Budget Plan File Setup Guide

Axiom Budget Planning
Version 2022.1



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

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1

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.

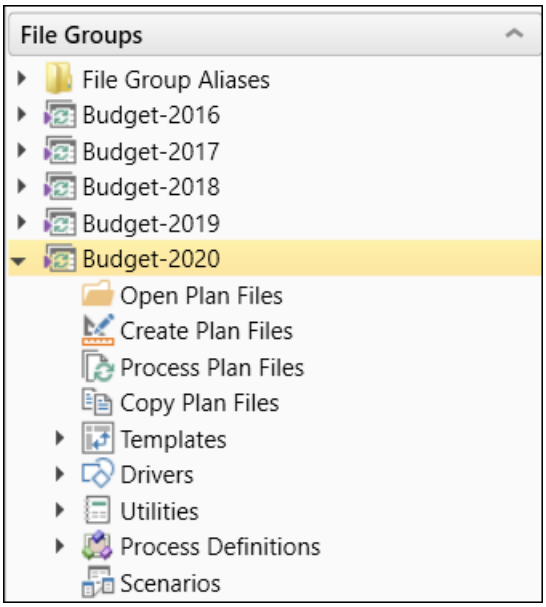
Axiom Budgeting groups related files for a single year's annual budget into a file group. You maintain a single, designated file group for the active budget. This section covers file groups in detail.

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 ExplorerExplorer 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.

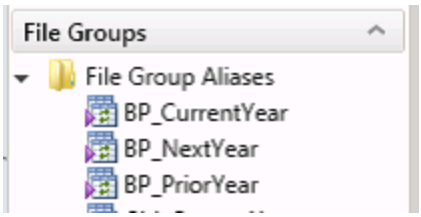
NOTE: By default, only Administrators can see the file group administration options for a group. Users without Administrator privileges can only open specific plan files for the file groups to which they have access.

Working with file group aliases

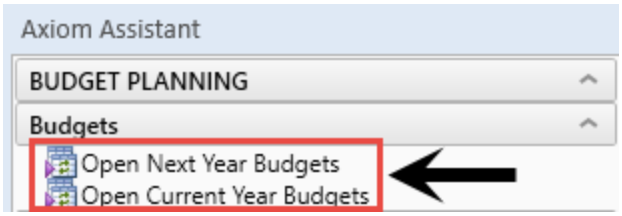
Because you need to manage current and future plan files simultaneously, the task panes recognize the fiscal year the administrator wants to point them to.

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.

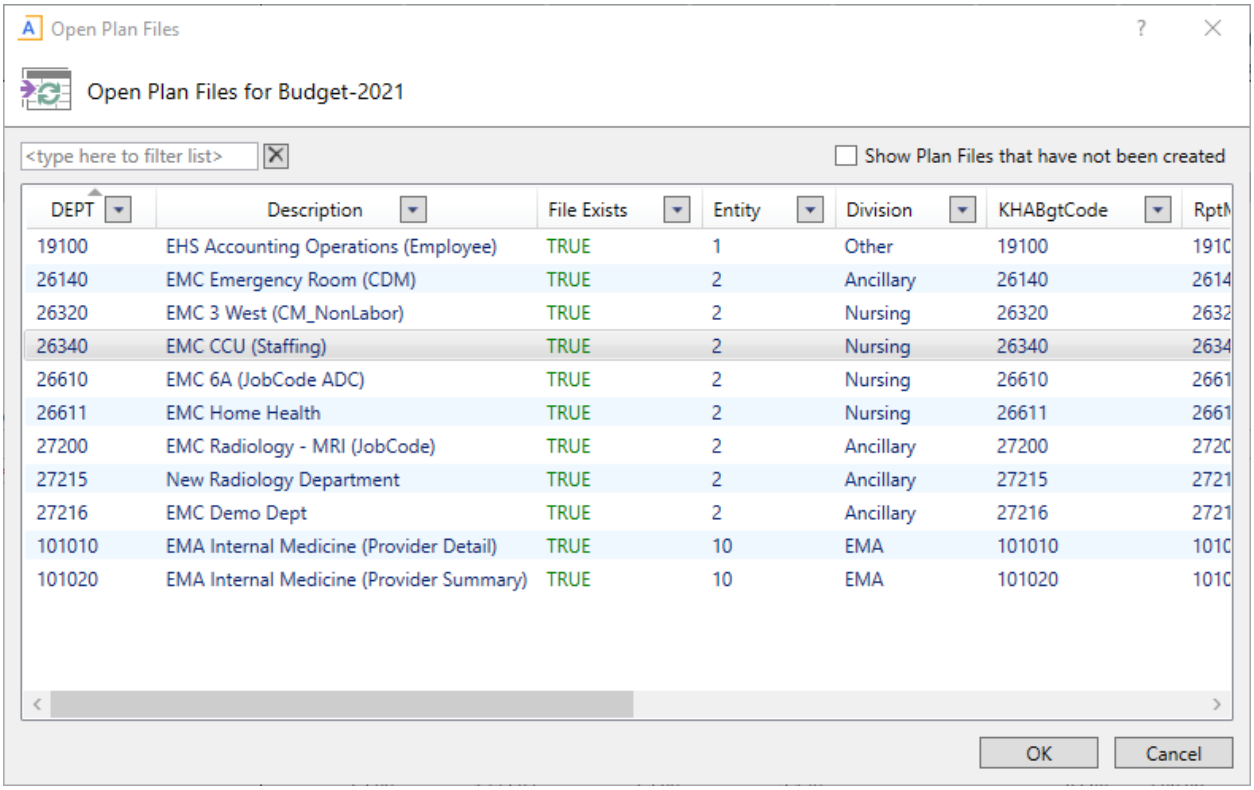
In the ExplorerExplorer task pane, the File Group Aliases folder is located in the main File Group section. There are three aliases available and are currently defaulted with values. BP_CurrentYear, BP_NextYear, and BP_PriorYear.



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.



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

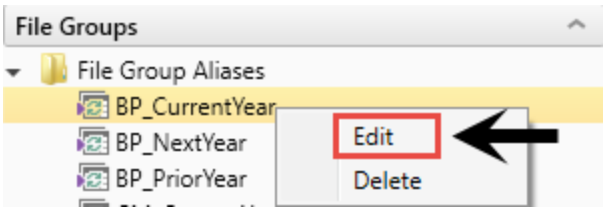


Setting the fiscal year for file group aliases

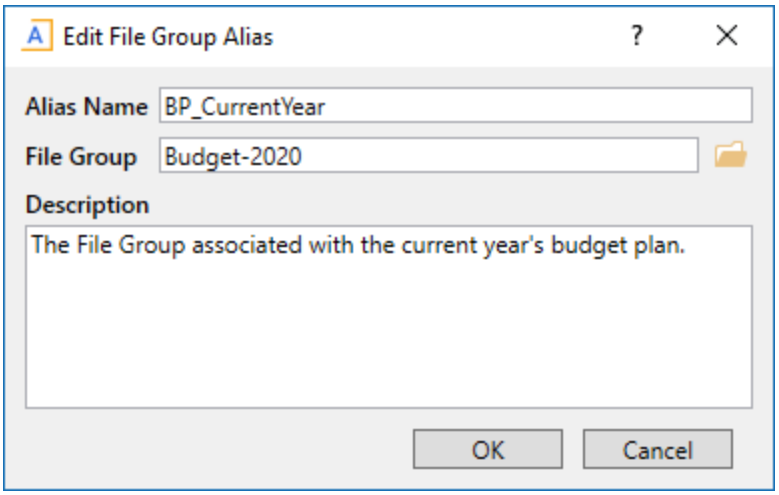
IMPORTANT: File group aliases also affect scheduled jobs. A scheduled job can only contain one fiscal year setting. By changing the file group aliases, you may be changing a data set the job will run. To confirm which file group aliases a scheduled job points to, open the job, and click **Process Plan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

To set the fiscal year for file group aliases:

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



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



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

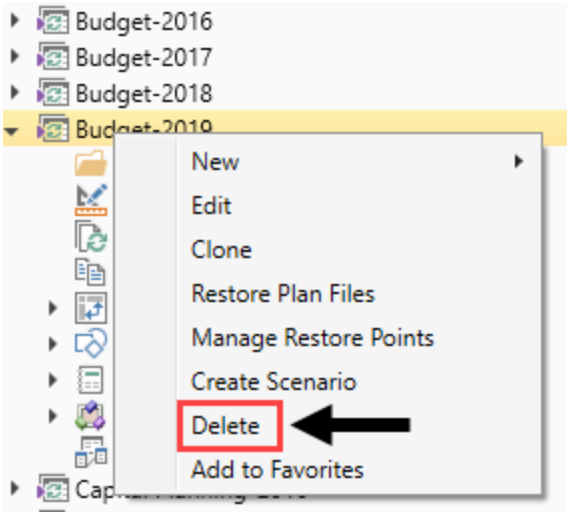
Deleting a file group

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

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

To delete a file group:

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



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

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

Updating file group aliases

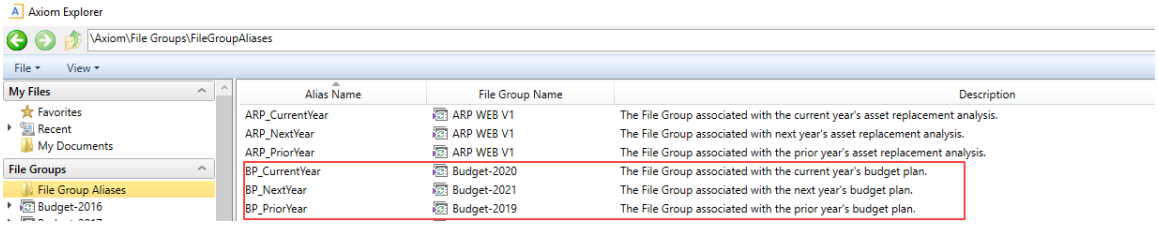
File group aliases are reference pointers that are used throughout the system to determine which file group corresponds to which budgeting year.

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

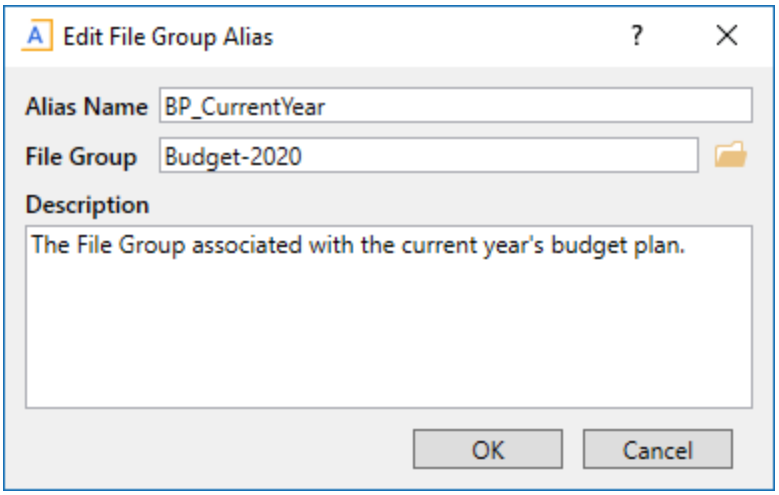
To update file group aliases:

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

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



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



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

2

Setting up Budget plan files

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

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

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

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

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

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

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

e. Verify print settings for all worksheets.

f. Save the plan file to the database without any errors.

g. Repeat steps below for different departments types (Nursing, Fixed, Admin).

11. Instructions tab review.

    a. Review the due dates.

    b. Review the budget questions.

    c. Review the budget assumptions.

12. Summary tab review.

    a. Do initiatives display as they should? Are initiatives set to be displayed in Budget Configuration driver?

    b. Review labels for proper year setting.

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

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

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

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

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

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

13. Stat_Rev tab review.

    a. Verify that History and YTD numbers are accurate.

    b. Verify that Projected numbers appear reasonable.

    c. Verify that all expected accounts interfaced.

    d. Verify that accounts appear under the correct section.

    e. Verify that accounts use the expected calc method.

    f. Test changing a calc method type used in a plan file.

    g. Confirm statistics coming from the Budget Statistics driver do not contain blue input cells.

    h. Confirm correct Budget Method selection.

i. Verify that sections without data are hidden, as expected.

j. Verify that the Global Drivers are reflected at the top from the Budget Driver driver for the corresponding Budget Group.

k. Verify that all the expected drivers display.

l. Verify that key statistics, identified in Dimensions, are listed.

m. For revenue accounts, verify that the global adjustments display from the Budget Revenue Adjustments driver.

n. Check review projections in CYP.

o. Test that the summary section for revenue ties with the detail sections.

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

q. Test to confirm red flag warnings disappear when all comments with red flags include comments.

14. Expense tab review.

a. Verify that History and YTD numbers are accurate.

b. Confirm column labels are accurate from the Budget Configuration driver.

c. Verify that all expected accounts interface.

d. Verify that accounts display under the correct sections.

e. Verify that accounts use the expected calc method.

f. Test changing a calc method type used in a plan file.

g. Confirm that expense adjustments interface from expense-related drivers (Budget GlobalExp, Budget GlobalData, etc.) for all calc methods (Budget Group specific).

h. Test resolving "Salaries do not match" warning.

> **NOTE:** Test with provider and non-provider plan files.

i. Test using ePTO with and without ePTO (Gross and Net).

> **NOTE:** See the Earned Paid Time Off setting in the Budget Labor Configuration driver to configure this feature.

j. Test resolving "Hours do not match" warning.

> **NOTE:** Test with provider and non-provider plan files.

k. Ensure that the Budget Method is correct for Detail Method.

l. Review the Statistics spread total for Key Stat accounts.

m. Confirm that the projected numbers appear reasonable.

n. Confirm that the columns hidden in Budget Configuration tab are hidden in the plan file.

o. Confirm that KHABgtMap works as expected.

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

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

> **NOTE:** See the Expense Transaction Drilling setting in the Budget Configuration driver to enable this feature.

q. Confirm that the Use Preliminary Estimate on Detail Calc Method option in the Budget Configuration driver works as expected.

15. Labor tab review.

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

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

b. Verify that the expected job codes are interfaced.

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

c. Review the Uniform Merit Increase Date.

d. Review the FTE Comparison to YTD.

e. Test with Projected FTE Starting Point.

f. Test with Forecast FTEs from Projection.

g. Change the titles for Program Additions Title and Position Changes Title, and confirm it displays up in the plan file.

h. On the Staffing and Jobcode tabs, test % of Staffing Change with Volume.

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

i. Ensure that the FICA limits apply, regardless of the fiscal year (it should taper down in the

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

j. Ensure that the total dollars match the dollars on the Expense tab.

k. Confirm that the YTD Hours and YTD Dollars are accurate.

l. Confirm that the GL mapping is accurate.

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

m. Test the Dept_BasePay calc methods.

n. Review the allocation rates in the JobCode block for reasonableness.

o. Confirm that the PayType Mapping Analysis report includes no variances.

p. Confirm that only the PayTypes mapped on the Budget Labor Configuration driver interface into the Jobcode block.

q. Confirm that the Contract labor (Agency) is set up and interfaces appropriately.

r. Confirm ePTO GLAcct maps correctly when set to Yes.

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

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

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

t. Test by adding a new PayType to the Dollars section of JobCode block.

u. Review the Fixed/Variable coding for each job code and test variability.

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

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

> **NOTE:** Cross check with the Budget Labor Override driver.

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

> **NOTE:** For the Staffing and JobCodeADC labor tabs only.

x. Employee labor tab only:

- Confirm that the Empl_List tab is unavailable.

- Review the Employee labor tab for a complete list of the employees.

y. ADC labor tab only:

- On the ADCConfig tab, add a block for Global Budget Group and Dept Exceptions. Ensure that the ADCConfig tab options came through as expected.
- Confirm that the Jobcode and ADC tabs are equal to each other for FTEs.
- Review FTEs and Hours calculations for reasonableness.

16. Empl_List tab review.
    a. Verify all of the interfaced data (comes from Employee Master import).
    b. Check that all employees or job codes display under their home department.
    c. Check that increases are populated.
    d. Test the Lump Sum options.
17. Initiatives tab review (if applicable).
    a. If enabled in New Initiatives tab of drivers, all the approved initiatives display on the Summary tab, and save to the database.
    b. The list of initiatives that displays in the New Initiatives tab of Drivers is available for selection.
    c. Test by adding new calc methods.
18. Dept_History tab review.
    a. Validate data by ensuring that the historical data ties to department P&Ls.
    b. Check that the Dept column for calc methods that use KHABgtMap are highlighted in a different background color.

    NOTE: The Dept column is visible ONLY if KHABgtMap is used. Otherwise, the column is hidden.

19. Provider and Provider Comp tab review.
    a. Verify that History and YTD numbers are accurate.
    b. Verify that projected numbers appear reasonable.
    c. Verify that all the providers that meet the threshold setup display, if applicable.
    d. Verify the summary section totals the detail sections.
    e. Verify that all stats and revenue flow to the Stat_Rev tab, as expected.
    f. For Provider Detail methodology:
        - Verify the FTE is pulling from the ProviderComp tab.
        - Review the overall driver for the department, and compare the production days

based on provider FTE.

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

g. Provider Summary methodology:
   - Verify that the system appropriately pulls FTE and driver stats from the Simple Dept Config driver.
   - Verify that the system pulls the spread from the Simple Dept Config driver.

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

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

i. Verify that the YTD Hours and YTD Dollars are accurate.

j. Verify that RVUs flow from the Provider tab.

k. Verify that the Comp Models pull properly from the Provider List driver.

l. Complete a few calculations manually to verify that the expected salary calculates.

m. Review the compensation spread for reasonableness.

n. Verify any additional pay/benefits either calculate properly in the provider block and/or pull appropriately from the Provider List driver.

o. Ensure that the FICA limits are applicable, regardless of the fiscal year.

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

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

20. Reconcile the budget.
    a. Schedule nightly recalculation for all budgets to transfer results to the database.
    b. Correct any errors encountered during the recalculation process.
    c. Review the Budget Income Summary report for reasonableness.
21. Run and review optional calculator reports.
    a. New Department utility

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

b. Deductions Calculator by Payor utility

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

c. Deductions Calculator using FSDetail utility

d. Deductions Calculator using FSPayor utility

e. Budget Balance Sheet and Cash Flow utility

22. Run and review Budget Reconciliation reports.
    a. Budget Department Audit report
    b. Budget Process Management report
    c. Budget Workbook Reconciliation report
    d. Global Depreciation Reconciliation report
    e. Global Expense Reconciliation report
    f. Global Revenue Reconciliation report
    g. Labor Non-Matched report
    h. Payroll12 Hours Reconciliation report
    i. Payroll12 Negative Hours report
    j. PayType Mapping Analysis report
    k. Reconcile NYBDetail to Financial report
    l. Reconcile Payroll12 to Financial-Dollars report
    m. Reconcile Payroll12 to Financial-FICA report
    n. Reconcile Payroll12 to Financial-Hours report
    o. Salaries Do Not Match report
23. Delete test plan files.
24. Clear test data from the budget data table.
25. Build budget plan files.
26. Process budget plan files.
27. Verify plan file creation and interface.

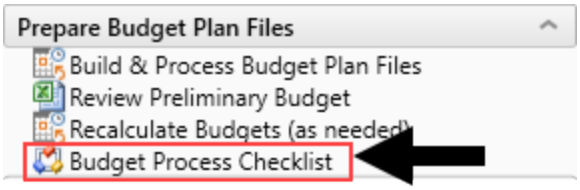
28. Advance the plan files using Process Management to Owner stage.

Running the Budget Checklist process

Use this process to walk 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.

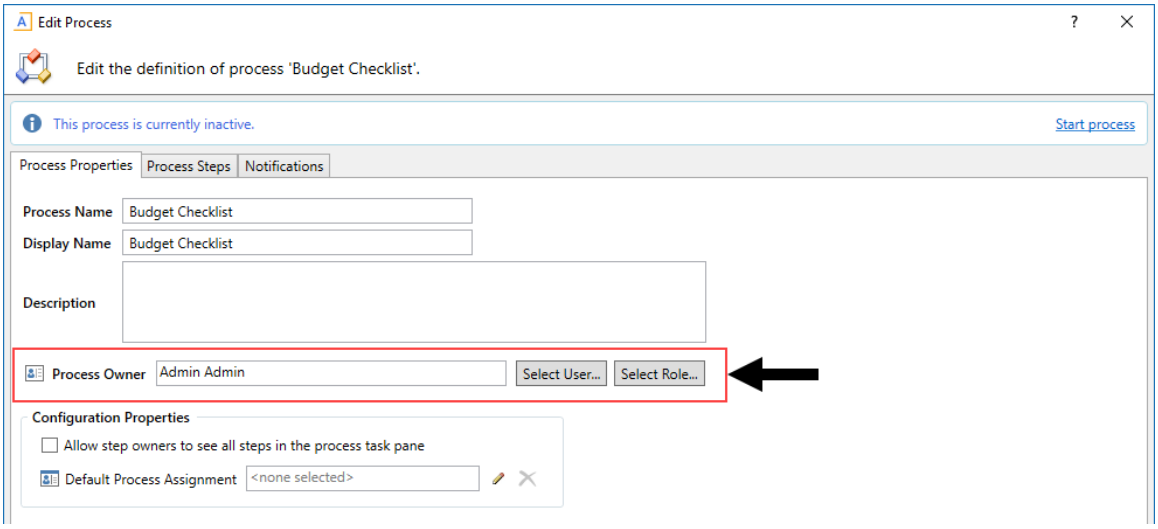
To run the Budget Checklist process:

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

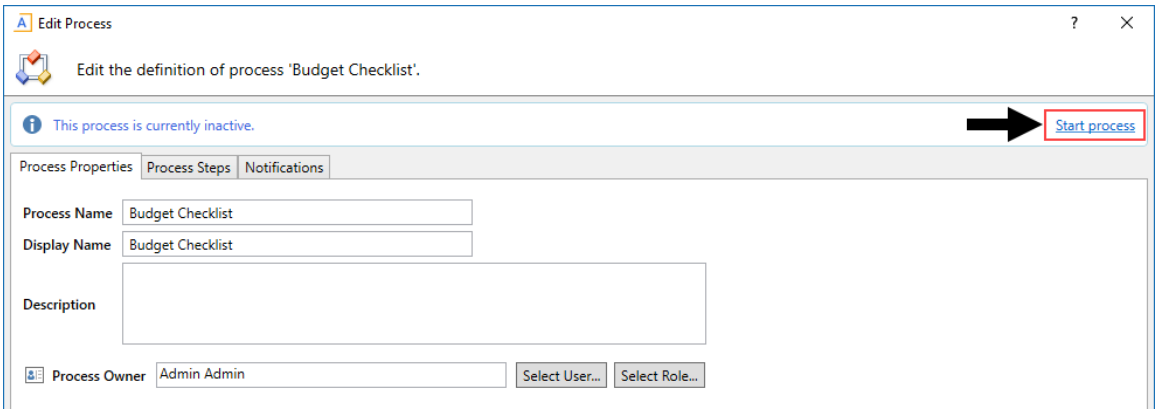


2. In the **Process Owner** field of the Process Properties tab, do one of the following:
   - To assign a specific user as process owner, click **Select User**.
   - To assign users with specific roles as process owners, click **Select Role**.

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



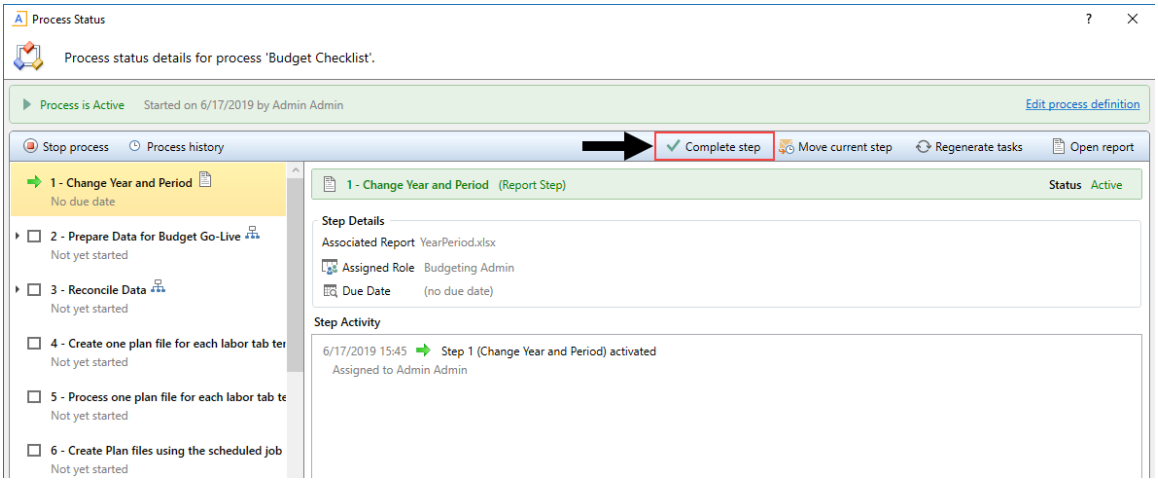
3. Click **Start Process** in the upper right corner of the dialog.



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

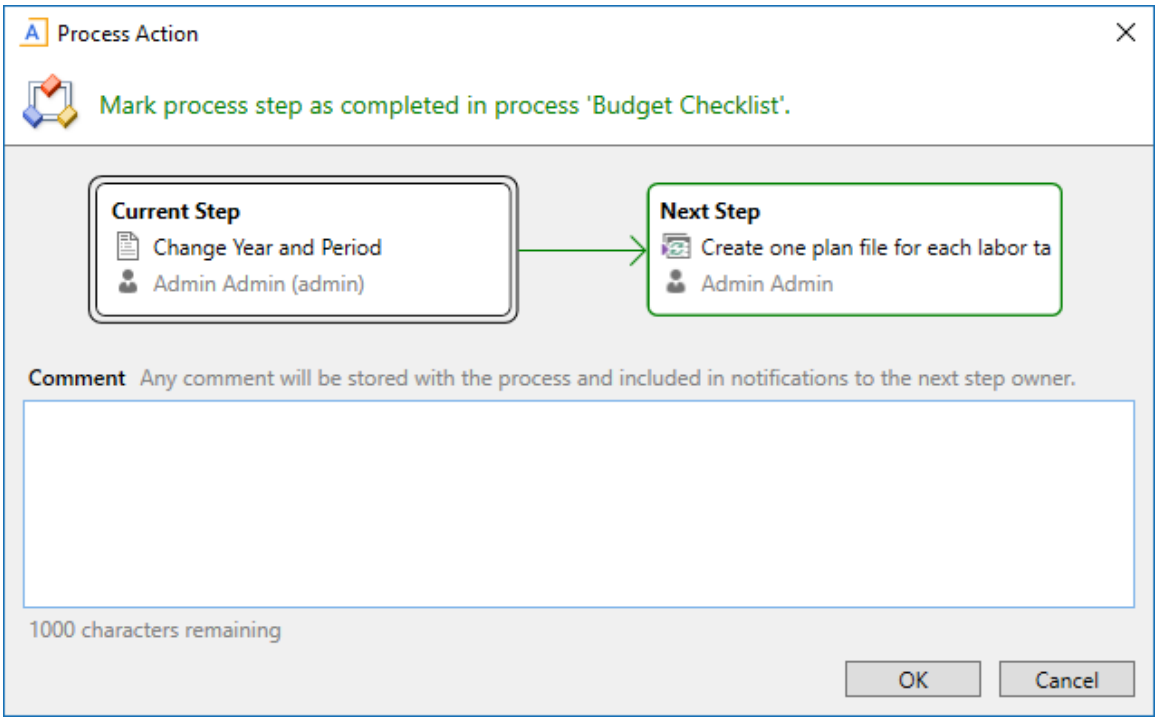
> **TIP:** An arrow icon displays next to steps that contain sub-steps. Click the icon to expand or contract the list of sub-steps.

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



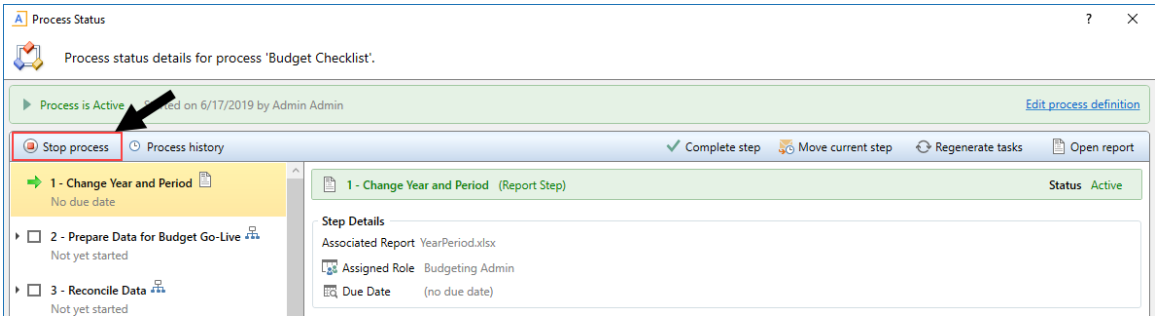
6. In the **Process Action** dialog, you can enter any details about the step you performed, and click **OK**.

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



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

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



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

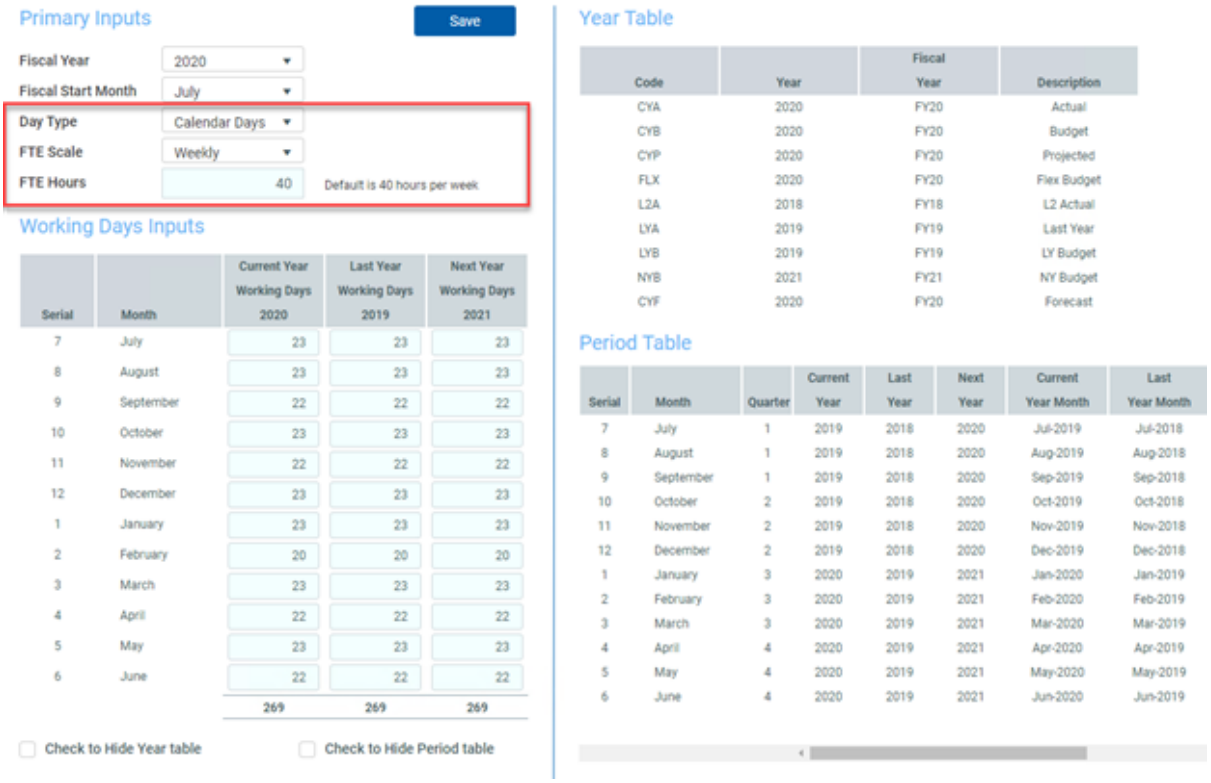
Setting year and period

Use this table to configure the following for your organization:

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

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

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

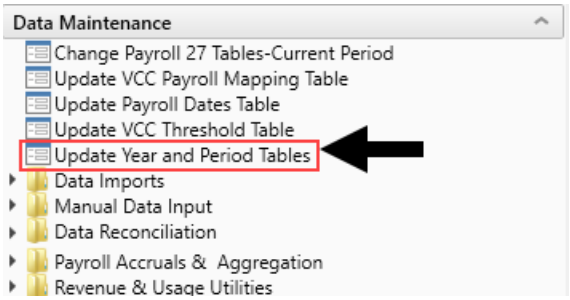


The FTE Hours you select are reflected on the following tabs in the plan file:

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

To set year and period:

1. In the Management Reporting Admin task pane, in the **Data Maintenance** section, double-click **Update Year and Period Tables**.



2. In the **Primary Inputs** section, complete the following options:

Option	Description
Fiscal Year	Select the fiscal year.
Fiscal Start Month	Select the month in which the fiscal year starts.
Day Type	Select Calendar Days or Work Days.
FTE Scale	Select a Daily, Weekly, Monthly, or Yearly scale.
FTE Hours	Use one of the option to input the FTE value associated with the FTE Scale field selected above: • To use the standard of the number of days worked multiplied by a 40-hour work week divided by 7, type **2086**. • To use the standard 40-hour work-week multiplied by 52 weeks, type **2080**(default). • To use a custom FTE value, type it. To view multiple examples of how to use this field, see the section Examples of custom FTE scales below.

3. In the **Working Days Inputs** area, enter the number of working days for the current year, last year, and next year for each fiscal month.

> **TIP:** To hide the year and/or period tables, click the corresponding check boxes under the Working Days Inputs section.

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

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

Examples of custom FTE scales

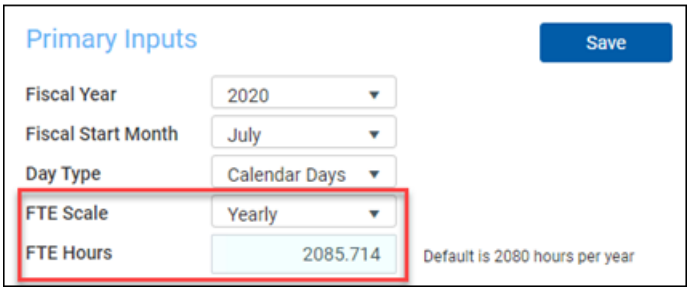
You can configure the FTE Scale to suit the needs of your organization in a variety of ways, here are some examples:

Yearly

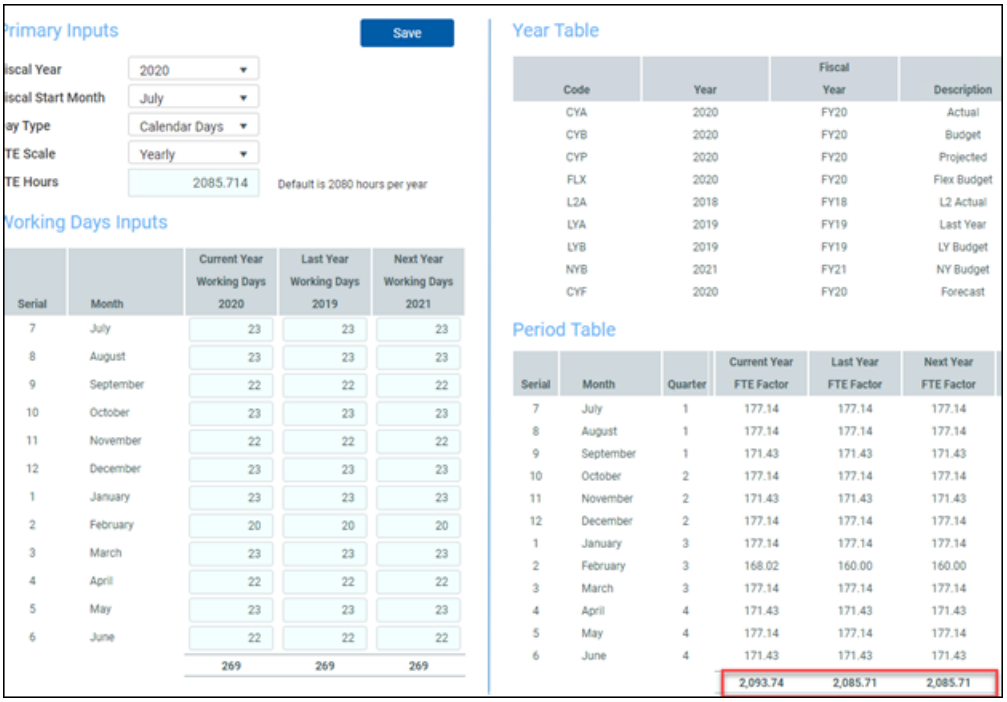
To calculate a full-time equivalent based on the yearly scale, complete the following:

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

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



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

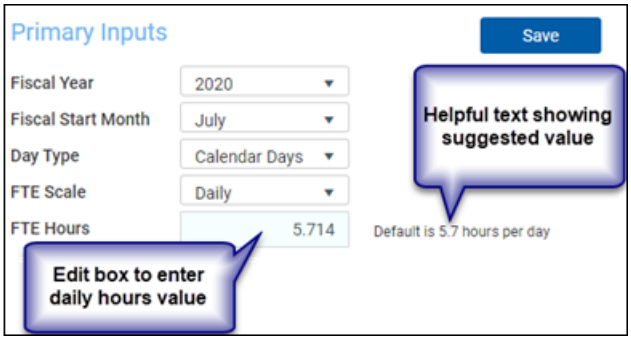


NOTE: After you save your changes, the system will display values based on this configuration in the **Period Table** section.

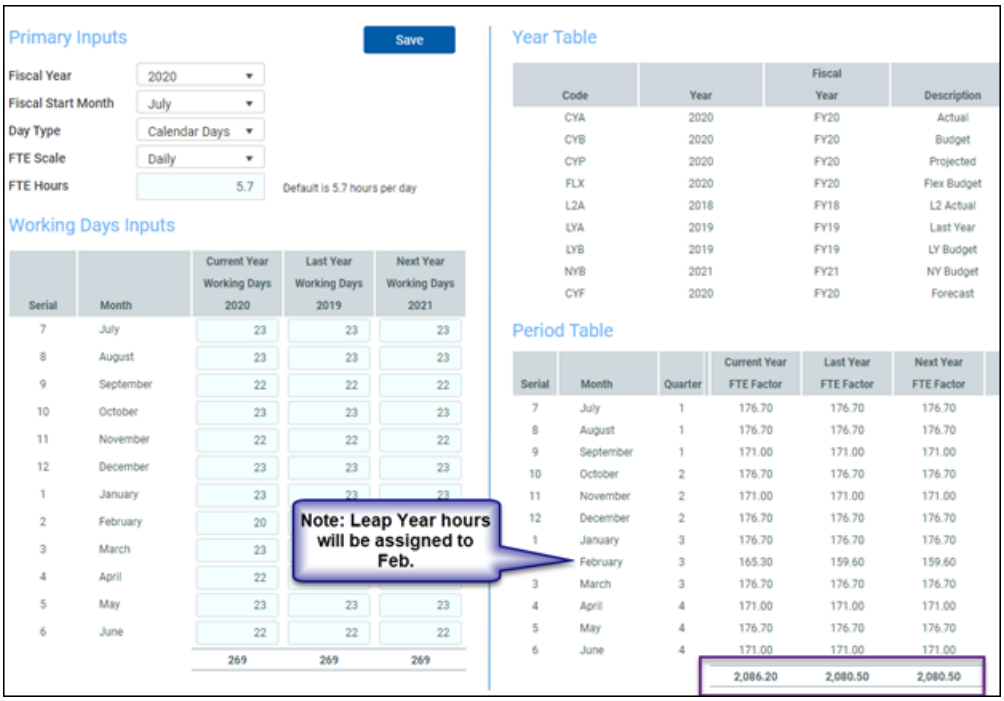
Daily

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

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



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

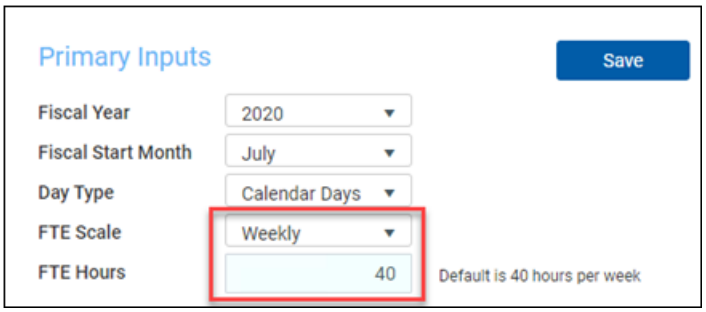


NOTE: After you enter your **Primary Inputs**, the **Period Table** section displays the calculated results in real time which allows you to view your configuration before saving data.

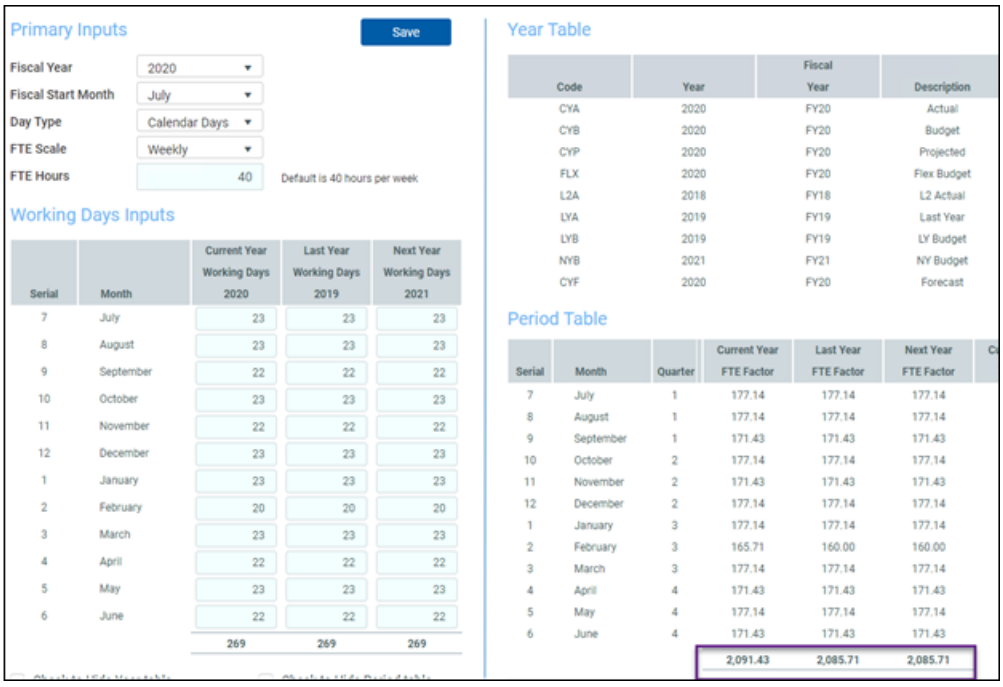
Weekly

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

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



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

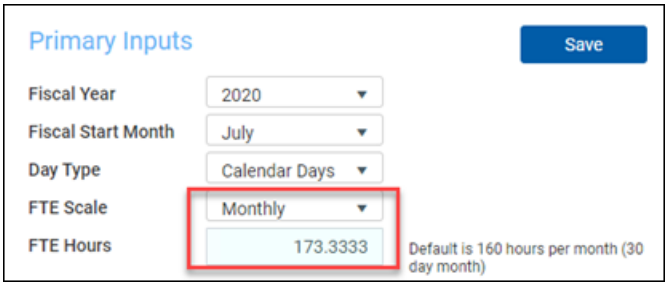


NOTE: After you save your changes, the system will display values based on this configuration in the **Period Table** section.

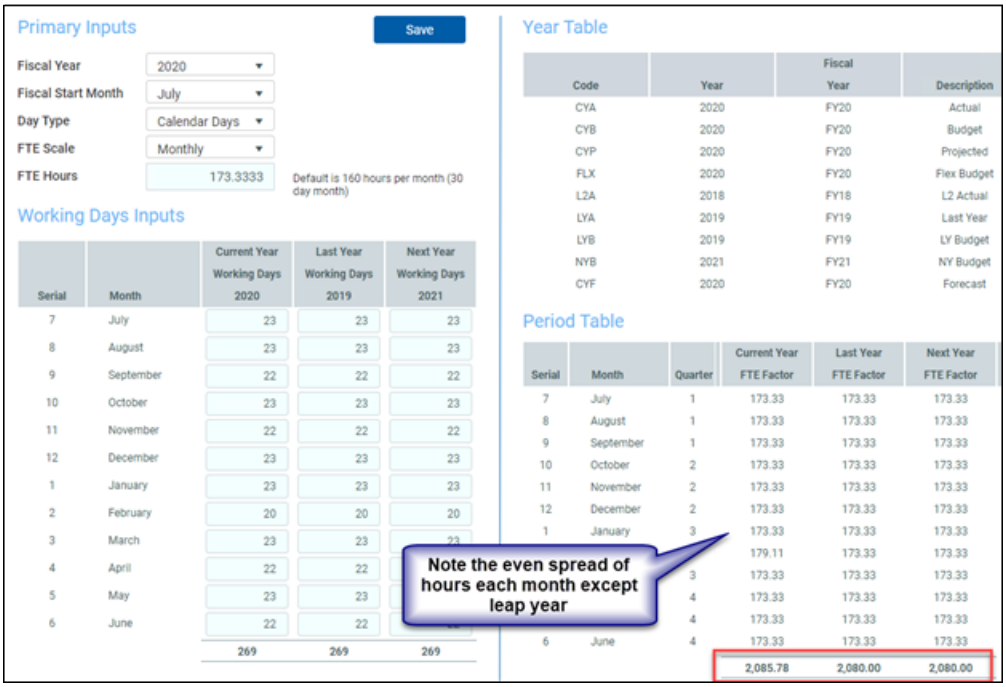
Monthly

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

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



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



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

Preparing data for budget go-live

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

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

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

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

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

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

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

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

Other imports

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

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

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

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

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

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

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

Resolving import errors

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

For more information, see Resolving import validation errors.

Generating and publishing monthly reports

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

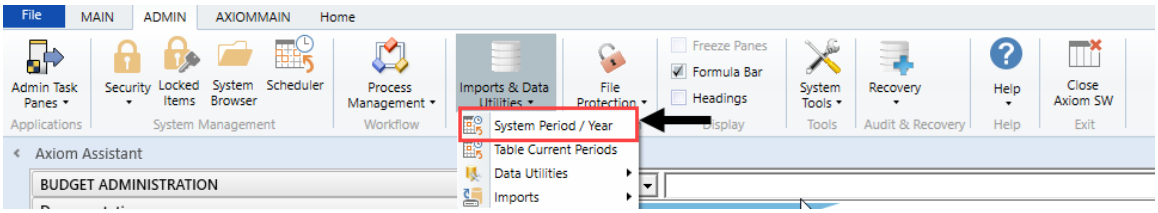
- Understanding the Department Monthly Package
- Configuring the Department Monthly Package report
- Processing and distributing the Department Monthly Package report

Loading GL12 Month data

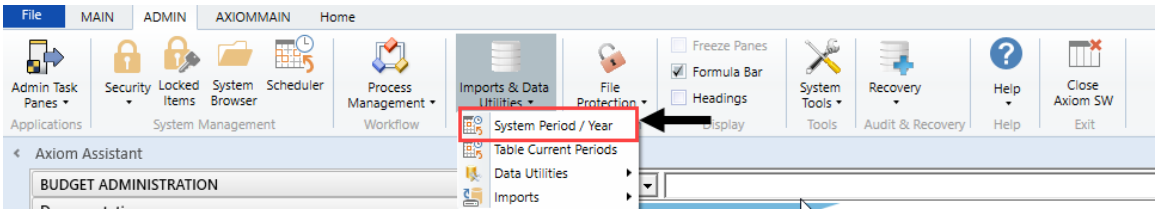
Make sure to create and save the import file to a directory accessible by the Axiom Application server. We recommend naming the file with a GL_ prefix.

To load GL12 Month data:

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

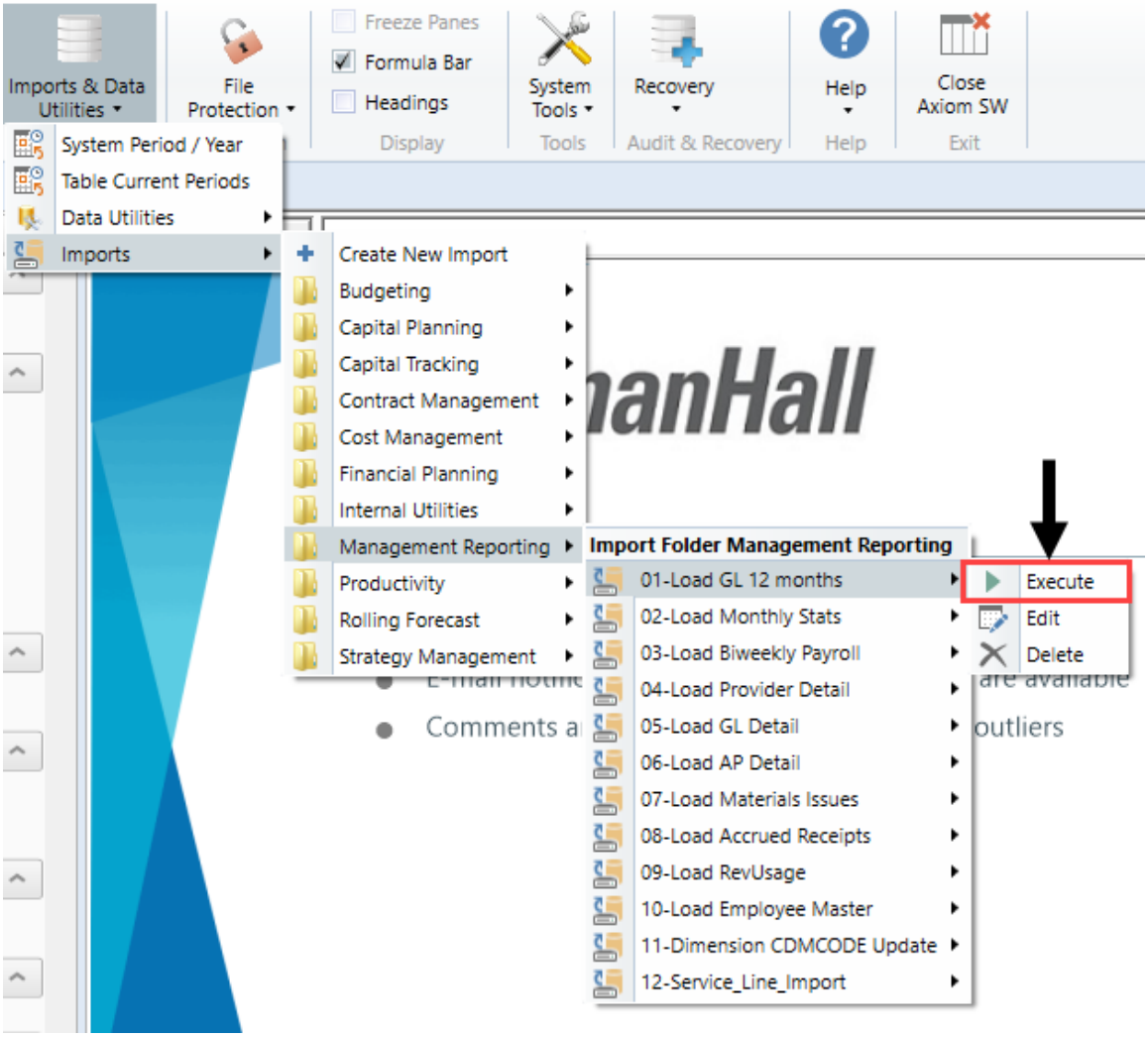


2. In the **System Current Period** dialog, in the **New Value** field, type the new month value, and click **OK**.

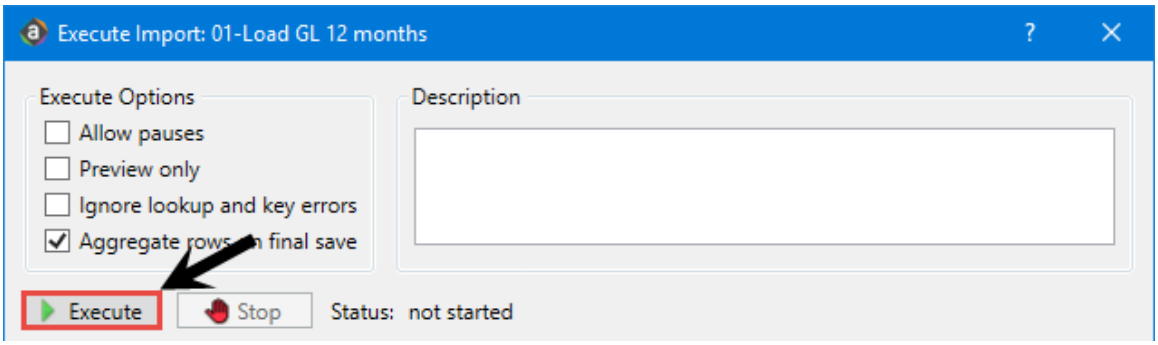


IMPORTANT: Do not change the **System Current Year** field unless changing over a new fiscal year. Setting the system period and year could affect other Axiom Healthcare Suite products.

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



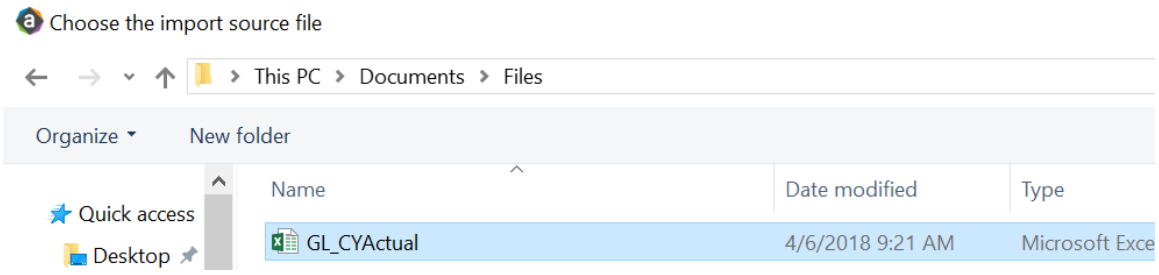
4. Click **Execute**.



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

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

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



   If the import encounters validation errors, see Resolving import validation errors.

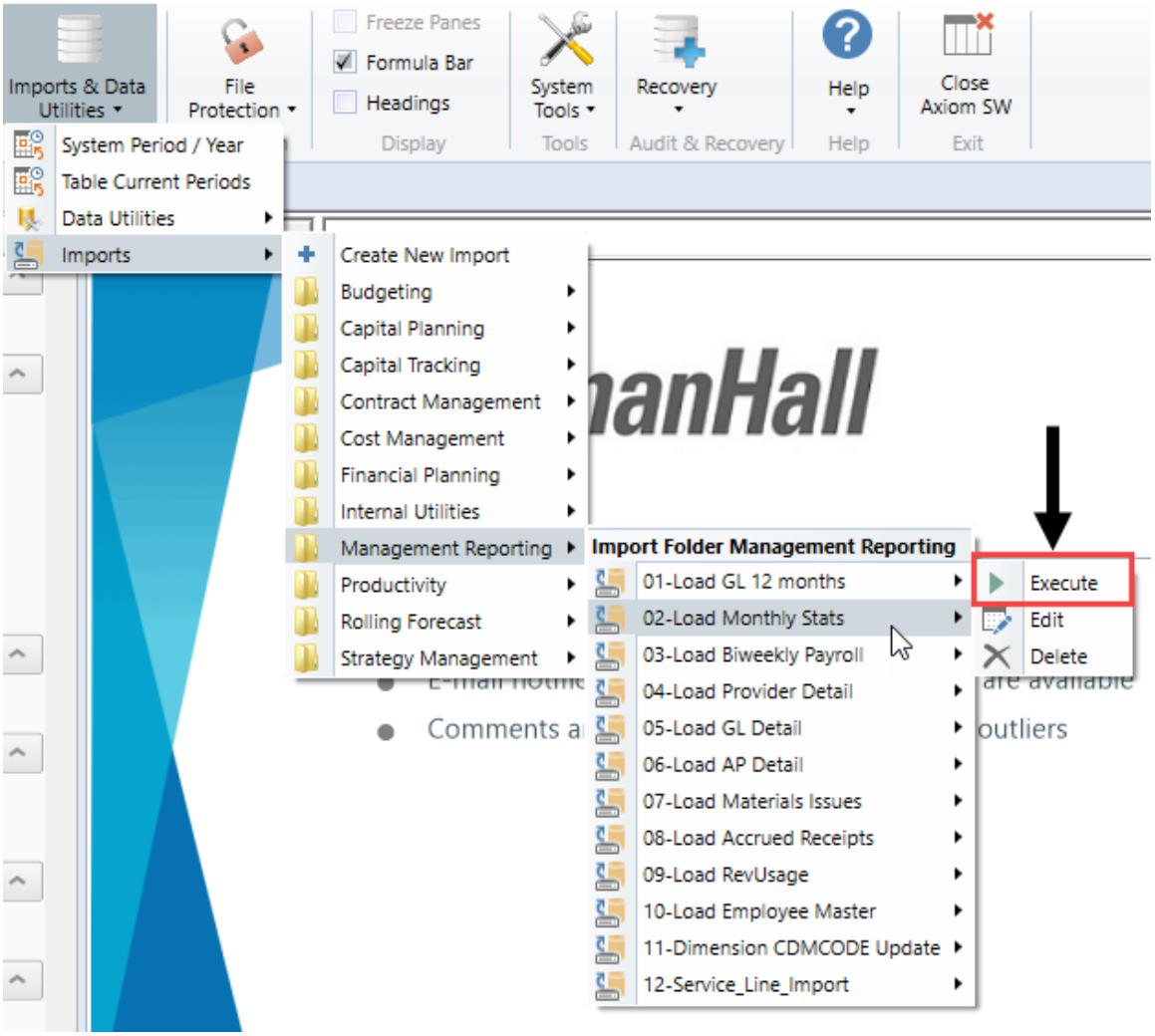
7. After you load the data, run the Income Statement Summary report in Explorer in **Reports Library > Management Reporting > Income Statement > Income Statement Summary** to reconcile to your GL income statement.

Loading Monthly Statistic data

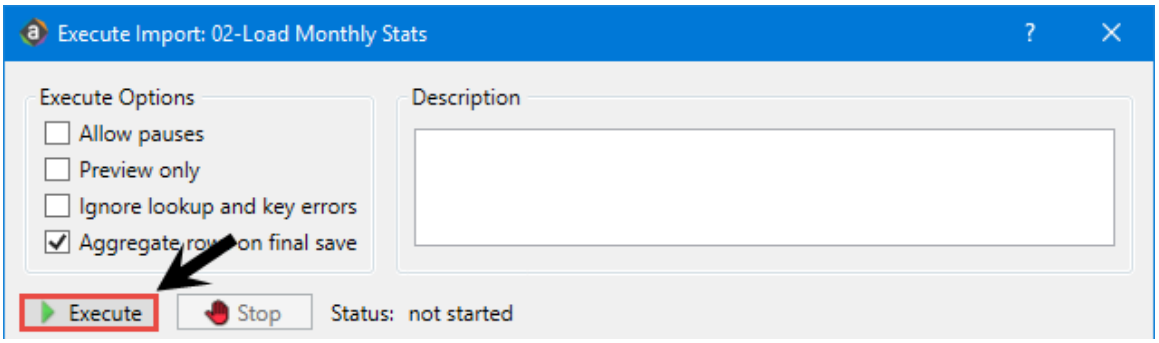
Make sure you create and save the import file to a directory accessible by the Axiom Application server. We recommend naming the file with a ST_prefix.

To load Monthly Statistic data:

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



2. Click **Execute**.

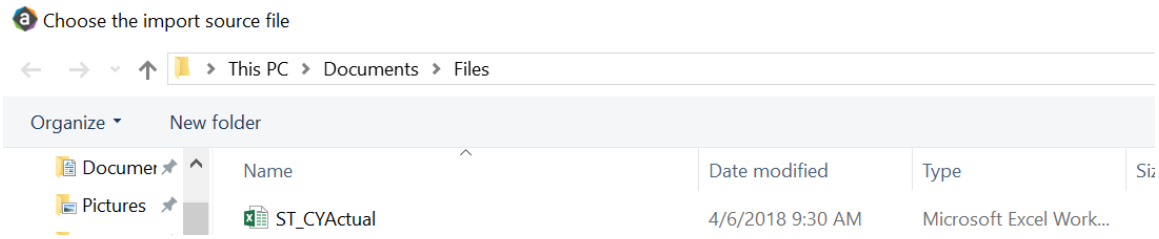


3. In the **Variables** dialog, do the following, and click **OK**:

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

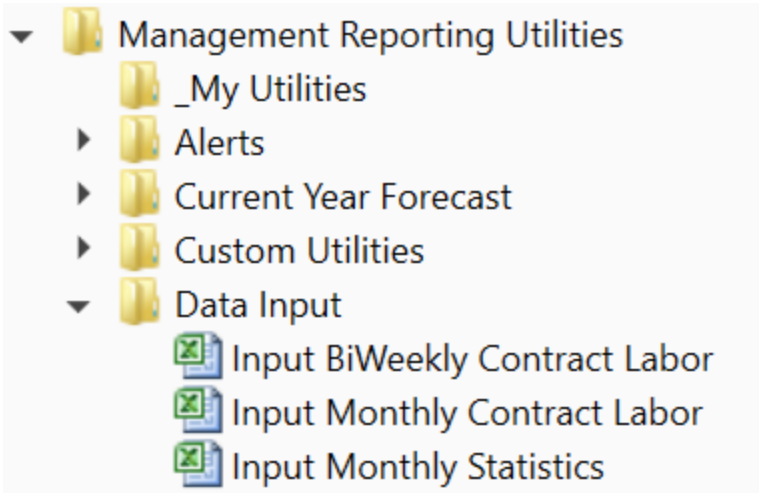
4. In the **Chose the import source file** dialog, navigate to the location where you stored the source file, and select it.

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



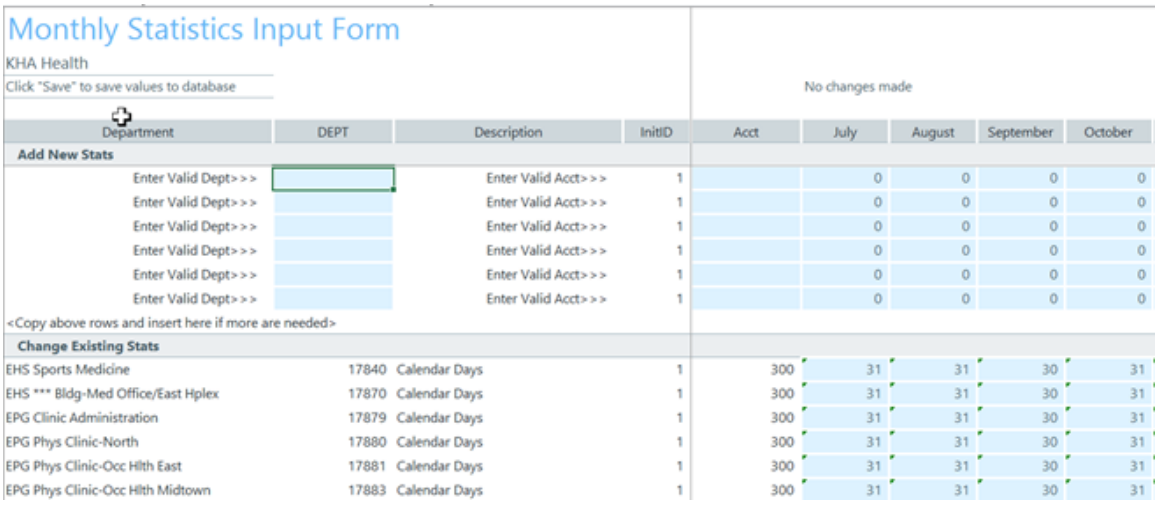
   If there are any import exceptions, follow the import exceptions remediation from Resolving import validation errors.

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



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

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



Monthly Statistics Input Form

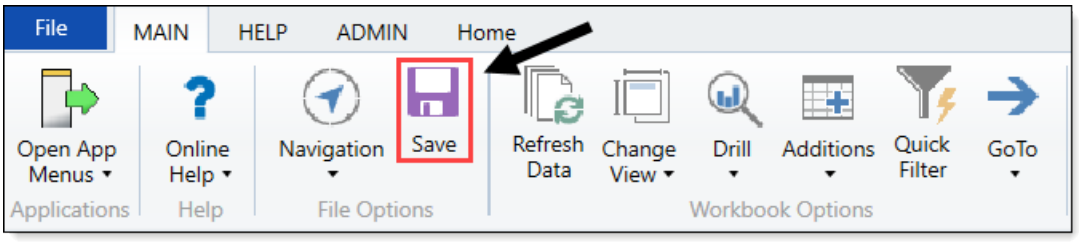
KHA Health

Click "Save" to save values to database

No changes made

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

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

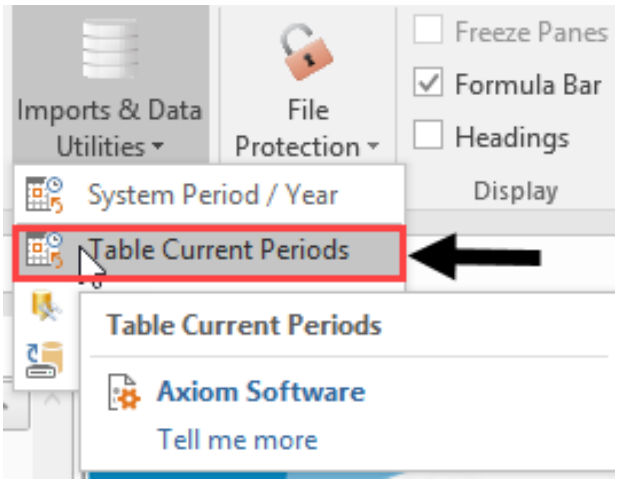


Loading Biweekly Payroll data

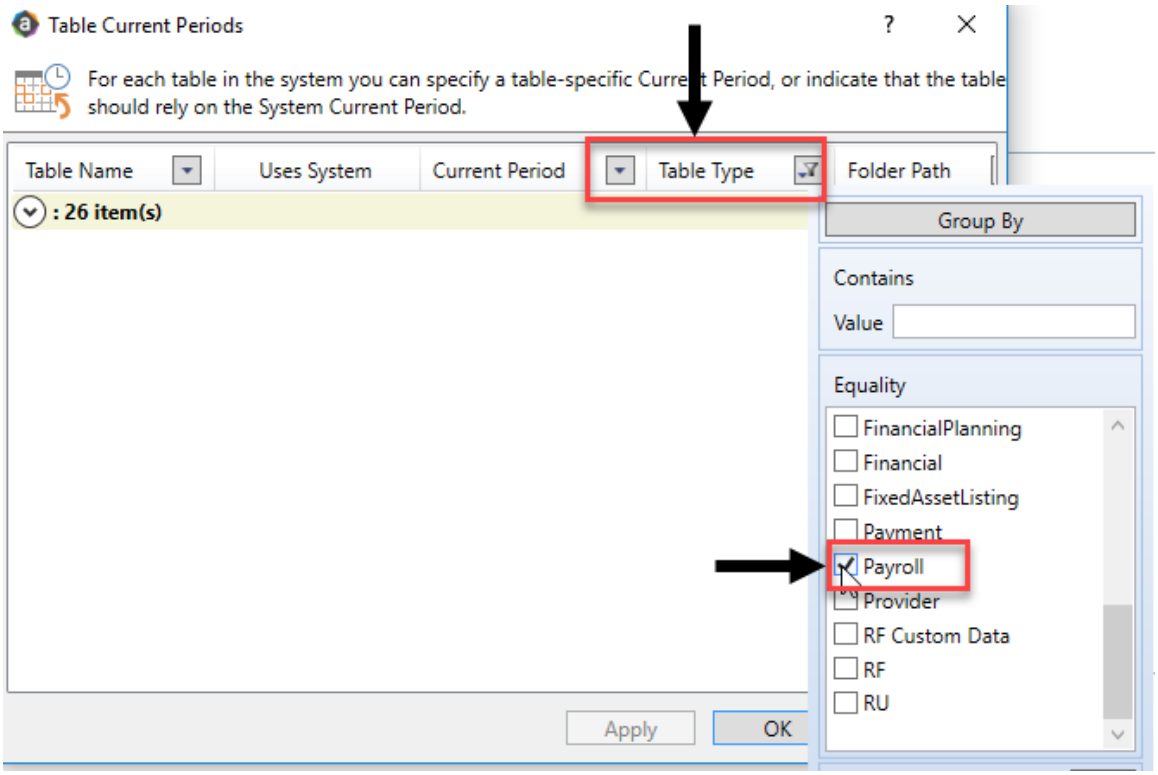
Make sure you create and save the import file to a directory accessible by the Axiom Application server. The file should be saved as LD_MMDDYY_PP. For example, LD_100418_1

To load Biweekly Payroll data:

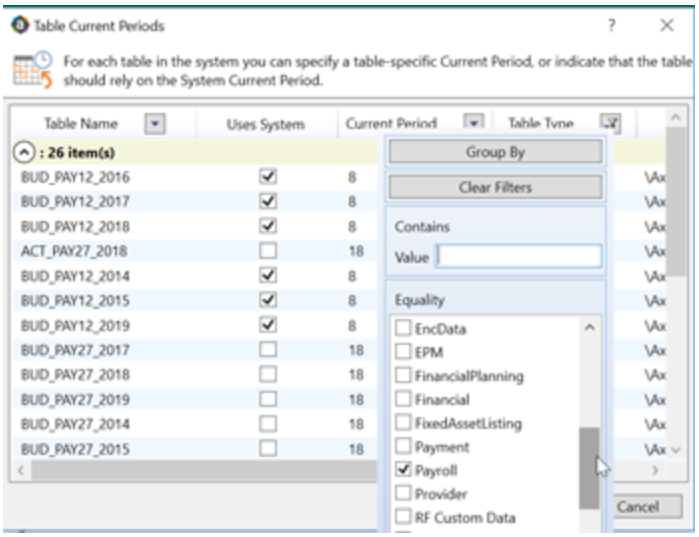
1. In the **Admin** ribbon tab, click **Imports & Data Utilities > Table Current Periods**.



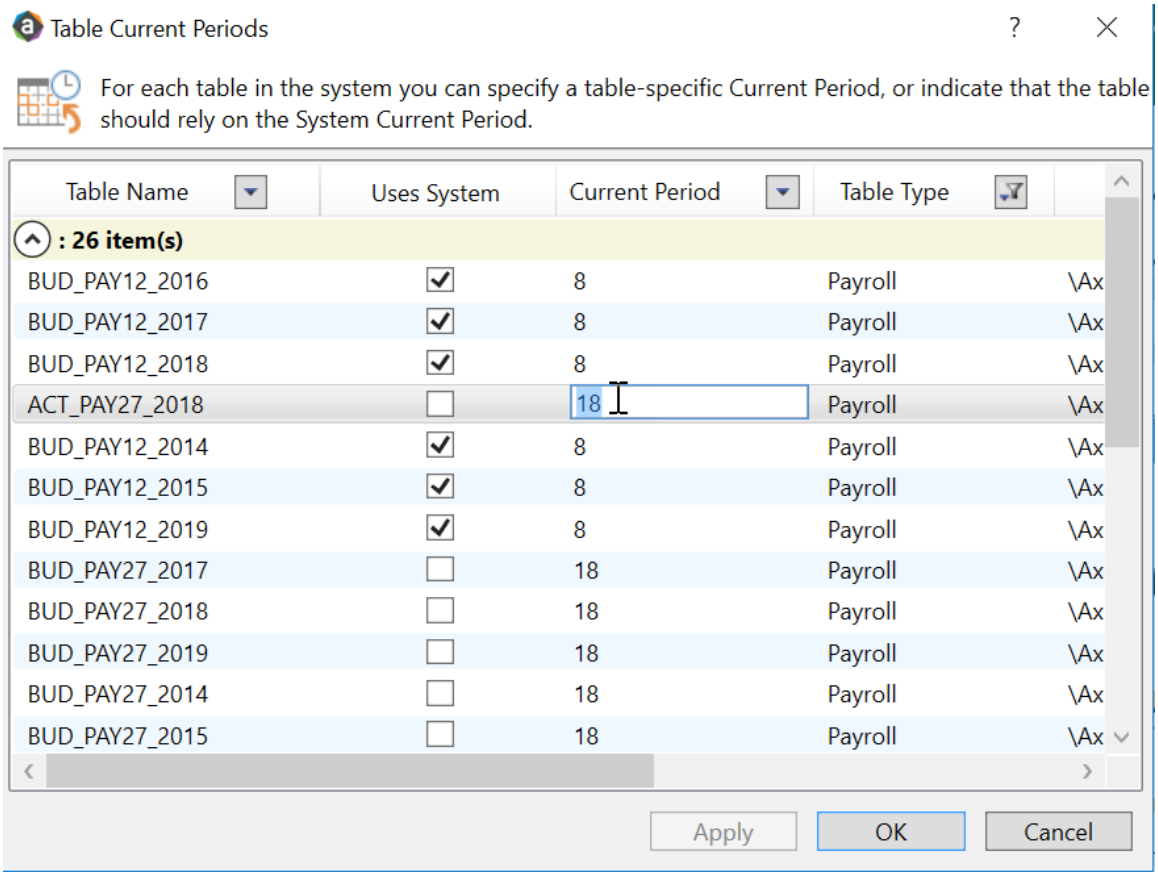
2. Filter using the Table Type, and select **Payroll**.



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

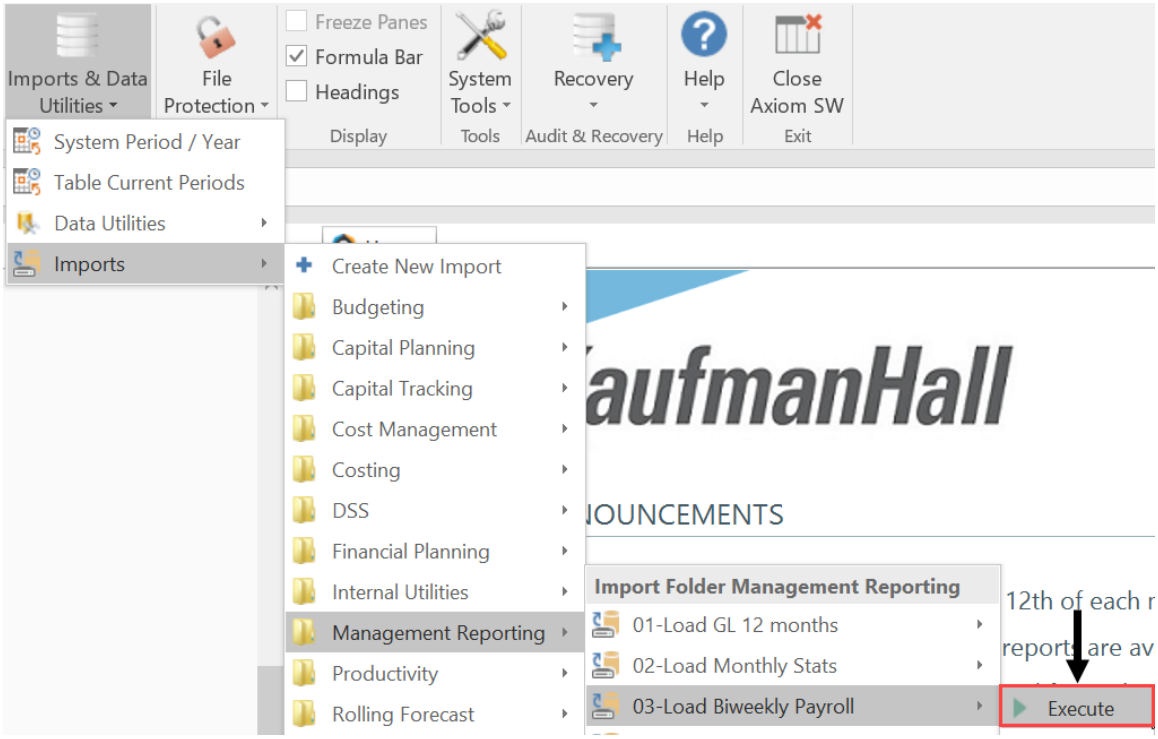


4. In the **Table Current Periods** dialog, double-click the current period for the table, and type the new period.

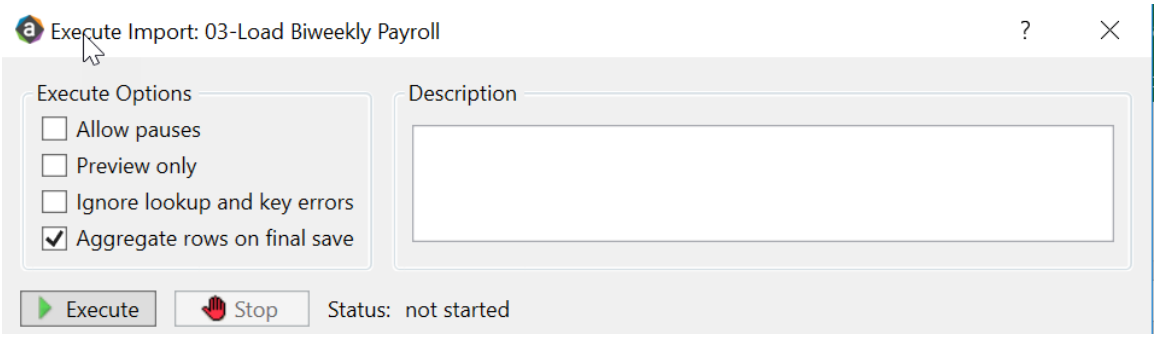


5. When you have finished all the tables, click **OK**.

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



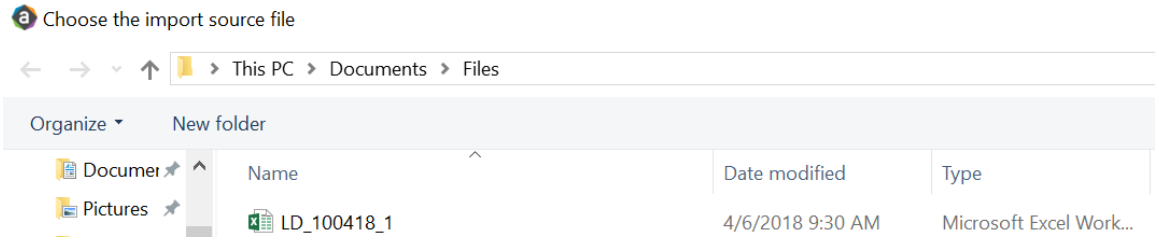
7. In the **Execute Import: 03-Load Biweekly Payroll** dialog, click **Execute**.



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

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

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



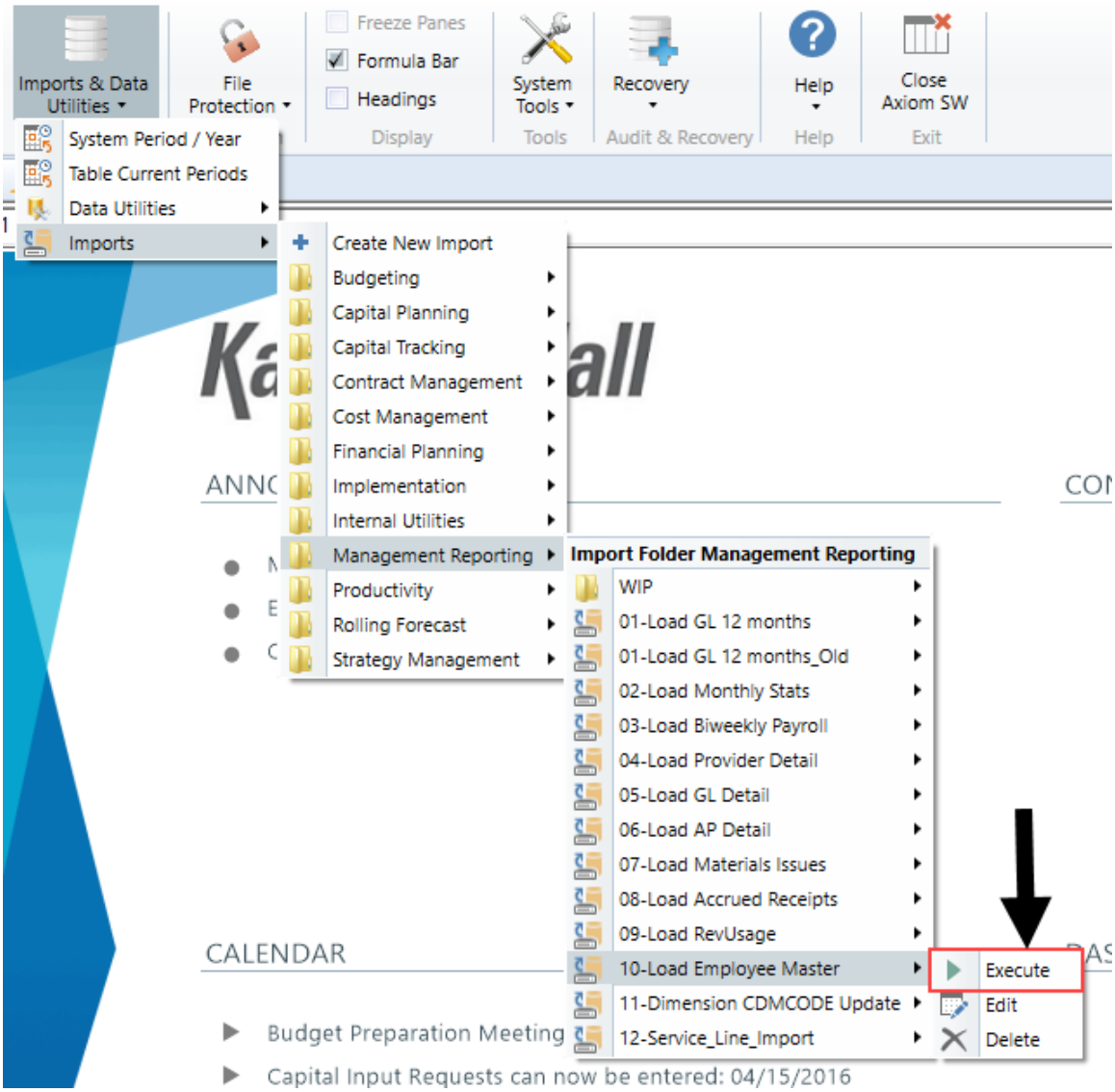
10. If there are any import exceptions, follow the import exceptions remediation from .

Loading Employee Master

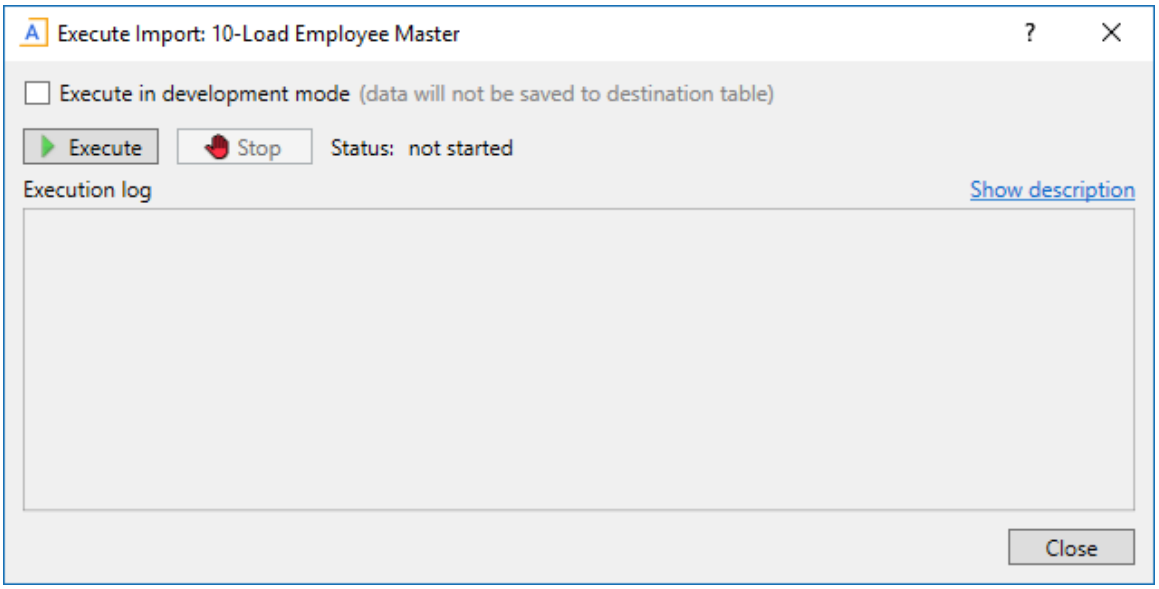
Make sure you create and save the import file to a directory accessible by the Axiom Application server. We recommend naming the file with a LM_prefix.

To load Employee Master:

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



2. Click **Execute**.



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

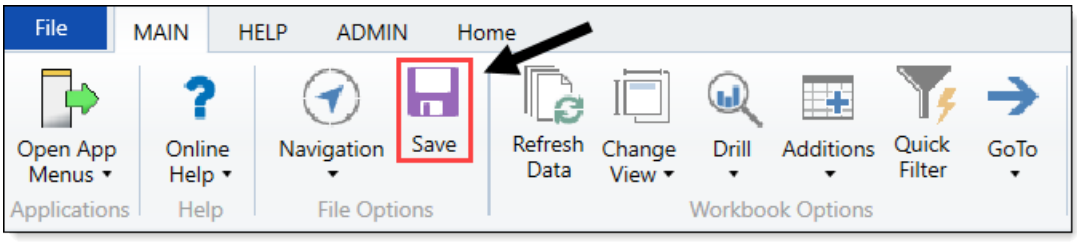
Field	Steps
Yr: Input Year (YYYY)	Type the year to load.

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

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

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

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

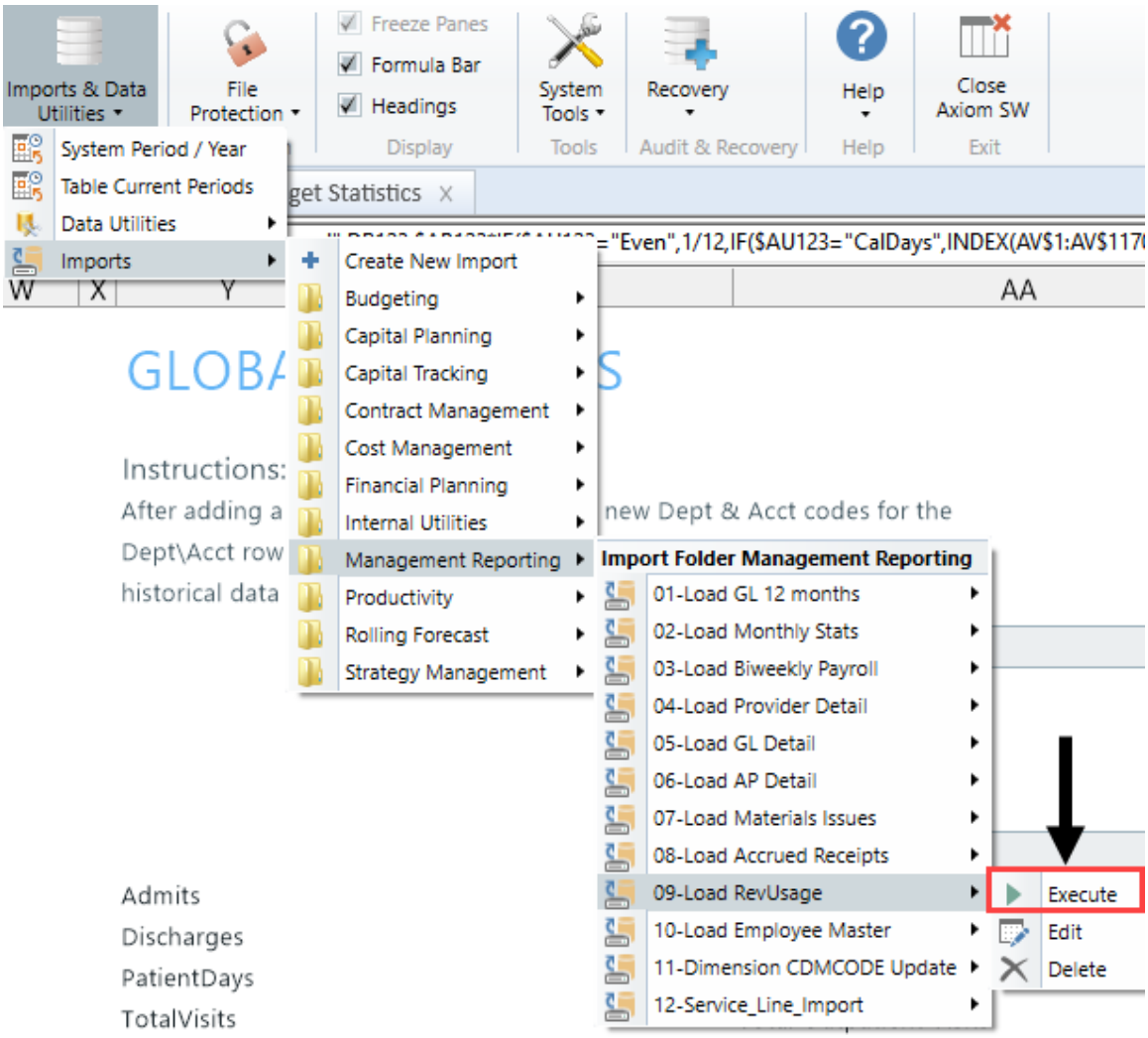


Loading Revenue and Usage data

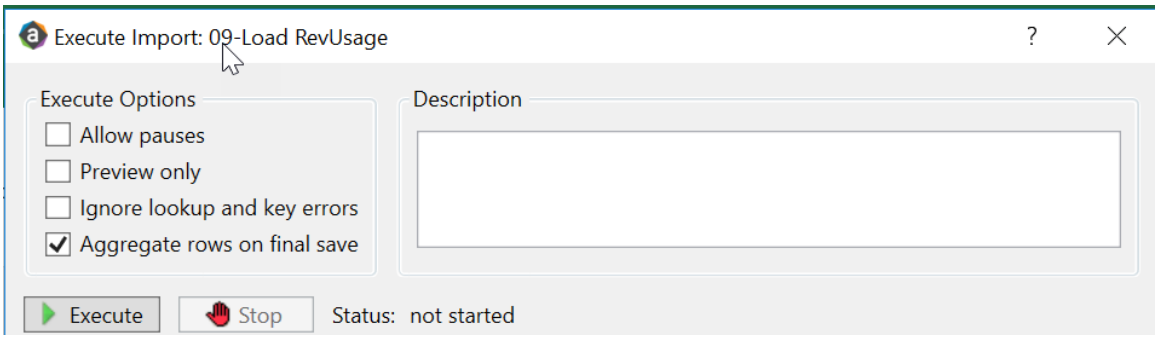
Make sure to create and save the import file to a directory accessible by the Axiom Application server. We recommend naming the file with a RU_prefix.

To load Revenue and Usage data:

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



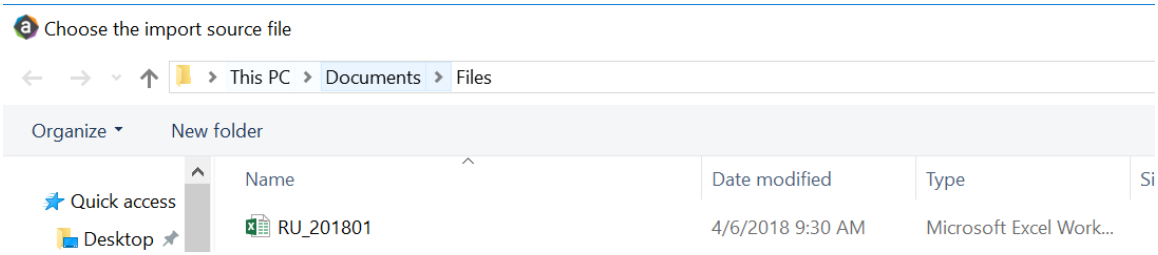
2. In the **Execute Import: 09-Load RevUsage** dialog, click **Execute**.



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

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

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



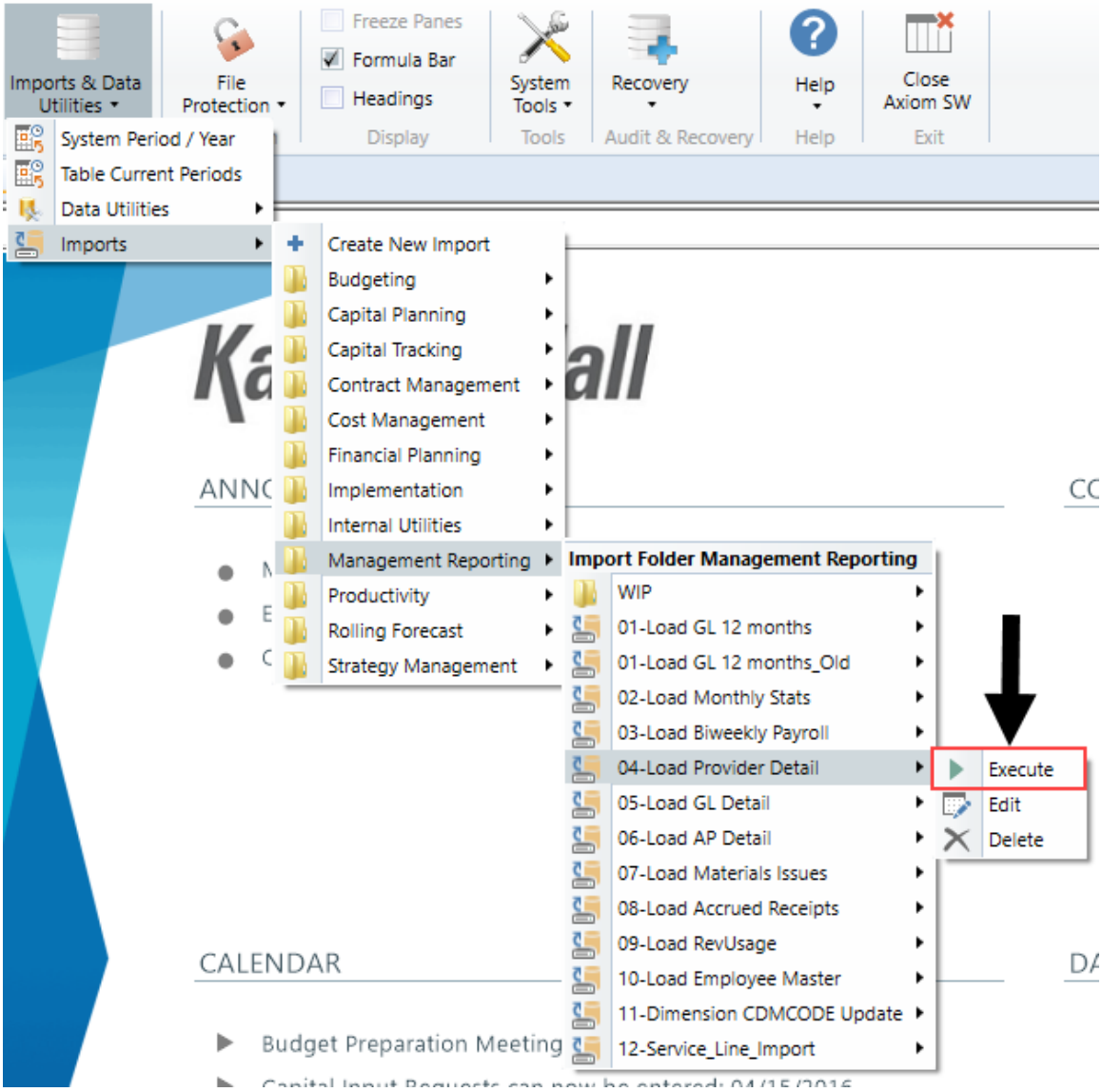
5. If there are any import exceptions, follow the import exceptions remediation from Loading GL12 Month data.

Loading Provider Detail data

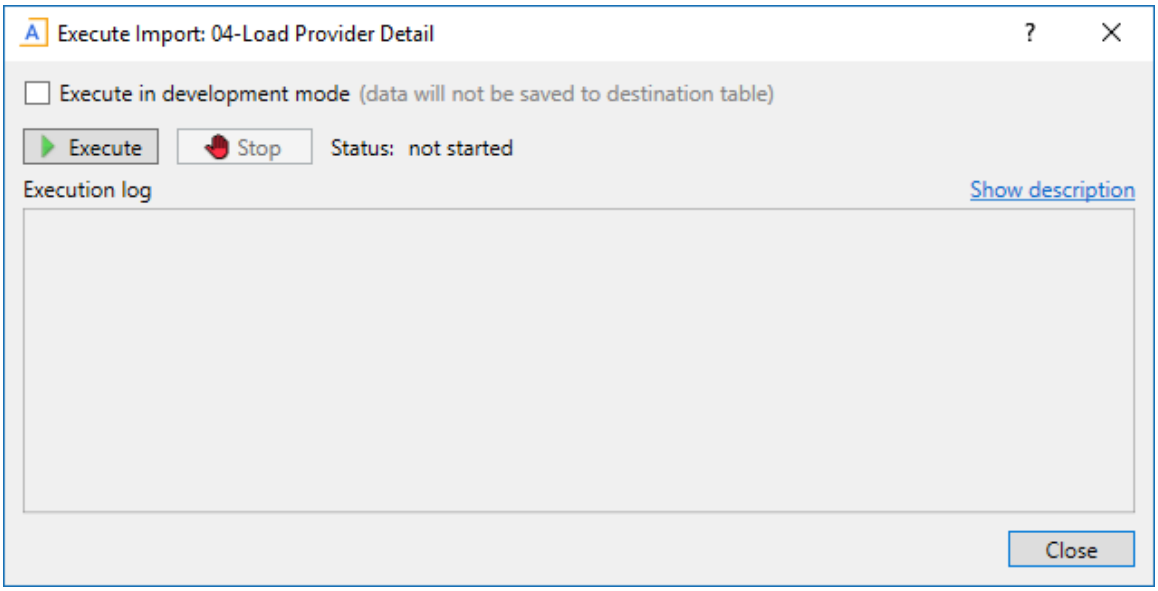
Make sure you create and save the import file to a directory accessible by the Axiom Application server. We recommend naming the file with a PB_prefix.

To load Employee Master:

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



2. Click **Execute**.



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

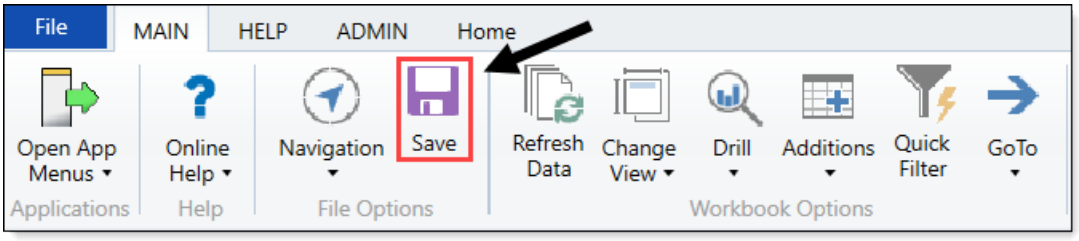
Field	Steps
Yr: Input Year (YYYY)	Type the year to load.
Month: Select Current Month	Select the month to interface the data into the system from the drop-down.

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

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

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

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

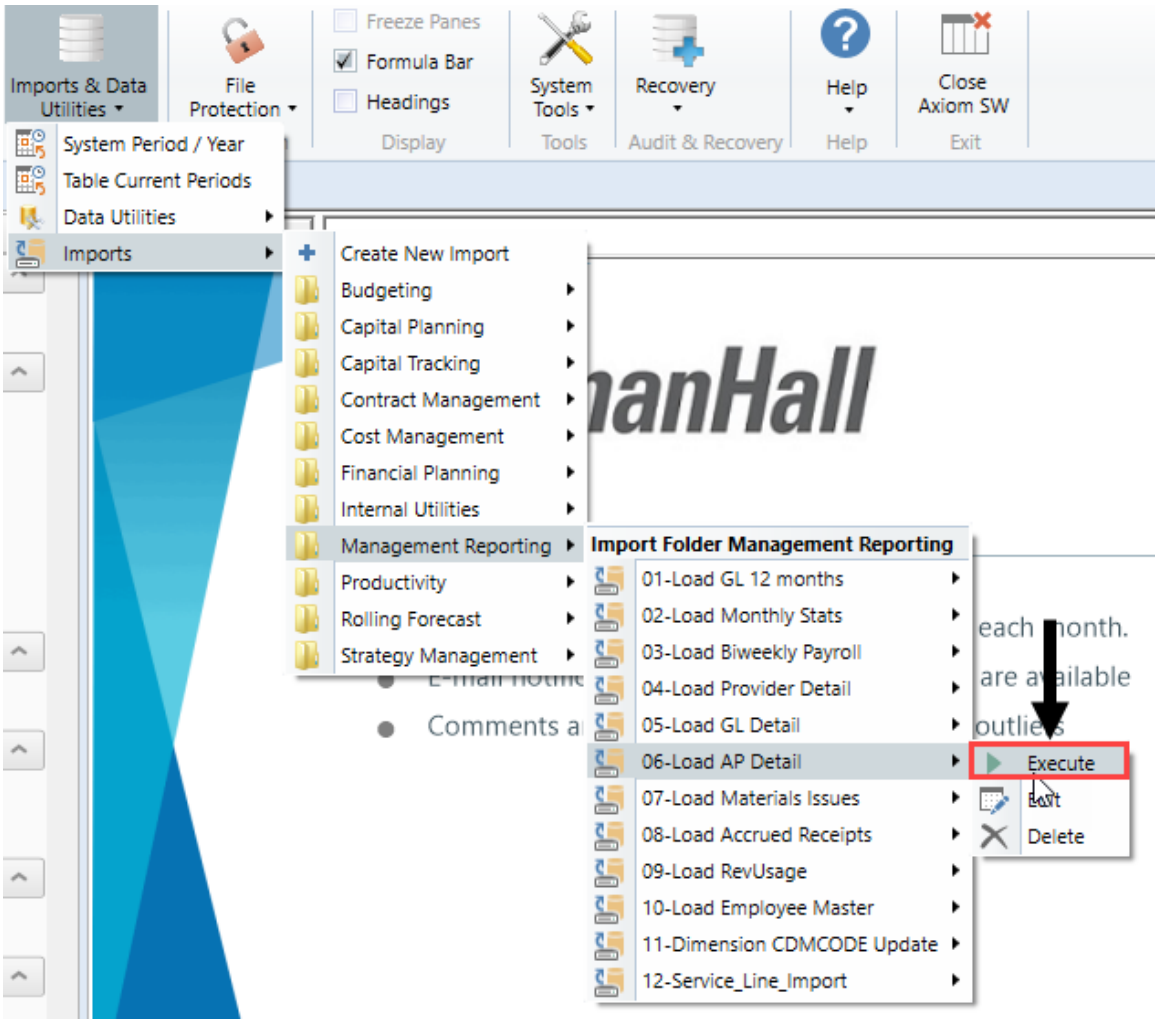


Loading AP Detail data

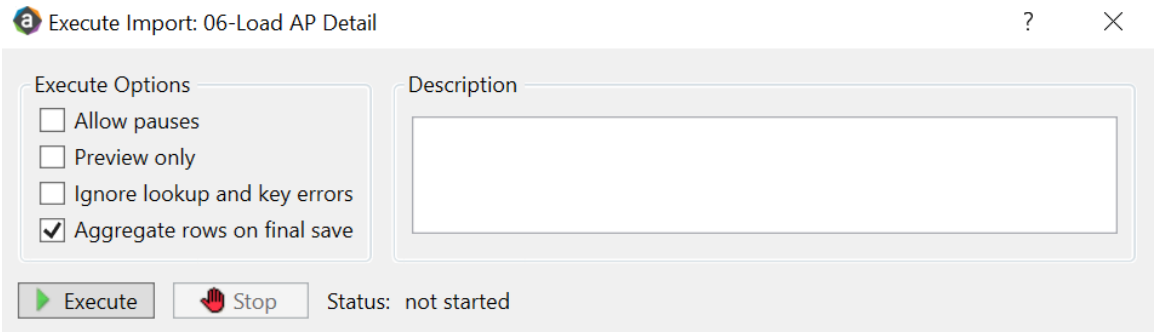
Make sure to create and save the import file to a directory accessible by the Axiom Application server. We recommend naming the file with an AP_prefix.

To load AP Detail data:

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



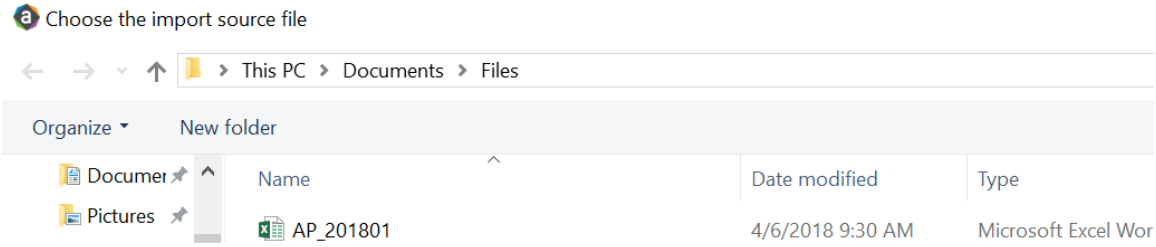
2. In the **Execute Import: 06-Load AP Data** dialog, click **Execute**.



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

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

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



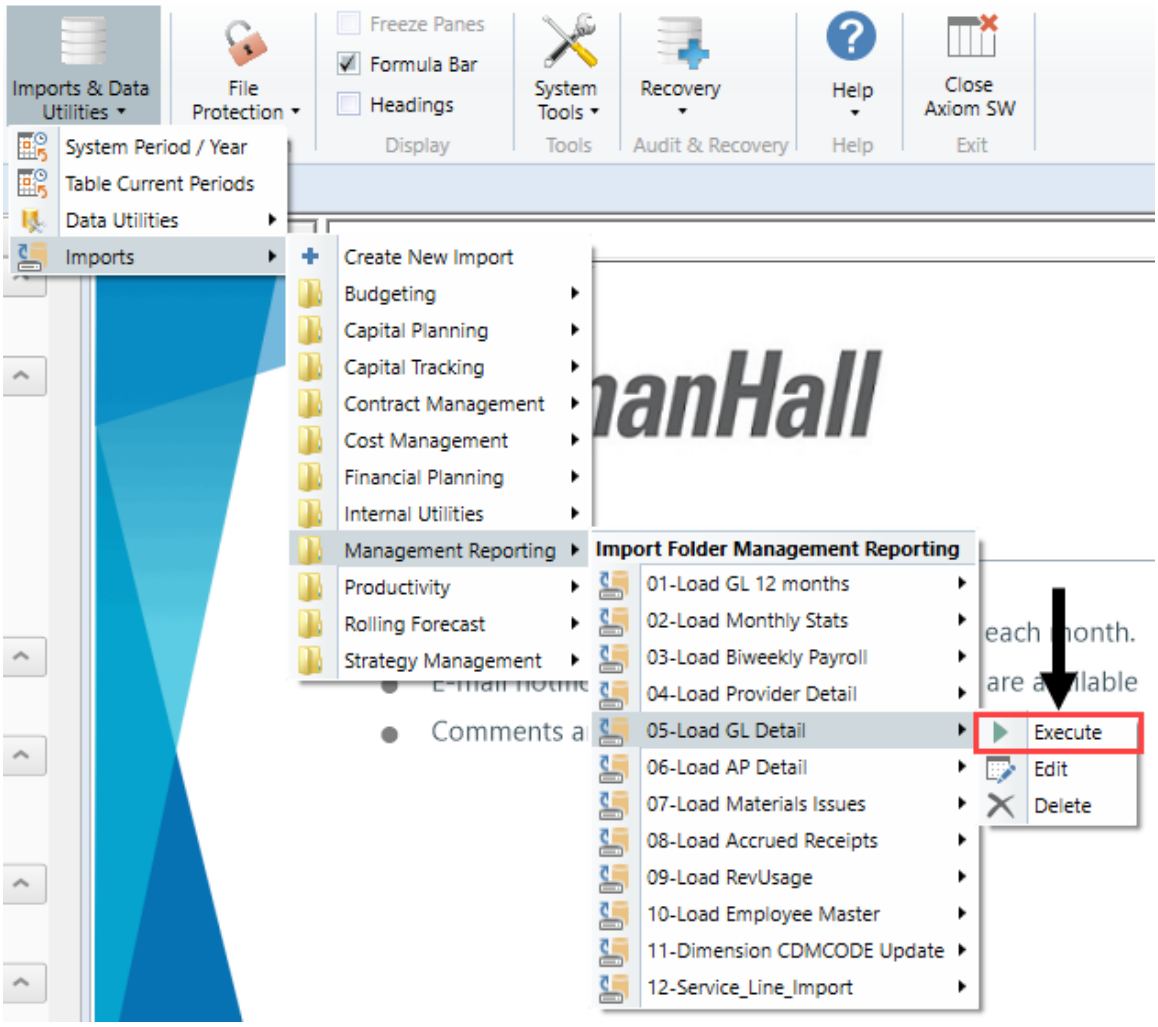
5. If there are any import exceptions, follow the import exceptions remediation from Resolving import validation errors.

Loading GL Detail data

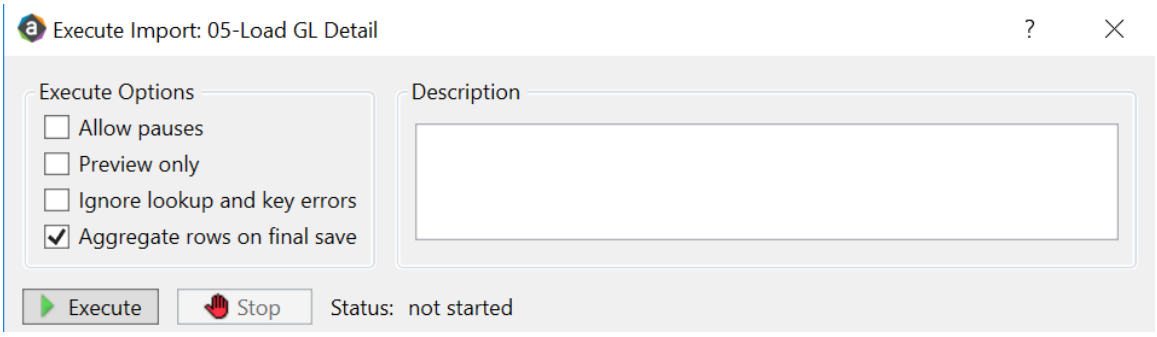
Make sure to create and save the import file to a directory accessible by the Axiom Application server. We recommend naming the file with a JE_prefix.

To load GL Detail data:

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



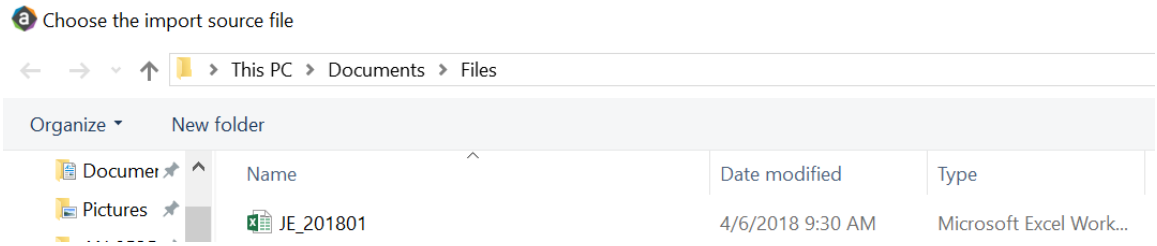
2. In the **Execute Import: 05-Load GL Data** dialog, click **Execute**.



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

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

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



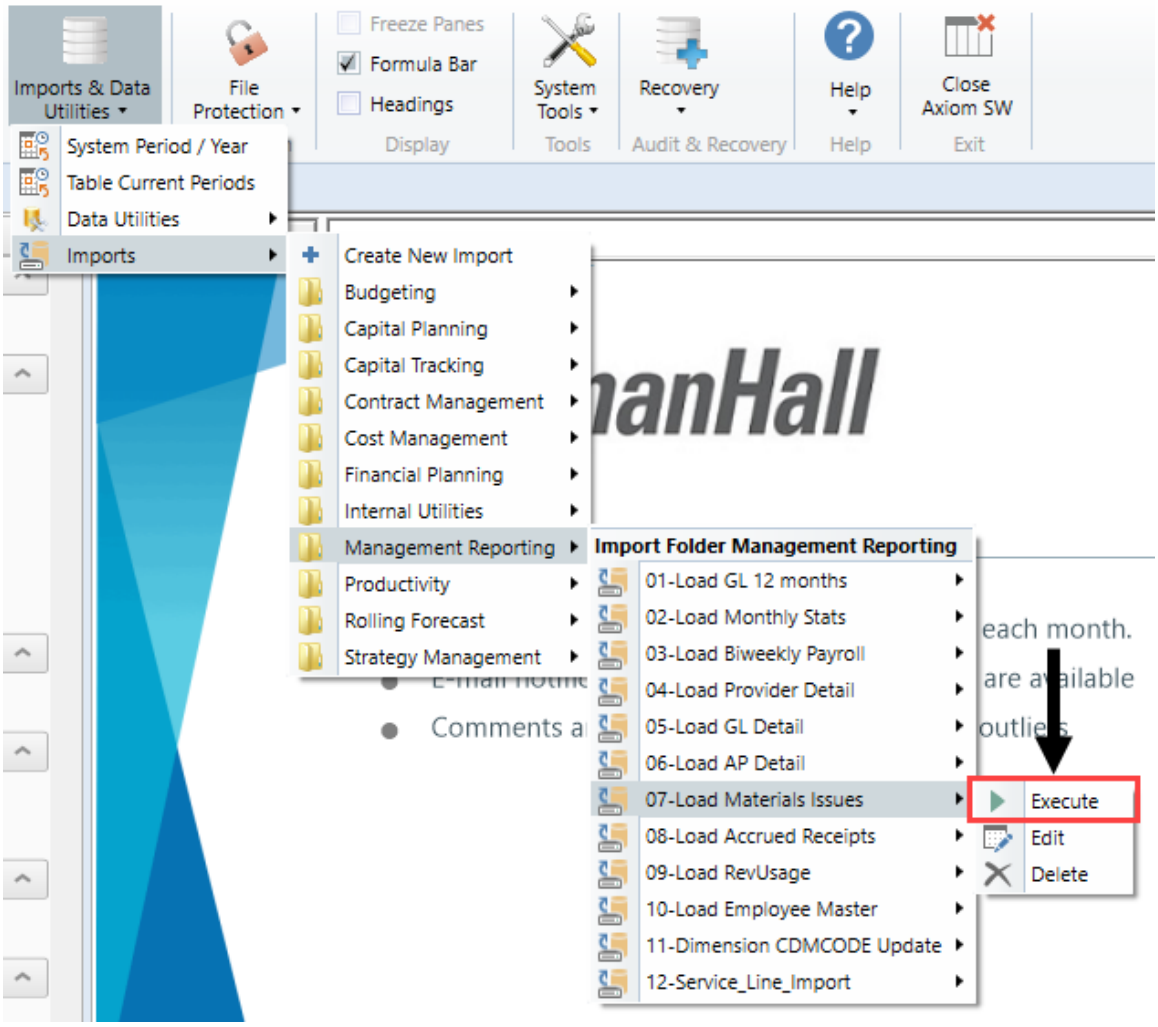
5. If there are any import exceptions, follow the import exceptions remediation from Resolving import validation errors.

Loading MM Detail data

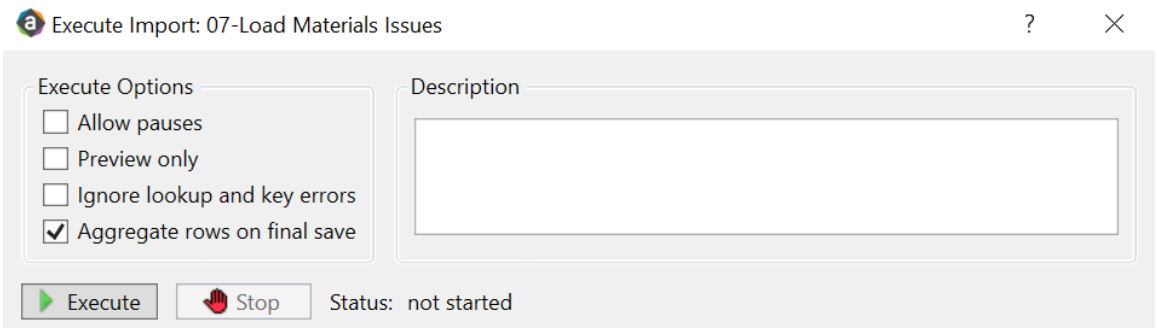
Make sure to create and save the import file to a directory accessible by the Axiom Application server. We recommend naming the file with an MM_prefix.

To load MM Detail data:

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



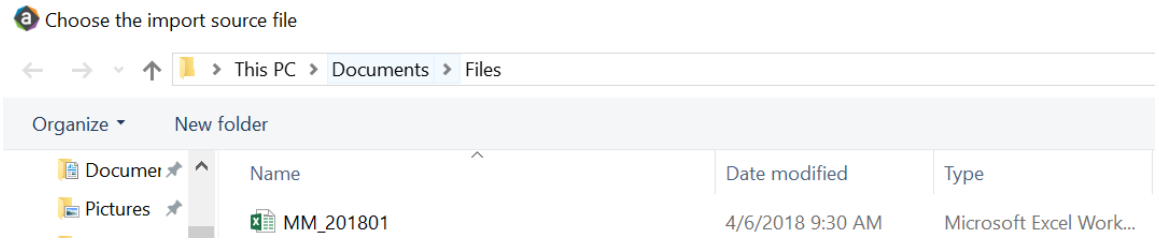
2. In the **Execute Import: 07-Load Materials Issues** dialog, click **Execute**.



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

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

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



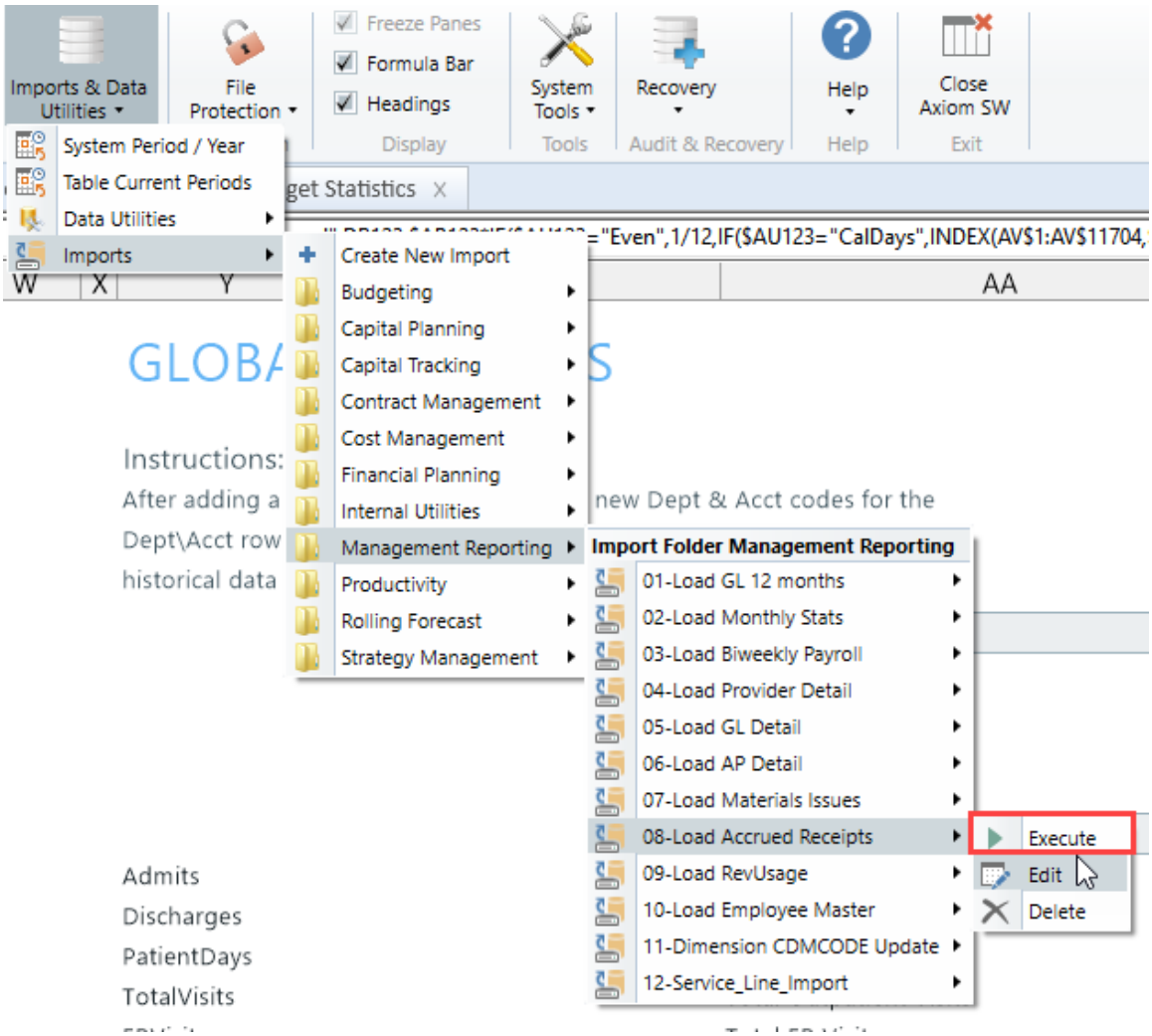
5. If there are any import exceptions, follow the import exceptions remediation from Resolving import validation errors.

Loading Accrued Receipts data

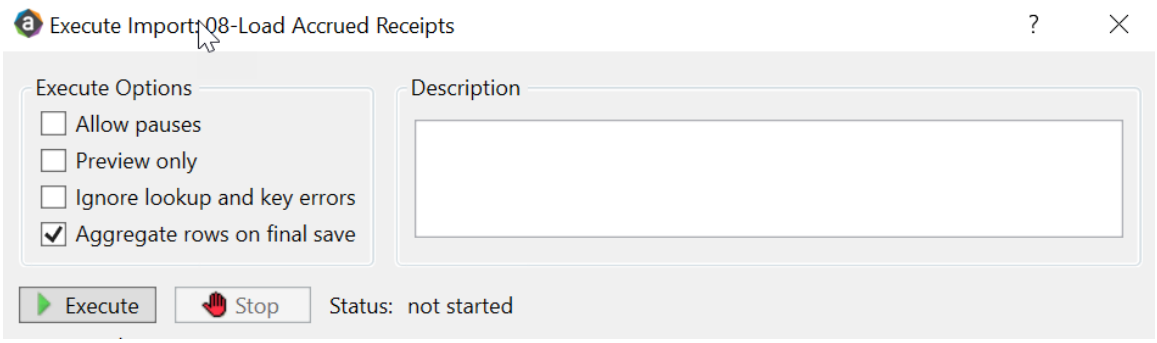
Make sure the import file is created and saved to a directory accessible by the Axiom Application server. We recommend naming the file with an AR_prefix.

To load Accrued Receipts data:

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



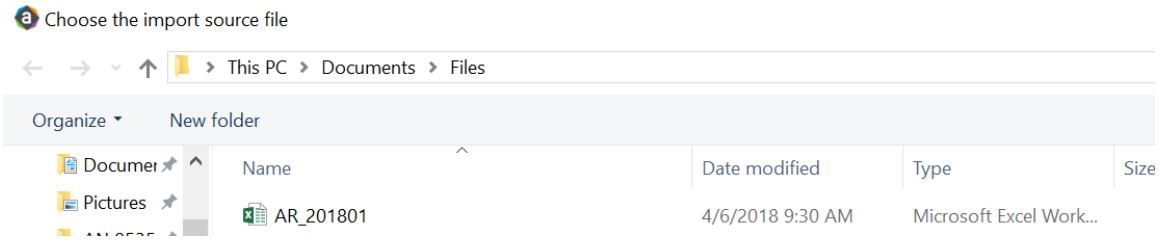
2. In the **Execute Import: 08-Load Accrued Receipts** dialog, click **Execute**.



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

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

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



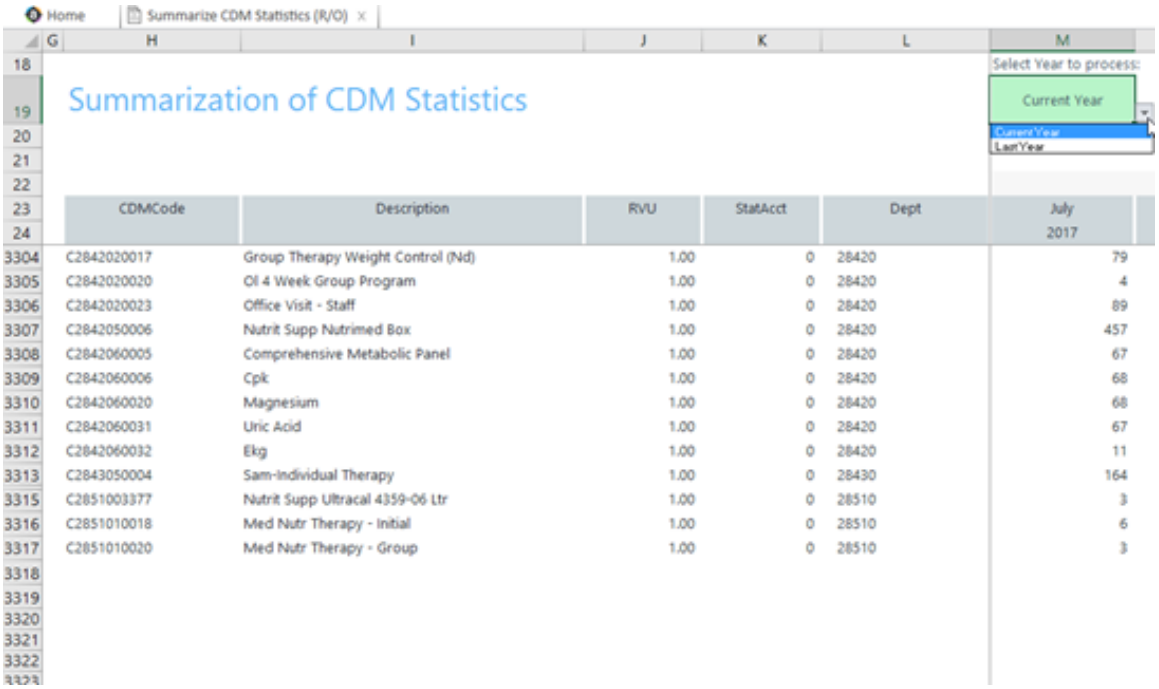
5. If there are any import exceptions, follow the import exceptions remediation from Resolving import validation errors.

Summarizing CDM statistics to financial

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

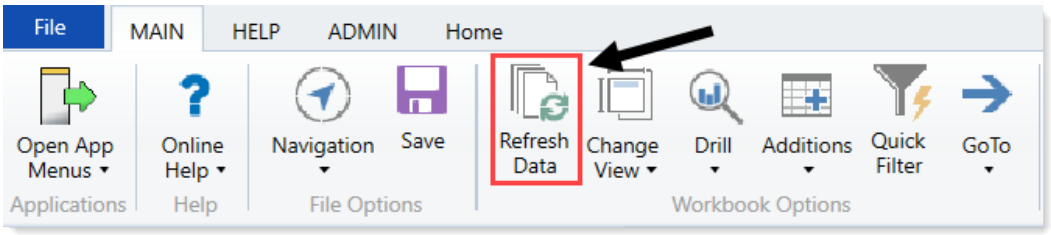
To summarize CDM statistics to financial:

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

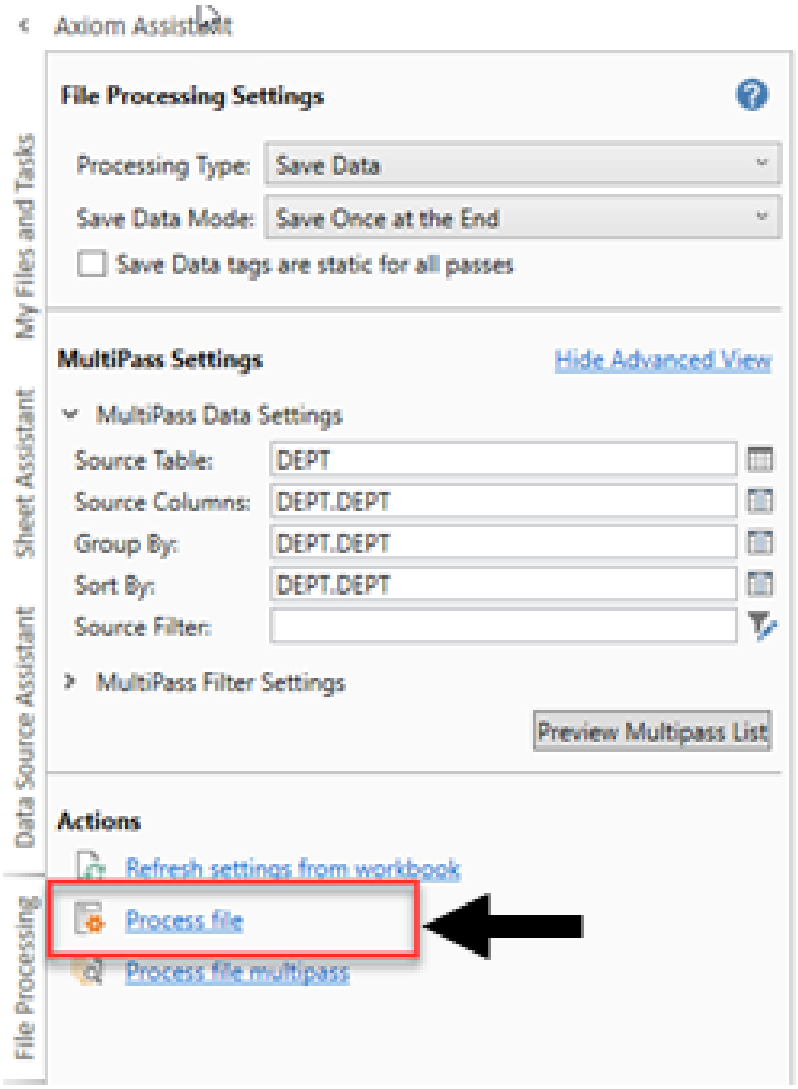


	CDMCode	Description	RVU	StatAcct	Dept	July 2017
3304	C2842020017	Group Therapy Weight Control (Nd)	1.00	0	28420	79
3305	C2842020020	Ol 4 Week Group Program	1.00	0	28420	4
3306	C2842020023	Office Visit - Staff	1.00	0	28420	89
3307	C2842050006	Nutrit Supp Nutrimed Box	1.00	0	28420	457
3308	C2842060005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

3. Refresh the data by doing one of the following:
    - In the **Main** ribbon tab, click **Refresh Data**.



    - Press **F9**.
4. In the **File Processing** task pane, click **Process file**.

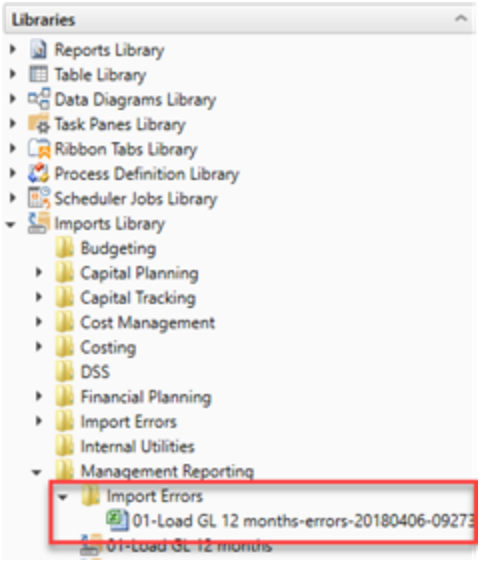


NOTE: You do not need to run this utility using Multipass unless you are a large health system and are noting performance issues when previously running.

Resolving import validation errors

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

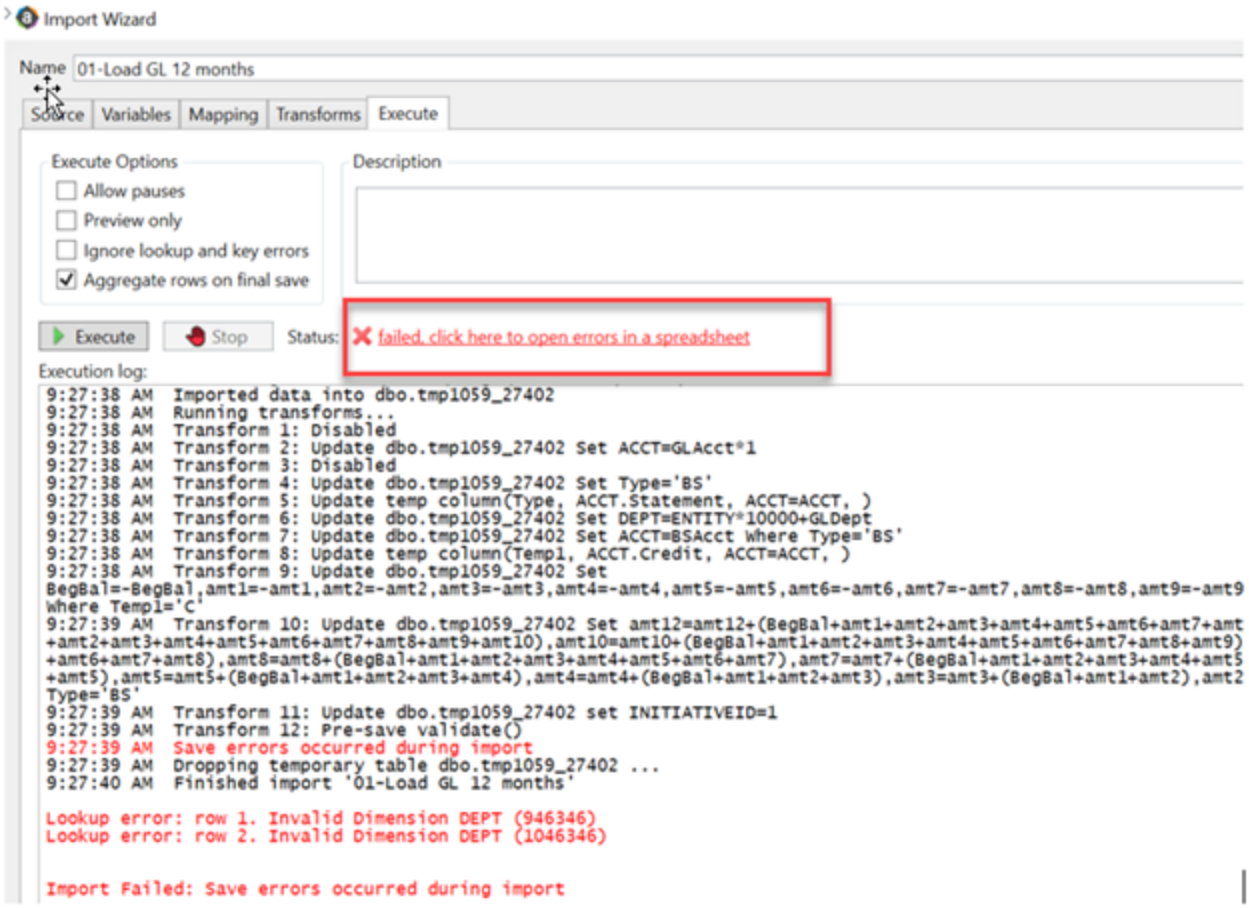
The CSV file is located in **Explorer** in the **Imports Library > Management Reporting > Import Errors** folder.



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

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

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



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

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

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

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

Reconciling data

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

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

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

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

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

Working with Dimensions

Dimensions are the key index fields for the tables in the Axiom Budgeting 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:

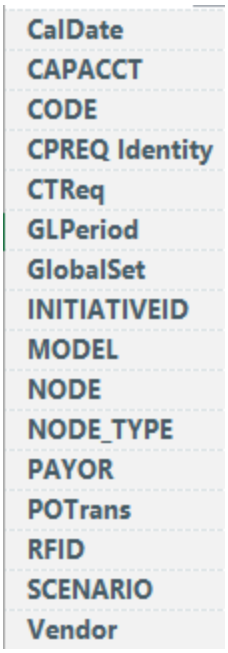
- In the Edit Data Structure mode, administrators can manage grouping columns using datasets.
- In the Dimension Maintenance Utility, depending on their roles, users can select the products and dimensions to maintain.
- Using the security feature in the Dimension Maintenance Utility, for each product, 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	✓	✓	✓			✓	✓		✓
CDMCode	✓	✓					✓	✓	
COSTCAT							✓	✓	
COSTITEM							✓	✓	
COSTMETHOD							✓		
COSTPOOL							✓	✓	
CPT	✓	✓					✓	✓	
DATATYPE	✓	✓							
DEPT	✓	✓	✓	✓	✓	✓	✓	✓	✓
ENTITY	✓	✓	✓	✓	✓	✓	✓	✓	✓
FINCLASS	✓	✓						✓	
ICATEGORY						✓			
INSPLAN							✓	✓	
IRESULTS						✓			
ITYPE						✓			
JOBCODE	✓	✓				✓	✓		✓
LOCATION	✓	✓					✓	✓	
METRICID						✓			
PAYTYPE	✓	✓				✓	✓		
PROVIDER	✓	✓					✓	✓	
REVCODE							✓	✓	
RFCODE			✓						✓
RFGROUP			✓						✓
YRMO							✓	✓	

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

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



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

Configuring the Dimension Maintenance Utility

To configure the Dimension Maintenance Utility, do the following:

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

Editing the security rights for a user

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

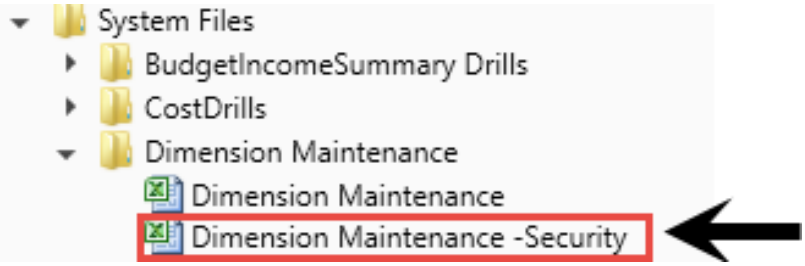
With Dimension Maintenance - Security, you can set in bulk the security rights for all users assigned a product administrator role for all dimensions for a specific dataset (product).

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

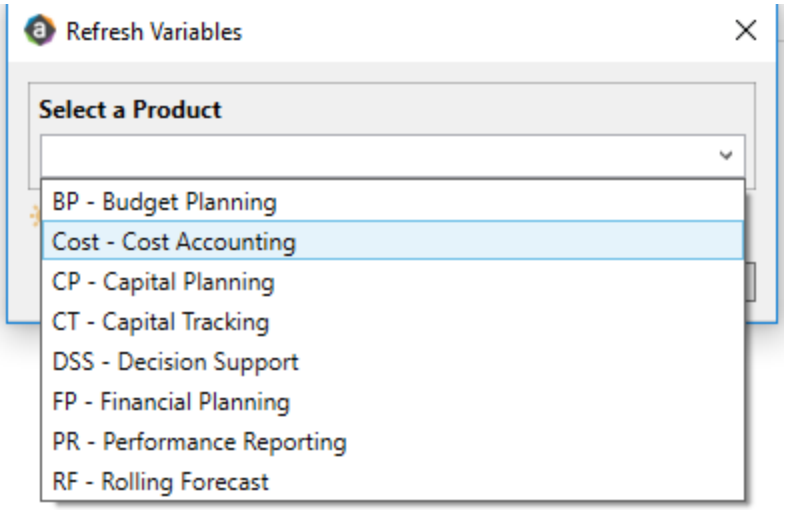
IMPORTANT: For a user (with a product administrator role) to edit a dimension, you must first assign them security rights using this utility.

To edit the security rights for a user:

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



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

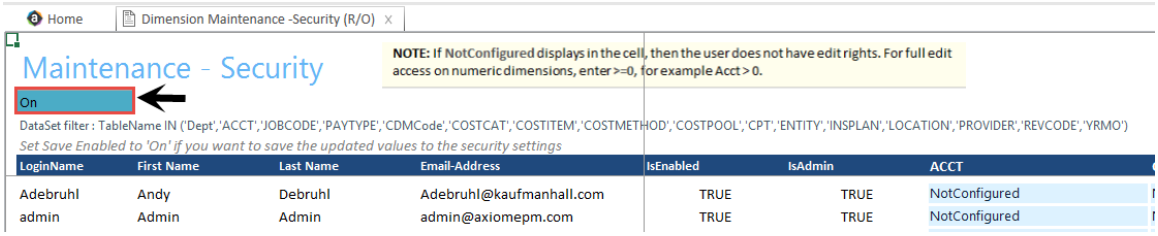


3. Select a user, and do one of the following:

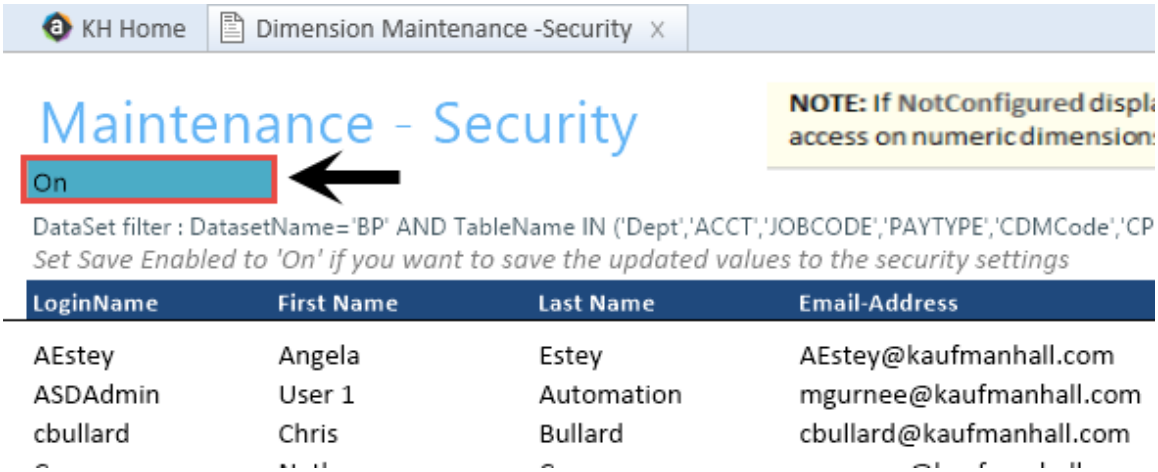
IMPORTANT: If **NotConfigured** displays in the cell, then the user does not have edit rights. For full edit access on numeric dimensions, enter **>= 0**, for example Acct > 0.

To...	Then...
Use the filter wizard to specify the security rights	a. Right-click the cell to edit. b. Select **Axiom Wizards > Filter Wizards**. c. Use the **Filter Wizard** to select and specify the security rights for a product administrator. For more information on using the Filter Wizard, do the following: i. On the **Main** ribbon tab, click **Help**. ii. In the left navigation pane, click **Reference > Filters > Filter Wizard**.
Enter the security rights manually	Click in a cell, and type the rights.

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



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



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

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

Assigning an existing grouping column to a dataset (product)

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

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

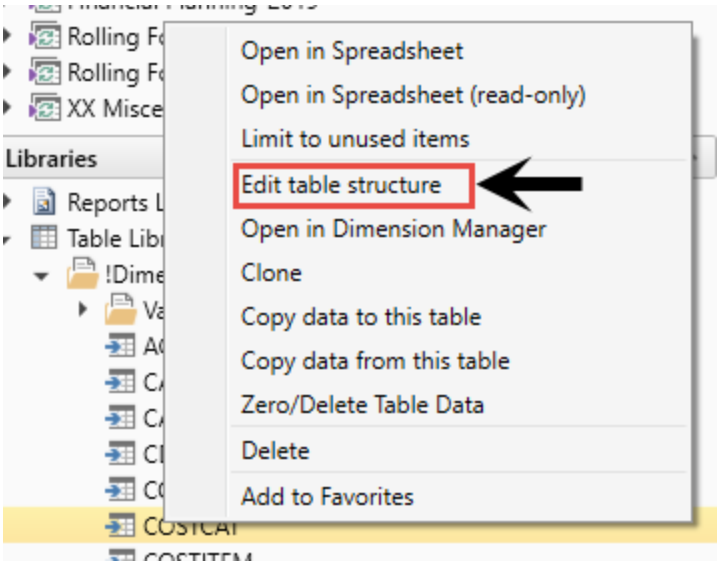
IMPORTANT: Make sure to define a default value entry for the column. To do this, complete steps 1-8 of Creating a grouping column.

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

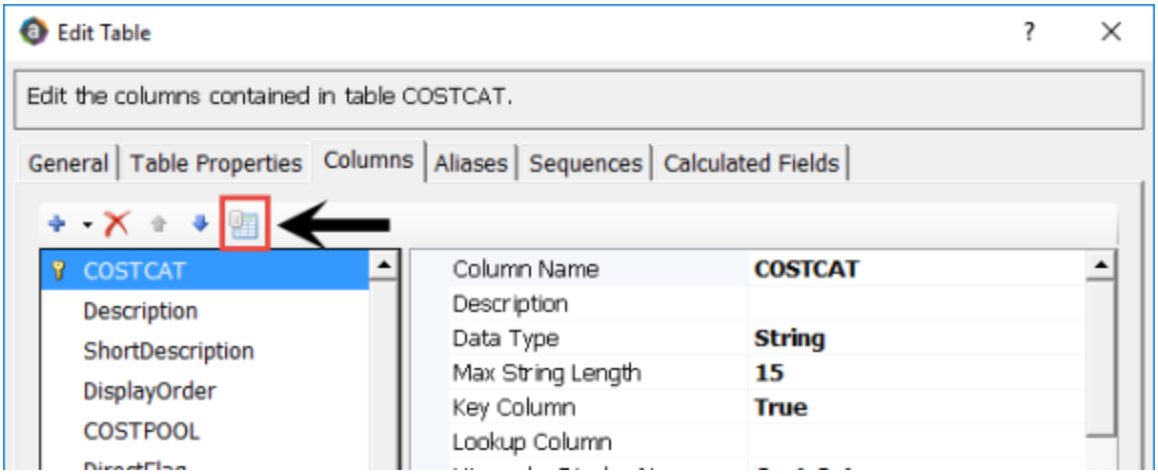
1. From the **Explorer** task pane, in the **Libraries** section, click **Table Library** > **!Dimensions**.



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

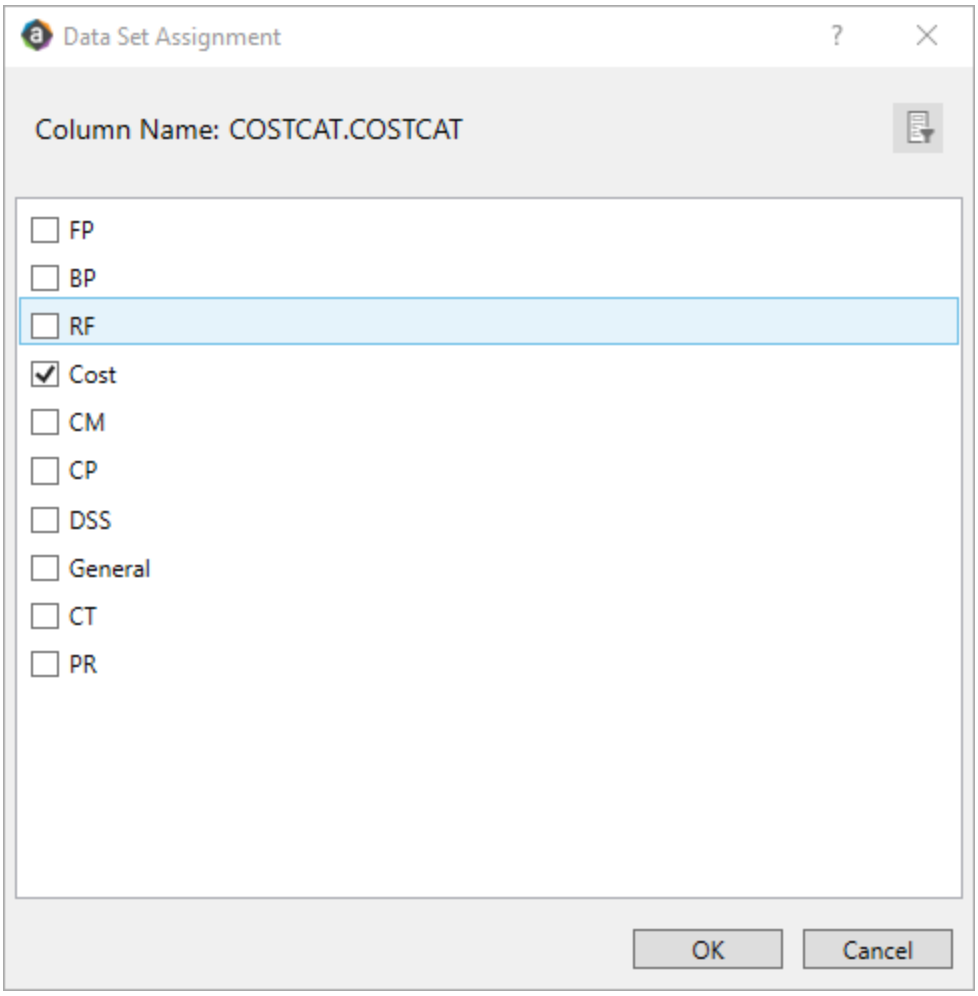


3. In the **Edit Table** dialog, click the **Columns** tab.
4. In the list of columns, select a column to assign, and click the **Assign Column to Data Sets** button.



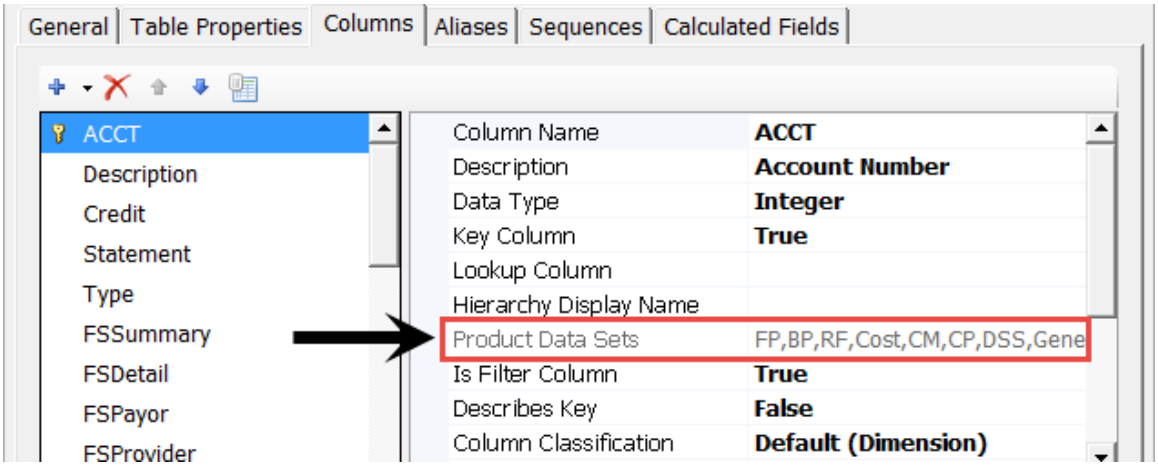
5. In the **Data Set Assignment** dialog, in the list of data sets (products) that have predefined for you, select the checkbox next to the products to assign this grouping column to, and click **OK**.

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



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

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



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

Managing dimensions

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

For more information, see the following:

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

Creating a grouping column

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

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

Here are a few guidelines for naming your columns:

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

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

To create a grouping column:

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

   IMPORTANT: Use only alphanumeric characters in group column labels.

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

The new grouping column now displays in the dimension.

Editing a dimension

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

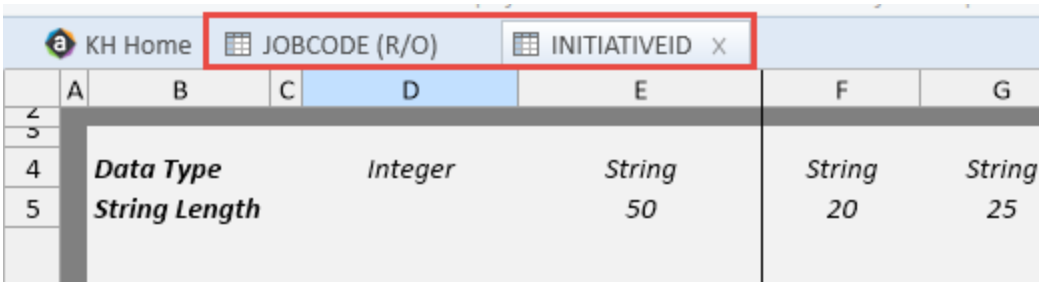
TIP: You never edit database tables directly in the database. Instead, data is pulled into spreadsheets, where you can edit the data and then subsequently save it back to the database.

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

When editing dimensions, keep in mind the following:

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

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



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

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

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

Maintenance

Dimension : PAYTYPE

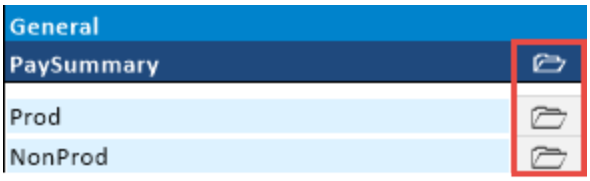
DataSet filter : (DataSetname IN ('General','BP') OR DataSetName = '')

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

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

In the blue cells, you can do the following:

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



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

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

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

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

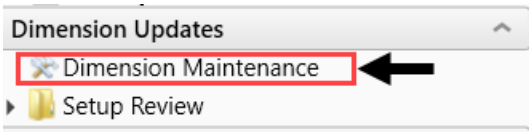
The following are examples of validated columns:

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

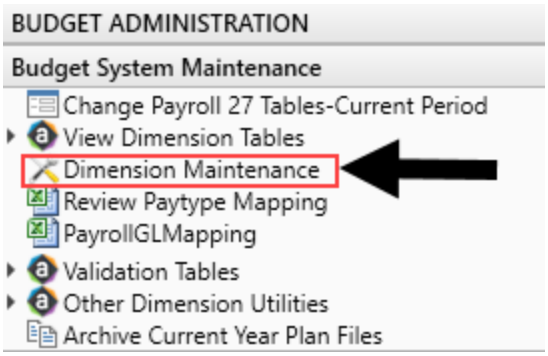
- **RFCODE.RFType** – Used during the forecast workbook interface process to define the categories within each model that an account or account group will be categorized into. (Similar to BudgetType in the traditional budget workbooks.)

To edit a dimension:

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



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



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

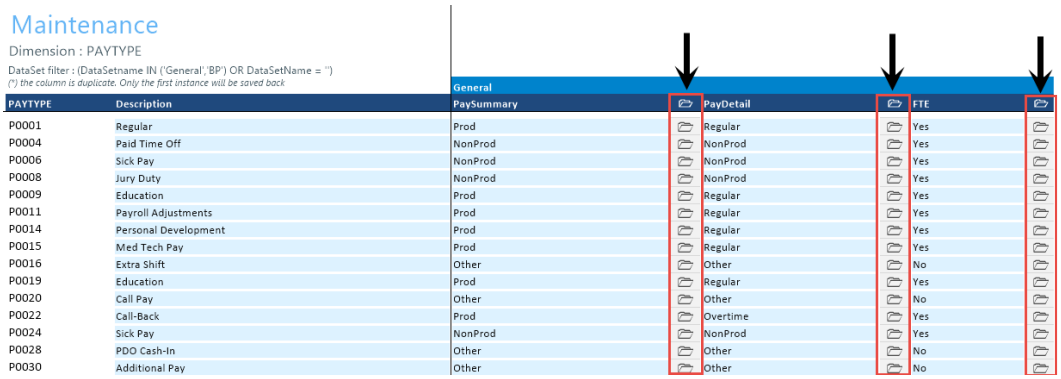
    > **NOTE:** The list of products that display is determined by the Axiom product licenses that your organization owns.

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

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

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

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



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



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

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

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

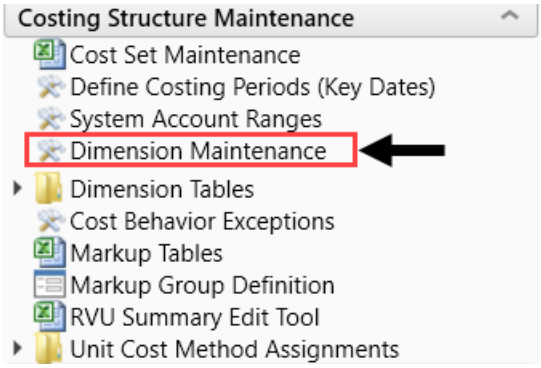
Adding a dimension record

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

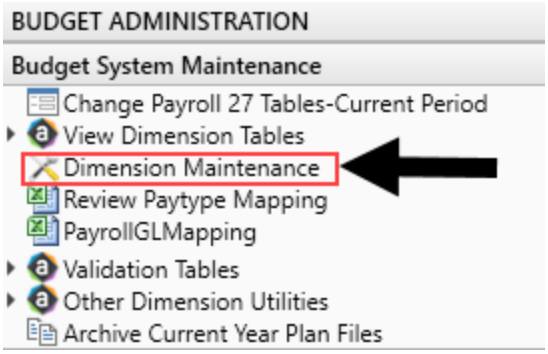
To add a dimension record:

1. Launch the Dimension Maintenance Utility.

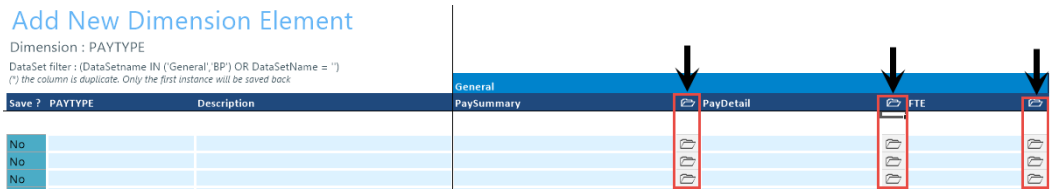
2. In the Cost Accounting Admin task pane, in the **Costing Structure Maintenance** section, double-click **Dimension Maintenance**.



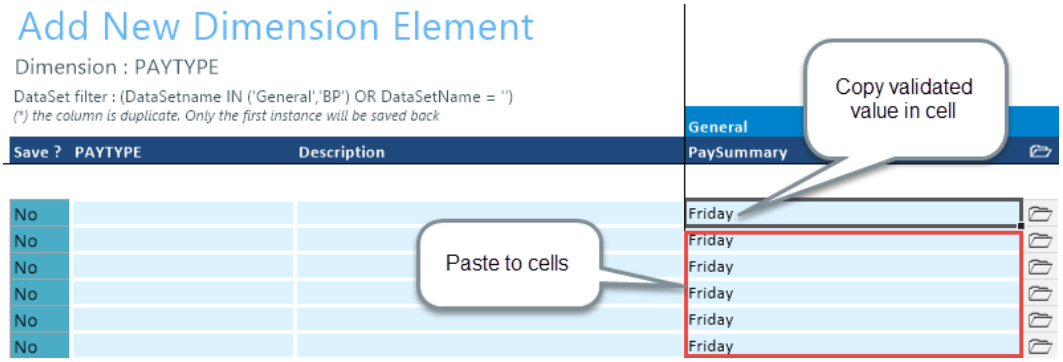
3. In the Bud Admin task pane, in the **Budget System Maintenance** section, double-click **Dimension Maintenance**.



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

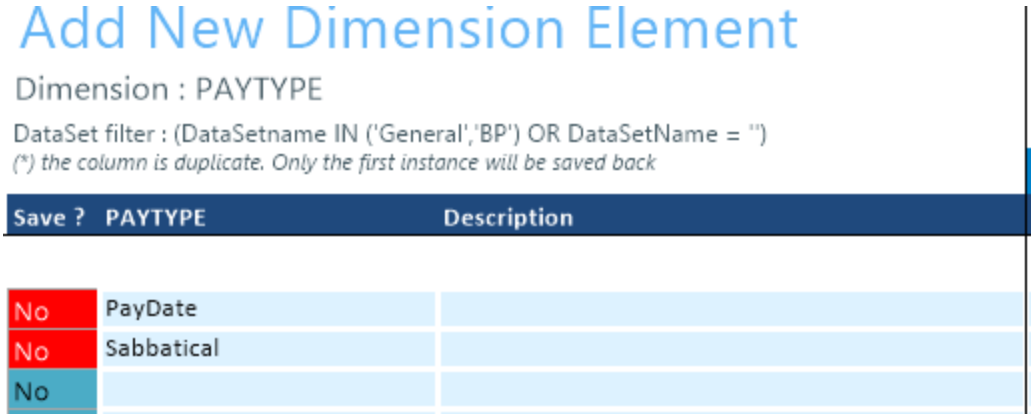


- If you have a large number of entries to make, instead of opening each folder, you can copy and paste the validated value to other cells in the same column.



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

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



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

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

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

Working with dimensions

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

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

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

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

Examples of validated columns include:

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

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

ACCT

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

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

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

Column	Description
ACCT	The Axiom account number. This can be the combination of the prime account and sub account, if that is how your GL system is set up.
Description	The account description from the GL. Do not enter a description in all capital letters. To remove the all-caps format in the spreadsheet, use the Proper formula =Proper().
Credit	Used during the interface process to reverse the signs so values are stored in a positive condition in the database. Select one of the following valid entries: • dr • C • NA Normally, Revenue and Liabilities are C, and all others are dr.
RptMap	Used to group accounts. Valid entries include any account numbers in the ACCT column. The system automatically copies the information in the ACCT column to this column during installation.

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

Column	Description
Type	Used to identify the major Financial Statement category. Select one of the following valid entries: • Allocation • Asset • Bmark (Benchmark) • Capital • Comments • Deduction • Equity • Expense • FTEs • GenStat • HoursJC (Job Code Hours) • Hours • KeyStat • Liability • NA • NetAsset • Plan • Revenue • Scenario • Statistic • Target (Hours codes that are not reported as FTEs should be coded as Statistic.) • VCC (Variance Comments Collection) **NOTE:** This is an Axiom standard column and categories cannot be added or edited. The default value is NA.
FSSummary	Used to identify summary-level Financial Statement categories. For the naming convention, use the first letter of the type category with an underscore and then the category name. For example, R_PatientRev or E_ Salaries. **NOTE:** This is an Axiom standard column and categories cannot be added or edited. Default value is NA.

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

Column	Description
FlexGroup	Used to group accounts together for Flexible Budgeting. For example, Medical Supplies or Other Expenses. The default is NA.
CostVarPct	The Percent Variable for Axiom Cost Accounting; 0 = Fixed, which is used in the costing processes to determine the dollar weighted variability for calculation results.
KHAInt	Used to identify which tab an account should be interfaced to during the budget plan file creation process. Valid entries include the following: • Stat_Rev – Type this to assign to all statistics, revenue, and deduction accounts that will be budgeted in the budget plan files. • Expense – Type this to assign to all expense and hours accounts that will be budgeted in the budget plan files. • NA – Type this to exclude an account from all budget plan files.
KHAStdLine	Identifies default budget methodology used in budget plan files during budget plan file creation. Refer to calc methods for Stat_Rev sheet and Expense sheet in the *Axiom Budgeting and Performance Reporting Administrator's Guide* (Budget Plan Files chapter) for valid entries and definitions. The default value is NA.
RFPayor	This field references the Payor column in the Payor dimension. Used in Axiom Rolling Forecasting 2020.3 and later releases. Default value is zero (0).
CostDSSSummary	An FSSummary clone owned by Axiom Cost Accounting and Axiom Decision Support so that cost accounts can be categorized differently to facilitate costing and DSS needs without impacting Axiom Financial Reporting.
KHABgtCode	Used for combining accounts together during budget plan file creation. If there are historical values for two accounts that you want to budget as one combined account, list the surviving account number on both lines. If not combining accounts, this value should match value in the Account column. The default value is 0 (zero).
CostProvider	Used by the Axiom Cost Accounting system when performing the Provider RVU costing method. This identifies the cost information at the account level that is associated to the Provider, which is then allocated to his or her patients' cost item or chargeable activities.

Column	Description
BudgetType	Used to identify which category an account should be interfaced to during the budget plan file interface process. If KHAInt = Stat_Rev, valid entries are: • IPRev • OPRev • OthPtRev • OtherRev • Allowance • BadDebt • KeyIP • KeyOP • KeyOth • OthStat If KHAInt = Expense, valid entries are: • Salaries • Benefits • Supplies • OtherExp • PaidHours The default value is NA.
DropDown	Identifies the drop-down pick list when adding new accounts on Stat_Rev or Expense sheets in the budget plan file. It should be the same as the value in the BudgetType column.
CDMStdLine	Used to identify default budget methodology for CDM budget plan files (departments that have CDMStdLine in KHACMDimGrp column of DEPT Dimension) during budget plan file creation. It is used similarly to KHAStdLine in Budget Planning workbooks. Valid entries are: • Statistical accounts = CDMStatistic • IP Revenue accounts = CDMIPRevenue • OP Revenue accounts = CDMOPRevenue Copy the remaining account assignments from KHAStdLine column.

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

CYPMethod	Identifies the methodology used for projecting the remainder of the current fiscal year. Valid entries are dependent upon values in the KHAStdLine column:
	
	• Input Monthly, Detail, or any of the Fixed Options:
	  ◦ Rolling12 – Use historical values from previous year's same months
	  ◦ Annual –- Annualize YTD value
	  ◦ RemBud – Use remaining budget
	  ◦ CapBud – Use Total Budget less YTD actual
	  ◦ PctBud – Use percentage of CY Actual over Budget
	• Variable – Use Variable
	• Labor – Use Labor
	• FICA – Use FICA
	• Hours – Use Hours
	• GlobalExpense – Use GlobalExpense
	• Depreciation – Use Depreciation
	• IP_Per_Unit – Use IP_Per_Unit
	• OP_Per_Unit – Use OP_Per-Unit
	• Oth_Per_Unit – Use Oth_Per_Unit

BudStat	Identifies Budget Statistic accounts used in Budget Statistics Driver. Standard entries are: • Admits • PatientDays • Discharges • AdjDischarges • Encounters • ERVisits • ClinicVisits You can also create custom stats to use in the Budget Statistics Driver and identify accounts appropriately. The default value is a blank.

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

Column	Description
CYFMethod	Used to identify the methodology used for projecting the remainder of the current fiscal year in the current year forecast utility. This utility is available in Axiom Budgeting and Performance Reporting in the Bud Admin task pane in Financial Reporting > Financial Utilities > Current Year Forecast. Statistics: • Key Dept Statistics – See Forecast Methods below, normally use Trend • Other Dept Statistics – See Forecast Methods below Revenue: • IP Revenue – IP_Per_Unit • OP Revenue – OP_Per_Unit • Other Patient Revenue – Oth_Per_Unit • Other Operating Revenue – See Forecast Methods below Salaries: • Hours – See Forecast Methods below • Salaries – Labor All Other Accounts: See Forecast Methods below Forecast Methods: • IP_Per_Unit: YTD IP_Per_Unit * Forecasted Volume • OP_Per_Unit: YTD OP_Per_Unit * Forecasted Volume • Oth_Per_unit: YTD Oth_Per_Unit * Forecasted Volume • Labor: Actual Hourly Rate * Forecast Hours * Budget Rate Change • RemBud: Remaining Budget from CYB • Annual: YTD / Calendar Days * Remainng Calendar Days • Rolling12: YTD Actual / YTD Budget * Remainder of LYA • PctBud: YTD Actual / YTD Budget * Remainder of CYB • Variable: Actual Rate per Unit * Forecast Volume • Trend • CapBud: Remaining Budget not to exceed the annual budget You can also add additional CYFMethod columns. Create a new CYFMethod column and use this in conjunction with the CYFDimGrp column in the DEPT dimension if you need to use a different CYP method for different departments.
ReclassType	Defines the type reclass that was used to calculate the values in the account. This information is important for post-reclass reporting.

Column	Description
AllocType	Defines the type of account for indirect allocations in Axiom Cost Accounting.
CostAdjustmentID	Used in Axiom Cost Accounting to tie allocation and Reclass StepIDs to account numbers for easier referencing in downstream reports. This number represents the ReclassID (reclasses) or the StepID (overhead allocations) accounts that are not reclass or allocation accounts that have a value of zero in this column.
CMStdLine	Used to identify the StdLine for Axiom Cost Management.
KHAStandardClass	The KHA standard classification for accounts to be used in reports to standardize across the organization. Double click to select the appropriate classification.
BPCategory	Used to identify the Budget Planning category.
NewDeptStdLine	You can use this option to set or update the calc method for each department. It is intended to be used in conjunction with the New Department Utility which resides at \Axiom\File Groups\Budget-2022\Utilities (from Budget-2022 File Group). In that utility, you can populate the NYBKHA field of the various actual tables for accounts/paytypes/jobcodes for a new department. Once those are set up, you can use the NewDeptStdLine column in the ACCT dimension to define what calc methods to use (because there is no real historical data to build from). You can assign NewDeptStdLine to the department in the Dept dimension via the KHACMDimGroup grouping column.
InitStdLine	Used to make accounts available for initiatives in the Axiom Budgeting budget workbook. In the **Choose Value** dialog for the InitStdLine, there are five validated values to select from. The following table lists the Initiative Standard Lines that we recommend you assign to each account type: • Statistics accounts to use Detail Line • Patient Revenue accounts to use Patient Revenue • Other Revenue accounts to use Detail Line • Deduction accounts to use Detail Line • Labor accounts to use Detail Line • Benefit accounts to use Detail Benefits w Percent • All other expense accounts to use Detail Line • Hours accounts to use Hours Line • For accounts not configured, NA will be the default value

Column	Description
RFCode	Identifies the RFCode for account. Only used with Axiom Rolling Forecasting. The default value is Z_Exclude.
CM_Group	Used to summarize account types at a higher level for Axiom Cost Management analysis and reporting needs.
InitType	Used by the system to select the sections so that when the user refreshes the plan file, the accounts will insert into the appropriate section of the Initiative block in the Axiom Budgeting budget workbook. In the **Choose Value** dialog for the InitType, you can configure up to seventeen possible values. The section types available are noted in the following list. NA is the default value until configured or for any account not configured. • Benefits • ContractLabor • Deduction • Depreciation • Drugs • Hours • Interest • IPRev • NA • OPRev • OtherExp • OtherRev • ProFees • PurchSvcs • Salaries • Statistic • Supplies

Column	Description
CM_NonLabor	Used to classify non-labor accounts in Axiom Cost Management according to FSDetail. Valid entries include the following: • Drugs • KeyStats • OtherExp • PurchSvcs • Supplies These classifications are used in reporting and plan creation.
CM_Map	Used to map accounts together in Axiom Cost Management. You can use this column to map closed accounts with another existing account or to group like accounts.
CM_TargetBgt	Used to create team workbooks in Axiom Cost Management at the account level.

DEPT

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

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

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

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

Column	Description
KHABgtTemplate	Used to identify the template to use for plan file creation. Valid options include the following: • Master • NA • NoBudget • RollingForecast **NOTE:** This is an Axiom standard column and categories cannot be added or edited. The default value is **NA**.
Reviewer	The network ID of the person responsible for reviewing the cost management plan, for example, Director. This information should be the same as the user's Axiom login ID. The naming convention is first initial, full last name or whatever your network ID naming convention is. If your organization does not use this role for plan file approval, type **[skip]** in the cell. **IMPORTANT:** Do not leave this cell blank.
Approver	The network ID of the person responsible for approving the cost management plan, for example, VP. This information should be the same as their Axiom login ID. The naming convention is first initial, full last name or whatever your network ID naming convention is. If your organization does not use this role for plan file approval, type **[skip]** in the cell. **IMPORTANT:** Do not leave this cell blank.
CostMap	Allows departments to processed as a group in the unit cost processing phase of cost accounting. All costs for the group are combined and allocated to all of the Cost Items within the group. In most cases, the first or largest department of the groups becomes the target CostMap definition to which the other members are mapped.
MarkupName	The specified markup table to use when processing unit costs using the Reverse Markup method. **NOTE:** Currently only one table is available per department.

Column	Description
LaborType	Used to identify the labor method to use for plan file creation. Valid options are: • altEmployee • Employee • HHLabor • JobCode • JobCodeADC • NA • NoBudget • Staffing **NOTE:** This is an Axiom standard column and categories cannot be added or edited. The default value is NA.
TplOptions	Used to identify the template option based on licensed products. Valid options include the following: • Master (common for all clients) • MasterCDM (used for clients licensed for CDM option) • MasterProvider • NoBudget • RFProvider
CM_Template	Used to assign a specific Axiom Cost Management plan template.
CM_Map	Similar to RptMap, used to consolidate departments for reporting.
FinContact	Used to assign the finance contact for a department during the cost management process.
KHACMDimGrp	Used to identify the Standard Line selected from the ACCT dimension for use in budget planning specifically for the budget values. Valid options are the options used on the ACCT dimension. For example the common ones uses include: KHAStdLine, PHYStdLine.
KeyStatDesc	Used to identify the description of the primary statistic for each department.
CM_TeamMap	Used to create team-planning workbooks. You can create teams by combining like departments or like accounts for team Axiom Cost Management planning.
JobcodeDimGrp	Used to designate which labor type distribution set applies to the associated department. KHAInt is the standard set of job code labor types. PhyInt is the modified set of job code labor types.

Column	Description
Campus	Used as part of Axiom Cost Accounting.
ProviderType	Select, by dept, whether to use the Detail or Summary options for provider plan files.
ProjDimGrp	Used to identify the Standard Line selected from the ACCT dimension for use in budget planning specifically for the projection values. Valid options are the options used on the ACCT dimension. For example the common ones uses include CYPMethod.
ShowOnList_ Budgeting	Used to identify if a department displays to be selected during the plan file creation process. Valid entries include the following: • TRUE • FALSE
CM_Team	Create teams by combining like departments for team Axiom Cost Management planning.
KHABgtMap	Used for combining departments during plan-file creation. This column is also used when more than one department is needed in one plan file.
CM_Division	Used to group similar departments for Axiom Cost Management reporting and analytics.
CYFDimGrp	Used to identify which CYFMethod column each department uses to forecast accounts. Valid options are: • CYFMethod - Uses the method specified in ACCT.CYFMethod • NA - Not Applicable • [Other Column Name] - Uses the method specified in the corresponding column on the ACCT dimension table
KHAStandardClass	Used for reporting.
FPNode	Used to group the department to the appropriate FPNode in Axiom Financial Planning.
CM_BMarkStatus	Used to define which departments to include in Axiom Cost Management benchmarking reports and analytics. Valid entries include the following: • Yes – Type to include the department. • No – Type to exclude the department.
FPType	Used to group the department to the appropriate FPTYPE in Axiom Financial Planning.
FPNodeBS	Balance Sheet node for Axiom Financial Planning.

Column	Description
CM_DeptStandard	Used for mapping departments to external benchmark data. This mapping matches the department to the ExternalBMark information in the Axiom Cost Management file groups.
CM_PdHrsMetricID	The paid hours metric ID from external benchmark. Elements are validated to the MetricID table. Used to link a department with specific metrics in the CM_Benchmarks_yyyy tables. Used only in Axiom Cost Management.
CM_WkdHrsMetricID	The metric ID for worked hours from external benchmark. Elements are validated to the MetricID table. Used to link a department with specific metrics in the CM_Benchmarks_yyyy tables. Used only in Axiom Cost Management.
CM_ NonLabor1MetricID	The metric ID for NonLabor 1 from external benchmark. Elements are validated to the MetricID table. Used to link a department with specific metrics in the CM_Benchmarks_yyyy tables. Used only in Axiom Cost Management.
CM_ NonLabor2MetricID	The metric ID for NonLabor 2 from external benchmark. Elements are validated to the MetricID table. Used to link a department with specific metrics in the CM_Benchmarks_yyyy tables. Used only in Axiom Cost Management.
BudLocalAdmin1	Used to select the local administrator for Axiom Budgeting.
CM_CombineStat	Used to determine if key statistics should be combined when grouping departments together with CM_Map grouping column for Axiom Cost Management. Valid entries include the following: • Y – Type if the key statistics of the rolled up departments are to be cumulative. • N – Type to use only the key statistics from the surviving department.
CM_ NonLabor3MetricID	The metric ID for NonLabor 3 from external benchmark. Elements are validated to the MetricID table. Used to link a department with specific metrics in the CM_Benchmarks_yyyy tables. Used only in Axiom Cost Management.
CM_ NonLabor4MetricID	The metric ID for NonLabor 4 from external benchmark. Elements are validated to the MetricID table. Used to link a department with specific metrics in the CM_Benchmarks_yyyy tables. Used only in Axiom Cost Management.
CM_ NonLabor5MetricID	The metric ID for NonLabor 5 from external benchmark. Elements are validated to the MetricID table. Used to link a department with specific metrics in the CM_Benchmarks_yyyy tables. Used only in Axiom Cost Management.

Column	Description
BudLocalAdmin2	Used to select the local administrator for Axiom Budgeting.
BudLocalAdmin3	Used to select the local administrator for Axiom Budgeting.
FlexGroup	Used for grouping departments together for the flexible budget utility. (For example, Imaging).
FlexDept	Used for defining each department as fixed or variable during the flexible budget utility. Valid entries include the following: • Yes • No • NA
CM_ShowOnList	Used to define which departments to build Axiom Cost Management plan files. Valid entries include the following: • TRUE – Type this to build a plan file. • FALSE – Type this to exclude from plan file lists and build.
CM_PlanGroup	Used to group departments together for applying assumptions and configurations in Axiom Cost Management driver files.
CM_ ExtBenchmarkSource	The source name of the external benchmark to use for this department in Axiom Cost Management. Used to link a department with the CM_ Benchmarks_yyyy tables.
ShowOnList_Capital	Used to define which departments to build Axiom Capital Planning plan files. Valid entries include the following: • TRUE • FALSE
PM_IT	The IT reviewer assigned for Process Management in Axiom Capital Planning and Capital Tracking.
RFGroup	Used to define your forecast groups. Consider: • Management structure and cultural impact • Team concept versus individual department managers • The availability of a statistic that can be collected
PM_Facilities	The Facilities reviewer assigned for Process Management in Axiom Capital Planning and Capital Tracking.
PM_Clinical	The Clinical Engineering reviewer assigned for Process Management in the Axiom Capital Planning and Capital Tracking systems.
PM_Voting	The owner of the prioritization process assigned for Process Management in Axiom Capital Planning and Capital Tracking.

CDMCODE

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

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

Column	Description
CDMCode	Used in Axiom Budgeting. This must be an alpha numeric field so that during the import process, a C is appended to all CDMCodes to ensure they are alpha numeric.
Description	Identifies the CDMCode description. Try to be as explicit as possible, avoid abbreviations, and use layman's terms. Descriptions should not be in all capital letters. To remove the all-caps format in the spreadsheet, use the Proper formula =Proper().
KeyStat	Identifies which CDMCodes to use for key stat calculation. Valid entries include the following: • To count the code, select **Yes**. • To exclude the code, select **No**. To summarize all of the Yes codes as monthly key stats, use the Summarize CDMCode utility. This utility is available in Axiom Budgeting and Performance Reporting in the Bud Admin task pane, **Financial Reporting > Financial Utilities > RevUsag**.
RVU	Identifies an RVU value for each CDMCode. This RVU value is used to weight each CDMCode for monthly reporting. To summarize all of the Yes codes as monthly key stats, use the Summarize CDMCode utility. This utility is available in Axiom Budgeting and Performance Reporting in the Bud Admin task pane, **Financial Reporting > Financial Utilities > RevUsage**. This RVU may also be used as a source for RVU information in the costing process.
IPStatAcct	To summarize all of the Yes codes as monthly key stats, use the Summarize CDMCode utility. This utility is available in Axiom Budgeting and Performance Reporting in the Bud Admin task pane, **Financial Reporting > Financial Utilities > RevUsage**. If you use this report, list a valid account number from the IP Statistic ACCT dimension to use to post to when running this utility each month.

Column	Description
OPStatAcct	To summarize all of the Yes codes as monthly key stats, use the Summarize CDMCode utility. This utility is available in Axiom Budgeting and Performance Reporting in the Bud Admin task pane, **Financial Reporting > Financial Utilities > RevUsage**. If you are using this report, list a valid account number from the OP Statistic ACCT dimension to use to post to when running this utility each month.
IPRevAcct	Used for mapping if your organization is licensed for the CDMRevenue template. This maps CDMCodes to IP revenue accounts in the budget process.
OPRevAcct	Used for mapping if your organization is licensed for the CDMRevenue template. This maps CDMCodes to OP revenue accounts in the budget process.
KHABgtCode	Used for combining CDMCodes during budget plan file creation. If there are historical values for two CDMCodes that you want to budget as one combined CDMCode, list the surviving CDMCode on both lines. If you do not want to combine codes, then the code for this column should be the same as the CDMCode in the CDMCode column.
KHAStdLine	Used during the budget creation process. Valid entries include the following: • To budget that CDMCode, select **CDM**. • To not budget that CDMCode, select **NA**.
KHAINT	Valid entries include the following: • If RVU > 0, IPStatAcc > 0, KeyStat=Yes, select **Include**. • If RVU<0, IPStatAcc < 0, KeyStat=No, select **Exclude**.
UBRev	The Universal Billing Code associated with each charge code from your chargemaster. If there is no code available, then enter NA. This column is used for reporting purposes.
HCPCS_CPT	The Health Care Procedure Coding System/Current Procedural Terminology codes associated with each charge code from the chargemaster. If there is no code available, then enter NA. This column is used for reporting purposes.

CPT

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

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

Column	Description
CPT	The CPT code used in Axiom Budgeting and Performance Reporting. This must be an alpha code, so a C is prefixed during the import process.
Description	Identifies the CPT description to use for budgeting and reporting.
KHABgtCode	The code to equal the preferred budget level. Examples include LAB, RAD, SURG, and so on. All values in this column must be in the CPT column.
KHAInt	Used during the budget creation process. Valid entries include the following: • To budget the CPT, select **ZProvider**. • To not budget the CPT, select **NA**.
GLRevAcct	The GL Revenue Account to transfer Provider Revenue to the Stat_Rev sheet. This can also be defined by FinClass. If FinClass is used, the default should be **0** (zero). Do not leave blanks.
GLEncAcct	The GL Statistic Account to transfer Encounters to the Stat_Rev sheet. For non-Encounter codes, he default should be **0** (zero). Do not leave blanks.
GLVisAcct	The GL Statistic Account to transfer Visits to the Stat_Rev sheet. For non-Visit codes, he default should be **0** (zero). Do not leave blanks.
GLWRVUAcct	The GL Statistic Account to transfer Provider WRVUs to the Stat_Rev sheet. For codes without a WRVU, he default should be **0** (zero). Do not leave blanks.
KeyStat	Used via utility to summarize CPT volume and post to the financial data tables. Valid options are **Yes** or **No**. To summarize all of the Yes codes as monthly key stats, use the Summarize Provider Statistics to Financial utility. This utility is available in Axiom Budgeting and Performance Reporting in the Bud Admin task pane in **Budget Reporting > Budget Utilities > Provider Utilities > Statistics**.
ReportDescription	Concatenation of the CPT column and Description column.
GLRVUAcct	The GL Statistic Account to transfer Provider RVUs to the Stat_Rev sheet. For codes without an RVU, he default should be **0** (zero). Do not leave blanks.
RVU	Used via utility to adjust volume during summarization prior to posting to the financial tables. This utility is available in Axiom Budgeting and Performance Reporting in the Bud Admin task pane, in **Budget Reporting > Budget Utilities > Provider Utilities > Statistics**.

Column	Description
GLProAcct	The GL Statistic Account to transfer Provider Procedures to the Stat_Rev sheet. For codes without a procedure, he default should be **0** (zero). Do not leave blanks.
Type	Used during the import process to summarize CPT codes for Visits Counts. Can also be used for reporting on types such as Visits, Lab, Radiology, Surgery, and so on. If summarizing CPT codes for Visit counts, the type must be **Visit**. The default value is **NA**.
RFCPT	Used to identify the CPT codes for Axiom Rolling Forecast.
KHABgtCodeSum	Used to configure the CPT codes for the Provider Summary option. While any existing CPT Code can be used, the intent is to combine all CPT codes to one value such as AllCodes. The value selected will be the value used to build and process the Provider tab in a plan file. **NOTE:** Use only one value in this column since all CPT codes will summarize to one row in the plan file.

DATATYPE

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

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

Column	Description
DATATYPE	The DATATYPE used in Axiom Budgeting and Performance Reporting. This must be an alpha code.
Description	Identifies the description to be use for budgeting and reporting.
BudgetType	Used during interface to determine which section each data type should interface to. Valid codes Include the following: • Encounter • Revenue • RVU • WRVU • Volume • NA

Column	Description
KHAInt	Used to identify which tab an account should be interfaced to during the budget plan file creation process. Valid entries include the following: • Driver • Statistic • Financial

INITIATIVEID

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

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

Column	Description
INITIATIVEID	The INITIATIVEID used in Axiom Budgeting. This is used during the budget process to store new initiatives. InitiativeID 1 is used for baseline operations. All other initiative numbering is determined by the system administrator and must be numeric.
Description	Identifies the INITIATIVEID description to use for budgeting and reporting.
InitType	Groups initiatives together for reporting and categorization. Valid entries include the following: • Baseline (INITIATIVE 1 only) • System - Initiatives that affect multiple departments • Dept - Initiatives for a single department
Approve	The coding for Approve/Exclude for new initiatives. Valid entries include the following: • Baseline (applies only to INITIATIVEID 1) • Approve – Initiatives that have been approved • Exclude – Initiatives that are declined or deleted • Integration – Used when integrating Capital Planning to an initiative project
SaveCustom	Used to save from the Axiom Budgeting plan file to this dimension table. **IMPORTANT:** Do not alter or recode.
SaveTagDocID	Used to save from the Axiom Budgeting plan file to this dimension table. **IMPORTANT:** Do not alter or recode.

Column	Description
Profile	The profile type to apply to the initiative. To not use a profile, type **NA**. For more information on setting up initiative profiles, see "Setting up initiatives" in the Axiom Budgeting online help.
BudCM	For internal use.
DefaultFlag_ Description	For internal use.
DefaultFlag_Approve	For internal use.

INSCODE

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

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

Column	Description
INSCODE	The short name or code your organization uses to represent the insurance/health plan product.
Description	The long description of the insurance/health plan.
InsCode_BgtCode	The code used to group the insurance/health plan products together. For example, grouping all commercial or FFS plans.
KHAInt	Specify whether to include the product in the list of available plans to include in your budgets. Select one of the following: • HealthPlan – Select this option to include the product in the list of available plans. • NA – Select this option to remove the product from the list of available plans. **NOTE:** The system will retain historical information for plans removed from the list.

JOBCODE

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

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

Column	Description
JOBCODE	The Axiom job code. This entry must be an alpha-numeric field so that during the import process a J is prepended to all job codes to ensure they are alpha numeric.
Description	The job code description from the payroll system. Do not type descriptions using all capital letters. To remove the all-caps format in the spreadsheet, use the Proper formula =Proper().
GLAcct	The GL account where regular dollars are posted on the GL. If your payroll data maps to the GL based upon pay type, type **0** (zero).
HrAcct	The GL account where regular hours are posted on the GL. If your payroll hours map to the GL based upon pay type, type **0** (zero).
FICAAcct	The FICA account code to use for each job code. You can use this to allocate FICA expense to different accounts by job code.
JobClass	The major job classes of individual job codes. You can use this to apply salary increases for specific groups. Commonly used entries include the following: • Management • Physician • Professional • Technical • RN • LPN • Assistant • Support • Other • Clerical • Contract
GLClass	Used to identify the GL Class each job code is assigned to for budget and reporting salary-mapping purposes. The exception-mapping table is located in the GLPayrollMapping table. If mapping payroll by job code or pay type is not an option, this mapping table allows for special exceptions for payroll mapping.
Variable	Used to identify JobCodes, which are sensitive to volume changes. Valid entries include **Fixed** and **Variable**.

Column	Description
KHABgtCode	Used for combining accounts together during budget plan file creation. If there are historical values for two accounts that you want to budget as one combined account, list the surviving account number on both lines. If not combining accounts, this value should match value in the Account column. The default value is **0** (zero).
KHAInt	Used to identify which tab an account should be interfaced to during the budget plan file create process. Valid entries include the following: • JOBCODE • PROVIDER • To exclude an account from all budget plan files, type **NA**.
CostHr	The Prod Hours Account Definitions for Costing
PhyInt	Used to create an alternative to the KHAInt classification for the associated job code. Valid entries include the following: • JOBCODE • PROVIDER • NA – Indicates the value will default to the value currently in the KHAInt column.
ResourceJobClass	Used in the RVU developer process by the mapping of job codes to a Resource Job Class, which determines the level of detailed RVU development for labor resources. This attribute is also used in the mapping of payroll hour and dollar into an average wage rate in the resource table that then drives the calculation of the RVU.
CostCat	The cost category for the job code.
KHAStandardClass	The KHA standard classification for jobcode to be used in reports to standardize across the organization. Double click to select the appropriate classification.
StdHours	Used to identify the standard FTE hours worked in a year. Options include Default, which is 2086 hours, and 2080. For more information, see "Working with FTE standard working hours" in the online help.
CostGL	The Prod Dollars Account Definitions for Costing
Retirement	Identifies the jobcodes to be used for retirement calculation. Used in Jobcode and ProviderComp (available on Labor tabs). Valid entries are: • NA • Qualified

Column	Description
CostClass	An alternative grouping column used in the costing process that is invoked during the loading of payroll information into the CGL as statistics to support a payroll related reclassification of GL dollars or hours.
RFCODEGL	In Axiom Rolling Forecast, this may be used to allocate salaries to specific salary related RFCodes.
CostVariable	Not used at this time.
RFCODEHR	In Axiom Rolling Forecast, this may be used to allocate hours to specific hours related RFCodes.
FPCategory	Used to identify the name of the Financial Planning category to be used for transferring the financial plan targets during the integration process with Axiom Financial Planning. If Axiom Financial Planning is not used, the default is **NA**.
CM_PlanCode	Used for combining job codes during reporting and plan file creation in Axiom Cost Management. If there are historical values for two job codes that you want to report as one combined job code, list the surviving job code on both lines.

PAYTYPE

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

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

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

Column	Description
PAYTYPE	The Axiom pay type. This must be an alpha-numeric field, so that during the import process, a P is prepended to all pay types to ensure they are alpha numeric.
Description	Identifies the pay type description from the payroll system. Be as explicit as possible, avoid abbreviations, and use layman's terms. Do not enter a description using all capital letters. To remove the all-caps format in the spreadsheet, use the Proper formula =Proper().

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

Column	Description
FTE	Indicates whether to include hours in FTE calculations. Select one of the valid entries: • To assign to pay types to count for FTE calculations such as Regular, Overtime, Education, PTO, Jury Duty, Bereavement, Sick, and so on, select **Yes**. • To assign to pay types to not count for FTE calculations such as Differentials, Call Pay (not callback), Bonus, Benefits, and so on, select **No**. • To assign to your productivity stat pay types, select **Stat**. • If none of the above scenarios apply, select **NA**.
Empl_Detail	Used to identify pay types that are FTE related for employee-level budgeting. Select one of the valid entries: • If it is FTE-related, select **Z_Employee**. • If it is not FTE-related, select **NA**.
KHAInt	Used to identify pay types to include in plan file processing. Select one of the valid entries: • To assign pay types to include in the JobCode block (generally FTE=Yes), select **JobCode**. • To assign pay types to include in the JobCode block as additional dollars (generally FTE=No; examples include call pay, differentials, bonus, etc.), select **Dollars**. • To assign pay types to budget at the department (not job code) level, select **Dept**. • To assign pay types to exclude from the budget workbooks such as PTO sellback, reimbursement\adoption reimbursement, car allowance, benefit expenses, and so on, select **NA**.
GLAcct	Used to identify the account number to use for dollars on the GL. Do one of the following: • If your payroll data maps to the GL-based upon job code, type **0** (zero). • If your payroll data does not map to the GL-based on job code, type the GL salary account from the ACCT dimension table.

Column	Description
HrAcct	Used to identify the account number to use for hours on the GL. Do one of the following: • If your payroll hours map to the GL-based upon job code, type **0** (zero). • If your payroll hours do not map to the GL-based on job code, type the GL hours account from the ACCT dimension table.
JobCode	The pay type summary groupings used for plan-file processing when using the Jobcode labor method. The code used must be a valid pay type.
Staffing	The pay type summary groupings used for plan-file processing when using the Staffing labor method. The code used must be a valid pay type.
Employee	The pay type summary groupings used for plan-file processing when using the Employee labor method. The code used must be a valid pay type.
Provider	The pay type summary groupings used for plan-file processing when using the ProviderComp labor method. The code used must be a valid pay type.
KHAStdLine	Used to identify default budget methodology used in budget plan files during budget plan file creation. Refer to the calc methods for the Stat_Rev sheet and Expense sheet in the *Axiom Budgeting and Performance Reporting Administrator's Guide* (Budget Plan Files chapter) for valid entries and definitions. The default value is **NA**.
RF_Pay26_Include_ Exclude	Select whether to include or exclude option from monthly payroll to GL.
ResourceCalculation	Determines the calculation behavior for the hours or dollars within the PAYTYPE when using the payroll information within the RVU development process. When labor rates are calculated for the Resource Table, the designation here determines if the Hours, Dollars, or Both are to be used in the numerator and denominator in the average.
PHYStdLine	Identifies the default budget methodology used in budget plan files during budget plan file creation. Options include: • CM_Jobcode • Dept_AvgPerProdHr • Dept_InputMonthly • Input_Monthly • JobCode • NA

Column	Description
CDMStdLine	Used to identify default budget methodology for CDM budget plan files (departments which have CDMStdLine in KHACMDimGrp column of DEPT Dimension) during budget plan file creation. It is used similarly to KHAStdLine in Budget Planning workbooks. Valid entries include the following: • Statistical accounts = CDMStatistic • IP Revenue accounts = CDMIPRevenue • OP Revenue accounts = CDMOPRevenue Copy the remaining account assignments from KHAStdLine column.
Accrue	Used to identify paytypes to be included when using the payroll accrual utility. Valid entries include the following: • To accrue during monthly payroll accrual process, type **Yes**. • To not accrue during monthly payroll accrual process, type **No** or **NA**.
RFPAYCLASS	Not used at this time.
Cost Variable	Not used at this time.
CM_PlanCode	Used for combining pay types during Axiom Cost Management reporting and plan-file creation. If there are historical values for two pay types that you want to report as one combined pay type, list the surviving pay type on both lines.
KHAStandardClass	Grouping column that can be used to report on paytype usage across your organization.
NewDeptStdLine	New department standard CM Line.
CM_PayCategory	Used in Axiom Cost Management to group individual pay types into summary categories for planning purposes. Examples include the following: Regular, Overtime, Education, PTO, Contract, Other, Stat.
CM_Paid	Used to identify the pay type to include in the Paid Hours calculations in Axiom Cost Management. Valid entries include the following: • For paytypes that will be included in paid hours, select **Yes**. • For paytypes that will not be included in paid hours, select **No**.
CM_Worked	Used to identify the pay type to include in the Worked Hours calculations in Axiom Cost Management. • For Pay Types that will be included in worked hours, select **Yes**. • For Pay Types that will not be included in worked hours, select **No**.

Column	Description
CM_PaidDLLRS	Used to identify the pay type to include in the Paid Dollars calculations in Axiom Cost Management. • For Pay Types that will be included in paid dollars, select **Yes**. • For Pay Types that will not be included in paid dollars, select **No**.
CM_WorkedDLLRS	Used to identify the pay type to include in the Worked Dollars calculations in Axiom Cost Management. • For Pay Types that will be included in worked dollars, select **Yes**. • For Pay Types that will not be included in worked dollars, select **No**.
CMStdLine	Used during the interface process to assign the standard planning method to use for each pay type. In other words, this identifies the desired formula to use to calculate Axiom Cost Management initiatives. It is used similarly to KHAStdLine in Budget Planning workbooks.

Options for Acct.FSDetail

- A_AccumDepr
- A_AR
- A_ARAllow
- A_BoardInvest
- A_BondAmort
- A_BondCost
- A_Cash
- A_CashInvest
- A_CIP
- A_CurLtdAsset
- A_CurOtherAsset
- A_CurReceivable
- A_Inventory
- A_Land
- A_LTNotesRec
- A_LTOtherAsset
- A_PPE
- A_Prepaid
- A_RelatedParty
- A_ThirdPartyRec
- A_Trusteed
- C_Comments

- D_BadDebt
- D_Charity
- D_Contractual
- D_Discounts
- E_BadDebt
- E_Benefits
- E_Depreciation
- E_Drugs
- E_Insurance
- E_Interest
- E_MaintRepairs
- E_MedSupplies
- E_OtherExp
- E_OthSupplies
- E_ProFees
- E_PurchSvcs
- E_RentLease
- E_Salaries
- E_SalariesContract
- E_SalariesMid
- E_SalariesPhy
- E_Utilities
- F_ContractFTEs
- F_NonProdFTEs
- F_OvertimeFTEs
- F_ProdFTEs
- H_Contract
- H_JCHours
- H_Midlevel
- H_NonProd
- H_Overtime
- H_Physician
- H_Prod
- L_AccExpense
- L_AccPayroll
- L_AP
- L_CurLTDebt
- L_CurOthLiab

- L_LTDebt
- L_LTOther1
- L_LTOther2
- L_ThirdPartyPay
- M_BmarkAdjD
- M_BmarkNOR
- M_DEPUOS
- M_NonLabor
- M_ONLPUOS
- M_PSPUOS
- M_SEPUOS
- M_TContPct
- M_TEducPct
- M_TEPUOS
- M_TFTERate
- M_TOTPct
- M_TPHUOS
- M_TUOSRate
- M_TWHPUOS
- N_NetAsset
- N_NetAssetPerm
- N_NetAssetTemp
- NA
- Q_Restricted
- Q_RestrictedPerm
- Q_RestrictedTemp
- Q_Unrestricted
- R_IPRev
- R_NonOpContrib
- R_NonOpExtraord
- R_NonOpGainLoss
- R_NonOpInterest
- R_NonOpInvest
- R_NonOpOther
- R_NonOpRev
- R_OPRev
- R_OtherRev
- R_OthPtRev

- S_Admits
- S_Deliveries
- S_Discharges
- S_Encounters
- S_ER Visits
- S_GenStat
- S_Global
- S_KeyIP
- S_KeyOP
- S_KeyOth
- S_Newborn
- S_OthStat
- S_PatientDays
- S_PayorDays
- S_PayorDisch
- S_PayorVisits
- S_StatOth
- Z_Exclude

Mapping the PAYTYPE dimension

AXIOM BUDGETING: PAYTYPE MAPPING SETUP											
	Used for Reporting			Used for Budgeting						Used for GL Mapping	
Sample PayType Codes	PaySummary	PayDetail	LaborDist	FTE	Empl_Detail	KHAInt	JobCode/Staffing/Employee	KHAStdLine	Accrue	GL Acct	HR Acct

Regular	Prod	Regular	Regular	Yes (hours will be included in FTE calculations)	Z_Employee (identify FTE-related codes for Employee-level budgeting)	Jobcode (assign to paytypes which will be included in the JobCode block)	Paytype mapping must match one of the codes on Budget Labor Config Driver; multiple codes are grouped for budgeting (i.e. multiple "regular" codes are mapped to the primary regular code)	Jobcode (default budget methodology for any code identifed as KHAInt="Jobcode")	Yes	Codes **dollars** to GL. If payroll data maps to GL based on Jobcode, use 0, otherwise assign **GL salary** account from	Codes **hours** to GL. If payroll data maps to GL based on Jobcode, use 0, otherwise assign **GL hours** account from

m ACCT dimension	ACCT dimension

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

Differential				No (hours will be excluded from FTE calculations)	NA	Dollars (assign to paytypes which will be added to the Job Code level)	Paytype mapping will match the individual paytype, or like payetypes can be grouped (i.e. multiple call types mapping to one call type to simplify budgeting)	Options are: AvgPerPaidHr, AvgPerProdHr, Holida	Yes or No
Bonus									
Call			On Call						
Mileage Reimbursement			Other					MileageReimb	
Paytypes Budgeted at the Dept Level (examples might be Medical Director, Bonus)	Other	Other	Other			Default (assign to paytypes which will be budgeted at the Default, not Job code, level)		Options are: Dept_AvgPerProdHr, Dept_InputMonthly or Dept_InputTotal	

Payroll adjustments, reimbursements, PTO sellback, benefit expense, car allowance	NA	NA	NA	NA		NA (assign to pay types which should be excluded from budget plan files. Often the expense is budgeted for elsewhere,	NA	NA	Usually NA

Biweekly Statistic	Stat	Stat	Stat	Stat		not through payroll)

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.

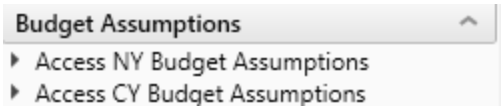
- Configure a user to only have access to the correct budget group sections or all sections of each driver file.

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:

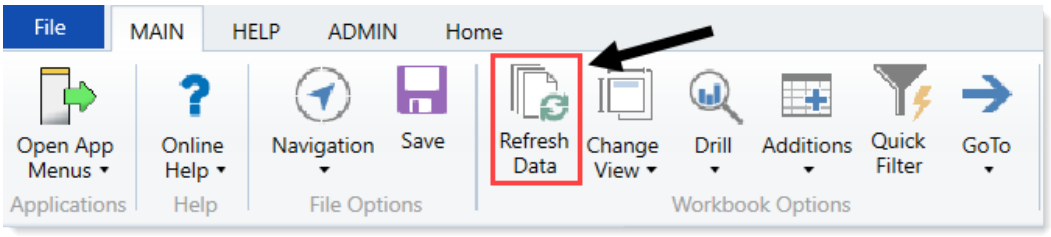
1. In the Budget Admin task pane, in the **Budget Assumptions** section, do one of the following:
   - To open next year's budget drivers, click **Access NY Budget Assumptions**.
   - To open this year's budget drivers, click **Access CY Budget Assumptions**.



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

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

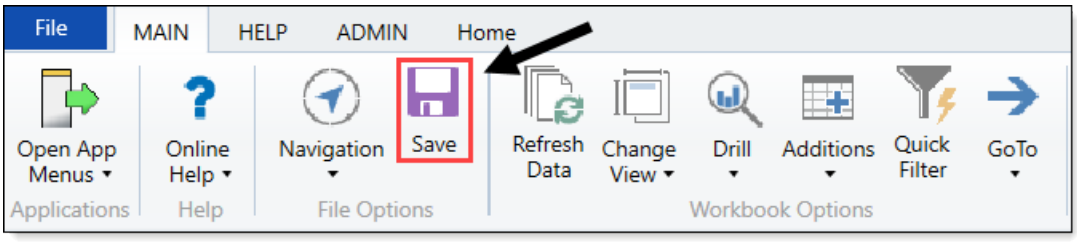
   a. In the **Main** ribbon tab, click **Refresh Data**, or press **F9**.



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

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

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



Order to set up drivers

Set up the drivers in the following order:

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

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

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

44. Membership PMPM

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

Summary of commonly used drivers and use of global assumptions

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

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

Budget Assumption and Configuration drivers

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

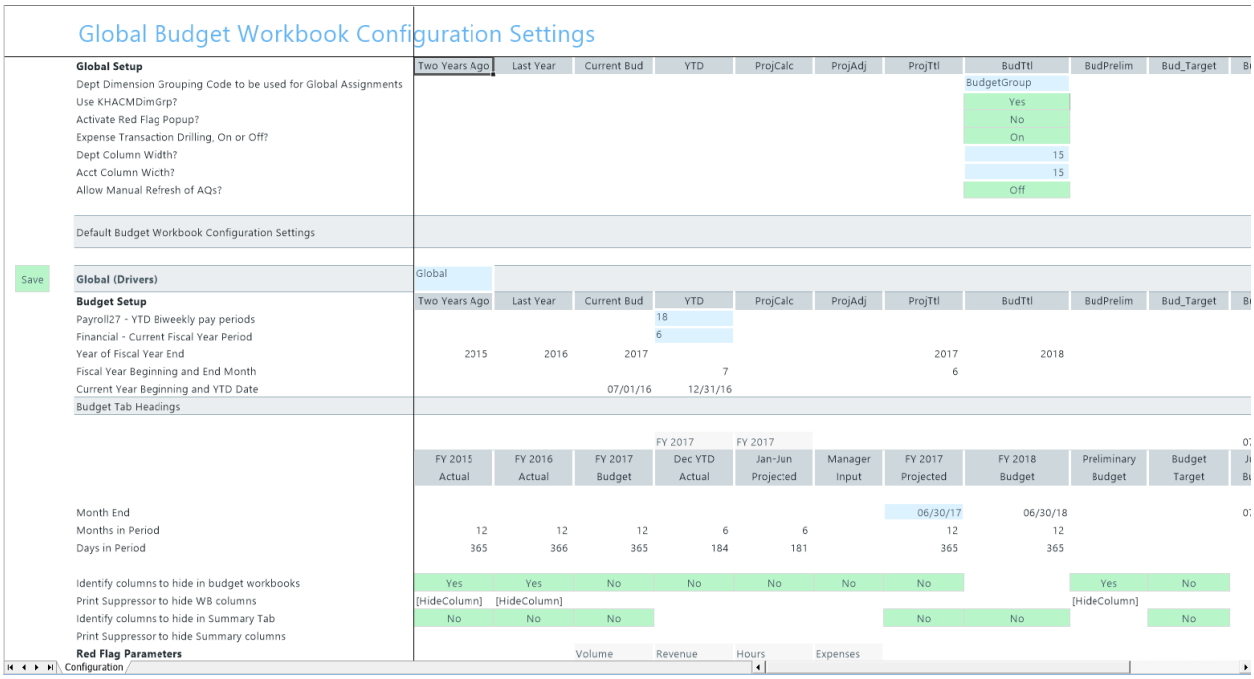
Driver	Description
Budget Configuration	Use to configure a variety of general settings that affect the majority of budget plan files. **TIP:** Usually the first driver you edit prior to creating a budget.
Budget Driver	Use to assign a driver statistic either to the facility or to an individual department,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

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

Budget Configuration

Overview

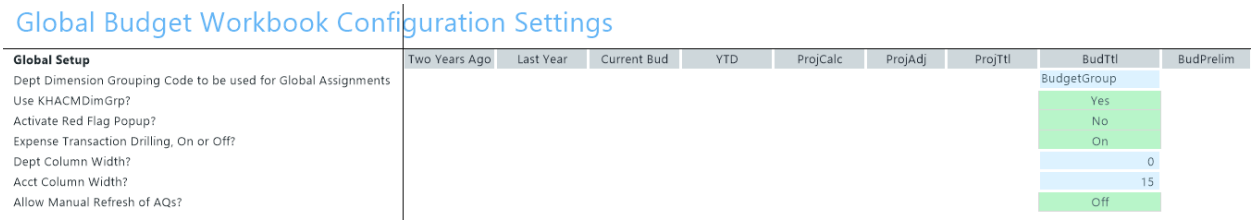
This driver contains a variety of general configuration settings that affect the majority of budget plan files. This is typically the first driver file you edit prior to creating a budget.



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

Global Setup

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



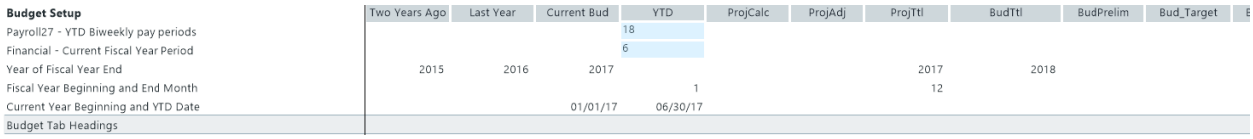
Settings in this section include:

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

Option	Definition
Use KHACMDimGrp?	Define from the ACCT dimension which Stdline to use for the department. For example, if the budget plan file is a typical basic operating plan file used in a hospital, then you would use Account KHAStdline. For a physician department, you would likely select Physician KHAStdline.
Activate Red Flag Popup?	For certain values, you can set variance thresholds which, if exceeded, cause a red flag icon ( ) to display. Select one of the following options to determine whether or not the user needs to address the threshold by entering a comment: • **Yes** - When the threshold is met, require the user to enter a comment in the Comment field before they can save the plan file. • **No** - Allow the user to save the plan file without entering comments.
Expense Transaction Drilling, On or Off?	Select one of the following: • **On** - To allow users to drill down to a subsidiary General Ledger in the Expense tab. • **Off** - To not allow users to drill down in the Expense tab.
Dept Column Width?	By default, the department column width is 15 pt. Use this field to enter different column width size.
Acct Column Width?	By default, the account column width is 15 pt. Use this field to enter different column width size. **NOTE:** If you enter a size larger than 15 pt, large numbers will display in scientific notation (i.e. #######).

Budget Setup section

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



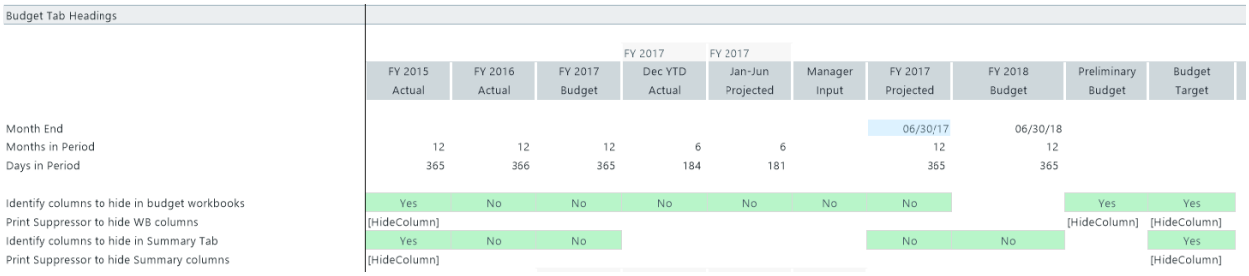
Settings in this section include:

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

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

Budget Tab Settings section

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



Settings in this section include:

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

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

Red Flag Parameters section

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



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

Settings in this section include:

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

Other Tab Parameters section

This section addresses additional configuration options for budget plan files:



Settings in this section include:

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

Budget Driver

Overview

This driver is used for two major purposes:

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

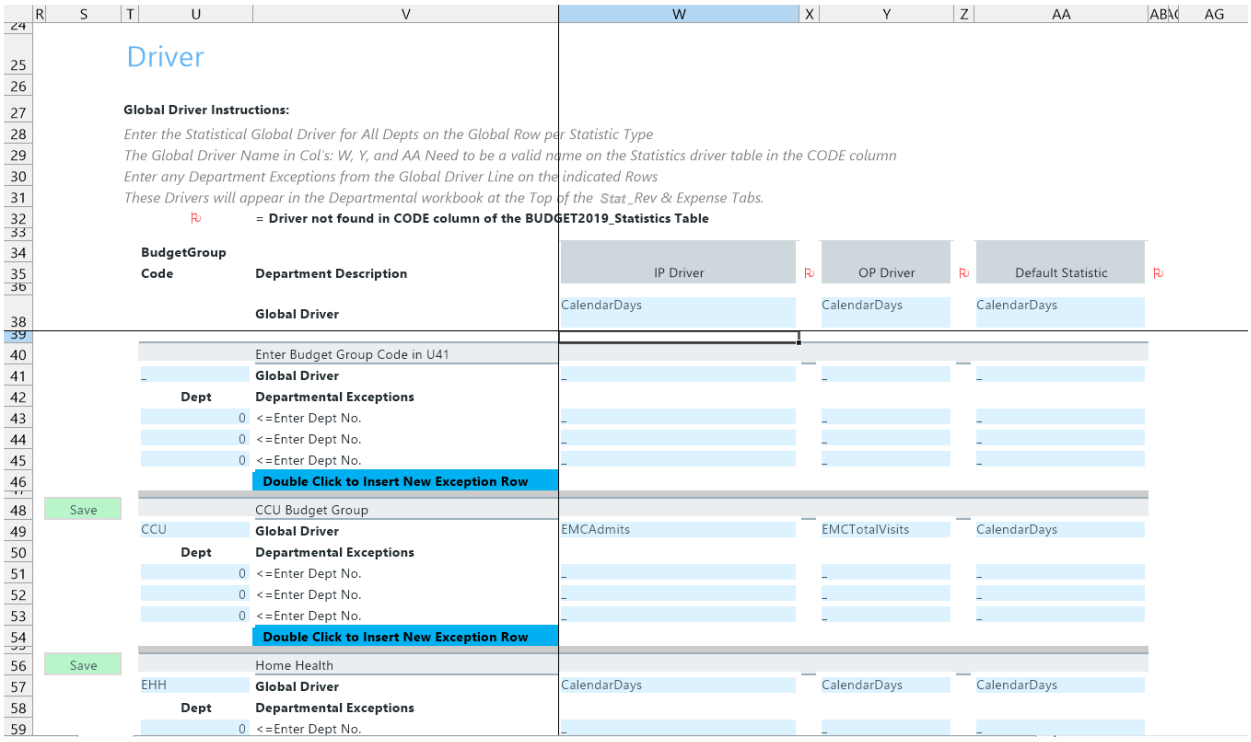
- The code requested is the same code that is in column A of the Statistic worksheet which is a combination of columns B & C in the Statistic worksheet.
- A red flag will indicate if an incorrect code has been input (refer to screen shot example).

2. Assign a default statistic to be used if a department does not currently have a database statistic.
    - Departmental Exceptions from the facility assignment can be entered in the lower half of this sheet (refer to screen shot below).

