Budget Plan File Setup Guide

Axiom Budget Planning Version 2022.1



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Understanding file groups and Budget plan file setup

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

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

Accessing file groups

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

To access a file group:

In the Explorer Explorer task pane, in the File Groups section, expand a file group to do the following:



Option	Description
Open Plan Files	Select the plan files to open by double-clicking a budget file group's plan file.
Create Plan Files	Create and save empty plan files, per the configuration settings in dimension tables and the file group's driver files.
Process Plan Files	Load historical data into each budget plan file, then run calculations based on calc methods in the dimension tables.
Copy Plan Files	Copy plan files from one file group to another.
Drivers	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 2022.1.

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.

Axiom Assistant		
BUDGET PLANNING	~	•
Budgets		•
Open Next Year Budgets	\leftarrow	

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

A	Open Plan F	iles					? ×
	🤧 Open F	Plan Files for Budget-2021					
<ty< td=""><td colspan="5"><type filter="" here="" list="" to=""> Show Plan Files that have not been created</type></td><td>een created</td></ty<>	<type filter="" here="" list="" to=""> Show Plan Files that have not been created</type>					een created	
	DEPT	Description 💌	File Exists	Entity	Division	 KHABgtCode 	▼ RptN
1	9100	EHS Accounting Operations (Employee)	TRUE	1	Other	19100	1910
2	6140	EMC Emergency Room (CDM)	TRUE	2	Ancillary	26140	2614
2	6320	EMC 3 West (CM_NonLabor)	TRUE	2	Nursing	26320	2632
2	6340	EMC CCU (Staffing)	TRUE	2	Nursing	26340	2634
2	6610	EMC 6A (JobCode ADC)	TRUE	2	Nursing	26610	2661
2	6611	EMC Home Health	TRUE	2	Nursing	26611	2661
2	7200	EMC Radiology - MRI (JobCode)	TRUE	2	Ancillary	27200	2720
2	7215	New Radiology Department	TRUE	2	Ancillary	27215	2721
2	7216	EMC Demo Dept	TRUE	2	Ancillary	27216	2721
1	01010	EMA Internal Medicine (Provider Detail)	TRUE	10	EMA	101010	1010
1	01020	EMA Internal Medicine (Provider Summary)	TRUE	10	EMA	101020	1010
<							>
						ОК	Cancel

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:

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

File Groups		^
🕶 퉬 File Group Aliases		
BP_CurrentYear		
😨 BP_NextYear	Edit	
BP_PriorYear	Delete	

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

A Edit File	Group Alias		?	×
Alias Name	BP_CurrentYear			
File Group	Budget-2020			
Description				
The File Gro	up associated with the curr	rent year's budg	et plan.	
		ОК	Cancel	

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

Deleting a file group

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

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

To delete a file group:

1. In the 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.

 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.

Axiom Explorer				
🔇 📀 🏂 \Axiom\File Groups\FileGro	upAliases			
File • View •				
My Files ^	Alias Name	File Group Name	C. C	Description
★ Favorites	ARP_CurrentYear	RP WEB V1	The File Group associated with the current year's asset replacement a	nalysis.
Recent	ARP_NextYear	ARP WEB V1	The File Group associated with next year's asset replacement analysis.	
My Documents	ARP_PriorYear	ARP WEB V1	The File Group associated with the prior year's asset replacement ana	lysis.
File Groups	BP_CurrentYear	🖾 Budget-2020	The File Group associated with the current year's budget plan.	
File Group Aliases	BP_NextYear	🖾 Budget-2021	The File Group associated with the next year's budget plan.	
• Budget-2016	BP_PriorYear	🔯 Budget-2019	The File Group associated with the prior year's budget plan.	

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

A Edit File	Group Alias		?	×
Alias Name	BP_CurrentYear			
File Group	Budget-2020			
Description				
The File Gro	up associated with the currer	ıt year's bud <u>e</u>	yet plan.	
		ОК	Cancel	

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

Setting up Budget plan files

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

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

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

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

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

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

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

- e. Verify print settings for all worksheets.
- f. Save the plan file to the database without any errors.
- g. Repeat steps below for different departments types (Nursing, Fixed, Admin).
- 11. Instructions tab review.
 - a. Review the due dates.
 - b. Review the budget questions.
 - c. Review the budget assumptions.
- 12. Summary tab review.
 - a. Do initiatives display as they should? Are initiatives set to be displayed in Budget Configuration driver?
 - b. Review labels for proper year setting.

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

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

TIP: Set the Hide Column option in Budget Configuration driver.

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

TIP: Set the Display Contribution Margin on Summary Tab? option in Budget Configuration driver.

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

13. Stat_Rev tab review.

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

- i. Verify that sections without data are hidden, as expected.
- j. Verify that the Global Drivers are reflected at the top from the Budget Driver driver for the corresponding Budget Group.
- k. Verify that all the expected drivers display.
- I. 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.
- I. 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.
- I. 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.
- I. 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
 - I. 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 you through the steps needed to create plan files for the next budgeting season. The Budget Checklist process displays all of the steps to complete on the left side of the window. Those steps that include sub-steps are indicated with an arrow icon, which you can click to expand or contract the list.

To run the Budget Checklist process:

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

Prepare Budget Plan Files	^
🚟 Build & Process Budget Plan Files	
🔊 Review Preliminary Budget	
Recalculate Budgets (as needed)	
🔀 Budget Process Checklist	

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

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

A Edit Process		?	\times
🖄 Edit th	ne definition of process 'Budget Checklist'.		
This proces	ss is currently inactive.	Start proc	cess
Process Properti	es Process Steps Notifications		
Process Name	Budget Checklist		
Display Name	Budget Checklist		
Description			
Process Ov	vner Admin Admin Select User Select Role		
Configuration	Properties		
Allow ste	p owners to see all steps in the process task pane		
🔠 Detault P	rrocess Assignment Chone selected>		

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

A Edit Process		?	×
🖄 Edit th	e definition of process 'Budget Checklist'.		
This proces	is is currently inactive.	Start p	rocess
Process Properti	es Process Steps Notifications		
Process Name	Budget Checklist		
Display Name	Budget Checklist		
Description			
Process Ow	vner Admin Admin Select User Select Role		

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

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

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

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

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

TIP: The dialog also displays the next step in the process.

A Process Action	×
Mark process step as completed in process 'Budget Checklist'.	
Current Step Change Year and Period Admin Admin (admin) Next Step Admin Admin (admin)	
1000 characters remaining OK Cancel	I

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

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

A Process Status		? ×
Process status details for process 'Budg	et Checklist'.	
Process is Active	1 Admin	Edit process definition
Stop process O Process history	🗸 Complete step 🛛 👼 Move current step 🛛 😔 Regenerate tasks	🖺 Open report
➡ 1 - Change Year and Period No due date	1 - Change Year and Period (Report Step)	Status Active
▶ 2 - Prepare Data for Budget Go-Live ♣ Not yet started	Step Details Associated Report YearPeriod.xlsx Assigned Role: Budgeting Admin	
 3 - Reconcile Data Not yet started 	Eq Due Date (no due date)	

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

Setting year and period

Use this table to configure the following for your organization:

• Set the fiscal year and the first month of the fiscal year

- Define the number of work days in the current year, last year, and next year
- Select the standard Full Time Equivalent (FTE) hours worked by employees in a year.
- For Budget Planning, the 02 Budget Labor Configuration driver will use the default FTE scale created in the Year/Period Form but allow for modifications to the default at the Global and Budget Group level.

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

Primary	Inputs			Save	Year	Table						
Fiscal Year Fiscal Start	Fiscal Year 2020 • Fiscal Start Month					Code	Yes	ar	Fisc	cal ar	Description	
Day Type	Orlandra Davia			CYA	2020		FY	20	Actual			
cay type	Garcin	uai uays •				CYB	203	20	FIG	20	Budget	
FTE Scale	Week	y 🔻				CYP	203	20	PY:	20	Projected	
FTE Hours		40	Default is 40 hours	per week		FLX	203	20	FY	20	Flex Budget	
Working	Dave Inpute					LZA	201	18	FY	18	L2 Actual	
HORNING	bays inputs					IVR	201	19	PT1 EV1	19	Last rear	
		Current Year Working Days	Last Year Working Days	Next Year Working Days	NYB		20	21	FG	21	NY Budget	
Serial	Month	2020	2019	2021		CYF		2020 FY20		20	Forecast	
7	July	23	23	23	Perior	Period Table						
8	August	23	23	23				Current	Last	Next	Current	Last
9	September	22	22	22	Serial	Month	Quarter	Year	Year	Year	Year Month	Year Month
10	October	23	23	23	7	July	1	2019	2018	2020	Jul-2019	Jul-2018
11	November	22	22	22	8	August	1	2019	2018	2020	Aug-2019	Aug-2018
12	December	22	22	21	9	September	1	2019	2018	2020	Sep-2019	Sep-2018
		2.0	2.0	20	10	October	2	2019	2018	2020	Oct-2019	Oct-2018
1	January	23	23	23	11	November	2	2019	2018	2020	Nov-2019	Nov-2018
2	February	20	20	20	12	December	2	2019	2018	2020	Dec-2019	Dec-2018
3	March	23	23	23	2	February	3	2020	2019	2021	Seb-2020	Seb-2019
4	April	22	22	22	3	March	3	2020	2019	2021	Mar-2020	Mar-2019
5	May	23	23	23	4	4 April		2020	2019	2021	Apr-2020	Apr-2019
6	June	22	22	22	5	5 May		2020	2019	2021	May-2020	May-2019
		269	269	269	6	June	4	2020	2019	2021	Jun-2020	Jun-2019
Check to	Hide Year table		Check to Hide P	veriod table				<	_	_	_	

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 Туре	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.

Primary Inputs			Save
Fiscal Year	2020	•	
Fiscal Start Month	July	•	
Day Туре	Calendar Days	•	
FTE Scale	Yearly	•	
FTE Hours	2085.7	714	Default is 2080 hours per yea

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

rimary	Inputs				Save	Year	Table					
iscal Year		2020									Fiscal	
iscal Start	iscal Start Month						Code		r		Year	1
		Coloredo	-				CYA	202	0		FY20	
ay Type		Calenda	ar Days 🔻				CYB	202	0		FY20	
TE Scale		Yearly	•				CYP	202	0		FY20	
TE Hours			2085.714	Default is 2080 ho	urs per year		FLX	202	0		FY20	
							L2A	201	8		FY18	
Vorking	Days In	puts					LYA	201	9		FY19	
			Current Year	Last Year	Next Year		LYB	201	9		FY19	
			Working Days	Working Days	Working Days		NYB	202	1		FY21	
Serial	Month		2020	2019	2021		CYF	202	0		FY20	
7	July		23	23	23	Perio	od Table					
8	August		23	23	23				Current	Year	Last Year	Ne
9	Septerni	ber	22	22	22	Serial	Month	Quarter	FTE Fa	ctor	FTE Factor	FT
10	October		23	23	23	7	July	1	177.1	14	177.14	1
11	Newamb	LOF.		22	22	8	August	1	177.1	14	177.14	1
	wwwente					9	September	1	171.4	43	171.43	1
12	Decemb	NEC	23	23	23	10	October	2	177.1	14	177.14	1
1	January		23	23	23	11	November	2	171.4	43	171.43	1
2	February	у	20	20	20	12	December	2	177.1	14	177.14	1
3	March		23	23	23	1	January	3	177.1	14	177.14	1
4	Ancil		22	22	22	2	February	3	168.0	02	160.00	1
-	- April		22	22	22	3	March	3	177.1	14	177.14	1
5	May		23	23	23	4	April	4	171.4	43	171.43	1
6	June		22	22	22	5	May	4	177.1	14	177.14	1
			269	269	269	6	June	4	171,4	43	171.43	1
									2,093	.74	2,085.71	2,

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

Daily

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

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

Primary Inputs			Save
Fiscal Year	2020	•	
Fiscal Start Month	July	•	Helpful text showing
Day Туре	Calendar Days	•	suggested value
FTE Scale	Daily	•	<u>ل</u>
FTE Hours	5.	714	Default is 5.7 hours per day
Edit box to en daily hours va	nter alue		

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

							- F	2,086.20	2.080.50	2.080.50
		269	269	269	6	June	4 6	171.00	171.00	171.00
6	June	22	22	22	5	May	4	176.70	176.70	176.70
5	May	23	23	23	4	April	4	171.00	171.00	171.00
4	April	22			3	March	3	176.70	176.70	176.70
3	March	23		Feb.		February	3	165.30	159.60	159.60
-	reproduy	20	will be	assigned to	1	January	3	176.70	176.70	176.70
2	Eabruary	0.0	Note: Le	an Year houre	12	December	2	176.70	176.70	176.70
1	January	23	23	23	11	November	2	171.00	170.70	171.00
12	December	23	23	23	9	October	1	171.00	171.00	171.00
11	November	22	22	22	8	August	1	176.70	176.70	176.70
10	October	23	23	23	7	July	1	176.70	176.70	176.70
9	September	22	22	22	Serial	Month	Quarter	FTE Factor	FTE Factor	FTE Factor
8	August	23	23	23				Current Year	Last Year	Next Year
1	July	23	23	23	Period	Table				
Serial	Month	2020	2019	2021						
		Working Days	Working Days	Working Days		CYF	2020)	FY20	Forecast
		Current Year	Last Year	Next Year		NYB	2021	r I	FY21	NY Budget
working	Days inputs					LYR	2019		EV19	Last rear
Working	Dave Inpute					LZA	2018		FY18	L2 Actual
FTE Hours		5.7	Default is 5.7 hour	s per day		FLX	2020)	FY20	Flex Budget
FTE Scale	Daily	*				CYP	2020)	FY20	Projected
Day Type	Calen	dar Days 💌				CYB	2020)	FY20	Budget
Process Starts	July					CYA	2020)	FY20	Actual
Elecal Start Month Luke -						Code	Year		Year	Description
Fiscal Year	2020								Fiscal	

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

Weekly

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

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

Primary Inputs			Save
Fiscal Year	2020	•	
Fiscal Start Month	July	•	
Day Туре	Calendar Days	•	
FTE Scale	Weekly	•	
FTE Hours		40	Default is 40 hours per week

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

Primary	Inputs				Save	Ye	ear Ta	able						
Fiscal Year		2020	•								1	Fiscal		
Fiscal Start	scal Start Month				Code		Year			Year	Descri	ption		
Day Type		Calenda	r Dave 💌					CYA	2020)		FY20	Actu	let
ETE Orale		- Carenda	- Days					CYB	2020)		FY20	Budg	pet
FTE Scale		Weekly	•					CYP	2020	0		FY20	Projec	2ted
FTE Hours			40	Default is 40 hours	s per week			FLX	2020)		FY20	Flex Bu	udget
Working	Dave In	nute						L2A	201	5		FY18	L2 Ac	bual
WORKING	Days II	iputs						LYA	201	,		FY19	Last	rear
			Current Year	Last Year	Next Year			NYB	2013	,		FY21	NY Bu	doet
			Working Days	Working Days	Working Days			CYF	202	,)		FY20	Forec	cast
Serial	Month		2020	2019	2021									
7	July		23	23	23	Pe	Period Table							
8	August		23	23	23					Current	Year	Last Year	Next Yea	r C
9	Septem	ber	22	22	22	Se	erial	Month	Quarter	FTE Fai	tor	FTE Factor	FTE Facto	or
10	October		23	23	23		7	July	1	177.1	4	177.14	177.14	
11	Novemi	ber	22	22	22		8	August	1	177.1	4	177.14	177.14	
12	Decemi	-					9	September	1	171.4	3	171.43	171.43	
12	Decem	xer	23	23	23	1	10	October	2	177,1	4	177.14	177,14	
1	January		23	23	23	1	11	November	2	171.4	3	171.43	171.43	
2	Februar	у	20	20	20	1	12	December	2	177.1	4	177.14	177.14	
3	March		23	23	23		1	January	3	177.1	4	177.14	177.14	
4	April		22	22	22		2 February		3	165.7	1	160.00	160.00	
5	May		23	23	23		3 March		3	177.1	3	177.14	177,14	
			2.5	2.0	20		5	May	4	177.1	4	177.14	177.14	
0	June		22	22	22		6	June	4	171.4	3	171.43	171.43	
			269	269	269		-		1	2.091	43	2 085 71	2 085 7	
- Alexandra			_		and a standards					2,031.	13	a,000.71	2,000.71	· · · ·

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

Monthly

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

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

Primary Inputs			Save
Fiscal Year	2020	•	
Fiscal Start Month	July	•	
Day Туре	Calendar Days	•	_
FTE Scale	Monthly	•	
FTE Hours	173.33	333	Default is 160 hours per month (30 day month)

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

mary	nputo			Save	Tearr	ubic				
Fiscal Year 20 Fiscal Start Month Ju		2020 •							Fiscal	
		July 🔻			Code		Year		Year	Description
Day Type		Calendar Days				CYA	2020		FY20	Actual
ETE Cosle		Monthly				CYB		-	FY20 FY20 FY20	Budget Projected
TE deare		- Wolldhy -	1		CYP		2020			
TE Hours		173.3333	Default is 160 hou day month)	Default is 160 hours per month (30 day month)		FLX		,		12 Actua
Norkina	Davs In	inuts				LVA.	2019	, 5	FY19	Last Yea
		paro				LYB	2019	, 9	FY19	LY Budge
		Current Yes	rr Last Year	Next Year		NYB			FY21 FY20	NY Budget Forecast
Serial	Month	Working Day 2020	rs Working Days 2019	Working Days 2021		CYF	2020			
7	July	2	3 23	23	Period	i Table				
8	August	2	3 23	23				Current Ye	ar Last Year	Next Year
9	Septem	ber 2	2 22	22	Serial	Month	Quarter	FTE Facto	FTE Factor	FTE Factor
10	October	2	3 23	23	7	July	1	173.33	173.33	173.33
11	Novemt	per 2	2 22	22	8	August	1	173.33	173.33	173.33
*2	Deserved				9	September	1	173.33	173.33	173.33
12	Decent	2	3 23	23	10	October	2	173.33	173.33	173.33
1	January	2	3 23	23	11	November	2	173.33	173.33	173.33
2	Februar	у 2	0 20	20	12	December	2	173.33	173.33	173.33
3	March	2	3 23	23	1	January	-	173.33	173.33	173.33
4	April	2	2 22	Note th	e even spread of 💋		1	179,11	173.33	173.33
5 May		2	3 23	hours e	ach month	1 except		173.33	173.33	173.33
6	lune	-	2 22		leap year	_	4	173.33	173.33	173.33
0	ala.re	260		210	6	June	4	173.33	173.33	173.33
		209	209	269			- F	2 005 70	2 090 00	2,080,00

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.
- 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.

File M	File MAIN ADMIN AXIOMMAIN Home								
	🔒 🎰 🖮 式			- <u>S</u>	Freeze Panes	×	3	?	*
Admin Task Panes •	Security Locked System Scheduler V Items Browser	Process Management •	Imports 8 Utilitie	Data File Protection	Headings	System Tools •	Recovery	Help	Close Axiom SW
Applications	System Management	Workflow	📳 Syst	m Period / Year	Display	Tools	Audit & Recovery	Help	Exit
< Axiom Assistant			E Tabl	Current Periods					
BUDGET ADMINISTRATION			Dati	Utilities •	•				
			- 🤚 Imp	rts 🕨					

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.

Execute Import: 01-Load GL 12 month	?	×	
Execute Options Allow pauses Preview only Ignore lookup and key errors Aggregate rows on final save	Description		
Execute Stop Status:	not started		

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.

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.

Execute Import: 02-Load Monthly Stats	?	×					
Execute Options Description Allow pauses Preview only Ignore lookup and key errors Aggregate row on final save							
Execute Stop Status: not started							

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.



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.
 - 🔻 🅌 Management Reporting Utilities
 - _My Utilities
 - 🕨 뷀 Alerts
 - Current Year Forecast
 - 🕨 뷀 Custom Utilities
 - 🔻 闄 Data Input
 - Input BiWeekly Contract Labor
 - Input Monthly Contract Labor
 - 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 In								
KHA Health								
Click "Save" to save values to database					No changes m	ade		
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 a<="" above="" and="" here="" if="" insert="" more="" rows="" td=""><td>re needed></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></copy>	re 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		Calendar Days	1	300	31	31	30	31
EPG Phys Clinic-North 1		Calendar Days	1	300	31	31	30	31
EPG Phys Clinic-Occ Hith East 178		Calendar Days	1	300	31	31	30	31
EPG Phys Clinic-Occ Hith 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**.

Table Current Periods	? ×
For each table in the system you can specify a table should rely on the System Current Period.	specific Curre t Period, or indicate that the table
Table Name 💽 Uses System Current Period	Table Type 📝 Folder Path
	Group By
	Contains Value Equality FinancialPlanning FixedAssetListing Payment Payroll Provider RF Custom Data RF

3. Change the period for all of the payroll tables where the Uses System checkbox is not selected.
| Table Current Periods | | | ? | × |
|--|--|------------|--|--------------|
| For each table in the should rely on the S | system you can spec
ystem Current Period. | ify a tabl | e-specific Current Period, or indicate the | at the table |
| Table Name | Uses System | Curre | ent Period 💌 Table Type 🗐 | ^ |
| : 26 item(s) | | | Group By | |
| BUD_PAY12_2016 | Y | 8 | Clear Elterr | VAx |
| BUD_PAY12_2017 | v | 8 | Credi Privers | VAx |
| BUD_PAY12_2018 | 1 | 8 | Contains | VAx |
| ACT_PAY27_2018 | | 18 | Value | VAx |
| BUD_PAY12_2014 | \checkmark | 8 | | VAx |
| BUD_PAY12_2015 | 1 | 8 | Equality | VAx |
| BUD_PAY12_2019 | 1 | 8 | EncData ^ | Vax |
| BUD_PAY27_2017 | | 18 | EPM . | VAx |
| BUD_PAY27_2018 | | 18 | FinancialPlanning | VAx |
| BUD_PAY27_2019 | | 18 | Financial | Vax |
| BUD_PAY27_2014 | | 18 | FixedAssetListing | VAx |
| BUD_PAY27_2015 | | 18 | Payment | Vax v |
| (| | | ✓ Payroll | > |
| | | | Provider - | ancel |
| | | | RF Custom Data | an rues |

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

Table Current Periods

 \times

?

For each table in the system you can specify a table-specific Current Period, or indicate that the table
 should rely on the System Current Period.

Table Name	•	Uses System	Current Period	▼ Table Type	~
: 26 item(s)					
BUD_PAY12_2016		\checkmark	8	Payroll	∖Ax
BUD_PAY12_2017		\checkmark	8	Payroll	\Ax
BUD_PAY12_2018		\checkmark	8	Payroll	\Ax
ACT_PAY27_2018			18	Payroll	\Ax
BUD_PAY12_2014		\checkmark	8	Payroll	∖Ax
BUD_PAY12_2015		\checkmark	8	Payroll	\Ax
BUD_PAY12_2019		\checkmark	8	Payroll	\Ax
BUD_PAY27_2017			18	Payroll	\Ax
BUD_PAY27_2018			18	Payroll	\Ax
BUD_PAY27_2019			18	Payroll	\Ax
BUD_PAY27_2014			18	Payroll	∖Ax
BUD_PAY27_2015			18	Payroll	∖Ax ∨
<					>
			Ар	ply OK	Cancel

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.

Imports & Data Utilities •	File File	 Freeze Panes Formula Bar Headings 	System Tools •	Rec	overy	? Help	Close Axiom SW			
System Perio	od / Year	Display	Tools	Audit &	Recovery	Help	Exit			
📆 Table Curren	t Periods									
队 Data Utilities	; →									
lmports	•	+ Create New	Import							
		Budgeting		Þ						
		🐌 Capital Plan	ning	Þ	,					1
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		🐌 Cost Manag	ement	Þ	uu					
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]] Financial Pla	nning	Þ					_	
		🐌 Internal Utili	ties	Þ	Import	Folder N	/lanagemen	t Reporting		12th of each r
		🍌 Managemer	nt Reporti	ng ⊧	鷌 01-L	oad GL	12 months		×	
		Productivity		Þ	鷌 02-l	.oad Mo	nthly Stats		•	
		Rolling Fore	cast	Þ	🥌 03-L	oad Biw	eekly Payroll	I)	▶ Execute

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

Execute Import: 03-Load Biweekly Payro	?	\times	
Execute Options Allow pauses Preview only Ignore lookup and key errors Aggregate rows on final save	escription		
► Execute Stop Status: no	ot started		

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.

Choose the import source file						
$\leftarrow \rightarrow \cdot \uparrow$	This PC > Documents > Files					
Organize New folder						
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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.

A Execute Import: 10-Load Employee Master	?	×
Execute in development mode (data will not be saved to destination table)		
Execute Stop Status: not started		
Execution log	Show de	escription
	(Close

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

FieldStepsYr: Input Year (YYY)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.

Import: Util	s & Data ities •	File Protection	•	 Freeze Panes Formula Bar Headings 	Systen Tools		Recovery	() Help	Clo Axion	se 1 SW	
📴 S	System Perio	od / Year		Display	Tools		Audit & Recovery	Help	Ex	it	
E T	able Currer	nt Periods	pet 9	Statistics X							
K, C	Data Utilitie	s 🕨	6								
C	mports	•	+	Create New Import		="Ev	en",1/12,IF(\$AU1	23="CalDays	",IND	EX(AV	\$1:AV\$1170
Ŵ	X	Υ		Budgeting	•					AA	
			ň	Capital Planning	•						
	G	I OBA	ň	Capital Tracking	•	S					
	<u> </u>	2007	ň	Contract Managem	ent 🕨	٢					
			ň	Cost Management	•						
	Inst	ructions:	n.	Financial Planning	•						
	Afte	r adding a	ň.	Internal Utilities	•	nev	/ Dept & Acct o	codes for th	ne		
	Dep	t\Acct row	ñ	Management Repo	rting 🕨	Impo	ort Folder Manag	ement Repor	ting	1	
	histo	orical data		Productivity	•	2	01-Load GL 12 m	onths	•		
			ň.	Rolling Forecast	•	2	02-Load Monthly	Stats	•	-	
			ñ.	Strategy Managem	ent 🕨	2	03-Load Biweekly	Payroll	•		
			-				04-Load Provider	Detail	•		
							05-Load GL Detai	il	•		
							06-Load AP Deta	il	•		
						2	07-Load Material	s Issues			
							08-Load Accrued	Receipts	•		V
	Adm	nits				2	09-Load RevUsag	e	•		Execute
	Disc	harges				2	10-Load Employe	e Master	•		Edit
	Dati	antDave				4	11-Dimension CE	MCODE Upd	ate 🕨	×	Delete
	Falle	antDays				2	12-Service Line I	mport		-	

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

Execute Import: 09-Load RevUsage	?	×
Execute Options Allow pauses Preview only Ignore lookup and key errors Aggregate rows on final save		
Execute Stop Status: not started		

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

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

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

Choose the import so	urce file			
	This PC > Documents > Files			
Organize New for	lder			
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Desktop 🖈	M RU_201801	4/6/2018 9:30 AM	Microsoft Excel Work	

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.

A Execute Import: 04-Load Provider Detail	?	×
Execute in development mode (data will not be saved to destination table)		
Execute Stop Status: not started		
Execution log	Show des	scription
	C	lose

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:

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



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

Execute Import: 06-Load AP Detail	?	\times
Execute Options Description Allow pauses Preview only Ignore lookup and key errors Aggregate rows on final save		
Execute Stop Status: not started		

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

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

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

Ohoose the import s	ource file		
$\leftarrow \rightarrow \cdot \uparrow$	This PC > Documents > Files		
Organize New	folder		
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📄 Pictures 🖈	AP_201801	4/6/2018 9:30 AM	Microsoft Excel Wor

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:

 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.

Execute Import: 05-Load GL Detail	?	\times
Execute Options Description Allow pauses Preview only Ignore lookup and key errors Ignore lookup and key errors Aggregate rows on final save Ignore		
▶ Execute ♦ Stop Status: not started		

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

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

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



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

Loading 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:

 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.

Execute Import: 07-Load Materials Issues	?	\times
Execute Options Description Allow pauses Image: Construction of the second		
Execute Stop Status: not started		

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

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

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

Ohoose the import sou	rce file		
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E Pictures 🖈	MM_201801	4/6/2018 9:30 AM	Microsoft Excel Work

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.

Impo Ui	rts & Data tilities + System Perio	File Protection d / Year	•	 Freeze Panes Formula Bar Headings Display 	Syste Tools Tool	m s	Recovery Audit & Recovery	Help Help	Clos Axiom Exit	e SW	
60 5	Table Current	t Periods	get S	Statistics ×							
Ц.	Data Utilities	•				2_"Ev	on" 1/12 IE/\$AU11	22_"CalDa		V/AV/01	LAV\$11704
5	Imports	+	+	Create New Import		= =	en , 1/ 12, IF(\$AU 1/		ys ,IINDE	A(AV)	:AV\$11704,
W	X	Y		Budgeting	•	_				AA	
	Gl	_OB/		Capital Planning Capital Tracking Contract Managem	⊧ ent	S					
	lnsti After	ructions: adding a		Cost Management Financial Planning	•	nev	v Dept & Acct o	codes for	the		
	Dept	\Acct row		Management Repo	rting 🕨	Imp	ort Folder Manag	ement Rep	ortina		
	histo	rical data		Productivity	rung +	2	01-Load GL 12 m	onths	•		
				Rolling Forecast			02-Load Monthly	Stats	•		
				Strategy Managem	ent 🕨	2	03-Load Biweekly	Payroll	•		
			-			2	04-Load Provider	Detail	•		
						2	05-Load GL Detai	1	•		
						4	06-Load AP Detai	il	•		
							07-Load Material	s Issues	•		
						2	08-Load Accrued	Receipts	•	▶ E	xecute
	Adm	its				5	09-Load RevUsag	e	•	Б б	dit 🗟
	Disch	narges				5	10-Load Employe	e Master	•	×D	elete
	Patie	ntDavs				5	11-Dimension CD	MCODE Up	date 🕨		
	Total	Visits				5	12-Service_Line_li	mport	•		
						_					

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

Execute Import 28-Load Accrued R	eceipts	?	\times
Execute Options	Description		
Allow pauses Preview only			
 Ignore lookup and key errors Aggregate rows on final save 			
Execute Stop Status	: not started		

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

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

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



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

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:

- 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.

۰ 🗘	Home 📄 Summarize	CDM Statistics (R/O) ×				
(S H	1	J	K	L	M
18 19 20	Summariza	ation of CDM Statistics				Select Year to process: Current Year
21 22						LastYear
23 24	CDMCode	Description	RVU	StatAcct	Dept	July 2017
3304	C2842020017	Group Therapy Weight Control (Nd)	1.00	0	28420	79
3305	C2842020020	OI 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
3318 3319 3320 3321 3322 3323						

- 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.

< Axiom Assistent

	File Processing Settings					
Tasks	Processing Type:	v				
and	v					
r Files	Save Data tage	are static for all passes				
۲ ۲	MultiPass Settings		Hide Advanced View			
stan	 MultiPass Data S 	iettings				
3	Source Table:	DEPT				
Ŧ	Source Columns:	DEPT.DEPT				
톬	Group By:	DEPT.DEPT				
	Sort By:	DEPT.DEPT	11			
tan	Source Filter:		7			
Assis	> MultiPass Filter S	Settings				
Durce			Preview Multipass List			
Data Sc	Actions					
cessing	Process file	-				
File Pro						

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.

Import Wizard

Na	me 01-Load GL 12 months
C.	Vera Variables Manning Transforms Everyta
-	orce variables mapping manphing concerned
	Execute Options Description
	Allow pauses
	Preview only
	Ignore lookup and key errors
	✓ Aggregate rows on final save
1	Execute Stop Status: X failed, click here to open errors in a spreadsheet
Ē	xecution log:
l i	9:27:38 AM Imported data into dbo.tmp1059_27402
	9:27:38 AM Transforms 9:27:38 AM Transform I. Disabled
	9:27:38 AM Transform 2: Update dbo.tmp1059_27402 Set ACCT=GLAcct*1
	9:27:38 AM Transform 3: Disabled 9:27:38 AM Transform 4: Undate dho tmo1059 27402 Set Type='RS'
	9:27:38 AM Transform 5: Update temp column(Type, ACCT.Statement, ACCT=ACCT,)
	9:27:38 AM Transform 6: Update dbo.tmp1059_27402 Set DEPT=ENTITY*10000+GLDept
	9:27:38 AM Transform 5: Update deb.cmp1059_27402 Set Accredit, ACCTACCT + 65
	9:27:38 AM Transform 9: Update dbo.tmp1059_27402 Set
	שיטה ו-שיטה ו, מונד-מונד-מונד, מונצ-מונג, מונא-מונא, מונא-מונא, מונא-מונא-מונא, מונא-מונא, מונא-מונא, מונא-מונא Where Templa'C'
	9:27:39 AM Transform 10: Update dbo.tmp1059_27402 Set amt12=amt12+(BegBal+amt1+amt2+amt3+amt4+amt5+amt6+amt7+amt
	+amt2+amt3+amt4+amt5+amt0+amt(+amt0+amt10),amt100+amt10+amt0+amt0+amt1+amt1+amt2+amt3+amt4+amt5+amt0+amt0+amt0+ +amt6+amt7+amt8),amt8=amt8+(BeoBa)+amt1+amt2+amt3+amt4+amt5+amt6+amt7),amt7+(BeoBa)+amt1+amt1+amt2+amt4+amt3+am
	+amt5),amt5=amt5+(BegBal+amt1+ämt2+amt3+amt4),amt4=amt4+(BegBal+amt1+amt2+amt3),amt3=amt3+(BegBal+amt1+amt2),amt2
	Type= 85 9:27:39 AM Transform 11: Update dbo.tmo1059 27402 set INITIATIVEID=1
	9:27:39 AM Transform 12: Pre-save validate()
	9:27:39 AM Dronging temporary table dust tmo1059 27402
	9:27:40 AM Finished import '01-Load GL 12 months'
	Lookup error: row 1. Invalid Dimension DEPT (946346)
	Lookup error: row 2. Invalid Dimension DEPT (1046346)
	Import Failed: Save errors occurred during import

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 rerun 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.
- 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 2022.1 database. All data in the system will be associated with one or more dimensions.

A few examples of dimensions used in Axiom Budgeting 2022.1 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 2022.1 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	4	4	4			4	4		4
CDMCode	4	4					1	4	
COSTCAT							4	4	
COSTITEM							-	4	
COSTMETHOD							1		
COSTPOOL							1	1	
СРТ	4	4					4	1	
DATATYPE	4	4							
DEPT	4	4	4	1	1	4	1	1	1
ENTITY	4	4	4	4	4	4	4	4	4
FINCLASS	4	4						4	
ICATEGORY						4			
INSPLAN							4	4	
IRESULTS						4			
ITYPE						4			
JOBCODE	4	4				4	4		1
LOCATION	4	4					4	4	
METRICID						4			
PAYTYPE	4	4				4	4		
PROVIDER	4	4					4	1	
REVCODE							4	4	
RFCODE			4						1
RFGROUP			4						1
YRMO							-	1	

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

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

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

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

Configuring the Dimension Maintenance Utility

To configure the Dimension Maintenance Utility, do the following:

- 1. Configure the utility to assign any custom dimension grouping column to their respective products. For more information, see Assigning an existing grouping column to a dataset (product).
- 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.
 - 🔹 🕌 System Files
 - BudgetIncomeSummary Drills
 - CostDrills
 - Dimension Maintenance
 Dimension Maintenance
 Dimension Maintenance -Security
- 2. In the Select a Product drop-down, select the product to display the respective product administrators, and click OK.

€	Refresh Variables	×	
	Select a Product		
		~	
4	BP - Budget Planning	T	
1	Cost - Cost Accounting		
	CP - Capital Planning		
_	CT - Capital Tracking	F	
	DSS - Decision Support		
	FP - Financial Planning		
	PR - Performance Reporting		
	RF - Rolling Forecast	- 1	

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.

То	Then
Use the filter	a. Right-click the cell to edit.
wizard to specify the security	b. Select Axiom Wizards > Filter Wizards.
rights	 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: 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.

	Home	Dimension Maintenar	nce -Security (R/O) ×					
Maintenance - Security		urity ac	OTE: If NotConfigured displays in the cell ccess on numeric dimensions, enter >=0, f	, then the user does no or example Acct > 0.	ot have edit rights. For ful	ledit		
	On	-→						
	DataSet filter : Tab	leName IN ('Dept','ACCT','J	OBCODE', 'PAYTYPE', 'CDI	MCode', 'COSTCAT', 'COSTITEM', 'COSTMETH	IOD', 'COSTPOOL', 'CPT'	'ENTITY','INSPLAN','LOCA	TION', 'PROVIDER', 'REVCODE', 'YRMO')	
	Set Save Enable	d to 'On' if you want to s	save the updated valu	es to the security settings				
	LoginName	First Name	Last Name	Email-Address	IsEnabled	IsAdmin	ACCT	
	Adebruhl	Andy	Debruhl	Adebruhl@kaufmanhall.com	TRUE	TRUE	NotConfigured	I
;	admin	Admin	Admin	admin@axiomepm.com	TRUE	TRUE	NotConfigured	1

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



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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.

Libraries ^					
 Reports Library 					
Table Library					
🗸 🗁 !Dimensions					
Validation Tables					
- ACCT					

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.

0	Edit Table						
Edit the columns contained in table COSTCAT.							
General Table Properties Columns Aliases Sequences Calculated Fields							
+ · X + ↓ III ←							
[COSTCAT	1	Column Name	COSTCAT		-	
Description			Description				
	ShortDescription Data Type String						
	Diselse Order Max String Length 15						
	Displayorder		Key Column	True			
COSTPOOL			Lookup Column			- 1	
	DirectElse						

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

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

Data Set Assignment	?	\times
Column Name: COSTCAT.COSTCAT		
FP FP		
BP		
RF		
✓ Cost		
СМ		
СР		
DSS		
General		
🗆 ст		
PR PR		
ОК	Can	cel

Product	Product Node
Budget Planning	BP
Financial Planning	FP
Rolling Forecast	RF
Cost Accounting	Cost
Cost Management	СМ
Capital Planning	СР
Decision Support	DSS
Capital Tracking	СТ
Performance Reporting	PR
Available to all related products	General

General Table Properties Columns	Aliases Sequences Calcul	ated Fields
+ - 🗙 + 🔸 📳		
💡 ACCT 🔄	Column Name	ACCT
Description	Description	Account Number
Credit	Data Type	Integer
Ctatement	Key Column	True
Statement	Lookup Column	
Туре	Hierarchy Display Name	
FSSummary	Product Data Sets	FP,BP,RF,Cost,CM,CP,DSS,Gene
FSDetail	Is Filter Column	True
FSPayor	Describes Key	False
FSProvider	Column Classification	Default (Dimension)

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

6. In the Edit Table dialog, click OK.

Managing dimensions

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

For more information, see the following:

- Launching the Dimension Maintenance Utility
- Editing a dimension
- Adding a dimension record
- Creating a grouping column

Creating a grouping column

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

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

Here are a few guidelines for naming your columns:

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

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

To create a grouping column:

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

IMPORTANT: Use only alphanumeric characters in group column labels.

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

The new grouping column now displays in the dimension.

Editing a dimension

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

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

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

When editing dimensions, keep in mind the following:

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

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

•)	KH Home	III JO	BCODE (R/O)	INITIATIVEID ×		
	A	В	(C D	E	F	G
-2							
4		Data Typ	е	Integer	String	String	String
5		String Le	ngth		50	20	25

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

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

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

Maintenance

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

Databet meet r (Da	disentance in (deneral, or) on batasettance =)									
(*) the column is duplicate. Only the first instance will be saved back		General	General				BP			
ΡΑΥΤΥΡΕ	Description	PaySummary	🗁 PayDetail	🖒 FTE	6	Empl_Detail	Ð	KHAInt		
P0001	Regular	Prod	🗁 Regular	🗁 Yes		Z_Employee		JobCode		
P0004	Paid Time Off	NonProd	C NonProd	🗁 Yes	0	Z_Employee	0	JobCode		
P0006	Sick Pay	NonProd	C NonProd	🗁 Yes	0	Z_Employee		JobCode		
P0008	Jury Duty	NonProd	C NonProd	🗁 Yes	0	Z_Employee	0	JobCode		
P0009	Education	Prod	🗁 Regular	🗁 Yes	0	Z_Employee		JobCode		
P0011	Payroll Adjustments	Prod	C Regular	🗁 Yes	0	Z_Employee	0	JobCode		
P0014	Personal Development	Prod	🗁 Regular	🗁 Yes	0	Z_Employee		JobCode		
P0015	Med Tech Pay	Prod	C Regular	🗁 Yes	0	Z_Employee	0	JobCode		
P0016	Extra Shift	Other	C Other	C No	0	Z_Employee		Dollars		
P0019	Education	Prod	C Regular	🗁 Yes	0	Z_Employee	0	JobCode		
P0020	Call Pay	Other	C Other	C No	0	Z_Employee		Dept		
P0022	Call-Back	Prod	C Overtime	🗁 Yes		Z_Employee	0	JobCode		
P0024	Sick Pay	NonProd	C NonProd	🗁 Yes	0	Z_Employee	0	JobCode		
P0028	PDO Cash-In	Other	C Other	🗁 No		Z_Employee	0	NA		
P0030	Additional Pay	Other	C Other	C No	0	Z_Employee	0	Dept		
P0031	Retroactive Pay	Prod	C Regular	🗁 Yes		Z_Employee		JobCode		
P0035	Hol/Fit Pool Bonus	Prod	C Regular	C No	0	Z_Employee	0	Dollars		
P0037	Suppl Staff-Hourly	Prod	C Regular	🗁 Yes		Z_Employee		JobCode		
P0039	Additional Pay	Other	C Other	C No	0	Z_Employee	0	Dollars		
P0050	Recognition Pay	Other	C Other	C No	0	Z_Employee		Dollars		
P0051	Sign On Bonus	Other	C Other	🗁 No	0	Z_Employee	0	Dollars		
P0054	Incentive Pay	Other	C Other	C No	0	Z_Employee	0	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.

General	
PaySummary	Ô
Prod	
NonProd	

• 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.

۵	Dimension Updates		^
	💸 Dimension Maintenance		
Þ	퉬 Setup Review	_	

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

BUDGET ADMINISTRATION						
Budget System Maintenance						
🚍 Change Payroll 27 Tables-Current Period						
View Dimension Tables						
Commension Maintenance						
Review Paytype Mapping						
PayrollGLMapping						
🕨 📵 Validation Tables						
🕨 💿 Other Dimension Utilities						
🗈 Archive Current Year Plan Files						

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

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

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

For detailed instructions on how to use the feature, see Applying a Quick Filter to a report.

- 6. Enter the dimension member attribute information in the appropriate cells. You can type a value in the cell free-form or select from a list of existing validated values. These are represented with a folder icon next to the grouping column. You can do one of the following to enter validated values:
 - Next to the column, double-click the folder icon. In the **Choose Value** dialog, select the value, and click **OK**.

Maintenance Dimension : PAYTYPE DataSet filter : (DataSethame IN ('General', BP') OR DataSetName = '') (') the column is duplicate. Only the first instance will be saved back		General	Ţ		Ţ		Ţ
ΡΑΥΤΥΡΕ	Description	PaySummary	Ð	PayDetail	Ð	FTE	Ð
P0001	Regular	Prod	C	Regular	C	Yes	C
P0004	Paid Time Off	NonProd	C	NonProd	C	Yes	\simeq
P0006	Sick Pay	NonProd		NonProd	\sim	Yes	\sim
P0008	Jury Duty	NonProd	\sim	NonProd	\sim	Yes	\sim
P0009	Education	Prod	\simeq	Regular	\sim	Yes	\simeq
P0011	Payroll Adjustments	Prod	\simeq	Regular	\sim	Yes	\simeq
P0014	Personal Development	Prod	\simeq	Regular	\sim	Yes	\sim
P0015	Med Tech Pay	Prod	\sim	Regular	\sim	Yes	\sim
P0016	Extra Shift	Other	\simeq	Other	\sim	No	\simeq
P0019	Education	Prod	\simeq	Regular	\simeq	Yes	\simeq
P0020	Call Pay	Other		Other		No	\sim
P0022	Call-Back	Prod	\sim	Overtime	\sim	Yes	\simeq
P0024	Sick Pay	NonProd	\bigcirc	NonProd	\sim	Yes	\simeq
P0028	PDO Cash-In	Other		Other	\sim	No	\simeq
P0030	Additional Pay	Other	0	Other	0	No	\sim

• 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.

Dimension : DataSet filter : (I	PAYTYPE DataSetname IN ('General','BP') DataSetname vill	Copy validated value in cell		
(*) the cotumn is u	upacate. Only the first instance wat	DE SAVED DUCK	General	
ΡΑΥΤΥΡΕ	Description		PaySummar	ð
P0001	Regular		Prod	
P0004	Paid Time Off		NonProd	
P0006	Sick Pay	Paste to cells	NonProd	\square
P0008	Jury Duty		NonProd	\square

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, doubleclick 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.

Add New Dimension Element Dimension : PAYTYPE DataSet filter : (DataSetname IN ('General','BP') OR DataSetName = '') (') the column is duplicate. Only the first instance will be saved back		General	Copy validated value in cell			
Save? PA	үтүре	Description		PaySummary		Ð
No				Friday		\square
No				Friday		Ø
No			Paste to cells	Friday		\bigcirc
No				Friday		\bigcirc
No				Friday		\bigcirc
No				Friday		\bigcirc

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.

Add New Dimension Element

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

Save ?	ΡΑΥΤΥΡΕ	Description
No	PayDate	
No	Sabbatical	
No		

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.

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
Туре	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)
	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 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 <i>Axiom Budgeting and Performance Reporting Administrator's Guide</i> (Budget Plan Files chapter) for valid entries and definitions.
	The default value is NA.

Column	Description
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
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.

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:
	TRUEFALSE
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.
CM	• N – Type to use only the key statistics from the surviving department.
NonLabor3MetricID	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
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.

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.

СРТ

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.

Column	Description
СРТ	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.
Туре	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.

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.

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.

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.

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

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:
	JOBCODEPROVIDER
	 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:
	NAQualified

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.

Column	Description
ΡΑΥΤΥΡΕ	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
DevDeteil	• NA
PayDetail	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 <i>Axiom Budgeting and Performance</i> <i>Reporting Administrator's Guide</i> (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

Mapping the PAYTYPE dimension

AXIOM BUDGETING: PAYTYPE MAPPING SETUP

	Used for Reporting		Used for Budgeting					Used GL Mapp	for Ding		
Sampl e PayTy pe Codes	PayS um mar y	Pa yD et ail	La bo rDi st	FTE	Em pl_ Det ail	KH Aln t	JobCode/St affing/Empl oyee	KHAStd Line	A c r u e	GL Acc t	HR Acc t

r	gul ar	gul ar	(ho urs will be incl ude d in FTE calc ulati ons)	E Em plo yee (id ent ify FT E- rel ate d co des for End ye e- lev el bu dg eti ng)	bc od e (as sig n to pa yty pwh ich will bc ind e bc od e blo ck)	mapping must match one of the codes on Budget Labor Config Driver; multiple codes are grouped for budgeting (i.e. multiple "regular" codes are mapped to the primary regular code)	e (default budget metho dology for any code identife d as KHAInt ="Jobc ode")	res	de s dol lar s to GL. If pa yro II dat a ma ps to GL ba se d on Jo bc od e, us e 0, ot her wis e ass ign GL. If pa yro II dat a ma ps to GL. If pa yro II dat a s to GL. If pa yro II dat a s to GL. If pa yro II dat a s to GL. If pa yro II dat a s to GL. If pa yro II dat a s to GL. S to GL. If pa yro II dat a s to GL. S to GL. S to GL. S to GL. S to GL. S to S to S to S to S to S to S to S t	de s ho urs to GL. If pa yro II dat a ma ps to GL ba se d on Jo bc od e, us e 0, ot her wis e ass ign GL Ho urs to GL Ho Ho urs to GL Ho Ho Ho Ho Ho Ho Ho Ho Ho Ho Ho Ho Ho
									10	

m AC	AC CT
СТ	di
di	me
me	nsi
nsi	on
 on	

Overti me, Callba ck		Ov ert im e	Ov ert im e
Contr act		Co ntr act	Co ntr act
Educa tion / Orient ation		Ed uc ati on	Ed uc ati on
PTO, Holida y, Perso nal	Non Prod	No nP ro d	РТ О
Sick, Jury Duty	Oth er	Ot he r	Ot he r

Differe ntial Bonus Call Mileag e Reimb ursem ent	-		On Cal I Ot he r	No (ho urs will be excl ude d fro m FTE calc	NA	Dol lars (as sig n to pa yty pes wh ich	Paytype mapping will match the individual paytype, or like payetypes can be grouped (i.e. multiple call types	Option s are: AvgPer PaidHr, AvgPer ProdHr, Holida Mileag eReimb	Y e s o r N o	
Payty pes Budge ted at the Dept Level (exam ples might be Medic al Direct or, Bonu s)	Oth er	Ot he r	Ot he r	ulati No ons)	-	wDopingersand on a version we be be be dealed a character of the second se	mapping to one call type to simplify budgeting)	Option s are: Dept_ AvgPer ProdHr, Dept_ InputM or Dept_ InputT otal		

Payroll adjust ment s, reimb ursem ents, PTO sellbac k, benefi t expen se, car allowa nce	NA	NA	NA	NA		NA (as sig n to payy pes wh ich sh oul d be exc lud efro m bu g et la n file s. Oft en the exe is bu d g et ed for exe h is u d for exc lud exc lud for m bu g et exe h for exe h for exe h for exe h for exe h for exe h for exe h for exe h for exe h for exe for exe h for exe h for exe for for exe for exe for exe for for exe for exe for exe for exe for exe for for exe for for for exe for for exe for exe for for for for for for for for for for	NA	NA	U s u al Iy N A	
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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 2022.1, the file group for each year's budget contains a set of driver files that display configuration settings and Budget Assumptions (key statistics) referenced by all of the other files within the file group.

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

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

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

Examples of Budget Assumptions include:

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

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

Cells in driver files are color-coded as follows:

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

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

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

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

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

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

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

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

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

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

Opening budget driver files

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

To open budget driver files:

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

Budget Assumptions
 Access NY Budget Assumptions
 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.

File	MAIN	HELP ADMIN	I Hor	me					
Open App	? Online	() Navigation	n Save	Refresh Data	Change	Drill	Additions	Quick Filter	
Application	ns Help	File Optio	ons	butu	view •	Workboo	ok Options	- neer	•

- 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	Plan files will default to Global if BudgetGroup	Exceptions	
Budget Driver	DIOCK IS NOT DUIIT OUT		
Budget Configuration	Plan files will default to Global if BudgetGroup	Exceptions	BudgetGroups built out in both drivers
Budget Labor Configuration	DIOCK IS NOT DUIIT OUT		must match
Budget Depreciation	NA	BudgetGroup/DEPT/ACCT specific	Budget method must be identified in
Budget GlobalData (1-4)			ACCT.KHAStdLine
Budget GlobalExp			
Budget GlobalSum			
Budget Revenue GlobalRev			
Budget Expense	FSDetail level only	FSDetail or ACCT level.	
Adjustments	Plan files will default to Global if BudgetGroup block is not built out		
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	
Budget Labor Rates	Global, Jobclass, or Jobcode specific	Global, Jobclass, or Jobcode specific	
	Plan files will default to Global if BudgetGroup block is not built out		

Driver	Global	BudgetGroup	Comments
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)	Includes Admissions, Patient Days, Discharges, Adjusted Discharges, Calendar Days, Worked Days	
	Consolidated Stats summarize BudgetGroups		

Budget Assumption and Configuration drivers

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

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

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

Budget Configuration

Overview

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

	Global Setup	Two Years Ago	Last Year	Current Bud	YTD	ProjCalc	ProjAdj	ProjTtl	BudTtl	BudPrelim	Bud_Target	П
	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?								15			
	Acct Column Width?								15			
	Allow Manual Refresh of AQs?								Off			
	Default Budget Workbook Configuration Settings											
e	Global (Drivers)	Global										
	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				7			6				
	Current Year Beginning and YTD Date			07/01/16	12/31/16							
	Budget Tab Headings											
					EV 2017	EV 2017						
		EV 2015	EV 2016	EV 2017	Dec VID	lan-lun	Manager	EV 2017	EV 2018	Preliminary	Budget	n
		Actual	Actual	Budget	Actual	Projected	Input	Projected	Budget	Budget	Target	
				-					-			1
	Month End							06/30/17	06/30/18			
	Months in Period	12	12	12	6	6		12	12			
	Days in Period	365	366	365	184	181		365	365			
	Identify columns to hide in budget workbooks	Yes	Yes	No	No	No	No	No		Yes	No	
	Print Suppressor to hide WB columns	[HideColumn] [H	lideColumn]							[HideColumn]		
	Identify columns to hide in Summary Tab	No	No	No				No	No		No	
	Print Suppressor to hide Summary columns											

The Budget Configuration driver is divided into a **Global Setup** section with settings that apply systemwide 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.

Global Budget Workbook Configuration Settings

Global Setup	Two Years Ago	Last Year	Current Bud	YTD	ProjCalc	ProjAdj	ProjTtl	BudTtl	BudPrelim
Dept Dimension Grouping Code to be used for Global Assignments								BudgetGroup	
Use KHACMDimGrp?								Yes	
Activate Red Flag Popup?								No	
Expense Transaction Drilling, On or Off?								On	
Dept Column Width?									0
Acct Column Width?								1	5
Allow Manual Refresh of AQs?								Off	
	1								

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 (P_{2}) 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	Select one of the following:
Drilling, On or Off?	 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	Indicates how many pay periods have elapsed in the current fiscal year, in
Biweekly Pay Periods	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.

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

Settings in this section include:

Option	Definition
Month End	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).

ameters	Volume	R	levenue	levenue Hours	tevenue Hours E	Revenue Hours Expe	Revenue Hours Expense	Revenue Hours Expenses					
rease Threshold	2.5%		5.0%	5.0% 3.09	5.0% 3.0%	5.0% 3.0%	5.0% 3.0%	5.0% 3.0% 5	5.0% 3.0% 5	5.0% 3.0% 5.	5.0% 3.0% 5.0	5.0% 3.0% 5.0%	5.0% 3.0% 5.0%
	(2.5%)	(5	.0%)	.0%) (3.09	.0%) (3.0%)	.0%) (3.0%)	.0%) (3.0%)	.0%) (3.0%) (5	.0%) (3.0%) (5	.0%) (3.0%) (5.	.0%) (3.0%) (5.0	.0%) (3.0%) (5.09	.0%) (3.0%) (5.0%
	1,000	\$20,00	00	1,000	1,000	1,000	1,000 \$	1,000 \$2	00 1,000 \$2,	00 1,000 \$2,5	1,000 \$2,50	1,000 \$2,50	1,000 \$2,500

Settings in this section include:

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

Other Tab Parameters section

This section addresses additional configuration options for budget plan files:

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

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.

F	S	T	U		V	W	Х	Y	Ζ	AA	ABAC	AG
2-1												
25		L	river									
26												
27		Gle	obal Driver In:	stru	ctions:							
28		En	ter the Statist	ical	Global Driver for All Depts on the Global Row pe	r Statistic Type						
29		Th	e Global Driv	er N	ame in Col's: W, Y, and AA Need to be a valid n	ame on the Statistics driver table in th	e C	ODE column				
30		En	ter any Depar	tme	ent Exceptions from the Global Driver Line on the	indicated Rows						
31		Th	ese Drivers wi	ill aj	opear in the Departmental workbook at the Top	of the Stat_Rev & Expense Tabs.						
32			ю		= Driver not found in CODE column of the BUD	ET2019_Statistics Table						
34			BudgetGroup	,								
35			Code		Department Description	IP Driver	Ð	OP Driver	Þ	Default Statistic	Ð	
30						CalendarDavs		CalendarDavs		CalendarDavs		
38					Global Driver					Ĩ.		
40		1			Enter Budget Group Code in U41		4					
41			_		Global Driver	_	-	_	-	_		
42			Dept		Departmental Exceptions							
43				0	<=Enter Dept No.	-		_		_		
44				0	<=Enter Dept No.	-		-		_		
45				0	<=Enter Dept No.	-		_		_		
46					Double Click to Insert New Exception Row							
48	Save				CCU Budget Group							
49			CCU		Global Driver	EMCAdmits		EMCTotalVisits		CalendarDays		
50			Dept		Departmental Exceptions							
51				0	<=Enter Dept No.	-		-		-		
52				0	<=Enter Dept No.	-		-		-		
53				0	<=Enter Dept No.	-		-		-		
54		_			Double Click to Insert New Exception Row							
56	Save				Home Health		-		_			
57			EHH		Global Driver	CalendarDays		CalendarDays		CalendarDays		
58			Dept	0	Departmental Exceptions							
59		-		0	<=Enter Dept No.	-		-				

Settings

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

Budget Assumptions

Overview

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

BUDGET ASSUMPTIONS

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

Settings

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

Each section has three columns:

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

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

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

Budget Depreciation

Overview

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

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

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

Depreciation Use this wo To refresh th To reference	Instructions: orksheet for any E is tab, select the Re this worksheet, the blobal De	Department & A efresh Data buttori budget method i preciatio	count combination that you wish on the KH Main Menu. This will setu; n the Acct Dimension (KHAStdLine sho	to budget globall the account blocks uld be Depreciation	y instead of ent ;)	ering the value	es into each buc	get workbook.				
							FY 2017	FY 2017	FY 2017 Capital		FY 2018	F١
	Department	Account		Spread	FY 2016	FY 2017	YTD	CY	Additions	FY 2017	FAS	
	KHABgtMap	KHABgtCode	Account Description	Tag	Actual	Budget	Actual	Projected	(Partial Year)	Projected	Forecast	
		71100	Depreciation - Equipment									
			Double Click to Insert New Dept		0	0	0	0	0	0		0
			Total		0	0	0	0	0	0		0
		71200	Depreciation - Buildings Double Click to Insert New Dept									
			Total		0	0	0	0	0	0		0

Settings

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

Configuring the current payroll period

Use the Change Payroll 27 Tables-Current Period utility to change the Payroll 27 tables current period.

NOTE: You must have the Administrator role profile to access this utility.

To configure the current payroll period:

1. In the Bud Admin or Management Reporting Admin task pane, in the Budget System Maintenance section, double-click Change Payroll 27 Tables-Current Period.



NOTE: The utility opens in a separate browser window.

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

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

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

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.

ę	🕽 Home 🛛 🖽 Serv	iceLine_2018 ×							
	A B	C D	E	F	G	н	and I and	J	
-2									
4	Data Type	String	String	String	String	Numeric	Numeric	Numeric	
5	String Length	50	50	10	50				
						Fiecal	Field	Fiscal	Ei
						neriod/mo	nerind/mo	neriod/mo	n
6	Description	Service Line Group				nth 1	nth 2	nth 3	n
÷									
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	i –
101		Cardiology	MCM22	EMC	Charges	362904.52	472818.28	491500.60	1
102		Cardiology	MCM22	EMC	Days	28.00	42.00	40.00	1
103		Cardiology	MCM22	EMC	Encounters	10.00	6.00	8.00	
104		Cardiology	MCM22	EMC	Net	102851.65	73292.48	109918.75	i –
105		Cardiology	MCR00	EMA	Charges	1467941.48	1765490.92	1110140.96	1
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.

Global Data Configuration

		Description		Global Tab Nam
Global		Global Data Tab		GlobalData
Budget Group				
buuget oroup		CCU Budget Group		
CCU		CCU Global Data Tab		TKDM
Acct	Budget Group	Departmental/Account Exception		TRO III
122	456 CCU	Departmental/Account Exceptions		
620	000 CCU	Other Supplies		TKDM1
621	000 CCU	Medical Supplies		TKDM1
62	145 CCU	Supplies - Implants		TKDM2
62	200 CCU	Supplies - Drugs & Pharmaceuticals		TKDM33
		Double Click to Insert New Acct I	Exception Row	
		Medical Center		
EMC		EMC Global Data Tab		
Acct	Budget Group	Departmental/Account Exceptions	5	
		Double Click to Insert New Acct I	Exception Row	
		Double Click to Insert New Budg	etGroup Exception	
Acct	Budget Group			
11	111 Global			TKDMd
Acct	Dept			
11	111 47210		RCH Radiology-CT Scan	TKDMg
630	000 47510	Professional Fees	RCH Respiratory Care	TKDMg
		Double Click to Insert New Depa	rtment/Acct Exception	
	Global Budget Group CCU Acct 123 620 621 62 63	Global Budget Group I CCU Budget Group Acct Budget Group 123456 CCU 620000 CCU 621000 CCU 621000 CCU 62145 CCU 622000 CCU 621000 CCU 620000 CCU 621000 CCU 62000 CCU 60bal Intini Acct Dept 11111 47210 6300000 47510	Global Global Data Tab Budget Group CCU Budget Group CCU CCU Budget Group CCU Global Data Tab CCU Global Data Tab Acct Budget Group Departmental/Account Exceptions 123456 CCU Other Supplies 621000 CCU Medical Supplies 621000 CCU Supplies - Implants 622000 CCU Supplies - Drugs & Pharmaceuticals Double Click to Insert New Acct I Medical Center EMC EMC Global Data Tab Acct Budget Group Departmental/Account Exceptions Double Click to Insert New Acct I Double Click to Insert New Acct I Double Click to Insert New Budge Acct Budget Group Acct Dept 11111 Global Acct Dept 11111 47210 630000 47510 Professional Fees	Global Global Data Tab Budget Group CCU Budget Group CcU CCU Budget Group CcU CCU Global Data Tab Acct Budget Group 123456 CCU 62000 CCU 62000 CCU 62100 CCU 62100 CCU 62200 CCU 62200 CCU 62200 CCU 62200 CCU Supplies - Drugs & Pharmaceuticals Double Click to Insert New Acct Exception Row Medical Center EMC Budget Group Departmental/Account Exceptions Double Click to Insert New Acct Exception Row Double Click to Insert New BudgetGroup Exception Acct Budget Group Acct Budget Group Acct Popt Ittill 47210 630000 47510 Professional Fees RCH Radiology-CT Scan RCH Respiratory Care Pouble Click to Insert New Department/Acct Exception

Settings

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

Budget Global Data 1-4

Overview

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

Note the following:

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

- The system will not allow you to save duplicate records.
- Settings
 - 1. Open the driver.
 - In the DEPT Filter and/or ACCT Filter field, right-click the cell, and select Axiom Wizards > Filter Wizard.

Global D	ata Budget	t						FY 2049
			AND	<< DEPT Filter PLEASE NOTE: Restrict	this filter to DEPT based f	lters (DEPT groupings	will work).	
			ACCT.KHAStdLine LIKE 'GlobalData%'	<< ACCT Filter PLEASE NOTE: Restric	this filter to ACCT based f	ilters (ACCT grouping	s will work).	
				<< Current Filter PLEASE NOTE: Char	ged filters may result in or	phan or duplicate rec	ords from previous pr	ocessing.
				<< Last Saved Filter				
	Department	Account			FY 2047	FY 2048	FY 2049	YTD
	KHABgtMap	KHABgtCode	Dept Description	Account Description	Actual	Actual	Budget	Actual
	Double Click to Insert	New Dept/Acct Row						

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

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



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

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

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



Budget Global Expense

Overview

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

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

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

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

Global Expense Instructions:										
Use this worksheet for any Department & Account combination that you wish to budget globally instead of entering the values into each budget workbook.										
To refresh this tab, se	elect the Refresh Do	ata button on the KH Main Menu. Th	is will setup the a	account blocks.						
To reference this worksheet, the budget method in the Acct Dimension (KHAstdLine should be GlobalExpense)										
To add additional KH	AStdLine columns,	, add those in the "Data Filter" sectio	n on the Sheet As:	sistant						
Global Exp	bense Bud	dget			FY 2017	FY 2017				
Department	Account		FY 2016	FY 2017	YTD	CY	FY 2017		FY 2018	Jul-17
KHABgtMap	KHABgtCode	Account Description	Actual	Budget	Actual	Projected	Projected	Spread Tag	Budget	Budget
	62199	OMC Allocation								
		Double Click to Insert New Dept								
	62199	Total	0	0	0	0	0		0	0
	71110	Equip Rent - Intercompany								
26340	71110	EMC CCU (Staffing)	6,513	6,346	3,051	0	3,051	Previous Input	0	0
	71110	Double Click to Insert New Dept	6.512	6.246	2.051	0	2.051		0	0
	71110	Iotal	0,513	0,340	3,051	U	3,051		U	0
	71210	Building Rent - Intercompany								
26340	71210	EMC CCU (Staffing)	45 358	40 899	22 608	0	22.608	Previous Input	0	0
20040	71210	Double Click to Insert New Dept	45,550	40,055	22,000	0	22,000	riettous input	Ŭ	0
	71210	Total	45.358	40.899	22.608	0	22.608		0	0
	11210		10,000	40,000	22,000	Ŭ	22,000			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.

Glob	al Sum							
Revenue	Accounts to be Sur	nmed						
Use this se	ction to list the account	ts on the Stat. Rev I	tab to be summed together.					
Accounts t	hat are to be summed t	ogether and have	the same adjustment factor applied should have th	e same Account Summary Gro	un			
Summary o	groups can be text or nu	umeric. Do not use	the word "unused" to avoid inadvertant summatio	ns.				
The only m	ethodologies that can l	be summed are All	owance, BadDebt, CDMIPRevenue, CDMOPRevenue	e, IP_Payor, IP_Per_Unit				
OP_Payo	r, OP_Per_Unit, Oth_Pay	or, Oth_Per_Unit, F	ProviderRev					
				СН	CI	CJ	СК	-
				AcctSumGroup1	AcctSumGroup2	AcctSumGroup3	AcctSumGroup4	
				Account	Account	Account	Account	
				Summary Group 1	Summary Group 2	Summary Group 3	Summary Group 4	
Cause	Global Only	ACCI	Global Acct Exceptions	Unused	Universit	Unused	Universit	Universit
Save		40000	Capitation Adjustment	Unused	Unused	Unused	Unused	Unused
Save		61301	EICA - Provider	Unused	Unused	Unused	Unused	Unused
Jave		01501	Default ACCT	Unused	Unused	Unused	Unused	Unused
		0	Default ACCT	Unused	Unused	Unused	Unused	Unused
		0	Default ACCT	Unused	Unused	Unused	Unused	Unused
		0	Default ACCT	Unused	Unused	Unused	Unused	Unused
		0	Default ACCT	Unused	Unused	Unused	Unused	Unused
			Double Click to Insert New Exception					
	Budget Group	Acct	BudgetGroup\Acct Exceptions					
Save	ehs	310000	ehs-Inpatient Revenue	Unused	Unused	Unused	Unused	Unused
	_	0	<= Enter Budget Group and Acct No.	Unused	Unused	Unused	Unused	Unused
	_	0	<= Enter Budget Group and Acct No.	Unused	Unused	Unused	Unused	Unused
	-	0	< = Enter Budget Group and Acct No.	Unused	Unused	Unused	Unused	Unused
	-	0	<= Enter Budget Group and Acct No.	Unused	Unused	Unused	Unused	Unused
	-	0	<= Enter Budget Group and Acct No.	Unused	Unused	Unused	Unused	Unused
			Double Click to Insert New Exception					

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
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 1

		de la dista com				
Accounts	to use GlobalSum Me	thodology				
Use this s	ection to list the accou	unts on the Stat_i	Rev or Expense tabs that will be computed using	the summation of Summary Groups of the revenue accounts listed above.		
Accounts	that have the same A	ccount Summary	Group will be summed and the adjustment factor	or applied.		
Two sumr	nary groups can be in	cluded in each c	omputed account. Be sure to fill in ALL columns i	n this section for any row used. (use "unused" rather than leave blank)		
A separat	e adiustment factor co	an be applied to	each summary aroup. Use a negative factor to pe	rform subtraction.		
NOTEL Th	e GlobalSum methodi	oloav can only b	used in the "Deduction" and "Other Revenue" s	ection of the Stat. Rev. tab		
The Globy	alSum methodology o	n the Evnense tai	can be used in any section			
The Globi	isan mealouology o	ii uie Lypense tui	o cun de asea un any section.	Cumman	Group	Lookup
				inimuc 	y Group	LOOKup
			Description	Colu	umn	Column
	Global Only	Acct	Global Acct Exceptions			
Save		320000	Outpatient Revenue	AcctSum	1Group1	сн
Save		540000	NonOperating Revenue	AcctSum	1Group1	СН
		0	Default ACCT	AcctSum	1Group1	сн
		0	Default ACCT	AcctSum	1Group1	сн
		0	Default ACCT	AcctSum	1Group1	сн
		0	Default ACCT	AcctSum	1Group1	сн
		0	Default ACCT	AcctSum	1Group1	сн
			Double Click to Insert New Exception			
				1		

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	Adj	ustments
	· · · · · · · · · · · · · · · · · · ·	

				FY 2017	FY 2018	Fiscal		Benefit	s Only	
				Projection	Budget	Effective		FY 2017	FY 2018	FY 2017
		Category	Description	Adjustment	Adjustment	Month		Fixed %	Fixed %	Rate/FTE
	Default Expense	e 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		On	ly applies t	o Benefit Acco	ounts
	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 <i>Year</i> Projection Adjustment	Use to modify expense values for current year projection.
FY <i>Year</i> Budget Adjustment	The default expense adjustment for all budget plan files (exceptions can be made for any defined Budget Groups in the sections below)
Budget Groups	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 overrides default exceptions with the FSDetail exceptions and overrides any FSDetail-level exceptions with the ACCT exceptions. This applies for <i>both</i> current year and next year's budget.
FY <i>Year</i> 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 <i>Year</i> Rate/FTE	Used if using the RatePerFTE_Fixed methodology. This will set a fixed rate per FTE to be used for all departments in that budget group rather than the historical rate which would be different for all departments.

Budget Expense Admin Adjustments Setup

Overview

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

Settings

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

Admin Expense Adj Setup

	ACCT	Acct Description	Method
Save	62100	Supplies - General - Amount	Amount
Save	0	Default ACCT	_
Save	0	Default ACCT	_
Save	0	Default ACCT	_
Save	62130	Supplies - Med Surg Nonbillable - Percent	Percent
		Double Click to Insert New Input Row	

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

Admin Expense Adj Setup ACCT Acct Description Method Save 62100 Supplies - General - Amount Amount Save 0 Default ACCT - _ Save 0 Default ACCT - _ Save 0 Default ACCT - _

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

	CDM Ove	errides		
	CDM Code	Description	IP	OP
		GLOBAL SECTION		
Save	C2614010150	ER Level I <2Hr	50.00	80.00
		Double Click to Insert New Exception		
		BUDGET GROUP SECTION		
Save	EMC	Medical Center		
Save	C2614010151	ER Level I > 2Hr	100.00	120.00
		Double Click to Insert New Exception		
Save	EPG	Physician Group		
Save	C2614010152	ER Level II <2Hr	0.00	0.00
Save	C2614010156	ER Level IV <2Hr	0.00	0.00
Save	C2614010157	ER Level IV >2Hr	0.00	0.00
Save	C2614010158	ER Level V <2Hr	0.00	0.00
		Double Click to Insert New Exception		
		Double Click to Insert New Budget Group Block		
		DEPARTMENT SECTION		
Save	17,88	EPG Phys Clinic-North		
Save	C2614010152	ER Level II <2Hr	0.00	0.00
Save	C2614010156	ER Level IV <2Hr	0.00	0.00
		Double Click to Insert New Exception		
Save	17,88	1 EPG Phys Clinic-Occ Hlth East		
Save	C2614010157	ER Level IV >2Hr	0.00	0.00
Save	C2614010158	ER Level V <2Hr	0.00	0.00
		Double Click to Insert New Exception	l	
Save	26,14	0 EMC Emergency Room (CDM)		
Save	C2614010151	ER Level I > 2Hr	50.00	60.00
		Double Click to Insert New Exception		
H + →	CDMOverrides			

Settings

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

Option	Description
CDM Code	Type the charge code to override.

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

Health Plan drivers

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

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

Membership Enrollment Trend driver

Overview

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

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

About this driver

Note the following before configuring this driver:

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

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

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

	Budget/Mg	gmt R	eportin	g Security	/ Update v1.4		
	* Note: This utility only	adds users to	systems & role	es. If you need to RE	MOVE a user from a system or role, You mus	t use the Security Manager.	HealthPlan
	Input		Input	Input	Input	Select	Computed / Input
	LoginName	PrincipalID	FirstName	LastName	EmailAddress	AuthenticationType	Health Plan Filter
	Update	<< Update	Database on S	SAVE?	Select [SAVE] to post update the Security	-or- [Process File] in the 1	
	EXISTING EPM USERS				Green [Save] indicates a change was detect	ed and user will be updated.	
		8				Windows User	DEPT.Approver = 'adebruhl' OR DEPT.Owner = 'adebruhl' OR D
[Save]		1				Axiom Prompt	DEPT.Approver = 'admin' OR DEPT.Owner = 'admin' OR DEPT.F
		63				Windows User	DEPT.Approver = 'aherr' OR DEPT.Owner = 'aherr' OR DEPT.Rev
		14				Axiom Prompt	DEPT.Approver = 'ASDAdmin' OR DEPT.Owner = 'ASDAdmin' O
		55				Windows User	DEPT.Approver = 'ct-jguppy' OR DEPT.Owner = 'ct-jguppy' OR
		60				Windows User	DEPT.Approver = 'ct-jszeto' OR DEPT.Owner = 'ct-jszeto' OR DI
		57				Windows User	DEPT.Approver = 'CT-MHardy' OR DEPT.Owner = 'CT-MHardy'
		61				Windows User	DEPT.Approver = 'ct-rsohler' OR DEPT.Owner = 'ct-rsohler' OR
		56				Windows User	DEPT.Approver = 'ct-sdonchek' OR DEPT.Owner = 'ct-sdonchel

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 \downarrow to expand or double-click \uparrow to contract it. After you save your changes, the system remembers this setting the next time you open the driver.

Membership Enrollment Trend Driver

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

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

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

Membership Enrollment Trend Driver

			Actuals 2049		
	Insurance Plan	Description	ACT2049 P1	ACT2049 P2	
Delete	1	KH Health System			
Delete	Commercial	Commercial	211.0%	200.0%	

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

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



Settings

Complete the following steps to configure this driver:

- 1. In the Bud 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.

Budget Assumptions

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

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

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

Managing unmatched records (orphan data)

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

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

Membership	Enrollment	Trend Driver
interne ereinp	Linomitorit	

	Click to view - Unmatch	ed records will be deleted on the next save	Actuals 2049					
	Insurance Plan	Description	ACT2049 P1	ACT2049 P2	ACT2049 P3	ACT2049 P4	AC.	
Save	F 1	KH Health System						
Save		Kir Hearth System						
	Commercial	Commercial	211.0%	200.0%	200.0%	200.0%		
	CommFlex	Commercial Flex Membership	100.0%	100.0%	100.0%	100.0%		
	CommPlus	Commercial Plus Membership	100.0%	100.0%	100.0%	100.0%		
	CommSaver	Commercial Saver Membership	100.0%	100.0%	100.0%	100.0%		
	CommSR	Commercial Premium Membership (Shared Risk)	100.0%	100.0%	100.0%	100.0%		
	FFS	Fee for Service	100.0%	100.0%	100.0%	100.0%		
	FFSMcaid	FFS Medicaid Membership	100.0%	100.0%	100.0%	100.0%		
	FFSMcare	FFS Medicare Membership	100.0%	100.0%	100.0%	100.0%		
	McaidCap	Medicaid Capitated Membership	100.0%	100.0%	100.0%	100.0%		
Select Option	2	KH Medical Center						
Select Option	3	KH Physician Group						
	Unmatched Records							
	The following unmatche	d records will be deleted from the database on the next	save					
\rightarrow	Entity	Entity Description	Insuran	ice Plan	Insurance Pla	n Description		
	1 KH Health System		FFSPPO		FFS PPO Membersh	air		
	1	KH Health System	McareAdv Medicare Advantage Mem		e Membership			
	L							

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

Membership Per Member Per Month (PMPM) driver

Overview

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

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

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

About this driver

Note the following before configuring this driver:

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

For instructions on updating these dimensions, see Updating dimensions for health plan budgeting.

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

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

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

Understanding the interface

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

Entity

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

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

When you first open the driver, the list of locations is expanded, but you can double-click eq to expand or
eq

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.

Actual data imported or entered in the ACCT_HP_20XX table Enter values anual use the values ca Membership En										ually if you n calculated fi Enrollment o	not want to rom the driver					
		Spread	Actuals 2020 ACT2020	ACT2020	ACT2020	ACT2020	ACT2020	ACT2020	Members Months ACT2020							
Insurance Plan	Description	Tag	1	P2	P3	P4	b	P6	P7	1.8	19	P10	PII	P12	Projected	Comments
	KH Medical Center															
27200																
AARP	AARP															
T HOSP	HospitaLHP															
	Members	Previous Input	84,488	85,333	86,186	87,048	87,919	88,798	88,798	88,798	88,798	88,798	88,798	88,798	1,052,561	
	HP_DrugME	Previous Input	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00		
	HP_HospME	Previous Input	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00		
	HP_OutPTME	Default							100 C							
	HP_Revenue	Previous Input	295.00	295.00	295.00	295.00	295.00	295.00	295.00	295.00	295.00	295.00	295.00	295.00		
	No additional Datatuper available for	intertion													1	

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.



The values in the data types from both the actual and budget columns are derived by dividing the data type period value (located in the ACT HP 20XX data table) by the number of members in the same period. In the following example, the value for hospital medical expenses for this departments plan in period 6 is \$11,099,749. The system divides this amount by the number of members, in this case 88,798 and calculates the expense as \$125 per member. The Membership Enrollment Trend driver provides a starting point for budgeting your health plan costs for the remainder of the year.

Data Type	String	Integer	String	String	String	Numeric	Numeric	Numeric						
String Length	25		25	25	50									
	Insurance													
	Code key	Departme				Fiscal Period	Fiscal Period	Fiscal Period						
Description	field	nt	Location	Data Type	Group	4	5	6						
Delete Row	INSCOD(-	DEPT 🔻	LOCATION	DATATYPI -	GROUI 🕶	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	\mathbf{i}					
			Per Me	mber Per	Mont	h (PMPN	1) Driver							
								Spread		ACT2020	ACT2020	ACT2020	ACT2020	ACT2020
				insurance Plan		Descrij	otion	Tag	_	P4	P5	P6	P7	P8
			2		КН	Medical Center								
			27200		EM	C Radiology - MR	l (JobCode)							
			AA	RP	AA	RP								
			F	HOSP	Ho	spital_HP							~	
					Me	mbers		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 Dataty;	pes available for in	sertion						

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

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

Changing views

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

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



Settings

Complete the following steps to configure this driver:

- 1. In the Bud 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.

 Budget Assumptions
 ^

 Access NY Budget Assumptions
 Access CY Budget Assumptions

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

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

For more information on how the spread tags work, see Understanding the interface in the section above.

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

Adding data types

To add a data type:

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

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

2			KH Medical Center	
27200			EMC Radiology - MRI (JobCode)	
A	ARP		AARP	
	Т н	IOSP	Hospital_HP	
			Members	Default
			HP_DrugME	Default
			HP_HospME	Default
			HP_OutPTME	Default
		•	HP_Revenue	Previous Input
			Double click to Add New Datatype	

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

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



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.

		KH Health System					
10000		EHS Balance Sheet					
FFS		Fee for Service					
Ť	Office	Office					
	Save Save Delete School	Members	Previous Input				
		HP_HospME	Previous Input				
		HP_Revenue	Default				
		Double click to Add New Datatype					
Ť		School					
		Members	Previous Input				
		HP_HospME	Previous Input				
		HP_OutPTME	Previous Input				
		Double click to Add New Datatype					

2. In the Main ribbon tab, click Save.

What if there are no members in a plan?

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

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

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

Budget Labor drivers

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

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

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

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

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

Budget Labor Configuration

Overview

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

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

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

A Home (BUD22) 02 Budget Labor Configuration ×

Budget Workbook Labor Configuration Settings

		Two Years Ago	Last Year	Current Bud	YTD	ProjCalc
	Global Setup Activate Dept Based Pay?					
Save	Global (Drivers)	Global				
			FTE Day Type	FTE Scale	FTE Hours	
	Global Hours per FTE Convention	Default	Calendar Days	Weekly	✓ 40.00	
	Global Calendar Days	365	365	Daily Weekly	183	183
	Global Work Days in Period	261	261	Monthly	173	87
	Global Hours in Period	2,085.71	2,085.71	2,091.43	1,045.71	1,045.71
	Global Number of Holidays				4	2

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

A Hom	e [BUD22] 02 Budget Labor Configuration ×						
	Budget Workbook Labor	Configu	ration S	Settings			
		Two Years Ago	Last Year	Use of Wor	k Days	ProjCalc	ProjAdj
	Global Setup Activate Dept Based Pay?		l	only uses a	a Daily	н	Default JobCode: Jobcode >> J
Save	Global (Drivers)	Global					
			FTE Day Type	FTE Scale	FTE Hours		
	Global Hours per FTE Convention	Default	Work Days	Weekly	8.00	Work Days util	izes Daily calculation by default
	Global Calendar Days	365	365	366	183	183	
	Global Work Days in Period	261	261	260	173	87	
	Global Hours in Period	2,088.00	2,088.00	2,080.00	1,384.00	696.00	
	Global Number of Holidays				4	2	

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
Diption Global or BudgetGroup name Hours per FTE Convention Global or BudgetGroup name Calendar Days Global or BudgetGroup name Work Days in Period Global or BudgetGroup name Hours n Period Global or BudgetGroup name	Do one of the following for each budget group:
per FTE Convention	 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 <i>BudgetGroup name</i> Calendar Days	The calendar days for the YTD, remainder of the current year, and upcoming budget years.
Global or <i>BudgetGroup name</i> Work Days in Period	The work days in each period.
Global or <i>BudgetGroup name</i> Hours in Period	The hours in each period, calculated by work days.
Global or <i>BudgetGroup name</i> Number of Holidays	The number of holidays in each period.

Labor Configuration section

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

Budget Workbook Labor	Configuration Settir	igs						
Global Setup	Two Years Ago Last Year Current B	ud YTD	ProjCalc	ProjAdj	ProjTtl	BudTtl	BudPrelim	Bu
Labor Configuration								_
% of Staffing Change with Volume						0.0%		
Medicare Tax								
Current FICA Rate	Consider i	mpact of pre-tax be	nefit selections		0.0%	0.0%		
Current HCA Limit					\$0	\$0		
Retirement Below FICA limit					0.0%	0.0%		
Retirement Above FICA limit					0.0%	0.0%		
Retirement Max Limit					\$0	\$0		
Uniform Merit Increase Date?		1		No		01/00/00	D ()) ())	
FIE Comparison to YID Projected ETE Starting Point	Empl_List - Scheduled FTEs or Current Year E	udget FIEs		Sched_FIE		0.00	Default for Sche	Julea
Forecast FTEs from Projection	TTD FTES OF Scheduled/Budget FTES per abo	ve		TID_FIC		Yes		
Hours per PayPeriod						0.00		
Hours per Monthly						0.0000		
KHASum Code for Agency				0	0			
KHASum Code for Physician				0	0			
Use Self-Balancing to Target on Jobcode tab?		No		Variable-Productive	Fi	ixed		
Jobcode to use for Self-Balancing Jobcode Adjustment			Jobode >>	0	0		< < Jobcode	

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 <i>Reports Library > Management</i> <i>Reporting Utilities > Payroll</i> to transfer your budgeted FTEs from the monthly payroll tables to the biweekly payroll tables. Default setting is Sched_FTE, which feeds from the Empl_List in the budget plan files.
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.

