type is available for any notification.
Previous Step Owners	The notification will be sent to the users who completed all previous steps in the process. This recipient type is only available for the Step Completed and Step Rejected notification types. For more information, see Behavior of Previous Step Owners recipient type.

Generally speaking, the Task Owners recipient type is intended to be used when you want to inform a user that they have a task to complete in the process, or to remind the user that they need to complete the task. All other recipient types are intended to inform interested users about what is currently going on with the process. For example, a process owner may want to receive a notification as each step in the process is completed, to help them keep tabs on the process. Similarly, there may be a specific user or role who is also interested in receiving this information, for the entire process or perhaps for a specific step.

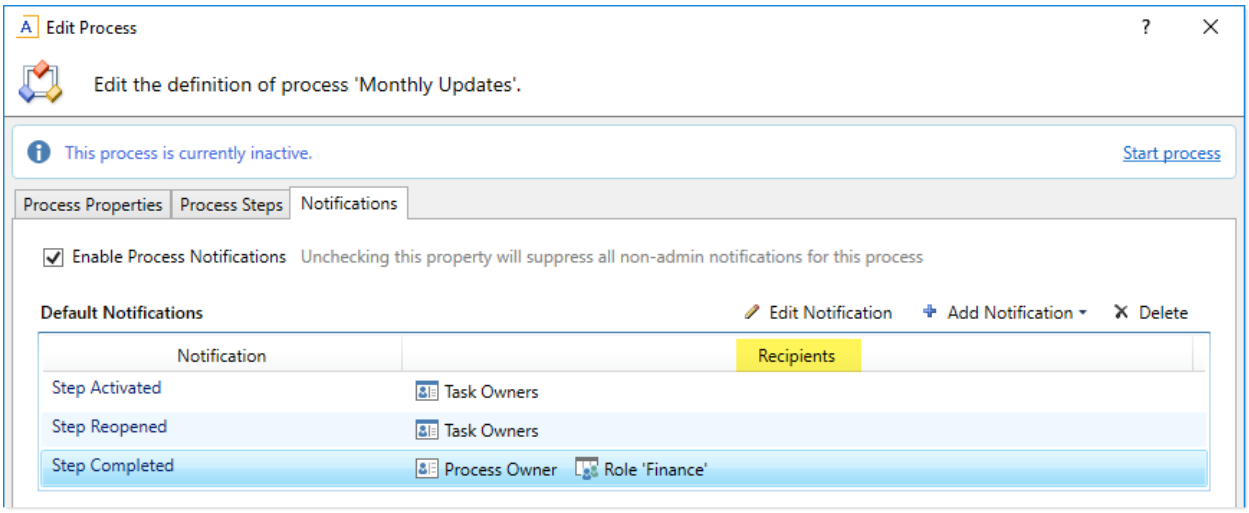
When using different types of recipients for the same notification type, in most cases you should define multiple notifications with different text. The text for task owners should be action-oriented (such as "You have a new task to complete for process Rollover"), whereas the text for interested parties is more informational ("User jdoe completed step Import Actuals for process Rollover").

Defining recipients for a notification

When you create or edit a notification at any level of the process, you can specify the recipients on the **Notification Configuration** tab of the **Edit Process Notification** dialog. The **Add Recipient** list only shows the recipients that are valid for the current notification type and process type.



Once the notification has been saved, you can see the list of recipients in the notifications grid:

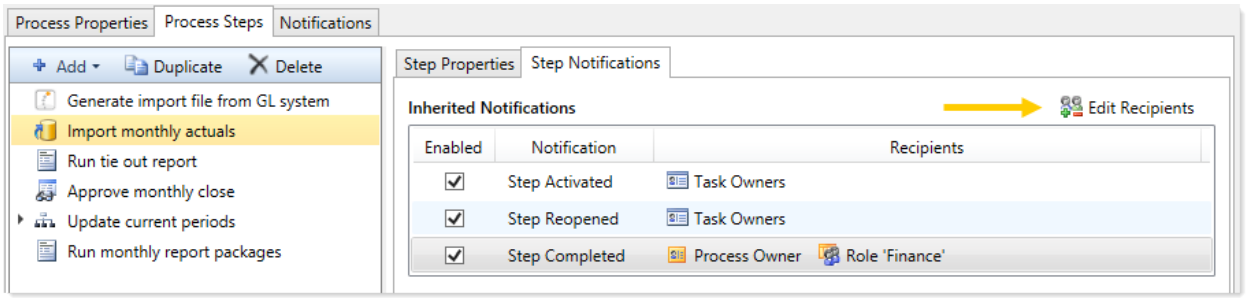


Adding step-specific recipients to inherited notifications

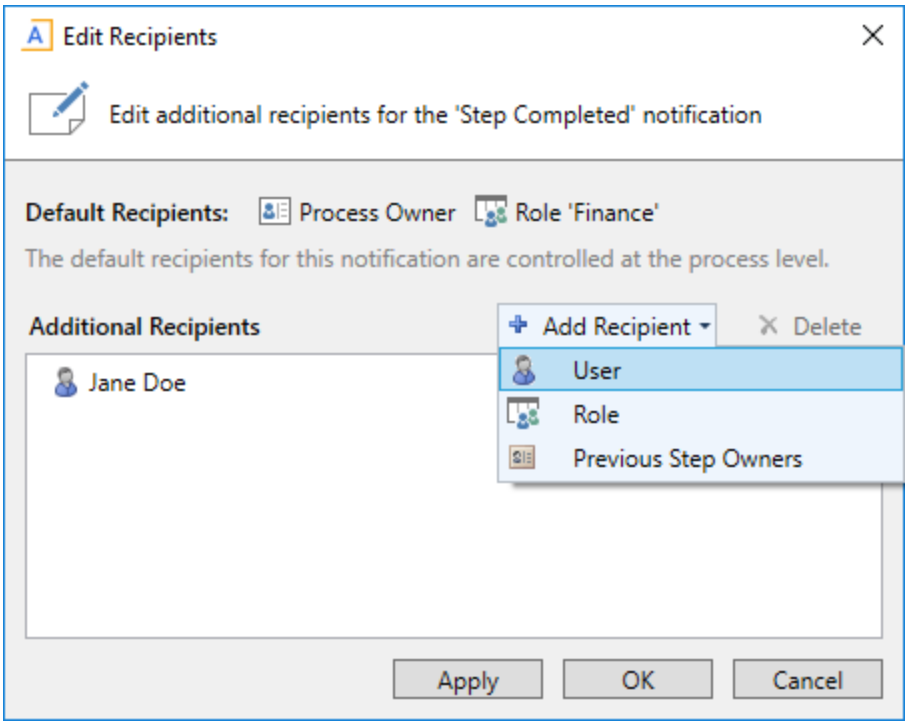
When a step inherits a notification from the process level, you have the option of adding recipients for that step only.

For example, imagine that you want to notify a specific user when a particular step completes. You can always choose to create a custom notification for that step and send it to that user. However, if an inherited Step Completed notification is already available to the step, then you can just add the user to that notification.

To add the user to the inherited notification, select the step and go to the **Step Notifications** sub-tab. Select the notification in the grid, then click **Edit Recipients**.



In the **Edit Recipients** dialog, you can see the default recipients defined for the inherited notification at the top of the dialog. You cannot remove any of these recipients, but you can add a recipient for this step only. In the following screenshot, the user Jane Doe will be included in the notification when this step is completed.



- To add a recipient, click **Add Recipient** and then select the type of recipient to add. Any recipient types that are already included in the default recipients are not listed here.
- To remove an additional recipient, select the recipient and then click **Delete**.

Any recipients listed in the **Additional Recipients** section will receive the notification for this step only.

Behavior of Previous Step Owners recipient type

The Previous Step Owners recipient type can be used to notify the previous owners of a process about the status of subsequent process steps. For example, users who completed the previous steps of the process may want to know when a certain milestone step of the process is completed, or when the final step of the process is completed. This notification type has some special behaviors depending on the particular process configuration.

For purposes of determining the users who are considered "previous step owners," only the users who *completed* previous steps qualify. Note the following:

- Assigned step owners who did not complete a step are not included as a recipient. For example, if the owner of a step was a role with three users, only the user who actually completed the step will receive the notification.
- If a previous step was completed by an administrator or the process owner (overriding step ownership), then that completing user will receive the notification instead of the assigned step owner.

- If a previous step was skipped or not completed (due to a **Move current step** operation), then that step will not have a completing user to receive the notification.

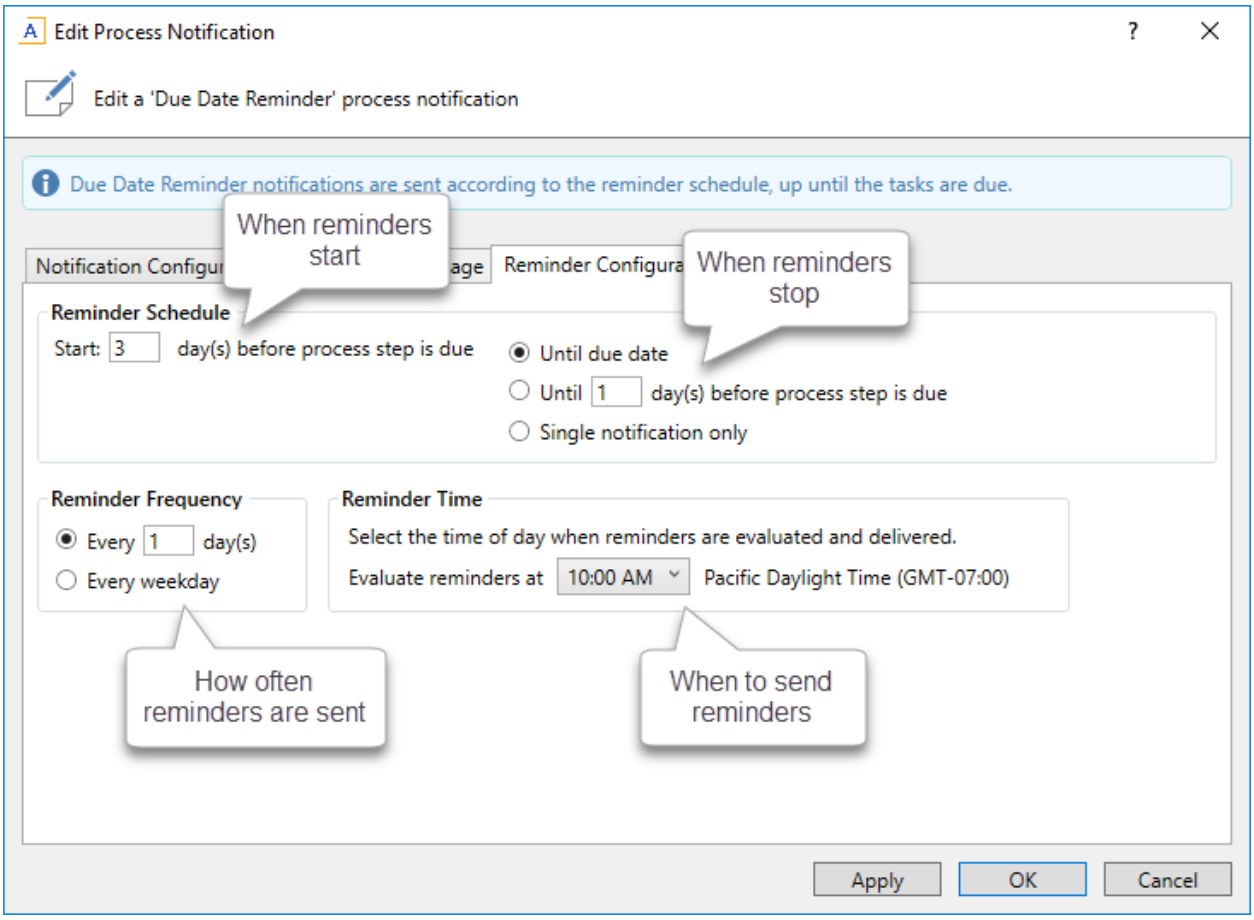
If a process definition contains a parallel subprocess (including multiple approvals), the previous step owners are treated as follows:

- When a sub-step of the parallel subprocess is completed, the other sub-steps in the subprocess are ignored for purposes of determining previous step owners. This is because the sub-steps of the parallel subprocess do not have an order, so the concept of "previous" does not apply. However, the previous step owners of steps completed before the subprocess will receive a notification.
- When steps after the parallel subprocess are completed, the previous step owners of all sub-steps of the parallel subprocess will receive a notification.

Setting up schedules for reminder notifications (standard processes)

When defining a Due Date Reminder or Overdue Reminder notification for a process definition, you must set the schedule for these reminders.

Within the **Edit Process Notification** dialog, the schedule is defined on the **Reminder Configuration** tab. This tab is only present for reminder notifications—all other notifications are triggered by step events such as step activation or completion.



Example Reminder Configuration tab

Due Date Reminder schedules

To decide on the appropriate Due Date Reminder schedule, you should consider the following:

- How many days before the due date do you want the reminders to start? This will impact the start of the schedule.
- How many reminders do you want to send / how frequently should the user be reminded? This will impact the reminder frequency and the end of the schedule.
- Do you want to send a reminder on the due date itself?

If you want to send reminders prior to the due date *and* on the due date itself, keep in mind that you may want to use different text for these notifications. For example, when sending reminders before the due date, you probably want to include text such as: "This is a reminder that your task for Step 'Import Data' is due in 3 days." If you use the same text on the due date, it will resolve as "due in 0 days"—which is technically true, but not as clear as saying "this task is due today." You might also want to use stronger wording in the notification on the due date itself. To do this, you can create two Due Date Reminder notifications, one to be sent before the due date, and one to be sent only on the due date. Each notification would have different text, and use a different reminder schedule.

To set the reminder schedule for a Due Date Reminder notification, complete the following settings on the **Reminder Configuration** tab:

1. In the **Reminder Schedule** section, set the start date for the reminder by editing the setting **Start _ _ day(s) before process step is due**. Enter any number of days before the due date. By default, this is set to 1 day before the due date.

   For example, if the step is due on 1/10/2016 and you set the start date to 3 days before the due date, then reminders will start on 1/7/2016.

   You can specify 0 days as the start date if you only want to send a reminder on the due date itself.

2. In the **Reminder Schedule** section, set the stop date for the reminder by selecting one of the following options:
   - **Until due date** (default): Reminders will be sent from the start date until the due date (including the due date itself).
   - **Until __ day(s) before process step is due**: Reminders will be sent from the start date until the number of days specified before the due date. By default this is set to 1 day before the due date.
   - **Single notification only**: The reminder will be sent once, on the start date.
3. In the **Reminder Frequency** section, select the frequency of the notifications:
   - **Every __ day(s)** (default): The reminder notification will be sent according to the specified day interval, from the start date to the end date. By default this is set to send a notification every 1 day, meaning a notification will be sent each day. All days of the week are included when choosing this option, including Saturday and Sunday.
   - **Every weekday**: A reminder notification will be sent each weekday (Monday-Friday), from the start date to the end date. No notifications will be sent Saturday or Sunday.

     NOTE: If **Every weekday** is selected and the configured schedule causes a notification to fall on the weekend, that notification is simply not sent—it is not moved to the nearest weekday. This means that some schedule configurations may not send any notifications if the entire schedule happens to fall on the weekend. Specifically, you should not select this option if you are only sending a single notification, in case that single notification falls on the weekend.
4. In the **Reminder Time** section, select the time of day at which this reminder will be evaluated and delivered. You can select any hour from 12:00 AM to 11:00 PM. By default, this is set to 5:00 PM. See How reminder schedules work for more information.

The following table contains some example schedules and the resulting notifications. The frequency is assumed as every 1 day in these examples.

Example	Start Date	Stop Date	Resulting Notifications
Reminders before and on the due date	3 days before	Until due date	4 - one each on the three days before the due date, and one on the due date
Reminders only before the due date	3 days before	Until 1 days before step is due	3 - one each on the three days before the due date, none on the due date
Reminder only on the due date	0 days before	Single notification	1 - one on the due date

The frequency impacts how many of these notifications are ultimately sent. If the frequency is set to every 2 days in the first example, then only 2 of the 4 eligible notifications will be sent. Similarly if the frequency is set to weekdays only, then the number of notifications sent depends on how many of those days (if any) fall on a weekend.

Overdue Reminder schedules

To decide on the appropriate Overdue Reminder schedule, you should consider the following:

- How many days after the due date do you want the reminders to start?
- How many reminders do you want to send / how frequently should the user be reminded?

Of course, at a certain point, if a task is persistently overdue then some other action should be taken. Your organization may run reports that are intended to inform the process owner about tasks that are overdue, so that they can take action accordingly. Another option in this case would be to create an Overdue Reminder notification that goes to the process owner or to other designated users. For example, your organization may have a rule that if a task is 3 days late, the situation should be escalated to the task owner's manager. You could have two Overdue Reminder notifications—one that goes to the task owners when the task becomes overdue, and another that goes to the process owner when the task is 3 days late.

To set the reminder schedule for an Overdue Reminder notification, complete the following settings on the **Reminder Configuration** tab:

1. In the **Reminder Schedule** section, set the start date for the reminder by editing the setting **Start _ _ day(s) after process step is due**. Enter any number of days after the due date. By default, this is set to 1 day after the due date.

   For example, if the step is due on 1/10/2016 and you set the start date to 1 day after the due date, then reminders will start on 1/11/2016.

2. In the **Reminder Schedule** section, set the stop date for the reminder by selecting one of the following options:
    - **No end date** (default): Reminders will be sent from the start date until the step is completed.
    - **Until __ day(s) after process step is due**: Reminders will be sent from the start date until the number of days specified after the due date. By default this is set to 1 day after the due date.
    - **Single notification only**: The reminder will be sent once, on the start date.
3. In the **Reminder Frequency** section, select the frequency of the notifications:
    - **Every __ day(s)** (default): The reminder notification will be sent according to the specified day interval, from the start date to the end date. By default this is set to send a notification every 1 day, meaning a notification will be sent each day. All days of the week are included when choosing this option, including Saturday and Sunday.
    - **Every weekday**: A reminder notification will be sent each weekday (Monday-Friday), from the start date to the end date. No notifications will be sent Saturday or Sunday.

      NOTE: If **Every weekday** is selected and the configured schedule causes a notification to fall on the weekend, that notification is simply not sent—it is not moved to the nearest weekday. This means that some schedules may not send any notifications if the entire schedule falls on the weekend. Specifically, you should not select this option if you are only sending a single notification, in case that single notification falls on the weekend.
4. In the **Reminder Time** section, select the time of day at which this reminder will be evaluated and delivered. You can select any hour from 12:00 AM to 11:00 PM. By default, this is set to 5:00 PM. See How reminder schedules work for more information.

How reminder schedules work

Reminder notifications are evaluated once per hour using the system Scheduler job **System.ProcessNotifications**.

This job checks all active steps in all active processes to see if these steps have any configured reminder notifications.

- If a step has reminder notifications, the job checks the due date of that step and the schedule of those notifications to see if any are eligible to be sent.
- If the notification is eligible to be sent, and the configured reminder time of the notification falls within the current hour in which the job is running, the notification will be sent.

Under normal circumstances, this setup results in only one reminder being sent per day, for each eligible step / notification combination. However, a reminder notification could be sent multiple times in a day if either of the following occurs:

- The reminder time is edited for an active process.

- The schedule for the system job is changed so that the job runs multiple times in an hour (or the job is manually run again within an hour).

All times for this process are evaluated on the Axiom Application Server. When you select a time, you select it based on your local time zone (shown next to the selected time for your reference). This selected time is converted to Coordinated Universal Time (UTC) when it is saved to the server, so that the reminders will be evaluated relative to your selected local time.

Reminder schedules are only evaluated while the step is active. If the step is completed, rejected, or aborted, then no reminder notifications will be sent.

Notification properties for process definitions

The following properties can be set for each notification defined in a general process definition.

▶ Notification Configuration tab

This tab defines general properties for the notification.

Item	Description
Display Name	Optional. The name of the notification. This name is for use when configuring notifications for the process; it is not displayed anywhere in the actual notification to users. If left blank, the notification type is used as the display name (such as "Step Activated"). If you have more than one of a particular notification type, you should define a unique display name for each to avoid confusion.
Notification Delivery	Specifies how the notification will be delivered to recipients. By default, the option **Use current process setting** is enabled, which means that the notification will be delivered according to the process-level delivery settings on the **Notifications** tab. If you want to override the process-level settings for this particular notification, then select **Use notification-specific setting** instead. If **Use notification-specific setting** is enabled, then select one of the following: • **Notification task pane**: Display the notification in the recipient's Notifications task pane. • **Email notification** (default): Send the notification by email, using the recipient's email address as defined in Axiom Security. • **Both notifications**: Send the notification by email and display it in the Notifications task pane.

Item	Description
Notification Urgency	Specifies the urgency of the notification. Select one of the following: • **Normal Importance**: The notification will not be called out as having any particular importance. • **High Importance**: The notification will be flagged as important. In the Notifications task pane, the notification will display with an exclamation point. For email notifications, the display depends on the recipient's email client configuration.
Default Enablement	Specifies whether the notification will be enabled by default in newly added process steps that are eligible to inherit the notification. Select one of the following: • **Enabled by default** (default): The notification will be enabled by default in newly added process steps. • **Disabled by default**: The notification will be disabled by default in newly added process steps. This setting is only present when defining default notifications for the process. It does not display for step-specific custom notifications. This setting does not impact whether a notification will be enabled in existing steps. When you create a new default notification, you will be prompted to choose whether you want the new notification enabled in existing steps.
Notification Recipients	The recipients of the notification. If recipients have already been selected, they will display in the Notification Recipients box. • To add recipients, click **Add Recipient** and then click the type of recipient to add. • To delete a recipient, select the recipient in the Notification Recipients box and then click **Delete**.

▶ Notification Message tab

This tab defines the message for the notification. All message sections for the notification must have some content in order to be valid. For more information, see Customizing notification content for general process definitions.

Item	Description
Notification Subject	Defines the subject line for the notification.
Notification Message Body	Defines the message body for the notifications. This text should contain all necessary task details for the notification.

Reminder Configuration tab

This tab defines the reminder schedule for the "reminder" notifications. This tab only applies to the following notification types: Due Date Reminder and Overdue Reminder. For more information, see Setting up schedules for reminder notifications (standard processes).

Item	Description
Reminder Schedule	Specifies when reminder notifications will start, and how long they will continue. To specify when reminder notifications will start (the start date): • For due date reminders, enter the number of days before the due date that you want reminders to start. By default, reminders start 1 day before the step is due. • For overdue reminders, enter the number of days after the due date that you want reminders to start. By default, reminders start 1 day after the step is due. To specify how long reminder notifications will continue (the stop date), select one of the following: • **Until due date** / **No end date** (default): For Due Date Reminders, notifications will continue until the due date is reached. For Overdue Reminders, notifications will continue until the step is completed. • **Until __ day(s) before / after process step is due**: Notifications will continue until the specified number of days before the step is due (for Due Date Reminders) or after the step is due (for Overdue Reminders). By default this is set to 1 day. • **Single notification only**: The notification will only be sent once, on the specified start date.
Reminder Frequency	Specifies the frequency of reminder notifications between the start date and the stop date. Select one of the following: • **Every X days**: A reminder notification will be sent according to the specified day interval. By default this is set to send a notification every 1 day, meaning a notification will be sent each day. All days of the week are included when choosing this option, including Saturday and Sunday. • **Every weekday**: A reminder notification will be sent each weekday (Monday-Friday). No notifications will be sent Saturday or Sunday. This option does not apply if the notification is set to **Single notification only**.
Reminder Time	Specifies the time of day when reminders will be evaluated and delivered. Select any hour from 12:00AM to 11:00PM. By default, this is set to 5:00 PM.

Managing Active Processes

Once process definitions have been created, administrators and process owners can perform tasks such as starting or stopping a process, viewing overall process status and process history, and managing step status.

Management tasks can be performed from the following locations:

- On the **Axiom** tab, in the **Administration** group, go to **Manage > Process Management > Current Processes**.

  NOTE: In systems with installed products, this feature may be located on the **Admin** tab. In the **Workflow** group, click **Process Management > Current Processes**.

- From the **Process** task pane, click **View status**. This is only available for active processes.

You can also start processes and access process details from within the process definition itself.

Starting or stopping a process

A process is only managed by the system if it has been started. Once a process is started, it will remain active until it is completed or stopped.

NOTE: Only administrators or process owners can start or stop a process.

Starting a process

Once you have completed a process definition and you are ready to work on the process, you can start it. When you start a process, Axiom Budgeting and Performance Reporting does the following:

- Creates a unique process instance to track the process steps and store the process details. Each activation of a particular process definition is stored separately, so that you can always see the historical details.
- Activates the first step in the process and creates one or more tasks as appropriate.
- Displays the activated process in the Process task pane. Administrators can see every activated process; other users will only see the process if they are the process owner or if they have a task for the currently active step.

To start a process:

1. On the **Axiom** tab, in the **Administration** group, click **Manage > Process Management > Process Definitions**.

   NOTE: In systems with installed products, this feature may be located on the **Admin** tab. In the **Workflow** group, click **Process Management > Process Definitions**.

   This opens the Axiom Explorer dialog, showing the Process Definition Library (and any file group Process Definitions folders that you have access to). You can also access these definitions from the Explorer task pane.

2. Open the process definition that you want to start, and then click **Start Process** in the top right-hand corner of the dialog.

   NOTE: The process definition cannot be started if it contains any missing or invalid settings. These validation errors will display at the bottom of the dialog if present. You can click the link to be taken to the tab or step that contains the error. Once all errors are resolved, you will be able to start the process.

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

The process is now active. Once a process has been started, you can track its progress using the Process Manager or by clicking the **View status** link in the Process task pane. For more information, see Viewing process status and comments.

You can also start processes from the Process Manager dialog. On the **Axiom** tab, click **Manage > Process Management > Current Processes**. In the **Process Manager** dialog, select **Show inactive processes**. Select the process that you want to start, then click **Start**.

NOTE: In systems with installed products, this feature may be located on the **Admin** tab. In the **Workflow** group, click **Process Management > Current Processes**.

Stopping a process

When you stop a process, all current tasks are deleted and the process status changes from Active to Aborted. If the process definition is started again later, a new process instance will be created and the process will start over from the first step. There is no way to restart a particular process instance at the step it was on when it was stopped.

To stop a process:

1. On the **Axiom** tab, in the **Administration** group, go to **Manage > Process Management > Current Processes**.

   NOTE: In systems with installed products, this feature may be located on the **Admin** tab. In the **Workflow** group, click **Process Management > Current Processes**.

2. In the **Process Manager** dialog, select the process that you want to stop, and then click **Stop**.
3. At the confirmation prompt, click **OK**.

You can also stop processes using the Process Status dialog. From the **Process** task pane (or a custom task pane configured to show the process control), click **View status**. In the **Process Status** dialog, click **Stop process**.

Completing a process

General processes are automatically completed when all steps in the process are complete. Once a particular process instance is completed, that same instance cannot be restarted. If the process definition is started again, a new process instance will be created and the process will start over from the first step.

Axiom Budgeting and Performance Reporting saves the process details for each activated instance of a process. Administrators and process owners can always go back and view the available history. For more information on viewing process history, see Viewing process history.

Scheduling a process

You can use the Scheduler task **Start Process** to automatically start a process at a specific point in time. The schedule can be one-time, or recurring.

If the process is already active when the Scheduler job executes, you can decide what to do with the current process. You can leave the current process running, or you can stop the current process and then start a new process.

If you use a recurring schedule to start the process, then the process steps should use relative due dates so that the due dates will adjust dynamically for each execution. If the due dates are specific calendar dates, then you must remember to edit the process definition before each scheduled execution for the new calendar dates.

Modifying active processes

If a process is not active, you can edit its definition as desired. When a process is active, then certain edits are not allowed, and other edits have no effect on the active process.

To edit a process definition:

1. On the **Axiom** tab, in the **Administration** group, go to **Manage > Process Management > Process Definitions**.

   NOTE: In systems with installed products, this feature may be located on the **Admin** tab. In the **Workflow** group, click **Process Management > Process Definitions**.

   The Axiom Explorer dialog opens, filtered to only show the Process Definition Library.

2. Double-click the process definition that you want to edit.
3. In the **Edit Process** dialog, make any allowed edits as needed.

   If the process is currently active, a warning message displays at the top of the **Process Properties** tab.

4. Click **Apply** to save (or **OK** if you are finished making edits).

Disallowed edits for active processes

The following edits cannot be made to the process definition of an active process, because they would invalidate the currently active step or the process history:

- Making any edits to the properties of a completed step
- Moving the currently active step to another level
- Deleting the active step

Editing considerations

All properties of the currently active step can be edited. Note the following:

- If you change the step name, description, or action of the active step, and the current step owner currently has the Process task pane open, they will need to refresh it in order to see these changes.
- If you change the step owner or due date of the active step, this will cause the task for the step to be regenerated with the new information, including sending a new Step Activated notification to the step owner (if applicable).
- If you add a step to an active parallel subprocess or multiple approvals step, the new step will be automatically activated in the process when you save the change to the process definition.

For the most part, any new, deleted, or moved steps should be after the currently active step, so that they will still be part of the step progression. However, it is possible to add new steps to any point of the process, delete any steps other than the currently active step, and move any steps (except as noted in the previous section). You should carefully consider the effect any of these types of changes will have on the active process before making them. For example:

- If you add a step before the currently active step, then that step will not be part of the progression unless you move the process back to that step, or unless it is possible for the process to be rejected back to that step.
- If you move the currently active step to an earlier point in the process, this may result in re-activating already completed steps as the process moves forward from the currently active step. If you move the currently active step to a later point in the process, this may result in some steps never being started.
- If you delete a completed step, that step will no longer display in the process definition or in the Process Status dialog for the current instance. The only way to view the details of that step would be to query the Axiom.ProcessEvents table, which would still contain the events for the step activation and completion.

Viewing process status and comments

Administrators can view the status of all processes at any time. They can view a summary of process status, and they can view details for each individual process. Any comments added by users when completing steps are also displayed in these details.

Designated process owners can also view the status of processes that they own.

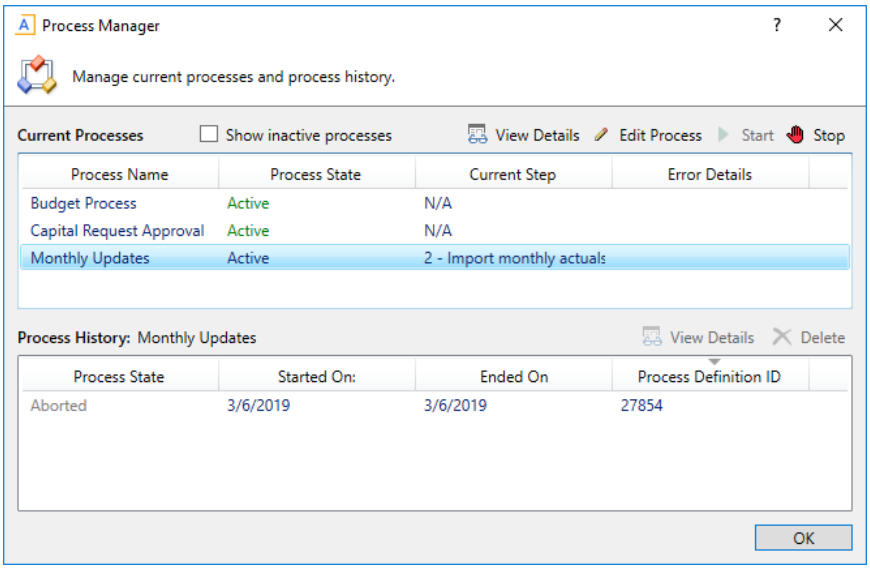
Process status summary

The Process Manager dialog shows key information for processes at a glance, such as the current state of the process and the current step of the process. To access this dialog:

- On the **Axiom** tab, in the **Administration** group, click **Manage > Process Management > Current Processes**.

  NOTE: In systems with installed products, this feature may be located on the **Admin** tab. In the **Workflow** group, click **Process Management > Current Processes**.

By default, the Process Manager dialog shows active processes only. You can click **Show inactive processes** to see all processes. The details displayed are for the most recent instance of the process (the "current" process).



Example summary of active processes

From here you can perform actions such as viewing the process details, editing the process definition, and starting and stopping the process. You can also view process history.

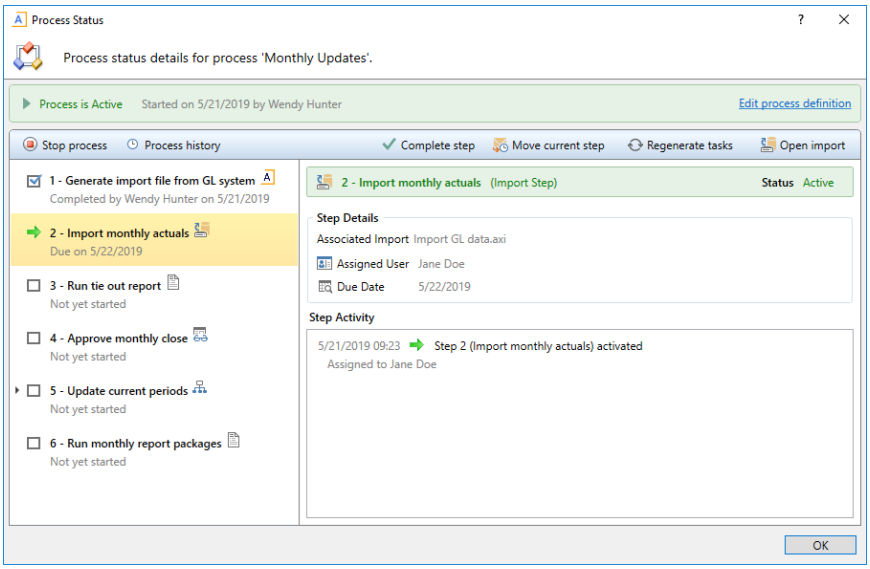
For administrators, this dialog shows all processes. For process owners, the dialog only shows processes that the user owns.

Viewing individual process details

To view the details of a specific process from the Process Manager dialog, select the process in the list and click **View Details**. Alternatively, administrators and process owners can view the details of an active process by clicking the **View status** link in the Process task pane (or in the process definition).

In the **Process Status** dialog, you can view all of the information about the process, including:

- Status of each individual step, whether it is completed, active, or not yet started
- Properties of each individual step, including step type, assigned owner, due date, and any associated file or feature
- Details of all step activity, such as when it was made active, when it was completed (and by whom), and any comments associated with the activity



Example process details

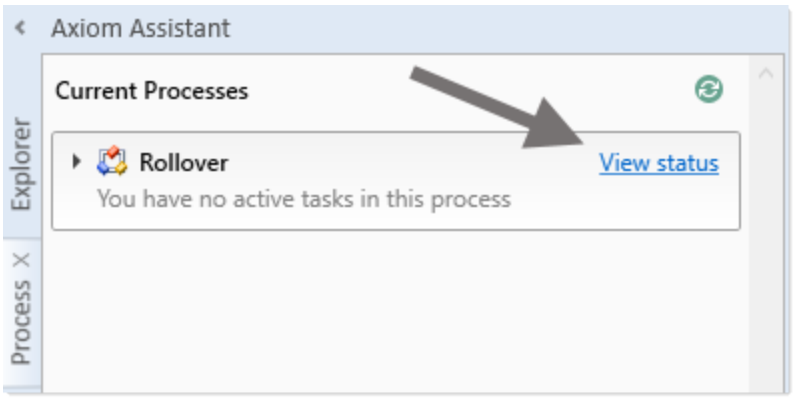
You can also perform administrative activities for the process from this dialog, such as stopping the process, performing step actions, completing steps (overriding step ownership), and reactivating stalled steps.

Moving processes to different steps

Administrators and process owners can move an active process to a different step. There are two different options for moving a process to a different step. These options are intended to be used for different circumstances as follows:

- **Complete step** should be used when you need to override step ownership, but the step should be completed as normal and the process should move on to the next step. For example, the step owner may have forgotten to complete the step before leaving for vacation, so they have asked an administrator to complete it for them.
- **Move current step** should be used when you need to make administrative adjustments to the process. When moving a step, the current task is aborted instead of completed, and the target step is activated. Any steps in between the aborted step and the target step are simply not started.

These actions can be performed in the **Process Status** dialog. To open this dialog, click **View status** for the process in the Process task pane (or in a custom task pane configured to show the process control).



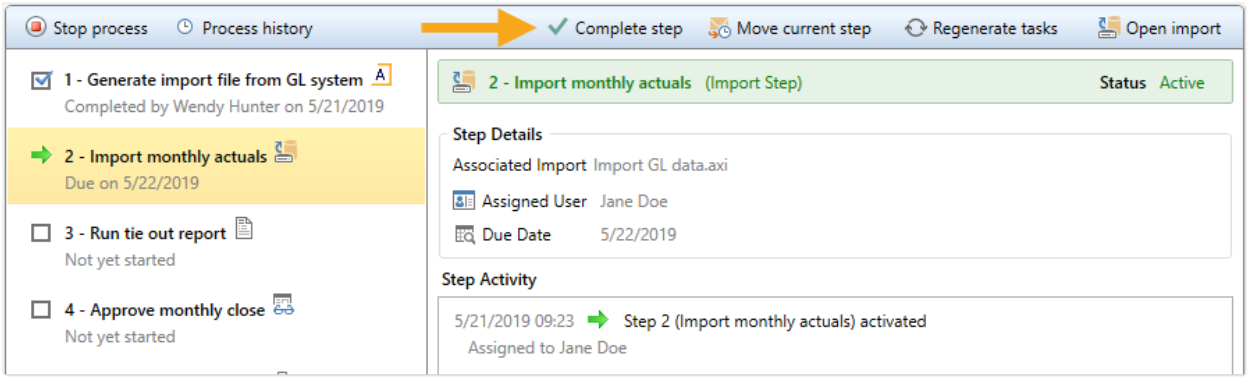
The process definition also contains a **View status details** link to open the Process Status dialog, when the process is active.

Completing a step (overriding step ownership)

As necessary, you can override step ownership and mark the active step as completed. The process history will track both the original ownership assignment and the user who actually completed the step.

For example, imagine that the assigned user for a step performed the necessary task, but forgot to mark the step as complete before leaving on vacation. In this case, an administrator can mark the step as complete so that the process can continue.

To do this in the Process Status dialog, select the step that you want to complete, then click **Complete step**. If the step is an approval step, then you can click **Approve step** or **Reject step** as appropriate.



This opens the same **Process Action** dialog that you see when completing a step from the Process task pane, where you can define a comment if desired. When you click **OK**, the step will be completed just as if the owner had completed it (including any resulting notifications), except that you will be recorded as the completing user instead of the owner.

Moving to a different step

As necessary, you can move a process from the currently active step to a different step. The ability to move the current step depends on which step is currently active and whether it is a top-level step or part of a subprocess:

- If the currently active step is a top-level step, then the process can be moved to any other top-level step. If the process is a plan file process definition, then any or all plan files can be moved to any other top-level step.
- If the currently active step is a sub-step in a parallel subprocess (including sub-steps of a multiple approvals step), then you can select the parent subprocess step and choose to move the process to any other step at the same level. In this case, all subprocess steps are aborted and the process is moved to the selected step.

To move a step in the Process Status dialog:

1. Select a currently active step (or its parent step) and then click **Move current step**.
2. In the **Move Current Step** dialog, select the step that you want to move to. The dialog only displays eligible steps as described previously in this section.
3. By default, notifications are *not* sent to new step owners when moving the current step. If you want to send notifications as part of the move, then select **Send notifications to users affected by this current step change**. If this check box is selected, then you can also optionally enter a comment to be included in the notification and stored with the process.

   If enabled, the notification sent when a step is moved will always be the Step Activated notification for the target step. Because the currently active step is aborted instead of completed, no Step Completed notifications will be sent.
4. Click **OK** to move the step.

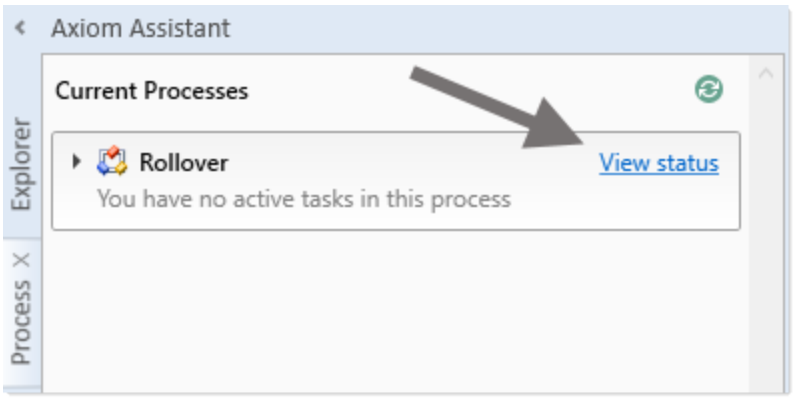
The current step is aborted, and the target step is made active.

Fixing common process issues

While a process is active, administrators and process owners may need to address common process issues such as:

- Regenerating tasks for a stalled step
- Regenerating tasks to reflect changes in the process assignments or security
- Restarting a Scheduler Process Step

These actions can be performed in the **Process Status** dialog. To open this dialog, click **View status** for the process in the Process task pane (or in a custom task pane configured to show the process control).



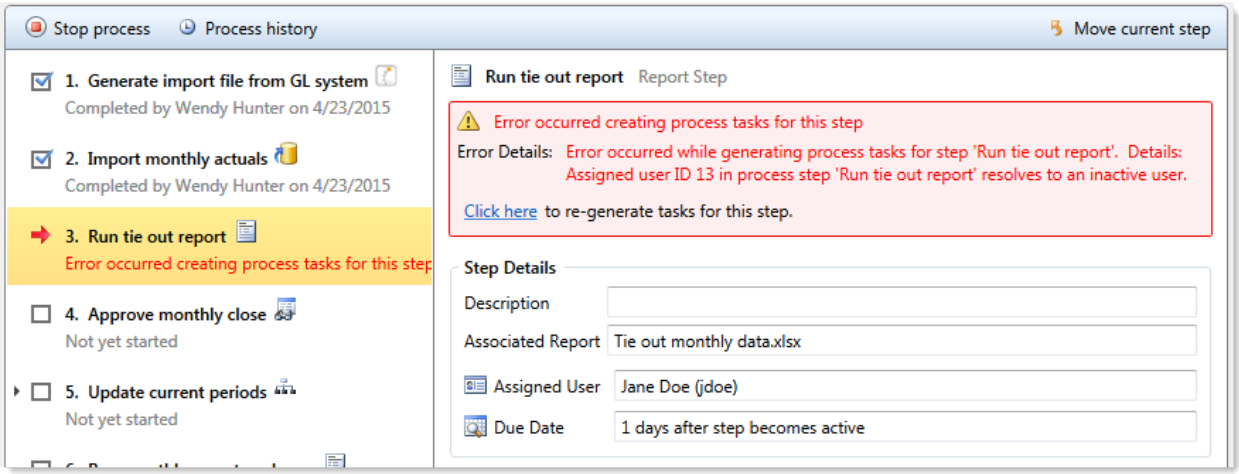
The process definition also contains a **View status details** link to open the Process Status dialog, when the process is active.

Regenerating tasks for a stalled step

If an issue occurs that prevents a step from becoming active, the step will stall in the process, and the process cannot continue.

For example, imagine that the assigned user for step 2 of a process has been disabled or deleted in security. When step 1 is completed, step 2 cannot be made active because the assigned user is not eligible or the user record does not exist. Step 2 then becomes stalled, which causes the overall process to become stalled.

In this example, if the user was disabled in the system accidentally, you could edit Security to re-enable the user, and then regenerate the tasks for the step. To do this in the Process Status dialog, select the stalled step and then click the link in the error message.



Axiom Budgeting and Performance Reporting will attempt to reactivate the step, which causes any associated tasks to be regenerated. If the task generation is successful, the step will be made active and the process can continue as normal.

NOTE: If instead the step needs a different owner, then you can edit the process definition to assign a different user. When you save the change to the process definition, the task for that step will automatically be regenerated for the new owner, and the error state will be removed.

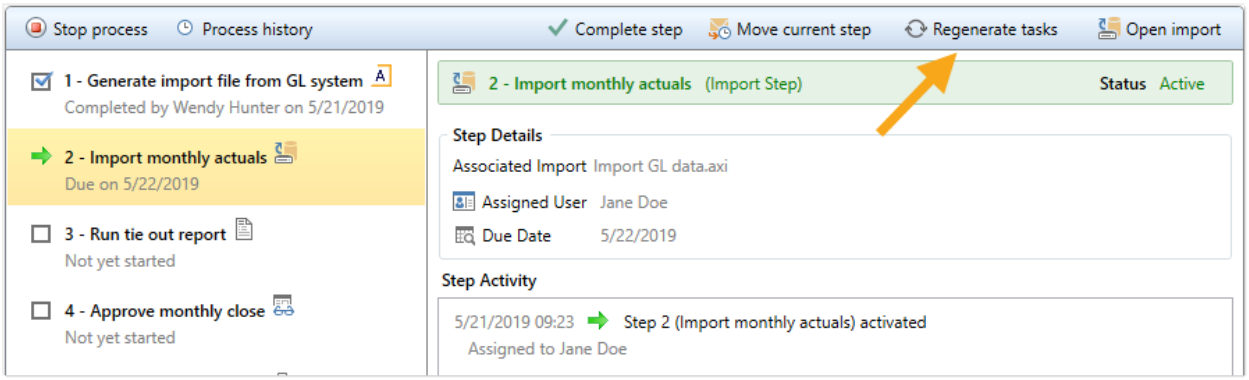
Regenerating tasks to reflect process or security changes

In certain cases, you may need to regenerate tasks for an active step in order to incorporate changes made to the process assignments or to security. For example:

- If the owner assignment is an assignment column or an assignment workbook, and the assignments in the column or workbook have been changed since the step became active.
- If the owner assignment is a role, and the members of the role have changed since the step became active.
- If security permission changes have been made that would affect the ownership of the active step.

NOTE: It is not necessary to manually regenerate tasks if you change the assignment *type* for a step (for example, from user to assignment column), or change the specifically assigned user or role. In these cases, the tasks are regenerated automatically when you save the change to the process definition. In the examples listed above, the process is not aware of the changes made outside of the process definition, so the process does not know to automatically regenerate the tasks.

To regenerate tasks for a step in the Process Status dialog, select the step and then click **Regenerate tasks**.



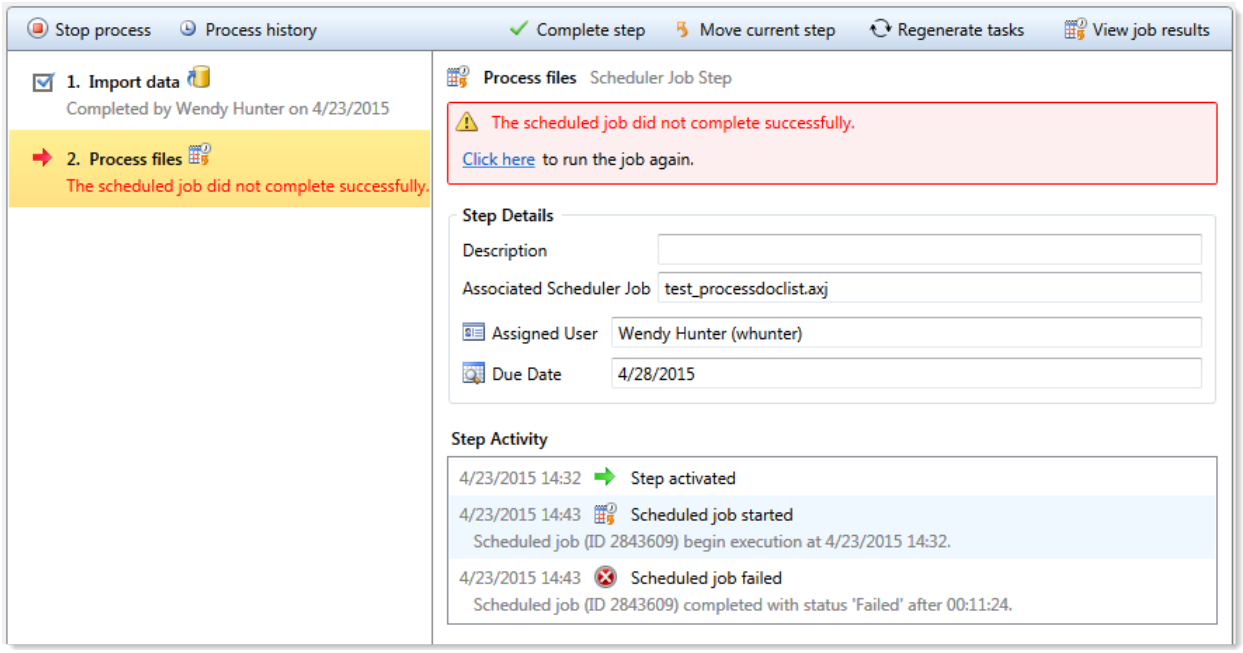
A message box informs you that all current tasks for the step will be deleted and new tasks will be created. Click **OK** to continue.

Restarting Scheduler jobs after errors

If a Scheduler Process Step experiences an error when attempting to run a Scheduler job, then you have the option to restart the job. You should restart the job if the error was the result of a temporary condition that no longer applies, or if the underlying condition that caused the error has since been

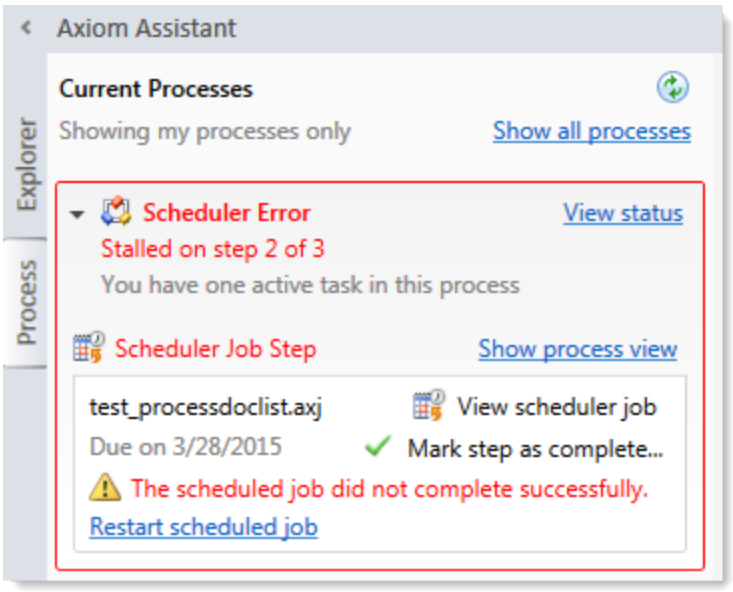
addressed and you no longer expect the job to experience any errors. If you are not certain why the job experienced errors, you can click the **View job results** link to investigate the issue before restarting the job.

To restart the job from the Process Status dialog, select the stalled Scheduler step, and then click the link in the error message. This will remove the error state and place the job in the Scheduler queue again.



Alternatively, you can choose to manually mark the step as complete if the job does not need to be run again. For example, the job results may have been Partial Success and in this case that may be enough to consider the step complete. Or, you may have manually run the job or run the associated activity while troubleshooting the error, and therefore the job does not need to be run again.

Unlike other error conditions for active processes, the administrator or process owner is not required to intervene. The step owner also has access to these options within the Process task pane when a Scheduler job experiences errors, and therefore may be able to address the issue without requiring assistance.



Viewing process history

Each time a process is started, a new process instance is created to track the details of that particular execution of the process. This ensures that you always have a history of each time the process is performed, including who completed each step in the process and when. You can retain this history as long as needed.

Administrators and process owners can view the history for a process. Administrators can view history for all processes, whereas process owners can only view history for processes they own.

To view the history for a process:

1. On the **Axiom** tab, in the **Administration** group, click **Manage > Process Management > Current Processes**.

   NOTE: In systems with installed products, this feature may be located on the **Admin** tab. In the **Workflow** group, click **Process Management > Current Processes**.

2. In the **Process Manager** dialog, select the process for which you want to view the history. If necessary, select **Show inactive processes** to display all processes.

   When you select a process in the top of the dialog, the bottom of the dialog populates to show the historical instances for that process.

3. In the **Process History** section, select the process instance for which you want to view the history, and then click **View Details**.

   Make sure to click the View Details button that is directly over the Process History section, not the button that is above the Current Processes section.

The **Process Status** dialog opens, displaying the details for the historical instance of that process. In addition to reviewing the details, you can perform the following actions from this dialog:

- **View process definition**: Opens a read-only copy of the process definition as it existed at the time of this historical instance. If desired you can use **Save As** to "restore" this historical definition as a new definition.
- **Start process**: Starts a new instance of the process, using the current process definition. This option is only available if there is not already an active instance of the process.

  If there is already an active instance of the process, a message will display at the top of the dialog to inform you of this. You can click the link in this message to be taken to the currently active instance.

Deleting process history

If you do not need the history of a particular process instance anymore, you can select that instance in the Process History section and then click **Delete**  . Process history is retained until it is manually deleted (it does not get automatically purged by the Purge System Data Scheduler job).

If the process definition is deleted, all history for that process is also automatically deleted.

Scheduler Overview

Using Scheduler, you can schedule certain Axiom Budgeting and Performance Reporting tasks to be processed on a Scheduler server at a specific date and time. For example, you can schedule plan file processing or data imports.

Processing tasks using Scheduler has advantages over manual processing, such as:

- Leverages the server's processing power and frees up your computer's resources.
- Enables recurring scheduling of ongoing tasks.
- Allows tasks to be scheduled during "off hours," during periods of low network and system activity.
- Allows tasks to be performed in batch, including enforcing task dependencies.

Scheduler processes tasks using jobs. Each job is a scheduled unit that can contain one or more tasks. The tasks in a job can be processed sequentially or concurrently as appropriate.

Only system administrators and users with the **Scheduled Jobs User** security permission can access Scheduler.

Most Scheduler setup activities can only be performed in the Desktop Client (Excel or Windows Client). Therefore, the Desktop Client Scheduler is the primary focus of this document. However, some job management activities can be performed in the Web Client, such as monitoring the job schedule, viewing job results, and running jobs manually on demand. For more information, see Web Scheduler.

About Scheduler

This section contains conceptual information about the Scheduler feature in Axiom Budgeting and Performance Reporting.

Scheduler jobs and tasks

The primary unit of Scheduler processing is a *job*. Each Scheduler job can contain one or more *tasks* to be performed as part of that job.

Each Scheduler job defines the following basic properties:

- The tasks to perform for the job and the properties of those tasks
- The schedule of the job, including recurrence (if any)
- The priority of the job
- The notification options for the job

The tasks define the actual activities to be performed by the job, such as importing data or processing plan files. Some Scheduler tasks correspond to existing features that can also be processed manually (such as Process Plan Files), while other tasks are Scheduler-specific and can only be processed via Scheduler. Each task has a unique set of options that are specific to that task and to the activity to be performed. For more information on the available task types, see Scheduler Task Reference.

The tasks in a job can be processed sequentially or concurrently as appropriate. Tasks can be dependent on other tasks in the job as needed—for example, you can configure a job so that if a task fails, the job stops and does not process the next task. Tasks can also be processed iteratively, to perform the same task repeatedly over a defined set of values.

The Scheduler jobs in your system fall into the following basic categories:

- **Client-created**: You can create Scheduler jobs as needed to perform tasks in your system.
- **System jobs**: Axiom Budgeting and Performance Reporting provides a set of system jobs to perform necessary system tasks.
- **Product-controlled**: When a product is installed, it may include one or more Scheduler jobs to support the use of that product. Generally speaking, these jobs should not be changed unless the product documentation says customization is allowed, or as advised by Axiom Support.

How Scheduler jobs are run

Once a Scheduler job has been created, it can be run using any of the following options:

- The job can be scheduled for execution at a future date and time using a scheduling rule. Scheduling rules can be one-time only, or recurring.
- The job can be run "one time" manually as needed through Scheduler.
- The job can be triggered for execution using an event handler. This allows Scheduler jobs to be triggered in various ways, such as by clicking a button in an Axiom form.

Scheduler jobs are processed by one or more servers running the Scheduler service. For Axiom Cloud systems, the Scheduler service is part of your cloud system and managed by Axiom Support. For on-premise systems, the Scheduler service is installed on one or more servers in your environment. The Scheduler service polls the Axiom Application Server periodically to check for any jobs that are ready to be run. Eligible jobs are then executed on the server, based on their processing priority.

When a job is executed by Scheduler, it is run using a particular user identity. In order for a job to be executed successfully, the user must be an active user defined in Axiom Budgeting and Performance Reporting security, and the user must have the appropriate security permissions to perform the tasks in the job. The user identity for a job is determined as follows:

- If a job is a system job, then it is run as the system-managed identity of **System** instead of a user identity.
- If a job is run by using **Run Now**, then it is run as the user who placed the job on the schedule.
- If a job is run by an active scheduling rule, then it is run as the *job owner*. The job owner is the user who last saved the job.
- If a job is run via an event handler, then the job may be run as either the job owner, or the job requester (the user who raised the event).

System jobs

System jobs are automatically created by Axiom Budgeting and Performance Reporting to support necessary system functionality. Some system jobs are created as part of the initial installation and are intended to run on an ongoing basis, while other system jobs are created on-demand in response to system events. Only administrators can edit these system jobs.

System jobs have two defining characteristics:

- System jobs are run using the system-managed identity of **System** instead of a user identity. The System identity has full rights to the system as necessary to perform system tasks.
- System jobs are run by the default System Scheduler service. For on-premise systems, this service is created and started automatically on the Axiom Application Server, and does not require a separate installation. This service is exclusively for running system jobs.

  Axiom Cloud systems may or may not have a separate System Scheduler service, depending on the system configuration (as determined by Axiom Support). If your cloud system does not have a System Scheduler service, then your system jobs are run using the available Scheduler services for the cloud system.

  In the Scheduler dialog (Desktop Client), the System Scheduler service is listed on the **Servers** tab using the following naming convention: ***<ServerName>*-System**.

If necessary, a product-controlled or client-created job can be flagged as a system job, so that it can be run using the System identity instead of a user identity. To designate a job as a system job, enable **Mark as System Job** in the **General** job properties. The following rules apply to manually-created system jobs:

- Only system administrators can designate a job as a system job.

- The job cannot contain any tasks that are designated as “non-system” tasks. Non-system tasks are any tasks that might involve spreadsheet processing, such as Process Plan Files.

Processing priority for scheduled jobs

Once a job reaches its start time, it is eligible to be processed by Scheduler and joins the processing queue. For scheduled jobs, the start time is based on the scheduling rule that placed it on the schedule. For other jobs, the start time is the time that the job was placed on the schedule using **Run Once** or triggered by an event handler.

Each Scheduler service has a configured number of *threads* that are used to process jobs. As a Scheduler thread becomes available, it takes the next job in the processing queue. The priority of jobs in the processing queue is determined by the combination of the job's priority category, and its **Priority Elevation** setting.

Each job has a priority category, based on how the job execution was initiated. The priority categories are as follows:

1. **Manual**: The job was executed manually.
2. **Event Handler**: The job was executed by a Scheduler event handler.
3. **Scheduled Job**: The scheduled instance of the job results from an active scheduling rule.
4. **Subordinate Job**: The job was generated as a subordinate job, from a currently executing job.

Manual jobs are highest priority and are processed first, and subordinate jobs are lowest priority and are processed last. Within each category, jobs are processed according to their **Priority Elevation** setting.

For example, imagine that Scheduler has 2 available threads and the following jobs are eligible to be processed:

Job	Priority Category	Priority Elevation
A	Manual	Default
B	Event Handler	Default
C	Scheduled	Default
D	Scheduled	Elevated

- Scheduler will execute jobs A and B first, because those are the highest priority jobs based on their priority category.
- When the next thread becomes available, Scheduler will execute job D. Although job C may have entered the queue first, and the two jobs have the same priority category, job D's priority elevation is set to **Elevated** so it takes precedence within the category. If instead both jobs were set to **Default**, then job C would be executed first if it entered the queue before job D.
- When the next thread becomes available, Scheduler will execute job C.

NOTE: If a job's **Priority Elevation** is set to **Interrupt**, then it is run as soon as it is eligible, regardless of its priority category and regardless of whether any Scheduler threads are currently available to process the job. If no Scheduler threads are available, a new one is created to process the job, even if this temporarily exceeds the number of configured threads for the server.

The Scheduler dialog

The **Scheduler** dialog is used to create and manage Scheduler jobs.

To access Scheduler:

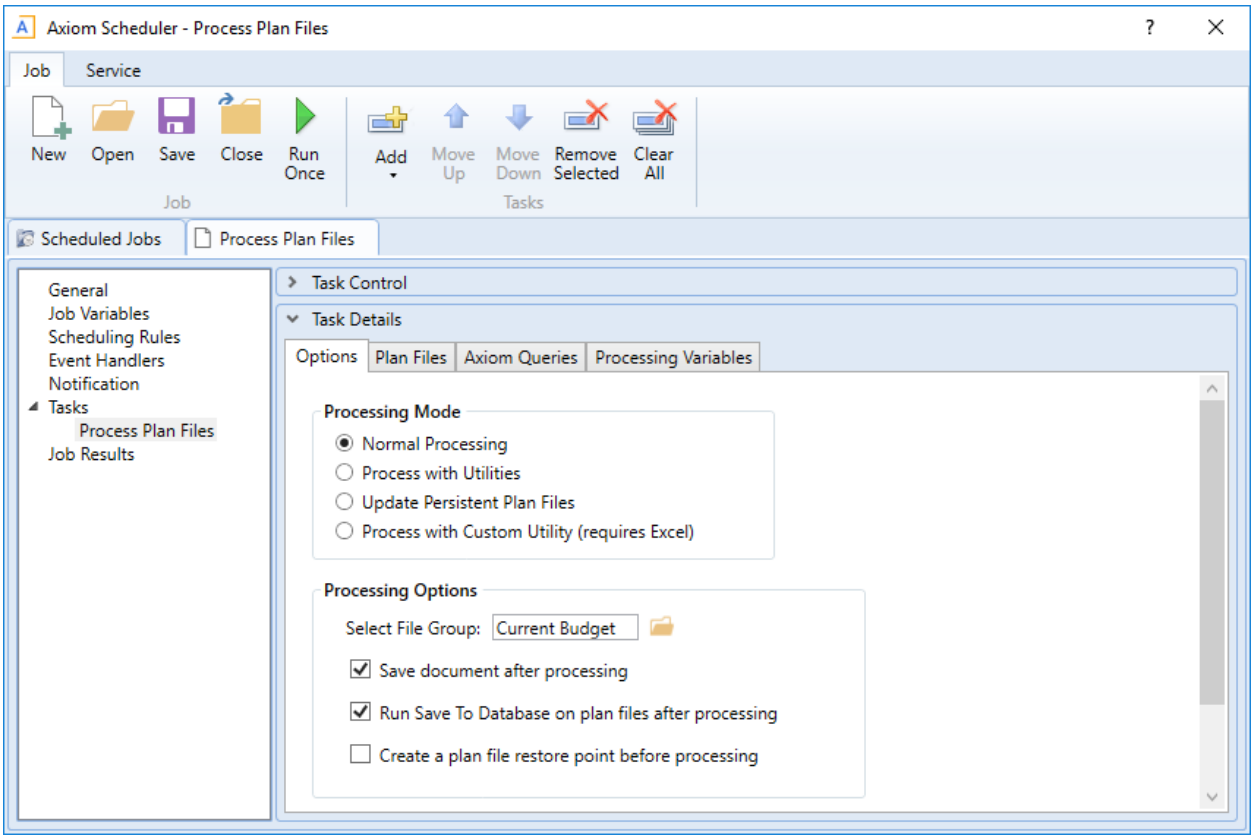
- On the **Axiom** tab, in the **Administration** group, click **Manage > Scheduler**.

  NOTE: In systems with installed products, this feature may be located on the **Admin** tab. In the **System Management** group, click **Scheduler**.

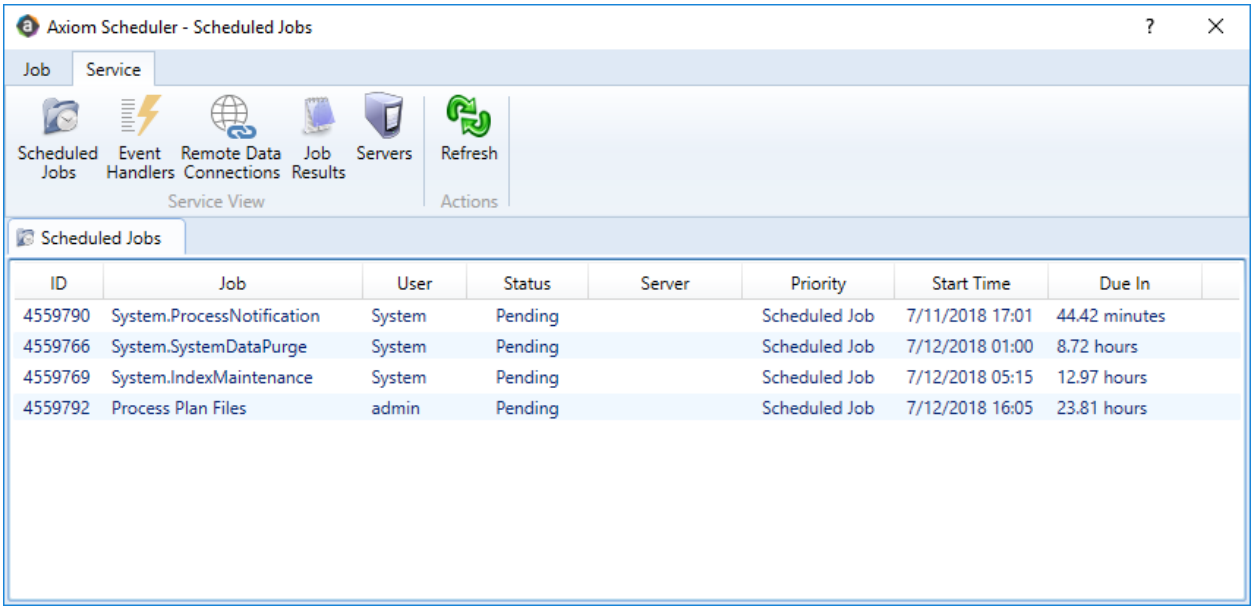
The top section of the **Scheduler** dialog contains a ribbon-style toolbar with two tabs: **Job** and **Service**.

- On the **Job** tab, you can create, run, and edit jobs.
- On the **Service** tab, you can manage scheduled jobs, view job results, and perform other Scheduler management activities.

As you perform actions on the **Job** and **Service** tabs, additional tabs are opened in the navigation pane of the dialog. For example, clicking the **Scheduled Jobs** button on the **Service** tab opens the **Scheduled Jobs** tab in the navigation pane. You can move between any open tab in the navigation pane, regardless of which tab is selected in the ribbon. The ribbon updates to show the related commands for the selected item.



Example Job tab



Example Service tab

When you right-click a tab in the dialog's navigation pane, you can close or save items as follows:

- For all items, you can **Close**, **Close All**, or **Close All But This**.

- For jobs, you can **Save** or **Save As**. Selecting **Save As** allows you to save a copy of the job to the **Scheduler Jobs Library** in the Axiom Budgeting and Performance Reporting file system.

The **Scheduler Jobs Library** is also accessible via Axiom Explorer.

Scheduler Job Setup

To perform Axiom Budgeting and Performance Reporting tasks using Scheduler, you must create jobs. Each job can execute one or more tasks. This section discusses how to set up jobs, including how to schedule jobs for future execution and how to be notified when a job has been completed.

Managing Scheduler jobs and tasks

Using the **Axiom Scheduler** dialog, administrators can create and edit Scheduler jobs. To access this dialog:

- On the **Axiom** tab, in the **Administration** group, click **Manage > Scheduler**.

  NOTE: In systems with installed products, this feature may be located on the **Admin** tab. In the **System Management** group, click **Scheduler**.

This section discusses how to create, edit, and delete jobs and tasks, not how to manage the Scheduler queue once jobs have been placed on the schedule. If you need to stop or reschedule a scheduled job, see Managing scheduled jobs.

Scheduler jobs are saved as XML files and are stored in the Axiom Budgeting and Performance Reporting file system at `\Axiom\Scheduler Jobs Library`.

Creating a Scheduler job

You can create a new Scheduler job to perform one or more tasks.

To create a new job:

1. In the **Scheduler** dialog, on the **Job** tab, click **New**.

   A new tab appears in the navigation pane, labeled **New Job**. The left-hand side of the job lists sections for which you can define various job settings. When you click a section name, the settings for that section display in the right-hand side of the job.

2. In the **General** section, define general job settings as desired.

   For detailed information on the available settings for a job, see Job properties.

3. In the **Scheduling Rules** section, specify scheduling details for the job.

You can schedule the job for future execution, for one time or on a recurring basis.

> **NOTE:** If you are always going to run the job manually, and do not need to schedule it for future execution, then you do not need to define scheduling rules.

For more information, see Defining scheduling rules for a job.

4. In the **Notification** section, specify email notification options for the job.

   You can send email notifications every time the job completes, or only when the job experiences errors. By default, the job is configured to notify on completion.

   For more information, see Setting up notifications for jobs.

5. In the **Tasks** section, add one or more tasks to the job.

   a. On the **Job** tab of the ribbon, in the **Tasks** group, click **Add**. This brings up a list of available tasks. Select the task that you want to add.

      The task is added to the **Tasks** section, and the settings for the task display in the right-hand side of the job.

   b. Complete the settings for the task as desired.

      The **Task Control** section of the task contains standard task settings, and the **Task Details** section contains settings unique to the task type. For more information, see Task Control properties.

      If a required setting is not completed, the setting is highlighted in red and error text appears in the bottom of the dialog. Make sure to complete all required settings for the task before saving.

   Repeat this process until you have added all desired tasks to the job. Tasks are processed in the order listed. If you need to change task order, select a task and then click **Move Up** or **Move Down**.

6. In the **Job** tab of the ribbon, click **Save**.

7. At the bottom of the **Save As** dialog, in the **File name** box, type a name for the job, and then click **OK**.

   The job is saved as an XML file in the Scheduler Jobs Library.

If the job was saved with an active scheduling rule, Axiom Budgeting and Performance Reporting determines the next scheduled date of execution and schedules the job. You can view the job in the **Scheduled Jobs** list (on the **Service** tab of the ribbon, click **Scheduled Jobs**).

Advanced job settings

This procedure covers the basic steps of creating a job. Jobs also support the following advanced options:

- **Event handlers**: You can create event handlers for the purposes of running the job using the RunEvent function. This allows users to trigger job execution from within an Axiom file.
- **Job variables**: You can create job variables and then use those variables within certain job settings. You can then dynamically pass in values for those variables when using the RunEvent function to execute the job.

For more information, see Creating event handlers for a job, Using job variables, and Using RunEvent to execute a Scheduler job.

▶ Editing a job

You can edit a job at any time to change job settings, add or remove tasks, change scheduling rules, or change notification options.

This section describes the general process of opening a job for editing. For more details on the impacts of editing scheduling rules, see Defining scheduling rules for a job.

To edit a job:

1. In the **Scheduler** dialog, in the **Job** tab, click **Open**.

   The **Axiom Explorer** dialog opens, showing the Scheduler Jobs Library only.

2. Select the job and then click **Open**.

   The job opens in the **Scheduler** dialog. Make sure the job is the active tab in the navigation pane (the most recently opened tab is the active tab by default).

3. Edit the job and task properties as desired.

   For detailed information on the available settings for a job, see Job properties. For detailed information on task settings, see Task Control properties.

4. In the **Job** tab of the ribbon, click **Save**.

▶ Deleting a job

Deleting a job removes any scheduled executions of the job from the scheduled jobs list.

To delete a job:

1. In the **Scheduler** dialog, in the **Job** tab, click **Open**.

   The **Axiom Explorer** dialog opens, showing the Scheduler Jobs Library only.

2. Navigate to the job that you want to delete, then right-click the job and select **Delete**.

You can also delete Scheduler jobs from Axiom Explorer or the Explorer task pane.

Defining scheduling rules for a job

Once a job has been created, you can run it on demand, or you can schedule it for future execution. Jobs can be scheduled to be run one time, or on a recurring basis. To schedule a job, you define scheduling rules for the job.

You can add, edit, and remove the scheduling rules for a job at any time using the **Scheduling Rules** section of the job properties. You can also flag a rule as active or inactive. If a job has no scheduling rules, or if all of its scheduling rules are inactive, then it will not be run unless it is run manually by a user.

If a job is saved with an active scheduling rule, then Axiom Budgeting and Performance Reporting determines the next scheduled instance of the job and places it in the scheduled jobs list. Once that instance has been processed, the next scheduled instance is determined and scheduled, and so on. Each time the job is run using an active scheduling rule, it is run as the current job owner (unless the job is a system job, in which case it is run as the Scheduler Service System identity).

If a job has multiple active scheduling rules, Axiom Budgeting and Performance Reporting evaluates all of the rules and schedules a single instance of the job, for the earliest time allowed by the rules. Multiple scheduling rules do not result in multiple scheduled instances of the job.

NOTE: If a time zone is listed on the Scheduling Rules section of the job, then the defined rules will be evaluated in the context of that listed time zone. Otherwise, scheduling rules are evaluated in the context of the local time zone for the Scheduler Server. If necessary, the system configuration setting **SchedulingBehaviorTimezone** can be used to specify a particular time zone for evaluating scheduling rules.

Adding a Scheduling rule

You can add a scheduling rule to a job to schedule it for future execution, either one time or on a recurring basis.

If you only plan to run the job manually on demand, then you do not need to create a scheduling rule.

To add a scheduling rule to a job:

1. In the **Scheduler** dialog, open a job to edit or create a new job.
2. In the left-hand side of the job, select **Scheduling Rules**.

   By default, this area is empty. You must add a rule in order to define scheduling for the job.
3. On the **Job** tab of the Scheduler ribbon, in the **Scheduling Rules** section, click **Add**.

   A new row appears in the right-hand side of the job. By default, the new row is active, but does not have start / end dates or any specific recurrence settings.
4. Complete the following settings within the row as needed:

Item	Description
Active	If you want the job to be placed on the schedule as soon as you save the job with the new scheduling rule, then you should leave this option checked. However, if you just want to save your schedule settings but you are not ready to begin scheduling the job, then you can clear the **Active** check box for the rule. The job will not be scheduled until it is saved with an active scheduling rule.
Starting On Ending On	Optional. These dates specify the time frame for the scheduling rule. The starting date defines the earliest point in time that the job can be scheduled, and the ending date defines the latest point in time that the job can be scheduled. If these dates are not defined (left blank), then the job will be perpetually scheduled according to the rule settings, as long as the rule is active. If you want to schedule a one-time job, then set the starting / ending dates to the same date and time. **NOTE:** Your system locale determines the format of dates.
Day of Week	Specify the day(s) of the week that you want the job to be run: • `*` (Default): The job will be run on all days within the start / end range. • `0-6`: The job will be run on the specified day or days, where 0 is Sunday and 6 is Saturday. Use a comma or a hyphen to separate multiple days (hyphen if the days are contiguous, commas if not). For example, you can enter `1,3,5` for Monday, Wednesday, and Friday, or enter `1-5` for Monday through Friday.
Hours	Specify the time of day (hours) that you want the job to be run, in relation to the specified days: • `*` (Default): The job will be run on all hours. • `0-23`: The job will be run on the specified hour or hours, where 0 is midnight and 23 is 11:00 PM. Use a comma or a hyphen to separate multiple hours (hyphen if the hours are contiguous, commas if not). For example, you can enter `0,12` to run at midnight and noon, or enter `0-12` to run every hour from midnight to noon.

Item	Description
Minutes	Specify the time of day (minutes) that you want the job to be run, in relation to the specified hours: • `*` (Default): The job will be run on all minutes (essentially the job is run continuously, once per minute). • `0-59`: The job will be run on the specified minute or minutes of the hour, where 0 is the first minute of the hour and 59 is the last minute of the hour. Use a comma or a hyphen to separate multiple minutes (hyphen if the hours are contiguous, commas if not). For example, you can enter `0,30` to run at the top of the hour and the half hour, or enter `0-30` to run every minute from the top of the hour to the half hour. **NOTE:** If you specify an hour, then in most cases you should also specify a minute (such as 0 to run the job at the top of the specified hour). If you enter an hour but leave the minutes at the default asterisk, then the job will run every minute in that hour.

If the Active check box for the rule is selected when the job is saved, then Axiom Budgeting and Performance Reporting will calculate the date and time of the first scheduled execution and will place the job on the schedule.

Editing a scheduling rule

You can edit a scheduling rule at any time, to toggle between active and inactive, and to change the start / end dates and recurrence settings.

NOTES:

- If a pending instance of this job is currently on the schedule, and you edit the scheduling rule, the pending instance will be updated to match the new schedule.
- If you inactivate a scheduling rule, any currently scheduled instances of the job will be automatically removed from the schedule.

To edit a scheduling rule:

1. In the **Scheduler** dialog, open a job to edit or create a new one.
2. In the left-hand pane of the job, select **Scheduling Rules**.

   The defined rules display in the right-hand pane of the job.
3. Make any desired changes directly within the scheduling rules grid.

Deleting a scheduling rule

You can delete a scheduling rule at any time. If a job has no active scheduling rules, it will not be processed unless it is manually run.

To delete a scheduling rule:

1. In the **Scheduler** dialog, open a job to edit.
2. Select the **Scheduling Rules** section of the job, and then select the rule that you want to delete.
3. On the **Job** tab of the Scheduler ribbon, in the **Scheduling Rules** group, click **Remove Selected**.

   Alternatively, if you want to delete all scheduling rules for the job, click **Clear All**.

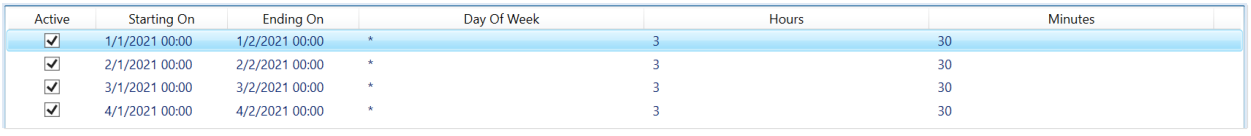
Any jobs in the scheduled jobs queue that were related to the deleted rule(s) are also deleted.

Scheduling rule examples

The following are some example schedules and the rules used to achieve them:

Schedule	Start/End	Day of Week	Hours	Minutes
Weekdays at 11:00 PM	<optional>	1,2,3,4,5	23	0
Every 15 minutes	<optional>	*	*	0,15,30,45
Mondays at 11:30 PM	<optional>	1	23	30
One time (6/30/2022) at 1:30 PM (Option 1)	Start: 06/30/2022 00:00 End: 07/01/2022 00:00	*	13	30
One time (6/30/2022) at 1:30 PM (Option 2)	Start: 06/30/2022 13:30 End: 06/30/2022 13:30	*	*	*
Every Wednesday in July at noon	Start: 07/01/2022 00:00 End: 08/01/2022 00:00	3	12	0
Continuous	<optional>	*	*	*

To schedule a job to execute monthly, create twelve active scheduling rules, one for each month. This is necessary because scheduling rules do not have a property for day of month, so it is not possible to use a single scheduling rule to create a monthly schedule. In the following example, the job will be executed on the first day of each month, at 3:30 AM:



Active	Starting On	Ending On	Day Of Week	Hours	Minutes
☑	1/1/2021 00:00	1/2/2021 00:00	*	3	30
☑	2/1/2021 00:00	2/2/2021 00:00	*	3	30
☑	3/1/2021 00:00	3/2/2021 00:00	*	3	30
☑	4/1/2021 00:00	4/2/2021 00:00	*	3	30

Example scheduling rules to execute a job monthly

When you save the job, the rules will be evaluated and the first scheduled execution will be placed on the schedule—in this example, the January 1 execution. Once that scheduled execution is complete, the rules will be evaluated again, which will cause the next scheduled execution (Feb 1) to be placed on the schedule, and so on.

Setting up notifications for jobs

Scheduler can be configured to send an email notification when a job completes, or when a job has errors. In order for an email notification to be sent for a particular job, the following must be set up:

- The job must be configured to send a notification on completion or error. The notification settings must include valid To and From email addresses (or use system variables).
- The System.SMTPMessageDelivery system job must be configured with a valid SMTP server for your environment. For more information, see Scheduler setup.

When a job creates an email notification, the notification is first saved to the database. When notifications are detected in the database, the System.SMTPMessageDelivery system job is triggered to deliver the notifications.

NOTES:

- By default, all new Scheduler jobs are configured to send an email notification on completion, to the user who created the job. You only need to edit the notification settings if you want the job to use different notification behavior.
- Currently, it is not possible to configure a Scheduler job to send notifications within the application only, instead of by email. However, when a job is run manually, the user who ran the job may receive an in-application notification of the job status in addition to any configured email notifications. See Application notifications for Scheduler jobs that are run manually.

To configure a job to send email notifications:

1. In the **Scheduler** dialog, open a job to edit or create a new job.
2. In the left-hand side of the job, select **Notification**.
3. In the **Job Notification Level** section, select one of the following:
    - **Send all email notifications**: (Default) An email notification is always sent when the job is executed, regardless of the job status (success, failure, aborted, etc.).
    - **Send email notification only when the job has errors**: An email notification is only sent if the job experiences errors. If the job completes successfully with no errors, no email notification is sent.
    - **None**: No email notifications are sent for this job. The only way to check the status of the job execution is to view the job history.

- **Send email notification to different email addresses when the job has errors or succeeds**: This option works the same way as **Send all email notifications**, except that a separate email address can be specified to receive the error notifications.

4. In the **Notification Message Content** section, complete the following for the notification email:

Item	Description
To	The email address(es) to receive the notification email. Separate multiple addresses with a semicolon. For example: • To send the email to two recipients, enter the addresses such as: `jdoe@company.com;dsmith@company.com` • To use a Scheduler job variable to define a notification recipient, enter the variable name with curly brackets. You can combine regular email addresses and variables, such as: `{JobOwner.EmailAddress};jdoe@company.com` By default, the notification is configured to be sent to the user who executed the job, using the variable `{CurrentUser.EmailAddress}`. The entries in the To field must be valid email addresses, or Scheduler job variables that will resolve to valid email addresses. Currently, it is not supported to list user or role names, or to look up email addresses from Axiom Security. **NOTE:** When using **Send email notification to different email addresses when the job has errors or succeeds**, this user will be notified if the job completes successfully (including partial success), but not if the job fails. Job failure notifications are sent to the **To (on error)** recipients.
From	The email address that the message is sent from. This can be something like `axiomscheduler@company.com`, so that the recipient can easily tell that the message has been generated by Scheduler. By default, this is set to the Scheduler "from" email address as defined in the system configuration settings, using the system variable `{Scheduler.FromEmailAddress}`. **NOTE:** For installations that are using subsystems, the system variable `{Scheduler.FromEmailAddress}` may resolve to a subsystem administrator email address instead of the Scheduler "from" email address.
Subject	The subject of the message. By default, this is set to "Axiom Scheduler Notification."
User Message	Optional body text for the email. This text is included in addition to the Scheduler auto-generated text regarding the job status.