The Driver sheet contains the following columns for each entity:

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

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



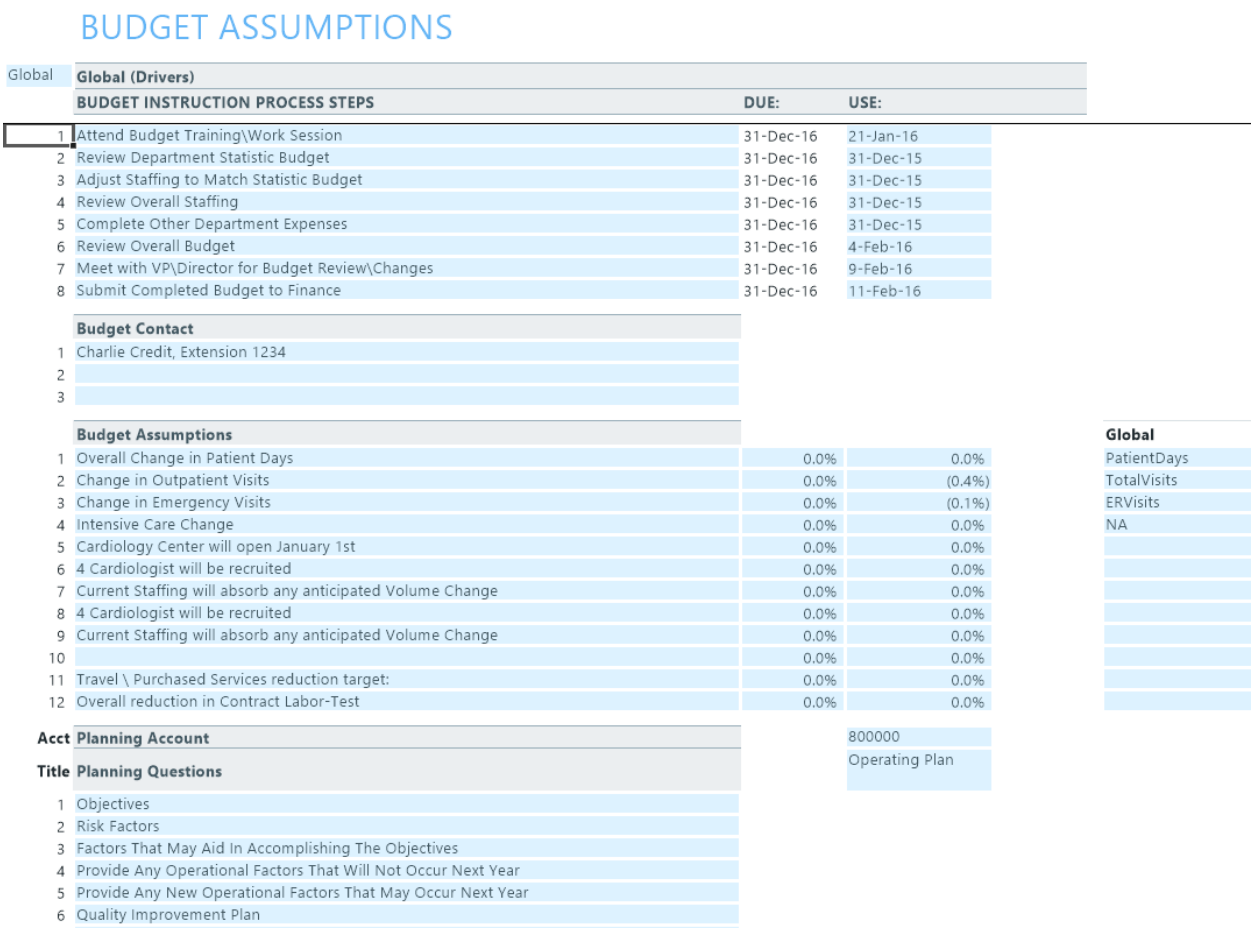
Settings

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

Budget Assumptions

Overview

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



BUDGET ASSUMPTIONS

Global	**Global (Drivers)**			
	BUDGET INSTRUCTION PROCESS STEPS	**DUE:**	**USE:**	
1	Attend Budget Training\Work Session	31-Dec-16	21-Jan-16	
2	Review Department Statistic Budget	31-Dec-16	31-Dec-15	
3	Adjust Staffing to Match Statistic Budget	31-Dec-16	31-Dec-15	
4	Review Overall Staffing	31-Dec-16	31-Dec-15	
5	Complete Other Department Expenses	31-Dec-16	31-Dec-15	
6	Review Overall Budget	31-Dec-16	4-Feb-16	
7	Meet with VP\Director for Budget Review\Changes	31-Dec-16	9-Feb-16	
8	Submit Completed Budget to Finance	31-Dec-16	11-Feb-16	
	Budget Contact			
1	Charlie Credit, Extension 1234			
2				
3				
	Budget Assumptions			**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.

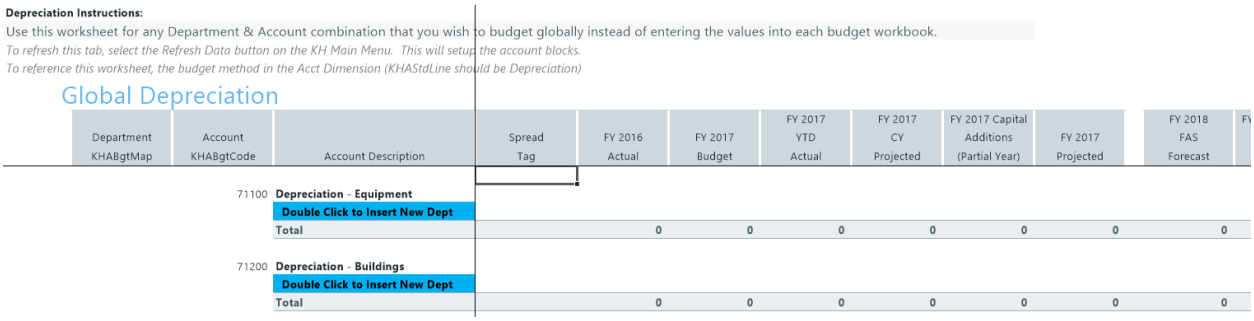
Budget Depreciation

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.



Settings

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

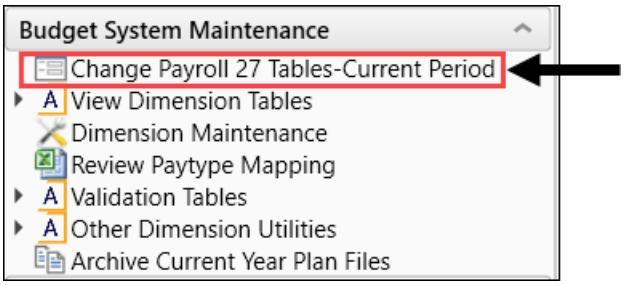
Configuring the current payroll period

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

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

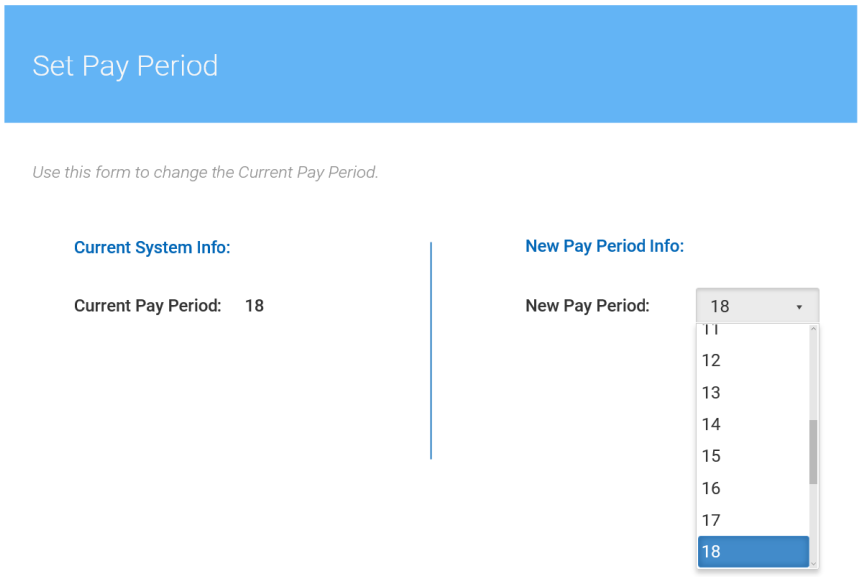
To configure the current payroll period:

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



NOTE: The utility opens in a separate browser window.

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

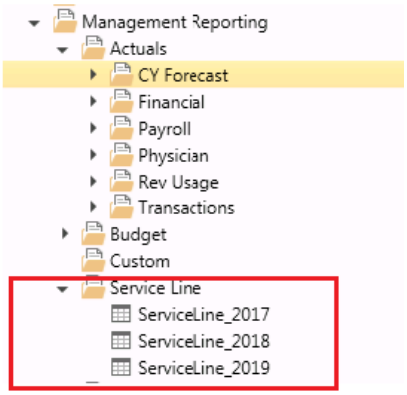


3. Click **Submit**.
4. At the **This may take around a minute to save** prompt, click **OK**.
5. At the confirmation prompt, click **OK**.

Configuring the Service Line data tables

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

The data tables are located in the Service Line folder in the Table Library accessed through the Explorer task pane.

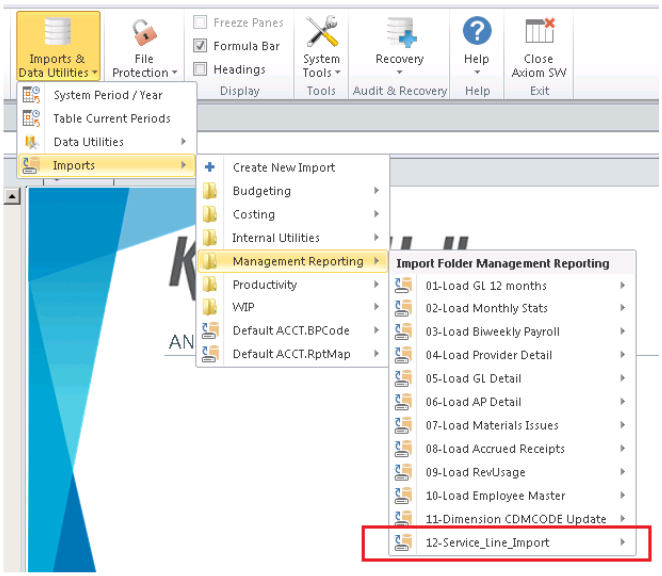


Open Tables In Spread Sheet (OTIS) is available for the following Syntellis standard roles for direct table access, if needed:

- Management Reporting Admin
- Management Reporting Analyst

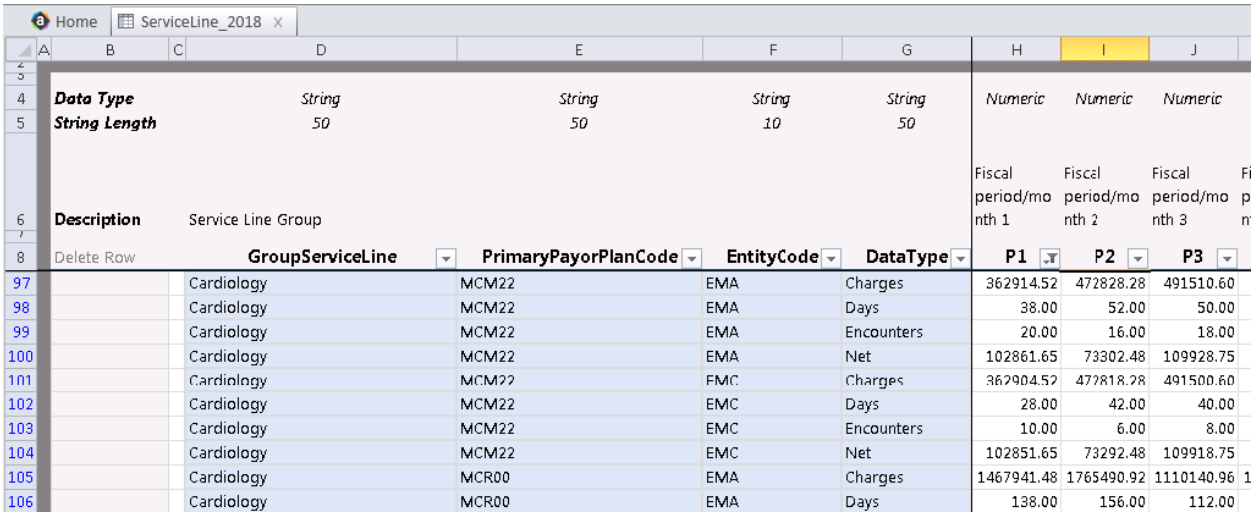
You will need Management Reporting Admin role to use the import.

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



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

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



Home | ServiceLine_2018

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

Budget Global drivers

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

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

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

Budget Global Data Configuration

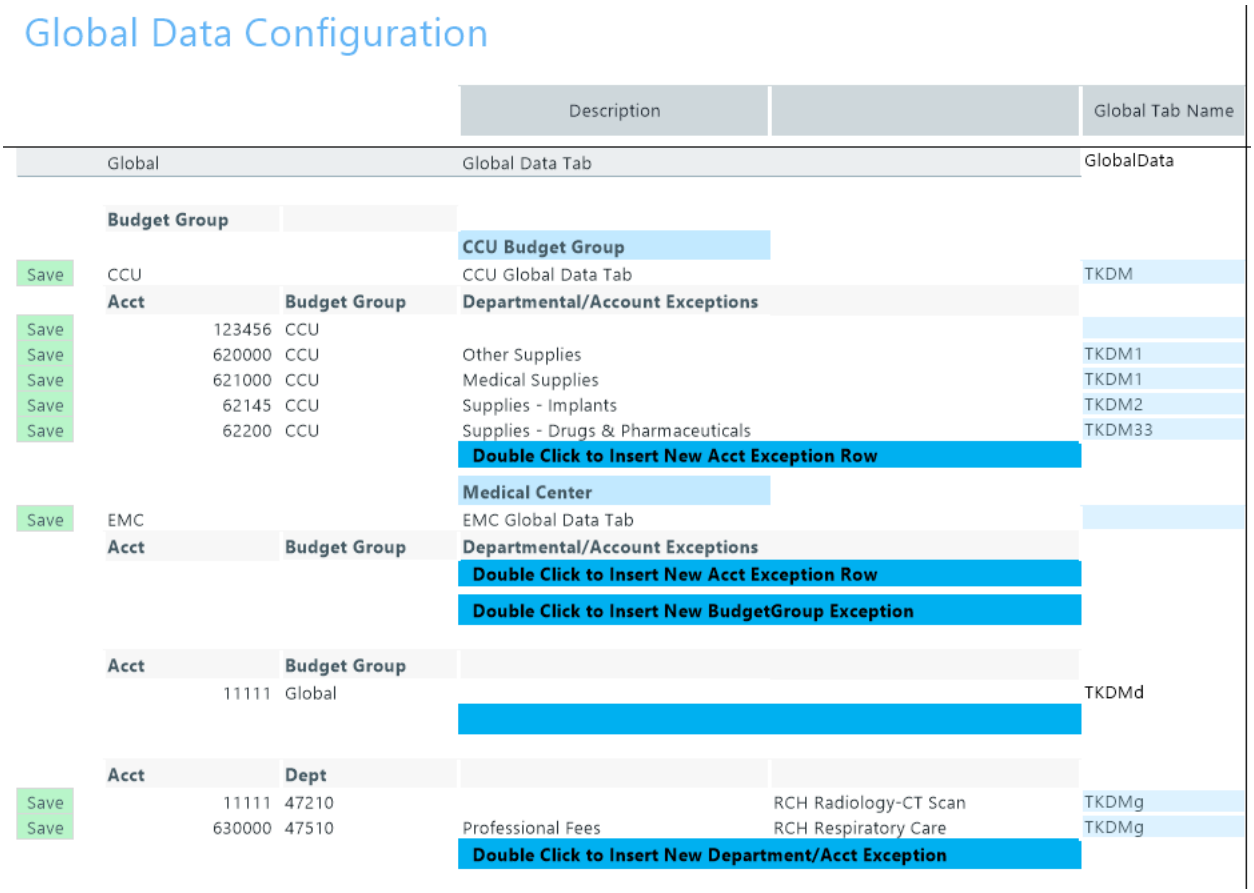
Overview

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

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

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

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



Settings

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

Budget Global Data 1-4

Overview

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

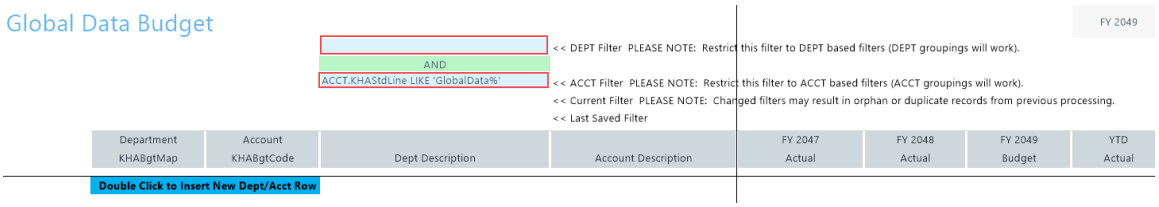
Note the following:

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

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

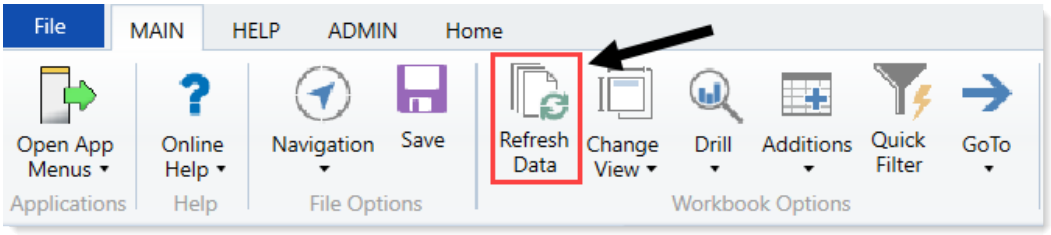
Settings

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



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

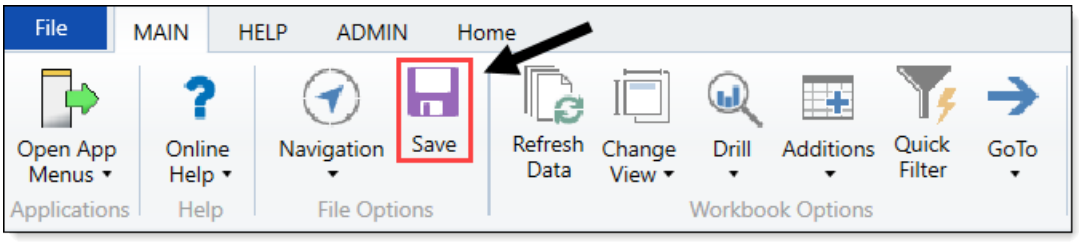
3. Create or select an existing filter to use. For instructions, see Using the Filter Wizard.
4. Refresh the variables by doing one of the following:
   - In the **Main** ribbon tab, click **Refresh Data**.



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

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

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



Budget Global Expense

Overview

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

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

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

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

Global Expense Instructions:

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

To refresh this tab, select the Refresh Data button on the KH Main Menu. This will setup the account blocks.
To reference this worksheet, the budget method in the Acct Dimension (KHAStdLine should be GlobalExpense)
To add additional KHAStdLine columns, add those in the "Data Filter" section on the Sheet Assistant

Global Expense Budget

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

Settings

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

Budget Global Sum

Overview

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

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

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

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

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

Settings

Open the driver, and complete the following sections in the GlobalSum sheet:

Revenue Accounts to be Summed section

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

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

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

The only methodologies that can be summed are the following:

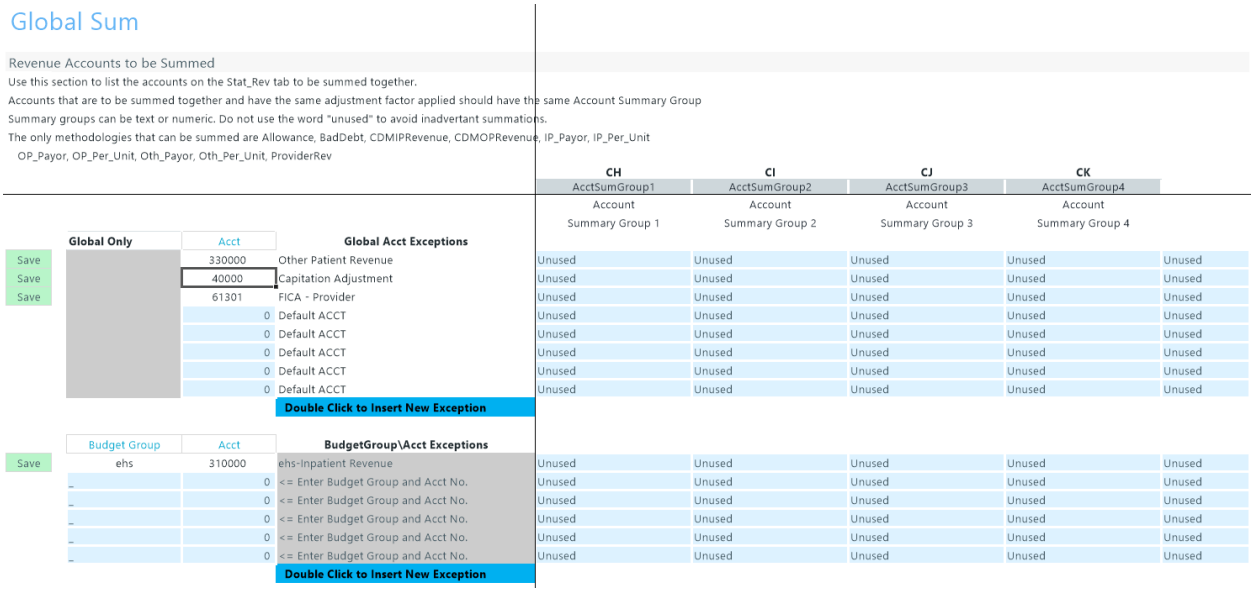
- Allowance
- BadDebt
- CDMIPRevenue
- CDMOPRevenue
- IP_Payor
- IP_Per_Unit
- OP_Payor
- OP_Per_Unit
- Oth_Payor
- Oth_Per_Unit
- ProviderRev

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

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

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

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



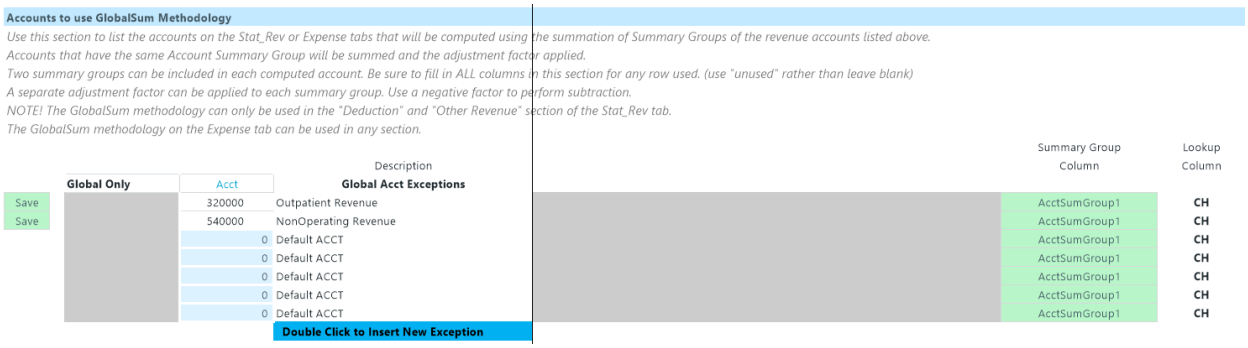
Accounts to use GlobalSum Methodology section

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

Option	Description

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

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



Budget Expenses drivers

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

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

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

Budget Expense Adjustments

Overview

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

Expense Adjustments

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

Settings

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

Option	Definition
FY *Year* Projection Adjustment	Use to modify expense values for current year projection.
FY *Year*Budget Adjustment	The default expense adjustment for all budget plan files (exceptions can be made for any defined Budget Groups in the sections below)
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 *both* current year and next year's budget.
FY*Year* Fixed %	Used if using the PctofSalaries_FixedPct methodology. This will set a fixed percentage to be used for all departments in that budget group rather than the historical percentage which would be different for all departments.
FY*Year* Rate/FTE	Used if using the RatePerFTE_Fixed methodology. This will set a fixed rate per FTE to be used for all departments in that budget group rather than the historical rate which would be different for all departments.

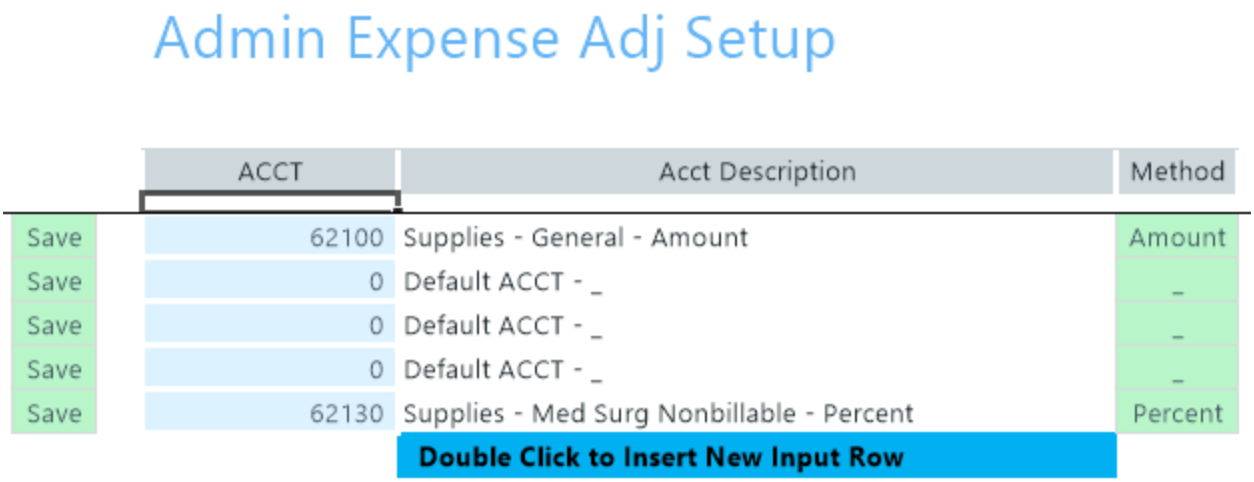
Budget Expense Admin Adjustments Setup

Overview

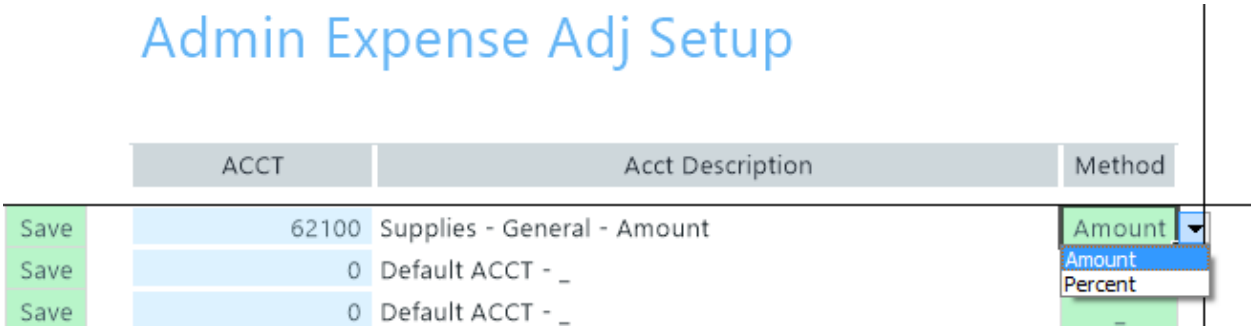
Use these drivers to make incremental adjustments to manager inputs on Budget plan files. To use these drivers, you must first set up the accounts in the Budget Expense Adjustments driver.

Settings

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



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



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

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

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

Budget CDM drivers

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

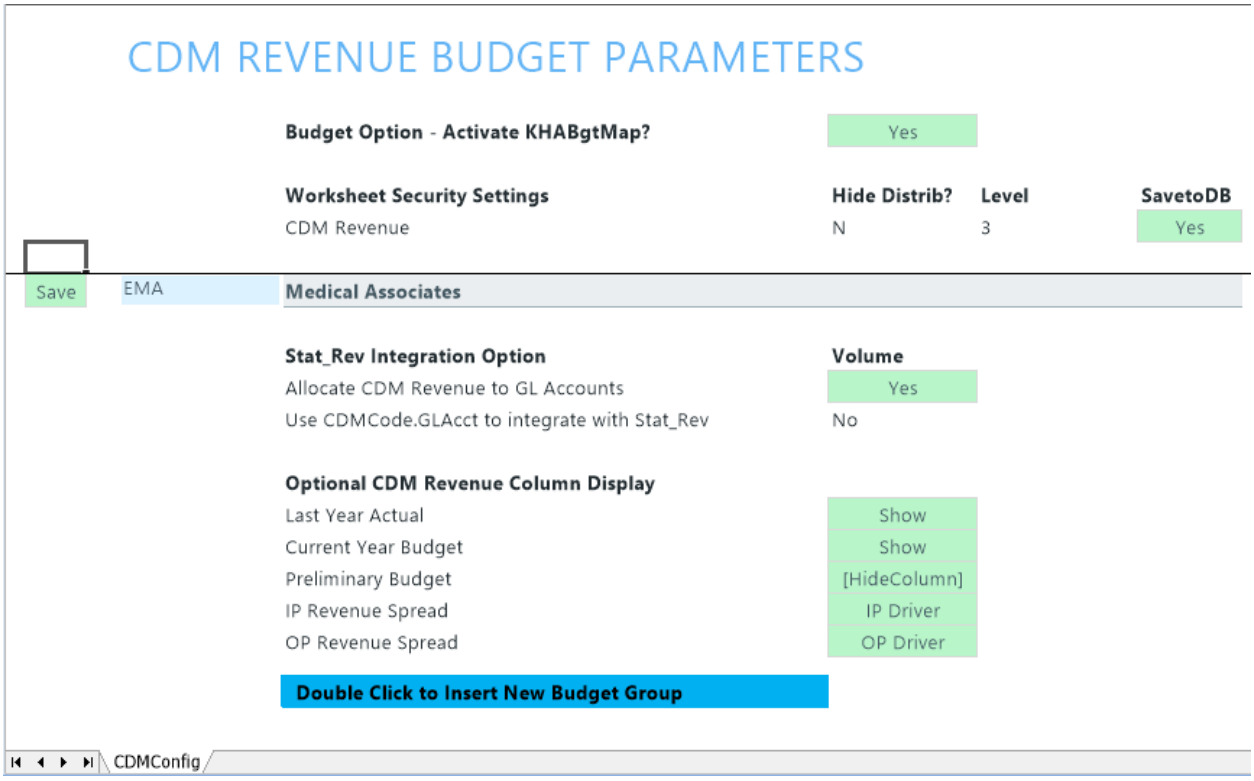
Driver	Description
Budget CDM Configuration	Use to set configuration options for the CDMRevenue tab in budget plan files, including the inpatient and outpatient volume settings.
Budget CDM Overrides	Use to override the charge per unit rate for specific CDM codes, either globally or by budget group/department.

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

Budget CDM Config

Overview

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



Settings

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

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

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

CDMOverrides

Settings

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

Option	Description
CDM Code	Type the charge code to override.

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

Health Plan drivers

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

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

Membership Enrollment Trend driver

▶ Overview

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

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

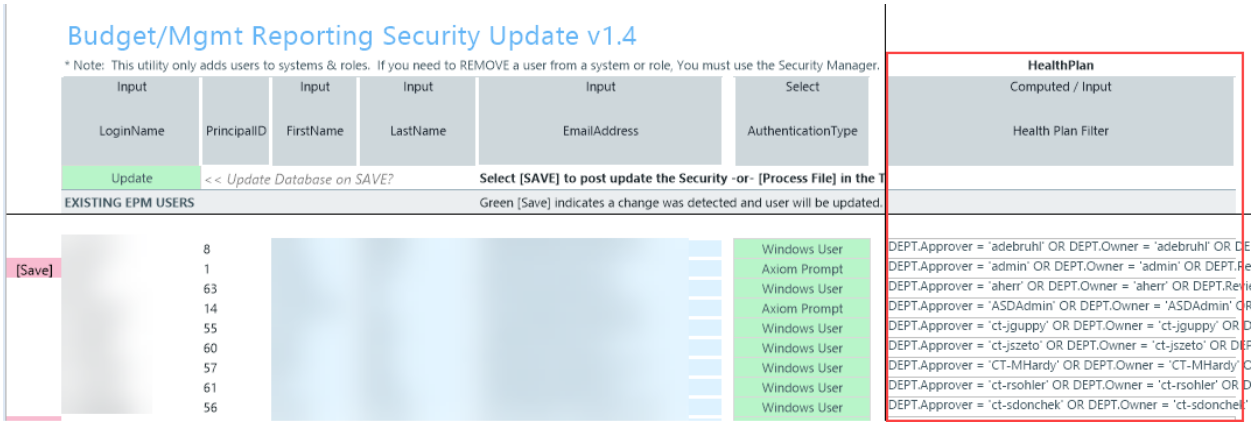
▶ About this driver

Note the following before configuring this driver:

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

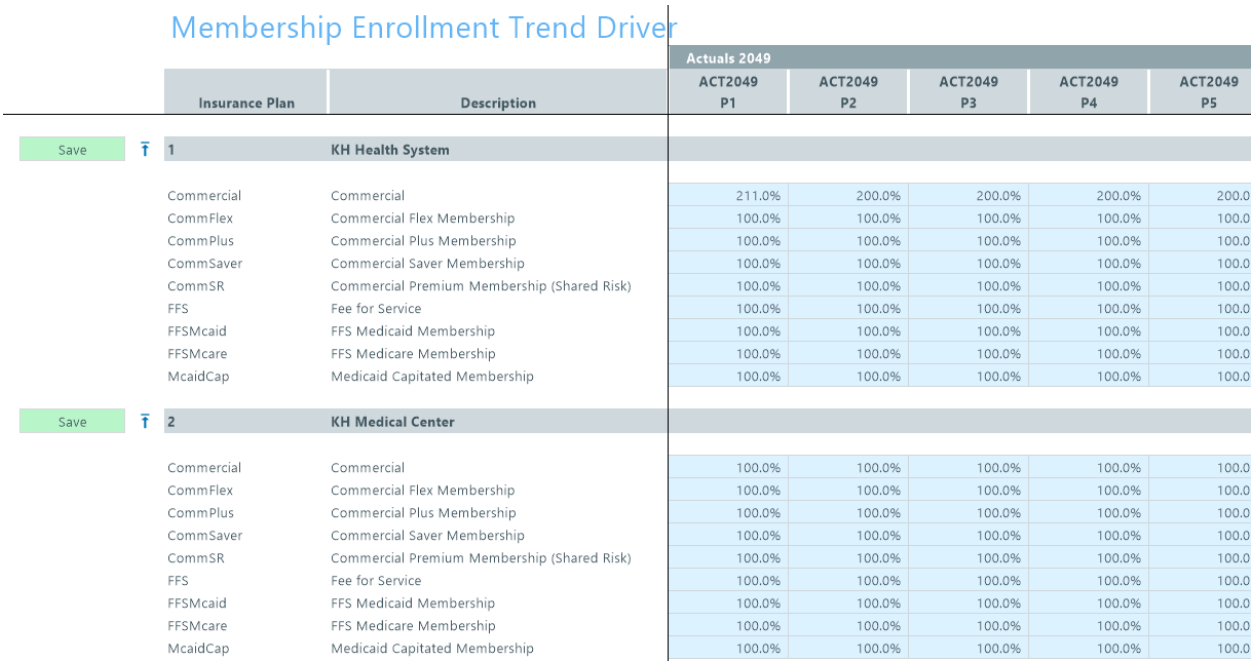
- You must first complete this driver setup before configuring the Membership PMPM driver.
- Only users assigned the GlobalDriverMgmt role profile can access and update this driver.

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



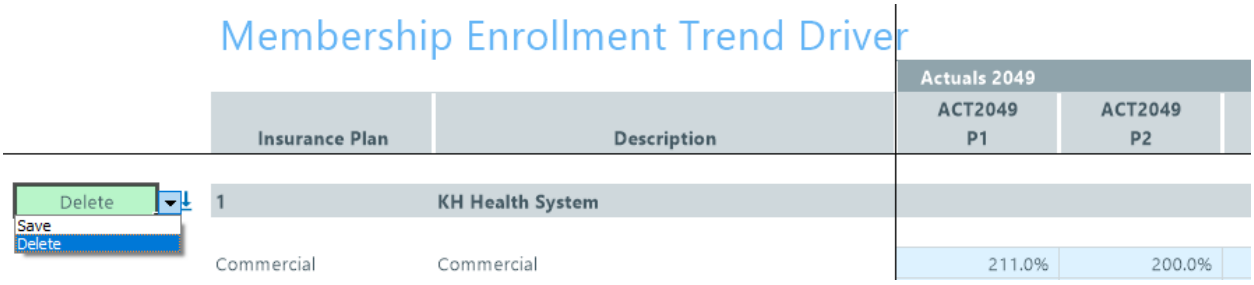
Understanding the interface

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



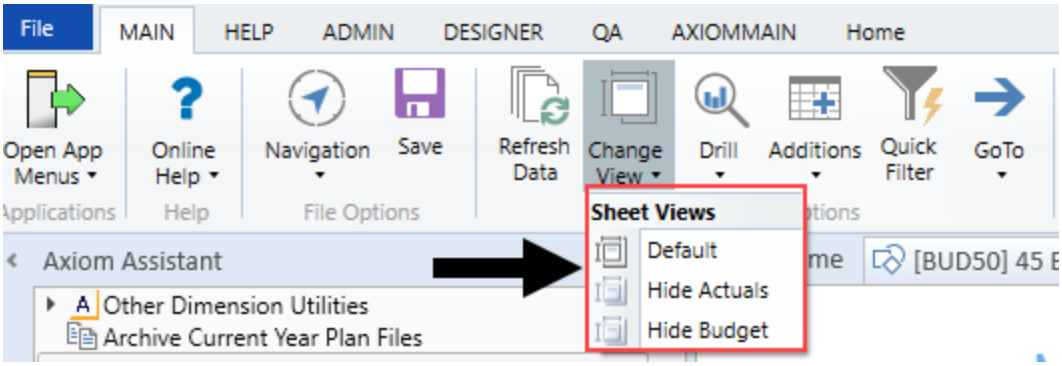
To remove an entity from the driver, click the **Save** drop-down, and select **Delete**. After you save your changes, the system will remove the entity from the driver.

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



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

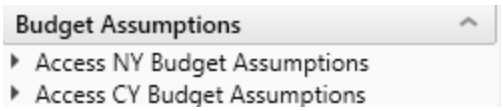
- **Default** - Displays both the actuals and budget columns for each period as well as the Projected Actuals.
- **Hide Actuals** - Hides the actuals columns for each period. The projected actuals column remains available.
- **Hide Budget** - Hides the budget columns for each period.



Settings

Complete the following steps to configure this driver:

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



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

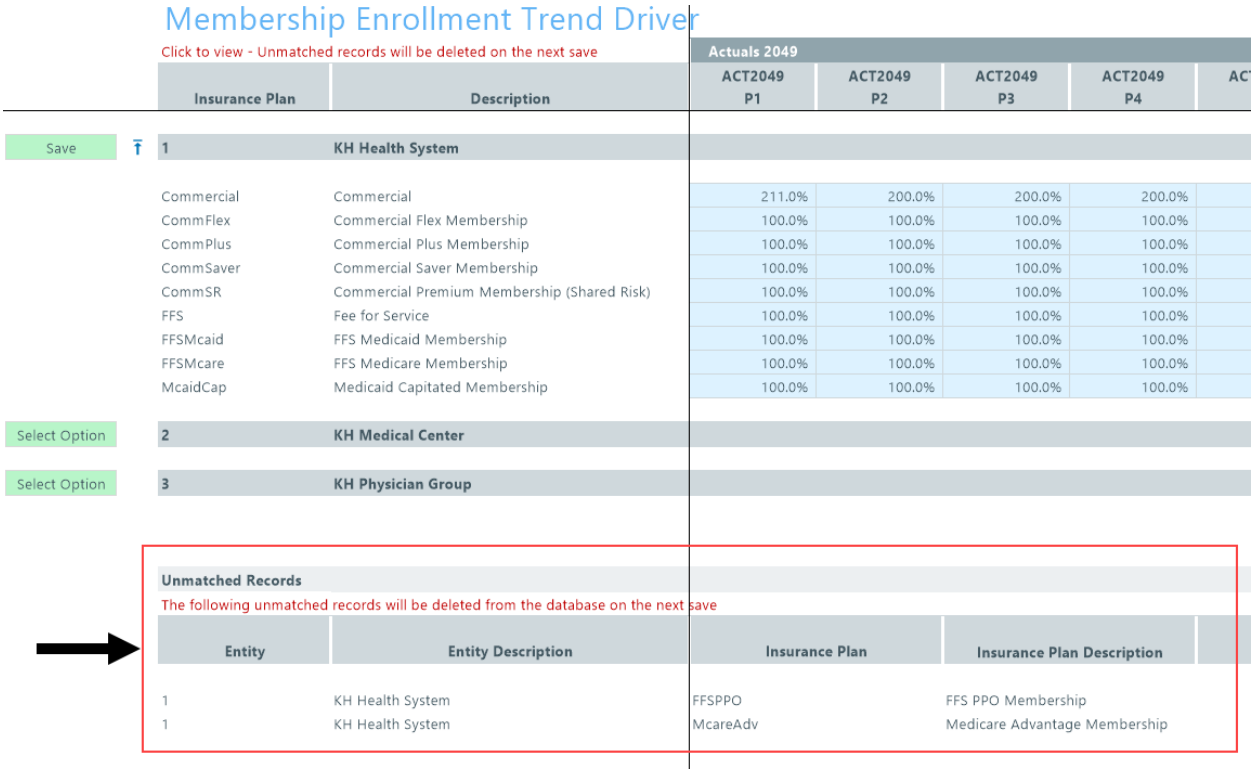
   NOTE: The list that displays populates from the INSCODE dimension table. If you add a plan to the table, the new plan is automatically added to this driver. Removing a plan causes an unmatched records message on the screen. For more information, see Unmatched records below.

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

Managing unmatched records (orphan data)

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

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



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

Membership Per Member Per Month (PMPM) driver

Overview

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

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

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

About this driver

Note the following before configuring this driver:

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

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

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

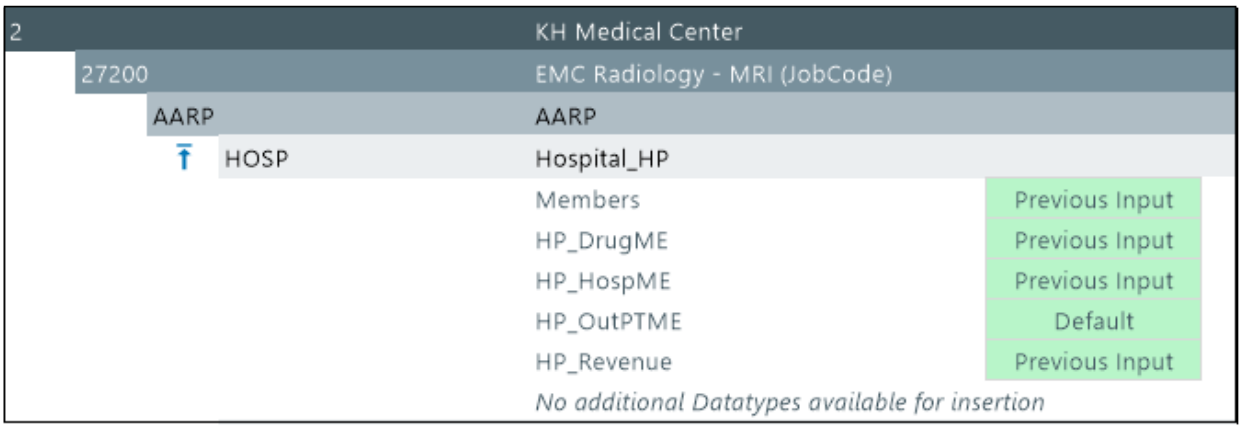
  NOTE: There is no pre-defined import available to import health plan data at this time, but you can work with your Syntellis Implementation Consultant to create a custom import.

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

Understanding the interface

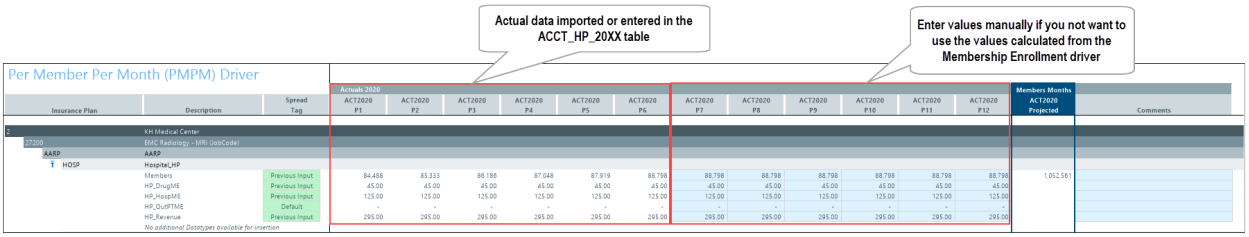
The driver makes it easy to view and manage plans by displaying entities and department using a tiered structure that follows this format:

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



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

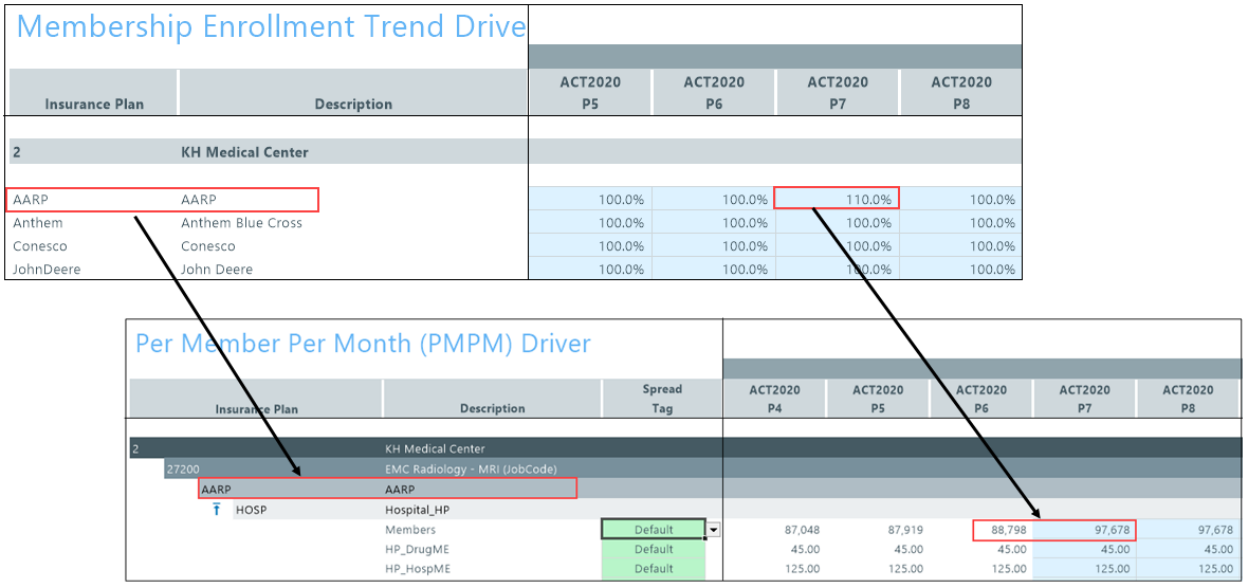
The columns to the right of the listed data types are the actuals columns that display the data stored in the Act_HP_20XX data table. The blue cells allow you to edit remaining projected by month and budgeted values, if needed. By default, the values for the membership row are calculated using the Membership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



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

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

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



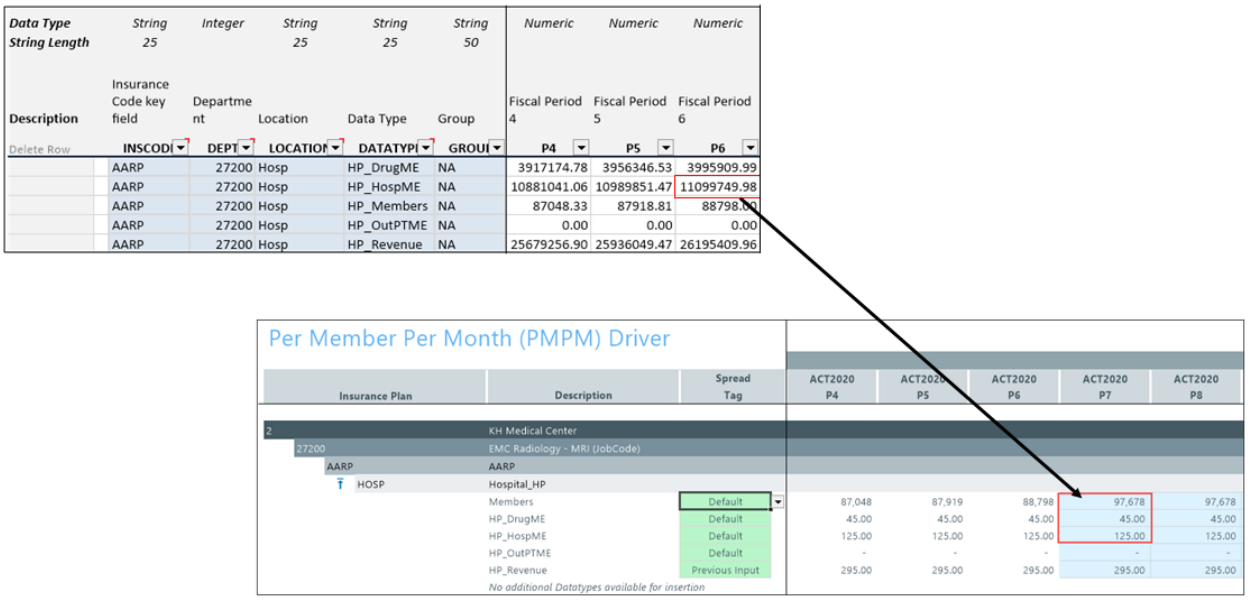
Membership Enrollment Trend Drive

Insurance Plan	Description	ACT2020 P5	ACT2020 P6	ACT2020 P7	ACT2020 P8
2	KH Medical Center				
AARP	AARP	100.0%	100.0%	110.0%	100.0%
Anthem	Anthem Blue Cross	100.0%	100.0%	100.0%	100.0%
Conesco	Conesco	100.0%	100.0%	100.0%	100.0%
JohnDeere	John Deere	100.0%	100.0%	100.0%	100.0%

Per Member Per Month (PMPM) Driver

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

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

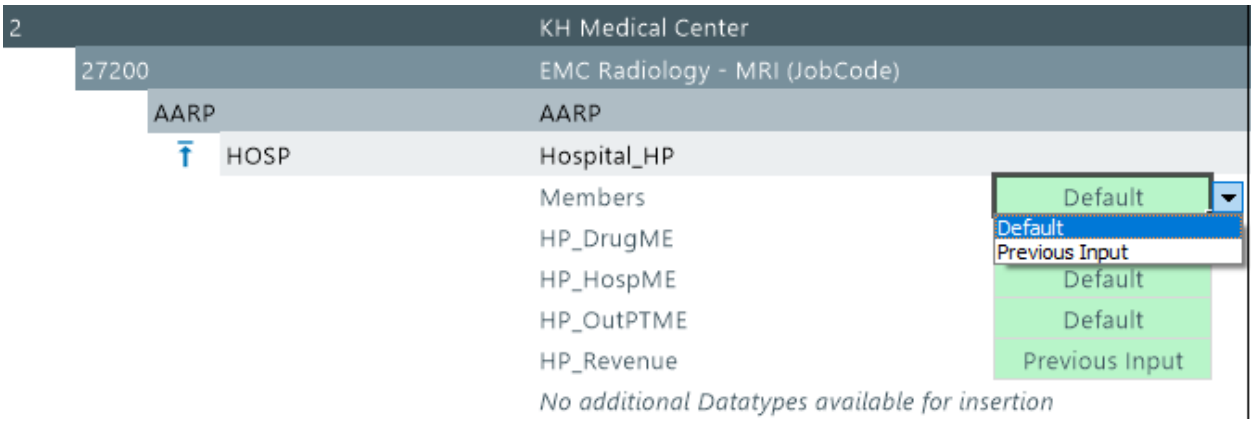


Data Type / String Length	String 25	Integer	String 25	String 25	String 50	Numeric	Numeric	Numeric
Description	Insurance Code key field	Department	Location	Data Type	Group	Fiscal Period 4	Fiscal Period 5	Fiscal Period 6
Delete Row	INSCOD	DEPT	LOCATION	DATATYP	GROU	P4	P5	P6
	AARP	27200	Hosp	HP_DrugME	NA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

Per Member Per Month (PMPM) Driver

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

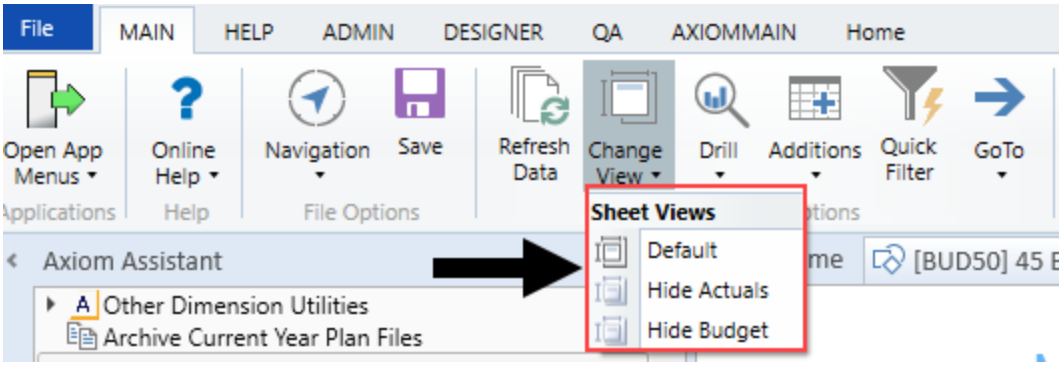
When entering remaining projected and budget values, you can either use the values that are automatically calculated by the system using the Membership Trend Enrollment driver, or you can enter your own custom values. The option you choose is indicated by the Spread Tag column. When entering and saving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



Changing views

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

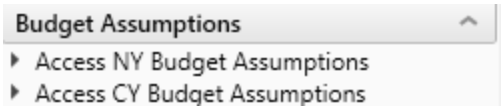
- **Default** - Displays both the actuals and budget columns for each period as well as the projected actuals.
- **Hide Actuals** - Hides the actuals columns for each period. The projected actuals column remains available.
- **Hide Budget** - Hides the budget columns for each period.



Settings

Complete the following steps to configure this driver:

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

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

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

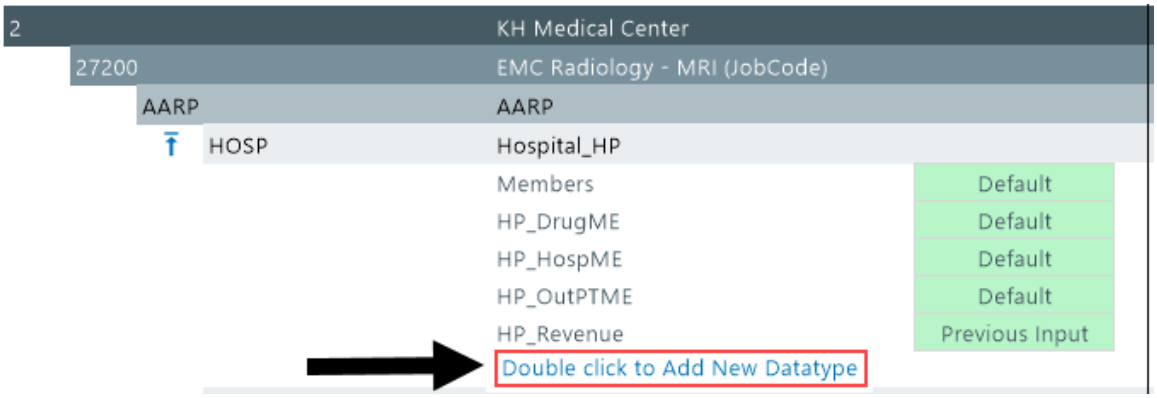
    For more information on how the spread tags work, see Understanding the interface in the section above.
5. After making your changes, click **Save**.

Adding data types

To add a data type:

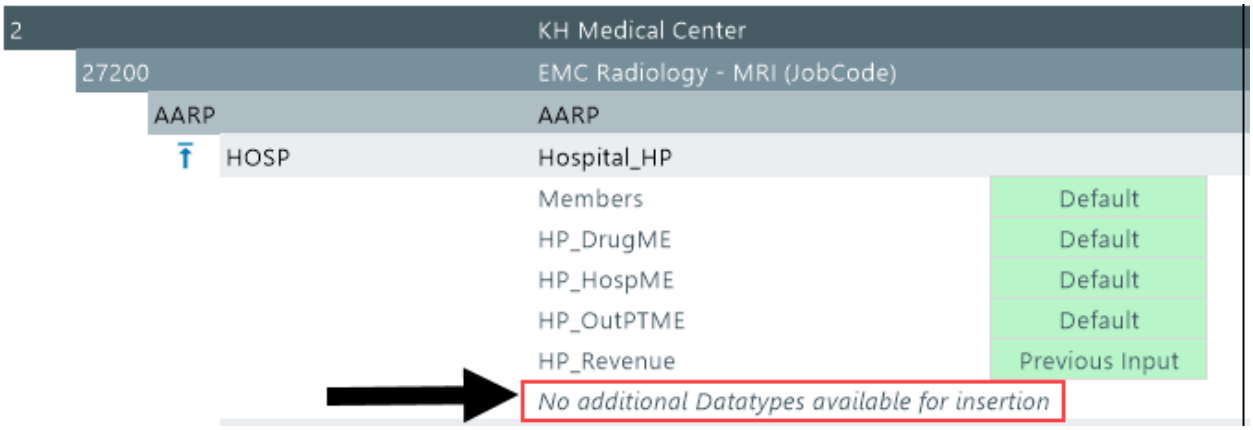
1. In the list of data types, double-click **Double click to Add New Datatype**.

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



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

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

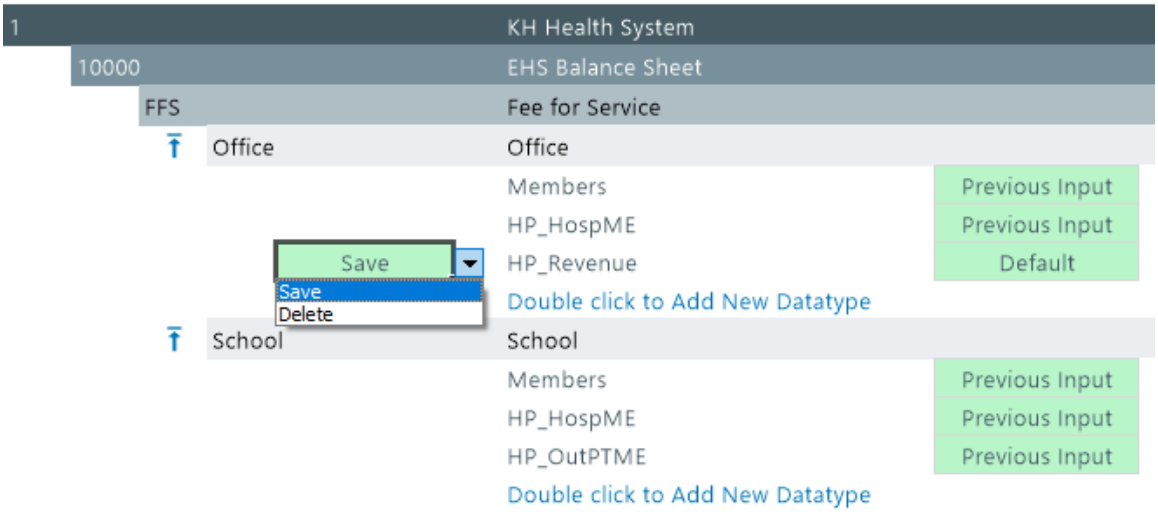


Deleting data types

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

To delete a data type:

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

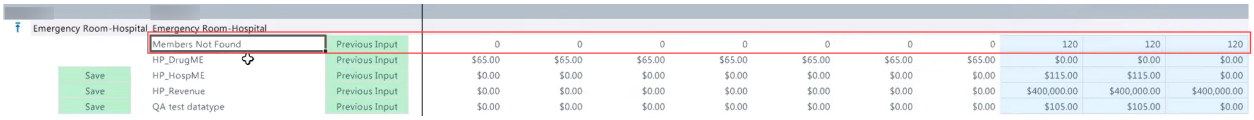


2. In the **Main** ribbon tab, click **Save**.

What if there are no members in a plan?

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

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



Budget Labor drivers

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

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

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

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

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

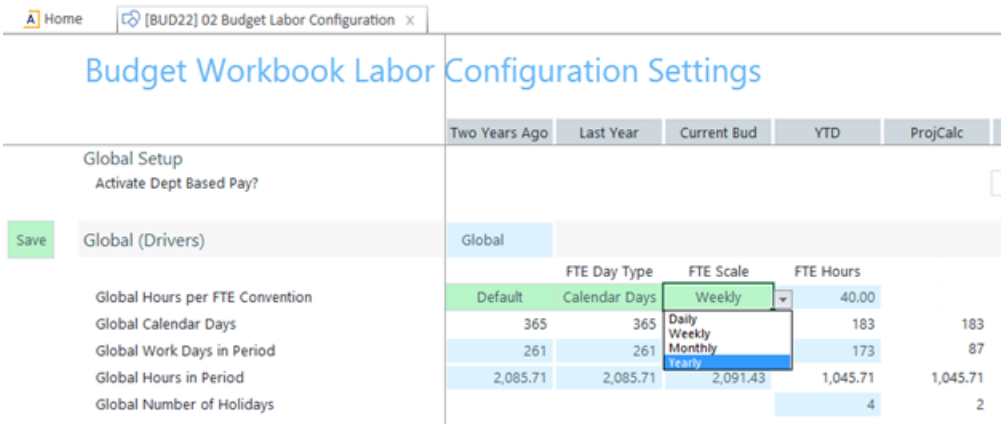
Budget Labor Configuration

Overview

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

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

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



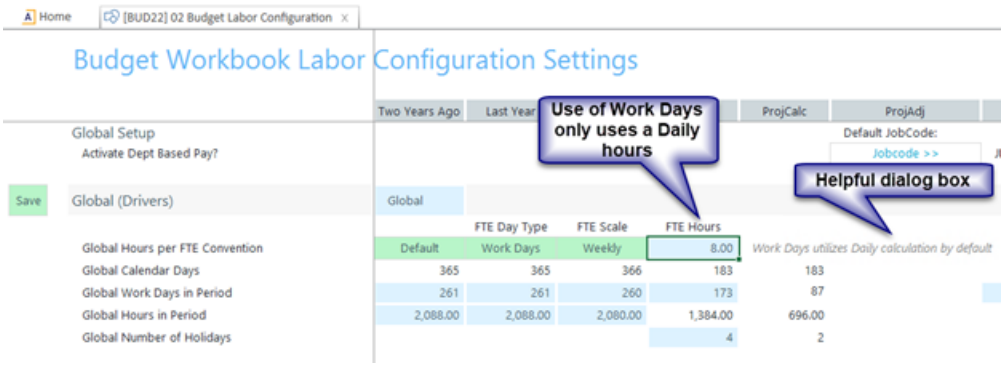
Settings

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

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

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

Global Setup and Default Budget Workbook Configuration Settings section



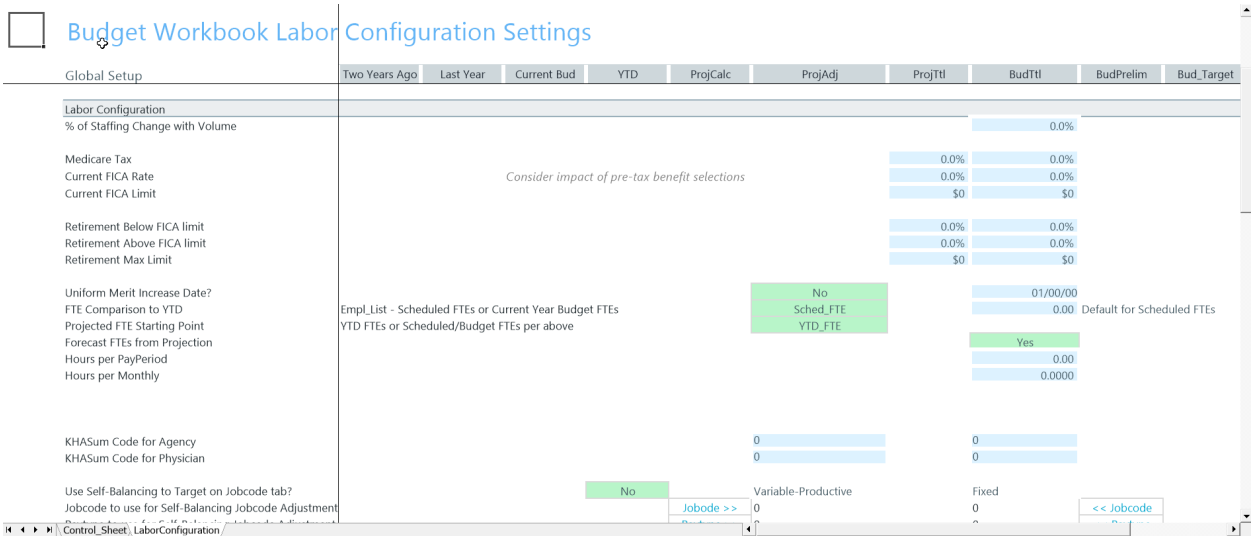
Settings in this section include:

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

Option	Definition
Global or *BudgetGroup name* Hours per FTE Convention	Do one of the following for each budget group: • To use the default standard work hours specified by your organization, select **Default**. **NOTE:** The default is configured in the **FTE Scale** and **FTE Hours** fields in the Year Period table. • To use the non-default standard work hours, select it from the list. For example, if the default is 2086, then it displays as Default. The other option that would display is 2080. For more information, see Setting year and period.
Global or *BudgetGroup name* Calendar Days	The calendar days for the YTD, remainder of the current year, and upcoming budget years.
Global or *BudgetGroup name* Work Days in Period	The work days in each period.
Global or *BudgetGroup name* Hours in Period	The hours in each period, calculated by work days.
Global or *BudgetGroup name* Number of Holidays	The number of holidays in each period.

Labor Configuration section

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



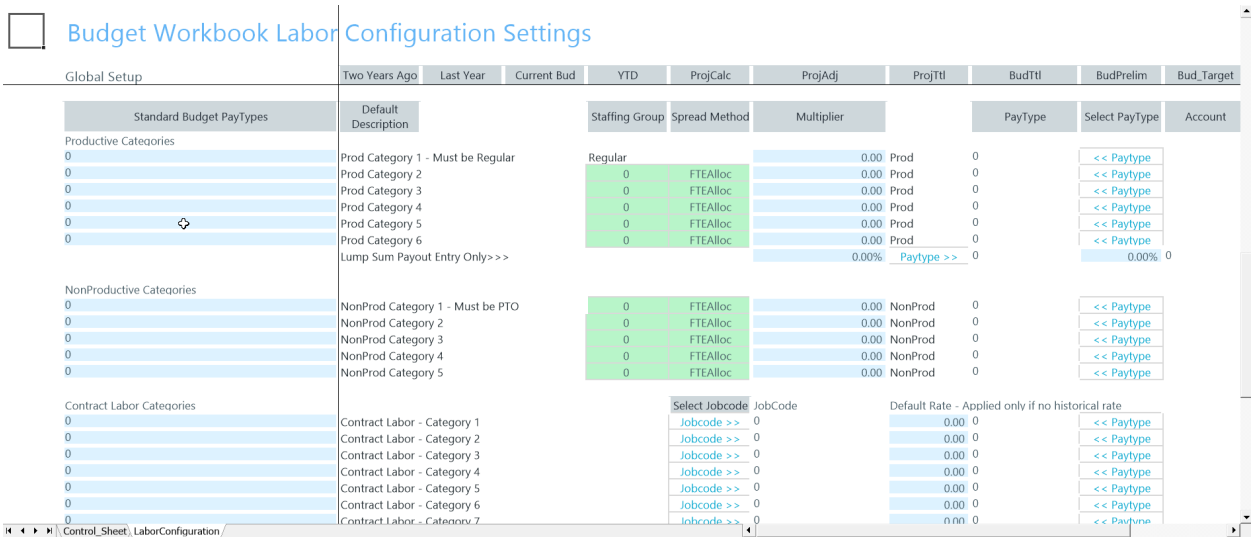
Settings in this sheet include:

Option	Definition
% of Staffing Change with Volume	The ratio of staffing increases to volume increases.
Medicare Tax	The Medicare tax rate for staff.
Current FICA Rate	The FICA rate for staff.
Current FICA Limit	The FICA limit for staff for the calendar year.
Retirement Below FICA limit	The retirement benefit rate to apply before the employee's salary passes the amount in the **Current FICA limit** cell. In the following example, the current FICA limit is $113,700. As a result, the retirement benefit is calculated at 12%.
Retirement Above FICA limit	The retirement benefit rate to apply when the employee's salary exceeds the amount in the **Current FICA limit** cell but does not exceed the amount in the **Retirement Max Limit** cell. For example, an employee's salary increases to $125,000. As a result, the retirement benefit rate increases from 12% to 18%.
Retirement Max Limit	The amount at which the retirement benefit rate stops.
Uniform Merit Increase Date?	Click **Yes** and designate a date when the merit increases go into effect; otherwise, click **No**.
FTE Comparison to YTD	Can use **Scheduled FTEs** (from Labor Master import) or **CYB FTE** – Current year budget FTEs from Payroll26.
Projected FTE Starting Point	Use this option to set the starting point for projected FTE counts. • To use YTD_FTEs as the projected starting point, select **YTD_FTE**. • To set the starting point as schedule and budget, select **Sched/Budget**. **NOTE:** To use CYB_FTE, you must run the Monthly to Biweekly report under *Reports Library > Management Reporting Utilities > Payroll* to transfer your budgeted FTEs from the monthly payroll tables to the biweekly payroll tables. Default setting is Sched_FTE, which feeds from the Empl_List in the budget plan files.
Forecast FTEs from Projection	To set the default budget FTEs to zero in all labor sheets (JobCode, Staffing and Employee), select **No**. The default setting is **Yes**.

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

Standard Budget PayTypes section

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



Settings in this section include:

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

Earned Paid Time Off Setup section

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



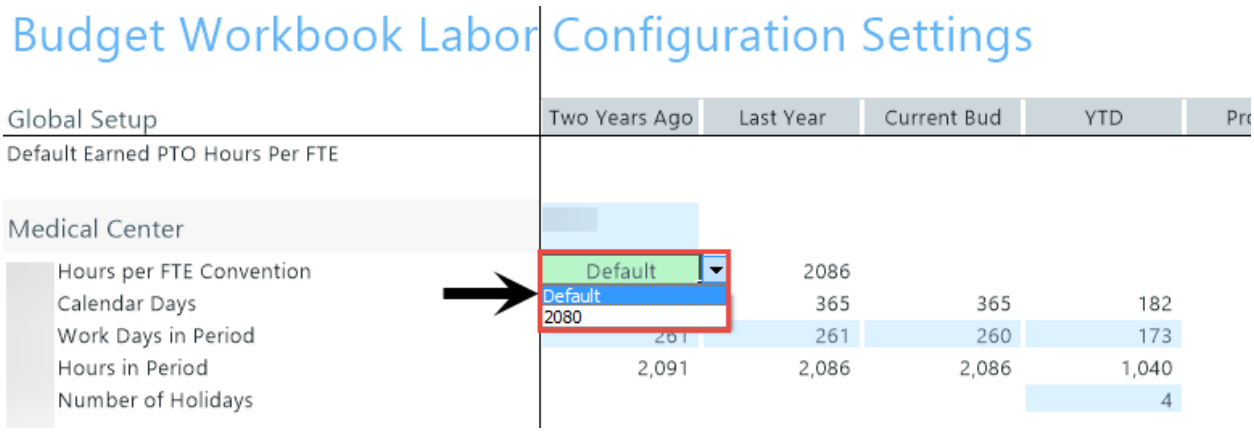
Settings in this sheet include:

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

Working with FTE standard working hours

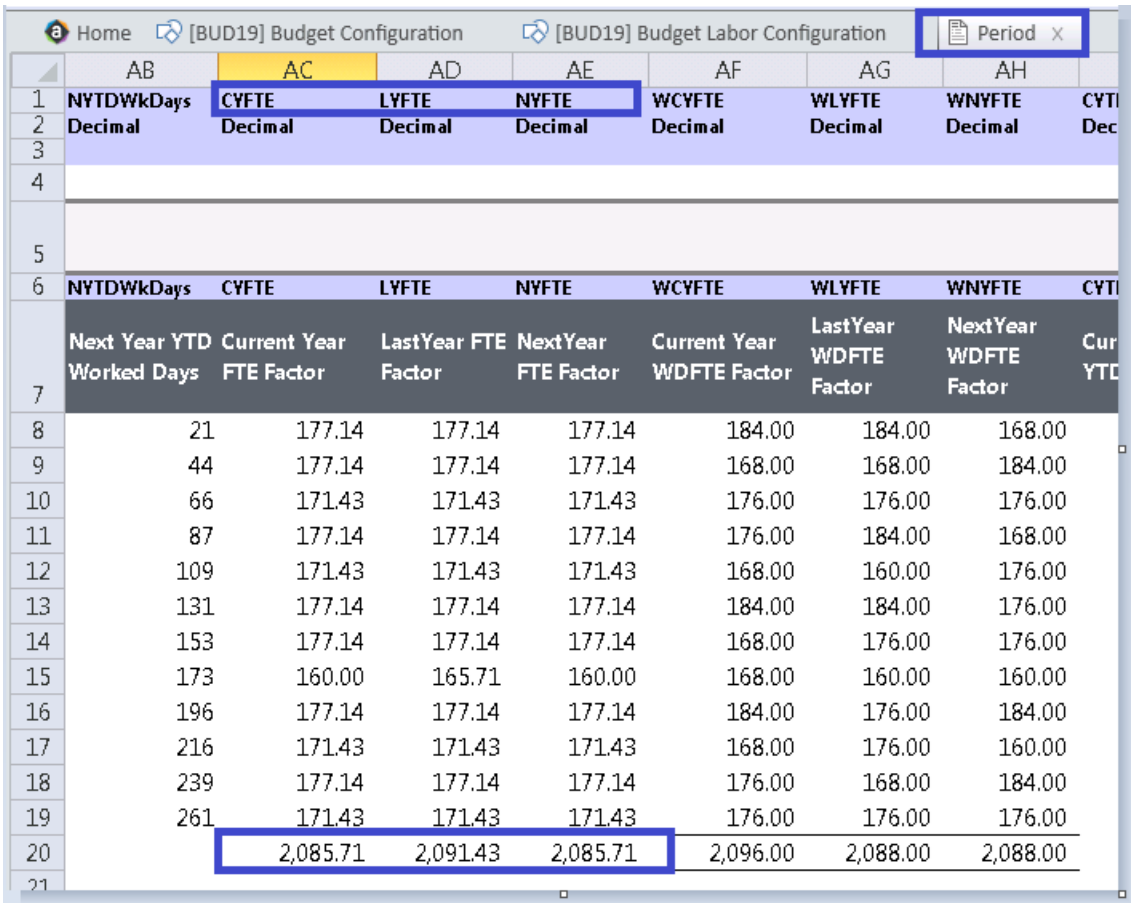
The FTE Hours standard specified from the Year Period table is included in the Budget Labor Configuration tab. This allows you to not only define standard working time globally across your organization, but you can also define it for each budget group.

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



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

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



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

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

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



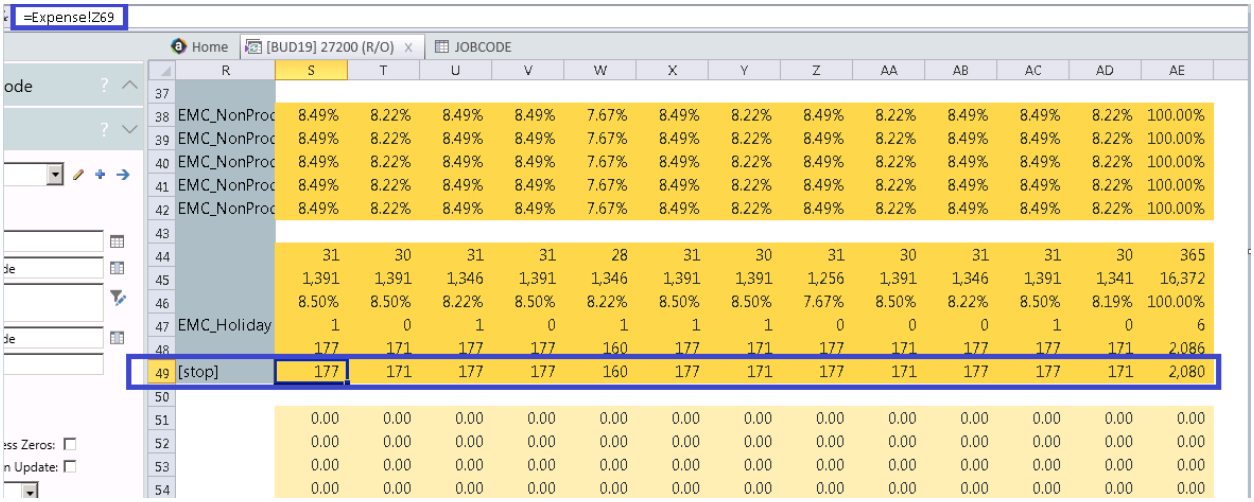
JOBCODE	Description	GLAcc	HVAcc	FTEAcc	FICAAcc	JobClass	GLClas	Variable	JOBAgtCode	JOBAlle	FTEFacto	StdHour	Retiremen
J00002	Executive Vice President	0	0	0	61300	Management	Staff	Fixed	J00002	JobCode	80.00	Default	NA
J00005	Receptionist-Admin	0	0	0	61300	Clerical	Staff	Fixed	J00005	JobCode	80.00	Default	NA
J00006	Receptionist	0	0	0	61300	Clerical	Staff	Fixed	J00006	JobCode	80.00	Default	NA
J00008	Management Engineer	0	0	0	61300	Professional	Staff	Fixed	J00008	JobCode	80.00	Default	NA
J00010	President For The Trust	0	0	0	61300	Management	Staff	Fixed	J00010	JobCode	80.00	2080 Hours	NA
J00012	Architect	0	0	0	61300	Professional	Staff	Fixed	J00012	JobCode	80.00	Default	NA

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

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

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

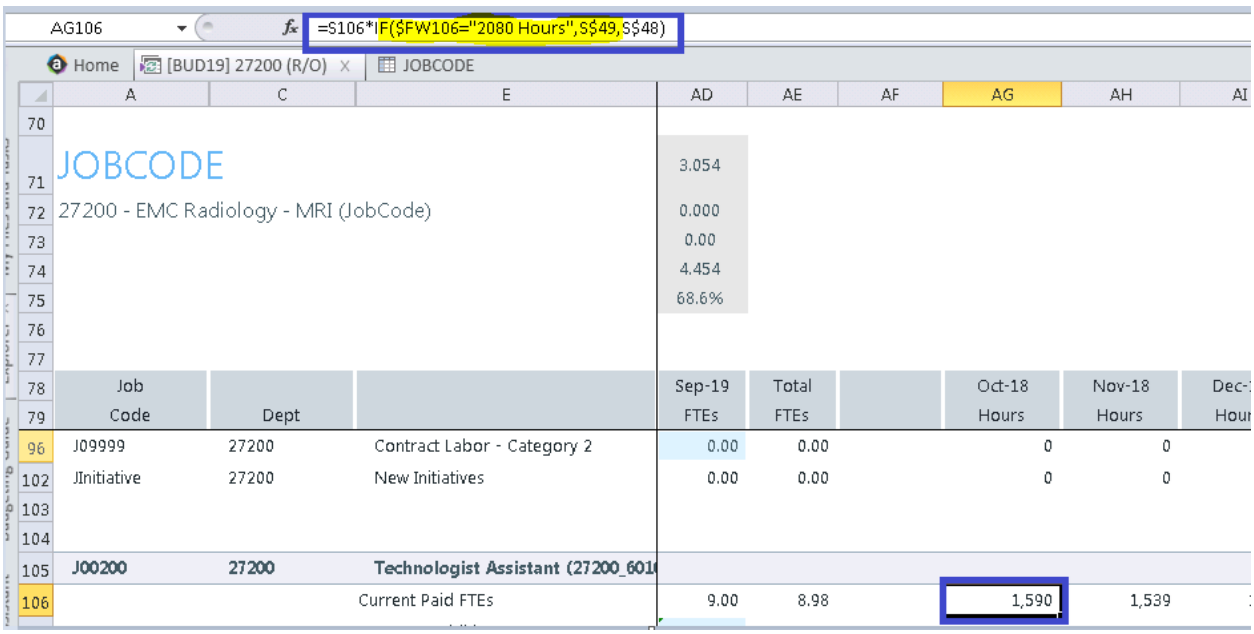
After setting up and applying the FTE Standard, within the plan file, a row is added. If the 2080 Hours option is selected, the hours will be based on the FTE factors on this row.



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

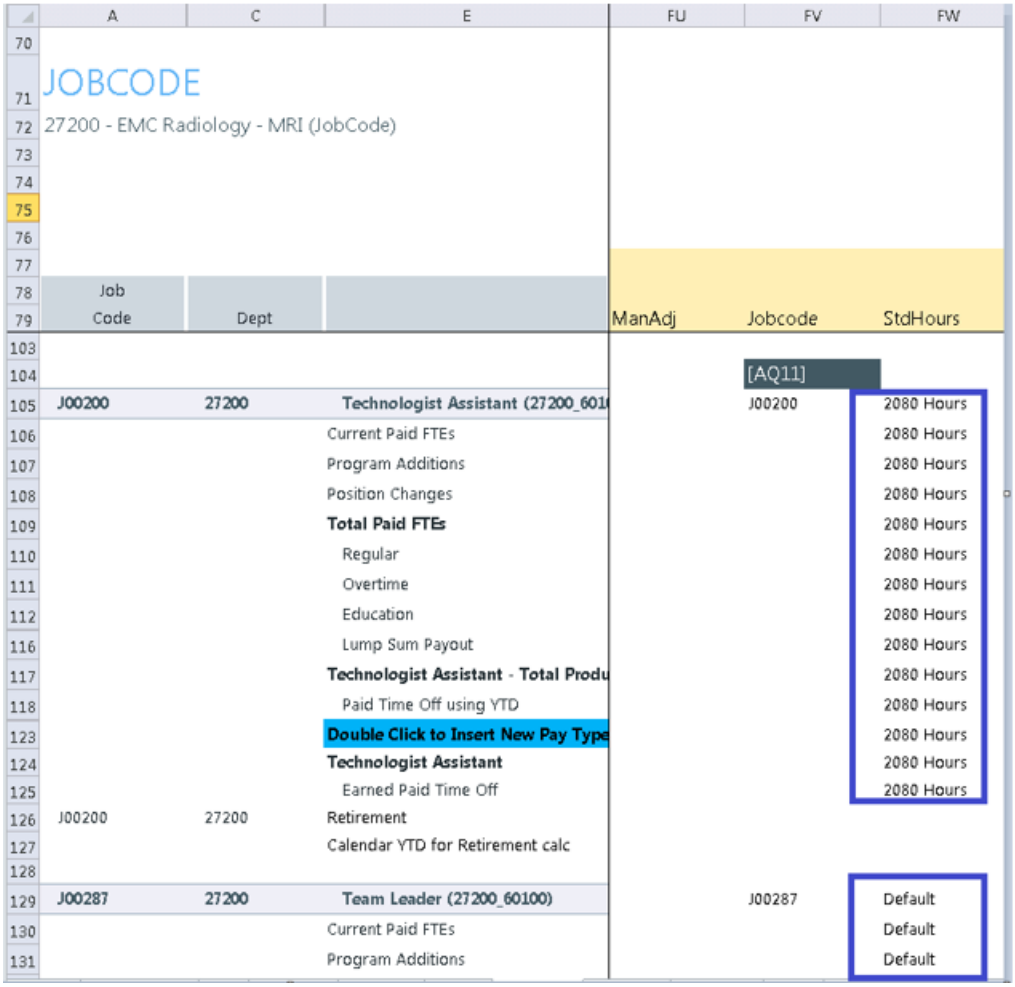
In the monthly hours row of the applicable Labor calc method, the formula looks for 2080 Hour, and if present, then the hours are based on the 2080 row, as seen i the calculation highlighted in the following example.

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



	A	C	E	AD	AE	AF	AG	AH	AI
70									
71	JOBCODE			3.054					
72	27200 - EMC Radiology - MRI (JobCode)			0.000					
73				0.00					
74				4.454					
75				68.6%					
76									
77									
78	Job			Sep-19	Total		Oct-18	Nov-18	Dec-
79	Code	Dept		FTEs	FTEs		Hours	Hours	Hour
96	J09999	27200	Contract Labor - Category 2	0.00	0.00		0	0	
102	JInitiative	27200	New Initiatives	0.00	0.00		0	0	
103									
104									
105	J00200	27200	Technologist Assistant (27200_601						
106			Current Paid FTEs	9.00	8.98		1,590	1,539	

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



	A	C	E	FU	FV	FW
70						
71	JOBCODE					
72	27200 - EMC Radiology - MRI (JobCode)					
73						
74						
75						
76						
77						
78	Job					
79	Code	Dept		ManAdj	Jobcode	StdHours
103						
104					[AQ11]	
105	J00200	27200	Technologist Assistant (27200_601		J00200	2080 Hours
106			Current Paid FTEs			2080 Hours
107			Program Additions			2080 Hours
108			Position Changes			2080 Hours
109			Total Paid FTEs			2080 Hours
110			Regular			2080 Hours
111			Overtime			2080 Hours
112			Education			2080 Hours
116			Lump Sum Payout			2080 Hours
117			Technologist Assistant - Total Produ			2080 Hours
118			Paid Time Off using YTD			2080 Hours
123			Double Click to Insert New Pay Type			2080 Hours
124			Technologist Assistant			2080 Hours
125			Earned Paid Time Off			2080 Hours
126	J00200	27200	Retirement			
127			Calendar YTD for Retirement calc			
128						
129	J00287	27200	Team Leader (27200_60100)		J00287	Default
130			Current Paid FTEs			Default
131			Program Additions			Default

Budget Labor Rates

Overview

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

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

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

Settings

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

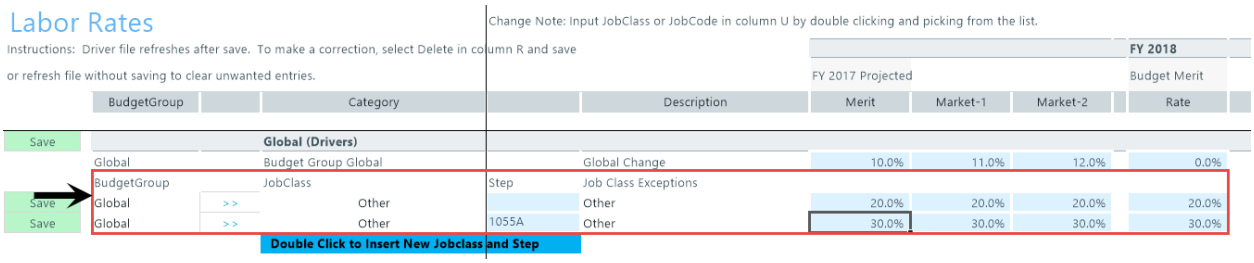
NOTE: Budget groups are normally used for entities within your organization, but you can use them any way you wish.

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

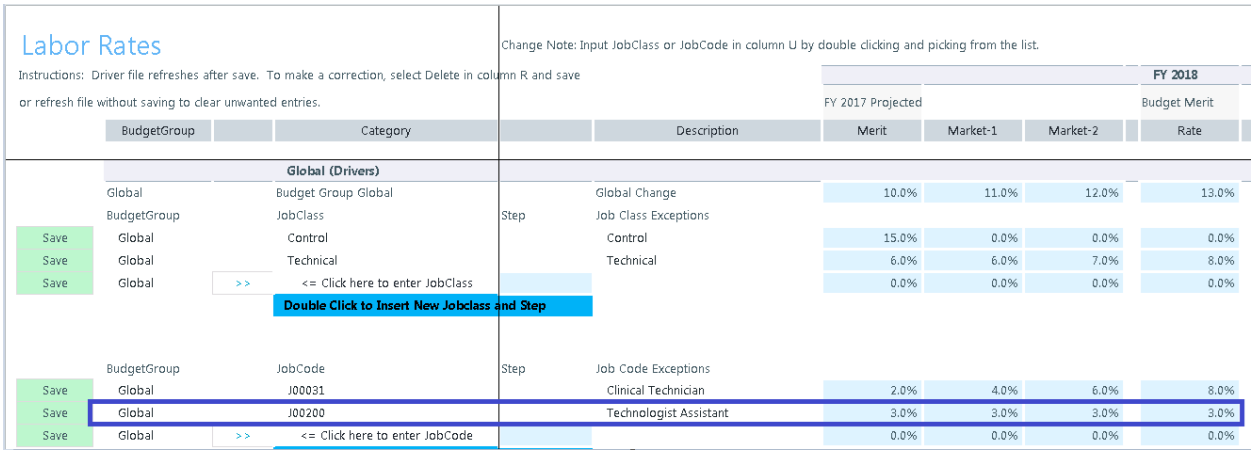
- Global | Global (Broadest)
- Global | JobClass
- Global | JobClass | Step
- Global | JobCode
- Global | JobCode | Step
- BudgetGroup | Global
- BudgetGroup | JobClass
- BudgetGroup | JobClass | Step
- BudgetGroup | JobCode
- BudgetGroup | JobCode | Step
- Dept| Global
- Dept | JobClass
- Dept | JobClass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

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

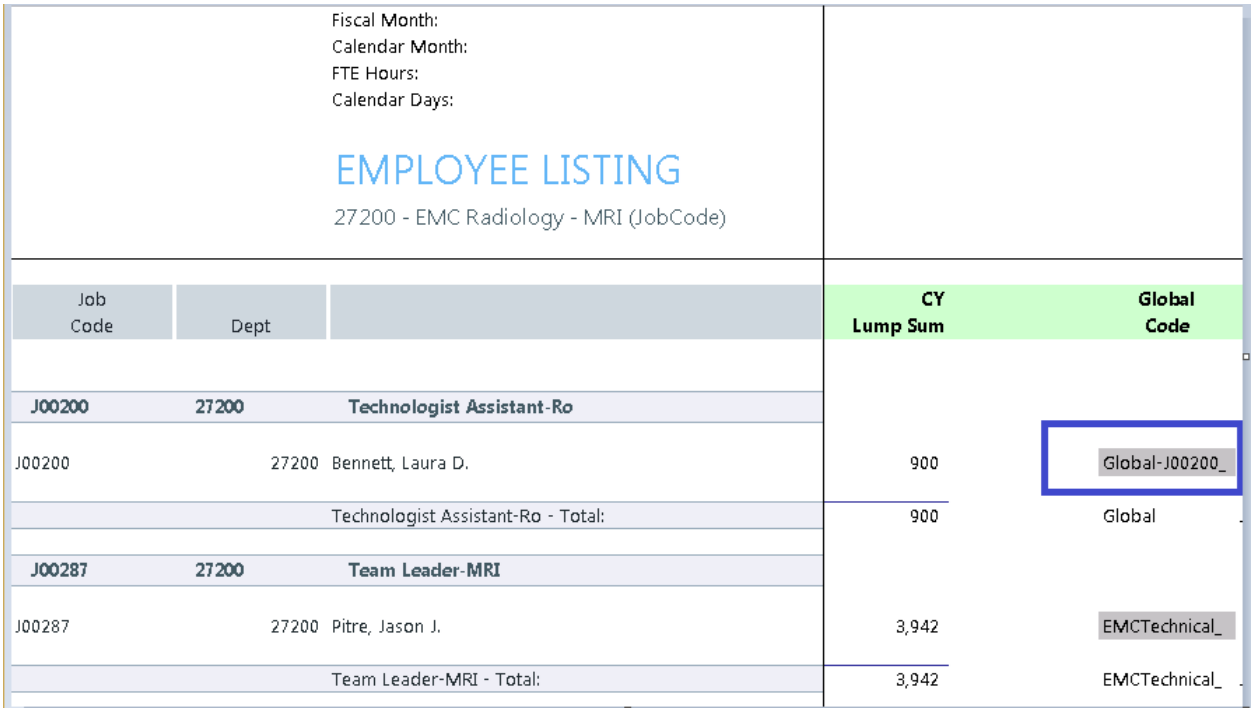
In the following example, rates have been specified for Global |JobClass and Global | JobClass | Step for a job class defined as Other. Employees who meet the step criteria will receive a 30% increase while those in the same job class that do not meet the step criteria will only receive a 20% increase.



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



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



When configuring the Labor Rate driver, remember the following:

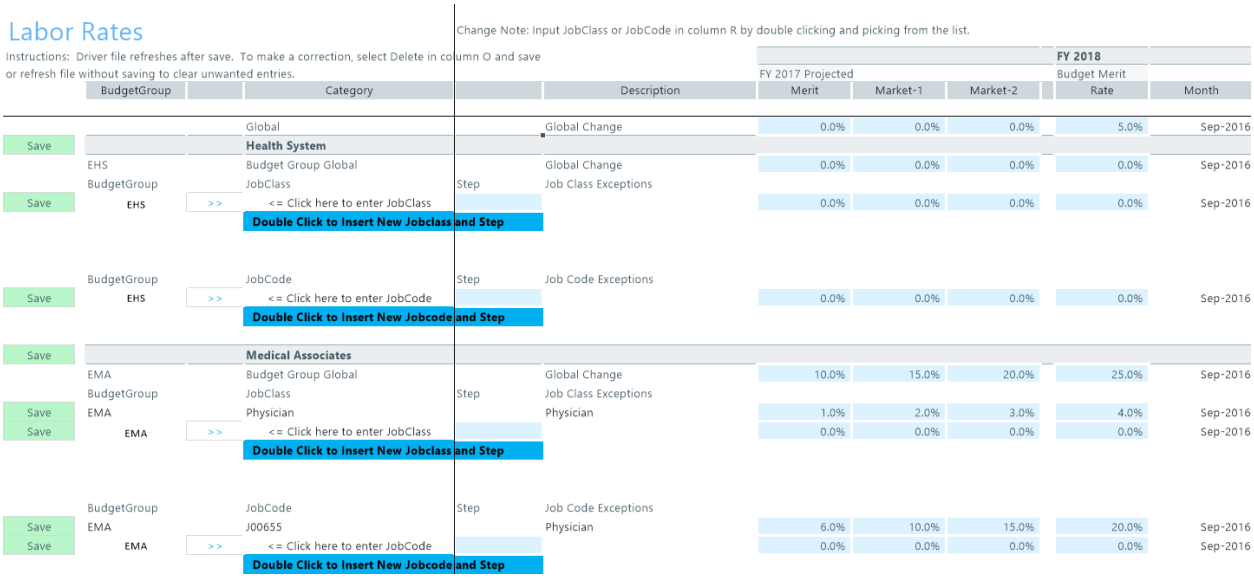
- The most specific labor rate you configure will be the one that controls the labor rate adjustments. For example, if you configure the rates for Dept | Global, but you do not specify the rates for Dept | JobClass, then the rates apply to everyone in the department—regardless of job class, job code,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

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

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

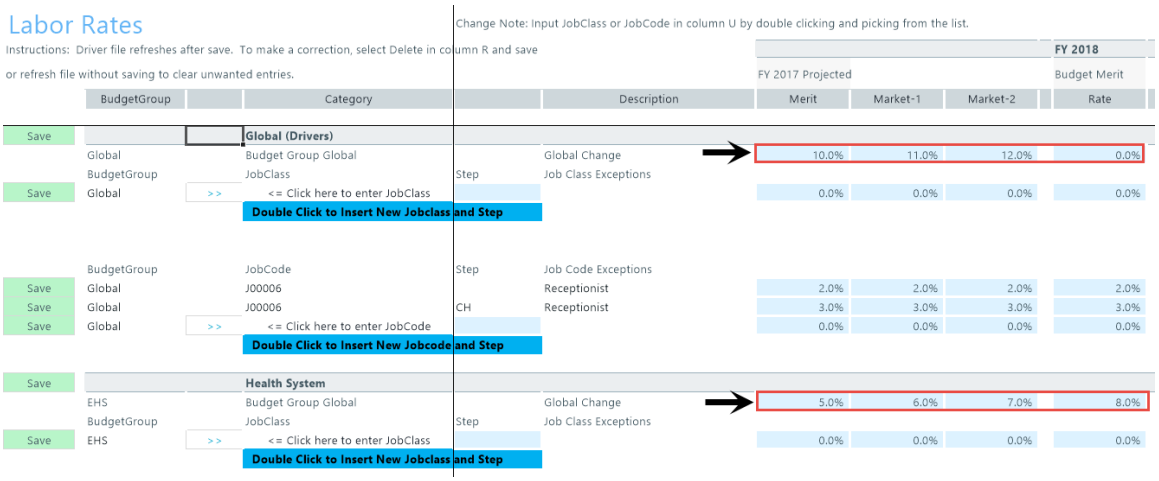
The same exception principle that is applied in expense adjustment is applied here as well. After Axiom Budgeting determines that it is an exception, all other related increases will not apply.

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

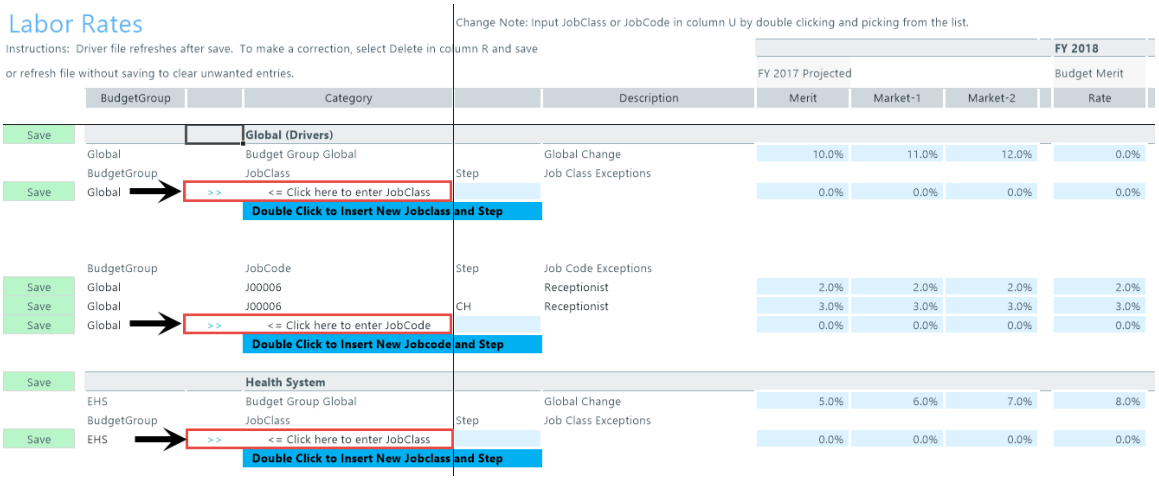


Configuring labor-rate details

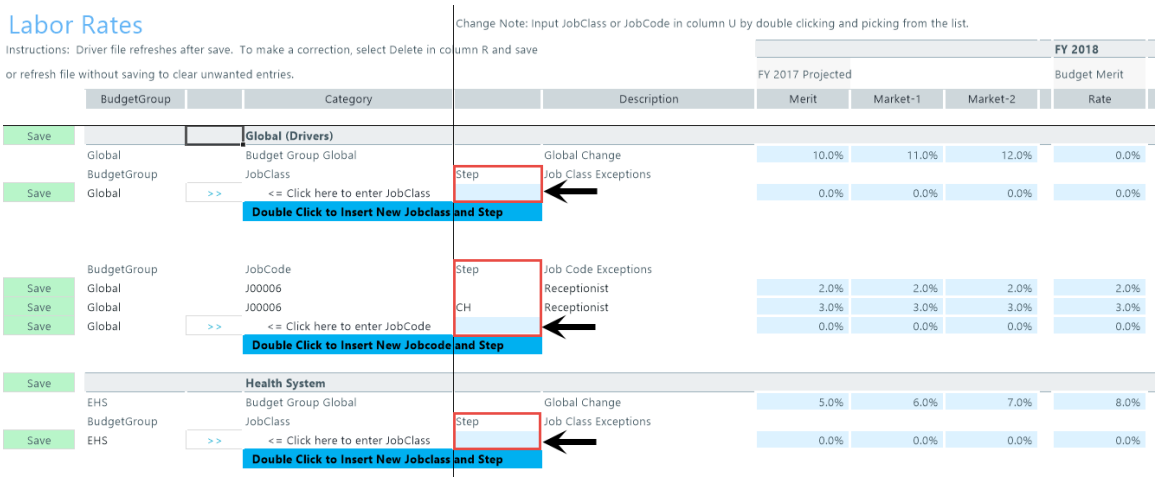
1. To make global rate changes for the Global, BudgetGroup, and/or Department categories, in the **Global Change** row, type rate increase percentages in the **Merit**, **Market-1**, and **Market-2** columns.



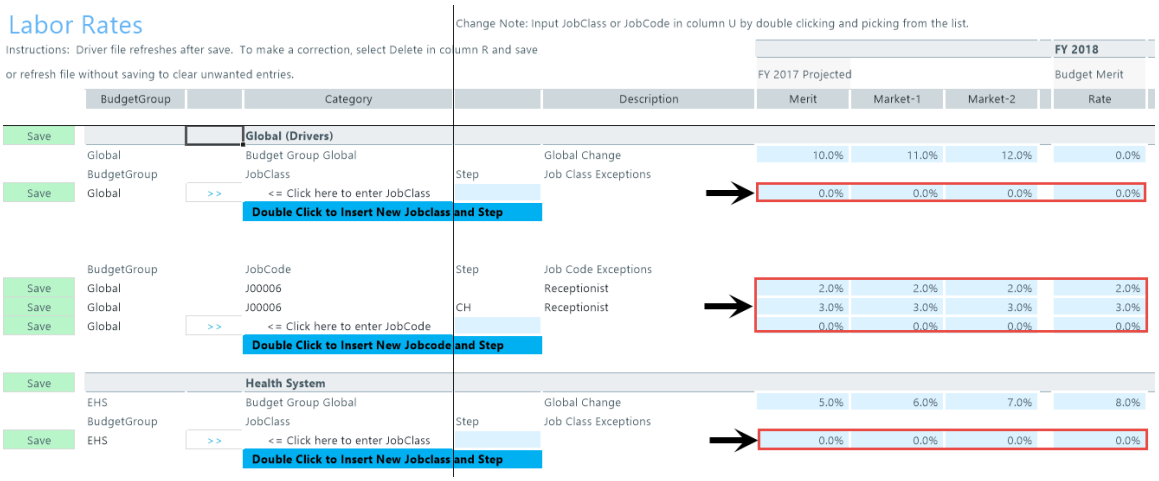
2. To add a job class or job code to an existing labor-rate category, click **>>** next to **<= Click here to enter JobClass** or **<= Click here to enter JobCode**.



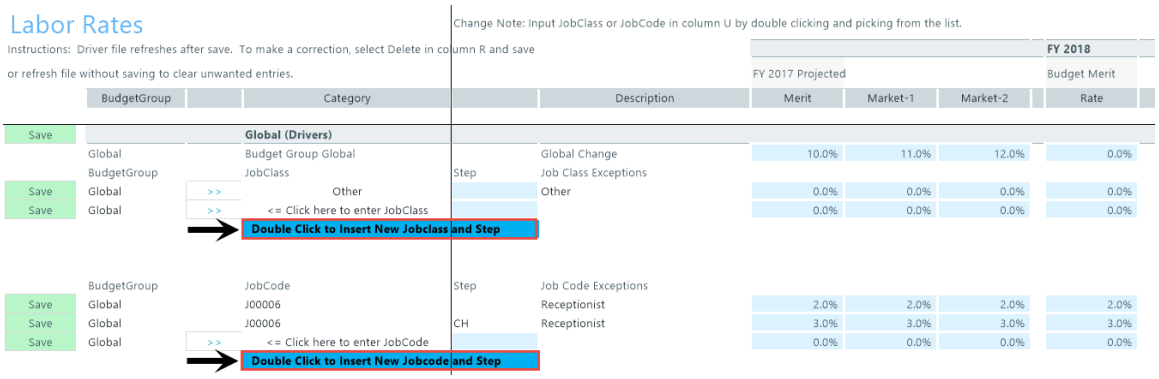
3. To add a step to a job class or job code, in the **Step** field, type the step code or description.



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

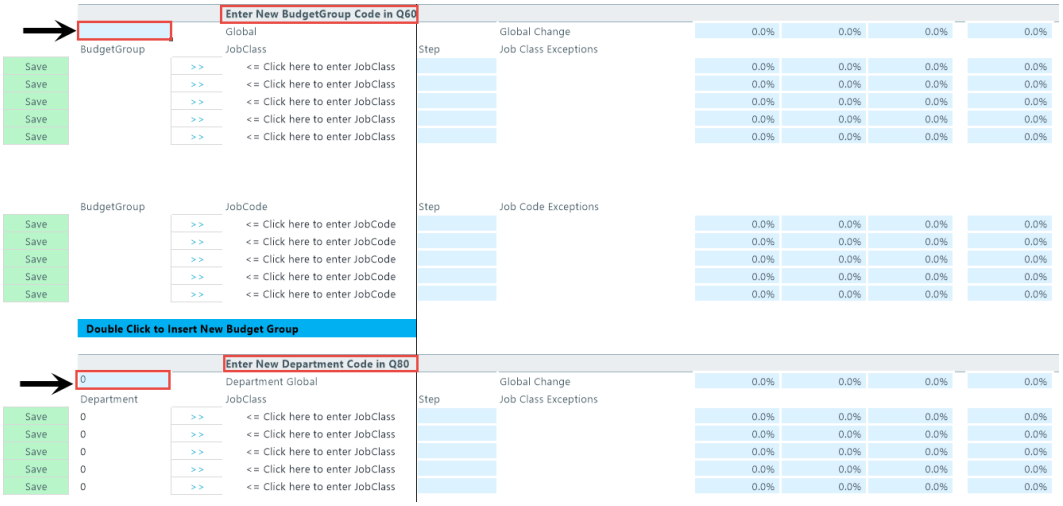


5. To add another job class or jobcode and step, double-click **Double Click to Insert New Jobclass and Step** or **Double Click to Insert New Jobcode or Step**.



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

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



b. To add another new budget group or department, double-click **Double Click to Insert New Budget Group** or **Double Click to Insert New Department Group**.

c. To add job classes, job codes, or steps to the new category, complete Steps 2-5.

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

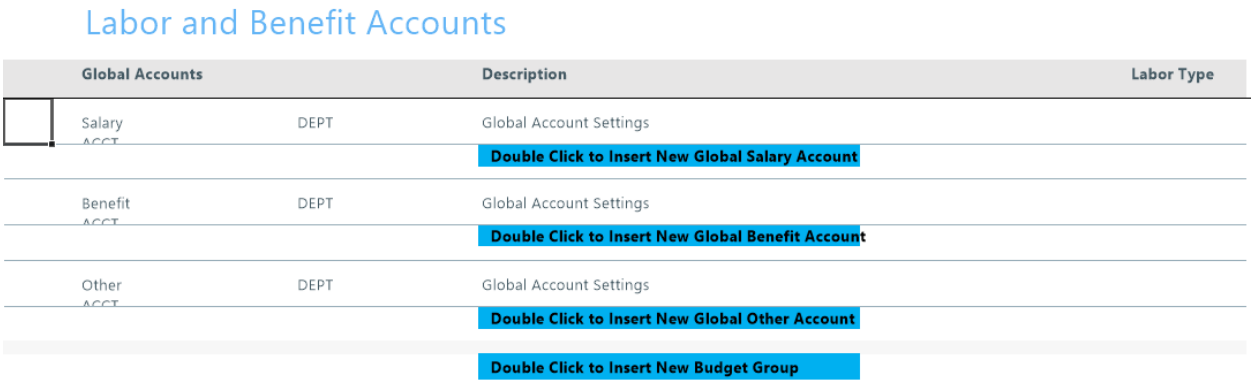
> **NOTE:** After you click Save, any new budget groups and departments that you added move up to the list of existing budget groups and departments. The system then reorganizes the list in alphabetical order.

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

Budget Labor Accounts

Overview

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



Settings

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

Budget Labor ADC Config

Overview

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

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

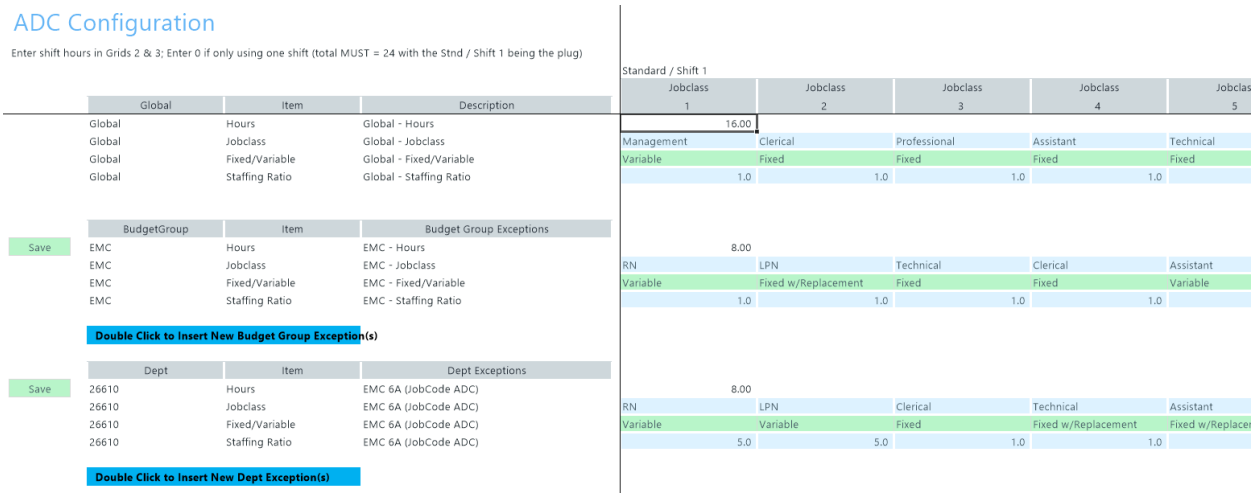
For each defined job class, you must input a staffing ratio to determine the flexing point of each Average Daily Census level.

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

Fields and settings in the ADC Configuration driver include:

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

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



Settings

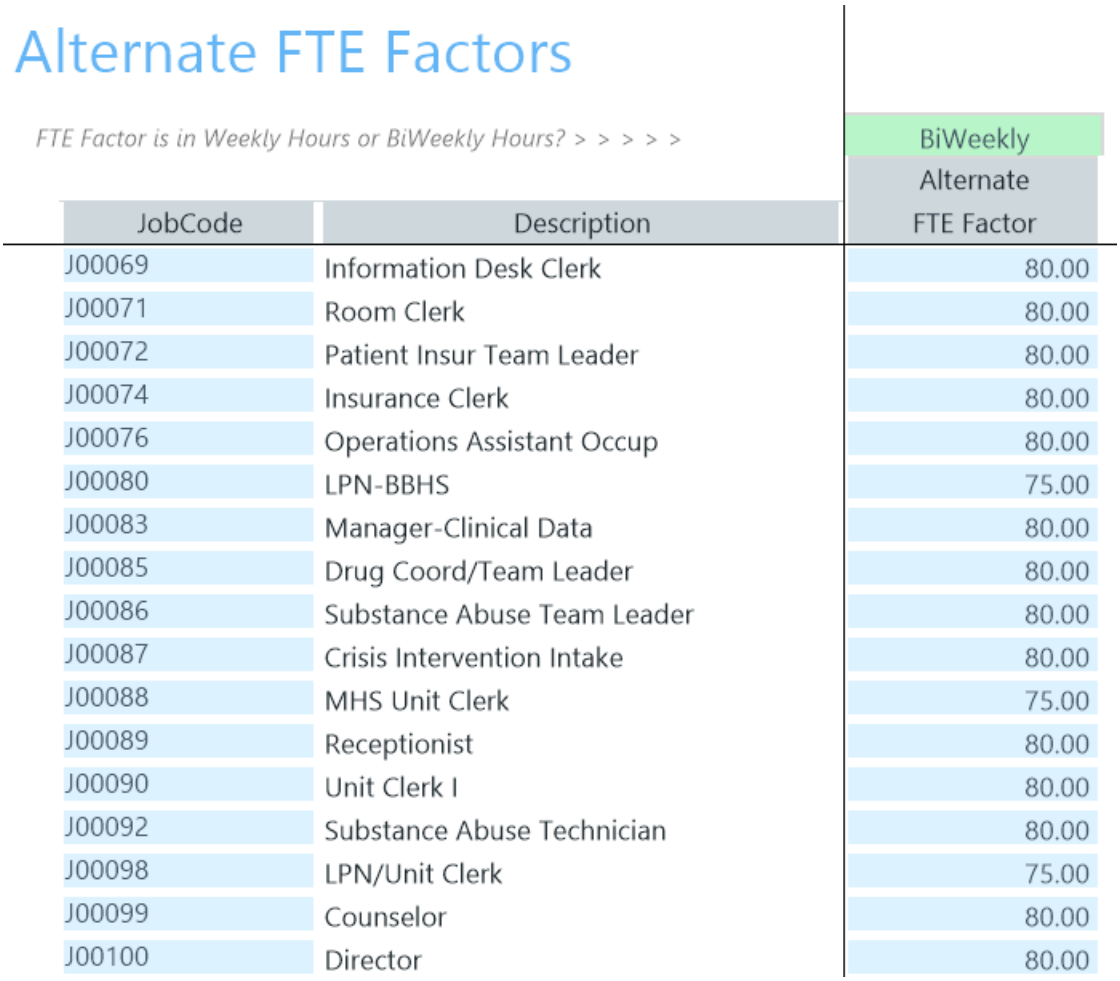
Open the driver, and then complete the driver settings for Global, BudgetGroup, and Dept, as needed, for each shift.

Budget Labor Alt FTE Factors

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

Overview

Use this driver to configure the Alternate FTE factors.



Alternate FTE Factors

FTE Factor is in Weekly Hours or BiWeekly Hours? > > > > >

JobCode	Description	BiWeekly Alternate FTE Factor
J00069	Information Desk Clerk	80.00
J00071	Room Clerk	80.00
J00072	Patient Insur Team Leader	80.00
J00074	Insurance Clerk	80.00
J00076	Operations Assistant Occup	80.00
J00080	LPN-BBHS	75.00
J00083	Manager-Clinical Data	80.00
J00085	Drug Coord/Team Leader	80.00
J00086	Substance Abuse Team Leader	80.00
J00087	Crisis Intervention Intake	80.00
J00088	MHS Unit Clerk	75.00
J00089	Receptionist	80.00
J00090	Unit Clerk I	80.00
J00092	Substance Abuse Technician	80.00
J00098	LPN/Unit Clerk	75.00
J00099	Counselor	80.00
J00100	Director	80.00

Settings

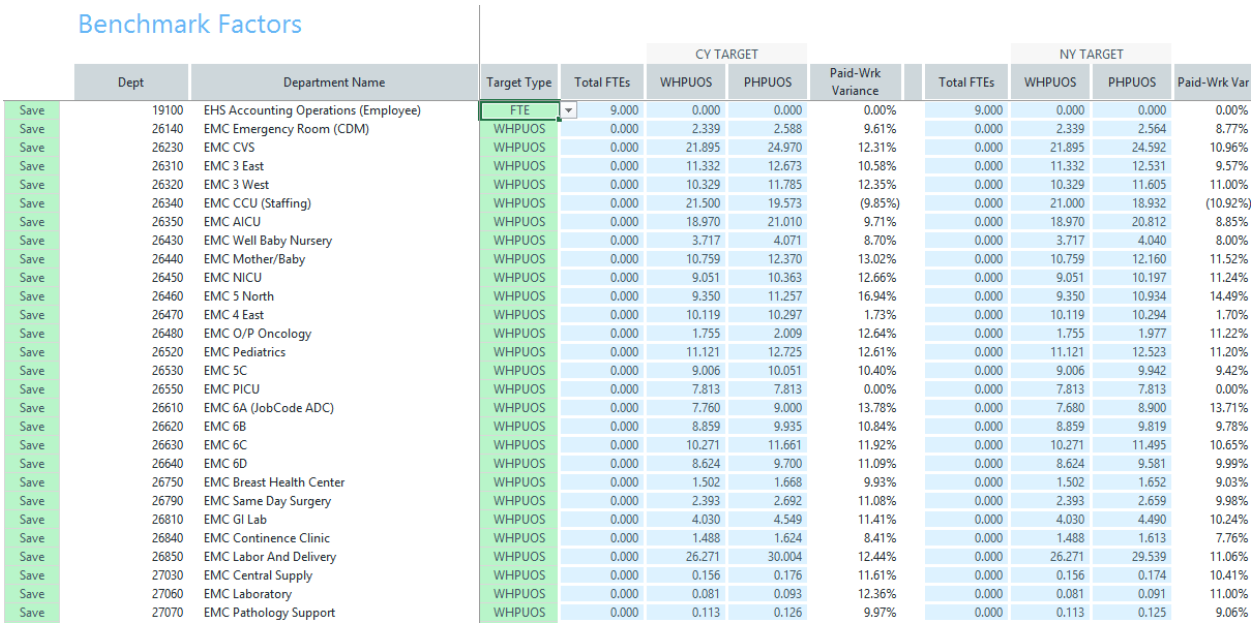
Open the driver, and then use the following table to complete the driver settings, as needed:

Option	Description
JobCode	Type the job code.
FTE Factor	Type the FTE factor.

Budget Labor Benchmark driver

Overview

Use this driver to define a benchmark target of FTEs or Worked Hours per Unit of Service (WHPUOS) by department. You can define a target for the current year (CY Target) as well as next year (NY Target). The Target Type column contains drop-downs to select the type of target to use for each department.



Benchmark Factors

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

Settings

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

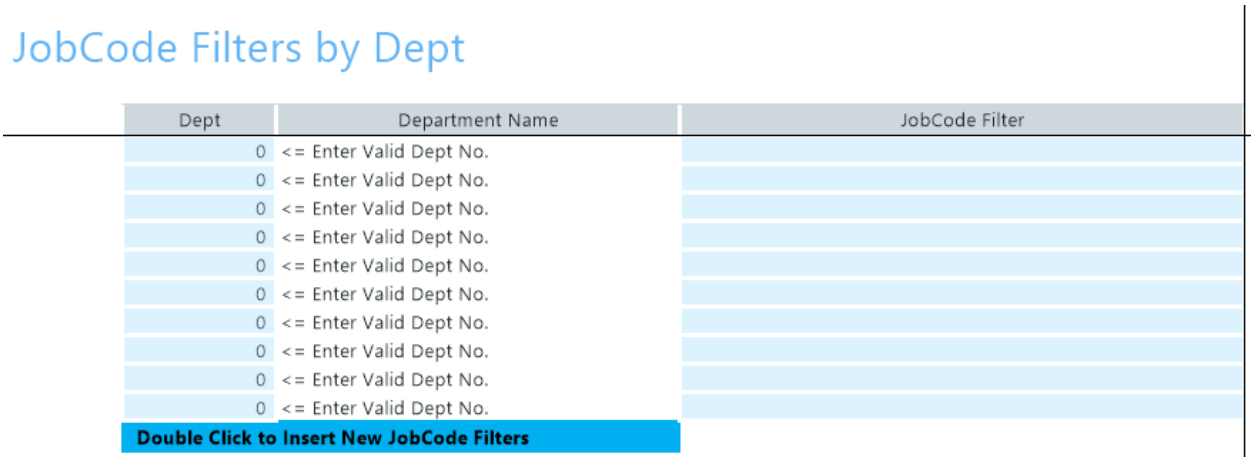
Option	Description
Dept	Displays the department code.
Department Name	Displays the name of the department.
Target Type	Select the target number of paid FTEs for the department.
Total FTEs	Type the target number of FTEs for the department.
WHPUOS	Type the number of Worked Hours per Unit of Service.
PHPUOS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

Budget Labor JobCode Dropdown

Overview

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

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



Settings

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

Budget Labor Limits

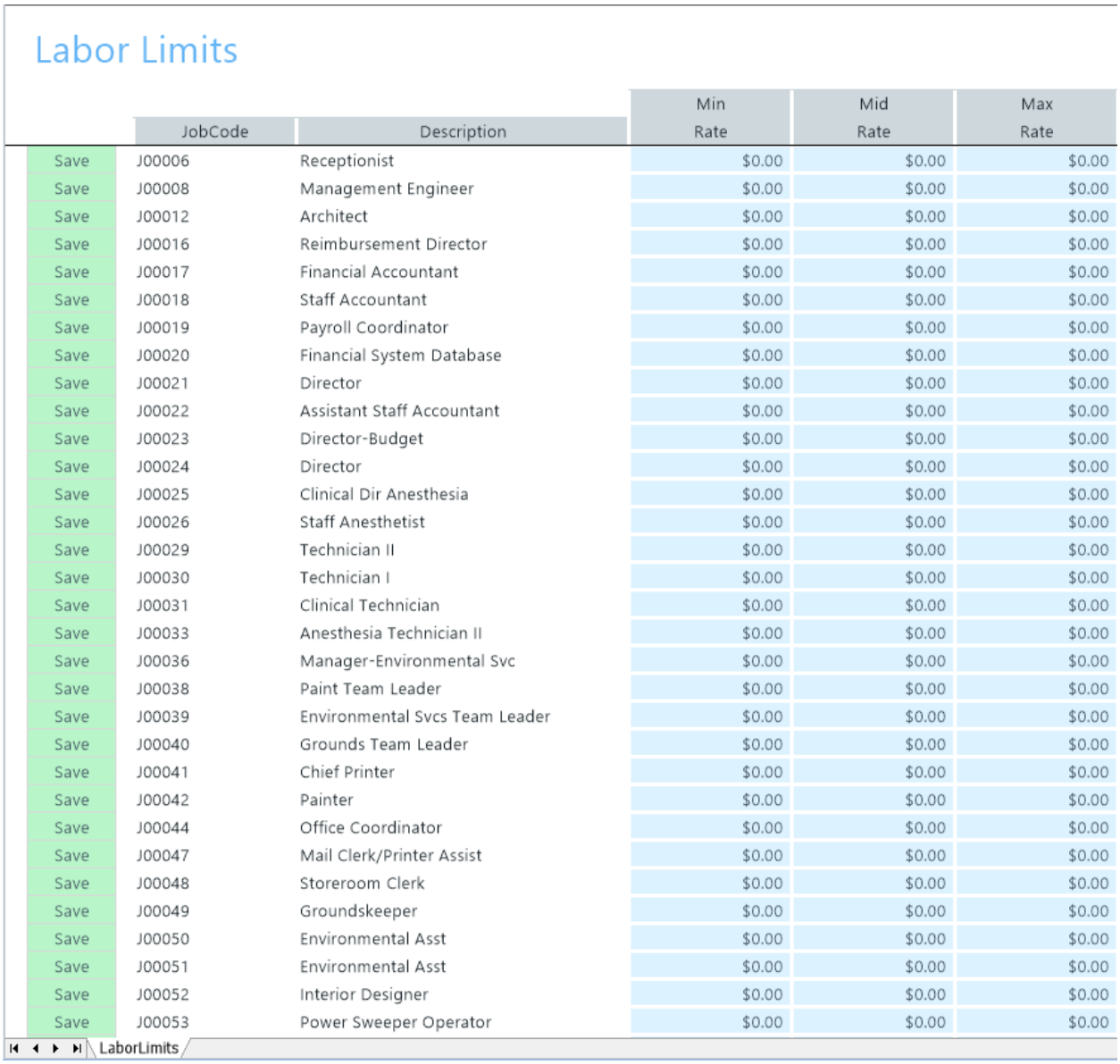
Overview

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

Settings

Open the driver, and then complete the driver settings.

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



Labor Limits

	JobCode	Description	Min Rate	Mid Rate	Max Rate
Save	J00006	Receptionist	$0.00	$0.00	$0.00
Save	J00008	Management Engineer	$0.00	$0.00	$0.00
Save	J00012	Architect	$0.00	$0.00	$0.00
Save	J00016	Reimbursement Director	$0.00	$0.00	$0.00
Save	J00017	Financial Accountant	$0.00	$0.00	$0.00
Save	J00018	Staff Accountant	$0.00	$0.00	$0.00
Save	J00019	Payroll Coordinator	$0.00	$0.00	$0.00
Save	J00020	Financial System Database	$0.00	$0.00	$0.00
Save	J00021	Director	$0.00	$0.00	$0.00
Save	J00022	Assistant Staff Accountant	$0.00	$0.00	$0.00
Save	J00023	Director-Budget	$0.00	$0.00	$0.00
Save	J00024	Director	$0.00	$0.00	$0.00
Save	J00025	Clinical Dir Anesthesia	$0.00	$0.00	$0.00
Save	J00026	Staff Anesthetist	$0.00	$0.00	$0.00
Save	J00029	Technician II	$0.00	$0.00	$0.00
Save	J00030	Technician I	$0.00	$0.00	$0.00
Save	J00031	Clinical Technician	$0.00	$0.00	$0.00
Save	J00033	Anesthesia Technician II	$0.00	$0.00	$0.00
Save	J00036	Manager-Environmental Svc	$0.00	$0.00	$0.00
Save	J00038	Paint Team Leader	$0.00	$0.00	$0.00
Save	J00039	Environmental Svcs Team Leader	$0.00	$0.00	$0.00
Save	J00040	Grounds Team Leader	$0.00	$0.00	$0.00
Save	J00041	Chief Printer	$0.00	$0.00	$0.00
Save	J00042	Painter	$0.00	$0.00	$0.00
Save	J00044	Office Coordinator	$0.00	$0.00	$0.00
Save	J00047	Mail Clerk/Printer Assist	$0.00	$0.00	$0.00
Save	J00048	Storeroom Clerk	$0.00	$0.00	$0.00
Save	J00049	Groundskeeper	$0.00	$0.00	$0.00
Save	J00050	Environmental Asst	$0.00	$0.00	$0.00
Save	J00051	Environmental Asst	$0.00	$0.00	$0.00
Save	J00052	Interior Designer	$0.00	$0.00	$0.00
Save	J00053	Power Sweeper Operator	$0.00	$0.00	$0.00

LaborLimits

Budget Labor Override

Overview

Use this driver to make overrides to the various labor-related sheets, such as Empl_List, in budget plan files. You can configure labor overrides at the following levels:

- Global
- Budget Groups
- Department Exceptions
- Department - Jobcode Exceptions

The plan file calc methods process the overrides by first evaluating for exceptions at the job code level, then department exceptions, budget group exceptions, and then finally applies the default settings at the global level.

Labor Overrides allow you to modify how the Jobcode, Staffing, and Employee tabs calculate salaries and related statistics and expenses.

You can adjust the following items:

- The source for Regular and PTO pay
- The source for PTO and EPTO FTEs
- The spread of pay across pay types

▶ Settings

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

Option	Definition
Department	The department in which to apply the labor override.
Jobcode	The job code for the specified department to apply the labor override. **NOTE:** This column is only editable in the **Department - Jobcode Exceptions** section.
Regular Rate Source	Select the Regular Rate Source to use for the beginning budget rate for each job code. • **History** – Uses the historic rate based on the most recent current period actual. • **Base** – Uses the base rate from the Employee Master sheet. • **Global** – Uses the rate of pay entered on this tab in the Rate Override Amount column.
Rate Override Amount	Enter the override amount. **NOTE:** This column is only editable in the **Department - Jobcode Exceptions** section.
PTO Rate Source	Select the beginning PTO budget rate for each job code. • **Base** – Uses the rate listed on the Employee Master sheet. • **Regular** – Uses the Regular pay rate for PTO.

Option	Definition
PTO FTE Source	Select the source of FTE for PTO Calculation. • **YTD** – Uses actual Year-to-Date FTE. • **Rolling12** – Uses 12-month actual (full year) FTE. • **EPTO** – Uses the EPTO rate based on scheduled. This may not match the actual EPTO rate.
EPTO% Override	Enter one of the following to override the calculated EPTO% from the Empl_List: • A percentage to override the standard PTO calculation. • **History** or **NA** - If you do not want to adjust the EPTO%, enter NA, and the default lookup to Emp_List logic applies. **IMPORTANT:** Do not enter zero (0), because zero is a valid adjustment percentage.
Adjustment to Calculated PTO%	Modify the EPTO% used on the PTO row. This is a data validation entry field, with a range from 0%-200%. For example, if the EPTO% for a selected job code is 8%, and you enter 100% as the default in this column, the value remains at 8% (i.e. 8% x 100% = 8%). If you enter the adjustments to calculated EPTO% as 80%. then 6.4% would display as the value on the PTO row.
EPTO FTE Source	Select the source of the FTE for Earned PTO Calculation, if that option is enabled on the Configuration sheet. • **YTD** – The YTD FTE. • **Scheduled** – The scheduled FTEs from the Employee Master sheet.
Paytype Distribution Overrides	Enter the Override FTE Allocation percentages by category. For each category, do one of the following: • Enter a percentage. • To use the historical percentage by category by job code, select **History**. **NOTE:** History is the default. You can enter or modify this value. There are several columns available, for both Prod and NonProd entries.

Adding a new row to a section

To add a new row to a section, click the **Double Click to Insert New Budget Group/Dept Exception/Jobcode Exception** row.



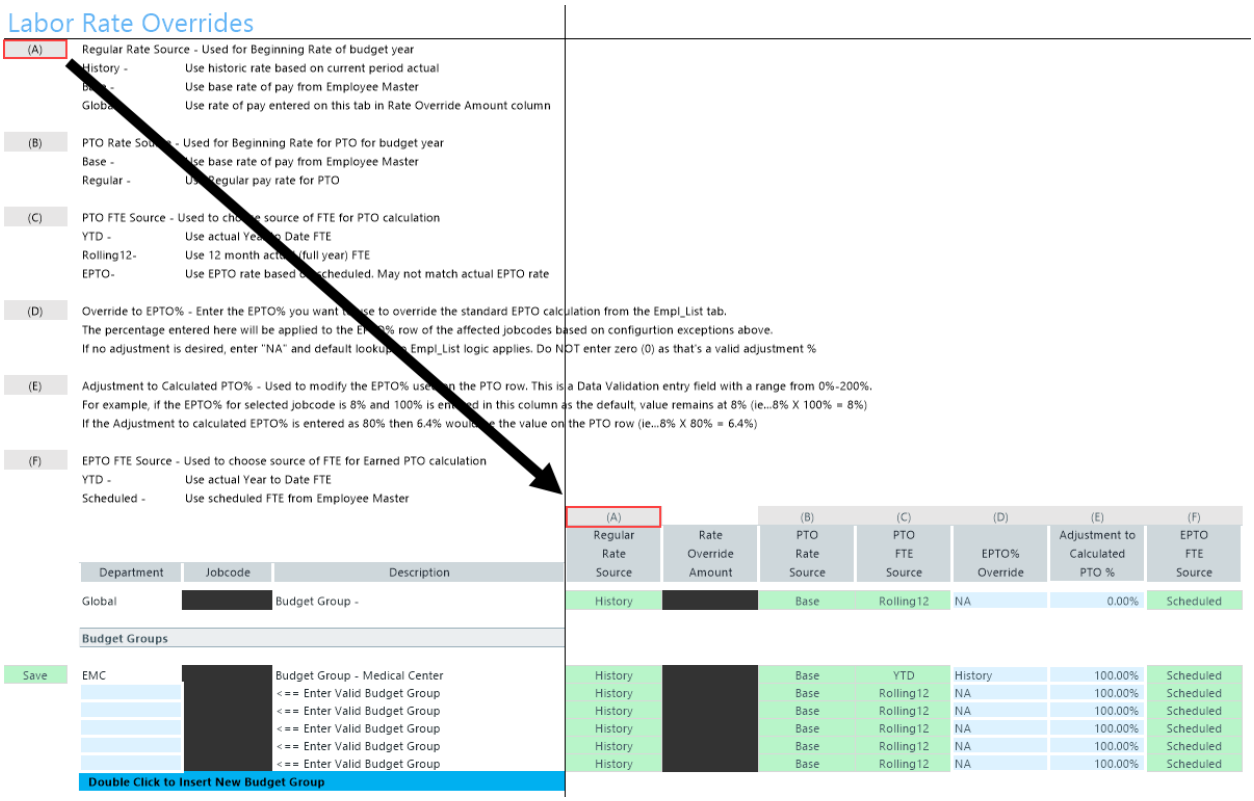
Displaying the legend

The Labor Override Legend provides descriptions that corresponds to specified columns. The letter next to the description corresponds to the letter that displays above the column, as seen in the following screen shot.

By default, the legend is hidden. To display it, in the **Main** ribbon tab, click **Change View > Legend**.

To hide the legend, in the **Main** ribbon tab, click **Change View > Default**.

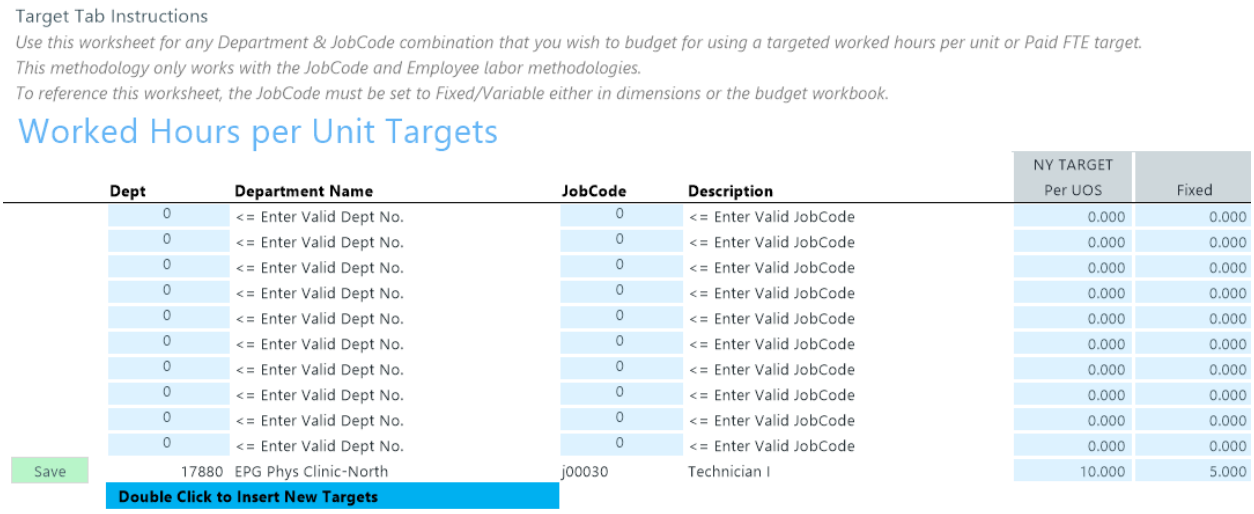
NOTE: When you close and reopen the driver, the system automatically hides the legend.



Budget Labor Target

Overview

Use this driver to define a target of Worked Hours per Unit of Service (WHPUOS) by department and job code.



Target Tab Instructions

Use this worksheet for any Department & JobCode combination that you wish to budget for using a targeted worked hours per unit or Paid FTE target.
This methodology only works with the JobCode and Employee labor methodologies.
To reference this worksheet, the JobCode must be set to Fixed/Variable either in dimensions or the budget workbook.

Worked Hours per Unit Targets

	Dept	Department Name	JobCode	Description	NY TARGET Per UOS	Fixed
	0	<= Enter Valid Dept No.	0	<= Enter Valid JobCode	0.000	0.000
	0	<= Enter Valid Dept No.	0	<= Enter Valid JobCode	0.000	0.000
	0	<= Enter Valid Dept No.	0	<= Enter Valid JobCode	0.000	0.000
	0	<= Enter Valid Dept No.	0	<= Enter Valid JobCode	0.000	0.000
	0	<= Enter Valid Dept No.	0	<= Enter Valid JobCode	0.000	0.000
	0	<= Enter Valid Dept No.	0	<= Enter Valid JobCode	0.000	0.000
	0	<= Enter Valid Dept No.	0	<= Enter Valid JobCode	0.000	0.000
	0	<= Enter Valid Dept No.	0	<= Enter Valid JobCode	0.000	0.000
	0	<= Enter Valid Dept No.	0	<= Enter Valid JobCode	0.000	0.000
Save	17880	EPG Phys Clinic-North	j00030	Technician I	10.000	5.000

Double Click to Insert New Targets

Settings

Open the driver, and complete the following:

- A target can only be defined for next year (NY Target).
- You can only enter a variable target based on worked hours per unit of service or a fixed paid FTE target.
- The variable FTE calculation in the budget plan file will be forced to match the target.
- This method does not work on the Employee sheet since there is no variable logic.

Budget Revenue drivers

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

Driver	Description
Budget Revenue GlobalRev	Use to budget all dollars for specific revenue accounts centrally without touching each individual budget plan file.

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

Driver	Description
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Budget Revenue Payor Adjustments	Use to configure percentage shifts in payor mix.

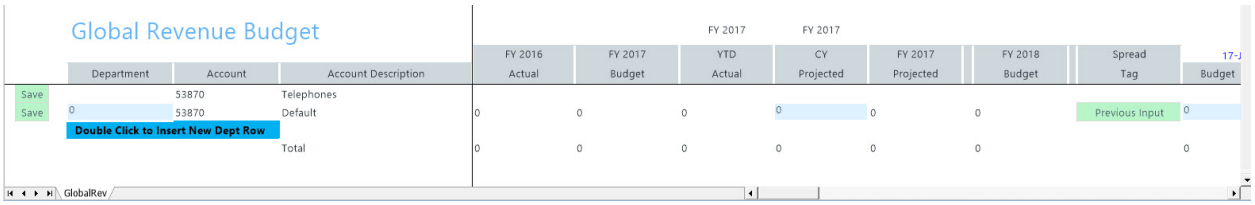
Budget Revenue GlobalRev

Overview

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

Settings

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



Budget Revenue Adjustments

Overview

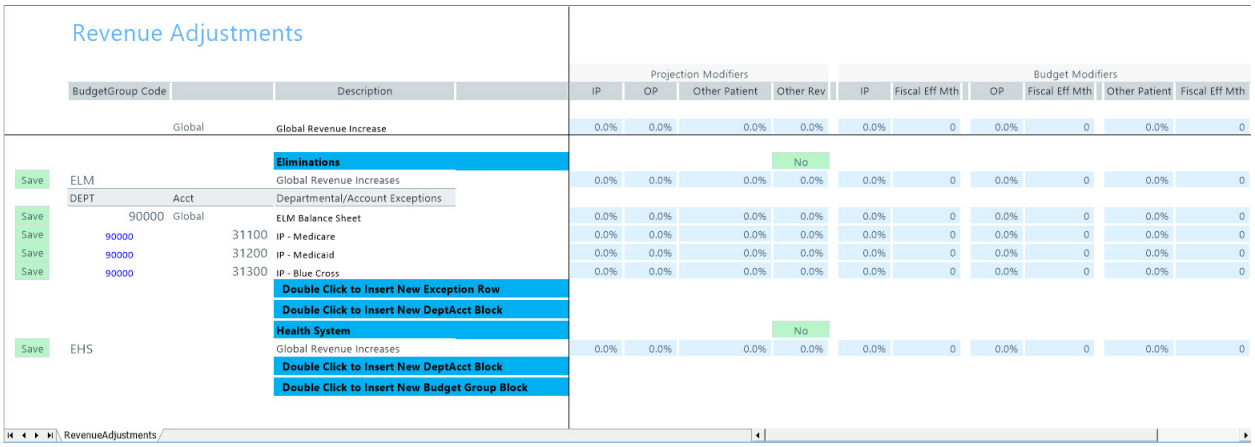
This driver allows you to control the revenue rate increases by BudgetGroup broken out by Inpatient, Outpatient, and Other Revenue.

Settings

You can make department and account exceptions.

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

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



Budget Revenue Deductions

Overview

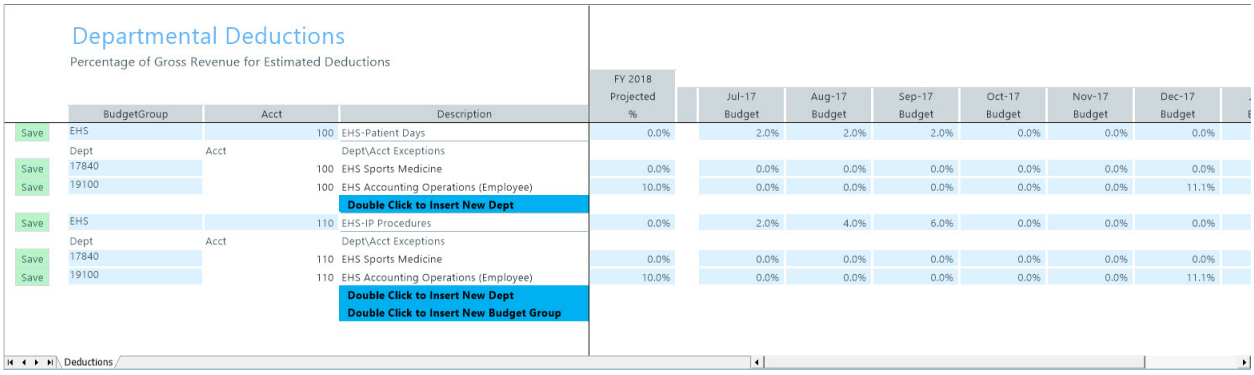
Percentage of Gross Revenue for Estimated Deductions

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

The assumptions can be defined by:

- BudgetGroup and Account
- Department and Account

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



Settings

Open the driver, and complete the following settings:

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

Budget Revenue Payor Adjustments

Setting up payor adjustments

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

Settings

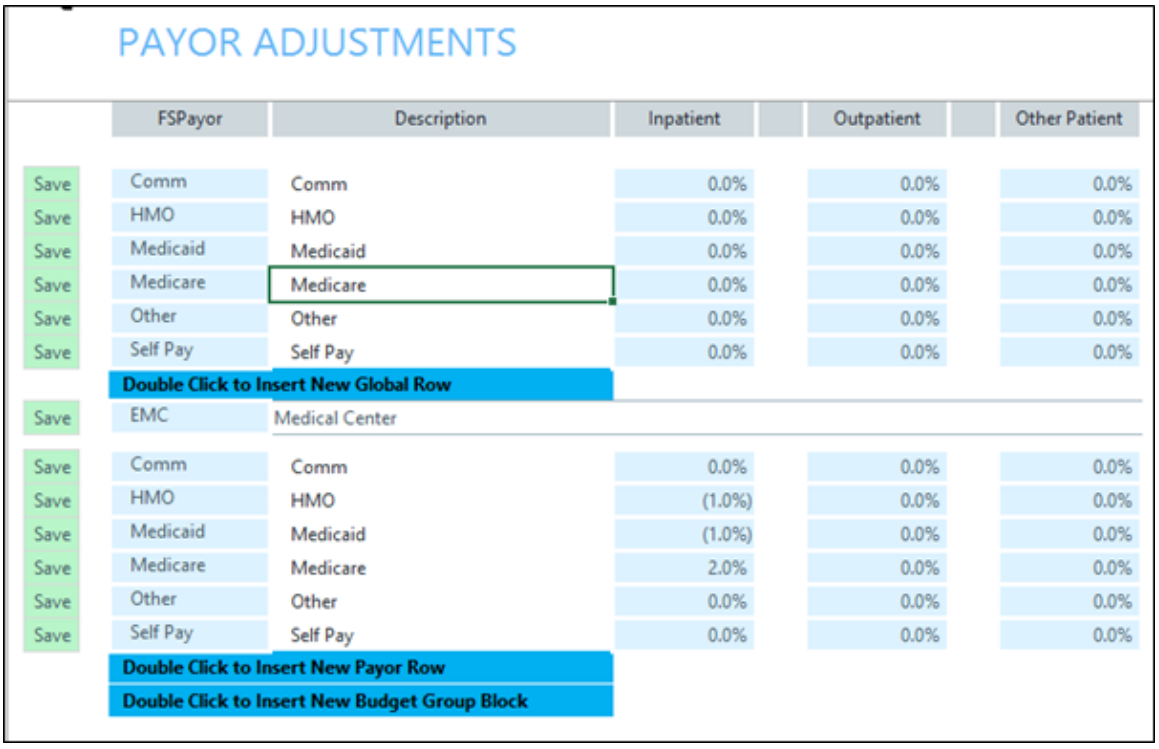
Complete the following steps to configure this driver:

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

Column	Description
ACCT.FSPayor	Type **R_IP** (inpatient payors), **R_OP** (outpatient payors), or **R_Oth** (other payors) followed by the payor name. For example, R_IPMedicare, R_OPBlueCross, R_OthOther.
ACCT.KHAStdline	Type one of the following: • **R_IP** – Inpatient payors • **R_OP** – Outpatient payors • **R_Oth** – Other payors

ACCT	Description	FSDetail	FSPayor	KHAStdLine
31100	IP - Medicare	R_IPRev	R_IPMedicare	IP_Payor
31200	IP - Medicaid	R_IPRev	R_IPMedicaid	IP_Payor
31300	IP - Blue Cross	R_IPRev	R_IPBC	IP_Payor
31400	IP - Commercial	R_IPRev	R_IPComm	IP_Payor
31500	IP - HMO/PPO	R_IPRev	R_IPPPO	IP_Payor
31600	IP - Self Pay	R_IPRev	R_IPOther	IP_Payor
31900	IP - Other	R_IPRev	R_IPOther	IP_Payor
32100	OP - Medicare	R_OPRev	R_OPMedicare	OP_Payor
32200	OP - Medicaid	R_OPRev	R_OPMedicaid	OP_Payor
32300	OP - Blue Cross	R_OPRev	R_OPBC	OP_Payor
32400	OP - Commercial	R_OPRev	R_OPComm	OP_Payor
32500	OP - HMO/PPO	R_OPRev	R_OPPPO	OP_Payor
32600	OP - Self Pay	R_OPRev	R_OPOther	OP_Payor
32900	OP - Other	R_OPRev	R_OPOther	OP_Payor

2. Open the 41 Budget Revenue Payor Adjustments driver.
3. Enter the payor name in the FSPayor column *without* the prefix used in the ACCT.FSPayor column. For example, if ACCT.FSPayor = R_IPMedicare, then column Q in the driver will read Medicare. Then enter the percentage shifts for the budget year in the Inpatient, Outpatient, and Other Patient columns.



Budget Statistics drivers

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

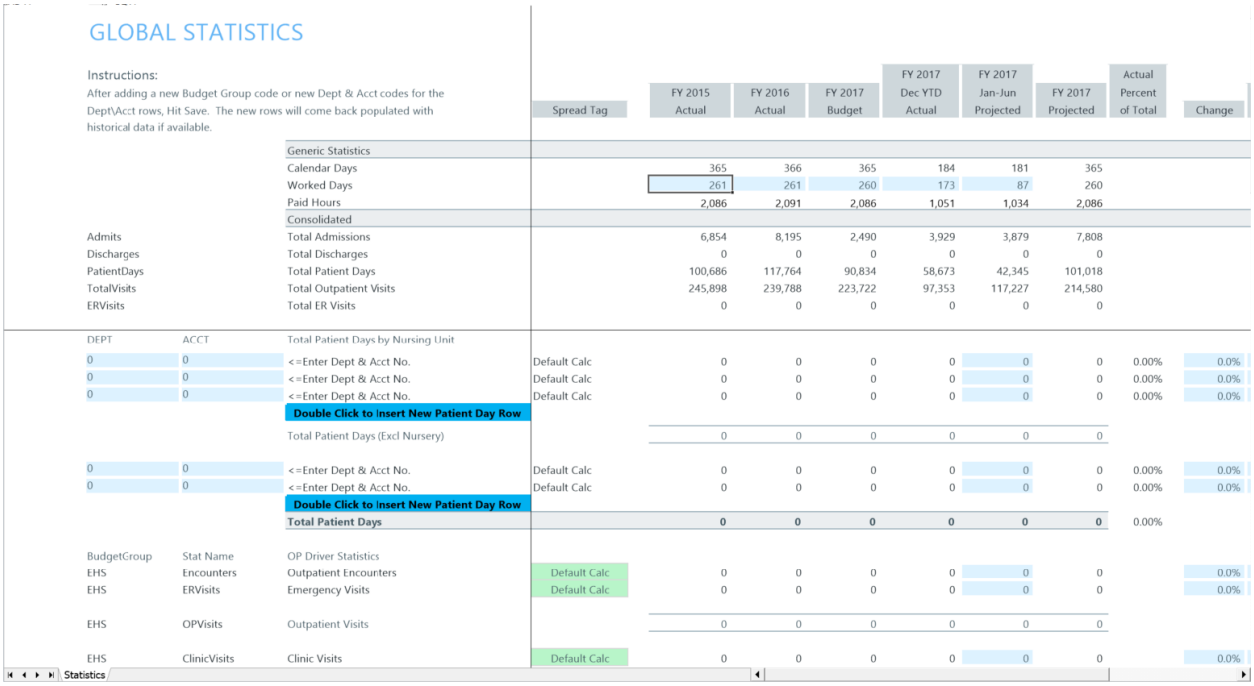
Driver	Description
Budget Statistics	Use to ensure that your historical data for budget is the same as the data in the database.
Budget StatAcct	Use to set up with the Revenue_Stat (on Stat_Rev) and Variable_Stat (on Expense) calc methods.
Budget Statistics Supplement	Use to create custom statistics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

Budget Statistics

▶ Overview

The Budget Statistics driver ensures that your historical data for budget is the same as the data in the database. It is referenced by the Statistics, GlobalRev, GlobalExp and Depreciation worksheets for LYA, CYB and CYA_YTD information. Also, the Rolling12 spreads on the Statistics worksheet are pulled from the StatData tab.

If you are using staggered start periods for your budget groups, the GlobalStatUpdate report has logic that will pull the appropriate values to correspond to the correct period.



GLOBAL STATISTICS

Instructions:
After adding a new Budget Group code or new Dept & Acct codes for the Dept\Acct rows, Hit Save. The new rows will come back populated with historical data if available.

			Spread Tag	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2017 Dec YTD Actual	FY 2017 Jan-Jun Projected	FY 2017 Projected	Actual Percent of Total	Change
		Generic Statistics									
		Calendar Days		365	366	365	184	181	365		
		Worked Days		261	261	260	173	87	260		
		Paid Hours		2,086	2,091	2,086	1,051	1,034	2,086		
		Consolidated									
Admits		Total Admissions		6,854	8,195	2,490	3,929	3,879	7,808		
Discharges		Total Discharges		0	0	0	0	0	0		
PatientDays		Total Patient Days		100,686	117,764	90,834	58,673	42,345	101,018		
TotalVisits		Total Outpatient Visits		245,898	239,788	223,722	97,353	117,227	214,580		
ERVisits		Total ER Visits		0	0	0	0	0	0		
DEPT	ACCT	Total Patient Days by Nursing Unit									
0	0	<=Enter Dept & Acct No.	Default Calc	0	0	0	0	0	0	0.00%	0.0%
0	0	<=Enter Dept & Acct No.	Default Calc	0	0	0	0	0	0	0.00%	0.0%
0	0	<=Enter Dept & Acct No.	Default Calc	0	0	0	0	0	0	0.00%	0.0%
		Double Click to Insert New Patient Day Row									
		Total Patient Days (Excl Nursery)		0	0	0	0	0	0		
0	0	<=Enter Dept & Acct No.	Default Calc	0	0	0	0	0	0	0.00%	0.0%
0	0	<=Enter Dept & Acct No.	Default Calc	0	0	0	0	0	0	0.00%	0.0%
		Double Click to Insert New Patient Day Row									
		Total Patient Days		**0**	**0**	**0**	**0**	**0**	**0**	0.00%	
BudgetGroup	Stat Name	OP Driver Statistics									
EHS	Encounters	Outpatient Encounters	Default Calc	0	0	0	0	0	0		0.0%
EHS	ERVisits	Emergency Visits	Default Calc	0	0	0	0	0	0		0.0%
EHS	OPVisits	Outpatient Visits		0	0	0	0	0	0		
EHS	ClinicVisits	Clinic Visits	Default Calc	0	0	0	0	0	0		0.0%

Statistics

NOTE: Click **Refresh Data** to refresh your statistics with the latest information available.

Settings

Open driver. For each entity, this driver contains the following information:

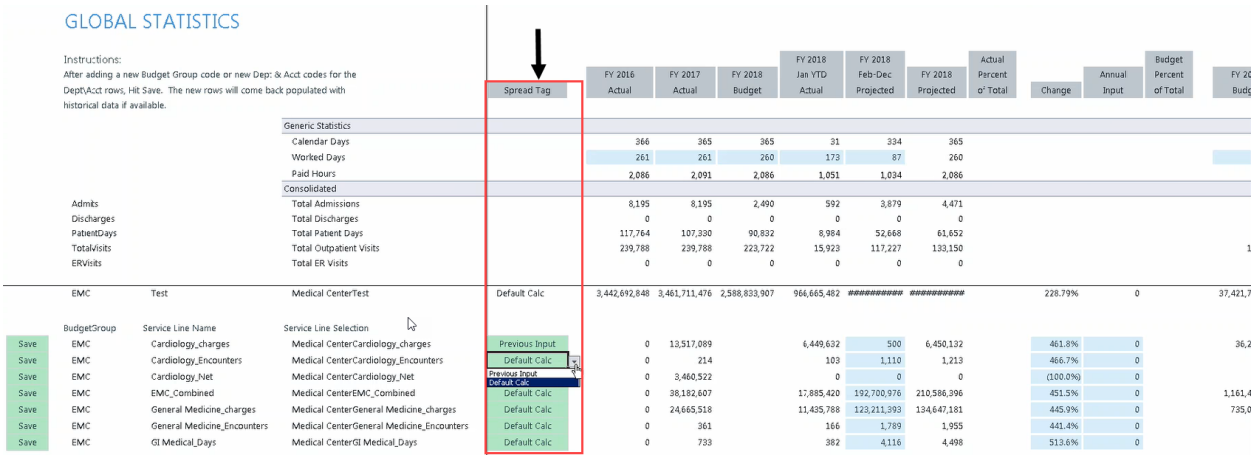
- **BudgetGroup** – Enter or modify this value.
- **Stat Name** – Enter or modify this value.
- **DEPT** – Enter or modify this value.
- **ACCT** – Enter or modify this value.
- **Spread Tag** (Facility Statistics only) – Select the default calc method to use for the budget group.

The Global Statistics sheet contains the following additional columns:

- **FY 20XX Actual** – Actual, year before last.
- **FY 20XX Actual** – Actual, last year.
- **FY 20XX Budget** – This year's budget.
- **FY 20XX Dec YTD Actual** – This year's December YTD actual.
- **FY 20XX Jan-Jun Projected** – This year's January - June, projected.
- **FY 20XX Projected** – This year, projected.
- **Actual Percentage of Total** – Percentage change from previous year.

- **Change** – Percentage change.
- **Budget Percent of Total** - Budget percent of total.
- **FY 20XX Budget** – Next year's budget total.
- **Bud-Proj Amt** – Variance amount, budget vs. projection.
- **Variance %** – Variance percentage.

The Service Line information at the bottom of the worksheet is pulled from the Budget Service Line Supplement driver. Before you make any changes to these line items, make sure to select **Previous Input** from the **Spread Tag** column. This will ensure your edits are retrieved from the Statistics driver table versus using the default calculations.



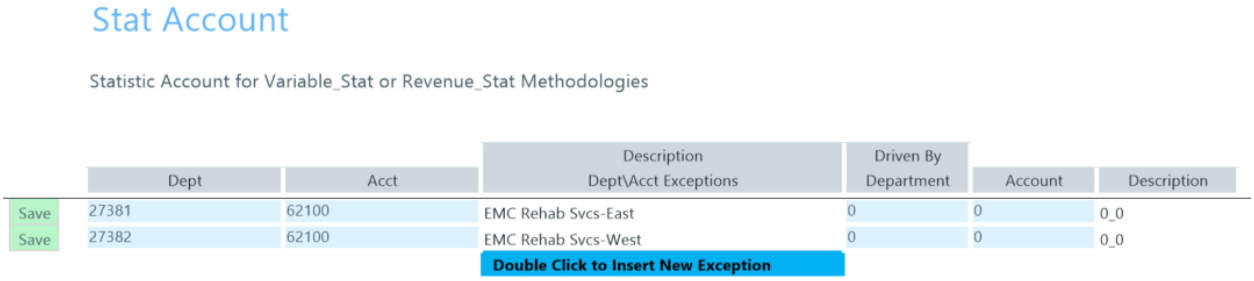
Budget StatAcct

Overview

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

Settings

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



Budget Statistics Supplement

Overview

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

Setting up and managing health plan budgeting

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

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

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

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

Updating dimensions for health plan budgeting

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

LOCATION

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

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

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

INSCODE

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

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

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

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

Column	Description
KHAInt	Specify whether to include the insurance product in the list of available plans in the Health Plan Operations utility. Enter one of the following: **NOTE:** The system will allow you to enter any text into this field, however, it only recognizes HealthPlan as the way to add the plan to the interface • **HealthPlan** - Enter this option to include the product in the list of available plans. • **NA** - Enter this option to remove the product from the list of available plans. **NOTE:** The system will retain historical information for plans removed from the list.

DATATYPE

The DATATYPE dimension for health plan budgeting purposes is used to load configurable categories for revenues and expenses. Use the Axiom provided default for members. Data imported or entered into the data tables will need to include a valid data type from this table.

NOTE: Version 1 DATATYPE dimension permits DATATYPE.DataType='HP_Members' and DATATYPE.BudgetType IN ('HP_Expense','HP_Revenue') - supplied by default data (i.e. one HP_ Members DataType and multiple versions of Revenue and Expense).

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

Column	Description
DATATYPE	The DATATYPE used in Axiom Budgeting and Performance Reporting. This must be an alpha code. • **HP_Members** - This is a required default for members data. • **HP_Revenue** - This is a recommended default for revenue, but you may use other codes. For example, other types of revenue may be desired to load and recognized as a separate revenue line item. (i.e. HP_ Revenue1, HP_Revenue2). • **HP_Revenue** - This is a recommended default for revenue, but you may use other codes. For example, other types of revenue may be desired to load and recognized as a separate revenue line item. (i.e. HP_ Revenue1, HP_Revenue2).
Description	Identifies the description to be use for budgeting and reporting.

Column	Description
BudgetType	Used in related driver tables and in the Health Plan Operations utility. Valid codes will typically be what was used in the Datatype column, however these can be used as a mapping code similar to how KHABgtCode is used in other dimensions. For example, if there are codes used in DataType for Revenue1, Revenue2, and so on but the desired configuration is to map Revenue2 to Revenue1, this column would be used for the mapping. • **HP_Members** - This is a required default for members data. • **HP_Revenue** - This is a recommended default for revenue, but you may use other codes. For example, other types of revenue may be desired to load and recognized as a separate revenue line item. (i.e. HP_ Revenue1, HP_Revenue2). • **HP_DrugME** - This is a recommended default for Drug Medical Expense, but you may use other codes. • **HP_HospME** - This is a recommended default for Hospital Medical Expense, but you may use other codes. • **HP_OutPTME** - This is a recommended default for OutPatient Medical Expense, but you may use other codes.
KHAInt	Used to identify which Datatype categories to use in the related driver tables and in the Health Plan Operations utility. Valid entries include the following: • HealthPlan - Use this code to include the data type. • NA - Use this code to exclude the data type. **NOTE:** You may have data you want to record in the actual tables but not necessarily include them for planning purposes.

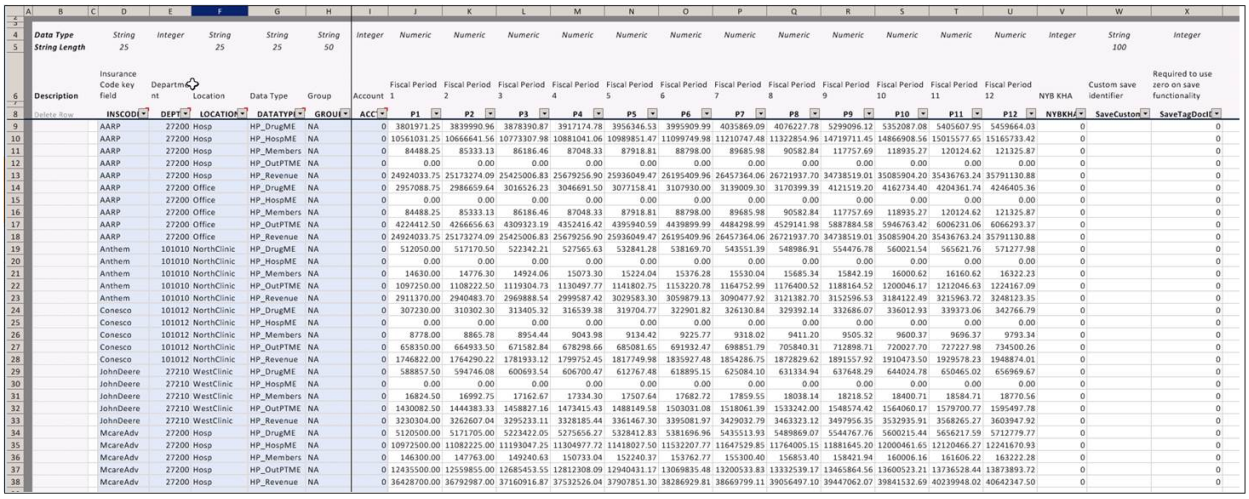
Managing the ACT_HP_20XX data table

Overview

The ACT_HP_20XX table stores the actual data used by the HealthPlan Operations utility to budget for your organization's health and insurance plans across entities and departments. This information is used primarily by the Membership Per Member Per Month (PMPM) driver to calculate actual and budget amounts by period by the number of members in a particular period. The table includes the following information for each plan (INSCODE column):

- Department (DEPT)
- Location (LOCATION)
- Data type (DATATYPE) (includes membership numbers and revenue/expense streams)
- Values for periods 1-12 (P1-P12)

NOTE: The following columns are reserved for future use at this time: GROUP, ACCT, NYBKHA, SaveCustom, and SaveTagDocID



	B	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
4	Data Type	String	Integer	String	String	String	Integer	Numeric	Numeric	Numeric	Numeric	Numeric	Numeric	Numeric	Numeric	Numeric	Numeric	Numeric	Numeric	Integer	String	Integer
5	String Length	25		25	25	50															100	
6	Description	Insurance Code key field	Department	Location	Data Type	Group	Account	Fiscal Period 1	Fiscal Period 2	Fiscal Period 3	Fiscal Period 4	Fiscal Period 5	Fiscal Period 6	Fiscal Period 7	Fiscal Period 8	Fiscal Period 9	Fiscal Period 10	Fiscal Period 11	Fiscal Period 12	NYB KHA	Custom save identifier	Required to use zero on save functionality
8	Delete Row	INSCODE	DEPT	LOCATION	DATATYPE	GROUP	ACCT	P1	P2	P3	P4	P5	P6	P7	P8	P9	P10	P11	P12	NYBKHA	SaveCustom	SaveTagDocID
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	5946761.42	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	Hosp	HP_DrugME	NA	0	5120500.00	5171705.00	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
36		McareAdv	27200	Hosp	HP_Members	NA	0	146300.00	147763.00	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	Hosp	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	13873893.72	0		0
38		McareAdv	27200	Hosp	HP_Revenue	NA	0	36428700.00	36792987.00	37160916.87	37532526.04	37907851.30	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:

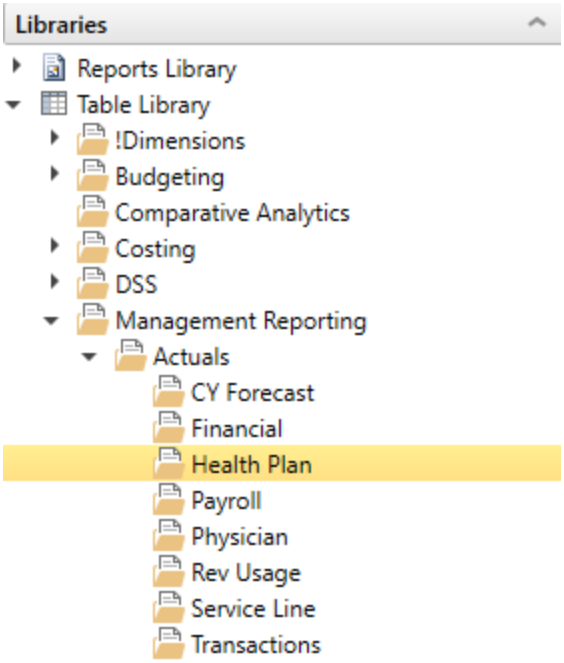
- This table is only accessible if your organization is licensed for the Axiom Budgeting Health Plan product. Only users assigned the Budget Administrator role profile can access this table.
- Before configuring this table, you will need to do the following:
  - Add or edit insurance or health plan products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

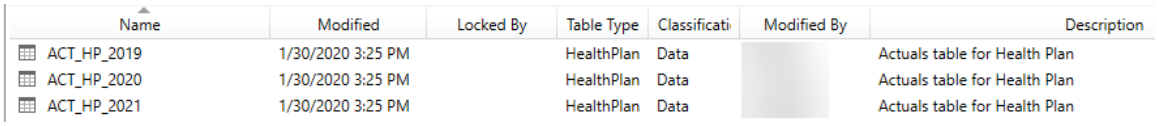
Adding or editing plans

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**.



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



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

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

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

5. After making your changes, in the **Admin** ribbon tab, click **Save**.

Removing or retiring plans

As new plans are added for your employees or for your service area, you may need to retire old plans from the system. We do not recommend deleting plans from the ACT_HP_20XX data table. Instead, open the INSCODE dimension table, and in the **KHAInt** column, type **NA**. After you save the dimension, the system will remove the plan from the Health Plan drivers as well as the budget plan files while still retaining the plan history.

Data Type	*String*	*String*	*String*	*String*
String Length	*25*	*100*	*25*	*25*
Description	Dimension field for Insurance/Health Plan	Extended description of the INSCODE key field	Insurance Code Mapping (lookup to INSCODE key field)	Interface indicator
Delete Row	**INSCOD**	**Description**	**InsCode_BgtCod**	**KHAIn**
	Commercial	Commercial	Commercial	HealthPlan
	CommFlex	Commercial Flex Membership	CommFlex	HealthPlan
	CommPlus	Commercial Plus Membership	CommPlus	HealthPlan
	CommSaver	Commercial Saver Membership	CommSaver	HealthPlan
	CommSR	Commercial Premium Membership (Shared Risk)	CommSR	HealthPlan
	FFS	Fee for Service	FFS	HealthPlan
	FFSMcaid	FFS Medicaid Membership	FFSMcaid	HealthPlan
	FFSMcare	FFS Medicare Membership	FFSMcare	HealthPlan
	FFSPPO	FFS PPO Membership	McareAdv	HealthPlan
	McaidCap	Medicaid Capitated Membership	McaidCap	HealthPlan
	McareAdv	Medicare Advantage Membership	McareAdv	NA
	NA	Default INSCODE	NA	NA

Setting variance thresholds

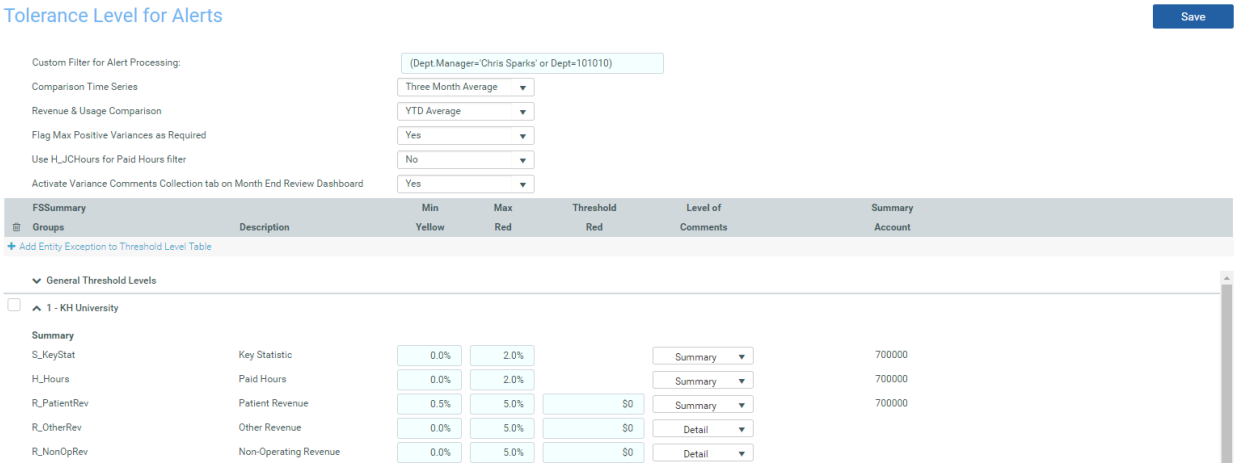
The threshold level determines how much an account can vary from budget before department managers are required to enter comments explaining the variance.

To configure the threshold level, navigate to one of the following:

- In the Bud 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



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

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

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

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

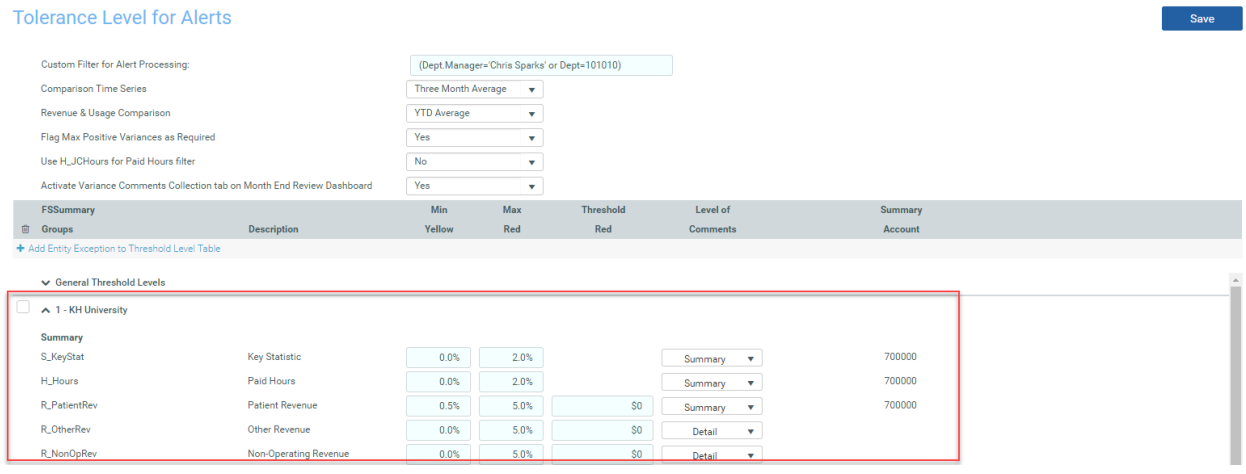
2. In the **Comparison Time Series** cell, select one of the following options in which to base the variance in the reports:
   - For regular current year budget variances, select **CYB**.
   - For flexible budget variances, select **FLX**.
   - For three-month average variances, select **3MthAvg**.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

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

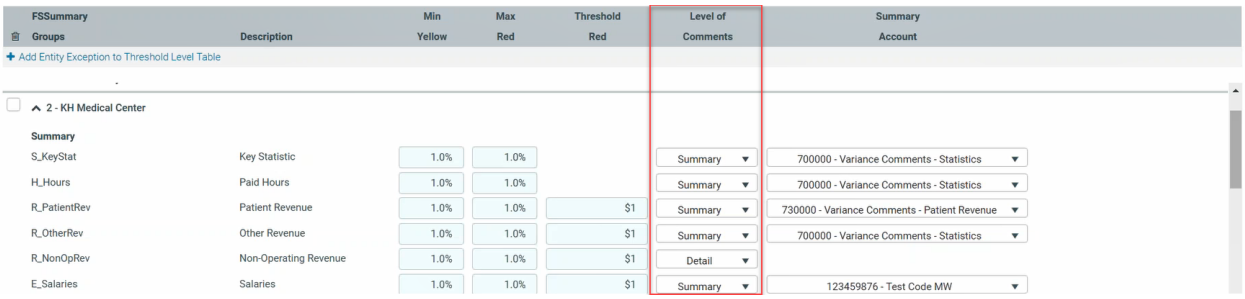
Comment level settings

In the Summary portion of the General Threshold Levels section of the page, you may decide whether to collect comments at a summary level or account detail level.

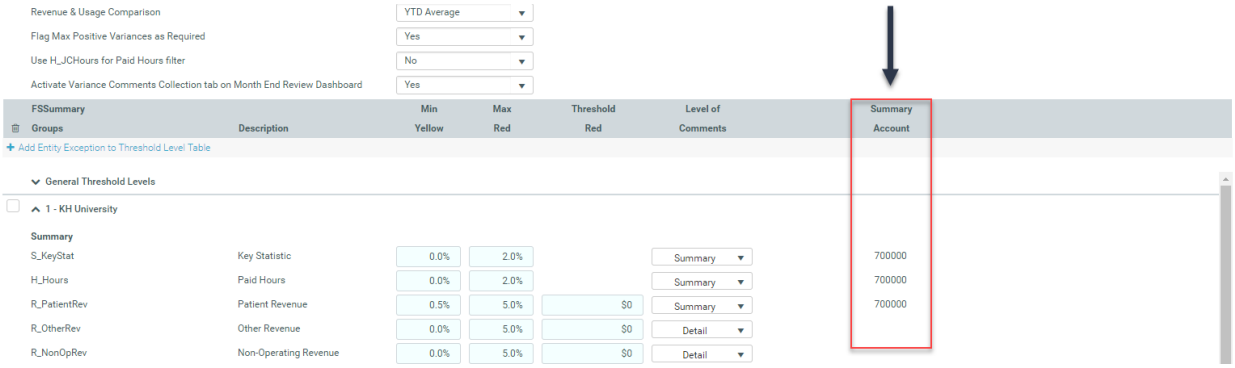
IMPORTANT: Valid account codes are needed if reporting at the Summary level.



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



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



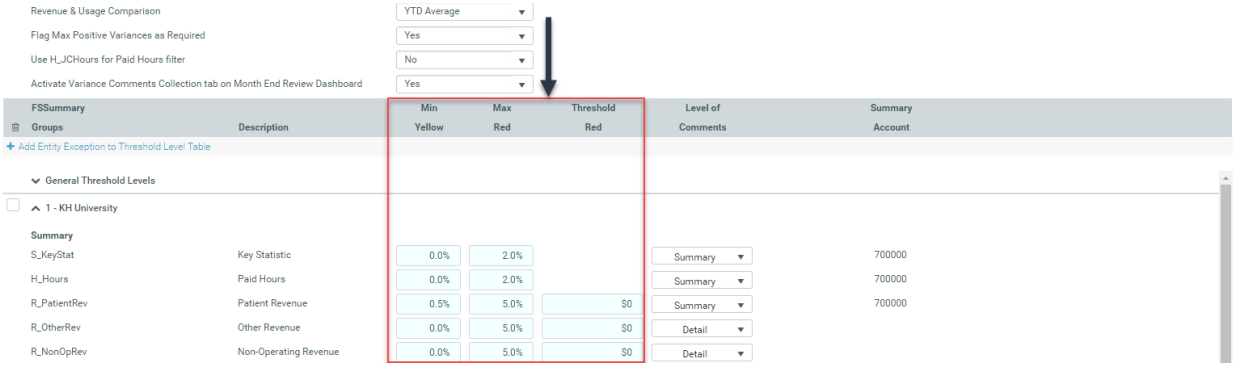
IMPORTANT: Do not assign any new account to an existing FSSummary category, otherwise the next month that account will show up in detail. Use Summary instead.

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



Flag alert settings

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



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

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

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

Building and processing budget plan files

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

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

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

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

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

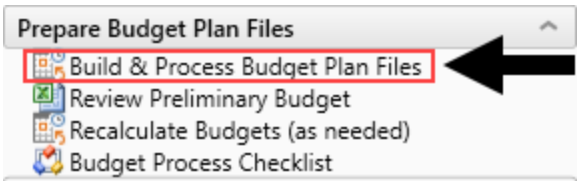
Budget plan files are generated from templates. Which templates are used for a particular department and how those templates are configured is based on settings in our Budget Configuration and Assumptions driver files.

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

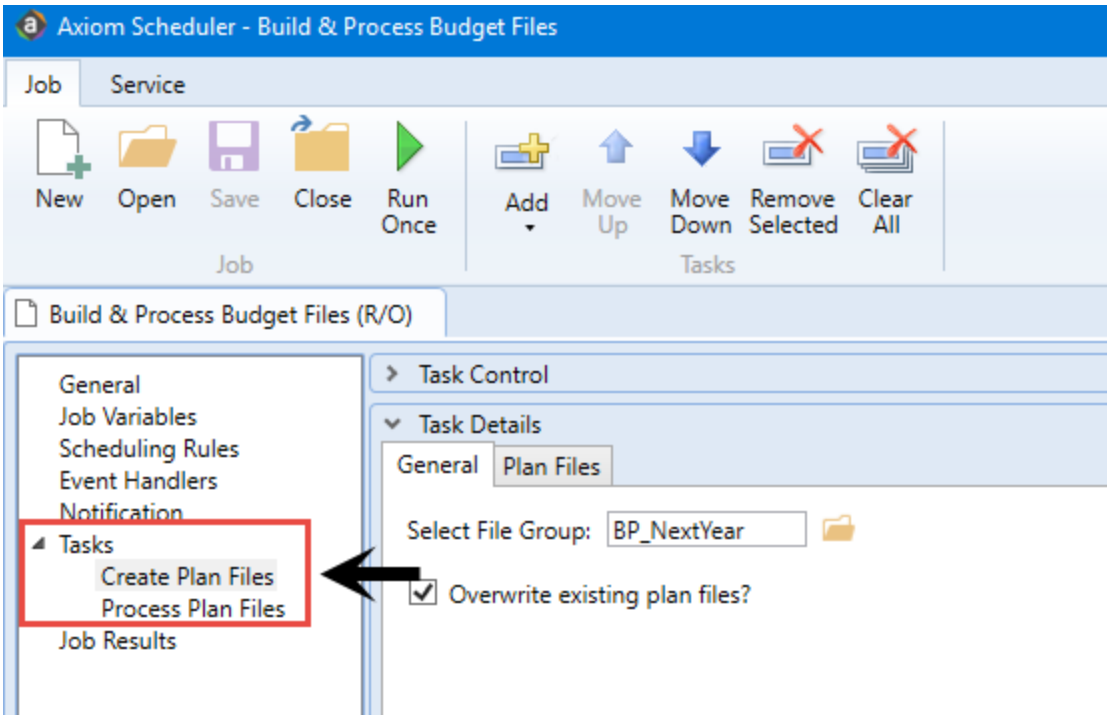
Building budget plan files

To build budget plan files:

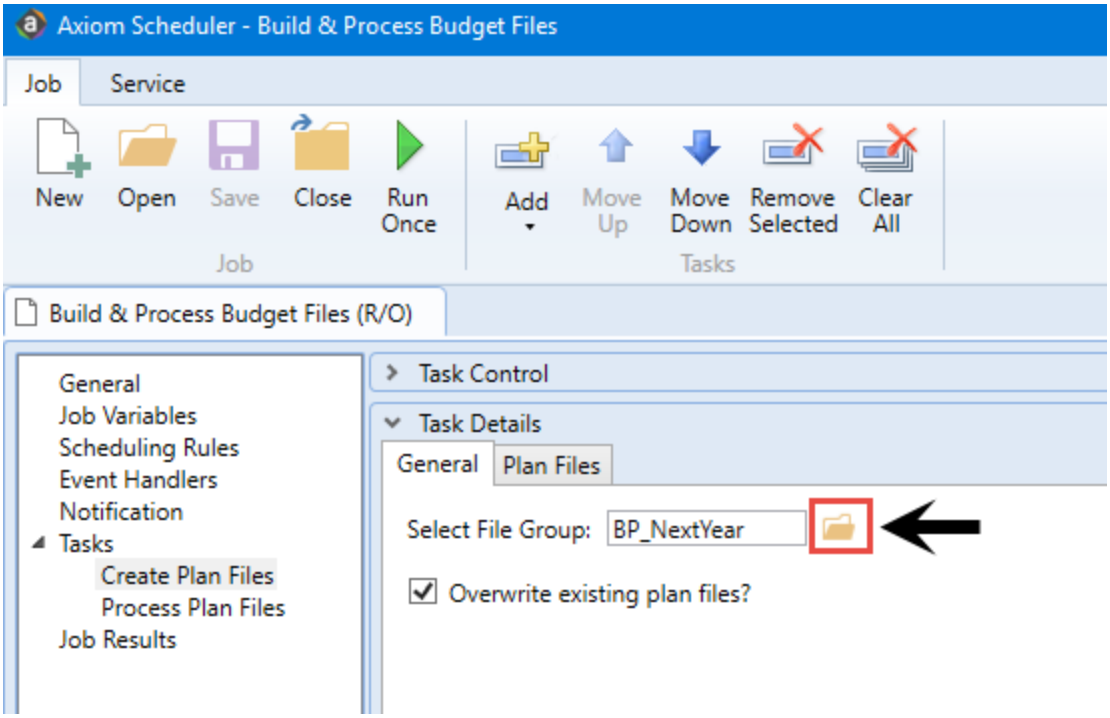
1. In the Bud AdminBud Admin task pane, in the **Prepare Budget Plan Files** section, double-click **Build & Process Budget Plan Files**.



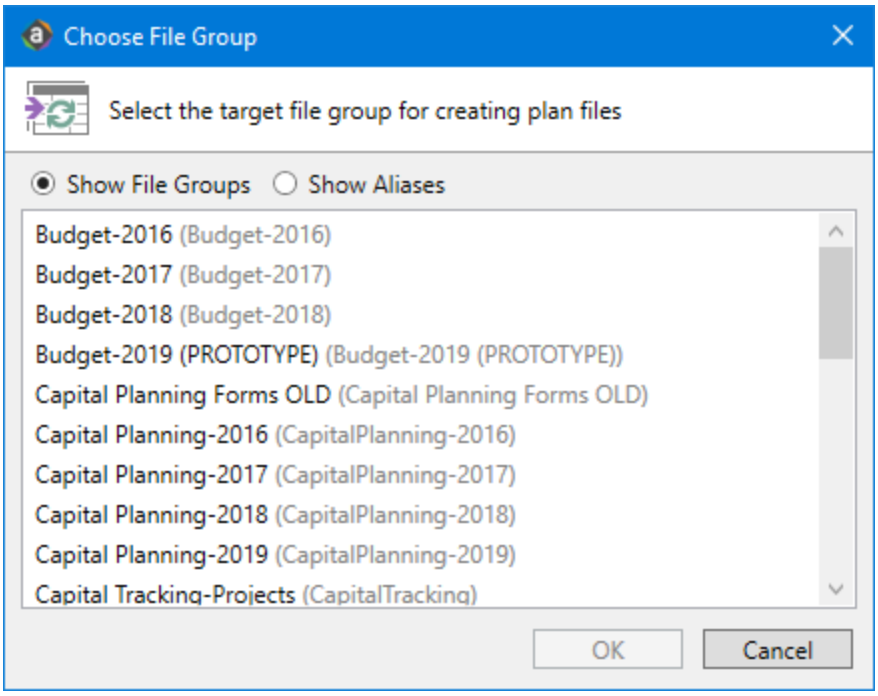
2. In the box on the left side of the Scheduler dialog, click **Create Plan Files**.



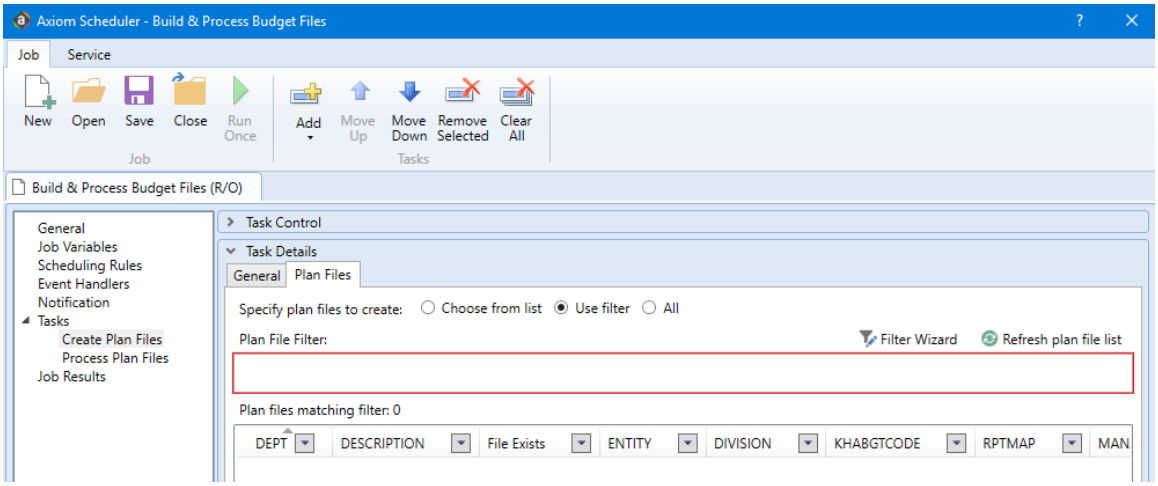
3. Click the folder icon.



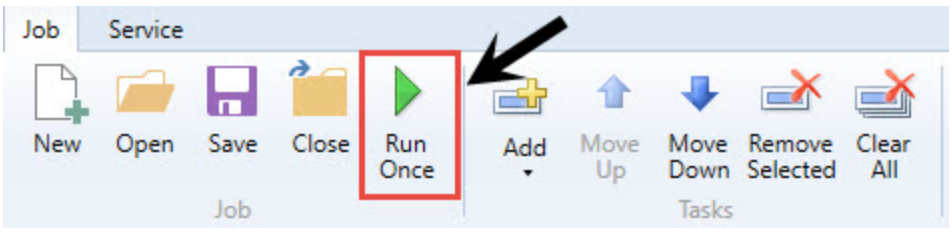
4. In the **Choose File Group** dialog, select the file group, and click **OK**.



5. To create specific plan files, you can apply filters, as needed. For example, to only run for a selected Entity or Dept. To apply filters, in the **Task Details** section, click the **Plan Files** tab. Select the **Use filter** radio button to access filtering options.



6. After you select the options you want, in the **Job** ribbon, click **Run Once**.



7. After creating the plan files, you need to process them. For more information, see Process plan files.

Refreshing data

Most of the data in Axiom Software is stored in a database. Plan files are typically generated as needed by populating a template file with the relevant data from the database. The template used for a particular plan file often depends on the configuration settings selected in the driver file for that file group. Most plan files automatically refresh/recalculate data on open. If you need to update an open workbook to reflect changes to the database or driver files, however, you can use the Refresh feature.

In plan files, this feature is only available to product administrators and to users with the Run AQs in Plan Files security permission. This control prevents users from inadvertently overwriting plan data when the template is not designed to accommodate data updates.

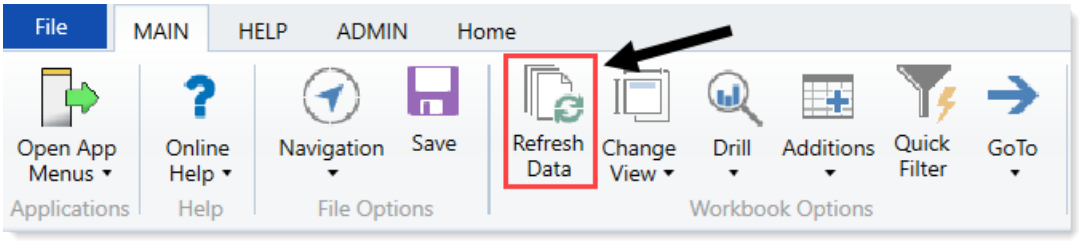
An Axiom query is a method of querying data from the database and updating a specific range in a sheet with the data. If an Axiom query is configured to refresh when the file is opened, however, that refresh occurs for all users, regardless of their security settings. Therefore, you may see data updates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

For administrators, typically the only time you may refresh individual plan files is during plan file testing. To test changes made to a template, you build a plan file from the template, and then refresh the plan file to bring in data. After testing has been completed and the final plan files are built out, use the **Process Plan Files** utility to refresh plan files in a batch process rather than refreshing individual files.

After the plan files have been rolled out to end users, you only refresh the plan files if the templates are designed to accommodate ongoing data updates.

To refresh a plan file:

- On the **Main** tab, in the **File Options** group, click **Refresh**.



NOTE: You may be prompted to define values before the refresh occurs. If so, these values are applied to the plan file to impact the data refresh.

Viewing budget plan file templates

Templates define the default file structure for budget plan files. Each template contains one or more sheets that are copied into a budget plan file at the time it is initially created. Individual cells in templates may contain formulas (tags) that define how data flows from the database into the corresponding budget plan file cells and/or how data input or modified in the plan should be written back to the database.

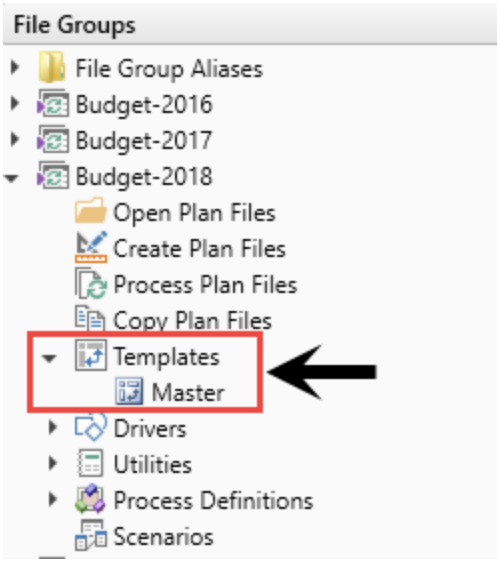
In all Axiom Software products, templates are generally standardized for each application and not editable by users. However, you may still view the contents of templates to help trace formulas back to the source data and understand how data in plan files flows to and from the central database.

Which templates (or sheets within templates) are used to create a particular plan file depends on settings within the related driver files and dimension table(s). You may or may not be able to configure these associations, depending on the application and particular category of plan file.

NOTE: After plan files have been created from templates, subsequent changes to the template do not impact the plan files unless the plan files are re-created.

To view templates:

1. In the ExplorerExplorer task pane, in the **File Groups** section, click the file group for the templates to view.

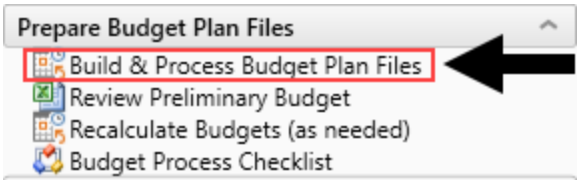


2. Click **Templates**.
3. Double-click the template to view.

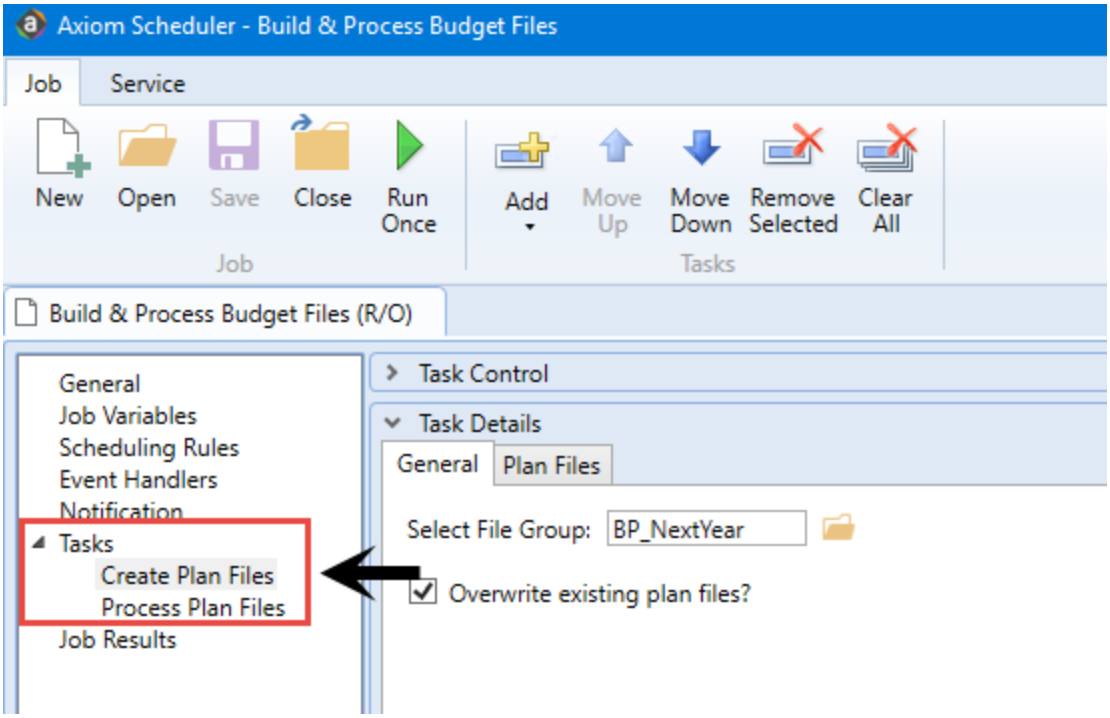
Processing budget plan files

To process budget plan files:

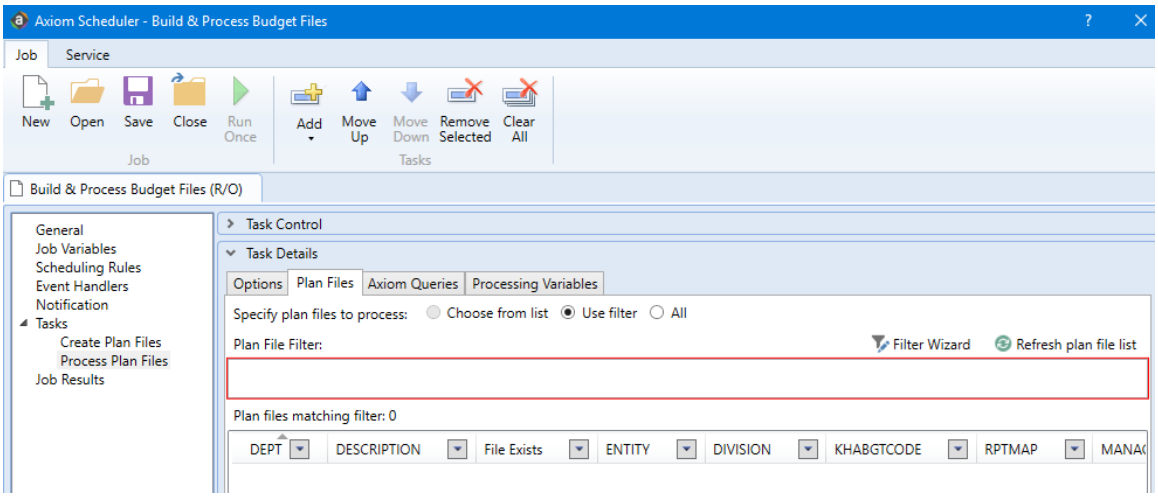
1. In the Bud Admin**Bud Admin** task pane, in the **Prepare Budget Plan Files** section, double-click **Build & Process Budget Plan Files**.



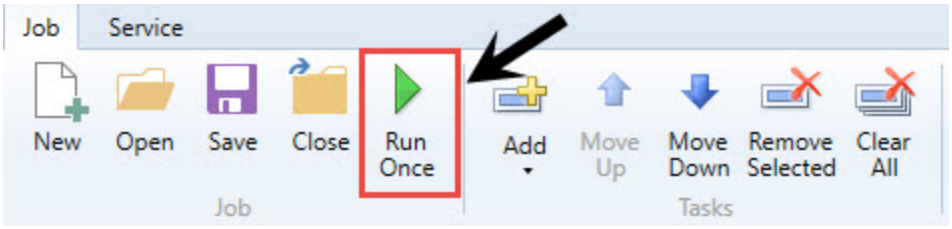
2. In the box on the left side of the Axiom Scheduler dialog, click **Process Plan Files**.



3. To process specific plan files, you can apply filters, as needed. For example, to only run for a selected Entity or Dept. To apply filters, in the **Task Details** section, click the **Plan Files** tab. Select the **Use filter** radio button to access filtering options.



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

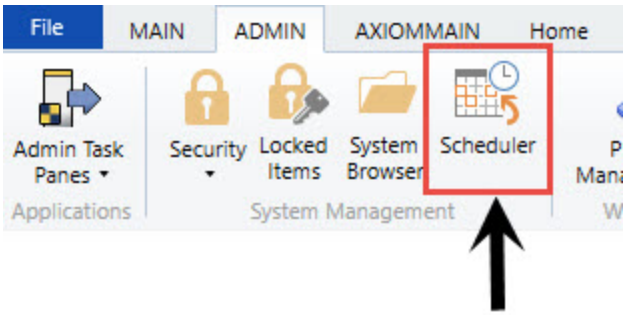


Building plan files using a Scheduler job

Use a filter in Scheduler to run the Build & Process Budget Files job. To confirm that no errors occurred, review the log for errors after the scheduled job completes.

To build plan files using a Scheduler job:

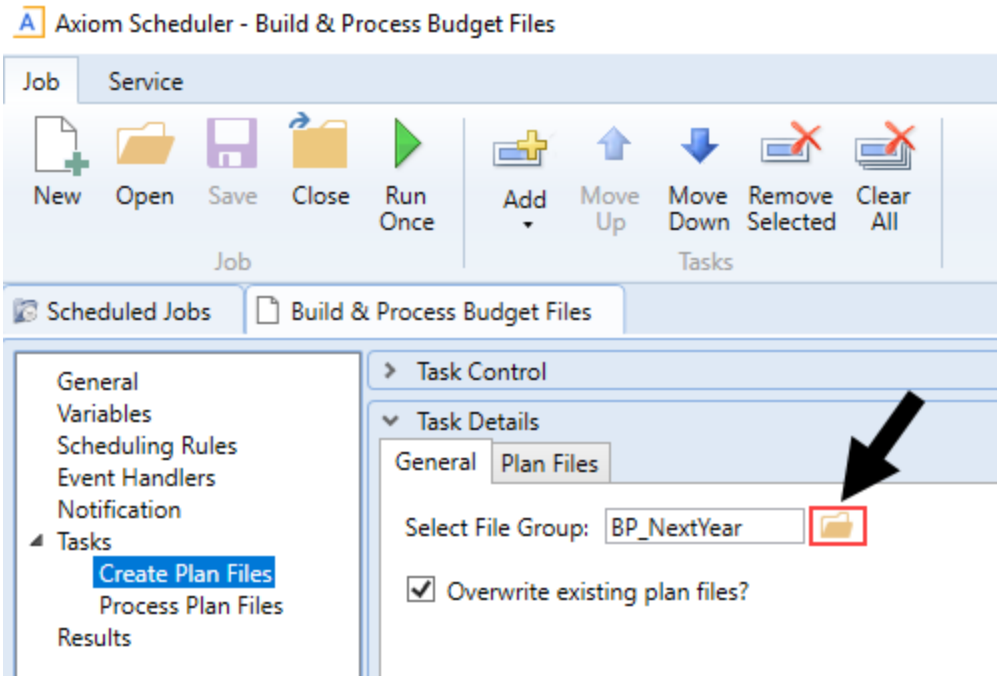
1. From the **Admin** ribbon tab, click **Scheduler**.



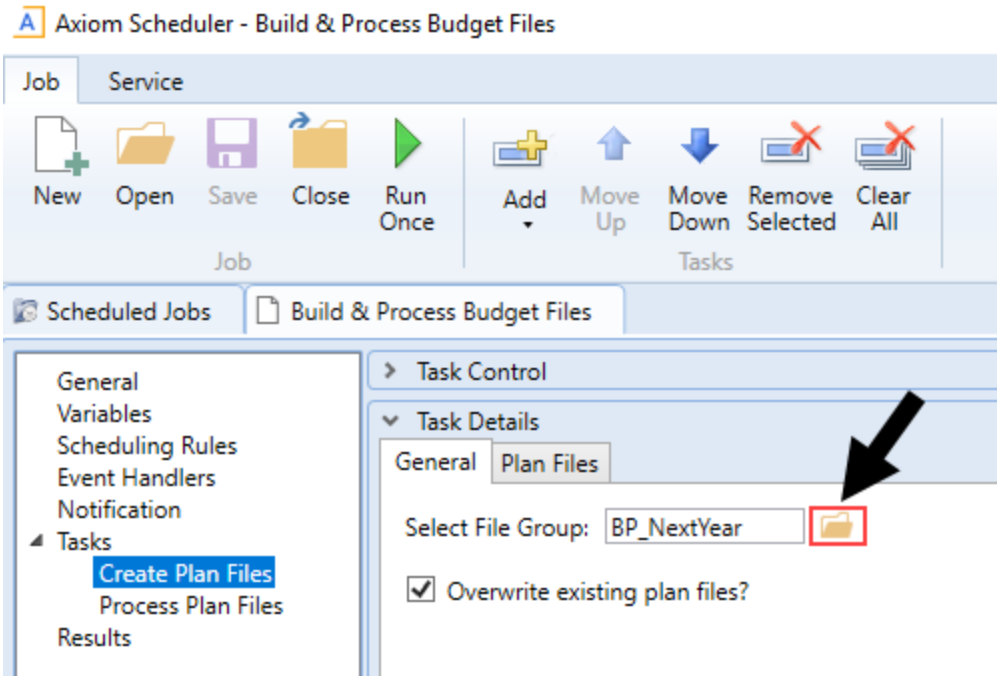
2. In the **Job** ribbon tab, click **Open**.
3. Double-click the **Budgeting** folder.
4. Double-click **Build & Process Budget Files**.

NOTE: By default, the job is already set up to run, but you can complete steps 5-9 if you want to filter the plan files to build and process. Otherwise, skip to step 10.

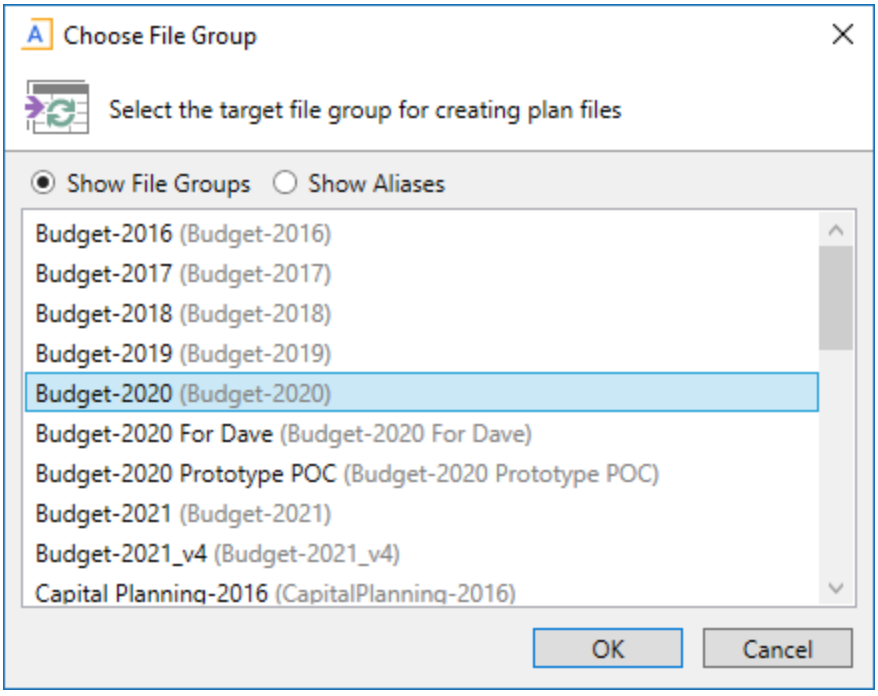
5. In the left-hand navigation, click **Tasks** > **Create Plan Files** (if it's not already selected).



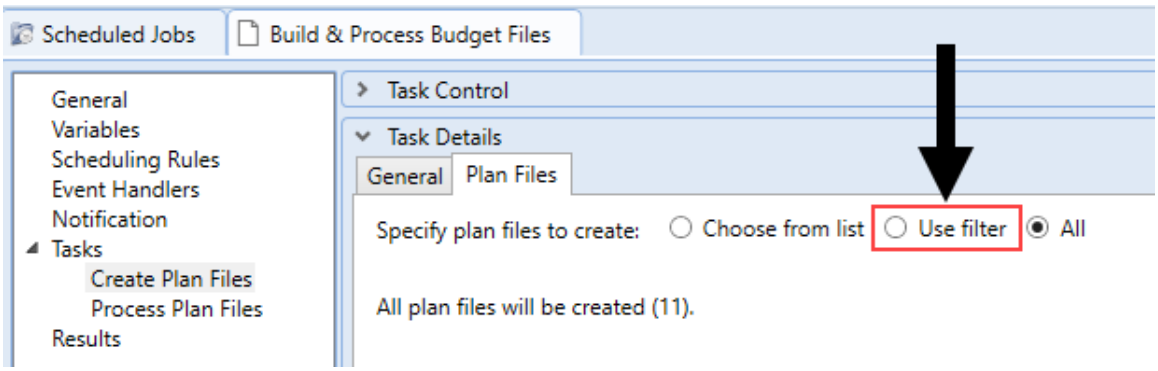
6. In the **General** tab, click the folder icon.



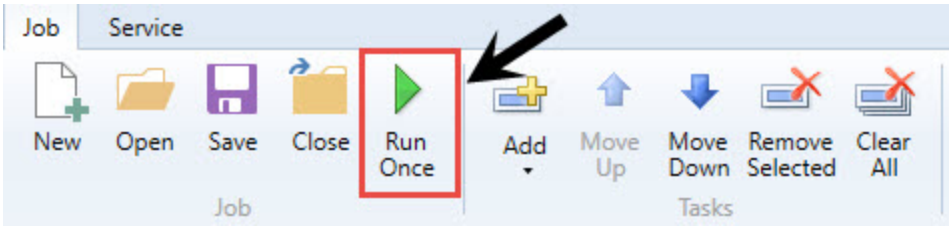
7. Select the file group in which to select the plan file to create.



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



9. From the list, select the plan files to create by clicking the check box next to the left of the **DEPT** column.
10. In the **Job** tab, click **Run Once**.



Configure budget security

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

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

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

Design

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

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

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

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

Filters

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

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

Dept	Product User			Product Analyst			Local Product Admin		
	BPOwner	BPReviewer	BPApprover	BPAnalyst	BPAnalyst2	BPAnalyst3	BPAdmin	BPAdmin2	BPAdmin3
ICU	CSparks	CSparks	SSmith	CJones	TSmith	NA	SBaker	CCredit	DDobbs;NHon
ER	GJones	CSparks	LWinter	CJones	DTom	TSmith	SBaker	CCredit	DDobbs

Managing member's data and plan file filters are managed by assigning each members login ID to the respective departments in the DEPT dimension without the need to access security. This allows you to minimize number of members with security access since Local Admin members can manage security filters through dimension ownership assignments.

Adding additional users

If you need additional users than the fields provide, you may create and use pseudo roles as an assignment vs. a single login name. Every member of that role will inherit permissions to that department. For example, let's say you have six local admins that need rights to all departments and only there are only three slots available in the dimensions. You would do the following:

1. Open Security Manager.
2. Create a new role.
3. Assign the six members to the new role.
4. Open the Dimension Maintenance Utility.

5. In the DEPT dimension, assign the role name to each of the departments in the BPAdmin column, and save the changes.

1. Open Security Manager.
2. Create a new role.
3. Assign the six members to the new role.
4. Open the Dimension Maintenance Utility.
5. In the DEPT dimension, assign the role name to each of the departments in the BPAdmin column, and save the changes.

For instructions related to managing security and managing dimensions, see the following topics in the online help:

TIP: To find the exact topic listed below, type the name of the topic with quotations.

- "The Security Management dialog"
- "Managing roles"
- "Managing users and roles"
- "Launching the Dimension Maintenance Utility"
- "Editing a dimension"

All of the members with that role will now have proper permissions.

If you need to assign broader filters, such as “Region=’IOWA’, you can apply a custom filter directly to the user. A user-level filter and a role filter combine as an OR statement “User Filter OR Role Filter”. The user filter is applied in multiple locations.

Security basics

Security is configured by four sections.

Type	Description
Product permissions	General administrative functions. Many of these permissions span all products. You can grant many of the permissions in the other sections. This permission level is suite-wide.
Product file groups	Determines access to what file groups, plan file filters, access, and abilities.
Data table types	Determines access to data tables. Tables are categorized by type. For example, the Financial type contains all the GL financial tables.
Files	Determines access to select Axiom EPM files.

Tools

Name	Description
Security Manager	Allows you to maintain the complete security options for all users and roles. We recommend this tool for adjusting security at the individual level.
Security Spreadsheet	Provides a spreadsheet view of file group and table options for all users and roles. **IMPORTANT:** Use caution when using this tool. If two or more security members save this file with overlapping filters at the same time, the system will overwrite one over the other.
Product Security Setup Utilities	Allow you to bulk assign roles and data filters. Each product has a configured set in the Product Utilities > Security Setup folder. You must be a member of Security Admin to post changes. We recommended using this tool for initial product and role assignment.
Dimension Security Utility	Allow you to assign permissions for Admin members to maintain dimensions. You must be a member of Security Admin to post changes.
Product Driver Security Utility	Allows you to assign permissions for Admin or Analyst members to maintain dimensions. You must be a member of Security Admin to post changes.
Active Directory Import	Using the Active Directory Import, you can map directory groups to EPM roles to automate enabling new members.

Roles

Each EPM license/product comes with the following role types:

Role	Description	Configuration Abilities	Table Abilities	Plan File Abilities	Report Abilities
System Admin	Person with all access security. No restrictions. Admin Check in User security. Recommend no person have this right. Recommend one generic login in case of rare need.	All access	All access	All access	All access
Suite Admin	Manages overall suite, table and system configuration. Typically limited to 1-2 members.	Home page File group management Apply software updates System Browser Admin ribbon	Current period settings Table modifications New dimension grouping columns	None	R/W access to all suite files
Product Admin	Product administrator. Responsible for configuration, process, and structure.	Audit History Imports System Browser Drivers Dimensions Exports Admin ribbon Scheduled jobs Process definitions	Filtered access to data tables Dimension edit Driver edit View tables Budget custom tables	Create new R/W filtered access Unprotect Recalculate	Product reports – R/O Product utilities – R/W Create new
Product Local Admin	Local product administrator. Data imports, Dimension Maintenance, Drivers, Report Writing	Drivers Dimensions Imports Admin ribbon Scheduled jobs Process definitions	Filtered data access Dimension edit Driver edit View tables (R/O) Budget custom tables	Create new R/W filtered access Unprotect Recalculate	Product reports – R/O Product utilities – R/W Create new
Product Analyst	Designated to support managers via plans during planning process. R/W access to filtered plan files	Main ribbon	Filtered data access	R/W filtered access Unprotect	Product reports – R/O Product utilities – R/W Create new
Product User	General consumer of the process & information.	Main ribbon	Filtered data access	R/O access until step owner	Product reports-R/O
Security Admin	Manages security settings	Security access	None	None	Product security tools
Tech Admin	Ability to apply updates and scheduled jobs	Admin ribbon	None	None	None

Budget planning provider roles

Role	Description	Configuration Abilities	Table Abilities	Plan File Abilities	Report Abilities
Budgeting Physician Admin	Manages provider budget configuration and data Access to provider reports, utilities, and drivers	Provider drivers Imports	View provider dimensions Provider drivers View provider dimensons Edit provider dimensions	See Provider tabs Need Budget Admin role	Provider reports Provider utilities
Budgeting Physician	Access to provider reports, drivers	None	Filtered data access	See Provider tabs Need Budget User or Analyst role	Provider reports

Product permissions

Category	Subsystem	Everyone	Prod User	Prod Analyst	Prod Local Admin	Prod Admin	Suite Admin	Notes
Permissions								
Announcements	Yes	No	No	No	No	No	Yes	Not needed. Currently not in use.
Explorer	Yes	No	No	No	No	Yes	Yes	Access to the System Browser via the Admin Task Pane. All users have access to explorer task pane.
Exports	Yes	No	No	No	No	Yes	Yes	Ability to create new data Exports.
File Groups	Yes	No	No	No	No	No	Yes	Clone and edit file groups.
Imports	Yes	No	No	No	Yes	Yes	Yes	Ability to create new imports. Ability to run existing imports is managed in Files.
Locked Items	Yes	No	No	No	Yes	Yes	Yes	Ability to unlock items.
Security	Yes	No	No	No	No	No	No	Access to the Security Module.
Tables	Yes	No	No	No	No	No	Yes	Ability to create/delete/modify table structure. Ability to change table current periods
Task Panes-Edit	Yes	No	No	No	No	No	No	Do not modify EPM provided task panes. Permission should be granted at the User level.
Updates	Yes	No	No	No	No	No	Yes	Ability to apply Axiom updates. System Admin role.
Audit History	Yes	No	No	No	No	Yes	Yes	Ability to view full system activity log for the suite. Use caution granting this. User Level exceptions.
Remove Protection	Yes	No	No	No	No	No	Yes	Ability to unprotect any file accessible. Unprotect rights is granted in the Files section. Not here.
Sched. Jobs	Yes	No	No	No	Yes	Yes	Yes	Ability to edit / create/Delete scheduled jobs.
User Folder	Yes	No	No	Yes	Yes	Yes	Yes	Access to "my documents". Typically applied to users who will be writing "in-progress" reports.