	Budget Workbook Labor	Configu	ration	Setting	S						•
	Global Setup	Two Years Ago	Last Year	Current Bud	YTD	ProjCalc	ProjAdj	ProjTtl	BudTtl	BudPrelim	Bud_Target
	Standard Budget PayTypes	Default Description			Staffing Group	Spread Method	Multiplier		РауТуре	Select PayType	Account
	Productive Categories 0	Prod Category 1 -	Must be Regu	ar	Regular		0.00	Prod	0	<< Paytype	
	0	Prod Category 2 Prod Category 3			0	FTEAlloc FTEAlloc	0.00	Prod	0	<< Paytype	
	0	Prod Category 4			0	FTEAlloc	0.00	Prod	0	<< Paytype	
	0	Prod Category 6	rate Oak		0	FTEAlloc	0.00	Prod	0	<< Paytype	0
	Nex Developerative Categories	Lump Sum Payou	Entry Only>>	>			0.00%	Paytype >>	0	0.00%	0
	0	NonProd Categor	/ 1 - Must be P	то	0	FTEAlloc	0.00	NonProd	0	<< Paytype	
	0	NonProd Categor NonProd Categor	/ 2 / 3		0	FTEAlloc	0.00	NonProd NonProd	0	< < Paytype < < Paytype	
	0	NonProd Categor NonProd Categor	/4 /5		0	FTEAlloc FTEAlloc	0.00	NonProd NonProd	0	< < Paytype < < Paytype	
	Contract Labor Categories					Select Jobcode	JobCode	Default Rate - A	pplied only if no histo	orical rate	-
	0	Contract Labor - 0	ategory 1			Jobcode >>	0	0.00	0	<< Paytype	
	0	Contract Labor - 0	ategory 2			Jobcode >>	0	0.00	0	<< Paytype	
	0	Contract Labor - 0	ategory 3			Jobcode >>	0	0.00	0	<< Paytype	
	0	Contract Labor - 0	ategory 4			Jobcode >>	0	0.00	0	<< Paytype	
	0	Contract Labor - 0	ategory 5			Jobcode >>	0	0.00	0	<< Paytype	
	0	Contract Labor - 0	ategory 6			Jobcode >>	0	0.00	0	<< Paytype	
нчьы	0 Control_Sheet LaborConfiguration	Contract Labor - (atedory 7			lobcode >>	0	0.00	0	< < Pavtvne	•

Settings in this section include:

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

Earned Paid Time Off Setup section

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

Earned Paid Time Off Setup				
Earned Paid Time Off	Compute Earned PTO?	Yes	GL Method	Net
Earned PTO Hrs Conversion Factor		80.00	GL Account	60900
Default Earned PTO Hours Per FTE		176.00		
	1			

Settings in this sheet include:

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

Working with FTE standard working hours

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

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

Budget Workbook Labor Configuration Settings

Global Setup	Two Years Ago	Last Year	Current Bud	YTD	Pro
Default Earned PTO Hours Per FTE					
Medical Center					
Hours per FTE Convention	Default	- 2086			
Calendar Days	Default 2080	365	365	182	
Work Days in Period	2000	261	260	173	
Hours in Period	2,091	2,086	2,086	1,040	
Number of Holidays				4	

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

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

6)Home 🛛 🐼 [Bl	JD19] Budget Cor	nfiguration	🐼 [BUD19] 8	Budget Labor Cont	figuration	Period X	
	AB	AC	AD	AE	AF	AG	AH	
1	NYTDWkDays	CYFTE	LYFTE	NYFTE	WCYFTE	WLYFTE	WNYFTE	CYT
- 2	Decimal	Decimal	Decimal	Decimal	Decimal	Decimal	Decimal	Dec
4								
5								
6	NYTDWkDays	CYFTE	LYFTE	NYFTE	WCYFTE	WLYFTE	WNYFTE	CYT
	Next Year YTD	Current Year	LastYear ETE	NextYear	Current Year	LastYear	NextYear	Cur
	Worked Days	FTE Factor	Factor	FTE Factor	WDFTE Factor	WDFTE	WDFTE	YTE
7						Factor	Factor	
8	21	. 177.14	177.14	177.14	1 84 .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	1 84 .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.

Delete Row	JOBCODE -	Description •	GLACE *	HrAct *	FTEAcc *	FICAAcc •	JobClass *	GLClas 🔻	Variabli *	KHABgtCodi *	KHAIn *	FTEFacto *	StdHour *	Retiremen *
	300002	Executive Vice President	0	0	0	61300	Management	Staff	Fixed	100002	JobCode	80.00	Default	NA
	300005	Receptionist-Admin	0	0	0	61300	Clerical	Staff	Fixed	.00005	JobCode	80.00	Default	NA
	300006	Receptionist	0	0	0	61300	Clerical	Staff	Fixed	100006	JobCode	80.00	Default	NA
	300008	Management Engineer	0	0	0	61300	Professional	Staff	Fixed	100008	JobCode	80.00	Default	NA
	300010	President For The Trust	0	0	0	61300	Management	Staff	Fixed	J00010	JobCode	80.00	2080 Hours	NA
	300012	Architect	0	0	0	61300	Professional	514Ý	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.

e l	=Expense!Z	69																
			•	🕽 Home 🛛 🜆 [B	UD19] 2720	0 (R/O) ×	III JOBCO	DE										
				R	S	Т	U	V	W	Х	Y	Z	AA	AB	AC	AD	AE	
od	e	\sim	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%	
		\sim	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	
de		-	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	
		7	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	
de			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	
ess Z	Zeros: 🗖		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	
n U	pdate: 🗖		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.

	,	4G106 ▼ 🤇	<i>f</i> ∗ =S10	6*I <mark>F(\$FW106="2080 Hours",\$\$49,</mark> \$\$48)					
		🕽 Home 🛛 🜆 [BUD	19] 27200 (R/O) 🛛 🛛	I JOBCODE						
		A	С	E	AD	AE	AF	AG	AH	AI
	70									
	71	JOBCOD	E		3.054					
5	72	27200 - EMC Ra	diology - MRI (J	obCode)	0.000					
1	73				0.00					
<i>.</i>	74				4.454					
	75				68.6%					
į	76									
n ndu	77									
1	78	dol			Sep-19	Total		Oct-18	Nov-18	Dec-:
ļ	79	Code	Dept		FTEs	FTEs		Hours	Hours	Hour
5	96	109999	27200	Contract Labor - Category 2	0.00	0.00		0	0	
Q	102	JInitiative	27200	New Initiatives	0.00	0.00		0	0	
10	103									
2	104									
	105	J00200	27200	Technologist Assistant (27200_601)						
	106			Current Paid FTEs	9.00	8.98		1,590	1,539	:
2					•					

	A	C	E	FU	FV	FW	
70							
	JOBCOD	E					
71	27200 - EMC Ra	diology - MRI (I	obCode)				
72	27200 - EIVICINA	laioiogy - Mila (j	obcode)				
74							
75							
76							
77							
78	dol						
79	Code	Dept		ManAdj	Jobcode	StdHours	
103					1.0113	-	
104	100000				[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	1
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		. L	2080 Hours	
126	J00200	27200	Retirement				
127			Calendar YTD for Retirement calc				
128	100297	27200	Team Leader (22200 60100)		100007	Default	
129	500201	21200	Current Baid ETEr		100207	Default	
130			Current Palo Files			Default	
131			Program Additions			Default	

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

Budget Labor Rates

Overview

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

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

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

Settings

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

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

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

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

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

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

Labor	Rates Driver file refreshes a	ifter save.	To make a correction, select Delete in co	Change Note: In umn R and save	put JobClass or JobCode in column U by	double clicking an	d picking from the	list.	FY 2018
or refresh file	without saving to cle	ear unwant	ed entries.			FY 2017 Projected			Budget Merit
	BudgetGroup Category				Description	Merit	Market-1	Market-2	Rate
Save			Global (Drivers)						
	Global		Budget Group Global		Global Change	10.0%	11.0%	12.0%	0.0%
	BudgetGroup		JobClass	Step	Job Class Exceptions				
Save	Global	>>	Other		Other	20.0%	20.0%	20.0%	20.0%
Save	Save Global >> Other			1055A	Other	30.0%	30.0%	30.0%	30.0%
			Devil-1. Click to be east Name to below	and Stan					

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

Labor	Rates			Change Note: Ir	nput JobClass or JobCode in column U b	y double clicking and	picking from the li	st.	
Instructions:	Driver file refreshes a	ifter save.	To make a correction, select Delete in col	umn R and save					FY 2018
or refresh fil	e without saving to cle	ar unwante	ed entries.			FY 2017 Projected			Budget Merit
	BudgetGroup		Category		Description	Merit	Market-1	Market-2	Rate
			Global (Drivers)						
	Global		Budget Group Global		Global Change	10.0%	11.0%	12.0%	13.0%
	BudgetGroup		JobClass	Step	Job Class Exceptions				
Save	Global		Control		Control	15.0%	0.0%	0.0%	0.0%
Save	Global		Technical		Technical	6.0%	6.0%	7.0%	8.0%
Save	Global	>>	<= Click here to enter JobClass			0.0%	0.0%	0.0%	0.0%
			Double Click to Insert New Jobclass	and Step					
	BudgetGroup		JobCode	Step	Job Code Exceptions				
Save	Global		J00031		Clinical Technician	2.0%	4.0%	6.0%	8.0%
Save	Global		J00200		Technologist Assistant	3.0%	3.0%	3.0%	3.0%
Save	Global	>>	<= Click here to enter JobCode			0.0%	0.0%	0.0%	0.0%

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

		Fiscal Month: Calendar Month: FTE Hours: Calendar Days: EMPLOYEE LISTING		
		27200 - EMC Radiology - MRI (JobCode)		
Job Code	Dept		CY Lump Sum	Global Code
J00200	27200	Technologist Assistant-Ro		
100200	27200	Bennett, Laura D.	900	Global-J00200_
		Technologist Assistant-Ro - Total:	900	Global .
J00287	27200	Team Leader-MRI		
J00287	27200	Pitre, Jason J.	3,942	EMCTechnical_
		Team Leader-MRI - Total:	3,942	EMCTechnical_

When configuring the Labor Rate driver, remember the following:

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

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

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

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

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

Labor	Pates			Change Note: Ir	nput JobClass or JobCode in column R b	/ double clicking and	picking from the	list.		
Labor	Nates			enange netern		,	p			
Instructions:	Driver file refreshes	after save.	To make a correction, select Delete in co	olumn O and save	e				FY 2018	
or refresh file	without saving to cl	ear unwan	ted entries.			FY 2017 Projected			Budget Merit	
	BudgetGroup		Category		Description	Merit	Market-1	Market-2	Rate	Month
			Global		Global Change	0.0%	0.0%	0.0%	5.0%	Sep-2016
Save			Health System							
	EHS		Budget Group Global		Global Change	0.0%	0.0%	0.0%	0.0%	Sep-2016
	BudgetGroup		JobClass	Step	Job Class Exceptions					
Save	EHS	>>	<= Click here to enter JobClass			0.0%	0.0%	0.0%	0.0%	Sep-2016
			Double Click to Insert New Jobclass	and Step						
	BudgetGroup		JobCode	Step	Job Code Exceptions					
Save	EHS	>>	<= Click here to enter JobCode			0.0%	0.0%	0.0%	0.0%	Sep-2016
			Double Click to Insert New Jobcode	and Step						
					•					
Save			Medical Associates							
	EMA		Budget Group Global		Global Change	10.0%	15.0%	20.0%	25.0%	Sep-2016
	BudgetGroup		JobClass	Step	Job Class Exceptions					
Save	EMA		Physician		Physician	1.0%	2.0%	3.0%	4.0%	Sep-2016
Save	EMA	>>	<= Click here to enter JobClass			0.0%	0.0%	0.0%	0.0%	Sep-2016
			Double Click to Insert New Jobclass	and Step						
					-					
	BudgetGroup		JobCode	Step	Job Code Exceptions					
Save	EMA		100655		Physician	6.0%	10.0%	15.0%	20.0%	Sep-2016
Save	EMA	>>	<= Click here to enter JobCode		,	0.0%	0.0%	0.0%	0.0%	Sep-2016
2.010	20071		Dealth Click to be at New Johnson			01070	01070	01070	01070	20p 2010

Configuring labor-rate details

 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.

astructions	Driver file refreshes a	after save.	To make a correction select Delete in	column R and st	ave				FY 2018
		arter server		column trana se					
r retresh ti	le without saving to cle	ear unwan	ted entries.			FY 2017 Projected			Budget Merit
	BudgetGroup		Category		Description	Merit	Market-1	Market-2	Rate
Save			Global (Drivers)	_					
	Global		Budget Group Global		Global Change	10.0%	11.0%	12.0%	0.0%
	BudgetGroup		JobClass	Step	Job Class Exceptions				
Save	Global	>>	<= Click here to enter JobClass			0.0%	0.0%	0.0%	0.0%
			Double Click to Incost New Jobels	are and Ston					
			Double Click to Insert New Jobcia	iss and step					
			Double Citck to insert New Jobcia	ass and step					
	BudgetGroup		JobCode	Step	Job Code Exceptions				
Save	BudgetGroup Global		JobCode J00006	Step	Job Code Exceptions Receptionist	2.0%	2.0%	2.0%	2.0%
Save Save	BudgetGroup Global Global		JobCode J00006	Step CH	Job Code Exceptions Receptionist Receptionist	2.0%	2.0%	2.0%	2.0% 3.0%
Save Save Save	BudgetGroup Global Global Global	>>	JobCode Jocooo6 <= Click here to enter JobCode	Step CH	Job Code Exceptions Receptionist Receptionist	2.0% 3.0% 0.0%	2.0% 3.0% 0.0%	2.0% 3.0% 0.0%	2.0% 3.0% 0.0%
Save Save Save	BudgetGroup Global Global Global	>>	JobCode JobCode Jo0006 <= Click here to enter JobCode Double Click to Insert New Jobco	Step CH de and Step	Job Code Exceptions Receptionist Receptionist	2.0% 3.0% 0.0%	2.0% 3.0% 0.0%	2.0% 3.0% 0.0%	2.0% 3.0% 0.0%
Save Save Save Save	BudgetGroup Global Global Global	>>	JobCode Joocoo Joocoo Joocoo <= Click here to enter JobCode Double Click to Insert New Jobco Health System	Step CH de and Step	Job Code Exceptions Receptionist Receptionist	2.0% 3.0% 0.0%	2.0% 3.0% 0.0%	2.0% 3.0% 0.0%	2.0% 3.0% 0.0%
Save Save Save Save	BudgetGroup Global Global Global EHS	>>	JobCode JobCode JobCode JobCode < = Click here to enter JobCode Double Click to Insert New Jobco Health System Budget Group Global	Step CH de and Step	Job Code Exceptions Receptionist Receptionist	2.0% 3.0% 0.0%	2.0% 3.0% 0.0% 6.0%	2.0% 3.0% 0.0% 7.0%	2.0% 3.0% 0.0% 8.0%
Save Save Save Save	BudgetGroup Global Global Global EHS BudgetGroup	>>> 	JobCode JobCode JobCode JobCode < = Click here to enter JobCode Double Click to Insert New JobCo Health System Budget Group Global JobClass	Step CH de and Step	Job Code Exceptions Receptionist Global Change Job Class Exceptions	2.0% 3.0% 0.0%	2.0% 3.0% 0.0% 6.0%	2.0% 3.0% 0.0% 7.0%	2.0% 3.0% 0.0% 8.0%

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

Labor	Rates			Change Note: I	nput JobClass or JobCode in column U b	y double clicking and	d picking from the	list.	
Instructions:	Driver file refreshes at	fter save.	To make a correction, select Delete in c	olumn R and save	e				FY 2018
or refresh file	e without saving to cle	ar unwan	ted entries.			FY 2017 Projected			Budget Merit
	BudgetGroup		Category		Description	Merit	Market-1	Market-2	Rate
Save			Global (Drivers)						
	Global		Budget Group Global		Global Change	10.0%	11.0%	12.0%	0.0%
	BudgetGroup		JobClass	Step	Job Class Exceptions				
Save	Global -	>>	<= Click here to enter JobClass	1		0.0%	0.0%	0.0%	0.0%
			Double Click to Insert New Jobclas	s and Step					
	BudgetGroup		JobCode	Step	Job Code Exceptions				
Save	Global		J00006		Receptionist	2.0%	2.0%	2.0%	2.0%
Save	Global		J00006	СН	Receptionist	3.0%	3.0%	3.0%	3.0%
Save	Global	>>	<= Click here to enter JobCode			0.0%	0.0%	0.0%	0.0%
			Double Click to Insert New Jobcod	e and Step					
Save			Health System						
	EHS		Budget Group Global		Global Change	5.0%	6.0%	7.0%	8.0%
	BudgetGroup		JobClass	Step	Job Class Exceptions				
Save	енз →	>>	<= Click here to enter JobClass			0.0%	0.0%	0.0%	0.0%
			Double Click to Insert New Jobclas	s and Step					
				1					

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

Labor	Rates			Change Note: Ir	nput JobClass or JobCode in column U by	double clicking and	I picking from the	list.	
Instructions:	Driver file refreshes a	after save.	To make a correction, select Delete in co	lumn R and save					FY 2018
or refresh file	without saving to cle	ear unwant	ed entries.			FY 2017 Projected			Budget Merit
	BudgetGroup		Category		Description	Merit	Market-1	Market-2	Rate
Cave			Global (Drivers)						
Jave	Global		Budget Group Global		Global Change	10.0%	11.0%	12.0%	0.0%
	BudgetGroup		JobClass	Step	Job Class Exceptions				
Save	Global	>>	<= Click here to enter JobClass		\leftarrow	0.0%	0.0%	0.0%	0.0%
			Double Click to Insert New Jobclass	and Step					
	BudgetGroup		JobCode	Step	Job Code Exceptions				
Save	Global		J00006		Receptionist	2.0%	2.0%	2.0%	2.0%
Save	Global		J00006	СН	Receptionist	3.0%	3.0%	3.0%	3.0%
Save	Global	>>	<= Click here to enter JobCode		\leftarrow	0.0%	0.0%	0.0%	0.0%
			Double Click to Insert New Jobcode	and Step					
					-				
Save			Health System						
	EHS		Budget Group Global		Global Change	5.0%	6.0%	7.0%	8.0%
	BudgetGroup		JobClass	Step	Job Class Exceptions				
Save	EHS	>>	<= Click here to enter JobClass		←	0.0%	0.0%	0.0%	0.0%
			Double Click to Insert New Jobshars	and Stop	`				

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.

La	abor	Rates			Change Note: Ir	nput JobClass or JobCode in column U by	v double clicking and	I picking from the	list.	
Instr	ructions: E	Driver file refreshes a	fter save.	To make a correction, select Delete in co	umn R and save					FY 2018
or re	efresh file	without saving to cle	ear unwant	ed entries.			FY 2017 Projected			Budget Merit
		BudgetGroup		Category		Description	Merit	Market-1	Market-2	Rate
	Save			Global (Drivers)						
		Global		Budget Group Global		Global Change	10.0%	11.0%	12.0%	0.0%
		BudgetGroup		JobClass	Step	Job Class Exceptions				
1	Save	Global	>>	<= Click here to enter JobClass		\rightarrow	0.0%	0.0%	0.0%	0.0%
				Double Click to Insert New Jobclass	and Step	ŕ				
		BudgetGroup		JobCode	Step	Job Code Exceptions				
1	Save	Global		J00006		Receptionist	2.0%	2.0%	2.0%	2.0%
1	Save	Global		J00006	СН	Receptionist	3.0%	3.0%	3.0%	3.0%
1	Save	Global	>>	<= Click here to enter JobCode			0.0%	0.0%	0.0%	0.0%
				Double Click to Insert New Jobcode	and Step					
						-				
	Save			Health System						
		EHS		Budget Group Global		Global Change	5.0%	6.0%	7.0%	8.0%
		BudgetGroup		JobClass	Step	Job Class Exceptions				
:	Save	EHS	>>	<= Click here to enter JobClass		\rightarrow	0.0%	0.0%	0.0%	0.0%
				Double Click to Insert New Jobclass	and Step	,				
						-				

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.

nstructions: Driver file refreshes after save. To make a correction, select Delete in co				olumn R and save	2				FY 2018
or refresh file without saving to clear unwanted entries.						FY 2017 Projected			Budget Merit
	BudgetGroup		Category		Description	Merit	Market-1	Market-2	Rate
Save			Global (Drivers)						
	Global		Budget Group Global		Global Change	10.0%	11.0%	12.0%	0.09
	BudgetGroup		JobClass	Step	Job Class Exceptions				
Save	Global	>>	Other		Other	0.0%	0.0%	0.0%	0.09
Save	Global >> <= Click here to enter JobClass			0.0%	0.0%	0.0%	0.09		
Double Click to Insert New Jobclass a			ss and Step)					
	BudgetGroup		JobCode	Step	Job Code Exceptions				
Save	Global		J00006		Receptionist	2.0%	2.0%	2.0%	2.09
Save	Global		J00006	сн	Receptionist	3.0%	3.0%	3.0%	3.0
Save	Global	>>	<= Click here to enter JobCode			0.0%	0.0%	0.0%	0.0

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.

	Enter New BudgetGroup Code in Q60								
\rightarrow			Global		Global Change	0.0%	0.0%	0.0%	0.0%
	BudgetGroup		JobClass	Step	Job Class Exceptions				
Save		>>	<= Click here to enter JobClass			0.0%	0.0%	0.0%	0.0%
Save		>>	<= Click here to enter JobClass			0.0%	0.0%	0.0%	0.0%
Save		>>	<= Click here to enter JobClass			0.0%	0.0%	0.0%	0.0%
Save		>>	<= Click here to enter JobClass			0.0%	0.0%	0.0%	0.0%
Save		>>	<= Click here to enter JobClass			0.0%	0.0%	0.0%	0.0%
Save Save Save Save Save	BudgetGroup	>> >> >> >>	JobCode <= Click here to enter JobCode Budget Group	Step	Job Code Exceptions	0.0% 0.0% 0.0% 0.0%	0.0% 0.0% 0.0% 0.0%	0.0% 0.0% 0.0% 0.0%	0.0% 0.0% 0.0% 0.0%
				1					
			Enter New Department Code in Q80]					
\rightarrow	0		Department Global		Global Change	0.0%	0.0%	0.0%	0.0%
	Department		JobClass	Step	Job Class Exceptions				
Save	0	>>	<= Click here to enter JobClass			0.0%	0.0%	0.0%	0.0%
Save	0	>>	<= Click here to enter JobClass			0.0%	0.0%	0.0%	0.0%
Save	0	>>	<= Click here to enter JobClass			0.0%	0.0%	0.0%	0.0%
Save	0	>>	<= Click here to enter JobClass			0.0%	0.0%	0.0%	0.0%
Save	0	>>	<= Click here to enter JobClass			0.0%	0.0%	0.0%	0.0%

- b. To add another new budget group or department, double-click **Double Click to Insert New** Budget Group or Double Click to Insert New Department Group.
- c. To add job classes, job codes, or steps to the new category, complete Steps 2-5.
- 7. When you are done making changes, in the Main ribbon tab, click Save.

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

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

Budget Labor Accounts

Overview

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

Labor and Benefit Accounts

Global Accounts		Description	Labor Type
Salary DEPT		Global Account Settings	
		Double Click to Insert New Global Salary Account	
Benefit	DEPT	Global Account Settings	
		Double Click to Insert New Global Benefit Account	
Other	DEPT	Global Account Settings	
		Double Click to Insert New Global Other Account	
		Double Click to Insert New Budget Group	

Settings

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

Budget Labor ADC Config

Overview

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

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

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

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

Fields and settings in the ADC Configuration driver include:

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

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

ADC Configuration

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

				Standard / Shift 1				
				Jobclass	Jobclass	Jobclass	Jobclass	Jobclas
	Global	Item	Description	1	2	3	4	5
	Global	Hours	Global - Hours	16.00]			
	Global	Jobclass	Global - Jobclass	Management	Clerical	Professional	Assistant	Technical
	Global	Fixed/Variable	Global - Fixed/Variable	Variable	Fixed	Fixed	Fixed	Fixed
	Global	Staffing Ratio	Global - Staffing Ratio	1.0	1.	0 1.0	1.0	
	BudgetGroup	Item	Budget Group Exceptions					
Save	EMC	Hours	EMC - Hours	8.00				
	EMC	Jobclass	EMC - Jobclass	RN	LPN	Technical	Clerical	Assistant
	EMC	Fixed/Variable	EMC - Fixed/Variable	Variable	Fixed w/Replacement	Fixed	Fixed	Variable
	EMC	Staffing Ratio	EMC - Staffing Ratio	1.0	1.	1.0	1.0	
	Double Click to Insert No	Click to Insert New Budget Group Exception(s)						
	Dept	Item	Dept Exceptions					
Save	26610	Hours	EMC 6A (JobCode ADC)	8.00				
	26610	Jobclass	EMC 6A (JobCode ADC)	RN	LPN	Clerical	Technical	Assistant
	26610	Fixed/Variable	EMC 6A (JobCode ADC)	Variable	Variable	Fixed	Fixed w/Replacement	Fixed w/Replacer
	26610	Staffing Ratio	EMC 6A (JobCode ADC)	5.0	5.	0 1.0	1.0	
	Double Click to Insert No	ew Dept Exception(s)						
				I				

Settings

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

Budget Labor Alt FTE Factors

This driver allows you to enter different bi-weekly hours for some job codes due to union labor contracts. For example, you might need to enter 75 hours for some job codes instead of 80.

Overview

Use this driver to configure the Alternate FTE factors.

Alternate FTE Factors

FTE Factor is in Weekly Hours or BiWeekly Hours? > > > > BiWeekly Alternate JobCode Description 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

		CY TARGET				NY TARGET					
	Dept	Department Name	Target Type	Total FTEs	WHPUOS	PHPUOS	Paid-Wrk Variance	Total FTEs	WHPUOS	PHPUOS	Paid-Wrk Var
Save	19100	EHS Accounting Operations (Employee)	FTE	9.000	0.000	0.000	0.00%	9.000	0.000	0.000	0.00%
Save	26140	EMC Emergency Room (CDM)	WHPUOS	0.000	2.339	2.588	9.61%	0.000	2.339	2.564	8.77%
Save	26230	EMC CVS	WHPUOS	0.000	21.895	24.970	12.31%	0.000	21.895	24.592	10.96%
Save	26310	EMC 3 East	WHPUOS	0.000	11.332	12.673	10.58%	0.000	11.332	12.531	9.57%
Save	26320	EMC 3 West	WHPUOS	0.000	10.329	11.785	12.35%	0.000	10.329	11.605	11.00%
Save	26340	EMC CCU (Staffing)	WHPUOS	0.000	21.500	19.573	(9.85%)	0.000	21.000	18.932	(10.92%)
Save	26350	EMC AICU	WHPUOS	0.000	18.970	21.010	9.71%	0.000	18.970	20.812	8.85%
Save	26430	EMC Well Baby Nursery	WHPUOS	0.000	3.717	4.071	8.70%	0.000	3.717	4.040	8.00%
Save	26440	EMC Mother/Baby	WHPUOS	0.000	10.759	12.370	13.02%	0.000	10.759	12.160	11.52%
Save	26450	EMC NICU	WHPUOS	0.000	9.051	10.363	12.66%	0.000	9.051	10.197	11.24%
Save	26460	EMC 5 North	WHPUOS	0.000	9.350	11.257	16.94%	0.000	9.350	10.934	14.49%
Save	26470	EMC 4 East	WHPUOS	0.000	10.119	10.297	1.73%	0.000	10.119	10.294	1.70%
Save	26480	EMC O/P Oncology	WHPUOS	0.000	1.755	2.009	12.64%	0.000	1.755	1.977	11.22%
Save	26520	EMC Pediatrics	WHPUOS	0.000	11.121	12.725	12.61%	0.000	11.121	12.523	11.20%
Save	26530	EMC 5C	WHPUOS	0.000	9.006	10.051	10.40%	0.000	9.006	9.942	9.42%
Save	26550	EMC PICU	WHPUOS	0.000	7.813	7.813	0.00%	0.000	7.813	7.813	0.00%
Save	26610	EMC 6A (JobCode ADC)	WHPUOS	0.000	7.760	9.000	13.78%	0.000	7.680	8.900	13.71%
Save	26620	EMC 6B	WHPUOS	0.000	8.859	9.935	10.84%	0.000	8.859	9.819	9.78%
Save	26630	EMC 6C	WHPUOS	0.000	10.271	11.661	11.92%	0.000	10.271	11.495	10.65%
Save	26640	EMC 6D	WHPUOS	0.000	8.624	9.700	11.09%	0.000	8.624	9.581	9.99%
Save	26750	EMC Breast Health Center	WHPUOS	0.000	1.502	1.668	9.93%	0.000	1.502	1.652	9.03%
Save	26790	EMC Same Day Surgery	WHPUOS	0.000	2.393	2.692	11.08%	0.000	2.393	2.659	9.98%
Save	26810	EMC GI Lab	WHPUOS	0.000	4.030	4.549	11.41%	0.000	4.030	4.490	10.24%
Save	26840	EMC Continence Clinic	WHPUOS	0.000	1.488	1.624	8.41%	0.000	1.488	1.613	7.76%
Save	26850	EMC Labor And Delivery	WHPUOS	0.000	26.271	30.004	12.44%	0.000	26.271	29.539	11.06%
Save	27030	EMC Central Supply	WHPUOS	0.000	0.156	0.176	11.61%	0.000	0.156	0.174	10.41%
Save	27060	EMC Laboratory	WHPUOS	0.000	0.081	0.093	12.36%	0.000	0.081	0.091	11.00%
Save	27070	EMC Pathology Support	WHPUOS	0.000	0.113	0.126	9.97%	0.000	0.113	0.125	9.06%

Settings

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

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

Budget Labor JobCode Dropdown

Overview

Use the Budget Labor JobCode Dropdown driver for any department where a filter applied to a JobCode dropdown provides a streamlined list for the user.

NOTE: This methodology only works with the Add New JobCode methodologies on the JobCode tab.
JobCode Filters by Dept

 Dept	Department Name	JobCode Filter
0	<= Enter Valid Dept No.	
0	<= Enter Valid Dept No.	
0	<= Enter Valid Dept No.	
0	<= Enter Valid Dept No.	
0	<= Enter Valid Dept No.	
0	<= Enter Valid Dept No.	
0	<= Enter Valid Dept No.	
0	<= Enter Valid Dept No.	
0	<= Enter Valid Dept No.	
0	<= Enter Valid Dept No.	
Double Click to	Insert New JobCode Filters	

Settings

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

Budget Labor Limits

Overview

Use the Budget Labor Limits driver to top-out rates when needed.

Settings

Open the driver, and then complete the driver settings.

- Enter any applicable Job Code and its corresponding rate limit. If a Job Code has a rate limit of \$20.00 per hour and the 5% increase will exceed that, then the rate is capped at \$20.00 per hour.
- The MaxRate is used to determine if a lump sum payout should be calculated when a salary
 increase is applied to employee rates. If you do not want to calculate lump sum payouts, set the
 MaxRate to \$1000. You can also set the Lump Sum Payout Multiplier on the Configuration sheet
 to 0%.
- The Mid Rate (MidPoint) is used when a new Job Code is added to a departmental budget. The Budgeted Rate defaults to the rate listed here, if available.
- The Mid and Max Rate values should reflect the rates that will be used in the new budget year. In most cases, they should be adjusted by Human Resources to include the range updates related to merit and market assumptions.

Labor Limits

				Min	Mid	Max
		JobCode	Description	Rate	Rate	Rate
	Save	J00006	Receptionist	\$0.00	\$0.00	\$0.00
	Save	80000L	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
H.	∢ ► н\La	borLimits				

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	Enter the override amount.
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.

Labor	Rate Ove	errides												
	Department	Jobcode	Description	Regular Rate Source	Rate Override Amount	PTO Rate Source	PTO FTE Source	EPTO% Override	Adjustment to Calculated PTO %	EPTO FTE Source	Prod Regular	Paytype Dist	ribution Overrides: Prod Overtime	
	Global		Budget Group - Global (Drivers)	History		Regular	EPTO	9.00%	100.00%	YTD	No Entry		0.00%	
	Budget Groups											Entering zer Enter "Histo	ro (0) will allocate not ory" to default to histo	thing to t pric sprea
Save	CCU		Budget Group - CCU Budget Group	History		Base	YTD	History	100.00%	Scheduled	No Entry		0.00%	History
Save	EHS		Budget Group - Health System	History		Base	YTD	History	100.00%	Scheduled	No Entry		0.00%	History
Save	EMA		Budget Group - Medical Associates	History		Base	YTD	3.00%	100.00%	Scheduled	No Entry		0.00%	History
			<== Enter Valid Budget Group	History		Base	Rolling12	NA	100.00%	Scheduled	No Entry	History		History
			<== Enter Valid Budget Group	History		Base	Rolling12	NA	100.00%	Scheduled	No Entry	History		History
			<== Enter Valid Budget Group	History		Base	Rolling12	NA	100.00%	Scheduled	No Entry	History		History
			<== Enter Valid Budget Group	History		Base	Rolling12	NA	100.00%	Scheduled	No Entry	History		History
			<== Enter Valid Budget Group	History		Base	Rolling12	NA	100.00%	Scheduled	No Entry	History		History
	Double Click to Ir	sert New Budg	et Group											

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

					NY TARGET	
	Dept	Department Name	JobCode	Description	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	Use to budget all dollars for specific
Revenue	revenue accounts centrally without
GlobalRev	touching each individual budget plan file.

Driver	Description
Budget Revenue Adjustments	Use to control the revenue rate increases by BudgetGroup broken out by Inpatient, Outpatient, and Other Revenue.
Budget Revenue Deductions	Use to control the rest-of-year projection as well as monthly budget assumptions for those deduction accounts that are budgeted at the department level.
Budget Revenue Payor Adjustments	Use to configure percentage shifts in payor mix.

Driver	Description
Budget Revenue GlobalRev	Use to budget all dollars for specific revenue accounts centrally without touching each individual budget plan file.
Budget Revenue Adjustments	Use to control the revenue rate increases by BudgetGroup broken out by Inpatient, Outpatient, and Other Revenue.
Budget Revenue Deductions	Use to control the rest-of-year projection as well as monthly budget assumptions for those deduction accounts that are budgeted at the department level.
Budget Revenue Payor Adjustments	Use to configure percentage shifts in payor mix.

Budget Revenue GlobalRev

Overview

Use this driver to budget all dollars for specific revenue accounts centrally without touching each individual budget plan file. Common uses are for Other Operating revenue and Inter-company allocations.

Settings

To reference this sheet, the budget method (KHAStdLine) in the ACCT dimension table must be GlobalRevenue.

	Global Re	venue Bu	dget			FY 2017	FY 2017				
			-	FY 2016	FY 2017	YTD	CY	FY 2017	FY 2018	Spread	17-J
	Department	Account	Account Description	Actual	Budget	Actual	Projected	Projected	Budget	Tag	Budget
Save		53870	Telephones								
Save	0	53870	Default	0	0	0	0	0	0	Previous Input	0
	Double Click to Ins	ert New Dept Row									
			Total	0	0	0	0	0	0		0
нары	GlobalRev			1		1					

Budget Revenue Adjustments

Overview

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



You can make department and account exceptions.

- Effective Month is based on Fiscal month (If FYE is June, January is effective month 7.)
- Departmental Exceptions are allowed at the bottom of each section.
- Common exceptions are if nursing inpatient increases will occur at a different rate than other inpatient services, you need to enter each nursing department as an exception. You can also use this to reflect the results of a price optimization study.

IMPORTANT: After you enter a department or account as an exception, any global facility parameter will not be applicable.

	Revenue	Adjustme	nts											
						Projec	tion Modifiers					Budget Modi	liers	
	BudgetGroup Cod	le	Description		IP	OP	Other Patient	Other Rev	IP	Fiscal Eff Mth	OP	Fiscal Eff Mth	Other Patient	Fiscal Eff Mth
		Global	Global Revenue Increase		0.0%	0.0%	0.0%	0.0%	0.0%	0	0.0%	0	0.0%	0
-			Eliminations					No						
Save	ELM		Global Revenue Increases		0.0%	0.0%	0.0%	0.0%	0.0%	0	0.0%	0	0.0%	0
	DEPT	Acct	Departmental/Account Exceptions											
Save	90000) Global	ELM Balance Sheet		0.0%	0.0%	0.0%	0.0%	0.0%	0	0.0%	0	0.0%	0
Save	90000	31100	IP - Medicare		0.0%	0.0%	0.0%	0.0%	0.0%	0	0.0%	0	0.0%	0
Save	90000	31200	IP - Medicaid		0.0%	0.0%	0.0%	0.0%	0.0%	0	0.0%	0	0.0%	0
Save	90000	31300	IP - Blue Cross		0.0%	0.0%	0.0%	0.0%	0.0%	0	0.0%	0	0.0%	0
			Double Click to Insert New Exception Ro	bw										
			Double Click to Insert New DeptAcct Blo	ock										
			Health System					No						
Save	EHS		Global Revenue Increases		0.0%	0.0%	0.0%	0.0%	0.0%	0	0.0%	0	0.0%	0
			Double Click to Insert New DeptAcct Blo	ock										
			Double Click to Insert New Budget Grou	p Block										
			-											
H 4 F H	RevenueAdjustments						4							•

Budget Revenue Deductions

Overview

Percentage of Gross Revenue for Estimated Deductions

The Deductions driver controls the rest-of-year projection as well as monthly budget assumptions for those deduction accounts that are budgeted at the department level.

The assumptions can be defined by:

- BudgetGroup and Account
- Department and Account

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

	Percentage of Gross	Percentage of Gross Revenue for Estimated Deductions									
	BudgetGroup	۵c	-t	Description	Projected	Jul-17 Budget	Aug-17 Budget	Sep-17 Budget	Oct-17 Budget	Nov-17 Budget	Dec-17 Budget
Save	EHS	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	100	EHS-Patient Days	0.0%	2.0%	2.0%	2.0%	0.0%	0.0%	0.0%
	Dept	Acct		Dept\Acct Exceptions							
Save	17840		100	EHS Sports Medicine	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Save	19100		100	EHS Accounting Operations (Employee)	10.0%	0.0%	0.0%	0.0%	0.0%	0.0%	11.1%
				Double Click to Insert New Dept							
ave	EHS		110	EHS-IP Procedures	0.0%	2.0%	4.0%	6.0%	0.0%	0.0%	0.0%
	Dept	Acct		Dept\Acct Exceptions							
ave	17840		110	EHS Sports Medicine	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
ave	19100		110	EHS Accounting Operations (Employee)	10.0%	0.0%	0.0%	0.0%	0.0%	0.0%	11.1%
				Double Click to Insert New Dept Double Click to Insert New Budget Group							

Settings

Open the driver, and complete the following settings:

- BudgetGroup Enter or modify this value.
- Acct You can enter, modify this value.
- [Monthly budget amounts] 12 months of budget amounts, which you enter or modify.

Budget Revenue Payor Adjustments

Setting up payor adjustments

If your organization uses a general ledger structure that is set up with detailed revenue accounts by payor, you can use the Budget Revenue Payor Adjustments driver to budget for percentage shifts in payor mix. Payor adjustments are used for revenue accounts in the general ledger system and set up by payor. In the ACCT dimension table, you need to configure the FSPayor column to use this sheet. List a valid code in the FSPayor column and list percentage changes in the inpatient, outpatient, and other patient columns. The payor shifts displays in the Stat_Rev sheet in budget plan files. The system calculates and displays budget revenue shifts in the budget plan files in hidden columns AU-AW.

Settings

Complete the following steps to configure this driver:

1. In the ACCT dimension, configure the following columns for each payor specific account:

Column	Description
ACCT.FSPayor	Type R_IP (inpatient payors), R_OP (outpatient payors), or R_Oth (other payors) followed by the payor name. For example, R_IPMedicare , R_ OPBlueCross, R_OthOther .
ACCT.KHAStdline	 Type one of the following: 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.
- 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.

	FSPayor	Description	Inpatient	Outpatient	Other Patien
้อเกต	Comm	Comm	0.0%	0.0%	0.0
ave	HMO	HMO	0.0%	0.0%	0.0
Save	Medicaid	Medicaid	0.0%	0.0%	0.0
ave	Medicare	Medicare	0.0%	0.0%	0.0
Save	Other	Other	0.0%	0.0%	0.0
Save	Self Pay	Self Pay	0.0%	0.0%	0.0
	Double Click to	Insert New Global Row			
Save	EMC	Medical Center			
bave	Comm	Comm	0.0%	0.0%	0.0
Save	HMO	HMO	(1.0%)	0.0%	0.0
ave	Medicaid	Medicaid	(1.0%)	0.0%	0.0
Save	Medicare	Medicare	2.0%	0.0%	0.0
Save	Other	Other	0.0%	0.0%	0.0
Save	Self Pay	Self Pay	0.0%	0.0%	0.

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.

	GLOBAI	STATISTI	CS									
	Instructions						1	FV 2017	FV 2017		Actual	
	After adding a per	u Budget Croup code	or new Dept 9: Acst codes for the		EV 2015	EV 2016	EV 2017	Dec VTD	lan-lun	EV 2017	Parcont	1
	Dopt\Acst rows H	it Savo. The new row	s will some back nonulated with	Spread Tag	Actual	Actual	Budget	Actual	Projected	Projected	of Total	Change
	historical data if a	vailable.	s will come back populated with	Spicau rag	Actual	Actual	buuget	Actual	Hojecteu	Hojecteu	or rotar	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	o chuan canc								
			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%
H + H Stat	tistics					4						•

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.

	GLOBA	L STATISTICS												
	Instructions:							FY 2018	FY 2018		Actual		Budget	
	After adding a n	ew Budget Group code or new Dep:	& Acct codes for the	♥	FY 2016	FY 2017	FY 2018	Jan YTD	Feb-Dec	FY 2018	Percent	Annual	Percent FY	20
	Dept\Acct rows,	Hit Save. The new rows will come ba	ck populated with	Spread Tag	Actual	Actual	Budget	Actual	Projected	Projected	o' Total Change	Input	of Total Bu	dc
	historical data if	available.								,				1
			Generic Statistics											-
			Calendar Days		366	365	365	31	334	365				Ξ.
			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		8,195	8,195	2,490	592	3,879	4,471				
	Discharges		Total Discharges		0	0	0	0	0	0				
	PatientDays		Total Patient Days		117,764	107,330	90,832	8,984	52,668	61,652				
	Total√isits		Total Outpatient Visits		239,788	239,788	223,722	15,923	117,227	133,150				1
	ERVisits		Total ER Visits		0	0	0	0	0	0				
-	EMC	Test	Medical CenterTest	Default Calc	3,442,692,848	3,461,711,476	2,588,833,907	966,665,482	****	*****	228.7	% 0	37,421	,7
	BudgetGroup	Service Line Name	Service Line Selection											
Save	EMC	Cardiology_charges	Medical CenterCardiology_charges	Previous Input	0	13,517,089		6,449,632	500	6,450,132	461.8	% 0	36	»,2
Save	EMC	Cardiology_Encounters	Medical CenterCardiology_Encounters	Default Calc 🔤	0	214		103	1,110	1,213	466.3	% 0		
Save	EMC	Cardiology_Net	Medical CenterCardiology_Net	Previous Input	0	3,460,522		0	0	0	(100.0	%) 0		
Save	EMC	EMC_Combined	Medical CenterEMC_Combined	Default Calc	0	38,182,607		17,885,420	192,700,976	210,586,396	451.5	% 0	1,161	.,A
Save	EMC	General Medicine_charges	Medical CenterGeneral Medicine_charges	Default Calc	0	24,665,518		11,435,788	123,211,393	134,647,181	445.9	% 0	735	<i>i</i> ,0
Save	EMC	General Medicine_Encounters	Medical CenterGeneral Medicine_Encounters	Default Calc	0	361		166	1,789	1,955	441.4	% 0		
Save	EMC	GI Medical_Days	Medical CenterGI Medical_Days	Default Calc	0	733		382	4,116	4,498	513.6	% 0		

Budget StatAcct

Overview

Use this driver for set up with the Revenue_Stat (on Stat_Rev) and Variable_Stat (on Expense) calc methods.

Settings

Open the driver, and enter the department and account combination on the left, then the driven by department and account on the right. These calc methods will then pick up the set up to be used for the calculation in budgets.

Stat Account

Statistic Account for Variable_Stat or Revenue_Stat Methodologies

			Description	Driven By		
	Dept	Acct	Dept\Acct Exceptions	Department	Account	Description
Save	27381	62100	EMC Rehab Svcs-East	0	0	0_0
Save	27382	62100	EMC Rehab Svcs-West	0	0	0_0
			Double Click to Insert New Exception			

Budget Statistics Supplement

Overview

The Budget Statistics Supplement driver allows you to create custom statistics to pull into the Budget Statistics Driver.

Setting up and managing health plan budgeting

With the Health Plan product for Axiom Budgeting, your organization can budget health plan and insurance costs by calculating revenues and expenses based on Membership Per Member Per Month (PMPM) calculations. You can then use this information to determine the profitability of each health plan and/or insurance product.

Complete the following steps to configure and budget health plans and insurance products in your organization:

NOTE: As you add or retire plans each year, you will need to complete these steps.

- 1. Update the LOCATION, INSCODE, and DATATYPE dimension tables.
- 2. Configure user access and the data filter in the HealthPlan column of the Budget Security Update utility.
- 3. Add or edit plans and the corresponding actual account data into the ACT_HP_20XX table.
- 4. Configure the Membership Enrollment Trend driver.
- 5. Configure the Membership Per Member Per Month (PMPM) driver.
- 6. Open the HealthPlan Operations utility.

Updating dimensions for health plan budgeting

To implement health plan budgeting in your organization, start by making the following changes to the following dimensions:

LOCATION

The LOCATION dimension contains all of the physical locations that have been billed within the organization and is used for monthly reporting and provider-level budgeting. This information is also used for the Axiom Budgeting Health Plan product.

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

Column	Description
LOCATION	The LOCATION used in Axiom Budgeting. This must be an alpha code (i.e. WestClinic). Default should be used as the Location code if this dimension is not being used.
Description	Identifies the LOCATION description to be used for budgeting and reporting.
KHABgtCode	Used for combining accounts together during budget plan file creation. If there are historical values for two accounts that you want to budget as one combined account, list the surviving account number on both lines. If not combining accounts, this value should match value in the LOCATION column. The default value is NA.
KHAInt	Currently no needed for health plan budgeting so the default is NA.

► INSCODE

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

IMPORTANT: Use caution when using multi-layer mapping of the plan codes.

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

Column	Description
INSCODE	The short name or code your organization uses to represent the insurance/health plan product.
Description	The long description of the insurance/health plan.
InsCode.BgtCode	The code used to group the insurance/health plan products together. For example, grouping all commercial or FFS plans.

Description
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

A	В	C D	E	F	G	н	1	1	К	L	м	N	0	Р	Q	R	S	T	U	V	W	x
3 4 5	Data Type String Length	String 25	Integer	String 25	String 25	String 50	Integer	Numeric	Numeric	Numeric	Numeric	Numeric	Numeric	Numeric	Numeric	Numeric	Numeric	Numeric	Numeric	Integer	String 100	Integer
6	Description	Insurance Code key field	Departm 🗲 nt	Location	Data Type	Group	Account	Fiscal Period	Fiscal Period	Fiscal Period	Fiscal Period	Fiscal Period 5	Fiscal Period 6	Fiscal Period 7	Fiscal Period 8	Fiscal Period 9	Fiscal Period 10	Fiscal Period	Fiscal Period 12	NYB KHA	Custom save identifier	Required to use zero on save functionality
8	Delete Row	INSCODE	DEPT	LOCATION .	DATATYPE	GROUI	ACC	P1 .	P2 •	P3 💌	P4 💌	P5 •	P6 💌	P7 💌	P8 -	P9 💌	P10 -	P11 .	P12 •	NYBKHA -	SaveCuston *	SaveTagDoclE *
9		AARP	27200	Hosp	HP_DrugME	NA	0	3801971.25	3839990.96	3878390.87	3917174.78	3956346.53	3995909.99	4035869.09	4076227.78	5299096.12	5352087.08	5405607.95	5459664.03	0		0
10		AARP	27200	Hosp	HP_HospME	NA	0	10561031.25	10666641.56	10773307.98	10881041.06	10989851.47	11099749.98	11210747.48	11322854.96	14719711.45	14866908.56	15015577.65	15165733.42	0		0
11		AARP	27200	Hosp	HP_Members	NA	0	84488.25	85333.13	86186.46	87048.33	87918.81	88798.00	89685.98	90582.84	117757.69	118935.27	120124.62	121325.87	0		0
12		AARP	27200	Hosp	HP_OUTPTME	NA	0	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		0
13		AARP	27200	Hosp	HP_Revenue	NA	0	24924033.75	25173274.09	25425006.83	25679256.90	25936049.47	26195409.96	26457364.06	26721937.70	34738519.01	35085904.20	35436763.24	35791130.88	0		0
14		AARP	27200	Office	HP_DrugME	NA	0	2957088.75	2986659.64	3016526.23	3046691.50	3077158.41	3107930.00	3139009.30	3170399.39	4121519.20	4162734.40	4204361.74	4246405.36	0		0
15		AARP	27200	Office	HP_HospME	NA	0	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		0
16		AARP	27200	Office	HP_Members	NA	0	84488.25	85333.13	86186.46	87048.33	87918.81	88798.00	89685.98	90582.84	117757.69	118935.27	120124.62	121325.87	0		0
17		AARP	27200	Office	HP_OutPTME	NA	0	4224412.50	4266656.63	4309323.19	4352416.42	4395940.59	4439899.99	4484298.99	4529141.98	5887884.58	5946763.42	6006231.06	6066293.37	0		0
18		AARP	27200	Office	HP_Revenue	NA	0	24924033.75	25173274.09	25425006.83	25679256.90	25936049.47	26195409.96	26457364.06	26721937.70	34738519.01	35085904.20	35436763.24	35791130.88	0		0
19		Anthem	101010	NorthClinic	HP_DrugME	NA	0	512050.00	517170.50	522342.21	527565.63	532841.28	538169.70	543551.39	548986.91	554476.78	560021.54	565621.76	571277.98	0		0
20		Anthem	101010	NorthClinic	HP_HospME	NA	0	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		0
21		Anthem	101010	NorthClinic	HP_Members	NA	0	14630.00	14776.30	14924.06	15073.30	15224.04	15376.28	15530.04	15685.34	15842.19	16000.62	16160.62	16322.23	0		0
22		Anthem	101010	NorthClinic	HP_OutPTME	NA	0	1097250.00	1108222.50	1119304.73	1130497.77	1141802.75	1153220.78	1164752.99	1176400.52	1188164.52	1200046.17	1212046.63	1224167.09	0		0
23		Anthem	101010	NorthClinic	HP_Revenue	NA	0	2911370.00	2940483.70	2969888.54	2999587.42	3029583.30	3059879.13	3090477.92	3121382.70	3152596.53	3184122.49	3215963.72	3248123.35	0		0
24		Conesco	101012	NorthClinic	HP_DrugME	NA	0	307230.00	310302.30	313405.32	316539.38	319704.77	322901.82	326130.84	329392.14	332686.07	336012.93	339373.06	342766.79	0		0
25		Conesco	101012	NorthClinic	HP_HospME	NA	0	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		0
26		Conesco	101012	NorthClinic	HP_Members	NA	0	8778.00	8865.78	8954.44	9043.98	9134.42	9225.77	9318.02	9411.20	9505.32	9600.37	9696.37	9793.34	0		0
27		Conesco	101012	NorthClinic	HP_OUTPTME	NA	0	658350.00	664933.50	671582.84	678298.66	685081.65	691932.47	698851.79	705840.31	712898.71	720027.70	727227.98	734500.26	0		0
28		Conesco	101012	NorthClinic	HP_Revenue	NA	0	1746822.00	1764290.22	1781933.12	1799752.45	1817749.98	1835927.48	1854286.75	1872829.62	1891557.92	1910473.50	1929578.23	1948874.01	0		0
29		JohnDeere	27210	WestClinic	HP_DrugME	NA	0	588857.50	594746.08	600693.54	606700.47	612767.48	618895.15	625084.10	631334.94	637648.29	644024.78	650465.02	656969.67	0		0
30		JohnDeere	27210	WestClinic	HP_HospME	NA	0	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		0
31		JohnDeere	27210	WestClinic	HP_Members	NA	0	16824.50	16992.75	17162.67	17334.30	17507.64	17682.72	17859.55	18038.14	18218.52	18400.71	18584.71	18770.56	0		0
32		JohnDeere	27210	WestClinic	HP_OutPTME	NA	0	1430082.50	1444383.33	1458827.16	1473415.43	1488149.58	1503031.08	1518061.39	1533242.00	1548574.42	1564060.17	1579700.77	1595497.78	0		0
33		JohnDeere	27210	WestClinic	HP_Revenue	NA	0	3230304.00	3262607.04	3295233.11	3328185.44	3361467.30	3395081.97	3429032.79	3463323.12	3497956.35	3532935.91	3568265.27	3603947.92	0		0
34		McareAdv	27200	ноѕр	HP_DrugME	NA	0	5120500.00	51/1705.00	5223422.05	5275656.27	5328412.83	5381696.96	5435513.93	5489869.07	5544767.76	5600215.44	5656217.59	5712779.77	0		0
35		McareAdv	27200	Hosp	HP_HospME	NA	0	10972500.00	11082225.00	11193047.25	11304977.72	11418027.50	11532207.77	11647529.85	11764005.15	11881645.20	12000461.65	12120466.27	12241670.93	0		0
30		McareAdv	27200	ноѕр	HP_Members	NA	0	146300.00	14/763.00	149240.63	150733.04	152240.37	153762.77	155300.40	156853.40	158421.94	160006.16	161606.22	163222.28	0		0
37		McareAdv	27200	ноѕр	HP_OUTPTME	NA	0	12435500.00	12559855.00	12685453.55	12812308.09	12940431.17	13069835.48	13200533.83	13332539.17	13465864.56	13600523.21	13736528.44	138/3893.72	0		0
38		McareAdv	27200	ноѕр	HP_Revenue	NA	0	36428700.00	36792987.00	3/160916.87	37532526.04	3/90/851.30	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.

Li	ibraries ^
۲	Reports Library
Ŧ	Table Library
	Dimensions
	🕨 🚞 Budgeting
	🚔 Comparative Analytics
	Costing
	🕨 🗁 DSS
	💌 ៉ Management Reporting
	▼ I Actuals
	CY Forecast
	🚔 Financial
	🚔 Health Plan
	Payroll
	🚔 Physician
	🚔 Rev Usage
	i Service Line
	Transactions

3. Double-click the file for the planning year. For example, if you are planning for 2021, double-click ACT_HP_2021.

Name	Modified	Locked By	Table Type	Classificati	Modified By	Description
ACT_HP_2019	1/30/2020 3:25 PM		HealthPlan	Data		Actuals table for Health Plan
ACT_HP_2020	1/30/2020 3:25 PM		HealthPlan	Data		Actuals table for Health Plan
ACT_HP_2021	1/30/2020 3:25 PM		HealthPlan	Data		Actuals table for Health Plan

4. Add or edit the following columns for each plan:

Column	Description
INSCODE	Double-click to select the plan name.
DEPT	Double-click to select the department.
LOCATION	Double-click to select the department location.
DATATYPE	Double-click to select the data type.
GROUP	Reserved for future use.
ACCT	Reserved for future use.
P1-P12	Enter the actual or budgeted amount for the period.

Column	Description
NYBKHA	Reserved for future use.
SaveCustom	Reserved for future use.
SaveTagDocID	Reserved for future use.

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.

Interface indicator
KHAIn 👻
HealthPlan
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 AdminBud Admin task pane, in the Financial Reporting section, click Financial Utilities > System Setup, and double-click VCC_Threshold.
- In the Mgmt AdminMgmt Admin task pane, in the Dimension & Reference Maintenance section, click System Setup, and double-click VCC_Threshold.

NOTE: In the ACCTACCT dimension table, you need to create or include Variance Comments accounts for the Summary selection where ACCT.Type='Comments'.

General settings

То	lerance Level for Alerts							Save
	Custom Filter for Alert Processing:		(Dept.Manag	er='Chris Sparks'	or Dept=101010)			
	Comparison Time Series		Three Month /	Average 🔻				
	Revenue & Usage Comparison		YTD Average	•				
	Flag Max Positive Variances as Required		Yes	•				
	Use H_JCHours for Paid Hours filter		No	•				
	Activate Variance Comments Collection tab or	n Month End Review Dashboard	Yes	•				
	FSSummary		Min	Max	Threshold	Level of	Summary	
Û	Groups	Description	Yellow	Red	Red	Comments	Account	
+ A	dd Entity Exception to Threshold Level Table							
	✔ General Threshold Levels							<u>^</u>
	▲ 1 - KH University							
	Summary							
	S_KeyStat	Key Statistic	0.0%	2.0%		Summary 🔻	700000	
	H_Hours	Paid Hours	0.0%	2.0%		Summary 🔻	700000	
	R_PatientRev	Patient Revenue	0.5%	5.0%	\$0	Summary 🔻	700000	
	R_OtherRev	Other Revenue	0.0%	5.0%	\$0	Detail 💌		
	R_NonOpRev	Non-Operating Revenue	0.0%	5.0%	\$0	Detail 🔻		

In the top section of the sheet, you may select the following options:

1. To only view thresholds for particular departments, type criteria in the **Custom Filter for Alert Processing** cell (*e.g.*, "(Dept.Manager='Chris Sparks' or Dept=101010)").

IMPORTANT: Do not remove the "Acct.Statement <>'NI'" criteria, otherwise new, approved initiatives will be included.

IMPORTANT: Custom filters will not be applied to the optional Variance Comments Collection tab in the Month End Reporting dashboard.

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

- 3. In the Revenue & Usage Comparison field, do one of the following:
 - To enable drilling in the statistic section down to CDMCode, select Budget.
 - If unsure which option to select, select Budget.
- 4. In the Flag Max Positive Variance as Required cell, do one of the following:
 - To be alerted to variances in a favorable direction as well as variances in an unfavorable direction, select **Yes**.
 - To not be alerted to variances, select No.
- 5. If your organization uses H_JCHours for Paid Hours, do the following:
 - In the Use H_JCHours for Paid Hours filter (Default is H_Hours) cell, select Yes.
 - If you are not sure, select No.
- 6. In the Activate Variance Comments Collection tab on Month End Review Dashboard dropdown, 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.

IMPORTAN	T: Valid account cod	les are	neede	ed if repo	rting at the	e Summary level	
Tolerance Level for	or Alerts						Save
Custom Filter for Alert Proce	essing:	(Dept.Mana	ger='Chris Sparks'	or Dept=101010)			
Comparison Time Series		Three Month	Average 🔻				
Revenue & Usage Compariso	on	YTD Average	•				
Flag Max Positive Variances	as Required	Yes	•				
Use H_JCHours for Paid Hou	urs filter	No	•				
Activate Variance Comments	s Collection tab on Month End Review Dashboard	Yes	•				
FSSummary		Min	Мах	Threshold	Level of	Summary	
🗇 Groups	Description	Yellow	Red	Red	Comments	Account	
 Add Entity Exception to Thresho 	ld Level Table						
✓ General Threshold Levels	5						
🔲 🔺 1 - KH University							
Summary							
S_KeyStat	Key Statistic	0.0%	2.0%		Summary 🔻	700000	
H_Hours	Paid Hours	0.0%	2.0%		Summary 🔻	700000	
R_PatientRev	Patient Revenue	0.5%	5.0%	\$0	Summary 🔻	700000	
R_OtherRev	Other Revenue	0.0%	5.0%	\$0	Detail 🔻		
R_NonOpRev	Non-Operating Revenue	0.0%	5.0%	\$0	Detail 🔻		

This setting is reflected in the Comment Input reports. If you select **Summary**, a single comment input field displays at the summary level. If you select **Detail**, individual comment input fields display for each account.

FSSummary		Min	Max	Threshold	Level of	Summary
會 Groups	Description	Yellow	Red	Red	Comments	Account
+ Add Entity Exception to Threshold Level Table	e					
A 2 - KH Medical Center						
Summary						
S_KeyStat	Key Statistic	1.0%	1.0%		Summary 🔻	700000 - Variance Comments - Statistics 🔹
H_Hours	Paid Hours	1.0%	1.0%		Summary V	700000 - Variance Comments - Statistics
R_PatientRev	Patient Revenue	1.0%	1.0%	\$1	Summary 🔻	730000 - Variance Comments - Patient Revenue
R_OtherRev	Other Revenue	1.0%	1.0%	\$1	Summary V	700000 - Variance Comments - Statistics
R_NonOpRev	Non-Operating Revenue	1.0%	1.0%	\$1	Detail 🔻	
E_Salaries	Salaries	1.0%	1.0%	\$1	Summary V	123459876 - Test Code MW 🔻

If using the summary level, you need to create a dummy account to accept comment input. You need to add the dummy accounts to the ACCT dimension table, and then indicated in the Summary Account column on the ThresholdLevel sheet.

Revenue & Usage Comparison Flag Max Positive Variances as Requir Use H_JCHours for Paid Hours filter Activate Variance Comments Collectio	ed n tab on Month End Review Dashboard	YTD Average Yes No Yes	• • • • • • • •			ļ	
FSSummary		Min	Max	Threshold	Level of	Summary	
🗇 Groups	Description	Yellow	Red	Red	Comments	Account	
+ Add Entity Exception to Threshold Level Te	ible						
✔ General Threshold Levels							
📃 🔺 1 - KH University							
Summary							
S_KeyStat	Key Statistic	0.0%	2.0%		Summary 🔻	700000	
H_Hours	Paid Hours	0.0%	2.0%		Summary V	700000	
R_PatientRev	Patient Revenue	0.5%	5.0%	\$0	Summary 🔻	700000	
R_OtherRev	Other Revenue	0.0%	5.0%	\$0	Detail 💌		
R_NonOpRev	Non-Operating Revenue	0.0%	5.0%	\$0	Detail 🔻		

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

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

	FSSummary		Min	Max	Threshold	Summary	Level of
Û	Groups	Description	Yellow	Red	Red	Account	Comments
+ 4	dd Entity Exception to Threshold Level Table						
	E_OtherExp	Other Expense	0.5%	2.5%	\$1,000		
	∧ 1 - KH Health System						
	Summary						
	S_KeyStat	Key Statistic	0.0%	2.0%		700000	Summary 🔻
	H_Hours	Paid Hours	0.0%	2.0%		700000	Summary 🔻
	R_PatientRev	Patient Revenue	0.5%	5.0%	\$0	700000	Summary 🔻
	R_OtherRev	Other Revenue	0.0%	5.0%	\$0		Detail 🔻
	R_NonOpRev	Non-Operating Revenue	0.0%	5.0%	\$0		Detail 🔻
	E_Salaries	Salaries	0.5%	5.0%	\$0		Detail 🔻
	E_Supplies	Supplies	0.5%	2.5%	\$0		Detail 🔻
	E_OtherExp	Other Expense	0.5%	2.5%	\$0		Detail 🔻
	Detail Level						
	S_KeyStat1	Key Statistic	0.0%	2.0%			
	H_Hours	Paid Hours	0.0%	2.0%			
	R_PatientRev	Patient Revenue	0.5%	5.0%	\$5,000		

Flag alert settings

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

Revenue & Usage Comparison Flag Max Positive Variances as I Use H_JCHours for Paid Hours f Activate Variance Comments Co	Required iiter Jilection tab on Month End Review Dashboard	YTD Average Yes No Yes	• •	ļ			
FSSummary		Min	Max	Threshold	Level of	Summary	
Groups	Description	Yellow	Red	Red	Comments	Account	
+ Add Entity Exception to Threshold L	evel Table						
✔ General Threshold Levels							
A 1 - KH University							
Summary							
S_KeyStat	Key Statistic	0.0%	2.0%		Summary 🔻	700000	
H_Hours	Paid Hours	0.0%	2.0%		Summary 🔻	700000	
R_PatientRev	Patient Revenue	0.5%	5.0%	\$0	Summary 🔻	700000	
R_OtherRev	Other Revenue	0.0%	5.0%	\$0	Detail 💌		
R_NonOpRev	Non-Operating Revenue	0.0%	5.0%	\$0	Detail 🔻		

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

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

Color	Description
Red w/Yellow Box	Displays in the yellow cell if variance is greater than Max Red and comments are required.

Building and processing budget plan files

A budget contains budget plan files for each department, organized into file groups, which typically each contain a single year's budget.

IMPORTANT: Before you build and process plan files, you must first load and reconcile data. For more information, see Preparing data for budget go-live

To initially create plan files for a new year, you will need to:

- 1. Build plan files Creates the budget plan file.
- 2. Process plan files Populates the budget plan file with data from the Axiom database that you preloaded.

Budget file groups contain plan files with budget data for each department in the organization. However, you do not copy individual plan files when cloning a file group. Instead, you use the Build & Process Budget Files job in the Axiom Scheduler to generate a new set of plan files for the new budget year.

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

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

Building budget plan files

To build budget plan files:

1. In the Bud AdminBud 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.

Axio	Axiom Scheduler - Build & Process Budget Files									
Job	Service									
						1	₽	×		
New	Open	Save	Close	Run Once	Add	Move Up	Move Down	Remove Selected	Clear All	
		Job					Tasks			
🗋 Build	& Proce	ss Budg	et Files (R/O)						
General Job Variables Scheduling Rules Event Handlers				> Task	: Control : Details al Plan F	iles				
▲ Task Job	Create Pl Process I Results	an Files Plan File	5	Selec	t File Grou)verwrite e	p: BP_I	NextYea	r 🦷		

3. Click the folder icon.

Axiom Scheduler - Build & Process Budget Files											
Job	Service										
ß						1	♣		ð		
New	Open	Save	Close	Run Once	Add	Move Up	Move Down	Remove Selected	Clear All		
		Job					Tasks				
🗋 Build	& Proce	ss Budg	et Files (R/O)							
Ger	eral			> Task Control							
Job	Variables			🗸 Task	Details						
Sch	eduling R ot Handle	ules		General Plan Files							
Event Handlers Notification Tasks Create Plan Files Process Plan Files Job Results				Selec	t File Grou	p: BP_I	NextYea Ian files	r 🔽 🔽	•		

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

Ohoose File Group	×
Select the target file group for creating plan files	
● Show File Groups ○ Show Aliases	
Budget-2016 (Budget-2016)	^
Budget-2017 (Budget-2017)	
Budget-2018 (Budget-2018)	
Budget-2019 (PROTOTYPE) (Budget-2019 (PROTOTYPE))	
Capital Planning Forms OLD (Capital Planning Forms OLD)	
Capital Planning-2016 (CapitalPlanning-2016)	
Capital Planning-2017 (CapitalPlanning-2017)	
Capital Planning-2018 (CapitalPlanning-2018)	
Capital Planning-2019 (CapitalPlanning-2019)	
Capital Tracking-Projects (CapitalTracking)	\sim
OK	Cancel

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.

(a) Axiom Scheduler - Build & I	rocess Budget Files	?	×						
Job Service									
New Open Save Close	Run Once Add Move Remove Clear Down Selected All Tasks								
🗋 Build & Process Budget Files	Build & Process Budget Files (R/O)								
General Job Variables Scheduling Rules Event Handlers Notification Tasks Create Plan Files Process Plan Files Job Results		an file list							

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 ExplorerExplorer 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 AdminBud 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.

Axi	Axiom Scheduler - Build & Process Budget Files										
Job	Service										
					d	1	₽	×	<u>∢</u>		
New	Open	Save	Close	Run Once	Add	Move Up	Move Down	Remove Selected	Clear All		
		Job					Tasks				
🗋 Buil	d & Proce	ss Budg	et Files (I	₹/O)							
		-									
Ge	neral			Task Control							
Job	Variables	5		🗸 Task	Details						
Sch	eduling R	lules		Genera	al Plan F	iles					
Eve	ent Handle	ers									
NO 4 Ter	titication		-	Select	t File Grou	ip: BP_N	VextYea	r 🥤			
= Ids	Create D	lan Files		ſ							
Process Plan Files Job Results				V V 0	verwrite e	xisting p	lan files	?			
			-								

 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.

 Axi 	iom Scheo	luler - Bu	uild & Pr	ocess Bu	dget Files													?	×
Job	Service																		
New	Open	Save Job	Close	Run Once	Add	습 Move Up	Move Down Tasks	Remove Selected	Clear All										
🗋 Buil	Build & Process Budget Files (R/O)																		
Ge Jok Sch Eve No	General Job Variables > Task Control Scheduling Rules Event Handlers > Task Details Notification Options Plan Files Axiom Queries Processing Variables Specify plan files to process: Choose from list																		
Create Plan Files Process Plan Files Job Results Plan File Filter:							file list												
				Plan fi DEF	iles match	ing filter DESCRI	: 0 PTION	▼ Fi	le Exists	•	ENTITY	•	DIVISION	•	KHABGTCODE	•	RPTMAP	¥	MANAC

4. To process the plan files, in the Job ribbon, click Run Once.

Job	Service				1	•			
			1			1	-	×	
New	Open	Save	Close	Run Once	Add	Move Up	Move Down	Remove Selected	Clear All
		Job					Tasks		

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).

Axion Scheduler - Build & Process Budget Files									
Job Service									
🔓 📻 🔒 籠	🕨 📑 🕆 🦊 🚵								
New Open Save Close	Run Add Move Move Remove Clear Once - Up Down Selected All								
Job	Tasks								
Scheduled Jobs 🗋 Build & Process Budget Files									
General Variables Scheduling Rules Event Handlers Notification ✓ Tasks <u>Create Plan Files</u> Process Plan Files Results	 Task Control Task Details General Plan Files Select File Group: BP_NextYear Overwrite existing plan files? 								

A Axiom Scheduler - Build & Process Budget Files

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



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

A Choose File Group	Х
Select the target file group for creating plan files	
● Show File Groups ○ Show Aliases	
Budget-2016 (Budget-2016)	$^{\sim}$
Budget-2017 (Budget-2017)	
Budget-2018 (Budget-2018)	
Budget-2019 (Budget-2019)	
Budget-2020 (Budget-2020)	
Budget-2020 For Dave (Budget-2020 For Dave)	
Budget-2020 Prototype POC (Budget-2020 Prototype POC)	
Budget-2021 (Budget-2021)	
Budget-2021_v4 (Budget-2021_v4)	
Capital Planning-2016 (CapitalPlanning-2016)	\sim
OK Cancel	

8. Click the Plan Files tab, and click Use filter.

🕼 Scheduled Jobs 🛛 🗋 Build	& Process Budget Files
General Variables Scheduling Rules Event Handlers Notification Tasks Create Plan Files Process Plan Files Results	 Task Control Task Details General Plan Files Specify plan files to create: O Choose from list Use filter All All plan files will be created (11).

- 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.

Job	Service				1	•			
			1			1		→	<u>∢</u>
New	Open	Save	Close	Run Once	Add •	Move Up	Move Down	Remove Selected	Clear All
		Job					Tasks		

Configure budget security

This section provides the security settings for the Kaufman Hall Axiom Product roles - per the design of the Axiom Budgeting product. It is intended not only to provide additional education towards security settings but to also serve as an audit tool to validate your current Axiom EPM roles.

For more details regarding general set up and maintenance of Axiom security, see About security.

For more details regarding general set up and maintenance of Axiom Security, see "About security" in the Axiom Budgeting online help.

Design

Security is pre-configured according to each product. Each product provides five primary roles: System Admin, Product Admin, Local Admin, Product Analyst, and Product User. Each role includes pre-configured security to access specific locations, files, and features. You apply data filters to control each user's reach into the data.

There are two main elements to setting up security in Axiom products:

• **Role** - Allows access to features and files, but not data. Roles define what a user can do, which are defined and explained in the Roles section.

• Filter - Allows access to data and plan files with standard filters built into each role. The filters are directly referenced from the dimension tables, which provides the ability to maintain data access through the dimensions for additional disseminated control. These are explained in the Filters section.

Filters

The Product User, Analyst, and Local Admin roles come pre-configured with a flexible, dynamic filter. Each member requires a unique filter. For example, the ICU manager needs a unique filter to restrict access to only ICU information, as true with every member of the suite. We accomplish this by using a variable to drive each user's data filter from a reference table you would commonly maintain. The most common table is the DEPT dimension. This table is shared by many planning process and data tables, and provides an excellent means to protect your data. Other products may have an alternative key table that drives security filters. We will use the DEPT dimension in our examples.

Each product includes nine columns in the DEPT dimension, which you assign to user's login IDs based on who is the owner of that role for each department listed. Those security columns with login IDs are referenced by the corresponding role as for unique data and plan file filters. In the following table, CSparks is assigned a Budget User role. The role gives him access to specific features, functions, and tools. The role also includes a dynamic data filter for all budget data tables of "If BPOwner or BPReviewer or 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.

Туре	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	nin 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	Voc		No	No	NO	No		Should be marked TRUE Will not interfere even if you don't use Process		
Process Mgmt	ies		10	10	100	163		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.BPRofewer/CurrentUser.loginName)' OR Dept.BPApprover-(CurrentUser.LoginName)'	Dept:BRANstyt=/CurrentUser.LoginName/ OR Dept:BRANstyt=/CurrentUser.LoginName/ OR Dept:BRAnslyst3='(CurrentUser.LoginName)'	Dept.BRAdmin-YCurrentSter.LoginName/ OR Dept.BRAdmin-YCurrentSter.LoginName/ OR Dept.BRAdmin3-YCurrentUser.LoginName/	DeptBAdmin4' (CurrentUser LoginName)' OR DeptBPAdmin2+'(CurrentUser LoginName)'		Configueed with nine security columns in the Department dimension. Each set of three columns determines filter access for duaget Planning. Complete any three columns with user login IDS. Lear Notest Adman Planting Planting Notest Awayst L		
Filter CP			Deot.Capital Owner]-'[CurrentUser.LopinName'] OR	Deot.(PAnalists*'(CurrentUser LoginName)' OR	Dept (PAdmin+'(CurrentUser.LoginName)' OR	Dept.CPAdmin='(CurrentUser.LoginName)'		arhalissi Brahajsci Brahajsci Brahajsci Brahajsci Brahajsci Brahajsci Brahajsci Confluence Aniae security columns in the Department Dimension, Each set		
			Dept Capital, Domer 2-1 (Currentitizer Leginham) Gent Capital, Alexies (Currentitizer Leginham) Dept Capital, Approver (Currentitizer Leginhame)	Dept CAnalysis ¹ (Currentise: Loginkame) Ol Dept CAnalysis ¹ (Currentise: Loginkame)	Dept CRAmin3 ¹² (CurrentUse: LoginAmer) Of Dept CRAmin3 ¹⁴ (CurrentUse: LoginAmer)	On Dept CRAmin 24 (Current User Login Name) On Dept CRAdmin 34 (Current User Login Name)		of here columns estemmes filte access for Capital Pisoning: Complete esto three columns with user light IDS. Iceal Photon Amine. Old-Adminis Old-Adminis CARAdatust C		
Filter CT			Dept Capital_Owner1-(CurrentUser LoginName) OB Dept Capital_Owner2-(CurrentUser LoginName) O Company Levener CurrentUser LoginName) Company Levener (CurrentUser LoginName) Dept Capital_Approver+(CurrentUser LoginName)	Dept O'Analyst- ("Lurentide: Loginikane") OR Dept O'Analyst- "Currentide: Loginikane") OR Dept O'Analyst- "Currentide: Loginikane")	Dept CP4dmin-(fourentiser:LoginName) OB Dept CP4dmin2-(fourentise:LoginName) OR Dept CP4dmin2-(fourentise:LoginName)	Dept (PAdmin-"(CurrentUser LoginName)" GR GR GR GR Dept (PAdmin3-"(CurrentUser LoginName)" Dept (PAdmin3-"(CurrentUser LoginName)"		Configured nine security columns in the Department Dimension. Each set of these columns determines This access for Capital Planning. Complete data intere columns, with their light IDS. CollAdatinis Deduct Analyst ColAdatinis Deduct Analyst ColAdatinis Deduct Analyst ColAdatists Col		
Filter FP			Node Bodos Coment- (CurrentUse Loginitiaem) O Mode Mode Bavieruer (CurrentUse Loginitiaem) O Node Mode Bavieruer (CurrentUser Loginitiame) O Rode Mode Approver (CurrentUser Loginitiame) Node Mode Approver (CurrentUser Loginitiame)	Thede Model Analysis (CurrentUser Loginithamp) (Mode Model Analysis (CurrentUser Loginithamp) (Node Model Analysis (CurrentUser Loginithame)	Node Bodel Admin-(CurrentUser LaginNamer) Node Model Admin3-(CurrentUser LaginNamer) OR Node Model Admin3-(CurrentUser LaginName)	No Filter		Configures rine security columns in the Model Dimension. Bach set of three columns determines (Trian accuss of Prinancial Planning, Complete each three columns determines (Triancial Planning, Complete Real Potent Anna PRAdmin Preduct Analyst PRAdminst PRAd		

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	NC	NC	NC	NC	NC	Everyone has ReadOnly, No write dimension access.
		Custom W.						Requires product admin/analyst user to have a write filter to product dimensions to be able to modify. Use Dimension
		No Filter						Security tool to assign filters.
		OTIS-None						
Budget Exceptions:		Full Access:			OTIS = READ for:	OTIS = READ for:		See Physician Admin or Physician user for Provider related data & dimensions.
		GLPeriod			Acct	Acct		Product Admins can view the listed CDM codes with read.only table view access for viewing. Editing Dimensions is
		0.10			00000			accomplished in Dimension Maintenance Utility
		CalDate			Dept	Dept		
					Fotity	Entity		
					Initiative ID	Initiative ID		
Capital Exceptions:		Full Access:				OTIS-Read		The listed dimensions are not part of the Dimension
		CapAcct				For:		
		Code				CapAcct		
		CPReq20XX				Code		
		CTReq				CPReq20XX		
		Payor				CTReq		
		POTrans				Payor		
		TempPOTrans				POTrans		
		Full Accord				otis-peap		
Fin Plan Exceptions		Code				For		
		GlobalSet				Code		
		Model				GlobalSet		
		Node				Model		
		Node_Type				Node		
		Payor				Node_Type		
		Scenario				Payor		
						Scenario		
RF Exceptions:		Full Access:						
		RFCode						
		REGroup						
Broduct Cuetom Data	R/W Full	No	Full	Full	Full	Full Access		Full Access. Only Product Admin members can change structure.
Product custom bata			OTIS=None	OTIS=None	OTIS=None	OTIS=RW		This is the table Type to assign any / all custom tables & mapping tables
						Allow Change		
MR-BP: EmpRoster	Full/RW/Chg	NC	Role Filter	Role Filter	Role Filter	Role Filter		Employee Roster.
·			OTIS=None	OTIS=None	OTIS=RW	OTIS=RW		
MR-RP: Financial	Full/RW/Chg	NC	Role Filter	Role Filter	Role Filter	Role Filter		Financial Data: GL & GL Transactions
Wik-br. Financiai			OTIS=None	OTIS=None	OTIS=RW	OTIS=RW		
MB-BP: Payroll	Full/RW/Chg	NC	Role Filter	Role Filter	Role Filter	Role Filter		Bi-weekly & Monthly Paryoli
			OTIS=None	OTIS=None	OTIS=RW	OTIS=RW		
MR-BP: Provider	Full/RW/Chg	NC						Physician Data
	Full/DW/Chc	NC	Role Filter	Polo Filtor	Pole Filter	Polo Filter		Pauanua & Ileana
MK-BP: KU	i un/Rw/ung		OTIS=None	OTIS=None	OTIS=RW	OTIS=RW		Instance of Confige
CB: Can commonte	Full/RW/Cbg	NC	Role Filter	Role Filter	Role Filter	Role Filter		Capital Planning Comments
cr. cap comments	,,,		OTIS=None	OTIS=None	OTIS-RW	OTIS=RW		
CP: Capital	Full/RW/Chg	NC	Role Filter	Role Filter	Role Filter	Role Filter		Capita Planning Data
			OTIS=None	OTIS=None	OTIS=RW	OTIS=RW		
CP: Cap Def	Full/RW/Chg	NC	Full	Full	Full	Full		Capital Planning Definition & Configuration
			OTIS=None	OTIS=None	OTIS=RW	OTIS=RW		
FP: FinancialPlan	Full/RW/Chg	NC	Role Filter	Role Filter	Role Filter	Full		Financial Manning Data
	N/C	NC.	UTIS=None	UTIS=None	UTIS=RW	UTIS=RW		Financial Riscolas Ordenis Templato Configuration
FP: FPDefaults	INC	NC .	Custom It	Custom W	Custom W	CTIS-DW		rmancial riaming default remplate Configuration
			OTIS=None	OTIS=None	OTIS=Read	0.10-61		
EDM	Full/RW/Che	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:

- In the Explorer Explorer task pane, in the File Groups section, click Budget-20XX > Process Definitions.
- 2. Double-click Budget Approval Process.

3. To view the steps in the process, click the Process Steps tab.

e) Edit Plan File Process	?	×
Edit the definition of plan file process 'Budget Approval Process' in File Group 'Budget-2018'.		
This process is currently inactive.	Start pr	ocess
Process Properties Process Steps Notifications Web Configuration		
+ Add - Duplicate Delete		
Base Budget Build		
Budget Owner Input		
Budget Approval		
🐺 Finance Approval		
Арріу ОК	Can	cel

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	This subprocess containing multiple steps:
	Stages	 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 ExplorerExplorer 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**.

K) Axion	n Schedu	ıler - Re	calculat	e Budge	t Files						
	Job	Service										
				2			1		→			
	New	Open	Save	Close	Run Once	Add •	Move Up	Move Down	Remove Selected	Clear All		
			Job					Tasks				
	🗋 Recal	culate Bu	dget File	s								
	Gen	eral			> Job	Control						
	Job	Variables										
	Sche	eduling Ru	ules		🗸 Task	c Details				-		
	Ever Noti	nt Handlei fication	rs		Optic	ons Pla	an Files	Axion	n Queries	Proce	essing Vari	ables
	🖃 Tas	cs.		-					-		-	
	Job	Process P Results	lan Files		Sele	ect File Gro	up: BP_	NextYea	r 🛛			
						Save docu	ument aft	er proces	sing			
	Run Save To Database on plan files after processing											
	Create a plan file restore point before processing											
					Ac	dvanced O	ptions					
						Worker Ba	atch Size	(leave bl	ank for aut	tomatic):		

- 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.

(a) Axion	n Schedu	iler - Re	calculat	e Budget	Files											? ×
Job	Service															
4			<u>}</u>		÷	1	₽	*		F						
New	Open	Save Job	Close	Run Once	Add	Move Up	Move Down Tasks	Remove Selected	Clear All							
🗋 Recal	lculate Bu	dget Files	;													
Gen	eral			> Job (Control											
Job	Variables															
Sche Ever	eduling Ru nt Handlei	ules rs		✓ Task	Details											
Noti	fication			Optio	ns Pla	n Files	Axiom	Queries	Pro	ocessing Variables						
	Process P	lan Files		Active	Axiom Qu	eries for s	elected i	Plan Files	are sho	wn in the list below. Select	ed Axiom Querie	s will be run when the	related	l Plan Files are	processed.	
JOD	Results				Templa	ta _1	Wor	kchaet	-1	Axiom Quenr		Refresh On Onen	তা	Dynamic		
					Master	•• <u> </u>	Varia	blee		ACO's RudgetConfiguration	DriverOpOpen	Taua	7.1	Dynamic	*11	
				ŭ	Master		Varia	bles		AQ2: BudgetConligurations	DriverOnOpen	True		G	iroup By	
					Master		Instru	uctions		AQ1: Instructions		True		Ch	aar Eiltare	
					Master		Instr	uctions		AQ2: Contact Info		True		CR	sai miters	
					Master		Drive	rs		AQ1: ExpenseAdjustments	s Driver On Open	True	- 1	Contains		
				ŭ	Master		Drive	rs		AQ2: CaborAccounts Drive	iver On Open	True	- 1	Contains		
				1	Master		Drive	rs		AO4: GlobalExp Driver On	Open	True	- 1	Value True		
					Master		Drive	rs		AQ5: GlobalSum Driver Or	n Ópen	True	- 6			
					Master		Drive	rs		AQ6: Provider Dept Config	g Driver On Open	True				OK
					Master		Stat_	Rev		AQ4: ColHide On Open		True		Color		
					Master			kev ode		AQ5: Statistics On Open AQ1: Labor Configuration	Driver On Onen	True		False		
					Master		lobC	ode		AQ2: Labor Configuration	Driver On Open	True		False		
				v	Master		JobC	ode		AQ3: Labor Configuration	Driver On Open	True		False		
					Master		JobC	ode		AQ4: Labor Override Drive	er On Open	True		False		
					Master		JobC	ode		AQ5: Benchmark Driver O	n Open	True		False		
					Master		ADC	Liet		AQ1: ADCConfig Driver Or AQ2: LaborDates	n Open	True		False		
					Master		Empl	List		AQ3: LaborRates		True		False		
				1	Master		Empl	List		AO5: LaborRates		True		False		
					Master		Empl	List		AQ6: LaborRates		True		False		
					Master		Empl	List		AQ7: LaborRates		True		False		
					Master		Empl	_List		AQ8: LaborRates		True		False		
				N N	Master		Empl	_List		AQ9: LaborRates		True		False		
				ŭ I	Master		Empl	_List		AQ10: LaborRates		True		False		
				Ŭ,	Master		Empl	List		AO12: LaborRates		True		False		
					Master		Empl	List		AQ13: LaborRates		True		False		-
												-				

10. Click any blank check boxes, and then click Save.

Releasing budget plan files

After you start building plan files, they become available to your end users - unless you restrict them - so you want to make sure you are ready before releasing them to your end users.