If **Send email notification to different email addresses when the job has errors or succeeds** is enabled, the following additional options are available:

Item	Description
To (on error)	The email address(es) to receive the notification email when the job result is **Failed**. Separate multiple addresses with a semicolon. This user only receives a notification if the job fails. If the job result is **Success** or **Partial Success**, this user will not receive a notification (only the To user will).
Subject (on error)	The subject of the job failure message. By default, this is set to "Axiom Scheduler Notification."

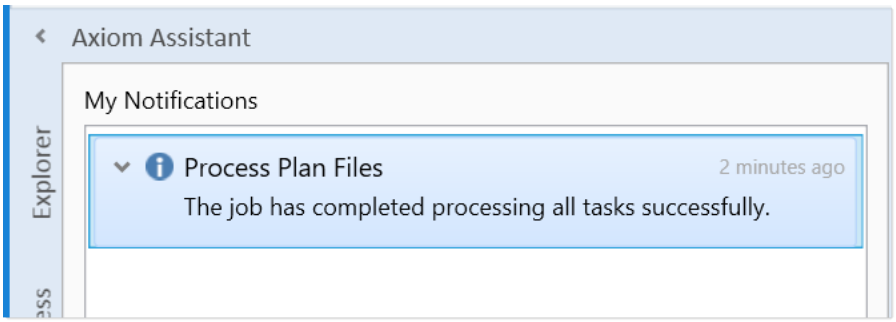
Job variables can be used in all notification settings.

Application notifications for Scheduler jobs that are run manually

If you run a Scheduler job manually, you can receive a notification within the application to let you know the status of the job. This notification will display in the Notifications task pane of the Desktop Client, and in the Notifications panel of the Web Client. This notification works as follows:

- The in-application notification is only sent if the Scheduler job is run manually using the **Run Now** option in Scheduler (or by using an equivalent "run now" action within a product-specific web page). In-application notifications are *not* sent if the job is run via a scheduling rule or an event handler.
- The in-application notification honors the Notification settings defined for the job to determine whether the notification is sent. For example, if the job is set to **None**, then the in-application notification is not sent. If the job is set to **Send all email notifications**, then both an email notification and an in-application notification will be sent when the job completes.
- The in-application notification only reports the status of the job—success, failure, or partial success. It does not contain any error or success details, and does not include any messaging as defined in the Notification settings for the job. For more information, view the job results within the Scheduler dialog in the Desktop Client, or the Scheduler page of the Web Client.
- The in-application notification is always sent to the user who ran the job manually.

NOTE: If the job is configured to **Send email notification to different email addresses when the job has errors or succeeds**, this is treated as **Send all email notifications** for purposes of sending the in-application notification. The user who ran the job will be notified when the job is completed, regardless of the job status.



Example success notification

Job properties

This topic is a reference for the settings that can be defined for a Scheduler job.

General

This section defines general settings for the job.

Item	Description
Description	Optional. The description of the job. The job description can also be edited in Axiom Explorer, in the Scheduler Jobs Library.
Job Restart Behavior	Specifies whether and how the job should be restarted if it is interrupted prior to completion. Select one of the following: • **Do not reschedule this job.** In this case, you must manually reschedule the job if it needs to be run before its next scheduled execution. • **Restart the job from the first task.** The entire job is run again, even if some of the tasks were completed successfully before the job was interrupted. • **Resume the job beginning with the first uncompleted task.** (Default) The job resumes and only the uncompleted tasks are run. A job would be interrupted if the Scheduler server processing it was restarted, or if the Scheduler service on the server was stopped or restarted, or if the Scheduler server was disabled from the **Servers** tab (**Service > Servers**) of the **Scheduler** dialog.

Item	Description
Job Results Cleanup	Specifies whether historical job results are purged when the job is run. To purge job results: 1. Select **Purge historical job results whenever this job runs**. 2. In **Number of days to keep results for this job**, specify the number of days to keep when purging results. By default this is set to 0, which means all job results will be purged except the result for the current job execution. A day is counted as 24 hours from the time the cleanup task is executed. So if you specify 1 day, and the task is run at 11:00 PM on Tuesday, then all results prior to 11:00 PM Monday are purged. If this option is not selected, then historical job results remain in the database until the system's **Purge System Data** task is run.
Priority Elevation	Specifies the priority of the job in the scheduled jobs queue, within the job's priority category. Select one of the following: • **Default**: (Default) This job is run on a "first come, first served" basis. The total number of jobs that can be run at one time is determined by the configured number of Scheduler threads for the installation. • **Reduced**: The job is designated as a low priority job, and remains at the bottom of the queue until other jobs with Default and Elevated priority have been run. • **Elevated**: The job is designated as a high priority job, and is moved to the top of the queue to be run before Default and Reduced priority jobs. • **Interrupt**: The job is run immediately, regardless of any jobs currently waiting in the scheduled jobs queue, and regardless of whether any Scheduler threads are currently available to run it. If no Scheduler threads are currently available, a new thread is created, even if this exceeds the configured thread limit for the installation. Job execution order also depends on the priority category of a specific job execution. See Processing priority for scheduled jobs.

Item	Description
Mark as System Job	Specifies whether the job is run as a system job. Only administrators can edit this check box. If this check box is selected, the job is run under the "Scheduler Service" system identity instead of a user identity, and the job is run by the system Scheduler server which operates on the Axiom Application Server. Generally, this check box should only be selected for system "support" tasks that should not depend on individual user rights. This check box is not available if the job contains non-system tasks (generally, spreadsheet-related tasks). For more information, see System jobs.
Put the system in 'admin only' mode during this job	If this option is selected, then the system will be placed into administrator-only mode at the start of the job, and then placed back into full access mode when all tasks are completed (including any sub-jobs). This is the same behavior as going to **Manage > Security > System Access** and selecting **Administrators Only**. **NOTES:** • You should make sure that any jobs using admin-only mode do not overlap. For example, imagine that job A starts and places the system in admin-only mode. While job A is still running, job B starts and finishes. If job B also uses admin-only mode, then when job B finishes the system will be placed back into full access mode, meaning the remainder of job A will be processed in full access mode. • Any job using admin-only mode must be run by an administrator. Generally speaking, any job set to run using admin-only mode should be run at a time when no end users will be logged into the system and no other Scheduler jobs will be running.

Job Variables

This tab has two sections for job variables:

- In the **Job values** section at the top of the tab, you can manage user-defined variables for use in the current job.

  To add or remove variables, use the **Add**, **Remove Selected**, or **Clear All** commands in the **Job Variables** group of the **Job** tab. This group is only available when you have selected the **Job Variables** section in the left-hand side of the job.

  When creating user-defined variables, do not add curly brackets to the variable name. Curly brackets are only required when you use the variable in a job or task setting.

- In the **System defined values** section at the bottom of the tab, you can view the system variables available for use in the job.

You can right-click any variable in this section (user-defined or system-defined) and select **Copy variable name to clipboard**. You can then navigate to the setting where you want to use the variable, and then paste it. The variable will be pasted with the necessary curly brackets.

For more information, see Using job variables.

Scheduling Rules

Each row in this section defines a scheduling rule for the job. Jobs will be automatically scheduled according to the settings in this section.

To add or remove scheduling rules, use the **Add**, **Remove Selected**, or **Clear All** commands in the **Scheduling Rules** group of the **Job** tab. This group is only available when you have selected the **Scheduling Rules** section in the left-hand side of the job.

For more information, see Defining scheduling rules for a job.

Item	Description
Active	Specifies whether the scheduling rule is active. If this check box is not selected, then the rule is ignored for purposes of scheduling the job.
Starting On	Optional. Specifies the earliest date and time for the scheduling rule to take effect. If you want the job to run one time only, set **Starting On** and **Ending On** dates to the same date/time.
Ending On	Optional. Specifies the expiration date and time for the scheduling rule. Once this date is past, no further executions will be scheduled for this rule.
Day of Week	Specifies the day(s) of the week that you want the job to be run: • `*` (Default): The job will be run on all days within the start / end range. • `0-6`: The job will be run on the specified day or days, where 0 is Sunday and 6 is Saturday. Use a comma or a hyphen to separate multiple days (hyphen if the days are contiguous, commas if not).
Hours	Specifies the time of day (hours) that you want the job to be run, in relation to the specified days: • `*` (Default): The job will be run on all hours. • `0-23`: The job will be run on the specified hour or hours, where 0 is midnight and 23 is 11:00 PM. Use a comma or a hyphen to separate multiple hours (hyphen if the hours are contiguous, commas if not).

Item	Description
Minutes	Specifies the time of day (minutes) that you want the job to be run, in relation to the specified hours: • `*` (Default): The job will be run on all minutes (essentially the job is run continuously, once per minute). • `0-59`: The job will be run on the specified minute or minutes of the hour, where 0 is the first minute of the hour and 59 is the last minute of the hour. Use a comma or a hyphen to separate multiple minutes (hyphen if the hours are contiguous, commas if not).

Event Handlers

If an event handler is associated with the job, it is listed here. There are two types of event handlers:

- System event handlers, for completing system-triggered tasks. See Managing event handlers.
- User-defined event handlers, for running jobs via RunEvent. See Creating event handlers for a job.

To add or remove event handlers, use the **Add**, **Remove Selected**, or **Clear All** commands in the **Event Handlers** group of the **Job** tab. This group is only available when you have selected the **Event Handlers** section in the left-hand side of the job.

Item	Description
Active	Specifies whether the event handler is active or not within the current job. If inactive, then actions that trigger the event handler will ignore this job.
Event Name	The name of the event handler. Multiple jobs can have an event handler with the same name; all those jobs will be affected when the event handler is triggered.
Execute As	The user identity under which the job will be run when the event handler is triggered. • **Owner**: For system-managed event handlers, the owner is the system Scheduler identity. For user-defined event handlers, the owner is the user who last saved the job. • **Requester**: For all event handlers, the requester is the user who caused the event handler to be triggered.

Notification

This section defines email notification settings for the job. For more information, see Setting up notifications for jobs.

Job variables can be used in this section. For more information, see Using job variables.

Item	Description
Job Notification Level	Specifies when email notifications are sent for the job. Select one of the following: • **Send all email notifications** (Default) • **Send email notification only when the job has errors** • **None** • **Send email notification to different email addresses when the job has errors or succeeds** If anything other than **None** is selected, then you must complete the remaining fields.
To	The email address(es) to receive the notification email. Separate multiple addresses with a semicolon.
To (on error)	The email address(es) to receive the notification email when the job fails. Separate multiple addresses with a semicolon. Only applies when **Send email notification to different email addresses when the job has errors or succeeds** is enabled.
From	The email address to use as the "From" address for the notification email.
Subject	The subject text for the notification email.
Subject (on error)	The subject text for the notification email when the job fails. Only applies when **Send email notification to different email addresses when the job has errors or succeeds** is enabled.
User Message	Optional. The body text for the notification email. Text entered here will be appended to the body text generated by Scheduler.

Tasks

This section defines the tasks in the job. In the ribbon, task commands are available on the **Job** tab, in the **Tasks** group.

- To add a task, click **Add**.
- To change the order of tasks, select a task and then click **Move Up** or **Move Down**.
- To delete a task, select the task and then click **Remove Selected**.
- To delete all tasks, click **Clear All**.
- To copy a task, right-click the task and then click **Copy**. You can copy the task within the same job, or to another open job in the Scheduler window. Right-click any task (or the **Tasks** section header) and then select **Paste**. The job is pasted underneath the job you right-clicked (or at the end of the list if you right-clicked the **Tasks** section header).

- To rename a task, double-click the task name to make it editable, and then type the new name. For example, if you have a job with multiple File Processing tasks, then you may want to edit the name of each task so that you know which file each task relates to at a glance. (You can also right-click and select **Rename**.)

Tasks are processed in the order they are listed in the job. By default, when you add a new task to a job, it is placed at the bottom of the list. Make sure to move the new job if it should not be processed last.

Tasks can be processed concurrently instead of sequentially if they are configured to be run as a subordinate job within the parent job.

Each task type has its own unique settings in addition to the standard task settings. For more information, see Scheduler Task Reference.

Job Results

Displays historical results for the job. This section is blank if the job has never been run.

Job results may be purged periodically by using the **Job Results Cleanup** option for the job, or by the system **Purge System Data** task.

NOTE: Users with the **Scheduled Jobs User** security permission only see results for jobs that they executed. Administrators see results for all executions.

For more information on job results, see Viewing job results.

Creating event handlers for a job

You can create user-defined event handlers in a job, for the purposes of automatically triggering the job for execution when the event name is called by another feature. Axiom Budgeting and Performance Reporting supports several features that can be used to raise an event:

- The RunEvent function and command
- File Group triggers
- The Raise Event Scheduler task

Event handlers are defined by name. Multiple jobs can have an event handler with the same name. When that event handler is called, it will affect all jobs that contain the event handler with the matching name.

To create an event handler in a job:

1. In the **Scheduler** dialog, open a job to edit or create a new job.
2. In the left-hand side of the job, select **Event Handlers**.
3. On the **Job** tab of the ribbon, in the **Event Handlers** group, click **Add**.

   A new event handler is added to the job.

4. Double-click the **Event Name** field so that the field becomes editable, and then type the desired event handler name.

   For example, if the event handler will be used to trigger Process Plan Files jobs, you might name the event handler ProcessPlanFiles.

   This event name is the name that will be used in features such as RunEvent to trigger this job for execution.

5. In the **Execute As** field, select one of the following to determine the user identity that will be used to run the job when it is executed via the event handler:
   - **Owner**: The job will be run under the identity of the job owner.

     The job owner is the user who last saved the job. If you are not sure who the current job owner is, you can check the **Job Variables** tab. The current job owner is listed in the **System defined values** section.

   - **Requester**: The job will be run under the identity of the user who triggered the event handler.

   By default, event handlers are set to run as the **Owner**. You should carefully consider this option as it may affect whether the job can be run and how the job is run.

   For example, if the event handler is set to **Requester**, but the user who triggered the job does not have access to the file group specified for a Process Plan Files task, then the task will fail.

   This may be the desired outcome—you may want the job to be dependent on the user's rights, and therefore you should specify **Requester**. On the other hand, you may want the job to run in the same way every time, regardless of the user that triggers the job. In that case you should specify **Owner**.

By default, the event handler is set to **Active**, which means it will be found by any process that triggers the event handler. If you want to temporarily exclude this job from event handler processing, you can clear the Active check box.

Associating an event handler with a file group

If a Scheduler job with an active event handler is stored in a file group Utilities folder, then the event handler is associated with that file group. When using RunEvent to trigger jobs for execution, you can optionally specify a file group context so that only event handlers associated with that file group (or no file group) are considered.

In order to store a Scheduler job within a file group, you must first create and save the job within the Scheduler Jobs Library. Then, you can use Axiom Explorer to move the job from the Scheduler Jobs Library to the file group Utilities folder. If the file group and its utilities are later cloned using any process—such as regular file group cloning, scenario creation, or file group rollover—then the event handler is also cloned and will be associated with the new file group.

Deleting an event handler

If you no longer need an event handler, you can delete it from the job. Select the event handler and then click **Remove Selected**. You can also **Clear All** to remove all event handlers from the job.

User-defined event handlers display along with the system event handlers in the **Event Handlers** tab (**Service > Event Handlers**). If you right-click a user-defined event handler in this location and select **Remove event handler**, it does not delete the event handler from any jobs that use it, but it does set the event handler to inactive.

Using job variables

You can use job variables within a Scheduler job, to define the value of the variable when the job is run. Job variables are managed in the **Job Variables** section of the job.

There are two types of variables:

- **User-defined variables:** You can create a variable and then use it within any job or task setting that supports variables, but only within that particular job. The primary use for user-defined variables is to run a job via RunEvent (either the function or the command), and pass in a variable value at that time.
- **System variables:** Axiom Budgeting and Performance Reporting provides a number of system variables that can be used within relevant job and task settings. For example, instead of specifying a "hard-coded" email address for the job notification, you can use a system variable to specify that whoever ran the job should receive the notification.

In all cases, to use a variable within a job or task, enter the variable name into the desired setting, enclosed in curly brackets. For example: {variable}

TIP: If you want to use a variable in a job, you can right-click the variable and then select **Copy variable name to clipboard**. Navigate to the setting where you want to use the variable, and then paste it into the setting (the curly brackets are added automatically).

At the job level, variables can be used in any of the **Notification Message Content** settings in the **Notification** tab. At the task level, in general, variables can be used in any task field that accepts typed user input.

When the job is run, the variable values used for the job display in the job results under **Job Values**, and also in the email notification (if applicable).

User-defined variables

User-defined variables are created in the **Job Variables** tab. You define the name of the variable (without brackets), and if desired, define a default value for the variable.

When the job is run, the user-defined variable will be replaced with a value as follows:

- If the job was scheduled using RunEvent (function or command), and RunEvent sent a name / value pair that matches the name of the job variable, that value is used.
- If the job was scheduled as a result of a file group trigger, and the trigger has a defined variable that matches the name of the job variable, that value is used. Multiple values are returned as a comma-separated list.
- If the job contains a Process Document List task or a Process Plan Files task with a defined post-processing variable that matches the name of a job variable, that value is used after that task has been processed.
- Otherwise, the default value defined in the Job Variables tab is used.

If the value is blank, then the job or task setting using the variable will be evaluated as blank. If the setting cannot be blank, then an error will result when the job is executed.

System variables

The available system variables are listed at the bottom of the **Job Variables** tab. Most of these variables relate to user names and addresses, for use within the job notification settings.

When the job is run, the system variable is replaced with the applicable system value.

The following values are available:

Variable	Description

`{CurrentUser.EmailAddress}`
`{CurrentUser.LoginName}`
`{CurrentUser.FullName}`
	Returns the current user's email address, login name, or full name.
	The current user is the user identity under which the job is currently being run. Generally, this is the user who executed the job. If the job was executed via an event handler and the event handler is set to owner, then the current user will be the job owner.

`{JobOwner.EmailAddress}`
`{JobOwner.LoginName}`
`{JobOwner.FullName}`
	Returns the job owner's email address, login name, or full name.
	The job owner is the user who last saved the job.

`{Scheduler.ConfiguredFromEmailAddress}`	Returns the system's default "from" address, as defined in the system configuration settings.

Variable	Description
{Scheduler.FromEmailAddress}	This returns a value as follows: • If the current user belongs to a subsystem, this returns the subsystem administrator's email address. • If the current user does not belong to a subsystem, this returns the default configured "from" address.
{CurrentSubsystem.AdminEmailAddress}	Returns the email address of the subsystem administrator for the subsystem that the current user belongs to. • If the subsystem has multiple administrators, the email is sent to the first administrator. • If the user belongs to multiple subsystems, the first returned subsystem for the user will be used. No specific logic is applied to determine the "correct" subsystem for any particular job. • If the user does not belong to a subsystem, then no email address is returned.
{EventHandler.EventName}	Returns the name of the event handler that caused the job to be scheduled, if applicable. Otherwise the variable returns blank.
{NotificationAddress}	Returns the notification address defined for the plan codes that triggered a Scheduler job. This variable only applies when the job is executed as a result of a file group trigger, and only if the optional notification address settings are defined for the file group. Otherwise, no email address is returned.
{Task.CurrentIterationValue} {Task.IterationNumber}	Returns the current iteration value and the current iteration number. These variables only apply when using the **Iteration** feature for a task. For more information, see Using iterative task processing.

Processing tasks in parallel

Each Scheduler job can have multiple tasks. By default, each task in the job is processed sequentially, in the order that the tasks are listed in the job.

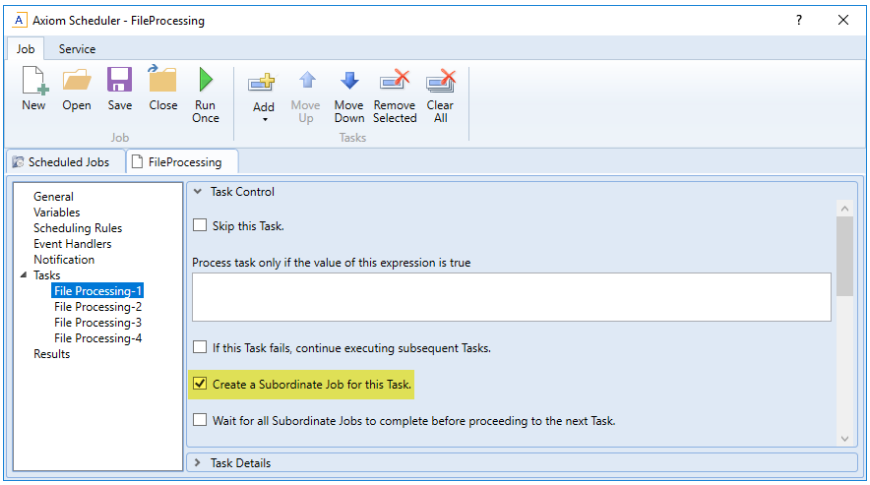
If desired, you can configure tasks so that they are processed concurrently (in parallel) instead of sequentially. If appropriate, this may speed up the processing of the job.

Configuring tasks for parallel processing

In order to process tasks in parallel, the tasks must be configured to run as subordinate jobs (sub-jobs). To do this, edit the following settings in the **Task Control** section for each task:

- Select **Create a Subordinate Job for this Task**.
- Ensure that the following setting is *not* selected: **Wait for all Subordinate Jobs to complete before proceeding to the next Task**.

In the following example, if all four tasks are configured to be run as subordinate jobs, then they can be run in parallel (depending on the available Scheduler threads).



Scheduler task configured to run as a subordinate job to enable parallel processing

How parallel processing works

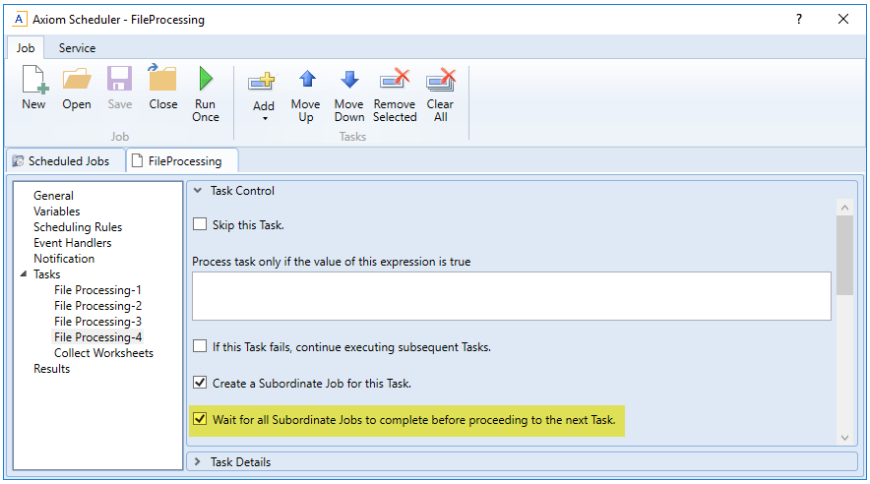
When a task is configured to execute as a subordinate job, then it is not processed within the "parent" job. Instead, a sub-job is created for the task. The sub-job joins the Scheduler queue and is eligible for processing according to the normal Scheduler processing rules. For more information, see Processing priority for scheduled jobs.

For example, imagine that you have a job with four tasks, and these tasks are not dependent on each other. If you use the default settings, Scheduler takes the first task in the list and starts processing. The second task is not started until the first task is complete, and so on.

If instead you configure each task as a sub-job, then when the "parent" job is processed, it will create four sub-jobs. If two Scheduler threads are available for processing, then two of the sub-jobs are processed at the same time. If four Scheduler threads are available, then all four sub-jobs are processed at the same time. Once all of the sub-jobs are complete, the parent job is completed, and its status reflects the overall status of all of the sub-jobs.

If tasks are dependent on each other, then you should not process them as sub-jobs, or you should use the **Wait** setting as appropriate. For example, imagine that the first four tasks in the job can be run in any order, but the fifth task must be processed last. In that case, you can configure the first four tasks to run as sub-jobs, but on the fourth task you must enable **Wait for all Subordinate Jobs to complete before proceeding to the next Task**. This will cause Scheduler to wait for all sub-jobs to finish before it proceeds to the fifth, final task.

In the following example, the file processing tasks are configured as sub-jobs so that they can be run in parallel. The last file processing task is configured to wait, so that all of the file processing tasks will be finished before the file collection task begins.



Scheduler task configured to wait for all subordinate jobs to complete

Using iterative task processing

You can configure a Scheduler task to use iterative processing, so that the task is repeated multiple times using a designated list of values. Each iteration of the task uses a different item in the list, until all items have been processed.

When you enable iterative processing for a task, you define the list of values by specifying a table column and an optional filter. The task will then be processed for each unique item in the table column. You can reference the column values within the task properties by using a built-in Scheduler job variable. As each iteration of the task is processed, the variable is replaced with the column value for the current iteration. Using this approach, the task can dynamically change for each iteration.

For example, you may have an import that you want to perform for four different entities in your organization. The import configuration is exactly the same except that the source file or query is different for each entity. If the import uses entity as a variable, then you can set up a single import task and configure it to iterate over the list of entities. Each iteration uses a different entity name or code, which you can pass into the import variables so that the import uses the correct source file or query for the current entity.

Enabling iterative processing

Iterative processing is enabled in the Task Control properties of the task. Select the task within the Scheduler job, then click **Task Control** to expand that section. Any task can use iterative processing, though it is more useful for certain task types such as Import ETL Package.

Complete the following properties in the **Iteration** section of the Task Control properties.

Item	Description
Iterate this Task	Specifies whether iterative processing is enabled for the task. If enabled, then the task will be performed N times, where N is the number of unique items in the specified iteration column. Job variables can be used to apply the current iteration value and iteration number to the task.
Create a Subordinate Job for each iteration	Specifies whether each iteration is processed as a separate subordinate job. By default, this is disabled, which means that all iterations are processed sequentially within the overall subordinate job created to process the iterations. If enabled, then each iteration is processed as a separate subordinate job, enabling concurrent execution of multiple iterations. This option should only be enabled if the order of iteration processing is not important.
Column	The column that contains the values to iterate over. Use Table.Column syntax to specify the column. Multiple-level lookups can be used. For example, if you specify `Dept.Region`, then the task will be processed once for each unique region value in the column (after applying any filter to limit the list of values).
Group By	Optional. By default, the group by column is the same as the iteration column, so that the task is processed once for each unique value in the iteration column. However, if needed, you can specify a different grouping level. You can use any column or columns that would be valid as the "sum by" level for an Axiom query, where the primary table is the table specified for the iteration column.

Item	Description
Order By	Optional. By default, the values are sorted based on the iteration column, in ascending order. You can specify a different sort column, or use the same sort column but change the order to descending. The sort order is ascending unless the keyword `desc` is used to specify descending order. For example: `Dept.Dept desc`
Filter	Optional. A filter criteria statement to limit the list of values for the iterative processing. You can use any filter that is valid against the source table (the table of the iteration column).

When iterative processing is enabled for a task, the iterations are always processed within a subordinate job. Therefore, enabling the Task Control option of **Create a Subordinate Job for this Task** is unnecessary.

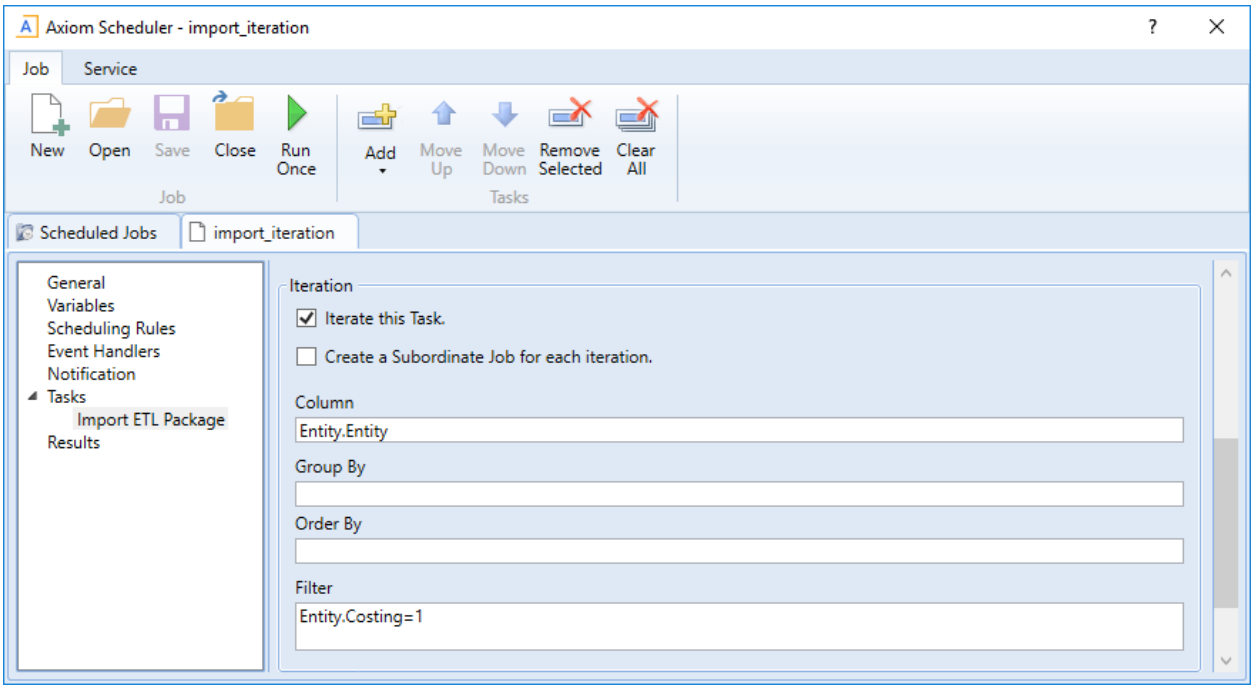
If your job has multiple tasks, and you want the tasks after the iterative task to wait for all iterations to complete before executing, then you must enable the following Task Control option for the iterative task: **Wait for all Subordinate Jobs to complete before proceeding to the next Task**.

Configuring the task to change for each iteration

In order for the Scheduler task to apply the current iteration value to each iteration, you must use the built-in iteration variables within the task. These variables are job variables, and can be used like any other job variable. The following variables are available:

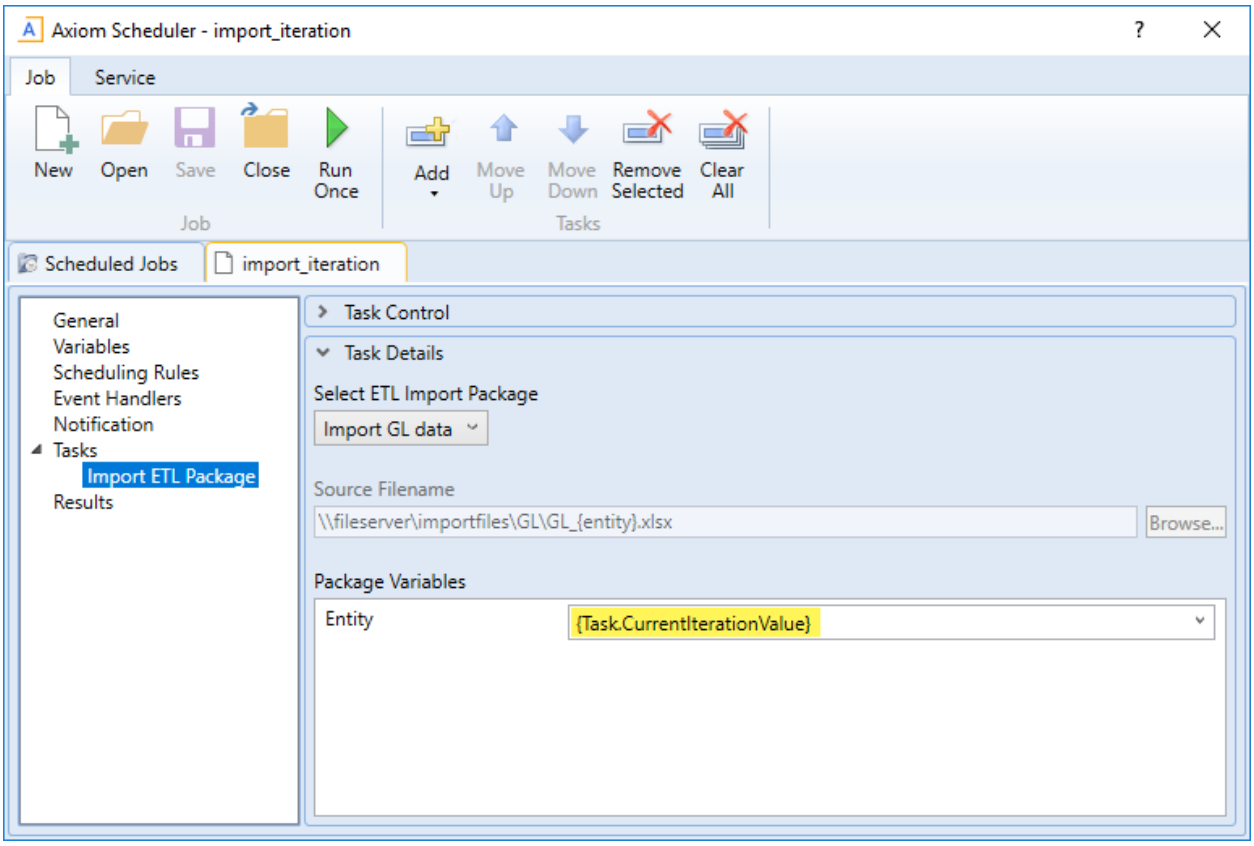
Variable	Description
`{Task.CurrentIterationValue}`	Returns the current value from the iteration list.
`{Task.IterationNumber}`	Returns the number of the current iteration.

To continue the previous example, imagine that you are setting up an import for iterative processing by entity. To define the list of entities, you set up the Iteration settings in the Task Control section like the following:



This example will iterate over the list of entities in the Entities column, limited to only those entities where the Costing column is set to True. If this resolves to 4 entities, then the task will be processed 4 times, once for each entity.

The import is configured with a variable `{Entity}`, which it uses to process the correct entity source file. In order to pass the current task iteration value to the import variable, you can use the job variable `{Task.CurrentIterationValue}` in the import task settings. For example:

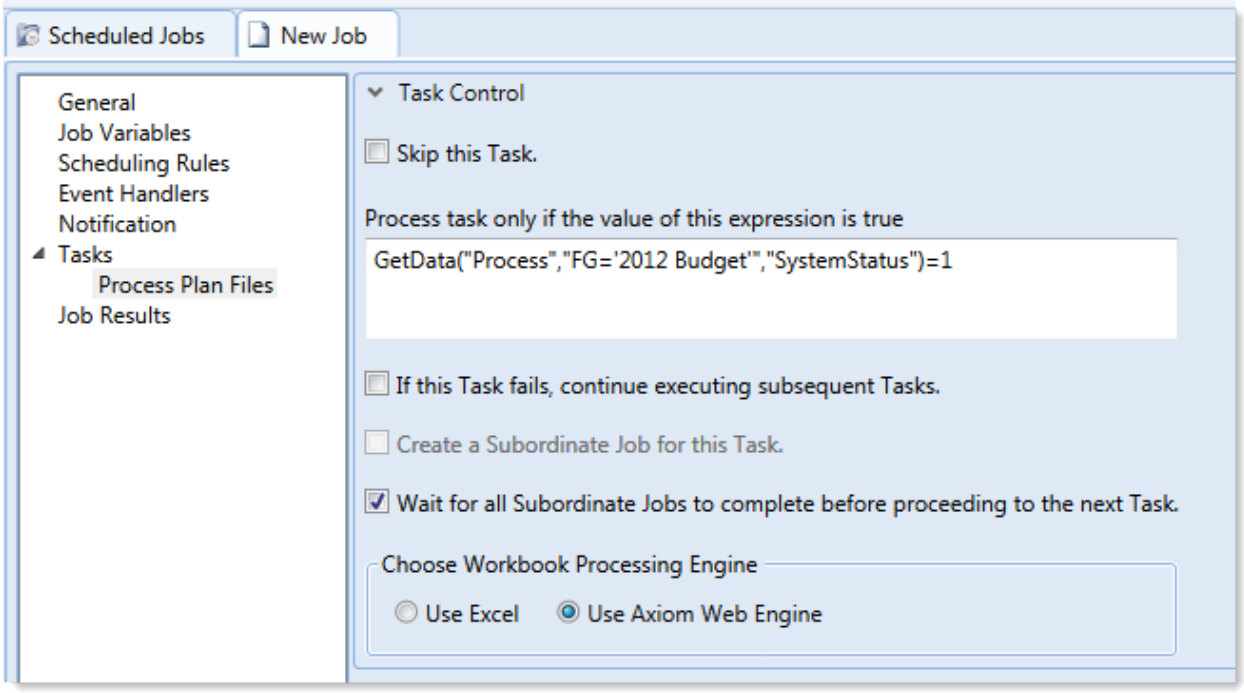


When the first iteration is performed, the `{Task.CurrentIterationValue}` will be resolved as Entity_1, so the import will be processed using Entity_1 as the value for the `{Entity}` import variable. For the second iteration, the value Entity_2 will be used, and so on. Using this approach, the import will be processed for all entities in the iteration column.

Conditionally processing tasks in a job

You can configure a task so that it is only processed if a particular condition is met. This feature is configured in the task settings, in the **Task Control** section, under **Process task only if the value of this expression is true**.

To enable conditional processing, you must specify a logical expression that will resolve to either true or false when the job is executed. If true, then the task is processed as normal. If false, then the task is skipped.



The logical expression is evaluated using an IF function on the Scheduler server as follows:

```
=IF(Expression, 1, 0)
```

You can enter any expression that would be valid in an IF function. You can use Excel functions, Axiom functions, and Scheduler job variables in the expression. If you use a job variable, it must be placed in quotation marks unless you expect the variable value to be resolved and evaluated as a number.

If the task is not processed because the condition resolves to false, this is not considered a failed task. If there are other tasks in the job, they will be processed. If you want an entire job to be conditional, you can do either of the following:

- Repeat the condition in each individual task settings. Keep in mind that the condition will be evaluated for each individual task, which means that if it is possible for the condition to change in between tasks, some tasks might be processed while others aren't.
- Use the condition on a Raise Event task that then triggers another job for processing. For more information, see Raise Event task.

Examples

The following are some example expressions for conditional processing:

```
GetData("Process","FG='2012 Budget'","SystemStatus")=1
```

If this GetData function returns 1, the expression resolves to true and the task is processed. If not, it is false and the task is skipped.

```
AND("{EventHandler.EventName}"="ProcessPlanFiles",{Dept}=1000)
```

If this job was triggered for execution by the ProcessPlanFiles event handler, and if the job variable Dept resolves to 1000, then this expression is true and the task is processed. Note that in the first part of the expression, the event handler variable will return a string value so it must be placed in double quotation marks. In the second part of the expression, the department variable will return a number so it is not placed in quotation marks.

```
AND(Day(Now())<=7,Weekday(Now())=2)
```

This expression will return true if it is the first Monday of the month, otherwise it will return false.

Using RunEvent to execute a Scheduler job

Using RunEvent, you can trigger the execution of a Scheduler job from various contexts, such as within Axiom files, task panes, or Axiom forms. There are two different versions of RunEvent:

- **RunEvent function**: The RunEvent function can be used in Axiom files to trigger the execution of a Scheduler job from a spreadsheet.
- **RunEvent command**: The RunEvent command can be used in task panes or Axiom forms to trigger the execution of a Scheduler job.

Both the function and the command work in the same way and use similar parameters. Some limitations apply depending on the context where RunEvent is being used. It is assumed that an administrator (or a power user with the necessary rights) sets up the desired jobs within Scheduler, and then sets up RunEvent in the appropriate context so that end users can trigger it.

The end user who triggers the job using RunEvent does *not* need to have file permission to the job or any access to Scheduler. The job itself can be configured to execute its tasks using the permissions of the job owner or using the permissions of the end user who triggered the job (the requester). If the job is run as the requester, then the end user must have the appropriate permissions to the files impacted by the job (for example to the target file for File Processing, or to the target file group and plan files for Process Plan Files).

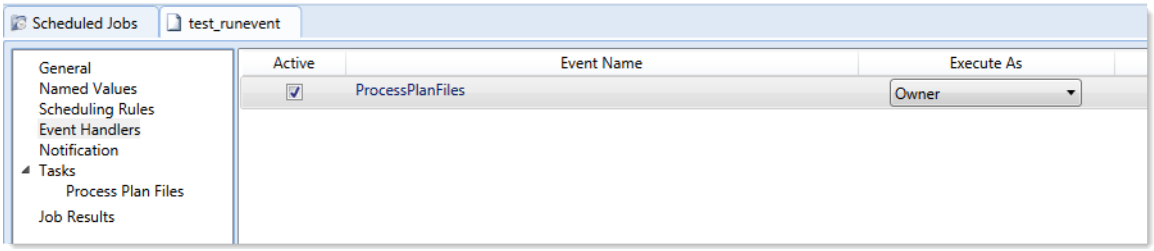
NOTE: You can also use the Raise Event Scheduler task to trigger the execution of a Scheduler job from a different Scheduler job. This works in a similar manner as the RunEvent features.

Setting up a Scheduler job for RunEvent

All uses of RunEvent require the same job setup in Scheduler:

- The job that you want to execute via RunEvent must already be created within Scheduler. When setting up the job, consider items such as the notification settings. Do you want the notifications to go to the user that executed the job, or to the job owner, or both?

- The job must contain an event handler that will be used to trigger the job execution. When creating the event handler, consider whether you want the job to run as the job owner, or as the requester (the user who clicks on the RunEvent function). This may impact email notifications and determines the user rights under which the job will run.



  For more information, see Creating event handlers for a job.

- Optionally, the job can use variables. Variable values can be defined in the RunEvent function or command and passed to the job. You would do this if aspects of the job need to be dynamic; for example, if you want to use a different filter depending on which user is running the job or based on a user selection in the file. For more information see the *Variable example* section below.

Setting up RunEvent

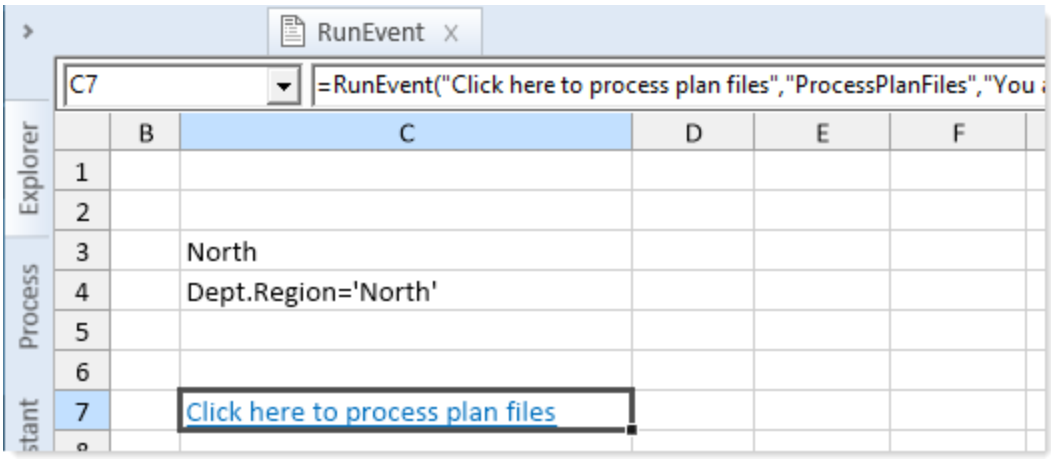
RunEvent uses the following properties to trigger Scheduler jobs:

- The event handler name that identifies the Scheduler job(s) to trigger for execution.
- An optional confirmation message to present to the user before proceeding with the event. Not available when using the command within an Axiom form.
- An optional success message to present to the user after the event has been raised.
- An optional file group context to target the job execution to only event handlers that are associated with a particular file group (or no file group). For the RunEvent command, this is an optional parameter. For the RunEvent function, the current file group context is automatically applied if the file with the function belongs to a file group.
- If variables are being used, one or more variable names and values to pass to the Scheduler job. This is available in all contexts, however, task panes do not currently support the ability to determine the variable values dynamically.

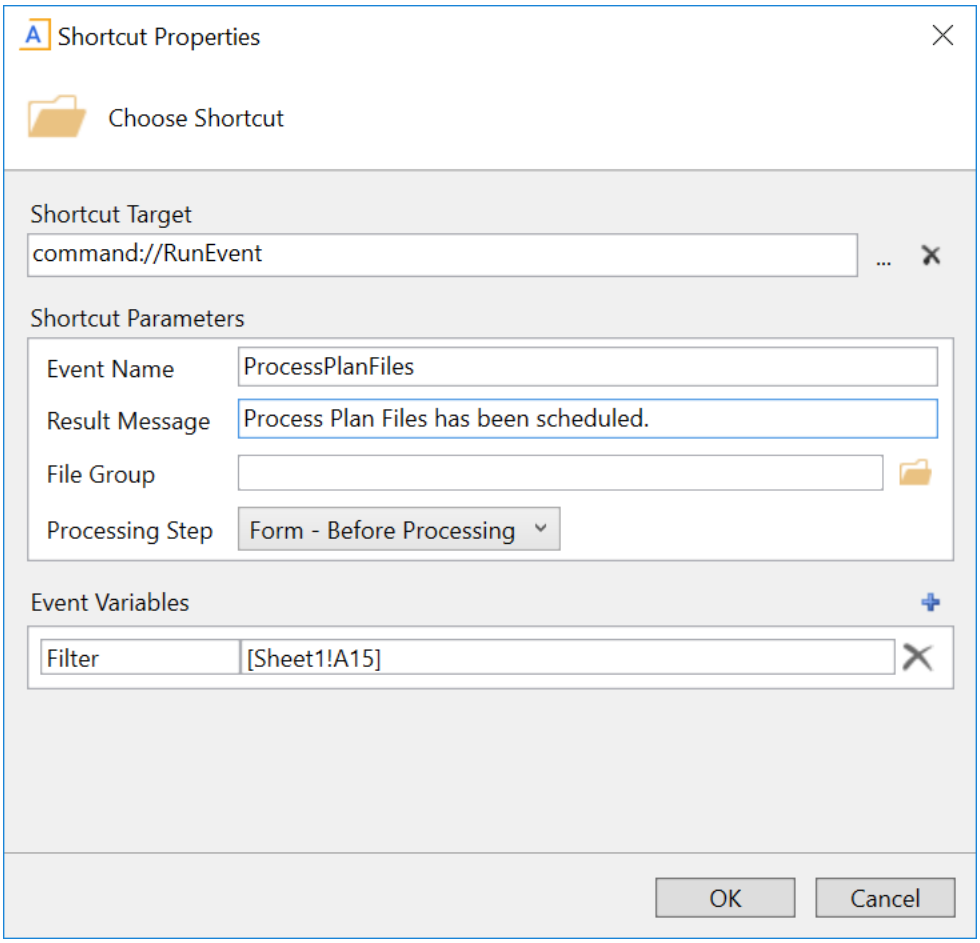
The following shows an example RunEvent function for use in an Axiom file:

```
=RunEvent("Click here to process plan files","ProcessPlanFiles","You are
about to process plan files for the "&C3&" region. Do you want to
continue?",,"filter = "&C4)
```

The first parameter defines the display text for the function, while the second parameter specifies the event handler name. In this example we have also defined a custom confirmation message for the user and a variable value to pass a filter to the job. The following screenshot shows the function in the spreadsheet:



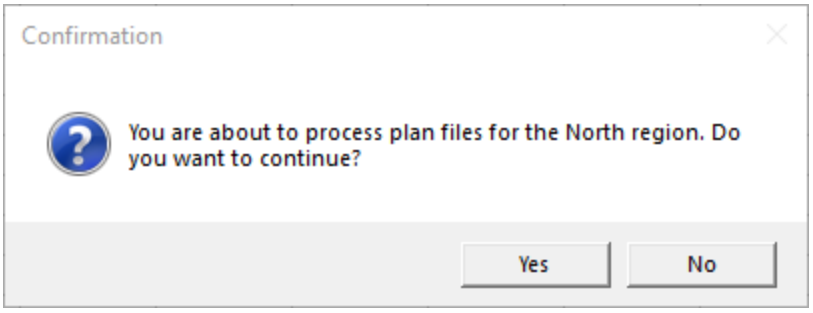
The next screenshot shows a RunEvent command set up on a Button component for an Axiom form. You can see the same event name and the filter variable also being read from a sheet location.



RunEvent behavior and user experience

The behavior and user experience for RunEvent depends on the context and whether you are using optional custom messages.

- The user starts the process by doing one of the following:
  - Double-clicking the RunEvent function in the spreadsheet.
  - Clicking the Button component that is configured for RunEvent in the Axiom form.
  - Double-clicking the RunEvent item in the task pane.
- A confirmation prompt displays to the user, asking them to confirm that they want to proceed. The user can click **Yes** to proceed, or **No** to cancel. Default text is used if no custom text is defined in the RunEvent properties.



NOTE: This step does not apply when executing RunEvent from an Axiom form. The Axiom form context does not support a confirmation message. However, you can configure the Button component to display a confirmation message before executing the RunEvent command.

- Axiom Budgeting and Performance Reporting checks the list of event handlers in Scheduler to see if any match the specified event handler name in RunEvent. This check works as follows:
  - If RunEvent has a file group context, then Axiom Budgeting and Performance Reporting only tries to match with event handlers that are associated with the same file group, or with no file group. Any event handlers associated with a different file group are ignored. The RunEvent command has a file group context if a file group is specified in the shortcut parameters, whereas the RunEvent function automatically has a file group context if the file with the function belongs to a file group.
  - If RunEvent does not have a file group context, then all event handlers are eligible to match.

  If any matching event handler names are found, then all Scheduler jobs that reference the event handler are triggered for execution. If multiple jobs reference the matching event handler, then all of those jobs will be executed.

  If variable values are defined in the RunEvent properties, those values are passed to the job and are used when the job is executed.

- A confirmation message displays to the user as follows:
  - If no jobs were found that contained the specified event handler, the user is notified that no jobs were found.
  - If jobs were placed on the schedule, the user is notified that the specified event was scheduled. Default text is used if no custom text is defined in the RunEvent properties.

NOTE: If executing RunEvent from an Axiom form, this message displays in the bottom left corner of the form, not in a separate message dialog.

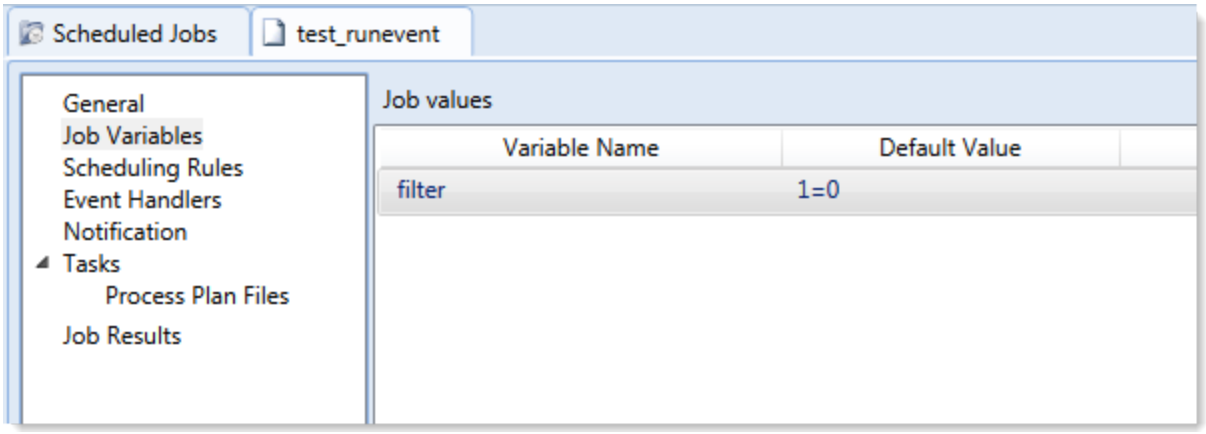
When the job is finished processing, email notifications are sent according to the settings in the job.

Variable example

When using RunEvent to execute a Scheduler job, you can pass a variable value to the job. For example, imagine that you want to execute a Process Plan Files job, and you want to send a filter value to the job.

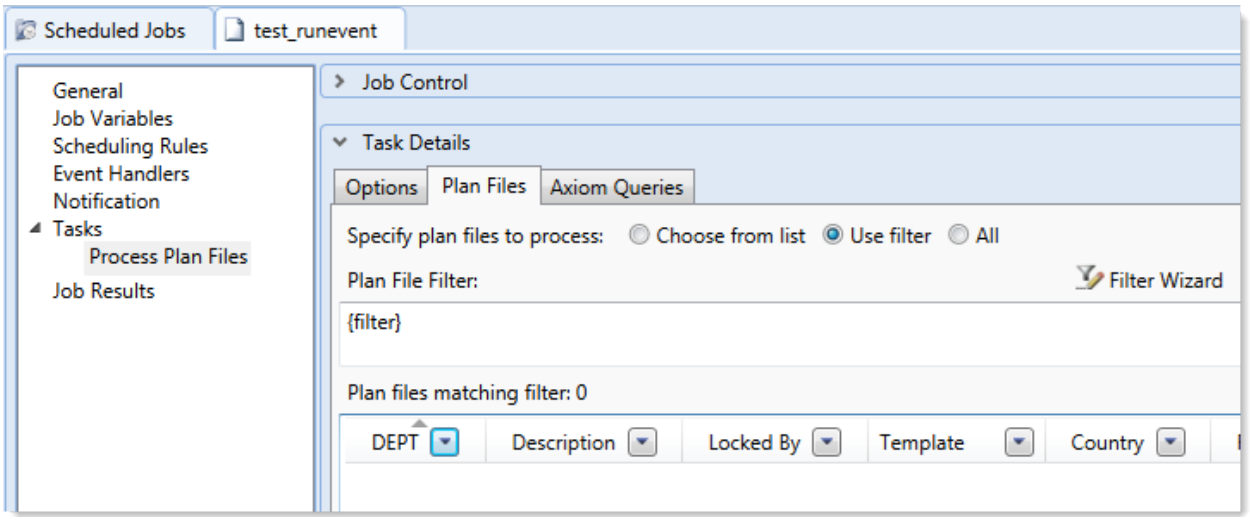
Step 1: Set up the variable in the job

The first step would be to create a job variable in the job, and then use the job variable in the filter setting.



Example job variable

NOTE: In this case, we have defined a default value for the filter variable (1=0) that does not result in any plan files. This is because we do not want to process any plan files unless a filter is provided by RunEvent. If we left the default value blank, that would mean all plan files would be processed if no filter was provided by RunEvent.



Example use of variable in job settings

For more information on Scheduler job variables, see Using job variables.

Step 2: Configure RunEvent to use the Variable

Now that the job is set up to use the filter variable, you must configure RunEvent to pass in a value for that variable. If you are using the RunEvent function in an Axiom file, you use the following syntax within the function parameters:

```
variablename=variablevalue
```

These name / value pairs can be placed in the RunEvent function starting in the fifth parameter of the function. If you have two name / value pairs to pass to the job, you can use the fifth and sixth parameters, and so on.

For example, to pass the filter `DEPT.Region='North'` to the job, the RunEvent function would be constructed as follows:

```
=RunEvent("Double-click to process plan
files","ProcessPlanFiles",,,"filter=dept.region='North'")
```

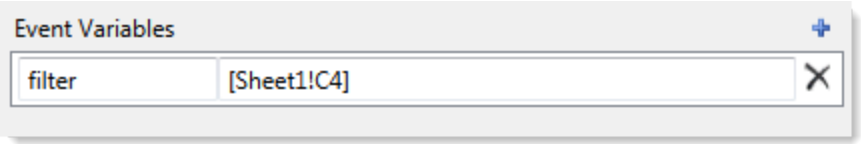
More likely, you would be reading the variable value from another place in the sheet, so the function would look something like:

```
=RunEvent("Double-click to process plan
files","ProcessPlanFiles",,,"filter="&C4)
```

Where the filter value is read from cell C5.

When the job is executed by use of this RunEvent function, the value `DEPT.Region='North'` will be placed in the **Plan File Filter** box of the Process Plan Files task, and the job will be run using that filter.

When using RunEvent in an Axiom form, the variables and their values are defined in the Event Variables section. In this context you place the name of the variable in the left-hand box, and then in the right-hand box you enter the cell reference (in brackets) where the variable value will be read.



The Event Variables section is also present when configuring RunEvent for use in a task pane, however in this context the only option is to "hard-code" the values in the RunEvent properties.

Run another Scheduler job from within a Scheduler job

Scheduler jobs have two ways to run another Scheduler job:

- Raise Event task: This task uses an event handler name to trigger one or more Scheduler jobs for execution. The jobs triggered by the event handler are run independently from the job containing the Raise Event task.
- Run Scheduler Job task: This task runs a specified Scheduler job as a subordinate job within the current "parent" job. Essentially, the tasks in the target job are run within the parent job, which means that other tasks in the parent job can reference the results of those tasks.

The decision of which task to use depends on several factors, but the most important is whether the Scheduler jobs are independent or dependent. If the first job is dependent on the execution of the second job, then you must use the Run Scheduler Job task. When the Raise Event task is used, the triggered jobs are run independently.

The following chart details some comparison points between the two tasks:

Comparison	Raise Event	Run Scheduler Job
Can pass variables to target job	Yes	Yes
Can execute target job as requester or owner	Yes	No
Can wait for target job to complete before continuing	No	Yes
Can use results of target job in subsequent tasks	No	Yes

Using the Raise Event task

The Scheduler Raise Event task is typically used when you need to trigger another job for execution once the current job is complete. The Scheduler job(s) triggered by the event handler are added to the schedule and then executed independently from the current job. For example, you might place the Raise Event task at the end of the task list, so that all tasks in the current job must complete successfully before the Raise Event task is run.

Because the jobs triggered by the event handler are run independently, you cannot perform additional tasks in the current job that depend on the results of the triggered jobs. The current job will not wait for the triggered jobs to be run.

Event handlers can be configured to run a job as either the job owner or as the requester (meaning the user that triggered the event). This allows some additional flexibility in how the triggered jobs are run. For example, you may want to trigger a job that needs to be run using administrator permissions. As long as the event handler is configured to run as job owner (and the owner is an administrator), then that triggered job will always have the necessary permissions, regardless of the user who is running the job with the Raise Event task.

Using the Run Scheduler Job task

The Run Scheduler Job task is typically used when you need to run another job and then perform additional tasks once that job is complete. Because the target job is run as a subordinate job within the "parent" job, the parent job can wait for the "child" job to complete before it continues processing tasks. Later tasks in the parent job can reference the results of the completed child job, such as querying data saved from the child job, processing plan files created by the child job, and so on.

Keep in mind that if you want the parent job to stop processing tasks if the target job fails, then **Wait for all Subordinate Jobs to complete before proceeding to the next Task** must be enabled for the task and **If this Task fails, continue executing subsequent Tasks** must be disabled for the task. This is the default configuration.

The child job is run using the same user permissions as the parent job. The user running the parent job must have the appropriate permissions to complete all tasks in both the parent job and the child job.

Chaining multiple Scheduler jobs

You can "chain" multiple Scheduler jobs together using either approach. For example, you may have three Scheduler jobs that you want to run, in a particular order.

You can place multiple Run Scheduler Job tasks in a parent job, where each task triggers a separate job. Because these tasks run as subordinate jobs, and the parent job can wait for each child job to complete, it is easy to run the jobs in order. However, if you want to stop processing the jobs if one fails, there is no built-in way to do that (as discussed in the previous section). You would need to set up the Run Scheduler Job tasks to run or not based on a condition, where the condition tests some result from the previous job.

To chain jobs using Raise Event, the last task in each job can be a Raise Event task. Each job will perform its tasks and then trigger the next job in the chain. When using this approach, the chain automatically stops if failure occurs, because if a task in the job fails then the job stops and will not proceed to the Raise Event task. The disadvantage of this approach is that the jobs cannot also be run separately, unless you manually disable the Raise Event tasks or configure the Raise Event tasks to not run based on a condition.

Running a job

If a job is saved with an active scheduling rule, then the job is automatically placed on the schedule to be run according to that rule. Each time the job is run according to the rule, it is run as the current job owner (unless it is a system job, in which case it is run as the System identity).

However, you can also choose to run a job manually. If you run a job manually, the job is added to the **Scheduled Jobs** list with a start time of now, to be processed according to its job priority settings. The job will be run using your user identity (again, unless it is a system job).

Running a job manually does not impact any scheduled executions of the job as determined by scheduling rules. For example, if a job is scheduled to be run at 10:00 PM tonight, and you run the job manually at 2:00 PM, the job will still be run as scheduled at 10:00 PM.

To manually run a job:

1. In the Scheduler dialog, in the **Job** tab, click **Open**.

   The **Axiom Explorer** dialog opens, showing the Scheduler Jobs Library only.

2. Select the job and then click **Open**.

   The job opens in the **Scheduler** dialog. Make sure the job is the active tab in the navigation pane (the most recently opened tab is the active tab by default).

3. In the **Job** tab of the ribbon, click **Run Once**.

A confirmation message informs you that the job has been placed on the schedule.

NOTE: When you click **Run Once**, any unsaved changes to the job are automatically saved. This save will designate you as the job owner (if you are not already the job owner).

You can also run jobs manually using the Scheduler area of the Web Client. For more information, see Running a job manually in the Web Client.

Scheduler Task Reference

Each Scheduler task in a job has two sections of task properties:

- **Task Control**: Common task properties that apply to all task types. For more information, see Task Control properties.
- **Task Details**: Properties specific to the current task type. For more information, see the topics for each individual task type.

The following task types are available:

Task	Description
Active Directory Import	Import users from Active Directory into Axiom Budgeting and Performance Reporting. This task adds new users, and can also disable users that no longer exist in the Active Directory domain.
Collect Worksheets	Collect worksheets from multiple files into a single file.
Copy On Demand Plan Files	Copy plan files from one on-demand file group to another.
Create Plan Files	Create new plan files (same as the **Create Plan Files** utility for file groups).
Echo Task	Test the Scheduler server. This task sends a message to the Scheduler server and asks it to send the message back.
Execute Command Adapter	Execute a command from the Command Library.
Execute SQL Command	Run a SQL statement on an Axiom database.
Export ETL Package	Export data to an external database, using an export utility defined in the Exports Library.
File Processing	Perform file processing actions on a report. You can use the report's native file processing settings, or override the settings.
Import ETL Package	Import data into Axiom Budgeting and Performance Reporting, using an import utility defined in the Imports Library.
Process Document List	Process any set of Axiom files—for example, driver files or report utilities. The task calculates and saves the files, and can also refresh Axiom queries and save data to the database.
Process Plan Files	Process plan files (same as the **Process Plan Files** utility for file groups).
Process Template List	Process a template file. The task runs designated Axiom queries, time-stamps the queries, and saves the template.
Purge System Data	Purge old Scheduler results and system temp tables.
Raise Event	Trigger another Scheduler job for execution, using a named event handler.
Run Scheduler Job	Run another Scheduler job as a subordinate job.
SMTP Message Delivery	Deliver email notifications resulting from Scheduler jobs.
Start Process	Start a process definition for Process Management.
Update Indexes and Constraints	Update the indexes and constraints in your Axiom Budgeting and Performance Reporting database.

Task Control properties

The following task properties are available for all Scheduler task types. To edit these properties, select the task in the Scheduler job, then expand the **Task Control** section.

Item	Description
Skip this Task	If selected, the task will not be run when the job is processed. By default, this option is not selected, which means this task will be run.
Process task only if the value of this expression is true	Optional. Enter a logical expression to conditionally process this task depending on whether the expression resolves to true or false at the time the job is executed. If true, the task is processed as normal. If false, the task is skipped. The logical expression is evaluated by the Scheduler server using an IF function. The expression can be any statement that would be valid within an IF function. You can use Excel functions, Axiom functions, and Scheduler job variables in the expression. If you use a job variable in the expression, you must place the variable in double quotation marks unless you expect it to be resolved and evaluated as a number. For more information, see Conditionally processing tasks in a job.
If this Task fails, continue executing subsequent Tasks	If selected, the job will continue processing even if this task fails. By default, this option is not selected. If a task in a job fails, the job is canceled and no further tasks are processed.
Create a Subordinate Job for this Task	If selected, this task will be processed as a subordinate job to the current job. Selecting this check box enables concurrent processing of different tasks, if the option to **Wait for all Subordinate Jobs to complete before proceeding to the next Task** is not selected. **NOTE:** This option is not available for **Process Plan File** tasks.
Wait for all Subordinate Jobs to complete before proceeding to the next Task	If selected, the job will wait for any subordinate jobs to complete before moving to the next task. If this check box is not selected, and the option **Create a Subordinate Job for this Task** is selected, then tasks can be processed concurrently instead of sequentially. This check box is selected by default for **Plan File Refresh** and **File Processing** tasks. For other task types, this option is not selected by default.

Item	Description
Override Log Level for this Task	By default, Scheduler jobs perform logging at the same level that is specified for the application. If necessary, you can override the logging level for a particular task, so that it always runs at a specified logging level. You may want to do this if you encounter performance issues for tasks that generate a lot of logged messages. To do this, select the check box for **Override Log Level for this Task**, then select the desired logging level from the drop-down list. **NOTE:** This option is only available for File Processing tasks.

NOTE: Older systems may see a setting named **Workbook processing engine to use**. If this option is present, it should always be set to **Axiom Web Engine**. Use of Excel for processing on the Scheduler server is no longer supported. All Scheduler tasks that involve spreadsheet processing are processed using the same spreadsheet emulation engine as the Windows Client.

Iteration

This section can be used to optionally enable iterative processing for the task. For more information, see Using iterative task processing.

Item	Description
Iterate this Task	Specifies whether iterative processing is enabled for the task. If enabled, then the task will be performed N times, where N is the number of unique items in the specified iteration column. Job variables can be used to apply the current iteration value and iteration number to the task.
Create a Subordinate Job for each iteration	Specifies whether each iteration is processed as a separate subordinate job. By default, this is disabled, which means that all iterations are processed sequentially within the overall subordinate job created to process the iterations. If enabled, then each iteration is processed as a separate subordinate job, enabling concurrent execution of multiple iterations. This option should only be enabled if the order of iteration processing is not important.
Column	The column that contains the values to iterate over. Use Table.Column syntax to specify the column. Multiple-level lookups can be used. For example, if you specify `Dept.Region`, then the task will be processed once for each unique region value in the column (after applying any filter to limit the list of values).

Item	Description
Group By	Optional. By default, the group by column is the same as the iteration column, so that the task is processed once for each unique value in the iteration column. However, if needed, you can specify a different grouping level. You can use any column or columns that would be valid as the "sum by" level for an Axiom query, where the primary table is the table specified for the iteration column.
Order By	Optional. By default, the values are sorted based on the iteration column, in ascending order. You can specify a different sort column, or use the same sort column but change the order to descending. The sort order is ascending unless the keyword `desc` is used to specify descending order. For example: `Dept.Dept desc`
Filter	Optional. A filter criteria statement to limit the list of values for the iterative processing. You can use any filter that is valid against the source table (the table of the iteration column).

Active Directory Import task

This task imports users from Active Directory groups into Axiom Budgeting and Performance Reporting security. For more information on using Active Directory integration with Axiom Budgeting and Performance Reporting, see the *Security Guide*.

This task has three tabs of settings: **Source Directory**, **Notification**, and **Preview Import**.

NOTE: The user running this task must be an administrator or have the **Administer Security** permission.

For Axiom Cloud systems, the Active Directory Import task can import users from your local Active Directory by use of the Axiom Cloud Integration Service. If you have a remote data connection that is enabled for user authentication, this task will use that connection when the job is executed by Scheduler.

▶ Source Directory tab

On this tab, you specify the domain to import from and the groups to import.

Item	Description
Domain or Server	Select either **Domain** or **Server** to specify the source domain for the import. • If you select Domain, enter the name of the domain. • If you select Server, enter the name of the domain controller server. The server option is available in case you are not currently logged into the source domain, and your current domain does not have access to the source domain. In this case, you must use domain credentials in order to access the source domain. Only one domain can be selected per import task. If you want to import users from multiple domains into an Axiom Budgeting and Performance Reporting system, then you must create multiple import tasks.
Credentials	Specifies the credentials to use when accessing Active Directory for the import. Select one of the following: • **Use process credentials**: (Default) Use the credentials of the network service account for Axiom Scheduler Server (on-premise installations) or Axiom Cloud Integration Service (Axiom Cloud systems). • **Specify domain credentials**: Enter the credentials of a specified domain **User** and **Password**. This option is required if you identified the source domain using the server name instead of the domain name.
Never Enable Users	Specifies whether the import enables imported users as part of the process: • If unchecked (default), then newly imported users are enabled as part of the import. Additionally, any existing imported users who have been changed to disabled are re-enabled. • If checked, then newly imported users are not enabled as part of the import. A security administrator must modify the security settings after the import is complete to enable the new users. Existing imported users retain their current enabled status.
Groups to import	The Active Directory groups for which members will be imported into Axiom Budgeting and Performance Reporting Security. • Click **Add** to select from a list of groups for the specified domain. If the specified domain name is not valid or if Axiom Budgeting and Performance Reporting cannot connect to it, then an error will result when attempting to add groups. • If you need to remove a group, select the group and click **Remove**. • Click **Role Mapping** to define mappings for the selected groups. If a mapping exists for a group, then when users are imported for that group they are automatically assigned to the mapped role and subsystem. See the discussion following this table for more information.

Role mapping

In the **Role Mapping** dialog, click **Add mapping** (the plus icon) to add a role mapping for a group. Then complete the following:

- In the **Directory Group** column, select the Active Directory group to be mapped.
- In the **Axiom Role** column, select the role to be assigned to users in that group. If you want to map the group to more than one role, add another mapping row. You can select **None** if you do not want the users in the group to be assigned to any role.
- In the **Subsystem** column, select the subsystem for users in that group. If you want to map the group to more than one subsystem, add another mapping row. This option only displays if subsystems are enabled for your system.
- In the **User Type** column, select the license type for the imported users. The default license type is **Standard**.
- In the **Authentication Type** column, select the authentication type for the imported users, **Windows User** or **SAML**. The default authentication type is Windows User. Note that the selected authentication type will be assigned to users regardless of whether that authentication type is currently enabled for the system.

You can map each group to multiple roles and subsystems. If a group has no defined mappings, then the users will not be assigned to any roles or subsystems. If the import creates new users without mappings, the assigned user type is Standard and the assigned authentication type is Windows User.

To remove a mapping, select the mapping in the grid and then click **Remove mapping** (the X icon). If users have already been imported using this mapping, removing the mapping will not remove the users from the role or subsystem in subsequent imports (unless other group mappings in the import use the same role or subsystem, and the users are not also part of that group).

NOTE: If a user belongs to multiple mappings—either multiple mappings for a single group, or multiple mapped groups—then the user will be assigned to the user type and the authentication type for the last-processed mapping.

▶ Notification tab

On this tab, you specify users to be notified when changes are made in Axiom Budgeting and Performance Reporting Security due to the import.

Type in one or more email addresses to be notified. Separate multiple addresses with a semi-colon. For example:

```
jdoe@axiomepm.com;jsmith@axiomepm.com
```

When the import task is run, if any users are created or modified in the Axiom Budgeting and Performance Reporting system, an email notification will be sent to the addresses specified here. The email summarizes the changes made. This email notification is independent of any job-level notification settings (which notify based on overall job completion or failure).

We recommend setting up this task-level notification to send emails to the security administrator(s) responsible for maintaining the security settings in Axiom Budgeting and Performance Reporting, so that he or she can define security settings for newly added users, validate changes made to existing users, and perform any other follow-up tasks.

Scheduler job variables can be used in this setting.

▶ Preview Import tab

On this tab, you can preview the import results to test that the import is set up as desired.

To preview the results, click **Preview**. Axiom Budgeting and Performance Reporting processes the import task but does not actually make the changes to the system. Instead, the tab displays a summary of the changes that would result.

The preview shows a list of users that would be added, changed, or disabled.

NOTE: The preview is always executed locally, even for Axiom Cloud systems. The remote data connection to the Cloud Integration Service is only used when the task is executed by Scheduler.

Collect Worksheets task

This task collects sheets from multiple source workbooks and combines them into a single target workbook. You can then save the target workbook to a specified file location, and/or email the workbook.

NOTE: This task is primarily intended for backward-compatibility only. The main method of performing a file collect operation is to use the file processing feature with the File Processing Scheduler task. For more information on setting up a file collect report using file processing, see the *Axiom File Setup Guide*.

Typically, this task would be used at the end of a job with multiple File Processing tasks, to take the results of those tasks and collect them into a single workbook.

Item	Description
Save or Email Workbook	Specifies the delivery option for the target workbook. Select one of the following: • **Save Workbook**: The target workbook is saved to the specified output folder. • **Email Workbook**: The target workbook is emailed to the specified recipients. The file is not saved anywhere on the file system. • **Save and Email Workbook**: The target workbook is both saved and emailed.

Target Workbook

Complete the following settings to define the target workbook:

Item	Description
Output Folder	The folder location where the target workbook will be saved (if you are saving the workbook). Click the folder icon to select a folder location, or type a folder location. If the specified folder does not already exist, Axiom Budgeting and Performance Reporting attempts to create it. Job variables can be used in this setting.
Output File Name	The name of the target workbook. Job variables can be used in this setting.
File Type	The file type of the target workbook. Select **XLS**, **XLSX**, or **XLSM**. **NOTE:** PDF displays as an option, but it is not supported in this context.

Email Settings

This section only applies if you are emailing the target workbook. The "From" address is always the Scheduler default From address (as defined in the system configuration settings).

Item	Description
To	Enter the email addresses to receive the target workbook via email. Separate multiple addresses with a semicolon.
Subject Line	The subject line for the email.
Body Text	The body text for the email.

Source Workbooks

In this section, you specify one or more source workbooks from which to collect worksheets. Workbooks are identified by folder location. Within a folder location, you can specify one or more workbooks by name, or by using wildcards, or by using *.* to collect all workbooks at the location.

All sheets in each source workbook will be collected. Ideally, you will be collecting from workbooks that only contain relevant sheets (for example, no blank "Sheet2," etc.), and where the sheets have unique names. If multiple workbooks have sheets with the same name, the sheets will be incremented by number in the target workbook.

- To add a workbook, click the Add button. In the **Edit Workbooks Source** dialog, complete the settings as described below, then click **OK** to add the workbook to the list.
- To remove a workbook, select the workbook in the list and then click the Remove button. Only one workbook can be selected at a time.
- To change the order of workbooks, select the workbook in the list and then click the arrow buttons to move the workbook up or down. Source workbooks are processed in the order they are listed in the grid.

Item	Description
Folder Path	The folder location of the source workbook(s). Click the folder icon to select a folder location. **NOTE:** The **Folder Path** location must be accessible by the Scheduler service user account. If you specify a network folder location using the Browse button, the location is automatically entered as a UNC path. If you specify a C: drive location, that will be evaluated as the C: drive of the Scheduler server. Job variables can be used in this setting.
Workbooks	The workbooks from which you want to collect worksheets, within the specified folder path. • Specify *.* if you want to collect all files in the folder path. • Specify individual file names to collect from specific files. Separate multiple file names with semicolons. You can use wildcards (* or ?) to specify groups of files that share naming conventions. For example: `North*.xls` to collect all XLS files where the file name starts with "North". Only files with the following file types are valid to be collected: XLS, XLSX, XLSM. If you are using wildcards, the matches must be valid file types, or else the task will fail with an error. Job variables can be used in this setting.

Once you have saved a source workbook location, you can edit it by double-clicking the row.

Copy On Demand Plan Files task

This task copies on demand plan files from one file group to another. It performs the same actions as the **Copy On Demand Plan Files** command in the Command Library.

This is an advanced feature and should only be used if it is the only way to achieve the desired population of plan files between two related file groups. It is the responsibility of the solution designer to ensure that the copied plan files will behave as expected in the target file group. For example, the plan file must be designed to dynamically save to the appropriate tables and columns within the context of the new file group.

The Copy On Demand Plan Files task uses two tabs to define the properties of the task.

- **Options**: Defines the options to be used for the copy operation
- **Plan Files**: Specifies the plan files to copy

Options tab

The following options are available on the Options tab. Note that all of these options can be changed dynamically by using system variables.

Item	Description
Source File Group	The file group to copy plan files from. Click the folder icon to select a file group. You can select any on-demand file group, or any file group alias that currently points to an on-demand file group.
Destination File Group	The file group to copy plan files to. Click the folder icon to select a file group. You can select any on-demand file group, or any file group alias that currently points to an on-demand file group.
Keep original plan file creator	Specifies whether the plan file creator for the copied plan files is set to the same creator as the original plan files. By default, this option is enabled. If this option is disabled, then the plan file creator for the copied plan files is set to the user identity used by the Scheduler job when it is run.

Item	Description
Use default template	Specifies whether the copied plan files have the option to adopt the default template of the new file group. This is primarily intended to be used when copying plan files to a file group that uses virtual, form-enabled plan files, so that the copied plan files can be converted to virtual files and use the new template. • If disabled (default), then the target file group must contain copies of the original templates that were used to create the plan files from the source file group. If these templates are not present, then the copy process will fail. • If enabled, then the copied plan files will be assigned a template as follows: ◦ If the target file group contains copies of the original templates that were used to create the plan files from the source file group, the copied plan files use those templates. ◦ If the target file group does not contain copies of the original templates, the copied plan files use the default template specified for the target file group in the file group properties. If the target file group does not contain copies of the original templates and does not have a designated default template, then the copy process will fail.
Copy plan file attachments	Specifies whether plan file attachments are copied to the target file group when a plan file is copied. By default, this option is enabled. If this option is disabled, then plan file attachments will not be copied to the target file group.

Item	Description
Save plan files after copy	Specifies whether the new plan files are processed and saved in the target file group after the copy is performed. This is intended to perform a save-to-database within the context of the new file group. By default, this option is disabled. If you enable this option, then after the plan files are copied to the new file group, they are opened, refreshed, and saved (including a save-to-database). The refresh includes all active Axiom queries where **Refresh during document processing** is enabled. Regardless of whether this option is enabled, if it is ever intended to save the copied plan files in the target file group, then they must be designed so that they save data to the appropriate tables after being copied. **NOTES:** • If **Process with Utilities** is enabled for the target file group, then utility processing is performed instead of normal processing. The default data source is used. • If you enable this option but also specify a **Copy data utility**, then the new plan files are not processed and saved. Instead, the designated utility file is processed for each new plan file.
Copy data utility	Optional. Specifies a utility file to process for each copied plan file. You can select any file in the Utilities folder of the target file group, or a file in the Reports Library. The primary purpose of this option is to handle copying virtual plan files between file groups. Because the plan files are virtual, no data exists in the file itself and therefore saving the new plan file will not populate data for the new file group. Instead, you should create a utility file that queries in the necessary data for the original plan file, then saves the necessary data for the new plan file to the appropriate tables for the new file group. Reserved document variables are available to return information in the utility file such as the old plan file code and the new plan file code. For more information, see Copy data utility. **NOTE:** **Save plan files after copy** must be enabled in order to specify a copy data utility. If a utility is specified, then the new plan files are not saved and instead the utility file is processed for each new plan file.
Default Values	Optional. This section can be used to apply default values to any columns in the target plan code table, when the new record is created in the target file group. For more information, see Defining default values.

Plan Files tab

On the **Plan Files** tab, specify the plan files from the source file group that you want to copy to the target file group. There are three different options that you can use to specify the plan files: **Choose from list**, **Use filter**, and **All**.

The most common option when copying plan files using Scheduler is to define a filter. You can dynamically copy a subset of designated plan files using the filter. If the Scheduler task is triggered by using RunEvent, you can pass in the filter from the source of the RunEvent (such as an Axiom form).

Copy a filtered set of plan files

To use a filter to copy a subset of plan files, select **Use Filter**. When the Scheduler task is executed, Axiom Budgeting and Performance Reporting will process only the plan files that meet the filter. You can specify the filter directly, or use a job variable.

To specify the filter, click the Filter Wizard button. You can also manually type a filter criteria statement into the filter box. The filter must use the plan code table of the source file group, or a lookup table. For example: `CapReq2021.Transfer=1`, where CapReq is the plan code table.

Once you have entered a filter, you can click **Refresh plan file list** to show the plan files that currently match the filter. The refresh feature is intended to help you determine whether you have defined the filter correctly.

If you want to set the filter dynamically, you can use the Filter system variable to override the filter defined in the task. This is intended for use when running Scheduler jobs via RunEvent. If a variable value is specified when triggering the event, such as the value `CapReq2021.CapReq IN (45,67,98)`, then that filter statement is used to determine the plan files to be copied instead of the filter defined in the task.

Copy all plan files

To copy all plan files, select **All**. When the Scheduler task is executed, Axiom Budgeting and Performance Reporting will copy all plan files in the file group (except for those hidden via the Show on List column). This is not a common use case for the copy feature, but can be used if needed.

Copy selected plan files

To copy certain plan files, select **Choose from list**, and then select the check boxes for the plan files that you want to copy. When the Scheduler task is executed, Axiom Budgeting and Performance Reporting will copy only the selected plan files. This is not a common use case for the copy feature, but can be used if needed.

NOTE: This option is not available when using a file group alias as the source file group for the task. This is because the alias could change to point to any file group, which could result in a different list of plan files.

Defining default values

When the copy action is performed, the columns for the new record are populated as follows:

- If a value has been defined for a column in the **Default Values** section, that value is used.
- Otherwise, the value from the original record in the source file group is used. This only occurs if the column names match in the source and target tables, and if the column in the target table is a compatible data type to accept the copied value.

If a column exists in the source table but not the target table, that value is ignored and does not cause an error. If a column exists in the target table but not in the source table, then it is only populated during the copy action if a default value has been defined. If the target table contains columns with lookup relationships, those columns must be populated with valid values (either from the original record or by using default values) or else the copy action will fail.

To define default values for the new records:

- Click the plus button + to add a new column/value pair to the **Default Values** section.
- In the left-hand box, type the name of the column in the target plan code table. For example: `SourceID`. Do not use Table.Column syntax.
- In the right-hand box, type the value to be placed in this column. You can enter a "hard-coded" value, or you can enter the name of a column from the source plan code table in brackets to use the value from that column. For example, `[CapID]`. The column reference is only necessary if you want the source column value to be placed in a column that has a different name than the source column. If the columns have the same name, the value will be copied automatically as noted previously in this section.