Product file groups

Category	Subsystem	Everyone	Prod User	Prod Analyst	Local Prod Admin	Prod Admin	System Admin	Notes
Modify	Yes	No	No	No	No	Yes	Yes	Edit file group configuration and clone. Limited Membership
Create Plans	Yes	No	No=BP CP=Yes	Yes	Yes	Yes	No	Ability to create new plan files for the file group. Data population is the role of Process Plan Files.
Create Records	No	No	Yes	Yes	Yes	Yes	No	Only used with on-demand FGs. Yes for Capital Planning, Tracking, and Financial Planning
Process Plan	Yes	No	No	No	Yes	Yes	No	Ability to interface new data into plan files.
Run Queries	Yes	No	No	No	No	No	No	Ability to refresh a plan file on demand. Not Leveraged today. Leave
Calc Methods	No	No	No	No	No	No	No	Refrain from making calc method changes. Calc methods are replaced with each update thereby removing any modifications you may have made.
File Groups – Plan Files								
File Access	Read/Write	Not Config	Read Only	R/W	R/W	R/W	Not Config	Product Users are dependent on Process Management to escalate them to
Save Data	Yes		No	Yes	Yes	Yes		Required if R/W above is selected.
CM Insert	Yes		No	Yes	Yes	Yes		Ability to add new Accts/Jobcodes/Other Records
CM Change	Yes		No	No	Yes	Yes		Ability to change a calc method from one to another.
Unprotect	Yes		No	Yes	Yes	Yes		Ability to unprotect the workbook.
Sheet Assistant	Yes		No	No	Yes	Yes		Ability to view the Plan File Sheet Assistant
File Processing	Yes		No	No	No	No		Not needed
Interacts with Process Mgmt	Yes		Yes	Yes	Yes	Yes		Should be marked TRUE. Will not interfere even if you don't use Process Management for that file group.
All or Filtered	All		Filtered	Filtered	Filtered	All Access Can apply filters at the User level		All = Access ALL Plan Files with no filter. Filtered = Limited access to Plan Files
Filter BP			Dept.BPOwner='{CurrentUser.LoginName}' OR Dept.BPReviewer='{CurrentUser.LoginName}' OR Dept.BPApprover='{CurrentUser.LoginName}'	Dept.BPAnalyst='{CurrentUser.LoginName}' OR Dept.BPAnalyst2='{CurrentUser.LoginName}' OR Dept.BPAnalyst3='{CurrentUser.LoginName}'	Dept.BPAdmin='{CurrentUser.LoginName}' OR Dept.BPAdmin2='{CurrentUser.LoginName}' OR Dept.BPAdmin3='{CurrentUser.LoginName}'	Dept.BPAdmin='{CurrentUser.LoginName}' OR Dept.BPAdmin2='{CurrentUser.LoginName}'		Configured with nine security columns in the Department dimension. Each set of three columns determines filter access for Budget Planning. Complete any three columns with user login IDS. **Local Product Admin.** BPAdmin BPAdmin2 BPAdmin3 **Product Analyst** BPAnalyst BPAnalyst2 BPAnalyst3 **General Product Owner** BPOwner BPReviewer BPApprover
Filter CP			Dept.Capital_Owner1='{CurrentUser.LoginName}' OR Dept.Capital_Owner2='{CurrentUser.LoginName}' OR Dept.Capital_Reviewer='{CurrentUser.LoginName}' OR Dept.Capital_Approver='{CurrentUser.LoginName}'	Dept.CPAnalyst='{CurrentUser.LoginName}' OR Dept.CPAnalyst2='{CurrentUser.LoginName}' OR Dept.CPAnalyst3='{CurrentUser.LoginName}'	Dept.CPAdmin='{CurrentUser.LoginName}' OR Dept.CPAdmin2='{CurrentUser.LoginName}' OR Dept.CPAdmin3='{CurrentUser.LoginName}'	Dept.CPAdmin='{CurrentUser.LoginName}' OR Dept.CPAdmin2='{CurrentUser.LoginName}' OR Dept.CPAdmin3='{CurrentUser.LoginName}'		Configured nine security columns in the Department Dimension. Each set of three columns determines filter access for Capital Planning. Complete each three columns with user login IDS. **Local Product Admin.** CAPAdmin CAPAdmin2 CAPAdmin3 **Product Analyst** CAPAnalyst CAPAnalyst2 CAPAnalyst3 **General Product Owner** CAPOwner CAPReviewer CAPApprover
Filter CT			Dept.Capital_Owner1='{CurrentUser.LoginName}' OR Dept.Capital_Owner2='{CurrentUser.LoginName}' OR Dept.Capital_Reviewer='{CurrentUser.LoginName}' OR Dept.Capital_Approver='{CurrentUser.LoginName}'	Dept.CPAnalyst='{CurrentUser.LoginName}' OR Dept.CPAnalyst2='{CurrentUser.LoginName}' OR Dept.CPAnalyst3='{CurrentUser.LoginName}'	Dept.CPAdmin='{CurrentUser.LoginName}' OR Dept.CPAdmin2='{CurrentUser.LoginName}' OR Dept.CPAdmin3='{CurrentUser.LoginName}'	Dept.CPAdmin='{CurrentUser.LoginName}' OR Dept.CPAdmin2='{CurrentUser.LoginName}' OR Dept.CPAdmin3='{CurrentUser.LoginName}'		Configured nine security columns in the Department Dimension. Each set of three columns determines filter access for Capital Planning. Complete each three columns with user login IDS. **Local Product Admin.** CAPAdmin CAPAdmin2 CAPAdmin3 **Product Analyst** CAPAnalyst CAPAnalyst2 CAPAnalyst3 **General Product Owner** CAPOwner CAPReviewer CAPApprover
Filter FP			Node.Model.Owner1='{CurrentUser.LoginName}' OR Node.Model.Owner2='{CurrentUser.LoginName}' OR Node.Model.Reviewer='{CurrentUser.LoginName}' OR Node.Model.Approver='{CurrentUser.LoginName}'	Node.Model.Analyst='{CurrentUser.LoginName}' OR Node.Model.Analyst2='{CurrentUser.LoginName}' OR Node.Model.Analyst3='{CurrentUser.LoginName}'	Node.Model.Admin='{CurrentUser.LoginName}' OR Node.Model.Admin2='{CurrentUser.LoginName}' OR Node.Model.Admin3='{CurrentUser.LoginName}'	No Filter		Configured nine security columns in the Model Dimension. Each set of three columns determines filter access for Financial Planning. Complete each three columns with user login IDS. **Local Product Admin.** FPAdmin FPAdmin2 FPAdmin3 **Product Analyst** FPAnalyst FPAnalyst2 FPAnalyst3 **General Product Owner** FPOwner FPReviewer FPApprover

Data table types

Category	Subsystem	Everyone	Prod User	Prod Analyst	Local Prod Admin	Prod Admin	System Admin	Notes
No Type (Drivers)	Full	Full RO	NC	NC	NC	NC		Driver & Reference tables. Everyone has full access to these tables. Enables
Budget Drivers	Full/Read	Full RO/CW	NC	NC	NC	NC		Exception: Everyone has full read access & no write. Editors of Drivers must be assigned a filter via Budget Driver Security tool.
Dimension Validation	R/W Full	Full OTIS=None	NC	NC	NC	NC		Everyone has full Read access to these tables.
Dimensions	R/W Full	Full Read Custom W. No Filter OTIS-None	NC	NC	NC	NC	NC	Everyone has ReadOnly, No write dimension access. Requires product admin/analyst user to have a write filter to product dimensions to be able to modify. Use Dimension Security tool to assign filters.
Budget Exceptions:		Full Access: GLPeriod CalDate			OTIS = READ for: Acct CDMCode Dept Entity Initiative ID	OTIS = READ for: Acct CDMCode Dept Entity Initiative ID		See Physician Admin or Physician user for Provider related data & dimensions. Product Admins can view the listed CDM codes with read.only table view access for viewing. Editing Dimensions is accomplished in Dimension Maintenance Utility
Capital Exceptions:		Full Access: CapAcct Code CPReq20XX CTReq Payor POTrans TempPOTrans				OTIS=Read For: CapAcct Code CPReq20XX CTReq Payor POTrans TempPOTrans		The listed dimensions are not part of the Dimension
Fin Plan Exceptions		Full Access: Code GlobalSet Model Node Node_Type Payor Scenario				OTIS=READ For: Code GlobalSet Model Node Node_Type Payor Scenario		
RF Exceptions:		Full Access: RFCode RFID RFGroup						
Product Custom Data	R/W Full	No	Full OTIS=None	Full OTIS=None	Full OTIS=None	Full Access OTIS=RW Allow Change		Full Access. Only Product Admin members can change structure. This is the table Type to assign any / all custom tables & mapping tables
MR-BP: EmpRoster	Full/RW/Chg	NC	Role Filter OTIS=None	Role Filter OTIS=None	Role Filter OTIS=RW	Role Filter OTIS=RW		Employee Roster.
MR-BP: Financial	Full/RW/Chg	NC	Role Filter OTIS=None	Role Filter OTIS=None	Role Filter OTIS=RW	Role Filter OTIS=RW		Financial Data: GL & GL Transactions
MR-BP: Payroll	Full/RW/Chg	NC	Role Filter OTIS=None	Role Filter OTIS=None	Role Filter OTIS=RW	Role Filter OTIS=RW		Bi-weekly & Monthly Paryoll
MR-BP: Provider	Full/RW/Chg	NC						Physician Data
MR-BP: RU	Full/RW/Chg	NC	Role Filter OTIS=None	Role Filter OTIS=None	Role Filter OTIS=RW	Role Filter OTIS=RW		Revenue & Usage
CP: Cap comments	Full/RW/Chg	NC	Role Filter OTIS=None	Role Filter OTIS=None	Role Filter OTIS=RW	Role Filter OTIS=RW		Capital Planning Comments
CP: Capital	Full/RW/Chg	NC	Role Filter OTIS=None	Role Filter OTIS=None	Role Filter OTIS=RW	Role Filter OTIS=RW		Capita Planning Data
CP: Cap Def	Full/RW/Chg	NC	Full OTIS=None	Full OTIS=None	Full OTIS=RW	Full OTIS=RW		Capital Planning Definition & Configuration
FP: FinancialPlan	Full/RW/Chg	NC	Role Filter OTIS=None	Role Filter OTIS=None	Role Filter OTIS=RW	Full OTIS=RW		Financial Planning Data
FP: FPDefaults	NC	NC	Full Read Custom W OTIS=None	Full Read Custom W OTIS=None	Full Read Custom W OTIS=Read	Full OTIS=RW		Financial Planning Default Template Configuration
EPM	Full/RW/Chg	Full/None	NC	NC	NC	NC		Home page announcements. Only Product Admins can make announcement changes.
Cost Mgmt								Cost Management Data

Files

Category	Subsystem	Everyone	Prod User	Prod Analyst	Local Prod Admin	Prod Admin	System Admin	Notes
Product Files								
Product Reports	R/W Full	NC	RO/E	RO/E/SA/FP	RO/E/SA/FP	RO/E/SA/FP	Full Access	General: all reports in the Product reports folder are Read Only for all roles. Exceptions listed below. If you want to edit a report you must save as to the custom folder to gain rights.
Prod Rpt Custom	NC	NC	NC	RW/E/SA/U/FP	RW/E/SA/U/FP	RW/E/SA/U/FP	Full Access	Recommend we add a ROLE for each Ministry and create corresponding parent folders within this custom directory. Each Ministry role will restrict access to specific custom folder.
Provider	NC	NC	No Access	No Access	No Access	No Access	Full Access	A Provider Role Required
Product Utilities	R/W Full	NC	NC	RW/E/SA/U/FP	RW/E/SA/U/FP	RW/E/SA/U/FP	Full Access	General: all reports in the Product Utility folder are Read Write for admin & analyst roles. Exceptions listed below.
Prod Utility Custom	NC	NC	NC	RW/E/SA/U/FP	RW/E/SA/U/FP	RW/E/SA/U/FP	Full Access	Recommend we add a ROLE for each Ministry and create corresponding parent folders within this custom directory. Each Ministry role will restrict access to specific custom folder.
Provider	NC	NC	NC	No Access	No Access	No Access	Full Access	Provider Role Required
Security	NC	NC	NC	No Access	RO/E/SD	RO/E/SD	None	Requires the Security Admin role to modify
System Files								
Dimension Maint Folder	RW/E/SD/U	NC	NC	NC	NC	NC	Full Access	Requires BP Table Structure Role
Dimension Maint File	NC	NC	NC	NC	RO/E/SD	RO/E/SD	Full Access	Dimension security filter must be established to modify.
Prod Doc Admin	RW/E	NC	NC	RW/E	RW/E	RW/E	Full Access	
Prod Doc User	RW/E	NC	RO	RW/E	RW/E	RW/E	Full Access	
Product Forms	RO	NC	RO	RO	RO	RO	Full Access	
Suite Forms	RO	RO	NC	NC	NC	NC	Full Access	
Home Files	RO/SD	RO	NC	NC	NC	RO/SD	Full Access	
Images	RO	RO	NC	NC	NC	NC	Full Access	
Product Drills	RO	NC	RO	RO	RO	RO	Full Access	
Suite Variables	RW/E/SD	Read Only	NC	NC	NC	RW/E/SD	Full Access	
Scheduler - Product	RW/E	NC	NC	NC	RW/E	RW/E	Full Access	
Exports - Product	RW/E/E	NC	NC	NC	RW/E/E	RW/E/E	Full Access	
Imports - Product	RW/E/E	NC	NC	NC	RW/E	RW/E	Full Access	
Task Pane - Product	RO/E	NC	RO-no admin	RO	RO	RO	Full Access	
Task Pane - Suite	RO/E	RO	NC	NC	NC	NC	Full Access	
Ribbons	RO	NC	RO	RO/E	RO/E	RO/E	Full Access	
KH Admin	NC	NC	No access	RO	RO	RO		
KH Main	NC	RO	NC	NC	NC	NC		
Process Definition – Product	RW/E	NC	RO	RO	RW/E	RW/E	Full Access	
Data Diagrams								
File Groups – Product	Max Access	NC	NC	RW/E/SD	RW/E/SD	RW/E/SD	Full Access	
Drivers	NC	NC	NC	RO/E/SD/SA	RO/E/SD/SA	RO/E/SD/SA		
Process Def	NC	NC		RO/E		RW/E		
Templates	No Access	NC		RO		RO		
Utilities	NC	NC		RW/E/SD/SA/FP		RW/E/SD/SA/FP		

Specialty roles

Role	Permissions	File Group	Tables	Files
Budgeting Hide Labor	None	None	None	Hides Labor Tabs
Budgeting Hide ProvComp	None	None	None	Hides Provider Compensation Tab
Budgeting Hide ProvSalaries				Hides GL Provider Salaries
Budgeting Hide Salaries				Hides GL Salaries
Budgeting Physician Admin	None	None	Dimension OTIS=R CPT; DataType; Dept; Entity; FinClass; Location; Provider Provider: Admin Role Filter Otis=Read	
Budgeting Physician	None	None	Provider: Owner Role Filter Otis=None	Provider Budget: RO Explorer File P. Provider Utilities: RW
Global Driver Mgmt	None	None	All Budget Drivers: Full Access OTIS = Read	None

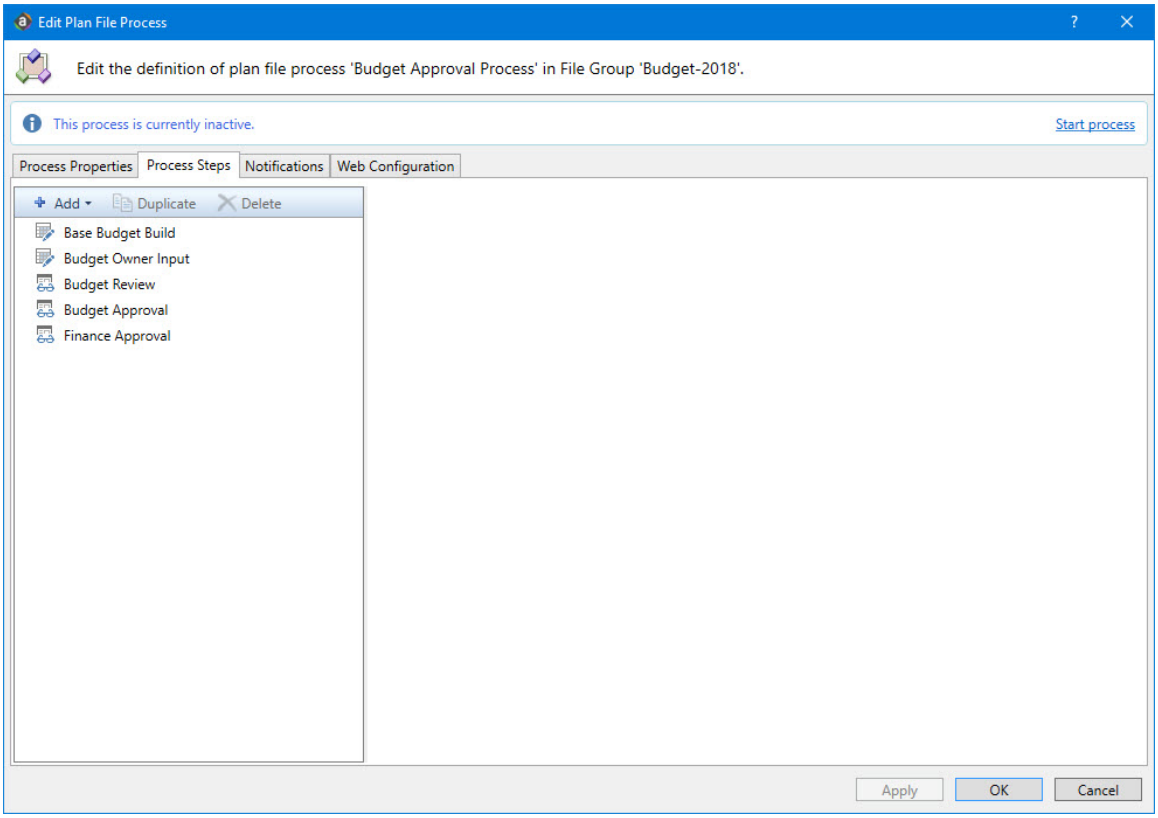
Running process management

Running the Budget Approval Process

To use the Budget Approval Process:

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

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



The steps for running the Budget Planning Process include:

Step	Name	Description
1	Budget Configuration	Notifies the Budgeting Admin to configure the new year's budgeting file group.
2	Driver Configuration Updates	Notifies the Budgeting Admin to make any necessary updates to the Driver files.
3	Volume Assumptions	Notifies the Budgeting Admin to adjust volume assumptions for the new year.

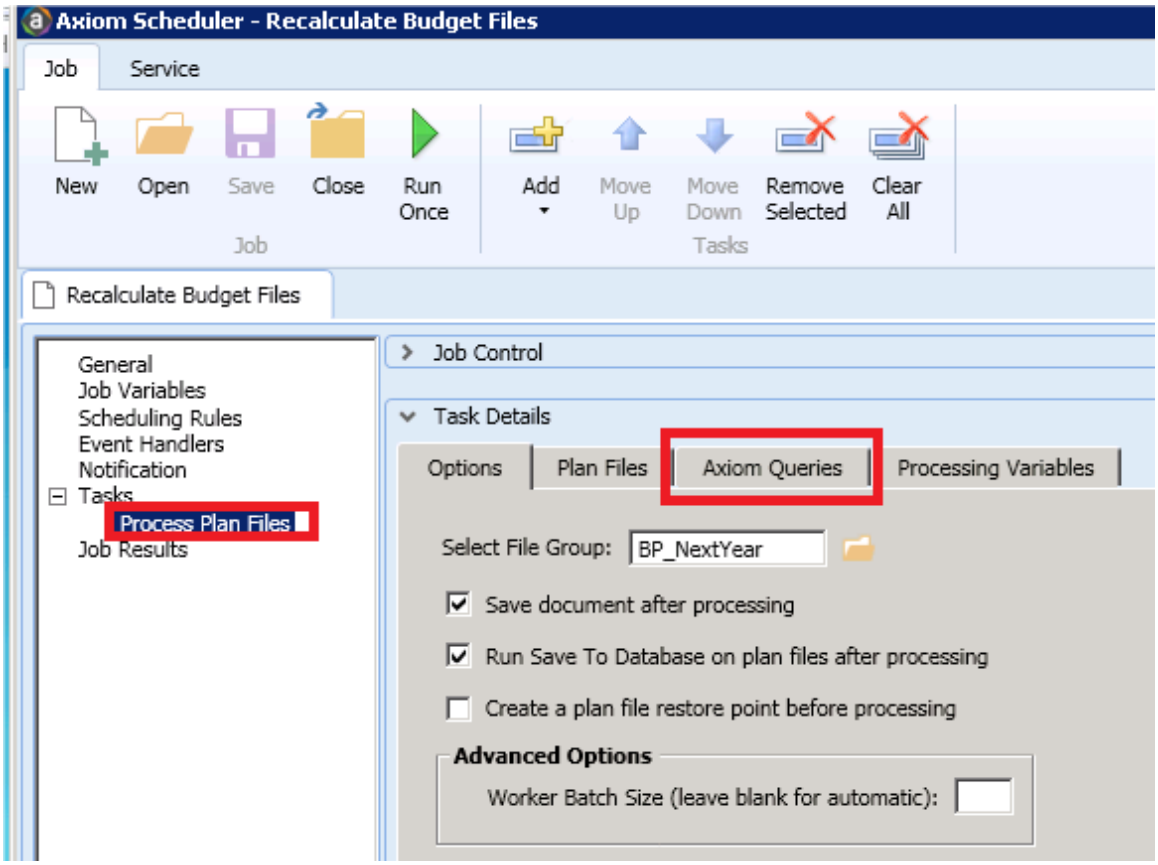
Step	Name	Description
4	Budget Approval Stages	This subprocess containing multiple steps: • **Base Budget Build** – Prompts the Budgeting Admin to build plan files for the file group. • **Budget Owner Input** – Prompts department managers to edit their respective budget plan files. • **Budget Review** – Submits plan files to their designated reviewers for approval. • **Executive Approval** – Submits approved plan files to their designated executive for approval. • **Finance Team Approval** – Submits approved plan files to their designated financial department contact for approval.

Copying the Recalculate Budget Files job

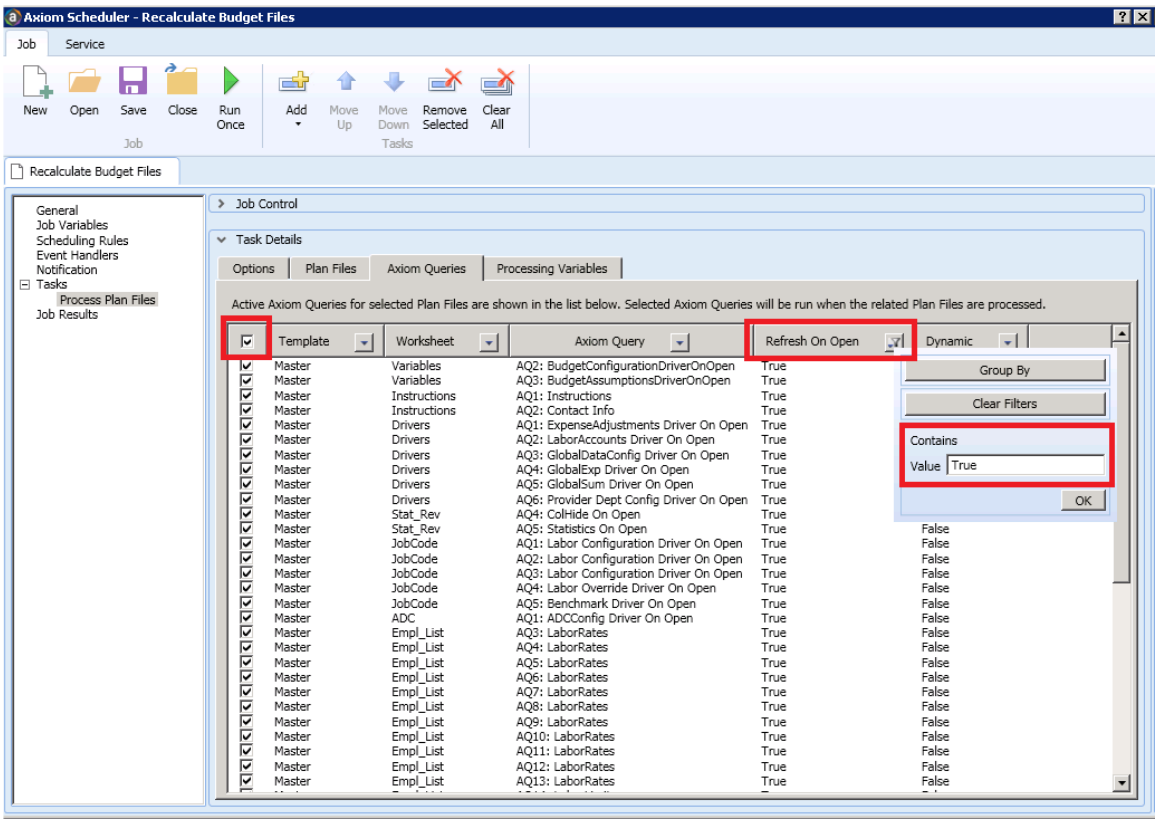
In Axiom Budgeting, you can copy the Recalculate Budget Files job to recalculate the budget files for one or more specified entities.

To copy the Recalculate Budget Files job:

1. In the 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**.



4. Name and save the new scheduler job file.
5. Click the **Plan Files** tab.
6. At the **Specify plan files to process** option, select **Use filter**.
7. Create a filter to specify an entity by entering the filter syntax in the **Plan File Filter** box or click the Filter Wizard button.
8. Click the **Axiom Queries** tab.
9. In the **Refresh On Open** column heading, click the gray drop-down, and in the **Value** field, type **True**. This filters the list for all the AQs that should contain the check mark.



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

Releasing budget plan files

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

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

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

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

3

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

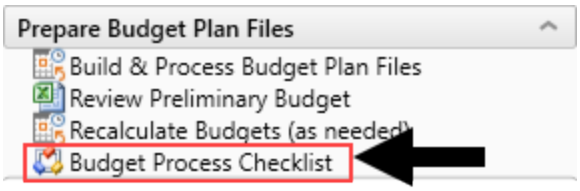
NOTE: To populate the Bud_Pay27 tables with budgeted hours, we recommend that you run the Monthly to Biweekly utility located in the Reports Library > Management Reporting Utilities > Payroll. For more information, see Payroll utilities see "Payroll utilities" in the online help.

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.

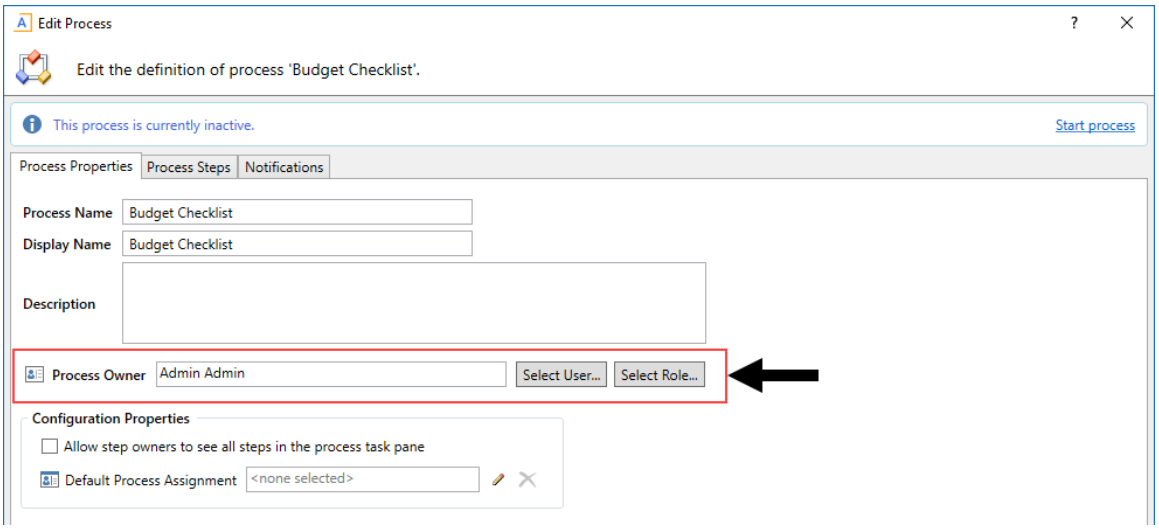
To run the Budget Checklist process:

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

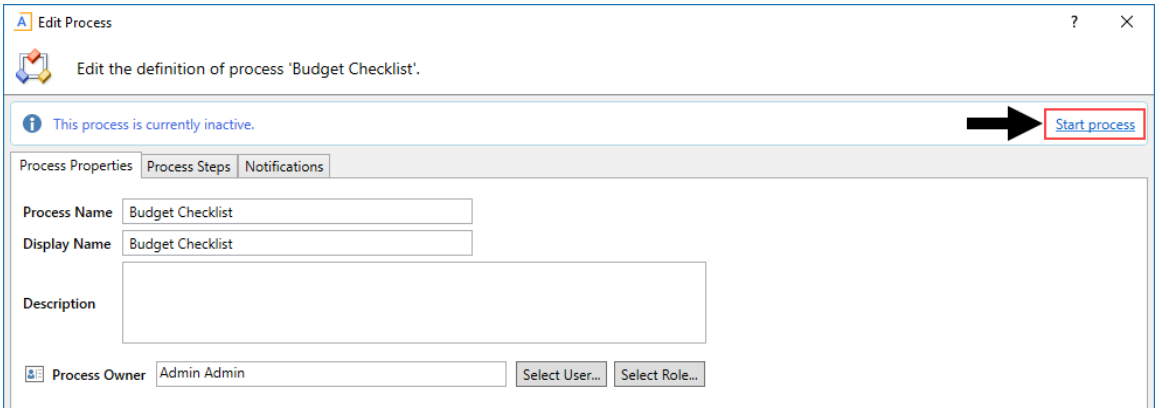


2. In the **Process Owner** field of the Process Properties tab, do one of the following:
   - To assign a specific user as process owner, click **Select User**.
   - To assign users with specific roles as process owners, click **Select Role**.

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



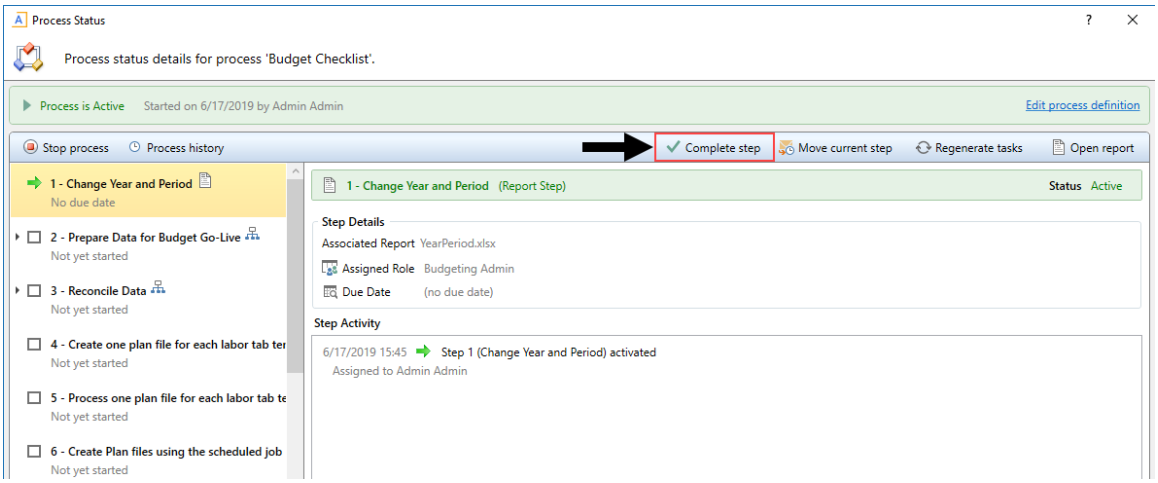
3. Click **Start Process** in the upper right corner of the dialog.



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

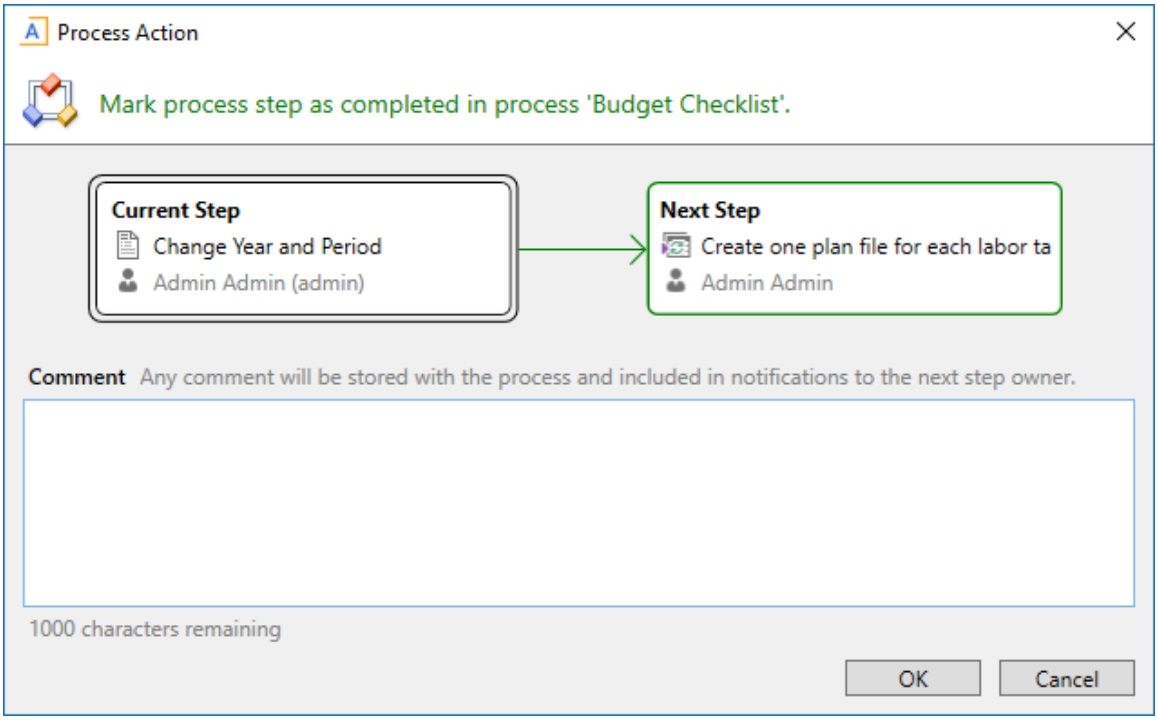
TIP: An arrow icon displays next to steps that contain sub-steps. Click the icon to expand or contract the list of sub-steps.

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



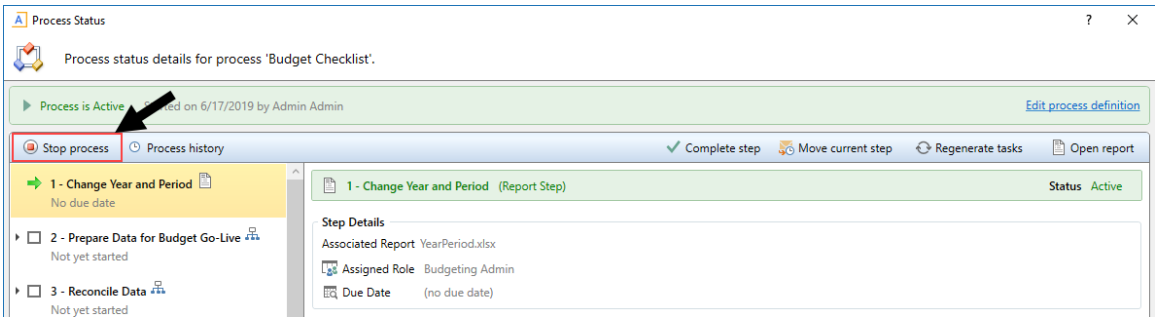
6. In the **Process Action** dialog, you can enter any details about the step you performed, and click **OK**.

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



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

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



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

1. Archiving current year plan files

The Archive Current Year Plan Files command allows you to convert the current plan files in a file group to static snapshots of the files, for viewing only. This command is intended to be used in cases where planning is finished for the file group, but you still want the ability to view the finalized plan files. However, you do not want the plan files to be updated with new data or save data to the database.

When you run this command, the system first creates a plan file restore point, so that you can restore the plan file if a user accidentally executes it. Then, the system opens each plan file and normal "open processes" occur, including applying default views, hiding sheets, and executing refresh-on-open Axiom queries and data lookups.

NOTE: The plan file starts out in the same state it would be in if the user executing the command opened the file normally.

The system then processes each plan file as follows:

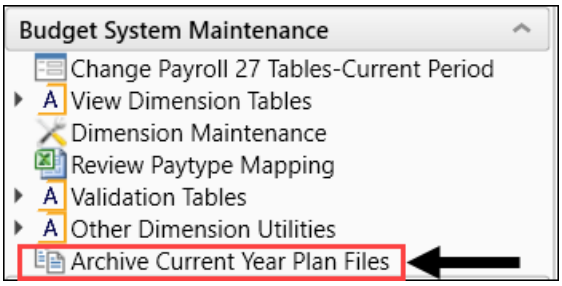
- Converts all formulas in the plan file to values.
- Deletes all control sheets. This disables any process that depends on a control sheet, such as Axiom queries or save-to-database.
- Disables refresh variables, action codes, and data lookups by prefixing the primary tags with an x. For example: [xActionCodes].
- 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

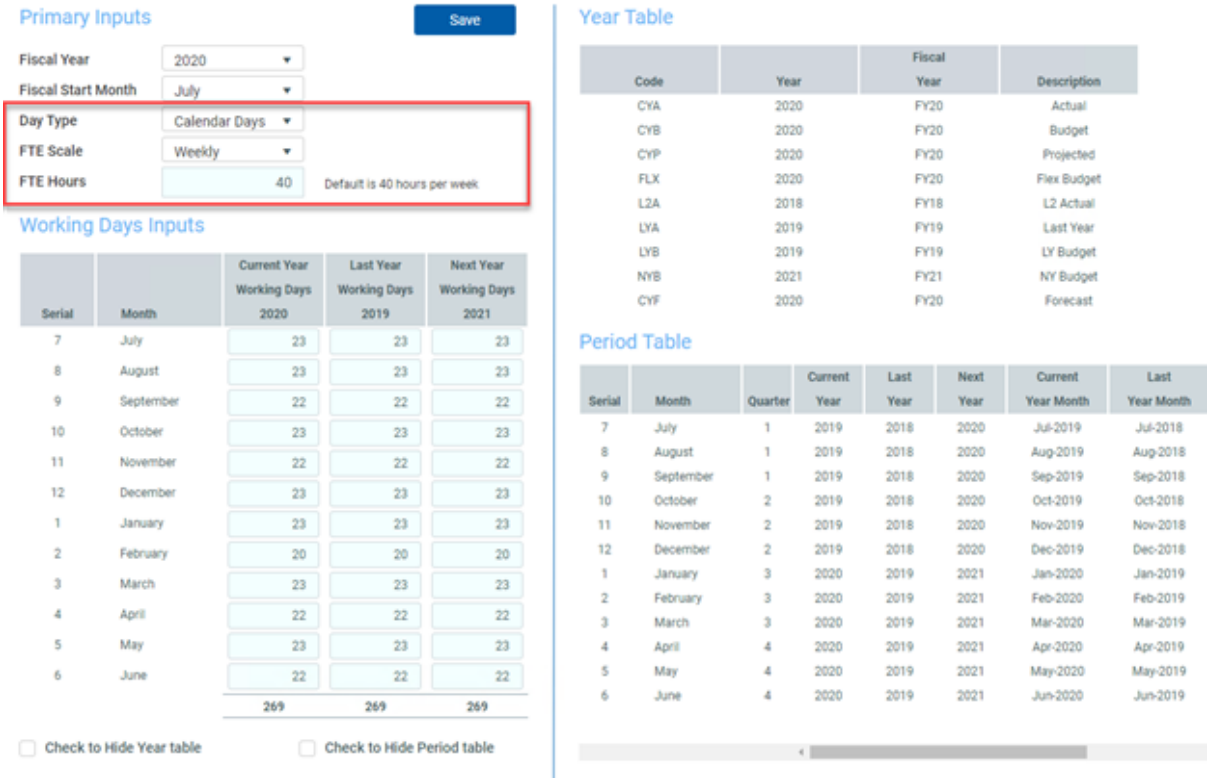
The new budget file group is now active, but see 3. Reviewing other systems for the new fiscal year to make sure all systems have been reviewed and updated before you begin working with the new budget file group.

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



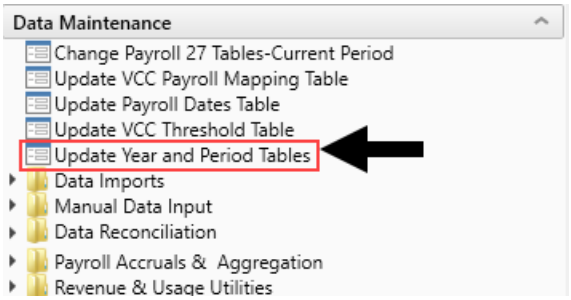
The FTE Hours you select are reflected on the following tabs in the plan file:

- Expense

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

To set year and period:

1. In the Management Reporting Admin task pane, in the **Data Maintenance** section, double-click **Update Year and Period Tables**.



2. In the **Primary Inputs** section, complete the following options:

Option	Description
Fiscal Year	Select the fiscal year.
Fiscal Start Month	Select the month in which the fiscal year starts.
Day Type	Select Calendar Days or Work Days.
FTE Scale	Select a Daily, Weekly, Monthly, or Yearly scale.
FTE Hours	Use one of the option to input the FTE value associated with the FTE Scale field selected above: • To use the standard of the number of days worked multiplied by a 40-hour work week divided by 7, type **2086**. • To use the standard 40-hour work-week multiplied by 52 weeks, type **2080**(default). • To use a custom FTE value, type it. To view multiple examples of how to use this field, see the section Examples of custom FTE scales below.

3. In the **Working Days Inputs** area, enter the number of working days for the current year, last year, and next year for each fiscal month.

TIP: To hide the year and/or period tables, click the corresponding check boxes under the Working Days Inputs section.

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

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

Examples of custom FTE scales

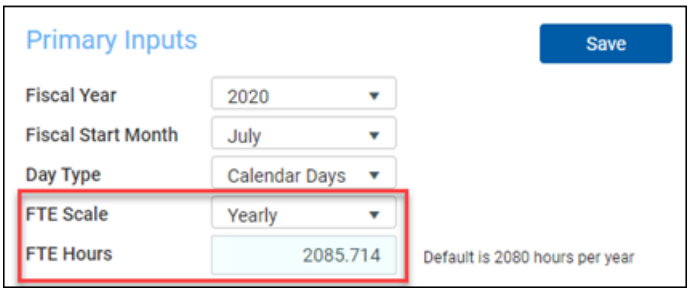
You can configure the FTE Scale to suit the needs of your organization in a variety of ways, here are some examples:

Yearly

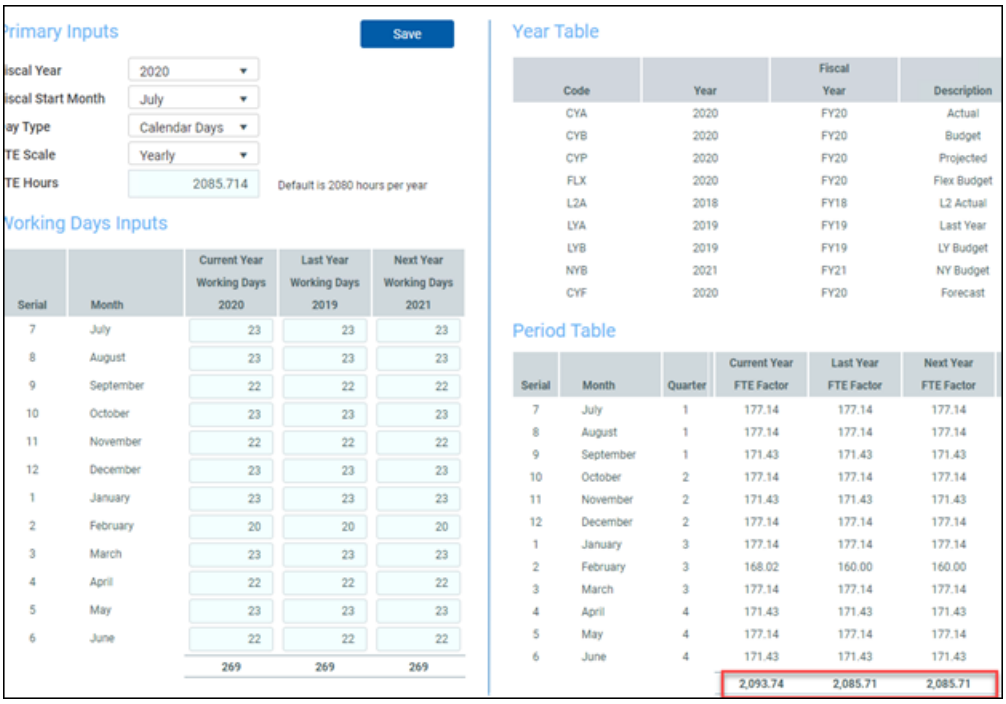
To calculate a full-time equivalent based on the yearly scale, complete the following:

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

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



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

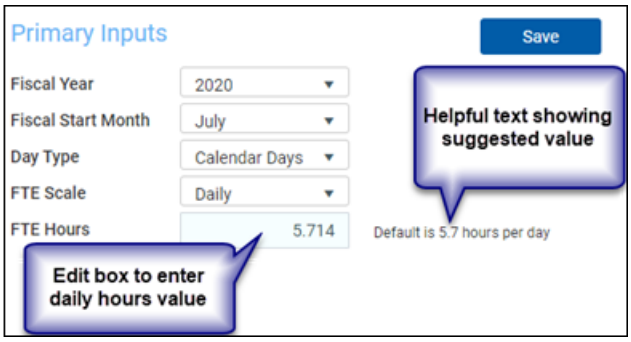


NOTE: After you save your changes, the system will display values based on this configuration in the **Period Table** section.

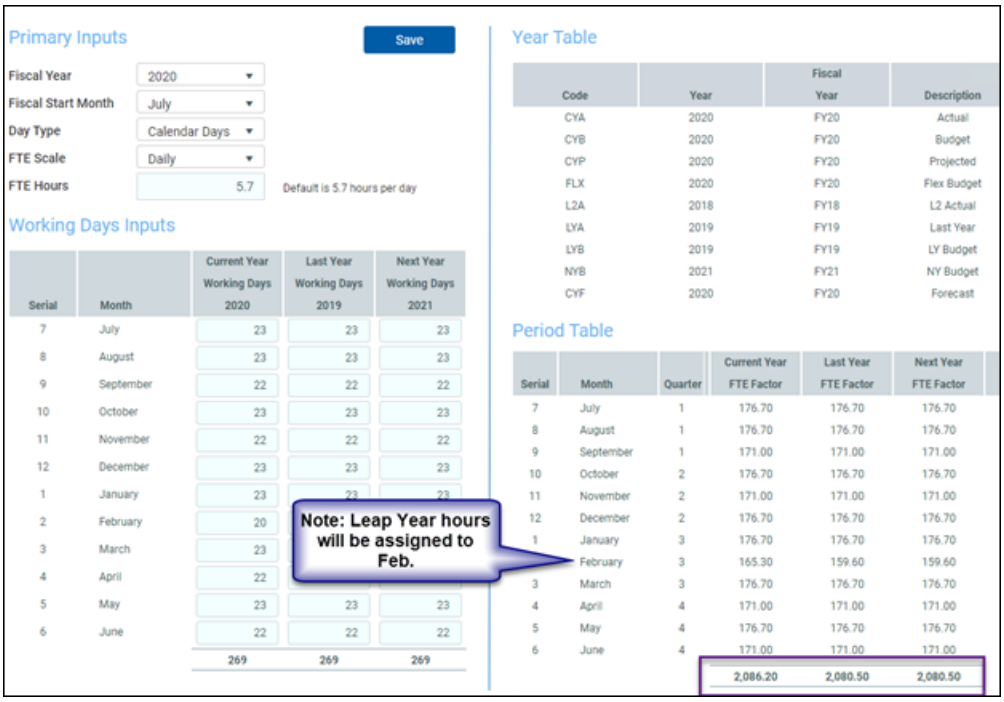
Daily

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

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



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

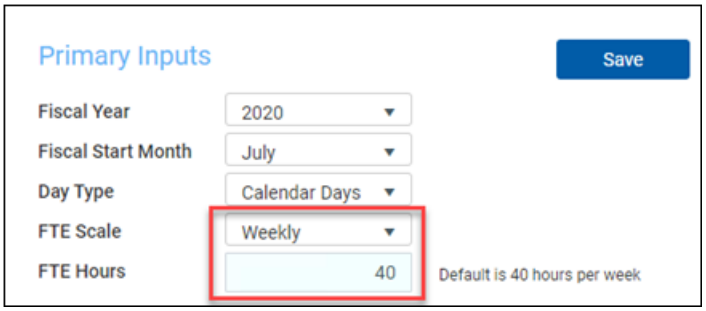


NOTE: After you enter your **Primary Inputs**, the **Period Table** section displays the calculated results in real time which allows you to view your configuration before saving data.

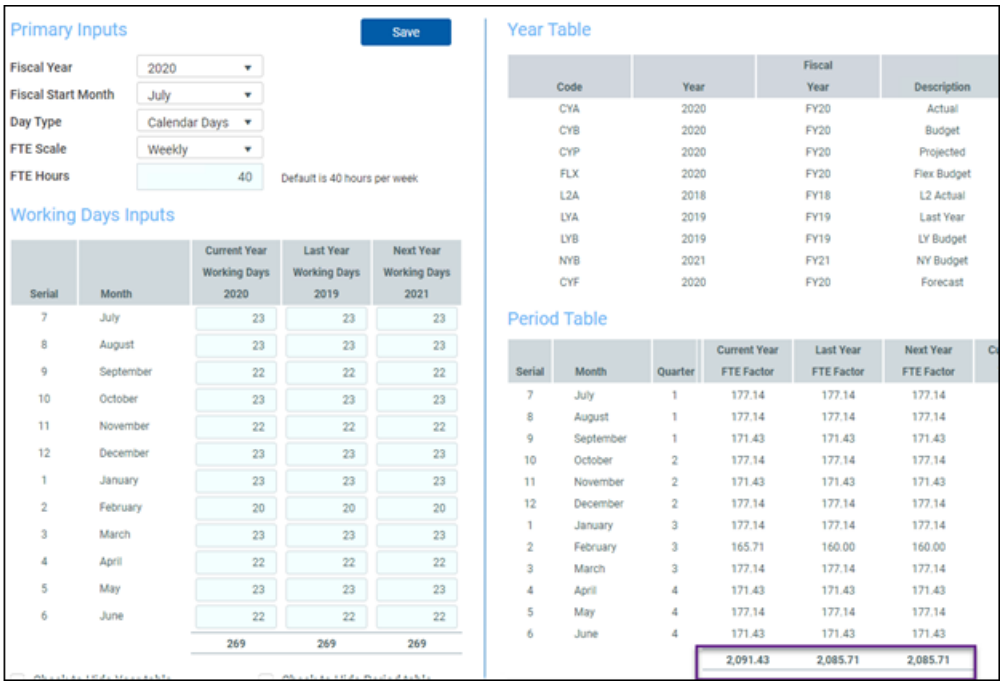
Weekly

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

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



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

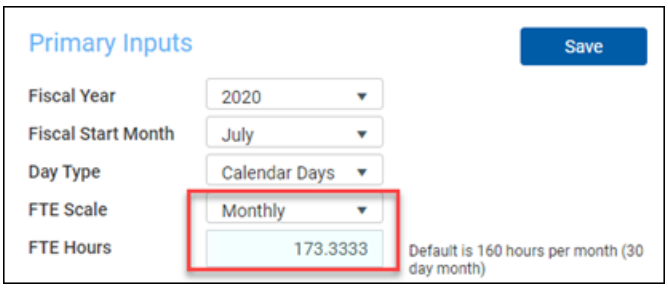


NOTE: After you save your changes, the system will display values based on this configuration in the **Period Table** section.

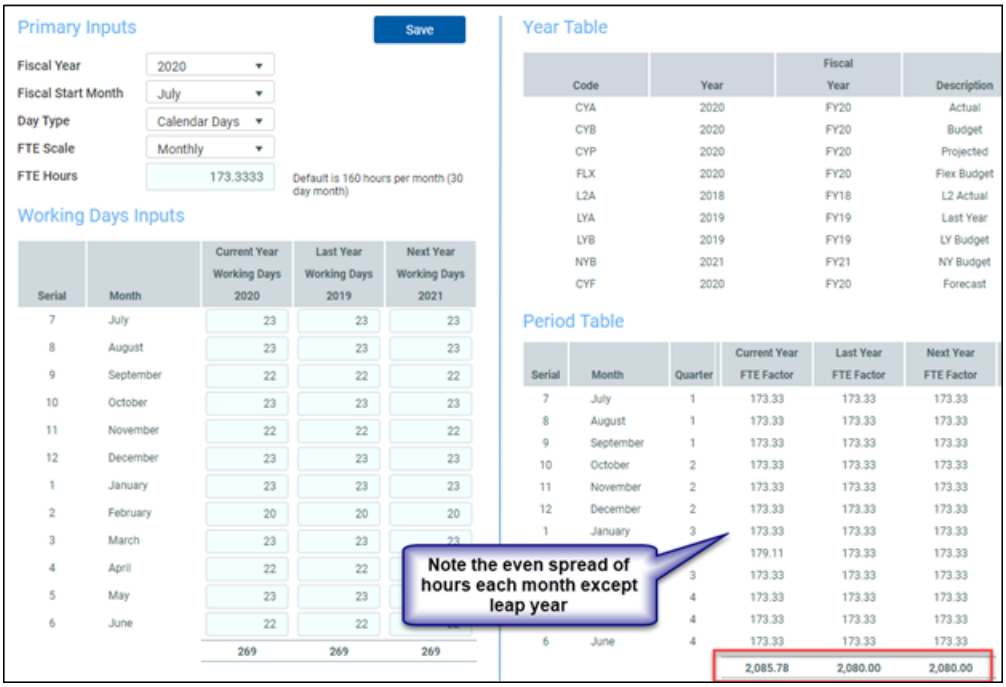
Monthly

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

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



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



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

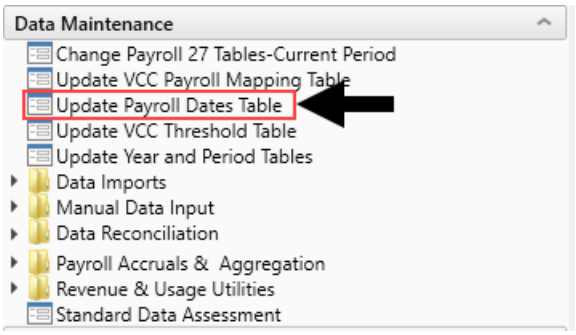
Setting payroll dates

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

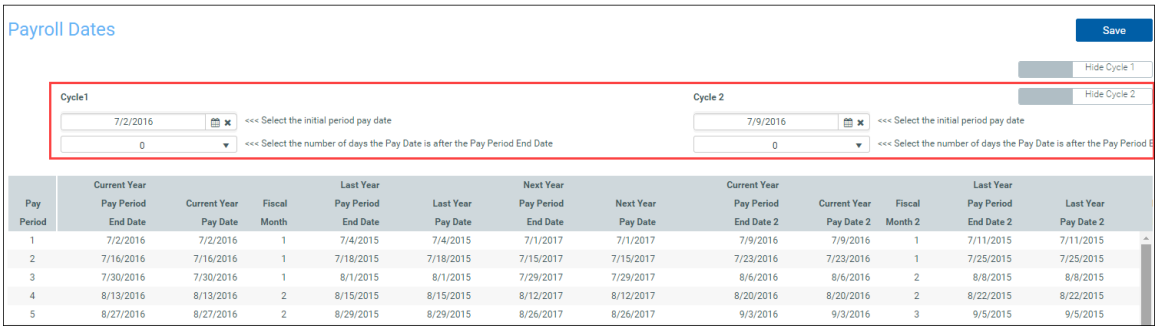
IMPORTANT: If your organization uses more than two cycles, it will not display in this table.

To set payroll dates:

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



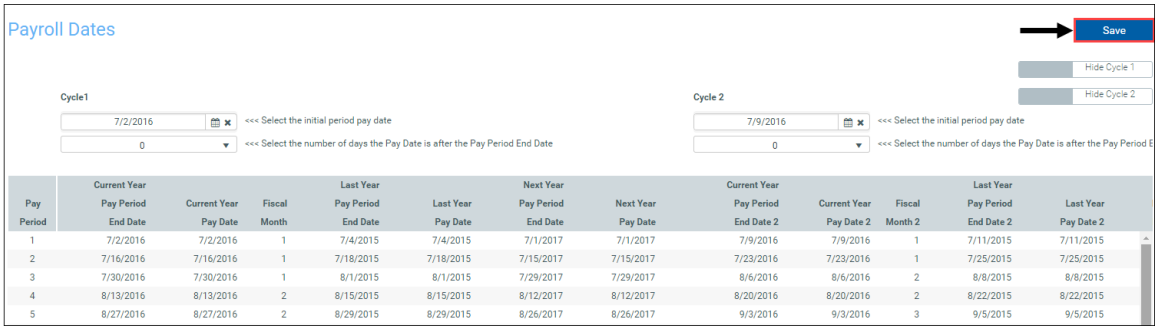
2. For Cycle 1 and Cycle 2, from the **Select the initial period pay date** drop-down, select the date for Pay Period 1.



Pay Period	Current Year Pay Period End Date	Current Year Pay Date	Fiscal Month	Last Year Pay Period End Date	Last Year Pay Date	Next Year Pay Period End Date	Next Year Pay Date	Current Year Pay Period End Date 2	Current Year Pay Date 2	Fiscal Month 2	Last Year Pay Period End Date 2	Last Year Pay Date 2
1	7/2/2016	7/2/2016	1	7/4/2015	7/4/2015	7/1/2017	7/1/2017	7/9/2016	7/9/2016	1	7/11/2015	7/11/2015
2	7/16/2016	7/16/2016	1	7/18/2015	7/18/2015	7/15/2017	7/15/2017	7/23/2016	7/23/2016	1	7/25/2015	7/25/2015
3	7/30/2016	7/30/2016	1	8/1/2015	8/1/2015	7/29/2017	7/29/2017	8/6/2016	8/6/2016	2	8/8/2015	8/8/2015
4	8/13/2016	8/13/2016	2	8/15/2015	8/15/2015	8/12/2017	8/12/2017	8/20/2016	8/20/2016	2	8/22/2015	8/22/2015
5	8/27/2016	8/27/2016	2	8/29/2015	8/29/2015	8/26/2017	8/26/2017	9/3/2016	9/3/2016	3	9/5/2015	9/5/2015

TIP: You can hide or show Cycle 1 and 2 using the toggle under the Save button.

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



Pay Period	Current Year Pay Period End Date	Current Year Pay Date	Fiscal Month	Last Year Pay Period End Date	Last Year Pay Date	Next Year Pay Period End Date	Next Year Pay Date	Current Year Pay Period End Date 2	Current Year Pay Date 2	Fiscal Month 2	Last Year Pay Period End Date 2	Last Year Pay Date 2
1	7/2/2016	7/2/2016	1	7/4/2015	7/4/2015	7/1/2017	7/1/2017	7/9/2016	7/9/2016	1	7/11/2015	7/11/2015
2	7/16/2016	7/16/2016	1	7/18/2015	7/18/2015	7/15/2017	7/15/2017	7/23/2016	7/23/2016	1	7/25/2015	7/25/2015
3	7/30/2016	7/30/2016	1	8/1/2015	8/1/2015	7/29/2017	7/29/2017	8/6/2016	8/6/2016	2	8/8/2015	8/8/2015
4	8/13/2016	8/13/2016	2	8/15/2015	8/15/2015	8/12/2017	8/12/2017	8/20/2016	8/20/2016	2	8/22/2015	8/22/2015
5	8/27/2016	8/27/2016	2	8/29/2015	8/29/2015	8/26/2017	8/26/2017	9/3/2016	9/3/2016	3	9/5/2015	9/5/2015

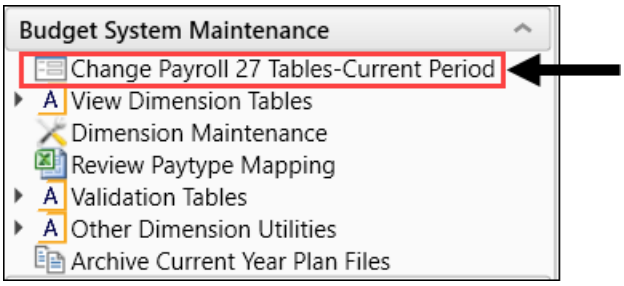
Configuring the current payroll period

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

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

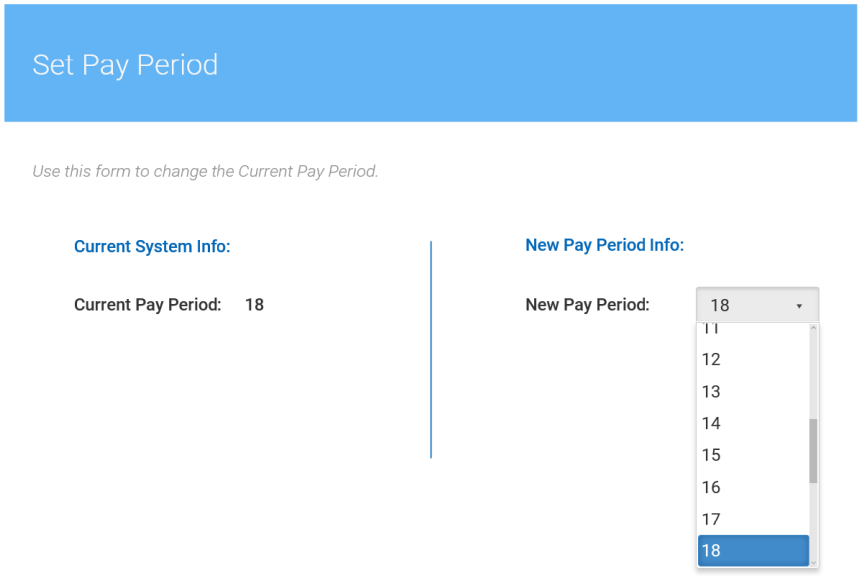
To configure the current payroll period:

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



NOTE: The utility opens in a separate browser window.

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



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

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.

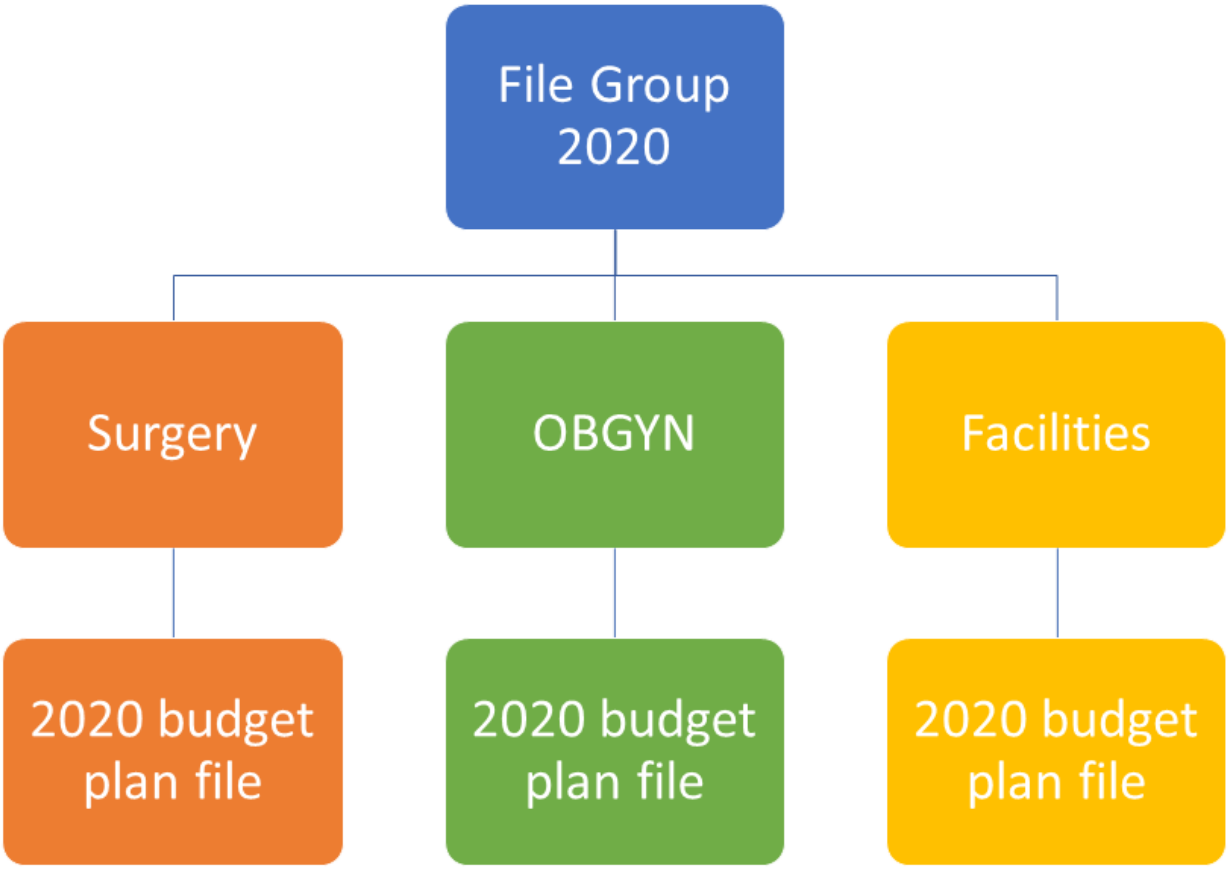
- Bring data current – Bring the GL and Statistic data current.
- Verify Budget Control columns in the DEPT dimension table – Validate that the DEPT dimension key Budget columns have been reviewed and updated.
- Verify the Budget Control columns in the ACCT, JOBCODE, and PAYTYPE dimension tables

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

4

Working with Budget plan files

All of the files, utilities, process definitions, and other materials for a budget year are all grouped together into a single file group. The file group includes all of the budget plan files for each department. Budget plan files are the primary means by which users pull data from and write data back to the central database. Your organization creates a budget plan file for each department that needs a budget.



A budget plan file includes the following sheets:

- Instructions – Provides a guide to completing budget plan files, plus support contact information.

- Budget - Includes all of the sheets associated with entering and reviewing the budget values.
    - Summary - Provides a high-level summary of the department budget, based on information from the plan file.
    - Statistics and Revenue - Most of the sheet is pre-populated, but may require your input for projections for next year's budget.
    - Labor - Provides several different sheets for tracking payroll, depending on the method used by your organization and/or department.
    - Expense - Summary and Detail of non-payroll expenses. Most of the sheet is pre-populated, but may require your input for projections and next year budget.
- Provider or ProviderComp – Overview of encounters, procedures, gross charges, and RVUs for each provider.

  NOTE: Available only to organizations with the Provider module license.

- New Initiatives – Allows users to enter values into both approved and excluded (unapproved) initiatives. Only approved initiatives are included in plan file totals. Totals incorporating excluded initiatives are tracked in a separate column on the Summary sheet.
- Operating Plan – Questionnaire covering strategic budget concerns. A useful tool to help keep real-world priorities in mind while you are working on budgets.
- Department History – Used to calculate monthly spreads on the Expense tab. Contains a history of budget updates going back 18 months.

The budget plan file also allows you to include supporting files that you can attach to the budget.

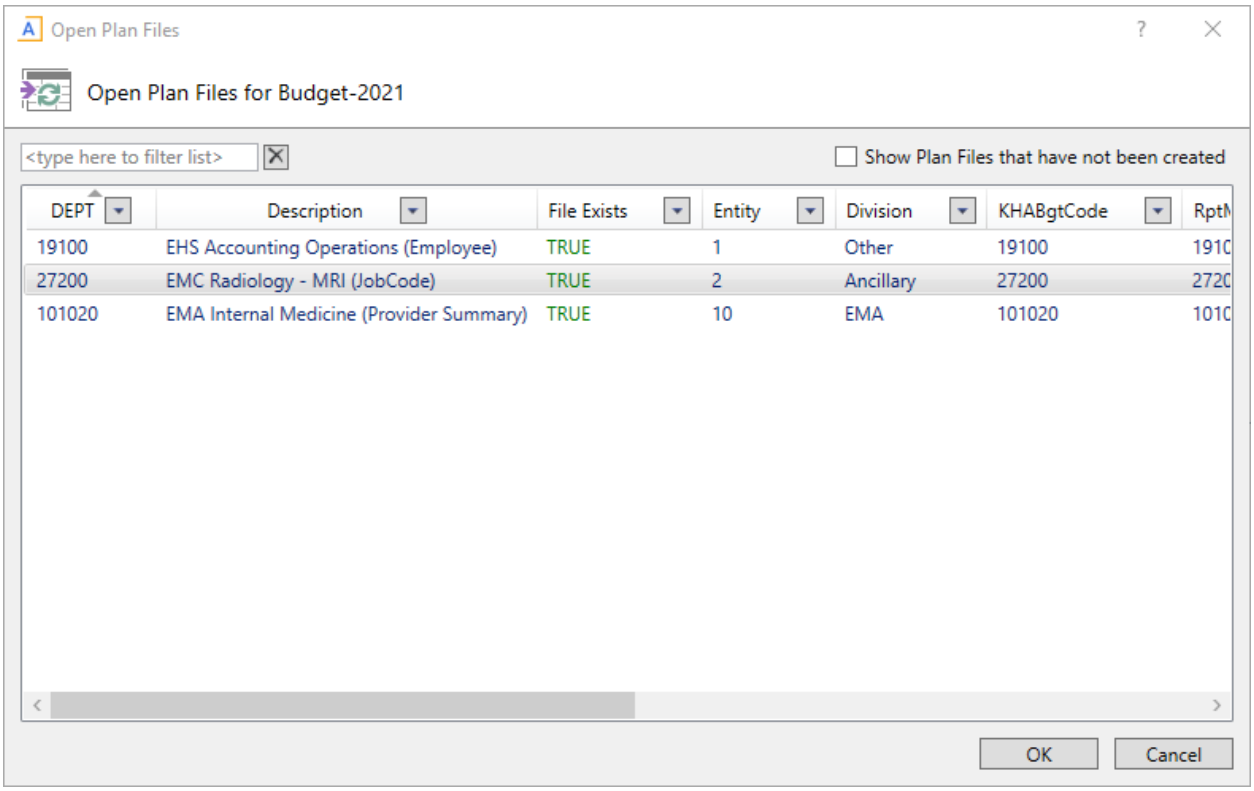
Using budget plan files

Each budget plan file contains multiple sheets. Within a sheet, you can view data and/or input or modify the values in blue or green cells.

▶ Opening budget plan files

Your access rights to each budget plan file (read-only or read/write) within a file group are determined by a combination of your security settings and workflow or process settings, if applicable.

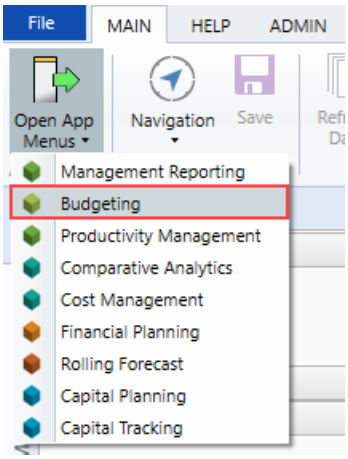
The Open Plan Files dialog lists all budget plan files available to you based on your role profile and security settings. Use the filter box at the top of the dialog to quickly find a plan file based on the plan code or description. You can also sort and filter the list to narrow down the list. If you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



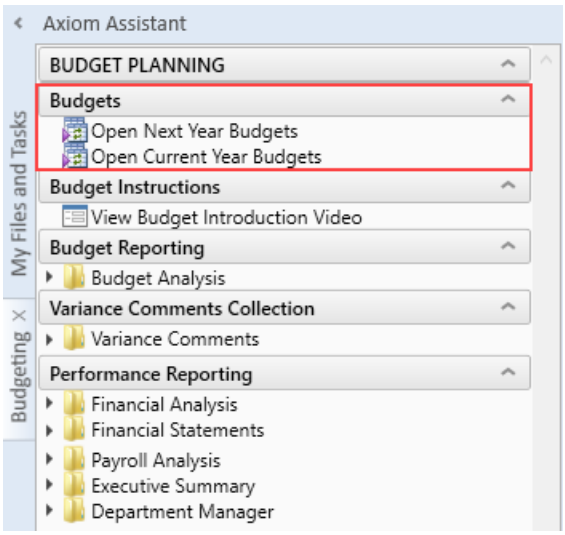
Depending on your Axiom role profile, you can open budgets from either the Budgeting or Bud Admin task panes.

From the Budgeting task pane

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



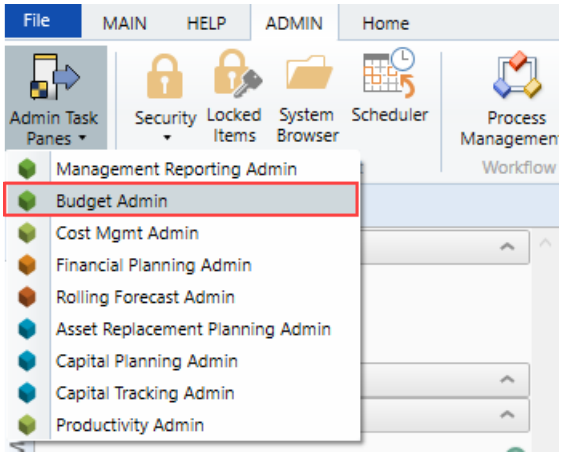
2. In the **Budgets** section, double-click **Open Next Year Budgets** or **Open Current Year Budgets**.



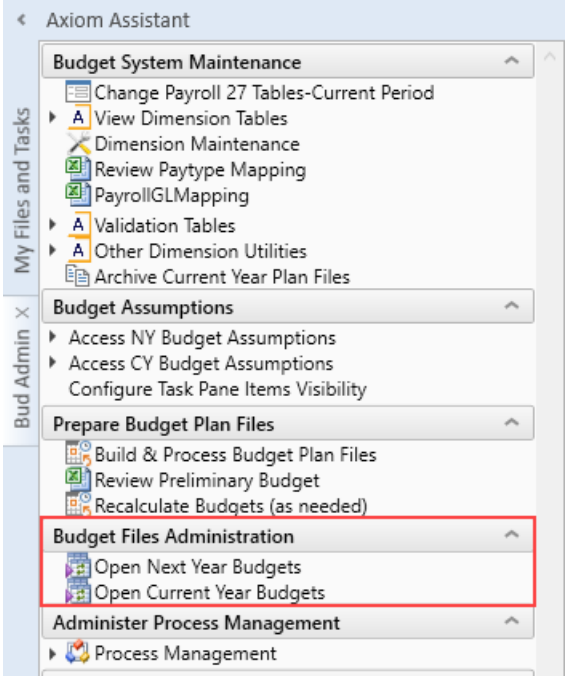
3. In the **Open Plan Files** dialog, select the budget plan file or files to open, and click **OK**.
4. If you have read/write permissions to a file but you want to open it as read-only to prevent locking the file from other users, right-click your selection, and select **Open Read Only**.

From the Bud Admin task pane

1. From the **Admin**ribbon tab, click **Admin Task Panes**, and select **Budget Admin**.



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



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

The selected budget plan files open. If a file was opened read-only, then the text **(R/O)** displays in the file tab. You cannot save read-only budget plan files.

If the dialog is empty, then either you do not have access to any budget plan files in the file group or the budget plan files have not yet been created for the plan codes that you have rights to.

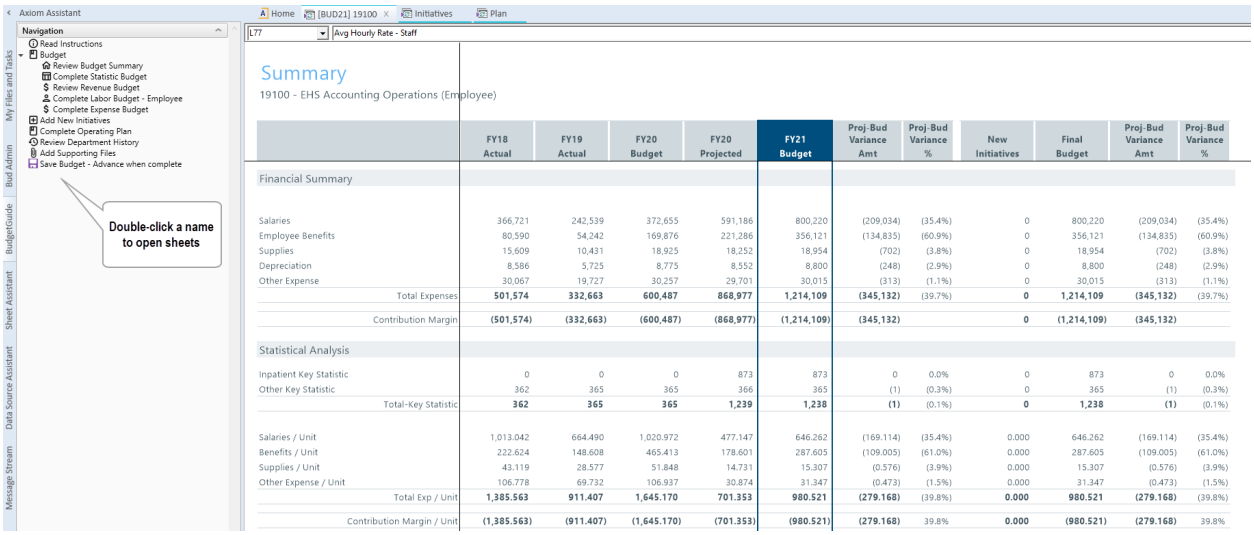
If another user has the budget plan file open with read/write permissions, then the file is opened as read-only—regardless of your security permissions.

Navigating budget plan files

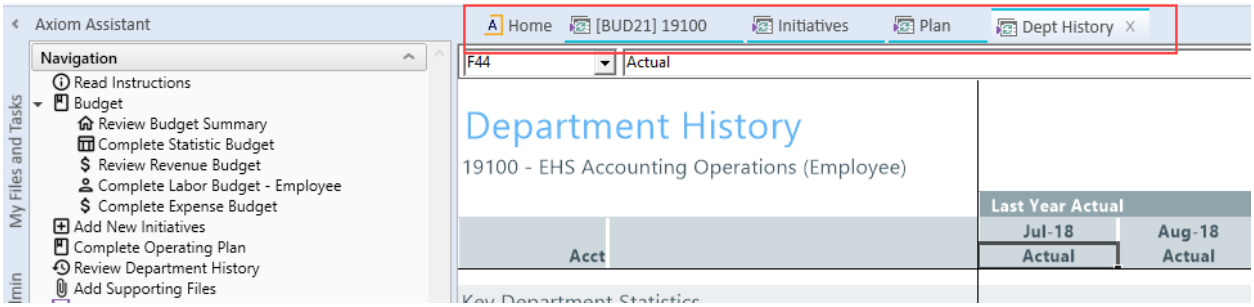
When you first open a budget plan file, the system displays two main areas: the Navigation panel and the sheet display area. By default, the Summary sheet and its associated budget sheets display when the plan file is first opened.

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

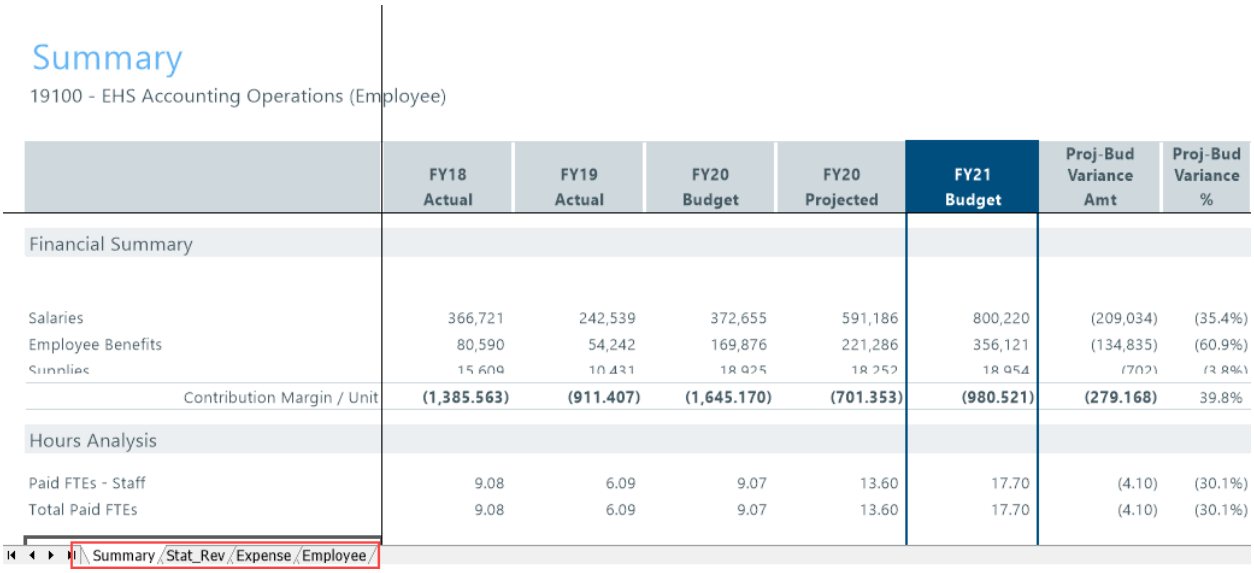
NOTE: If your organization is licensed to use the Provider module, the Navigation panel will include links to those sheets as well.



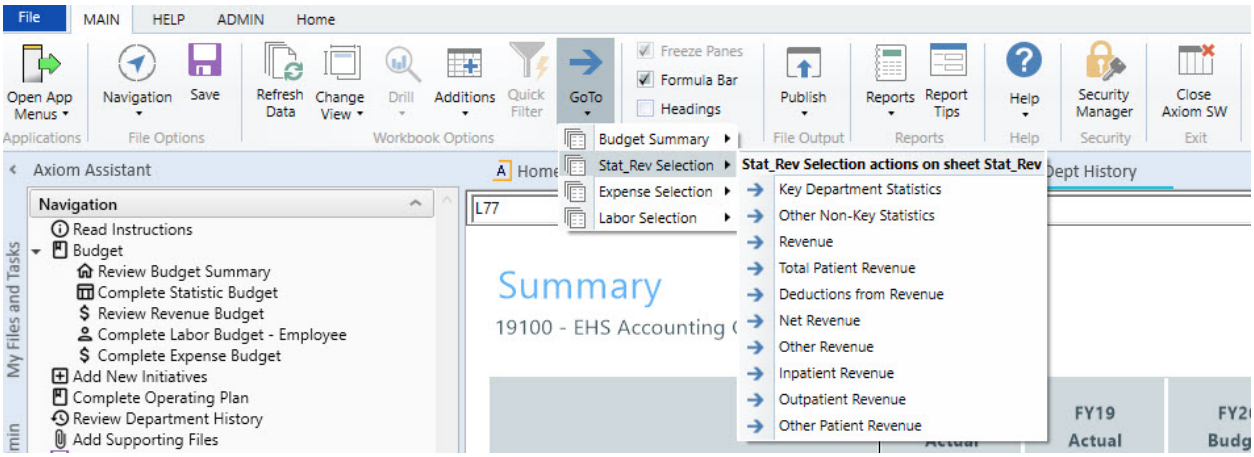
Each sheet you open displays as a separate tab in the plan file. The exception to this are the budget tabs, which are grouped and open together as a unit to help facilitate the process of adding and entering values. To move from one tab to another, you can use the Navigation panel or click the tab at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



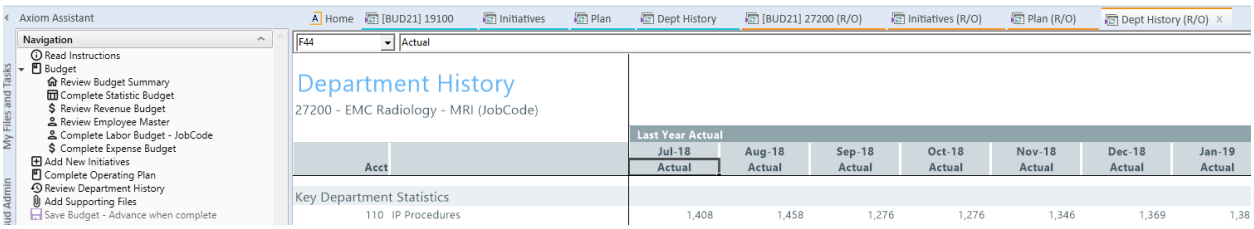
In the grouped budget sheets, you can also click the tab names at the bottom of the display area.



You can easily move around to different sections within sheets by using the **GoTo** function on **Main** ribbon tab. This opens a drop-down menu that lists links to specific sections of the budget. This is typically a faster and more convenient way of reaching the section you need when working with tabs that contain a large amount of data.



The system allows you to open multiple budget plan files simultaneously so that you can work on them from one screen. To do this, click the Budgeting or Bud Admin tab, and open another budget plan file. The system assigns color codes the tabs specific to each plan file. In the following example, the blue tabs belong to the plan files for department 19100 and the orange tabs belong to the budget for department 27200.



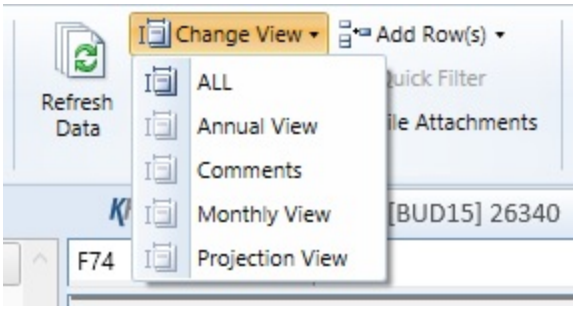
To close a sheet, click the X next to the tab name. If you have unsaved data, the system will prompt you to save before closing.

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

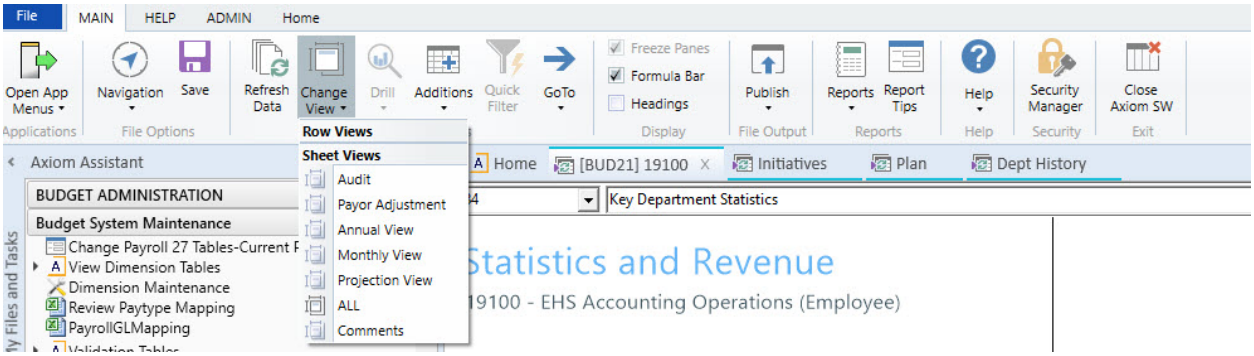


Changing sheet views

On the **Main** ribbon tab, click the **Change View** drop-down to select how to display data on certain budget tabs.



For example, the Statistics and Revenue tab drop-down menus allows you to choose whether a section of a sheet displays data for annual, monthly, and projection intervals.



Understanding cell formatting and input types

The cells in the budget plan file are color coded as follows:

- **White cells:** Displays information only. The values are either hard-coded, pre-populated from the database, or calculated from other fields, and cannot be changed.
- **Blue cells:** These fields can be edited. Blue-shaded cells might be empty or pre-populated with a value or formula that you can change.
- **Green cells:**. From these cells, you can select from one of several predefined options.

While different budget plan files call for different types of user input, some common cases where the user is called upon to enter values include:

- **Adjustments** – Some calculations depend on historical account balances and can only be affected by changing the budgeted increase over the previous year.
- **Spreads** – Some calculations automatically spread the budget value over the year, others allow direct entry to adjust the monthly spread.
- **Monthly input** – There are sections on some tabs that allow you to enter values, while others have formulas which pre-populate values directly into each of the twelve months.
- **Variance comments / Red flags** – For certain values, the Budget Administrator may set variance thresholds which, if exceeded, cause a red flag icon () to display. The system may display a warning message if you attempt to save the budget. When this happens, enter a comment in the Comment field explaining the reason(s) for the variance. Entering a comment allows you to save the budget normally.

Understanding source data

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

- **Dimension tables** – When you open a plan file, Axiom Budgeting 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

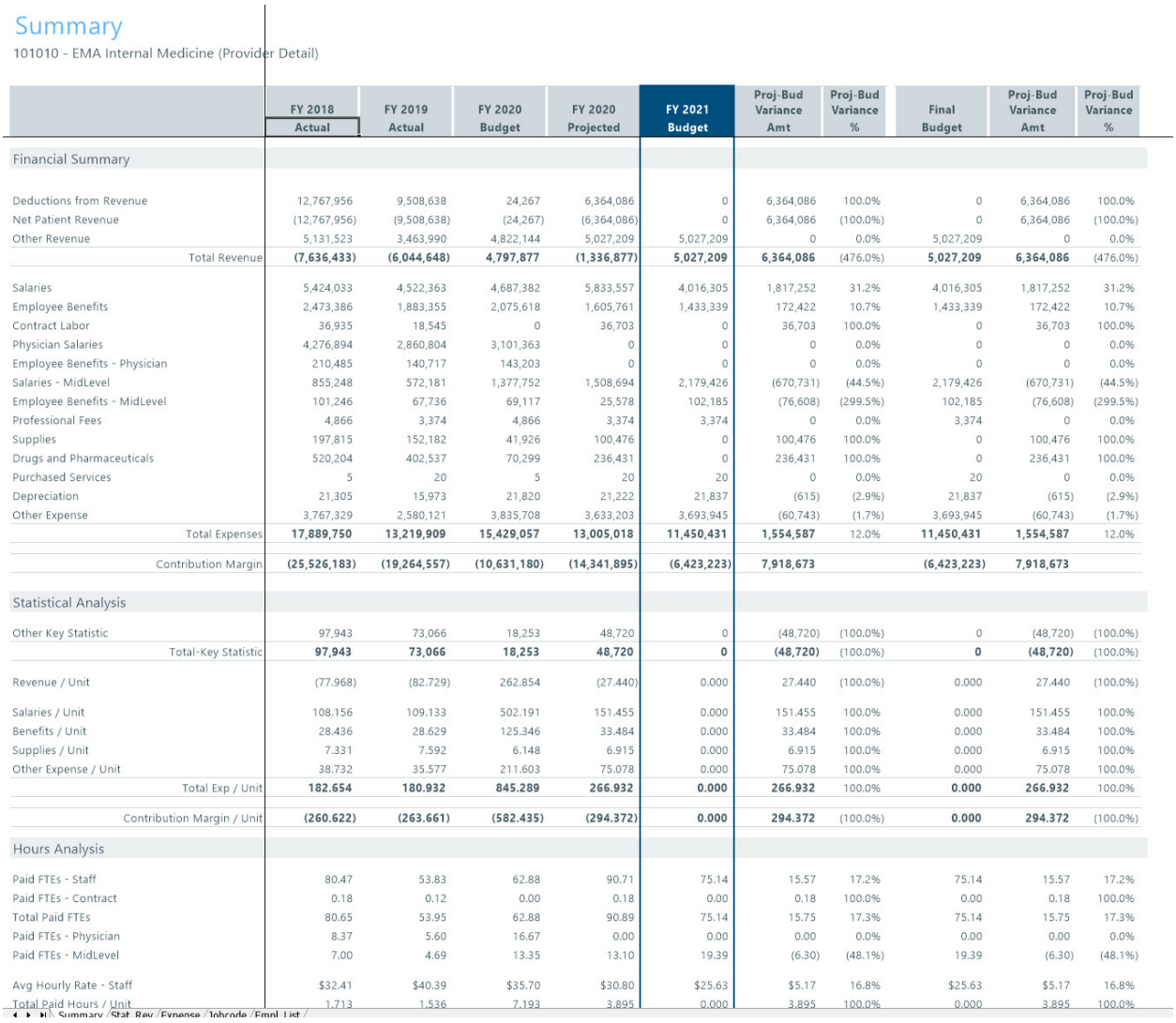
The Summary sheet provides an overview of the entire budget. Before making revisions, review the Summary tab to get a sense of where the budget currently stands. After completing revisions, return to the Summary sheet to see how the figures have changed. This sheet is also useful when submitting a budget 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 Summary										
Deductions from Revenue	12,767,956	9,508,638	24,267	6,364,086	0	6,364,086	100.0%	0	6,364,086	100.0%
Net Patient Revenue	(12,767,956)	(9,508,638)	(24,267)	(6,364,086)	0	6,364,086	(100.0%)	0	6,364,086	(100.0%)
Other Revenue	5,131,523	3,463,990	4,822,144	5,027,209	5,027,209	0	0.0%	5,027,209	0	0.0%
Total Revenue	**(7,636,433)**	**(6,044,648)**	**4,797,877**	**(1,336,877)**	**5,027,209**	**6,364,086**	(476.0%)	**5,027,209**	**6,364,086**	(476.0%)
Salaries	5,424,033	4,522,363	4,687,382	5,833,557	4,016,305	1,817,252	31.2%	4,016,305	1,817,252	31.2%
Employee Benefits	2,473,386	1,883,355	2,075,618	1,605,761	1,433,339	172,422	10.7%	1,433,339	172,422	10.7%
Contract Labor	36,935	18,545	0	36,703	0	36,703	100.0%	0	36,703	100.0%
Physician Salaries	4,276,894	2,860,804	3,101,363	0	0	0	0.0%	0	0	0.0%
Employee Benefits - Physician	210,485	140,717	143,203	0	0	0	0.0%	0	0	0.0%
Salaries - MidLevel	855,248	572,181	1,377,752	1,508,694	2,179,426	(670,731)	(44.5%)	2,179,426	(670,731)	(44.5%)
Employee Benefits - MidLevel	101,246	67,736	69,117	25,578	102,185	(76,608)	(299.5%)	102,185	(76,608)	(299.5%)
Professional Fees	4,866	3,374	4,866	3,374	3,374	0	0.0%	3,374	0	0.0%
Supplies	197,815	152,182	41,926	100,476	0	100,476	100.0%	0	100,476	100.0%
Drugs and Pharmaceuticals	520,204	402,537	70,299	236,431	0	236,431	100.0%	0	236,431	100.0%
Purchased Services	5	20	5	20	20	0	0.0%	20	0	0.0%
Depreciation	21,305	15,973	21,820	21,222	21,837	(615)	(2.9%)	21,837	(615)	(2.9%)
Other Expense	3,767,329	2,580,121	3,835,708	3,633,203	3,693,945	(60,743)	(1.7%)	3,693,945	(60,743)	(1.7%)
Total Expenses	**17,889,750**	**13,219,909**	**15,429,057**	**13,005,018**	**11,450,431**	**1,554,587**	12.0%	**11,450,431**	**1,554,587**	12.0%
Contribution Margin	**(25,526,183)**	**(19,264,557)**	**(10,631,180)**	**(14,341,895)**	**(6,423,223)**	**7,918,673**		**(6,423,223)**	**7,918,673**	
Statistical Analysis										
Other Key Statistic	97,943	73,066	18,253	48,720	0	(48,720)	(100.0%)	0	(48,720)	(100.0%)
Total-Key Statistic	**97,943**	**73,066**	**18,253**	**48,720**	**0**	**(48,720)**	(100.0%)	**0**	**(48,720)**	(100.0%)
Revenue / Unit	(77.968)	(82.729)	262.854	(27.440)	0.000	27.440	(100.0%)	0.000	27.440	(100.0%)
Salaries / Unit	108.156	109.133	502.191	151.455	0.000	151.455	100.0%	0.000	151.455	100.0%
Benefits / Unit	28.436	28.629	125.346	33.484	0.000	33.484	100.0%	0.000	33.484	100.0%
Supplies / Unit	7.331	7.592	6.148	6.915	0.000	6.915	100.0%	0.000	6.915	100.0%
Other Expense / Unit	38.732	35.577	211.603	75.078	0.000	75.078	100.0%	0.000	75.078	100.0%
Total Exp / Unit	**182.654**	**180.932**	**845.289**	**266.932**	**0.000**	**266.932**	100.0%	**0.000**	**266.932**	100.0%
Contribution Margin / Unit	**(260.622)**	**(263.661)**	**(582.435)**	**(294.372)**	**0.000**	**294.372**	(100.0%)	**0.000**	**294.372**	(100.0%)
Hours Analysis										
Paid FTEs - Staff	80.47	53.83	62.88	90.71	75.14	15.57	17.2%	75.14	15.57	17.2%
Paid FTEs - Contract	0.18	0.12	0.00	0.18	0.00	0.18	100.0%	0.00	0.18	100.0%
Total Paid FTEs	80.65	53.95	62.88	90.89	75.14	15.75	17.3%	75.14	15.75	17.3%
Paid FTEs - Physician	8.37	5.60	16.67	0.00	0.00	0.00	0.0%	0.00	0.00	0.0%
Paid FTEs - MidLevel	7.00	4.69	13.35	13.10	19.39	(6.30)	(48.1%)	19.39	(6.30)	(48.1%)
Avg Hourly Rate - Staff	$32.41	$40.39	$35.70	$30.80	$25.63	$5.17	16.8%	$25.63	$5.17	16.8%
Total Paid Hours / Unit	1,713	1,536	7,193	3,895	0.000	3,895	100.0%	0.000	3,895	100.0%

Summary / Stat_Rev / Expense / Jobcode / Empl_List /

Statistics and Revenue sheet

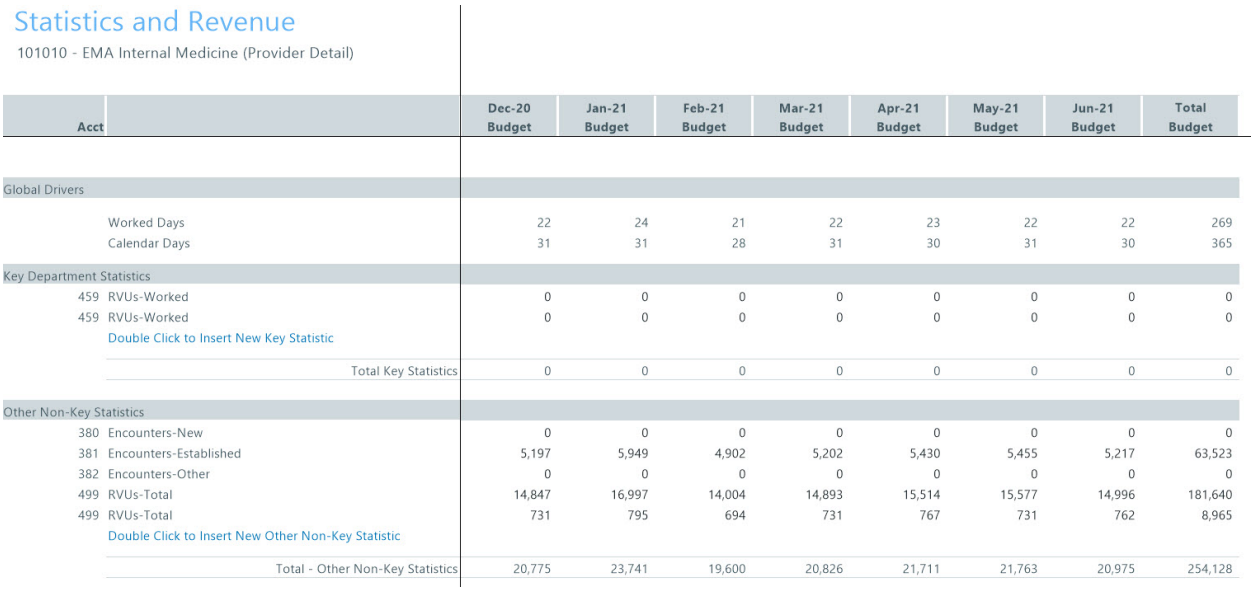
Overview

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

NOTE: Provide comments in any red comment cells.

Statistics section

The following table describes the sections in this sheet:



Statistics and Revenue

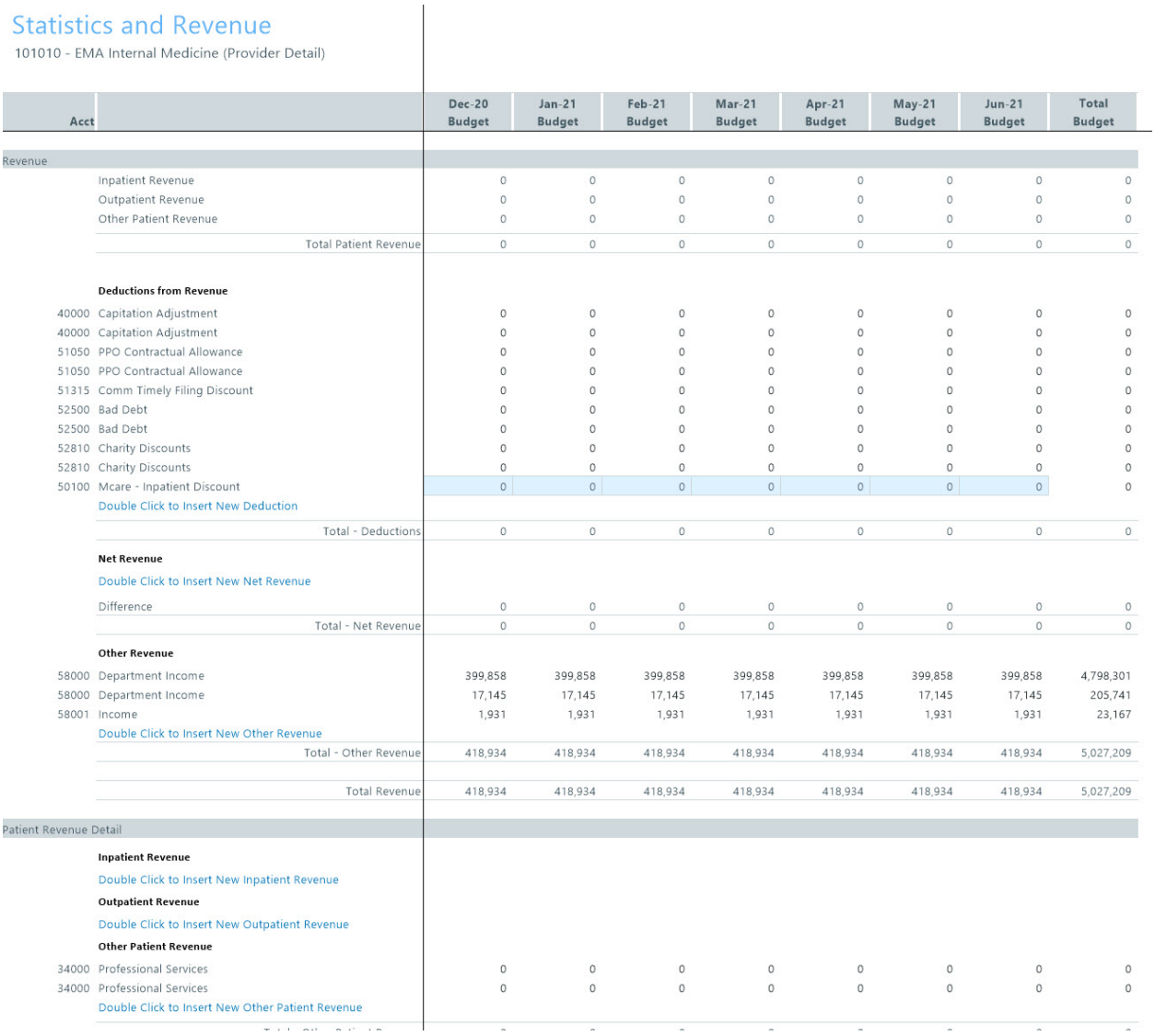
101010 - EMA Internal Medicine (Provider Detail)

Acct		Dec-20 Budget	Jan-21 Budget	Feb-21 Budget	Mar-21 Budget	Apr-21 Budget	May-21 Budget	Jun-21 Budget	Total Budget
Global Drivers									
	Worked Days	22	24	21	22	23	22	22	269
	Calendar Days	31	31	28	31	30	31	30	365
Key Department Statistics									
459	RVUs-Worked	0	0	0	0	0	0	0	0
459	RVUs-Worked	0	0	0	0	0	0	0	0
	Double Click to Insert New Key Statistic								
	Total Key Statistics	0	0	0	0	0	0	0	0
Other Non-Key Statistics									
380	Encounters-New	0	0	0	0	0	0	0	0
381	Encounters-Established	5,197	5,949	4,902	5,202	5,430	5,455	5,217	63,523
382	Encounters-Other	0	0	0	0	0	0	0	0
499	RVUs-Total	14,847	16,997	14,004	14,893	15,514	15,577	14,996	181,640
499	RVUs-Total	731	795	694	731	767	731	762	8,965
	Double Click to Insert New Other Non-Key Statistic								
	Total - Other Non-Key Statistics	20,775	23,741	19,600	20,826	21,711	21,763	20,975	254,128

Section	Description
Global Drivers	Summarizes the Budget Assumptions used to drive initial projections for the department.
Key Department Statistics	Includes department-specific statistics that drive the variable gross revenue, variable costs, and variable labor calculations in the workbook. Global drivers are used to apply the overall organization growth assumptions to the department statistic. You can make adjustments in the Mar-Jun change for CY as well as % Adjust and Amt Adjust columns for NY Budget. Key statistics, such as patient days by Nursing unit, are defined in the Budget Statistics 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)

Acct		Dec-20 Budget	Jan-21 Budget	Feb-21 Budget	Mar-21 Budget	Apr-21 Budget	May-21 Budget	Jun-21 Budget	Total Budget
Revenue									
	Inpatient Revenue	0	0	0	0	0	0	0	0
	Outpatient Revenue	0	0	0	0	0	0	0	0
	Other Patient Revenue	0	0	0	0	0	0	0	0
	Total Patient Revenue	0	0	0	0	0	0	0	0
	Deductions from Revenue								
40000	Capitation Adjustment	0	0	0	0	0	0	0	0
40000	Capitation Adjustment	0	0	0	0	0	0	0	0
51050	PPO Contractual Allowance	0	0	0	0	0	0	0	0
51050	PPO Contractual Allowance	0	0	0	0	0	0	0	0
51315	Comm Timely Filing Discount	0	0	0	0	0	0	0	0
52500	Bad Debt	0	0	0	0	0	0	0	0
52500	Bad Debt	0	0	0	0	0	0	0	0
52810	Charity Discounts	0	0	0	0	0	0	0	0
52810	Charity Discounts	0	0	0	0	0	0	0	0
50100	Mcare - Inpatient Discount	0	0	0	0	0	0	0	0
	Double Click to Insert New Deduction								
	Total - Deductions	0	0	0	0	0	0	0	0
	Net Revenue								
	Double Click to Insert New Net Revenue								
	Difference	0	0	0	0	0	0	0	0
	Total - Net Revenue	0	0	0	0	0	0	0	0
	Other Revenue								
58000	Department Income	399,858	399,858	399,858	399,858	399,858	399,858	399,858	4,798,301
58000	Department Income	17,145	17,145	17,145	17,145	17,145	17,145	17,145	205,741
58001	Income	1,931	1,931	1,931	1,931	1,931	1,931	1,931	23,167
	Double Click to Insert New Other Revenue								
	Total - Other Revenue	418,934	418,934	418,934	418,934	418,934	418,934	418,934	5,027,209
	Total Revenue	418,934	418,934	418,934	418,934	418,934	418,934	418,934	5,027,209
Patient Revenue Detail									
	Inpatient Revenue								
	Double Click to Insert New Inpatient Revenue								
	Outpatient Revenue								
	Double Click to Insert New Outpatient Revenue								
	Other Patient Revenue								
34000	Professional Services	0	0	0	0	0	0	0	0
34000	Professional Services	0	0	0	0	0	0	0	0
	Double Click to Insert New Other Patient Revenue								

Section	Description
Patient Revenue	Summarizes all revenue. Displays projections based on historical revenue per unit plus price increase (revenue adjustments) times volume.
Patient Revenue Detail	Displays detailed patient revenue, both inpatient and outpatient, by specific account.
Other Revenue	Models the projection and budget for other operating revenue accounts, typically using a Fixed Revenue calc method, which uses the projected value as the starting point for budget. You can make adjustments in the Mar-Jun change, % Adjust, and Amt Adjust columns.

Inserting a new statistic or revenue line item

You can add statistic or revenue line items to individual sections, including:

- Key and non-key statistics
- Deductions
- Net and other revenue
- Inpatient, outpatient, and other patient revenue

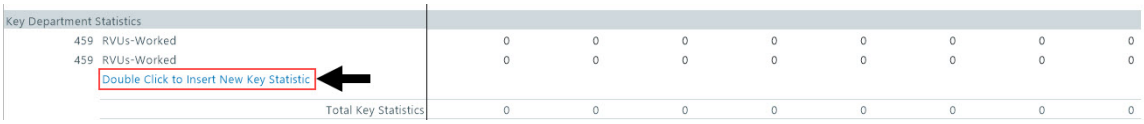
The system adds the line by inserting the appropriate calc method into the sheet. The following table lists the available calc methods used by the corresponding section in the sheet:

Calc Method	Description	Sheet Section
Add New Detail	Zero-based expense calculations when adding a new account. Inputs are done on the Detail tab in the budget plan file.	• Other Patient Revenue • Other Revenue
Add New Fixed Revenue	Use this new revenue calc method to add a new Fixed Revenue account.	• Inpatient Revenue • Outpatient Revenue • Other Patient Revenue • Other Revenue
Add New Input Monthly	Use this new revenue or statistic calc method to add a new account.	• Deductions from Revenue • Inpatient Revenue • Outpatient Revenue • Other Patient Revenue • Other Revenue
Add New Statistic	Use this new statistic calc method to add a new key statistic account.	Key Department Statistics
Add New Statistic_Oth	Use this new statistic calc method to add a new Other Statistic account.	Other Non-Key Statistics
GlobalSum	This SPM allows you to budget for an account at a percentage of the total of specific other account(s) within the same workbook.	Net Revenue

Calc Method	Description	Sheet Section
ProviderRev	Transfers Revenue calculations from the Provider Summary/Provider Detail tab to the Stat_Rev tab to save to the Financial Data tables. **NOTE:** Only available to organizations with the Provider module license.	• Inpatient Revenue • Outpatient Revenue • Other Patient Revenue
ProviderStat	Transfers Statistic calculations from the Provider Summary/Provider Detail tab to the Stat_Rev tab to save to the Financial Data tables.	• Key Department Statistics • Other Non-Key Statistics

To insert a new statistic or revenue line item:

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



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

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

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

Reviewing employee master

Overview

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

Employee Listing

27200 - EMC Radiology - MRI (JobCode)

Job Code	Roll Current Rate to End of Year: Base Rate	CYReview Date	CYReview Month	CY Inc %	Beginning Rate	Merit Increases for Budget: Review Date	Review Month	Annual Inc %	Rate	Market Increase for Budget: Effective Date	Market Month	Market Inc %	Rate	Market Increase 2 for Budget: Effective Date	Market Month	Market Inc %	Budget Rate	Yr End Rate	Empl Status	Sched FTEs
J00200 Technologist Assistant																				
J00200 Bennett, Laura D.	$7.21	May	11	3.00%	$7.43	May	11	3.00%	$7.65	Dec	6	0.00%	$7.65	Apr	10	0.00%	$7.65	$7.65	A	1.00
Technologist Assistant - Total:	$7.21			3.00%	$7.43			3.00%	$7.65			0.00%	$7.65			0.00%	$7.65	$7.65		1.00
J00287 Team Leader																				
J00287 Pitre, Jason J.	$27.00	Aug	2	0.00%	$27.00	Aug	2	3.00%	$27.00	Dec	6	0.00%	$27.00	Apr	10	0.00%	$27.00	$27.00	A	1.00
Team Leader - Total:	$27.00			0.00%	$27.00			0.00%	$27.00			0.00%	$27.00			0.00%	$27.00	$27.00		1.00
J00509 Technologist Assistant II																				
J00509 Not Currently Filled	$25.00	Dec	6	0.00%	$25.00	Dec	6	3.00%	$25.00	Dec	6	0.00%	$25.00	Apr	10	0.00%	$25.00	$25.00	A	1.00
Technologist Assistant II - Total:	$25.00			0.00%	$25.00			0.00%	$25.00			0.00%	$25.00			0.00%	$25.00	$25.00		1.00
J00646 Radiology Technician																				
J00646 James, Jeana P.	$26.28	Jan	7	0.00%	$26.28	Jan	7	3.00%	$27.07	Dec	6	0.00%	$27.07	Apr	10	0.00%	$27.07	$27.07	A	0.10
J00646 Bell, Aimee H.	$25.77	Sep	3	0.00%	$25.77	Sep	3	3.00%	$26.54	Dec	6	0.00%	$26.54	Apr	10	0.00%	$26.54	$26.54	A	1.00
J00646 Dukes, Stephanie D.	$26.20	Aug	2	0.00%	$26.20	Aug	2	3.00%	$26.99	Dec	6	0.00%	$26.99	Apr	10	0.00%	$26.99	$26.99	A	1.00
J00646 Chisolm, Frances C.	$26.37	Dec	6	0.00%	$26.37	Dec	6	3.00%	$27.16	Dec	6	0.00%	$27.16	Apr	10	0.00%	$27.16	$27.16	A	1.00
J00646 Flynn, Michael S.	$25.55	Mar	9	3.00%	$26.32	Mar	9	3.00%	$27.11	Dec	6	0.00%	$27.11	Apr	10	0.00%	$27.11	$27.11	A	1.00
J00646 Haddad, Melinda A.	$27.51	Jul	1	0.00%	$27.51	Jul	1	3.00%	$27.78	Dec	6	0.00%	$27.78	Apr	10	0.00%	$27.78	$27.78	A	1.00
J00646 Ryan, Jeffrey W.	$24.86	Apr	10	3.00%	$25.61	Apr	10	3.00%	$26.37	Dec	6	0.00%	$26.37	Apr	10	0.00%	$26.37	$26.37	A	0.60
Radiology Technician - Total:	$26.13			0.82%	$26.34			2.63%	$27.04			0.00%	$27.04			0.00%	$27.04	$27.04		5.70

To make the budget plan file as accurate as it can be when calculating salaries, the system takes into account any potential current year rate increases set to take place - depending on when the budget plan file is built. For example, let's say the following budget plan file is built in month 8. All the radiology technicians except Michael and Jeff have likely received their rate increases already because 0% displays in the CY Inc % column and their anniversary dates have already passed. However, Michael is set to receive his increase in month 9 and Jeff in month 10. The system anticipates this increase by showing that their beginning rate as 3% higher than their current rate and uses this rate for the budget.

Employee Listing

27200 - EMC Radiology - MRI (JobCode)

Job Code	Roll Current Rate to End of Year: Base Rate	CYReview Date	CYReview Month	CY Inc %	Beginning Rate	Merit Increases for Budget: Review Date	Review Month	Annual Inc %	Rate	Market Increase for Budget: Effective Date	Market Month	Market Inc %	Rate	Market Increase 2 for Budget: Effective Date	Market Month	Market Inc %
J00200 Technologist Assistant																
J00200 Bennett, Laura D.	$7.21	May	11	3.00%	$7.43	May	11	3.00%	$7.65	Dec	6	0.00%	$7.65	Apr	10	0.00%
Technologist Assistant - Total:	$7.21			3.00%	$7.43			3.00%	$7.65			0.00%	$7.65			0.00%
J00287 Team Leader																
J00287 Pitre, Jason J.	$27.00	Aug	2	0.00%	$27.00	Aug	2	3.00%	$27.00	Dec	6	0.00%	$27.00	Apr	10	0.00%
Team Leader - Total:	$27.00			0.00%	$27.00			0.00%	$27.00			0.00%	$27.00			0.00%
J00509 Technologist Assistant II																
J00509 Not Currently Filled	$25.00	Dec	6	0.00%	$25.00	Dec	6	3.00%	$25.00	Dec	6	0.00%	$25.00	Apr	10	0.00%
Technologist Assistant II - Total:	$25.00			0.00%	$25.00			0.00%	$25.00			0.00%	$25.00			0.00%
J00646 Radiology Technician																
J00646 James, Jeana P.	$26.28	Jan	7	0.00%	$26.28	Jan	7	3.00%	$27.07	Dec	6	0.00%	$27.07	Apr	10	0.00%
J00646 Bell, Aimee H.	$25.77	Sep	3	0.00%	$25.77	Sep	3	3.00%	$26.54	Dec	6	0.00%	$26.54	Apr	10	0.00%
J00646 Dukes, Stephanie D.	$26.20	Aug	2	0.00%	$26.20	Aug	2	3.00%	$26.99	Dec	6	0.00%	$26.99	Apr	10	0.00%
J00646 Chisolm, Frances C.	$26.37	Dec	6	0.00%	$26.37	Dec	6	3.00%	$27.16	Dec	6	0.00%	$27.16	Apr	10	0.00%
J00646 Flynn, Michael S.	$25.55	Mar	9	3.00%	$26.32	Mar	9	3.00%	$27.11	Dec	6	0.00%	$27.11	Apr	10	0.00%
J00646 Haddad, Melinda A.	$27.51	Jul	1	0.00%	$27.51	Jul	1	3.00%	$27.78	Dec	6	0.00%	$27.78	Apr	10	0.00%
J00646 Ryan, Jeffrey W.	$24.86	Apr	10	3.00%	$25.61	Apr	10	3.00%	$26.37	Dec	6	0.00%	$26.37	Apr	10	0.00%
Radiology Technician - Total:	$26.13			0.82%	$26.34			2.63%	$27.04			0.00%	$27.04			0.00%

The system does the same for scheduled budget market and merit increases as well. In this example, everyone will receive a 3% merit increase but no market increases. The system allows you to include up to two market increases, which simply provides a way to apply additional percentages beyond the merit increase. For example, a contract may stipulate that nurses receive two market increases per year.

The system then layers together all of the rate adjustments as well as the merit and market increases to provide you with values related to the amount that salaries will increase month-over-month over the year. In the following example, July starts with an increase of 0.70% but begins to increase month to month as more employees receive their salary adjustments. These values are used in the Jobcode tab to calculate salaries.

The last month of the fiscal year becomes the "fully burdened" month because by this point all of the increases have occurred. The effective rate for the fiscal year is located in the Total FTEs column. Knowing the effective rate helps you determine the effect of adding merit or market adjustments. In the example below, the user now knows that adding a 3% merit increase will result in a 1.67 effective rate.

Job Code		Position Code	Jul-20 FTEs	Aug-20 FTEs	Sep-20 FTEs	Oct-20 FTEs	Nov-20 FTEs	Dec-20 FTEs	Jan-21 FTEs	Feb-21 FTEs	Mar-21 FTEs	Apr-21 FTEs	May-21 FTEs	Jun-21 FTEs	Total FTEs
J00200	**Technologist Assistant**														
J00200	Bennett, Laura D.		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	Technologist Assistant - Total:	Increase %:	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	3.00%	3.00%	0.50%
J00287	**Team Leader**														
J00287	Pitre, Jason J.		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	Team Leader - Total:	Increase %:	(0.00%)	(0.00%)	0.00%	(0.00%)	0.00%	(0.00%)	(0.00%)	0.00%	(0.00%)	0.00%	(0.00%)	0.00%	(0.00%)
J00509	**Technologist Assistant II**														
J00509	Not Currently Filled		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	Technologist Assistant II - Total:	Increase %:	0.00%	0.00%	(0.00%)	0.00%	(0.00%)	0.00%	0.00%	0.00%	0.00%	(0.00%)	0.00%	(0.00%)	(0.00%)
J00646	**Radiology Technician**														
J00646	James, Jeana P.		0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10
J00646	Bell, Aimee H.		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
J00646	Dukes, Stephanie D.		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
J00646	Chisolm, Frances C.		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
J00646	Flynn, Michael S.		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
J00646	Haddad, Melinda A.		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
J00646	Ryan, Jeffrey W.		0.60	0.60	0.60	0.60	0.60	0.60	0.60	0.60	0.60	0.60	0.60	0.60	0.60
	Radiology Technician - Total:	Increase %:	0.18%	0.70%	1.22%	1.22%	1.22%	1.74%	1.80%	1.80%	2.32%	2.63%	2.63%	2.63%	1.67%

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

Keep in mind the following when using this sheet:

- Employees are only listed in their home department. The Jobcode sheet may show more employees than what are listed for the job code in the Employee Listing sheet. This means that employees have been borrowed from other departments.
- The Employee Listing sheet only displays current active employees.
- To add an employee, you must do so through the labor method itself. For example, if you use the employee budgeting methodology, you must add a new employee in the Employee sheet.
- Merit and market increase factors are defined in the LaborRates sheet of the Budget Labor Assumptions 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:

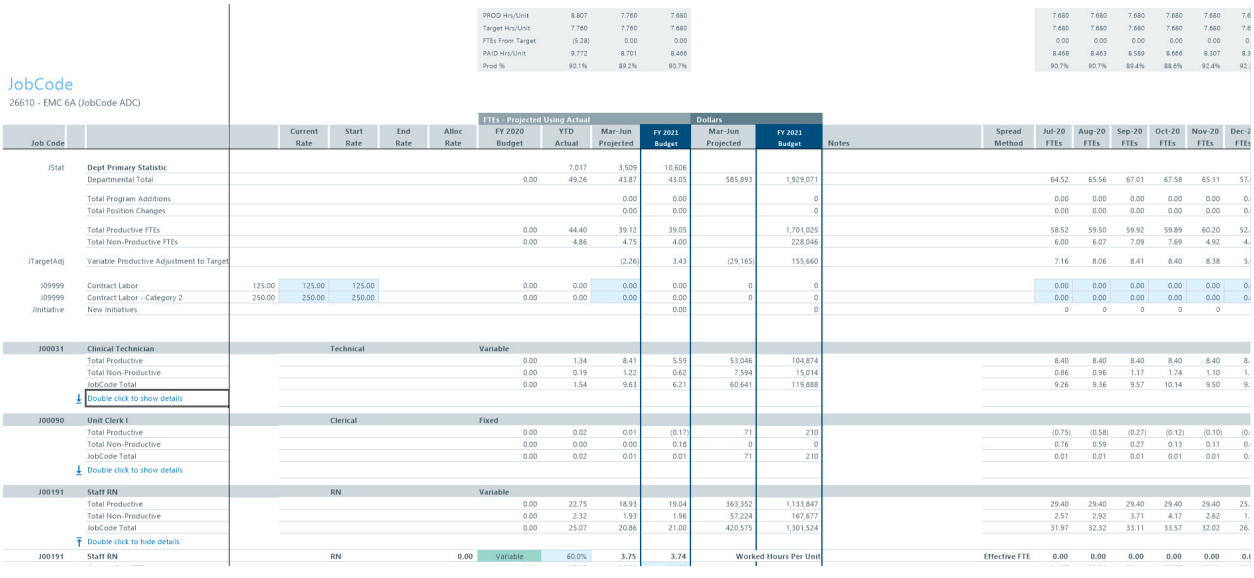
- **JobCode** – Use for departments needing the ability to adjust FTEs on a monthly basis or based on volume.
- **Employee** – Use to allow departments to budget at the employee level. No volume adjustments are included in the salary calculations.
- **Staffing** – Use for 24/7 departments to prepare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



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%

JobCode

26610 - EMC 6A (JobCode ADC)

							FTEs - Projected Using Actual				Dollars		
Job Code			Current Rate	Start Rate	End Rate	Alloc Rate	FY 2020 Budget	YTD Actual	Mar-Jun Projected	FY 2021 Budget	Mar-Jun Projected	FY 2021 Budget	N
JStat	**Dept Primary Statistic**							7,017	3,509	10,606			
	Departmental Total						0.00	49.26	43.87	43.05	585,893	1,929,071	
	Total Program Additions								0.00	0.00		0	
	Total Position Changes								0.00	0.00		0	
	Total Productive FTEs						0.00	44.40	39.12	39.05		1,701,025	
	Total Non-Productive FTEs						0.00	4.86	4.75	4.00		228,046	
JTargetAdj	Variable Productive Adjustment to Target								(2.26)	3.43	(29,165)	155,660	
J09999	Contract Labor	125.00	125.00	125.00			0.00	0.00	0.00	0.00	0	0	
J09999	Contract Labor - Category 2	250.00	250.00	250.00			0.00	0.00	0.00	0.00	0	0	
Jinitiative	New Initiatives									0.00		0	

Jobcode Statistics

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

- Departmental totals
- Total program additions
- Total position changes
- Total productive FTEs
- Total non-productive FTEs



JobCode

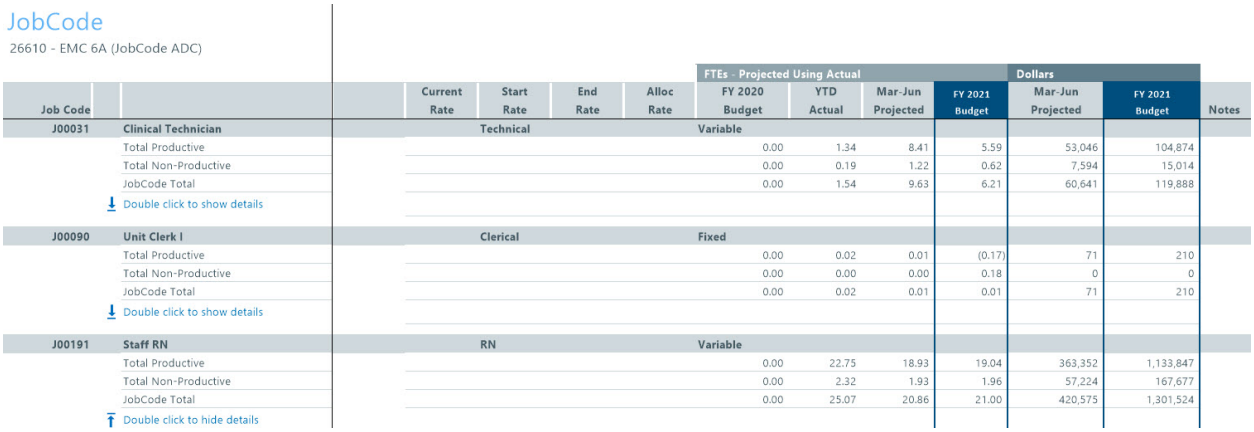
26610 - EMC 6A (JobCode ADC)

							FTEs - Projected Using Actual				Dollars		
Job Code		Current Rate	Start Rate	End Rate	Alloc Rate	FY 2020 Budget	YTD Actual	Mar-Jun Projected	FY 2021 Budget	Mar-Jun Projected	FY 2021 Budget	N
JStat	**Dept Primary Statistic**						7,017	3,509	10,606			
	Departmental Total					0.00	49.26	43.87	43.05	585,893	1,929,071	
	Total Program Additions							0.00	0.00		0	
	Total Position Changes							0.00	0.00		0	
	Total Productive FTEs					0.00	44.40	39.12	39.05		1,701,025	
	Total Non-Productive FTEs					0.00	4.86	4.75	4.00		228,046	
JTargetAdj	Variable Productive Adjustment to Target							(2.26)	3.43	(29,165)	155,660	
J09999	Contract Labor	125.00	125.00	125.00		0.00	0.00	0.00	0.00	0	0	
J09999	Contract Labor - Category 2	250.00	250.00	250.00		0.00	0.00	0.00	0.00	0	0	
JInitiative	New Initiatives								0.00		0	

PROD Hrs/Unit	8.807	7.760	7.680
Target Hrs/Unit	7.760	7.760	7.680
FTEs From Target	(5.28)	0.00	0.00
PAID Hrs/Unit	9.772	8.701	8.466
Prod %	90.1%	89.2%	90.7%

Jobcode

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.

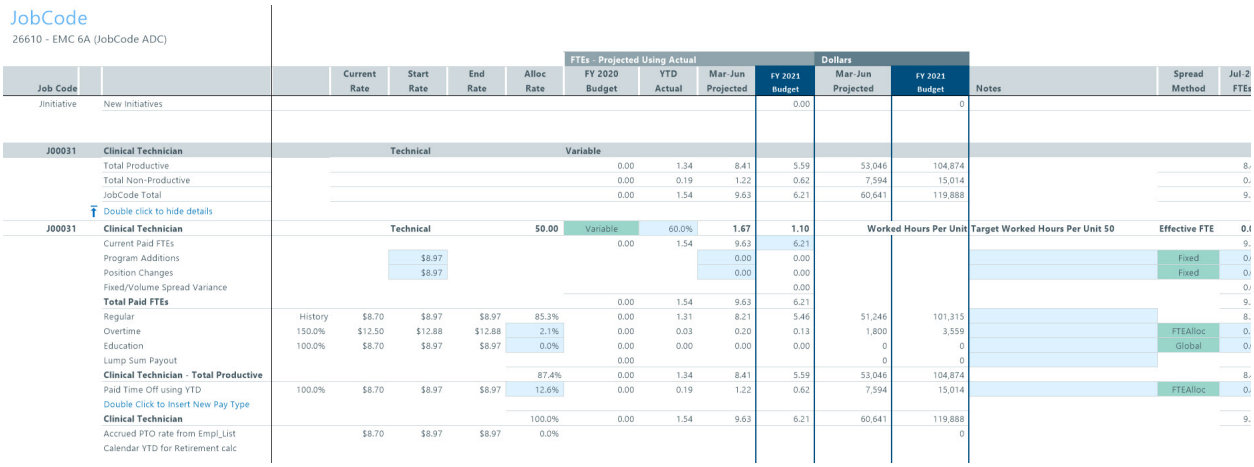


JobCode

26610 - EMC 6A (JobCode ADC)

						FTEs - Projected Using Actual				Dollars		
Job Code		Current Rate	Start Rate	End Rate	Alloc Rate	FY 2020 Budget	YTD Actual	Mar-Jun Projected	FY 2021 Budget	Mar-Jun Projected	FY 2021 Budget	Notes
J00031	**Clinical Technician**		**Technical**			**Variable**						
	Total Productive					0.00	1.34	8.41	5.59	53,046	104,874	
	Total Non-Productive					0.00	0.19	1.22	0.62	7,594	15,014	
	JobCode Total					0.00	1.54	9.63	6.21	60,641	119,888	
	Double click to show details											
J00090	**Unit Clerk I**		**Clerical**			**Fixed**						
	Total Productive					0.00	0.02	0.01	(0.17)	71	210	
	Total Non-Productive					0.00	0.00	0.00	0.18	0	0	
	JobCode Total					0.00	0.02	0.01	0.01	71	210	
	Double click to show details											
J00191	**Staff RN**		**RN**			**Variable**						
	Total Productive					0.00	22.75	18.93	19.04	363,352	1,133,847	
	Total Non-Productive					0.00	2.32	1.93	1.96	57,224	167,677	
	JobCode Total					0.00	25.07	20.86	21.00	420,575	1,301,524	
	Double click to hide details											

To view the job code details, double-click the **Double click to show details** cell. From this expanded section, you can view specific details about the job code.



Sheet columns

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

Column Name	Column Letter	Description
Job Code	A	The job code identification number (using Jobcode.KHABgtCode).
Current Rate	G	The hourly rate as of the start of the budget process.
Start Rate	H	The hourly rate as of the start of the new budget year. This includes any salary increases expected to occur in the remainder of the current year.
End Rate	I	The hourly rate as of the end of the budget process. This includes all salary increases through the end of the budget year. This is calculated using the last month of the budget as this would contain the effective rate of all merit & market adjustments.
Alloc Rate	J	Calculated based upon YTD actual % of total FTE. You can make adjustments to allocate NYB FTEs for salary calculations.
Sched	K	Scheduled FTEs from the labor master file or CYB FTEs depending on the configuration option chosen in the Budget Configuration Assumptions driver file.
YTD Actual	L	Year-to-date FTEs from the Payroll26 database.
Month-Month Projected (FTEs)	M	Projected FTEs for the remaining months of the current fiscal year. Initial FTE allocation is the same as YTD.

Column Name	Column Letter	Description
FY20XX Budget (FTEs)	N	Starting point matches projected FTEs. You can make monthly adjustments to the ***Month*** **FTEs** columns (columns S-AD).
Month-Month Projected (Dollars)	O	Projected dollars for the remaining months of the current fiscal year.
FY20XX Budget (Dollars)	P	Projected dollars for the budget year.
Notes	Q	Enter comments for the line item, as needed.
Spread Method	R	Select a spread method for the pay type, as needed.
Month FTEs	S-AD	Enter a percentage of each FTE factor to the total factor. For example, let's say that the FTE factor for month one is 177 divided by the FTE factor for the year of 2080 or 2086. It usually ranges around 8% or so per month. **NOTE:** Not all pay types allow you to update the spread amount.
Month-Year Hours	AG-AS	Hours spread across months, including total budgeted hours.
Month-Year Dollars	AT-BF	Dollars spread across months, including total budgeted dollars.
Month-Year FICA	BH-BT	FICA spread across months, including total budged FICA.
Projected FICA	BW	Total projected FICA amount.
Month-Month Hours	BX	Total budgeted hours for the remaining months of the fiscal year.

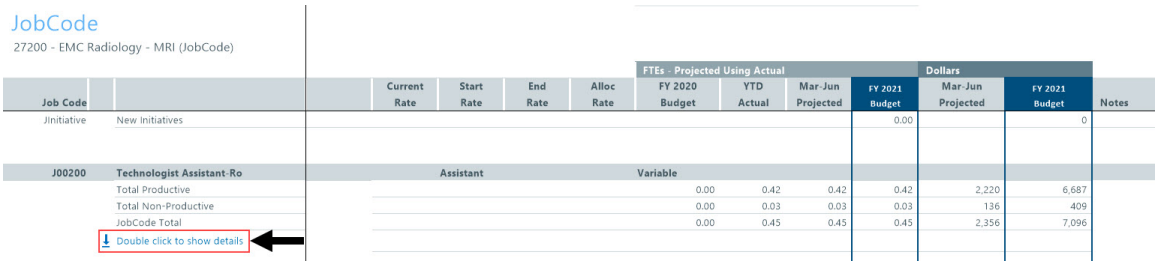
The following sections include instructions on performing specific actions in this sheet.

Updating the staffing ratio for a job code

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

To update staffing ratio type for a job code:

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



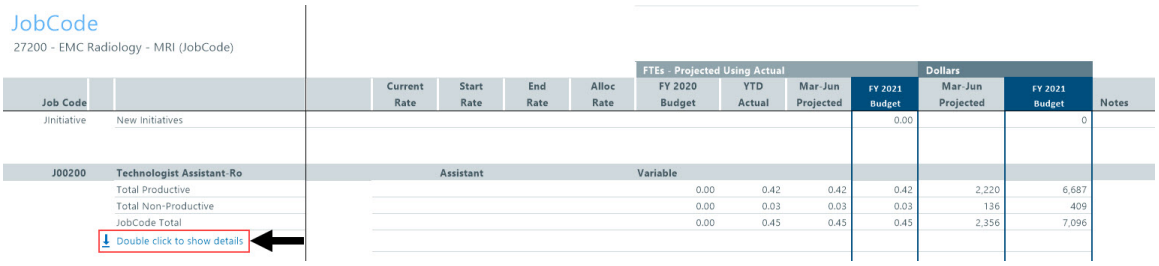
2. In the job code title row, from the drop-down, select one of the following:
   - **Variable** - Input is the worked FTEs per a normal work week. Non-productive hours are added to productive based upon allocation percentage. This setting is a default from the JOBCODE dimension. When Variable, the values in the job code will fluctuate based on changes in the departments volume.
   - **Fixed** - Input is the total paid FTEs per a normal work week. Non-productive hours are allocated based upon allocation percentage. This setting is a default from the JOBCODE dimension. When FIXED, the values in the job code will not fluctuate based on changes in the departments volume.
3. In the **Notes** column (column Q), enter comments, as needed.
4. After making your changes, in the budget file Navigation panel, click **Save Budget**.

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

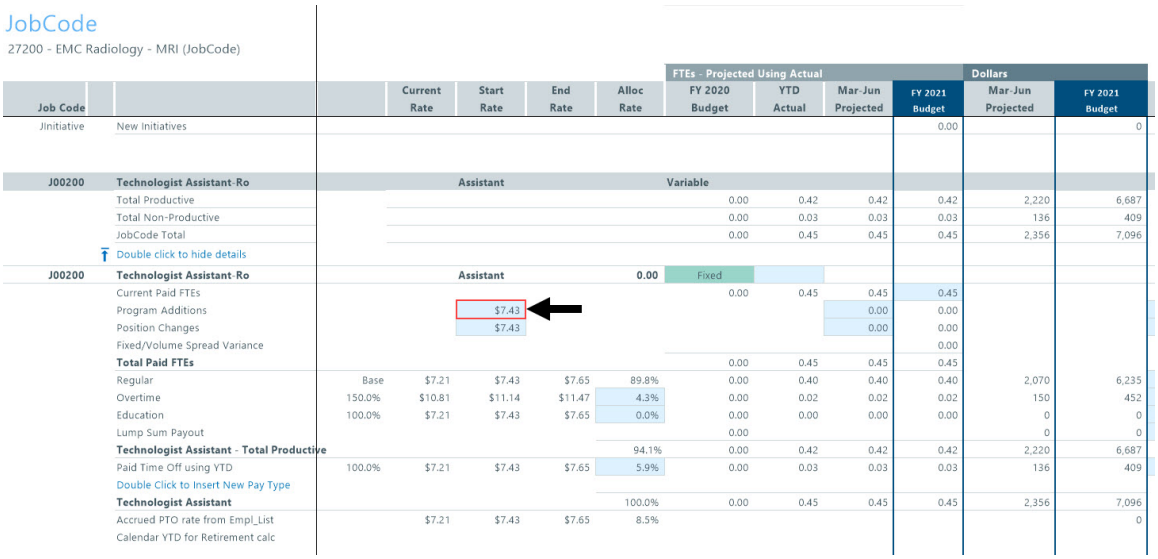
Updating start rate and projected FTEs for program additions and position changes

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

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



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

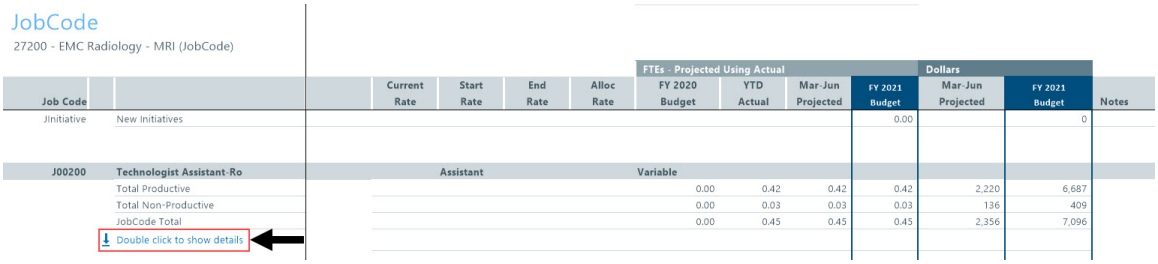


3. In the **Position Changes** field (column H), type the start rate amount.
4. In the ***Month-Month* Projected** column (column M) for the program additions and position changes line items, as needed.
5. In the **Notes** column (column Q), enter comments, as needed.
6. After making your changes, in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

Updating the allocation rate for a job code pay type

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

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



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

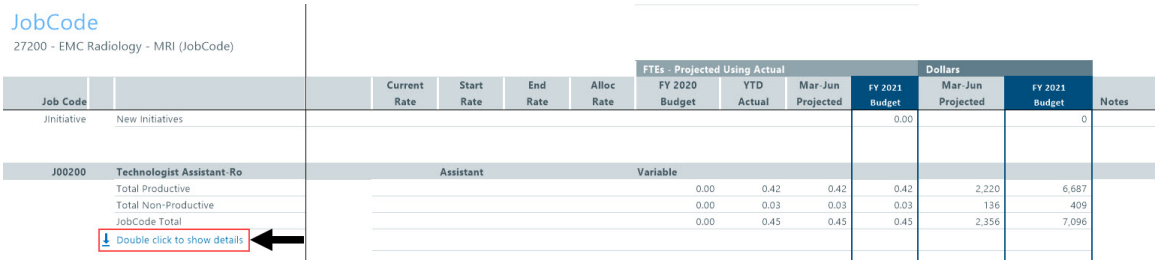


3. In the **Notes** column (column Q), enter comments, as needed.
4. After making your changes, in the budget file Navigation panel, click **Save Budget**.

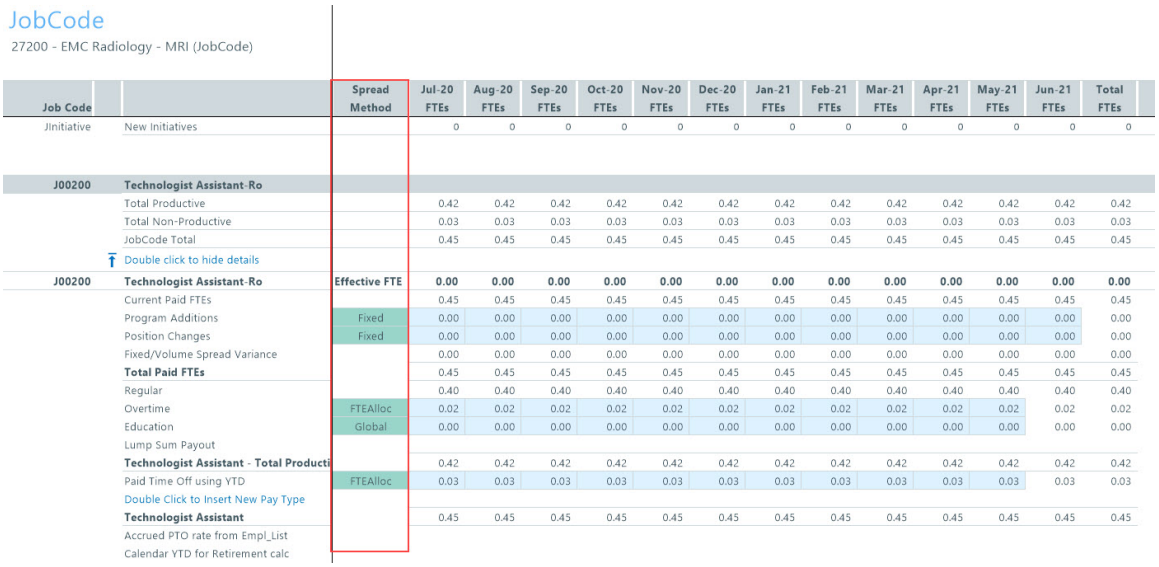
Updating the spread method for a job code pay type

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

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



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



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

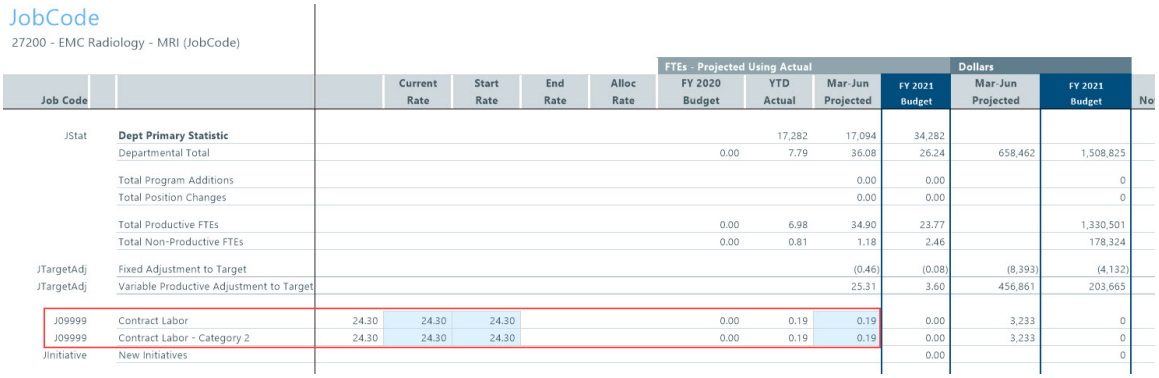
   NOTE: The spread methods available are configured by your organization.

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

Adding contract labor

To add contract labor:

1. Navigate to the contract labor job code.

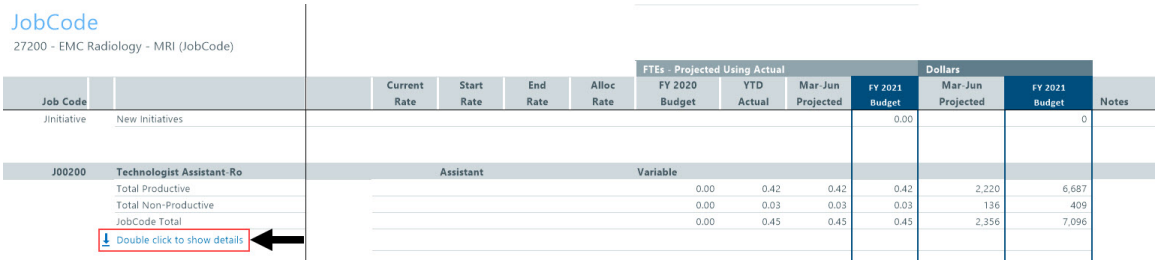


2. In the **Current Rate** column (column G), enter the hourly rate for the contract labor.
3. In the **Start Rate** column (column H), enter the starting rate.
4. In the ***Month-Month*** **Projected (FTEs)** column (column M), enter the projected FTE value.
5. In the ***Month-Year*** **FTEs** columns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

Adding a new pay type for a job code

To add a new pay type for a job code:

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



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



3. From the **Insert Calc Method(s) in sheet Employee** dialog, select one of the following calc methods, and click **OK**:

> **NOTE:** The dialog includes fields that are not enabled at this time.

- **Add New AvgPer Paid Hr PayType** - Calculates other non-FTE related pay based on the relationship to paid hours in the job code block. Monthly spread will be based on the spread of paid hours.
- **Add New AvgPer Prod Hr PayType** - Calculates other non-FTE related pay based on the relationship to productive hours in the job code block. Monthly spread will be based on the spread of productive hours.
- **Add New Input Monthly PayType** - Calculates other non-FTE related pay by typing in the monthly totals.

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

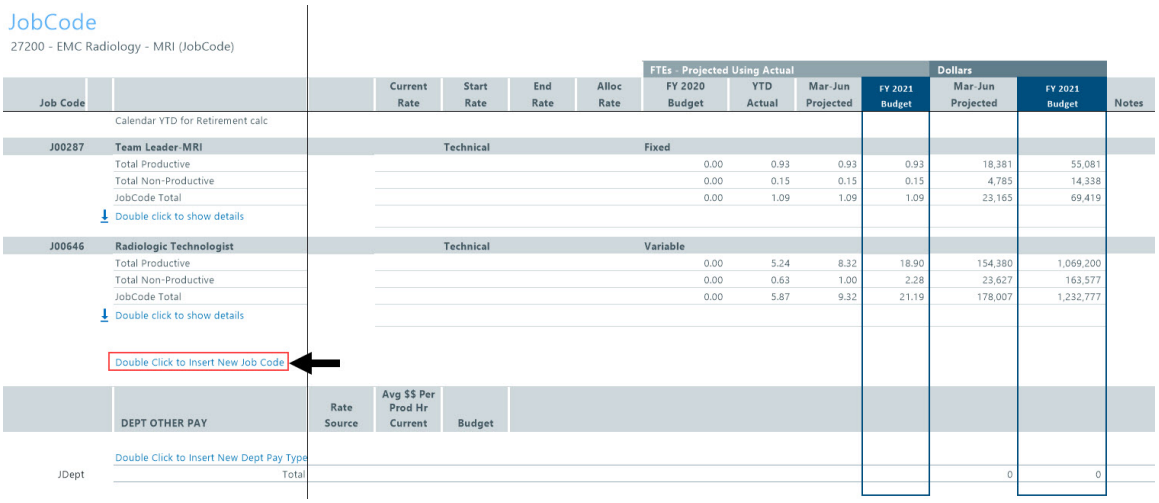
Calc Method	Steps
Add New AvgPer Paid Hr PayType Add New AvgPer Prod Hr PayType	a. In the **Calc Method Variables** dialog, enter a pay type or click **Choose Value** to select a pay type, and then click **OK**. b. In the **Start Rate** column (column H), enter the hourly start rate. c. In the **Notes**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

Adding a new job code to a department

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

To add a new job code to a department:

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



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



4. From the details section, do any of the following:
    - Updating start rate and projected FTEs for program additions and position changes
    - Updating the allocation rate for a job code pay type
    - Updating the spread method for a job code pay type
5. When you finish making changes, in the budget file Navigation panel, click **Save Budget**.

Removing duplicate job codes

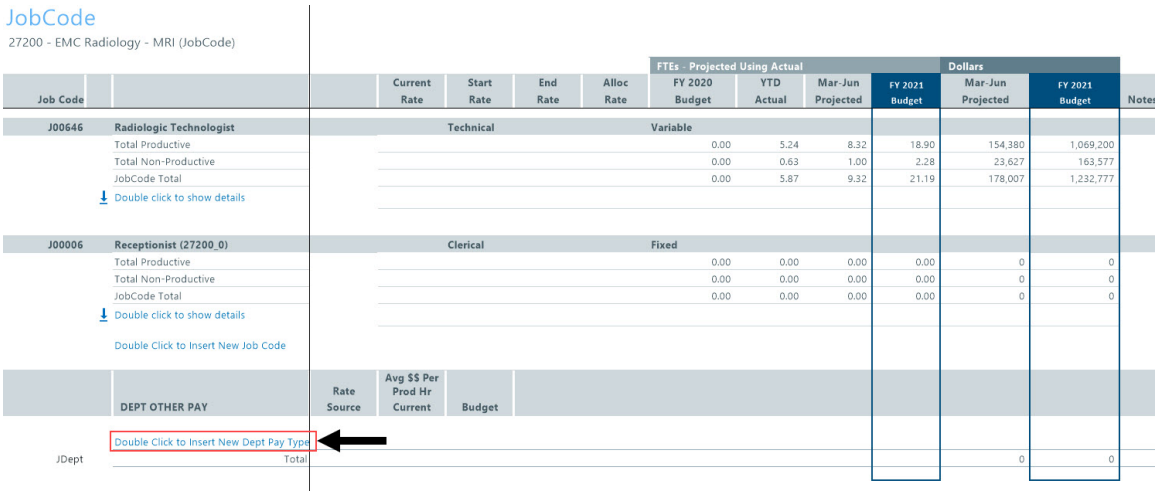
If you add a duplicate job code and save the JobCode sheet, the system will display the duplicate in the sheet. The duplicate does not save to the database, but to remove it from the sheet you will need to do one of the following:

- Rebuild the plan file.
- Manually delete the job code from the sheet, and save your changes.

Adding a new department pay type

To add a new department pay type:

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



2. From the **Insert Calc Method(s) in sheet Employee** dialog, select one of the following calc methods, and click **OK**:

NOTE: The dialog includes fields that are not enabled at this time.

- **Dept_AvgPerProdHr** - Calculates other Non-FTE related pay based on the relationship to productive hours in the department. Monthly spread will be based on the spread of productive hours.
- **Dept_InputMonthly** - Calculates other Non-FTE related pay by inputting monthly amounts for the department.
- **Dept_InputTotal** - Calculates other Non-FTE related pay by typing in a total for the department. Monthly spread will be spread evenly by month.

3. Do the following based on the calc method you selected in step 2:

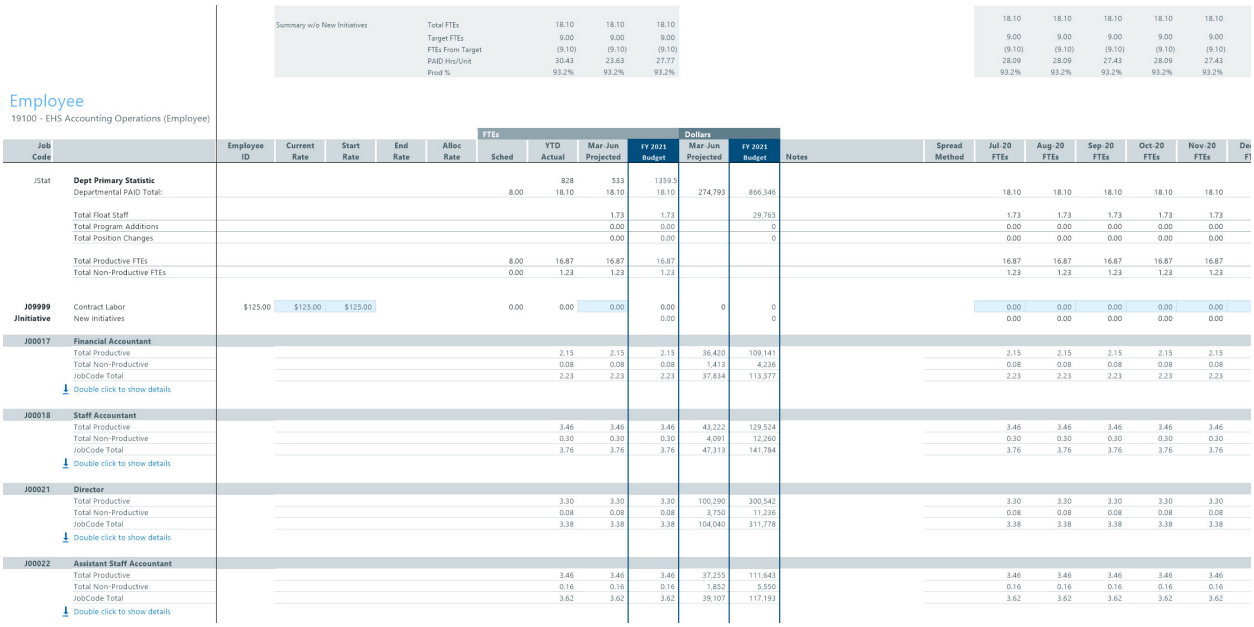
Calc Method	Steps
Dept_AvgPerProdHr	a. In the **Calc Method Variables** dialog, enter a pay type or click **Choose Value** to select a pay type, and then click **OK**. b. In the **Budget** column (column H), enter the hourly start rate. c. In the **Notes** column (column Q), enter comments, as needed. d. Repeat steps a-c for each pay type to add. e. When you finish making changes, in the budget file Navigation panel, click **Save Budget**.

Calc Method	Steps
Dept_InputMonthly	a. In the **Calc Method Variables** dialog, enter a pay type or click **Choose Value** to select a pay type, and then click **OK**. b. In the ***Month-Month* Projected (Dollars)** column (column O), enter the projected dollars. c. In the **Notes** column (column Q), enter comments, as needed. d. In the monthly budget (columns AT-BE), enter values for the applicable months. e. Repeat steps a-d for each pay type to add. f. When you finish making changes, in the budget file Navigation panel, click **Save Budget**.
Dept_InputTotal	a. In the **Calc Method Variables** dialog, enter a pay type or click **Choose Value** to select a pay type, and then click **OK**. b. In the ***Month-Month* Projected (Dollars)** column (column O), enter the projected dollars. c. In the **FY 20*XX* Budget (Dollars)** column (column P), enter the projected budgeted dollars. d. In the **Notes** column (column Q), enter comments, as needed. e. Repeat steps a-d for each pay type to add. f. When you finish making changes, in the budget file Navigation panel, click **Save Budget**.

Employee sheet

Overview

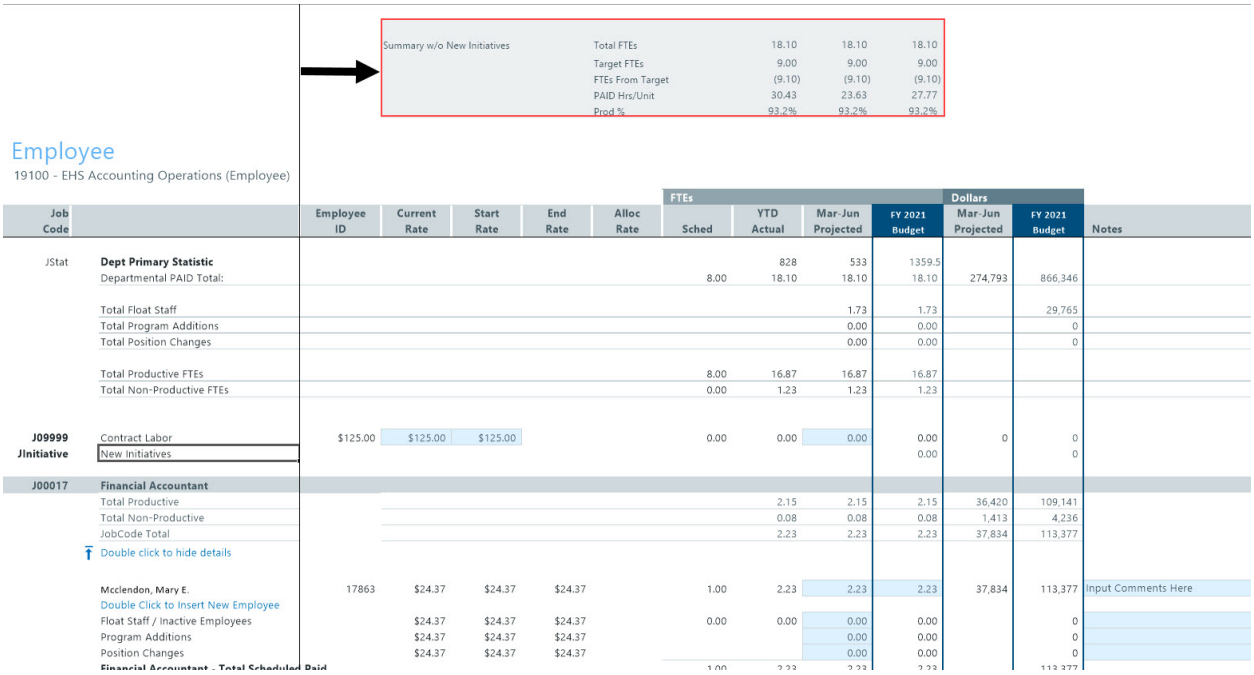
The Employee sheet is for departments to budget at the employee level, and operates similarly to the JobCode sheet. No volume adjustments are included in the salary calculations. This sheet combines the data from the Employee Listing and Employee sheets.



This sheet is comprised of three main areas:

Summary

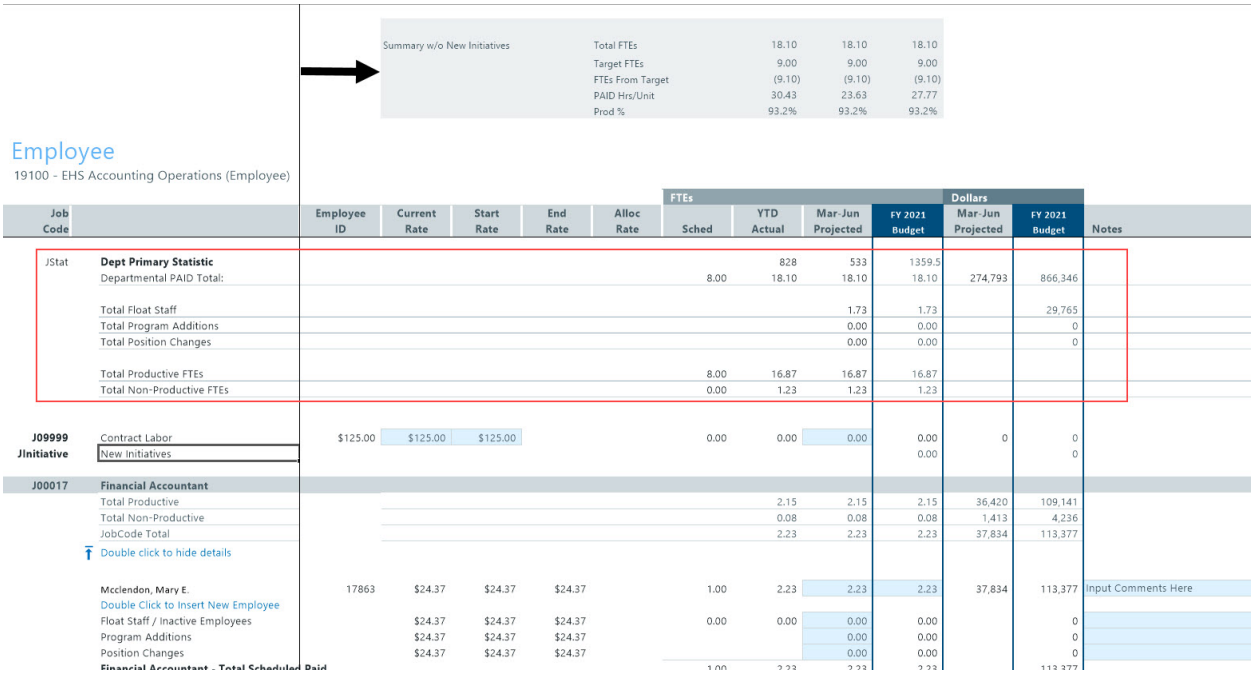
This area displays at the top of the sheet and provides an overview of the FTE totals, target, and FTEs from the budget target. It also shows you the paid hours and the productive percentage. This provides a quick and easy way to ensure that your numbers are on track without having to dive into the details.



Jobcode Statistics

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

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



Summary w/o New Initiatives

Total FTEs	18.10	18.10	18.10
Target FTEs	9.00	9.00	9.00
FTEs From Target	(9.10)	(9.10)	(9.10)
PAID Hrs/Unit	30.43	23.63	27.77
Prod %	93.2%	93.2%	93.2%

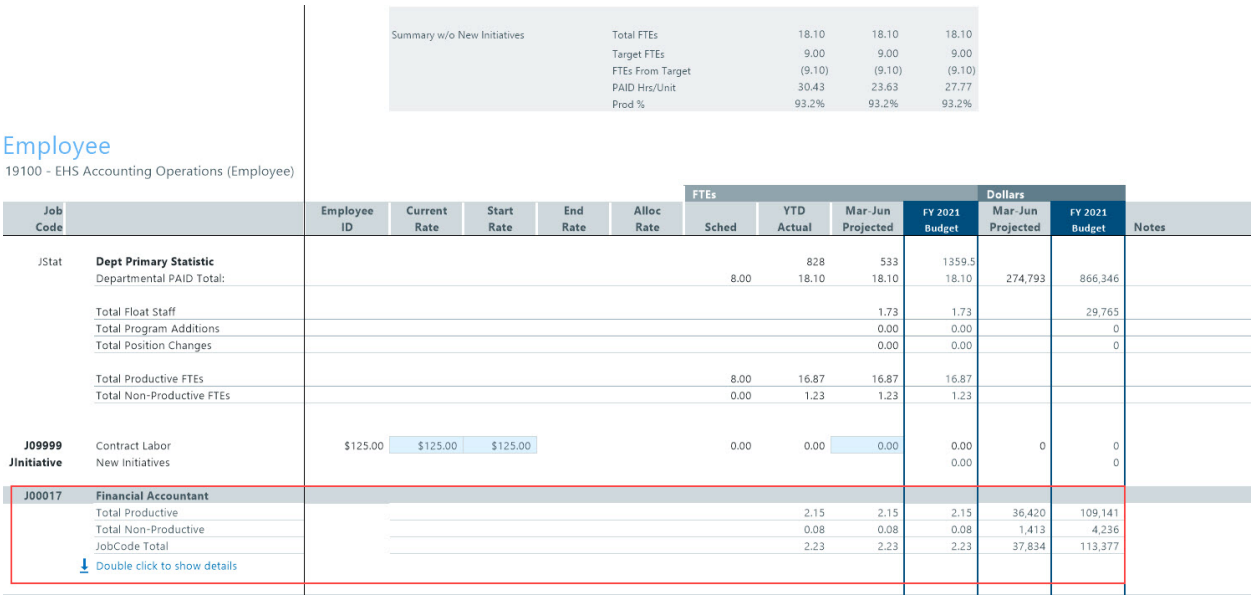
Employee

19100 - EHS Accounting Operations (Employee)

Job Code		Employee ID	Current Rate	Start Rate	End Rate	Alloc Rate	FTEs Sched	FTEs YTD Actual	FTEs Mar-Jun Projected	FTEs FY 2021 Budget	Dollars Mar-Jun Projected	Dollars FY 2021 Budget	Notes
JStat	**Dept Primary Statistic**							828	533	1359.5			
	Departmental PAID Total:						8.00	18.10	18.10	18.10	274,793	866,346	
	Total Float Staff								1.73	1.73		29,765	
	Total Program Additions								0.00	0.00		0	
	Total Position Changes								0.00	0.00		0	
	Total Productive FTEs						8.00	16.87	16.87	16.87			
	Total Non-Productive FTEs						0.00	1.23	1.23	1.23			
J09999	Contract Labor	$125.00	$125.00	$125.00			0.00	0.00	0.00	0.00	0	0	
JInitiative	New Initiatives									0.00		0	
J00017	**Financial Accountant**												
	Total Productive							2.15	2.15	2.15	36,420	109,141	
	Total Non-Productive							0.08	0.08	0.08	1,413	4,236	
	JobCode Total							2.23	2.23	2.23	37,834	113,377	
	Double click to hide details												
	Mcclendon, Mary E.	17863	$24.37	$24.37	$24.37		1.00	2.23	2.23	2.23	37,834	113,377	Input Comments Here
	Double Click to Insert New Employee												
	Float Staff / Inactive Employees		$24.37	$24.37	$24.37		0.00	0.00	0.00	0.00		0	
	Program Additions		$24.37	$24.37	$24.37				0.00	0.00		0	
	Position Changes		$24.37	$24.37	$24.37				0.00	0.00		0	
	Financial Accountant - Total Scheduled Paid						1.00	2.23	2.23	2.23		113,377	

Jobcode summary and details

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



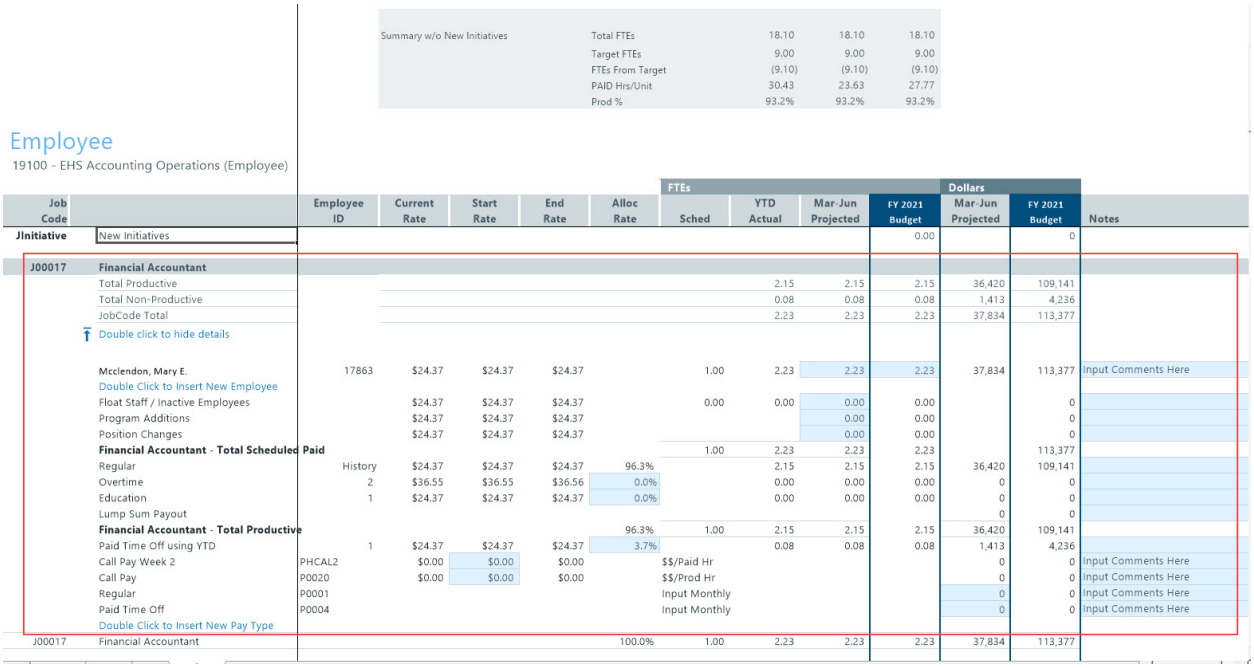
Summary w/o New Initiatives				
	Total FTEs	18.10	18.10	18.10
	Target FTEs	9.00	9.00	9.00
	FTEs From Target	(9.10)	(9.10)	(9.10)
	PAID Hrs/Unit	30.43	23.63	27.77
	Prod %	93.2%	93.2%	93.2%

Employee

19100 - EHS Accounting Operations (Employee)

Job Code		Employee ID	Current Rate	Start Rate	End Rate	Alloc Rate	FTEs Sched	FTEs YTD Actual	FTEs Mar-Jun Projected	FTEs FY 2021 Budget	Dollars Mar-Jun Projected	Dollars FY 2021 Budget	Notes
JStat	**Dept Primary Statistic**							828	533	1359.5			
	Departmental PAID Total:						8.00	18.10	18.10	18.10	274,793	866,346	
	Total Float Staff								1.73	1.73		29,765	
	Total Program Additions								0.00	0.00		0	
	Total Position Changes								0.00	0.00		0	
	Total Productive FTEs						8.00	16.87	16.87	16.87			
	Total Non-Productive FTEs						0.00	1.23	1.23	1.23			
J09999	Contract Labor	$125.00	$125.00	$125.00			0.00	0.00	0.00	0.00	0	0	
JInitiative	New Initiatives									0.00		0	
J00017	**Financial Accountant**												
	Total Productive								2.15	2.15	36,420	109,141	
	Total Non-Productive								0.08	0.08	1,413	4,236	
	JobCode Total								2.23	2.23	37,834	113,377	
	Double click to show details												

To view the job code details, double-click the **Double click to show details** cell. From this expanded section you can view specific details about the job code as well as a list of all the employees assigned the job code.



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

Employee

19100 - EHS Accounting Operations (Employee)

Job Code		Employee ID	Current Rate	Start Rate	End Rate	Alloc Rate	FTEs Sched	FTEs YTD Actual	FTEs Mar-Jun Projected	FTEs FY 2021 Budget	Dollars Mar-Jun Projected	Dollars FY 2021 Budget	Notes
JInitiative	New Initiatives									0.00		0	
J00017	**Financial Accountant**												
	Total Productive							2.15	2.15	2.15	36,420	109,141	
	Total Non-Productive							0.08	0.08	0.08	1,413	4,236	
	JobCode Total							2.23	2.23	2.23	37,834	113,377	
	Double click to hide details												
	Mcclendon, Mary E.	17863	$24.37	$24.37	$24.37		1.00	2.23	2.23	2.23	37,834	113,377	Input Comments Here
	Double Click to Insert New Employee												
	Float Staff / Inactive Employees		$24.37	$24.37	$24.37		0.00	0.00	0.00	0.00		0	
	Program Additions		$24.37	$24.37	$24.37				0.00	0.00		0	
	Position Changes		$24.37	$24.37	$24.37				0.00	0.00		0	
	Financial Accountant - Total Scheduled Paid						1.00	2.23	2.23	2.23		113,377	
	Regular	History	$24.37	$24.37	$24.37	96.3%		2.15	2.15	2.15	36,420	109,141	
	Overtime	2	$36.55	$36.55	$36.56	0.0%		0.00	0.00	0.00	0	0	
	Education	1	$24.37	$24.37	$24.37	0.0%		0.00	0.00	0.00	0	0	
	Lump Sum Payout										0	0	
	Financial Accountant - Total Productive					96.3%	1.00	2.15	2.15	2.15	36,420	109,141	
	Paid Time Off using YTD	1	$24.37	$24.37	$24.37	3.7%		0.08	0.08	0.08	1,413	4,236	
	Call Pay Week 2	PHCAL2	$0.00	$0.00	$0.00		$$/Paid Hr				0	0	Input Comments Here
	Call Pay	P0020	$0.00	$0.00	$0.00		$$/Prod Hr				0	0	Input Comments Here
	Regular	P0001					Input Monthly				0	0	Input Comments Here
	Paid Time Off	P0004					Input Monthly				0	0	Input Comments Here
	Double Click to Insert New Pay Type												
J00017	Financial Accountant					100.0%	1.00	2.23	2.23	2.23	37,834	113,377	

Keep in mind the following:

- Non-FTE-related pay categories are added during the interface process within the job code block and use a dollars-per-productive-hour or input monthly methodology.
- You can make monthly adjustments to FTEs to model staging of staffing changes.

- For contract labor, you must enter requests for contract labor FTEs. No default to YTD is made.

IMPORTANT: If you add a new calc method to a labor method sheet (such as adding new job code pay type) and you do not include any calculated hours and dollars, then the calc method will not be included the next time the budget plan file is rebuilt.

Sheet columns

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

Column Name	Column Letter	Description
Job Code	A	The job code identification number number (using Jobcode.KHABgtCode).
Employee ID	F	The identification number of the employee.
Current Rate	G	The hourly rate as of the start of the budget process.
Start Rate	H	The hourly rate as of the start of the new budget year. This includes any salary increases expected to occur in the remainder of the current year.
End Rate	I	The hourly rate as of the end of the budget process. This includes all salary increases through the end of the budget year. This is calculated using the last month of the budget as this would contain the effective rate of all merit & market adjustments.
Alloc Rate	J	Calculated based upon YTD actual % of total FTE. You can make adjustments to allocate NYB FTEs for salary calculations.
Sched	K	Scheduled FTEs from the labor master file or CYB FTEs depending on the configuration option chosen in the Budget Configuration Assumptions driver file.
YTD Actual	L	Year-to-date FTEs from the Payroll26 database.
Month-Month Projected (FTEs)	M	Projected FTEs for the remaining months of the current fiscal year. Initial FTE allocation is the same as YTD.
FY20XX Budget (FTEs)	N	Starting point matches projected FTEs. You can make monthly adjustments the ***Month-Year* FTEs** columns (columns S-AD).
Month-Month Projected (Dollars)	O	Projected dollars for the remaining months of the current fiscal year.

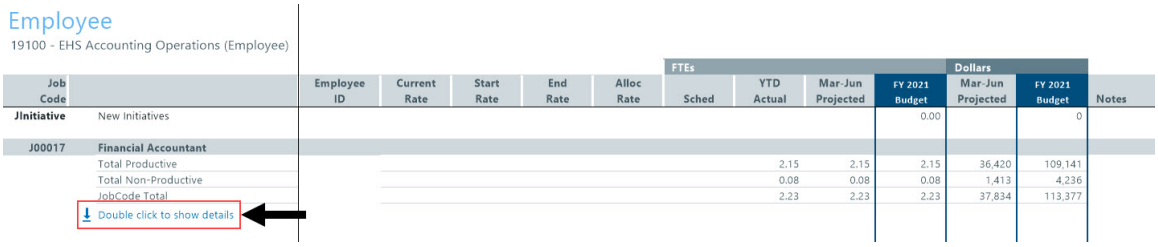
Column Name	Column Letter	Description
FY20XX Budget (Dollars)	P	Projected dollars for the budget year.
Notes	Q	Enter comments for the line item, as needed.
Spread Method	R	Select a spread method for the pay type, as needed.
Month-Year FTEs	S-AD	Enter a percentage of each FTE factor to the total factor. For example, let's say that the FTE factor for month one is 177 divided by the FTE factor for the year of 2080 or 2086. It usually ranges around 8% or so per month. **NOTE:** Not all pay types allow you to update the spread amount.
Month-Year Hours	AG-AS	Hours spread across months, including total budgeted hours.
Month-Year Dollars	AT-BF	Dollars spread across months, including total budgeted dollars.
Month-Year FICA	BH-BT	FICA spread across months, including total budged FICA.
Projected FICA	BW	Total projected FICA amount.
Month-Month Hours	BX	Total budgeted hours for the remaining months of the fiscal year.
Month-Month Dollars	BY	Total budgeted dollars for the remaining months of the fiscal year.

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

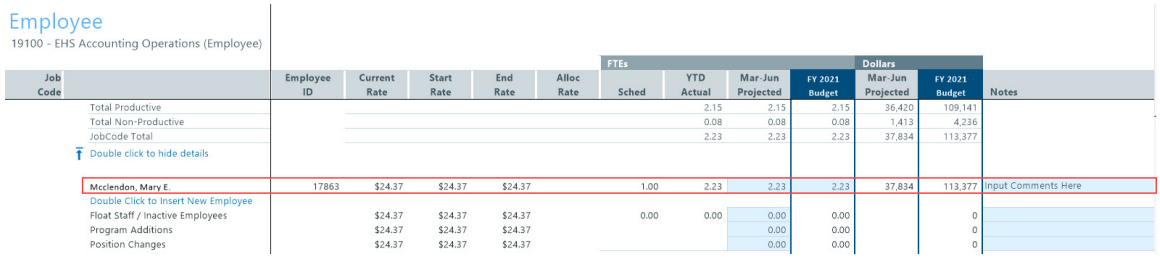
Updating projected and budgeted FTE for an employee

To update projected and budgeted FTE for an employee:

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



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

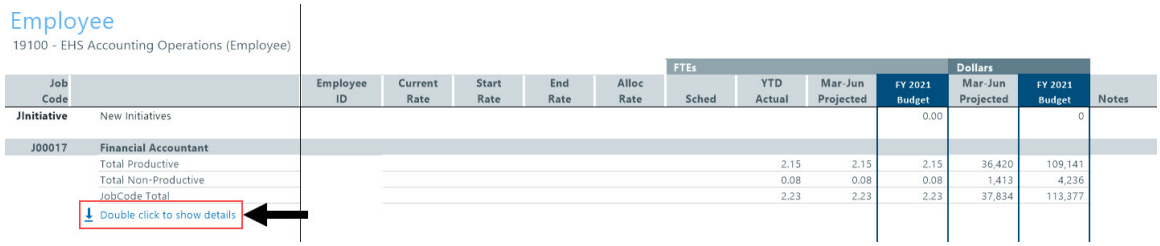


3. In the **Notes** column (column Q), enter comments, as needed.
4. After making your changes, in the budget file Navigation panel, click **Save Budget**.

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

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

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



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

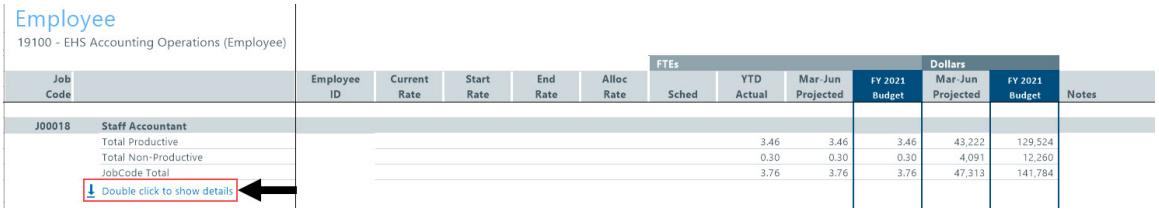


3. In the **Notes** column (column Q), enter comments, as needed.
4. After making your changes, in the budget file Navigation panel, click **Save Budget**.

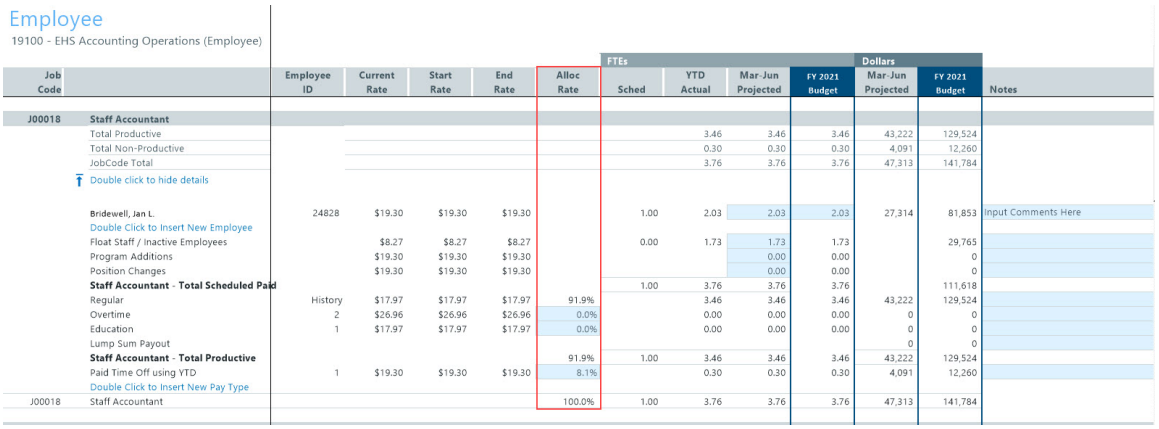
Updating the allocation rate for a job code pay type

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

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



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

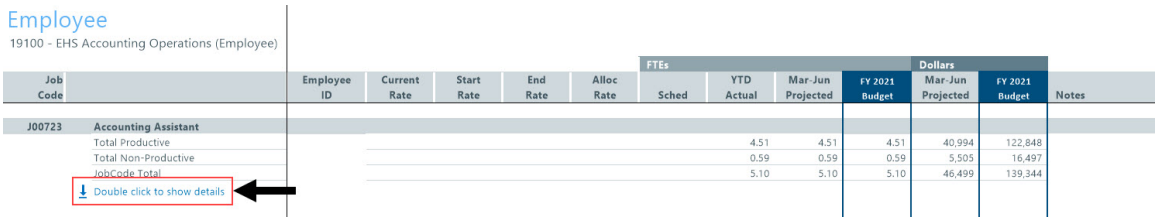


3. In the **Notes** column (column Q), enter comments, as needed.
4. After making your changes, in the budget file Navigation panel, click **Save Budget**.

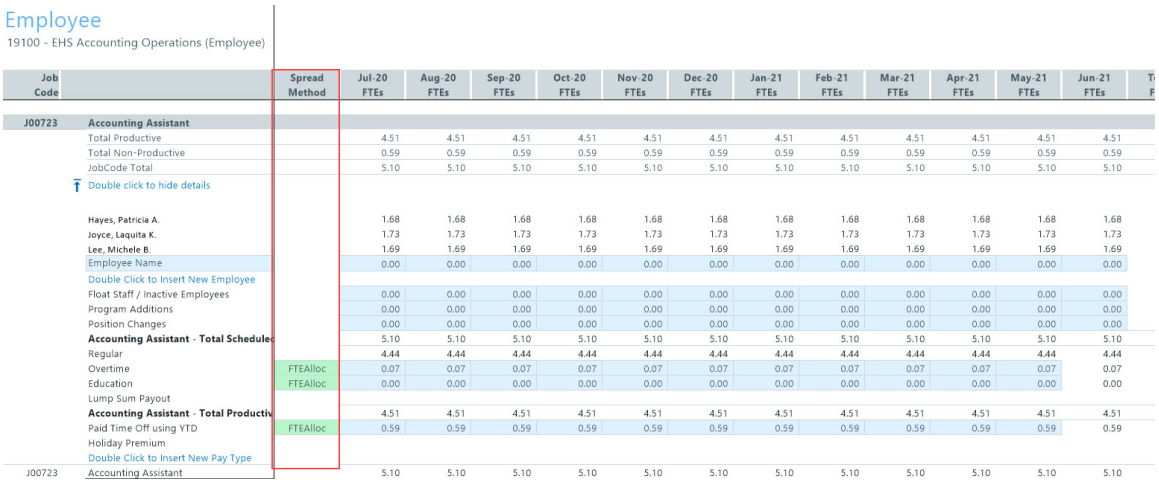
Updating the spread method for a job code pay type

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

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



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



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

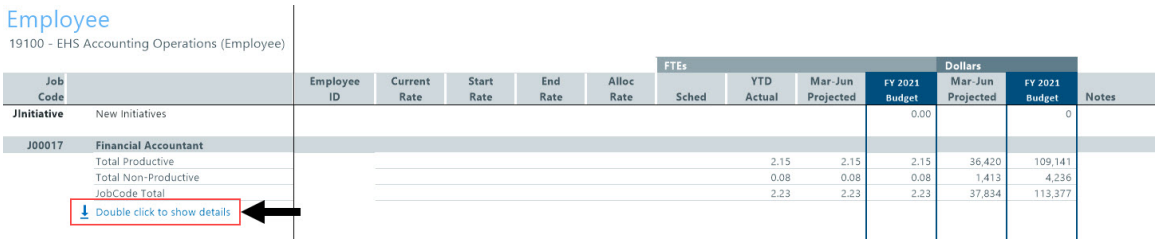
> **NOTE:** The spread methods available are configured by your organization.

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

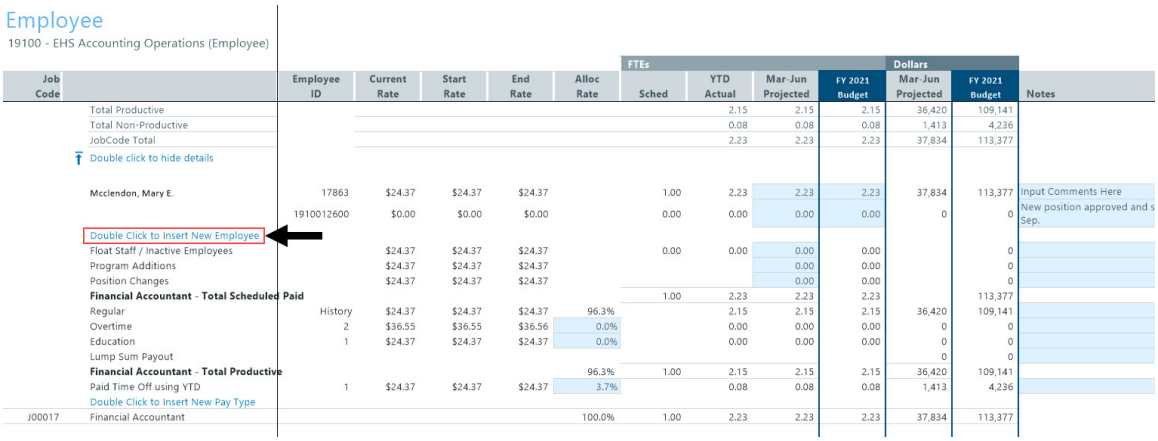
Adding a new employee

To add a new employee:

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



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

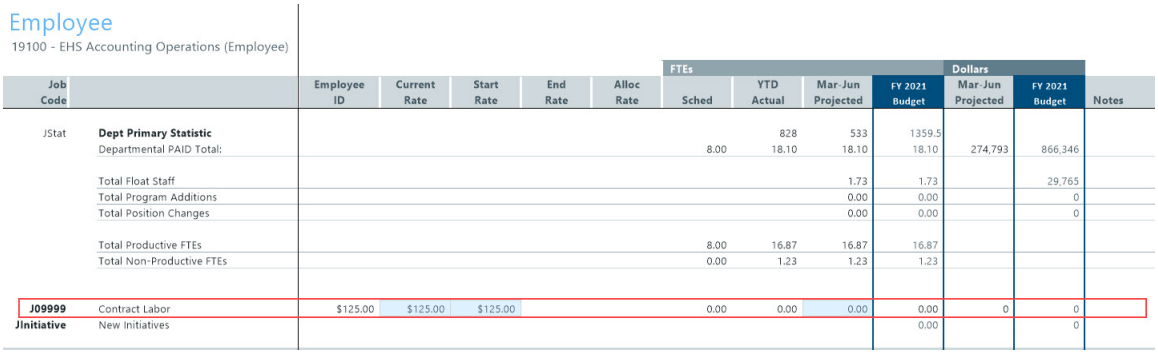


3. Enter information in the following columns, as needed:
    - Employee Name (column E)
    - Employee ID (column F)
    - Current Rate (column G)
    - Start Rate (column H)
    - *Month-Month* Projected (FTE) (column M)
    - Notes (column Q)
    - *Month-Month* FTE columns (columns S-AD)
4. After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

Adding contract labor

To add contract labor:

1. Navigate to the contract labor job code.



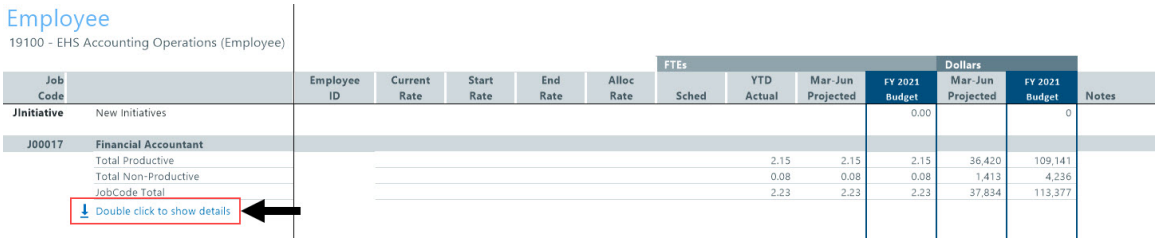
2. In the **Current Rate** column (column G), enter the hourly rate for the contract labor.
3. In the **Start Rate** column (column H), enter the starting rate.
4. In the ***Month-Month* Projected (FTEs)** column (column M), enter the projected FTE value.
5. In the ***Month-Year* FTEs** columns (columns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

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

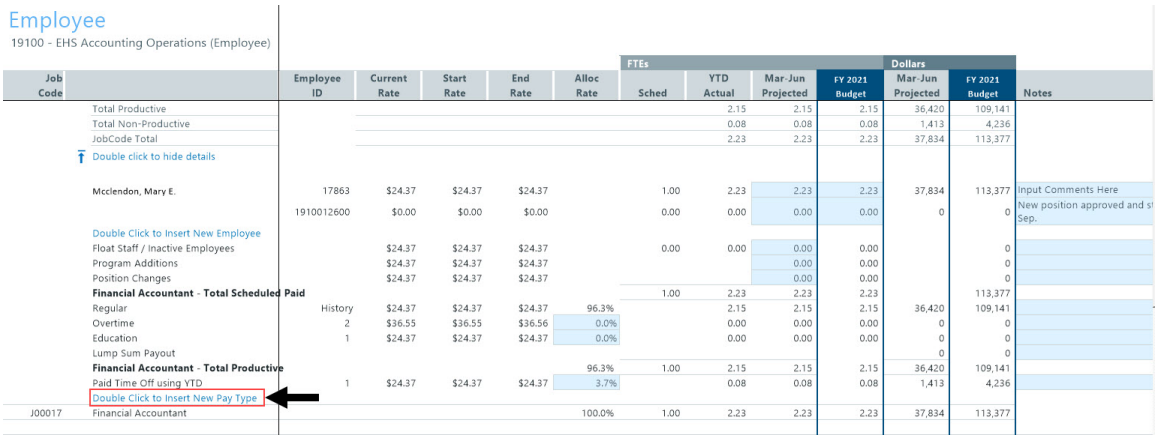
Adding a new pay type for a job code

To add a new pay type for a job code:

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



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



3. From the **Insert Calc Method(s) in sheet Employee** dialog, select one of the following calc methods, and click **OK**:

   - **Add New AvgPer Paid Hr PayType** - Calculates other non-FTE related pay based on the relationship to paid hours in the job code block. Monthly spread will be based on the spread of paid hours.
   - **Add New AvgPer Prod Hr PayType** - Calculates other non-FTE related pay based on the relationship to productive hours in the job code block. Monthly spread will be based on the spread of productive hours.
   - **Add New Input Monthly PayType** - Calculates other non-FTE related pay by typing in the monthly totals.

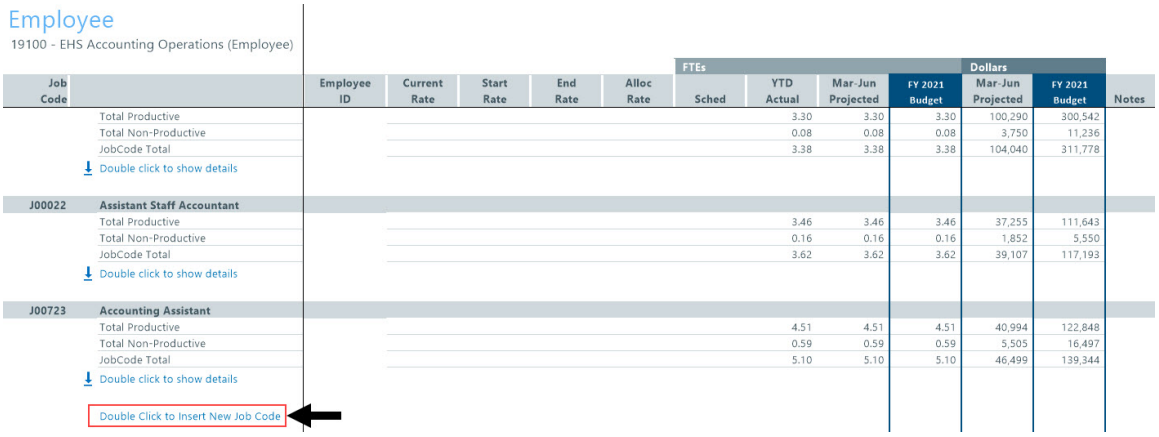
4. Do the following based on the calc method you selected in step 3:

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

Adding a new job code to a department

To add a new job code to a department:

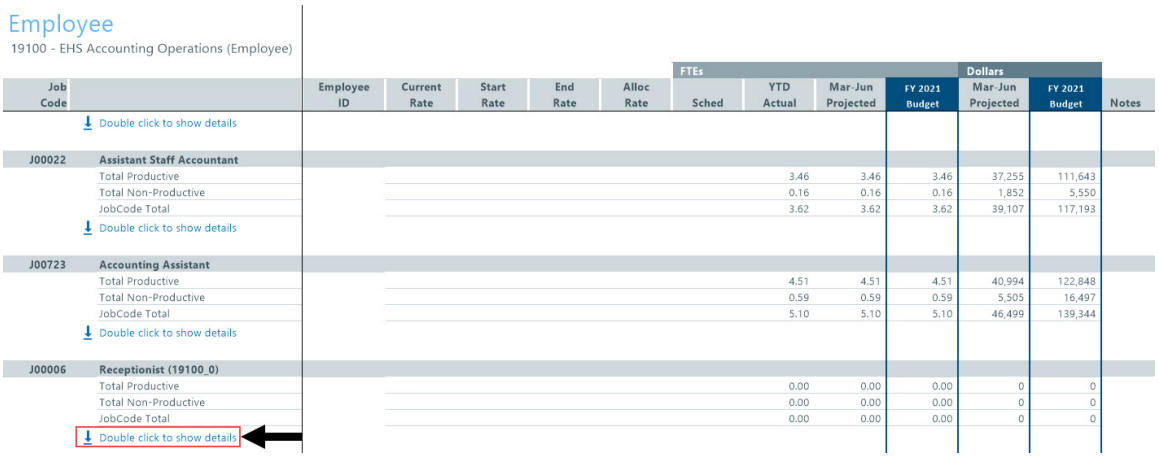
1. Navigate to the end of the job code listing, and double-click **Double Click to Insert New Job Code**.



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

and then click **OK**.

3. To enter adjustments to allocate NYB FTEs for salary calculations, click **Double Click to Show Details**.

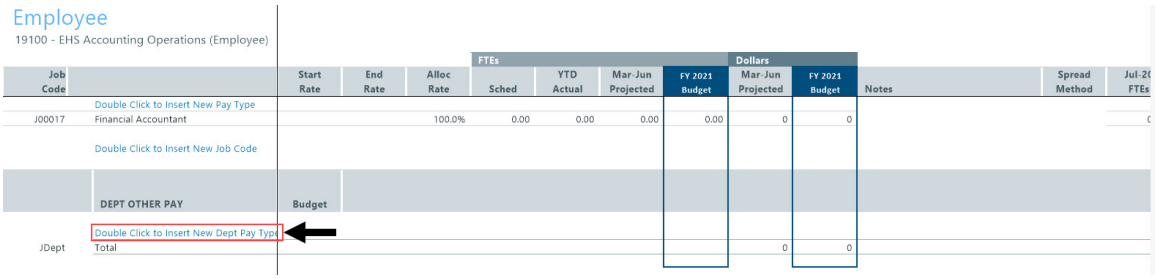


4. From the details section, do any of the following:
   - Add a new pay type for a job code
   - Update the spread method for a job code pay type
   - Update the allocation rate for a job code pay type
   - Update projected FTEs for float staff/inactive employees, program additions, and position change
   - Add a new employee
   - Update projected and budgeted FTE for an employee
5. When you finish making changes, in the budget file Navigation panel, click **Save Budget**.

Adding a new department pay type

To add a new department pay type:

1. Navigate to the bottom of the sheet, and double-click **Double Click to Insert New Dept Pay Type**.



2. From the **Insert Calc Method(s) in sheet Employee** dialog, select one of the following calc methods, and click **OK**:

NOTE: The dialog includes fields that are not enabled at this time.

- **Dept_AvgPerProdHr** - Calculates other Non-FTE related pay based on the relationship to productive hours in the department. Monthly spread will be based on the spread of productive hours.
- **Dept_InputMonthly** - Calculates other Non-FTE related pay by inputting monthly amounts for the department.
- **Dept_InputTotal** - Calculates other Non-FTE related pay by typing in a total for the department. Monthly spread will be spread evenly by month.

3. Do the following based on the calc method you selected in step 2:

Calc Method	Steps
Dept_AvgPerProdHr	a. In the **Calc Method Variables** dialog, enter a pay type or click **Choose Value** to select a pay type, and then click **OK**. b. In the **Budget** column (column H), enter the hourly start rate. c. In the **Notes** column (column Q), enter comments, as needed. d. Repeat steps a-c for each pay type to add. e. When you finish making changes, in the budget file Navigation panel, click **Save Budget**.
Dept_InputMonthly	a. In the **Calc Method Variables** dialog, enter a pay type or click **Choose Value** to select a pay type, and then click **OK**. b. In the ***Month-Month* Projected (Dollars)** column (column O), enter the projected dollars. c. In the **Notes** column (column Q), enter comments, as needed. d. In the monthly budget (columns AT-BE), enter values for the applicable months. e. Repeat steps a-d for each pay type to add. f. When you finish making changes, in the budget file Navigation panel, click **Save Budget**.

Calc Method	Steps
Dept_InputTotal	a. In the **Calc Method Variables** dialog, enter a pay type or click **Choose Value** to select a pay type, and then click **OK**. b. In the ***Month-Month* Projected (Dollars)** column (column O), enter the projected dollars. c. In the **FY 20*XX* Budget (Dollars)** column (column P), enter the projected budgeted dollars. d. In the **Notes** column (column Q), enter comments, as needed. e. Repeat steps a-d for each pay type to add. f. When you finish making changes, in the budget file Navigation panel, click **Save Budget**.

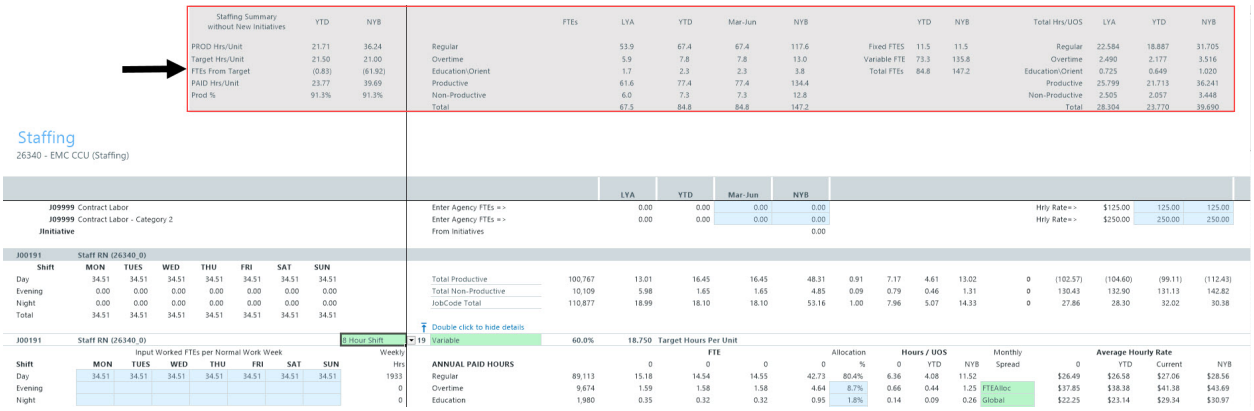
Staffing sheet

Overview

This sheet allows 24/7 departments to prepare the budget by shift/day of the week, such as a nursing department, cafeteria, lab, or security. This sheet is comprised of three main areas:

Staffing Summary

This area displays at the top of the sheet and provides an overview of the total hours for productive and target, the FTEs from target, the paid hours per unit, and the productive percentage. It also shows the trending of FTEs over time with LYA, YTD, and budgeted. This provides a quick and easy way to ensure that your numbers are on track without having to dive into the details.



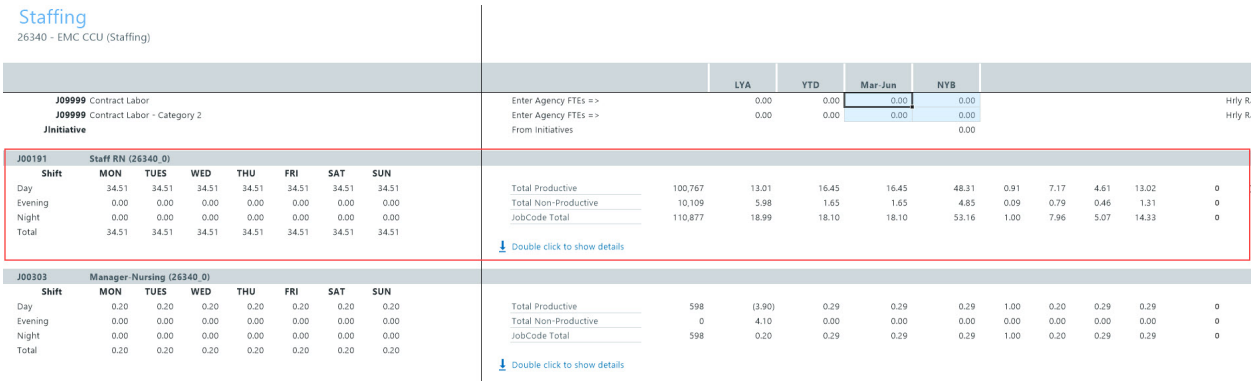
Department Statistics

The first line item in the sheet displays the primary department statistics, which include LYA, YTD, and budgeted hours as well as the total department hours and dollars over months.

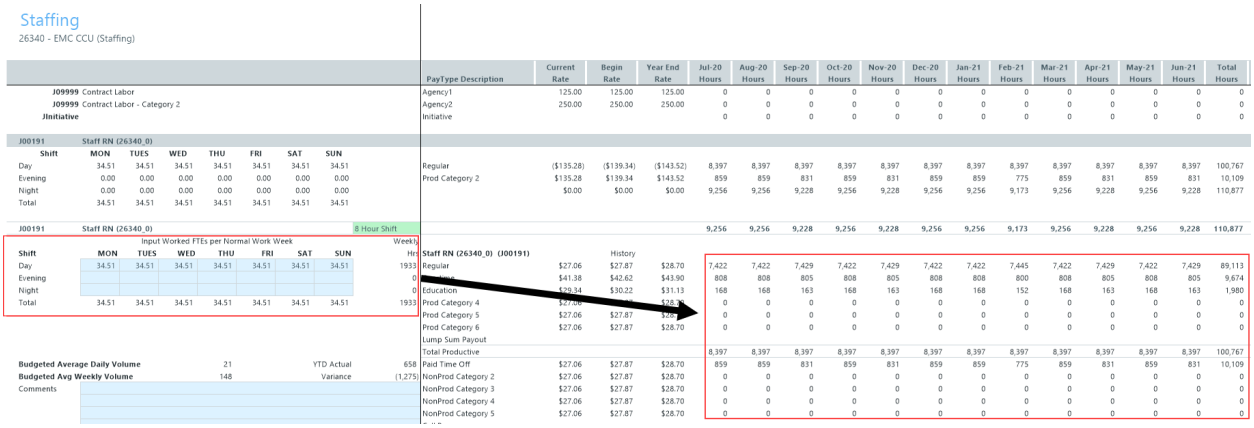


Jobcode summary and details

Most of the sheet is comprised of the individual job code values. By default, the sheet displays only a summary view that includes the shift FTE values, budgeted hours, pay type information, and the breakdown of hours and dollars by month. To view the job code details, double-click the **Double click to show details** cell.



Instead of calculating values monthly, the Staffing sheet allows you to budget hours on a weekly basis using the shift grid. This forms the core component of the calculations performed on this sheet. The totals weekly hours are then translated into monthly values in terms of hours. As you move to the right, you can view the spread of the hours and dollars.



While the Employee and Jobcode labor methods allow you to change FTEs on a monthly basis, you do not have this ability using the Staffing labor method, though a lot of the logic is still the same in that you still use budget to YTD or a target.

Sheet columns

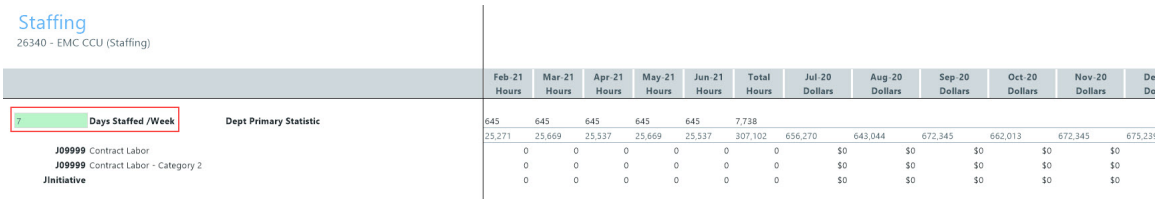
The following table provides descriptions for the columns in this sheet:

Column Name	Column Letter	Description
LYA	N	Values from Last Year Actuals
YTD	O	Values for Year To Date
Month-Month	P	Values for the months for Remaining Projection
NYB	Q	Values for the annual New Years Budget
Job Code	AA	The identification number associated with the job code (using Jobcode.KHABgtCode)
Pay Type	AB	The pay type associated with the job code (using Paytype.Staffing)
Pay Type Description	AC	A description of the pay type
Current Rate	AD	The current pay rate for the pay type
Begin Rate	AE	The beginning pay rate for the pay type
Year End Rate	AF	The pay rate for the pay type at the end of the year
Month-Year Hours	AG-AR	Total hours for each month of the year
Total Hours	AS	The sum of the total hours
Month-Year Dollars	AT-BE	Total dollars for each month of the year
Total Dollars	BF	The sum of the total dollars

Updating the number of days to staff in a week

To update the number of days to staff in a week:

1. In the **Days Staffed/Week** field, type the number of days to staff in a week.
    - Selecting 7 will allocate FTEs in the grid to all seven days of the week.
    - Selecting 5 will allocate FTEs in the grid to only Mon-Fri columns.



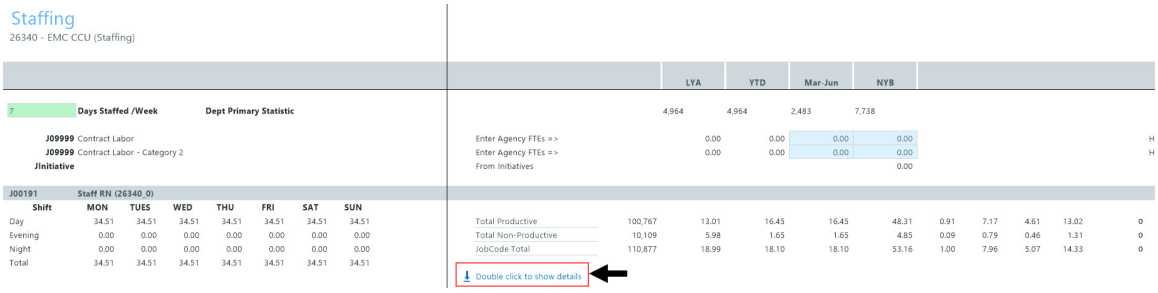
2. After making your changes, in the budget file Navigation panel, click **Save Budget**.

Updating the shift FTE hours for a job code

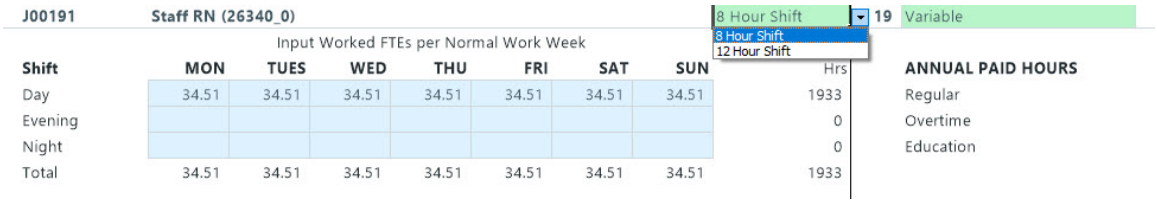
The shift grid provides a visual representation of a full 24-hour clock. You can enter all your FTEs in a specific row or you can split them up by time of day. While most organizations simply enter all their hours in the Day part of the grid, you may want to enter hours in another part of the day if there is a premium pay rate for those FTEs in the budget.

To update the shift FTE values for a job code:

1. Navigate to the job code, and double-click **Double click to show details**.

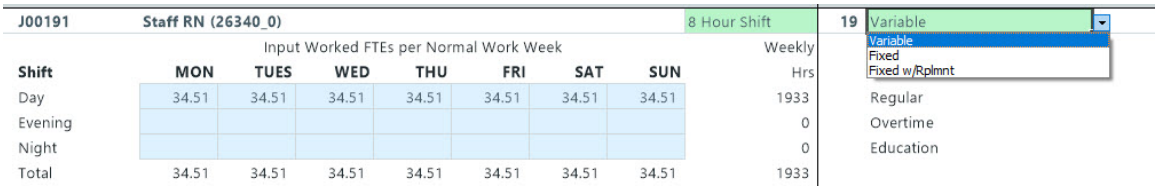


2. In the job code title row, from the drop-down, select the shift to assign to the job code.



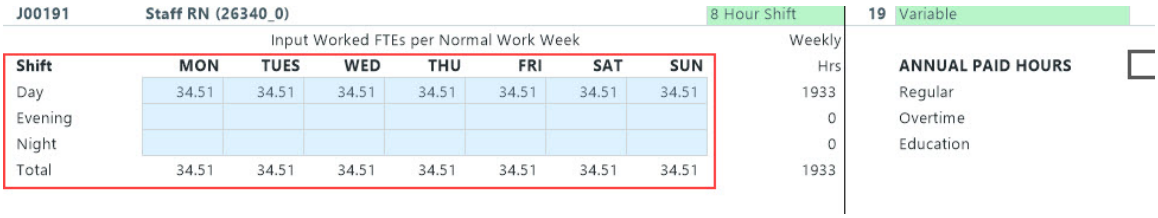
3. Next to the shift drop-down, from the Fixed/Variable drop-down, select one of the following:

> **NOTE:** In most cases, you will not need to change this unless an exception needs to be made to this job code.



- **Fixed** - The input is the Total Paid FTEs per a normal work week. Non-productive hours are allocated based on the allocation percentage.
- **Variable** - The input is the Worked FTEs per a normal work week. Non-productive hours are added based upon grossing up to total hours then subtracting productive hours.
- **Fixed w/ Replacement** - Similar to fixed, the input is the Total Paid FTEs per a normal work week. Non-productive hours are added based upon grossing up to total hours then subtracting productive hours.

4. In the shift grid, enter the FTE hours for each day of the work week.



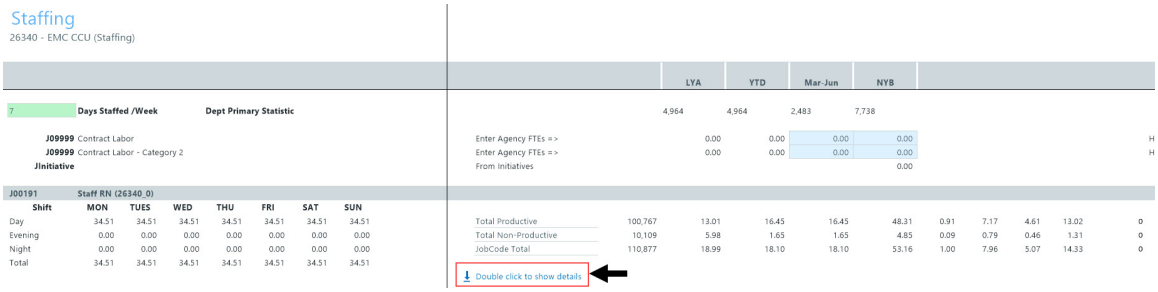
J00191	Staff RN (26340_0)							8 Hour Shift	19 Variable
	Input Worked FTEs per Normal Work Week							Weekly	
Shift	MON	TUES	WED	THU	FRI	SAT	SUN	Hrs	ANNUAL PAID HOURS
Day	34.51	34.51	34.51	34.51	34.51	34.51	34.51	1933	Regular
Evening								0	Overtime
Night								0	Education
Total	34.51	34.51	34.51	34.51	34.51	34.51	34.51	1933	

5. After you make your changes, in the budget file Navigation panel, click **Save Budget**.

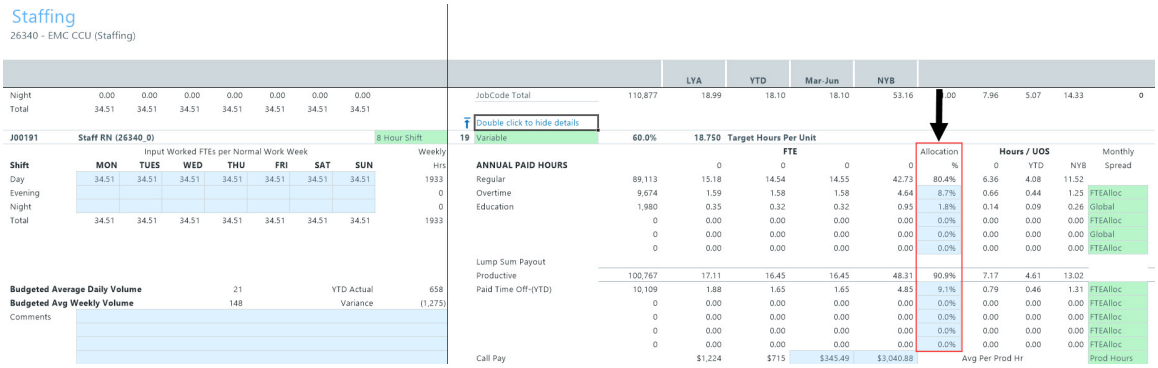
Updating the allocation rate for a job code pay type

To update the allocation rate for a job code pay type:

1. Navigate to the job code, and double-click **Double click to show details**.



2. In the **Allocation %** column (column R), enter the allocation percentage for each pay type, as needed.

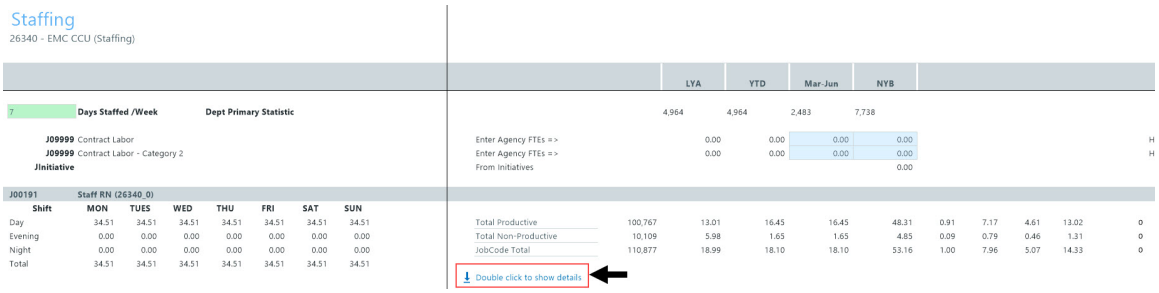


3. After you finish making your changes, in the budget file Navigation panel, click **Save Budget**.

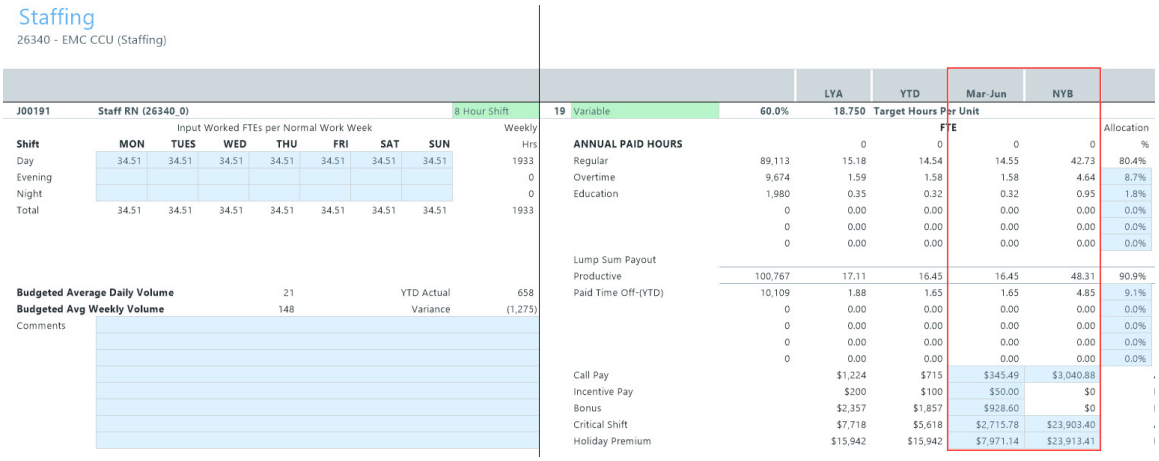
Updating the pay type values for a job code

To update the pay type values for a job code:

1. Navigate to the job code, and double-click **Double click to show details**.



2. In the ***Month-Month*** column (column P) and **NYB** column (column Q), enter dollar amounts in the blue fields for each applicable pay type.