Ensure that Security and Process Management is set up and ready to go.

Under certain circumstances, you may want to wait to make them available for a few days. For example, waiting until after the weekend or a major holiday.

TIP: We recommend that you review reconciliation reports on a daily basis until the budget is complete. This allows you to find and troubleshoot any issues quickly because you are starting each day with "clean" data. If you wait too long to reconcile your budget, it can take longer to find where the problems are located and resolve them. It also puts your organization or department in a constant state of readiness so that you can report information at a moment's notice

Rolling forward to a new fiscal year

IMPORTANT: Upgrade Axiom to the most current release, and then follow these steps. Also make sure you're not in an active budget cycle.

As part of the implementation process, a Syntellis Implementation Consultant helps you create a budget file group for the current year, as discussed the section Setting up Budget plan files. As part of the implementation process, a Syntellis Implementation Consultant helps you create a budget file group for the current year, as discussed the section "Setting up budget plan files" in the online help.

For the next or subsequent file year, however, there are steps you need to complete to set up next year's file group. These steps include the following:

- 1. 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 you through the steps needed to create plan files for the next budgeting season. The Budget Checklist process displays all of the steps to complete on the left side of the window. Those steps that include sub-steps are indicated with an arrow icon, which you can click to expand or contract the list.

To run the Budget Checklist process:

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

Prepare Budget Plan Files

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

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

A Edit Process		? ×
🖄 Edit tł	he definition of process 'Budget Checklist'.	
This proce	ess is currently inactive.	Start process
Process Properti	ies Process Steps Notifications	
Process Name Display Name Description	Budget Checklist Budget Checklist	
E Process Ov	wner Admin Admin Select User Select Role	
Configuration	n Properties ep owners to see all steps in the process task pane Process Assignment https://www.noneselected	

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

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

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

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

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

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

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



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.

Setting year and period

Use this table to configure the following for your organization:

- Set the fiscal year and the first month of the fiscal year
- Define the number of work days in the current year, last year, and next year
- Select the standard Full Time Equivalent (FTE) hours worked by employees in a year.
- For Budget Planning, the 02 Budget Labor Configuration driver will use the default FTE scale created in the Year/Period Form but allow for modifications to the default at the Global and Budget Group level.

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

Primary I	nputs			Save	Year	Table						
Fiscal Year	2020	•				Code	Ye	ar	Fisc	al M	Description	
Fiscal Start N	Month July	•				CYA	203	20	FY	10	Actual	
Day Type	Caler	dar Days 💌				CYB	203	20	FY2	20	Budget	
FTE Scale	Week	iy 🔹				CYP	203	20	FYS	10	Projected	
FTE Hours		40	Default is 40 hours	s per week		FLX	203	20	FY2	20	Flex Budget	
						L2A	201	18	FY1	8	L2 Actual	
Working	Days Inputs					LYA .	201	19	FY1	19	Last Year	
		Current Year	Last Year	Next Year		LYB	201	19	FY	19	LY Budget	
		Working Days	Working Days	Working Days		NYB	203	21	FØ	21	NY Budget	
Serial	Month	2020	2019	2021		CYF	203	20	FY	10	Forecast	
7	July	23	23	23	Perio	d Table						
8	August	23	23	23				Current	Last	Next	Current	Last
9	September	22	22	22	Serial	Month	Quarter	Year	Year	Year	Year Month	Year Month
10	October	23	23	23	7	July	1	2019	2018	2020	Jul-2019	Jul-2018
11	November	22	22	22	8	August	1	2019	2018	2020	Aug-2019	Aug-2018
12	December	23	21	21	9	September	1	2019	2018	2020	Sep-2019	Sep-2018
	decention.	20	20	2.0	10	October	2	2019	2018	2020	Oct-2019	Oct-2018
1	January	23	23	23	11	November	2	2019	2018	2020	Nov-2019	Nov-2018
2	February	20	20	20	12	December	2	2019	2018	2020	Dec-2019	Dec-2018
3	March	23	23	23	1	January	3	2020	2019	2021	Jan-2020	Jan-2019
4	April	22	22	22	2	March	3	2020	2019	2021	Hep-2020	Mar.2019
5	May	23	23	23	4	April	4	2020	2019	2021	Apr-2020	Apr-2019
6	lune	22	22	12	5	May	4	2020	2019	2021	May-2020	May-2019
0	and re-	44		44	6	June	4	2020	2019	2021	Jun-2020	Jun-2019
C aburban	184-14	209	209	207								
Check to	Hide Year table		Check to Hide P	Period table				4				

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

• Expense

- Jobcode
- Staffing
- Employee
- ProviderComp
- altEmployee
- HHLabor

To set year and period:

1. In the 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 Туре	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.

Primary Inputs			Save
Fiscal Year	2020	•	
Fiscal Start Month	July	•	
Day Туре	Calendar Days	•	
FTE Scale	Yearly	•	
FTE Hours	2085.7	714	Default is 2080 hours per year

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

rimary	Inputs				Save	Year	Table				
scal Year		2020								Fiscal	
iscal Start	Month	July					Code	Yea	r	Year	
Time		Colord					CYA	202	0	FY20	
ay Type		Calenda	ar Days 🔻				CYB	202	0	FY20	
TE Scale		Yearly	•				CYP	202	0	FY20	
TE Hours			2085.714	Default is 2080 ho	urs per year		FLX	202	0	FY20	
	-						L2A	201	B	FY18	
vorking	Days In	puts					LYA	201	9	FY19	
			Current Year	Last Year	Next Year		LYB	201	9	FY19	
			Working Days	Working Days	Working Days		NYB	202	1	FY21	
Serial	Month		2020	2019	2021		CYF	202	0	FY20	
7	July		23	23	23	Perio	d Table				
8	August		23	23	23				Current	Year Last Year	
9	Septem	ber	22	22	22	Serial	Month	Quarter	FTE Fa	ctor FTE Factor	
10	October		23	23	23	7	July	1	177.1	4 177.14	
11	Novemb	ber	22	22	22	8	August	1	177.1	14 177.14	
12	Decemb					9	September	1	171.4	43 171.43	
12	Decemb	yer	Z3	23	23	10	October	2	177.1	14 177.14	
1	January		23	23	23	11	November	2	171.4	43 171.43	
2	Februar	У	20	20	20	12	December	2	177.1	14 177.14	
3	March		23	23	23	1	January	3	177.1	14 177.14	
4	April		22	22	22	Z	February	3	168.0	72 160.00	
5	Max		22	22	22	3	March	3	177.1	14 177.14	
ž	may		23	23	23	4	April	4	171.4	171.43	
6	June		22	22	22	6	lupe	4	177.1	177.14	
			269	269	269	Ů	- startig	-			_

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

Daily

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

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

Primary Inputs			Save
Fiscal Year	2020	•	
Fiscal Start Month	July	•	Helpful text showing
Day Туре	Calendar Days	•	suggested value
FTE Scale	Daily	•	
FTE Hours	5.3	714 De	efault is 5.7 hours per day
Edit box to en daily hours va	nter alue		

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

					1					
Primary I	nputs			Save	Year	able				
Fiscal Year	20	20 •							Fiscal	
Fiscal Start N	Month Ju	v •				Code	Year		Year	Description
Day Tune		landar Davr				CYA	2020)	FY20	Actual
Day Type	Ca	iendar Days 🔹				CAB	2020)	FY20	Budget
FTE Scale	Da	ily 🔻				CYP	2020)	FY20	Projected
FTE Hours		5.7	Default is 5.7 hour	s per day		FLX	2020)	FY20	Flex Budget
						L2A	2018	1	FY18	L2 Actual
Working	Days Inpu	ls				LYA	2019)	FY19	Last Year
		Current Year	Last Year	Next Year		LYB	2019)	FY19	LY Budget
		Working Days	Working Days	Working Days		NYB	2021		FY21	NY Budget
Serial	Month	2020	2019	2021		CYF	2020)	FY20	Forecast
7	July	23	23	23	Perio	d Table				
8	August	23	23	23				Current Yea	Last Year	Next Year
9	September	22	22	22	Serial	Month	Quarter	FTE Factor	FTE Factor	FTE Factor
10	October	23	23	23	7	July	1	176.70	176.70	176.70
11	November	22	22	22	8	August	1	176.70	176.70	176.70
	December				9	September	1	171.00	171.00	171.00
12	December	23	23	23	10	October	2	176.70	176.70	176.70
1	January	23	23	23	11	November	2	171.00	171.00	171.00
2	February	20	Note: Lea	ap Year hours	s 12	December	2	176.70	176.70	176.70
3	March	23	will be	assigned to	1	January	3	176.70	176.70	176.70
4	April			Feb.		February	3	165.30	159.60	159.60
-	ALC: N	22	_	_	3	March	3	176.70	176.70	176.70
5	May	23	23	23	4	April	4	171.00	171.00	171.00
6	June	22	22	22	5	May	4	176.70	176.70	176.70
		269	269	269	6	June	1 E	171.00	171.00	171.00
								2,086.20	2,080.50	2,080.50

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

Weekly

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

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

Primary Inputs			Save
Fiscal Year	2020	•	
Fiscal Start Month	July	•	
Day Туре	Calendar Days	•	
FTE Scale	Weekly	•	
FTE Hours		40	Default is 40 hours per week

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

Primary	Inputs				Save
Fiscal Year		2020	•		
Fiscal Start	Month	July	•		
Day Type		Caleodar Davs			
ETE Coolo		Uterlah	÷		
FTE Scale		weekiy	-		
FTE Hours		4	40	Default is 40 hours	s per week
Working	Days In	oute			
monting	oujo in				
		Current	Year	Last Year	Next Year
		Working	Days	Working Days	Working Days
Serial	Month	202	10	2019	2021
7	July		23	23	23
8	August		23	23	23
9	Septemb	er	22	22	22
10	October		23	23	23
11	Novembr	K.	22	22	22
12	Decembe	r -	23	23	23
1	hereit			2.9	2.3
1	January		23	23	23
2	February		20	20	20
3	March		23	23	23
4	April		22	22	22
5	May		23	23	23
6	June		22	22	22
		261		240	260
		201	,	209	209

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

Monthly

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

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

Primary Inputs			Save
Fiscal Year	2020	•	
Fiscal Start Month	July	•	
Day Туре	Calendar Days	•	
FTE Scale	Monthly	•	
FTE Hours	173.333	3	Default is 160 hours per month (30 day month)

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

Primary	Inputs				Save	Year	Table				
Fiscal Year		2020								Fiscal	
Fiscal Start	Month	July					Code			Year	Description
Day Tune		Calandar	Dava a				CYA	2020		FY20	Actual
Day Type	Calcinual Days				CYB	2020		FY20	Budget		
FTE Scale		Monthly	•				CYP	2020		FY20	Projected
FTE Hours			173.3333	Default is 160 hour	rs per month (30		FLX	2020		FY20	Flex Budget
the states			day month)			L2A	2018		FY18	L2 Actual	
working	Days In	puts					LYA	2019		FY19	Last Year
			Current Year	Last Year	Next Year		LYB	2019		FY19	LY Budget
			Working Days	Working Days	Working Days		NYB	2021		FY21	NY Budget
Serial	Month		2020	2019	2021		CYF	2020		F#20	Forecast
7	July		23	23	23	Perio	d Table				
8	August		23	23	23				Current Ye	ar Last Year	Next Year
9	Septem	ber	22	22	22	Serial	Month	Quarter	FTE Facto	or FTE Factor	FTE Factor
10	October		23	23	23	7	July	1	173.33	173.33	173.33
11	Novemb	er	22	22	22	8	August	1	173.33	173.33	173.33
	Decemb					9	September	1	173.33	173.33	173.33
12	Decema	er	23	23	23	10	October	2	173.33	173.33	173.33
1	January		23	23	23	11	November	2	173.33	173.33	173.33
2	Februar	Y	20	20	20	12	December	2	173.33	173.33	173.33
3	March		23	23	23	1	January	3	173.33	173.33	173.33
4	April		22	22	Note th	ne even sp	read of	/	179,11	173.33	173.33
5	May		23	23	hours e	ach mont	h except		173.33	173.33	173.33
	hung		4.7			leap year	_		173.33	173.33	173.33
0	June		22	22	_	6	June	4	173.33	173.33	173.33
		-	269	269	269			ſ	2,085.78	8 2,080.00	2,080.00

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

Setting payroll dates

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

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

To set payroll dates:

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



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

Payro	ll Dates											Sav Hide Cy	ve cle 1
	Cycle1							Cycle 2				Hide Cy	cle 2
	7/2/2016	≅ ×	<<< Select the	initial period pay date				7/9/2016	≅ ×	<<< Select the i	initial period pay date		
	0	•	<<< Select the	number of days the Pay	/ Date is after the Pay F	Period End Date		0	•	<<< Select the r	number of days the Pay	/ Date is after the Pay	Period E
	Current Year			Last Year		Next Year		Current Year			Last Year		
Pay	Pay Period	Current Year	Fiscal	Pay Period	Last Year	Pay Period	Next Year	Pay Period	Current Year	Fiscal	Pay Period	Last Year	
Period	End Date	Pay Date	Month	End Date	Pay Date	End Date	Pay Date	End Date 2	Pay Date 2	Month 2	End Date 2	Pay Date 2	
1	7/2/2016	7/2/2016	1	7/4/2015	7/4/2015	7/1/2017	7/1/2017	7/9/2016	7/9/2016	1	7/11/2015	7/11/2015	
2	7/16/2016	7/16/2016	1	7/18/2015	7/18/2015	7/15/2017	7/15/2017	7/23/2016	7/23/2016	1	7/25/2015	7/25/2015	- 1
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.

Payro	ll Dates										-	Sav	'e
												Hide Cyc	:le 1
	Cycle1							Cycle 2			- 1	Hide Cyc	:le 2
	7/2/2016	🛱 ×	<<< Select the	initial period pay date				7/9/2016	≅ ×	<<< Select the	initial period pay date		
	0	•	<<< Select the	number of days the Pay	Date is after the Pay	Period End Date		0	•	<<< Select the	number of days the Pa	Date is after the Pay	Period E
	Current Year			Last Year		Next Year		Current Year			Last Year		
Pay	Pay Period	Current Year	Fiscal	Pay Period	Last Year	Pay Period	Next Year	Pay Period	Current Year	Fiscal	Pay Period	Last Year	
Period	End Date	Pay Date	Month	End Date	Pay Date	End Date	Pay Date	End Date 2	Pay Date 2	Month 2	End Date 2	Pay Date 2	
1	7/2/2016	7/2/2016	1	7/4/2015	7/4/2015	7/1/2017	7/1/2017	7/9/2016	7/9/2016	1	7/11/2015	7/11/2015	-
2	7/16/2016	7/16/2016	1	7/18/2015	7/18/2015	7/15/2017	7/15/2017	7/23/2016	7/23/2016	1	7/25/2015	7/25/2015	- 1
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	- 1
5	8/27/2016	8/27/2016	2	8/29/2015	8/29/2015	8/26/2017	8/26/2017	9/3/2016	9/3/2016	3	9/5/2015	9/5/2015	

Configuring the current payroll period

Use the Change Payroll 27 Tables-Current Period utility to change the Payroll 27 tables current period.

NOTE: You must have the Administrator role profile to access this utility.

To configure the current payroll period:

1. In the Bud Admin or Management Reporting Admin task pane, in the Budget System Maintenance section, double-click Change Payroll 27 Tables-Current Period.

Budget System Maintenance	
🔚 Change Payroll 27 Tables-Current Period 🗲	-
A View Dimension Tables	
🔀 Dimension Maintenance	
🔊 Review Paytype Mapping	
A Validation Tables	
A Other Dimension Utilities	
Archive Current Year Plan Files	

NOTE: The utility opens in a separate browser window.

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

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

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

3. Reviewing other systems for the new fiscal year

Refer to the budget checklist and all of the topics related to it. Although the budget file group is now active, there remains a few system areas to review and possibly update.

- Bring data current Bring the GL and Statistic data current.
- Verify Budget Control columns in the DEPT dimension table Validate that the DEPT dimension key Budget columns have been reviewed and updated.
- Verify the Budget Control columns in the ACCT, JOBCODE, and PAYTYPE dimension tables

- Load updated employee master data.
- Build 1-5 sample budgets for verification.
- Adjust dimension budget settings and driver information accordingly.

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.

A Open Plan F	iles					?	\times
Open I	Plan Files for Budget-2021						
<type f<="" here="" td="" to=""><td>ilter list></td><td></td><td></td><td>Show Plan File</td><td>s that have not b</td><td>een cre</td><td>ated</td></type>	ilter list>			Show Plan File	s that have not b	een cre	ated
DEPT	Description	File Exists	Entity 💌	Division 💌	KHABgtCode	•	RptN
19100	EHS Accounting Operations (Employee)	TRUE	1	Other	19100		1910
27200	EMC Radiology - MRI (JobCode)	TRUE	2	Ancillary	27200		2720
101020	EMA Internal Medicine (Provider Summary)	TRUE	10	EMA	101020		1010
<							>
				[OK	Can	:el

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 Adminribbon tab, click Admin Task Panes, and select Budget Admin.



2. In the Budget Files Administrationsection, 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 readonly—regardless of your security permissions.

Navigating budget plan files

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

The Navigation panel is the primary way in which to open the different sheets that make up the budget plan file. To open a specific sheet, double-click the tab name.

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

Navigation ^	Ava Ha	urly Rate - Staff											
O Read Instructions Budget Budget Budget Genetee Budget Summary Genetee Batistic Budget S Review Revenue Budget Complete Labor Budget - Employee S Complete Expense Budget	Summary 19100 - EHS Account	ting Operations (Emp	oloyee)										
Add New Initiatives Complete Operating Plan Oreview Department History Add Supporting Files Come Rudent Advance when complete			FY18 Actual	FY19 Actual	FY20 Budget	FY20 Projected	FY21 Budget	Proj-Bud Variance Amt	Proj-Bud Variance %	New Initiatives	Final Budget	Proj-Bud Variance Amt	Proj-Buc Variance %
Save bouger - Auvance when complete	Financial Summary												
	,												
Dauble allah a name	Salaries		366,721	242,539	372,655	591,186	800,220	(209,034)	(35.4%)	0	800,220	(209,034)	(35.49
Double-click a name	Employee Benefits		80,590	54,242	169,876	221,286	356,121	(134,835)	(60.9%)	0	356,121	(134,835)	(60.99
to open sheets	Supplies		15,609	10,431	18,925	18,252	18,954	(702)	(3.8%)	0	18,954	(702)	(3.89
	Depreciation		8,586	5,725	8,775	8,552	8,800	(248)	(2.9%)	0	8,800	(248)	(2.99
	Other Expense		30,067	19,727	30,257	29,701	30,015	(313)	(1.1%)	0	30,015	(313)	(1.19
		Total Expenses	501,574	332,663	600,487	868,977	1,214,109	(345,132)	(39.7%)	0	1,214,109	(345,132)	(39.79
		Contribution Margin	(501,574)	(332,663)	(600,487)	(868,977)	(1,214,109)	(345,132)		0	(1,214,109)	(345,132)	
	Statistical Analysis												
	Inpatient Key Statistic		0	0	0	873	873	0	0.0%	0	873	0	0.09
	Other Key Statistic		362	365	365	366	365	(1)	(0.3%)	0	365	(1)	(0.39
		Total-Key Statistic	362	365	365	1,239	1,238	(1)	(0.1%)	0	1,238	(1)	(0.19
	Salaries / Unit		1,013.042	664.490	1,020.972	477.147	646.262	(169.114)	(35.4%)	0.000	646.262	(169.114)	(35.49
	Benefits / Unit		222.624	148.608	465.413	178.601	287.605	(109.005)	(61.0%)	0.000	287.605	(109.005)	(61.09
	Supplies / Unit		43.119	28.577	51.848	14.731	15.307	(0.576)	(3.9%)	0.000	15.307	(0.576)	(3.99
	Other Expense / Unit		106.778	69.732	106.937	30.874	31.347	(0.473)	(1.5%)	0.000	31.347	(0.473)	(1.5
		Total Exp / Unit	1,385.563	911.407	1,645.170	701.353	980.521	(279.168)	(39.8%)	0.000	980.521	(279.168)	(39.89
		addression and a second	(1.205.562)	(011.407)	(1 645 170)	(701 252)	(000 501)	(070.100)	20.00	0.000	(000 531)	(270.100)	20.07

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.

Summary

19100 - EHS Accounting Operations (Employee)

	FY18 Actual	FY19 Actual	FY20 Budget	FY20 Projected	FY21 Budget	Proj-Bud Variance Amt	Proj-Bud Variance %
Financial Summary							
Salaries	366,721	242,539	372,655	591,186	800,220	(209,034)	(35.4%)
Employee Benefits	80,590	54,242	169,876	221,286	356,121	(134,835)	(60.9%)
Sunnlies	15 609	10 431	18 925	18 252	18 954	(702)	(2.8%)
Contribution Margin / Unit	(1,385.563)	(911.407)	(1,645.170)	(701.353)	(980.521)	(279.168)	39.8%
Hours Analysis							
Paid FTEs - Staff	9.08	6.09	9.07	13.60	17.70	(4.10)	(30.1%)
Total Paid FTEs	9.08	6.09	9.07	13.60	17.70	(4.10)	(30.1%)
✓ ✓ ► I Summary Stat_Rev Expense Employee							

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.

<	Axiom Assistant	A Home 💈	BUD21] 19100	Initiatives	🖅 Plan	🐻 Dept History	🔄 [BUD21] 27	200 (R/O)	Initiatives (R/O)	🖾 Plan (R/O)	🗑 Dept Histor	(R/O) ×
ly Files and Tasks	Navigation ▲ ① Read Instructions ② Budget ③ Review Budget Summary ③ Complete Statistic Budget 条 Review Revenue Budget 条 Review Revenue Budget	Depart 27200 - EMC	Actual	tory (JobCode)	<u> </u>	Last Year Actual						
ud Admin N	 \$ Complete Expense Budget # Add New Initiatives Complete Operating Plan Review Department History Add Supporting Files Save Budget - Advance when complete 	A Key Departm 1	nent Statistics 10 IP Procedures			Jul-18 Actual 1,408	Aug-18 Actual 1,458	Sep-18 Actual 1,276	Oct-18 Actual 1,276	Nov-18 Actual	Dec-18 Actual 1,369	Jan-19 Actual

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. Initiatives A Home [BUD21] 19100 🔁 Plan 😰 Dept History

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 (^{Pa}) to display. The system may display a warning message if you attempt to save the budget. When this happens, enter a comment in the Comment field explaining the reason(s) for the variance. Entering a comment allows you to save the budget normally.

Understanding source data

The majority of a budget is pre-populated with data. Sources for this data include:

- **Dimension tables** When you open a plan file, Axiom Budgeting typically runs a query against one or more dimension tables and returns data for the specified department, account, and so on.
- **Data tables** These tables contain data associated with one or more dimensions. Budgeting-related examples include Financial and Payroll data tables.
- **Driver files** Some cells in plan files contain formulas that reference assumptions (key statistics) contained in the plan file's driver files.
- File group variables Axiom Budgeting can associate certain variables with a file group. The variable most often used in Axiom Budgeting 2022.1 is the file group year, which is set by Syntellis when initially creating the file group.
- Other cells / other sheets Some values are calculated based on the contents of other cells or sheets within the plan file.

Understanding calculation methods

Calculation methods (calc methods) are pre-formatted groups of rows with pre-defined cell contents that can be inserted into plan files or reports. For instance, a budget plan file might use calc methods to insert multi-line records for each account associated with a given department.

The cells in a calc method may include formulas. These formulas might incorporate variables that reference the year of an associated file group or an assumption or configuration setting in a driver file. Some calc methods also incorporate user-defined variables.

Creating or modifying a budget plan file

Reading instructions

Overview

The Instructions sheet provides information related to the following areas:

- Timeline and Deadlines for Submitting Budgets Dates and other deadline information for submitting your budget.
- Your Contact for Budgeting Questions Is The name and contact information for the person in your organization to contact if you have questions about managing the budget plan file.
- Budget Assumptions Overall, high-level assumptions that may be important when creating your budget.
- Instructions for Budgeting Instructions related to navigating and entering information in the budget.

NOTE: The information on this tab, including the section names, are determined and set up by your organization. If you have Administrator privileges, you can add or edit the contents of this tab in the Budget Assumptions driver.

Instructions

101010 - EMA Internal Medicine (Provider Detail)

-	

Timeline and Deadlines for submitting budgets:	Due
1 Attend Budget Training\Work Session	02/28/17
2 Review Provider Volumes	02/28/17
3 Review Department Statistic Budget	02/28/17
4 Review Provider Compensation	02/28/17
5 Adjust Staffing to Match Statistic Budget	02/28/17
6 Complete Other Department Expenses	04/04/17
7 Review Overall Budget	04/09/17
8 Submit Completed Budget to Finance	04/11/17

Your contact for Budgeting Questions is:

	Charlie Credit, Extension 1234
Budget Assumptions	Change
1 Overall Change in Encounters	3.3%
2 New location will open January 1st	3.3%
3 4 Family Practice providers will be recruited	0.0%
4 Current Staffing must absorb any anticipated volume change	0.0%
5 All Inflation assumptions will be provided by Finance	0.0%
6 All rate changes will be provided by Finance	0.0%
7 Outpatient Care Center will perform ALL Surgery Triage	0.0%
8 Overall reduction in overtime usage	0.0%

Instructions for Budgeting:

Obtain a copy of the instructions from Budget Administration and read before you begin.

Budget Plan File Legend	
History or calculation	12,345
Input Area	12,345
Drop-Down Selection	Admissions

Modify worksheets as Follows:

a STATISTICS: Adjust the Current Year Projection & Next Years Budget Accordingly

- b REVENUE: Adjust the Current Year Projection & Next Years Budget Accordingly
- c JOBCODE: Modify JobCode worksheet according to instructions
- d EMPLOYEE LISTING: (Information only) Displays currently assigned employees
- e EXPENSE: Adjust the Current Year Projection & Next Years Budget Accordingly
- f HISTORY: (Information only) Displays historical monthly account activity

Printing - Select AXIOM Ribbon, Print and select desired items.

Save Data - Select AXIOM Ribbon, Save. This saves the plan file and posts changes to the database. If any errors occur during this process, please contact Charlie Credit, Extension 1234.
Reviewing budget summary

Overview

The Summary sheet provides an overview of the entire budget. Before making revisions, review the Summary tab to get a sense of where the budget currently stands. After completing revisions, return to the Summary sheet to see how the figures have changed. This sheet is also useful when submitting a budget plan file for leadership review.

This sheet includes data from two sources:

- **Base Budget** Summary of inputs on Stat_Rev and Expense tabs based on KHASum (set in column U in the ACCT dimension table).
- New Initiatives Incremental volumes, revenue, FTEs, and expenses for approved new initiatives. It does not include data from unapproved initiatives.

This tab includes the following sections:

The Financial Summary section displays totals from the other tabs, along with the contribution margin. The Analysis sections consist of Statistical Analysis and Hours Analysis, and features calculated metrics to help gauge the reasonableness of a submitted budget.

Summary

101010 - EMA Internal Medicine (Provider Detail)

	FY 2018 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 Common							0.00× 0.00×			124
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%
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%)
Colorise (11-it)	100.155	100 100	500 101	101.400		151 455	100.00	0.000	151 455	100.000
Salaries / Unit	108.156	109.133	502.191	151.455	0.000	151.455	100.0%	0.000	151.455	100.0%
Supplies (Unit	20.430	28.029	123.346	55.464	0.000	55.464	100.0%	0.000	55.464	100.0%
Other European (Unit	7.331	7.392	0.148	0.915	0.000	0.915	100.0%	0.000	6.913	100.0%
Total Expense / 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%)
contribution margin / one	(200.022)	(203.001)	(302.433)	(234.372)	0.000	234.372	(100.070)	0.000	234.372	(100.070)
Hours Analysis										
Paid FTEs - Staff	80.47	53.83	62.88	90.71	75.14	15.57	17.2%	75.14	15.57	17.2%
Paid FTEs - Contract	0.18	0.12	0.00	0.18	0.00	0.18	100.0%	0.00	0.18	100.0%
Total Paid FTEs	80.65	53.95	62.88	90.89	75.14	15.75	17.3%	75.14	15.75	17.3%
Paid FTEs - Physician	8.37	5.60	16.67	0.00	0.00	0.00	0.0%	0.00	0.00	0.0%
Paid FTEs - MidLevel	7.00	4.69	13.35	13.10	19.39	(6.30)	(48.1%)	19.39	(6.30)	(48.1%)
Avg Hourly Rate - Staff	\$32.41	\$40.39	\$35.70	\$30.80	\$25.63	\$5.17	16.8%	\$25.63	\$5.17	16.8%
Total Paid Hours / Unit	1.713	1.536	7.193	3.895	0.000	3.895	100.0%	0.000	3.895	100.0%

Statistics and Revenue sheet

Overview

Use this sheet to review and adjust current year projection amounts and next year's budget for statistics, revenues, and deductions. The sheet is segmented into two main areas: statistics and revenue.

NOTE: Provide comments in any red comment cells.

Statistics section

The following table describes the sections in this sheet:

Statistics and Revenue

101010 - EMA Internal Medicine (Provider Detail)

				100 No. 100223					1.15. T. 16.27
٨٥٥		Dec-20	Jan-21 Budget	Feb-21	Mar-21	Apr-21	May-21	Jun-21 Budget	Total
Acc	a	Budget	Budget	Budget	Budget	Budget	Budget	budget	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 S	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 driver.
	NOTE: If a statistic Dept/Acct combination is listed in the Budget 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)

		Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Total
Acc	t	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
40000	Capitation Adjustment	0	0	0	0	0	0	0	0
40000	Capitation Adjustment	0	0	0	0	0	0	0	0
40000	DPO Contractual Allowance	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	C
52810	Charity Discounts	0	0	0	0	0	0	0	C
52810	Charity Discounts	0	0	0	0	0	0	0	0
50100	Mcare - Inpatient Discount	0	0	0	0	0	0	0	C
	Double Click to Insert New Deduction								
	Total - Deductions	0	0	0	0	0	0	0	C
	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
50001	Double Click to Insert New Other Revenue	1,551	1,551	1,551	1,551	1,551	1,551	1,551	20,107
	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	C
	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	Inpatient RevenueOutpatient RevenueOther Patient Revenue
	the Provider module license.	
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.

Key Department	Statistics								
459	RVUs-Worked	0	0	0	0	0	0	0	0
459	RVUs-Worked Double Click to Insert New Key Statistic	0	0	0	0	0	0	0	0
	Total Key Statistics	0	0	0	0	0	0	0	0

3. In the Insert Calc Method(s) in sheet Stat_Rev dialog, select the calc method to insert, and click OK.

NOTE: If the line only uses or your organization is only licensed for one type of calc method, this dialog will not display. The system will open the Calc Methods Variable dialog instead.

- 4. In the Calc Methods Variable dialog, enter or select the account and department number, and click OK.
- 5. Enter the appropriate values in the blue cells, as needed.
- 6. After making your changes, in the Main ribbon tab, click Save.

Reviewing employee master

Overview

Use the Employee Listing sheet as reference to calculate when salary adjustments occur throughout the planning cycle. This sheet lists all employees by job code and includes details regarding each employee's current and next year's rate as well as their merit and market increase month and percentage.

Employee Listing

Employee Listing

27200 - EMC Kadiology - MKI (JobCode)																				
	Roll Current	Rate to En	d of Year			Merit Inc	reases for Bud	get		Market Increase for Budget				Market In	crease 2 for E	Budget				
Job	Base	CYReview	CYReview	CY	Beginning	Review	Review	Annual		Effective	Market	Market		Effective	Market	Market	Budget	Yr-End	Empl	Sched
Code	Rate	Date	Month	Inc %	Rate	Date	Month	Inc %	Rate	Date	Month	Inc %	Rate	Date	Month	Inc %	Rate	Rate	Status	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	А	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																				
100397 Ditte Jacob J	\$27.00	Aug.	2	0.00%	\$27.00	A	2	2 0.096	\$27.00	Der	6	0.00%	\$27.00	Anr	10	0.00%	\$27.00	\$27.00		1.00
300267 Pitre, Jason 3.	\$27.00	Aug	4	0.00%	\$27.00	Aug	6	3.00%	\$21.00	Dec	0	0.00%	\$27.00	Apr	10	0.00%	\$27.00	\$27.00	~	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 1
J00646 Radiology Technician																				
100210 10000 10000 2				0.000	405.00			2 0001	407.07			0.000	407.07			0.000	407.07	407.07		
JODG46 Dalle Aimen II	\$20.28	Jan	2	0.00%	\$20.28	Jan	2	3.00%	527.07	Dec	6	0.00%	\$27.07	Apr	10	0.00%	\$27.07	\$27.07		0.10
Judeko Bell, Almer H.	\$23.77	sep	3	0.00%	\$23.17	sep	3	3.00%	\$20.34	Dec	6	0.00%	\$20.34	Apr	10	0.00%	\$20.34	\$20.34		1.00
100646 Dukes, stephanie D.	\$26.20	Aug	2	0.00%	\$26.20	Aug	2	3.00%	\$20.99	Dec	6	0.00%	\$20.99	Apr	10	0.00%	\$20.99	\$20.99		1.00
100040 Chisolin, Harles C.	\$20.57	Dec	0	0.00%	\$20.57	Dec	0	3.00%	\$27.10	Dec	6	0.00%	\$27.10	Apr	10	0.00%	\$27.10	\$27.10		1.00
200646 Hunddod Adolindo A	\$25.55	tul.	9	3.00%	\$20.32	Mar	9	3.00%	\$27.11	Dec	6	0.00%	\$27.11	Apr	10	0.00%	\$27.11	\$27.11		1.00
100545 Pure leffere M	\$24.05	501	10	0.00%	\$27.51	241	10	3.00%	327.78	Dec	0	0.00%	\$27.70	Apr	10	0.00%	\$26.77	\$26.70		0.00
Judeeo Ryan, Jerney W.	\$24.00	Apr	10	3.00%	\$20.01	Apr	10	3.00%	320.57	Dec	0	0.00%	\$20.57	Apr	10	0.00%	\$20.37	\$20.37		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.

7200 ENG Bedielers MBL (Jeb Cede)																
200 - Elvic Radiology - Miki (Jobcode)	Poll Current	Pate to End	of Year			Merit Incr	eases for Bud	aet		Market In	rease for Bu	daet		Market In	rease 2 for l	Rudget
Job	Base	CYReview	CYReview	CY	Beginning	Review	Review	Annual		Effective	Market	Market		Effective	Market	Market
Code	Rate	Date	Month	Inc %	Rate	Date	Month	Inc %	Rate	Date	Month	Inc %	Rate	Date	Month	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. J00646 Bell, Aimee H. J00646 Dukes, Stephanie D. J00646 Chisolm, Frances C. J00646 Fynn, Michael S. J00646 Haddad, Melinda A. J00646 Ryan, Jeffrey W.		0.10 1.00 1.00 1.00 1.00 1.00 0.60												
Padialagy Tashnisian Totak	Increase 9/1	0.10%	0.70%	1 2 2 9/	1 2 2 9/	1 2 2 9/	1 7 4 9/	1 0 0 9/	1 0 0 %	2 2 2 9/	2 6 2 9/	2 6 2 9/	2 6 2 8/	1 6 79/

The remaining section of the sheet is devoted to the scheduled hours for scheduled FTE employees. The system projects scheduled hours based on when the employee was hired and whether they are working full or part time.

Keep in mind the following when using this sheet:

- Employees are only listed in their home department. The Jobcode sheet may show more employees than what are listed for the job code in the Employee Listing sheet. This means that employees have been borrowed from other departments.
- The Employee Listing sheet only displays current active employees.
- To add an employee, you must do so through the labor method itself. For example, if you use the employee budgeting methodology, you must add a new employee in the Employee sheet.
- Merit and market increase factors are defined in the LaborRates sheet of the Budget Labor Assumptions driver.
- This sheet incorporates max rate logic to calculate the lump sum payout if an employee is currently above their max limit or defined increases will put them above the limit.
- Max limits are defined in the Budget Labor Limits driver.

Use this sheet to calculate PTO accrual hours if activated in the Budget Configuration driver.

Labor sheets

Overview

Different departments may use different methodologies to track their labor expenses (FTEs and salary dollars). To facilitate this, the budget plan file template includes several different labor sheets for tracking payroll. When a department's budget plan file is first created, the system copies the payroll sheet specified for that department in the LaborType field of the DEPT dimension table.

There are four Labor sheets used to cover these methodologies:

- JobCode Use for departments needing the ability to adjust FTEs on a monthly basis or based on volume.
- **Employee** Use to allow departments to budget at the employee level. No volume adjustments are included in the salary calculations.
- **Staffing** Use for 24/7 departments to prepare the budget by shift/day of the week.
- ADC Configuration Use for nursing departments to prepare the budget Average Daily Census (ADC) and Nursing Staffing grid levels by job class.

NOTE: This tab only works with the JobCode tab.

JobCode sheet

Overview

The JobCode sheet is used for departments that need to adjust FTEs on a monthly basis or based on volume.

		1																		
							PROD Hrs/Unit	8.807	7.760	7.680					7.680	7.680	7.680	7.680	7.680	7.6
							Target Hrs/Unit	7.760	7.760	7.680					7.680	7.680	7.680	7.680	7.680	7.6
							FTEs From Target	(5.28)	0.00	0.00					0.00	0.00	0.00	0.00	0.00	0.
							PAID Hrs/Unit	9.772	8.701	8.466					8.468	8.463	8.589	8.666	8.307	8.3
							Prod %	90.1%	89.2%	90.7%					90.7%	90.7%	89.4%	88.6%	92.4%	92.
In the Court of																				
JobCode																				
26610 - EMC 6	A (JobCode ADC)																			
							ETEs - Projected	Using Actual			Dollars									
			Current	Start	End	Alloc	FY 2020	YTD	Mar-Jun	EY 2021	Mar-Jun	FY 2021		Spread	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-2
Job Code			Rate	Rate	Rate	Rate	Budget	Actual	Projected	Budget	Projected	Budget	Notes	Method	FTEs	FTES	FTEs	FTEs	FTEs	FTE
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			64.52	65.56	67.01	67.58	65.11	57.
	Table Deserves Additions								0.00	0.00					0.00	0.00	0.00	0.00	0.00	
	Total Program Additions								0.00	0.00		0			0.00	0.00	0.00	0.00	0.00	0.
	Total Posición changes								0.00	0.00		0			0.00	0.00	0.00	0.00	0.00	
	Total Productive FTEs						0.00	44.40	39.12	39.05		1,701,025			58.52	59.50	59.92	59.89	60.20	52.
	Total Non-Productive FTEs						0.00	4.86	4.75	4.00		228,046			6.00	6.07	7.09	7.69	4.92	4.
ITarcetAdi	Variable Productive Adjustment to Target								(2.26)	3.43	(20.165)	155.660			7.16	8.06	8.41	8.40	8.38	5
rangebrog	variable recourse regulation to range									5,45	(23,103)	155,000								
109999	Contract Labor	125.00	125.00	125.00			0.00	0.00	0.00	0.00	0	0			0.00	0.00	0.00	0.00	0.00	0.
109999	Contract Labor - Category 2	250.00	250.00	250.00			0.00	0.00	0.00	0.00	0	0			0.00	0.00	0.00	0.00	0.00	0.1
Jinitiative	New Initiatives									0.00		0			0	0	0	0	0	
J00031	Clinical Technician			Technical			Variable													
	Total Productive						0.00	1.34	8.41	5.59	53,046	104,874			8.40	8.40	8.40	8.40	8.40	8.
	Total Non-Productive						0.00	0.19	1.22	0.62	7,594	15,014			0.86	0.96	1.17	1.74	1.10	1.
	JobCode Total						0.00	1.54	9.63	6.21	60,641	119,888			9.26	9.36	9.57	10.14	9.50	9.
	▲ Double click to show details																			
		-					-			0										_
J00090	Unit Clerk I			Clerical			Fixed			10.47					(0.75)		10.071			
	Total New Productive						0.00	0.02	0.01	(0.17)	/1	210			(0.75)	(0.58)	(0.27)	(0.12)	(0.10)	(0.
	lobCode Total						0.00	0.00	0.00	0.10	71	210			0.01	0.01	0.01	0.01	0.01	0.
	Double dick to show details						0.00	0.05	0.01	0.01		2.10	-		0.01	0.01	0.01	0.01	0.01	
	+ 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			29.40	29.40	29.40	29.40	29.40	25.
	Total Non-Productive						0.00	2.32	1.93	1.96	57,224	167,677			2.57	2.92	3.71	4.17	2.62	1.
	JobCode Total						0.00	25.07	20.86	21.00	420,575	1,301,524			31.97	32.32	33.11	33.57	32.02	26.
	T Double click to hide details																			
J00191	Staff RN			RN		0.00	Variable	60.0%	3.75	3.74	Work	ed Hours Per Unit		Effective FTE	0.00	0.00	0.00	0.00	0.00	0.0

This sheet is comprised of three main areas:

Summary and Target

This area displays at the top of the sheet and provides an overview of the productive hours, target hours per unit, FTEs from target, paid hours per unit, and the productive percentage. This area automatically updates as detail is added to each job code block. Targets are defined by department on the Budget Labor Benchmark driver.

The Summary and Target area provides a quick and easy way to ensure that your numbers are on track without having to dive into the details.

							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%			
labCada													
Jobcode													
26610 - EMC 6A	(JobCode ADC)												
							FTEs - Projected	Using Actual			Dollars		1
			Current	Start	End	Alloc	FY 2020	YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021	
Job Code			Rate	Rate	Rate	Rate	Budget	Actual	Projected	Budget	Projected	Budget	No
JStat	Dept Primary Statistic							7,017	3,509	10,606			
	Departmental Total						0.00	49.26	43.87	43.05	585,893	1,929,071	
	Total Program Additions								0.00	0.00		0	
	Total Position Changes								0.00	0.00		0	
	i eta i esta en en esta esta esta esta esta esta esta esta								0.000	0.00			-
	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	
109999	Contract Labor	125.00	125.00	125.00			0.00	0.00	0.00	0.00	0	0	
109999	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

		<i>c</i>	<i>.</i>	F 1		F1/ 2020	VTD				and the second second
						FTEs - Projected	Using Actual			Dollars	
obCode ADC)											
						Prod %	90.1%	89.2%	90.7%		
						Decid 9/	00.19/	90.29/	00.7%		
						PAID Hrs/Unit	9.772	8.701	8.466		
						FTEs From Target	(5.28)	0.00	0.00		
						Target Hrs/Unit	7.760	7.760	7.680		
						PROD Hrs/Unit	8.807	7.760	7.680		
	lobCode ADC)	PROD Hrs/Unit Target Hrs/Unit FTEs From Target PAID Hrs/Unit Prod % IobCode ADC) FTEs Projected	PROD Hrs/Umit 8.807 Target Hrs/Unit 7.760 FTEs From Target (5.28) PAID Hrs/Unit 9.772 Prod % 90.1%	PROD Hrs/Unit 8.807 7.760 Target Hrs/Unit 7.760 7.760 FTEs From Target (5.28) 0.000 PAID Hrs/Unit 9.772 8.701 Prod % 90.1% 89.2% bobCode ADC) FTEs - Projected Using Actual FTEs - Projected Using Actual	PROD Hrs/Unit 8.807 7.760 7.680 Target Hrs/Unit 7.760 7.680 7.680 FTEs From Target (5.28) 0.00 0.000 PROD Hrs/Unit 9.772 8.701 8.465 Prod % 90.1% 89.2% 90.7%	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 8.761 8.466 Prod % 90.1% 89.2% 90.7%					

			Current	Start	End	Alloc	FY 2020	YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021
Job Code			Rate	Rate	Rate	Rate	Budget	Actual	Projected	Budget	Projected	Budget
JStat	Dept Primary Statistic							7,017	3,509	10,606		
	Departmental Total						0.00	49.26	43.87	43.05	585,893	1,929,071
	Total Program Additions								0.00	0.00		0
	Total Position Changes								0.00	0.00		0
	Total Productive FTEs						0.00	44.40	39.12	39.05		1,701,025
	Total Non-Productive FTEs						0.00	4.86	4.75	4.00		228,046
JTargetAdj	Variable Productive Adjustment to Target								(2.26)	3.43	(29,165)	155,660
109999	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)												
							FTEs - Projected	Using Actual			Dollars		
		C	urrent	Start	End	Alloc	FY 2020	YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021	
Job Code			Rate	Rate	Rate	Rate	Budget	Actual	Projected	Budget	Projected	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	
	T 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.

JobCode	A (JahCada ADC)														
20010 - ENIC 0	()Obecide Abe)						FTF- Declasted	Hainen Astron	5		Deller		í		
			Current	Start	End	Alloc	FIEs - Projected	Using Actual	Mar-lun	EX 2024	Dollars Mar-Jun	EV 2024		Spread	Jul.2
Job Code			Rate	Rate	Rate	Rate	Budget	Actual	Projected	Budget	Projected	Budget	Notes	Method	FTEs
JInitiative	New Initiatives									0.00		0			
J00031	Clinical Technician			Technical			Variable								
	Total Productive						0.00	1.34	8.41	5.59	53,046	104,874			8,
	Total Non-Productive						0.00	0.19	1.22	0.62	7,594	15,014			0.
	JobCode Total						0.00	1.54	9.63	6.21	60,641	119,888			9.
	T Double click to hide details														
J00031	Clinical Technician			Technical		50.00	Variable	60.0%	1.67	1.10	Work	ed Hours Per Unit	Target Worked Hours Per Unit 50	Effective FTE	0.0
	Current Paid FTEs						0.00	1.54	9.63	6.21					9.
	Program Additions			\$8.97					0.00	0.00				Fixed	0.
	Position Changes			\$8.97					0.00	0.00				Fixed	0)
	Fixed/Volume Spread Variance									0.00					0.
	Total Paid FTEs						0.00	1.54	9.63	6.21					9.
	Regular	History	\$8.70	\$8.97	\$8.97	85.3%	0.00	1.31	8.21	5.46	51,246	101,315			8.
	Overtime	150.0%	\$12.50	\$12.88	\$12.88	2.1%	0.00	0.03	0.20	0.13	1,800	3,559		FTEAlloc	0.
	Education	100.0%	\$8.70	\$8.97	\$8.97	0.0%	0.00	0.00	0.00	0.00	0	0		Global	0)
	Lump Sum Payout						0.00				0	0			
	Clinical Technician - Total Productive					87.4%	0.00	1.34	8.41	5.59	53,046	104,874			8,
	Paid Time Off using YTD	100.0%	\$8.70	\$8.97	\$8.97	12.6%	0.00	0.19	1.22	0.62	7,594	15,014		FTEAlloc	0.
	Double Click to Insert New Pay Type														
	Clinical Technician					100.0%	0.00	1.54	9.63	6.21	60,641	119,888			9.
	Accrued PTO rate from Empl_List		\$8.70	\$8.97	\$8.97	0.0%						0			
	Calendar YTD for Retirement calc														

Sheet columns

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

Column Name	Column Letter	Description
Job Code	А	The job code identification number (using Jobcode.KHABgtCode).
Current Rate	G	The hourly rate as of the start of the budget process.
Start Rate	Н	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	К	Scheduled FTEs from the labor master file or CYB FTEs depending on the configuration option chosen in the Budget Configuration Assumptions driver file.
YTD Actual	L	Year-to-date FTEs from the Payroll26 database.
<i>Month-Month</i> Projected (FTEs)	М	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 <i>Month</i> FTEs columns (columns S-AD).
Month-Month Projected (Dollars)	0	Projected dollars for the remaining months of the current fiscal year.
FY20XX Budget (Dollars)	Р	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.
<i>Month-Year</i> Hours	AG-AS	Hours spread across months, including total budgeted hours.
<i>Month-Year</i> Dollars	AT-BF	Dollars spread across months, including total budgeted dollars.
Month-Year FICA	BH-BT	FICA spread across months, including total budged FICA.
Projected FICA	BW	Total projected FICA amount.
Month-Month Hours	ВХ	Total budgeted hours for the remaining months of the fiscal year.

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

Updating the staffing ratio for a job code

Use these instructions if you want to change the default staffing ratio type.

To update staffing ratio type for a job code:

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

JobCode 27200 - EMC Rae	diology - MRI (JobCode)											
						FTEs - Projected	Using Actual			Dollars		
		Current	Start	End	Alloc	FY 2020	YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021	
Job Code		Rate	Rate	Rate	Rate	Budget	Actual	Projected	Budget	Projected	Budget	Notes
JInitiative	New Initiatives								0.00		0	
J00200	Technologist Assistant-Ro		Assistant			Variable						
	Total Productive					0.00	0.42	0.42	0.42	2,220	6,687	
	Total Non-Productive					0.00	0.03	0.03	0.03	136	409	
	JobCode Total					0.00	0.45	0.45	0.45	2,356	7,096	
[L 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**.

JobCode 27200 - EMC Ra	diology - MRI (JobCode)											
						FTEs - Projecter	l Using Actual		_	Dollars		
		Current	Start	End	Alloc	FY 2020	YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021	
Job Code		Rate	Rate	Rate	Rate	Budget	Actual	Projected	Budget	Projected	Budget	Notes
JInitiative	New Initiatives								0.00		0	
J00200	Technologist Assistant-Ro		Assistant			Variable						
	Total Productive					0.00	0.42	0.42	0.42	2,220	6,687	
	Total Non-Productive					0.00	0.03	0.03	0.03	136	409	
	JobCode Total					0.00	0.45	0.45	0.45	2,356	7,096	
	L Double click to show details											

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

JobCode												
27200 - EMC Ra	diology - MRI (JobCode)											
							FTEs - Projected	Using Actual	S		Dollars	
			Current	Start	End	Alloc	FY 2020	YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021
Job Code			Rate	Rate	Rate	Rate	Budget	Actual	Projected	Budget	Projected	Budget
JInitiative	New Initiatives									0.00		0
J00200	Technologist Assistant-Ro			Assistant			Variable					
	Total Productive						0.00	0.42	0.42	0.42	2,220	6,687
	Total Non-Productive						0.00	0.03	0.03	0.03	136	409
	JobCode Total						0.00	0.45	0.45	0.45	2,356	7,096
	T Double click to hide details											
J00200	Technologist Assistant-Ro			Assistant		0.00	Fixed					
	Current Paid FTEs						0.00	0.45	0.45	0.45		
	Program Additions			\$7.43					0.00	0.00		
	Position Changes			\$7.43					0.00	0.00		
	Fixed/Volume Spread Variance									0.00		
	Total Paid FTEs						0.00	0.45	0.45	0.45		
	Regular	Base	\$7.21	\$7.43	\$7.65	89.8%	0.00	0.40	0.40	0.40	2,070	6,235
	Overtime	150.0%	\$10.81	\$11.14	\$11.47	4.3%	0.00	0.02	0.02	0.02	150	452
	Education	100.0%	\$7.21	\$7.43	\$7.65	0.0%	0.00	0.00	0.00	0.00	0	0
	Lump Sum Payout						0.00				0	0
	Technologist Assistant - Total Production	e				94.1%	0.00	0.42	0.42	0.42	2,220	6,687
	Paid Time Off using YTD	100.0%	\$7.21	\$7.43	\$7.65	5.9%	0.00	0.03	0.03	0.03	136	409
	Double Click to Insert New Pay Type											
	Technologist Assistant					100.0%	0.00	0.45	0.45	0.45	2,356	7,096
	Accrued PTO rate from Empl_List		\$7.21	\$7.43	\$7.65	8.5%						0
	Calendar YTD for Retirement calc											

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

Updating the allocation rate for a job code pay type

To update the allocation rate for a job code pay type:

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

JobCode 27200 - EMC Ra	diology - MRI (JobCode)											
		 	<i>a.</i> .			FTEs - Projected	d Using Actual			Dollars		
		Current	Start	End	Alloc	FY 2020	YID	Mar-Jun	FY 2021	Mar-Jun	FY 2021	
Job Code		Rate	Rate	Rate	Rate	Budget	Actual	Projected	Budget	Projected	Budget	Notes
JInitiative	New Initiatives								0.00		0	
J00200	Technologist Assistant-Ro		Assistant			Variable						
	Total Productive					0.00	0.42	0.42	0.42	2,220	6,687	
	Total Non-Productive					0.00	0.03	0.03	0.03	136	409	
	JobCode Total					0.00	0.45	0.45	0.45	2,356	7,096	1
[L Double click to show details											

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

Code												
0 - EMC Rac	liology - MRI (JobCode)											
							FTEs - Projected	Using Actual			Dollars	
			Current	Start	End	Alloc	FY 2020	YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021
Job Code			Rate	Rate	Rate	Rate	Budget	Actual	Projected	Budget	Projected	Budget
JInitiative	New Initiatives									0.00		
100200	Technologist Assistant Po			Accietant			Variable					
100200	Total Productive			A solution			0.00	0.42	0.42	0.42	2 220	6.69
	Total Non-Productive						0.00	0.03	0.03	0.03	136	40
	JobCode Total						0.00	0.45	0.45	0.45	2.356	7.09
7	Double click to hide details						0.00			0110	0,000	
J00200	Technologist Assistant-Ro			Assistant		0.00	Fixed					
	Current Paid FTEs						0.00	0.45	0.45	0.45		
	Program Additions			\$7.43					0.00	0.00		
	Position Changes			\$7.43					0.00	0.00		
	Fixed/Volume Spread Variance									0.00		
	Total Paid FTEs						0.00	0.45	0.45	0.45		
	Regular	Base	\$7.21	\$7.43	\$7.65	89.8%	0.00	0.40	0.40	0.40	2,070	6,23
	Overtime	150.0%	\$10.81	\$11.14	\$11.47	4.3%	0.00	0.02	0.02	0.02	150	45
	Education	100.0%	\$7.21	\$7.43	\$7.65	0.0%	0.00	0.00	0.00	0.00	0	
	Lump Sum Payout						0.00				0	
	Technologist Assistant - Total Productiv	e				94.1%	0.00	0.42	0.42	0.42	2,220	6,68
	Paid Time Off using YTD	100.0%	\$7.21	\$7.43	\$7.65	5.9%	0.00	0.03	0.03	0.03	136	40
	Double Click to Insert New Pay Type											
	Technologist Assistant					100.0%	0.00	0.45	0.45	0.45	2,356	7,09
	Accrued PTO rate from Empl_List		\$7.21	\$7.43	\$7.65	8.5%						
	Calendar YTD for Retirement calc											

- 3. In the Notes column (column Q), enter comments, as needed.
- 4. After making your changes, in the budget file Navigation panel, click **Save Budget**.
- Updating the spread method for a job code pay type

To update the spread method for a job code pay type:

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

JobCode 27200 - EMC Rad	diology - MRI (JobCode)					FTEs - Projected	Using Actual			Dollars		
		Current	Start	End	Alloc	FY 2020	YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021	
Job Code		Rate	Rate	Rate	Rate	Budget	Actual	Projected	Budget	Projected	Budget	Not
JInitiative	New Initiatives								0.00		0	
J00200	Technologist Assistant-Ro		Assistant			Variable						
	Total Productive					0.00	0.42	0.42	0.42	2,220	6,687	
	Total Non-Productive					0.00	0.03	0.03	0.03	136	409	
	JobCode Total					0.00	0.45	0.45	0.45	2,356	7,096	1
[L Double click to show details											

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

lah Cada		Spread	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Total
lob Code	New Initiatives	Wethod	FIES	FIES											
Jinitiative	New Initiatives		0	0	U	0	U	U	0	0	0	0	0	0	
J00200	Technologist Assistant-Ro														
	Total Productive		0.42	0.42	0.42	0.42	0.42	0.42	0.42	0.42	0.42	0.42	0.42	0.42	0.42
	Total Non-Productive		0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03
	JobCode Total		0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45
	T Double click to hide details														
J00200	Technologist Assistant-Ro	Effective FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Current Paid FTEs		0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45
	Program Additions	Fixed	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Position Changes	Fixed	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Fixed/Volume Spread Variance		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total Paid FTEs		0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45
	Regular		0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40
	Overtime	FTEAlloc	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02
	Education	Global	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Lump Sum Payout														
	Technologist Assistant - Total Producti		0.42	0.42	0.42	0.42	0.42	0.42	0.42	0.42	0.42	0.42	0.42	0.42	0.42
	Paid Time Off using YTD	FTEAlloc	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03
	Double Click to Insert New Pay Type														
	Technologist Assistant		0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45

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

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

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

Adding contract labor

To add contract labor:

1. Navigate to the contract labor job code.

JobCode 27200 - EMC Ra	idiology - MRI (JobCode)												
							FTEs - Projected	Using Actual			Dollars		
			Current	Start	End	Alloc	FY 2020	YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021	
Job Code			Rate	Rate	Rate	Rate	Budget	Actual	Projected	Budget	Projected	Budget	No
JStat	Dept Primary Statistic							17,282	17,094	34,282			
	Departmental Total						0.00	7.79	36.08	26.24	658,462	1,508,825	
	Total Program Additions								0.00	0.00		0	
	Total Position Changes								0.00	0.00		0	
	Total Productive FTEs						0.00	6.98	34.90	23.77		1,330,501	
	Total Non-Productive FTEs						0.00	0.81	1.18	2.46		178,324	
JTargetAdj	Fixed Adjustment to Target								(0.46)	(0.08)	(8,393)	(4,132)	
JTargetAdj	Variable Productive Adjustment to Target								25.31	3.60	456,861	203,665	
100000	Contract Labor	24.20	24.20	24.20			0.00	0.10	0.10	0.00	2 3 2 2	0	
100000	Contract Labor Cotonom 2	24.30	24.30	24.30			0.00	0.19	0.19	0.00	3,233	0	
Unitiativo	New Initiatives	24.30	24.30	24.50			0.00	0.19	0.19	0.00	5,233	0	
Juntative	New initiatives									0.00		0	

- 2. In the Current Rate column (column G), enter the hourly rate for the contract labor.
- 3. In the Start Rate column (column H), enter the starting rate.
- 4. In the *Month-Month* **Projected** (FTEs) column (column M), enter the projected FTE value.
- 5. In the *Month-Year* FTEs columns (columns S-AD), enter the FTE spread across months.
- 6. After making your changes, in the budget file Navigation panel, click Save Budget.

Adding a new pay type for a job code

To add a new pay type for a job code:

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

JobCode 27200 - EMC Rad	diology - MRI (JobCode)					FTEs - Projected	Using Actual			Dollars		
		Current	Start	End	Alloc	FY 2020	YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021	
Job Code		Rate	Rate	Rate	Rate	Budget	Actual	Projected	Budget	Projected	Budget	Not
JInitiative	New Initiatives								0.00		0	
J00200	Technologist Assistant-Ro		Assistant			Variable						
	Total Productive					0.00	0.42	0.42	0.42	2,220	6,687	
	Total Non-Productive					0.00	0.03	0.03	0.03	136	409	
	JobCode Total					0.00	0.45	0.45	0.45	2,356	7,096	
[Double click to show details											

2. Double-click Double Click to Insert New Pay Type.

							FTEs - Projected	Using Actual			Dollars	
			Current	Start	End	Alloc	FY 2020	YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021
Job Code			Rate	Rate	Rate	Rate	Budget	Actual	Projected	Budget	Projected	Budget
J00200	Technologist Assistant-Ro			Assistant			Variable					
	Total Productive						0.00	0.42	0.42	0.42	2,220	6,68
	Total Non-Productive						0.00	0.03	0.03	0.03	136	40
	JobCode Total						0.00	0.45	0.45	0.45	2,356	7,09
	T Double click to hide details											
J00200	Technologist Assistant-Ro			Assistant		0.00	Fixed					
	Current Paid FTEs						0.00	0.45	0.45	0.45		
	Program Additions			\$7.43					0.00	0.00		
	Position Changes			\$7.43					0.00	0.00		
	Fixed/Volume Spread Variance									0.00		
	Total Paid FTEs						0.00	0.45	0.45	0.45		
	Regular	Base	\$7.21	\$7.43	\$7.65	89.8%	0.00	0.40	0.40	0.40	2,070	6,23
	Overtime	150.0%	\$10.81	\$11.14	\$11.47	4.3%	0.00	0.02	0.02	0.02	150	45
	Education	100.0%	\$7.21	\$7.43	\$7.65	0.0%	0.00	0.00	0.00	0.00	0	4
	Lump Sum Payout						0.00				0	4
	Technologist Assistant - Total Productive					94.1%	0.00	0.42	0.42	0.42	2,220	6,68
	Paid Time Off using YTD	100.0%	\$7.21	\$7.43	\$7.65	5.9%	0.00	0.03	0.03	0.03	136	40
	Double Click to Insert New Pay Type											
	Technologist Assistant					100.0%	0.00	0.45	0.45	0.45	2,356	7,09
	Accrued PTO rate from Empl_List		\$7.21	\$7.43	\$7.65	8.5%						4
	Calendar YTD for Retirement calc											

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:

Steps	
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.
с.	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 .
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 <i>Month-Month</i> 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 .
	Steps a. b. c. d. e. b. c. d. e. f.

Adding a new job code to a department

NOTE: If you accidentally add a duplicate job code, see the Removing duplicate job codes section below for instructions on how to remove it.

To add a new job code to a department:

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

JobCode													
27200 - EMC Ra	diology - MRI (JobCode)												
							FTEs - Projected	Using Actual			Dollars	s	
			Current	Start	End	Alloc	FY 2020	YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021	
Job Code			Rate	Rate	Rate	Rate	Budget	Actual	Projected	Budget	Projected	Budget	Notes
	Calendar YTD for Retirement calc												
J00287	Team Leader-MRI			Technical			Fixed						
	Total Productive						0.00	0.93	0.93	0.93	18,381	55,081	
	Total Non-Productive						0.00	0.15	0.15	0.15	4,785	14,338	
	JobCode Total						0.00	1.09	1.09	1.09	23,165	69,419	
	Double click to show details												
J00646	Radiologic Technologist			Technical			Variable						
	Total Productive						0.00	5.24	8.32	18.90	154,380	1,069,200	
	Total Non-Productive						0.00	0.63	1.00	2.28	23,627	163,577	
	JobCode Total						0.00	5.87	9.32	21.19	178,007	1,232,777	
	L Double click to show details												
													1
	Double Click to Insert New Job Code												
	bodble check to inservice you code												
			Avg \$\$ Per										
	DEPT OTHER DAY	Rate	Prod Hr	Budget									
	DEFT OTHER PAT	Jource	current	buuget									
	Double Click to Insert New Dept Pay Type												
JDept	Total										0	0	

- 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**.

J00006	Receptionist (27200_0)	Clerical	Fixed				
	Total Productive		0.00	0.00	00 0	0 0	0
	Total Non-Productive		0.00	0.00	00 0	0 0	0
_	JobCode Total		0.00	0.00	00 C	0 0	0
<u> </u>	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**.

							FTEs - Projected	Using Actual	1		Dollars		
h Codo			Current	Start	End	Alloc	FY 2020	YTD	Mar-Jun Projected	FY 2021	Mar-Jun Projected	FY 2021	Note
b code			nate	Kate	Kate	Rate	Budget	Actual	Projected	Budget	Projected	Budget	Note
J00646	Radiologic Technologist			Technical			Variable						
	Total Productive						0.00	5.24	8.32	18.90	154,380	1,069,200	
	Total Non-Productive						0.00	0.63	1.00	2.28	23,627	163,577	
	JobCode Total						0.00	5.87	9.32	21.19	178,007	1,232,777	
	Double click to show details												
100006	Recentionist (27200.0)			Clarical			Fixed						
100000	Total Productive			cicicai			0.00	0.00	0.00	0.00	0	0	
	Total Non-Productive						0.00	0.00	0.00	0.00	0	0	
	JobCode Total						0.00	0.00	0.00	0.00	0	0	
	↓ Double click to show details												
	Double Click to Insert New Job Code												
		Rate	Avg \$\$ Per Prod Hr										
	DEPT OTHER PAY	Source	Current	Budget									

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 .	I

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 <i>Month-Month</i> 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 <i>Month-Month</i> Projected (Dollars) column (column O), enter the projected dollars.
	C.	In the FY 20XX 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.

			Summary of a b	law britisticas		Tabul STER		19.10	19.10	19.10				18.10	18.10	18.10	18.10	18.10
			Summary w/or	vew millioatries		T		0.00	0.00	0.00				0.00	9.00	0.00	0.00	0.00
						larget FIEs		9.00	9.00	9.00				9.00	9.00	9.00	9.00	9.00
						FIES From Targe		(9.10)	(9.10)	(9.10)				(9.10)	(9.10)	(9.10)	(9.10)	(9.10)
						PAID Hrs/Unit		30,43	23.03	21.11				28.09	28.09	27.43	28.09	27.43
						Prod %		93.276	93.2%	93.276				93.2%	93.2%	93.2%	93.2%	93.276
Employ	ree																	
19100 - EHS	Accounting Operations (Employee)					1							r					
1-b		Freedomen	Current	Charle	Fred	Aller	FIES	VTD	Man Inc.		Dollars		found	1.1.20	Avr 20	C	0.4 30	New 20 De
Code		ID	Rate	Rate	Rate	Rate	Sched	Actual	Projected	Budget	Projected	Budget	Notes Method	FTEs	FTEs	FTEs	FTEs	FTEs F1
JStat	Dept Primary Statistic							828	533	1359.5								
	Departmental PAID Total:						8.00	18.10	18.10	18.10	274,793	866,346		18.10	18.10	18.10	18.10	18.10
	Total Float Staff								1.73	1.73		29,765		1.73	1.73	1.73	1.73	1.73
	Total Program Additions								0.00	0.00		0		0.00	0.00	0.00	0.00	0.00
	Total Position Changes								0.00	0.00		0		0.00	0.00	0.00	0.00	0.00
	Total Productive FTEs						8.00	16.87	16.87	16.87				16.87	16.87	16.87	16.87	16.87
	Total Non-Productive FTEs						0.00	1.23	1.23	1.23				1.23	1.23	1.23	1.23	1.23
109999	Contract Labor	\$125.00	\$125.00	\$125.00			0.00	0.00	0.00	0.00	0	0		0.00	0.00	0.00	0.00	0.00
JInitiative	New Initiatives									0.00		0		0.00	0.00	0.00	0.00	0.00
	-																	
J00017	Financial Accountant									2.17	26,120							2.17
	Total Productive							2.15	2.15	2.15	36,420	109,141	· · · · · · · · · · · · · · · · · · ·	2.15	2.15	2.15	2.15	2.15
	Total Non-Productive							80.0	80.0	80.0	1,413	4,236		0.08	0.08	0.08	0.08	0.08
	Jobcode Total							2.23	2.23	6.6.3	31,034	113,311		6.6.3	2.23	6.63	2-23	6-63
	Double click to show details																	
J00018	Staff Accountant																	
	Total Productive							3.46	3.46	3.46	43,222	129,524		3.46	3,46	3.46	3.46	3.46
	Total Non-Productive							0.30	0.30	0.30	4,091	12,260		0.30	0.30	0.30	0.30	0.30
	JobCode Total							3.76	3.76	3.76	47,313	141,784		3.76	3.76	3.76	3.76	3.76
	Double click to show details																	
J00021	Director																	
	Total Productive							3.30	3.30	3.30	100,290	300,542		3.30	3.30	3.30	3.30	3.30
	Total Non-Productive							0.08	80.0	0.08	3,750	11,236		0.08	0.08	0.08	0.08	0.08
	JobCode Total							3.38	3.38	3.38	104,040	311,778		3.38	3.38	3.38	3.38	3.38
	Double click to show details																	
100022	Arristant Staff Accountant																	
550022	Total Productive							3.46	2.46	3.46	37.255	111.643		3.46	2.46	3.46	2.46	3.46
	Total Non-Productive							0.16	0.16	0.16	1.852	5.550		0.16	0.16	0.16	0.16	0.16
	IobCode Total							3.62	3.62	3.62	39 107	117 193		3.62	3.62	3.62	3.62	3.62
	Double dick to show details							2101	2.0%	5101	55,107			5.01	5702	21012	2702	
	 Domole click to show details 																	

This sheet is comprised of three main areas:

Summary

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

											_		
]		
			Summary w/o N	ew Initiatives		Total FTEs		18.10	18.10	18.10			
						Target FTEs		9.00	9.00	9.00			
			•			FTEs From Tarc	get	(9.10)	(9.10)	(9.10)			
						PAID Hrs/Unit		30.43	23.63	27.77			
						Prod %		93.2%	93.2%	93.2%			
E													
Emplo	yee												
19100 - EH	S Accounting Operations (Employee)												
	5 1 (1),						575.				Dallara		í.
lah		Employee	Current	Shart	End	Alles	P165	VTD	Max lun		Maxium		
Code		ID	Rate	Rate	Rate	Rate	Schod	Actual	Projected	FY 2021	Projected	FY 2021	Notes
code		10	Rate	Rute	Nute	nuce	Sched	Actual	Flojected	Buuget	Projected	Buuger	Notes
IStat	Dent Primary Statistic							828	533	1350 5			
20101	Departmental PAID Total:						8.00	18 10	18 10	18.10	274 793	866 346	
	Departmentar PAD Total.						0.00	10.10	10.10	10.10	214,155	000,540	
	Total Float Staff								173	1.73		20 765	
	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	
	T Double click to hide details												
	Misslandon Many F	17863	\$24.37	\$24.37	\$24.37		1.00	2.23	2.23	2.22	37.934	113 377	Input Comments Here
	Double Click to Insert New Employee	17803	324.57	424.37	\$64.57		1.00	6.63	2.23	2.23	37,034	113,377	input contracto fiere
	Eloat Staff / Inactive Employees		\$24.37	\$24.37	\$2437		0.00	0.00	0.00	0.00		0	
	Program Additions		\$24.37	\$24.37	\$24.37		0.00	0.00	0.00	0.00		0	
	Position Changes		\$24.37	\$24.37	\$24.37				0.00	0.00		0	
	Financial Accountant - Total Scheduler	Daid	424.31	467.01	464.37		1.00	2.22	0.00	0.00		112 377	

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 N	ew Initiatives		Total FTEs		18.10	18.10	18.10				
						Target FTEs		9.00	9.00	9.00				
						FTEs From Targ	get	(9.10)	(9.10)	(9.10)				
						PAID Hrs/Unit		30.43	23.63	27.77				
						Prod %		93.2%	93.2%	93.2%				
Emplo	VOO													
Linpio	yee													
19100 - EH	S Accounting Operations (Employee)													
							FTEs				Dollars		í.	
Job		Employee	Current	Start	End	Alloc		YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021		
Code		ID	Rate	Rate	Rate	Rate	Sched	Actual	Projected	Budget	Projected	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				
109999	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		
	I otal Non-Productive							80.0	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 Co	mments 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 Scheduler	Daid					1.00	2.25	2.25	2.25	1	112 377	1	

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)

							FTEs				Dollars		
Job		Employee	Current	Start	End	Alloc		YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021	
Code		ID	Rate	Rate	Rate	Rate	Sched	Actual	Projected	Budget	Projected	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			
109999	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.

Fmplo	Vee		Summary w/o Ne	ew Initiatives		Total FTEs Target FTEs FTEs From Targ PAID Hrs/Unit Prod %	et	18.10 9.00 (9.10) 30.43 93.2%	18.10 9.00 (9.10) 23.63 93.2%	18.10 9.00 (9.10) 27.77 93.2%			
19100 - EH	S Accounting Operations (Employee)												
	51 3157						FTEs				Dollars		
Job		Employee	Current	Start	End	Alloc	Cabad	YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021	Neter
Unitiative	New Initiatives	U	Kate	Kate	Kate	Kate	Sched	Actual	Projected	Budget	Projected	Budget	Notes
		-								0.00		-	
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	
	T 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									09/331			
	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 Schedule	d Paid					1.00	2.23	2.23	2.23	1.605535	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									25001	0	0	
	Financial Accountant - Total Productiv	ve				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	Н	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	К	Scheduled FTEs from the labor master file or CYB FTEs depending on the configuration option chosen in the Budget Configuration Assumptions driver file.
YTD Actual	L	Year-to-date FTEs from the Payroll26 database.
<i>Month-Month</i> Projected (FTEs)	Μ	Projected FTEs for the remaining months of the current fiscal year. Initial FTE allocation is the same as YTD.
FY20XX Budget (FTEs)	N	Starting point matches projected FTEs. You can make monthly adjustments the <i>Month-Year</i> FTEs columns (columns S-AD).
Month-Month Projected (Dollars)	0	Projected dollars for the remaining months of the current fiscal year.

Column Name	Column Letter	Description
FY20XX Budget (Dollars)	Р	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.
<i>Month-Year</i> Hours	AG-AS	Hours spread across months, including total budgeted hours.
<i>Month-Year</i> Dollars	AT-BF	Dollars spread across months, including total budgeted dollars.
Month-Year FICA	BH-BT	FICA spread across months, including total budged FICA.
Projected FICA	BW	Total projected FICA amount.
<i>Month-Month</i> Hours	ВΧ	Total budgeted hours for the remaining months of the fiscal year.
Month-Month Dollars	ВҮ	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.

Emplo 19100 - EH:	yee 5 Accounting Operations (Employee)						FTEs				Dollars		
Job		Employee	Current	Start	End	Alloc		YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021	
Code		ID	Rate	Rate	Rate	Rate	Sched	Actual	Projected	Budget	Projected	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 show details												

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

Employee 19100 - EHS Accounting Operations (Employee)												
						FTEs				Dollars		
Job	Employee	Current	Start	End	Alloc		YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021	
Code	ID	Rate	Rate	Rate	Rate	Sched	Actual	Projected	Budget	Projected	Budget	Notes
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	
T Double click to hide details												
Mcclendon, Mary E.	17863	\$24.37	\$24.37	\$24.37		1.00	2.23	2.23	2.23	37,834	113,377	Input Comments Here
Double Click to Insert New Employee												
Float Staff / Inactive Employees		\$24.37	\$24.37	\$24.37		0.00	0.00	0.00	0.00		0	
Program Additions		\$24.37	\$24.37	\$24.37				0.00	0.00		0	
Position Changes		\$24.37	\$24.37	\$24.37				0.00	0.00		0	

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

Updating projected FTEs for float staff/inactive employees, program additions, and position changes

To update projected FTEs for float staff/inactive employees, program additions, and position changes:

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

Employ 19100 - EHS	/ee Accounting Operations (Employee)						FTEs				Dollars		1
Job		Employee	Current	Start	End	Alloc		YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021	
Code		ID	Rate	Rate	Rate	Rate	Sched	Actual	Projected	Budget	Projected	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	1
	JobCode Total							2.23	2.23	2.23	37,834	113,377	
ļ	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.

Employ 19100 - EHS	ee Accounting Operations (Employee)												
							FTEs				Dollars	_	
Job		Employee	Current	Start	End	Alloc		YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021	
Code		ID	Rate	Rate	Rate	Rate	Sched	Actual	Projected	Budget	Projected	Budget	Notes
	Total Non-Productive							0.59	0.59	0.59	5,505	16,497	
	JobCode Total							5.10	5.10	5.10	46,499	139,344	
1	Double click to hide details												
	Hayes, Patricia A.	12628	\$13.05	\$13.05	\$13.05		1.00	1.68	1.68	1.68	15,282	45,795	Input Comments Here
	Joyce, Laquita K.	13712	\$13.58	\$13.58	\$13.58		1.00	1.73	1.73	1.73	16,329	48,932	Input Comments Here
	Lee, Michele B.	21272	\$12.85	\$12.85	\$12.85		1.00	1.69	1.69	1.69	15,152	45,405	Input Comments Here
	Double Click to Insert New Employee												
	Float Staff / Inactive Employees		\$13.16	\$13.16	\$13.16		0.00	0.00	0.00	0.00		0	
	Program Additions		\$13.16	\$13.16	\$13.16				0.00	0.00		0	
	Position Changes		\$13.16	\$13.16	\$13.16				0.00	0.00		0	
	Accounting Assistant - Total Scheduled	Paid					3.00	5.10	5.10	5.10		140,133	
	Regular	History	\$13.16	\$13.16	\$13.16	87.0%		4.44	4.44	4.44	40,690	121,937	
	Overtime	2	\$6.48	\$6.48	\$6.48	1.3%		0.07	0.07	0.07	304	910	
	Education	1	\$13.16	\$13.16	\$13.16	0.0%		0.00	0.00	0.00	0	0	
	Lump Sum Payout										0	0	
	Accounting Assistant - Total Productive	e				88.4%	3.00	4.51	4.51	4.51	40,994	122,848	
	Paid Time Off using YTD	1	\$13.16	\$13.16	\$13.16	11.6%		0.59	0.59	0.59	5,445	16,317	
	Holiday Premium		\$30.00	\$30.00	\$30.00		\$/Holiday				60	180	Input Comments Here
	Double Click to Insert New Pay Type												
J00723	Accounting Assistant					100.0%	3.00	5.10	5.10	5.10	46,499	139,344	

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

Updating the allocation rate for a job code pay type

To update the allocation rate for a job code pay type:

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

Emplo 19100 - EH	Yee IS Accounting Operations (Employee)						FTEs				Dollars		
Job		Employee	Current	Start	End	Alloc		YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021	
Code		ID	Rate	Rate	Rate	Rate	Sched	Actual	Projected	Budget	Projected	Budget	Notes
J00018	Staff Accountant												
	Total Productive							3.46	3.46	3.46	43,222	129,524	
	Total Non-Productive							0.30	0.30	0.30	4,091	12,260	
	JobCode Total							3.76	3.76	3.76	47,313	141,784	
	L Double click to show details	1											

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

Emplo	yee												
19100 - EH	Accounting Operations (Employee)												
							FTEs				Dollars		
Job		Employee	Current	Start	End	Alloc		YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021	
Code		ID	Rate	Rate	Rate	Rate	Sched	Actual	Projected	Budget	Projected	Budget	Notes
J00018	Staff Accountant												
	Total Productive							3.46	3.46	3.46	43,222	129,524	
	Total Non-Productive							0.30	0.30	0.30	4,091	12,260	
	JobCode Total							3.76	3.76	3.76	47,313	141,784	
	T Double click to hide details												
	Bridewell, Jan L.	24828	\$19.30	\$19.30	\$19.30		1.00	2.03	2.03	2.03	27,314	81,853	Input Comments Here
	Double Click to Insert New Employee												
	Float Staff / Inactive Employees		\$8.27	\$8.27	\$8.27		0.00	1.73	1.73	1.73		29,765	
	Program Additions		\$19.30	\$19.30	\$19.30				0.00	0.00		0	
	Position Changes		\$19.30	\$19.30	\$19.30				0.00	0.00		0	
	Staff Accountant - Total Scheduled Pai	d					1.00	3.76	3.76	3.76		111,618	
	Regular	History	\$17.97	\$17.97	\$17.97	91.9%		3.46	3.46	3.46	43,222	129,524	
	Overtime	2	\$26.96	\$26.96	\$26.96	0.0%		0.00	0.00	0.00	0	0	
	Education	1	\$17.97	\$17.97	\$17.97	0.0%		0.00	0.00	0.00	0	0	
	Lump Sum Payout										0	0	
	Staff Accountant - Total Productive					91.9%	1.00	3.46	3.46	3.46	43,222	129,524	
	Paid Time Off using YTD	1	\$19.30	\$19.30	\$19.30	8.1%		0.30	0.30	0.30	4,091	12,260	
	Double Click to Insert New Pay Type												
J00018	Staff Accountant					100.0%	1.00	3.76	3.76	3.76	47,313	141,784	

- 3. In the Notes column (column Q), enter comments, as needed.
- 4. After making your changes, in the budget file Navigation panel, click Save Budget.
- Updating the spread method for a job code pay type

To update the spread method for a job code pay type:

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

<mark>Emplo</mark> 19100 - ен	YEE 5 Accounting Operations (Employee)						FTEs				Dollars		
Job		Employee	Current	Start	End	Alloc		YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021	
Code		ID	Rate	Rate	Rate	Rate	Sched	Actual	Projected	Budget	Projected	Budget	Notes
J00723	Accounting Assistant												
	Total Productive							4.51	4.51	4.51	40,994	122,848	
	Total Non-Productive							0.59	0.59	0.59	5,505	16,497	
	JobCode Total							5.10	5.10	5.10	46,499	139,344	
	Double click to show details	-											

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

Employee 19100 - EHS Accounting Operations (Employee)

Job		Spread	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	1
Code		Method	FTEs												
J00723	Accounting Assistant														
	Total Productive		4.51	4.51	4.51	4.51	4.51	4.51	4.51	4.51	4.51	4.51	4.51	4.51	
	Total Non-Productive		0.59	0.59	0.59	0.59	0.59	0.59	0.59	0.59	0.59	0.59	0.59	0.59	
	JobCode Total		5.10	5.10	5.10	5.10	5.10	5.10	5.10	5.10	5.10	5.10	5.10	5.10	
	T Double click to hide details														
	Marian Datalata A		1.69	1.60	1.60	1.69	1.60	1.69	1.69	1.60	1.69	1.60	1.60	1.69	
	nayes, Patricia A.		1.08	1.00	1.08	1.08	1.08	1.08	1.00	1.08	1.08	1.00	1.08	1.08	
	Joyce, Laquita K.		1.75	1.73	1.73	1.73	1.73	1.73	1.73	1.60	1.75	1.75	1.73	1.73	
	Eee, Michele B. Employee Name		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Double Click to Jacost New Employee		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Double Click to insert New Employee		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Proaces 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	
	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	
	Association Changes		5.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.10	
	Accounting Assistant - Total Scheduled		5.10	5.10	5.10	5.10	5.10	5.10	5.10	5.10	5.10	5.10	5.10	5.10	
	Regular	CTT All A	4.44	4.44	4,44	4.44	4,44	4.44	4.44	4,44	4.44	4.44	4.44	4.44	
	Overtime	FIEAlloc	0.07	0.07	0.07	0.07	0.07	0.07	0.07	0.07	0.07	0.07	0.07	0.07	
	Education	FIEAHOC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Lump Sum Payout		4.53	4.53	4.53	4.51	4.53	453	4.53	4.53	4.53	1.53	453	1.51	
	Accounting Assistant - Total Productiv	CTCALL	4.51	4.51	4.51	4.51	4.51	4.51	4.51	4.51	4.51	4.51	4.51	4.51	
	Paid Time On using YTD	FTEAHOC	0.59	0.59	0.59	0.59	0.59	0.59	0.59	0.59	0.59	0.59	0.59	0.59	
	Holiday Premium														
	Double Click to Insert New Pay Type														
J00723	Accounting Assistant		5.10	5.10	5.10	5.10	5.10	5.10	5.10	5.10	5.10	5.10	5.10	5.10	

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

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

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

Adding a new employee

To add a new employee:

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

Emplo	yee												
19100 - EH	S Accounting Operations (Employee)												
							FTEs				Dollars		
Job		Employee	Current	Start	End	Alloc		YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021	
Code		ID	Rate	Rate	Rate	Rate	Sched	Actual	Projected	Budget	Projected	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 show details												

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

							FTEs				Dollars		
Job		Employee	Current	Start	End	Alloc		YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021	
Code		ID	Rate	Rate	Rate	Rate	Sched	Actual	Projected	Budget	Projected	Budget	Notes
	Total Productive							2.15	2.15	2.15	36,420	109,141	
	Total Non-Productive							0.08	0.08	0.08	1,413	4,236	
	JobCode Total							2.23	2.23	2.23	37,834	113,377	
	Double click to hide details												
	Mcclendon, Mary E.	17863	\$24.37	\$24.37	\$24.37		1.00	2.23	2.23	2.23	37,834	113,377	Input Comments Here
		1910012600	\$0.00	\$0.00	\$0.00		0.00	0.00	0.00	0.00	0	0	New position approved and Sep.
	Double Click to Insert New Employee												
	Float Staff / Inactive Employees		\$24.37	\$24.37	\$24.37		0.00	0.00	0.00	0.00		0	
	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 Productiv	e				96.3%	1.00	2.15	2.15	2.15	36,420	109,141	
	Paid Time Off using YTD	1	\$24.37	\$24.37	\$24.37	3.7%		0.08	0.08	0.08	1,413	4,236	
	Double Click to Insert New Pay Type												
J00017	Financial Accountant					100.0%	1.00	2.23	2.23	2.23	37.834	113.377	

- 3. Enter information in the following columns, as needed:
 - Employee Name (column E)
 - Employee ID (column F)
 - Current Rate (column G)
 - Start Rate (column H)
 - Month-Month Projected (FTE) (column M)
 - Notes (column Q)
 - *Month-Month* FTE columns (columns S-AD)
- 4. After making your changes, in the budget file Navigation panel, click Save Budget.