For both the column name and the value, you can use file group variables via a file group alias. Axiom Budgeting and Performance Reporting looks up the current target of the alias, and finds the current value of the designated variable within that file group. Built-in variables and custom variables can both be used. To reference a variable, use the following syntax:

`{`*`FileGroupAliasName`*`.`*`VariableName`*`}`

For example: `{CP_CurrentYear.FileGroupYear}` returns the file group year for the file group that is currently the target of the CP_CurrentYear alias.

Scheduler job variables can also be used in the column name and in the value.

Overriding task settings using system variables

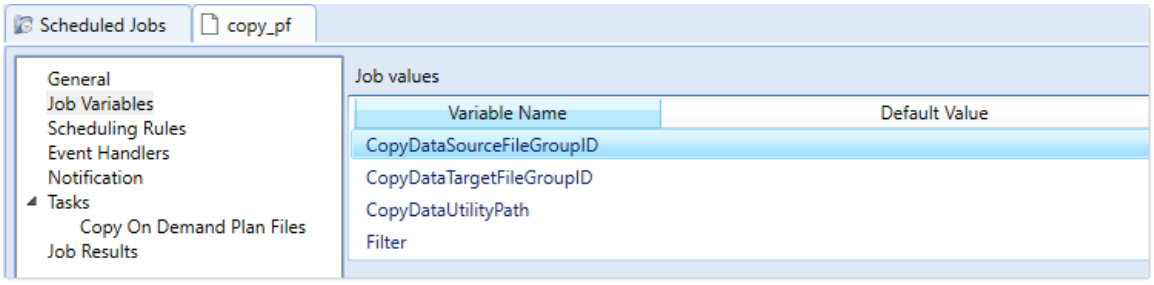
All of the settings for the Copy On Demand Plan Files task can be overridden using system variables. This is intended for use when the task is being triggered by RunEvent (such as from within an Axiom form), and you want to pass in variable values to determine how the task is run.

The variable names for this task are as follows:

Variable	Description
CopyDataSourceFileGroupID	Overrides the **Source File Group**. Must be set to a valid file group ID. File group names or alias names cannot be used.
CopyDataTargetFileGroupID	Overrides the **Destination File Group**. Must be set to a valid file group ID. File group names or alias names cannot be used.
CopyDataUtilityPath	Overrides the **Copy data utility**. Must be set to a valid document path in Axiom Budgeting and Performance Reporting.
Filter	Overrides the **Plan File Filter** to specify the plan files to copy. Must be set to a valid filter criteria statement.
KeepOriginalPlanFileCreator	Overrides the option **Keep original plan file creator**. Must be set to a valid Boolean value (True/False).
UseDefaultTemplate	Overrides the option **Use default template**. Must be set to a valid Boolean value (True/False).
CopyPlanFileAttachments	Overrides the option **Copy plan file attachments**. Must be set to a valid Boolean value (True/False).
SavePlanFilesAfterCopy	Overrides the option **Save plan files after copy**. Must be set to a valid Boolean value (True/False).

To override task properties using these variables:

- Add the variables that you want to use to the **Job Variables** tab. For example, if you want to override the source and target file groups, the copy data utility, and the plan file filter, then add those variables to the Job Variables tab. You do not need to add a variable name if you do not plan to override it.

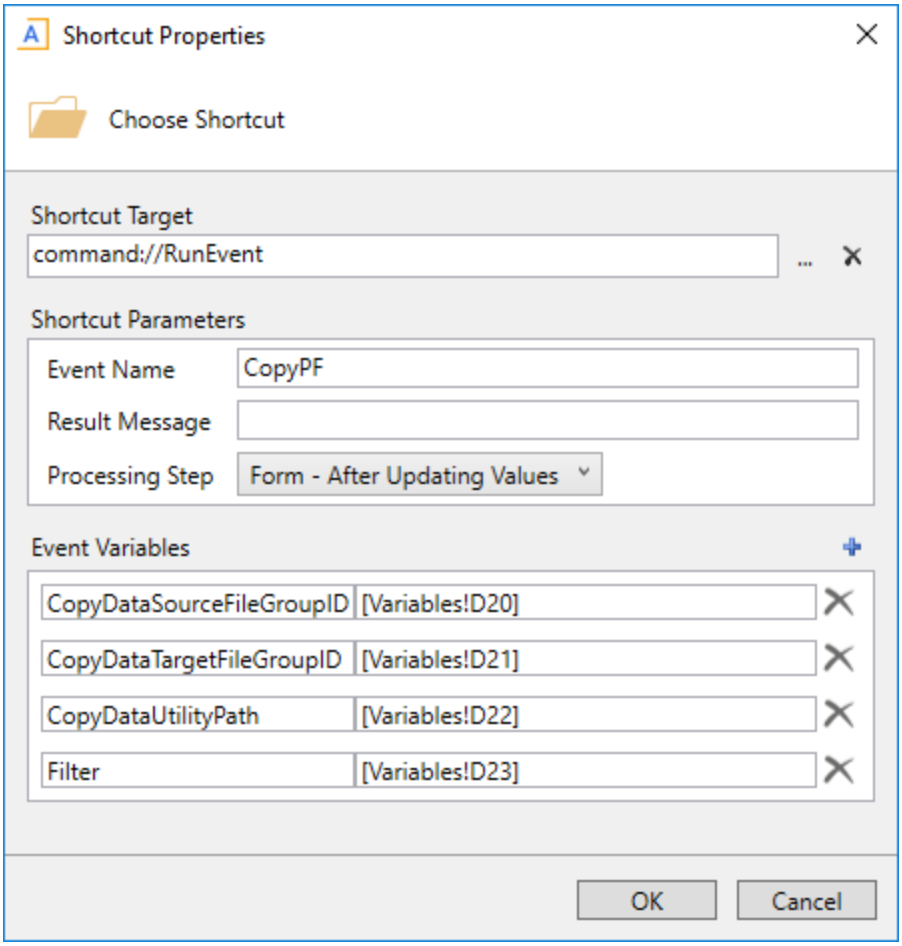


Example Job Variables tab to override certain settings for the copy task

  You do not need to define a default value for the variable. If the value is blank, then the setting defined in the task is used. The corresponding task property will only be overridden if the variable has a defined value.

- You do not need to add the variables to the task properties. The variables automatically overwrite the task properties if they have defined values.

- When configuring RunEvent, define values for the variables as needed. For example, you could have a form where you allow the user to select the source and target file group for the copy action. Based on the user's selected file group names, you can use the GetFileGroupID function to determine the IDs for those file groups. You can then pass those IDs as variable values for the variables CopyDataSourceFileGroupID and CopyDataTargetFileGroupID.



Example RunEvent properties to pass certain variable values to the copy task

Plan file process considerations

If the target file group has an active plan file process, the new plan file is started in that process as part of the plan file creation. The process initiator for the plan file is set as follows:

- If the plan file process has a designated Process Initiator Column, the user listed in that column is the process initiator.
- If the plan file process does not have a Process Initiator Column, or the column value is blank, then:
  - If **Keep original plan file creator** is enabled for the command, then the original plan file creator is the process initiator.
  - Otherwise, the user performing the copy operation is the process initiator.

Copy data utility

If a **Copy data utility** is specified, this processing is performed as follows:

- The selected plan files are first copied to the new file group. If the plan files are virtual, then the placeholder document records are copied instead of physical plan files.
- The utility file is opened once before processing begins. Any data lookups or Axiom queries that are configured to refresh on open are executed at that time.
- The utility file is then iteratively processed for each new plan file as follows:
    - Document variables are set in the utility, and the workbook is calculated.
    - Axiom queries set to **Refresh during document processing** are refreshed.
    - A save-to-database is executed.

The utility file is *not* closed and reopened for each new plan file. All processing occurs within the same file session, similar to when performing multipass file processing.

The following reserved document variables are available to the utility file, to be returned using GetDocumentInfo. These variables return necessary information about the copied plan files and the source and target file groups.

Variable	Description
SourceFileGroupID	The ID of the source file group. You can use this ID in functions such as GetFileGroupVariable—for example, to return the name of the data table to query from the source file group.
SourcePlanCode	The plan code of the original plan file from the source file group. You can use this code to filter Axiom queries to return data for the original plan file.
TargetFileGroupID	The ID of the target file group. You can use this ID in functions such as GetFileGroupVariable—for example, to return the name of the data table to save data to for the target file group.
TargetPlanCode	The plan code of the new plan file in the target file group. You can use this code to save data for the new plan file.

For example, `GetDocumentInfo("Variable","SourceFileGroupID")` returns the ID of the source file group.

Create Plan Files task

This task creates plan files for a file group. It works the same way as the **Create Plan Files** utility that is available from the file group menu.

This task has two tabs of settings in the **Task Details** area: **General** and **Plan Files**.

NOTE: If you are using Create Plan Files to create new on-demand plan files, those plan files will be automatically started in the designated **Plan File Process** for the file group. This only applies when creating a brand new plan file. If an existing plan file is overwritten, its process status will be left as is.

General tab

The following settings are available on the General tab:

Item	Description
Select File Group	The file group for which plan files will be created. You can select any file group or file group alias. If the Scheduler job is stored in a file group Utilities folder, then you can select **Use Current File Group** to automatically use the file group that the Scheduler job belongs to. This is the recommended approach when the Scheduler job belongs to a file group, so that it will automatically update to point to the current file group when the file group is cloned. **NOTE:** If the task uses an alias, then you cannot select individual plan files on the **Plan Files** tab. Only the **Use Filter** and **All** options are available.
Overwrite existing plan files?	By default, this option is not selected, which means that existing plan files will not be overwritten, even if the plan file is selected to be created. If selected, existing plan files will be overwritten.

Plan Files tab

On the Plan Files tab, specify the plan files that you want to create. This tab lists all plan codes that you have the right to access. (If a plan code has been set to **False** in the designated **Show On List Column** for the plan code table, then it is not available in this list.)

You can create plan files in any of the following ways:

- **Create all plan files:** To create all plan files, select **All**. This will cause all plan files to be created, for all existing and future plan codes.

  Alternatively, you can select **Choose from list** and then select the check box in the column header, causing all plan codes to be selected, but then the list of plan codes is fixed and will not adjust for any future changes. For example, if you add a new department in the future, that new department will only be created by this task if you use the **All** option.

- **Create selected plan files:** To create certain plan files, select **Choose from list** and then select the check boxes for the desired plan codes.

  To find the plan files you are looking for, you can sort, filter, and group the list using standard Axiom grid features. You can show additional columns and hide columns by right-clicking in the column header. If you have filtered the list, you can select the check box in the header to select only the plan codes that currently display in the dialog.

  NOTE: This option is not available if the file group for the task is an alias. This is because the list of plan files could change when the alias target changes.

- **Create a subset of plan files using a filter:** To use a filter to create a subset of plan files, select **Use filter**, and then type a filter into the filter box. You can also use the Filter Wizard to build the filter. The filter must use the plan code table or a reference table that the plan code table links to. For example: `DEPT.Region='West'`.

  Once you have entered a filter, you can click **Refresh plan file list** to show only those plan codes that currently match the filter. This feature is to help you determine whether you have defined the filter as intended. The filter will be applied to the list of plan codes when the Scheduler job is processed, so if changes have been made to the plan code table since then, the actual list of plan files processed will reflect those changes.

  You can also use a job variable for the filter. For example, you can define a job variable named "filter" and then place the text `{filter}` in the filter box. This is intended for use when running Scheduler jobs by using the RunEvent function. If a value is specified in the RunEvent function, such as "Filter=dept.region='west'", then that filter will be used in place of the `{filter}` variable to determine the list of plan files to be created.

  NOTE: If you use a variable, and you leave the default value for that variable blank within the **Job Variables** tab, then all plan codes will be created if no value is passed by the RunEvent function (or if the value is invalid). You may want to define a default filter that results in no values (such as 1=0), so that plan files are only created if a valid filter value is passed.

IMPORTANT: For all of these options, the **Overwrite existing plan files** option on the General tab determines whether all selected plan files are created, or only the plan files that do not already exist.

Echo task

This task is used for testing purposes only, to check whether a Scheduler server is running and operational. The task sends a message to the Scheduler server, and asks it to send the message back (an "echo"). If successful, the message displays in the job results. No other action is performed.

Item	Description
Message to Echo	The message to send to the Scheduler server for testing. Job variables can be used in this setting.
Sleep Time	The time to pause in between message echoes, in seconds. Scheduler will echo the message once, then wait the specified sleep time, then echo the message again.

Execute Command Adapter task

This task executes a selected command from the Command Library.

Task properties

This task has one property named **Command Name** that specifies the command to execute.

To select a command to execute:

1. Click **Edit Command**.
2. In the **Shortcut Properties** dialog, click the browse button **[...]** to the right of the **Shortcut Target** box.
3. In the **Axiom Explorer** dialog, select the desired command from the **Command Library**, then click **Open**.

   This returns you to the Shortcut Properties dialog. The selected command is now listed in the Shortcut Target box, and the Shortcut Parameters section displays the parameters for the command.
4. Complete the **Shortcut Parameters** for the command as needed. The available parameters depend on the selected command.

You can later edit the shortcut parameters or select a different command by clicking **Edit Command**.

Supported commands

Only certain commands are available for execution in this context. The following commands are available:

- File Group Rollover
- Create File Group Scenario

- File Group Rollover
- Create File Group Scenario

Systems with installed products may have Scheduler jobs that use the following additional commands:

- Create File Group From Prototype
- Upgrade File Group To Prototype Version

These commands can only be configured by product developers. Clients looking for more information on how to use a particular product-delivered Scheduler job should consult their product documentation. Syntellis employees should consult internal resources for more information on this feature as needed.

Execute SQL Command task

This task runs a SQL statement on an Axiom database. If needed, you can also use this task in a user-defined job to run any valid SQL statement on an Axiom database.

NOTE: The SQL statement in this task will be run as the Axiom database user, regardless of which user executes the job.

This task has the following settings:

Item	Description
Source Axiom Database	Select the database on which to run the SQL statement: • **Current system database**: The database for the current system. • **Current audit database**: The corresponding audit database for the current system.
SQL Command Text	Enter any valid SQL statement to be run against the specified database. To validate the syntax of the SQL statement, click the **Check SQL syntax** button  . Axiom Budgeting and Performance Reporting sends the statement to your database server to see if the statement can be parsed, resulting in either a success message or an error message. Job variables can be used in the SQL statement. The Check SQL syntax button is not available if the statement uses variables.

Export ETL Package task

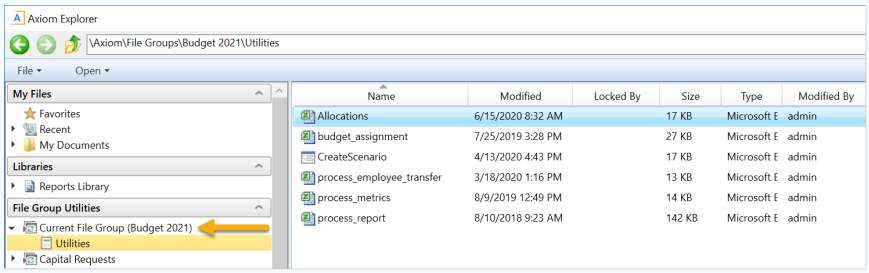
This task exports data from Axiom Budgeting and Performance Reporting to an external database (same as executing an export from the **Exports Library**).

This task has one setting, **Select ETL Export Package**. This is the name of the export package to process. You can select any export that is defined in the current system.

File Processing task

This task performs file processing on a specified report file or file group utility. The file must already be enabled for file processing. You can use the file processing settings that are already in the file, or you can override any setting.

The following settings must be completed for the task:

Item	Description
File to Process	The report to process for the task. Click the **Browse** button to open the **Axiom Explorer** dialog, and then select a report to process. You can select any report that you have access to within the Reports Library or a file group Utilities folder. Only one report can be selected for each File Processing task. If you want to process multiple reports, you can add multiple File Processing tasks to the Scheduler job. **TIP:** Once the file is selected, only the file name displays in the task. If you want to know the folder location of the selected file, hover your cursor over the field. The folder location is listed in the tooltip. If this Scheduler job is stored in a file group Utilities folder, then you can optionally navigate to the report through the **Current File Group** node at the top of the file groups list. When you do this, the path to the file is stored relative to the current file group, which means that it will automatically update when the file group is cloned. This is the recommended method of referencing the report to process when both the Scheduler job and the report belong to the file group. 

Item	Description
Override file to process	Optional. Specifies a Scheduler job variable to override the file to process. The override file will then be used for processing instead of the original file. This feature allows you to pass in an alternate file to process, when using Run Event or Raise Event to trigger the Scheduler job for processing. To use a job variable, enter the variable name in curly brackets, such as `{MyFile}`. When the job is executed, this variable must resolve to a valid file path in the Axiom Budgeting and Performance Reporting file repository. Note that it is not valid to leave the variable value blank (the task will *not* use the original file to process). **NOTES:** • The override feature is only exposed to product developers. It is only visible in client systems if the job is delivered as part of a product package and an override variable is specified in that job. • The **File to Process** field must point to a valid file for file processing when the override feature is used, even though that file will never actually be processed by the task. If the file to process is missing or invalid, then the task validation will fail.
Process Multipass	Specifies whether the report will be run using multipass processing. • If this option is selected, multipass processing is performed. This is equivalent to selecting **File Output > File Processing > Process File Multipass**. • Otherwise, multipass processing is not performed and multipass settings do not display in the task. This is equivalent to selecting **File Output > File Processing > Process File**. **NOTE:** If you select **Process Multipass**, but the file does not have any defined multipass settings, then you must override the blank multipass settings for the file and define them in the equivalent of "advanced mode." If you want to use "basic mode" settings (specify only a source column and Axiom Budgeting and Performance Reporting automatically completes the rest of the settings for you), then you should edit the file to define the basic mode multipass settings so that they can be inherited by the task.
Enable iterative calculation while processing	Specifies whether iterative calculations are enabled for the file during processing. In most cases you will leave this option disabled. If this option is selected, then iterative calculations are enabled for the file during the Axiom query refresh process. The iterative calculation settings are fixed at a maximum of 100 iterations and a maximum change value of .001. For more information on iterative calculations, see the Microsoft Excel Help.

Advanced options

This section only displays if multipass processing is enabled for the task, and the task uses settings that are eligible for parallel processing. Click on the down arrow next to the title to expand the section and view the options.

Parallel processing for file processing tasks is performed based on multipass passes. With certain task settings, multiple passes can be separated into sub-jobs, which can then be processed at the same time (in parallel). This can improve the performance of the task.

For example, imagine that you are multipass processing a file by department. If the task is processed sequentially, then the task would process Dept 100 and finish it, then move to Dept 110 and finish it, etc. When parallel processing is used instead, Depts 100-199 can be separated into one sub-job, Depts 200-299 into another sub-job, etc. Because the sub-jobs are processed in parallel, multiple departments are processed at the same time, so the overall task can complete more quickly.

Item	Description
Maximum Parallel Jobs	The maximum number of subordinate jobs to run in parallel. The default number is 4. This is the total number of sub-jobs that can be run at the same time for this task. Ultimately the number of sub-jobs that are run in parallel depends on the number of Scheduler threads that have been configured for use at your organization, and the number of Scheduler threads that are currently available (threads that are not processing other higher-priority jobs).
Processing Batch Size	The number of multipass passes to include in each sub-job at a time. The default number is 10 for eligible snapshot and export processes, and 7000 for eligible save-to-database processes (save once at end). Passes are determined based on the multipass list of items. For example, if you are processing by department (DEPT.DEPT), then each department is a separate pass. If the batch size is set to 10, then each sub-job would process 10 departments at a time. In most cases, the default settings are sufficient. If you are experiencing lengthy processing times and want to optimize performance, you can adjust this setting as follows: divide the number of passes by the number of available Scheduler threads. For example, if there will be 100 passes and there are 4 Scheduler threads, set the batch size to 25.

NOTES:

- For save processes, only "save once at end" processes are eligible for parallel processing. In this case, the records to be saved to the database are extracted after each pass to a central temporary table. Once all passes are complete, then all records are saved to the database from the temporary table. Save processes where data is saved directly after each pass are not eligible, because these processes may depend on sequential processing.
- There is no way to disable parallel processing if the task is eligible; however, you can adjust the parallel processing settings if desired.

File processing settings

Once you have selected a file to process, the file processing settings from that file display within the task as read-only. You can leave the settings as they are, or you can override any setting.

- To override a setting, select the **Override** check box to the right of the setting. The setting becomes editable, and you can change it. The change only applies to the file processing task—the setting remains unchanged within the file.
- If you override a setting, make sure that any related settings make sense in the context of the change. For example, if **File Generation** is set to **Multiple Output Files**, and you override it to be **Single Output File**, then you should also check the **Sheet Names** setting to make sure that you will end up with unique sheet names within the file.

NOTE: If the target file for the task uses **File Collect** or **Batch** processing, then it is not possible to override the settings on the File Collect Configuration Sheet or the Batch Control Sheet.

For more details on file processing settings, see the *Axiom File Setup Guide*.

Note the following requirements when running file processing using Scheduler:

- The **Output Folder** location must be accessible by the Scheduler service user account. If you specify a network folder location using the Browse button, the location is automatically entered as a UNC path. If you specify a C: drive location, that location will be evaluated as the C: drive of the Scheduler server.
- If the file processing type is **Print**, the Scheduler server(s) must be configured to access the specified printer. This may require the assistance of your IT department.

Job variables can be used in any file processing setting that accepts a typed user input.

Batch variables

If the file has defined batch variables, you can specify variable values to be used for the file processing task. When the task is executed, any specified variable values are temporarily placed within the file, within the designated cell for that variable value. The file can be set up to use the variable value in some way during processing.

Item	Description
Variable Names	The names of the variables, as defined in the File Processing Control Sheet for the source file. If no names are listed, then no variables are defined in the file.
Variable Values	The variable values to be placed within the file when the file processing task is executed.

Job variables can be used in the batch variable settings. For example, a job variable can be used as the value for a batch variable.

Import ETL Package task

This task imports data into Axiom Budgeting and Performance Reporting (same as executing an import from the **Imports** menu).

NOTE: If the import package is configured to **Ignore lookup and key errors**, then if errors are found the execution status of the job will be Partial Success. This will trigger an email notification if the job is configured to notify only on error.

Item	Description
Select ETL Import Package	The import package to process. You can select any import that is defined in the current system.
Source Filename	The path and name of the source file. This option only applies in the following situations: • The import is configured to pull data from a source file (instead of a database table). • The import is configured to prompt the user for the source file during execution. If the import is configured to always use the same source file, then that file displays for reference in the **Source Filename** box, but it is grayed out and cannot be changed. Job variables can be used in this setting.
Package Variables	Specifies values for any variables used in the import package. Variables are listed in the right-hand side of the grid. Use the drop-down list next to the variable name to select from the defined set of choices, or type in a value. Job variables can be used in this setting.

Process Plan Files task

This task processes plan files in a file group. It performs the same actions as the **Process Plan Files** utility available from the file group menu.

The Process Plan Files task uses several tabs to define different options. The available tabs and the options on those tabs depend on the selected **Processing Mode** on the **Options** tab.

- **Options**: Defines the overall processing mode and processing options
- **Plan Files**: Specifies the plan files to process
- **Axiom Queries**: Specifies which Axiom queries to run in plan files (only applies to Normal Processing)
- **Utilities**: Specifies which data source to use for utility processing (only applies to Process with Utilities)
- **Processing Variables**: Defines variables to pass into plan files from Scheduler, and to Scheduler from plan files

Options tab

The following options are available on the Options tab:

Item	Description
Processing Mode	Select the type of processing to perform: • **Normal Processing**: Plan files are opened, refreshed, and saved. You can configure which actions occur. • **Process with Utilities**: A list of utilities is iteratively processed per plan file. Utilities are opened, refreshed with data for each plan code, and saved. This is primarily intended for processing form-enabled plan files with embedded forms. • **Update Persistent Plan Files**: Update existing plan files for text, formatting, or formula fixes. This is an advanced feature. • **Process with Custom Utility**: Plan files are processed using a custom utility provided by Axiom Support. This is an advanced feature. The default processing mode is Normal Processing. However, if the file group has been configured so that utility processing is the default processing mode for that file group, then Process with Utilities is selected by default.

Item	Description
Select File Group	The file group for which plan files will be processed. You can select any file group or file group alias, including file group scenarios (click **Show Scenarios** in the **Choose File Group** dialog to show scenarios in the file group list). If the Scheduler job is stored in a file group Utilities folder, then you can select **Use Current File Group** to automatically use the file group that the Scheduler job belongs to. This is the recommended approach when the Scheduler job belongs to a file group, so that it will automatically update to point to the current file group when the file group is cloned. **NOTE:** If the task uses an alias, then you cannot select individual plan files on the **Plan Files** tab. Only the **Use Filter** and **All** options are available.
Advanced Options: Worker Batch Size	Optional. Specifies the number of plan files to be processed in each batch. The batch size must be a number between 10 and 100. By default this is left blank, which means that the batch size is automatically calculated based on the number of plan files to be processed divided by the total number of threads on all enabled Scheduler servers. Generally speaking, you should not customize this setting unless you are advised to by Axiom Budgeting and Performance Reporting Support. **NOTE:** Each batch of plan files is processed by a subordinate job. These subordinate jobs are automatically created for the Process Plan Files task and are processed in parallel, dependent on the number of Scheduler threads that are available at any one time.

Options for Normal Processing mode

If Normal Processing is the selected processing mode, the following additional options are available on the Options tab:

Option	Description
Save document after processing	Specifies whether plan files are saved during processing. This option is selected by default. This option does *not* cause a save-to-database to be performed—that option must be selected separately. **NOTES:** • If this option is not selected, then the utility will open the file as read-only and will not attempt to acquire the document lock before processing. • If the file group uses virtual plan files, this option does not apply because the plan files cannot be saved. However, if the option is enabled, Axiom Budgeting and Performance Reporting will attempt to acquire the document lock before processing, which is not necessary. This option should not be enabled when processing virtual plan files.
Run Save To Database on plan files after processing	Specifies whether a save-to-database is performed in plan files during processing. This option is selected by default. This option does *not* cause the file itself to be saved—that option must be selected separately. It is not required to save the file in order to perform a save-to-database.
Create a plan file restore point before processing	If selected, then a plan file restore point will be created before processing begins. This option is not selected by default. Restore points can be used to restore plan files to the state they were in before changes were made. **NOTE:** If the file group uses virtual plan files, this option does not apply. Plan files are not saved and therefore restore points are irrelevant.

Options for Process with Utilities

If **Process with Utilities** is the selected processing mode, there are no additional options on the Options tab.

Plan files are not saved when using Process with Utilities, and plan file restore points are not created. When using this mode, the processing is being performed in the utility files, not in the plan files, so it is not necessary to save the plan files. Additionally, in most cases the plan files used with this mode are virtual form-enabled plan files, so the save and restore options are irrelevant.

Options for Update Persistent Plan Files

If **Update Persistent Plan Files** is the selected processing mode, the following additional option is available on the Options tab:

Option	Description
Report File	Click the Browse button to select the report file that is configured with the PlanFileReconfig_ControlSheet. This file must be saved in the Reports Library. This control sheet contains the settings that will be applied to plan files during processing.

Plan files are always saved when using this processing option, and plan file restore points are always created before processing. A save-to-database is not performed in this mode, so if you need to save data, you should process plan files using Normal Processing after you have verified the results of the plan file update.

Options for Process with Custom Utility

If **Process with Custom Utility** is the selected processing mode, the following additional options are available on the Options tab:

Item	Description
Report File	Click the **Browse** button to select the Microsoft Excel spreadsheet file that contains the VBA custom utility. The file must be saved in the Reports Library.
VBA Module	Select the VBA module to run as part of this utility. The drop-down list shows the VBA modules available in the selected file.
VBA Function	Select the VBA function to run as part of this utility. The drop-down list shows the VBA functions available in the selected module.

Plan files are always saved when using this processing option, and plan file restore points are always created before processing. A save-to-database is not performed in this mode, so if you need to save data, you should process plan files using Normal Processing after you have verified the results of the custom utility processing.

▶ Plan Files tab

On the **Plan Files** tab, specify the plan files that you want to process. There are three different options that you can use to specify the plan files: **Choose from list**, **Use filter**, and **All**. You should use the option that corresponds to how many plan files you want to process—all plan files, or a subset of plan files. If you want to process a subset of plan files, you can select individual files to process or you can use a filter to define the subset.

NOTES:

- If a plan file is locked by another user when the task is executed, then processing for that file will fail. Failures are noted in the result history for the job.
- If a plan file has not yet been created for a particular plan code, then that plan code will not display in this list and will be ignored when processing. Scheduler does not support creating plan files as part of the Process Plan Files task (you must use the separate Create Plan Files task for this purpose).
- If the file group uses a **Show on List** column, then any plan code that is set to **False** will not display in the plan file list and will be ignored when processing.

Process all plan files

To process all plan files, select **All**. The list of all plan files is generated each time the Scheduler task is executed, so that if new plan files have been added then those new plan files will be included in the processing (the reverse is also true if any plan files have been removed).

Alternatively, you can select **Choose from list** and then select the check box in the column header, causing all current plan codes to be selected. However, in this case the list of selected plan codes is fixed and therefore will not automatically adjust for any future changes.

Process selected plan files

To process certain plan files, select **Choose from list**, and then select the check boxes for the plan files that you want to process. When the Scheduler task is executed, Axiom Budgeting and Performance Reporting will process only the selected plan files.

To find the plan files you are looking for, you can sort, filter, and group the list using standard Axiom grid features. You can show additional columns and hide columns by right-clicking in the column header. If you have filtered the list, you can select the check box in the header to select only the plan files that currently display in the dialog.

NOTE: This option is not available if the file group for the task is an alias. This is because the list of plan files could change when the alias target changes.

Process a filtered set of plan files

To use a filter to process a subset of plan files, select **Use Filter**. When the Scheduler task is executed, Axiom Budgeting and Performance Reporting will process only the plan files that meet the filter.

You can use the Filter Wizard to create the filter, or you can manually type a filter criteria statement into the filter box. The filter must use the plan code table or a lookup table. For example: `DEPT.Region='US West'` where Dept is the plan code table.

Once you have entered a filter, you can click **Refresh plan file list** to show the plan files that currently match the filter. The refresh feature is intended to help you determine whether you have defined the filter correctly.

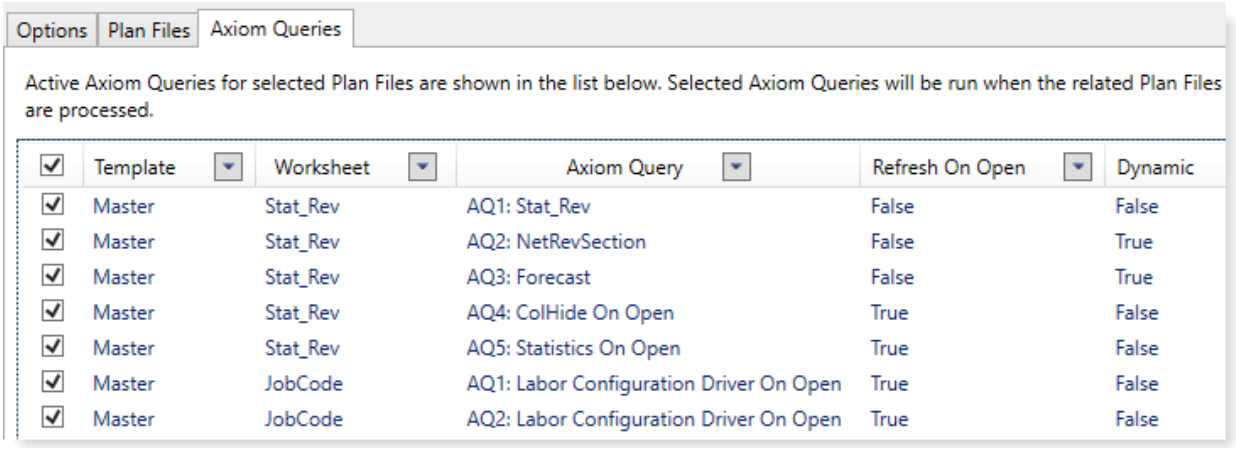
You can also use a job variable for the filter. For example, you can define a job variable named "filter" and then place the text `{filter}` in the filter box. This is intended for use when running Scheduler jobs via RunEvent. If a variable value is specified when the event is triggered, such as the value `dept.region='west'`, then that filter statement will replace the `{filter}` variable and will be used to determine the list of plan files to be processed.

NOTE: If you use a variable, and you leave the default value for that variable blank within the **Job Variables** tab, then all plan codes will be processed if no value is passed by the RunEvent function. You may want to define a default filter that results in no values (such as 1=0), so that plan files are only processed if a valid filter value is passed.

Axiom Queries

On the **Axiom Queries** tab, select the queries that you want to run in the plan files. By default, all listed queries are selected. This tab only applies when using **Normal Processing** mode.

If you do not want to run a particular query, you can clear the check box. You can select or clear individual check boxes, or you can use the check box in the header to select or clear all queries currently displayed in the list. You can sort, filter, and group the list using standard Axiom grid functionality.



Template	Worksheet	Axiom Query	Refresh On Open	Dynamic
Master	Stat_Rev	AQ1: Stat_Rev	False	False
Master	Stat_Rev	AQ2: NetRevSection	False	True
Master	Stat_Rev	AQ3: Forecast	False	True
Master	Stat_Rev	AQ4: ColHide On Open	True	False
Master	Stat_Rev	AQ5: Statistics On Open	True	False
Master	JobCode	AQ1: Labor Configuration Driver On Open	True	False
Master	JobCode	AQ2: Labor Configuration Driver On Open	True	False

Example Axiom Queries tab

The list of Axiom queries is based on the source templates that were used to create the plan files. Only Axiom queries that meet the following criteria are eligible for selection:

- **Active** is set to **On**, or the setting uses a formula.
- **Refresh during document processing** is set to **On**.

If a query uses a formula for the Active setting, this means the query is dynamic and may or may not be run, depending on how the formula resolves in each plan file to be processed. When a particular plan file is processed, each selected query will be evaluated based on the current settings in that plan file. If both **Active** and **Refresh during document processing** are **On** for that plan file, then the query will be run. If either or both settings are **Off** for that plan file, the query will not be run. You can tell whether a query is dynamic or not by looking at the **Dynamic** column in the query list.

If a query is *not* selected on this tab, then that query will not be run in any plan files during processing, regardless of whether **Active** or **Refresh during document processing** are enabled in the plan file.

The plan file selection on the **Plan Files** tab affects the Axiom query list as follows:

- If you have selected individual plan files, then only the eligible queries for the source templates of the selected plan files are shown.
- If you have selected **All** or **Use Filter**, then all eligible queries for all used templates are shown. If the file group has templates that have not been used to create any plan files, then those templates are not included in the list.

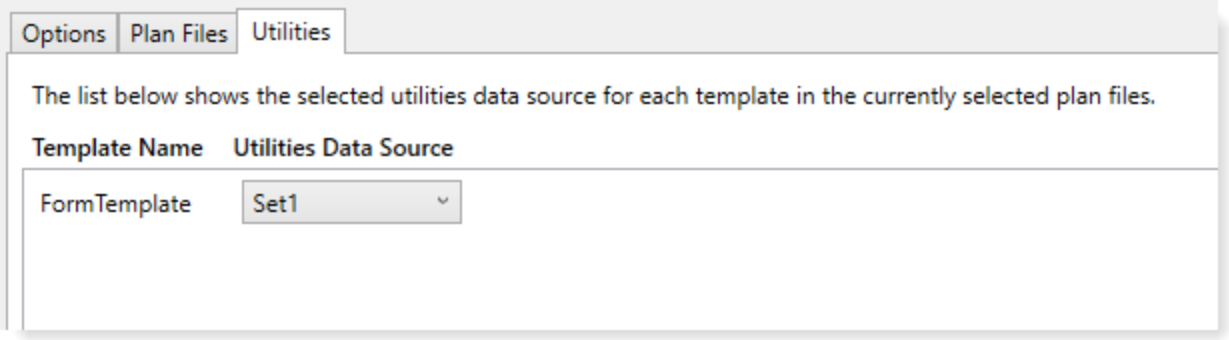
The listed queries are identified by template, worksheet, and query name. The following additional properties are also listed for each query:

- **Refresh On Open**: Indicates whether the Axiom query is configured to refresh automatically when the file is opened. This is for information purposes only, to help you determine whether the query needs to be included in the processing. The Refresh on Open status is ignored by Process Plan Files—if the query is selected it will be run along with the other selected queries, and if it is not selected it will not be run.
- **Dynamic**: Indicates whether the query is dynamically enabled. True means that the query uses a formula for the **Active** setting.

NOTE: If a query is listed on this tab but it is grayed out and unavailable for selection, that means that although the query is active (either directly or dynamically), the query is not eligible to be run using Process Plan Files (because the setting **Refresh during document processing** is set to **Off**). This query is listed for your information only, so that you understand the query cannot be run as part of the process.

Utilities tab

On the **Utilities** tab, select the ProcessPlanFileUtilities data source to use during processing. This data source determines which utility files are processed and the processing order. This tab only applies when using **Process with Utilities** mode.



Example Utilities tab

For each template listed, use the **Utilities Data Source** field to select the data source to use for plan files created from that template.

- If the template only has one data source, that data source is selected.
- If the template has multiple data sources, then the data source marked as the default data source is selected by default. If desired, you can use the drop-down list to select a different data source.

When plan files are processed, Axiom Budgeting and Performance Reporting reads the specified data source in each plan file to determine the utilities to be processed for that plan file.

The plan file selection on the **Plan Files** tab affects the Utilities list as follows:

- If you have selected individual plan files, then only the templates used to create the selected plan files are shown.
- If you have selected **All** or **Use Filter**, then all used templates are shown. If the file group has templates that have not been used to create any plan files, then those templates are not included in the list.

Processing Variables

This tab can be used to define variables to pass into plan files before processing begins, and to pass variables back to the Scheduler job after processing has been performed. This tab is optional and is only used in special situations.

Pre-Processing Document Variables

This section can be used to pass document variables into plan files before processing. This can impact the processing of plan files if the files are configured to use the variable values in some way.

For each pre-processing document variable, you can specify a variable name and a variable value. The plan files must be set up with GetDocumentInfo functions that return the values for the specified variables.

- To add a variable, click the Add button to add a row to the list. Complete the settings for the variable as described below.
- To remove a variable, select the variable in the list and then click the Remove button. Only one variable can be selected at a time.

To edit the variable settings, double-click the applicable cell to make the cell contents editable. When you are finished editing, you can press the Enter key or Tab key to exit the cell, or click outside of the cell.

Item	Description
Variable Name	The name of the variable. Do not enclose the variable name in curly brackets (you are not *using* the variable here, you are defining its value).
Variable Value	The value of the variable. The value can be a "hard-coded" value, or it can be a job variable that will be resolved at time of processing. If you use a job variable to define the value, the job variable must be enclosed in curly brackets.

Pre-Processing Workbook Variables

This section can be used to pass values into plan files before processing. This can impact the processing of plan files if the files are configured to use the values in some way.

For each pre-processing variable, you can specify a workbook location to place the value, and the value to be placed.

Item	Description
Workbook Location	The location in the workbook for the value to be placed. Any existing value in this location will be overwritten for the duration of the processing. If the file is saved as part of the processing, then the value will be saved in the file. The location can be specified using `SheetName!CellRef` syntax (for example: `Report!A13`), or by using a named location in the file.
Formula	The value to be placed in the specified workbook location. The value can be a "hard-coded" value, or a formula, or a job variable that will be resolved at time of processing. If the value is a formula, the formula is placed into the target cell and calculated in the plan file. The formula can be any formula that would be valid within a spreadsheet in the Axiom client. This includes using Excel functions and Axiom functions. The formula can also use job variables, which will be resolved before placing the formula in the target cell.

The specified location and value will apply to all plan files being processed by the task. If you are going to use pre-processing variables, the location should be predefined in the template and therefore available to all plan files built using that template. If the plan files will be built using multiple templates, then all templates should be set up with the same designated location, or you should set up separate processing tasks based on template type.

Post-Processing Workbook Variables

This section can be used to pass a value from plan files back to the Scheduler job after processing has been performed. This can impact the processing of subsequent tasks in the job if those tasks are configured to use the value in some way.

For each post-processing variable, you can specify the location in the workbook to find the value, and the job variable to use that value.

NOTE: If this task processes multiple plan files, the resulting variable value will be from the last file that was processed.

Item	Description
Workbook Location	The location in the workbook to find the value to be passed to Scheduler. This value will become the value for the assigned job variable for the duration of executing the current job (unless a later process within the same job overwrites the value for the same job variable). The location can be specified using `SheetName!CellRef` syntax (for example: `Report!A13`), or by using a named location in the file.
Job Variable	The job variable that you want to use the value in the specified workbook location. Do not enclose the variable name in curly brackets (you are not *using* the variable here, you are simply referencing the variable name). If the job variable does not already exist in the job (on the **Job Variables** tab), then it will be created. However, in most cases you will want the variable to be already set up with a default value, so that the job does not have validation errors that prevent saving.

The specified location and job variable will apply to all plan files being processed by the task. If you are going to use post-processing variables, the location should be predefined in the template and therefore available to all plan files built using that template. If the plan files will be built using multiple templates, then all templates should be set up with the same designated location, or you should set up separate processing tasks based on template type.

Even though the task may process many plan files, only the job variable value from the last-processed plan file will be used. The plan files must be set up so that all plan files result in the same value after processing, or else your results will vary depending on which plan file was the last file to be processed.

Process Document List task

This task processes a user-defined set of documents. The process operation always calculates the files. In addition, you can opt to run Axiom queries in the files, process alerts in the files, and then perform a save-to-database and/or save the files.

You can process any Axiom-managed Excel files by using this task. The primary intent of the task is to process files such as driver files or report utilities. For example, you may be using Axiom queries and GetData functions in your driver files that need to be updated regularly. Rather than opening, refreshing, and saving each driver file, you can use this task to define the set of files and schedule processing.

NOTES:

- Generally speaking, plan files should not be processed using this task. Instead, the Process Plan Files task should be used.
- This task does not perform *file processing* actions on the file. File processing can be set up for report files and driver files, and can be used to perform actions such as file delivery, using standard or multipass processing. If you want to perform file processing using Scheduler, use the File Processing task.

Documents to process

Specify the documents to be processed when the task is run. Documents are processed sequentially in the order listed.

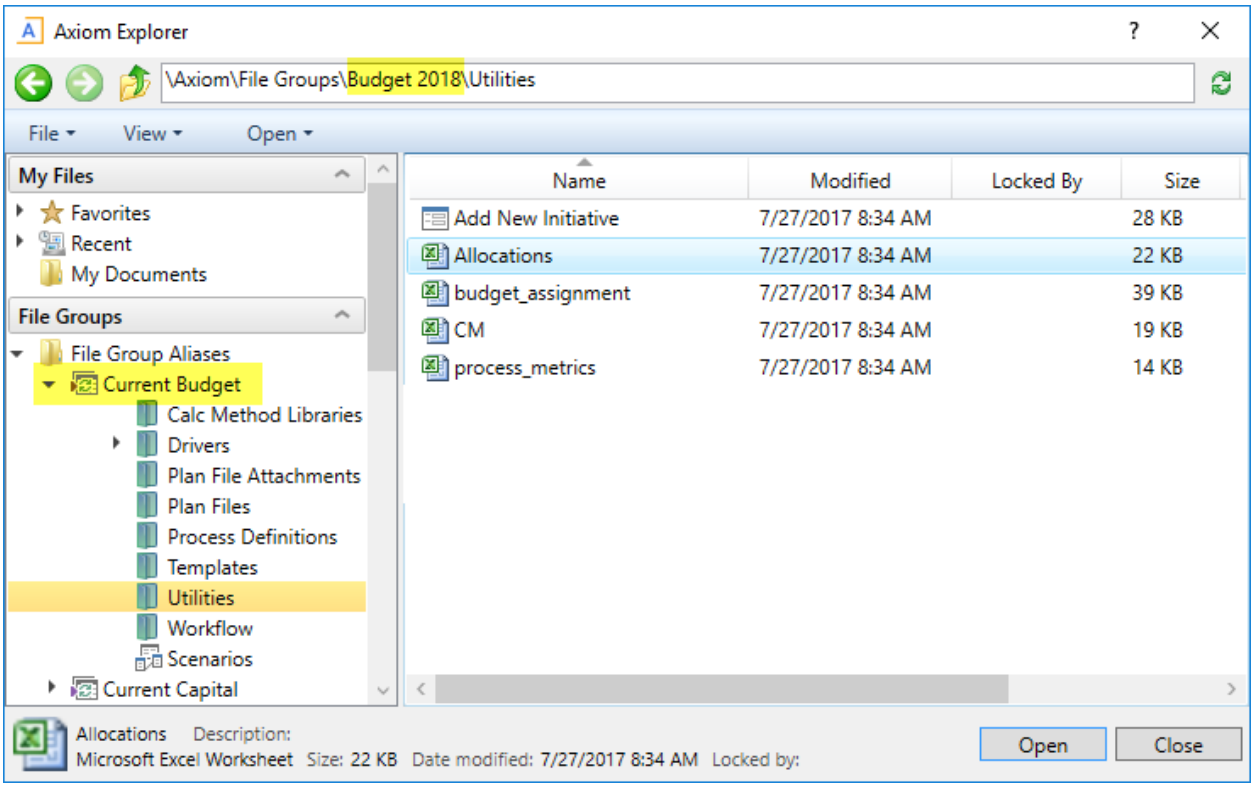
- To add a document, click the Add button. In the **Axiom Explorer** dialog, select the file or files that you want to add, and then click **Open**.
- To remove a document, select the document in the list and then click the Remove button. Only one document can be selected at a time.
- To change the order of documents, select the file in the list and then click the arrow buttons to move the file up or down.

Only Axiom-managed Excel files are valid to be processed in the task.

Selecting a document using a file group alias

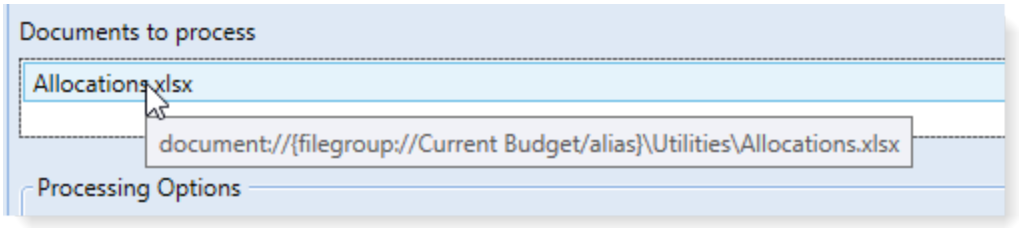
You may want to specify the document to process using a file group alias, so that the task does not have to be manually updated after rolling over to a new file group for a new year of planning. When you are selecting a document in the Axiom Explorer dialog, you can expand the file group alias to see all of the files in the current target of the alias.

For example, in the following screenshot, the file group alias Current Budget is expanded. Because the alias currently points to the file group Budget 2018, the folders and files under the alias are from Budget 2018. When you select a file or folder, you can see the real file path in the top of Axiom Explorer.



Selecting a document to process using a file group alias

When you select a document underneath an alias, the file path is written using alias syntax, so that the Scheduler task will look for the document within the current target of the alias. This path is visible in the tooltip that displays when you hover your cursor over a selected document.



File path using file group alias syntax

When the file group alias is updated to point to a new file group, the Scheduler task will use the file in the new file group automatically. If the file does not exist in the new file group, the task will fail with an error.

Processing Options

By default, both options are selected. Axiom queries are refreshed before the save-to-database occurs.

If neither option is selected, then the files are calculated and then saved.

Item	Description
Perform all enabled Axiom Queries in selected workbooks	If this option is selected, then all eligible Axiom queries in all selected files will be refreshed when the task is run. This option is selected by default. Axiom queries are eligible for processing if they are active and use either of the following refresh behaviors: **Refresh on File Open** and **Refresh During Document Processing**.
Enable iterative calculation while processing	Specifies whether iterative calculations are enabled for the file during processing. In most cases you will leave this option disabled. If this option is selected, then iterative calculations are enabled for the file during the Axiom query refresh process. The iterative calculation settings are fixed at a maximum of 100 iterations and a maximum change value of .001. For more information on iterative calculations, see the Microsoft Excel Help.
Save document after processing	If selected, then files will be saved after processing. This option is selected by default. The user executing the task must have Read/Write access to the files. This option does *not* cause a save-to-database to be performed—that option must be selected separately. **NOTE:** If this option is not selected, then the utility will open the file as read-only and will not attempt to acquire the document lock before processing.
Run Save To Database on plan files after processing	If selected, then a save-to-database will be performed after processing. This option is selected by default. The user executing the task must have the Allow Save Data permission to the files. This option does *not* cause the file itself to be saved—that option must be selected separately. It is not required to save the file in order to perform a save-to-database.
Process alerts in selected workbooks	If selected, then alerts in the file will be processed. The file must contain an Alert Control Sheet and one or more alerts must be defined in the file. If Axiom queries are enabled for processing as well, the queries will be run before alerts are processed.

Pre-Processing Document Variables

This section can be used to pass document variables into the target files before processing. This can impact processing if the files are configured to use the variable values in some way, such as to filter an Axiom query.

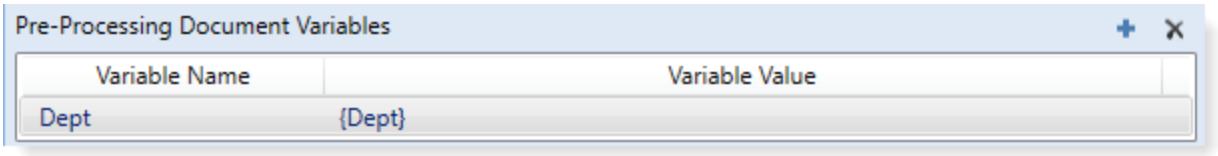
For each pre-processing document variable, you can specify a variable name and a variable value. The target file must be set up with GetDocumentInfo functions that return the values for the specified variables.

- To add a variable, click the Add button to add a row to the list. Complete the settings for the variable as described below.
- To remove a variable, select the variable in the list and then click the Remove button. Only one variable can be selected at a time.

To edit the variable settings, double-click the applicable cell to make the cell contents editable. When you are finished editing, you can press the Enter key or Tab key to exit the cell, or click outside of the cell.

Item	Description
Variable Name	The name of the variable. Do not enclose the variable name in curly brackets (you are not *using* the variable here, you are defining its value).
Variable Value	The value of the variable. The value can be a "hard-coded" value, or it can be a job variable that will be resolved at time of processing. If you use a job variable to define the value, the job variable must be enclosed in curly brackets.

The following example screenshot defines the value for the document variable Dept. The value is defined using the value of a Scheduler job variable `{Dept}`. A value for Dept can be passed into the Scheduler job when the job is started, and then passed into the target file using the document variable.



Pre-Processing Workbook Variables

This section can be used to pass values into the file before processing. This can impact processing if the files are configured to use the values in some way. For each pre-processing variable, you can specify a workbook location to place the value, and the value to be placed.

NOTE: The specified value will be placed in all files listed to process. Therefore, unless all files are set up to use the same location and the same way of deriving the value, you will need to create a separate Process Document List task for each file. If you are not using pre-processing variables, then this does not matter.

- To add a variable, click the Add button to add a row to the list. Complete the settings for the variable as described below.
- To remove a variable, select the variable in the list and then click the Remove button. Only one variable can be selected at a time.
- To change the order of variables, select the variable in the list and then click the arrow buttons to move the variable up or down.

To edit the variable settings, double-click the applicable cell to make the cell contents editable. When you are finished editing, you can press the Enter key or Tab key to exit the cell, or click outside of the cell.

Item	Description
Workbook Location	The location in the workbook for the value to be placed. Any existing value in this location will be overwritten for the duration of the processing. If the file is saved as part of the processing, the value will be saved in the file. The location can be specified using *SheetName*!*CellRef* syntax (for example: Report!A13), or by using a named location in the file.
Formula	The value to be placed in the specified workbook location. The value can be a "hard-coded" value, or a formula, or a job variable that will be resolved at time of processing. If the value is a formula, the formula is placed into the target cell and calculated in the target file. The formula can be any formula that would be valid within a spreadsheet in the Axiom client. This includes using Excel functions and Axiom functions. The formula can also use job variables, which will be resolved before placing the formula in the target cell.

Post-Processing Workbook Variables

This section can be used to pass a value from the file back to Scheduler after processing has been performed. This can impact the processing of subsequent tasks in the job if those tasks are configured to use the value in some way. For each post-processing variable, you can specify the location in the workbook to find the value, and the job variable to use that value.

NOTES:

- If this task processes multiple documents, the resulting variable value will be from the last document processed.
- If the task is run as a sub-job, then the post-processing variable is not passed back to the "parent" job. The task must be executed as a regular task within the job in order to pass the variable value back to the job.

- To add a variable, click the Add button to add a row to the list. Complete the settings for the variable as described below.
- To remove a variable, select the variable in the list and then click the Remove button. Only one variable can be selected at a time.
- To change the order of variables, select the variable in the list and then click the arrow buttons to move the variable up or down.

To edit the variable settings, double-click the applicable cell to make the cell contents editable. When you are finished editing, you can press the Enter key or Tab key to exit the cell, or click outside of the cell.

Item	Description
Workbook Location	The location in the workbook to find the value to be passed to Scheduler. This value will become the value for the assigned job variable for the duration of executing the current job (unless a later process within the same job overwrites the value for the same job variable). The location can be specified using *SheetName*!*CellRef* syntax (for example: Report!A13), or by using a named location in the file.
Job Variable	The job variable that you want to use the value in the specified workbook location. Do not enclose the variable name in curly brackets (you are not *using* the variable here, you are simply referencing the variable name). If the job variable does not already exist in the job (on the **Job Variables** tab), then it will be created when the job is executed. However, in most cases you will want the variable to be already set up with a default value, so that the job does not have validation errors that prevent saving.

Process Template List task

This task processes a user-defined list of file group templates. During processing, any Axiom queries with **Refresh during template processing** enabled are executed and time-stamped, and then the template files are saved.

The primary purpose of this task is to enable use of *time-stamped Axiom queries* with virtual plan files. Because virtual plan files are re-created from template each time they are accessed, Axiom queries cannot be time-stamped within the plan files. Virtual plan files can use the time stamp from the template, but under normal circumstances, Axiom queries are not time-stamped when they are run in templates. However, when Axiom queries are run during template processing, the **Last refresh time** for the query is updated, which means that the queries can be configured to only run if the primary table has changed.

To use this task to enable time-stamped Axiom queries for virtual plan files, do the following:

- In the template, enable **Refresh only if primary table changed since last refresh** and **Refresh during template processing** for the Axiom queries that you want to be time-stamped.

- In Scheduler, create a job with a **Process Template List** task and add the template to the task. Define a scheduling rule for the job as appropriate. For example, you might want the template to be processed nightly.

When the template is processed, the designated Axiom queries will be run if the primary table has changed, and the time stamps are updated. When a virtual plan file that uses this template is opened, the queries will not be run again if the primary table has not changed.

This task should only be used to process Axiom queries that meet the requirements of time-stamped queries.

Templates to process

Specify the templates to be processed when the task is run. Templates are processed sequentially in the order listed. If you have multiple templates to process (in the same or different file groups), you can run them all in the same task.

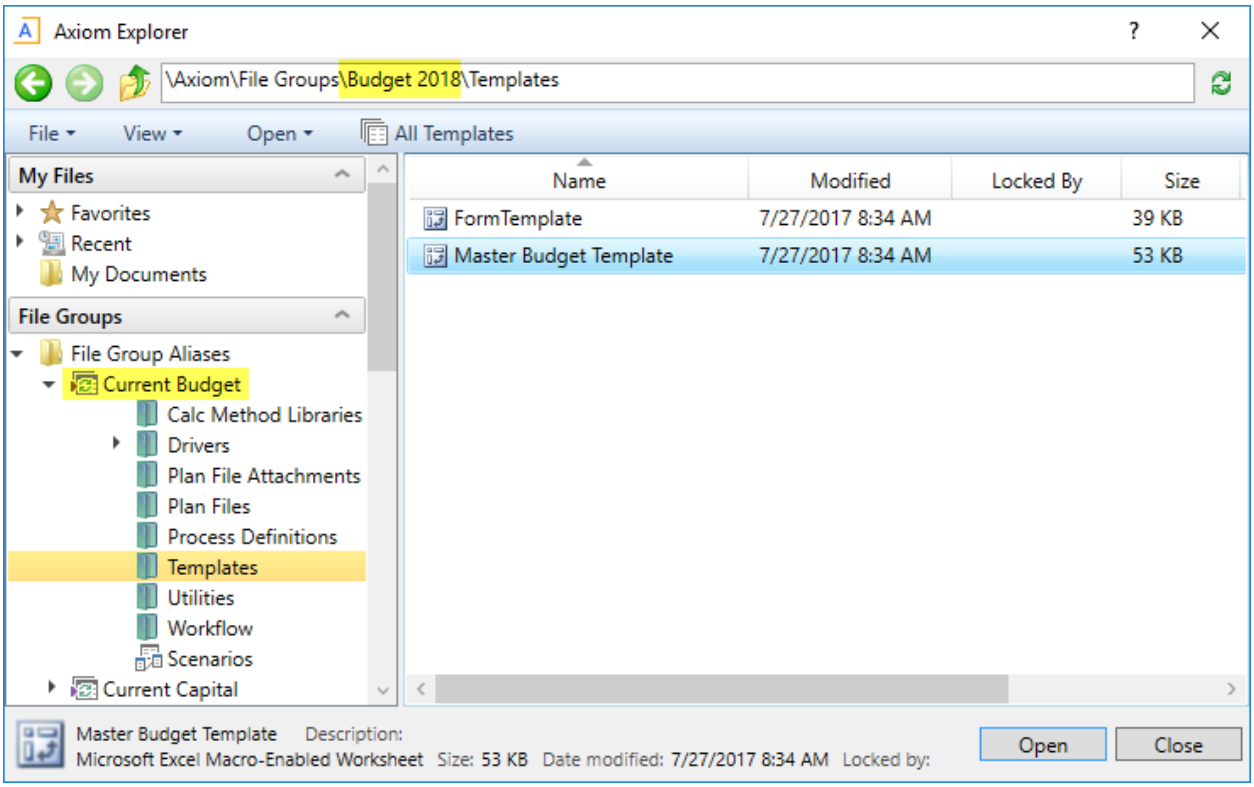
- To add a template, click the Add button. In the **Axiom Explorer** dialog, select the file or files that you want to add, and then click **Open**.
- To remove a template, select the file in the list and then click the Remove button. Only one file can be selected at a time.
- To change the order of templates, select the file in the list and then click the arrow buttons to move the file up or down.

Normal template behavior rules apply during processing. For example, save-to-database and action codes are not run in templates. The only exception to normal template behavior during this task is that any executed Axiom queries will be time stamped.

Selecting a template using a file group alias

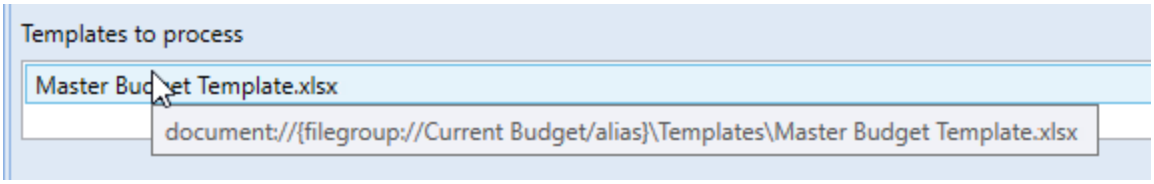
You may want to specify the template to process using a file group alias, so that the task does not have to be manually updated after rolling over to a new file group for a new year of planning. When you are selecting a template in the Axiom Explorer dialog, you can expand the file group alias node to see all of the files in the current target of the alias.

For example, in the following screenshot, the file group alias Current Budget is expanded. Because the alias currently points to the file group Budget 2018, the folders and files under the alias are from Budget 2018. When you select a file or folder, you can see the real file path in the top of Axiom Explorer.



Selecting a template to process using a file group alias

When you select a template underneath an alias, the file path is written using alias syntax, so that the Scheduler task will look for the template within the current target of the alias. This path is visible in the tooltip that displays when you hover your cursor over a selected template.



File path using file group alias syntax

When the file group alias is updated to point to a new file group, the Scheduler task will use the file in the new file group automatically. If the file does not exist in the new file group, the task will fail with an error.

Purge System Data task

The Purge System Data task is intended to clean up old data in your system, to help keep your system running efficiently.

NOTE: Scheduler automatically creates a system job for this task (System.SystemDataPurge), which administrators can edit as needed.

This task purges the following data when it is run:

- Scheduler job result history
- Scheduler and system email notifications
- System temp table data
- Audit history
- Alerts

For each category of data, you can specify a number of days of data to keep when the task is run. All results older than the specified number of days will be deleted. Note that 0 days means that no data is purged for that category.

Section	Item	Description
Scheduler Results	Number of days to keep result history	The number of days of job result history to keep when the task is run. By default, this is set to 15 days.
SMTP Messages	Number of days to keep delivered messages and attachment data	The number of days of delivered message data to keep when the task is run. By default, this is set to 15 days.
Temporary Tables	Number of days to keep temp table data	The number of days of temp table data to keep when the task is run. By default, this is set to 15 days.
Audit History	Number of days to keep system history	The number of days of system audit history to keep when the task is run. By default, this is set to 15 days. "System history" encompasses all audit data—including prior document versions and deleted documents—except table audit data.
Table History	Number of days to keep table history	The number of days of table audit history to keep when the task is run. By default, this is set to 15 days. Table audit data is tracked for tables where **Audited** is set to **True**.
Alerts	Number of days to keep alerts	The number of days of alerts to keep when the task is run. By default, this is set to 60 days.

Job variables can be used in all of these settings.

Each purge routine in the task is limited to purging a specific number of rows at a time (50000). If the number of rows to be purged exceeds this limit, then the excess data is retained until the next time the task is run. If you notice data in the database that you expected to be purged, most likely the amount of data to be purged exceeded the limit, and the data will be purged next time the task is run.

Other purged data

This task also cleans up the following items in your system:

- Deleted columns. When a column is deleted from a table in Axiom Budgeting and Performance Reporting, the column is immediately deleted from the associated view (which prevents it from being accessed in the system), but it remains in the base table. This task finishes the process of removing obsolete columns from the base tables.
- Orphaned user folders. If the system contains any user folders that do not match up with existing users, these folders are deleted. Although user folders are deleted when a user is deleted from security, orphaned user folders can result from other processes, such as migrating a system between different management databases.

These items are not associated with any specific task settings; the delete process is performed whenever the task is executed.

Raise Event task

The Raise Event task can be used to trigger other Scheduler jobs for execution, using a named event handler. This task has one required setting:

Item	Description
Event Name	Enter the name of the event that you want to raise for execution. This name must match a defined event handler name in one or more other Scheduler jobs. When this task is run, it looks for any jobs that contain the specified event handler name. These jobs are added to the schedule and are eligible to be processed immediately, depending on Scheduler thread availability and any other higher-priority jobs already in the queue. **NOTE:** It is not possible to specify a file group context for the event handler when using Raise Event. Axiom Budgeting and Performance Reporting will run all jobs that contain the specified event handler name, regardless of whether the event handler is associated with a file group.

Event Variables

This section can be used to pass variables into the jobs triggered by the event handler. If the jobs are configured to use the variables, these values can impact how the jobs are processed.

- To add a variable, click the Add button to add a row to the list. Complete the settings for the variable as described below.
- To remove a variable, select the variable in the list and then click the Remove button. Only one variable can be selected at a time.

For each variable, you can specify a variable name and a variable value. To edit the variable settings, double-click the applicable cell to make the cell contents editable. When you are finished editing, you can press the Enter key or Tab key to exit the cell, or click outside of the cell.

Item	Description
Variable Name	The name of the variable. Do not enclose the variable name in curly brackets (you are not *using* the variable here, you are defining its value).
Variable Value	The value of the variable. The value can be a "hard-coded" value, or it can be a job variable that will be resolved at time of processing. If you use a job variable to define the value, the job variable must be enclosed in curly brackets.

Run Excel Macro task

This task runs an Excel macro on an Axiom file.

NOTE: This task is no longer supported because it requires Excel processing on the Scheduler server. It is still available on the task list, but cannot be executed.

Please contact Axiom Budgeting and Performance Reporting support if you need assistance with this task.

Item	Description
Workbook Path	The path and name of the file to run the macro on. You can click the **Browse** button to navigate to the file.
Macro Name	The name of the macro to run.
Macro Arguments	If the macro takes arguments, you can enter the argument values here. Click **Add** to add an argument, **Remove** to delete the selected argument, or **Clear** to clear all arguments.

Job variables can be used in all of these settings.

Run Scheduler Job task

This task runs a specified Scheduler job as a subordinate job within the current job. The job containing the Run Scheduler job task is the parent job, and the target job for the task is the child job.

By default, the parent job waits until the child job is complete before continuing to the next task in the parent job. This means that tasks after the Run Scheduler Job task can be reference the results of the child job. For example, the child job may perform a save-to-database. The subsequent tasks in the parent job can access the data saved by the child job.

Task Control options

When you create the Run Scheduler Job task, the options in the **Task Control** section are pre-set as follows:

- The option **Create a Subordinate Job for this Task** is grayed out. This is because the target job is always run as a subordinate job.
- The option **Wait for all Subordinate Jobs to complete before proceeding to the next Task** is enabled by default. This means that tasks after the Run Scheduler Job task can be dependent on the target job and reference the results of that job. If you disable this option, then the parent job will continue to the next task in the job immediately after creating the subordinate job—it will not wait for the subordinate job to complete.

Keep in mind that if you want the parent job to stop processing tasks if the target job fails, then **Wait for all Subordinate Jobs to complete before proceeding to the next Task** must be enabled for the task and **If this Task fails, continue executing subsequent Tasks** must be disabled for the task. This is the default configuration.

If needed, you can use the option **Process task only if the value of this expression is true** to detect whether a subsequent task in the parent job should be processed. For example, if you know that the child job saves a particular value to the database, you can check for the existence of that value to determine whether to process the task. For more information on using this option, see Conditionally processing tasks in a job.

Target Scheduler job

In the **Task Details** section, use the Browse button to select the target **Scheduler Job**. You can select any job that you have access to in the Scheduled Jobs Library.

When the Run Scheduler Job task is executed, it creates one or more subordinate jobs as needed to execute the tasks in the target Scheduler job. As long as **Wait for all Subordinate Jobs to complete before proceeding to the next Task** remains enabled in the Task Control options, the parent job waits for all subordinate jobs to be completed before moving on to the next task in the parent job.

NOTE: The user executing the job does not need to have security access to the target Scheduler job for Run Scheduler Job. It is assumed that if the user can execute the parent job, the user should be able to execute the target job.

Child Job Values

If the target job for the Run Scheduler Job task has defined job variables, those variables and their default values are listed in this section. The default values are determined as follows:

- If the parent job and the child job have a variable with the same name, the default value is the value defined in the parent job. This value will be passed to the child job and used when the child job is run.
- Otherwise, the default value is the value defined in the child job.

To override a variable value, select the **Override** check box and then click inside the **Override Value** field to enter a value. You can enter a hard-coded value or use a job variable from the parent job. Enter the variable name in curly brackets to use that variable's value as the override value.

For example, imagine that both the parent job and the child job have a variable of `{Dept}`. In the parent job, the value of `{Dept}` is set to 20000, and in the child job the value is set to 40000. The Run Scheduler Job task will display the parent value of 20000 as the default value, and that value will be used when the child job is executed.

Now imagine that the parent job has a variable of `{StartDept}` set to 20000, and the child job has a variable of `{Dept}` set to 40000. In this case, the Run Scheduler Job task will display the value of `{Dept}` as defined in the child job (40000). If you want to use the parent job value for `{StartDept}` instead, then you must select the Override check box and enter `{StartDept}` as the Override Value. Now the value of `{Dept}` in the child job will be overridden and set to 20000.

SMTP Message Delivery task

This task delivers email notifications for Scheduler jobs.

NOTE: Scheduler automatically creates a system job for this task (System.SMTPMessageDelivery), which administrators can edit as needed.

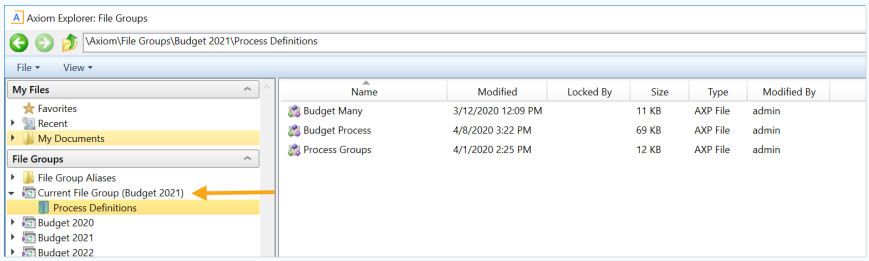
Item	Description
Server name	The server name of the SMTP email server.
Port number	The port number for the SMTP email server. By default, the port is 587, but you can specify a different port number if needed.
Server requires authentication	Select this check box if the SMTP email server requires authentication. If selected, type a **Username** and **Password**.

Item	Description
Test Mode	Specifies whether the task is run in test mode. If this check box is selected, the task verifies that it can successfully connect to the SMTP server to send email notifications, but no emails are actually sent. For the System.SMTPMessageDelivery job, new systems are automatically set to test mode. If you restore a database, the restore process also sets the system job to test mode. You must disable test mode before any emails will be sent.

Start Process task

This task starts a process for Process Management. You can use this task to automatically start a process at a specific point in time, including recurring schedules (such as to automatically start a monthly process).

This task can be used to start a generic process definition or a plan file process definition.

Item	Description
Process to start	The process definition to start. Click the **Browse** button to select the process definition file. You can select any process definition that you have access to within the Process Definition Library or within a file group Process Definitions folder. If the Scheduler job is stored in a file group Utilities folder, then you can optionally navigate to the process definition file through the **Current File Group** node at the top of the file groups list. When you do this, the path to the file is stored relative to the current file group, which means that it will automatically update when the file group is cloned. This is the recommended method of referencing the process definition file when the Scheduler job belongs to a file group. 

Item	Description
Restart process if it is already running	Specifies whether the Scheduler task will restart the process if it is already running, or if the process will be left as is. • Select this option if you want to start the target process regardless of whether it is already running. The current process instance will be aborted and a new process instance will start over at step 1. This option is selected by default. • Clear this option if you want to leave the existing process instance running. In this case, the Scheduler task will take no action if the target process is already running.

Scheduler tasks for database maintenance

Scheduler provides several built-in tasks that are intended for database maintenance. By default, these tasks are included in the System.IndexMaintenance job, which runs regularly to maintain your database. However, these tasks can also be added manually to jobs as needed to perform additional database maintenance.

The following database maintenance tasks are available:

- **Rebuild Database Indexes** task
- **Update Database Statistics** task
- **Update Indexes and Constraints** task

All of these tasks are predefined versions of the **Execute SQL Command** task. You can use the **Source Axiom Database** field to specify whether the task is executed against the system database or the audit database.

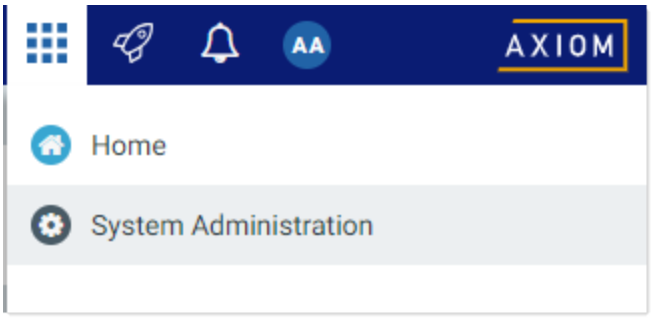
For the **SQL Command Text**, the actual SQL code used by each task is generated automatically by Axiom Budgeting and Performance Reporting when the task is executed. This ensures that the tasks always use the most current SQL code for each task as defined by Axiom Budgeting and Performance Reporting.

Web Scheduler

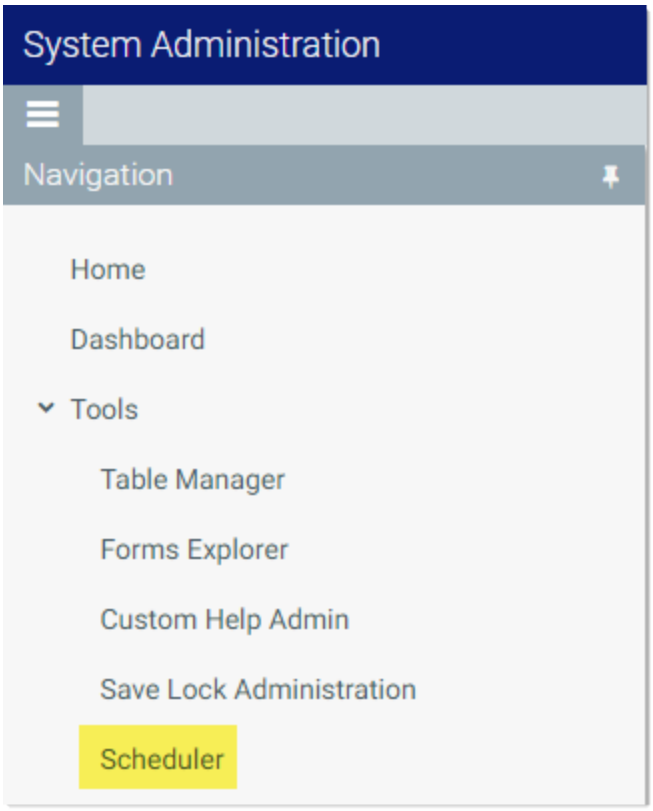
Although most Scheduler setup activities can only be performed in the Desktop Client, some job management can be performed in the Web Client. Using the "Web Scheduler", you can monitor and manage the job schedule, review job results, and process existing jobs on demand.

To access Scheduler in the Web Client:

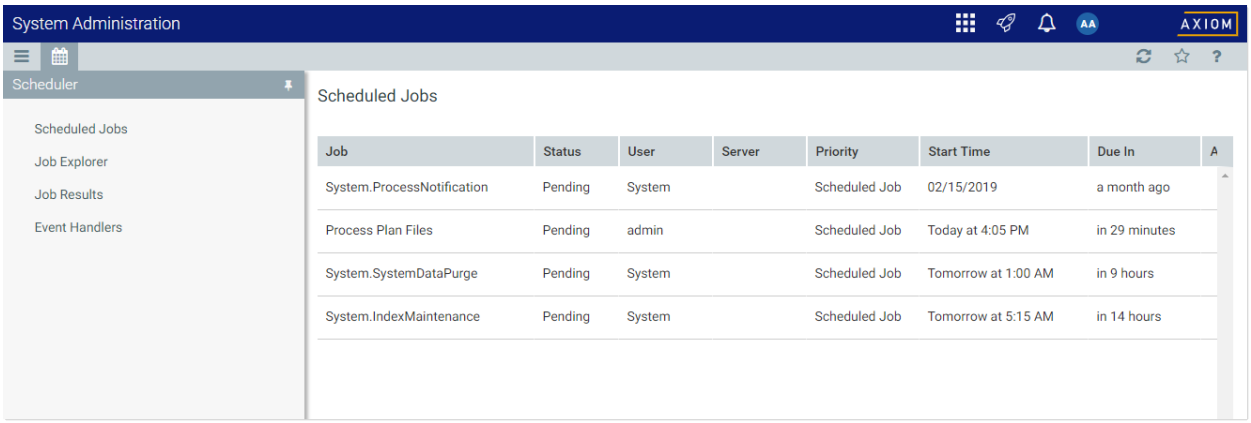
1. In the Web Client, click the menu icon  in the Global Navigation Bar. From the Area menu, select **System Administration**.



2. From the Navigation panel, select **Tools** > **Scheduler**.



When you access the Scheduler area, a Scheduler panel becomes available in the left side of the Task Bar. You can use this panel to change the current Scheduler view.



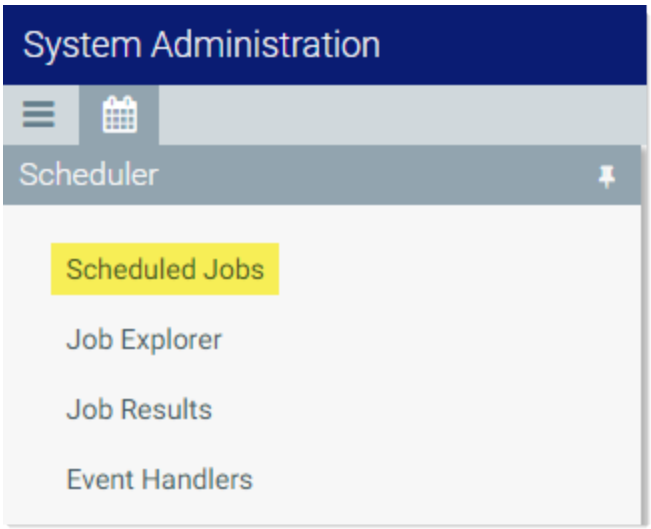
Example Scheduler area in Web Client

Managing the job schedule in the Web Client

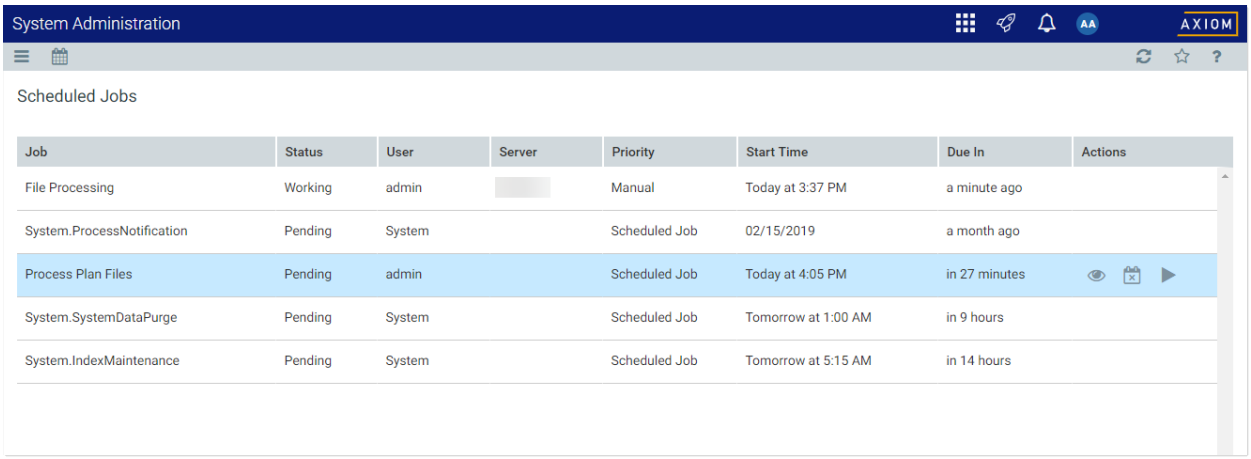
In the Scheduler area of the Web Client, you can view the status of all jobs that are currently on the schedule. If necessary, you can view the job details, remove the job from the schedule, or run the job now.

To view the current job schedule:

- On the Scheduler page, from the **Scheduler** panel, select **Scheduled Jobs**.



The **Scheduled Jobs** grid displays all jobs that are scheduled to be processed, or are currently in process. This includes scheduled jobs, jobs executed manually via **Run Now**, and jobs that were triggered for execution via an event handler.



Example Scheduled Jobs grid

You can use the **Actions** column in the right side of the grid to perform any of the following actions on a job:

- View the job properties and results.
- Remove the job from the schedule.

  IMPORTANT: If the job is on the schedule due to a scheduling rule, this action disables the scheduling rule and removes all future executions from the schedule as well. If you want future scheduled instances of the job to proceed, you must edit the job to re-enable the scheduling rule.
- Run the job now.

  This action places the job on the schedule for immediate execution (if another manual instance of the job is not already pending). The future scheduled instance of the job remains on the schedule.

To refresh the list, click the Refresh icon in the Task Bar.

For each job on the schedule, you can view the following information:

Item	Description
Job	The name of the job.
User	The user identity that the job will be run as. If the job is a system job, the user is **System**. This is typically the name of the user who placed the job on the schedule, but not always (for example, when using an event handler that is set to run as the job owner instead of as the requester).

Item	Description
Status	Job status is either **Pending** (waiting to be executed) or **Working** (currently being executed).
Server	If a job is currently **Working**, then the server executing the job is listed here. Otherwise, this column is blank.
Priority	The priority category for the job: 1. **Manual**: The job was executed manually. 2. **Event Handler**: The job was executed by a Scheduler event handler. 3. **Scheduled Job**: The scheduled instance of the job results from an active scheduling rule. 4. **Subordinate Job**: The job was generated as a subordinate job, from a currently executing job. The priority category determines how jobs are evaluated for processing order, in conjunction with the job's **Priority Elevation** setting. Manual jobs are highest priority, and subordinate jobs are lowest priority. For more information, see Processing priority for scheduled jobs.
Start Time	The start time of the job. The job is eligible for immediate execution if the start time is now or passed. Jobs may not be executed right at the start time if no Scheduler threads are currently available to execute the job, or if other eligible jobs have higher priority. If the job is on the schedule due to a scheduling rule, the start time is based on the scheduling rule. If the job was manually executed via **Run Now** or triggered by an event handler, the start time is the time the execution was initiated.
Due In	The length of time until the job is due to be processed. For example, if the job is scheduled to run at noon and it is currently 11:50 AM, then the job is due to be run in 10 minutes. This column is intended to make it easy to see when a job will be run, without needing to calculate it based on the start time.

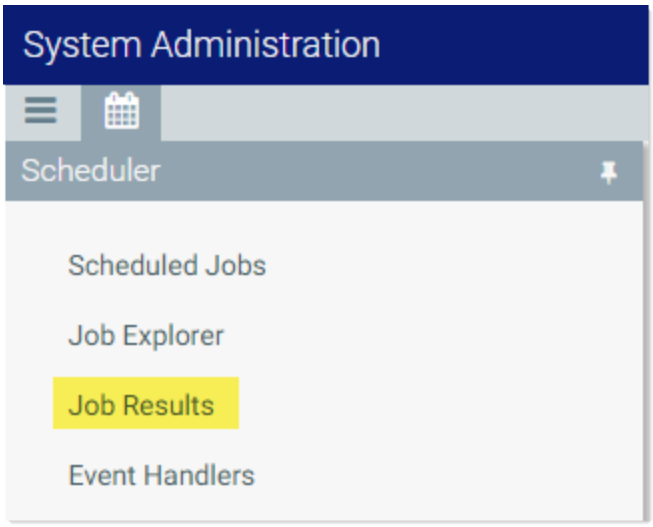
NOTE: If a job has a scheduling rule with a recurring schedule, only the first scheduled execution appears in the **Scheduled Jobs** list. For example, if you have a job that is scheduled to run once a month for a year, you will not see all twelve scheduled executions in the list—you will only see the first scheduled execution. Once that instance has been run, the scheduling rule is re-evaluated and the next scheduled execution appears in the list.