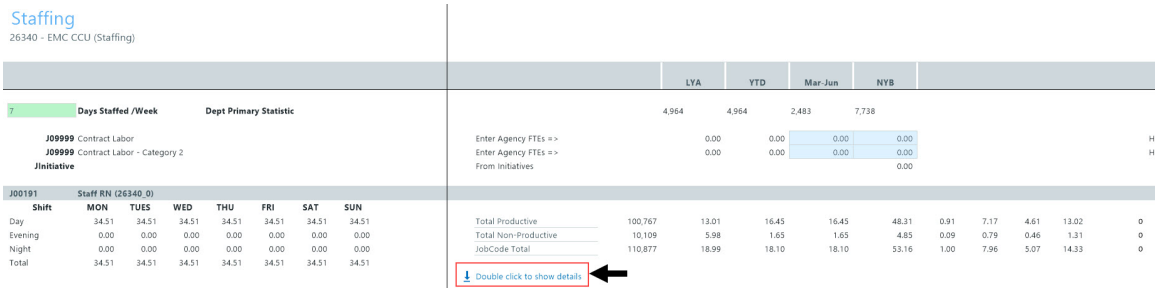


3. After you finish making your changes, in the budget file Navigation panel, click **Save Budget**.

Updating the monthly spread

To update the monthly spread:

1. Navigate to the job code, and double-click **Double click to show details**.



2. In the **Monthly Spread** column (column V), select one of the following:

> **NOTE:** The choices in the drop-down depend on the pay type.

- **FTEAlloc** - Percentage of each FTE factor to the total factor. For example, let's say that the

FTE factor for month one is 177 divided by the FTE factor for the year of 2080 or 2086. It usually ranges around 8% or so per month.

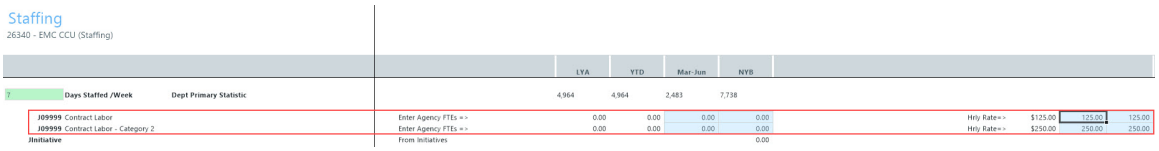
- **Global** - Define your own percentage. For example, you may want to use this for a special project where you know there will be a higher use of overtime over the next three months for this project. You can use this option to reflect this in your budget.
- **History** - Percentage determined over a rolling 12 months (i.e. Percentage of month one to total, month two to total, etc.)
- **Prod Hours** - Percentage based on productive hours per month to total.
- **Paid Hours** - Percentage based on the paid hours per month to total.
- **Even** - Spread evenly across each month.

3. After you finish making your changes, in the budget file Navigation panel, click **Save Budget**.

Adding contract labor

To add contract labor:

1. Navigate to the contract labor job code.

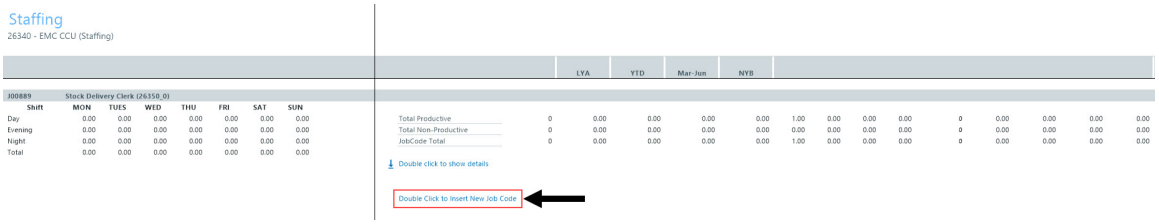


2. In the ***Month-Month*** column (column O), type the total hours for the months.
3. In the **NYB** column (column P), type the total hours for the next year's budget.
4. In the **Hrly Rate** cells (column Y and Z), type the hourly rate for current year and for next year's budget.
5. After you finish making your changes, in the budget file Navigation panel, click **Save Budget**.

Adding a new job code

To add a new job code:

1. Navigate to the bottom of the job code list, and double-click **Double Click to Insert New Job Code**.



2. In the **Select Job Code** field, type a job code or click **Choose Value** to select one, and click **OK**.
3. Do the following:

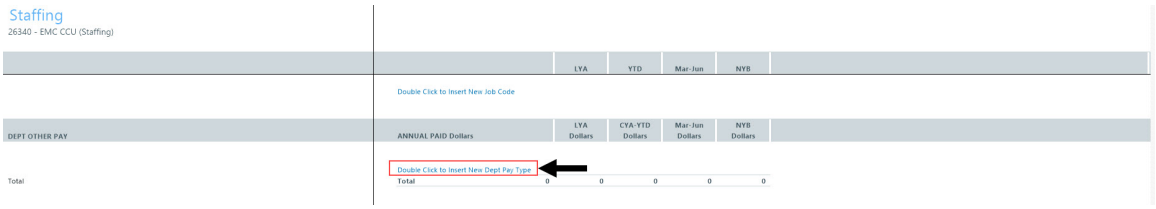
- Update the shift values
- Update the allocation rate
- Update the pay type values for non FTE, if needed
- Wage rate for Regular pay for the new job code can be pre-populated if the “Mid” wage rate from the Labor Rates driver is filled out. Otherwise, a rate can be manually entered in the “Current Rate” column (note blue cell for Regular in the image below).
- You can also enter the starting month of the added FTE (if parital year) in the “Start” and “End” section (note blue cells below for “Start” and “End”).

4. After you finish making changes, in the budget file Navigation panel, click **Save Budget**.

Adding a new department pay type

To add a new department pay type:

1. Navigate to the bottom of the job code list, and double-click **Double Click to Insert New Dept Pay Type**.



2. In the **Insert Calc Method(s) in sheet Staffing** dialog, click **OK**.
3. In the **Select Pay Type** field, type a pay type or click **Choose Value** to select one, and click **OK**.
4. In the ***Month-Month* Dollars** column (column P), enter the dollars for the pay type.
5. After you finish making your changes, in the budget file Navigation panel, click **Save Budget**.

Labor Standard by ADC Setup sheet

Overview

This sheet is designed for nursing departments to prepare an Average Daily Census (ADC) budget and staffing levels by job class. The ADC worksheet models nursing staffing ratios by ADC level by job class level.

IMPORTANT: All positions have to be budgeted in this sheet if you are going to use this labor method.

The sheet is comprised of three main areas:

ADC Table

The ADC Table allows you to set the staffing ratio for a job class. You can configure up to 15 job classes. The staffing ratio determines the number of staff needed per patient. For example, if the RN staffing ratio is 5:1, then for census levels 1-5, one nurse would be required. At census levels 6-10, two nurses would be required.

NOTE: The Fixed/Variable settings and the ratio values may be configured for the department using the Budget Labor ADC Config 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.

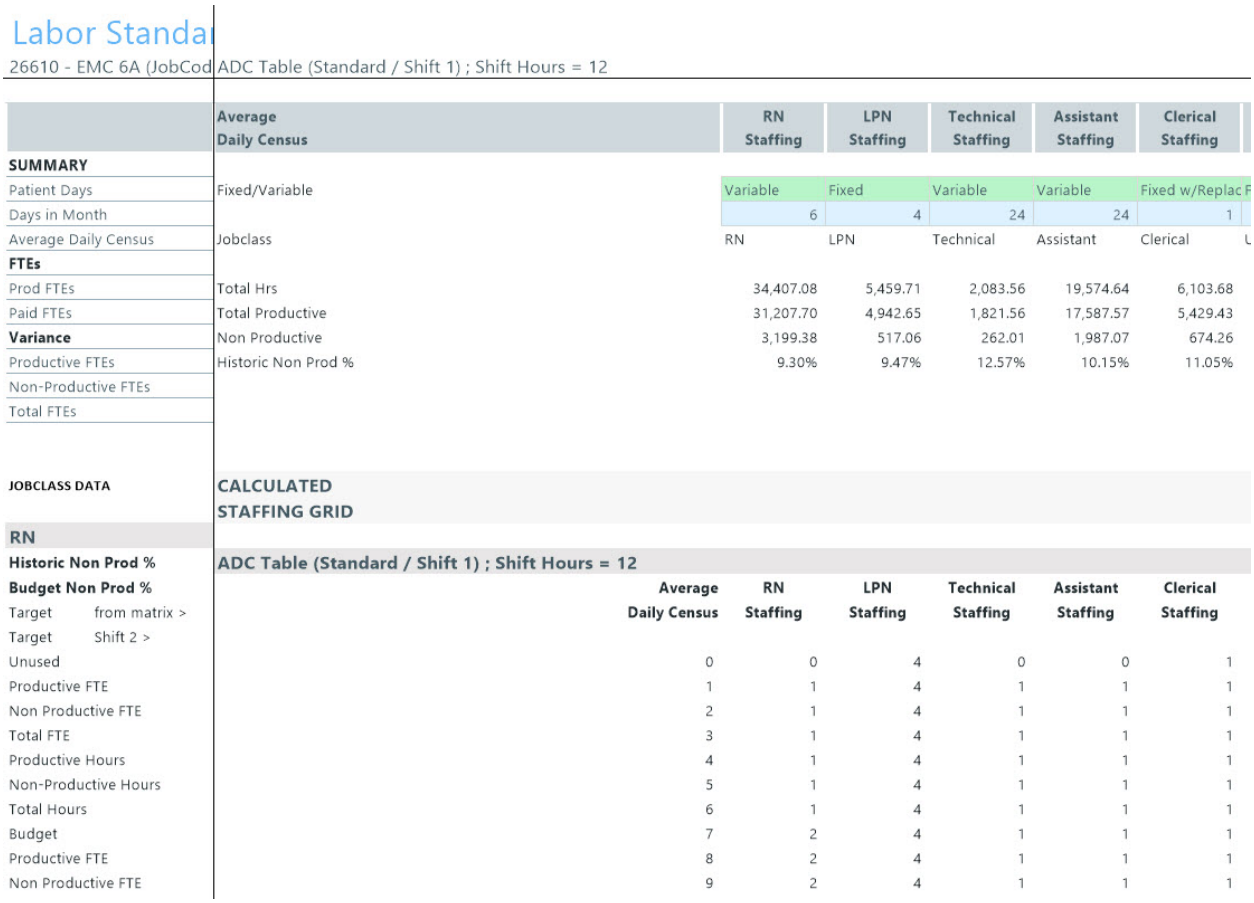

Labor Standa

26610 - EMC 6A (JobCod ADC Table (Standard / Shift 1) ; Shift Hours = 12

	Average Daily Census	RN Staffing	LPN Staffing	Technical Staffing	Assistant Staffing	Clerical Staffing	Unused Staffing	Unused Staffing	Unused Staffing	Unused Staffing	Unused Staffing	Unused Staffing	Unused Staffing	Unused Staffing
SUMMARY														
Patient Days	Fixed/Variable	Variable	Fixed	Variable	Variable	Fixed w/Replac	Fixed	Fixed w/Replac	Fixed w/Replac	Fixed w/Replac	Fixed w/Replac	Fixed w/Replac	Fixed w/Replac	Fixed w/Repl
Days in Month		6	4	24	24	1	1	1	1	1	1	1	1	
Average Daily Census	Jobclass	RN	LPN	Technical	Assistant	Clerical	Unused	Unused	Unused	Unused	Unused	Unused	Unused	Unused
FTEs														
Prod FTEs	Total Hrs	34,407.08	5,459.71	2,083.56	19,574.64	6,103.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Paid FTEs	Total Productive	31,207.70	4,942.65	1,821.56	17,587.57	5,429.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Variance	Non Productive	3,199.38	517.06	262.01	1,987.07	674.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Productive FTEs	Historic Non Prod %	9.30%	9.47%	12.57%	10.15%	11.05%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Non-Productive FTEs														
Total FTEs														

Calculated Staffing Grid

The staffing grid is used to calculate job class specific budget FTEs. There is a section for each job class that displays the results of these calculations (starting in column F). All calculations are then transferred to the JobCode tab and allocated to each job code based on relative historical FTEs within each job class. There is a row for non-productive time for each job class, which defaults to values based off of the history for each job class, but you can change them, if desired. The productive and non-productive hours are transferred to the JobCode sheet and distributed to each job code using the YTD historical distribution.



Labor Standar

26610 - EMC 6A (JobCod ADC Table (Standard / Shift 1) ; Shift Hours = 12

	Average Daily Census	RN Staffing	LPN Staffing	Technical Staffing	Assistant Staffing	Clerical Staffing
SUMMARY						
Patient Days	Fixed/Variable	Variable	Fixed	Variable	Variable	Fixed w/Replac
Days in Month		6	4	24	24	1
Average Daily Census	Jobclass	RN	LPN	Technical	Assistant	Clerical
FTEs						
Prod FTEs	Total Hrs	34,407.08	5,459.71	2,083.56	19,574.64	6,103.68
Paid FTEs	Total Productive	31,207.70	4,942.65	1,821.56	17,587.57	5,429.43
Variance	Non Productive	3,199.38	517.06	262.01	1,987.07	674.26
Productive FTEs	Historic Non Prod %	9.30%	9.47%	12.57%	10.15%	11.05%
Non-Productive FTEs						
Total FTEs						

JOBCLASS DATA

CALCULATED STAFFING GRID

RN

Historic Non Prod %

Budget Non Prod %

Target from matrix >

Target Shift 2 >

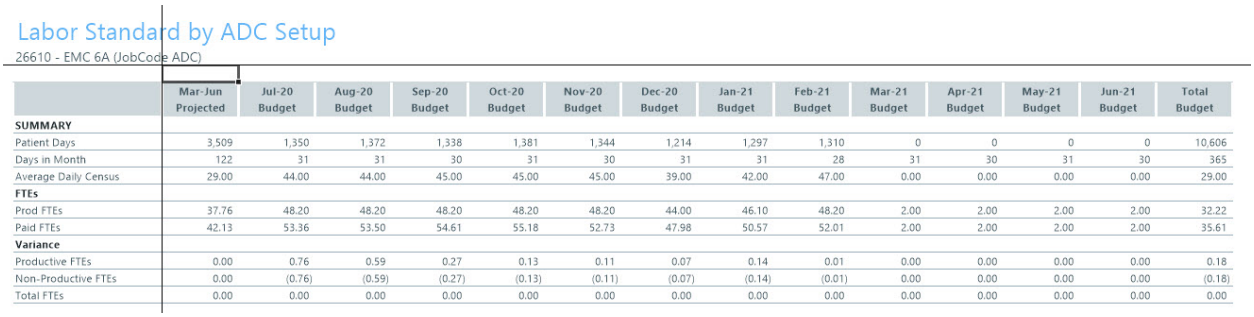
ADC Table (Standard / Shift 1) ; Shift Hours = 12

	Average Daily Census	RN Staffing	LPN Staffing	Technical Staffing	Assistant Staffing	Clerical Staffing
Unused	0	0	4	0	0	1
Productive FTE	1	1	4	1	1	1
Non Productive FTE	2	1	4	1	1	1
Total FTE	3	1	4	1	1	1
Productive Hours	4	1	4	1	1	1
Non-Productive Hours	5	1	4	1	1	1
Total Hours	6	1	4	1	1	1
Budget	7	2	4	1	1	1
Productive FTE	8	2	4	1	1	1
Non Productive FTE	9	2	4	1	1	1

Summary

The Summary section at the top of the ADC sheet that shows the following:

- The Patient Days for projection and for each budget month. Average Daily Cencus (ADC) values are also presented.
- FTE information for the department by productive and non-productive.
- FTE differences between the JobCode tab and ADC tab for the department.



Labor Standard by ADC Setup

26610 - EMC 6A (JobCode ADC)

	Mar-Jun Projected	Jul-20 Budget	Aug-20 Budget	Sep-20 Budget	Oct-20 Budget	Nov-20 Budget	Dec-20 Budget	Jan-21 Budget	Feb-21 Budget	Mar-21 Budget	Apr-21 Budget	May-21 Budget	Jun-21 Budget	Total Budget
SUMMARY														
Patient Days	3,509	1,350	1,372	1,338	1,381	1,344	1,214	1,297	1,310	0	0	0	0	10,606
Days in Month	122	31	31	30	31	30	31	31	28	31	30	31	30	365
Average Daily Census	29.00	44.00	44.00	45.00	45.00	45.00	39.00	42.00	47.00	0.00	0.00	0.00	0.00	29.00
FTEs														
Prod FTEs	37.76	48.20	48.20	48.20	48.20	48.20	44.00	46.10	48.20	2.00	2.00	2.00	2.00	32.22
Paid FTEs	42.13	53.36	53.50	54.61	55.18	52.73	47.98	50.57	52.01	2.00	2.00	2.00	2.00	35.61
Variance														
Productive FTEs	0.00	0.76	0.59	0.27	0.13	0.11	0.07	0.14	0.01	0.00	0.00	0.00	0.00	0.18
Non-Productive FTEs	0.00	(0.76)	(0.59)	(0.27)	(0.13)	(0.11)	(0.07)	(0.14)	(0.01)	0.00	0.00	0.00	0.00	(0.18)
Total FTEs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

NOTE: You can only use this feature with the JobCode tab. It is not configured to work with the Staffing or Employee tabs. If the historical hours are zero for the defined JobClass, then JobClass will not populate a section or the section title will remain unused.

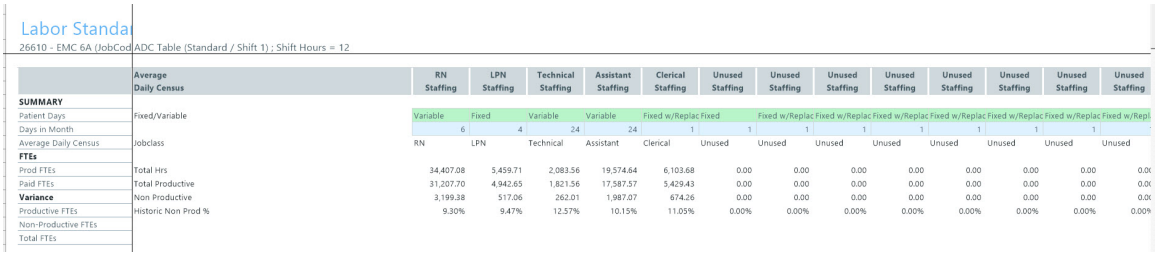
The following sections include instructions on performing specific actions in this sheet.

Setting the staffing ratio/paid FTEs for a job class

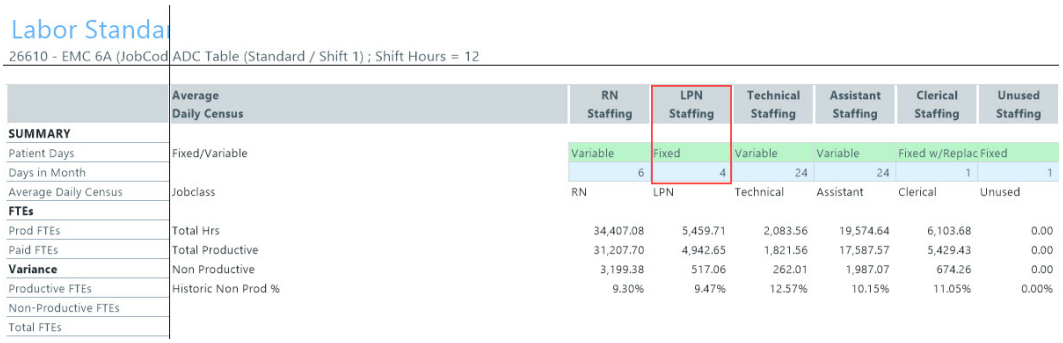
Setting the staffing ratio/paid FTEs for a job class:

1. Navigate to the ADC Table section of the sheet (starting at column W).

   NOTE: If your organization has already added these values from the Budget Assumptions driver, then you may not need to modify. Your system administrator will provide direction, as needed.

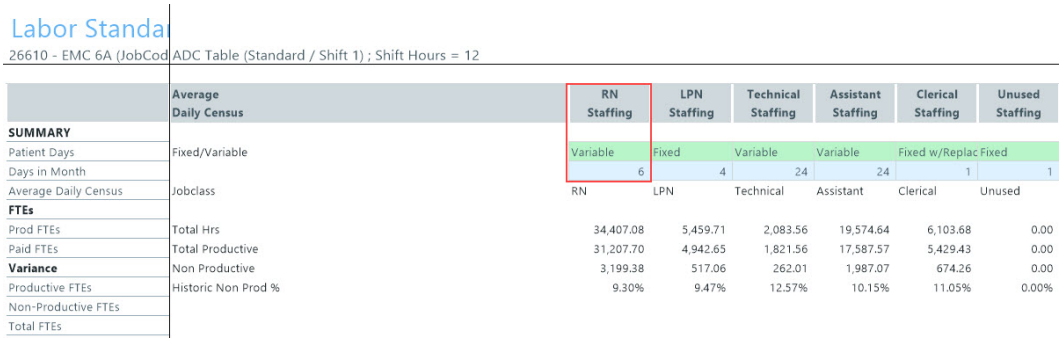


2. In the **Fixed/Variable** row, select one of the following from the drop-downs:
   - **Fixed** - The input is the Total Paid FTEs. Non-productive hours are allocated based on the allocation percentage. This means that no matter how many Average Daily Census days are calculated in the Summary section, the number of employees will always remain fixed to the number you enter in the Jobclass row (step 3 below).
   - **Variable** - The input is the Staffing Ratio. Non-productive hours are added to productive based upon the allocation percentage. This means that the number of people in this job class will fluctuate based on the Average Daily Census days, so the more ADC days the more employees are required.
   - **Fixed w/ Replacement** - Similar to fixed, the input is the Total Paid FTEs. Non-productive hours are added to the total based on the allocation percentage. The difference is that the number of employees can be split across job codes in a job class.
3. In the **Jobclass** row, complete the following, depending on the staffing ratio type you selected in step 2:
   - **Fixed** - Type the true number of FTEs required. In the following example, four LPN FTEs are required - regardless of patient census.


Labor Standa
26610 - EMC 6A (JobCod ADC Table (Standard / Shift 1) ; Shift Hours = 12

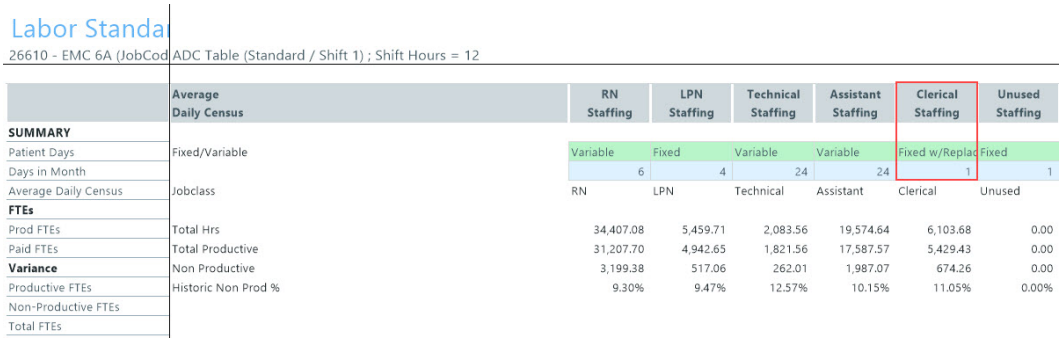
	Average Daily Census	RN Staffing	LPN Staffing	Technical Staffing	Assistant Staffing	Clerical Staffing	Unused Staffing
SUMMARY							
Patient Days	Fixed/Variable	Variable	Fixed	Variable	Variable	Fixed w/Replac	Fixed
Days in Month		6	4	24	24	1	1
Average Daily Census	Jobclass	RN	LPN	Technical	Assistant	Clerical	Unused
FTEs							
Prod FTEs	Total Hrs	34,407.08	5,459.71	2,083.56	19,574.64	6,103.68	0.00
Paid FTEs	Total Productive	31,207.70	4,942.65	1,821.56	17,587.57	5,429.43	0.00
Variance	Non Productive	3,199.38	517.06	262.01	1,987.07	674.26	0.00
Productive FTEs	Historic Non Prod %	9.30%	9.47%	12.57%	10.15%	11.05%	0.00%
Non-Productive FTEs							
Total FTEs							

- **Variable** - Type the number of patients the FTE can care for. In the following example, one RN FTE can care for up to six patients. If more than one RN job code exists on the Jobcode tab, the FTE value will be allocated to each occurrence of an RN job code


Labor Standa
26610 - EMC 6A (JobCod ADC Table (Standard / Shift 1) ; Shift Hours = 12

	Average Daily Census	RN Staffing	LPN Staffing	Technical Staffing	Assistant Staffing	Clerical Staffing	Unused Staffing
SUMMARY							
Patient Days	Fixed/Variable	Variable	Fixed	Variable	Variable	Fixed w/Replac	Fixed
Days in Month		6	4	24	24	1	1
Average Daily Census	Jobclass	RN	LPN	Technical	Assistant	Clerical	Unused
FTEs							
Prod FTEs	Total Hrs	34,407.08	5,459.71	2,083.56	19,574.64	6,103.68	0.00
Paid FTEs	Total Productive	31,207.70	4,942.65	1,821.56	17,587.57	5,429.43	0.00
Variance	Non Productive	3,199.38	517.06	262.01	1,987.07	674.26	0.00
Productive FTEs	Historic Non Prod %	9.30%	9.47%	12.57%	10.15%	11.05%	0.00%
Non-Productive FTEs							
Total FTEs							

- **Fixed w/ Replacement** - Type the true number of FTEs required - regardless of patient census. In the following example, only one clerical job class is required for each patient, but those hours can be split among multiple job codes in the clerical job class.


Labor Standa
26610 - EMC 6A (JobCod ADC Table (Standard / Shift 1) ; Shift Hours = 12

	Average Daily Census	RN Staffing	LPN Staffing	Technical Staffing	Assistant Staffing	Clerical Staffing	Unused Staffing
SUMMARY							
Patient Days	Fixed/Variable	Variable	Fixed	Variable	Variable	Fixed w/Replac	Fixed
Days in Month		6	4	24	24	1	1
Average Daily Census	Jobclass	RN	LPN	Technical	Assistant	Clerical	Unused
FTEs							
Prod FTEs	Total Hrs	34,407.08	5,459.71	2,083.56	19,574.64	6,103.68	0.00
Paid FTEs	Total Productive	31,207.70	4,942.65	1,821.56	17,587.57	5,429.43	0.00
Variance	Non Productive	3,199.38	517.06	262.01	1,987.07	674.26	0.00
Productive FTEs	Historic Non Prod %	9.30%	9.47%	12.57%	10.15%	11.05%	0.00%
Non-Productive FTEs							
Total FTEs							

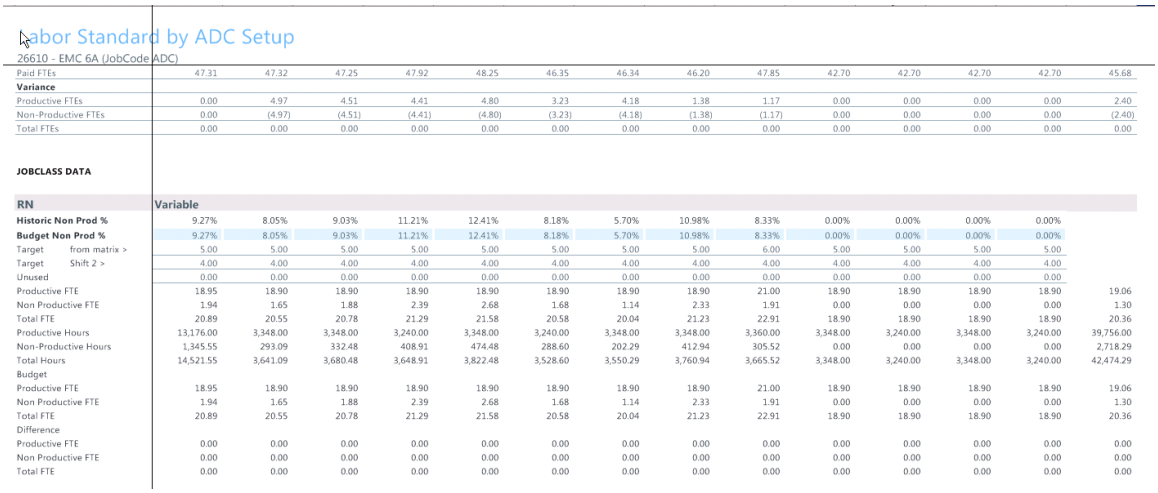
4. To update the budgeted non-productive percentage for a job class, navigate to a job class, and in the Budget Non Prod % row, enter the percentage value for each month, as needed.

   NOTE: Using Jobcode ADC will require that you use the payroll utility that accrues biweekly to monthly so that the historical productive and non productive hours can be used in the plan file for JobcodeADC.

5. After making your changes, in the budget file Navigation panel, click **Save Budget**.

6. Review the Jobclass data on the ADC grid. This will present several data points such as productive and non productive FTE and hours that will be transferred to the Jobcode tab.

   In the following example for the RN jobclass, 20.36 total budget FTEs were calculated from the ADC staffing grid. The FTEs may vary month to month as shown below. Each month's FTEs will be transferred to the Jobcode tab.



Labor Standard by ADC Setup

26610 - EMC 6A (JobCode ADC)

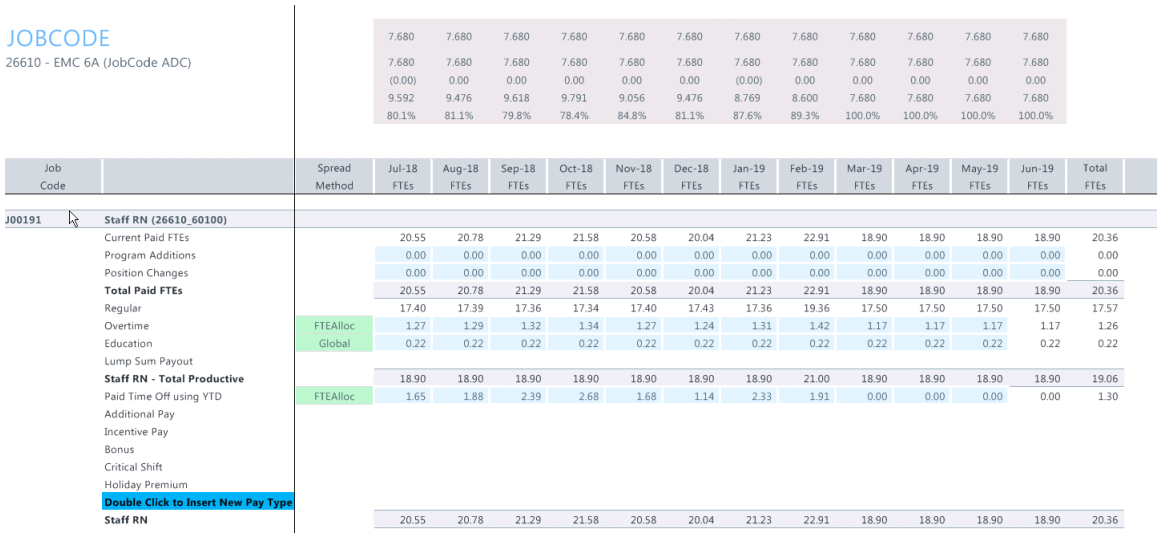
Paid FTEs	47.31	47.32	47.25	47.92	48.25	46.35	46.34	46.20	47.85	42.70	42.70	42.70	42.70	45.68
Variance														
Productive FTEs	0.00	4.97	4.51	4.41	4.80	3.23	4.18	1.38	1.17	0.00	0.00	0.00	0.00	2.40
Non-Productive FTEs	0.00	(4.97)	(4.51)	(4.41)	(4.80)	(3.23)	(4.18)	(1.38)	(1.17)	0.00	0.00	0.00	0.00	(2.40)
Total FTEs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
JOBCLASS DATA														
RN	**Variable**													
Historic Non Prod %	9.27%	8.05%	9.03%	11.21%	12.41%	8.18%	5.70%	10.98%	8.33%	0.00%	0.00%	0.00%	0.00%	
Budget Non Prod %	9.27%	8.05%	9.03%	11.21%	12.41%	8.18%	5.70%	10.98%	8.33%	0.00%	0.00%	0.00%	0.00%	
Target from matrix >	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	6.00	5.00	5.00	5.00	5.00	
Target Shift 2 >	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	
Unused	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Productive FTE	18.95	18.90	18.90	18.90	18.90	18.90	18.90	18.90	21.00	18.90	18.90	18.90	18.90	19.06
Non Productive FTE	1.94	1.65	1.88	2.39	2.68	1.68	1.14	2.33	1.91	0.00	0.00	0.00	0.00	1.30
Total FTE	20.89	20.55	20.78	21.29	21.58	20.58	20.04	21.23	22.91	18.90	18.90	18.90	18.90	20.36
Productive Hours	13,176.00	3,348.00	3,348.00	3,240.00	3,348.00	3,240.00	3,348.00	3,348.00	3,360.00	3,348.00	3,240.00	3,348.00	3,240.00	39,756.00
Non-Productive Hours	1,345.55	293.09	332.48	408.91	474.48	288.60	202.29	412.94	305.52	0.00	0.00	0.00	0.00	2,718.29
Total Hours	14,521.55	3,641.09	3,680.48	3,648.91	3,822.48	3,528.60	3,550.29	3,760.94	3,665.52	3,348.00	3,240.00	3,348.00	3,240.00	42,474.29
Budget														
Productive FTE	18.95	18.90	18.90	18.90	18.90	18.90	18.90	18.90	21.00	18.90	18.90	18.90	18.90	19.06
Non Productive FTE	1.94	1.65	1.88	2.39	2.68	1.68	1.14	2.33	1.91	0.00	0.00	0.00	0.00	1.30
Total FTE	20.89	20.55	20.78	21.29	21.58	20.58	20.04	21.23	22.91	18.90	18.90	18.90	18.90	20.36
Difference														
Productive FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Non Productive FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

JOBCODE

26610 - EMC 6A (JobCode ADC)

PROD Hrs/Unit	8.761	7.760	7.680
Target Hrs/Unit	7.760	7.760	7.680
FTEs From Target	(5.07)	0.00	0.00
PAID Hrs/Unit	9.721	8.728	8.757
Prod %	90.1%	88.9%	87.7%

Job Code			Current Rate	Start Rate	End Rate	Alloc Rate	Sched	YTD Actual	Mar-Jun Projected	FY 2019 Budget	Mar-Jun Projected	FY 2019 Budget
							FTEs - Projected Using Actual				Dollars	
J00191	**Staff RN (26610_60100)**			**RN**		**0.00**	Variable	60.0%	**3.75**	**3.75**	**Worked Hours Per Unit**	
	Current Paid FTEs						0.00	25.07	20.89	20.36		
	Program Additions			$26.53	$28.66				0.00	0.00		
	Position Changes		$25.64	$26.53	$28.66				0.00	0.00		
	Total Paid FTEs						0.00	25.07	20.89	20.36		
	Regular	History	$25.64	$26.53	$28.66	83.4%		20.92	17.43	17.57	321,480	1,019,987
	Overtime	150.0%	$40.42	$41.83	$45.18	6.2%		1.55	1.29	1.26	37,625	115,310
	Education	100.0%	$25.58	$26.48	$28.60	1.1%		0.28	0.23	0.22	4,247	13,025
	Lump Sum Payout										0	0
	Staff RN - Total Productive					90.7%	0.00	22.75	18.95	19.06	363,352	1,148,322
	Paid Time Off using YTD	100.0%	$25.64	$26.53	$28.66	9.3%		2.32	1.94	1.30	35,702	74,678
	Additional Pay	P0030				Input Monthly					1,285	3,843
	Incentive Pay	P0054				Input Monthly					293	875
	Bonus	P0061				Input Monthly					1,625	4,863
	Critical Shift	P0062	$0.55	$0.55	$0.55	$$/Prod Hr					7,256	21,894
	Holiday Premium	PHOL	$6,644	5,536	$5,521	$/Holiday					11,072	33,125
	Double Click to Insert New Pay Type											
	Staff RN					100.0%	0.00	25.07	20.89	20.36	420,584	1,287,601
	Earned Paid Time Off		$25.64	$26.53	$28.66	0.0%						0



JOBCODE

26610 - EMC 6A (JobCode ADC)

			7.680	7.680	7.680	7.680	7.680	7.680	7.680	7.680	7.680	7.680	7.680	7.680	
			7.680	7.680	7.680	7.680	7.680	7.680	7.680	7.680	7.680	7.680	7.680	7.680	
			(0.00)	0.00	0.00	0.00	0.00	0.00	(0.00)	0.00	0.00	0.00	0.00	0.00	
			9.592	9.476	9.618	9.791	9.056	9.476	8.769	8.600	7.680	7.680	7.680	7.680	
			80.1%	81.1%	79.8%	78.4%	84.8%	81.1%	87.6%	89.3%	100.0%	100.0%	100.0%	100.0%	
Job Code		Spread Method	Jul-18 FTEs	Aug-18 FTEs	Sep-18 FTEs	Oct-18 FTEs	Nov-18 FTEs	Dec-18 FTEs	Jan-19 FTEs	Feb-19 FTEs	Mar-19 FTEs	Apr-19 FTEs	May-19 FTEs	Jun-19 FTEs	Total FTEs
J00191	**Staff RN (26610_60100)**														
	Current Paid FTEs		20.55	20.78	21.29	21.58	20.58	20.04	21.23	22.91	18.90	18.90	18.90	18.90	20.36
	Program Additions		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Position Changes		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total Paid FTEs		20.55	20.78	21.29	21.58	20.58	20.04	21.23	22.91	18.90	18.90	18.90	18.90	20.36
	Regular		17.40	17.39	17.36	17.34	17.40	17.43	17.36	19.36	17.50	17.50	17.50	17.50	17.57
	Overtime	FTEAlloc	1.27	1.29	1.32	1.34	1.27	1.24	1.31	1.42	1.17	1.17	1.17	1.17	1.26
	Education	Global	0.22	0.22	0.22	0.22	0.22	0.22	0.22	0.22	0.22	0.22	0.22	0.22	0.22
	Lump Sum Payout														
	Staff RN - Total Productive		18.90	18.90	18.90	18.90	18.90	18.90	18.90	21.00	18.90	18.90	18.90	18.90	19.06
	Paid Time Off using YTD	FTEAlloc	1.65	1.88	2.39	2.68	1.68	1.14	2.33	1.91	0.00	0.00	0.00	0.00	1.30
	Additional Pay														
	Incentive Pay														
	Bonus														
	Critical Shift														
	Holiday Premium														
	Double Click to Insert New Pay Type														
	Staff RN		20.55	20.78	21.29	21.58	20.58	20.04	21.23	22.91	18.90	18.90	18.90	18.90	20.36

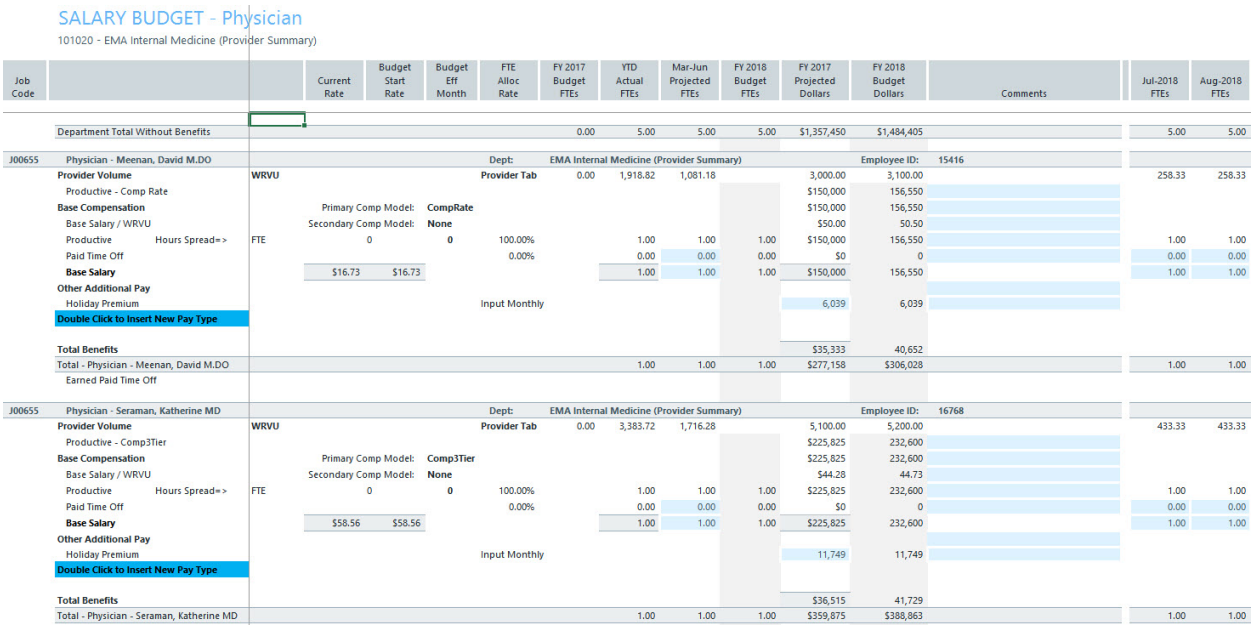
ProviderComp sheet

NOTE: This sheet displays only if your organization has purchased the Provider module.

The ProviderComp sheet displays the selected calc methods for provider compensation, which you can change in the Budget Provider Assumptions driver (if you have Administrator role privileges).

NOTE: Provider Volume data carries over from the Provider Summary or Provider Detail sheet.

You can automatically change compensation models at a set point during the budget year. To accomplish this, designate the Primary and Secondary Comp Models for each provider in the Budget Provider Assumptions plan file, along with the Comp Model Change month. To keep the same Comp Model throughout the year, select the same Comp Model for both the primary and secondary options.



SALARY BUDGET - Physician

101020 - EMA Internal Medicine (Provider Summary)

Job Code			Current Rate	Budget Start Rate	Budget Eff Month	FTE Alloc Rate	FY 2017 Budget FTEs	YTD Actual FTEs	Mar-Jun Projected FTEs	FY 2018 Budget FTEs	FY 2017 Projected Dollars	FY 2018 Budget Dollars	Comments	Jul-2018 FTEs	Aug-2018 FTEs
	Department Total Without Benefits						0.00	5.00	5.00	5.00	$1,357,450	$1,484,405		5.00	5.00
J00655	Physician - Meenan, David M.DO					Dept:	EMA Internal Medicine (Provider Summary)					Employee ID:	15416		
	Provider Volume	WRVU				Provider Tab	0.00	1,918.82	1,081.18		3,000.00	3,100.00		258.33	258.33
	Productive - Comp Rate										$150,000	156,550			
	Base Compensation		Primary Comp Model:	CompRate							$150,000	156,550			
	Base Salary / WRVU		Secondary Comp Model:	None							$50.00	50.50			
	Productive Hours Spread=>	FTE	0	0		100.00%		1.00	1.00	1.00	$150,000	156,550		1.00	1.00
	Paid Time Off					0.00%		0.00	0.00	0.00	$0	0		0.00	0.00
	Base Salary		$16.73	$16.73				1.00	1.00	1.00	$150,000	156,550		1.00	1.00
	Other Additional Pay														
	Holiday Premium					Input Monthly					6,039	6,039			
	Double Click to Insert New Pay Type														
	Total Benefits										$35,333	40,652			
	Total - Physician - Meenan, David M.DO							1.00	1.00	1.00	$277,158	$306,028		1.00	1.00
	Earned Paid Time Off														
J00655	Physician - Seraman, Katherine MD					Dept:	EMA Internal Medicine (Provider Summary)					Employee ID:	16768		
	Provider Volume	WRVU				Provider Tab	0.00	3,383.72	1,716.28		5,100.00	5,200.00		433.33	433.33
	Productive - Comp3Tier										$225,825	232,600			
	Base Compensation		Primary Comp Model:	Comp3Tier							$225,825	232,600			
	Base Salary / WRVU		Secondary Comp Model:	None							$44.28	44.73			
	Productive Hours Spread=>	FTE	0	0		100.00%		1.00	1.00	1.00	$225,825	232,600		1.00	1.00
	Paid Time Off					0.00%		0.00	0.00	0.00	$0	0		0.00	0.00
	Base Salary		$58.56	$58.56				1.00	1.00	1.00	$225,825	232,600		1.00	1.00
	Other Additional Pay														
	Holiday Premium					Input Monthly					11,749	11,749			
	Double Click to Insert New Pay Type														
	Total Benefits										$36,515	41,729			
	Total - Physician - Seraman, Katherine MD							1.00	1.00	1.00	$359,875	$388,863		1.00	1.00

IMPORTANT: Any changes made to the provider's FTE value on this tab will affect the values for that provider in the Provider Detail tab. For instructions, see Updating detail provider values from the Stat_Rev tab.

Expense sheet

Overview

The Expense sheet is where you review and adjust the current year projection and next year's budget for Expenses and Paid Hours. The Expense tab also captures data calculated on other budget tabs for paid hours, salaries, and detail accounts.

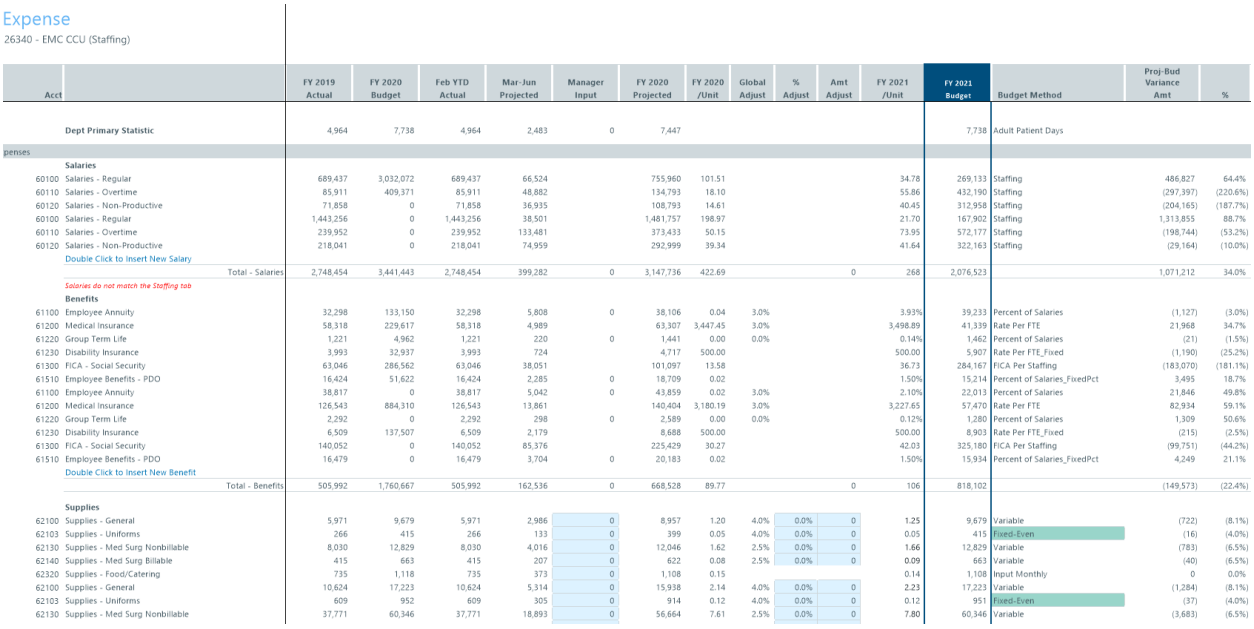
The categories include:

- **Salaries** – All salary and contract labor accounts (Acct.BudgetType='Salaries'). Most salary calculations are done on the Labor tabs – JobCode, Staffing, or Employee. The Labor Calc Method is used to summarize the salary dollars from the defined labor tab (JobCode, Staffing, Employee, JobCode ADC).
- **Benefits** – All benefit accounts, if accounted for at the department level (Acct.BudgetType='Benefits'). FICA is calculated at the JobCode level on the Labor tabs.

  If FICA is not budgeted at the department level, there is the option to use the Monthly FICA by Dept report to summarize total FICA and add it to the Benefits department budget plan file.
- **Supplies** – All medical and other supply expense accounts (Acct.BudgetType='Supplies'). Usually budgeted on a rate-per-unit basis using the Variable calc method.

- **Other Expenses** – All other expenses, excluding Bad Debt (Acct.BudgetType='OtherExp'). Calc methods are usually Fixed, Detail, Depreciation, or GlobalExpense.
- **Paid Hours** – All labor and contract labor hours accounts (Acct.BudgetType='PaidHours'). Inputs for hours are done on the Labor tabs – JobCode, Staffing or Employee. The Hours calc method is used to summarize the paid hours.

NOTE: Be sure to provide comments in any comment field flagged red.



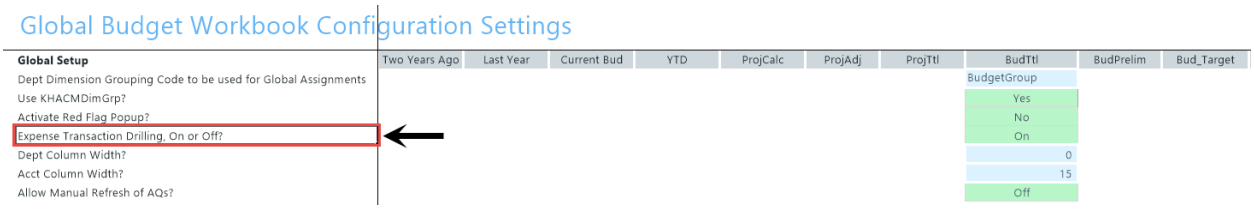
Expense

26340 - EMC CCU (Staffing)

Acct		FY 2019 Actual	FY 2020 Budget	Feb YTD Actual	Mar-Jun Projected	Manager Input	FY 2020 Projected	FY 2020 /Unit	Global Adjust	% Adjust	Amt Adjust	FY 2021 /Unit	FY 2021 Budget	Budget Method	Proj-Bud Variance Amt	%
	Dept Primary Statistic	4,964	7,738	4,964	2,483	0	7,447						7,738	Adult Patient Days		
penses																
	Salaries															
60100	Salaries - Regular	689,437	3,032,072	689,437	66,524		755,960	101.51				34.78	269,133	Staffing	486,827	64.4%
60110	Salaries - Overtime	85,911	409,371	85,911	48,882		134,793	18.10				55.86	432,190	Staffing	(297,397)	(220.6%)
60120	Salaries - Non-Productive	71,858	0	71,858	36,935		108,793	14.61				40.45	312,958	Staffing	(204,165)	(187.7%)
60100	Salaries - Regular	1,443,256	0	1,443,256	38,501		1,481,757	198.97				21.70	167,902	Staffing	1,313,855	88.7%
60110	Salaries - Overtime	239,952	0	239,952	133,481		373,433	50.15				73.95	572,177	Staffing	(198,744)	(53.2%)
60120	Salaries - Non-Productive	218,041	0	218,041	74,959		292,999	39.34				41.64	322,163	Staffing	(29,164)	(10.0%)
	Double Click to Insert New Salary															
	Total - Salaries	2,748,454	3,441,443	2,748,454	399,282	0	3,147,736	422.69			0	268	2,076,523		1,071,212	34.0%
	Salaries do not match the Staffing tab															
	Benefits															
61100	Employee Annuity	32,298	133,150	32,298	5,808	0	38,106	0.04	3.0%			3.93%	39,233	Percent of Salaries	(1,127)	(3.0%)
61200	Medical Insurance	58,318	229,617	58,318	4,989		63,307	3,447.45	3.0%			3,498.89	41,339	Rate Per FTE	21,968	34.7%
61220	Group Term Life	1,221	4,962	1,221	220	0	1,441	0.00	0.0%			0.14%	1,462	Percent of Salaries	(21)	(1.5%)
61230	Disability Insurance	3,993	32,937	3,993	724		4,717	500.00				500.00	5,907	Rate Per FTE_Fixed	(1,190)	(25.2%)
61300	FICA - Social Security	63,046	286,562	63,046	38,051		101,097	13.58				36.73	284,167	FICA Per Staffing	(183,070)	(181.1%)
61510	Employee Benefits - PDO	16,424	51,622	16,424	2,285	0	18,709	0.02				1.50%	15,214	Percent of Salaries_FixedPct	3,495	18.7%
61100	Employee Annuity	38,817	0	38,817	5,042	0	43,859	0.02	3.0%			2.10%	22,013	Percent of Salaries	21,846	49.8%
61200	Medical Insurance	126,543	884,310	126,543	13,861		140,404	3,180.19	3.0%			3,227.65	57,470	Rate Per FTE	82,934	59.1%
61220	Group Term Life	2,292	0	2,292	298	0	2,589	0.00	0.0%			0.12%	1,280	Percent of Salaries	1,309	50.6%
61230	Disability Insurance	6,509	137,507	6,509	2,179		8,688	500.00				500.00	8,903	Rate Per FTE_Fixed	(215)	(2.5%)
61300	FICA - Social Security	140,052	0	140,052	85,376		225,429	30.27				42.03	325,180	FICA Per Staffing	(99,751)	(44.2%)
61510	Employee Benefits - PDO	16,479	0	16,479	3,704	0	20,183	0.02				1.50%	15,934	Percent of Salaries_FixedPct	4,249	21.1%
	Double Click to Insert New Benefit															
	Total - Benefits	505,992	1,760,667	505,992	162,536	0	668,528	89.77			0	106	818,102		(149,573)	(22.4%)
	Supplies															
62100	Supplies - General	5,971	9,679	5,971	2,986	0	8,957	1.20	4.0%	0.0%	0	1.25	9,679	Variable	(722)	(8.1%)
62103	Supplies - Uniforms	266	415	266	133	0	399	0.05	4.0%	0.0%	0	0.05	415	Fixed-Even	(16)	(4.0%)
62130	Supplies - Med Surg Nonbillable	8,030	12,829	8,030	4,016	0	12,046	1.62	2.5%	0.0%	0	1.66	12,829	Variable	(783)	(6.5%)
62140	Supplies - Med Surg Billable	415	663	415	207	0	622	0.08	2.5%	0.0%	0	0.09	663	Variable	(40)	(6.5%)
62320	Supplies - Food/Catering	735	1,118	735	373	0	1,108	0.15				0.14	1,108	Input Monthly	0	0.0%
62100	Supplies - General	10,624	17,223	10,624	5,314	0	15,938	2.14	4.0%	0.0%	0	2.23	17,223	Variable	(1,284)	(8.1%)
62103	Supplies - Uniforms	609	952	609	305	0	914	0.12	4.0%	0.0%	0	0.12	951	Fixed-Even	(37)	(4.0%)
62130	Supplies - Med Surg Nonbillable	37,771	60,346	37,771	18,893	0	56,664	7.61	2.5%	0.0%	0	7.80	60,346	Variable	(3,683)	(6.5%)

Drilling to detail

You can drill from an account on the Expense tab (this tab only) to GL Transactions detail. To activate this feature, open the Budget Configuration driver. In the **Expense Transaction Drilling, On or Off** row, select Yes or No to turn on the drill. This is not budget group-specific so the election is for all plan files.

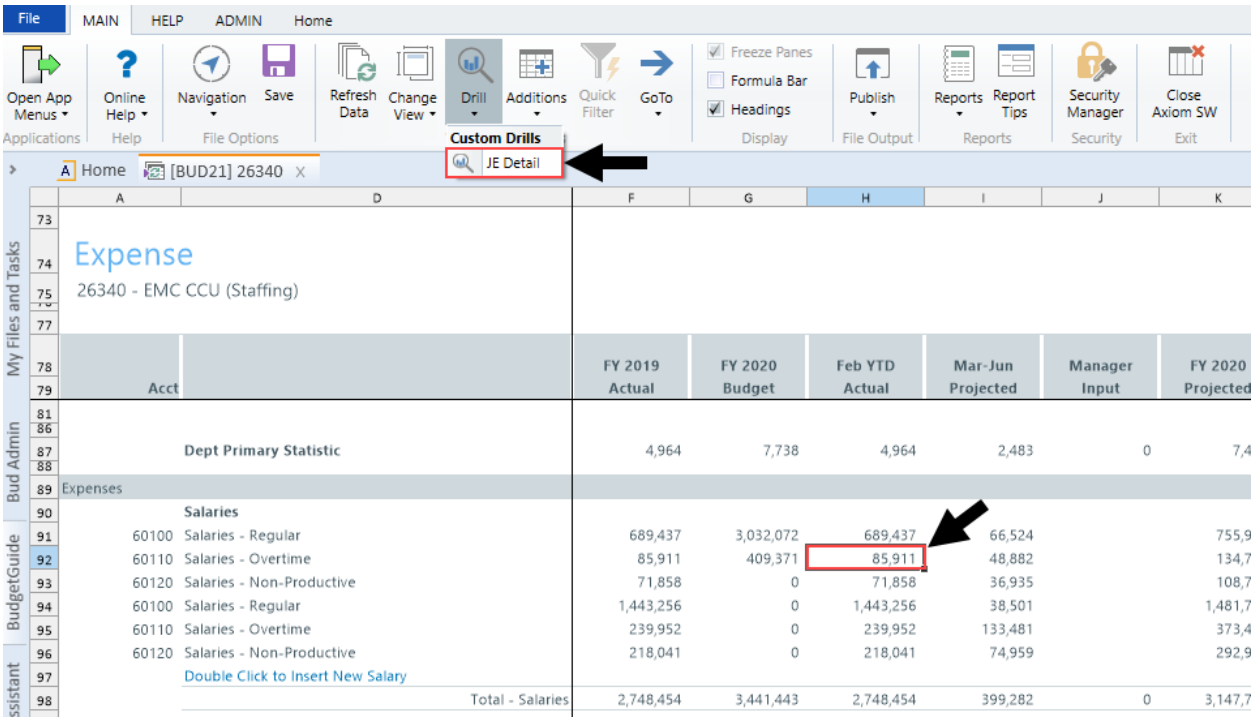


Global Budget Workbook Configuration Settings

Global Setup	Two Years Ago	Last Year	Current Bud	YTD	ProjCalc	ProjAdj	ProjTtl	BudTtl	BudPrelim	Bud_Target
Dept Dimension Grouping Code to be used for Global Assignments								BudgetGroup		
Use KHACMDimGrp?								Yes		
Activate Red Flag Popup?								No		
Expense Transaction Drilling, On or Off?								On		
Dept Column Width?								0		
Acct Column Width?								15		
Allow Manual Refresh of AQs?								Off		

From the **Expense** tab, select the account desired, and drill on it from the year-to-date column. There are three ways to drill on the account:

- On the **Main** ribbon tab, select **Drill > JE Detail**.
- From value on the **Expense** tab, right-click the year-to-date value, and select **Drill > JE Drill**.
- Double-click the selected row.



To close the drill to detail report, double-click **Return to Report** or close the drill report tab.

Adjusting supply percentage and amount for Next Year Budget

To adjust supply percentage and amount:

1. Navigate to the Supply section of the sheet.
2. In the supply line item, do any of the following to adjust for NYB:
   - In the **% Adjust** column (column O), type the percentage amount.
   - In the **Amt Adjust** column (column O), type the dollar amount.
3. After you finish making your changes, in the **Main** ribbon tab, click **Save**.

Inserting a new expense line item

You can add new expense line items to individual sections, including:

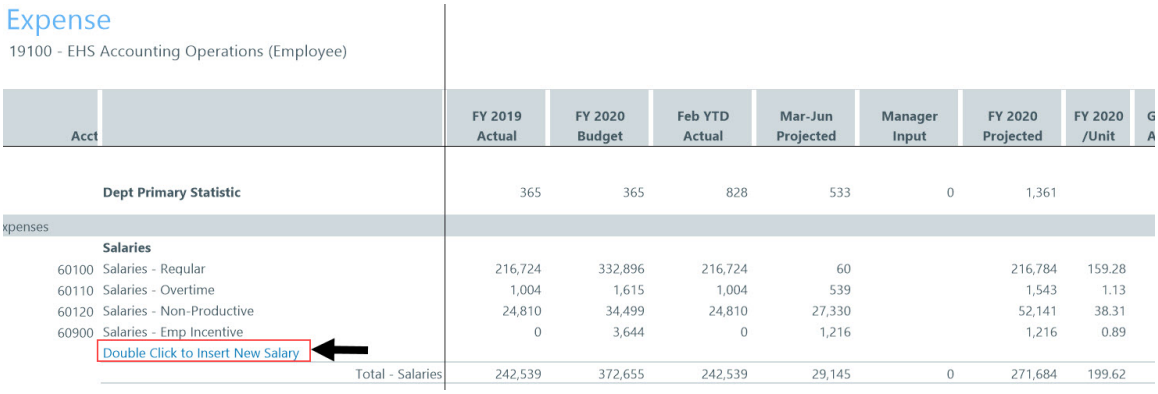
- Salaries
- Benefits
- Supplies
- Other expenses
- Paid hours

The system adds the line by inserting the appropriate calc method into the sheet. The following table lists the available calc methods used by the corresponding section in the sheet:

Calc Method	Description	Sheet Section
Add Detail - Input Monthly	Use this to insert a row to populate an individual month.	Other Expenses
Add Detail - Input Total	Use this to insert a row to enter an annual amount, and then decide how to spread it.	Other Expenses
Add New Detail	Zero-based expense calculations. Inputs are done on the Detail sheet in the budget plan file.	• Benefits • Supplies • Other Expenses
Add New Hours	Use this new labor calc method to add a new hours account to the Expense sheet.	Paid Hours
Add New Input Monthly	Month-by-month input. Use this calc method only when adding a new account.	• Salaries • Benefits • Supplies • Other Expenses • Paid Hours
Add New Labor	Use this new labor calc method to add a new labor account to the Expense sheet.	Salaries
Add New Variable	Calculates based on the relationship to key statistics. As there is no history when inserting as new, use the Amt Adjust (column P) to enter a value. If a projection value is desired, enter a value in Manager Input (Column J).	• Salaries • Benefits • Supplies • Other Expenses • Paid Hours
Fixed	Use this fixed methodology and select how you want to spread.	• Salaries • Benefits • Supplies • Other Expenses • Paid Hours
PctOfSalaries_FixedPct	Calculates a designated fixed percent from Budget Expense Adjustment Driver file, Budget Expense Assumptions, based on the relationship to salaries. Monthly spread will be based on the spread of salaries.	Benefits
RatePerFTE_Fixed	Allows you to define the fixed dollar amount per FTE in Budget Expense Adjustment Driver file to apply globally to benefit accounts.	Benefits

To insert a new expense line item:

1. Navigate to the section to add the new line item.
2. Double-click the **Double Click to Insert...** cell.



3. In the **Insert Calc Method(s) in sheet Expense** dialog, select the calc method to insert, and click **OK**.

   NOTE: If the line only uses or your organization is only licensed for one type of calc method, this dialog will not display. The system will open the Calc Methods Variable dialog instead.

4. In the **Calc Methods Variable** dialog, enter or select the account and department number, and click **OK**.
5. Enter the appropriate values in the blue cells, as needed.
6. After making your changes, in the **Main** ribbon tab, click **Save**.

Provider Detail and Provider Summary sheets

NOTE: This tab only displays if your organization purchased the Provider module license.

There are two sheets available that include provider level information: Provider Summary and Provider Detail.

Provider statistics are computed using historical relationships. Provider volumes are computed using today's Encounters per Production Day and adjusted for next year's Available Production Days.

IMPORTANT: Because the tab is rebuildable, any changes made in the Provider data tables *after* the plan file is built will be automatically updated in the plan file. These changes are commonly referred to as prior period adjustments, which will be reflected in the YTD columns in the tab.

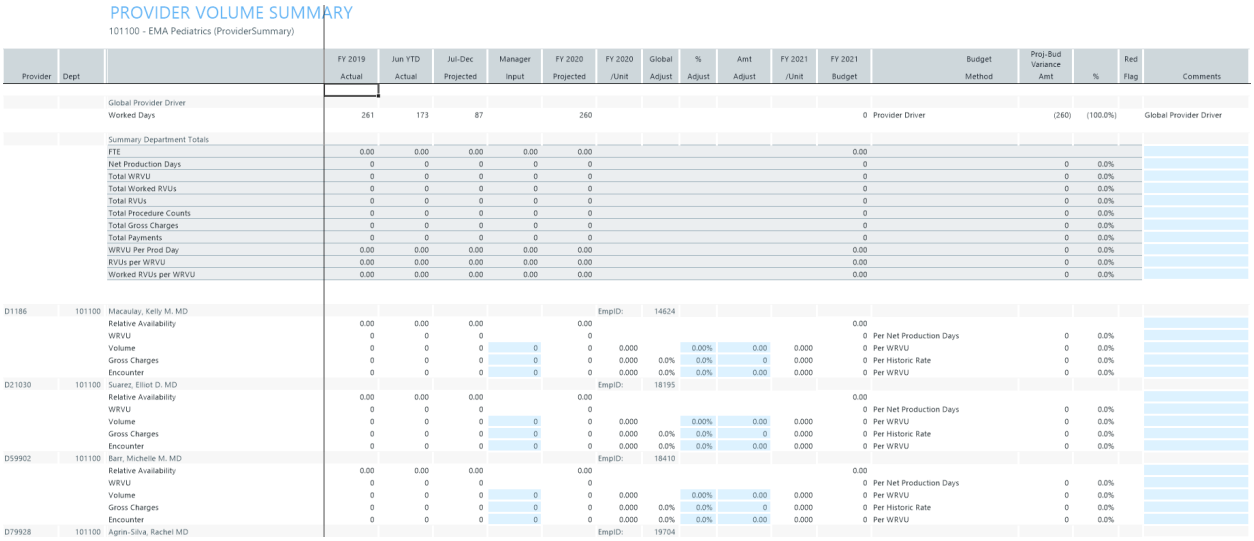
To view a list of Provider calc methods, click one of the following:

- Expense sheet calc methods

- Provider sheet calc methods
- Stat_Rev sheet calc methods

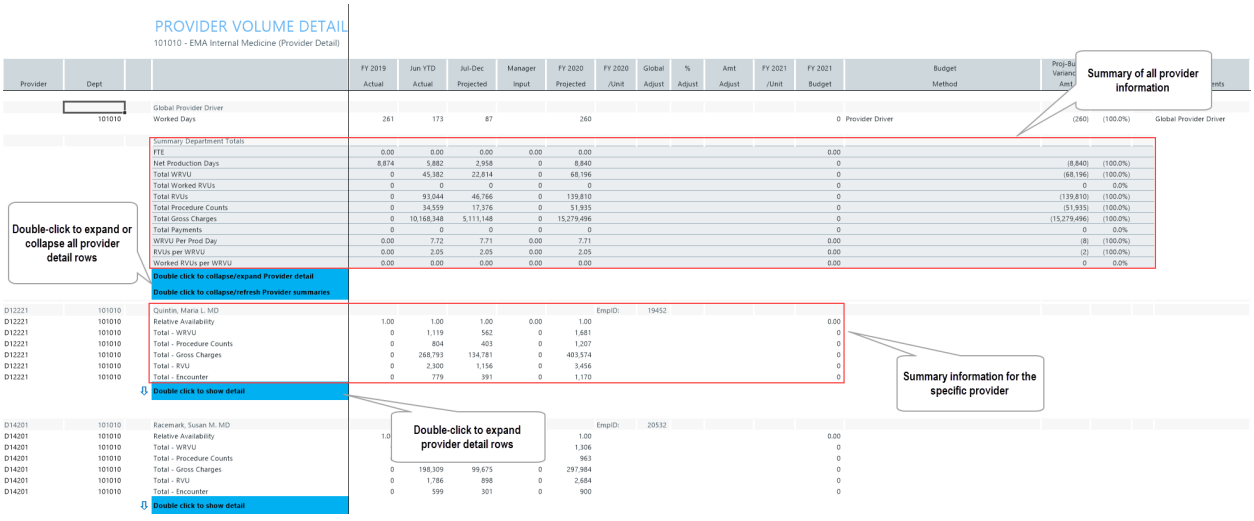
Provider Summary sheets

This sheet provides a summary of the totals at the department and individual provider level.



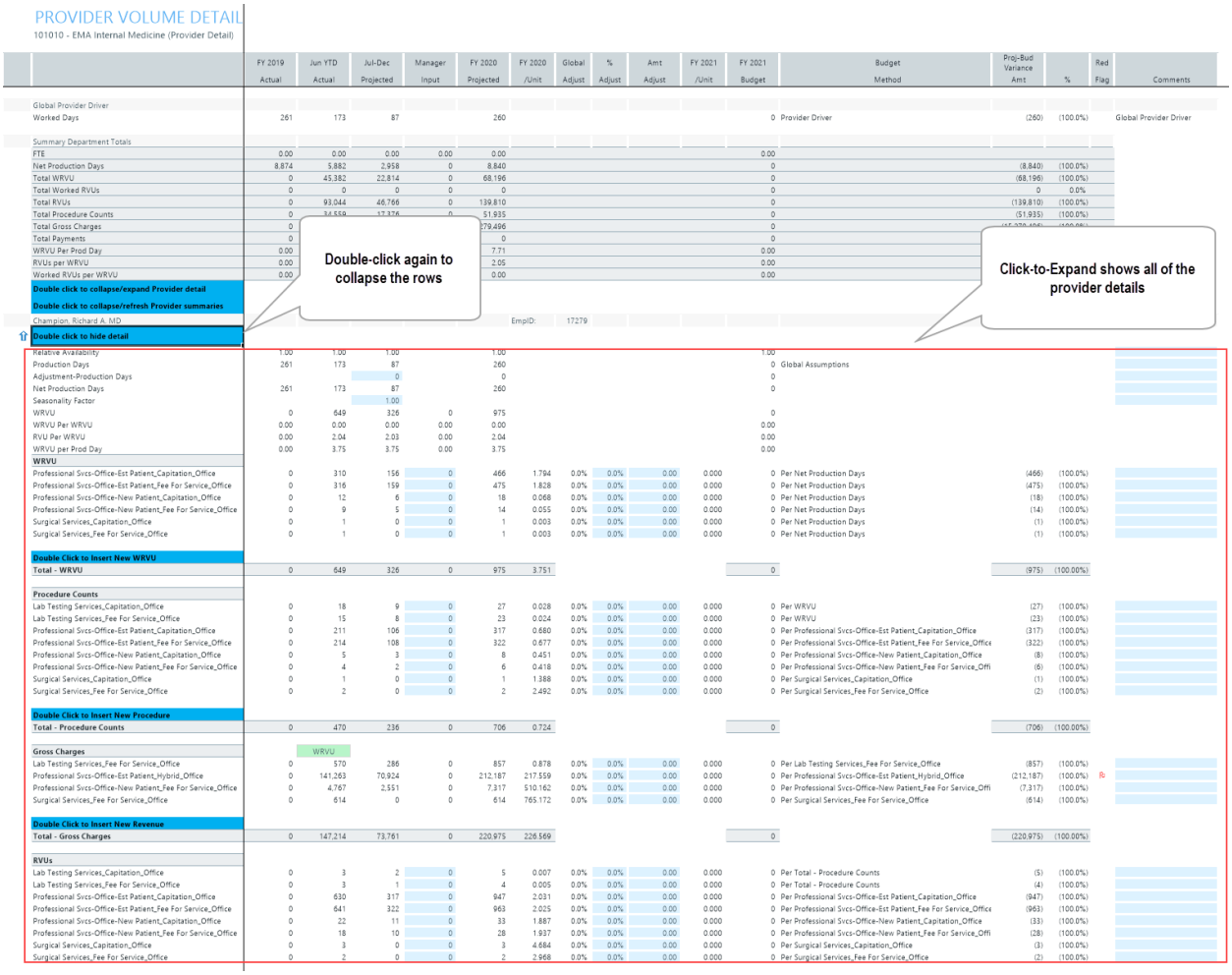
Provider Detail sheet

This sheet shows summary subtotal information for each provider, but you can also access the details for each provider by using the Click-to-Expand feature.



The Click-to-Expand feature expands the rows and inserts the calc method that includes the provider detail information such as WRVUs, gross charges, RVUs, encounters, and so on. You can simply scan and review the summary information for each provider without having to sort through multiple lines of details to view the information you need, and if necessary, expand the details and manage only those providers that need it.

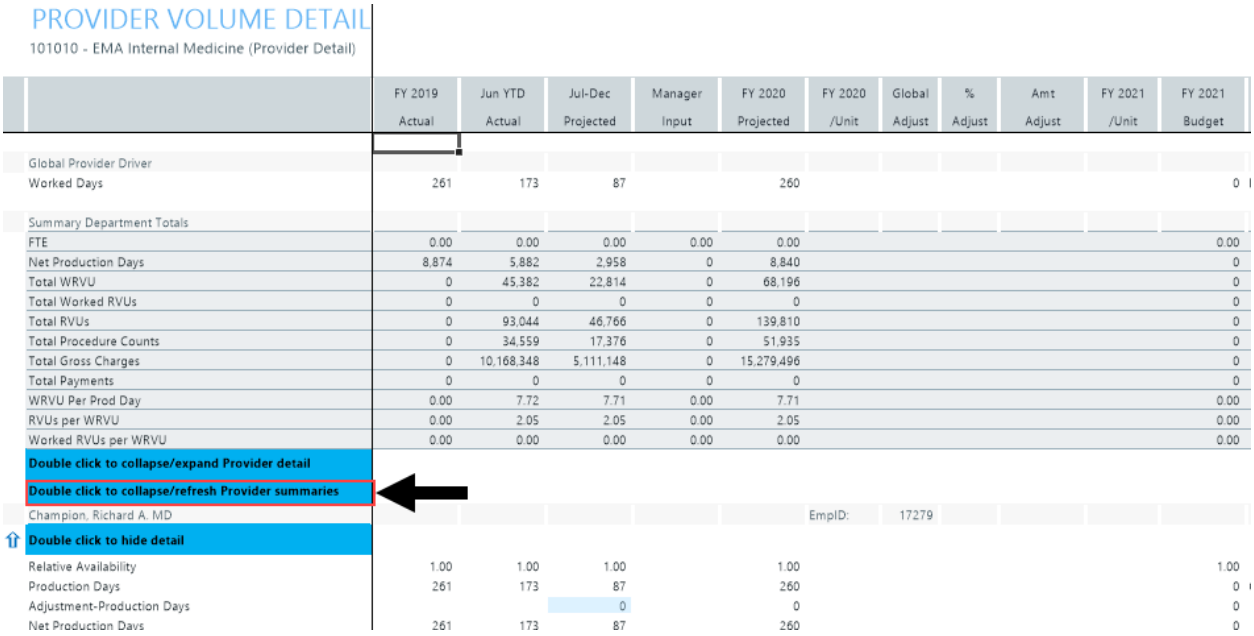
TIP: When you save the file, the system will remember which providers you have expanded the detail rows for that day. Let's say you expanded the detail rows for five providers and saved your changes, when you open the file later, the detail lines will still display for those five providers. When the plan file processes that evening, however, the system will collapse all of the detail rows so that the tab opens faster.



IMPORTANT: The Summary Department Totals section at the top of the tab will not update values until you save changes to the workbook.

Updating detail provider values from the Stat_Rev tab

Any changes made to the provider's FTE value on the ProviderComp sheet will affect the values for that provider in the Provider Detail sheet. To see that result within your session, double-click the **Double click to collapse/refresh Provider summaries** cell to refresh the data; otherwise, the nightly recalculation process will update it automatically.



PROVIDER VOLUME DETAIL

101010 - EMA Internal Medicine (Provider Detail)

	FY 2019 Actual	Jun YTD Actual	Jul-Dec Projected	Manager Input	FY 2020 Projected	FY 2020 /Unit	Global Adjust	% Adjust	Amt Adjust	FY 2021 /Unit	FY 2021 Budget
Global Provider Driver											
Worked Days	261	173	87		260						0
Summary Department Totals											
FTE	0.00	0.00	0.00	0.00	0.00						0.00
Net Production Days	8,874	5,882	2,958	0	8,840						0
Total WRVU	0	45,382	22,814	0	68,196						0
Total Worked RVUs	0	0	0	0	0						0
Total RVUs	0	93,044	46,766	0	139,810						0
Total Procedure Counts	0	34,559	17,376	0	51,935						0
Total Gross Charges	0	10,168,348	5,111,148	0	15,279,496						0
Total Payments	0	0	0	0	0						0
WRVU Per Prod Day	0.00	7.72	7.71	0.00	7.71						0.00
RVUs per WRVU	0.00	2.05	2.05	0.00	2.05						0.00
Worked RVUs per WRVU	0.00	0.00	0.00	0.00	0.00						0.00
Double click to collapse/expand Provider detail											
Double click to collapse/refresh Provider summaries											
Champion, Richard A. MD						EmpID:	17279				
Double click to hide detail											
Relative Availability	1.00	1.00	1.00		1.00						1.00
Production Days	261	173	87		260						0
Adjustment-Production Days			0		0						0
Net Production Days	261	173	87		260						0

New Initiatives sheet

Overview

This sheet allows you to budget for new projects that are outside of your organization or department's normal operations. The budgets for each new initiative save to unique Initiative IDs so that you can analyze the new initiative budget separately from the ongoing operating budget. For each project to budget, use the Initiatives tab to enter the project's monthly budget values. There is also a comments section.

To create an initiative, double-click **Double Click to Insert New Initiative**. The **Insert Calc-Method(s) in sheet Initiatives** dialog displays.

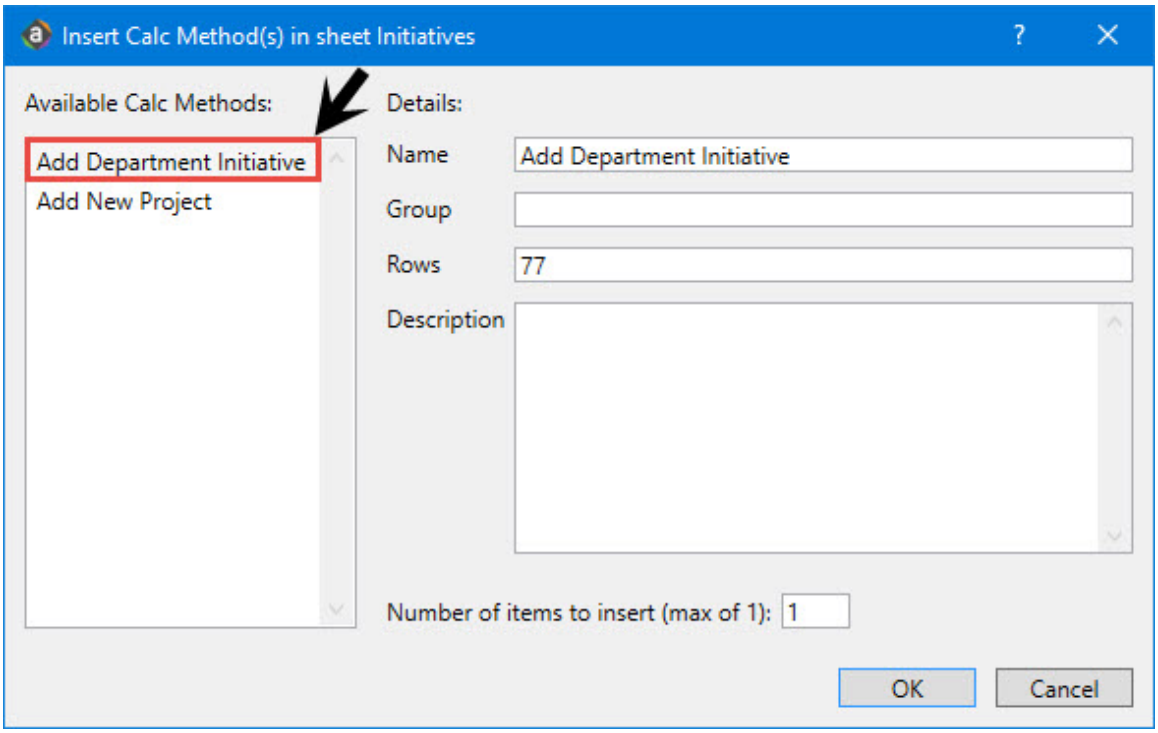
You can create one of two types of initiatives: department or system.

Adding a department initiative

A department initiative is a project that applies only to a single department.

To add a department initiative:

1. Double-click **Add Department Initiative** to create an outline for adding detailed information for department-wide initiatives.



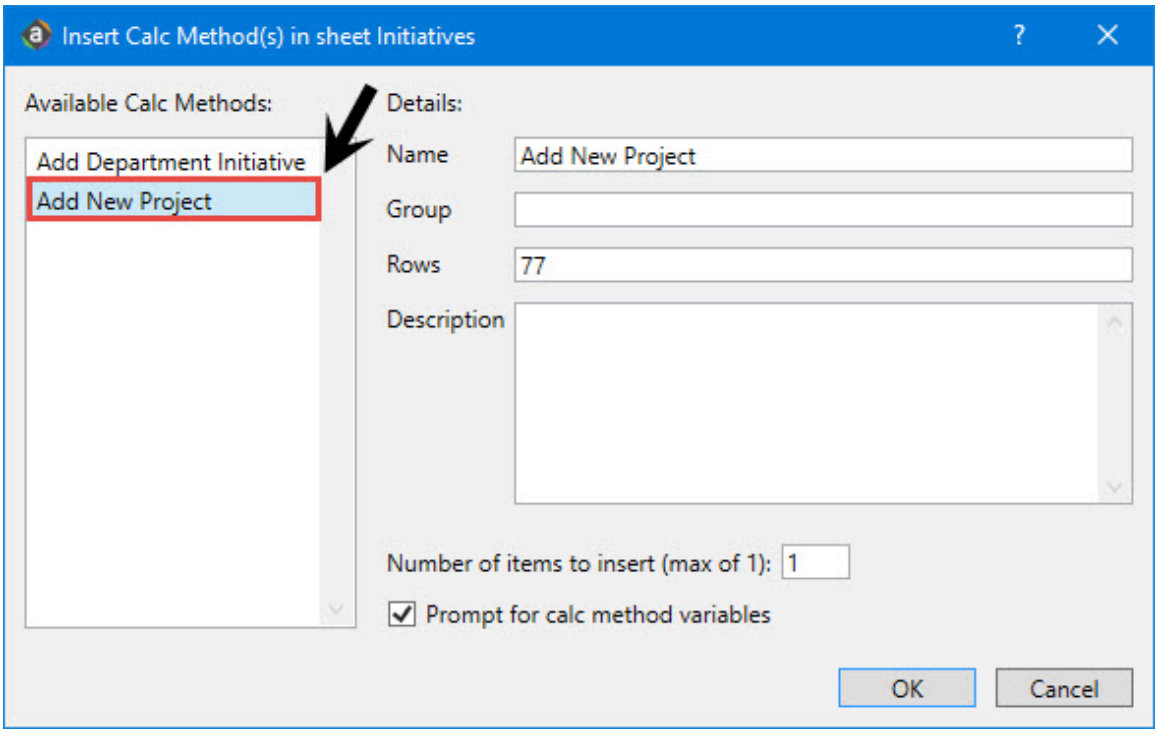
2. In the **Insert Description Here** cell, enter information to describe your initiative.
3. At the top of the screen, from the drop-down, select one of the following:
   - To include the initiative for the next year budget amounts in the database, select **Approve**.
   - To exclude the initiative from the next year budget amounts in the database, select **Exclude**
4. Update the blue cells with the budget data for the initiative, as needed. You can also add rows for new items related to the initiative by double-clicking the appropriate row.
5. After you finish making changes, in the **Main** ribbon tab, click **Save**.

Adding a system initiative

A system initiative is a project that applies to multiple departments in your organization.

To add a system initiative:

1. Double-click **Add Project Initiative** for a single project.



2. In the **Calc Method Variables** dialog, click **Choose Value**.
3. In the **Choose Value** dialog, select the project, and click **OK**.
4. In the **Calc Method Variables** dialog, click **OK**.
5. The project list is created by you. Each project is pre-defined to **Approve** or **Exclude**.
   - **Approve** saves data related to an initiative to the Financial data source for each department with a budget for the initiative. Approved initiatives would subsequently be included in any Budget Income Statement reports.
   - **Exclude** saves the data from New Initiatives to the NYBDetail data source. Excluded initiatives will not be included in any Budget Income Statement reports, but separate New Initiatives reports can be run to summarize the totals for each initiative.
6. In the **Main** ribbon tab, click **Refresh Data** to populate the initiative with data.

   NOTE: This assumes that your Axiom Budgeting administrator has instituted the New Initiatives utility.

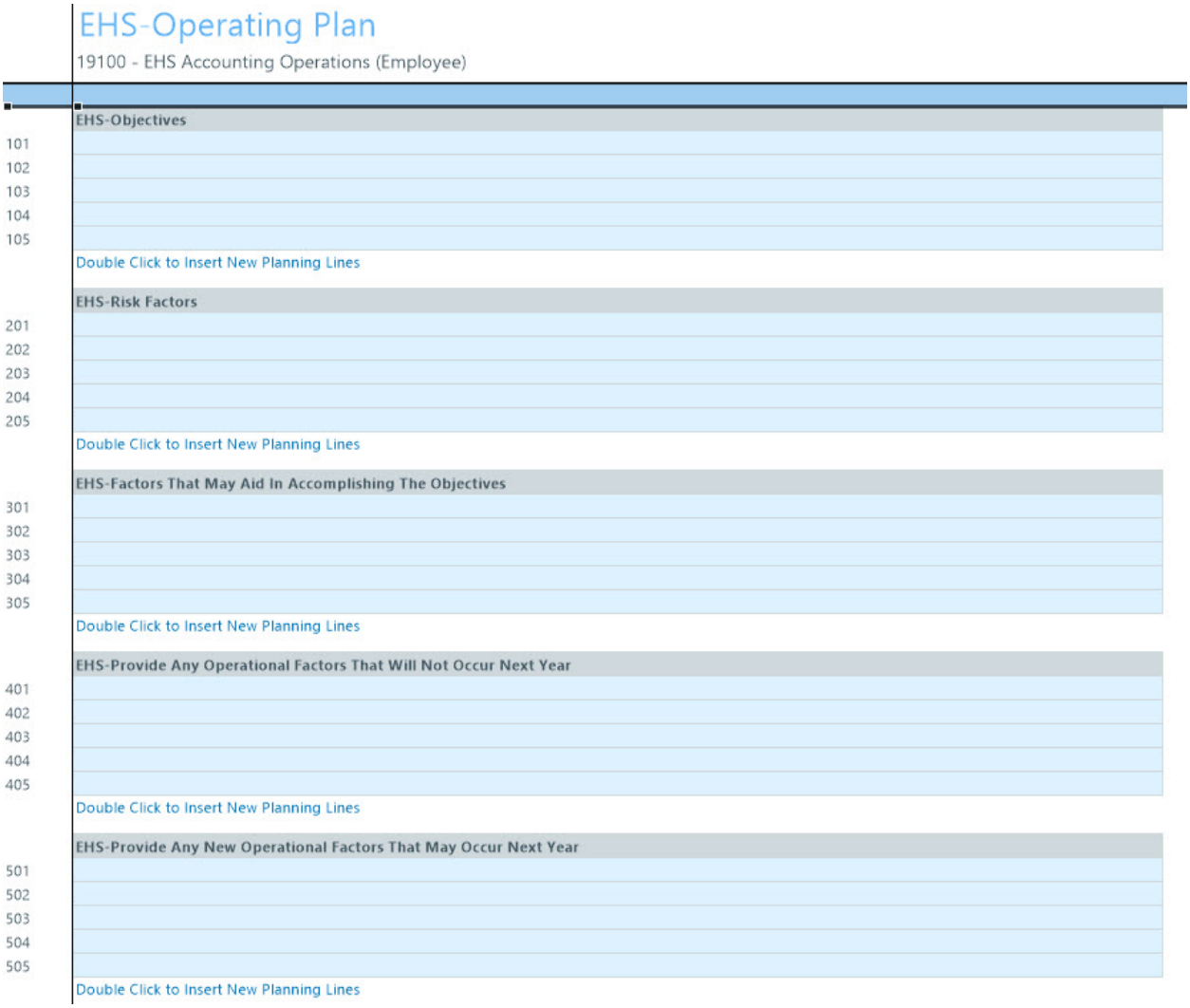
7. Update the blue cells with the budget data for the initiative, as needed. You can also add rows for new items related to the initiative by double-clicking the appropriate row.
8. After you finish making changes, in the **Main** ribbon tab, click **Save**.

Operating Plan sheet

Overview

This sheet helps you clarify strategic budget objectives before making updates to a budget. It presents a questionnaire that lists the department's objectives and describe how any changes to the budget will support each objective. For example, you can use this for a SWAT analysis approach or whatever is most meaningful to your organization. The purpose of the planning questions is to capture higher level, salient points within the plan file to facilitate a discussion with the budget stakeholders such as department directors or vice presidents. You can review the questions with others by opening the plan file directly or running the Budget Plan Questions report.

NOTE: The questions that display are determined and set up by your organization. If you have Administrator privileges, you can add or edit them in the Budget Assumptions driver, as needed.



Completing plan questions

To complete plan questions:

1. In this tab, do any of the following:
    - Answer the questions by entering content in as many rows as needed.

      NOTE: The content in the rows do not wrap, meaning that once you get to the end of the row, you need to continue entering content in the next row.

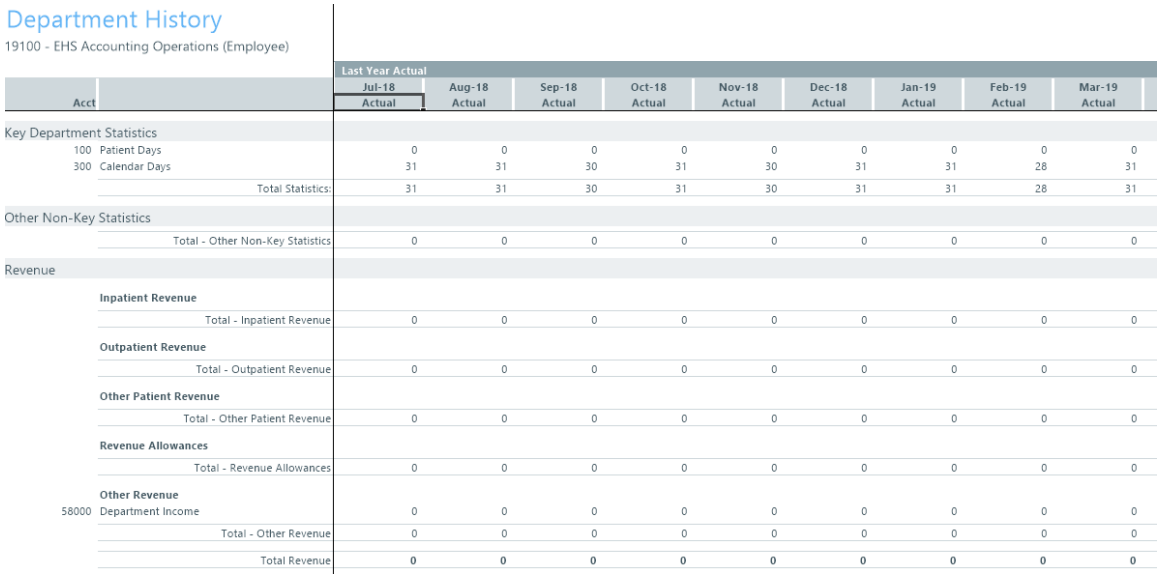
    - To add a line, double-click **Double Click to Insert New Planning Lines**.
2. After you finish making changes, in the **Main** ribbon tab, click **Save**.

Department History sheet

Overview

This sheet is a report that allows you to reference the historical spending trends for up to the last 18 months. This report is useful to keep open as you work on your budget. The reports is segmented into the following areas for statistics, revenue, expenses, and hours:

- **Last Year Actual** - Includes values posted for over the last year.

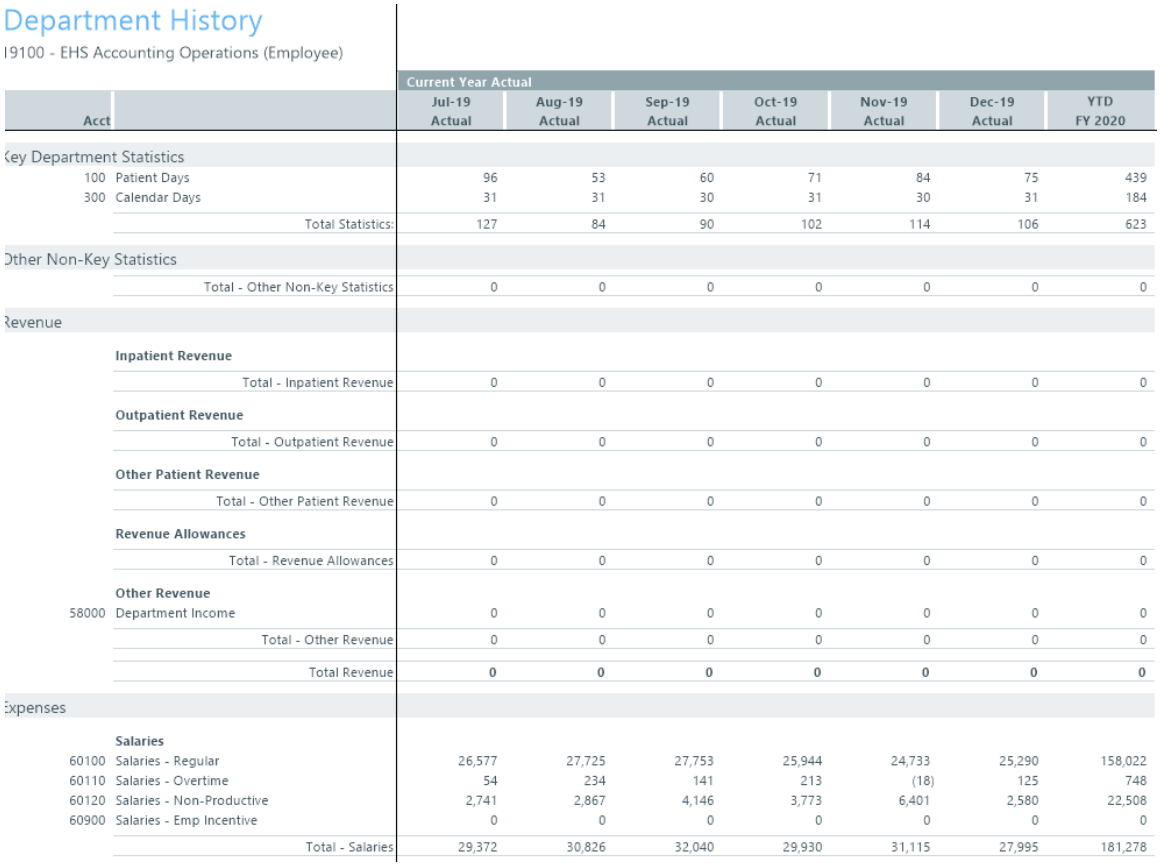


Department History

19100 - EHS Accounting Operations (Employee)

Acct		Last Year Actual Jul-18 Actual	Aug-18 Actual	Sep-18 Actual	Oct-18 Actual	Nov-18 Actual	Dec-18 Actual	Jan-19 Actual	Feb-19 Actual	Mar-19 Actual
Key Department Statistics										
100	Patient Days	0	0	0	0	0	0	0	0	0
300	Calendar Days	31	31	30	31	30	31	31	28	31
	Total Statistics:	31	31	30	31	30	31	31	28	31
Other Non-Key Statistics										
	Total - Other Non-Key Statistics	0	0	0	0	0	0	0	0	0
Revenue										
	Inpatient Revenue									
	Total - Inpatient Revenue	0	0	0	0	0	0	0	0	0
	Outpatient Revenue									
	Total - Outpatient Revenue	0	0	0	0	0	0	0	0	0
	Other Patient Revenue									
	Total - Other Patient Revenue	0	0	0	0	0	0	0	0	0
	Revenue Allowances									
	Total - Revenue Allowances	0	0	0	0	0	0	0	0	0
	Other Revenue									
58000	Department Income	0	0	0	0	0	0	0	0	0
	Total - Other Revenue	0	0	0	0	0	0	0	0	0
	Total Revenue	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

- **Current Year Actual** - Includes values posted for YTD.



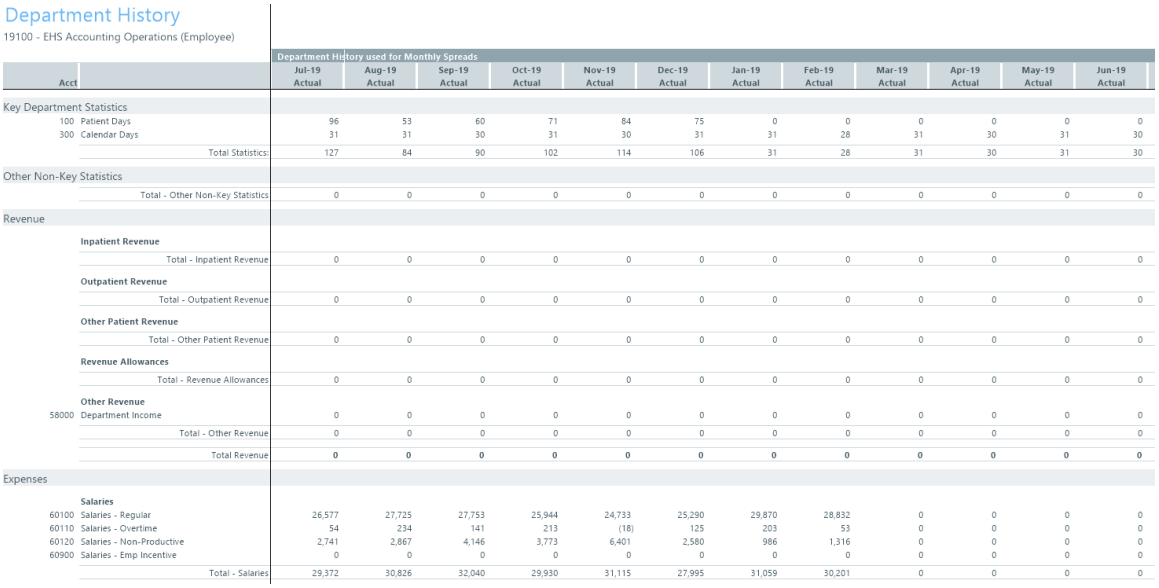
Department History

19100 - EHS Accounting Operations (Employee)

Acct		Current Year Actual Jul-19 Actual	Aug-19 Actual	Sep-19 Actual	Oct-19 Actual	Nov-19 Actual	Dec-19 Actual	YTD FY 2020
Key Department Statistics								
100	Patient Days	96	53	60	71	84	75	439
300	Calendar Days	31	31	30	31	30	31	184
	Total Statistics:	127	84	90	102	114	106	623
Other Non-Key Statistics								
	Total - Other Non-Key Statistics	0	0	0	0	0	0	0
Revenue								
	Inpatient Revenue							
	Total - Inpatient Revenue	0	0	0	0	0	0	0
	Outpatient Revenue							
	Total - Outpatient Revenue	0	0	0	0	0	0	0
	Other Patient Revenue							
	Total - Other Patient Revenue	0	0	0	0	0	0	0
	Revenue Allowances							
	Total - Revenue Allowances	0	0	0	0	0	0	0
	Other Revenue							
58000	Department Income	0	0	0	0	0	0	0
	Total - Other Revenue	0	0	0	0	0	0	0
	Total Revenue	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Expenses								
	Salaries							
60100	Salaries - Regular	26,577	27,725	27,753	25,944	24,733	25,290	158,022
60110	Salaries - Overtime	54	234	141	213	(18)	125	748
60120	Salaries - Non-Productive	2,741	2,867	4,146	3,773	6,401	2,580	22,508
60900	Salaries - Emp Incentive	0	0	0	0	0	0	0
	Total - Salaries	29,372	30,826	32,040	29,930	31,115	27,995	181,278

- **Department History used for Monthly Spreads** - Includes a combination of YTD values plus the actuals from the previous year to form a full 12 months of data. In the following example, the actuals are posted through February 2019. In the Monthly Spreads section, the actuals are copied from July through February. But, for the missing months that have no actuals yet, the system copies the data from Last Year Actual and enters them for the missing months. In this example, the March through June actuals are copied from the same months in the Last Year Actual section.

  TIP: Before you begin entering budget values, look for anomalies or holes in the Last Year Actual and Current Year Actual values that do not make sense or cannot be explained - especially if you intend to use this section. Make sure to resolve any data issues before you start creating a new budget for the next budget year or select an alternate spread option.



Department History

19100 - EHS Accounting Operations (Employee)

Acct		Department History used for Monthly Spreads											
		Jul-19 Actual	Aug-19 Actual	Sep-19 Actual	Oct-19 Actual	Nov-19 Actual	Dec-19 Actual	Jan-19 Actual	Feb-19 Actual	Mar-19 Actual	Apr-19 Actual	May-19 Actual	Jun-19 Actual
Key Department Statistics													
100	Patient Days	96	53	60	71	84	75	0	0	0	0	0	0
300	Calendar Days	31	31	30	31	30	31	31	28	31	30	31	30
	Total Statistics:	127	84	90	102	114	106	31	28	31	30	31	30
Other Non-Key Statistics													
	Total - Other Non-Key Statistics	0	0	0	0	0	0	0	0	0	0	0	0
Revenue													
	Inpatient Revenue												
	Total - Inpatient Revenue	0	0	0	0	0	0	0	0	0	0	0	0
	Outpatient Revenue												
	Total - Outpatient Revenue	0	0	0	0	0	0	0	0	0	0	0	0
	Other Patient Revenue												
	Total - Other Patient Revenue	0	0	0	0	0	0	0	0	0	0	0	0
	Revenue Allowances												
	Total - Revenue Allowances	0	0	0	0	0	0	0	0	0	0	0	0
	Other Revenue												
58000	Department Income	0	0	0	0	0	0	0	0	0	0	0	0
	Total - Other Revenue	0	0	0	0	0	0	0	0	0	0	0	0
	Total Revenue	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Expenses													
	Salaries												
60100	Salaries - Regular	26,577	27,725	27,753	25,944	24,733	25,290	29,870	28,832	0	0	0	0
60110	Salaries - Overtime	54	234	141	213	(18)	125	203	53	0	0	0	0
60120	Salaries - Non-Productive	2,741	2,867	4,146	3,773	6,401	2,580	986	1,316	0	0	0	0
60900	Salaries - Emp Incentive	0	0	0	0	0	0	0	0	0	0	0	0
	Total - Salaries	29,372	30,826	32,040	29,930	31,115	27,995	31,059	30,201	0	0	0	0

The system uses this combination of actuals and historical values to determine how to spread budgeted expenses across an account. So, if a department spends more money at the beginning of a fiscal year and adds a $10,000 expense to the budget, the system will automatically apply more of that expense to the beginning of the year than at the end.

TIP: The same historical information is also available in the Expense sheet at the expense line level. For more information, see Viewing historical values for expenses.

Viewing and managing file attachments for a plan file

Overview

In a budget plan file, you can attach supporting files to help support your budgeting process. For example, you may want to attach various supporting information about the spending requests or capital projects, and have that information easily reviewable along with the plan file itself.

If you have read/write access to a plan file, then you can add and delete attachments as well as view attachments. If you have read-only access to a plan file, then you can only view existing attachments.

Managing file attachments

Using the **Manage Attachments** dialog, you can add, delete, and view attachments for a plan file.

- **Adding a file attachment**: Click **Upload Attachment**, and then navigate to the file that you want to add as an attachment. The file will be imported into the Axiom 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.

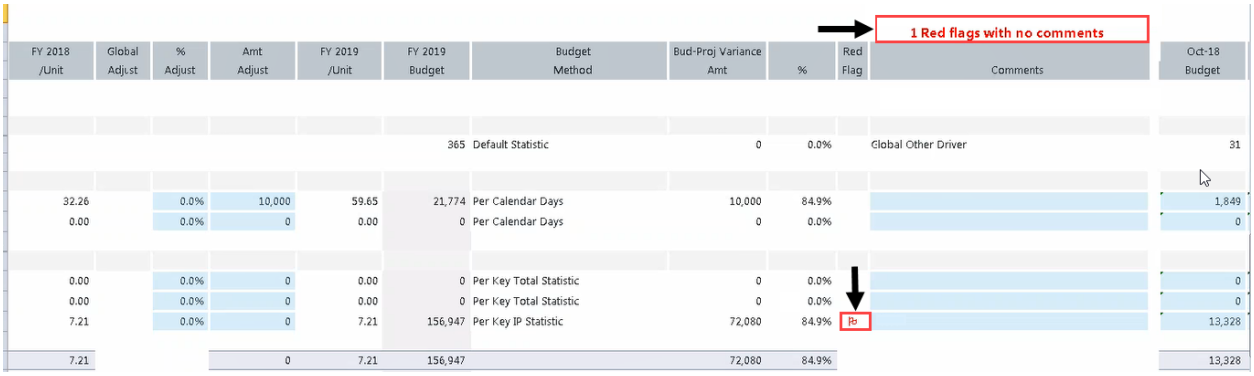
If the Word or PowerPoint add-in is not installed, or if the file is some other file type, then you cannot edit and save the file directly. If you need to edit one of these files, you should save a copy of the file locally and make your edits. You can then delete the existing file attachment in the Axiom 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.



To save a budget plan file

In the Navigation panel, double-click **Save Budget - Advance when complete**.

NOTE: You can use the Save button in the ribbon tab, but when you close the budget plan file, the system may prompt you to save again.

If your organization uses Axiom process management, then the system displays a message asking if you want to advance the plan file for review and approval process.

Calc methods

Employee sheet

For instructions on using this sheet, click here.

Calc Method	Type	Description
JobCode	Interface	Sets up initial JobCode block on the Employee tab during the interface process. Do no use when adding blocks to the JobCode tab.
AvgPerPaidHr	Interface	Calculates other Non-FTE related pay based on the relationship to paid hours in the JobCode block. Monthly spread will be based on the spread of paid hours.
AvgPerProdHr	Interface	Calculates other Non-FTE related pay based on the relationship to productive hours in the JobCode block. Monthly spread will be based on the spread of productive hours.

Calc Method	Type	Description
Dept_ AvgPerProdHr	Interface	Calculates other Non-FTE related pay based on the relationship to productive hours in the department. Monthly spread will be based on the spread of productive hours. Only use this calc method to budget labor dollars at a department level and not a JobCode level.
Dept_ InputMonthly	Interface	Calculates other Non-FTE related pay by inputting monthly amounts for the department. Only use this calc method to budget labor dollars at a department level and not a JobCode level.
Dept_ InputTotal	Interface	Calculates other Non-FTE related pay by typing in a total for the department. Monthly spread will be spread evenly by month. Only use this calc method to budget labor dollars at a department level and not a JobCode level.
Employee	Interface	Inserts a new employee into a JobCode block. You can input FTEs and hourly rate. The default hourly rate comes from Mid Rate column in the Budget Labor Limits 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	Type	Description
Depreciation	Interface	Pushes depreciation calculations to the budget plan file from List Driver file, Budget Expense Assumptions. The end-user cannot change the totals or the spread in the budget plan files. Only users with administrative rights can update the calculations.
Detail	Interface	Zero-based expense calculations. Inputs are done on the Expense tab in the budget plan file.
Detail_CYB_History	Interface	This calc method is not selectable. If you have selected the option to bring the current year budgeted detail (budgeted last year) into accounts using the "Detail" calc method, the system uses Detail_CYB_History to hold those interfaced lines from the current year budget.
FICA	Interface	Transfers FICA expense from the designated labor tab (JobCode, Staffing, Employee, Provider) to the Expense tab.
Fixed_Days	Interface	Allows changes to the projected year as well as budget. This calc method uses calendar days as its default spread option. Users choose the monthly spread from the drop-down.
Fixed_Even	Interface	Allows changes to the projected year as well as budget. This calc method uses an even monthly spread as its default spread option. Users choose the monthly spread from the drop-down.
Fixed_History	Interface	Allows changes to the projected year as well as budget. This calc method uses history as its default spread option. Users choose the monthly spread from the drop-down.
Fixed_Stats	Interface	Interface Allows changes to the projected year as well as budget. This calc method uses the key statistic monthly spread as its default spread option. Users choose the monthly spread from the drop-down.
Fixed_WorkDays	Interface	Allows changes to the projected year as well as budget. This calc method uses worked days as its default spread option. Users choose the monthly spread from the drop-down.

Calc Method	Type	Description
GlobalAmt	Interface	Pushes expense calculations to the budget plan file from List Driver file, Budget Expense Assumptions. An end-user cannot change the totals or the spread in the Budget Plan files. Only users with administrative rights can update the calculations.
GlobalExpense	Interface	Pushes expense calculations to the budget plan file from List Driver file, Budget Expense Assumptions. An end-user cannot change the totals or the spread in the Budget Plan files. Only users with administrative rights can update the calculations.
Hours	Interface	Transfers hours from the designated labor tab (JobCode, Staffing, Employee, Provider) to the expense tab.
InputMonthly	Interface	Month-by-month input.
Labor	Interface	Transfers salary dollars from the designated labor tab (JobCode, Staffing, Employee, Provider) to the Expense tab.
NoBudget	Interface	Brings in historical values into the budget plan file, but the budget for next year will be zero, and cannot be changed.
GlobalData	Interface	This calc method allows the administrator to create configurable budget relationships for calculating NYB amounts for the Expense tab only. The GlobalData calc method is similar to GlobalExpense but allows you to use up to four configurable tabs in Global Data Assumptions. Has to be setup in the Global Data Assumptions Driver file.
PctofGrossRevenue	Interface	Uses the historical percentage of the account to gross revenue from the Stat_Rev tab.
PctofSalaries_Rolling12	Interface	Calculates based on the relationship to salaries using Rolling12 instead of YTD. Monthly spread will be based on the spread of salaries.
PctofNetRevenue	Interface	Calculates based on the relationship to net revenue. Monthly spread will be based on the spread of net revenue.

Calc Method	Type	Description
GlobalSum	Interface	This calc method allows you to budget for an account at a percentage of the total of specific other account(s) on the Stat_Rev tab within the same plan file.
PctofSalaries	Interface	Calculates based on the relationship to salaries. Monthly spread will be based on the spread of salaries.
PctofSalaries _FixedPct	Interface	Calculates a designated fixed percent from List Driver file, Budget Expense Assumptions, based on the relationship to salaries. Monthly spread will be based on the spread of salaries.
RatePerFTE	Interface	Calculates based on the relationship to FTEs. Monthly spread will be based on the spread of FTEs.
RatePerFTE_Fixed	Interface	Allows you to define the fixed dollar amount in List Driver file, Budget Expense Assumptions.per FTE to apply globally to benefit accounts.
Variable	Interface	Calculates based on the relationship to key statistics. A dollars-per-key statistic rate is calculated based on YTD history, and is used to calculate the projection and budget.
Variable_Stat	Interface	Calculates based on the relationship to a user-chosen statistic that is listed on the Stat_Rev tab. A dollars-per-key statistic rate is calculated based on YTD history, and is used to calculate the projection and budget.
Add New Detail	New	Zero-based expense calculations. Inputs are done on the Detail sheet in the budget plan file.
Add New Fixed	New	Allows changes to the projected year as well as budget. Monthly spread is chosen by the user from a drop down box selection. Choose the spread methodology from the drop-down. This Calc Method is only used when adding a new account.
Add New Input Monthly	New	Month-by-month input. Use this calc method only when adding a new account.

Calc Method	Type	Description
Add New Variable	New	Calculates based on the relationship to key statistics. A dollars-per-key statistic rate is calculated based on YTD history, and is used to calculate the projection and budget. This calc method is only used when adding a new account.
Add New Labor	New	Use this new labor calc method to add a new labor account to the Expense sheet.
Add New Hours	New	Use this new labor calc method to add a new hours account to the Expense sheet.

Provider Version Only

If your organization purchased the Provider module license, you have access to the following additional calc methods:

Calc Method	Type	Description
ProviderComp	Interface	Transfers Salary calculations from the ProviderComp sheet to the Expense sheet to save in the Financial Data Tables.
ProviderLaborComp	Interface	Transfers Salary calculations from the ProviderComp and designated labor sheet (JobCode, Staffing, Employee) sheet to the Expense sheet to save in the Financial Data Tables.
ProviderCompFICA	Interface	Transfers FICA calculations from the ProviderComp sheet to the Expense sheet to save in the Financial Data Tables.
ProviderLaborFICA	Interface	Transfers FICA calculations from the ProviderComp and designated labor sheet (JobCode, Staffing, Employee) sheet to the Expense sheet to save in the Financial Data Tables.
ProviderCompHours	Interface	Transfers Hours calculations from the ProviderComp sheet to the Expense sheet to save in the Financial Data Tables.
ProviderLaborHours	Interface	Transfers Hours calculations from the ProviderComp and designated labor sheet (JobCode, Staffing, Employee) sheet to the Expense sheet to save in the Financial Data Tables.

Calc Method	Type	Description
ProviderCompOther	Interface	Transfers other labor calculations from the ProviderComp sheet to the Expense sheet to be saved in the Financial Data Tables.
Add New ProviderLaborComp	New	Use this new labor calc method to add a new labor account to the Expense sheet for Providers.
Add New ProviderLaborHours	New	Use this new labor calc method when necessary to add a new hours account to the Expense sheet for Providers.

JobCode sheet

For instructions on using this sheet, click here.

Calc Method	Type	Description
JobCode	Interface	Sets up initial JobCode block on the JobCode sheet during the interface process. Do not use when adding blocks to the JobCode tab.
AvgPerPaidHr	Interface	Calculates other Non-FTE related pay based on the relationship to paid hours in the JobCode block. Monthly spread will be based on the spread of paid hours.
AvgPerProdHr	Interface	Calculates other Non-FTE related pay based on the relationship to productive hours in the JobCode block. Monthly spread will be based on the spread of productive hours.
Dept_ AvgPerProdHr	Interface	Calculates other Non-FTE related pay based on the relationship to productive hours in the department. Monthly spread will be based on the spread of productive hours. Only use this calc method to budget labor dollars at a department level and not a JobCode level.
Dept_ InputMonthly	Interface	Calculates other Non-FTE related pay by inputting monthly amounts for the department. Only use this calc method to budget labor dollars at a department level and not a JobCode level.
Dept_InputTotal	Interface	Calculates other Non-FTE related pay by typing in a total for the department. Monthly spread will be spread evenly by month. Only use this calc method to budget labor dollars at a department level and not a JobCode level.

Calc Method	Type	Description
Holiday	Interface	Calculates salary dollars based on YTD holiday pay and spreads by the listed holiday months in the Budget Labor Configuration 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	Type	Description
FinancialClass	Interface	Inserts financial class data to use during the initial interface process.
Provider	Interface	Sets up the Provider Block to use during the initial interface process.
Revenue	Interface	Inserts revenue data to use during the initial interface process to insert revenue data.
RVU	Interface	Inserts RVU data to use during the initial interface process.

Calc Method	Type	Description
Statistic	Interface	Inserts Procedure/Statistic data to use during the initial interface process.
WRVU	Interface	Inserts WRVU data to use during the initial interface process.
Add New Encounter	New	Inserts additional Encounter/Visit lines, if needed, after the initial interface is complete.
Add New FinancialClass	New	Inserts additional Financial Class lines, if needed, after the initial interface is complete.
Add New Procedure	New	Inserts additional Procedure lines, if needed, after the initial interface is complete.
Add New Provider	New	Inserts a new Provider Block.
Add New Revenue	New	Inserts additional Revenue lines, if needed, after the initial interface is complete.
Add New RVU	New	Inserts additional RVU lines, if needed, after the initial interface is complete.
Add New WRVU	New	Inserts additional WRVU lines, if needed, after the initial interface is complete.
Copy From Existing Provider	New	Inserts a new Provider Block and allows the statistical history from an existing Provider to copy into the new Provider block.

Staffing sheet

For instructions on using this sheet, click here.

Calc Method	Type	Description
JobCode	Interface	Sets up initial JobCode block on the Staffing tab during the interface process. Do not use when adding blocks to the Staffing tab.
AvgPerPaidHr	Interface	Calculates other Non-FTE related pay based on the relationship to paid hours in the JobCode block. Monthly spread will be based on the spread of paid hours.
AvgPerProdHr	Interface	Calculates other Non-FTE related pay based on the relationship to productive hours in the JobCode block. Monthly spread will be based on the spread of productive hours.

Calc Method	Type	Description
DeptAvgPerPaidHr	Interface	Calculate other Non-FTE related pay based on the relationship to paid hours in the department. Monthly spread will be based on the spread of paid hours. Only use this calc method to budget labor dollars at a department level and not a JobCode level.
Dept_ InputMonthly	Interface	Calculates other Non-FTE related pay by inputting monthly amounts for the department. Only use this calc 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:

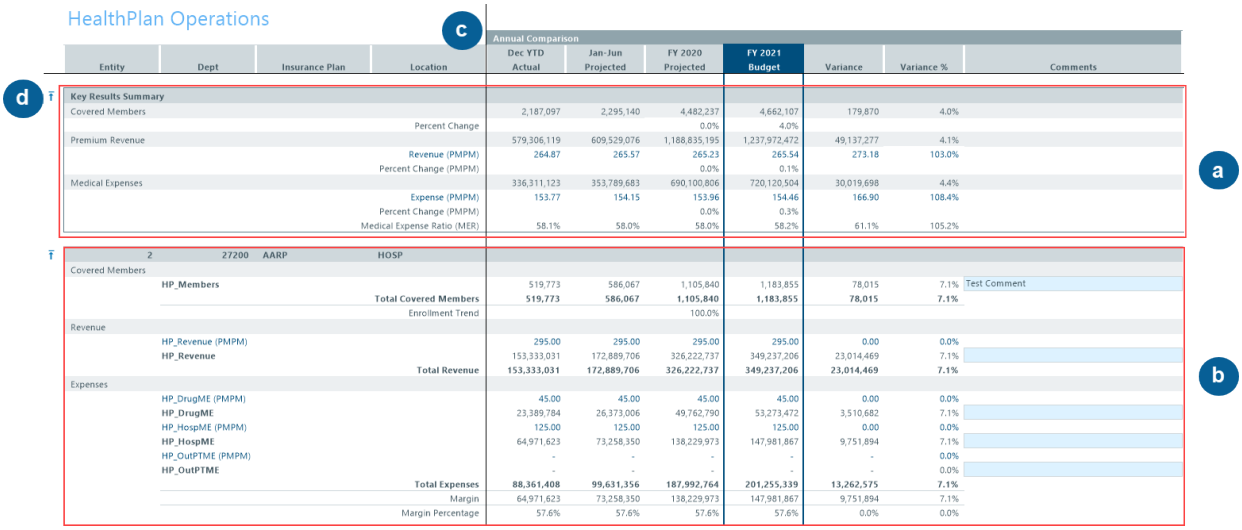
a. **Key Results Summary** - Summarizes the results of all the health plans included in the utility.

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.

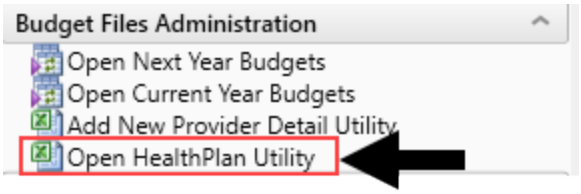
d. **Expand/Contract entity/department rows** - By default, the list of entities/departments is expanded, but you can double-click ⤓ to expand or double-click ⤒ to contract it. After you save your changes, the system remembers this setting the next time you open the driver.



IMPORTANT: The utility does not allow your organization to enter any health plan data containing patient identifying information.

To budget health and insurance plans:

1. In the Bud Admin task pane, in the **Budget Files Administration** section, double-click **Open HealthPlan Utility**.



2. In the **Refresh Variables** dialog, do any of the following to filter the list of records that display in the utility, and click **OK**:
   - In the **Filter by ENTITY** field, enter or select one or more entities.

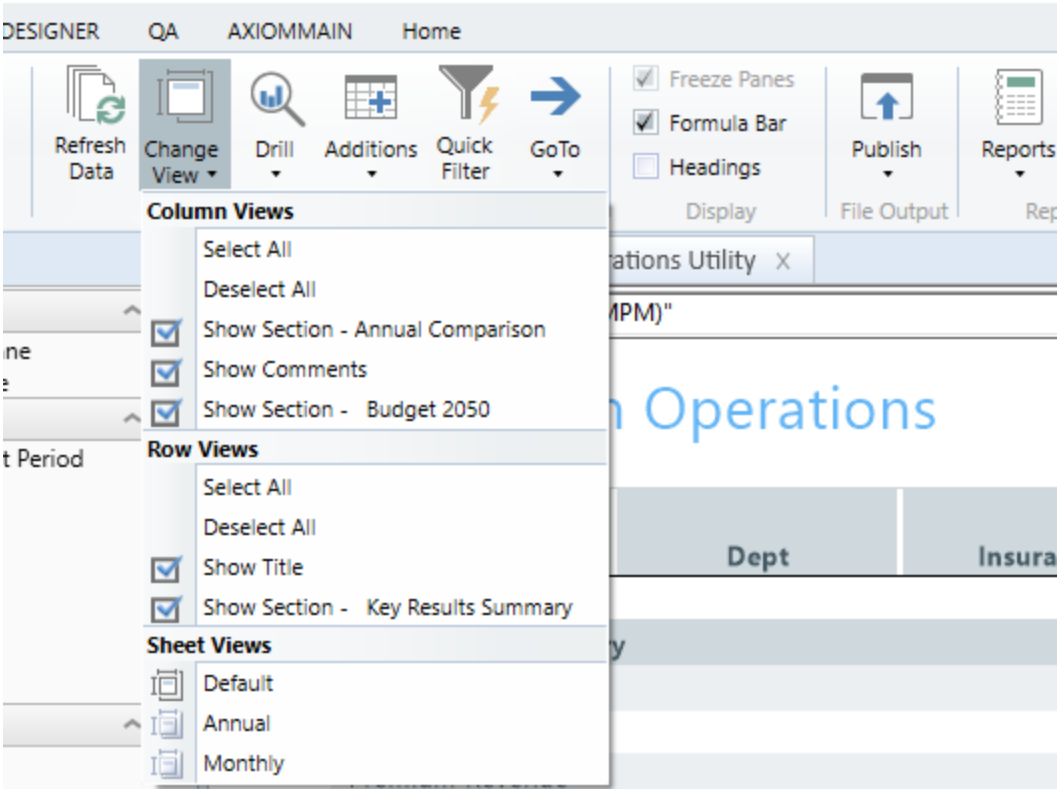
- In the **Filter by DEPT.KHABgtMap** field, enter or select one or more departments.
- To include all entities and departments, leave the fields blank.

3. To enter details for a line item, in the **Comments** column, type information in the blue cells for the appropriate line item.

NOTE: The information in the HealthPlan Operations utility is controlled by a series of dimension tables and drivers. See the Managing utility information section below on how to update information and calculations in the utility.

Using different views

The system provides several different ways to view the sheet information. In the **Main** ribbon tab, click **Change View**.



The following table provides a description of the different options.

Column views

View	Description
Select All	Show all Annual Comparison, Comments, and Budget columns

View	Description
Deselect All	Hide all Annual Comparison, Comments, and Budget columns
Show Section - Annual Comparison	Hide or show the Annual Comparison columns
Show Comments	Hide or show only the Comments column
Show Section - Budget	Hide or show only the Budget columns

Row views

View	Description
Select All	Show both the HealthPlan Operations title and Key Results Summary Area
Deselect All	Hide both the HealthPlan Operations title and Key Results Summary area
Show Title	Hide or show the HealthPlan Operations title
Show Section - Key Results Summary	Hide or show the Key Results Summary area

Sheet views

View	Description
Default	Show both the Annual Comparison, Comments, and Budget rows and columns
Annual	Show only the Annual Comparison and Comments rows and columns
Monthly	Show only the Comments and Budget row and columns

Managing utility information

The information that displays in the utility comes from several different sources. The following table lists where to update information, as needed:

NOTE: To update dimensions specific for health plan budgeting, see Updating dimensions for health plan budgeting.

Location	Description
LOCATION dimension	Add or edit department locations.
INSCODE dimension	Add or edit healthcare or insurance plans.

Location	Description
DATATYPE dimension	Assign budget types to plan revenue and expense streams.
ACT_HP_20XX table	Add or edit plans and the corresponding actual account data.
Membership Enrollment Trend driver	Enter enrollment percentages for each health plan or insurance product offered by your organization. The purpose of this driver is to determine the membership trend of each product. The trend percentages are then used in the Membership Per Member Per Month (PMPM) driver to adjust the membership statistics.
Membership Per Member Per Month driver	Review member lives, revenue PMPM, and expense PMPM for each health plan.

Printing the HealthPlan Operations utility

Axiom Budgeting allows you to save the Annual or Monthly version of the HealthPlan Operations utility as a PDF.

To print the HealthPlan Operations utility:

1. Open the HealthPlan Operations Utility.
2. In the **Main** ribbon tab, click **Publish > Print > Print This Sheet**.
3. In the **Print Sheet** dialog, do any of the following:
   - **Print Details** - Click the **View/Edit** link to edit print view options, scaling, and header/footer information.
   - **Print Preview** - Click the **Print Preview** link to view a preview of the report.
4. Next to the sheet name, click the check box for the report to print, and click **Print**.

5

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.

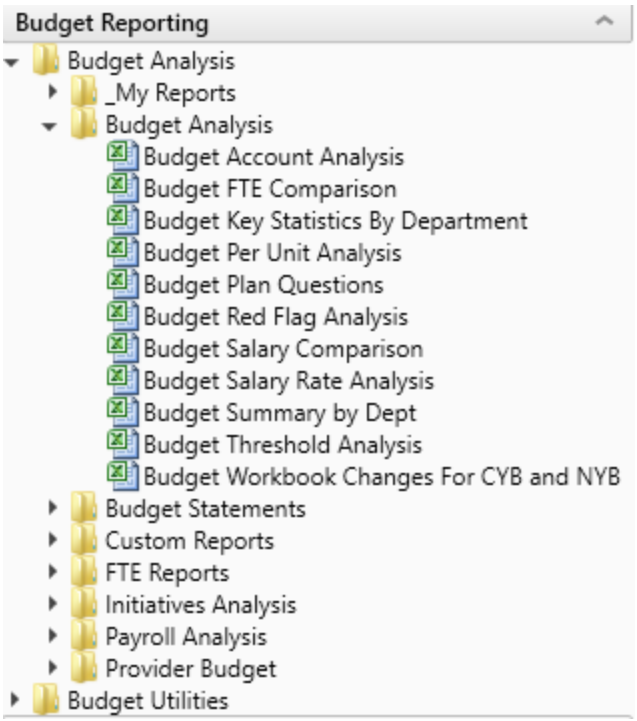
Analysis reports

These reports are designed for budget analysis.

Accessing these reports

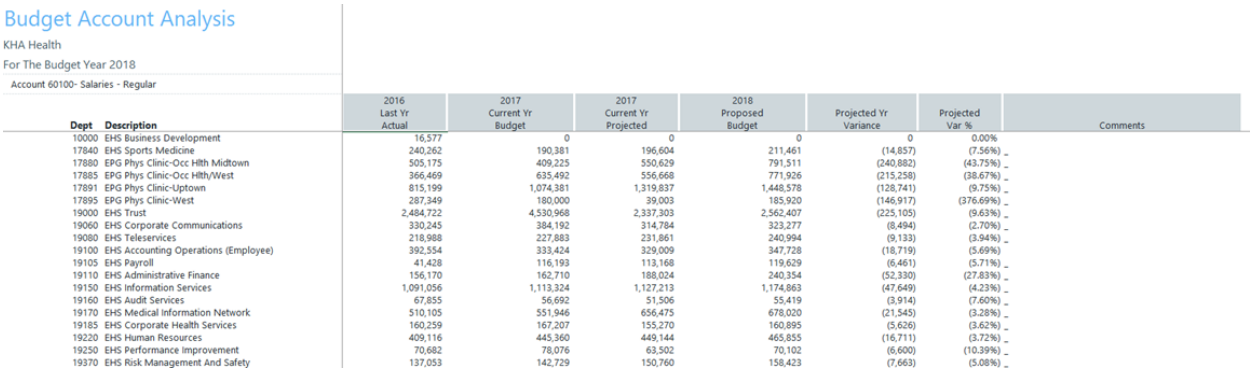
The reports listed in this section are located in **\Axiom\Reports Library\Budgeting Reports\Budget Analysis**. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the **Budget Reporting** section, click **Budget Analysis > Budget Analysis**.



Budget Income Detail

Use to analyze the proposed budget compared to last year actual, current year budget, and current year projected for an individual account by department. Comments entered into the budget plan files also show on the report to assist with the analysis.



Budget Account Analysis

KHA Health

For The Budget Year 2018

Account 60100- Salaries - Regular

Dept	Description	2016 Last Yr Actual	2017 Current Yr Budget	2017 Current Yr Projected	2018 Proposed Budget	Projected Yr Variance	Projected Var %	Comments
10000	EHS Business Development	16,577	0	0	0	0	0.00%	
17840	EHS Sports Medicine	240,262	190,381	196,604	211,461	(14,857)	(7.56%)	
17880	EPG Phys Clinic-Occ Hlth Midtown	505,175	409,225	550,629	791,511	(240,882)	(43.75%)	
17885	EPG Phys Clinic-Occ Hlth/West	366,469	635,492	556,668	771,926	(215,258)	(38.67%)	
17891	EPG Phys Clinic-Uptown	815,199	1,074,381	1,319,837	1,448,578	(128,741)	(9.75%)	
17895	EPG Phys Clinic-West	287,349	180,000	39,003	185,920	(146,917)	(376.69%)	
19000	EHS Trust	2,484,722	4,530,968	2,337,303	2,562,407	(225,105)	(9.63%)	
19060	EHS Corporate Communications	330,245	384,192	314,784	323,277	(8,494)	(2.70%)	
19080	EHS Teleservices	218,988	227,883	231,861	240,994	(9,133)	(3.94%)	
19100	EHS Accounting Operations (Employee)	392,554	333,424	329,009	347,728	(18,719)	(5.69%)	
19105	EHS Payroll	41,428	116,193	113,168	119,629	(6,461)	(5.71%)	
19110	EHS Administrative Finance	156,170	162,710	188,024	240,354	(52,330)	(27.83%)	
19150	EHS Information Services	1,091,056	1,113,324	1,127,213	1,174,863	(47,649)	(4.23%)	
19160	EHS Audit Services	67,855	56,692	51,506	55,419	(3,914)	(7.60%)	
19170	EHS Medical Information Network	510,105	551,946	656,475	678,020	(21,545)	(3.28%)	
19185	EHS Corporate Health Services	160,259	167,207	155,270	160,895	(5,626)	(3.62%)	
19220	EHS Human Resources	409,116	445,360	449,144	465,855	(16,711)	(3.72%)	
19250	EHS Performance Improvement	70,682	78,076	63,502	70,102	(6,600)	(10.39%)	
19370	EHS Risk Management And Safety	137,053	142,729	150,760	158,423	(7,663)	(5.08%)	

Budget FTE Comparison

Use to analyze the proposed budget for FTE compared to last year actual, current year budget, year-to-date actual, and current year projected by department.

Paid FTE Comparison

KHA Health

For The Budget Year 2018

Dept	Description	2016 Actual FTEs	2017 Budget FTEs	2017 YTD FTEs	2017 Projected FTEs	Projected YTD Variance	2018 Budget FTEs	Projected Budget Variance	Variance Percent
10000	EHS Balance Sheet	0.71	1.03	0.00	0.00	0.00	0.00	0.00	0.0%
17840	EHS Sports Medicine	7.04	6.85	6.84	6.83	(0.01)	6.80	0.02	0.4%
17880	EPG Phys Clinic-North	6.12	7.23	6.71	10.22	3.51	10.91	(0.69)	(6.7%)
17885	EPG Phys Clinic-East	1.99	3.97	3.39	5.47	2.09	5.76	(0.29)	(5.3%)
17891	EPG Phys Clinic-South	3.56	4.06	4.04	4.04	0.01	4.05	(0.01)	(0.2%)
17895	EPG Phys Clinic-West	1.79	0.00	1.01	1.01	(0.00)	1.00	0.00	0.3%
19000	EHS Administration	25.89	23.60	26.81	26.65	(0.17)	26.32	0.33	1.2%
19060	EHS Corporate Communications	8.68	10.04	8.32	8.30	(0.01)	8.27	0.03	0.4%
19080	EHS Teleservices	5.86	6.25	6.17	6.16	(0.01)	6.14	0.02	0.3%
19100	EHS Accounting Operations (Employee)	11.07	10.13	9.15	9.14	(0.02)	9.10	0.03	0.4%
19105	EHS Payroll	0.97	3.04	3.08	3.08	(0.00)	3.07	0.01	0.3%
19110	EHS Administrative Finance	3.30	3.41	3.34	4.22	0.88	4.33	(0.11)	(2.5%)
19150	EHS Information Services	22.90	17.63	23.23	23.14	(0.09)	22.96	0.18	0.8%

Budget Key Statistics By Department

Use to view highlighted key statistic trends across multiple fiscal years.

Key Statistic Summary

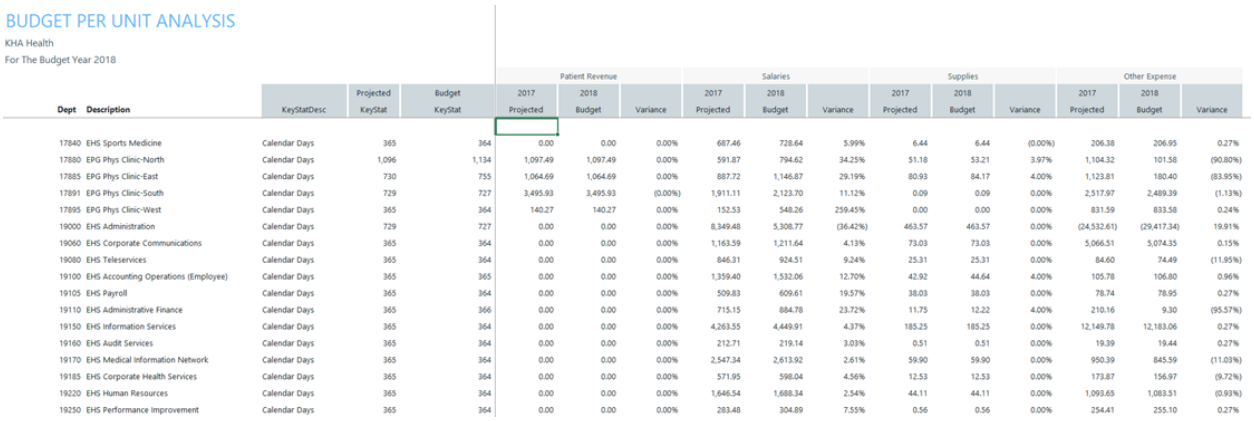
KHA Health

For The Budget Year 2018

Department	Name	Statistic Name	2016 Actual	2017 Budget	2017 YTD	2017 Annualized	2017 Projected	2018 Budget	Projection Variance	Budget Variance
10000	EHS Balance Sheet	Calendar Days	8,395	5,589	5,589	8,384	0	0	8,384	0
17840	EHS Sports Medicine	Calendar Days	365	243	243	365	365	364	0	1
17880	EPG Phys Clinic-North	Calendar Days	1,095	729	729	1,094	1,096	1,134	(3)	(38)
17885	EPG Phys Clinic-East	Calendar Days	730	486	486	729	730	755	(1)	(25)
17891	EPG Phys Clinic-South	Calendar Days	730	486	486	729	729	727	0	2
17895	EPG Phys Clinic-West	Calendar Days	365	243	243	365	365	364	0	1
19000	EHS Administration	Calendar Days	1,096	729	729	1,094	729	727	365	2
19060	EHS Corporate Communications	Calendar Days	365	243	243	365	365	364	0	1
19080	EHS Teleservices	Calendar Days	365	243	243	365	365	364	0	1
19100	EHS Accounting Operations (Employee)	Calendar Days	365	243	243	365	365	365	(1)	0
19105	EHS Payroll	Calendar Days	365	243	243	365	365	364	0	1
19110	EHS Administrative Finance	Calendar Days	365	243	243	365	365	366	(1)	(1)
19150	EHS Information Services	Calendar Days	365	243	243	365	365	364	0	1
19160	EHS Audit Services	Calendar Days	365	243	243	365	365	364	0	1
19170	EHS Medical Information Network	Calendar Days	365	243	243	365	365	364	0	1

Budget Per Unit Analysis

Use to analyze per-unit amounts by comparing the current year projection to next year's budget for Patient Revenue, Salaries, Supplies, and Other Expenses.



BUDGET PER UNIT ANALYSIS

KHA Health

For The Budget Year 2018

Dept	Description	KeyStatDesc	Projected KeyStat	Budget KeyStat	Patient Revenue 2017 Projected	Patient Revenue 2018 Budget	Patient Revenue Variance	Salaries 2017 Projected	Salaries 2018 Budget	Salaries Variance	Supplies 2017 Projected	Supplies 2018 Budget	Supplies Variance	Other Expense 2017 Projected	Other Expense 2018 Budget	Other Expense Variance
17840	EHS Sports Medicine	Calendar Days	365	364	0.00	0.00	0.00%	687.46	728.64	5.99%	6.44	6.44	(0.00%)	206.38	206.95	0.27%
17880	EPG Phys Clinic-North	Calendar Days	1,096	1,134	1,097.49	1,097.49	0.00%	591.87	794.62	34.25%	51.18	53.21	3.97%	1,104.32	101.58	(90.80%)
17885	EPG Phys Clinic-East	Calendar Days	730	755	1,064.69	1,064.69	0.00%	887.72	1,146.87	29.19%	80.93	84.17	4.00%	1,123.81	180.40	(83.95%)
17891	EPG Phys Clinic-South	Calendar Days	729	727	3,495.93	3,495.93	(0.00%)	1,911.11	2,123.70	11.12%	0.09	0.09	0.00%	2,517.97	2,489.39	(1.13%)
17895	EPG Phys Clinic-West	Calendar Days	365	364	140.27	140.27	0.00%	152.53	548.26	259.45%	0.00	0.00	0.00%	831.59	833.58	0.24%
19000	EHS Administration	Calendar Days	729	727	0.00	0.00	0.00%	8,349.48	5,308.77	(36.42%)	463.57	463.57	0.00%	(24,532.61)	(29,417.34)	19.91%
19060	EHS Corporate Communications	Calendar Days	365	364	0.00	0.00	0.00%	1,163.59	1,211.64	4.13%	73.03	73.03	0.00%	5,066.51	5,074.35	0.15%
19080	EHS Teleservices	Calendar Days	365	364	0.00	0.00	0.00%	846.31	924.51	9.24%	25.31	25.31	0.00%	84.60	74.49	(11.95%)
19100	EHS Accounting Operations (Employee)	Calendar Days	365	365	0.00	0.00	0.00%	1,359.40	1,532.06	12.70%	42.92	44.64	4.00%	105.78	106.80	0.96%
19105	EHS Payroll	Calendar Days	365	364	0.00	0.00	0.00%	509.83	609.61	19.57%	38.03	38.03	0.00%	78.74	78.95	0.27%
19110	EHS Administrative Finance	Calendar Days	365	366	0.00	0.00	0.00%	715.15	884.78	23.72%	11.75	12.22	4.00%	210.16	9.30	(95.57%)
19150	EHS Information Services	Calendar Days	365	364	0.00	0.00	0.00%	4,263.55	4,449.91	4.37%	185.25	185.25	0.00%	12,149.78	12,183.06	0.27%
19160	EHS Audit Services	Calendar Days	365	364	0.00	0.00	0.00%	212.71	219.14	3.03%	0.51	0.51	0.00%	19.39	19.44	0.27%
19170	EHS Medical Information Network	Calendar Days	365	364	0.00	0.00	0.00%	2,547.34	2,613.92	2.61%	59.90	59.90	0.00%	950.39	845.59	(11.03%)
19185	EHS Corporate Health Services	Calendar Days	365	364	0.00	0.00	0.00%	571.95	598.04	4.56%	12.53	12.53	0.00%	173.87	156.97	(9.72%)
19220	EHS Human Resources	Calendar Days	365	364	0.00	0.00	0.00%	1,646.54	1,688.34	2.54%	44.11	44.11	0.00%	1,093.65	1,083.51	(0.93%)
19250	EHS Performance Improvement	Calendar Days	365	364	0.00	0.00	0.00%	283.48	304.89	7.55%	0.56	0.56	0.00%	254.41	255.10	0.27%

Budget Plan Questions

Use to report on inputs from the Plan tab in plan files.



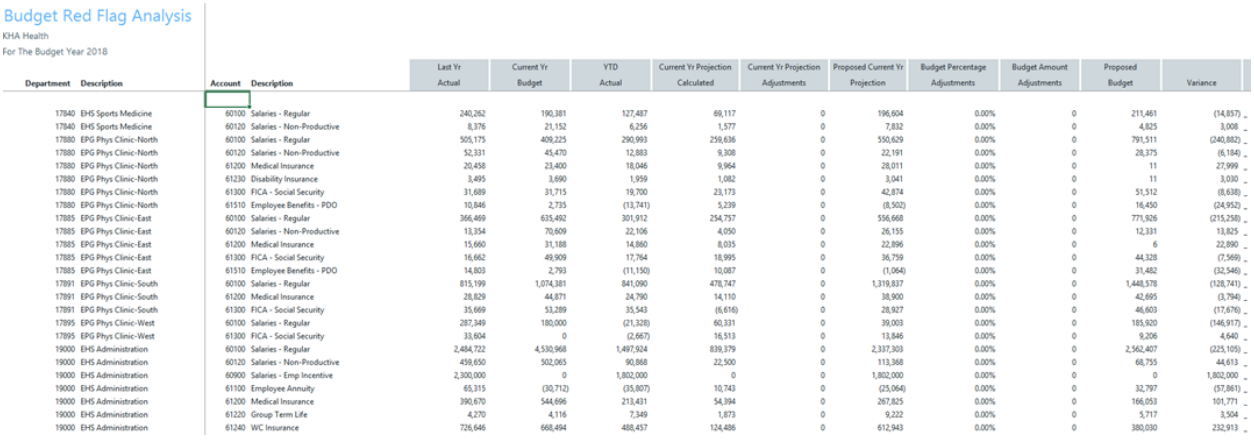
Budget Plan Questions

KHA Health

Dept	Description	Item Number	Objectives	Risk Factors	Factors That May Aid In Accomplishing The Objectives	Provide Any Operational Factors That Will Not Occur Next Year	Provide Any New Operational Factors That May Occur Next Year	Quality Improvement Plan	Labor Productivity Plan
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 clinics.	Implementating a LEAN	

Budget Red Flag Analysis

Use to review the comments and explanations for accounts flagged in the budget plan files because they exceeded the defined red-flag threshold. The report shows year-to-date actual and current year projection compared to the proposed budget request. The report also includes fields for the adjustments and comments posted from the budget workbook for each account.



Budget Red Flag Analysis

KHA Health

For The Budget Year 2018

Department	Description	Account	Description	Last Yr Actual	Current Yr Budget	YTD Actual	Current Yr Projection Calculated	Current Yr Projection Adjustments	Proposed Current Yr Projection	Budget Percentage Adjustments	Budget Amount Adjustments	Proposed Budget	Variance
17840	EHS Sports Medicine	60100	Salaries - Regular	240,262	190,381	127,487	69,117	0	196,604	0.00%	0	211,461	(14,857)
17840	EHS Sports Medicine	60120	Salaries - Non-Productive	8,376	21,152	6,256	1,577	0	7,832	0.00%	0	4,825	3,008
17880	EPG Phys Clinic-North	60100	Salaries - Regular	505,175	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	(1,064)	0.00%	0	31,482	(32,546)
17891	EPG Phys Clinic-South	60100	Salaries - Regular	815,199	1,074,381	841,090	478,747	0	1,319,837	0.00%	0	1,448,578	(128,741)
17891	EPG Phys Clinic-South	61200	Medical Insurance	28,829	44,871	24,790	14,110	0	38,900	0.00%	0	42,695	(3,794)
17891	EPG Phys Clinic-South	61300	FICA - Social Security	35,669	53,289	35,543	(6,616)	0	28,927	0.00%	0	46,603	(17,676)
17895	EPG Phys Clinic-West	60100	Salaries - Regular	287,349	180,000	(21,328)	60,331	0	39,003	0.00%	0	185,920	(146,917)
17895	EPG Phys Clinic-West	61300	FICA - Social Security	33,604	0	(2,667)	16,513	0	13,846	0.00%	0	9,206	4,640
19000	EHS Administration	60100	Salaries - Regular	2,484,722	4,530,968	1,497,924	839,379	0	2,337,303	0.00%	0	2,562,407	(225,105)
19000	EHS Administration	60120	Salaries - Non-Productive	459,650	502,065	90,868	22,500	0	113,368	0.00%	0	68,755	44,613
19000	EHS Administration	60900	Salaries - Emp Incentive	2,300,000	0	1,802,000	0	0	1,802,000	0.00%	0	0	1,802,000
19000	EHS Administration	61100	Employee Annuity	65,315	(30,712)	(35,807)	10,743	0	(25,064)	0.00%	0	32,797	(57,861)
19000	EHS Administration	61200	Medical Insurance	390,670	544,696	213,431	54,394	0	267,825	0.00%	0	166,053	101,771
19000	EHS Administration	61220	Group Term Life	4,270	4,116	7,349	1,873	0	9,222	0.00%	0	5,717	3,504
19000	EHS Administration	61240	WC Insurance	726,646	668,494	488,457	124,486	0	612,943	0.00%	0	380,030	232,913

Budget Salary Comparison

Use to analyze salary variances for the proposed budget compared to the current year projection. The report also includes prior year and current year actual history to use for comparison.

Budget Salary Comparison

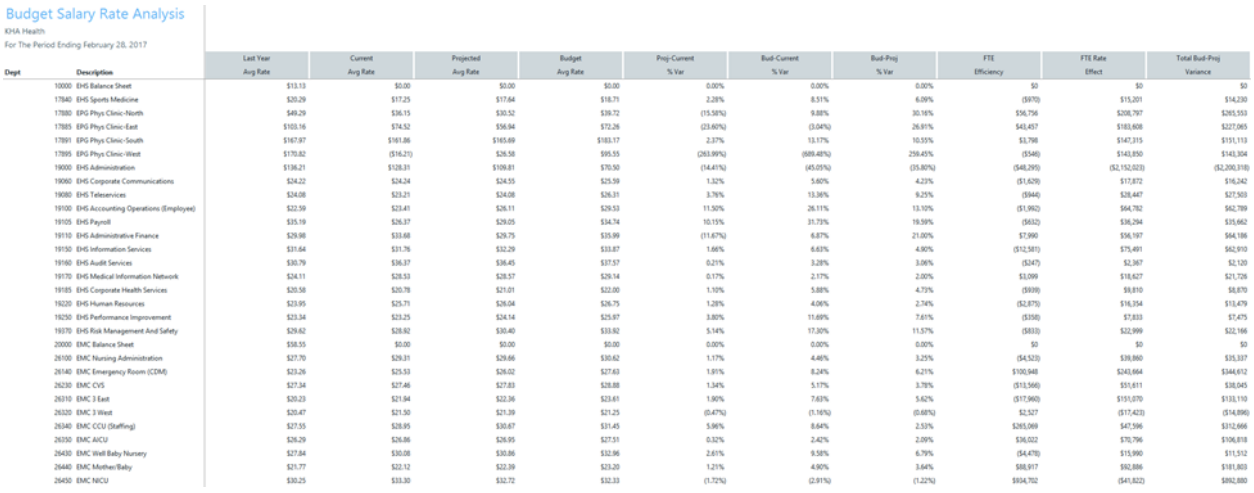
KHA Health

For The Budget Year 2018

Dept	Description	2016 Actual Dollars	2017 YTD Dollars	2017 Annualized Dollars	2017 Projected Dollars	Proj-Annual Variance	2018 Budget Dollars	Bud-Proj Variance Dollars	Variance Percent
10000	EHS Balance Sheet	19,169	0	0	0	0	0	0	0.0%
17840	EHS Sports Medicine	248,640	133,742	200,614	204,436	(3,823)	216,286	(11,850)	(5.8%)
17880	EPG Phys Clinic-North	559,957	306,967	460,450	577,441	(116,991)	824,539	(247,098)	(42.8%)
17885	EPG Phys Clinic-East	379,823	324,017	486,026	582,824	(96,798)	784,257	(201,433)	(34.6%)
17891	EPG Phys Clinic-South	1,180,783	841,090	1,261,635	1,319,837	(58,202)	1,448,578	(128,741)	(9.8%)
17895	EPG Phys Clinic-West	592,240	(21,328)	(31,992)	39,003	(70,995)	185,920	(146,917)	(376.7%)
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%
19060	EHS Corporate Communications	368,300	228,571	342,857	346,026	(3,169)	359,589	(13,563)	(3.9%)
19080	EHS Teleservices	242,225	169,606	254,410	256,434	(2,024)	268,092	(11,658)	(4.5%)
19100	EHS Accounting Operations (Employee)	444,908	242,539	363,808	367,013	(3,205)	385,357	(18,344)	(5.0%)
19105	EHS Payroll	47,376	91,440	137,160	137,955	(796)	141,767	(3,811)	(2.8%)
19110	EHS Administrative Finance	168,661	129,105	193,657	214,735	(21,078)	264,147	(49,411)	(23.0%)
19150	EHS Information Services	1,287,747	881,753	1,322,630	1,317,374	5,256	1,336,095	(18,721)	(1.4%)
19160	EHS Audit Services	81,859	43,043	64,565	64,501	64	66,288	(1,788)	(2.8%)
19170	EHS Medical Information Network	571,221	482,058	723,086	724,213	(1,127)	740,956	(16,742)	(2.3%)
19185	EHS Corporate Health Services	177,978	118,175	177,263	178,169	(906)	184,006	(5,837)	(3.3%)
19220	EHS Human Resources	451,303	333,219	499,828	499,493	335	508,533	(9,040)	(1.8%)
19250	EHS Performance Improvement	82,276	55,393	83,090	85,135	(2,045)	90,650	(5,515)	(6.5%)

Budget Salary Rate Analysis

Use to analyze departmental average hourly-rate variances in the proposed budget. The report shows prior year and current year actual history and projection compared to the new budget. The variance is broken out into two different categories—FTE and Rate Effect.


Budget Salary Rate Analysis

KHA Health

For The Period Ending February 28, 2017

Dept	Description	Last Year Avg Rate	Current Avg Rate	Projected Avg Rate	Budget Avg Rate	Proj-Current % Var	Bud-Current % Var	Bud-Proj % Var	FTE Efficiency	FTE Rate Effect	Total Bud-Proj Variance
10000	EHS Balance Sheet	$13.13	$0.00	$0.00	$0.00	0.00%	0.00%	0.00%	$0	$0	$0
17840	EHS Sports Medicine	$20.29	$17.25	$17.64	$18.71	2.28%	8.51%	6.09%	($970)	$15,201	$14,230
17880	EPG Phys Clinic-North	$49.29	$36.15	$30.52	$39.72	(15.58%)	9.88%	30.16%	$56,756	$208,797	$265,553
17885	EPG Phys Clinic-East	$103.16	$74.52	$56.94	$72.26	(23.60%)	(3.04%)	26.91%	$43,457	$183,608	$227,065
17891	EPG Phys Clinic-South	$167.97	$161.86	$165.69	$183.17	2.37%	13.17%	10.55%	$3,798	$147,315	$151,113
17895	EPG Phys Clinic-West	$170.82	($16.21)	$26.58	$95.55	(263.99%)	(689.48%)	258.45%	($546)	$143,850	$143,304
19000	EHS Administration	$136.21	$128.31	$109.81	$70.50	(14.41%)	(45.05%)	(35.80%)	($48,295)	($2,152,023)	($2,200,318)
19060	EHS Corporate Communications	$24.22	$24.24	$24.55	$25.59	1.32%	5.60%	4.23%	($1,629)	$17,872	$16,242
19080	EHS Teleservices	$24.08	$23.21	$24.08	$26.31	3.76%	13.36%	9.25%	($944)	$28,447	$27,503
19100	EHS Accounting Operations (Employee)	$22.59	$23.41	$26.11	$29.53	11.50%	26.11%	13.10%	($1,962)	$64,782	$62,789
19105	EHS Payroll	$35.19	$26.37	$29.05	$34.74	10.15%	31.73%	19.59%	($632)	$36,294	$35,662
19110	EHS Administrative Finance	$29.98	$33.68	$29.75	$35.99	(11.67%)	6.87%	21.00%	$7,990	$56,197	$64,186
19150	EHS Information Services	$31.64	$31.76	$32.29	$33.87	1.66%	6.63%	4.90%	($12,581)	$75,491	$62,910
19160	EHS Audit Services	$30.79	$36.37	$36.45	$37.57	0.21%	3.28%	3.06%	($247)	$2,367	$2,120
19170	EHS Medical Information Network	$24.11	$28.53	$28.57	$29.14	0.17%	2.17%	2.00%	$3,099	$18,627	$21,726
19185	EHS Corporate Health Services	$20.58	$20.78	$21.01	$22.00	1.10%	5.88%	4.73%	($939)	$9,810	$8,870
19220	EHS Human Resources	$23.95	$25.71	$26.04	$26.75	1.28%	4.06%	2.74%	($2,875)	$16,354	$13,479
19250	EHS Performance Improvement	$23.34	$23.25	$24.14	$25.97	3.80%	11.69%	7.61%	($358)	$7,833	$7,475
19370	EHS Risk Management And Safety	$29.62	$28.92	$30.40	$33.92	5.14%	17.30%	11.57%	($833)	$22,999	$22,166
20000	EMC Balance Sheet	$58.55	$0.00	$0.00	$0.00	0.00%	0.00%	0.00%	$0	$0	$0
26100	EMC Nursing Administration	$27.70	$29.31	$29.66	$30.62	1.17%	4.46%	3.25%	($4,523)	$39,860	$35,337
26140	EMC Emergency Room (CDM)	$23.26	$25.53	$26.02	$27.63	1.91%	8.24%	6.21%	$100,948	$243,664	$344,612
26230	EMC CVS	$27.34	$27.46	$27.83	$28.88	1.34%	5.17%	3.78%	($13,566)	$51,611	$38,045
26310	EMC 3 East	$20.23	$21.84	$22.36	$23.61	1.90%	7.63%	5.62%	($17,960)	$151,070	$133,110
26320	EMC 3 West	$20.47	$21.50	$21.39	$21.25	(0.47%)	(1.16%)	(0.68%)	$2,527	($17,423)	($14,896)
26340	EMC CCU (Staffing)	$27.55	$28.95	$30.67	$31.45	5.96%	8.64%	2.53%	$265,069	$47,596	$312,666
26350	EMC AICU	$26.29	$26.86	$26.95	$27.51	0.32%	2.42%	2.09%	$36,022	$70,796	$106,818
26430	EMC Well Baby Nursery	$27.84	$30.08	$30.86	$32.96	2.61%	9.58%	6.79%	($4,470)	$15,990	$11,512
26440	EMC Mother/Baby	$21.77	$22.12	$22.39	$23.20	1.21%	4.90%	3.64%	$88,917	$92,886	$181,803
26450	EMC NICU	$30.25	$33.30	$32.72	$32.33	(1.72%)	(2.91%)	(1.22%)	$934,702	($41,822)	$892,880

Budget Summary by Department

Use to analyze total-expense variances by department, comparing the proposed budget to the current-year projection. The report shows prior-year actual, current-year actual, and current-year budget history.

Budget Total Expense Summary by Dept

KHA Health

For The Period Ending February 28, 2017

Dept	Description	Actual 2016	Budget 2017	YTD-Actual 2017	Annualized 2017	Projected 2017	Budget 2018	Projection Variance	Annualized Variance
10000	EHS Balance Sheet	18,110,306	20,830,204	12,870,231	19,305,347	0	0	0	19,305,347
17840	EHS Sports Medicine	354,659	323,216	212,155	318,233	328,154	342,434	(14,280)	(24,202)
17880	EPG Phys Clinic-North	1,838,384	1,923,628	1,184,414	1,776,621	1,915,123	1,076,625	838,498	699,997
17885	EPG Phys Clinic-East	1,484,700	2,460,228	982,150	1,473,225	1,527,497	1,065,635	461,861	407,589
17891	EPG Phys Clinic-South	2,890,503	3,297,572	2,147,569	3,221,353	3,228,860	3,353,821	(124,961)	(132,468)
17895	EPG Phys Clinic-West	1,469,122	266,184	36,047	54,070	358,709	502,305	(143,597)	(448,235)
19000	EHS Administration	(4,411,667)	(15,164,945)	(9,197,180)	(13,795,770)	(11,459,565)	(17,190,111)	5,730,546	3,394,341
19060	EHS Corporate Communications	2,696,540	2,708,568	1,527,548	2,291,322	2,297,491	2,311,529	(14,038)	(20,207)
19080	EHS Teleservices	334,730	333,813	225,614	338,421	348,542	372,342	(23,800)	(33,921)
19100	EHS Accounting Operations (Employee)	588,070	511,024	332,663	498,995	550,457	614,475	(64,018)	(115,480)
19105	EHS Payroll	89,662	165,921	130,931	196,396	228,391	264,119	(35,728)	(67,723)
19110	EHS Administrative Finance	231,492	234,914	209,069	313,603	342,024	331,705	10,318	(18,102)
19150	EHS Information Services	6,110,175	6,341,677	4,162,540	6,243,809	6,050,183	6,113,496	(63,312)	130,314
19160	EHS Audit Services	103,039	81,642	56,494	84,741	84,786	86,913	(2,127)	(2,171)
19170	EHS Medical Information Network	1,012,980	1,023,163	845,733	1,268,600	1,296,758	1,279,319	17,439	(10,719)

Budget Threshold Analysis

Use to analyze account categories by applying a low and high threshold for variances. Historical data for last-year actual and current-year budget are also included.

Budget Threshold Report

KHA Health

For The Budget Year 2018

500 High Threshold

(500) Low Threshold

Acct.FSSummary = 'E_Salaries' AND INITIATIVEID.INITIATIVEID = 1

DEPT	Description	Acct	Type	Account	Last Year Actual	Current Budget	Current Projection	Proposed Budget	Variance	Var %
17840	EHS Sports Medicine	60100	Expense	Salaries - Regular	240,262	190,381	196,604	211,461	(14,857)	(7.6%)
17880	EPG Phys Clinic-North	60100	Expense	Salaries - Regular	505,175	409,225	550,629	791,511	(240,882)	(43.7%)
17885	EPG Phys Clinic-East	60100	Expense	Salaries - Regular	366,469	635,492	556,668	771,926	(215,258)	(38.7%)
17891	EPG Phys Clinic-South	60100	Expense	Salaries - Regular	815,199	1,074,381	1,319,837	1,448,578	(128,741)	(9.8%)
17895	EPG Phys Clinic-West	60100	Expense	Salaries - Regular	287,349	180,000	39,003	185,920	(146,917)	(376.7%)
19000	EHS Administration	60100	Expense	Salaries - Regular	2,484,722	4,530,968	2,337,303	2,562,407	(225,105)	(9.6%)
19060	EHS Corporate Communications	60100	Expense	Salaries - Regular	330,245	384,192	314,784	323,277	(8,494)	(2.7%)
19080	EHS Teleservices	60100	Expense	Salaries - Regular	218,988	227,883	231,861	240,994	(9,133)	(3.9%)
19100	EHS Accounting Operations (Employee)	60100	Expense	Salaries - Regular	392,554	333,424	329,009	347,728	(18,719)	(5.7%)
19105	EHS Payroll	60100	Expense	Salaries - Regular	41,428	116,193	113,168	119,629	(6,461)	(5.7%)
19110	EHS Administrative Finance	60100	Expense	Salaries - Regular	156,170	162,710	188,024	240,354	(52,330)	(27.8%)
19150	EHS Information Services	60100	Expense	Salaries - Regular	1,091,056	1,113,324	1,127,213	1,174,863	(47,649)	(4.2%)
19160	EHS Audit Services	60100	Expense	Salaries - Regular	67,855	56,692	51,506	55,419	(3,914)	(7.6%)
19170	EHS Medical Information Network	60100	Expense	Salaries - Regular	510,105	551,946	656,475	678,020	(21,545)	(3.3%)

Budget Workbook Changes for CYB and NYB

Use to view highlighted areas where users made inputs in the yellow cells in budget plan files.

Changes to Projection and Budget from Workbook

KHA Health

For The Budget Year 2018

User Selection: 17840 - EHS Sports Medicine

Dept	Description	Acct	Description	Last Yr Actual	Current Yr Budget	YTD Actual	Current Yr Projection Calculated	Current Yr Projection Adjustments	Proposed Current Yr Projection	Budget Percentage Adjustments	Budget Amount Adjustments	Proposed Budget	Variance
17840	EHS Sports Medicine	60100	Salaries - Regular	240,262	190,381	127,487	69,117	0	196,604	0.00%	0	211,461	(14,857)
17840	EHS Sports Medicine	60110	Salaries - Overtime	2	(68)	0	0	0	0	0.00%	0	0	0
17840	EHS Sports Medicine	60120	Salaries - Non-Productive	8,376	21,152	6,256	1,577	0	7,832	0.00%	0	4,825	3,008
17840	EHS Sports Medicine	61100	Employee Annuity	4,445	4,330	2,060	1,089	0	3,149	0.00%	0	3,331	(183)
17840	EHS Sports Medicine	61200	Medical Insurance	14,712	21,128	14,156	7,483	0	21,639	0.00%	0	22,893	(1,254)
17840	EHS Sports Medicine	61220	Group Term Life	283	206	170	90	0	259	0.00%	0	274	(15)
17840	EHS Sports Medicine	61230	Disability Insurance	555	456	499	264	0	762	0.00%	0	806	(44)
17840	EHS Sports Medicine	61300	FICA - Social Security	18,673	18,273	9,846	6,019	0	15,865	0.00%	0	16,546	(681)
17840	EHS Sports Medicine	61510	Employee Benefits - PDO	10,684	9,686	2,924	1,546	0	4,469	0.00%	0	4,728	(259)
17840	EHS Sports Medicine	62100	Supplies - General	1,727	3,466	1,566	783	0	2,349	0.00%	0	2,342	6
17840	EHS Sports Medicine	63140	Fees - Other	50,000	50,004	25,000	16,667	0	41,667	0.00%	0	41,667	0
17840	EHS Sports Medicine	64100	Repairs	0	0	731	365	0	1,096	0.00%	0	1,096	0
17840	EHS Sports Medicine	66200	Telephone	2,593	2,642	1,078	810	0	1,888	0.00%	0	1,888	0
17840	EHS Sports Medicine	69100	Travel - General	24,728	0	18,973	9,487	0	28,460	0.00%	0	28,460	0
17840	EHS Sports Medicine	69120	Institutes And Education	424	0	0	0	0	0	0.00%	0	0	0
17840	EHS Sports Medicine	69200	Dues And Subscriptions	212	1,560	1,410	705	0	2,115	0.00%	0	2,115	0
17840	EHS Sports Medicine	69950	Rebates/Repayments	(23,309)	0	0	0	0	0	0.00%	0	0	0
17840	EHS Sports Medicine	71100	Depreciation - Equipment	294	0	0	0	0	0	0.00%	0	0	0
Total				354,659	323,216	212,155	115,999	0	328,154		0	342,434	(14,280)

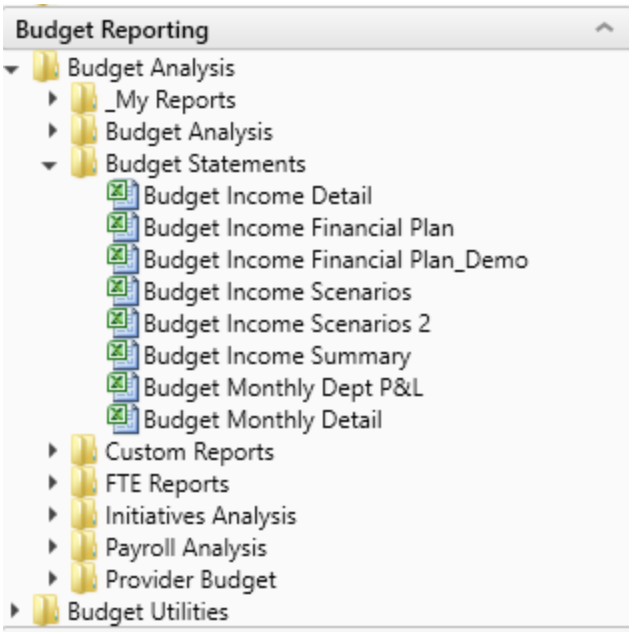
Statement reports

These reports are designed for budget analysis.

Accessing these reports

The reports listed in this section are located in **\Axiom\Reports Library\Budgeting Reports\Budget Statements**. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the **Budget Reporting** section, click **Budget Analysis > Budget Statements**.



Budget Income Detail

Use to analyze the proposed budget-by-income statement category compared to last-year actual, current-year budget, current-year projected, year-to-date actual, and current-year annualized. Each category shows all values for all accounts in that category.

Budget Income Statement Detail
KHA Health
For The Budget Year 2018

Account	Description	Last Year Actual	Current Year Budget	Current Year Projected	Current Year YTD	Current Year Annualized	Next Year Budget	Projected Yr Variance	Projected Var %	CY Budget Var %
Patient Revenue										
	Inpatient Gross Revenue									
31100	IP - Medicare	162,981,910	208,824,028	182,863,552	128,359,839	192,539,759	202,886,142	20,022,590	10.9%	(2.8%)
31200	IP - Medicaid	17,977,136	17,709,210	26,879,734	17,848,976	26,773,465	31,431,317	4,551,583	16.9%	77.5%
31300	IP - Blue Cross	38,281,648	40,042,068	44,348,749	30,112,259	45,168,388	49,992,055	5,643,306	12.7%	24.8%
31400	IP - Commercial	26,029,597	27,492,443	27,702,313	18,445,594	27,668,391	31,609,190	3,906,877	14.1%	15.0%
31500	IP - HMO/PPO	26,079,948	28,571,460	35,296,863	23,698,845	35,548,268	40,627,037	5,330,174	15.1%	42.2%
31600	IP - Self Pay	10,480,702	12,950,129	11,551,346	7,696,295	11,544,443	12,827,413	1,276,067	11.0%	(0.9%)
31900	IP - Other	6,953,203	7,354,915	6,632,373	4,770,996	7,156,493	7,332,626	700,253	10.6%	(0.3%)
	Total - Inpatient Gross Revenue	288,784,145	342,944,253	335,274,930	230,932,805	346,399,207	376,705,781	41,430,850	12.4%	9.8%
	Outpatient Gross Revenue									
32100	OP - Medicare	40,846,364	56,540,399	51,866,330	33,161,687	49,742,530	53,282,248	1,415,918	2.7%	(5.8%)
32200	OP - Medicaid	5,925,935	6,419,968	8,205,569	5,172,631	7,758,947	8,415,279	209,710	2.6%	31.1%
32300	OP - Blue Cross	23,597,634	27,153,138	30,161,525	19,478,880	29,218,320	30,994,695	833,171	2.8%	14.1%
32400	OP - Commercial	12,592,272	15,301,982	13,802,622	8,905,033	13,357,550	14,272,665	470,043	3.4%	(6.7%)
32500	OP - HMO/PPO	16,909,578	19,349,478	22,681,532	14,455,339	21,683,009	23,164,881	483,349	2.1%	19.7%
32600	OP - Self Pay	4,046,034	4,343,943	4,209,594	2,648,411	3,972,617	4,250,748	41,154	1.0%	(2.1%)
32900	OP - Other	9,850,831	10,310,334	7,503,058	6,145,973	9,218,960	7,640,117	137,059	1.8%	(25.9%)
33100	ER - Medicare	3,913,778	5,648,664	5,288,277	3,148,003	4,722,005	4,708,590	(579,688)	(11.0%)	(16.6%)

Budget Income Financial Plan

Use to view annuals income statement comparisons across multiple scenarios.

Budget Financial Plan Comparison
KHA Health
For The Period Ending February 28, 2018

	2018 YTD	2018 Annualized	2019 Budget	2019 Financial Plan	Variance From Fin Plan
Patient Revenue					
Inpatient	233,128,493	349,692,740	375,735,914	338,317,596	37,418,318
Outpatient	103,399,882	155,099,822	161,733,994	157,028,658	4,705,337
Other Patient Revenue	152,686,491	229,029,737	30,914,548	10,970,890	19,943,659
Total Patient Revenue	489,214,866	733,822,300	568,384,457	506,317,144	62,067,313
Deductions From Revenue					
Charity Services	8,102,525	12,153,788	13,174,773	12,869,194	(305,579)
Contractual Allowances	254,098,679	381,148,019	386,805,888	228,433,970	(158,371,918)
Other Discounts	3,214,134	4,821,201	14,287,420	3,684,166	(10,603,254)
Bad Debt	8,259,384	12,389,076	12,302,915	14,353,757	2,050,842
Total Deductions	273,674,723	410,512,084	426,570,995	259,341,087	(167,229,908)
Net Patient Revenue	215,540,144	323,310,216	141,813,462	246,976,057	(105,162,595)
Other Operating Revenue	52,975,338	79,463,007	33,627,953	22,652,593	10,975,360
Total Operating Revenue	268,515,482	402,773,222	175,441,415	269,628,650	(94,187,235)
Operating Expenses					
Salaries & Wages	98,240,683	147,361,024	112,732,435	102,285,737	(10,446,697)
Benefits	23,882,796	35,824,194	25,526,936	18,506,244	(7,020,692)
Contract Labor	1,493,126	2,239,690	1,299,143	116,719	(1,182,424)

Budget Income Scenarios

Use to analyze the proposed budget by FSDetail category compared to the Baseline Budget, NYBScenario1, and NYBScenario2. BudScenario1 and BudScenario2 are fields in the database used to store the results of different sets of driver files. You can use this report to compare passes of the budget

(BudPass1, BudPass2).

Budget Scenario Comparison

KHA Health
For The Budget Year 2018

	2018 Prelim	2018 Scenario1	2018 Scenario2	2018 Proposed Budget
Patient Revenue				
Outpatient	162,504,583	0	0	161,734,874
Other Patient Revenue	38,481,190	0	0	19,056,130
Total Patient Revenue	477,973,687	0	0	557,496,784
Deductions From Revenue				
Charity Services	11,951,014	0	0	13,166,784
Contractual Allowances	252,286,182	0	0	375,327,650
Other Discounts	4,686,891	0	0	5,168,035
Bad Debt	11,196,438	0	0	12,192,382
Total Deductions	280,120,526	0	0	405,854,851
Net Patient Revenue	**197,853,162**	**0**	**0**	**151,641,933**
Other Operating Revenue	33,088,047	0	0	33,623,053
Total Operating Revenue	230,941,209	0	0	185,264,986

Budget Income Summary

Use to summarize the proposed budget by FSDetail category compared to last-year actual, current-year budget, current-year annualized, and current-year projected.

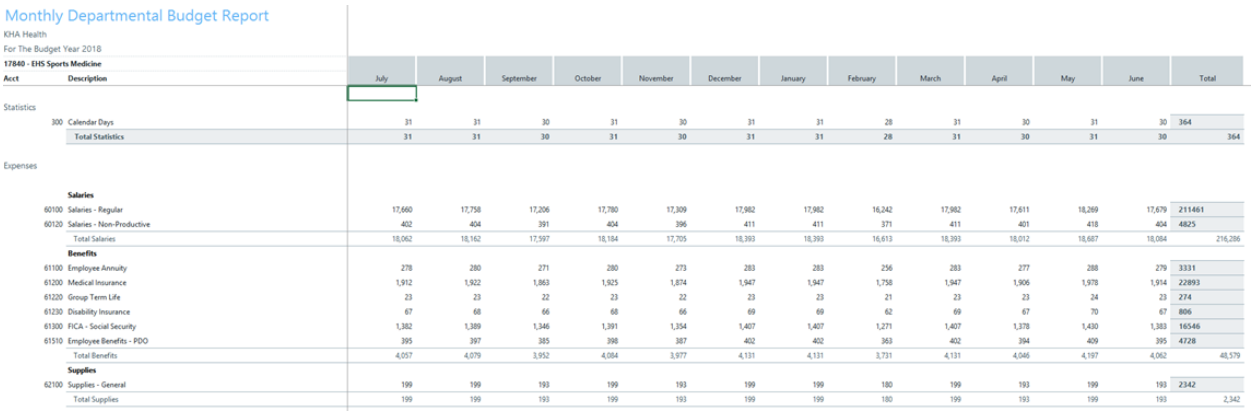
Budget Income Summary

KHA Health
For The Budget Year 2018

	Last Yr Actual	Current Yr Budget	Current Yr YTD	Current Yr Annualized	Current Yr Projected	Proposed Budget	Projected Yr Variance	Projected Var %	CY Budget Var %
Patient Revenue									
Inpatient	288,784,145	342,944,253	230,932,805	346,399,207	335,274,930	376,705,781	41,430,850	12.4%	9.8%
Outpatient	130,210,589	158,762,584	103,344,156	155,016,235	160,638,834	161,734,874	1,096,040	0.7%	1.9%
Other Patient	231,241,865	227,939,308	152,686,491	229,029,737	38,421,390	19,056,130	(19,365,260)	(50.4%)	(91.6%)
Total Patient Revenue	650,236,598	729,646,146	486,963,453	730,445,179	534,335,154	557,496,784	23,161,630	4.3%	(23.6%)
Deductions From Revenue									
Charity Services	10,945,089	13,102,222	8,102,525	12,153,788	11,951,290	13,166,784	(1,215,494)	(10.2%)	(0.5%)
Deductions From Revenue	315,061,954	354,583,898	245,372,927	368,059,390	350,094,164	375,327,650	(25,233,487)	(7.2%)	(5.9%)
Other Discounts	5,393,471	12,844,577	3,214,134	4,821,201	4,686,999	5,168,035	(481,036)	(10.3%)	59.8%
Bad Debt	11,722,981	15,645,038	8,259,384	12,389,076	11,196,692	12,192,382	(995,689)	(8.9%)	22.1%
Total Deductions From Revenue	343,123,495	396,175,735	264,948,970	397,423,455	377,929,145	405,854,851	(27,925,706)	(7.4%)	(2.4%)
Net Patient Revenue	**307,113,103**	**333,470,411**	**222,014,483**	**333,021,724**	**156,406,009**	**151,641,933**	**(4,764,077)**	**(3.0%)**	**(54.5%)**
Other Operating Revenue	91,537,493	81,462,542	52,975,338	79,463,007	32,251,632	33,623,053	1,371,421	4.3%	(58.7%)
Total Operating Revenue	**398,650,596**	**414,932,953**	**274,989,820**	**412,484,730**	**188,657,641**	**185,264,986**	**(3,392,655)**	**(1.8%)**	**(55.4%)**

Budget Monthly Dept P&L

Use to review the monthly spread by account for the proposed budget by Budget Type category for an individual department. This report is often used to provide the department manager with a final copy of their month-by-month budget.



Monthly Departmental Budget Report

KHA Health

For The Budget Year 2018

17840 - EHS Sports Medicine

Acct	Description	July	August	September	October	November	December	January	February	March	April	May	June	Total
Statistics														
300	Calendar Days	31	31	30	31	30	31	31	28	31	30	31	30	364
	Total Statistics	31	31	30	31	30	31	31	28	31	30	31	30	364
Expenses														
	Salaries													
60100	Salaries - Regular	17,660	17,758	17,206	17,780	17,309	17,982	17,982	16,242	17,982	17,611	18,269	17,679	211461
60120	Salaries - Non-Productive	402	404	391	404	396	411	411	371	411	401	418	404	4825
	Total Salaries	18,062	18,162	17,597	18,184	17,705	18,393	18,393	16,613	18,393	18,012	18,687	18,084	216,286
	Benefits													
61100	Employee Annuity	278	280	271	280	273	283	283	256	283	277	288	279	3331
61200	Medical Insurance	1,912	1,922	1,863	1,925	1,874	1,947	1,947	1,758	1,947	1,906	1,978	1,914	22893
61220	Group Term Life	23	23	22	23	22	23	23	21	23	23	24	23	274
61230	Disability Insurance	67	68	66	68	66	69	69	62	69	67	70	67	806
61300	FICA - Social Security	1,382	1,389	1,346	1,391	1,354	1,407	1,407	1,271	1,407	1,378	1,430	1,383	16546
61510	Employee Benefits - PDO	395	397	385	398	387	402	402	363	402	394	409	395	4728
	Total Benefits	4,057	4,079	3,952	4,084	3,977	4,131	4,131	3,731	4,131	4,046	4,197	4,062	48,579
	Supplies													
62100	Supplies - General	199	199	193	199	193	199	199	180	199	193	199	193	2342
	Total Supplies	199	199	193	199	193	199	199	180	199	193	199	193	2,342

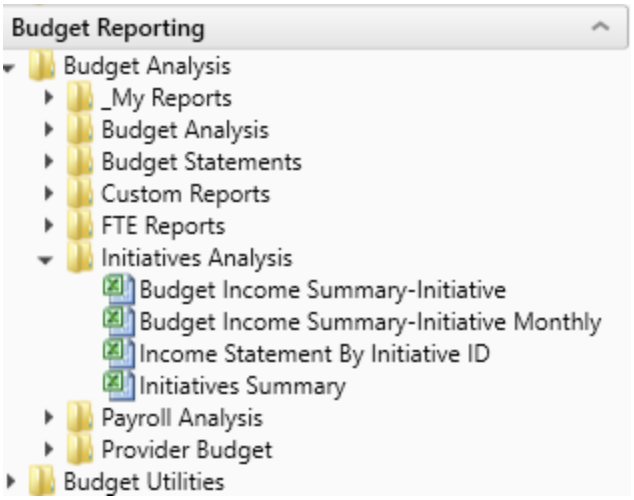
Initiative Analysis reports

These reports are designed for budget analysis of new initiatives.

Accessing these reports

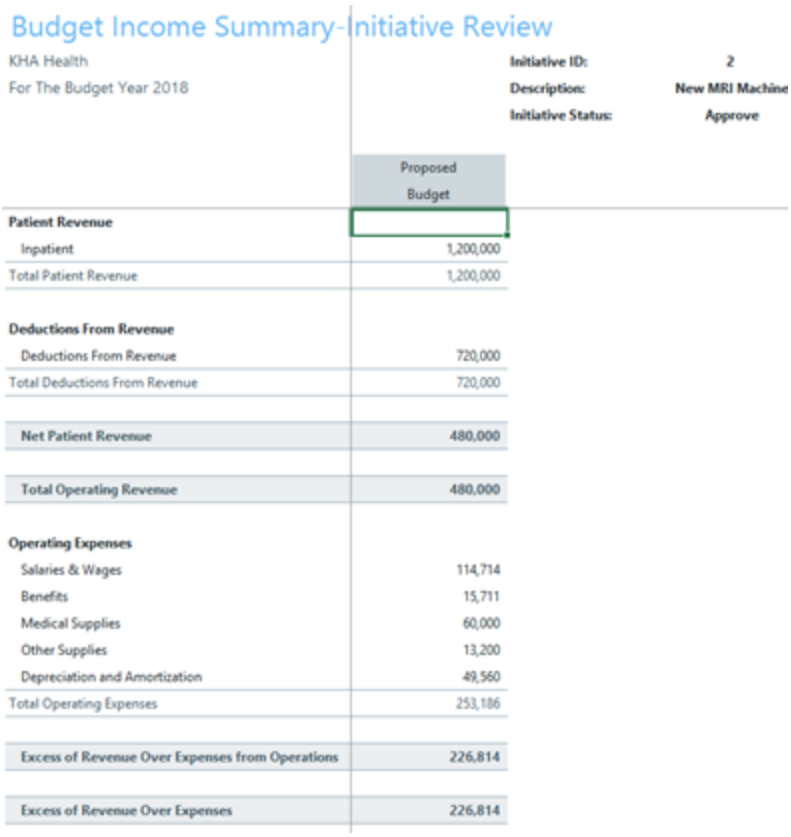
The reports listed in this section are located in **\Axiom\Reports Library\Budgeting Reports\Initiatives Analysis**. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the **Budget Reporting** section, click **Budget Analysis > Initiatives Analysis**.



Budget Income Summary - Initiative

Use to review new initiatives by Income Statement category.



Budget Income Summary-Initiative Review

KHA Health
For The Budget Year 2018

Initiative ID: 2
Description: New MRI Machine
Initiative Status: Approve

	Proposed Budget
Patient Revenue	
Inpatient	1,200,000
Total Patient Revenue	1,200,000
Deductions From Revenue	
Deductions From Revenue	720,000
Total Deductions From Revenue	720,000
Net Patient Revenue	480,000
Total Operating Revenue	480,000
Operating Expenses	
Salaries & Wages	114,714
Benefits	15,711
Medical Supplies	60,000
Other Supplies	13,200
Depreciation and Amortization	49,560
Total Operating Expenses	253,186
Excess of Revenue Over Expenses from Operations	226,814
Excess of Revenue Over Expenses	226,814

Budget Income Summary - Initiative Monthly

Use to review new initiatives by Income Statement category by month.

Budget Income Summary-Initiative Review-Monthly

KHA Health
For The Budget Year 2018

Initiative ID: 2
Description: New MRI Machine
Initiative Status: Approve

	Jul-2017 Budget	Aug-2017 Budget	Sep-2017 Budget	Oct-2017 Budget	Nov-2017 Budget	Dec-2017 Budget	Jan-2018 Budget
Patient Revenue							
Inpatient	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Total Patient Revenue	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Deductions From Revenue							
Deductions From Revenue	60,000	60,000	60,000	60,000	60,000	60,000	60,000
Total Deductions From Revenue	60,000	60,000	60,000	60,000	60,000	60,000	60,000
Net Patient Revenue	40,000	40,000	40,000	40,000	40,000	40,000	40,000
Total Operating Revenue	40,000	40,000	40,000	40,000	40,000	40,000	40,000
Operating Expenses							
Salaries & Wages	9,743	9,743	9,429	9,743	9,429	9,743	9,743
Benefits	1,332	1,332	1,293	1,332	1,293	1,332	1,332
Medical Supplies	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Other Supplies	1,100	1,100	1,100	1,100	1,100	1,100	1,100
Depreciation and Amortization	4,130	4,130	4,130	4,130	4,130	4,130	4,130
Total Operating Expenses	21,305	21,305	20,951	21,305	20,951	21,305	21,305
Excess of Revenue Over Expenses from Operations	18,695	18,695	19,049	18,695	19,049	18,695	18,695
Excess of Revenue Over Expenses	18,695	18,695	19,049	18,695	19,049	18,695	18,695

Income Statement by Initiative ID

Use to review new initiatives side-by-side for multiple initiatives.

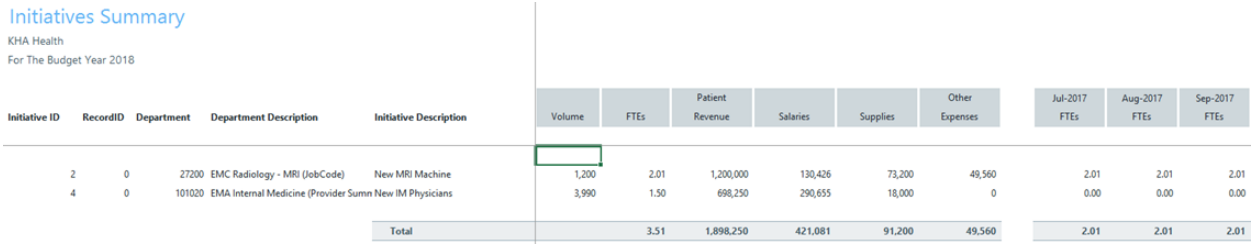
Income Summary By Initiative ID

KHA Health
For The Budget Year 2018

InitiativeID.InitiativeID IN (2)	Approve: New MRI Machine	Initiative TOTAL	Approved TOTAL	Exclude TOTAL
Patient Revenue				
Inpatient	1,200,000	1,200,000	1,200,000	0
Total Patient Revenue	1,200,000	1,200,000	1,200,000	0
Deductions From Revenue				
Deductions From Revenue	720,000	720,000	720,000	0
Total Deductions From Revenue	720,000	720,000	720,000	0
Net Patient Revenue	**480,000**	**480,000**	**480,000**	**0**
Total Operating Revenue	**480,000**	**480,000**	**480,000**	**0**
Operating Expenses				
Salaries & Wages	114,714	114,714	114,714	0
Benefits	15,711	15,711	15,711	0
Medical Supplies	60,000	60,000	60,000	0
Other Supplies	13,200	13,200	13,200	0
Depreciation and Amortization	49,560	49,560	49,560	0
Total Operating Expenses	253,186	253,186	253,186	0
Excess of Revenue Over Expenses from Operations	**226,814**	**226,814**	**226,814**	**0**
Excess of Revenue Over Expenses	**226,814**	**226,814**	**226,814**	**0**

Initiative Summary

Use to review new initiatives by department by category, with monthly FTEs.



Initiatives Summary

KHA Health

For The Budget Year 2018

Initiative ID	RecordID	Department	Department Description	Initiative Description	Volume	FTEs	Patient Revenue	Salaries	Supplies	Other Expenses	Jul-2017 FTEs	Aug-2017 FTEs	Sep-2017 FTEs
2	0	27200	EMC Radiology - MRI (JobCode)	New MRI Machine	1,200	2.01	1,200,000	130,426	73,200	49,560	2.01	2.01	2.01
4	0	101020	EMA Internal Medicine (Provider Summ	New IM Physicians	3,990	1.50	698,250	290,655	18,000	0	0.00	0.00	0.00
				Total		3.51	1,898,250	421,081	91,200	49,560	2.01	2.01	2.01

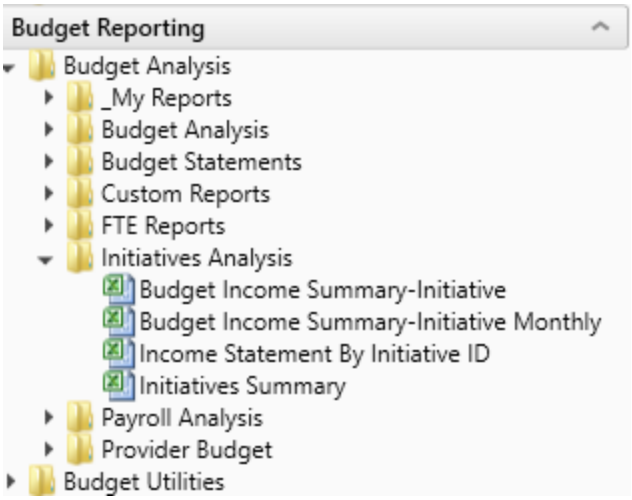
Initiative Analysis reports

These reports are designed for budget analysis of new initiatives.

Accessing these reports

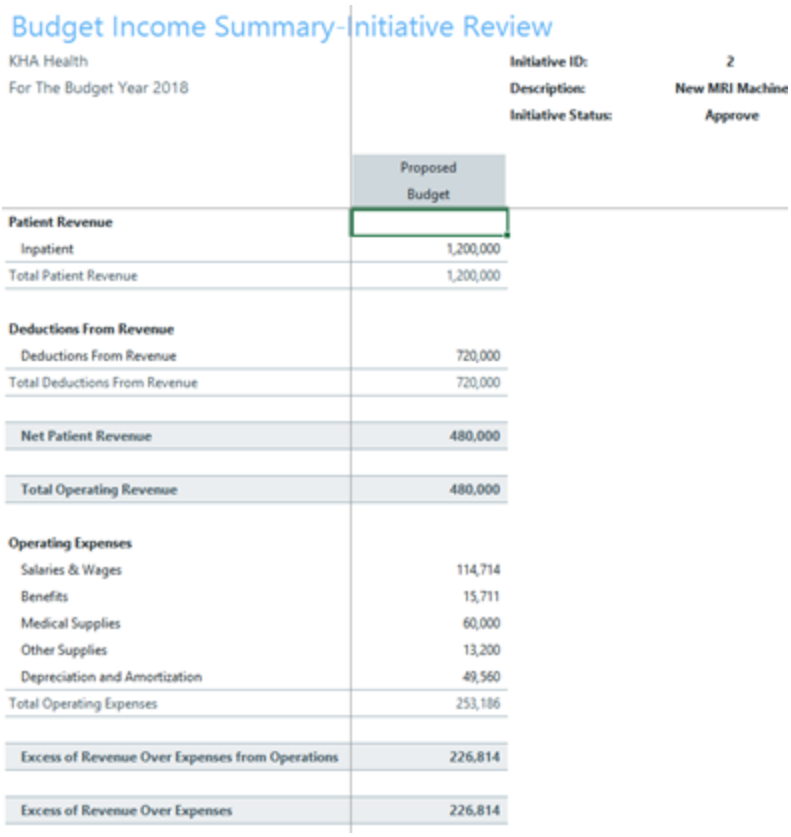
The reports listed in this section are located in **\Axiom\Reports Library\Budgeting Reports\Initiatives Analysis**. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the **Budget Reporting** section, click **Budget Analysis** > **Initiatives Analysis**.



Budget Income Summary - Initiative

Use to review new initiatives by Income Statement category.



Budget Income Summary-Initiative Review

KHA Health
For The Budget Year 2018

Initiative ID: 2
Description: New MRI Machine
Initiative Status: Approve

	Proposed Budget
Patient Revenue	
Inpatient	1,200,000
Total Patient Revenue	1,200,000
Deductions From Revenue	
Deductions From Revenue	720,000
Total Deductions From Revenue	720,000
Net Patient Revenue	480,000
Total Operating Revenue	480,000
Operating Expenses	
Salaries & Wages	114,714
Benefits	15,711
Medical Supplies	60,000
Other Supplies	13,200
Depreciation and Amortization	49,560
Total Operating Expenses	253,186
Excess of Revenue Over Expenses from Operations	226,814
Excess of Revenue Over Expenses	226,814

Budget Income Summary - Initiative Monthly

Use to review new initiatives by Income Statement category by month.

Budget Income Summary-Initiative Review-Monthly

KHA Health
For The Budget Year 2018

Initiative ID: 2
Description: New MRI Machine
Initiative Status: Approve

	Jul-2017 Budget	Aug-2017 Budget	Sep-2017 Budget	Oct-2017 Budget	Nov-2017 Budget	Dec-2017 Budget	Jan-2018 Budget
Patient Revenue							
Inpatient	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Total Patient Revenue	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Deductions From Revenue							
Deductions From Revenue	60,000	60,000	60,000	60,000	60,000	60,000	60,000
Total Deductions From Revenue	60,000	60,000	60,000	60,000	60,000	60,000	60,000
Net Patient Revenue	40,000	40,000	40,000	40,000	40,000	40,000	40,000
Total Operating Revenue	40,000	40,000	40,000	40,000	40,000	40,000	40,000
Operating Expenses							
Salaries & Wages	9,743	9,743	9,429	9,743	9,429	9,743	9,743
Benefits	1,332	1,332	1,293	1,332	1,293	1,332	1,332
Medical Supplies	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Other Supplies	1,100	1,100	1,100	1,100	1,100	1,100	1,100
Depreciation and Amortization	4,130	4,130	4,130	4,130	4,130	4,130	4,130
Total Operating Expenses	21,305	21,305	20,951	21,305	20,951	21,305	21,305
Excess of Revenue Over Expenses from Operations	18,695	18,695	19,049	18,695	19,049	18,695	18,695
Excess of Revenue Over Expenses	18,695	18,695	19,049	18,695	19,049	18,695	18,695

Income Statement by Initiative ID

Use to review new initiatives side-by-side for multiple initiatives.

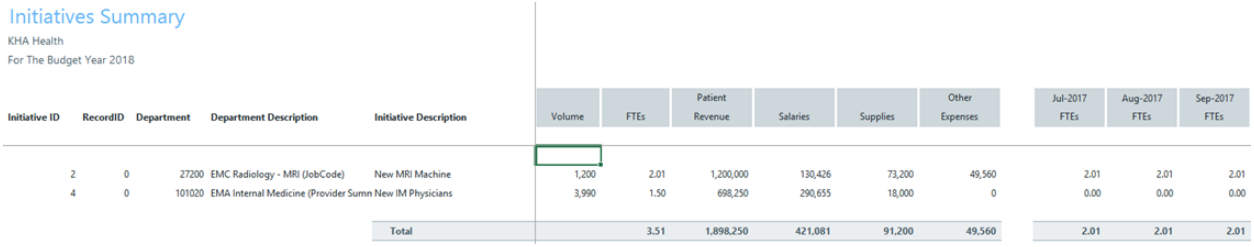
Income Summary By Initiative ID

KHA Health
For The Budget Year 2018

InitiativeID.InitiativeID IN (2)	Approve: New MRI Machine	Initiative TOTAL	Approved TOTAL	Exclude TOTAL
Patient Revenue				
Inpatient	1,200,000	1,200,000	1,200,000	0
Total Patient Revenue	1,200,000	1,200,000	1,200,000	0
Deductions From Revenue				
Deductions From Revenue	720,000	720,000	720,000	0
Total Deductions From Revenue	720,000	720,000	720,000	0
Net Patient Revenue	**480,000**	**480,000**	**480,000**	**0**
Total Operating Revenue	**480,000**	**480,000**	**480,000**	**0**
Operating Expenses				
Salaries & Wages	114,714	114,714	114,714	0
Benefits	15,711	15,711	15,711	0
Medical Supplies	60,000	60,000	60,000	0
Other Supplies	13,200	13,200	13,200	0
Depreciation and Amortization	49,560	49,560	49,560	0
Total Operating Expenses	253,186	253,186	253,186	0
Excess of Revenue Over Expenses from Operations	**226,814**	**226,814**	**226,814**	**0**
Excess of Revenue Over Expenses	**226,814**	**226,814**	**226,814**	**0**

Initiative Summary

Use to review new initiatives by department by category, with monthly FTEs.



Initiatives Summary

KHA Health

For The Budget Year 2018

Initiative ID	RecordID	Department	Department Description	Initiative Description	Volume	FTEs	Patient Revenue	Salaries	Supplies	Other Expenses	Jul-2017 FTEs	Aug-2017 FTEs	Sep-2017 FTEs
2	0	27200	EMC Radiology - MRI (JobCode)	New MRI Machine	1,200	2.01	1,200,000	130,426	73,200	49,560	2.01	2.01	2.01
4	0	101020	EMA Internal Medicine (Provider Summ	New IM Physicians	3,990	1.50	698,250	290,655	18,000	0	0.00	0.00	0.00
				Total		3.51	1,898,250	421,081	91,200	49,560	2.01	2.01	2.01

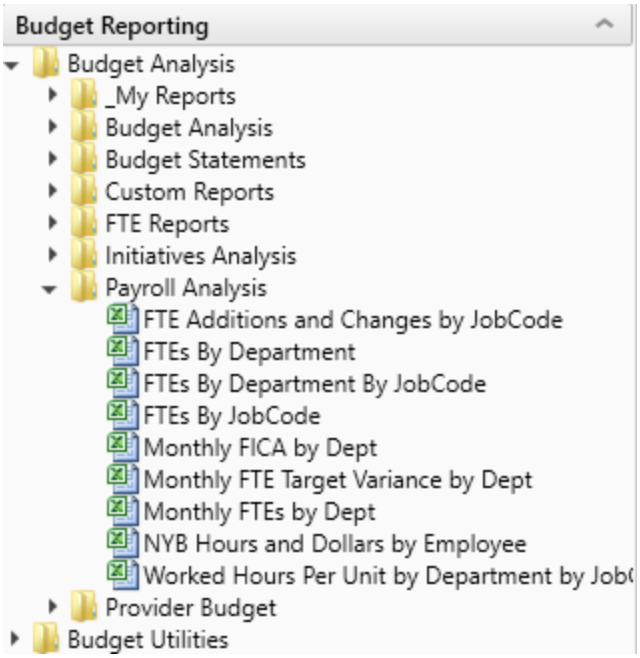
Payroll Analysis reports

These reports are designed for payroll budget analysis.

Accessing these reports

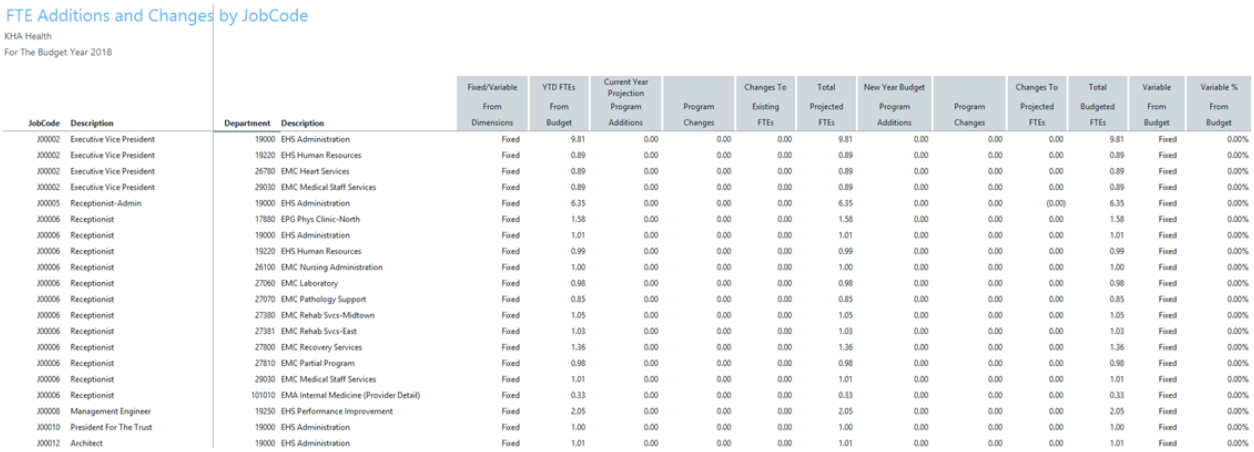
The reports listed in this section are located in **\Axiom\Reports Library\Budgeting Reports\Payroll Analysis**. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the **Budget Reporting** section, click **Budget Analysis** > **Payroll Analysis**.



FTE Additions and Changes by Jobcode

Use to review the FTE summary by department by JobCode, highlighting changes made to the projected year and budget in the plan files.



FTE Additions and Changes by JobCode

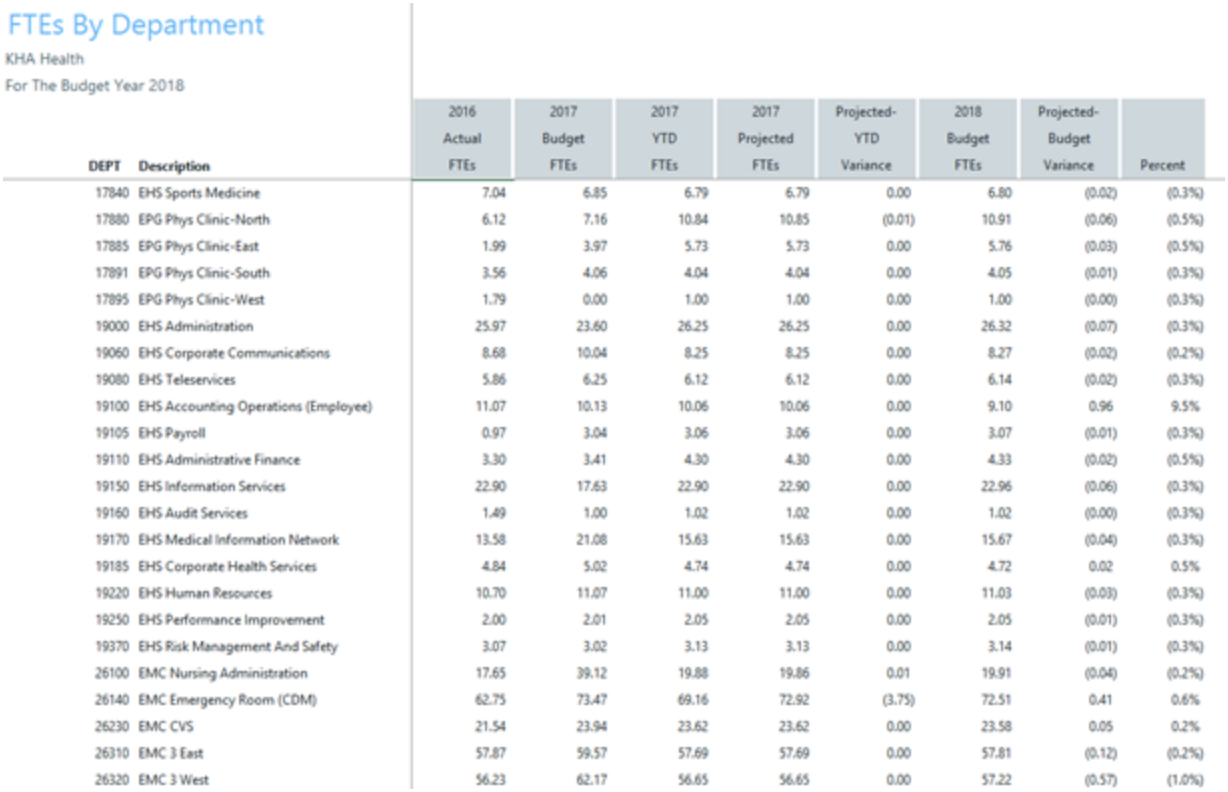
KHA Health

For The Budget Year 2018

JobCode	Description	Department	Description	Fixed/Variable From Dimensions	YTD FTEs From Budget	Current Year Projection Program Additions	Program Changes	Changes To Existing FTEs	Total Projected FTEs	New Year Budget Program Additions	Program Changes	Changes To Projected FTEs	Total Budgeted FTEs	Variable From Budget	Variable % From Budget
J00002	Executive Vice President	19000	EHS Administration	Fixed	9.81	0.00	0.00	0.00	9.81	0.00	0.00	0.00	9.81	Fixed	0.00%
J00002	Executive Vice President	19220	EHS Human Resources	Fixed	0.89	0.00	0.00	0.00	0.89	0.00	0.00	0.00	0.89	Fixed	0.00%
J00002	Executive Vice President	26780	EMC Heart Services	Fixed	0.89	0.00	0.00	0.00	0.89	0.00	0.00	0.00	0.89	Fixed	0.00%
J00002	Executive Vice President	29030	EMC Medical Staff Services	Fixed	0.89	0.00	0.00	0.00	0.89	0.00	0.00	0.00	0.89	Fixed	0.00%
J00005	Receptionist-Admin	19000	EHS Administration	Fixed	6.35	0.00	0.00	0.00	6.35	0.00	0.00	(0.00)	6.35	Fixed	0.00%
J00006	Receptionist	17880	EPG Phys Clinic-North	Fixed	1.58	0.00	0.00	0.00	1.58	0.00	0.00	0.00	1.58	Fixed	0.00%
J00006	Receptionist	19000	EHS Administration	Fixed	1.01	0.00	0.00	0.00	1.01	0.00	0.00	0.00	1.01	Fixed	0.00%
J00006	Receptionist	19220	EHS Human Resources	Fixed	0.99	0.00	0.00	0.00	0.99	0.00	0.00	0.00	0.99	Fixed	0.00%
J00006	Receptionist	26100	EMC Nursing Administration	Fixed	1.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	1.00	Fixed	0.00%
J00006	Receptionist	27060	EMC Laboratory	Fixed	0.98	0.00	0.00	0.00	0.98	0.00	0.00	0.00	0.98	Fixed	0.00%
J00006	Receptionist	27070	EMC Pathology Support	Fixed	0.85	0.00	0.00	0.00	0.85	0.00	0.00	0.00	0.85	Fixed	0.00%
J00006	Receptionist	27380	EMC Rehab Svcs-Midtown	Fixed	1.05	0.00	0.00	0.00	1.05	0.00	0.00	0.00	1.05	Fixed	0.00%
J00006	Receptionist	27381	EMC Rehab Svcs-East	Fixed	1.03	0.00	0.00	0.00	1.03	0.00	0.00	0.00	1.03	Fixed	0.00%
J00006	Receptionist	27800	EMC Recovery Services	Fixed	1.36	0.00	0.00	0.00	1.36	0.00	0.00	0.00	1.36	Fixed	0.00%
J00006	Receptionist	27810	EMC Partial Program	Fixed	0.98	0.00	0.00	0.00	0.98	0.00	0.00	0.00	0.98	Fixed	0.00%
J00006	Receptionist	29030	EMC Medical Staff Services	Fixed	1.01	0.00	0.00	0.00	1.01	0.00	0.00	0.00	1.01	Fixed	0.00%
J00006	Receptionist	101010	EMA Internal Medicine (Provider Detail)	Fixed	0.33	0.00	0.00	0.00	0.33	0.00	0.00	0.00	0.33	Fixed	0.00%
J00008	Management Engineer	19250	EHS Performance Improvement	Fixed	2.05	0.00	0.00	0.00	2.05	0.00	0.00	0.00	2.05	Fixed	0.00%
J00010	President For The Trust	19000	EHS Administration	Fixed	1.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	1.00	Fixed	0.00%
J00012	Architect	19000	EHS Administration	Fixed	1.01	0.00	0.00	0.00	1.01	0.00	0.00	0.00	1.01	Fixed	0.00%

FTEs by Department

Use to review the FTE summary by department, including prior-year actual, current-year budget, and year-to-date actual. The proposed budget is compared to year-to-date actual as well as the current-year budget.



FTEs By Department

KHA Health

For The Budget Year 2018

DEPT	Description	2016 Actual FTEs	2017 Budget FTEs	2017 YTD FTEs	2017 Projected FTEs	Projected-YTD Variance	2018 Budget FTEs	Projected-Budget Variance	Percent
17840	EHS Sports Medicine	7.04	6.85	6.79	6.79	0.00	6.80	(0.02)	(0.3%)
17880	EPG Phys Clinic-North	6.12	7.16	10.84	10.85	(0.01)	10.91	(0.06)	(0.5%)
17885	EPG Phys Clinic-East	1.99	3.97	5.73	5.73	0.00	5.76	(0.03)	(0.5%)
17891	EPG Phys Clinic-South	3.56	4.06	4.04	4.04	0.00	4.05	(0.01)	(0.3%)
17895	EPG Phys Clinic-West	1.79	0.00	1.00	1.00	0.00	1.00	(0.00)	(0.3%)
19000	EHS Administration	25.97	23.60	26.25	26.25	0.00	26.32	(0.07)	(0.3%)
19060	EHS Corporate Communications	8.68	10.04	8.25	8.25	0.00	8.27	(0.02)	(0.2%)
19080	EHS Teleservices	5.86	6.25	6.12	6.12	0.00	6.14	(0.02)	(0.3%)
19100	EHS Accounting Operations (Employee)	11.07	10.13	10.06	10.06	0.00	9.10	0.96	9.5%
19105	EHS Payroll	0.97	3.04	3.06	3.06	0.00	3.07	(0.01)	(0.3%)
19110	EHS Administrative Finance	3.30	3.41	4.30	4.30	0.00	4.33	(0.02)	(0.5%)
19150	EHS Information Services	22.90	17.63	22.90	22.90	0.00	22.96	(0.06)	(0.3%)
19160	EHS Audit Services	1.49	1.00	1.02	1.02	0.00	1.02	(0.00)	(0.3%)
19170	EHS Medical Information Network	13.58	21.08	15.63	15.63	0.00	15.67	(0.04)	(0.3%)
19185	EHS Corporate Health Services	4.84	5.02	4.74	4.74	0.00	4.72	0.02	0.5%
19220	EHS Human Resources	10.70	11.07	11.00	11.00	0.00	11.03	(0.03)	(0.3%)
19250	EHS Performance Improvement	2.00	2.01	2.05	2.05	0.00	2.05	(0.01)	(0.3%)
19370	EHS Risk Management And Safety	3.07	3.02	3.13	3.13	0.00	3.14	(0.01)	(0.3%)
26100	EMC Nursing Administration	17.65	39.12	19.88	19.86	0.01	19.91	(0.04)	(0.2%)
26140	EMC Emergency Room (CDM)	62.75	73.47	69.16	72.92	(3.75)	72.51	0.41	0.6%
26230	EMC CVS	21.54	23.94	23.62	23.62	0.00	23.58	0.05	0.2%
26310	EMC 3 East	57.87	59.57	57.69	57.69	0.00	57.81	(0.12)	(0.2%)
26320	EMC 3 West	56.23	62.17	56.65	56.65	0.00	57.22	(0.57)	(1.0%)

FTEs by Department by Jobcode

Use to review FTE report by department by job code, including prior-year actual, current-year budget, and year-to-date actual. The proposed budget is compared to year-to-date actual as well as the current-year budget.

FTEs By Department By JobCode
KHA Health
For The Budget Year 2018

DEPT	Description	JobCode	Description	2016 Actual FTEs	2017 Budget FTEs	2017 YTD FTEs	2017 Projected FTEs	Projected-YTD Variance	2018 Budget FTEs	Projected-Budget Variance	Percent
17840	EHS Sports Medicine	J00287	Team Leader	1.05	1.00	1.01	1.01	0.00	1.01	(0.00)	(0.3%)
17840	EHS Sports Medicine	J00604	Nurse Practitioner	0.06	(0.00)	0.06	0.06	0.00	0.06	(0.00)	(0.3%)
17840	EHS Sports Medicine	J00785	Athletic Trainer	5.93	5.85	5.72	5.72	0.00	5.74	(0.02)	(0.3%)
17840	EHS Sports Medicine	J00191	Staff RN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
17880	EPG Phys Clinic-North	J00006	Receptionist	0.71	1.02	1.58	1.58	0.00	1.58	(0.01)	(0.5%)
17880	EPG Phys Clinic-North	J00191	Staff RN	0.04	(0.00)	0.04	0.04	(0.00)	0.04	(0.00)	(0.5%)
17880	EPG Phys Clinic-North	J00323	LPN	0.72	1.00	1.59	1.60	(0.00)	1.60	(0.01)	(0.5%)
17880	EPG Phys Clinic-North	J00374	Technical Assistant	0.53	1.05	1.48	1.48	(0.00)	1.49	(0.01)	(0.5%)
17880	EPG Phys Clinic-North	J00491	Staff Radiologic Tech	0.48	1.02	1.44	1.44	(0.00)	1.45	(0.01)	(0.5%)
17880	EPG Phys Clinic-North	J00604	Nurse Practitioner	0.78	1.07	1.63	1.63	0.00	1.64	(0.01)	(0.5%)
17880	EPG Phys Clinic-North	J00655	Physician	2.85	2.01	3.08	3.08	0.00	3.10	(0.02)	(0.5%)
17885	EPG Phys Clinic-East	J00604	Nurse Practitioner	0.64	1.96	2.65	2.65	0.00	2.66	(0.01)	(0.5%)
17885	EPG Phys Clinic-East	J00655	Physician	1.35	2.01	3.08	3.08	0.00	3.10	(0.02)	(0.5%)
17891	EPG Phys Clinic-South	J00604	Nurse Practitioner	0.25	0.34	0.34	0.34	0.00	0.34	(0.00)	(0.3%)
17891	EPG Phys Clinic-South	J00655	Physician	3.31	3.71	3.70	3.70	0.00	3.71	(0.01)	(0.3%)
17895	EPG Phys Clinic-West	J00655	Physician	1.79	0.00	1.00	1.00	0.00	1.00	(0.00)	(0.3%)
19000	EHS Administration	J00002	Executive Vice President	9.66	11.04	9.81	9.81	0.00	9.83	(0.03)	(0.3%)
19000	EHS Administration	J00005	Receptionist-Admin	6.06	6.40	6.35	6.35	0.00	6.37	(0.02)	(0.3%)

FTEs by Jobcode

Use to review the FTE report by job code, including prior-year actual, current-year budget, and year-to-date actual. The proposed budget is compared to year-to-date actual as well as the current-year budget.