Adding contract labor

To add contract labor:

1. Navigate to the contract labor job code.

Employ 19100 - EHS	/ee Accounting Operations (Employee)												
							FTEs				Dollars		
Job		Employee	Current	Start	End	Alloc		YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021	
Code		ID	Rate	Rate	Rate	Rate	Sched	Actual	Projected	Budget	Projected	Budget	Notes
JStat	Dept Primary Statistic Departmental PAID Total:						8.00	828 18.10	533 18.10	1359.5 18.10	274,793	866,346	
	Total Float Staff								1.73	1.73		29,765	
	Total Position Changes								0.00	0.00		0	
	Total Productive FTEs						8.00	16.87	16.87	16.87			
	Total Non-Productive FIEs						0.00	1.23	1.23	1.23			
J09999	Contract Labor	\$125.00	\$125.00	\$125.00			0.00	0.00	0.00	0.00	0	0	
Jinitiative	New Initiatives									0.00		0	

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

- 6. After making your changes, in the budget file Navigation panel, click Save Budget.
- Adding a new pay type for a job code

To add a new pay type for a job code:

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

Emplo	yee												
19100 - EH	S Accounting Operations (Employee)												
							FTEs				Dollars		
Job		Employee	Current	Start	End	Alloc		YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021	
Code		ID	Rate	Rate	Rate	Rate	Sched	Actual	Projected	Budget	Projected	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	
,	L Double click to show details												

2. Double-click Double Click to Insert New Pay Type.

Employ	/ee												
19100 - EHS	Accounting Operations (Employee)												
						1	FTEs				Dollars		
Job Code		Employee ID	Current Rate	Start Rate	End Rate	Alloc Rate	Sched	YTD Actual	Mar-Jun Projected	FY 2021 Budget	Mar-Jun Projected	FY 2021 Budget	Notes
	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	
	T Double click to hide details												
	Mcclendon, Mary E.	17863	\$24.37	\$24.37	\$24.37		1.00	2.23	2.23	2.23	37,834	113,377	Input Comments Here
		1910012600	\$0.00	\$0.00	\$0.00		0.00	0.00	0.00	0.00	0	0	New position approved and s Sep.
	Double Click to Insert New Employee												
	Float Staff / Inactive Employees		\$24.37	\$24.37	\$24.37		0.00	0.00	0.00	0.00		0	
	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 Productiv	e				96.3%	1.00	2.15	2.15	2.15	36,420	109,141	
	Paid Time Off using YTD	1	\$24.37	\$24.37	\$24.37	3.7%		0.08	0.08	0.08	1,413	4,236	
	Double Click to Insert New Pay Type												
J00017	Financial Accountant	-				100.0%	1.00	2.23	2.23	2.23	37,834	113,377	

- 3. From the Insert Calc Method(s) in sheet Employee dialog, select one of the following calc methods, and click OK:
 - Add New AvgPer Paid Hr PayType Calculates other non-FTE related pay based on the relationship to paid hours in the job code block. Monthly spread will be based on the spread of paid hours.
 - Add New AvgPer Prod Hr PayType Calculates other non-FTE related pay based on the relationship to productive hours in the job code block. Monthly spread will be based on the spread of productive hours.
 - Add New Input Monthly PayType Calculates other non-FTE related pay by typing in the monthly totals.
- 4. Do the following based on the calc method you selected in step 3:

Calc Method	Steps	
Add New AvgPer Paid Hr PayType	a.	In the Calc Method Variables dialog, enter a pay type or click Choose Value to select a pay type, and then click OK.
Add New AvgPer Prod Hr PayType	b.	In the Start Rate column (column H), enter the hourly start rate.
	c.	In the Notes column (column Q), enter comments, as needed.
	d.	Repeat steps a-c for each pay type to add.
	e.	When you finish making changes, in the budget file Navigation panel, click Save Budget .
Add New Input Monthly PayType	a.	In the Calc Method Variables dialog, enter a pay type or click Choose Value to select a pay type, and then click OK.
	b.	In the <i>Month-Month</i> 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**.

Employ 19100 - EHS	CC Accounting Operations (Employee)												
							FTEs				Dollars		(
Job Code		Employee ID	Current Rate	Start Rate	End Rate	Alloc Rate	Sched	YTD Actual	Mar-Jun Projected	FY 2021 Budget	Mar-Jun Projected	FY 2021 Budget	Notes
	Total Productive							3.30	3.30	3.30	100,290	300,542	
	Total Non-Productive							0.08	0.08	0.08	3,750	11,236	
	JobCode Total							3.38	3.38	3.38	104,040	311,778	
1	Double click to show details												
J00022	Assistant Staff Accountant												
	Total Productive							3.46	3.46	3.46	37,255	111,643	
	Total Non-Productive							0.16	0.16	0.16	1,852	5,550	
	JobCode Total							3.62	3.62	3.62	39,107	117,193	
4	Double click to show details												
J00723	Accounting Assistant												
	Total Productive							4.51	4.51	4.51	40,994	122,848	
	Total Non-Productive							0.59	0.59	0.59	5,505	16,497	
	JobCode Total							5.10	5.10	5.10	46,499	139,344	
1	Double click to show details												
	Double Click to Insert New Job Code	—											

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

and then click **OK**.

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

Emplo 19100 - ен	Yee S Accounting Operations (Employee)						FTFe				Dollars		
Job		Employee	Current	Start	End	Alloc		YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021	
Code		ID	Rate	Rate	Rate	Rate	Sched	Actual	Projected	Budget	Projected	Budget	Notes
	L Double click to show details												
J00022	Assistant Staff Accountant												
	Total Productive							3.46	3.46	3.46	37,255	111,643	
	Total Non-Productive							0.16	0.16	0.16	1,852	5,550	
	JobCode Total							3.62	3.62	3.62	39,107	117,193	
	L Double click to show details												
J00723	Accounting Assistant												
	Total Productive							4.51	4.51	4.51	40,994	122,848	
	Total Non-Productive							0.59	0.59	0.59	5,505	16,497	
	JobCode Total							5.10	5.10	5.10	46,499	139,344	
	▲ Double click to show details												
J00006	Receptionist (19100_0)												
	Total Productive							0.00	0.00	0.00	0	0	
	Total Non-Productive							0.00	0.00	0.00	0	0	
	JobCode Total							0.00	0.00	0.00	0	0	
	▲ Double click to show details												

- 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**.

Employee 19100 - EHS Accounting Operations (Employ	ee)											
Job Code	Start	End Rate	Alloc Rate	FTEs	YTD Actual	Mar-Jun Projected	FY 2021 Budget	Dollars Mar-Jun Projected	FY 2021 Budget	Notes	Spread	Jul-2(FTEs
Double Click to Insert New Pay Typ J00017 Financial Accountant Double Click to Insert New Job Coc	e		100.0%	0.00	0.00	0.00	0.00	0	0			c
DEPT OTHER PAY Double Click to Insert New Dept Pa JDept Total	Budget							0	0			

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 <i>Month-Month</i> 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 <i>Month-Month</i> Projected (Dollars) column (column O) enter the projected dollars.),
	c. In the FY 20XX Budget (Dollars) column (column P), enter th projected budgeted dollars.	е
	d. In the Notes column (column Q), enter comments, as needed	d.
	e. Repeat steps a-d for each pay type to add.	
	 When you finish making changes, in the budget file Navigation panel, click Save Budget. 	n

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.
Staffing 26340 - EMC CCU (Staffing)														
				VTD			LIVO.						Job	Pay
			.TA	TID	Mai-	Jun	INTD						Code	туре маутурет
7 Days Staffed /Week	Dept Primary Statistic	4,964	4	4,964	2,483		7,738						JStat	PStat Dept Prima Department
J09999 Contract Labor			0.00	0./	00	0.00	0.00		Hrly Rate=>	\$125.00	125.00	125.00	109999	PAGC Agency1
J09999 Contract Labor - Category 2			0.00	0.0	00	0.00	0.00		Hrly Rate = >	\$250.00	250.00	250.00	109999	PAGC Agency2
Jinitiative							0.00						Jinitiative	P0001 Initiative

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.

Staffin 26340 - EMG	<mark>g</mark> c ccu (Staffi	ing)																
										LYA	YTD	Mar-Jun	NYB					
J099	99 Contract La	abor						Enter Agency FTEs =>		0.00	0.00	0.00	0.00					Hrly R
J099	99 Contract La	abor - Cated	pory 2					Enter Agency FTEs =>		0.00	0.00	0.00	0.00					Hrly R.
JInitiati	ive							From Initiatives					0.00					
J00191	Staff RN (26340_0)																
Shift	MON	TUES	WED	THU	FRI	SAT	SUN											
Day	34.51	34.51	34.51	34.51	34.51	34.51	34.51	Total Productive	100,767	13.01	16.45	16.45	48.31	0.91	7.17	4.61	13.02	0
Evening	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Total Non-Productive	10,109	5.98	1.65	1.65	4.85	0.09	0.79	0.46	1.31	0
Night	0.00	0.00	0.00	0.00	0.00	0.00	0.00	JobCode Total	110,877	18.99	18.10	18.10	53.16	1.00	7.96	5.07	14.33	0
Total	34.51	34.51	34.51	34.51	34.51	34.51	34.51											
								Double click to show details										
J00303	Manager-	Nursing (2)	6340_0)															
Shift	MON	TUES	WED	тни	FRI	SAT	SUN											
Day	0.20	0.20	0.20	0.20	0.20	0.20	0.20	Total Productive	598	(3.90)	0.29	0.29	0.29	1.00	0.20	0.29	0.29	0
Evening	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Total Non-Productive	0	4.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Night	0.00	0.00	0.00	0.00	0.00	0.00	0.00	JobCode Total	598	0.20	0.29	0.29	0.29	1.00	0.20	0.29	0.29	0
Total	0.20	0.20	0.20	0.20	0.20	0.20	0.20											
								Double click to show details										

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.

Staffing 26340 - EMC) CCU (Staffi	ng)																							
										Current	Begin	Year End	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Total
									PayType Description	Rate	Rate	Rate	Hours												
109995	Contract La	bor							Agency1	125.00	125.00	125.00	0	0	0	0	0	0	0	0	0	0	0	0	0
109999	Contract La	bor - Cates	pory 2						Agency2	250.00	250.00	250.00	0	0	0	0	0	0	0	0	0	0	0	0	0
Jinitiative									Initiative				0	0	0	0	0	0	0	0	0	0	0	0	0
J00191	Staff RN (26340_0)																							
Shift	MON	TUES	WED	THU	FRI	SAT	SUN																		
Day	34.51	34.51	34.51	34.51	34.51	34.51	34.51		Regular	(\$135.28)	(\$139.34)	(\$143.52)	8,397	8,397	8,397	8,397	8,397	8,397	8,397	8,397	8,397	8,397	8,397	8,397	100,767
Evening	0.00	0.00	0.00	0.00	0.00	0.00	0.00		Prod Category 2	\$135.28	\$139.34	\$143.52	859	859	831	859	831	859	859	775	859	831	859	831	10,109
Night	0.00	0.00	0.00	0.00	0.00	0.00	0.00			\$0.00	\$0.00	\$0.00	9,256	9,256	9,228	9,256	9,228	9,256	9,256	9,173	9,256	9,228	9,256	9,228	110,877
Total	34.51	34.51	34.51	34.51	34.51	34.51	34.51																		
J00191	Staff RN (a	26340_0)						8 Hour Shift					9,256	9,256	9,228	9,256	9,228	9,256	9,256	9,173	9,256	9,228	9,256	9,228	110,877
		Input	Worked FT	Es per Nor	mal Work V	Veek		Weekh																	
Shift	MON	TUES	WED	THU	FRI	SAT	SUN	Hrs	Staff RN (26340_0) (J00191)		History														
Day	34.51	34.51	34.51	34.51	34.51	34.51	34.51	1933	Regular	\$27.06	\$27.87	\$28.70	7,422	7,422	7,429	7,422	7,429	7,422	7,422	7,445	7,422	7,429	7,422	7,429	89,113
Evening								0	time.	\$41.38	\$42.62	\$43.90	808	808	805	808	805	808	808	800	808	805	808	805	9,674
Night								0	Education	\$29.34	\$30.22	\$31.13	168	168	163	168	163	168	168	152	168	163	168	163	1,980
Total	34.51	34.51	34.51	34.51	34.51	34.51	34.51	1933	Prod Category 4	\$27.06		\$28.79	0	0	0	0	0	0	0	0	0	0	0	0	0
									Prod Category 5	\$27.06	\$27.87	\$28.	• 0	0	0	0	0	0	0	0	0	0	0	0	0
									Prod Category 6	\$27.06	\$27.87	\$28.70	0	0	0	0	0	0	0	0	0	0	0	0	0
									Lump Sum Payout																
									Total Productive				8,397	8,397	8,397	8,397	8,397	8,397	8,397	8,397	8,397	8,397	8,397	8,397	100,767
Budgeted Avera	age Daily Vo	lume		21)	TD Actual	658	Paid Time Off	\$27.06	\$27.87	\$28.70	859	859	831	859	831	859	859	775	859	831	859	831	10,109
Budgeted Avg V	Neekly Volu	me		148			Variance	(1,275)	NonProd Category 2	\$27.06	\$27.87	\$28.70	0	0	0	0	0	0	0	0	0	0	0	0	0
Comments									NonProd Category 3	\$27.06	\$27.87	\$28.70	0	0	0	0	0	0	0	0	0	0	0	0	0
									NonProd Category 4	\$27.06	\$27.87	\$28.70	0	0	0	0	0	0	0	0	0	0	0	0	0
									NonProd Category 5	\$27.06	\$27.87	\$28.70	0	0	0	0	0	0	0	0	0	0	0	0	0

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	0	Values for Year To Date
Month-Month	Р	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)
Рау Туре	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.

Staffing 26340 - EMC CCU (Staffing)												
	Feb-2	1 Mar-21	Apr-21	May-21	Jun-21	Total	Jul-20	Aug-20	Sep-20	Oct-20	Nov-2	0 De
	Hour	s Hours	Hours	Hours	Hours	Hours	Dollars	Dollars	Dollars	Dollars	Dollar	s Do
7 Days Staffed /Week Dept Primary Statistic	645	645	645	645	645	7,738						
	25,271	25,669	25,537	25,669	25,537	307,102	656,270	643,044	672,345	662,013	672,345	675,235
J09999 Contract Labor		0	0 0	0 0	C) () S	0	\$0	\$0	\$0	\$0
J09999 Contract Labor - Category 2		0	o (0	C) () s	0	\$0	\$0	\$0	\$0
Jinitiative		0 1		0	C) () \$	0	\$0	\$0	\$0	\$0

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**.

Staffin 26340 - EMO	<mark>g</mark> : CCU (Staffi	ng)																
										LYA	YTD	Mar-Jun	NYB					
7	Days Staff	ed /Week		Dept Prima	ary Statisti	c				4,964	4,964	2,483	7,738					
J099 J099 JInitiati	J09999 Contract Labor J09999 Contract Labor - Category 2 JInitiative							Enter Agency FTEs => Enter Agency FTEs => From Initiatives		0.00	0.00	0.00	0.00 0.00 0.00					H H
J00191	Staff RN (a	26340_0)																
Shift	MON	TUES	WED	THU	FRI	SAT	SUN											
Day	34.51	34.51	34.51	34.51	34.51	34.51	34.51	Total Productive	100,767	13.01	16.45	16.45	48.31	0.91	7.17	4.61	13.02	0
Evening	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Total Non-Productive	10,109	5.98	1.65	1.65	4.85	0.09	0.79	0.46	1.31	0
Night	0.00	0.00	0.00	0.00	0.00	0.00	0.00	JobCode Total	110,877	18.99	18.10	18.10	53.16	1.00	7.96	5.07	14.33	0
Total	34.51	34.51	34.51	34.51	34.51	34.51	34.51	▲ Double click to show details	←									

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

J00191	Staff RN (26	340_0)						8 Hour Shift	- 19	Variable
		Input V	Worked FTE	s per Norm	al Work We	ek		8 Hour Shift 12 Hour Shift		
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		

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.

J00191	Staff RN (26	5340_0)						8 Hour Shift	19	Variable	-
		Input V	Worked FTE	s per Norm	al Work We	eek		Weekly		Variable	
Shift	MON	TUES	WED	THU	FRI	SAT	SUN	Hrs		Fixed w/Rplmnt	
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			

- **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 (26	5340_0)						8 Hour Shift	19	Variable
		Input V	Worked FTE	s per Norm	al Work We	eek		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
vening								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**.

Staffin 26340 - EMO	<mark>g</mark> : CCU (Staffi	ng)																
										LYA	YTD	Mar-Jun	NYB					
7	Days Staff	ed /Week		Dept Prima	ary Statisti	c				4,964	4,964	2,483	7,738					
J099 J099 JInitiati	J09999 Contract Labor J09999 Contract Labor - Category 2 JInitiative							Enter Agency FTEs => Enter Agency FTEs => From Initiatives		0.00	0.00	0.00	0.00 0.00 0.00					H H
J00191	Staff RN (2	26340_0)																
Shift	MON	TUES	WED	THU	FRI	SAT	SUN											
Day	34.51	34.51	34.51	34.51	34.51	34.51	34.51	Total Productive	100,767	13.01	16.45	16.45	48.31	0.91	7.17	4.61	13.02	0
Evening	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Total Non-Productive	10,109	5.98	1.65	1.65	4.85	0.09	0.79	0.46	1.31	0
Night	0.00	0.00	0.00	0.00	0.00	0.00	0.00	JobCode Total	110,877	18.99	18.10	18.10	53.16	1.00	7.96	5.07	14.33	0
Total	34.51	34.51	34.51	34.51	34.51	34.51	34.51	▲ Double click to show details	←									

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

Staffing	J																		
26340 - EMC	CCU (Staffir	ng)																	
											LYA	YTD	Mar-Jun	NYB					
Night	0.00	0.00	0.00	0.00	0.00	0.00	0.00		JobCode Total	110,877	18.99	18.10	18.10	53.16	1.00	7.96	5.07	14.33	0
Total	34.51	34.51	34.51	34.51	34.51	34.51	34.51		-	-									
									Double click to hide details						•				
J00191	Staff RN (2)	5340_0)				6. F		8 Hour Shift	19 Variable	60.0%	18.750 1	Target Hours Pe	r Unit				(1100		
C1.16	MON	Input	worked FI	Es per Norn	Tal WORK W	eek	CUN	weekiy				FI	E .		Allocation	но	urs / UUS		Montnly
Shift	MON	TUES	WED	THU	PRI	SAT	SUN	HIS	ANNUAL PAID HOURS	00.440	0			10 70	%	6.06	100	NYB	spread
Evening	34.31	34.31	34.31	34.31	54.31	34.31	34.31	1955	Quertino	0.674	15.16	14.34	14.55	42.75	0.7%	0.50	4.00	1.32	ETEAlloc
Night								0	Education	1,090	0.25	0.22	0.22	0.05	1.006	0.00	0.00	0.26	Global
Total	24.51	24.51	24.51	24.51	24.51	24.51	24.51	1022	Education	1,900	0.00	0.02	0.00	0.95	0.0%	0.00	0.09	0.00	STEAlloc
Total	34.31	54.51	34.31	34.31	34.31	34.31	34.31	1993		0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	Global
										0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	ETEAlloc
									Lump Sum Payout										
									Productive	100,767	17.11	16.45	16.45	48.31	90.9%	7.17	4.61	13.02	
Budgeted Avera	age Daily Vol	ume		21		`	TD Actual	658	Paid Time Off-(YTD)	10,109	1.88	1.65	1.65	4.85	9.1%	0.79	0.46	1.31	FTEAlloc
Budgeted Avg	Neekly Volur	ne		148			Variance	(1,275)		0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	FTEAlloc
Comments										0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	FTEAlloc
										0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	FTEAlloc
										0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	FTEAlloc
									Call Pay		\$1,224	\$715	\$345.49	\$3,040.88		Avg Per Prod	Hr		Prod Hours

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**.

Staffin 26340 - EM	<mark>g</mark> c ccu (Staffi	ng)																
										LYA	YTD	Mar-Jun	NYB					
7	Days Staff	ed /Week		Dept Prima	ry Statisti	c				4,964	4,964	2,483	7,738					
J099 J099 Jinitiat	99 Contract La 199 Contract La ive	ibor ibor - Categ	gory 2					Enter Agency FTEs => Enter Agency FTEs => From Initiatives		0.00	0.00	0.00	0.00 0.00 0.00					н
J00191	Staff RN (26340_0)																
Shift	MON	TUES	WED	THU	FRI	SAT	SUN											
Day	34.51	34.51	34.51	34.51	34.51	34.51	34.51	Total Productive	100,767	13.01	16.45	16.45	48.31	0.91	7.17	4.61	13.02	0
Evening	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Total Non-Productive	10,109	5.98	1.65	1.65	4.85	0.09	0.79	0.46	1.31	0
Night	0.00	0.00	0.00	0.00	0.00	0.00	0.00	JobCode Total	110,877	18.99	18.10	18.10	53.16	1.00	7.96	5.07	14.33	0
Total	34.51	34.51	34.51	34.51	34.51	34.51	34.51	▲ Double click to show details	←									

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

Staffin 26340 - EMO	<mark>g</mark> c ccu (Staffi	ng)													
											IVA	VTD	Mar-lup	NVR	
J00191	Staff RN (2	6340 0)						8 Hour Shift	19 Variable	60.0%	18.750	Target Hours P	er Unit	nib	
		Input	Worked FT	Es per Norr	mal Work W	eek		Weekly				F	TE		Allocation
Shift	MON	TUES	WED	THU	FRI	SAT	SUN	Hrs	ANNUAL PAID HOURS		0	0	0	0	%
Day	34.51	34.51	34.51	34.51	34.51	34.51	34.51	1933	Regular	89,113	15.18	14.54	14.55	42.73	80.4%
Evening								0	Overtime	9,674	1.59	1.58	1.58	4.64	8.7%
Night								0	Education	1,980	0.35	0.32	0.32	0.95	1.8%
Total	34.51	34.51	34.51	34.51	34.51	34.51	34.51	1933		0	0.00	0.00	0.00	0.00	0.0%
										0	0.00	0.00	0.00	0.00	0.0%
										0	0.00	0.00	0.00	0.00	0.0%
									Lump Sum Payout						
									Productive	100,767	17.11	16.45	16.45	48.31	90.9%
Budgeted Ave	erage Daily Vo	lume		21		Y	TD Actual	658	Paid Time Off-(YTD)	10,109	1.88	1.65	1.65	4.85	9.1%
Budgeted Avg	g Weekly Volu	me		148			Variance	(1,275)		0	0.00	0.00	0.00	0.00	0.0%
Comments										0	0.00	0.00	0.00	0.00	0.0%
										0	0.00	0.00	0.00	0.00	0.0%
										0	0.00	0.00	0.00	0.00	0.0%
									Call Pay		\$1,224	\$715	\$345.49	\$3,040.88	
									Incentive Pay		\$200	\$100	\$50.00	\$0	
									Bonus		\$2,357	\$1,857	\$928.60	\$0)
									Critical Shift		\$7,718	\$5,618	\$2,715.78	\$23,903.40	
									Holiday Premium		\$15,942	\$15,942	\$7,971.14	\$23,913.41	

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**.

Staffin 26340 - EMC	g CCU (Staffi	ng)																
										LYA	YTD	Mar-Jun	NYB					
7	Days Staff	ed /Week		Dept Prima	ary Statisti	c				4,964	4,964	2,483	7,738					
J099! J099! Jinitiati	99 Contract La 99 Contract La 79	ibor ibor - Categ	ory 2					Enter Agency FTEs => Enter Agency FTEs => From Initiatives		0.00	0.00	0.00	0.00					н н
J00191	Staff RN (a	26340 0)																
Shift	MON	TUES	WED	THU	FRI	SAT	SUN											
Day	34.51	34.51	34.51	34.51	34.51	34.51	34.51	Total Productive	100,767	13.01	16.45	16.45	48.31	0.91	7.17	4.61	13.02	0
Evening	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Total Non-Productive	10,109	5.98	1.65	1.65	4.85	0.09	0.79	0.46	1.31	0
Night	0.00	0.00	0.00	0.00	0.00	0.00	0.00	JobCode Total	110,877	18.99	18.10	18.10	53.16	1.00	7.96	5.07	14.33	0
Total	34.51	34.51	34.51	34.51	34.51	34.51	34.51	L 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.

Staffing 26340 - EMC CCU (Staffing)			
		LYA YTD Mar-Jun NY8	
7 Days Staffed /Week Dept Primary Statistic		4,964 4,964 2,483 7,738	
J09999 Contract Labor	Enter Agency FTEs =>	0.00 0.00 0.00	Hrly Rate=> \$125.00 125.00 125.00
J09999 Contract Labor - Category 2	Enter Agency FTEs =>	0.00 0.00 0.00	Hrly Rate=> \$250.00 250.00 250.00
Unitiative	From Initiatives	0.00	

- 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**.

Staffin 26340 - EM	<mark>9</mark> c ccu (Staff	ing)																					
										LYA	YTD	Mar-Jun	NYB										
J00889	Stock Deli	very Clerk	(26350_0)																				
Shift	MON	TUES	WED	THU	FRI	SAT	SUN																
Day	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Total Productive	0	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0	0.0	D	0.00	0.00	0.00
Evening	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Total Non-Productive	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.0	D	0.00	0.00	0.00
Night	0.00	0.00	0.00	0.00	0.00	0.00	0.00	JobCode Total	0	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	D	0.0	D	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Double click to show details 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**.

Staffing 26340 - EMC CCU (Staffing)	
	LVA YTD Mar-Jun NY8
	Double Citato Insert New Job Code
DEPT OTHER PAY	LYA CYA-YID Mar-Jun NYB ANNUAL PAID Dollars Dollars Dollars Dollars Dollars
Total	Double Click to Insert New Dept Pay Type Total 0 0 0 0

- 2. In the Insert Calc Method(s) in sheet Staffing dialog, click OK.
- 3. In the Select Pay Type field, type a pay type or click Choose Value to select one, and click OK.
- 4. In the *Month-Month* Dollars column (column P), enter the dollars for the pay type.
- 5. After you finish making your changes, in the budget file Navigation panel, click **Save Budget**.

Labor Standard by ADC Setup sheet

Overview

This sheet is designed for nursing departments to prepare an Average Daily Census (ADC) budget and staffing levels by job class. The ADC worksheet models nursing staffing ratios by ADC level by job class level.

IMPORTANT: All positions have to be budgeted in this sheet if you are going to use this labor method.

The sheet is comprised of three main areas:

ADC Table

The ADC Table allows you to set the staffing ratio for a job class. You can configure up to 15 job classes. The staffing ratio determines the number of staff needed per patient. For example, if the RN staffing ratio is 5:1, then for census levels 1-5, one nurse would be required. At census levels 6-10, two nurses would be required.

NOTE: The Fixed/Variable settings and the ratio values may be configured for the department using the Budget Labor ADC Config driver. The system applies the setup from this driver to the ADC sheet (starting in column W) in the plan file. The ADC staffing grid builds out based on the staffing ratios entered for each job class set up in the Budget Assumptions driver.

	Labor Standal	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	Fixed w/Replac	: Fixed w/Repla	c Fixed w/Repla	c Fixed w/Repla	c Fixed w/Repla	c Fixed w/Repla	Fixed w/Repl
1	Days in Month		6	4	24	24	1	1	1	1	1	1	1	1	
Ł	Average Daily Census FTEs	Jobclass	RN	LPN	Technical	Assistant	Clerical	Unused							
1	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	0.01
1	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	0.01
	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	0.01
	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%	0.009
	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 Standaı

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

	Average	RN	LPN	Technical	Assistant	Clerical
	Daily Census	Staffing	Staffing	Staffing	Staffing	Staffing
SUMMARY	4			1	1	1
Patient Days	Fixed/Variable	Variable	Fixed	Variable	Variable	Fixed w/Replac F
Days in Month	10 mil 10 0	6	4	24	24	1
Average Daily Census	Jobclass	RN	LPN	Technical	Assistant	Clerical L
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	205-2019-00-00-00-00-00-00-00-00-00-00-00-00-00					
Historic Non Prod %	ADC Table (Standard / Shift 1) ; Shift Hours = 12					
Budget Non Prod %	Averag	e RN	LPN	Technical	Assistant	Clerical
Target from matrix >	Daily Censu	s Staffing	Staffing	Staffing	Staffing	Staffing
Target Shift 2 >						
Unused	0	0	4	0	0	1
Productive FTE	1	1	4	1	1	1
Non Productive FTE	2	1	4	1	1	1
Total FTE	13	1	4	1	1	1
Productive Hours	4	1	4	1	1	1
Non-Productive Hours	5	1	4	1	1	1
Total Hours	e	1	4	1	1	1
Budget	7	2	4	1	1	1
Productive FTE	8	2	4	1	1	1
Non Productive FTE	و	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.

	· · · · · · · · · · · · · · · · · · ·													
	Mar-Jun	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Total
	Projected	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

Labor Standard by ADC Setup

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 Stand	a													
26610 - EMC 6A (JobC	od ADC Table (Standard / Shift 1) ; Shift Hours = 12													
	Average Daily Census	RN Staffing	LPN Staffing	Technical Staffing	Assistant Staffing	Clerical Staffing	Unused Staffing	Unuso Staffir						
SUMMARY														
Patient Days	Fixed/Variable	Variable	Fixed	Variable	Variable	Fixed w/Replac	Fixed	Fixed w/Replac	Fixed w/Replac	Fixed w/Repla	c Fixed w/Repla	c Fixed w/Repla	c Fixed w/Repla	c Fixed w/F
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						
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	
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	
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	
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%	0.0
Non-Productive FTEs														
Total ETEs														

- 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	ADC Table (Standard / Shift 1) - Shift Hours – 1	2					
	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 Stand	a						
26610 - EMC 6A (JobCo	od ADC Table (Standard / Shift 1) ; Shift Hours = 12						
	Average	RN	LPN	Technical	Assistant	Clerical	Unused
	Daily Census	Staffing	Staffing	Staffing	Staffing	Staffing	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 Stand	a						
26610 - EMC 6A (JobC	od ADC Table (Standard / Shift 1) ; Shift Hours = 12						
	Average	RN	LPN	Technical	Assistant	Clerical	Unused
	Daily Census	Staffing	Staffing	Staffing	Staffing	Staffing	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.

Stable Procession Partial Partia Partial Partial	kabor Star	ndard by Al	DC Setup)											
Data 0.13 <th< td=""><td>26610 - EMC 6A (Jo</td><td>obCode ADC)</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></th<>	26610 - EMC 6A (Jo	obCode ADC)													
Nume The base 100 400 441 441 440 321 441 121 120 1	Paid FTEs	47.3	1 47.32	47.25	47.92	48.25	46.35	46.34	46.20	47.85	42.70	42.70	42.70 42	2.70 45.68	
Instrumentarity 600	Productive ETEs	0.0	0 497	4.51	4.41	4.80	3.23	4.18	1.38	1.17	0.00	0.00	0.00 (2.40	
InterTis 0.00	Non-Productive FTEs	0.0	0 (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	0.0	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	
No Variable University Units	JOBCLASS DATA														
Number Name 9.7% 8.0% 9.0% 1.1% 1.24% 1.3% 1.0% 1.0% 1.0% 0.0%	RN	Variable													
Bidget there Model 1276 1278 1278 1278 1288 1298 1288 1298 <th1298< th=""> 1298 1298<td>Historic Non Prod %</td><td>9.279</td><td>6 8.05%</td><td>9.03%</td><td>11.21%</td><td>12.41%</td><td>8.18%</td><td>5.70%</td><td>10.98%</td><td>8.33%</td><td>0.00%</td><td>0.00%</td><td>0.00% 0.0</td><td>0%</td></th1298<>	Historic Non Prod %	9.279	6 8.05%	9.03%	11.21%	12.41%	8.18%	5.70%	10.98%	8.33%	0.00%	0.00%	0.00% 0.0	0%	
Image Shift /r Add	Budget Non Prod %	9.279	% 8.05%	9.03%	11.21%	12.41%	8.18%	5.70%	10.98%	8.33%	0.00%	0.00%	0.00% 0.0	0%	
Unimed Notabase IF 1 Non-Nexistan IF 1 Non-Nexis	Target Shift 2 >	4.0	0 4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	1.00	
Packater IT read-trip 1189	Unused	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Interference Solar	Productive FTE	18.9	5 18.90	18.90	18.90	18.90	18.90	18.90	18.90	21.00	18.90	18.90	18.90 18	190 19.06	
Productive Hum 1313760 134800 124800 <	Non Productive FTE Total FTE	20.8	9 20.55	20.78	2.39	2.68	20.58	20.04	2.33	22.91	18.90	18.90	18.90 1	1.00 1.30	
Non-Possible Production Proof 1243 50 2330 312.44 408.51 47.48 288.60 302.27 47.42 305.32 30.00 0.00 0.00 271.29 Bandy	Productive Hours	13,176.0	0 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	
Indian 153/13 0.0019 0.0039 0.0039 0.3030 0.0030 0.0030 0.0010 0.0000 0.0010 0.0000 0.000 0.000 0.000 0.000 0.000 1.000 0.000 0.000 1.000 1.000 0.000 0.000 1.0000 1.0000 1.0000 </td <td>Non-Productive Hours</td> <td>1,345.5</td> <td>5 293.09</td> <td>332.48</td> <td>408.91</td> <td>474.48</td> <td>288.60</td> <td>202.29</td> <td>412.94</td> <td>305.52</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>2,718.29</td>	Non-Productive Hours	1,345.5	5 293.09	332.48	408.91	474.48	288.60	202.29	412.94	305.52	0.00	0.00	0.00	2,718.29	
Total PTF Total PTF Configure Production PTF Production PTF Configure Production PTF Configure Pr	Total Hours Budget	14,521.5	5 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	0.00 42,474.29	
Non-Boddinger Fit During Difference Differenc Differenc Difference Difference Difference Difference Differen	Productive FTE	18.9	5 18.90	18.90	18.90	18.90	18.90	18.90	18.90	21.00	18.90	18.90	18.90 18	19.06	
Total IPT Determine the Pool Determine the Poo	Non Productive FTE	1.9	4 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	
Nome 0.00 <th< td=""><td>Total FTE Difference</td><td>20.8</td><td>9 20.55</td><td>20.78</td><td>21.29</td><td>21.58</td><td>20.58</td><td>20.04</td><td>21.23</td><td>22.91</td><td>18.90</td><td>18.90</td><td>18.90 18</td><td>1.90 20.36</td></th<>	Total FTE Difference	20.8	9 20.55	20.78	21.29	21.58	20.58	20.04	21.23	22.91	18.90	18.90	18.90 18	1.90 20.36	
Non-Doductive FF 0.00 <td>Productive FTE</td> <td>0.0</td> <td>0.00</td> <td>0.00 0.00</td>	Productive FTE	0.0	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	
Teal FIF 0.00	Non Productive FTE	0.0	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 Hrr/Unit 8.761 7.760 7.680 26610 - EMC 6A (JobCode ADC) Fits From Target Hrr/Unit 7.760 7.680 0.00 PADD Hrr/Unit 9.721 8.28 8.757 Job Fits From Target Hrr/Unit 9.721 8.28 8.757 Job Current Staft End Alloc Yold Projected War-Jun Projected Budget	Total FTE	0.0	0 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	
Job Code Current Rate Start Rate End Rate Alloc Rate YTD Rate Mar-Jun Sched FY 2019 Mar-Jun Rate Mar-Jun Projected FY 2019 Budget Mar-Jun Projected FY 2019 Budget 100191 Staff RN (26610_60100) RN Rate 0.00 Variable 60.0% 3.75 3.75 Worked Hours Per Unit Current Paid FES Program Additions S26.53 528.66 0.00 25.07 20.89 20.36 Regular History 525.64 526.53 528.66 0.00 25.07 20.89 20.36 Overtime 150.0% \$40.42 \$41.83 \$45.18 6.2% 1.05 1.29 1.26 37.62 115.310 Lump Sum Payout 150.0% \$40.42 \$41.83 \$45.18 6.2% 1.05 1.29 1.26 37.625 115.310 Lump Sum Payout 150.0% \$40.42 \$41.83 \$52.66 9.3% 2.32 1.94 1.30 35.702 74.678 Additional Pay P0054 Input Monthly </th <th>26610 - EMC 6A (J</th> <th>obCode ADC)</th> <th></th> <th></th> <th></th> <th></th> <th>F</th> <th>Farget Hrs/Ur FEs From Targ PAID Hrs/Un Prod %</th> <th>nit get it FTEs - Project</th> <th>7.760 (5.07) 9.721 90.1% Red Using Actua</th> <th>7.760 0.00 8.728 88.9%</th> <th>7.680 0.00 8.757 87.7%</th> <th>Dollars</th> <th></th>	26610 - EMC 6A (J	obCode ADC)					F	Farget Hrs/Ur FEs From Targ PAID Hrs/Un Prod %	nit get it FTEs - Project	7.760 (5.07) 9.721 90.1% Red Using Actua	7.760 0.00 8.728 88.9%	7.680 0.00 8.757 87.7%	Dollars		
CodeRateRateRateRateRateRateActualProjectedBudgetProjectedBudgetProjectedBudget00311Staff RN (26610_60100)II <td rowspa<="" th=""><th>Job</th><th></th><th></th><th></th><th>Current</th><th>Start</th><th>End</th><th>Alloc</th><th></th><th>YTD</th><th>Mar-Jun</th><th>FY 2019</th><th>Mar-Jun</th><th>FY 2019</th></td>	<th>Job</th> <th></th> <th></th> <th></th> <th>Current</th> <th>Start</th> <th>End</th> <th>Alloc</th> <th></th> <th>YTD</th> <th>Mar-Jun</th> <th>FY 2019</th> <th>Mar-Jun</th> <th>FY 2019</th>	Job				Current	Start	End	Alloc		YTD	Mar-Jun	FY 2019	Mar-Jun	FY 2019
Staff RN 2660_60100 N	Code				Rate	Rate	Rate	Rate	Sched	Actual	Projected	Budget	Projected	Budget	
Identified Name Staff RN (2650_60100) RN RN Come Additions Gate Come Additions Staff RN															
Lument Pails Pies 0.00 25.07 20.89 20.36 Program Additions \$25.63 \$22.63 \$22.63 0.00 0.00 Position Changes \$25.64 \$26.53 \$22.66 0.00 25.07 20.89 20.36 Regular History \$25.64 \$26.53 \$28.66 0.00 25.07 20.89 20.36 Overtime 150.0% \$40.42 \$41.83 \$45.18 6.2% 1.02 1.02 37.62 115.310 Education 100.0% \$25.58 \$26.64 \$28.60 1.1% 0.28 0.23 0.02 4.247 13.025 Education 100.0% \$25.58 \$26.64 \$28.60 9.3% 2.32 1.94 1.30 35.702 74.678 Staff RN - Total Productive Incentive Pay 100.0% \$25.54 \$26.65 \$23.55 \$23.66 9.3% 2.32 1.94 1.30 35.702 74.678 Additional Pay P0054 Input Monthly Input Monthly Incestive Pay 1.625 4.843 Bonus P0061	J00191 SI	tatt RN (26610_601	00)			RN		0.00	Variable	60.0%	3.75	3.75	Worked Hours Pe	r Unit	
Program Additions Current S2.6-33 S2.8-65 S2.8-65 G.000 C.000	0	urrent Paid FIEs				600.00	620.00		0.00	25.07	20.89	20.36			
Prostand Changes 2.5.5.4 2.6.5.3 2.2.6.9 0.00 0.00 0.00 Total Paid FFs 0.00 25.07 20.92 17.43 17.57 321.480 1.019.987 Regular 1150.0% \$25.64 \$26.63 \$28.66 83.4% 20.92 17.43 17.57 321.480 1.019.987 Overtime 150.0% \$42.62 \$41.83 \$28.66 1.56 1.29 1.26 37.625 115.310 Education 100.0% \$25.64 \$28.66 1.56 1.55 1.29 1.26 37.625 113.05 Lump Sum Payout 90.7% 0.00 22.75 1.89 1.906 363.322 1.143.322 Paid Time Off using YTD 100.0% \$25.65 \$28.66 9.3% 2.32 1.94 1.30 363.572 1.143.322 Paid Time Off using YTD 100.0% \$25.65 \$28.66 9.3% 2.32 1.94 3.12 3.85 Bonus P0061 Toput Monthly	PI	rogram Additions			105.54	\$26.53	\$28.66				0.00	0.00			
Normal Pres	Pi T	etal Daid ETEs			\$23.04	\$20.55	\$20.00		0.00	25.07	20.80	20.36			
Instary 13.54 12.54 12.54 12.54 12.54 13.54 <	P.	otal Palu Pies		History	\$25.64	\$26.52	\$28.66	82.4%	0.00	20.02	17.43	20.50	321.480	1 010 987	
Orientine 1.00.0% 9.0.12 9.1.0 1.00 1.00 1.10 1.10 1.10 1.10 1.10 1.10 1.10 1.100 <t< td=""><td>0</td><td>vertime</td><td></td><td>150.0%</td><td>\$40.42</td><td>\$41.93</td><td>\$20.00</td><td>6 2%</td><td></td><td>1 5 5</td><td>1 20</td><td>1.37</td><td>37.625</td><td>115 310</td></t<>	0	vertime		150.0%	\$40.42	\$41.93	\$20.00	6 2%		1 5 5	1 20	1.37	37.625	115 310	
Loborson 12,545 12,645	E/	ducation		100.0%	\$75.58	\$76.48	\$28.60	1 1 94		0.28	0.23	0.22	4 24	13,025	
Staff RN		umn Sum Pavout		100.070	425.50	\$2.0.40	\$20.00	1.170		0.20	0.2.5	0.22	4,240	15,025	
Definition of full using VTD 100.0% \$25.64 \$26.53 \$26.65 9.3% 2.32 1.05 1.055 50.055 50.055 1.04-00.455 Additional Pay P0030 Incentive Pay P0030 Incentive Network 1.285 3.843 Incentive Pay P0054 Input Monthly Input Monthly 1.285 3.843 Bonus P0062 \$0.55 \$0.055 \$0.055 \$0.057 1.180 Critical Shift P0062 \$0.55 \$0.055 \$0.555 \$0.760 Incentive Pay Holiday Premium PHOL \$6,644 \$5,536 \$55,515 \$/Holiday Incentive Pay Duble Click to Insert New Pay Type Figure Pay Incentive Pay Incentive Pay Incentive Pay Incentive Pay Shiff Rh Earned Paid Time Off \$25.54 \$26.53 \$28.66 0.0% Incentive Pay 20.38 420.584 1.287.601	5	taff RN - Total Prod	luctive					90.7%	0.00	22.75	18.95	19.06	363 353	1 148 322	
Additional Pay P0030 Input Monthly Input Monthly Incentive	P	aid Time Off using Y	D	100.0%	\$25.64	\$26.53	\$28.66	9.3%	0.00	2 32	1 94	1 30	35.702	74 678	
Intentive Pay P0061 Input Monthly 2020 3875 Bonus P0061 Input Monthly 1.625 4.863 Critical Shift P0062 \$0.55 \$0.55 \$5/Prod Hr 7.256 21.894 Holiday Premium PHOL \$6.644 5,536 \$5/S51 \$1/Prod Hr 7.256 21.894 Doube Click to Insert New Pay Type Insert Manufactor Insert Manufactor Insert Manufactor 1.287,601 Staff RN Earned Paid Time Off \$25.54 \$26.66 0.0% 0 0 0 0	A	dditional Pav	-	P0030	*=0.04	4=0.00	+= 0.00	Input Mont	hlv	2.0%	2.04	1.50	1.28	3 843	
Bonus P0061 Input Monthly I.663 4.863 Critical Shift P0062 \$0.55 \$0.55 \$50.75 \$21.894 Holiday Premium PHOL \$6.644 \$5,536 \$55.21 \$/Holiday 7,256 21.894 Double Click to Insert New Pay Type Framed Paid Time Off \$26.53 \$26.53 \$28.66 0.0% 20.89 20.36 420,584 1,287,601	In	centive Pav		P0054				Input Mont	hlv				29	875	
Double Click to Insert New Pay Type PHOL \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	B	onus		P0061				Input Mont	hlv				1.625	4.863	
Holiday Premium PHOL \$6,644 5,536 \$5,521 \$/Holiday 1,007 33,125 Double Click to Insert New Pay Type 5 5 100,0% 0,00 25,07 20,89 20,36 1,287,601 Staff RN Earned Paid Time Off \$25,654 \$26,654 \$26,66 0.0% 0 <td>0</td> <td>ritical Shift</td> <td></td> <td>P0062</td> <td>\$0.55</td> <td>\$0.55</td> <td>\$0.55</td> <td>\$\$/Prod Hr</td> <td></td> <td></td> <td></td> <td></td> <td>7,256</td> <td>21.894</td>	0	ritical Shift		P0062	\$0.55	\$0.55	\$0.55	\$\$/Prod Hr					7,256	21.894	
Double Click to Insert New Pay Type 100.0% 0.00 25.07 20.89 20.36 420,584 1,287,601 Starried Paid Time Off \$25.64 \$26.53 \$28.66 0.0% 00	н	oliday Premium		PHOL	\$6,644	5,536	\$5,521	\$/Holidav					11.072	33.125	
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 0 0	D	ouble Click to Inser	t New Pay Type		+ - , - / / /	2,550							_2,011	/ #	
Earned Paid Time Off \$25.64 \$26.53 \$28.66 0.0%	SI	taff RN						100.0%	0.00	25.07	20.89	20.36	420,584	1,287,601	
	Ea	arned Paid Time Off			\$25.64	\$26.53	\$28.66	0.0%						0	

JOB	COD	ЭЕ		7.680	7.680	7.680	7.680	7.680	7.680	7.680	7.680	7.680	7.680	7.680	7.680		
26610 -	EMC 6/	A (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		
				(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%		
	ob		Sproad	1.1 10	Aug 10	Con 10	Orth 19	May 10	Dec 19	lan 10	Eab 10	Mar 10	Apr 10	May 10	lun 10	Total	
	ode		Mathod	JUI-10	Aug-16	Sep-10	ETEC	ETEC	ETEr	STEr	ETEC	ETEr	Apr-19	ETEC	ETEr	ETEr	
0	oue		Wethou	FILS	FILS	FILS	FILS	FILS	FILS	FILS	FILS	FILS	FILS	FILS	FILS	FILS	
J00191	he .	Staff RN (26610 60100)															
	. 0	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	2														
		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

01020 - EMA Internal Medicine (Provider Summar	01020 -	EMA	Internal	Medicine	(Provider	Summar
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Job Code			Budg Current Star Rate Rate	et Budget t 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 Interna	I Medicine (I	Provider Summ	nary)		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 Mod	iel: CompRat	e					\$150,000	156,550			
	Base Salary / WRVU		Secondary Comp Mod	iel: 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 \$1	6.73			1.00	1.00	1.00	\$150,000	156,550		1.00	1.00
	Other Additional Pay													
	Holiday Premium				Input Monthly	1				6,039	6,039			
	Double Click to Insert New Pay Type													
	Total Benefits	-					4.00	4.00	4.00	\$35,333	40,652		1.00	1.00
	Formed Paid Time Off	0					1.00	1.00	1.00	\$277,150	\$506,026		1.00	1.00
	Lamed Paid Time On													
J00655	Physician - Seraman, Katherine MD	1			Dept:	EMA Interna	I Medicine (I	Provider Sumr	nary)		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 Mod	lel: Comp3Ti	er					\$225,825	232,600			
	Base Salary / WRVU		Secondary Comp Mod	iel: 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%	22	0.00	0.00	0.00	\$0	0		0.00	0.00
	Base Salary		\$58.56 \$5	8.56			1.00	1.00	1.00	\$225,825	232,600		1.00	1.00
	Other Additional Pay													
	Holiday Premium				Input Monthly	1				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.

NO	TE: Be sure to	o prov	vide co	omme	nts in	any c	omm	ent fi	eld f	lagg	ged i	red.					
Expens	e																
26340 - EMC	CCU (Staffing)																
			51/2010	FH 2020	E-L VID			54.2020	EN 2020	Charles I			FH 2024			Proj-Bud	
Acc			Actual	Budget	Actual	Projected	Input	Projected	/Unit	Adjust	Adjust	Adjust	/Unit	Budget	Budget Method	Amt	%
	Dent Primary Statistic		4 964	7.738	4 964	2.483	0	7 447						7 738	ådult Patient Davs		
	beper transfer to the second		1,201	1,150		2,105								1,100			
penses																	
	Salaries														4 - 46		
60100	Salaries - Regular		689,437	3,032,072	689,437	66,524		755,960	101.51				34.78	269,133	Statting	486,827	64.4%
60110	Salaries - Overtime		71,959	409,371	03,911	40,002		109,793	14.61				55.66	452,190	Statting	(297,597)	(220.0%)
60120	Salaries - Non-Productive		1 443 256	0	1 442 256	38.501		1 481 757	108.07				40.45	167 902	Staffing	1 212 855	(107.7%)
60110	Salaries - Regular		1,443,230	0	1,4493,230	122.491		1,401,737	E0.1E				21.70	572 177	Staffing	(108.744)	(62.74)
60120	Salaries - Overtime		218.041	0	218.041	74 959		202.000	30.13				41.64	322 163	Staffing	(190,744)	(10.0%)
00120	Double Click to Insert New Salary		210,041	0	210,041	14,555		202,000	55.54				41.04	522,105	Juning	(6.9,104)	(10.076)
	bound enter to insert their solary	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												101				
		Total - Benefits	505,992	1,760,667	202,992	162,536	U	668,528	89.77			0	106	818,102		(149,573)	(22,4%)
	Supplies																
62100	Supplies - General		5,971	9,679	5,971	2,986	0	8,957	1.20	4.0%	0.0%	0	1.25	9,679	Variable	(722)	(8.1%)
62103	Supplies - Uniforms		266	415	266	133	0	399	0.05	4.0%	0.0%	0	0.05	415	Fixed-Even	(16)	(4.0%)
62130	Supplies - Med Surg Nonbillable		8,030	12,829	8,030	4,016	0	12,046	1.62	2.5%	0.0%	0	1.66	12,829	Variable	(783)	(6.5%)
62140	Supplies - Med Surg Billable		415	663	415	207	0	622	0.08	2.5%	0.0%	0	0.09	663	Variable	(40)	(6.5%)
62320	Supplies - Food/Catering		735	1,118	735	373	0	1,108	0.15				0.14	1,108	Input Monthly	0	0.0%
62100	Supplies - General		10,624	17,223	10,624	5,314	0	15,938	2.14	4.0%	0.0%	0	2.23	17,223	Variable	(1,284)	(8.1%)
62103	Supplies - Uniforms		609	952	609	305	0	914	0.12	4.0%	0.0%	0	0.12	951	Fixed-Even	(37)	(4.0%)
62130	Supplies - Med Surg Nonbillable		37,771	60,346	37,771	18,893	0	56,664	7.61	2.5%	0.0%	0	7.80	60,346	Variable	(3,683)	(6.5%)

Drilling to detail

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





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.

Fi	le	MAIN HEL	P ADMIN Ho	me							
Ope M	en App enus •	P Online Help •	Navigation Save	Refresh Change Data View	Drill Additions	Quick GoTo	Freeze Panes Formula Bar Headings Display	Publish	Reports Reports Reports	Security Manager	Close Axiom SW
>	incurio	Home 🗔		-	JE Detail		Dispidy	- The Output -	Reports	Secondy -	LAIL
Ť			[00021]20340 X	0		_	0				L L
	73	A		U		F	6	н		,	ĸ
Tasks	74	Expens	e								
les and	75 77	26340 - EM	C CCU (Staffing)								
My Fi	78 79	Acc	t			FY 2019 Actual	FY 2020 Budget	Feb YTD Actual	Mar-Jun Projected	Manager Input	FY 2020 Projected
Admin	81 86 87 88		Dept Primary Stat	istic		4,964	7,738	4,964	2,483		0 7,4
Bud	89 8	Expenses									
	90		Salaries								
e B	91	60100	Salaries - Regular			689,437	3,032,072	689,437	66,524		755,9
Bui	92	60110	Salaries - Overtime			85,911	409,371	85,911	48,882		134,7
get(93	60120	Salaries - Non-Proc	luctive		71,858	0	71,858	36,935		108,7
pn	94	60100	Salaries - Regular			1,443,256	0	1,443,256	38,501		1,481,7
	95	60110	Salaries - Overtime			239,952	0	239,952	133,481		373,4
÷	96	60120	Salaries - Non-Proc	luctive		218,041	0	218,041	74,959		292,9
star	97		Double Click to Inse	ert New Salary	Table Fat 1	2740 151	2 4 4 4 4 2	0.740.454	300 000		
	00				Lotal - Salaries	2.748.454	5441443	2.748.454	399.282		0 3.147.7

To close the drill to detail report, double-click **Return to Report** or close the drill report tab.

Adjusting supply percentage and amount for Next Year Budget

To adjust supply percentage and amount:

- 1. Navigate to the Supply section of the sheet.
- 2. In the supply line item, do any of the following to adjust for NYB:
 - In the % Adjust column (column O), type the percentage amount.
 - In the Amt Adjust column (column O), type the dollar amount.
- 3. After you finish making your changes, in the Main ribbon tab, click Save.

Inserting a new expense line item

You can add new expense line items to individual sections, including:

- Salaries
- Benefits
- Supplies
- Other expenses
- Paid hours

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

Calc Method	Description	Sheet Section
Add Detail - Input Monthly	Use this to insert a row to populate an individual month.	Other Expenses
Add Detail - Input Total	Use this to insert a row to enter an annual amount, and then decide how to spread it.	Other Expenses
Add New Detail	Zero-based expense calculations. Inputs are done on the Detail sheet in the budget plan file.	BenefitsSuppliesOther 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
RatePerFTE_Fixed	Allows you to define the fixed dollar amount per FTE in Budget Expense Adjustment Driver file to apply globally to benefit accounts.	Benefits

To insert a new expense line item:

- 1. Navigate to the section to add the new line item.
- 2. Double-click the Double Click to Insert... cell.

Expense 19100 - EHS A	Accounting Operations (Employee)								
Acct		FY 2019 Actual	FY 2020 Budget	Feb YTD Actual	Mar-Jun Projected	Manager Input	FY 2020 Projected	FY 2020 /Unit	G A
	Dept Primary Statistic	365	365	828	533	0	1,361		
xpenses									
5	Salaries								
60100 5	Salaries - Regular	216,724	332,896	216,724	60		216,784	159.28	
60110 5	Salaries - Overtime	1,004	1,615	1,004	539		1,543	1.13	
60120 5	Salaries - Non-Productive	24,810	34,499	24,810	27,330		52,141	38.31	
60900 5	Salaries - Emp Incentive	0	3,644	0	1,216		1,216	0.89	
ſ	Double Click to Insert New Salary								
	Total - Salaries	242,539	372,655	242,539	29,145	0	271,684	199.62	

3. In the Insert Calc Method(s) in sheet Expense dialog, select the calc method to insert, and click OK.

NOTE: If the line only uses or your organization is only licensed for one type of calc method, this dialog will not display. The system will open the Calc Methods Variable dialog instead.

- 4. In the Calc Methods Variable dialog, enter or select the account and department number, and click OK.
- 5. Enter the appropriate values in the blue cells, as needed.
- 6. After making your changes, in the Main ribbon tab, click Save.

Provider Detail and Provider Summary sheets

NOTE: This tab only displays if your organization purchased the Provider module license.

There are two sheets available that include provider level information: Provider Summary and Provider Detail.

Provider statistics are computed using historical relationships. Provider volumes are computed using today's Encounters per Production Day and adjusted for next year's Available Production Days.

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

To view a list of Provider calc methods, click one of the following:

• Expense sheet calc methods

- Provider sheet calc methods
- Stat_Rev sheet calc methods
- Provider Summary sheets

This sheet provides a summary of the totals at the department and individual provider level.

		PROVIDER VOLUME SUMM.	ARY															
		101100 - FMA Pediatrics (ProviderSummary)																
		for foo - child reductios (Frondersummary)																
			EV 2010	Ive VTD	Jul Dec	Managar	EV 2020	EV 2020	Clobal	e/	Anat	EV 2021	EV 2021	Rudget	Proj-Bud		Ded	
			PT 2019	Jun TID	Jui-Dec	Manager	PY 2020	PT 2020	Giobai	75	Amt	PT 2021	PY 2021	budget	Variance		Ked	
Provider	Dept		Actual	Actual	Projected	Input	Projected	/Unit	Adjust	Adjust	Adjust	/Unit	Budget	Method	Amt	%	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		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							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	c	Per WRVU	0	0.0%		
D79928	101100	Anrin, Silva, Rachel MD							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.

PROVIDER VOLUME DETAIL															
101010 - EMA Internal Medicine (Provider Detail)															
				_	_				_		_		Deal Deal	_	
	FY 2019	Jun YTD	Jul-Dec	Manager	FY 2020	FY 2020	Global	%	Amt	FY 2021	FY 2021	Budget	Variance	R	ed
	Actual	Actual	Projected	Input	Projected	/Unit	Adjust	Adjust	Adjust	/Unit	Budget	Method	Amt	% FI	lag Comments
Global Provider Driver	261	173	67		260							Desides Delas	(260)	(100.08/)	Clahal Davidas Drives
worked Days	201	1/3	67		200						0	Provider Driver	(200)	(100.0%)	Gibbal Provider Driver
Summary Department Totals															
FTE	0.00	0.00	0.00	0.00	0.00						0.00				
Net Production Days	8,874	5,882	2,958	0	8,840						0		(8,840)	(100.0%)	
Total Worked R/U is	0	45,382	22,814	0	68,196						0		(68,196)	(100.0%)	_
Total RVUs	0	93,044	46,766	0	139.810						0		(139,810)	(100.0%)	
Total Procedure Counts	0	37 550	17 376	0	51,935						0		(51,935)	(100.0%)	
Total Gross Charges	0	-			:79,496						0		(17.070.406)	(100.08/1	
Total Payments	0				0						0				
RVUs ner WRVU	0.00	Dou	ble-click	again to	2.05						0.00				
Worked RVUs per WRVU	0.00	0	llanse the	rows	0.00						0.00		Click-to-	Expand	shows all of the
Double click to collapse/expand Provider detail			inapoe une											provider	r details
Double click to collapse/refresh Provider summaries	/ .	4													
Champion, Richard A. MD						EmpID:	17279								j.
① Double click to hide detail															
Relative Availability	1.00	1.00	1.00		1.00						1.00	F			
Production Days	261	173	87		260						0	Global Assumptions			
Adjustment-Production Days			0		0						0				
Net Production Days	261	173	87		260						0				
WRVU		649	326	0	975						0				
WRVU Per WRVU	0.00	0.00	0.00	0.00	0.00						0.00				
RVU Per WRVU	0.00	2.04	2.03	0.00	2.04						0.00				
WRVU per Prod Day	0.00	3.75	3.75	0.00	3.75						0.00				
Professional Svrs-Office-Est Patient Capitation Office		310	156	0	466	1 794	0.0%	0.0%	0.00	0.000	0	Per Net Production Davs	(465)	(100.0%)	
Professional Svcs-Office-Est Patient_Fee For Service_Office	0	316	159	0	475	1.828	0.0%	0.0%	0.00	0.000	0	Per Net Production Days	(475)	(100.0%)	
Professional Svcs-Office-New Patient_Capitation_Office	0	12	6	0	18	0.068	0.0%	0.0%	0.00	0.000	0	Per Net Production Days	(18)	(100.0%)	
Professional Svcs-Office-New Patient_Fee For Service_Office	0	9	5	0	14	0.055	0.0%	0.0%	0.00	0.000	0	Per Net Production Days	(14)	(100.0%)	
Surgical Services_Capitation_Office		1	0	0	1	0.003	0.0%	0.0%	0.00	0.000	0	Per Net Production Days	(1)	(100.0%)	
surgical services_ree for service_onlice	ľ		0	0		0.005	0.0%	0.076	0.00	0.000		Per Net Production Days		(100.076)	
Double Click to Insert New WRVU												_			
Total - WRVU	0	649	326	0	975	3.751					0		(975)	(100.00%)	
Procedure Countr															
Lab Testing Services_Capitation_Office		18	9	0	27	0.028	0.0%	0.0%	0.00	0.000	0	Per WRVU	(27)	(100.0%)	
Lab Testing Services_Fee For Service_Office	0	15	8	0	23	0.024	0.0%	0.0%	0.00	0.000	0	Per WRVU	(23)	(100.0%)	
Professional Svcs-Office-Est Patient_Capitation_Office	0	211	106	0	317	0.680	0.0%	0.0%	0.00	0.000	0	Per Professional Svcs-Office-Est Patient_Capitation_Office	(317)	(100.0%)	
Professional Sycs-Office-Est Patient_Fee For Service_Office		214	108	0	322	0.677	0.0%	0.0%	0.00	0.000	0	Per Professional Svcs-Office-Est Patient_Fee For Service_Office	e (322)	(100.0%)	
Professional Sycs-Office-New Patient_Capitation_Office Professional Sycs-Office-New Patient Fee For Service Office	i ő	4	2	0	6	0.418	0.0%	0.0%	0.00	0.000	0	Per Professional Sycs-Office-New Patient_Capitation_Office	1 (6)	(100.0%)	
Surgical Services_Capitation_Office	0	1	0	0	1	1.388	0.0%	0.0%	0.00	0.000	0	Per Surgical Services_Capitation_Office	(1)	(100.0%)	
Surgical Services_Fee For Service_Office	0	2	0	0	2	2.492	0.0%	0.0%	0.00	0.000	0	Per Surgical Services_Fee For Service_Office	(2)	(100.0%)	
Devictor Click as leaves New Device due															
Total - Procedure Counts	0	470	236	0	706	0.724					0		(705)	(100.00%)	
												-			
Gross Charges		WRVU													
Lab Testing Services_Fee For Service_Office		570	285	0	857	0.878	0.0%	0.0%	0.00	0.000	0	Per Lab Testing Services_Fee For Service_Office	(857)	(100.0%)	0
Professional Sycs-Office-New Patient Fee For Service Office	i i	4.767	2.551	0	7.317	510.162	0.0%	0.0%	0.00	0.000	0	Per Professional Sycs-Office-New Patient, Fee For Service Off	i (7.317)	(100.0%)	
Surgical Services_Fee For Service_Office	0	614	0	0	614	765.172	0.0%	0.0%	0.00	0.000	0	Per Surgical Services_Fee For Service_Office	(614)	(100.0%)	
Double Click to Insert New Revenue		149.000	23.2.1		000.075	224 1.11							(220.075)	(100.008/1	
rotar - Gröss Charges	0	147,214	73,761	0	220,975	220.569					0		(220,975)	(100.00%)	
RVUs	1														
Lab Testing Services_Capitation_Office	0	3	2	0	5	0.007	0.0%	0.0%	0.00	0.000	0	Per Total - Procedure Counts	(5)	(100.0%)	
Lab Testing Services_Fee For Service_Office	0	3	1	0	4	0.005	0.0%	0.0%	0.00	0.000	0	Per Total - Procedure Counts	(4)	(100.0%)	
Professional Sycs-Office-Est Patient_Capitation_Office Professional Sycs-Office-Est Patient Fee For Service Office	°	630 641	317	0	947	2.031	0.0%	0.0%	0.00	0.000	0	Per Professional Svcs-Office-Est Patient_Capitation_Office	(947) c (963)	(100.0%)	
Professional Sycs-Office-New Patient_Capitation_Office	ŏ	22	11	0	33	1.887	0.0%	0.0%	0.00	0.000	0	Per Professional Svcs-Office-New Patient_Capitation_Office	(33)	(100.0%)	
Professional Svcs-Office-New Patient_Fee For Service_Office	0	18	10	0	28	1.937	0.0%	0.0%	0.00	0.000	0	Per Professional Svcs-Office-New Patient_Fee For Service_Off	i (28)	(100.0%)	
Surgical Services_Capitation_Office	°.	3	0	0	3	4.684	0.0%	0.0%	0.00	0.000	0	Per Surgical Services_Capitation_Office	(3)	(100.0%)	
Surgical Services_Fee For Service_Office	0	2	0	0	2	2.968	0.0%	0.0%	0.00	0.000	0	Per Surgical Services_Fee For Service_Office	(2)	(100.0%)	

IMPORTANT: The Summary Department Totals section at the top of the tab will not update values until you save changes to the workbook.

Updating detail provider values from the Stat_Rev tab

Any changes made to the provider's FTE value on the ProviderComp sheet will affect the values for that provider in the Provider Detail sheet. To see that result within your session, double-click the **Double click to collapse/refresh Provider summaries** cell to refresh the data; otherwise, the nightly recalculation process will update it automatically.

PROVIDER VOLUME DETAIL											
101010 - EMA Internal Medicine (Provider Detail)											
	FY 2019	Jun YTD	Jul-Dec	Manager	FY 2020	FY 2020	Global	%	Amt	FY 2021	FY 2021
	Actual	Actual	Projected	Input	Projected	/Unit	Adjust	Adjust	Adjust	/Unit	Budget
Global Provider Driver											
Worked Days	261	173	87		260						
Summary Department Totals											
FTE	0.00	0.00	0.00	0.00	0.00						0.0
Net Production Days	8,874	5,882	2,958	0	8,840						
Total WRVU	0	45,382	22,814	0	68,196						
Total Worked RVUs	0	0	0	0	0						
Total RVUs	0	93,044	46,766	0	139,810						
Total Procedure Counts	0	34,559	17,376	0	51,935						
Total Gross Charges	0	10,168,348	5,111,148	0	15,279,496						
Total Payments	0	0	0	0	0						
WRVU Per Prod Day	0.00	7.72	7.71	0.00	7.71						0.0
RVUs per WRVU	0.00	2.05	2.05	0.00	2.05						0.0
Worked RVUs per WRVU	0.00	0.00	0.00	0.00	0.00						0.0
Double click to collapse/expand Provider detail											
Double click to collapse/refresh Provider summaries											
Champion, Richard A. MD						EmpID:	17279				
🛈 Double click to hide detail											
Relative Availability	1.00	1.00	1.00		1.00						1.0
Production Days	261	173	87		260						
Adjustment-Production Days			0		0						
Net Production Davs	261	173	87		260						

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.

Insert Calc Method(s) in sheet	t Initiatives		?	×
Available Calc Methods: Add Department Initiative Add New Project	Details: Name Group Rows Description	Add Department Initiative 77		
	Number of i	items to insert (max of 1): 1 OK	Car	ncel

- 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.

Insert Calc Method(s) in sheet	Initiatives		?	×
Available Calc Methods:	Details:			
Add Department Initiative	Name	Add New Project		
Add New Project	Group			
	Rows	77		
	Description			~
				\sim
	Number of i	items to insert (max of 1):		
~	Prompt	for calc method variables		
		OK	Cano	:el

- 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
nitiatives utility.

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

Operating Plan sheet

Overview

This sheet helps you clarify strategic budget objectives before making updates to a budget. It presents a questionnaire that lists the department's objectives and describe how any changes to the budget will support each objective. For example, you can use this for a SWAT analysis approach or whatever is most meaningful to your organization. The purpose of the planning questions is to capture higher level, salient points within the plan file to facilitate a discussion with the budget stakeholders such as department directors or vice presidents. You can review the questions with others by opening the plan file directly or running the Budget Plan Questions report.

NOTE: The questions that display are determined and set up by your organization. If you have Administrator privileges, you can add or edit them in the Budget Assumptions driver, as needed.

EH	fS-Objectives
Do	puble Click to Insert New Planning Lines
EH	IS-Risk Factors
-	
Do	puble Click to Insert New Planning Lines
EH	IS-Factors That May Aid In Accomplishing The Objectives
Do	puble Click to Insert New Planning Lines
EH	IS-Provide Any Operational Factors That Will Not Occur Next Year
Do	puble Click to Insert New Planning Lines
EH	IS-Provide Any New Operational Factors That May Occur Next Year

EHS-Operating Plan

19100 - EHS Accounting Operations (Employee)

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:

Departn	nent History									
19100 - EHS Ad	ccounting Operations (Employee)									
		Last Year Actual								
Acc	t	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
Kev Departmer	nt 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

• Last Year Actual - Includes values posted for over the last year.

• Current Year Actual - Includes values posted for YTD.

International Control Provide Contro Provide Control Provide Control Provide Control Provid	Departm	nent History							
Current Vear Actual Current Vear Actual Aug-19 Actual Aug-19 Actual Oct-19 Actual Nov-19 Actual Dec-19 Actual P2 2020 QP Department Statistics 0 Actual Actual <th colspan="2">19100 - EHS Accounting Operations (Employee)</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th>	19100 - EHS Accounting Operations (Employee)								
Actual Jul-19 Actual Aug-19 Actual Sep-19 Actual Nov-19 Actual Dec-19 Actual PTD FV 2020 (ey Department Statistics			Current Year Act	tual					
Key Department Statistics 96 53 600 71 84 75 439 300 Calendar Days 31 31 30 31 30 31 80 80 80 80 80 80 80 80 80 80 80 80 80 80 80 80 80 80 80	Acct	t	Jul-19 Actual	Aug-19 Actual	Sep-19 Actual	Oct-19 Actual	Nov-19 Actual	Dec-19 Actual	YTD FY 2020
100 Patient Days 96 53 60 71 84 75 439 300 Calendar Days 31 31 30 31 30 31 30 31 30 31 30 31 184 Total Statistics 127 84 90 102 114 106 623 Total - Other Non-Key Statistics 0 <	(ev Departmen	nt Statistics							
300 2 calendar Days313130313031104Total Statistics1278490102114106623Dther Non-Key Statistics00000000Contal - Other Non-Key Statistics000000000Revenue000000000000Contal - Inpatient Revenue000 <t< td=""><td>100</td><td>Patient Days</td><td>96</td><td>53</td><td>60</td><td>71</td><td>84</td><td>75</td><td>439</td></t<>	100	Patient Days	96	53	60	71	84	75	439
Total Statistics1278490102114106623Dther Non-Key Statistics00000000Total - Other Non-Key Statistics00000000RevenueInpatient Revenue000000000Outpatient Revenue0000000000Otal - Outpatient Revenue0000000000Total - Outpatient Revenue0000000000Otal - Outpatient Revenue00000000000Total - Other Patient Revenue000<	300	Calendar Days	31	31	30	31	30	31	184
Statistics Instant Revenue 0 <td></td> <td>Total Statistics:</td> <td>127</td> <td>84</td> <td>90</td> <td>102</td> <td>114</td> <td>106</td> <td>623</td>		Total Statistics:	127	84	90	102	114	106	623
India - Other Non-Key Statistics0000000RevenueIndia - Inpatient Revenue00000000Outpatient Revenue00000000000Outpatient Revenue00 <t< td=""><td>Other Non-Key</td><td>Statistics</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></t<>	Other Non-Key	Statistics							
Revenue Inpatient Revenue 0		Total - Other Non-Key Statistics	0	0	0	0	0	0	0
Impatient Revenue 0	Revenue								
Image: Note of the second se		Inpatient Revenue							
Outpatient Revenue O		Total - Inpatient Revenue	0	0	0	0	0	0	0
Image: constraint of the second of		Outpatient Revenue							
Other Patient Revenue 0		Total - Outpatient Revenue	0	0	0	0	0	0	0
Image: constraint of the Patient Revenue 0		Other Patient Revenue							
Revenue Allowances O		Total - Other Patient Revenue	0	0	0	0	0	0	0
Total - Revenue Allowances 0 </td <td></td> <td>Revenue Allowances</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>		Revenue Allowances							
Other Revenue 0 <		Total - Revenue Allowances	0	0	0	0	0	0	0
Segment Performance 0		Other Revenue							
Total - Other Revenue 0	58000	Department Income	0	0	0	0	0	0	0
Total Revenue 0 <		Total - Other Revenue	0	0	0	0	0	0	0
Salaries 26,577 27,725 27,753 25,944 24,733 25,290 158,022 60100 Salaries - Regular 54 234 141 213 (18) 125 748		Total Revenue	0	0	0	0	0	0	0
Salaries 26,577 27,725 27,753 25,944 24,733 25,290 158,022 60100 Salaries - Overtime 54 234 141 213 (18) 125 748	Expenses								
Solution		Salaries							
60110 Salaries - Overtime 54 234 141 213 (18) 125 748	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	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 0	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		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.

Departn	nent History												
19100 - EHS A	ccounting Operations (Employee)												
		Department Hi	story used for Mo	nthly Spreads									
Acc	t	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 Departme	nt 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	y 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 Budget Planning 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 Budget Planning 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 Budget Planning 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 Budget Planning 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 Budget Planning database, and upload your edited copy.

Saving budget plan files

Data resides in the budget plan file, which is not written back to the Axiom database until you save the budget. When saving a budget, Axiom Budgeting verifies and validates the spreadsheet, saves the file, and saves the information to the Axiom database.

Depending on how your system is configured, the system may require you to enter comments when a line item exceeds a defined threshold in the Stat_Rev and Expense tabs before saving the plan file. A message will display above the Comments column header, informing you of the number of variances to address. A red flag icon displays in the Red Flag column. After you enter variance comments, you can save the plan file.

The order of saving budget plan files is left to right. This means that if required variances are needed, the notification on save displays first on the Stat_Rev tab. After all Stat_Rev required variances are met, the user saves again. If required variances also exist on the Expense tab, another save notification prompts the user for comments on the Expense tab.

									_	->	1 Red flags with no comments	
	FY 2018	Global	%	Amt	FY 2019	FY 2019	Budget	Bud-Proj Variance		Red		Oct-18
	/Unit	Adjust	Adjust	Adjust	/Unit	Budget	Method	Amt	%	Flag	Comments	Budget
						365	Default Statistic	0	0.0%		Clobal Other Driver	31
												N
												6
	32.26		0.0%	10,000	59.65	21,774	Per Calendar Days	10,000	84.9%			1,849
	0.00		0.0%	0	0.00	0	Per Calendar Days	0	0.0%			0
1												
1												
1	0.00		0.0%	0	0.00	0	Per Key Total Statistic	0	0.0%	т		0
	0.00		0.0%	0	0.00	0	Per Key Total Statistic	0	0.0%	+		
	7.01		0.09/	0	7.01	156.047	Der Key ID Statistic	70.090	04.00/	n.		10.000
-	7.21		0.0%	U	7.21	150,947	Per Ney IP Statistic	72,080	84.9%	10		13,328
4												
1	7.21			0	7.21	156,947		72,080	84.9%			13,328

To save a budget plan file

In the Navigation panel, double-click Save Budget - Advance when complete.

NOTE: You can use the Save button in the ribbon tab, but when you close the budget plan file, the system may prompt you to save again.

If your organization uses Axiom process management, then the system displays a message asking if you want to advance the plan file for review and approval process.

Calc methods

Employee sheet

For instructions on using this sheet, click here.

Calc Method	Туре	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.

Calc Method	Туре	Description
Dept_ AvgPerProdHr	Interface	Calculates other Non-FTE related pay based on the relationship to productive hours in the department. Monthly spread will be based on the spread of productive hours. Only use this calc method to budget labor dollars at a department level and not a JobCode level.
Dept_ InputMonthly	Interface	Calculates other Non-FTE related pay by inputting monthly amounts for the department. Only use this calc method to budget labor dollars at a department level and not a JobCode level.
Dept_ InputTotal	Interface	Calculates other Non-FTE related pay by typing in a total for the department. Monthly spread will be spread evenly by month. Only use this calc method to budget labor dollars at a department level and not a JobCode level.
Employee	Interface	Inserts a new employee into a JobCode block. You can input FTEs and hourly rate. The default hourly rate comes from Mid Rate column in the Budget Labor Limits driverBudget Labor Limits driver.
Holiday	Interface	Calculate salary dollars based on YTD holiday pay and spreads by the listed holiday months in the Budget Labor Configuration driverBudget Labor Configuration driver.
Input_ Monthly	Interface	Calculates other Non-FTE related pay by typing in the monthly totals. Add New JobCode 22 Lines New Sets up a new JobCode block on the Employee tab. This calc method allows you to enter FTEs and hourly rate for each labor category. The default value for Input_Monthly is the current year projected.
Add New AvgPer Paid Hr PayType	New	Calculates other Non-FTE related pay based on the relationship to paid hours in the JobCode block. Monthly spread will be based on the spread of paid hours. This calc method is only used when adding a new pay type.
Add New AvgPer Prod Hr PayType	New	Calculates other Non-FTE related pay based on the relationship to productive hours in the JobCode block. Monthly spread will be based on the spread of productive hours. This calc method is only used when adding a new pay type.
Add New Input Monthly PayType	New	Calculates other Non-FTE related pay by typing in the monthly totals. This calc method is only used when adding a new paytype.

Expense sheet

For instructions on using this sheet, click here.

Calc Method	Туре	Description
Depreciation	Interface	Pushes depreciation calculations to the budget plan file from List Driver file, Budget Expense Assumptions. The end-user cannot change the totals or the spread in the budget plan files. Only users with administrative rights can update the calculations.
Detail	Interface	Zero-based expense calculations. Inputs are done on the Expense tab in the budget plan file.
Detail_CYB_History	Interface	This calc method is not selectable. If you have selected the option to bring the current year budgeted detail (budgeted last year) into accounts using the "Detail" calc method, the system uses Detail_CYB_History to hold those interfaced lines from the current year budget.
FICA	Interface	Transfers FICA expense from the designated labor tab (JobCode, Staffing, Employee, Provider) to the Expense tab.
Fixed_Days	Interface	Allows changes to the projected year as well as budget. This calc method uses calendar days as its default spread option. Users choose the monthly spread from the drop-down.
Fixed_Even	Interface	Allows changes to the projected year as well as budget. This calc method uses an even monthly spread as its default spread option. Users choose the monthly spread from the drop-down.
Fixed_History	Interface	Allows changes to the projected year as well as budget. This calc method uses history as its default spread option. Users choose the monthly spread from the drop-down.
Fixed_Stats	Interface	Interface Allows changes to the projected year as well as budget. This calc method uses the key statistic monthly spread as its default spread option. Users choose the monthly spread from the drop- down.
Fixed_WorkDays	Interface	Allows changes to the projected year as well as budget. This calc method uses worked days as its default spread option. Users choose the monthly spread from the drop-down.

Calc Method	Туре	Description
GlobalAmt	Interface	Pushes expense calculations to the budget plan file from List Driver file, Budget Expense Assumptions. An end-user cannot change the totals or the spread in the Budget Plan files. Only users with administrative rights can update the calculations.
GlobalExpense	Interface	Pushes expense calculations to the budget plan file from List Driver file, Budget Expense Assumptions. An end-user cannot change the totals or the spread in the Budget Plan files. Only users with administrative rights can update the calculations.
Hours	Interface	Transfers hours from the designated labor tab (JobCode, Staffing, Employee, Provider) to the expense tab.
InputMonthly	Interface	Month-by-month input.
Labor	Interface	Transfers salary dollars from the designated labor tab (JobCode, Staffing, Employee, Provider) to the Expense tab.
NoBudget	Interface	Brings in historical values into the budget plan file, but the budget for next year will be zero, and cannot be changed.
GlobalData	Interface	This calc method allows the administrator to create configurable budget relationships for calculating NYB amounts for the Expense tab only. The GlobalData calc method is similar to GlobalExpense but allows you to use up to four configurable tabs in Global Data Assumptions. Has to be setup in the Global Data Assumptions Driver file.
PctofGrossRevenue	Interface	Uses the historical percentage of the account to gross revenue from the Stat_Rev tab.
PctofSalaries_Rolling12	Interface	Calculates based on the relationship to salaries using Rolling12 instead of YTD. Monthly spread will be based on the spread of salaries.
PctofNetRevenue	Interface	Calculates based on the relationship to net revenue. Monthly spread will be based on the spread of net revenue.

Calc Method	Туре	Description
GlobalSum	Interface	This calc method allows you to budget for an account at a percentage of the total of specific other account(s) on the Stat_Rev tab within the same plan file.
PctofSalaries	Interface	Calculates based on the relationship to salaries. Monthly spread will be based on the spread of salaries.
PctofSalaries _FixedPct	Interface	Calculates a designated fixed percent from List Driver file, Budget Expense Assumptions, based on the relationship to salaries. Monthly spread will be based on the spread of salaries.
RatePerFTE	Interface	Calculates based on the relationship to FTEs. Monthly spread will be based on the spread of FTEs.
RatePerFTE_Fixed	Interface	Allows you to define the fixed dollar amount in List Driver file, Budget Expense Assumptions.per FTE to apply globally to benefit accounts.
Variable	Interface	Calculates based on the relationship to key statistics. A dollars-per-key statistic rate is calculated based on YTD history, and is used to calculate the projection and budget.
Variable_Stat	Interface	Calculates based on the relationship to a user- chosen statistic that is listed on the Stat_Rev tab. A dollars-per-key statistic rate is calculated based on YTD history, and is used to calculate the projection and budget.
Add New Detail	New	Zero-based expense calculations. Inputs are done on the Detail sheet in the budget plan file.
Add New Fixed	New	Allows changes to the projected year as well as budget. Monthly spread is chosen by the user from a drop down box selection. Choose the spread methodology from the drop-down. This Calc Method is only used when adding a new account.
Add New Input Monthly	New	Month-by-month input. Use this calc method only when adding a new account.

Calc Method	Туре	Description
Add New Variable	New	Calculates based on the relationship to key statistics. A dollars-per-key statistic rate is calculated based on YTD history, and is used to calculate the projection and budget. This calc method is only used when adding a new account.
Add New Labor	New	Use this new labor calc method to add a new labor account to the Expense sheet.
Add New Hours	New	Use this new labor calc method to add a new hours account to the Expense sheet.

Provider Version Only

If your organization purchased the Provider module license, you have access to the following additional calc methods:

Calc Method	Туре	Description
ProviderComp	Interface	Transfers Salary calculations from the ProviderComp sheet to the Expense sheet to save in the Financial Data Tables.
ProviderLaborComp	Interface	Transfers Salary calculations from the ProviderComp and designated labor sheet (JobCode, Staffing, Employee) sheet to the Expense sheet to save in the Financial Data Tables.
ProviderCompFICA	Interface	Transfers FICA calculations from the ProviderComp sheet to the Expense sheet to save in the Financial Data Tables.
ProviderLaborFICA	Interface	Transfers FICA calculations from the ProviderComp and designated labor sheet (JobCode, Staffing, Employee) sheet to the Expense sheet to save in the Financial Data Tables.
ProviderCompHours	Interface	Transfers Hours calculations from the ProviderComp sheet to the Expense sheet to save in the Financial Data Tables.
ProviderLaborHours	Interface	Transfers Hours calculations from the ProviderComp and designated labor sheet (JobCode, Staffing, Employee) sheet to the Expense sheet to save in the Financial Data Tables.

Calc Method	Туре	Description
ProviderCompOther	Interface	Transfers other labor calculations from the ProviderComp sheet to the Expense sheet to be saved in the Financial Data Tables.
Add New ProviderLaborComp	New	Use this new labor calc method to add a new labor account to the Expense sheet for Providers.
Add New ProviderLaborHours	New	Use this new labor calc method when necessary to add a new hours account to the Expense sheet for Providers.