Viewing job results in the Web Client

In the Scheduler area of the Web Client, you can view the results of jobs that have been executed. For each job, you can see when it was run, and whether it completed successfully or had errors.

To view job results:

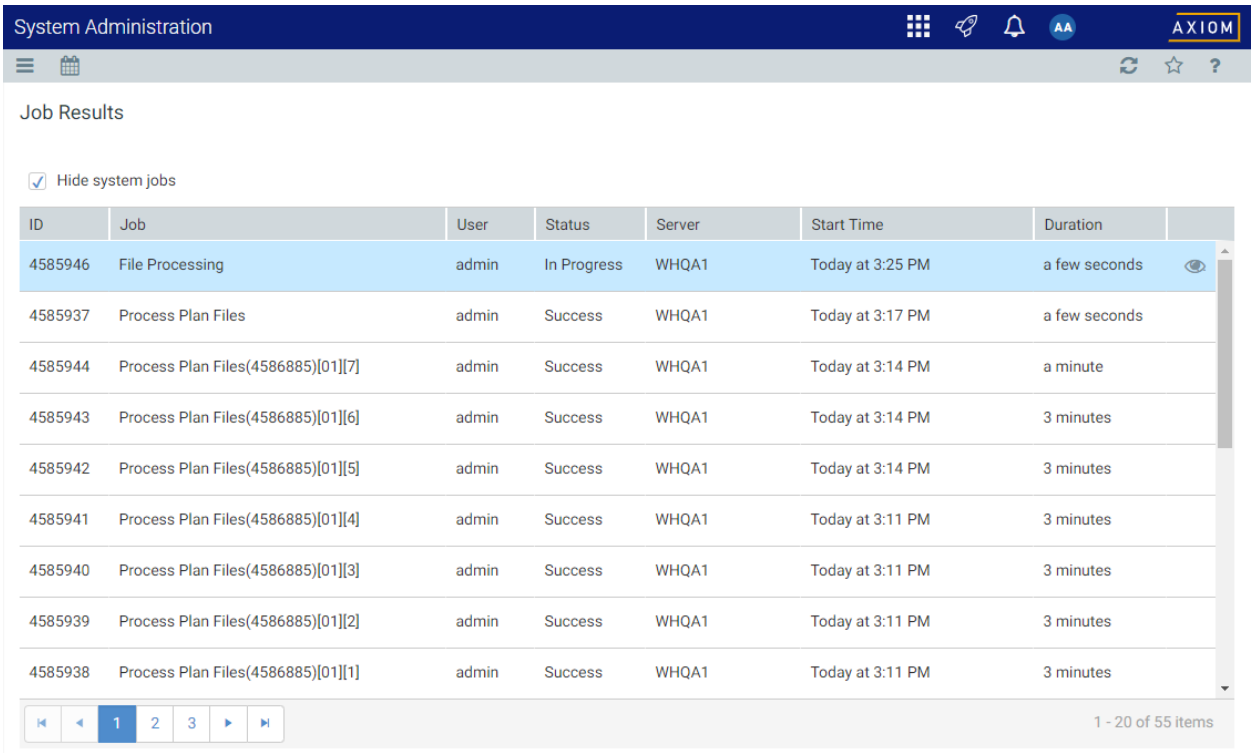
- On the Scheduler page, from the **Scheduler** panel, select **Job Results**.



The **Job Results** grid shows a list of jobs that have been recently executed. The grid shows the following summary information:

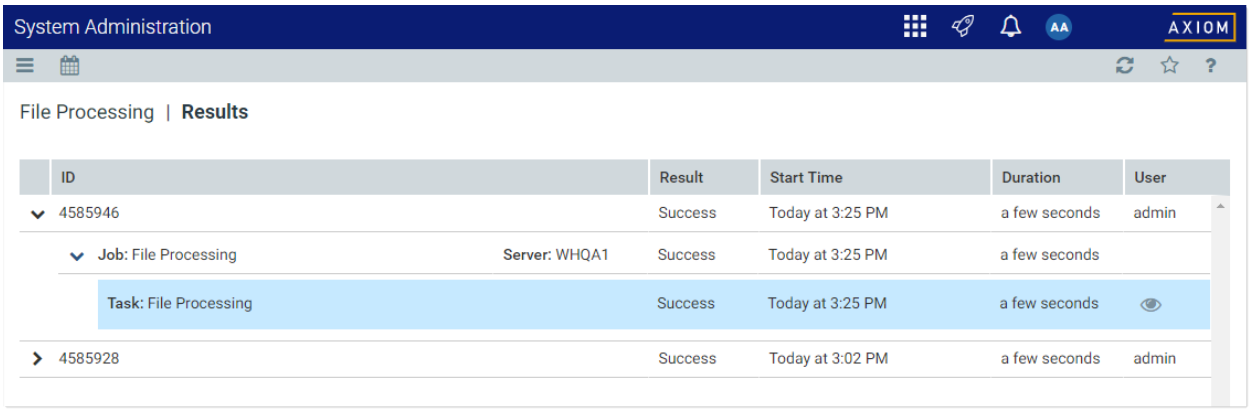
- The name of the job, and the ID of the particular execution of that job
- The user identity the job was run as
- The status of the job, such as Success or Failure
- The Scheduler server that ran the job
- The start time and duration of the job

To refresh the list, click the Refresh icon in the Task Bar.



Example Job Results grid

To view detailed results for a particular job execution, hover your cursor over the job and then click the View icon in the far right column. This opens the job properties to the **Job Results** section, with the corresponding execution ID expanded. You can further expand the job results to see the specific tasks that were executed.



Example Job Results detail showing tasks executed

To view the detailed task results, hover your cursor over the task and then click the View icon in the far right column. This opens a dialog to display the results for that task. For example, for a file processing task, the detailed results would contain information such as the processing type and the number of passes, and the output that was created at the end of the process.

Once you are viewing the Job Results section of the job properties, you can review all of the available job history as needed. Expand any execution ID to view the details for that particular execution.

TIP: You can also view job results by opening a job and viewing the job properties, which include the job results. In some cases it may be easier to open the job and review all of its results rather than trying to find the job within the overall job results. For more information, see Viewing jobs and event handlers in the Web Client.

NOTE: Users with the **Scheduled Jobs User** security permission can only see job results for jobs that they executed. Administrators can see job results for all jobs.

System job results

By default, system job results are hidden in the **Job Results** grid. System jobs such as the SMTP message delivery job may run frequently, and can easily fill up the result history, making it difficult to find results for user-initiated jobs.

If you want to view results for system jobs, you can do one of the following:

- Clear the **Hide system jobs** check box above the **Job Results** grid. The list immediately updates to include system jobs.
- Open the system job directly, and view its job results within the job. For example, you can go to the **Scheduled Jobs** page and double-click the **System.SystemDataPurge** job to view all results for that job.

Job result availability

Job results are purged periodically to help optimize system performance. The availability of job results in your system depends on the configuration of the system job **System.PurgeSystemData**. This system job runs periodically to purge old data in your system, including old job results. By default, when this job is run, it purges job history older than 15 days.

The configuration of this system job can only be viewed and edited in the Desktop Client, and only by administrators. For more information, see Configuring Scheduler system jobs.

Additionally, individual jobs can be configured to purge old results when the job is run. In the Web Client, you can view the job properties to see if this option is enabled, but you cannot edit the job properties. The option is displayed in the **General** section of the job, under **Job Results Cleanup**. For more information on viewing job properties, see Viewing jobs and event handlers in the Web Client.

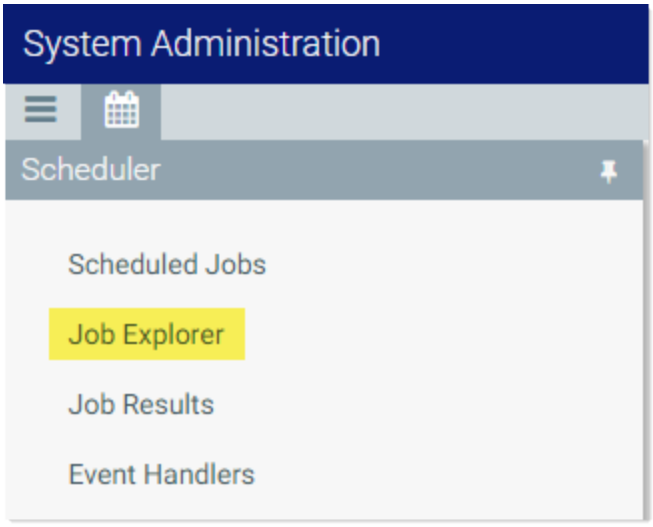
Running a job manually in the Web Client

In the Scheduler area of the Web Client, you can run a job manually as needed.

When using this approach, the job is run now. It is not possible to run a job manually and specify a future execution time. If you want to schedule a job for future execution, you must define a scheduling rule on the job, which can only be done in the Desktop Client. For more information, see Defining scheduling rules for a job.

To run a Scheduler job manually:

1. On the Scheduler page, from the **Scheduler** panel, select **Job Explorer**.



2. In the Job Explorer page, locate the job that you want to run. This page lists all jobs in the Scheduler Jobs Library that you have permission to access.
3. Hover your cursor over the job, then click the **Run Once** icon ▶ in the far right column.

The job is added to the schedule with a start time of now, and is eligible for immediate execution (pending available Scheduler threads and any higher-priority jobs already in the queue). You are automatically taken to the **Scheduled Jobs** area of Scheduler, so that you can see the job on the schedule.

Running a job manually does not impact any scheduled executions of the job as determined by scheduling rules. For example, if a job is scheduled to be run at 10:00 PM tonight, and you run the job manually at 2:00 PM, the job will still be run as scheduled at 10:00 PM.

Viewing jobs and event handlers in the Web Client

In the Scheduler area of the Web Client, you can view Scheduler jobs and event handlers.

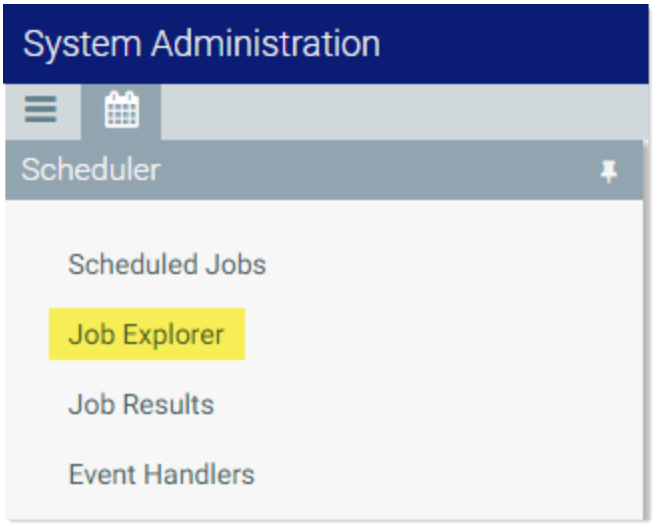
▶ Viewing jobs

You can view any job in the Scheduler Jobs Library that you have permission to access.

Scheduler jobs are read-only in the Web Client. You can view the job properties to better understand the purpose of a particular job and the tasks that it performs. The Web Client does not support creating new jobs, editing existing jobs, or deleting jobs. If you need to perform any of those actions, you must use the Desktop Client. For more information, see Scheduler Overview.

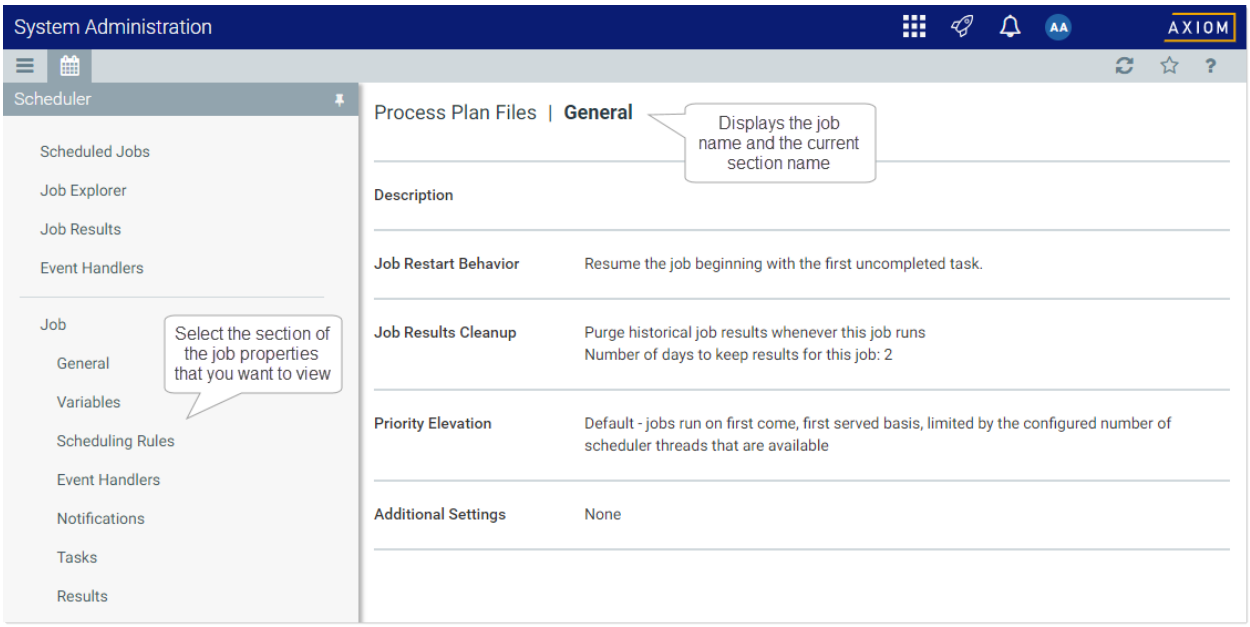
To view a Scheduler job:

1. On the Scheduler page, from the **Scheduler** panel, select **Job Explorer**.



2. In the Job Explorer page, locate the job that you want to view. This page lists all jobs in the Scheduler Jobs Library that you have permission to access.
3. Hover your cursor over the job, then click the **View** icon in the far right column.

The job opens, and the Scheduler panel updates to show the viewable sections of the job. You can switch between sections by selecting section names in the Scheduler panel. By default, the **General** section is shown.



Example job properties

All job properties are defined in the Desktop Client. The following is a brief overview of the job properties shown in the Web Client.

Section	Description	More Information
General	General job properties that impact the job's processing priority and processing behavior.	Job properties
Variables	Variables used by the job. • If the job has defined variables, those variables display in the **Job Variables** section at the top of the page. Most likely, the tasks in the job are configured to use these variables. This typically means that the job is designed to be run using an event handler, and the necessary variable values will be passed to the job when it is triggered. • The **System Variables** section displays the job's values for various system-defined variables. This section can help you understand who the owner of the job is, and how other system variables will resolve for the job.	Using job variables

Section	Description	More Information
Scheduling Rules	Scheduling rules to schedule jobs for future execution. If the job has an active scheduling rule, the job will be executed according to the rule (one time or recurring, depending on how the rule is configured). • **Day of Week**, **Hours**, and **Minutes** specify when the job will be executed within the start / end range of the rule. An asterisk in any of these fields means "all"—for example, if Hours is set to * then the job is run every hour. • **Starting On** and **Ending On** determine the start / end range of the rule. If they are blank, then the rule has no start or end date.	Defining scheduling rules for a job
Event Handlers	If the job is designed to be run using an event handler, the event handler name is listed here. The **Execute As** property determines whether the job is run as the requester or the job owner when it is triggered for execution.	Viewing event handlers
Notifications	Notification settings for the job. The job can be configured to send email notifications when the job completes, or only when the job has errors. Variables can be used to determine the notification recipients.	Setting up notifications for jobs
Tasks	Tasks to be executed by the job, listed by name and task type. No other task properties are available in the Web Client. If you want to see more information about the task, you must view the job in the Desktop Client.	Scheduler Task Reference
Results	Detailed results of the previous job executions. Results are organized by execution ID and displayed in execution order (the most recent listed first).	Viewing job results in the Web Client

Viewing event handlers

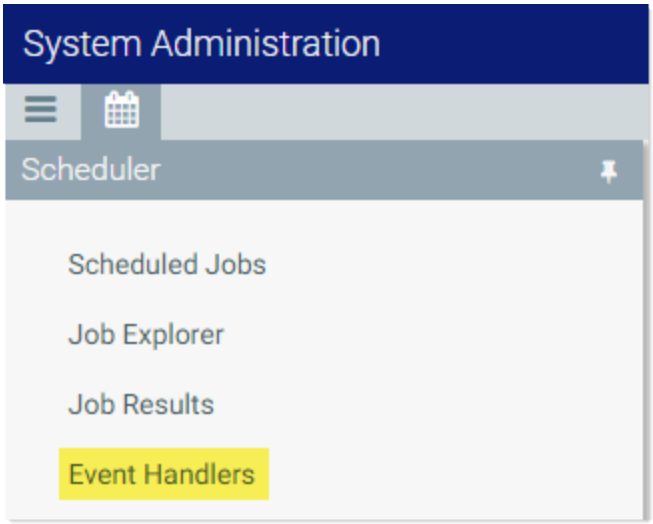
You can view the event handlers that are defined in the system. Event handlers are used to trigger Scheduler jobs based on an event.

For example, an Axiom form can have a Button component that is configured with the RunEvent command. When a user clicks the button, the specified event name is passed to Scheduler, and any jobs associated with that event are triggered to run. Variable values can also be passed from the form to the Scheduler job as part of this process.

Event handlers are read-only in the Web Client. If you need to create, edit, or delete an event handler, this can only be done in the Desktop Client. For more information, see Managing event handlers.

To view Scheduler event handlers:

- On the Scheduler page, from the **Scheduler** panel, select **Event Handlers**.



The **Event Handlers** grid lists all of the event handlers as follows:

- **Event Name**: Name of the event handler. This is the name used in features such as RunEvent to trigger execution of a Scheduler job.
- **Job**: Name of the job where the event name is used. When the event is raised by a feature such as RunEvent, this job will be executed.
- **User**: The user identity that will be used to execute jobs triggered by the event handler. If the event handler is configured to run as the requester, then **Requester** is listed here. If the event handler is configured to run as the owner, then the owner name is listed here (either a specific user name, or **System**).

Security

All users of Axiom Budgeting and Performance Reporting must be defined within Security. Within Security, you can:

- Manage users and roles
- Control user access by file group
- Control user access to data in the database
- Control user access to specific features
- Control user access to data imports
- Control user access to files and folders

- Specify files to open on system startup

Security Overview

Using Axiom Budgeting and Performance Reporting Security, you can create users and roles, and assign access rights. This section explains how security is applied in Axiom Budgeting and Performance Reporting.

Users can be created manually within Axiom Budgeting and Performance Reporting, or you can import them from Active Directory. Once a user account is created, you must define the permissions for that user, at the user level or at the role level (or both). The security permissions determine which files, features, and data that the user can access within the Axiom Budgeting and Performance Reporting system.

The following users can access and manage security:

- Users designated as a system **Administrator**. Administrator users have full rights to all areas of the system, including security.
- Users who are granted the **Administer Security** permission. Administer Security users have full rights to security, except for a few features which are limited to administrators-only.
- Users who are assigned as a **Subsystem Admin** for a subsystem. Subsystem administrators can manage users and roles within the subsystem.

Users and roles

To streamline security settings, you can define a number of roles, and then assign users to those roles. Users inherit the security settings defined for their assigned roles. Additionally, Axiom Budgeting and Performance Reporting provides a built-in Everyone role, for security settings that apply to all users.

Systems with installed products may also have roles that are designed for use with the product. These roles are product-controlled and delivered with the product. For example, a system with the Capital Planning product may have roles for Capital Planning Admin and Capital Planning User. You can assign users to these roles based on the level of permissions they need to the product.

The specific way that security settings are inherited depends on the type of setting. Generally, roles grant permissions, they do not deny permissions. For more information, see How role settings are applied to users.

Authentication behavior

There are several options to authenticate users into Axiom Budgeting and Performance Reporting. The basic authentication type is Axiom Prompt authentication, which means that users will be prompted for an Axiom user name and password each time they want to access Axiom Budgeting and Performance Reporting.

If desired you can use an integrated authentication option instead, which means that users are authenticated based on certain supported external credentials—such as the user's Windows domain credentials or LDAP credentials. These options are typically enabled and configured during the installation of Axiom Budgeting and Performance Reporting. For more information, see Axiom Budgeting and Performance Reporting can integrate with your organization's existing network security. You can:.

Security subsystems

If desired, you can create security subsystems and assign users to subsystems. Subsystems allow you to:

- Define a maximum level of permissions for a subset of users. Any user that is assigned to the subsystem cannot be granted rights that exceed the subsystem rights.
- Assign a user as a subsystem administrator, so that the user can manage security permissions for the users and roles that belong to the subsystem.

In systems with installed products, subsystems are used to control access to specific products. These subsystems are product-controlled and delivered with the product. For example, you may have subsystems for Capital Planning and Budget Planning. You can assign users to subsystems based on the specific products they should be able to access.

For more information, see Security Subsystems.

The Security Management dialog

All security settings for Axiom Budgeting and Performance Reporting are controlled in the **Security Management** dialog. To access this dialog:

- On the **Axiom** tab, in the **Administration** group, click **Manage > Security > Security Manager**.

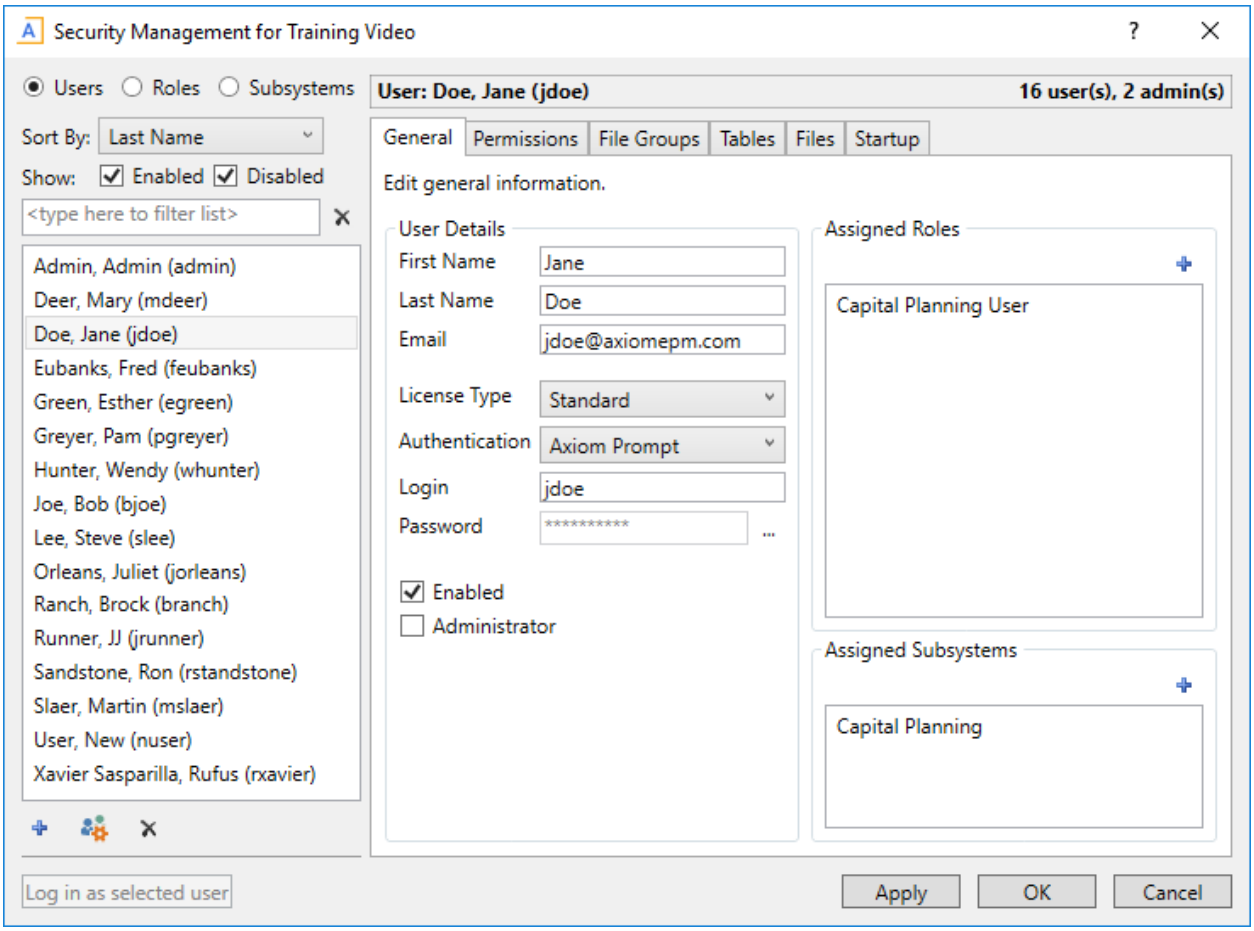
  NOTE: In systems with installed products, this feature may be located on the **Admin** tab. In the **System Management** group, click **Security > Security Manager**.

Only users with the following permissions can access the Security Management dialog:

- System administrators
- Users with the **Administer Security** permission
- Users assigned as a subsystem administrator

Viewing users, roles, and subsystems

Users, roles, and subsystems are listed in the left-hand side of the dialog. To switch between items, select one of the radio buttons at the top of the dialog. By default, users are displayed.



- You can sort the user list by last name, first name, and login name. To change the sort, select the desired option from the **Sort By** list. By default, the list is sorted by last name.
- To search for a particular user, role, or subsystem, type the name into the search box at the top of the list. To clear the search, click the **Clear filter** icon ✕ to the right of the search box. Note that this will search the user's login name as well as first and last name.
- To show or hide users by their enabled status, use the **Enabled** and **Disabled** check boxes. By default, both check boxes are selected which means that all users are shown (enabled and disabled).

When a user, role, or subsystem is selected in the list, the settings for that item display in the right-hand side of the dialog, organized by tabs.

TIP: You can double-click on any user, role, or subsystem name listed in the Assigned Users / Assigned Roles / Assigned Subsystems sections to open that record.

NOTE: Subsystems are optional in systems without installed products. Subsystem features are only available if you have enabled them using the system configuration settings.

Editing security

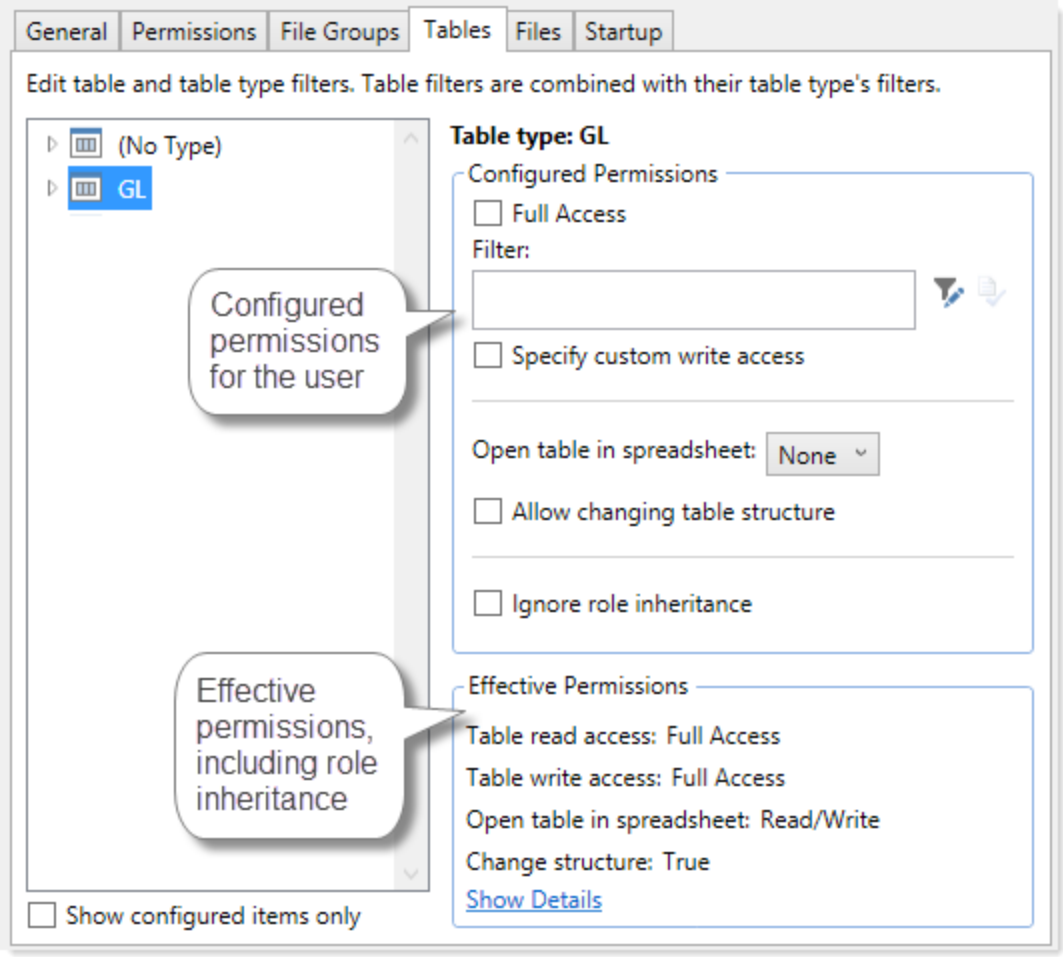
Changes made in the Security Management dialog are reflected in "real-time" within the dialog. If a required setting is missing, a validation message appears in the bottom left of the dialog. You can click on the message to be taken to the applicable setting. This issue must be resolved before you can save any changes.

At any time you can save changes by clicking **Apply** (to leave the dialog open) or **OK** (to close the dialog). In most cases, changed security permissions will be effective within seconds of being saved; the user does not need to log out and log back in before changes are applied.

Effective permissions

Several tabs of the Security Management dialog, such as the **File Groups** tab and the **Tables** tab, display the effective permissions for the user. This is the permission that the user has after applying all of the relevant security settings, including inherited role permissions, subsystem restrictions, and administrator permissions. This allows you to understand exactly what permission the user has.

For example, if you select a table type or a table in the Tables tab, the **Configured Permissions** section displays what permissions have been granted at the user level, and the **Effective Permissions** section displays the actual access rights of the user. In the following example screenshot, although the user herself has no configured access to the table type, her effective permission is full access. This means that either the user is assigned to a role with full access to the table type, or the user has been granted administrator rights. You can see exactly which rights contribute to the effective permissions by clicking the **Show Details** link.



Example effective permissions

As edits are made in the dialog, those changes are reflected in the effective permissions immediately. For example, if you grant a user permission to **Administer Imports**, and then switch to the **Files** tab, the effective permissions for the Imports Library will reflect that the user has full permissions to all imports, even though the change has not yet been saved.

Managing Users and Roles

All users of Axiom Budgeting and Performance Reporting must be defined within security. Users can be assigned access rights on an individual basis, and/or they can be assigned to specific roles and inherit the rights of the role.

The total number of active users that can be defined for your implementation depends on your license agreement with Syntellis. If you have any questions, please contact Axiom Support for assistance.

The total number of available licenses and currently active users are displayed in the upper right-hand corner of the **Security Management** dialog. This area also displays the total number of users who have been granted administrator rights. For example: **20 of 25 licenses in use, 3 admins**.

NOTE: In addition to the Security Management dialog, you can also manage users and roles in bulk via a spreadsheet interface. For more information, see Bulk edit of security.

Managing users

Using the **Security Management** dialog, you can create new users, edit existing users, and delete users. To access this dialog:

- On the **Axiom** tab, in the **Administration** group, click **Manage > Security > Security Manager**.

  NOTE: In systems with installed products, this feature may be located on the **Admin** tab. In the **System Management** group, click **Security > Security Manager**.

To work with users, make sure that **Users** is selected in the top left-hand corner of the dialog. To save changes, click **Apply** (or **OK** if you are finished editing security settings).

NOTE: Subsystem administrators can only work with users that belong to their assigned subsystem. The user list is filtered to only show these users.

Creating users

You can create a new blank user, or you can clone the settings of an existing user. If you clone a user, all of that user's settings are copied to the new user, except for unique personal information (name, email, login, password).

To create a user, click one of the following buttons located underneath the user list:

- To create a new blank user, click **Create user** ✚.
- To clone an existing user, select that user in the list and then click **Clone user**.

The new user is added to the list. You can define the security settings for the new user as desired, including assigning the user to one or more roles.

If you are a subsystem administrator, then all users that you create must belong to a subsystem. If you are an administrator for only one subsystem, then any new users are automatically added to that subsystem. If you are an administrator for multiple subsystems, then the user is automatically assigned to one of the subsystems—you can later change the assignment as needed.

Editing user properties

To edit user properties, select a user from the **Users** list, then make any changes to that user. Changes to user settings are applied to that user when the changes are saved.

Deleting users

IMPORTANT: If a user has made any changes to the system or data, deleting the user will have implications on auditing. In order to comply with SOX, HIPAA, and other protocols for standard security practices, it is strongly recommended to *disable* existing user records instead of deleting them. Generally speaking, a user record should only be deleted if it is newly created and has not been used.

To delete a user, select a user from the **Users** list, then click **Delete user** ✕. You are prompted to confirm that you want to delete the user.

If you delete a user, that user is removed from Axiom Budgeting and Performance Reporting security entirely. Alternatively, you can disable a user if you want to keep the user record, but prevent the user from accessing Axiom Budgeting and Performance Reporting. On the **General** tab, clear the **Enabled** check box.

When a user is deleted, the user's associated user folders in `\Axiom\Axiom System\User Folders` are also deleted (such as My Favorites and My Documents) .

NOTE: Only Axiom Support users can delete other Axiom Support users.

Managing roles

Using the **Security Management** dialog, you can create new roles, edit existing roles, and delete roles. To access this dialog:

- On the **Axiom** tab, in the **Administration** group, click **Manage > Security > Security Manager**.

  NOTE: In systems with installed products, this feature may be located on the **Admin** tab. In the **System Management** group, click **Security > Security Manager**.

To work with roles, select **Roles** in the top left-hand corner of the dialog. To save changes, click **Apply** (or **OK** if you are finished editing security settings).

NOTE: Subsystem administrators can only work with roles that belong to their assigned subsystem. The role list is filtered to only show those roles.

Creating roles

You can create a new blank role, or you can clone the settings of an existing role. If you clone a role, all of that role's settings are copied to the new role, including assigned users.

To create a role, click one of the following buttons located underneath the role list:

- To create a new blank role, click **Create role** ✚.
- To clone an existing role, select that role in the list and then click **Clone role**.

The new role is added to the list. You can define the security settings for the new role as desired, and you can assign users to the role.

If you are a subsystem administrator, then all roles that you create must belong to a subsystem. If you are an administrator for only one subsystem, then any new roles are automatically added to that subsystem. If you are an administrator for multiple subsystems, then the role is automatically assigned to one of the subsystems—you can later change the assignment as needed.

Editing roles

To edit a role, select a role from the **Roles** list, then make any changes to that role. Changes to role settings are applied to users who are assigned to that role when the changes are saved.

Deleting roles

To delete a role, select a role from the **Roles** list, then click **Delete role** ✕. You are prompted to confirm that you want to delete the role.

A role cannot be deleted if users are assigned to it.

TIP: If you have a role that you want to delete and many users are assigned to it, you can delete it using the Open Security in Spreadsheet feature. The users will be automatically updated to remove the role assignment. For more information, see Bulk edit of security.

Assigning users to roles

Each user in security can be assigned to one or more roles to define the user's security permissions. Generally speaking, the permissions of each assigned role are combined with any user permissions to result in the most permissive set of rights available to the user. There are some exceptions; for more information see How role settings are applied to users.

Users can be assigned to roles from the user record or from the role record. Users have an **Assigned Roles** section that lists their assigned roles. Roles have an **Assigned Users** section that list their assigned users.

NOTE: Alternatively, you can use the Security Manager page in the Web Client to assign users to roles. For more information, see Web Security Manager.

To assign roles to a user from the user record:

1. In the Security Management dialog, select the user.
2. On the **General** tab, in the **Assigned Roles** section, click the **Add** button ✚.
3. Use the **Assign Roles** dialog to assign one or more roles to the user:

- Use the **Add** and **Remove** buttons to move role names between **Available Roles** and **Assigned Roles**. All roles listed in the Assigned Roles box will be assigned to the user.
- You can also double-click role names to move them between the boxes.

4. When you have finished assigning roles, click **OK** to close the Assign Roles dialog, and then **Apply** or **OK** to save the changes to the user record.

To assign users to a role from the role record:

1. In the Security Management dialog, select the role.
2. On the **General** tab, in the **Assigned Users** section, click the **Add** button ✚.
3. Use the **Assign Users** dialog to assign one or more users to the role:
   - Use the **Add** and **Remove** buttons to move user names between **Available Users** and **Assigned Users**. All users listed in the Assigned Users box will be assigned to the role.
   - You can also double-click user names to move them between the boxes.
4. When you have finished assigning users, click **OK** to close the Assign Users dialog, and then **Apply** or **OK** to save the changes to the role record.

How role settings are applied to users

Axiom Budgeting and Performance Reporting supports role-based security. Each user can be assigned to one or more roles, and that user inherits the security settings defined for those roles. This topic explains how role-level rights are inherited by individual users.

In general, role rights are additive. Users are granted the most permissive set of rights among their own personal security settings and any roles that they are assigned to. Roles are intended to grant permissions, not deny permissions.

Role inheritance works slightly differently for different areas of security, as detailed in the following sections. When configuring security settings for a user, be sure to review the **Effective Permissions** section that is available in most areas of the dialog. This section displays the user's effective permissions after taking into account all applicable factors, including role inheritance, subsystem restrictions, and administrator status.

NOTE: If subsystems are being used, then role inheritance works in the same way, but users' effective permissions are limited by the subsystem's maximum permissions. For more information, see Security Subsystems.

▶ Permissions

The **Permissions** tab of security defines access rights for specific Axiom Budgeting and Performance Reporting features. By default, users inherit security permissions from any roles that they are assigned to. However, you can override role inheritance for a user on a per permission basis.

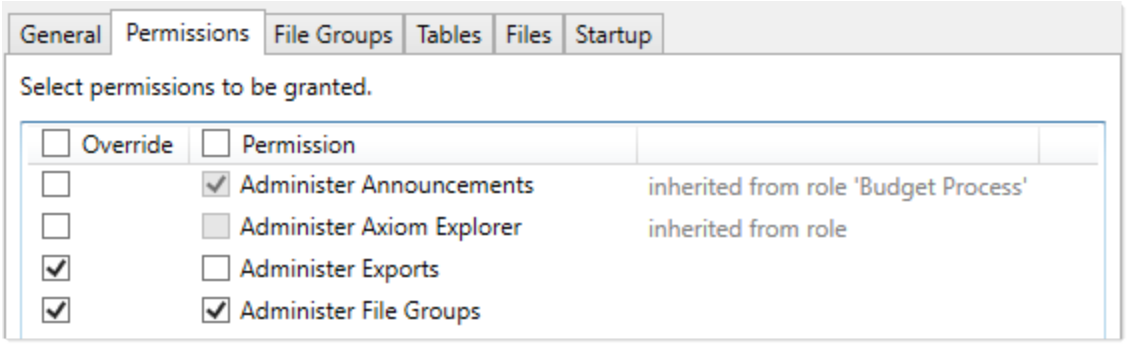
If a permission is set to inherited, then the user is granted the most permissive set of rights among any roles the user is assigned to. For example, imagine the following settings for the **Browse Audit History** permission:

User	Inherited
Role1	Unchecked
Role2	Checked

If the user is assigned to both Role1 and Role2, then the user inherits the permission and can access the audit history for the system.

If instead you select to **Override** a permission for a user, then that permission is no longer inherited from roles. The user is granted or denied the permission based on whether the **Permission** box is checked for the user.

The following screenshot shows what the Permissions tab looks like in all possible states:



Example Permissions tab

In this screenshot, the example permissions are treated as follows:

- **Administer Announcements**: Inherited from role. The Budget Process role grants this permission to the user, so the Permission check box shows as checked, and the role name is listed in the details to the right.
- **Administer Axiom Explorer**: Inherited from role. None of the roles that the user belongs to currently grant this permission, so the Permissions check box shows as unchecked.
- **Administer Exports**: The Override check box is checked, so the user does not inherit this permission from any roles. The Permission check box is not checked, so the user does not have this permission.
- **Administer File Groups**: The Override check box is checked, so the user does not inherit this permission from any roles. The Permission check box is also checked, so the user has this permission.

Startup documents

The **Startup** tab of security specifies files to open when a user starts Axiom Budgeting and Performance Reporting, such as the home page, task panes, and ribbon tabs. Users inherit startup files from roles in addition to their own individually assigned startup files.

Each user can have only one home page. If a user has an individually assigned home page, that file will be used and any role settings are ignored. Otherwise, the user will inherit the home page from a role. If no home page is assigned, the default home page is used.

For more information about startup file inheritance, see Assigning startup files (Startup tab), and review the section for the applicable type of startup file.

File groups

The **File Groups** tab of security defines access rights for plan files in file groups. For file groups, you can configure role inheritance to be handled in a variety of ways. You can specify that role settings are combined with user settings, or that role settings are inherited independently from user settings, or that role settings are ignored entirely and not inherited.

For more information and examples of how role file group permissions apply to users, see Understanding role inheritance options for file group permissions.

All other areas

For all other areas of Security, the user inherits the most permissive set of rights among their own personal security settings and any roles that they are assigned to. This applies to the **Tables** tab and the **Files** tab.

For example, imagine the following access level settings for a report folder:

User	Read-Only
Role1	None
Role2	Read/Write

If the user is assigned to both Role1 and Role2, then the user has Read/Write access to that report folder, because that is the most permissive set of rights available to the user.

Each tab has an **Effective Permissions** section where you can view the rights that the user will be granted after taking into account role inheritance, administrator status, and folder inheritance (where applicable).

NOTES:

- For table access, if both the user and a role have filtered access, the filters are concatenated using OR. So if a user has a table filter of `DEPT.Region='North'` and a role the user is assigned to has a table filter of `DEPT.Region='South'`, then that user's full filter is:

  ```
  DEPT.Region='North' OR DEPT.Region='South'
  ```

  That user has access to data for either the North or South regions.

- For table access, you can choose to ignore role inheritance. If this option is enabled for a user, then any applicable role access settings for the table are not inherited (including the **Full Access** setting) and the only filter applied is the user's filter.

Granting administrator-level permissions

In Security, users can be designated as a system administrator, by enabling the **Administrator** option on the **General** tab.

System administrators have full rights to all features and all data for the system. Although you can configure security settings for administrators, such as to define file access or table filters, these settings will be overridden as long as the Administrator check box is enabled for the user. The Effective Permissions will reflect the user's full access.

Administrator-only features

Administrators have access to all features and files in the current Axiom Budgeting and Performance Reporting system. While non-admin users can be granted access to many features and files, some features are only available to administrators:

- The ability to make another user a system administrator
- The ability to lock non-admin users out of the system, and the ability to log into a locked system
- The ability to restore a deleted file
- The ability to modify system configuration settings using Save Type 4, or using the System Configuration page in the Axiom Web Client
- Access to Scheduler administration features in the Scheduler dialog (such as viewing all job history, managing system jobs and event handlers, managing Scheduler servers, and managing remote data connections)
- Access to system folders in Axiom Explorer (therefore, any file management for system files that cannot be done using system utilities can only be done by administrators)
- Access to certain underlying file group folders such as the Plan Files folder, Plan File Attachments folder, and the Calc Method Libraries folder
- Access to the **Developer > Tools** menu on the Axiom Designer ribbon (though some of the features on this menu are available elsewhere without the administrator restriction)
- Access to the technical administration features in the Axiom Web Client, such as: Reset Services, Rebuild Table Views, System Logs, and Update License

- Ability to create and edit imports that use the current Axiom database as the source data

Security access for non-administrators

If you want a user to be able to access and edit security settings, but you do not want to make the user an administrator, there are two options:

- You can give the user the **Administer Security** permission. Users with this permission can add, edit, and delete users, roles, and subsystems, and can access security tools such as **System Access** and **Logged in Users**.
- If you are using subsystems, you can assign a user as a subsystem administrator. Users with this permission can edit the security settings for users that belong to the subsystem, and can also create and delete users within the subsystem. For more information, see About subsystems.

These users do not have access to the **Administrator** check box in Security. They cannot make themselves or any other user an administrator.

The Everyone role

The Everyone role is a built-in role for each Axiom Budgeting and Performance Reporting system. The purpose of this role is to define security settings that apply to every user in the system. All users automatically belong to the Everyone role.

The Everyone role has the following default settings:

- **Document reference tables.** When a new document reference table is created, the Everyone role is automatically granted full read access to that table. This permission grants all users the right to query the data in document reference tables. In most cases, this is the desired level of rights. If you have some particular document reference tables that you do not want every user to have access to, then you can do one of the following:
  - Modify the Everyone role to remove access to those tables, and instead grant access directly to specific users and roles.

    OR

  - Leave the Everyone role at the default of full access, and instead modify certain users to ignore role inheritance for that table.
- **On-demand file groups.** When a new on-demand file group is created, the Everyone role is automatically granted the **Create New Records** permission for that file group. Effectively, this means that any user who also has access to plan files in the file group will also have permission to create new plan files. If you do not want this behavior—meaning that you want some users to be able to access plan files in the file group without being able to create new plan files—then you can remove the permission from the Everyone role and instead grant it to individual users and roles as needed.

- **Startup task panes.** By default, the Everyone role is configured to open the Explorer and Process task panes on startup, as non-closeable task panes. You can modify the Everyone role to remove any of these task panes, and instead grant access directly to specific users and roles (or do not grant access to anybody, if you do not want to use these task panes at all). Only the Explorer task pane will open automatically for all users; the Process task pane only displays when it is relevant to the user.

  NOTE: In systems with installed products, your Everyone role may have been modified to not open these task panes on startup, and instead open different task panes.

- **Startup ribbon tabs**. By default, the Everyone role is configured to open the Axiom and Axiom Designer ribbon tabs on startup.
  - The Axiom ribbon tab shows for all users and provides the default menu for the Desktop Client. You should not remove this tab from the Everyone role unless you have created one or more custom ribbon tabs that you plan to assign to the necessary users and/or roles instead.
  - The Axiom Designer ribbon tab is limited to administrators only. You can modify the configuration of the startup file so that it displays to other users, or you can remove it from the Everyone role and instead grant access directly to specific users and roles (or do not grant access to anybody, if you do not want to use the ribbon tab at all).

  NOTE: In systems with installed products, your Everyone role may have been modified to not open these task panes on startup, and instead open different task panes.

If desired, you can modify the Everyone role to grant additional rights to every user. Any right granted at the Everyone level will be inherited by every user, except for rights that have been overridden at the user level. Subsystem restrictions, if applicable to the user, still apply.

Note the following about the Everyone role:

- The Everyone role cannot be renamed or deleted. The security settings for the role can be modified in either the **Security Management** dialog or by using **Open Security in Spreadsheet**.
- Users cannot be explicitly assigned to the role, nor can they be removed from the role. All users permanently belong to this role.
- The Everyone role is not recognized by GetSecurityInfo("InRole") or when querying security tables via Axiom query. It is assumed that all users belong to the role; therefore it is not listed as a role assignment.

Configuring Security Settings

Security settings for users, roles, and subsystems are organized by tabs in the Security Management dialog. The following tabs are available:

Tab	Description
General	Define general settings such as name and email, as well as role assignments and system access.
Permissions	Set permissions for individual features.
File Groups	Set access rights for file groups.
Tables	Set access rights for tables.
Files	Set access rights for files in the Axiom Budgeting and Performance Reporting file system. This includes reports, imports, task panes, and Scheduler jobs.
Startup	Specify certain files to open automatically on system startup.

Defining user properties (General tab)

The following settings are available for users on the **General** tab.

User Details

Each user has the following general properties:

Item	Description
First Name	The user's first and last name.
Last Name	This information can be referenced by using the function GetUserInfo.
Email	The user's email address. This address is used to send user notifications, such as for process management. This information can be referenced by using the function GetUserInfo.
License Type	The user's license type. By default, users are **Standard** users unless a different user type is selected. Standard users have the potential to access any feature or file in Axiom Budgeting and Performance Reporting, limited by their security permissions. In addition to standard users, the following user types are available:

Item	Description
	• **Axiom Support** users are intended to allow Axiom Budgeting and Performance Reporting support representatives to log into your system as part of requested support activities. Any user accounts assigned to this license type must acknowledge that they are Axiom representatives when they log into the system. Once a user has been assigned an Axiom Support license, that license can only be removed by another Axiom Support user. Support users must use either Axiom Prompt authentication or Internal AD authentication (Axiom Cloud systems only). **NOTE:** The Axiom Support license type is primarily intended for use in on-premise systems. For Axiom Cloud systems, active Axiom support representatives can access your system to troubleshoot reported issues without requiring a support user to be created in the system. • **Consultant** users are intended to allow Axiom Budgeting and Performance Reporting consultants to log into your system as part of contracted consulting engagements. Any user accounts assigned to this license type must acknowledge that they are Axiom representatives when they log into the system. Only Axiom support users can create a consultant user. Consultant users must use **Internal AD** authentication for Axiom Cloud systems, and **Axiom Prompt** authentication for on-premise systems. • **Viewer** users allow for view-only access to Axiom Budgeting and Performance Reporting. Viewer users can access files as read-only, but they cannot save files or data, and they cannot otherwise perform "change actions" on the files (such as submitting a plan file for process management). Viewer users also cannot perform any administration functions. Security permissions for viewer users can be set as normal, but any settings above read-only access to files will be ignored. The Effective Permissions will note that the user is being limited due to the Viewer license. However, if you switch the user to a Standard license, the settings will be honored. The number of users that can be created and assigned to each license type depends on your Axiom Budgeting and Performance Reporting license.
Authentication	The method used to authenticate the user for access to Axiom Budgeting and Performance Reporting. By default, new users will be assigned to your installation's configured authentication mode; however, this can be changed on a per user basis as needed.

Item	Description
	• **Axiom Prompt**: Select this option if you want the user to be authenticated by using their Axiom Budgeting and Performance Reporting user name and password. You would use this option if your installation is not configured to enable an external authentication method, or if you are using an external authentication method but you want to create a user who can log in directly. • **Windows User**: Select this option if you want the user to be authenticated based on their Windows credentials. This option is only valid if your installation is configured to enable Windows Authentication. For more information, see Using Windows Authentication. • **LDAP Prompt**: Select this option if you want the user to be authenticated via your LDAP directory. This option is only valid if your installation is configured to enable LDAP Authentication. For more information, see Using LDAP Authentication. • **OpenID**: Select this option if you want the user to be authenticated using an OpenID provider. This option is only valid if your installation is configured to enable OpenID Authentication. For more information, see Using OpenID Authentication. • **SAML**: Select this option if you want the user to be authenticated using a SAML identity provider. This option is only valid if your installation is configured to enable SAML Authentication. For more information, see Using SAML Authentication. • **Internal AD**: This option can only be used with **Consultant** and **Support** license types, and only for Axiom Cloud systems. It allows the consultant or support user to be authenticated using Syntellis' internal Active Directory. The login name must match the email address for the user within Active Directory. For example, if the user's email address is jdoe@syntellis.com, then the user's Axiom login name must be jdoe@syntellis.com. In order to log in using Internal AD authentication, the user must go to the following page for the system: `https://ClientName.axiom.cloud/internal`. An additional option of **Unspecified** exists to support backwards-compatibility for systems upgraded from older versions. Upgraded users may be assigned to it, but it cannot be selected otherwise. If you have users assigned to this option, we recommend changing their assignment to the appropriate authentication type.

Item	Description
Login	The user's login name. If the user's authentication type is anything other than Axiom Prompt, then the user's login name must match the user's login name for the designated authentication source (for example, it must match the user's Windows login name when using Windows Authentication). See the information on the appropriate authentication type for login name requirements. For Windows Authentication only, you can validate that the login name matches a user name in one of the allowed domains by clicking the **Validate** icon to the right of the box. A message box will let you know whether the name was found or not. This feature is only available if Windows Authentication is enabled and at least one valid domain name has been specified as an allowed domain. This information can be referenced by using the function GetUserInfo.
Password	The user's Axiom Budgeting and Performance Reporting password. Click the **...** button to the right of the box to set or change the user's password. All users must have a non-blank password. Users can change their own password later from within the application. **NOTES:** • By default, Axiom Budgeting and Performance Reporting enforces a basic set password rules. If desired, you can disable these rules and allow any password. See Enabling password rules. • The Password setting only displays for Axiom Prompt users. For all other authentication types, a randomly generated password will be created for the user and cannot be changed. Users cannot log in with this randomly generated password; they can only log in using their specified authentication type. If you are an administrator and you need to log into Axiom Budgeting and Performance Reporting as another user in order to test that user's security settings, you do not need to know that user's password. For more information, see Testing user security.
Enabled	Specifies whether the user can access Axiom Budgeting and Performance Reporting. If this check box is *not* selected, the user cannot log into any Axiom Budgeting and Performance Reporting system. **NOTE:** System administrators cannot disable other system administrators. The **Administrator** permission must be removed before the user can be disabled.

Item	Description
Locked Out	If a user has become locked out of the system due to exceeding the configured number of failed login attempts, then the system will automatically select this check box. You can clear the lockout by clearing this check box. This setting only displays if you have manually configured a lockout threshold. For more information, please contact Axiom Support. If an administrator becomes locked out, and no other administrator accounts are available to clear the lockout, the Axiom Software Manager can be used to reset the administrator's password and clear the lockout.
Administrator	Specifies whether the user has administrator-level permissions. If this check box is selected, then the user has access to all features and data in the current system. For more information, see Granting administrator-level permissions. **NOTE:** This check box only displays to users who have the **Administrator** permission. In other words, a user cannot make themselves an administrator, they have to be granted the right by a user who is already an administrator.
Directory Sync Enabled	Specifies whether the user will be synched with Active Directory the next time an Active Directory import is performed. This is enabled by default. • If enabled, then the user will be synchronized with Active Directory according to the settings in the Scheduler task for the import. For more information about how this import and synchronization occurs, see How Active Directory user synchronization works. • If disabled, then the user will not be affected by the Active Directory import, even if the user name matches a user name in the import. **NOTE:** This check box only displays if Active Directory import has been enabled for your system.

Assigned Roles

Users can be assigned to one or more roles. If the user is already assigned to roles, those roles are listed here.

- To add a user to a role, click **Add** +. In the **Assign Roles** dialog, you can select roles for the user.
- To remove a user from a role, select the role in the list and then click **Remove** ✕.

Role assignments can be made when editing either the user or the role. Any changes made in one area are automatically applied to the other area.

NOTE: The Everyone role is not listed in the **Assigned Roles** box. All users belong to the Everyone role and cannot be removed; therefore it is not listed as a role assignment.

For more information, see How role settings are applied to users.

Assigned Subsystems

This section only displays if subsystems are enabled for your system. See Security Subsystems.

If you are using subsystems, you can optionally assign the user to one or more subsystems. If the user is already assigned to subsystems, those subsystems are listed here.

- To add a user to a subsystem, click **Add** +. In the **Assign Subsystems** dialog, you can select subsystems for the user.
- To remove a user from a subsystem, select the subsystem in the list and then click **Remove** ✕.

IMPORTANT: If you remove a user from a subsystem, that subsystem's maximum permission limit will no longer apply to that user.

Subsystem assignments can be made when editing either the user or the subsystem. Any changes made in one area are automatically applied to the other area.

NOTE: If you are a subsystem administrator, then all users that you have access to must belong to a subsystem. If you are an administrator for only one subsystem, then any new users you create are automatically added to that subsystem. If you are an administrator for multiple subsystems, then the user is automatically assigned to one of the subsystems; you can change the assignment as needed.

Configuring role properties (General tab)

The following settings are available for roles on the **General** tab.

Role Details

Each role has the following general properties:

Field	Description
Name	The name of the role. **NOTE:** The name of the built-in Everyone role cannot be changed.
Description	A description of the role. The description is for the administrator's use only, to help explain the purpose of the role.

Assigned Users

Multiple users can be assigned to a role. If the role already has assigned users, those users are displayed here.

- To add a user to the role, click **Add** +. In the **Assign Users** dialog, you can select users to add to the role.
- To remove a user from the role, select the user in the list and then click **Remove** ✕.

Role assignments can be made when editing either the user or the role. Any changes made in one area are automatically applied to the other area.

NOTE: This section is not available when editing the built-in Everyone role. All users belong to the Everyone role and cannot be removed.

For more information, see How role settings are applied to users.

Configuring feature permissions (Permissions tab)

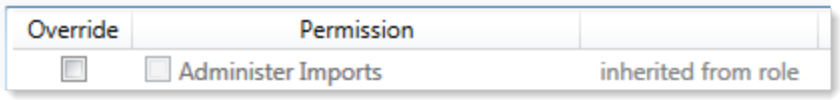
On the **Permissions** tab of the **Security Management** dialog, you can specify which features a user or role has access to. The **Permissions** tab works slightly differently depending on whether you are defining rights for a user or a role.

NOTE: If you are defining permissions for a subsystem, see Defining maximum permissions for subsystems.

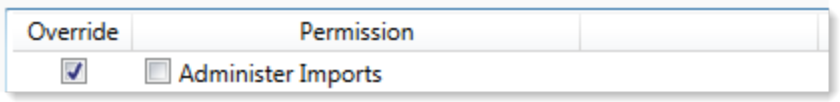
Setting permissions for users

For users, each permission has three available settings:

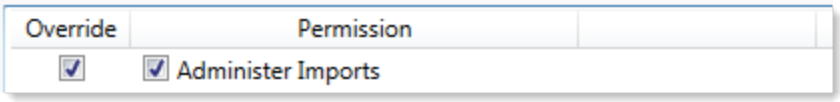
- **Inherited**: The permission is not set for the user. The permission is grayed out and the text "inherited from role" appears to the right of the permission name. If the user is assigned to a role, this permission can be inherited from the role.



- **Denied**: If the **Override** check box is selected, but the **Permission** check box is not selected, this means that the user explicitly does not have access to the feature. The user will not inherit the permission from any roles.



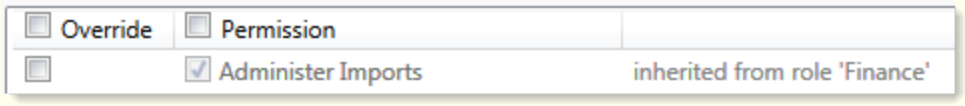
- **Allowed**: If the **Override** check box and the **Permission** check box are selected, this means that the user explicitly has access to the feature, regardless of any role settings.



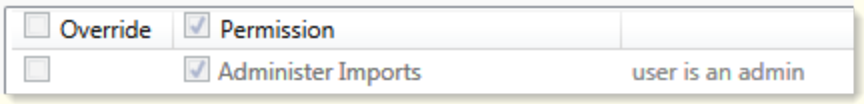
By default, all user permissions are left unset and are inherited from any role assignments. If you want to override role inheritance and explicitly set a permission for the user, then you must select the **Override** check box and then leave the permission unchecked (to deny the permission) or checked (to allow the permission).

NOTES:

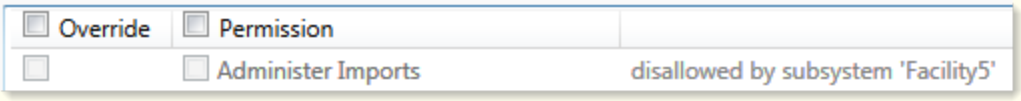
- When a permission is inherited from a role, it displays the effective permission for the user. For example, if a user is assigned to a role that has the **Administer Imports** permission, and that permission is eligible for inheritance, then the check box for that permission displays as grayed out and selected. The name of the role from which the permission is inherited is also listed. For example:



- If a user has administrator rights to the system, that user has all permissions. In this case, the permissions list is grayed out and cannot be edited, and all permissions display as selected. The text "user is an admin" displays next to the permission names.



- If the user belongs to a subsystem, and the subsystem settings do not allow a particular permission to be granted to users in the subsystem, then the permission is grayed out and cannot be edited. The text "disallowed by subsystem" (including the subsystem name) displays next to the permission name.



Setting permissions for roles

For roles, the **Permission** box for each permission is either checked or unchecked. If a permission is checked for a role, then users who have that permission set to "inherited" will inherit rights to that permission when they are assigned to that role.

Permissions

The following permissions are available:

Permission	Description
Administer Announcements	The user can create, edit, and delete announcements and announcement categories. The user must have access to a form-enabled file with an Announcements component in order to use this permission.

Permission	Description
Administer Axiom Explorer	The user can access the Axiom Explorer dialog. The user's other security permissions determine what folders they can view within this dialog and what actions they can perform on them. **NOTE:** This permission has no impact on the availability of the Explorer task pane. Any user can use the Explorer task pane.
Administer Exports	The user can create exports in the Exports Library. The user must also have read/write permissions to at least one folder within the Exports Library (as configured on the **Files** tab), or else they will have no place to save their created exports. Execute permissions are also managed on the Files tab.
Administer File Groups	The user has general administrative permissions to *all* file groups. The user can: • Create and delete file groups • Edit file group settings • Clone file groups • Manage scenarios for file groups • Manage restore points for file groups • Manage categories for file groups • Manage file group aliases • Use the Delete Plan Files command to delete any plan file from an on-demand file group **NOTE:** Generally speaking, this permission does not grant access to any files within the file groups, such as plan files, templates, and drivers. The user must be granted access to these files separately if the user is expected to manage or use these files. There are two exceptions: the user can delete any on-demand plan file using Delete Plan Files, and the user can restore any plan file when using restore points.
Administer Imports	The user can create import utilities. The user must also have read/write permissions to at least one folder within the Imports Library (as configured on the **Files** tab), or else they will have no place to save their created imports. Execute permissions are also managed on the Files tab.
Administer Locked Items	The user can remove file locks on documents and tables, and can remove save locks on Axiom forms. The list of locked items is limited to the files and tables that the user has some level of access to. The user cannot see or unlock items that the user does not have access to.

Permission	Description
Administer Picklists	The user can administer picklist tables using the Web Client Table Manager. The user can create new picklist tables. For existing picklist tables, the user can edit table properties and delete tables (as long as the user has at least read-only permission to the table, otherwise the table does not display in the table manager). Administer Picklist users do not gain access to the table administration features in the Desktop Client.
Administer Security	The user can access and edit security settings for the current system. The user can also access security-related tools such as **System Access** and **Logged in Users**. The **Administrator** check box is not available to users with this permission.
Administer Tables	The user has general table administration permissions. The user can: • Create and delete tables • Edit table structure • Open tables using Open Table in Spreadsheet • Use other table utilities available on the table administration menu (**Administration > Tables > Table Administration** The user's read and write filters (as set on the **Tables** tab) are honored for purposes of viewing and saving table data.
Administer Task Panes	The user can create and edit task panes and ribbon tabs, as allowed by the user's folder / file access rights defined for the Task Panes Library and the Ribbon Tabs Library (as set on the **Files** tab).
Administer Updates	The user can apply product updates to the Axiom Budgeting and Performance Reporting installation.
Create Web Reports	The user can create web reports and fixed row structures. The user must also have read/write access to at least one folder in the Reports Library in order to save any newly created web reports. This permission only controls creation of new web reports and fixed row structures. Users with the appropriate read/write access can still edit and delete existing web reports and fixed row structures. **NOTE:** Currently, this is the only report type with an explicit permission to control creation of new reports. For all other report types, any user can create a report as long as they have access to a location to save the report.

Permission	Description
Browse Audit History	The user can view audit history for the system. **NOTE:** Users with this permission can see audit records for all changes, including changes made to tables that the user does not otherwise have access to. Use caution in granting this permission.
Excel Client Access	The user can launch and use the Axiom Budgeting and Performance Reporting Excel Client. If the user does not have this permission, the Excel Client icon does not display on the Quick Launch menu or the default Home page.
PowerPoint Add-In Access	The user can launch and use the PowerPoint Add-In for Axiom Budgeting and Performance Reporting. If the user does not have this permission, the PowerPoint Add-In icon does not display on the Quick Launch menu.
Remove Protection	The user can remove workbook and worksheet protections, for any Axiom file that the user can access. **NOTE:** Alternatively, you can grant unprotect rights for individual report files and folders on the **Files** tab, or for plan files on the **File Groups** tab.
Scheduled Jobs User	The user can access the Scheduler dialog for the purposes of working with scheduled jobs. The user can create jobs, edit jobs, run jobs, and delete jobs, as allowed by the user's folder and file access rights defined for the Scheduled Jobs Library (as configured on the **Files** tab of Security). For example, you might create a sub-folder for each user and only grant the user rights to that folder. The user can view the results of jobs that the user has executed. Other job history is not available to the user. The user cannot manage Scheduler servers, edit system jobs, or use other Scheduler administration features. **NOTE:** Generally speaking, task-level security is not applied to users with this permission, within the context of Scheduler. However, file-level rights are enforced. For example, the user can create and/or run a Process Plan Files task within a Scheduler job, even if the user does not have the Process Plan Files permission. But within that task, the user can only process file groups and plan files that the user otherwise has access to.

Permission	Description
User Documents Folder Access	The user can access a My Documents folder in their My Files section. The user can save files to My Documents. The user has read/write access over any file saved to this area. Typically this permission is only granted to power users who may need a place to save their own "personal" reports or an area to temporarily save "in progress" files. Administrators can access any user's My Documents folder. Other users cannot access it. **NOTE:** If a user has this permission and then later it is removed, the user's existing My Documents folder is not deleted; it is simply hidden from the user in Explorer dialogs. If desired, an administrator can delete the folder in `\Axiom\Axiom System\User Folders`.
Windows Client Access	The user can launch and use the Axiom Budgeting and Performance Reporting Windows Client. If the user does not have this permission, the Windows Client icon does not display on the Quick Launch menu or the default Home page.
Word Add-In Access	The user can launch and use the Word Add-In for Axiom Budgeting and Performance Reporting. If the user does not have this permission, the Word Add-In icon does not display on the Quick Launch menu.

NOTE: Generally speaking, if a user does not have rights to a feature, the menu item associated with that feature does not show on that user's ribbon tabs or other applicable areas.

Configuring file group permissions (File Groups tab)

On the **File Groups** tab of the **Security Management** dialog, you can manage user access to plan files and to file group features. On this tab, you can specify the following:

- Which plan files a user can access
- The level of access to those plan files (read-only or read/write)
- What features are available in those plan files (such as saving data or inserting calc methods)
- Which file group administration features the user can access (such as Create Plan Files or Process Plan Files)

NOTES:

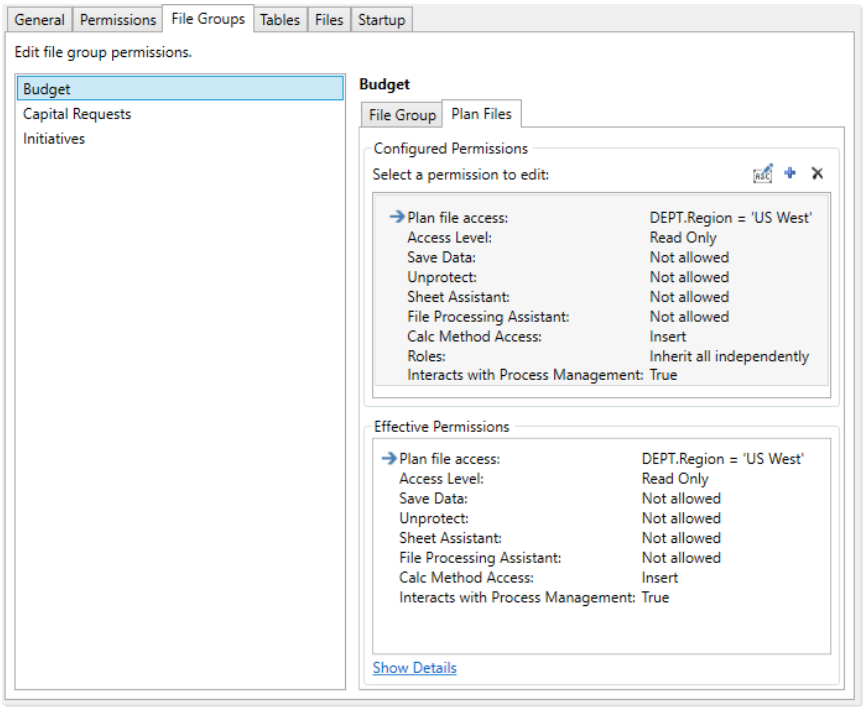
- The settings on this tab do not apply to administrators. Administrators have access to all plan files and all file group features.
- If you are defining permissions for a subsystem, see Defining maximum permissions for subsystems.

IMPORTANT: This tab does not control access to other files in a file group, such as templates, drivers and utilities. To give users access to these files, use the **Files** tab.

File group permissions

The settings on the **File Group** tab define permissions for each file group. The left-hand side lists the available file groups for the system. When you select a file group in the list, you can define the security settings for the user or role using the two sub-tabs on the right-hand side.

- **File Group**: Manage access to file group administration features such as Create Plan Files and Process Plan Files. This tab can be ignored for most end users.
- **Plan Files**: Manage access to plan files. It is necessary to configure access on this tab if you want the user to have any access to plan files in the file group.



Example File Groups tab, configuring permissions to plan files

File groups are listed by display name, followed by the file group code in parentheses. If the name of the file group is different than the display name, that name is also displayed in the parentheses.

The **Effective Permissions** section displays the full permissions of the user, taking into account any inherited role rights and other settings such as administrator rights.

NOTE: If a non-admin user has no effective permissions for a file group (either on the **File Groups** tab or on the **Files** tab), then that user cannot see the file group in Axiom Explorer, the Axiom ribbon tab, and other lists of file groups.

File Group tab

Use the **File Group** tab to configure user access to administration features for the file group. This tab is optional and can be ignored for most end users.

To grant a user access to one of these features, select the check box. By default, all check boxes on this tab are not selected, which means the user does not have access to any of these features.

Item	Description
Modify File Group	This permission grants general administrative rights to the file group. The user can: • Edit the file group settings • Clone the file group • Manage scenarios for the file group • Manage restore points for the file group
Create Plan Files	The user can create plan files for the file group, using the **Create Plan Files** feature. This permission is limited to those plan files where the user has read/write access, as defined in the **File Groups** tab of Security. This permission also grants access to the **Copy Plan Files** feature for standard file groups, which can be used in certain specialized configurations to copy plan files from one file group to another. In this case the user must have read/write access and **Create Plan Files** permission to the target file group. **NOTE:** If the file group is an on-demand file group, then users do *not* need this permission in order to create new plan files "on demand." Instead, users need the **Create New Records** permission.
Create New Records	The user can create new plan files for the on-demand file group. This process includes creating a new identity record in the plan code table and then creating a plan file for that record using either its assigned template or by copying an existing plan file (when using the **Clone selected item** feature). This permission only applies to on-demand file groups. By default, this permission is automatically enabled on the Everyone role when a new on-demand file group is created. This means that any user with at least **Read-Only** access to plan files in this file group will also have the ability to create new plan files. (This includes plan file permission sets with the potential to be elevated to read-only access or higher, due to the **Interacts with Process Management** permission.) If you do not want all users with access to the file group to be able to create new plan files, then you can remove the permission from the Everyone role and instead grant it to individual users and roles.

Item	Description
Process Plan Files	The user can process plan files for the file group, using the **Process Plan Files** feature. This permission is limited to plan files where the user has at least read-only access, as defined in the **File Groups** tab of Security. The user can run Axiom queries and save data as part of the process, but the user can only save the file if they have read/write access to it.
Run Axiom Queries	The user can refresh Axiom queries in plan files, using the **Refresh** feature. By default, non-admin users cannot use the **Refresh** feature in plan files. If you have a plan file design where users should be able to refresh the queries in the file as needed, then you should enable this permission. **NOTES:** • This permission does not apply to "refresh on open" Axiom queries, or to queries run using the RunAxiomQueryBlock function. These queries will always run, regardless of whether the user has this permission. • This permission does not apply to form-enabled plan files (when viewed as an Axiom form). Axiom queries in form-enabled plan files will refresh according to the standard form refresh behavior, regardless of whether the user has this permission.
Manage Calc Methods	The user can perform all management activities for calc method libraries in the file group, including adding new calc methods, editing calc methods, deleting calc methods, as well as use any other calc method features available on the **CM Library** menu. The user can also insert or change calc methods in any file group files that the user has access to, and can override any calc method controls.

Plan Files tab

Use the **Plan Files** tab to configure user access to plan files for the file group. Each plan file *permission set* defines the following:

- The plan files that the permission set applies to (all plan files or a filtered subset)
- The permissions to be applied to those plan files (such as: access level, ability to save data, and calc method permissions)
- The role inheritance to be applied to the permission set (none, combine, or independent)

Users can have multiple permission sets per file group—for example, to define read/write access to one set of plan files and read-only access to another set of plan files. These permission sets can be configured for the user directly or inherited from one or more roles. Roles can only have one defined permission set per file group.

You can add, edit, and delete permission sets as follows:

- To add the first permission set for a user or a role, click **Add a Permission**.

- To add an additional permission set for a user, click the plus icon ✚ .
- To edit a permission set, double-click it. You can also select it and then click the edit icon .
- To delete a permission set, select it and then click the delete icon ✕.

NOTES:

- If a user has no configured permission sets, the user will inherit role permissions using independent inheritance. Each role's permissions will be inherited as a separate unit. For more information on role inheritance behavior for file groups, see Understanding role inheritance options for file group permissions.
- If a user has multiple configured permission sets, only the first permission set displays in **Open Security in Spreadsheet**.

When creating or editing a permission set, the **Plan File Permission** dialog opens. Within this dialog, you can configure all permissions relating to this permission set.

Item	Description
File access level	The level of access that the user or role has to the plan files covered by this permission set. Select from one of the following: • **No Access**: The user or role has no access to plan files. The No Access option is intended to be used in conjunction with **Interacts with Process Management** and/or with **Combine** role inheritance. You can define other permissions for the plan files, and those permissions will apply when the user's access level is elevated due to a plan file process, or combined with another permission set to result in a higher level of access. • **Read Only**: The user or role has read-only access to plan files. • **Read/Write**: The user or role has read/write access to plan files in the file group. **NOTES:** • The ability to save data to the database from within a file is controlled separately, using the **Allow Save Data** permission. • If you are using a plan file process with this file group, select the level of access that you want the user to have when they are NOT the current step owner. For example, you may want the user to have no access if they are not the step owner, or read-only access. • If the file group uses virtual spreadsheet plan files, and you want file locking behavior to apply to the plan files, then users must have Read/Write access to the files instead of Read-Only access (even though the virtual files cannot be saved).

Item	Description
Allow Save Data	Select this check box if you want the user or role to be able to save data to the database from the plan files covered by this permission set. **NOTES:** • If you are using a plan file process to manage access to plan files, you do *not* need to select this option. When the user is a step owner of a plan file, the user's permissions will be "elevated" as needed, including the ability to save data to the database. Generally you would only enable **Allow Save Data** for a user if you want the user to be able to save the data at all times, regardless of process step ownership. • If a user has **Read Only** access and **Allow Save Data**, then the user will be able to save data to the database but not save changes to the file. Generally this configuration would only be used with form-enabled plan files. Users with this combination of rights can save data from the file at any time, regardless of whether the file is locked to another user. • In most cases, this option is only selected if the user also has **Read/Write** access to the file group, so that file changes and data changes can be saved in sync.
Allow Calc Method Insert	Select this check box if you want the user or role to be able to insert calc methods into plan files. This option enables or disables the user's overall ability to insert calc methods. Within individual templates/plan files, calc method controls can be used to further control which calc methods can be inserted and where they can be inserted. It is valid to select this option even if the user has **No Access** or **Read Only** access to plan files, if the user's access will be elevated by a plan file process or combined with another permission set. It is also valid to insert calc methods in read-only plan files when using form-enabled plan files. **NOTE:** This setting does not apply if the user has been granted the **Manage Calc Methods** permission. Users with this permission can perform any calc method action in any plan file that they have access to within the file group.

Item	Description
Allow Calc Method Change	Select this check box if you want the user or role to be able to change methodologies in the plan file by overwriting one calc method with another. This option enables or disables the user's overall ability to change calc methods. Within individual templates/plan files, calc method controls can be used to further control which calc methods can be used to overwrite and where overwrite is allowed. It is valid to select this option even if the user has **No Access** or **Read Only** access to plan files, if the user's access will be elevated by a plan file process or combined with another permission set. **NOTE:** This setting does not apply if the user has been granted the **Manage Calc Methods** permission. Users with this permission can perform any calc method action in any plan file that they have access to within the file group.
Allow Unprotect	Select this check box if you want the user or role to be able to unprotect the worksheet and workbook within plan files. If enabled, the user will have access to the **Protect** toggles in the **Advanced** group on the Axiom ribbon. This option should only be granted in special situations. Normally, end users are not allowed to unprotect plan files.
Allow Sheet Assistant	Select this check box if you want the user or role to see the Sheet Assistant. Generally, you should only expose the Sheet Assistant if the user is expected to edit file settings, including Axiom query settings. Enabling this permission also has the following impacts: • The user has access to the Control Sheet. The Control Sheet is hidden by default in plan files but the user can unhide it via the Sheet Assistant. • The Drilling Control Sheet will not be hidden if the user has the Sheet Assistant permission. • If the user has read/write permission and the Sheet Assistant permission, then the user can enable forms for the file and can see the Form Assistant and Form Control Sheet. • The Data Source Assistant is also available if the Sheet Assistant is available. If this check box is not selected, then the user cannot see the Sheet Assistant or the other related items as described above. This option should only be granted in special situations. Normally, end users are not allowed to edit settings in plan files.

Item	Description
Allow File Processing	Select this check box if you want the user or role to be able to perform file processing on the file. If selected, then the user has access to file processing features, including the File Processing button on the menu and the File Processing task pane. The related control sheets will also be visible to the user. If this check box is not selected, then the user cannot perform file processing actions and cannot see the related menu items, task panes, or control sheets. This option should only be granted in special situations. Normally, end users do not perform file processing in plan files.
Apply settings to	Select one of the following to determine the plan files that this permission set applies to: • **All Plan Files**: The configured permissions apply to all plan files in the file group. • **Filtered Plan Files**: The configured permissions apply to a subset of plan files in the file group, as defined using a filter. For more information on defining a plan file filter, see Defining plan file filters.
Interacts with Process Management	This option specifies whether this permission set interacts with plan file processes. It is enabled by default for users, and disabled by default for roles. Enabling this option has the following effects, for plan files covered by this permission set: • If the access level of the permission set is No Access, the permission set will still be considered for step ownership when the user is directly assigned as the step owner. If "interacts" is disabled, then the permission set is only considered if the access level is at least Read Only. • If the ownership assignment is through a role, enabling this option tells the process to consider this permission set when evaluating which role members should be step owners. If this option is not enabled, then this permission set will be ignored by the plan file process when evaluating the role permission.

Settings for users only

The following settings apply only to users, not to roles. These settings specify how the user will inherit file group rights from any roles that the user is assigned to. For more information, see Understanding role inheritance options for file group permissions.

Item	Description
Role Inheritance	Specify how the user will inherit file group permissions from roles: • **None**: The user will not inherit file group permissions from roles. Only the user's configured permissions will be applied. Role permissions will be ignored. • **Combine**: The user's permissions and any role permissions will be combined, so that the user will be granted the most permissive set of rights among all the plan file access settings. Using the **Role(s)** setting, you can specify whether this applies to all roles that the user belongs to, or only a specific role. • **Independent** (default): The user will inherit permissions from roles, but the user's configured permissions and the role's inherited permissions will be applied separately. Using the **Role(s)** setting, you can specify whether this applies to all roles that the user belongs to, or only a specific role.
Role(s)	Select which roles the role inheritance settings apply to. This setting only applies if the role inheritance is set to **Combine** or **Independent**. • If you select **(all roles)**, then the specified inheritance settings apply to all roles that the user belongs to. This is the default setting. • If you select a particular role, then the specified inheritance settings apply to only that particular role. If the user belongs to other roles, and those other roles are not selected in additional file group permission sets for the user, then those role permissions are ignored.

Defining plan file filters

To define a filter to control access to plan files, select the **Filtered Plan Files** option and then use the Filter Wizard to construct the filter. (You can also type a filter directly into the filter box.) The filter must be based on the plan code table for the file group, or on a reference table that the plan code table links to. When using the Filter Wizard, the wizard only displays the eligible tables.

After defining a filter, you can validate it by clicking the **Validate filter** button. This check is to ensure that the filter syntax is valid. You can test to make sure that a file group filter is operating as you expect by logging in as the user (or as a user assigned to the role) and checking to see which plan files display in the **Open Plan Files** dialog for the file group.

Filter variables can be used in plan file filters, to set a filter that is based on a user's login name (see example below) or on another related user property. This is useful to be able to set a filter at the role level, yet resolve the filter dynamically for each user in the role. For more information, see Filter variables.

NOTE: You can leave the filter blank only if you are using **Combine** role inheritance. This assumes that either the user or the role has a filter that will apply after the permissions are combined. If the filter remains blank after inheritance, then the user will have no access to plan files.

Example filters

```
DEPT.Dept IN (200,400)
```

This example limits the user to accessing plan files for departments 200 and 400.

```
DEPT.Region='North'
```

This example limits the user to accessing plan files for departments assigned to the North region.

```
DEPT.Owner='{CurrentUser.LoginName}'
```

This example limits the user to accessing plan files for departments that are assigned to that user (by the presence of the user's login name in the Owner column). This type of filter would most likely be set on a role, so that the filter could be set once yet resolve dynamically for each user in the role. For example, for user JDoe, this filter would resolve as `DEPT.Owner='JDoe'`.

Configuring plan file security for use with plan file processes

This section provides basic guidelines for setting user permissions when you intend to use a plan file process with the file group. There are many nuances to file group security settings and how they can interact with plan file processes, especially if you are using advanced security configurations such as multiple permission sets for plan files or the combine option for role inheritance.

Generally speaking, you should configure security permissions for plan files to reflect the "baseline" permissions that you want the users to have when they are *not* process step owners. When the users are step owners, their permissions will be temporarily "elevated" as needed so that they can complete the process task. For example, a user may have Read-Only access to a plan file configured in security, so this is their baseline permission. But when the user is the step owner of an edit step, their permission will be elevated to Read/Write and Allow Save Data so that they can edit and save the plan file.

Additionally, the **Interacts with Process Management** setting for plan file permissions can be used as follows:

- If you want a user to only have access to the plan file when they are the step owner, you can configure a permission set to the plan file with **No Access** and **Interacts with Process Management** enabled. This causes the permission set to be considered for step ownership of a plan file even though the access level is **No Access**. The user must still have a plan file filter that includes the plan file.
- If the ownership assignment is through a role, enabling **Interacts with Process Management** tells the process to consider this permission set when evaluating which role members should be step owners. If "interacts" is not enabled when using a role assignment, then this permission set will be ignored by the process.