FTEs By JobCode
KHA Health
For The Budget Year 2018

JobCode	Description	2016 Actual FTEs	2017 Budget FTEs	2017 YTD FTEs	2017 Projected FTEs	Projected-YTD Variance	2018 Budget FTEs	Projected-Budget Variance	Percent
J00002	Executive Vice President	12.01	14.05	12.47	12.47	0.00	12.51	(0.03)	(0.3%)
J00005	Receptionist-Admin	6.06	6.40	6.35	6.35	0.00	6.37	(0.02)	(0.3%)
J00006	Receptionist	2.30	2.05	12.17	12.17	0.00	12.21	(0.04)	(0.3%)
J00008	Management Engineer	2.00	2.01	2.05	2.05	0.00	2.05	(0.01)	(0.3%)
J00010	President For The Trust	1.10	0.00	1.00	1.00	0.00	1.00	(0.00)	(0.3%)
J00012	Architect	0.96	1.04	1.01	1.01	0.00	1.01	(0.00)	(0.3%)
J00013	Hospital Services Rep	0.96	0.00	0.68	0.68	0.00	0.69	(0.00)	(0.3%)
J00016	Reimbursement Director	1.00	1.00	1.30	1.30	0.00	1.30	(0.01)	(0.5%)
J00017	Financial Accountant	1.22	2.01	1.00	1.00	0.00	1.00	(0.00)	(0.3%)
J00018	Staff Accountant	2.45	2.01	2.98	2.98	0.00	2.01	0.98	32.7%
J00019	Payroll Coordinator	0.33	1.02	1.03	1.03	0.00	1.03	(0.00)	(0.3%)
J00020	Financial System Database	0.94	1.00	1.00	1.00	0.00	1.00	(0.00)	(0.3%)
J00021	Director	1.49	1.00	18.00	18.00	0.00	18.05	(0.05)	(0.3%)
J00022	Assistant Staff Accountant	2.46	2.06	2.02	2.02	0.00	2.03	(0.01)	(0.3%)

Monthly FICA by Department

Use to show monthly total FICA expense by department for both current-year projected and next-year budget. Monthly expense shows for next-year budget. Designed for use by clients who budget FICA in a central department or to review the overall monthly spread of FICA expense.

Monthly FICA by Dept

KHA Health

For The Budget Year 2018

Dept	Description	Total Projected FICA	Total Budget FICA	Jul-2017 FICA	Aug-2017 FICA	Sep-2017 FICA	Oct-2017 FICA	Nov-2017 FICA	Dec-2017 FICA	Jan-2018 FICA	Feb-2018 FICA	Mar-2018 FICA	Apr-2018 FICA	May-2018 FICA	Jun-2018 FICA
10000	EHS Balance Sheet	0	0	0	0	0	0	0	0	0	0	0	0	0	0
17840	EHS Sports Medicine	16,349	16,546	1,382	1,389	1,346	1,391	1,354	1,407	1,407	1,271	1,407	1,378	1,430	1,383
17880	EPG Phys Clinic-North	42,874	51,512	5,267	4,327	2,486	2,725	2,531	2,585	5,388	5,030	5,356	5,251	5,365	5,202
17885	EPG Phys Clinic-East	36,759	44,328	4,325	1,999	1,935	1,999	1,935	1,999	5,125	4,795	5,125	4,960	5,125	5,005
17891	EPG Phys Clinic-South	46,049	46,603	1,890	1,890	1,844	1,905	1,844	1,905	9,387	8,483	9,435	4,206	1,938	1,875
17895	EPG Phys Clinic-West	9,097	9,206	959	222	222	229	222	229	1,208	1,091	1,208	1,192	1,232	1,192
19000	EHS Administration	152,705	154,540	16,243	7,650	7,427	7,683	7,403	7,462	17,150	15,507	17,186	16,746	17,321	16,762
19060	EHS Corporate Communications	27,182	27,509	2,306	2,306	2,232	2,306	2,232	2,321	2,321	2,104	2,345	2,319	2,397	2,319
19080	EHS Teleservices	20,265	20,509	1,727	1,727	1,671	1,727	1,671	1,734	1,738	1,570	1,738	1,716	1,773	1,716
19100	EHS Accounting Operations (Employee)	44,905	29,626	2,463	2,461	2,408	2,495	2,433	2,587	2,520	2,274	2,528	2,455	2,539	2,464
19105	EHS Payroll	10,716	10,845	904	904	875	912	882	912	912	836	926	914	950	919
19110	EHS Administrative Finance	16,279	20,207	1,680	1,714	1,659	1,714	1,659	1,714	1,714	1,604	1,714	1,659	1,714	1,659
19150	EHS Information Services	100,997	102,211	8,551	8,561	8,301	8,585	8,323	8,660	8,661	7,853	8,695	8,568	8,869	8,583
19160	EHS Audit Services	5,011	5,071	417	430	416	430	416	430	430	388	430	424	438	424
19170	EHS Medical Information Network	56,010	56,683	4,716	4,716	4,596	4,774	4,634	4,791	4,791	4,338	4,821	4,781	4,942	4,783
19185	EHS Corporate Health Services	13,631	13,795	1,154	1,154	1,117	1,162	1,129	1,167	1,167	1,056	1,169	1,154	1,202	1,163
19220	EHS Human Resources	36,263	36,699	3,249	3,259	2,969	2,613	2,529	2,618	3,297	2,978	3,305	3,251	3,370	3,262
19250	EHS Performance Improvement	6,852	6,935	578	578	559	578	559	578	587	538	595	588	607	588
19370	EHS Risk Management And Safety	13,427	13,588	1,126	1,138	1,101	1,138	1,101	1,154	1,154	1,047	1,159	1,144	1,182	1,144
20000	EMC Balance Sheet	0	0	0	0	0	0	0	0	0	0	0	0	0	0
26100	EMC Nursing Administration	76,687	77,608	6,542	6,504	6,371	6,556	6,394	6,267	6,635	5,949	6,595	6,502	6,772	6,522

Monthly FTE Target Variance by Department

Use to review a department summary of the FTE variance by month for next year's budget to the department target.

Monthly FTE Variances to Target by Dept

KHA Health

For The Budget Year 2018

Summary of FTE Variances to Target by Department

Dept	Description	July FTEs	August FTEs	September FTEs	October FTEs	November FTEs	December FTEs	January FTEs	February FTEs	March FTEs	April FTEs	May FTEs	June FTEs	Total Budget FTEs
26140	EMC Emergency Room (CDM)	(3.32)	(3.32)	(3.13)	(3.32)	(3.13)	(3.34)	(3.33)	(2.69)	(3.32)	(3.13)	(3.33)	(3.13)	(3.21)
26610	EMC 6A (JobCode ADC)	(2.61)	(1.85)	(1.32)	(1.11)	(1.26)	(6.24)	(3.79)	(0.89)	(1.87)	(2.54)	(3.49)	(1.54)	(2.39)
27200	EMC Radiology - MRI (JobCode)	(0.38)	(0.38)	(0.35)	(0.38)	(0.35)	(0.38)	(0.38)	(0.28)	(0.38)	(0.35)	(0.38)	(0.35)	(0.36)
27220	EMC Radiology - Nuc Med (JobCode Target)	(0.17)	(0.16)	(0.17)	(0.15)	(0.18)	(0.15)	(0.16)	(0.18)	(0.15)	(0.16)	(0.17)	(0.18)	(0.16)
27230	EMC Radiology - Vascular Procedure	(1.14)	(1.14)	(1.14)	(1.13)	(1.16)	(1.13)	(1.14)	(1.16)	(1.13)	(1.14)	(1.15)	(1.16)	(1.14)
27240	EMC Radiology - Diagnostics	(0.94)	(0.93)	(0.94)	(0.92)	(0.95)	(0.92)	(0.93)	(0.95)	(0.92)	(0.93)	(0.94)	(0.95)	(0.93)
	Total	(8.56)	(7.78)	(7.04)	(7.00)	(7.02)	(12.16)	(9.73)	(6.15)	(7.77)	(8.25)	(9.45)	(7.31)	(8.21)

Monthly FTEs by Department

Use to review a department summary of total FTEs by month for next year's budget. Designed to be used to review the monthly spread of total FTEs as well as by department.

Monthly FTEs by Dept

KHA Health

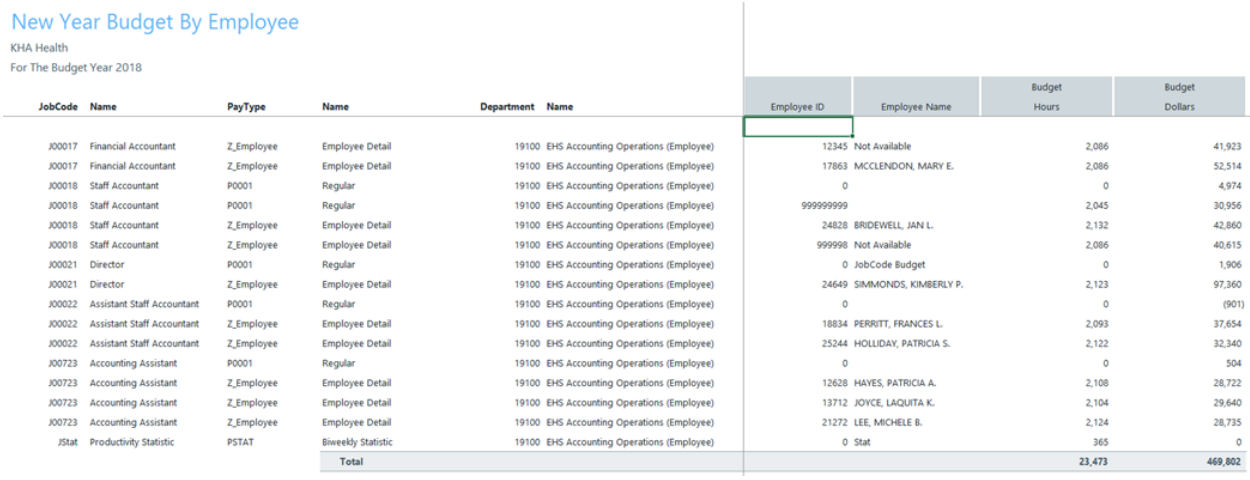
For The Budget Year 2018

Summary of FTEs by Department

Dept	Description	July FTEs	August FTEs	September FTEs	October FTEs	November FTEs	December FTEs	January FTEs	February FTEs	March FTEs	April FTEs	May FTEs	June FTEs	Total Budget FTEs
17840	EHS Sports Medicine	6.80	6.80	6.80	6.80	6.80	6.80	6.80	6.80	6.80	6.80	6.80	6.80	6.80
17880	EPG Phys Clinic-North	10.92	10.92	10.68	11.11	10.88	10.73	11.11	11.22	10.73	11.08	10.73	10.78	10.91
17885	EPG Phys Clinic-East	5.75	5.75	5.75	5.75	5.75	5.75	5.75	5.95	5.75	5.75	5.75	5.75	5.76
17891	EPG Phys Clinic-South	4.05	4.05	4.05	4.05	4.05	4.05	4.05	4.05	4.05	4.05	4.05	4.05	4.05
17895	EPG Phys Clinic-West	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
19000	EHS Administration	26.32	26.32	26.32	26.32	26.32	26.32	26.32	26.32	26.32	26.32	26.32	26.32	26.32
19060	EHS Corporate Communications	8.27	8.27	8.27	8.27	8.27	8.27	8.27	8.27	8.27	8.27	8.27	8.27	8.27
19080	EHS Teleservices	6.14	6.14	6.14	6.14	6.14	6.14	6.14	6.14	6.14	6.14	6.14	6.14	6.14
19100	EHS Accounting Operations (Employee)	9.10	9.10	9.10	9.10	9.10	9.10	9.10	9.10	9.10	9.10	9.10	9.10	9.10
19105	EHS Payroll	3.07	3.07	3.07	3.07	3.07	3.07	3.07	3.07	3.07	3.07	3.07	3.07	3.07
19110	EHS Administrative Finance	4.31	4.31	4.31	4.31	4.31	4.31	4.31	4.47	4.31	4.31	4.31	4.31	4.33
19150	EHS Information Services	22.96	22.96	22.96	22.96	22.96	22.96	22.96	22.96	22.96	22.96	22.96	22.96	22.96
19160	EHS Audit Services	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02
19170	EHS Medical Information Network	15.67	15.67	15.67	15.67	15.67	15.67	15.67	15.67	15.67	15.67	15.67	15.67	15.67
19185	EHS Corporate Health Services	4.72	4.72	4.72	4.72	4.72	4.72	4.72	4.72	4.72	4.72	4.72	4.72	4.72
19220	EHS Human Resources	11.03	11.03	11.03	11.03	11.03	11.03	11.03	11.03	11.03	11.03	11.03	11.03	11.03
19250	EHS Performance Improvement	2.05	2.05	2.05	2.05	2.05	2.05	2.05	2.05	2.05	2.05	2.05	2.05	2.05
19370	EHS Risk Management And Safety	3.14	3.14	3.14	3.14	3.14	3.14	3.14	3.14	3.14	3.14	3.14	3.14	3.14
26100	EMC Nursing Administration	19.91	19.91	19.91	19.91	19.91	19.91	19.91	19.91	19.91	19.91	19.91	19.91	19.91
26140	EMC Emergency Room (CDM)	71.20	71.24	73.53	71.26	73.54	70.97	71.11	78.68	71.23	73.46	71.13	73.52	72.51
26230	EMC CVS	28.35	18.65	20.68	22.71	26.28	23.62	25.42	22.43	16.17	26.28	25.42	26.98	23.58
26310	EMC 3 East	60.97	57.01	59.29	57.75	61.02	51.94	52.87	61.74	54.29	57.06	58.68	61.72	57.81
26320	EMC 3 West	58.72	56.53	56.48	57.50	60.51	54.29	55.79	58.97	54.72	56.81	56.80	59.85	57.22
26340	EMC CCU (Staffing)	62.46	53.62	64.36	59.14	59.03	57.18	61.72	59.74	52.88	57.26	58.53	62.96	59.05
26350	EMC AICU	64.63	53.64	54.92	59.64	65.92	60.51	64.45	62.23	58.41	56.70	62.20	62.89	60.50

NYB Hours and Dollars by Employee

Use to review hours and dollars by employee, job code, pay type, and department. To use this report, the department must use the employee labor option in plan files.



New Year Budget By Employee

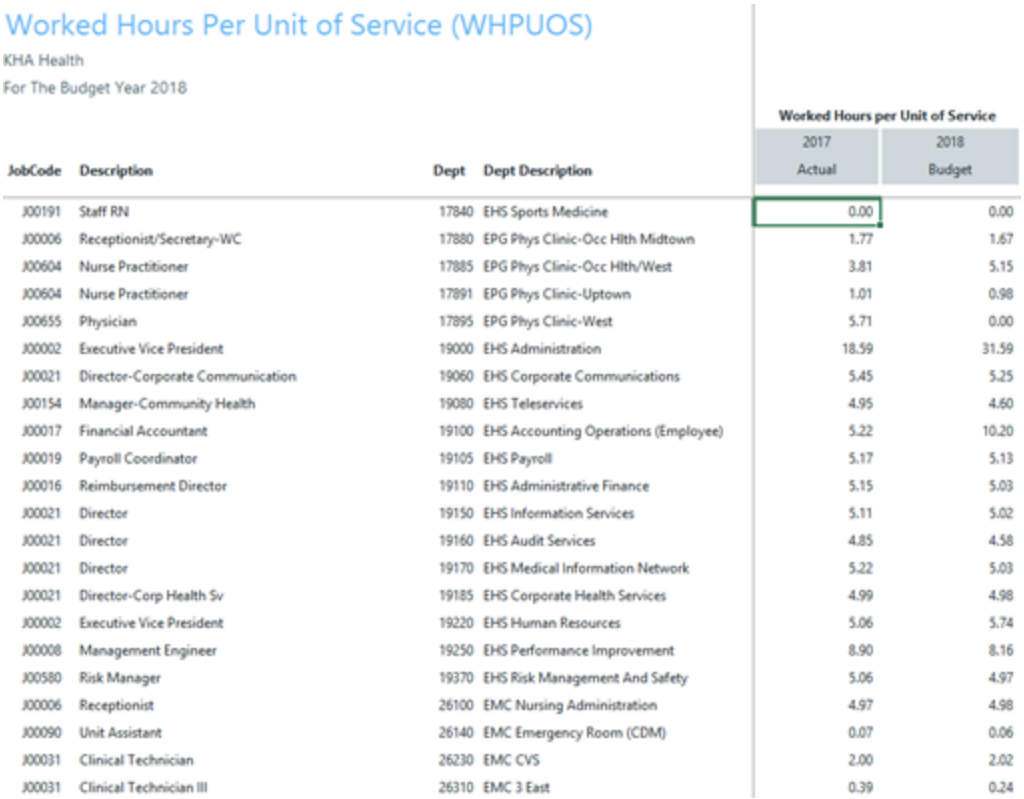
KHA Health

For The Budget Year 2018

JobCode	Name	PayType	Name	Department	Name	Employee ID	Employee Name	Budget Hours	Budget Dollars
J00017	Financial Accountant	Z_Employee	Employee Detail	19100	EHS Accounting Operations (Employee)	12345	Not Available	2,086	41,923
J00017	Financial Accountant	Z_Employee	Employee Detail	19100	EHS Accounting Operations (Employee)	17863	MCCLENDON, MARY E.	2,086	52,514
J00018	Staff Accountant	P0001	Regular	19100	EHS Accounting Operations (Employee)	0		0	4,974
J00018	Staff Accountant	P0001	Regular	19100	EHS Accounting Operations (Employee)	999999999		2,045	30,956
J00018	Staff Accountant	Z_Employee	Employee Detail	19100	EHS Accounting Operations (Employee)	24828	BRIDEWELL, JAN L.	2,132	42,860
J00018	Staff Accountant	Z_Employee	Employee Detail	19100	EHS Accounting Operations (Employee)	999998	Not Available	2,086	40,615
J00021	Director	P0001	Regular	19100	EHS Accounting Operations (Employee)	0	JobCode Budget	0	1,906
J00021	Director	Z_Employee	Employee Detail	19100	EHS Accounting Operations (Employee)	24649	SIMMONDS, KIMBERLY P.	2,123	97,360
J00022	Assistant Staff Accountant	P0001	Regular	19100	EHS Accounting Operations (Employee)	0		0	(901)
J00022	Assistant Staff Accountant	Z_Employee	Employee Detail	19100	EHS Accounting Operations (Employee)	18834	PERRITT, FRANCES L.	2,093	37,654
J00022	Assistant Staff Accountant	Z_Employee	Employee Detail	19100	EHS Accounting Operations (Employee)	25244	HOLLIDAY, PATRICIA S.	2,122	32,340
J00723	Accounting Assistant	P0001	Regular	19100	EHS Accounting Operations (Employee)	0		0	504
J00723	Accounting Assistant	Z_Employee	Employee Detail	19100	EHS Accounting Operations (Employee)	12628	HAYES, PATRICIA A.	2,108	28,722
J00723	Accounting Assistant	Z_Employee	Employee Detail	19100	EHS Accounting Operations (Employee)	13712	JOYCE, LAQUITA K.	2,104	29,640
J00723	Accounting Assistant	Z_Employee	Employee Detail	19100	EHS Accounting Operations (Employee)	21272	LEE, MICHELE B.	2,124	28,735
JStat	Productivity Statistic	PSTAT	Biweekly Statistic	19100	EHS Accounting Operations (Employee)	0	Stat	365	0
			Total					23,473	469,802

Worked Hours Per Unit By Department by Jobcode

Use to compare the projected and NY Budget by Provider to the current year by selected DataType.



Worked Hours Per Unit of Service (WHPUOS)

KHA Health

For The Budget Year 2018

JobCode	Description	Dept	Dept Description	Worked Hours per Unit of Service 2017 Actual	Worked Hours per Unit of Service 2018 Budget
J00191	Staff RN	17840	EHS Sports Medicine	0.00	0.00
J00006	Receptionist/Secretary-WC	17880	EPG Phys Clinic-Occ Hlth Midtown	1.77	1.67
J00604	Nurse Practitioner	17885	EPG Phys Clinic-Occ Hlth/West	3.81	5.15
J00604	Nurse Practitioner	17891	EPG Phys Clinic-Uptown	1.01	0.98
J00655	Physician	17895	EPG Phys Clinic-West	5.71	0.00
J00002	Executive Vice President	19000	EHS Administration	18.59	31.59
J00021	Director-Corporate Communication	19060	EHS Corporate Communications	5.45	5.25
J00154	Manager-Community Health	19080	EHS Teleservices	4.95	4.60
J00017	Financial Accountant	19100	EHS Accounting Operations (Employee)	5.22	10.20
J00019	Payroll Coordinator	19105	EHS Payroll	5.17	5.13
J00016	Reimbursement Director	19110	EHS Administrative Finance	5.15	5.03
J00021	Director	19150	EHS Information Services	5.11	5.02
J00021	Director	19160	EHS Audit Services	4.85	4.58
J00021	Director	19170	EHS Medical Information Network	5.22	5.03
J00021	Director-Corp Health Sv	19185	EHS Corporate Health Services	4.99	4.98
J00002	Executive Vice President	19220	EHS Human Resources	5.06	5.74
J00008	Management Engineer	19250	EHS Performance Improvement	8.90	8.16
J00580	Risk Manager	19370	EHS Risk Management And Safety	5.06	4.97
J00006	Receptionist	26100	EMC Nursing Administration	4.97	4.98
J00090	Unit Assistant	26140	EMC Emergency Room (CDM)	0.07	0.06
J00031	Clinical Technician	26230	EMC CVS	2.00	2.02
J00031	Clinical Technician III	26310	EMC 3 East	0.39	0.24

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.

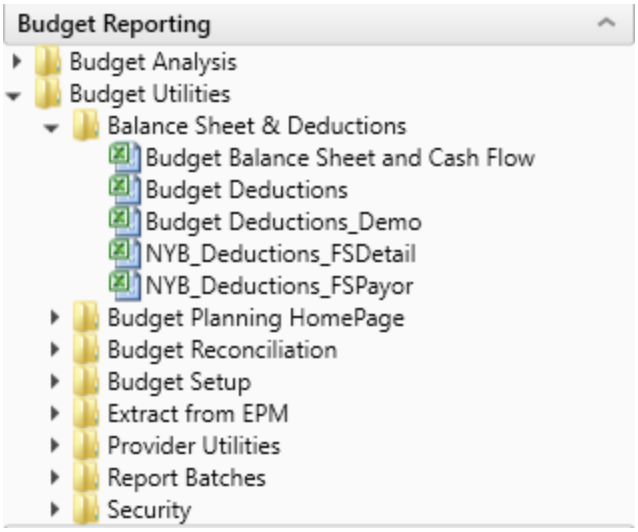
Balance Sheet and Deductions utilities

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.

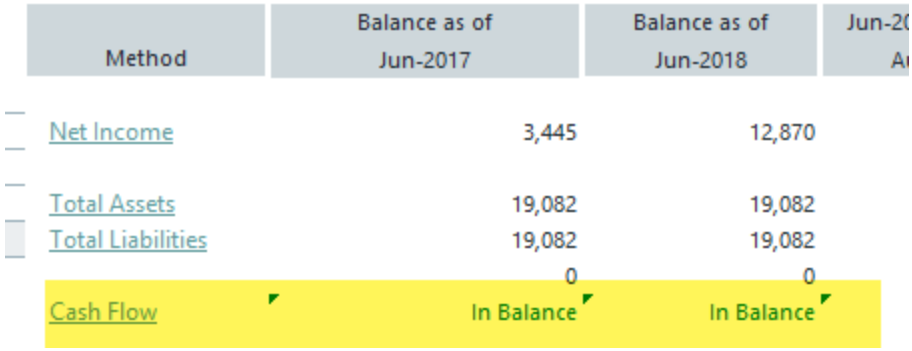
The Budget Balance Sheet and Cash Flow utility allows you to project the remainder of the current year and next year budget balance sheet and cash flow numbers. This utility integrates with the budgeted income statement numbers and allows for frequent updates to the budgeted balance sheet and cash flow 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 Jun-2018	Balance as of Jun-2019	Projected as of Jun-2020	Budget as of Jun-2021	Budget Jul-2020	Budget Aug-2020	Budget Sep-2020	Budget Oct-2020
ASSETS								
Current Assets:								
Cash and Cash Equivalents	5,029,579	6,156	675,797	(958,640)	(935,978)	(947,728)	(943,114)	(944,699)
Current Assets limited as to use:	6,236,423	0	6,236,423	6,236,423	6,236,423	6,236,423	6,236,423	6,236,423
Net Patient Accounts Receivable	46,387,732	0	6,827,116	6,077,683	8,346,213	7,190,417	6,859,899	6,612,839
Third Party Settlements	502,139	0	73,902	65,790	90,346	77,835	74,257	71,583
Current Receivables	0	0	0	0	0	0	0	0
Inventory	6,775,635	17,362,060	99,898	75,377	92,017	85,200	83,724	82,066
Prepaid Expense	5,404,405	0	354,422	373,342	392,635	382,631	386,560	385,211
Other Current Assets	2,210,383	0	2,210,383	2,210,383	2,210,383	2,210,383	2,210,383	2,210,383
Total Current Assets	72,546,295	17,368,216	16,477,940	14,080,356	16,432,038	15,235,160	14,908,131	14,653,805
Assets Limited as to Use								
Trusteed Assets	113,467,445	0	113,467,445	113,467,445	113,467,445	113,467,445	113,467,445	113,467,445
Board Designated Investments	1,656,662	0	32,546,324	29,309,556	9,095,383	11,971,491	13,996,847	15,856,496
Total Assets Limited as to Use	115,124,107	0	146,013,769	142,777,001	122,562,828	125,438,936	127,464,292	129,323,941
Property and Equipment:								
Net Plant Property & Equipment	133,302,988	1,713,310	151,474,898	150,743,733	151,413,968	151,353,037	151,292,107	151,231,176
Construction In Progress	4,266,443	0	4,266,443	4,266,443	4,266,443	4,266,443	4,266,443	4,266,443
Net Property and Equipment	137,569,431	1,713,310	155,741,341	155,010,176	155,680,410	155,619,480	155,558,550	155,497,619
Other Assets:								
Net Financing Cost	600,848	0	600,848	600,848	600,848	600,848	600,848	600,848
Investments in Related Parties	14,290,360	0	14,290,360	14,290,360	14,290,360	14,290,360	14,290,360	14,290,360
Notes Receivable	1,784,464	0	1,784,464	1,784,464	1,784,464	1,784,464	1,784,464	1,784,464

Running the Budget Balance Sheet and Cash Flow utility

1. Open the report.
2. In the Refresh Variables dialog, do the following, and click **OK**:
   - From the **Select 'Yes' to add New Income to Fund Balance** drop-down, select **Yes** or **No** to determine whether to add net income to the fund balance.
   - To select the default departments, where you would like the budget balance sheet numbers to be saved back to, click **Choose Value**, and select a department.
   - In the **Create a Save Tag Value** box, type a save tag (max of 100 characters). This save tag ensures that the data saving back to the database is saved with a save tag that is unique to a specific entity/group that you may want to filter this report for. It also avoids having to create multiple Balance Sheet reports for different entities/groups.
3. After the report populates, do the following:
   - At the top of the spreadsheet, make sure that the data in the Net Income row matches the balance sheet to be prepared.
   - Verify historical information for Two Years Ago, Last Year, and Current YTD all balance.
   - In the header section, review to the Balance Check row to confirm that the model is in balance.



Method	Balance as of Jun-2017	Balance as of Jun-2018	Jun-2(A(
Net Income	3,445	12,870	
Total Assets	19,082	19,082	
Total Liabilities	19,082	19,082	
	0	0	
Cash Flow	In Balance	In Balance	

TIP: If the model appears to be out of balance, we recommend that you refresh the report and verify that the Add Net Income to Fund Balance setting was configured properly per your organization's accounting practice.

4. In column AD, in the blue input cells, enter the default accounts numbers that you would like the balance sheet numbers to save back to. For example, you may choose to save back the numbers for Board Designated Investments and Other Assets to the same default asset account OR you may choose to use accounts specific to each of these categories.
5. Complete the following sections of the utility, as needed:
   - **Balance Sheet Assumptions** – Use this section to enter key balance sheet metrics to calculate various balance sheet numbers. Values for balance sheet categories can be adjusted or keyed in directly in the detailed schedules / inputs section.
   - **Assets**
   - **Liabilities and Net Assets**
   - **Detailed Schedules** - Use this section to input detailed schedules for each category.
   - **Statement and Cash Flows**

TIP: Enter inputs incrementally. For example, to change days in AR from 64 to 56, enter 8 and not 56.

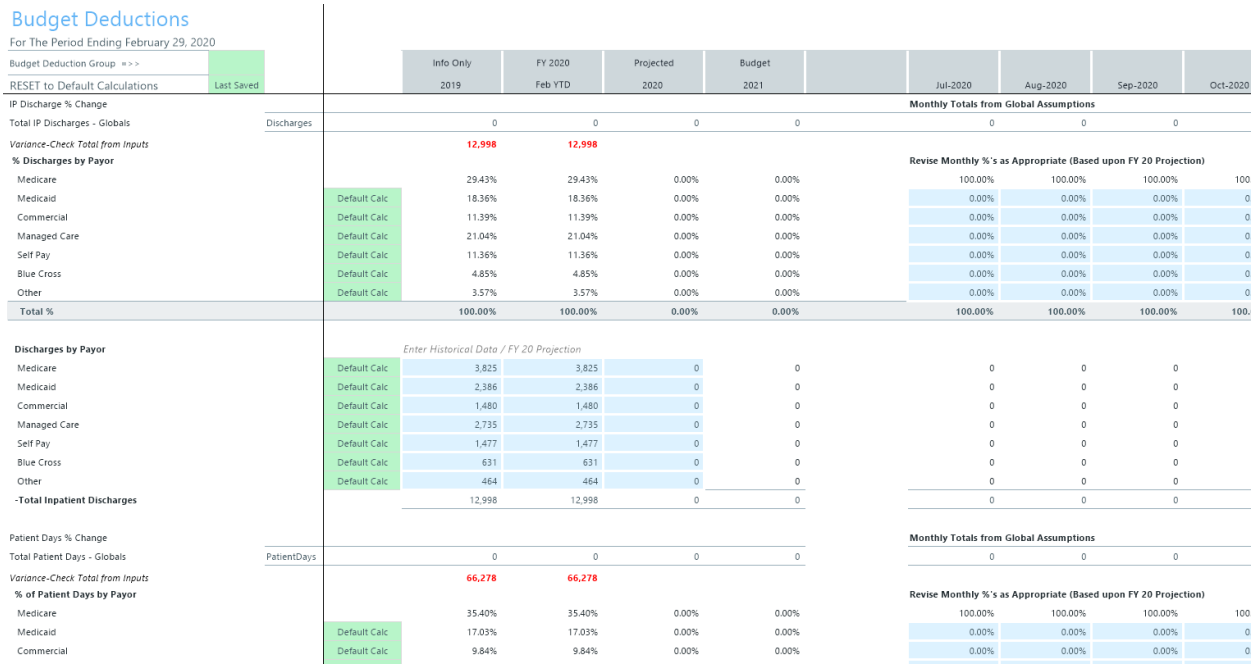
NOTE: The Budget Balance Sheet utility is configured to always stay in balance. As a result, inputs/adjustments to Balance Sheet metrics will result in the out of balance difference being plugged to either the other assets/other liabilities section.

6. To save your changes to the database, in the **Main** ribbon tab, click **Save**.

The Summary tab of the Budget Balance Sheet utility will populate with next year's budgeted balance sheet and cash flow numbers by month for budget analysis purposes.

Budget Deductions

This is a deductions modeling tool that is similar to the deductions modeling in Kaufman Hall Financial Planning. All statistics, revenues and deductions are broken out by payer. You can make assumptions for the projection and budget in each payer section. The resulting calculated values post to the database. When using this model, do not create budget workbooks for your deduction department(s).



Budget Deductions

For The Period Ending February 29, 2020

Budget Deduction Group »>>			Info Only	FY 2020	Projected	Budget					
RESET to Default Calculations	Last Saved		2019	Feb YTD	2020	2021		Jul-2020	Aug-2020	Sep-2020	Oct-2020
IP Discharge % Change								Monthly Totals from Global Assumptions			
Total IP Discharges - Globals	Discharges		0	0	0	0		0	0	0	
Variance-Check Total from Inputs			12,998	12,998							
% Discharges by Payor								Revise Monthly %'s as Appropriate (Based upon FY 20 Projection)			
Medicare			29.43%	29.43%	0.00%	0.00%		100.00%	100.00%	100.00%	100
Medicaid		Default Calc	18.36%	18.36%	0.00%	0.00%		0.00%	0.00%	0.00%	0
Commercial		Default Calc	11.39%	11.39%	0.00%	0.00%		0.00%	0.00%	0.00%	0
Managed Care		Default Calc	21.04%	21.04%	0.00%	0.00%		0.00%	0.00%	0.00%	0
Self Pay		Default Calc	11.36%	11.36%	0.00%	0.00%		0.00%	0.00%	0.00%	0
Blue Cross		Default Calc	4.85%	4.85%	0.00%	0.00%		0.00%	0.00%	0.00%	0
Other		Default Calc	3.57%	3.57%	0.00%	0.00%		0.00%	0.00%	0.00%	0
Total %			**100.00%**	**100.00%**	**0.00%**	**0.00%**		**100.00%**	**100.00%**	**100.00%**	**100.**
Discharges by Payor			*Enter Historical Data / FY 20 Projection*								
Medicare		Default Calc	3,825	3,825	0	0		0	0	0	
Medicaid		Default Calc	2,386	2,386	0	0		0	0	0	
Commercial		Default Calc	1,480	1,480	0	0		0	0	0	
Managed Care		Default Calc	2,735	2,735	0	0		0	0	0	
Self Pay		Default Calc	1,477	1,477	0	0		0	0	0	
Blue Cross		Default Calc	631	631	0	0		0	0	0	
Other		Default Calc	464	464	0	0		0	0	0	
-Total Inpatient Discharges			12,998	12,998	0	0		0	0	0	
Patient Days % Change								Monthly Totals from Global Assumptions			
Total Patient Days - Globals	PatientDays		0	0	0	0		0	0	0	
Variance-Check Total from Inputs			66,278	66,278							
% of Patient Days by Payor								Revise Monthly %'s as Appropriate (Based upon FY 20 Projection)			
Medicare			35.40%	35.40%	0.00%	0.00%		100.00%	100.00%	100.00%	100
Medicaid		Default Calc	17.03%	17.03%	0.00%	0.00%		0.00%	0.00%	0.00%	0
Commercial		Default Calc	9.84%	9.84%	0.00%	0.00%		0.00%	0.00%	0.00%	0

GL Accounts are summarized by balance sheet categories, and the resulting summary data can be posted back to the database for both the Current Year Projection and Next Year Budget as well as inclusion in all related Budget Analysis reports. If necessary, values for balance sheet categories can be adjusted or keyed in directly.

As budgets and assumptions change, simply refresh data in the Budget Balance Sheet to update and post newly computed balance sheet information for calculating metrics driven by income statement parameters (assuming the balance sheet assumptions remain unchanged).

The Budget Balance Sheet report assigns GL accounts to balance sheet categories per the FSSummary, FSDetail, and FPCode grouping columns in the ACCT dimension table.

The Balance Sheet and Cash Flow Report includes the following sections:

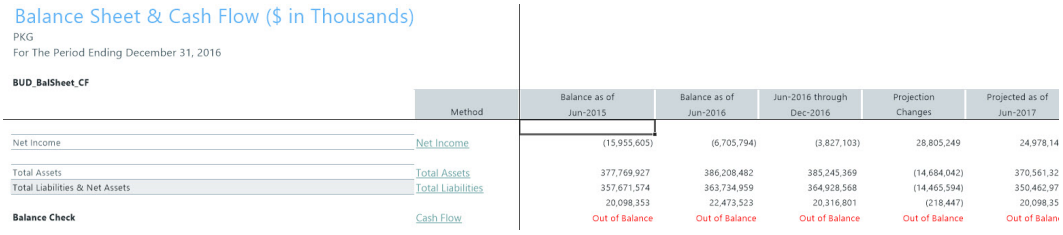
- **Balance Sheet Assumptions** – Key metrics used to drive various balance sheet calculations. Valid entries are listed in the Balance Sheet Assumptions Inputs section.
- **Assets**
- **Liabilities and Net Assets**
- **Detailed Schedules** – Contains rows to input detailed schedules for each category.
- **Statement of Cash Flows**

- **Summary Income Statement**

You can filter the report by Entity or group, as defined in dimensions by using the Quick Filter option in the Main ribbon tab. You may make adjustments to the values in any blue cells in the report. After making your changes, review the cash flow statement to make sure it balances to total cash and make sure the summaries match your expectations on the summary tab.

To run the Budget Sheet and Cash Flow report:

1. In the **Refresh Variables** dialog, do the following, and click **OK**:
    - From the **Select 'Yes' to add New Income to Fund Balance** drop-down, select **Yes** or **No** to determine whether to add net income to the fund balance.
    - To select the default departments to include in the report, click **Choose Value**, select a department, and click **OK**.
2. Add or enter information in the blue cell, as appropriate.
3. After the report populates, verify the following:
    - At the top of the spreadsheet, make sure that the data in the **Net Income** row matches the balance sheet to be prepared.
    - Historical information for **Two Years Ago**, **Last Year**, and **Current YTD** all balance.
    - In the header section, review to the **Balance Check** row to confirm that the model is in balance.



Balance Sheet & Cash Flow ($ in Thousands)
PKG
For The Period Ending December 31, 2016
BUD_BalSheet_CF

	Method	Balance as of Jun-2015	Balance as of Jun-2016	Jun-2016 through Dec-2016	Projection Changes	Projected as of Jun-2017
Net Income	Net Income	(15,955,605)	(6,705,794)	(3,827,103)	28,805,249	24,978,14
Total Assets	Total Assets	377,769,927	386,208,482	385,245,369	(14,684,042)	370,561,32
Total Liabilities & Net Assets	Total Liabilities	357,671,574	363,734,959	364,928,568	(14,465,594)	350,462,97
		20,098,353	22,473,523	20,316,801	(218,447)	20,098,35
Balance Check	Cash Flow	Out of Balance	Out of Balance	Out of Balance	Out of Balance	Out of Balan

> **NOTE:** If the model appears to be out of balance, you might want to refresh the report and verify that the **Add Net Income to Fund Balance** setting was configured properly per your organization's accounting practice

4. To save your changes back to the database, in the **Main** ribbon tab, click **Save**.

Balance Sheet assumption inputs

> **NOTE:** Enter inputs incrementally. For example, to change days in AR from 64 to 56, enter 8 and not 56.

Asset inputs (All inputs should be in whole dollars)

Cash and cash equivalents	Computed through days of operating cash	
Short-term cash investments	Input Schedule	
Current assets limited as to use	Input Schedule	
Patient Accounts Receivable	Computed from Gross A\R days in gross patient receivables	Configurable sections are netted from the total calculation on the first row.
Physician Accounts Receivable	Input Schedule	
Allowance for Uncollectibles	Calculated from Net A\R Days less Gross receivables	Configurable sections are netted from the total calculation on the first row
Third Party Settlements	Computed from 3rd Party days in Net Patient Receivables	Configurable sections are netted from the total calculation on the first row.
Current Receivables	Input Schedule	
Supply Inventories, at cost	Computed from Days in Supply inventories	Configurable sections are netted from the total calculation on the first row. Driven by total supplies expense from the income statement
Prepaid Expenses	Computed from Days in Prepaid Expenses	Configurable sections are netted from the total calculation on the first row. Driven by total other expenses from the income statement
Other Current Assets	Input Schedule	
Assets Limited as to use – Trusteed Assets	Input Schedule	
Assets Limited as to use – Board Designated Investments	Computed	

PPE – Land	Input Schedule	Net Capital Acquisitions Revaluation amount
PPE – Property and Equipment	Input Schedule	Net Capital Acquisitions +\- Revaluation amount
PPE – Accumulated Depreciation	Input Schedule	Depreciation Expense – Automatic flow from Income Statement +\- Disposals
PPE – Construction in Progress	Net Capital Acquisitions	+\- Revaluation amount
Unamortized Financing Fees	Input Schedule	
Amortization of existing fees	Input Schedule	
Investment in subsidiaries	Input Schedule	
Notes Receivable	Input Schedule	
Other Long-Term Assets	Input Schedule	Liability Inputs (All inputs should be in whole dollars)
Line of credit	Calculated	
Current maturity of long-term debt	Input Schedule	Est. current portion of long-term debt Adj of current portion of long-term debt
Accounts Payable	Computed from A\P days in other expenses	Configurable sections are netted from the total calculation on the first row. Driven by total other expenses from the income statement
Accrued Payroll	Computed from Acc Payroll days in salary expenses	Configurable sections are netted from the total calculation on the first row. Driven by total other expenses from the income statement

Accrued Expenses	Computed from Accrued Exp days in other expenses	Configurable sections are netted from the total calculation on the first row. Driven by total other expenses from the income statement
Third Party Settlements	Computed from 3rd party days in other expenses	Configurable sections are netted from the total calculation on the first row. Driven by total other expenses from the income statement
Other Accrued Liabilities	Input Schedule	
Other Long Term Liabilities 1	Input Schedule	
Other Long Term Liabilities 2	Input Schedule	
Long-Term Debt	Input Schedule	Net new loans Regular principal payments

Equity inputs (All inputs should be in thousands)

Fund Balance	Input Schedule	Net Income – Computed and included in projection if **Instructions** tab diaplsy Yes to include in Fund Balance. Net Income is automatically added to fund balance for budget.
Temporarily restricted net assets	Input Schedule	
Permanently restricted net assets	Input Schedule	

NYB_Deductions_FSDetail

Use this deductions model to project deductions using the historical relationship to gross revenue for each deduction category. This report summarizes categories using the Acct-FSDetail column in dimensions. The resulting calculated values posts to the database. If you are using this model, do not create budget workbooks for your deduction department(s).

NYB CONTRACTUAL ALLOWANCE WORKSHEET

KHA Health

FY21 Annual Budget

Payor	Description	Revenue Driver	Last Year	Current Budget	Current YTD	Rest of Year	Projection Adjustments	Projected	Prelim Budget	Budget Adjustments
	PATIENT REVENUE By Payor									
Enter Payor Description>>					172,524,693	10,906,097	0	183,430,790	33,797,364	
Enter Payor Description>>					0	0	0	0	0	
Enter Payor Description>>					0	0	0	0	0	
Enter Payor Description>>					0	0	0	0	0	
Enter Payor Description>>					0	0	0	0	0	
Enter Payor Description>>					0	0	0	0	0	
Enter Payor Description>>					0	0	0	0	0	
Total IP	**Total Inpatient Revenue**		234,551,863	30,542,149	172,524,693	10,906,097	0	32,708,405	33,797,364	
Enter Payor Description>>					76,946,658	7,769,610	0	84,716,268	20,859,442	
Enter Payor Description>>					0	0	0	0	0	
Enter Payor Description>>					0	0	0	0	0	
Enter Payor Description>>					0	0	0	0	0	
Enter Payor Description>>					0	0	0	0	0	
Enter Payor Description>>					0	0	0	0	0	
Enter Payor Description>>					0	0	0	0	0	
Total OP	**Total Outpatient Revenue**		106,753,460	16,485,554	76,946,658	7,769,610	0	24,305,533	20,859,442	
Enter Payor Description>>					114,607,896	9,268	0	114,617,164	24,981	
Enter Payor Description>>					0	0	0	0	0	
Enter Payor Description>>					0	0	0	0	0	
Enter Payor Description>>					0	0	0	0	0	
Enter Payor Description>>					0	0	0	0	0	
Enter Payor Description>>					0	0	0	0	0	
Enter Payor Description>>					0	0	0	0	0	
Total Other	Total Other Patient Revenue		170,658,298	4,475,287	114,607,896	9,268	0	9,614,976	24,981	
Total Gross	Total Patient Revenue By Payor		511,963,621	51,502,990	364,079,247	18,684,975	0	66,628,914	54,681,787	
	Total Allowances		284,767,632	15,690,388	203,145,601	0	0	203,145,601	166,719,879	
	Net Revenue		**227,195,989**	**35,812,603**	**160,933,646**	**18,684,975**	**0**	**(136,516,687)**	**(112,038,093)**	
			44.38%	69.53%	44.20%	100.00%	0.00%	(204.89%)	(204.89%)	
	ALLOWANCE - DETAIL									
Acct	**Dept** CONTRACTUALS									

NYB_Deductions_FSPayor

Use this deductions model to project deductions using the historical relationship to gross revenue by payer. This report summarizes categories using the Acct-FSPayor column in dimensions. The resulting calculated values post to the database. If you are using this model, do not create budget workbooks for your deduction department(s).

NYB_Deductions_FSPayor

KHA Health

FY21 Annual Budget

FSPayor	Description	Revenue Driver	Last Year	Current Budget	Current YTD	Rest of Year	Projection Adjustments	Projected	Preliminary Budget	Budget Adjustments
Select FSPayor >>	**Double-click for FSPayor**		0	0	0	0	0	0	0	
Select FSPayor >>	**Double-click for FSPayor**		0	0	0	0	0	0	0	
Select FSPayor >>	**Double-click for FSPayor**		0	0	0	0	0	0	0	
Select FSPayor >>	**Double-click for FSPayor**		0	0	0	0	0	0	0	
	Total PATIENT REVENUE By Payor		**0**	**0**	**0**	**0**	**0**	**0**	**0**	
	PATIENT REVENUE BY TYPE									
Total Inpatient	Total Inpatient Revenue		234,551,863	30,542,149	172,524,693	(139,816,287)	0	32,708,405	33,678,833	
Total Outpatient	Total Outpatient Revenue		106,753,460	16,485,554	76,946,658	(52,641,125)	0	24,305,533	20,899,443	
Total OtherPatient	Total Other Patient Revenue		170,658,298	4,475,287	114,607,896	(104,992,920)	0	9,614,976	25,045	
Total Gross	Total Patient Revenue		511,963,621	51,502,990	364,079,247	(297,450,333)	0	66,628,914	54,603,321	
	Total Allowances		276,409,248	15,653,053	197,589,097	#N/A	0	#N/A	#N/A	
	Net Revenue		**235,554,373**	**35,849,937**	**166,490,150**	**#N/A**	**0**	**#N/A**	**#N/A**	
			46.01%	69.61%	45.73%	#N/A	0.00%	#N/A	#N/A	
	ALLOWANCE - DETAIL									
Acct	**Dept CONTRACTUALS**									
40000	101010 Capitation Adjustment - EMA Internal Medicine (Provider Detail)	Total Gross	6,118,207	15,382	4,126,861	0	0	4,126,861	3,382,020	(3,382,020)
40000	101014 Capitation Adjustment - EMA Urgent Care Adult	Total Gross	425,262	1,156	296,362	0	0	296,362	242,873	(242,873)
40000	101020 Capitation Adjustment - EMA Internal Medicine (Provider Summary)	% of Patient Revenue	6,118,207	1,877,039	4,126,861	#N/A	0	#N/A	#N/A	#N/A
40000	101100 Capitation Adjustment - EMA Pediatrics	Total Gross	2,457,730	0	1,679,530	0	0	1,679,530	1,376,398	(1,376,398)
40000	101104 Capitation Adjustment - EMA Urgent Care Pediatrics	Total Gross	232,216	0	173,561	0	0	173,561	142,235	(142,235)
40000	101200 Capitation Adjustment - EMA Ob/Gyn	Total Gross	2,819,802	0	1,947,386	0	0	1,947,386	1,595,910	(1,595,910)
40000	101301 Capitation Adjustment - EMA Cardiology	Total Gross	5,351,541	0	3,518,906	0	0	3,518,906	2,883,792	(2,883,792)
40000	101302 Capitation Adjustment - EMA Pulmonary	Total Gross	318,699	0	208,296	0	0	208,296	170,702	(170,702)
40000	101303 Capitation Adjustment - EMA Rheumatology	Total Gross	243,656	0	161,104	0	0	161,104	132,027	(132,027)
40000	101304 Capitation Adjustment - EMA Nephrology	Total Gross	397,838	0	272,138	0	0	272,138	223,020	(223,020)
40000	101305 Capitation Adjustment - EMA Dermatology	Total Gross	906,529	0	620,210	0	0	620,210	508,270	(508,270)
40000	101306 Capitation Adjustment - EMA Oncology	Total Gross	15,162,749	0	10,257,478	0	0	10,257,478	8,406,146	(8,406,146)
40000	101307 Capitation Adjustment - EMA Genetics	Total Gross	65,960	0	41,748	0	0	41,748	34,213	(34,213)
40000	101308 Capitation Adjustment - EMA Endocrinology	Total Gross	913,885	0	614,213	0	0	614,213	503,356	(503,356)

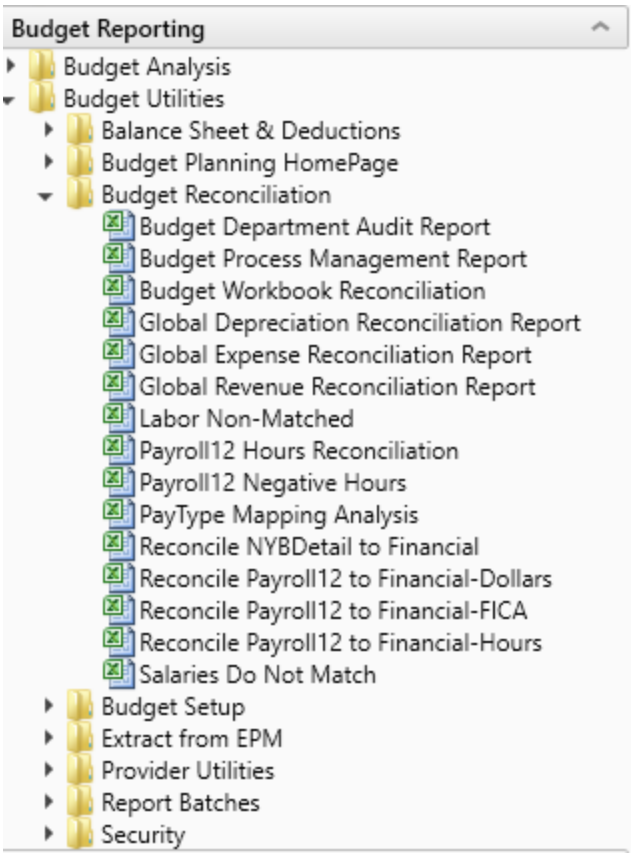
Reconciliation utilities

These utilities are designed for budget reconciliation to the database.

Accessing these reports

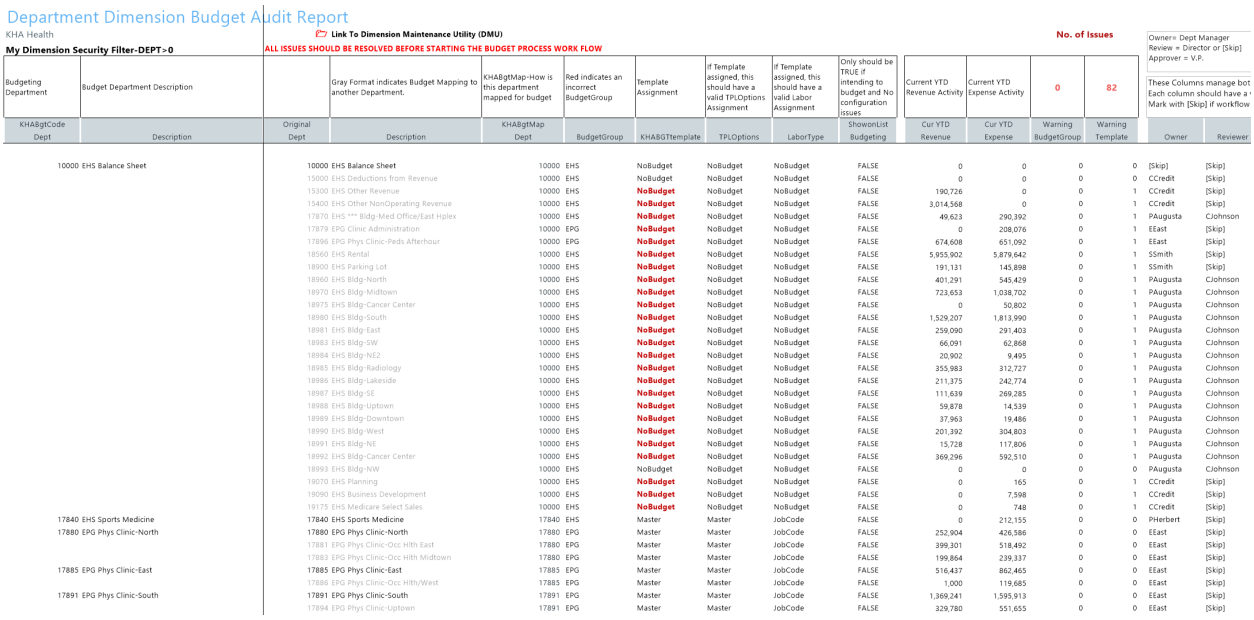
The utilities listed in this section are located in **\Axiom\Reports Library\Budgeting Utilities\Budget Reconciliation**. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the **Budget Reporting** section, click **Budget Utilities > Budget Reconciliation**.



Budget Department Audit report

Use to resolve possible mapping errors at the department level by highlighting mapping and process management inconsistencies in the DEPT dimension table before building plan files and starting process management.



Department Dimension Budget Audit Report

KHA Health

My Dimension Security Filter-DEPT>0

Link To Dimension Maintenance Utility (DMU)

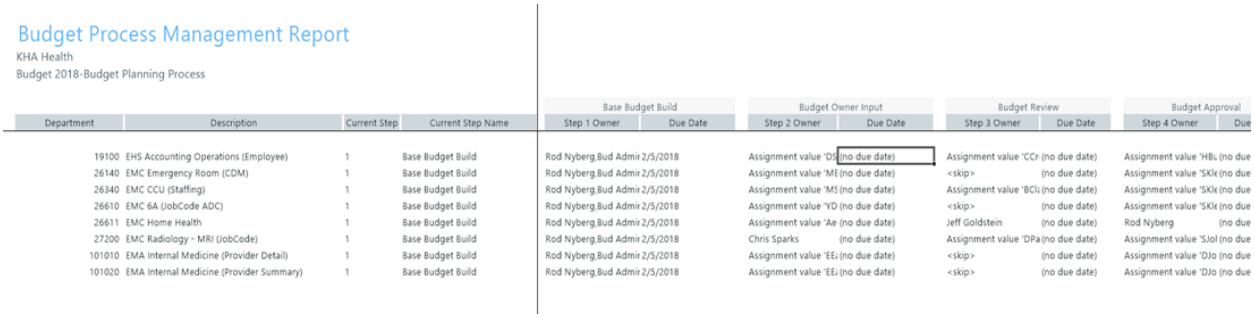
ALL ISSUES SHOULD BE RESOLVED BEFORE STARTING THE BUDGET PROCESS WORK FLOW

No. of Issues

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	Owner= Dept Manager Review = Director or [Skip] Approver = V.P.
KHABgtCode Dept	Description	Original Dept	Description	KHABgtMap Dept	BudgetGroup	KHABGTTemplate	TPLOptions	LaborType	ShowonList Budgeting	Cur YTD Revenue	Cur YTD Expense	Warning BudgetGroup	Warning Template	Owner	Reviewer
10000	EHS Balance Sheet	10000	EHS Balance Sheet	10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	0	0	0	0	[Skip]	[Skip]
		15000	EHS Deductions from Revenue	10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	0	0	0	0	CCredit	[Skip]
		15300	EHS Other Revenue	10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	190,726	0	0	1	CCredit	[Skip]
		15400	EHS Other NonOperating Revenue	10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	3,014,568	0	0	1	CCredit	[Skip]
		17870	EHS *** Bldg-Med Office/East Hplex	10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	49,623	290,392	0	1	PAugusta	CJohnson
		17879	EPG Clinic Administration	10000	EPG	NoBudget	NoBudget	NoBudget	FALSE	0	208,076	0	1	EEast	[Skip]
		17896	EPG Phys Clinic-Peds Afterhour	10000	EPG	NoBudget	NoBudget	NoBudget	FALSE	674,608	651,092	0	1	EEast	[Skip]
		18560	EHS Rental	10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	5,955,902	5,879,642	0	1	SSmith	[Skip]
		18900	EHS Parking Lot	10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	191,131	145,898	0	1	SSmith	[Skip]
		18960	EHS Bldg-North	10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	401,291	545,429	0	1	PAugusta	CJohnson
		18970	EHS Bldg-Midtown	10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	723,653	1,038,702	0	1	PAugusta	CJohnson
		18975	EHS Bldg-Cancer Center	10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	0	50,802	0	1	PAugusta	CJohnson
		18980	EHS Bldg-South	10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	1,529,207	1,813,990	0	1	PAugusta	CJohnson
		18981	EHS Bldg-East	10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	259,090	291,403	0	1	PAugusta	CJohnson
		18983	EHS Bldg-SW	10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	66,091	62,868	0	1	PAugusta	CJohnson
		18984	EHS Bldg-NE2	10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	20,902	9,495	0	1	PAugusta	CJohnson
		18985	EHS Bldg-Radiology	10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	355,983	312,727	0	1	PAugusta	CJohnson
		18986	EHS Bldg-Lakeside	10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	211,375	242,774	0	1	PAugusta	CJohnson
		18987	EHS Bldg-SE	10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	111,639	269,285	0	1	PAugusta	CJohnson
		18988	EHS Bldg-Uptown	10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	59,878	14,539	0	1	PAugusta	CJohnson
		18989	EHS Bldg-Downtown	10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	37,963	19,486	0	1	PAugusta	CJohnson
		18990	EHS Bldg-West	10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	201,392	304,803	0	1	PAugusta	CJohnson
		18991	EHS Bldg-NE	10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	15,728	117,806	0	1	PAugusta	CJohnson
		18992	EHS Bldg-Cancer Center	10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	369,296	592,510	0	1	PAugusta	CJohnson
		18993	EHS Bldg-NW	10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	0	0	0	0	PAugusta	CJohnson
		19070	EHS Planning	10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	0	165	0	1	CCredit	[Skip]
		19090	EHS Business Development	10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	0	7,598	0	1	CCredit	[Skip]
		19175	EHS Medicare Select Sales	10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	0	748	0	1	CCredit	[Skip]
17840	EHS Sports Medicine	17840	EHS Sports Medicine	17840	EHS	Master	Master	JobCode	FALSE	0	212,155	0	0	PHerbert	[Skip]
17880	EPG Phys Clinic-North	17880	EPG Phys Clinic-North	17880	EPG	Master	Master	JobCode	FALSE	252,904	426,586	0	0	EEast	[Skip]
		17881	EPG Phys Clinic-Occ Hlth East	17880	EPG	Master	Master	JobCode	FALSE	399,301	518,492	0	0	EEast	[Skip]
		17883	EPG Phys Clinic-Occ Hlth Midtown	17880	EPG	Master	Master	JobCode	FALSE	199,864	239,337	0	0	EEast	[Skip]
17885	EPG Phys Clinic-East	17885	EPG Phys Clinic-East	17885	EPG	Master	Master	JobCode	FALSE	516,437	862,465	0	0	EEast	[Skip]
		17886	EPG Phys Clinic-Occ Hlth/West	17885	EPG	Master	Master	JobCode	FALSE	1,000	119,685	0	0	EEast	[Skip]
17891	EPG Phys Clinic-South	17891	EPG Phys Clinic-South	17891	EPG	Master	Master	JobCode	FALSE	1,369,241	1,595,913	0	0	EEast	[Skip]
		17894	EPG Phys Clinic-Uptown	17891	EPG	Master	Master	JobCode	FALSE	329,780	551,655	0	0	EEast	[Skip]

Budget Process Management report

Use to show what stage each budget plan file is in when using process management for budget staging.



Budget Process Management Report

KHA Health

Budget 2018-Budget Planning Process

Department	Description	Current Step	Current Step Name	Base Budget Build		Budget Owner Input		Budget Review		Budget Approval	
				Step 1 Owner	Due Date	Step 2 Owner	Due Date	Step 3 Owner	Due Date	Step 4 Owner	Due
19100	EHS Accounting Operations (Employee)	1	Base Budget Build	Rod Nyberg,Bud Admi	2/5/2018	Assignment value 'DS	(no due date)	Assignment value 'CCr	(no due date)	Assignment value 'HBu	(no due
26140	EMC Emergency Room (CDM)	1	Base Budget Build	Rod Nyberg,Bud Admi	2/5/2018	Assignment value 'ME	(no due date)	<skip>	(no due date)	Assignment value 'SKle	(no due
26340	EMC CCU (Staffing)	1	Base Budget Build	Rod Nyberg,Bud Admi	2/5/2018	Assignment value 'MS	(no due date)	Assignment value 'BCla	(no due date)	Assignment value 'SKle	(no due
26610	EMC 6A (JobCode ADC)	1	Base Budget Build	Rod Nyberg,Bud Admi	2/5/2018	Assignment value 'YD	(no due date)	<skip>	(no due date)	Assignment value 'SKle	(no due
26611	EMC Home Health	1	Base Budget Build	Rod Nyberg,Bud Admi	2/5/2018	Assignment value 'Ae	(no due date)	Jeff Goldstein	(no due date)	Rod Nyberg	(no due
27200	EMC Radiology - MRI (JobCode)	1	Base Budget Build	Rod Nyberg,Bud Admi	2/5/2018	Chris Sparks	(no due date)	Assignment value 'DPa	(no due date)	Assignment value 'SJol	(no due
101010	EMA Internal Medicine (Provider Detail)	1	Base Budget Build	Rod Nyberg,Bud Admi	2/5/2018	Assignment value 'EE:	(no due date)	<skip>	(no due date)	Assignment value 'DJo	(no due
101020	EMA Internal Medicine (Provider Summary)	1	Base Budget Build	Rod Nyberg,Bud Admi	2/5/2018	Assignment value 'EE:	(no due date)	<skip>	(no due date)	Assignment value 'DJo	(no due

Budget Workbook Reconciliation

Use to compare check totals from different columns in the budget workbooks to the summary fields in the database to make sure they are in balance. If the budgets are all in balance, then this report returns no data, which is the desired outcome of this report.

Budget Workbook Reconciliation

KHA Health

For The Budget Year 2018

Dept	Description	Acct	Description	NYB TOTAL	NYBTtl	NYBSum	Difference 1	Difference 2	
10000	EHS Balance Sheet	11000	General Fund Checking	5,144,416	0	0	5,144,416	5,144,416	Review
10000	EHS Balance Sheet	11510	Bond Funds 95 Issue	6,236,423	0	0	6,236,422	6,236,422	Review
10000	EHS Balance Sheet	12200	A/R Miscellaneous	94,345,489	0	0	94,345,488	94,345,488	Review
10000	EHS Balance Sheet	12510	Allow For Medicare	(45,665,335)	0	0	45,665,334	45,665,334	Review
10000	EHS Balance Sheet	13050	Allow For Misc A/R & N/R	1,784,464	0	0	1,784,464	1,784,464	Review
10000	EHS Balance Sheet	13600	Due From 3rd Party Payors	526,954	0	0	526,954	526,954	Review
10000	EHS Balance Sheet	13901	A/R MHS Misc	2,210,383	0	0	2,210,382	2,210,382	Review
10000	EHS Balance Sheet	14000	Inventory Central Supply	4,732,303	0	0	4,732,303	4,732,303	Review
10000	EHS Balance Sheet	14505	Prepaid Expenses	5,838,200	0	0	5,838,199	5,838,199	Review
10000	EHS Balance Sheet	15000	Wells Fargo	113,467,445	0	0	113,467,445	113,467,445	Review
10000	EHS Balance Sheet	15512	Home Health License	679,239	0	0	679,238	679,238	Review
10000	EHS Balance Sheet	15530	Reciprocal Of America	55,346,505	0	0	55,346,504	55,346,504	Review
10000	EHS Balance Sheet	15533	Memorial Medical Enterprises	14,290,360	0	0	14,290,359	14,290,359	Review
10000	EHS Balance Sheet	16500	ONCA - Bond Issuance Costs - 90B	600,848	0	0	600,848	600,848	Review
10000	EHS Balance Sheet	17000	Land	13,706,437	0	0	13,706,437	13,706,437	Review
10000	EHS Balance Sheet	17300	Buildings	271,198,916	0	0	271,198,916	271,198,916	Review
10000	EHS Balance Sheet	18315	General Re-Construction	259,457	0	0	259,456	259,456	Review

Global Depreciation Reconciliation report

Use to show the variance between the budgeted depreciation accounts to the same accounts in the general ledger budget for a user-specified budget year.

Global Depreciation Recon Report

KHA Health

Budget Year - 2017

				Projection			Budget			
Dept	Description	Acct	Description	Global Depreciation	Total	Variance	Global Depreciation	Total	Variance	Projection Review
10000	EHS Balance Sheet	71100	Depreciation - Equipment	5,584,633	0	(5,584,633)	5,609,764	0	(5,609,764)	Review
17840	EHS Sports Medicine	71100	Depreciation - Equipment	0	0	0	0	0	0	
17880	EPG Phys Clinic-North	71100	Depreciation - Equipment	19,674	0	(19,674)	19,762	0	(19,762)	Review
17885	EPG Phys Clinic-East	71100	Depreciation - Equipment	45,955	0	(45,955)	46,161	0	(46,161)	Review
17891	EPG Phys Clinic-South	71100	Depreciation - Equipment	38,685	0	(38,685)	38,859	0	(38,859)	Review
17895	EPG Phys Clinic-West	71100	Depreciation - Equipment	153	0	(153)	153	0	(153)	Review
19000	EHS Administration	71100	Depreciation - Equipment	130,249	0	(130,249)	130,835	0	(130,835)	Review
19060	EHS Corporate Communications	71100	Depreciation - Equipment	6,606	0	(6,606)	6,636	0	(6,636)	Review
19080	EHS Teleservices	71100	Depreciation - Equipment	5,637	0	(5,637)	5,662	0	(5,662)	Review
19100	EHS Accounting Operations (Employe	71100	Depreciation - Equipment	8,587	0	(8,587)	8,626	0	(8,626)	Review
19105	EHS Payroll	71100	Depreciation - Equipment	3,694	0	(3,694)	3,711	0	(3,711)	Review
19110	EHS Administrative Finance	71100	Depreciation - Equipment	29,219	0	(29,219)	29,351	0	(29,351)	Review
19150	EHS Information Services	71100	Depreciation - Equipment	1,253,529	0	(1,253,529)	1,259,170	0	(1,259,170)	Review
19160	EHS Audit Services	71100	Depreciation - Equipment	156	0	(156)	156	0	(156)	Review
19170	EHS Medical Information Network	71100	Depreciation - Equipment	294,608	0	(294,608)	295,933	0	(295,933)	Review
19185	EHS Corporate Health Services	71100	Depreciation - Equipment	9,474	0	(9,474)	9,517	0	(9,517)	Review

Global Expense Reconciliation report

Use to show the variance between the budgeted depreciation accounts to the same accounts in the general ledger budget for a user-specified budget year.

Global Expense Recon Report

KHA Health

Budget Year - 2017

Dept	Description	Acct	Description	Projection Global Expense	Projection Total	Projection Variance	Budget Global Expense	Budget Total	Budget Variance	Revi Projection Review
19000	EHS Administration	62199	OMC Allocation	(9,167)	0	9,167	(27,509)	0	27,509	Review
27200	EMC Radiology - MRI (JobCode)	62199	OMC Allocation	0	0	0	300	0	(300)	
26450	EMC NICU	63100	Fees - Consulting	1,944	0	(1,944)	250	0	(250)	Review
26770	EMC Oncology Services	63100	Fees - Consulting	14,400	0	(14,400)	0	0	0	Review
27060	EMC Laboratory	63100	Fees - Consulting	7,215	0	(7,215)	0	0	0	Review
27080	EMC School Of Med Tech	63100	Fees - Consulting	75	0	(75)	0	0	0	Review
27250	EMC Radiation Oncology	63100	Fees - Consulting	2,375	0	(2,375)	0	0	0	Review
27530	EMC Comprehensive Wound Ctr	63100	Fees - Consulting	1,975	0	(1,975)	0	0	0	Review
27640	EMC Surgery	63100	Fees - Consulting	0	0	0	0	0	0	
27800	EMC Recovery Services	63100	Fees - Consulting	40,332	0	(40,332)	0	0	0	Review
28420	EMC Nutrition Center	63100	Fees - Consulting	33,384	0	(33,384)	0	0	0	Review
28430	EMC EAP	63100	Fees - Consulting	5,490	0	(5,490)	0	0	0	Review
28530	EMC Linen Services	63100	Fees - Consulting	0	0	0	0	0	0	
29010	EMC Marketing	63100	Fees - Consulting	2,445	0	(2,445)	0	0	0	Review
29030	EMC Medical Staff Services	63100	Fees - Consulting	380	0	(380)	0	0	0	Review

Global Revenue Reconciliation report

Use to show the variance between the budgeted global revenue accounts to the same accounts in the general ledger budget for a user-specified budget year.

Global Revenue Recon Report

KHA Health

Budget Year - 2018

Dept	Description	Acct	Description	Projection Global Revenue	Projection Total	Projection Variance	Budget Global Revenue	Budget Total	Budget Variance
15300	EHS Other Revenue	53870	Telephones	0	6,321	6,321	0	6,652	6,652
10000	EHS Balance Sheet	53870	Telephones	2,217	0	(2,217)	2,217	0	(2,217)
			Total	**2,217**	**6,321**	**4,104**	**2,217**	**6,652**	**4,434**

Labor Non-Matched

Use to identify the JobCode/PayType combinations that have dollars but have no FTE hours for the year. This causes a matching issue because to create a JobCode block on the labor tabs, that JobCode needs to have YTD FTE related hours. This report identifies those mismatches and posts a 1 to the NYBKHA field so that the JobCode interfaces into that labor tab.

LABOR NON-MATCHED

KHA Health

For The Budget Year 2018

FTE	Description	JobCode Description	Non Matched?	Dept	JobCode	PayType	NYBKHA
Yes	EHS Sports Medicine	Team Leader-Athletic Trainer		17840	J00785	P0001	0
Yes	EPG Phys Clinic-North	Physician		17880	J00655	P0001	0
No	EPG Phys Clinic-Occ Hlth East	Physician		17881	J00655	P0001	0
Yes	EPG Phys Clinic-Occ Hlth East	Staff RN		17881	J00655	P0001	0
Yes	EPG Phys Clinic-Occ Hlth Midtown	Technical Assistant		17883	J00604	P0001	0
No	EPG Phys Clinic-East	Physician		17885	J00655	P0001	0
Yes	EPG Phys Clinic-East	Physician		17885	J00655	P0001	0
Yes	EPG Phys Clinic-Occ Hlth/West	Nurse Practitioner		17886	J00604	P0001	0
No	EPG Phys Clinic-South	Physician		17891	J00655	P0001	0
Yes	EPG Phys Clinic-South	Physician		17891	J00655	P0001	0
No	EPG Phys Clinic-Uptown	Physician		17894	J00655	P0001	0
Yes	EPG Phys Clinic-Uptown	Physician		17894	J00655	P0001	0
Yes	EPG Phys Clinic-West	Physician		17895	J00655	P0001	0
Yes	EHS Administration	Receptionist-Admin		19000	J00878	P0001	0

Payroll12 Hours Reconciliation

Use to highlight job codes saved in the Payroll12 data source from the budget workbooks that have hours but no dollars in the budget.

Payroll12 Hours Reconciliation

KHA Health

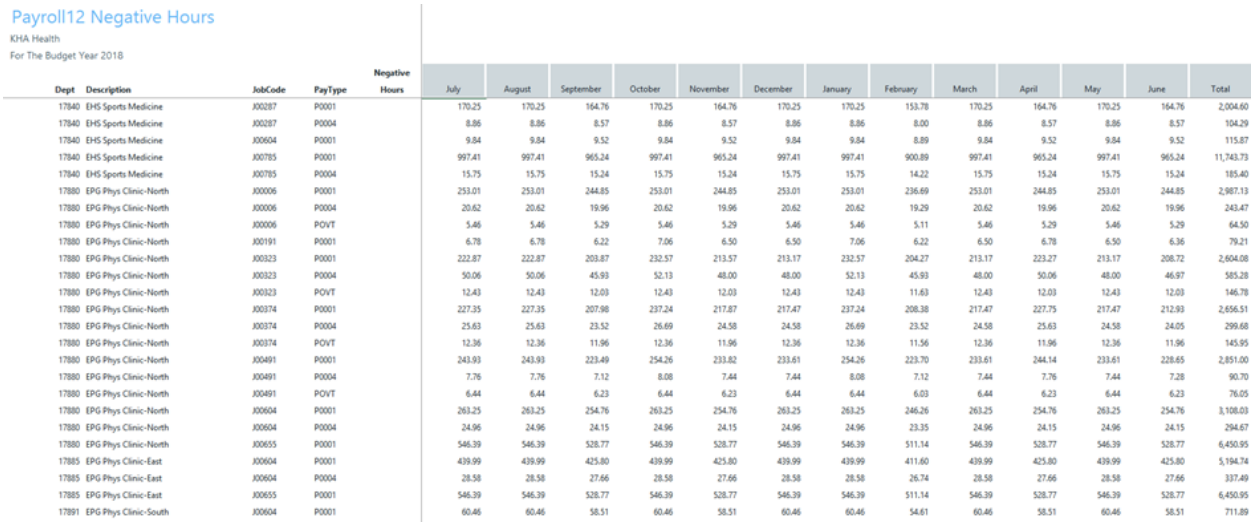
For The Budget Year 2018

Current View: Default

Dept	Description	JobCode	Description	PayType	Description	Budget Dollars Total	Budget Hours Total	Check Flag
17840	EHS Sports Medicine	J00287	Team Leader	P0001	Regular	38,419	2,005	
17840	EHS Sports Medicine	J00287	Team Leader	P0004	Paid Time Off	1,999	104	
17840	EHS Sports Medicine	J00604	Nurse Practitioner	P0001	Regular	4,152	116	
17840	EHS Sports Medicine	J00785	Athletic Trainer	P0001	Regular	168,891	11,744	
17840	EHS Sports Medicine	J00785	Athletic Trainer	P0004	Paid Time Off	2,826	185	
17880	EPG Phys Clinic-North	J00006	Receptionist	P0001	Regular	30,665	2,987	
17880	EPG Phys Clinic-North	J00006	Receptionist	P0004	Paid Time Off	2,499	243	
17880	EPG Phys Clinic-North	J00006	Receptionist	POVT	Overtime	520	64	
17880	EPG Phys Clinic-North	J00191	Staff RN	P0001	Regular	2,138	79	
17880	EPG Phys Clinic-North	J00323	LPN	P0001	Regular	40,646	2,604	
17880	EPG Phys Clinic-North	J00323	LPN	P0004	Paid Time Off	9,135	585	
17880	EPG Phys Clinic-North	J00323	LPN	POVT	Overtime	1,884	147	
17880	EPG Phys Clinic-North	J00374	Technical Assistant	P0001	Regular	34,997	2,657	
17880	EPG Phys Clinic-North	J00374	Technical Assistant	P0004	Paid Time Off	3,857	300	
17880	EPG Phys Clinic-North	J00374	Technical Assistant	POVT	Overtime	1,461	146	
17880	EPG Phys Clinic-North	J00491	Staff Radiologic Tech	P0001	Regular	46,984	2,851	
17880	EPG Phys Clinic-North	J00491	Staff Radiologic Tech	P0004	Paid Time Off	1,495	91	
17880	EPG Phys Clinic-North	J00491	Staff Radiologic Tech	POVT	Overtime	788	76	
17880	EPG Phys Clinic-North	J00604	Nurse Practitioner	P0001	Regular	120,119	3,108	

Payroll12 Negative Hours

Use to highlight job codes and pay types that have any negative FTEs budgeted in any month. The report returns all job codes in the database, but only the ones with the Review flag need to be investigated and changed, if necessary.



Payroll12 Negative Hours

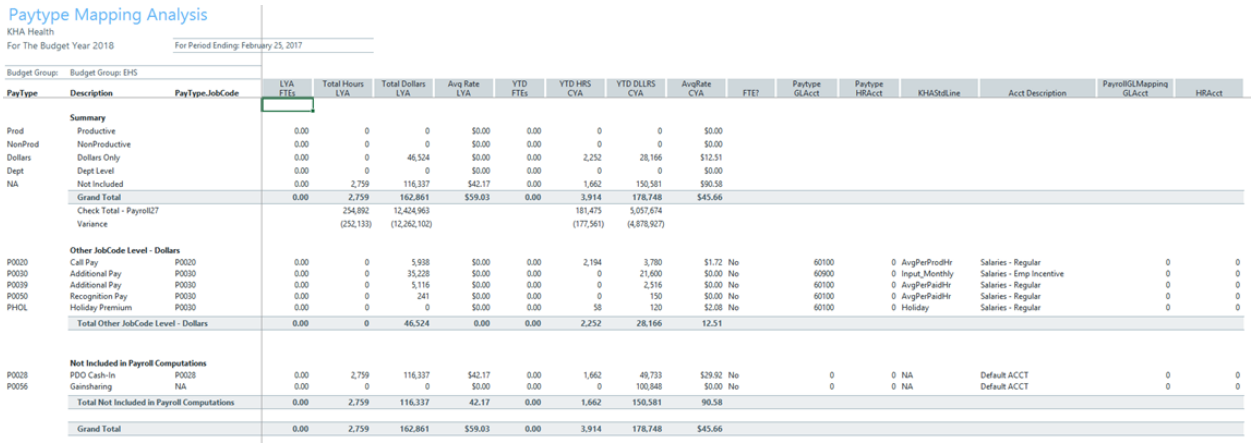
KHA Health

For The Budget Year 2018

Dept	Description	JobCode	PayType	Negative Hours	July	August	September	October	November	December	January	February	March	April	May	June	Total
17840	EHS Sports Medicine	J00287	P0001		170.25	170.25	164.76	170.25	164.76	170.25	170.25	153.78	170.25	164.76	170.25	164.76	2,004.60
17840	EHS Sports Medicine	J00287	P0004		8.86	8.86	8.57	8.86	8.57	8.86	8.86	8.00	8.86	8.57	8.86	8.57	104.29
17840	EHS Sports Medicine	J00604	P0001		9.84	9.84	9.52	9.84	9.52	9.84	9.84	8.89	9.84	9.52	9.84	9.52	115.87
17840	EHS Sports Medicine	J00785	P0001		997.41	997.41	965.24	997.41	965.24	997.41	997.41	900.89	997.41	965.24	997.41	965.24	11,743.73
17840	EHS Sports Medicine	J00785	P0004		15.75	15.75	15.24	15.75	15.24	15.75	15.75	14.22	15.75	15.24	15.75	15.24	185.40
17880	EPG Phys Clinic-North	J00006	P0001		253.01	253.01	244.85	253.01	244.85	253.01	253.01	236.69	253.01	244.85	253.01	244.85	2,987.13
17880	EPG Phys Clinic-North	J00006	P0004		20.62	20.62	19.96	20.62	19.96	20.62	20.62	19.29	20.62	19.96	20.62	19.96	243.47
17880	EPG Phys Clinic-North	J00006	POVT		5.46	5.46	5.29	5.46	5.29	5.46	5.46	5.11	5.46	5.29	5.46	5.29	64.50
17880	EPG Phys Clinic-North	J00191	P0001		6.78	6.78	6.22	7.06	6.50	6.50	7.06	6.22	6.50	6.78	6.50	6.36	79.21
17880	EPG Phys Clinic-North	J00323	P0001		222.87	222.87	203.87	232.57	213.57	213.17	232.57	204.27	213.17	223.27	213.17	208.72	2,604.08
17880	EPG Phys Clinic-North	J00323	P0004		50.06	50.06	45.93	52.13	48.00	48.00	52.13	45.93	48.00	50.06	48.00	46.97	585.28
17880	EPG Phys Clinic-North	J00323	POVT		12.43	12.43	12.03	12.43	12.03	12.43	12.43	11.63	12.43	12.03	12.43	12.03	146.78
17880	EPG Phys Clinic-North	J00374	P0001		227.35	227.35	207.98	237.24	217.87	217.47	237.24	208.38	217.47	227.75	217.47	212.93	2,656.51
17880	EPG Phys Clinic-North	J00374	P0004		25.63	25.63	23.52	26.69	24.58	24.58	26.69	23.52	24.58	25.63	24.58	24.05	299.68
17880	EPG Phys Clinic-North	J00374	POVT		12.36	12.36	11.96	12.36	11.96	12.36	12.36	11.56	12.36	11.96	12.36	11.96	145.95
17880	EPG Phys Clinic-North	J00491	P0001		243.93	243.93	223.49	254.26	233.82	233.61	254.26	223.70	233.61	244.14	233.61	228.65	2,851.00
17880	EPG Phys Clinic-North	J00491	P0004		7.76	7.76	7.12	8.08	7.44	7.44	8.08	7.12	7.44	7.76	7.44	7.28	90.70
17880	EPG Phys Clinic-North	J00491	POVT		6.44	6.44	6.23	6.44	6.23	6.44	6.44	6.03	6.44	6.23	6.44	6.23	76.05
17880	EPG Phys Clinic-North	J00604	P0001		263.25	263.25	254.76	263.25	254.76	263.25	263.25	246.26	263.25	254.76	263.25	254.76	3,108.03
17880	EPG Phys Clinic-North	J00604	P0004		24.96	24.96	24.15	24.96	24.15	24.96	24.96	23.35	24.96	24.15	24.96	24.15	294.67
17880	EPG Phys Clinic-North	J00655	P0001		546.39	546.39	528.77	546.39	528.77	546.39	546.39	511.14	546.39	528.77	546.39	528.77	6,450.95
17885	EPG Phys Clinic-East	J00604	P0001		439.99	439.99	425.80	439.99	425.80	439.99	439.99	411.60	439.99	425.80	439.99	425.80	5,194.74
17885	EPG Phys Clinic-East	J00604	P0004		28.58	28.58	27.66	28.58	27.66	28.58	28.58	26.74	28.58	27.66	28.58	27.66	337.49
17885	EPG Phys Clinic-East	J00655	P0001		546.39	546.39	528.77	546.39	528.77	546.39	546.39	511.14	546.39	528.77	546.39	528.77	6,450.95
17891	EPG Phys Clinic-South	J00604	P0001		60.46	60.46	58.51	60.46	58.51	60.46	60.46	54.61	60.46	58.51	60.46	58.51	711.89

PayType Mapping Analysis

Use during budget set up for payroll budgeting to show what PayTypes map to which payroll budget category.



Paytype Mapping Analysis

KHA Health

For The Budget Year 2018 — For Period Ending: February 25, 2017

Budget Group: Budget Group: EHS

PayType	Description	PayType.JobCode	LYA FTEs	Total Hours LYA	Total Dollars LYA	Avg Rate LYA	YTD FTEs	YTD HRS CYA	YTD DLLRS CYA	AvgRate CYA	FTE?	Paytype GLAcct	Paytype HRAcct	KHAStdLine	Acct Description	PayrollGLMapping GLAcct	HRAcct
	Summary																
Prod	Productive		0.00	0	0	$0.00	0.00	0	0	$0.00							
NonProd	NonProductive		0.00	0	0	$0.00	0.00	0	0	$0.00							
Dollars	Dollars Only		0.00	0	46,524	$0.00	0.00	2,252	28,166	$12.51							
Dept	Dept Level		0.00	0	0	$0.00	0.00	0	0	$0.00							
NA	Not Included		0.00	2,759	116,337	$42.17	0.00	1,662	150,581	$90.58							
	Grand Total		**0.00**	**2,759**	**162,861**	**$59.03**	**0.00**	**3,914**	**178,748**	**$45.66**							
	Check Total - Payroll27			254,892	12,424,963			181,475	5,057,674								
	Variance			(252,133)	(12,262,102)			(177,561)	(4,878,927)								
	Other JobCode Level - Dollars																
P0020	Call Pay	P0020	0.00	0	5,938	$0.00	0.00	2,194	3,780	$1.72	No	60100	0	AvgPerProdHr	Salaries - Regular	0	0
P0030	Additional Pay	P0030	0.00	0	35,228	$0.00	0.00	0	21,600	$0.00	No	60900	0	Input_Monthly	Salaries - Emp Incentive	0	0
P0039	Additional Pay	P0030	0.00	0	5,116	$0.00	0.00	0	2,516	$0.00	No	60100	0	AvgPerPaidHr	Salaries - Regular	0	0
P0050	Recognition Pay	P0030	0.00	0	241	$0.00	0.00	0	150	$0.00	No	60100	0	AvgPerPaidHr	Salaries - Regular	0	0
PHOL	Holiday Premium	P0030	0.00	0	0	$0.00	0.00	58	120	$2.08	No	60100	0	Holiday	Salaries - Regular	0	0
	Total Other JobCode Level - Dollars		**0.00**	**0**	**46,524**	**0.00**	**0.00**	**2,252**	**28,166**	**12.51**							
	Not Included in Payroll Computations																
P0028	PDO Cash-In	P0028	0.00	2,759	116,337	$42.17	0.00	1,662	49,733	$29.92	No	0	0	NA	Default ACCT	0	0
P0056	Gainsharing	NA	0.00	0	0	$0.00	0.00	0	100,848	$0.00	No	0	0	NA	Default ACCT	0	0
	Total Not Included in Payroll Computations		**0.00**	**2,759**	**116,337**	**42.17**	**0.00**	**1,662**	**150,581**	**90.58**							
	Grand Total		**0.00**	**2,759**	**162,861**	**$59.03**	**0.00**	**3,914**	**178,748**	**$45.66**							

NOTE: Prior to reviewing the report, your organization needs to load and reconcile the payroll data as well as complete the Labor Configuration driver. To understand this report, the user needs to have knowledge of the Labor Configuration Driver.

Running the PayType Mapping Analysis report

Use the following instructions to run and review the report.

1. Open the report.
2. Press F9, and select the proper Refresh Variables to review based on organizational needs.
3. Review the following in the report:
    - In the top section of the report, which provides an overall summary, ensure that all the pay types are loaded and map to a specific grouping. The variance should be zero. If not, review your PAYTYPE dimension table to see what pay type is not mapped.
    - The remaining sections of the report correspond to the Labor Configuration driver set up and how the pay types are grouped/mapped in the PAYTYPE dimension table. These sections give you an overall summary of what pay types are grouped together, the overall hours and dollars, the FTE status, as well as the GL accounts if the GL is structured by pay type.
    - Review the overall groupings to make sure they are grouped as expected. The bottom section shows what is not interfaced or coming into the plan files. Confirm that these are accurate prior to beginning the budget cycle. If you need to make changes, update the PAYTYPE dimension table and rerun the report to review.

Reconcile NYBDetail to Financial

Reconcile values saved in NYBDetail table to those values saved in the Budget Table which could indicate that values in your budget plan files are not saving properly.

RECONCILE NYBDETAIL TO FINANCIAL

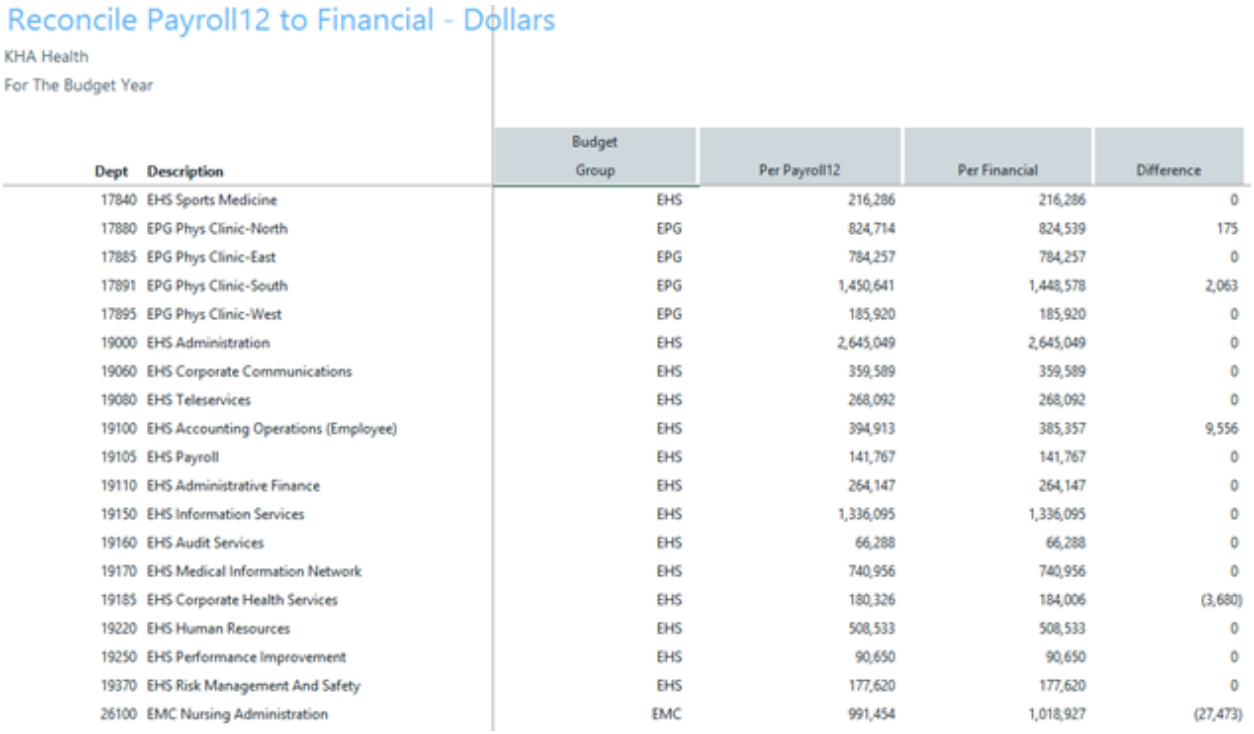
KHA Health

For The Budget Year 2018

Dept	Description	Acct	Description	NYBDetail Table	Financial Table	Difference
26140	EMC *** Emergency Room-Physicians	63110	Fees - Physician	939,339.61	2,224,515.22	(1,285,176.00)
26611	EMC Home Health	64100	Repairs	2,212.29	1,481.54	731.00

Reconcile Payroll12 to Financial-Dollars

Use to test the data transfer from the Labor tab to the Expense tab in the budget workbook. It compares the dollars saved in the Payroll12 tables (Labor tab in budget plan files) to the values posted to the Financial tables (Expense tab in budget plan files). If there any variances in this report, they will need to be fixed in the budget workbook and saved to the database. The desired outcome for this report is to have zero variances.



Reconcile Payroll12 to Financial - Dollars

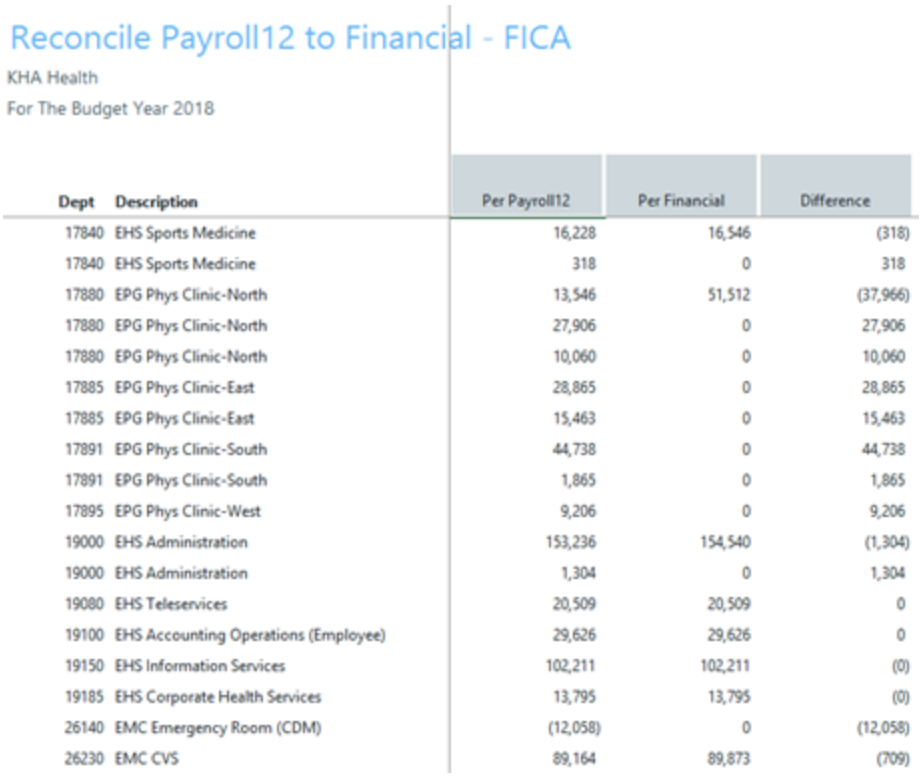
KHA Health

For The Budget Year

Dept	Description	Budget Group	Per Payroll12	Per Financial	Difference
17840	EHS Sports Medicine	EHS	216,286	216,286	0
17880	EPG Phys Clinic-North	EPG	824,714	824,539	175
17885	EPG Phys Clinic-East	EPG	784,257	784,257	0
17891	EPG Phys Clinic-South	EPG	1,450,641	1,448,578	2,063
17895	EPG Phys Clinic-West	EPG	185,920	185,920	0
19000	EHS Administration	EHS	2,645,049	2,645,049	0
19060	EHS Corporate Communications	EHS	359,589	359,589	0
19080	EHS Teleservices	EHS	268,092	268,092	0
19100	EHS Accounting Operations (Employee)	EHS	394,913	385,357	9,556
19105	EHS Payroll	EHS	141,767	141,767	0
19110	EHS Administrative Finance	EHS	264,147	264,147	0
19150	EHS Information Services	EHS	1,336,095	1,336,095	0
19160	EHS Audit Services	EHS	66,288	66,288	0
19170	EHS Medical Information Network	EHS	740,956	740,956	0
19185	EHS Corporate Health Services	EHS	180,326	184,006	(3,680)
19220	EHS Human Resources	EHS	508,533	508,533	0
19250	EHS Performance Improvement	EHS	90,650	90,650	0
19370	EHS Risk Management And Safety	EHS	177,620	177,620	0
26100	EMC Nursing Administration	EMC	991,454	1,018,927	(27,473)

Reconcile Payroll12 to Financial-FICA

Use to test the data transfer from the Labor tab to the Expense tab in the budget workbook. It compares the FICA dollars saved in the Payroll12 tables (Labor tab in budget plan files) to the values posted to the Financial tables (Expense tab in budget plan files). If there any variances in this report, they will need to be fixed in the budget workbook and saved to the database. The desired outcome for this report is to have zero variances.



Reconcile Payroll12 to Financial - FICA

KHA Health

For The Budget Year 2018

Dept	Description	Per Payroll12	Per Financial	Difference
17840	EHS Sports Medicine	16,228	16,546	(318)
17840	EHS Sports Medicine	318	0	318
17880	EPG Phys Clinic-North	13,546	51,512	(37,966)
17880	EPG Phys Clinic-North	27,906	0	27,906
17880	EPG Phys Clinic-North	10,060	0	10,060
17885	EPG Phys Clinic-East	28,865	0	28,865
17885	EPG Phys Clinic-East	15,463	0	15,463
17891	EPG Phys Clinic-South	44,738	0	44,738
17891	EPG Phys Clinic-South	1,865	0	1,865
17895	EPG Phys Clinic-West	9,206	0	9,206
19000	EHS Administration	153,236	154,540	(1,304)
19000	EHS Administration	1,304	0	1,304
19080	EHS Teleservices	20,509	20,509	0
19100	EHS Accounting Operations (Employee)	29,626	29,626	0
19150	EHS Information Services	102,211	102,211	(0)
19185	EHS Corporate Health Services	13,795	13,795	(0)
26140	EMC Emergency Room (CDM)	(12,058)	0	(12,058)
26230	EMC CVS	89,164	89,873	(709)

Reconcile Payroll12 to Financial-Hours

Use to test the data transfer from the Labor tab to the Expense tab in the budget workbook. It compares the hours saved in the Payroll12 tables (Labor tab in budget plan files) to the values posted to the Financial tables (Expense tab in budget plan files). If there any variances in this report, they will need to be fixed in the budget workbook and saved to the database. The desired outcome for this report is to have zero variances.

Reconcile Payroll12 to Financial - Hours

KHA Health

For The Budget Year 2018

Dept	Description	Per Payroll12	Per Financial	Difference
17840	EHS Sports Medicine	14,154	14,154	(0)
19060	EHS Corporate Communications	17,209	17,209	(0)
19080	EHS Teleservices	12,773	12,773	0
19150	EHS Information Services	47,760	47,760	0
19170	EHS Medical Information Network	32,602	32,602	0
19185	EHS Corporate Health Services	9,819	9,880	(61)
19250	EHS Performance Improvement	4,268	4,268	0
19370	EHS Risk Management And Safety	6,537	6,537	(0)
26340	EMC CCU (Staffing)	122,819	61,361	61,457
26470	EMC 4 East	0	88,411	(88,411)
26550	EMC PICU	0	756	(756)
26780	EMC Heart Services	4,670	4,670	(0)
26790	EMC Same Day Surgery	50,700	50,862	(162)
27030	EMC Central Supply	28,419	28,419	0
27200	EMC Radiology - MRI (JobCode)	18,792	14,620	4,171
27230	EMC Radiology - Vascular Procedure	10,128	14,616	(4,487)
27240	EMC Radiology - Diagnostics	98,239	110,722	(12,483)
27250	EMC Radiation Oncology	31,027	31,051	(23)

Salaries Do Not Match

Use to identify accounts on the Labors tabs in the plan files that do not have history on the Expense tab and would cause a balancing mismatch. This utility posts a 1 to the NYBKHA fields so those accounts interface in the plan files.

SALARIES DO NOT MATCH

KHA Health

For The Budget Year 2018

PayType	Department Description	JobCode Description	PayType Description	Dept	Acct	NYBKHA
P0001	EHS Sports Medicine	Team Leader-Athletic Trainer	Retroactive Pay	17840	60100	0
P0004	EHS Sports Medicine	Team Leader-Athletic Trainer	Paid Time Off	17840	60120	0
P0001	EPG Phys Clinic-North	Physician	Regular	17880	60100	0
P0001	EPG Phys Clinic-Occ Hlth East	Staff RN	Regular	17881	60100	0
P0004	EPG Phys Clinic-Occ Hlth East	Nurse Practitioner	Paid Time Off	17881	60120	0
P0054	EPG Phys Clinic-Occ Hlth East	Physician	Incentive Pay	17881	60100	0
POVT	EPG Phys Clinic-Occ Hlth East	Receptionist/Secretary-WC	Overtime Premium	17881	60110	0
P0001	EPG Phys Clinic-Occ Hlth Midtown	Technical Assistant	Retroactive Pay	17883	60100	0
P0004	EPG Phys Clinic-Occ Hlth Midtown	Technical Assistant	Paid Time Off	17883	60120	0
POVT	EPG Phys Clinic-Occ Hlth Midtown	Technical Assistant	Overtime Premium	17883	60110	0
P0001	EPG Phys Clinic-East	Physician	Retroactive Pay	17885	60100	0
P0004	EPG Phys Clinic-East	Nurse Practitioner	Paid Time Off	17885	60120	0
P0030	EPG Phys Clinic-East	Physician	Additional Pay	17885	60900	1
P0054	EPG Phys Clinic-East	Physician	Incentive Pay	17885	60100	0
P0001	EPG Phys Clinic-Occ Hlth/West	Nurse Practitioner	Regular	17886	60100	0
P0001	EPG Phys Clinic-South	Physician	Regular	17891	60100	0
P0054	EPG Phys Clinic-South	Physician	Incentive Pay	17891	60100	1
P0001	EPG Phys Clinic-Uptown	Physician	Regular	17894	60100	0
P0054	EPG Phys Clinic-Uptown	Physician	Incentive Pay	17894	60100	1

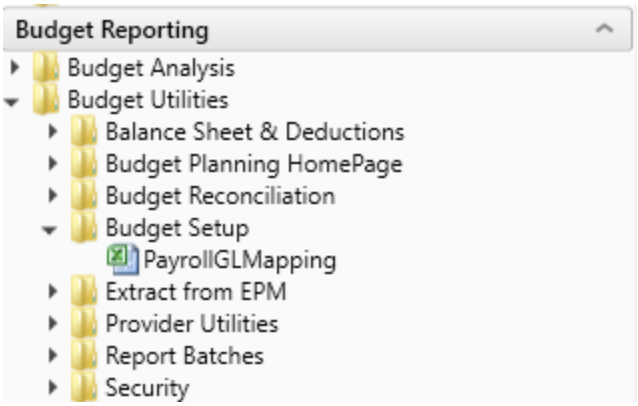
Setup utilities

These reports are designed for month-end close analysis.

Accessing these reports

The reports listed in this section are located in **\Axiom\Reports Library\Budgeting Utilities\Budget Set Up**. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the **Budget Reporting** section, click **Budget Utilities > Budget Setup**.



PayrollGLMapping

To allow mapping of GL accounts and Hours accounts different from the Jobcode Dimensions Table or Paytype Dimensions Table as a result of various combinations to match GL accounts.

BudgetGroup	GLClass	PayType	Description	GLAcct	HrAcct
ALL			Enter GLClass &		
ALL			Enter GLClass &		
ALL			Enter GLClass &		
ALL			Enter GLClass &		

EMA	Medical Associates			BudgetGroup Exceptions	
BudgetGroup	GLClass	PayType	Description	GLAcct	HrAcct
EMA	Physician	P0001	EMA-Physician-Regular	60200	960200
EMA	Physician	P0004	EMA-Physician-Paid Time Off	60200	960200
EMA	Physician	P0030	EMA-Physician-Additional Pay	60200	960200
EMA	MidLevel	P0001	EMA-MidLevel-Regular	60300	960300
EMA	MidLevel	P0004	EMA-MidLevel-Paid Time Off	60300	960300

CCU	CCU Budget Group			BudgetGroup Exceptions	
BudgetGroup	GLClass	PayType	Description	GLAcct	HrAcct
CCU	Staff	FICA	CCU-Staff-	12345	
CCU			CCU-Enter GLClass &		
CCU			CCU-Enter GLClass &		
CCU			CCU-Enter GLClass &		

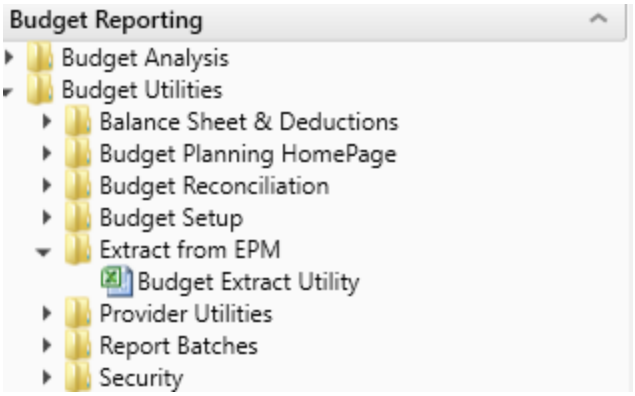
Extract from EPM utilities

These reports are designed to extract budget data from the Axiom database.

Accessing these reports

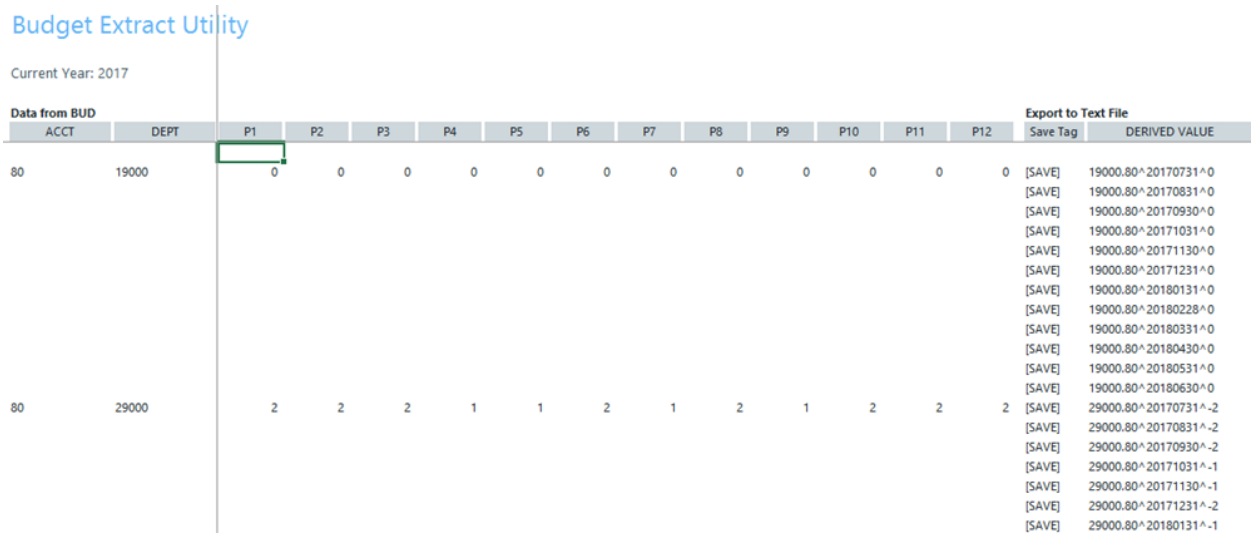
The reports listed in this section are located in **\Axiom\Reports Library\Budgeting Utilities\Extract from EPM**. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the **Budget Reporting** section, click **Budget Utilities > Extract from EPM**.



Budget Extract Utility

Use to extract budget data from Axiom EPM to upload into GL systems such as Meditech, for example.



Budget Extract Utility

Current Year: 2017

Data from BUD

ACCT	DEPT	P1	P2	P3	P4	P5	P6	P7	P8	P9	P10	P11	P12
80	19000	0	0	0	0	0	0	0	0	0	0	0	0
80	29000	2	2	2	1	1	2	1	2	1	2	2	2

Export to Text File

Save Tag	DERIVED VALUE
[SAVE]	19000.80^20170731^0
[SAVE]	19000.80^20170831^0
[SAVE]	19000.80^20170930^0
[SAVE]	19000.80^20171031^0
[SAVE]	19000.80^20171130^0
[SAVE]	19000.80^20171231^0
[SAVE]	19000.80^20180131^0
[SAVE]	19000.80^20180228^0
[SAVE]	19000.80^20180331^0
[SAVE]	19000.80^20180430^0
[SAVE]	19000.80^20180531^0
[SAVE]	19000.80^20180630^0
[SAVE]	29000.80^20170731^-2
[SAVE]	29000.80^20170831^-2
[SAVE]	29000.80^20170930^-2
[SAVE]	29000.80^20171031^-1
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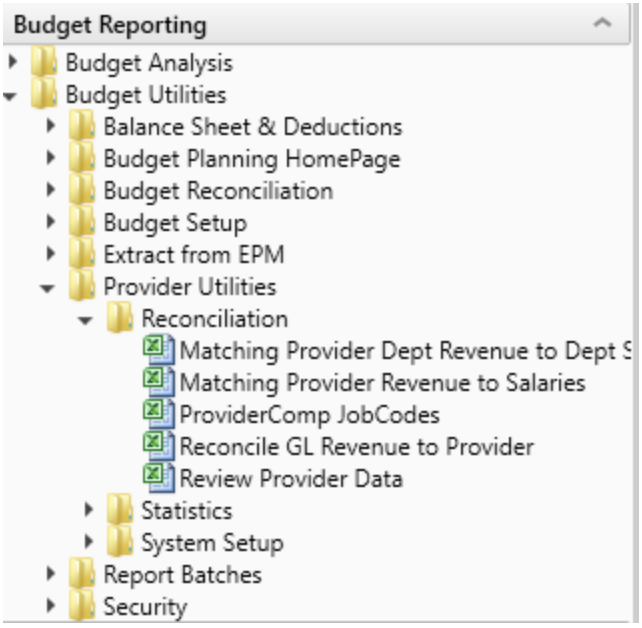
Provider Reconciliation utilities

These reports are designed Designed to reconcile data to support physician analysis.

Accessing these utilities

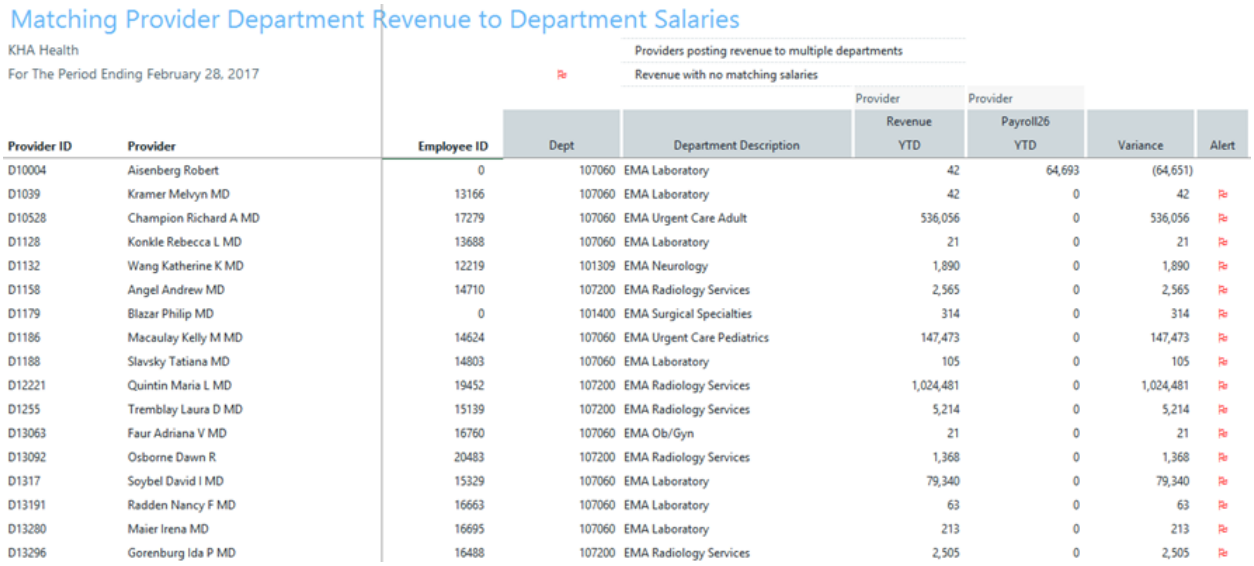
The utilities listed in this section are located in **\Axiom\Reports Library\Budgeting Utilities\Provider Utilities\Reconciliation**. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the **Budget Reporting** section, click **Budget Utilities > Provider Utilities > Reconciliation**.



Matching Provider Dept Revenue to Dept Salaries

Use to determine if there are situations where the provider revenue and salaries do not match by department.



Matching Provider Department Revenue to Department Salaries

KHA Health

For The Period Ending February 28, 2017

Providers posting revenue to multiple departments

Revenue with no matching salaries

Provider ID	Provider	Employee ID	Dept	Department Description	Provider Revenue YTD	Provider Payroll26 YTD	Variance	Alert
D10004	Aisenberg Robert	0	107060	EMA Laboratory	42	64,693	(64,651)	
D1039	Kramer Melvyn MD	13166	107060	EMA Laboratory	42	0	42	
D10528	Champion Richard A MD	17279	107060	EMA Urgent Care Adult	536,056	0	536,056	
D1128	Konkle Rebecca L MD	13688	107060	EMA Laboratory	21	0	21	
D1132	Wang Katherine K MD	12219	101309	EMA Neurology	1,890	0	1,890	
D1158	Angel Andrew MD	14710	107200	EMA Radiology Services	2,565	0	2,565	
D1179	Blazar Philip MD	0	101400	EMA Surgical Specialties	314	0	314	
D1186	Macaulay Kelly M MD	14624	107060	EMA Urgent Care Pediatrics	147,473	0	147,473	
D1188	Slavsky Tatiana MD	14803	107060	EMA Laboratory	105	0	105	
D12221	Quintin Maria L MD	19452	107200	EMA Radiology Services	1,024,481	0	1,024,481	
D1255	Tremblay Laura D MD	15139	107200	EMA Radiology Services	5,214	0	5,214	
D13063	Faur Adriana V MD	16760	107060	EMA Ob/Gyn	21	0	21	
D13092	Osborne Dawn R	20483	107200	EMA Radiology Services	1,368	0	1,368	
D1317	Soybel David I MD	15329	107060	EMA Laboratory	79,340	0	79,340	
D13191	Radden Nancy F MD	16663	107060	EMA Laboratory	63	0	63	
D13280	Maier Irena MD	16695	107060	EMA Laboratory	213	0	213	
D13296	Gorenburg Ida P MD	16488	107200	EMA Radiology Services	2,505	0	2,505	

Matching Provider Revenue to Salaries

Use to check the net difference between revenue and salaries by provider.

Matching Provider Revenue To Salaries

KHA Health

For The Period Ending February 28, 2017

Provider ID	Provider	Employee ID	Provider Revenue YTD Actual	Provider Payroll27 YTD Actual	Net
D10004	Aisenberg Robert	0	42	1,477,431	(1,477,389)
D1007	Lord Naples Kathleen PA	12272	21	0	21
D1010	Voltaire-Piou Emose PA	11289	204,991	0	204,991
D1039	Kramer Melvyn MD	13166	42	0	42
D10528	Champion Richard A MD	17279	536,056	82,382	453,674
D10540	Falk Rodney MD	16682	211,712	0	211,712
D1120	Kettyle Elizabeth P CNM	11218	84	0	84
D1128	Konkle Rebecca L MD	13688	21	0	21
D1132	Wang Katherine K MD	12219	1,890	0	1,890
D1158	Angel Andrew MD	14710	2,565	0	2,565
D1179	Blazar Philip MD	0	314	1,477,431	(1,477,117)
D1186	Macaulay Kelly M MD	14624	147,473	47,598	99,875
D1187	Walsh Thomas F PA-C	14691	418,543	0	418,543
D1188	Slavsky Tatiana MD	14803	105	0	105
D1191	Gilbert D Scott PA	14832	216,867	0	216,867
D1192	O'Donnell Brian D PA	14628	172,280	1,842	170,438
D12148	Ginns Maya A NP	16613	185,412	84,171	101,241

ProviderComp JobCodes

Use to compare the coding in global assumptions to the information in the Payroll27 tables before creating budget plan files.

Provider Comp JobCodes

KHA Health

For The Period Ending February 28, 2017

Filtered for "MasterProvider" Template

Verify members on the ProviderList Global Assumption Are tagged properly in the Jobcode.KHAINT Dimension

Jobcode	Description	EMPID	EMPID Listed In ProviderList?	Jobcode.KHAInt	YTD Dollars	YTD Hours	In Provider List but NOT assigned provider	Assigned to Provider but NOT in list
J00006	Receptionist	20820	No	JobCode	97,889	5,547		
J00021	Director	11064	No	JobCode	115,671	1,465		
J00031	Clinical Technician	20471	No	JobCode	128,638	6,492		
J00059	Inventory Assistant	14678	No	JobCode	54,245	3,008		
J00068	Admin Asst/Business Ops	21021	No	JobCode	327,413	14,170		
J00090	Unit Clerk I	21186	No	JobCode	743,919	50,749		
J00099	Counselor	14258	No	JobCode	49,623	1,172		
J00105	Programmer/Analyst	11558	No	JobCode	118,781	2,931		
J00110	Dedicated Interpreter I	16764	No	JobCode	45,979	2,175		
J00111	Data Entry Operator/Secretary	15742	No	JobCode	35,929	1,944		
J00156	Manager	10973	No	JobCode	69,080	1,465		
J00167	Electrician	12052	No	JobCode	50,280	1,449		
J00168	Refrigeration/AC Mechanic	15817	No	JobCode	97,023	3,567		
J00170	General Mechanic	13636	No	JobCode	12,747	1,145		
J00171	Carpenter	13570	No	JobCode	74,001	2,791		
J00177	Secretary	12516	No	JobCode	341	0		
J00191	Staff RN	20883	No	JobCode	2,672,955	91,138		

Reconcile GL Revenue to Provider

Use to reconcile the gross charges in the Financial data source to the gross charges in the Provider data source for both the current period as well as year-to-date.

Reconcile GL Revenue To Provider

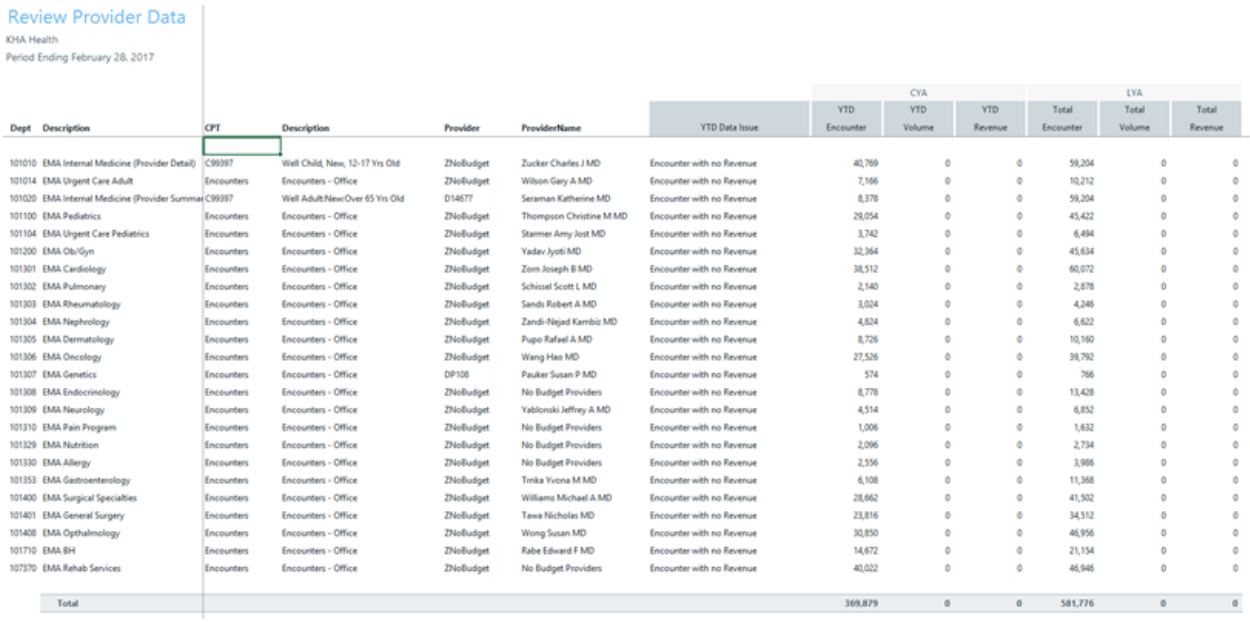
KHA Health

For The Period Ending February 28, 2017

Dept	Description	Financial OP	Financial Oth PT Rev	Provider Revenue	Fin vs Provider Difference	YTD Financial OP	YTD Financial Oth PT Rev	YTD Provider Revenue	YTD Fin vs Provider Difference
101010	EMA Internal Medicine (Provider Detail)	0	1,596,233	1,596,233	0	0	12,869,739	12,869,739	0
101014	EMA Urgent Care Adult	0	108,762	90,795	17,967	0	900,592	754,914	145,678
101020	EMA Internal Medicine (Provider Summary)	0	1,596,233	258,773	1,337,459	0	12,869,739	2,748,491	10,121,248
101100	EMA Pediatrics	0	575,073	462,484	112,589	0	4,407,394	3,561,397	845,997
101104	EMA Urgent Care Pediatrics	0	43,895	39,780	4,115	0	443,857	403,630	40,227
101200	EMA Ob/Gyn	0	867,226	192,087	675,139	0	7,269,523	1,576,225	5,693,298
101301	EMA Cardiology	0	1,368,000	375,031	992,969	0	9,524,720	2,511,749	7,012,971
101302	EMA Pulmonary	0	72,523	50,973	21,550	0	526,769	336,146	190,623
101303	EMA Rheumatology	0	49,008	44,652	4,356	0	478,900	420,476	58,424
101304	EMA Nephrology	0	97,459	46,294	51,165	0	686,430	441,632	244,798
101305	EMA Dermatology	0	240,387	199,915	40,472	0	1,714,653	1,415,012	299,641
101306	EMA Oncology	0	3,232,553	355,310	2,877,243	0	25,648,192	2,787,352	22,860,840
101307	EMA Genetics	0	23,603	23,281	322	0	160,280	157,904	2,376
101308	EMA Endocrinology	0	268,682	191,951	76,731	0	2,037,487	1,439,093	598,394
101309	EMA Neurology	0	144,989	43,723	101,266	0	1,353,070	501,565	851,505

Review Provider Data

Use to identify situations where there is revenue without matching volume in the historical data that is used for projection and budget purposes.



Review Provider Data

KHA Health

Period Ending February 28, 2017

Dept	Description	CPT	Description	Provider	ProviderName	YTD Data Issue	CYA YTD Encounter	CYA YTD Volume	CYA YTD Revenue	LYA Total Encounter	LYA Total Volume	LYA Total Revenue
101010	EMA Internal Medicine (Provider Detail)	C99397	Well Child, New, 12-17 Yrs Old	ZNoBudget	Zucker Charles J MD	Encounter with no Revenue	40,769	0	0	59,204	0	0
101014	EMA Urgent Care Adult	Encounters	Encounters - Office	ZNoBudget	Wilson Gary A MD	Encounter with no Revenue	7,166	0	0	10,212	0	0
101020	EMA Internal Medicine (Provider Summa	C99397	Well Adult:NewOver 65 Yrs Old	D14677	Seraman Katherine MD	Encounter with no Revenue	8,378	0	0	59,204	0	0
101100	EMA Pediatrics	Encounters	Encounters - Office	ZNoBudget	Thompson Christine M MD	Encounter with no Revenue	29,054	0	0	45,422	0	0
101104	EMA Urgent Care Pediatrics	Encounters	Encounters - Office	ZNoBudget	Starmer Amy Jost MD	Encounter with no Revenue	3,742	0	0	6,494	0	0
101200	EMA Ob/Gyn	Encounters	Encounters - Office	ZNoBudget	Yadav Jyoti MD	Encounter with no Revenue	32,364	0	0	45,634	0	0
101301	EMA Cardiology	Encounters	Encounters - Office	ZNoBudget	Zorn Joseph B MD	Encounter with no Revenue	38,512	0	0	60,072	0	0
101302	EMA Pulmonary	Encounters	Encounters - Office	ZNoBudget	Schissel Scott L MD	Encounter with no Revenue	2,140	0	0	2,878	0	0
101303	EMA Rheumatology	Encounters	Encounters - Office	ZNoBudget	Sands Robert A MD	Encounter with no Revenue	3,024	0	0	4,246	0	0
101304	EMA Nephrology	Encounters	Encounters - Office	ZNoBudget	Zandi-Nejad Kambiz MD	Encounter with no Revenue	4,824	0	0	6,622	0	0
101305	EMA Dermatology	Encounters	Encounters - Office	ZNoBudget	Pupo Rafael A MD	Encounter with no Revenue	8,726	0	0	10,160	0	0
101306	EMA Oncology	Encounters	Encounters - Office	ZNoBudget	Wang Hao MD	Encounter with no Revenue	27,526	0	0	39,792	0	0
101307	EMA Genetics	Encounters	Encounters - Office	DP108	Pauker Susan P MD	Encounter with no Revenue	574	0	0	766	0	0
101308	EMA Endocrinology	Encounters	Encounters - Office	ZNoBudget	No Budget Providers	Encounter with no Revenue	8,778	0	0	13,428	0	0
101309	EMA Neurology	Encounters	Encounters - Office	ZNoBudget	Yablonski Jeffrey A MD	Encounter with no Revenue	4,514	0	0	6,852	0	0
101310	EMA Pain Program	Encounters	Encounters - Office	ZNoBudget	No Budget Providers	Encounter with no Revenue	1,006	0	0	1,632	0	0
101329	EMA Nutrition	Encounters	Encounters - Office	ZNoBudget	No Budget Providers	Encounter with no Revenue	2,096	0	0	2,734	0	0
101330	EMA Allergy	Encounters	Encounters - Office	ZNoBudget	No Budget Providers	Encounter with no Revenue	2,556	0	0	3,986	0	0
101353	EMA Gastroenterology	Encounters	Encounters - Office	ZNoBudget	Tmka Yvona M MD	Encounter with no Revenue	6,108	0	0	11,368	0	0
101400	EMA Surgical Specialties	Encounters	Encounters - Office	ZNoBudget	Williams Michael A MD	Encounter with no Revenue	28,662	0	0	41,502	0	0
101401	EMA General Surgery	Encounters	Encounters - Office	ZNoBudget	Tawa Nicholas MD	Encounter with no Revenue	23,816	0	0	34,512	0	0
101408	EMA Opthalmology	Encounters	Encounters - Office	ZNoBudget	Wong Susan MD	Encounter with no Revenue	30,850	0	0	46,956	0	0
101710	EMA BH	Encounters	Encounters - Office	ZNoBudget	Rabe Edward F MD	Encounter with no Revenue	14,672	0	0	21,154	0	0
107370	EMA Rehab Services	Encounters	Encounters - Office	ZNoBudget	No Budget Providers	Encounter with no Revenue	40,022	0	0	46,946	0	0
	Total						369,879	0	0	581,776	0	0

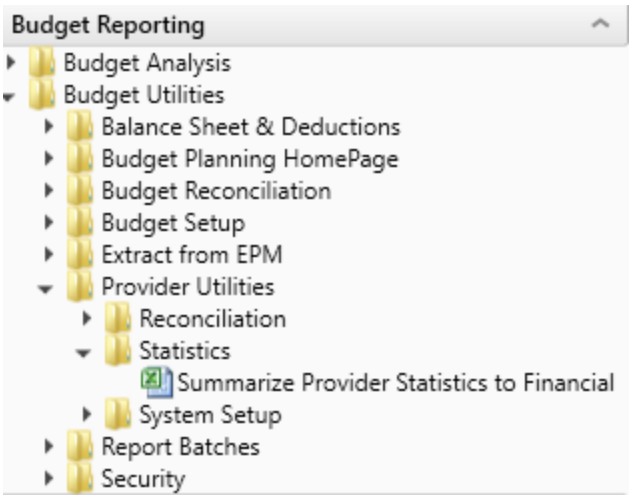
Provider Statistics utilities

These reports are designed to reconcile data to support physician analysis.

Accessing these reports

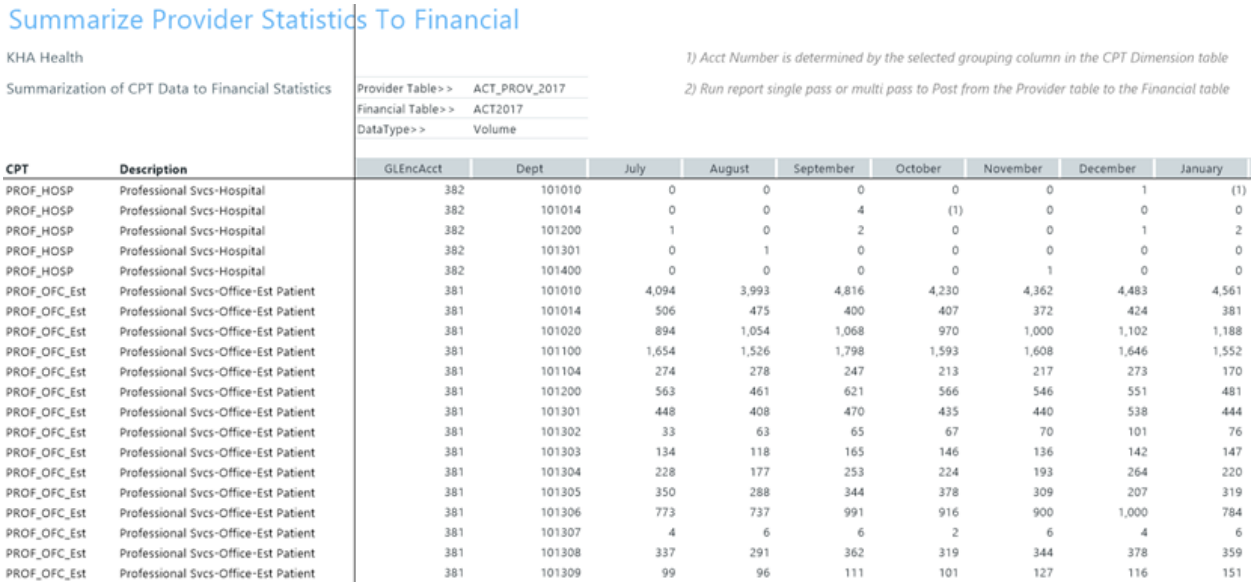
The reports listed in this section are located in **\Axiom\Reports Library\Budgeting Utilities\Provider Utilities\Statistics**. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the **Budget Reporting** section, click **Budget Utilities > Provider Utilities > Statistics**.



Summarize Provider Statistics to Financial

Use this save-to-database report to summarize provider data into monthly statistics to be used in Financial data tables and reports.



Summarize Provider Statistics To Financial

KHA Health

Summarization of CPT Data to Financial Statistics

Provider Table>> ACT_PROV_2017
Financial Table>> ACT2017
DataType>> Volume

1) Acct Number is determined by the selected grouping column in the CPT Dimension table

2) Run report single pass or multi pass to Post from the Provider table to the Financial table

CPT	Description	GLEncAcct	Dept	July	August	September	October	November	December	January
PROF_HOSP	Professional Svcs-Hospital	382	101010	0	0	0	0	0	1	(1)
PROF_HOSP	Professional Svcs-Hospital	382	101014	0	0	4	(1)	0	0	0
PROF_HOSP	Professional Svcs-Hospital	382	101200	1	0	2	0	0	1	2
PROF_HOSP	Professional Svcs-Hospital	382	101301	0	1	0	0	0	0	0
PROF_HOSP	Professional Svcs-Hospital	382	101400	0	0	0	0	1	0	0
PROF_OFC_Est	Professional Svcs-Office-Est Patient	381	101010	4,094	3,993	4,816	4,230	4,362	4,483	4,561
PROF_OFC_Est	Professional Svcs-Office-Est Patient	381	101014	506	475	400	407	372	424	381
PROF_OFC_Est	Professional Svcs-Office-Est Patient	381	101020	894	1,054	1,068	970	1,000	1,102	1,188
PROF_OFC_Est	Professional Svcs-Office-Est Patient	381	101100	1,654	1,526	1,798	1,593	1,608	1,646	1,552
PROF_OFC_Est	Professional Svcs-Office-Est Patient	381	101104	274	278	247	213	217	273	170
PROF_OFC_Est	Professional Svcs-Office-Est Patient	381	101200	563	461	621	566	546	551	481
PROF_OFC_Est	Professional Svcs-Office-Est Patient	381	101301	448	408	470	435	440	538	444
PROF_OFC_Est	Professional Svcs-Office-Est Patient	381	101302	33	63	65	67	70	101	76
PROF_OFC_Est	Professional Svcs-Office-Est Patient	381	101303	134	118	165	146	136	142	147
PROF_OFC_Est	Professional Svcs-Office-Est Patient	381	101304	228	177	253	224	193	264	220
PROF_OFC_Est	Professional Svcs-Office-Est Patient	381	101305	350	288	344	378	309	207	319
PROF_OFC_Est	Professional Svcs-Office-Est Patient	381	101306	773	737	991	916	900	1,000	784
PROF_OFC_Est	Professional Svcs-Office-Est Patient	381	101307	4	6	6	2	6	4	6
PROF_OFC_Est	Professional Svcs-Office-Est Patient	381	101308	337	291	362	319	344	378	359
PROF_OFC_Est	Professional Svcs-Office-Est Patient	381	101309	99	96	111	101	127	116	151

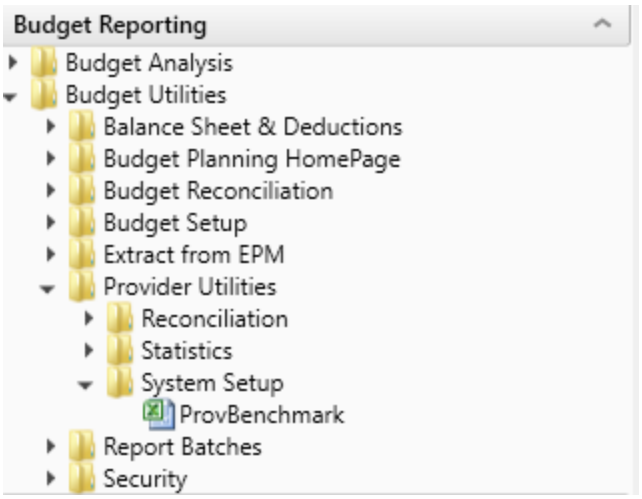
Provider System Setup utilities

This report is designed to reconcile data to support physician analysis.

Accessing these utilities

The utilities listed in this section are located in **\Axiom\Reports Library\Budgeting Utilities\Provider Utilities\System Setup**. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the **Budget Reporting** section, click **Budget Utilities > Provider Utilities > System Setup**.



ProvBenchmark

This table may be used for reports to compare provider compensation to benchmarks.

Provider Benchmark

Code	Specialty	Amount	Median	PctTile25th	PctTile60th	PctTile75th	PctTile90th	C99211	C99212	C99213	C99214	C99215
Card	Cardiology: Inv-Interventional	$0.00	0	0	0	0	0	0%	0%	0%	0%	0%
Card_Inv	Cardiology: Invasive	$0.00	0	0	0	0	0	0%	0%	0%	0%	0%
Card_Non	Cardiology: NonInvasive	$0.00	0	0	0	0	0	0%	0%	0%	0%	0%
ClinPharm	Clinical Pharmacy	$0.00	0	0	0	0	0	0%	0%	0%	0%	0%
Cons	Consolidated	$0.00	0	0	0	0	0	0%	0%	0%	0%	0%
Derm	Dermatology	$0.00	0	0	0	0	0	0%	0%	0%	0%	0%
Endo	Endocrinology\Metabolism	$0.00	0	0	0	0	0	0%	0%	0%	0%	0%
ENT	Otorhinolaryngology (ENT)	$0.00	0	0	0	0	0	0%	0%	0%	0%	0%
Fprac	Family Practice (w\o OB)	$0.00	0	0	0	0	0	0%	0%	0%	0%	0%
GynOnc	Gyn/Oncologist	$0.00	0	0	0	0	0	0%	0%	0%	0%	0%
Hosp	Internal Medicine: Hospitalist	$0.00	0	0	0	0	0	0%	0%	0%	0%	0%
Intens	Intensivist	$0.00	0	0	0	0	0	0%	0%	0%	0%	0%
IM	Internal Medicine: General	$0.00	0	0	0	0	0	0%	0%	0%	0%	0%
NNP	MLP-Neonatal Nurse Pract	$0.00	0	0	0	0	0	0%	0%	0%	0%	0%
NP	MLP-Nurse Practitioner	$0.00	0	0	0	0	0	0%	0%	0%	0%	0%
PA	MLP-Physician Assistant	$0.00	0	0	0	0	0	0%	0%	0%	0%	0%
New	New Provider	$0.00	0	0	0	0	0	0%	0%	0%	0%	0%
OBG	OBGYN: General	$0.00	0	0	0	0	0	0%	0%	0%	0%	0%

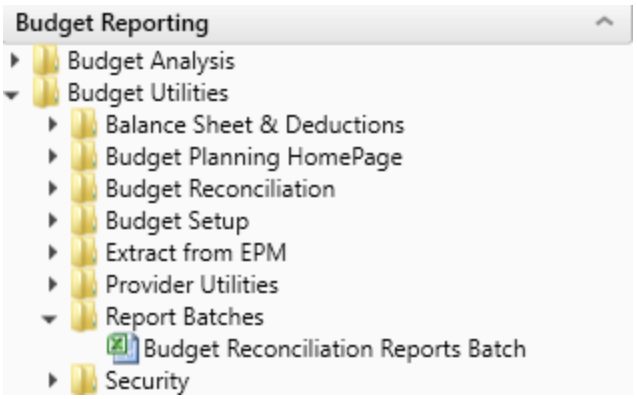
Report Batch utilities

These utilities are designed for budget reconciliation to the database.

Accessing these reports

The utilities listed in this section are located in **\Axiom\Reports Library\Budgeting Utilities\Report Batches**. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the **Budget Reporting** section, click **Budget Utilities > Report Batches**.



Budget Reconciliation Reports Batch

Use to run multiple budget reconciliation reports for distribution.



BATCH CONTROL SHEET

File Path	Enabled	Process Multipass	Multipass Source Column	Multipass Data Filter
\Axiom\Reports Library\Budgeting Utilities\Budget Reconciliation\Budget Workbook Reconciliation.xlsx	On	On	Dept.BudgetGroup	
\Axiom\Reports Library\Budgeting Utilities\Budget Reconciliation\Payroll12 Hours Reconciliation.xlsx	On	On	Dept.BudgetGroup	
\Axiom\Reports Library\Budgeting Utilities\Budget Reconciliation\Payroll12 Negative Hours.xlsx	On	On	Dept.BudgetGroup	
\Axiom\Reports Library\Budgeting Utilities\Budget Reconciliation\Reconcile Payroll12 to Financial-Dollars.xlsx	On	On	Dept.BudgetGroup	
\Axiom\Reports Library\Budgeting Utilities\Budget Reconciliation\Reconcile Payroll12 to Financial-Hours.xlsx	On	On	Dept.BudgetGroup	
\Axiom\Reports Library\Budgeting Utilities\Budget Reconciliation\Reconcile Payroll12 to Financial-FICA.xlsx	On	On	Dept.BudgetGroup	

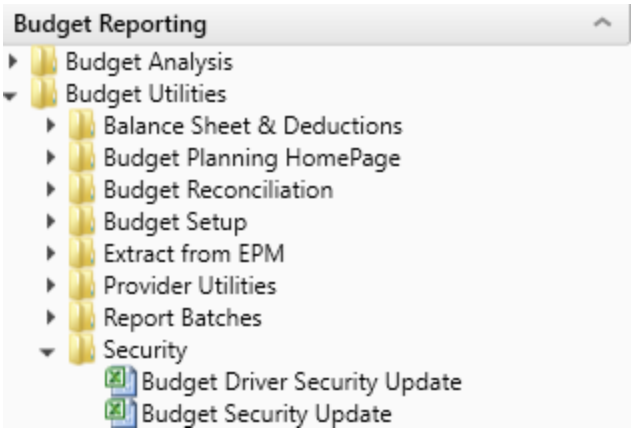
Security utilities

These reports are designed for budget balance sheet calculation and deductions modeling to post the results to the database.

Accessing these utilities

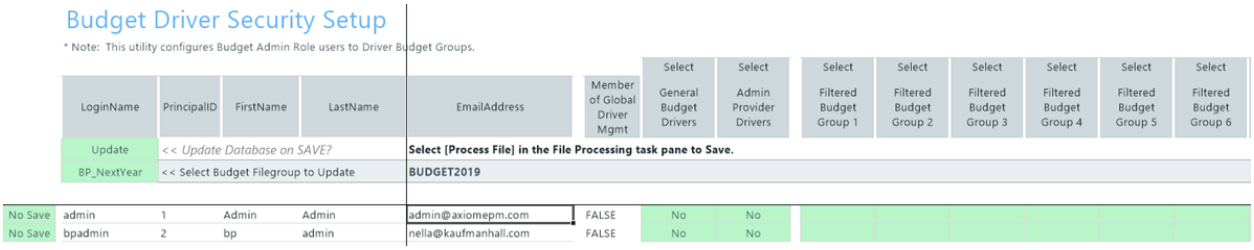
The utilities listed in this section are located in **\Axiom\Reports Library\Budgeting Utilities\Security**. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the **Budget Reporting** section, click **Budget Utilities > Security**.



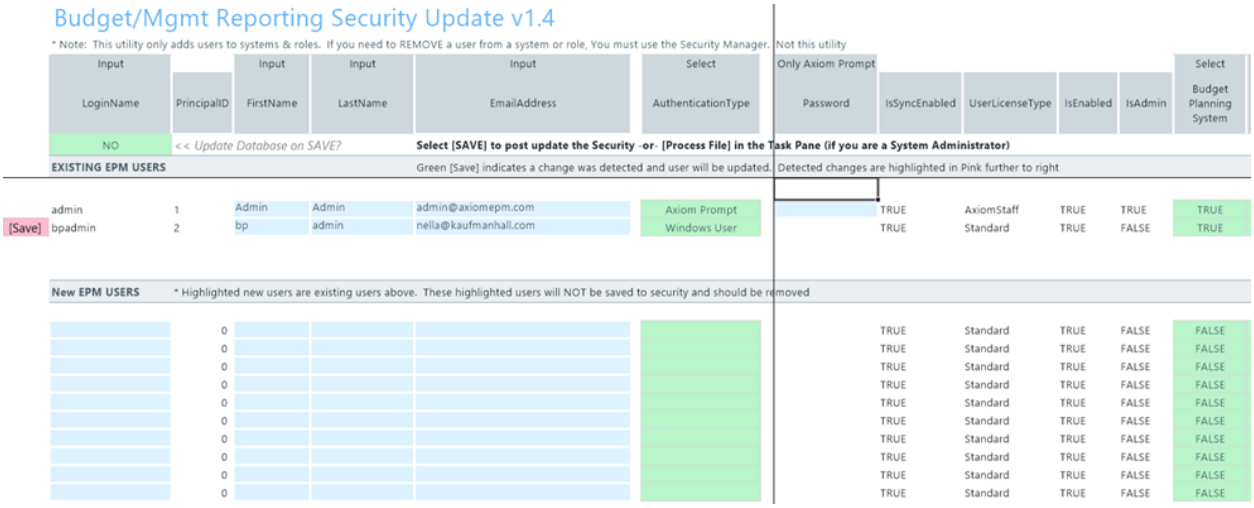
Budget Driver Security Update

Use to update the Driver security settings and filters for Admin users who have access to update driver files.



Budget Security Update

Use to update security settings and filters for all users.



Financial reports

Axiom Budgeting 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.

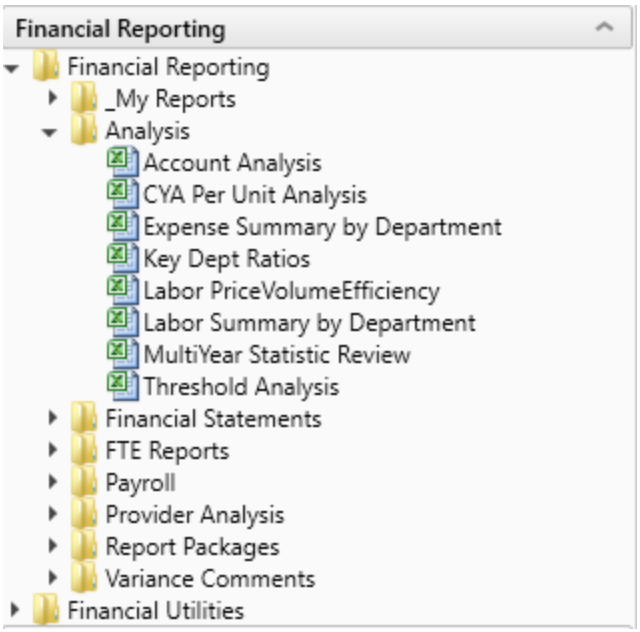
Analysis reports

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**.



Account Analysis

Use to analyze the current month- and year-to-date variances for an individual account by department.

Account Analysis

KHA Health

For The Period Ending February 28, 2017

60100- Salaries - Regular

		Current Period				Year To Date			
Dept	Description	Current Actual	Current Budget	Variance	Var %	YTD Actual	YTD Budget	Variance	Var %
17840	EHS Sports Medicine	15,899	15,648	(251)	(1.6%)	127,487	126,225	(1,262)	(1.0%)
17880	EPG Phys Clinic-North	35,395	33,636	(1,759)	(5.0%)	290,993	271,322	(19,671)	(6.8%)
17885	EPG Phys Clinic-East	38,636	52,232	13,596	35.2%	301,912	421,340	119,428	39.6%
17891	EPG Phys Clinic-South	140,988	88,305	(52,683)	(37.4%)	841,090	712,329	(128,761)	(15.3%)
17895	EPG Phys Clinic-West	(165)	14,794	14,959	(9067.7%)	(21,328)	119,342	140,670	(659.6%)
19000	EHS Administration	178,403	497,404	319,001	178.8%	1,497,924	2,754,089	1,256,165	83.9%
19060	EHS Corporate Communications	27,721	31,578	3,857	13.9%	209,220	254,725	45,505	21.7%
19080	EHS Teleservices	21,408	18,731	(2,677)	(12.5%)	153,810	151,090	(2,720)	(1.8%)
19100	EHS Accounting Operations (Employee)	28,832	27,405	(1,427)	(5.0%)	216,724	221,065	4,341	2.0%
19105	EHS Payroll	9,319	9,551	232	2.5%	73,919	77,038	3,119	4.2%
19110	EHS Administrative Finance	13,298	13,373	75	0.6%	110,105	107,879	(2,226)	(2.0%)
19150	EHS Information Services	59,190	91,506	32,316	54.6%	744,147	738,149	(5,998)	(0.8%)
19160	EHS Audit Services	1,903	4,660	2,757	144.9%	33,567	37,588	4,021	12.0%
19170	EHS Medical Information Network	92,733	45,366	(47,367)	(51.1%)	434,894	365,948	(68,946)	(15.9%)

Current Year Actual (CYA) Per Unit Analysis

Use to analyze year-to-date (current) per-unit amounts for Patient Revenue, Salaries, Supplies, and Other Expenses compared to current-year budget (Budget).

CYA Per Unit Analysis

PKG

For The Period Ending December 31, 2016

Dept	Description	KeyStat	Patient Revenue Year to Date Actual	Patient Revenue Year to Date Budget	Patient Revenue % Variance	Salaries Year to Date Actual	Salaries Year to Date Budget	Salaries % Variance	Supplies Year to Date Actual	Supplies Year to Date Budget
17840	EHS Sports Medicine	Calendar Days	0.00	0.00	0.00%	663.02	0.00	0.00%	8.51	0.00
17870	EHS *** Bldg-Med Office/East Hplex	Calendar Days	0.00	0.00	0.00%	0.00	0.00	0.00%	0.10	0.00
17879	EPG Clinic Administration	Calendar Days	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00
17880	EPG Phys Clinic-North	Calendar Days	1,075.99	0.00	100.00%	327.30	0.00	0.00%	195.26	0.00
17881	EPG Phys Clinic-Occ Hlth East	Calendar Days	1,476.28	0.00	100.00%	646.18	0.00	0.00%	0.00	0.00
17883	EPG Phys Clinic-Occ Hlth Midtown	Calendar Days	584.60	0.00	100.00%	392.99	0.00	0.00%	5.42	0.00
17885	EPG Phys Clinic-East	Calendar Days	2,129.26	0.00	100.00%	1,326.93	0.00	0.00%	213.22	0.00
17886	EPG Phys Clinic-Occ Hlth/West	Calendar Days	0.00	0.00	0.00%	64.24	0.00	0.00%	0.54	0.00
17891	EPG Phys Clinic-South	Calendar Days	5,596.57	0.00	100.00%	2,893.70	0.00	0.00%	0.24	0.00
17894	EPG Phys Clinic-Uptown	Calendar Days	1,310.02	0.00	100.00%	566.21	0.00	0.00%	0.00	0.00
17895	EPG Phys Clinic-West	Calendar Days	136.24	0.00	100.00%	(113.54)	0.00	0.00%	0.00	0.00
17896	EPG Phys Clinic-Peds Afterhour	Calendar Days	2,883.54	0.00	100.00%	0.00	0.00	0.00%	0.00	0.00
18560	EHS Rental	Calendar Days	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00
18900	EHS Parking Lot	Calendar Days	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00
18960	EHS Bldg-North	Calendar Days	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00
18970	EHS Bldg-Midtown	Calendar Days	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00

Expense Summary by Department

Use to analyze expense variances by department.

Expense Summary By Department for Total Expenses

PKG

Period Ending December 31, 2016

FILTERED TOTALS => 35,138,486 18,883,990

Total $ Units of Service

VP	Director	Manager	Entity	Department	Department Name	UOS	FLAG	ACTUAL Dollars	BUDGET Dollars	ACTUAL UOS
Dr Johnson	Elsie East	Elsie East	3	17879	EPG Clinic Administration	Calendar Days	₨	15,000	0	31
Dr Johnson	Elsie East	Elsie East	3	17880	EPG Phys Clinic-North	Calendar Days	₨	48,094	0	31
Dr Johnson	Elsie East	Elsie East	3	17881	EPG Phys Clinic-Occ Hlth East	Calendar Days	₨	72,260	0	31
Dr Johnson	Elsie East	Elsie East	3	17883	EPG Phys Clinic-Occ Hlth Midtown	Calendar Days	₨	(4,627)	0	31
Dr Johnson	Elsie East	Elsie East	3	17885	EPG Phys Clinic-East	Calendar Days	₨	103,099	0	31
Dr Johnson	Elsie East	Elsie East	3	17886	EPG Phys Clinic-Occ Hlth/West	Calendar Days	₨	28,650	0	31
Dr Johnson	Elsie East	Elsie East	3	17891	EPG Phys Clinic-South	Calendar Days	₨	181,261	0	31
Dr Johnson	Elsie East	Elsie East	3	17894	EPG Phys Clinic-Uptown	Calendar Days	₨	67,397	0	31
Dr Johnson	Elsie East	Elsie East	3	17895	EPG Phys Clinic-West	Calendar Days	₨	(18,684)	0	31
Dr Johnson	Elsie East	Elsie East	3	17896	EPG Phys Clinic-Peds Afterhour	Calendar Days	₨	90,752	0	31
Dr Johnson	Beth Crawford	Beth Crawford	1	19185	EHS Corporate Health Services	Calendar Days	₨	22,301	0	31
Dr Johnson	Dr Johnson	Dr Johnson	2	27050	EMC Hospitalist Program	Calendar Days	₨	71,559	0	31
Dr Johnson	Elsie East	Elsie East	2	27760	EMC Rural Health Clinic-SW	Calendar Days	₨	19	0	31
Dr Johnson	Elsie East	Elsie East	2	27875	EMC Rural Health Clinic-West	Calendar Days	₨	68	0	31
Dr Johnson	Elsie East	Elsie East	2	27897	EMC Seniors Clinic-Tracepoint	Calendar Days	₨	14,980	0	31
Dr Johnson	Beth Crawford	Beth Crawford	2	28430	EMC EAP	Calendar Days	₨	3,616	0	31
Dr Johnson	Ronny Evans	Ronny Evans	2	29030	EMC Medical Staff Services	Calendar Days	₨	104,545	0	31

Key Dept Ratios

Use to analyze current month and year-to-date salary variances for an individual department. The salary variance is broken into categories for Price, Volume, and Efficiency. A summary section is also provided to show the components of the total variance.

Key Dept Ratios

PKG
For The Period Ending December 31, 2016
17879 - EPG Clinic Administration

			December				Year-To-Date	
			Current Actual	Current Budget	Increase/(Decrease) Variance	Var %	YTD Actual	YTD Budget
	Statistics & Hours							
	Primary Statistics :							
300	Calendar Days	KeyStat	31	0	31	100.0%	184	0
800100	New Initiative -Key Inpatient Statistic	KeyStat	0	0	0	0.0%	2	0
	Total Key Statistics		**31**	**0**	**31**	100.00%	**186**	**0**
	Hours:							
	Key Ratios							
	Dollars per unit							
	Other Expense per Unit		$483.87	$0.00	($483.87)	0.0%	$920.57	$0.00
	Total Expense per Unit		**484**	**0**	**(484)**	0.00%	**921**	**0**
	Gross Profit per Unit		**(484)**	**0**	**(484)**	**0.0%**	**(921)**	**0**
	Variance Analysis							
	Revenue Variance due to Volume				$0	0.0%		
	Revenue Variance due to Rate				$0	0.0%		
	Total Revenue Variance over/(under)				**0**	0.00%		

Labor Price, Volume, and Efficiency Variances

Use to quickly analyze salaries to determine if the variances are related to rate or volume.

Price,Volume & Efficiency Variances

KHA Health
For The Period Ending February 28, 2018
17880- EPG Phys Clinic-North

	February					Year-to-Date				
	Actual	Budget	Variance	Var %	Last Year	Actual	Budget	Variance	Var %	Last Year
Key Categories:										
Units of Service	28	28	0	0.0%	28	243	243	0	0.0%	243
Hours	166	182	16	0	343	1,394	1,477	83	0	2,765
Salaries	9,765	13,115	3,350	25.5%	21,198	82,750	103,804	21,054	20.3%	176,944
Salary Variance Explanation:										
Price Variance:	**Actual**	**Budget**	**Variance**			**Actual**	**Budget**	**Variance**		
1. Wage Rate Variance	$58.93	$72.00	$13.07			$59.35	$70.27	$10.92		
2. Actual Paid Hours	166					1,394				
3. Price Variance:	**Favorable**		**2,166**			**Favorable**		**15,222**		
Volume Variance:										
1. Units of Service Variance	28	28	0			243	243	0		
2. Budgeted Paid Hrs per UOS		6.5					6.1			
3. Labor Hours Variance due to Volume			0					0		
4. Budgeted Wage Rate per Hour		$72.00					$70.27			
5. Volume Variance	**Favorable**		**0**			**Favorable**		**0**		
Efficiency Variance:										
1. Labor Hours per UOS Variance	5.92	6.51	0.59			5.74	6.08	0.34		
2. Actual Units of Service	28					243				
3. Labor Hours Variance not related to volume		16					83			
4. Budgeted Price Variance		$72.00					$70.27			
5. Efficiency Variance	**Favorable**		**1,183**			**Favorable**		**5,833**		
Summary Variances:										
Price	**Favorable**		**2,166**			**Favorable**		**15,222**		
Volume	**Favorable**		**0**			**Favorable**		**0**		
Efficiency	**Favorable**		**1,183**			**Favorable**		**5,833**		
Total Wage Variance	**Favorable**		**3,350**			**Favorable**		**21,054**		

Labor Summary by Department

Use to analyze labor variances by department.

Labor Analysis by Department

PKG

Period Ending August 31, 2016

VP	Director	Manager	Entity	Department	Department Name	UOS	FLAG	Units of Service		FTEs
								ACTUAL Statistics	BUDGET Statistics	ACTUAL FTEs
Tom Gilbert	Tom Gilbert	Susie Gentry	1	10000	EHS Balance Sheet	0		31	31	0.00
rdebruyn	Patrick Herbert	Patrick Herbert	1	17840	EHS Sports Medicine	Calendar Days	R	31	31	7.33
Howard Burns	Carl Johnson	Pete Augusta	1	17870	EHS *** Bldg-Med Office/East Hplex	Calendar Days		31	31	0.00
Dr Johnson	Elsie East	Elsie East	3	17879	EPG Clinic Administration	Calendar Days		31	31	0.00
Dr Johnson	Elsie East	Elsie East	3	17880	EPG Phys Clinic-North	Calendar Days	R	31	31	2.00
Dr Johnson	Elsie East	Elsie East	3	17881	EPG Phys Clinic-Occ Hlth East	Calendar Days	R	31	31	1.22
Dr Johnson	Elsie East	Elsie East	3	17883	EPG Phys Clinic-Occ Hlth Midtown	Calendar Days	R	31	31	3.07
Dr Johnson	Elsie East	Elsie East	3	17885	EPG Phys Clinic-East	Calendar Days	R	31	31	2.00
Dr Johnson	Elsie East	Elsie East	3	17886	EPG Phys Clinic-Occ Hlth/West	Calendar Days	R	31	31	0.00
Dr Johnson	Elsie East	Elsie East	3	17891	EPG Phys Clinic-South	Calendar Days	R	31	31	3.01
Dr Johnson	Elsie East	Elsie East	3	17894	EPG Phys Clinic-Uptown	Calendar Days	R	31	31	1.00
Dr Johnson	Elsie East	Elsie East	3	17895	EPG Phys Clinic-West	Calendar Days	R	31	31	2.00
Dr Johnson	Elsie East	Elsie East	3	17896	EPG Phys Clinic-Peds Afterhour	Calendar Days		31	31	0.00

MultiYear Statistic Review

Use to show key and non-key statistical accounts for the current-year actual and budget, prior year, and two years ago. You can run this report for a single department or combined for multiple departments. If is often used to confirm that the statistical basis across different years is consistent.

Multi Year Statistic Review

PKG

Acct	Description	FSDetail	July	August	September	October	November	December	January	February
Two Years Ago Actual										
70	Calendar Days	M_BmarkAdjD	341	341	330	341	330	124	124	58
100	Patient Days	S_KeyIP	10,816	10,550	10,777	10,656	10,804	9,995	11,115	10,707
101	Admissions	S_OthStat	1,985	1,928	1,978	1,948	1,983	1,838	2,051	1,968
102	Discharges	S_OthStat	1,985	1,928	1,978	1,948	1,983	1,838	2,051	1,968
105	Nursery Days	S_KeyIP	644	602	639	722	573	632	646	596
106	Deliveries	S_KeyIP	101	86	98	110	92	88	104	87
110	OP Procedures	S_KeyOP	118,250	119,421	117,340	104,106	121,669	114,439	108,059	110,986
111	IP Units	S_KeyIP	14,335	15,825	15,131	15,778	16,280	14,786	14,918	16,256
112	IP Visits	S_KeyIP	5,085	4,549	3,968	4,515	4,427	3,907	4,533	4,346
113	IP Cases	S_KeyIP	1,411	1,263	1,302	1,174	1,372	1,346	1,460	1,528
114	IP Minutes	S_KeyIP	99,018	109,537	96,011	98,922	90,181	89,623	93,844	97,532
115	IP Meals	S_KeyIP	107,250	106,247	131,095	98,425	105,324	111,305	121,063	113,575
120	OP RVUs	S_OthStat	1,209	1,434	1,170	1,055	1,195	1,145	1,273	1,309
200	Observation Days	S_KeyOP	487	470	383	409	325	322	358	317
211	Visits	S_KeyOP	35,412	34,709	32,943	32,930	33,618	33,118	33,413	33,997
212	Visits	S_KeyOP	19,209	20,204	19,298	18,728	20,309	19,699	20,628	20,938
213	OP Cases	S_KeyOP	10,088	10,236	9,446	9,870	12,284	9,238	10,077	12,090
214	OP Minutes	S_KeyOP	80,820	76,425	75,183	84,945	56,296	53,914	51,434	52,701
215	OP Meals	S_KeyOP	324	451	400	323	390	440	414	559
300	Calendar Days	S_KeyOth	3,813	3,813	3,690	3,813	3,690	3,813	3,813	3,476
305	Laundry Pounds	S_KeyOth	334,595	373,962	326,849	327,755	345,735	324,157	340,304	350,773
306	Orders	S_KeyOth	87,195	92,918	84,635	85,912	90,980	85,297	89,395	88,274
307	Square Feet	S_KeyOth	2,330,829	2,330,829	2,330,829	2,330,829	2,330,829	2,330,829	2,330,829	2,330,829

Threshold Analysis

Use to analyze current month values compared to the average of the previous three month. You can enter a dollar threshold. After the report is populated, you can change the view to only show the departments that exceed the threshold. The purpose of this report is to show unusual activity or possible missing entries in the current month.

Threshold Analysis

PKG

For The Period Ending December 31, 2016

Greater than +/- $100

FSDetail Category: E_Salaries

Dept	Description	Acct	Type	Account Description	Prior Mth Sep-2016	Prior Mth Oct-2016	Prior Mth Nov-2016	Prior Average	Current Mth Dec-2016
17840	EHS Sports Medicine	60100	Expense	Salaries - Regular	16,452	15,686	15,719	15,952	14,803
17840	EHS Sports Medicine	60120	Expense	Salaries - Non-Productive	1,124	940	749	938	0
17880	EPG Phys Clinic-North	60100	Expense	Salaries - Regular	10,607	9,939	10,977	10,508	10,384
17881	EPG Phys Clinic-Occ Hlth East	60100	Expense	Salaries - Regular	19,121	18,768	17,241	18,377	26,487
17881	EPG Phys Clinic-Occ Hlth East	60120	Expense	Salaries - Non-Productive	0	879	0	879	0
17883	EPG Phys Clinic-Occ Hlth Midtown	60100	Expense	Salaries - Regular	18,216	12,948	12,176	14,446	(21,123)
17883	EPG Phys Clinic-Occ Hlth Midtown	60110	Expense	Salaries - Overtime	513	168	515	399	195
17883	EPG Phys Clinic-Occ Hlth Midtown	60120	Expense	Salaries - Non-Productive	255	1,376	2,880	1,504	1,090
17885	EPG Phys Clinic-East	60100	Expense	Salaries - Regular	29,357	31,480	32,499	31,112	29,218
17885	EPG Phys Clinic-East	60120	Expense	Salaries - Non-Productive	220	17,640	1,121	6,327	540
17886	EPG Phys Clinic-Occ Hlth/West	60100	Expense	Salaries - Regular	0	0	3,294	3,294	6,750
17891	EPG Phys Clinic-South	60100	Expense	Salaries - Regular	87,618	83,594	79,988	83,733	74,795
17894	EPG Phys Clinic-Uptown	60100	Expense	Salaries - Regular	14,835	11,097	13,805	13,246	21,418
17895	EPG Phys Clinic-West	60100	Expense	Salaries - Regular	(164)	330	330	165	(19,846)
19000	EHS Administration	60100	Expense	Salaries - Regular	183,514	173,020	155,912	170,815	182,290
19000	EHS Administration	60110	Expense	Salaries - Overtime	1,575	782	1,152	1,170	923
19000	EHS Administration	60120	Expense	Salaries - Non-Productive	(45,063)	19,642	40,664	5,081	(305)
19000	EHS Administration	60900	Expense	Salaries - Emp Incentive	35,000	695,000	35,000	255,000	35,000
19050	EHS Trust	60100	Expense	Salaries - Regular	11,459	12,317	10,793	11,523	11,543
19050	EHS Trust	60110	Expense	Salaries - Overtime	8	40	(5)	14	(1)
19050	EHS Trust	60120	Expense	Salaries - Non-Productive	1,491	1,177	2,727	1,798	538

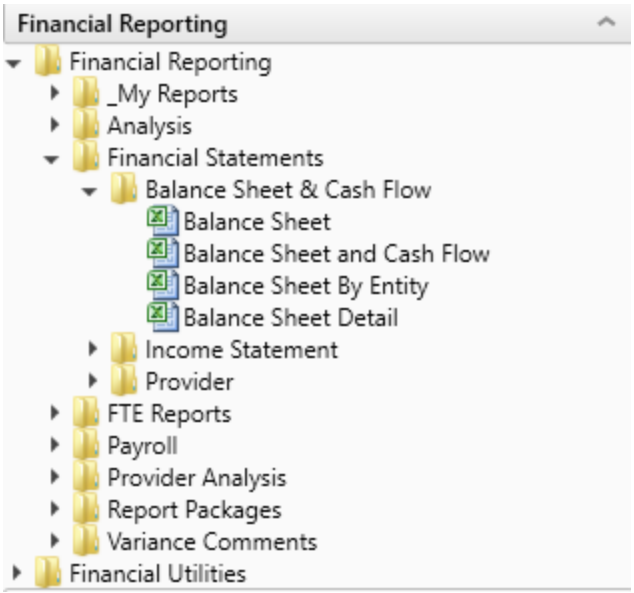
Balance Sheet and Cash Flow reports

These reports are designed for designed for month-end close analysis.

Accessing these reports

The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting\Financial Statements\Balance Sheet & Cash Flow**. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the **Financial Reporting** section, click **Financial Reporting > Financial Statements > Balance Sheet & Cash Flow**.



Balance Sheet

Use to review and analyze the Balance Sheet values by FSDetail category across multiple years.



Balance Sheet

KHA Health

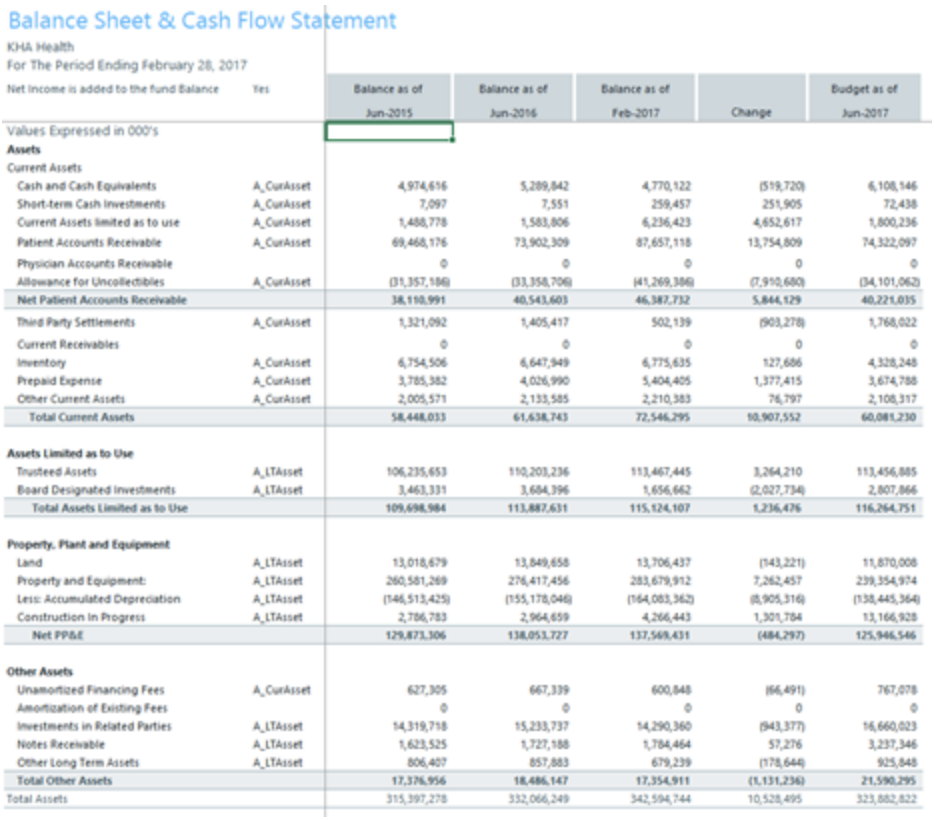
For The Period Ending February 28, 2017

Net Income added to the Fund Balance Yes

	Fiscal 2017	Fiscal 2016	Change	Fiscal 2015
ASSETS				
Current Assets:				
Cash and Cash Equivalents	4,770,122	5,289,842	(519,720)	4,974,616
Short-term Cash Investments	259,457	7,551	251,905	7,097
Current Assets limited as to use:	6,236,423	1,583,806	4,652,617	1,488,778
Patient Accounts Receivable	87,657,110	73,902,309	13,754,809	69,468,176
Allowance for Uncollectibles	(41,269,386)	(33,358,706)	(7,910,680)	(31,357,186)
Net Patient Accounts Receivable	**46,387,732**	**40,543,603**	**5,844,129**	**38,110,991**
Third Party Settlements	502,139	1,405,417	(903,278)	1,321,092
Current Receivables	0	0	0	0
Inventory	6,775,635	6,647,949	127,686	6,754,506
Prepaid Expense	5,404,405	4,026,990	1,377,415	3,785,382
Other Current Assets	2,210,383	2,133,585	76,797	2,005,571
Total Current Assets	**72,546,295**	**61,638,743**	**10,907,552**	**58,448,033**
Assets Limited as to Use:				
Trusteed Assets	113,467,445	110,203,236	3,264,210	106,235,653
Board Designated Investments	1,656,662	3,684,396	(2,027,734)	3,463,331
Total Assets Limited as to Use	**115,124,107**	**113,887,631**	**1,236,476**	**109,698,984**
Property and Equipment:				
Land	13,706,437	13,849,658	(143,221)	13,018,679
Property and Equipment:	283,679,912	276,417,456	7,262,457	260,581,269
Less: Accumulated Depreciation	(164,083,362)	(155,178,046)	(8,905,316)	(146,513,425)
PPE - Net of Accumulated Depreciation	133,302,988	135,089,068	(1,786,081)	127,086,523
Construction In Progress	4,266,443	2,964,659	1,301,784	2,786,783
Net Property and Equipment	**137,569,431**	**138,053,727**	**(484,297)**	**129,873,306**
Other Assets:				
Unamortized Financing Fees	600,840	667,339	(66,491)	627,305
Amortization of Existing Fees	0	0	0	0
Investments in Related Parties	14,290,360	15,233,737	(943,377)	14,219,718
Notes Receivable	1,784,464	1,727,188	57,276	1,623,525
Other Long Term Assets	679,239	857,883	(178,644)	806,407
Total Other Assets	**17,354,911**	**18,486,147**	**(1,131,236)**	**17,276,956**
Total Assets	**342,594,744**	**332,066,249**	**10,528,495**	**315,397,278**

Balance Sheet and Cash Flow

Use to review and analyze the Balance Sheet and Cash Flow across multiple year



Balance Sheet & Cash Flow Statement

KHA Health

For The Period Ending February 28, 2017

Net Income is added to the fund Balance	Yes	Balance as of Jun-2015	Balance as of Jun-2016	Balance as of Feb-2017	Change	Budget as of Jun-2017
Values Expressed in 000's						
Assets						
Current Assets						
Cash and Cash Equivalents	A_CurAsset	4,974,616	5,289,842	4,770,122	(519,720)	6,108,146
Short-term Cash Investments	A_CurAsset	7,097	7,551	259,457	251,905	72,438
Current Assets limited as to use	A_CurAsset	1,488,778	1,583,806	6,236,423	4,652,617	1,800,236
Patient Accounts Receivable	A_CurAsset	69,468,176	73,902,309	87,657,118	13,754,809	74,322,097
Physician Accounts Receivable		0	0	0	0	0
Allowance for Uncollectibles	A_CurAsset	(31,357,186)	(33,358,706)	(41,269,386)	(7,910,680)	(34,101,062)
Net Patient Accounts Receivable		**38,110,991**	**40,543,603**	**46,387,732**	**5,844,129**	**40,221,035**
Third Party Settlements	A_CurAsset	1,321,092	1,405,417	502,139	(903,278)	1,768,022
Current Receivables		0	0	0	0	0
Inventory	A_CurAsset	6,754,506	6,647,949	6,775,635	127,686	4,328,248
Prepaid Expense	A_CurAsset	3,785,382	4,026,990	5,404,405	1,377,415	3,674,788
Other Current Assets	A_CurAsset	2,005,571	2,133,585	2,210,383	76,797	2,108,317
Total Current Assets		**58,448,033**	**61,638,743**	**72,546,295**	**10,907,552**	**60,081,230**
Assets Limited as to Use						
Trusteed Assets	A_LTAsset	106,235,653	110,203,236	113,467,445	3,264,210	113,456,885
Board Designated Investments	A_LTAsset	3,463,331	3,684,396	1,656,662	(2,027,734)	2,807,866
Total Assets Limited as to Use		**109,698,984**	**113,887,631**	**115,124,107**	**1,236,476**	**116,264,751**
Property, Plant and Equipment						
Land	A_LTAsset	13,018,679	13,849,658	13,706,437	(143,221)	11,870,008
Property and Equipment:	A_LTAsset	260,581,269	276,417,456	283,679,912	7,262,457	239,354,974
Less: Accumulated Depreciation	A_LTAsset	(146,513,425)	(155,178,046)	(164,083,362)	(8,905,316)	(138,445,364)
Construction In Progress	A_LTAsset	2,786,783	2,964,659	4,266,443	1,301,784	13,166,928
Net PP&E		**129,873,306**	**138,053,727**	**137,569,431**	**(484,297)**	**125,946,546**
Other Assets						
Unamortized Financing Fees	A_CurAsset	627,305	667,339	600,848	(66,491)	767,078
Amortization of Existing Fees		0	0	0	0	0
Investments in Related Parties	A_LTAsset	14,319,718	15,233,737	14,290,360	(943,377)	16,660,023
Notes Receivable	A_LTAsset	1,623,525	1,727,188	1,784,464	57,276	3,237,346
Other Long Term Assets	A_LTAsset	806,407	857,883	679,239	(178,644)	925,848
Total Other Assets		**17,376,956**	**18,486,147**	**17,354,911**	**(1,131,236)**	**21,590,295**
Total Assets		315,397,278	332,066,249	342,594,744	10,528,495	323,882,822

Balance Sheet by Entity

Use to show by entity for one fiscal year across the balance sheet categories in FSDetail. You can update the report to run for any fiscal year in the database.



Balance Sheet By Entity

KHA Health

For The Period Ending February 28, 2017

Net Income is added to the Fund Balance Yes

ASSETS	KH Health System	Total	Last Year	Two Years Ago
Current Assets:				
Cash and Cash Equivalents	4,763,966	4,763,966	5,283,687	4,966,669
Short-term Cash Investments	259,457	259,457	7,551	7,097
Current Assets limited as to use:	6,236,423	6,236,423	1,583,806	1,488,778
Patient Accounts Receivable	824,992	824,992	881,621	828,724
Allowance for Uncollectibles	(309,000)	(309,000)	(386,000)	(362,840)
Net Patient Accounts Receivable	**515,992**	**515,992**	**495,621**	**465,884**
Third Party Settlements	0	0	0	0
Current Receivables	0	0	0	0
Inventory	0	0	74,929	70,432
Prepaid Expense	5,016,342	5,016,342	3,711,370	3,488,700
Other Current Assets	(532,432)	(532,432)	2,133,585	2,005,571
Total Current Assets	**16,259,748**	**16,259,748**	**13,290,548**	**12,493,130**
Assets Limited as to Use:				
Trusteed Assets	113,467,445	113,467,445	110,203,236	106,235,653
Board Designated Investments	1,656,662	1,656,662	3,684,396	3,463,331
Total Assets Limited as to Use	**115,124,107**	**115,124,107**	**113,887,631**	**109,698,984**
Property and Equipment:				
Land	13,706,437	13,706,437	13,849,658	13,018,679
Property and Equipment:	271,198,916	271,198,916	263,936,460	248,300,273
Less: Accumulated Depreciation	(153,315,676)	(153,315,676)	(144,410,360)	(135,745,739)
PPE - Net of Accumulated Depreciation	131,589,678	131,589,678	133,375,758	125,573,213
Construction In Progress	4,266,443	4,266,443	2,964,659	2,786,783
Net Property and Equipment	**135,856,121**	**135,856,121**	**136,340,417**	**128,359,996**
Other Assets:				
Unamortized Financing Fees	600,848	600,848	667,339	627,305
Amortization of Existing Fees	0	0	0	0
Investments in Related Parties	8,461,136	8,461,136	9,234,035	8,679,999
Notes Receivable	1,764,948	1,764,948	1,712,813	1,610,011
Other Long Term Assets	679,239	679,239	857,883	806,407
Total Other Assets	**11,506,171**	**11,506,171**	**12,472,070**	**11,723,722**
Total Assets	**278,746,147**	**278,746,147**	**275,990,666**	**262,075,833**

Balance Sheet Detail

Use to show the detail accounts within each balance sheet category of FSDetail, showing last-year actual and current-year actual.



Balance Sheet Detail

KHA Health

For The Period Ending February 28, 2017

Net Income added to the Fund Balance: Yes

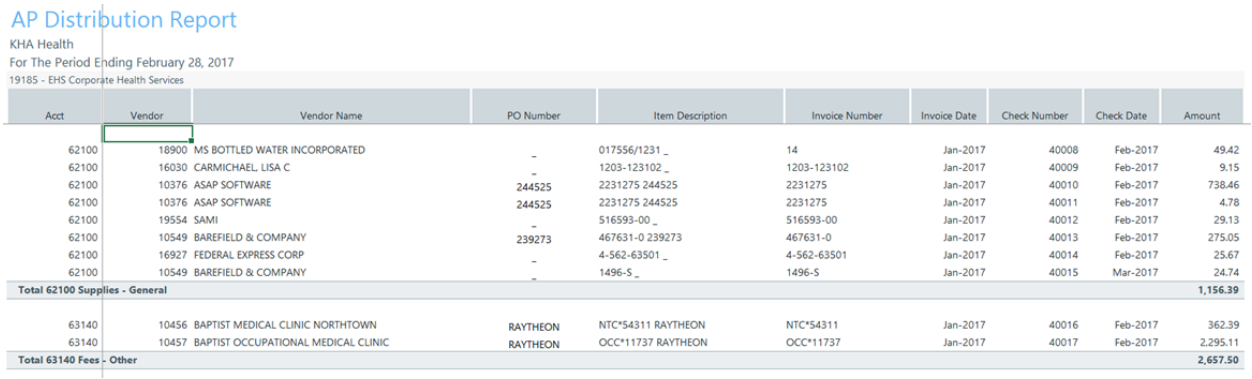
Account		Fiscal 2017	Fiscal 2016
	Current Assets		
	Cash and Cash Equivalents		
11000	General Fund Checking	3,461,979	4,072,609
11050	Credit Card	196,396	70,086
11100	Refund Account	213,549	146,172
11200	Fitness Center Checking	137,555	81,049
11212	Memorial Clinics	393,728	551,936
11220	Memorial Property Management	359,944	360,818
11400	Petty Cash MHS	6,972	7,172
	Total Cash and Cash Equivalents	4,770,122	5,289,842
	Investments, Short Term		
11205	Trust	259,457	7,551
	Total Investments, Short Term	259,457	7,551
	Current Assets Limited as to use		
11510	Bond Funds 95 Issue	3,604,143	1,583,806
11520	MHEBT Trust Funds	0	0
11525	Prof Liab Ins Trust	2,632,280	0
	Total Current Assets Limited as to use	6,236,423	1,583,806
	Patient Accounts Receivable		

Reports in the Department Monthly Package

These reports are designed for month-end or payroll electronic reporting. For more information on setting up and configuring this report package, see Configuring the Department Monthly Package report.

AP Distribution Report (optional feature)

Use to show the monthly Accounts Payable (AP) detail by general ledger account by vendor, check number, and check date.



AP Distribution Report

KHA Health

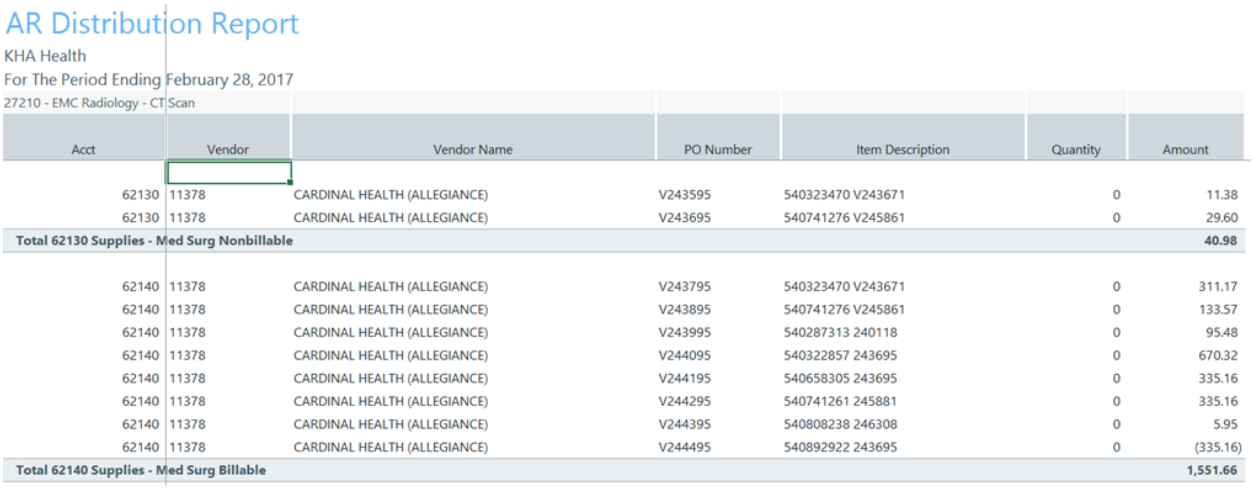
For The Period Ending February 28, 2017

19185 - EHS Corporate Health Services

Acct	Vendor	Vendor Name	PO Number	Item Description	Invoice Number	Invoice Date	Check Number	Check Date	Amount
62100	18900	MS BOTTLED WATER INCORPORATED	_	017556/1231 _	14	Jan-2017	40008	Feb-2017	49.42
62100	16030	CARMICHAEL, LISA C	_	1203-123102 _	1203-123102	Jan-2017	40009	Feb-2017	9.15
62100	10376	ASAP SOFTWARE	244525	2231275 244525	2231275	Jan-2017	40010	Feb-2017	738.46
62100	10376	ASAP SOFTWARE	244525	2231275 244525	2231275	Jan-2017	40011	Feb-2017	4.78
62100	19554	SAMI	_	516593-00 _	516593-00	Jan-2017	40012	Feb-2017	29.13
62100	10549	BAREFIELD & COMPANY	239273	467631-0 239273	467631-0	Jan-2017	40013	Feb-2017	275.05
62100	16927	FEDERAL EXPRESS CORP	_	4-562-63501 _	4-562-63501	Jan-2017	40014	Feb-2017	25.67
62100	10549	BAREFIELD & COMPANY	_	1496-S _	1496-S	Jan-2017	40015	Mar-2017	24.74
Total 62100 Supplies - General									**1,156.39**
63140	10456	BAPTIST MEDICAL CLINIC NORTHTOWN	RAYTHEON	NTC*54311 RAYTHEON	NTC*54311	Jan-2017	40016	Feb-2017	362.39
63140	10457	BAPTIST OCCUPATIONAL MEDICAL CLINIC	RAYTHEON	OCC*11737 RAYTHEON	OCC*11737	Jan-2017	40017	Feb-2017	2,295.11
Total 63140 Fees - Other									**2,657.50**

AR Distribution Report (optional feature)

Use to show the monthly Accrued Receipts (PO Received Not Invoiced) detail by vendor, PO Number, line item description, and receipt date subtotaled by general ledger account.



AR Distribution Report

KHA Health

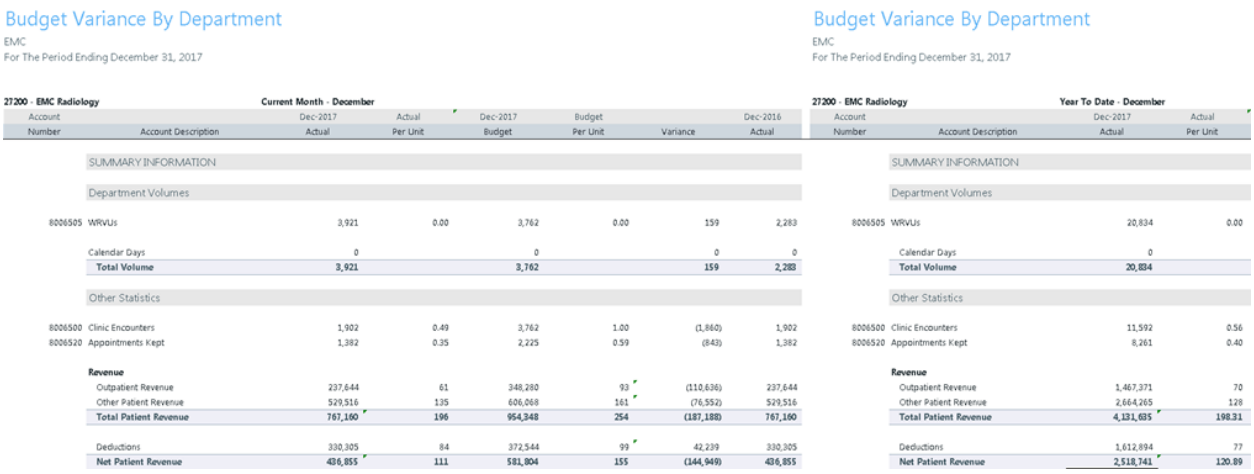
For The Period Ending February 28, 2017

27210 - EMC Radiology - CT Scan

Acct	Vendor	Vendor Name	PO Number	Item Description	Quantity	Amount
62130	11378	CARDINAL HEALTH (ALLEGIANCE)	V243595	540323470 V243671	0	11.38
62130	11378	CARDINAL HEALTH (ALLEGIANCE)	V243695	540741276 V245861	0	29.60
Total 62130 Supplies - Med Surg Nonbillable						**40.98**
62140	11378	CARDINAL HEALTH (ALLEGIANCE)	V243795	540323470 V243671	0	311.17
62140	11378	CARDINAL HEALTH (ALLEGIANCE)	V243895	540741276 V245861	0	133.57
62140	11378	CARDINAL HEALTH (ALLEGIANCE)	V243995	540287313 240118	0	95.48
62140	11378	CARDINAL HEALTH (ALLEGIANCE)	V244095	540322857 243695	0	670.32
62140	11378	CARDINAL HEALTH (ALLEGIANCE)	V244195	540658305 243695	0	335.16
62140	11378	CARDINAL HEALTH (ALLEGIANCE)	V244295	540741261 245881	0	335.16
62140	11378	CARDINAL HEALTH (ALLEGIANCE)	V244395	540808238 246308	0	5.95
62140	11378	CARDINAL HEALTH (ALLEGIANCE)	V244495	540892922 243695	0	(335.16)
Total 62140 Supplies - Med Surg Billable						**1,551.66**

Budget Variance By Department

Use to show the current month and year-to-date actual, which are then compared to the Flexible or Fixed Budget as well as Prior Year values by category and in detail.



Budget Variance By Department

EMC

For The Period Ending December 31, 2017

27200 - EMC Radiology		Current Month - December					
Account Number	Account Description	Dec-2017 Actual	Actual Per Unit	Dec-2017 Budget	Budget Per Unit	Variance	Dec-2016 Actual
	SUMMARY INFORMATION						
	Department Volumes						
8006505	WRVUs	3,921	0.00	3,762	0.00	159	2,283
	Calendar Days	0		0		0	0
	Total Volume	**3,921**		**3,762**		**159**	**2,283**
	Other Statistics						
8006500	Clinic Encounters	1,902	0.49	3,762	1.00	(1,860)	1,902
8006520	Appointments Kept	1,382	0.35	2,225	0.59	(843)	1,382
	Revenue						
	Outpatient Revenue	237,644	61	348,280	93	(110,636)	237,644
	Other Patient Revenue	529,516	135	606,068	161	(76,552)	529,516
	Total Patient Revenue	**767,160**	**196**	**954,348**	**254**	**(187,188)**	**767,160**
	Deductions	330,305	84	372,544	99	42,239	330,305
	Net Patient Revenue	**436,855**	**111**	**581,804**	**155**	**(144,949)**	**436,855**

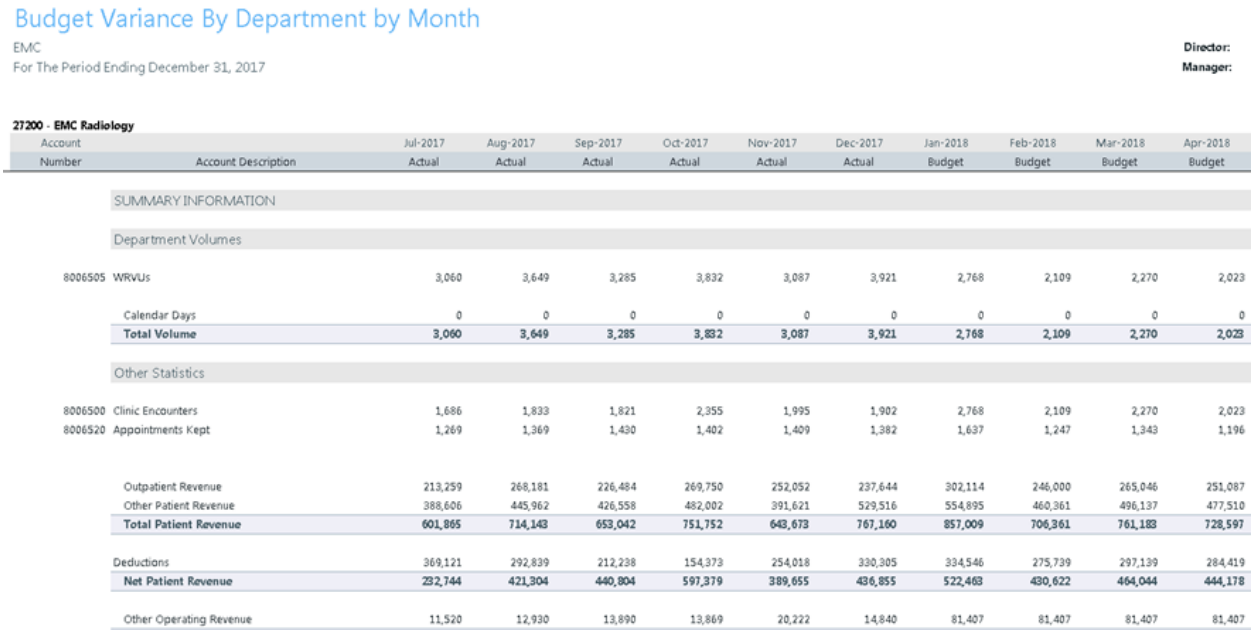
Budget Variance By Department

EMC

For The Period Ending December 31, 2017

27200 - EMC Radiology		Year To Date - December	
Account Number	Account Description	Dec-2017 Actual	Actual Per Unit
	SUMMARY INFORMATION		
	Department Volumes		
8006505	WRVUs	20,834	0.00
	Calendar Days	0	
	Total Volume	**20,834**	
	Other Statistics		
8006500	Clinic Encounters	11,592	0.56
8006520	Appointments Kept	8,261	0.40
	Revenue		
	Outpatient Revenue	1,467,371	70
	Other Patient Revenue	2,664,265	128
	Total Patient Revenue	**4,131,635**	**198.31**
	Deductions	1,612,894	77
	Net Patient Revenue	**2,518,741**	**120.89**

The Budget Variance by Department report also shows the monthly values by category and account. It will fill in the remainder of the year with last year actual, current year budget, or forecast data to calculate a year-end projection.



Budget Variance By Department by Month

EMC

For The Period Ending December 31, 2017

Director:

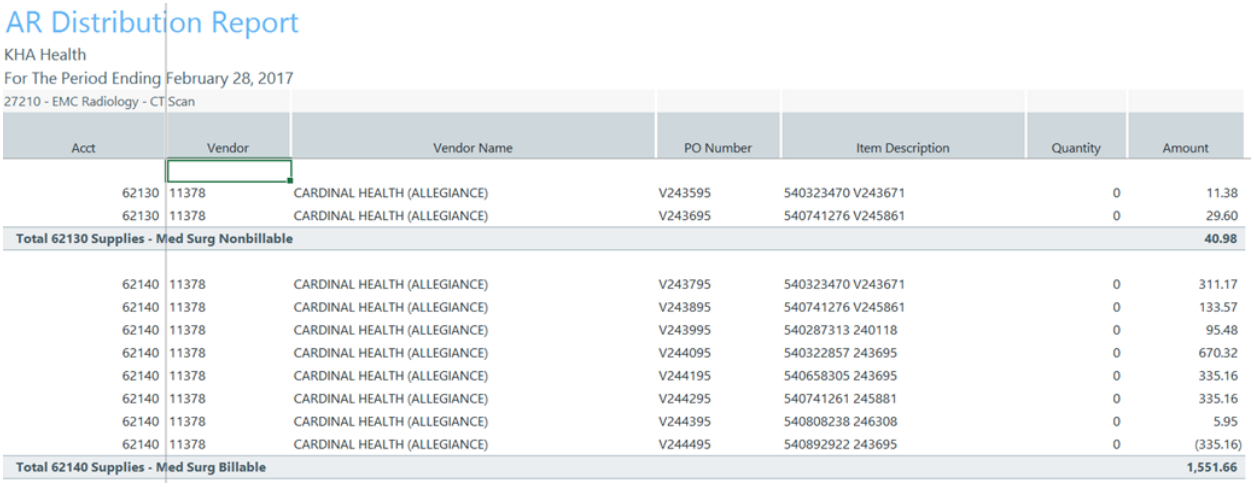
Manager:

27200 - EMC Radiology

Account Number	Account Description	Jul-2017 Actual	Aug-2017 Actual	Sep-2017 Actual	Oct-2017 Actual	Nov-2017 Actual	Dec-2017 Actual	Jan-2018 Budget	Feb-2018 Budget	Mar-2018 Budget	Apr-2018 Budget
	SUMMARY INFORMATION										
	Department Volumes										
8006505	WRVUs	3,060	3,649	3,285	3,832	3,087	3,921	2,768	2,109	2,270	2,023
	Calendar Days	0	0	0	0	0	0	0	0	0	0
	Total Volume	**3,060**	**3,649**	**3,285**	**3,832**	**3,087**	**3,921**	**2,768**	**2,109**	**2,270**	**2,023**
	Other Statistics										
8006500	Clinic Encounters	1,686	1,833	1,821	2,355	1,995	1,902	2,768	2,109	2,270	2,023
8006520	Appointments Kept	1,269	1,369	1,430	1,402	1,409	1,382	1,637	1,247	1,343	1,196
	Outpatient Revenue	213,259	268,181	226,484	269,750	252,052	237,644	302,114	246,000	265,046	251,087
	Other Patient Revenue	388,606	445,962	426,558	482,002	391,621	529,516	554,895	460,361	496,137	477,510
	Total Patient Revenue	**601,865**	**714,143**	**653,042**	**751,752**	**643,673**	**767,160**	**857,009**	**706,361**	**761,183**	**728,597**
	Deductions	369,121	292,839	212,238	154,373	254,018	330,305	334,546	275,739	297,139	284,419
	Net Patient Revenue	**232,744**	**421,304**	**440,804**	**597,379**	**389,655**	**436,855**	**522,463**	**430,622**	**464,044**	**444,178**
	Other Operating Revenue	11,520	12,930	13,890	13,869	20,222	14,840	81,407	81,407	81,407	81,407

Cover_Manager

Use to generate a cover page for monthly Manager report package. You can customize this report to meet your reporting needs.



AR Distribution Report

KHA Health

For The Period Ending February 28, 2017

27210 - EMC Radiology - CT Scan

Acct	Vendor	Vendor Name	PO Number	Item Description	Quantity	Amount
62130	11378	CARDINAL HEALTH (ALLEGIANCE)	V243595	540323470 V243671	0	11.38
62130	11378	CARDINAL HEALTH (ALLEGIANCE)	V243695	540741276 V245861	0	29.60
Total 62130 Supplies - Med Surg Nonbillable						**40.98**
62140	11378	CARDINAL HEALTH (ALLEGIANCE)	V243795	540323470 V243671	0	311.17
62140	11378	CARDINAL HEALTH (ALLEGIANCE)	V243895	540741276 V245861	0	133.57
62140	11378	CARDINAL HEALTH (ALLEGIANCE)	V243995	540287313 240118	0	95.48
62140	11378	CARDINAL HEALTH (ALLEGIANCE)	V244095	540322857 243695	0	670.32
62140	11378	CARDINAL HEALTH (ALLEGIANCE)	V244195	540658305 243695	0	335.16
62140	11378	CARDINAL HEALTH (ALLEGIANCE)	V244295	540741261 245881	0	335.16
62140	11378	CARDINAL HEALTH (ALLEGIANCE)	V244395	540808238 246308	0	5.95
62140	11378	CARDINAL HEALTH (ALLEGIANCE)	V244495	540892922 243695	0	(335.16)
Total 62140 Supplies - Med Surg Billable						**1,551.66**

GL Distribution Report (optional feature)

Use to show the monthly journal entry detail for each general ledger account.

GL Distribution Report

KHA Health

For The Period Ending February 28, 2017

17885 - EPG Phys Clinic-East

Acct	JE Source	JE Number	Description	JE Date	Amount
60100	PA	1440	SALARIES PRODUCTIVE	01/22/15	(19,323.31)
60100	PR	1698	7.29 PATTERSON BONUS	02/06/15	(1,113.57)
60100	PA	1698	7.29 RVS SYS ACCRUAL	02/06/15	3,102.40
60100	PR	1723	SALARIES PRODUCTIVE	02/07/15	17,468.37
60100	PR	1792	SALARIES PRODUCTIVE	02/21/15	17,156.40
60100	PR	1794	SALARIES PRODUCTIVE	02/21/15	15,931.43
60100	PR	1995	7.29 PATTERSON BONUS	03/06/15	1,670.35
60100	PR	1996	7.29A CALLENDER-PDO	03/06/15	(642.48)
60100	PR	1996	7.29A PATTERSON-PDO	03/06/15	(1,713.11)
Total 60100 Salaries - Regular					**32,536**
60120	PR	1792	SALARIES NONPRODUCTI	02/21/15	(1,235.08)
60120	PR	1794	SALARIES NONPRODUCTI	02/21/15	(1,146.91)
Total 60120 Salaries - Non-Productive					**(2,382)**
61100	PY	1723	PENSION EXPENSE	02/07/15	116.54
61100	PY	1792	PENSION EXPENSE	02/21/15	116.54
Total 61100 Employee Annuity					**233**

MM Distribution Report (optional feature)

Use to show the monthly materials management issues, including the location of issue, unit of issue, unit price, quantity, and the amount subtotaled by general ledger account.

MM Distribution Report

KHA Health

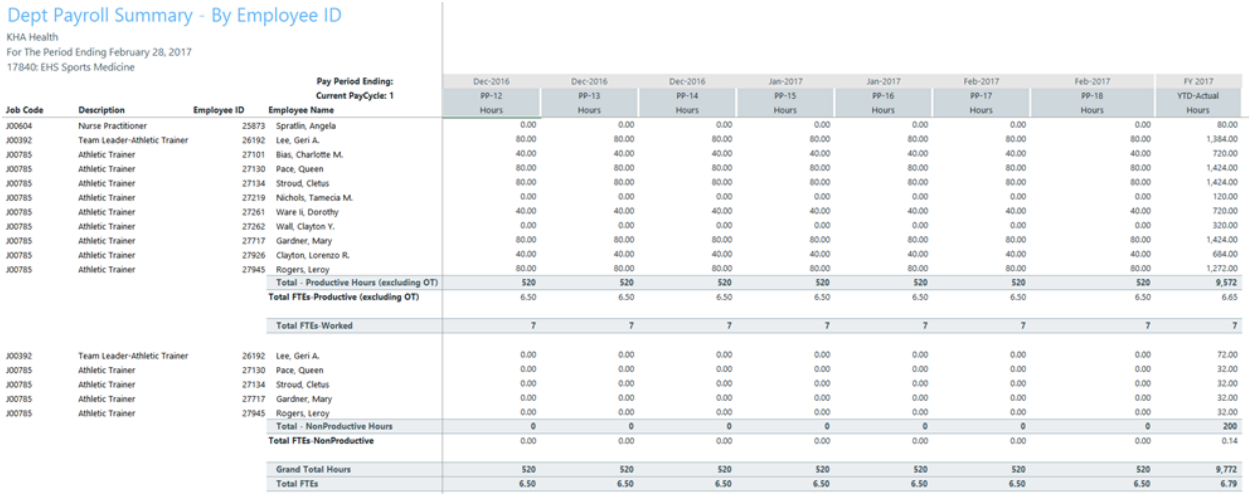
For The Period Ending December 31, 2016

27210 - EMC Radiology - CT Scan

Acct	Item Number	Item Description	Location	Unit of Measure	Unit Price	Quantity	Amount
62100	5728	Highlighters, Yellow	Stores	BX	2.39	3	7.17
62100	5729	Post-it Notes, Multicolor	Stores	BX	0.99	1	0.99
62100	5730	Paper 8x10	Stores	RM	5.12	17	87.08
62100	5732	Folders, 3 tab	Stores	BX	4.15	21	87.08
Total Supplies - General							**182.32**
62130	5737	Tray, Plastic	Stores	EA	2.51	8	20.10
Total Supplies - Med Surg Nonbillable							**20.10**
62140	5741	Cup Medicine 1 oz	Stores	TB	0.56	23	12.96
62140	5742	Syringe 3CC LI	Stores	BX	3.60	39	140.40
62140	5743	Alcohol Prep Pads 2 Ply Med	Stores	BX	1.45	5	7.26
62140	5744	IV Tubing Primary 100 inch Y	Stores	EA	2.27	46	104.57
62140	5746	Elastic Bandage-6	Stores	CS	2.65	62	164.61
62140	5747	Syringe 3CC 22Gx1 1/2 Safelock	Stores	BX	11.86	2	23.72
62140	5748	Gel, Clear	Stores	EA	0.87	60	52.29
62140	5750	Glove Exam Vinyl W/O Pwdr Sm	Stores	BX	2.40	57	137.01
62140	5752	Glove Exam Vinyl W/O Pwdr Md	Stores	BX	2.46	71	174.39
62140	5756	Solution Iodine Prep 16 oz	Stores	EA	1.37	2	2.74
Total Supplies - Med Surg Billable							**819.95**
Total							**1,022.36**

Pay By Employee ID

Use to show the biweekly paid hours by employee, by payroll summary category trended over multiple pay periods.



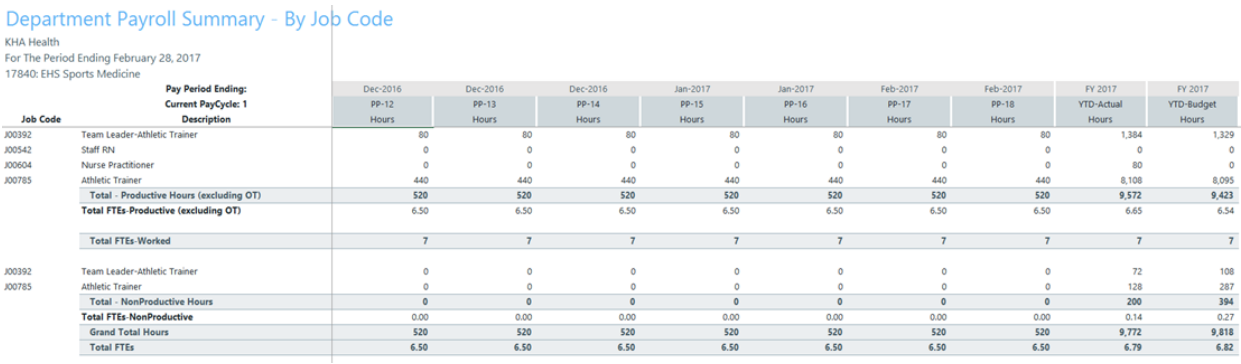
Dept Payroll Summary - By Employee ID

KHA Health
For The Period Ending February 28, 2017
17840: EHS Sports Medicine

Job Code	Description	Employee ID	Employee Name	Dec-2016 PP-12 Hours	Dec-2016 PP-13 Hours	Dec-2016 PP-14 Hours	Jan-2017 PP-15 Hours	Jan-2017 PP-16 Hours	Feb-2017 PP-17 Hours	Feb-2017 PP-18 Hours	FY 2017 YTD-Actual Hours
J00604	Nurse Practitioner	25873	Spratlin, Angela	0.00	0.00	0.00	0.00	0.00	0.00	0.00	80.00
J00392	Team Leader-Athletic Trainer	26192	Lee, Geri A.	80.00	80.00	80.00	80.00	80.00	80.00	80.00	1,384.00
J00785	Athletic Trainer	27101	Bias, Charlotte M.	40.00	40.00	40.00	40.00	40.00	40.00	40.00	720.00
J00785	Athletic Trainer	27130	Pace, Queen	80.00	80.00	80.00	80.00	80.00	80.00	80.00	1,424.00
J00785	Athletic Trainer	27134	Stroud, Cletus	80.00	80.00	80.00	80.00	80.00	80.00	80.00	1,424.00
J00785	Athletic Trainer	27219	Nichols, Tamecia M.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	120.00
J00785	Athletic Trainer	27261	Ware II, Dorothy	40.00	40.00	40.00	40.00	40.00	40.00	40.00	720.00
J00785	Athletic Trainer	27262	Wall, Clayton Y.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	320.00
J00785	Athletic Trainer	27717	Gardner, Mary	80.00	80.00	80.00	80.00	80.00	80.00	80.00	1,424.00
J00785	Athletic Trainer	27926	Clayton, Lorenzo R.	40.00	40.00	40.00	40.00	40.00	40.00	40.00	684.00
J00785	Athletic Trainer	27945	Rogers, Leroy	80.00	80.00	80.00	80.00	80.00	80.00	80.00	1,272.00
			Total - Productive Hours (excluding OT)	**520**	**520**	**520**	**520**	**520**	**520**	**520**	**9,572**
			Total FTEs-Productive (excluding OT)	6.50	6.50	6.50	6.50	6.50	6.50	6.50	6.65
			Total FTEs-Worked	**7**	**7**	**7**	**7**	**7**	**7**	**7**	**7**
J00392	Team Leader-Athletic Trainer	26192	Lee, Geri A.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	72.00
J00785	Athletic Trainer	27130	Pace, Queen	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32.00
J00785	Athletic Trainer	27134	Stroud, Cletus	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32.00
J00785	Athletic Trainer	27717	Gardner, Mary	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32.00
J00785	Athletic Trainer	27945	Rogers, Leroy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32.00
			Total - NonProductive Hours	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**200**
			Total FTEs-NonProductive	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.14
			Grand Total Hours	**520**	**520**	**520**	**520**	**520**	**520**	**520**	**9,772**
			Total FTEs	**6.50**	**6.50**	**6.50**	**6.50**	**6.50**	**6.50**	**6.50**	**6.79**

Pay By JobCode

Use to show the biweekly paid hours by job code, by payroll summary category trended over multiple pay periods.



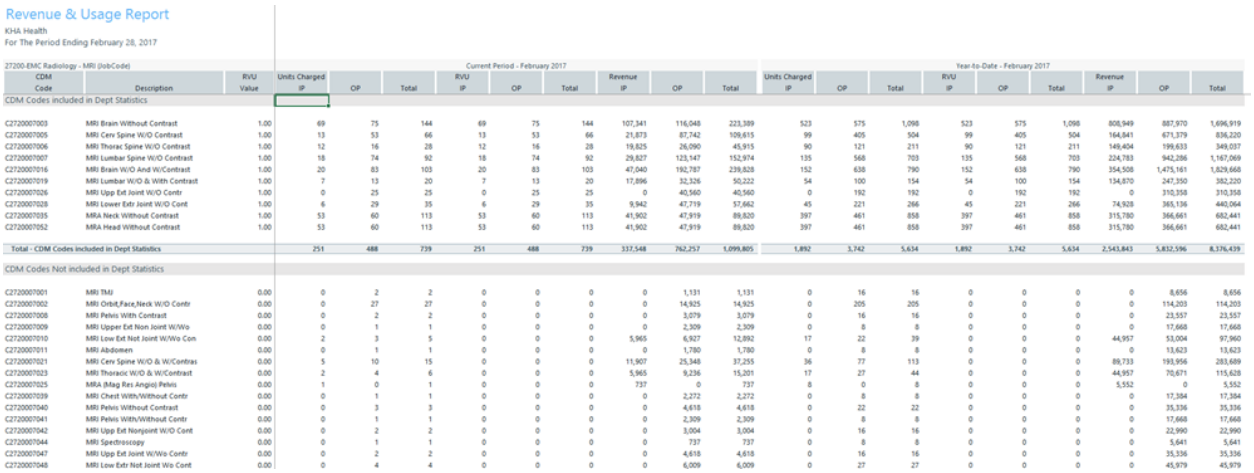
Department Payroll Summary - By Job Code

KHA Health
For The Period Ending February 28, 2017
17840: EHS Sports Medicine

Job Code	Description	Dec-2016 PP-12 Hours	Dec-2016 PP-13 Hours	Dec-2016 PP-14 Hours	Jan-2017 PP-15 Hours	Jan-2017 PP-16 Hours	Feb-2017 PP-17 Hours	Feb-2017 PP-18 Hours	FY 2017 YTD-Actual Hours	FY 2017 YTD-Budget Hours
J00392	Team Leader-Athletic Trainer	80	80	80	80	80	80	80	1,384	1,329
J00542	Staff RN	0	0	0	0	0	0	0	0	0
J00604	Nurse Practitioner	0	0	0	0	0	0	0	80	0
J00785	Athletic Trainer	440	440	440	440	440	440	440	8,108	8,095
	Total - Productive Hours (excluding OT)	**520**	**520**	**520**	**520**	**520**	**520**	**520**	**9,572**	**9,423**
	Total FTEs-Productive (excluding OT)	6.50	6.50	6.50	6.50	6.50	6.50	6.50	6.65	6.54
	Total FTEs-Worked	**7**	**7**	**7**	**7**	**7**	**7**	**7**	**7**	**7**
J00392	Team Leader-Athletic Trainer	0	0	0	0	0	0	0	72	108
J00785	Athletic Trainer	0	0	0	0	0	0	0	128	287
	Total - NonProductive Hours	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**200**	**394**
	Total FTEs-NonProductive	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.14	0.27
	Grand Total Hours	**520**	**520**	**520**	**520**	**520**	**520**	**520**	**9,772**	**9,818**
	Total FTEs	**6.50**	**6.50**	**6.50**	**6.50**	**6.50**	**6.50**	**6.50**	**6.79**	**6.82**

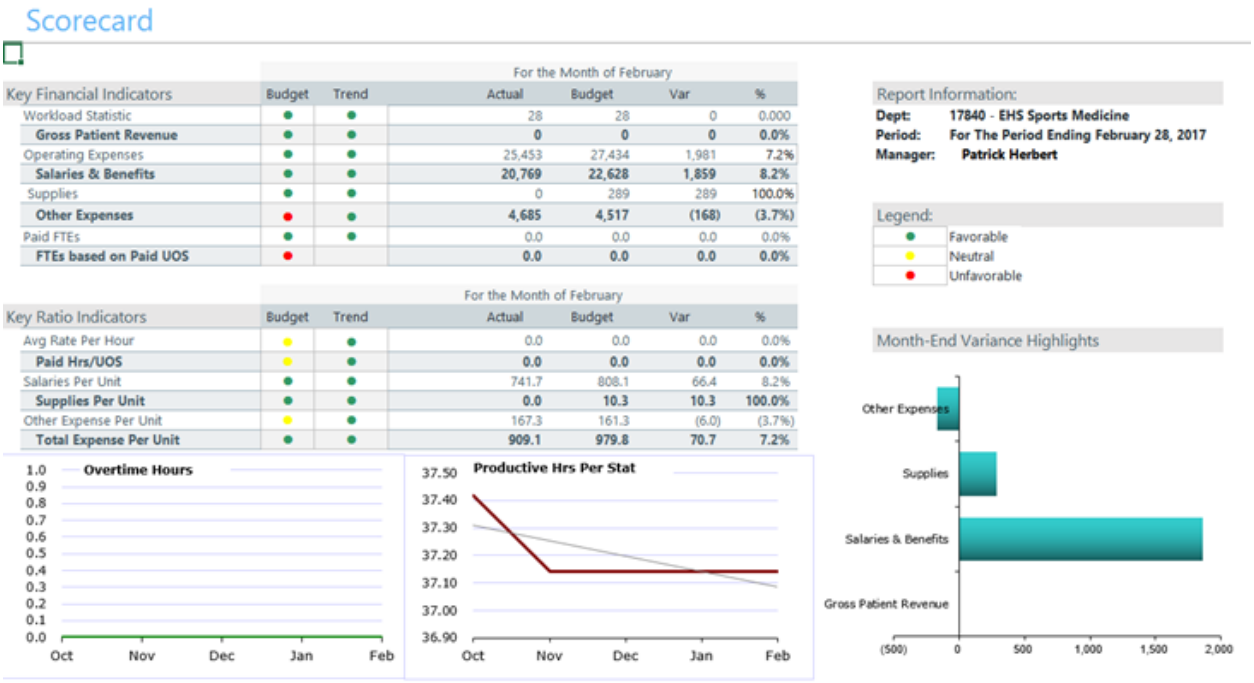
RU Report (optional feature)

Use to show the current month and year-to-date Revenue and Usage units and gross revenue by CDMCode. Units for specific CDM can be RVU weighted to use for monthly statistics summarization.



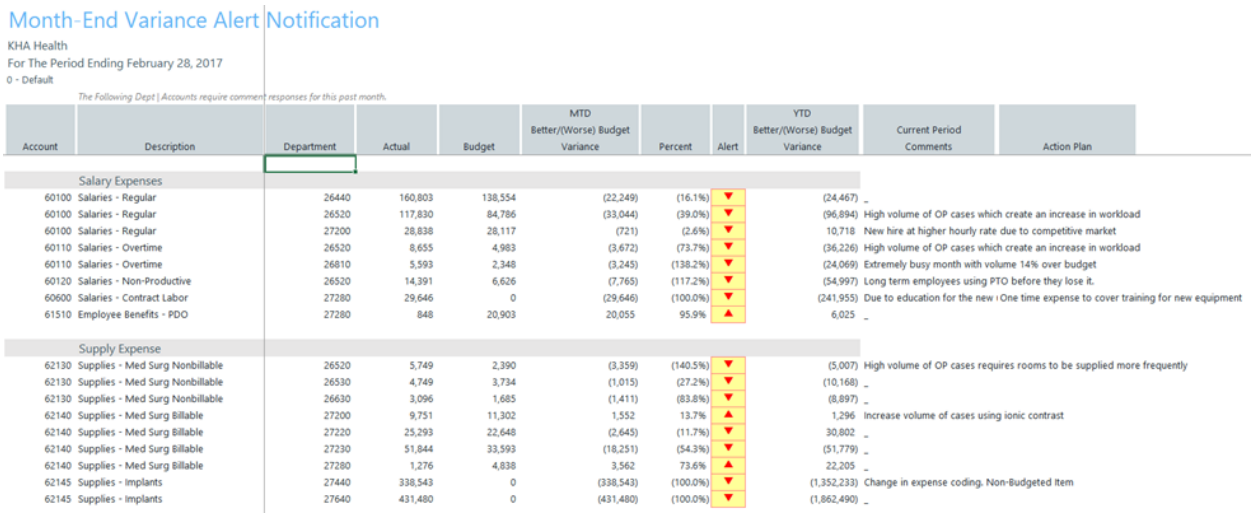
Scorecard

Use to show financial and ratio indicators for the chosen department compared to budget and trend.



Variance Alert

Use to show accounts that exceed variance thresholds for the month.



Month-End Variance Alert Notification

KHA Health

For The Period Ending February 28, 2017

0 - Default

The Following Dept | Accounts require comment responses for this past month.