JobCode sheet

For instructions on using this sheet, click here.

Calc Method	Туре	Description
JobCode	Interface	Sets up initial JobCode block on the JobCode sheet during the interface process. Do not use when adding blocks to the JobCode tab.
AvgPerPaidHr	Interface	Calculates other Non-FTE related pay based on the relationship to paid hours in the JobCode block. Monthly spread will be based on the spread of paid hours.
AvgPerProdHr	Interface	Calculates other Non-FTE related pay based on the relationship to productive hours in the JobCode block. Monthly spread will be based on the spread of productive hours.
Dept_ AvgPerProdHr	Interface	Calculates other Non-FTE related pay based on the relationship to productive hours in the department. Monthly spread will be based on the spread of productive hours. Only use this calc method to budget labor dollars at a department level and not a JobCode level.
Dept_ InputMonthly	Interface	Calculates other Non-FTE related pay by inputting monthly amounts for the department. Only use this calc method to budget labor dollars at a department level and not a JobCode level.
Dept_InputTotal	Interface	Calculates other Non-FTE related pay by typing in a total for the department. Monthly spread will be spread evenly by month. Only use this calc method to budget labor dollars at a department level and not a JobCode level.

Calc Method	Туре	Description
Holiday	Interface	Calculates salary dollars based on YTD holiday pay and spreads by the listed holiday months in the Budget Labor Configuration driverBudget 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 driverBudget 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	Туре	Description
FinancialClass	Interface	Inserts financial class data to use during the initial interface process.
Provider	Interface	Sets up the Provider Block to use during the initial interface process.
Revenue	Interface	Inserts revenue data to use during the initial interface process to insert revenue data.
RVU	Interface	Inserts RVU data to use during the initial interface process.
Calc Method	Туре	Description
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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	Туре	Description
JobCode	Interface	Sets up initial JobCode block on the Staffing tab during the interface process. Do not use when adding blocks to the Staffing tab.
AvgPerPaidHr	Interface	Calculates other Non-FTE related pay based on the relationship to paid hours in the JobCode block. Monthly spread will be based on the spread of paid hours.
AvgPerProdHr	Interface	Calculates other Non-FTE related pay based on the relationship to productive hours in the JobCode block. Monthly spread will be based on the spread of productive hours.

Calc Method	Туре	Description
DeptAvgPerPaidHr	Interface	Calculate other Non-FTE related pay based on the relationship to paid hours in the department. Monthly spread will be based on the spread of paid hours. Only use this calc method to budget labor dollars at a department level and not a JobCode level.
Dept_ InputMonthly	Interface	Calculates other Non-FTE related pay by inputting monthly amounts for the department. Only use this calc 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 driverBudget 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 driverBudget Labor Limits driver.
Add New Input Monthly PayType	New	Calculates other Non-FTE related pay by typing in the monthly totals. This Calc Method is only used when adding a new pay type.
Add New Input Total PayType	New	Calculates other Non-FTE related pay by typing in the total dollars. The monthly spread will be even. This calc method is only used when adding a new pay type. The FTEs from Target should have no variance for a budget to be acceptable.

Stat_Rev (Statistics and Revenue) sheet

For instructions on using this sheet, click here.

Calc Method	Description
Allowance	Calculate deductions based on a percentage of gross revenue.
BadDebt	Calculate bad debt based on a percentage of gross revenue.
Detail	Zeros base revenue calculations.
FixedRevenue	Allows changes to the projected year as well as budget. Usually used for other operating revenue accounts. Select the monthly spread from the drop-down.
GlobalRevenue	Pushes revenue or deduction calculations to the budget plan file from Budget Assumptions. End users cannot change the totals or the spread in the budget plan files. Only users with administrative rights can update the calculations.
GlobalSum	This SPM allows you to budget for an account at a percentage of the total of specific other account(s) on the Stat_Rev tab within the same workbook.
InputMonthly	Month by month input.
IP_Per_Unit	This revenue calc method is now an independent calculation of IP revenue by account using the historical revenue per unit.
IP_Payor	Calculates the total IP revenue, and then allocates it based on the historical percentages by payor. Only use this calc method if the GL gross revenue account structure is by payor.
OP_Per_Unit	This revenue calc method is now an independent calculation of OP revenue by account using the historical revenue per unit.
OP_Payor	This calc method calculates the total IP revenue, and then allocates it based on the historical percentages by payor. Use this calc method only if the GL gross revenue account structure is by payor.
Oth_Per_Unit	This revenue calc method is now an independent calculation of Other Patient revenue by account using the historical revenue per unit.
Oth_Payor	This calc method calculates the total IP revenue, and then allocates it based on the historical percentages by payor. Only use this calc method if the GL gross revenue account structure is by payor.
NoBudget	Brings in historical values into the budget plan file, but the budget for next year will be zero, and cannot be changed.
Statistic	Calculates projected and budget key statistics.
Statistic_Oth	Calculates projected and budget non-key statistics based on their relationship to the key statistic.

Calc Method	Description
Revenue_Stat	This revenue calc method allows you to define the statistic account from the Stat_Rev tab to use as the basis of the per unit calculation and the multiplier for the budget. For example, there 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) 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.

			Annual Comparise						
		· · · · · · · · · · · · · · · · · · ·	Dec YTD	Jan-Jun	FY 2020	FY 2021			
Entity	Dept	Insurance Plan Location	Actual	Projected	Projected	Budget	Variance	Variance %	Comments
Key Results Summ	ary								
Covered Members			2,187,097	2,295,140	4,482,237	4,662,107	179,870	4.0%	
		Percent Change			0.0%	4.0%	10.107.077		
Premium Revenue		D	579,306,119	609,529,076	1,188,835,195	1,237,972,472	49,137,277	4.1%	
		Revenue (PMPM)	264.87	265.57	265.23	265.54	273.18	105.0%	
Madical Expanses		Percent Change (PMPM)	226 211 122	252 700 682	600 100 806	720 120 504	20.010.608	4.4%	
medical expenses		Evenes (DMDM)	152 77	333,/09,003	153.06	120,120,504	166.00	4,475	
		Expense (PMPM) Rescent Change (PMPM)	155.77	154.15	0.0%	0.3%	166.90	100.4%	
		Medical Expanse Patio (MEP)	5.0.10/	58.0%	58.0%	58.2%	61.1%	105.2%	
		medical Expense Ratio (MER)	30,176	50.076	50.078	50.276	01.176	10.5.278	
3	27200	AARP HOSP							
Covered Members		105							
covered members	HP Members		519 773	586.067	1 105 840	1 183 855	78.015	7.1%	Test Comment
		Total Covered Members	519 773	586.067	1.105.840	1 183 855	78.015	7.1%	
		Enrollment Trend	515,115		100.0%	1,103,033	10,015		
Revenue									
	HP Revenue (PMPM)		295.00	295.00	295.00	295.00	0.00	0.0%	
	HP Revenue		153.333.031	172.889.706	326.222.737	349.237.206	23.014.469	7.1%	
	HP_Revenue	Total Revenue	153,333,031 153,333,031	172,889,706 172,889,706	326,222,737 326,222,737	349,237,206 349,237,206	23,014,469 23,014,469	7.1% 7.1%	
Expenses	HP_Revenue	Total Revenue	153,333,031 153,333,031	172,889,706 172,889,706	326,222,737 326,222,737	349,237,206 349,237,206	23,014,469 23,014,469	7.1% 7.1%	
Expenses	HP_Revenue	Total Revenue	153,333,031 153,333,031 45.00	172,889,706 172,889,706 45.00	326,222,737 326,222,737 45.00	349,237,206 349,237,206 45.00	23,014,469 23,014,469 0.00	7.1% 7.1% 0.0%	
Expenses	HP_Revenue HP_DrugME (PMPM) HP_DrugME	Total Revenue	153,333,031 153,333,031 45.00 23,389,784	172,889,706 172,889,706 45.00 26,373,006	326,222,737 326,222,737 45.00 49,762,790	349,237,206 349,237,206 45.00 53,273,472	23,014,469 23,014,469 0.00 3,510,682	7.1% 7.1% 0.0% 7.1%	
Expenses	HP_Revenue HP_DrugME (PMPM) HP_DrugME HP_HospME (PMPM)	Total Revenue	153,333,031 153,333,031 45.00 23,389,784 125.00	172,889,706 172,889,706 45.00 26,373,006 125.00	326,222,737 326,222,737 45,00 49,762,790 125,00	349,237,206 349,237,206 45.00 53,273,472 125.00	23,014,469 23,014,469 0.00 3,510,682 0.00	7.1% 7.1% 0.0% 7.1% 0.0%	
Expenses	HP_Revenue HP_DrugME (PMPM) HP_DrugME HP_HospME (PMPM) HP_HospME	Total Revenue	153,333,031 153,333,031 45.00 23,389,784 125.00 64,971,623	172,889,706 172,889,706 45.00 26,373,006 125.00 73,258,350	326,222,737 326,222,737 45.00 49,762,790 125.00 138,229,973	349,237,206 349,237,206 45.00 53,273,472 125.00 147,981,867	23,014,469 23,014,469 0.00 3,510,682 0.00 9,751,894	7.1% 7.1% 0.0% 7.1% 0.0% 7.1%	
Expenses	HP_Revenue HP_DrugME (PMPM) HP_DrugME HP_HospME (PMPM) HP_HospME HP_OutPTME (PMPM)	Total Revenue	153,333,031 153,333,031 45.00 23,389,784 125.00 64,971,623	172,889,706 172,889,706 45.00 26,373,006 125.00 73,258,350	326,222,737 326,222,737 45.00 49,762,790 125.00 138,229,973	349,237,206 349,237,206 45.00 53,273,472 125.00 147,981,867	23,014,469 23,014,469 0.00 3,510,682 0.00 9,751,894	7.1% 7.1% 0.0% 7.1% 0.0% 7.1% 0.0%	
Expenses	HP_Revenue HP_DrugME (PMPM) HP_DrugME HP_HospME (PMPM) HP_HospME HP_OUtPTME (PMPM) HP_OUtPTME	Total Revenue	153,333,031 153,333,031 45.00 23,389,784 125.00 64,971,623	172,889,706 172,889,706 45.00 26,373,006 125.00 73,258,350	326,222,737 326,222,737 45.00 49,762,790 125.00 138,229,973	349,237,206 349,237,206 45.00 53,273,472 125.00 147,981,867 -	23,014,469 23,014,469 0.00 3,510,682 0.00 9,751,894	7.1% 7.1% 0.0% 7.1% 0.0% 7.1% 0.0% 0.0%	
Expenses	HP_Revenue HP_DrugME (PMPM) HP_DrugME HP_HospME (PMPM) HP_OutPTME (PMPM) HP_OutPTME	Total Revenue Total Expenses	153,333,031 153,333,031 45,00 23,389,784 125,00 64,971,623 - - 88,361,408	172,889,706 172,889,706 45.00 26,373,006 125.00 73,258,350 - - 99,631,356	326,222,737 326,222,737 45.00 49,762,790 125.00 138,229,973 - - 187,992,764	349,237,206 349,237,206 45.00 53,273,472 125.00 147,981,867 - - 201,255,339	23,014,469 23,014,469 0.00 3,510,682 0.00 9,751,894 - - 13,262,575	7.1% 7.1% 0.0% 7.1% 0.0% 7.1% 0.0% 0.0% 7.1%	

IMPORTANT: The utility does not allow your organization to enter any health plan data containing patient identifying information.

To budget health and insurance plans:

1. In the Bud Admin task pane, in the Budget Files Administration section, double-click Open HealthPlan Utility.



- 2. In the **Refresh Variables** dialog, do any of the following to filter the list of records that display in the utility, and click **OK**:
 - In the Filter by ENTITY field, enter or select one or more entities.

- In the Filter by DEPT.KHABgtMap field, enter or select one or more departments.
- To include all entities and departments, leave the fields blank.
- 3. To enter details for a line item, in the **Comments** column, type information in the blue cells for the appropriate line item.

NOTE: The information in the HealthPlan Operations utility is controlled by a series of dimension tables and drivers. See the Managing utility information section below on how to update information and calculations in the utility.

Using different views

The system provides several different ways to view the sheet information. In the Main ribbon tab, click Change View.

DESIGNER	QA	AXIOMMAIN Home			
Refresh Data	Chan View	ge Drill Additions Quick GoTo	 Freeze Panes Formula Bar Headings 	Publish	Reports
	Colu	mn Views	Display	File Output	Rep
		Select All	ations Utility X		
~		Deselect All	1PM)"		
ne	\checkmark	Show Section - Annual Comparison			
2	\checkmark	Show Comments			
~	$\mathbf{\nabla}$	Show Section - Budget 2050	h Operat	tions	
t Period	Row	Views	· ·		
		Select All			
		Deselect All			
	\checkmark	Show Title	Dept		Insura
	\checkmark	Show Section - Key Results Summary			
	Shee	t Views	У		
	ГШ	Default			
~	IЭ	Annual			
	Г	Monthly			

The following table provides a description of the different options.

Column views

View	Description
Select All	Show all Annual Comparison, Comments, and Budget columns

View	Description
Deselect All	Hide all Annual Comparison, Comments, and Budget columns
Show Section - Annual Comparison	Hide or show the Annual Comparison columns
Show Comments	Hide or show only the Comments column
Show Section - Budget	Hide or show only the Budget columns

Row views

View	Description
Select All	Show both the HealthPlan Operations title and Key Results Summary Area
Deselect All	Hide both the HealthPlan Operations title and Key Results Summary area
Show Title	Hide or show the HealthPlan Operations title
Show Section - Key Results Summary	Hide or show the Key Results Summary area

Sheet views

View	Description
Default	Show both the Annual Comparison, Comments, and Budget rows and columns
Annual	Show only the Annual Comparison and Comments rows and columns
Monthly	Show only the Comments and Budget row and columns

Managing utility information

The information that displays in the utility comes from several different sources. The following table lists where to update information, as needed:

NOTE: To update dimensions specific for health plan budgeting, see Updating dimensions for health plan budgeting.

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

Location	Description
DATATYPE dimension	Assign budget types to plan revenue and expense streams.
ACT_HP_20XX table	Add or edit plans and the corresponding actual account data.
Membership Enrollment Trend driver	Enter enrollment percentages for each health plan or insurance product offered by your organization. The purpose of this driver is to determine the membership trend of each product. The trend percentages are then used in the Membership Per Member Per Month (PMPM) driver to adjust the membership statistics.
Membership Per Member Per Month driver	Review member lives, revenue PMPM, and expense PMPM for each health plan.

Printing the HealthPlan Operations utility

Axiom Budgeting allows you to save the Annual or Monthly version of the HealthPlan Operations utility as a PDF.

To print the HealthPlan Operations utility:

- 1. Open the HealthPlan Operations Utility.
- 2. In the Main ribbon tab, click Publish > Print > Print This Sheet.
- 3. In the **Print Sheet** dialog, do any of the following:
 - **Print Details** Click the **View/Edit** link to edit print view options, scaling, and header/footer information.
 - **Print Preview** Click the **Print Preview** link to view a preview of the report.
- 4. Next to the sheet name, click the check box for the report to print, and click **Print**.

Working with reports

Reports use Axiom file functionality to bring in data from the database, and if desired, to save data back to the database. You can use any Axiom file feature in a report except calc method libraries.

Report files, unlike other Axiom files, are not associated with any file group. You can bring in data from any table. For example, if you have two file groups that are configured to save data back to two different tables (or to different columns in the same table), you can use a report to compare the data.

Report structure

Axiom reports are free-format. When you create a new report, you can use various query options to bring data anywhere into the report, and you can use spreadsheet functionality to format the report and calculate values such as subtotals and percentages.

Reports can have any number of sheets. Each sheet can be configured to bring in data from the database, and, if desired, save data back to the database. If you want to use an Axiom query on a sheet, or save data to the database from a sheet, that sheet must be configured on the Control Sheet. Other Axiom file functionality, such as Axiom functions or GoTo bookmarks, do not require the sheet to be configured on the Control Sheet.

Reports Library

Report files are stored in the Axiom Software database. To make it easy to access and organize reports, Axiom Software supports a virtual folder structure known as the Reports Library.

Each report is assigned to a folder in the Reports Library. When you open reports, you can navigate through the Reports Library structure to quickly locate the report that you want to open.

The Reports Library is managed by using Axiom Explorer. If you are an administrator, or if you have Administer Axiom Explorer rights, then you can use Axiom Explorer to create report folders, move reports between folders, and delete existing reports.

You can also save reports outside of the Axiom Software database—for example, to your local computer or to a network folder. In this case the file is considered to be a non-managed file. It is recommended to maintain all reports as managed files unless you have a compelling reason to use a non-managed file.

Report output and distribution

In addition to the standard output options for Axiom files—such as the ability to take a snapshot of an Axiom file—report files can use the File Processing feature.

Using file processing, you can refresh a report file and perform output and distribution actions such as saving a snapshot copy of the file, emailing a snapshot copy of a file, or exporting data to a CSV/TXT file. You can process the file "as is," or perform Multipass processing on the file, where the file is processed multiple times using a unique filter for each pass.

Saving data to the database

In addition to viewing data, you can also use reports to calculate data and save data back to the database. In certain circumstances, it may be more appropriate to use a report to save data rather than plan files or driver files. If a report file has been configured to save to the database, you can use the Save button in the File Options group to save data.

Contact Kaufman Hall Support if you are unsure about the best way to manage a certain set of data.

Budgeting reports

Axiom Budgeting 2022.1 comes with a variety of standard budget reports, organized within the following folders and subfolders.

TIP: In some reports, you can drill down to specific data to view how the values were calculated. For more information, see Drilling data: Using Drill Down.

Budgeting Analysis reports

The following reports allow you to view general budget data. For examples of these reports, see Analysis reports.

Report	Description
Budget Account Analysis	Use to analyze the proposed budget compared to last year actual, current year budget, and current year projected for an individual account by department. Comments entered into the budget plan files also show on the report to assist with the analysis.
Budget FTE Comparison	Use to analyze the proposed budget for FTE compared to last year actual, current year budget, year-to-date actual, and current year projected by department.

Report	Description
Budget Key Statistics By Department	Use to view highlighted key statistic trends across multiple fiscal years.
Budget Per Unit Analysis	Use to analyze per-unit amounts by comparing the current year projection to next year's budget for Patient Revenue, Salaries, Supplies, and Other Expenses.
Budget Plan Questions	Use to report on inputs from the Plan tab in plan files.
Budget Red Flag Analysis	Use to review the comments and explanations for accounts flagged in the budget plan files because they exceeded the defined red-flag threshold. The report shows year-to-date actual and current year projection compared to the proposed budget request. The report also includes fields for the adjustments and comments posted from the budget workbook for each account.
Budget Salary Comparison	Use to analyze salary variances for the proposed budget compared to the current year projection. The report also includes prior year and current year actual history to use for comparison.
Budget Salary Rate Analysis	Use to analyze departmental average hourly-rate variances in the proposed budget. The report shows prior year and current year actual history and projection compared to the new budget. The variance is broken out into two different categories—FTE and Rate Effect.
Budget Summary by Department	Use to analyze total-expense variances by department, comparing the proposed budget to the current-year projection. The report shows prior-year actual, current- year actual, and current-year budget history.
Budget Threshold Analysis	Use to analyze account categories by applying a low and high threshold for variances. Historical data for last-year actual and current-year budget are also included.
Budget Workbook Changes for CYB and NYB	Use to view highlighted areas where users made inputs in the yellow cells in budget plan files.

Budgeting Statement reports

The following reports are designed for budget analysis. For examples of these reports, see Statement reports.

Report	Description
Budget Income Detail	Use to analyze the proposed budget-by-income statement category compared to last-year actual, current-year budget, current-year projected, year-to-date actual, and current-year annualized. Each category shows all values for all accounts in that category.
Budget Income Financial Plan	Use to view annuals income statement comparisons across multiple scenarios.
Budget Income Scenarios	Use to analyze the proposed budget by FSDetail category compared to the Baseline Budget, NYBScenario1, and NYBScenario2. BudScenario1 and BudScenario2 are fields in the database used to store the results of different sets of driver files. You can use this report to compare passes of the budget (BudPass1, BudPass2).
Budget Income Summary	Use to summarize the proposed budget by FSDetail category compared to last-year actual, current-year budget, current-year annualized, and current-year projected.
Budget Monthly Dept P&L	Use to review the monthly spread by account for the proposed budget by Budget Type category for an individual department. This report is often used to provide the department manager with a final copy of their month- by-month budget.

Initiative Analysis reports

The following reports are designed for budget analysis of new initiatives. For examples of these reports, see Initiative Analysis reports.

Report	Description
Budget Income Summary-Initiative	Use to review new initiatives by Income Statement category.
Budget Income Summary-Initiative Monthly	Use to review new initiatives by Income Statement category by month.
Income Statement by Initiative ID	Use to review new initiatives side-by-side for multiple initiatives.
Initiative Summary	Use to review new initiatives by department by category, with monthly FTEs.

Payroll Analysis reports

The following reports are designed for payroll budget analysis. For examples of these reports, see Payroll Analysis reports.

Report	Description
FTE Additions and Changes by JobCode	Use to review the FTE summary by department by JobCode, highlighting changes made to the projected year and budget in the plan files.
FTEs by Department	Use to review the FTE summary by department, including prior-year actual, current-year budget, and year-to-date actual. The proposed budget is compared to year-to-date actual as well as the current-year budget.
FTEs by Department by JobCode	Use to review FTE report by department by job code, including prior-year actual, current-year budget, and year- to-date actual. The proposed budget is compared to year- to-date actual as well as the current-year budget.
FTEs by JobCode	Use to review the FTE report by job code, including prior- year actual, current-year budget, and year-to-date actual. The proposed budget is compared to year-to-date actual as well as the current-year budget.
Monthly FICA by Department	Use to show monthly total FICA expense by department for both current-year projected and next-year budget. Monthly expense shows for next-year budget. Designed for use by clients who budget FICA in a central department or to review the overall monthly spread of FICA expense.
Monthly FTE Target Variance by Department	Use to review a department summary of the FTE variance by month for next year's budget to the department target.
Monthly FTEs by Department	Use to review a department summary of total FTEs by month for next year's budget. Designed to be used to review the monthly spread of total FTEs as well as by department.
NYB Hours and Dollars by Employee	Use to review hours and dollars by employee, job code, paytype, and department. To use this report, the department must use the employee labor option in plan files.
Worked Hours Per Unit by Department by JobCode	Use to compare the projected and NY Budget by Provider to the current year by selected DataType.

Provider Budget Analysis reports (optional feature)

The following reports are designed for physician analysis. For examples of these reports, see Running Provider Budget Analysis reports.

NOTE: You can also find these same reports in the Financial Reporting section > Financial Reporting > Provider Analysis.

Report	Description
Current Period vs Previous Comparison	Use to compare current period vs previous period information by provider as well as last year actual. You can select the data type to analyze in the report.
Current Period vs Previous Comparison_CPT	Use to compare current period vs previous period information by CPT or CPT Summary category and last year actual. You can select the data type to analyze in the report.
CY Actual vs Budget Comparison	Use to compare current period and year-to-date actual vs budget information by provider and last year actual. You can select the data type to analyze in the report.
CY Actual vs Budget Comparison_CPT	Use to compare current period and year-to-date actual vs budget information by CPT or CPT Summary code and last year actual. You can select the data type to analyze in the report.
NY Budget Comparison	Use to compare current year projections with next year's budget.
NY Budget Comparison_CPT	Use to compare current year projections with next year's budget by CPT or CPT Summary category.
Provider Key Indicators By Month	Use to compare month-by-month values for last year, current year, and target by data type.
Provider Key Indicators By Month_ Rolling 12	Use to compare month-by-month values for the most recent 12 months by data type.
Provider Revenue Per Encounter	Use to compare the current month to the prior three- month average for different years for revenue per encounter.
Provider Revenue Per RVU	Use to compare the current month to the prior three- month average for different years for revenue per RVU.
Provider Revenue Per WRVU	Use to compare the current month to the prior three- month average for different years for revenue per WRVU.

Report	Description
Provider Volume by Specialty	Use to compare actual vs budget volume by data type for the current period and year-to-date, 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 Reporting

- 🕶 퉬 Budget Analysis
 - _My Reports

"	iNy Reports
-] Budget Analysis
	Budget Account Analysis
	Budget FTE Comparison
	🕘 Budget Key Statistics By Department
	🖾 Budget Per Unit Analysis
	🔊 Budget Plan Questions
	🕮 Budget Red Flag Analysis
	🔊 Budget Salary Comparison
	🕮 Budget Salary Rate Analysis
	🖾 Budget Summary by Dept
	🔊 Budget Threshold Analysis
	Budget Workbook Changes For CYB and NYB
•	🍌 Budget Statements
•	🍌 Custom Reports
•	🍌 FTE Reports
•	🎍 Initiatives Analysis
•	🎍 Payroll Analysis
•	블 Provider Budget
	Budget Utilities

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 Hith 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-todate actual, and current year projected by department.

Paid FTE Comparison

KHA Health For The Budget Year 2018

		2016	2017	2017	2017	Projected	2018	Projected	
		Actual	Budget	YTD	Projected	YTD	Budget	Budget	Variance
Dept	Description	FTEs	FTEs	FTEs	FTEs	Variance	FTEs	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	5 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	5 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	5 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

			2016	2017	2017	2017	2017	2018	Projection	Budget
Department	Name	Statistic Name	Actual	Budget	YTD	Annualized	Projected	Budget	Variance	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 2

For The Budge	et Year 2018															
						Patient Revenue			Salaries			Supplies			Other Expense	
			Projected	Budget	2017	2018		2017	2018		2017	2018		2017	2018	
D	lept Description	KeyStatDesc	KeyStat	KeyStat	Projected	Budget	Variance	Projected	Budget	Variance	Projected	Budget	Variance	Projected	Budget	Variance
1	7840 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%
1	7880 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%)
1	7885 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%)
1	7891 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%)
1	7895 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%
1	9000 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%
1	9060 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%
1	9080 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%)
1	9100 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%
1	9105 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%
1	9110 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%)
1	9150 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%
1	9160 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%
1	9170 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%)
1	9185 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%)
1	9220 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%)
1	9250 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 KHA Health	n Questions								
Dept	Description	Item Number	Objectives	Risk Factors	Factors That May Aid In Accomplishing The Objectives	Provide Any Operational Factors That Will Not Occur Next Year	Provide Any New Operational Factors That May Occur Next Year	Quality Improvement Plan	Labor Productivity Plan
27200	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 clinices.	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												
			Last Yr	Current Yr	YTD	Current Yr Projection	Current Yr Projection	Proposed Current Yr	Budget Percentage	Budget Amount	Proposed	
Department Description	Account	Description	Actual	Budget	Actual	Calculated	Adjustments	Projection	Adjustments	Adjustments	Budget	Variance
		1										
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	409,225	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	(1,054)	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

		2016 Actual	2017 YTD	2017 Annualized	2017 Projected	Proj-Annual	2018 Budget	Bud-Proj	Variance	
Dept	Description	Dollars	Dollars	Dollars	Dollars	Variance	Dollars	Variance Dollars	Percent	
10000	EHS Balance Sheet	19,169	•	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%)	1
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%)	1
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%	Re
19060	EHS Corporate Communications	368,300	228,571	342,857	346,026	(3,169)	359,589	(13,563)	(3.9%)	1
19080	EHS Teleservices	242,225	169,606	254,410	256,434	(2,024)	268,092	(11,658)	(4.5%)	1
19100	EHS Accounting Operations (Employee)	444,908	242,539	363,808	367,013	(3,205)	385,357	(18,344)	(5.0%)	1
19105	EHS Payroll	47,376	91,440	137,160	137,955	(796)	141,767	(3,811)	(2.8%)	1
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%)	1
19160	EHS Audit Services	81,859	43,043	64,565	64,501	64	66,288	(1,788)	(2.8%)	1
19170	EHS Medical Information Network	571,221	482,058	723,086	724,213	(1,127)	740,956	(16,742)	(2.3%)	1
19185	EHS Corporate Health Services	177,978	118,175	177,263	178,169	(906)	184,006	(5,837)	(3.3%)	1
19220	EHS Human Resources	451,303	333,219	499,828	499,493	335	508,533	(9,040)	(1.8%)	6
19250	EHS Performance Improvement	82,276	55,393	83,090	85,135	(2,045)	90,650	(5,515)	(6.5%)	1

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.

Budge	t Salary Rate Analysis										
KHA Health											
For The Peri	od Ending February 28. 2017										
		Last Year	Current	Projected	Budget	Proj-Current	Bud-Current	Bud-Proj	FTE	FTE Rate	Total Bud-Proj
Dept	Description	Aug Rate	Avg Rate	Aug Rate	Avg Rate	% Var	% Var	% Var	Efficiency	Effect	Variance
	10000 EHS Balance Sheet	\$13.13	\$0.00	\$0.00	\$0.00	0.00%	0.00%	0.00%	50	\$0	50
	17840 EHS Sports Medicine	\$20.29	\$17.25	\$17.64	\$18.71	2.28%	8.51%	6.09%	(5970)	\$15,201	\$14,230
	17880 EPG Phys Clinic-North	\$49.29	\$36.15	\$30.52	\$39.72	(15.58%)	9.00%	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	\$161.06	\$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%)	259.45%	(\$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	\$16,342
	19080 EHS Teleservices	\$24.08	\$23.21	\$34.08	\$26.31	3.76%	13.36%	9.25%	(\$944)	\$28,447	\$27,508
	19100 EHS Accounting Operations (Employee)	\$22.59	\$23.41	\$25.11	\$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	\$15.99	(11.67%)	6.87%	21.00%	\$7,990	\$56,197	\$64,106
	19150 EHG Information Services	\$31.64	\$31.76	\$32.29	\$33.87	1.66%	6.63%	4.90%	(\$12,581)	\$75,491	\$62,910
	19160 EHS Audit Services	\$30.79	\$36.37	\$36.45	\$37.57	0.21%	3.28%	3.06%	(5247)	\$2,367	\$2,120
	19170 EHG Medical Information Network	\$24.11	\$28.53	\$28.57	\$29.14	0.17%	2.17%	2.00%	\$1,099	\$18,627	\$21,726
	19185 EHS Corporate Health Services	\$20.58	\$20.78	\$21.01	\$22.00	1.10%	5.88%	4.73%	(\$939)	\$9,810	\$8,870
	19220 EHS Human Resources	\$23.95	\$25.71	\$25.04	\$26.75	1.28%	4.00%	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%	50	\$0	50
	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 CV5	\$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	\$26.06	\$26.95	\$27.51	0.32%	2.42%	2.09%	\$16,022	\$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 EMCNICU	\$30.25	\$33.30	\$32.72	\$12.33	(1.72%)	(2.91%)	(1.22%)	\$904,702	(\$41,822)	\$892,880

Budget Summary by Department

Use to analyze total-expense variances by department, comparing the proposed budget to the currentyear 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

		t stored.	De de st	1000 total	to an allowed	Burlandad	Budant	Berlaster	to an allowed	Ľ
		Actual	Budget	YID-Actual	Annualized	Projected	Budget	Projection	Annualized	
Dept Descriptio	n	2016	2017	2017	2017	2017	2018	Variance	Variance	
10000 EHS Balance	e 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 C	linic-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 C	linic-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 C	linic-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 C	linic-West	1,469,122	266,184	36,047	54,070	358,709	502,305	(143,597)	(448,235))
19000 EHS Admin	istration	(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 Corpo	rate 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 Telese	rvices	334,730	333,813	225,614	338,421	348,542	372,342	(23,800)	(33,921))
19100 EHS Accou	nting Operations (Employee)	588,070	511,024	332,663	498,995	550,457	614,475	(64,018)	(115,480))
19105 EHS Payrol	1	89,662	165,921	130,931	196,396	228,391	264,119	(35,728)	(67,723))
19110 EHS Admin	istrative Finance	231,492	234,914	209,069	313,603	342,024	331,705	10,318	(18,102))
19150 EHS Inform	nation 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 Medic	al 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 Bud	get Year 2018			500 High Threshold						
				(500) Low Threshold						
Acct.FSSumm	ary = 'E_Salaries' AND INITIATIVEID.INITIATIVEID	= 1			Last Year	Current	Current	Proposed		
DEPT	Description	Acct	Туре	Account	Actual	Budget	Projection	Budget	Variance	Var %
1784	0 EHS Sports Medicine	60100	Expense	Salaries - Regular	240,262	190,381	196,604	211,461	(14,857)	(7.6%)
1788	0 EPG Phys Clinic-North	60100	Expense	Salaries - Regular	505,175	409,225	550,629	791,511	(240,882)	(43.7%)
1788	5 EPG Phys Clinic-East	60100	Expense	Salaries - Regular	366,469	635,492	556,668	771,926	(215,258)	(38.7%)
1789	1 EPG Phys Clinic-South	60100	Expense	Salaries - Regular	815,199	1,074,381	1,319,837	1,448,578	(128,741)	(9.8%)
1789	5 EPG Phys Clinic-West	60100	Expense	Salaries - Regular	287,349	180,000	39,003	185,920	(146,917)	(376.7%)
1900	0 EHS Administration	60100	Expense	Salaries - Regular	2,484,722	4,530,968	2,337,303	2,562,407	(225,105)	(9.6%)
1906	0 EHS Corporate Communications	60100	Expense	Salaries - Regular	330,245	384,192	314,784	323,277	(8,494)	(2.7%)
1908	0 EHS Teleservices	60100	Expense	Salaries - Regular	218,988	227,883	231,861	240,994	(9,133)	(3.9%)
1910	0 EHS Accounting Operations (Employee)	60100	Expense	Salaries - Regular	392,554	333,424	329,009	347,728	(18,719)	(5.7%)
1910	5 EHS Payroll	60100	Expense	Salaries - Regular	41,428	116,193	113,168	119,629	(6,461)	(5.7%)
1911	0 EHS Administrative Finance	60100	Expense	Salaries - Regular	156,170	162,710	188,024	240,354	(52,330)	(27.8%)
1915	0 EHS Information Services	60100	Expense	Salaries - Regular	1,091,056	1,113,324	1,127,213	1,174,863	(47,649)	(4.2%)
1916	0 EHS Audit Services	60100	Expense	Salaries - Regular	67,855	56,692	51,506	55,419	(3,914)	(7.6%)
1917	0 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						Current Yr	Current Yr	Proposed	Budget	Budget		
User Selection: 1	7840 - EHS Sports Medicine			Last Yr	Current Yr	YTD	Projection	Projection	Current Yr	Percentage	Amount	Proposed	
Dep	t Description	Acct	Description	Actual	Budget	Actual	Calculated	Adjustments	Projection	Adjustments	Adjustments	Budget	Variance
178	0 EHS Sports Medicine	60	1100 Salaries - Regular	240,262	190,381	127,487	69,117	0	196,604	0.00%	0	211,461	(14,857)
178	10 EHS Sports Medicine	60	110 Salaries - Overtime	2	(68)	0	0	0	0	0.00%	0	0	0
178	10 EHS Sports Medicine	60	1120 Salaries - Non-Productive	8,376	21,152	6,256	1,577	0	7,832	0.00%	0	4,825	3,008
178	0 EHS Sports Medicine	61	100 Employee Annuity	4,445	4,330	2,060	1,089	0	3,149	0.00%	0	3,331	(183)
178	0 EHS Sports Medicine	61	200 Medical Insurance	14,712	21,128	14,156	7,483	0	21,639	0.00%	0	22,893	(1,254)
178	0 EHS Sports Medicine	61	220 Group Term Life	283	206	170	90	0	259	0.00%	0	274	(15)
178	0 EHS Sports Medicine	61	230 Disability Insurance	555	456	499	264	0	762	0.00%	0	806	(44)
178	10 EHS Sports Medicine	61	300 FICA - Social Security	18,673	18,273	9,846	6,019	0	15,865	0.00%	0	16,546	(681)
178	0 EHS Sports Medicine	61	510 Employee Benefits - PDO	10,684	9,686	2,924	1,546	0	4,469	0.00%	0	4,728	(259)
178	10 EHS Sports Medicine	62	100 Supplies - General	1,727	3,466	1,566	783	0	2,349	0.00%	0	2,342	6 .
178	0 EHS Sports Medicine	63	140 Fees - Other	50,000	50,004	25,000	16,667	0	41,667	0.00%	0	41,667	۰.
178	40 EHS Sports Medicine	64	100 Repairs	0	0	731	365	0	1,095	0.00%	0	1,096	٥.
178	0 EHS Sports Medicine	66	i200 Telephone	2,593	2,642	1,078	810	0	1,888	0.00%	0	1,888	٥.
178	10 EHS Sports Medicine	65	100 Travel - General	24,728	0	18,973	9,487	0	28,460	0.00%	0	28,460	٥.
178	10 EHS Sports Medicine	65	120 Institutes And Education	424	0	0	0	0	0	0.00%	0	0	0
178	0 EHS Sports Medicine	65	200 Dues And Subscriptions	212	1,560	1,410	705	0	2,115	0.00%	0	2,115	٥.
178	0 EHS Sports Medicine	65	950 Rebates/Repayments	(23,309)	0	0	0	0	0	0.00%	0	0	0
178	0 EHS Sports Medicine	71	100 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 Reporting	
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🖾 Budget Income Detail	
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🕘 Budget Income Financial Plan_Demo	
🖾 Budget Income Scenarios	
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🕘 Budget Income Summary	
🖳 Budget Monthly Dept P&L	
🖾 Budget Monthly Detail	
🕨 🍌 Custom Reports	
🕨 🍌 FTE Reports	
🕨 鼬 Initiatives Analysis	
🕨 🎍 Payroll Analysis	
🕨 🍌 Provider Budget	
🕨 Ы Budget Utilities	

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.

KHA Health	1									
For The Bu	dget Year 2018									
		Last Year	Current Year	Current Year	Current Year	Current Year	Next Year	Projected Yr	Projected	CY Budget
Account	Description	Actual	Budget	Projected	YTD	Annualized	Budget	Variance	Var %	Var %
Patient Rev	renue									
	Inpatient Gross Revenue									
31100	0 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	0 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	0 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	0 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	0 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	0 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	0 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	0 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	O 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	O 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	O 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	O 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	0 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	0 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 Statement Detail

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	2018	2019	2019	Variance
	YTD	Annualized	Budget	Financial Plan	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

Tor the budget real 2010				
	2018	2018	2018	2018
	Prelim	Scenario1	Scenario2	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
	1			

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 fear 2016	Last Yr	Current Yr	Current Yr	Current Yr	Current Vr	Proposed	Projected Yr	Projected	CY Budget
	Actual	Budget	YTD	Annualized	Projected	Budget	Variance	Var %	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.

Month	ly Departmental Budget Report													
KHA Health														
For The Bud	get Year 2018													
17840 - EHS S	ports 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													
6	1100 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
6	120 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													
6	100 Employee Annuity	278	280	271	280	273	283	283	256	283	277	288	279	3331
6	200 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
6	220 Group Term Life	23	23	22	23	22	23	23	21	23	23	24	23	274
6	230 Disability Insurance	67	68	66	68	66	69	69	62	69	67	70	67	806
6	300 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
6	510 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													
6	100 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: Description: Initiative Status:	2 New MRI Machine Approve
	Proposed		
	Budget		
Patient Revenue		1	
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: Description: Initiative Status:	2 New MRI Machine Approve					
	Jul-2017	Aug-2017	Sep-2017	Oct-2017	Nov-2017	Dec-2017	Jan-2018
	Budget	Budget	Budget	Budget	Budget	Budget	Budget
Patient Revenue							
Inpatient	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Total Patient Revenue	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Deductions From Revenue							
Deductions From Revenue	60,000	60,000	60,000	60,000	60,000	60,000	60,000
Total Deductions From Revenue	60,000	60,000	60,000	60,000	60,000	60,000	60,000
Net Patient Revenue	40,000	40,000	40,000	40,000	40,000	40,000	40,000
Total Operating Revenue	40,000	40,000	40,000	40,000	40,000	40,000	40,000
Operating Expenses							
Salaries & Wages	9,743	9,743	9,429	9,743	9,429	9,743	9,743
Benefits	1,332	1,332	1,293	1,332	1,293	1,332	1,332
Medical Supplies	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Other Supplies	1,100	1,100	1,100	1,100	1,100	1,100	1,100
Depreciation and Amortization	4,130	4,130	4,130	4,130	4,130	4,130	4,130
Total Operating Expenses	21,305	21,305	20,951	21,305	20,951	21,305	21,305
Excess of Revenue Over Expenses from Operations	18,695	18,695	19,049	18,695	19,049	18,695	18,695
Excess of Revenue Over Expenses	18,695	18,695	19,049	18,695	19,049	18,695	18,695

Income Statement by Initiative ID

Use to review new initiatives side-by-side for multiple initiatives.

Income Summary By Initiative ID

KHA Health				
For The Budget Year 2018	Approve			
		Initiative	Approved	Exclude
InitiativeID.InitiativeID IN (2)	New MRI Machine	TOTAL	TOTAL	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.

Initiati KHA Health For The Bud	ves Su get Year 201	mmai 18	У										
							Patient			Other	Jul-2017	Aug-2017	Sep-2017
Initiative ID	RecordID	Departm	nent Department Description	Initiative Description	Volume	FTEs	Revenue	Salaries	Supplies	Expenses	FTEs	FTEs	FTEs
	2	0	27200 EMC Radiology - MRI (JobCode)	New MRI Machine	1,200	2.01	1,200,000	130,426	73,200	49,560	2.0	2.01	2.01
	4	0	101020 EMA Internal Medicine (Provider Sun	nn New IM Physicians	3,990	1.50	698,250	290,655	18,000	0	0.0	0.00	0.00
				Total		3.51	1,898,250	421,081	91,200	49,560	2.0	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: Description: Initiative Status:	2 New MRI Machine 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	1	
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: Description: Initiative Status:	2 New MRI Machine Approve					
	Jul-2017	Aug-2017	Sep-2017	Oct-2017	Nov-2017	Dec-2017	Jan-2018
	Budget	Budget	Budget	Budget	Budget	Budget	Budget
Patient Revenue							
Inpatient	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Total Patient Revenue	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Deductions From Revenue							
Deductions From Revenue	60,000	60,000	60,000	60,000	60,000	60,000	60,000
Total Deductions From Revenue	60,000	60,000	60,000	60,000	60,000	60,000	60,000
Net Patient Revenue	40,000	40,000	40,000	40,000	40,000	40,000	40,000
Total Operating Revenue	40,000	40,000	40,000	40,000	40,000	40,000	40,000
Operating Expenses							
Salaries & Wages	9,743	9,743	9,429	9,743	9,429	9,743	9,743
Benefits	1,332	1,332	1,293	1,332	1,293	1,332	1,332
Medical Supplies	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Other Supplies	1,100	1,100	1,100	1,100	1,100	1,100	1,100
Depreciation and Amortization	4,130	4,130	4,130	4,130	4,130	4,130	4,130
Total Operating Expenses	21,305	21,305	20,951	21,305	20,951	21,305	21,305
Excess of Revenue Over Expenses from Operations	18,695	18,695	19,049	18,695	19,049	18,695	18,695
Excess of Revenue Over Expenses	18,695	18,695	19,049	18,695	19,049	18,695	18,695

Income Statement by Initiative ID

Use to review new initiatives side-by-side for multiple initiatives.

Income Summary By Initiative ID

KHA Health				
For The Budget Year 2018	Approve			
		Initiative	Approved	Exclude
InitiativeID.InitiativeID IN (2)	New MRI Machine	TOTAL	TOTAL	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										
				Patient			Other	Jul-2017	Aug-2017	Sep-2017
Initiative ID RecordID Department Department Description In	nitiative Description	Volume	FTEs	Revenue	Salaries	Supplies	Expenses	FTEs	FTEs	FTEs
2 0 27200 EMC Radiology - MRI (JobCode) N	lew 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 N	lew 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 Add	litions and Changes	by JobC	lode												
KHA Health															
For The Budge	t Year 2018														
				Fixed/Variable	YTD FTEs	Current Year Projection		Changes To	Total	New Year Budget		Changes To	Total	Variable	Variable %
				From	From	Program	Program	Existing	Projected	Program	Program	Projected	Budgeted	From	From
JobCode	Description	Department	Description	Dimensions	Budget	Additions	Changes	FTEs	FTEs	Additions	Changes	FTEs	FTEs	Budget	Budget
300002	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%
300002	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%
300002	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%
100002	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%
100005	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%
300006	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%
300006	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%
300006	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%
300006	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%
300006	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%
300006	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%
300006	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%
300006	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%
300006	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%
300006	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%
300006	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%
300006	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%
300008	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

			2016	2017	2017	2017	Projected-	2018	Projected-		
			Actual	Budget	YTD	Projected	YTD	Budget	Budget		
(DEPT	Description	FTEs	FTEs	FTEs	FTEs	Variance	FTEs	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	10.05	10.05	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 Jo										
KHA Health											
For The Budget	t Year 2018										
				2016	2017	2017	2017	Projected-	2018	Projected-	
				Actual	Budget	YTD	Projected	YTD	Budget	Budget	
DEPT	Description	JobCode	Description	FTEs	FTEs	FTEs	FTEs	Variance	FTEs	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-todate 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

For the Budget Ye	ar 2018								
		2016	2017	2017	2017	Projected-	2018	Projected-	
		Actual	Budget	YTD	Projected	YTD	Budget	Budget	
JobCode	Description	FTEs	FTEs	FTEs	FTEs	Variance	FTEs	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%)
30000F	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% 阔
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

	Total Projected	Total Budget	Jul-2017	Aug-2017	Sep-2017	Oct-2017	Nov-2017	Dec-2017	Jan-2018	Feb-2018	Mar-2018	Apr-2018	May-2018	Jun-2018
Dept Description	FICA	FICA	FICA	FICA	FICA	FICA	FICA	FICA	FICA	FICA	FICA	FICA	FICA	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	16,745	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

Kript riealth														
For The Budget Ye	ar 2018													
Summary of FTE Varia	inces to Target by Department													
		July	August	September	October	November	December	January	February	March	April	May	June	Total Budget
Dept	Description	FTEs	FTEs	FTEs	FTEs	FTEs	FTEs	FTEs	FTEs	FTEs	FTEs	FTEs	FTEs	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													
Part Providelar	July	August	September	October	November	December	January ETC:	February	March	April	May	June	Total Budget
17840 EHS Sporte Medicine	6.80	6.80	680	6.80	6.80	6.80	6.80	6.80	6.80	6.80	680	6.80	6.80
17890 EPG Phur 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-Fast	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 Ye	ar Budget By E	mployee							
KHA Health									
For The Budge	t Year 2018								
								Budget	Budget
JobCode	Name	PayType	Name	Department	Name	Employee ID	Employee Name	Hours	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

				worked Hours p	er Unit of Service
				2017	2018
JobCode	Description	Dept	Dept Description	Actual	Budget
100191	Staff RN	17840	EHS Sports Medicine	0.00	0.00
100006	Receptionist/Secretary-WC	17880	EPG Phys Clinic-Occ Hith Midtown	1.77	1.67
100604	Nurse Practitioner	17885	EPG Phys Clinic-Occ Hith/West	3.81	5.15
,00604	Nurse Practitioner	17891	EPG Phys Clinic-Uptown	1.01	0.98
100655	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
,00019	Payroll Coordinator	19105	EHS Payroll	5.17	5.13
,00016	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
300002	Executive Vice President	19220	EHS Human Resources	5.06	5.74
300008	Management Engineer	19250	EHS Performance Improvement	8.90	8.16
,00580	Risk Manager	19370	EHS Risk Management And Safety	5.06	4.97
300006	Receptionist	26100	EMC Nursing Administration	4.97	4.98
J00090	Unit Assistant	26140	EMC Emergency Room (CDM)	0.07	0.06
J00031	Clinical Technician	26230	EMC CVS	2.00	2.02
J00031	Clinical Technician III	26310	EMC 3 East	0.39	0.24

Provider Compensation reports

Budgeting utilities

Axiom Budgeting 2022.1 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.
Report	Description
--	--
Budget Process Management Report	Use to show what stage each budget plan file is in when using process management for budget staging.
Budget Workbook Reconciliation	Use to compare check totals from different columns in the budget workbooks to the summary fields in the database to make sure they are in balance. If the budgets are all in balance, then this report returns no data, which is the desired outcome of this report.
Global Depreciation Reconciliation Report	Use to show the variance between the budgeted depreciation accounts to the same accounts in the general ledger budget for a user-specified budget year.
Global Expense Reconciliation Report	Use to show the variance between the budgeted depreciation accounts to the same accounts in the general ledger budget for a user-specified budget year.
Global Revenue Reconciliation Report	Use to show the variance between the budgeted global revenue accounts to the same accounts in the general ledger budget for a user-specified budget year.
Labor Non-Matched	Use to identify the JobCode/PayType combinations that have dollars but have no FTE hours for the year.
New Department Utility	Use to create default records for a new department. You can save records to the Financial, Payroll, Provider, or RevUsage tables.
Payroll12 Hours Reconciliation	Use to highlight job codes saved in the Payroll12 data source from the budget workbooks that have hours but no dollars in the budget.
Payroll12 Negative Hours	Use to highlight job codes and pay types that have any negative FTEs budgeted in any month. The report returns all job codes in the database, but only the ones with the Review flag need to be investigated and changed, if necessary.
PayType Mapping Analysis	Use during budget set up for payroll budgeting to show what PayTypes map to which payroll budget category.
Reconcile NYBDetail to Financial	Reconcile values saved in NYBDetail table to those values saved in the Budget Table which could indicate that values in your budget plan files are not saving properly.
Reconcile Payroll12 to Financial- Dollars	Use to test the data transfer from the Labor tab to the Expense tab in the budget workbook.

Report	Description
Reconcile Payroll12 to Financial-FICA	Use to test the data transfer from the Labor tab to the Expense tab in the budget workbook.
Reconcile Payroll12 to Financial-Hours	Use to test the data transfer from the Labor tab to the Expense tab in the budget workbook.
Salaries Do Not Match	Use to identify accounts on the Labors tabs in the plan files that do not have history on the Expense tab and would cause a balancing mismatch.

Budget Setup utilities

The following utility is designed to help set up security. For examples of these reports, see Setup utilities.

Report	Description
PayrollGLMapping	To allow mapping of GL accounts and Hours accounts different from the Jobcode dimensions table or Paytype dimensions table as a result of various combinations to match GL accounts.

Budget Extract from EPM utilities

The following utility is designed to extract budget data from the Axiom database. For examples of this reports, see Extract from EPM utilities.

Report	Description
PayrollGLMapping	To allow mapping of GL accounts and Hours accounts different from the Jobcode Dimensions Table or Paytype Dimensions Table as a result of various combinations to match GL accounts.

Budget Provider Utilities - Reconciliation utilities

These utilities are designed to reconcile data to support physician analysis. For examples of these reports, see Provider Reconciliation utilities.

Report	Description
Matching Provider Dept Revenue to Dept Salaries	Use to determine if there are situations where the provider revenue and salaries do not match by department.
Matching Provider Revenue to Salaries	Use to check the net difference between revenue and salaries by provider.

Report	Description
ProviderComp JobCodes	Use to compare the coding in global assumptions to the information in the Payroll27 tables before creating budget plan files.
Reconcile GL Revenue to Provider	Use to reconcile the gross charges in the Financial data source to the gross charges in the Provider data source for both the current period as well as year-to-date.
Review Provider Data	Use to identify situations where there is revenue without matching volume in the historical data that is used for projection and budget purposes.

Budget Provider – Statistics utilities (optional feature)

This utility is designed to reconcile data to support physician analysis. For examples of this reports, see Provider Statistics utilities.

Report	Description
Summarize Provider Statistics to Financial	Use this save-to-database report to summarize provider data into monthly statistics to be used in Financial data tables and reports.

Budget Provider – System Setup utilities

This utility is designed to reconcile data to support physician analysis. For examples of this reports, see Provider System Setup utilities.

Report	Description
ProvBenchmark	This table may be used for reports to compare provider compensation to benchmarks.

Budget Report Batch utilities

This utility is designed to run multiple reports together. For examples of this report, see Report Batch utilities.

Report	Description
Budget Reconciliation Reports Batch	Use to run multiple budget reconciliation reports for distribution.

Budget Security utilities

This utility is designed to run multiple reports together. For examples of this report, see Security utilities.

Report	Description
Budget Driver Security Update	Use to update the Driver security settings and filters for Admin users who have access to update Driver files.
Budget Security Update	Use to update security settings and filters for all users.

Balance Sheet and Deductions utilities

These reports are designed for budget balance sheet calculation and deductions modeling to post the results to the database.

Accessing these utilities

The utilities listed in this section are located in **\Axiom\Reports Library\Budgeting Utilities\Balance Sheet & Deductions.** For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the **Budget Reporting** section, and click **Budget Utilities > Balance Sheet & Deductions**.



Budget Balance Sheet and Cash Flow

Use this save-to-database report to project the balance sheet for the remainder of the current year and next year's budget, by category.

The Budget Balance Sheet and Cash Flow utility allows you to project the remainder of the current year and next year budget balance sheet and cash flow numbers. This utility integrates with the budgeted income statement numbers and allows for frequent updates to the budgeted balance sheet and cash flow numbers, if the income statement is updated. The utility's results save back to the database and then become available in the budget data tables and reports for budget analysis.

Balance Sheet & Cash Flow Summary

KHA Health Period Ending February 29, 2020

	Balance as of	Balance as of	Projected as of	Budget as of	Budget	Budget	Budget	Budget
	Jun-2018	Jun-2019	Jun-2020	Jun-2021	Jul-2020	Aug-2020	Sep-2020	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 Jun-2018	-20 Ai
_	Net Income	3,445	12,870	
	<u>Total Assets</u> <u>Total Liabilities</u>	19,082 19,082 0	19,082 19,082 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, 20	20										
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 fro	m Global Assumption	s	
Total IP Discharges - Globals		Discharges		0	0	0	0	0	r 0	0	
Variance-Check Total from Inputs				12,998	12,998						
% Discharges by Payor								Revise Monthly %	s as Appropriate (Base	ed upon FY 20 Projec	tion)
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 fro	m Global Assumption	s	
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 (Base	d upon FY 20 Projec	tion)
Medicare				35.40%	35.40%	0.00%	0.00%	100.00%	100.00%	100.00%	100
Medicald			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)					
pop_bablect_ct		Balance as of	Balance as of	Jun-2016 through	Projection	Projected as of
	Method	Jun-2015	Jun-2016	Dec-2016	Changes	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
		1				

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.

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	Computed	

Asset inputs (All inputs should be in whole dollars)

PPE – Land	Input Schedule	Net Capital Acquisitions
		Revaluation amount
PPE – Property and	Input Schedule	Net Capital Acquisitions
Equipment		+\- 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 sho	ould 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 KHA Health FY21 Annual Budget	ALLOWANCE WORKSHEET									
		Revenue		Current	Current	Rest of	Projection		Prelim	Budget
Payor	Description	Driver	Last Year	Budget	YTD	Year	Adjustments	Projected	Budget	Adjustments
	PATIENT REVENUE By Payor		1							
			-							
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 CONTRACTORES		1							

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_ KHA Health FY21 Annual Budget	FSPayor									
		Revenue		Current	Current	Rest of	Projection		Preliminary	Budget
FSPayor	Description	Driver	Last Year	Budget	YTD	Year	Adjustments	Projected	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	
Total Investigat	PATIENT REVENUE BY TYPE		224 662 662	20 5 42 140	172 524 503	(130.016.307)		13 748 405		
Total Optional	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	10,485,554	70,940,038	(52,641,125)		24,303,533	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 Patent Revenue		311,963,621	51,502,990	304,079,247	(297,450,335)	0	00,028,914	54,603,321	
	Total Allowances		270,403,248	75,055,055	197,569,097	=14/24	0	#10/A	#19/A	
	Net Revenue		235,554,375	35,649,937	166,490,150	*N/A	0.007	*N/A	PN/A	
Acet	ALLOWANCE - DETAIL 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	101200 Contration Advances - TMA Constants	Total Gross	15 162 749	0	10 257 478	0	0	10.257.478	8,405,146	(8,406,146)
140000	101306 Capitation Adjustment - EMA Oncology		10,100,140	0						
40000	101306 Capitation Adjustment - EMA Oncodgy 101307 Capitation Adjustment - EMA Genetics	Total Gross	65,960	0	41,748	0	0	41,748	34,213	(34,213)

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. c										No. of	Issues	Owner= Dept	t Manager		
My Dimension S	ecurity Filter-DEPT>0	ALL ISSUES SHO	ULD BE RESOLVED BEFORE STARTING TH	E BUDGET PROCESS W	ORK FLOW									Review = Dire	ector or [Skip]
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	Approver = V These Colum Each column Mark with [SI	.P. .ns manage bot should have a kip] if workflow
KHABgtCode		Original		KHABgtMap					ShowonList	Cur YTD	Cur YTD	Warning	Warning		
Dept	Description	Dept	Description	Dept	BudgetGroup	KHABGTtemplate	TPLOptions	LaborType	Budgeting	Revenue	Expense	BudgetGroup	Template	Owner	Reviewer
10000	EHS Balance Sheet	1000 1500 1530 1540 1787	D EHS Balance Sheet D EHS Deductions from Revenue D EHS Other Revenue D EHS Other NonOperating Revenue D EHS 4th BHOMBED Office/Eest Moley	10000 10000 10000 10000	EHS EHS EHS EHS	NoBudget NoBudget NoBudget NoBudget	NoBudget NoBudget NoBudget NoBudget	NoBudget NoBudget NoBudget NoBudget	FALSE FALSE FALSE FALSE	0 0 190,726 3,014,568	0 0 0 200 202	0 0 0	0 0 1 1	(Skip) CCredit CCredit CCredit	[Skip] [Skip] [Skip] [Skip]
		1787		10000	EPG	NoBudget	NoBudget	NoBudget	FALSE	0	208.076	0	1	EEast	[Skip]
		1789 1856 1890	5 EPG Phys Clinic-Peds Afterhour 0 EHS Rental 0 EHS Parking Lot	10000 10000 10000	EPG EHS EHS	NoBudget NoBudget NoBudget	NoBudget NoBudget NoBudget	NoBudget NoBudget NoBudget	FALSE FALSE FALSE	674,608 5,955,902 191,131	651,092 5,879,642 145,898	0	1	EEast SSmith SSmith	(Skip) (Skip) (Skip)
		18960		10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	401,291	545,429	0	1	PAugusta	CJohnson
		18970		10000	EHS	Nobudget	Nobudget	Nobudget	PALSE	/23,653	1,038,702	0		PAugusta	Clohnson
		10973	5 EHS Bidg-Cancer Center	10000	EHS	NoBudget	NoBudget	Nobudget	FALSE	1 520 207	50,802	0	1	PAugusta	Clohesen
		1808		10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	1,529,207	201.402	0	1	PAugusta	Clohnson
		1000	2 EUC Bidg-Cast	10000	EHS	NoBudget	NoBudget	NoBudget	EALSE	259,090	291,403			PAugusta	Clobnson
		1898/		10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	20.902	9,495	0	1	PAugusta	Clohnson
		1898		10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	355 983	312 727	0	1	PAugusta	CJohnson
		1898	5 EHS Bldg-Lakeside	10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	211 375	242 774	0	1	PAugusta	CJohnson
		18987		10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	111.639	269.285	0	1	PAugusta	CJohnson
		18988	8 EHS Bldg-Uptown	10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	59.878	14.539	0	1	PAugusta	CJohnson
		18989	9 EHS Bldg-Downtown	10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	37,963	19,486	0	1	PAugusta	CJohnson
		18990	0 EHS Bldg-West	10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	201,392	304,803	0	1	PAugusta	CJohnson
		1899	1 EHS Bldg-NE	10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	15,728	117,806	0	1	PAugusta	CJohnson
		18993	2 EHS Bldg-Cancer Center	10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	369,296	592,510	0	1	PAugusta	CJohnson
		18993	3 EHS Bldg-NW	10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	0	0	0	0	PAugusta	CJohnson
		19070	D EHS Planning	10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	0	165	0	1	CCredit	[Skip]
		19090	0 EHS Business Development	10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	0	7,598	0	1	CCredit	[Skip]
		19175	5 EHS Medicare Select Sales	10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	0	748	0	1	CCredit	[Skip]
17840	EHS Sports Medicine	17840	0 EHS Sports Medicine	17840	EHS	Master	Master	JobCode	FALSE	0	212,155	0	0	PHerbert	[Skip]
17880	EPG Phys Clinic-North	17880	0 EPG Phys Clinic-North	17880	EPG	Master	Master	JobCode	FALSE	252,904	426,586	0	0	EEast	[Skip]
		1788	1 EPG Phys Clinic-Occ HIth East	17880	EPG	Master	Master	JobCode	FALSE	399,301	518,492	0	0	EEast	[Skip]
		1788	3 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	1788	5 EPG Phys Clinic-East	17885	EPG	Master	Master	JobCode	FALSE	516,437	862,465	0	0	EEast	[Skip]
		1788	5 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	1789	1 EPG Phys Clinic-South	17891	EPG	Master	Master	JobCode	FALSE	1,369,241	1,595,913	0	0	EEast	[Skip]
		17894	4 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 Prod KHA Health Budget 2018-Budget	cess Management Repo	ort									
				Base Bud	lget Build	Budget	Owner Input	Budget R	eview	Budget	t Approval
Department	Description	Current Step	Current Step Name	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 Admir	2/5/2018	Assignment value "D	S (no due date)	Assignment value 'CC	r (no due date)	Assignment value	'HBu (no due
26140	EMC Emergency Room (CDM)	1	Base Budget Build	Rod Nyberg,Bud Admir	2/5/2018	Assignment value "N	/E (no due date)	<skip></skip>	(no due date)	Assignment value	'SKle (no due
26340	EMC CCU (Staffing)	1	Base Budget Build	Rod Nyberg,Bud Admir	2/5/2018	Assignment value 'N	/S (no due date)	Assignment value 'BC	l: (no due date)	Assignment value	'SKle (no due
26610	EMC 6A (JobCode ADC)	1	Base Budget Build	Rod Nyberg,Bud Admir	2/5/2018	Assignment value "Y	D (no due date)	<skip></skip>	(no due date)	Assignment value	'SKle (no due
26611	EMC Home Health	1	Base Budget Build	Rod Nyberg,Bud Admir	2/5/2018	Assignment value 'A	ie (no due date)	Jeff Goldstein	(no due date)	Rod Nyberg	(no due
27200	EMC Radiology - MRI (JobCode)	1	Base Budget Build	Rod Nyberg, Bud Admir	2/5/2018	Chris Sparks	(no due date)	Assignment value 'DP	a (no due date)	Assignment value	'SJoł (no due
101010	EMA Internal Medicine (Provider Detail)	1	Base Budget Build	Rod Nyberg,Bud Admir	2/5/2018	Assignment value 'E	E; (no due date)	<skip></skip>	(no due date)	Assignment value	'DJo (no due
101020	EMA Internal Medicine (Provider Summary)	1	Base Budget Build	Rod Nyberg, Bud Admir	2/5/2018	Assignment value "E	Ei (no due date)	<skip></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	NYBTd	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 玲
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 玲
10000	EHS Balance Sheet	13600	Due From 3rd Party Payors	526,954	0	0	526,954	526,954	Review 玲
10000	EHS Balance Sheet	13901	A/R MHS Misc	2,210,383	0	0	2,210,382	2,210,382	Review 玲
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 玲
10000	EHS Balance Sheet	15000	Vells Fargo	113,467,445	0	0	113,467,445	113,467,445	Review 玲
10000	EHS Balance Sheet	15512	Home Health License	679,239	0	0	679,238	679,238	Review 玲
10000	EHS Balance Sheet	15530	Reciprocal Of America	55,346,505	0	0	55,346,504	55,346,504	Review 玲
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 玲
10000	EHS Balance Sheet	17000	Land	13,706,437	0	0	13,706,437	13,706,437	Review 玲
10000	EHS Balance Sheet	17300	Buildings	271,198,916	0	0	271,198,916	271,198,916	Review 玲
10000	EHS Balance Sheet	18315	General Re-Construction	259,457	0	0	259,456	259,456	Review 玲

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		R
Dept	Description	Acct	Description	Global	Total	Variance	Global	Total	Variance	Projection
				Depreciation			Depreciation			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

Bud	get	Year	- 20	17
	-			

				Projection			Budget		Revie
Description	Acct	Description	Global	Total	Variance	Global	Total	Variance	Projection
			Expense			Expense			Review
			1						
EHS Administration	62199	OMC Allocation	(9,167)	0	9,167	(27,509)	0	27,509	Review
EMC Radiology - MRI (JobCode)	62199	OMC Allocation	0	0	0	300	0	(300)	
EMC NICU	63100	Fees - Consulting	1,944	0	(1,944)	250	0	(250)	Review
EMC Oncology Services	63100	Fees - Consulting	14,400	0	(14,400)	0	0	0	Review
EMC Laboratory	63100	Fees - Consulting	7,215	0	(7,215)	0	0	0	Review
EMC School Of Med Tech	63100	Fees - Consulting	75	0	(75)	0	0	0	Review
EMC Radiation Oncology	63100	Fees - Consulting	2,375	0	(2,375)	0	0	0	Review
EMC Comprehensive Wound Ctr	63100	Fees - Consulting	1,975	0	(1,975)	0	0	0	Review
EMC Surgery	63100	Fees - Consulting	0	0	0	0	0	0	
EMC Recovery Services	63100	Fees - Consulting	40,332	0	(40,332)	0	0	0	Review
EMC Nutrition Center	63100	Fees - Consulting	33,384	0	(33, 384)	0	0	0	Review
EMC EAP	63100	Fees - Consulting	5,490	0	(5,490)	0	0	0	Review
EMC Linen Services	63100	Fees - Consulting	0	0	0	0	0	0	
EMC Marketing	63100	Fees - Consulting	2,445	0	(2,445)	0	0	0	Review
EMC Medical Staff Services	63100	Fees - Consulting	380	0	(380)	0	0	0	Review
	Description EHS Administration EMC Radiology - MRI (JobCode) EMC NICU EMC Oncology Services EMC Laboratory EMC Concology Services EMC Cadation Oncology EMC Comprehensive Wound Ctr EMC Surgery EMC Recovery Services EMC Nutrition Center EMC Surgery EMC EAP EMC Linen Services EMC Marketing EMC Marketing	Description Acct EHS Administration 62199 EMC Radiology - MRI (JobCode) 62199 EMC NICU 63100 EMC Oncology Services 63100 EMC Concology Services 63100 EMC Concology Services 63100 EMC Concology Concology 63100 EMC Radiation Oncology 63100 EMC Scorgery 63100 EMC Recovery Services 63100 EMC Nutrition Center 63100 EMC EAP 63100 EMC Marketing 63100 EMC Marketing 63100 EMC Marketing 63100	Description Acct Description EHS Administration 62199 OMC Allocation EMC Radiology - MRI (JobCode) 62199 OMC Allocation EMC NICU 63100 Fees - Consulting EMC Oncology Services 63100 Fees - Consulting EMC Concology Services 63100 Fees - Consulting EMC Comprehensive Wound Ctr 63100 Fees - Consulting EMC Comprehensive Wound Ctr 63100 Fees - Consulting EMC Recovery Services 63100 Fees - Consulting EMC EAP 63100 Fees - Consulting EMC Marketing 63100 Fees - Consulting EMC Marketing 63100 Fees - Consulting EMC Marketing 63100 Fees - Consulting	Description Acct Description Global Expense EHS Administration 62199 OMC Allocation (9,167) EMC Radiology - MRI (JobCode) 62199 OMC Allocation 0 EMC Radiology - MRI (JobCode) 62199 OMC Allocation 0 EMC NICU 63100 Fees - Consulting 1,944 EMC Oncology Services 63100 Fees - Consulting 7,215 EMC Radiation Oncology 63100 Fees - Consulting 2,375 EMC Comprehensive Wound Ctr 63100 Fees - Consulting 1,975 EMC Surgery 63100 Fees - Consulting 1,975 EMC Surgery 63100 Fees - Consulting 3,3,344 EMC Recovery Services 63100 Fees - Consulting 3,3,344 EMC EAP 63100 Fees - Consulting 5,490 EMC Linen Services 63100 Fees - Consulting 2,445 EMC Marketing 63100 Fees - Consulting 2,445	DescriptionAcctDescriptionGlobal ExpenseTotalEHS Administration62199OMC Allocation(9,167)0EMC Radiology - MRI (JobCode)62199OMC Allocation00EMC Rodiology - MRI (JobCode)63100Fees - Consulting1,9440EMC Oncology Services63100Fees - Consulting14,4000EMC Concology Services63100Fees - Consulting7,2150EMC Concology Gender63100Fees - Consulting2,3750EMC School Of Med Tech63100Fees - Consulting1,9750EMC Comprehensive Wound Ctr63100Fees - Consulting1,9750EMC Recovery Services63100Fees - Consulting3,3840EMC Nutrition Center63100Fees - Consulting3,3840EMC EAP63100Fees - Consulting5,4900EMC EAP63100 <te>Fees - Consulting2,4450EMC Marketing63100<te>Fees - Consulting3,800</te></te>	Description Act Description Global Expense Total Variance EHS Administration 62199 OMC Allocation (9,167) 0 9,167 EMC Radiology - MRI (JobCode) 62199 OMC Allocation 0 0 0 EMC NICU 63100 Fees - Consulting 1,944 0 (1,944) EMC Oncology Services 63100 Fees - Consulting 7,215 0 (7,215) EMC Radiolon Oncology 63100 Fees - Consulting 1,975 0 (2,375) EMC School Of Med Tech 63100 Fees - Consulting 1,975 0 (1,975) EMC Comprehensive Wound Ctr 63100 Fees - Consulting 1,975 0 (1,975) EMC Surgery 63100 Fees - Consulting 3,384 0 (3,384) EMC Radiation Fees - Consulting 5,490 (5,490) (5,490) EMC Radiation Fees - Consulting 5,490 0 (5,490) EMC Nuclina Center 63100 Fees - Consulting 2,4	Description Acct Description Global Expense Total Variance Global Expense EHS Administration 62199 OMC Allocation 9,167 0 9,167 (27,509) EMC Radiology - MRI (JobCode) 62199 OMC Allocation 0 0 0 300 EMC Rodiology - MRI (JobCode) 63100 Fees - Consulting 1,944 0 (1,944) 250 EMC Oncology Services 63100 Fees - Consulting 7,215 0 (7,215) 0 EMC School Of Med Tech 63100 Fees - Consulting 1,9475 0 (1,975) 0 EMC Comprehensive Wound Ctr 63100 Fees - Consulting 1,975 0 (1,975) 0 EMC Radiation Oncology 63100 Fees - Consulting 1,975 0 (1,975) 0 EMC School Of Med Tech 63100 Fees - Consulting 0 0 0 0 EMC Surgery 63100 Fees - Consulting 1,975 0 (1,975) 0 <	DescriptionAcctDescriptionGlobal ExpenseTotalVarianceGlobal ExpenseTotalEHS Administration62199OMC Allocation(9,167)09,167(27,509)0EMC Radiology - MRI (JobCode)62199OMC Allocation0003000EMC NICU63100Fees - Consulting1,9440(1,944)2500EMC Oncology Services63100Fees - Consulting7,2150(7,215)00EMC School Of Med Tech63100Fees - Consulting7,50(7,215)00EMC Concology63100Fees - Consulting1,9750(1,975)00EMC School Of Med Tech63100Fees - Consulting1,9750(1,975)00EMC Comprehensive Wound Ctr63100Fees - Consulting1,9750(1,975)00EMC Radiation Oncology63100Fees - Consulting3,38400000EMC Surgery63100Fees - Consulting33,38400000000EMC Recovery Services63100Fees - Consulting3,38400000000000000000000000000000000000000	Projection Projection Budget Description Acct Description Global Expense Total Variance Global Expense Total Variance EHS Administration 62199 OMC Allocation (9,167) 0 9,167 (27,509) 0 27,509 EMC Radiology - MRI (JobCode) 62199 OMC Allocation 0 0 0 300 0 (300) EMC Concology Services 63100 Fees - Consulting 1,944 0 (1,4400) 0 </td

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. 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 HIth East	Physician		17881	J00655	P0001	0
Yes	EPG Phys Clinic-Occ HIth 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

100	me	buuget	real	2010

Current View: Def	ault					Budget	Budget	Check
Dept	Description	JobCode	Description	PayType	Description	Dollars Total	Hours Total	Flag
17840	EHS Sports Medicine	J00287	Team Leader	P0001	Regular	38,419	2,005	
17840	EHS Sports Medicine	J00287	Team Leader	P0004	Paid Time Off	1,999	104	
17840	EHS Sports Medicine	J00604	Nurse Practitioner	P0001	Regular	4,152	116	
17840	EHS Sports Medicine	J00785	Athletic Trainer	P0001	Regular	168,891	11,744	
17840	EHS Sports Medicine	J00785	Athletic Trainer	P0004	Paid Time Off	2,826	185	
17880	EPG Phys Clinic-North	J00006	Receptionist	P0001	Regular	30,665	2,987	
17880	EPG Phys Clinic-North	J00006	Receptionist	P0004	Paid Time Off	2,499	243	
17880	EPG Phys Clinic-North	J00006	Receptionist	POVT	Overtime	520	64	
17880	EPG Phys Clinic-North	J00191	Staff RN	P0001	Regular	2,138	79	
17880	EPG Phys Clinic-North	J00323	LPN	P0001	Regular	40,646	2,604	
17880	EPG Phys Clinic-North	J00323	LPN	P0004	Paid Time Off	9,135	585	
17880	EPG Phys Clinic-North	J00323	LPN	POVT	Overtime	1,884	147	
17880	EPG Phys Clinic-North	J00374	Technical Assistant	P0001	Regular	34,997	2,657	
17880	EPG Phys Clinic-North	J00374	Technical Assistant	P0004	Paid Time Off	3,857	300	
17880	EPG Phys Clinic-North	J00374	Technical Assistant	POVT	Overtime	1,461	146	
17880	EPG Phys Clinic-North	J00491	Staff Radiologic Tech	P0001	Regular	46,984	2,851	
17880	EPG Phys Clinic-North	J00491	Staff Radiologic Tech	P0004	Paid Time Off	1,495	91	
17880	EPG Phys Clinic-North	J00491	Staff Radiologic Tech	POVT	Overtime	788	76	
17880	EPG Phys Clinic-North	J00604	Nurse Practitioner	P0001	Regular	120,119	3,108	

Payroll12 Negative Hours

Use to highlight job codes and pay types that have any negative FTEs budgeted in any month. The report returns all job codes in the database, but only the ones with the Review flag need to be investigated and changed, if necessary.

Payroll12 Negative Hours																
KHA Health																
For The Budget Year 2018																
			Negative													
Dept Description	JobCode	PayType	Hours	July	August	September	October	November	December	January	February	March	April	May	June	Total
17840 EHS Sports Medicine	300287	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	300287	P0004		8.85	8.86	8.57	8.86	8.57	8.86	8.86	8.00	8.85	8.57	8.86	8.57	104.29
17840 EHS Sports Medicine	300604	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	300785	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	300785	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	300006	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	300006	POVT		5.45	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	300191	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	300323	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	300323	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	300374	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	300374	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	300374	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	300491	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	300491	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	300604	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	300604	P0004		24.95	24.96	24.15	24.96	24.15	24.95	24.96	23.35	24.96	24.15	24.96	24.15	294.67
17880 EPG Phys Clinic-North	300655	P0001		546.39	546.39	528.77	\$46.39	528.77	546.39	546.39	511.14	546.39	528.77	546.39	528.77	6,450.95
17885 EPG Phys Clinic-East	300604	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	300604	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	300655	P0001		546.39	546.39	528.77	\$46.39	528.77	546.39	546.39	511.14	546.39	528.77	546.39	528.77	6,450.95
17891 EPG Phys Clinic-South	300604	P0001		60.45	60.46	58.51	60.46	58.51	60.46	60.46	54.61	60.45	58.51	60.45	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 KHA Health	e Mapping Ar	nalysis															
For The Budg	et Year 2018	For Period Ending: Febr	ary 25, 2017														
Budget Group:	Budget Group: EHS		-														
РауТуре	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 - Payroll				254,892	12,424,963			181,475	5,057,674								
	Variance			(252,133)	(12,262,102)			(177,561)	(4,878,927)								
	Other JobCode Level - Do	ollars															
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	P0050	0.00	0		30.00	0.00	20	120	32.00	10	60100	v	Holiday	salaries - negular	Ŷ	•
	Total Other JobCode Le	evel - 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 Pa	ayroll Computations	0.00	2,759	116.337	42.17	0.00	1,662	150,581	90.58							
	6 - 18 - I			2 25.0		444.43			170 710								
	Grand Total		0.00	2,759	162,861	223.03	0.00	3,914	1/8,/48	\$45.00							

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.

KHA Health For The Budget Year 2018					
			NYBDetail	Financial	
Dept Description	Acct	Description	Table	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 NYBDETAIL TO FINANCIAL

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 - Døllars

KHA Health

For The Budget Year

		Budget			
Dept	Description	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 HIth East	Staff RN	Regular	17881	60100	0	
P0004	EPG Phys Clinic-Occ HIth 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 HIth 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.

Budg	jetGroup	GLClass	PayType	Description	GLAcct	HrAcct	Re
	ALL			Enter GLClass &			
	ALL			Enter GLClass &			
	ALL			Enter GLClass &			
	ALL			Enter GLClass &			
	EMA	Medical Associate	25		BudgetGroup I	Exceptions	
Budg	jetGroup	GLClass	PayType	Description	GLAcct	HrAcct	Pe -
	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 Grou	P		BudgetGroup I	Exceptions	
Budg	jetGroup	GLClass	PayType	Description	GLAcct	HrAcct	Pe
	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			Б							Export to	Text File				
ACCT	DEPT	P1	P2	P3	P4	P5	P6	P7	P8	P9	P10	P11	P12	Save Tag	DERIVED VALUE
									-						
80	19000	0	0	0	0	0	0	0) (0 0	0	0	[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
80	29000	2	2	2	1	1	2	1	2		1 2	2	2	[SAVE]	29000.80^20170731^-2
														[SAVE]	29000.80^20170831^-2
														[SAVE]	29000.80^20170930^-2
														[SAVE]	29000.80^20171031^-1
														[SAVE]	29000.80^20171130^-1
														[SAVE]	29000.80^20171231^-2
														[SAVE]	29000.80^20180131^-1

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.

В	udget Reporting
۲	🎍 Budget Analysis
Ŧ	🍌 Budget Utilities
	🕨 🏓 Balance Sheet & Deductions
	🕨 🌽 Budget Planning HomePage
	🕨 🌽 Budget Reconciliation
	🕨 🌉 Budget Setup
	Extract from EPM
	👻 🌽 Provider Utilities
	👻 🌽 Reconciliation
	Matching Provider Dept Revenue to Dept S
	Matching Provider Revenue to Salaries
	ProviderComp JobCodes
	Reconcile GL Revenue to Provider
	Review Provider Data
	Statistics
	🞐 뷀 System Setup
	🕨 👑 Report Batches
	🕨 🌉 Security

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.

KHA Health				Providers posting revenue to multiple de	partments			
For The Period	Ending February 28, 2017		Re	Revenue with no matching salaries				
					Provider	Provider		
					Revenue	Payroll26		
Provider ID	Provider	Employee ID	Dept	Department Description	YTD	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	Pe
D10528	Champion Richard A MD	17279	107060	EMA Urgent Care Adult	536,056	0	536,056	Pe
D1128	Konkle Rebecca L MD	13688	107060	EMA Laboratory	21	0	21	Pe
D1132	Wang Katherine K MD	12219	101309	EMA Neurology	1,890	0	1,890	P#
D1158	Angel Andrew MD	14710	107200	EMA Radiology Services	2,565	0	2,565	Re
D1179	Blazar Philip MD	0	101400	EMA Surgical Specialties	314	0	314	Re
D1186	Macaulay Kelly M MD	14624	107060	EMA Urgent Care Pediatrics	147,473	0	147,473	Pe
D1188	Slavsky Tatiana MD	14803	107060	EMA Laboratory	105	0	105	Re
D12221	Quintin Maria L MD	19452	107200	EMA Radiology Services	1,024,481	0	1,024,481	Re
D1255	Tremblay Laura D MD	15139	107200	EMA Radiology Services	5,214	0	5,214	P#
D13063	Faur Adriana V MD	16760	107060	EMA Ob/Gyn	21	0	21	Pe
D13092	Osborne Dawn R	20483	107200	EMA Radiology Services	1,368	0	1,368	Pe
D1317	Soybel David I MD	15329	107060	EMA Laboratory	79,340	0	79,340	Pe
D13191	Radden Nancy F MD	16663	107060	EMA Laboratory	63	0	63	Pe
D13280	Maier Irena MD	16695	107060	EMA Laboratory	213	0	213	Pe
D13296	Gorenburg Ida P MD	16488	107200	EMA Radiology Services	2,505	0	2,505	Pe

Matching Provider Department Revenue to Department Salaries

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 Revenue	Provider Payroll27	
Provider ID	Provider	Employee ID	YTD Actual	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

lobroda	Description	EMPID	EMPID Listed In Provided ist?	lahrade KHålat	VTD Dollars	VTD Hours	In Provider List but NOT assigned	Assigned to Provider but NOT
Juncose	Description	CHIPIO	Providencia.	Jobcoulera Parte	110 00001	TTOTTOTT	provider	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		
100059	Inventory Assistant	14678	No	JobCode	54,245	3,008		
300068	Admin Asst/Business Ops	21021	No	JobCode	327,413	14,170		
100090	Unit Clerk I	21186	No	JobCode	743,919	50,749		
100099	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		
,00168	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									
							YTD		
		Financial	Financial	Provider	Fin vs Provider	Financial	Financial	Provider	Fin vs Provider
Dept	Description	OP	Oth PT Rev	Revenue	Difference	OP	Oth PT Rev	Revenue	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

								CYA			LYA	
							YTD	YTD	YTD	Total	Total	Total
Dept	Description	CPT	Description	Provider	ProviderName	YTD Data Issue	Encounter	Volume	Revenue	Encounter	Volume	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:New:Over 65 Yrs Old	D14677	Seraman Katherine MD	Encounter with no Revenue	8,378	0	0	59,204	0	0
101100	EMA Pediatrics	Encounters	Encounters - Office	ZNoBudget	Thompson Christine M MD	Encounter with no Revenue	29,054	0	0	45,422	0	0
101104	EMA Urgent Care Pediatrics	Encounters	Encounters - Office	ZNoBudget	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	3,905	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.

KHA Health					1) Acct Numbe	r is determined	by the selected g	rouping column	n in the CPT Din	ension table
Summarization	of CPT Data to Financial Statistics	Provider Table>>	ACT_PROV_2017		2) Run report s	ingle pass or mi	ılti pass to Post f	rom the Provide	er table to the Fi	nancial table
		Financial Table>>	ACT2017							
		DataType>>	Volume							
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

Summarize Provider Statistics To Financial

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.

В	Budget Reporting	^							
۲	퉬 Budget Analysis								
Ŧ	퉬 Budget Utilities								
	🕨 🌽 Balance Sheet & Deductions								
	🕨 鷆 Budget Planning HomePage								
	🕨 Ы Budget Reconciliation								
	🕨 🌽 Budget Setup								
	🕨 Ы Extract from EPM								
	👻 🎍 Provider Utilities								
	Reconciliation								
	Statistics								
	🗢 퉲 System Setup								
	ProvBenchmark								
	🕨 🍌 Report Batches								
	🕨 퉬 Security								

ProvBenchmark

This table may be used for reports to compare provider compensation to benchmarks.

Provide	er 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.

В	ud	get Reporting	^
۲		Budget Analysis	
Ŧ		Budget Utilities	
	►	Balance Sheet & Deductions	
	►	퉬 Budget Planning HomePage	
	►	Budget Reconciliation	
	►	퉬 Budget Setup	
	►	Extract from EPM	
	►	퉬 Provider Utilities	
	-	鷆 Report Batches	
		Budget Reconciliation Reports Batch	
	►	Security	

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 * Note: This utility	Driver	Securi Budget Admin F	ty Setup Role users to Driver B	dget Groups.									
							Select	Select	Select	Select	Select	Select	Select	Select
	LoginName	PrincipalID	FirstName	LastName	EmailAddress	Member of Global Driver Mgmt	General Budget Drivers	Admin Provider Drivers	Filtered Budget Group 1	Filtered Budget Group 2	Filtered Budget Group 3	Filtered Budget Group 4	Filtered Budget Group 5	Filtered Budget Group 6
	Update << Update Database on SAVE?		Select (Process File) in the File Processing task pane to Save.											
	BP_NextYear	< < Select Budget Filegroup to Update		BUDGET2019										
lo Save	admin	1	Admin	Admin	admin@axiomepm.com	FALSE	No	No						
lo Save	bpadmin	2	bp	admin	nella@kaufmanhall.com	FALSE	No	No						

Budget Security Update

Use to update security settings and filters for all users.