Example user permissions for use with a plan file process

The first step in configuring plan file permissions for use with a plan file process is deciding what level of permissions that you want the user to have when the user is *not* a process step owner. This is the user's baseline level of security permissions that they will always have.

NOTE: All of the example permission sets below assume that the user's plan file filter includes the plan file where the user is assigned as a step owner. The user must have a configured or inherited permission set that includes this plan file. The plan file process cannot not grant permissions to plan files, they can only elevate existing permissions to those files.

No Access	If you want a user to have no access to the plan file when the user is not a process step owner, then set the permissions as follows: • **File Access Level**: No Access • **Allow Save Data**: Unchecked • **Interacts with Process Management**: Checked When the user is a step owner, the process will elevate the user's permissions as appropriate.
Read-Only Access	If you want a user to have read-only access to the plan file when the user is not a process step owner, then set the permissions as follows: • **File Access Level**: Read-Only • **Allow Save Data**: Unchecked • **Interacts with Process Management**: Checked if the ownership assignment comes through a role (can be left unchecked if the user will be assigned directly) When the user is a step owner, the process will elevate the user's permissions as appropriate.
Full Access	If you want a user to have full edit rights to the plan file when the user is not a process step owner, then set the permissions as follows: • **File Access Level**: Read/Write • **Allow Save Data**: Checked • **Interacts with Process Management**: Checked if the ownership assignment comes through a role (can be left unchecked if the user will be assigned directly)

These permissions can be set at the user level, or at a role level, or at some combination of the two (if using **Combine** role inheritance). All other plan file permissions can be enabled or not as appropriate for the user. In some cases, the other permissions will only be relevant when the user's access level has been

elevated by the process. For example, if the user has **No Access** plus **Allow Calc Method Insert**, then the ability to insert calc methods is only relevant when the user is a step owner (because otherwise they will be unable to see or open the plan file).

Enabling Interacts with Process Management

When creating new permission sets for users, **Interacts with Process Management** is enabled by default. You can disable this permission for the user if:

- The permission set grants Read-Only access or higher.

  AND

- The permission set does not need to be considered when using role ownership assignments.

When creating new permission sets for roles, **Interacts with Process Management** is disabled by default. You should consider whether to enable the option or leave it disabled, based on how you are granting permissions to users and how you are assigning step owners. Keep in mind the following:

- If ownership assignments are made through a role, then users who belong to the role must have permission to the plan file *and* **Interacts with Process Management** enabled in order to be a step owner.
- If the role assignment is configured to consider **All permissions**, then it is not necessary to enable **Interacts with Process Management** on the role that will be used as the assignment. In this case, the role simply defines the pool of eligible users. If a user has any permission set with access to the plan file and "interacts" enabled, then they will be a step owner.
- If the role assignment is configured to consider **Only permissions associated with the assigned role**, then either **Interacts with Process Management** must be enabled on the role so that users in the role inherit it, or the users must have an individual permission set with the "interacts" permission that is also configured to combine with the role.

Understanding role inheritance options for file group permissions

Role inheritance for file group permissions is handled differently than in other areas of Security. For each set of permissions defined for a user on the **File Groups** tab, you can specify whether role permissions are inherited and how they are inherited.

File group permissions have three different role inheritance options:

- None
- Combine
- Independent

By default, if no file group permissions are configured for a user, the role inheritance is set to independent. This means that users will inherit file group settings from all roles that they are assigned to, but those inherited settings will be applied independently instead of merged.

The following sections explain how each role inheritance option works.

No inheritance

The **None** option means that no role inheritance applies. Role settings are ignored for this particular permission set. If the user only has one permission set, then role settings are ignored entirely (for settings on the **File Groups** tab).

The following is an example of how file group settings are treated with no inheritance, assuming that the user belongs to the role:

File Group Settings	User Configured Settings	Role Configured Settings	User Effective Permissions
File Access Level	Read Only	Read/Write	Read Only
Allow Save Data	Unchecked	Checked	Unchecked
Allow Calc Method Insert	Checked	Checked	Checked
Allow Calc Method Change	Unchecked	Checked	Unchecked
Apply settings to	Filtered Plan Files: DEPT.Region='North'	Filtered Plan Files: DEPT.Region='South'	Filtered Plan Files: DEPT.Region='North'

In this example, the role settings are ignored, and the user has only his or her configured permissions.

Combine inheritance

The **Combine** option means that the user's permissions are combined with role permissions. The user is granted the most permissive rights as defined for either the user or the role, on a per permission basis.

The following is an example of how file group settings are treated with combine inheritance, assuming that the user belongs to the role:

File Group Settings	User Configured Settings	Role Configured Settings	User Effective Permissions
File Access Level	Read Only	Read/Write	Read/Write
Allow Save Data	Unchecked	Checked	Checked
Allow Calc Method Insert	Checked	Checked	Checked
Allow Calc Method Change	Unchecked	Checked	Checked
Apply settings to	Filtered Plan Files: DEPT.Region='North'	Filtered Plan Files: DEPT.Region='South'	Filtered Plan Files: (DEPT.Region='North') OR (DEPT.Region='South')

In this example, the user and role permissions are combined, and the user is granted the most permissive set of rights available for each individual setting.

When you select combine inheritance, you can choose to combine with all roles that the user is assigned to, or to combine with a specific role. For example, imagine that the user belongs to role A and role B, and the permissions are as follows:

File Group Settings	User Configured Settings	Role A Configured Settings	Role B Configured Settings
File Access Level	Read Only	Read/Write	Read Only
Allow Save Data	Unchecked	Checked	Unchecked
Allow Calc Method Insert	Checked	Checked	Unchecked
Allow Calc Method Change	Unchecked	Checked	Unchecked
Apply settings to	Filtered Plan Files: DEPT.Region='North'	Filtered Plan Files: DEPT.Region='South'	Filtered Plan Files: DEPT.Country='France'

In this case, the effective permissions of the user depend on whether the combine inheritance is set to all roles, or to a specific role:

File Group Settings	Combine: All Roles	Combine: Role A	Combine: Role B
File Access Level	Read/Write	Read/Write	Read Only
Allow Save Data	Checked	Checked	Unchecked
Allow Calc Method Insert	Checked	Checked	Checked
Allow Calc Method Change	Checked	Checked	Unchecked
Apply settings to	Filtered Plan Files: (DEPT.Region='North') OR (DEPT.Region='South') OR (DEPT.Country='France')	Filtered Plan Files: (DEPT.Region='North') OR (DEPT.Region='South')	Filtered Plan Files: (DEPT.Region='North') OR (DEPT.Country='France')

When combined with all roles, the user is granted the most permissive set of rights across all of the roles. When combined with only one of the roles, the second role is effectively ignored. Unless the user has another set of permissions that allows inheritance from the second role, the user will not inherit any file group settings from the second role.

Independent inheritance

The **Independent** option means that the user inherits permissions from roles, but the role permissions are applied independently from the user's configured permissions. The user and role permissions are not merged, as they are when using the combine option. The user effectively has two sets of permissions: one set based on the user's configured permissions, and one set based on the role's inherited permission. Additionally, if the user belongs to multiple roles, each role's permissions are inherited independently from each other (assuming that the independent inheritance is set to apply to "all roles").

The following is an example of how file group settings are treated with independent inheritance, assuming that the user belongs to the role:

File Group Settings	User Configured Settings	Role Configured Settings
File Access Level	Read Only	Read/Write
Allow Save Data	Unchecked	Checked
Allow Calc Method Insert	Checked	Checked
Allow Calc Method Change	Unchecked	Checked
Apply settings to	Filtered Plan Files: DEPT.Region='North'	Filtered Plan Files: DEPT.Region='South'

In this example, the user's effective permissions are the same as the user configured permissions and the role configured permission, except applied separately. When the user accesses a plan file that belongs to the North region, it will be read only, and the user will not be able to change calc methods. When the user accesses a plan file that belongs to the South region, it will be read/write, and the user has all of the other plan file permissions as defined for the role.

If there is any overlap between the two independent permissions, then the user will be granted the most permissive set of rights for the area of overlap only. In the above example the filters cannot overlap, but imagine that the user and role filters were instead something like the following:

User Filter: DEPT >= 5000 and DEPT < 6000

Role Filters: DEPT >= 4000 and DEPT < 6000

In this case, the role permissions alone would apply to any departments from 4000 up to 4999. Where the permissions overlap, for departments 5000 to 5999, the user and role permissions would be combined.

NOTE: If you use independent inheritance with a specific role instead of all roles, that configuration blocks inheritance from all other roles unless the user has another permission set that allows the inheritance from the other roles.

Multiple permission sets

For each file group, a user can have multiple sets of permissions that apply to the plan files in that file group. This allows you to define different permissions for different subsets of files. For example, you might want to give a user full read/write access to plan files belonging to the North region, but only read access to plan files belonging to the South region. In this case, you can create two sets of permissions for the user.

If a user has multiple permission sets, each permission set has its own role inheritance settings. For example, you may want to define filters at the user level, but define other access rights at the role level, as shown in the following example:

User Permission Set 1, Combine: Role A

File Group Settings	User Configured Settings (Set 1)	Role A Configured Settings	User Effective Permissions (Combine: Role A)
File Access Level	None	Read/Write	Read/Write
Allow Save Data	Unchecked	Checked	Checked
Allow Calc Method Insert	Unchecked	Checked	Checked
Allow Calc Method Change	Unchecked	Checked	Checked
Apply settings to	Filtered Plan Files: DEPT.Region='North'	Filtered Plan Files: <Blank Filter>	Filtered Plan Files: DEPT.Region='North'

User Permission Set 2, Combine: Role B

File Group Settings	User Configured Settings (Set 2)	Role B Configured Settings	User Effective Permissions (Combine: Role B)
File Access Level	None	Read Only	Read Only
Allow Save Data	Unchecked	Unchecked	Unchecked
Allow Calc Method Insert	Unchecked	Checked	Checked
Allow Calc Method Change	Unchecked	Unchecked	Unchecked
Apply settings to	Filtered Plan Files: DEPT.Region='South'	Filtered Plan Files: <Blank Filter>	Filtered Plan Files: DEPT.Region='South'

The ability to define multiple permission sets with separate inheritance settings is a very flexible feature, able to meet a wide variety of security needs. When using multiple permission sets, keep in mind that it is possible to configure settings that cancel out or contradict the settings of another set.

For example, if you configure one permission set with no role inheritance, and then you configure a second permission set with independent inheritance, then the no inheritance setting on the first set is pointless (since you are already independently inheriting all role settings from the second set). On the other hand, it can be meaningful to have no inheritance on the first permission set, and then combine inheritance on the second permission set (for either all roles or a specific role). Make sure that you understand the purpose of each permission set, and check the effective permissions section for the user to ensure that permissions are being inherited as intended.

Configuring table permissions (Tables tab)

On the **Tables** tab of the **Security Management** dialog, you can manage user access to tables. You can control what data a user can query from a table (*read access*), and what data a user can save to a table (*write access*).

Table access can be managed at the table level and at the table type level. By default, users have the following permissions:

- All table types, and stand-alone data tables and reference tables, start at "no access" for both read and write. You must configure access to these table types and tables on a per user or role basis. If access is defined for a table type, then any tables added to the table type will automatically inherit that access.
- All document reference tables are automatically set to full read access, via the Everyone role.

NOTES:

- If a user is an administrator, the settings on this tab are ignored. Administrators can access data in all tables.
- If you are defining permissions for a subsystem, see Defining maximum permissions for subsystems.

Understanding table permissions

This section explains how the table access settings in Security work.

▶ Read access and write access

Each table and table type can have read access permissions and write access permissions.

- *Read access* defines what data a user can query from a table—for example, via a GetData function or by running an Axiom query. For each table or table type, a user can have no read access, full read access, or filtered read access.

- *Write access* defines what data a user can save to a table. For most users this means via a Save Type 1 process set up in a plan file or a report, but it also applies to Open Table in Spreadsheet (if the user has access to it). For each table or table type, a user can have no write access, full write access, or filtered write access.

  NOTE: Table write access does not apply to document reference tables (Save Type 3). Document reference tables can only be created and edited via a source document; therefore the ability to write data to the table is controlled by the user's access rights to the source document. Also, write access is ignored for import packages—if the user has execute rights to an import, then they can save the imported data to the specified destination table, regardless of their write access to that table.

By default, the write access for a table or table type is set to the same level as the read access. If that is the desired level of access, then you only need to configure the read access; the write access will be automatically set. You can see this inheritance for the write access in the **Effective Permissions** box after you set the read access.

However, if you want differing levels of read and write access for a table or table type, then you must select the **Specify custom write access** check box, and then configure the specific write access.

For example, imagine the following settings for the table GL2022:

If the read access is set to...	And the write access is set to...	The user's permission is...
Full Access	(Default)	Read: Full Access Write: Full Access
Filter: DEPT.Region='North'	(Default)	Read: DEPT.Region='North' Write: DEPT.Region='North'
Full Access	Specify custom write access: Filter: DEPT.Region='North'	Read: Full Access Write: DEPT.Region='North'
Full Access	Specify custom write access: Filter: <Blank Filter>	Read: Full Access Write: No Access
No Access	Specify custom write access: Full Access	Read: No Access Write: Full Access

NOTES:

- For reference tables, the read access settings are only applied when the reference table is queried directly—for example, when viewing the reference table using **Open Table in Spreadsheet**, or when the reference table is the *primary* table of an Axiom query. The read access settings defined on a reference table are not applied when queries are made against a data table that joins to the reference table.

  Therefore if you want to restrict access to *data*, the filter must be defined on the data table or its table type. For example, if you want to restrict a user to only viewing planning data for the North region, then you must define that filter on the data table or the table type, not on the DEPT reference table.

- Read filters are not applied to data that already exists in a spreadsheet. For example, when the administrator runs the **Process Plan Files** utility to process Axiom queries in plan files, the plan files are populated with data according to the administrator's data rights. When individual users open these plan files, they see all of the data that was populated into the spreadsheet. The read filters of the individual users would only be applied if the users processed Axiom queries by using the Refresh feature. If you would like to limit data access in plan files, you can consider dynamically hiding sheets that you do not want particular users to access.

- Keep in mind that just because a user has write access to a table, it does not mean that the user actually has the means to save any data. For example, in order for a user to save data to a table from a plan file, the user must have access rights to the plan file, and the permission to save data from the file, and the file must be configured to save data to the table. If a user does not have access to files and/or features that facilitate saving data to the database, then the user cannot save any data, regardless of his or her write access permissions.

How table type access and table access combine

Tables inherit any rights set at the table type level, and then combine that access with any rights set at the table level, resulting in the most permissive set of rights for the table.

- If a table type is set to full or filtered access, then all tables in that table type inherit the full or filtered access. You cannot "override" the table type setting at the table level to deny access to a specific table in the table type. You can set individual tables to have more permissive access than the table type, but not less permissive.
- If desired, you can leave the table type access unset, and instead configure access at the table level. The user will be granted whatever access is set at the table level.
- If access filters are set at both the table type level and the table level, the filters are concatenated using OR (meaning the filters are combined to result in the most permissive set of rights for the table).

For example, imagine a table type of GL, which contains a table named GL2022:

If the table type GL is set to...	And the table GL2022 is set to...	The user's permission is...
Full Access	No Access (nothing is configured)	Full Access
Full Access	DEPT.Region='North'	Full Access
No Access (nothing is configured)	DEPT.Region='North'	DEPT.Region='North'
DEPT.Region='South'	Full Access	Full Access
DEPT.Region='South'	DEPT.Region='North'	(DEPT.Region='South') OR (DEPT.Region='North')

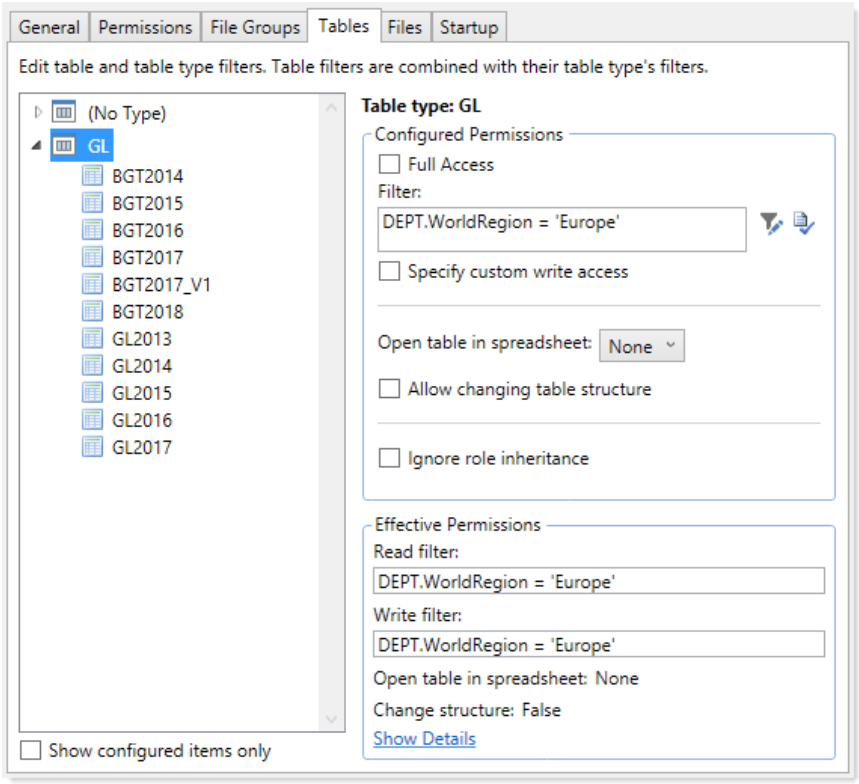
Tables that do not belong to a table type only have their individual table access rights.

Table visibility to users

If a user does not have any read access to a table, then that table will not display in lists of tables throughout the system, such as in the Sheet Assistant, or the Filter Wizard. Table Library folders and table types will only display if the user has read access to at least one table within the folder or the table type. (Exception: if the user has the Administer Tables permission, then that user will see all Table Library folders and table types for the purposes of creating new tables.)

Table permissions

The settings on the **Tables** tab define access for each table or table type. The left-hand side of the tab lists the available tables in the system, organized by table type. Tables that do not belong to a table type are listed under **(No Type)**. When you select a table or a table type in the list, you can configure the security settings for the user or role within the **Configured Permissions** section in the right-hand side of the tab.



Example Tables tab

The **Effective Permissions** section displays the full permissions of the user for the selected item, taking into account any rights inherited from the table type or a role, and other settings such as administrator rights or subsystem restrictions. Make sure to check this section to ensure that users are being granted rights as you expect.

Because table permissions can be set at any point in the treeview, it can be difficult to later tell which items have been configured. To change the view to only show items with configured permissions, select the check box for **Show configured items only**. If the treeview is blank after selecting this check box, this means that the user or role has no configured permissions.

NOTE: By default, the Everyone role grants all users full read access to document reference tables. Any changes made to document reference tables in the **Tables** tab will not apply to users unless you modify the Everyone role to remove full access (or unless you configure the user to ignore role inheritance for that table).

Read access settings

The following settings apply to all tables and table types, to define read access to data. By default, the write access is automatically set to the same level as the read access. If that is the desired level of access, then you do not need to do anything further to configure write access for a table or table type.

Item	Description
Full access (Full read access)	Select this check box if you want the user or role to have full access to the table or table type. By default, this check box grants full read and write access. If you want to configure write access separately, then you must enable the separate option to **Specify custom write access**. Selecting that option exposes additional settings for write access, and renames this check box to **Full read access**. **NOTE:** If you are defining access for a table that belongs to a table type, and full access has already been granted at the table type level, then this check box is effectively ignored. However, the setting will be stored at the table level and could apply in the future if the table type access is ever changed, or if the table is removed from the table type. Be sure to check the **Effective Permissions** section of the dialog to see what level of access is being granted due to inheritance.
Filter (Read filter)	If you want the user or role to have filtered access to the table or table type, specify the filter. For example: • `ACCT.Acct>10000` restricts the user to only accessing data for accounts over 10000. • `DEPT.Dept=100` restricts the user to only accessing data for department 100. • `DEPT.Region='North'` restricts the user to only accessing data for departments assigned to the North region. By default, the filter applies to both read and write access. If you want to configure write access separately, then you must enable the separate option to **Specify custom write access**. Selecting that option exposes additional settings for write access, and renames this option to **Read filter**. **NOTE:** If you are defining a filter for a table that belongs to a table type, the filter will be concatenated to the table type filter using OR. If full access has been granted at the table type level, then the table level filter is effectively ignored. However, the filter will be stored for the table and could apply in the future if the table type access is ever changed, or if the table is removed from the table type. Be sure to check the **Effective Permissions** section of the dialog to see what level of access is being granted due to inheritance.

To define a filter for a table or table type, type the filter into the **Filter** box, or use the Filter Wizard. Note the following:

- If the filter is for a table type, the filter should be based on key columns that are common to all tables in the table type (using either the key column itself, or a column in the lookup table that the key column links to). For example, if the GL table type has two required key columns, ACCT and DEPT, then you can create a table type filter that uses one or both of these columns, or one that uses grouping columns in the associated reference tables. Filters using any other columns may be invalid.
- If the table type has required columns, then any filter defined must be based on those required columns. If the required columns do not have lookups, then no valid filters can be defined.
- When selecting key columns in the Filter Wizard, the Filter Wizard automatically uses the lookup column in the reference table instead of the column in the data table. For example, if you select the column Acct in the GL2022 data table, the filter wizard automatically uses `ACCT.ACCT` in the filter (instead of `GL2022.ACCT`).

After defining a filter, you can validate the filter syntax by clicking the **Validate filter** button.

IMPORTANT: If you define a write filter on a reference table, then any columns used in the filter must also be included in the save definition when saving to that table using Save Type 1. For example, if the table is DEPT and the filter uses DEPT.Region, then the Region column must be included in the save definition in order for the user to save data.

Write access settings

The following settings only apply if you want to configure write access at a different level than the read access.

NOTE: Write access settings do not apply to document reference tables. Document reference tables are only created and edited via a source document; therefore the ability to write data to the table is controlled by the user's access rights to the document.

Item	Description
Specify custom write access	Select this check box if you want to configure write access at a different level than the read access. When this check box is selected, two additional settings become available in the dialog to set the write access: **Full write access** and **Write filter**. If you want the user to have no write access to the table, then select this check box and ignore the other write access settings. If **Full write access** is unchecked and **Write filter** is blank, then the user has no write access.

Item	Description
Full write access	Select this check box if you want the user or role to have full write access to the table or table type. **NOTE:** If you are defining access for a table that belongs to a table type, and full access has already been granted at the table type level, then this check box is effectively ignored. However, the setting will be stored at the table level and could apply in the future if the table type access is ever changed, or if the table is removed from the table type. Be sure to check the **Effective Permissions** section of the dialog to see what level of access is being granted due to inheritance.
Write filter	If you want the user or role to have filtered write access to the table or table type, specify the filter. For example: • `ACCT.Acct>10000` restricts the user to only saving data for accounts over 10000. • `DEPT.Dept=100` restricts the user to only saving data for department 100. • `DEPT.Region='North'` restricts the user to only saving data for departments assigned to the North region. **NOTE:** If you are defining a filter for a table that belongs to a table type, the filter will be concatenated to the table type filter using OR. If full access has been granted at the table type level, then the table level filter is effectively ignored. However, the filter will be stored for the table and could apply in the future if the table type access is ever changed, or if the table is removed from the table type. Be sure to check the **Effective Permissions** section of the dialog to see what level of access is being granted due to inheritance.

To define a filter for a table or table type, type the filter into the **Filter** box, or use the Filter Wizard. Note the following:

- If the filter is for a table type, the filter should be based on key columns that are common to all tables in the table type (using either the key column itself, or a column in the lookup table that the key column links to). For example, if the GL table type has two required key columns, ACCT and DEPT, then you can create a table type filter that uses one or both of these columns, or one that uses grouping columns in the associated reference tables. Filters using any other columns may be invalid.
- If the table type has required columns, then any filter defined must be based on those required columns. If the required columns do not have lookups, then no valid filters can be defined.
- When selecting key columns in the Filter Wizard, the Filter Wizard automatically uses the lookup column in the reference table instead of the column in the data table. For example, if you select the column Acct in the GL2022 data table, the filter wizard automatically uses `ACCT.ACCT` in the filter (instead of `GL2022.ACCT`).

After defining a filter, you can validate the filter syntax by clicking the **Validate filter** button .

IMPORTANT: If you define a write filter on a reference table, then any columns used in the filter must also be included in the save definition when saving to that table using Save Type 1. For example, if the table is DEPT and the filter uses DEPT.Region, then the Region column must be included in the save definition in order for the user to save data.

Other table permissions

The following permissions can also be defined for tables and table types:

Item	Description
Open Table in Spreadsheet	This option specifies whether the user can view the table in Open Table in Spreadsheet, and at what level of access. Select one of the following: • **None** (default): The user cannot view the table in Open Table in Spreadsheet. • **Read-Only**: The user can view the table as read-only in Open Table in Spreadsheet. • **Read/Write**: The user can view the table as read/write in Open Table in Spreadsheet. Granting this permission gives the user access to the Table Library, so that the user can launch Open Table in Spreadsheet for the table. This permission does not apply to document reference tables. Document reference tables cannot be opened via Open Table in Spreadsheet. This permission can only be assigned if the user has read or read/write permission to the table data (either configured on the user or inherited from a role). If the user inherits Open Table in Spreadsheet permission from a role but does not have any corresponding access to table data, then the permission will be ignored. If the user is granted read/write access to Open Table in Spreadsheet but only has read access to the table, then the spreadsheet access will be limited to read-only.

Item	Description
Allow changing table structure	Select this check box if you want the user to be able to edit the table structure and table properties. If selected, then the user can open the **Edit Table** dialog for the table. The user can add, modify, and delete table columns, as well as modify other table properties. Granting this permission gives the user access to the Table Library, so that the user can launch **Edit table structure** for the table. By default this option is not selected, which means the user cannot edit the table structure or table properties. This permission does not apply to document reference tables. The table structure of document reference tables is controlled via the source file. This permission can be granted regardless of whether the user has access to the table data.
Ignore role inheritance	Select this check box if you do not want the user to inherit table access settings from a role (including the Everyone role). • If selected, then only the user's individual settings will be used to determine access to data in the table or table type. • If this check box is not selected, then the user will be granted the most permissive set of rights among the user's configured settings and any roles that the user belongs to. If both the user and a role have filtered access, then the filters are concatenated using OR.

Restricting access to document reference tables

By default, all users have full read access to document reference tables, via the Everyone role. In most cases this is the desirable level of access. However, in some cases you may need to restrict access to a subset of users. To restrict access to a document reference table, you must do the following:

- In the Everyone role, clear the **Full Access** check box for the table. Now no non-admin users have access to the table.
- For each individual user or role that you want to grant full or filtered access to the table, modify the table access settings as desired.

TIP: Alternatively, you could leave the Everyone role at full access, and then modify specific users to **Ignore role inheritance** for the table. Those users would then have no access to the table.

Write access settings do not apply to document reference tables. Document reference tables are only created and edited via a source document; therefore the ability to write data to the table is controlled by the user's access rights to the document.

NOTE: If you have restricted access to a document reference table created by a driver file, keep in mind that your security changes will not be cloned when the file group is cloned. This is because the table itself is not cloned; the driver file is. If you want to apply the same changes to the new table created by the new driver file, then you will need to manually configure access to this table after processing the drivers for the new file group.

Configuring file access (Files tab)

On the **Files** tab of the **Security Management** dialog, you can control access to files in the Axiom Budgeting and Performance Reporting file system. The following areas can be controlled:

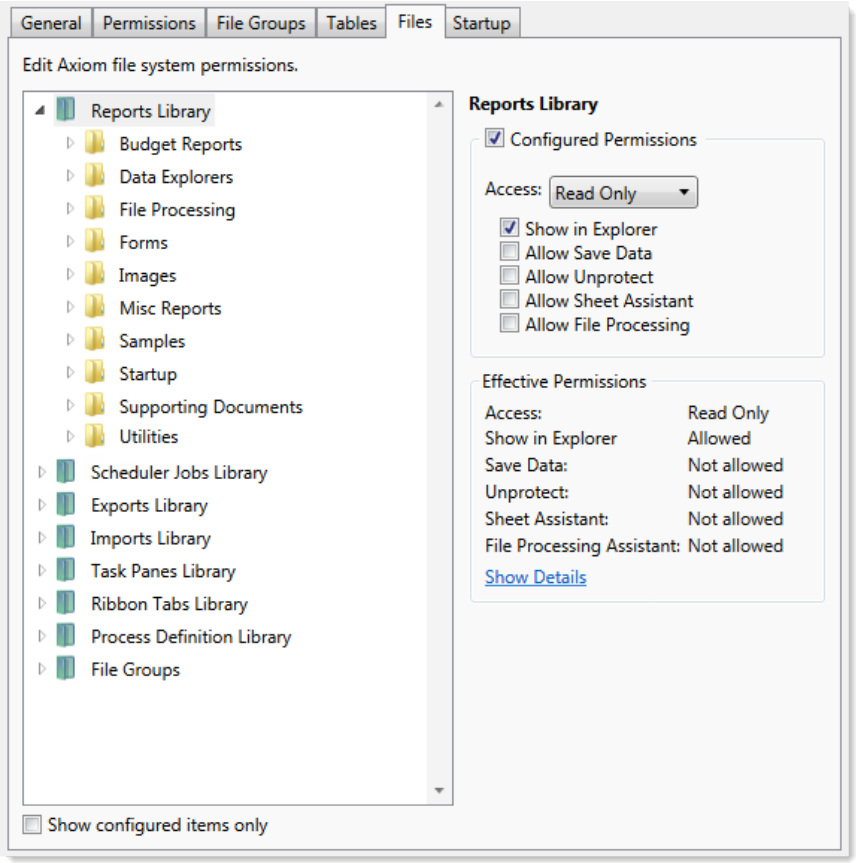
- The Reports Library
- The Data Diagrams Library
- The Filter Library
- The Imports Library and the Exports Library
- The Process Definitions Library
- The Scheduler Jobs Library
- The Task Panes Library
- The Ribbon Tabs Library
- Certain supporting files for file groups: Templates, Drivers, Utilities, and Process Definitions

NOTES:

- File permissions do not apply to users with administrator rights. Administrators always have full access to all files.
- File permissions must be defined within the Security Management dialog. The bulk editing tool Open Security in Spreadsheet does not support configuring file and folder permissions.
- If you are defining file permissions for a subsystem, see Defining maximum permissions for subsystems.

Configuring file permissions

The left-hand side of the **Files** tab displays the available folders and files. When you select a folder or a file in the list, you can define the security settings for the user or role within the **Configured Permissions** section in the right-hand side of the tab.



Example Files tab

File permissions can be set at the folder level and at the file level. By default, all sub-folders and files underneath a parent folder inherit the rights of the parent folder, unless rights are explicitly set for the sub-folder or file.

You can set permissions at the library level and then override those permissions for specific sub-folders and files as needed, or you can set permissions for specific sub-folders and files only.

By default, each user or role has no access to any files or folders on this tab. You must define file permissions for each user or role.

To configure permissions to a file or folder:

1. Select the file or folder in the treeview, and then select **Configured Permissions**.

   If this check box is selected for a sub-folder or a specific file, the sub-folder or file will no longer inherit any permissions set for the parent folder. You can clear the check box, and the sub-folder or file will once again inherit permissions from the parent folder.

2. Select the applicable permission options as desired.

   Each type of file (reports, import, etc.) has slightly different security settings that can be defined on this tab. For more information on the file-specific options, see the detailed sections.

If a new folder or file is added to any library, a user will have access to it if the folder or file is placed underneath an existing parent folder that the user has rights to. For example, if a user has rights to the entire Reports Library, that user will have access to any new folders and files added to the Reports Library. If a user only has rights to a specific sub-folder in the Reports Library, that user will have access to new folders and files added to that sub-folder.

The **Effective Permissions** section displays the full permissions of the user, taking into account any inherited role rights, and other settings such as administrator rights. This section also takes into account rights that are inherited from a parent folder.

NOTE: Because file permissions can be set at any point in the treeview, it can be difficult to later tell which items have been configured. To change the view to only show items with configured permissions, select the check box for **Show configured items only**. If the treeview is blank after selecting this check box, this means that the user or role has no configured permissions.

Reports Library

The following permissions can be set for files in the Reports Library:

Option	Description
Access	Select one of the following: • **No Access**: The user or role cannot access the folder or file. • **Read Only**: The user or role has read-only access to the folder or file. Users with read-only access to reports can open and refresh reports, but cannot save changes. If read access is set at the folder level, users cannot save new reports to that folder. • **Read/Write**: The user or role has read/write access to the folder or file. If the item is a file, the user can save changes to the file. If the item is a folder, the user can also save new files to the folder, create sub-folders, and delete and rename files and folders.

Option	Description
Show in Explorer	Select this check box if you want the file to display in the Explorer task pane and other "Explorer views" of the file library (such as Axiom Explorer, libraries displayed on the ribbon menu, and libraries displayed when saving files). This check box becomes selected by default when you assign an access level of Read Only or higher. If this check box is cleared, and the user has Read Only access or higher, then the file does not display in Explorer views but the user can still open the file if the user has access to a feature that indirectly opens the file. This includes features such as custom drilling, GetDocument functions, and file shortcuts in task panes and ribbon tabs. The idea is that the user never needs to directly open the file from a folder structure, but the user needs access to the file in order to use these other features. If the user's access level is No Access, then this setting is ignored. For example, you might clear this check box for the target report of a custom drill. The user only needs to be able to access this report when performing a custom drill on the source file. Displaying the file in the Reports Library would just clutter the list of files because the user never needs to open the file from that location. **NOTE:** The **Reports Library** dialog (accessible from **Reports > All Reports**) does not honor this permission. If a user has at least read-only access to a report, it will show in this dialog, regardless of the Show in Explorer permission.
Allow Save Data	Select this check box if you want the user or role to be able to save data to the database for the folder or file. If a report is set up to use Save Type 1, 3, or 4, the user will be able to save data to the database. If this check box is not selected, then the user cannot save data to the database from the report. **NOTE:** If a user has **Read Only** access and **Allow Save Data**, then the user will be able to save data to the database but not save changes to the file. Note that users with this combination of rights can save data from the file at any time, regardless of whether the file is locked to another user.

Option	Description
Allow Unprotect	Select this check box if you want the user or role to be able to remove workbook and/or worksheet protection for this folder or file. Users with this permission can use the **Advanced > Protect** options on the ribbon to remove workbook or worksheet protection from Axiom files. **IMPORTANT:** If you enable this permission at the folder level, then the user will be able to unprotect any file that they save to the folder (assuming that the user has read/write access to the folder). **NOTE:** This setting is ignored for users with the **Remove Protection** permission on the **Permissions** tab; those users can remove protection for any file.
Allow Sheet Assistant	Select this check box if you want the user or role to see the Sheet Assistant. Generally, you should only expose the Sheet Assistant if the user is expected to edit file settings, including Axiom query settings. Enabling this permission also has the following impacts: • The user has access to the Control Sheet. If the Control Sheet is hidden in the document, the user can make it visible by double-clicking any field name in the Sheet Assistant. • If the user has read / write permission and the Sheet Assistant permission, then the user can enable forms for the file and can see the Form Assistant and Form Control Sheet. • The Drilling Control Sheet, if present in the file, is not hidden if the user has the Sheet Assistant permission. • The Data Source Assistant is also available if the Sheet Assistant is available. If this check box is not selected, then the user cannot see the Sheet Assistant or the other related items as described above.
Allow File Processing	Select this check box if you want the user or role to be able to perform file processing on the file. If selected, then the user has access to file processing features, including the File Processing button on the menu and the File Processing task pane. The related control sheets will also be visible to the user. If this check box is not selected, then the user cannot perform file processing actions and cannot see the related menu items, task panes, or control sheets.

NOTE: If a user does not have access to any report files or folders, then the Reports menu item does not display on the menu, and the user cannot create reports.

Filter Library

The following permissions can be set for files in the Filter Library:

Option	Description
Access	Select one of the following: • **No Access**: The user or role cannot access the folder or filter. • **Read Only**: The user or role has read-only access to the folder or filter. Users with read-only access to saved filters can load those filters into the Filter Wizard for use. If read access is set at the folder level, users cannot save new filters to that folder. • **Read/Write**: The user or role has read/write access to the folder or filter. If the item is a filter, the user can save changes to the filter. If the item is a folder, the user can also save new filters to the folder, create sub-folders, and delete and rename filters and folders.
Show in Explorer	Select this check box if you want the file to display in the Explorer task pane and other "Explorer views" of the file library (such as Axiom Explorer, libraries displayed on the ribbon menu, and libraries displayed when saving files). This check box becomes selected by default when you assign an access level of Read Only or higher. If this check box is cleared, and the user has Read Only access or higher, then the file does not display in Explorer views but the user can still open the file if the user has access to a feature that indirectly opens the file. This includes features such as custom drilling, GetDocument functions, and file shortcuts in task panes and ribbon tabs. The idea is that the user never needs to directly open the file from a folder structure, but the user needs access to the file in order to use these other features. If the user's access level is No Access, then this setting is ignored.

Scheduler Jobs Library

NOTE: Users must also have the **Scheduled Jobs User** permission (on the **Permissions** tab) in order to access any files in the Scheduler Jobs Library.

IMPORTANT: Users do not have to have any file permissions to a Scheduler job in order to execute that job via an event handler (such as when using Run Event or Raise Event).

The following permissions can be set for files in the Scheduler Jobs Library:

Option	Description
Access	Select one of the following: • **No Access**: The user or role cannot access the folder or file. • **Read Only**: The user or role has read-only access to the folder or file. Users with read-only access to Scheduler jobs can open jobs and can manually execute jobs, but cannot save changes. If read access is set at the folder level, users cannot save new jobs to that folder. • **Read/Write**: The user or role has read/write access to the folder or file. If the item is a file, the user can save changes to the file. If the item is a folder, the user can also save new files to the folder, create sub-folders, and delete and rename files and folders.
Show in Explorer	Select this check box if you want the file to display in the Explorer task pane and other "Explorer views" of the file library (such as Axiom Explorer, libraries displayed on the ribbon menu, and libraries displayed when saving files). This check box becomes selected by default when you assign an access level of Read Only or higher. If this check box is cleared, and the user has Read Only access or higher, then the file does not display in Explorer views but the user can still open the file if the user has access to a feature that indirectly opens the file. This includes features such as custom drilling, GetDocument functions, and file shortcuts in task panes and ribbon tabs. The idea is that the user never needs to directly open the file from a folder structure, but the user needs access to the file in order to use these other features. If the user's access level is No Access, then this setting is ignored. For example, you might clear this check box if a user needs to be able to open a Scheduler job from a shortcut in a task pane, but otherwise the user does not need to be able to browse to it in the Scheduler Jobs Library.

▶ Exports Library

The following permissions can be set for files in the Exports Library:

Option	Description
Access	Select one of the following: • **No Access**: The user or role cannot open the folder or file (however, they can execute the export, if they have the separate Execute permission). • **Read Only**: The user or role has read-only access to the folder or file. Users with read-only access to exports can open export files to view the settings, but they cannot edit the settings. • **Read/Write**: The user or role has read/write access to the folder or file. If the item is a file, the user can save changes to the file. If the item is a folder, the user can also save new files to the folder, create sub-folders, and delete and rename files and folders. **NOTE:** Read/write access to the Exports Library does not allow the user to create exports. Export creation is controlled by the **Administer Exports** permission on the **Permissions** tab.
Execute	Select this check box to give the user execute permissions to the folder or file. Users with execute permissions can run the export. **NOTE:** Table read permissions are honored for export packages. When the user executes the export, the user's permission to the table will determine the eligible data to export. If the user does not have access to the table at all, then no data will be exported.

Option	Description
Show in Explorer	Select this check box if you want the file to display in the Explorer task pane and other "Explorer views" of the file library (such as Axiom Explorer, libraries displayed on the ribbon menu, and libraries displayed when saving files). This check box becomes selected by default when you assign an access level of Read Only or higher. If this check box is cleared, and the user has Read Only access or higher, then the file does not display in Explorer views but the user can still open the file if the user has access to a feature that indirectly opens the file. This includes features such as custom drilling, GetDocument functions, and file shortcuts in task panes and ribbon tabs. The idea is that the user never needs to directly open the file from a folder structure, but the user needs access to the file in order to use these other features. For example, you might clear this check box if a user needs to be able to execute an export from a shortcut in a task pane, but otherwise the user does not need to be able to browse to it in the Exports Library. **NOTE:** If a user has Execute permissions but No Access to the export file, then you should select this check box if you want the export to display in the Export Library. When using this configuration, the user can double-click the file to open the Execute dialog only. If, however, the user will only execute the export from links in a task pane or other predefined links, then you can leave this option cleared.

NOTE: The export access permission and the execute permission are independent. A user can have no access to an export file but still be given execute permissions. Similarly, a user can have read/write access to the export settings, but not be able to execute it.

Imports Library

The following permissions can be set for files in the Imports Library:

Option	Description
Access	Select one of the following: • **No Access**: The user or role cannot access the folder or file (however, they can execute the import, if they have the separate Execute permission). • **Read Only**: The user or role has read-only access to the folder or file. Users with read-only access to imports can open import files to view the settings, but they cannot edit the settings. • **Read/Write**: The user or role has read/write access to the folder or file. If the item is a file, the user can save changes to the file. If the item is a folder, the user can also save new files to the folder, create sub-folders, and delete and rename files and folders. **NOTE:** Read/write access to the Imports Library alone does not allow the user to create new imports. The user must also have the **Administer Imports** permission on the **Permissions** tab.
Execute	Select this check box to give the user execute permissions to the folder or file. Users with execute permissions can run the import. **NOTE:** Table write permissions are ignored for import packages. If a user has execute rights to an import, then the imported data will be saved to the configured destination table, regardless of the user's write access to that table.
Show in Explorer	Select this check box if you want the file to display in the Explorer task pane and other "Explorer views" of the file library (such as Axiom Explorer, libraries displayed on the ribbon menu, and libraries displayed when saving files). This check box becomes selected by default when you assign an access level of Read Only or higher. If this check box is cleared, and the user has Read Only access or higher, then the file does not display in Explorer views but the user can still open the file if the user has access to a feature that indirectly opens the file. This includes features such as custom drilling, GetDocument functions, and file shortcuts in task panes and ribbon tabs. The idea is that the user never needs to directly open the file from a folder structure, but the user needs access to the file in order to use these other features. If the user's access level is No Access, then this setting is ignored. **NOTE:** If a user has Execute permissions but No Access to the import file, then you should select this check box if you want the import to display in the Import Library. When using this configuration, the user can double-click the file to open the Execute dialog only. If, however, the user will only execute the import from links in a task pane or other predefined links, then you can leave this option cleared.

NOTES:

- The import access permission and the execute permission are independent. A user can have no access to an import file but still be given execute permissions. Similarly, a user can have read/write access to the import settings, but not be able to execute it.
- The Import Errors folder is system-maintained and therefore does not display in this dialog. You cannot manually grant or deny access to this folder or the error files within it; access is automatically granted based on access to the import that generated the error.
- If an import uses an Axiom database as its source, then non-administrators cannot view or edit that import regardless of their access rights granted here. However, non-administrators can execute the import if they have that permission.

Task Panes Library

The following permissions can be set for files in the Task Panes Library:

Option	Description
Access	Select one of the following: • **No Access**: The user or role cannot access the folder or file. • **Read Only**: The user or role has read-only access to the folder or file. Users with read-only access to task panes can view and use task panes but cannot save changes. If read access is set at the folder level, users cannot save new task panes to that folder. • **Read/Write**: The user or role has read/write access to the folder or file. If the item is a file, the user can save changes to the file. If the item is a folder, the user can also save new files to the folder, create sub-folders, and delete and rename files and folders. **NOTE:** Users must also have the **Administer Task Panes** permission (on the **Permissions** tab) in order to create or edit task panes.

Option	Description
Show in Explorer	Select this check box if you want the file to display in the Explorer task pane and other "Explorer views" of the file library (such as Axiom Explorer, libraries displayed on the ribbon menu, and libraries displayed when saving files). This check box becomes selected by default when you assign an access level of Read Only or higher. If this check box is cleared, and the user has Read Only access or higher, then the file does not display in Explorer views but the user can still open the file if the user has access to a feature that indirectly opens the file. This includes features such as custom drilling, GetDocument functions, and file shortcuts in task panes and ribbon tabs. The idea is that the user never needs to directly open the file from a folder structure, but the user needs access to the file in order to use these other features. If the user's access level is No Access, then this setting is ignored. For example, you might clear this check box if a user needs to be able to open an associated task pane for a file, but otherwise the user does not need to be able to open the task pane from the Task Panes Library.

NOTES:

- Task panes can contain shortcuts to various files and system features. The ability of a user to open a file or use a feature from the task pane depends on the user's permission for that file or feature.
- Users do not need to have access permission to a task pane in order to open it at startup. If a user is assigned a task pane on the Startup tab of security, it will always open as read-only at startup, regardless of the user's access permission.
- By default, the Axiom ribbon tab does not contain any command to open task panes. If a user has rights to a file in the Task Panes Library, then in order to see and open this file manually the user must have access to either the Explorer task pane or the Axiom Explorer dialog, or you must include access to the task pane within another custom task pane or ribbon tab file that is assigned as a startup file to the user. For example, you might create a custom task pane that includes a link to the Task Panes Library, and if a user has file access rights to any task panes they could be launched from this location. Users only gain access to the **Manage > Task Panes** menu item if they have the **Administer Task Panes** security permission.

Ribbon Tabs Library

The following permissions can be set for files in the Ribbon Tabs Library:

Option	Description
Access	Select one of the following: • **No Access**: The user or role cannot access the folder or file. • **Read Only**: The user or role has read-only access to the folder or file. Users with read-only access to task panes can view ribbon tab files but cannot save changes. If read access is set at the folder level, users cannot save new ribbon tab files to that folder. • **Read/Write**: The user or role has read/write access to the folder or file. If the item is a file, the user can save changes to the file. If the item is a folder, the user can also save new files to the folder, create sub-folders, and delete and rename files and folders. **NOTE:** Users must also have the **Administer Task Panes** permission (on the **Permissions** tab) in order to create or edit task panes.
Show in Explorer	Select this check box if you want the file to display in the Explorer task pane and other "Explorer views" of the file library (such as Axiom Explorer, libraries displayed on the ribbon menu, and libraries displayed when saving files). This check box becomes selected by default when you assign an access level of Read Only or higher. If this check box is cleared, and the user has Read Only access or higher, then the file does not display in Explorer views but the user can still open the file if the user has access to a feature that indirectly opens the file. This includes features such as custom drilling, GetDocument functions, and file shortcuts in task panes and ribbon tabs. The idea is that the user never needs to directly open the file from a folder structure, but the user needs access to the file in order to use these other features. If the user's access level is No Access, then this setting is ignored. This setting does not have much use for ribbon tab files because ribbon tabs are typically configured as startup files for end users, and end users do not need access permission to be able to open the file at startup.

NOTES:

- Users do *not* need to have access permission to a ribbon tab in order to open it at startup. If a user is assigned a ribbon tab on the Startup tab of security, it will always open as read-only at startup, regardless of the user's access permission.
- In general, there is no need to grant end users access to the Ribbon Tabs Library unless the user needs to be able to create and edit ribbon tabs. If a user opens a ribbon tab file directly from the Ribbon Tabs Library, it will always open in the editor, not in the application ribbon. There is no way to open a ribbon tab file on demand and have it display in the application ribbon.

Process Definition Library

The following permissions can be set for files in the Process Definition Library:

Option	Description
Access	Select one of the following: • **No Access**: The user or role cannot access the folder or file. • **Read Only**: The user or role has read-only access to the folder or file. Users with read-only access to the file can open the process definition from the Explorer task pane and view the settings. • **Read/Write**: The user or role has read/write access to the folder or file. If the item is a file, the user can save changes to the file. If the item is a folder, the user can also save new files to the folder, create sub-folders, and delete and rename files and folders. Users with read/write access cannot start or stop the process, they can only edit the process definition settings.

Option	Description
Show in Explorer	Select this check box if you want the file to display in the Explorer task pane and other "Explorer views" of the file library (such as Axiom Explorer, libraries displayed on the ribbon menu, and libraries displayed when saving files). This check box becomes selected by default when you assign an access level of Read Only or higher. If this check box is cleared, and the user has Read Only access or higher, then the file does not display in Explorer views but the user can still open the file if the user has access to a feature that indirectly opens the file. This includes features such as custom drilling, GetDocument functions, and file shortcuts in task panes and ribbon tabs. The idea is that the user never needs to directly open the file from a folder structure, but the user needs access to the file in order to use these other features. If the user's access level is No Access, then this setting is ignored. For example, you might clear this check box if a user needs to be able to open a process definition from a shortcut in a task pane, but otherwise the user does not need to be able to browse to it in the Process Definition Library.

Data Diagrams Library

The following permissions can be set for files in the Data Diagrams Library:

Option	Description
Access	Select one of the following: • **No Access**: The user or role cannot access the folder or file. • **Read Only**: The user or role has read-only access to the folder or file. • **Read/Write**: The user or role has read/write access to the folder or file. If the item is a file, the user can save changes to the file. If the item is a folder, the user can also save new files to the folder, create sub-folders, and delete and rename files and folders.

Option	Description
Show in Explorer	Select this check box if you want the file to display in the Explorer task pane and other "Explorer views" of the file library (such as Axiom Explorer, libraries displayed on the ribbon menu, and libraries displayed when saving files). This check box becomes selected by default when you assign an access level of Read Only or higher. If this check box is cleared, and the user has Read Only access or higher, then the file does not display in Explorer views but the user can still open the file if the user has access to a feature that indirectly opens the file. This includes features such as custom drilling, GetDocument functions, and file shortcuts in task panes and ribbon tabs. The idea is that the user never needs to directly open the file from a folder structure, but the user needs access to the file in order to use these other features. If the user's access level is No Access, then this setting is ignored. For example, you might clear this check box if a user needs to be able to open a data diagram from a shortcut in a task pane, but otherwise the user does not need to be able to browse to it in the Data Diagrams Library.

File Groups

The following permissions can be set for certain files and folders in file groups. Each file group is listed separately in this section, with sub-folders for Templates, Drivers, Utilities, and Process Definitions.

NOTE: Permissions cannot be set at the file group level and inherited by the folders. Each folder must be configured separately.

Option	Description
Access	Select one of the following: • **Hidden**: The user or role cannot access the folder or file. • **Read Only**: The user or role has read-only access to the folder or file. Users with read-only access to files can open and refresh those files, but cannot save changes. If read access is set at the folder level, users cannot save new files to that folder. • **Read/Write**: The user or role has read/write access to the folder or file. If the item is a file, the user can save changes to the file. If the item is a folder, the user can also save new files to the folder, create sub-folders, and delete and rename files and folders.

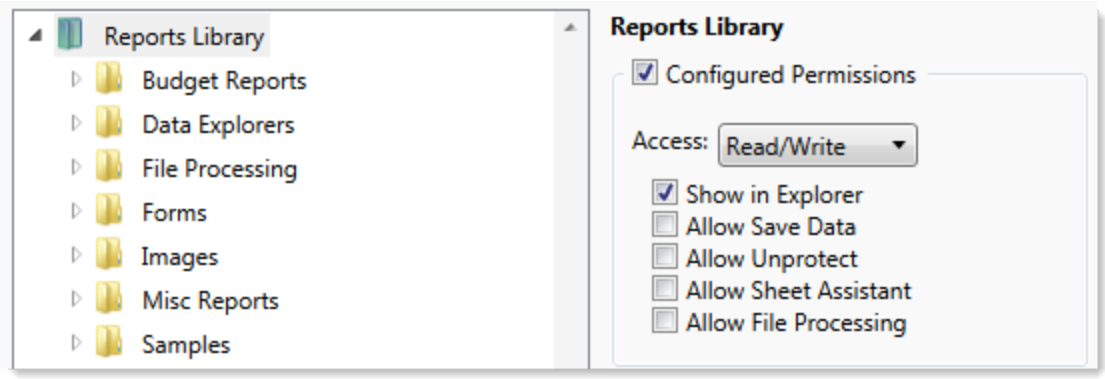
Option	Description
Show in Explorer	Select this check box if you want the file to display in the Explorer task pane and other "Explorer views" of the file library (such as Axiom Explorer, libraries displayed on the ribbon menu, and libraries displayed when saving files). This check box becomes selected by default when you assign an access level of Read Only or higher. If this check box is cleared, and the user has Read Only access or higher, then the file does not display in Explorer views but the user can still open the file if the user has access to a feature that indirectly opens the file. This includes features such as custom drilling, GetDocument functions, and file shortcuts in task panes and ribbon tabs. The idea is that the user never needs to directly open the file from a folder structure, but the user needs access to the file in order to use these other features. If the user's access level is No Access, then this setting is ignored. For example, you might clear this check box if a user needs to be able to open the file from a shortcut in a task pane, but otherwise the user does not need to be able to browse to it in the Explorer task pane.
Allow Save Data	Select this check box if you want the user or role to be able to save data to the database for the folder or file. If a file is set up to use Save Type 1, 3, or 4, the user will be able to save data to the database. If this check box is not selected, then the user cannot save data to the database from the report. **NOTES:** • If a user has **Read Only** access and **Allow Save Data**, then the user will be able to save data to the database but not save changes to the file. Note that users with this combination of rights can save data from the file at any time, regardless of whether the file is locked to another user. • This permission is ignored for template files and does not apply to process definitions. Save-to-database processes do not run within file group templates.

Option	Description
Allow Unprotect	Select this check box if you want the user or role to be able to remove workbook and/or worksheet protection for this folder or file. Users with this permission can use the **Advanced > Protect** options on the ribbon to remove workbook or worksheet protection from Axiom files. **IMPORTANT:** If you enable this permission at the folder level, then the user will be able to unprotect any file that they save to the folder (assuming that the user has read/write access to the folder). **NOTES:** • This setting is ignored for users with the **Remove Protection** permission on the **Permissions** tab; those users can remove protection for any file. • This setting does not apply to process definitions.
Allow Sheet Assistant	Select this check box if you want the user or role to see the Sheet Assistant. Generally, you should only expose the Sheet Assistant if the user is expected to edit file settings, including Axiom query settings. Enabling this permission also has the following impacts: • The user has access to the Control Sheet. If the Control Sheet is hidden in the document, the user can make it visible by double-clicking any field name in the Sheet Assistant. • If the user has read / write permission and the Sheet Assistant permission, then the user can enable forms for the file and can see the Form Assistant and Form Control Sheet. • The Drilling Control Sheet, if present in the file, is not hidden if the user has the Sheet Assistant permission. • The Data Source Assistant is also available if the Sheet Assistant is available. If this check box is not selected, then the user cannot see the Sheet Assistant or the other related items as described above. **NOTE:** This setting does not apply to process definitions. Also, control sheets are not hidden in template files.
Allow File Processing	Select this check box if you want the user or role to be able to perform file processing on the file. If selected, then the user has access to file processing features, including the File Processing button on the menu and the File Processing task pane. The related control sheets will also be visible to the user. If this check box is not selected, then the user cannot perform file processing actions and cannot see the related menu items, task panes, or control sheets. **NOTE:** This setting does not apply to process definitions.

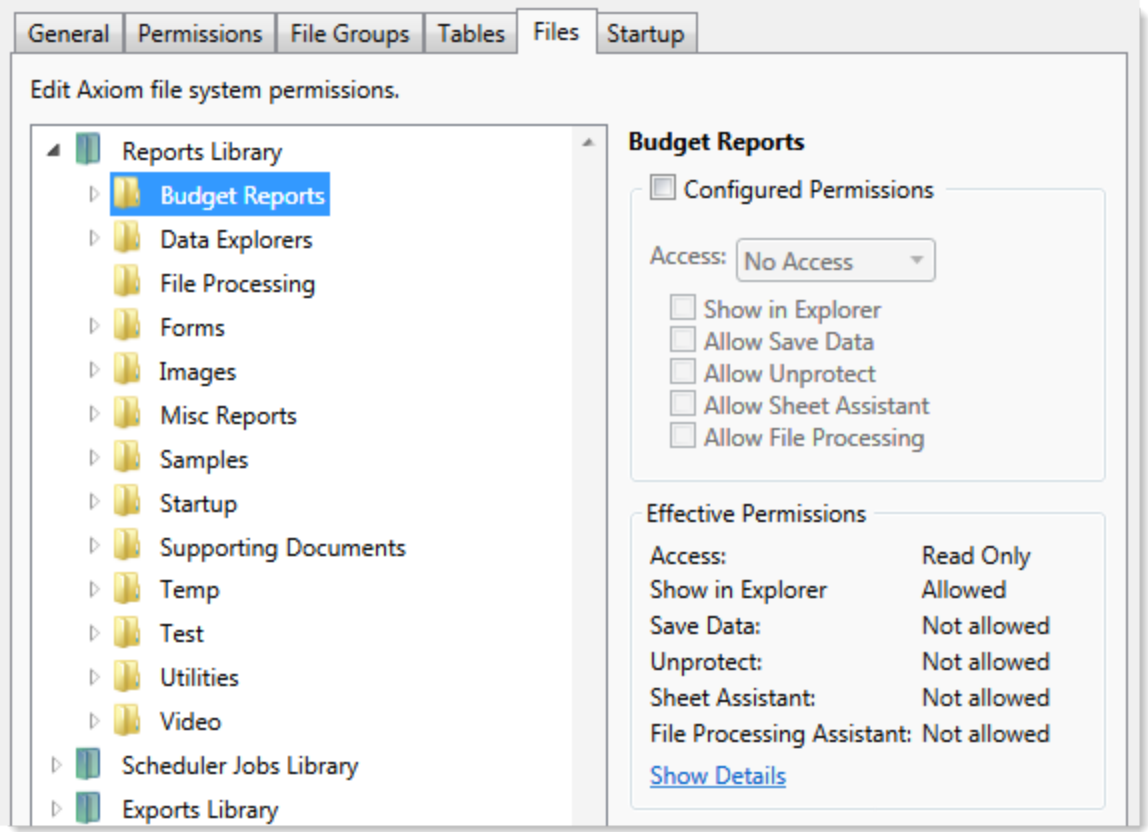
File permission examples

The following examples use the Reports Library, but the concept of folder inheritance applies to all files on the Files tab.

If a user has read/write access to the Reports Library, that user can access and save files anywhere in the library, unless a different level of access is explicitly set for a sub-folder or a file. For example:

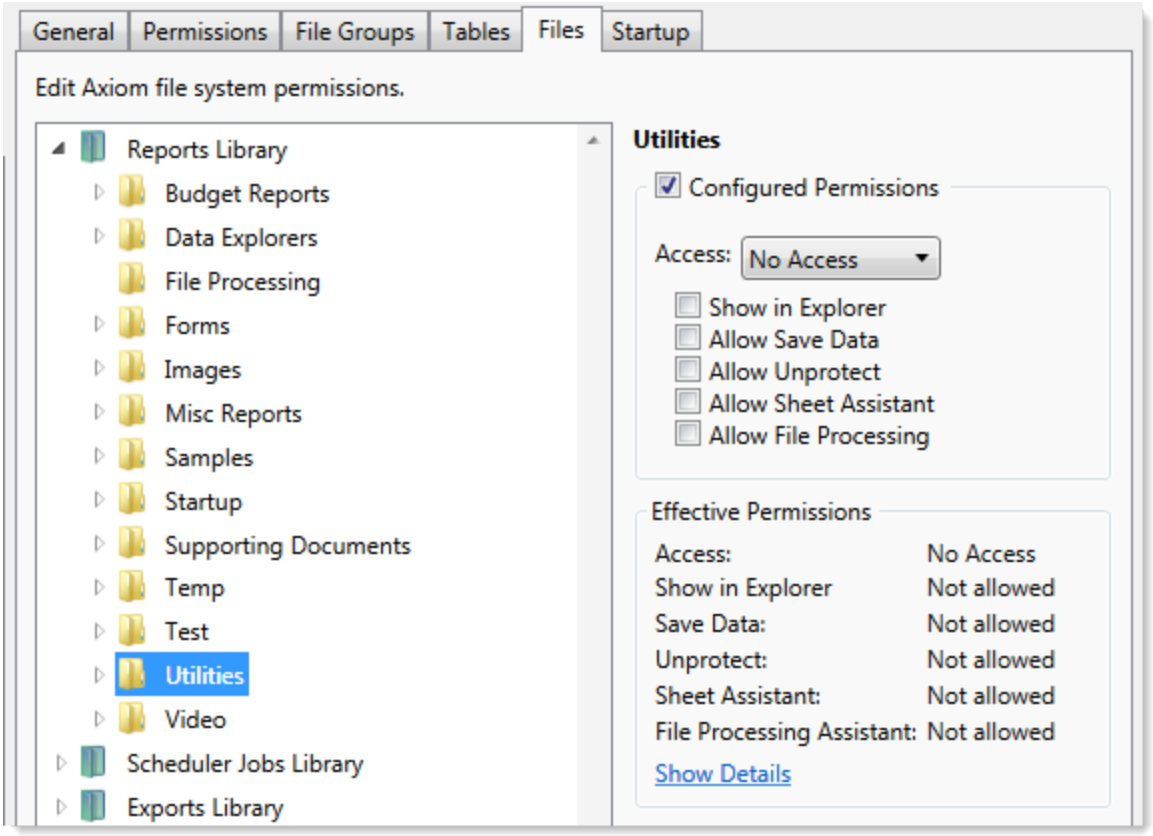


Sub-folders and files inherit the rights defined for the parent folder, unless permissions are explicitly set for the sub-folder or file. When you select a sub-folder or file in the folder tree, you can tell if it is inheriting permissions by whether the **Configured permission** check box is selected. If this check box is not selected, then the folder or file is inheriting permissions, and you can view the inherited permissions in the **Effective Permissions** section.



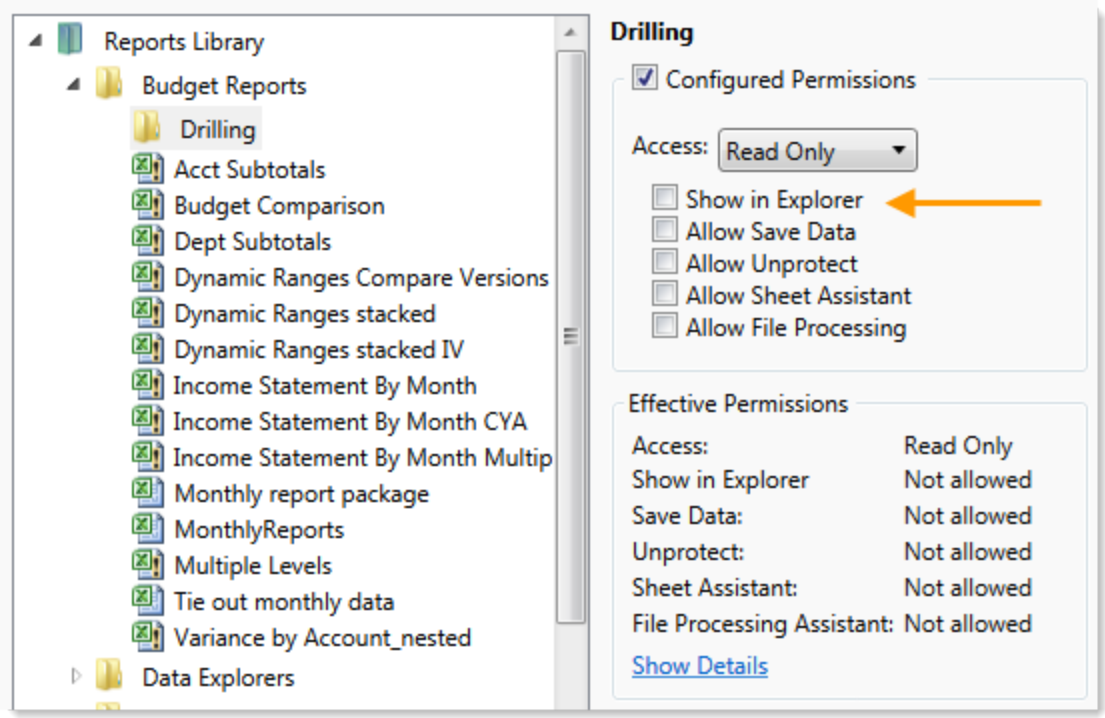
NOTE: The effective permissions also take into account role inheritance and administrator rights (if applicable). Therefore, the sub-folder or file might show a different level of permissions than its parent folder, if it is inheriting from a role.

If rights are set at the library level, but you want to set a different level of rights for a specific folder or file, select **Configured permission** for that folder or file and define the desired level of rights. In the following example, the user has read/write access to the Reports Library, but no access to the **Utilities** sub-folder.



Note that if the user was assigned to a role that had access to the Utilities folder, then the user would be granted that level of access even though the folder is explicitly hidden for the user. Users are granted the highest level of file permissions allowed by their user rights and assigned roles. You cannot override role inheritance for report file access.

It is also possible to grant a user access to a file or folder, but hide that file/folder in the user's Explorer task pane and other "Explorer views." In the following example, the **Drilling** sub-folder contains drill target files. The user needs read-only access to the files in order to perform the drill, but otherwise the user never needs to open the files directly or see the files in their Reports Library. By clearing the **Show in Explorer** option, this folder and its files will not display to the user.



Assigning startup files (Startup tab)

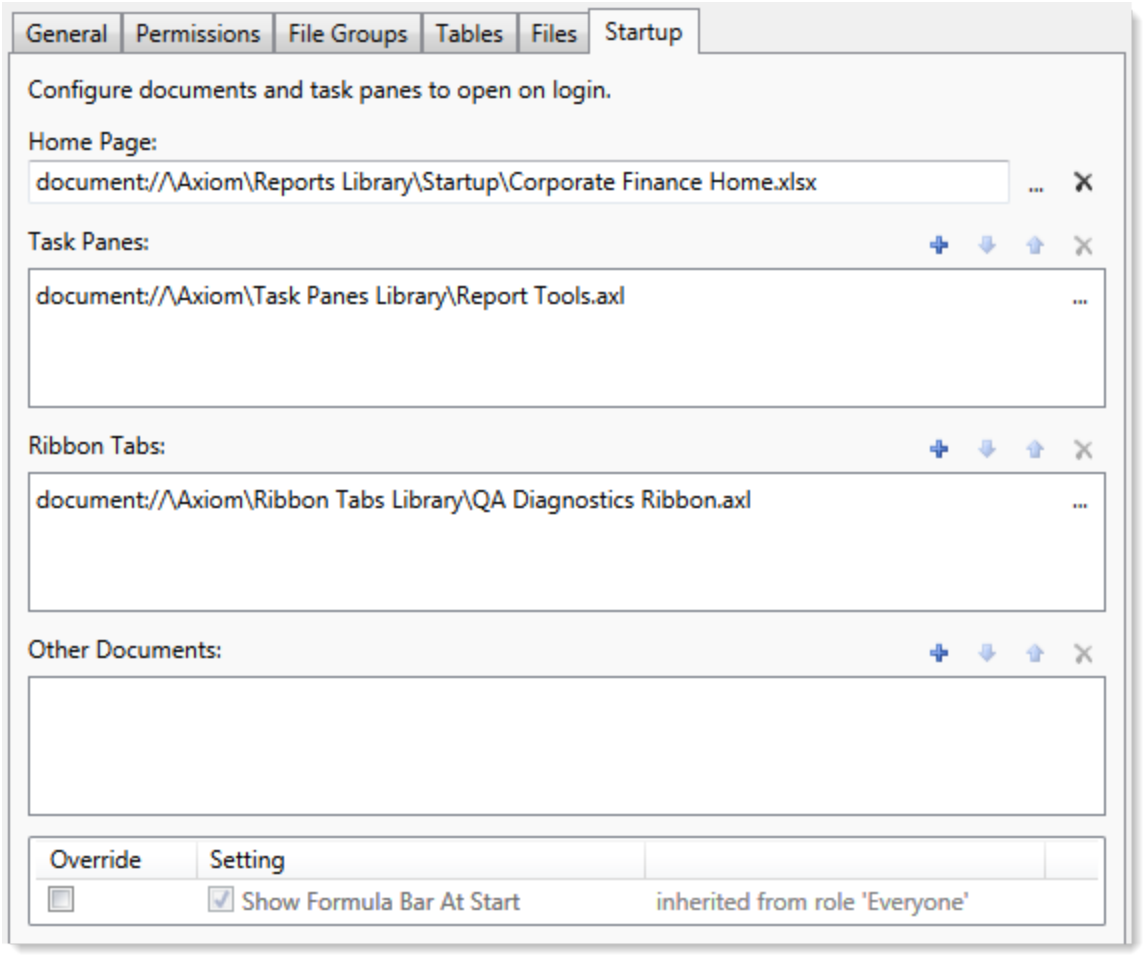
On the **Startup** tab of the **Security Management** dialog, you can specify which files to open automatically when a user logs into the system. You can also configure certain startup options.

Startup files are assigned using the following categories:

- **Home Page**: You can assign an alternate home page for a user or role.
- **Task Panes**: You can assign custom task panes to open on startup.
- **Ribbon Tabs**: You can assign custom ribbon tabs to open on startup.
- **Other Documents**: You can assign additional reports (regular or form-enabled) to open on startup.

NOTE: Startup files are stored by document ID. If you subsequently change the name of a startup file or move it to a different location, the startup configuration will still work. If the file is deleted, the startup item will simply be ignored; it will not cause an error on startup.

Startup files only apply when using the Excel Client or the Windows Client, with one exception: if the assigned home page is an Axiom form, that page will also display as the user's home page when accessing forms in the Web Client.



Example Startup tab

Assigning home pages

You can optionally assign home pages on a user or role basis. If a home page is specified in Security, this file will be used instead of the default files in the Startup folders. You can use any Axiom report (including web reports and Axiom forms), or any normal Excel file stored in the Reports Library.

You can assign each user or role a "global" home page to be used in all clients. You can also override this assignment to show a different home page in the Desktop Client (Excel Client or Windows Client).

The home page is always opened as read-only. The user does not need to be granted permissions to the file in order to open it on startup.

To assign a home page to a user or role:

1. On the **Startup** tab of the **Security Management** dialog, click the **[...]** button to the right of either of the following fields:

Item	Description
Home Page	This "global" home page is used in all clients, unless a Desktop Client Home Page is also specified. If you want this home page to display in the Web Client, the selected file must be web-enabled (either an Axiom form or a web report). If the file is not web-enabled, then the assignment will be ignored for purposes of the Web Client.
Desktop Client Home Page	This home page is used in the Desktop Client only (Windows Client or Excel Client), overriding the Home Page assignment.

The **Shortcut Properties** dialog opens so that you can select a file.

2. To specify the file, click the **[...]** button to the right of the **Shortcut Target** box. In the **Choose Document** dialog, select the desired file from the Reports Library, then click **OK**.
3. Once the file has been selected, specify any of the following optional **Shortcut Parameters**:

Item	Description
Axiom Tab Name	An alternate name to display on the file tab. By default, the tab name is "Home".
Quick Filter	A Quick Filter to apply to the file. The Quick Filter must be a valid filter criteria statement. Once the file is opened, users can clear the filter using the Quick Filter option on the ribbon. **NOTE:** Queries in the target file must be configured to refresh on open, in order for the filter to be applied to the data when the file is opened. This option does not apply to web reports.
Non-closeable	Specifies whether the user can close the file once it has been opened. By default, this is not enabled, which means the file is closeable. If a user closes the home page, they can reopen it using the **Show Home** button on the default Axiom ribbon tab. You might enable this option if you have defined a custom ribbon tab for end users that does not contain the Show Home button. This ensures that users will always have access to the home page by preventing them from closing it.
View As Form	Select this option to open the report as an Axiom form. This option only applies if the report is form-enabled.

4. Click **OK**.

The selected file displays in the **Home Page** box.

You can change the home page assignment at any time, or remove the assignment by clicking the delete ✕ button.

Home page priority order

When a user logs into an Axiom Budgeting and Performance Reporting client, their home page is determined using the following priority order. If the first item on the list is defined, then that file is used, otherwise the next item on the list is used, and so on.

Desktop Client (Excel and Windows)

1. Security-assigned home page at the user level
2. Security-assigned home page for a role the user belongs to (excluding the Everyone role)

   NOTE: If a user belongs to multiple roles, and more than one role has an assigned home page, the home page of the "first" role is used (determined alphabetically by role name).

3. Security-assigned home page for the Everyone role

   Axiom Budgeting and Performance Reporting first cycles through items 1-3 looking for a **Desktop Client Home Page** assignment. If no assignment is found, Axiom Budgeting and Performance Reporting cycles through items 1-3 again, this time looking for a **Home Page** assignment. If no security home page is found, Axiom Budgeting and Performance Reporting continues to the next item.

4. Default home page in the Axiom System directory
   - In the Windows Client, Axiom Budgeting and Performance Reporting checks `\Startup\Home\Windows Client` first, then moves on to `\Startup\Home`.
   - In the Desktop Client, Axiom Budgeting and Performance Reporting checks `\Startup\Home\Excel Client` first, then moves on to `\Startup\Home`.

If no valid home pages are found for the Desktop Client, a blank spreadsheet is used.

Web Client

1. Product-assigned home page

   This item only applies in systems with installed products. If a product area in the Web Client has a designated home page, that home page takes precedence over all other home page assignments. When the user logs into the Web Client, they see the home page for their default product area.

2. Security-assigned home page at the user level
3. Security-assigned home page for a role the user belongs to (excluding the Everyone role)

NOTE: If a user belongs to multiple roles, and more than one role has an assigned home page, the home page of the "first" role is used (determined alphabetically by role name).

4. Security-assigned home page for the Everyone role

   For the Web Client, only the **Home Page** assignment is considered for items 1-3. The **Desktop Client Home Page** is ignored. The Home Page assignment must be a web-enabled file in order to be used as the Web Client home page. If no valid assignment is present in Security, Axiom Budgeting and Performance Reporting continues to the next item.

5. Default home page in the Axiom System directory

   In the Web Client, Axiom Budgeting and Performance Reporting checks `\Startup\Home\Web Client` for a web-enabled file, and uses that file as the home page if present. The `\Startup\Home` directory is ignored in this case, even if the file in that directory is web-enabled. If no valid home page is present in the Axiom System directory, Axiom Budgeting and Performance Reporting continues to the next item.

6. Default Web Client home page provided by Axiom Budgeting and Performance Reporting

   This page displays the user's notifications and web favorites. This built-in page is only used as the home page if no other home page assignment is found.

Assigning startup task panes

You can assign one or more custom task panes to display automatically when a user logs into the system. Typically, these settings are defined at the role level rather than at the user level—either on the Everyone role to display for all users, or on your organization's defined roles.

Users do not need to have file permissions to access the task panes that are designated to open on startup. Because of this, in most cases you should use the **Non-Closeable** option to specify that the task pane cannot be closed. This will ensure that the task pane is always available to the user. Otherwise, the user could close the task pane and then have no way to open it again, because they do not have access to the file itself.

Users inherit any task panes defined for roles that they are assigned to, in addition to their own assigned task panes. Task panes are opened in the following order:

- Task panes defined for the Everyone role, in the order specified on the Everyone role
- Task panes defined for roles (multiple roles sorted in alphabetical order), in the order specified for the role
- Task panes defined for the user, in the order specified for the user

If a single task pane is listed in more than one place, it is only opened once, the first time it is listed.

NOTES:

- The startup task pane settings do not control the display of system-controlled task panes such as the Sheet Assistant or File Processing. These task panes display dynamically when they are relevant to the current context, if the user has the appropriate rights.
- By default, the Everyone role is configured to open the following built-in task panes on startup: Explorer and Process. These task panes are not system-controlled; if desired you can change their security settings or remove the task panes entirely.

To assign startup task panes to a user or role:

1. On the **Startup** tab of the **Security Management** dialog, click the plus + button at the top of the **Task Panes** box.

   The **Shortcut Properties** dialog opens.

2. To specify the task pane, click the **...** button to the right of the **Shortcut Target** box. In the **Choose Document** dialog, select the desired task pane from the Task Panes Library and then click **OK**.

3. Once the task pane has been selected, specify any of the following optional **Shortcut Parameters**:

Item	Description
Axiom Tab Name	Define an alternate tab name for the task pane (by default, the tab name is the file name).
Non-closeable	Select this option to prevent the user from closing the task pane. This option should be selected for startup task panes if users do not otherwise have access to the task pane. Most end users are not granted access to the Task Panes Library and therefore they only see task panes that are configured to open on startup. In this case, if the user closes the task pane, they will have no way to reopen it (other than to exit the system and then log in again). Preventing users from closing the task pane ensures that it will always be available.

4. Click **OK**. The selected file displays in the **Task Panes** box.

You can repeat this process for as many custom task panes that you want to assign to the user or role.

Once one or more task panes have been assigned, you can modify the assignments as follows:

- To adjust the order of multiple assigned task panes, select the task pane that you want to move and then use the arrow buttons to move it up or down.
- To delete an assigned task pane, select the task pane in the list and then click the **Delete** ✕ button.
- To edit the shortcut parameters of an assigned task pane, double-click the task pane in the list to reopen the **Shortcut Properties** dialog.

Assigning startup ribbon tabs

You can assign one or more custom ribbon tabs to display automatically when a user logs into the system. Typically, these settings are defined at the role level rather than at the user level—either on the Everyone role to display for all users, or on your organization's defined roles.

Keep in mind that just because a ribbon tab is opened at startup does not necessarily mean it will display to the user. You can configure certain ribbon tab options that further control the display. For example, you can specify that a particular ribbon tab only displays if the user is an administrator, or if the current file is a plan file. These options make it easier to configure a ribbon tab for the Everyone role, yet still dynamically control the display so that only the users who need the ribbon tab can see it.

Users do not need to have file permissions to access the ribbon tabs that are designated to open on startup. Startup is the only time that ribbon tabs can be opened in the ribbon, so in general there is no reason to give end users file permissions to these files except for the small handful of users who need to create and edit the ribbon tabs.

Users inherit any ribbon tabs defined for roles that they are assigned to, in addition to their own assigned ribbon tabs. Ribbon tabs are opened in the following order:

- Ribbon tabs defined for the Everyone role, in the order specified on the Everyone role
- Ribbon tabs defined for roles (multiple roles sorted in alphabetical order), in the order specified for the role
- Ribbon tabs defined for the user, in the order specified for the user

Custom ribbon tabs display before (to the left of) any Excel ribbon tabs. In the case of the Windows Client, custom ribbon tabs display before the Home tab.

If a single ribbon tab is listed multiple times, it is only opened once, the first time it is listed.

NOTE: By default, the Everyone role is configured to display two built-in ribbon tabs: Axiom and Axiom Designer. These ribbon tabs are not system-controlled; if desired you can change the security settings for these tabs, customize the tab contents, or remove the tabs entirely.

To assign startup ribbon tabs to a user or role:

1. On the **Startup** tab of the **Security Management** dialog, click the plus + button at the top of the **Ribbon Tabs** box.

   The **Shortcut Properties** dialog opens.

2. To specify the ribbon tab, click the **...** button to the right of the **Shortcut Target** box. In the **Choose Document** dialog, select the desired ribbon tab from the Ribbon Tabs Library and then click **OK**.

3. Once the ribbon tab has been selected, specify any of the following optional **Shortcut Parameters**:

Item	Description
Axiom Tab Name	Optional. Define an alternate tab name for the ribbon tab (by default, the tab name is the file name).
Requires Admin	Select this check box if the ribbon tab should only be visible if the user is an administrator. In general, this option is only used if you are assigning a ribbon tab for the Everyone role, but you want to limit the display to administrators.
Requires Sheet Assistant	Select this check box if the ribbon tab should only be visible if the user has Sheet Assistant permission to the current file. This option can be used to dynamically display a ribbon tab that contains tools appropriate for file designers. Keep in mind that the ribbon tab will dynamically show and hide as the user changes the current file (assuming the user only has Sheet Assistant permission to certain files).
Visible for doc type	Optional. Select a document type if the ribbon tab should only be visible when the current file is a certain type of file. You can specify **Plan File**, **Template**, or **Report**. By default, this option is set to **All**, which means the ribbon tab displays for all file types (assuming it is otherwise eligible to display). If you specify a document type, keep in mind that the ribbon tab will dynamically show and hide as the user switches between different documents. This may be confusing to the user if the ribbon tab is not very obviously designed for a particular document type.

4. Click **OK**. The selected file displays in the **Ribbon Tabs** box.

You can repeat this process for as many custom ribbon tabs that you want to assign to the user or role.

Once one or more ribbon tabs have been assigned, you can modify the assignments as follows:

- To adjust the order of multiple assigned ribbon tabs, select the ribbon tab that you want to move and then use the arrow buttons to move it up or down.
- To delete an assigned ribbon tab, select the ribbon tab in the list and then click the **Delete** ✕ button.
- To edit the shortcut parameters of an assigned ribbon tab, double-click the ribbon tab in the list to reopen the **Shortcut Properties** dialog.

Assigning other startup documents

You can assign other documents to open automatically when a user logs into the Axiom Budgeting and Performance Reporting Desktop Client. These documents are opened in addition to the home file. You can select any Axiom report (including web reports and Axiom forms) or any normal Excel file stored in the Reports Library.

There is no limit on the number of files that can be opened at startup, however, many files or large files may slow performance and cause delays starting Axiom Budgeting and Performance Reporting.

If a document is assigned to open on startup, then it will always open on startup as read-only, regardless of the user's file permissions for that document. The user does not need to have permission to access the file otherwise.

Users inherit any documents defined for roles that they are assigned to, in addition to their own assigned documents. Documents are opened in the following order:

- Documents defined for the Everyone role, in the order specified on the Everyone role
- Documents defined for roles (multiple roles sorted in alphabetical order), in the order specified for the role
- Documents defined for the user, in the order specified for the user

If a single document is listed in more than one place, it is only opened once, the first time it is listed. Note that the home page is always the first document opened.

To assign other startup documents to a user or role:

1. On the **Startup** tab of the **Security Management** dialog, click the plus + button at the top of the **Other Documents** box.

   The **Shortcut Properties** dialog opens.

2. To specify the document, click the **...** button to the right of the **Shortcut Target** box. In the **Choose Document** dialog, select the desired file from the Task Panes Library and then click **OK**.

3. Once the document has been selected, specify any of the following optional **Shortcut Parameters**:

Item	Description
Axiom Tab Name	An alternate name to display on the file tab. By default, the tab name is the file name. If the file is an Axiom form or a web report, then this tab name is only used when launching the Windows Client, and causes the file to open within the application instead of the browser.