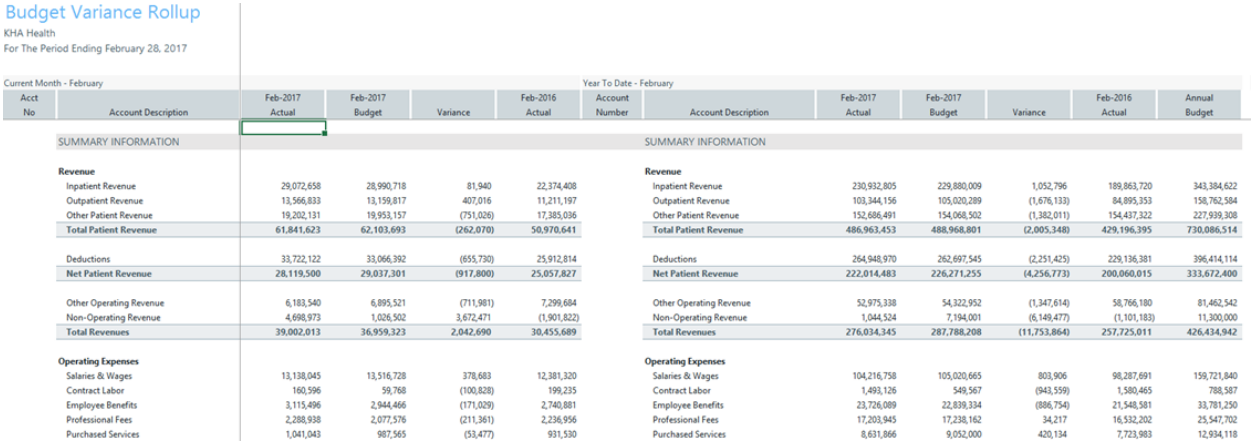
Account	Description	Department	Actual	Budget	MTD Better/(Worse) Budget Variance	Percent	Alert	YTD Better/(Worse) Budget Variance	Current Period Comments	Action Plan
	Salary Expenses									
60100	Salaries - Regular	26440	160,803	138,554	(22,249)	(16.1%)	▼	(24,467)	_	
60100	Salaries - Regular	26520	117,830	84,786	(33,044)	(39.0%)	▼	(96,894)	High volume of OP cases which create an increase in workload	
60100	Salaries - Regular	27200	28,838	28,117	(721)	(2.6%)	▼	10,718	New hire at higher hourly rate due to competitive market	
60110	Salaries - Overtime	26520	8,655	4,983	(3,672)	(73.7%)	▼	(36,226)	High volume of OP cases which create an increase in workload	
60110	Salaries - Overtime	26810	5,593	2,348	(3,245)	(138.2%)	▼	(24,069)	Extremely busy month with volume 14% over budget	
60120	Salaries - Non-Productive	26520	14,391	6,626	(7,765)	(117.2%)	▼	(54,997)	Long term employees using PTO before they lose it.	
60600	Salaries - Contract Labor	27280	29,646	0	(29,646)	(100.0%)	▼	(241,955)	Due to education for the new I One time expense to cover training for new equipment	
61510	Employee Benefits - PDO	27280	848	20,903	20,055	95.9%	▲	6,025	_	
	Supply Expense									
62130	Supplies - Med Surg Nonbillable	26520	5,749	2,390	(3,359)	(140.5%)	▼	(5,007)	High volume of OP cases requires rooms to be supplied more frequently	
62130	Supplies - Med Surg Nonbillable	26530	4,749	3,734	(1,015)	(27.2%)	▼	(10,168)	_	
62130	Supplies - Med Surg Nonbillable	26630	3,096	1,685	(1,411)	(83.8%)	▼	(8,897)	_	
62140	Supplies - Med Surg Billable	27200	9,751	11,302	1,552	13.7%	▲	1,296	Increase volume of cases using ionic contrast	
62140	Supplies - Med Surg Billable	27220	25,293	22,648	(2,645)	(11.7%)	▼	30,802	_	
62140	Supplies - Med Surg Billable	27230	51,844	33,593	(18,251)	(54.3%)	▼	(51,779)	_	
62140	Supplies - Med Surg Billable	27280	1,276	4,838	3,562	73.6%	▲	22,205	_	
62145	Supplies - Implants	27440	338,543	0	(338,543)	(100.0%)	▼	(1,352,233)	Change in expense coding. Non-Budgeted Item	
62145	Supplies - Implants	27640	431,480	0	(431,480)	(100.0%)	▼	(1,862,490)	_	

Reports in the Executive Monthly Package

These reports are designed for month-end or payroll electronic reporting. For more information on setting up and configuring this report package, see Configuring the Executive Monthly Package report.

Budget Variance Rollup

Use to show the current month and year-to-date Actual, Flexible, or Fixed Budget and Prior Year values by category in detail. This report can be processed at a rolled-up level by Entity, VP, Director, and so on. You can use any grouping column in dimensions for summarization.



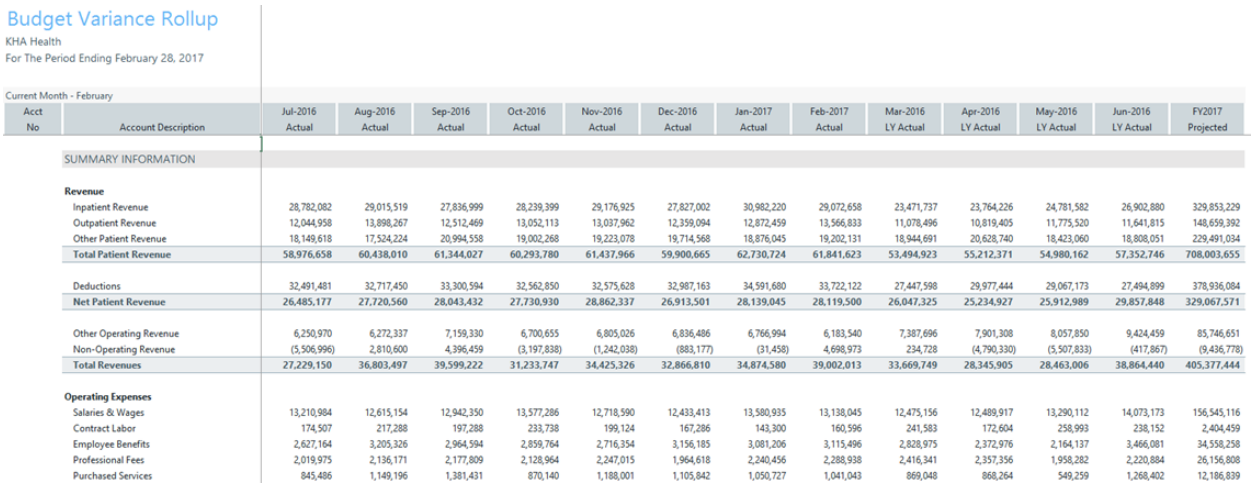
Budget Variance Rollup

KHA Health

For The Period Ending February 28, 2017

Current Month - February							Year To Date - February						
Acct No	Account Description	Feb-2017 Actual	Feb-2017 Budget	Variance	Feb-2016 Actual	Account Number	Account Description	Feb-2017 Actual	Feb-2017 Budget	Variance	Feb-2016 Actual	Annual Budget
	SUMMARY INFORMATION						SUMMARY INFORMATION					
	Revenue						**Revenue**					
	Inpatient Revenue	29,072,658	28,990,718	81,940	22,374,408		Inpatient Revenue	230,932,805	229,880,009	1,052,796	189,863,720	343,384,622
	Outpatient Revenue	13,566,833	13,159,817	407,016	11,211,197		Outpatient Revenue	103,344,156	105,020,289	(1,676,133)	84,895,353	158,762,584
	Other Patient Revenue	19,202,131	19,953,157	(751,026)	17,385,036		Other Patient Revenue	152,686,491	154,068,502	(1,382,011)	154,437,322	227,939,308
	Total Patient Revenue	**61,841,623**	**62,103,693**	**(262,070)**	**50,970,641**		**Total Patient Revenue**	**486,963,453**	**488,968,801**	**(2,005,348)**	**429,196,395**	**730,086,514**
	Deductions	33,722,122	33,066,392	(655,730)	25,912,814		Deductions	264,948,970	262,697,545	(2,251,425)	229,136,381	396,414,114
	Net Patient Revenue	**28,119,500**	**29,037,301**	**(917,800)**	**25,057,827**		**Net Patient Revenue**	**222,014,483**	**226,271,255**	**(4,256,773)**	**200,060,015**	**333,672,400**
	Other Operating Revenue	6,183,540	6,895,521	(711,981)	7,299,684		Other Operating Revenue	52,975,338	54,322,952	(1,347,614)	58,766,180	81,462,542
	Non-Operating Revenue	4,698,973	1,026,502	3,672,471	(1,901,822)		Non-Operating Revenue	1,044,524	7,194,001	(6,149,477)	(1,101,183)	11,300,000
	Total Revenues	**39,002,013**	**36,959,323**	**2,042,690**	**30,455,689**		**Total Revenues**	**276,034,345**	**287,788,208**	**(11,753,864)**	**257,725,011**	**426,434,942**
	Operating Expenses						**Operating Expenses**					
	Salaries & Wages	13,138,045	13,516,728	378,683	12,381,320		Salaries & Wages	104,216,758	105,020,665	803,906	98,287,691	159,721,840
	Contract Labor	160,596	59,768	(100,828)	199,235		Contract Labor	1,493,126	549,567	(943,559)	1,580,465	788,587
	Employee Benefits	3,115,496	2,944,466	(171,029)	2,740,881		Employee Benefits	23,726,089	22,839,334	(886,754)	21,548,581	33,781,250
	Professional Fees	2,288,938	2,077,576	(211,361)	2,236,956		Professional Fees	17,203,945	17,238,162	34,217	16,532,202	25,547,702
	Purchased Services	1,041,043	987,565	(53,477)	931,530		Purchased Services	8,631,866	9,052,000	420,134	7,723,983	12,934,118

The Budget Variance Rollup report also shows the monthly values by category and account. It will fill in the remainder of the year with budget last year or forecast data to show a year end projection.



Budget Variance Rollup

KHA Health

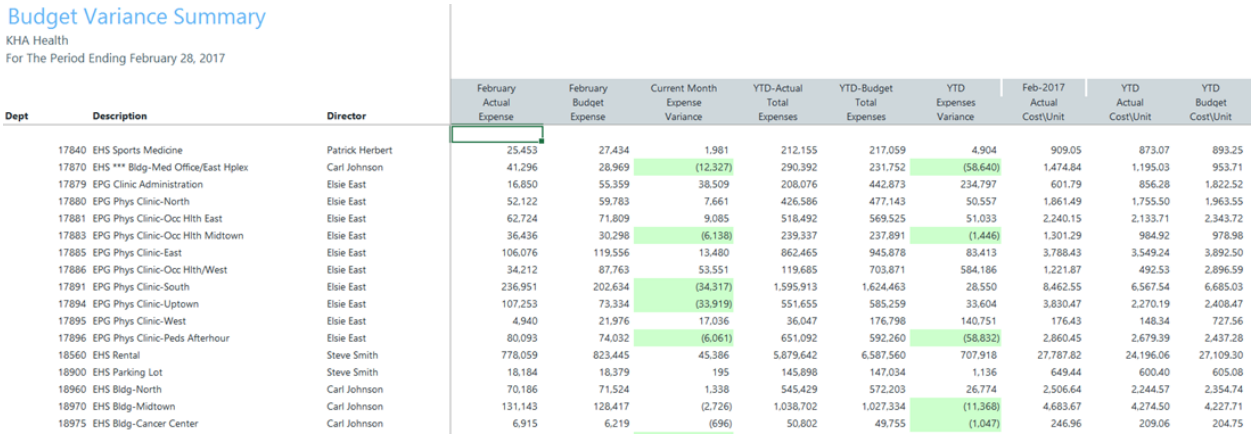
For The Period Ending February 28, 2017

Current Month - February

Acct No	Account Description	Jul-2016 Actual	Aug-2016 Actual	Sep-2016 Actual	Oct-2016 Actual	Nov-2016 Actual	Dec-2016 Actual	Jan-2017 Actual	Feb-2017 Actual	Mar-2016 LY Actual	Apr-2016 LY Actual	May-2016 LY Actual	Jun-2016 LY Actual	FY2017 Projected
	SUMMARY INFORMATION													
	Revenue													
	Inpatient Revenue	28,782,082	29,015,519	27,836,999	28,239,399	29,176,925	27,827,002	30,982,220	29,072,658	23,471,737	23,764,226	24,781,582	26,902,880	329,853,229
	Outpatient Revenue	12,044,958	13,898,267	12,512,469	13,052,113	13,037,962	12,359,094	12,872,459	13,566,833	11,078,496	10,819,405	11,775,520	11,641,815	148,659,392
	Other Patient Revenue	18,149,618	17,524,224	20,994,558	19,002,268	19,223,078	19,714,568	18,876,045	19,202,131	18,944,691	20,628,740	18,423,060	18,808,051	229,491,034
	Total Patient Revenue	**58,976,658**	**60,438,010**	**61,344,027**	**60,293,780**	**61,437,966**	**59,900,665**	**62,730,724**	**61,841,623**	**53,494,923**	**55,212,371**	**54,980,162**	**57,352,746**	**708,003,655**
	Deductions	32,491,481	32,717,450	33,300,594	32,562,850	32,575,628	32,987,163	34,591,680	33,722,122	27,447,598	29,977,444	29,067,173	27,494,899	378,936,084
	Net Patient Revenue	**26,485,177**	**27,720,560**	**28,043,432**	**27,730,930**	**28,862,337**	**26,913,501**	**28,139,045**	**28,119,500**	**26,047,325**	**25,234,927**	**25,912,989**	**29,857,848**	**329,067,571**
	Other Operating Revenue	6,250,970	6,272,337	7,159,330	6,700,655	6,805,026	6,836,486	6,766,994	6,183,540	7,387,696	7,901,308	8,057,850	9,424,459	85,746,651
	Non-Operating Revenue	(5,506,996)	2,810,600	4,396,459	(3,197,838)	(1,242,038)	(883,177)	(31,458)	4,698,973	234,728	(4,790,330)	(5,507,833)	(417,867)	(9,436,778)
	Total Revenues	**27,229,150**	**36,803,497**	**39,599,222**	**31,233,747**	**34,425,326**	**32,866,810**	**34,874,580**	**39,002,013**	**33,669,749**	**28,345,905**	**28,463,006**	**38,864,440**	**405,377,444**
	Operating Expenses													
	Salaries & Wages	13,210,984	12,615,154	12,942,350	13,577,286	12,718,590	12,433,413	13,580,935	13,138,045	12,475,156	12,489,917	13,290,112	14,073,173	156,545,116
	Contract Labor	174,507	217,288	197,288	233,738	199,124	167,286	143,300	160,596	241,583	172,604	258,993	238,152	2,404,459
	Employee Benefits	2,627,164	3,205,326	2,964,594	2,859,764	2,716,354	3,156,185	3,081,206	3,115,496	2,828,975	2,372,976	2,164,137	3,466,081	34,558,258
	Professional Fees	2,019,975	2,136,171	2,177,809	2,128,964	2,247,015	1,964,618	2,240,456	2,288,938	2,416,341	2,357,356	1,958,282	2,220,884	26,156,808
	Purchased Services	845,486	1,149,196	1,381,431	870,140	1,188,001	1,105,842	1,050,727	1,041,043	869,048	868,264	549,259	1,268,402	12,186,839

Budget Variance Summary

Use to show the expense, cost-per-unit of service, and hours-per-unit of service variances for each department. This report is typically run by VP to give them a summary of the departments that have variances for the current month.



Budget Variance Summary

KHA Health

For The Period Ending February 28, 2017

Dept	Description	Director	February Actual Expense	February Budget Expense	Current Month Expense Variance	YTD-Actual Total Expenses	YTD-Budget Total Expenses	YTD Expenses Variance	Feb-2017 Actual Cost\Unit	YTD Actual Cost\Unit	YTD Budget Cost\Unit
17840	EHS Sports Medicine	Patrick Herbert	25.453	27.434	1.981	212.155	217.059	4.904	909.05	873.07	893.25
17870	EHS *** Bldg-Med Office/East Hplex	Carl Johnson	41.296	28.969	(12.327)	290.392	231.752	(58.640)	1.474.84	1.195.03	953.71
17879	EPG Clinic Administration	Elsie East	16.850	55.359	38.509	208.076	442.873	234.797	601.79	856.28	1,822.52
17880	EPG Phys Clinic-North	Elsie East	52.122	59.783	7.661	426.586	477.143	50.557	1,861.49	1,755.50	1,963.55
17881	EPG Phys Clinic-Occ Hlth East	Elsie East	62.724	71.809	9.085	518.492	569.525	51.033	2.240.15	2.133.71	2,343.72
17883	EPG Phys Clinic-Occ Hlth Midtown	Elsie East	36.436	30.298	(6.138)	239.337	237.891	(1.446)	1.301.29	984.92	978.98
17885	EPG Phys Clinic-East	Elsie East	106.076	119.556	13.480	862.465	945.878	83.413	3.788.43	3.549.24	3.892.50
17886	EPG Phys Clinic-Occ Hlth/West	Elsie East	34.212	87.763	53.551	119.685	703.871	584.186	1.221.87	492.53	2.896.59
17891	EPG Phys Clinic-South	Elsie East	236.951	202.634	(34.317)	1.595.913	1.624.463	28.550	8.462.55	6.567.54	6.685.03
17894	EPG Phys Clinic-Uptown	Elsie East	107.253	73.334	(33.919)	551.655	585.259	33.604	3.830.47	2.270.19	2.408.47
17895	EPG Phys Clinic-West	Elsie East	4.940	21.976	17.036	36.047	176.798	140.751	176.43	148.34	727.56
17896	EPG Phys Clinic-Peds Afterhour	Elsie East	80.093	74.032	(6.061)	651.092	592.260	(58.832)	2.860.45	2.679.39	2.437.28
18560	EHS Rental	Steve Smith	778.059	823.445	45.386	5.879.642	6.587.560	707.918	27.787.82	24.196.06	27,109.30
18900	EHS Parking Lot	Steve Smith	18.184	18.379	195	145.898	147.034	1,136	649.44	600.40	605.08
18960	EHS Bldg-North	Carl Johnson	70.186	71.524	1.338	545.429	572.203	26.774	2.506.64	2.244.57	2.354.74
18970	EHS Bldg-Midtown	Carl Johnson	131.143	128.417	(2.726)	1.038.702	1.027.334	(11.368)	4.683.67	4.274.50	4.227.71
18975	EHS Bldg-Cancer Center	Carl Johnson	6.915	6.219	(696)	50.802	49.755	(1.047)	246.96	209.06	204.75

Cover_Executive

Use as the cover page for monthly Executive report package. You can customize this report to meet your reporting needs.

Month Ending: Feb-2017

Executive Month-End Report Package-

This package contains a copy of your current month-end financial reports for your review

REPORT TYPES

Tab Name	Type of Report
Cons-Financial	Consolidated Financial for your Responsibility Areas.
Top 10	Top 10 Departments for both favorable and unfavorable variances
Charts	Financial Charts
Dept Variance	Variances by Financial Statement Area by Department
Dept Trend	12 month rolling trend by Financial Statement Area by Dept - Highlighting threshold-level changes
StatSum_	Statistic Variance Summary
BVRollup_	Consolidated, Account level, 12 Month rolling trend Financial Statement Format
BVSum_	Categorized Budget Variance Summary by Department
Pay_	Departmental FTE Summary

Dept Variance Rollup

Use to show department variances over a chosen threshold by category for revenue and expenses for the current period and year-to-date. This report also contains a monthly variance output and projection for the rest of the fiscal year.

Departmental Variance Report

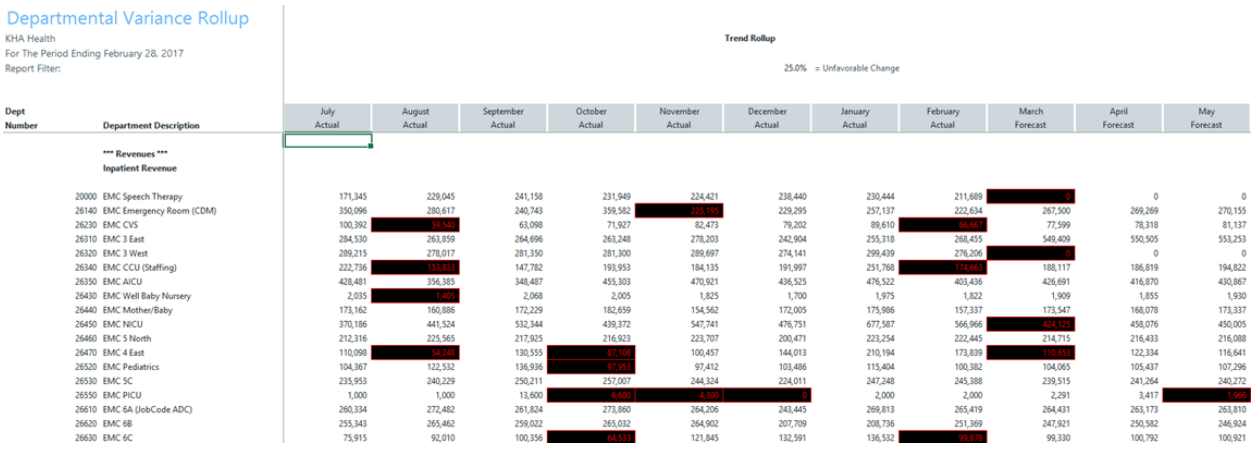
KHA Health
For The Period Ending February 28, 2017
Report Filter:

Variance Rollup

25.0% = Unfavorable Month-End Variance

Current Month - February						Year to Date - February				2017
Feb-2017 Actual	Feb-2017 Budget	Variance	Feb-2016 Actual	Department Number	Department Description	Feb-2017 Actual	Feb-2017 Budget	Variance	Feb-2016 Actual	Annual Budget
					*** Revenues ***					
					Inpatient Revenue					
211,689	2,202,856	(1,991,167)	165,016	20000	EMC Balance Sheet	1,778,490	18,473,525	(16,695,035)	1,668,234	25,810,153
222,634	354,920	(132,286)	241,646	26140	EMC Emergency Room (CDM)	2,165,299	2,552,907	(387,608)	2,370,093	3,899,640
66,667	56,004	10,663	44,858	26230	EMC CVS	612,909	452,762	160,147	457,202	689,002
268,455	233,530	34,925	203,926	26310	EMC 3 East	2,121,212	1,821,583	299,629	1,823,569	2,768,624
276,206	245,307	30,899	220,350	26320	EMC 3 West	2,269,365	1,971,456	297,909	1,969,636	2,962,839
174,663	129,036	45,627	121,947	26340	EMC CCU (Staffing)	1,520,867	972,686	548,181	984,635	1,478,413
403,436	239,173	164,263	289,538	26350	EMC AICU	3,376,061	2,218,994	1,157,067	2,282,648	3,263,384
1,822	1,923	(101)	1,805	26430	EMC Well Baby Nursery	14,835	18,335	(3,500)	14,768	27,828
157,337	124,829	32,508	128,902	26440	EMC Mother/Baby	1,348,826	1,159,661	189,165	1,188,254	1,732,939
566,966	176,431	390,535	143,116	26450	EMC NICU	4,052,471	1,646,850	2,405,621	1,552,833	2,462,735
222,445	204,210	18,235	171,689	26460	EMC 5 North	1,742,606	1,492,896	249,710	1,458,404	2,290,067
173,839	0	173,839	121,105	26470	EMC 4 East	1,010,512	394,355	616,157	554,313	394,355

The Budget Variance Rollup report also shows the monthly values by category and account. It will fill in the remainder of the year with budget last year or forecast data to show a year end projection.



Departmental Variance Rollup

KHA Health

For The Period Ending February 28, 2017

Report Filter:

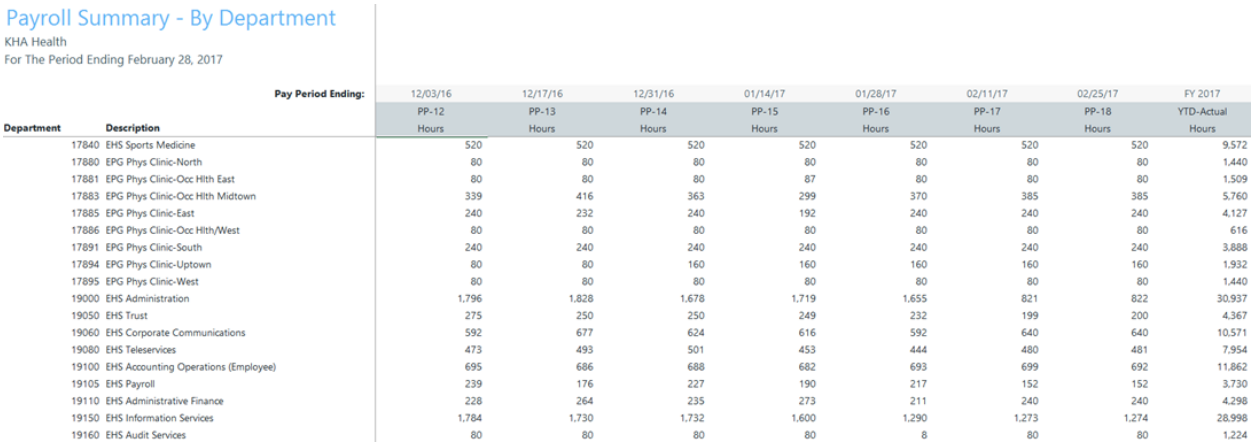
Trend Rollup

25.0% = Unfavorable Change

Dept Number	Department Description	July Actual	August Actual	September Actual	October Actual	November Actual	December Actual	January Actual	February Actual	March Forecast	April Forecast	May Forecast
	*** Revenues ***											
	Inpatient Revenue											
20000	EMC Speech Therapy	171,345	229,045	241,158	231,949	224,421	238,440	230,444	211,689	0	0	0
26140	EMC Emergency Room (CDM)	350,096	280,617	240,743	359,582	225,195	229,295	257,137	222,634	267,500	269,269	270,155
26230	EMC CVS	100,392	59,540	63,098	71,927	82,473	79,202	89,610	66,667	77,599	78,318	81,137
26310	EMC 3 East	284,530	263,859	264,696	263,248	278,203	242,904	255,318	268,455	549,409	550,505	553,253
26320	EMC 3 West	289,215	278,017	281,350	281,300	289,697	274,141	299,439	276,206	0	0	0
26340	EMC CCU (Staffing)	222,736	153,833	147,782	193,953	184,135	191,997	251,768	174,663	188,117	186,819	194,822
26350	EMC AICU	428,481	356,385	348,487	455,303	470,921	436,525	476,522	403,436	426,691	416,870	430,867
26430	EMC Well Baby Nursery	2,035	1,405	2,068	2,005	1,825	1,700	1,975	1,822	1,909	1,855	1,930
26440	EMC Mother/Baby	173,162	160,886	172,229	182,659	154,562	172,005	175,986	157,337	173,547	168,078	173,337
26450	EMC NICU	370,186	441,524	532,344	439,372	547,741	476,751	677,587	566,966	424,125	458,076	450,005
26460	EMC 5 North	212,316	225,565	217,925	216,923	223,707	200,471	223,254	222,445	214,715	216,433	216,088
26470	EMC 4 East	110,098	54,248	130,555	87,108	100,457	144,013	210,194	173,839	110,653	122,334	116,641
26520	EMC Pediatrics	104,367	122,532	136,936	97,953	97,412	103,486	115,404	100,382	104,065	105,437	107,296
26530	EMC 5C	235,953	240,229	250,211	257,007	244,324	224,011	247,248	245,388	239,515	241,264	240,272
26550	EMC PICU	1,000	1,000	13,600	6,600	4,300	0	2,000	2,000	2,291	3,417	1,966
26610	EMC 6A (JobCode ADC)	260,334	272,482	261,824	273,860	264,206	243,445	269,813	265,419	264,431	263,173	263,810
26620	EMC 6B	255,343	265,462	259,022	265,032	264,902	207,709	208,736	251,369	247,921	250,582	246,924
26630	EMC 6C	75,915	92,010	100,356	64,533	121,845	132,591	136,532	99,878	99,330	100,792	100,921

Pay Summary by Department

Use to show bi-weekly paid hours by department, by payroll summary category trended over multiple pay periods. This report is normally processed by VP but can also be processed by Director, Division, and so on.



Payroll Summary - By Department

KHA Health

For The Period Ending February 28, 2017

Department	Description	Pay Period Ending: 12/03/16 PP-12 Hours	12/17/16 PP-13 Hours	12/31/16 PP-14 Hours	01/14/17 PP-15 Hours	01/28/17 PP-16 Hours	02/11/17 PP-17 Hours	02/25/17 PP-18 Hours	FY 2017 YTD-Actual Hours
17840	EHS Sports Medicine	520	520	520	520	520	520	520	9,572
17880	EPG Phys Clinic-North	80	80	80	80	80	80	80	1,440
17881	EPG Phys Clinic-Occ Hlth East	80	80	80	87	80	80	80	1,509
17883	EPG Phys Clinic-Occ Hlth Midtown	339	416	363	299	370	385	385	5,760
17885	EPG Phys Clinic-East	240	232	240	192	240	240	240	4,127
17886	EPG Phys Clinic-Occ Hlth/West	80	80	80	80	80	80	80	616
17891	EPG Phys Clinic-South	240	240	240	240	240	240	240	3,888
17894	EPG Phys Clinic-Uptown	80	80	160	160	160	160	160	1,932
17895	EPG Phys Clinic-West	80	80	80	80	80	80	80	1,440
19000	EHS Administration	1,796	1,828	1,678	1,719	1,655	821	822	30,937
19050	EHS Trust	275	250	250	249	232	199	200	4,367
19060	EHS Corporate Communications	592	677	624	616	592	640	640	10,571
19080	EHS Teleservices	473	493	501	453	444	480	481	7,954
19100	EHS Accounting Operations (Employee)	695	686	688	682	693	699	692	11,862
19105	EHS Payroll	239	176	227	190	217	152	152	3,730
19110	EHS Administrative Finance	228	264	235	273	211	240	240	4,298
19150	EHS Information Services	1,784	1,730	1,732	1,600	1,290	1,273	1,274	28,998
19160	EHS Audit Services	80	80	80	80	8	80	80	1,224

Statistic Variance Summary

Use to show key statistics by department for the past four months to show statistical trends and variances.

Statistic Variance Summary

KHA Health
For The Period Ending February 28, 2017

Dept	Description	Statistic	Nov-2016 Key Stat	Dec-2016 Key Stat	Jan-2017 Key Stat	Feb-2017 Key Stat	4 mo Avg	Variance to Last Month	Variance 4 Mo Avg	Current Budget	Variance Budget
17840	EHS Sports Medicine	Calendar Days	30	31	31	28	30	(3)	(2)	28	0
17870	EHS *** Bldg-Med Office/East Hplex	Calendar Days	30	31	31	28	30	(3)	(2)	28	0
17879	EPG Clinic Administration	Calendar Days	30	31	31	28	30	(3)	(2)	28	0
17880	EPG Phys Clinic-North	Calendar Days	30	31	31	28	30	(3)	(2)	28	0
17881	EPG Phys Clinic-Occ Hlth East	Calendar Days	30	31	31	28	30	(3)	(2)	28	0
17883	EPG Phys Clinic-Occ Hlth Midtown	Calendar Days	30	31	31	28	30	(3)	(2)	28	0
17885	EPG Phys Clinic-East	Calendar Days	30	31	31	28	30	(3)	(2)	28	0
17886	EPG Phys Clinic-Occ Hlth/West	Calendar Days	30	31	31	28	30	(3)	(2)	28	0
17891	EPG Phys Clinic-South	Calendar Days	30	31	31	28	30	(3)	(2)	28	0
17894	EPG Phys Clinic-Uptown	Calendar Days	30	31	31	28	30	(3)	(2)	28	0
17895	EPG Phys Clinic-West	Calendar Days	30	31	31	28	30	(3)	(2)	28	0
17896	EPG Phys Clinic-Peds Afterhour	Calendar Days	30	31	31	28	30	(3)	(2)	28	0
18560	EHS Rental	Calendar Days	30	31	31	28	30	(3)	(2)	28	0
18900	EHS Parking Lot	Calendar Days	30	31	31	28	30	(3)	(2)	28	0
18960	EHS Bldg-North	Calendar Days	30	31	31	28	30	(3)	(2)	28	0
18970	EHS Bldg-Midtown	Calendar Days	30	31	31	28	30	(3)	(2)	28	0
18975	EHS Bldg-Cancer Center	Calendar Days	30	31	31	28	30	(3)	(2)	28	0

Top 10 Variances

Use to show top and bottom ten department variances for salaries, supplies, and other expenses.

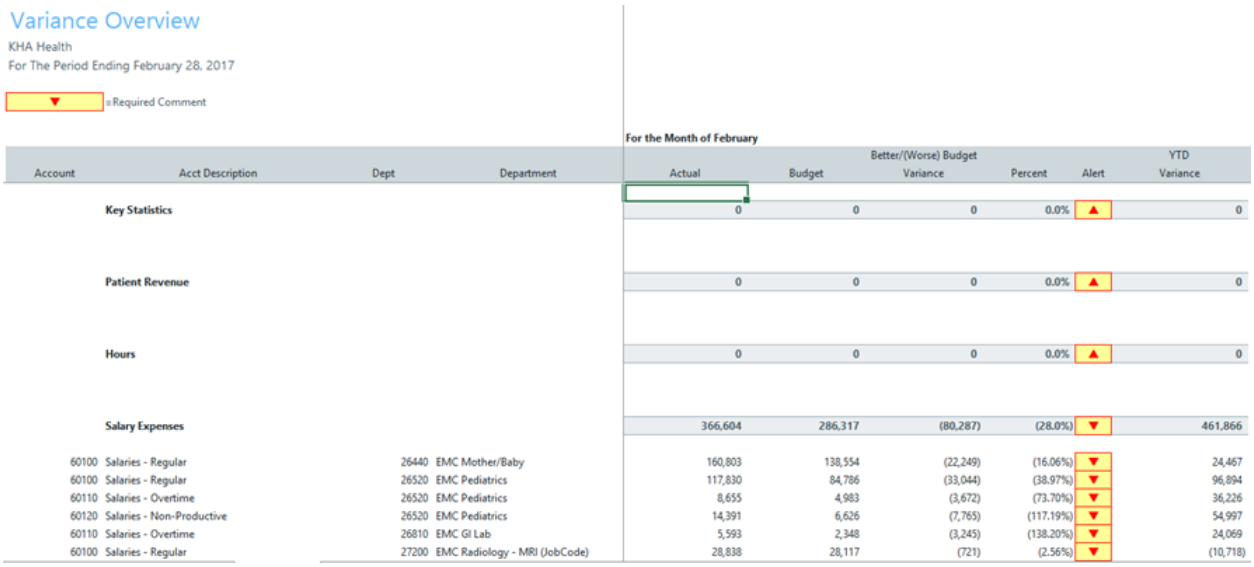
Top/Bottom 10 Budget Variance

Income Statement	Current Period Feb-2017	Budget	Variance	LY Actual	Year-To-Date Feb-2017	Budget	Variance	LY Actual
Patient Revenue	61,841,623	62,041,866	(200,243)	50,970,641	486,963,453	488,785,156	(1,821,703)	429,196,395
Deductions From Revenue	32,374,637	31,731,467	(643,169)	24,933,362	256,689,586	252,179,251	(4,510,335)	220,279,174
Net Patient Revenue	29,466,986	30,310,398	(843,412)	26,037,278	230,273,867	236,605,905	(6,332,038)	208,917,222
Total Operating Revenue	35,650,526	37,205,919	(1,555,393)	33,336,962	283,249,204	290,928,857	(7,679,652)	267,683,401
Salaries & Wages	16,414,137	16,520,963	106,826	15,321,436	129,435,973	128,409,566	(1,026,407)	121,416,737
Supplies	6,065,812	5,898,041	(167,771)	5,357,117	46,283,983	46,886,142	602,159	43,073,844
Other Expense	12,615,516	12,488,230	(127,287)	11,581,333	96,811,499	99,719,180	2,907,681	88,570,827
Total Operating Expenses	35,095,466	34,907,233	(188,232)	32,259,886	272,531,455	275,014,888	2,483,433	253,061,408
Excess of Revenue Over Expenses from Operati	555,060	2,298,686	(1,743,626)	1,077,076	10,717,750	15,913,969	(5,196,219)	14,621,993

Expense Review	Current Period Actual	Budget	Variance	LY Actual	Year-To-Date Actual	Budget	Variance	LY Actual
Salaries & Wages	13,138,045	13,487,128	349,083	12,381,320	104,216,758	104,913,607	696,849	98,287,691
Benefits	3,115,496	2,937,954	(177,541)	2,740,881	23,726,089	22,815,782	(910,307)	21,548,581
Contract Labor	160,596	59,768	(100,828)	199,235	1,493,126	549,567	(943,559)	1,580,465
Professional Fees	2,288,938	2,077,576	(211,361)	2,236,956	17,203,945	17,238,162	34,217	16,532,202
Purchased Services	1,041,043	987,565	(53,477)	931,530	8,631,866	9,052,000	420,134	7,723,983
Supplies	3,298,231	3,109,232	(188,999)	2,909,349	24,753,455	25,405,674	652,219	22,988,430
Drugs & Pharmaceuticals	2,767,582	2,788,809	21,228	2,447,768	21,530,527	21,480,468	(50,059)	20,085,414

Variance Overview

Use to show monthly variances by department, by account that exceed the thresholds set by the system administrator.



Variance Overview

KHA Health

For The Period Ending February 28, 2017

▼ =Required Comment

Account	Acct Description	Dept	Department	For the Month of February Actual	Budget	Better/(Worse) Budget Variance	Percent	Alert	YTD Variance
	Key Statistics			0	0	0	0.0%	▲	0
	Patient Revenue			0	0	0	0.0%	▲	0
	Hours			0	0	0	0.0%	▲	0
	Salary Expenses			366,604	286,317	(80,287)	(28.0%)	▼	461,866
60100	Salaries - Regular	26440	EMC Mother/Baby	160,803	138,554	(22,249)	(16.06%)	▼	24,467
60100	Salaries - Regular	26520	EMC Pediatrics	117,830	84,786	(33,044)	(38.97%)	▼	96,894
60110	Salaries - Overtime	26520	EMC Pediatrics	8,655	4,983	(3,672)	(73.70%)	▼	36,226
60120	Salaries - Non-Productive	26520	EMC Pediatrics	14,391	6,626	(7,765)	(117.19%)	▼	54,997
60110	Salaries - Overtime	26810	EMC GI Lab	5,593	2,348	(3,245)	(138.20%)	▼	24,069
60100	Salaries - Regular	27200	EMC Radiology - MRI (JobCode)	28,838	28,117	(721)	(2.56%)	▼	(10,718)

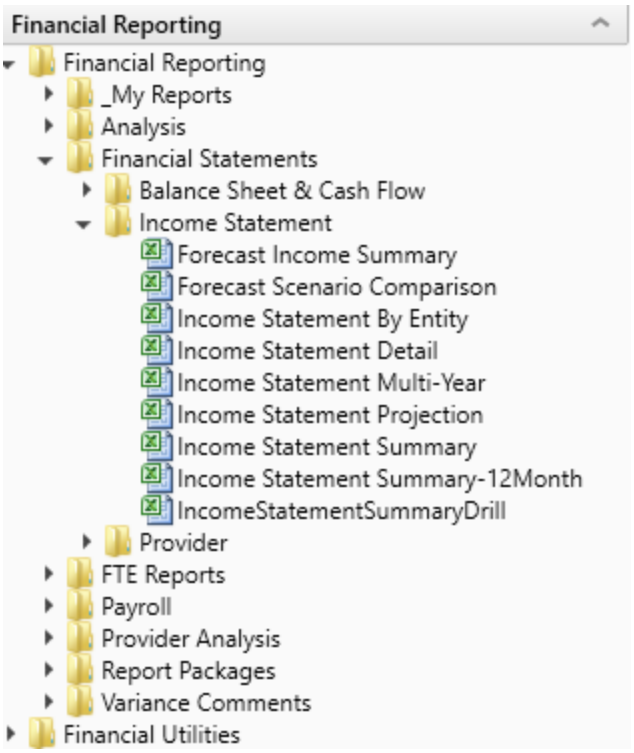
Income Statement reports

These reports are designed for designed for month-end close analysis.

Accessing these reports

The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting\Financial Statements\Income Statement**. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the **Financial Reporting** section, click **Financial Reporting > Financial Statements > Income Statement**.



Forecast Income Summary

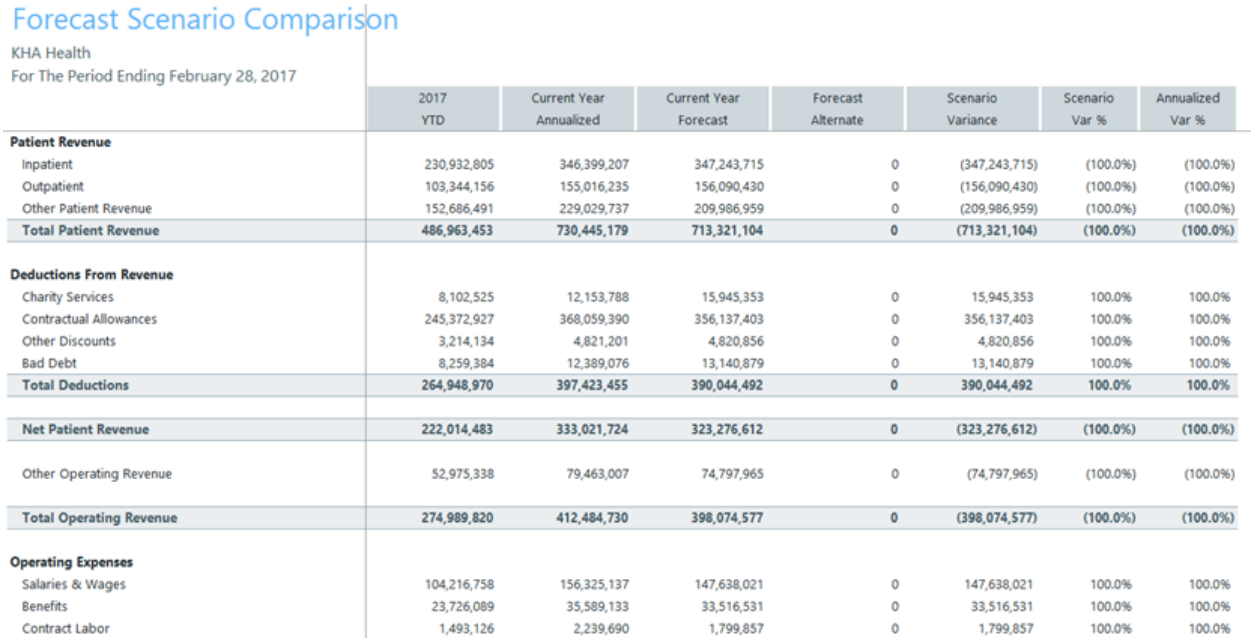
Use to show the Current Year Forecast by FSDetail category compared to Current Year Budget and Current Year Annualized.

Forecast Income Summary
KHA Health
For The Period Ending February 28, 2017

	2017 YTD	Current Year Annualized	Current Year Budget	Current Year Forecast	Forecast to Budget Variance	Budget Var %	Annualized Var %
Patient Revenue							
Inpatient	230,932,805	346,399,207	342,944,253	347,243,715	4,299,461	1.3%	0.2%
Outpatient	103,344,156	155,016,235	158,762,584	156,090,430	(2,672,154)	(1.7%)	0.7%
Other Patient Revenue	152,686,491	229,029,737	227,939,308	209,986,959	(17,952,349)	(7.9%)	(8.3%)
Total Patient Revenue	486,963,453	730,445,179	729,646,146	713,321,104	(16,325,041)	(2.2%)	(2.3%)
Deductions From Revenue							
Charity Services	8,102,525	12,153,788	13,102,222	15,945,353	(2,843,131)	(21.7%)	(31.2%)
Contractual Allowances	245,372,927	368,059,390	354,583,898	356,137,403	(1,553,506)	(0.4%)	3.2%
Other Discounts	3,214,134	4,821,201	12,844,577	4,820,856	8,023,721	62.5%	0.0%
Bad Debt	8,259,384	12,389,076	15,645,038	13,140,879	2,504,159	16.0%	(6.1%)
Total Deductions	264,948,970	397,423,455	396,175,735	390,044,492	6,131,243	1.5%	1.9%
Net Patient Revenue	222,014,483	333,021,724	333,470,411	323,276,612	(10,193,798)	(3.1%)	(2.9%)
Other Operating Revenue	52,975,338	79,463,007	81,462,542	74,797,965	(6,664,577)	(8.2%)	(5.9%)
Total Operating Revenue	274,989,820	412,484,730	414,932,953	398,074,577	(16,858,375)	(4.1%)	(3.5%)
Operating Expenses							
Salaries & Wages	104,216,758	156,325,137	159,485,812	147,638,021	11,847,791	7.4%	5.6%
Benefits	23,726,089	35,589,133	33,729,323	33,516,531	212,792	0.6%	5.8%
Contract Labor	1,493,126	2,239,690	788,587	1,799,857	(1,011,270)	(128.2%)	19.6%

Forecast Scenario Comparison

Use to show the Current Year To Date, Current Year Annualized compared to the Current Year Forecast and Alternate Forecast.



Forecast Scenario Comparison

KHA Health

For The Period Ending February 28, 2017

	2017 YTD	Current Year Annualized	Current Year Forecast	Forecast Alternate	Scenario Variance	Scenario Var %	Annualized Var %
Patient Revenue							
Inpatient	230,932,805	346,399,207	347,243,715	0	(347,243,715)	(100.0%)	(100.0%)
Outpatient	103,344,156	155,016,235	156,090,430	0	(156,090,430)	(100.0%)	(100.0%)
Other Patient Revenue	152,686,491	229,029,737	209,986,959	0	(209,986,959)	(100.0%)	(100.0%)
Total Patient Revenue	**486,963,453**	**730,445,179**	**713,321,104**	**0**	**(713,321,104)**	**(100.0%)**	**(100.0%)**
Deductions From Revenue							
Charity Services	8,102,525	12,153,788	15,945,353	0	15,945,353	100.0%	100.0%
Contractual Allowances	245,372,927	368,059,390	356,137,403	0	356,137,403	100.0%	100.0%
Other Discounts	3,214,134	4,821,201	4,820,856	0	4,820,856	100.0%	100.0%
Bad Debt	8,259,384	12,389,076	13,140,879	0	13,140,879	100.0%	100.0%
Total Deductions	**264,948,970**	**397,423,455**	**390,044,492**	**0**	**390,044,492**	**100.0%**	**100.0%**
Net Patient Revenue	**222,014,483**	**333,021,724**	**323,276,612**	**0**	**(323,276,612)**	**(100.0%)**	**(100.0%)**
Other Operating Revenue	52,975,338	79,463,007	74,797,965	0	(74,797,965)	(100.0%)	(100.0%)
Total Operating Revenue	**274,989,820**	**412,484,730**	**398,074,577**	**0**	**(398,074,577)**	**(100.0%)**	**(100.0%)**
Operating Expenses							
Salaries & Wages	104,216,758	156,325,137	147,638,021	0	147,638,021	100.0%	100.0%
Benefits	23,726,089	35,589,133	33,516,531	0	33,516,531	100.0%	100.0%
Contract Labor	1,493,126	2,239,690	1,799,857	0	1,799,857	100.0%	100.0%

Income Statement By Entity

Use to show the Income Statement categories by entity for the current fiscal year.

Income Summary By Entity

KHA Health
For The Period Ending July 31, 2016

	1-KH Health System	TOTAL	2017 Budget
Deductions From Revenue			
Bad Debt	0	0	368,000
Total Deductions From Revenue	**0**	**0**	**368,000**
Net Patient Revenue	**0**	**0**	**(368,000)**
Other Operating Revenue	1,384,039	1,384,039	16,856,770
Total Operating Revenue	**1,384,039**	**1,384,039**	**16,488,770**
Operating Expenses			
Salaries & Wages	1,449,152	1,449,152	9,482,000
Benefits	226,580	226,580	1,738,000
Contract Labor	2,160	2,160	0
Professional Fees	450,290	450,290	7,027,018
Purchased Services	66,638	66,638	3,084,020
Medical Supplies	21	21	1,208
Other Supplies	37,148	37,148	833,016
Depreciation and Amortization	1,204,052	1,204,052	16,467,346
Lease and Rental	104,217	104,217	1,306,487
Maintenance and Repairs	147,167	147,167	1,865,519

Income Statement Detail

Use to show the detail accounts within each income statement category of FSDetail showing current-year detail and last-year actual.

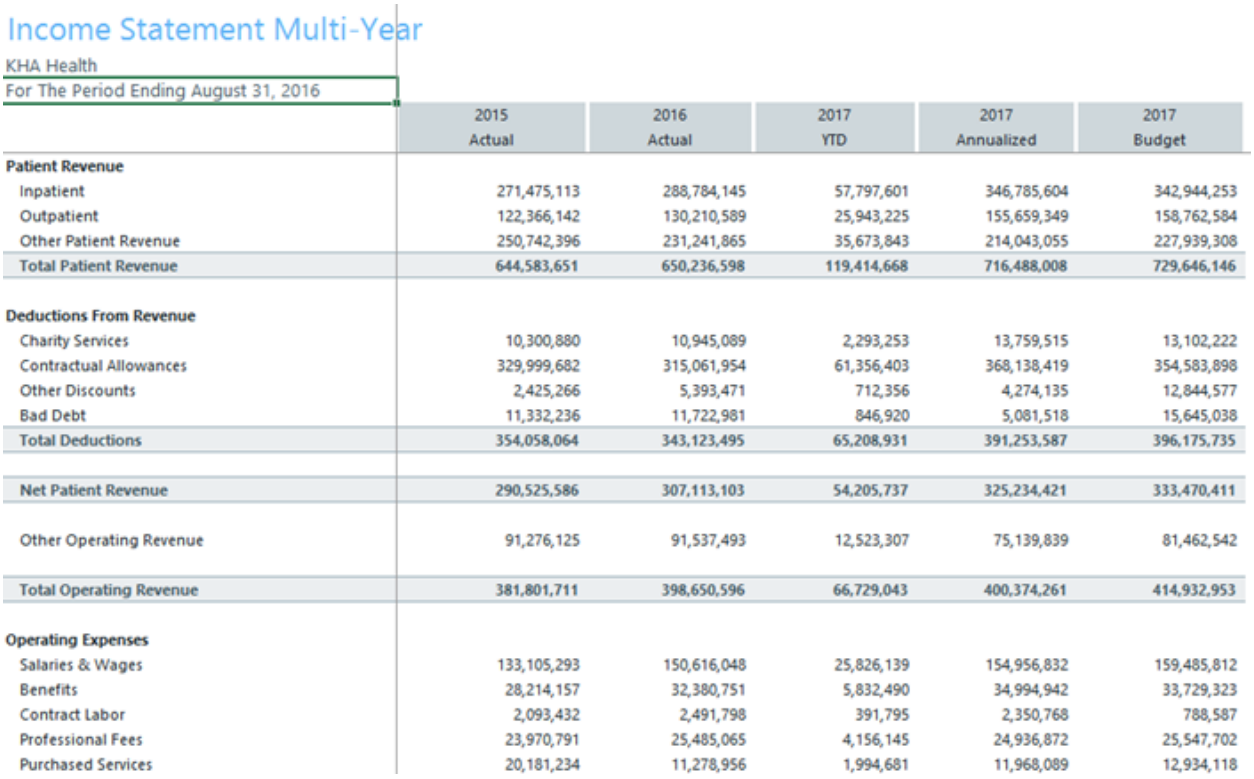
Income Statement Detail

KHA Health
For The Period Ending August 31, 2016

Account	Description	Current Month Actual	Current Month Budget	Current Month Variance	Current Month Var %	Current Month LY Actual	Year-To-Date Actual	Year-To-Date Budget	Year-To-Date Variance	Year-To-Date Var %	Year-To-Date LY Actual
	Patient Revenue										
	Inpatient Gross Revenue										
31100	IP - Medicare	16,406,519	17,354,341	(947,823)	(5.5%)	13,250,395	32,358,345	33,698,319	(1,339,973)	(4.0%)	24,897,174
31200	IP - Medicaid	1,824,029	1,453,578	370,450	25.5%	1,264,131	3,337,424	2,818,122	519,302	18.4%	2,657,220
31300	IP - Blue Cross	3,663,766	3,337,222	326,544	9.8%	3,124,447	7,778,231	6,447,914	1,330,317	20.6%	5,998,454
31400	IP - Commercial	2,449,719	2,288,598	161,121	7.0%	2,300,216	4,569,647	4,421,378	148,269	3.4%	4,710,083
31500	IP - HMO/PPO	2,960,706	2,384,609	576,097	24.2%	2,262,868	6,339,619	4,611,462	1,728,157	37.5%	4,413,900
31600	IP - Self Pay	901,557	1,075,360	(173,803)	(16.2%)	917,293	1,820,472	2,084,939	(264,467)	(12.7%)	1,709,622
31900	IP - Other	809,223	1,066,033	(256,810)	(24.1%)	589,140	1,593,862	2,353,776	(759,914)	(32.3%)	1,079,090
	Total - Inpatient Gross Revenue	$29,015,519	$28,959,743	$55,776	0.2%	$23,708,491	$57,797,601	$56,435,910	$1,361,691	2.4%	$45,465,543
	Outpatient Gross Revenue										
32100	OP - Medicare	4,547,751	4,983,892	(436,141)	(8.8%)	3,511,298	8,437,350	9,533,436	(1,096,086)	(11.5%)	6,730,923
32200	OP - Medicaid	671,860	553,337	118,523	21.4%	430,564	1,195,955	1,072,405	123,550	11.5%	802,848
32300	OP - Blue Cross	2,624,684	2,335,157	289,526	12.4%	1,959,448	4,917,943	4,539,671	378,272	8.3%	3,692,329
32400	OP - Commercial	1,212,603	1,316,983	(104,380)	(7.9%)	1,170,610	2,279,175	2,549,523	(270,347)	(10.6%)	2,262,885
32500	OP - HMO/PPO	1,798,856	1,671,963	126,892	7.6%	1,309,952	3,397,477	3,246,231	151,246	4.7%	2,493,273
32600	OP - Self Pay	396,788	374,040	22,748	6.1%	415,282	750,964	725,415	25,548	3.5%	728,527
32900	OP - Other	863,164	864,779	(1,615)	(0.2%)	770,750	1,575,497	1,712,445	(136,947)	(8.0%)	1,517,645
33100	ER - Medicare	416,745	460,371	(43,626)	(9.5%)	309,224	765,314	909,735	(144,421)	(15.9%)	578,195
33200	ER - Medicaid	326,908	236,001	90,907	38.5%	220,355	613,209	465,200	148,009	31.8%	428,089
33300	ER - Blue Cross	270,906	221,527	49,379	22.3%	210,890	542,510	436,964	105,546	24.2%	389,673
33400	ER - Commercial	155,505	159,971	(4,466)	(2.8%)	143,154	344,642	315,601	29,041	9.2%	292,521
33500	ER - HMO/PPO	253,609	200,352	53,257	26.6%	198,803	450,631	395,661	54,970	13.9%	364,584
33600	ER - Self Pay	316,602	272,809	43,793	16.1%	244,554	581,161	538,489	42,672	7.9%	514,534
33900	ER - Other	42,288	33,938	8,350	24.6%	27,478	91,397	66,909	24,488	36.6%	54,809
	Total - Outpatient Gross Revenue	$13,898,267	$13,685,121	$213,146	1.6%	$10,922,363	$25,943,225	$26,507,684	($564,460)	(2.1%)	$20,850,834

Income Statement Multi-Year

Use to review the Income Statement totals by FSDetail category across multiple fiscal years.



Income Statement Multi-Year

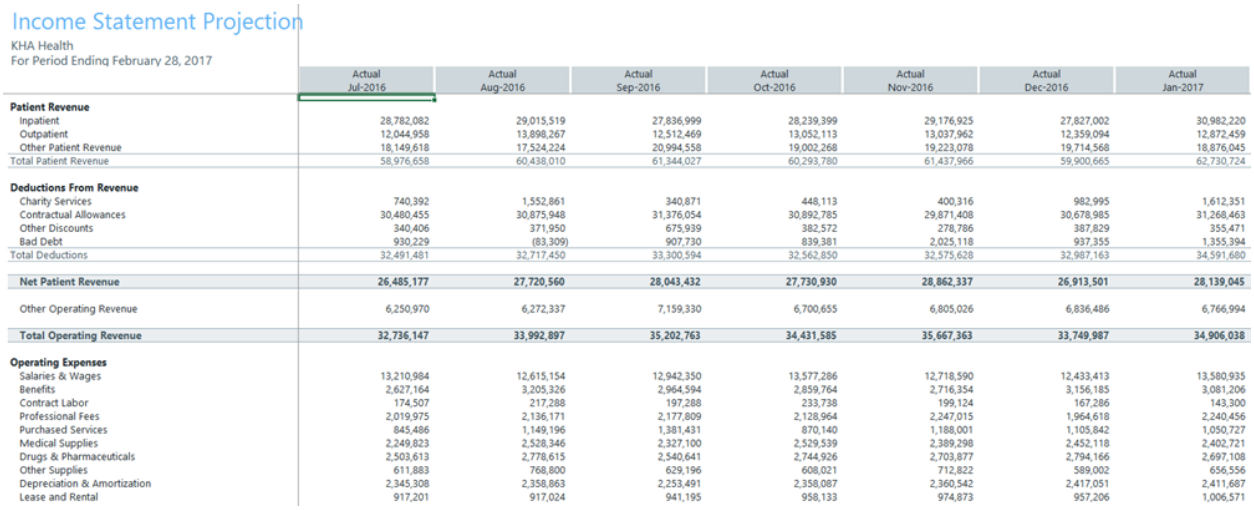
KHA Health

For The Period Ending August 31, 2016

	2015 Actual	2016 Actual	2017 YTD	2017 Annualized	2017 Budget
Patient Revenue					
Inpatient	271,475,113	288,784,145	57,797,601	346,785,604	342,944,253
Outpatient	122,366,142	130,210,589	25,943,225	155,659,349	158,762,584
Other Patient Revenue	250,742,396	231,241,865	35,673,843	214,043,055	227,939,308
Total Patient Revenue	644,583,651	650,236,598	119,414,668	716,488,008	729,646,146
Deductions From Revenue					
Charity Services	10,300,880	10,945,089	2,293,253	13,759,515	13,102,222
Contractual Allowances	329,999,682	315,061,954	61,356,403	368,138,419	354,583,898
Other Discounts	2,425,266	5,393,471	712,356	4,274,135	12,844,577
Bad Debt	11,332,236	11,722,981	846,920	5,081,518	15,645,038
Total Deductions	354,058,064	343,123,495	65,208,931	391,253,587	396,175,735
Net Patient Revenue	290,525,586	307,113,103	54,205,737	325,234,421	333,470,411
Other Operating Revenue	91,276,125	91,537,493	12,523,307	75,139,839	81,462,542
Total Operating Revenue	381,801,711	398,650,596	66,729,043	400,374,261	414,932,953
Operating Expenses					
Salaries & Wages	133,105,293	150,616,048	25,826,139	154,956,832	159,485,812
Benefits	28,214,157	32,380,751	5,832,490	34,994,942	33,729,323
Contract Labor	2,093,432	2,491,798	391,795	2,350,768	788,587
Professional Fees	23,970,791	25,485,065	4,156,145	24,936,872	25,547,702
Purchased Services	20,181,234	11,278,956	1,994,681	11,968,089	12,934,118

Income Statement Projection

Use to review the Income Statement totals by FSDetail category by month. For the remaining months of the year, it projects using the current-year budget or current-year forecast, which you can then compare to the annual budget.



Income Statement Projection

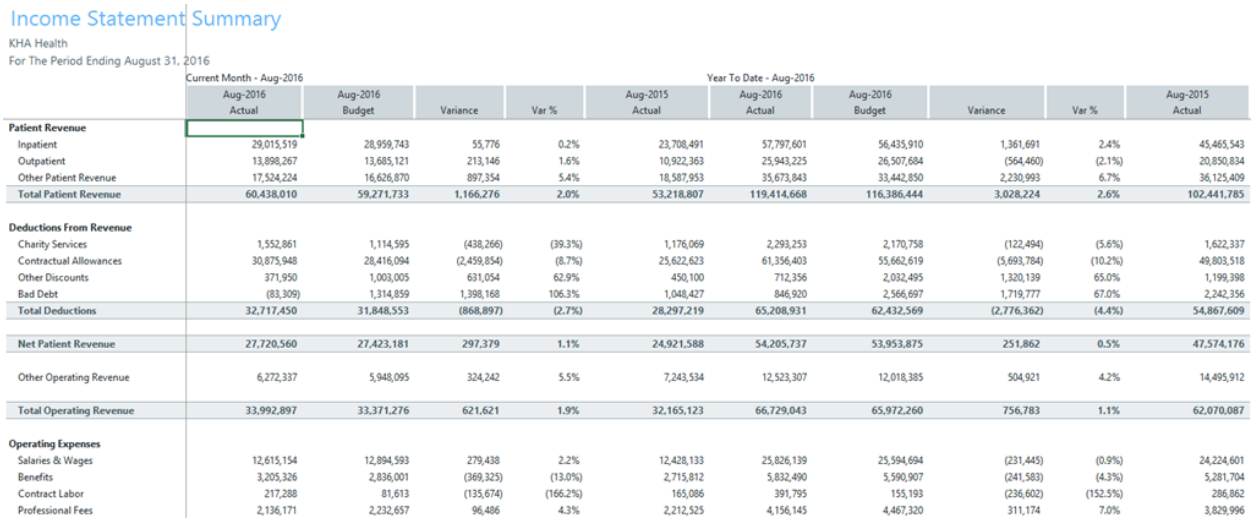
KHA Health

For Period Ending February 28, 2017

	Actual Jul-2016	Actual Aug-2016	Actual Sep-2016	Actual Oct-2016	Actual Nov-2016	Actual Dec-2016	Actual Jan-2017
Patient Revenue							
Inpatient	28,782,082	29,015,519	27,836,999	28,239,399	29,176,925	27,827,002	30,982,220
Outpatient	12,044,958	13,898,267	12,512,469	13,052,113	13,037,962	12,359,094	12,872,459
Other Patient Revenue	18,149,618	17,524,224	20,994,558	19,002,268	19,223,078	19,714,568	18,876,045
Total Patient Revenue	58,976,658	60,438,010	61,344,027	60,293,780	61,437,966	59,900,665	62,730,724
Deductions From Revenue							
Charity Services	740,392	1,552,861	340,871	448,113	400,316	982,995	1,612,351
Contractual Allowances	30,480,455	30,875,948	31,376,054	30,892,785	29,871,408	30,678,985	31,268,463
Other Discounts	340,406	371,950	675,939	382,572	278,786	387,829	355,471
Bad Debt	930,229	(83,309)	907,730	839,381	2,025,118	937,355	1,355,394
Total Deductions	32,491,481	32,717,450	33,300,594	32,562,850	32,575,628	32,987,163	34,591,680
Net Patient Revenue	**26,485,177**	**27,720,560**	**28,043,432**	**27,730,930**	**28,862,337**	**26,913,501**	**28,139,045**
Other Operating Revenue	6,250,970	6,272,337	7,159,330	6,700,655	6,805,026	6,836,486	6,766,994
Total Operating Revenue	**32,736,147**	**33,992,897**	**35,202,763**	**34,431,585**	**35,667,363**	**33,749,987**	**34,906,038**
Operating Expenses							
Salaries & Wages	13,210,984	12,615,154	12,942,350	13,577,286	12,718,590	12,433,413	13,580,935
Benefits	2,627,164	3,205,326	2,964,594	2,859,764	2,716,354	3,156,185	3,081,206
Contract Labor	174,507	217,288	197,288	233,738	199,124	167,286	143,300
Professional Fees	2,019,975	2,136,171	2,177,809	2,128,964	2,247,015	1,964,618	2,240,456
Purchased Services	845,486	1,149,196	1,381,431	870,140	1,188,001	1,105,842	1,050,727
Medical Supplies	2,249,823	2,528,346	2,327,100	2,529,539	2,389,298	2,452,118	2,402,721
Drugs & Pharmaceuticals	2,503,613	2,778,615	2,540,641	2,744,926	2,703,877	2,794,166	2,697,108
Other Supplies	611,883	768,800	629,196	608,021	712,822	589,002	656,556
Depreciation & Amortization	2,345,308	2,358,863	2,253,491	2,358,087	2,360,542	2,417,051	2,411,687
Lease and Rental	917,201	917,024	941,195	958,133	974,873	957,206	1,006,571

Income Statement Summary

Use to review the Income Statement totals by FSDetail category for the current period and year-to-date compared to budget and prior year.



Income Statement Summary

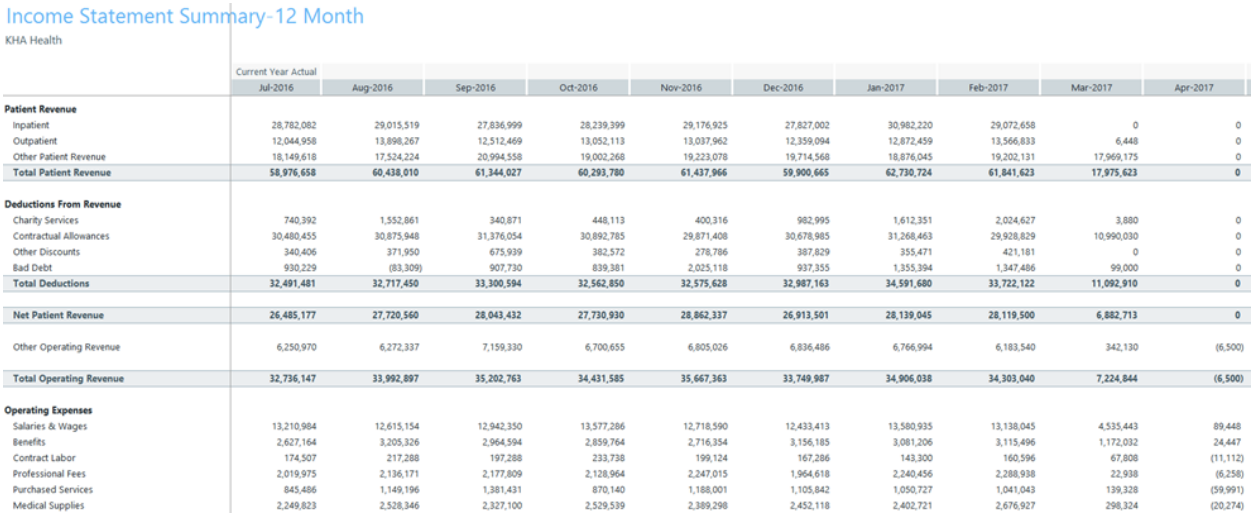
KHA Health

For The Period Ending August 31, 2016

	Current Month - Aug-2016					Year To Date - Aug-2016				
	Aug-2016 Actual	Aug-2016 Budget	Variance	Var %	Aug-2015 Actual	Aug-2016 Actual	Aug-2016 Budget	Variance	Var %	Aug-2015 Actual
Patient Revenue										
Inpatient	29,015,519	28,959,743	55,776	0.2%	23,708,491	57,797,601	56,435,910	1,361,691	2.4%	45,465,543
Outpatient	13,898,267	13,685,121	213,146	1.6%	10,922,363	25,943,225	26,507,684	(564,460)	(2.1%)	20,850,834
Other Patient Revenue	17,524,224	16,626,870	897,354	5.4%	18,587,953	35,673,843	33,442,850	2,230,993	6.7%	36,125,409
Total Patient Revenue	**60,438,010**	**59,271,733**	**1,166,276**	**2.0%**	**53,218,807**	**119,414,668**	**116,386,444**	**3,028,224**	**2.6%**	**102,441,785**
Deductions From Revenue										
Charity Services	1,552,861	1,114,595	(438,266)	(39.3%)	1,176,069	2,293,253	2,170,758	(122,494)	(5.6%)	1,622,337
Contractual Allowances	30,875,948	28,416,094	(2,459,854)	(8.7%)	25,622,623	61,356,403	55,662,619	(5,693,784)	(10.2%)	49,803,518
Other Discounts	371,950	1,003,005	631,054	62.9%	450,100	712,356	2,032,495	1,320,139	65.0%	1,199,398
Bad Debt	(83,309)	1,314,859	1,398,168	106.3%	1,048,427	846,920	2,566,697	1,719,777	67.0%	2,242,356
Total Deductions	**32,717,450**	**31,848,553**	**(868,897)**	**(2.7%)**	**28,297,219**	**65,208,931**	**62,432,569**	**(2,776,362)**	**(4.4%)**	**54,867,609**
Net Patient Revenue	**27,720,560**	**27,423,181**	**297,379**	**1.1%**	**24,921,588**	**54,205,737**	**53,953,875**	**251,862**	**0.5%**	**47,574,176**
Other Operating Revenue	6,272,337	5,948,095	324,242	5.5%	7,243,534	12,523,307	12,018,385	504,921	4.2%	14,495,912
Total Operating Revenue	**33,992,897**	**33,371,276**	**621,621**	**1.9%**	**32,165,123**	**66,729,043**	**65,972,260**	**756,783**	**1.1%**	**62,070,087**
Operating Expenses										
Salaries & Wages	12,615,154	12,894,593	279,438	2.2%	12,428,133	25,826,139	25,594,694	(231,445)	(0.9%)	24,224,601
Benefits	3,205,326	2,836,001	(369,325)	(13.0%)	2,715,812	5,832,490	5,590,907	(241,583)	(4.3%)	5,281,704
Contract Labor	217,288	81,613	(135,674)	(166.2%)	165,086	391,795	155,193	(236,602)	(152.5%)	286,862
Professional Fees	2,136,171	2,232,657	96,486	4.3%	2,212,525	4,156,145	4,467,320	311,174	7.0%	3,829,996

Income Statement Summary-12 Month

Use to view the Income Statement totals by FSDetail category, by month. You can also update the report to process for any fiscal year in the database.



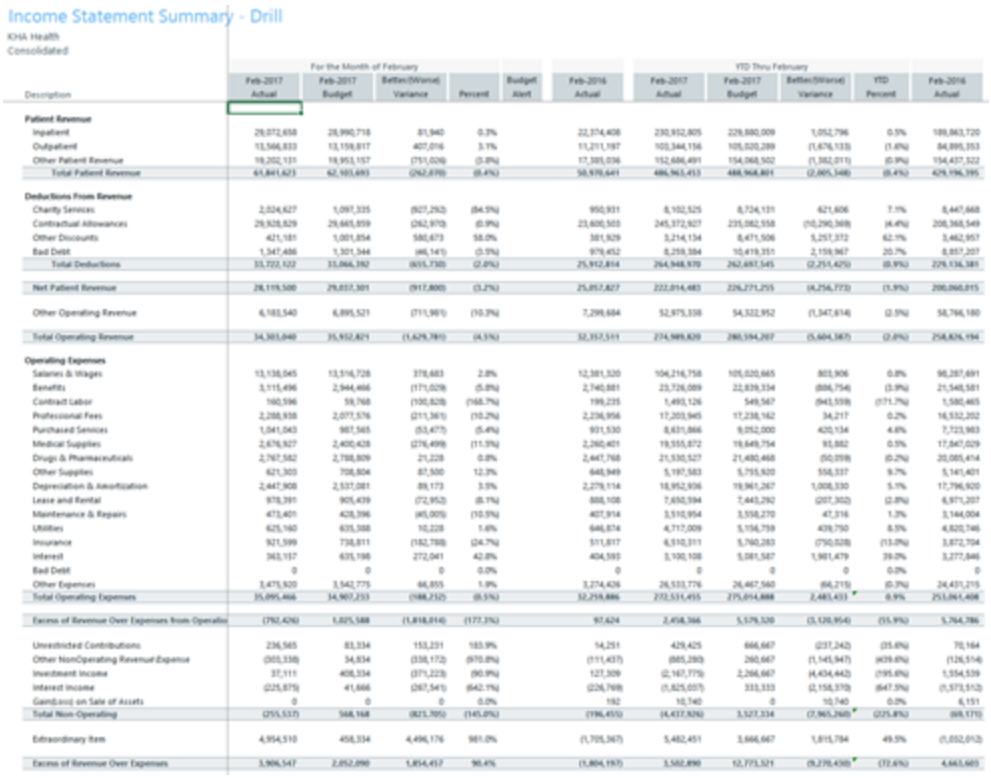
Income Statement Summary-12 Month

KHA Health

	Current Year Actual									
	Jul-2016	Aug-2016	Sep-2016	Oct-2016	Nov-2016	Dec-2016	Jan-2017	Feb-2017	Mar-2017	Apr-2017
Patient Revenue										
Inpatient	28,782,082	29,015,519	27,836,999	28,239,399	29,176,925	27,827,002	30,982,220	29,072,658	0	0
Outpatient	12,044,958	13,898,267	12,512,469	13,052,113	13,037,962	12,359,094	12,872,459	13,566,833	6,448	0
Other Patient Revenue	18,149,618	17,524,224	20,994,558	19,002,268	19,223,078	19,714,568	18,876,045	19,202,131	17,969,175	0
Total Patient Revenue	**58,976,658**	**60,438,010**	**61,344,027**	**60,293,780**	**61,437,966**	**59,900,665**	**62,730,724**	**61,841,623**	**17,975,623**	**0**
Deductions From Revenue										
Charity Services	740,392	1,552,861	340,871	448,113	400,316	982,995	1,612,351	2,024,627	3,880	0
Contractual Allowances	30,480,455	30,875,948	31,376,054	30,892,785	29,871,408	30,678,985	31,268,463	29,928,829	10,990,030	0
Other Discounts	340,406	371,950	675,939	382,572	278,786	387,829	355,471	421,181	0	0
Bad Debt	930,229	(83,309)	907,730	839,381	2,025,118	937,355	1,355,394	1,347,486	99,000	0
Total Deductions	**32,491,481**	**32,717,450**	**33,300,594**	**32,562,850**	**32,575,628**	**32,987,163**	**34,591,680**	**33,722,122**	**11,092,910**	**0**
Net Patient Revenue	**26,485,177**	**27,720,560**	**28,043,432**	**27,730,930**	**28,862,337**	**26,913,501**	**28,139,045**	**28,119,500**	**6,882,713**	**0**
Other Operating Revenue	6,250,970	6,272,337	7,159,330	6,700,655	6,805,026	6,836,486	6,766,994	6,183,540	342,130	(6,500)
Total Operating Revenue	**32,736,147**	**33,992,897**	**35,202,763**	**34,431,585**	**35,667,363**	**33,749,987**	**34,906,038**	**34,303,040**	**7,224,844**	**(6,500)**
Operating Expenses										
Salaries & Wages	13,210,984	12,615,154	12,942,350	13,577,286	12,718,590	12,433,413	13,580,935	13,138,045	4,535,443	89,448
Benefits	2,627,164	3,205,326	2,964,594	2,859,764	2,716,354	3,156,185	3,081,206	3,115,496	1,172,032	24,447
Contract Labor	174,507	217,288	197,288	233,738	199,124	167,286	143,300	160,596	67,808	(11,112)
Professional Fees	2,019,975	2,136,171	2,177,809	2,128,964	2,247,015	1,964,618	2,240,456	2,288,938	22,938	(6,258)
Purchased Services	845,486	1,149,196	1,381,431	870,140	1,188,001	1,105,842	1,050,727	1,041,043	139,328	(59,991)
Medical Supplies	2,249,823	2,528,346	2,327,100	2,529,539	2,389,298	2,452,118	2,402,721	2,676,927	298,324	(20,274)

Income Statement Summary - Detail

Use to view review the Income Statement totals by FSDetail category for the current period and year-to-date actual compared to budget and prior year. You can drill down to the detail transactions for revenue, expense, payroll data, or show a trend for each category.



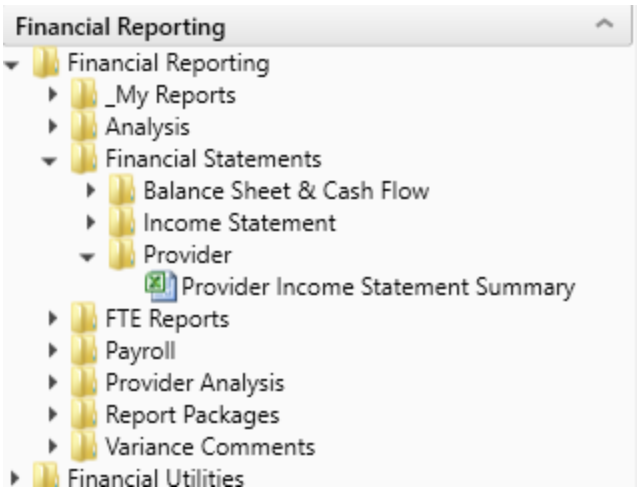
Provider Income Statement reports

These reports are designed for month-end financial analysis.

Accessing these reports

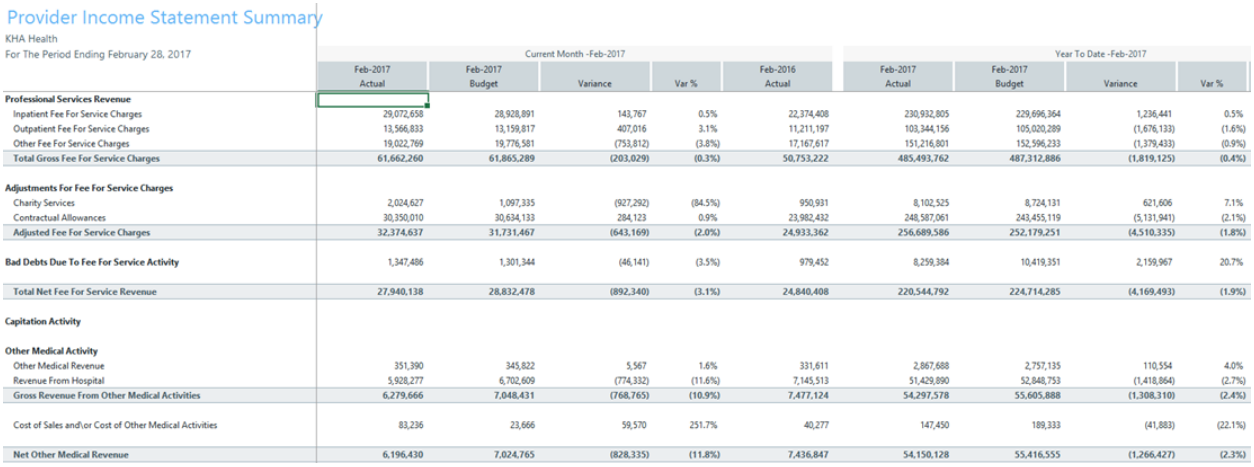
The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting\Financial Statements\Provider**. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the **Financial Reporting** section, click **Financial Reporting > Financial Statements > Provider**.



Provider Income Statement Summary

Use to show the Income Statement totals by FSProvider category for the current period and year-to-date compared to budget and prior year.



Provider Income Statement Summary

KHA Health
For The Period Ending February 28, 2017

	Current Month -Feb-2017					Year To Date -Feb-2017			
	Feb-2017 Actual	Feb-2017 Budget	Variance	Var %	Feb-2016 Actual	Feb-2017 Actual	Feb-2017 Budget	Variance	Var %
Professional Services Revenue									
Inpatient Fee For Service Charges	29,072,658	28,928,891	143,767	0.5%	22,374,408	230,932,805	229,696,364	1,236,441	0.5%
Outpatient Fee For Service Charges	13,566,833	13,159,817	407,016	3.1%	11,211,197	103,344,156	105,020,289	(1,676,133)	(1.6%)
Other Fee For Service Charges	19,022,769	19,776,581	(753,812)	(3.8%)	17,167,617	151,216,801	152,596,233	(1,379,433)	(0.9%)
Total Gross Fee For Service Charges	**61,662,260**	**61,865,289**	**(203,029)**	**(0.3%)**	**50,753,222**	**485,493,762**	**487,312,886**	**(1,819,125)**	**(0.4%)**
Adjustments For Fee For Service Charges									
Charity Services	2,024,627	1,097,335	(927,292)	(84.5%)	950,931	8,102,525	8,724,131	621,606	7.1%
Contractual Allowances	30,350,010	30,634,133	284,123	0.9%	23,982,432	248,587,061	243,455,119	(5,131,941)	(2.1%)
Adjusted Fee For Service Charges	**32,374,637**	**31,731,467**	**(643,169)**	**(2.0%)**	**24,933,362**	**256,689,586**	**252,179,251**	**(4,510,335)**	**(1.8%)**
Bad Debts Due To Fee For Service Activity	1,347,486	1,301,344	(46,141)	(3.5%)	979,452	8,259,384	10,419,351	2,159,967	20.7%
Total Net Fee For Service Revenue	**27,940,138**	**28,832,478**	**(892,340)**	**(3.1%)**	**24,840,408**	**220,544,792**	**224,714,285**	**(4,169,493)**	**(1.9%)**
Capitation Activity									
Other Medical Activity									
Other Medical Revenue	351,390	345,822	5,567	1.6%	331,611	2,867,688	2,757,135	110,554	4.0%
Revenue From Hospital	5,928,277	6,702,609	(774,332)	(11.6%)	7,145,513	51,429,890	52,848,753	(1,418,864)	(2.7%)
Gross Revenue From Other Medical Activities	**6,279,666**	**7,048,431**	**(768,765)**	**(10.9%)**	**7,477,124**	**54,297,578**	**55,605,888**	**(1,308,310)**	**(2.4%)**
Cost of Sales and\or Cost of Other Medical Activities	83,236	23,666	59,570	251.7%	40,277	147,450	189,333	(41,883)	(22.1%)
Net Other Medical Revenue	**6,196,430**	**7,024,765**	**(828,335)**	**(11.8%)**	**7,436,847**	**54,150,128**	**55,416,555**	**(1,266,427)**	**(2.3%)**

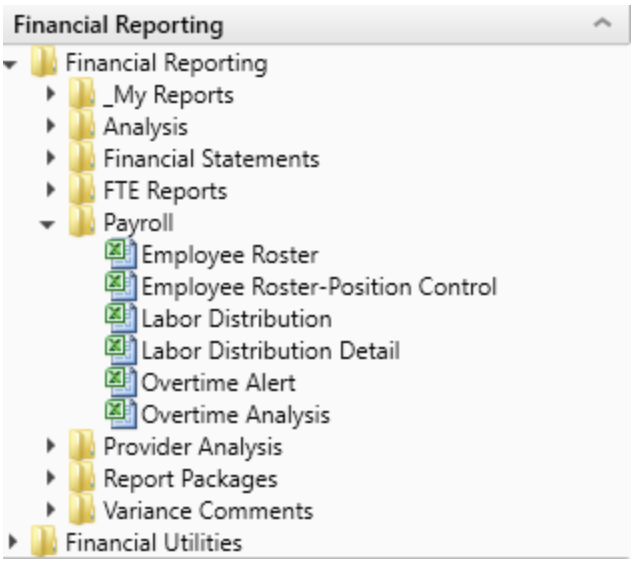
Payroll reports

These reports are designed for bi-weekly payroll analysis.

Accessing these reports

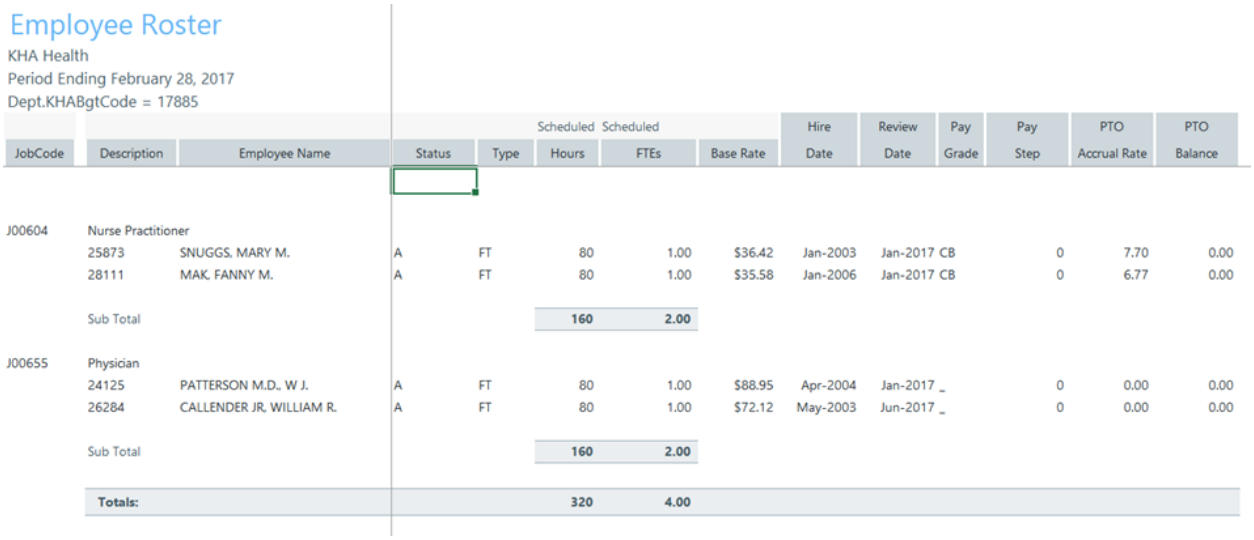
The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting\Payroll**. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the **Financial Reporting** section, click **Financial Reporting > Payroll**.



Employee Roster

Use to show employee-related information for a single department by job code. This information is used for budget-labor budgets.



Employee Roster

KHA Health

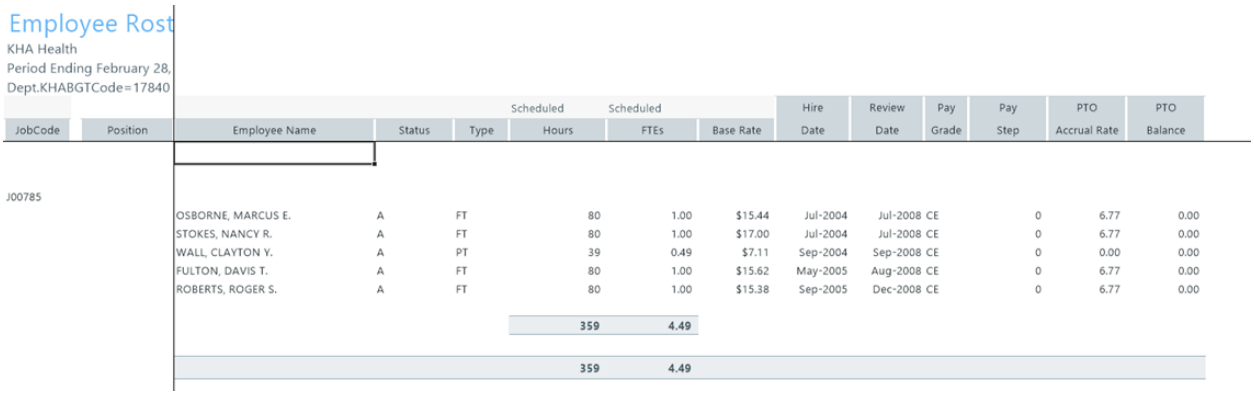
Period Ending February 28, 2017

Dept.KHABgtCode = 17885

JobCode	Description	Employee Name	Status	Type	Scheduled Hours	Scheduled FTEs	Base Rate	Hire Date	Review Date	Pay Grade	Pay Step	PTO Accrual Rate	PTO Balance
J00604	Nurse Practitioner												
	25873	SNUGGS, MARY M.	A	FT	80	1.00	$36.42	Jan-2003	Jan-2017 CB		0	7.70	0.00
	28111	MAK, FANNY M.	A	FT	80	1.00	$35.58	Jan-2006	Jan-2017 CB		0	6.77	0.00
	Sub Total				**160**	**2.00**							
J00655	Physician												
	24125	PATTERSON M.D., W J.	A	FT	80	1.00	$88.95	Apr-2004	Jan-2017 _		0	0.00	0.00
	26284	CALLENDER JR, WILLIAM R.	A	FT	80	1.00	$72.12	May-2003	Jun-2017 _		0	0.00	0.00
	Sub Total				**160**	**2.00**							
	Totals:				**320**	**4.00**							

Employee Roster - Position Control

Use to show employee-related information by job code and by employee.

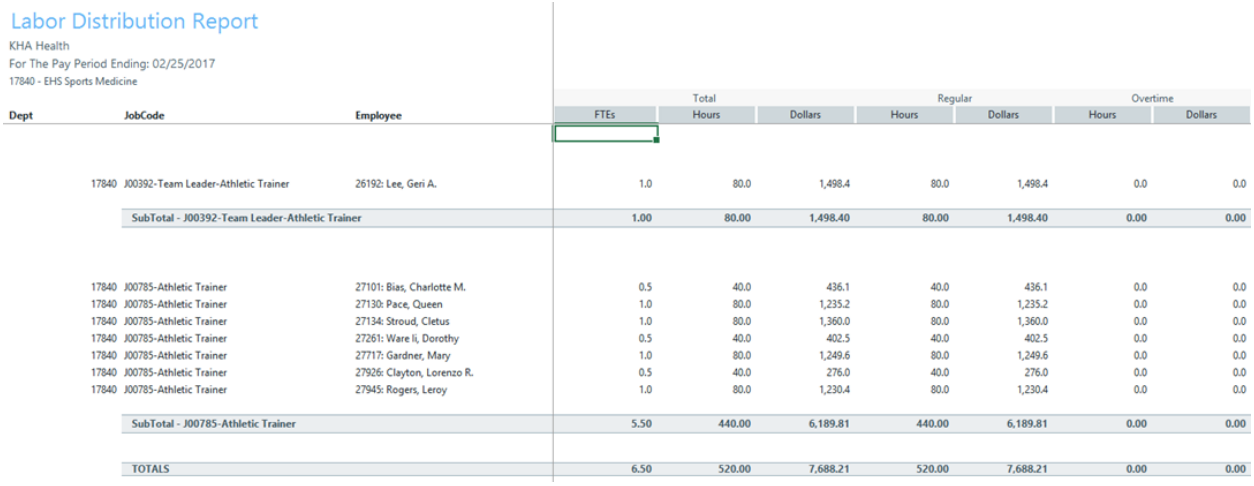


Employee Rost
KHA Health
Period Ending February 28,
Dept.KHABGTCode=17840

JobCode	Position	Employee Name	Status	Type	Scheduled Hours	Scheduled FTEs	Base Rate	Hire Date	Review Date	Pay Grade	Pay Step	PTO Accrual Rate	PTO Balance
J00785													
		OSBORNE, MARCUS E.	A	FT	80	1.00	$15.44	Jul-2004	Jul-2008	CE	0	6.77	0.00
		STOKES, NANCY R.	A	FT	80	1.00	$17.00	Jul-2004	Jul-2008	CE	0	6.77	0.00
		WALL, CLAYTON Y.	A	PT	39	0.49	$7.11	Sep-2004	Sep-2008	CE	0	0.00	0.00
		FULTON, DAVIS T.	A	FT	80	1.00	$15.62	May-2005	Aug-2008	CE	0	6.77	0.00
		ROBERTS, ROGER S.	A	FT	80	1.00	$15.38	Sep-2005	Dec-2008	CE	0	6.77	0.00
					359	4.49							
					359	4.49							

Labor Distribution

Use to show bi-weekly paid hours and dollars by job code, employee, and pay category for a single pay period.

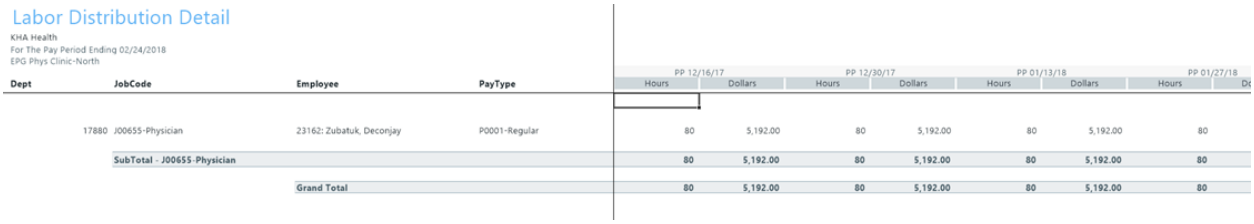


Labor Distribution Report
KHA Health
For The Pay Period Ending: 02/25/2017
17840 - EHS Sports Medicine

Dept	JobCode	Employee	Total FTEs	Total Hours	Total Dollars	Regular Hours	Regular Dollars	Overtime Hours	Overtime Dollars
17840	J00392-Team Leader-Athletic Trainer	26192: Lee, Geri A.	1.0	80.0	1,498.4	80.0	1,498.4	0.0	0.0
	SubTotal - J00392-Team Leader-Athletic Trainer		1.00	80.00	1,498.40	80.00	1,498.40	0.00	0.00
17840	J00785-Athletic Trainer	27101: Bias, Charlotte M.	0.5	40.0	436.1	40.0	436.1	0.0	0.0
17840	J00785-Athletic Trainer	27130: Pace, Queen	1.0	80.0	1,235.2	80.0	1,235.2	0.0	0.0
17840	J00785-Athletic Trainer	27134: Stroud, Cletus	1.0	80.0	1,360.0	80.0	1,360.0	0.0	0.0
17840	J00785-Athletic Trainer	27261: Ware Ii, Dorothy	0.5	40.0	402.5	40.0	402.5	0.0	0.0
17840	J00785-Athletic Trainer	27717: Gardner, Mary	1.0	80.0	1,249.6	80.0	1,249.6	0.0	0.0
17840	J00785-Athletic Trainer	27926: Clayton, Lorenzo R.	0.5	40.0	276.0	40.0	276.0	0.0	0.0
17840	J00785-Athletic Trainer	27945: Rogers, Leroy	1.0	80.0	1,230.4	80.0	1,230.4	0.0	0.0
	SubTotal - J00785-Athletic Trainer		5.50	440.00	6,189.81	440.00	6,189.81	0.00	0.00
	TOTALS		6.50	520.00	7,688.21	520.00	7,688.21	0.00	0.00

Labor Distribution Detail

Use to show hours and dollars by a department, by job code for multiple pay period, and by category of pay.



Labor Distribution Detail
KHA Health
For The Pay Period Ending 02/24/2018
EPG Phys Clinic-North

Dept	JobCode	Employee	PayType	PP 12/16/17 Hours	PP 12/16/17 Dollars	PP 12/30/17 Hours	PP 12/30/17 Dollars	PP 01/13/18 Hours	PP 01/13/18 Dollars	PP 01/27/18 Hours	PP 01/27/18 Dollars
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:		25
						Alert Threshold = >>		0
(0)	=Unfavorable Variance	Pay	Pay	Pay	Pay	Pay		
Dept	Department	Period 14	Period 15	Period 16	Period 17	Period 18	Average	% Change
102200	EMA Optical	0	0	0	0	1	0	(80.00%)
101408	EMA Opthalmology	0	0	0	0	3	1	(80.00%)
101309	EMA Neurology	1	0	0	0	1	0	(63.61%)
19080	EHS Teleservices	0	0	0	0	0	0	(60.02%)
49000	RCH Administration	0	0	0	3	3	1	(57.28%)
27910	EMC Home Health - West	0	0	1	2	2	1	(53.37%)
107060	EMA Laboratory	5	9	3	27	32	15	(53.21%)
47370	RCH Rehab Svcs	1	1	1	8	8	4	(52.75%)
27950	EMC Home Health - Admin	5	4	1	22	22	10	(51.70%)
27430	EMC Mobile Cardiac Care Unit	0	0	4	9	9	4	(51.15%)
26480	EMC O/P Oncology	3	4	16	40	40	21	(48.68%)
27300	EMC Pharmacy	27	30	34	130	131	71	(46.00%)
27380	EMC Rehab Svcs-Midtown	8	8	4	28	28	15	(45.67%)

Overtime Analysis

Use to show overtime FTE-related hours by department trended for multiple pay periods. This report is normally processed by VP or Director.

Overtime Analysis

KHA Health

Pay Period Overtime Hour Analysis

Dept	Department	Period 9	Period 10	Period 11	Period 12	Period 13	Period 14	Period 15	Period 16	Period 17	Period 18	Average
17881	EPG Phys Clinic-Occ Hlth East	0	0	0	0	0	0	1	0	0	0	0
17883	EPG Phys Clinic-Occ Hlth Midtown	6	0	15	11	7	12	5	17	17	17	11
19000	EHS Administration	20	0	31	18	25	25	19	27	17	17	20
19050	EHS Trust	1	0	0	0	0	0	0	0	0	0	0
19060	EHS Corporate Communications	0	0	0	0	129	0	0	0	0	0	13
19080	EHS Teleservices	0	0	0	0	0	0	0	0	0	0	0
19100	EHS Accounting Operations (Employee)	5	0	1	3	2	3	4	3	2	2	3
19105	EHS Payroll	1	0	3	4	3	1	1	3	3	3	2
19150	EHS Information Services	7	5	10	8	31	23	26	33	20	20	18
19170	EHS Medical Information Network	1	0	2	0	0	1	0	0	1	1	1
19185	EHS Corporate Health Services	0	0	1	1	2	2	1	0	1	1	1
19220	EHS Human Resources	1	0	2	4	4	2	2	2	2	2	2
19370	EHS Risk Management And Safety	1	0	1	0	0	9	8	6	0	0	2
26100	EMC Nursing Administration	21	1	62	58	80	42	21	51	62	62	46
26140	EMC Emergency Room (CDM)	465	310	401	573	560	587	617	552	476	477	502
26230	EMC CVS	23	0	22	40	86	47	34	8	24	24	31
26310	EMC 3 East	480	353	543	466	486	445	306	297	286	287	395
26320	EMC 3 West	228	145	295	275	320	281	197	220	235	236	243

Provider Analysis reports

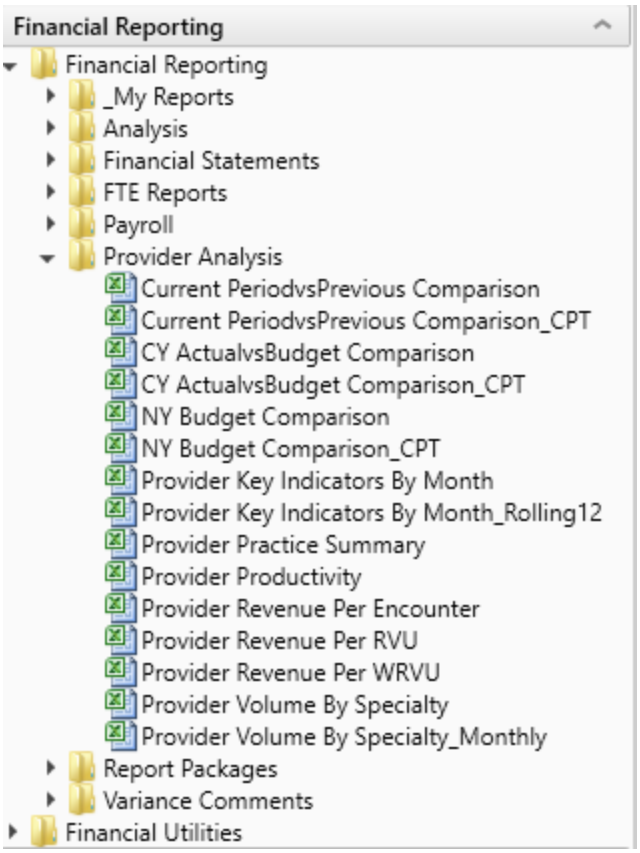
These reports are designed for physician analysis.

NOTE: These reports are optional reports that you can purchase as an add on to your current license.

Accessing these reports

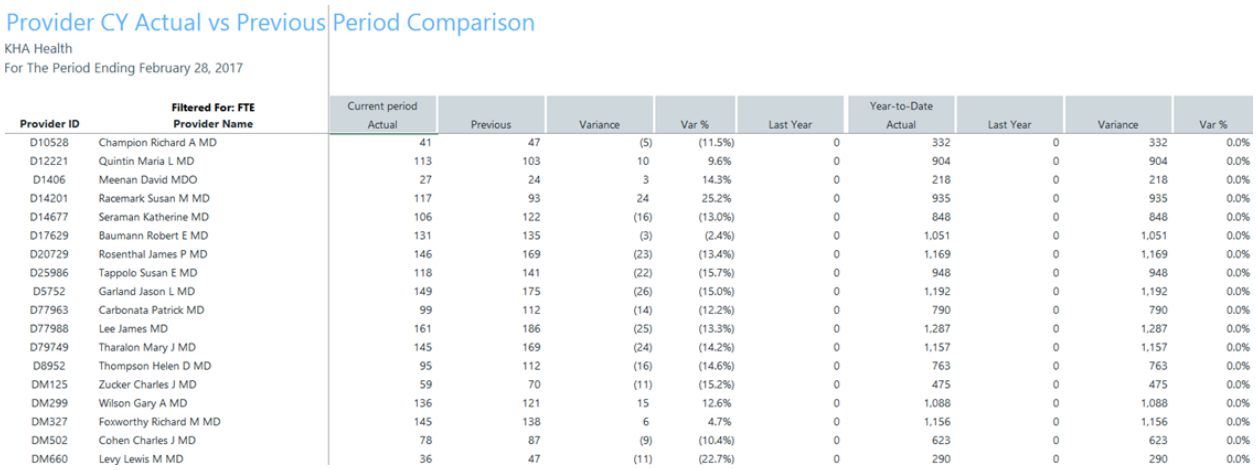
The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting\Provider Analysis**. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the **Financial Reporting** section, click **Financial Reporting > Provider Analysis**.



Current Period vs Previous Comparison

Use to compare current period vs previous period information by provider as well as last year actual. You can select the data type to analyze in the report.



Provider CY Actual vs Previous Period Comparison

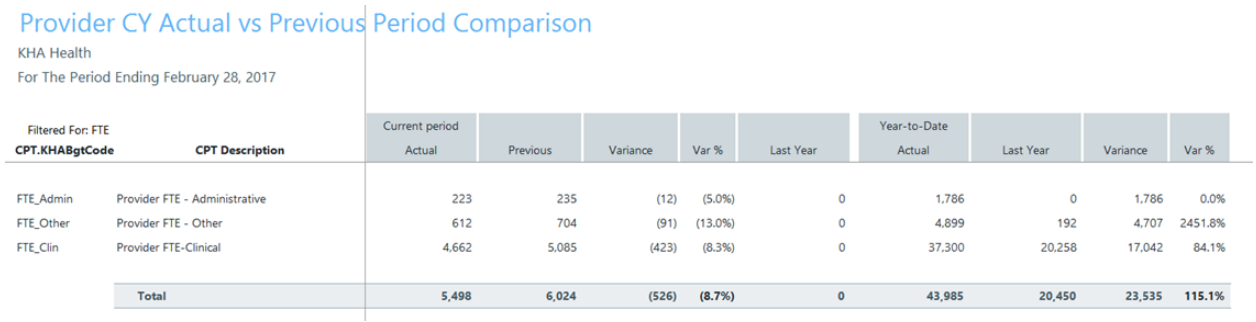
KHA Health

For The Period Ending February 28, 2017

Filtered For: FTE Provider ID	Provider Name	Current period Actual	Previous	Variance	Var %	Last Year	Year-to-Date Actual	Last Year	Variance	Var %
D10528	Champion Richard A MD	41	47	(5)	(11.5%)	0	332	0	332	0.0%
D12221	Quintin Maria L MD	113	103	10	9.6%	0	904	0	904	0.0%
D1406	Meenan David MDO	27	24	3	14.3%	0	218	0	218	0.0%
D14201	Racemark Susan M MD	117	93	24	25.2%	0	935	0	935	0.0%
D14677	Seraman Katherine MD	106	122	(16)	(13.0%)	0	848	0	848	0.0%
D17629	Baumann Robert E MD	131	135	(3)	(2.4%)	0	1,051	0	1,051	0.0%
D20729	Rosenthal James P MD	146	169	(23)	(13.4%)	0	1,169	0	1,169	0.0%
D25986	Tappolo Susan E MD	118	141	(22)	(15.7%)	0	948	0	948	0.0%
D5752	Garland Jason L MD	149	175	(26)	(15.0%)	0	1,192	0	1,192	0.0%
D77963	Carbonata Patrick MD	99	112	(14)	(12.2%)	0	790	0	790	0.0%
D77988	Lee James MD	161	186	(25)	(13.3%)	0	1,287	0	1,287	0.0%
D79749	Tharalon Mary J MD	145	169	(24)	(14.2%)	0	1,157	0	1,157	0.0%
D8952	Thompson Helen D MD	95	112	(16)	(14.6%)	0	763	0	763	0.0%
DM125	Zucker Charles J MD	59	70	(11)	(15.2%)	0	475	0	475	0.0%
DM299	Wilson Gary A MD	136	121	15	12.6%	0	1,088	0	1,088	0.0%
DM327	Foxworthy Richard M MD	145	138	6	4.7%	0	1,156	0	1,156	0.0%
DM502	Cohen Charles J MD	78	87	(9)	(10.4%)	0	623	0	623	0.0%
DM660	Levy Lewis M MD	36	47	(11)	(22.7%)	0	290	0	290	0.0%

Current Period vs Previous Comparison_CPT

Use to compare current period vs previous period information by CPT or CPT Summary category and last year actual. You can select the data type to analyze in the report.



Provider CY Actual vs Previous Period Comparison

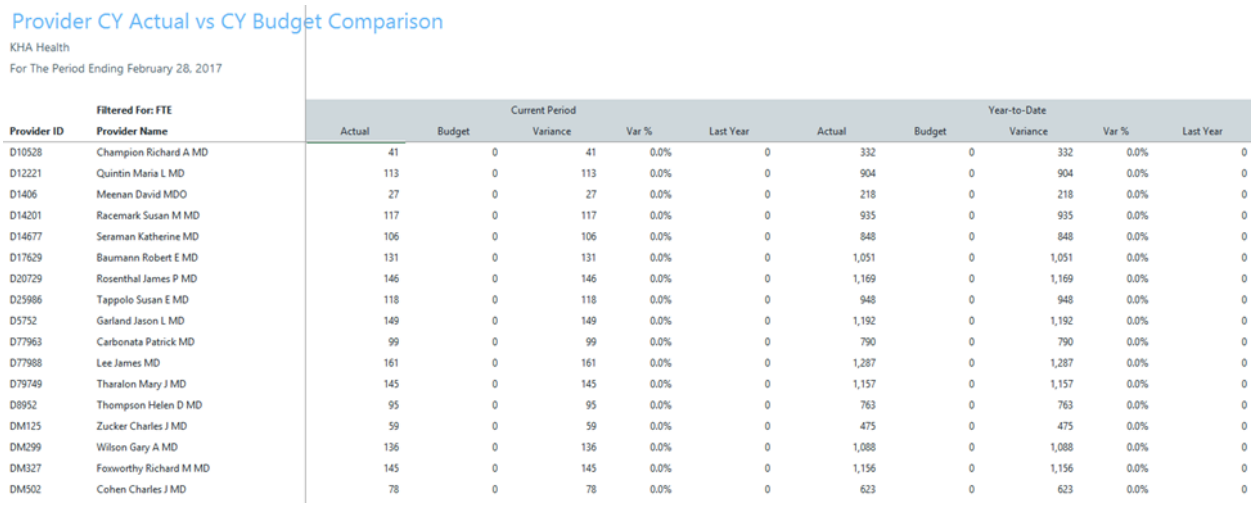
KHA Health

For The Period Ending February 28, 2017

Filtered For: FTE CPT.KHABgtCode	CPT Description	Current period Actual	Previous	Variance	Var %	Last Year	Year-to-Date Actual	Last Year	Variance	Var %
FTE_Admin	Provider FTE - Administrative	223	235	(12)	(5.0%)	0	1,786	0	1,786	0.0%
FTE_Other	Provider FTE - Other	612	704	(91)	(13.0%)	0	4,899	192	4,707	2451.8%
FTE_Clin	Provider FTE-Clinical	4,662	5,085	(423)	(8.3%)	0	37,300	20,258	17,042	84.1%
	Total	**5,498**	**6,024**	**(526)**	**(8.7%)**	**0**	**43,985**	**20,450**	**23,535**	**115.1%**

CY Actual vs Budget Comparison

Use to compare current period and year-to-date actual vs budget information by provider and last year actual. You can select the data type to analyze in the report.



Provider CY Actual vs CY Budget Comparison

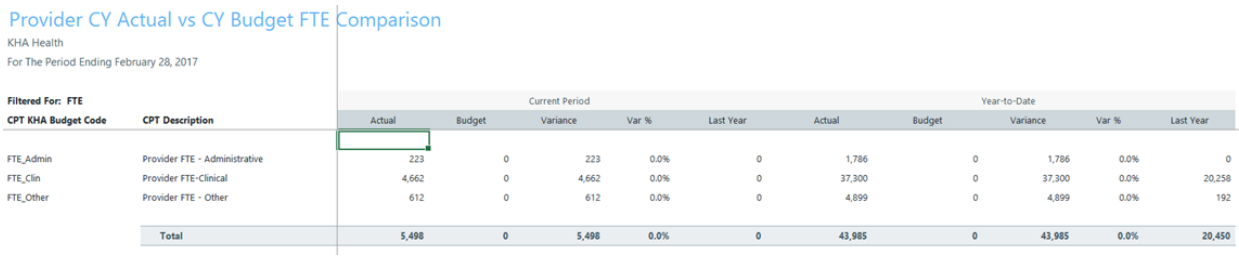
KHA Health

For The Period Ending February 28, 2017

Filtered For: FTE		Current Period					Year-to-Date				
Provider ID	Provider Name	Actual	Budget	Variance	Var %	Last Year	Actual	Budget	Variance	Var %	Last Year
D10528	Champion Richard A MD	41	0	41	0.0%	0	332	0	332	0.0%	0
D12221	Quintin Maria L MD	113	0	113	0.0%	0	904	0	904	0.0%	0
D1406	Meenan David MDO	27	0	27	0.0%	0	218	0	218	0.0%	0
D14201	Racemark Susan M MD	117	0	117	0.0%	0	935	0	935	0.0%	0
D14677	Seraman Katherine MD	106	0	106	0.0%	0	848	0	848	0.0%	0
D17629	Baumann Robert E MD	131	0	131	0.0%	0	1,051	0	1,051	0.0%	0
D20729	Rosenthal James P MD	146	0	146	0.0%	0	1,169	0	1,169	0.0%	0
D25986	Tappolo Susan E MD	118	0	118	0.0%	0	948	0	948	0.0%	0
D5752	Garland Jason L MD	149	0	149	0.0%	0	1,192	0	1,192	0.0%	0
D77963	Carbonata Patrick MD	99	0	99	0.0%	0	790	0	790	0.0%	0
D77988	Lee James MD	161	0	161	0.0%	0	1,287	0	1,287	0.0%	0
D79749	Tharalon Mary J MD	145	0	145	0.0%	0	1,157	0	1,157	0.0%	0
D8952	Thompson Helen D MD	95	0	95	0.0%	0	763	0	763	0.0%	0
DM125	Zucker Charles J MD	59	0	59	0.0%	0	475	0	475	0.0%	0
DM299	Wilson Gary A MD	136	0	136	0.0%	0	1,088	0	1,088	0.0%	0
DM327	Foxworthy Richard M MD	145	0	145	0.0%	0	1,156	0	1,156	0.0%	0
DM502	Cohen Charles J MD	78	0	78	0.0%	0	623	0	623	0.0%	0

CY Actual vs Budget Comparison_CPT

Use to compare current period and year-to-date actual vs budget information by CPT or CPT Summary code and last year actual. You can select the data type to analyze in the report.



Provider CY Actual vs CY Budget FTE Comparison

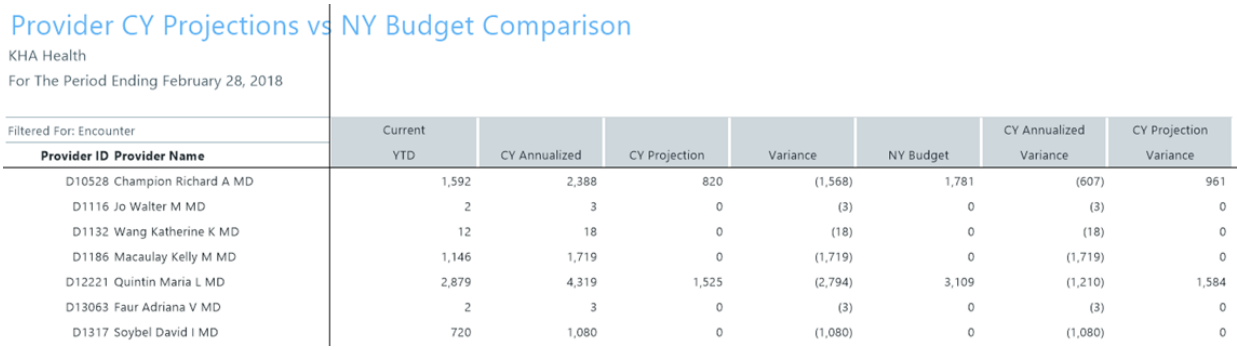
KHA Health

For The Period Ending February 28, 2017

Filtered For: FTE		Current Period					Year-to-Date				
CPT KHA Budget Code	CPT Description	Actual	Budget	Variance	Var %	Last Year	Actual	Budget	Variance	Var %	Last Year
FTE_Admin	Provider FTE - Administrative	223	0	223	0.0%	0	1,786	0	1,786	0.0%	0
FTE_Clin	Provider FTE-Clinical	4,662	0	4,662	0.0%	0	37,300	0	37,300	0.0%	20,258
FTE_Other	Provider FTE - Other	612	0	612	0.0%	0	4,899	0	4,899	0.0%	192
	Total	5,498	0	5,498	0.0%	0	43,985	0	43,985	0.0%	20,450

NY Budget Comparison

Use to compare current year projections with next year's budget.



Provider CY Projections vs NY Budget Comparison

KHA Health

For The Period Ending February 28, 2018

Filtered For: Encounter	Current					CY Annualized	CY Projection
Provider ID Provider Name	YTD	CY Annualized	CY Projection	Variance	NY Budget	Variance	Variance
D10528 Champion Richard A MD	1,592	2,388	820	(1,568)	1,781	(607)	961
D1116 Jo Walter M MD	2	3	0	(3)	0	(3)	0
D1132 Wang Katherine K MD	12	18	0	(18)	0	(18)	0
D1186 Macaulay Kelly M MD	1,146	1,719	0	(1,719)	0	(1,719)	0
D12221 Quintin Maria L MD	2,879	4,319	1,525	(2,794)	3,109	(1,210)	1,584
D13063 Faur Adriana V MD	2	3	0	(3)	0	(3)	0
D1317 Soybel David I MD	720	1,080	0	(1,080)	0	(1,080)	0

NY Budget Comparison_CPT

Use to compare current year projections with next year's budget by CPT or CPT Summary category.

Provider CY Projections vs NY Budget Comparison

KHA Health

For The Period Ending February 28, 2018

Filtered For: Encounter		Current					CY Annualized	CY Projection
CPT.CPT	CPT Description	YTD	CY Annualized	CY Projection	Variance	NY Budget	Variance	Variance
C99202	New Pat. L2, Office Visit	180	270	0	(270)	0	(270)	0
C99203	New Pat. L3, Office Visit	1,589	2,384	0	(2,384)	0	(2,384)	0
C99204	New Pat. L4, Office Visit	3,306	4,959	0	(4,959)	0	(4,959)	0
C99205	New Pat. L5, Office Visit	10	15	0	(15)	0	(15)	0
C99212	Est. Pat. L2, Office Visit	1,085	1,628	0	(1,628)	0	(1,628)	0
C99213	Est. Pat. L3, Office Visit	12,134	18,201	0	(18,201)	0	(18,201)	0
C99214	Est. Pat. L4, Office Visit	20,010	30,015	0	(30,015)	0	(30,015)	0
C99215	Est. Pat. L5, Office Visit	277	416	0	(416)	0	(416)	0
C99384	Well Child, New, 12-17 Yrs Old	6	9	0	(9)	0	(9)	0
C99385	Well Adult:New:18-39 Yrs Old	937	1,406	0	(1,406)	0	(1,406)	0
C99386	Well Adult:New:40-64 Yrs Old	206	309	0	(309)	0	(309)	0
C99387	Well Adult:New:Over 65 Yrs Old	19	29	0	(29)	0	(29)	0
C99395	Well Adult:Est:18-39 Yrs Old	3,119	4,679	0	(4,679)	0	(4,679)	0
C99396	Well Adult:Est:40-64 Yrs Old	4,909	7,364	0	(7,364)	0	(7,364)	0
C99397	Well Adult:Est:Over 65 Yrs Old	1,360	2,040	0	(2,040)	0	(2,040)	0
Enc_Facility	Encounters - Facility	10,049	15,074	0	(15,074)	0	(15,074)	0
Enc_Ofc	Encounters - Office	150,317	225,476	0	(225,476)	0	(225,476)	0
Encounters	Actual Encounters	160,366	240,549	0	(240,549)	0	(240,549)	0
PROF_OFC_Est	Professional Svcs-Office-Est Patient	0	0	52,372	52,372	116,599	116,599	64,227
PROF_OFC_New	Professional Svcs-Office-New Patient	0	0	8,896	8,896	10,470	10,470	1,574
	Total	369,879	554,819	61,268	(493,551)	127,069	(427,750)	65,801

Provider Key Indicators By Month

Use to compare month-by-month values for last year, current year, and target by data type.

Monthly Key Indicators

KHA Health

For The Period Ending February 28, 2017

		FY16									
Filtered For: Encounters		Last Year Actual									
Provider ID	Provider Name	Jul-2015	Aug-2015	Sep-2015	Oct-2015	Nov-2015	Dec-2015	Jan-2016	Feb-2016	Mar-2016	Apr-2016
Worked RVUs											
D10528	Champion Richard A MD	265	227	185	214	149	276	269	139	234	237
D1132	Wang Katherine K MD	0	0	0	0	0	0	0	0	0	0
D1158	Angel Andrew MD	0	0	0	0	0	0	0	0	0	0
D1179	Blazar Philip MD	0	0	0	0	0	0	0	0	0	0
D1186	Macaulay Kelly M MD	147	207	183	143	133	205	142	175	112	181
D1188	Slavsky Tatiana MD	0	0	0	0	0	0	0	0	0	0
D12138	Jankelson Julie M MD	0	0	0	0	0	0	0	0	0	0
D12221	Quintin Maria L MD	119	148	119	118	144	79	327	318	401	344
D1255	Tremblay Laura D MD	0	0	0	0	0	0	0	1	0	0
D13057	Groszmann Yvette MD	116	130	125	136	142	118	78	85	61	45
D13063	Faur Adriana V MD	0	0	0	0	0	0	0	0	0	1
D13092	Osborne Dawn R	0	0	0	0	0	0	0	0	0	0
D1317	Soybel David I MD	177	123	93	81	168	107	116	115	70	127
D13191	Radden Nancy F MD	0	0	0	0	0	0	0	0	0	0
D13296	Gorenburg Ida P MD	0	0	0	0	0	0	0	2	1	0
D13331	Minkina Nataly A MD	0	1	2	1	0	0	2	0	1	1
D13336	Niknejad Kathy G MD	53	34	50	58	99	91	55	96	101	91

Provider Key Indicators By Month_Rolling 12

Use to compare month-by-month values for the most recent 12 months by data type

Monthly Key Indicators - Rolling 12

KHA Health
For The Period Ending February 28, 2017

Provider ID	Provider Name	2016 March	2016 April	2016 May	2016 June	2016 July	2016 August	2016 September	2016 October	2016 November	2016 December	2017 January	2017 February	Total
Worked RVUs														
D10528	Champion Richard A MD	234	237	201	188	327	286	320	251	332	356	336	141	3,208
D1132	Wang Katherine K MD	0	0	0	0	3	0	0	0	14	0	0	0	17
D1158	Angel Andrew MD	0	0	0	0	0	0	2	0	0	0	2	0	4
D1179	Blazar Philip MD	0	0	0	0	0	0	0	1	0	0	0	0	1
D1186	Macaulay Kelly M MD	112	181	102	199	140	167	217	78	2	0	0	84	1,283
D1188	Slavsky Tatiana MD	0	0	0	3	0	0	0	0	0	0	0	0	3
D12138	Jankelson Julie M MD	0	0	0	2	0	0	0	0	0	0	0	0	2
D12221	Quintin Maria L MD	401	344	304	287	511	441	711	369	544	688	491	390	5,482
D1255	Tremblay Laura D MD	0	0	0	2	0	0	2	2	2	0	0	3	11
D13057	Groszmann Yvette MD	61	45	2	0	0	0	0	0	0	0	0	0	108
D13063	Faur Adriana V MD	0	1	0	0	0	0	0	0	0	0	0	0	1
D13092	Osborne Dawn R	0	0	0	1	0	0	0	0	0	0	2	0	3
D1317	Soybel David I MD	70	127	84	45	69	67	100	59	62	29	0	0	712
D13191	Radden Nancy F MD	0	0	0	2	0	0	0	0	0	0	0	0	2
D13296	Gorenburg Ida P MD	1	0	0	0	0	0	0	0	0	2	2	0	5
D13331	Minkina Nataly A MD	1	1	0	0	0	2	5	0	2	3	2	2	18
D13336	Niknejad Kathy G MD	101	91	107	90	93	143	139	124	90	111	46	108	1,243
D1371	Halpern Debra Lynn MD	0	0	0	0	0	0	14	9	12	12	13	19	79
D1386	Atasoylu Ayse A MD	12	16	8	12	21	19	0	20	0	0	0	0	108
D1406	Meenan David MDO	374	473	473	324	339	500	350	312	297	382	505	247	4,577

Provider Practice Summary

Use to analyze by provider, by practice the worked vs target productivity by provider.

Practice Summary

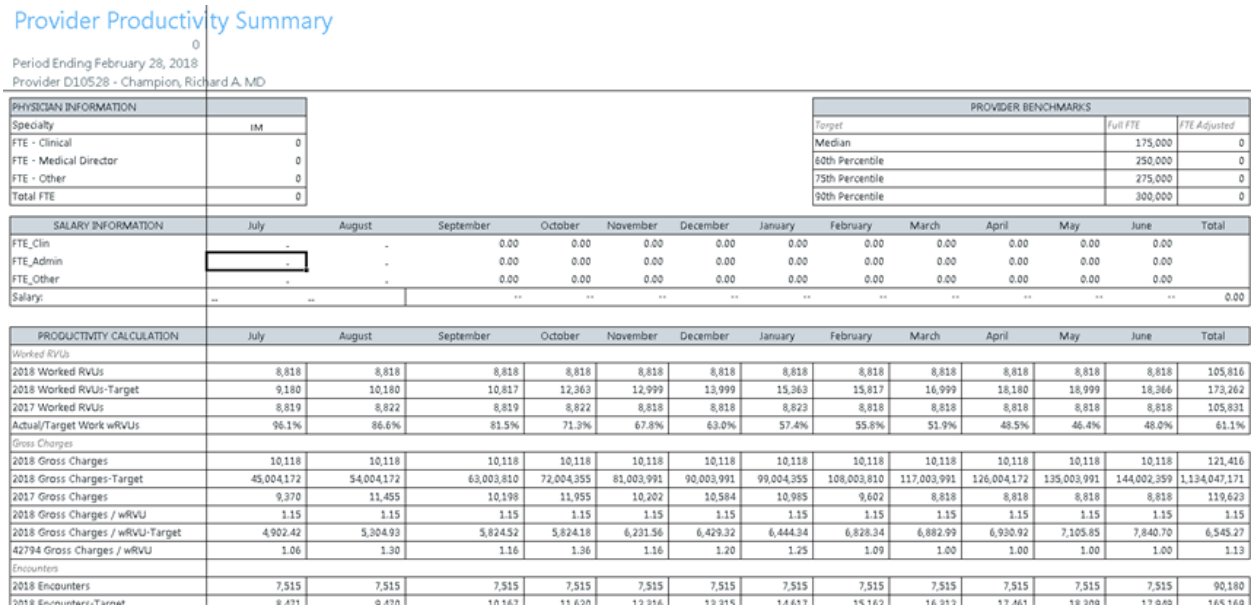
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Period Ending February 28, 2018
101010 - EMA Internal Medicine (Provider)

Bonus Summary

Provider ID	Provider Name	Current Month - February: Actual Worked RVUs	Target Worked RVUs	Actual Prod. %	Actual Gross Charges	Actual Gross Charge\RVU	Actual Encounters	Actual RVU/Enc	Year-to-date through February 2018: Actual Worked RVUs	Target Worked RVUs	Actual Prod. %	Actual Gross Charges
	Total	0	0	0.0%	0	0.00	0	0.00	0	0	0.00	0
	Advanced Practice Providers											
D10528	Champion, Richard A. MD	500	12,000	4.2%	500	1.00	500.00	1.00	4,000	68,000	5.9%	4,000
D12221	Quintin, Maria L. MD	500	-	0.0%	500	1.00	500.00	1.00	4,000	-	0.0%	4,000
D1406	Meenan, David M.D.O	500	-	0.0%	500	1.00	500.00	1.00	4,000	-	0.0%	4,000
D14201	Racemark, Susan M. MD	500	-	0.0%	500	1.00	500.00	1.00	4,000	-	0.0%	4,000
D14677	Seraman, Katherine MD	500	-	0.0%	500	1.00	500.00	1.00	4,000	-	0.0%	4,000
D17629	Baumann, Robert E. MD	500	-	0.0%	500	1.00	500.00	1.00	4,000	-	0.0%	4,000
D20729	Rosenthal, James P. MD	500	-	0.0%	500	1.00	500.00	1.00	4,000	-	0.0%	4,000
D25986	Tappolo, Susan E. MD	500	-	0.0%	500	1.00	500.00	1.00	4,000	-	0.0%	4,000
D5752	Garland, Jason L. MD	500	-	0.0%	500	1.00	500.00	1.00	4,000	-	0.0%	4,000
D77963	Carbonata, Patrick MD	500	-	0.0%	500	1.00	500.00	1.00	4,000	-	0.0%	4,000
D77988	Lee, James MD	500	-	0.0%	500	1.00	500.00	1.00	4,000	-	0.0%	4,000
D79749	Tharalon, Mary J. MD	500	-	0.0%	500	1.00	500.00	1.00	4,000	-	0.0%	4,000

Provider Productivity

Use to analyze by provider worked vs target productivity.



Provider Productivity Summary

0

Period Ending February 28, 2018

Provider D10528 - Champion, Richard A MD

PHYSICIAN INFORMATION	
Specialty	IM
FTE - Clinical	0
FTE - Medical Director	0
FTE - Other	0
Total FTE	0

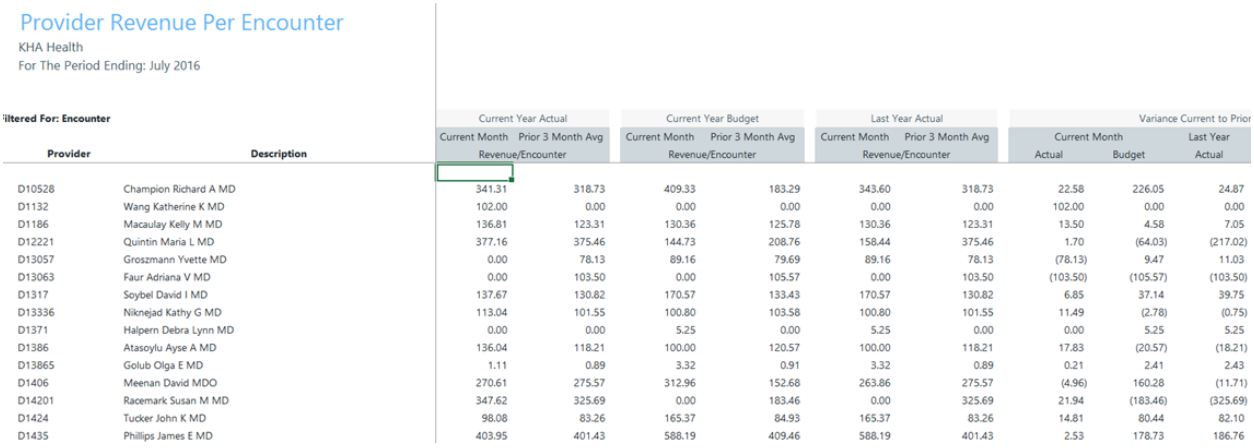
PROVIDER BENCHMARKS		
Target	Full FTE	FTE Adjusted
Median	175,000	0
60th Percentile	250,000	0
75th Percentile	275,000	0
90th Percentile	300,000	0

SALARY INFORMATION	July	August	September	October	November	December	January	February	March	April	May	June	Total
FTE_Clin	-	-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
FTE_Admin	-	-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
FTE_Other	-	-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Salary:	--	--	--	--	--	--	--	--	--	--	--	--	0.00

PRODUCTIVITY CALCULATION	July	August	September	October	November	December	January	February	March	April	May	June	Total
Worked RVUs													
2018 Worked RVUs	8,818	8,818	8,818	8,818	8,818	8,818	8,818	8,818	8,818	8,818	8,818	8,818	105,816
2018 Worked RVUs-Target	9,180	10,180	10,817	12,363	12,999	13,999	15,363	15,817	16,999	18,180	18,999	18,366	173,262
2017 Worked RVUs	8,819	8,822	8,819	8,822	8,818	8,818	8,823	8,818	8,818	8,818	8,818	8,818	105,831
Actual/Target Work wRVUs	96.1%	86.6%	81.5%	71.3%	67.8%	63.0%	57.4%	55.8%	51.9%	48.5%	46.4%	48.0%	61.1%
Gross Charges													
2018 Gross Charges	10,118	10,118	10,118	10,118	10,118	10,118	10,118	10,118	10,118	10,118	10,118	10,118	121,416
2018 Gross Charges-Target	45,004,172	54,004,172	63,003,810	72,004,355	81,003,991	90,003,991	99,004,355	108,003,810	117,003,991	126,004,172	135,003,991	144,002,359	1,134,047,171
2017 Gross Charges	9,370	11,455	10,198	11,955	10,202	10,584	10,985	9,602	8,818	8,818	8,818	8,818	119,623
2018 Gross Charges / wRVU	1.15	1.15	1.15	1.15	1.15	1.15	1.15	1.15	1.15	1.15	1.15	1.15	1.15
2018 Gross Charges / wRVU-Target	4,902.42	5,304.93	5,824.52	5,824.18	6,231.56	6,429.32	6,444.34	6,828.34	6,882.99	6,930.92	7,105.85	7,840.70	6,545.27
42794 Gross Charges / wRVU	1.06	1.30	1.16	1.36	1.16	1.20	1.25	1.09	1.00	1.00	1.00	1.00	1.13
Encounters													
2018 Encounters	7,515	7,515	7,515	7,515	7,515	7,515	7,515	7,515	7,515	7,515	7,515	7,515	90,180
2018 Encounters-Target	8,421	9,420	10,167	11,420	12,316	13,315	14,617	15,163	16,313	17,461	18,309	17,949	165,169

Provider Revenue Per Encounter

Use to compare the current month to the prior three-month average for different years for revenue per encounter.



Provider Revenue Per Encounter

KHA Health

For The Period Ending: July 2016

Filtered For: Encounter

Provider	Description	Current Year Actual		Current Year Budget		Last Year Actual		Variance Current to Prior		
		Current Month Revenue/Encounter	Prior 3 Month Avg Revenue/Encounter	Current Month Revenue/Encounter	Prior 3 Month Avg Revenue/Encounter	Current Month Revenue/Encounter	Prior 3 Month Avg Revenue/Encounter	Current Month Actual	Current Month Budget	Last Year Actual
D10528	Champion Richard A MD	341.31	318.73	409.33	183.29	343.60	318.73	22.58	226.05	24.87
D1132	Wang Katherine K MD	102.00	0.00	0.00	0.00	0.00	0.00	102.00	0.00	0.00
D1186	Macaulay Kelly M MD	136.81	123.31	130.36	125.78	130.36	123.31	13.50	4.58	7.05
D12221	Quintin Maria L MD	377.16	375.46	144.73	208.76	158.44	375.46	1.70	(64.03)	(217.02)
D13057	Groszmann Yvette MD	0.00	78.13	89.16	79.69	89.16	78.13	(78.13)	9.47	11.03
D13063	Faur Adriana V MD	0.00	103.50	0.00	105.57	0.00	103.50	(103.50)	(105.57)	(103.50)
D1317	Soybel David I MD	137.67	130.82	170.57	133.43	170.57	130.82	6.85	37.14	39.75
D13336	Niknejad Kathy G MD	113.04	101.55	100.80	103.58	100.80	101.55	11.49	(2.78)	(0.75)
D1371	Halpern Debra Lynn MD	0.00	0.00	5.25	0.00	5.25	0.00	0.00	5.25	5.25
D1386	Atasoylu Ayse A MD	136.04	118.21	100.00	120.57	100.00	118.21	17.83	(20.57)	(18.21)
D13865	Golub Olga E MD	1.11	0.89	3.32	0.91	3.32	0.89	0.21	2.41	2.43
D1406	Meenan David MDO	270.61	275.57	312.96	152.68	263.86	275.57	(4.96)	160.28	(11.71)
D14201	Racemark Susan M MD	347.62	325.69	0.00	183.46	0.00	325.69	21.94	(183.46)	(325.69)
D1424	Tucker John K MD	98.08	83.26	165.37	84.93	165.37	83.26	14.81	80.44	82.10
D1435	Phillips James E MD	403.95	401.43	588.19	409.46	588.19	401.43	2.53	178.73	186.76

Provider Revenue Per RVU

Use to compare the current month to the prior three-month average for different years for revenue per RVU.

Provider Revenue Per RVU

KHA Health

For The Period Ending: October 2016

Filtered For: RVU

		Current Year Actual		Current Year Budget		Last Year Actual		Variance Current to Prior 3 Months				
		Current Month	Prior 3 Month Avg	Current Month	Prior 3 Month Avg	Current Month	Prior 3 Month Avg	Current Month		Last Year	Current Period Over (under)	
Provider	**Description**	Revenue/		Revenue/		Revenue/		Actual	Budget	Actual	Budget	Last Year
D1036	Tresch Kimberly MD	0.00	0.00	0.00	78.87	0.00	78.87	0.00	(78.87)	(78.87)	0.00	0.00
D1038	Roomi Noor MD	0.00	0.00	49.06	53.74	49.06	53.74	0.00	(4.69)	(4.69)	(49.06)	(49.06)
D1039	Kramer Melvyn MD	0.00	135.91	55.44	53.81	55.44	53.81	(135.91)	1.62	1.62	(55.44)	(55.44)
D1041	Lopez Anthony MD	0.00	0.00	54.24	55.11	54.24	55.11	0.00	(0.87)	(0.87)	(54.24)	(54.24)
D10424	Lloyd William	0.00	0.00	0.00	48.41	0.00	48.41	0.00	(48.41)	(48.41)	0.00	0.00
D1044	Peters Barbara T DO	0.00	0.00	48.84	49.38	48.84	49.38	0.00	(0.55)	(0.55)	(48.84)	(48.84)
D10528	Champion Richard A MD	112.29	112.01	136.24	140.67	116.37	119.11	0.28	(4.42)	(2.75)	(23.96)	(4.08)
D1128	Konkle Rebecca L MD	0.00	135.91	51.51	53.73	51.51	53.73	(135.91)	(2.23)	(2.23)	(51.51)	(51.51)
D1132	Wang Katherine K MD	0.00	52.86	0.00	0.00	0.00	0.00	(52.86)	0.00	0.00	0.00	0.00
D1135	Sanchorawala Harsh C MD	0.00	0.00	0.00	81.15	0.00	81.15	0.00	(81.15)	(81.15)	0.00	0.00
D1158	Angel Andrew MD	135.91	124.75	69.66	66.62	69.66	66.62	11.16	3.04	3.04	66.26	66.26
D1162	Plotz Richard D MD	0.00	0.00	48.41	65.49	48.41	65.49	0.00	(17.08)	(17.08)	(48.41)	(48.41)
D11639	Wilson Claire D MD	0.00	0.00	49.06	49.61	49.06	49.61	0.00	(0.56)	(0.56)	(49.06)	(49.06)
D11643	Rosenthal Marc A MD	0.00	0.00	49.06	48.41	49.06	48.41	0.00	0.65	0.65	(49.06)	(49.06)
D11645	Rey-Alvarez Susana MD	0.00	0.00	49.06	55.94	49.06	55.94	0.00	(6.89)	(6.89)	(49.06)	(49.06)
D11646	Hoder Edward L	0.00	0.00	80.48	48.96	80.48	48.96	0.00	31.51	31.51	(80.48)	(80.48)
D1165	Mazzoni Cynthia L MD	0.00	0.00	66.67	57.78	66.67	57.78	0.00	8.89	8.89	(66.67)	(66.67)
D1171	Jenkins Stephen MD	0.00	0.00	0.00	145.61	0.00	145.61	0.00	(145.61)	(145.61)	0.00	0.00

Provider Revenue Per WRVU

Use to compare the current month to the prior three-month average for different years for revenue per WRVU.

Provider Revenue Per WRVU

KHA Health

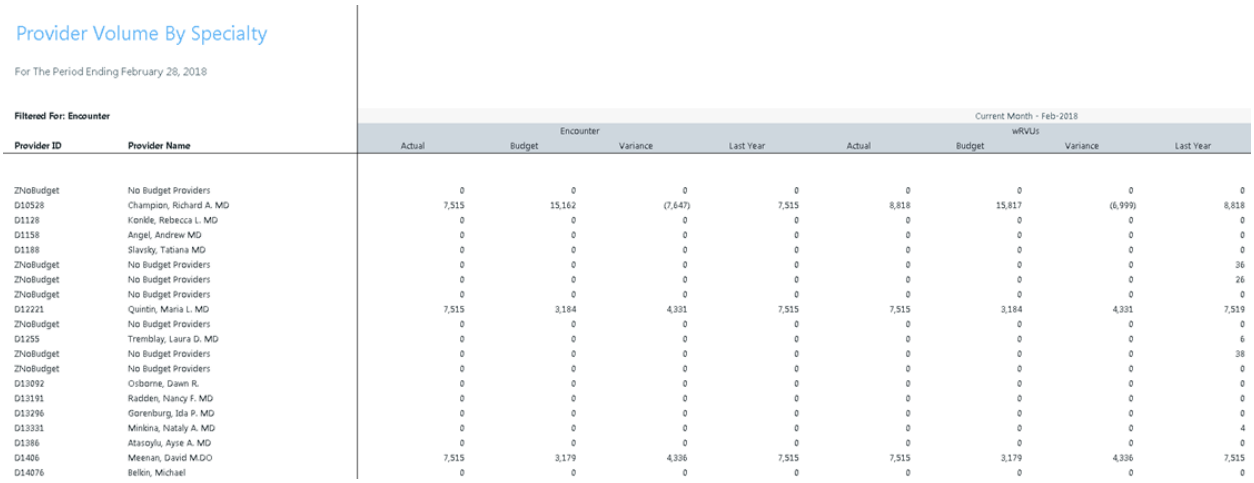
For The Period Ending: December 2016

Filtered For: WRVU

		Current Year Actual		Current Year Budget		Last Year Actual		Variance Current to Prior 3 Months				
		Current Month	Prior 3 Month Avg	Current Month	Prior 3 Month Avg	Current Month	Prior 3 Month Avg	Current Month		Last Year	Current Period Over (under)	
Provider	**Description**	Revenue/		Revenue/		Revenue/		Actual	Budget	Actual	Budget	Last Year
D10528	Champion Richard A MD	221.28	228.87	280.67	300.09	232.50	243.41	(7.59)	(19.43)	(10.92)	(59.38)	(11.22)
D1132	Wang Katherine K MD	0.00	118.47	0.00	0.00	0.00	0.00	(118.47)	0.00	0.00	0.00	0.00
D1158	Angel Andrew MD	0.00	638.48	0.00	0.00	0.00	0.00	(638.48)	0.00	0.00	0.00	0.00
D1179	Blazar Philip MD	0.00	227.72	0.00	0.00	0.00	0.00	(227.72)	0.00	0.00	0.00	0.00
D1186	Macaulay Kelly M MD	0.00	213.18	210.86	222.31	210.86	222.31	(213.18)	(11.44)	(11.44)	(210.86)	(210.86)
D12221	Quintin Maria L MD	244.48	250.90	241.12	233.65	216.77	214.95	(6.42)	7.47	1.82	3.36	27.71
D1255	Tremblay Laura D MD	0.00	570.77	0.00	0.00	0.00	0.00	(570.77)	0.00	0.00	0.00	0.00
D13057	Groszmann Yvette MD	0.00	0.00	216.58	222.08	216.58	222.08	0.00	(5.49)	(5.49)	(216.58)	(216.58)
D13063	Faur Adriana V MD	0.00	0.00	0.00	358.49	0.00	358.49	0.00	(358.49)	(358.49)	0.00	0.00
D1317	Soybel David I MD	171.30	204.21	222.17	211.10	222.17	211.10	(32.91)	11.07	11.07	(50.88)	(50.88)
D13296	Gorenburg Ida P MD	587.46	0.00	0.00	0.00	0.00	0.00	587.46	0.00	0.00	587.46	587.46
D13331	Minkina Nataly A MD	455.50	552.56	0.00	3,457.82	0.00	3,457.82	(97.07)	(3,457.82)	(3,457.82)	455.50	455.50
D13336	Niknejad Kathy G MD	192.68	190.61	194.01	190.51	194.01	190.51	2.07	3.50	3.50	(1.33)	(1.33)
D1371	Halpern Debra Lynn MD	175.06	172.00	0.00	0.00	0.00	0.00	3.07	0.00	0.00	175.06	175.06
D1386	Atasoylu Ayse A MD	0.00	181.69	0.00	190.39	0.00	190.39	(181.69)	(190.39)	(190.39)	0.00	0.00
D1406	Meenan David MDO	214.83	219.14	278.13	286.69	233.08	236.43	(4.31)	(8.56)	(3.35)	(63.30)	(18.25)
D1408	Hallett Ann M MD	316.53	379.98	0.00	4,567.54	0.00	4,567.54	(63.46)	(4,567.54)	(4,567.54)	316.53	316.53
D14201	Racemark Susan M MD	226.91	233.89	0.00	0.00	0.00	0.00	(6.98)	0.00	0.00	226.91	226.91

Provider Volume by Specialty

Use to compare actual vs budget volume by data type for the current period and year-to-date, subtotaled by provider specialty.



Provider Volume By Specialty

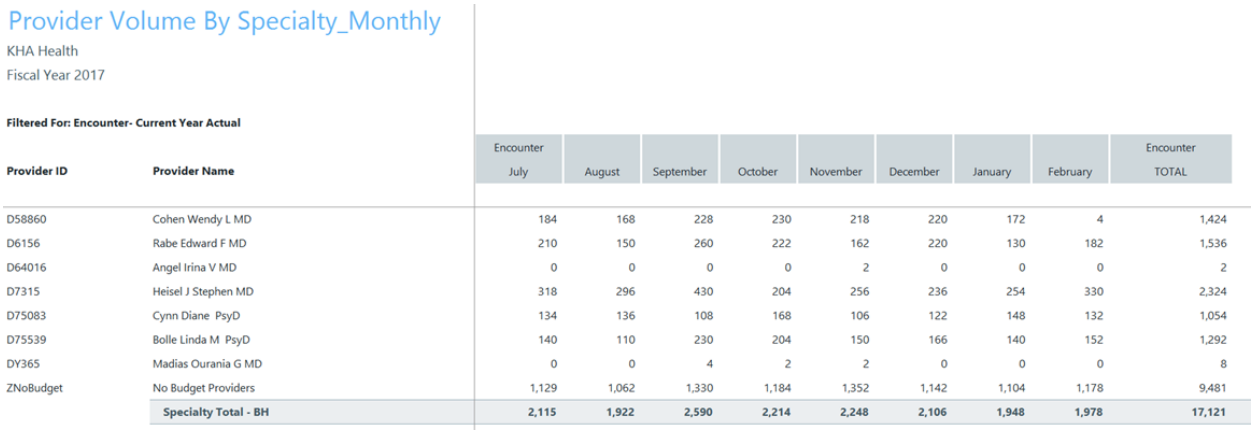
For The Period Ending February 28, 2018

Filtered For: Encounter

Provider ID	Provider Name	Current Month - Feb-2018 Encounter Actual	Budget	Variance	Last Year	wRVUs Actual	Budget	Variance	Last Year
ZNoBudget	No Budget Providers	0	0	0	0	0	0	0	0
D10528	Champion, Richard A. MD	7,515	15,162	(7,647)	7,515	8,818	15,817	(6,999)	8,818
D1128	Konkle, Rebecca L. MD	0	0	0	0	0	0	0	0
D1158	Angel, Andrew MD	0	0	0	0	0	0	0	0
D1188	Slavsky, Tatiana MD	0	0	0	0	0	0	0	0
ZNoBudget	No Budget Providers	0	0	0	0	0	0	0	36
ZNoBudget	No Budget Providers	0	0	0	0	0	0	0	26
ZNoBudget	No Budget Providers	0	0	0	0	0	0	0	0
D12221	Quintin, Maria L. MD	7,515	3,184	4,331	7,515	7,515	3,184	4,331	7,519
ZNoBudget	No Budget Providers	0	0	0	0	0	0	0	0
D1255	Tremblay, Laura D. MD	0	0	0	0	0	0	0	6
ZNoBudget	No Budget Providers	0	0	0	0	0	0	0	38
ZNoBudget	No Budget Providers	0	0	0	0	0	0	0	0
D13092	Osborne, Dawn R.	0	0	0	0	0	0	0	0
D13191	Radden, Nancy F. MD	0	0	0	0	0	0	0	0
D13296	Gorenburg, Ida P. MD	0	0	0	0	0	0	0	0
D13331	Minkina, Nataly A. MD	0	0	0	0	0	0	0	4
D1386	Atasoylu, Ayse A. MD	0	0	0	0	0	0	0	0
D1406	Meenan, David M.DO	7,515	3,179	4,336	7,515	7,515	3,179	4,336	7,515
D14076	Belkin, Michael	0	0	0	0	0	0	0	0

Provider Volume by Specialty_Monthly

Use to show monthly totals by provider, for a chosen data type and year, subtotaled by provider specialty.



Provider Volume By Specialty_Monthly

KHA Health

Fiscal Year 2017

Filtered For: Encounter- Current Year Actual

Provider ID	Provider Name	Encounter July	August	September	October	November	December	January	February	Encounter TOTAL
D58860	Cohen Wendy L MD	184	168	228	230	218	220	172	4	1,424
D6156	Rabe Edward F MD	210	150	260	222	162	220	130	182	1,536
D64016	Angel Irina V MD	0	0	0	0	2	0	0	0	2
D7315	Heisel J Stephen MD	318	296	430	204	256	236	254	330	2,324
D75083	Cynn Diane PsyD	134	136	108	168	106	122	148	132	1,054
D75539	Bolle Linda M PsyD	140	110	230	204	150	166	140	152	1,292
DY365	Madias Ourania G MD	0	0	4	2	2	0	0	0	8
ZNoBudget	No Budget Providers	1,129	1,062	1,330	1,184	1,352	1,142	1,104	1,178	9,481
	Specialty Total - BH	**2,115**	**1,922**	**2,590**	**2,214**	**2,248**	**2,106**	**1,948**	**1,978**	**17,121**

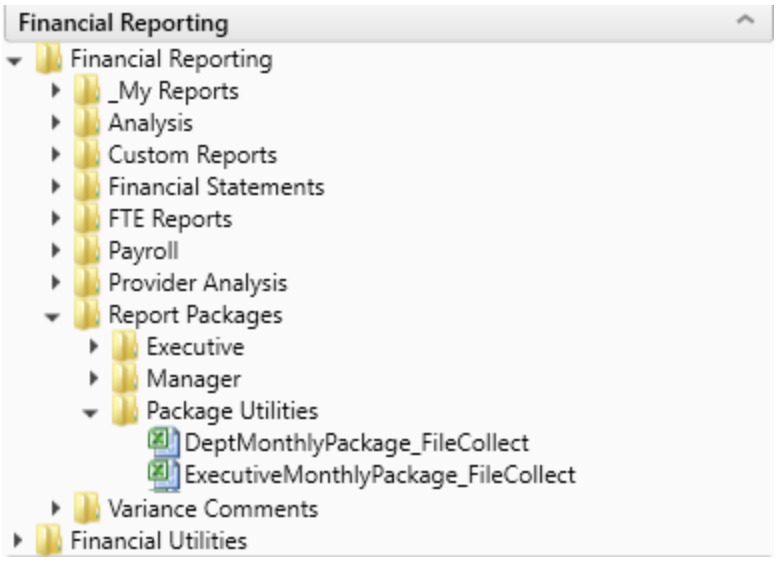
Report Packages - Utilities

These reports are designed for month-end or payroll electronic packaging for distribution.

Accessing these reports

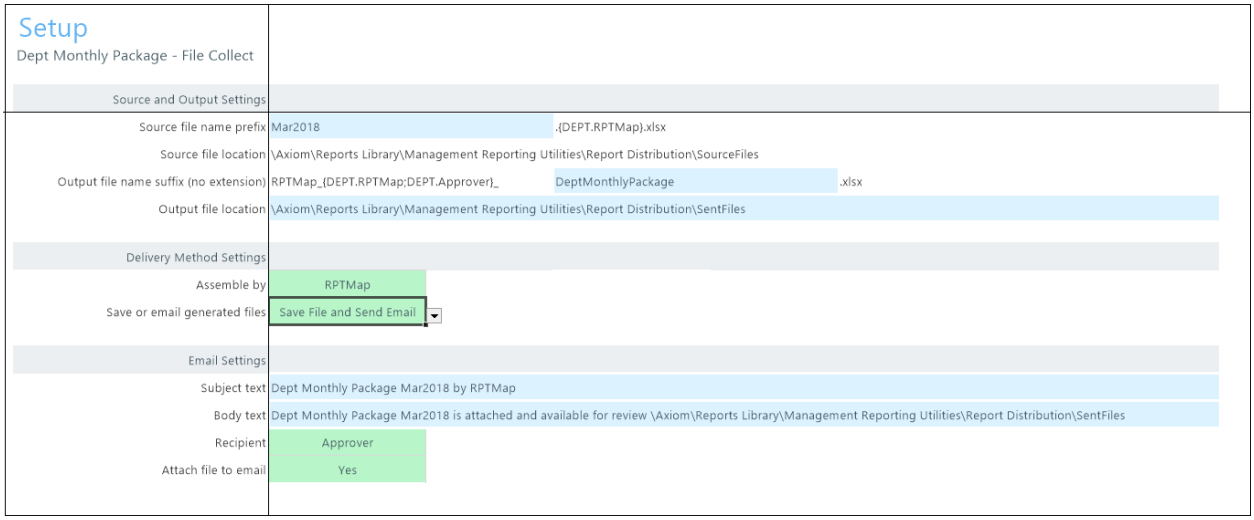
The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting\Report Packages\Package Utilities**. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the **Financial Reporting** section, click **Financial Reporting > Report Packages > Package Utilities**.



DeptMonthlyPackage_FileCollect

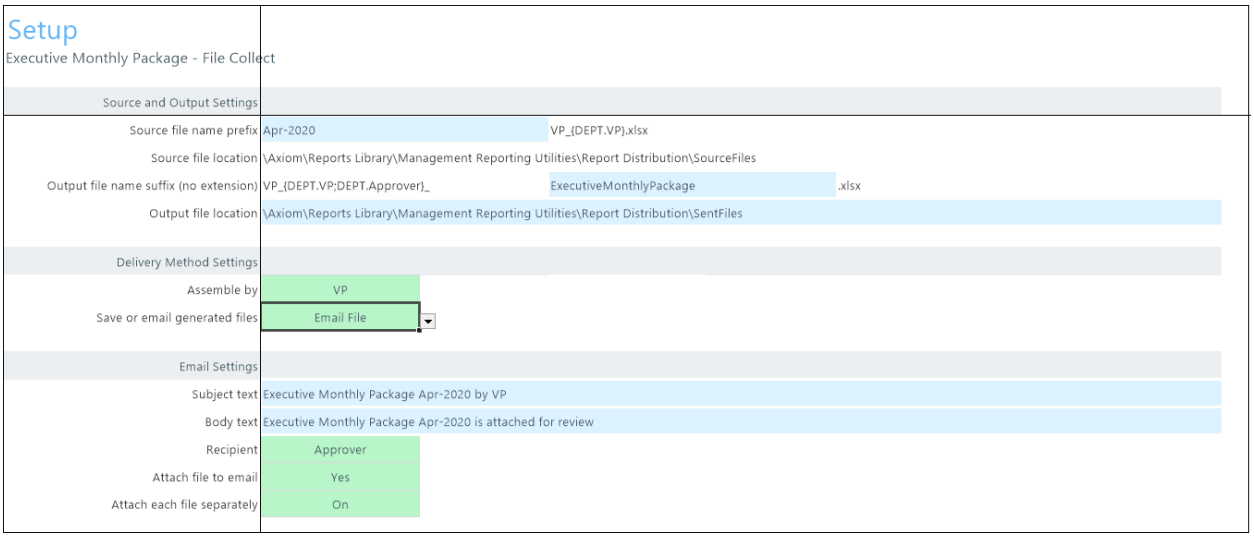
Use this utility to combine all of the Monthly Manager Package reports into one file, configure the file source and output settings and delivery method (email and/or save as a file to a directory location) for the . If sending the report by email, you can configure the email subject line and body text, the recipient type, and file attachment options. For more information, see Processing and distributing the Department Monthly Package report.



ExecutiveMonthlyPackage_FileCollect

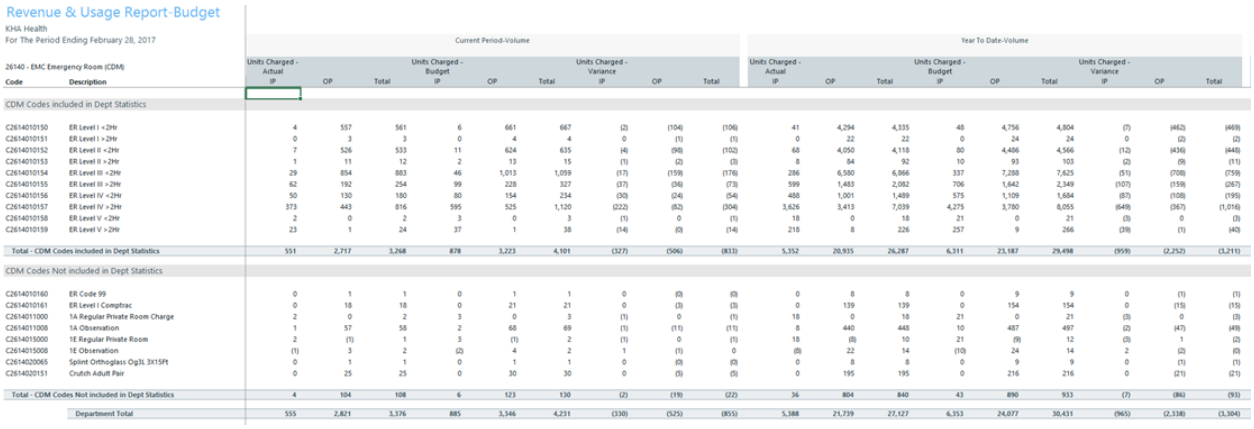
Use this utility to combine all of the Executive Monthly Package reports into one file, configure the file source and output settings and delivery method (email and/or save as a file to a directory location) for

the . If sending the report by email, you can configure the email subject line and body text, the recipient type, and file attachment options. For more information, see Processing and distributing the Executive Monthly Package report .



Running the Revenue Usage - Budget report

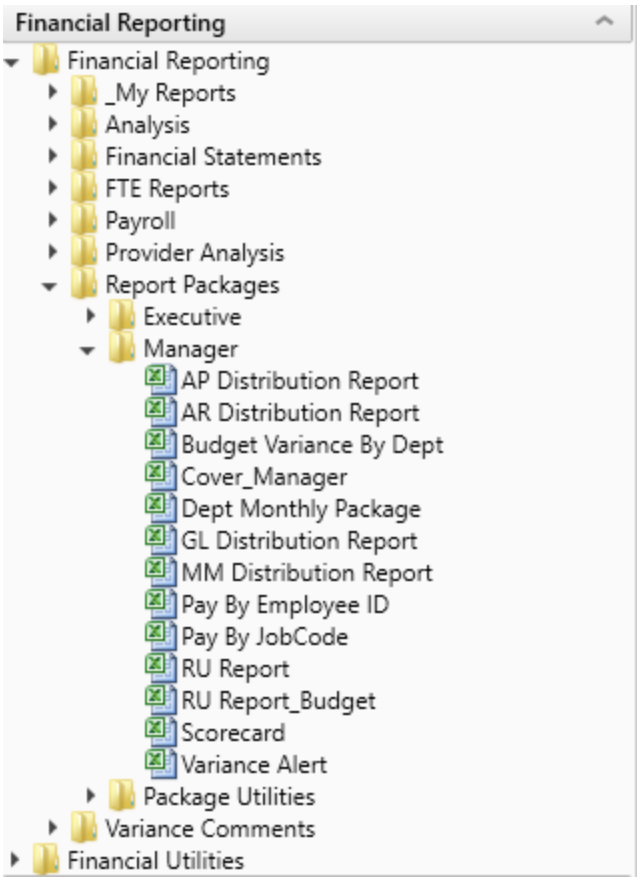
This reports shows the current-month actual, budget, and year-to-date Revenue and Usage units and gross revenue by CDMCode. Units for specific CDM can be RVU weighted to use for monthly statistics summarization.



Accessing this report

The report is located in **\Axiom\Reports Library\Management Reporting\Report Packages\Manager**. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the **Financial Reporting** section, click **Financial Reporting > Report Packages > Manager**.



Financial utilities

Axiom Budgeting 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.

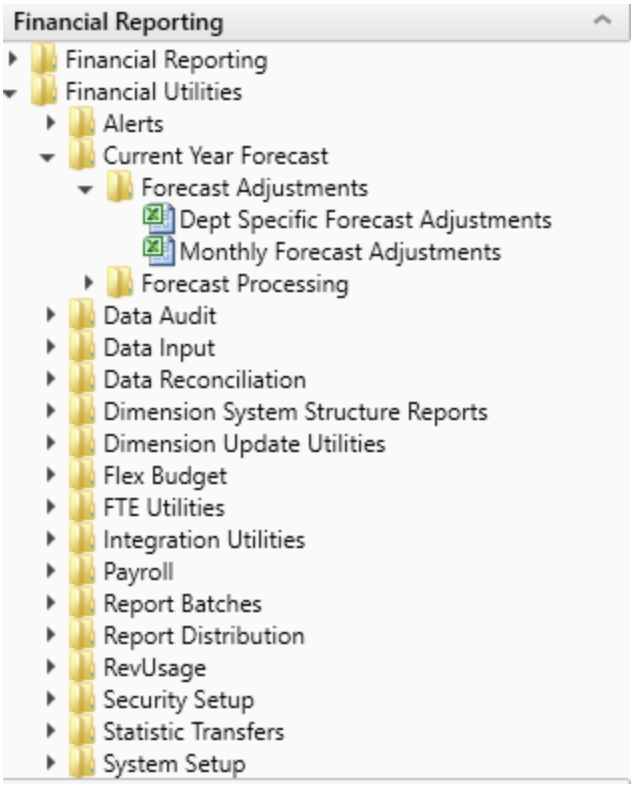
Current Year Forecast – Forecast Adjustment Utilities

These reports are designed to post calculated values to the database.

Accessing these reports

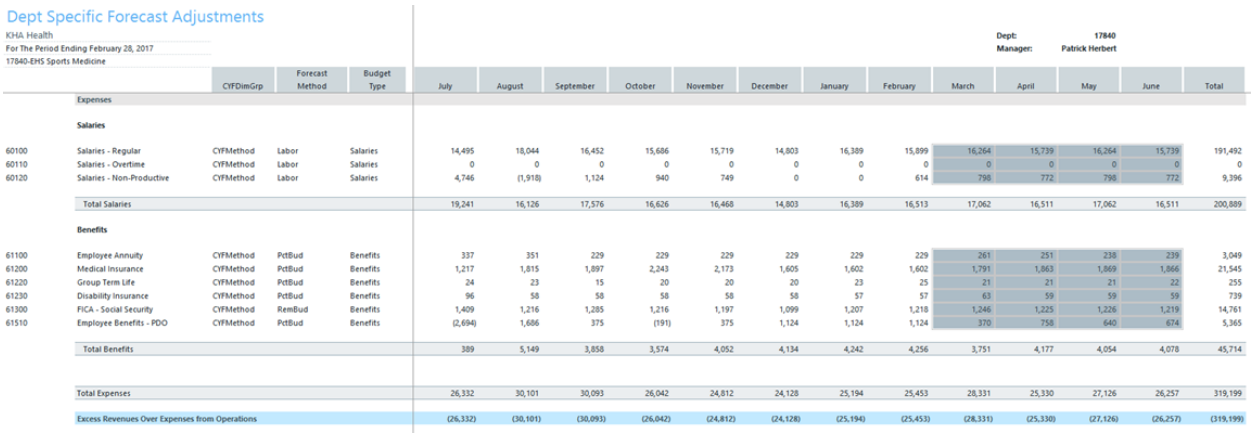
The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting Utilities\Current Year Forecast\Forecast Adjustments**. For instructions, see Browsing the Report Library.

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 Specific Forecast Adjustments

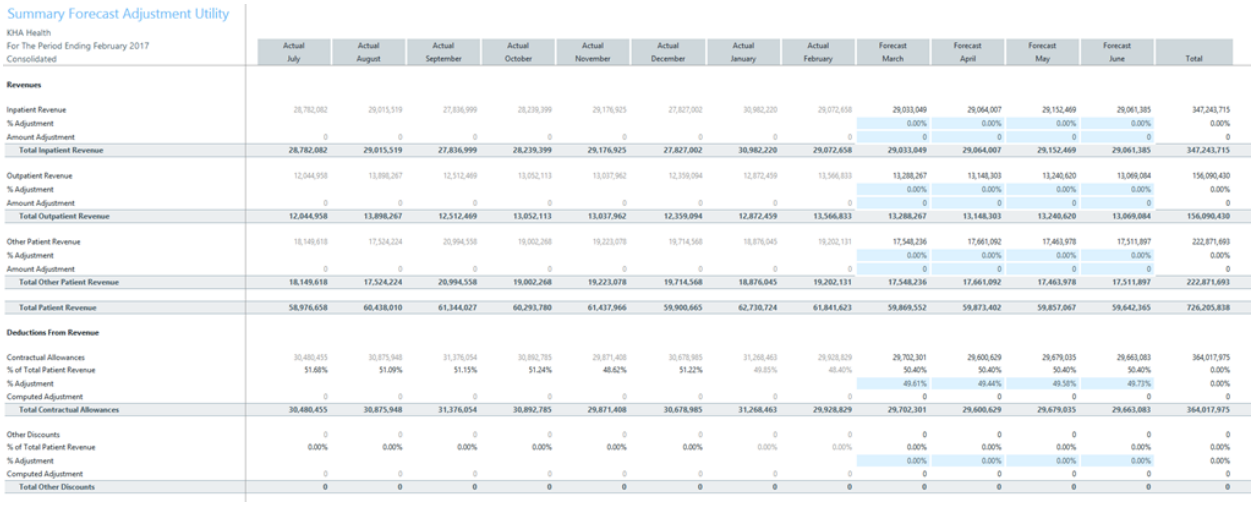
KHA Health
For The Period Ending February 28, 2017
17840-EHS Sports Medicine

Dept: 17840
Manager: Patrick Herbert

		CYFDimGrp	Forecast Method	Budget Type	July	August	September	October	November	December	January	February	March	April	May	June	Total
	Expenses																
	Salaries																
60100	Salaries - Regular	CYFMethod	Labor	Salaries	14,495	18,044	16,452	15,686	15,719	14,803	16,389	15,899	16,264	15,739	16,264	15,739	191,492
60110	Salaries - Overtime	CYFMethod	Labor	Salaries	0	0	0	0	0	0	0	0	0	0	0	0	0
60120	Salaries - Non-Productive	CYFMethod	Labor	Salaries	4,746	(1,918)	1,124	940	749	0	0	614	798	772	798	772	9,396
	Total Salaries				19,241	16,126	17,576	16,626	16,468	14,803	16,389	16,513	17,062	16,511	17,062	16,511	200,889
	Benefits																
61100	Employee Annuity	CYFMethod	PctBud	Benefits	337	351	229	229	229	229	229	229	261	251	238	239	3,049
61200	Medical Insurance	CYFMethod	PctBud	Benefits	1,217	1,815	1,897	2,243	2,173	1,605	1,602	1,602	1,791	1,863	1,869	1,866	21,545
61220	Group Term Life	CYFMethod	PctBud	Benefits	24	23	15	20	20	20	23	25	21	21	21	22	255
61230	Disability Insurance	CYFMethod	PctBud	Benefits	96	58	58	58	58	58	57	57	63	59	59	59	739
61300	FICA - Social Security	CYFMethod	RemBud	Benefits	1,409	1,216	1,285	1,216	1,197	1,099	1,207	1,218	1,246	1,225	1,226	1,219	14,761
61510	Employee Benefits - PDO	CYFMethod	PctBud	Benefits	(2,694)	1,686	375	(191)	375	1,124	1,124	1,124	370	758	640	674	5,365
	Total Benefits				389	5,149	3,858	3,574	4,052	4,134	4,242	4,256	3,751	4,177	4,054	4,078	45,714
	Total Expenses				26,332	30,101	30,093	26,042	24,812	24,128	25,194	25,453	28,331	25,330	27,126	26,257	319,199
	Excess Revenues Over Expenses from Operations				(26,332)	(30,101)	(30,093)	(26,042)	(24,812)	(24,128)	(25,194)	(25,453)	(28,331)	(25,330)	(27,126)	(26,257)	(319,199)

Monthly Forecast Adjustments

This is a save-to-database report used to make adjustments to the current-year forecast at an income-statement level.



Summary Forecast Adjustment Utility

KHA Health
For The Period Ending February 2017
Consolidated

	Actual July	Actual August	Actual September	Actual October	Actual November	Actual December	Actual January	Actual February	Forecast March	Forecast April	Forecast May	Forecast June	Total
Revenues													
Inpatient Revenue	28,782,082	29,015,519	27,836,999	28,239,399	29,176,925	27,827,002	30,982,220	29,072,658	29,033,049	29,064,007	29,152,469	29,061,385	347,243,715
% Adjustment									0.00%	0.00%	0.00%	0.00%	0.00%
Amount Adjustment	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Inpatient Revenue	28,782,082	29,015,519	27,836,999	28,239,399	29,176,925	27,827,002	30,982,220	29,072,658	29,033,049	29,064,007	29,152,469	29,061,385	347,243,715
Outpatient Revenue	12,044,958	13,898,267	12,512,469	13,052,113	13,037,962	12,359,094	12,872,459	13,566,833	13,288,267	13,148,303	13,240,620	13,069,084	156,090,430
% Adjustment									0.00%	0.00%	0.00%	0.00%	0.00%
Amount Adjustment	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Outpatient Revenue	12,044,958	13,898,267	12,512,469	13,052,113	13,037,962	12,359,094	12,872,459	13,566,833	13,288,267	13,148,303	13,240,620	13,069,084	156,090,430
Other Patient Revenue	18,149,618	17,524,224	20,994,558	19,002,268	19,223,078	19,714,568	18,876,045	19,202,131	17,548,236	17,661,092	17,463,978	17,511,897	222,871,693
% Adjustment									0.00%	0.00%	0.00%	0.00%	0.00%
Amount Adjustment	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Other Patient Revenue	18,149,618	17,524,224	20,994,558	19,002,268	19,223,078	19,714,568	18,876,045	19,202,131	17,548,236	17,661,092	17,463,978	17,511,897	222,871,693
Total Patient Revenue	58,976,658	60,438,010	61,344,027	60,293,780	61,437,966	59,900,665	62,730,724	61,841,623	59,869,552	59,873,402	59,857,067	59,642,365	726,205,838
Deductions From Revenue													
Contractual Allowances	30,480,455	30,875,948	31,376,054	30,892,785	29,871,408	30,678,985	31,268,463	29,928,829	29,702,301	29,600,629	29,679,035	29,663,083	364,017,975
% of Total Patient Revenue	51.68%	51.09%	51.15%	51.24%	48.62%	51.22%	49.85%	48.40%	50.40%	50.40%	50.40%	50.40%	0.00%
% Adjustment									49.61%	49.44%	49.58%	49.73%	0.00%
Computed Adjustment	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Contractual Allowances	30,480,455	30,875,948	31,376,054	30,892,785	29,871,408	30,678,985	31,268,463	29,928,829	29,702,301	29,600,629	29,679,035	29,663,083	364,017,975
Other Discounts	0	0	0	0	0	0	0	0	0	0	0	0	0
% of Total Patient Revenue	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
% Adjustment									0.00%	0.00%	0.00%	0.00%	0.00%
Computed Adjustment	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Other Discounts	0	0	0	0	0	0	0	0	0	0	0	0	0

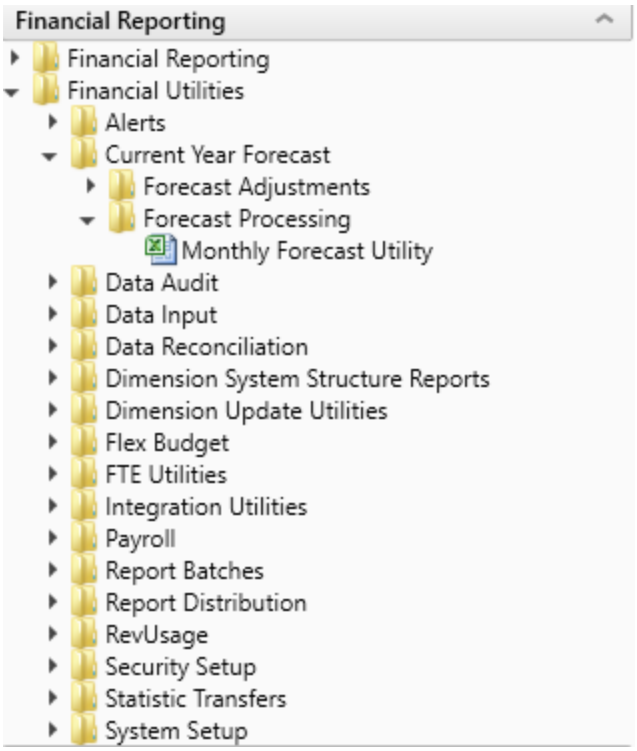
Current Year Forecast – Forecast Processing Utilities

This report is designed to post calculated values to the database.

Accessing these reports

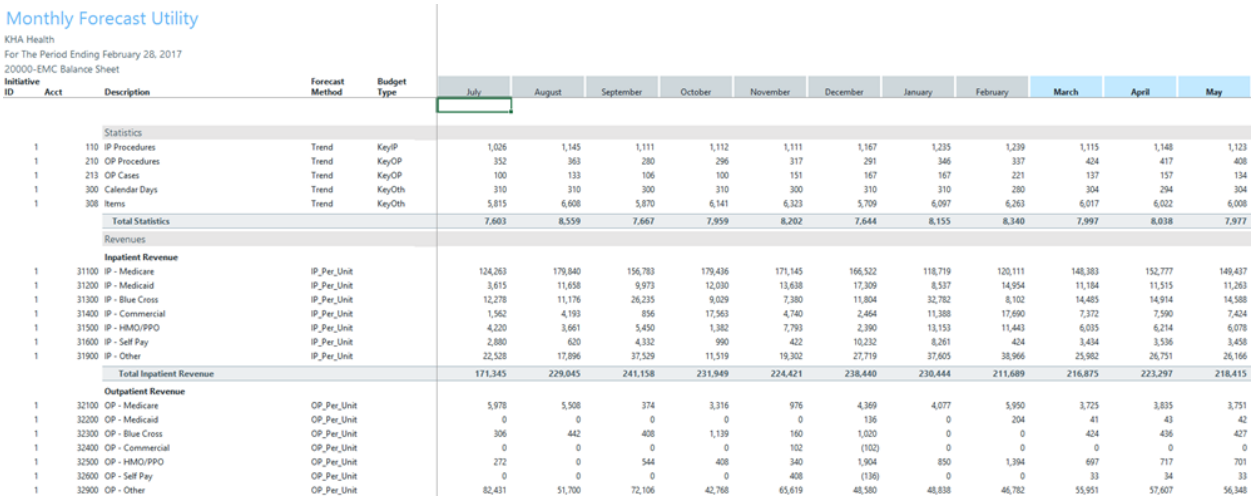
The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting Utilities\Current Year Forecast\Forecast Processing**. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the **Financial Reporting** section, click **Financial Utilities > Current Year Forecast > Forecast Processing**.



Monthly Forecast Utility

This is a save-to-database report used to calculate and post a monthly forecast for the remaining months of the fiscal year to the database using a variety of forecast methods.



Monthly Forecast Utility

KHA Health

For The Period Ending February 28, 2017

20000-EMC Balance Sheet

Initiative ID	Acct	Description	Forecast Method	Budget Type	July	August	September	October	November	December	January	February	March	April	May
		Statistics													
1	110	IP Procedures	Trend	KeyIP	1,026	1,145	1,111	1,112	1,111	1,167	1,235	1,239	1,115	1,148	1,123
1	210	OP Procedures	Trend	KeyOP	352	363	280	296	317	291	346	337	424	417	408
1	213	OP Cases	Trend	KeyOP	100	133	106	100	151	167	167	221	137	157	134
1	300	Calendar Days	Trend	KeyOth	310	310	300	310	300	310	310	280	304	294	304
1	308	Items	Trend	KeyOth	5,815	6,608	5,870	6,141	6,323	5,709	6,097	6,263	6,017	6,022	6,008
		Total Statistics			7,603	8,559	7,667	7,959	8,202	7,644	8,155	8,340	7,997	8,038	7,977
		Revenues													
		Inpatient Revenue													
1	31100	IP - Medicare	IP_Per_Unit		124,263	179,840	156,783	179,436	171,145	166,522	118,719	120,111	148,383	152,777	149,437
1	31200	IP - Medicaid	IP_Per_Unit		3,615	11,658	9,973	12,030	13,638	17,309	8,537	14,954	11,184	11,515	11,263
1	31300	IP - Blue Cross	IP_Per_Unit		12,278	11,176	26,235	9,029	7,380	11,804	32,782	8,102	14,485	14,914	14,588
1	31400	IP - Commercial	IP_Per_Unit		1,562	4,193	856	17,563	4,740	2,464	11,388	17,690	7,372	7,590	7,424
1	31500	IP - HMO/PPO	IP_Per_Unit		4,220	3,661	5,450	1,382	7,793	2,390	13,153	11,443	6,035	6,214	6,078
1	31600	IP - Self Pay	IP_Per_Unit		2,880	620	4,332	990	422	10,232	8,261	424	3,434	3,536	3,458
1	31900	IP - Other	IP_Per_Unit		22,528	17,896	37,529	11,519	19,302	27,719	37,605	38,966	25,982	26,751	26,166
		Total Inpatient Revenue			171,345	229,045	241,158	231,949	224,421	238,440	230,444	211,689	216,875	223,297	218,415
		Outpatient Revenue													
1	32100	OP - Medicare	OP_Per_Unit		5,978	5,508	374	3,316	976	4,369	4,077	5,950	3,725	3,835	3,751
1	32200	OP - Medicaid	OP_Per_Unit		0	0	0	0	0	136	0	204	41	43	42
1	32300	OP - Blue Cross	OP_Per_Unit		306	442	408	1,139	160	1,020	0	0	424	436	427
1	32400	OP - Commercial	OP_Per_Unit		0	0	0	0	102	(102)	0	0	0	0	0
1	32500	OP - HMO/PPO	OP_Per_Unit		272	0	544	408	340	1,904	850	1,394	697	717	701
1	32600	OP - Self Pay	OP_Per_Unit		0	0	0	0	408	(136)	0	0	33	34	33
1	32900	OP - Other	OP_Per_Unit		82,431	51,700	72,106	42,768	65,619	48,580	48,838	46,782	55,951	57,607	56,348

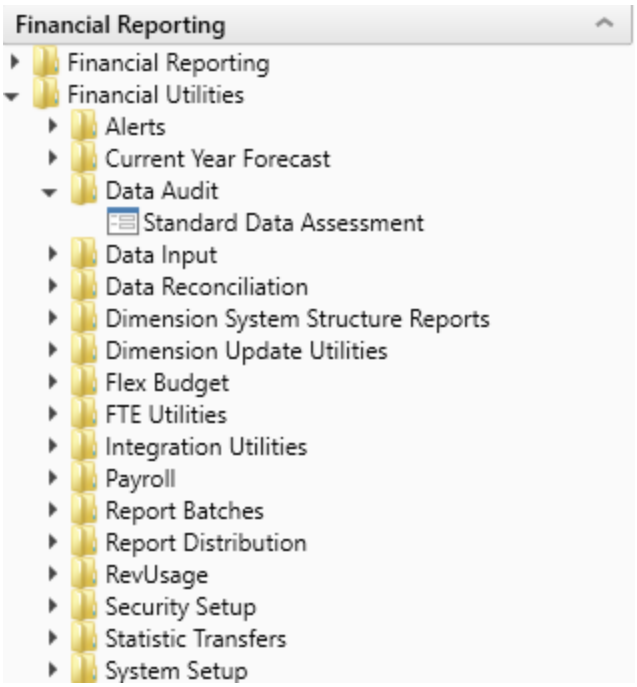
Data Audit

This report is designed to improve the quality of data.

Accessing these reports

The reports listed in this section are located in **\Axiom\Reports Library\Management ReportingUtilities\Data Audit**. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the **Financial Reporting** section, click **Financial Utilities > Data Audit**.



Standard Data Assessment

Use to improve the quality of your data, keep you compliant with Kaufman Hall standards, and save time preparing for monthly reporting and annual budgeting. For more information, see Standardizing data.



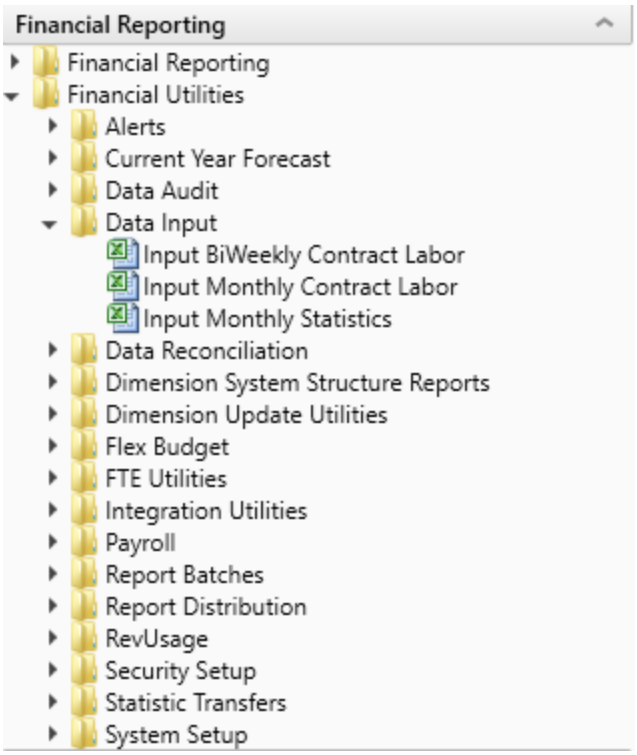
Data Input utilities

These reports are designed as save-to-database reports for statistics and contract labor hours.

Accessing these reports

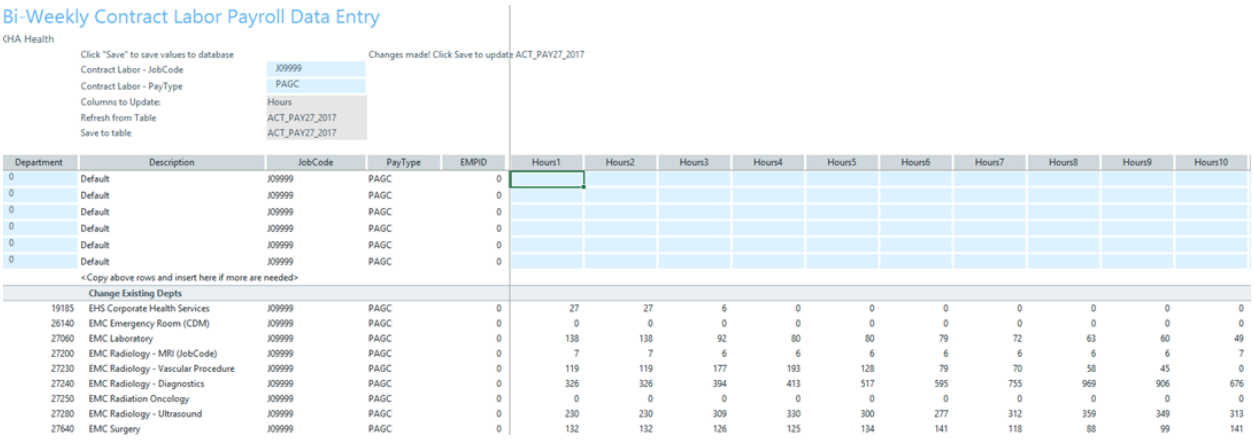
The reports listed in this section are located in **\Axiom\Reports Library\Management ReportingUtilities\Data Input**. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the **Financial Reporting** section, click **Financial Utilities > Data Input**.



Input Biweekly Contract Labor

Use as an input report for biweekly contract labor hours data collection. You enter biweekly hours and then post them to the database from this report.



Bi-Weekly Contract Labor Payroll Data Entry

CHA Health

Click "Save" to save values to database

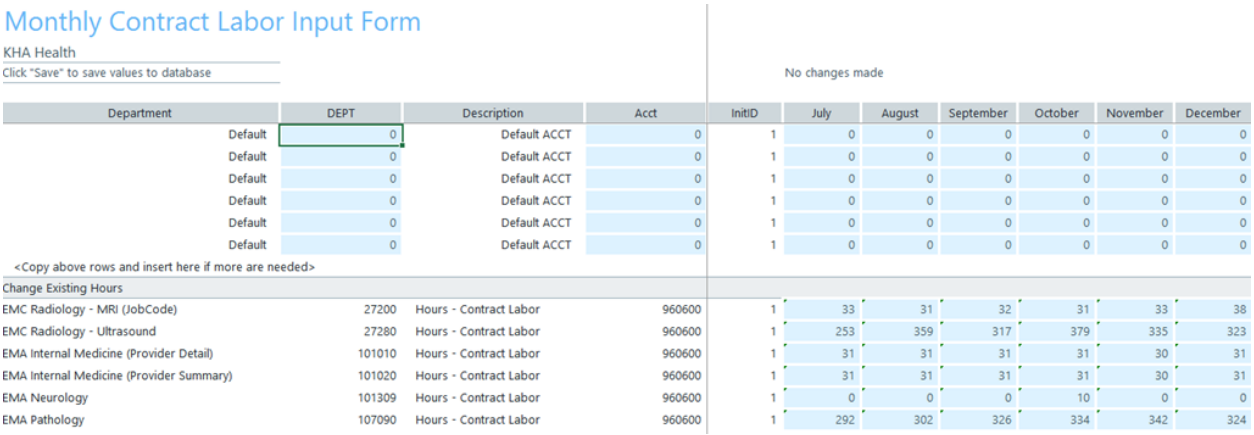
Changes made! Click Save to update ACT_PAY27_2017

Contract Labor - JobCode	J09999
Contract Labor - PayType	PAGC
Columns to Update:	Hours
Refresh from Table	ACT_PAY27_2017
Save to table	ACT_PAY27_2017

Department	Description	JobCode	PayType	EMPID	Hours1	Hours2	Hours3	Hours4	Hours5	Hours6	Hours7	Hours8	Hours9	Hours10
0	Default	J09999	PAGC	0										
0	Default	J09999	PAGC	0										
0	Default	J09999	PAGC	0										
0	Default	J09999	PAGC	0										
0	Default	J09999	PAGC	0										
0	Default	J09999	PAGC	0										
	<Copy above rows and insert here if more are needed>													
	Change Existing Depts													
19185	EHS Corporate Health Services	J09999	PAGC	0	27	27	6	0	0	0	0	0	0	0
26140	EMC Emergency Room (CDM)	J09999	PAGC	0	0	0	0	0	0	0	0	0	0	0
27060	EMC Laboratory	J09999	PAGC	0	138	138	92	80	80	79	72	63	60	49
27200	EMC Radiology - MRI (JobCode)	J09999	PAGC	0	7	7	6	6	6	6	6	6	6	7
27230	EMC Radiology - Vascular Procedure	J09999	PAGC	0	119	119	177	193	128	79	70	58	45	0
27240	EMC Radiology - Diagnostics	J09999	PAGC	0	326	326	394	413	517	595	755	969	906	676
27250	EMC Radiation Oncology	J09999	PAGC	0	0	0	0	0	0	0	0	0	0	0
27280	EMC Radiology - Ultrasound	J09999	PAGC	0	230	230	309	330	300	277	312	359	349	313
27640	EMC Surgery	J09999	PAGC	0	132	132	126	125	134	141	118	88	99	141

Input Monthly Contract Labor

Use as an input report for monthly contract labor hours data collection. You enter monthly hours and then post them to the database from this report.



Monthly Contract Labor Input Form

KHA Health

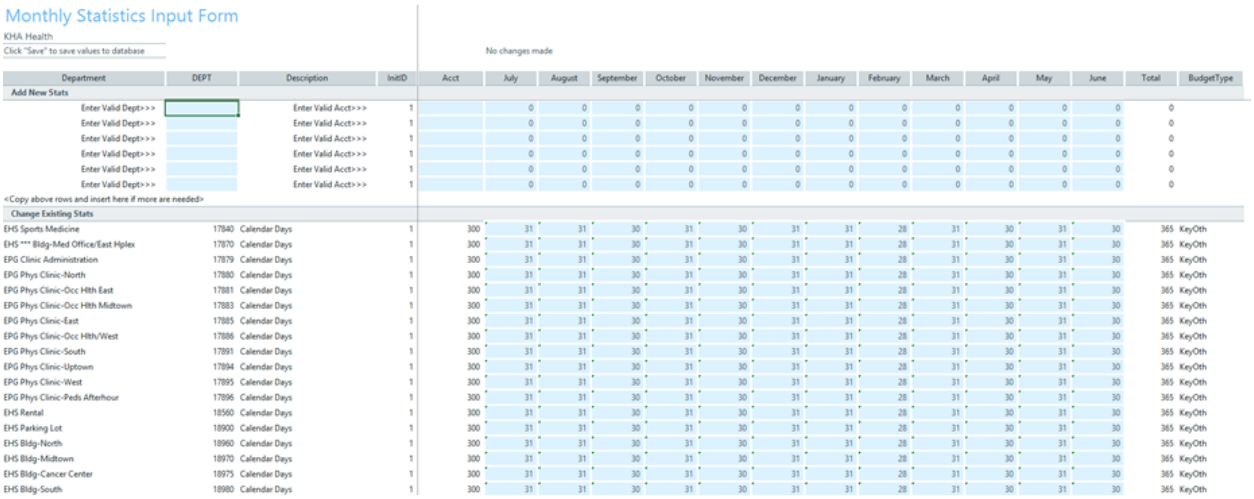
Click "Save" to save values to database

No changes made

Department	DEPT	Description	Acct	InitID	July	August	September	October	November	December
Default	0	Default ACCT	0	1	0	0	0	0	0	0
Default	0	Default ACCT	0	1	0	0	0	0	0	0
Default	0	Default ACCT	0	1	0	0	0	0	0	0
Default	0	Default ACCT	0	1	0	0	0	0	0	0
Default	0	Default ACCT	0	1	0	0	0	0	0	0
Default	0	Default ACCT	0	1	0	0	0	0	0	0
<Copy above rows and insert here if more are needed>										
Change Existing Hours										
EMC Radiology - MRI (JobCode)	27200	Hours - Contract Labor	960600	1	33	31	32	31	33	38
EMC Radiology - Ultrasound	27280	Hours - Contract Labor	960600	1	253	359	317	379	335	323
EMA Internal Medicine (Provider Detail)	101010	Hours - Contract Labor	960600	1	31	31	31	31	30	31
EMA Internal Medicine (Provider Summary)	101020	Hours - Contract Labor	960600	1	31	31	31	31	30	31
EMA Neurology	101309	Hours - Contract Labor	960600	1	0	0	0	10	0	0
EMA Pathology	107090	Hours - Contract Labor	960600	1	292	302	326	334	342	324

Input Monthly Statistics

Use to input monthly statistics data collection or calculations. You enter the monthly statistics and then post to the database from this report. In some cases, there may be an import for statistics that already loads statistics on a monthly basis. You can use this report as a replacement for an import or in addition to the statistics import.



Data Reconciliation utilities

These reports are designed for designed for month-end close analysis and standardizing data.

Accessing these reports

The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting Utilities\Data Reconciliation**. For instructions, see Browsing the Report Library.

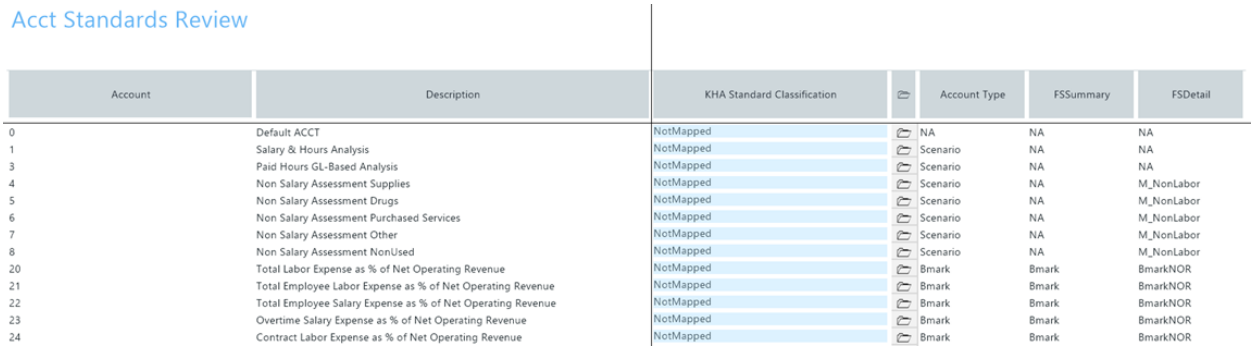
You can also access them from the following:

- **Bud Admin task pane:** In the **Financial Reporting** section, click **Financial Utilities > Data Reconciliation**.
- **Mgmt Admin task pane:** In the **Data Maintenance** section, click **Data Reconciliation**.

Acct Standards Review

Use this report to map standardized data for accounts in your organization to KHA Standard Class codes.

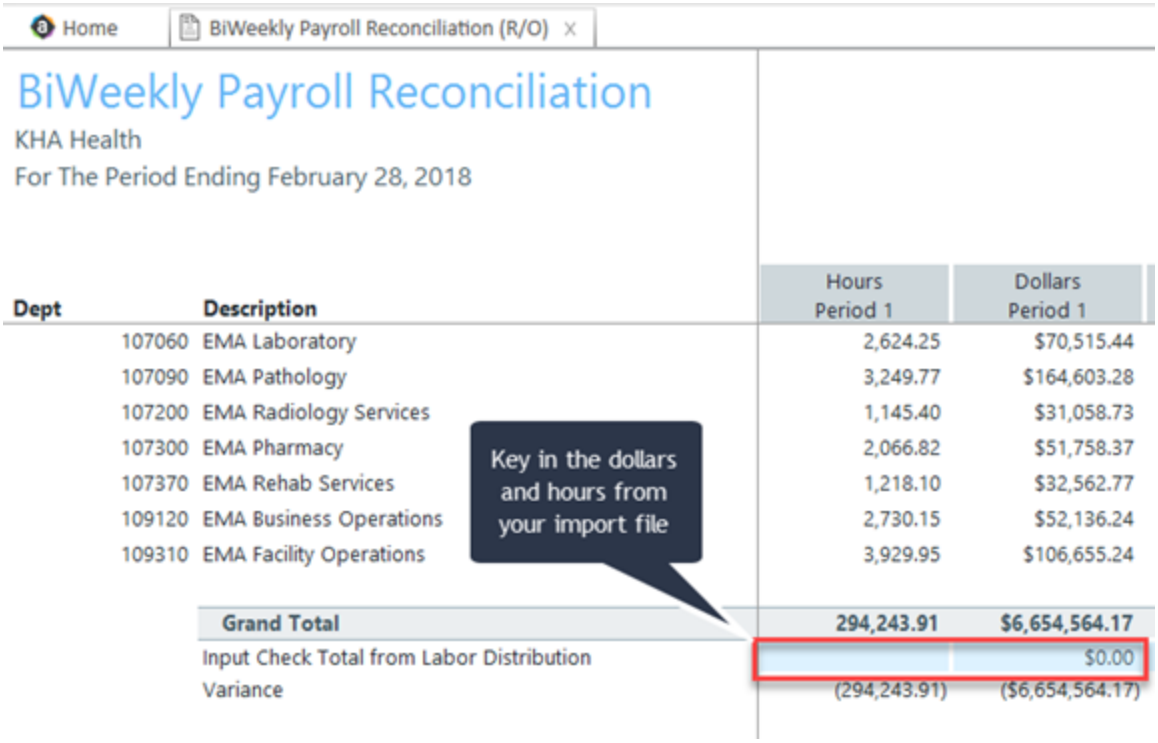
NOTE: For instructions, see Mapping KHA Standard Class codes.



BiWeekly Payroll Reconciliation report

After the payroll file is loaded, run the Biweekly Payroll Reconciliation report.

Using the loaded import file, total the dollars and hours from the import file, and enter the totals into the BiWeekly Payroll Reconciliation report to see if your check totals from your import file match what was loaded in to Axiom.

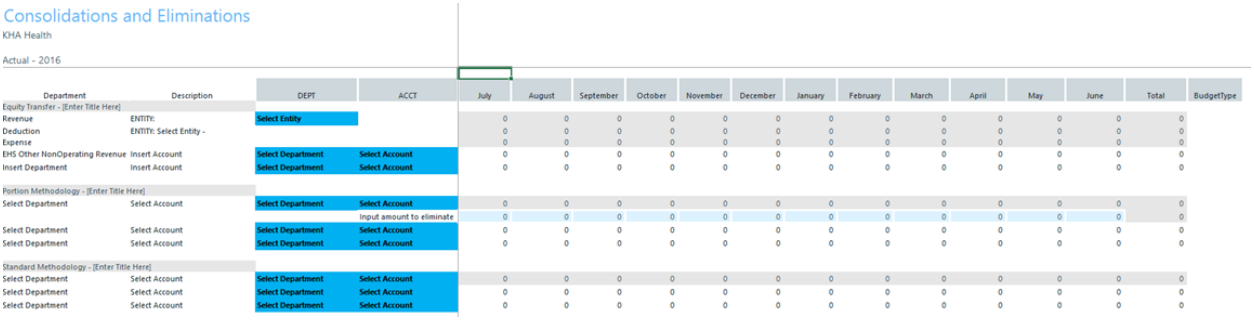


Dept	Description	Hours Period 1	Dollars Period 1
107060	EMA Laboratory	2,624.25	$70,515.44
107090	EMA Pathology	3,249.77	$164,603.28
107200	EMA Radiology Services	1,145.40	$31,058.73
107300	EMA Pharmacy	2,066.82	$51,758.37
107370	EMA Rehab Services	1,218.10	$32,562.77
109120	EMA Business Operations	2,730.15	$52,136.24
109310	EMA Facility Operations	3,929.95	$106,655.24
Grand Total		**294,243.91**	**$6,654,564.17**
Input Check Total from Labor Distribution			$0.00
Variance		(294,243.91)	($6,654,564.17)

If your dollars and hours for the loaded period matches the Grand Total, the data is reconciled, and you can move on to either loading another payroll for the current month or running the Payroll Accrual utility to accrue your biweekly payroll to a monthly payroll.

Consolidations and Eliminations

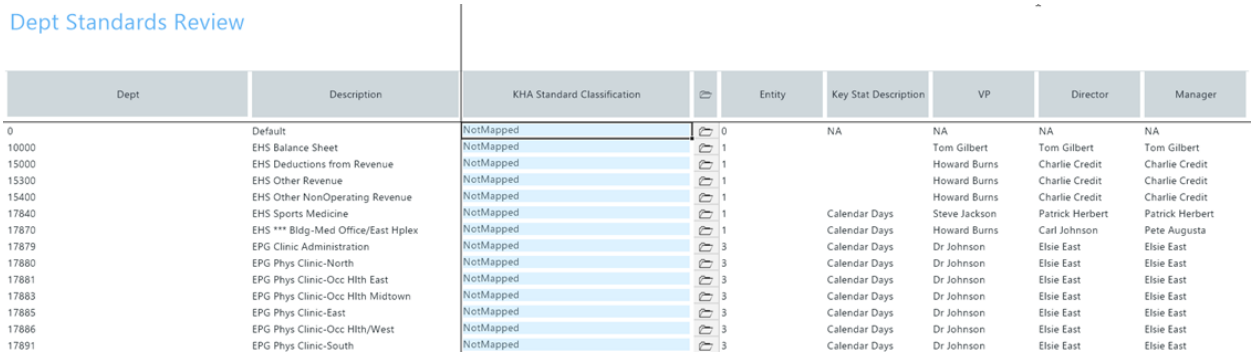
This is a save to database report that allows you to input eliminations for your financial database.



Dept Standards Review

Use this report to map standardized data for departments in your organization to KHA Standard Class codes.

NOTE: For instructions, see Mapping KHA Standard Class codes.



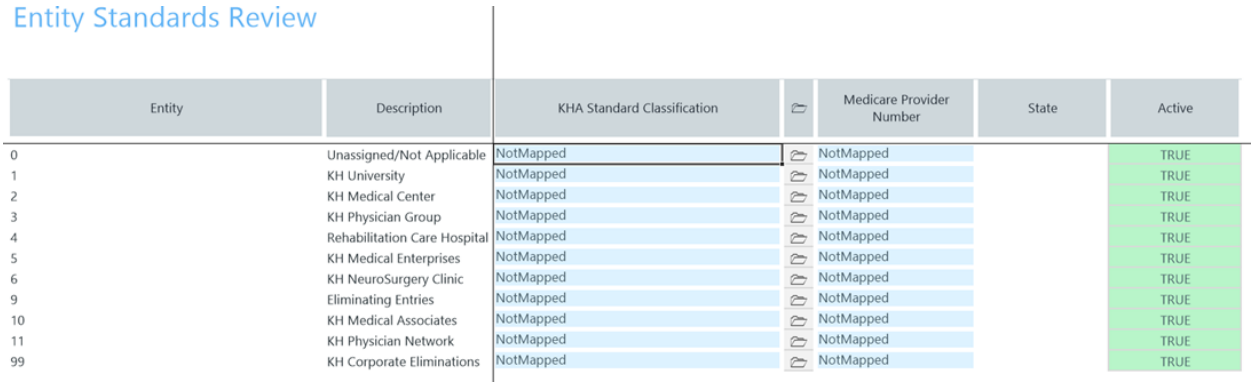
Dept Standards Review

Dept	Description	KHA Standard Classification		Entity	Key Stat Description	VP	Director	Manager
0	Default	NotMapped		0	NA	NA	NA	NA
10000	EHS Balance Sheet	NotMapped		1		Tom Gilbert	Tom Gilbert	Tom Gilbert
15000	EHS Deductions from Revenue	NotMapped		1		Howard Burns	Charlie Credit	Charlie Credit
15300	EHS Other Revenue	NotMapped		1		Howard Burns	Charlie Credit	Charlie Credit
15400	EHS Other NonOperating Revenue	NotMapped		1		Howard Burns	Charlie Credit	Charlie Credit
17840	EHS Sports Medicine	NotMapped		1	Calendar Days	Steve Jackson	Patrick Herbert	Patrick Herbert
17870	EHS *** Bldg-Med Office/East Hplex	NotMapped		1	Calendar Days	Howard Burns	Carl Johnson	Pete Augusta
17879	EPG Clinic Administration	NotMapped		3	Calendar Days	Dr Johnson	Elsie East	Elsie East
17880	EPG Phys Clinic-North	NotMapped		3	Calendar Days	Dr Johnson	Elsie East	Elsie East
17881	EPG Phys Clinic-Occ Hlth East	NotMapped		3	Calendar Days	Dr Johnson	Elsie East	Elsie East
17883	EPG Phys Clinic-Occ Hlth Midtown	NotMapped		3	Calendar Days	Dr Johnson	Elsie East	Elsie East
17885	EPG Phys Clinic-East	NotMapped		3	Calendar Days	Dr Johnson	Elsie East	Elsie East
17886	EPG Phys Clinic-Occ Hlth/West	NotMapped		3	Calendar Days	Dr Johnson	Elsie East	Elsie East
17891	EPG Phys Clinic-South	NotMapped		3	Calendar Days	Dr Johnson	Elsie East	Elsie East

Entity Standards Review

Use this report to map standardized data for entities in your organization to KHA Standard Class codes.

NOTE: For instructions, see Mapping KHA Standard Class codes.



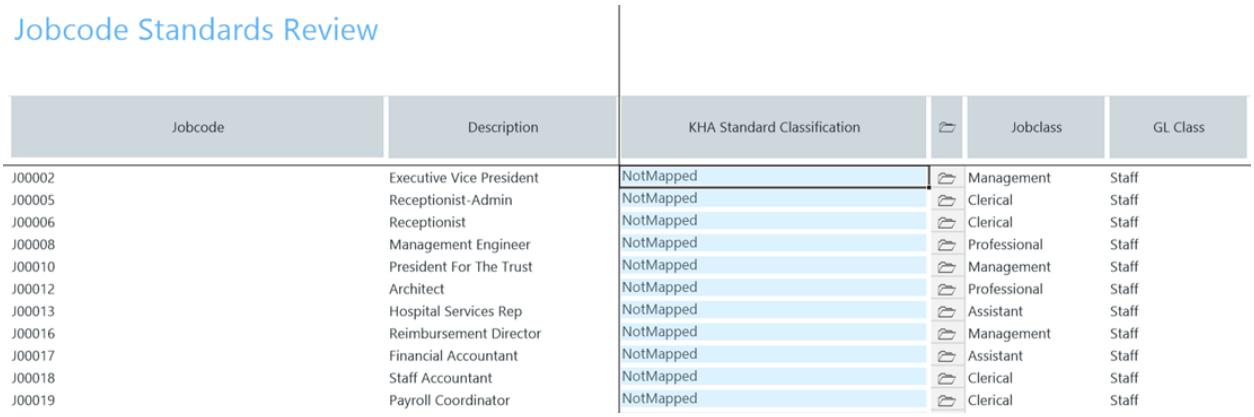
Entity Standards Review

Entity	Description	KHA Standard Classification		Medicare Provider Number	State	Active
0	Unassigned/Not Applicable	NotMapped		NotMapped		TRUE
1	KH University	NotMapped		NotMapped		TRUE
2	KH Medical Center	NotMapped		NotMapped		TRUE
3	KH Physician Group	NotMapped		NotMapped		TRUE
4	Rehabilitation Care Hospital	NotMapped		NotMapped		TRUE
5	KH Medical Enterprises	NotMapped		NotMapped		TRUE
6	KH NeuroSurgery Clinic	NotMapped		NotMapped		TRUE
9	Eliminating Entries	NotMapped		NotMapped		TRUE
10	KH Medical Associates	NotMapped		NotMapped		TRUE
11	KH Physician Network	NotMapped		NotMapped		TRUE
99	KH Corporate Eliminations	NotMapped		NotMapped		TRUE

Jobcode Standards Review

Use this report to map standardized data for job codes in your organization to KHA Standard Class codes.

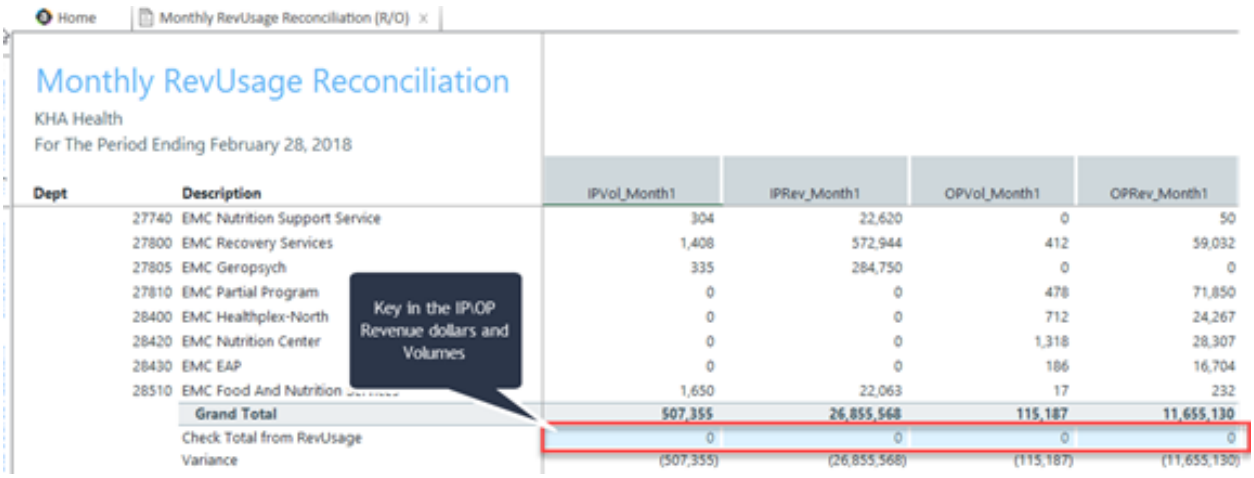
NOTE: For instructions, see Mapping KHA Standard Class codes.



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.

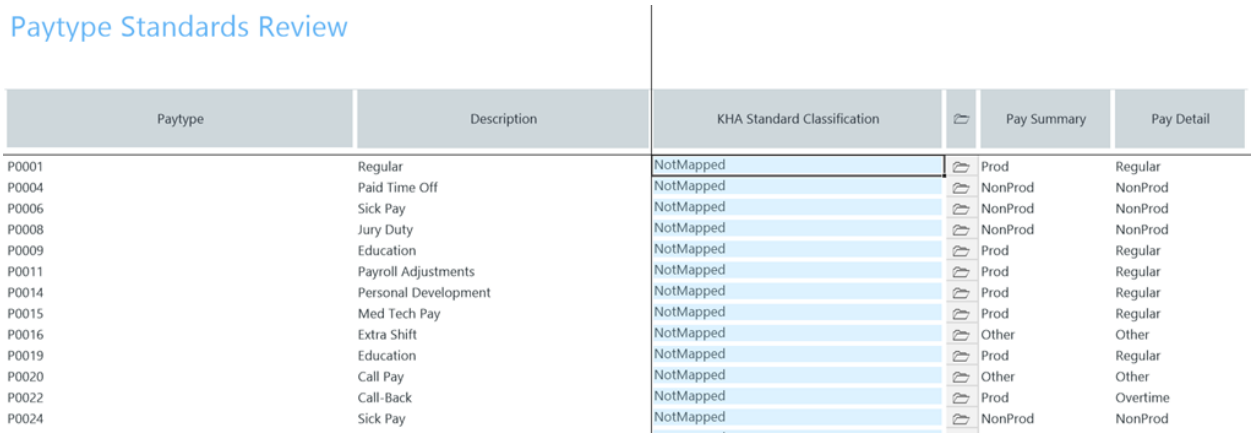


If your dollars and volumes for the period loaded matches the Grand Total, the data is reconciled. If you use RevUsage volumes to calculate statistics for productivity, you can move forward to summarize your IP\OP volumes from your RevUsage data table (ACT_RU_20XX) to your Financial data table (ACT20XX) 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.

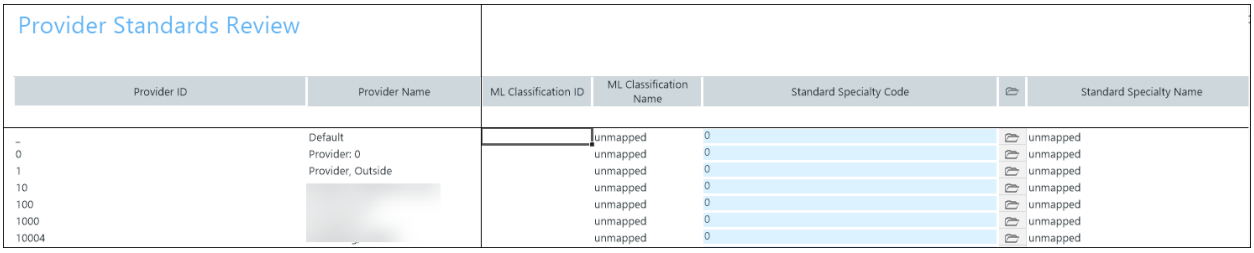
NOTE: For instructions, see Mapping KHA Standard Class codes.



Provider Standards Review

Use this report to map standard specialty data for providers in your organization.

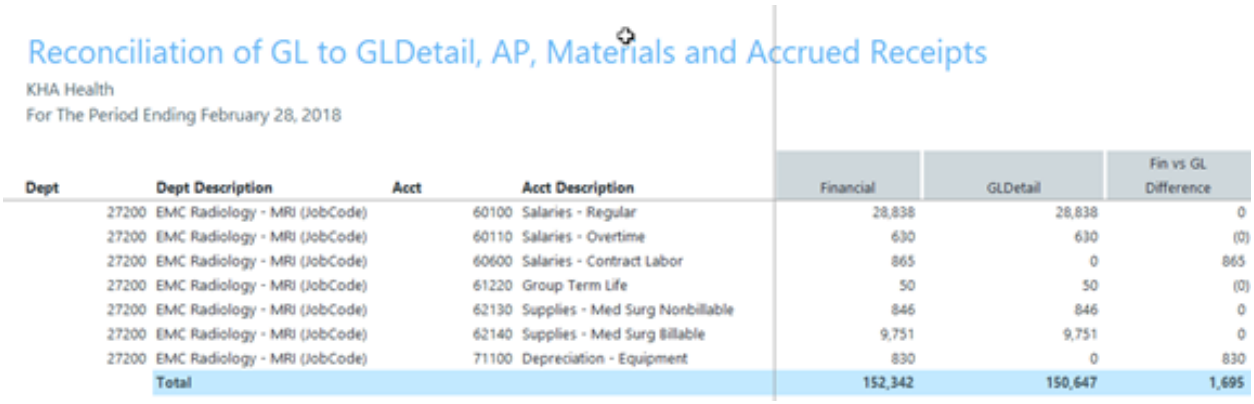
NOTE: For instructions, see Mapping provider standard specialty data.



Reconcile GL to GLTransactions report

If you load subledger detail into Axiom, such as Accounts Payable (AP), Accrued Receipts (AR), Materials Management (MM) and Journal Entries (JE), we have a reconciliation utility that ties the subledger data back to the ledger data (ACT20XX). This report confirms that the data loaded to the GL matches the data loaded to Journal Entry (JE) detail. It also compares the JE Detail to AP, MM, AR transactions to make sure the data is in balance.

TIP: Your Kaufman Hall Implementation Consultant will help you set up this report during implementation.



Reconciliation of GL to GLDetail, AP, Materials and Accrued Receipts

KHA Health

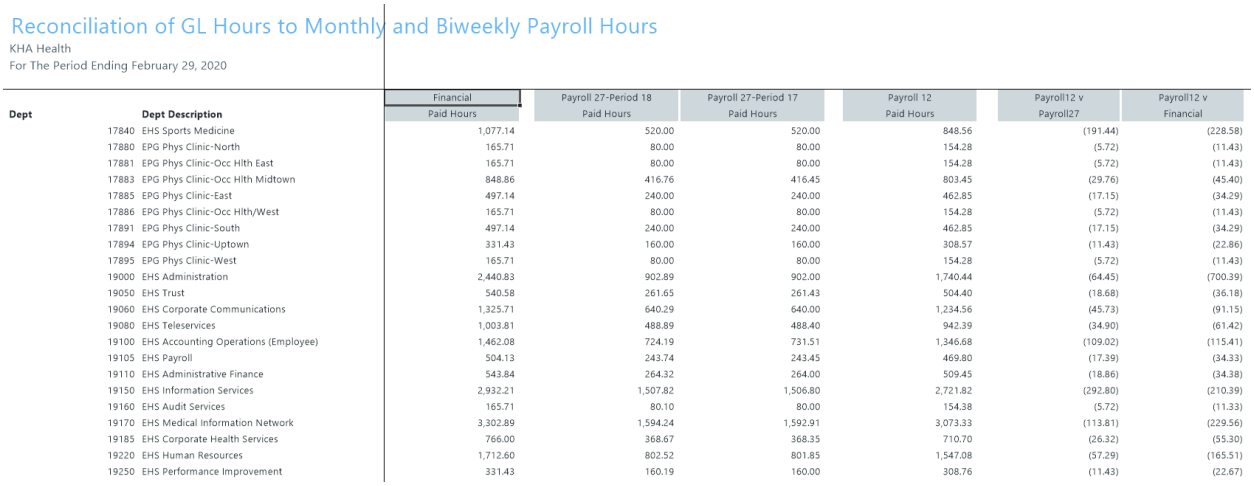
For The Period Ending February 28, 2018

Dept	Dept Description	Acct	Acct Description	Financial	GLDetail	Fin vs GL Difference
27200	EMC Radiology - MRI (JobCode)	60100	Salaries - Regular	28,838	28,838	0
27200	EMC Radiology - MRI (JobCode)	60110	Salaries - Overtime	630	630	(0)
27200	EMC Radiology - MRI (JobCode)	60600	Salaries - Contract Labor	865	0	865
27200	EMC Radiology - MRI (JobCode)	61220	Group Term Life	50	50	(0)
27200	EMC Radiology - MRI (JobCode)	62130	Supplies - Med Surg Nonbillable	846	846	0
27200	EMC Radiology - MRI (JobCode)	62140	Supplies - Med Surg Billable	9,751	9,751	0
27200	EMC Radiology - MRI (JobCode)	71100	Depreciation - Equipment	830	0	830
	Total			152,342	150,647	1,695

NOTE: Use the Reconcile GL to RevUsage report to reconcile your charge master data for Inpatient and Outpatient between the Financial data source (ACT20XX) and the RevUsage data set (ACT_RU_20XX). Manual adjusting journal entries outside of the source system will cause reconciling variances to the General Ledger RevUsage data so do not use this report regularly. The report is located in the Reports Library in the Management Reporting Utilities > Data Reconciliation folder.

Reconcile GL to Pay12 to Pay27 report

Use this report to compare the Current Year Gross Revenue in the Financial tables to the RevUsage tables.