	Budget/Mgmt Reporting Security Update v1.4												
	* Note: This utility only	y only adds users to systems & roles. If you need to REMOVE a user from a system or role, You must use the Security Manager						Not this utility					
	Input Input Input		Input Select		Only Axiom Prompt				Select				
	LoginName	PrincipalID	FirstName	LastName	EmailAddress	AuthenticationType	Password	IsSyncEnabled	UserLicenseType	IsEnabled	IsAdmin	Budget Planning System	
	NO << Update Database on SAVE? Select [SAVE] to post update the Security -or- [Process File]		-or- [Process File] in the 1	Task Pane (if you are a System Administrator)									
	EXISTING EPM USERS	EXISTING EPM USERS Green [Save] indicates a change was detected and user will be updated		d and user will be updated.	Detected changes are highlighted in Pink further to right								
	admin	1	Admin	Admin	admin@axiomepm.com	Axiom Prompt		TRUE	AxiomStaff	TRUE	TRUE	TRUE	
[Save]	bpadmin	2	bp	admin	nella@kaufmanhall.com	Windows User		TRUE	Standard	TRUE	FALSE	TRUE	
New EPM USERS * Highlighted new users are existing		e existing users above	e. These highlighted users will NOT be saved	removed									
		0						TRUE	Standard	TRUE	FALSE	FALSE	
		0						TRUE	Standard	TRUE	FALSE	FALSE	
		0						TRUE	Standard	TRUE	FALSE	FALSE	
		0						TRUE	Standard	TRUE	FALSE	FALSE	
		0						TRUE	Standard	TRUE	FALSE	FALSE	
		0						TRUE	Standard	TRUE	FALSE	FALSE	
		0						TRUE	Standard	TRUE	FALSE	FALSE	
		0						TRUE	Standard	TRUE	FALSE	FALSE	
		0						TRUE	Standard	TRUE	FALSE	FALSE	

Financial reports

Axiom Budgeting 2022.1 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.

F	inancial Reporting	^
Ŧ	퉬 Financial Reporting	
	My Reports	
	👻 퉬 Analysis	
	🖾 Account Analysis	
	🖾 CYA Per Unit Analysis	
	🖾 Expense Summary by Department	
	🖳 Key Dept Ratios	
	🔄 Labor PriceVolumeEfficiency	
	🖾 Labor Summary by Department	
	🖳 MultiYear Statistic Review	
	Threshold Analysis	
	🕨 🕌 Financial Statements	
	🕨 🕌 FTE Reports	
	🕨 🎍 Payroll	
	🕨 🎍 Provider Analysis	
	🕨 🌽 Report Packages	
	🕑 퉬 Variance Comments	
۲	Financial Utilities	

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			
		Current	Current			YTD	YTD		
Dept	Description	Actual	Budget	Variance	Var %	Actual	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

			Patient Revenue			Salaries		Supplies			
			Year to Date	Year to Date	%	Year to Date	Year to Date	%	Year to Date	Year to Date	
Dept	Description	KeyStat	Actual	Budget	Variance	Actual	Budget	Variance	Actual	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 HIth 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

Period Ending December 31, 2016

Ferrou Lituring Dec	ember 51, 2010									
						FILTERED TOTALS	=>	35,138,486	18,883,990	
								Total \$		Units of Service
								ACTUAL	BUDGET	ACTUAL
VP	Director	Manager	Entity	Department	Department Name	UOS	FLAG	Dollars	Dollars	UOS
Dr. Johnson	Elsie Fast	Elsie Fast	,	17970	EDG Clinic Administration	Calendar Daur	-	15,000	0	21
Dr Johnson	EISIE EAST	EISIE East	5	1/0/9	EPG Clinic Administration	Calendar Days	P.	15,000	0	51
Dr Johnson	Elsie East	Elsie East	3	17880	EPG Phys Clinic-North	Calendar Days	R	48,094	0	31
Dr Johnson	Elsie East	Elsie East	3	17881	EPG Phys Clinic-Occ Hlth East	Calendar Days	R	72,260	0	31
Dr Johnson	Elsie East	Elsie East	3	17883	EPG Phys Clinic-Occ Hlth Midtown	Calendar Days	R	(4,627)	0	31
Dr Johnson	Elsie East	Elsie East	3	17885	EPG Phys Clinic-East	Calendar Days	Ru	103,099	0	31
Dr Johnson	Elsie East	Elsie East	3	17886	EPG Phys Clinic-Occ Hlth/West	Calendar Days	R	28,650	0	31
Dr Johnson	Elsie East	Elsie East	3	17891	EPG Phys Clinic-South	Calendar Days	Ru	181,261	0	31
Dr Johnson	Elsie East	Elsie East	3	17894	EPG Phys Clinic-Uptown	Calendar Days	Ru	67,397	0	31
Dr Johnson	Elsie East	Elsie East	3	17895	EPG Phys Clinic-West	Calendar Days	P	(18,684)	0	31
Dr Johnson	Elsie East	Elsie East	3	17896	EPG Phys Clinic-Peds Afterhour	Calendar Days	Ru	90,752	0	31
Dr Johnson	Beth Crawford	Beth Crawford	1	19185	EHS Corporate Health Services	Calendar Days	Ru	22,301	0	31
Dr Johnson	Dr Johnson	Dr Johnson	2	27050	EMC Hospitalist Program	Calendar Days	R	71,559	0	31
Dr Johnson	Elsie East	Elsie East	2	27760	EMC Rural Health Clinic-SW	Calendar Days	R	19	0	31
Dr Johnson	Elsie East	Elsie East	2	27875	EMC Rural Health Clinic-West	Calendar Days	R	68	0	31
Dr Johnson	Elsie East	Elsie East	2	27897	EMC Seniors Clinic-Tracepoint	Calendar Days	R	14,980	0	31
Dr Johnson	Beth Crawford	Beth Crawford	2	28430	EMC EAP	Calendar Days	R	3,616	0	31
Dr Johnson	Ronny Evans	Ronny Evans	2	29030	EMC Medical Staff Services	Calendar Days	R	104,545	0	31
						•				

Key Dept Ratios

Use to analyze current month and year-to-date salary variances for an individual department. The salary variance is broken into categories for Price, Volume, and Efficiency. A summary section is also provided to show the components of the total variance.

Key Dept Ratios

PKG						
For The Period Ending December 31, 2016	D				Vees To Dete	
17879 - EPG Clinic Administration	December				Year-To-Date	
	Current	Current	Increase/(Decrease)		YTD	YTD
	Actual	Budget	Variance	Var %	Actual	Budget
Statistics & Hours		1				
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 Var	iances										
KHA Health											
For The Period Ending February 28, 2018											
for the renoa chang rebrany 20, 2010	Eabrus						Vesc.to-Date				
and and the state of the second	Peoroa	ну					rear-to-pate				
17880- EPG Phys Clinic-North			Durdant		Vert	Lost Mars	A stud	Durdman		No. W	Lock Mana
	Actua	21	Budget	vanance	Var %	Last rear	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				
 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	t 31, 2016									
								Units of Service		FTEs
VP	Director	Manager	Entity	Department	Department Name	UOS	FLAG	ACTUAL Statistics	BUDGET Statistics	ACTUAL FTES
Tom Gilbert	Tom Gilbert	Susie Gentry	1	10000	EHS Balance Sheet	0		31	31	0.00
rdebruyn	Patrick Herbert	Patrick Herbert	1	17840	EHS Sports Medicine	Calendar Days	Ra	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	Ro	31	31	2.00
Dr Johnson	Elsie East	Elsie East	3	17881	EPG Phys Clinic-Occ Hlth East	Calendar Days	Pu	31	31	1.22
Dr Johnson	Elsie East	Elsie East	3	17883	EPG Phys Clinic-Occ Hlth Midtown	Calendar Days	Pu	31	31	3.07
Dr Johnson	Elsie East	Elsie East	3	17885	EPG Phys Clinic-East	Calendar Days	Pu	31	31	2.00
Dr Johnson	Elsie East	Elsie East	3	17886	EPG Phys Clinic-Occ Hlth/West	Calendar Days	Pu	31	31	0.00
Dr Johnson	Elsie East	Elsie East	3	17891	EPG Phys Clinic-South	Calendar Days	Pu	31	31	3.01
Dr Johnson	Elsie East	Elsie East	3	17894	EPG Phys Clinic-Uptown	Calendar Days	Pu	31	31	1.00
Dr Johnson	Elsie East	Elsie East	3	17895	EPG Phys Clinic-West	Calendar Days	Pu	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

L

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.

Mul PKG	ti Year Statistic Review	W								
Acct	Description	FSDetail	July	August	September	October	November	December	January	February
Two Yea	rs 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

For The Period Er	nding December 31, 2016								
Greater than +/-	\$100								
FSDetail Category	y: E_Salaries								
					Prior Mth	Prior Mth	Prior Mth	Prior	Current Mth
Dept	Description	Acct	Type	Account Description	Sep-2016	Oct-2016	Nov-2016	Average	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 HIth East	60100	Expense	Salaries - Regular	19,121	18,768	17,241	18,377	26,487
17881	EPG Phys Clinic-Occ HIth 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 HIth 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				
FMA Manith				
Eas The Davied Ending Exhause 28, 2017				
For the Period Ending February 20, 2017				
Tes	Fired	Fired		Fired
	2017	206	Chappe	2015
ASSETS			source -	
Current Assets:		•		
Cash and Cash Equivalents	4,770,522	5,209,042	(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	07,657,110	73,902,309	13,754,009	69,460,176
Allowance for Uncollectibles	(41,269,306)	(33,358,706)	(7,910,680)	(31,357,196)
Net Patient Accounts Receivable	46,387,732	40,543,603	5,844,129	38,110,991
Third Parts Settlements	502,129	1.405.417	(903.278)	1321092
Current Receivables	0	0	0	0
Inventors	6,775,635	6.647,949	127,696	6,754,506
Prepaid Expense	5,404,405	4.028.990	1,377,415	3,785,382
Other Current Assets	2,210,303	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	3,604,396	(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 Environment:				
Land	13,706,437	13.049.650	(143.220)	12,010,679
Property and Equipment	283.679.912	276,417,456	7,262,457	260 561 269
Less: Accumulated Depreciation	(164,083,362)	(155,178,046)	(8.905.2%)	(146.513.425)
PPE - Net of Accumulated Depreciation	133,302,988	135,089,068	(1786.081)	127,086,523
Construction In Progress	4,266,443	2,964,659	1,001,784	2,706,703
Net Property and Equipment	137,569,431	138,053,727	(484,297)	129,873,306
Other Access				
Unier Pasets:	200.040	227.000	100 400	217.04
Amendiaution of Existing Fores	600,040	667,338	(164,431)	627,305
Amongation of Easting Pees Investments in Delated Durtles	4 200 200	() ()	(942.077)	0
None Designate	1714.404	1202.000	[243,377]	1,019,718
Other Long Term Access	(704,464	(727,00	07,276	(623,525
Total Other Assets	17 354 811	10 400 147	(110,644)	17 376 956
Total Unit Assets	17,394,311	10,406,147	((11(236)	17,376,396
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

Let be a possible a						
For The Period Ending February 28, 20	17					
Net Income is added to the fund Balance	Tes	Balance as of	Balance as of	Balance as of		Budget as of
		Jun-2015	Jun-2016	Feb-2017	Change	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	(31,357,106)	(33,358,706)	(41,269,306)	(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	
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 ITAKA	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 LTAIset	(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	13,166,925
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

Not become is added to the fund Balance	Yes				
ASSETS		5-K3H Health System	Total	Last Year	Two Years Ago
Current Assets:					
Cash and Cash Equivalents		4,763,966	4,763,966	5,283,687	4,966,669
Short-term Cash Investments		258,457	259,457	7,551	7,097
Current Appets limited as to upe:		6,236,423	6,236,423	1583,806	1,400,770
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	74,928	70,432
Prepaid Expense		5,016,342	5,016,342	3,711,370	3,488,700
Other Current Assets		(532,432)	(532,432)	2,100,505	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	110,203,236	106,235,653
Board Designated Investments		1,656,662	1,656,662	3,684,396	3,463,331
Total Assets Limited as to Use		115,124,107	115,124,107	113,887,631	109,690,904
Property and Equipment:					
Land		13,706,437	13,706,437	13,849,658	13,018,679
Property and Equipment:		271,198,916	271,198,916	263,936,460	248,100,273
Less: Accumulated Depreciation		(153,215,676)	(153,015,676)	(144,410,360)	(105,745,709
PPE - Net of Accumulated Depreciation		131,589,678	131,589,678	123,375,758	125,070,210
Construction in Progress		4,288,443	4,266,443	2,964,659	2,786,783
Net Property and Equipment		135,856,121	135,856,121	136,340,417	128,159,996
Other Assets:					
Unamortized Financing Fees		600,040	600,040	667,339	627,005
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.

Baland	ce Sheet Detail			
KHA Health				
For The Per	iod Ending February 28, 2017			
Net Income a	dded to the Fund Balance	Yes		
			Fiscal	Fiscal
	Account		2017	2016
	Current Assets			
	Cash and Cash Equivalents			
11000	General Fund Checking		3,461,979	4,072,609
11050	Credit Card		196,396	70,086
11100	Refund Account		213,549	146,172
11200	Fitness Center Checking		137,555	81,049
11212	Memorial Clinics		393,728	551,936
11220	Memorial Property Management		359,944	360,818
11400	Petty Cash MHS		6,972	7,172
	Total Cash and Cash Equivalents		4,770,122	5,289,842
	Investments, Short Term			
11205	Trust		259,457	7,551
	Total Investments, Short Term		259,457	7,551
	Current Assets Limited as to use			
11510	Bond Funds 95 Issue		3,604,143	1,583,806
11520	MHEBT Trust Funds		0	0
11525	Prof Liab Ins Trust		2,632,280	0
	Total Current Assets Limited as to use		6,236,423	1,583,806
	Patient Accounts Receivable			

Reports in the Department Monthly Package

These reports are designed for month-end or payroll electronic reporting. For more information on setting up and configuring this report package, see Configuring the Department Monthly Package report.

AP Distribution Report (optional feature)

Use to show the monthly Accounts Payable (AP) detail by general ledger account by vendor, check number, and check date.

AP Distril	bution Re	eport							
KHA Health									
For The Period E	nding February	28, 2017							
19185 - EHS Corpora	te Health Services								
Acct	Vendor	Vendor Name	PO Number	Item Description	Invoice Number	Invoice Date	Check Number	Check Date	Amount
		1							
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 Supp	lies - 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 Distribut KHA Health For The Period Ending	on Repor	t 7				
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 - N	ed Surg Nonbillabl	e				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 - N	led 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 V EMC For The Period E	Variance By Departm	nent						Budget V EMC For The Period E	Variance By Depart	tment	
27200 - EMC Radio	logy	Current Month - December						27200 - EMC Radio	logy	Year To Date - December	
Account		Dec-2017	Actual	Dec-2017	Budget		Dec-2016	Account		Dec-2017	Actual
Number	Account Description	Actual	Per Unit	Budget	Per Unit	Variance	Actual	Number	Account Description	Actual	Per Unit
	SUMMARY INFORMATION Department Volumes								SUMMARY INFORMATION Department Volumes		
8006505	WRVUs	3,921	0.00	3,762	0.00	159	2,283	8006505	WRVUs	20,834	0.00
	Calendar Days	0		0		0	0		Calendar Days	0	
	Total Volume	3,921		3,762		159	2,283		Total Volume	20,834	
	Other Statistics								Other Statistics		
8006500	Clinic Encounters	1,902	0.49	3,762	1.00	(1,860)	1,902	8006500	Clinic Encounters	11,592	0.56
8006520	Appointments Kept	1,382	0.35	2,225	0.59	(843)	1,382	8006520	Appointments Kept	8,261	0.40
	Revenue	237.644	61	9.49 29.5		(10.626)	227.6.44		Revenue	1 467 971	70
	Other Ratient Revenue	\$20,044	135	540,200	161	(26 552)	\$20,044		Other Patient Revenue	2,407,371	128
	Total Patient Revenue	767,160	195	954,348	254	(187,188)	767,160		Total Patient Revenue	4.131.635	198.31
	Contraction of the second	101,200	170		101	(201,200)	. 07,200		The second se	4,404,000	170.01
	Deductions	330,305	84	372,544	99	42,239	330,305		Deductions	1,612,894	77
	Net Patient Revenue	436,855	111	581,804	155	(144,949)	436,855		Net Patient Revenue	2,518,741	120.89

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

27200 - EMC Radio	blogy										
Account		Jul-2017	Aug-2017	Sep-2017	Oct-2017	Nov-2017	Dec-2017	Jan-2018	Feb-2018	Mar-2018	Apr-2018
Number	Account Description	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Budget	Budget	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 Davs	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
		-,	-,	-,	-,	-,	-,	4,			4
	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	213 250	268 181	226.484	269,750	252.052	237.644	302.114	246.000	265.046	251.087
	Other Patient Revenue	388.605	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

For The Period Ending	February 28, 2017	7				
27210 - EMC Radiology - Cl	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 - N	ed Surg Nonbillable	e				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 - M	ed Surg Billable					1,551.66
	1					

GL Distribution Report (optional feature)

Use to show the monthly journal entry detail for each general ledger account.

Director: Manager:

GL Distribution Report

KHA Health

For The Period Ending February 28, 2017 17885 - EPG Phys Clinic-Fast

17000 - EPG Phys	Clinic-East				
Acct	IE Source	IF Number	Description	IE Date	Amount
noor	7c Source	7c Humber	Desciption	i conte	Anount
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 Sa	laries - 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 Sa	laries - Non-Producti	ve			(2,382)
61100	PY	1723	PENSION EXPENSE	02/07/15	116.54
61100	PY	1792	PENSION EXPENSE	02/21/15	116.54
Total 61100 Em	ployee 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 R	adiology - CT	í Scan						
Acct	10	em 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	8×	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	8X	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 Pa	ayroll Summary	/ - By Em	oloyee ID								
KHA Health	· · ·		-								
For The Perio	d Ending February 28, 2017	7									
17840: EHS S	ports Medicine										
			Pay Period Ending:	Dec-2016	Dec-2016	Dec-2016	Jan-2017	Jan-2017	Feb-2017	Feb-2017	FY 2017
			Current PayCycle: 1	PP-12	PP-13	PP-14	PP-15	PP-16	PP-17	PP-18	YTD-Actual
Job Code	Description	Employee ID	Employee Name	Hours							
J00604	Nurse Practitioner	25873	Spratlin, Angela	0.00	0.00	0.00	0.00	0.00	0.00	0.00	80.00
100392	Team Leader-Athletic Trainer	26192	Lee, Geri A.	80.08	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	80.08	80.00	80.00	80.00	80.00	80.00	80.00	1,424.00
100785	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
100785	Athletic Trainer	27261	Ware li, Dorothy	40.00	40.00	40.00	40.00	40.00	40.00	40.00	720.00
300785	Athletic Trainer	27262	Wall, Clayton Y.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	320.00
300785	Athletic Trainer	27717	Gardner, Mary	80.08	80.00	80.00	80.00	80.08	80.00	80.00	1,424.00
300785	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	80.08	80.00	80.00	80.00	80.08	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
100785	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 C	ode
---------------------------------------	-----

KHA Health For The Period 17840: EHS Sp	Ending February 28, 2017									
	Pay Period Ending:	Dec-2016	Dec-2016	Dec-2016	Jan-2017	Jan-2017	Feb-2017	Feb-2017	FY 2017	FY 2017
	Current PayCycle: 1	PP-12	PP-13	PP-14	PP-15	PP-16	PP-17	PP-18	YTD-Actual	YTD-Budget
Job Code	Description	Hours	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
300765	Tetal MacBardustics Maure	0	0	0	0	0	0	0	120	207
	Total - NonProductive Hours		0	0	0	0	0	0	200	394
	I otal FIES-NonProductive	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.14	0.27
	Grand Total Hours	520	520	520	520	520	520	520	9,772	9,818
	Total FTEs	6.50	6.50	6.50	6.50	6.50	6.50	6.50	6.79	6.82

RU Report (optional feature)

Use to show the current month and year-to-date Revenue and Usage units and gross revenue by CDMCode. Units for specific CDM can be RVU weighted to use for monthly statistics summarization.

Revenue & Usage Report KHA Health For The Period Ending February 28, 2017

27200-EMC Radiolog	y - MRI (JobCode)					Current	Period - Februar	2017							Year-to	Date - February	2017			
CDM		RVU	Units Charged			RVU			Revenue			Units Charged			RVU			Revenue		
Code	Description	Value	IP	OP	Total	IP	OP	Total	IP	OP	Total	IP	OP	Total	IP	OP	Total	IP	OP	Total
CDM Codes includ	ed in Dept Statistics																			
C2720007003	MRI Brain Without Contrast	1.00	69	75	144	69	75	144	107,341	116,048	223,389	523	\$75	1,098	523	\$75	1,098	805,949	857,970	1,696,919
C2720007005	MRI Cerv Spine W/O Contrast	1.00	13	53	66	13	53	66	21,873	87,742	109,615	99	405	504	99	405	504	164,841	671,379	836,220
C2720007006	MRI Thorac Spine W/O Contrast	1.00	12	16	28	12	16	28	19,825	26,090	45,915	90	121	211	90	121	211	149,404	199,633	349,037
C2720007007	MRI Lumbar Spine W/O Contrast	1.00	18	74	92	18	74	92	29,827	123,147	152,974	135	568	703	135	568	703	224,783	942,286	1,167,069
C2720007016	MRI Brain W/O And W/Contrast	1.00	20	83	103	20	83	103	47,040	192,787	239,828	152	638	790	152	638	790	354,508	1,475,161	1,829,668
C2720007019	MRI Lumbar W/O & With Contrast	1.00	7	13	20	7	13	20	17,896	32,326	50,222	54	100	154	54	100	154	134,870	247,350	382,220
C2720007026	MRI Upp Ext Joint W/O Contr	1.00	0	25	25	0	25	25	0	40,560	40,560	0	192	192	0	192	192	0	310,358	310,358
C2720007028	MRI Lower Extr Joint W/O Cont	1.00	6	29	35	6	29	35	9,942	47,739	57,662	45	221	266	45	221	266	74,928	365,136	440,064
C2720007035	MRA Neck Without Contrast	1.00	53	60	113	53	60	113	41,902	47,919	89,820	397	461	858	397	461	858	315,780	366,661	682,441
C2720007052	MRA Head Without Contrast	1.00	53	60	113	53	60	113	41,902	47,919	89,820	397	461	858	397	461	858	315,780	366,661	682,441
Total - CDM Codes	included in Dept Statistics		251	488	739	251	488	739	337,548	762,257	1,099,805	1,892	3,742	5,634	1,892	3,742	5,634	2,543,843	5,832,596	8,376,439
CDM Codes Not in	cluded in Dept Statistics																			
C2720007001	MRJ TMJ	0.00	0	2	2	0	0	0	0	1,131	1,131	0	16	16	0	0	0	0	8,656	8,656
C2720007002	MRI Orbit, Face, Neck W/O Contr	0.00	0	27	27	0	0	0	0	14,925	14,925	0	205	205	0	0	0	0	114,203	114,203
C2720007008	MRJ Pelvis With Contrast	0.00	0	2	2	0	0	0	0	3,079	3,079	0	16	16	0	0	0	•	23,557	23,557
C2720007009	MRJ Upper Ext Non Joint W/Wo	0.00	0	1	1	0	0	0	0	2,309	2,309	0	8	8	0	0	0	0	17,668	17,668
C2720007010	MRI Low Ext Not Joint W/Wo Con	0.00	2	3	5	0	0	0	5,965	6,927	12,892	17	22	39	0	0	0	44,957	53,004	97,960
C2720007011	MRI Abdomen	0.00	0	1	1	0	0	0	0	1,780	1,780	0	8	8	0	0	0	0	13,623	13,623
C2720007021	MRI Cerv Spine W/O & W/Contras	0.00	5	10	15	0	0	0	11,907	25,348	37,255	36	77	113	0	0	0	89,733	193,956	283,689
C2720007023	MRI Thoracic W/O & W/Contrast	0.00	2	4	6	0	0	0	5,965	9,236	15,201	17	27	-44	0	0	0	44,957	70,671	115,628
C2720007025	MRA (Mag Res Angio) Pelvis	0.00	1	0	1	0	0	0	737	0	737	8	0	8	0	0	0	5,552	0	5,552
C2720007039	MRI Chest With/Without Contr	0.00	0	1	1	0	0	0	0	2,272	2,272	0	8	8	0	0	0	0	17,384	17,384
C2720007040	MRI Pelvis Without Contrast	0.00	0	3	3	0	0	0	0	4,618	4,618	0	22	22	0	0	0	0	35,336	35,336
C2720007041	MRI Pelvis With/Without Contr	0.00	0	1	1	0	0	0	0	2,309	2,309	0	8	8	0	0	0	0	17,668	17,668
C2720007642	MRI Upp Ext Norjoint W/O Cont	0.00	0	2	2	0	0	0	0	3,004	3,004	0	16	16	0	0	0	•	22,990	22,990
C2720007044	MRI Spectroscopy	0.00	0	1	1	0	0	0	0	737	737	0	8	8	0	0	0	0	5,641	5,641
C2720007647	MRJ Upp Ext Joint W/Wo Contr	0.00	0	2	2	0	0	0	0	4,618	4,618	0	16	16	0	0	0	0	35,336	35,336
C2720007548	MRI Low Extr Not Joint Wo Cont	0.00		4	4	0	0	0	0	6,009	6,009	0	27	27	0	0	0	0	45,979	45,979

Scorecard

Use to show financial and ratio indicators for the chosen department compared to budget and trend.

ey Financial Indicators Workload Statistic	Budeut							
ey Financial Indicators Workload Statistic	Budent		For the	Month of Febr	Jary			
Workload Statistic	Budget	Trend	Actual	Budget	Var	%	Report In	formation:
	•	•	28	28	0	0.000	Dept:	17840 - EHS Sports Medicine
Gross Patient Revenue	•	•	0	0	0	0.0%	Period:	For The Period Ending February 28, 20
Operating Expenses	•	•	25,453	27,434	1,981	7.2%	Manager:	Patrick Herbert
Salaries & Benefits	•	•	20,769	22,628	1,859	8.2%		
Supplies	•	•	0	289	289	100.0%		
Other Expenses	•	•	4,685	4,517	(168)	(3.7%)	Legend:	
Paid FTEs	•	•	0.0	0.0	0.0	0.0%	•	Favorable
FTEs based on Paid UOS	•		0.0	0.0	0.0	0.0%	•	Neutral
							•	Unfavorable
			For the Month	of February				
y Ratio Indicators	Budget	Trend	Actual	Budget	Var	%		
Avg Rate Per Hour	•	•	0.0	0.0	0.0	0.0%	Month-E	nd Variance Highlights
Paid Hrs/UOS	•	•	0.0	0.0	0.0	0.0%		
Salaries Per Unit	•	•	741.7	808.1	66.4	8.2%		1
Supplies Per Unit	•	•	0.0	10.3	10.3	100.0%	Other Expense	
Other Expense Per Unit	•	•	167.3	161.3	(6.0)	(3.7%)	Other Expense	
Total Expense Per Unit	•	•	909.1	979.8	70.7	7.2%		-
1.0 Overtime Hours			37.50 Productive	Hrs Per Stat			Supplie	es 🔜
0.9			37.40					
0.7								1
0.6			37.30				Salaries & Benefit	ts
0.5			37.20					
0.4			37.10					1
0.3			37.10				Cross Datient Deven	
0.1			37.00				si uso neveni, rieveni,	
0.0			36.90					· · · ·

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

	me roading bept pressants require commen	responses for and post	The first								
					MTD			YTD			
					Better/(Worse) Budget			Better/(Worse) Budget	Current Period		
Account	Description	Department	Actual	Budget	Variance	Percent	Alert	Variance	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 whi	ch create an increase in workloa	d
60100	Salaries - Regular	27200	28,838	28,117	(721)	(2.6%)	•	10,718	New hire at higher hourly rat	e due to competitive market	
60110	Salaries - Overtime	26520	8,655	4,983	(3,672)	(73.7%)	•	(36,226)	High volume of OP cases whi	ch create an increase in workloa	d
60110	Salaries - Overtime	26810	5,593	2,348	(3,245)	(138.2%)	•	(24,069)	Extremely busy month with vo	lume 14% over budget	
60120	Salaries - Non-Productive	26520	14,391	6,626	(7,765)	(117.2%)	•	(54,997)	Long term employees using P	PTO before they lose it.	
60600	Salaries - Contract Labor	27280	29,646	0	(29,646)	(100.0%)	•	(241,955)	Due to education for the new	One time expense to cover tra	ining for new equi
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 req	uires rooms to be supplied mor	e 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 usin	ng 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. N	ion-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.

Budg KHA Healt For The Pe	et Variance Rollup h riod Ending February 28, 2017											
Current Mor	nth - February					Year To Date -	February					
Acct		Feb-2017	Feb-2017		Feb-2016	Account		Feb-2017	Feb-2017		Feb-2016	Annual
No	Account Description	Actual	Budget	Variance	Actual	Number	Account Description	Actual	Budget	Variance	Actual	Budget
	SUMMARY INFORMATION						SUMMARY INFORMATION					
	Percente						Percent					
	Inextinet Provenue	20.072.659	29 000 719	91.040	22 274 409		Institut Paureus	220 022 905	220 890 000	1.052.706	100 062 730	242 204 622
	Outo stiest Revenue	12 566 922	12 150 917	407.016	11 211 107		Outpatient Revenue	102 244 156	105 020 289	(1.676.122)	94 905 252	150 762 50.4
	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

or the Per	10d Ending February 28, 2017													
	the Factorian													
A set	n - February	I.J. 2016	Aug. 2016	Sec. 2016	0.41.2016	Nov. 2016	Dec 2016	Inc. 2017	Eab 2017	Mar. 2016	Apr. 2016	May 2016	hun. 2016	EV2017
Acct	Assount Description	Jui-2016	Aug-2010	Sep-2010	Astual	Astual	Dec-2010	Jan-2017	Actual	War-2010	Apr-2010	IV Astural	Jun-2010	Projected
IND	Account Description	Actual	Actual	Accoar	Actual	Actual	Actual	Actual	Actual	CT Actual	CT ACTUAL	CT Accoar	LT Actual	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.

Budg KHA Hea For The	get Variance Summary alth Period Ending February 28, 2017										
			February	February	Current Month	YTD-Actual	YTD-Budget	YTD	Feb-2017	YTD	YTD
			Actual	Budget	Expense	Total	Total	Expenses	Actual	Actual	Budget
Dept	Description	Director	Expense	Expense	Variance	Expenses	Expenses	Variance	Cost\Unit	Cost\Unit	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 HIth 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 HIth 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.

Departme KHA Health For The Period Ene Report Filter:	ental Varia	nce Repo	ort	25.0%	Variance Rollup = Unfavorable Month-End Variance					
	Current Month	- February					Year to Date	e - February		2017
Feb-2017	Feb-2017		Feb-2016	Department		Feb-2017	Feb-2017		Feb-2016	Annual
Actual	Budget	Variance	Actual	Number	Department Description	Actual	Budget	Variance	Actual	Budget
L	I				*** 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.

Departn KHA Health For The Period Report Filter:	nental Variance Rollup Ending February 28, 2017						Trend Rollup 25.0%	= Unfavorable Change				
Dept		July	August	September	October	November	December	January	February	March	April	May
Number	Department Description	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Forecast	Forecast	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 68	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

For The Pe	riod Ending February 28, 2017								
	Pay Period Ending:	12/03/16	12/17/16	12/31/16	01/14/17	01/28/17	02/11/17	02/25/17	FY 2017
		PP-12	PP-13	PP-14	PP-15	PP-16	PP-17	PP-18	YTD-Actual
Department	Description	Hours							
	17840 EHS Sports Medicine	520	520	520	520	520	520	520	9,572
	17880 EPG Phys Clinic-North	08	80	80	80	80	80	80	1,440
	17881 EPG Phys Clinic-Occ HIth East	80	80	80	87	80	80	80	1.509
	17883 EPG Phys Clinic-Occ HIth Midtown	339	416	363	299	370	385	385	5,760
	17885 EPG Phys Clinic-East	240	232	240	192	240	240	240	4,127
	17886 EPG Phys Clinic-Occ 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

			Nov-2016	Dec-2016	Jan-2017	Feb-2017	4 mo	Variance to	Variance	Current	Variance
Dept	Description	Statistic	Key Stat	Key Stat	Key Stat	Key Stat	Avg	Last Month	4 Mo Avg	Budget	Budget
1	7840 EHS Sports Medicine	Calendar Days	30	31	31	28	30	(3)	(2)	28	0
1	7870 EHS *** Bldg-Med Office/East Hplex	Calendar Days	30	31	31	28	30	(3)	(2)	28	0
1	7879 EPG Clinic Administration	Calendar Days	30	31	31	28	30	(3)	(2)	28	0
1	7880 EPG Phys Clinic-North	Calendar Days	30	31	31	28	30	(3)	(2)	28	0
1	7881 EPG Phys Clinic-Occ HIth East	Calendar Days	30	31	31	28	30	(3)	(2)	28	0
1	7883 EPG Phys Clinic-Occ HIth Midtown	Calendar Days	30	31	31	28	30	(3)	(2)	28	0
1	7885 EPG Phys Clinic-East	Calendar Days	30	31	31	28	30	(3)	(2)	28	0
1	7886 EPG Phys Clinic-Occ Hlth/West	Calendar Days	30	31	31	28	30	(3)	(2)	28	0
1	7891 EPG Phys Clinic-South	Calendar Days	30	31	31	28	30	(3)	(2)	28	0
1	7894 EPG Phys Clinic-Uptown	Calendar Days	30	31	31	28	30	(3)	(2)	28	0
1	7895 EPG Phys Clinic-West	Calendar Days	30	31	31	28	30	(3)	(2)	28	0
1	7896 EPG Phys Clinic-Peds Afterhour	Calendar Days	30	31	31	28	30	(3)	(2)	28	0
14	3560 EHS Rental	Calendar Days	30	31	31	28	30	(3)	(2)	28	0
14	3900 EHS Parking Lot	Calendar Days	30	31	31	28	30	(3)	(2)	28	0
1	8960 EHS Bldg-North	Calendar Days	30	31	31	28	30	(3)	(2)	28	0
1	8970 EHS Bldg-Midtown	Calendar Days	30	31	31	28	30	(3)	(2)	28	0
1	8975 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 Budo	et Var	iance
100/	Doctorn	TO DOOL	gee van	ion i coo

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	Operatic 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 KHA Health For The Period En	Overview Iding February 28, 2017 #Required Comment								
				For the Month of February	,				
				for the month of rearding	,	Better/(Worse) Budget			YTD
Account	Acct Description	Dept	Department	Actual	Budget	Variance	Percent	Alert	Variance
	Key Statistics			0	0	0	0.0%		0
	Patient Revenue			0	0	0	0.0%	A	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.

Financial Reporting	^
	<u> </u>
 Income Statement Summary-12Month IncomeStatementSummaryDrill Provider FTE Reports Payroll Provider Analysis Report Packages Variance Comments Financial Utilities 	

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	Current Year	Current Year	Forecast	Scenario	Scenario	Annualized
	YTD	Annualized	Forecast	Alternate	Variance	Var %	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 KHA Health For The Peri	e Statement Detail										
				Current Month					Year-To-Date		
						LY					LY
Account	Description	Actual	Budget	Variance	Var %	Actual	Actual	Budget	Variance	Var %	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	\$38,489	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 Groce Revenue	613 898 267	\$13 685 121	\$213.146	1.6%	\$10,922,163	625 643 225	\$76 507 684	18564 4670	(2.1%)	\$20.950.934

Income Statement Multi-Year

Use to review the Income Statement totals by FSDetail category across multiple fiscal years.

KHA Health					
For The Period Ending August 31, 2016]				
	2015	2016	2017	2017	2017
	Actual	Actual	YTD	Annualized	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 Multi-Year

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 Datient Perenue	26 495 177	27 720 560	28 042 422	27 720 920	20 062 227	26 012 501	28 120 045
Net Patient Revenue	20,403,177	21,120,500	20,043,432	21,130,930	20,002,337	20,913,501	20,139,045
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	Aug-2016			Aug-2015	Aug-2016	Aug-2016			Aug-2015
	Actual	Budget	Variance	Var %	Actual	Actual	Budget	Variance	Var %	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.

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 Brown										
Charity Septier	740 202	1 552 061	240.071	440 112	400.216	002.005	1 412 261	2 024 627	2 000	
Contractival Allemander	740,392	1,552,861	340,871	448,113	400,316	962,995	1,012,331	2,024,627	3,880	0
Other Discounts	240 405	271.050	51,570,034	30,092,703	22,071,400	30,070,903	255,471	421 101	10,990,030	
Rad Dabt	020,220	371,930	0/5,939	302,372	2/0,/00	307,029	1 255 204	461,101	00,000	
Total Deductions	32 401 401	22 717 450	33 300 504	32 562 850	2,023,118	22 007 163	34 501 600	1,347,400	11 002 010	0
Total Deductions	32,491,401	36,717,430	33,300,394	36,306,030	32,373,020	32,907,103	34,331,000	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-12 Month

Income Statement Summary - Detail

Use to view review the Income Statement totals by FSDetail category for the current period and year-todate actual compared to budget and prior year. You can drill down to the detail transactions for revenue, expense, payroll data, or show a trend for each category.

Income Statement Summary - Drill

KHA Health Consolidated

		For the Month of	# Petroary					YTD Thru Pr	rbruery		
	Feb-2017	Feb-2017	Bellev(Worse)		Budget	Feb-2016	Peb-2017	Feb-2017	Better/Worse)	41D	Peb-2016
Nescription	Actual	Budget	Variance	Percent	Alet	Actual	Adval	Budget	Variance	Percent	Adval
Patient, Ravenue		10,000,000	411 4141			10.004					
inpatient	20112,010	28,996,718	01,940	0.3%		22,174,400	234,954,965	226,890,009	1,954,796	0.5%	100,060,120
Outpatient	13,596,833	13,159,817	407,016	3.7%		11,211,197	100,344,156	105,020,289	0.456.138	(1.4%)	84,895,353
Other Patient Revenue	18,202,131	19,953,157	(751,020)	0.8%		17,585,036	152,606,491	154,068,902	(1,962,011)	0.94	154,437,322
Total Patient Revenue	01,011,023	62,103,003	0.46,8749	0.4%		30,970,041	484,941,413	488,768,811	02,005,1460	0.4%	4/1/16/110
Deductions from Revenue											
Charity Services	2,024,627	1,097,335	(927,292)	(54.5%)		950,931	8,102,525	6,734,131	621,606	7.1%	8,447,668
Contractual Allowances	29,928,829	29,665,859	(262,970)	(0.9%)		23,600,503	245,372,927	275,062,958	(10,290,348)	14.4%)	208,368,549
Other Discounts	421,101	1,001,854	580,673	58.0%		381,929	3,214,154	8,471,506	5,257,372	62.1%	3,462,957
Rad Debt	1,347,486	1,301,344	(86,141)	0.5%		979,452	8,259,364	10,419,351	2,158,967	20.7%	8,857,207
Total Deductions	33,722,822	33,066,392	(855,730)	(2.0%)		25,912,814	264,948,970	262,697,545	(2,251,425)	(0.9%)	229.136.381
									CO REAL MINIS		
Net Pabent Revenue	28,119,500	29,017,301	(917,800)	(0.7%)		25,057,827	222,014,483	206270255	(4,256,773)	(1.9%)	200,060,015
Other Doerating Exercise	6.183.540	6.895.521	(713.96%)	(10.7%)		7,299,684	\$2,875,338	54 312 952	(1.347.618)	0.5%	58,766,180
con quany areas	1.11.11	4,400,000	010000	0.000		1,410,000	26,012,000	And the	10,000,000	10.04	20, 20, 20,
Total Operating Revenue	34,303,040	35,952,829	(1,629,781)	(4.5%)		32,357,541	274,549,820	280,554,287	(5,604,387)	(2.8%)	254,426,194
Operating Expenses		12 4 14 7 19	100 400			17 Mar 17 Mar					
Satories di Vrages	13,138,045	13,516,728	378,663	2.0%		12,381,320	104,216,758	105,020,665	803,906	0.5%	90,207,001
Benefit)	2,112,496	2,944,400	(111,0236)	0.04		2,740,801	23,726,089	22,839,334	(006,754)	(3.3%)	21,540,501
Contract Labor	190,596	59,768	(100,828)	(198.7%)		199,235	1,490,126	549,547	043,538	(101.7%)	1,500,465
Professional Fees	2,200,938	2,073,576	111,361)	(10.2%)		2,236,998	17,200,940	17,238,162	34,217	0.2%	16,532,202
Purchased Services	1,041,043	987,545	(53,477)	0.4%		931,530	6,631,066	9,052,000	420,134	4.0%	7,723,983
Medical Suppres	2,876,927	2,400,428	(276,499)	(11.3%)		2,290,401	18,555,872	18,648,754	93,862	0.5%	17,847,029
Drugs & Pharmaceuticals	2,767,562	2,798,809	21,228	0.5%		2,447,768	21,330,327	21,400,468	00.098	10-2%	20,085,414
Other Supplies	621,300	706,804	87,500	12.3%		645,949	5,797,543	1,755,820	104,337	9.7%	5,141,401
Depreciation & Amortization	2,647,908	2,537,081	89,173	3.3%		2,279,114	18,952,906	18,941,247	1,006,330	5.7%	17,796,920
Lease and Rental	978,391	905,439	(72,952)	(B. 1%)		868,108	7,450,594	7,441,292	ger, 365	(2.8%)	6,971,207
Maintenance & Repairs	473,401	428,396	(#5,005)	(10.34)		407,914	3,310,954	1,554,270	47,316	1.3%	3,144,004
Utilities	625,160	605,388	10,228	1.6%		646,874	4,717,009	5,194,799	439,790	8.5%	4,820,746
Insurance	921,599	798,811	(182,794)	Q4.7%		511,817	6,510,311	5,790,280	(754) 028	(13-2%)	3,872,794
Interest	043,137	603,196	272,041	42.8%		404,593	3, 100, 108	3,001,547	1,901,479	29-2%	3,277,846
Bad Debt	0	0	0	0.0%		0	0	0	0	0.2%	0
Other Expenses	1,475,920	3,542,775	44,853	1.9%		1,274,426	26,510,776	26,467,560	(64,215)	0.74	24,431,215
Total Operating Expenses	15,095,466	34,987,255	(186,232)	0.5%)		32,219,885	274,531,455	275,054,888	2,480,400	0.9%	231,041,408
Excess of Revenue Over Expenses from Operation	(792,426)	1.025,588	(1.818,814)	(177.3%)		97,624	2,458,366	5,579,320	0.128,9540	(55.9%)	5,764,786
Unvertricted Contributions	236,545	63,334	153,291	183.9%		14,251	429,425	665,667	(237.MD	05.6%	70,164
Other NonOperating Revenuel Expense	(001,338)	34,834	(158,172)	010.0%		(111.40D)	(865,293)	260,667	0.145.947)	1429-856	(126,514
investment income	37,911	408,334	(J71,223)	(90.9%)		127,309	(2,147,775)	2.266.667	(4,434,442)	(195.4%)	1,354,529
Interest income	025,875	41,605	(267,541)	(642,1%)		(226,769)	(1.825.007)	315,310	(2,158,370)	1647.5%	(1.573.512
Gainboud on Sale of Assets	0	0	0	0.0%		192	10,740	0	10,740	0.0%	6,151
Total Non-Operating	(255,537)	568,168	(821,705)	(145.0%)		(196,455)	04.437,8240	3,527,334	(7,965,260	(225.8%)	088,871
Educedinary Tem	4,954,510	458,334	4,496,176	901.0%		(1,705,367)	5,482,451	1,666,667	1,815,704	49.5%	(1,002,012)
Factors of Revenue (here Factorizes	1,000,000	2 00 2 000	1 20 4 20 7	40.4%		IN MAR SHIT	1,000,000	40 222 104	on the same	100 000	4 44 1 440

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.

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		►	🅌 Income Statement	
		-	🕌 Provider	
			Provider Income Statement Summary	
	►		FTE Reports	
	►		Payroll	
	►		Provider Analysis	
	►		Report Packages	
	►		Variance Comments	
۲		Fina	ancial Utilities	

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 Summar	V								
KHA Health									
For The Period Ending February 28, 2017		Cur	rent Month -Feb-2017				Ye	ar To Date -Feb-2017	
	Feb-2017	Feb-2017			Feb-2016	Feb-2017	Feb-2017		
	Actual	Budget	Variance	Var %	Actual	Actual	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.

Financial Reporting	^
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Employee Roster	
Employee Roster-Position Control	
Labor Distribution	
🔊 Labor Distribution Detail	
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Provider Analysis	
Report Packages	
Variance Comments	
Financial Utilities	

Employee Roster

Use to show employee-related information for a single department by job code. This information is used for budget-labor budgets.

Emplo KHA Healt Period End Dept.KHAE	byee Ro h ling February BgtCode = 17	ster 28, 2017 885											
					Scheduled Sci	heduled		Hire	Review	Pay	Pay	PTO	PTO
JobCode	Description	Employee Name	Status	Type	Hours	FTEs	Base Rate	Date	Date	Grade	Step	Accrual Rate	Balance
]									
J00604	Nurse Practition	ner											
	25873	SNUGGS, MARY M.	A	FT	80	1.00	\$36.42	Jan-2003	Jan-2017	CB	C	7.70	0.00
	28111	MAK, FANNY M.	A	FT	80	1.00	\$35.58	Jan-2006	Jan-2017	CB	C	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	-	C	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.

Emplo KHA Health Period Endir Dept.KHABC	yee Rost ng February 28, GTCode=17840												
					Scheduled	Scheduled		Hire	Review	Pay	Pay	PTO	PTO
JobCode	Position	Employee Name	Status	Type	Hours	FTEs	Base Rate	Date	Date	Grade	Step	Accrual Rate	Balance
J00785		OSBORNE MARCUS E		FT	80	1.00	\$15.44	Jul-2004	Jul-2008	CE	0	6.77	0.00
		STOKES NANCY R.	<u> </u>	FT	80	1.00	\$17.00	Jul-2004	Jul-2008	CE	0	6.77	0.00
		WALL CLAYTON Y.	A	PT	39	0.49	\$7.11	Sep-2004	Sep-2008	CE	0	0.00	0.00
		FULTON, DAVIS T.	A	FT	80	1.00	\$15.62	May-2005	Aug-2008	CE	0	6.77	0.00
		ROBERTS, ROGER S.	А	FT	80	1.00	\$15.38	Sep-2005	Dec-2008	CE	0	6.77	0.00
					359	4.49							
					359	4.49							

Labor Distribution

Use to show bi-weekly paid hours and dollars by job code, employee, and pay category for a single pay period.

Labor Distr KHA Health For The Pay Period E	ibution Report								
17040 - Erio oports medi	cire .			Total		Requ	ılar	Overtir	me
Dept	JobCode	Employee	FTEs	Hours	Dollars	Hours	Dollars	Hours	Dollars
17840	100392-Team Leader-Athletic Trainer	26192: Lee Geri A.	10	80.0	1.498.4	80.0	1.498.4	0.0	0.0
11040	20032-Team cease -Adment Hame			0010	1,45014	0010	1,45014	0.0	0.0
	SubTotal - J00392-Team Leader-Athleti	c Trainer	1.00	80.00	1,498.40	80.00	1,498.40	0.00	0.00
17840	J00785-Athletic Trainer	27101: Bias, Charlotte M.	0.5	40.0	436.1	40.0	436.1	0.0	0.0
17840	J00785-Athletic Trainer	27130: Pace, Queen	1.0	80.0	1,235.2	80.0	1,235.2	0.0	0.0
17840	J00785-Athletic Trainer	27134: Stroud, Cletus	1.0	80.0	1,360.0	80.0	1,360.0	0.0	0.0
17840	J00785-Athletic Trainer	27261: Ware li, Dorothy	0.5	40.0	402.5	40.0	402.5	0.0	0.0
17840	J00785-Athletic Trainer	27717: Gardner, Mary	1.0	80.0	1,249.6	80.0	1,249.6	0.0	0.0
17840	J00785-Athletic Trainer	27926: Clayton, Lorenzo R.	0.5	40.0	276.0	40.0	276.0	0.0	0.0
17840	J00785-Athletic Trainer	27945: Rogers, Leroy	1.0	80.0	1,230.4	80.0	1,230.4	0.0	0.0
	SubTotal - J00785-Athletic Trainer		5.50	440.00	6,189.81	440.00	6,189.81	0.00	0.00
	TOTALS		6.50	520.00	7,688.21	520.00	7,688.21	0.00	0.00

Labor Distribution Detail

Use to show hours and dollars by a department, by job code for multiple pay period, and by category of pay.

Labor KHA Health For The Pay Pe EPG Phys Clini	Distr eriod Endir c-North	ibution Detail									
					PP 12	2/16/17	PP 12/30/17		PP 01/13	/18	PP 01/27/18
Dept		JobCode	Employee	PayType	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours Do
	17880	J00655-Physician	23162: Zubatuk, Deconjay	P0001-Regular	80	5,192.00	80	5,192.00	80	5,192.00	80
		SubTotal - J00655-Physician			80	5,192.00	80	5,192.00	80	5,192.00	80
			Grand Total		80	5,192.00	80	5,192.00	80	5,192.00	80

Overtime Alert

Use to show highlights of overtime trends by pay period and department.

Overtime Alert

KHA Health

		Number of Departments > Threshold:									
						Alert T	nreshold = >>	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 HIth East	0	0	0	0	0	0	1	0	0	0	0
17883	EPG Phys Clinic-Occ HIth 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

	Filtered For: FTE	Current period					Year-to-Date			
Provider ID	Provider Name	Actual	Previous	Variance	Var %	Last Year	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

Filtered For: FTE	E	Current period					Year-to-Date			
CPT.KHABgtCod	le CPT Description	Actual	Previous	Variance	Var %	Last Year	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 Feb	ruary 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 Current CY Annualized CY Projection Filtered For: Encounter Variance Provider ID Provider Name YTD CY Annualized CY Projection Variance NY Budget Variance D10528 Champion Richard A MD 1,592 2,388 820 (1,568) 1,781 (607) 961 (3) 0 (18) 0 (1,719) 3,109 (1,210) 0 " 2 D1116 Jo Walter M MD 3 0 (3) 0 0 12 D1132 Wang Katherine K MD 18 0 (18) D1186 Macaulay Kelly M MD 1,146 1,719 0 (1,719) 0 1,525 D12221 Quintin Maria L MD 2.879 4,319 (2,794) 1.584 D13063 Faur Adriana V MD 3 2 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: Encount	ter	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 AdultEst:18-39 Yrs Old	3,119	4,679	0	(4,679)	0	(4,679)	0
C99396	Well AdultEst:40-64 Yrs Old	4,909	7,364	0	(7,364)	0	(7,364)	0
C99397	Well AdultEst: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: End	ounters	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

		2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2017	2017	
Provider ID	Provider Name	March	April	May	June	July	August	September	October	November	December	January	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.

Period Ending 101010 - EMA	Summary o February 28, 2018 Internal Medicine (Provider)											
Devide ID	Barrida Nama	Current Month - Februar Actual Worked	7 Target Worked		Actual Gross	Actual Gross	Actual	Actual	Year-to-date throug Actual Worked	h February 2018 Target Worked	A share board of	Actual Gross
Provider ID	Provider Name	RVUs	RVUs	Actual Prod. %	Charges	Charge\RVU	Encounters	RVU/Enc	RVUs	RVUs	Actual Prod. %	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.DO	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, Rich	ard A. MD												
PHYSICIAN INFORMATION		1								PROVIDER BE	NCHMARKS		
Specialty								Tornet				Full FTF	FTF Adjusted
ETE - Clinical	im 0							Median				175,000	0
FTE - Medical Director								60th Percentile				250.000	0
FTE - Other	0							75th Percentile				275.000	0
Total FTE	0							90th Percentile				300,000	0
		,											-
SALARY INFORMATION	July	August	September	October	November	December	January	February	March	April	May	June	Total
FTE_Clin			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
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													
ETEC CITEDOINET?	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

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

iltered For: Encounter	r	Current Y	ear Actual	Current	Year Budget	Last Y	ear Actual		Variance	Current to Prior
		Current Month	Prior 3 Month Avg	Current Month	Prior 3 Month Avg	Current Month	Prior 3 Month Avg	Current M	Nonth	Last Year
Provider	Description	Revenue/	Encounter	Revenu	e/Encounter	Revenue	e/Encounter	Actual	Budget	Actual
D10528	Champion Richard A MD	341.31	318.73	409.33	183.29	343.60	318.73	22.58	226.05	24.87
D1132	Wang Katherine K MD	102.00	0.00	0.00	0.00	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 Yea	r Actual		Variance	Current to Prior 3	3 Months	
		Current Month	Prior 3 Month Avg	Current Month Pr	rior 3 Month Avg	Current Month Pri	ior 3 Month Avg	Current N	Aonth	Last Year	Current Period O	er (under)
Provider	Description	Ret	venue/	Rever	nue/	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 Vear Burinet		Last Year Actual			Variance	Current to Brier	2 Months	
Filtered For. WK	10	Curren	t Year Actual	Current	rear budget	Last	rear Actual		vanance	e current to prior	3 Months	
		Current Month	Prior 3 Month Avg	Current Month	Prior 3 Month Avg	Current Month	Prior 3 Month Avg	Current M	vionth	Last Year	Current Period O	rer (under)
Provider	Description	R	evenue/	Re	evenue/	R	evenue/	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							Current Mont	h - Feb-2018	
			Encoun	ter			WRV	/Us	
Provider ID	Provider Name	Actual	Budget	Variance	Last Year	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	Atasoviu, Avse 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	4.335	7.515
D14076	Belkin, Michael		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: Encou	inter- Current Year Actual									
		Encounter								Encounter
Provider ID	Provider Name	July	August	September	October	November	December	January	February	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.

👻 🌽 Financial Reporting	
JMy Reports	
🕨 🎍 Analysis	
🕨 🎍 Custom Reports	
🕨 🎍 Financial Statements	
FTE Reports	
🕨 🎴 Payroll	
🕨 🎍 Provider Analysis	
👻 🎴 Report Packages	
🕨 퉲 Executive	
🕨 温 Manager	
🗢 퉲 Package Utilities	
DeptMonthlyPackage_FileCollect	
ExecutiveMonthlyPackage_FileCollect	
Variance Comments	
Financial Utilities	

DeptMonthlyPackage_FileCollect

Use this utility to combine all of the Monthly Manager Package reports into one file, configure the file source and output settings and delivery method (email and/or save as a file to a directory location) for the . If sending the report by email, you can configure the email subject line and body text, the recipient type, and file attachment options. For more information, see Processing and distributing the Department Monthly Package report.

Setup Dept Monthly Package - File Collect			
Source and Output Settings			
Source file name prefix	Mar2018	.{DEPT.RPTMap}.xlsx	
Source file location	\Axiom\Reports Library\Management R	eporting Utilities\Report Distribution\SourceFiles	
Output file name suffix (no extension)	RPTMap_{DEPT.RPTMap;DEPT.Approve	}_ DeptMonthlyPackage	.xlsx
Output file location	\Axiom\Reports Library\Management R	eporting Utilities\Report Distribution\SentFiles	
Delivery Method Settings			
Assemble by Save or email generated files	RPTMap Save File and Send Email		
Email Settings			
Subject text	Dept Monthly Package Mar2018 by RP1	Мар	
Body text	Dept Monthly Package Mar2018 is atta	ched and available for review \Axiom\Reports Librar	y\Management Reporting Utilities\Report Distribution\SentFiles
Recipient	Approver		
Attach file to email	Yes		

ExecutiveMonthlyPackage_FileCollect

Use this utility to combine all of the Executive Monthly Package reports into one file, configure the file source and output settings and delivery method (email and/or save as a file to a directory location) for

the . If sending the report by email, you can configure the email subject line and body text, the recipient type, and file attachment options. For more information, see Processing and distributing the Executive Monthly Package report .

Setup					
Executive Monthly Package - File Colle	ict				
Source and Output Settings					
Source file name prefix	Apr-2020		VP_{DEPT.VP}.xlsx		
Source file location	\Axiom\Reports Library\Man	nagement Reporting Ut	ilities\Report Distribution\SourceFiles		
Output file name suffix (no extension)	VP_{DEPT.VP;DEPT.Approver	}_	ExecutiveMonthlyPackage	.xlsx	
Output file location	Axiom\Reports Library\Management Reporting Utilities\Report Distribution\SentFiles				
Delivery Method Settings					
Assemble by	VP				
Save or email generated files	Email File	•			
Email Settings					
Subject text	Executive Monthly Package A	Apr-2020 by VP			
Body text	Executive Monthly Package A	Apr-2020 is attached fo	or review		
Recipient	Approver				
Attach file to email	Yes				
Attach each file separately	On				

Running the Revenue Usage - Budget report

This reports shows the current-month actual, budget, and year-to-date Revenue and Usage units and gross revenue by CDMCode. Units for specific CDM can be RVU weighted to use for monthly statistics summarization.

Revenue KHA Health	e & Usage Report-Budget																		
For The Period	Ending February 28, 2017				Curren	nt Period-Volum	e							Year	To Date-Volume				
26140 - EMC Eme	rgency Room (CDM)	Units Charged - Actual		Ur	nits Charged - Budget		u	nits Charged - Variance			Units Charged - Actual		U	nits Charged - Budget		U	inits Charged - Variance		
Code	Description	19	OP	Total	IP	OP	Total	IP	OP	Total	IP	OP	Total	1P	OP	Total	IP	OP	Total
CDM Codes in	cluded in Dept Statistics																		
C2614010150	ER Level I <2Hr	4	557	561	6	661	667	(2)	(104)	(106)	41	4,294	4,335	45	4,756	4,804	Ø	(462)	(469)
C2614010151	ER Level I > 2Hr	0	3	3	0	4	4	0	(1)	(1)	0	22	22	0	24	24	0	(2)	(2)
C2614010152	ER Level II <2Hr	7	526	533	11	624	635	(4)	(94)	(102)	68	4,050	4,118	80	4,455	4,566	(12)	(436)	(445)
C2614010153	ER Level II > 2Hr	1	11	12	2	13	15	(7)	(2)	(3)	8	84	92	10	93	103	(2)	(9)	(11)
C2614010154	ER Level III <2Hr	29	854	883	46	1,013	1,059	(17)	(159)	(176)	286	6,580	6,866	337	7,288	7,625	(51)	(708)	(759)
C2614010155	ER Level III > 2Hr	62	192	254	99	228	327	(37)	(36)	(73)	599	1,483	2,082	705	1,642	2,349	(107)	(159)	(267)
C2614010156	ER Level IV <2Hr	50	130	180	80	154	234	(30)	(24)	(54)	458	1,001	1,489	575	1,109	1,684	(87)	(108)	(195)
C2614010157	ER Level IV >2Hr	373	443	816	595	525	1,120	(222)	(82)	(304)	3,626	3,413	7,039	4,275	3,780	8,055	(649)	(367)	(1,016)
C2614010158	ER Level V <2Hr	2	0	2	3	0	3	(1)	0	(1)	18	0	18	21	0	21	(3)	0	(3)
C2614010159	ER Level V >2Hr	23	1	24	37	1	38	(14)	(0)	(14)	218	8	226	257	9	266	(39)	(1)	(40)
Total - CDM Co	odes included in Dept Statistics	551	2,717	3,268	878	3,223	4,101	(327)	(506)	(833)	5,352	20,935	26,287	6,311	23,187	29,498	(959)	(2,252)	(3,211)
CDM Codes N	ot included in Dent Statistics																		
00000000	or measure in expressions																		
C2614010160	ER Code 99	0	1	1	0	1	1	0	(3)	(7)	0	8	8	0	9	9	0	(1)	(7)
C2614010161	ER Level I Comptrac	0	18	18	0	21	21	0	(3)	(3)	0	139	139	0	154	154	0	(15)	(15)
C2614011000	1A Regular Private Room Charge	2	0	2	3	0	3	(7)	0	(1)	18	0	18	21	0	21	(3)	0	(3)
C2614011008	1A Observation	1	57	58	2	68	69	(1)	(11)	(11)	8	440	448	10	487	497	(2)	(47)	(49)
C2614015000	1E Regular Private Room	2	(1)	1	3	(1)	2	(1)	0	(1)	18	(8)	10	21	(9)	12	(3)	1	(2)
C2614015008	1E Observation	(1)	3	2	(2)	4	2	1	(1)	0	(8)	22	14	(10)	24	14	2	(2)	(0)
C2614020065	Splint Orthoglass Og3L 3X15Ft	0	1	1	0	1	1	0	(7)	(0)	0	8	8	0	9	9	0	(7)	(7)
C2614020151	Crutch Adult Pair	•	25	25	0	30	30	0	(5)	(5)	0	195	195	0	216	216	0	(21)	(21)
Total - CDM Co	odes Not included in Dept Statistics	4	104	108	6	123	130	(2)	(19)	(2D	34	804	840	43	890	933	(7)	(86)	(93)
	Department Total	555	2,821	3,376	885	3,346	4,231	(330)	(525)	(855)	5,388	21,739	27,127	6,353	24,077	30,431	(965)	(2,338)	(3,304)

Accessing this report

The report is located in \Axiom\Reports Library\Management Reporting\Report Packages\Manager. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the Financial Reporting section, click Financial Reporting > Report Packages > Manager.

Financial Reporting	^
🕶 퉲 Financial Reporting	
_My Reports	
🕨 鷆 Analysis	
🕨 鼬 Financial Statements	
🕨 🌽 FTE Reports	
🕨 🎍 Payroll	
🕨 🎍 Provider Analysis	
👻 🌽 Report Packages	
🕨 🌽 Executive	
👻 🕌 Manager	
AP Distribution Report	
AR Distribution Report	
🖉 Budget Variance By Dept	
Cover_Manager	
🖾 Dept Monthly Package	
GL Distribution Report	
MM Distribution Report	
Pay By Employee ID	
Pay By JobCode	
RU Report	
RU Report_Budget	
Scorecard	
Variance Alert	
Package Utilities	
Variance Comments	
Financial Utilities	

Financial utilities

Axiom Budgeting 2022.1 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 Spe KHA Health For The Period En 17840-EHS Sports	ecific Forecast Adju Iding February 28, 2017 1 Medicine	istments												Dept: Manager:	17840 Patrick Herbert		
		000	Forecast	Budget			C		Name	December			1 to a to	1.00			Tabal
	Expenses	CtroimGrp	Method	type	July	August	September	October	November	December	January	rebruary	March	April	мау	June	Iotai
	Capting																
	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 fr	om 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 incomestatement level.

Summary Forecast Adjustment Utility													
KHA Health													
For The Period Ending February 2017	Actual	Forecast	Forecast	Forecast	Forecast								
Consolidated	July	August	September	October	November	December	January	February	March	April	May	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 % Adjustment	12,044,958	13,898,267	12,512,409	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
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 % Adjustment Amount Adjustment	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 0.00% 0	17,661,092 0.00% 0	17,463,978 0.00% 0	17,511,897 0.00% 0	222,871,693 0.00% 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 Deductions From 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
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 % of Total Patient Revenue % Adjustment	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00% 0.00%	0 0.00% 0.00%	0 0.00% 0.00%	0 0.00% 0.00%	0 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.

F	ina	ncial Reporting	^
۲		Financial Reporting	
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	►	🎍 Alerts	
	-	🍌 Current Year Forecast	
		🕨 🍌 Forecast Adjustments	
		👻 퉬 Forecast Processing	
		🖾 Monthly Forecast Utility	
	►	🍌 Data Audit	
	►	🍌 Data Input	
	►	🍌 Data Reconciliation	
	►	🌽 Dimension System Structure Reports	
	►	鷆 Dimension Update Utilities	
	►	🎍 Flex Budget	
	►	🍌 FTE Utilities	
	►	lntegration Utilities	
	►	🍋 Payroll	
	►	鷆 Report Batches	
	►	鷆 Report Distribution	
	►	🍋 RevUsage	
	►	🎍 Security Setup	
	►	🍌 Statistic Transfers	
	•	🍌 System Setup	

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.

Month	nly Forecast	Utility												
KHA Health														
For The Perio	od Ending February 21	2017												
20000-EMC	Balance Sheet													
Initiative		Forecas	t Budget											
ID Acc	ct Description	Method	d Type	July	August	September	October	November	December	January	February	March	April	May
				L										
	Statistics													
1	110 IP Procedure	Trend	KeylP	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 Procedur	rs 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 Day	s 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 Stat	stics		7,603	8,559	7,667	7,959	8,202	7,644	8,155	8,340	7,997	8,038	7,977
	Revenues													
	Inpatient Re	venue												
1	31100 IP - Medican	IP_Per_U	Jnit	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 - Medicaio	IP_Per_U	Jnit	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 Cro	s IP_Per_U	Jnit	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 - Comme	cial IP_Per_U	Jnit	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/PP	0 IP_Per_U	Jnit	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_U	Jnit	2,880	620	4,332	990	422	10,232	8,261	424	3,434	3,536	3,458
1	31900 IP - Other	IP_Per_U	Jnit	22,528	17,896	37,529	11,519	19,302	27,719	37,605	38,966	25,982	26,751	26,166
	Total Ing	atient Revenue		171,345	229,045	241,158	231,949	224,421	238,440	230,444	211,689	216,875	223,297	218,415
	Outpatient	levenue												
1	32100 OP - Medica	e 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 - Medica	d OP_Per_	Unit	0	0	0	0	0	136	0	204	41	43	42
1	32300 OP - Blue Cr	ss OP_Per_	Unit	306	442	408	1,139	160	1,020	0	0	424	436	427
1	32400 OP - Comm	rcial OP_Per_	Unit	0	0	0	0	102	(102)	0	0	0	0	0
1	32500 OP - HMO/P	PO 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.

Stand Period en	lard Data Assessm ding: February 28, 2018	ient									Dafrash	
										Include Net Income in Fund Balance?	Yes	
										View: All		
		Balanced BS	Balanced BS	Standard	Standard	KHA Standard						
Organi	zation	Actual	Budget	FSDetail	FSSummary	Class						
KHA He	alth	•	•	•	~	0						
							Current Period	Feb-2018	Feb-2018			
		Actual	Budget	Actual	Budget	Actual	Cur Month	Financial	Payroll			
Entity	Description	CL	Cl	Dal Shaat	Pal Shoot	Pov/Usago	Volatility	Current	Current			
Entity	Description	GL	GL	bai oneet	Dai Sileet	Rev/Usage	volatility	Guitein	Guirent			
1	KH University	~	~	~	*	~	A	•	•			
2	KH Medical Center	~	~	~	~	~	~	0	•			
3	KH Physician Group	×	×	~	A	~	A	0	0			
4	Rehabilitation Care Hospital	×	×	~	×	A	×	•	0			
5	KH Medical Enterprises	~	~	~	~	~	Δ	0	•			
6	KH NeuroSurgery Clinic	×	A	~	A	~	A	0	0			
9	Eliminating Entries	~	A	~	A	~	~	0	0			
10	KH Medical Associates	×	~	~	×	~	×	0	•			

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

(HA Health														
	Click "Save" to save values to database		Changes madel Cli	ck Save to updat	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	109999	PAGC	0										
0	Default	J09999	PAGC	0										
0	Default	J09999	PAGC	0										
0	Default	109999	PAGC	0										
0	Default	109999	PAGC	0										
0	Default	109999	PAGC	0										
	<conv and="" are<="" here="" if="" insert="" more="" rows="" shove="" td=""><td>needed></td><td>1000</td><td>, i i i i i i i i i i i i i i i i i i i</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></conv>	needed>	1000	, i i i i i i i i i i i i i i i i i i i										
	Change Existing Dentr	needed>												
10195	EWS Comporate Mealth Servicer	100000	PAGC	0	27	27	6	0	0	0	0	0	0	0
26140	EMC Emergency Room (CDM)	100000	PAGC	0			0	0	0	ő	ő		ő	0
27060	EMC Laboratory	100000	PAGC	0	128	120	02	80	80	70	72	63	60	40
27200	EMC Padiology - MPI (lobCode)	100000	PAGC	0	7	7	52	6	6	6	6	6	6	
27230	EMC Radiology - Warcular Procedure	100000	PAGC	0	110	110	177	103	128	70	70	50	45	,
27240	EMC Radiology - Vascular Procedure	100000	PAGC	0	226	226	204	413	517	505	755	060	006	676
27240	ENC Radiology - Diagnostics	100000	PAGE	0	320	320	334	413	317	292	(33	909	900	0/0
27250	ENC Radiation Uncology	100000	PAGE	0	220	220	200	220	200	277	212	250	240	212
27280	ENVIC Radiology - Untrasound	100000	PAGE	0	230	230	309	330	300	2//	312	539	349	313
27640	ENV. Surgery	warn	PAGE	0	132	132	120	125	154	141	118	86	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 Lal										
KHA Health										
Click Save to save values to database					No changes n	lade				
Department	DEPT	Description	Acct	InitID	July	August	September	October	November	December
Def	ult	Default ACCT	0	1	0	0	0	0	0	0
Def	ult	Default ACCT	0	1	0	0	0	0	0	0
Def	ult (Default ACCT	0	1	0	0	0	0	0	0
Def	ult (Default ACCT	0	1	0	0	0	0	0	0
Def	ult (Default ACCT	0	1	0	0	0	0	0	0
Def	ult (Default ACCT	0	1	0	0	0	0	0	0
<copy a<="" above="" and="" here="" if="" insert="" more="" rows="" td=""><td>re needed></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></copy>	re 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					0	0	0	10	0	0
EMA Pathology	960600	1	292	302	326	334	342	324		

Input Monthly Statistics

Use to input monthly statistics data collection or calculations. You enter the monthly statistics and then post to the database from this report. In some cases, there may be an import for statistics that already loads statistics on a monthly basis. You can use this report as a replacement for an import or in addition to the statistics import.

Monthly Statistics Ing KHA Health Click "Save" to save values to database	out Form	1			No changes mi	ıde											
Department	DEPT	Description	InitD	Acct	July	August	September	October	November	December	January	February	March	April	May	June	Total BudgetType
Add New Stats																	
Enter Valid Dept>>>		Enter Valid Acct>>>	1		0	0	0	0	0	0	0	0	0	0	0	0	0
Enter Valid Dept>>>		Enter Valid Acct>>>	1		0	0	0	0	0	0	0	0	0	0	0	0	0
Enter Valid Dept>>>		Enter Valid Acct>>>	1		0	0	0	0	0	0	0	0	0	0	0	0	0
Enter Valid Dept>>>		Enter Valid Acct>>>	1		0	0	0	0	0	0	0	0	0	0	0	0	0
Enter Valid Dept>>>		Enter Valid Acct>>>	1		0	0	0	0	0	0	0	0	0	0	0	0	0
Enter Valid Dept>>>		Enter Valid Acct>>>	1		0	0	0	0	0	0	0	0	0	0	0	0	0
«Copy above rows and insert here if more are	needed>																
Change Existing Stats																	
EHS Sports Medicine	17840	Calendar Days	1	300	31	31	30	31	30	31	31	28	31	30	31	30	365 KeyOth
EHS *** Bldg-Med Office/East Hplex	17870	Calendar Days	1	300	31	31	30	31	30	31	31	28	31	30	31	30	365 KeyOth
EPG Clinic Administration	17879	Calendar Days	1	300	31	31	30	31	30	31	31	28	31	30	31	30	365 KeyOth
EPG Phys Clinic-North	17880	Calendar Days	1	300	31	31	30	31	30	31	31	28	31	30	31	30	365 KeyOth
EPG Phys Clinic-Occ Hith East	17881	Calendar Days	1	300	31	31	30	31	30	31	31	28	31	30	31	30	365 KeyOth
EPG Phys Clinic-Occ Hith Midtown	17883	Calendar Days	1	300	31	31	30	31	30	31	31	28	31	30	31	30	365 KeyOth
EPG Phys Clinic-East	17885	Calendar Days	1	300	31	31	30	31	30	31	31	28	31	30	31	30	365 KeyOth
EPG Phys Clinic-Occ Hith/West	17886	Calendar Days	1	300	31	31	30	31	30	31	31	28	31	30	31	30	365 KeyOth
EPG Phys Clinic-South	17891	Calendar Days	1	300	31	31	30	31	30	31	31	28	31	30	31	30	365 KeyOth
EPG Phys Clinic-Uptown	17894	Calendar Days	1	300	31	31	30	31	30	31	31	28	31	30	31	30	365 KeyOth
EPG Phys Clinic-West	17895	Calendar Days	1	300	31	31	30	31	30	31	31	28	31	30	31	30	365 KeyOth
EPG Phys Clinic-Peds Afterhour	17896	Calendar Days	1	300	31	31	30	31	30	31	31	28	31	30	31	30	365 KeyOth
EHS Rental	18560	Calendar Days	1	300	31	31	30	31	30	31	31	28	31	30	31	30	365 KeyOth
EHS Parking Lot	18900	Calendar Days	1	300	31	31	30	31	30	31	31	28	31	30	31	30	365 KeyOth
EHS Bldg-North	18960	Calendar Days	1	300	31	31	30	31	30	31	31	28	31	30	31	30	365 KeyOth
EHS Bldg-Midtown	18970	Calendar Days	1	300	31	31	30	31	30	31	31	28	31	30	31	30	365 KeyOth
EHS Bldg-Cancer Center	18975	Calendar Days	1	300	31	31	30	31	30	31	31	28	31	30	31	30	365 KeyOth
EHS Bldg-South	18980	Calendar Days	1	300	31	31	30	31	30	31	31	28	31	30	31	30	365 KeyOth

Data Reconciliation utilities

These reports are designed for designed for month-end close analysis and standardizing data.

Accessing these reports

The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting** Utilities**\Data Reconciliation**. For instructions, see Browsing the Report Library.

You can also access them from the following:

- Bud Admin task pane: In the Financial Reporting section, click Financial Utilities > Data Reconciliation.
- Mgmt Admin task pane: In the Data Maintenance section, click Data Reconciliation.

Acct Standards Review

Use this report to map standardized data for accounts in your organization to KHA Standard Class codes.

NOTE: For instructions, see Mapping KHA Standard Class codes.

Acct Standards Review

Account	Description	KHA Standard Classification	2	Account Type	FSSummary	FSDetail
0	Default ACCT	NotMapped	\sim	NA	NA	NA
1	Salary & Hours Analysis	NotMapped	\simeq	Scenario	NA	NA
3	Paid Hours GL-Based Analysis	NotMapped	\simeq	Scenario	NA	NA
4	Non Salary Assessment Supplies	NotMapped	\simeq	Scenario	NA	M_NonLabor
5	Non Salary Assessment Drugs	NotMapped	\sim	Scenario	NA	M_NonLabor
6	Non Salary Assessment Purchased Services	NotMapped	\simeq	Scenario	NA	M_NonLabor
7	Non Salary Assessment Other	NotMapped	\simeq	Scenario	NA	M_NonLabor
8	Non Salary Assessment NonUsed	NotMapped	\sim	Scenario	NA	M_NonLabor
20	Total Labor Expense as % of Net Operating Revenue	NotMapped	\sim	Bmark	Bmark	BmarkNOR
21	Total Employee Labor Expense as % of Net Operating Revenue	NotMapped	\simeq	Bmark	Bmark	BmarkNOR
22	Total Employee Salary Expense as % of Net Operating Revenue	NotMapped	\sim	Bmark	Bmark	BmarkNOR
23	Overtime Salary Expense as % of Net Operating Revenue	NotMapped	\sim	Bmark	Bmark	BmarkNOR
24	Contract Labor Expense as % of Net Operating Revenue	NotMapped	\simeq	Bmark	Bmark	BmarkNOR

BiWeekly Payroll Reconciliation report

After the payroll file is loaded, run the Biweekly Payroll Reconciliation report.

Using the loaded import file, total the dollars and hours from the import file, and enter the totals into the BiWeekly Payroll Reconciliation report to see if your check totals from your import file match what was loaded in to Axiom.



If your dollars and hours for the loaded period matches the Grand Total, the data is reconciled, and you can move on to either loading another payroll for the current month or running the Payroll Accrual utility to accrue your biweekly payroll to a monthly payroll.

Consolidations and Eliminations

This is a save to database report that allows you to input eliminations for your financial database.

Consolidations KHA Health	and Eliminations																
Actual - 2016																	
								_				_		_			
Department	Description	DEPT	ACCT	July	August	September	October	November	December	January	February	March	April	May	June	Total	BudgetType
Equity Transfer - [Enter Title Here]																	
Revenue	ENTITY:	Select Entity		0	0	0	0	0	0	0	0	0	0	0	0	(
Deduction	ENTITY: Select Entity -		-	0	0	0	0	0	0	0	0	0	0	0	0		
Expense				0	0	0	0	0	0	0	0	0	0	0	0	(
EHS Other NonOperating Revenue	e Insert Account	Select Department	Select Account	0	0	0	0	0	0	0	0	0	0	0	0		
Insert Department	Insert Account	Select Department	Select Account	0	0	0	0	0	0	0	0	0	0	0	0	(
Portion Methodology - [Enter Title	t Here]																
Select Department	Select Account	Select Department	Select Account	0	0	0	0	0	0	0	0	0	0	0	0		
			Input amount to eliminate	0	0	0	0	0	0	0	0	0	0	0	0	(2
Select Department	Select Account	Select Department	Select Account	0	0	0	0	0	0	0	0	0	0	0	0	(
Select Department	Select Account	Select Department	Select Account	0	0	0	0	0	0	0	0	0	0	0	0	(
Standard Methodology - (Enter Til	tie Here]																
Select Department	Select Account	Select Department	Select Account	0	0	0	0	0	0	0	0	0	0	0	0	(2
Select Department	Select Account	Select Department	Select Account	0	0	0	0	0	0	0	0	0	0	0	0		
Select Department	Select Account	Select Department	Select Account	0	0	0	0	0	0	0	0	0	0	0	0	0	

Dept Standards Review

Use this report to map standardized data for departments in your organization to KHA Standard Class codes.

NOTE: For instructions, see Mapping KHA Standard Class codes. **Dept Standards Review** 0 Dept KHA Standard Classification Entity Description Key Stat Description VP Directo Manage 0 Default NA NA 10000 EHS Balance Sheet EHS Deductions fro Tom Gilbert Tom Gilbert Tom Gilbert 15000 15300 ons from Revenue Charlie Credit Charlie Credit Howard Burn: EHS Other Revenue otMapped Howard Burns Charlie Credit Charlie Credit EHS Other Revenue EHS Other NonOperating Revenue EHS Sports Medicine EHS **** Bidg-Med Office/Stat Hplex EPS Clinic Administration EPG Phys Clinic-North EPG Phys Clinic-North Hast EPG Phys Clinic-Soat Hib Mictown EPG Phys Clinic-Soat Hib 15400 17840 Charlie Credit Patrick Herbert Charlie Credit Patrick Herbert otMapped Howard Burns tMappe Calendar Days Steve Jackson 17870 17879 17880 tMapped Calendar Days Calendar Days Howard Burns Dr Johnson Carl Johnson Pete Augusta tMapped Elsie East Elsie East Calendar Days Dr Johnson Elsie East Elsie East Mappe 17881 otMapped Calendar Days Dr Johnson Elsie East Elsie East Calendar Days Calendar Days Dr Johnson Dr Johnson Elsie East Elsie East Elsie East Elsie East 17883 otMapped tMapped 17885 EPG Phys Clinic-Occ Hlth/West EPG Phys Clinic-South Calendar Days Calendar Days 17886 otMapped Dr Johnson Elsie East Elsie East 17891 Dr Johnson Elsie East Elsie East Manner

Entity Standards Review

Use this report to map standardized data for entities in your organization to KHA Standard Class codes.

NOTE: For instructions, see Mapping KHA Standard Class codes.												
Entity Standards Review												
Entity	Description	KHA Standard Classification		Medicare Provider Number	State	Active						
0	Unassigned/Not Applicable	NotMapped	\simeq	NotMapped		TRUE						
1	KH University	NotMapped	\simeq	NotMapped		TRUE						
2	KH Medical Center	NotMapped	\simeq	NotMapped		TRUE						
3	KH Physician Group	NotMapped	\simeq	NotMapped		TRUE						
4	Rehabilitation Care Hospital	NotMapped	\simeq	NotMapped		TRUE						
	KH Medical Enterprises	NotMapped	\simeq	NotMapped		TRUE						
5	KH NeuroSurgery Clinic	NotMapped	\simeq	NotMapped		TRUE						
9	Eliminating Entries	NotMapped	\simeq	NotMapped		TRUE						
10	KH Medical Associates	NotMapped	\simeq	NotMapped		TRUE						
11	KH Physician Network	NotMapped	\simeq	NotMapped		TRUE						
39	KH Corporate Eliminations	NotMapped	\simeq	NotMapped		TRUE						

Jobcode Standards Review

Use this report to map standardized data for job codes in your organization to KHA Standard Class codes.

NOTE: For instructions, see Mapping KHA Standard Class codes.

Jobcode Standards Review

Jobcode	Description	KHA Standard Classification		Jobclass	GL Class
J00002	Executive Vice President	NotMapped	\simeq	Management	Staff
J00005	Receptionist-Admin	NotMapped	\simeq	Clerical	Staff
J00006	Receptionist	NotMapped	\simeq	Clerical	Staff
J00008	Management Engineer	NotMapped	\simeq	Professional	Staff
J00010	President For The Trust	NotMapped	\simeq	Management	Staff
J00012	Architect	NotMapped	\simeq	Professional	Staff
J00013	Hospital Services Rep	NotMapped	\simeq	Assistant	Staff
J00016	Reimbursement Director	NotMapped	\simeq	Management	Staff
J00017	Financial Accountant	NotMapped	\simeq	Assistant	Staff
J00018	Staff Accountant	NotMapped	\simeq	Clerical	Staff
J00019	Payroll Coordinator	NotMapped	\simeq	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.

h	🔕 Home 📄 Mon	thly RevUsage Reconciliation (R/O) ×				
	Monthly Re KHA Health For The Period Endir	evUsage Reconciliation				
	Dept D	Description	IPVol_Month1	IPRev_Month1	OPVol_Month1	OPRev_Month1
T	27740 E	MC Nutrition Support Service	304	22,620	0	50
	27800 E	MC Recovery Services	1,408	572,944	412	59,032
	27805 E	MC Geropsych	335	284,750	0	0
	27810 E	MC Partial Program	0	0	478	71,850
1	28400 E	MC Healthplex-North Key in the IP\OP	0	0	712	24,267
	28420 E	MC Nutrition Center Kevenue dollars and	0	0	1,318	28,307
	28430 E	MC EAP VOLUMES	0	0	186	16,704
	28510 E	MC Food And Nutrition	1,650	22,063	17	232
		Grand Total	507,355	26,855,568	115,187	11,655,130
	c	heck Total from RevUsage	0	0	0	0
	v	/ariance	(507,355)	(26,855,568)	(115,187)	(11,655,130)

If your dollars and volumes for the period loaded matches the Grand Total, the data is reconciled. If you use RevUsage volumes to calculate statistics for productivity, you can move forward to summarize your IP\OP volumes from your RevUsage data table (ACT_RU_20XX) to your Financial data table (ACT20XX) using the Summarize CDM Statistics utility.

Paytype Standards Review

Use this report to map standardized data for pay types in your organization to KHA Standard Class codes.

NOTE: For instructions, see Mapping KHA Standard Class codes.