Item	Description
Quick Filter	A Quick Filter to apply to the file. The Quick Filter must be a valid filter criteria statement. Once the file is opened, users can clear the filter using the Quick Filter option on the ribbon. **NOTE:** The target file must be refreshed in order for the filter to be applied to the data. One or both of the following settings should be enabled in the file: • **Refresh all Axiom functions on open** (if the file uses functions to return data instead of an Axiom query) • **Refresh data on file open** (for the applicable Axiom queries) This option only applies to Axiom spreadsheet reports and Axiom forms.
Non-closeable	Specifies whether the user can close the file once it has been opened. By default, this is not enabled, which means the file is closeable. You may want to enable this option if users do not otherwise have access to the file. In this case, if the user closes the file, they will have no way to reopen it (other than to exit the system and then log in again). Preventing users from closing the file ensures that it will always be available. You would only do this if the file is something that users need to see throughout their session. If the file is simply informational and users don't need to see it again once they have viewed it, then you probably want to let users close the file.
View As Form	Select this option to open the report as an Axiom form. This option only applies if the report is form-enabled.

4. Click **OK**. The selected file displays in the **Other Documents** box.

You can repeat this process for as many additional documents that you want to assign to the user or role.

Once one or more documents have been assigned, you can modify the assignments as follows:

- To adjust the order of multiple assigned documents, select the document that you want to move and then use the arrow buttons to move it up or down.
- To delete an assigned document, select the document in the list and then click the **Delete** ✕ button.
- To edit the shortcut parameters of an assigned document, double-click the document in the list to reopen the **Shortcut Properties** dialog.

NOTE: When a user launches the Excel Client, any web-enabled startup documents other than the Home file will be opened in the browser instead of within the Excel Client. In the Windows Client, if you define an **Axiom Tab Name** for the web-enabled document, it will open within the application instead within the browser.

Assigning startup options

You can configure startup options that impact how Axiom Budgeting and Performance Reporting displays when a user logs in. These options are listed at the bottom of the **Startup** tab of the **Security Management** dialog, underneath the assigned startup files. You can set these startup options at the user level or at the role level.

Currently there is only one startup option that can be set:

- **Show Formula Bar At Start**

If this option is enabled, then the formula bar automatically shows when a user logs into the Axiom Budgeting and Performance Reporting Excel Client or the Windows Client. If this option is disabled, then the formula bar is hidden.

Users can still toggle the formula bar shown or hidden using the **Formula Bar** check box on the **Axiom** ribbon tab. This startup option simply determines the initial state of the formula bar when the user logs in; it does not prevent the user from changing that state later.

By default, all users are set to show the formula bar at start, via the Everyone role. If you want to change this behavior, you have several options:

- You can override the behavior for specific users by clicking the **Override** check box and then clearing the check box for **Show Formula Bar At Start**. This means that the formula bar will be hidden at start for this user.
- You can clear the **Show Formula Bar At Start** check box for the Everyone role, and then set the option as desired for specific users and roles.

NOTE: It is not possible to leave the option enabled for the Everyone role and then override it by role. If you want some roles to show the formula bar and others to hide it, then you must disable the option on the Everyone role and then enable or disable it as appropriate for your other roles.

This setting is always enabled for admin users and cannot be disabled. However, for admin users only, Axiom Budgeting and Performance Reporting will remember the last state of the formula bar and apply that on startup, disregarding this setting.

Control user access to Desktop Clients and Office Add-Ins

You can now control which users and roles have access to the Axiom Budgeting and Performance Reporting Desktop Clients and the Microsoft Office Add-Ins, using permissions defined in Axiom

Budgeting and Performance Reporting security. These new permissions streamline and simplify the user experience, so that all of your users only have access to the specific client applications and add-ins that they need to use. For example:

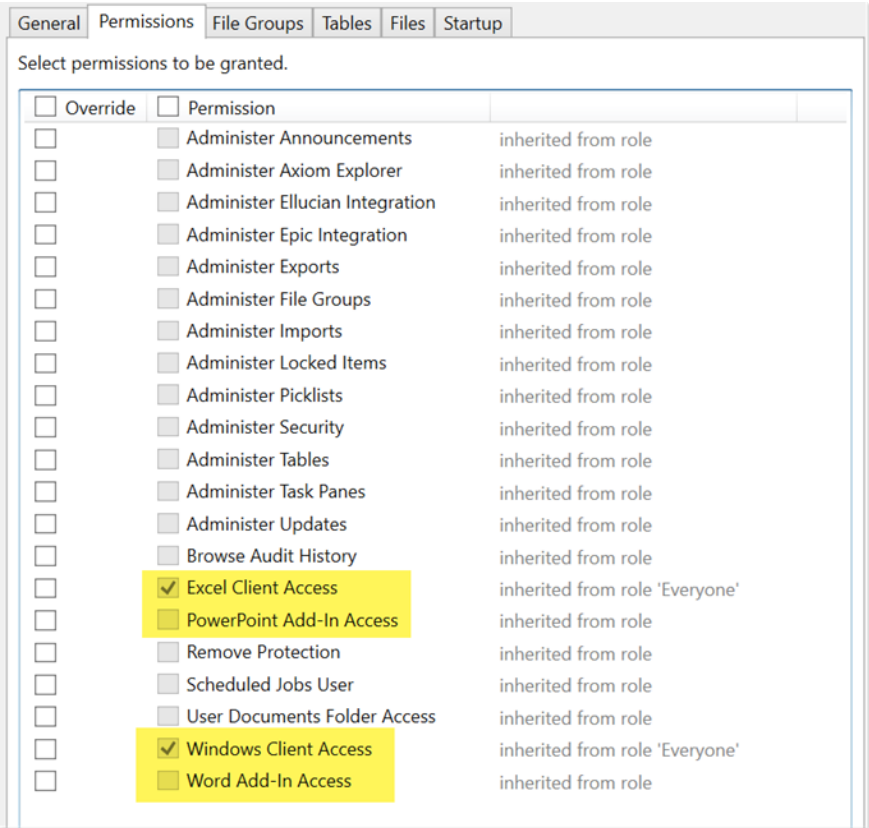
- End users who only need to access the Windows Client can be limited so that it is the only client option available.
- The ability to use the Excel Client can now be enabled only for those users who need to perform spreadsheet design activities.
- The ability to use the Word or PowerPoint add-ins can now be enabled only for those users who need to edit Word and PowerPoint documents within the Axiom Budgeting and Performance Reporting Reports Library. Users who only need to view these documents will no longer inadvertently install the add-in when the document is opened.
- Additionally, users who only need to use the Web Client can be limited so that they do not have permission to any of the Desktop Clients or Office add-ins, thereby removing unnecessary options from their user experience.

New security permissions

The following security permissions are now available on the **Permissions** tab of the **Security Management** dialog:

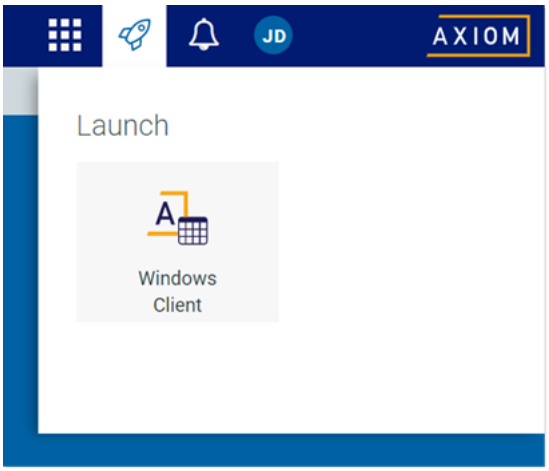
- **Excel Client Access**
- **Windows Client Access**
- **PowerPoint Add-In Access**
- **Word Add-In Access**

If a user is granted these permissions at the user or role level, then the user can see the client application or the add-in on the Quick Launch menu (and other places), and can launch the client or add-in.



New security permissions to control client access and add-in access

If a user does not have these permissions, then the client or add-in is hidden from the user, and the user cannot launch the client or add-in. For example, the following screenshot shows the Quick Launch menu for a user who only has access to the Windows Client:



Quick Launch menu showing only the Windows Client

Upgrade behavior for Desktop Client permissions

When you upgrade to 2020.4, Axiom automatically enables the **Windows Client Access** permission on the Everyone role, so that all of your users can continue to use the Windows Client.

The upgrade behavior of the Excel Client depends on the system configuration setting **AllowShowExcel** (True/False). In previous versions, this optional setting was used to control whether the Excel Client displayed on the Quick Launch menu. Organizations who did not want end users to use the Excel Client could set this to False so that the icon was hidden. This did not prevent use of the Excel Client, but it did discourage use.

- If AllowShowExcel is True, then **Excel Client Access** is enabled on the Everyone role, and all users can continue to use the Excel Client.
- If AllowShowExcel is False, then the upgrade does not enable the Excel Client for any users or roles. Users with the **Administrator** check box can continue to use the Excel Client because administrators are implicitly granted all permissions, but no other users can access the Excel Client. In this circumstance, you must manually enable **Excel Client Access** for any users or roles who need to be able to use the Excel Client.

  You can tell whether AllowShowExcel is False in your current system by opening the Quick Launch menu in the Web Client. If the Excel Client is not shown, then AllowShowExcel is False.

If your installation uses subsystems, then Windows Client Access and Excel Client Access are automatically enabled for all existing subsystems. This is necessary in order to allow the permission on the Everyone role to take effect. If a particular client is not necessary for use at a subsystem level, then you can disable the access permission for the subsystem, so that users in the subsystem cannot use that client (unless the permission is allowed by another subsystem that the user belongs to).

Upgrade behavior for Office Add-In permissions

The upgrade to 2020.4 does *not* enable the **PowerPoint Add-In Access** permission or the **Word Add-In Access** permission for any users or roles. Users with the **Administrator** check box can continue to use the add-ins because administrators are implicitly granted all permissions, but no other users can access the add-ins.

If you have any non-administrator users who need to access one or both of these add-ins, then you must manually enable the necessary permissions at a user or role level.

Deprecated system configuration settings to hide icons on the Quick Launch menu

In previous versions, the only control over client and add-in access was provided by a set of system configuration settings:

- AllowShowExcel
- AllowShowPowerPoint
- AllowShowWord

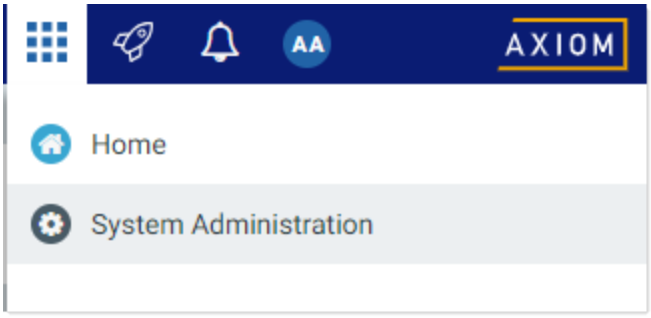
If any of these system configuration settings were set to False, then the corresponding icon would be hidden from the Quick Launch menu. This did not prevent use of the client or add-in, but it did discourage use.

Going forward, these system configuration settings are deprecated because they are no longer necessary. However, they have not yet been removed, and they will be honored if set to False. For example, imagine that your system has AllowShowExcel set to False, but a user has the Excel Client Access permission. The Excel Client icon will be hidden from the Quick Launch menu per the system configuration setting, but the user can launch the Excel Client using some other method (such as a desktop shortcut or a ClickOnce hyperlink).

If you currently have any of these system configuration settings set to False, we recommend changing them to True after upgrading to 2020.4. This will allow the security permissions to be the sole determiner of whether the client or add-in icons are hidden on the Quick Launch menu. If the system configuration settings are left at False, this may cause confusion in the future when trying to troubleshoot an access issue for the Excel Client or either of the add-ins.

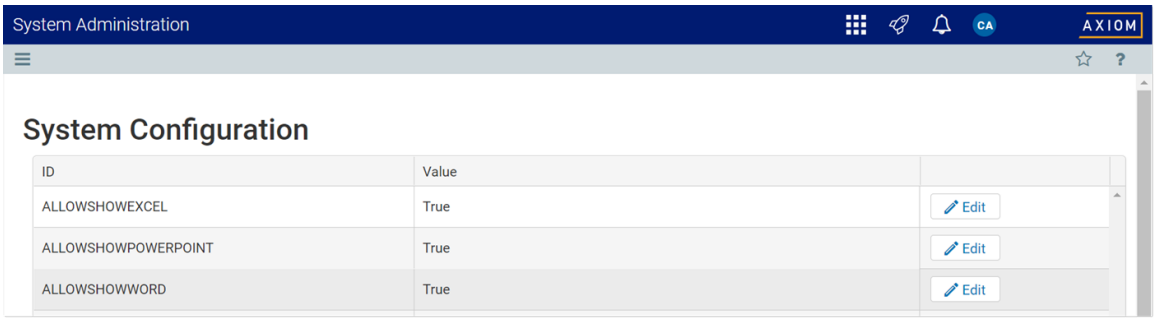
After the upgrade, an administrator user can easily review and edit these settings as follows:

1. In the Web Client, click the menu icon in the Global Navigation Bar. From the Area menu, select **System Administration**.



2. From the **Navigation** panel, select **Software Configuration > System Configuration**.

3. On the System Configuration page, review the three "AllowShow" settings and make sure they are all set to True. If you need to edit a setting:
   - Click the **Edit** button. This makes the **Value** field editable.
   - Type `True` into the Value field.
   - Click the **Update** button.



Security Subsystems

Security subsystems allow you to define groups of users to be managed as a distinct "subset" of users within the system. Using subsystems, you can:

- Define a group of users to belong to the subsystem and be limited to a certain maximum level of permissions. When you create a subsystem, you are essentially drawing a permissions boundary that users who belong to the subsystem cannot cross.
- Assign one or more subsystem administrators who can manage security for the users that belong to the subsystem. This allows you to give certain users the right to manage other users' permissions, without needing to grant them full administrator rights or even full security administration rights.

Subsystems are *not* an alternative to roles. Roles grant permissions as a group; roles cannot be used to deny permissions or to grant user management rights. Subsystems are intended for situations where you need to create independently-managed user groups that work within the same system but only need access to specific defined areas of that system. Roles can then be used to grant permissions within the limits of the subsystem.

NOTE: Subsystems are optional in systems without installed products. Subsystem features are only available if you have enabled them using the system configuration settings.

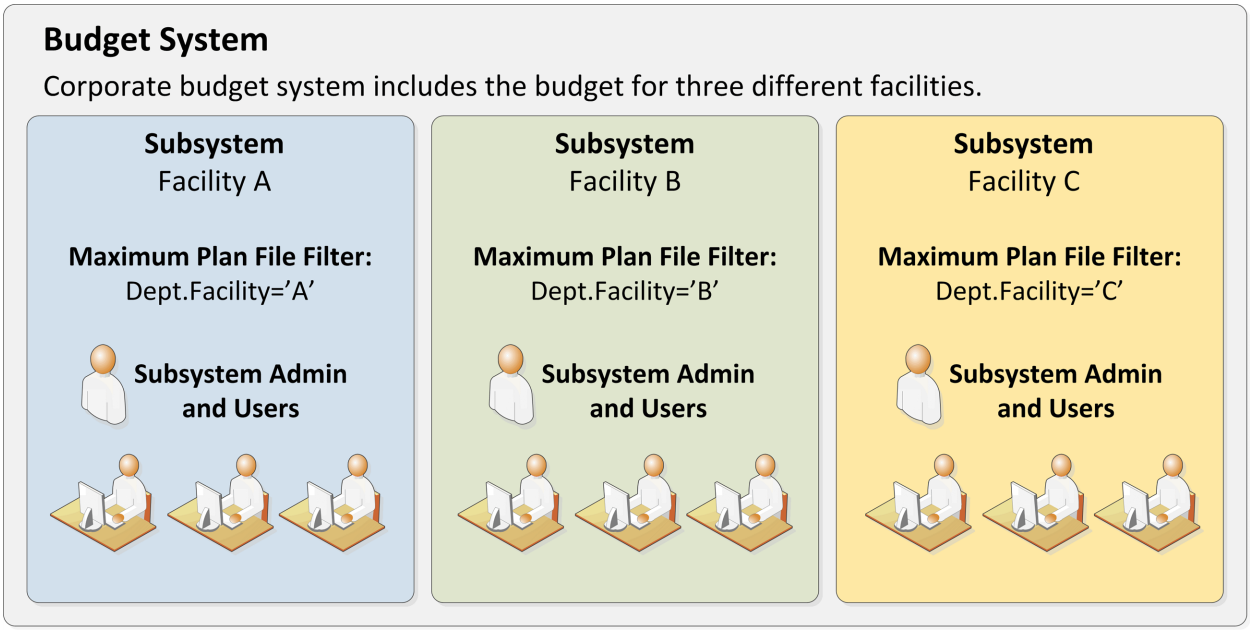
About subsystems

Subsystems are used to create distinct groups of users who need to be restricted to a certain maximum level of access. When you create a subsystem, you define:

- The maximum permissions for the subsystem. Using the standard security permission settings, you specify the maximum level of permissions that any user who belongs to this subsystem can have.
- The users who belong to the subsystem. The permissions for these users cannot exceed the subsystem maximum permissions. Roles can also optionally belong to a subsystem, and will be limited to the subsystem maximum permissions.

- The subsystem administrators. Subsystem administrators can access Axiom Budgeting and Performance Reporting security for purposes of managing users and roles that belong to the subsystem.

For example, imagine that your organization has three different facilities, and you budget for all of these facilities within the same Axiom Budgeting and Performance Reporting system. Each facility has a set of users, and you want to limit those users to a specific set of plan files and reports. You also want to allow the finance manager of each facility to control the user rights for their facility, but you do not want to make them full system administrators.



Example system with subsystems

You could use subsystems for this configuration as follows:

- Create a subsystem for each of the facilities. You can assign existing users to the subsystem, and/or the subsystem administrator can create users for the subsystem.
- Within each subsystem, specify the maximum level of user rights for that facility. This would include plan file access filters to restrict the set of plan files in a file group, and folder permissions for the Reports Library (for example, each facility might have their own folder in the Reports Library, and you would grant each subsystem permission to only the appropriate folder).
- Within each subsystem, assign the facility's finance manager as the subsystem administrator. That user could then manage the rights for each user in the subsystem, including granting the users rights to the necessary plan files and reports (either individually or by using roles). The users can have a lower level of rights than what is allowed by the subsystem, but they cannot have a higher level.

Each user can belong to one or more subsystems. If a user belongs to multiple subsystems, the limits for each subsystem will be applied independently (in other words, using OR to concatenate the restrictions where applicable instead of AND).

In systems with installed products, subsystems are used to control access to specific products. These subsystems are product-controlled and delivered with the product. For example, you may have subsystems for Capital Planning and Budget Planning. You can assign users to subsystems based on the specific products they should be able to access.

About subsystem administrators

When a user is assigned as a subsystem administrator, that user can access security for the purposes of managing users and roles that belong to the subsystem.

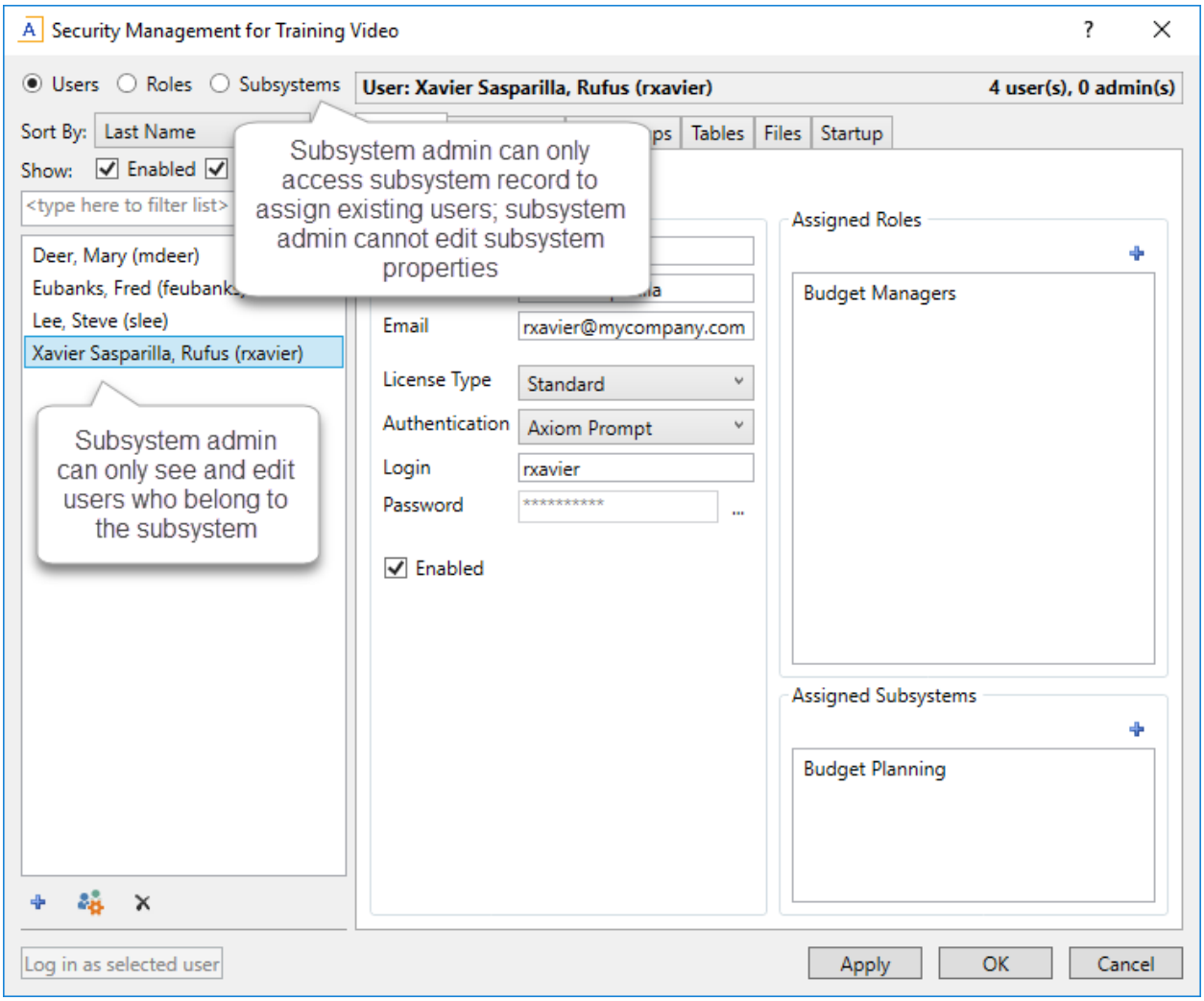
Subsystem administrators are not administrator-level users. The behavior is similar to being granted the **Administer Security** permission, except that the subsystem administrator can only work with users and roles within the subsystem.

Subsystem administrators can do the following:

- Create, edit, and delete users and roles within the subsystem.
- Assign roles to users in the subsystem. The users can be assigned to subsystem-specific roles or to "global" roles (roles that do not belong to any subsystem).
- Remove locks held by users in the subsystem. This applies to document and table locks, and save data locks, where the subsystem administrator has some level of access to the locked item.
- Use **Log in as selected user** to test the permissions of any user in the subsystem by logging in as that user. (Note that if a system administrator is assigned to the subsystem, the subsystem administrator cannot log in as that user.)

Subsystem administrators cannot edit the subsystem settings, except to assign users and roles to the subsystem. It is assumed that the subsystem is created by a system administrator (or delivered as part of an installed product), and then the subsystem administrator simply manages the users and roles within that predefined framework.

The subsystem administrator can be any user. The subsystem administrator may belong to the subsystem as a user if desired, but that is not a requirement. If the subsystem administrator is also a member of the subsystem, then the subsystem administrator can edit his or her own user permissions, but overall those permissions are restricted by the limits of the subsystem.



Example Security dialog for a subsystem administrator

About subsystems and roles

Subsystems can be used in conjunction with roles. You can assign a user to a subsystem, and then assign the user to one or more roles to grant security permissions. These permissions are then limited by the subsystem boundaries.

There are two ways that you can use roles with subsystems:

- You can assign subsystem users to "global" roles, meaning standard roles that don't belong to a subsystem. These roles can contain users that belong to any subsystem. The role permissions are inherited "as is" by the user and then the user's effective permissions are restricted by their assigned subsystem.
- You can assign a role to a subsystem, and then assign users in the subsystem to the role. In this case, only users who also belong to the subsystem can belong to the role. Also, the role permissions are restricted by the assigned subsystem before the user inherits the permissions.

Subsystem-specific roles are recommended if users may belong to multiple subsystems, due to the small but crucial difference in how role inheritance and subsystem restrictions interact. Also, subsystem administrators can create and edit subsystem-specific roles, which provides the subsystem administrator with greater control over the use of roles with their subsystem users. When using global roles, subsystem administrators can only assign users to the role, they cannot edit the role or see the role's permissions.

Role inheritance and subsystems

If each user only belongs to one subsystem, then there is no difference in the effective permissions when users inherit permissions from global roles or from subsystem-specific roles. However, if a user can belong to multiple subsystems, then the effective permissions can vary depending on which type of role is used.

To illustrate this difference, consider the following plan file filter settings for a file group:

User configured permission:	No Access
Role configured permission:	All Plan Files
Subsystem maximum permission:	DEPT.Facility=5

In this configuration, it doesn't matter whether the role is global or whether it belongs to the subsystem. In both cases, the user will ultimately be restricted to plan files that are assigned to Facility 5. If the role is global, then the subsystem restriction of Facility 5 will be applied to the user after the role inheritance. If the role belongs to a subsystem, then the Facility 5 restriction will be applied to the role before the permissions are inherited. Either way, the end result of the effective permission is the same.

Now consider what can happen if the role is global and the user belongs to two subsystems instead of just one:

User configured permission:	No Access
Role configured permission:	All Plan Files
Subsystem 1 maximum permission:	DEPT.Facility=5
Subsystem 2 maximum permission:	All Plan Files

In this configuration, the user inherits the permission from the global role before the subsystem restrictions are applied to the user. So the user's starting permission is All Plan Files. Because the user's multiple subsystem restrictions are combined using OR, the ultimate subsystem restriction is Dept.Facility=5 OR All Plan Files (which effectively means no restriction—the combined subsystem maximum permission allows access to all plan files). Together with the inherited role permission, this means the user has access to all plan files.

The organization may have intended the user to have access to all plan files. The user belongs to Subsystem 2 and that subsystem allows access to all plan files, so it is a valid result if the user is assigned to a role that grants access to all plan files. However, a potential issue may arise if the role assignment was made by the Subsystem 1 administrator. This subsystem administrator may not know that the user also belongs to Subsystem 2 and/or may not know that Subsystem 2 has a maximum permission of All Plan Files. The Subsystem 1 administrator can only consider the impact of his or her subsystem's restrictions, which would limit the user to plan files from Facility 5. The granting of all plan files via the Subsystem 2 maximum permission may be unintentional.

So if subsystem administrators are managing role assignments and users can belong to multiple subsystems, the only way to ensure that permissions are limited by each respective subsystem is to use subsystem-specific roles instead of global roles. For example, consider the following configuration where the user belongs to multiple subsystems and is assigned to subsystem-specific roles:

User configured permission:	No Access
Role configured permission (Subsystem 1):	All Plan Files
Role configured permission (Subsystem 2):	No Access
Subsystem 1 maximum permission:	DEPT.Facility=5
Subsystem 2 maximum permission:	All Plan Files

Now the role filters are limited by the subsystem restrictions *before* the user inherits permissions from the roles. This gets resolved as follows:

- Subsystem 1 role permission of All Plan Files is restricted by the Subsystem 1 maximum permission of Dept.Facility=5. The user can access only those plan files that belong to Facility 5.
- Subsystem 2 role permission of No Access needs no further resolution—the user is not granted access to any plan files via this subsystem.
- So even though the user's combined subsystem restriction is the same as in the previous example, this is no longer an issue because the role permissions are restricted by their respective subsystems before being inherited by the user. In this case this means the user is only granted the plan file access from the Subsystem 1 role, meaning the user only has access to plan files for Facility 5.

Now imagine the same permissions except that the role configured permission for Subsystem 2 is Dept.VP='Smith' instead of No Access. Now the user's effective permission is as follows:

```
(DEPT.VP='Smith') OR (DEPT.Facility=5)
```

This means the user can access any plan files from Facility 5, and any plan files where the assigned VP is Smith.

Managing subsystems

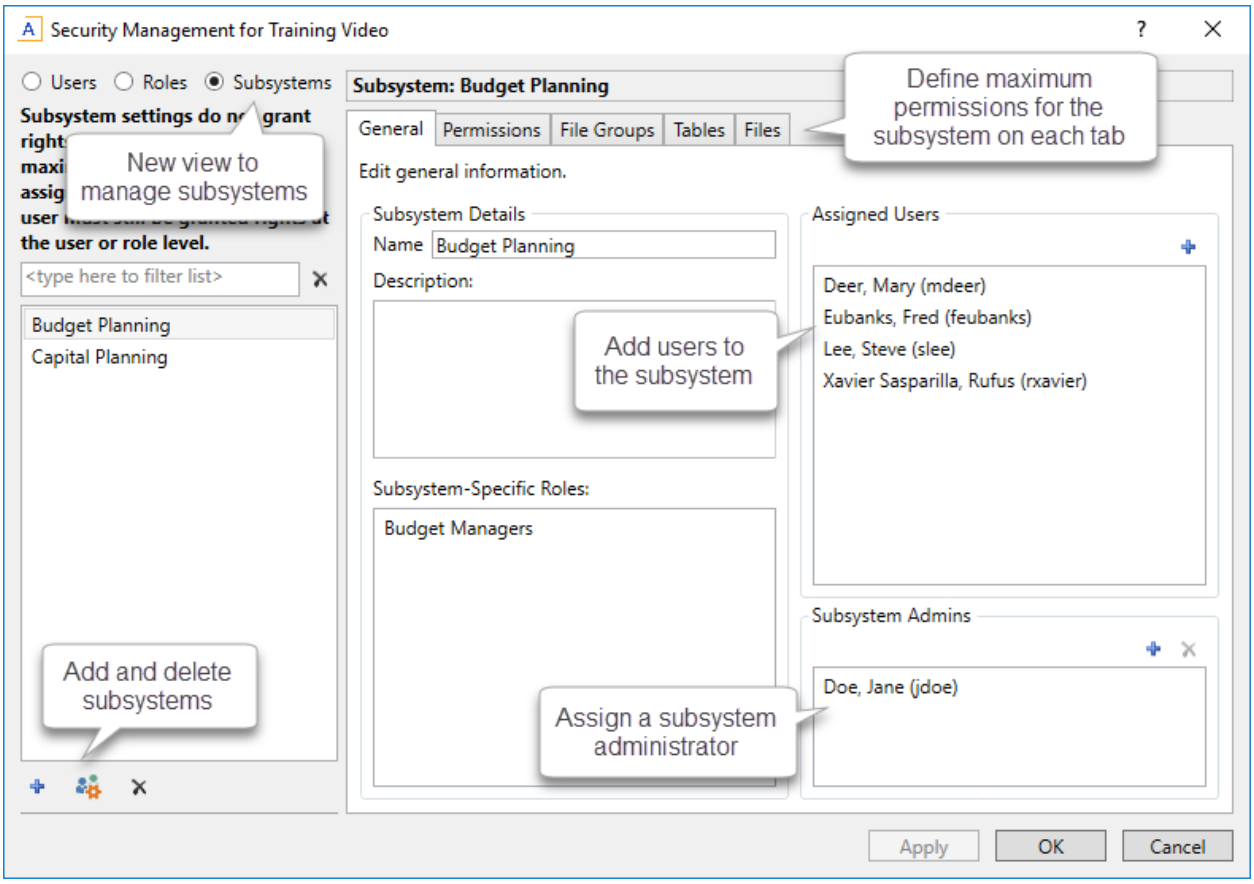
Using the **Security Management** dialog, you can create new subsystems, edit existing subsystems, and delete subsystems. To access this dialog:

- On the **Axiom** tab, in the **Administration** group, click **Manage > Security > Security Manager**.

> **NOTE:** In systems with installed products, this feature may be located on the **Admin** tab. In the **System Management** group, click **Security > Security Manager**.

To work with subsystems, select **Subsystems** in the top left-hand corner of the dialog.

> **NOTE:** Only administrators and users with the **Administer Security** permission can create, edit, and delete subsystems. Subsystem administrators are limited to viewing the **General** tab of the subsystem only, for purposes of assigning existing users to the subsystem.



Security dialog with subsystems enabled

To save changes, click **Apply** (or **OK** if you are finished editing security settings).

Creating subsystems

You can create a new blank subsystem, or you can clone the settings of an existing subsystem. If you clone a subsystem, all of that subsystem's settings are copied to the new subsystem, *except* for assigned users.

To create a subsystem, click one of the following buttons located underneath the subsystem list:

- To create a new blank subsystem, click **Create subsystem** .
- To clone an existing subsystem, select that subsystem in the list and then click **Clone subsystem** .

The new subsystem is added to the list. You can define the settings for the new subsystem as desired, and you can assign users and roles to the subsystem. You can also assign a user as a subsystem administrator, to manage the users within the subsystem.

For more information on completing subsystem settings, see:

- Defining subsystem properties (General tab)
- Defining maximum permissions for subsystems

Editing subsystems

To edit a subsystem, select a subsystem from the **Subsystems** list, then make any changes to that subsystem. Changes to subsystem settings take effect when the changes are saved.

Deleting subsystems

To delete a subsystem, select a subsystem from the **Subsystems** list, then click **Delete subsystem** . You are prompted to confirm that you want to delete the subsystem.

A subsystem cannot be deleted if users are assigned to it.

Defining subsystem properties (General tab)

The following settings are available for subsystems on the **General** tab.

Subsystem Details

Each subsystem has the following general properties:

Item	Description
Name	The name of the subsystem.
Description	A description of the subsystem.

Subsystem-Specific Roles

Multiple roles can be assigned to a subsystem. If the subsystem already has assigned roles, those roles are displayed here.

It is not possible to assign roles from the subsystem record. Roles can be assigned to subsystems from the role record, using the **Subsystem** box. See Managing subsystem roles.

Assigned Users

Multiple users can be assigned to a subsystem. If the subsystem already has assigned users, those users are displayed here.

Subsystem assignments can be made when editing either the user or the subsystem. See Managing subsystem users.

Subsystem Admins

One or more users can be assigned as a subsystem administrator. Only administrators and users with the **Administer Security** permission can assign or remove a subsystem administrator. Subsystem administrators do not see this section when they view the subsystem record.

- To assign a user as a subsystem administrator, click **Add** +. In the **Assign Users** dialog, you can select one or more users to add as a subsystem administrator.

  Assigning a user as a subsystem administrator does not automatically add the user to the subsystem. Subsystem administrators are not required to belong to the subsystem. However, if you want the user to also belong to the subsystem, then you must separately assign the user to the subsystem.

- To remove a user as a subsystem administrator, select the user in the list and then click **Remove** ✕. You can select and remove multiple users at once.

Subsystem administrators can access the **Security Management** dialog for the purposes of managing users for the subsystem. Subsystem administrators do not otherwise have administrator-level permissions. For more information on subsystem administration rights, see About subsystem administrators.

Defining maximum permissions for subsystems

When defining security settings for a subsystem, you are defining the maximum permission that any user who belongs to the subsystem can have. Users are not granted these permissions by the subsystem; they are restricted to having this level of permission or less. Generally this means that you must define the maximum desired settings on each tab of the dialog, or else no users in the subsystem can have access to the features controlled by that tab.

You can imagine the subsystem permissions as defining an outer boundary of user rights. Users that belong to the subsystem can be assigned to roles and can be granted individual permissions as normal. Any user permissions that fall within the subsystem boundary will be given to the user. Any user permissions that fall outside of the subsystem boundary will be ignored.

At minimum, you must define settings on the following tabs:

- **File Groups** tab, to specify which file groups the subsystem can access and the maximum allowed access.
- **Tables** tab, to specify which tables the subsystem can access and the maximum allowed access.
- **Files** tab, to specify which folders and files the subsystem can access and the maximum allowed access. In most cases this will include defining access permissions to reports. Optionally, you can grant access to scheduler jobs, task panes, and imports.

If users in the subsystem will not need any special permissions, then you can ignore the **Permissions** tab. Otherwise, you must define the maximum allowed access on that tab.

NOTES:

- If a user belongs to more than one subsystem, then the allowed permissions in one subsystem may exceed the permissions allowed in another subsystem. In this case the permissions "boundary" is the combination of the subsystems, where the user is granted the more permissive boundary (not restricted to the less permissive boundary). In this circumstance, you may find it useful to use subsystem-specific roles to grant permissions to users instead of "global" roles.
- If a system administrator is assigned to a subsystem, the administrator permission takes precedence over the subsystem limitation. Subsystem limitations do not apply to system administrators.

Permissions tab

Select the check boxes for the permissions that you want to be available to users in the subsystem.

For example, if you know that some users in the subsystem need to have access to Scheduler, then you must select the **Scheduled Jobs User** permission for the subsystem. The users' individual permissions and role inheritance will determine which users in the subsystem actually have the **Scheduled Jobs User** permission.

If no users in the subsystem need to have any of these permissions, then you can leave the entire tab unchecked.

NOTE: In most cases, you should *not* select the **Administer Security** permission for a subsystem. If a subsystem user is granted this permission, they will be able to manage all users and roles in the system, not just the subsystem users and roles. Subsystem administrators do not need to be granted this separate permission in order to manage the users in the subsystem.

File Groups tab

For subsystems, you can define a single permission set for each file group. This maximum permission set will be applied against all permission sets defined for the user and inherited from the user's roles. If no permission set is defined for a file group, then the subsystem does not allow access to that file group.

If you want the users in the subsystem to be able to access plan files in a particular file group, then you must create a permission set and configure it as follows:

- Set the file access level to the highest level that you need to make available to users in the subsystem. Typically this means setting the access to at least **Read-Only**. You must also specify whether the subsystem has access to **Allow Save Data**, **Allow Calc Method Insert**, and **Allow Calc Method Change**. Remember that if you are using process management to manage access to plan files, then you do not need to select Allow Save Data because the plan file process will automatically elevate user permissions as necessary.

  NOTE: The setting **Interacts with Process Management** is not available to subsystem permissions. There is no way to disable process interaction at the subsystem level.

- Apply the permission settings to the maximum group of plan files that you need to make available to users in the subsystem.

  You must either select **All plan files** or specify a plan file filter. For example, if you specify a filter such as `DEPT.Facility=5`, then users in this subsystem can only access plan files for facility 5. Any user or role permission that falls outside of that filter is ignored.

  If the subsystem has a plan file filter, and a user in the subsystem is assigned a plan file filter (either individually or via a role), then the subsystem filter and the user filter are concatenated using AND. This restricts the user to only accessing files that match both the user filter and the subsystem filter. For example, if the subsystem filter is `DEPT.Facility=5` and the user filter is `DEPT.VP='Jones'`, then the user can only access plan files that are assigned to VP Jones AND which belong to facility 5.

NOTE: The **Create New Records** maximum permission is enabled by default for on-demand file groups. This is set automatically on the subsystem whenever a new on-demand file group is created. Also, when you create a new subsystem, this permission is automatically set for any existing on-demand file groups. This behavior is to enable the default permissions for on-demand file groups, which are automatically set to allow creating new records via the Everyone role.

Tables tab

If you want the users in the subsystem to be able to access data in particular tables, then you must define access for the table (at either the table or table type level).

When granting access, you must define the maximum level of access needed for the subsystem. For example, if some users in the subsystem need full access to the GL table type, but other users need filtered access, then you must set the GL table type to full access. The users' individual rights and role inheritance will determine their actual level of rights within this boundary.

If a subsystem has a table filter, and a user in the subsystem is assigned a table filter (either individually or via a role), then the subsystem filter and the user filter are concatenated using AND. This restricts the user to only accessing data that matches both the user filter and the subsystem filter. For example, if the subsystem filter is `DEPT.Facility=5` and the user filter is `DEPT.VP='Jones'`, then the user can only access data for VP Jones within facility 5.

NOTE: The default maximum permission for document reference tables is full access. This is set automatically in the subsystem whenever a new document reference table is created. Also, when you create a new subsystem, the maximum permission is automatically set for any existing document reference tables. This behavior is to enable the default permissions for document reference tables, which are automatically set to full access via the Everyone role.

Files tab

If you want users in the subsystem to be able to access a particular folder or file, then you must define access to those folders / files.

NOTE: Remember that users do not need to be granted access to files that are configured as startup files. If the user or role is assigned a file to open on startup, that file will be opened as a startup file, regardless of whether the subsystem allows access to that file.

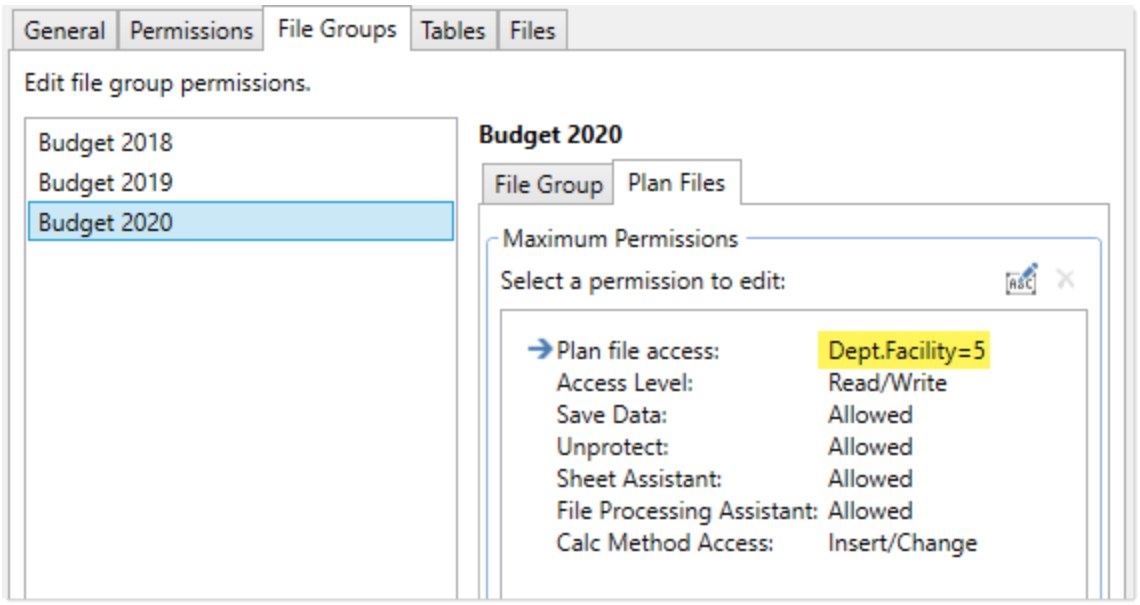
Remember that subfolders and files will inherit any permission set at a "parent" folder level (unless permission is explicitly set for the lower level). For this reason, the effective permissions section displays for the subsystem, so that you can select a folder or file and see any inherited permissions for that item.

Where applicable, you should attempt to specify permissions at a level that accommodates ongoing folder and file additions. For example, if each subsystem will have its own reports folder and that is the maximum access required, then you can define access for just that folder. If the subsystem needs access throughout the Reports Library, then you most likely want to define the maximum access at the Reports Library level (perhaps also explicitly blocking access to certain subfolders and files). The users' individual rights and role inheritance will determine their actual level of rights within this boundary.

Example

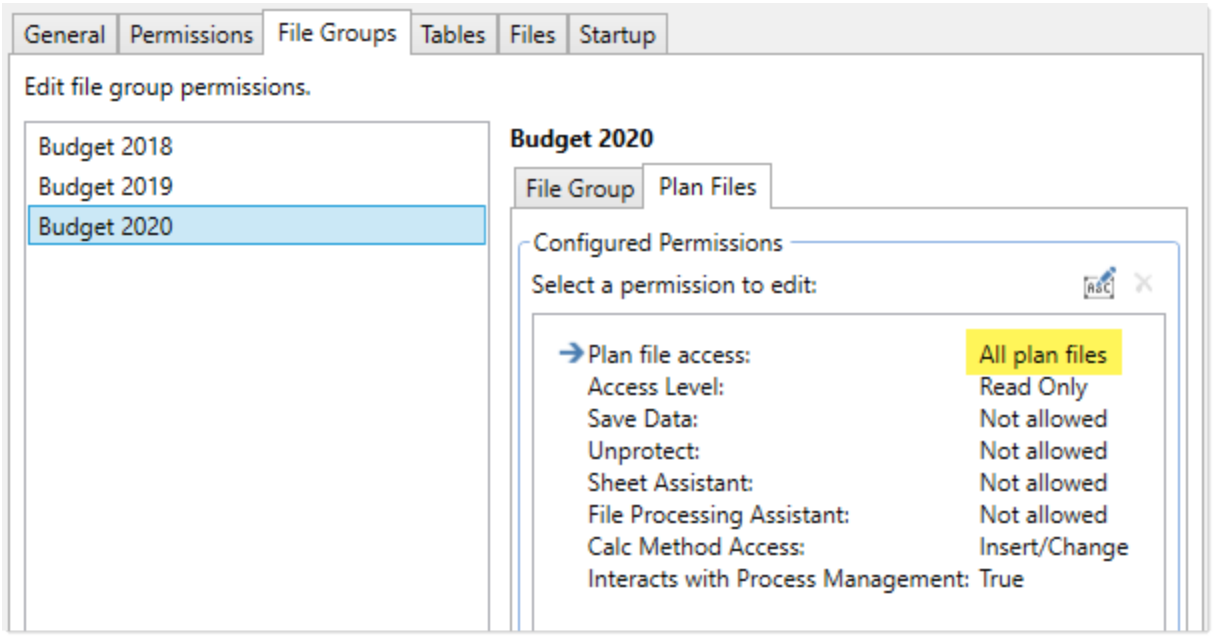
This example illustrates how subsystem maximum permissions limit users who are assigned to the subsystem.

The following screenshot shows file group maximum permissions for a subsystem named Facility 5. For file group Budget 2020, the subsystem is limited by the following filter: `DEPT.Facility=5`. Users who belong to this subsystem can only access plan files that are assigned to Facility 5.



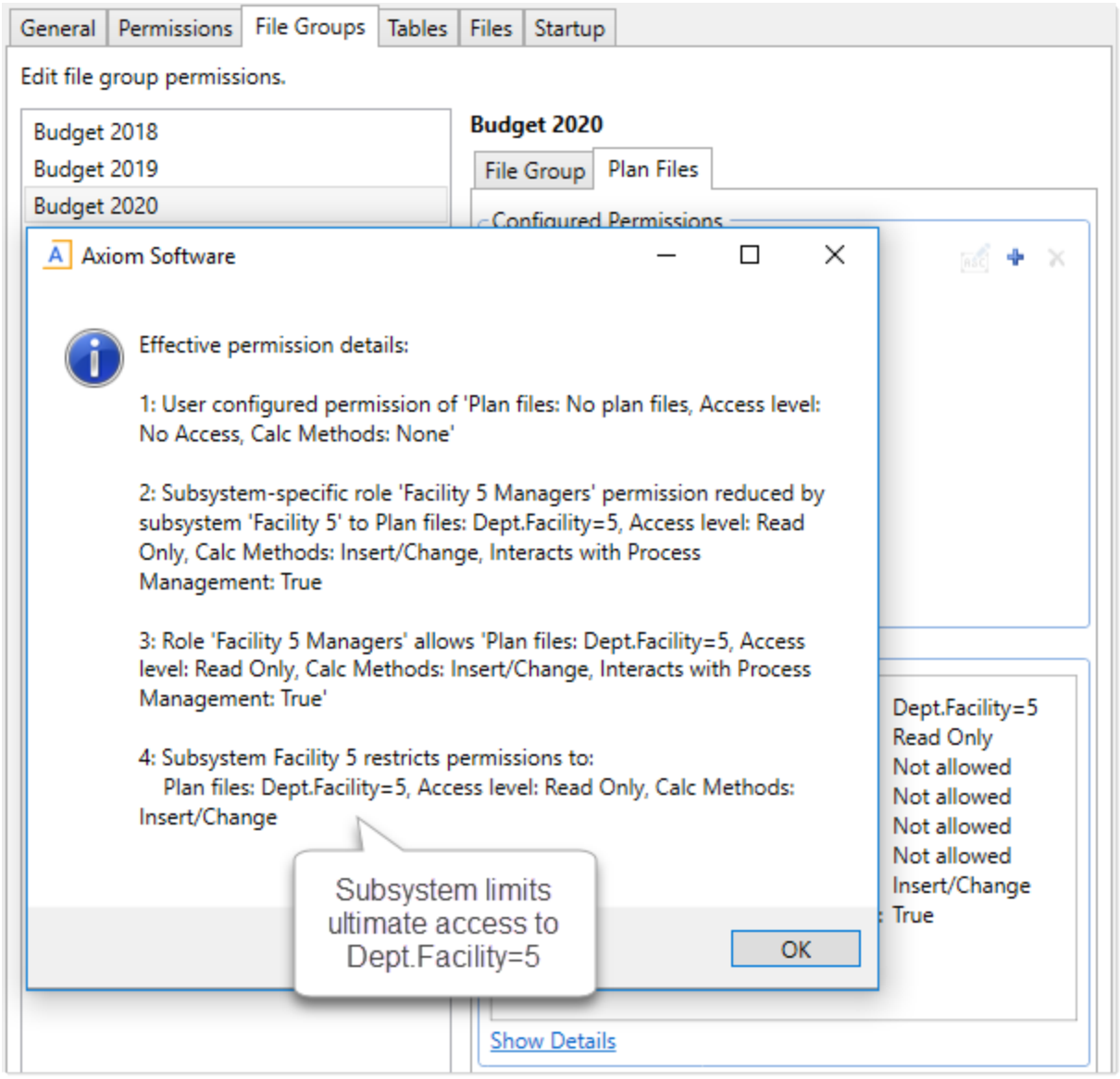
Subsystem maximum permissions

Subsystem settings do not grant any permissions; they only define a maximum boundary of permissions. Therefore users assigned to the subsystem must also be assigned to roles or be granted their own individual security permissions. Imagine that some users belonging to the Facility 5 subsystem are also assigned to the Facility 5 Managers role. This role grants access to all plan files within file group Budget 2020.



Role permissions

Although the role grants access to all plan files, the subsystem is limited to DEPT.Facility=5. The users in the subsystem cannot have greater permission than what is allowed by the subsystem (assuming the users only belong to one subsystem). Therefore the effective permission for this user is DEPT.Facility=5.



User effective permissions once roles and subsystems are applied

Managing subsystem roles

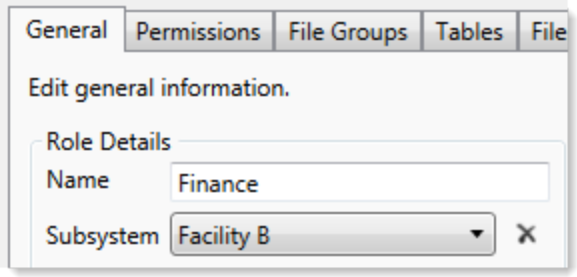
You can create new roles for a subsystem, and you can assign existing roles to a subsystem. When a role belongs to a subsystem, the role permissions are restricted by the subsystem boundaries, and all users in the role must also belong to the subsystem.

When assigning subsystem users to roles, you can use the subsystem roles or you can use "global" roles (that do not belong to the subsystem). For more information on the difference in behavior, see About subsystems and roles.

The subsystem settings should be completed before assigning any roles (unless the roles do not contain any users yet), to ensure that all desired subsystem restrictions are in place before any subsystem users log in.

Assigning a role to a subsystem

When you create or edit a role, you can assign it to a particular subsystem. Use the **Subsystem** drop-down list on the **General** tab to assign the role to a subsystem.



- This assignment can only be made on the role record. The **Subsystem-Specific Roles** section on the subsystem record is for information only; assignment changes cannot be made there.
- Only administrators and users with the **Administer Security** permission can assign an existing role to a subsystem. If the role already has assigned users who do not belong to the subsystem when the role is assigned to the subsystem, then a validation error displays in the Security Management dialog. All users in the role must belong to the subsystem in order to assign the role to the subsystem.
- Subsystem administrators can create new roles for the subsystem. When a subsystem administrator creates a new role, it is automatically assigned to the subsystem when it is created. If the subsystem administrator manages multiple subsystems, then the role's subsystem assignment can be changed to any of those subsystems.
- Only administrators and users with the **Administer Security** permission can remove a role from a subsystem. Click the **Remove** button ✕ to clear the assigned subsystem.

Managing subsystem users

You can create new users for a subsystem, and you can assign existing users to a subsystem. When a user belongs to a subsystem, the user's permissions are limited according to the subsystem boundaries. Users can belong to multiple subsystems.

The subsystem settings should be completed before assigning any users, to ensure that all desired subsystem restrictions are in place before any subsystem users log in.

If the subsystem feature is enabled, then all non-administrator users must be assigned to a subsystem. If a user does not belong to a subsystem, then that user will be blocked from logging in (unless the user is an administrator, a subsystem administrator, or a user with the **Manage Security** permission). This requirement is intended to help ensure that all non-administrator users have a subsystem limit applied to their security permissions.

NOTE: Alternatively, you can use the Security Manager page in the Web Client to assign users to subsystems.

Assigning existing users to a subsystem

Administrators and users with the **Administer Security** permission can assign existing users to a subsystem from either the user record or the subsystem record. Any changes made in one area are automatically applied to the other area.

- From the subsystem record, on the **General** tab, click the **Add** + button in the **Assigned Users** section to add a user to the subsystem.
- From the user record, on the **General** tab, click the **Add** + button in the **Assigned Subsystems** section to assign the user to a subsystem.

Subsystem administrators cannot assign existing users to a subsystem, because subsystem administrators can only see user records for users that are already in the subsystem. It is assumed that a general security administrator will add existing users to the subsystem as needed. (The exception is if a user is the subsystem administrator for multiple subsystems. In that case, if an existing user belongs to one of the subsystems but not the other, the subsystem administrator can assign that user to the other subsystem.)

Creating new users for a subsystem

Subsystem administrators can create new users for use in a subsystem. When the new user is created, the user is automatically assigned to the subsystem.

If the subsystem administrator manages multiple subsystems then one of those subsystems will be assigned at random when the user is created. Once the user has been saved, the subsystem administrator can edit the user to change the subsystem assignment as needed.

When creating a new user, administrators and users with the **Administer Security** permission must save the new user before they are able to assign the user to a subsystem. The **Assigned Subsystems** box is not editable until the user has been saved.

Removing a user from a subsystem

Administrators, users with the **Administer Security** permission, and subsystem administrators can remove a user from a subsystem. This can be done from either the user record or the subsystem record.

- From the subsystem record, on the **General** tab, select one or more users in the **Assigned Users** section and then click the **Remove** button.
- From the user record, on the **General** tab, select one or more subsystems in the **Assigned Subsystems** section and then click the **Remove** button.

If a non-admin user is removed from all subsystems, then that user will no longer be able to log into Axiom Budgeting and Performance Reporting. The user must be assigned to a subsystem or granted administrator-level permissions before they are able to log in again.

Bulk edit of security

You can manage users, roles, and subsystems in bulk by using the **Open Security in Spreadsheet** feature. You can edit, add, and delete multiple users, roles, and subsystems simultaneously within a spreadsheet interface.

Only users with access to security can use this feature: administrators, users with the **Administer Security** permission, and subsystem administrators. The spreadsheet is limited as appropriate depending on the user's rights.

The following items *cannot* be edited in the spreadsheet interface; you must use the Security Management dialog for these items:

- File and folder access to any Axiom library (settings defined in the **Files** tab)
- Startup documents (settings defined in the **Startup** tab)

Opening security in a spreadsheet

To manage security in a spreadsheet:

1. On the **Axiom** tab, in the **Administration** group, click **Security > Open in Spreadsheet**.

   NOTE: In systems with installed products, this feature may be located on the **Admin** tab. In the **System Management** group, click **Security > Open in Spreadsheet**.

   The **Open Security in Spreadsheet** dialog opens.

2. At the top of the dialog, specify how you want users and roles presented in the spreadsheet:
   - **Horizontally** (default): Users, roles, and subsystems are displayed horizontally across columns. The security settings are displayed in rows.
   - **Vertically**: Users, roles, and subsystems are displayed vertically down rows. The security settings are displayed in columns.

3. Optional. If you want to limit the security settings that display in the spreadsheet, modify the check boxes in the **Select items to include** section.

   For example, you might only want to work with a particular file group or table type. General user and role properties (such as name, email, etc.) are always included in the spreadsheet.

   Clear the check boxes for any items that you do not want to display in the spreadsheet. You can select or clear items by major category (File Groups, Tables, etc.), or you can expand the major categories to select or clear the individual items (such as individual file groups).

4. Optional. If you want to filter the users that display in the spreadsheet, select the **Filter users** check box. By default, the spreadsheet displays all users, roles, and subsystems for the current system.

   If **Filter users** is checked, you can specify the following options to filter users:

Item	Description
Include users who are	Select the following options to include those users in the spreadsheet: • **Enabled** users • **Disabled** users By default, both options are selected, which means that both enabled and disabled users will be included in the spreadsheet. If both options are cleared, then only roles (and subsystems, if applicable) will be included in the spreadsheet.
Include users in these roles	If you want to only view users that belong to specific roles, select the check boxes for those roles. You can also choose to view users who do not belong to any roles. You can use the **Select All** and **Clear All** links to select or clear all roles. This selection also limits the role records that will be included in the spreadsheet.
Include users from these subsystems	If you want to only view users that belong to specific subsystems, select the check boxes for those subsystems. You can also choose to view users who do not belong to any subsystems. You can use the **Select All** and **Clear All** links to select or clear all roles. This also limits the subsystem records that will be included in the spreadsheet. This option only displays if subsystems are enabled for your system.

   Selections from multiple categories will be combined. For example, if you select role Finance and subsystem 5, then the spreadsheet will contain all users that are in *either* the Finance role or subsystem 5 (*not* users who only belong to subsystem 5 and the Finance role).

5. Click **OK**.

The spreadsheet opens with the selected security options.

Example security spreadsheet (horizontal orientation)

Editing existing records

To edit the settings for a user, role, or subsystem, make changes directly in the spreadsheet. See the following section *Security settings in the spreadsheet interface* for more information on editing settings within the spreadsheet interface.

NOTE: You cannot edit user login names or role and subsystem names within the spreadsheet interface. If the name is changed, it will be saved as a new record, and the existing record will be unchanged.

For subsystem administrators, only users and roles that belong to their assigned subsystems are brought into the spreadsheet. Subsystem settings are not brought into the spreadsheet.

Adding new records

You can add new users, roles, and subsystems within the spreadsheet interface.

To add a new user, type the new user's login name in an empty cell in row 1 or column A (depending on the spreadsheet orientation), and then complete the desired security settings for that user. Note the following:

- Last name, first name, and email address are required for new users. If these items are blank, a save error will result. Other user properties such as license type and authentication type will use the same default values as when adding a new user in the Security Management dialog.
- You can type a password or leave the password blank. If left blank, the user will be assigned a randomly generated password.

To add a new role, type the role name in an empty cell in row 1 or column A (depending on the spreadsheet orientation), prefixed by "role:". For example, type `role:MyRole`. If the name is not prefixed by "role:", then it will be interpreted as a user login name. Note the following:

- No other settings are required to save a role.
- To assign users to the new role within the spreadsheet interface, you must add the role name to each individual user. There is no option to add users directly to the role record, like you can within the Security Management dialog.

NOTE: Adding subsystems works the same way as adding roles, except the subsystem name must be prefixed by "subsystem:". For example, `subsystem:MySubsystem`.

When adding new users, roles, or subsystems to the spreadsheet, all settings must be typed (or copied and pasted from other records). Drop-down lists are only available when editing existing records. For more information on the valid inputs for the settings, see the following section *Security settings in the spreadsheet interface*.

Users who are subsystem administrators can only create new users and roles. The new users and roles must be assigned to their subsystem.

Deleting records

You can delete users, roles, and subsystems within the spreadsheet interface. To delete a user or role, set **Delete** to **Yes**.

NOTE: When editing security in a spreadsheet, you can delete a role or a subsystem regardless of whether any users are assigned to it. The users will be updated to remove the assignment.

Users who are subsystem administrators can only delete users and roles that belong to their subsystem.

Saving changes

To save changes made in the spreadsheet:

- On the **Axiom** tab, in the **File Options** group, click **Save**.

A confirmation prompt lists the number of users, roles, and subsystems that you are about to update, create, or delete.

Settings are validated before the save occurs. If errors are found, they are displayed in the **Save Errors** pane. Any errors must be resolved before the save can occur.

After a successful save, you will be prompted to refresh the spreadsheet to bring in the most recent data.

Security settings in the spreadsheet interface

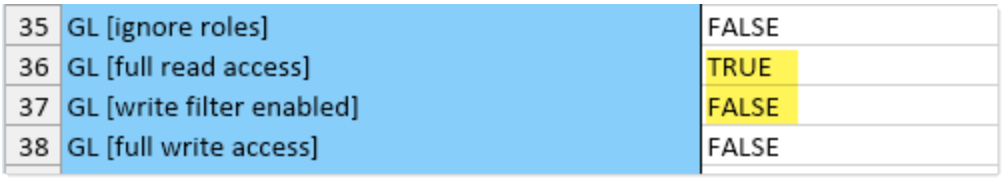
The following is a reference for completing or editing security settings via the spreadsheet interface.

NOTES:

- If an item is not explicitly discussed here, its input is the same as in the Security Management dialog. This section only discusses items that are completed differently than in the Security Management dialog.
- Most check boxes in the Security Management dialog correspond to TRUE (checked) and FALSE (unchecked) in the spreadsheet interface. Any deviations are noted in the following table.

For more information on the purpose of each security setting, see Security settings for users, roles, and subsystems are organized by tabs in the Security Management dialog. The following tabs are available:.

Item	Description
Login, role, or subsystem	The user's login name, the role's name, or the subsystem's name. Role names must be prefixed by `role:`. Subsystem names must be prefixed by `subsystem:`. For example, to create a role named Finance, type `role:Finance`. If users have been imported from Active Directory, those user names are prefixed with the Active Directory domain. For example: Corporate\JDoe. **NOTE:** You cannot rename existing records using the spreadsheet interface. If a name is changed, it is interpreted as a new record.
Delete	Select **Yes** if you want to delete the record. Otherwise, leave the default of **No**.
General	This section works the same way as the Security Management dialog, with the following exceptions: • **Role assignments**: For users, you can view and edit the list of roles that the user is assigned to. Each role name is separated by a semicolon. (The same thing applies to subsystem assignments if subsystems are enabled.) • **User assignments**: For roles, you cannot view or edit the list of assigned users in this interface. If you want to view all users assigned to a role or edit this list from the role perspective, then you must use the Security Management dialog. **NOTE:** The password display is always blank. You can change a user's password by entering a new password. When you save and then refresh the spreadsheet, the password field will return to blank.
Permissions	For users, specify one of the following: • **Inherit**: The user will inherit the permission from any role assignments. • **True**: The user is explicitly granted this permission; role inheritance is ignored. • **False**: The user is explicitly denied this permission; role inheritance is ignored. For roles and subsystems, specify either **True** or **False**.
File Groups	This section works the same way as the Security Management dialog, with the following exceptions: • ***FGName* [calc method permission]**: This item combines the Allow Calc Method Insert and Allow Calc Method Change options from the Security Management dialog. Valid entries are **Insert**, **Change**, or **Insert/Change**. • ***FGName* [create new records]**: This item is listed for all file groups, but only applies to on-demand file groups. A save error will result if this item is set to TRUE for a standard file group. • If a user has multiple permission sets, only the first set can be edited within the spreadsheet interface.

Item	Description
Tables and Table Types	All table types are listed first, followed by all individual tables. If **[write filter enabled]** is **False** for a table or table type, this means that the user or role's write access permissions are the same as their read permissions. In this case, the other write access permissions in the spreadsheet can be ignored, because they do not apply. For example, the following user has full read and write access to the GL table type, because **[full read access]** is **True** and **[write filter enabled]** is **False**. Even though **[full write access]** displays **False**, it does not matter because the setting does not apply.  If **[write filter enabled]** is **True**, then the **[full write access]** permission and the **[write filter]** permission determine the user's level of write permissions.

Security tools

Axiom Budgeting and Performance Reporting provides security tools to control and monitor user access to Axiom Budgeting and Performance Reporting.

Viewing the list of logged in users

Administrators can view a list of users who are currently logged into the system. For example, you may want to check to make sure that nobody is logged into the system before performing actions such as system upgrades.

For each user that is currently logged in, the list displays information such as:

- Full name and user name (login name)
- Email address
- Computer where the user is logged in
- Date and time the user logged in
- Date and time of the user's last activity during the session

The list of logged in users is for information purposes only—you can see whether any users are logged in, but you cannot manually log them off and end their sessions.

NOTE: Axiom Budgeting and Performance Reporting maintains a log of all login attempts, including failed logins. Currently there is no user interface to view this information, but it can be accessed directly in the system database in the SystemAccess table. For assistance, please contact Axiom Budgeting and Performance Reporting Support.

To view the list of logged in users:

- On the **Axiom** tab, in the **Administration** group, click **Manage > Security > Logged in Users**.

  NOTE: In systems with installed products, this feature may be located on the **Admin** tab. In the **System Management** group, click **Security > Logged in Users**.

The **Currently Logged In Users** dialog opens, listing the users who are logged into this system. You can sort and filter the list using standard Axiom grid functionality.

Orphaned session records

When a user logs off normally, their session record is removed from the **Logged in Users** list. If a user's session ends unexpectedly—for example, due to a software crash or shutting down the computer without logging off—then the session record will be removed from the list after a few minutes, once the session no longer "reports back" to the Axiom Application Server.

NOTE: For Web Client sessions, closing the browser window does not automatically log out the user. In this case, the orphaned Web Client sessions will be automatically removed from the list in a few minutes as described above.

Axiom Budgeting and Performance Reporting does not automatically remove any session records based solely on time logged in. As long as the session remains connected and continues to report back to the application server, the session will continue to be listed indefinitely.

Removing session records

If desired, you can manually remove any logged in records by selecting the record in the list and clicking **Remove**. This simply removes the record from the list; it has no impact on any user's session. If a user is actually logged on and you remove their session record, the user will remain logged on.

In most cases this action should not be necessary, because sessions that are truly invalid will be automatically removed from the list in a few minutes as described above.

Enabling password rules

By default, Axiom Budgeting and Performance Reporting enforces a basic set of password rules. These rules apply to users assigned to Axiom Prompt authentication.

The built-in password rules are as follows:

- Must be at least 8 characters long

- Must contain at least 1 upper-case letter and at least 1 lower-case letter
- Must contain at least 1 non-alphabetic character (a number or a symbol)

The password rules are only enforced when creating new passwords. If any existing passwords do not meet these rules, those passwords will continue to be valid.

When the password rules are enabled, a **Generate Password** link is available on the **Set Password** dialog so that you can generate a random password that meets these rules. (This feature is not available if the password rules are changed from the built-in rules; see the note below.)

Password rules are enabled or disabled by using the system configuration property **EnablePasswordPolicy**. This setting is **True** by default. If you do not want to apply these rules, you can disable the setting by changing it to **False**, which means that any password is considered valid. You can do this by using the Software Manager, or by using a Save Type 4 report that has been set up to modify the system configuration table. Only administrators can modify system configuration settings.

NOTE: The system configuration settings contain two additional options related to EnablePasswordPolicy. **PasswordRegularExpression** defines the password rules, and **InvalidPasswordMessage** defines the error message displayed if a new password does not meet the rules. Axiom Budgeting and Performance Reporting does not currently provide a methodology for clients to change the password rules from the built-in rules, therefore, these two options should not be changed from their default settings. If you have a need to use different password rules, please contact Axiom Budgeting and Performance Reporting support for assistance.

Testing user security

Administrators and other users who manage security may need to log into Axiom Budgeting and Performance Reporting as other users, in order to test security permissions. For example, you may define a table access filter for a particular security role. In order to test that the filter is providing access to table data as expected, you can log in as a non-admin user who belongs to that role.

Using the Security Management dialog, you can "log in as" another user, for the purposes of testing their security settings.

To log in as a different user:

1. On the **Axiom** tab, in the **Administration** group, click **Manage > Security > Security Manager**.

   NOTE: In systems with installed products, this feature may be located on the **Admin** tab. In the **System Management** group, click **Security > Security Manager**.

2. In the **Security Management** dialog, select the user whom you want to log in as. The following limitations apply:
   - Subsystem administrators can only log in as users who belong to their subsystem.
   - If a user is an administrator, subsystem administrators and users with the Administer

Security permission cannot log in as that user.

- The "log in as" feature cannot be used with users who are Axiom Support users.

3. In the lower left-hand corner, click **Log in as selected user**.

A new instance of Axiom Budgeting and Performance Reporting is launched, and you are automatically logged in as the selected user—you do not need to input a user name and password. The client version for the instance is whichever client version you are currently using (Excel Client or Windows Client).

Creating a permission report

You can create a report that details the effective security permissions for each user, for a particular file group or for all tables. This report may be useful for auditing purposes and for reviewing permissions to make sure they are set as intended.

The report is created as an Excel file. Once it is created, you can print it, or save it locally or within the Axiom file system as needed.

Only administrators and users with the **Administer Security** permission can create a permission report. Subsystem administrators do not have access to this feature.

File group permission report

The file group permission report is created on a per file group basis. When you create the report, you specify which file group you want to report on.

Each user defined in the system has at least one row in the report:

- If the user is an administrator, then the user has one row with a notation of: **(Admin-Full Access)**.
- If the user has no access to the file group, then the user has one row with a notation of: **(No Access)**.
- If the user has access to all plan files in the file group via a single permission, then the user has one row with a notation of: **All Plan Files**.
- In all other cases, the user has multiple rows in the report—one row for each individual plan file that they have access to. Each row details the user's permissions to that particular plan code, including the access level, calc method permissions, ability to save data, etc.

For example, if a non-admin user with access to the file group has permission to 3 plan files, then there will be 3 rows in the report for that user, one for each plan file.

The permissions displayed in the report are the full effective permissions of the user, taking into account all factors such as admin status, role inheritance, multiple file group permission sets, and subsystem restrictions.

NOTE: Permissions granted by process ownership are not reflected in this report. Users may be temporarily "elevated" to read/write and save data status when they are the assigned owner of an active process task for a particular plan file.

To create a file group permission report:

1. On the **Axiom** tab, in the **Administration** group, click **Manage > Security > File Group Permission Report**.

   NOTE: In systems with installed products, this feature may be located on the **Admin** tab. In the **System Management** group, click **Security > File Group Permission Report**.

2. In the **Permission Report** dialog, select the file group for which you want to create the report, and then click **OK**.

The report opens as an Excel spreadsheet file. The file group it was generated for and the current date/time are noted at the top of the report. Excel's auto-filtering is automatically applied to the columns to make it easier to sort and filter the data.

Table permission report

The table permission report details user permissions per table. All tables are included in the report; it is not possible to filter by a particular table or table type.

Each user defined in the system has at least one row in the report:

- If the user has full access to all tables, then the user has one row with a notation of: **(Full access to all tables)**.
- If the user has no access to any tables, then the user has one row with a notation of: **(No access to any tables)**.

  NOTE: It would be a rare situation for a user to have no access to any tables, because by default all users are granted access to document reference tables using the Everyone role.

- In all other cases, the user has multiple rows in the report—one row for each table that they have access to. Each row details the user's read and write permissions to that particular table. If a table is not listed, then the user does not have access to that table.

For example, if a user has access to 5 tables, then there will be 5 rows in the report for that user, one for each table.

The permissions displayed in the report are the full effective permissions of the user, taking into account all factors such as admin status, role inheritance, table type inheritance, and subsystem restrictions.

To create a table permission report:

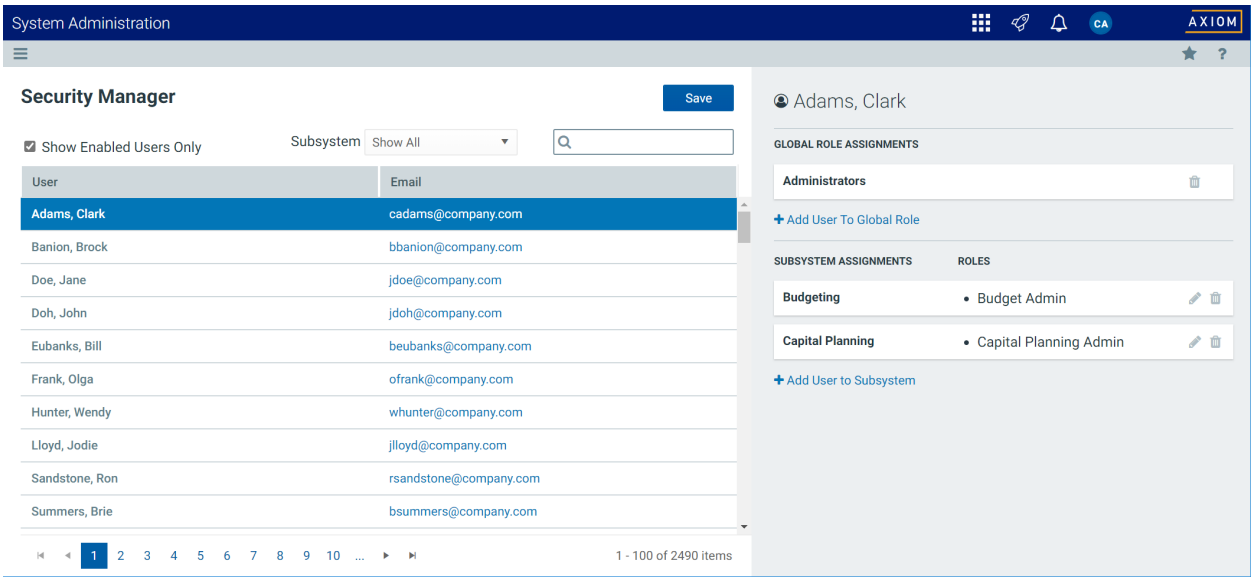
- On the **Axiom** tab, in the **Administration** group, click **Manage > Security > Table Permission Report**.

  NOTE: In systems with installed products, this feature may be located on the **Admin** tab. In the **System Management** group, click **Security > File Group Permission Report**.

The report opens as an Excel spreadsheet file. The current date/time are noted at the top of the report. Excel's auto-filtering is automatically applied to the columns to make it easier to sort and filter the data.

Web Security Manager

Using the Security Manager in the Web Client, you can assign users to subsystems and roles. This feature provides a browser-based, easy-to-use interface for managing role and subsystem assignments.



Example Security Manager in the Web Client

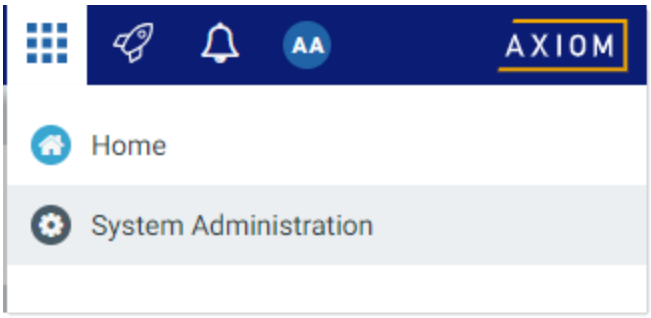
In Axiom Budgeting and Performance Reporting security, subsystems and roles are used as follows:

- **Subsystems** are used to organize a system into certain "areas" of access. Axiom Budgeting and Performance Reporting product suites use subsystems to define security boundaries by product, such as Capital Planning and Budgeting.
- **Roles** are used to assign permissions to users. You can define permissions on a role, and then all users assigned to that role inherit the permissions. Roles can be associated with a particular subsystem, or they can be "global" roles.

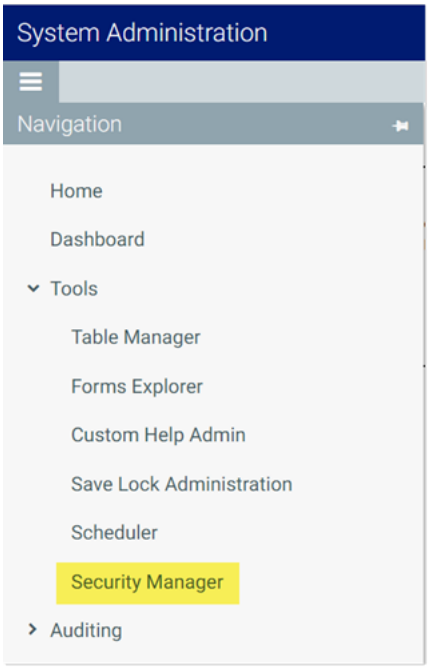
NOTE: The functionality of this page is limited to assigning users to subsystems and roles. This page does not support creating or deleting users, roles, or subsystems, nor does it support editing security permissions. For full security functionality, you must use the security features of the Desktop Client.

To access the web Security Manager:

1. In the Web Client, click the menu icon in the Global Navigation Bar. From the Area menu, select **System Administration**.



2. From the Navigation panel, select **Tools > Security Manager**.



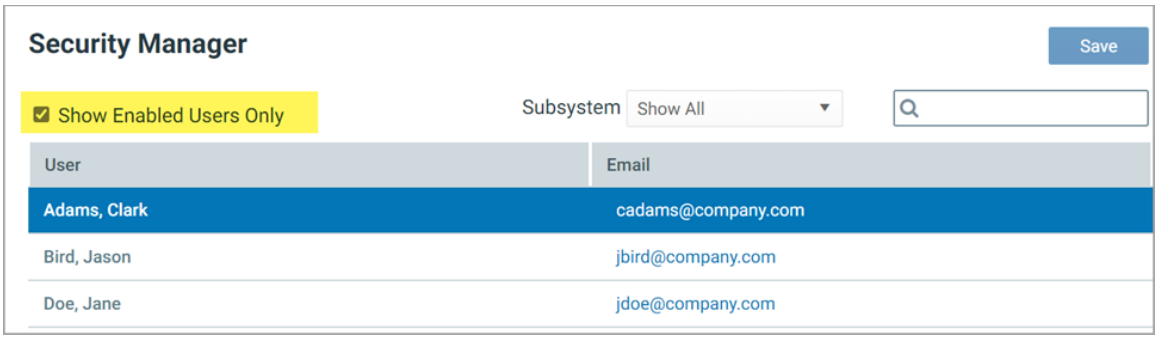
NOTE: The Security Manager is only available to administrators, subsystem administrators, and users with the **Administer Security** permission.

Security Manager overview

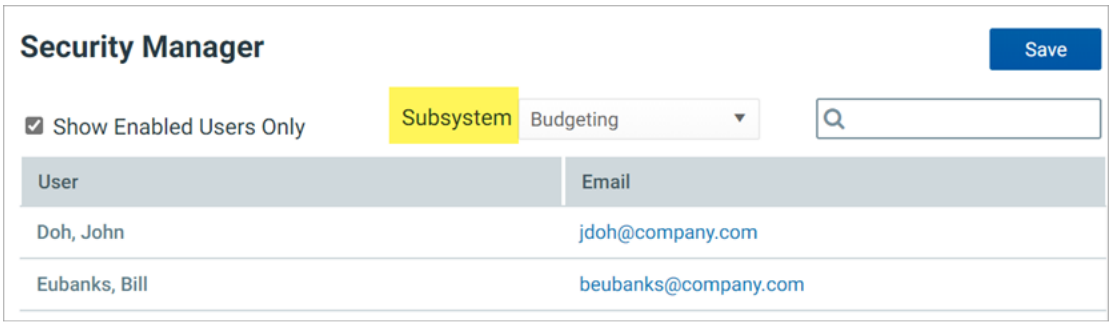
The left-hand pane of the Security Manager displays the users in your system. Once you have selected a user, that user's subsystem and role assignments display in the right-hand pane. You can use the right-hand pane to add, edit, or remove assignments.

To find users for which you want to manage assignments, you can do the following:

- **View only enabled users:** Select **Show Enabled Users Only** to hide disabled user accounts. To view all users again, clear this check box.

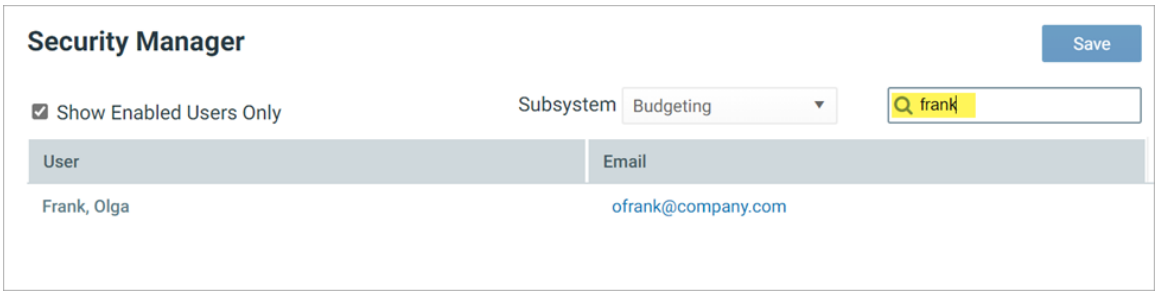


- **View users in a specific subsystem:** To filter the user list by subsystem, select a subsystem from the **Subsystem** drop-down list. The page updates to only show users that are assigned to the selected subsystem. To show all users again, select **Show All** from the Subsystem drop-down list.



NOTE: If your system does not use the subsystem feature, then this option is not present.

- **Find a specific user**: Type into the search box and then press the Enter key to find a specific user. The user's first name, last name, and email address are considered for the search. To show all users again, clear the search text and press the Enter key.



The user list shows 100 users per page. You can use the page controls at the bottom of the list to move to specific pages in the list.

IMPORTANT: If you make any changes in the Security Manager, you must click the **Save** button at the top of the page in order to commit those changes. Any changes that are not explicitly saved will be lost when you navigate away from the page or close the browser tab. Note that the page does *not* prompt you about unsaved changes when you attempt to leave the page.

Managing subsystem assignments for a user

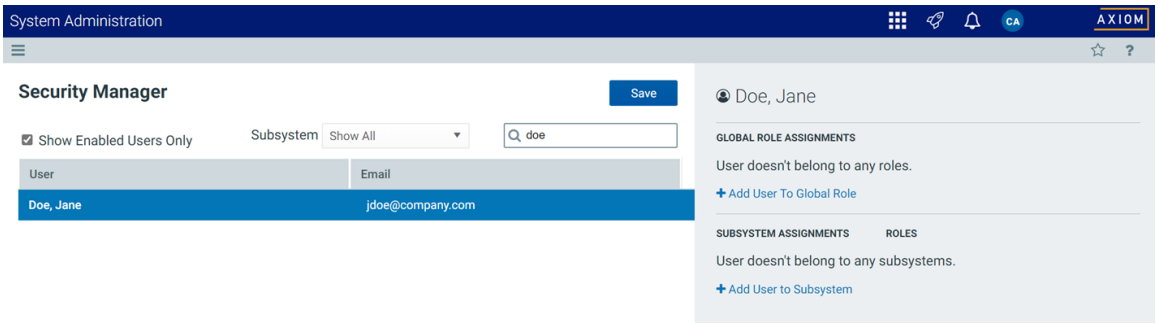
Use the Subsystem Assignments section in the right-hand pane to assign the selected user to one or more subsystems, or to remove a subsystem assignment. Once a user is assigned to a subsystem, you can edit that assignment to add or remove roles in the subsystem.