Reconciliation of GL Hours to Monthly and Biweekly Payroll Hours

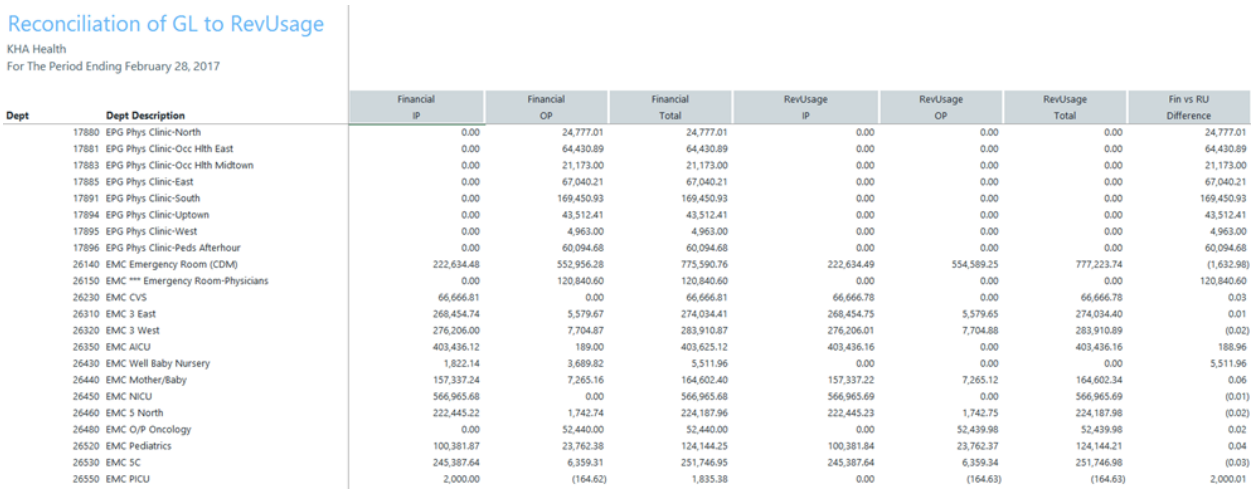
KHA Health

For The Period Ending February 29, 2020

Dept	Dept Description	Financial Paid Hours	Payroll 27-Period 18 Paid Hours	Payroll 27-Period 17 Paid Hours	Payroll 12 Paid Hours	Payroll12 v Payroll27	Payroll12 v Financial
17840	EHS Sports Medicine	1,077.14	520.00	520.00	848.56	(191.44)	(228.58)
17880	EPG Phys Clinic-North	165.71	80.00	80.00	154.28	(5.72)	(11.43)
17881	EPG Phys Clinic-Occ Hlth East	165.71	80.00	80.00	154.28	(5.72)	(11.43)
17883	EPG Phys Clinic-Occ Hlth Midtown	848.86	416.76	416.45	803.45	(29.76)	(45.40)
17885	EPG Phys Clinic-East	497.14	240.00	240.00	462.85	(17.15)	(34.29)
17886	EPG Phys Clinic-Occ Hlth/West	165.71	80.00	80.00	154.28	(5.72)	(11.43)
17891	EPG Phys Clinic-South	497.14	240.00	240.00	462.85	(17.15)	(34.29)
17894	EPG Phys Clinic-Uptown	331.43	160.00	160.00	308.57	(11.43)	(22.86)
17895	EPG Phys Clinic-West	165.71	80.00	80.00	154.28	(5.72)	(11.43)
19000	EHS Administration	2,440.83	902.89	902.00	1,740.44	(64.45)	(700.39)
19050	EHS Trust	540.58	261.65	261.43	504.40	(18.68)	(36.18)
19060	EHS Corporate Communications	1,325.71	640.29	640.00	1,234.56	(45.73)	(91.15)
19080	EHS Teleservices	1,003.81	488.89	488.40	942.39	(34.90)	(61.42)
19100	EHS Accounting Operations (Employee)	1,462.08	724.19	731.51	1,346.68	(109.02)	(115.41)
19105	EHS Payroll	504.13	243.74	243.45	469.80	(17.39)	(34.33)
19110	EHS Administrative Finance	543.84	264.32	264.00	509.45	(18.86)	(34.38)
19150	EHS Information Services	2,932.21	1,507.82	1,506.80	2,721.82	(292.80)	(210.39)
19160	EHS Audit Services	165.71	80.10	80.00	154.38	(5.72)	(11.33)
19170	EHS Medical Information Network	3,302.89	1,594.24	1,592.91	3,073.33	(113.81)	(229.56)
19185	EHS Corporate Health Services	766.00	368.67	368.35	710.70	(26.32)	(55.30)
19220	EHS Human Resources	1,712.60	802.52	801.85	1,547.08	(57.29)	(165.51)
19250	EHS Performance Improvement	331.43	160.19	160.00	308.76	(11.43)	(22.67)

Reconcile GL to Rev Usage report

Use to reconcile GL revenue data in the Financial tables to the Revenue and Usage data imported into the database on a monthly and year-to-date basis. The desired result for this report is to show a zero variance.



Reconciliation of GL to RevUsage

KHA Health

For The Period Ending February 28, 2017

Dept	Dept Description	Financial IP	Financial OP	Financial Total	RevUsage IP	RevUsage OP	RevUsage Total	Fin vs RU Difference
17880	EPG Phys Clinic-North	0.00	24,777.01	24,777.01	0.00	0.00	0.00	24,777.01
17881	EPG Phys Clinic-Occ Hlth East	0.00	64,430.89	64,430.89	0.00	0.00	0.00	64,430.89
17883	EPG Phys Clinic-Occ Hlth Midtown	0.00	21,173.00	21,173.00	0.00	0.00	0.00	21,173.00
17885	EPG Phys Clinic-East	0.00	67,040.21	67,040.21	0.00	0.00	0.00	67,040.21
17891	EPG Phys Clinic-South	0.00	169,450.93	169,450.93	0.00	0.00	0.00	169,450.93
17894	EPG Phys Clinic-Uptown	0.00	43,512.41	43,512.41	0.00	0.00	0.00	43,512.41
17895	EPG Phys Clinic-West	0.00	4,963.00	4,963.00	0.00	0.00	0.00	4,963.00
17896	EPG Phys Clinic-Peds Afterhour	0.00	60,094.68	60,094.68	0.00	0.00	0.00	60,094.68
26140	EMC Emergency Room (CDM)	222,634.48	552,956.28	775,590.76	222,634.49	554,589.25	777,223.74	(1,632.98)
26150	EMC *** Emergency Room-Physicians	0.00	120,840.60	120,840.60	0.00	0.00	0.00	120,840.60
26230	EMC CVS	66,666.81	0.00	66,666.81	66,666.78	0.00	66,666.78	0.03
26310	EMC 3 East	268,454.74	5,579.67	274,034.41	268,454.75	5,579.65	274,034.40	0.01
26320	EMC 3 West	276,206.00	7,704.87	283,910.87	276,206.01	7,704.88	283,910.89	(0.02)
26350	EMC AICU	403,436.12	189.00	403,625.12	403,436.16	0.00	403,436.16	188.96
26430	EMC Well Baby Nursery	1,822.14	3,689.82	5,511.96	0.00	0.00	0.00	5,511.96
26440	EMC Mother/Baby	157,337.24	7,265.16	164,602.40	157,337.22	7,265.12	164,602.34	0.06
26450	EMC NICU	566,965.68	0.00	566,965.68	566,965.69	0.00	566,965.69	(0.01)
26460	EMC 5 North	222,445.22	1,742.74	224,187.96	222,445.23	1,742.75	224,187.98	(0.02)
26480	EMC O/P Oncology	0.00	52,440.00	52,440.00	0.00	52,439.98	52,439.98	0.02
26520	EMC Pediatrics	100,381.87	23,762.38	124,144.25	100,381.84	23,762.37	124,144.21	0.04
26530	EMC 5C	245,387.64	6,359.31	251,746.95	245,387.64	6,359.34	251,746.98	(0.03)
26550	EMC PICU	2,000.00	(164.62)	1,835.38	0.00	(164.63)	(164.63)	2,000.01

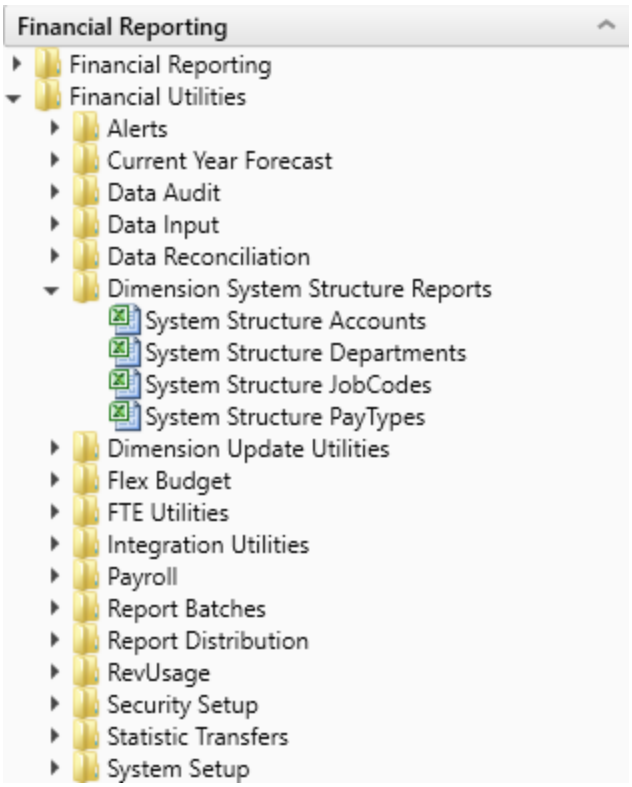
Dimensions System Structure reports

These reports are designed to help you review and confirm that your dimensions coding is complete and correct.

Accessing these reports

The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting Utilities\Dimension System Structure Reports**. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the **Financial Reporting** section, click **Financial Utilities > Dimension System Structure Reports**.



System Structure Accounts

Use to show the current mapping in the ACCT dimension table.



System Structure - Accounts

KHA Health

Period Ending February 28, 2017

Denotes Budget Setup Column

Account	Account Description	Statement	Type	FSSummary	FSDetail	KHAInt	BudgetType	KHAStdLine	PHYStdLine	KHASum	CYPMethod	CYFMethod	DropDowns	YTD Actual - 2017	Total Budget - 2017	Total Actual - 2016
Assets																
12432	A/R Unapplied Payments	BS	Asset	A_CurAsset	A_AR	NA	NA	NA	NA	NA	NA	NA	NA	87,657,118	74,322,097	73,902,309
12940	Bad Debt Recoveries	BS	Asset	A_CurAsset	A_ARAllow	NA	NA	NA	NA	NA	NA	NA	NA	(41,269,386)	(34,101,062)	(33,358,706)
16510	ONCA - Bond Issuance Costs - 95	BS	Asset	A_CurAsset	A_BondCost	NA	NA	NA	NA	NA	NA	NA	NA	600,848	767,078	667,339
11400	Refund Account	BS	Asset	A_CurAsset	A_Cash	NA	NA	NA	NA	NA	NA	NA	NA	4,770,122	6,108,146	5,289,842
11205	Trust	BS	Asset	A_CurAsset	A_CashInvest	NA	NA	NA	NA	NA	NA	NA	NA	259,457	72,438	7,551
11525	Prof Liab Ins Trust	BS	Asset	A_CurAsset	A_CurLtdAsset	NA	NA	NA	NA	NA	NA	NA	NA	6,236,423	1,800,236	1,583,806
20909	Intercompany A/R	BS	Asset	A_CurAsset	A_CurOtherAsset	NA	NA	NA	NA	NA	NA	NA	NA	2,210,383	2,108,317	2,133,585
14263	Inventory Surgery	BS	Asset	A_CurAsset	A_Inventory	NA	NA	NA	NA	NA	NA	NA	NA	6,775,635	4,328,248	6,647,949
14505	Prepaid Physician Insurance	BS	Asset	A_CurAsset	A_Prepaid	NA	NA	NA	NA	NA	NA	NA	NA	5,404,405	3,674,788	4,026,990
13600	Due From 3rd Party Payors	BS	Asset	A_CurAsset	A_ThirdPartyRec	NA	NA	NA	NA	NA	NA	NA	NA	502,139	1,768,022	1,405,417
19995	A/D-Leasehold Improvements	BS	Asset	A_LTAsset	A_AccumDepr	NA	NA	NA	NA	NA	NA	NA	NA	(164,083,362)	(138,445,364)	(155,178,046)
15531	Reciprocal Of America	BS	Asset	A_LTAsset	A_BoardInvest	NA	NA	NA	NA	NA	NA	NA	NA	1,656,662	2,807,866	3,684,396
18459	Woman's Clinic	BS	Asset	A_LTAsset	A_CIP	NA	NA	NA	NA	NA	NA	NA	NA	4,266,443	13,166,928	2,964,659
17000	Land	BS	Asset	A_LTAsset	A_Land	NA	NA	NA	NA	NA	NA	NA	NA	13,706,437	11,870,008	13,849,658
13855	Trust	BS	Asset	A_LTAsset	A_LTNotesRec	NA	NA	NA	NA	NA	NA	NA	NA	1,784,464	3,237,346	1,727,188
15515	Home Health License	BS	Asset	A_LTAsset	A_LTOtherAsset	NA	NA	NA	NA	NA	NA	NA	NA	679,239	925,848	857,883
17615	Software	BS	Asset	A_LTAsset	A_PPE	NA	NA	NA	NA	NA	NA	NA	NA	283,679,912	239,354,974	276,417,456
15610	Senior Care Centers LLC	BS	Asset	A_LTAsset	A_RelatedParty	NA	NA	NA	NA	NA	NA	NA	NA	14,290,360	16,660,023	15,233,737
16063	Wells Fargo	BS	Asset	A_LTAsset	A_Trusteed	NA	NA	NA	NA	NA	NA	NA	NA	113,467,445	113,456,885	110,203,236
Total - Assets														342,594,744	323,882,822	332,066,249
Liabilities																
26084	Volunteer Checking	BS	Liability	L_CurLiability	L_AccExpense	NA	NA	NA	NA	NA	NA	NA	NA	13,642,482	6,016,001	12,136,578
23163	Tax Levy	BS	Liability	L_CurLiability	L_AccPayroll	NA	NA	NA	NA	NA	NA	NA	NA	13,862,166	10,185,953	12,218,940
26005	Accounts Payable Trade	BS	Liability	L_CurLiability	L_AP	NA	NA	NA	NA	NA	NA	NA	NA	4,304,019	6,154,267	6,240,043
20160	Current Portion Of LTD	BS	Liability	L_CurLiability	L_CurLTDebt	NA	NA	NA	NA	NA	NA	NA	NA	14,135,736	2,941,824	13,731,573
26000	HH - Deferred Revenue	BS	Liability	L_CurLiability	L_CurOthLiab	NA	NA	NA	NA	NA	NA	NA	NA	1,502,787	1,249,760	1,211,817
20100	Due To Third Party Payors	BS	Liability	L_CurLiability	L_ThirdPartyPay	NA	NA	NA	NA	NA	NA	NA	NA	960,000	4,624,523	1,905,126
27999	N/P Union Bank	BS	Liability	L_LTLiability	L_LTDebt	NA	NA	NA	NA	NA	NA	NA	NA	70,711,900	77,276,442	71,399,357
Total - Liabilities														119,119,089	108,448,770	118,843,434

System Structure Departments

Use to show the current mapping in the DEPT dimension table.

Department Dimension Structure

KHA Health

Period Ending February 28, 2017

Department	Description	Last 3 Mths Activity	KeyStatDesc	Benchmark Type	Value	KHACMDimGrp	ProjDimGrp	CYFDimGrp	KHABgtTemplate	TplOptions	KHABgtCode	KHABgtMap	Manager	Director	VP	Owner	Reviewer
10000	EHS Balance Sheet			Blank	0.000	NoBudget	CYPMethod	CYFMethod	NoBudget	NoBudget	10000	10000	Tom Gilbert	Tom Gilbert	Tom Gilbert	[Skip]	[Skip]
15000	EHS Deductions from Revenue			Blank	0.000	NoBudget	CYPMethod	CYFMethod	NoBudget	NoBudget	10000	10000	Charlie Credit	Charlie Credit	Howard Burns	CCredit	[Skip]
15300	EHS Other Revenue			Blank	0.000	NoBudget	CYPMethod	CYFMethod	NoBudget	NoBudget	10000	10000	Charlie Credit	Charlie Credit	Howard Burns	CCredit	[Skip]
15400	EHS Other NonOperating Revenue			Blank	0.000	NoBudget	CYPMethod	CYFMethod	NoBudget	NoBudget	10000	10000	Charlie Credit	Charlie Credit	Howard Burns	CCredit	[Skip]
17840	EHS Sports Medicine		Calendar Days	Blank	0.000	KHAStdLine	CYPMethod	CYFMethod	Master	Master	17840	17840	Patrick Herbert	Patrick Herbert	Steve Jackson	PHerbert	[Skip]
17870	EHS **** Bldg-Med Office/East Hplex		Calendar Days	Blank	0.000	NoBudget	CYPMethod	CYFMethod	NoBudget	NoBudget	10000	10000	Pete Augusta	Carl Johnson	Howard Burns	PAugusta	CJohnson
17879	EPG Clinic Administration		Calendar Days	Blank	0.000	NoBudget	CYPMethod	CYFMethod	NoBudget	NoBudget	10000	10000	Elsie East	Elsie East	Dr Johnson	EEast	[Skip]
17880	EPG Phys Clinic-North		Calendar Days	Blank	0.000	PhyStdLine	CYPMethod	CYFMethod	Master	Master	17880	17880	Elsie East	Elsie East	Dr Johnson	EEast	[Skip]
17881	EPG Phys Clinic-Occ Hlth East		Calendar Days	Blank	0.000	PhyStdLine	CYPMethod	CYFMethod	Master	Master	17880	17880	Elsie East	Elsie East	Dr Johnson	EEast	[Skip]
17883	EPG Phys Clinic-Occ Hlth Midtown		Calendar Days	Blank	0.000	PhyStdLine	CYPMethod	CYFMethod	Master	Master	17880	17880	Elsie East	Elsie East	Dr Johnson	EEast	[Skip]
17885	EPG Phys Clinic-East		Calendar Days	Blank	0.000	PhyStdLine	CYPMethod	CYFMethod	Master	Master	17885	17885	Elsie East	Elsie East	Dr Johnson	EEast	[Skip]
17886	EPG Phys Clinic-Occ Hlth/West		Calendar Days	Blank	0.000	PhyStdLine	CYPMethod	CYFMethod	Master	Master	17885	17885	Elsie East	Elsie East	Dr Johnson	EEast	[Skip]
17891	EPG Phys Clinic-South		Calendar Days	Blank	0.000	PhyStdLine	CYPMethod	CYFMethod	Master	Master	17891	17891	Elsie East	Elsie East	Dr Johnson	EEast	[Skip]
17894	EPG Phys Clinic-Uptown		Calendar Days	Blank	0.000	PhyStdLine	CYPMethod	CYFMethod	Master	Master	17891	17891	Elsie East	Elsie East	Dr Johnson	EEast	[Skip]
17895	EPG Phys Clinic-West		Calendar Days	Blank	0.000	PhyStdLine	CYPMethod	CYFMethod	Master	Master	17895	17895	Elsie East	Elsie East	Dr Johnson	EEast	[Skip]
17896	EPG Phys Clinic-Peds Afterhour		Calendar Days	Blank	0.000	NoBudget	CYPMethod	CYFMethod	NoBudget	NoBudget	10000	10000	Elsie East	Elsie East	Dr Johnson	EEast	[Skip]
18560	EHS Rental		Calendar Days	Blank	0.000	NoBudget	CYPMethod	CYFMethod	NoBudget	NoBudget	10000	10000	Steve Smith	Steve Smith	Steve Smith	SSmith	[Skip]
18900	EHS Parking Lot		Calendar Days	Blank	0.000	NoBudget	CYPMethod	CYFMethod	NoBudget	NoBudget	10000	10000	Steve Smith	Steve Smith	Steve Smith	SSmith	[Skip]
18960	EHS Bldg-North		Calendar Days	Blank	0.000	NoBudget	CYPMethod	CYFMethod	NoBudget	NoBudget	10000	10000	Pete Augusta	Carl Johnson	Steve Smith	PAugusta	CJohnson
18970	EHS Bldg-Midtown		Calendar Days	Blank	0.000	NoBudget	CYPMethod	CYFMethod	NoBudget	NoBudget	10000	10000	Pete Augusta	Carl Johnson	Steve Smith	PAugusta	CJohnson
18975	EHS Bldg-Cancer Center		Calendar Days	Blank	0.000	NoBudget	CYPMethod	CYFMethod	NoBudget	NoBudget	10000	10000	Pete Augusta	Carl Johnson	Steve Smith	PAugusta	CJohnson
18980	EHS Bldg-South		Calendar Days	Blank	0.000	NoBudget	CYPMethod	CYFMethod	NoBudget	NoBudget	10000	10000	Pete Augusta	Carl Johnson	Steve Smith	PAugusta	CJohnson
18981	EHS Bldg-East		Calendar Days	Blank	0.000	NoBudget	CYPMethod	CYFMethod	NoBudget	NoBudget	10000	10000	Pete Augusta	Carl Johnson	Steve Smith	PAugusta	CJohnson

System Structure JobCodes

Use to show the current mapping in the JOBCODE dimension table.

System Structure - JobCodes

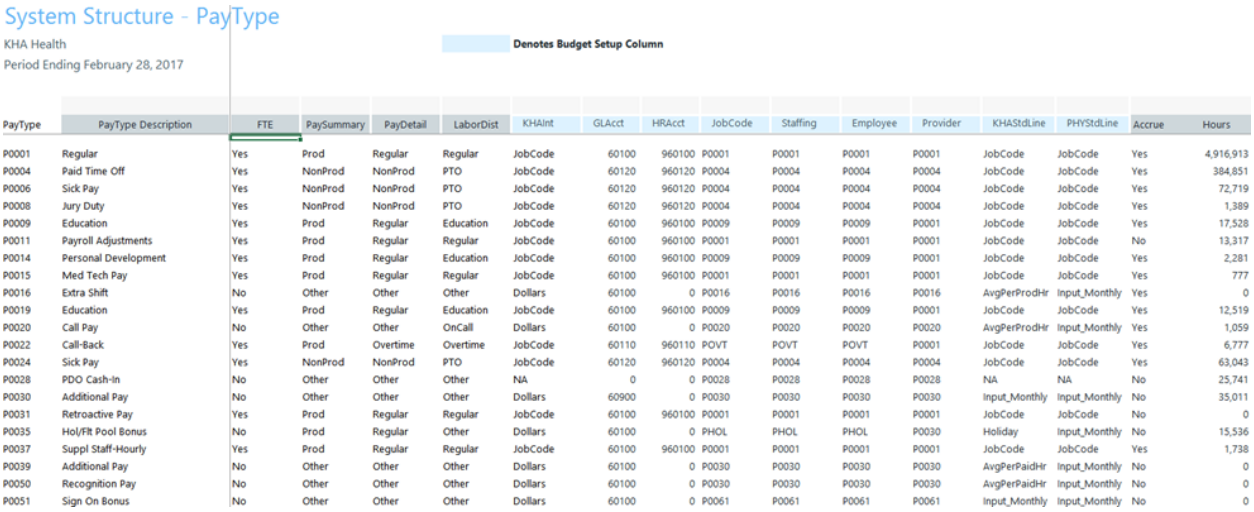
KHA Health

Period Ending February 28, 2017

													Fiscal Year - 2016			Fiscal Year - 2017		
JobCode	JobCode Description	GLAccount	HRAccount	FicaAcct	Variable	JobClass	GLClass	KHABgtCode	KHAInt	Min	Mid	Max	Paid Hours	Paid Dollars	Average Rate	Paid Hours	Paid Dollars	Average Rate
J00002	Executive Vice President	0	0	61300	Fixed	Management	Staff	J00002	JobCode	70.9	83.4	95.9	24,970	5,595,756	224.1	17,960	1,493,282	83.1
J00005	Receptionist-Admin	0	0	61300	Fixed	Clerical	Staff	J00005	JobCode	14.3	16.8	19.4	12,599	669,793	53.2	9,144	164,580	18.0
J00006	Receptionist	0	0	61300	Fixed	Clerical	Staff	J00006	JobCode	8.8	10.3	11.9	6,827	158,730	23.3	5,353	73,307	13.7
J00008	Management Engineer	0	0	61300	Fixed	Professional	Staff	J00008	JobCode	17.5	20.6	23.7	4,147	96,933	23.4	2,947	62,636	21.3
J00010	President For The Trust	0	0	61300	Fixed	Management	Staff	J00010	JobCode	0.0	0.0	0.0	2,281	121,742	53.4	1,440	61,320	42.6
J00012	Architect	0	0	61300	Fixed	Professional	Staff	J00012	JobCode	33.1	38.9	44.8	2,006	245,912	122.6	1,456	61,909	42.5
J00016	Reimbursement Director	0	0	61300	Fixed	Management	Staff	J00016	JobCode	26.4	31.0	35.7	2,068	71,462	34.6	1,440	49,249	34.2
J00017	Financial Accountant	0	0	61300	Fixed	Assistant	Staff	J00017	JobCode	20.5	24.1	27.7	2,530	71,873	28.4	1,440	36,030	25.0
J00018	Staff Accountant	0	0	61300	Fixed	Clerical	Staff	J00018	JobCode	16.2	19.1	21.9	5,093	100,767	19.8	2,884	50,779	17.6
J00019	Payroll Coordinator	0	0	61300	Fixed	Clerical	Staff	J00019	JobCode	14.4	17.0	19.5	674	18,859	28.0	1,485	27,015	18.2
J00020	Financial System Database	0	0	61300	Fixed	Clerical	Staff	J00020	JobCode	12.9	15.2	17.5	1,947	36,271	18.6	1,440	22,791	15.8
J00021	Director	0	0	61300	Fixed	Management	Staff	J00021	JobCode	34.6	40.7	46.8	3,095	122,814	39.7	1,464	48,331	33.0
J00022	Assistant Staff Accountant	0	0	61300	Fixed	Clerical	Staff	J00022	JobCode	13.4	15.8	18.2	5,114	118,632	23.2	2,910	46,942	16.1
J00023	Director-Budget	0	0	61300	Fixed	Management	Staff	J00023	JobCode	24.1	28.3	32.5	2,091	61,801	29.6	1,456	43,409	29.8
J00024	Director	0	0	61300	Fixed	Management	Staff	J00021	JobCode	33.1	38.9	44.7	5,012	327,159	65.3	4,323	242,724	56.1
J00025	Clinical Dir Anesthesia	0	0	61300	Fixed	Management	Staff	J00595	JobCode	55.9	65.7	75.6	2,499	191,463	76.6	1,585	117,166	73.9
J00026	Staff Anesthetist	0	0	61300	Variable	Technical	Staff	J00026	JobCode	43.2	50.8	58.5	12,032	717,439	59.6	7,580	434,608	57.3
J00029	Technician II	0	0	61300	Variable	Technical	Staff	J00358	JobCode	15.6	18.3	21.1	15,228	541,704	35.6	10,884	372,129	34.2
J00030	Technician I	0	0	61300	Variable	Technical	Staff	J00358	JobCode	11.6	13.6	15.7	19,868	810,923	40.8	14,735	588,743	40.0
J00031	Clinical Technician	0	0	61300	Variable	Technical	Staff	J00031	JobCode	9.8	11.5	13.3	7,233	161,696	22.4	7,562	144,418	19.1
J00032	Ambulatory Serv Develop	0	0	61300	Fixed	Management	Staff	J00032	JobCode	0.0	0.0	0.0	740	150,690	203.7	520	34,886	67.1

System Structure PayTypes

Use to show the current mapping in the PAYTYPE dimension table.



System Structure - PayType

KHA Health

Period Ending February 28, 2017

Denotes Budget Setup Column

PayType	PayType Description	FTE	PaySummary	PayDetail	LaborDist	KHAInt	GLAcct	HRAcct	JobCode	Staffing	Employee	Provider	KHAStdLine	PHYStdLine	Accrue	Hours
P0001	Regular	Yes	Prod	Regular	Regular	JobCode	60100	960100	P0001	P0001	P0001	P0001	JobCode	JobCode	Yes	4,916,913
P0004	Paid Time Off	Yes	NonProd	NonProd	PTO	JobCode	60120	960120	P0004	P0004	P0004	P0004	JobCode	JobCode	Yes	384,851
P0006	Sick Pay	Yes	NonProd	NonProd	PTO	JobCode	60120	960120	P0004	P0004	P0004	P0004	JobCode	JobCode	Yes	72,719
P0008	Jury Duty	Yes	NonProd	NonProd	PTO	JobCode	60120	960120	P0004	P0004	P0004	P0004	JobCode	JobCode	Yes	1,389
P0009	Education	Yes	Prod	Regular	Education	JobCode	60100	960100	P0009	P0009	P0009	P0001	JobCode	JobCode	Yes	17,528
P0011	Payroll Adjustments	Yes	Prod	Regular	Regular	JobCode	60100	960100	P0001	P0001	P0001	P0001	JobCode	JobCode	No	13,317
P0014	Personal Development	Yes	Prod	Regular	Education	JobCode	60100	960100	P0009	P0009	P0009	P0001	JobCode	JobCode	Yes	2,281
P0015	Med Tech Pay	Yes	Prod	Regular	Regular	JobCode	60100	960100	P0001	P0001	P0001	P0001	JobCode	JobCode	Yes	777
P0016	Extra Shift	No	Other	Other	Other	Dollars	60100	0	P0016	P0016	P0016	P0016	AvgPerProdHr	Input_Monthly	Yes	0
P0019	Education	Yes	Prod	Regular	Education	JobCode	60100	960100	P0009	P0009	P0009	P0001	JobCode	JobCode	Yes	12,519
P0020	Call Pay	No	Other	Other	OnCall	Dollars	60100	0	P0020	P0020	P0020	P0020	AvgPerProdHr	Input_Monthly	Yes	1,059
P0022	Call-Back	Yes	Prod	Overtime	Overtime	JobCode	60110	960110	POVT	POVT	POVT	P0001	JobCode	JobCode	Yes	6,777
P0024	Sick Pay	Yes	NonProd	NonProd	PTO	JobCode	60120	960120	P0004	P0004	P0004	P0004	JobCode	JobCode	Yes	63,043
P0028	PDO Cash-In	No	Other	Other	Other	NA	0	0	P0028	P0028	P0028	P0028	NA	NA	No	25,741
P0030	Additional Pay	No	Other	Other	Other	Dollars	60900	0	P0030	P0030	P0030	P0030	Input_Monthly	Input_Monthly	No	35,011
P0031	Retroactive Pay	Yes	Prod	Regular	Regular	JobCode	60100	960100	P0001	P0001	P0001	P0001	JobCode	JobCode	No	0
P0035	Hol/Flt Pool Bonus	No	Prod	Regular	Other	Dollars	60100	0	PHOL	PHOL	PHOL	P0030	Holiday	Input_Monthly	No	15,536
P0037	Suppl Staff-Hourly	Yes	Prod	Regular	Regular	JobCode	60100	960100	P0001	P0001	P0001	P0001	JobCode	JobCode	Yes	1,738
P0039	Additional Pay	No	Other	Other	Other	Dollars	60100	0	P0030	P0030	P0030	P0030	AvgPerPaidHr	Input_Monthly	No	0
P0050	Recognition Pay	No	Other	Other	Other	Dollars	60100	0	P0030	P0030	P0030	P0030	AvgPerPaidHr	Input_Monthly	No	0
P0051	Sign On Bonus	No	Other	Other	Other	Dollars	60100	0	P0061	P0061	P0061	P0061	Input_Monthly	Input_Monthly	No	0

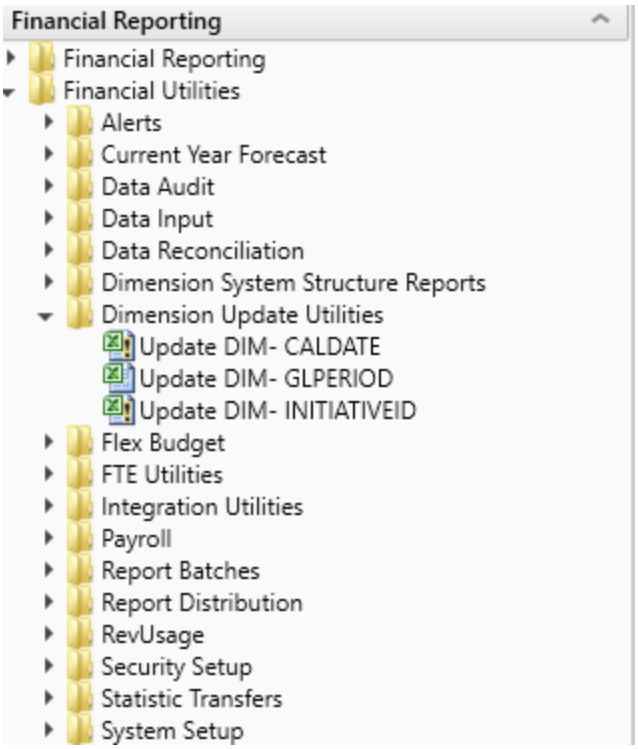
Dimension Update utilities

These reports are designed to help you update dimension table coding.

Accessing these reports

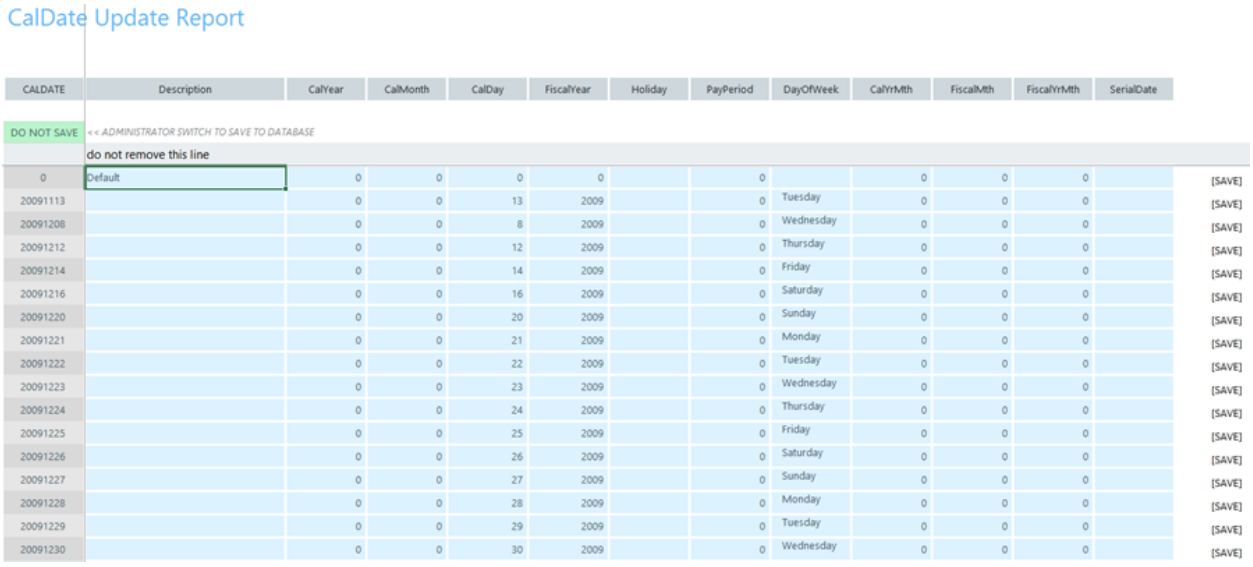
The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting Utilities\Dimension Update Utilities**. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the **Financial Reporting** section, click **Financial Utilities > Dimension Update Utilities**.



Update DIM - CALDATE

Use to update the CDM dimension table.

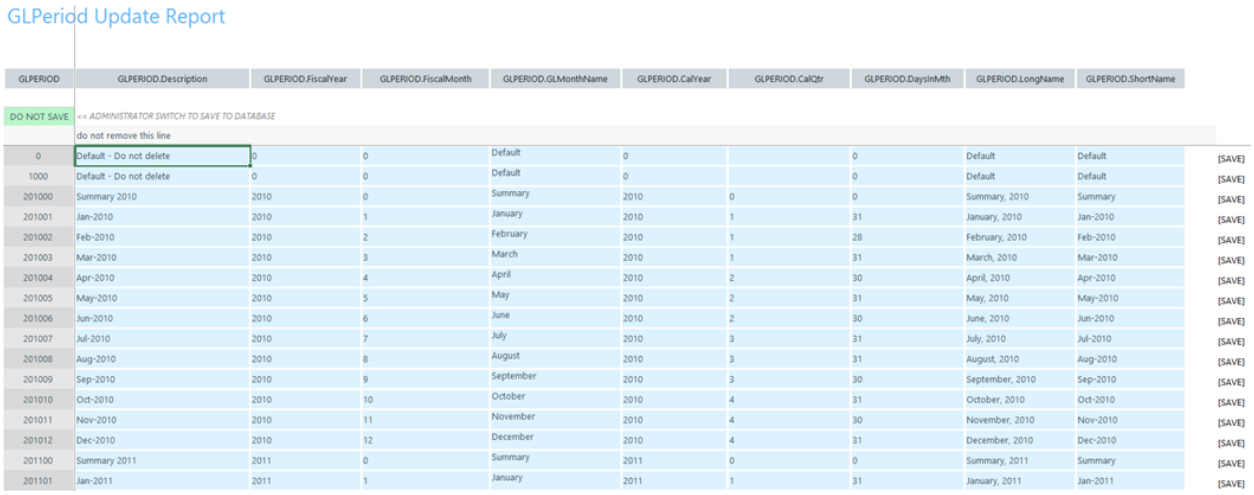


CalDate Update Report

CALDATE	Description	CalYear	CalMonth	CalDay	FiscalYear	Holiday	PayPeriod	DayOfWeek	CalYrMth	FiscalMth	FiscalYrMth	SerialDate	
DO NOT SAVE	<< ADMINISTRATOR SWITCH TO SAVE TO DATABASE												
	do not remove this line												
0	Default	0	0	0	0		0		0	0	0		[SAVE]
20091113		0	0	13	2009		0	Tuesday	0	0	0		[SAVE]
20091208		0	0	8	2009		0	Wednesday	0	0	0		[SAVE]
20091212		0	0	12	2009		0	Thursday	0	0	0		[SAVE]
20091214		0	0	14	2009		0	Friday	0	0	0		[SAVE]
20091216		0	0	16	2009		0	Saturday	0	0	0		[SAVE]
20091220		0	0	20	2009		0	Sunday	0	0	0		[SAVE]
20091221		0	0	21	2009		0	Monday	0	0	0		[SAVE]
20091222		0	0	22	2009		0	Tuesday	0	0	0		[SAVE]
20091223		0	0	23	2009		0	Wednesday	0	0	0		[SAVE]
20091224		0	0	24	2009		0	Thursday	0	0	0		[SAVE]
20091225		0	0	25	2009		0	Friday	0	0	0		[SAVE]
20091226		0	0	26	2009		0	Saturday	0	0	0		[SAVE]
20091227		0	0	27	2009		0	Sunday	0	0	0		[SAVE]
20091228		0	0	28	2009		0	Monday	0	0	0		[SAVE]
20091229		0	0	29	2009		0	Tuesday	0	0	0		[SAVE]
20091230		0	0	30	2009		0	Wednesday	0	0	0		[SAVE]

Update DIM - GLPERIOD

Use to update the GLPERIOD dimension table.

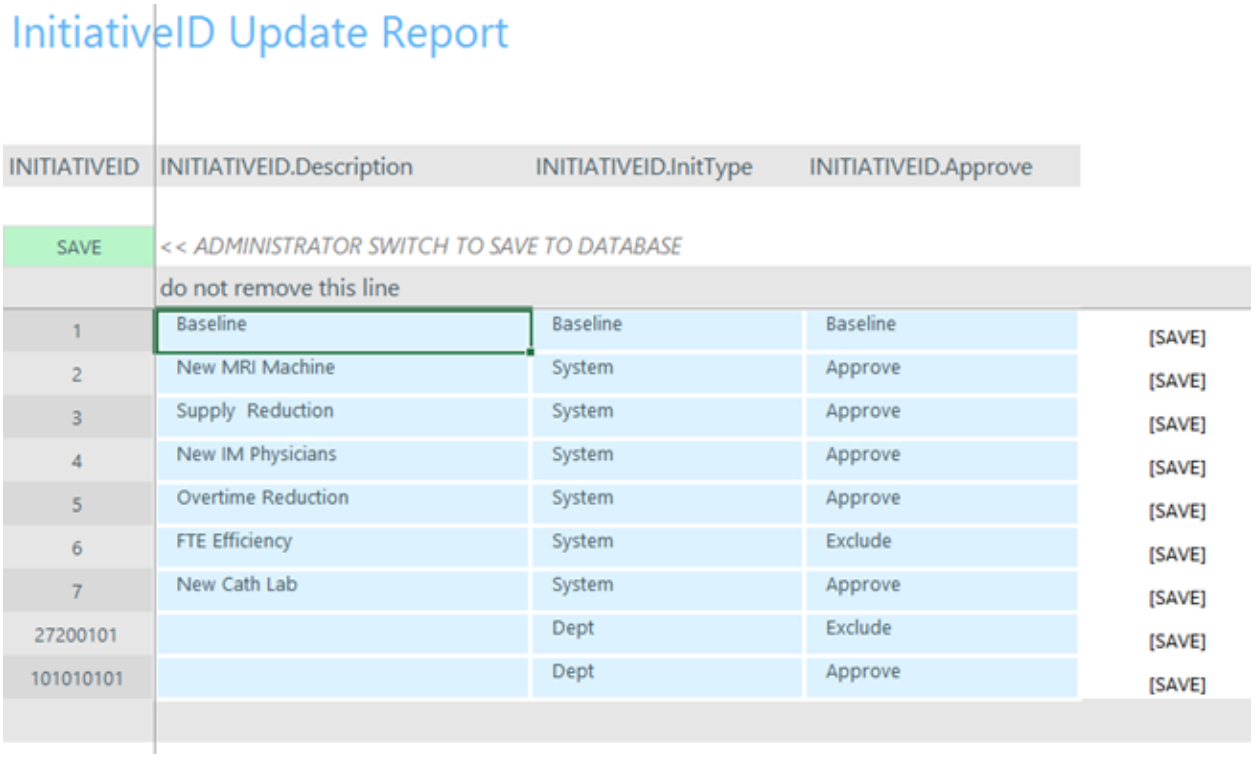


GLPeriod Update Report

GLPERIOD	GLPERIOD.Description	GLPERIOD.FiscalYear	GLPERIOD.FiscalMonth	GLPERIOD.GLMonthName	GLPERIOD.CalYear	GLPERIOD.CalQtr	GLPERIOD.DaysInMth	GLPERIOD.LongName	GLPERIOD.ShortName	
DO NOT SAVE	<< ADMINISTRATOR SWITCH TO SAVE TO DATABASE									
	do not remove this line									
0	Default - Do not delete	0	0	Default	0		0	Default	Default	[SAVE]
1000	Default - Do not delete	0	0	Default	0		0	Default	Default	[SAVE]
201000	Summary 2010	2010	0	Summary	2010	0	0	Summary, 2010	Summary	[SAVE]
201001	Jan-2010	2010	1	January	2010	1	31	January, 2010	Jan-2010	[SAVE]
201002	Feb-2010	2010	2	February	2010	1	28	February, 2010	Feb-2010	[SAVE]
201003	Mar-2010	2010	3	March	2010	1	31	March, 2010	Mar-2010	[SAVE]
201004	Apr-2010	2010	4	April	2010	2	30	April, 2010	Apr-2010	[SAVE]
201005	May-2010	2010	5	May	2010	2	31	May, 2010	May-2010	[SAVE]
201006	Jun-2010	2010	6	June	2010	2	30	June, 2010	Jun-2010	[SAVE]
201007	Jul-2010	2010	7	July	2010	3	31	July, 2010	Jul-2010	[SAVE]
201008	Aug-2010	2010	8	August	2010	3	31	August, 2010	Aug-2010	[SAVE]
201009	Sep-2010	2010	9	September	2010	3	30	September, 2010	Sep-2010	[SAVE]
201010	Oct-2010	2010	10	October	2010	4	31	October, 2010	Oct-2010	[SAVE]
201011	Nov-2010	2010	11	November	2010	4	30	November, 2010	Nov-2010	[SAVE]
201012	Dec-2010	2010	12	December	2010	4	31	December, 2010	Dec-2010	[SAVE]
201100	Summary 2011	2011	0	Summary	2011	0	0	Summary, 2011	Summary	[SAVE]
201101	Jan-2011	2011	1	January	2011	1	31	January, 2011	Jan-2011	[SAVE]

Update DIM - INITIATIVEID

Use to update the INITIATIVEID dimension table.



InitiativeID Update Report

INITIATIVEID	INITIATIVEID.Description	INITIATIVEID.InitType	INITIATIVEID.Approve	
SAVE	<< ADMINISTRATOR SWITCH TO SAVE TO DATABASE			
	do not remove this line			
1	Baseline	Baseline	Baseline	[SAVE]
2	New MRI Machine	System	Approve	[SAVE]
3	Supply Reduction	System	Approve	[SAVE]
4	New IM Physicians	System	Approve	[SAVE]
5	Overtime Reduction	System	Approve	[SAVE]
6	FTE Efficiency	System	Exclude	[SAVE]
7	New Cath Lab	System	Approve	[SAVE]
27200101		Dept	Exclude	[SAVE]
101010101		Dept	Approve	[SAVE]

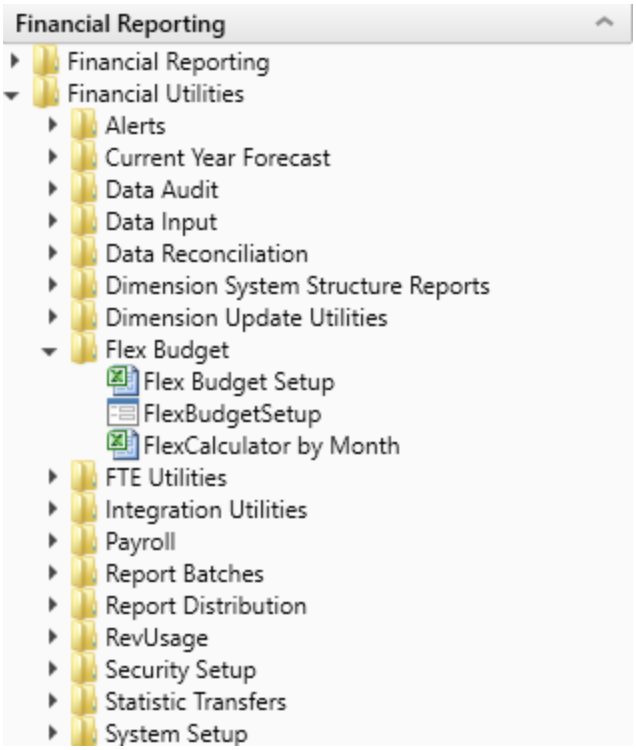
Flex Budget utilities

These reports are designed to post calculated values to the database.

Accessing these reports

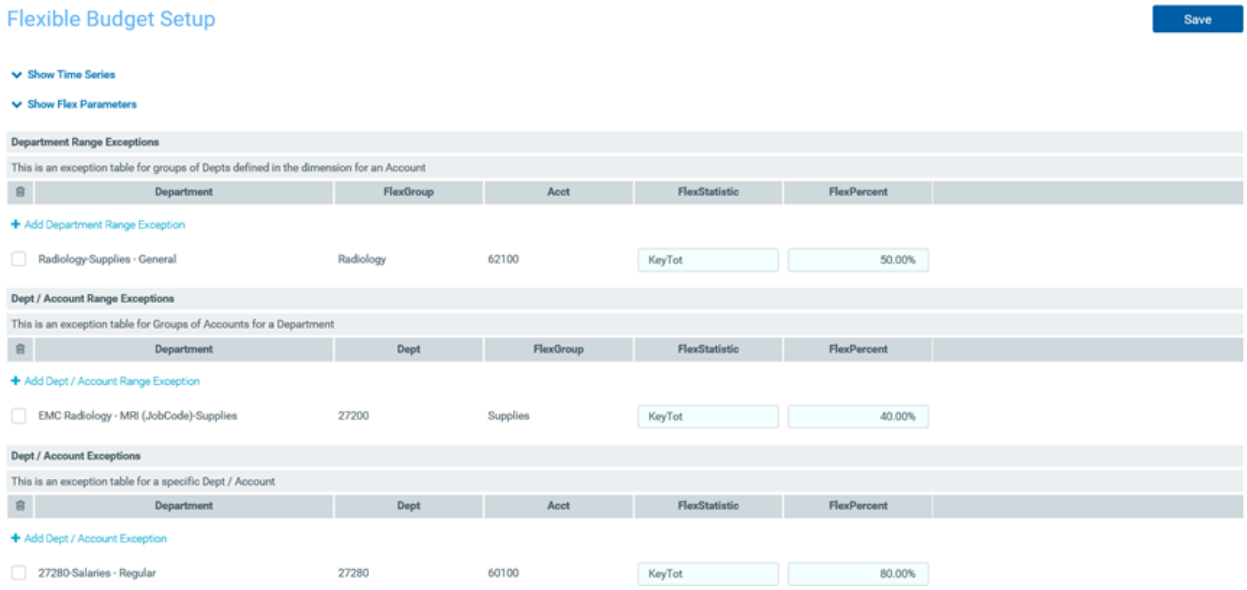
The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting Utilities\Flex Budget**. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the **Financial Reporting** section, click **Financial Utilities > Flex Budget**.



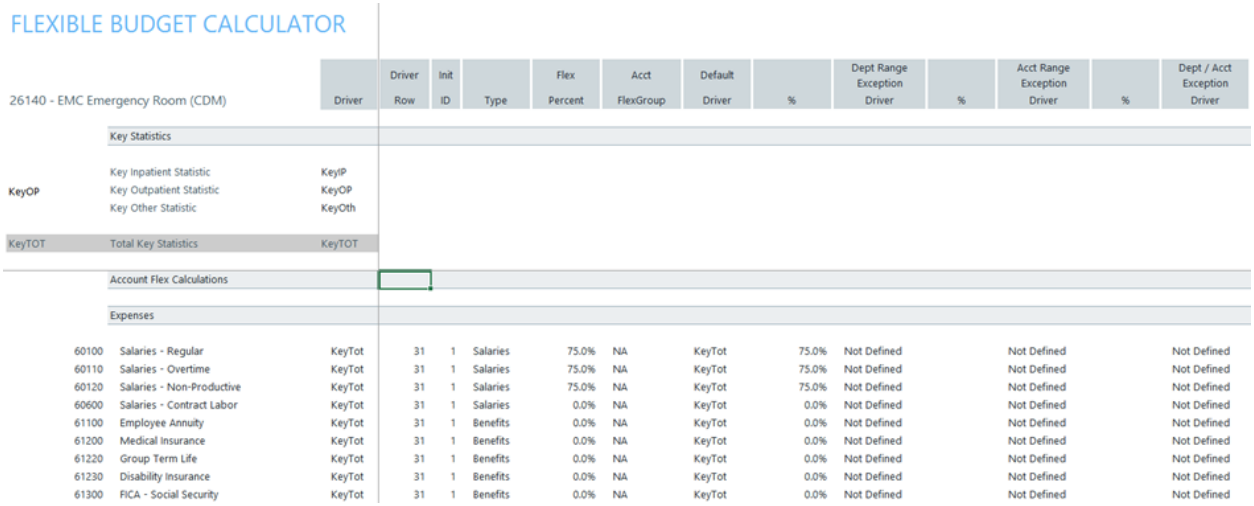
Flex Budget Setup

Use configure options for the Flex Calculator utility.



FlexCalculator by Month

Use this save-to-database report to post flexible budget calculations to the database. The calculations are based upon default assignments in the department and account dimensions as well as exceptions that can be defined in custom tables.



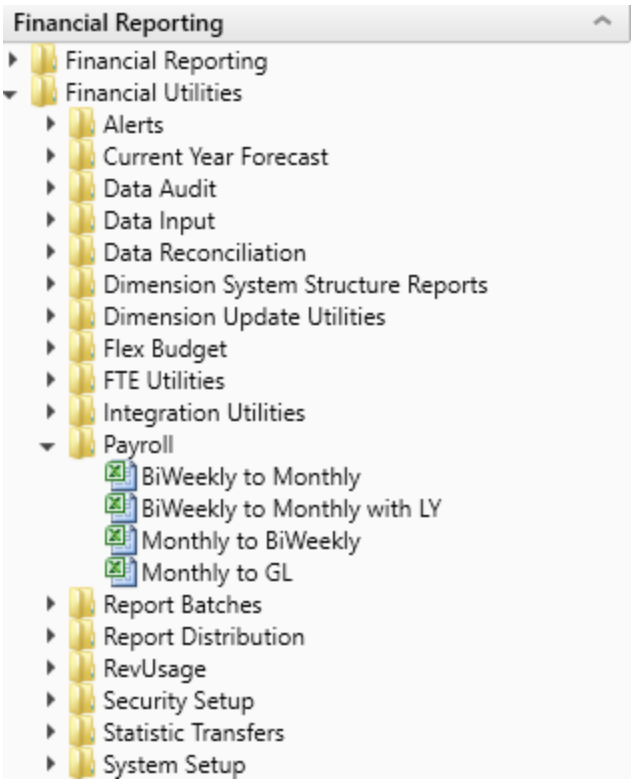
Payroll utilities

These utilities are designed to post calculated values to the database.

Accessing these reports

The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting Utilities\Payroll**. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the **Financial Reporting** section, click **Financial Utilities > Payroll**.



BiWeekly to Monthly

Use this utility to accrue for both hours and dollars from your biweekly payroll load (Payroll26) into the monthly data tables (Payroll12).

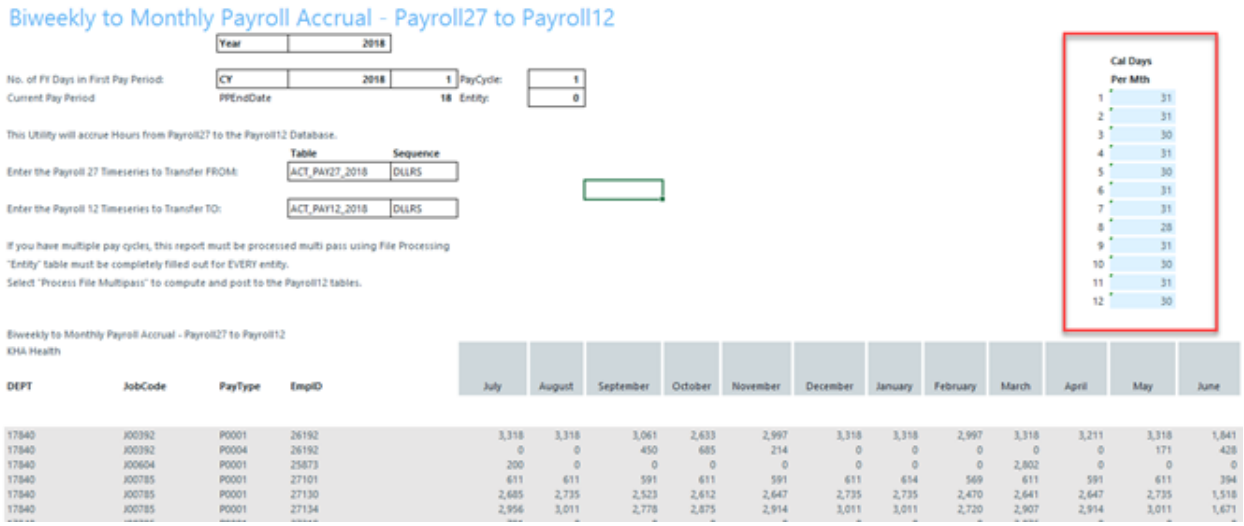
Depending on how many years of biweekly payroll data are stored in your Axiom system, you have two utility options:

- **Biweekly to Monthly** – Your organization is in their first year in Axiom and have no prior year payroll data utilize this utility.
- **Biweekly to Monthly with LY** – Your organization has more than one year of historical payroll data to capture the days of the year-end biweekly payroll that may cross over their fiscal year utilize this utility.

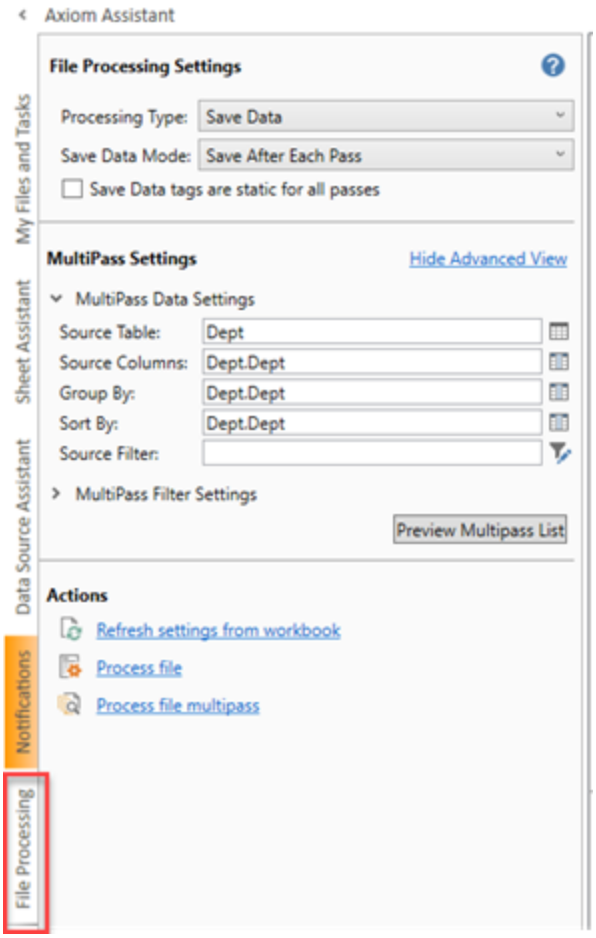
In the **Refresh Variables** dialog, select from the following drop-downs options, and click **OK**:

Option	Description
Choose Year (Current Year or Last Year	Depending on what biweekly payrolls you want to accrue, select **CYA** (Current Year) or **LYA** (Last Year) .
Choose Payroll Sequence (Hours, Dllrs, Stats)	Select **Hours** or **Dllrs**. **NOTE:** These need to be run individually so once you run one (Hours) you will have to then run the other (Dllrs).
Post results to the database?	To post the results to the Axiom database, select **Yes**; otherwise, select **No**.

TIP: Ensure that the number of FY days in First Pay Period are correct. If they are not, review the pay period dates on the **Custom Tables > Payroll** tab.

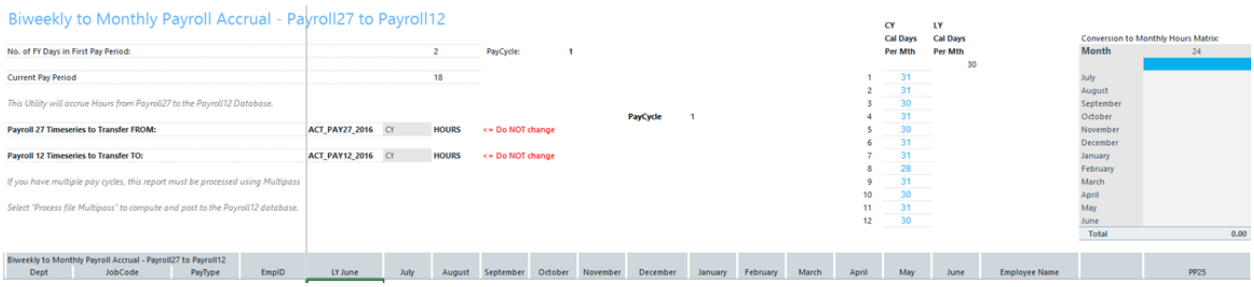


In the **File Processing** task pane, click **Process file multipass** to run the utility by department and post the values to the database. Repeat this step for the Hours by refreshing the report variables, select **Hours** from the refresh variable, and then Process File multipass. If you also load statistics into you biweekly payroll tables, you can also run this utility to move the statistics to your financial data source.



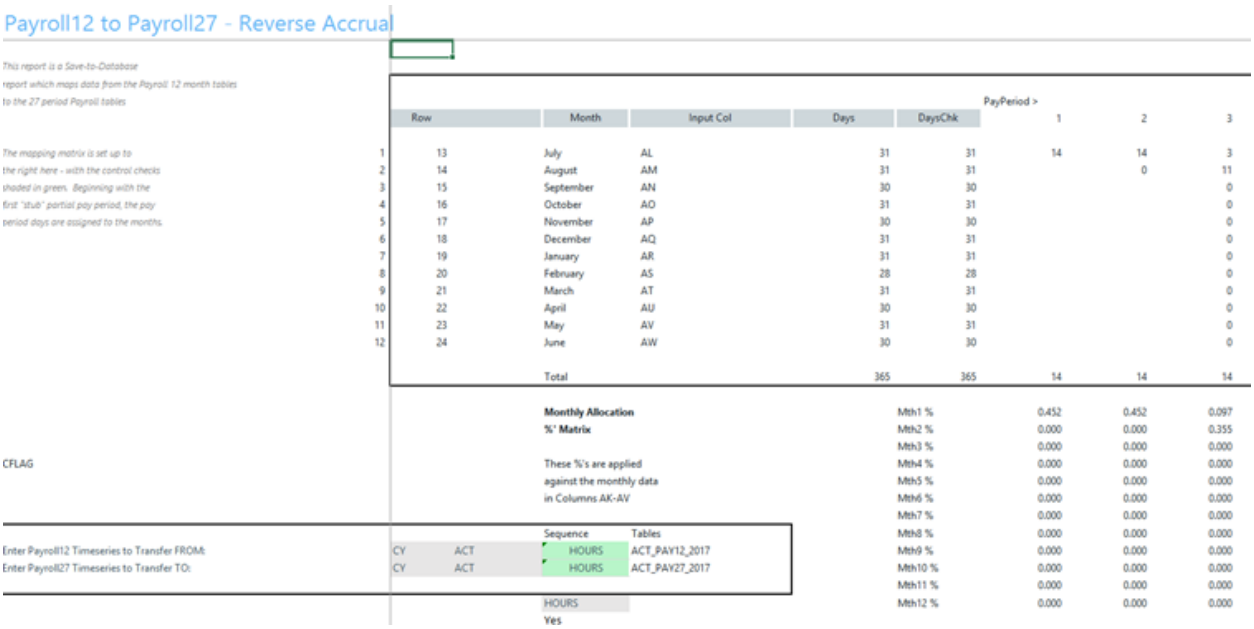
BiWeekly to Monthly with LY

Use this utility to post accrued biweekly hours or dollars from the Payroll27 tables to the Payroll12 tables. The first period of the year is calculated using the final LY pay period.



Monthly to BiWeekly

Use this utility to post reverse-accrued budgeted monthly hours from the Payroll12 tables to biweekly amounts and post them to the Payroll27 tables for labor or productivity reporting.



Payroll12 to Payroll27 - Reverse Accrual

This report is a Save-to-Database report which maps data from the Payroll 12 month tables to the 27 period Payroll tables

The mapping matrix is set up to the right here - with the control checks shaded in green. Beginning with the first "stub" partial pay period, the pay period days are assigned to the months.

	Row	Month	Input Col	Days	DaysChk	PayPeriod > 1	2	3
1	13	July	AL	31	31	14	14	3
2	14	August	AM	31	31		0	11
3	15	September	AN	30	30			0
4	16	October	AO	31	31			0
5	17	November	AP	30	30			0
6	18	December	AQ	31	31			0
7	19	January	AR	31	31			0
8	20	February	AS	28	28			0
9	21	March	AT	31	31			0
10	22	April	AU	30	30			0
11	23	May	AV	31	31			0
12	24	June	AW	30	30			0
		Total		365	365	14	14	14

CFLAG

Monthly Allocation %' Matrix

These %'s are applied against the monthly data in Columns AK-AV

			Mth1 %	0.452	0.452	0.097
			Mth2 %	0.000	0.000	0.355
			Mth3 %	0.000	0.000	0.000
			Mth4 %	0.000	0.000	0.000
			Mth5 %	0.000	0.000	0.000
			Mth6 %	0.000	0.000	0.000
			Mth7 %	0.000	0.000	0.000
			Mth8 %	0.000	0.000	0.000
			Mth9 %	0.000	0.000	0.000
			Mth10 %	0.000	0.000	0.000
			Mth11 %	0.000	0.000	0.000
			Mth12 %	0.000	0.000	0.000

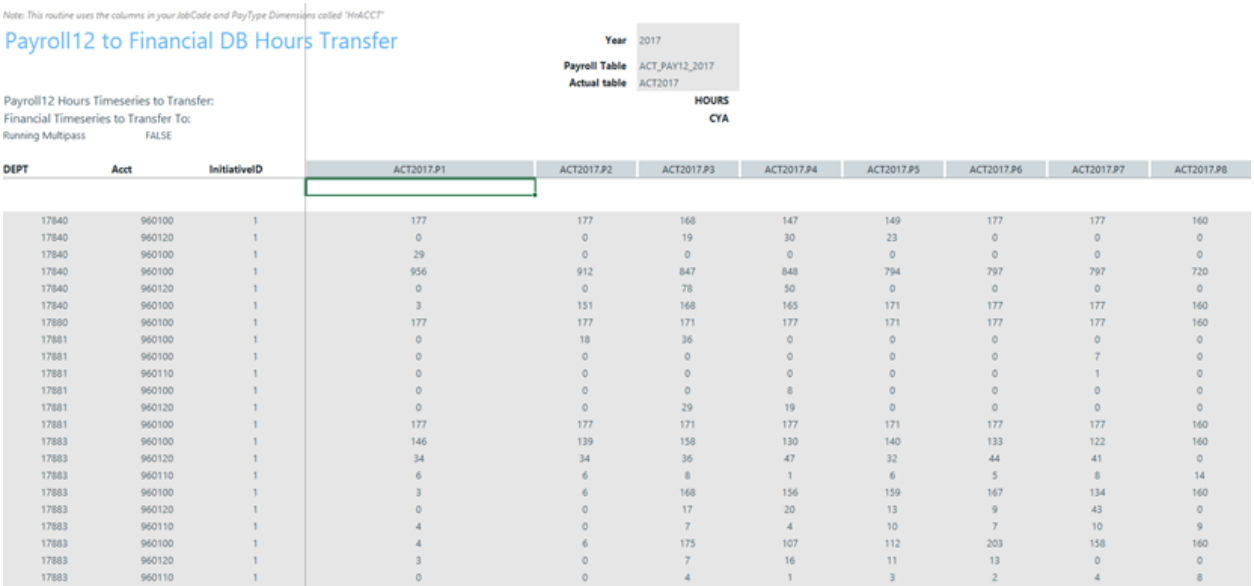
			Sequence	Tables
Enter Payroll12 Timeseries to Transfer FROM:	CY	ACT	HOURS	ACT_PAY12_2017
Enter Payroll27 Timeseries to Transfer TO:	CY	ACT	HOURS	ACT_PAY27_2017

HOURS
Yes

Monthly to GL

If payroll hours are not coming through your GL Import, you can move your hours from the Payroll12 data tables created from the previous process to your Financial tables by running the Monthly to GL accrual utility.

IMPORTANT: Only run this utility if you are not loading hours from your GL via the GL12Month or Monthly Statistics imports.



Note: This routine uses the columns in your JobCode and PayType Dimensions called "HrACCT"

Payroll12 to Financial DB Hours Transfer

Year 2017
Payroll Table ACT_PAY12_2017
Actual table ACT2017
HOURS
CYA

Payroll12 Hours Timeseries to Transfer:
Financial Timeseries to Transfer To:
Running Multipass FALSE

DEPT	Acct	InitiativeID	ACT2017.P1	ACT2017.P2	ACT2017.P3	ACT2017.P4	ACT2017.P5	ACT2017.P6	ACT2017.P7	ACT2017.P8
17840	960100	1	177	177	168	147	149	177	177	160
17840	960120	1	0	0	19	30	23	0	0	0
17840	960100	1	29	0	0	0	0	0	0	0
17840	960100	1	956	912	847	848	794	797	797	720
17840	960120	1	0	0	78	50	0	0	0	0
17840	960100	1	3	151	168	165	171	177	177	160
17880	960100	1	177	177	171	177	171	177	177	160
17881	960100	1	0	18	36	0	0	0	0	0
17881	960100	1	0	0	0	0	0	0	7	0
17881	960110	1	0	0	0	0	0	0	1	0
17881	960100	1	0	0	0	8	0	0	0	0
17881	960120	1	0	0	29	19	0	0	0	0
17881	960100	1	177	177	171	177	171	177	177	160
17883	960100	1	146	139	158	130	140	133	122	160
17883	960120	1	34	34	36	47	32	44	41	0
17883	960110	1	6	6	8	1	6	5	8	14
17883	960100	1	3	6	168	156	159	167	134	160
17883	960120	1	0	0	17	20	13	9	43	0
17883	960110	1	4	0	7	4	10	7	10	9
17883	960100	1	4	6	175	107	112	203	158	160
17883	960120	1	3	0	7	16	11	13	0	0
17883	960110	1	0	0	4	1	3	2	4	8

NOTE: Use the Monthly to BiWeekly utility to take budgeted Payroll12 data and reverse accrue it to a biweekly data set.

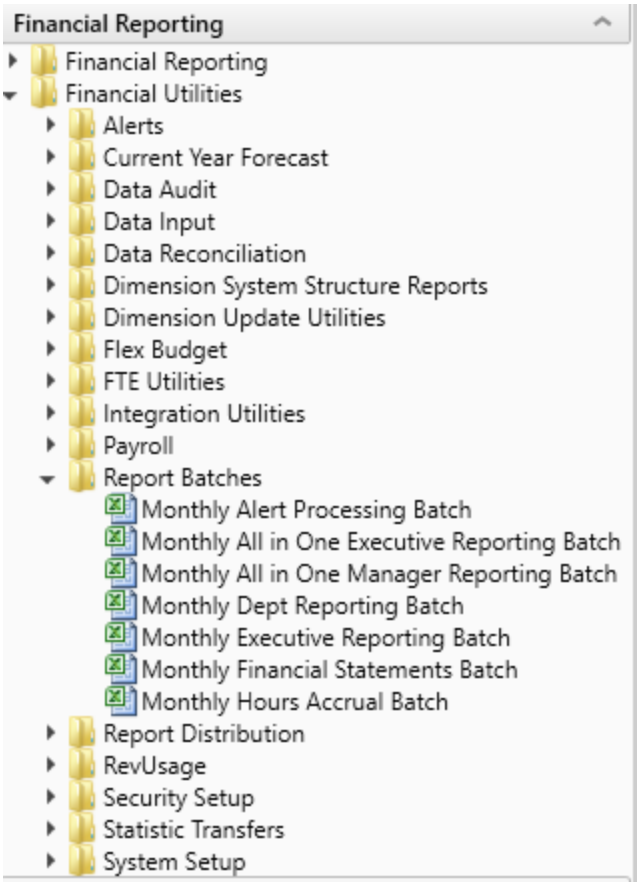
Report Batches

These reports are designed to process multiple reports for multiple outputs.

Accessing these reports

The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting Utilities\Report Batches**. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the **Financial Reporting** section, click **Financial Utilities > Report Batches**.



Monthly All in One Executive Reporting Batch

Use to run the Executive Monthly Package report for distribution.

BATCH CONTROL SHEET

File Path	Enabled	Process Multipass	Multipass Source Column	Multipass Data Filter
\Axiom\Reports Library\Management Reporting\Report Packages\Executive\Executive Monthly Package.xlsx	On	On		
\Axiom\Reports Library\Management Reporting\Report Packages\Executive\Executive Monthly Package.xlsx	On	On		

Monthly All in One Manager Reporting Batch

Use to run the Department Monthly Package report for distribution.

BATCH CONTROL SHEET

File Path	Enabled	Process Multipass	Multipass Source Column	Multipass Data Filter
\Axiom\Reports Library\Management Reporting\Report Packages\Manager\Dept Monthly Package.xlsx	On	On		

Monthly Financial Statements Batch

Use to run the monthly Financial Statements for distribution.

BATCH CONTROL SHEET

File Path	Enabled	Process Multipass	Multipass Source Column
\Axiom\Reports Library\Management Reporting\Financial Statements\Balance Sheet & Cash Flow\Balance Sheet.xlsx	On	Off	
\Axiom\Reports Library\Management Reporting\Financial Statements\Income Statement\Income Statement Summary.xlsx	On	Off	
\Axiom\Reports Library\Management Reporting\Financial Statements\Income Statement\Income Statement Summary.xlsx	On	On	
\Axiom\Reports Library\Management Reporting\Financial Statements\Balance Sheet & Cash Flow\Balance Sheet By Entity.xlsx	On	Off	
\Axiom\Reports Library\Management Reporting\Financial Statements\Income Statement\Income Statement By Entity.xlsx	On	Off	
\Axiom\Reports Library\Management Reporting\Financial Statements\Income Statement\Income Statement Summary-12Month.xls	On	On	

Monthly Hours Accrual Batch

Use to run the monthly the Hours accrual reports.

BATCH CONTROL SHEET

File Path	Enabled	Process Multipass	Multipass Source Column	Multipass Data Filter
\Axiom\Reports Library\Management Reporting Utilities\Payroll\BiWeekly to Monthly.xlsx	On	On	Dept.Dept	
\Axiom\Reports Library\Management Reporting Utilities\Payroll\Monthly to GL.xlsx	On	On	Dept.Dept	

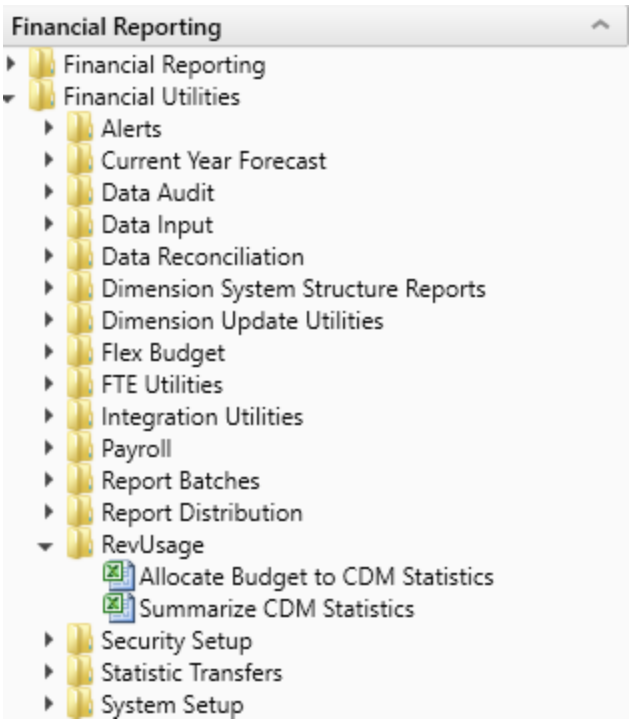
RevUsage utilities

This report is designed to calculate and post values to the database.

Accessing these reports

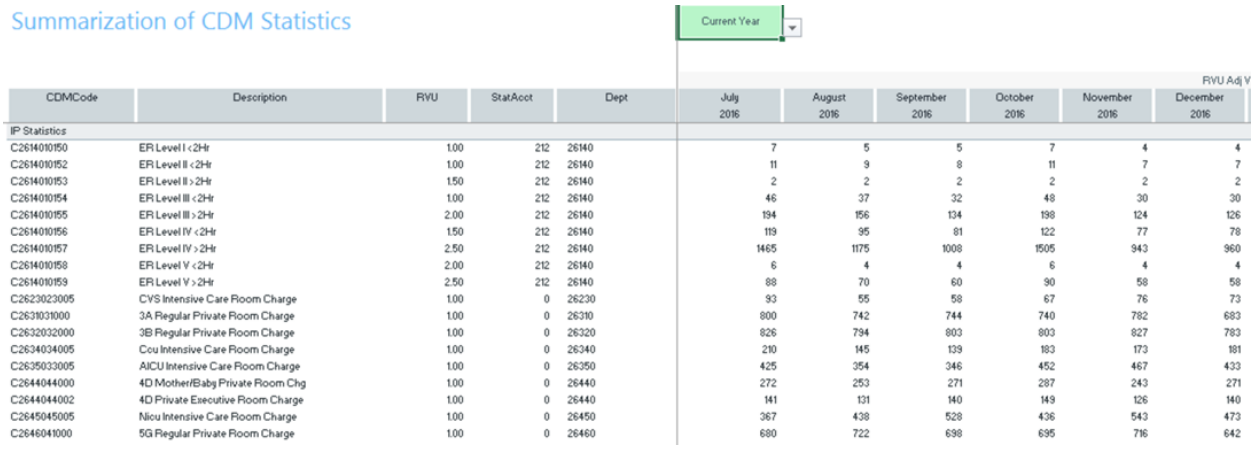
The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting Utilities\RevUsage**. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the **Financial Reporting** section, click **Financial Utilities > RevUsage**.



Summarize CDM Statistics (optional feature)

Use to summarize CDM values to department-level statistics and post them to the Financial database to use as key statistics for monthly reporting as well as budgeting.



Summarization of CDM Statistics

Current Year

CDMCode	Description	RVU	StatAcct	Dept	July 2016	August 2016	September 2016	October 2016	November 2016	December 2016
IP Statistics										
C2614010150	ER Level I <2Hr	1.00	212	26140	7	5	5	7	4	4
C2614010152	ER Level II <2Hr	1.00	212	26140	11	9	8	11	7	7
C2614010153	ER Level II >2Hr	1.50	212	26140	2	2	2	2	2	2
C2614010154	ER Level III <2Hr	1.00	212	26140	46	37	32	48	30	30
C2614010155	ER Level III >2Hr	2.00	212	26140	194	156	134	198	124	126
C2614010156	ER Level IV <2Hr	1.50	212	26140	119	95	81	122	77	78
C2614010157	ER Level IV >2Hr	2.50	212	26140	1465	1175	1008	1505	943	960
C2614010158	ER Level V <2Hr	2.00	212	26140	6	4	4	6	4	4
C2614010159	ER Level V >2Hr	2.50	212	26140	88	70	60	90	58	58
C2623023005	CVS Intensive Care Room Charge	1.00	0	26230	93	55	58	67	76	73
C2631031000	3A Regular Private Room Charge	1.00	0	26310	800	742	744	740	782	683
C2632032000	3B Regular Private Room Charge	1.00	0	26320	826	794	803	803	827	783
C2634034005	Cou Intensive Care Room Charge	1.00	0	26340	210	145	139	183	173	181
C2635033005	AICU Intensive Care Room Charge	1.00	0	26350	425	354	346	452	467	433
C2644044000	4D Mother/Baby Private Room Chg	1.00	0	26440	272	253	271	287	243	271
C2644044002	4D Private Executive Room Charge	1.00	0	26440	141	131	140	149	126	140
C2645045005	Nicu Intensive Care Room Charge	1.00	0	26450	367	438	528	436	543	473
C2646041000	5G Regular Private Room Charge	1.00	0	26460	680	722	698	695	716	642

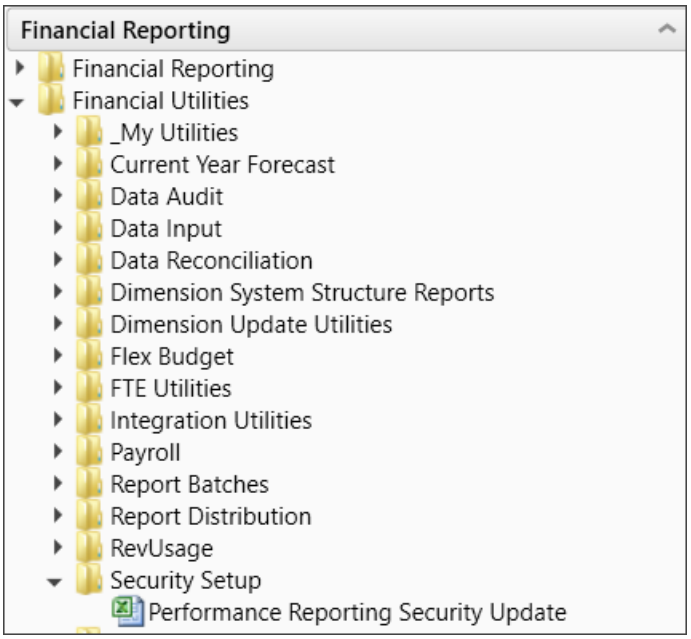
Security Setup utilities

These reports are designed to manage user roles and permissions.

Accessing these reports

The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting Utilities\Security Setup**. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the **Financial Reporting** section, click **Financial Utilities > Security Setup**.



Managing Performance Reporting user security

Use this utility to configure security for Axiom Performance Reporting users.

NOTE: This tool is intended only for adding users, subsystems, and roles. You cannot use this utility to remove a user from a system or role; instead, you must use the Security Manager. However, be aware that removing users from roles or subsystems in the Security Manager will not remove the associated filters or revoke access in most cases.

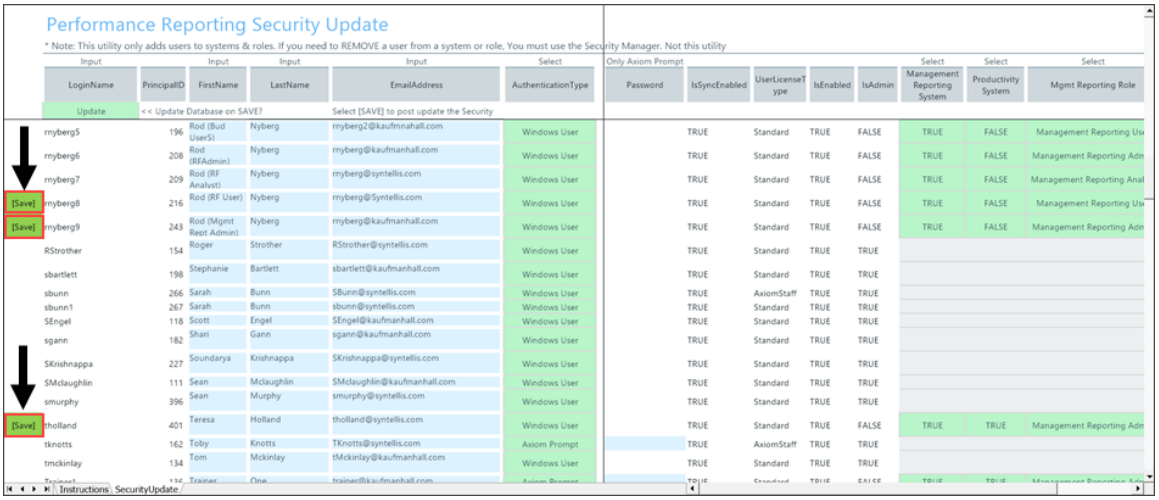
About the utility

This utility has the following sections:

- EXISTING PERFORMANCE REPORTING USERS – Lists existing users of the Management Reporting subsystem
- EXISTING OTHER USERS – Lists users that exist in security but are not members of the Management Reporting subsystem
- NEW USERS – Allows you to add new users to the Management Reporting subsystem

NOTE: Please note the following about changes and saving:

- Changed rows are indicated by a green **[Save]** tag, as shown in the following example. This tag indicates a change was made or an unexpected previous parameter was found and modified, thereby creating a change.
- Changes to a username, email, or password may not trigger a save unless accompanied by other changes, such as a change to filters, subsystems, or roles, that trigger the [Save] tag. If a [Save] tag does not appear at the beginning of a row to which you made a change, the change is not saved. Make the changes in the Security Manager if you are unable to make them in the update utility.
- If a user is assigned to a product subsystem but not a role, this tool automatically assigns them to the user role, thereby, creating a change.
- Executing the Process file option does not cause a refresh after save, so you will continue to see the newly added record in the NEW USERS section until you perform a refresh. Additional changes made to the record in this section will NOT be saved, even if you click the Save button in the Main ribbon tab to save subsequent changes unless you first refresh the utility, make additional changes, and then save.



To configure security:

1. In the **Bud Admin** task pane under **Financial Reporting**, expand **Security Setup**, and then double-click **Performance Reporting Security Update**.
2. In the utility, moving from left to right, edit the data in the columns as needed. Use the following table as a guide. You can enter data into blue cells and select data from drop-downs in green cells.

   NOTE: To add new users, enter them into the NEW USERS section at the bottom of the worksheet.

Field	Steps
LoginName	The login name for the user. If your organization uses the login information supplied by your IT department, then the login name is auto generated. **NOTE:** If you attempt to add an existing user in the NEW USERS section, the name and row become highlighted to let you know that the user is already in the system. Delete the name, then locate the user in the sections above and make changes there.
PrincipalID	This entry is auto generated by the system. Do not make changes to this cell.
FirstName	Type the user's first name.
LastName	Type the user's last name.
EmailAddress	Type the user's email address.
AuthenticationType	Click the drop-down to select how the user is authenticated to use the system.
Only Axiom Prompt Password	If the user uses Windows authentication, then this field remains blank. If this user uses the Axiom Prompt, then type in the user's password.
IsSyncEnabled	This information is imported from Security Manager. Do not make changes to this cell.
UserLicenseType	This information is imported from Security Manager. Do not make changes to this cell.
IsEnabled	This information is imported from Security Manager. Do not make changes to this cell.
IsAdmin	This information is imported from Security Manager. Do not make changes to this cell.
Management Reporting System	Do one of the following: • To give a user access to Axiom Performance Reporting, select **TRUE**. • To rescind or deny access to a user, select **FALSE**.
Productivity System	Do one of the following: • To give access to the Productivity system, select **TRUE**. • To rescind or deny access, select **FALSE**.

Field	Steps
Mgmt Reporting Role	To give access to Management Reporting, from the drop-down, select one of the following: • **Management Reporting Admin** – Provides access to Management reports, Management utilities, Dimension maintenance, imports, scheduled jobs, and Process Management. • **Management Reporting Analyst** – In addition to user role permissions, provides access to Axiom Explorer, scheduled jobs, Axiom Windows Client, and User Documents folder. • **Management Reporting User** – Provides access to Management reports.
Productivity Role	To give access to the Productivity module, from the drop-down, select one of the following: • **Productivity User** – Provides access to Productivity reports. • **Productivity Admin** – Provides access to Productivity reports and Productivity utilities.
Management Reporting Physician Role	To give access, from the drop-down, select **Management Reporting Physician**.

3. Before saving, be sure you understand how saving works in this utility. In the **Main** ribbon tab, click **Save**.

   IMPORTANT: DO NOT execute a save-as or open in a read/write mode. Structural modifications to this tool could negatively impact your security setup.

4. In the **Main** ribbon tab, click **Refresh Data**.

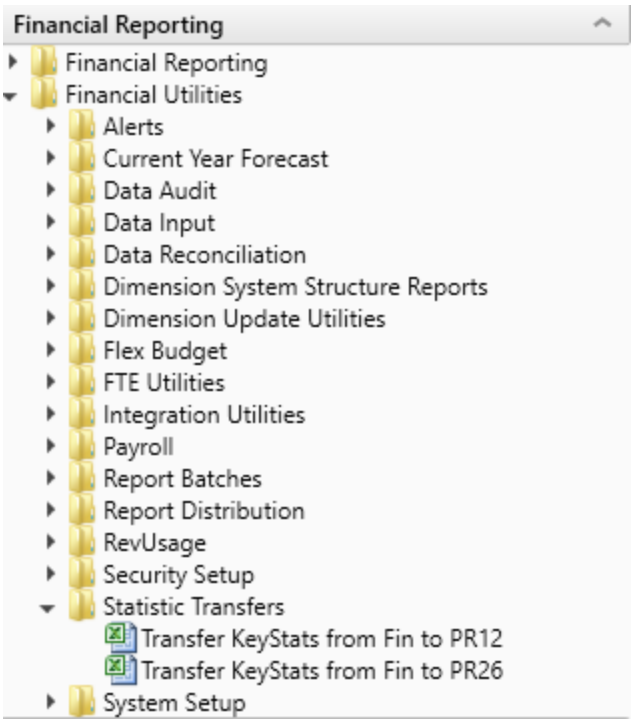
Statistic Transfer utilities

These reports are designed as save-to-database reports for statistics.

Accessing these reports

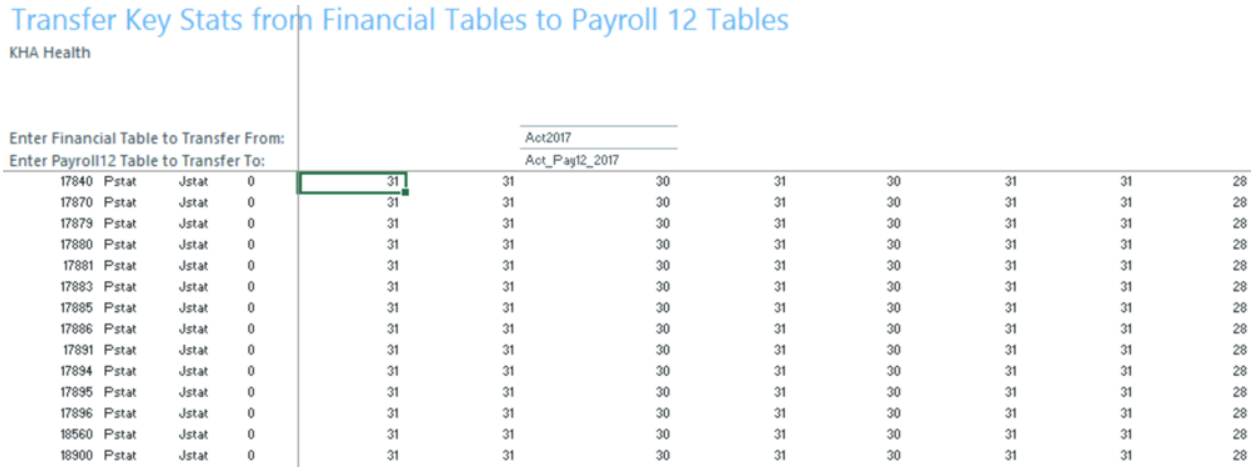
The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting Utilities\Statistic Transfers**. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the **Financial Reporting** section, click **Financial Utilities > Statistic Transfers**.



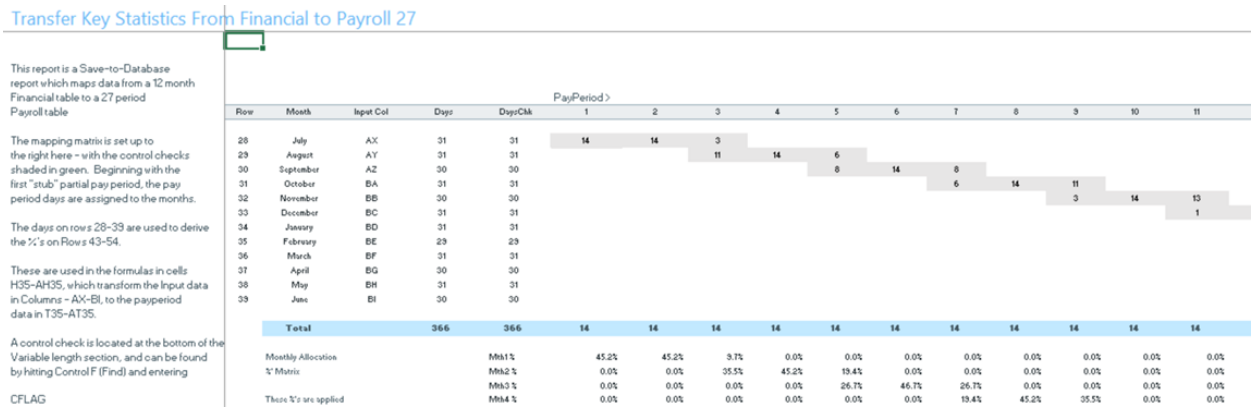
Transfer Key Stats from Fin to PR12

Use this save-to-database report to transfer statistics from the Financial tables to the Payroll12 tables at the end of the budget process. The statistics can then be used once they are reverse accrued into biweekly periods for biweekly productivity.



Transfer Key Stats from Fin to PR26

Use this save-to-database report to transfer statistics from the Financial tables to the Payroll27 tables at the end of the budget process. The statistics can then be used once they are reverse accrued into biweekly periods for biweekly productivity.



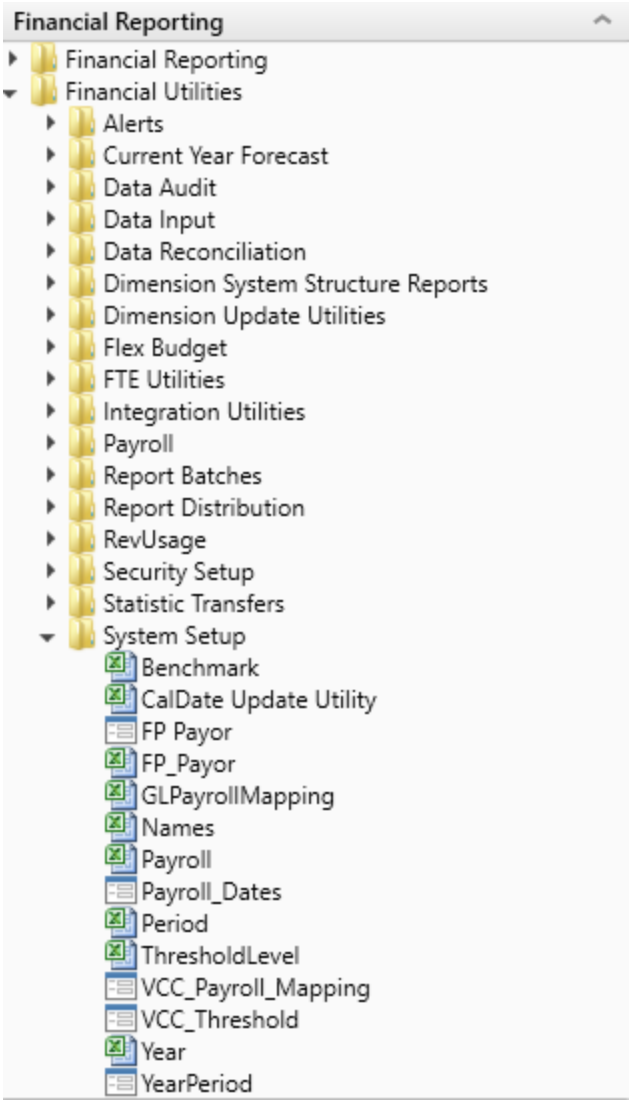
System Setup utilities

These reports are designed as utility reports to help you set up the system.

Accessing these reports

The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting Utilities\System Setup**. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the **Financial Reporting** section, click **Financial Utilities > System Setup**.



Benchmark

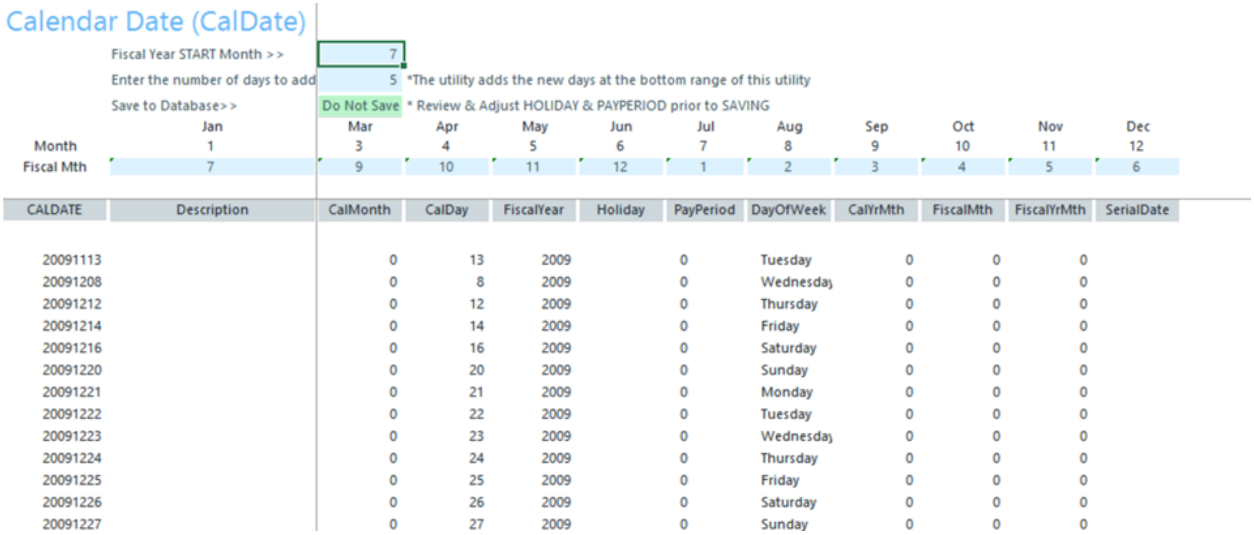
Used as factors in productivity reports.

Benchmark Factors

Dept	Department Name	Worked Hours per Unit	Paid Hours per Unit	Salaries per Unit	Supplies per Unit	Total Expense per Unit
17840	EHS Sports Medicine	37.14	40.86	0.00	0.00	0.00
17880	EPG Phys Clinic-North	5.71	6.29	0.00	0.00	0.00
17881	EPG Phys Clinic-Occ Hlth East	5.71	6.29	0.00	0.00	0.00
17883	EPG Phys Clinic-Occ Hlth Midtown	17.30	19.03	0.00	0.00	0.00
17885	EPG Phys Clinic-East	15.02	16.53	0.00	0.00	0.00
17886	EPG Phys Clinic-Occ Hlth/West	0.00	0.00	0.00	0.00	0.00
17891	EPG Phys Clinic-South	11.52	12.67	0.00	0.00	0.00
17894	EPG Phys Clinic-Uptown	6.18	6.80	0.00	0.00	0.00
17895	EPG Phys Clinic-West	5.71	6.29	0.00	0.00	0.00
19000	EHS Administration	117.25	128.97	0.00	0.00	0.00
19050	EHS Trust	17.21	18.93	0.00	0.00	0.00
19060	EHS Corporate Communications	42.82	47.10	0.00	0.00	0.00
19080	EHS Teleservices	30.56	33.62	0.00	0.00	0.00
19100	EHS Accounting Operations (Employee)	46.65	51.32	0.00	0.00	0.00
19105	EHS Payroll	14.90	16.39	0.00	0.00	0.00
19110	EHS Administrative Finance	17.14	18.85	0.00	0.00	0.00
19150	EHS Information Services	114.19	125.61	0.00	0.00	0.00
19160	EHS Audit Services	4.75	5.23	0.00	0.00	0.00
19170	EHS Medical Information Network	73.92	81.31	0.00	0.00	0.00

CalDate Update Utility

Use as a utility to help you fill out the necessary columns in the CALDATE dimensions table. Only needed if licensed for Daily Productivity.



Calendar Date (CalDate)

Fiscal Year START Month >> 7

Enter the number of days to add 5 *The utility adds the new days at the bottom range of this utility

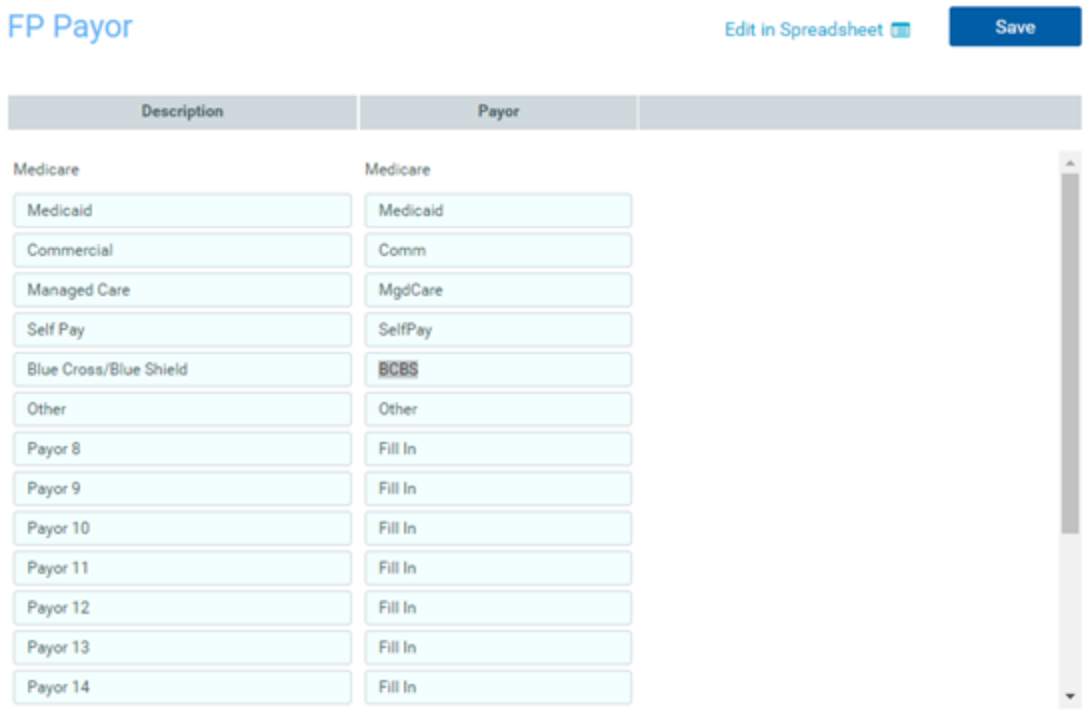
Save to Database>> Do Not Save * Review & Adjust HOLIDAY & PAYPERIOD prior to SAVING

	Jan	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Month	1	3	4	5	6	7	8	9	10	11	12
Fiscal Mth	7	9	10	11	12	1	2	3	4	5	6

CALDATE	Description	CalMonth	CalDay	FiscalYear	Holiday	PayPeriod	DayOfWeek	CalYrMth	FiscalMth	FiscalYrMth	SerialDate
20091113		0	13	2009		0	Tuesday	0	0	0	
20091208		0	8	2009		0	Wednesday	0	0	0	
20091212		0	12	2009		0	Thursday	0	0	0	
20091214		0	14	2009		0	Friday	0	0	0	
20091216		0	16	2009		0	Saturday	0	0	0	
20091220		0	20	2009		0	Sunday	0	0	0	
20091221		0	21	2009		0	Monday	0	0	0	
20091222		0	22	2009		0	Tuesday	0	0	0	
20091223		0	23	2009		0	Wednesday	0	0	0	
20091224		0	24	2009		0	Thursday	0	0	0	
20091225		0	25	2009		0	Friday	0	0	0	
20091226		0	26	2009		0	Saturday	0	0	0	
20091227		0	27	2009		0	Sunday	0	0	0	

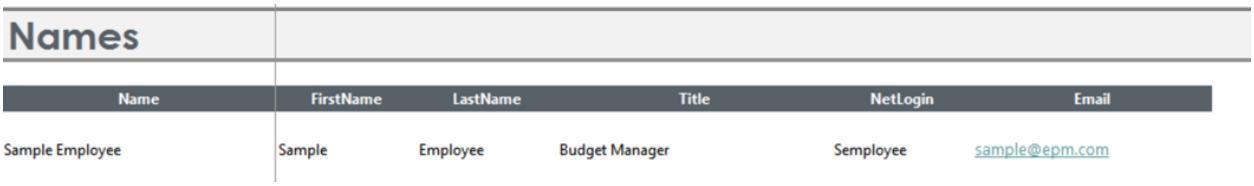
FP Payor

Use to assign the payors for use in the Axiom Financial Planning product.



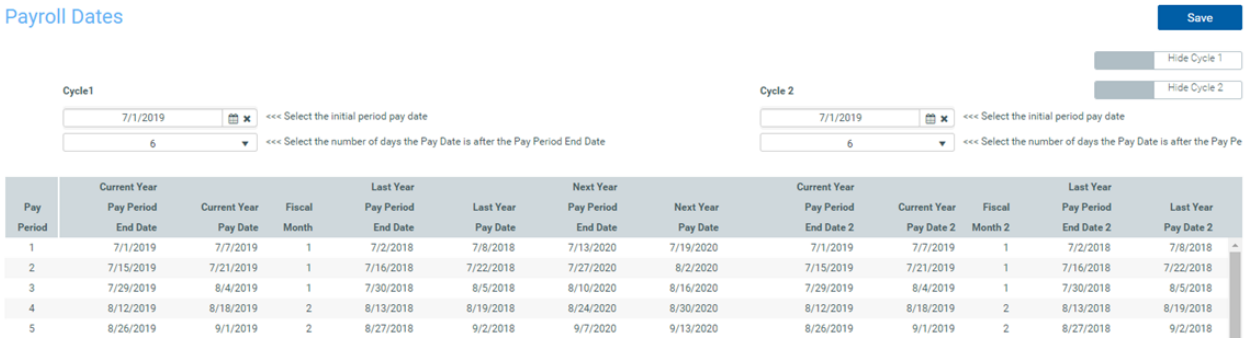
Names

Use this table in reports or FileCollect process to look up email, names, titles, and login information.



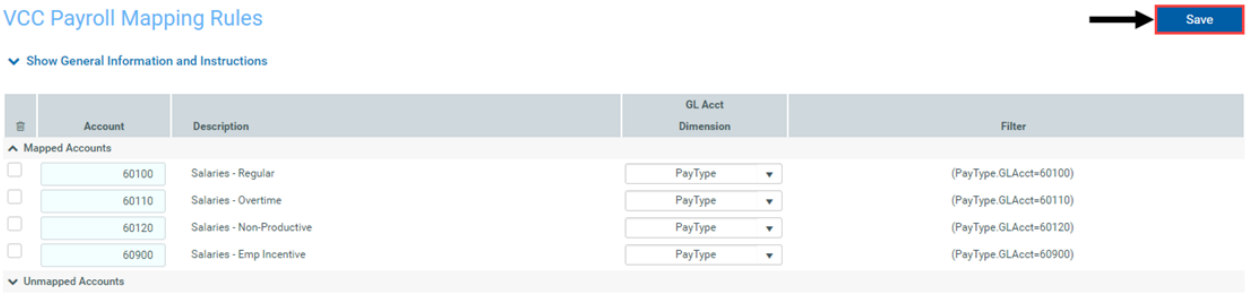
Payroll_Dates

Used in reports to look up the pay period end date and pay date for current year and last year. There are two sections if your organization uses two pay cycles.



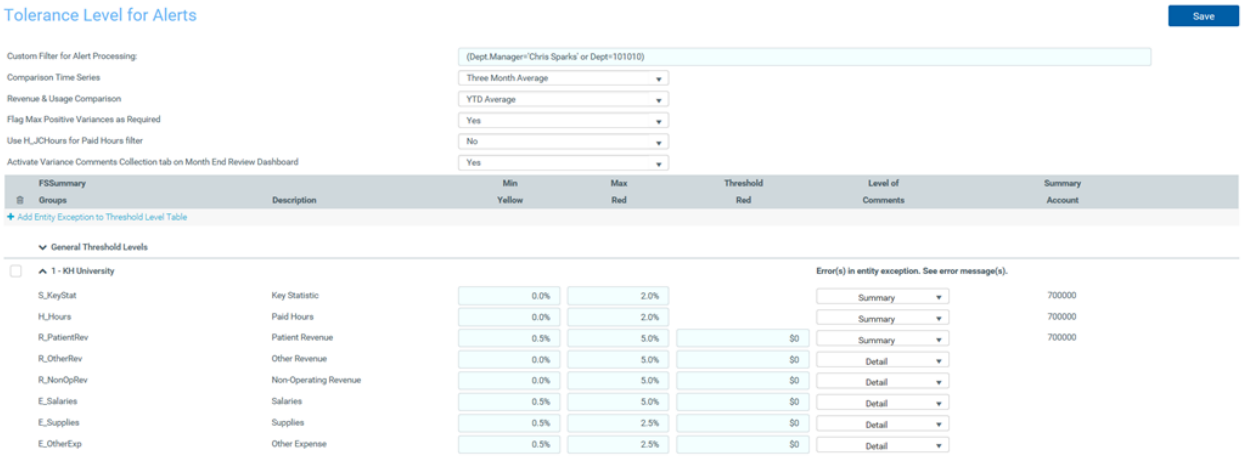
VCC_Payroll_Mapping

Used by Variance Comments and other payroll utilities to map GL accounts to job codes and/or pay types.



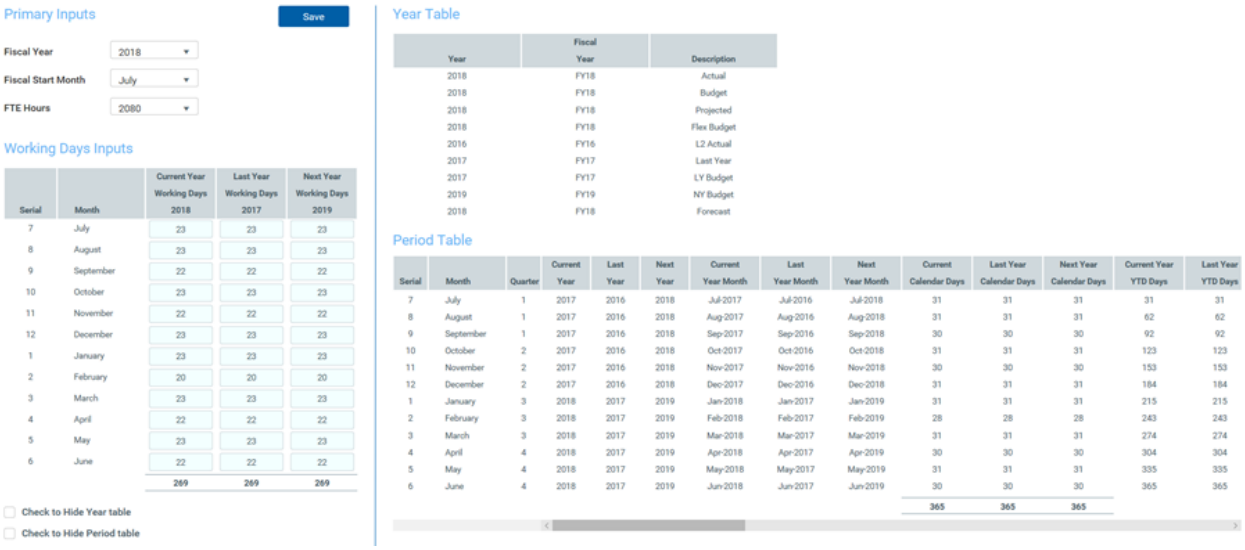
VCC_Threshold

Used to set configure how much an account can vary from budget before department managers are required to enter comments explaining the variance



YearPeriod

Used in configure the first year and month of the fiscal year, number of work days in the current, last, and next year, and the standard FTE hours worked by employees in a year.

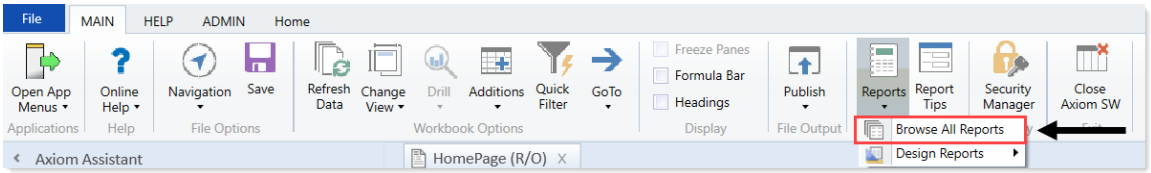


Browsing the Report Library

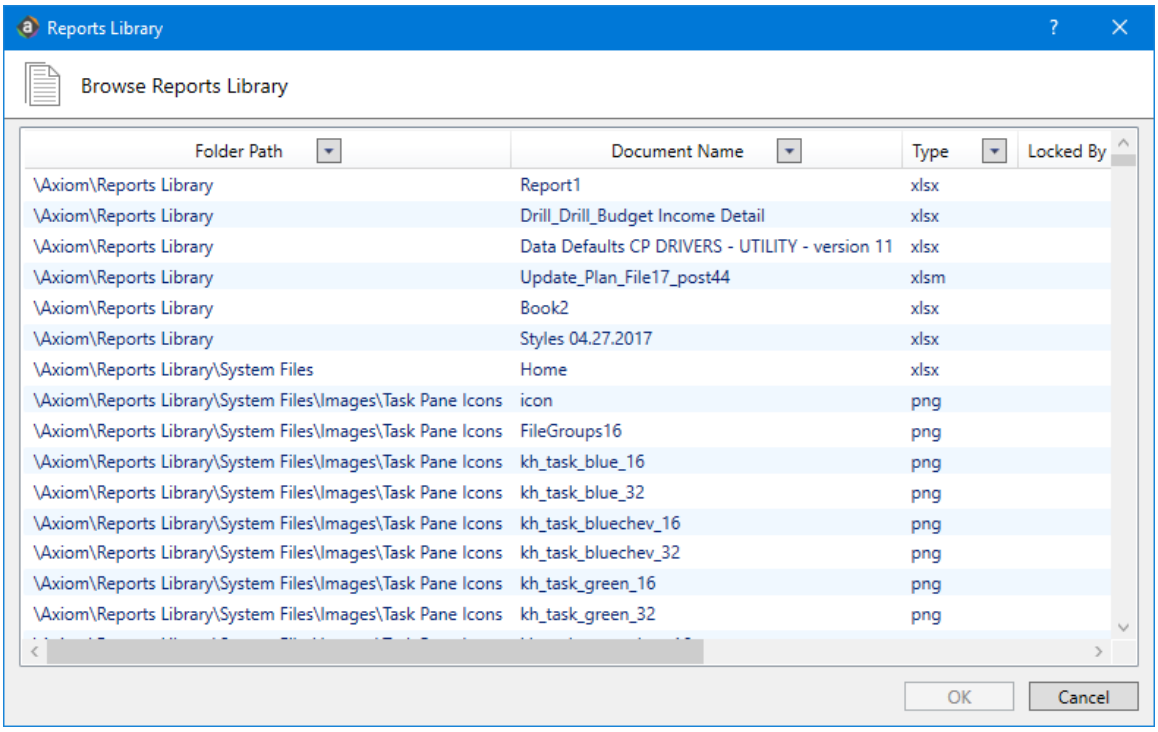
In addition to browsing the report folders in the Axiom Budgeting task panes, you can search all of the available Axiom reports in the Reports Library.

To browse the Report Library:

1. In the **Main** ribbon tab, in the **Reports** group, click **Reports > Browse All Reports**.



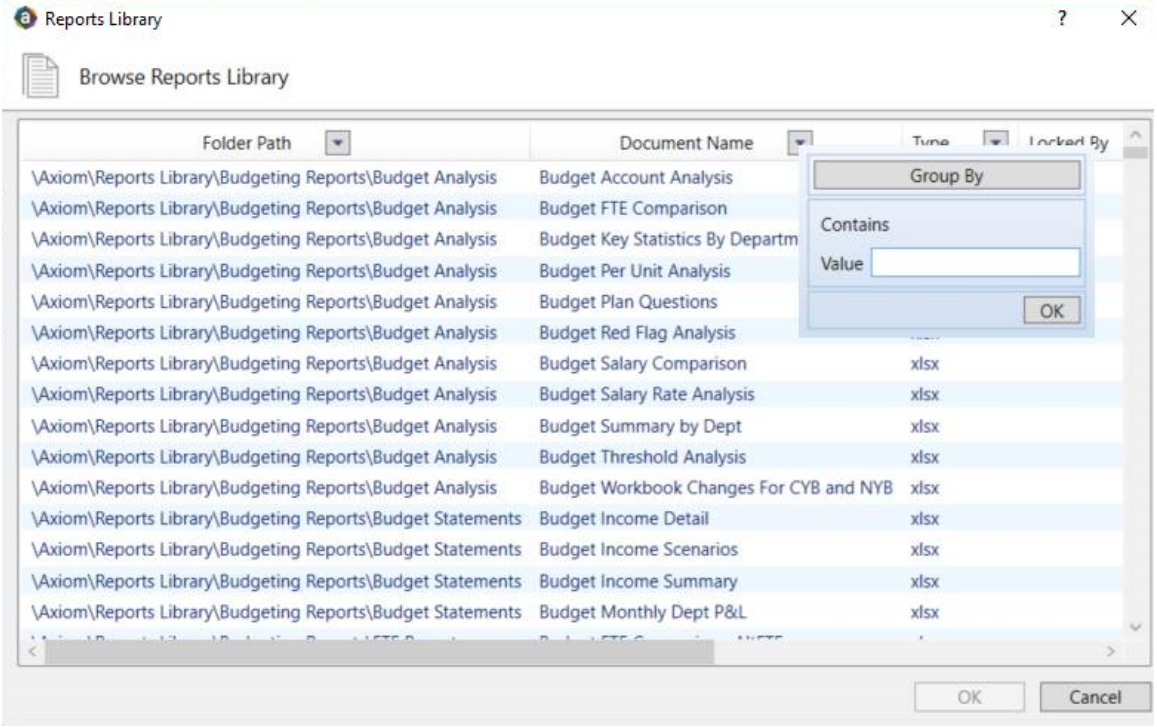
2. In the **Reports Library** dialog, you can do the following:



- To sort, group, or search by any of the columns, click the drop-down arrow next to the column label.
- To open a report, select it from the list, and click **OK**.

The system includes many different reports, but you can search through them more easily by using the following search functionality:

1. Click the down arrow beside the **Document Name** column header.



2. In the **Group By** box, type a search value, and click **OK**.

The system will display the reports that include the value you entered in the report name.

Navigating reports

Apart from each report having an Instructions tab, Axiom Software report files do not have a standard structure. Each report can have any number of sheets, layouts, custom views, drill-downs, GoTo targets, quick filters, and associated task panes—all configured for the specific information that displays.

Although not all of these features are available for every report, here is an overview of common report features:

Instruction tab

Each report has an Instructions tab that provides an overview of its specific business purpose, features, and steps for processing the report.

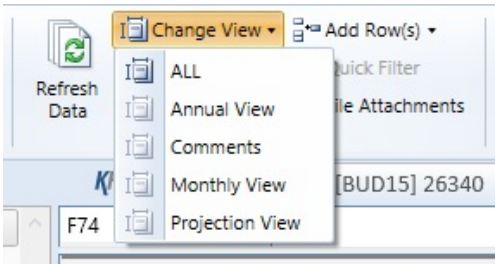
Custom views

Custom views allow for different presentations of data within a report. For instance, a report might default to showing monthly data but have custom views defined for displaying data by quarter or year.

NOTE: Not all reports have custom views defined.

If custom views have been defined within a report, you can access them by doing the following:

1. In the **Main** ribbon tab, in the **Workbook Options** group, click **Change View**.



2. From the menu, select the view to use.

Quick Filter

A Quick Filter is a temporary report filter. This allows you to quickly view the data at a different level of detail, without needing to alter the report configuration. For more information, see the following:

- Applying a Quick Filter to a report
- Using the Advanced Filter Wizard
- Understanding hierarchy-based Quick Filters

Drills

Some reports contain rows (or columns) where the data represents a roll-up of values for multiple database records. For instance, an income summary report might combine patient revenue for all departments into a single total for the year, or a report on payroll by department might roll up both regular and non-productive hours into a combined number of hours for each department. In such cases, you can use drills to view the individual values for each item included in the roll-up.

To drill in a report, do the following:

1. In the report spreadsheet, select a cell.
2. In the **Main** ribbon tab, in the **Workbook Options** group, click **Drill**.
3. From the drop-down, select any of the available drills to view a breakdown by that dimension or value.

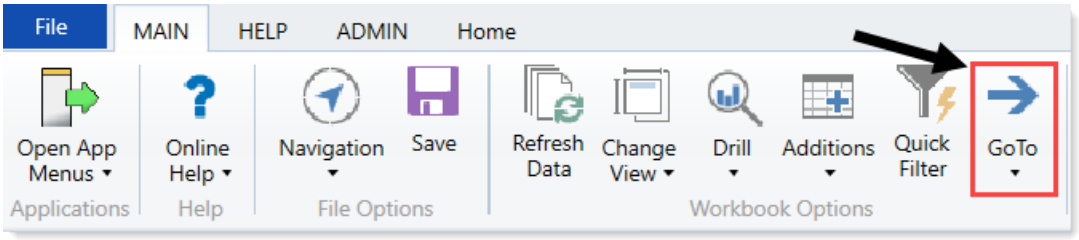
A new spreadsheet opens to display data at the specified drill-down level.

NOTE: While we have made an effort to deactivate any drill options that do not apply to a particular row/column/cell, there are simply too many possibilities for us to deactivate every invalid drilling method for every cell in every report. As a result, certain drill methods may produce strange results. For the most part, common sense should imply which dimensions or values you can drill for a given roll-up (for example, drilling by Vice President on a single department might result in a report with a single record, as a department typically has one VP assigned to it).

GoTo targets

GoTo targets are simply bookmarks that allow you to jump to different sections of a report. Not all reports include GoTo targets. To navigate to a target, do the following:

1. In the **Main** ribbon tab, in the **Workbook Options** group, click **GoTo**.



2. From the menu, select the GoTo target.

Refreshing a report with data

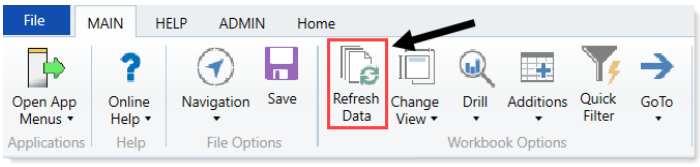
To update a report with the most current data from the database, refresh the file. A refresh does the following:

- 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**.

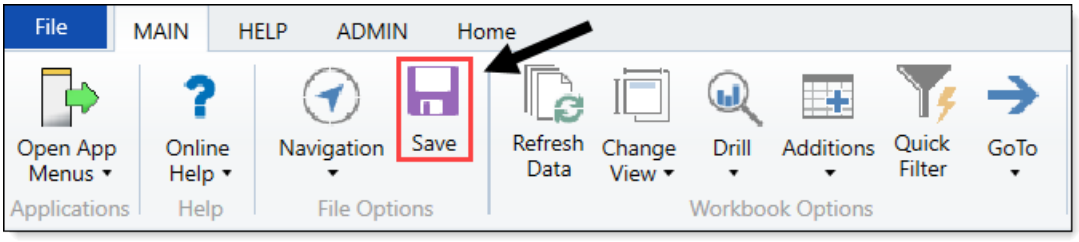
The system may prompt you to define values before the refresh occurs. If so, the system applies these values to the report to affect the data refresh.

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.

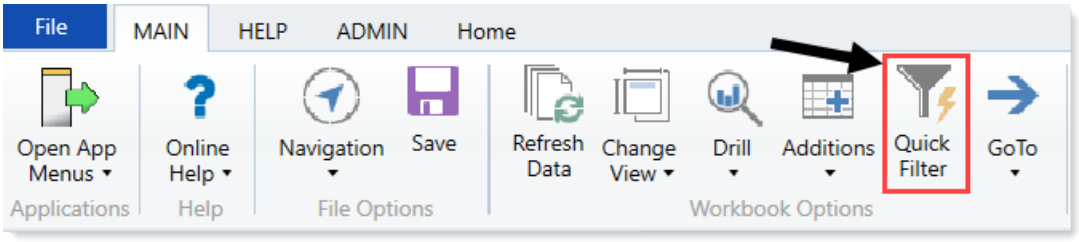
For example, you may be viewing an Income Statement report for the entire consolidated organization, and you want to view the same report at a different level of detail, such as for just North America or just the South region. You can use the Quick Filter to recalculate the report at the desired level 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.

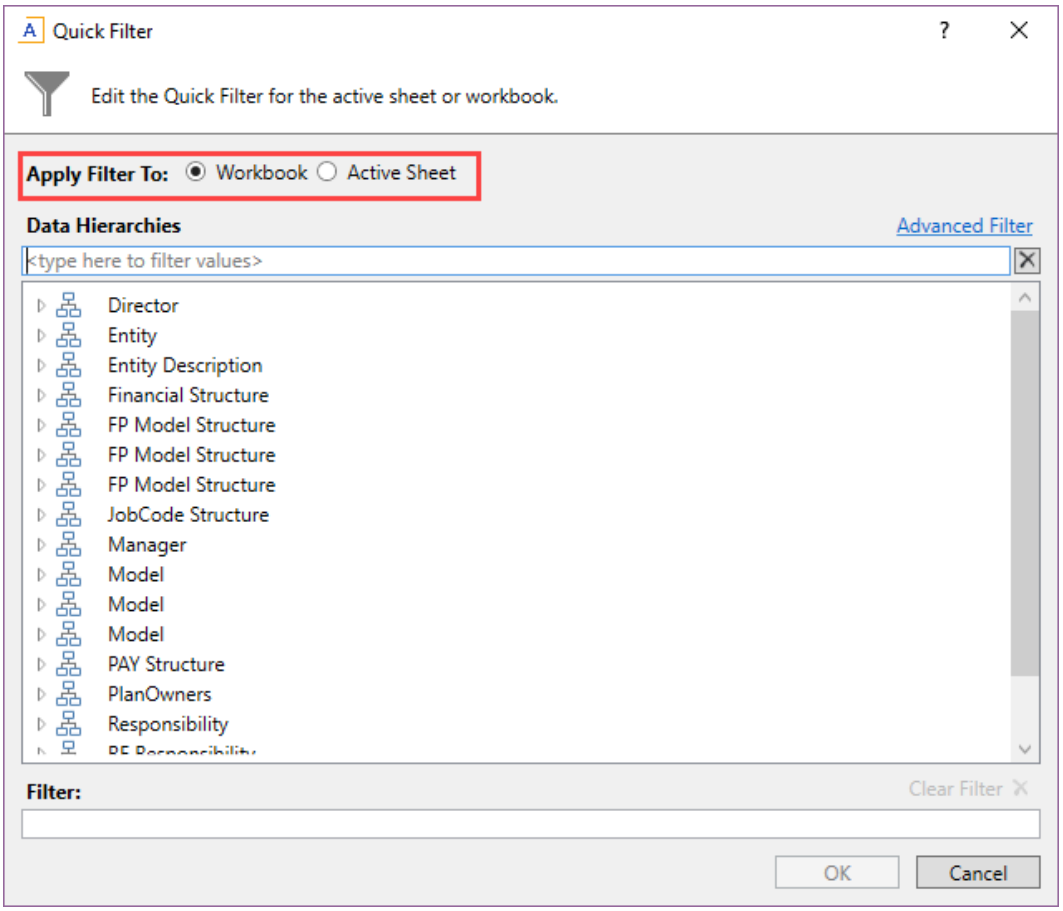
NOTE: You can also use the Quick Filter feature on file group utilities and drivers.

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.



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.

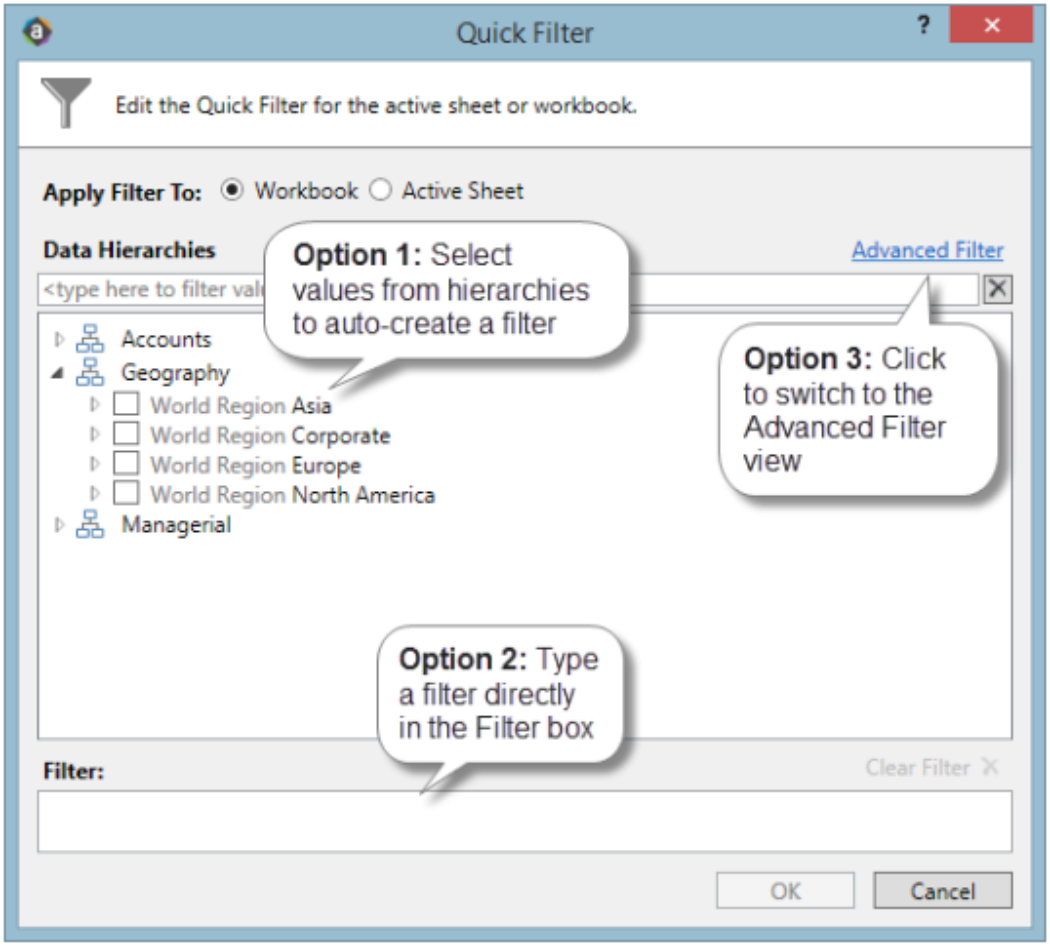
3. In the **Quick Filter** dialog, define a filter using one of the following methods:

   - **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.

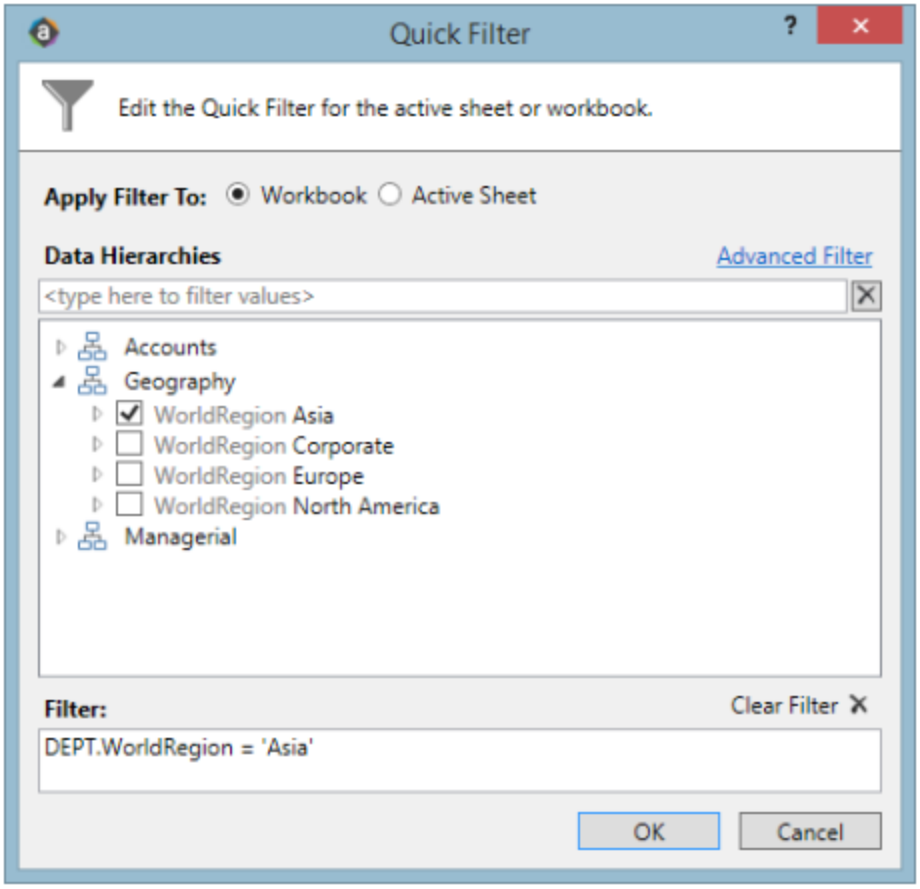
If the filter applies to the entire workbook, then Axiom Budgeting looks at the primary tables for all Axiom queries in the workbook. If the filter applies to the active sheet only, then Axiom Budgeting looks at only the primary tables for the Axiom queries defined on the active sheet.

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.

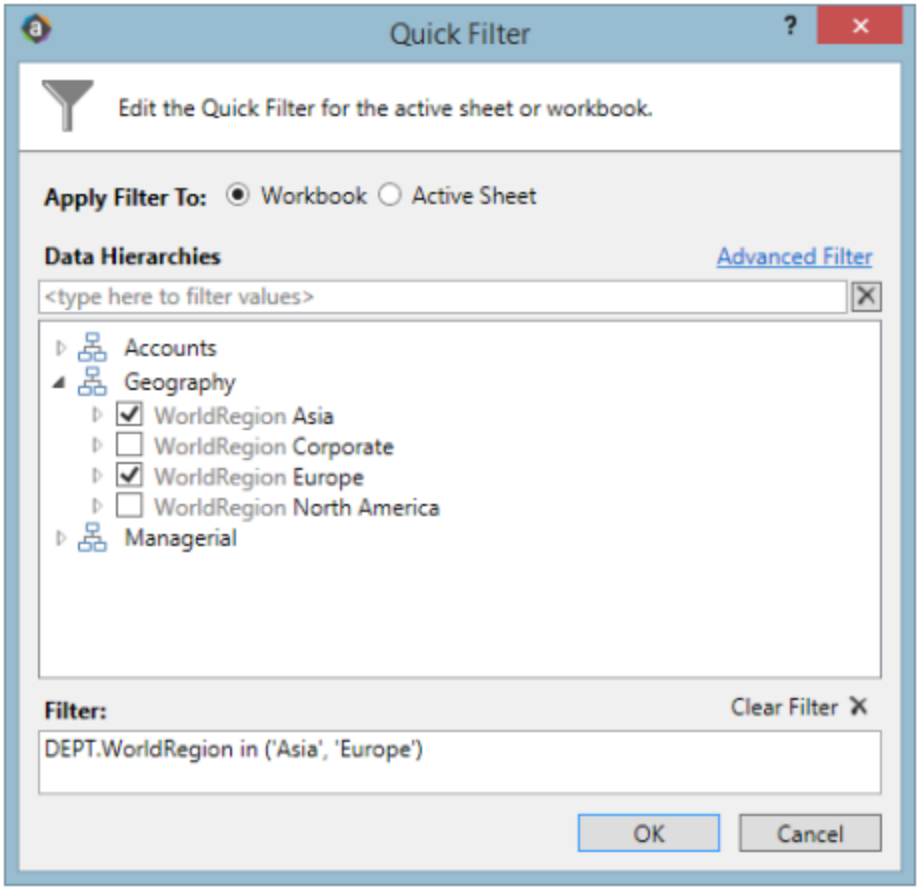
Understanding hierarchy-based Quick Filters

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:

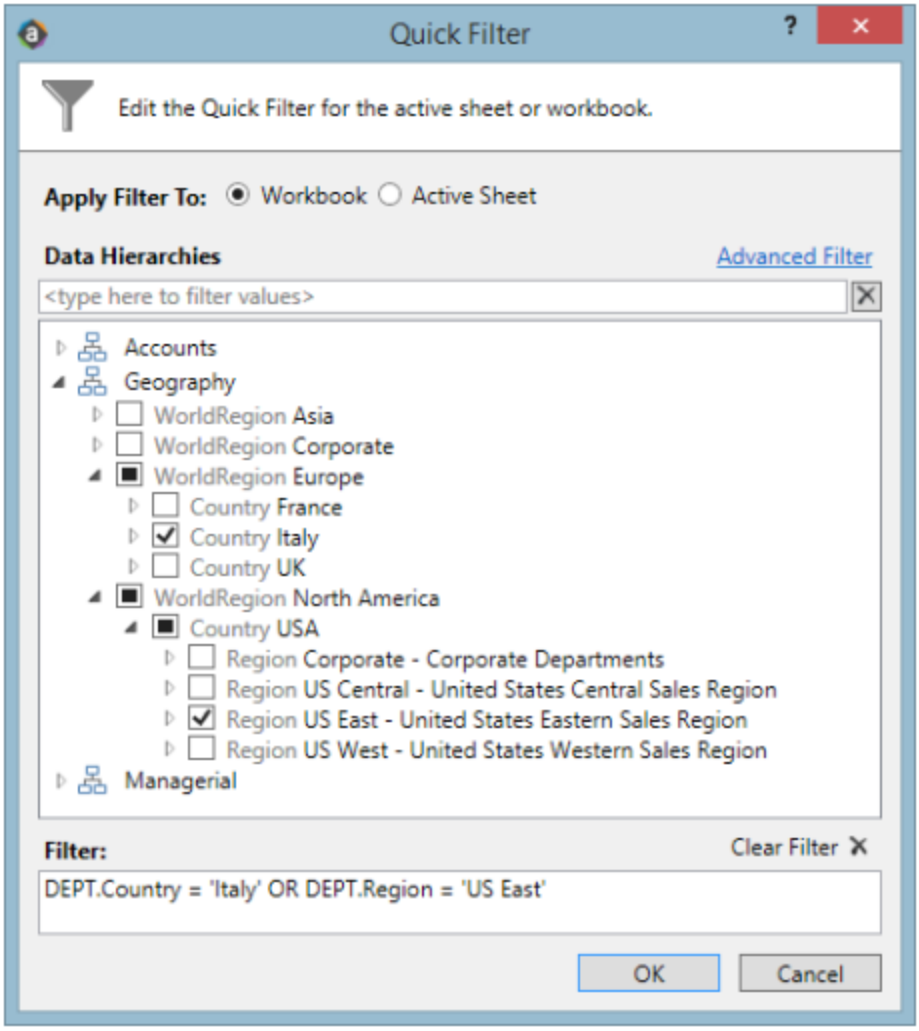


NOTE: Sometimes when you select a single child item underneath a parent item, the child and parent are joined with AND. For example: `DEPT.VP='Jones' AND DEPT.Manager='Smith'`. This means that the DEPT table has other instances of Manager Smith that belong to different VPs, so the compound statement 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.

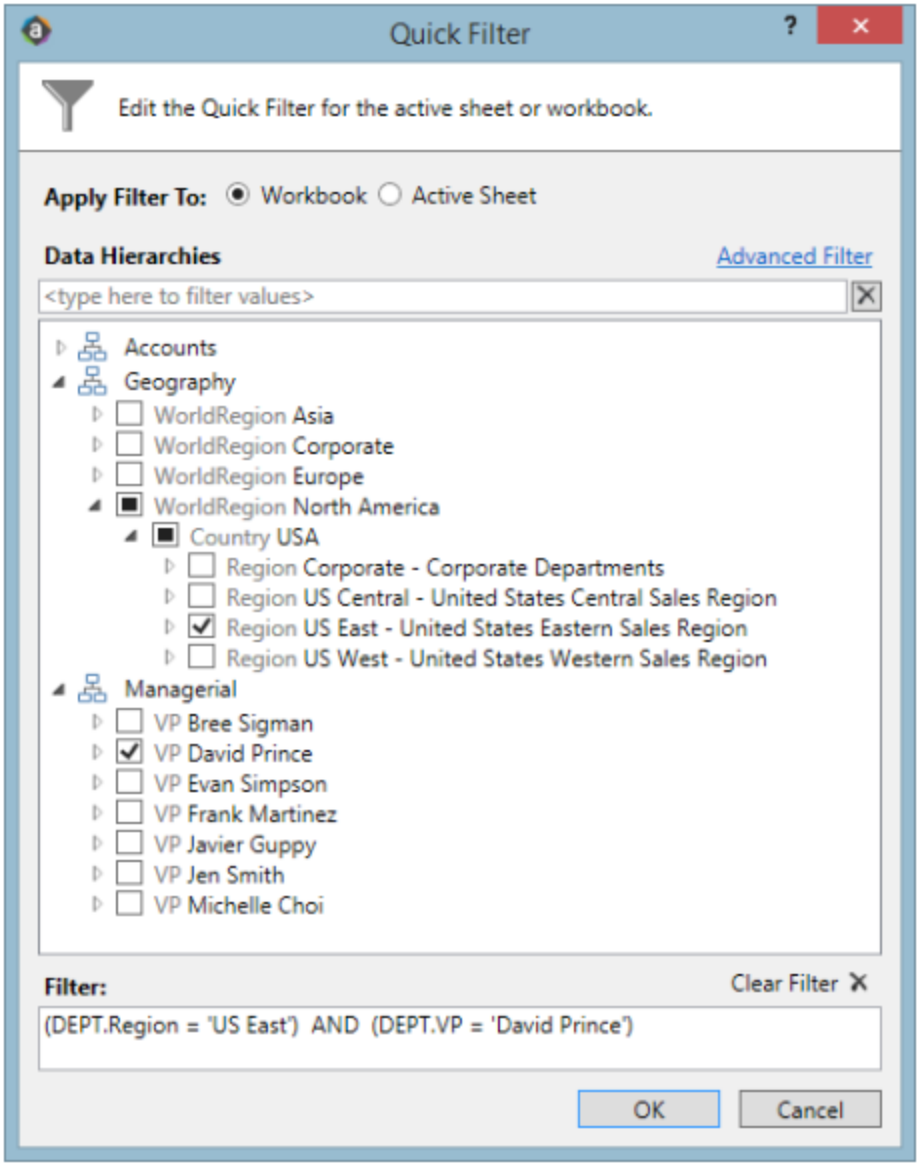
You can select multiple items in the same hierarchy or from different hierarchies. Items from the same hierarchy are combined using OR, which means data matching any of the selected items is included. Items from different hierarchies are combined using AND, which means only data that matches both selected 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.



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.

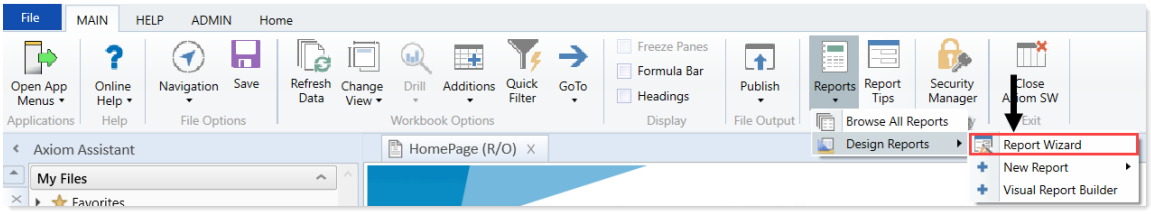
NOTE: After saving a new report to the Axiom file system, you may not see that new report displayed in Axiom Explorer or the Reports menu until the file system has been refreshed. You can go to **Reports > Refresh file system** to manually trigger a refresh and cause the new report to display.

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**.



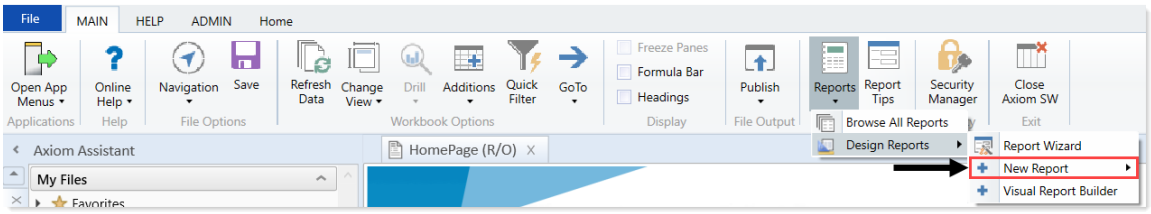
Creating a new blank report

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**.

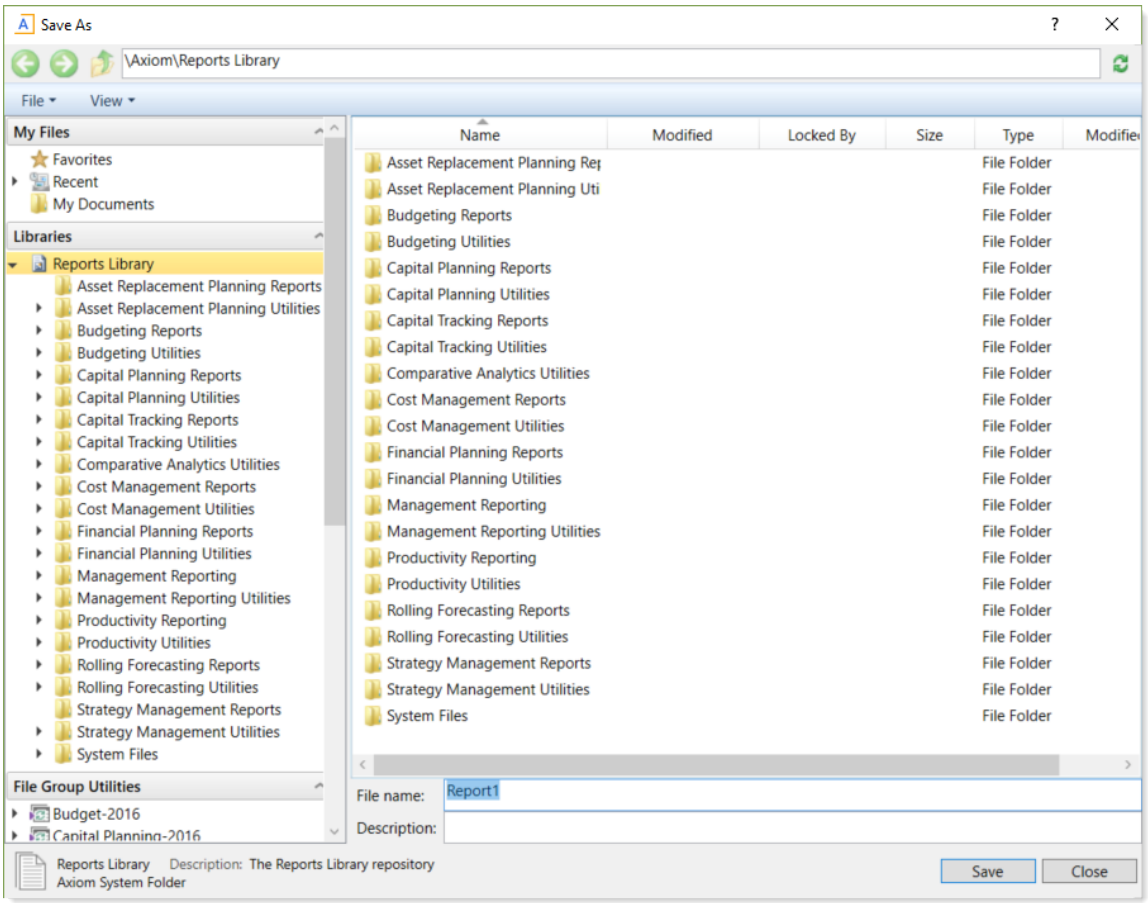


If your system has multiple report templates, you can select the template to use from this menu. Otherwise, the default ReportTemplate is automatically used.

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.



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

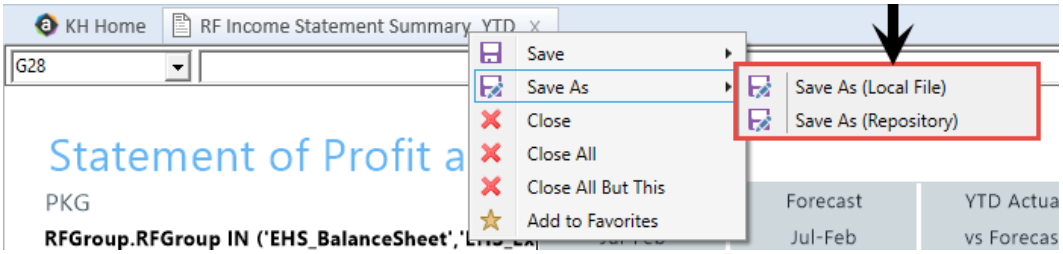
Axiom Budgeting comes with a wide array of standard reports for a variety of situations, and you should have no immediate need to create your own.

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).



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:

1. In Explorer, in the **Libraries** section, click **Reports Library > Management Reporting Utilities > Report Distribution > Source Files**, and delete all of the files before running any batches.
2. In the **Financial Mgmt Utilities > Report Distribution > Sent Files** folder, make a copy for each month, and move the reports to a monthly folder for storage.

   TIP: You may also want to keep these copies off the Axiom application server and in a designated place on your network.

Working with Variance Reporting

Variance Comments Collection automates the process of managers submitting explanations for variances between monthly budgets and actuals. In addition to collecting manager comments, Variance Comments Collection also prompts managers to submit proposed action plans for bringing their department's actuals in line with targets.

The Variance Comments Collection feature is implemented as an optional tab that you can include in the Month End Review Dashboard. This tab allows the following:

- Collect variance explanations and action plans for correction on a monthly basis.
- Enables one-stop shopping for the department manager by providing drill-downs.
- Provides a way to input variance explanations and actions plans for multiple departments at the same time.

Configuring Variance Comments Collection

Before you can collect variance comments for a new month, you must do the following:

1. Set variance thresholds and alert flags.
2. Set VCC Payroll mapping.
3. Set additional data requirements

   Confirm that all necessary monthly data has been loaded, the payroll accrual process has been completed, and that periods have been set properly for the following data sources:

Datasource	Definition
Financial	Monthly GL & Statistics loaded and proper period set
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

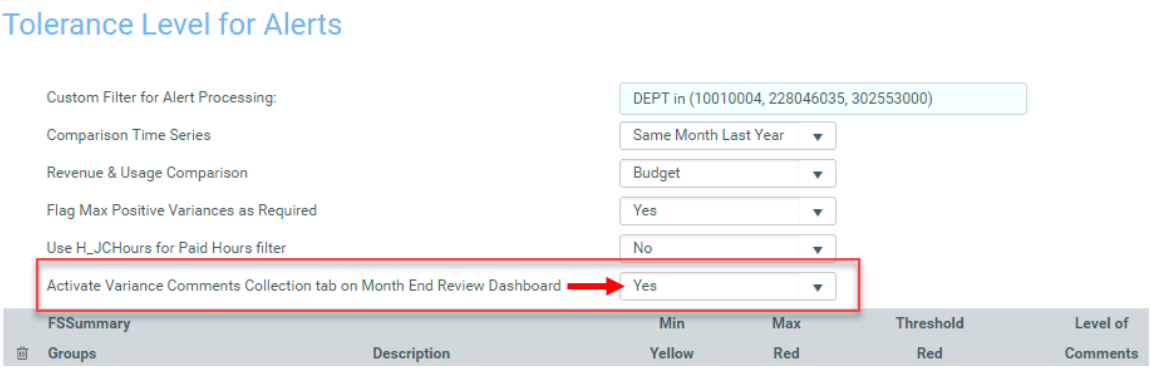
Activating Variance Comments Collection

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:

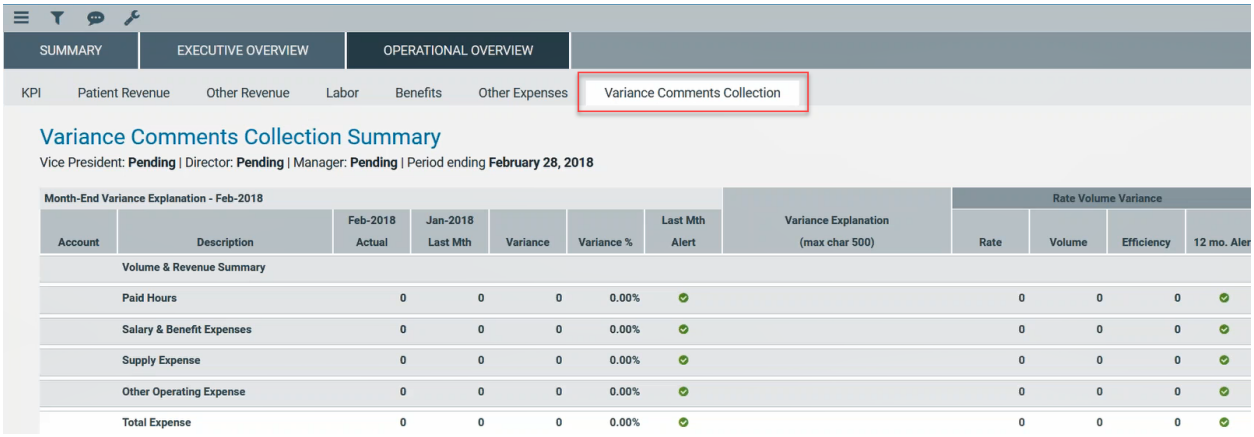
1. Navigate to one of the following:
   a. In the Bud AdminBud Admin task pane, in the **Financial Reporting** section, click **Financial Utilities > System Setup**, and double-click **VCC_Threshold**.
   b. In the Mgmt AdminMgmt Admin task pane, in the **Dimension & Reference Maintenance** section, click **System Setup**, and double-click **VCC_Threshold**.
2. Click the **Activate Variance Comments Collection tab on Month End Review Dashboard** drop-down and click **Yes**.



3. Click **Save**.

Using the Variance Comments Collection tab in the Month End Review dashboard

The Variance Comments Collection tab in the Month End Review dashboard allows you to manage variance comments. The tab displays as a sub-tab of the Operational Overview section within the dashboard. For instructions on activating the tab, see Activating Variance Comments Collection.

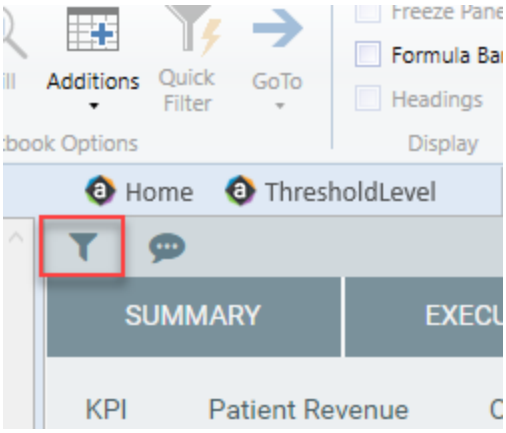


Applying filters

You must filter accounts before data will display.

To apply filters:

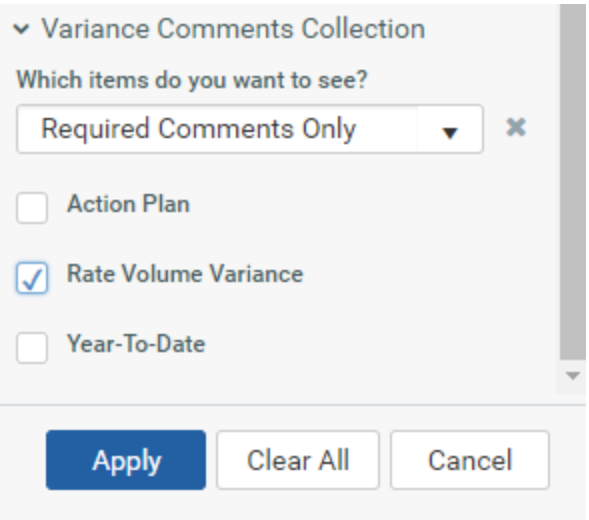
1. Click the filter icon in the upper-left toolbar.



2. In the drop-down menus that display, click options to set your time period, target, category, filter, and department. For more information on these filters, see Viewing and filtering the Month End Review dashboard.

3. In the **Variance Comments Collection** section, complete the following options, as needed:

Option	Description
Which items do you want to see? drop-down	Click one of the following options: • **All Items**: displays all accounts. • **Show Required Comments Only**: displays only the accounts where variance comments are required based on threshold settings.
Action Plan checkbox	When checked, the tab displays the Action Plan column. The Action Plan column displays a text box for each account where comments are required. Use this text box to describe your action plan in regard to the variance.
Rate Volume Variance checkbox	This box is checked by default. When checked, the tab displays the following columns: Rate, Volume, Efficiency, and 12 mo. Alert. The alerts are based on threshold settings.
Year-To-Date checkbox	When checked, the tab displays the following columns: Current year Actual, Last Year, Variance, Variance %, and Last Year Alert. The alerts are based on threshold settings.



4. Click **Apply**.
5. In the **Variance Explanation** column, type a description that explains the variance from the previous year.

   TIP: You can enter information in this column specific to the period you selected in Step 2.

6. In the **Action Plan** column, type the actions your organization plans on taking to address the variance.

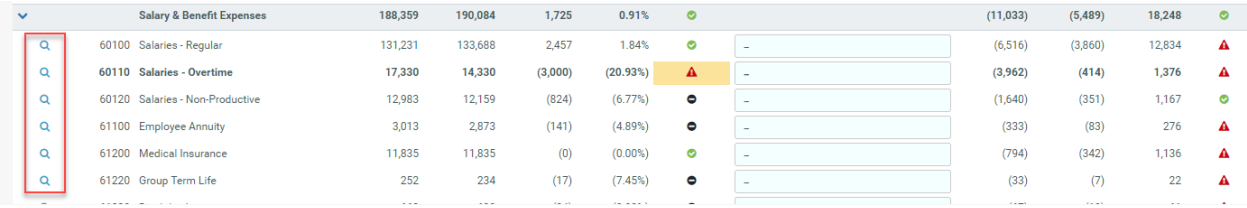
   NOTE: This column only displays if you select the Action Plan check box in Step 3.

   TIP: You can enter information in this column specific to the period you selected in Step 2.

7. After you finish making changes, click **Save** in the upper right corner of the page.

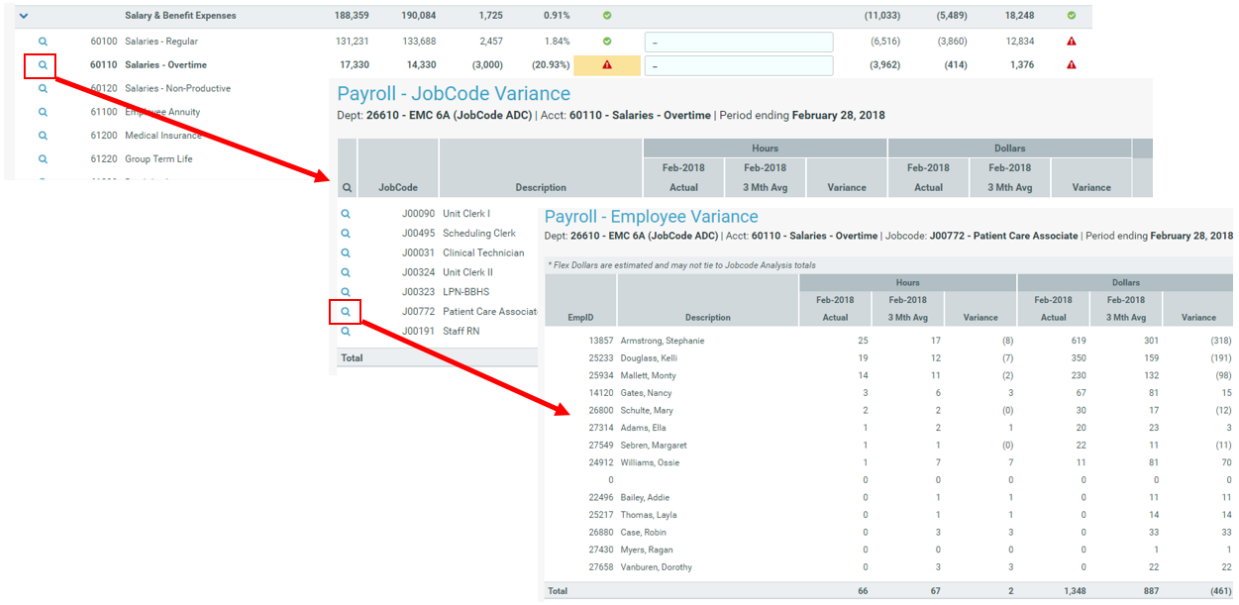
Drilling down to detail

Once you apply the filters, you can drill-down to greater levels of detail. To drill down, click the blue magnifying glass icon to see greater detail regarding the account in that row.



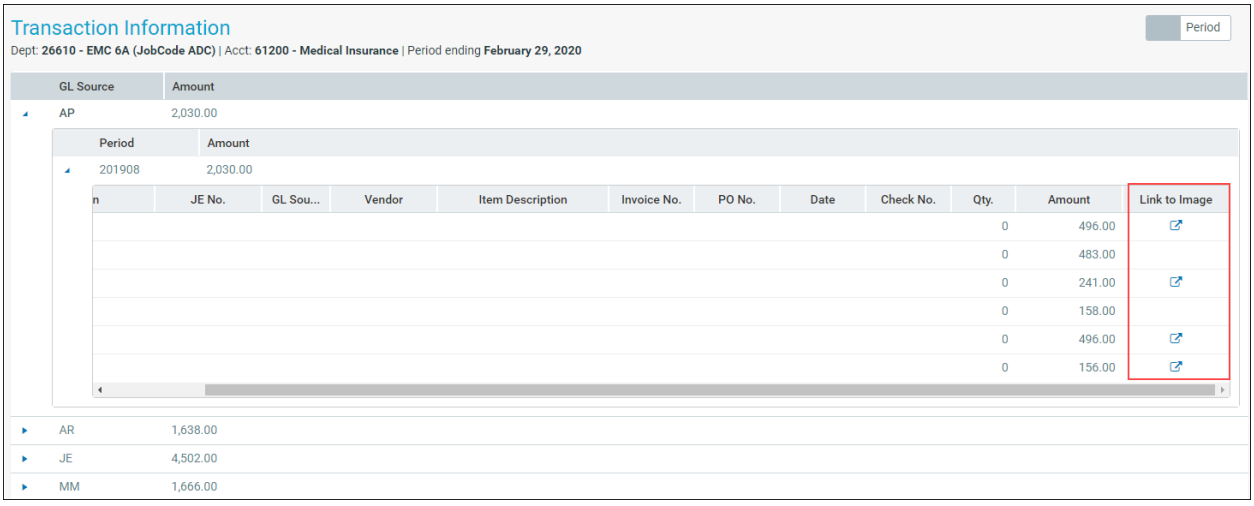
In the example below, we drill-down on Salaries - Overtime > all associated job codes > all associated employees.

NOTE: You can only access drill-downs for data that you have loaded already. For example, the JobCode Variance drill-down will not be available if you have not loaded job code data.



Viewing document images

AP and AR transactions may include links to supporting documentation that you can view directly in the Variance Comments Collection tab. To view the document links, drill down to the appropriate transaction, and click and drag the scroll bar until the **Link to Image** column displays. Click the icon to open the document image.



Running the Monthly Reporting Process

Complete the following steps to generate a monthly report for your organization:

1. Load GL 12-month data.
2. Load Monthly Statistics data.
3. Load GL Detail data.
4. Load AP Detail data.
5. Load MM Detail data.
6. Load Accrued Receipts data.
7. Reconcile GL to GL Transactions.
8. Load Revenue and Usage data.
9. Reconcile monthly RevUsage reconciliation.
10. Summarize CDM statistics to financial.
11. Load Biweekly Payroll data.
12. Reconcile Biweekly Payroll.
13. Run Biweekly to Monthly Payroll Accrual report.
14. Run Monthly to GL Accrual utility.
15. Remove reporting source files.
16. Configure the Department Monthly Package report.
17. Process and distribute the Department Monthly Package report.
18. View the Month End Review dashboard.

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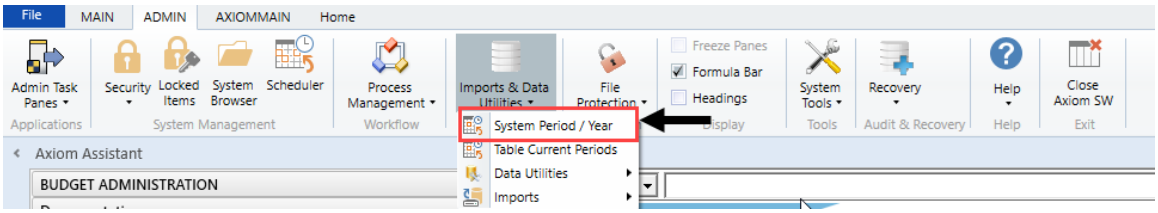
9. Reconcile monthly RevUsage reconciliation.
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14. Run Monthly to GL Accrual utility.
15. Remove reporting source files.
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Loading GL12 Month data

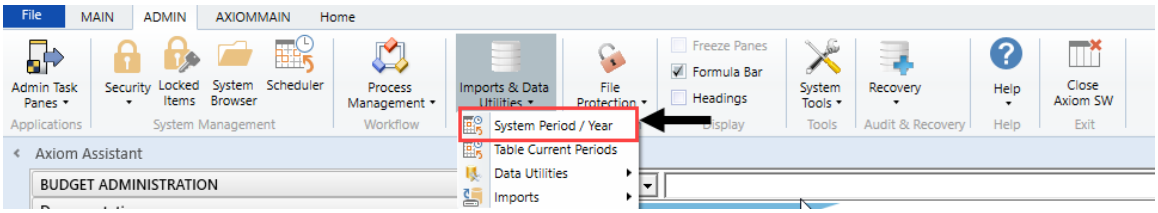
Make sure to create and save the import file to a directory accessible by the Axiom Application server. We recommend naming the file with a GL_ prefix.

To load GL12 Month data:

1. To change the current period, in the **Admin** ribbon tab, in the **Database** group, click **Imports & Utilities > System Period/Year**.

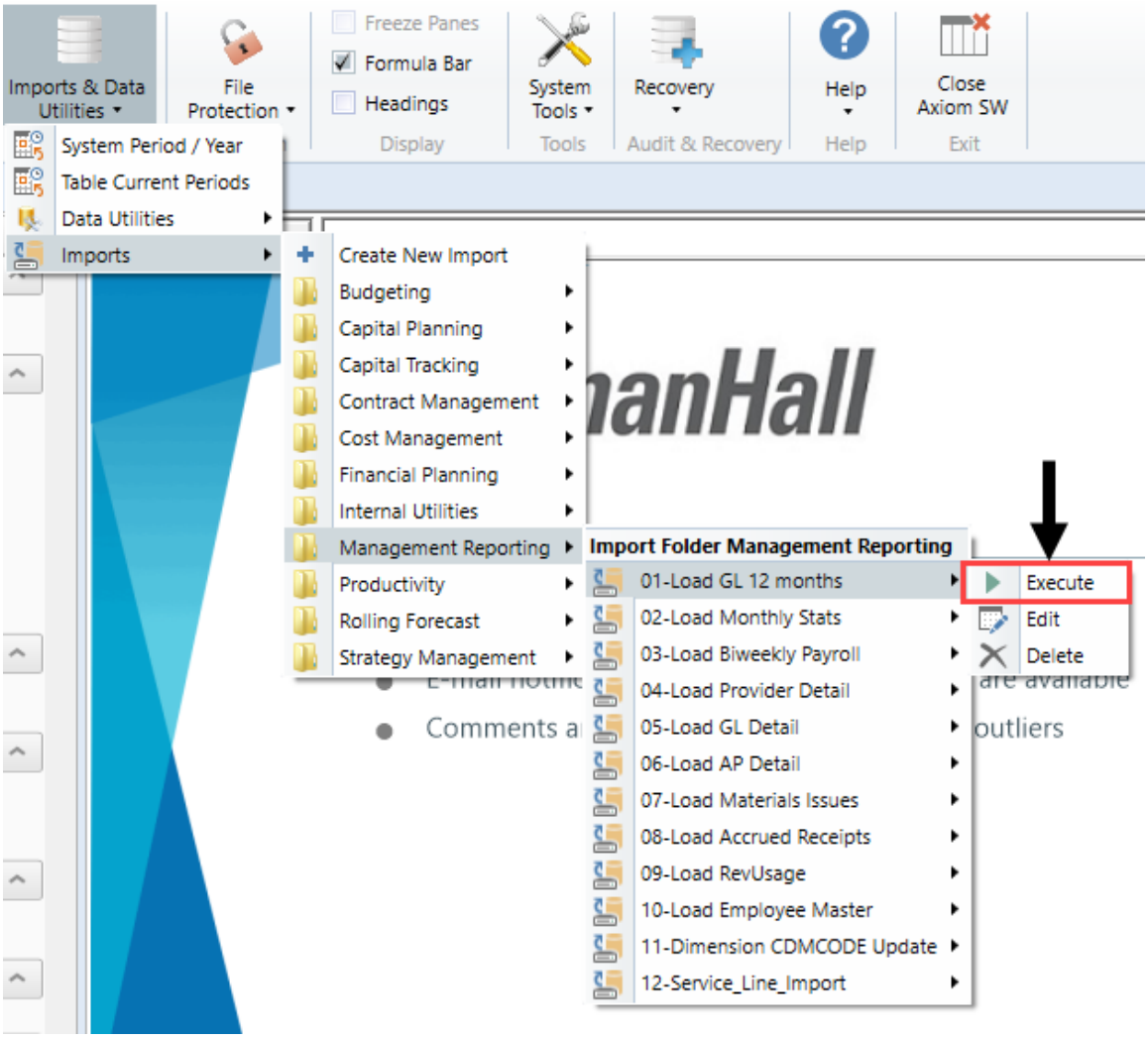


2. In the **System Current Period** dialog, in the **New Value** field, type the new month value, and click **OK**.

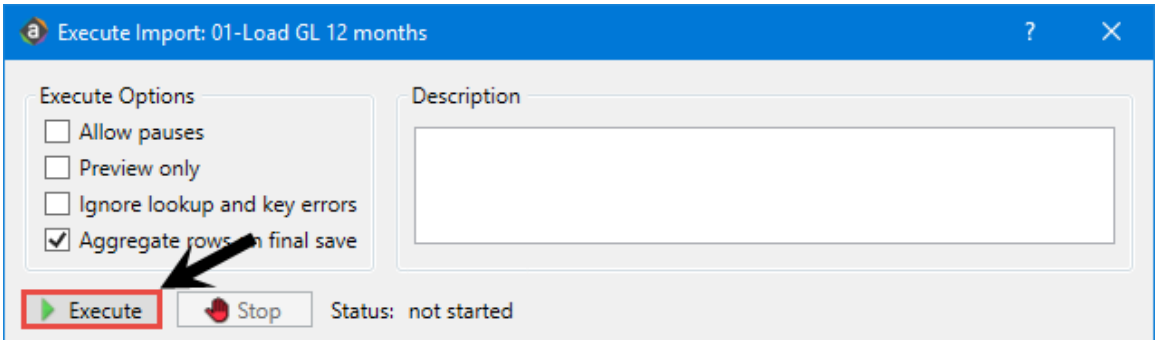


IMPORTANT: Do not change the **System Current Year** field unless changing over a new fiscal year. Setting the system period and year could affect other Axiom Healthcare Suite products.

3. In the **Admin** ribbon tab, in the **Database** group, click **Imports & Data Utilities > Imports, Management Reporting> 01-Load GL 12 Months**, and click **Execute**.



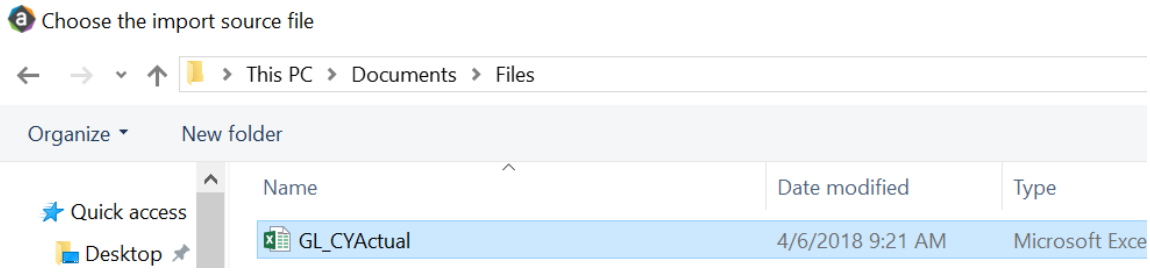
4. Click **Execute**.



5. In the **Variables** dialog, do the following, and click **OK**:

Field	Steps
Table: Select Table	Select the ACT or BUD table.
Year Selection: Input Year (YYYY)	Type the year to load.

6. In the **Choose the import source file** dialog, select the source file to load.-



   If the import encounters validation errors, see Resolving import validation errors.

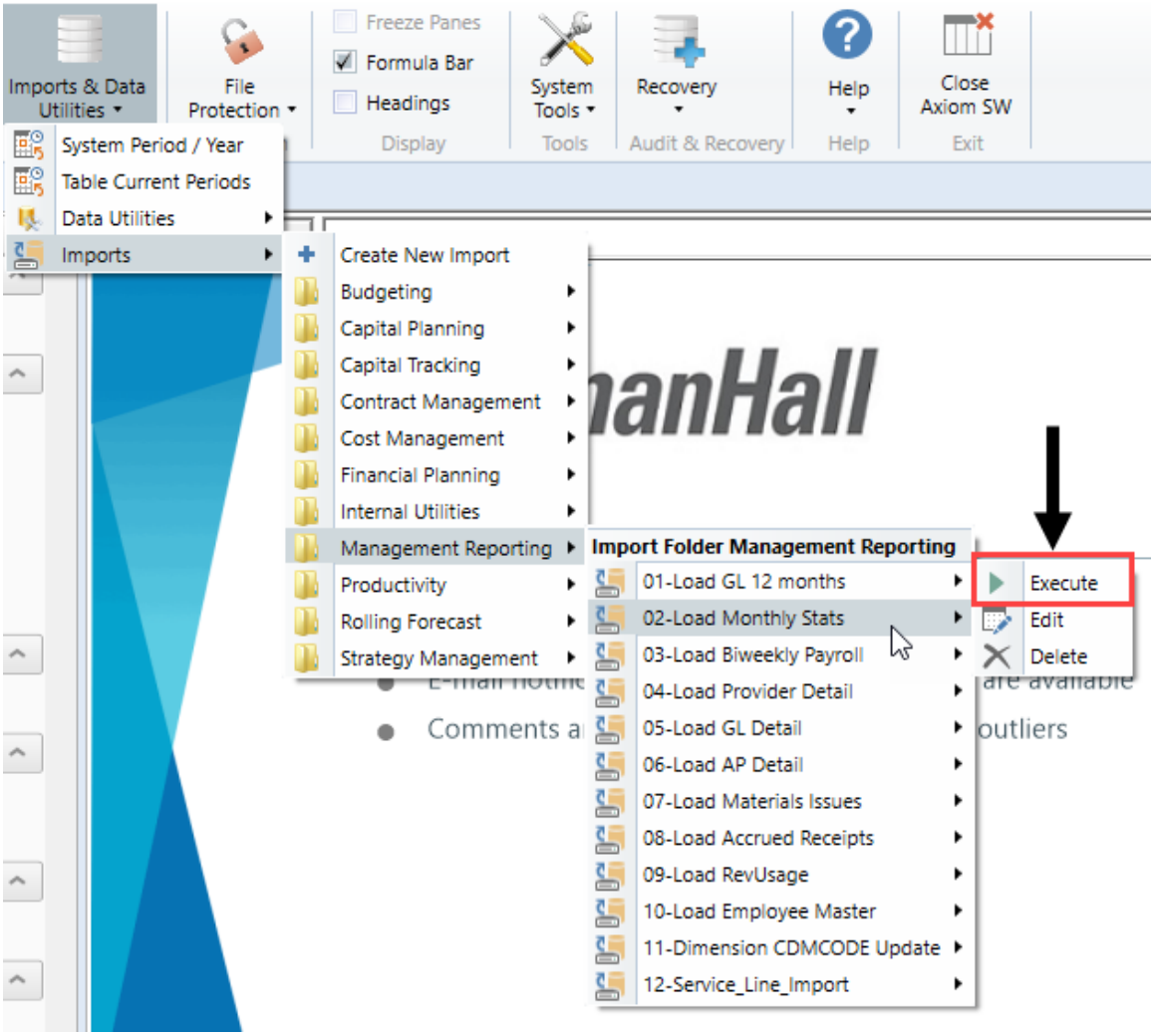
7. After you load the data, run the Income Statement Summary report in Explorer in **Reports Library > Management Reporting > Income Statement > Income Statement Summary** to reconcile to your GL income statement.

Loading Monthly Statistic data

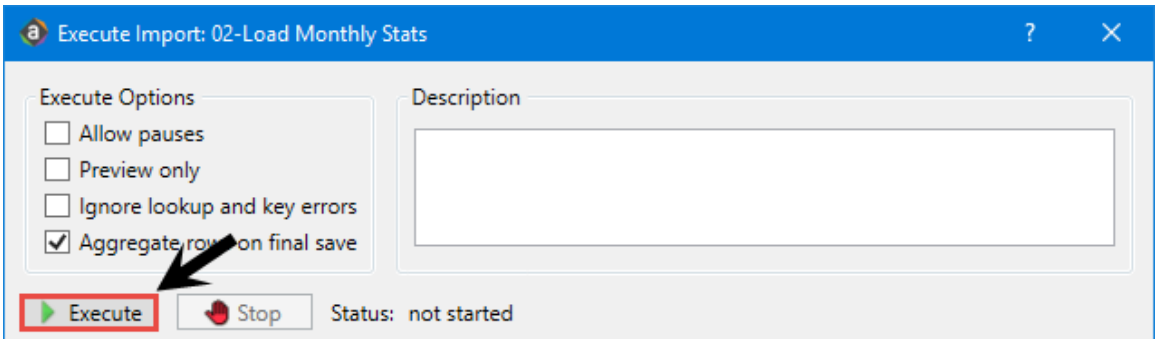
Make sure you create and save the import file to a directory accessible by the Axiom Application server. We recommend naming the file with a ST_prefix.

To load Monthly Statistic data:

1. In the **Admin** ribbon tab, in the **Database** group, click **Imports & Data Utilities > Imports > Management Reporting > 02-Load Monthly Stats**, and click **Execute**.



2. Click **Execute**.

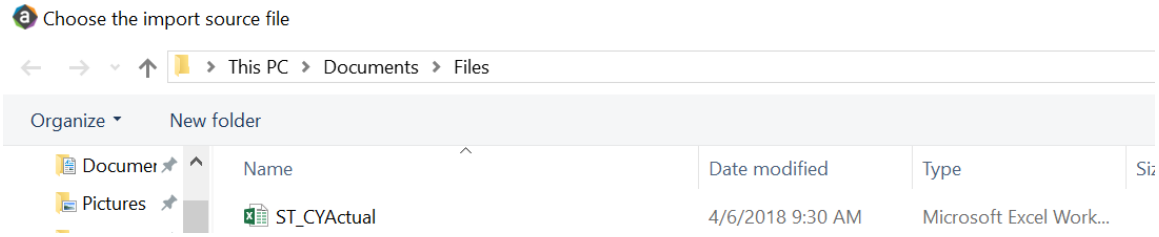


3. In the **Variables** dialog, do the following, and click **OK**:

Field	Steps
Table: Select Table	Select the ACT or BUD table.
Year Selection: Input Year (YYYY)	Type the year to load.

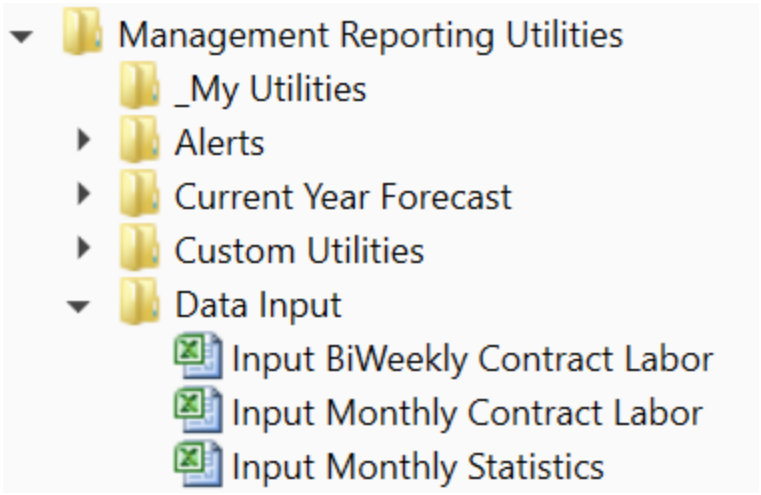
4. In the **Chose the import source file** dialog, navigate to the location where you stored the source file, and select it.

   NOTE: We recommend that you name the file using a ST_ prefix.



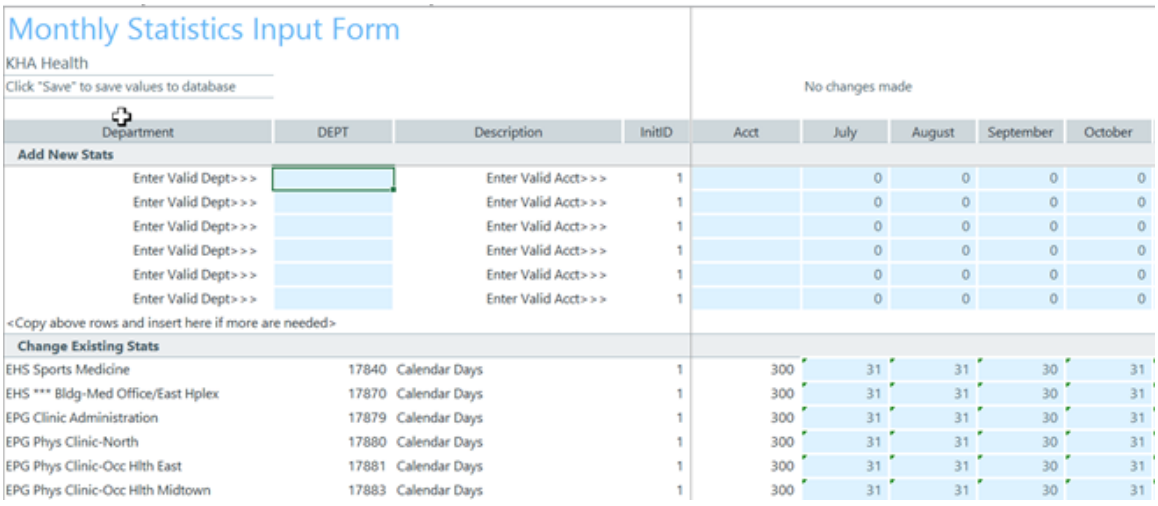
   If there are any import exceptions, follow the import exceptions remediation from Resolving import validation errors.

5. If you are not loading your statistics through an import set up by your Kaufman Hall Implementation Consultant, then you can also load statistics using a Save to Database report. There are standard reports delivered with your system for this, which you can find in Explorer in Management Reporting Utilities > Data Input > Input Monthly Statistics.

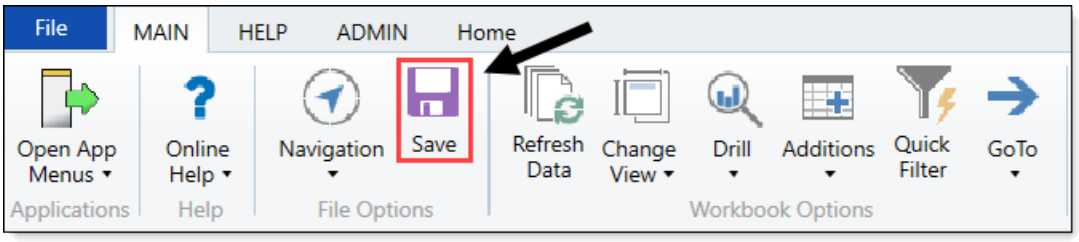


6. Use the top section of the report, labeled **Add New Stats**, when entering a new Dept-Acct combination into the database.

If needed, you can copy additional rows by copying the entire row, and then using the **Insert Entire Row** option in Excel. If you Refresh the report, it will bring in all existing statistic combinations from the database, and you can then update any monthly value in the blue cells in the **Change Existing Stats** section.



7. After you complete your inputs, from the **Main** ribbon tab, click **Save** to send the data into the database and save the report.

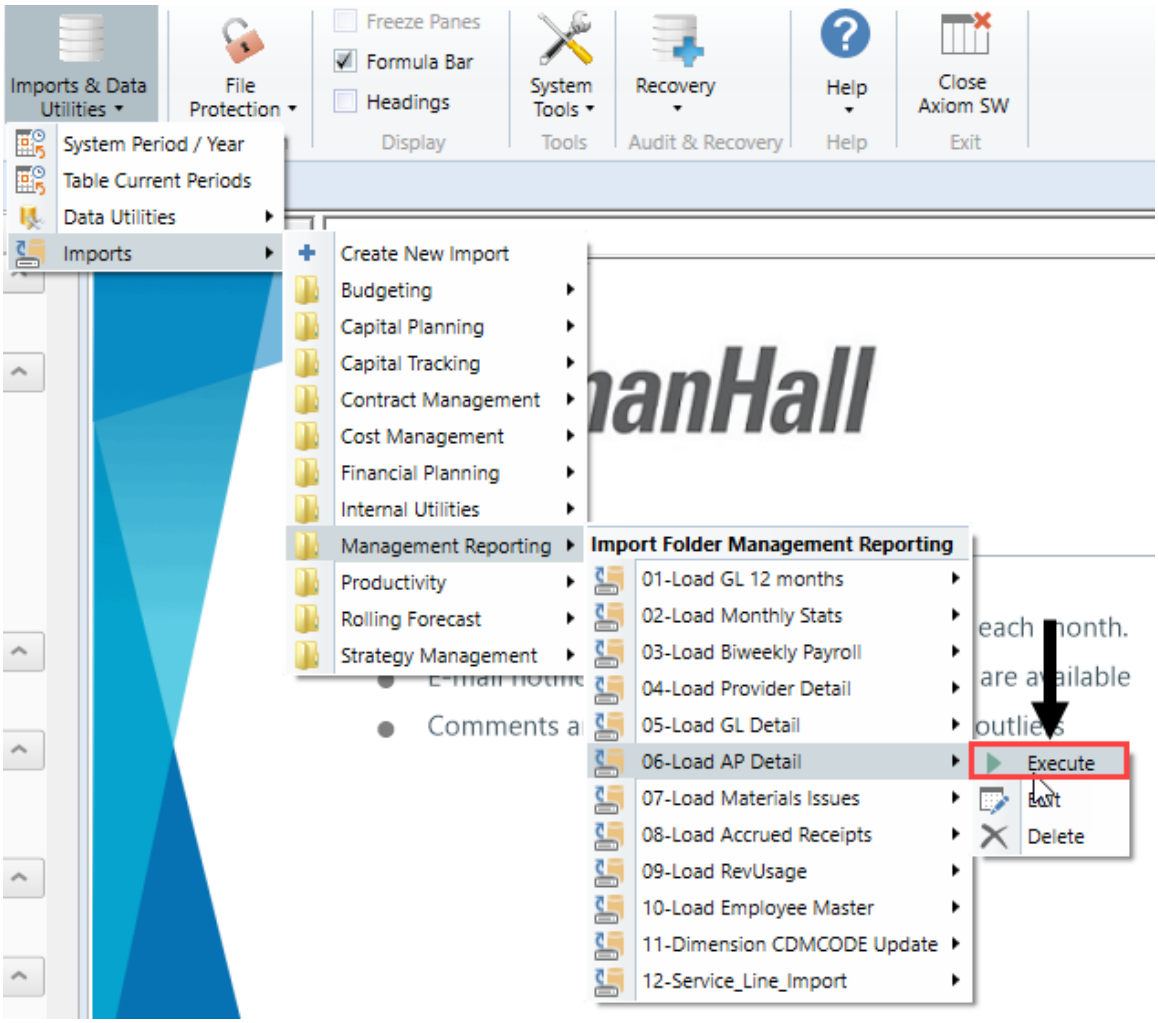


Loading AP Detail data

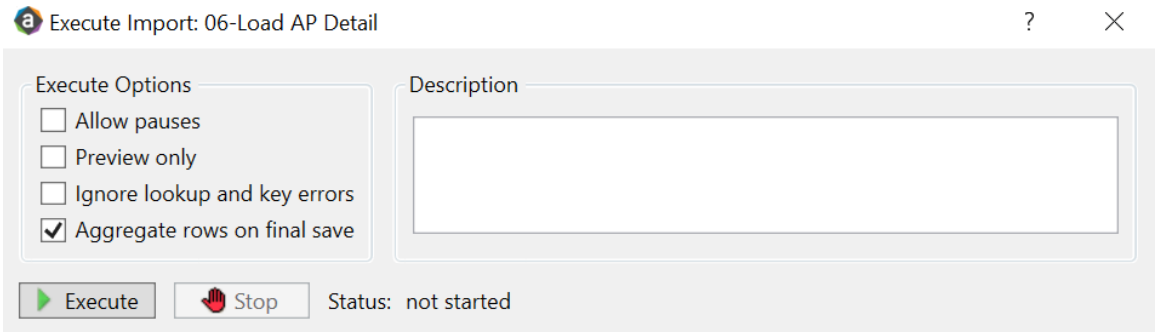
Make sure to create and save the import file to a directory accessible by the Axiom Application server. We recommend naming the file with an AP_prefix.

To load AP Detail data:

1. In the **Admin** ribbon tab, click **Imports & Data Utilities > Imports > Management Reporting > 06-Load AP Detail > Execute**.



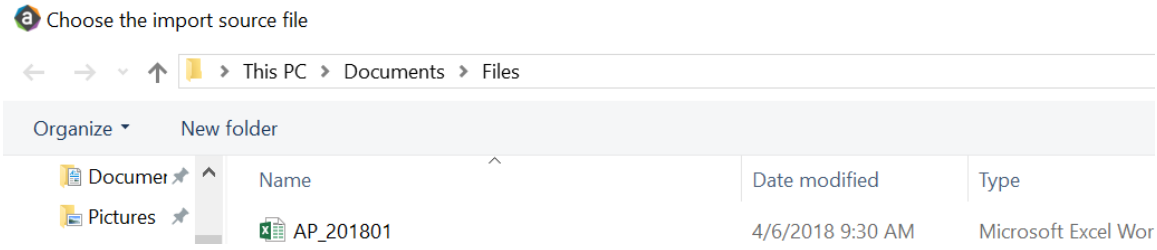
2. In the **Execute Import: 06-Load AP Data** dialog, click **Execute**.



3. In the **Variables** dialog, do the following, and click **OK**:

Field	Steps
YR: Input Year (YYYY)	Type the year to load.
YearMonth: Select GLPeriod	In the drop-down, select the GLPeriod to load to.

4. In the **Choose the import source file** dialog, navigate to the location where you stored the source file, and select it.



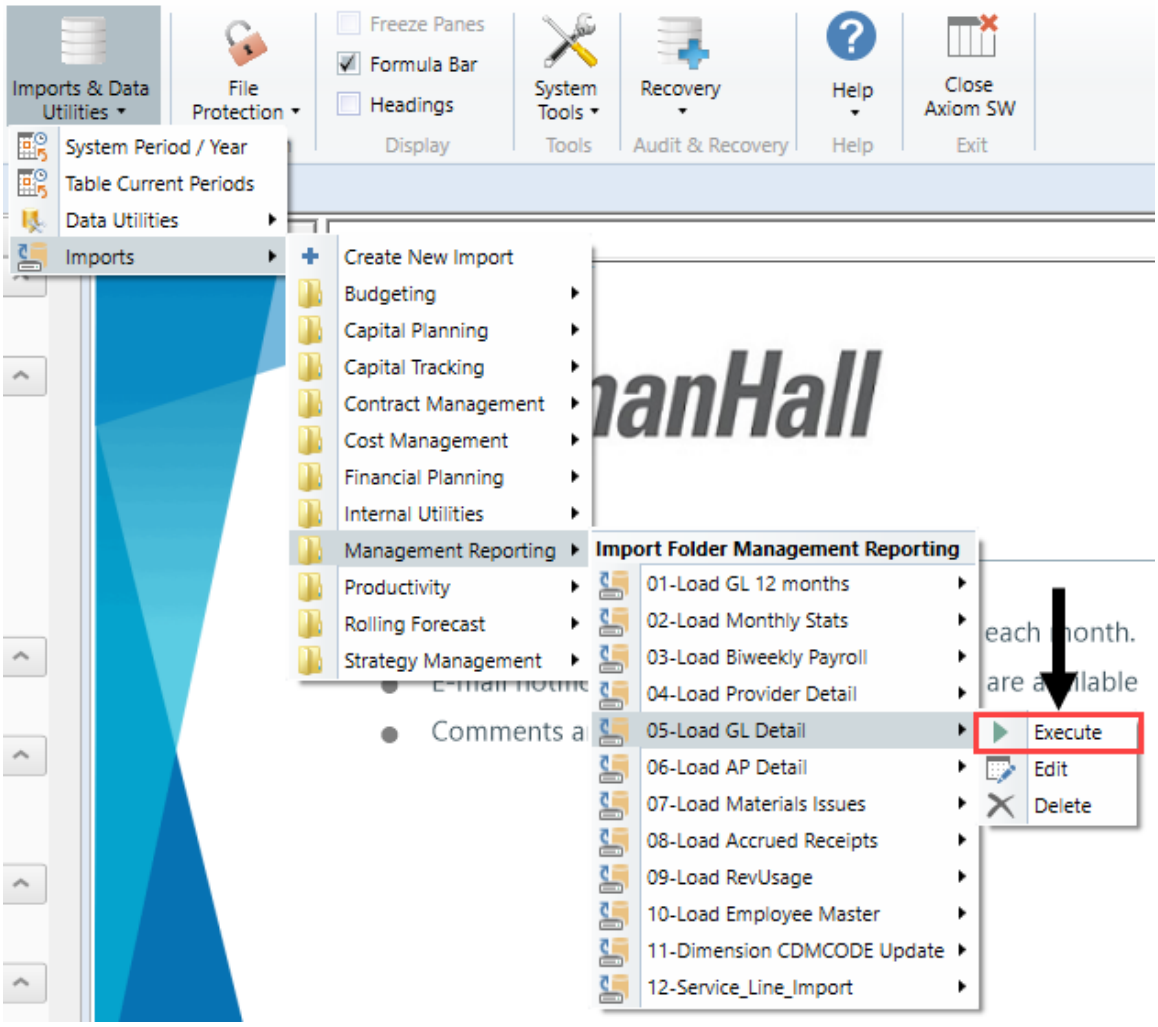
5. If there are any import exceptions, follow the import exceptions remediation from Resolving import validation errors.

Loading GL Detail data

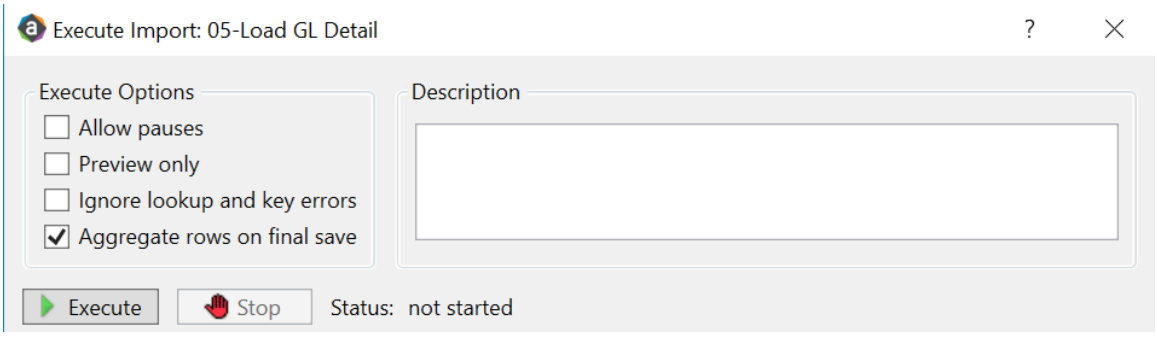
Make sure to create and save the import file to a directory accessible by the Axiom Application server. We recommend naming the file with a JE_prefix.

To load GL Detail data:

1. In the **Admin** ribbon tab, click **Imports & Data Utilities > Imports > Management Reporting > 05-Load GL Detail > Execute**.



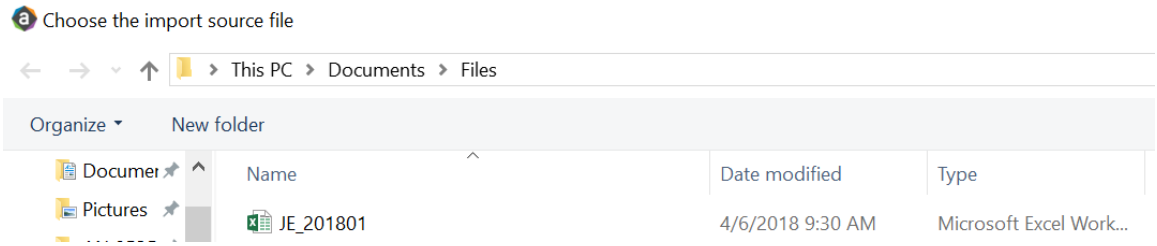
2. In the **Execute Import: 05-Load GL Data** dialog, click **Execute**.



3. In the **Variables** dialog, do the following, and click **OK**:

Field	Steps
YR: Input Year (YYYY)	Type the year to load.
YearMonth: Select GLPeriod	In the drop-down, select the GLPeriod to load to.

4. In the **Choose the import source file** dialog, navigate to the location where you stored the source file, and select it.



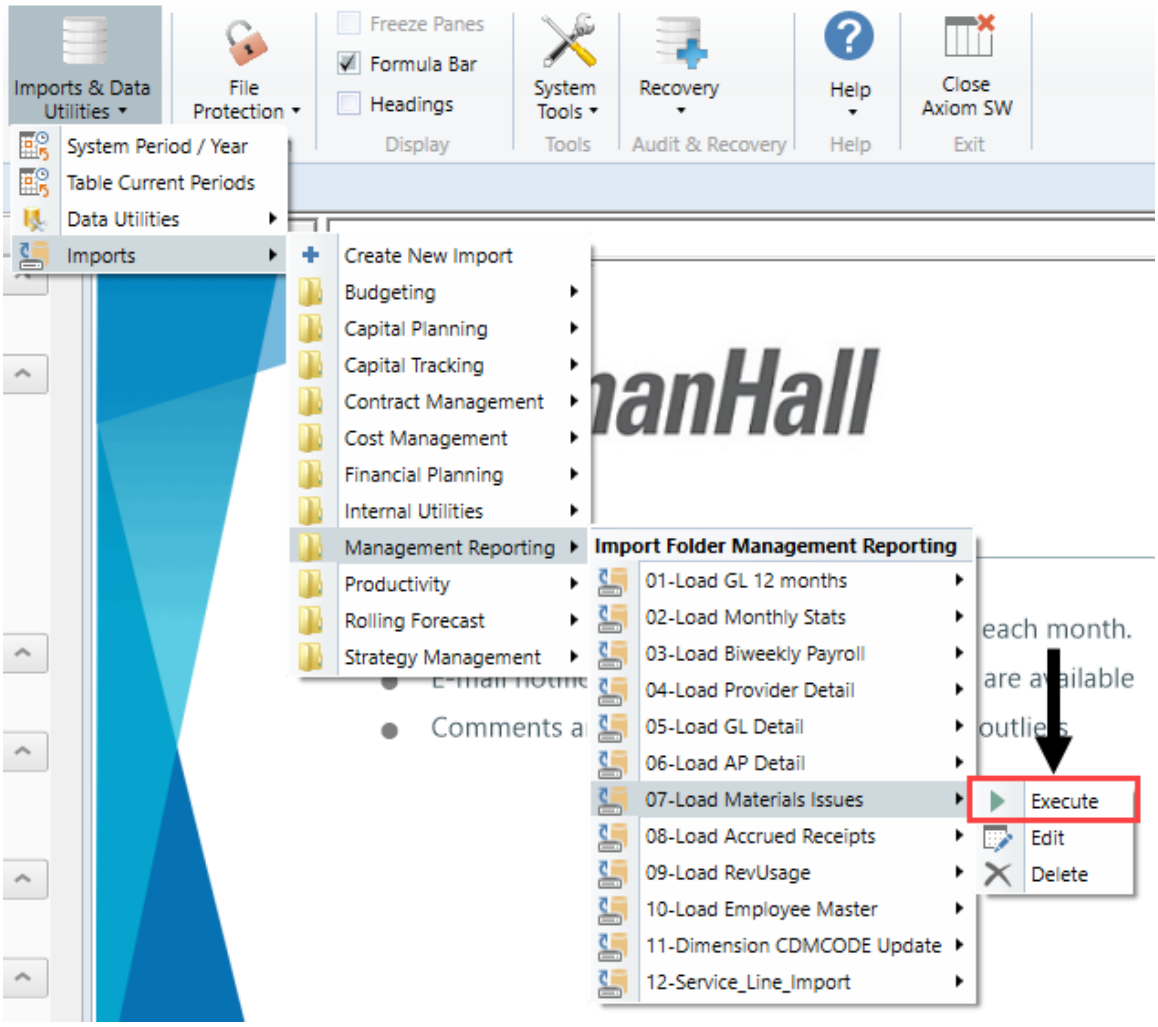
5. If there are any import exceptions, follow the import exceptions remediation from Resolving import validation errors.

Loading MM Detail data

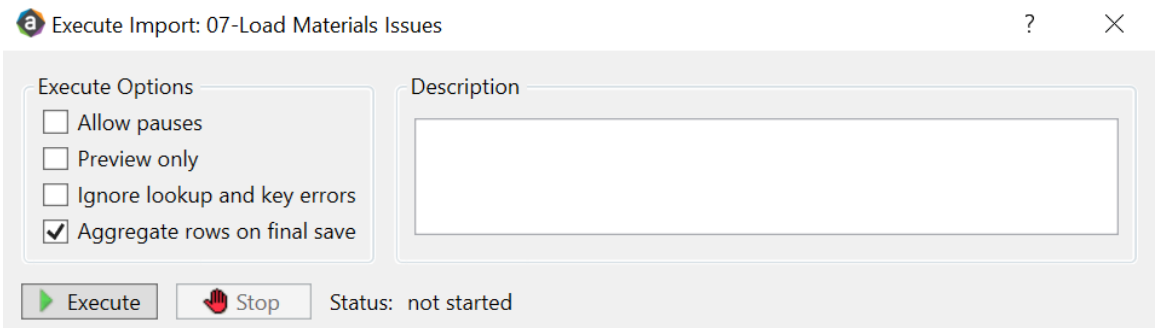
Make sure to create and save the import file to a directory accessible by the Axiom Application server. We recommend naming the file with an MM_prefix.

To load MM Detail data:

1. In the **Admin** ribbon tab, click **Imports & Data Utilities > Imports > Management Reporting > 07-Load Materials Issues> Execute**.



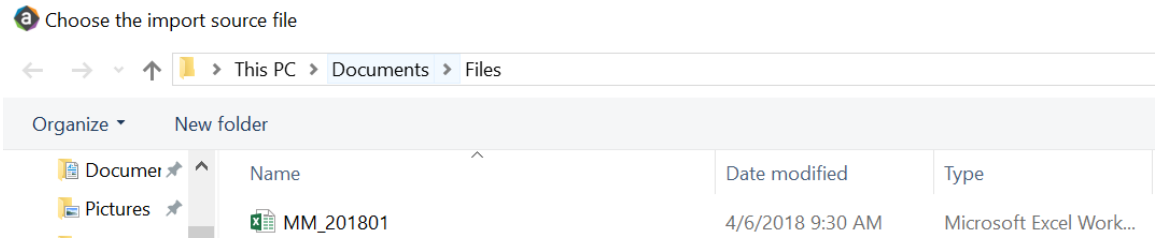
2. In the **Execute Import: 07-Load Materials Issues** dialog, click **Execute**.



3. In the **Variables** dialog, do the following, and click **OK**:

Field	Steps
YR: Input Year (YYYY)	Type the year to load.
YearMonth: Select GLPeriod	In the drop-down, select the GLPeriod to load to.

4. In the **Choose the import source file** dialog, navigate to the location where you stored the source file, and select it.



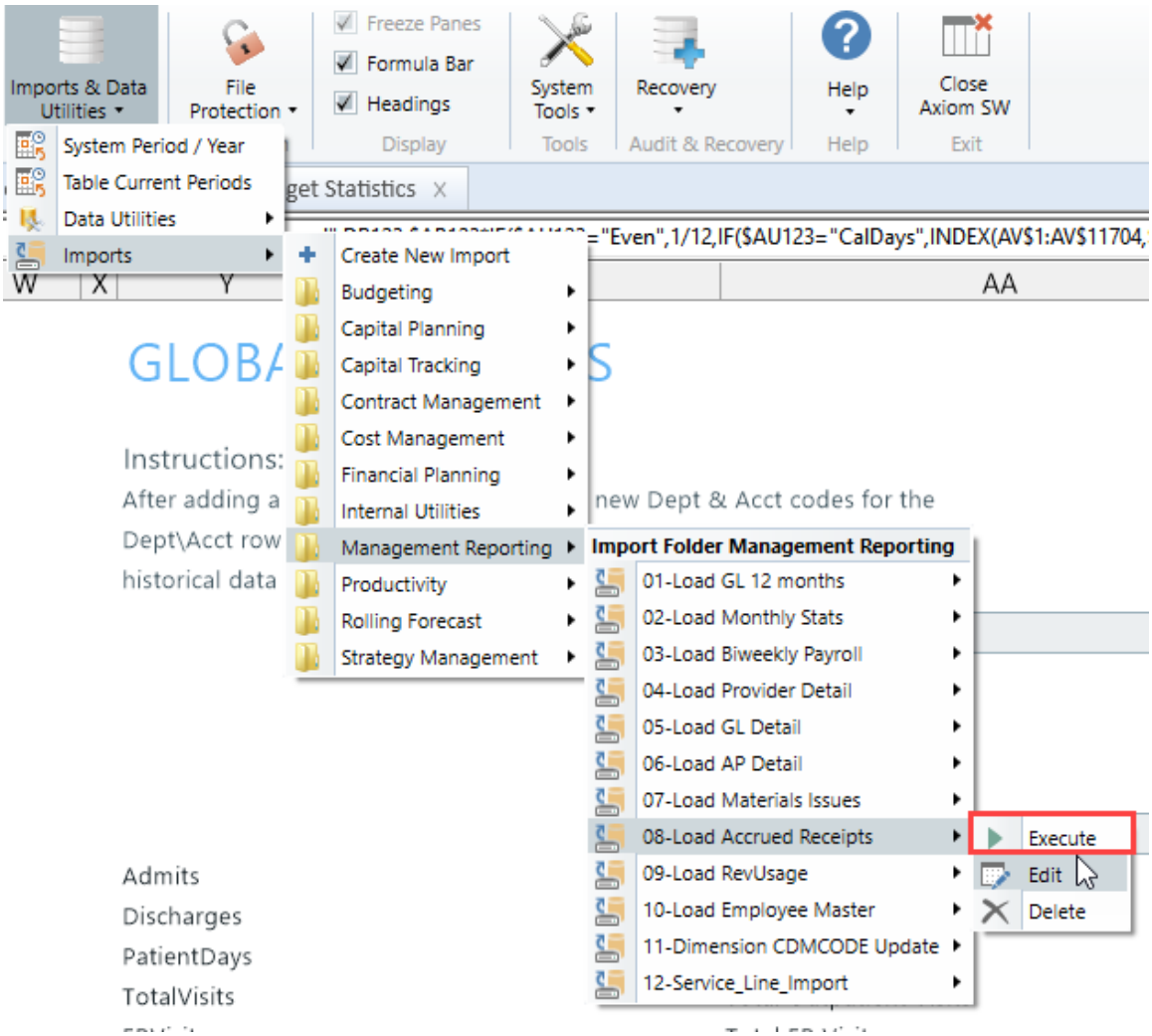
5. If there are any import exceptions, follow the import exceptions remediation from Resolving import validation errors.

Loading Accrued Receipts data

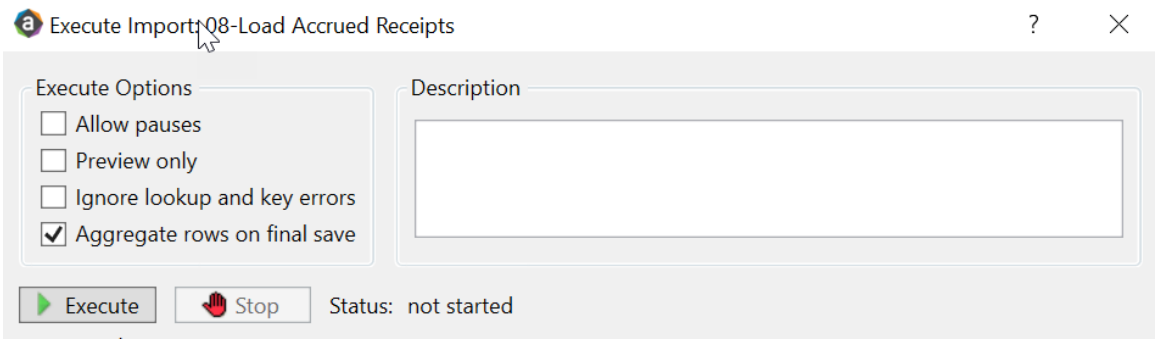
Make sure the import file is created and saved to a directory accessible by the Axiom Application server. We recommend naming the file with an AR_prefix.

To load Accrued Receipts data:

1. In the **Admin** ribbon tab, click **Imports & Data Utilities > Imports > Management Reporting > 08-Load Accrued Receipts > Execute**.



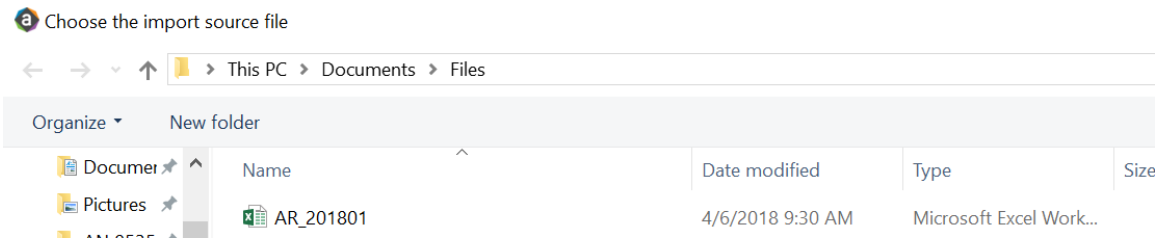
2. In the **Execute Import: 08-Load Accrued Receipts** dialog, click **Execute**.



3. In the **Variables** dialog, do the following, and click **OK**:

Field	Steps
YR: Input Year (YYYY)	Type the year to load.
YearMonth: Select GLPeriod	In the drop-down, select the GLPeriod to load to.

4. In the **Choose the import source file** dialog, navigate to the location where you stored the source file, and select it.



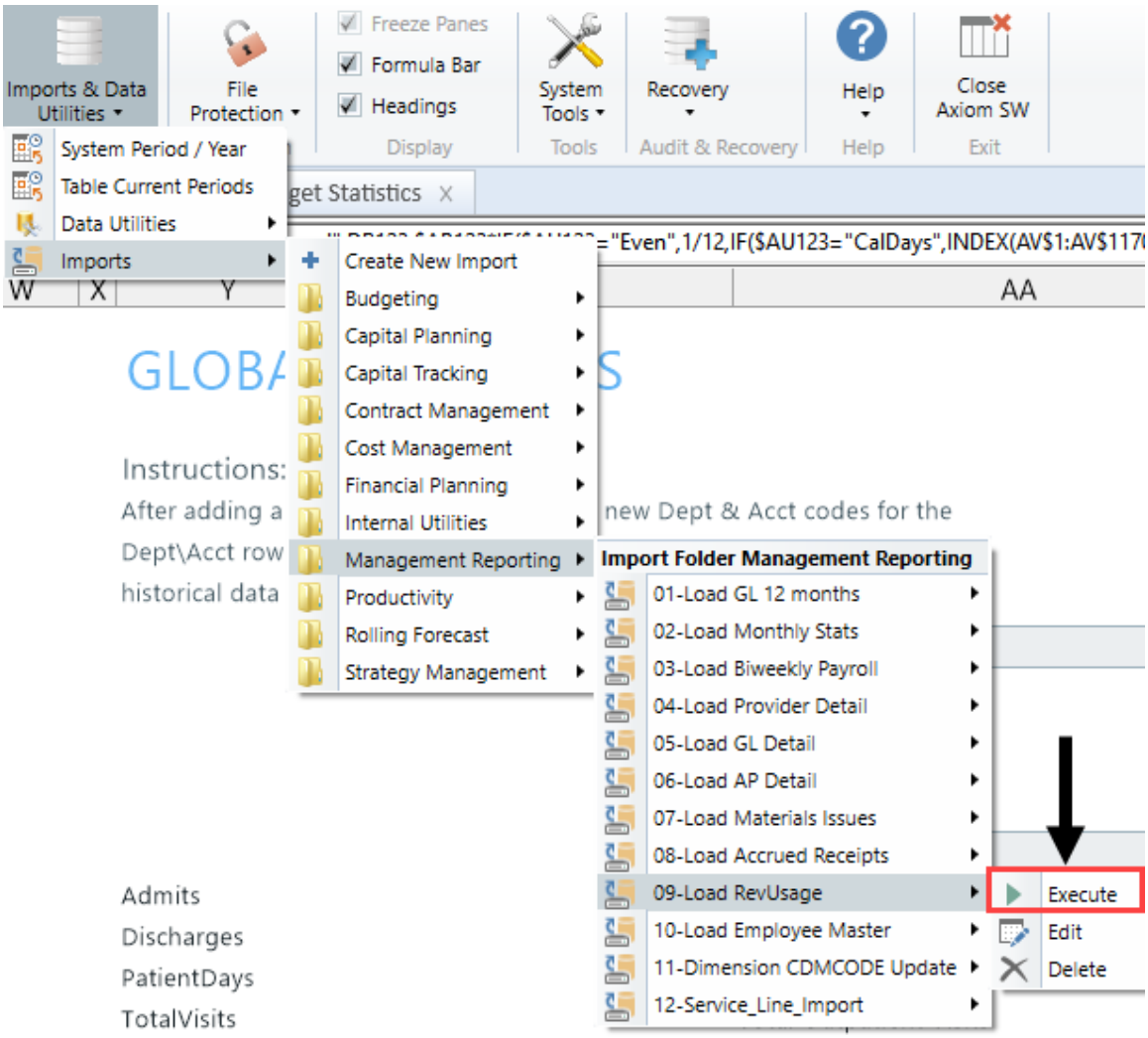
5. If there are any import exceptions, follow the import exceptions remediation from Resolving import validation errors.

Loading Revenue and Usage data

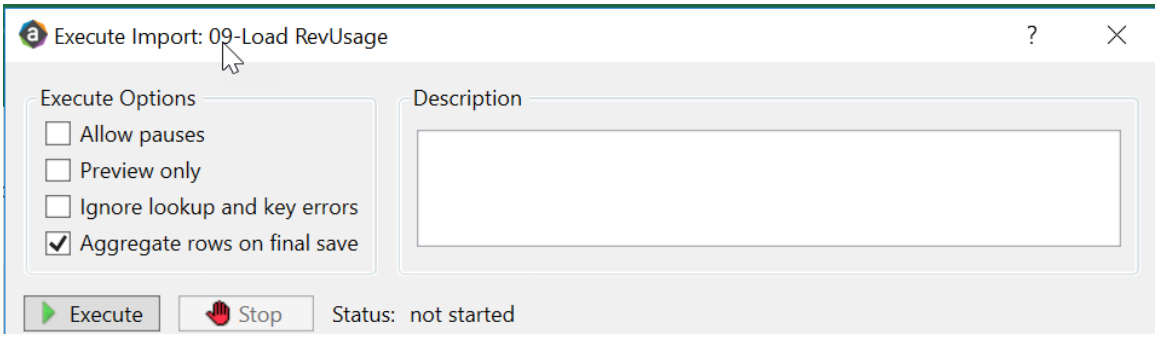
Make sure to create and save the import file to a directory accessible by the Axiom Application server. We recommend naming the file with a RU_prefix.

To load Revenue and Usage data:

1. In the **Admin** ribbon tab, click **Imports & Data Utilities > Imports > Management Reporting > 09-Load RevUsage > Execute**.



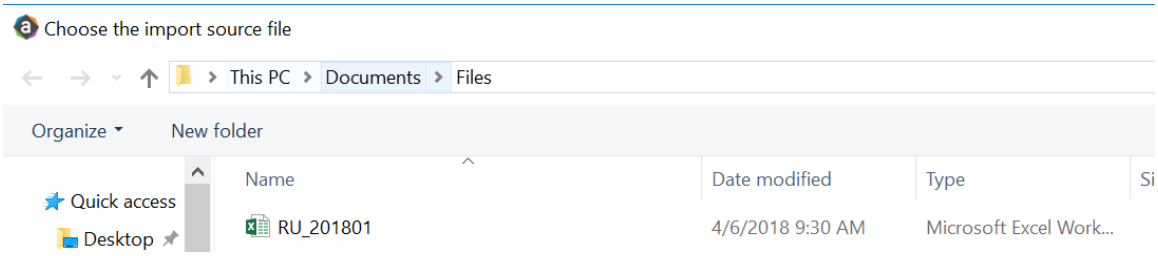
2. In the **Execute Import: 09-Load RevUsage** dialog, click **Execute**.