Paytype Standards Review

Paytype	Description	KHA Standard Classification		Pay Summary	Pay Detail
P0001	Regular	NotMapped	\simeq	Prod	Regular
P0004	Paid Time Off	NotMapped	\simeq	NonProd	NonProd
P0006	Sick Pay	NotMapped	\simeq	NonProd	NonProd
P0008	Jury Duty	NotMapped	\simeq	NonProd	NonProd
P0009	Education	NotMapped	\simeq	Prod	Regular
P0011	Payroll Adjustments	NotMapped	\simeq	Prod	Regular
P0014	Personal Development	NotMapped	\simeq	Prod	Regular
P0015	Med Tech Pay	NotMapped	\simeq	Prod	Regular
P0016	Extra Shift	NotMapped	\simeq	Other	Other
P0019	Education	NotMapped	\simeq	Prod	Regular
P0020	Call Pay	NotMapped	\simeq	Other	Other
P0022	Call-Back	NotMapped	\simeq	Prod	Overtime
P0024	Sick Pay	NotMapped	\simeq	NonProd	NonProd

Provider Standards Review

Use this report to map standard specialty data for providers in your organization.

NOTE: For instructions, see Mapping provider standard specialty data.

Provider Standards Review						
Provider ID	Provider Name	ML Classification ID	ML Classification Name	Standard Specialty Code	0	Standard Specialty Name
_	Default		unmapped	0		unmapped
0	Provider: 0		unmapped	0	0	unmapped
1	Provider, Outside		unmapped	0	0	unmapped
10			unmapped	0	0	unmapped
100			unmapped	0	0	unmapped
1000			unmapped	0	0	unmapped
10004	-		unmapped	0	0	unmapped

Reconcile GL to GLTransactions report

If you load subledger detail into Axiom, such as Accounts Payable (AP), Accrued Receipts (AR), Materials Management (MM) and Journal Entries (JE), we have a reconciliation utility that ties the subledger data back to the ledger data (ACT20XX). This report confirms that the data loaded to the GL matches the data loaded to Journal Entry (JE) detail. It also compares the JE Detail to AP, MM, AR transactions to make sure the data is in balance.

TIP: Your Kaufman Hall Implementation Consultant will help you set up this report during implementation.

Reconciliation of GL to GLDetail, AP, Materials and Accrued Receipts

KHA Health For The Period Foding Febru

For The Period Ending February 28, 2018

						Fin vs GL
Dept	Dept Description	Acct	Acct Description	Financial	GLDetail	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.

FOI THE PE	nod Ending February 29, 2020						
-		Financial	Payroll 27-Period 18	Payroll 27-Period 17	Payroll 12	Payroll12 v	Payroll12 v
Dept	Dept Description	Paid Hours	Paid Hours	Paid Hours	Paid Hours	Payroll27	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 HIth 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)

Reconciliation of GL Hours to Monthly and Biweekly Payroll Hours

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

		Financial	Financial	Financial	RevUsage	RevUsage	RevUsage	Fin vs RU
Dept	Dept Description	IP	OP	Total	IP	OP	Total	Difference
17	880 EPG Phys Clinic-North	0.00	24,777.01	24,777.01	0.00	0.00	0.00	24,777.01
17	881 EPG Phys Clinic-Occ Hlth East	0.00	64,430.89	64,430.89	0.00	0.00	0.00	64,430.89
17	883 EPG Phys Clinic-Occ Hlth Midtown	0.00	21,173.00	21,173.00	0.00	0.00	0.00	21,173.00
17	885 EPG Phys Clinic-East	0.00	67,040.21	67,040.21	0.00	0.00	0.00	67,040.21
17	891 EPG Phys Clinic-South	0.00	169,450.93	169,450.93	0.00	0.00	0.00	169,450.93
17	894 EPG Phys Clinic-Uptown	0.00	43,512.41	43,512.41	0.00	0.00	0.00	43,512.41
17	895 EPG Phys Clinic-West	0.00	4,963.00	4,963.00	0.00	0.00	0.00	4,963.00
17	896 EPG Phys Clinic-Peds Afterhour	0.00	60,094.68	60,094.68	0.00	0.00	0.00	60,094.68
26	140 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)
26	150 EMC *** Emergency Room-Physicians	0.00	120,840.60	120,840.60	0.00	0.00	0.00	120,840.60
26	230 EMC CVS	66,666.81	0.00	66,666.81	66,666.78	0.00	66,666.78	0.03
26	310 EMC 3 East	268,454.74	5,579.67	274,034.41	268,454.75	5,579.65	274,034.40	0.01
26	320 EMC 3 West	276,206.00	7,704.87	283,910.87	276,206.01	7,704.88	283,910.89	(0.02)
26	350 EMC AICU	403,436.12	189.00	403,625.12	403,436.16	0.00	403,436.16	188.96
26	430 EMC Well Baby Nursery	1,822.14	3,689.82	5,511.96	0.00	0.00	0.00	5,511.96
26	i440 EMC Mother/Baby	157,337.24	7,265.16	164,602.40	157,337.22	7,265.12	164,602.34	0.06
26	450 EMC NICU	566,965.68	0.00	566,965.68	566,965.69	0.00	566,965.69	(0.01)
26	460 EMC 5 North	222,445.22	1,742.74	224,187.96	222,445.23	1,742.75	224,187.98	(0.02)
26	480 EMC O/P Oncology	0.00	52,440.00	52,440.00	0.00	52,439.98	52,439.98	0.02
26	i520 EMC Pediatrics	100,381.87	23,762.38	124,144.25	100,381.84	23,762.37	124,144.21	0.04
26	530 EMC 5C	245,387.64	6,359.31	251,746.95	245,387.64	6,359.34	251,746.98	(0.03)
26	550 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.

Fi	inan	ncial Reporting	^
•		Financial Reporting	
-		Financial Utilities	
	►	🍌 Alerts	
	►	🍌 Current Year Forecast	
	►	🍌 Data Audit	
	►	퉬 Data Input	
	►	🍌 Data Reconciliation	
	•	🍌 Dimension System Structure Reports	
		🔊 System Structure Accounts	
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	►	🎍 Dimension Update Utilities	
	►	🎍 Flex Budget	
	►	🎍 FTE Utilities	
	►	🎍 Integration Utilities	
	►	🎍 Payroll	
	►	🍌 Report Batches	
	►	🍌 Report Distribution	
	►	🎍 RevUsage	
	►	🎍 Security Setup	
	•	🍌 Statistic Transfers	

🕨 🧾 System Setup

System Structure Accounts

Use to show the current mapping in the ACCT dimension table.

Syste	em S	tructure - Acco	unts														
KHA Hes	lth							Denotes Budget	Setup Column								
Derind E	odina E	abauaay 29, 2017															
PERMAN	inding i	eoroary 20, 2017															
															YTD	Total	Total
Account		Account Description	Statement	Type	FSSummary	FSDetail	KHAWE	BudgetType	KHAStdLine	PHYStdLine	KHASum	CYPMethod	CYFMethod	DropDowns	Actual - 2017	Budget - 2017	Actual - 2016
Assets																	
	12432	A/R Unapplied Payments	85	Asset	A_CurAsset	A,AR	NA.	NA.	NA	NA	NA	NA.	NA	NA	87,657,118	74,322,097	73,902,309
	12940	8ad Debt Recoveries	85	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	85	Asset	A_CurAsset	A_BondCost	NA	NA.	NA	NA	NA	NA.	NA	NA	600,848	767,078	667,339
	11400	Refund Account	85	Asset	A_CurAsset	A_Cash	NA	NA	NA	NA	NA	NA.	NA	NA	4,770,122	6,108,146	5,289,842
	11205	Trust	85	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	85	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	85	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	85	Asset	A_CurAsset	A_ThirdPartyRec	NA.	NA.	NA	NA	NIA.	NA.	NA.	NA	502,139	1,768,022	1,405,417
	19995	A/D-Leasehold Improvements	85	Asset	A_LTAsset	A_AccumDepr	NA	NA.	NA	NA	NA	NA.	NA	NA	(164,083,362)	(130,445,364)	(155,178,046)
	15531	Reciprocal Of America	85	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	85	Asset	A_LTAsset	A_CIP	NA	NA.	NA	NA	NA	NA.	NA	NA	4,266,443	13,166,928	2,964,659
	17000	Land	85	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	85	Asset	A_LTAsset	A_LTOtherAsset	NA	NA	NA	NA	NA	NA	NA	NA	679,239	925,848	857,883
	17615	Software	85	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	85	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	85	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	85	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	85	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	85	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	85	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	85	Liability	L_LTLiability	L_LTDebt	NA	NA	NA	NA	NA	NA	NA	NA	70,711,900	77,276,442	71,399,357
Total -	Liabilitie														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

		Last 3 Mths		Benchmark													
Department	Description	Activity	KeyStatDesc	Type	Value	KHACMDimGrp	ProjDimGrp	CYFDimGrp	KHABgtTemplate	TplOptions	KHABgtCode	KHA8gtMap	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 Hith 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 E	nding February 28, 2017																	
													F	iscal Year - 2016	5	Fi	iscal Year - 2017	1
													Paid	Paid	Average	Paid	Paid	Average
JobCode	JobCode Description	GLAccount	HRAccount	FicaAcct	Variable	JobClass	GLClass	KHABgtCode	KHAInt	Min	Mid	Max	Hours	Dollars	Rate	Hours	Dollars	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	300006	JobCode	8.8	10.3	11.9	6,827	158,730	23.3	5,353	73,307	13.7
300008	Management Engineer	0	0	61300	Fixed	Professional	Staff	300008	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 Heal	th					Denotes Budge	et Setup Colu	ımn								
Period En	ding February 28, 2017															
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/Fit 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.

Fin	nancial Reporting	^
۲	Financial Reporting	
•	Financial Utilities	
	🕨 🎍 Alerts	
	🕨 🕌 Current Year Forecast	
	🕨 🌽 Data Audit	
	🕨 🌽 Data Input	
	🕨 🌽 Data Reconciliation	
	Dimension System Structure Reports	
	🕶 퉬 Dimension Update Utilities	
	🔄 Update DIM- CALDATE	
	Update DIM- GLPERIOD	
	🚬 🏰 Update DIM- INITIATIVEID	
	🕨 🏓 Flex Budget	
	FTE Utilities	
	🕨 🕌 Integration Utilities	
	🕨 🏓 Payroll	
	Report Batches	
	Report Distribution	
	🕨 🌽 RevUsage	
	🕨 🎍 Security Setup	
	🕨 🌽 Statistic Transfers	
	🕨 퉬 System Setup	

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 DA	TABASE										
	do not remove this line											

DO NOT SAVE	<< ADMINISTRATOR SWITCH TO SAVE TO DAT	TABASE									
	do not remove this line	_									
0	Default	0	0	0	0	0		0	0	0	[SAVE]
20091113		0	0	13	2009	0	Tuesday	0	0	0	[SAVE]
20091208		0	0	8	2009	0	Wednesday	0	0	0	(SAVE)
20091212		0	0	12	2009	0	Thursday	0	0	0	[SAVE]
20091214		0	0	14	2009	0	Friday	0	0	0	[SAVE]
20091216		0	0	16	2009	0	Saturday	0	0	0	[SAVE]
20091220		0	0	20	2009	0	Sunday	0	0	0	[SAVE]
20091221		0	0	21	2009	0	Monday	0	0	0	[SAVE]
20091222		0	0	22	2009	0	Tuesday	0	0	0	[SAVE]
20091223		0	0	23	2009	0	Wednesday	0	0	0	[SAVE]
20091224		0	0	24	2009	0	Thursday	0	0	0	[SAVE]
20091225		0	0	25	2009	0	Friday	0	0	0	[SAVE]
20091226		0	0	26	2009	0	Saturday	0	0	0	[SAVE]
20091227		0	0	27	2009	0	Sunday	0	0	0	[SAVE]
20091228		0	0	28	2009	0	Monday	0	0	0	[SAVE]
20091229		0	0	29	2009	0	Tuesday	0	0	0	[SAVE]
20091230		0	0	30	2009	0	Wednesday	0	0	0	(SAVE)

Update DIM - GLPERIOD

Use to update the GLPERIOD dimension table.

GLPeriod Update Report

GLPERIOD	GLPERIOD.Description	GLPERIOD.FiscalYear	GLPERIOD.FiscalMonth	GLPERIOD.GLMonthName	GLPERIOD.CalYear	GLPERIOD.CalQtr	GLPERIOD.DaysInMth	GLPERIOD.LongName	GLPERIOD.ShortName	L
DO NOT SAVE	<< ADMINISTRATOR SWITCH TO SAVE TO DA	TABASE								
	do not remove this line									
0	Default - Do not delete	0	0	Default	0		0	Default	Default	
1000	Default - Do not delete	0	0	Default	0		0	Default	Default	
201000	Summary 2010	2010	0	Summary	2010	0	0	Summary, 2010	Summary	
201001	Jan-2010	2010	1	January	2010	1	31	January, 2010	Jan-2010	
201002	Feb-2010	2010	2	February	2010	1	28	February, 2010	Feb-2010	
201003	Mar-2010	2010	3	March	2010	1	31	March, 2010	Mar-2010	
201004	Apr-2010	2010	4	April	2010	2	30	April, 2010	Apr-2010	
201005	May-2010	2010	5	May	2010	2	31	May, 2010	May-2010	
201006	Jun-2010	2010	6	June	2010	2	30	June, 2010	Jun-2010	
201007	Jul-2010	2010	7	July	2010	3	31	July, 2010	Jul-2010	
201008	Aug-2010	2010	8	August	2010	3	31	August, 2010	Aug-2010	
201009	Sep-2010	2010	9	September	2010	3	30	September, 2010	Sep-2010	
201010	Oct-2010	2010	10	October	2010	4	31	October, 2010	Oct-2010	
201011	Nov-2010	2010	11	November	2010	4	30	November, 2010	Nov-2010	
201012	Dec-2010	2010	12	December	2010	4	31	December, 2010	Dec-2010	
201100	Summary 2011	2011	0	Summary	2011	0	0	Summary, 2011	Summary	
201101	Jan-2011	2011	1	January	2011	1	31	January, 2011	Jan-2011	

Update DIM - INITIATIVEID

Use to update the INITIATIVEID dimension table.

InitiativeID Update Report

INITIATIVEID	INITIATIVEID.Description	INITIATIVEID.InitType	INITIATIVEID.Approve	
SAVE	<< ADMINISTRATOR SWITCH TO SAV	E TO DATABASE		
	do not remove this line			
1	Baseline	Baseline	Baseline	[SAVE]
2	New MRI Machine	System	Approve	[SAVE]
3	Supply Reduction	System	Approve	[SAVE]
4	New IM Physicians	System	Approve	[SAVE]
5	Overtime Reduction	System	Approve	[SAVE]
6	FTE Efficiency	System	Exclude	[SAVE]
7	New Cath Lab	System	Approve	[SAVE]
27200101		Dept	Exclude	[SAVE]
101010101		Dept	Approve	[SAVE]

Flex Budget utilities

These reports are designed to post calculated values to the database.

Accessing these reports

The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting** Utilities\Flex Budget. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the Financial Reporting section, click Financial Utilities > Flex Budget.



Flex Budget Setup

Use configure options for the Flex Calculator utility.

Flexible Budget Setup

✓ Show Tim	a Sories				
✓ Show Flex	Parameters				
Department P	ange Exceptions				
This is an exc	eption table for groups of Depts defined in t	he dimension for an Account			
8	Department	FlexGroup	Acct	FlexStatistic	FlexPercent
+ Add Depart	ment Range Exception				
Radiolo	y-Supplies - General	Radiology	62100	KeyTot	50.00%
Dept / Accourt	t Range Exceptions				
This is an exc	eption table for Groups of Accounts for a De	epartment			
8	Department	Dept	FlexGroup	FlexStatistic	FlexPercent
+ Add Dept /	Account Range Exception				
EMC Ra	diology - MRI (JobCode)-Supplies	27200	Supplies	KeyTot	40.00%
Dept / Accourt	t Exceptions				
This is an exc	eption table for a specific Dept / Account				
8	Department	Dept	Acct	FlexStatistic	FlexPercent
+ Add Dept /	Account Exception				
27280-5	alaries - Regular	27280	60100	KeyTot	80.00%

FlexCalculator by Month

FLEXIBLE BUDGET CALCULATOR

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.

			Driver	Init		Flex	Acct	Default		Dept Range Exception		Acct Range Exception		Dept / Acct Exception
26140 - EMC E	mergency Room (CDM)	Driver	Row	ID	Type	Percent	FlexGroup	Driver	%	Driver	%	Driver	%	Driver
	Key Statistics													
	Key Inpatient Statistic	KeylP												
KeyOP	Key Outpatient Statistic	KeyOP												
	Key Other Statistic	KeyOth												
KeyTOT	Total Key Statistics	КеуТОТ												
	Account Flay Calculations													
	Account Plex calculations		<u> </u>											
	Expenses													
601	00 Salaries - Regular	KeyTot	31	1	Salaries	75.0%	NA	KeyTot	75.0%	Not Defined		Not Defined		Not Defined
601	10 Salaries - Overtime	KeyTot	31	1	Salaries	75.0%	NA	KeyTot	75.0%	Not Defined		Not Defined		Not Defined
601	20 Salaries - Non-Productive	KeyTot	31	1	Salaries	75.0%	NA	KeyTot	75.0%	Not Defined		Not Defined		Not Defined
606	00 Salaries - Contract Labor	KeyTot	31	1	Salaries	0.0%	NA	KeyTot	0.0%	Not Defined		Not Defined		Not Defined
611	00 Employee Annuity	KeyTot	31	1	Benefits	0.0%	NA	KeyTot	0.0%	Not Defined		Not Defined		Not Defined
612	00 Medical Insurance	KeyTot	31	1	Benefits	0.0%	NA	KeyTot	0.0%	Not Defined		Not Defined		Not Defined
612	20 Group Term Life	KeyTot	31	1	Benefits	0.0%	NA	KeyTot	0.0%	Not Defined		Not Defined		Not Defined
612	0 Disability Insurance	KeyTot	31	1	Benefits	0.0%	NA	KeyTot	0.0%	Not Defined		Not Defined		Not Defined
613	00 FICA - Social Security	KeyTot	31	1	Benefits	0.0%	NA	KeyTot	0.0%	Not Defined		Not Defined		Not Defined

Payroll utilities

These utilities are designed to post calculated values to the database.

Accessing these reports

The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting Utilities\Payroll**. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the **Financial Reporting** section, click **Financial Utilities > Payroll**.



BiWeekly to Monthly

Use this utility to accrue for both hours and dollars from your biweekly payroll load (Payroll26) into the monthly data tables (Payroll12).

Depending on how many years of biweekly payroll data are stored in your Axiom system, you have two utility options:

- **Biweekly to Monthly** Your organization is in their first year in Axiom and have no prior year payroll data utilize this utility.
- **Biweekly to Monthly with LY** Your organization has more than one year of historical payroll data to capture the days of the year-end biweekly payroll that may cross over their fiscal year utilize this utility.

In the Refresh Variables dialog, select from the following drop-downs options, and click OK:

Option	Description				
Choose Year (Current Year or Last Year	Depending on what biweekly payrolls you want to accrue, select CYA (Current Year) or LYA (Last Year) .				
Choose Payroll Sequence	Select Hours or DIIrs.				
(Hours, Dllrs, Stats)	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.

< Axiom Assistant

	File Processing Set	0									
Tasks	Processing Type:	Save Data ~									
and	Save Data Mode:	Save After Each Pass	Save After Each Pass ~								
files	Save Data tags are static for all passes										
nt My I	MultiPass Settings	Hide Advanced View									
istar	 MultiPass Data \$ 										
Ass	Source Table:	Dept									
eet	Source Columns:	Dept.Dept									
ş	Group By:	Dept.Dept									
ŧ	Sort By:	Dept.Dept									
star	Source Filter:										
ource Ass	MultiPass Filter:	Preview Multipass List									
Data So	Actions										
Suc	Process file										
Notificatio	Process file multipass										
File Processing											

BiWeekly to Monthly with LY

Use this utility to post accrued biweekly hours or dollars from the Payroll27 tables to the Payroll12 tables. The first period of the year is calculated using the final LY pay period.

Biweekly to Monthly Payroll Accrual - Pa	yroll27 to	Payroll	12									CY	LY			
												Cal Days	Cal Days		Conversion to M	onthly Hours Matrix:
No. of FY Days in First Pay Period:			2	PayCycle:	1							Per Mth	Per Mth		Month	24
													30			
Current Pay Period			18								1	31			July	
											2	31			August	
This Utility will accrue Hours from Payroll27 to the Payroll12 Database.											3	30			September	
							PayCycle	1			4	31			October	
Payroll 27 Timeseries to Transfer FROM:	ACT_PAY27_2016	CY	HOURS	<= Do NOT d	hange						5	30			November	
											6	31			December	
Payroll 12 Timeseries to Transfer TO:	ACT_PAY12_2016	CY	HOURS	<= Do NOT d	hange						7	31			January	
											8	28			February	
If you have multiple pay cycles, this report must be processed using Multipass											9	31			March	
											10	30			April	
Select "Process file Multipass" to compute and post to the Payrol172 database.											11	31			May	
											12	30			June	
															Total	0.00
Riveraldy in Manifely Description of Description Description		_	_			_		_								
Dept JobCode PayType EmplD	LY June	July	August	September	October	November	December	January	February	March	April	May	June	Employee Name		PP25

Monthly to BiWeekly

Use this utility to post reverse-accrued budgeted monthly hours from the Payroll12 tables to biweekly amounts and post them to the Payroll27 tables for labor or productivity reporting.
Payroll12 to Payroll27 - Reverse Accrua

This report is a Save-to-Database										
report which maps data from the Payroll 12 month tables	I									
to the 27 period Payroll tables				1			PayP	eriod >		
		NOW	Month	input Col	U	uys U	wyschk	1	2	3
The manning matrix is set up to		13	hale	A1.		31	31	14	14	3
the right here - with the control checks	2	14	August	AM		31	31	14	0	11
shaded in areen. Beainning with the	3	15	September	AN		30	30		+	0
first "stub" partial pay period, the pay	4	16	October	AO		31	31			0
period days are assigned to the months.	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
	L		Total			365	365	14	14	14
			Monthly Allocati			MAL 1	*	0.452	0.452	0.097
			%' Matrix			Mth2	5	0.000	0.000	0.355
						Mth3	%	0.000	0.000	0.000
CFLAG			These %'s are app	plied		Mth4	%	0.000	0.000	0.000
			against the mont	hly data		Mth5	%	0.000	0.000	0.000
			in Columns AK-A	W		Mthő	%	0.000	0.000	0.000
						Mth7	%	0.000	0.000	0.000
			Sequence	Tables		Mth8	%	0.000	0.000	0.000
Enter Payroll12 Timeseries to Transfer FROM:	c	Y ACT	HOURS	ACT_PAY12_2017		Mth9	%	0.000	0.000	0.000
Enter Payroll27 Timeseries to Transfer TO:	c	Y ACT	HOURS	ACT_PAY27_2017		Mth10	1%	0.000	0.000	0.000
						Mth11	1%	0.000	0.000	0.000
			HOURS			Mth12	2 %	0.000	0.000	0.000
			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	Note: This routine uses the columns in your JobCade and PayType Dimensions called 'HeACCT'									
Payroll	12 to Financ	ial DB Hour	s Transfer	Year	2017					
				Payroll Table Actual table	ACT_PAY12_2017 ACT2017					
Payroll12 Hours Timeseries to Transfer: Financial Timeseries to Transfer To: Running Multipass FALSE					HOURS					
DEPT	Acct	InitiativeID	ACT2017.P1	ACT2017.P2	ACT2017.P3	ACT2017.P4	ACT2017.95	ACT2017.P6	ACT2017.97	ACT2017.P8
17840	960100	1	177	177	168	147	140	177	177	160
17840	960120	1	0	0	19	30	23	0	0	0
17840	960100	1	29	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.

F	nancial Reporting	^
۲	퉬 Financial Reporting	
Ŧ	🌽 Financial Utilities	
	🕨 🎍 Alerts	
	🕨 🌽 Current Year Forecast	
	🕨 🍌 Data Audit	
	🕨 🌽 Data Input	
	🕨 🌽 Data Reconciliation	
	🕨 🏓 Dimension System Structure Reports	
	🕨 🏓 Dimension Update Utilities	
	🕨 🏓 Flex Budget	
	🕨 🕌 FTE Utilities	
	🕨 🕌 Integration Utilities	
	🕨 🧶 Payroll	
	👻 퉬 Report Batches	
	Monthly Alert Processing Batch	
	Monthly All in One Executive Reporting B	atch
	Monthly All in One Manager Reporting B	atch
	Monthly Dept Reporting Batch	
	Monthly Executive Reporting Batch	
	Monthly Financial Statements Batch	
	Monthly Hours Accrual Batch	
	Report Distribution	
	RevUsage	
	Security Setup	
	Statistic Iransfers	
_	System Setup	

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			
	1				

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\\ncome 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 GLxIsx	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.

Financial Reporting

- Financial Reporting
- 🕶 퉬 Financial Utilities
 - 🕨 連 Alerts
 - 🕨 퉬 Current Year Forecast
 - 🕨 🍌 Data Audit
 - 🕨 🎍 Data Input
 - 🕨 🎍 Data Reconciliation
 - Dimension System Structure Reports
 - Dimension Update Utilities
 - 🕨 鷆 Flex Budget
 - 🕨 퉬 FTE Utilities
 - Integration Utilities
 - 🕨 鷆 Payroll
 - Report Batches
 - Report Distribution
 - 🕶 鷆 RevUsage
 - Allocate Budget to CDM Statistics Summarize CDM Statistics
 - Summarize
 - Security Setup
 Statistic Transfers
 - System Setup

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.

~

Summariza	tion of CDM Statistics				Current Year	Y				
00140-4	Description	DVII.	C1.1.1.1.1.1	Durt	h de	A	Contractor	Outstar	Alexandra a	RVU Adj V
CDIVICOde	Description	HV0	StatMoot	Dept	2016	2016	2016	2016	2016	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.

	Performan	ice Re	porting	Security	Update									
	* Note: This utility on	ly adds use	rs to systems 8	& roles. If you need	I to REMOVE a user from a system or role	, You must use the Sec	urity Manager. Not	this utility						
	Input		Input	Input	Input	Select	Only Axiom Prompt					Select	Select	Select
	LoginName	PrincipalID	FirstName	LastName	EmailAddress	AuthenticationType	Password	IsSyncEnabled	UserLicenseT ype	IsEnabled	IsAdmin	Management Reporting System	Productivity System	Mgmt Reporting Role
	Update	<< Update	Database on SA	AVE?	Select [SAVE] to post update the Security									
	rnyberg5	196	Rod (Bud User5)	Nyberg	rnyberg2@kaufmnahall.com	Windows User		TRUE	Standard	TRUE	FALSE	TRUE	FALSE	Management Reporting Use
	rnyberg6	208	Rod (RFAdmin)	Nyberg	rnyberg@kaufmanhall.com	Windows User		TRUE	Standard	TRUE	FALSE	TRUE	FALSE	Management Reporting Adm
▼	rnyberg7	209	Rod (RF Analyst)	Nyberg	rnyberg@syntellis.com	Windows User		TRUE	Standard	TRUE	FALSE	TRUE	FALSE	Management Reporting Anal
[Save]	rnyberg8	216	Rod (RF User)	Nyberg	rnyberg@Syntellis.com	Windows User		TRUE	Standard	TRUE	FALSE	TRUE	FALSE	Management Reporting Use
[Save]	rnyberg9	243	Rod (Mgmt Rept Admin)	Nyberg	rnyberg@kaufmanhall.com	Windows User		TRUE	Standard	TRUE	FALSE	TRUE	FALSE	Management Reporting Adm
	RStrother	154	Roger	Strother	RStrother@syntellis.com	Windows User		TRUE	Standard	TRUE	TRUE			
	sbartlett	198	Stephanie	Bartlett	sbartlett@kaufmanhall.com	Windows User		TRUE	Standard	TRUE	TRUE			
	sbunn	266	Sarah	Bunn	SBunn@syntellis.com	Windows User		TRUE	AxiomStaff	TRUE	TRUE			
	sbunn1	267	Sarah	Bunn	sbunn@syntellis.com	Windows User		TRUE	Standard	TRUE	TRUE			
	SEngel	118	Scott	Engel	SEngel@kaufmanhall.com	Windows User		TRUE	Standard	TRUE	TRUE			
-	sgann	182	Shari	Gann	sgann@kaufmanhall.com	Windows User		TRUE	Standard	TRUE	TRUE			
L	SKrishnappa	227	Soundarya	Krishnappa	SKrishnappa@syntellis.com	Windows User		TRUE	Standard	TRUE	TRUE			
Т	SMclaughlin	111	Sean	Mclaughlin	SMclaughlin@kaufmanhall.com	Windows User		TRUE	Standard	TRUE	TRUE			
▼	smurphy	396	Sean	Murphy	smurphy@syntellis.com	Windows User		TRUE	Standard	TRUE	TRUE			
[Save]	tholland	401	Teresa	Holland	tholland@syntellis.com	Windows User		TRUE	Standard	TRUE	FALSE	TRUE	TRUE	Management Reporting Adm
	tknotts	162	Toby	Knotts	TKnotts@syntellis.com	Axiom Prompt		TRUE	AxiomStaff	TRUE	TRUE			
	tmckinlay	134	Tom	Mckinlay	tMckinlay@kaufmanhall.com	Windows User		TRUE	Standard	TRUE	TRUE			
	H Instructions Secu	rityUpdate/	Trainer	One	trainer/likaufmanhall.com	Aviem Dromet		TDIIE	Crandaud	TDIIE	EVICE	TOUE	TOULE	Management Departing Ada

To configure security:

- 1. In the Bud Admin task pane under Financial Reporting, expand Security Setup, and then doubleclick 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	Do one of the following:					
System	 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.

F	inaı	ncial Reporting	^
۲		Financial Reporting	
Ŧ		Financial Utilities	
	►	🎍 Alerts	
	►	🕌 Current Year Forecast	
	►	🎍 Data Audit	
	►	🌽 Data Input	
	►	🌽 Data Reconciliation	
	►	🕌 Dimension System Structure Reports	
	►	🕌 Dimension Update Utilities	
	►	🕌 Flex Budget	
	►	🕌 FTE Utilities	
	►	🕌 Integration Utilities	
	►	📕 Payroll	
	►	🗼 Report Batches	
	►	🕌 Report Distribution	
	►	🗼 RevUsage	
	►	🕌 Security Setup	
	•	🍰 Statistic Transfers	
		Transfer KeyStats from Fin to PR12	
		Transfer KeyStats from Fin to PR26	
	•	퉬 System Setup	

Transfer Key Stats from Fin to PR12

Use this save-to-database report to transfer statistics from the Financial tables to the Payroll12 tables at the end of the budget process. The statistics can then be used once they are reverse accrued into biweekly periods for biweekly productivity.

Transfer Key Stats from Financial Tables to Payroll 12 Tables

		·									
KHA Health											
Enter Financ	ial Tabl	e to Transfe	er From		Act2017						
citter rinand			~		Aviz Di						
Enter Payroll	12 Tabl	e to Transfe	er To:		Act_Payl	2_2017					
17840	Pstat	Jstat	0	31	31	30	31	30	31	31	28
17870	Pstat	Jstat	0	31	31	30	31	30	31	31	28
17879	Pstat	Jstat	0	31	31	30	31	30	31	31	28
17880	Pstat	Jstat	0	31	31	30	31	30	31	31	28
17881	Pstat	Jstat	0	31	31	30	31	30	31	31	28
17883	Pstat	Jstat	0	31	31	30	31	30	31	31	28
17885	Pstat	Jstat	0	31	31	30	31	30	31	31	28
17886	Pstat	Jstat	0	31	31	30	31	30	31	31	28
17891	Pstat	Jstat	0	31	31	30	31	30	31	31	28
17894	Pstat	Jstat	0	31	31	30	31	30	31	31	28
17895	Pstat	Jstat	0	31	31	30	31	30	31	31	28
17896	Pstat	Jstat	0	31	31	30	31	30	31	31	28
18560	Pstat	Jstat	0	31	31	30	31	30	31	31	28
18900	Pstat	Jstat	0	31	31	30	31	30	31	31	28

Transfer Key Stats from Fin to PR26

Use this save-to-database report to transfer statistics from the Financial tables to the Payroll27 tables at the end of the budget process. The statistics can then be used once they are reverse accrued into biweekly periods for biweekly productivity.

Transfer Key Statistics From Financial to Payroll 27

This report is a Save-to-Database report which maps data from a 12 month																
Financial table to a 27 period						PayPeriod >										
Payroll table	Row	Month	Input Col	Days	DaysChk	1	2	3	4	5	6	7	8	3	10	11
The mapping matrix is set up to	28	July	AX	31	31	14	14	3								
the right here - with the control checks	23	August	AY	31	31			11	14	6						
shaded in green. Beginning with the	30	September	AZ	30	30					8	14	8				
first "stub" partial pay period, the pay	31	October	BA	31	31							6	14	11		
period days are assigned to the months.	32	November	BB	30	30									3	14	13
	33	December	BC	31	31											1
The days on rows 28-39 are used to derive	34	January	BD	31	31											
the %'s on Rows 43-54.	35	February	BE	23	23											
	36	March	BF	31	31											
These are used in the formulas in cells	37	April	BG	30	30											
H35-AH35, which transform the Input data	38	May	BH	31	31											
in Columns - AX-Bl, to the payperiod	39	June	BI	30	30											
data in T35-AT35.																
		Total		366	366	14	14	14	14	14	14	14	14	14	14	14
A control check is located at the bottom of the																
Variable length section, and can be found		Monthly Allocation			Mith1 %	45.2%	45.2%	9.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
by hitting Control F (Find) and entering		3' Matrix			Mth2 %	0.0%	0.0%	35.5%	45.2%	13.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
					Mith3 %	0.0%	0.0%	0.0%	0.0%	26.7%	46.7%	26.7%	0.0%	0.0%	0.0%	0.0%
CFLAG		These %'s are applie	d		Mth4 %	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	19.4%	45.2%	35.5%	0.0%	0.0%
01200																

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.

Financial Re	porting
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- linancial Reporting ۲
- Financial Utilities Ŧ
 - Alerts ٠
 - Current Year Forecast ۲
 - 🔥 Data Audit ۲
 - ۲ 🍌 Data Input
 - ۲ Data Reconciliation
 - Dimension System Structure Reports ۲
 - Dimension Update Utilities ۲
 - Flex Budget ۲
 - ۲ FTE Utilities
 - ۲ Integration Utilities
 - Payroll ۲
 - Report Batches ۲
 - Report Distribution ۲
 - ۲ RevUsage
 - ۲ Security Setup
 - Statistic Transfers ۲ Ŧ
 - System Setup
 - Benchmark
 - 🖾 CalDate Update Utility
 - E FP Payor
 - FP_Payor GLPayrollMapping
 - 🔊 Names
 - Payroll
 - Payroll_Dates
 - Period
 - ThresholdLevel
 - VCC_Payroll_Mapping
 - VCC Threshold
 - 🔊 Year 😑 YearPeriod
- Benchmark

Used as factors in productivity reports.

Benchmark Factors

Deet	December of Marca	Worked Hours	Paid Hours	Salaries	Supplies	Total Expense
Dept	Department Name	per Unit	per Unit	per Unit	per Unit	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.

Calenda	ar Date (CalDate)													
	Fiscal Year START Month >>	7												
	Enter the number of days to add	5	*The utility ad	dds the new da	ays at the bot	ttom range of	this utility							
	Save to Database>>	Do Not Save	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	3	0	8	2009		0	Wednesday	0	0	0				
20091212	2	0	12	2009		0	Thursday	0	0	0				
20091214	4	0	14	2009		0	Friday	0	0	0				
20091216	5	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	2	0	22	2009		0	Tuesday	0	0	0				
20091223	3	0	23	2009		0	Wednesday	0	0	0				
20091224	4	0	24	2009		0	Thursday	0	0	0				
20091225	5	0	25	2009		0	Friday	0	0	0				
20091226	5	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.

FP Payor		Edit in Spreadsheet 💼	Save
Description	Payor		
Medicare	Medicare		
Medicaid	Medicaid		
Commercial	Comm		
Managed Care	MgdCare		
Self Pay	SelfPay		
Blue Cross/Blue Shield	BCBS		
Other	Other		
Payor 8	Fill In		
Payor 9	Fill In		
Payor 10	Fill In		
Payor 11	Fill In		
Payor 12	Fill In		
Payor 13	Fill In		
Payor 14	Fill In		-

Names

Use this table in reports or FileCollect process to look up email, names, titles, and login information.

Names					
Name	FirstName	LastName	Title	NetLogin	Email
Sample Employee	Sample	Employee	Budget Manager	Semployee	sample@epm.com

Payroll_Dates

Used in reports to look up the pay period end date and pay date for current year and last year. There are two sections if your organization uses two pay cycles.

Payro	ll Dates								Save					
	0				Curle 2				Hide Cycle 1					
	7/1/2019	≅ ×	<<< Select the	initial period pay date				7/1/2019	i ×	<<< Select the i	initial period pay date	The open a		
	6	•	<<< Select the	number of days the Pay	Date is after the Pay P	eriod End Date		6	•	<<< Select the number of days the Pay Date is after the Pa				
-	Current Year			Last Year		Next Year		Current Year		Last Year				
Pay	Pay Period	Current Year	Fiscal	Pay Period	Last Year	Pay Period	Next Year	Pay Period	Current Year	Fiscal	Pay Period	Last Year		
Period	End Date	Pay Date	Month	End Date	Pay Date	End Date	Pay Date	End Date 2	Pay Date 2	Month 2	End Date 2	Pay Date 2		
1	7/1/2019	7/7/2019	1	7/2/2018	7/8/2018	7/13/2020	7/19/2020	7/1/2019	7/7/2019	1	7/2/2018	7/8/2018		
2	7/15/2019	7/21/2019	1	7/16/2018	7/22/2018	7/27/2020	8/2/2020	7/15/2019	7/21/2019	1	7/16/2018	7/22/2018		
3	7/29/2019	8/4/2019	1	7/30/2018	8/5/2018	8/10/2020	8/16/2020	7/29/2019	8/4/2019	1	7/30/2018	8/5/2018		
4	8/12/2019	8/18/2019	2	8/13/2018	8/19/2018	8/24/2020	8/30/2020	8/12/2019	8/18/2019	2	8/13/2018	8/19/2018		
5	8/26/2019	9/1/2019	2	8/27/2018	9/2/2018	9/7/2020	9/13/2020	8/26/2019	9/1/2019	2	8/27/2018	9/2/2018		

VCC_Payroll_Mapping

Used by Variance Comments and other payroll utilities to map GL accounts to job codes and/or pay types.

vcc	VCC Payroll Mapping Rules														
🗸 Sh	Show General Information and Instructions														
	GL Acct														
盲	Account	Description	Dimension	Filter											
🔨 Mag	pped Accounts														
	60100	Salaries - Regular	РауТуре 🔻	(PayType.GLAcct=60100)											
	60110	Salaries - Overtime	РауТуре 🔻	(PayType.GLAcct=60110)											
	60120	Salaries - Non-Productive	PayType 🔻	(PayType.GLAcct=60120)											
	60900 Salaries - Emp Incentive PeryType • (PeryType.GLAcct=60900)														
N Hor	nanned Accounts														

VCC_Threshold

Used to set configure how much an account can vary from budget before department managers are required to enter comments explaining the variance

Tole	erance Level for Alerts							Save				
Custor	n Filter for Alert Processing:		(Dept.Manager*'Chris Sparks' or Dept=101010)									
Comp	arison Time Series		Three Month Average	¥								
Reven	ue & Usage Comparison		YTD Average	*								
Flag N	fax Positive Variances as Required		Yes	*								
Use H,	JCHours for Paid Hours filter		No	•								
Activa	te Variance Comments Collection tab on Month End Review D	lashboard	Yes	*								
	FSSummary		Min	Max	Threshold	Level of	Summary					
8	Groups	Description	Yellow	Red	Red	Comments	Account					
+ Add	Entity Exception to Threshold Level Table											
	✓ General Threshold Levels											
	▲ 1 - KH University					Error(s) in entity exception. See er	ror message(s).					
	S_KeyStat	Key Statistic	0.0%	2.0%		Summary •	700000					
	H_Hours	Paid Hours	0.0%	2.0%		Summary •	700000					
	R_PatientRev	Patient Revenue	0.5%	5.0%	\$0	Summary •	700000					
	R_OtherRev	Other Revenue	0.0%	5.0%	\$0	Detail 💌						
	R_NonOpRev	Non-Operating Revenue	0.0%	5.0%	\$0	Detail 💌						
	E_Salaries	Salaries	0.5%	5.0%	\$0	Detail 💌						
	E_Supplies	Supplies	0.5%	2.5%	\$0	Detail 💌						
	E_OtherExp	Other Expense	0.5%	2.5%	\$0	Detail •						

YearPeriod

Used in configure the first year and month of the fiscal year, number of work days in the current, last, and next year, and the standard FTE hours worked by employees in a year.

Primary	Primary Inputs Save						Table												
Place I Marca									Fisca	4									
Fiscal Year		2018	•				Year		Yea			Description							
Fiscal Start	Month	July	*				2018		PY1	1		Actual							
							2018		FY1	1		Budget							
FTE Hours		2080	Ψ.				2018		PY10	1		Projected							
							2018		FY10	1		Flex Budget							
Working	Days Inp	outs					2016		EY10	6		L2 Actual							
_		_					2017		FY17			Last Year							
			Current Year	Last Year	Next Year		2017		PY1			LY Budget							
Redal	Month		2018	working bays	working Days		2019		Pris			NY Budget							
7	had a second		2010	2017	2019		2018		PTI			Porecast							
'	July		23	23	23	Period	i Table												
8	August		23	23	23			_	0	1	bl-st	0	1	New	0	I and Mana	No. 1	6	I
9	Septembe	IT .	22	22	22	Period	Marth	Ounder	Verent	Last	Verst	Current Vess Month	Last Yese Meeth	Next Voca Month	Current Colordar Dava	Calcodas Dava	Colordas Dava	VTD Down	Last Year
10	October		23	23	23	Senas	Neomen	Quarter	10ar	70014	2018	Tear Month	Tear Month	Tear Month	Carendar Days	Carendar Days	Carendar Days	Tib bays	Tib bays
11	November	r	22	22	22		August		2017	2016	2018	Jun 2017	Jue 2016	Jun 2018	31	31	31	62	62
12	December		22		22	0	Santambar		2017	2016	2018	Sec-2017	Sec-2016	Sec-2018	30	30	30	02	02
	-		2.0	20	20	10	October	2	2017	2016	2018	Oct-2017	Oct-2016	Oct-2018	31	31	31	123	123
1	January		23	23	23	11	November	2	2017	2016	2018	Nov-2017	Nov-2016	Nov-2018	30	30	30	153	153
2	February		20	20	20	12	December	2	2017	2016	2018	Dec-2017	Dec-2016	Dec-2018	31	31	31	184	184
3	March		23	23	23	1	January	3	2018	2017	2019	Jan-2018	Jan-2017	Jan-2019	31	31	31	215	215
4	April		22	22	22	2	February	3	2018	2017	2019	Feb-2018	Feb:2017	Feb-2019	28	28	28	243	243
5	May		23	23	23	3	March	3	2018	2017	2019	Mar-2018	Mar-2017	Mar-2019	31	31	31	274	274
	hana				20	4	April	4	2018	2017	2019	Apr-2018	Apr-2017	Apr-2019	30	30	30	304	304
0	June		22	22	22	5	May	4	2018	2017	2019	May-2018	May-2017	May-2019	31	31	31	335	335
			269	269	269	6	June	4	2018	2017	2019	Jun/2018	Jun-2017	Jun/2019	30	30	30	365	365
Check to	o Hide Year t	table													365	365	365		
Check to	o Hide Perios	d table							<										>

Browsing the Report Library

In addition to browsing the report folders in the Axiom Budgeting task panes, you can search all of the available Axiom reports in the Reports Library.

To browse the Report Library:

1. In the Main ribbon tab, in the Reports group, click Reports > Browse All Reports.

File	MAIN H	ELP ADMIN H	ome											
Open App Menus •	? Online Help ▼	Navigation Save	Refresh Data	Change View •	Drill	Additions	Quick Filter		Freeze Panes Formula Bar Headings	Publish	Reports	Report Tips	Security Manager	Close Axiom SW
Application	Help	File Options			Workbo	ok Options			Display	File Output	E B	rowse All R	eports y 🗸	- Enite
 Axiom Assistant HomePage (R/O) × Design Reports 														

2. In the **Reports Library** dialog, you can do the following:

8 Reports Library			?	×
Browse Reports Library				
Folder Path 💌	Document Name	Туре	Locke	d By ^
\Axiom\Reports Library	Report1	xlsx		
\Axiom\Reports Library	Drill_Drill_Budget Income Detail	xlsx		
\Axiom\Reports Library	Data Defaults CP DRIVERS - UTILITY - version 11	xlsx		
\Axiom\Reports Library	Update_Plan_File17_post44	xlsm		
\Axiom\Reports Library	Book2	xlsx		
\Axiom\Reports Library	Styles 04.27.2017	xlsx		
\Axiom\Reports Library\System Files	Home	xlsx		
\Axiom\Reports Library\System Files\Images\Task Pane Icons	icon	png		
\Axiom\Reports Library\System Files\Images\Task Pane Icons	FileGroups16	png		
\Axiom\Reports Library\System Files\Images\Task Pane Icons	kh_task_blue_16	png		
\Axiom\Reports Library\System Files\Images\Task Pane Icons	kh_task_blue_32	png		
\Axiom\Reports Library\System Files\Images\Task Pane Icons	kh_task_bluechev_16	png		
$\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ $	kh_task_bluechev_32	png		
\Axiom\Reports Library\System Files\Images\Task Pane Icons	kh_task_green_16	png		
\Axiom\Reports Library\System Files\Images\Task Pane Icons	kh_task_green_32	png		~
<				>
		ОК	Ca	ncel

- To sort, group, or search by any of the columns, click the drop-down arrow next to the column label.
- To open a report, select it from the list, and click **OK**.

The system includes many different reports, but you can search through them more easily by using the following search functionality:

1. Click the down arrow beside the **Document Name** column header.

Reports Library

Browse Reports Library

Folder Path	Document Name		Type	locker	+ By
Axiom\Reports Library\Budgeting Reports\Budget Analysis	Budget Account Analysis		Group By		
Axiom\Reports Library\Budgeting Reports\Budget Analysis	Budget FTE Comparison				
Axiom\Reports Library\Budgeting Reports\Budget Analysis	Budget Key Statistics By Departm	Contains			
Axiom\Reports Library\Budgeting Reports\Budget Analysis	Budget Per Unit Analysis	Value			
Axiom\Reports Library\Budgeting Reports\Budget Analysis	Budget Plan Questions			OK	i.
Axiom\Reports Library\Budgeting Reports\Budget Analysis	Budget Red Flag Analysis			Lon	
Axiom\Reports Library\Budgeting Reports\Budget Analysis	Budget Salary Comparison		xisx		
Axiom\Reports Library\Budgeting Reports\Budget Analysis	Budget Salary Rate Analysis		xlsx		
Axiom\Reports Library\Budgeting Reports\Budget Analysis	Budget Summary by Dept		xlsx		
Axiom\Reports Library\Budgeting Reports\Budget Analysis	Budget Threshold Analysis		xlsx		
Axiom\Reports Library\Budgeting Reports\Budget Analysis	Budget Workbook Changes For CY	B and NYB	xlsx		
Axiom\Reports Library\Budgeting Reports\Budget Statements	Budget Income Detail		xlsx		
Axiom\Reports Library\Budgeting Reports\Budget Statements	Budget Income Scenarios		xlsx		
Axiom\Reports Library\Budgeting Reports\Budget Statements	Budget Income Summary		xlsx		
Axiom\Reports Library\Budgeting Reports\Budget Statements	Budget Monthly Dept P&L		xlsx		
1. 10 1.12 10 1 1 0 1.1FTE 0 1	n i vere e in viere		- 60		>

2. In the Group By box, type a search value, and click OK.

The system will display the reports that include the value you entered in the report name.

Navigating reports

Apart from each report having an Instructions tab, Axiom Software report files do not have a standard structure. Each report can have any number of sheets, layouts, custom views, drill-downs, GoTo targets, quick filters, and associated task panes—all configured for the specific information that displays.

Although not all of these features are available for every report, here is an overview of common report features:

Instruction tab

Each report has an Instructions tab that provides an overview of its specific business purpose, features, and steps for processing the report.

Custom views

Custom views allow for different presentations of data within a report. For instance, a report might default to showing monthly data but have custom views defined for displaying data by quarter or year.

NOTE: Not all reports have custom views defined.

?

X

If custom views have been defined within a report, you can access them by doing the following:

1. In the Main ribbon tab, in the Workbook Options group, click Change View.



2. From the menu, select the view to use.

Quick Filter

A Quick Filter is a temporary report filter. This allows you to quickly view the data at a different level of detail, without needing to alter the report configuration. For more information, see the following:

- Applying a Quick Filter to a report
- Using the Advanced Filter Wizard
- Understanding hierarchy-based Quick Filters

Drills

Some reports contain rows (or columns) where the data represents a roll-up of values for multiple database records. For instance, an income summary report might combine patient revenue for all departments into a single total for the year, or a report on payroll by department might roll up both regular and non-productive hours into a combined number of hours for each department. In such cases, you can use drills to view the individual values for each item included in the roll-up.

To drill in a report, do the following:

- 1. In the report spreadsheet, select a cell.
- 2. In the Main ribbon tab, in the Workbook Options group, click Drill.
- 3. From the drop-down, select any of the available drills to view a breakdown by that dimension or value.

A new spreadsheet opens to display data at the specified drill-down level.

NOTE: While we have made an effort to deactivate any drill options that do not apply to a particular row/column/cell, there are simply too many possibilities for us to deactivate every invalid drilling method for every cell in every report. As a result, certain drill methods may produce strange results. For the most part, common sense should imply which dimensions or values you can drill for a given roll-up (for example, drilling by Vice President on a single department might result in a report with a single record, as a department typically has one VP assigned to it).

GoTo targets

GoTo targets are simply bookmarks that allow you to jump to different sections of a report. Not all reports include GoTo targets. To navigate to a target, do the following:

1. In the Main ribbon tab, in the Workbook Options group, click GoTo.



2. From the menu, select the GoTo target.

Refreshing a report with data

To update a report with the most current data from the database, refresh the file. A refresh does the following:

- Updates active Axiom queries with data, according to the update settings defined for the query.
- Updates Axiom functions with data.
- Performs an Excel calculation.
- Reapplies the currently active views (if applicable).

To refresh a report with data:

Do one of the following:

• On the Main ribbon tab, in the Workbook Options group, click Refresh Data.



• Press F9.

The system may prompt you to define values before the refresh occurs. If so, the system applies these values to the report to affect the data refresh.

Saving a report

When you save a report, the report file is updated in the Axiom Budgeting file system. If the report is configured to save data to the database, a save-to-database also occurs.

To save a report:

• On the Main ribbon tab, in the File Options group, click Save.



Your file permission settings in Security determine whether you can save a particular report. If a report is open with read/write permissions, then you can save it.

If a report is open with read-only permissions, then clicking **Save** opens the **Save As** dialog. You can save a copy of the report to any Reports Library folder location where you have read/write permissions, or to your My Documents folder (if applicable). A lock icon displays next to folders where you do not have read/write permissions to any folder in that folder tree.

If you do not have read/write permissions to any folder, then when you click **Save** you are informed that you cannot save the file anywhere inside the Axiom file system. Alternatively, you can save a snapshot copy of the file, or save a copy locally using **Save As (Local)**.

Note the following:

- Some files may use a Control Sheet setting that causes the data in Axiom functions to zero when the file is saved. This is a security precaution that is normally enabled in reports only. You can click **Refresh** to restore the data.
- You may have *non-managed* report files that are saved on your local computer or a network file share. The **Save** option also updates these files. However, a save-to-database cannot be performed on non-managed files.

Applying a Quick Filter to a report

Using the Quick Filter feature, you can apply a temporary filter to a report. This allows you to quickly view the data at a different level of detail, without needing to alter the report configuration.

For example, you may be viewing an Income Statement report for the entire consolidated organization, and you want to view the same report at a different level of detail, such as for just North America or just the South region. You can use the Quick Filter to recalculate the report at the desired level of detail, and then clear the filter when you are done.

The Quick Filter is combined with your table security filters and any filters that are currently defined in the report, such as sheet filters and filters defined for Axiom queries.

NOTE: You can also use the Quick Filter feature on file group utilities and drivers.

To apply a Quick Filter to a report:

1. On the Main ribbon tab, in the Workbook Options group, click Quick Filter.



- 2. At the top of the dialog, specify how the filter should be applied:
 - Workbook (default): The Quick Filter is applied to all sheets in the workbook.
 - Active Sheet: The Quick Filter is only applied to the currently active sheet.

A Quick Filter	?	×
Edit the Quick Filter for the active sheet or workbook.		
Apply Filter To: Workbook Active Sheet		
Data Hierarchies	Advanced	d Filter
<type filter="" here="" to="" values=""></type>		×
▶ 品 Director		^
▷ 品 Entity		
▶ 品 Entity Description		
ト 品 Financial Structure		
▷ 品 FP Model Structure		
▷ 品 FP Model Structure		
▷ 品 FP Model Structure		
▷ 品 JobCode Structure		
▷ 몲 Manager		
▶ 品 Model		
▶ 몲 Model		
▶ 몲 Model		
▷ 몲 PAY Structure		
▷ 器 PlanOwners		
▷ 器 Responsibility		
N R DE Desponsibility		\sim
Filter:	Clear Fi	lter X
OK	Car	ncel

This selection may determine which hierarchies and tables are available in the dialog to build the filter. For more information, see Hierarchy and table availability in the Quick Filter dialog.

- 3. In the Quick Filter dialog, define a filter using one of the following methods:
 - Data Hierarchies: Select the desired hierarchy level(s) from the hierarchies listed in the dialog. As you select items in the hierarchy, the corresponding filter is automatically built in the Filter box.

For example, you might have a hierarchy named Geography, which has local regions rolling up into countries, and countries rolling up into world regions. You can select the desired items that you want to see in the report, such as Europe, Asia, or North America as world regions. For more information and examples, see Understanding hierarchy-based Quick Filters.

- Manual Filter: You can manually type a filter into the Filter box using standard filter criteria statement syntax. Fully qualified Table.Column syntax must be used.
- Advanced Filter: Click Advanced Filter to create a filter using any reference table columns (not just hierarchy columns).



For more information about general filter settings in this dialog, see Using the Filter Wizard.

NOTE: If the data in the report comes from tables that use multiple-level hookups, then using a hierarchy to apply a Quick Filter may not result in the intended data. Instead, you should use the Advanced Filter to build up the filter using the appropriate multiple-level syntax.

4. Click OK.

If the Quick Filter is applied to the entire workbook, a warning message informs you that the entire workbook will be refreshed. If you do not want to see this message again in the future, select **Don't show this message again**. Click **OK** to continue.

Clearing the Quick Filter

After you have applied a Quick Filter to a report, the filter remains applied until one of the following occurs:

• The file is closed. Quick Filters cannot be saved in the file and are always cleared when the file is closed.

- A new Quick Filter is applied by using the Quick Filter button and selecting a different filter.
- The Quick Filter is manually cleared. To clear the Quick Filter, click the **Quick Filter** button again and then click **Clear Filter**.

Hierarchy and table availability in the Quick Filter dialog

The hierarchies and tables shown in the Quick Filter dialog are based on the Axiom queries in the report. Axiom Budgeting looks up the primary tables for the queries, and only shows the hierarchies and reference tables that are relevant to those primary tables. This is done to help ensure that the Quick Filter will be applicable to at least one query in the report.

If the filter applies to the entire workbook, then Axiom Budgeting looks at the primary tables for all Axiom queries in the workbook. If the filter applies to the active sheet only, then Axiom Budgeting looks at only the primary tables for the Axiom queries defined on the active sheet.

NOTE: In the Advanced Filter view, only reference tables are shown unless the primary table has potentially ambiguous lookup relationships. In that case, the primary data table is also shown so that the selections can be made directly on these lookup relationships, to avoid any ambiguity. For example, if the primary data table has columns PrimaryPhysician and SecondaryPhysician that both look up to Physician.Physician, then the selection must be made through the primary data table so that the correct path to Physician.Physician is used.

If the report uses GetData functions instead of an Axiom query, then all hierarchies and reference tables are listed in the dialog because Axiom Budgeting cannot determine the primary table in this context. In this case, it is possible to define a Quick Filter that does not apply to any GetData functions in the workbook. If this occurs, the filter will simply have no effect.

Understanding hierarchy-based Quick Filters

When you use hierarchies to create a Quick Filter, Axiom Budgeting automatically creates the filter based on your selections. When only one item is selected, the filter is simple—only data that matches the selected item is included. For example, if you select Asia from a Geography hierarchy, you will get a filter something like: Dept.WorldRegion='Asia', as shown in the following example:

Quick Filter	? ×
Edit the Quick Filter for the active sheet or workbook.	
Apply Filter To: Workbook Active Sheet	
Data Hierarchies	Advanced Filter
<type filter="" here="" to="" values=""></type>	X
 ▷ ♣ Accounts ▲ Geography ▷ WorldRegion Asia ▷ WorldRegion Corporate ▷ WorldRegion Europe ▷ WorldRegion North America ▷ ♣ Managerial 	
Filter:	Clear Filter 🗙
DEPT.WorldRegion = 'Asia'	
ОК	Cancel

NOTE: Sometimes when you select a single child item underneath a parent item, the child and parent are joined with AND. For example: DEPT.VP='Jones' AND DEPT.Manager='Smith'. This means that the DEPT table has other instances of Manager Smith that belong to different VPs, so the compound statement ensures that you only get the data where Manager Smith is under VP Jones. (You can manually edit the filter to remove the Jones portion of the statement to see all of the data for Manager Smith, regardless of VP). If instead Axiom Budgeting constructs the filter as just Dept.Manager='Smith', that means all instances of Manager Smith are also under VP Jones.

You can select multiple items in the same hierarchy or from different hierarchies. Items from the same hierarchy are combined using OR, which means data matching any of the selected items is included. Items from different hierarchies are combined using AND, which means only data that matches both selected items is included. In the following example, we selected two items from the same grouping level in a single hierarchy, so a simple filter criteria statement is created using IN. The resulting filter includes all of the data from Asia and Europe.

Quick Filter	? ×
Edit the Quick Filter for the active sheet or workbook.	
Apply Filter To: Workbook Active Sheet	
Data Hierarchies	Advanced Filter
<type filter="" here="" to="" values=""></type>	×
 ▷ ♣ Accounts ▲ 용 Geography ▷ ♥ WorldRegion Asia ▷ ■ WorldRegion Corporate ▷ ♥ WorldRegion Europe ▷ ■ WorldRegion North America ▷ ♣ Managerial 	
Filter:	Clear Filter 🗙
DEPT.WorldRegion in ('Asia', 'Europe')	
ОК	Cancel

Next, we selected two items from different grouping levels, but within the same hierarchy. In this case, a compound filter criteria statement is created using OR. The resulting filter includes all of the data that belongs to Italy or US East.



Finally, we selected two items from different hierarchies, so a compound filter criteria statement is created using AND. The resulting filter includes only data that belongs to both US East and VP Jason Guppy.



Creating a new report

You can create a new report if you have read/write access to at least one folder in the Reports Library. You can use any of the methods discussed below to create a new report. If you do not have these permissions, then the associated menu options for creating new reports will not be available to you.

NOTE: After saving a new report to the Axiom file system, you may not see that new report displayed in Axiom Explorer or the Reports menu until the file system has been refreshed. You can go to **Reports > Refresh file system** to manually trigger a refresh and cause the new report to display.

Creating a new report using the Report Wizard

You can create a new report using the Report Wizard. In the wizard, you make selections regarding the type of report that you want to create and the desired data, and then the wizard creates a report based on your choices. You can then further modify the report as needed. For more information, see *About the Report Wizard* in Help (Main ribbon tab > Help).

To create a new report using the Report Wizard:

• On the Main ribbon tab, in the Reports group, select Reports > Design Reports > Report Wizard.



Creating a new blank report

You can create a new report from scratch using the default blank report template. This template is entirely free-format.

If your organization has saved additional report templates, you can use those to create a new report as well. Only administrators can create new report templates.

To create a new blank report:

• On the Main ribbon tab, in the Reports group, select Reports > Design Reports > New Report.



If your system has multiple report templates, you can select the template to use from this menu. Otherwise, the default ReportTemplate is automatically used.

You can now use Axiom file functionality on this sheet, such as using Axiom queries to bring in data. For more details on setting up Axiom files, see *Axiom file setup* in Help (**Main** ribbon tab > **Help**).

Saving a new report

To save a new report, in the **File Options** group of the **Main** ribbon tab, click **Save**. When you save the new report for the first time, you are prompted to define a file name and select a folder location in the Reports Library. You can also define a description for the report.

A Save As					?	×
🕝 🌍 ᡠ 🖓 Axiom\Reports Library						3
File • View •						
My Files	Name	Modified	Locked By	Size	Туре	Modifie
 Favorites Recent My Documents Libraries Asset Replacement Planning Reports Asset Replacement Planning Utilities Budgeting Reports Budgeting Utilities Capital Planning Utilities Capital Planning Utilities Capital Tracking Reports Capital Tracking Reports Comparative Analytics Utilities Cost Management Reports Financial Planning Utilities Financial Planning Utilities Management Reports Management Reports Productivity Reporting Productivity Reporting Rolling Forecasting Reports Kolling Forecasting Reports Strategy Management Reports 	Asset Replacement Planning Rep Asset Replacement Planning Uti Budgeting Reports Capital Planning Reports Capital Planning Utilities Capital Tracking Reports Capital Tracking Utilities Comparative Analytics Utilities Cost Management Reports Cost Management Utilities Financial Planning Utilities Management Reporting Nanagement Reporting Management Reporting Nanagement Reporting Nanagement Reporting Nanagement Reporting Nanagement Reporting Nanagement Reporting Nanagement Reporting Norductivity Vilities Rolling Forecasting Reports Strategy Management Utilities Strategy Management Utilities				File Folder File Folder	
System Files	<					>
File Group Utilities	File name: Report1					
 Казарание и страна и стра	Description:					
Reports Library Description: The Reports Libr Axiom System Folder	ary repository				Save	Close

You must have read/write permissions to a folder to save a report there. A lock icon displays next to folders where you do not have read/write permissions. If you have access to a My Documents folder, you can also save reports there for your own use.

If you later want to change the file name, location, or description, you can use Axiom Explorer. If you do not have rights to access Axiom Explorer, you can edit the description by using **Save As (Repository)** (save the file with the same name and location, but edit the description).

You can also choose to save the report to your local drive or to a network location, by using **Save As** (Local File). In this case the report is not stored in the Axiom Budgeting database and is considered to be a *non-managed file*.

NOTE: Access to certain task panes (such as the Sheet Assistant) may depend on security permissions defined at a folder level. When a new report file is created, the file location is assumed to be the root of the Reports Library until the file is saved. Therefore access to task panes for brand new reports depends on the user's permissions defined at the Reports Library level. If a user does not have permission to the task panes at the Reports Library level but does have access at a sub-folder level, then the user will not see the task panes until they save the file to that sub-folder.

Creating a new report based on an existing file

You can use **Save As** to create a new report based on a copy of an existing report. You can save the copied file to the Reports Library, or as a local non-managed file.

You can also create a report based on an existing Excel file, by opening the Excel file in Axiom Budgeting. To use certain Axiom file features such as Axiom queries, you must add a Control Sheet to the report. For more information, see Control Sheets in Help (Main ribbon tab > Help). Then you can use Save As (Repository) to save the file to the Reports Library.

Creating a new report using an existing report

Axiom Budgeting comes with a wide array of standard reports for a variety of situations, and you should have no immediate need to create your own.

When the time comes that you require a customized report, however, Axiom Budgeting offers powerful and flexible options for building your own reports.

When creating custom reports, you can start from scratch, or perform a Save As on a standard report and begin customizing from there.

To create a new report using an existing report:

- To Save As, right click the report name, and select one of the following:
 - To save the new report in Axiom Budgeting, select Save As (Repository).
 - To save the new report outside of Axiom Budgeting, select Save As (Local File).

KH Home E RF Income Statement Summary		X		-			
G28 👻		Save					1
	1	Save As	- 1	1	Save As (Local I	File)	F
	×	Close			Save As (Repos	itory)	
Statement of Profit a	×	Close All	1				
DKC	×	Close All But This			Foreset	VTD Act	
PKG	*	Add to Favorites			Forecast	YID AC	.ua
RFGroup.RFGroup IN ('EHS_BalanceSheet',	L		_	1	Jul-Feb	vs Forec	:as

After you create a new report, we recommend saving it in My Files or some other location separate from the Axiom Budgeting list of standard reports.

Working with Report Processing

Some reports support automated processing. If so, the File Processing task pane displays collapsed on the left side of the screen when you open the report.

By using file processing, you can automatically refresh a file, such as a report, and then perform various actions on it. The file can be processed as-is, or you can leverage Multipass processing to cycle through each element of a dimension or grouping, with an appropriate data filter automatically applied to each pass.

You can use processing to perform the following actions:

- Save snapshot of file Create a snapshot copy of the current file, and then save and/or email it.
- Print Print the current file, using one or more print views.
- Export to delimited text file Export data in the current file to a delimited text file, and then save and/or email it.
- Save data Perform a save-to-database from the current file.
- Alerts Process alert conditions defined in the file.
- File collect Combine multiple spreadsheet files into a single file, and then save and/or email it.
- **Batch** Perform file processing on multiple files in a batch process, including the ability to override certain file processing settings for the file.

One common use for file processing is report distribution, which allows you to automatically deliver report files to multiple recipients. This frequently involves using several different features of file processing, for example:

- Multiple reports configured for snapshot file processing and using Multipass processing. For example, an income statement processed by department, region, or VP, and creating a separate snapshot file for each element.
- A report configured for file collect, to collect all of the snapshots into targeted report packages, including adding things like cover sheets and other supporting information. These packages could be saved to designated file locations and/or emailed to the appropriate recipients.
- A report configured for batch processing to run everything at once. For example, the batch would contain an entry for each report configured for snapshot processing, and then finish with the file collect report.

File processing is set up on a per-file basis. File processing can be set up on any Axiom file, but the primary use case is in reports.

NOTE: To set up a report for processing, some processing actions require set up before they can be performed. For example, to run a file collect process, the report must have a File Collect sheet defined. For more information, see *File Processing* in Axiom Help (Main ribbon tab > Help).

After the file has been configured to use file processing, you can process it by using **File Output > File Processing**. From this menu, you can choose to **Process File or Process File Multipass**. File processing can also be performed using Scheduler and from a task pane.

Removing reporting source files

Before running the monthly reports, we recommend that you first delete the reports that were sent out last month. Copies of these reports are stored in the **Explorer** task pane, in the **Financial Mgmt Utilities** > **Report Distribution** > **Sent Files** folder.

To remove reporting source files:

- In Explorer, in the Libraries section, click Reports Library > Management Reporting Utilities > Report Distribution > Source Files, and delete all of the files before running any batches.
- 2. In the Financial Mgmt Utilities > Report Distribution > Sent Files folder, make a copy for each month, and move the reports to a monthly folder for storage.

TIP: You may also want to keep these copies off the Axiom application server and in a designated place on your network.

Working with Variance Reporting

Variance Comments Collection automates the process of managers submitting explanations for variances between monthly budgets and actuals. In addition to collecting manager comments, Variance Comments Collection also prompts managers to submit proposed action plans for bringing their department's actuals in line with targets.

The Variance Comments Collection feature is implemented as an optional tab that you can include in the Month End Review Dashboard. This tab allows the following:

- Collect variance explanations and action plans for correction on a monthly basis.
- Enables one-stop shopping for the department manager by providing drill-downs.
- Provides a way to input variance explanations and actions plans for multiple departments at the same time.

Configuring Variance Comments Collection

Before you can collect variance comments for a new month, you must do the following:

- 1. Set variance thresholds and alert flags.
- 2. Set VCC Payroll mapping.
- 3. Set additional data requirements

Confirm that all necessary monthly data has been loaded, the payroll accrual process has been completed, and that periods have been set properly for the following data sources:

Datasource	Definition
Financial	Monthly GL & Statistics loaded and proper period set
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 AdminBud Admin task pane, in the Financial Reporting section, click Financial Utilities > System Setup, and double-click VCC_Threshold.
 - b. In the Mgmt AdminMgmt 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 dropdown and click Yes.

Tolerance Level for Alerts

	Custom Filter for Alert Processing:		DEPT in (10010004, 22	8046035,	,302553000)	
	Comparison Time Series		Same Month Last Year	•		
	Revenue & Usage Comparison		Budget	•		
	Flag Max Positive Variances as Required		Yes	•		
	Use H_JCHours for Paid Hours filter		No	•	_	
	Activate Variance Comments Collection tab on	Month End Review Dashboard 🗕	Yes	•	1	
	FSSummary		Min M	ax	Threshold	Level of
Û	Groups	Description	Yellow R	ed	Red	Comments

3. Click Save.

Using the Variance Comments Collection tab in the Month End Review dashboard

The Variance Comments Collection tab in the Month End Review dashboard allows you to manage variance comments. The tab displays as a sub-tab of the Operational Overview section within the dashboard. For instructions on activating the tab, see Activating Variance Comments Collection.

≡ ▼ 9	2 <i>f</i> (
SUMMARY	Y EXECUTIVE OVERVIEW	OPERATION	AL OVERVIEW							
KPI Pat	ient Revenue Other Revenue L	Labor Benefits	Other Expenses	Variance Co	omments Collect	tion				
Variar Vice Presi	Variance Comments Collection Summary Vice President: Pending Director: Pending Manager: Pending Period ending February 28, 2018									
Month-End	Variance Explanation - Feb-2018							Rate Volum	e Variance	
Account	t Description	Feb-2018 Jan-2 Actual Last	018 Mth Variance	La Variance %	ast Mth Alert	Variance Explanation (max char 500)	Rate	Volume	Efficiency	12 mo. Aler
	Volume & Revenue Summary									
	Paid Hours	0	0 0	0.00%	0		0	0	0	ø
	Salary & Benefit Expenses	0	0 0	0.00%	0		0	0	0	۲
	Supply Expense	0	0 0	0.00%	0		0	0	0	0
	Other Operating Expense	0	0 0	0.00%	0		0	0	0	0
	Total Expense	0	0 0	0.00%	0		0	0	0	۲

Applying filters

You must filter accounts before data will display.

To apply filters:

1. Click the filter icon in the upper-left toolbar.

) III	Additions vk Options	Quick Filter	GoTo	Freeze Pane Formula Bai Headings Display			
Home ThresholdLevel							
	S	UMMAF	EXECL				
	KPI Patient Revenue						

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 option	ns, 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.						
✓ Variance Comments Collection							
---------------------------------	-----------	-----	-----	--	--	--	--
Which items do you want to see?							
Required Comments Only 👻 🗶							
Action Plan							
✓ Rate Volume Variance							
Year-To-Date							
Apply	Clear All	Can	cel				

- 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.

~		Salary & Benefit Expenses	188,359	190,084	1,725	0.91%	0		(11,033)	(5,489)	18,248	۲
	Q	60100 Salaries - Regular	131,231	133,688	2,457	1.84%	0	-	(6,516)	(3,860)	12,834	A
	۹	60110 Salaries - Overtime	17,330	14,330	(3,000)	(20.93%)	A	-	(3,962)	(414)	1,376	A
	۹	60120 Salaries - Non-Productive	12,983	12,159	(824)	(6.77%)	•	-	(1,640)	(351)	1,167	۲
	۹	61100 Employee Annuity	3,013	2,873	(141)	(4.89%)	•	-	(333)	(83)	276	A
	۹	61200 Medical Insurance	11,835	11,835	(0)	(0.00%)	0	-	(794)	(342)	1,136	A
	۹	61220 Group Term Life	252	234	(17)	(7.45%)	•	-	(33)	(7)	22	A
	-				1		-)			

In the example below, we drill-down on Salaries - Overtime > all associated job codes > all associated employees.

NOTE: You can only access drill-downs for data that you have loaded already. For example, the JobCode Variance drill-down will not be available if you have not loaded job code data.

~	Salary & Renefit Expenses	188 359	190.084	1 725	0.91%	0			(1	1.033) (5.	489) 18	248 🔿		
-	60100 Salarias Regular	121 221	122.600	2.457	1.04%	• •				6 516) (2	260) 12	024		
<u> </u>	60100 Salaries - Regular	131,231	133,088	2,457	1.84%	•	-			0,510) (3,	800) 12	,834 🗛		
٩	60110 Salaries - Overtime	17,330	14,330	(3,000) (20.93%)	•	-		(3,962) (414) 1	,376 🕰		
٩	60120 Salaries - Non-Productive	Payr	oll - Job	oCode Varia	ance									
۹	61100 Employee Annuity	Dept: 26	5610 - EMC 6	6A (JobCode ADC)	Acct: 60110) - Salari	ies - Overtime F	Period ending F	ebruary 28, 20	18				
۹	61200 Medical Insurance	1.00						Usua			Delle			
۹	61220 Group Term Life						Eab. 2019	Feb.2019		Eab. 2019	Dolla Eab-2	rs 010		
		`	JobCode	Desc	ription		Actual	3 Mth Avg	Variance	Actual	3 Mth	Ava Vari	ance	
		~					Piotual	omarking	Tananoe	Hotau	0 mar	-119 -141		
		Q	J00090	Unit Clerk I	Payroll	- Emp	oloyee Varia	ance						
		Q	J00495	Scheduling Clerk	Dept: 26610	- EMC 6/	A (JobCode ADC)	Acct: 60110 - Sa	laries - Overtim	e Jobcode: J00	772 - Patient C	are Associate P	eriod ending Feb	oruary 28, 2018
	Q J000		J00031	Clinical Technician	* Flex Dollars	are estima	ted and may not tie to	Jobcode Analysis t	otals					
		Q	J00324 Unit Clerk II						Hours			Dollars		
		Q	J00323	LPN-BBHS	BBHS				Feb-2018	Feb-2018		Feb-2018	Feb-2018	
		Q A	J00101	Patient Care Associat	EmpID		Descriptio	on	Actual	3 Mth Avg	Variance	Actual	3 Mth Avg	Variance
		4	JUD191 Staff RN		13	857 Arms	trong, Stephanie		25	17	(8)	619	301	(318)
		Total			25	233 Doug	lass, Kelli		19	12	(7)	350	159	(191)
					25	934 Malle	ett, Monty		14	11	(2)	230	132	(98)
					14	120 Gates	s, Nancy		3	6	3	67	81	15
					20	314 Adam	ne, mary		- 1	2	(0)	20	23	(12)
					27	549 Sebre	en, Margaret		1	1	(0)	22	11	(11)
					24	912 Willia	ims, Ossie		1	7	7	11	81	70
						0			0	0	0	0	0	0
					22	496 Baile	y, Addie		0	1	1	0	11	11
					25	217 Thom	nas, Layla		0	1	1	0	14	14
					26	580 Case	, Robin		0	3	3	0	33	33
					27	558 Vanb	uren. Dorothy		0	3	3	0	22	22
					Trial					67	0	1.240	007	(461)
					Iotai				00	67	2	1,348	887	(461)

Viewing document images

AP and AR transactions may include links to supporting documentation that you can view directly in the Variance Comments Collection tab. To view the document links, drill down to the appropriate transaction, and click and drag the scroll bar until the **Link to Image** column displays. Click the icon to open the document image.

Tran Dept: 2	ISAC 6610 -	t <mark>ion Info</mark> EMC 6A (Job	code ADC) Acct: 6	51200 - Medio	al Insurance Perio	d ending February 29, 2020							Period
	GL So	ource	Amount										
	AP		2,030.00										
		Period	Amount										
	4	201908	2,030.00										
		n	JE No.	GL Sou	Vendor	Item Description	Invoice No.	PO No.	Date	Check No.	Qty.	Amount	Link to Image
											0	496.00	C.
											0	483.00	
											0	241.00	ß
											0	158.00	
											0	496.00	C.
											0	156.00	ß
		4											Þ
•	AR		1,638.00										
•	JE		4,502.00										
•	MM		1,666.00										

Running the Monthly Reporting Process

Complete the following steps to generate a monthly report for your organization:

- 1. Load GL 12-month data.
- 2. Load Monthly Statistics data.
- 3. Load GL Detail data.
- 4. Load AP Detail data.
- 5. Load MM Detail data.
- 6. Load Accrued Receipts data.
- 7. Reconcile GL to GL Transactions.
- 8. Load Revenue and Usage data.
- 9. Reconcile monthly RevUsage reconciliation.
- 10. Summarize CDM statistics to financial.
- 11. Load Biweekly Payroll data.
- 12. Reconcile Biweekly Payroll.
- 13. Run Biweekly to Monthly Payroll Accrual report.
- 14. Run Monthly to GL Accrual utility.
- 15. Remove reporting source files.
- 16. Configure the Department Monthly Package report.
- 17. Process and distribute the Department Monthly Package report.
- 18. View the Month End Review dashboard.

Complete the following steps to generate a monthly report for your organization:

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- 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.

Impo U	orts & Data tilities •	File Protection •	 Freeze Panes Formula Bar Headings 	System Tools ▼	Recovery	Help Cla	Dse m SW
# \$	System Peri	iod / Year	Display	Tools	Audit & Recovery	Help E	xit
ES	Table Curre	nt Periods					
Ц.	Data Utilitie	es 🔸 🗖	1				
5	Imports	· · · ·	Create New Impor	t -			
~			Budgeting	•			
			📔 Capital Planning	•			
^			📔 Capital Tracking	• L			
			Contract Managen	nent 🕨 🗍	anna		
			Cost Management	- • • • •			
			Financial Planning	•			
			Internal Utilities	•			
			Management Repo	orting 🕨 Im	port Folder Manage	ement Reporting	
			Productivity	<u>ا</u>	01-Load GL 12 m	onths 🕨	Execute
_			Rolling Forecast	•	02-Load Monthly	Stats •	📝 Edit
^			📔 Strategy Managem	nent 🔸 🔚	03-Load Biweekly	Payroll •	🗙 Delete
			C-IIIali	notine 🧧	04-Load Provider	Detail 🕨	are available
			 Comm 	ients a 皆	05-Load GL Detai	•	outliers
				<u> </u>	06-Load AP Detai	•	
				<u> </u>	07-Load Materials	s Issues	
				<u> </u>	08-Load Accrued	Receipts •	
^				<u> </u>	09-Load RevUsag	e 🕨	
				4	10-Load Employe	e Master 🔹 🕨	
				4	11-Dimension CD	MCODE Update 🕨	
^				2	12-Service_Line_Ir	mport •	
				_			

4. Click Execute.

Execute Import: 01-Load GL 12 months	?	×
Execute Options Description Allow pauses Preview only Ignore lookup and key errors Aggregate rows on final save		
Execute Stop Status: not started		

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.

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.

Execute Import: 02-Load Monthly Stats	?	×
Execute Options Description Allow pauses Preview only Ignore lookup and key errors Ignore lookup and key errors Aggregate row on final save Ignore lookup and key errors		
Execute Stop Status: not started		

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.



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.
 - 🔻 🅌 Management Reporting Utilities
 - _My Utilities
 - 🕨 뷀 Alerts
 - Current Year Forecast
 - 🕨 퉬 Custom Utilities
 - 🔻 闄 Data Input
 - Input BiWeekly Contract Labor
 - Input Monthly Contract Labor
 - 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 In	put Form	1						
KHA Health								
Click "Save" to save values to database					No changes m	ade		
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 a<="" above="" and="" here="" if="" insert="" more="" rows="" td=""><td>re needed></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></copy>	re 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 HIth East	17881	Calendar Days	1	300	31	31	30	31
EPG Phys Clinic-Occ Hith 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:

 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.

O Execute Import: 06-Load AP Detail	?	2	×
Execute Options Description Allow pauses Preview only Ignore lookup and key errors Aggregate rows on final save			
Execute Stop Status: not started			

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.

Choose the imposed of the imposed	ort source file		
$\leftarrow \rightarrow \cdot \uparrow$	> This PC > Documents > Files		
Organize 🔹 🛛 N	ew folder		
📔 Documer 🖈	^ Name	Date modified	Туре
🔚 Pictures 🖈	AP_201801	4/6/2018 9:30 AM	Microsoft Excel Wor

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:

 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.

Execute Import: 05-Load GL Detail		?	\times
Execute Options	Description		
Allow pauses Preview only			
 Ignore lookup and key errors Aggregate rows on final save 			
Execute Stop Status:	not started		

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:

 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.

Execute Import: 07-Load Materials I	ssues	?	\times
Execute Options Allow pauses Preview only Ignore lookup and key errors Aggregate rows on final save	Description		
🕨 Execute 🛛 👋 Stop 🛛 Status:	not started		

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.

Ohoose the import souther the	ırce file		
$\leftarrow \rightarrow \checkmark \uparrow \bullet >$	This PC > Documents > Files		
Organize • New fol	lder		
🛅 Documer 🖈 🔦	Name	Date modified	Туре
E Pictures 🖈	MM_201801	4/6/2018 9:30 AM	Microsoft Excel Work

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.

Impo Ui	rts & Data tilities + System Perio	File Protection d / Year	•	 Freeze Panes Formula Bar Headings Display 	Syste Tools Tool	m s	Recovery Audit & Recovery	Help Help	Clos Axiom Exit	e SW	
60 5	Table Current	t Periods	get S	Statistics ×							
Ц.	Data Utilities	•				2_"Ev	on" 1/12 IE/\$AU11	22_"CalDa		V/AV/01	LAV\$11704
5	Imports	+	+	Create New Import		= = =	en , 1/ 12, IF(\$AU 1/		ys ,IINDE	A(AV)	:AV\$11704,
W	X	Y		Budgeting	•	_				AA	
	Gl	_OB/		Capital Planning Capital Tracking Contract Managem	⊧ ent	S					
	lnsti After	ructions: adding a		Cost Management Financial Planning	•	nev	v Dept & Acct o	codes for	the		
	Dept	\Acct row		Management Repo	rting 🕨	Imp	ort Folder Manag	ement Rep	ortina		
	histo	rical data		Productivity	rung +	2	01-Load GL 12 m	onths	•		
				Rolling Forecast		C	02-Load Monthly	Stats	•		
				Strategy Managem	ent 🕨	2	03-Load Biweekly	Payroll	•		
			-			2	04-Load Provider	Detail	•		
						2	05-Load GL Detai	1	•		
						4	06-Load AP Detai	il	•		
							07-Load Material	s Issues	•		
						2	08-Load Accrued	Receipts	•	▶ E	xecute
	Adm	its				5	09-Load RevUsag	e	•	Б б	dit 🗟
	Disch	narges				5	10-Load Employe	e Master	•	×D	elete
	Patie	ntDavs				5	11-Dimension CD	MCODE Up	date 🕨		
	Total	Visits				5	12-Service_Line_li	mport	•		
						_					

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

Execute Import 28-Load Accrued R	eceipts	?	\times
Execute Options	Description		
Allow pauses Preview only			
 Ignore lookup and key errors Aggregate rows on final save 			
Execute Stop Status	: not started		

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.

Impo U	orts & Data tilities *	File Protection		 Freeze Panes Formula Bar Headings Display 	System Tools		Recovery	Help	Clos Axiom	se SW	
1115 170	Table Currer	ot Periods		Display	10013		aut of Necovery	- nep -	LA		
HH5	Data Utilitie	int Perious	get :	Statistics X							
ו 5	Imports		1	Create New Import		="Ev	en",1/12,IF(\$AU1	23="CalDay:	s",INDI	ex(av	\$1:AV\$117(
Ŵ	X			Budgeting	· .					AA	
				Capital Planning			I				
	G			Capital Tracking		c					
	U	LUDF		Contract Managem	ent 🕨	Ρ					
				Cost Management	•						
	Inst	tructions:		Financial Planning	•						
	Afte	r adding a		Internal Utilities		nev	/ Dept & Acct	codes for t	he		
	Dep	t\Acct row	ñ	Management Repo	rtina 🕨	Impo	ort Folder Manag	ement Repo	rting		
	histo	orical data		Productivity	•	2	01-Load GL 12 m	onths	•		
				Rolling Forecast	•	2	02-Load Monthly	/ Stats	•	-	
			n.	Strategy Managem	ent 🕨	2	03-Load Biweekly	y Payroll	•		
			-			2	04-Load Provider	r Detail	•		
						5	05-Load GL Deta	il	•		
						۲.	06-Load AP Deta	il	•		
						5	07-Load Materia	ls Issues	•		1
						C	08-Load Accrued	Receipts	•		
	Adn	nits				5	09-Load RevUsag	ge	•		Execute
	Disc	harges				5	10-Load Employe	ee Master	•		Edit
	Pati	entDays				5	11-Dimension CI	DMCODE Upd	ate 🕨	×	Delete
	Tota	alVisits				5	12-Service_Line_l	Import	•	—	

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

Execute Import: 09-Load RevUsage		?	×
Execute Options Allow pauses Preview only Ignore lookup and key errors Aggregate rows on final save	Description		
🕨 Execute 🛛 👋 Stop 🛛 Status:	not started		

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

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

Choose the import sou	urce file			
$\leftarrow \rightarrow \checkmark \uparrow \blacktriangleright $	This PC > Documents > Files			
Organize New fo	lder			
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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:

- 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.