NOTE: If your system does not use subsystems, then this section does not apply and is not present on the page.

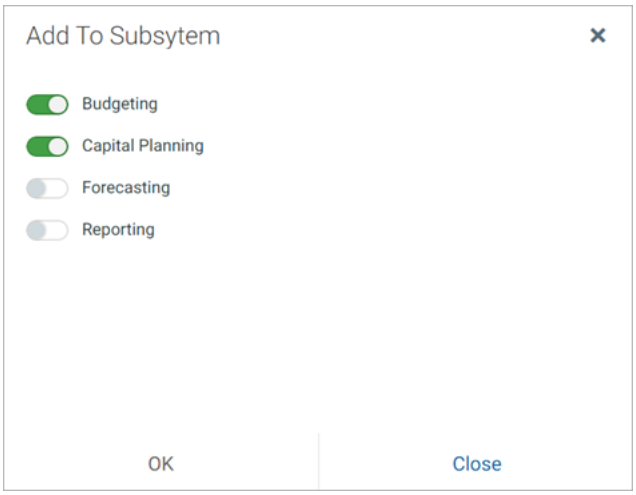
To assign a user to one or more subsystems and subsystem roles:

1. In the left-hand pane of the Security Manager, select the user. You can use the features described in the previous section to find the user that you want to work with.

   Once a user has been selected, that user's current role and subsystem assignments display in the right-hand pane. In the following example, the user does not yet belong to any subsystems.

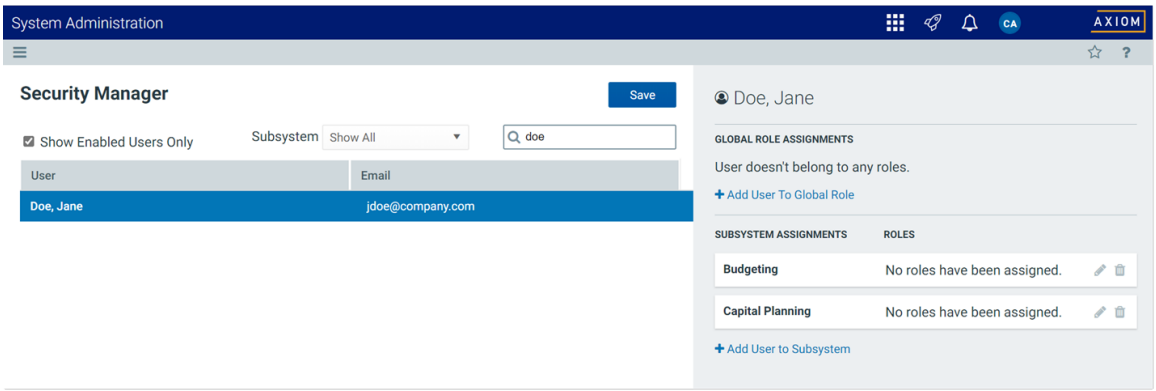


2. In the **Subsystem Assignments** section, click **Add User to Subsystems**.
3. In the **Add To Subsystem** dialog, select the toggle switch next to the subsystems that you want the user to be assigned to, then click **OK**. If the toggle switch shows green, the user will be assigned to that subsystem.



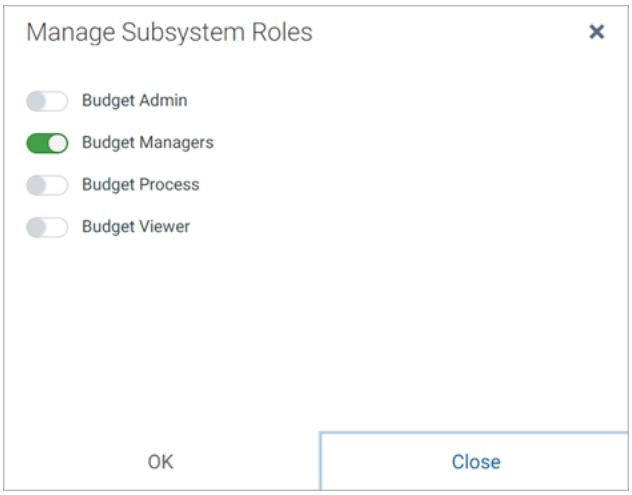
If the user already belongs to one or more subsystems, those subsystems show with a gray check mark next to the subsystem name. You can only add the user to subsystems that they do not already belong to. This dialog cannot be used to remove subsystem assignments.

After you click OK, the selected subsystems now display in the Subsystem Assignments section. You can now edit these assignments as needed to add subsystem roles.

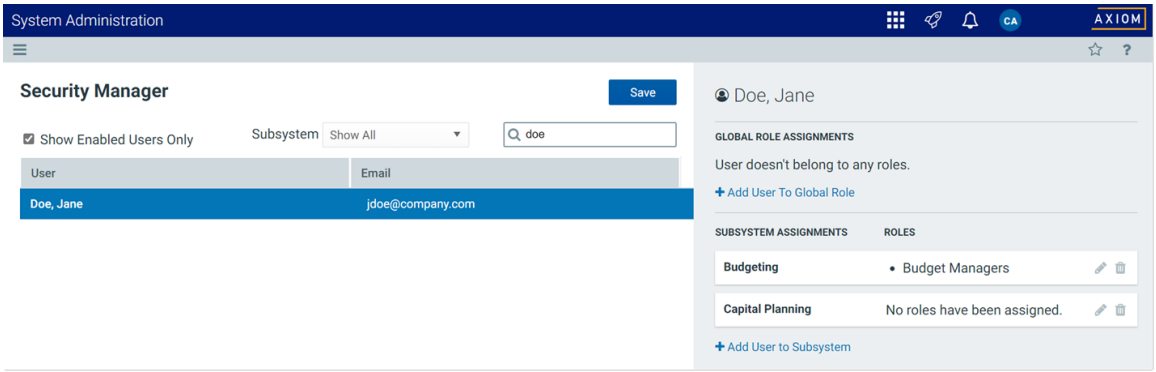


4. Click the pencil icon for the subsystem where you want to add role assignments.
5. In the **Manage Subsystem Roles** dialog, select the toggle switches next to the roles that you want the user to be assigned to, then click **OK**. If the toggle switch shows green, the user will be assigned to that subsystem.

   This dialog displays all roles that are associated with the selected subsystem.



After you click OK, the subsystem assignment updates to show the assigned subsystem roles for the user.

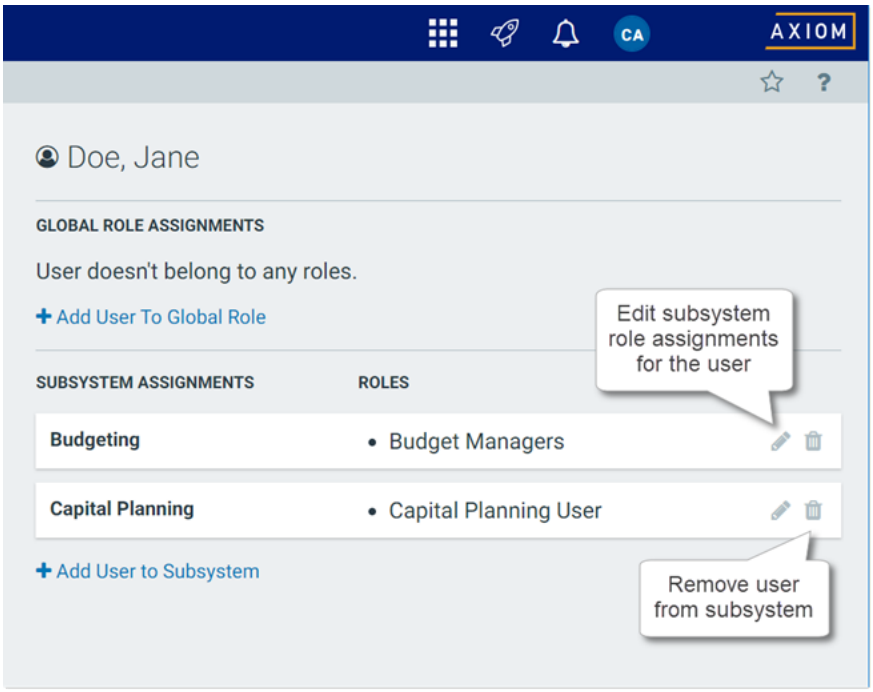


6. Click **Save** to commit the subsystem and role assignments. Changes to this page are not committed until they are saved.

Once a user has been assigned to a subsystem and subsystem roles, you can later modify the role assignments, or you can remove the user from the subsystem as needed.

- **To modify subsystem role assignments**: Click the pencil icon on the subsystem to open the **Manage Subsystem Roles** dialog, then use the toggle switches to add or remove role assignments as needed.
- **To remove a user from a subsystem**: Click the trash can icon on the subsystem to remove the user from the subsystem. The user will also be automatically removed from all of the subsystem's roles.

Remember to click the **Save** button after making any modifications to subsystem and subsystem role assignments.



Managing global role assignments for a user

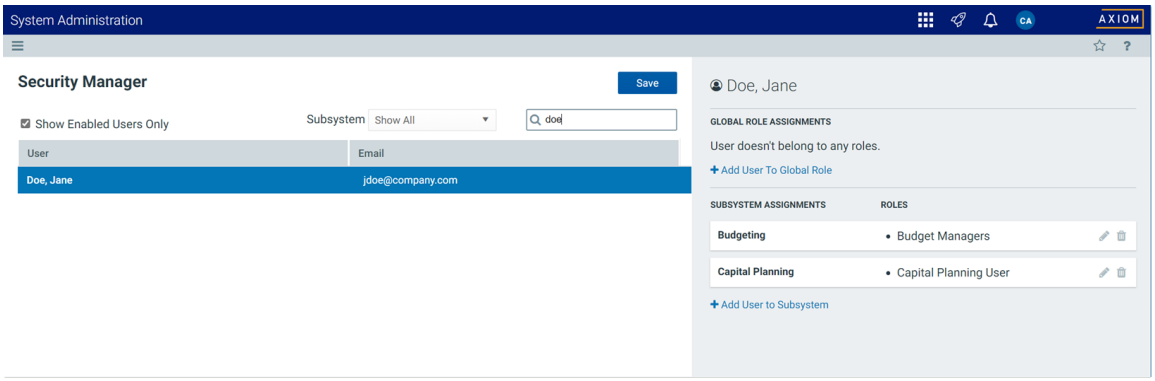
Use the Global Role Assignments section in the right-hand pane to assign the selected user to one or more global roles, or to remove a role assignment. Global roles are roles that are not associated with a subsystem.

NOTE: If your system does not use subsystems, then the word "global" does not display on this section, because there is no need to differentiate between global roles and subsystem roles.

To assign a user to one or more global roles:

1. In the left-hand pane of the Security Manager, select the user. You can use the features described previously to find the user that you want to work with.

   Once a user has been selected, that user's current role and subsystem assignments display in the right-hand pane. In the following example, the user does not belong to any global roles.

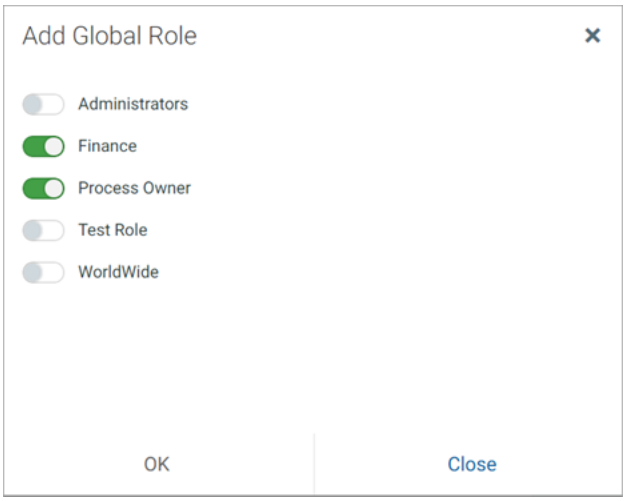


2. In the **Global Role Assignments** section, click **Add User to Global Role**.

   If your system does not use subsystems, then the section is titled **Role Assignments** and the action is **Add User to Role**.

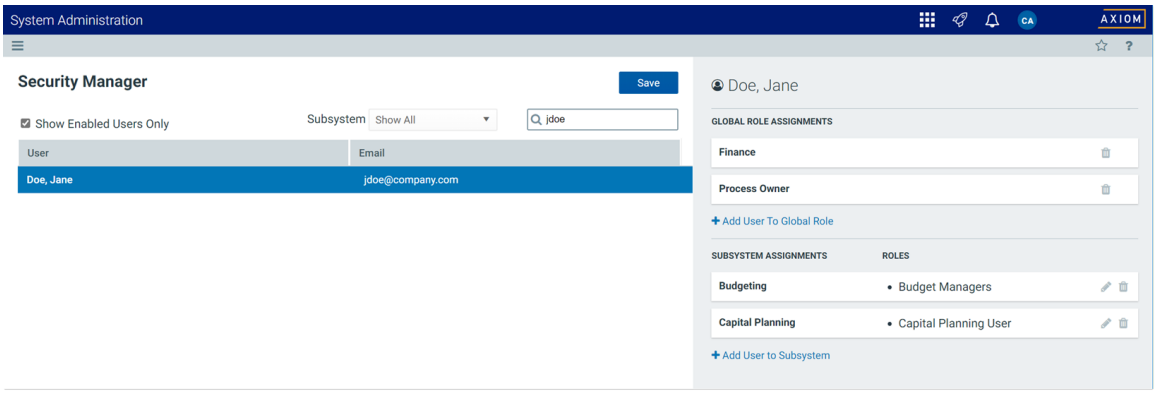
3. In the **Add Global Role** dialog, select the toggle switch next to the roles that you want the user to be assigned to, then click **OK**. If the toggle switch shows green, the user will be assigned to that role.

   If your system does not use subsystems, then this dialog is titled **Add Role**.



   If the user already belongs to one or more roles, those roles show with a gray check mark next to the role name. You can only add the user to roles that they do not already belong to. This dialog cannot be used to remove role assignments.

   After you click OK, the selected roles now display in the Global Role Assignments section.



4. Click **Save** to commit the role assignments. Changes to this page are not committed until they are saved.

To remove a user from a global role:

- Click the trash can icon on the role assignment. Remember to click Save after making any changes.

Limitations for subsystem administrators

If you are a subsystem administrator, the Security Manager page has some limitations. These limitations are consistent with the behavior of the Security Management dialog in the Desktop Client.

- The user list is limited to only showing users that belong to one of the subsystems that you administer.
- The subsystem list is limited to only showing subsystems that you administer. This applies to the Subsystem filter and the Add To Subsystem dialog.

This means that as a subsystem administrator, you are limited to managing users that already belong to one of the subsystems that you administer. If a user does not belong to any subsystems, or if a user belongs to a subsystem that you do not administer, then that user will not display in the web Security Manager. In this case, if the user needs to be assigned to your subsystem, a system administrator or a user with the Administer Security permission must make this assignment.

Security Integration

Axiom Budgeting and Performance Reporting can integrate with your organization's existing network security. You can:

- Enable Windows Authentication for user authentication against your Windows domain, including the option to import users from Active Directory.
- Enable LDAP Authentication for user authentication against your LDAP server.
- Enable SAML Authentication for user authentication against a SAML identity provider.
- Enable OpenID Authentication for user authentication against an OpenID provider.

NOTE: This guide discusses how to set up and use security integration features once they have been enabled for your system. For information on enabling the associated system configuration settings, see the *System Administration Guide*.

Using Windows Authentication

You can enable Windows Authentication for a system, to authenticate users based on their Windows domain credentials.

Windows Authentication behavior

When the Axiom Budgeting and Performance Reporting login screen displays, users must enter their Windows user name, domain, and password. If the domain is an allowed domain and the Windows user name matches a user name in Axiom Budgeting and Performance Reporting, then the credentials are passed to Windows for authentication into Axiom Budgeting and Performance Reporting.

If the Windows Authentication configuration for Axiom Budgeting and Performance Reporting only allows one domain, then that domain is assumed for authentication and users do not need to specify it when logging in. If multiple domains are allowed, then the domain must be specified in one of the following ways:

- The user must include the domain with their user name, such as: *DomainName**UserName*.
- The user must specify the appropriate domain using the **Domain** selection list on the login screen. This is an optional setting that can be enabled for your installation. For more information, see Domain selection list.

Users must enter their credentials each time they log in, unless they select **Remember me** to store their credentials for future use. For more information, see Remember me.

Setting up Windows Authentication

The following summarizes the setup process for Windows Authentication.

1. Windows Authentication must be enabled for the system.

   For on-premise systems, Windows Authentication can be enabled during the Axiom Application Server installation. If it was not enabled during the installation, you can configure it later using either of the following options:

   - Use the **Configure Authentication Methods** page of the Axiom Software Manager. For more information, see the *Installation Guide*.
   - Use a Save Type 4 report to modify the applicable system configuration settings (**WindowsAuthEnabled** and **WindowsAuthAllowedDomains**).

When you enable Windows Authentication, you must specify the valid domains for authentication. You can specify multiple domains, separated by commas. You can also choose to enable Active Directory Synchronization if you want to import and synchronize users from Active Directory (for more information, see Synchronizing users with Active Directory).

For Axiom Cloud systems, Axiom Support will enable Windows Authentication for you as part of the system setup, if that is your chosen authentication method.

2. In security, Axiom Budgeting and Performance Reporting users must be set up as follows to support Windows Authentication:
    - The user's Axiom Budgeting and Performance Reporting login name must match their Windows login name.
    - The user's **Authentication** method must be set to **Windows User**. This is the default setting for new users if Windows Authentication is enabled for your installation.

    If users are imported from Active Directory, then they will automatically be created with the appropriate login name and authentication type.
3. Axiom Cloud systems have the following additional requirements:
    - Installation of the Cloud Integration Service is required to enable the Axiom Cloud system to communicate with your local Windows domain, to validate user credentials. For information on installing the Cloud Integration Service, see the *Axiom Cloud Technical Guide* and contact Axiom Support as needed.
    - A remote data connection must be created in Scheduler, with the option **Use for authentication service** enabled.

All users who are assigned to the Windows Authentication method will be authenticated based on their Windows credentials. This is the only way that these users can log in—they cannot log in using an internal Axiom Budgeting and Performance Reporting password.

If you need to test the security settings of a Windows Authentication user, you can use the **Log in as selected user** feature to log in to Axiom Budgeting and Performance Reporting as that user. For more information, see Testing user security.

▶ Adding or removing domains for Windows Authentication

If the Windows domain names used by your organization for authentication have changed, you must update the list of allowed domains in Axiom Budgeting and Performance Reporting. Users can only log into Axiom Budgeting and Performance Reporting using Windows Authentication if their domain name matches one of the allowed domain names in this list. The list of allowed domains is stored in the system configuration settings (**WindowsAuthAllowedDomains**).

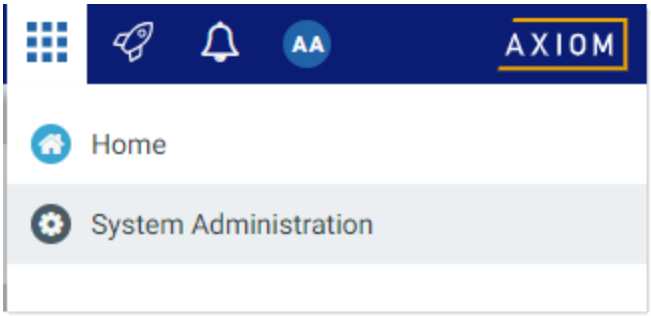
For example, when Windows Authentication was originally configured, you may have been using a domain named CompanyA. After a merger or reorganization, some or all of your users may now be using a domain named CompanyB. If those users need to log in to Axiom Budgeting and Performance

Reporting, you must add CompanyB to the list of allowed domains. You might leave CompanyA on the domain list if your organization is actively using both domains, or you might remove it if your organization has completely switched to using the CompanyB domain.

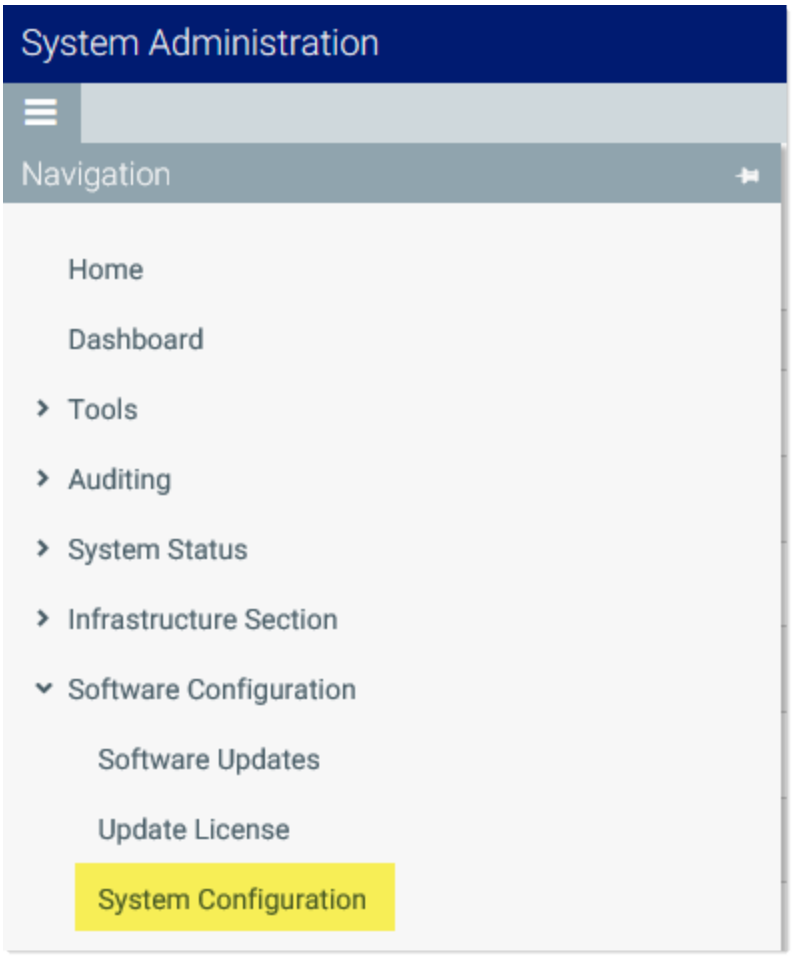
The list of allowed domain names for Windows Authentication can be managed in the Axiom Web Client, on the **System Configuration** page.

To add or remove a domain name for Windows Authentication:

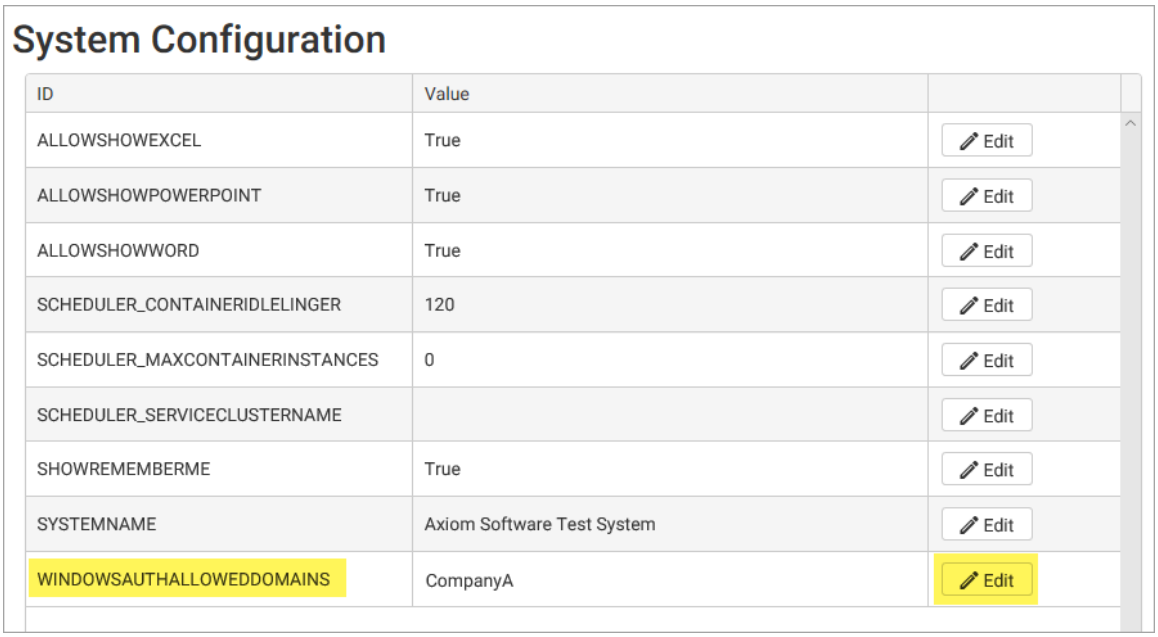
1. In the Web Client, click the menu icon in the Global Navigation Bar. From the Area menu, select **System Administration**.



2. From the Navigation panel, select **System Status > System Configuration**.



3. On the **System Configuration** page, locate the row for **WINDOWSAUTHALLOWEDDOMAINS**, and then click **Edit**.



When you click the Edit button, the Value field on the row becomes editable.

4. Modify the list of domains as needed to add or remove domain names. Multiple domain names must be separated with commas.

   For example, if the list is currently CompanyA, and you need to keep CompanyA but add new CompanyB, edit the domain names as follows:

5. Click **Update** to save and apply your changes. The Value field now shows your edited list.

The changed list of domain names takes effect immediately after saving. If you removed a domain name, users in that domain can no longer log in using Windows Authentication. If you added a domain name, users in that domain can now log in using Windows Authentication.

Synchronizing users with Active Directory

You can import users from Active Directory, to automatically create users within Axiom Budgeting and Performance Reporting and assign them to the appropriate roles. Subsequent imports can be used to create new users and synchronize previously imported users.

Active Directory synchronization can only be used in conjunction with Windows Authentication. For more information, see Using Windows Authentication.

To set up Active Directory synchronization:

1. Enable Active Directory synchronization for your system.

For on-premise systems, Active Directory synchronization can be enabled during the Axiom Application Server installation. If it was not enabled during the installation, you can configure it later using either of the following options:

- Use the **Configure Authentication Methods** page of the Axiom Software Manager. For more information, see the *Installation Guide*.
- Use a Save Type 4 report to modify the applicable system configuration setting (**WindowsAuthUserSyncEnabled**).

For Axiom Cloud systems, Axiom Support can enable Active Directory synchronization for your system.

2. Create a job in Scheduler with an **Active Directory Import** task, and schedule the job to run periodically as needed for your environment.

   Each import task can import users from a single Active Directory domain into the current Axiom Budgeting and Performance Reporting system. The import task specifies the Active Directory domain and groups to import, role mappings, and notification settings. If you need to import from multiple Active Directory domains, then you must create an import task for each domain.

   For more information, see Creating a Scheduler job to import users from Active Directory.

When the Scheduler job is run, new users are created as needed and existing users are synchronized with Active Directory. For more information, see How Active Directory user synchronization works.

Creating a Scheduler job to import users from Active Directory

Once Active Directory synchronization has been enabled for your system, you must create a Scheduler job in order to import users from Active Directory into Axiom Budgeting and Performance Reporting.

The Scheduler job must contain an Active Directory Import task. Each import task can import users from a single Active Directory domain into the current Axiom Budgeting and Performance Reporting system. The import task specifies the Active Directory domain and groups to import, and role mappings for those groups. When setting up the job, you can configure a scheduling rule so that it runs nightly, weekly, or whatever frequency is appropriate for your organization.

If you need to import users from multiple Active Directory domains, then you must create an import task for each domain. You can create a single Scheduler job with multiple import tasks, or you can separate the import tasks into multiple Scheduler jobs. If all of the import tasks can use the same schedule, then it is easiest to create a single job with multiple tasks.

For Axiom Cloud systems, the Active Directory Import task can import users from your local Active Directory by use of the Axiom Cloud Integration Service. If you have a remote data connection that is enabled for user authentication, this task will use that connection when the job is executed by Scheduler.

Before you begin

Before creating the job, you should make sure you are prepared with the following information:

- **The name of your Active Directory domain, or the server name that hosts Active Directory.** You will need to specify one of these to identify the source domain for the import.
- **The user credentials to use to access Active Directory.** You can specify a user name and password, or you can use the credentials of the Axiom service that is performing the process.
- **The groups to import from Active Directory.** You must know the names of the groups that you want to import from Active Directory. All users in the selected groups will be imported into Axiom Budgeting and Performance Reporting. If you do not have groups that exactly correspond with the users that you want to create in Axiom Budgeting and Performance Reporting, you may need to work with your Information Technology department to create new groups or refine existing groups.
- **The Axiom Budgeting and Performance Reporting roles, subsystems, user license types, and authentication types for each imported group.** When users are imported, they can be automatically assigned to one or more roles and subsystems in Axiom Budgeting and Performance Reporting, and assigned a user license type and an authentication type. Make sure you know which options to use.

Creating the job

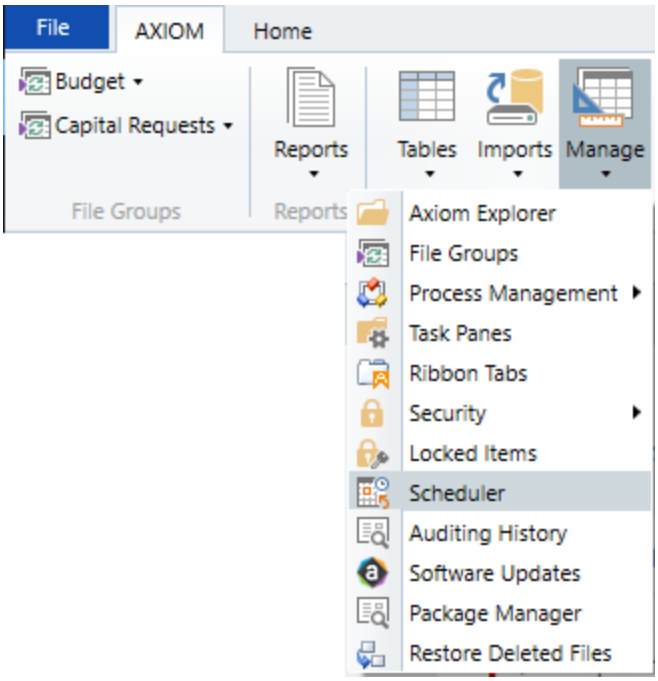
In order to create a Scheduler job, you must be an administrator or have the **Scheduled Jobs User** security permission. Non-admin users must also have read/write access to at least one folder in the Scheduler Jobs Library.

Scheduler jobs can only be created in the Desktop Client. Although you can view the status of existing jobs in the Web Client, you cannot create new jobs in that environment.

IMPORTANT: The Active Directory Import task can only be executed by a user who has permission to create users in security—an administrator, a subsystem administrator, or a user with the **Administer Security** permission. If you plan to schedule the job for automated execution, the job owner must have the required permissions to execute the task. The job owner is the user who last saved the job. Effectively, this means that the job must be created by a user with the required permissions. If the job is created by a user who does not have the required permissions, then the job must be saved by a user with the required permissions in order to re-set the job owner. You can see the current job owner for the job in the **Job Variables** section of the job properties.

To create an Active Directory Import job in Scheduler:

1. On the **Axiom** tab, in the **Administration** group, click **Manage > Scheduler**.

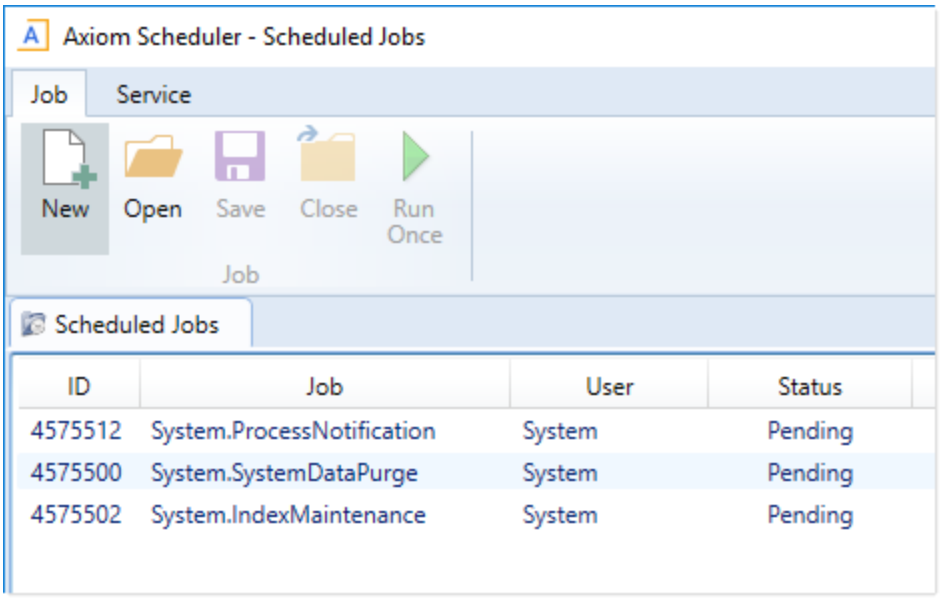


Scheduler on default Axiom ribbon tab

In systems with installed products, this feature may be located on the **Admin** tab. In the **System Management** group, click **Scheduler**.

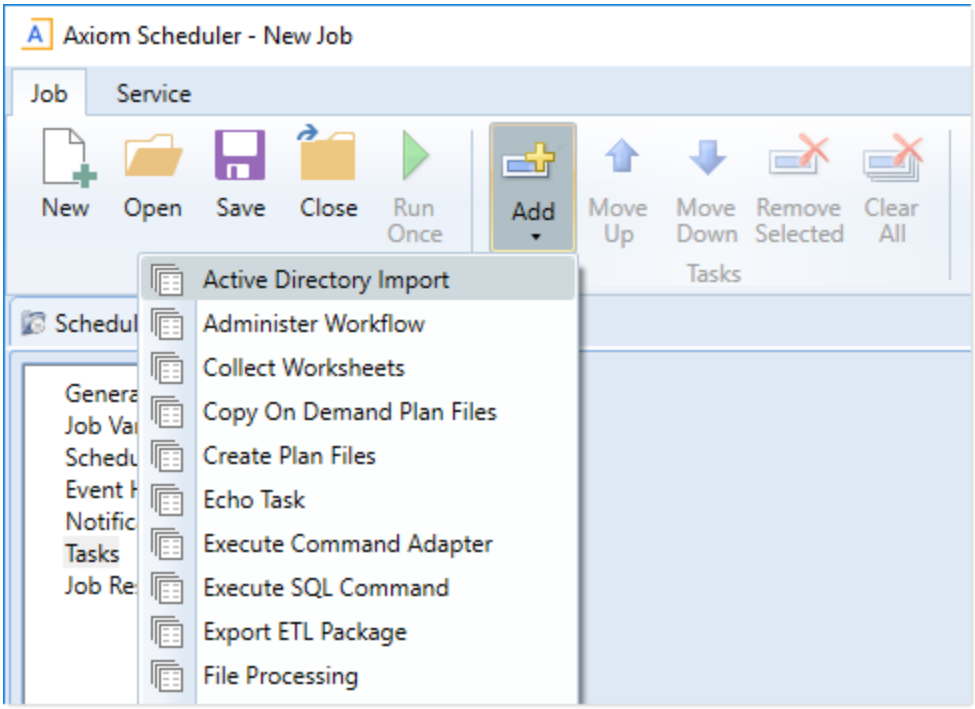
Scheduler on Admin tab (example product ribbon)

2. In the **Scheduler** dialog, click **New**.



A new job is opened in the dialog, with a tab name of **New Job**.

3. Click **Add** > **Active Directory Import** to add the task to the new job.

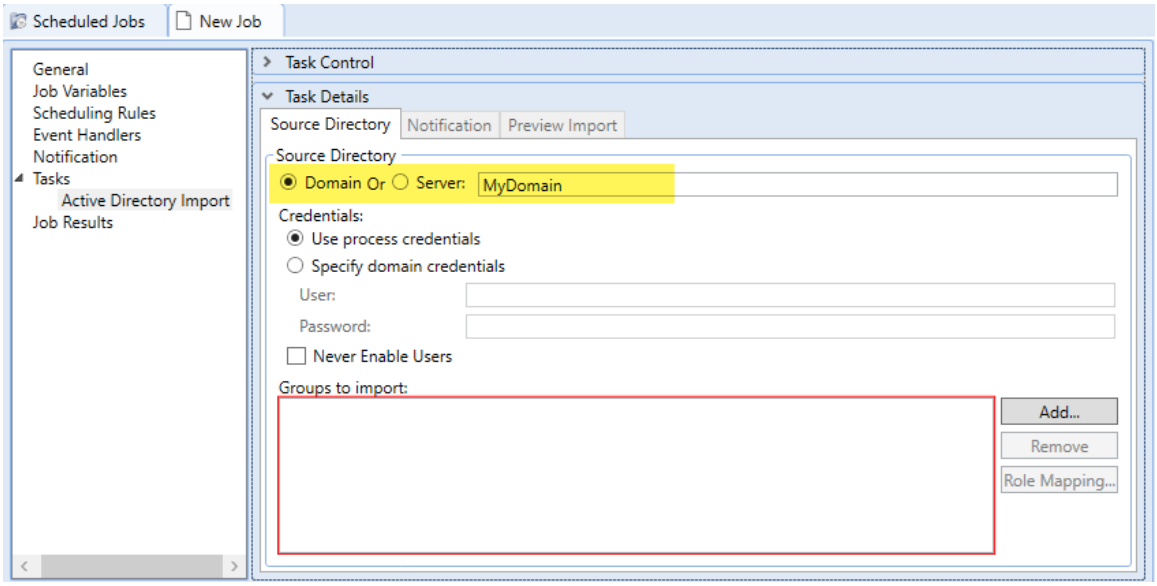


The task is added to the job, and you can now configure the task properties. In the **Task Details** section, the task has three tabs: **Source Directory**, **Notification**, and **Preview Import**.

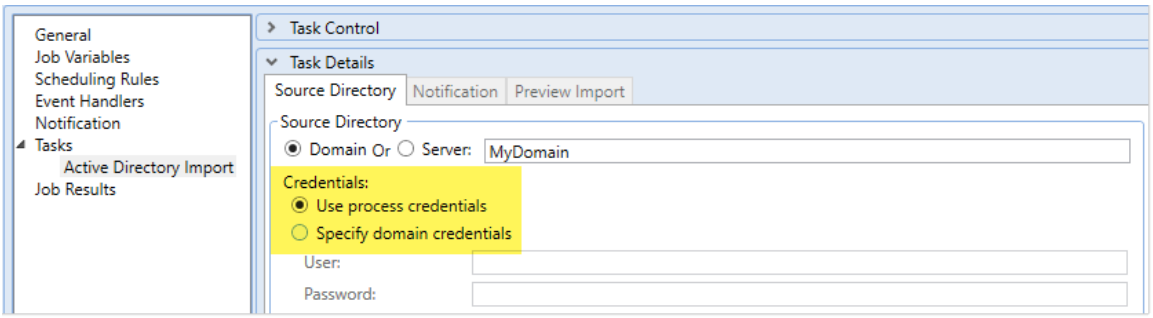
4. On the **Source Directory** tab of the Task Details, select either **Domain** or **Server** to specify the source domain for the import.
    - If you select Domain, enter the name of the domain.
    - If you select Server, enter the name of the domain controller server.

    The server option is available in case you are not currently logged into the source domain, and your current domain does not have access to the source domain. In this case, you must use domain credentials in order to access the source domain.

    Only one domain can be selected per import task. If you want to import users from multiple domains into an Axiom Budgeting and Performance Reporting system, then you must create multiple import tasks.

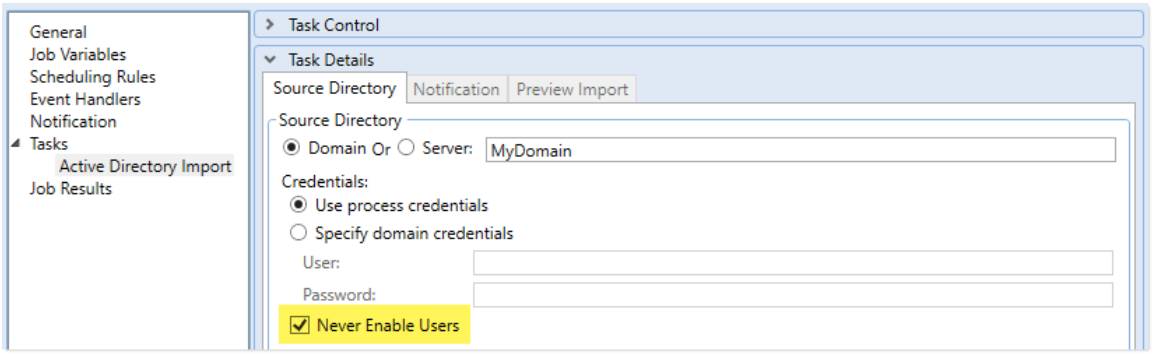


5. For **Credentials**, specify the user credentials to use when accessing Active Directory for the import. Select one of the following:
    - **Use process credentials**: (Default) Use the credentials of the network service account for Axiom Scheduler Server (on-premise installations) or Axiom Cloud Integration Service (Axiom Cloud systems).
    - **Specify domain credentials**: Enter the credentials of a specified domain **User** and **Password**. This option is required if you identified the source domain using the server name instead of the domain name.

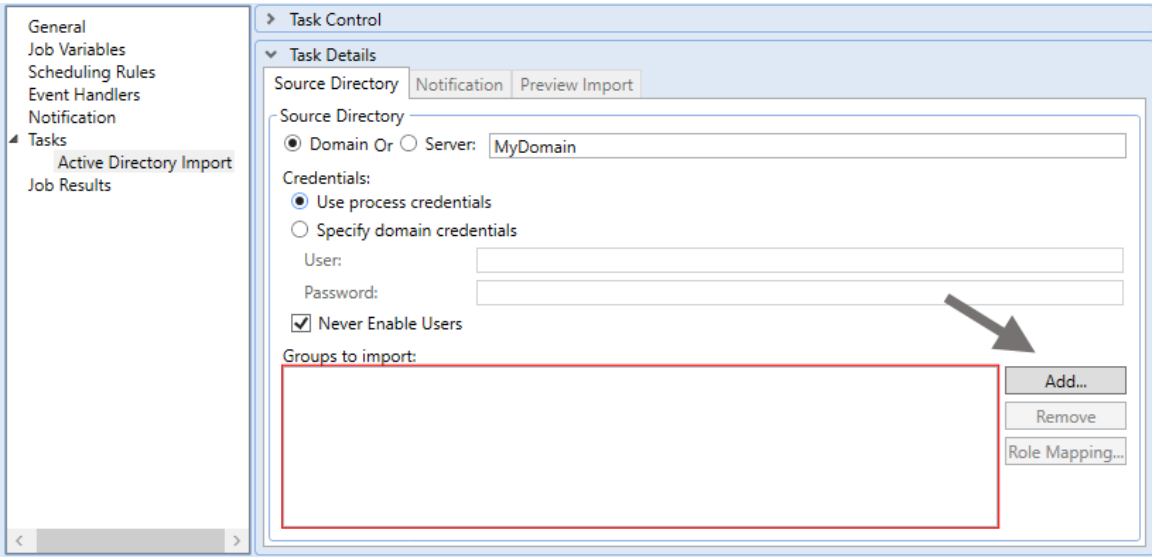


6. If you do not want new and synchronized users to be automatically enabled by the import, select **Never Enable Users**. This option works as follows:
    - If unchecked (default), then newly imported users are enabled as part of the import. Additionally, any existing imported users who have been changed to disabled are re-enabled.
    - If checked, then newly imported users are not enabled as part of the import. A security administrator must modify the security settings after the import is complete to enable the new users. Existing imported users retain their current enabled status.

    We recommend enabling this option because in most cases it is necessary for a security administrator to make further changes to security settings before the user account is fully ready for use. Additionally, if your system uses subsystems, any newly imported users will not be able to log in anyway, since the import does not assign users to a subsystem.

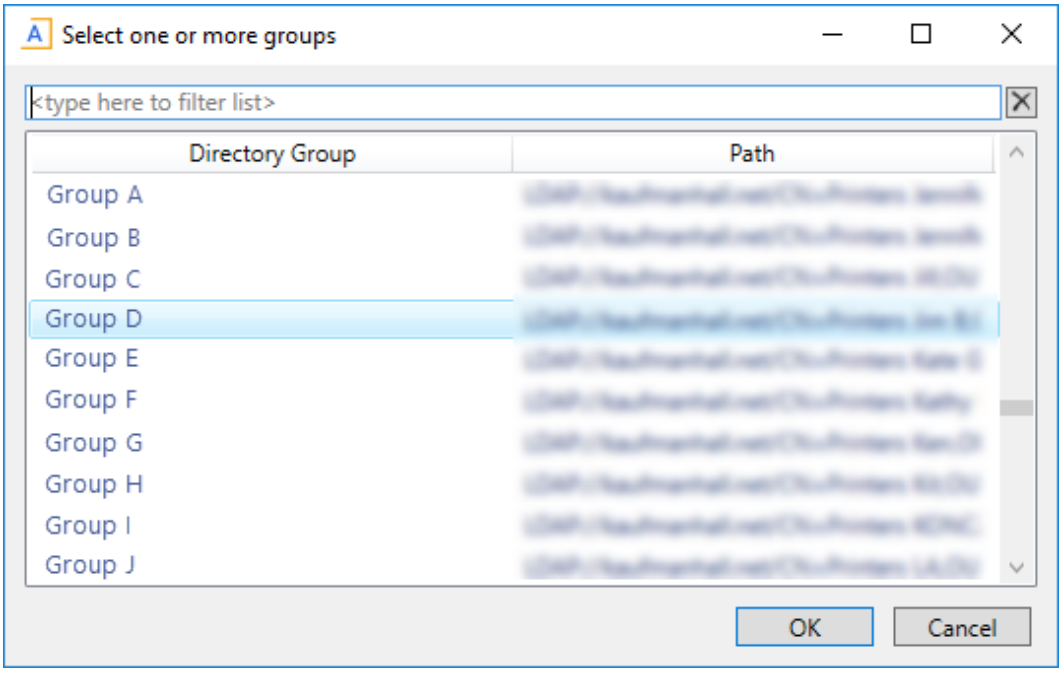


7. In the **Groups to import** section, click **Add** to select one or more groups to import.



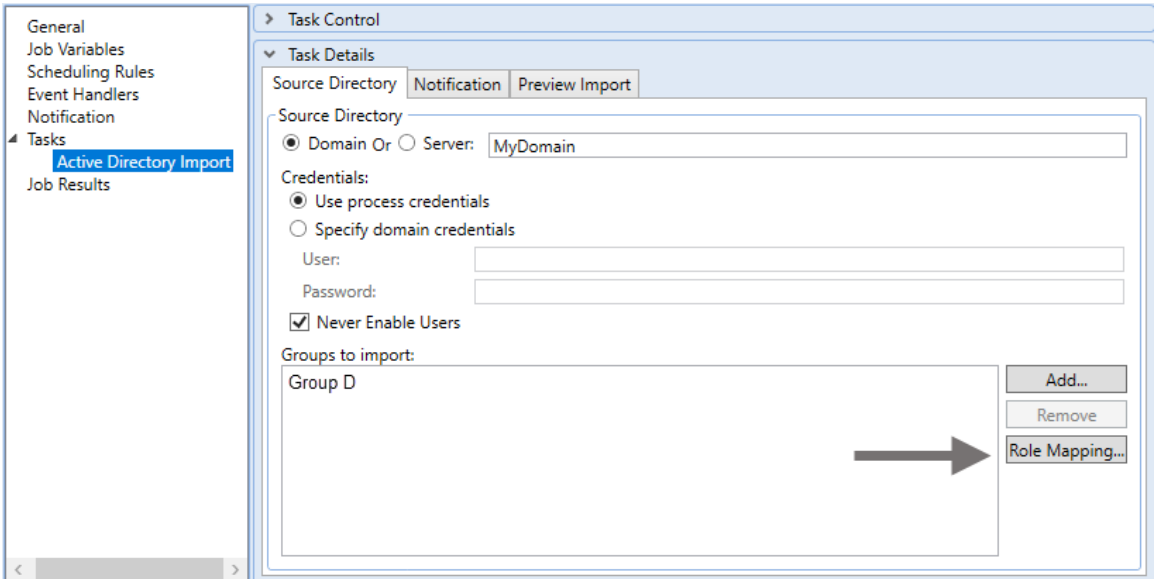
The **Select Groups** dialog opens, displaying a list of groups from the source domain.

- Select the group or groups that you want to add, and then click **OK**. You can use the search box at the top of the dialog to find a group by name. You can use the SHIFT or CTRL keys to select multiple groups in the list.

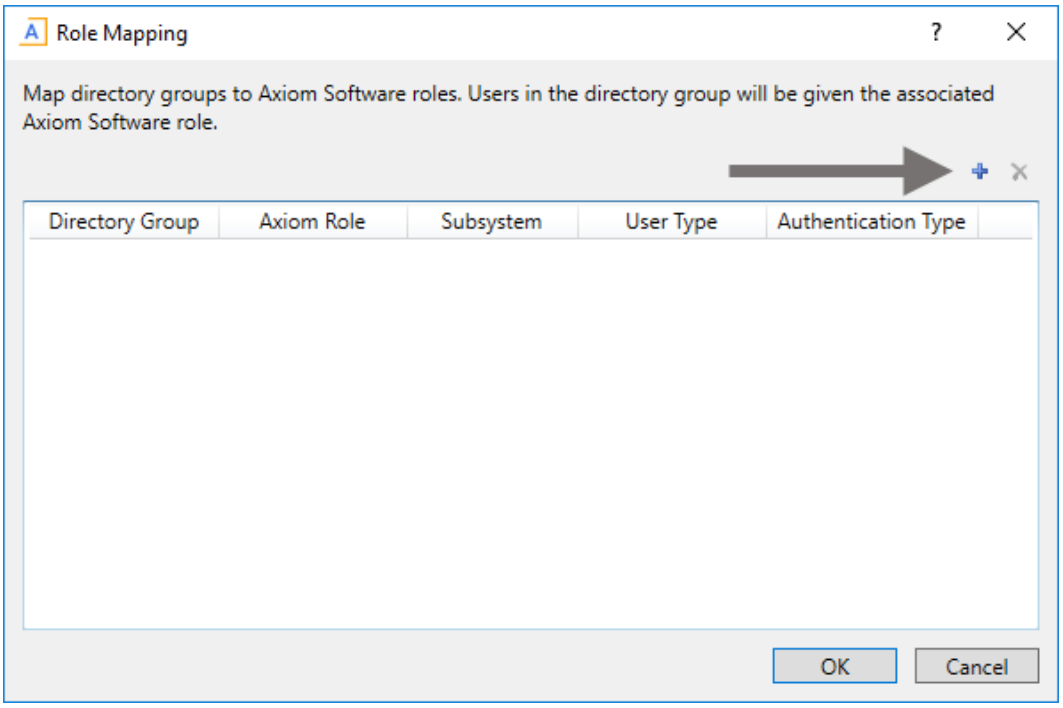


- The selected group(s) display in the **Groups to import** box. If you have added a group by mistake, you can select it and click **Remove**.

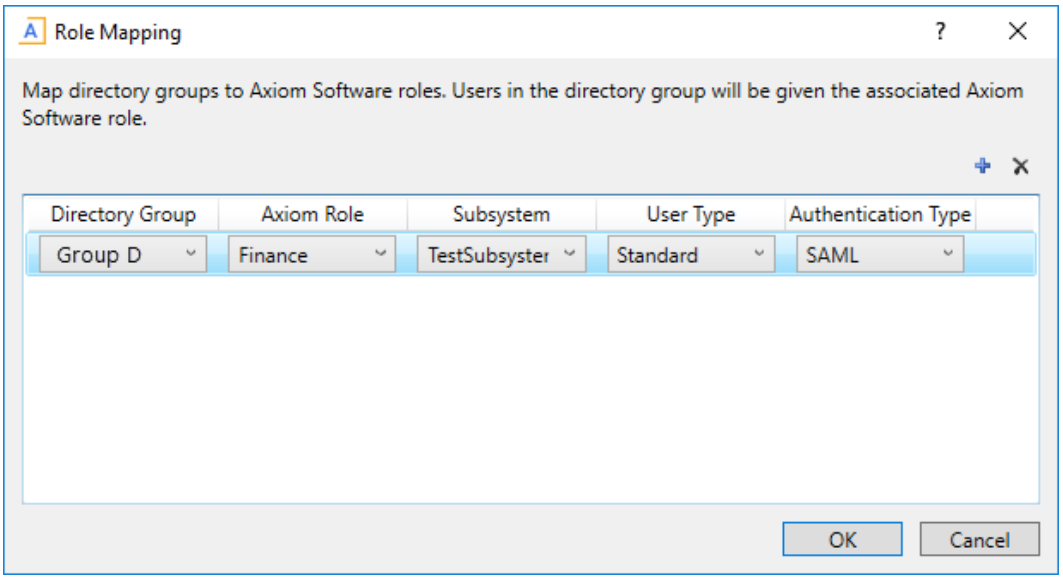
8. In the **Groups to import** section, click **Role Mapping** to define the role mappings for each selected group:



- In the **Role Mapping** dialog, click the **Add mapping** icon ✚ in the top right to add a mapping row to the dialog.



- In the mapping row, select a **Directory Group** to map, then select the following:
  - The **Axiom Role** that you want the users to belong to. You can select **None** if you do not want the users to be assigned to a role.
  - The **Subsystem** that you want the users to belong to. This option is only present if subsystems are enabled for your system.
  - The **User Type** for the users. This means license type, such as a **Standard** license or a **Viewer** license.
  - The **Authentication Type** for the users, **Windows User** or **SAML**. If you want to use a different authentication type, then you must update the users after importing to assign them to the desired authentication type. You may be able to create a Save Type 4 report to Axiom.Principals to update the users, and process that report within the same Scheduler job, after the Active Directory import task is performed.



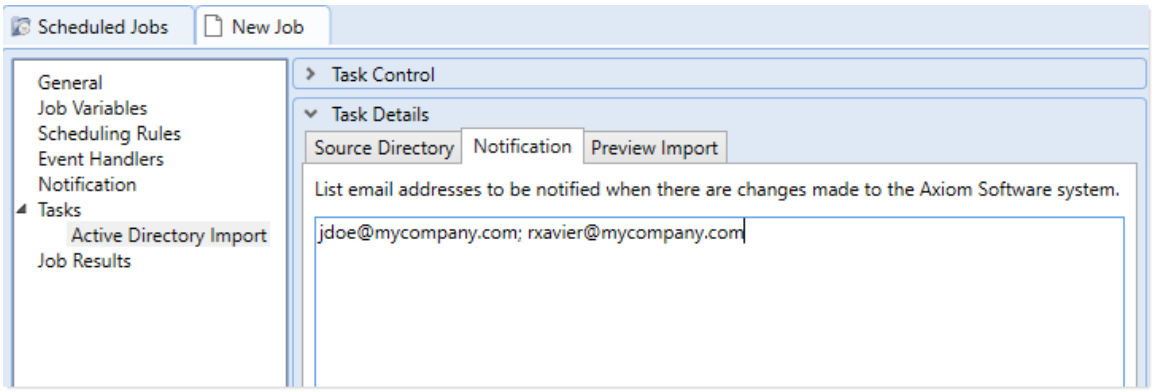
- Repeat these steps for each group to be imported. If you want the users in a group to belong to more than one role and/or subsystem, you can create multiple mapping rows for that group. If you need to remove a mapping row, select it and then click the **Remove mapping** icon ✕ in the top right of the dialog.
- When you are finished defining mappings, click **OK** to return to the Scheduler task properties.

The defined role mappings do not display in the **Groups to import** box. If you want to review or edit the role mappings, click **Role Mapping**.

NOTES:

- If a group has multiple mapping rows to assign the users to multiple roles and/or subsystems, then the specified user type and authentication type should be the same on each row. If the user type or authentication type is different, then the entry on the last processed mapping will be used.
- If a group has no defined role mappings, then the users will not be assigned to any roles or subsystems. If the import creates new users without role mappings, the assigned user type is Standard and the assigned authentication type is Windows User.

9. On the **Notification** tab of the Task Details, enter one or more email addresses to send a notification when users have been added or synchronized due to running the Active Directory Import task. Separate multiple addresses with a semi-colon.

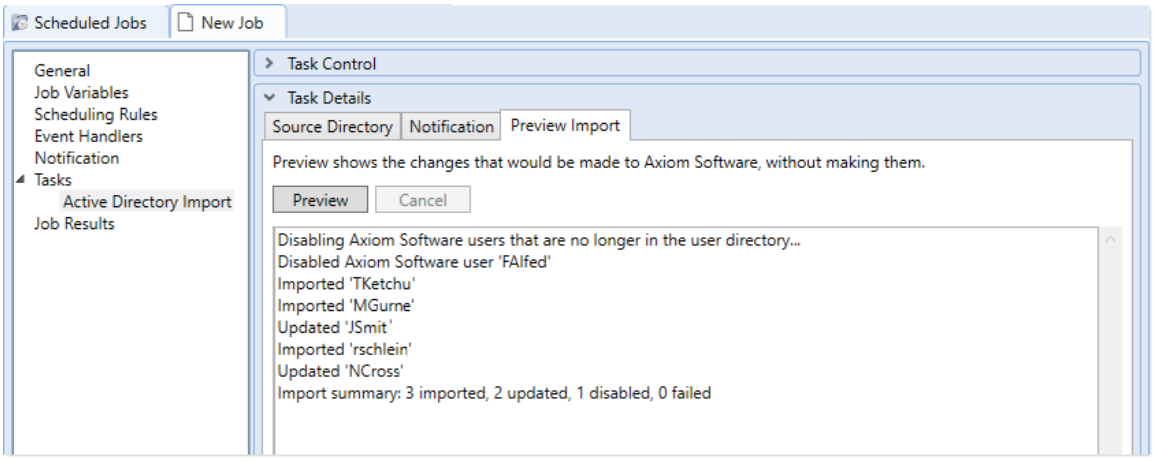


When the import task is run, if any users are created or modified in the Axiom Budgeting and Performance Reporting system, an email notification will be sent to the addresses specified here. The email summarizes the changes made. This email notification is independent of any job-level notification settings (which notify based on overall job completion or failure).

We recommend setting up this task-level notification to send emails to the security administrator (s) responsible for maintaining the security settings in Axiom Budgeting and Performance Reporting, so that he or she can define security settings for newly added users, validate changes made to existing users, and perform any other follow-up tasks.

10. On the **Preview Import** tab of the Task Details, click **Preview** to see the changes that will be made to Axiom Budgeting and Performance Reporting Security when the Active Directory Import task is run.

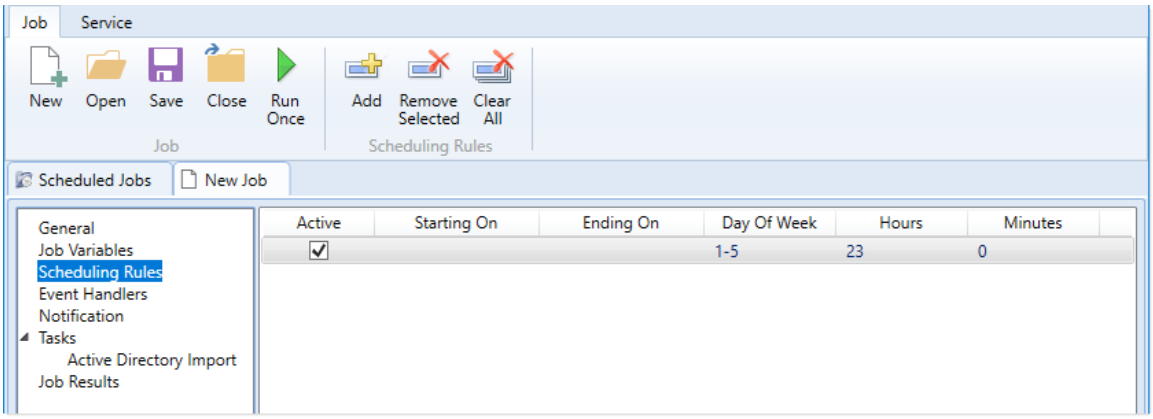
    The preview feature is intended to help you verify that you have set up the task correctly. If the reported changes are not as you expect, then you can review and adjust the task settings as needed. No changes are made to security when preview is run.



This completes the settings for the Active Directory Import task. However, there are a few general job properties that should also be reviewed and completed as needed.

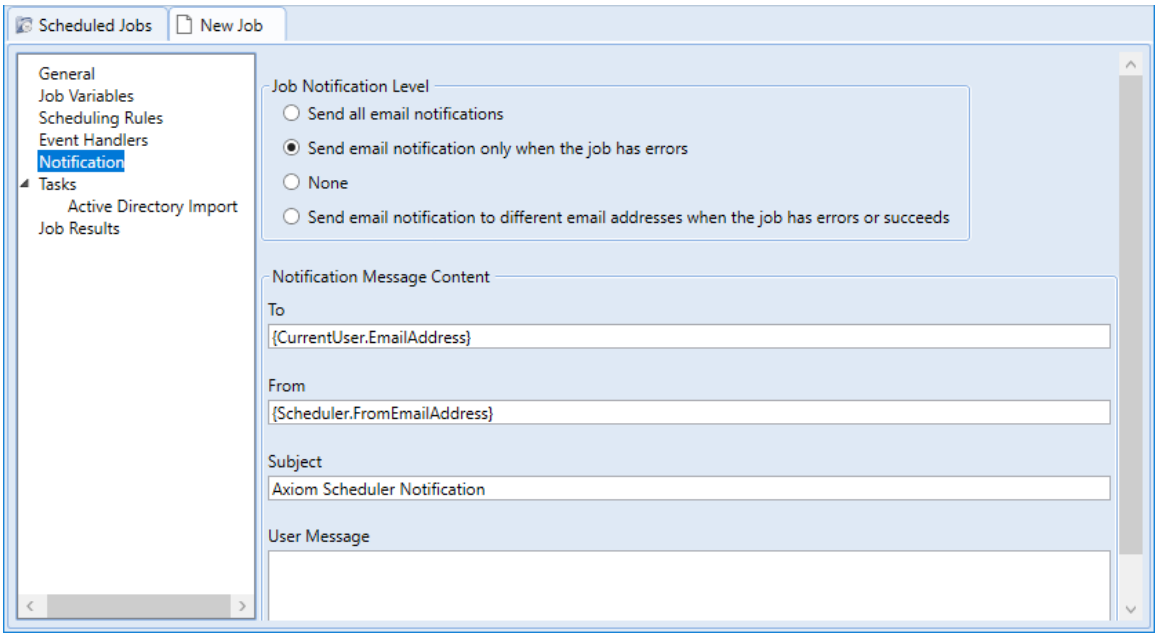
11. In the left-hand pane, click **Scheduling Rules**. Using this section, you can define a scheduling rule so that the job runs automatically as needed. Typically, organizations want the Active Directory Import task to run regularly so that users are kept in sync.

    Click **Add** to add a scheduling rule to the job, and then complete the rule as needed based on your desired schedule. In the following example, this job will run Monday through Friday at 11:00PM.



12. In the left-hand pane, click **Notification**. Using this section, you can configure the notification settings for the overall Scheduler job. The job-level notifications are intended to inform interested parties when the job completes successfully or has errors. These notifications do not contain any information about user changes to Axiom Budgeting and Performance Reporting Security—to inform someone about specific user changes, you must use the task-level notification settings as described in step 9.

    By default, jobs are configured to send a notification whenever the job is run (**Send all email notifications**). You can change the **Job Notification Level** as needed, and you can modify the recipients, subject, and message. In the following example, a notification is only sent when the job has errors.



13. Complete any other job or task properties as needed. In most cases, the default settings are sufficient.
14. Click **Save**. You can define a name for the job and save it to the desired location in the Scheduler Jobs Library.

Once you save the job with an active scheduling rule, the job is immediately added to the schedule to await the first scheduled execution time. You can see this scheduled instance on the **Scheduled Jobs** tab.

You can also run the job manually as needed by opening the job and clicking **Run Once**. Note that when using Run Once, the job runs as the current user instead of the job owner, so you must have the required permissions to perform the import.

For more information on what happens when the Active Directory Import task is run, see How Active Directory user synchronization works.

How Active Directory user synchronization works

This topic describes how new users are created and how existing users are updated when an Active Directory Import job runs in Scheduler.

NOTE: The Active Directory domain name is always used to determine matching users for purposes of the Active Directory import. If a user name matches but the domain does not, that user is not considered to be a matching user.

Creating new users via Active Directory import

For each unique user name in the import, Axiom Budgeting and Performance Reporting looks for a matching user name in Axiom Budgeting and Performance Reporting Security. If no match is found, then a new user is created. If a match is found, then the user synchronization behavior applies as detailed in the following section.

New users are created with the following user properties:

- Login (from Active Directory)
- Domain (from Active Directory)
- First name (from Active Directory)
- Last name (from Active Directory)
- Email address (from Active Directory)
- License Type (from Scheduler task settings)
- Authentication (from Scheduler task settings)
- Enabled (from Scheduler task settings)
- Assigned Roles (from Scheduler task settings)
- Assigned Subsystems (from Scheduler task settings)
- Directory Sync Enabled (assumed as enabled)

NOTE: The imported user's domain does not display in the Security dialog, but it is stored in the database and can be reported upon by use of an Axiom query to the Axiom.Principals table. The relevant domain also displays before each user name when using Open Security in Spreadsheet. The domain is stored in case of a situation where two users with the same user name are imported from different domains.

Synchronizing users via Active Directory import

If a user name in the Active Directory import matches an existing user name in Axiom Budgeting and Performance Reporting security, then that user will be updated ONLY if the **Directory Sync Enabled** check box remains selected for the matching user. Matching users are updated as follows:

- **User Properties**: If the first name, last name, or email address has changed in Active Directory, it is updated in Axiom Budgeting and Performance Reporting.
- **User License Type**: If the assigned user license type for the Active Directory group has changed, then the license type is updated in Axiom Budgeting and Performance Reporting.

- **Authentication Type**: If the assigned authentication type for the Active Directory group has changed, then the authentication type is updated in Axiom Budgeting and Performance Reporting.
- **Role and Subsystem Assignments**: The user's role and subsystem assignments are updated as follows:
    - If a role or subsystem assignment has been added for the Active Directory group, the user is assigned to that role or subsystem.
    - If a role or subsystem assignment has been removed from the Active Directory group, the user is only removed from the role or subsystem if another group is mapped to that same role or subsystem (and the user does not also belong to that other group). If the previously assigned role or subsystem is not present in the mappings at all, then the user is not removed from the role or subsystem.
    - If the user no longer belongs to the Active Directory group, and that group's role or subsystem mappings still exist, then the user is removed from those roles and subsystems (unless the user belongs to another Active Directory group in the import that is mapped to the same roles and subsystems).
- **Disabled Users**: If the user is disabled in Active Directory, then the user is disabled in Axiom Budgeting and Performance Reporting. If the user is disabled in Axiom Budgeting and Performance Reporting but enabled in Active Directory, then the user will either be re-enabled or left as disabled depending on whether **Never Enable Users** is checked in the Scheduler task settings.

If the **Directory Sync Enabled** check box is cleared for the matching user, then that user will be ignored by the Active Directory synchronization process and left as is.

If the **Directory Sync Enabled** check box is selected for a user and that user does NOT match a user name in the Active Directory import, then the user is disabled. If you still need the user account, you can re-enable the user and clear the Directory Sync Enabled check box so that the user will be ignored by future imports.

NOTES:

- Role mappings are processed in role ID order. If a group has multiple mappings, and the user license type or authentication type does not match on all of the mappings, then users in the group will be assigned to the license type and authentication type associated with the last-processed role.
- If a role mapping uses a subsystem-specific role, users will be assigned to that role regardless of whether they also belong to the associated subsystem. This creates an invalid security configuration that must be corrected after the import.

Editing imported users

Once an imported user has been created in Axiom Budgeting and Performance Reporting, you can edit the user's permissions in Security as appropriate.

You can assign the user to additional roles and/or subsystems, and those additional assignments will persist through subsequent imports. However, if the user is part of an import that contains a mapping with those roles or subsystems, and the user is not in the group affected by that mapping, then the user will be removed from those roles or subsystems.

You can edit user properties such as name, email, and authentication type, however, these changes will be overwritten the next time the Active Directory import task is run, assuming that **Directory Sync Enabled** is still checked for the user.

If you do not want the user to be synchronized with Active Directory anymore, but you still want the user to be active in Axiom Budgeting and Performance Reporting, then you should clear the **Directory Sync Enabled** check box for the user. Once this option is disabled, the user will be ignored by the import and will be treated like a manually created user.

Treatment of manually created users

If Active Directory Import is enabled for your system, you can still manually create users and exclude them from the Active Directory import and synchronization process by clearing the **Directory Sync Enabled** check box for the user. The user will be ignored by any future Active Directory Import jobs.

If you manually create a user and leave the **Directory Sync Enabled** check box selected, then the user will be treated as follows the next time an Active Directory Import job is run:

- If the user matches a user name in the Active Directory import, then the user will remain active and will be synchronized with Active Directory.
- If the user does not match a user name in the Active Directory import, then the user will be disabled.

Using LDAP Authentication

You can enable LDAP Authentication for Axiom Budgeting and Performance Reporting, so that users are authenticated against your LDAP server when launching Axiom Budgeting and Performance Reporting.

NOTE: LDAP Authentication is not supported for use with Axiom Cloud systems.

LDAP Authentication behavior

When the Axiom Budgeting and Performance Reporting login screen displays, users must enter their LDAP user name (with or without the suffix) and their LDAP password. If the LDAP user name matches a user name in Axiom Budgeting and Performance Reporting, then the credentials are passed to LDAP for authentication into Axiom Budgeting and Performance Reporting.

If the LDAP Authentication configuration for Axiom Budgeting and Performance Reporting only allows one LDAP suffix, then that suffix will be used for all LDAP authentication. The user can include the suffix or not when logging in, and the Axiom user name can contain the suffix or not. Axiom will automatically append the suffix as needed when sending the credentials to LDAP for authentication. However, if multiple suffixes are allowed, then the suffix must be specified using any of the following approaches:

- The user must specify the appropriate suffix using the **Domain** selection list. This is an optional login setting that can be enabled for your installation. For more information, see Domain selection list.
- The user must include the suffix as part of their user name when logging in.
- The user names in Axiom Budgeting and Performance Reporting must include the appropriate suffix for each user.

Users must enter their credentials each time they log in, unless they select **Remember me** to store their credentials for future use. For more information, see Remember me.

Setting up LDAP Authentication

The following summarizes the setup process for LDAP Authentication.

To set up LDAP Authentication:

1. LDAP Authentication must be enabled for the system.

   LDAP Authentication can be enabled during the Axiom Application Server installation. If it was not enabled during the installation, you can configure it later using the **Configure Authentication Methods** page of the Axiom Software Manager. For more information, see the *Installation Guide*.

   When you enable LDAP Authentication, you must specify the connection string to the LDAP server, as well as a user name and password for the connection. You must also specify the allowed suffix(es) for user names.

2. In security, Axiom Budgeting and Performance Reporting users must be set up as follows to support LDAP Authentication:
   - The user's Axiom Budgeting and Performance Reporting login name must match their LDAP login name.

     The user name can contain the LDAP suffix or not as desired. Note that the user name must include the suffix if there is a naming conflict with another user who is configured with a different authentication type (or with a different LDAP suffix). For example, if you have an Axiom Prompt user jdoe, and you have an LDAP user jdoe, then the LDAP user must include the suffix on their user name to differentiate the two users.

   - The user's **Authentication** method must be set to **LDAP Prompt**. This is the default setting for new users if your installation is enabled for LDAP Authentication.

All users who are assigned to the LDAP authentication type will be authenticated by your designated LDAP directory. This is the only way that these users can log in—they cannot log in using an internal Axiom Budgeting and Performance Reporting password.

If you need to test the security settings of an LDAP authentication user, you can use the **Log in as selected user** feature to log in to Axiom Budgeting and Performance Reporting as that user. For more information, see Testing user security.

Using SAML Authentication

You can enable SAML Authentication for Axiom Budgeting and Performance Reporting, so that users are authenticated based on a designated identity provider (such as Shibboleth or Windows Active Directory Federation Services). This option is only supported for use with Axiom Cloud systems.

SAML Authentication behavior

SAML Authentication (Security Assertion Markup Language) is a web-based authentication method. Users access Axiom Budgeting and Performance Reporting by going to the Axiom Web Client in a browser. Users must enter their user name and password for their identity provider. Once they are authenticated, if the user name matches a user name in Axiom Budgeting and Performance Reporting, then the user can access the Axiom Web Client or install / launch the Axiom Excel Client or Windows Client from the web page.

Users assigned to SAML Authentication can only access Axiom Budgeting and Performance Reporting from the web. The Excel Client and Windows Client cannot subsequently be launched using a shortcut on the user's computer; the user must continue to log into the Axiom Web Client in order to start the Desktop Client. When using SAML Authentication, you may want to configure the Axiom Application Server installation so that no shortcuts are placed on user computers during the client installation, since users will not be able to use these shortcuts.

Setting up SAML Authentication

The following summarizes the setup process for SAML Authentication.

1. SAML Authentication must be enabled for the system.

   For Axiom Cloud systems, Axiom Support will enable SAML Authentication for you as part of the system setup, if that is your chosen authentication method.

2. Complete any additional configuration requirements to enable SAML Authentication.

   SAML Authentication requires additional setup steps. These steps differ depending on the designated identity provider. Please contact Axiom Support for assistance in completing the SAML Authentication setup.

3. In security, Axiom Budgeting and Performance Reporting users must be set up as follows to support SAML Authentication:

   - The user's Axiom Budgeting and Performance Reporting login name must match their login name for the SAML identity provider (with or without an @suffix as appropriate).
   - The user's **Authentication** method must be set to **SAML**.

If you need to test the security settings of a SAML Authentication user, you can use the **Log in as selected user** feature to log in to Axiom Budgeting and Performance Reporting as that user. For more information, see Testing user security.

Logging in as an Axiom Prompt user when SAML Authentication is enabled

You can also set up **Axiom Prompt** users when SAML Authentication is enabled, such as to allow Axiom Support to access the system without giving them credentials for the SAML identity provider. These users must go a special area of the web site in order to log in:

`https://ServerName/Axiom/Home/Login`

Where *ServerName* is the name of your Axiom Application Server and Axiom is the name of the virtual directory.

Using OpenID Authentication

You can enable OpenID Authentication for Axiom Budgeting and Performance Reporting, so that users are authenticated based on a designated OpenID provider (such as Google OpenID Connect).

OpenID Authentication behavior

OpenID Authentication is a web-based authentication method. Users access Axiom Budgeting and Performance Reporting by going to the Axiom Web Client in a browser. Users must enter their user name and password for their OpenID provider. Once they are authenticated, if the user name matches a user name in Axiom Budgeting and Performance Reporting, then the user can access the Axiom Web Client or install / launch the Axiom Excel Client or Windows Client from the web page.

Users assigned to OpenID Authentication can only access Axiom Budgeting and Performance Reporting from the web. The Excel Client and Windows Client cannot subsequently be launched using a shortcut on the user's computer; the user must continue to log into the Axiom Web Client in order to start the Desktop Client. When using OpenID Authentication, you may want to configure the Axiom Application Server installation so that no shortcuts are placed on user computers during the client installation, since users will not be able to use these shortcuts.

Setting up OpenID Authentication

The following summarizes the setup process for OpenID Authentication.

1. OpenID Authentication must be enabled for the system.

   For on-premise systems, OpenID Authentication can be enabled during the Axiom Application Server installation. If you did not enable it during the original installation, you can use Repair to change the installation to enable it. For more information, see the *Installation Guide*.

   When you enable OpenID Authentication for Axiom Budgeting and Performance Reporting, you must specify the Client ID and Client Secret for your OpenID provider.

For Axiom Cloud systems, Axiom Support will enable OpenID Authentication for you as part of the system setup, if that is your chosen authentication method.

2. Complete any additional configuration requirements to enable OpenID Authentication.

   At minimum, you must configure the OpenID provider with the redirect URI to the Axiom Budgeting and Performance Reporting login page (such as `<URLtoAxiom>/openid/login`). Other setup steps may be necessary, depending on your particular configuration. Please contact Axiom Support as needed for assistance in completing the OpenID Authentication setup.

3. In security, Axiom Budgeting and Performance Reporting users must be set up as follows to support OpenID Authentication:
   - The user's Axiom Budgeting and Performance Reporting login name must match their login name for the OpenID provider, including the @suffix.
   - The user's **Authentication** method must be set to **OpenID**.

If you are an administrator and you need to test the security settings of an OpenID Authentication user, you can use the **Log in as selected user** feature to log in to Axiom Budgeting and Performance Reporting as that user. For more information, see Testing user security.

Logging in as an Axiom Prompt user when OpenID Authentication is enabled

You can also set up **Axiom Prompt** users when OpenID Authentication is enabled, such as to allow Axiom Support to access the system without giving them credentials for the OpenID identity provider. These users must go a special area of the web site in order to log in:

`https://ServerName/Axiom/Home/Login`

Where *ServerName* is the name of your Axiom Application Server and Axiom is the name of the virtual directory.

Login behavior options

The following options apply to all authentication types except SAML and OpenID Authentication.

Domain selection list

When a user logs in, Axiom Budgeting and Performance Reporting looks for a matching user name within Axiom security and applies the specified authentication type for that user. For LDAP Authentication and Windows Authentication, if only one allowed domain or suffix is specified, that information can be assumed and the user does not need to include it when logging in. If multiple domains or suffixes are specified, then the user must include that information as part of their user name. For example: *DomainName**UserName* for Windows Authentication.

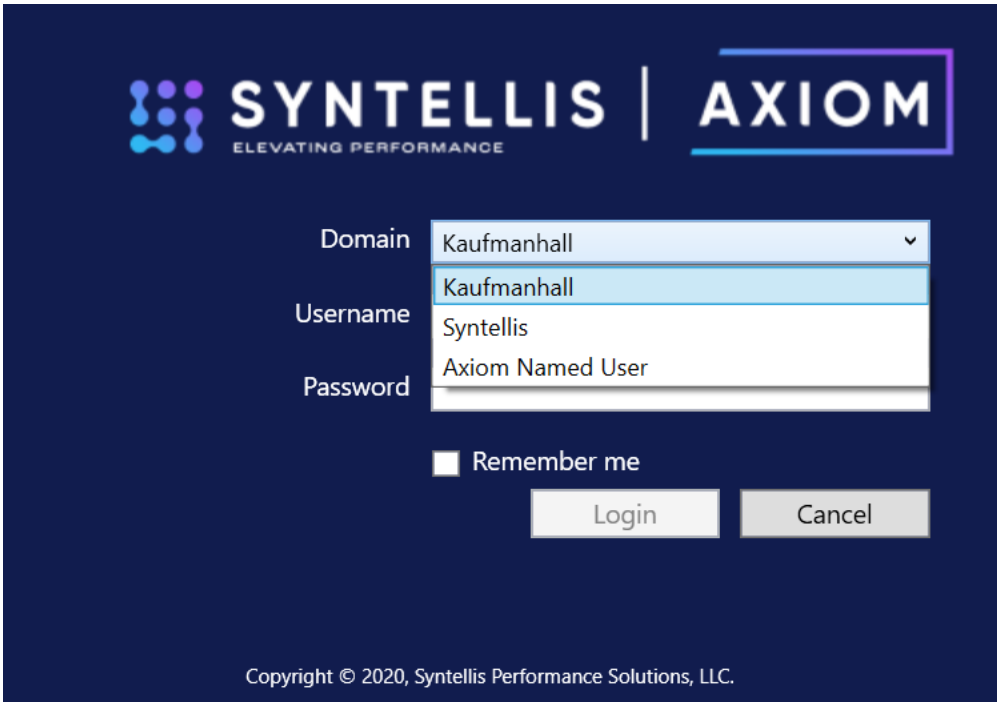
Alternatively, you can configure your system so that all users must specify their authentication type / domain when logging into Axiom Budgeting and Performance Reporting, using the **Domain** selection list. The Domain selection list displays the following:

- **Axiom Named User** (for Axiom Prompt login)

- Each allowed Windows Authentication domain (if Windows Authentication is enabled for the installation)
- Each allowed LDAP suffix (if LDAP Authentication is enabled for the installation)

When the Domain selection list is enabled, the user must make the appropriate selection in order to log in. For example, a Windows Authentication user must select their Windows domain name. Because it is specified separately, the domain or suffix does not need to be added to the user name, even when there are multiple allowed domains or suffixes.

The following screenshot shows an example of the Domain selection list. In this example, the installation has enabled Windows Authentication with two allowed domains. The two domain names display on the selection list as well as the choice to log in as an Axiom Named User.



The Domain selection list can be enabled or disabled using the **AuthenticationDomainSelectionListRequired** system configuration setting. By default this is set to False, which means the Domain selection list only displays if your system contains duplicate user names that require the domain to be specified to differentiate those users. If you set this to True, then the Domain selection list displays at all times.

If the Domain selection list is enabled, and if Windows Authentication is enabled for the installation, then by default the user's current domain will be selected in the list (if that domain is one of the allowed domains). Otherwise, the first option in the list is selected by default. Options are ordered as follows: LDAP suffixes, Windows domains, Axiom Named User.

Remember me

Users can optionally select **Remember me** at the login screen to store their Axiom Budgeting and Performance Reporting authentication for future use. This information is encrypted and only applies to the current user for the current machine. The next time the user starts Axiom Budgeting and Performance Reporting on the current machine, they will not be prompted to log in.

Although all Axiom Budgeting and Performance Reporting clients have a Remember Me check box on the login screen, note that the remembered status is stored separately for access to the Web Client versus the Desktop Client. For example, a user can choose Remember Me when logging into the Excel Client, and then that user will not be prompted when subsequently accessing either the Excel Client or the Windows Client. However, if the user attempts to access the Web Client, they will be prompted for credentials (and can then choose to be separately remembered for the Web Client).

NOTE: Logging out of a client will clear the remembered status for that client type. Although the Excel Client and Windows Client do not have an explicit log out feature, logging out of the Word or PowerPoint add-in will clear the remembered status for the Desktop Client (but only if you are not also currently logged into another instance of the Desktop Client).

If you do not want users to have access to the Remember Me option, so that they must log in each time, then you can disable the feature by setting the system configuration setting **ShowRememberMe** to **False**. This will hide the option from the various login screens. Keep in mind that if a user has already used the Remember Me option, hiding the setting will not clear the user's stored credentials. The user will continue to be remembered until they log out and cause their credentials to be cleared.