3. In the **Variables** dialog, do the following, and click **OK**:

Field	Steps
YR: Input Year (YYYY)	Type the year to load.
Month: Select Current Month	In the drop-down, select the month to load to.

4. In the **Choose the import source file** dialog, navigate to the location where you stored the source file, and select it.



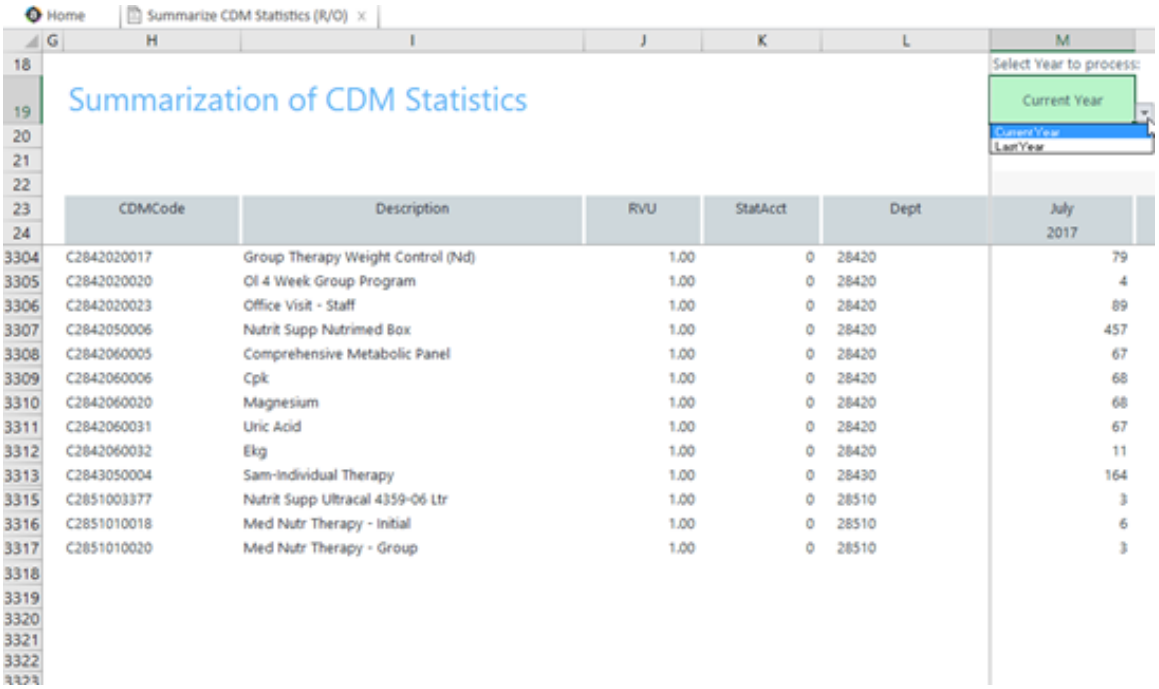
5. If there are any import exceptions, follow the import exceptions remediation from Loading GL12 Month data.

Summarizing CDM statistics to financial

To use your Charge Master (CDMCODE) to create your statistics, we offer a save-to-database utility that summarizes the Inpatient and Outpatient volumes in the RevUsage database (ACT_RU_20XX) into statistic accounts that can be stored in the Financial database (ACT20XX). For this utility to work, your Kaufman Hall consultant will help you design your CDMCODE table during the implementation.

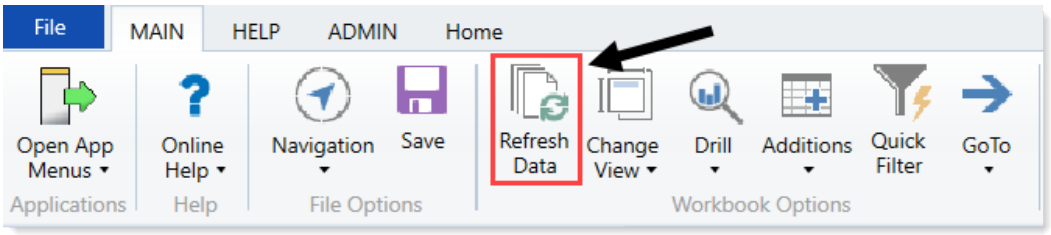
To summarize CDM statistics to financial:

1. To run this Save to Database utility, navigate to In the ExplorerExplorer task pane, in the **Libraries** section, click the **Reports Library > Management Reporting Utilities > RevUsage** folder, and double-click **Summarize CDM Statistics**.
2. In the drop down box in cell M19, select whether you are running the process for **Current Year** or **Last Year**.

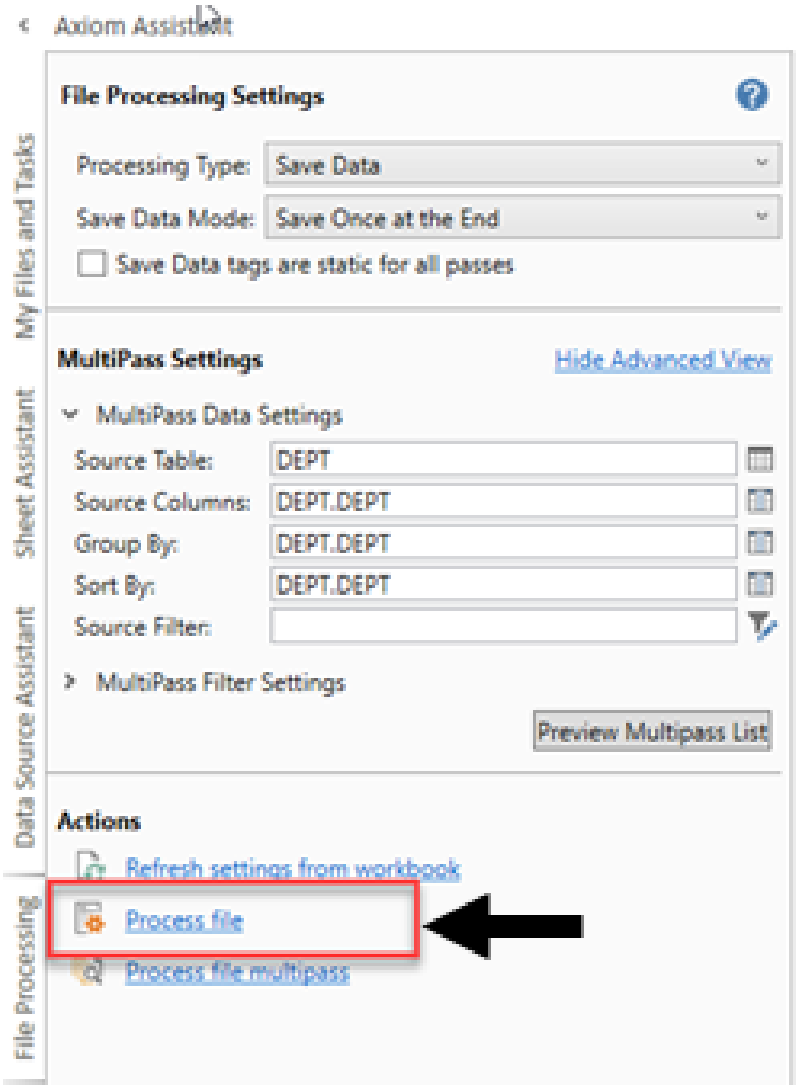


	CDMCode	Description	RVU	StatAcct	Dept	July 2017
3304	C2842020017	Group Therapy Weight Control (Nd)	1.00	0	28420	79
3305	C2842020020	Ol 4 Week Group Program	1.00	0	28420	4
3306	C2842020023	Office Visit - Staff	1.00	0	28420	89
3307	C2842050006	Nutrit Supp Nutrimed Box	1.00	0	28420	457
3308	C2842060005	Comprehensive Metabolic Panel	1.00	0	28420	67
3309	C2842060006	Cpk	1.00	0	28420	68
3310	C2842060020	Magnesium	1.00	0	28420	68
3311	C2842060031	Uric Acid	1.00	0	28420	67
3312	C2842060032	Ekg	1.00	0	28420	11
3313	C2843050004	Sam-Individual Therapy	1.00	0	28430	164
3315	C2851003377	Nutrit Supp Ultracal 4359-06 Ltr	1.00	0	28510	3
3316	C2851010018	Med Nutr Therapy - Initial	1.00	0	28510	6
3317	C2851010020	Med Nutr Therapy - Group	1.00	0	28510	3

3. Refresh the data by doing one of the following:
    - In the **Main** ribbon tab, click **Refresh Data**.



    - Press **F9**.
4. In the **File Processing** task pane, click **Process file**.



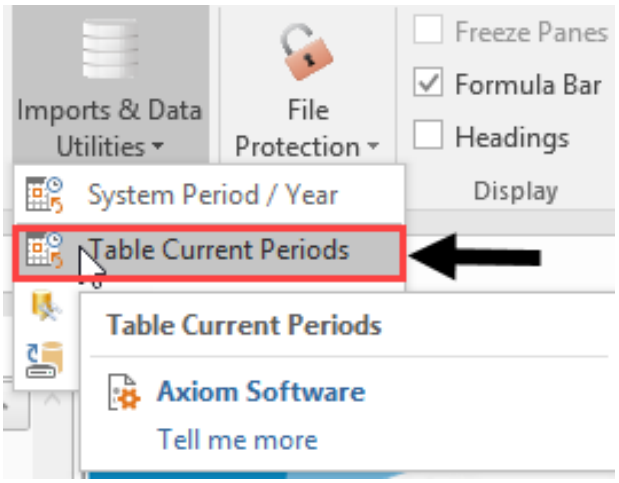
NOTE: You do not need to run this utility using Multipass unless you are a large health system and are noting performance issues when previously running.

Loading Biweekly Payroll data

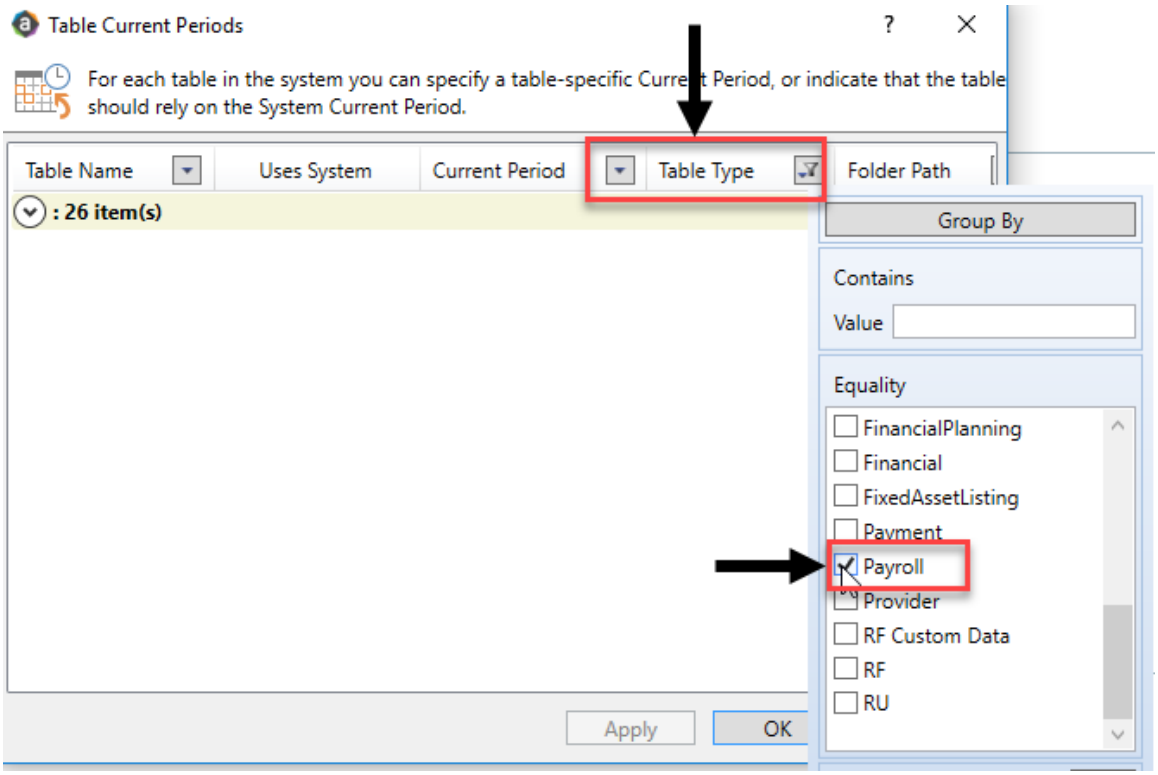
Make sure you create and save the import file to a directory accessible by the Axiom Application server. The file should be saved as LD_MMDDYY_PP. For example, LD_100418_1

To load Biweekly Payroll data:

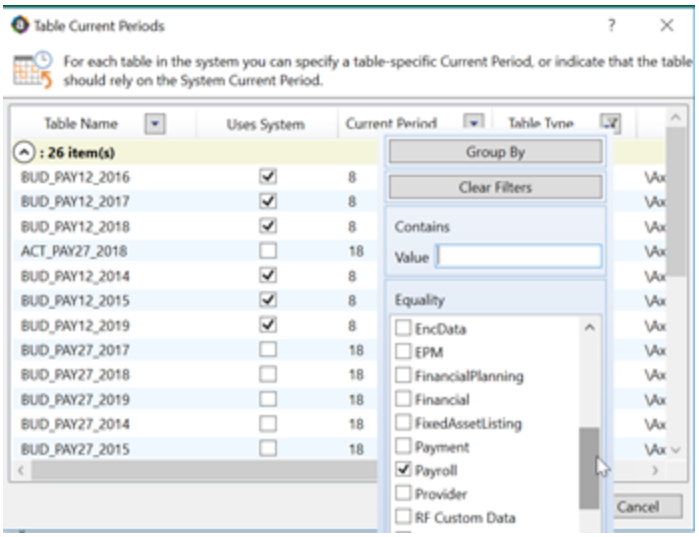
1. In the **Admin** ribbon tab, click **Imports & Data Utilities > Table Current Periods**.



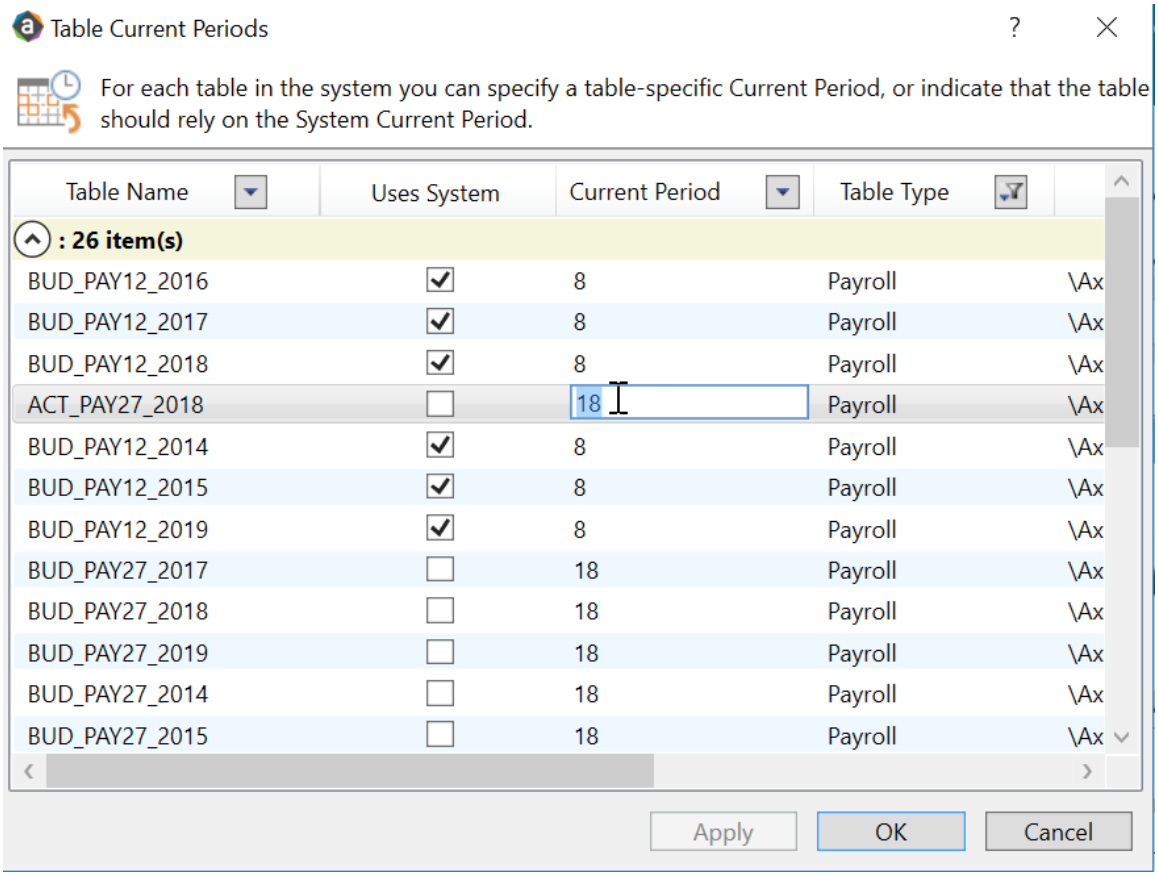
2. Filter using the Table Type, and select **Payroll**.



3. Change the period for all of the payroll tables where the **Uses System** checkbox is not selected.

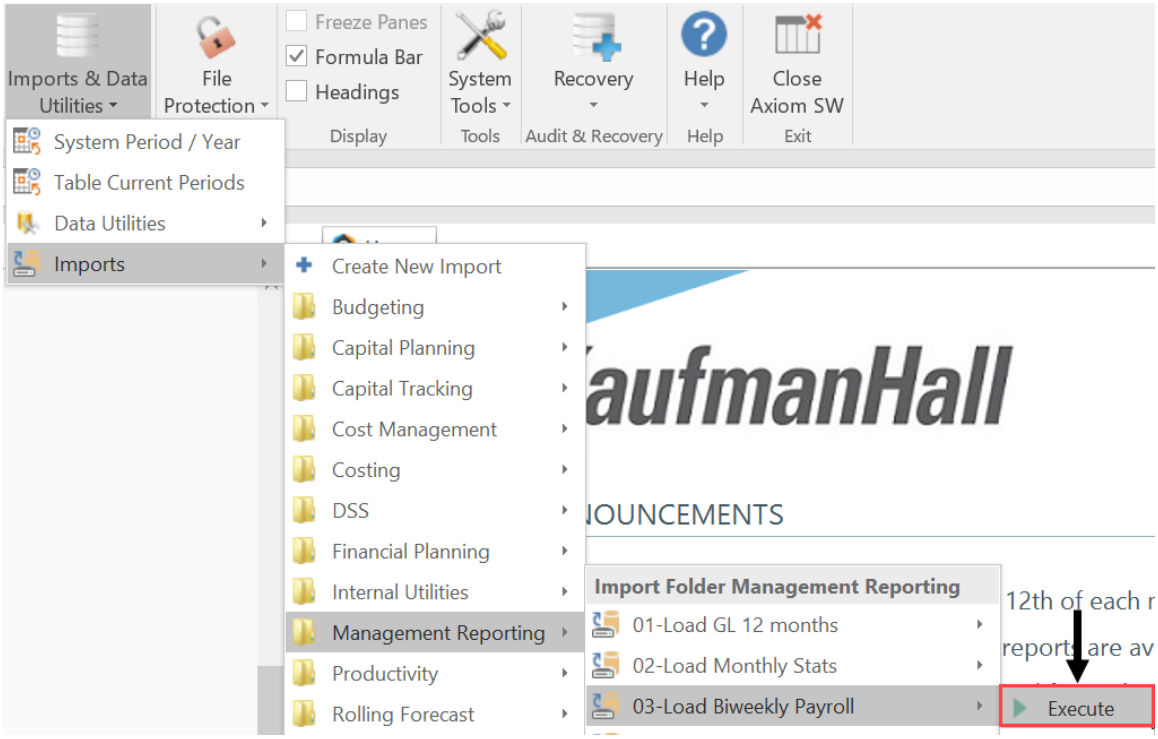


4. In the **Table Current Periods** dialog, double-click the current period for the table, and type the new period.

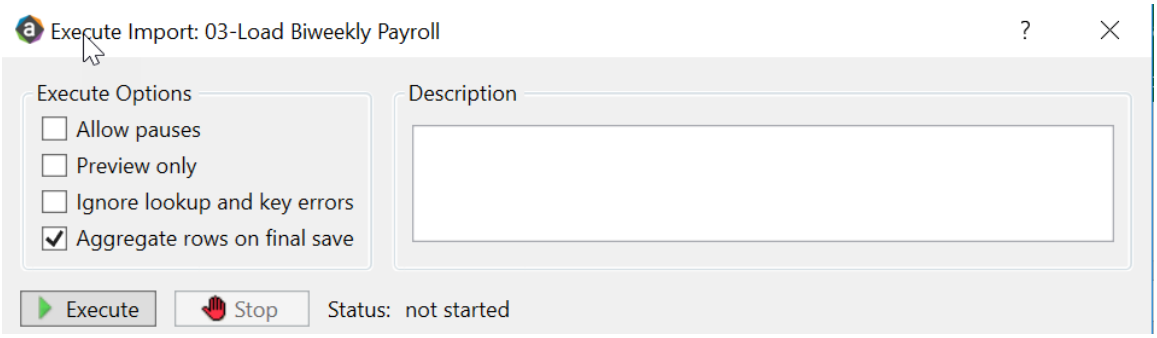


5. When you have finished all the tables, click **OK**.

6. In the **Admin** ribbon tab, click **Imports & Data Utilities > Imports > Management Reporting > 03-Load Biweekly Payroll > Execute**.



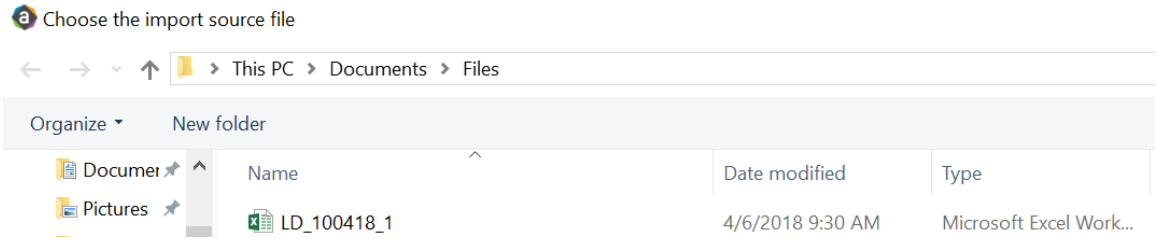
7. In the **Execute Import: 03-Load Biweekly Payroll** dialog, click **Execute**.



8. In the **Variables** dialog, do the following, and click **OK**:

Field	Steps
Year Selection: Input Year (YYYY)	Type the year to load.
PayPeriod: Input Period (1 – 27)	In the drop-down, select the pay period to load to.

9. In the **Choose the import source file** dialog, navigate to the location where you stored the source file, and select it.

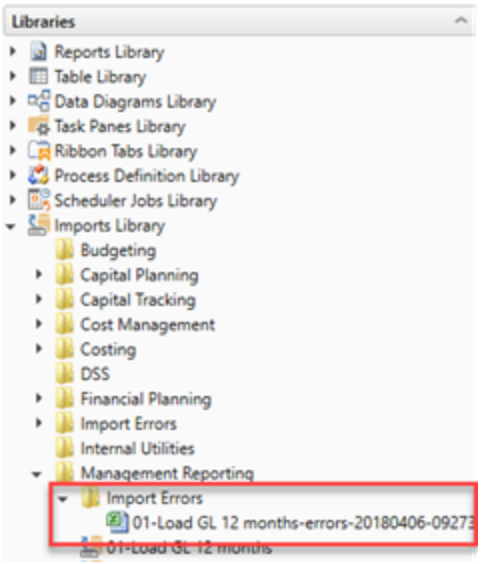


10. If there are any import exceptions, follow the import exceptions remediation from .

Resolving import validation errors

If the import experiences import validation errors, you can view them in two places in the system: a separate CSV file and the Execution log area of the Execute Import dialog, as shown in Step 8 of Loading GL12 Month data.

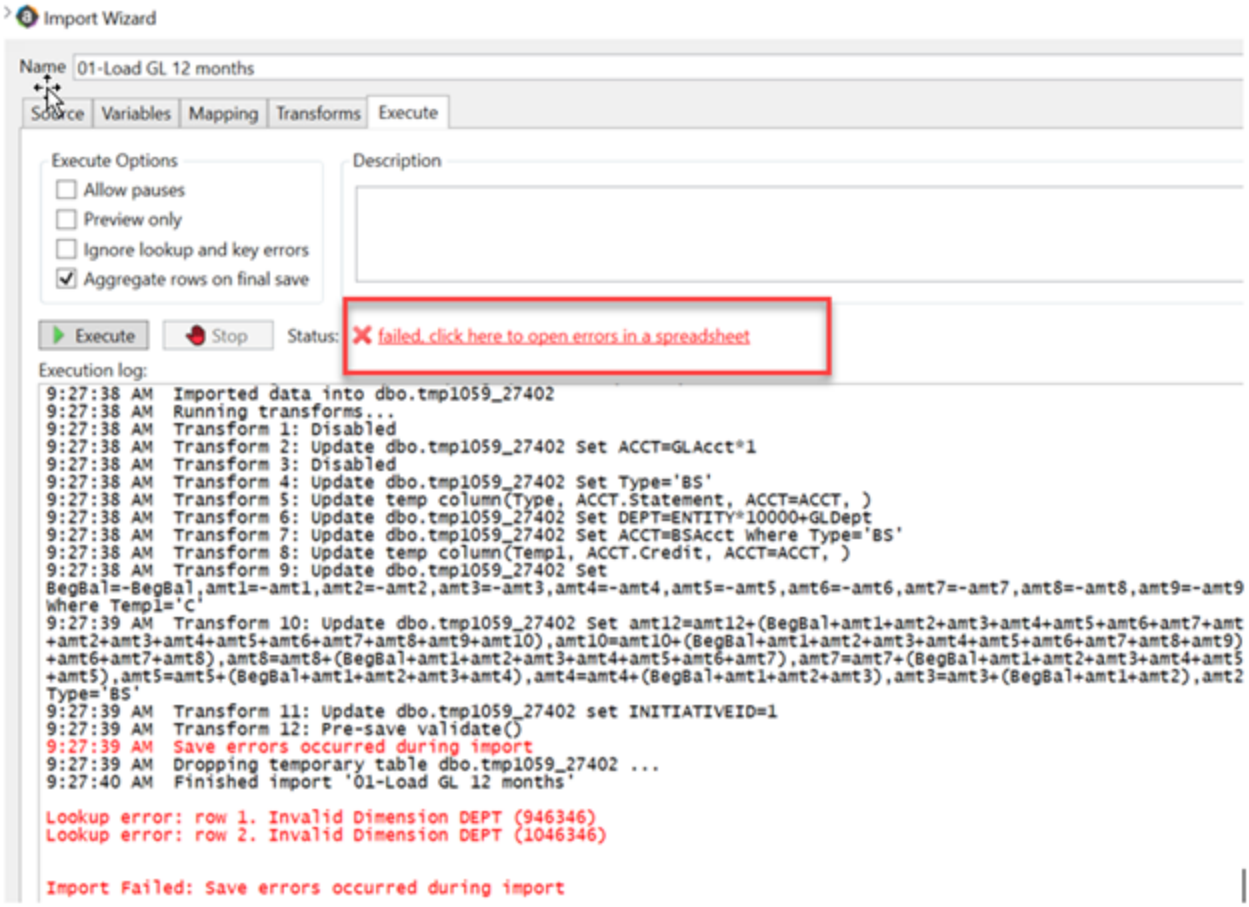
The CSV file is located in **Explorer** in the **Imports Library > Management Reporting > Import Errors** folder.



The CSV file shows you which rows of data were invalid within the context of the import data. This error file includes the following:

- Look up validation errors from Kaufman Hall's Software's built-in validation against lookup columns.
- Validation errors from any Custom Data Validation steps in the transforms.
- Key validation errors such as blank keys or duplicate keys.

You can also open the file from the Execute Import dialog by clicking the link the Status area. The status displays either "failed" or "warning," followed by "click here to open errors in a spreadsheet." The status type depends on whether the option to Ignore lookup and key errors is selected.



Each execution of an import that results in a lookup error generates a unique error file (differentiated by a date/time stamp). These error files are not automatically deleted; you must manually delete them when you finish investigating the error.

The CSV file contains the import data, followed by one or more validation columns. Validation columns are labeled as follows:

- **LookupColumnName Lookup Error column** – Contains lookup and key validation messages. For example, Acct Lookup Error"\ when looking up against the ACCT column.
- **AXTRANSFORM_StepNumber column** – Contains Custom Data Validation messages where StepNumber is the number of the associated transformation step. For example, AXTRANSFORM_5 when the associated transform is step 5 in the list.

If there are errors (most commonly new codes in Dimensions), add those codes to dimensions, and re-run the import.

Working with the Month End Review dashboard

The Month End Review dashboard allows executives and managers to easily view variances between the month/YTD plan versus actual for all of your organization all the way down to the department level. It provides a visual summary of performance, including trends by month and Key Performance Indicators (KPIs). Use the filter function to specify the information to display in the dashboard.

TIP: The rolling 12 month charts actually display 13 months of data so that you can compare the current period with the same period last year.

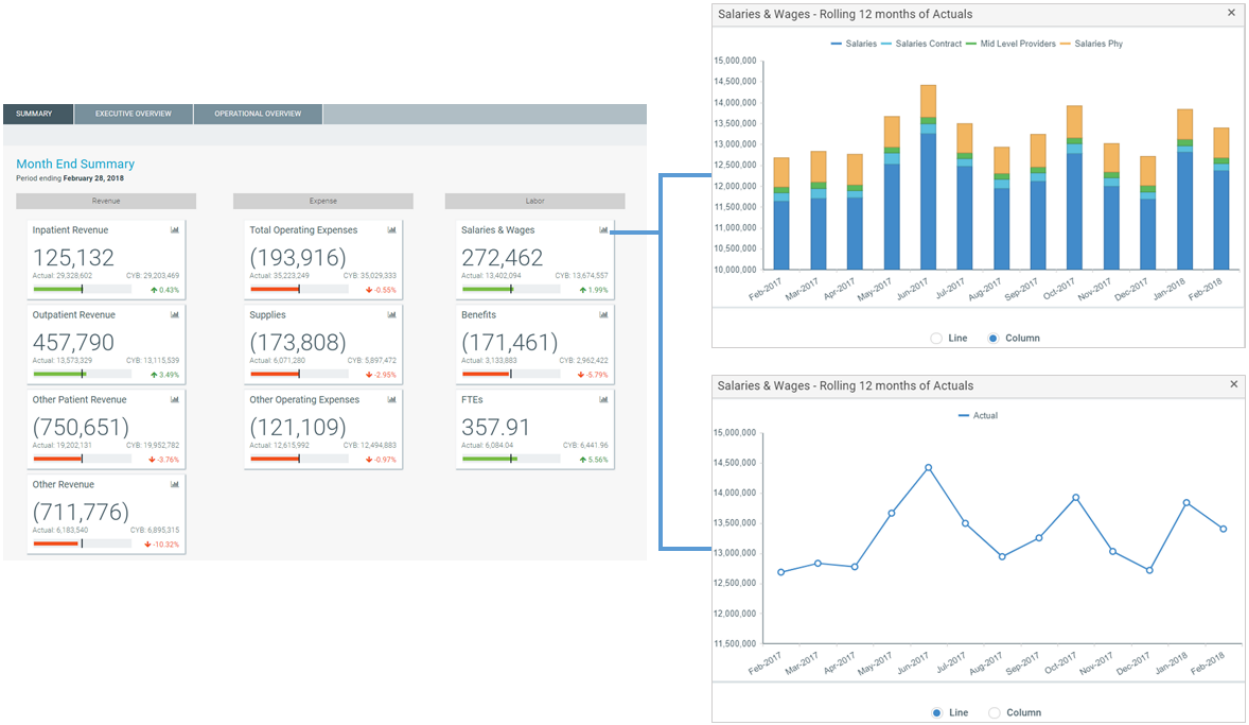
Summary tab

The Summary tab is the first tab that displays in the dashboard. It provides a visual representation of actuals versus target, grouped into Revenue, Labor, and Expense categories. This tab provides KPI visibility into all of your departments for the current period and year.

NOTE: The page will only include those departments in which you have permissions to view.

To view the statistic and per-unit KPI information at the department-level, go to the Operational Overview tab.

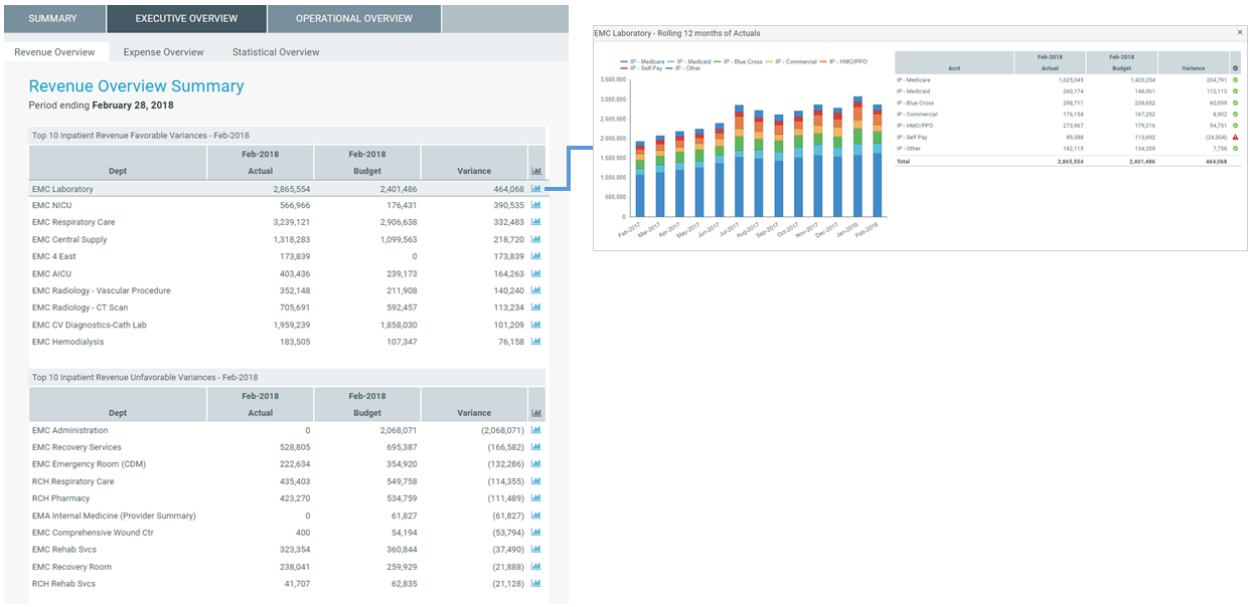
To see a chart of rolling 12 months actuals, click the chart icon in the upper left corner of each box.



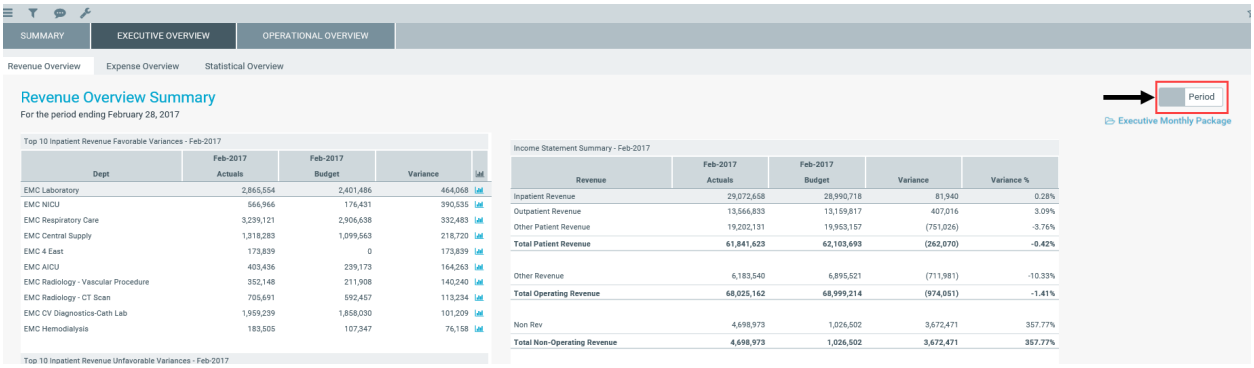
Executive Overview

The Executive Overview tab displays summary-level revenue, expense, and statistics information for all the departments in your organization.

To see a chart of rolling 12 months actuals, click the chart icon in the upper left corner of each box.



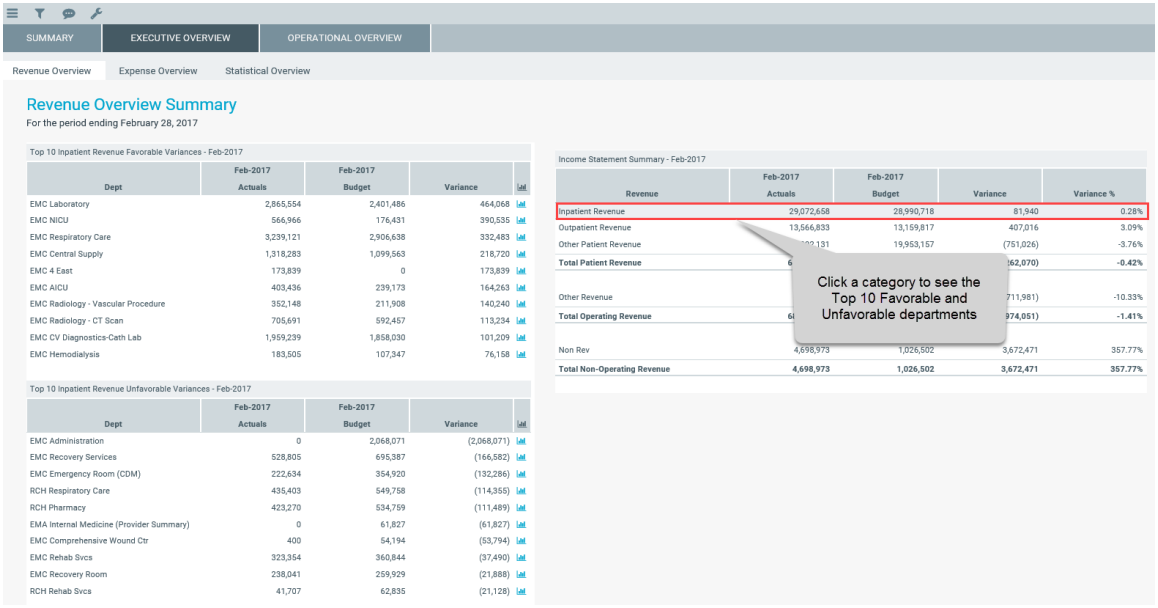
You can also toggle between viewing the data for the period or YTD.



Revenue Overview and Expense Overview tabs

The Revenue Overview and Expense Overview tabs work similarly by displaying the following sections for revenue and expenses:

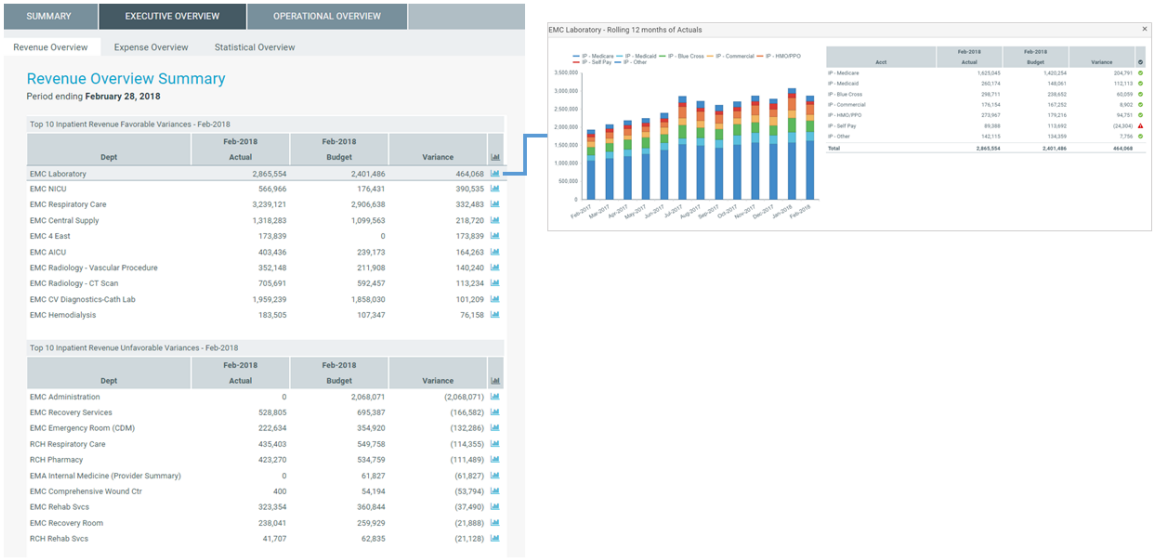
- **Income Statement Summary** – Shows the actuals, targets, variance, and variance percentage for inpatient revenue, outpatient revenue, other patient revenue, other revenue, and non-revenue categories. As you click each category, the Top 10 Favorable and Unfavorable sections list the departments that make up those values. For example, if you click Inpatient Revenue, the Top 10 Favorable and Unfavorable inpatient departments display.



- **Top 10 Favorable Variances** – Shows the top ten departments with the highest positive variance (actuals minus target) by department, actual, target, and variance.

- **Top 10 Unfavorable Variances** - Shows the top ten departments with highest negative variance (actuals minus target) by department, actual, target, and variance.

  For each department in the Top 10 Favorable and Unfavorable sections, click the department chart icon to see a rolling 12 months of actuals as well as the actuals, target, and variance listed by account.



You can also access the Executive Monthly Package from either tab.



Statistical Overview tab

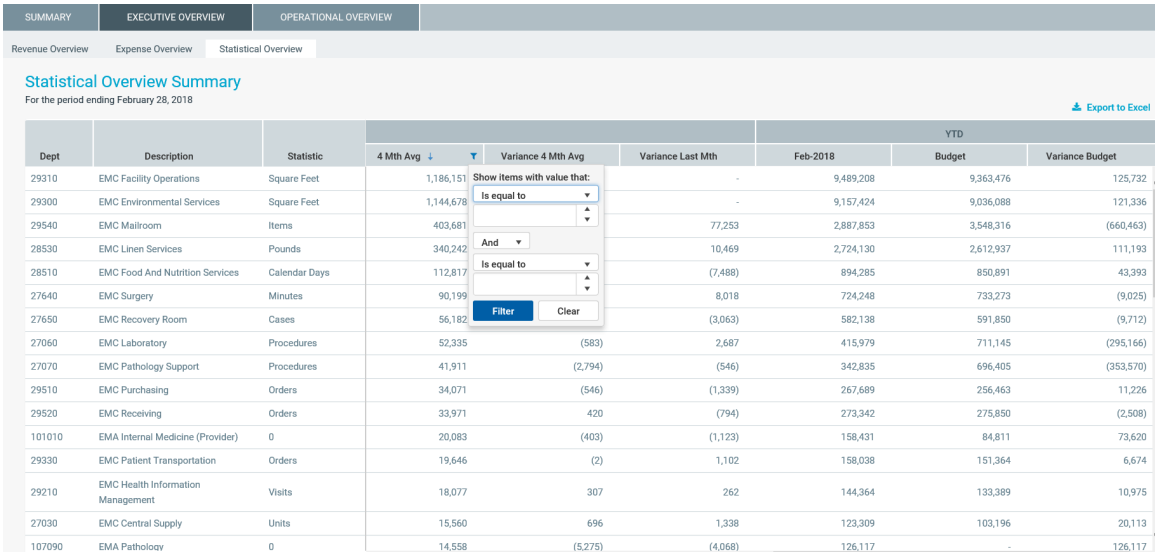
The Statistical Overview tab shows a list of key statistics by department for the selected month and year. This tab shows:

- Prior month, two month, and three month data
- Four month average
- Variance to the prior month
- Variance to the four month average
- Current target (3 Month Average, Last Month, or Same Month Last Year)
- Variance to target

By using the filter function, you can filter the data by:

- **Target** - Select the target of either Budget, 3 Month Average, Last Month, or Same Month Last Year
- **Category** - Select VP, Director, Manager, Budget Group, Division, Dept (RPTMap).
- **Time Period** - Select a month and year.

You can also sort the data by either the Variance to Prior Month, Variance 4 month Average, or Variance to Target column as well as export the data to Excel.

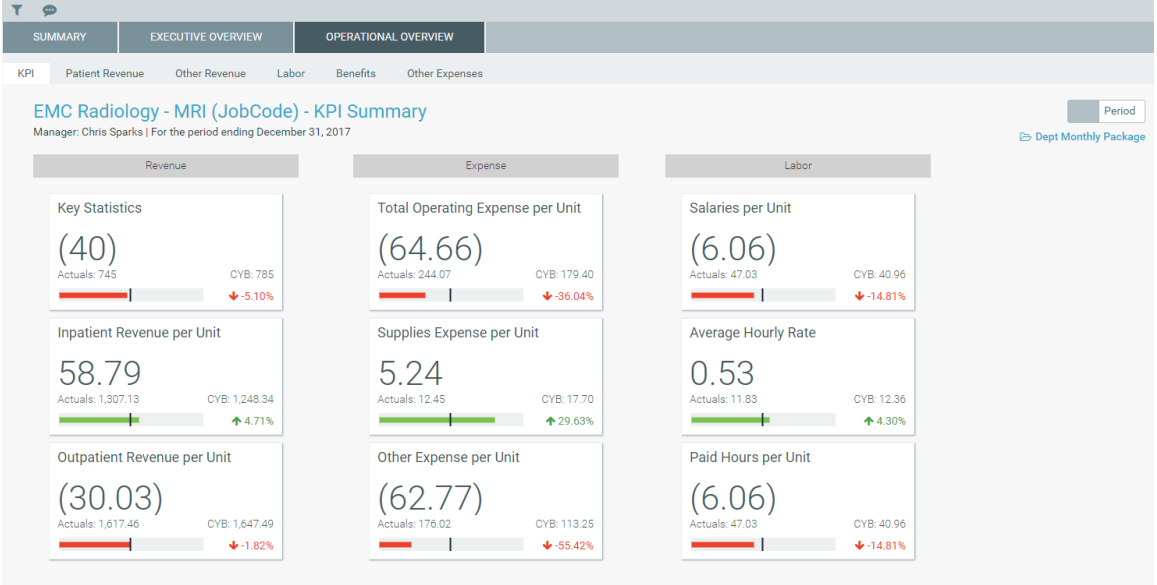


Operational Overview

The Operational Overview tab allows you to view the details regarding how a department is performing by providing data regarding KPIs, patient revenue, expenses, labor, and benefits. This tab includes the following sub-tabs:

KPI tab

The KPI tab displays a visual representation of actuals versus target, grouped into Revenue, Labor, and Expense categories. This tab provides KPI visibility into a department for the current period and year. You can also access the Dept Monthly Package from this tab.

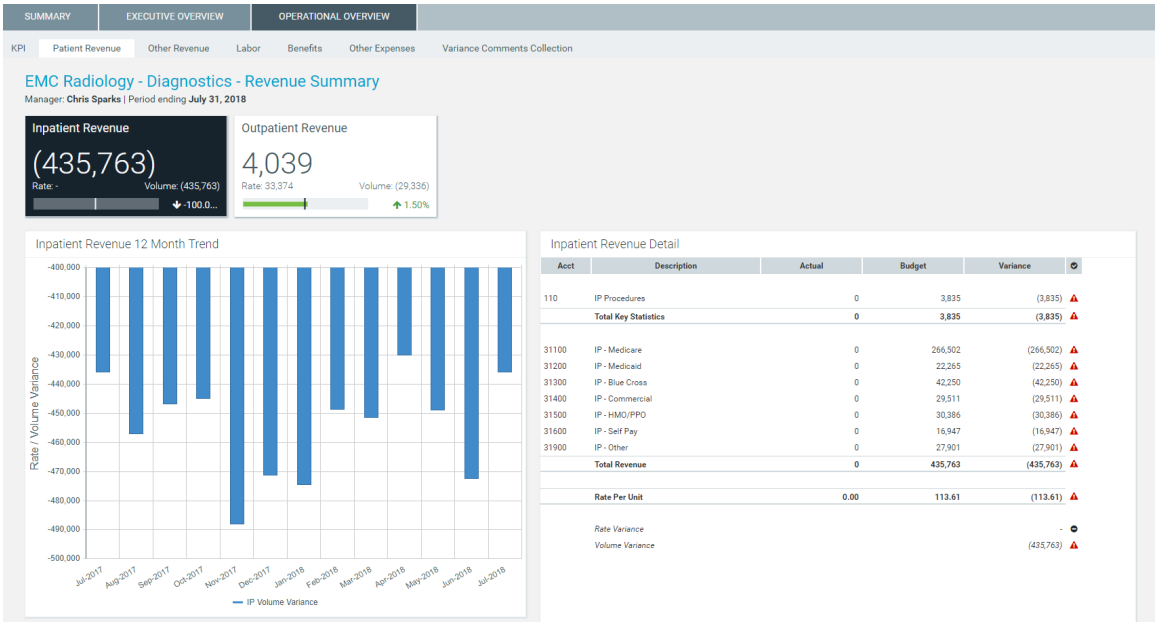


Patient Revenue tab

The Revenue tab displays inpatient and outpatient revenue, broken out by rate and volume variance.

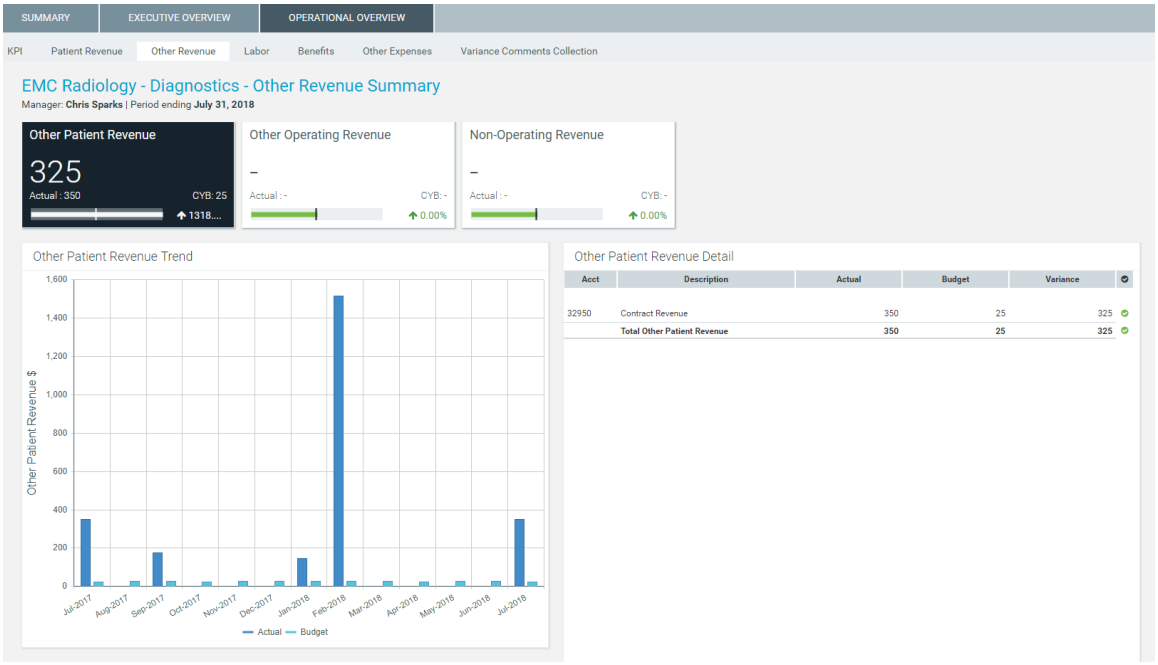
To view the 12-month revenue trend and details, click the **Inpatient Revenue** and **Outpatient Revenue** boxes.

To view actuals for the period or Year to Date, click the Period/YTD toggle in the upper right corner of the page.



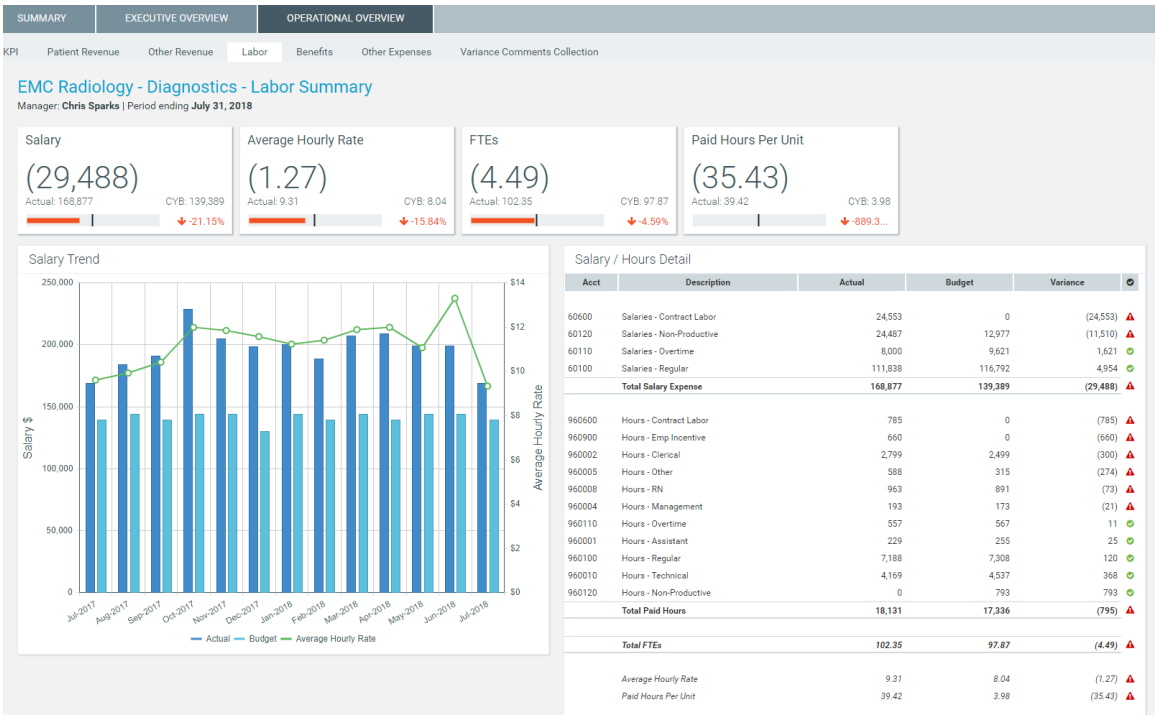
Other Revenue

The Other Revenue displays other patient, operating, and non-operating revenue. Click the boxes to view the 12-month revenue trend for the associated revenue category.



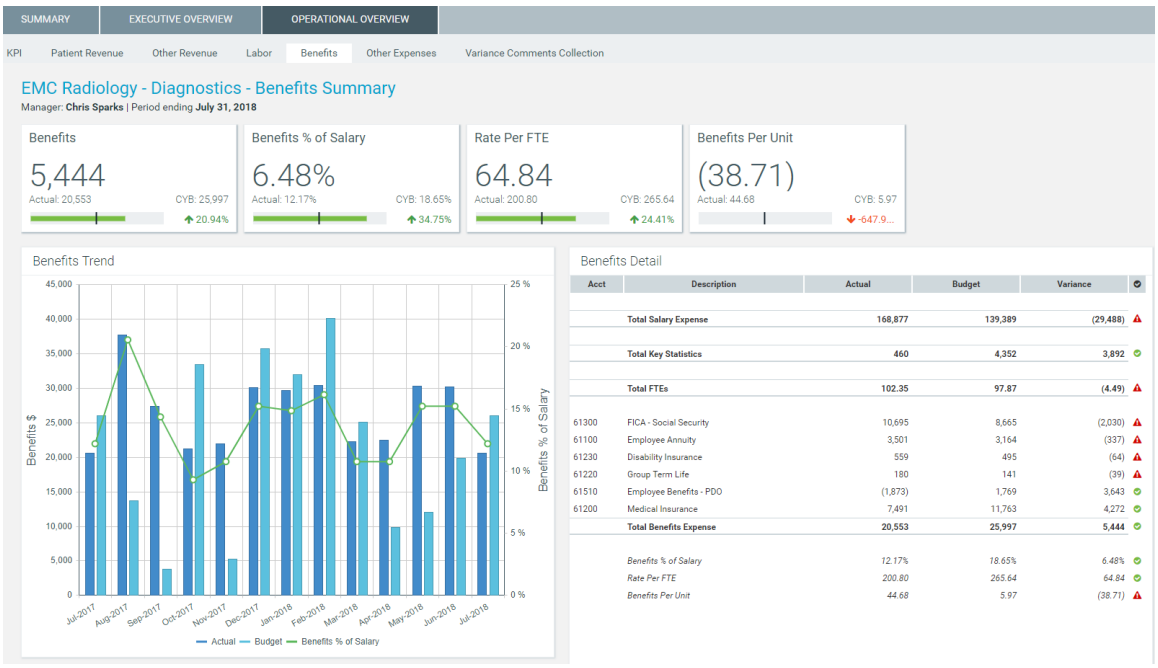
Labor tab

The Labor tab displays an overview of labor expenses excluding benefits. This tab shows salaries, the average hourly rate, FTEs, and the paid hours per unit. The tab also shows the salary and hour details as well as KPIs.



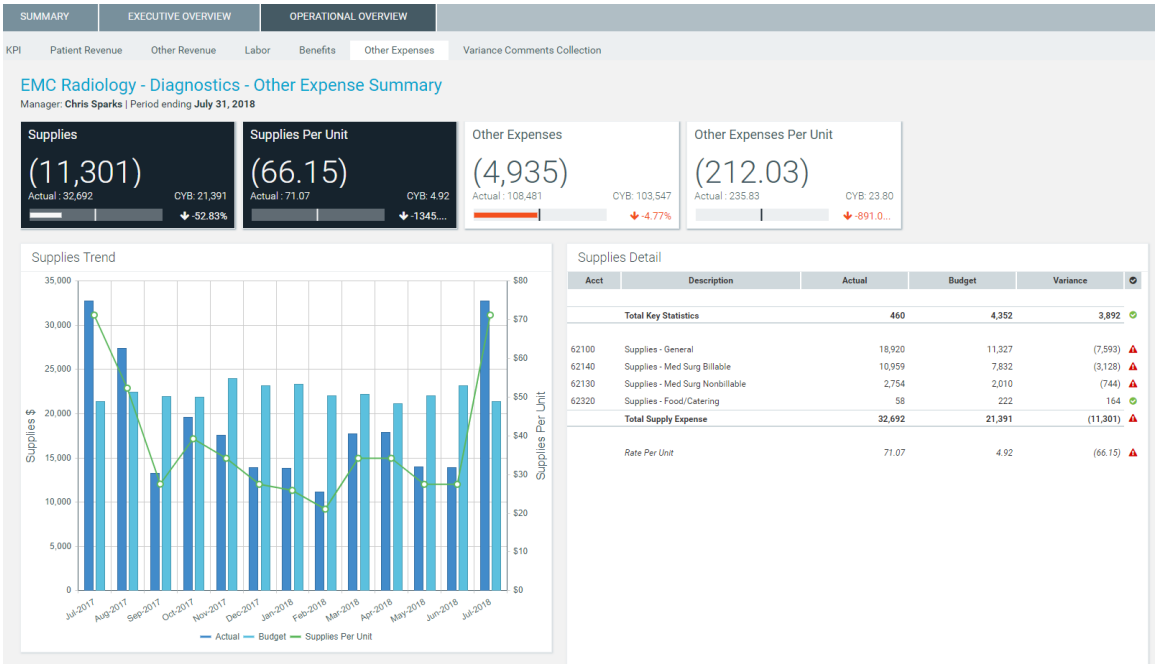
Benefits tab

The Benefits tab displays benefit information including benefits, percentage of salaries, rate per FTE, and benefits per unit. The tab also displays details for each benefit type as well as KPIs.

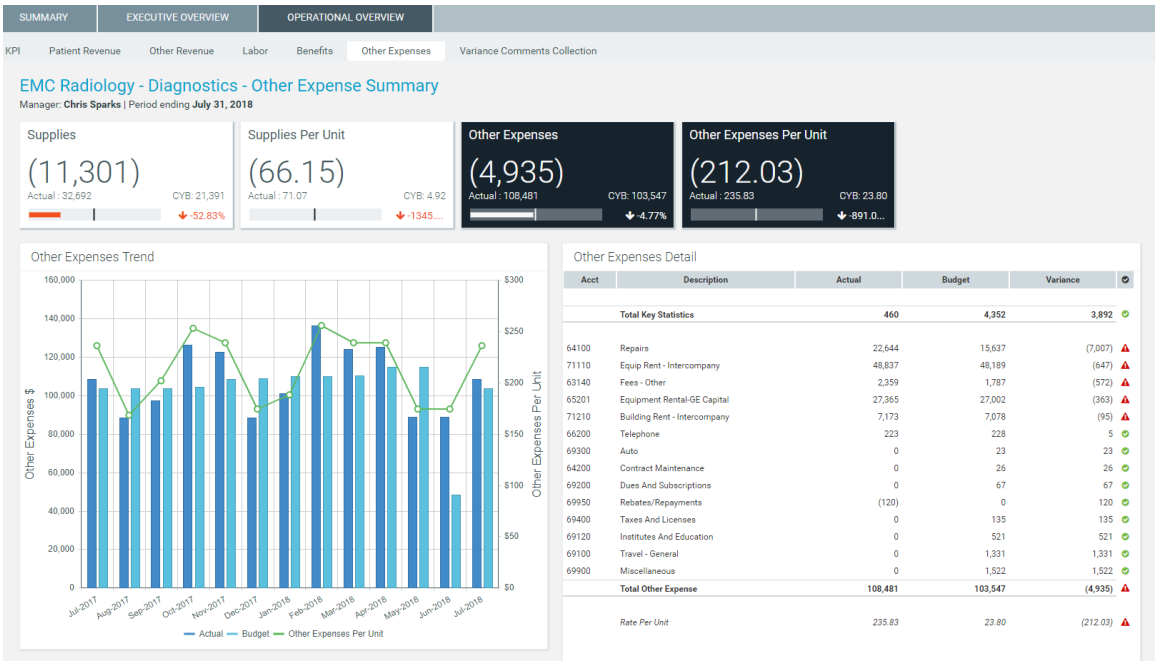


Other Expenses tab

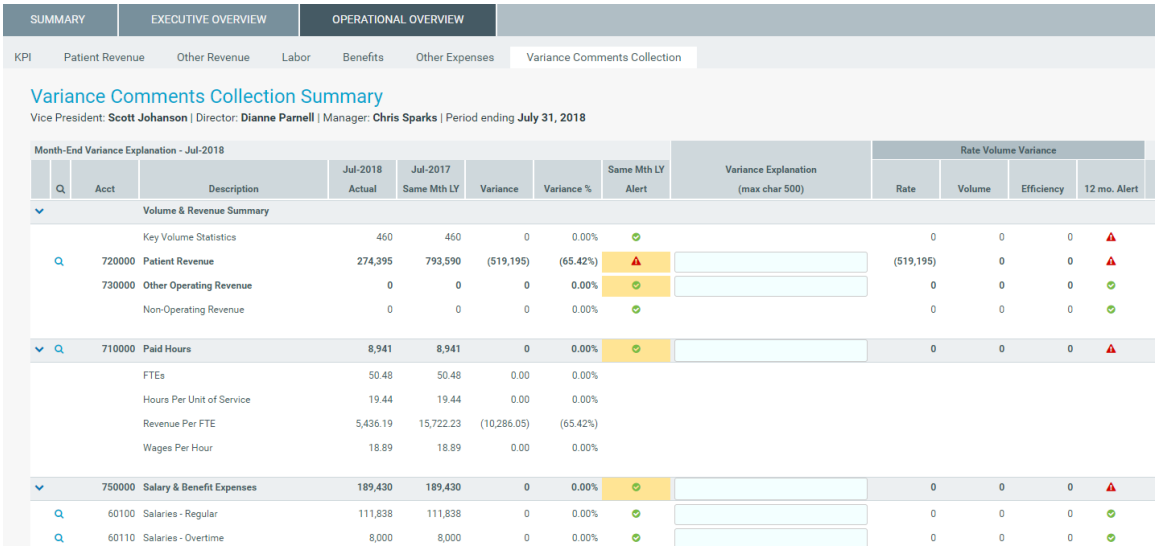
Supplies view



Other Expenses view

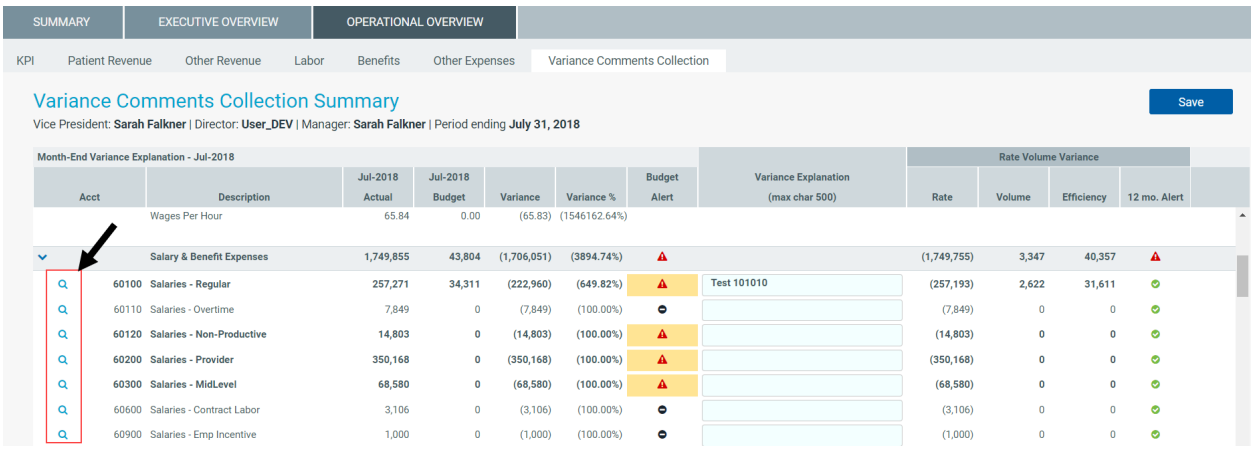


Variance Comments Collection

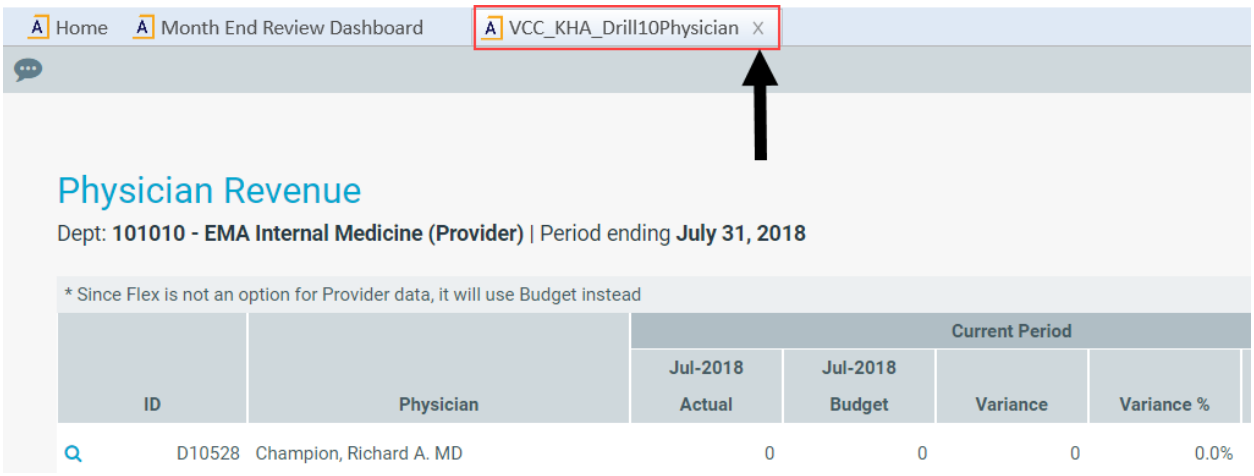


Drilling data

Some line items display a magnifying glass icon next to them. This indicates that you can drill for more information regarding that line item. Some drills include multiple layer of drills, depending on the types of data available.



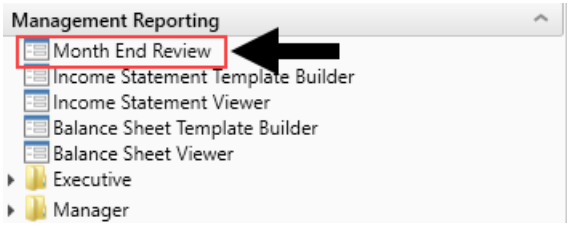
To open a drill, double-click the magnifying glass icon. The system opens a separate tab with the drill information. Click the X in the tab to close the drill.



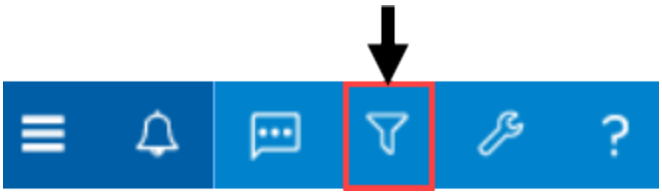
Viewing and filtering the Month End Review dashboard

To view the Month End Review dashboard:

1. In the **Mgmt Reporting** or **Mgmt Admin** task pane, in the **Performance Reporting** section, double-click **Month End Review**.



2. To filter the data for the dashboard, in the upper left tool bar, click the funnel icon.



3. Complete the following filter options, as needed:

Option	Description
Time Period	Select the period and year.

Option	Description
Target (All Except Statistical)	Select one of the following target types: • Budget • Flex • 3 Month Average • Last Month • Same Month LY **NOTE:** This filter does not apply to the Executive Overview > Statistical Overview tab.
Category & Filter (Summary & Executive)	a. From the **Select Category** drop-down, select the organization level in which to view data. For example, to view all of the departments and accounts at the VP level, select VP. b. From the **Select Filter** drop-down, select the filter created by your organization. **NOTE:** This filter only applies to the Summary and Executive Overview tabs.
Target (Only Statistical)	Select one of the following target types to filter the data in the Executive Overview > Statistical Overview tab: • Budget • 3 Month Average • Last Month • Same Month LY
Dept (Only Operational)	Select the department to filter the data in the Operational Overview tab. **NOTE:** The drop-down list includes more departments than what the system displays. To include a specific department, we recommend just typing the department number into the field. Also, note that the list only includes those departments assigned to you.

4. Click **Apply**.

Working with the Budget Assessment Dashboard

The Budget Assessment dashboard allows you to compare a department's proposed budget for next year with internal and external peer groups.

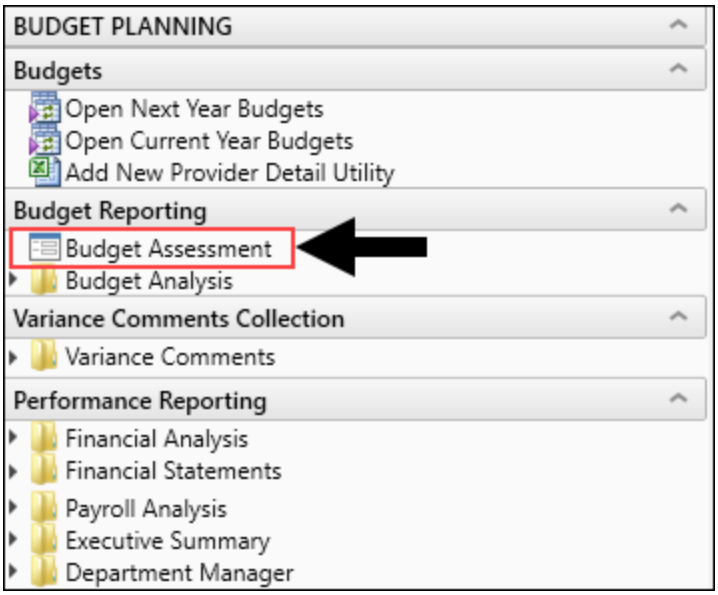
NOTE: This feature requires a license for Axiom Comparative Analytics.

Opening the dashboard

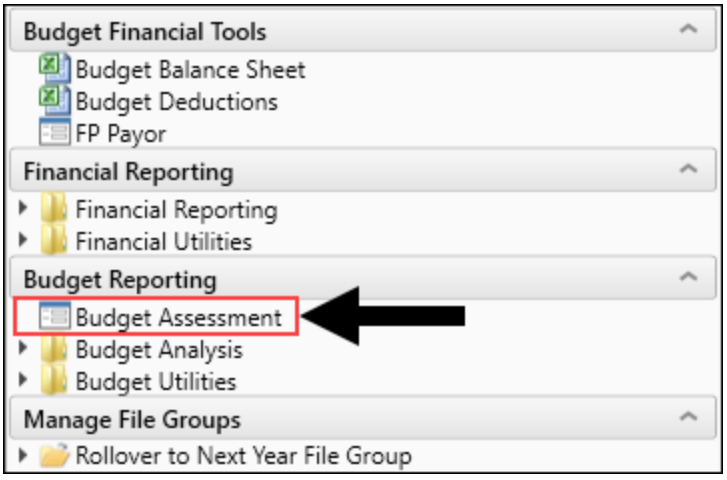
Users must be assigned either the Budget Admin or Budget User role plus the Comparative Analytics - Dept role to use the dashboard.

To open the dashboard:

In the **Budgeting** or **Bud Admin** task pane, in the **Budget Reporting** section, double-click **Budget Assessment**.



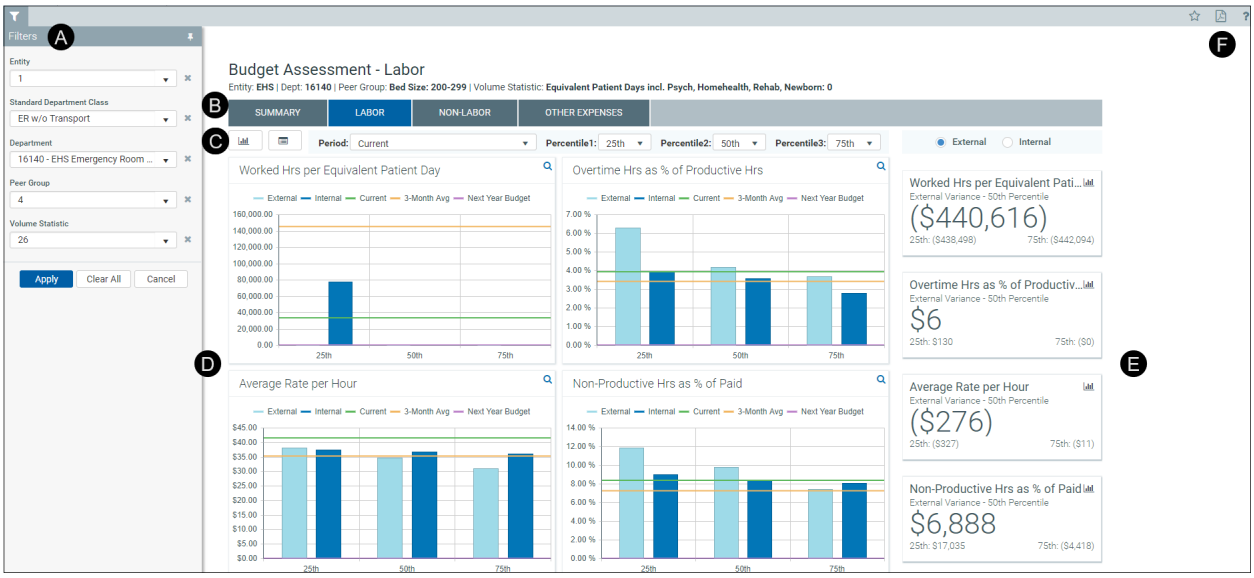
Location of dashboard in Budgeting task pane



Location of dashboard in Bud Admin task pane

Using the dashboard

The dashboard is comprised of the following areas:

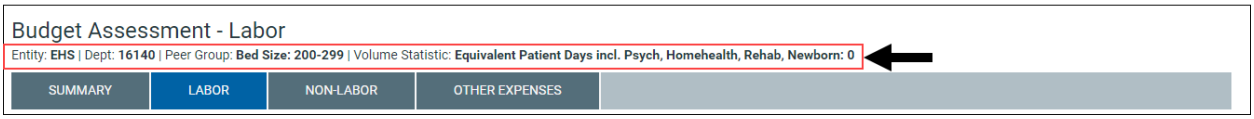


A Filters

Do any of the following:

- Configure the criteria to include in the dashboard by selecting the filter criteria options in the drop-downs, and click **Apply**.
- To clear a filter criteria option, click the **X** next to the drop-down.
- To clear all the filter criteria options, click **Clear All**.

The filter criteria detail you select also display above the tabs.



B Tabs

Budget comparison data is segmented into four areas: Summary, Labor, Non-Labor, and Other Expenses. Click any of the tabs to view the data comparison charts and KPIs.

C Data Controls

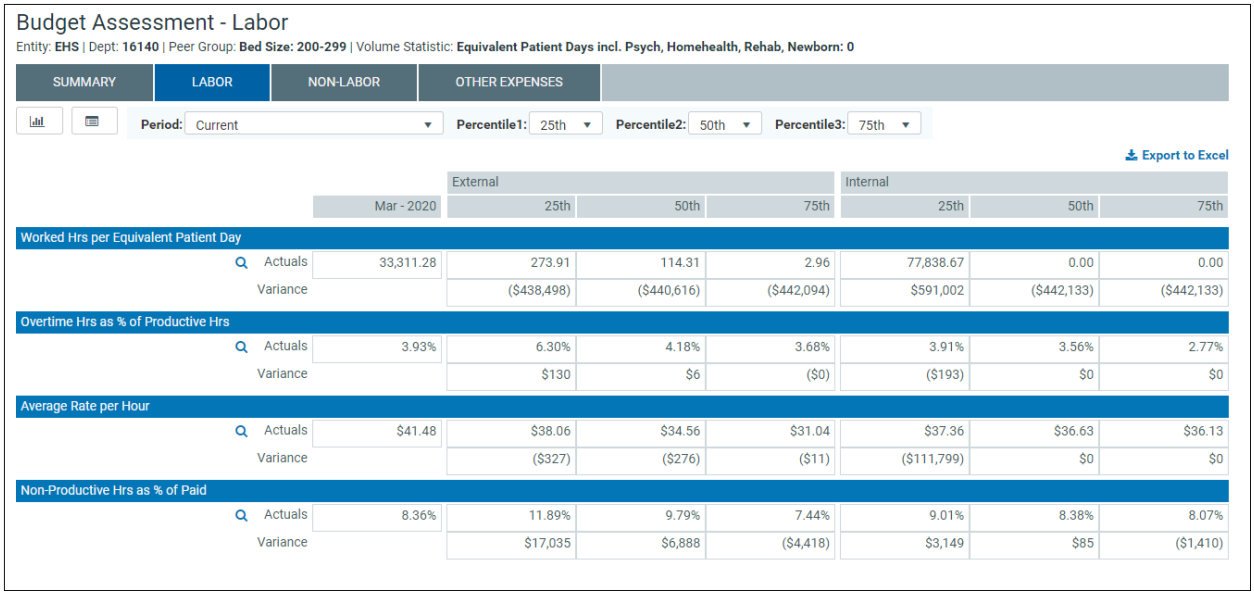
The section below the tabs and above the data charts includes controls that allow you to customize the report data.

Graph and data view

Toggle between viewing graphical and detailed data.



These categories listed are the same for both the graph view and the data view.



Period

Select the period in which to view data.



Percentiles

Select the percentiles to use to display the dollar variance between each of the percentiles in the KPI section of the dashboard and determine what data displays in the charts.



External and internal comparison

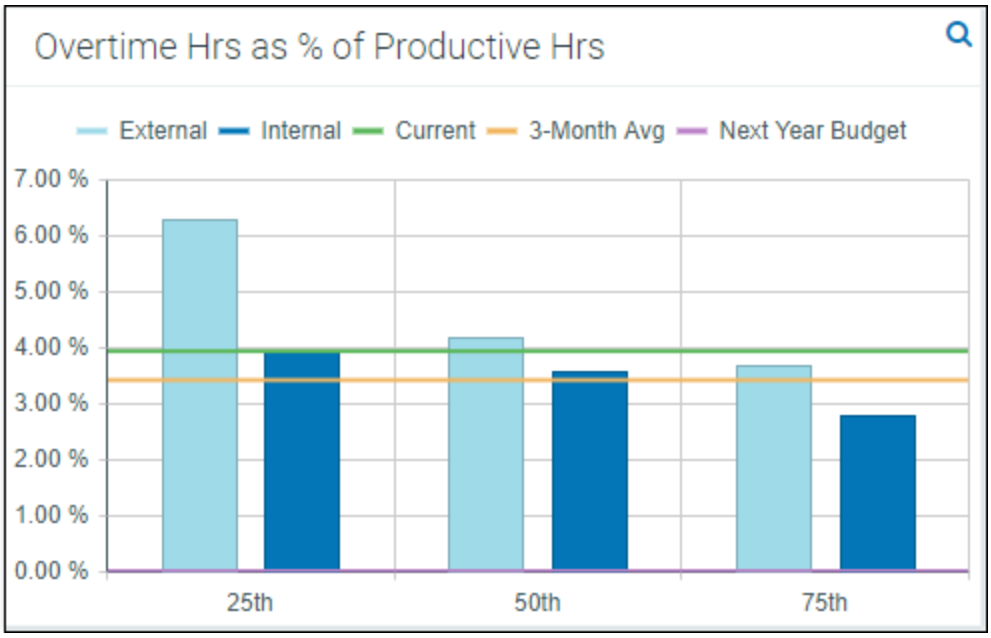
Select to compare data against peers outside of your organization (External) or your department (Internal). This only applies to the KPI section.



D Graphs

The graph view displays by default and compares the budget areas against performance of peers (external) and your department (internal) across percentiles. The horizontal bars show how the department selected in the filter and the peer data compare to the current, 3-month, and next year

budget's percentages.

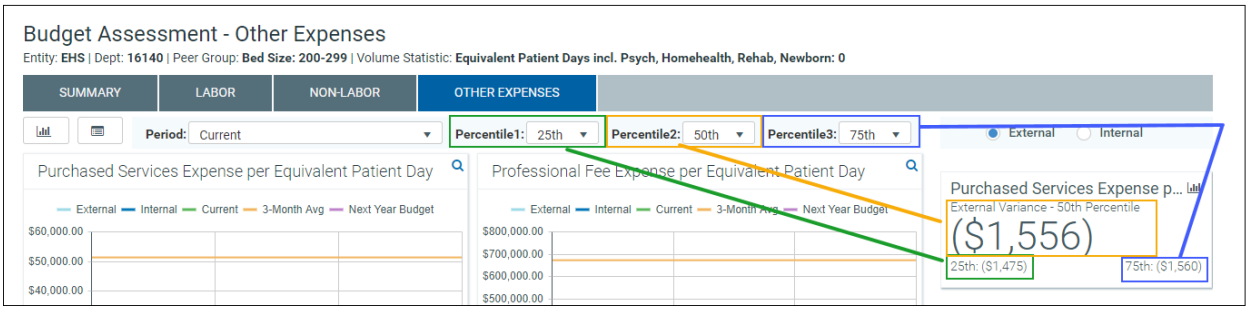


To view the detailed data behind this graph, click the magnifying glass icon in the upper right corner of the screen. This opens the Metric Explorer dashboard. For more information, see Working with the Metric Explorer dashboard.

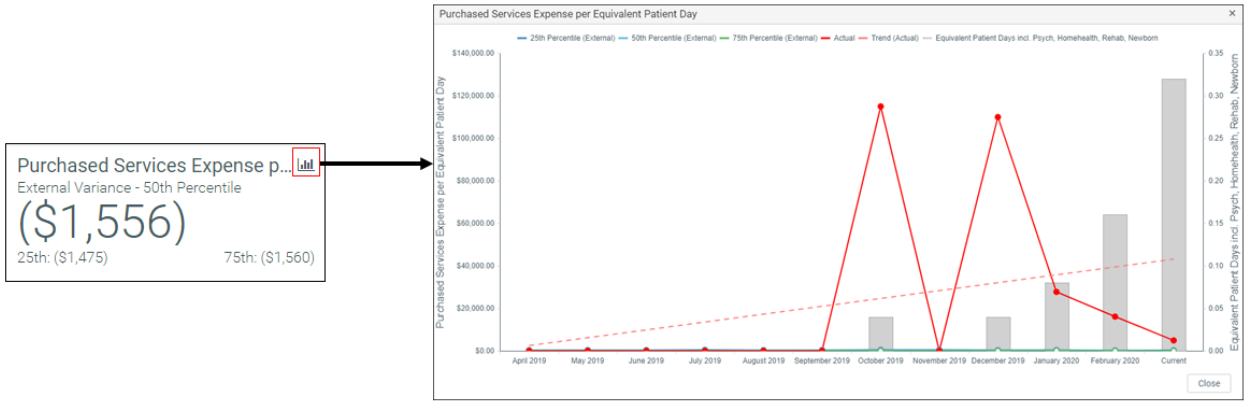
Key Performance Indicators (KPIs)

The KPI boxes, to the right of the graphs, display the dollar variance between each of the percentiles selected at the top of the report. You can customize the percentiles and the time period used for calculations using those drop-down menus.

NOTE: The system shows the variance between the actuals (rather than budget) and each of the percentiles.



Click the graph icon in the upper-right corner of the KPI card to display a detailed graph of the percentiles and actuals over the last year.

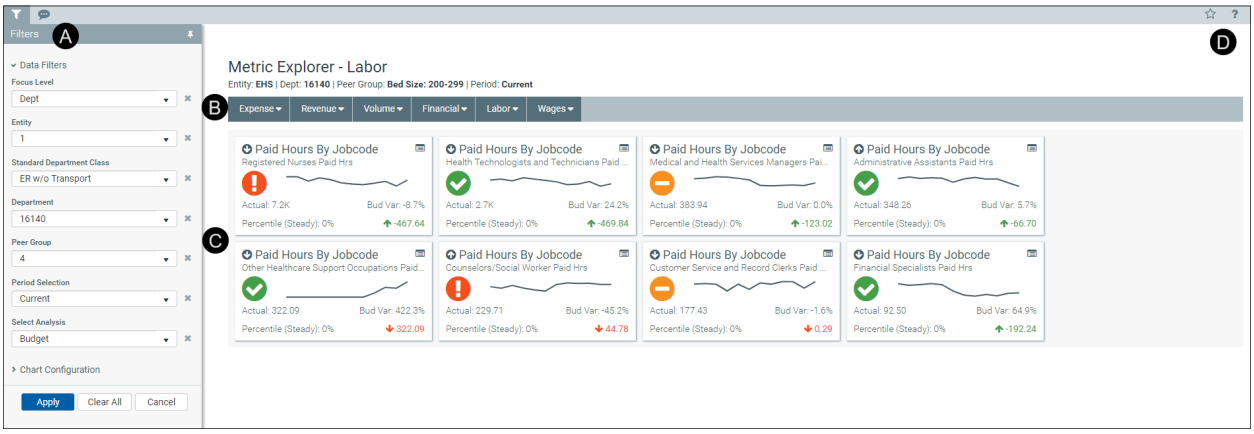


Working with the Metric Explorer dashboard

The Metric Explorer dashboard allows you to evaluate monthly and annual performance of key metric areas for business segments and provides a deeper analysis of data that displays in the Budget Assessment dashboard.

Using the dashboard

The dashboard is comprised of the following areas:



A Filters

Do any of the following:

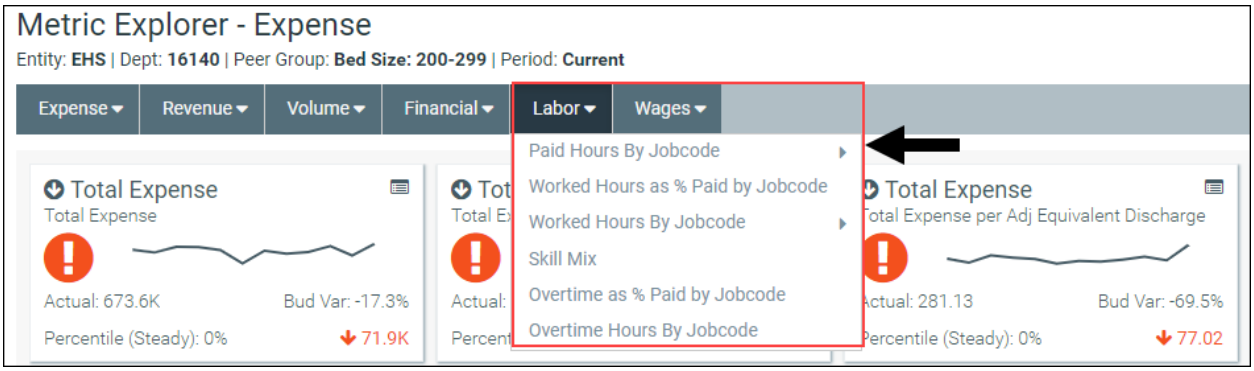
- Configure the criteria to include in the dashboard by selecting the filter criteria options in the drop-downs, and click **Apply**.
- To clear a filter criteria option, click the **X** next to the drop-down.
- To clear all the filter criteria options, click **Clear All**.

The filter criteria detail you select also display above the tabs.



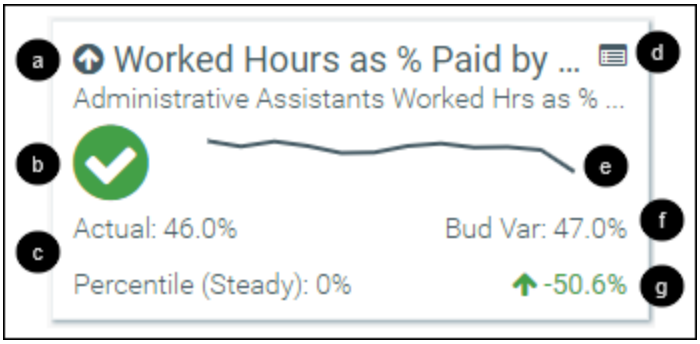
B Tabs

Data metrics are segmented into several categories and sub-categories. Click a drop-down menu category, and click a sub-category to display the data for that element.



C Key Performance Indicators (KPIs)

The Metric Explorer dashboard displays Key Performance Indicators (KPI) data in the form of cards, which includes the following visual indicators and data points:



a An arrow communicates month-over-month change. An up arrow indicates that the current month has improved over the previous month. A down arrow indicates that the current month worsened over the previous month. The large text next to the arrow displays the title of the metric title and the text below displays the metric description.

b. An alert icon indicates a visual representation of budget variance performance.

 - Favorable variance to budget

 - Within a 0%-5% threshold of budget

 - Unfavorable variance by >5% to budget

c. The first line in this section details the actuals for the period selected. The second line displays the percentile rank for the selected period. The text indicates if the percentile is rising (higher rank than the previous period), steady, or falling (lower rank than the previous period).

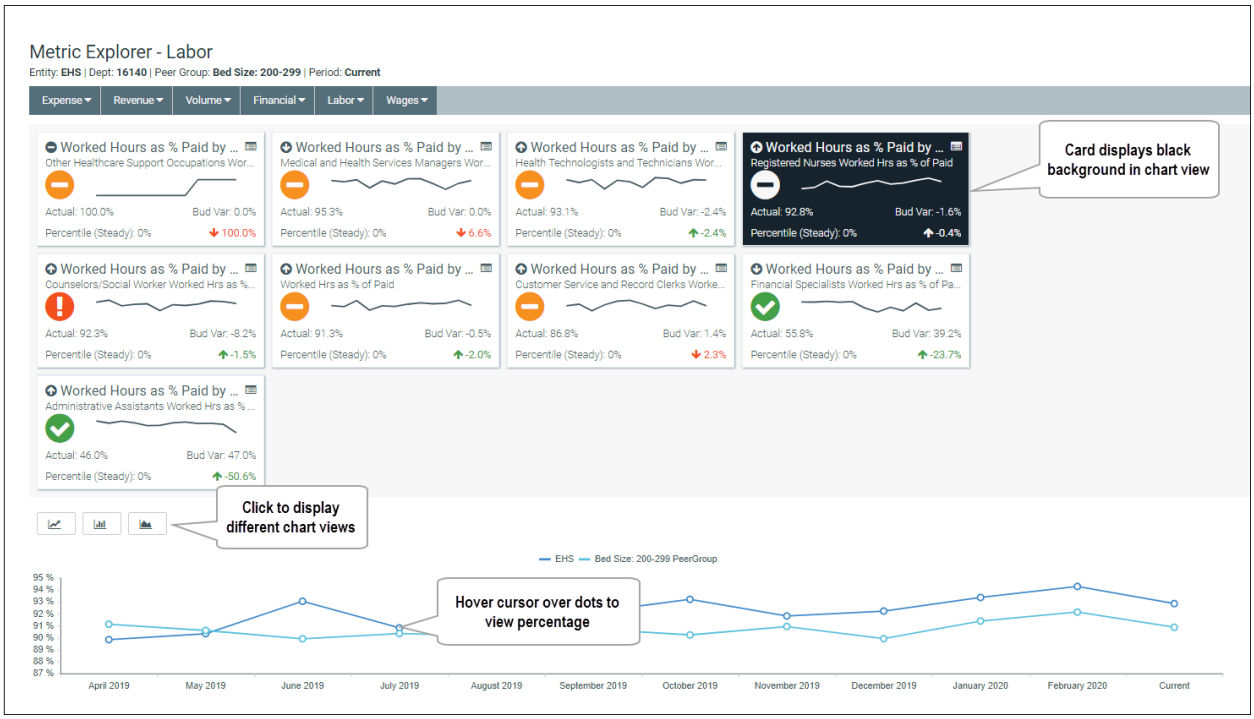
d. Click the icon to view more information comparing your organization's KPI ranking among your peer group.

e. A graph displays a 12-month trend from the most recent period of data available.

f. This area displays the budget variance percentage.

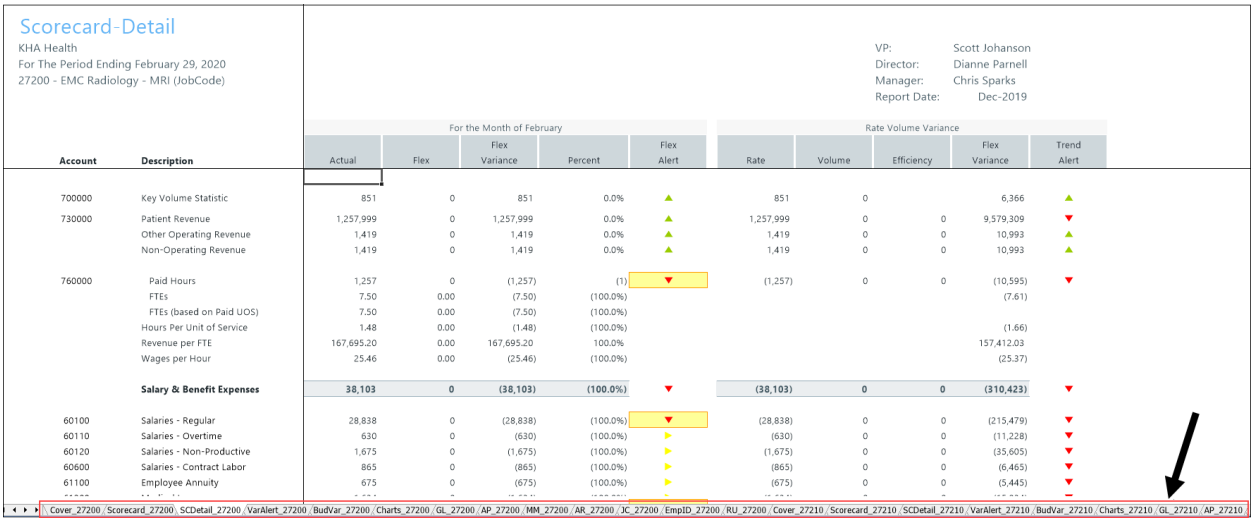
g. The indicator in the lower-right corner of the KPI provides you with the year-over-year (YoY) percentage change value. An up arrow indicates that the current year has improved over the previous year. A down arrow indicates the current year has worsened over the previous year.

Click the KPI card to view different charts associated with the data. When the chart view is activated, the card displays a black background. Beneath the cards, the dashboard provides three different chart view options in which to view the card data. Hover your cursor over each dot in any of the graphs to view the percentage details. To exit the chart view, click the card again.



Understanding the Executive Monthly Package

To help speed up report processing and distribution, you can generate executive-level reports by using the Executive Monthly Package, which combines all of the individual reports into one file. Each tab in the workbook represents a different report.



You can then process and email the report to the appropriate management personnel and attach the report file or a link to a directory. You can run the report generation process manually or set up a Scheduler job to process the reports automatically at certain times of the month.

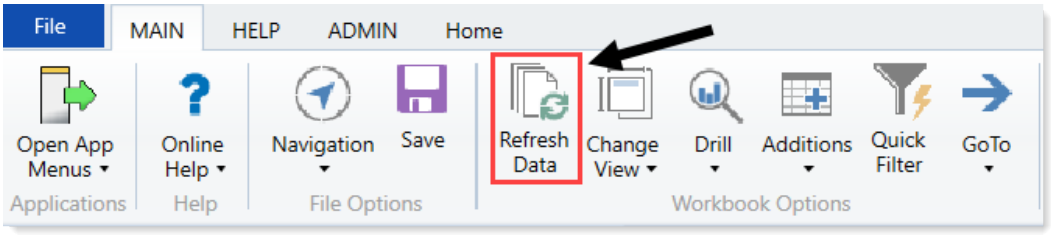
For descriptions of each report included in the Executive Monthly Package, see Reports in the Executive Monthly Package.

Configuring the Executive Monthly Package report

Use this utility to select and combine the multiple executive reports into a single report, which you can then distribute multiple ways - including sending an email with the attached report or a link to the directory where the report is stored. For a description of each report included in this package, see Reports in the Executive Monthly Package.

To configure the Executive Monthly Package report:

1. Navigate to one of the following:
   - In the **Mgmt Admin** task pane, in the **Management Reporting** section, click **Executive**, and double-click **Executive Monthly Package**.
   - In the **Mgmt Report** task pane, in the **Performance Reporting** section, click **Executive**, and double-click **Executive Monthly Package**.
2. Refresh the data by doing one of the following:
   - In the **Main** ribbon tab, click **Refresh Data**.



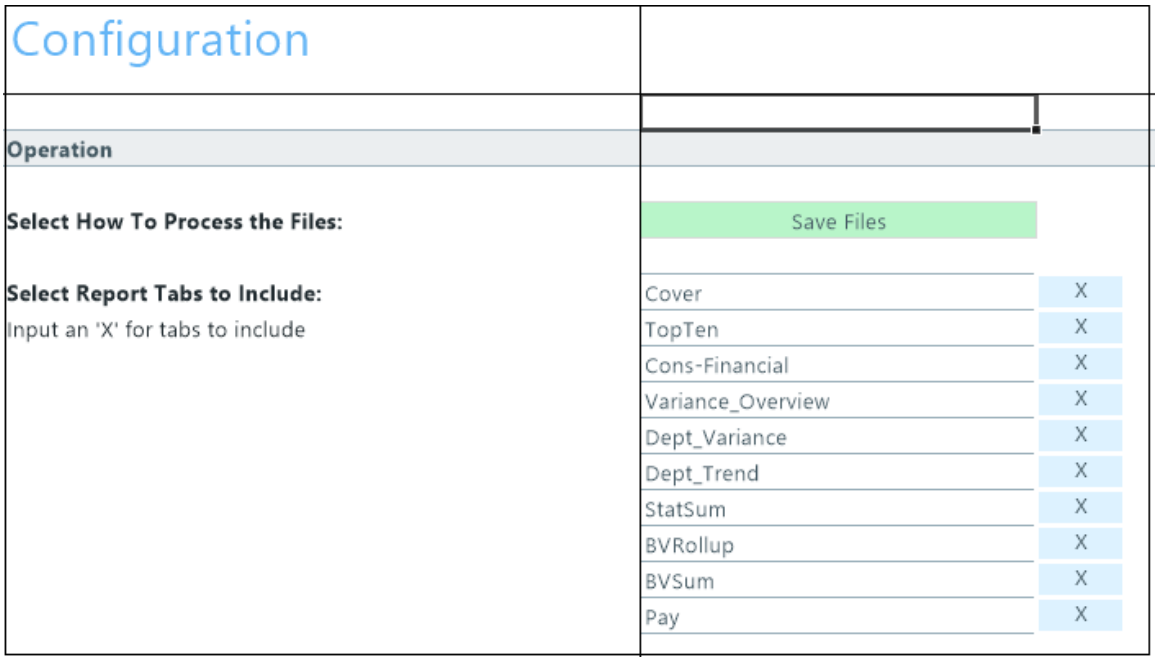
   - Press **F9**.
3. Complete the following refresh variables, and click **OK**:

Option	Description
Select Time Comparison	Select **Budget** , **Flex**, **3 Mth Avg**, **Last Month**, or **Last Year**.
Select Method for Projection Option in Trend Reports	Select to populate the projection months by **Budget**, **Current Year Forecast**, or **Last Year Actuals**.
Choose Rollup Level	Select to run the report by **VP** or **Director**.

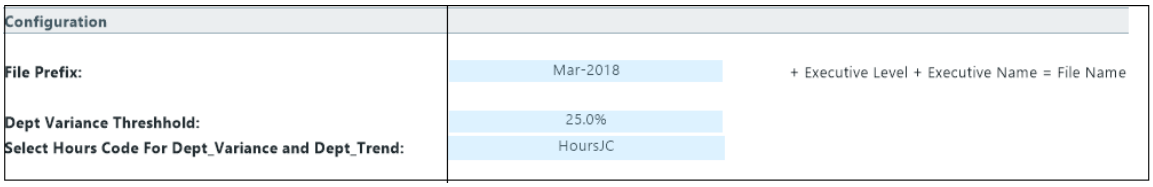
Option	Description
Pick Director/VP	Select a Director or VP, depending on the option selected from the Choose Rollup Level drop-down. To return the data for all, leave the field blank. Leave the field blank to view all data.
Fiscal Year (optional)	Select the fiscal year to include in the report.
Fiscal Period (optional)	Select the month to include in the report (based on the year you selected in the Fiscal Year field).
Pay Period (optional)	Select the pay period to include in the report (based on the year you selected in the Fiscal Year field).

4. To specify the reports to output data in this batch report, do the following:
   - To output data for a report when processing, type an **X** in the cell next to the report name. By default, an X displays next to each report name.
   - To exclude a report from generating data when processing, clear the **X** from the cell.

   IMPORTANT: When you run the batch report on your screen, the system processes the data for the reports and displays each report as a tab—even those where you have removed the X. However, when you actually process the batch report, the system will not include any data in those reports where you have removed the X, though the tab still displays.



5. In the **Configuration** section, do the following:



Option	Description
File Prefix	Displays the year and month selected in the refresh variables selected in Step 3. You can edit this field, as needed. The prefix name is followed by the executive level and name. For example, Feb-2017VPSallyKlein.
Dept Variance Threshold	Type the variance percentage to use in the trend-based reports.
Select Hours Code for Dept_Variance and Dept_ Trend	Select the code used for hours accounts.

6. There are multiple ways to generate and distribute the report package, depending on your need. For more information and instructions, see Processing and distributing the Executive Monthly Package report.

Processing and distributing the Executive Monthly Package report

This topic covers the ways in which you can process and distribute the Executive Monthly Package report to executive personnel. To configure the reports to include in the package and the reporting variables, see Configuring the Executive Monthly Package report.

NOTE: Before processing this report package, you may consider removing the reports from last month. For instructions, see Removing reporting source files.

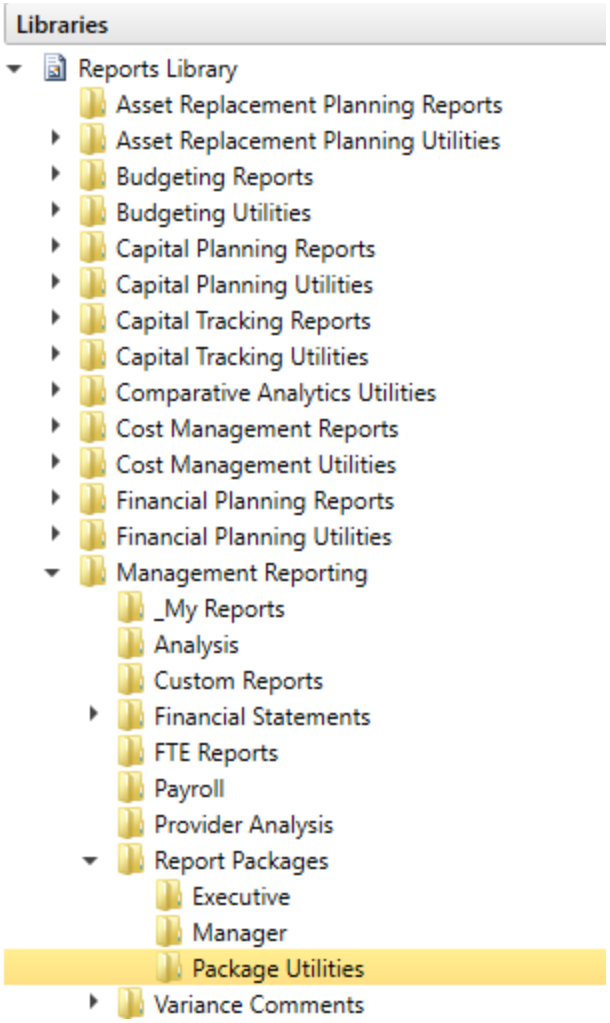
File collect

The ExecutiveMonthlyPackage_FileCollect utility allows you to process and distribute multiple Executive Monthly Package reports to multiple people using one tool. You can configure the file source and output settings and delivery method (email and/or save as a file to a directory location). If sending the report by email, you can configure the email subject line and body text, the recipient type, and file attachment options.

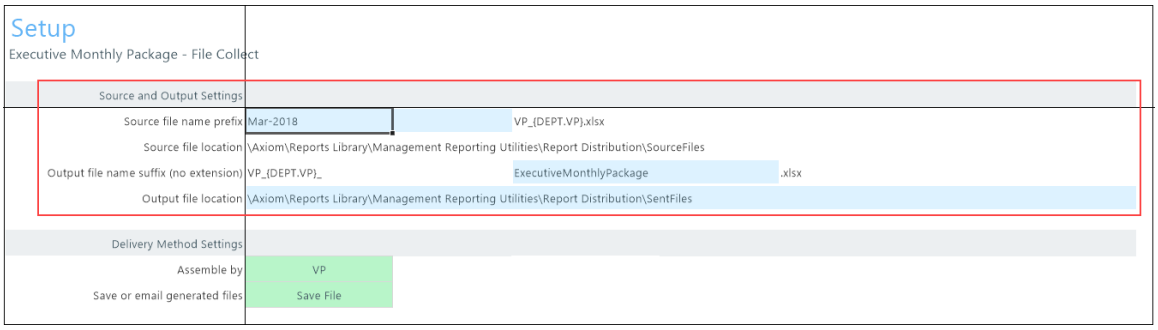
TIP: If you use file collect, you can add it to the Monthly All in One Executive Reporting batch control sheet, which allows you to automate the process of

To process and distribute package reports using the file collect:

1. From Axiom Explorer, in the **Libraries** section, click **Reports > Management Reporting > Report Packages > Package Utilities**, and double-click **ExecutiveMonthlyPackage_FileCollect**.

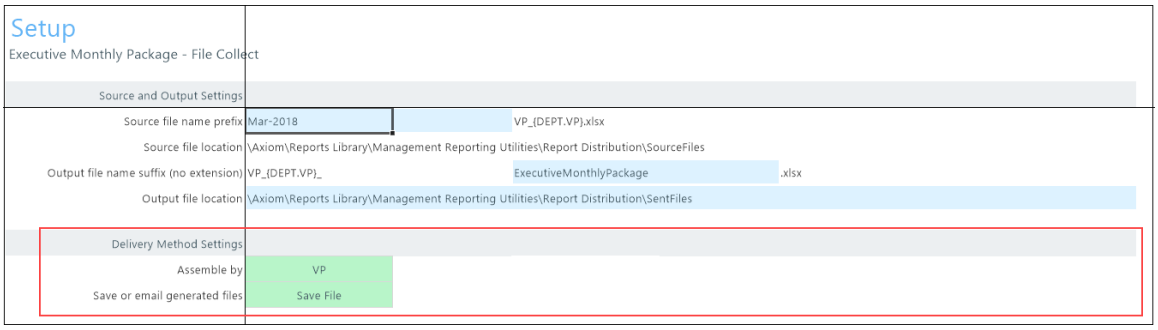


2. Complete the following options in the **Source and Output Settings** section:



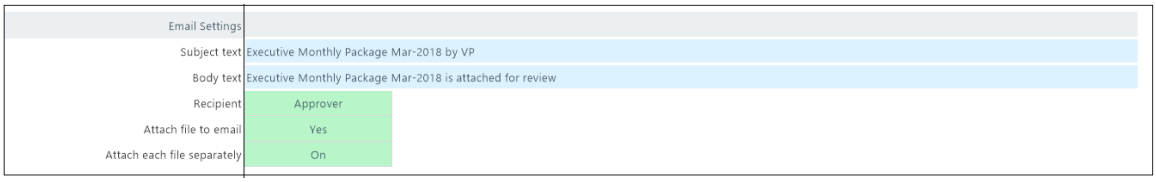
Option	Description
Source file name prefix	Edit the source file name prefix, if needed.
Output file name suffix (no extension)	Edit the file name for report.
Output file location	Enter the location in which to save the generated report file(s).

3. Complete the following options in the **Delivery Methods** section:



Option	Description
Assemble by	Select the executive level in which to generate and distribute the report package.
Save or email generated files	Select one of the following: • To save the report file(s) to a directory, select **Save File**. • To include the report file(s) as attachment(s) or a link to a directory where the files are stored in an email, select **Email File**. • To save the report file(s) to a directory and send an email, select **Save File and Send Email**.

4. If you select email or save file and send email as the output option, complete the **Email Settings** section:



Option	Description
Subject text	Type the subject line text for the email.

Option	Description
Body text	Type the body text to include in the email.
Recipient	Select the recipient type in which to send the reports.
Attach file to email	Select one of the following: • To attach the report file(s) to the email, select **Yes**. • To include a link to the directory location for the report file instead of attaching a file, click **No**.
Attach each file separately	**NOTE:** This option does not display if you select the **Save File and Send Email** option in step 3. Select one of the following: • To include the packaged reports into a single report file with tabs for each report, click **Off**. • To generate the packaged reports as individual report files, click **On**.

5. After making your changes, in the **Main** ribbon tab, click **Save**.

   NOTE: The system will prompt you to save your settings as a new file. This allows you to create multiple setting versions, if needed.

6. In the **Save As** dialog, type a name for the file, and click **Save**.
7. When you are ready to process the report, in the **Main** ribbon tab, click **Publish > File Processing > Process File Multipass**. For more information, see Running file processing on an Axiom file.

Executive Monthly Package utility

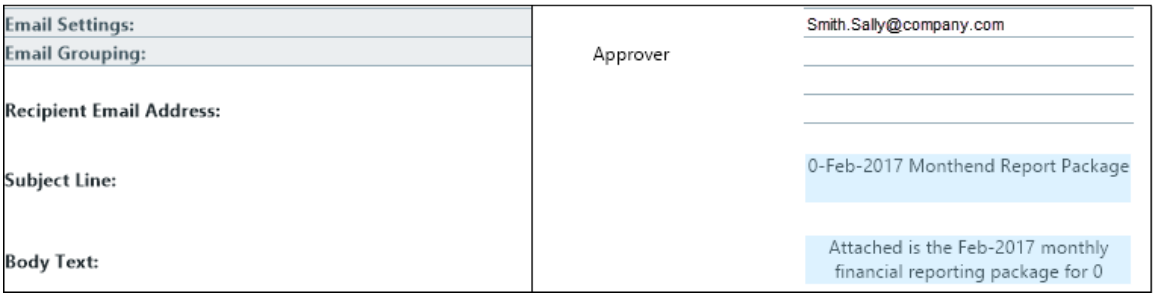
You can also process and distribute the report package directly from the Executive Monthly Package utility. This option is useful when generating one-off packages to just a few people or for someone wants a variant of the reporting package outside of your normal regularly scheduled process.

To process and distribute package reports using the Executive Monthly Package utility:

1. Open the Executive Monthly Package utility, and make any necessary report or variable configuration changes, including selecting the executive-level personnel to receive the report.
2. From the **Select How To Process the Files** drop-down, select one of the following:
   - To save the report, select **Save Files**. By default, the file saves to the following output folder: \Axiom\Reports Library\Management Reporting Utilities
   - To email the files, select **Email Files**. The report outputs to the recipient email addresses listed in the **Email Settings/Groupings** section of this report.

- To save and email the report, select **Save and Email files**.

3. If emailing the files, in the **Email Settings/Groupings** section, do the following:



Option	Description
Recipient Email Address	Displays the email addresses the report will be sent to. **NOTE:** Email addresses are derived from the security profile for the user.
Subject Line	Edit the content for the email subject line, as needed.
Body Text	Edit the content for the email body text, as needed.

4. When you are ready to process the report, in the **Main** ribbon tab, click **Publish > File Processing > Process File Multipass**. For more information, see Running file processing on an Axiom file.

Batch processing and Scheduler

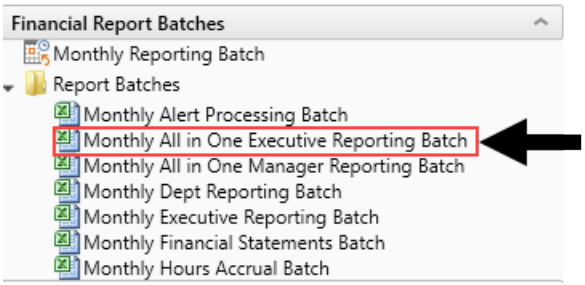
Another way to process the report package is to use a report batch control sheet, which allows you to process multiple reports simultaneously. The system comes preloaded with the Monthly All in One Executive Reporting Batch control sheet, which is pre-configured with the settings needed to run the Executive Monthly Package for both the VP-level and Director-level reports, but you can change these settings if needed. After you have set up the batch control sheet, you can then perform a file process.

TIP: To make generating the report package even easier, you can configure a Scheduler job to process the batch control sheet for a specific date and time. By default, the Monthly All in One Executive Reporting batch control sheet does not include the ExecutiveMonthlyPackage_FileCollect utility because not all organizations use file collect. However, you can also automate the process of distributing the report by adding the file collect utility to the batch control sheet.

To process and distribute package reports using batch processing and Scheduler:

1. Open the Executive Monthly Package utility, and make any necessary report or variable configuration changes.
2. To include the file collect in the batch control sheet, open the file collect utility, and make any necessary changes.

3. In the **Mgmt Admin** task pane, in the **Financial Reporting Batches** section, click **Report Batches**, and double-click **Monthly All in One Executive Reporting Batch**.



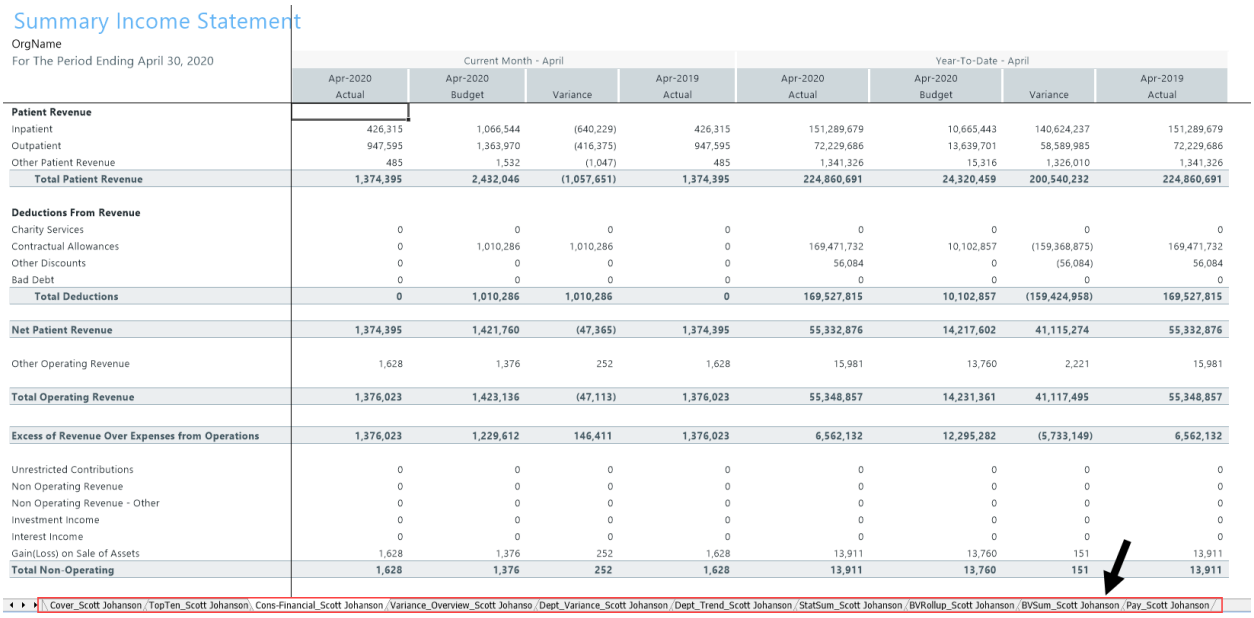
4. Update the batch control sheet, as needed, including adding the file collect utility location to generate multiple reports for multiple people. For more information, see the following:
    - For configuring the Batch tab, see Batch Control Sheet.
    - For an overview of file processing and how it works, see File processingFile Processing.
5. To process the batch, you can do one of the following:
    - In the batch control sheet, click **File Processing > Process File**.
    - Create a Scheduler job to process the report the package, if desired. For more information, see Batch processing using Scheduler.

Understanding the Department Monthly Package

To help speed up report processing and distribution, you can generate manager-level reports by using the Department Monthly Package, which combines all of the individual reports into one file. The Department Monthly Package allows management personnel to view department performance against a static or flexible budget and against prior year's performance and Enables one-stop shopping for the department manager by providing the department's overall performance as well as reports with the detail transactions that support the expenses on the Summary reports. Each tab in the workbook represents a different report.

The purpose of the this package is to understand financial performance and find opportunities for improvement where possible. In this section, we describe the financial review process in two steps and, in each section, provide an overview of the reports available in the Department Monthly Package to complete the analysis:

- Analysis of Monthly General Ledger (Account-level) data
- Additional Analysis of Labor (Salary Expenses and FTE amounts)



Summary Income Statement

OrgName

For The Period Ending April 30, 2020

	Current Month - April				Year-To-Date - April			
	Apr-2020 Actual	Apr-2020 Budget	Variance	Apr-2019 Actual	Apr-2020 Actual	Apr-2020 Budget	Variance	Apr-2019 Actual
Patient Revenue								
Inpatient	426,315	1,066,544	(640,229)	426,315	151,289,679	10,665,443	140,624,237	151,289,679
Outpatient	947,595	1,363,970	(416,375)	947,595	72,229,686	13,639,701	58,589,985	72,229,686
Other Patient Revenue	485	1,532	(1,047)	485	1,341,326	15,316	1,326,010	1,341,326
Total Patient Revenue	**1,374,395**	**2,432,046**	**(1,057,651)**	**1,374,395**	**224,860,691**	**24,320,459**	**200,540,232**	**224,860,691**
Deductions From Revenue								
Charity Services	0	0	0	0	0	0	0	0
Contractual Allowances	0	1,010,286	1,010,286	0	169,471,732	10,102,857	(159,368,875)	169,471,732
Other Discounts	0	0	0	0	56,084	0	(56,084)	56,084
Bad Debt	0	0	0	0	0	0	0	0
Total Deductions	**0**	**1,010,286**	**1,010,286**	**0**	**169,527,815**	**10,102,857**	**(159,424,958)**	**169,527,815**
Net Patient Revenue	**1,374,395**	**1,421,760**	**(47,365)**	**1,374,395**	**55,332,876**	**14,217,602**	**41,115,274**	**55,332,876**
Other Operating Revenue	1,628	1,376	252	1,628	15,981	13,760	2,221	15,981
Total Operating Revenue	**1,376,023**	**1,423,136**	**(47,113)**	**1,376,023**	**55,348,857**	**14,231,361**	**41,117,495**	**55,348,857**
Excess of Revenue Over Expenses from Operations	**1,376,023**	**1,229,612**	**146,411**	**1,376,023**	**6,562,132**	**12,295,282**	**(5,733,149)**	**6,562,132**
Unrestricted Contributions	0	0	0	0	0	0	0	0
Non Operating Revenue	0	0	0	0	0	0	0	0
Non Operating Revenue - Other	0	0	0	0	0	0	0	0
Investment Income	0	0	0	0	0	0	0	0
Interest Income	0	0	0	0	0	0	0	0
Gain(Loss) on Sale of Assets	1,628	1,376	252	1,628	13,911	13,760	151	13,911
Total Non-Operating	**1,628**	**1,376**	**252**	**1,628**	**13,911**	**13,760**	**151**	**13,911**

Cover_Scott Johanson | TopTen_Scott Johanson | Cons-Financial_Scott Johanson | Variance_Overview_Scott Johanso | Dept_Variance_Scott Johanson | Dept_Trend_Scott Johanson | StatSum_Scott Johanson | BVRollup_Scott Johanson | BVSum_Scott Johanson | Pay_Scott Johanson

You can then process and email the report to the appropriate management personnel and attach the report file or a link to a directory. You can run the report generation process manually or set up a Scheduler job to process the reports automatically at certain times of the month.

For descriptions of each report included in the Department Monthly Package, see Reports in the Department Monthly Package.

NOTE: Before running the report package, you may need to update the imported data used in the reports. For more information, see Preparing data for budget go-live .

Configuring the Department Monthly Package report

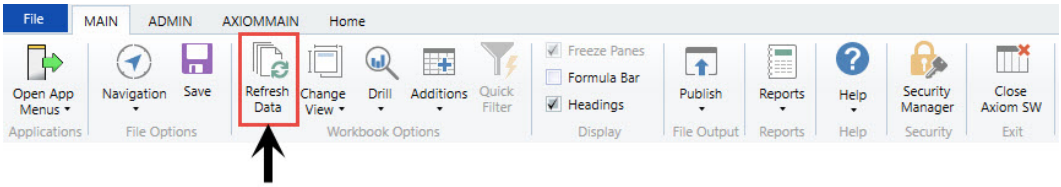
Use this utility to select and combine the multiple management reports into a single report, which you can then distribute multiple ways - including sending an email with the attached report or a link to the directory where the report is stored. For a description of each report included in this package, see Reports in the Department Monthly Package.

Before generating this report package, you may consider removing the reports from last month. For instructions, see Removing reporting source files.

To configure the Department Monthly Package report:

1. Navigate to one of the following:
    - In the **Mgmt Admin** task pane, in the **Management Reporting** section, click **Manager**, and double-click **Dept Monthly Package**.
    - In the **Mgmt Report** task pane, in the **Performance Reporting** section, click **Manager**, and double-click **Dept Monthly Package**.

2. Refresh the data by doing one of the following:
   - In the **Main** ribbon tab, click **Refresh Data**.



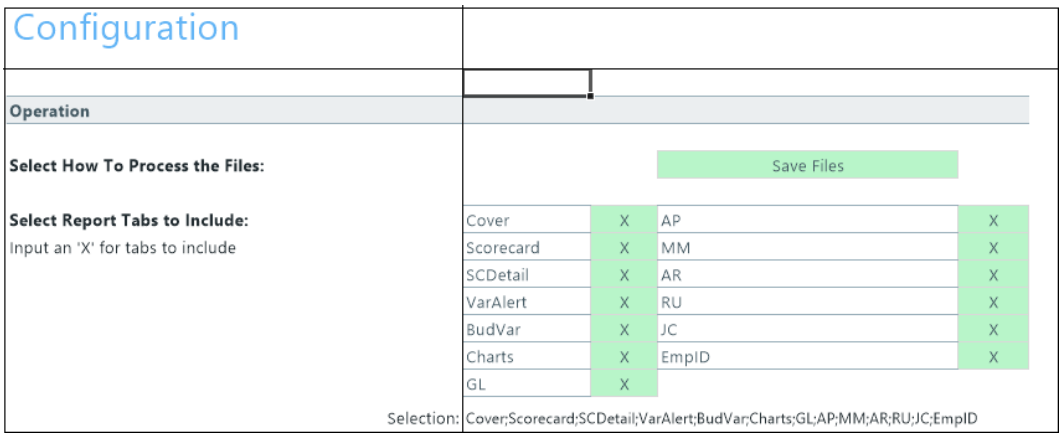
   - Press **F9**.

3. Complete the following refresh variables, and click **OK**:

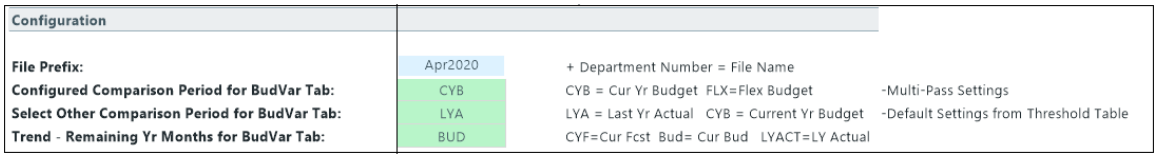
Option	Description
BudVar Report ONLY - Select Comparison Time Series	For comparing to actual amounts within the reports, select either **Budget** (Static Budget) or **Flex** (Flex Budget).
BudVar Report ONLY - Populate Remaining Months with...	To populate remaining months in your trend report, select **Budget** (Static Budget), **Current Year Forecast**, or **Last Year Actuals**(Flex Budget).
Choose Department Rollup	Select the department to include in the report.
Fiscal Year (optional)	Select the fiscal year to include in the report.
Fiscal Period (optional)	Select the month to include in the report (based on the year you selected in the Fiscal Year field).
Pay Period (optional)	Select the pay period to include in the report (based on the year you selected in the Fiscal Year field).

4. To specify the reports to output data in this batch report, do the following:
   - To output data for a report when processing, type an **X** in the cell next to the report name. By default, an X displays next to each report name.
   - To exclude a report from generating data when processing, clear the **X** from the cell.

> **IMPORTANT:** When you run the batch report on your screen, the system processes the data for the reports and displays each report as a tab—even those where you have removed the X. However, when you actually process the batch report, the system will not include any data in those reports where you have removed the X, though the tab still displays.



5. In the **Configuration** section, do the following:



Option	Description
File Prefix	Displays the year and month selected in the refresh variables selected in Step 3. You can edit this field, as needed. The prefix name is followed by the executive level and name. For example, Feb-2017SallyKlein.
Configured Comparison Period for BudVar Tab	Select one of the following: • Current Year Budget (CYB) • Flex Budget (FLX)
Select Other Comparison Period for BudVar Tab	Select one of the following: • Last Year Actuals (LYA) • Current Year Budget (CYB)
Trend - Remaining Yr Months for BudVar Tab	Select one of the following: • Current Year Forecast (CYF) • Current Budget (BUD) • Last Year Actuals (LYACT)

6. There are multiple ways to generate and distribute the report package, depending on your need. For more information and instructions, see Processing and distributing the Department Monthly Package report.

Processing and distributing the Department Monthly Package report

This topic covers the ways in which you can process and distribute the Department Monthly Package report to executive personnel. To configure the reports to include in the package and the reporting variables, see Configuring the Department Monthly Package report. The Department Monthly Package report may also be referred to as the Manager Monthly Report.

NOTE: Before processing this report package, you may consider removing the reports from last month. For instructions, see Removing reporting source files.

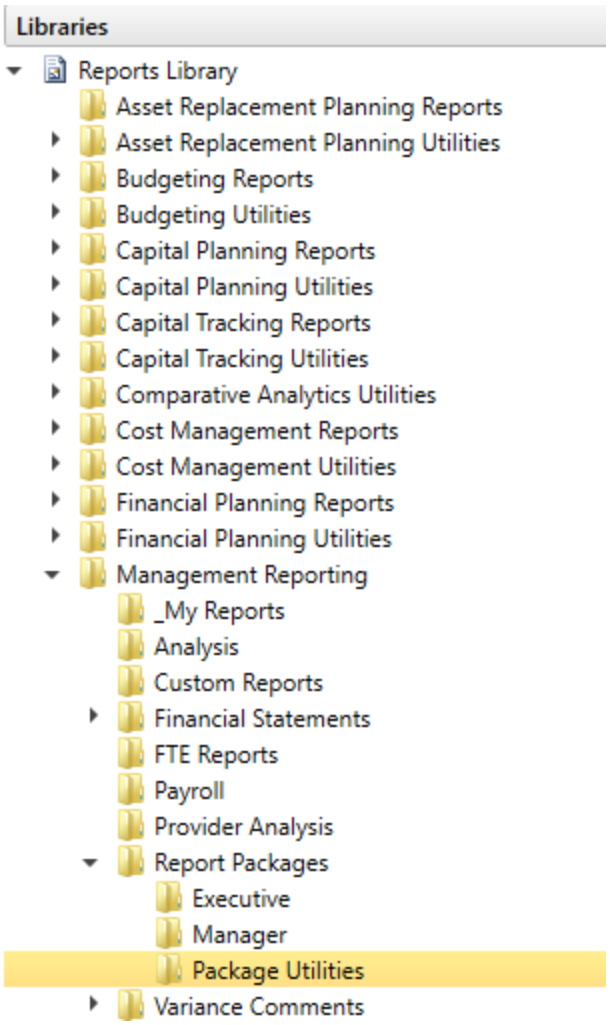
File collect

The DeptMonthlyPackage_FileCollect utility allows you to process and distribute multiple Department Monthly Package reports to multiple people using one tool. You can configure the file source and output settings and delivery method (email and/or save as a file to a directory location). If sending the report by email, you can configure the email subject line and body text, the recipient type, and file attachment options.

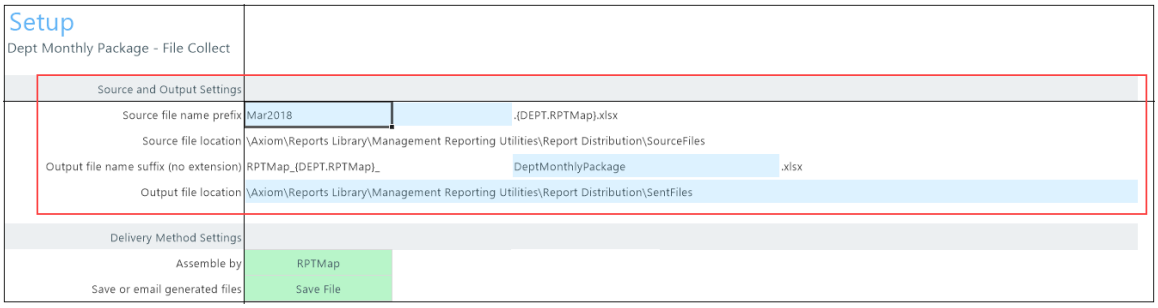
TIP: If you use file collect, you can add it to the Monthly All in One Manager Reporting batch control sheet, which allows you to automate the process of

To process and distribute package reports using the file collect:

1. From Axiom Explorer, in the **Libraries** section, click **Reports > Management Reporting > Report Packages > Package Utilities**, and double-click **DeptMonthlyPackage_FileCollect**.



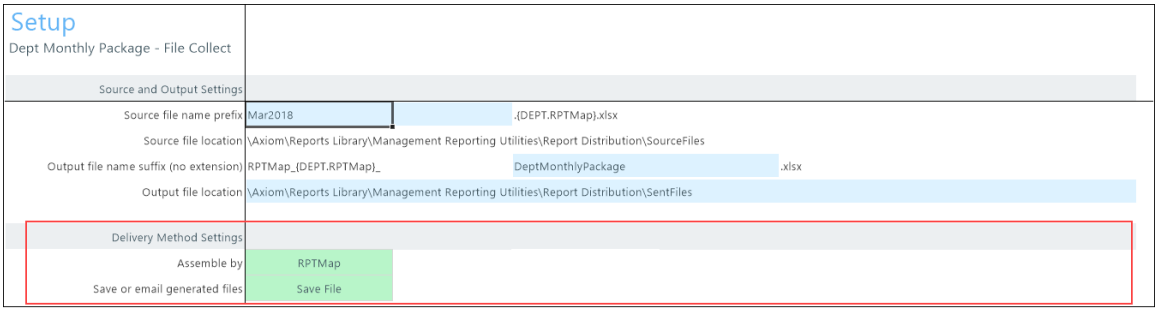
2. Complete the following options in the **Source and Output Settings** section:



Option	Description
Source file name prefix	Edit the source location, if needed.

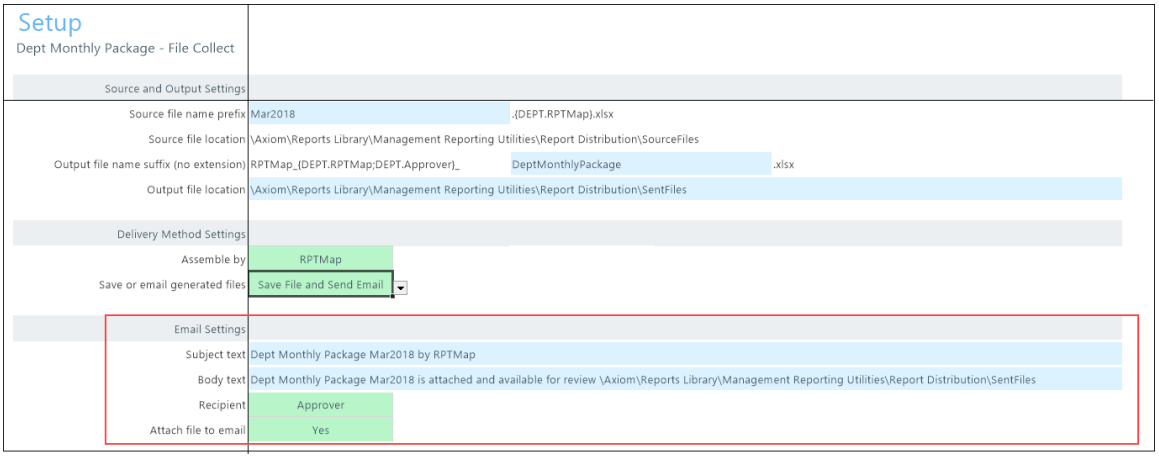
Option	Description
Output file name suffix (no extension)	Edit the file name for report.
Output file location	Enter the location in which to save the generated report file(s).

3. Complete the following options in the **Delivery Methods** section:



Option	Description
Assemble by	Select the management level in which to generate and distribute the report package.
Save or email generated files	Select one of the following: • To save the report file(s) to a directory, select **Save File**. • To include the report file(s) as attachment(s) or a link to a directory where the files are stored in an email, select **Email File**. • To save the report file(s) to a directory and send an email, select **Save File and Send Email**.

4. If you select email or save file and send email as the output option, complete the **Email Settings** section:



Option	Description
Subject text	Type the subject line text for the email.
Body text	Type the body text to include in the email.
Recipient	Select the recipient type in which to send the reports.
Attach file to email	Select one of the following: • To attach the report file(s) to the email, select **Yes**. • To include a link to the directory location for the report file instead of attaching a file, click **No**.
Attach each file separately	**NOTE:** This option does not display if you select the **Save File and Send Email** option in step 3. Select one of the following: • To include the packaged reports into a single report file with tabs for each report, click **Off**. • To generate the packaged reports as individual report files, click **On**.

5. After making your changes, in the **Main** ribbon tab, click **Save**.

   NOTE: The system will prompt you to save your settings as a new file. This allows you to create multiple setting versions, if needed.

6. In the **Save As** dialog, type a name for the file, and click **Save**.
7. When you are ready to process the report, in the **Main** ribbon tab, click **Publish > File Processing > Process File Multipass**. For more information, see Running file processing on an Axiom file.

Dept Monthly Package utility

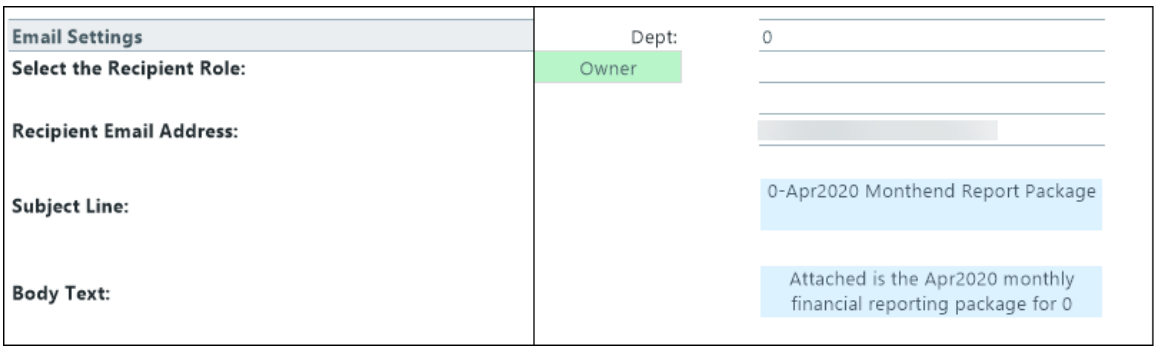
You can also process and distribute the report package directly from the Dept Monthly Package utility. This option is useful when generating one-off packages to just a few people or for someone wants a variant of the reporting package outside of your normal regularly scheduled process.

To process and distribute package reports using the Dept Monthly Package utility:

1. Open the Dept Monthly Package utility, and make any necessary report or variable configuration changes, including selecting the management-level personnel to receive the report.
2. From the **Select How To Process the Files** drop-down, select one of the following:
   - To save the report, select **Save Files**. By default, the file saves to the following output folder: \Axiom\Reports Library\Management Reporting Utilities

- To email the files, select **Email Files**. The report outputs to the recipient email addresses listed in the **Email Settings/Groupings** section of this report.
- To save and email the report, select **Save and Email files**.

3. If emailing the files, in the **Email Settings/Groupings** section, do the following:



Option	Description
Select the Recipient Role	Select the role type of the email recipient.
Recipient Email Address	Displays the email addresses the report will be sent to. **NOTE:** Email addresses are derived from the security profile for the user.
Subject Line	Edit the content for the email subject line, as needed.
Body Text	Edit the content for the email body text, as needed.

4. When you are ready to process the report, in the **Main** ribbon tab, click **Publish > File Processing > Process File Multipass**. For more information, see Running file processing on an Axiom file.

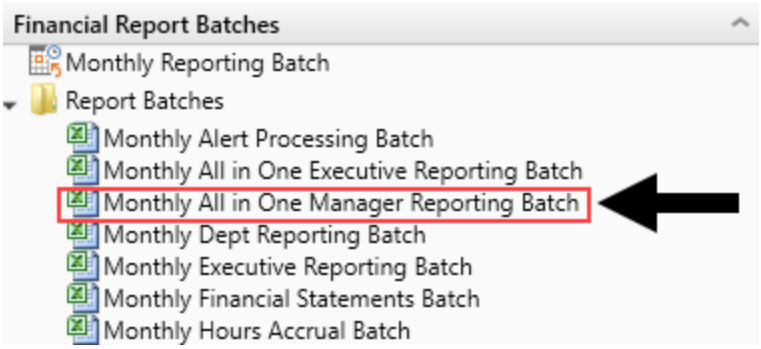
Batch processing and Scheduler

Another way to process the report package is to use a report batch control sheet, which allows you to process multiple reports simultaneously. The system comes preloaded with the Monthly All in One Manager Reporting Batch control sheet, which is pre-configured with the settings needed to run the Department Monthly Package for multiple management-level reports, but you can change these settings if needed. After you have set up the batch control sheet, you can then perform a file process.

TIP: To make generating the report package even easier, you can configure a Scheduler job to process the batch control sheet for a specific date and time. By default, the Monthly All in One Manager Reporting batch control sheet does not include the DeptMonthlyPackage_FileCollect utility because not all organizations use file collect. However, you can also automate the process of distributing the report by adding the file collect utility to the batch control sheet.

To process and distribute package reports using batch processing and Scheduler:

1. Open the Dept Monthly Package utility, and make any necessary report or variable configuration changes.
2. To include the file collect in the batch control sheet, open the file collect utility, and make any necessary changes.
3. In the **Mgmt Admin** task pane, in the **Financial Reporting Batches** section, click **Report Batches**, and double-click **Monthly All in One Executive Reporting Batch**.

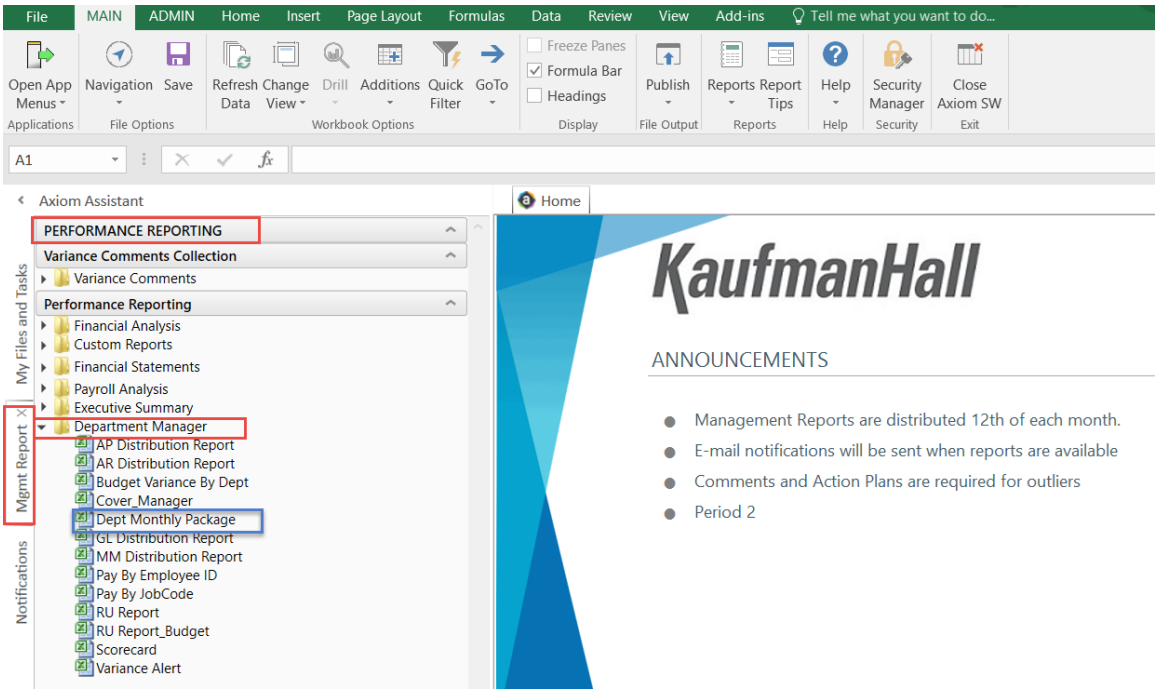


4. Update the batch control sheet, as needed, including adding the file collect utility location to generate multiple reports for multiple people. For more information, see the following:
   - For configuring the Batch tab, see Batch Control Sheet.
   - For an overview of file processing and how it works, see File Processing.
5. To process the batch, you can do one of the following:
   - In the batch control sheet, click **File Processing > Process File**.
   - Create a Scheduler job to process the report the package, if desired. For more information, see Batch processing using Scheduler.

Opening Manager reports

To open Manager reports:

1. In the **Main** ribbon tab, click **Open App Menus**, and click **Management Reporting**.
2. In the **Mgmt Report** task pane, click **Department Manager**:
   - Mgmt Report displays on the task bar tab to indicate that the Management Reporting task pane is open.
   - The term Performance Reporting is used synonymously with Management Reporting.
   - The task pane lists all of the reports listed within the Department Management folder.
   - The Dept Monthly Package includes each individual report as a tab for a selected department.
   - To open a report, double-click the report name.



Understanding financial performance

The purpose of the monthly financial package is to understand financial performance and find opportunities for improvement where possible. In this guide, we describe the financial review process in two steps and, in each section, provide an overview of the reports available in the Manager Monthly Report Package to complete the analysis:

- Analysis of Monthly General Ledger (Account-level) data
- Additional Analysis of Labor (Salary Expenses and FTE amounts)

Understanding Monthly Variance Analysis

Monthly Variance Analysis is focused on departmental volumes and all expenses. While this also includes Salary related expenses and FTEs, further analysis is often completed for these items by reviewing the bi-weekly the reports in the Labor Analysis section.

Steps and questions for reviewing monthly general ledger data:

1. Review monthly financial data for variances and determine cause of variances. Then, analyze whether variances will continue, could have been prevented, or were strategic (such as “bulk buy to reduce total costs”).
2. Review monthly financial data for positive and negative trends.

A focus on expense per unit (also known as per key statistic) values in volume-sensitive areas is particularly useful to determine if any expense variances are caused by a volume variance, a rate or cost variance, or related to efficiency. For example, if an expense line item is showing a variance and the actual expense per unit equals the budgeted expense per unit, this situation is considered a Volume variance. However, if the line item's actual expense per unit is higher than the budgeted expense per unit, volume cannot be the cause of the variance. In this case, you would determine the following:

- Is the price we are paying for the supply or service higher than budgeted causing a Rate variance? If so are there ways to lower the price? Or was this an unexpected cost increase that will cause a budget variance for the rest of the year?
- Are we using more of the supply or service on a per unit basis than planned causing an Efficiency variance, or
- Is there a combination of the circumstances above causing the variance to be attributed to both Rate and Efficiency?

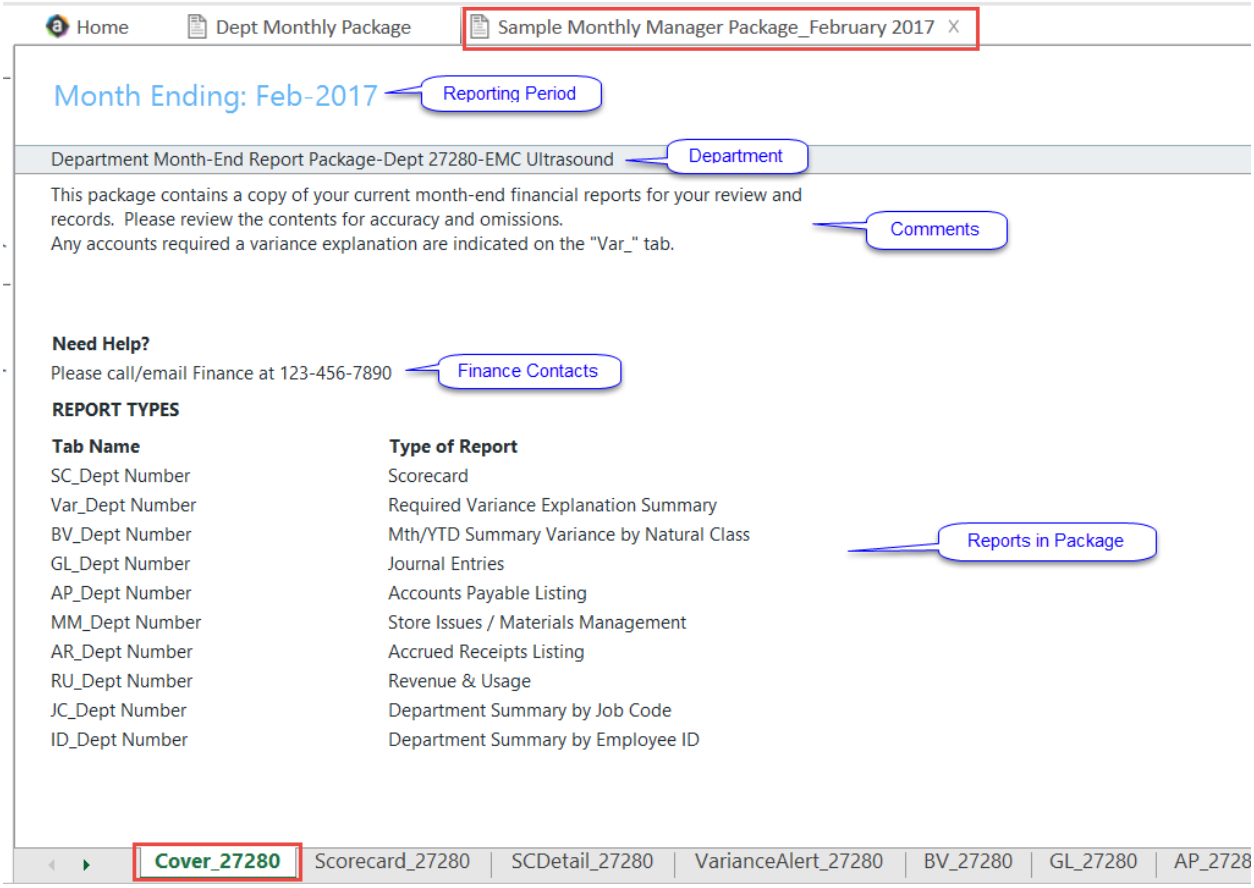
In each case, why is this occurring and can we get a lower price or use the resource more efficiently?

The following tools in the Manager Monthly Package can be used for this review:

Cover

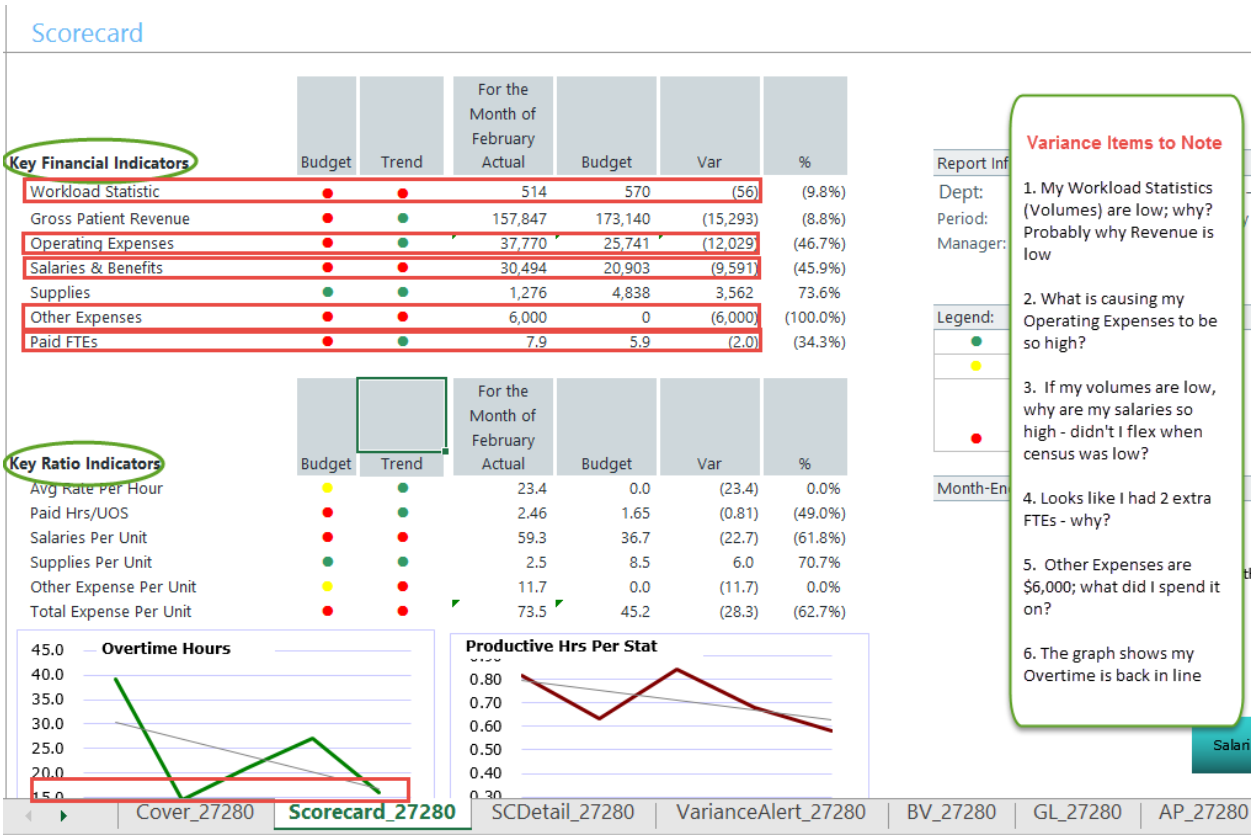
The Cover tab is the first sheet that displays within the Dept Monthly Package. It is also included as part of the Manager's month-end distributed package.

This sheet provides general information such as the current reporting period and type of information provided within each report.



Scorecard

The Scorecard report shows Key Financial and Ratio Indicators. It provides an overview of departmental performance, and highlights areas requiring further review.

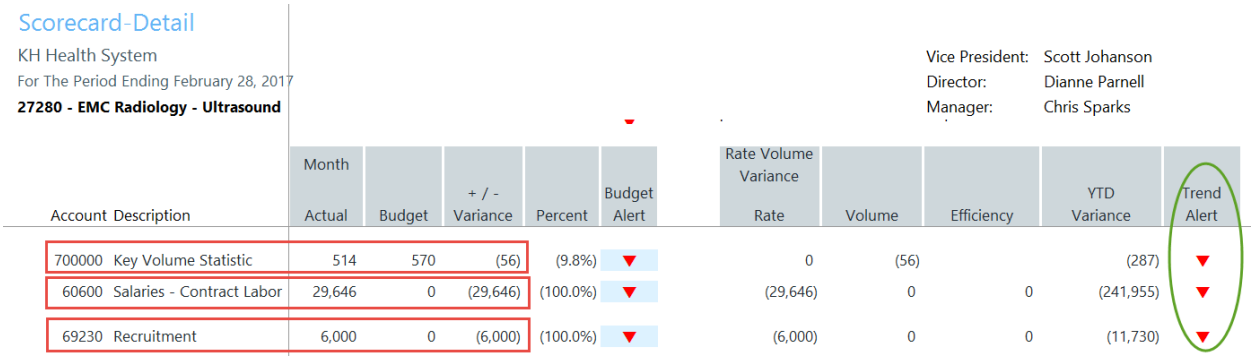


Scorecard Detail report (SCDetail)

The Scorecard Detail report (SCDetail) shows actual versus budget information and flags the areas requiring variance comment input explanations within the Axiom Variance Comments Collection module.

Note that some additional details can be derived from this report, we can now answer some of the questions posed within the **Variance Items to Note** box from the previous Scorecard section:

- Salaries are over due to Contract Labor; only benefits were budgeted in this department.
- In **Other Expenses**, the $6,000 unfavorable variance was spent on Recruitment.



Variance Alert report (VarAlert)

The Variance Alert (VarAlert) report provides the following:

- Variance by individual account lines provide further detail. If your organization uses the Variance Comments Collection (VCC) tool, this report highlights which accounts require a variance explanation entry.
- Displays any Variance Comments and Action Plans previously entered within the VCC tool.

Month-End Variance Alert Notification

KH Health System

For The Period Ending February 28, 2017

27280 - EMC Radiology - Ultrasound

The Following Dept | Accounts require comment responses for this past month.

Account	Description	Department	February Actual	Budget	+/- Budget Variance	Percent	Alert	Variance	Current Period Comments	Action Plan
Salary Expenses										
60100	Salaries - Regular	27280	14,524	15,423	899	5.8%	▲	18,506		
60110	Salaries - Overtime	27280	975	1,173	198	16.9%	▲	4,083		
60120	Salaries - Non-Productive	27280	1,182	1,713	531	31.0%	▲	(3,502)		
60600	Salaries - Contract Labor	27280	29,646	0	(29,646)	(100.0%)	▼	(241,955)		
61300	FICA - Social Security	27280	1,252	1,513	261	17.2%	▲	524		
61510	Employee Benefits - PDO	27280	848	20,903	20,055	95.9%	▲	6,025		
Other Operating Expense										
64100	Repairs	27280	0	548	548	100.0%	▲	(12,423)		
66200	Telephone	27280	42	4	(38)	(950.0%)	▼	(48)		
69230	Recruitment	27280	6,000	0	(6,000)	(100.0%)	▼	(11,730)		
69950	Rebates/Repayments	27280	(120)	0	120	100.0%	▲	2,158		

Budget Variance report (BudVar)

The Budget Variance report (BudVar) includes the following information:

- Key and supplemental statistics information
- Operating revenue and expenses
- Key per-unit calculations
- Staffing information

The Budget Variance Report is broken out into four sections:

- Income Statement Summary - Current Month and Year-to-Date
- Income Statement Account detail - Current Month and Year-to-Date
- Current Year Forecast Summary
- Current Year Forecast Account detail

If opened within the Axiom system, all four sections display on the same tab. If the report is delivered through email or saved on a network drive, the four sections may be presented on a single sheet or separated on four individual tabs.

Review the Summary Level information, then look to the detail for further explanation regarding variances. Determining the account numbers with variances will provide the link to the detailed information on the AP, AR, MM, etc. reports that support the expense. As in our example above, Salaries and Other Expenses resulted in a Red Flag Variance, specifically within accounts 60600 Salaries-Contract Labor and 69230-Recruitment.

The first section of the report contains Current Month and Year to Date information at a Summary level.

Monthly Departmental Budget Variance Report

KH Health System

For The Period Ending February 28, 2017

27280 - EMC Radiology - Ultrasound

Dianne Parnell
Chris Sparks

Current View: Default — **Current Month - February**

Account Number	Account Description	Feb-2017 Actual	Actual Per Unit	Feb-2017 Flex Budget	Flex Budget Per Unit	Variance	Feb-2017 Budget
	Department Volumes						
110	IP Procedures	274		274		0	256
210	OP Procedures	240		240		0	314
	Total Volume	514		514		0	570
	Revenue						
	Inpatient Revenue	70,781	258.32	80,575	294.07	(9,794)	75,282
	Other Patient Revenue	0	0.00	173	0.34	(173)	226
	Total Revenues	**34,176**	**66.49**	**155,371**	**302.28**	**(121,195)**	**173,140**
	Operating Expenses						
	Salaries & Wages	16,680	32.45	16,960	33.00	280	18,309
	Contract Labor	29,646	57.68	0	0.00	(29,646)	0
	Employee Benefits	3,389	6.59	23,374	45.47	19,985	23,374
	Medical Supplies	1,440	2.80	4,485	8.73	3,045	4,842
	Other Supplies	661	1.29	702	1.37	41	758
	Lease and Rental	7,090	13.79	7,090	13.79	0	7,090
	Other Expenses	5,880	11.44	0	0.00	(5,880)	0
	Total Operating Expenses	65,248	126.94	53,583	104.25	(11,665)	55,345

Current View: Default — **Year To Date - February**

Account Description	Feb-2017 Actual	Feb-2017 Flex Budget	Variance	Annual Budget
Department Volumes				
IP Procedures	2,100	2,100	0	2,987
OP Procedures	1,762	1,762	0	3,435
Total Volume	3,862	3,862	0	6,422
Revenue				
Inpatient Revenue	558,716	587,933	(29,217)	848,164
Other Patient Revenue	440	1,326	(886)	2,544
Total Revenues	**226,631**	**1,162,368**	**(935,736)**	**1,950,673**
Operating Expenses				
Salaries & Wages	128,604	140,197	11,593	222,755
Contract Labor	241,955	0	(241,955)	0
Employee Benefits	19,170	23,111	3,941	19,643
Medical Supplies	13,486	33,422	19,936	54,564
Other Supplies	5,035	5,233	198	8,543
Lease and Rental	56,719	56,720	1	85,080
Other Expenses	10,578	0	(10,578)	0
Total Operating Expenses	497,591	266,456	(231,135)	401,825

Below the first section is Current Month and Year to Date information, detailed by Account Number.

Monthly Departmental Budget Variance Report

KH Health System

For The Period Ending February 28, 2017

27280 - EMC Radiology - Ultrasound

Dianne Parnell
Chris Sparks

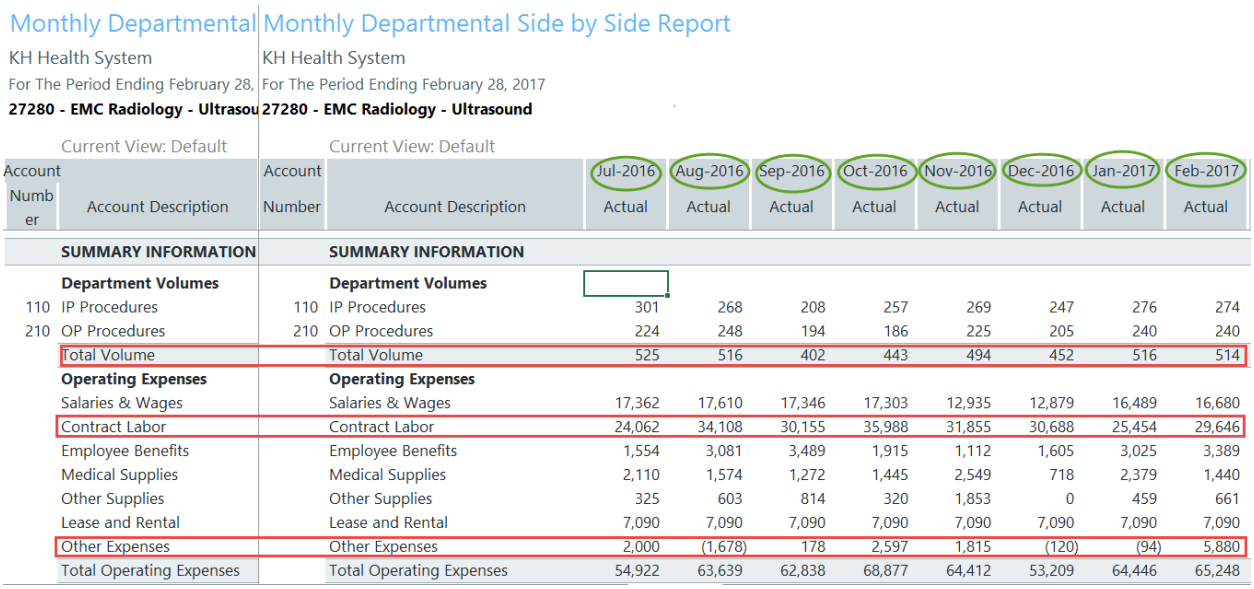
Current View: Default — **Current Month - February**

Account Number	Account Description	Feb-2017 Actual	Actual Per Unit	Feb-2017 Flex Budget	Flex Budget Per Unit	Variance	Feb-2017 Budget
	DETAIL INFORMATION						
	***** Expenses *****						
60100	Salaries - Regular	14,524	28.26	14,287	27.79	(237)	15,423
60110	Salaries - Overtime	975	1.90	1,087	2.11	112	1,173
60120	Salaries - Non-Productive	1,182	2.30	1,587	3.09	405	1,713
	Total Salaries & Wages	16,680	32.45	16,960	33.00	280	18,309
60600	Salaries - Contract Labor	29,646	57.68	0	0.00	(29,646)	0
	Total Contract Labor	29,646	57.68	0	0.00	(29,646)	0
69100	Travel - General	0	0.00	0	0.00	0	0
69230	Recruitment	6,000	11.67	0	0.00	(6,000)	0
69900	Miscellaneous	0	0.00	0	0.00	0	0
69950	Rebates/Repayments	(120)	(0.23)	0	0.00	120	0
	Total Other Expenses	5,880	11.44	0	0.00	(5,880)	0
	Total Operating Expenses	**65,248**	**126.94**	**53,583**	**104.25**	**(11,665)**	**55,345**

Current View: Default — **Year To Date - February**

Account Description	Feb-2017 Actual	Feb-2017 Flex Budget	Variance	Annual Budget
DETAIL INFORMATION				
***** Expenses *****				
Salaries - Regular	105,901	118,095	12,194	187,638
Salaries - Overtime	5,376	8,979	3,603	14,266
Salaries - Non-Productive	17,326	13,123	(4,204)	20,851
Total Salaries & Wages	128,604	140,197	11,593	222,755
Salaries - Contract Labor	241,955	0	(241,955)	0
Total Contract Labor	241,955	0	(241,955)	0
Travel - General	26	0	(26)	0
Recruitment	11,730	0	(11,730)	0
Miscellaneous	980	0	(980)	0
Rebates/Repayments	(2,158)	0	2,158	0
Total Other Expenses	10,578	0	(10,578)	0
Total Operating Expen:	**497,591**	**266,456**	**(231,135)**	**401,825**

To the right of the first section is Monthly Trend information at a Summary Level.



Monthly Departmental | Monthly Departmental Side by Side Report

KH Health System | KH Health System

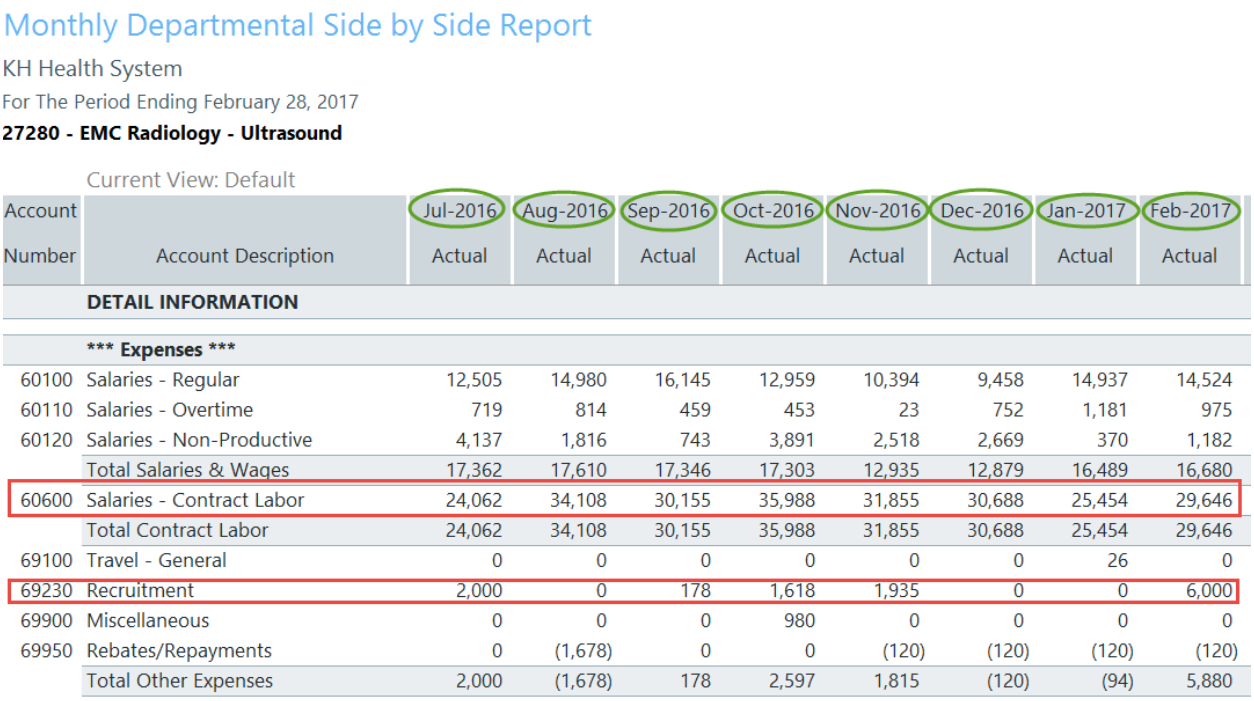
For The Period Ending February 28, | For The Period Ending February 28, 2017

27280 - EMC Radiology - Ultrasou | 27280 - EMC Radiology - Ultrasound

Current View: Default | Current View: Default

Account Number	Account Description	Account Number	Account Description	Jul-2016 Actual	Aug-2016 Actual	Sep-2016 Actual	Oct-2016 Actual	Nov-2016 Actual	Dec-2016 Actual	Jan-2017 Actual	Feb-2017 Actual
	SUMMARY INFORMATION		**SUMMARY INFORMATION**								
	Department Volumes		**Department Volumes**								
110	IP Procedures	110	IP Procedures	301	268	208	257	269	247	276	274
210	OP Procedures	210	OP Procedures	224	248	194	186	225	205	240	240
	Total Volume		Total Volume	525	516	402	443	494	452	516	514
	Operating Expenses		**Operating Expenses**								
	Salaries & Wages		Salaries & Wages	17,362	17,610	17,346	17,303	12,935	12,879	16,489	16,680
	Contract Labor		Contract Labor	24,062	34,108	30,155	35,988	31,855	30,688	25,454	29,646
	Employee Benefits		Employee Benefits	1,554	3,081	3,489	1,915	1,112	1,605	3,025	3,389
	Medical Supplies		Medical Supplies	2,110	1,574	1,272	1,445	2,549	718	2,379	1,440
	Other Supplies		Other Supplies	325	603	814	320	1,853	0	459	661
	Lease and Rental		Lease and Rental	7,090	7,090	7,090	7,090	7,090	7,090	7,090	7,090
	Other Expenses		Other Expenses	2,000	(1,678)	178	2,597	1,815	(120)	(94)	5,880
	Total Operating Expenses		Total Operating Expenses	54,922	63,639	62,838	68,877	64,412	53,209	64,446	65,248

To the right of the Detail for Current and Year to Date is Monthly Trend information by Account Number.



Monthly Departmental Side by Side Report

KH Health System

For The Period Ending February 28, 2017

27280 - EMC Radiology - Ultrasound

Current View: Default

Account Number	Account Description	Jul-2016 Actual	Aug-2016 Actual	Sep-2016 Actual	Oct-2016 Actual	Nov-2016 Actual	Dec-2016 Actual	Jan-2017 Actual	Feb-2017 Actual
	DETAIL INFORMATION								
	***** Expenses *****								
60100	Salaries - Regular	12,505	14,980	16,145	12,959	10,394	9,458	14,937	14,524
60110	Salaries - Overtime	719	814	459	453	23	752	1,181	975
60120	Salaries - Non-Productive	4,137	1,816	743	3,891	2,518	2,669	370	1,182
	Total Salaries & Wages	17,362	17,610	17,346	17,303	12,935	12,879	16,489	16,680
60600	Salaries - Contract Labor	24,062	34,108	30,155	35,988	31,855	30,688	25,454	29,646
	Total Contract Labor	24,062	34,108	30,155	35,988	31,855	30,688	25,454	29,646
69100	Travel - General	0	0	0	0	0	0	26	0
69230	Recruitment	2,000	0	178	1,618	1,935	0	0	6,000
69900	Miscellaneous	0	0	0	980	0	0	0	0
69950	Rebates/Repayments	0	(1,678)	0	0	(120)	(120)	(120)	(120)
	Total Other Expenses	2,000	(1,678)	178	2,597	1,815	(120)	(94)	5,880

Charts

The Charts report provides an overview of comparative trends across periods for Volume, Total Expense per unit, Worked Hours per unit, and Salary Expense per unit.

Similar to the Scorecard, this report can be used to review performance trends that may require further research.

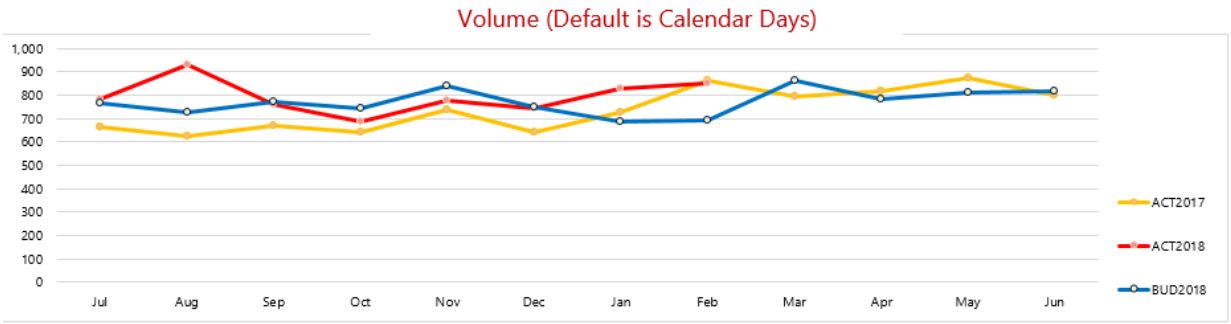
- **Volume chart** - Compares the department's key statistic amounts by month for current year actual, current year budget, and last year actual
- **Total Expense Per Unit chart** - Compares the department's total expense per key statistic amounts by month for current year actual, current year budget, last year actual, and current year flex budget (if used)
- **Worked Hours Per Unit chart** - Compares the department's total worked (productive) hours per key statistic amounts by month for current year actual, current year budget, last year actual, and current year flex budget (if used)
- **Salary Expense Per Unit chart** - Compares the department's total salary expense per key statistic amounts by month for current year actual, current year budget, last year actual, and current year flex budget (if used)

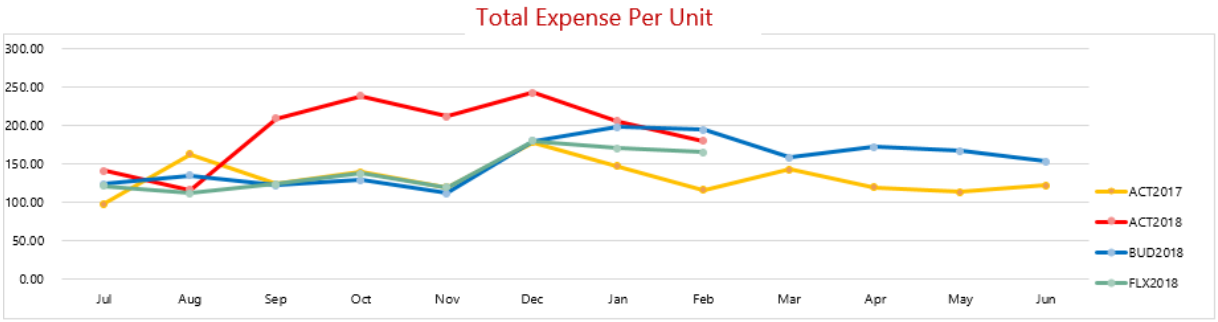
For example, when reviewing the Volume and Total Expense Per Unit charts within the screen shot below, you will notice the following:

- The department's current year actual key statistic volume represented by the red line has been moving in a positive direction since December, and is above the current year budget's blue line and is equal to last year actual's yellow line for the current month of February.
- The department's actual total expenses per unit (key statistic volume) represented by the red line is moving in the right direction with the downward trend since December. For the current month of February the actual is slightly below the current year static budget's blue line, and slightly above the current year flex budget's green line.

These trends provide a couple of positive observations for the current month of February—departmental volume is above budget expectations, and total expenses per key stat are below the static budget and in line with the flex budget. The details behind these trends can be explained by reviewing the pertinent reports within this package.

27200 - EMC Radiology - MRI (JobCode)





General Ledger report (GL)

The General Ledger report (GL) contains every transaction that makes up the total dollar amount for each expense account. This report, combined with the AP, MM, and AR reports described below, helps you understand the nature of the expenses. In other words, they help you recall items purchased or services utilized for each account.

The standard JE Source codes of each GL transaction are categorized as follows (individual company source codes may vary slightly):

- Salaries and wages come from the payroll source system and usually have a PR in the JE Source. To ensure the JE Salary dollars are in line with FTE amounts, the JC and EmpID tabs included in the reporting package allow you to review payroll hours by Jobcode and individual Employee.
- Invoices have a JE Source of **AP** or accounts payable if the invoice has already been processed for payment, click the AP tab.
- Invoices have a JE Source of **AR** or accrued receipts for purchase order acquisitions that have been received but have not been invoiced. For further detail of an AR expense, click the AR tab.
- Inventory items coming from supply chain or your materials management department customarily have a **MM** in the JE Source. For further detail of an MM expense, click the MM tab.

- A journal entry or **JE** code are expenses processed by the Accounting department. An example of a JE item would be an annual prepaid subscription. Even though the invoice for the subscription was paid in full with a single payment to the vendor, Accounting would hold the total amount and book one month's worth of the expense to your department for each of the 12 months covered under the subscription. For further details related to JE expense transactions, please contact your assigned Finance representative.



GL Detail Listing

KH Health System

For The Period Ending February 28, 2017

27280 - EMC Radiology - Ultrasound

Acct	JE Source	JE Number	Description	JE Date	Amount
Salaries - Regular					
60100	PR	5275	PPE 2/19/16	02/07/17	8,590.61
Salaries - Contract Labor					
60600	AP	5896	Accounts Payable	02/28/17	29,645.96
Supplies - General					
62100	MM	6273	Materials Management	02/28/17	266.10
62100	AR	6875	Accrued Receipts	02/26/17	395.36
Recruitment					
69230	AP	5896	Accounts Payable	02/28/17	6,000.00
Equip Rent - Intercompany					
71110	JE	5222	JE-Interco Rent-Eq	02/06/17	(367.80)
71110	JE	6133	JE-Interco Rent-Eq	03/06/17	441.36

Accounts Payable Distribution report (AP)

The Accounts Payable Distribution report (AP) comes directly from the Accounts Payable Source System and provides individual invoice information for purchases made including Description, Vendor Name, PO Number, and Amount.

AP Detail Listing

KH Health System

For The Period Ending February 28, 2017

27280 - EMC Radiology - Ultrasound

Acct	Vendor	Vendor Name	PO Number	Item Description	Invoice #	Invoice Date	Check #	Check Date	Amount
60600	10400	AUREUS RADIOLOGY LLC	M01701	Imaging Services	144781	01/10/17	35715	02/09/17	2,285.85
60600	10133	HEALTH EDUCATION CENTER LTD	KPrather	47468 KPrather	47468	01/14/17	35716	02/13/17	3,816.12
60600	10133	HEALTH EDUCATION CENTER LTD	KPrather	47674 KPrather	47674	01/23/17	35718	02/22/17	3,948.18
60600	10133	HEALTH EDUCATION CENTER LTD	KPrather	47867 KPrather	47867	01/28/17	35720	02/27/17	3,525.59
60600	10133	HEALTH EDUCATION CENTER LTD	KPrather	48063 KPrather	48063	02/04/17	35722	03/06/17	2,662.61
60600	10133	HEALTH EDUCATION CENTER LTD	KPrather	48063 KPrather	48063	02/04/17	35723	03/06/17	848.71
60600	10133	HEALTH EDUCATION CENTER LTD	KPrather	48063 KPrather	48063	02/04/17	35724	03/06/17	78.16
60600	10400	AUREUS RADIOLOGY LLC	M01701	Imaging Services	145608	01/14/17	35717	02/13/17	2,832.61
60600	10400	AUREUS RADIOLOGY LLC	M01701	146357 M01701	146357	01/23/17	35719	02/22/17	3,086.41
60600	10400	AUREUS RADIOLOGY LLC	M01701	147312 M01701	147312	01/28/17	35721	02/27/17	3,403.32
60600	10400	AUREUS RADIOLOGY LLC	M01701	148263 M01701	148263	02/04/17	35725	03/06/17	2,949.48
60600	10400	AUREUS RADIOLOGY LLC	M01701	148263 M01701	148263	02/04/17	35726	03/06/17	143.99
60600	10400	AUREUS RADIOLOGY LLC	M01701	148263 M01701	148263	02/04/17	35727	03/06/17	64.93
Total 60600 Salaries - Contract Labor									29,645.96
69230	10266	AMER EXPRESS		3782921723510	37829217235	01/23/17	35761	02/22/17	2,898.42
69230	18711	RITT HAWKINS & ASSOCIATES INC		127195	127195	01/17/17	35760	02/16/17	3,101.58
Total 69230 Recruitment									6,000.00

AP transactions may include links to supporting documentation. In the **Link to Image** column, click the folder to open the document image.

AP Detail

For The Period Er

26610 - EMC 6A

Acct	PO Number	Item Description	Invoice Number	Invoice Date	Check Number	Check Date	Amount	Link to Image
61200							496.00	
61200							483.00	
61200							241.00	
61200							158.00	
61200							496.00	
61200							156.00	

Materials Management Distribution report (MM)

The Materials Management Distribution report (MM) comes directly from the inventory system (store room) and provides transaction detail items pulled from inventory including Item Description, Quantity, and Amount.

MM Detail Listing

KH Health System

For The Period Ending February 28, 2017

27280 - EMC Radiology - Ultrasound

Acct	Item Number	Item Description	Location	Unit of	Unit Price	Quantity	Amount
62100	5728	Highlighters, Yellow	Stores	BX	2.57	4	10.29
62100	5729	Post-it Notes, Multicolor	Stores	BX	1.42	1	1.42
62100	5730	Paper 8x10	Stores	RM	5.00	25	124.96
62100	5731	Paper 4x6	Stores	RM	4.46	1	4.46
62100	5732	Folders, 3 tab	Stores	BX	4.17	30	124.96
Total 62100 Supplies - General							266.10
62130	5737	Tray, Plastic	Stores	EA	2.41	10	24.12
Total 62130 Supplies - Med Surg Nonbillable							24.12
62140	5740	Electrode Diaphoretic 3S	Stores	ST	0.26	1	0.26
62140	5741	Cup Medicine 1 oz.	Stores	TB	0.56	13	7.31
62140	5742	Syringe 3CC Ll	Stores	BX	3.60	22	79.20
62140	5743	Alcohol Prep Pads 2 Ply Med	Stores	BX	1.37	3	4.10
62140	5744	IV Tubing Primary 100 Inch Y	Stores	EA	2.27	26	58.99

Accounts Receipts Distribution report (AR)

The Accrued Receipts Distribution report (AR) comes directly from the purchasing system and provides purchase order detail. Items on this report have been received in your purchasing system, however, your organization has not received an invoice for the purchases. Information provided on this report includes Vendor Name, PO Number, Item Description, Invoice Number, and Amount.

AP Detail Listing

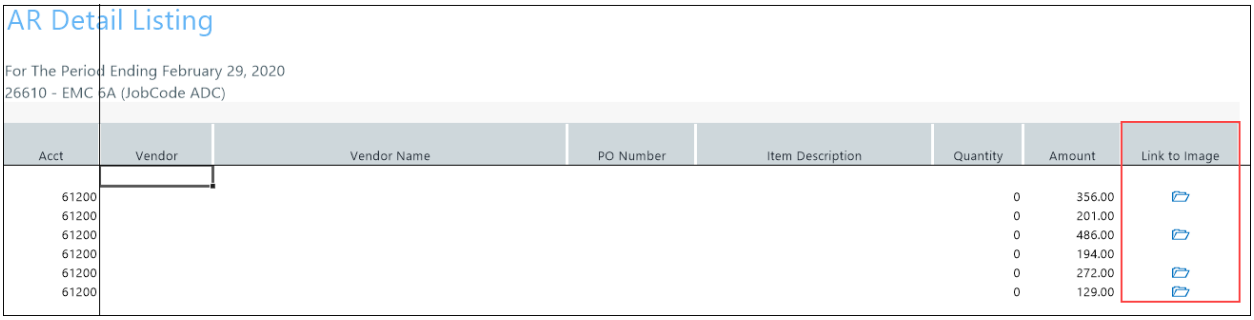
KH Health System

For The Period Ending February 28, 2017

27280 - EMC Radiology - Ultrasound

Acct	Vendor	Vendor Name	PO Number	Item Description	Invoice #	Invoice Date	Check #	Check Date	Amount
60600	10400	AUREUS RADIOLOGY LLC	M01701	Imaging Services	144781	01/10/17	35715	02/09/17	2,285.85
60600	10133	HEALTH EDUCATION CENTER LTD	KPrather	47468 KPrather	47468	01/14/17	35716	02/13/17	3,816.12
60600	10133	HEALTH EDUCATION CENTER LTD	KPrather	47674 KPrather	47674	01/23/17	35718	02/22/17	3,948.18
60600	10133	HEALTH EDUCATION CENTER LTD	KPrather	47867 KPrather	47867	01/28/17	35720	02/27/17	3,525.59
60600	10133	HEALTH EDUCATION CENTER LTD	KPrather	48063 KPrather	48063	02/04/17	35722	03/06/17	2,662.61
60600	10133	HEALTH EDUCATION CENTER LTD	KPrather	48063 KPrather	48063	02/04/17	35723	03/06/17	848.71
60600	10133	HEALTH EDUCATION CENTER LTD	KPrather	48063 KPrather	48063	02/04/17	35724	03/06/17	78.16
60600	10400	AUREUS RADIOLOGY LLC	M01701	Imaging Services	145608	01/14/17	35717	02/13/17	2,832.61
60600	10400	AUREUS RADIOLOGY LLC	M01701	146357 M01701	146357	01/23/17	35719	02/22/17	3,086.41
60600	10400	AUREUS RADIOLOGY LLC	M01701	147312 M01701	147312	01/28/17	35721	02/27/17	3,403.32
60600	10400	AUREUS RADIOLOGY LLC	M01701	148263 M01701	148263	02/04/17	35725	03/06/17	2,949.48
60600	10400	AUREUS RADIOLOGY LLC	M01701	148263 M01701	148263	02/04/17	35726	03/06/17	143.99
60600	10400	AUREUS RADIOLOGY LLC	M01701	148263 M01701	148263	02/04/17	35727	03/06/17	64.93
Total 60600 Salaries - Contract Labor									29,645.96
69230	10266	AMER EXPRESS		3782921723510	37829217235	01/23/17	35761	02/22/17	2,898.42
69230	18711	RITT HAWKINS & ASSOCIATES INC		127195	127195	01/17/17	35760	02/16/17	3,101.58
Total 69230 Recruitment									6,000.00

AR transactions may include links to supporting documentation. In the **Link to Image** column, click the folder to open the document image.



Labor Analysis

Labor is typically the largest expense in healthcare organizations and thus a key component to understanding and potentially improving your department's financial performance.

Steps and questions for reviewing labor (salaries and hours) data:

1. In the previous section you may have identified variances in salary and/or hours at a general ledger account level. The expense per unit data on those reports would let you know if the variance is related to volume. If not volume, more detail is helpful in determining whether the cause is efficiency (using more labor hours than budgeted) or rate (paying more labor dollars per unit). If the variance is due to paying more labor dollars per unit, the cause could be an issue related to:
    - **Staffing Mix** where higher paid positions are used more than the budgeted profile (an unplanned higher use of RNs instead of LPNs); or
    - **Salary Rates** where the individuals within the budgeted positions earning more dollars per hour than planned.
2. Review payroll data to identify variances, their causes and trend data. Useful questions include:

    Overtime:

    - Is overtime usage value-added or resulting from undisciplined employee clocking habits?
    - Is overtime usage approved?
    - Is overtime the most efficient way to leverage departmental staff vs. float employees, or could a different staffing mix be used (are there other staff members available for scheduling who would not incur overtime in given period)?

    Productivity:

    - Are productive hours per unit consistent with budget? If not, what is cause? Are there opportunities to flex or increase/decrease staffing with an increase/decrease in departmental volumes?
    - Are salary rates per productive hour consistent with budget? If not, is staffing mix a factor

(using more high cost positions than lower cost)?

Use the following reports in the Manager Monthly Package to complete the Labor Analysis:

Pay by Employee ID report (EmpID)

The Pay by Employee ID (EmpID) report contains Hour and FTE information by individual Employee , including recent individual pay periods and year-to-date.

Hours are categorized by Productive, Overtime, and Non Productive categories.

Dept Payroll Summary - By Employee ID

KH Health System

For The Period Ending February 28, 2017

27280 - EMC Radiology - Ultrasound

			Pay Period Ending:	12/03/15	12/17/15	12/31/15	01/14/16	01/28/16	02/11/16	02/25/16	FY 2017
Job Code	Description	Employee ID	Employee Name	PP-12 Hours	PP-13 Hours	PP-14 Hours	PP-15 Hours	PP-16 Hours	PP-17 Hours	PP-18 Hours	YTD-Actual Hours
J00688	Diagnostic Medical Sonographe	24545	Sellars, Tanya M.	0	0	0	30	45	44	44	725
J00498	Record Clerk	25695	Norwood, Stacey	75	59	70	54	77	68	68	1,164
J00688	Diagnostic Medical Sonographe	25841	Smith, Tambra	78	78	70	70	64	68	68	1,249
J00688	Diagnostic Medical Sonographe	26515	Cornelius, Rosa	54	24	47	55	48	56	56	841
J00688	Diagnostic Medical Sonographe	27179	Waggoner, Aisher	65	69	70	80	64	72	72	1,171
			Total - Productive Hours (	272	229	257	288	299	308	308	5,150
			Total FTEs-Productive	**3.40**	**2.86**	**3.21**	**3.60**	**3.73**	**3.85**	**3.85**	**3.58**
J00688	Diagnostic Medical Sonographe	24545	Sellars, Tanya M.	0	0	0	0	0	0	0	9
J00498	Record Clerk	25695	Norwood, Stacey	1	0	0	0	1	0	0	10
J00688	Diagnostic Medical Sonographe	25841	Smith, Tambra	0	5	22	22	16	25	25	250
J00688	Diagnostic Medical Sonographe	26515	Cornelius, Rosa	6	2	0	0	0	2	2	65
J00688	Diagnostic Medical Sonographe	27179	Waggoner, Aisher	0	10	19	1	16	0	0	118
			Total - Overtime Hours	7	17	40	22	32	27	27	452
			Total FTEs-Overtime	**0.08**	**0.21**	**0.50**	**0.28**	**0.41**	**0.33**	**0.33**	**0.31**
			Total FTEs-Worked	**3.49**	**3.08**	**3.71**	**3.88**	**4.14**	**4.18**	**4.19**	**3.89**
J00688	Diagnostic Medical Sonographe	24545	Sellars, Tanya M.	0	0	0	0	0	0	0	173

Pay by Job Code (JC) report

The Pay by Job Code (JC) report contains Hour and FTE information by individual Jobcode , including recent individual pay periods and year-to-date.

Hours are categorized by Productive, Overtime, and Non Productive categories.

Department Payroll Summary - By Job Code

KH Health System

For The Period Ending February 28, 2017

27280 - EMC Radiology - Ultrasound

	Pay Period Ending:	12/03/16	12/17/16	12/31/16	01/14/17	01/28/17	02/11/17	02/25/17	FY 2017	FY 2017
Job Code	Description	PP-12 Hours	PP-13 Hours	PP-14 Hours	PP-15 Hours	PP-16 Hours	PP-17 Hours	PP-18 Hours	YTD-Actual Hours	YTD-Budget Hours
J00498	Record Clerk	75	59	70	54	77	68	68	1,164	1,163
J00688	Diagnostic Medical Sonographer	197	170	187	235	221	240	240	3,986	5,387
	Total - Productive Hours (excluding OT)	272	229	257	288	299	308	308	5,150	6,550
	Total FTEs-Productive (excluding OT)	**3.40**	**2.86**	**3.21**	**3.60**	**3.73**	**3.85**	**3.85**	**3.58**	**4.55**
J00498	Record Clerk	1	0	0	0	1	0	0	10	10
J00688	Diagnostic Medical Sonographer	6	17	40	22	32	27	27	442	580
	Total - Overtime Hours	7	17	40	22	32	27	27	452	590
	Total FTEs-Overtime	**0.08**	**0.21**	**0.50**	**0.28**	**0.41**	**0.33**	**0.33**	**0.31**	**0.41**
	Total FTEs-Worked	**3.49**	**3.08**	**3.71**	**3.88**	**4.14**	**4.18**	**4.19**	**3.89**	**4.96**
J00498	Record Clerk	0	19	9	14	3	11	11	180	178
J00688	Diagnostic Medical Sonographer	6	32	0	0	0	0	0	418	587
	Total - NonProductive Hours	6	51	9	14	3	11	11	598	766
	Total FTEs-NonProductive	**0.08**	**0.64**	**0.11**	**0.17**	**0.03**	**0.14**	**0.14**	**0.42**	**0.53**
	Grand Total Hours	**285.30**	**297.20**	**306.15**	**324.03**	**333.85**	**345.45**	**345.86**	**6,199.76**	**7,905.77**
	Total FTEs	**3.57**	**3.71**	**3.83**	**4.05**	**4.17**	**4.32**	**4.32**	**4.31**	**5.49**

Revenue and Usage report

This report displays actual Volume and Revenue by individual Inpatient/Outpatient CDM code for the appropriate departments.

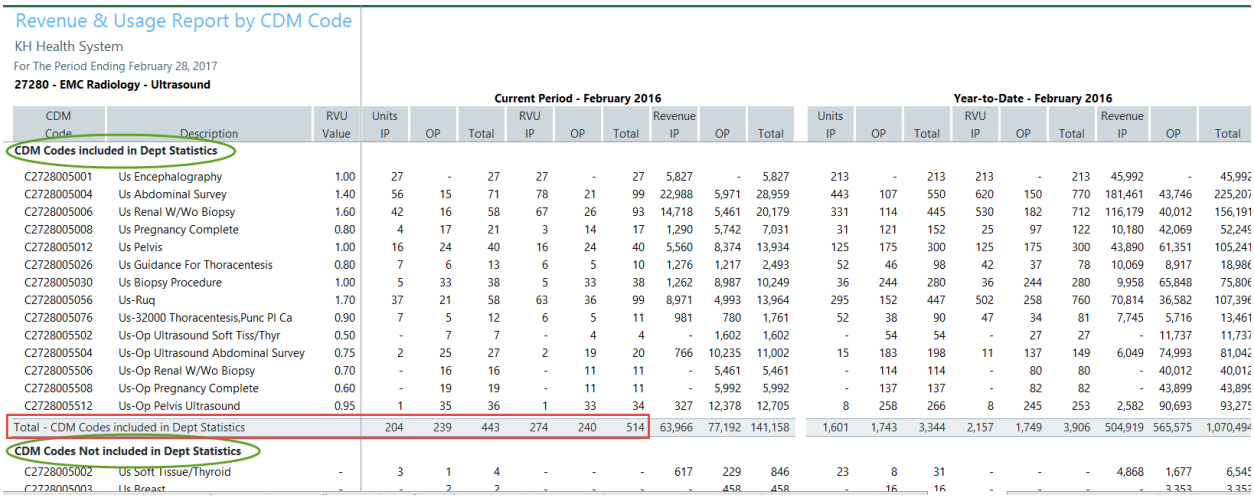
Please note the detailed lines shown here will sum up to the actual key stat volume totals displayed within the other financial reports of this package. For example, the screen shot below provides the CDM details related to the sample department's current period key stat volume of 514 previously shown within the Scorecard section of this guide.

CDM Codes Included in Department Statistics:

- Included to determine key stat volume totals for driving variable items for Budgeting, also used as the denominator for departmental per unit calculations including Gross Revenue per unit, Salaries per unit, etc.

CDM Codes Not Included in Department Statistics:

- CDM Charges that are billed and included as revenue, but not included in the departmental key stat volume totals. For example, Supply related codes are captured and billed as revenue, but any related volume is not included or counted as a key statistic.



Revenue & Usage Report by CDM Code

KH Health System

For The Period Ending February 28, 2017

27280 - EMC Radiology - Ultrasound

CDM Code	Description	RVU Value	Current Period - February 2016 Units IP	Units OP	Units Total	RVU IP	RVU OP	RVU Total	Revenue IP	Revenue OP	Revenue Total	Year-to-Date - February 2016 Units IP	Units OP	Units Total	RVU IP	RVU OP	RVU Total	Revenue IP	Revenue OP	Revenue Total
CDM Codes included in Dept Statistics																				
C2728005001	Us Encephalography	1.00	27	-	27	27	-	27	5,827	-	5,827	213	-	213	213	-	213	45,992	-	45,992
C2728005004	Us Abdominal Survey	1.40	56	15	71	78	21	99	22,988	5,971	28,959	443	107	550	620	150	770	181,461	43,746	225,207
C2728005006	Us Renal W/Wo Biopsy	1.60	42	16	58	67	26	93	14,718	5,461	20,179	331	114	445	530	182	712	116,179	40,012	156,191
C2728005008	Us Pregnancy Complete	0.80	4	17	21	3	14	17	1,290	5,742	7,031	31	121	152	25	97	122	10,180	42,069	52,249
C2728005012	Us Pelvis	1.00	16	24	40	16	24	40	5,560	8,374	13,934	125	175	300	125	175	300	43,890	61,351	105,241
C2728005026	Us Guidance For Thoracentesis	0.80	7	6	13	6	5	10	1,276	1,217	2,493	52	46	98	42	37	78	10,069	8,917	18,986
C2728005030	Us Biopsy Procedure	1.00	5	33	38	5	33	38	1,262	8,987	10,249	36	244	280	36	244	280	9,958	65,848	75,806
C2728005056	Us-Ruq	1.70	37	21	58	63	36	99	8,971	4,993	13,964	295	152	447	502	258	760	70,814	36,582	107,396
C2728005076	Us-32000 Thoracentesis,Punc Pl Ca	0.90	7	5	12	6	5	11	981	780	1,761	52	38	90	47	34	81	7,745	5,716	13,461
C2728005502	Us-Op Ultrasound Soft Tiss/Thyr	0.50	-	7	7	-	4	4	-	1,602	1,602	-	54	54	-	27	27	-	11,737	11,737
C2728005504	Us-Op Ultrasound Abdominal Survey	0.75	2	25	27	2	19	20	766	10,235	11,002	15	183	198	11	137	149	6,049	74,993	81,042
C2728005506	Us-Op Renal W/Wo Biopsy	0.70	-	16	16	-	11	11	-	5,461	5,461	-	114	114	-	80	80	-	40,012	40,012
C2728005508	Us-Op Pregnancy Complete	0.60	-	19	19	-	11	11	-	5,992	5,992	-	137	137	-	82	82	-	43,899	43,899
C2728005512	Us-Op Pelvis Ultrasound	0.95	1	35	36	1	33	34	327	12,378	12,705	8	258	266	8	245	253	2,582	90,693	93,275
Total - CDM Codes included in Dept Statistics			204	239	443	274	240	514	63,966	77,192	141,158	1,601	1,743	3,344	2,157	1,749	3,906	504,919	565,575	1,070,494
CDM Codes Not included in Dept Statistics																				
C2728005002	Us Soft Tissue/Thyroid	-	3	1	4	-	-	-	617	229	846	23	8	31	-	-	-	4,868	1,677	6,545
C2728005003	Us Breast	-	-	2	2	-	-	-	-	458	458	-	16	16	-	-	-	-	3,353	3,353

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.

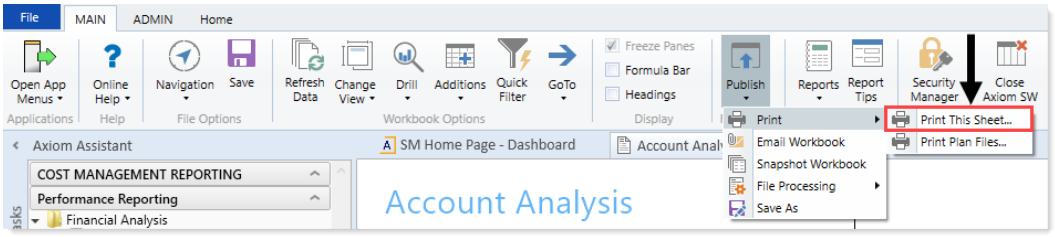
If a sheet has no predefined print views, then you can print the sheet using the settings defined for the spreadsheet using standard Excel printing features. For more information on defining print settings for a spreadsheet, see the Microsoft Excel Help. In the Windows Client, the spreadsheet print settings 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**.

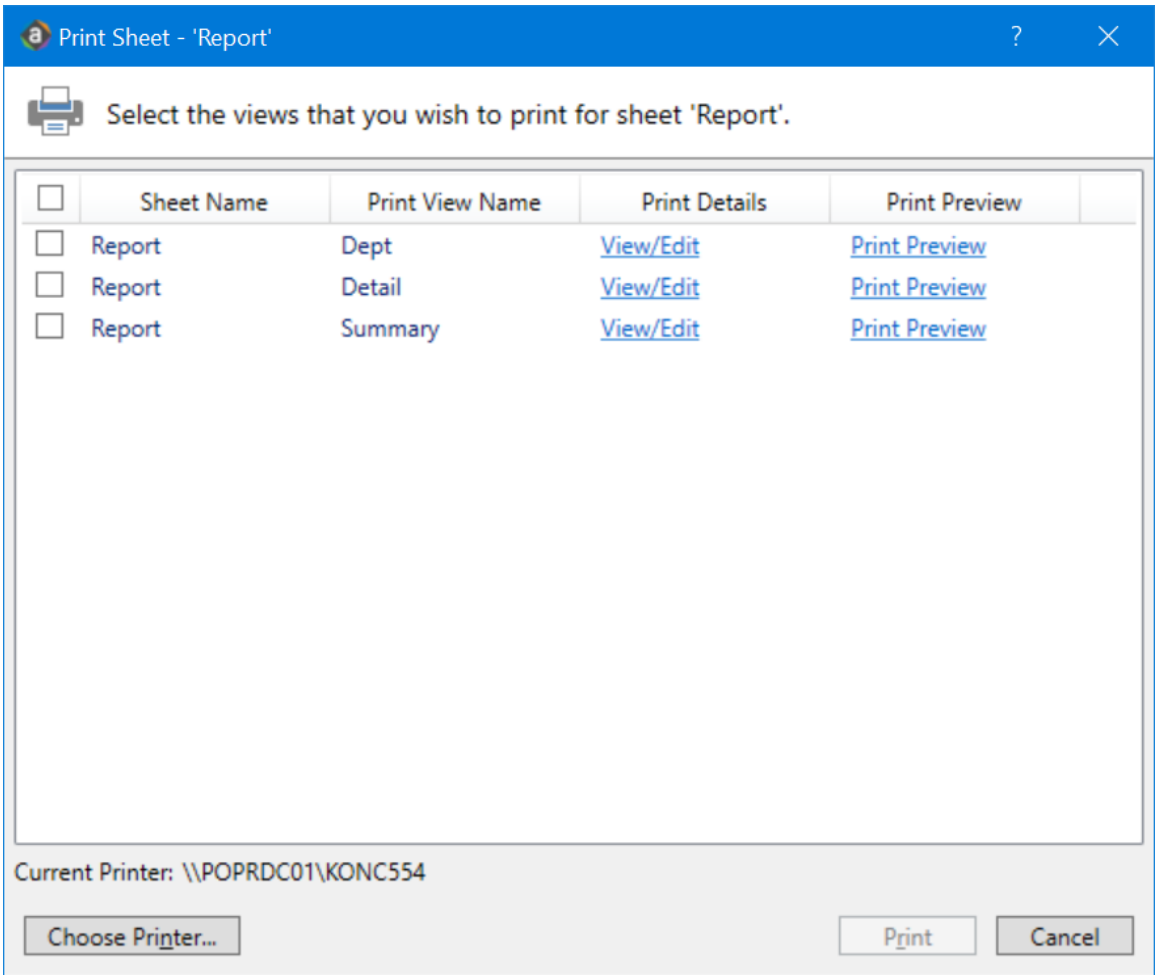


   The **Print Sheets** dialog opens. This dialog lists the available print views for the entire workbook or for the current sheet, depending on how you entered the dialog. To sort this list by the **Sheet Name** or **Print View Name**, click the column header.

   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.



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.

Print View Options

Item	Description
Print View Name	The name of the current print view.
View Name	The name of the sheet view to be applied when printing. These are the same sheet views that are available from the **Change View** menu. For example, if the sheet view is configured to hide columns or rows, those columns and rows 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.

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.

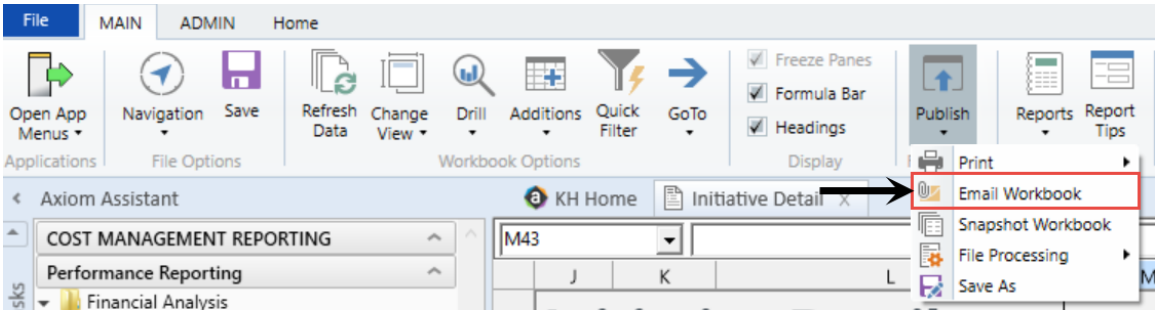
If you use the Scheduler service, the email message is sent the next time the Scheduler SMTP Email Delivery task is run. The frequency of Scheduler email delivery depends on how this task has been configured in your environment, but typically it runs continuously (or close to it).

Note the following:

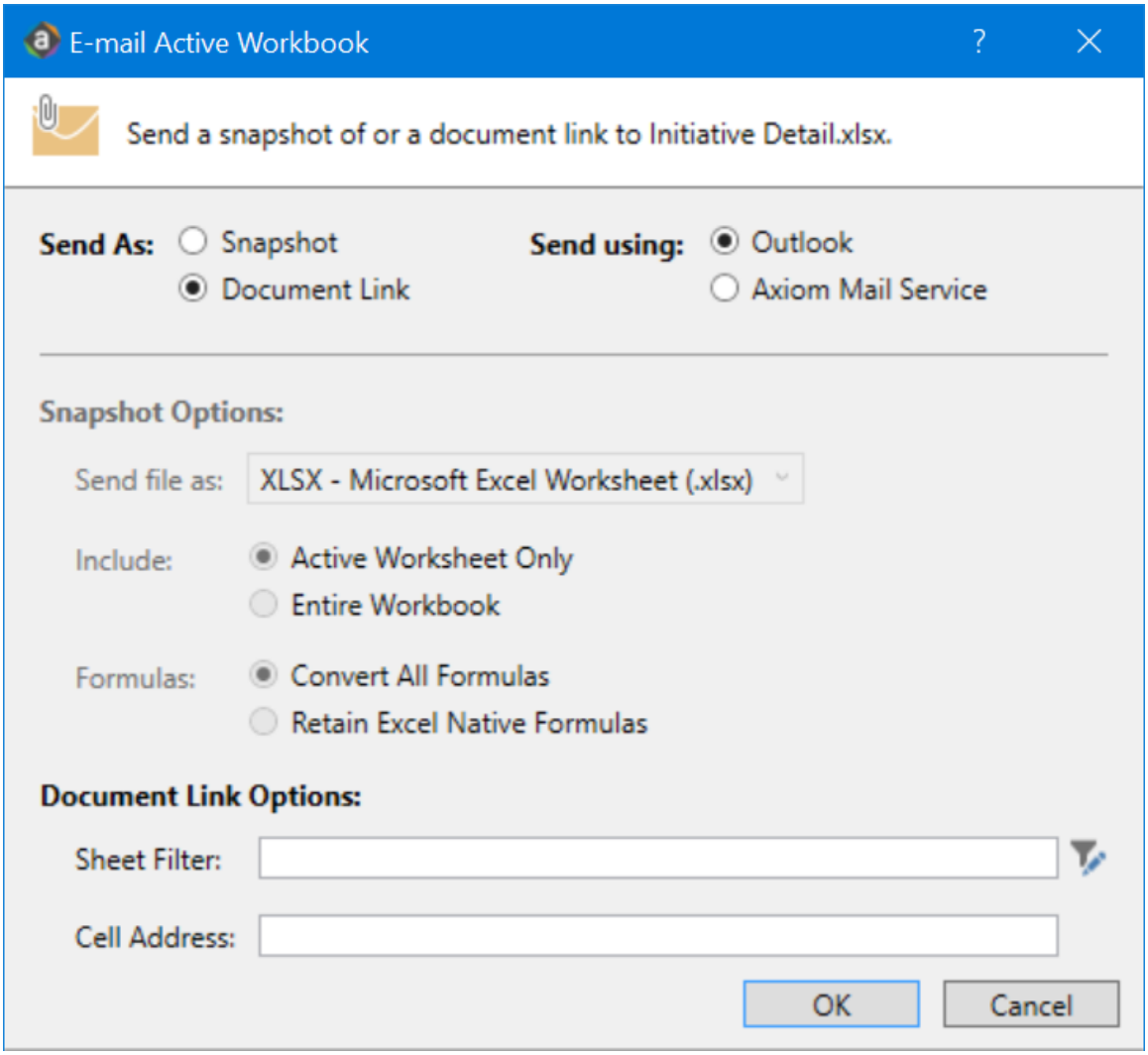
- Alternatively, you can obtain a URL to an Axiom file using a variety of ways and then paste it into an email that you create manually. For example, you can use GetDocumentHyperlink or right-click a file in Axiom Explorer to obtain a URL. The email hyperlink feature is provided as a convenience to quickly 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**.



3. In the **Email Active Workbook** dialog, for **Send As**, select **Document Link**.



4. For **Send using**, select one of the following::

   - **Outlook**: Send the email using the default email client on your local machine (for example, Microsoft Outlook). The name of this option may be customized for your organization.

     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.

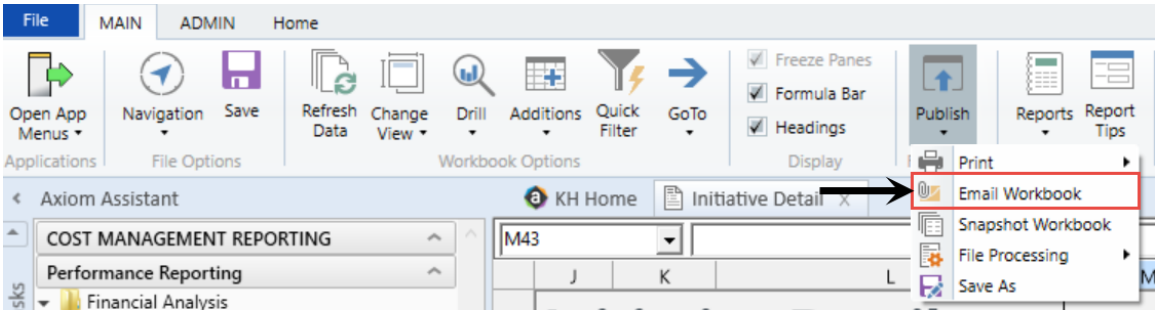
If you use the Scheduler service, the email message is sent the next time the Scheduler SMTP Email Delivery task is run. The frequency of Scheduler email delivery depends on how this task has been configured in your environment, but typically it runs continuously (or close to it).

Note the following:

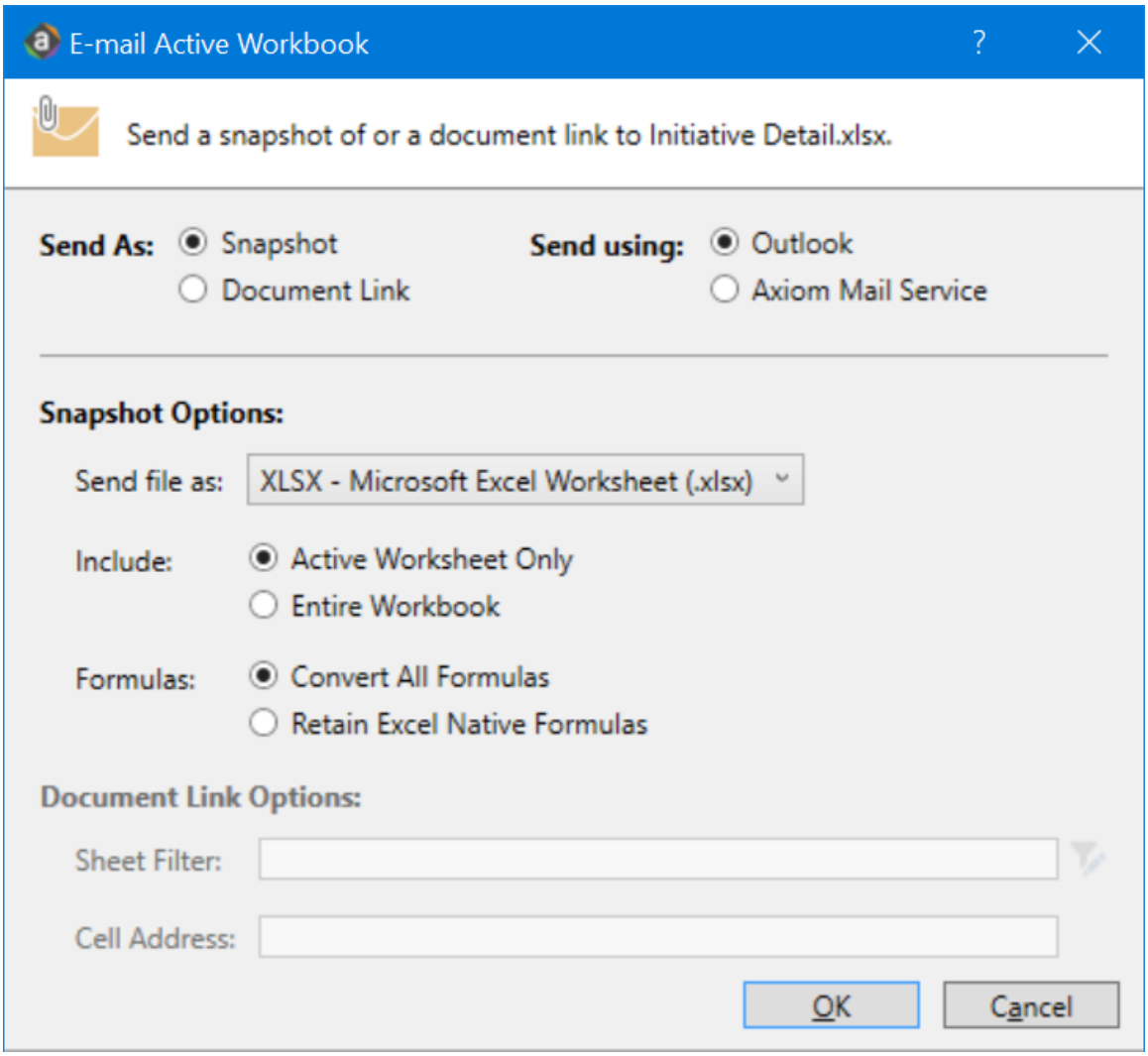
- The name of the emailed file is **Sheetname_snapshot** (if the snapshot contains only one sheet) or **FileName_snapshot** (if the snapshot has multiple sheets). You cannot change the name.
- You can also email snapshot copies using the File Processing feature. File processing is typically used when 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**.



3. In the **Email Active Workbook** dialog, for **Send As**, select **Snapshot**.



4. For **Send using**, select one of the following:
   - **Outlook**: Send the email using the default email client on your local machine (for example, Microsoft Outlook). The name of this option may be customized for your organization.

     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.