۰ 🗘	Home 📄 Summarize	CDM Statistics (R/O) ×				
(S H	1	J	K	L	M
18 19 20	Summariza	ation of CDM Statistics				Select Year to process: Current Year
21 22						LastYear
23 24	CDMCode	Description	RVU	StatAcct	Dept	July 2017
3304	C2842020017	Group Therapy Weight Control (Nd)	1.00	0	28420	79
3305	C2842020020	OI 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
3318 3319 3320 3321 3322 3323						

- 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.

< Axiom Assistent

	File Processing Set	tings	0
Tasks	Processing Type:	Save Data	v
and	Save Data Mode:	Save Once at the End	v
Files	Save Data tage	s are static for all passes	
t My	MultiPass Settings		Hide Advanced View
stant	✓ MultiPass Data S	iettings	
VSsb	Source Table:	DEPT	
Ŧ	Source Columns:	DEPT.DEPT	
톬	Group By:	DEPT.DEPT	
	Sort By:	DEPT.DEPT	
tan	Source Filter:		7
Assis	> MultiPass Filter	Settings	
ource			Preview Multipass List
Data S	Actions		
_	Refresh settin	as from workbook	
ssing	Process file		
ğ	Process file m	ultipass	
a a			
Œ			

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**.

Table Current Periods	? ×
For each table in the system you can specify a table should rely on the System Current Period.	specific Curre t Period, or indicate that the table
Table Name 💌 Uses System Current Period	Table Type 📝 Folder Path
: 26 item(s)	Group By
	Contains Value
	Equality
	Financial
	FixedAssetListing
	Payroll
	RF Custom Data
	RF

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

Table Current Periods			?	×
For each table in the should rely on the S	system you can spec ystem Current Period.	ify a tabl	e-specific Current Period, or indicate the	at the table
Table Name	Uses System	Curre	ent Period 💌 Table Type 🗐	^
: 26 item(s)			Group By	
BUD_PAY12_2016	Y	8	Clear Elterr	VAx
BUD_PAY12_2017	v	8	Credi Privers	VAx
BUD_PAY12_2018	1	8	Contains	VAx
ACT_PAY27_2018		18	Value	VAx
BUD_PAY12_2014	\checkmark	8		VAx
BUD_PAY12_2015	1	8	Equality	VAx
BUD_PAY12_2019	1	8	EncData ^	Vax
BUD_PAY27_2017		18	EPM .	VAx
BUD_PAY27_2018		18	FinancialPlanning	VAx
BUD_PAY27_2019		18	Financial	Vax
BUD_PAY27_2014		18	FixedAssetListing	VAx
BUD_PAY27_2015		18	Payment	Vax v
(✓ Payroll	>
			Provider -	ancel
			RF Custom Data	an rues

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

Table Current Periods

 \times

?

For each table in the system you can specify a table-specific Current Period, or indicate that the table should rely on the System Current Period.

Table Name	•	Uses System	Current Period	▼ Table Type	~
: 26 item(s)					
BUD_PAY12_2016		\checkmark	8	Payroll	\Ax
BUD_PAY12_2017		\checkmark	8	Payroll	\Ax
BUD_PAY12_2018		\checkmark	8	Payroll	\Ax
ACT_PAY27_2018			18 <u> </u>	Payroll	\Ax
BUD_PAY12_2014		\checkmark	8	Payroll	∖Ax
BUD_PAY12_2015		\checkmark	8	Payroll	\Ax
BUD_PAY12_2019		\checkmark	8	Payroll	\Ax
BUD_PAY27_2017			18	Payroll	\Ax
BUD_PAY27_2018			18	Payroll	\Ax
BUD_PAY27_2019			18	Payroll	\Ax
BUD_PAY27_2014			18	Payroll	∖Ax
BUD_PAY27_2015			18	Payroll	∖Ax ∨
<					>
			Ap	ply OK	Cancel

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.

Imports & Data Utilities •	File File	 Freeze Panes Formula Bar Headings 	System Tools •	Rec	overy	? Help	Close Axiom SW			
System Perio	od / Year	Display	Tools	Audit &	Recovery	Help	Exit			
📆 Table Curren	t Periods									
队 Data Utilities	; →									
lmports	•	+ Create New	Import							
		Budgeting		Þ						
		🐌 Capital Plan	ning	Þ	,					1
		🐌 Capital Trac	king	Þ	ลแ	t n	nan	Ha		
		🐌 Cost Manag	ement	Þ	uu					
		퉬 Costing		Þ						
		DSS		Þ	IOUNC		NTS			
]] Financial Pla	nning	Þ					_	
		🐌 Internal Utili	ties	Þ	Import	Folder N	lanagemen	t Reporting		12th of each r
		🍌 Managemer	nt Reporti	ng ⊧	鷌 01-L	oad GL	12 months		×	
		Productivity		Þ	鷌 02-l	.oad Mo	nthly Stats		•	
		Rolling Fore	cast	Þ	🥌 03-L	oad Biw	eekly Payroll	I)	▶ Execute

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

Execute Import: 03-Load Biweekly Payro	bli	?	\times
Execute Options Allow pauses Preview only Ignore lookup and key errors Aggregate rows on final save	escription		
► Execute Stop Status: no	ot started		

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.

Oboose the import source	urce file		
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Organize New fo	lder		
🛅 Documer 🖈 🔦	Name	Date modified	Туре
📄 Pictures 🖈	LD_100418_1	4/6/2018 9:30 AM	Microsoft Excel Work

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 rerun 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.

	EXECUTIVE OVE	RVIEW 0	PERATIONAL OVERVIEW		
					EMC Laboratory - Rolling 12 months of Actuals ×
Deverse Oversiden	European Outerstand	Chartietical Over	1		
Revenue Overview	Expense Overview	Statistical Overv	lew		P - Medicare P - Bue Cross P - Commercial P - MMOPPO Feb-2018 Feb-2018
					- D' - Sol Pay - D' - Ohor Actual Budget Variance O
Revenue C	Overview Sum	mary			#**-Neticipe* 1/2/2/105 1/2/2/105 1/2/2/10 #**-Medicaid 2/2/2/17 1/2/2/10 1/2/2/1 1/2/2/1 1/2/2/2 1/2/2 1/2/2 1/2/2 1/2/2 1/2/2 1/2/2 1/2/2 1/2/2 1/2/2 1/2/2 1/2/2 1/2/2 1/2/2
Period ending Fel	bruary 28, 2018	· · · ·			3,000.000 IP- Blue Cross 298,711 228,652 60,659 0
r enou enoug rea	braary 20, 2010				2 660 600 P Commarcial 176,154 167,252 8,902 •
Ter 10 least and Dec		F-1 0010			P→HMO(PPO 2272,647 179,216 94,751 ☉
Top To inpatient Re	evenue navorable variances	- Fe0-2010			2,000,000
		Feb-2018	Feb-2018		1,500,000 Tel: 1,500,
	Dept	Actual	Budget	Variance 🔝	
EMC Laboratory		2,865,55	54 2,401,486	464,068 🕍	
EMC NICU		566,90	56 176,431	390,535 🕍	
EMC Respiratory Ca	are	3,239,12	2,906,638	332,483 🔛	and the set set set set set set set set set
EMC Central Supply	у	1,318,28	33 1,099,563	218,720 🕍	En and and and and and an and an an end and an end and an and an and an and and and and
EMC 4 East		173,83	39 0	173,839 🕍	
EMC AICU		403,43	36 239,173	164,263 🕍	
EMC Radiology - Va	ascular Procedure	352,14	48 211,908	140,240 🕍	
EMC Radiology - C1	T Scan	705,69	592,457	113,234 🕍	
EMC CV Diagnostic	cs-Cath Lab	1,959,23	1,858,030	101,209 🕍	
EMC Hemodialysis		183,50	107,347	76,158 🕍	
Top 10 Inpatient Re	evenue Unfavorable Varianc	es - Feb-2018			
		Feb-2018	Feb-2018		
	Dept	Actual	Budget	Variance 🕍	
EMC Administration	n		0 2,068,071	(2,068,071) 🕍	
EMC Recovery Serv	vices	528,80	695,387	(166,582) 🕍	
EMC Emergency Ro	oom (CDM)	222,63	34 354,920	(132,286) 🕍	
RCH Respiratory Ca	are	435,40	3 549,758	(114,355) 🕍	
RCH Pharmacy		423,23	70 534,759	(111,489) 🕍	
EMA Internal Medic	cine (Provider Summary)		0 61,827	(61,827) 🕍	
EMC Comprehensiv	ve Wound Ctr	40	00 54,194	(53,794) 🕍	
EMC Rehab Svcs		323,3	360,844	(37,490) 🕍	
EMC Recovery Roo	m	238,04	1 259,929	(21,888) 🕍	
RCH Rehab Svcs		41,70	62,835	(21,128) 🕍	

You can also toggle between viewing the data for the period or YTD.

T 🗭 🗡								
SUMMARY EXECUTIVE OVE	RVIEW OPER	ATIONAL OVERVIEW						
Dura dura dura dura dura dura	Obsticities Overside							
Expense Overview	Statistical Overview							
Revenue Overview Sum	mary							
or the period ending February 28, 2017	mary							
, the period ending (obradity 20, 2017								
op 10 Inpatient Revenue Favorable Variances	- Feb-2017			Income Statement Summary - Feb-2017				
	Feb-2017	Feb-2017			Feb-2017	Feb-2017		
Dept	Actuals	Budget	Variance Lat	Revenue	Actuals	Budget	Variance	Variance %
MC Laboratory	2,865,554	2,401,486	464,068 🕍	Inpatient Revenue	29.072.658	28.990.718	81.940	0.28%
MC NICU	566,966	176,431	390,535 🕍	Outpatient Revenue	13,566,833	13,159,817	407,016	3.09%
IC Respiratory Care	3,239,121	2,906,638	332,483 🕍	Other Patient Revenue	19,202,131	19,953,157	(751,026)	-3.76%
AC Central Supply	1,318,283	1,099,563	218,720 🕍	Total Patient Revenue	61.841.623	62.103.693	(262.070)	-0.42%
MC 4 East	173,839	0	173,839 🕍					
:MC AICU	403,436	239,173	164,263 🕍	Other Revenue	6 183 540	6 895 521	(711 981)	-10 33%
EMC Radiology - Vascular Procedure	352,148	211,908	140,240 🕍	Total Operation Devenue	6,100,010	68,000,014	(074.053)	1.416
MC Radiology - CT Scan	705,691	592,457	113,234 🕍	Total Operating Revenue	68,025,162	68,999,214	(974,051)	-1.41%
AC CV Diagnostics-Cath Lab	1,959,239	1,858,030	101,209 🕍					
:MC Hemodialysis	183,505	107,347	76,158 🕍	NOR REV	4,698,973	1,026,502	3,672,471	357.77%
				Total Non-Operating Revenue	4,698,973	1,026,502	3,672,471	357.77%

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.

ΤΦ۶								
SUMMARY EXECUTIVE OVE	RVIEW OPER	ATIONAL OVERVIEW						
venue Overview Expense Overview	Statistical Overview							
Revenue Overview Sum	mary							
For the period ending February 28, 2017								
Top 10 Inpatient Revenue Favorable Variance	s - Feb-2017							
	Feb-2017	Feb-2017		Income Statement Summary - Feb-2017				
Dept	Actuals	Budget	Variance	ad	Feb-2017	Feb-2017		
EMC Laboratory	2 865 554	2 401 486	464.068	Revenue	Actuals	Budget	Variance	Varianc
EMC NICH	566 966	176.431	390,535	Inpatient Revenue	29,072,658	28,990,718	81,940	
EMC Respiratory Care	3.239.121	2.906.638	332.483	Outpatient Revenue	13,566,833	13,159,817	407,016	
EMC Central Supply	1,318,283	1.099.563	218.720	Other Patient Revenue	102 131	19,953,157	(751,026)	
EMC 4 East	173,839	0	173.839	Total Patient Revenue	6		(62,070)	
EMC AICU	403,436	239,173	164,263		Clic	k a category to se	ee the	
EMC Radiology - Vascular Procedure	352,148	211,908	140,240	Other Revenue	Т	op 10 Favorable	and 711,981)	
EMC Radiology - CT Scan	705,691	592,457	113,234	Total Operating Revenue	6 Un	favorable departr	nents 974,051)	
EMC CV Diagnostics-Cath Lab	1,959,239	1,858,030	101,209	4				
EMC Hemodialysis	183,505	107,347	76,158	Non Rev	4,698,973	1,026,502	3,672,471	
				Total Non-Operating Revenue	4,698,973	1,026,502	3,672,471	
Top 10 Inpatient Revenue Unfavorable Variant	ces - Feb-2017							
	Feb-2017	Feb-2017						
Dept	Actuals	Budget	Variance	ad.				
EMC Administration	0	2,068,071	(2,068,071)	M.				
EMC Recovery Services	528,805	695,387	(166,582)	#				
EMC Emergency Room (CDM)	222,634	354,920	(132,286)	K				
RCH Respiratory Care	435,403	549,758	(114,355)	4				
RCH Pharmacy	423,270	534,759	(111,489)	M				
EMA Internal Medicine (Provider Summary)	0	61,827	(61,827)	M.				
EMC Comprehensive Wound Ctr	400	54,194	(53,794)					
EMC Rehab Svcs	323,354	360,844	(37,490)	H				
EMC Recovery Room	238,041	259,929	(21,888)	<u> </u>				
RCH Renab Svcs	41,707	62,835	(21,128)	M				

• **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.

SUMMARY	EXECUTIVE OVERVIEW	OPERATIONAL OVERVIEW	
Revenue Overview	Expense Overview Statisti	cal Overview	
Revenue O	Verview Summary ling February 28, 2017		Period
Top 10 Favorable Va	ariances - Feb-2017		Income Statement Summary - Feb-2017
	Feb-2	017 Feb-2017	Feb-2017

Statistical Overview tab

The Statistical Overview tab shows a list of key statistics by department for the selected month and year. This tab shows:

- Prior month, two month, and three month data
- Four month average
- Variance to the prior month
- Variance to the four month average
- Current target (3 Month Average, Last Month, or Same Month Last Year)
- Variance to target

By using the filter function, you can filter the data by:

- Target Select the target of either Budget, 3 Month Average, Last Month, or Same Month Last Year
- Category Select VP, Director, Manager, Budget Group, Division, Dept (RPTMap).
- Time Period Select a month and year.

You can also sort the data by either the Variance to Prior Month, Variance 4 month Average, or Variance to Target column as well as export the data to Excel.

SUMMARY	EXECUTIVE OVERVIEW	OPERATIONAL OVE	RVIEW								
Revenue Overview	Revenue Overview Expense Overview Statistical Overview										
Statistica	Statistical Overview Summary										
For the period er	nding February 28, 2018							La Export to Excel			
							YTD				
Dept	Description	Statistic	4 Mth Avg ↓ 📑	Variance 4 Mth Avg	Variance Last Mth	Feb-2018	Budget	Variance Budget			
29310	EMC Facility Operations	Square Feet	1,186,151	Show items with value that:		9,489,208	9,363,476	125,732			
29300	EMC Environmental Services	Square Feet	1,144,678	Is equal to 🔻		9,157,424	9,036,088	121,336			
29540	EMC Mailroom	Items	403,681	_	77,253	2,887,853	3,548,316	(660,463)			
28530	EMC Linen Services	Pounds	340,242	And 🔻	10,469	2,724,130	2,612,937	111,193			
28510	EMC Food And Nutrition Services	Calendar Days	112,817	Is equal to	(7,488)	894,285	850,891	43,393			
27640	EMC Surgery	Minutes	90,199		8,018	724,248	733,273	(9,025)			
27650	EMC Recovery Room	Cases	56,182	Filter Clear	(3,063)	582,138	591,850	(9,712)			
27060	EMC Laboratory	Procedures	52,335	(583)	2,687	415,979	711,145	(295,166)			
27070	EMC Pathology Support	Procedures	41,911	(2,794)	(546)	342,835	696,405	(353,570)			
29510	EMC Purchasing	Orders	34,071	(546)	(1,339)	267,689	256,463	11,226			
29520	EMC Receiving	Orders	33,971	420	(794)	273,342	275,850	(2,508)			
101010	EMA Internal Medicine (Provider)	0	20,083	(403)	(1,123)	158,431	84,811	73,620			
29330	EMC Patient Transportation	Orders	19,646	(2)	1,102	158,038	151,364	6,674			
29210	EMC Health Information Management	Visits	18,077	307	262	144,364	133,389	10,975			
27030	EMC Central Supply	Units	15,560	696	1,338	123,309	103,196	20,113			
107090	EMA Pathology	0	14,558	(5,275)	(4,068)	126,117		126,117			

Operational Overview

The Operational Overview tab allows you to view the details regarding how a department is performing by providing data regarding KPIs, patient revenue, expenses, labor, and benefits. This tab includes the following sub-tabs:

KPI tab

The KPI tab displays a visual representation of actuals versus target, grouped into Revenue, Labor, and Expense categories. This tab provides KPI visibility into a department for the current period and year. You can also access the Dept Monthly Package from this tab.

SUMMARY EXECUTIVE OVERVIEW KPI Patient Revenue Other Revenue Labor	OPERATIONAL OVERVIEW Benefits Other Expenses		
EMC Radiology - MRI (JobCode) · Manager: Chris Sparks For the period ending December	KPI Summary 31, 2017		Period
Revenue Key Statistics (40) Actuals: 745 CYB: 785 ↓-5.10%	Expense Total Operating Expense per Unit (64.66) Actuals: 24407 CYB: 179.40 \$\screw: 36.04%	Labor Salaries per Unit (6.06) Actuals: 47.03 CYB: 40.96	
Inpatient Revenue per Unit 58.79 Actuals: 1,307.13 CYB: 1,248.34 • • 4.71%	Supplies Expense per Unit 5.24 Actuals: 12.45 CYB. 17.70	Average Hourly Rate 0.53 Actuals: 11.83 CYB: 12.36 \$\$4.30%	
Outpatient Revenue per Unit (30.03) Actuals: 1,617.46 CYB: 1,647.49 ↓ -1.82%	Other Expense per Unit (62.77) Actualis: 176.02 CYB: 113.25 ◆ 55.42%	Paid Hours per Unit (6.06) Actuals: 47.03 CYB: 40.96 •-14.81%	

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

SI	JMMAR	(EXECUTIVE OVERVIEW	OPERATION/	AL OVERVIEW								
KPI	Pati	ient Revenu	e Other Revenue Lab	or Benefits	Other Expe	enses V	ariance Comr	ments Collectio	on				
Variance Comments Collection Summary													
Vi	ce Presi	dent: Scott	Johanson Director: Dianne Par	nell Manager: Chris	s Sparks Perio	od ending Jul	y 31, 2018						
N	Ionth-End	Variance Exp	planation - Jul-2018								Rate Volun	ne Variance	
				Jul-2018	Jul-2017			Same Mth LY	Variance Explanation				
	Q	Acct	Description	Actual	Same Mth LY	Variance	Variance %	Alert	(max char 500)	Rate	Volume	Efficiency	12 mo. Alert
`	·		Volume & Revenue Summary										
			Key Volume Statistics	460	460	0	0.00%	0		0	0	0	A
	Q	720000	Patient Revenue	274,395	793,590	(519,195)	(65.42%)	A		(519,195)	0	0	A
		730000	Other Operating Revenue	0	0	0	0.00%	٢		0	0	0	0
			Non-Operating Revenue	0	0	0	0.00%	0		0	0	0	0
~	e a	710000	Paid Hours	8,941	8,941	0	0.00%	0		0	0	0	A
			FTEs	50.48	50.48	0.00	0.00%						
			Hours Per Unit of Service	19.44	19.44	0.00	0.00%						
			Revenue Per FTE	5,436.19	15,722.23	(10,286.05)	(65.42%)						
			Wages Per Hour	18.89	18.89	0.00	0.00%						
`	·	750000	Salary & Benefit Expenses	189,430	189,430	0	0.00%	0		0	0	0	A
	Q	60100	Salaries - Regular	111,838	111,838	0	0.00%	0		0	0	0	0
	Q	60110	Salaries - Overtime	8,000	8,000	0	0.00%	0		0	0	0	0

Drilling data

Some line items display a magnifying glass icon next to them. This indicates that you can drill for more information regarding that line item. Some drills include multiple layer of drills, depending on the types of data available.

SU	MMARY	EXECUTIVE OVERVIEW	OPERATION	AL OVERVIEW									
KPI Patient Revenue Other Revenue Labor Benefits Other Expenses					enses V	ariance Comm	ents Collecti	on					
Vie	Variance Comments Collection Summary Vice President: Sarah Falkner Director: User_DEV Manager: Sarah Falkner Period ending July 31, 2018									ve			
М	onth-End Variand	e Explanation - Jul-2018								Rate Volum	e Variance		
	Apat	Description	Jul-2018	Jul-2018	Varianae	Varianae %	Budget	Variance Explanation	Pata	Volumo	Efficiency	12 mo Alort	
	ACCI	Wages Per Hour	65.84	0.00	(65.83)	(1546162.64%)	Alert	(max chai 500)	Rate	volume	Enterency	12 mo. Alert	
~		Salary & Benefit Expenses	1,749,855	43,804	(1,706,051)	(3894.74%)	A		(1,749,755)	3,347	40,357	A	
	Q 60	100 Salaries - Regular	257,271	34,311	(222,960)	(649.82%)	A	Test 101010	(257,193)	2,622	31,611	0	
	Q 61	0110 Salaries - Overtime	7,849	0	(7,849)	(100.00%)	•		(7,849)	0	0	0	
	Q 60	120 Salaries - Non-Productive	14,803	0	(14,803)	(100.00%)	A		(14,803)	0	0	0	
	Q 60	200 Salaries - Provider	350,168	0	(350,168)	(100.00%)	A		(350,168)	0	0	0	
	Q 60	300 Salaries - MidLevel	68,580	0	(68,580)	(100.00%)	A		(68,580)	0	0	0	
	Q 61	1600 Salaries - Contract Labor	3,106	0	(3,106)	(100.00%)	•		(3,106)	0	0	۲	
	Q 61	1900 Salaries - Emp Incentive	1,000	0	(1,000)	(100.00%)	•		(1,000)	0	0	•	

To open a drill, double-click the magnifying glass icon. The system opens a separate tab with the drill information. Click the X in the tab to close the drill.
A Hom	e 📕 Month En	d Review Dashboard	A VCC_KHA_Dril	l10Physician ×			
ø							
Ph	ysician R	evenue					
Dept	: 101010 - EMA	Internal Medicine (Prov	vider) Period en	ding July 31, 2	018		
* Sir	ce Flex is not an c	ption for Provider data, it wi	II use Budget instea	d			
						Current Period	
				Jul-2018	Jul-2018		
	ID	Physicia	n	Actual	Budget	Variance	Variance %
Q	D10528	Champion, Richard A. MD		() () 0	0.0%

Viewing and filtering the Month End Review dashboard

To view the Month End Review dashboard:

1. In the Mgmt Reporting or Mgmt Admin task pane, in the Performance Reporting section, double-click Month End Review.



2. To filter the data for the dashboard, in the upper left tool bar, click the funnel icon.



3. Complete the following filter options, as needed:

Option	Description
Time Period	Select the period and year.

Option	Description
Target (All Except Statistical)	 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.

BUDGET PLANNING	1
Budgets	~
Open Next Year Budgets Open Current Year Budgets Add New Provider Detail Utility	
Budget Reporting	-
Budget Assessment	
Budget Analysis	_
Variance Comments Collection	•
Variance Comments	
Performance Reporting	
🕨 퉲 Financial Analysis	
Financial Statements	
🕨 퉬 Payroll Analysis	
Executive Summary	
🕨 퉬 Department Manager	

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:

filters			
ntity 1 v x	Budget Assessment - Labor Entity: EHS Dept: 16140 Peer Group: Bed Size: 200-299 Volume Stat	tistic: Equivalent Patient Days incl. Psych, Homehealth, Rehab, Newborn: 0	
tandard Department Class		OTHER EXPENSES	
ER w/o Transport 🔹 🕷		officiency and a second s	
repartment	C 🕍 📼 Period: Current	Percentile1: 25th Percentile2: 50th Percentile3: 75th	External Internal
16140 - EHS Emergency Room 👻 🕷	Worked Hrs per Equivalent Patient Day	Q Overtime Hrs as % of Productive Hrs Q	
'eer Group	Honce the per Equivalent Fattent bay	overame mo do lo or riodadave mo	Worked Hrs per Equivalent Pati
4 v ×	- External - Internal - Current - 3-Month Avg - Next Year Budg	get — External — Internal — Current — 3-Month Avg — Next Year Budget	External Variance - 50th Percentile
/olume Statistic	160,000.00	7.00 %	(S440.616)
26 🗸 🗶	140,000.00	6.00 %	25th: (\$438,498) 75th: (\$442,094)
	100.000.00	5.00 %	
Apply Clear All Cancel	80,000,00	4.00 %	
	60.000.00	3.00 %	External Variance - 50th Percentile
	40,000.00	2.00 %	¢6
	20,000.00	1.00 %	20
	0.00	0.00 %	25th: \$130 75th: (\$0)
	2500 5000 7500	2500 5000 7500	E
	Average Rate per Hour	Non-Productive Hrs as % of Paid	Average Rate per Hour
			External Variance - 50th Percentile
	 External — Internal — Current — 3-Month Avg — Next Year Budg 545.00 	etExternalInternalCurrent3-Month Avg Next Year Budget	(\$276)
	\$40.00	14.00 %	25th: (9327) 75th: (911)
	\$35.00	12.00 %	2001 (0027)
	\$30.00	10.00 %	
	\$25.00	8.00 %	Non-Productive Hrs as % of Paid 💷
	\$15.00	6.00 %	External Variance - 50th Percentile
	\$10.00	4.00 %	56,888
	\$5.00	2.00 %	25th: \$17,035 75th: (\$4,418)
	50.00	0.00 %	



Do any of the following:

- Configure the criteria to include in the dashboard by selecting the filter criteria options in the dropdowns, 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.

Budget Asses	sment - Lab	or		
Entity: EHS Dept: 16140) Peer Group: Bed S	iize: 200-299 Volume Sta	atistic: Equivalent Patient Days i	incl. Psych, Homehealth, Rehab, Newborn: 0
SUMMARY	LABOR	NON-LABOR	OTHER EXPENSES	



Budget comparison data is segmented into four areas: Summary, Labor, Non-Labor, and Other Expenses. Click any of the tabs to view the data comparison charts and KPIs.

C Data Controls

The section below the tabs and above the data charts includes controls that allow you to customize the report data.

Graph and data view

Toggle between viewing graphical and detailed data.

	((-			
Period:	Current	•	Percentile1:	25th	•	Percentile2:	50th 🔻	Percen	tile3:	75th	•	External Internal

These categories listed are the same for both the graph view and the data view.

Budget Assessment - La Entity: EHS Dept: 16140 Peer Group: Bo	abor ed Size: 200	0-299 Volume Statisti	C: Equivalent Patient Da	iys incl. Psych, Homeh	nealth, Rehab, Newborr	n: O		
SUMMARY LABOR	Ν	ION-LABOR	OTHER EXPENSES					
Lill Period: Current		•	Percentile1: 25th	Percentile2: 5	0th 🔻 Percentile	3: 75th 🔻		
								🛓 Export to Excel
			External			Internal		
		Mar - 2020	25th	50th	75th	25th	50th	75th
Worked Hrs per Equivalent Patient Day								
۹	Actuals	33,311.28	273.91	114.31	2.96	77,838.67	0.00	0.00
	Variance		(\$438,498)	(\$440,616)	(\$442,094)	\$591,002	(\$442,133)	(\$442,133)
Overtime Hrs as % of Productive Hrs								
٩	Actuals	3.93%	6.30%	4.18%	3.68%	3.91%	3.56%	2.77%
	Variance		\$130	\$6	(\$0)	(\$193)	\$0	\$0
Average Rate per Hour								
۹	Actuals	\$41.48	\$38.06	\$34.56	\$31.04	\$37.36	\$36.63	\$36.13
	Variance		(\$327)	(\$276)	(\$11)	(\$111,799)	\$0	\$0
Non-Productive Hrs as % of Paid								
٩	Actuals	8.36%	11.89%	9.79%	7.44%	9.01%	8.38%	8.07%
	Variance		\$17,035	\$6,888	(\$4,418)	\$3,149	\$85	(\$1,410)

Period

Select the period in which to view data.



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.





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.

Budget Assess Entity: EHS Dept: 16140	sment - Othe	er Expenses ize: 200-299 Volume Statist	ii:: Equivalent Patient Days incl. Psych, Homehealth, Rehab, Newborn: 0
SUMMARY	LABOR	NON-LABOR	OTHER EXPENSES
Lill 🔲 Per	riod: Current	•	Percentile1: 25th v Percentile2: 50th v Percentile3: 75th v External Internal
Purchased Servic External - Inter \$60,000.00	es Expense per l nal — Current — 3-h	Equivalent Patient Day Aonth Avg — Next Year Budget	Professional Fee Expense per Equivalent Patient Day Purchased Services Expense p Im External — Internal — Current — 3-Month Area — Next Year Budget S800,000.00
\$50,000.00 \$40,000.00			\$700,000.00 25th: (\$1,475) \$500,000.00 75th: (\$1,560)

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:

T P		습 ?
Filters A F		0
✓ Data Filters Focus Level Dept ▼ × × Entity	Metric Explorer - Labor Entity: EHS [Dept: 16140] Peer Group: Bed Size: 200-299 Period: Current B Expense Revenue Volume + Financial + Labor + Wages +	J
1 • × Standard Department Class ER w/o Transport •	O Paid Hours By Jobcode Registered Nurses Paid Hrs O Paid Hours By Jobcode Registered Nurses Paid Hrs O Paid Hours By Jobcode Administrative Assistants Paid Hrs Administrative Assistants Paid Hrs O Paid Hours By Jobcode Administrative Assistants Paid Hrs O Paid Hours By Jobcode Administrative Assistants Paid Hrs O Paid Hours By Jobcode D D D D D D D D D D D D D D D D D D	
Department 16140 ¥	Actual 7.2K Bud Var: 8.7% Actual 2.7K Bud Var: 24.2% Actual 383.94 Bud Var: 0.0% Actual 348.26 Bud Var: 5.7% Percentile (Steady): 0% 407.64 Percentile (Steady): 0% 409.84 Percentile (Steady): 0% 123.02 Percentile (Steady): 0% 66.70	
Peer Group 4 * # Period Selection	O Paid Hours By Jobcode Other Healthcare Support Occupations Paid. O Paid Hours By Jobcode Ocurselors/Social Worker Paid Hrs O Paid Hours By Jobcode Counselors/Social Worker Paid Hrs O Paid Hours By Jobcode Ocurselors/Social Worker Paid Hrs O Paid Hours By Jobcode Ocurselors/Social Worker Paid Hrs Ocurselors/S	
Current 💌 🗙		
Select Analysis Budget	Actual: 52_U9 bud var: 42_U3 Actual: 22/U1 bud var: 42_U3 Actual: 1/1 / A3 bud var: 1.0% Actual: 1/2 / D4 bud var: 4.0% Percentile (Steady): 0% \$\$\$22.09 Percentile (Steady): 0% \$\$\$\$428 Percentile (Steady): 0% \$\$\$\$0.00 \$	
Chart Configuration Apply Clear All Cancel		



Do any of the following:

- Configure the criteria to include in the dashboard by selecting the filter criteria options in the dropdowns, 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.

Metric Ex	kplorer - L	abor				
Entity: EHS De	ept: 16140 Pee	r Group: Bed S	ize: 200-299 P	eriod: Currer	nt	
Expense 🕶	Revenue 🕶	Volume 🗸	Financial 🔫	Labor 🔻	Wages 🔻	



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.



• 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.



An alert icon indicates a visual representation of budget variance performance.

📀 - Favorable variance to budget



- Within a 0%-5% threshold of budget



Infavorable 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).



Click the icon to view more information comparing your organization's KPI ranking among your peer group.

A graph displays a 12-month trend from the most recent period of data available.



This area displays the budget variance percentage.



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.

pense * Revenue *	Volume 🔻 🛛 Fin	ancial ▼ Labor ▼ Wag	jes 🕶					
Worked Hours as %	Paid by 📼	Worked Hours as Medical and Health Service	% Paid by 📼 s Managers Wor	Worked Hours as Health Technologists and	% Paid by Technicians Wor	Worked Hours as Registered Nurses Worke	d Hrs as % of Paid	Card displays black background in chart view
ctual: 100.0%	Bud Var: 0.0%	Actual: 95.3%	Bud Var: 0.0%	Actual: 93.1%	Bud Var: -2.4%	Actual: 92.8%	Bud Var: -1.6%	
ercentile (Steady): 0%	♦ 100.0%	Percentile (Steady): 0%	♦ 6.6%	Percentile (Steady): 0%	^ -2.4%	Percentile (Steady): 0%	♠ -0.4%	
Worked Hours as % ounselors/Social Worker W	Paid by 📼 lorked Hrs as %	Worked Hours as Worked Hrs as % of Paid	% Paid by 🔳	• Worked Hours as Customer Service and Rec	% Paid by cord Clerks Worke	• Worked Hours as	% Paid by 🔲 (ed Hrs as % of Pa	
	Rud Var -8 2%	Actual: 91 3%	Bud Var -0 5%	Actual: 86 8%	Rud Var 1 4%	Actual: 55.8%	Bud Var 39 2%	
ercentile (Steady): 0%	↑ -1.5%	Percentile (Steady): 0%	↑ -2.0%	Percentile (Steady): 0%	◆ 2.3%	Percentile (Steady): 0%	↑-23.7%	
dministrative Assistants Wi ctual: 46.0% ercentile (Steady): 0%	Bud Var: 47.0%							
	Clic	k to display nt chart views						
				- EHS - Bed Size:	200-299 PeerGroup			
			Havera	urear over date to			0	0
		0	- nover c					

Understanding the Executive Monthly Package

To help speed up report processing and distribution, you can generate executive-level reports by using the Executive Monthly Package, which combines all of the individual reports into one file. Each tab in the workbook represents a different report.

Scorecard KHA Health For The Period End 27200 - EMC Radio	- <mark>Detail</mark> ing February 29, 2020 logy - MRI (JobCode)								VP: Director: Manager: Report Date:	Scott Johanson Dianne Parnell Chris Sparks Dec-2019		
			For	the Month of Febr	uary			Ra	te Volume Varian	nce		
				Flex		Flex				Flex	Trend	
Account	Description	Actual	Flex	Variance	Percent	Alert	Rate	Volume	Efficiency	Variance	Alert	
700000	Key Volume Statistic	851	0	851	0.0%		851	0		6,366		
730000	Patient Revenue	1,257,999	0	1,257,999	0.0%	A	1,257,999	0	0	9,579,309	•	
	Other Operating Revenue	1,419	0	1,419	0.0%	A	1,419	0	0	10,993		
	Non-Operating Revenue	1,419	0	1,419	0.0%	A	1,419	0	0	10,993		
760000	Paid Hours	1,257	0	(1,257)	(1)	•	(1,257)	0	0	(10,595)	•	
	FTEs	7.50	0.00	(7.50)	(100.0%)					(7.61)		
	FTEs (based on Paid UOS)	7.50	0.00	(7.50)	(100.0%)							
	Hours Per Unit of Service	1.48	0.00	(1.48)	(100.0%)					(1.66)		
	Revenue per FTE	167,695.20	0.00	167,695.20	100.0%					157,412.03		
	Wages per Hour	25.46	0.00	(25.46)	(100.0%)					(25.37)		
	Salary & Benefit Expenses	38.103	0	(38.103)	(100.0%)	•	(38.103)	0	0	(310.423)	•	
		,										
60100	Salaries - Regular	28,838	0	(28,838)	(100.0%)	•	(28,838)	0	0	(215,479)	•	1
60110	Salaries - Overtime	630	0	(630)	(100.0%)	•	(630)	0	0	(11,228)	•	
60120	Salaries - Non-Productive	1,675	0	(1,675)	(100.0%)	▶	(1,675)	0	0	(35,605)	•	
60600	Salaries - Contract Labor	865	0	(865)	(100.0%)	•	(865)	0	0	(6,465)	•	
61100	Employee Annuity	675	0	(675)	(100.0%)	▶	(675)	0	0	(5,445)	•	*
			-			-		-	-		_	r

You can then process and email the report to the appropriate management personnel and attach the report file or a link to a directory. You can run the report generation process manually or set up a Scheduler job to process the reports automatically at certain times of the month.

For descriptions of each report included in the Executive Monthly Package, see Reports in the Executive Monthly Package.

Configuring the Executive Monthly Package report

Use this utility to select and combine the multiple executive reports into a single report, which you can then distribute multiple ways - including sending an email with the attached report or a link to the directory where the report is stored. For a description of each report included in this package, see Reports in the Executive Monthly Package.

To configure the Executive Monthly Package report:

- 1. Navigate to one of the following:
 - In the Mgmt Admin task pane, in the Management Reporting section, click Executive, and double-click Executive Monthly Package.
 - In the Mgmt Report task pane, in the Performance Reporting section, click Executive, and double-click Executive Monthly Package.
- 2. Refresh the data by doing one of the following:
 - In the Main ribbon tab, click Refresh Data.



- Press F9.
- 3. Complete the following refresh variables, and click **OK**:

Option	Description
Select Time Comparison	Select Budget , Flex, 3 Mth Avg, Last Month, or Last Year.
Select Method for Projection Option in Trend Reports	Select to populate the projection months by Budget, Current Year Forecast, or Last Year Actuals.
Choose Rollup Level	Select to run the report by VP or Director.

Option	Description
Pick Director/VP	Select a Director or VP, depending on the option selected from the Choose Rollup Level drop-down. To return the data for all, leave the field blank. Leave the field blank to view all data.
Fiscal Year (optional)	Select the fiscal year to include in the report.
Fiscal Period (optional)	Select the month to include in the report (based on the year you selected in the Fiscal Year field).
Pay Period (optional)	Select the pay period to include in the report (based on the year you selected in the Fiscal Year field).

- 4. To specify the reports to output data in this batch report, do the following:
 - To output data for a report when processing, type an X in the cell next to the report name. By default, an X displays next to each report name.
 - To exclude a report from generating data when processing, clear the X from the cell.

IMPORTANT: When you run the batch report on your screen, the system processes the data for the reports and displays each report as a tab—even those where you have removed the X. However, when you actually process the batch report, the system will not include any data in those reports where you have removed the X, though the tab still displays.

Configuration		
Operation		_
Select How To Process the Files:	Save Files	
Select Report Tabs to Include:	Cover	Х
Input an 'X' for tabs to include	TopTen	Х
	Cons-Financial	Х
	Variance_Overview	Х
	Dept_Variance	Х
	Dept_Trend	Х
	StatSum	Х
	BVRollup	Х
	BVSum	Х
	Pay	Х

5. In the **Configuration** section, do the following:

Configuration		
File Prefix:	Mar-2018	+ Executive Level + Executive Name = File Name
Dept Variance Threshhold:	25.0%	
Select Hours Code For Dept_Variance and Dept_Trend:	HoursJC	

Option	Description
File Prefix	Displays the year and month selected in the refresh variables selected in Step 3. You can edit this field, as needed. The prefix name is followed by the executive level and name. For example, Feb-2017VPSallyKlein.
Dept Variance Threshold	Type the variance percentage to use in the trend-based reports.
Select Hours Code for Dept_Variance and Dept_ Trend	Select the code used for hours accounts.

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.

Li	bra	ies
•		Reports Library
		퉬 Asset Replacement Planning Reports
	►	퉬 Asset Replacement Planning Utilities
	►	퉬 Budgeting Reports
	►	퉬 Budgeting Utilities
	►	퉬 Capital Planning Reports
	►	퉬 Capital Planning Utilities
	►	퉬 Capital Tracking Reports
	►	퉬 Capital Tracking Utilities
	►	Comparative Analytics Utilities
	►	퉬 Cost Management Reports
	►	퉬 Cost Management Utilities
	►	🎍 Financial Planning Reports
	►	🎍 Financial Planning Utilities
	•	Management Reporting
		🃗 _My Reports
		📕 Analysis
		Lustom Reports
		Financial Statements
		FTE Reports
		Payroll
		Provider Analysis
		 Report Packages
		Executive
		J Manager
		Package Utilities
		Variance Comments

2. Complete the following options in the Source and Output Settings section:

S	etup ecutive Monthly Package - File Colle	ct			
	Source and Output Settings				
	Source file name prefix	Mar-2018		VP_{DEPT.VP}.xlsx	
	Source file location	\Axiom\Reports Library\Mar	nagement Reporting U	tilities\Report Distribution\SourceFiles	
	Output file name suffix (no extension)	VP_{DEPT.VP}_		ExecutiveMonthlyPackage	.xlsx
	Output file location	\Axiom\Reports Library\Mar	nagement Reporting U	tilities\Report Distribution\SentFiles	
	-				
	Delivery Method Settings				
	Assemble by	VP			
	Save or email generated files	Save File			
1					

Option	Description
Source file name prefix	Edit the source file name prefix, if needed.
Output file name suffix (no extension)	Edit the file name for report.
Output file location	Enter the location in which to save the generated report file(s).

3. Complete the following options in the Delivery Methods section:

Setup Executive Monthly Package - File Colle	ect .			
Source and Output Settings				
Source file name prefix	Mar-2018		VP_{DEPT.VP}.xlsx	
Source file location	\Axiom\Reports Library\Mar	nagement Reporting U	tilities\Report Distribution\SourceFiles	
Output file name suffix (no extension)	VP_{DEPT.VP}_		ExecutiveMonthlyPackage	.xlsx
Output file location	\Axiom\Reports Library\Mar	nagement Reporting U	tilities\Report Distribution\SentFiles	
Delivery Method Settings				
Assemble by	VP			
Save or email generated files	Save File			

Option	Description
Assemble by	Select the executive level in which to generate and distribute the report package.
Save or email generated files	 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:

	Email Settings	
	Subject text	Executive Monthly Package
Body text E		Executive Monthly Package
	Recipient	Approver
	Attach file to email	Yes
	Attach each file separately	On

Option	Description
Subject text	Type the subject line text for the email.

Option	Description
Body text	Type the body text to include in the email.
Recipient	Select the recipient type in which to send the reports.
Attach file to email	 Select one of the following: 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:

Email Settings:		Smith.Sally@company.com
Email Grouping:	Approver	
Recipient Email Address:		
Subject Line:		0-Feb-2017 Monthend Report Package
Body Text:		Attached is the Feb-2017 monthly
oody rend		financial reporting package for 0

Option	Description
Recipient Email Address	Displays the email addresses the report will be sent to.
	NOTE: Email addresses are derived from the security profile for the user.
Subject Line	Edit the content for the email subject line, as needed.
Body Text	Edit the content for the email body text, as needed.

When you are ready to process the report, in the Main ribbon tab, click Publish > File Processing
 > Process File Multipass. For more information, see Running file processing on an Axiom file.

Batch processing and Scheduler

Another way to process the report package is to use a report batch control sheet, which allows you to process multiple reports simultaneously. The system comes preloaded with the Monthly All in One Executive Reporting Batch control sheet, which is pre-configured with the settings needed to run the Executive Monthly Package for both the VP-level and Director-level reports, but you can change these settings if needed. After you have set up the batch control sheet, you can then perform a file process.

TIP: To make generating the report package even easier, you can configure a Scheduler job to process the batch control sheet for a specific date and time. By default, the Monthly All in One Executive Reporting batch control sheet does not include the ExecutiveMonthlyPackage_FileCollect utility because not all organizations use file collect. However, you can also automate the process of distributing the report by adding the file collect utility to the batch control sheet.

To process and distribute package reports using batch processing and Scheduler:

- 1. Open the Executive Monthly Package utility, and make any necessary report or variable configuration changes.
- 2. To include the file collect in the batch control sheet, open the file collect utility, and make any necessary changes.

3. In the Mgmt Admin task pane, in the Financial Reporting Batches section, click Report Batches, and double-click Monthly All in One Executive Reporting Batch.



- 4. Update the batch control sheet, as needed, including adding the file collect utility location to generate multiple reports for multiple people. For more information, see the following:
 - For configuring the Batch tab, see Batch Control Sheet.
 - For an overview of file processing and how it works, see File processingFile Processing.
- 5. To process the batch, you can do one of the following:
 - In the batch control sheet, click File Processing > Process File.
 - Create a Scheduler job to process the report the package, if desired. For more information, see Batch processing using Scheduler.

Understanding the Department Monthly Package

To help speed up report processing and distribution, you can generate manager-level reports by using the Department Monthly Package, which combines all of the individual reports into one file. The Department Monthly Package allows management personnel to view department performance against a static or flexible budget and against prior year's performance and Enables one-stop shopping for the department manager by providing the department's overall performance as well as reports with the detail transactions that support the expenses on the Summary reports. Each tab in the workbook represents a different report.

The purpose of the this package is to understand financial performance and find opportunities for improvement where possible. In this section, we describe the financial review process in two steps and, in each section, provide an overview of the reports available in the Department Monthly Package to complete the analysis:

- Analysis of Monthly General Ledger (Account-level) data
- Additional Analysis of Labor (Salary Expenses and FTE amounts)

Summary Income Statement

For The Period Ending April 30, 2020		Current Monti	n - April			Year-To-Date -	April	
	Apr-2020	Apr-2020		Apr-2019	Apr-2020	Apr-2020		Apr-2019
	Actual	Budget	Variance	Actual	Actual	Budget	Variance	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 New Operation	1.629	1 276	252	1 6 2 9	13 011	13 700	171	12.011

You can then process and email the report to the appropriate management personnel and attach the report file or a link to a directory. You can run the report generation process manually or set up a Scheduler job to process the reports automatically at certain times of the month.

For descriptions of each report included in the Department Monthly Package, see Reports in the Department Monthly Package.

NOTE: Before running the report package, you may need to update the imported data used in the reports. For more information, see Preparing data for budget go-live.

Configuring the Department Monthly Package report

Use this utility to select and combine the multiple management reports into a single report, which you can then distribute multiple ways - including sending an email with the attached report or a link to the directory where the report is stored. For a description of each report included in this package, see Reports in the Department Monthly Package.

Before generating this report package, you may consider removing the reports from last month. For instructions, see Removing reporting source files.

To configure the Department Monthly Package report:

- 1. Navigate to one of the following:
 - In the Mgmt Admin task pane, in the Management Reporting section, click Manager, and double-click Dept Monthly Package.
 - In the Mgmt Report task pane, in the Performance Reporting section, click Manager, and double-click Dept Monthly Package.

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



- Press F9.
- 3. Complete the following refresh variables, and click OK:

Option	Description
BudVar Report ONLY - Select Comparison Time Series	For comparing to actual amounts within the reports, select either Budget (Static Budget) or Flex (Flex Budget).
BudVar Report ONLY - Populate Remaining Months with	To populate remaining months in your trend report, select Budget (Static Budget), Current Year Forecast, or Last Year Actuals(Flex Budget).
Choose Department Rollup	Select the department to include in the report.
Fiscal Year (optional)	Select the fiscal year to include in the report.
Fiscal Period (optional)	Select the month to include in the report (based on the year you selected in the Fiscal Year field).
Pay Period (optional)	Select the pay period to include in the report (based on the year you selected in the Fiscal Year field).

- 4. To specify the reports to output data in this batch report, do the following:
 - To output data for a report when processing, type an X in the cell next to the report name. By default, an X displays next to each report name.
 - To exclude a report from generating data when processing, clear the X from the cell.

IMPORTANT: When you run the batch report on your screen, the system processes the data for the reports and displays each report as a tab—even those where you have removed the X. However, when you actually process the batch report, the system will not include any data in those reports where you have removed the X, though the tab still displays.

Configuration				
Operation		-		
Select How To Process the Files:			Save Files	
Select Report Tabs to Include:	Cover	Х	AP	Х
Input an 'X' for tabs to include	Scorecard	Х	MM	X
	SCDetail	×	AR	×
	VarAlert	X	RU	×
	BudVar	X	JC	×
	Charts	Х	EmpID	X
	GL	X		
Sele	ction: Cover;Scorecard	;SCDetail;Va	arAlert;BudVar;Charts;GL;AP;MM;AR;RU	;JC;EmpID

5. In the **Configuration** section, do the following:

Configuration		
File Prefix:	Apr2020	+ Department Number = File Name
Configured Comparison Period for BudVar Tab:	CYB	CYB = Cur Yr Budget FLX=Flex Budget -Multi-Pass Settings
Select Other Comparison Period for BudVar Tab:	LYA	LYA = Last Yr Actual CYB = Current Yr Budget -Default Settings from Threshold Table
Trend - Remaining Yr Months for BudVar Tab:	BUD	CYF=Cur Fcst Bud= Cur Bud LYACT=LY Actual

Option	Description		
File Prefix	Displays the year and month selected in the refresh variables selected in Step 3. You can edit this field, as needed. The prefix name is followed by the executive level and name. For example, Feb-2017SallyKlein.		
Configured Comparison Period for BudVar	Select one of the following:		
Tab	Current Year Budget (CYB)		
	• Flex Budget (FLX)		
Select Other Comparison Period for BudVar	Select one of the following:		
Tab	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.

Libraries

- 🔻 🗟 Reports Library
 - Asset Replacement Planning Reports
 - Asset Replacement Planning Utilities
 - Budgeting Reports
 - Budgeting Utilities
 - Banning Reports
 - Capital Planning Utilities
 - Capital Tracking Reports
 - Capital Tracking Utilities
 - Comparative Analytics Utilities
 - Cost Management Reports
 - Cost Management Utilities
 - Financial Planning Reports
 - Financial Planning Utilities
 - Management Reporting
 - _My Reports
 - 🎍 Analysis
 - Custom Reports
 - Financial Statements
 - FTE Reports
 - 퉬 Payroll
 - 퉬 Provider Analysis
 - 🔻 퉬 Report Packages
 - Executive
 - 퉬 Manager
 - Package Utilities
 Variance Comments
- 2. Complete the following options in the Source and Output Settings section:

Se Dept	tup Monthly Package - File Collect				
	Source and Output Settings				
	Source file name prefix	Mar2018		.{DEPT.RPTMap}.xlsx	
	Source file location	\Axiom\Reports Library\Mar	Axiom\Reports Library\Management Reporting Utilities\Report Distribution\SourceFiles		
	Output file name suffix (no extension)	RPTMap_{DEPT.RPTMap}_		DeptMonthlyPackage	.xlsx
	Output file location	\Axiom\Reports Library\Management Reporting Utilities\Report Distribution\SentFiles			
	Delivery Method Settings				
	Assemble by	RPTMap			
	Save or email generated files	Save File			

Option	Description
Source file name prefix	Edit the source location, if needed.

Option	Description
Output file name suffix (no extension)	Edit the file name for report.
Output file location	Enter the location in which to save the generated report file(s).

3. Complete the following options in the **Delivery Methods** section:

Setup Dept Monthly Package - File Collect											
Source and Output Settings											
Source file name prefix	Mar2018	r2018 (DEPT.RPTMap).xlsx									
Source file location	\Axiom\Reports Library\Mar	viom\Reports Library\Management Reporting Utilities\Report Distribution\SourceFiles									
Output file name suffix (no extension)	RPTMap_{DEPT.RPTMap}_		DeptMonthlyPackage	.xlsx							
Output file location	\Axiom\Reports Library\Mar	nagement Reporting U	tilities\Report Distribution\SentFiles								
Delivery Method Settings											
Assemble by	RPTMap										
Save or email generated files	Save File										

Option	Description
Assemble by	Select the management level in which to generate and distribute the report package.
Save or email generated files	 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:

Setup Dept Monthly Package - File Collect										
Source and Output Settings										
Source file name prefix	Mar2018	.{DEPT.RPTMap}.xlsx								
Source file location	\Axiom\Reports Library\Manag	om\Reports Library\Management Reporting Utilities\Report Distribution\SourceFiles								
Output file name suffix (no extension)	RPTMap_{DEPT.RPTMap;DEPT.J	Approver}_ DeptMonthlyPackage	.xlsx							
Output file location	\Axiom\Reports Library\Manag	xiom\Reports Library\Management Reporting Utilities\Report Distribution\SentFiles								
Delivery Method Settings										
Assemble by	RPTMap									
Save or email generated files	Save File and Send Email									
	_									
Email Settings										
Subject text	Dept Monthly Package Mar201	8 by RPTMap								
Body text	Dept Monthly Package Mar201	8 is attached and available for review \Axiom\Report	rts Library\Management Reporting Utilities\Report Distribution\SentFiles							
Recipient	Approver									
Attach file to email	Yes									

Option	Description
Subject text	Type the subject line text for the email.
Body text	Type the body text to include in the email.
Recipient	Select the recipient type in which to send the reports.
Attach file to email	 Select one of the following: 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:

Email Settings	Dept:	0
Select the Recipient Role:	Owner	
Recipient Email Address:		
Subject Line:		0-Apr2020 Monthend Report Package
Body Text:		Attached is the Apr2020 monthly financial reporting package for 0

Option	Description
Select the Recipient Role	Select the role type of the email recipient.
Recipient Email Address	Displays the email addresses the report will be sent to.
	NOTE: Email addresses are derived from the security profile for the user.
Subject Line	Edit the content for the email subject line, as needed.
Body Text	Edit the content for the email body text, as needed.

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 biweekly 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.

O Home	Dept Monthly Package	Sample Monthly Manager Package_February 2017 X
Month En	ding: Feb-2017 🖉 🥵	porting Period
Department Mo	nth-End Report Package-Dept 2728	0-EMC Ultrasound Department
This package co records. Please Any accounts re	ntains a copy of your current month review the contents for accuracy an quired a variance explanation are in	-end financial reports for your review and d omissions. dicated on the "Var_" tab.
Need Help?		
Please call/ema	il Finance at 123-456-7890 🥂 F	inance Contacts
REPORT TYPES		
Tab Name	Type of	Report
SC_Dept Number	er Scorecard	I
Var_Dept Numb	er Required	Variance Explanation Summary
BV_Dept Numb	er Mth/YTD	Summary Variance by Natural Class Reports in Package
GL_Dept Numbe	er Journal E	ntries
AP_Dept Numb	er Accounts	Payable Listing
MM_Dept Num	per Store Issu	es / Materials Management
AR_Dept Numb	er Accrued I	Receipts Listing
RU_Dept Numb	er Revenue	& Usage
JC_Dept Numbe	r Departme	ent Summary by Job Code
ID_Dept Numbe	r Departme	ent Summary by Employee ID
Co	ver_27280 Scorecard_2728) SCDetail_27280 VarianceAlert_27280 BV_27280 GL_27280 AP_2728

Scorecard

The Scorecard report shows Key Financial and Ratio Indicators. It provides an overview of departmental performance, and highlights areas requiring further review.

Scorecard								
Key Financial Indicators	Budget	Trend	For the Month of February Actual	Budget	Var	%	Report Inf	Variance Items to Note
Workload Statistic	•	•	514	570	(56)	(9.8%)	Dept:	1. My Workload Statistics
Gross Patient Revenue	•	•	157.847	173 140	(15,293)	(8.8%)	Period:	(Volumes) are low; why?
Operating Expenses	•	•	37,770	25.741	(12,029)	(46.7%)	Manager:	Probably why Revenue is
Salaries & Benefits	•	•	30,494	20,903	(9,591)	(45.9%)		low
Supplies	•	•	1,276	4,838	3,562	73.6%		2 What is causing my
Other Expenses	•	•	6,000	0	(6,000)	(100.0%)	Legend:	Operating Expenses to be
Paid FTEs	•	•	7.9	5.9	(2.0)	(34.3%)	•	so high?
Key Ratio Indicators	Budget	Trend	Month of February Actual	Budget	Var	%	•	high - didn't I flex when census was low?
Avg Rate Per Hour Paid Hrs/UOS	•	•	23.4 2.46	0.0 1.65	(23.4) (0.81)	0.0% (49.0%)	Month-En	4. Looks like I had 2 extra FTEs - why?
Salaries Per Unit	•	•	59.3	36.7	(22.7)	(61.8%)		,
Supplies Per Unit	•	•	2.5	8.5	6.0	70.7%		5. Other Expenses are
Other Expense Per Unit		•	11.7 73.5	0.0 45.2	(11.7)	0.0%		\$6,000; what did I spend it on?
45.0 Overtime Hours 40.0 35.0 25.0 20.0	\sim		0.80 0.70 0.60 0.50 0.40	43.2 Hrs Per Stat	(20.3)	(02.7%)		6. The graph shows my Overtime is back in line
Cover_27280	Scorecard	_27280	SCDeta	il_27280	VarianceA	lert_27280	BV_27280	GL_27280 AP_2728

Scorecard Detail report (SCDetail)

The Scorecard Detail report (SCDetail) shows actual versus budget information and flags the areas requiring variance comment input explanations within the Axiom Variance Comments Collection module.

Note that some additional details can be derived from this report, we can now answer some of the questions posed within the **Variance Items to Note** box from the previous **Scorecard section**:

- Salaries are over due to Contract Labor; only benefits were budgeted in this department.
- In Other Expenses, the \$6,000 unfavorable variance was spent on Recruitment.

Scorecard-Detail KH Health System For The Period Ending February 28, 201 27280 - EMC Radiology - Ultrasound	7				-			Vice President: Director: Manager:	Scott Johanson Dianne Parnell Chris Sparks	
Account Description	Month	Budget	+ / - Variance	Parcent	Budget	Rate Volume Variance Rate	Volume	Efficiency	YTD Variance	Trend
Account Description	Actual	Duuget	vanance	reicent	Mert	Nute	Volume	Enciency	Valiance	Alert
700000 Key Volume Statistic	514	570	(56)	(9.8%)	•	0	(56)		(287)	•
60600 Salaries - Contract Labor	29,646	0	(29,646)	(100.0%)	•	(29,646)	0	0	(241,955)	
69230 Recruitment	6,000	0	(6,000)	(100.0%)	•	(6,000)	0	0	(11,730)	

Variance Alert report (VarAlert)

The Variance Alert (VarAlert) report provides the following:

- Variance by individual account lines provide further detail. If your organization uses the Variance Comments Collection (VCC) tool, this report highlights which accounts require a variance explanation entry.
- Displays any Variance Comments and Action Plans previously entered within the VCC tool.

Мо	onth-E	nd Variance Alert Noti	fication								
KH H	Health S	ystem									
For T	he Perio	d Ending February 28, 2017									
2728	80 - EMC	Radiology - Ultrasound									
		The Following Dept Accounts	require comm	ent responses	for this past	month.					
				February		+/- Budget				Current Period	
Ac	count	Description	Department	Actual	Budget	Variance	Percent	Alert	Variance	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%)	$\mathbf{\nabla}$	(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 H	ealth System										Dianne Parn	ell	
For The	e Period Ending February 28, 2	017									Chris Sparks		
27280	27280 - EMC Radiology - Ultrasound												
	Current View: Default		<	Current Month	- February			Current View: Default	Year	To Date - Februa	iry		
Accoun	t	Feb-2017	Actual	Feb-2017	Flex Budget		Feb-2017		Feb-2017	Feb 2017		Annual	
Numb er	Account Description	Actual	Per Unit	Flex Budget	Per Unit	Variance	Budget	Account Description	Actual	Flex Budget	Variance	Budget	
	Department Volumes							Department Volumes					
110	IP Procedures	274		274		0	256	IP Procedures	2,100	2,100	0	2,987	
210	OP Procedures	240		240		0	314	OP Procedures	1,762	1,762	0	3,435	
	Total Volume	514		514		0	570	Total Volume	3,862	3,862	0	6,422	
	Revenue					_		Revenue		_			
	Inpatient Revenue	70,781	258.32	80,575	294.07	(9,794)	75,282	Inpatient Revenue	558,716	587,933	(29,217)	848,164	
	Other Patient Revenue	0	0.00	173	0.34	(173)	226	Other Patient Revenue	440	1,326	(886)	2,544	
	Total Revenues	34,176	66.49	155,371	302.28	(121,195)	173,140	Total Revenues	226,631	1,162,368	(935,736)	1,950,673	
	Operating Expenses		_					Operating Expenses	_				
	Salaries & Wages	16,680	32.45	16,960	33.00	280	18,309	Salaries & Wages	128,604	140,197	11,593	222,755	
	Contract Labor	29,646	57.68	0	0.00	(29,646)	0	Contract Labor	241,955	0	(241,955)	0	
	Employee Benefits	3,389	6.59	23,374	45.47	19,985	23,374	Employee Benefits	19,170	23,111	3,941	19,643	
	Medical Supplies	1,440	2.80	4,485	8.73	3,045	4,842	Medical Supplies	13,486	33,422	19,936	54,564	
	Other Supplies	661	1.29	702	1.37	41	758	Other Supplies	5,035	5,233	198	8,543	
	Lease and Rental	7,090	13.79	7,090	13.79	0	7,090	Lease and Rental	56,719	56,720	1	85,080	
	Other Expenses	5,880	11.44	0	0.00	(5,880)	0	Other Expenses	10,578	0	(10,578)	0	
	Total Operating Expenses	65,248	126.94	53,583	104.25	(11,665)	55,345	Total Operating Expenses	497,591	266,456	(231,135)	401,825	

Below the first section is Current Month and Year to Date information, detailed by Account Number.

Monthly Departmental Budget Variance Report

KH He For The	ealth System e Period Ending February 28, 2 - FMC Radiology - Ultrasou	017									Dianne Parne Chris Sparks	ell
27200	- Line Radiology - Orrasou											
	Current View: Default		<	Current Month	- February			Current View: Default	Year	To Date - Febru	ary	
Accoun	t	Feb-2017	Actual	Feb-2017	Flex Budget		Feb-2017		Feb-2017	Feb-2017	-	Annual
Numb er	Account Description	Actual	Per Unit	Flex Budget	Per Unit	Variance	Budget	Account Description	Actual	Flex Budget	Variance	Budget
	DETAIL INFORMATION							DETAIL INFORMATION				
	*** Expenses ***						*** Expenses ***					
60100	Salaries - Regular	14,524	28.26	14,287	27.79	(237)	15,423	Salaries - Regular	105,901	118,095	12,194	187,638
60110	Salaries - Overtime	975	1.90	1,087	2.11	112	1,173	Salaries - Overtime	5,376	8,979	3,603	14,266
60120	Salaries - Non-Productive	1,182	2.30	1,587	3.09	405	1,713	Salaries - Non-Productive	17,326	13,123	(4,204)	20,851
	Total Salaries & Wages	16,680	32.45	16,960	33.00	280	18,309	Total Salaries & Wages	128,604	140,197	11,593	222,755
60600	Salaries - Contract Labor	29,646	57.68	0	0.00	(29,646)	0	Salaries - Contract Labor	241,955	0	(241,955)	0
	Total Contract Labor	29,646	57.68	0	0.00	(29,646)	0	Total Contract Labor	241,955	0	(241,955)	0
69100	Travel - General	0	0.00	0	0.00	0	0	Travel - General	26	0	(26)	0
69230	Recruitment	6,000	11.67	0	0.00	(6,000)	0	Recruitment	11,730	0	(11,730)	0
69900	Miscellaneous	0	0.00	0	0.00	0	0	Miscellaneous	980	0	(980)	0
69950	Rebates/Repayments	(120)	(0.23)	0	0.00	120	0	Rebates/Repayments	(2,158)	0	2,158	0
	Total Other Expenses	5,880	11.44	0	0.00	(5,880)	0	Total Other Expenses	10,578	0	(10,578)	0
	Total Operating Expenses	65,248	126.94	53,583	104.25	(11,665)	55,345	Total Operating 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					\frown		\frown	
Accoun	t	Account		Jul-2016	Aug-2016	Sep-2016	Oct-2016	Nov-2016	Dec-2016	Jan-2017	Feb-2017
Numb er	Account Description	Number	Account Description	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		Jul-2016	Aug-2016	Sep-2016	Oct-2016	Nov-2016	Dec-2016	Jan-2017	Feb-2017
Number	Account Description	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 - Ultra	sound
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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 La	bor				
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 - Intercor	npany				
71110	JE	5222	JE-Interco Rent-Eq	02/06/17	(367.80)
71110	JE	6133	JE-Interco Rent-Eq	03/06/17	441.36
		1			

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 S	alaries - Con	tract 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 R	ecruitment								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 61200							496.00 483.00	Ē
61200 61200 61200							496.00 483.00 241.00	
61200 61200 61200 61200							496.00 483.00 241.00 158.00	© ©
61200 61200 61200 61200 61200 61200							496.00 483.00 241.00 158.00 496.00	
61200 61200 61200 61200 61200 61200							496.00 483.00 241.00 158.00 496.00 156.00	

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
						\smile	\smile
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 - Gene	ral					266.10
62130	5737	Tray, Plastic	Stores	EA	2.41	10	24.12
Total 62130	Supplies - Med	Surg Nonbillable					24.12
62140	5740	Electrode Diaphoretic 3S	Stores	ST	0.26	1	0.26
62140	5741	Cup Medicine 1 oz.	Stores	TB	0.56	13	7.31
62140	5742	Syringe 3CC LI	Stores	BX	3.60	22	79.20
62140	5743	Alcohol Prep Pads 2 Ply Med	Stores	BX	1.37	3	4.10
62140	5744	IV Tubing Primary 100 Inch Y	Stores	EA	2.27	26	58.99
			~			-	

Accounts Receipts Distribution report (AR)

The Accrued Receipts Distribution report (AR) comes directly from the purchasing system and provides purchase order detail. Items on this report have been received in your purchasing system, however, your organization has not received an invoice for the purchases. Information provided on this report includes Vendor Name, PO Number, Item Description, Invoice Number, and Amount.

AP Detail Listing

KH Health System For The Period Ending February 28, 2017 27280 - EMC Radiology - Ultrasound

Acct	Vendor	Vendor Name	PO Number	Item Description	Invoice #	Invoice Date	Check #	Check Date	Amount
60600	10400	AUREUS RADIOLOGY LLC	M01701	Imaging Services	144781	01/10/17	35715	02/09/17	2,285.85
60600	10133	HEALTH EDUCATION CENTER LTD	KPrather	47468 KPrather	47468	01/14/17	35716	02/13/17	3,816.12
60600	10133	HEALTH EDUCATION CENTER LTD	KPrather	47674 KPrather	47674	01/23/17	35718	02/22/17	3,948.18
60600	10133	HEALTH EDUCATION CENTER LTD	KPrather	47867 KPrather	47867	01/28/17	35720	02/27/17	3,525.59
60600	10133	HEALTH EDUCATION CENTER LTD	KPrather	48063 KPrather	48063	02/04/17	35722	03/06/17	2,662.61
60600	10133	HEALTH EDUCATION CENTER LTD	KPrather	48063 KPrather	48063	02/04/17	35723	03/06/17	848.71
60600	10133	HEALTH EDUCATION CENTER LTD	KPrather	48063 KPrather	48063	02/04/17	35724	03/06/17	78.16
60600	10400	AUREUS RADIOLOGY LLC	M01701	Imaging Services	145608	01/14/17	35717	02/13/17	2,832.61
60600	10400	AUREUS RADIOLOGY LLC	M01701	146357 M01701	146357	01/23/17	35719	02/22/17	3,086.41
60600	10400	AUREUS RADIOLOGY LLC	M01701	147312 M01701	147312	01/28/17	35721	02/27/17	3,403.32
60600	10400	AUREUS RADIOLOGY LLC	M01701	148263 M01701	148263	02/04/17	35725	03/06/17	2,949.48
60600	10400	AUREUS RADIOLOGY LLC	M01701	148263 M01701	148263	02/04/17	35726	03/06/17	143.99
60600	10400	AUREUS RADIOLOGY LLC	M01701	148263 M01701	148263	02/04/17	35727	03/06/17	64.93
Total 60600 Sa	alaries - Cont	tract 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 R	ecruitment								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 De	tail Listing								
For The Per	or The Period Ending February 29, 2020								
26610 - EM	C 6A (JobCode AD	C)							
Acct	Vendor	Vendor Name	PO Number	Item Description	Quantity	Amount	Link to Image		
612	00				0	356.00			
612	00				0	201.00			
612	00				0	486.00	Ē		
612	00				0	194.00			
612	00				0	272.00			
	00				0	120.00	<u></u>		
612 612 612	00 00 00 00				0 0 0	201.00 486.00 194.00 272.00			

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:

- 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.

Dent Device II Summers and Dev	Englass									
Dept Payroll Summary - By	Employ	eeID								
KH Health System										
For The Period Ending February 28, 2017										
27280 - EMC Radiology - Ultrasound										\frown
		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							
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							\frown		
Pay Period Ending:	12/03/16	2/17/16	12/31/16	01/14/17	01/28/17	02/11/17	02/25/17	FY 2017	FY 2017
	PP-12	PP-13	PP-14	PP-15	PP-16	PP-17	PP-18	YTD-Actual	YTD-Budget
Job Code Description	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	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 Syste	em																			
For The Period End	ding February 28, 2017																			
27280 - EMC Rad	iology - Ultrasound																			
					Cu	rrent Pe	riod - Feb	ruary 20	16						Year-to-	Date - Fe	bruary 20	16		
CDM		RVU	Units			RVU			Revenue			Units			RVU			Revenue		
Code	Description	Value	IP	OP	Total	IP	OP	Total	IP	OP	Total	IP	OP	Total	IP	OP	Total	IP	OP	Total
CDM Codes inclu	ded in Dept Statistics																			
C2728005001	Us Encephalography	1.00	27	-	27	27	-	27	5,827	-	5,827	213	-	213	213	-	213	45,992	-	45,99
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	52,24
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	75,80
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	107,39
C2728005076	Us-32000 Thoracentesis, Punc PI 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 Code	s 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 i	ncluded in Dept Statistics								-											
C2728005002	Us Soft Tissue/Thyroid	-	3	1	4	-	-	-	617	229	846	23	8	31	-	-	-	4,868	1,677	6,54
C2728005003	Lic Rreact			2	2					458	458		16	16					3 353	2 25

Understanding file output options

Axiom Budgeting provides a variety of file output options to share data with people throughout your organization. This section explains the file setup to use these features.

- **Print view setup**: You can set up one or more custom print views for each sheet in an Axiom file. You can associate these print views with sheet views to automatically hide and/or format rows and columns in the print copy.
- **Snapshot setup**: Users can take snapshot copies of Axiom files without requiring any advance setup. However, if desired, you can flag certain rows and columns in the sheet to be deleted in the snapshot copy. The primary use for this would be to delete work areas or Axiom query artifacts that are no longer necessary in the snapshot copy.

Printing an Axiom file

You can print an Axiom file on a per sheet basis by using the Print command. Each sheet can have one or more defined print views. You can use the print views to print different views of the sheet, and to set certain standard print options such as the print orientation. For example, for a plan file, you might have one print view that prints a summary view of the sheet with certain columns and rows hidden for printing, and another print view that prints a detail view of the sheet with all columns and rows visible.

If a sheet has no predefined print views, then you can print the sheet using the settings defined for the spreadsheet using standard Excel printing features. For more information on defining print settings for a spreadsheet, see the Microsoft Excel Help. In the Windows Client, the spreadsheet print settings are defined in the Workbook Explorer, in the Page Setup section for each sheet.

NOTE: You can always print the file using standard spreadsheet print functionality, even if Axiom print views have been defined.

To print an Axiom file:

- 1. On the Main ribbon tab, in the File Output group, click Publish to do one of the following:
 - To select the sheets to print, click **Print > Print This Sheet**.



The **Print Sheets** dialog opens. This dialog lists the available print views for the entire workbook or for the current sheet, depending on how you entered the dialog. To sort this list by the **Sheet Name** or **Print View Name**, click the column header.

Note the following:

- If a sheet does not have a defined print view, then it is listed with a print view name of Default, and uses the print settings defined for the spreadsheet.
- Control Sheets cannot be printed using the Axiom Budgeting printing feature, whether they are visible or hidden. To print a Control Sheet, use the standard spreadsheet printing features.
- 2. In the **Print Sheets** dialog, select the sheet / print view combinations to print.

Print Sheet - 'Report'			?	×	
Select the views that you wish to print for sheet 'Report'.					
Sheet Name	Print View Name	Print Details	Print Preview		
Report	Dept	View/Edit	Print Preview		
Report	Detail	View/Edit	Print Preview		
Report	Summary	View/Edit	Print Preview		
	WONGEEL				
Current Printer: \\POPRDC01	KONC554				
Choose Pri <u>n</u> ter			P <u>r</u> int Can	cel	

To print all print views for all sheets, select the checkbox in the column header to select all.

If you opened this dialog by using **Print This Sheet** and the sheet has only one available print view, then that view is selected by default.

- 3. You can also do any of the following before printing:
 - View and edit the print settings. To view and potentially change the print settings for a selected view, click the View/Edit link. In the Print Options dialog, you can change any of the print settings for the current print job only (the changes are not saved in the file). For more information, see Print Options dialog.
 - **Preview a print view.** To preview a print view, click the **Print Preview** link. The native spreadsheet **Print Preview** feature opens to preview the print job. You can only view one preview at a time.
 - Select a printer. To print to a different printer than your default printer, click Choose Printer at the bottom of the dialog. In the Printer Setup dialog, select the printer to use, and then click OK.

4. Click Print.

The selected items print.

Print Options dialog

The Print Options dialog displays the print settings for the current print view. If desired, you can edit settings for the current print job only. Any changes you make are not saved in the file.

NOTE: Print options are read-only when using the **Print Plan Files** option to print multiple plan files.

This dialog displays all of the settings that will be applied to the print job, whether the setting is defined in the associated Print tag or inherited from the spreadsheet settings. If a setting is blank, then that print option is not defined and is not applied to the print job.

Item	Description
Print View Name	The name of the current print view.
View Name	The name of the sheet view to be applied when printing. These are the same sheet views that are available from the Change View menu. For example, if the sheet view is configured to hide columns or rows, those columns and rows are hidden in the print copy. Row and column sizing are also applied.
Paper Size	The paper size for the print job, either Letter or Legal.
Orientation	The print orientation for the print view, either Portrait or Landscape.
Repeat Rows	The rows to repeat at the top of the page. Rows must be specified as a range; for example: 1:3.
Repeat Columns	The columns to repeat at the left of the page. Columns must be specified as a range; for example: A:C.

Print View Options

Scaling

Item	Description
Fit To Pages Wide	The number of pages on which to fit the print area. For example, if you want the print area to fit on one page, specify 1.
Percent Zoom	The percent zoom to apply to the print range. Specify the number without a percent sign. For example, to zoom by 90%, specify 90.

Headers and Footers

Item	Description
Left Header	Header text to display in the left-hand side of the header.
Center Header	Header text to display in the center of the header.
Right Header	Header text to display in the right-hand side of the header.
Left Footer	Footer text to display in the left-hand side of the footer.
Center Footer	Footer text to display in the center of the footer.
Right Footer	Footer text to display in the right of the footer.

Emailing a hyperlink to an Axiom file

You can email a hyperlink to an Axiom Budgeting file using the E-mail feature on the Main tab. Axiom Budgeting creates a URL hyperlink to the file and includes it in an email. The email recipient can click on the link to launch the system and open the file directly, assuming that the recipient is an Axiom Budgeting user who has rights to access the file.

NOTE: The email hyperlink feature is not supported for use with the Axiom Budgeting shared client.

You can send the email using your default email client (such as Microsoft Outlook), or you can send the file using the Axiom Budgeting Scheduler email service. For example, you may be using Axiom Budgeting on a shared client server where you do not have access to a local email client, and therefore you would use the system's email service to send the email.

NOTE: The Scheduler email service does not support HTML format for email.

If you use the Scheduler service, the email message is sent the next time the Scheduler SMTP Email Delivery task is run. The frequency of Scheduler email delivery depends on how this task has been configured in your environment, but typically it runs continuously (or close to it).

Note the following:

- Alternatively, you can obtain a URL to an Axiom file using a variety of ways and then paste it into an email that you create manually. For example, you can use GetDocumentHyperlink or right-click a file in Axiom Explorer to obtain a URL. The email hyperlink feature is provided as a convenience to quickly send a hyperlink to the current file.
- The email hyperlink feature cannot be used to send a hyperlink to open a form-enabled file as a form; the source file is always opened as a spreadsheet.
- The hyperlink included in the email uses the same format as hyperlinks generated using GetDocumentHyperlink, including the differing URL format for systems using SAML or OpenID Authentication.

To email a hyperlink to an Axiom file:

- 1. Open the file in Axiom Budgeting.
- 2. On the Main ribbon tab, in the File Output group, click Publish > E-mail Workbook.

File	MAIN ADMIN H	lome									
	🕢 🔒				Y	→	Freeze Panes				
Open App Menus •	Navigation Save	Refresh Chan Data View	ge Drill v∙ •	Additions	Quick Filter	GoTo	Headings	Pul	olish ▼	Reports •	Report Tips
Applications	File Options		Workbo	ook Options			Display		Print		•
< Axiom Assistant				📵 KH	Home	🖹 Initi	ative Detail X	→	Ema	il Workbook	:
					-		-] Snap	oshot Workb	oook =	
Derformance Reporting								_ 3	File	Processing	۰ b
¥ → Fir				ĸ		- L	Save	As	M		

3. In the Email Active Workbook dialog, for Send As, select Document Link.

E-mail Active	Workbook ?	×
Send a sr	napshot of or a document link to Initiative Detail.xlsx.	
Send As: OS	napshot Send using: Outlook Ocument Link O Axiom Mail Service	
Snapshot Optic	ons:	
Send file as:	XLSX - Microsoft Excel Worksheet (.xlsx)	
Include:	 Active Worksheet Only Entire Workbook 	
Formulas:	 Convert All Formulas Retain Excel Native Formulas 	
Document Link	c Options:	
Sheet Filter:		7
Cell Address:	OK Canc	el

- 4. For Send using, select one of the following::
 - **Outlook**: Send the email using the default email client on your local machine (for example, Microsoft Outlook). The name of this option may be customized for your organization.

NOTE: This option is not available if you use Axiom Budgeting on a shared client server.

- Axiom Mail Service: Send the email using the Axiom Budgeting Scheduler email service.
- 5. Optional. Complete the following **Document Link Options** in the dialog:

Option	Description
Sheet Filter	If desired, enter a filter to apply to the file when it is opened. You can type the filter statement or use the Filter Wizard.
	The filter is applied like a Quick Filter and affects any data queries in the file. For example, Dept.Region='West' means that all data queried is limited to the West region.
	If desired, you can specify a table or table type to apply the filter to, using the same filter syntax that is available for the GetDocumentHyperlink function. In this case you must manually type the filter syntax because the Filter Wizard does not account for this type of syntax.
Cell Address	If desired, specify the cell to be made active when the document is opened.
	For example: Sheet1!D22
	If the specified location would not be in view normally then the file will be scrolled to that location; otherwise the file will open in its default view with the cursor placed at that location.

6. Click OK.

If you selected to send the hyperlink using your default email client, then a new email message opens, with the hyperlink included in the body text. You can then specify the recipient, subject, and additional body text for the email, and then send it.

If you selected to send the hyperlink using the Axiom email service, then an **E-Mail** dialog opens so that you can specify the recipient, subject, and additional body text for the email. In the Address fields (**To**, **CC**, and **BCC** fields, you can type an email address or click the button to select an Axiom Budgeting user. If you select a user, the email will be sent using the user's email address as defined in Axiom security. When you click **OK**, the email settings are saved to the database, to be sent the next time the Scheduler SMTP Email Delivery task is run.

Emailing a snapshot of an Axiom file

You can email a snapshot of an Axiom file using the E-mail feature on the Main ribbon tab. Axiom Budgeting creates a snapshot copy of the file and attaches it to an email. The copy can then be viewed outside of Axiom Budgeting by someone who may have no access to the system. When you use this feature, the system creates a snapshot copy of the file just like it would if you used the Snapshot feature.

You can send the email using your default email client (such as Microsoft Outlook), or you can send the file using the Axiom Budgeting Scheduler email service. For example, you may be using the software on a shared client server where you do not have access to a local email client, and therefore you would use the Axiom Budgeting email service to send the email.

NOTE: The Scheduler email service does not support HTML format for email.

If you use the Scheduler service, the email message is sent the next time the Scheduler SMTP Email Delivery task is run. The frequency of Scheduler email delivery depends on how this task has been configured in your environment, but typically it runs continuously (or close to it).

Note the following:

- The name of the emailed file is **Sheetname_snapshot** (if the snapshot contains only one sheet) or **FileName_snapshot** (if the snapshot has multiple sheets). You cannot change the name.
- You can also email snapshot copies using the File Processing feature. File processing is typically used when you want to automate the process and employ Multipass processing to send the same file to different people using different data. The E-mail feature is best used to send one-off snapshots as needed.

To email a snapshot copy of an Axiom file:

- 1. Open the file in Axiom Budgeting.
- 2. On the Main ribbon tab, in the File Output group, click Publish > E-mail Workbook.

I	File	MAIN ADN	AIN H	Home										
	•	\checkmark				W		Y	→	Freeze Panes				
Op N	oen App Ienus •	Navigation	Save	Refresh Data	Change View 🔻	Drill	Additions •	Quick Filter	GoTo	Headings	Pub	lish '	Reports •	Report Tips
Applications File Options We			Norkbo	ok Options			Display		Print		•			
 Axiom Assistant KH Home I Initiative Detail 						ative Detail X	▶ 💵	Email	Workbook	¢				
	COST MANAGEMENT REPORTING A M43						book =							
			5 1					_ 🛃	File P	rocessing	• • •			
Sector Reporting								K		느 🕞	Save	As	N	

3. In the Email Active Workbook dialog, for Send As, select Snapshot.

E-mail Active	Workbook ?	\times
Send a sr	napshot of or a document link to Initiative Detail.xlsx.	
Send As: OS	napshot Send using: Outlook Ocument Link O Axiom Mail Service	
Snapshot Optic	ons:	
Send file as:	XLSX - Microsoft Excel Worksheet (.xlsx) 🛛	
Include:	 Active Worksheet Only Entire Workbook 	
Formulas:	 Convert All Formulas Retain Excel Native Formulas 	
Document Link	c Options:	
Sheet Filter:		7
Cell Address:	OK Can	cel

- 4. For Send using, select one of the following:
 - **Outlook**: Send the email using the default email client on your local machine (for example, Microsoft Outlook). The name of this option may be customized for your organization.

NOTE: This option is not available if you use Axiom Budgeting on a shared client server.

- Axiom Mail Service: Send the email using the Axiom Budgeting Scheduler email service.
- 5. Complete the following **Snapshot Options** in the dialog:

Option	Description
Send file as	Select XLS, XLSX, XLSM, or PDF. XLSX is selected by default.
	NOTE: PDF is not available in the Axiom Budgeting Windows Client.
Include	Select one of the following:
	 Entire Workbook: All sheets are included in the snapshot (except Control Sheets and hidden sheets, which are always removed).
	 Active Worksheet Only (default): Only the active worksheet is included in the snapshot.
Formulas	 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.
	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.

6. Click OK.

If you selected to send the file using your default email client, then a new email message opens, with the snapshot file attached. You can then specify the recipient, subject, and body text for the email, and then send it.

If you selected to send the file using the Axiom mail service, then an **E-Mail** dialog opens so that you can specify the recipient, subject, and body text for the email. In the address fields (**To**, **Cc**, and **BCC**), you can type an email address or click the button to select an Axiom Budgeting user. If you select a user, the email is sent using the user's email address as defined in Axiom security. When you click **OK**, the email settings are saved to the database, to be sent the next time the Scheduler SMTP Email Delivery task is run.