Filters

This section contains reference information for creating filter criteria statements. Security settings for file groups and tables can use filters to determine access.

Filter criteria syntax

Several areas of Axiom Budgeting and Performance Reporting use criteria statements to define a set of data. The syntax for these criteria statement is as follows:

```
Table.Column='Value'
```

- *Table* is the name of the database table.
- *Column* is the name of the column in the database table.
- *Value* is the value in the column.

If the column is String, Date, or DateTime, the value must be placed in single quotation marks as shown above. If the column is Numeric, Integer (all types), Identity, or Boolean, then the quotation marks are omitted.

For example:

- To filter data by regions, the filter criteria statement might be: `DEPT.Region='North'`. This would limit data to only those departments that are assigned to region North in the Region column.
- To filter data by a single department, the filter criteria statement might be: `DEPT.Dept=100`. This would limit data to only department 100.

If the table portion of the syntax is omitted, then the table is assumed based on the current context. For example, if the filter is used in an Axiom query, then the primary table for the Axiom query is assumed. If the current context supports *column-only syntax*, and the specified column is a validated key column, then the lookup table is assumed.

Operators

The criteria statement operator can be one of the following: =, >,<,<>,<=,>=. Greater than or less than statements can only be used with numeric values. For example:

```
ACCT.Acct>1000
```

SQL IN and LIKE syntax can also be used. For example:

```
DEPT.Region IN ('North','South')
```

Compound criteria statements

You can use `AND` and `OR` to combine multiple criteria statements. If you are creating long compound criteria statements with multiple ANDs or ORs, you can use parentheses to group statements and eliminate ambiguity. For example:

```
(DEPT.Region='North' OR DEPT.Region='South') AND (ACCT.Acct=100 OR
ACCT.Acct=200)
```

NOTES:

- When filtering on multiple values in the same column, you must use OR to join the statements, not AND. In the example above, if the statement was instead `DEPT.Region='North' AND DEPT.Region='South'`, that statement would return no data because no single department belongs to both the North and South regions. When you use OR, the statement will return departments that belong to either the North or the South regions.
- Alternatively, you can use the SQL IN syntax to create a compound statement for values in the same column. For example, the statement `DEPT.Region='North' OR DEPT.Region='South'` can also be written as `DEPT.Region IN ('North','South')`. The Filter Wizard uses IN syntax by default.

Using criteria statements in functions

If you are using a criteria statement in a function, such as GetData, you must place the entire criteria statement in double quotation marks. For example:

```
=GetData("Bud1","DEPT.Region='North'","GL1")
```

You can also place the criteria statement in a cell and then use a cell reference in the function. In this case, you do not need to use double quotation marks in the function, unless you are concatenating text and cell reference contents within the function.

Referencing blank values in filters

If a string column contains a blank value, you may want to create a filter that includes or excludes records with these blank values. For SQL Server, the blank value is stored as an empty string. This empty string is indicated with empty quotation marks in the filter. For example: `ACCT.CMAssign=''` or `ACCT.CMAssign<>''`

If you use the Filter Wizard to construct the filter, it will automatically use the appropriate syntax.

Referencing values with apostrophes in filters

If a string column contains a value with an apostrophe (such as O'Connor), then that apostrophe must be escaped with another apostrophe so that it is not read as the closing apostrophe for the filter criteria statement. For example:

`Dept.VP='O'Connor'`

Invalid. This construction does not work because Axiom Budgeting and Performance Reporting reads it as Dept.VP='O' and then does not know what to do with the rest of the text.

`Dept.VP='O''Connor'`

Valid. The extra apostrophe tells Axiom Budgeting and Performance Reporting that the apostrophe is part of the string value and is not the closing apostrophe.

NOTE: This syntax must use two apostrophe characters in sequence and *not* a double quotation mark. If you create the filter using the Filter Wizard, Axiom Budgeting and Performance Reporting will construct the appropriate syntax for you.

Referencing Date or DateTime values in filters

If your locale uses a date format where the first value is the day, filters using that date or date-time value will not process correctly. Instead, the date or date-time value must be in standard format. Standard format is `YYYY-MM-DDTHH:MM:SS` for DateTime and `YYYY-MM-DD` for Date.

If you use the Filter Wizard to construct the filter, it will automatically convert the date or date-time value to the appropriate syntax.

Filter variables

Axiom Budgeting and Performance Reporting provides a set of filter variables that can be used in filter criteria statements throughout the software. Currently, these variables allow filtering based on the current user.

For example, you may have a column on a plan code table such as Dept.Owner, which contains user login names. When setting up plan file filters in security, you want each user to have a filter such as `Dept.Owner='UserName'`. Without using variables, you would need to set up each user with a user-level filter such as `Dept.Owner='JDoe'`, `Dept.Owner='RSandstone'`, and so on. With variables, you can instead set up a single role-level filter such as `Dept.Owner='{CurrentUser.LoginName}'`. For each user in the role, this filter will be resolved using that user's login name.

Filter variables can be used in any place that takes a filter criteria statement. For example, you can use the variables to impact data queries in places such as Sheet Filters, Axiom query filters, Web Report data source filters, Quick Filter, and GetData functions. You can also use the variables in utilities such as Process Plan Files and Create Plan Files.

To use a filter variable, place the variable in curly brackets within the filter criteria statement. All other filter rules still apply—for example, if the variable will resolve to a string value such as a user name, the variable must be placed in single quotation marks. The filter must result in a valid filter criteria statement once the variable is resolved to its current value.

Variable	Resolved Value
{CurrentUser.EmailAddress}	The email address of the current user.
{CurrentUser.FirstName}	The first name of the current user.
{CurrentUser.LastName}	The last name of the current user.
{CurrentUser.LoginName}	The login name of the current user.
{CurrentUser.PrincipalID}	The database ID of the current user.
{CurrentUser.QualifiedLoginName}	The qualified login name of the current user (domain\username). If the user does not have a defined domain, the regular login name is used.

File Management

This section contains information about file management features in Axiom Budgeting and Performance Reporting. All files are stored in the Axiom Budgeting and Performance Reporting database.

Managing files using Axiom Explorer

Using Axiom Explorer, administrators can view and manage the files in the Axiom Budgeting and Performance Reporting file system. You can access files, import and export files, delete files, view file history, and manage folder structures for various Axiom libraries. All Axiom files are stored in the Axiom Budgeting and Performance Reporting database.

In addition to basic file management, other administration features such as file group administration and table administration are performed in Axiom Explorer. For more information on performing these activities, see the documentation for each particular feature. This topic discusses general file management features only.

To open Axiom Explorer:

- On the **Axiom** tab, in the **Administration** group, click **Manage > Axiom Explorer**.

  NOTE: In systems with installed products, this feature may be located on the **Admin** tab. In the **System Management** group, click **System Browser**.

Access to Axiom Explorer

By default, only administrators have access to Axiom Explorer. Non-administrators can be granted access by enabling the **Administer Axiom Explorer** permission.

If a non-administrator has access to Axiom Explorer, what they can see in the dialog and what actions they can perform are controlled by their other relevant security permissions. For example, if a user does not have any access to imports, then they will not see the Imports Library. If a user has read-only access to a folder in the Reports Library, then they will see that folder and can open reports, but they will not have access to commands such as creating new folders and deleting files.

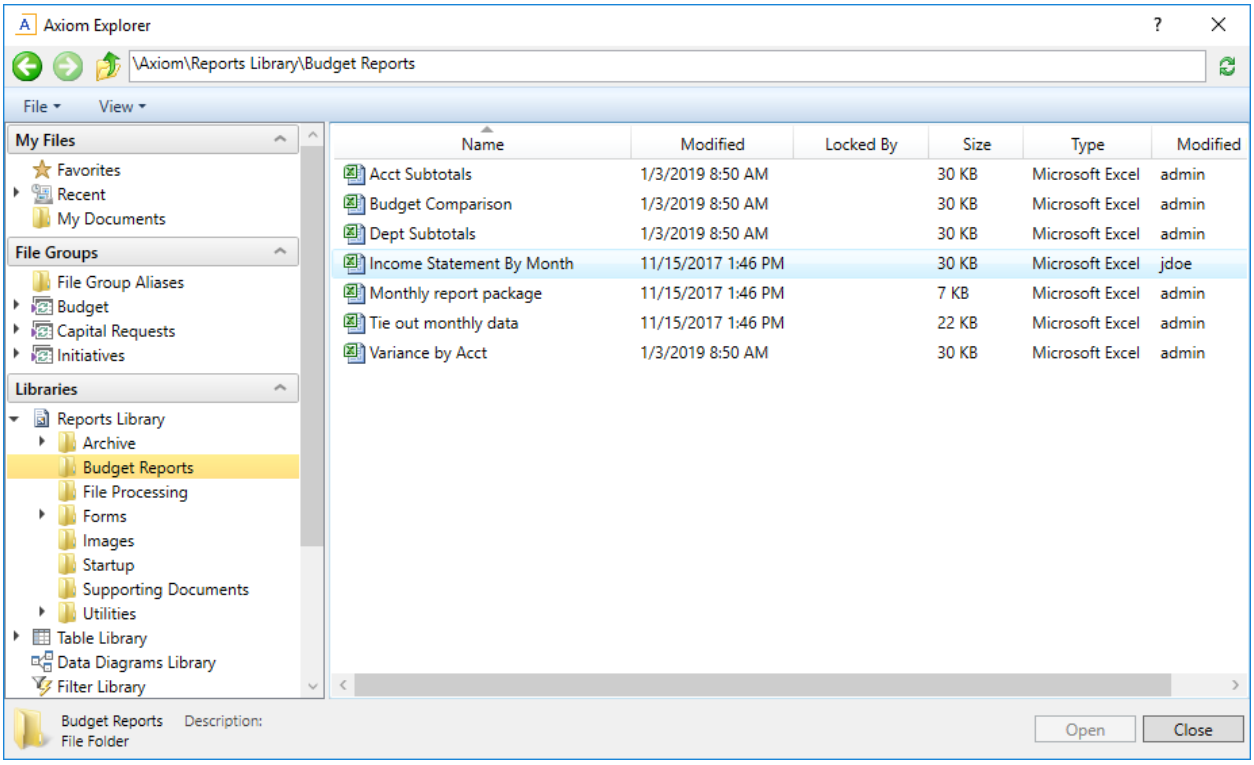
NOTE: The **Axiom System** section of Axiom Explorer contains system files for Axiom Budgeting and Performance Reporting. Only administrators can access this section.

The Explorer task pane is a streamlined version of the Axiom Explorer dialog. Essentially, the Explorer task pane displays the treeview from the left-hand pane of Axiom Explorer, which allows users to open files and perform actions available on the right-click menu. The same rules apply to the Explorer task pane in determining what files and features a user has rights to access within the treeview. However, the **Administer Axiom Explorer** permission is *not* required for non-administrator users to see the Explorer task pane—any user can view the task pane.

By default, the built-in Explorer task pane is available to all users, via Startup settings defined on the Everyone role. This default access can be changed if desired. If your system has installed products, those products may have modified the default access to provide a different way for users to access the task pane.

Axiom Explorer overview

In the Axiom Explorer dialog, the virtual folder directory is displayed in the left-hand pane, and the sub-folders and files within a selected folder are listed in the right-hand pane.



Example Axiom Explorer

When you select a folder or file, information about that item displays in the bottom of the dialog, such as the file type and size, the date the file was last modified, and the file or folder description. If the file is currently in use, the user who has locked the file is also listed.

As you navigate through the directory, the current location is displayed in a box at the top of the window. You can also type a location into the box to jump directly to that location.

To refresh the file list, click the **Refresh** button in the toolbar.

Managed and non-managed files

By default, all files used by Axiom Budgeting and Performance Reporting are stored in the Axiom Budgeting and Performance Reporting database and accessible via Axiom Explorer. These files are also known as *managed files*, because access to the files is managed by Axiom Budgeting and Performance Reporting.

It is also possible to save an Axiom file outside of the Axiom Budgeting and Performance Reporting database, such as by using **Save As > Local** or **Export**. Axiom files saved locally are known as *non-managed files*. Axiom Budgeting and Performance Reporting does not control access to non-managed

files. Although some features—such as basic Axiom queries and some Axiom functions—still work in non-managed files when they are opened within Axiom Budgeting and Performance Reporting, most functionality is not available. It is not recommended to use non-managed files, except as a method to move a file from one Axiom Budgeting and Performance Reporting system to another.

File groups and Axiom Explorer

File groups have special treatment in Axiom Explorer. Only administrators can access all of the underlying folders and files for a file group.

If a non-administrator has access to Axiom Explorer, that user will not see the Plan Files folder or any plan files, even if the user otherwise has access to the plan files. Non-administrators must use Open Plan Files (or similar related software features) to open their plan files. The Plan File Attachments folder is also hidden.

Non-administrator users can see the following folders only if they have been granted access to the folders (or files within them) on the **Files** tab of the **Security Management** dialog: Drivers, Templates, Utilities, Process Definitions.

File group folders are not listed in the Explorer task pane for any user. Instead, the Explorer task pane displays a version of the file group menu, so that users can open plan files and perform other file group tasks using the task pane (dependent on their file group permissions).

Managing folders

You can perform the following actions in Axiom Explorer by right-clicking a folder. You must have read/write permissions to the folder (as defined in Security) in order to perform any of these actions.

Folder Action	Description
New > Folder	Create a new sub-folder in the selected folder. Once the folder has been created, use **Rename** to name it. You can also define a description for the folder. You must have read/write access to the parent folder in order to create a sub-folder. **NOTES:** • The Reports Library on the Reports menu only displays folder structures up to four levels deep. Folder structures greater than four levels can only be accessed using **Reports > All Reports** (or Axiom Explorer). • Not all folders in the Axiom file system support creating sub-folders. Generally speaking, if access to the folder is controlled using the Files tab in Security, then users with read/write access can create a sub-folder there.

Folder Action	Description
Rename	Rename the selected folder. You can also press the F2 key to rename a selected folder. You must have read/write access to the folder in order to rename it. **NOTE:** Not all folders in the Axiom file system support being renamed. If the folder is system-controlled, then this option will not be available.
Import Files	Import files into the selected folder. The imported files will be saved in the Axiom Budgeting and Performance Reporting database. You must have read/write access to the folder in order to import files. **NOTE:** If you import a file with the same name as an existing file in the folder, that file will replace the existing file and retain its document ID. Certain folders have additional file type and user permission requirements. For example: • Folders that are dedicated to specialty Axiom file types (such as AXL for task pane files) can only accept imported files of that type. • Report folders can accept imported files of virtually any file type. • Plan file folders can only accept imported XLSX or XLSM files that have the same name as an existing plan file in the folder.
Delete	Delete the selected folder. This option is only available for user-created folders. A folder cannot be deleted if it contains any files or sub-folders. You must first delete or move the files within the folder before the **Delete** command becomes available on the menu. You must have read/write access to the folder in order to delete it.

You can move user-created folders by dragging and dropping. Only one folder can be moved at a time—drag and drop does not support multiple selections. System-controlled folders cannot be moved.

Managing files

You can perform the following actions by right-clicking a file:

File Action	Description
Open	Open the selected file. You can select multiple files and open them simultaneously.
Open Read Only	Open the selected file as read-only.

File Action	Description
Open Without Refresh	Open the selected file without running any Axiom queries that are set to refresh on open. This option also ignores the **Downgrade to read-only on open** setting. This option is only available to administrators.
Open in Browser	Open the selected file in a browser. This is only available for form-enabled files.
Open in Browser (as other user)	Open the selected file in a browser, using the security permissions of a different user. This option is only available to administrators and only for form-enabled files, so that administrators can test the file setup. A dialog box allows you to select the user to view the file as.
Break Selected Locks	Break the file lock for the selected file or files, if the file is locked by another user. For more information, see Managing locked items.
Document history	View the history for the selected document. For more information, see Viewing document history.
Cut Copy	Cut or copy the selected file, to be pasted to another location in Axiom Explorer. After cutting or copying, navigate to the location where you want to paste the file. Right-click in the blank area of the file list (the right-hand pane) and then click **Paste**. You can select multiple files and copy them simultaneously. You must have read/write access to the file's folder in order to use cut.
Rename	Rename the selected file. You must have read/write access to the file's folder in order to rename a file.
Delete	Delete the selected file. You must have read/write access to the file's folder in order to delete a file.
Export	Exports a copy of the selected file to your local computer or a network file location. You can select multiple files and export them simultaneously. When the export copy is created, workbook and worksheet protections are applied and "refresh on open" Axiom queries are run. The behavior is as if you had opened the document in Axiom Budgeting and Performance Reporting and then used **Save As (Local)**. If you are an administrator and you want to save a local copy of a file without these protections and data, then you must use **Export Without Refresh**.
Export Without Refresh	Exports a copy of the document as it exists in the database. This option is only available to administrators. When using this option, Axiom Budgeting and Performance Reporting exports the file without performing the various "open document" protocols such as applying protection and running "refresh on open" Axiom queries.

File Action	Description
Copy shortcut to clipboard	Creates a hyperlink to the selected file and copies it to the clipboard. You can then paste the hyperlink into a file or an email (or otherwise provide it to a user).
Copy document path to clipboard	Copies the full path of the document to the clipboard. You can then paste the path somewhere—for example, for use with alert setup, or within certain Axiom functions that use a document path.
Add to Favorites	Add the selected file to your favorites list.
Package Details	View the product package details for the file, including the feature the file belongs to, the package version, and the date the feature was installed. This action is only available in the Axiom Explorer dialog, and only applies if the file belongs to an installed product. If the file was not installed by a product package, then no package details will be found.

You can move files by dragging and dropping. Only one file can be moved at a time—drag and drop does not support multiple selections.

▶ Defining file and folder descriptions

Each file and folder can have a description. Descriptions are displayed in the bottom of the Axiom Explorer window when a file or folder is selected. In some cases the description displays elsewhere in the system, such as when selecting a report to open.

To create or edit a file or folder description:

1. Select the file or folder in Axiom Explorer.
2. At the bottom of the dialog, in the file/folder properties section, click on the space to the right of the **Description** label. (When you hover your cursor over this area, the description box becomes outlined.)
3. Type the description into the box. If you want to clear a description, highlight the existing text and then press the Delete key.

Importing and exporting files

You can import external files into the Axiom Budgeting and Performance Reporting file system, and you can export Axiom files from the file system to a local folder or network share. This can be done using the Axiom Explorer dialog or the Explorer task pane.

Importing files

To import an external file into a folder in the Axiom Budgeting and Performance Reporting file system, you must be an administrator or have read/write access to the folder. This is the same level of permissions required to save a new file within a folder.

Most folders in Axiom Budgeting and Performance Reporting are limited to holding files of a certain type. For example, the Scheduler Jobs Library can only hold Scheduler jobs, and the Imports Library can only hold import utilities. If you attempt to import a file into a folder and that file type is not allowed in that folder, the import will be prevented.

A few folders do not have file type restrictions. For example, the Reports Library can contain files such as Word files, PowerPoint files, and image files in addition to Axiom reports. These files can be referenced throughout the system—such as a logo file that is referenced by various reports and forms.

NOTES:

- If you import a file that has the same name as a file that is already in the folder, then the imported file will replace the current file and retain the current document ID. This is important for cases where you want the imported file to be recognized as the "same" file, so that shortcuts and other references to the file remain intact.

  If you have read/write access to a particular Axiom file but not its folder, then you cannot use import to overwrite the file. Instead, you can open the external file within Axiom Budgeting and Performance Reporting, and then use **Save As (Repository)** to overwrite the existing file.

- When you import a spreadsheet file into the Axiom Budgeting and Performance Reporting file system, any passwords relating to workbook/worksheet protection will be removed from the file. This is to put the imported file in a state where it can be opened by Axiom Budgeting and Performance Reporting. If the file is an Axiom file with protection enabled on the Control Sheet, that protection will be reapplied when the file is opened (using the system-applied password as appropriate).

  If Axiom Budgeting and Performance Reporting is unable to remove the protection-related passwords from the file (for example, if there is a file-level password on the file), then the file cannot be imported.

To import a file into the Axiom Budgeting and Performance Reporting file system:

1. On the **Axiom** tab, in the **Administration** group, click **Manage > Axiom Explorer**.

   NOTE: In systems with installed products, this feature may be located on the **Admin** tab. In the **System Management** group, click **System Browser**.

   You can also import files using the Explorer task pane.

2. Navigate to the folder where you want to import the file, then right-click and select **Import Files**.
3. In the **Select File to Import** dialog, select the file to import from your local drive or a network file

share, and then click **Open**. You can also select multiple files to import.

4. If a file with the same name already exists in the folder, you are prompted to confirm that you want to overwrite the existing file. Click **Yes** if you want to overwrite the existing file, retaining the same document ID.

   NOTE: When overwriting an existing file, you must also have read/write access to that file.

The selected file is imported to the folder.

Exporting files

If a file is visible to you in Axiom Explorer or the Explorer task pane, you can export it. The most common reason to export an Axiom file is to import it into another Axiom Budgeting and Performance Reporting system.

Any file in the Axiom Budgeting and Performance Reporting file system can be exported using the **Export** command. For Axiom spreadsheet files (such as reports), there are two export options:

- Non-administrator users can use **Export**, which exports the file in the same state that it would appear to the user in Axiom Budgeting and Performance Reporting. This means that workbook/worksheet protection is applied to the exported file (if enabled on the Control Sheet), and "refresh on open" Axiom queries are run. Effectively, this is the same behavior as if the user had opened the file in Axiom Budgeting and Performance Reporting, then used **Save As (Local)** to save a copy of the file outside of Axiom Budgeting and Performance Reporting.
- Administrator users have access to a second option called **Export Without Refresh**. This can be used to export the file as it exists in the database—without applying protection, and without running "refresh on open" queries.

To export a file from the Axiom Budgeting and Performance Reporting file system:

1. On the **Axiom** tab, in the **Administration** group, click **Manage > Axiom Explorer**.

   NOTE: In systems with installed products, this feature may be located on the **Admin** tab. In the **System Management** group, click **System Browser**.

   You can also export files using the Explorer task pane.

2. Navigate to the file that you want to export, then right-click and select **Export** or **Export Without Refresh**.

   In the Axiom Explorer dialog only, you can select multiple items to export. Multiple selection is not available in the Explorer task pane.

3. In the **Export Repository File** dialog, navigate to the local folder or network file share where you want to save the exported copy, and then click **Save**.

The exported copy is saved to the designated location.

Viewing document history

Axiom Budgeting and Performance Reporting automatically creates document versions when a file is modified, and stores those versions in the database for a configured amount of time. These historical versions can be viewed using Axiom Explorer, and can be restored as the current version if needed.

New document versions are automatically created when a document is modified within a user's lockout session, once per lockout. For example, if a user opens a plan file as read/write and then saves that document, the new version becomes the current version of the document, and the prior version is "archived" in the audit database. Whether the user saves the document once or multiple times within the lockout session, only one version is created. However, if the user closes the document and then re-opens it, creating a new lockout session, another version will be created if the user saves the document.

Administrators have access to an additional means of creating and restoring document versions of Axiom spreadsheet files, using the Axiom Designer tab. Using this feature saves the file and creates a new document version, within the same lockout session.

The available document history at any particular time depends on how your **System.SystemDataPurge** job is configured in Scheduler. This task purges audit history as of a specified number of days. For example, if the task is configured to purge audit data older than 15 days (the default value), then you cannot view or restore any document versions older than 15 days. Only administrators can see and edit system jobs in Scheduler.

NOTE: If you need to restore plan files, you can use the Restore Plan Files feature instead. This feature can be used to restore any number of plan files as of a specified point in time.

Viewing available document versions

You can view the list of available document versions using Axiom Explorer, and export older versions as needed. Once the older version is exported, you can import it into Axiom Budgeting and Performance Reporting as a new copy of the document, or you can overwrite the current version of the document. For spreadsheet-based files, you can also open the older versions directly.

To view the history for a document:

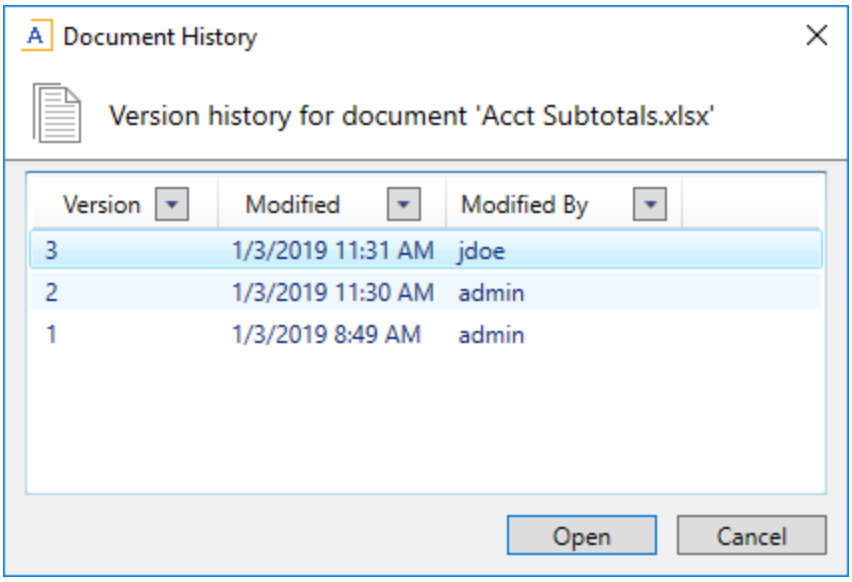
1. On the **Axiom** tab, in the **Administration** group, click **Manage > Axiom Explorer**.

   NOTE: In systems with installed products, this feature may be located on the **Admin** tab. In the **System Management** group, click **System Browser**.

   You can also view document history using the Explorer task pane.

2. Navigate to the desired document, then right-click it and select **Document History**.

The **Document History** dialog opens, listing all of the available versions of the selected document (including the current version). The version numbering starts at 1 and increments by +1 for each subsequent version, so that the version with the greatest number is the most recent version.



Example Document History dialog

If you want to view a prior document version, select the version and then do either of the following:

- Click **Open** to open the version in Axiom Budgeting and Performance Reporting. This option is only available for spreadsheet Axiom files, and opens the selected version as an non-managed copy of the document. The name of the non-managed file is *Filename* - version #.

  NOTE: If you open the current version of the document from the Document History dialog, then the document opens normally, just as if you had opened it from Axiom Budgeting and Performance Reporting menus. The version behavior only applies when opening a historical version.

  If you want to save a copy of this version, you must use **Save As** to save the file. You can save it locally, or you can save it to the Axiom Budgeting and Performance Reporting file system as a new name. If you just click **Save**, then the file is saved within the Axiom temporary folder and will not be retained.

- Click **Export** to export a copy of the selected version. This option is available to administrators for all documents, and to users with read/write permission for non-spreadsheet-based documents. The exported copy can be saved to your local computer or to a network file share.

  If the document is a spreadsheet Axiom file, then export performs the same action as **Export Without Refresh**—meaning, protection will not be applied, and "refresh on open" Axiom queries will not be run.

Restoring document versions

The easiest way to restore a document version is by using the **Restore Prior Version** button on the Axiom Designer tab. By default this feature is only available to administrators, but it can be used by any user with read/write access to the document, if the feature is included on a custom ribbon tab that the

user has access to. This feature is only available to Axiom spreadsheet files.

To restore a prior document version (spreadsheet Axiom files):

1. Open the document, then go to the **Axiom Designer** tab.
2. Click **Restore Prior Version** to view a drop-down list of available versions, then click the prior version that you want to restore.
3. Axiom Budgeting and Performance Reporting prompts you to confirm that you want to open the selected prior version in place of the current version. Click **Yes** to continue.
4. If the currently open version of the file has unsaved changes, then Axiom Budgeting and Performance Reporting prompts you to save those changes before the prior version is opened. Click **Yes** or **No** depending on whether those changes need to be saved.

   The current document is closed and the prior version of the document is opened as the current file.
5. To save this prior version as the current version, click **Save**.

To restore a prior document version (any file type):

If it is not possible to use Restore Prior Version, then you can do either of the following:

- Open the prior version using the Document History dialog, then use **Save As** to save the file over the current version.

  OR
- Export the prior version using the Document History dialog, then use **Import Files** in Axiom Explorer (or the Explorer task pane) to import the file over the current version. The exported file must have the same name as the file in the Axiom Budgeting and Performance Reporting file system in order to overwrite the current version.

See the previous section for more information on how to open or export a prior document version.

Managing locked items

When users open files and tables in Axiom Budgeting and Performance Reporting with read/write permissions, the item becomes "locked" to that user. Administrators can use **Manage Locked Items** to view a list of locked files and tables, and to remove locks if necessary.

How items become locked

When a user opens a file with read/write permissions, the file in the database is locked to prevent other users from making changes to the file. If a different, non-admin user attempts to open the file with read/write permissions, that user is informed that the file is locked and can open the file as read-only. The lock is removed when the locking user closes the file.

Tables become locked when a user opens the table with read/write permissions using **Open Table in Spreadsheet**. The table remains locked until the user closes the spreadsheet. All other operations that modify tables lock the table immediately prior to the save, and release the lock immediately afterward, so the tables do not become listed as locked items.

Situations may occur where a file or a table remains locked to a user unintentionally. For example, the user may have exited Axiom Budgeting and Performance Reporting improperly or experienced a system crash, therefore preventing the lock from being removed as part of the normal application closing processes. In these situations, administrators can remove the lock so that the file or table can be edited again by other users.

NOTES:

- If a file remains locked to a user who is not currently accessing the document, that user can re-acquire the lock by opening the file again. If the user exits the file normally, the lock is then released. It is only necessary for an administrator to break a lock if a different user needs to gain access to the file.
- Files and tables are not locked if a user opens them as read-only. This includes Axiom forms, which are always opened as read-only. Alternatively, Axiom forms can use the data context feature in order to lock the ability to save data from the read-only file. These "save locks" are managed separately from regular locked items and do not display in the Manage Locked Items dialog. If you need to view or break a save lock, use the **Save Lock Administration** page in the **System Administration** section of the Web Client.

Viewing locked items and removing locks

Only administrators, subsystem administrators, and users with the **Administer Locked Items** security permission can remove locks on items. Users with the Administer Locked Items security permission are limited to managing locks on items that they have some level of access to. Subsystem administrators also have this limitation, plus they are limited to managing locks held by users in their subsystem.

To view locked items:

- On the **Axiom** tab, in the **Administration** group, click **Manage > Locked Items**.

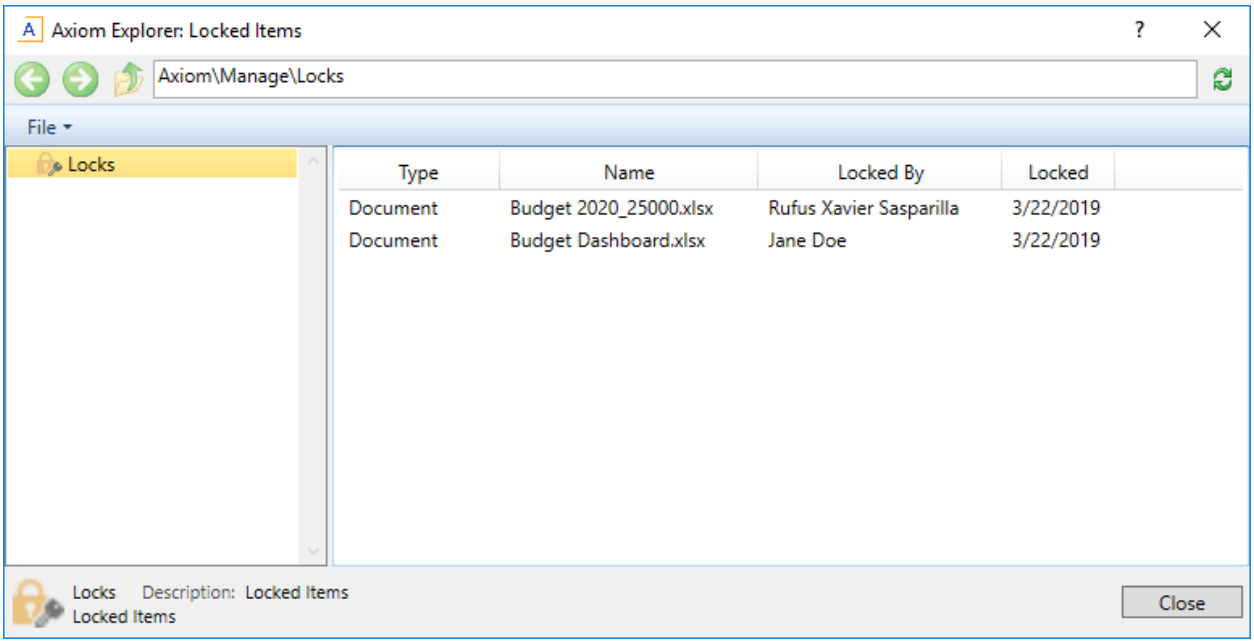
  NOTE: In systems with installed products, this feature may be located on the **Admin** tab. In the **System Management** group, click **Locked Items**.

The **Axiom Explorer: Locked Items** dialog opens. This dialog lists all currently locked files and tables. The following information is provided:

- The name of the item
- Whether the item is a document or a table
- The user who locked the item
- The date the item was locked

If necessary, you can remove the lock on a file or table. To do so:

- Select one or more items in the list, and then click **Break Selected Locks**.



You are prompted to confirm that you want to remove the lock. If you click **Yes**, the lock is removed from the item, and any user with the appropriate rights can open the item as read/write.

IMPORTANT: If the user is actually in the document when you break the lock, then that user may not be able to save their changes. If the document does not become locked to any other user in the meantime, then when the original user clicks **Save** they will re-acquire the lock and can save their changes. However, if another user has locked the file, then the original user will be unable to save.

TIP: You can also break locks as you are browsing in Axiom Explorer, by using the right-click context menu on a locked item.

Administering save data locks for Axiom forms

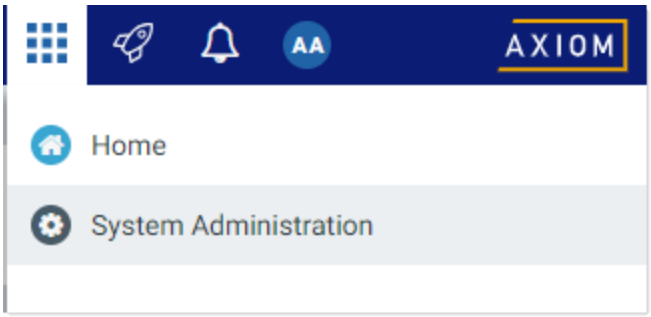
Using the Save Lock Administration page in the Web Client, you can view all active sessions relating to data contexts in Axiom forms, and break save locks if necessary.

Save locking is an optional feature for Axiom forms, so that you can prevent concurrent data saves within the form. By default, multiple users can access an Axiom form concurrently and save data. If you want to prevent concurrent saves, you can define a data context for the form. Once a data context is defined, only one user at a time can have the "save lock" for that data context and save data from the form. If necessary, a user's save lock can be broken so that a different user can acquire the lock.

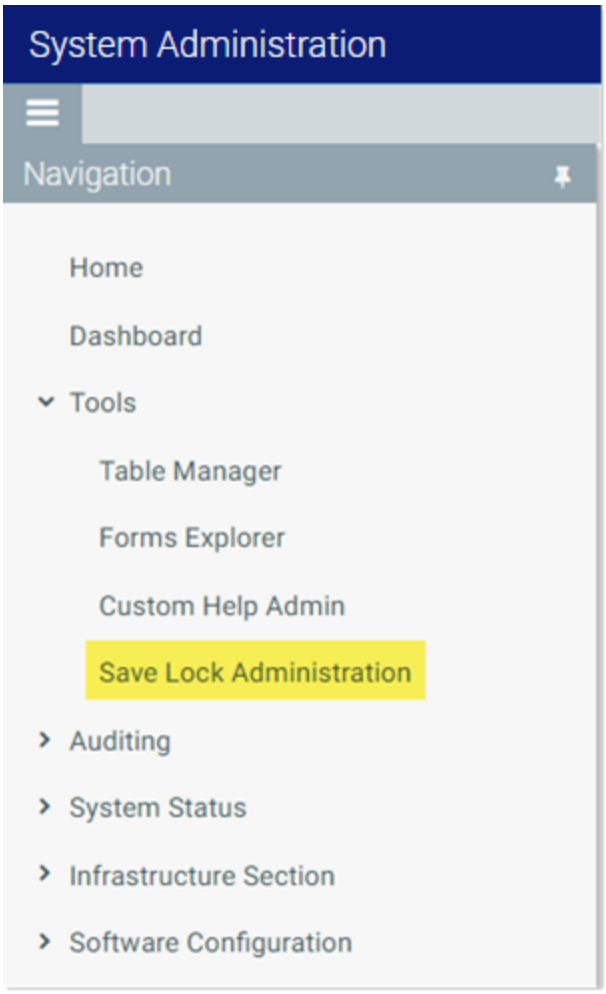
Only administrators, subsystem administrators, and users with the **Administer Locked Items** security permission can access this dialog and remove save data locks. Users with the Administer Locked Items security permission are limited to managing locks relating to documents that they have some level of access to. Subsystem administrators also have this limitation, plus they are limited to managing locks held by users in their subsystem.

To access the Save Lock Administration page:

1. In the Web Client, click the menu icon in the Global Navigation Bar. From the Area menu, select **System Administration**.



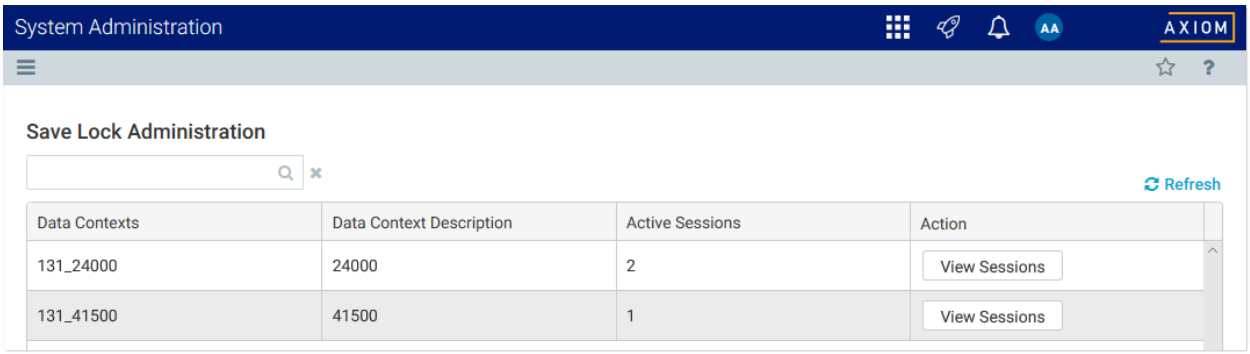
2. From the Navigation panel, select **Tools > Save Lock Administration**.



Alternatively, you can go to directly to the Save Lock Administration page as follows:

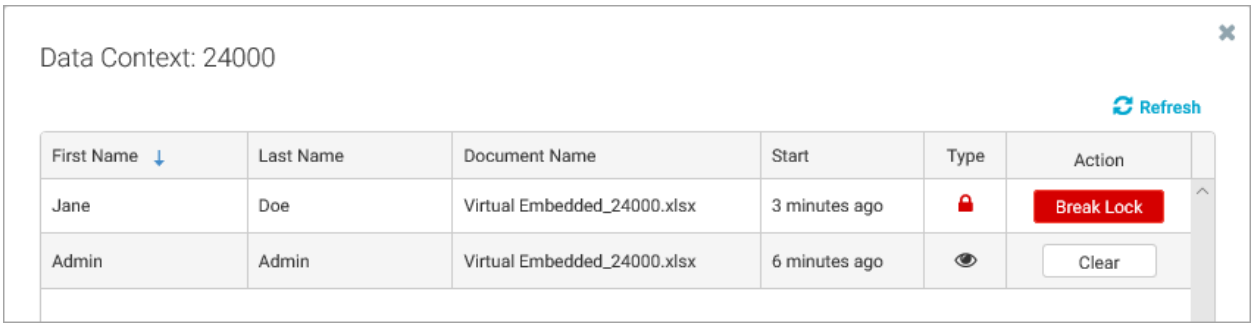
Example Cloud URL	`https://ClientName.axiom.cloud/SaveLocks` Where *ClientName* is the name of your Axiom Cloud system.
Example On-Premise URL	`http://ServerName/Axiom/SaveLocks` Where *ServerName* is the name of the Axiom Application Server, and Axiom is the default name of the virtual directory.

The Save Lock Administration page displays a list of all data contexts that are currently active in at least one session.



Example active data contexts

To view the active sessions for a data context and see the users, click **View Sessions**. Then, if you need to break a save lock, click **Break Lock**.



Example active sessions for a data context

IMPORTANT: If the user is actually in the form when you break the lock, then that user may not be able to save their changes. If the form does not become locked to any other user in the meantime, then the user can reacquire the lock. However, if another user has acquired the save lock, then the original user will be unable to save.

If a lock is broken, the user's form session is immediately converted to a view-only session, and the Break Lock button is converted to a Clear button. It is not necessary to clear the view-only session if the user is still viewing the form—the view-only session will be cleared automatically when the user stops viewing the form.

Clearing orphaned view sessions

When a user without a save lock is viewing the form, that user's session shows in the Save Lock Administration page with an eye icon instead of a lock. "View-only" sessions are tracked for information only, and do not affect the availability of the save lock. An example view-only session is shown in the previous screenshot.

Occasionally, a view-only session may be "orphaned"—meaning, the user is no longer viewing the form, but the save lock dialog and administration page still show the user's view-only session. If this occurs, you can clear the view-only session using the Save Lock Administration page, by clicking the **Clear** button on the session record. The sole purpose of the "clear" action is to remove orphaned records—the action has no effect on the availability of the save lock or on any user's ability to view the form.

Refreshing the file system

The Axiom Budgeting and Performance Reporting file system is the virtual folder directory that is used to enable easy navigation of files stored in the Axiom Budgeting and Performance Reporting database.

If files are added by a user, other users who are currently logged into the software may not immediately see these files in Axiom Budgeting and Performance Reporting menus. You can manually refresh the file system for your current session to update any stale lists of files.

To refresh the file system:

- On the **Axiom** tab, in the **Reports** group, click **Reports > Refresh File System**.

  NOTE: In systems with installed products, this feature may be located on the **Main** tab. In the **Help** group, click **Help > Support Tools > Refresh File System**.

This action is for rare cases when the file system was not refreshed naturally. Most areas that list files from the file system include a built-in refresh to get the latest information, such as when opening Axiom Explorer.

User access to My Documents

Axiom Budgeting and Performance Reporting provides a My Documents folder which administrators can use to store their own personal reports, or as a temporary holding area for reports that are "in progress." This folder displays in the My Files area of Axiom Explorer, along with favorites and recent items.

By default, only administrators have access to this folder. In most cases, end users do not need an area like this because they are not creating new files, and exposing the folder to them may cause confusion.

However, if you want to give certain power users access to this folder, you can grant them the **User Documents Folder Access** permission in Security. If a user has this permission, then a My Documents folder is created for them, within their user folder. These user folders are located in the Axiom Budgeting and Performance Reporting file system at: `\Axiom\Axiom System\User Folders`. Each user has a folder that contains their favorites, recent items, and My Documents (if applicable). The folders are named using the user's database ID, but they display in Axiom Explorer with the user name as follows: ~*username*. These folders are what display to each individual user as their My Files area.

If a user has access to a My Documents folder, and then later the permission is removed, the existing folder will be hidden from the user in Explorer screens but the folder will remain in the file system. You can delete this folder in Axiom Explorer if desired.

NOTE: Non-administrator users will not be able to access the Sheet Assistant or use other file-level permissions (such as the ability to unprotect) on files saved to My Documents. Currently there is no way to grant file-level permissions to this area, so only administrators have full access to file features.

Axiom Budgeting and Performance Reporting file system

The Axiom Budgeting and Performance Reporting file system is a virtual folder directory that is provided to logically organize the documents in the Axiom Budgeting and Performance Reporting database, and make it easier to locate and manage these documents.

Axiom folders

The following table details each folder in the file system (using the folder display names in Axiom Explorer), with a brief description of its contents and how it is used. The system folder name is an internal name that should be used when referencing Axiom file paths in non-English systems (such when listing file paths in the GetDocument function).

Folders are listed in the order they are displayed in Axiom Explorer. Subfolders are indicated with "\" in front of the folder name.

Folder Name	Description	System Folder Name
File Groups	Contains all of the files in your file groups. This folder contains a sub-folder for each file group.	SystemFolderName_ FileGroups
FileGroupName	Contains the files for a specific, user-defined file group. Each file group defined in the system has its own folder.	N/A
\\Calc Method Libraries	Contains the calc method libraries for the file group.	SystemFolderName_ CalcMethodLibraries
\\Drivers	Contains the driver files for a file group.	SystemFolderName_ Drivers
\\Plan File Attachments	Contains the supporting file attachments for plan files in a file group.	SystemFolderName_ PlanFileAttachments
\\Plan Files	Contains the individual plan files for a file group.	SystemFolderName_ Plans
\\Process Definitions	Contains the process definitions for a file group	SystemFolderName_ Process
\\Templates	Contains the plan file templates for a file group.	SystemFolderName_

Folder Name	Description	System Folder Name
		Templates
\\Utilities	Contains the utilities for a file group.	SystemFolderName_ Utilities
Libraries	Contains the file libraries for Axiom Budgeting and Performance Reporting. This is not a literal folder; it displays for organizational purposes in Axiom Explorer.	N/A
Reports Library	Contains the reports created in your system. You can create multiple sub-folders as needed to organize your reports, and control access to these files and folders in Security.	SystemFolderName_ ReportsLibrary Any user-defined subfolders can be referenced by the name as it appears in Axiom Explorer.
Table Library	Contains the user-defined tables created in your system. You can create multiple sub-folders as needed to organize your tables.	SystemFolderName_ AxiomTables Tables cannot be opened using GetDocument.
Data Diagrams Library	Contains the data diagrams created in your system. You can create multiple sub-folders as needed to organize your diagrams, and control access to these files and folders in Security.	SystemFolderName_ DiagramsLibrary Any user-defined subfolders can be referenced by the name as it appears in Axiom Explorer.
Filter Library	Contains the filter criteria statements created in your system. You can create multiple sub-folders as needed to organize your diagrams, and control access to these files and folders in Security.	SystemFolderName_ FilterLibrary Any user-defined subfolders can be referenced by the name as it appears in Axiom Explorer.
Task Panes Library	Contains the task panes created in your system. You can create multiple sub-folders as needed to organize your task panes, and control access to these files and folders in Security.	SystemFolderName_ ShortcutListLibrary Any user-defined subfolders can be referenced by the name as it appears in Axiom Explorer.
Ribbon Tabs	Contains the ribbon tabs created in your system.	SystemFolderName_

Folder Name	Description	System Folder Name
Library	You can create multiple sub-folders as needed to organize your ribbon tabs, and control access to these files and folders in Security.	RibbonListLibrary Any user-defined subfolders can be referenced by the name as it appears in Axiom Explorer.
Process Definition Library	Contains process definitions created in your system. You can create multiple sub-folders as needed to organize your definitions, and control access to these files and folders in Security.	SystemFolderName_ ProcessDefinitionLibrary Any user-defined subfolders can be referenced by the name as it appears in Axiom Explorer.
Scheduler Jobs Library	Contains the scheduler jobs created in your system. You can create multiple sub-folders as needed to organize your jobs, and control access to these files and folders in Security.	SystemFolderName_ JobsLibraryFolder Any user-defined subfolders can be referenced by the name as it appears in Axiom Explorer.
Imports Library	Contains the imports created in your system. You can create multiple sub-folders as needed to organize your imports, and control access to these files and folders in Security.	SystemFolderName_ ImportsLibrary Any user-defined subfolders can be referenced by the name as it appears in Axiom Explorer.
Exports Library	Contains the exports created in your system. You can create multiple sub-folders as needed to organize your exports, and control access to these files and folders in Security.	SystemFolderName_ ExportsLibrary Any user-defined subfolders can be referenced by the name as it appears in Axiom Explorer.
Axiom System	Contains system files for Axiom Budgeting and Performance Reporting. Only administrators can see and access this area.	SystemFolderName_ AxiomSystem
\Axiom Intelligence Models	Contains supporting files for Axiom Intelligence reporting. This folder is only present if your system has licensed this feature.	SystemFolderName_ AxiomIntelligenceModels
\Diagnostics	Can be used to hold supporting files for custom diagnostics tests.	SystemFolderName_ Diagnostics

Folder Name	Description	System Folder Name
\Document Templates	Contains default files used throughout the system. When a new file is created in Axiom Budgeting and Performance Reporting, the appropriate document template is used to create the new file.	SystemFolderName_ DocumentTemplates
\\Calc Method Library	Contains the default file for calc method libraries.	SystemFolderName_ CalcMethodLibraryTemplate
\\Control Sheet	Contains the default Control Sheets.	SystemFolderName_ ControlSheetTemplate
\\\Alert	Contains the default Alert Control Sheet.	SystemFolderName_ AlertControlSheet
\\\Batch	Contains the default Batch Control Sheet.	SystemFolderName_ BatchControlSheet
\\\Default	Contains the default Control Sheet. This is the base Control Sheet that defines a spreadsheet file as an Axiom file.	SystemFolderName_ DefaultControlSheet
\\\Drilling	Contains the default Drilling Control Sheet.	SystemFolderName_ DrillingControlSheet
\\\File Collect	Contains the default File Collect Control Sheet.	SystemFolderName_ FileCollectControlSheet
\\\File Processing	Contains the default File Processing Control Sheet.	SystemFolderName_ FileProcessingControlSheet
\\Drivers	Contains the default file for driver files. This folder can contain multiple files. Administrators can save additional driver templates to this folder, and users will be able to select which template to use when they create a new driver.	SystemFolderName_ DriversTemplate
\\Empty Workbooks	Contains blank workbooks used by Axiom Budgeting and Performance Reporting processes that create spreadsheet files.	SystemFolderName_ EmptyWorkbooks
\\Forms	Administrators can optionally save form-enabled report templates to this folder. If one file exists in this folder, it is used as the default form template. If multiple files exist in this folder, users will be able to select which template to use when they create a new form-enabled report.	SystemFolderName_ FormsTemplate
\\File Group Templates	Contains the default file for plan file templates.	SystemFolderName_ TemplatesTemplate

Folder Name	Description	System Folder Name
\\Report Designer	Contains templates for use in the Web Client Report Designer.	SystemFolderName_ WebReportTemplate
\\Reports	Contains the default file for report files. This folder can contain multiple files. Administrators can save additional report templates to this folder, and users will be able to select which template to use when they create a new report.	SystemFolderName_ ReportsTemplate
\\Sample Ribbon Tabs	Contains the built-in ribbon tabs delivered with Axiom Budgeting and Performance Reporting. If you want to use one of these ribbon tabs, copy it over to your Ribbon Tabs Library and then modify it as needed. The ribbon tabs in this folder are system controlled and may be overwritten on future upgrades.	SystemFolderName_ RibbonListSamples
\\Sample Task Panes	Contains the built-in task panes delivered with Axiom Budgeting and Performance Reporting. If you want to use one of these task panes, copy it over to your Task Panes Library and then modify it as needed. The task panes in this folder are system controlled and may be overwritten on future upgrades.	SystemFolderName_ SampleLists
\\Support Utilities	Contains templates for support utilities, such as a Save Type 4 report to change the system configuration settings.	SystemFolderName_ SupportUtilities
\\Utilities	Contains the default file for file group utilities. This folder can contain multiple files. Administrators can save additional utility templates to this folder, and users will be able to select which template to use when they create a new utility.	SystemFolderName_ UtilitiesTemplate
\Forms Runtime	Contains files to support display of Axiom forms.	SystemFolderName_ FormsRuntime
\GEO Feature Files	Contains example GeoJSON files that can be used with Map View components in Axiom forms.	SystemFolderName_ GeoJsonData
\Package Manager	Contains supporting files relating to licensed product packages.	SystemFolderName_ PackageManager

Folder Name	Description	System Folder Name
\\Post Package Processing	Contains any files to be used after installing a product package. Only applies to installations with licensed product packages.	SystemFolderName_ PostPackageProcessing
\Process History	Contains historical process definitions to support viewing process history. These files are system-managed. They are automatically created when a process instance is aborted or completed, and they are automatically deleted when the corresponding process history instance is deleted.	SystemFolderName_ ProcessHistory
\Scheduler Working Folder	Contains system files used by Scheduler, such as system event handlers and system-managed jobs.	SystemFolderName_ SchedulerWorkingFolder
\Startup	Contains files that are launched at system startup. Separate folders are maintained for the Excel Client and the Windows Client.	SystemFolderName_ Startup
\\Excel Startup	Any files placed in this folder are opened when the Excel Client is started.	SystemFolderName_ ExcelStartup
\\Hidden	Any files placed in this folder are opened and hidden at system startup. Separate sub-folders are maintained for the Excel Client and the Windows Client. The Hidden folder is primarily used to support custom solutions. Please contact Axiom Budgeting and Performance Reporting support if you have any questions about files in this folder.	SystemFolderName_ Hidden
\\\Excel Client	Any files placed in this folder are opened and hidden when the Excel Client is started.	SystemFolderName_ ExcelHidden
\\\Windows Client	Any files placed in this folder are opened and hidden when the Windows Client is started.	SystemFolderName_ SpreadsheetGearHidden
\\Home	Contains the default Home file. This file can be customized for a system. You can also create separate versions for the various Axiom Clients by copying the Home file (or a different report file) into the sub-folders.	SystemFolderName_ Home
\\\Web Client	If a form-enabled file is placed here, this file will be used as the default Home Page file for the Web Client.	SystemFolderName_ WebClient
\\\Excel	If a file is placed here, this file will be used as the	SystemFolderName_

Folder Name	Description	System Folder Name
Client	default Home Page file for the Excel Client.	ExcelClient
\\\Windows Client	If a file is placed here, this file will be used as the default Home Page file for the Windows Client.	SystemFolderName_ SpreadsheetGearHome
\\Windows Startup	Any files placed in this folder are opened when the Windows Client is started.	SystemFolderName_ SpreadsheetGearStartup
\User Folders	Contains the Favorites and My Documents for each user in the system.	SystemFolderName_ UserFoldersRoot
	This folder only displays when using the Axiom Explorer dialog; it does not display in the Explorer task pane.	The folder name of each subfolder is the user ID of the relevant user.

Updating document templates

The following document templates are always updated when a database is upgraded: control sheets, sample task panes and ribbon tabs, and support utilities. All other document templates are not updated by a database upgrade, however, they may be updated by a product installation.

If you want to update a document template to the latest version provided by Axiom Budgeting and Performance Reporting, you can use the Software Manager to do so. Using the **Reload System Documents** utility, you can specify which templates you want to update. The latest templates in the selected template categories will be placed in your Axiom Budgeting and Performance Reporting database, overwriting the current templates.

The Software Manager is the tool used to install and configure your Axiom Budgeting and Performance Reporting database and server components. For more information, see the *Installation Guide*.

Using system folder names

When using folder paths in Axiom features such as the GetDocument function, you can use the folder path as you see it in your system, or you can use the underlying system folder name as defined in the software code. You should use the system folder name if your system is deployed in an environment where users are working in different system languages.

For example, imagine that some of your users work in English, while others work in French. In English systems, the path to a particular folder looks like the following:

```
\Axiom\Reports Library\Budget Reports\Acct Subtotals.xlsm
```

If this folder path is used in a GetDocument function, it will not work in French systems because the French system does not have a folder named "Reports Library." Instead, users in French systems see a French language version of this folder name.

To work around this issue, you can use the system folder name instead of the localized folder name. For example, the following path would work in both English and French systems:

```
\Axiom\SystemFolderName_ReportsLibrary\Budget Reports\Acct Subtotals.xlsm
```

Only system-controlled folders such as "Reports Library" are localized and require the system folder name syntax. The parent folder "Axiom" is the same in all system languages. Any subfolders and file names created by the client—such as the "Budget Reports" subfolder in the example above—are always displayed as they were defined, regardless of the system language.

Axiom file format specifications

This section outlines the file format requirements for importing data for the following products:

- Budgeting
- Performance Reporting
- Productivity
- Provider
- Rolling Forecasting

Data imports are built based on the provided file type and structure (i.e. column layout).

IMPORTANT: Neither the file type nor the file structure should change after they are provided to your implementation team unless requested by the implementation team.

Delimited Files

Delimited files are an acceptable format with the following parameters:

- Pipe-delimited preferred, comma delimited acceptable.
- If comma delimited, denote text fields by beginning with a quotation mark (“) and ending with a quotation mark.
- Row 1 may include headers (optional).

Excel Files

Excel files are acceptable following the parameters below. Please be aware of file size. For very large files such as Revenue and Usage, a delimited file is the recommended format.

- Row 1 may include headers.
- Only row 1 may include headers. Data records should begin on row 1 (no headers) or row 2 (if using headers).
- The file should not include subtotals or totals.

Numeric Data Format

The values (e.g., dollar amounts, statistic amounts) in numeric (value) fields should NOT include commas or dollar signs ($). These fields may include decimals to the second or third place if desired. If values are negative (e.g., credits), we would prefer the negative sign be just in front of the value with no spaces between the negative sign and the first character (number) of the value.

Additional Columns

The file layouts on the proceeding pages define required and optional columns. If your standard extract contains additional columns, then you do not need to remove them because they are ignored during the Axiom import process.

Requested dimension (key field) data

Provide Excel files with the following data:

Table	Data to Provide
Department	• Department code • Department descriptions by cost center • Entity/Company code assignment
Account	• GL account number • Account description by account number • Primary financial statement category (e.g. salaries, medical supplies, purchased services, etc.)
Job Code	• Job code • Job code description • Job class (if available)
Pay Type	• Pay type code (also referred to as earnings code in some payroll systems) • Pay type descriptions by pay code • Identifier for FTE-related hours
Charge Description Master (CDM)	• Charge code • Charge descriptions • UBRev code • CPT_HCPCS

Provide module data

If licensed for the Provider module, provide Excel files with the following data:

Table	Data to Provide
Provider	• Provider number (billing database ID) • Provider name • Employee payroll ID
CPT code	• CPT code (only those used in your billing history) • CPT descriptions
Financial class	• Financial class codes (e.g. codes for Medicare, Medicaid, etc.) • Financial class descriptions
Location	• Location codes • Location descriptions

Requested data files

To implement the Budget system in the most expeditious manner, as well as to familiarize ourselves with your specific needs and processes, we request that you send us the requested information and files within two weeks of receipt of this packet.

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

To view file layouts for the following requested files, click the provided links.

Data file extracts

Type	File Layout
• Current Fiscal Year Actual General Ledger (monthly) • Current Fiscal Year Budget General Ledger (monthly) • Prior Fiscal Year Actual General Ledger (monthly)	General Ledger
Employee Master (monthly or annually)	Employee master
Labor Distribution	Labor distribution
Accounts Payable	Accounts payable
Materials Management	Materials/stores issues

Type	File Layout
Accrued Receipts	Accrued receipts/received not invoiced
Revenue and Usage	Revenue and usage
Provider Billing Data (if licensed)	Provider billing data
Bi-weekly Productivity (if implementing)	• Biweekly productivity – CDM volumes • Biweekly Productivity – Input Statistics (Optional)

Statistical data

If not included in the General Ledger extract and if not to be calculated from Rev Usage data, please supply a file with the following statistical data:

- Monthly Departmental Statistics (volumes) – Inpatient and Outpatient for current fiscal year-to-date (YTD), see Statistics

Report examples

- Income Statement Representing the Same Period of Data Supplied
- Balance Sheet Statement Representing the Same Period of Data Supplied

NOTE: With the requested data extract files, please send your organization's financial reports for the period(s) included in the extract file. This will allow us to reconcile the data and ensure accuracy. Please send related financial statements for all files sent.

Standard database file layouts

The following section includes the layout descriptions for the Standard Database Files.

General Ledger

File layout

- Recommend the file name begin with "GL_"
  - Examples: GL_CYActual, GL_CYBudget, GL_LYActual, GL_L2Actual
- Same file name can be used each month

This file will load your general ledger data into the Budget system. This ensures that data can reconcile to the General Ledger System. The GL file should have the following layout:

Balance sheet accounts

We prefer that each period value contain the monthly activity. It is required that you include a period 0 within this file layout to contain the beginning FY balance.

Audit adjustments

Depending on your accounting practice, you may include year-end audit adjustments in period 12 or add them as period 13 to the extract file. If you add them as a period 13 to the extract file, these will be summed with month 12 and loaded to month 12 during import into Axiom.

Statistic and hour accounts

Please include statistical and/or manhour values in your file extract if tracked within your GL on a monthly basis. This data can also be extracted in a separate file (see Statistics or calculated from Revenue and Usage data).

This file will load your general ledger data into the Axiom system. The GL file should have the following layout:

Field	Description	Field Type	Length
Entity	Entity or Hospital Code	Numeric	5
GL Department	Department or Cost Center Number	Numeric	50
GL Account	GL Account\SubAccount Number	Numeric	50
Type	Asset, Liability, Revenue, Deduction, Expense, Statistic, Hours	Text	50
Period 0 Value	Beginning Balance	Decimal	11.3
Period 1 Value	Fiscal month amount	Decimal	11.3
Period 2 Value	Fiscal month amount	Decimal	11.3
Period 3 Value	Fiscal month amount	Decimal	11.3
Period 4 Value	Fiscal month amount	Decimal	11.3
Period 5 Value	Fiscal month amount	Decimal	11.3
Period 6 Value	Fiscal month amount	Decimal	11.3
Period 7 Value	Fiscal month amount	Decimal	11.3
Period 8 Value	Fiscal month amount	Decimal	11.3
Period 9 Value	Fiscal month amount	Decimal	11.3

Field	Description	Field Type	Length
Period 10 Value	Fiscal month amount	Decimal	11.3
Period 11 Value	Fiscal month amount	Decimal	11.3
Period 12 Value	Fiscal month amount	Decimal	11.3

Sample file layout

Entity	GL Department	GL Account	Type	Period 0 (Beg Bal)	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11	Period 12
100	100000	100100	Asset	14507845	130584	108399	150780	118401	99505	90816	86472	84910	47026	135962	120252	125214
100	100478	40235	Revenue	0	-418352	-623156	-603509	-415885	-384790	-568159	-631491	-350308	-609488	-501568	-617094	-942604
100	100500	60200	Expense	0	21453	21847	20926	20177	22312	21108	22764	21321	20735	20022	22320	20069

Statistics

NOTE: You organization must provide statistics if volume statistics are not included in GL and are not calculated by Revenue and Usage data.

File layout

- Recommended file name to begin with “ST_”
  - Examples: ST_CYActual, ST_CYBudget, ST_LYActual, ST_L2Actual
- You can use the same file name each month.

The following are the preferred methods of loading statistics into the Axiom system.

- Via the General Ledger import file as defined previously.
- A file in the following requested layout.
- Statistic data entry worksheet. If some of your statistics are unavailable from a database and a current statistic Excel worksheet exists, please e-mail a current copy of this. We will enable this worksheet to post entries to your database.
- Calculated from the Revenue and Usage data.

Field	Description	Field Type	Length
Entity	Entity or Hospital Identification Code	Numeric	5
GL Dept	Department Number	Numeric	10
GL Acct	Statistic Account Number	Numeric	10
Acct Desc	Statistic Description	Text	50
Period 1 Value	Fiscal month amount	Decimal	11.3
Period 2 Value	Fiscal month amount	Decimal	11.3

Field	Description	Field Type	Length
Period 3 Value	Fiscal month amount	Decimal	11.3
Period 4 Value	Fiscal month amount	Decimal	11.3
Period 5 Value	Fiscal month amount	Decimal	11.3
Period 6 Value	Fiscal month amount	Decimal	11.3
Period 7 Value	Fiscal month amount	Decimal	11.3
Period 8 Value	Fiscal month amount	Decimal	11.3
Period 9 Value	Fiscal month amount	Decimal	11.3
Period 10 Value	Fiscal month amount	Decimal	11.3
Period 11 Value	Fiscal month amount	Decimal	11.3
Period 12 Value	Fiscal month amount	Decimal	11.3

Sample file layout

Entity	GL Dept	GL Acct	Acct Desc	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11	Period 12
100	100500	900100	Pt Days	272	225	248	258	267	294	240	278	254	246	245	241
100	100800	900200	Surg Min	14742	14228	10194	10330	13188	13573	13599	14054	12899	14502	14817	12288
100	100920	900300	Proc	346	370	438	384	336	363	342	430	417	348	403	361

Labor distribution

File layout

- Recommend file name to begin with “LD_”
  - Example: LD_MMDDYY_PP where PP is the pay period number and MMDDYY is the pay period end date.
- Each file should have a unique filename.

Note the following:

- When loading historical data, provide a file with all pay periods for the current fiscal year-to-date.
- For ongoing Axiom system maintenance, a file per pay period (in the same layout, the Pay Period Number column will only reflect one Pay Period).

Field	Description	Opt/Required	Field Type	Length
Entity	Entity or Hospital Identification Code	R	Numeric	5

Field	Description	Opt/Required	Field Type	Length
Dept	Department or Cost Center Number	R	Numeric	10
JobCode	Job Position Code	R	Text	25
PayType	Pay Category Code	R	Text	25
EmpID **IMPORTANT:** Not SSN	Unique to Each Employee	R	Numeric	10
Employee Name	Employee Last Name, First Name	R	Text	100
Hours	Number of Hours Worked for this Pay Type	R	Decimal	9.3
Dollars	Total Gross Dollars Paid for this Pay Type	R	Decimal	9.3
PayPeriod#	Number of Pay Period or Pay Cycle	R	Numeric	2

Off Cycle Payrolls - Many payroll systems have the ability to run off-cycle payrolls for adjustments, bonuses, and manual checks. Please make sure to include off-cycle payroll information with the next payroll period data.

Sample file layout

Entity	Dept	JobCode	PayType	EmpID	Employee Name	Hours	Dollars	PayPeriod #
10	100915	103	Reg	123754	Jones, Mary	72	5400.00	7
10	100915	103	Vac	123754	Jones, Mary	8	600.00	7
10	100662	772	Reg	678910	Smith, Joe	80	3200.00	7
10	100662	772	OT	678910	Smith, Joe	4	240.00	7
10	100662	772	Shift1	678910	Smith, Joe	7	91.00	7
10	100662	772	CallBack	678910	Smith, Joe	1.5	6.75	7

Employee master

File layout

- Recommend the file name begin with “EM_”
  - Example: EM_CYActual
- You can use the same file name each pay period.

The Employee Master file is used for salary modeling purposes during the budget process. Normally this file is provided either annually prior to the start of the budget process or biweekly along with the labor distribution file.

The source system for this data is usually the HR information system.

- **Employee Status** – This term means different things to different organizations. It can define whether the employee is exempt or non-exempt from overtime pay, full time or part time, etc. You may have several fields of this nature.
- **Scheduled Hours** – This field is often provided as "number of hours worked per 80 hour pay period."
- **Hire Date** – The hire date is often used for vacation and other benefit computations based on longevity. Many times, there is a separate field in your HR\payroll system for adjusted hire date which accounts for gaps in employment that need to be considered for benefit calculations.
- **Next Review** – The date should correspond to the next salary increase date for the current "job / position" of a particular employee. Include this field for all employees to represent the date of the next review or anniversary date of an employee used for merit increases.

Each line (record) of the file should represent one employee. Include only records for active employees.

The Employee Master file is used for salary modeling purposes during the budget process. Normally this file is provided either annually prior to the start of the budget process or biweekly along with the labor distribution file.

Field	Description	Opt/Required	Field Type	Length
Entity	Entity or Hospital Code	R	Numeric	5
Dept	Home Department or Cost Center Number	R	Numeric	10
JobCode	Job Position Code	R	Text	25
EmpID **IMPORTANT:** Not SSN. See Caution note below.	Unique to Each Employee	R	Numeric	10
Employee Name	Employee Name	R	Text	100
Status	Employee Status	R	Text	5
Sch Hours	Number of Hours Scheduled	R	Decimal	10.5
Hourly Rate	Current Hourly Rate	R	Decimal	9.3

Field	Description	Opt/Required	Field Type	Length
Hire Date	Employee's Date of Hire	R	MM/DD/YYYY	25
Next Review	Employee's Next Increase Date	R	MM/DD/YYYY	25
PTO Balance	Paid Time Off or Vacation Accrual Balance	R	Decimal	11.2
PTO Rate	Paid Time Off or Vacation Accrual Rate	R	Decimal	11.2
Grade	Labor Category	R	Text	5

Sample file layout

Entity	Dept	JobCode	EmpID	Employee Name	Status	Sch Hours	Hourly Rate	Hire Date	Next Review	PTO Rate	Grade
10	100915	103	123754	Jones, Mary	FT	80	75.00	2/16/2010	2/1/2019	8.00	SG
10	100915	772	678910	Smith, Joe	FT	80	40.00	10/2/2009	10/1/2019	6.15	SG
10	100662	772	678910	Quinn, Betty	PT	60	21.00	5/1/2015	5/1/2019	3.46	BF
10	100662	772	678910	Henry, William	FT	80	29.00	7/1/2017	7/1/2019	4.62	CE

NOTE: Syntellis will not accept any file that includes a Social Security Number ("SSN"). Please mask any SSN data.

Add-on database file layouts

The addition of these optional databases to your Budget system must be specified in your contract or can be added at a later date. Please contact your sales executive or project manager for details. The following section includes the layout descriptions for the optional add-on database files.

GL transaction detail /journal entry detail

File layout

- Recommend the file name begin with "JE_"
  - Example: JE_Actual2020_JAN
- Each month should have a file, and each file should have a unique file name.

Field	Description	Field Type	Length
Entity	Entity or Hospital Identification Code	Numeric	5

Field	Description	Field Type	Length
Dept	Department or Cost Center Number	Numeric	10
Acct	GL Account Number	Numeric	10
JENum	Journal Entry Number	Text	50
JESource	Journal Entry Source (AP, MM, PO, Payroll, Reversing, etc.)	Text	10
JEDate	Date of Journal Entry (MM/DD/YYYY)	Text	10
JEDesc	Description of Journal Entry	Text	50
Amount	Dollar Amount of Journal Entry	Decimal	12.2

Sample file layout

Entity	Dept	Acct	JENum	JESource	JEDate	JEDesc	Amount
10	1000502	60100	56783945	JEntry	2/6/2019	Reverse Jan 19 Accrual	-9401.70
10	1000502	60145	56784057	AP	2/28/2019	From AP	43896.11
10	1000502	60160	56784057	MM	2/28/2019	From Material Mgmt	4871.66
10	1000502	60200	56784057	Payroll	2/14/2019	Biweekly Payroll	9848.24

Accounts payable

File layout

- Recommend the file name begin with “AP_”
  - Example: AP_Actual2020_JAN
- Each month should have a file, and each file should have a unique file name.

Field	Description	Field Type	Length
Entity	Entity or Hospital Identification Code	Numeric	5
Dept	Department or Cost Center Number	Numeric	10
Acct	GL Account Number	Numeric	10
Vendor Number	Vendor Number	Text	25
Vendor Name	Vendor Name	Text	50
PONum	Purchase Order Number	Text	25
ItemNoDesc	Item\Line Number Description	Text	100

Field	Description	Field Type	Length
InvoiceNum	Invoice Number	Text	50
Amount	Dollar Amount	Decimal	11.2
CheckNo	Check Number	Text	25
VendorImageLink	URL to vendor image location	Text	1000

Sample file layout

Entity	Dept	Acct	Vendor Number	Vendor Name	ItemNoDesc	InvoiceNum	Amount	PONum
10	1000502	60100	C008965	Staples	Paper	481102	432.11	P89765
10	1000502	60100	C000085	CDW	Power Cords	06-113-675	102.98	P89780
10	1000700	60145	C005673	Allied Medical	IV Tubes	AM876Y	347.88	P89800
10	1000900	60150	C001063	Jones & Smith, LLC	Legal Services	Jan11768_2019	2339.33	P89813

Materials/stores issues

File layout

- Recommend the file name begin with “MM_”
  - Example: MM_Actual2020_JAN
- Each month should have a file, and each file should have a unique file name.

Field	Description	Field Type	Length
Entity	Entity or Hospital Identification Code	Numeric	5
Dept	Department or Cost Center Number	Numeric	50
Acct	GL Account Number	Numeric	50
ItemNum	Item or Stock Number	Text	25
ItemNumDescr	Item or Stock Description	Text	100
Qty	Net Quantity Issued in Month	Decimal	11.2
Amount	Net Amount Charged in Month	Decimal	11.2
Location	Location Issued From	Text	25

Field	Description	Field Type	Length
Unit Price	Can be Calculated from Cost and Quantity	Decimal	11.2
UOM	Unit of Issue (Boxes, Cases, Each, etc.)	Text	25

Sample file layout

Entity	Dept	Acct	ItemNum	ItemNumDesc	Qty	Amt
10	1000700	60145	C008965	Paper, Exam Table	6	121.00
10	1000700	60145	C000085	Dressing, 4x4 Excilon	12	54.38
10	1000700	60146	C005673	Gloves, Exam, M	18	303.84
10	1000700	60146	C001063	Gloves, Exam, L	18	303.84

Accrued receipts/received not invoiced

File layout

- Recommend the file name begin with “AR_”
  - Example: AR_Actual2020_JAN
- Each month should have a file, and each file should have a unique file name.

Field	Description	Field Type	Length
Entity	Entity or Hospital Identification Code	Numeric	5
Dept	Department or Cost Center Number	Numeric	50
Acct	GL Account Number	Numeric	50
VendorNum	Vendor Number	Text	25
Vendor Name	Vendor Name	Text	50
PO Number	PO Number	Text	25
PO Description	Item\Line Number Description	Text	50
Qty	Quantity Received	Numeric	11
Amt	Dollar Amount	Decimal	11.2
VendorImageLink	URL to vendor image location	Text	1000

Sample file layout

Entity	Dept	Acct	VendorNum	Vendor Name	PONum	Qty	Amt
10	1000710	60146	C005673	Allied Medical	P89742	20.00	930.00
10	1000710	60146	C005680	Sterile Supplies Inc.	P89769	4.00	1467.00

Revenue and usage

File layout

- Recommend the file name begin with “RU_”
  - Example: RU_MMMYYYY
- Each month should have a file, and each file should have a unique file name.

Field	Description	Opt/Req	Field Type	Length
Entity	Entity or Hospital Identification Code	R	Numeric	5
Dept	Department or Cost Center Number	R	Numeric	10
CDM Code	Charge Code Number	R	Text	25
CDM Code Desc	Description of CDM Code	O	Text	100
Current Month IP Vol	Inpatient Volume for Current Month	R	Decimal	11.2
Current Month IP Rev	Inpatient Gross Revenue for Current Month	R	Decimal	11.2
Current Month OP Vol	Outpatient Volume for Current Month	R	Decimal	11.2
Current Month OP Rev	Outpatient Gross Revenue for Current Month	R	Decimal	11.2
UBRev	Universal Billing Code	R	Text	25
CPT_HCPCS	Health Care Procedure Coding System/Current Procedural Terminology Codes	R	Text	25

CDM Code description can be provided in a separate file.

Sample file layout

Entity	Dept	CDM Code	CDM Code Desc	Current Month IP Vol	Current Month IP Rev	Current Month IP Vol	Current Month IP Rev
10	1000710	4010150	ER Level III	56	693360.00	2160	26743886.00
10	1000710	4010151	ER Level IV	32	457920.00	1728	24727680.00
10	1000710	4010160	MRI Upper Ext Non Joint W/Wo	14	10350.00	18	13307.00
10	1000710	4010163	MRI Low Ext Not Joint W/Wo Con	11	8050.00	14	10245.00

Provider billing data

NOTE: There are two file layout options presented below. One provides one row per unique combination of Dimension elements (Entity, Dept, CPTCode, Provider, FinClass, Location) with multiple value columns (RVU, WRVU, Gross Charges, etc.) The other provides a row per unique combination of Dimension elements and DataType (separate row for Gross Charges vs. WRVUs, etc.). Please select which one best fits the extract capabilities of the billing system your organization uses.

File layout

- Recommend the file name begin with "PB_"
  - Example: PB_MMMYYYY
- Each month should have a file, and each file should have a unique file name.

Field	Description	Opt/Req	Field Type	Length
Entity	Entity or Hospital Identification Code	R	Numeric	5
GL Dept	Department or Cost Center Number	R	Numeric	10
CPT Code	CPT Summary Code or CPT Code Without Modifier[1]	R	Text	25
Provider	Provider Number	R	Text	50
FinClass	Summary Financial Class[2]	R	Text	50
Location	Location of Encounter	O	Text	25
Current Month CPT Volume	Volume for Current Month	R	Decimal	11.2
Current Month WRVU	Worked RVU (Relative Value Unit) for Current Month	R	Decimal	11.2
Current Month RVU	Gross Revenue for Current Month	R	Decimal	11.2
Month Revenue	Total RVU (Relative Value Unit) for Current Month	O	Decimal	11.2

Field	Description	Opt/Req	Field Type	Length
Current Month Visits (or Encounters)	Visits/Encounters for Current Month	R	Decimal	11.2
Current Month Payment	Payment for Current Month	O	Decimal	11.2
Current Month Allowance	Allowance for Current Month	O	Decimal	11.2

- Financial Class – Examples: Medicare, Medicaid, FFS, and Cap (Capitation). Examples include Medicare, Medicaid, BCBS, etc.
- Data Type - Valid codes for Data Type are Encounter, Visit, Volume, WRVU, RVU and Revenue.
- Visits or Encounters
  - If this data is not available from your billing system, the visit count can be summarized during the import process by flagging the Visit CPT codes in the CPT dimension, Type column.
  - Alternatively, you can provide visits in a separate file using the file layout below.
- You may also provide data for Payments or Allowances. This data may be needed to calculate Percent of Net and Percent of Cash Collections Provider Compensation in the budget workbooks.

Entity	GL Dept	CPT Code	Provider	FinClass	Location	Current Month CPT Volume	Current Month WRVU	Current Month RVU	Month Revenue	Current Month Visits (or Encounters
100	200500	99213	1972698175	BCBS	115	22	26.4	35.2	3850	22
100	200785	93000	1954387112	Mcare	133	5	8.5	8.5	1175	10509
100	200915	71010	2004356781	Mcaid	211	3	2.25	3	630	3

Biweekly productivity – CDM volumes

NOTE: Use if implementing Axiom Productivity Management.

The two options for capturing Biweekly volumes in the Axiom system are:

- Calculating the volumes from the Rev Usage (CDM Volume) data (the following first option).
- Loading already calculated volumes by department (the following second option).

Option 1 - CDM volumes

File layout

- Recommend the file name begin with “LV_”
  - Example: LV_MMMYYYY
- Each month should have a file, and each file should have a unique file name.

Field	Description	Opt/Req	Field Type	Length
Entity	Entity or Hospital Identification Code	R	Numeric	5
Dept	Department or Cost Center Number	R	Numeric	10
CDM Code	Charge Code Number	R	Text	25
Current Month IP	Inpatient Volume	R	Decimal	11.2
Current Month IP Vol	Outpatient Volume	R	Decimal	11.2

Sample file layout

Entity	Dept	CDM Code	Current Month IP	Current Month IP Vol
10	1000710	4010150	56	2160
10	1000710	4010151	32	1728
10	1000710	4010160	14	18
10	1000710	4010163	11	14

Option 2

File layout

- Recommend the file name begin with “LS_”
  - Example: LS_MMMYYYY
- Each month should have a file, and each file should have a unique file name.

File for each month should have a unique file. This file will load your biweekly statistics into the Budget system. Normally this file is provided on a biweekly basis.

Field	Description	Opt/Req	Field Type	Length
Entity	Entity or Hospital Identification Code	R	Numeric	5

Field	Description	Opt/Req	Field Type	Length
Dept	Department or Cost Center Number	R	Numeric	10
Volume	Biweekly Statistic	R	Decimal	11.2

CDM Code description is usually provided in a separate file.

Sample file layout

Entity	Dept	Volume
10	1000710	2216
10	1000710	1760
10	1000710	32
10	1000710	25

Daily productivity

Worked hours

File layout

- Recommend file name begin with “DP_”
  - Example DP_MMDDYY
- Each month should have a file, and each file should have a unique file name.

The data source for this file is the Time and Attendance system. Typically this file is provided on a daily basis.

Field	Description	Opt/Reqd	Field Type	Length
Entity	Entity or Hospital Identification Code	R	Numeric	5
GLDept	Department or Cost Center Number	R	Numeric	10
JobCode	Job Position Code	R	Text	25
PayType	Pay Category Code	R	Text	25
EmpID **IMPORTANT:** Not SSN	Unique to Each Employee	R	Numeric	10

Field	Description	Opt/Reqd	Field Type	Length
Hours	Number of Hours Worked for this Pay Type	R	Decimal	9.3
EmpName	Employee Last Name, First Name	R	Text	50
WorkDate	Date Worked	O	Text	10

Sample file layout

Entity	GLDept	JobCode	PayType	EmpID	Hours	EmpName	WorkDate
1	6100	100	Reg	54879	8.00	Smith, Jane	11/30/2018
1	6100	100	PTO	38742	8.00	Williams, Emily	11/30/2018
1	6100	112	Reg	63947	8.00	Jones, William	11/30/2018
1	6100	112	OT	63947	1.85	Jones, William	11/30/2018

CDM volumes

File Layout

- Recommend the file name begin with “DV_”
  - Example: DV_MMMYYYY
- Each month should have a file, and each file should have a unique file name.

The recommended date parameter for this data is Date of Service. As such a time lag of a specified amount of days is recommended to capture the bulk of the volume data. The finance and IT resource(s) should discuss to determine the appropriate date criteria.

Field	Description	Opt/Reqd	Field Type	Length
Entity	Entity or Hospital Identification Code	R	Numeric	5
Dept	Department or Cost Center Number	R	Numeric	10
CDMCode	Charge Code Number	R	Text	25
IP Volume	Inpatient Volume	R	Decimal	11.2
OP Volume	Outpatient Volume	R	Decimal	11.2
Service Date	Date of Service	R	Text	10

Sample file layout

Entity	Dept	CDMCode	IP Volume	OP Volume	Service Date
2	6140	614010150	250	307	20130915
2	6140	614030150	840	600	20130915
2	6140	614050150	175	200	20130915
2	6140	614070150	150	0	20130915
2	6140	614090150	78	0	20130915
2	6140	614110150	45	50	20130915
2	6230	614130150	10	18	20130915

Input statistics

File layout

- Recommend the file name begin with "DS_"
  - Example: DS_MMMYYYY
- Each month should have a file, and each file should have a unique file name.

Field	Description	Opt/Reqd	Field Type	Length
Entity Code	Entity or Hospital Identification Code	R	Numeric	5
GLDepartment	Department or Cost Center Number	R	Numeric	10
Statistics	Daily Statistic	R	Decimal	11.2

Sample file layout

Entity	Dept	Volume
10	1000710	63
10	1000710	39
10	1000710	1
10	1000710	5