Reporting Guide

Axiom Budgeting and Performance Reporting

Version 2022.1

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Overview

The purpose of this guide is to introduce you to the standard reports available in Axiom Budgeting and Performance Reporting and how to work with them. This guide assumes that you are familiar with the basic concepts related to using Axiom Budgeting and Performance Reporting. If you are new to Axiom software in general, we recommend that you first review the Getting Started section in the online help.

NOTE: Some of the reports listed here are optional, meaning they are available for purchase outside of the standard reports included with the software. These are called out in this document. Also, your Axiom role profile will determine what reports you have access to, so not all of the reports listed here may be available to you.

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

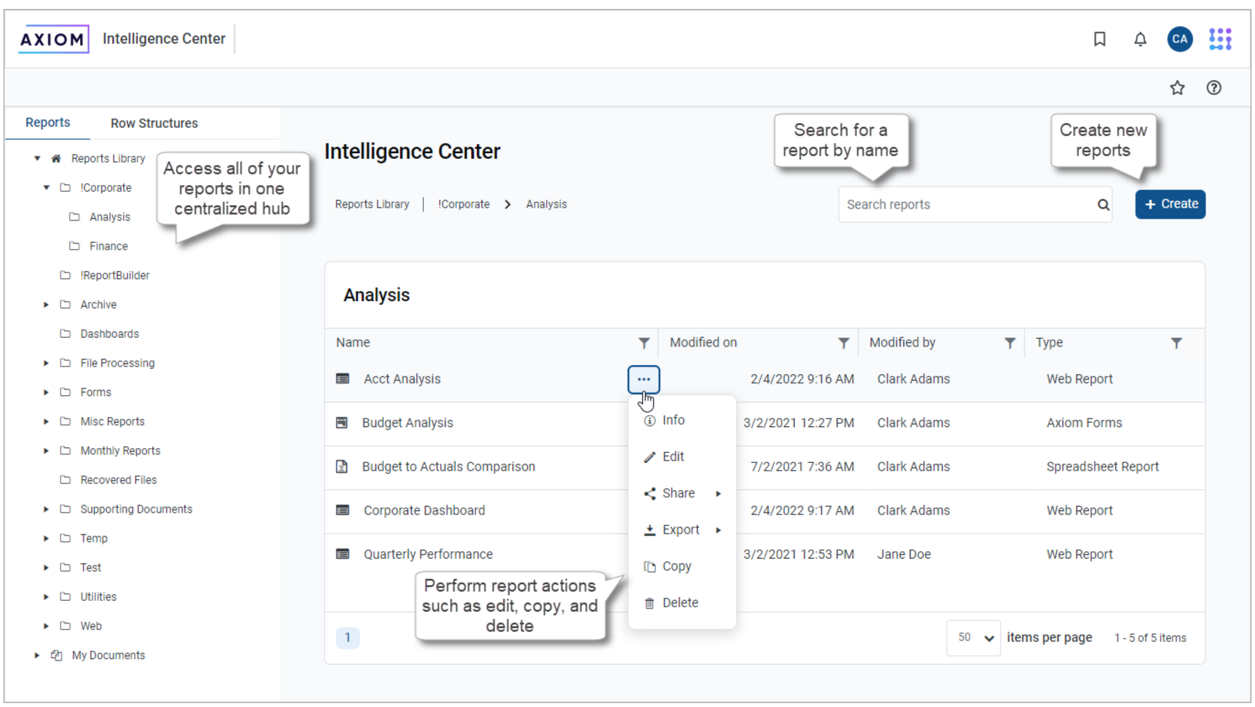
2

Intelligence Center

The Intelligence Center is a centralized hub where you can view any report that you have access to in the Axiom Reports Library—including web reports, Axiom forms, visualization reports, and spreadsheet reports.

Using the Intelligence Center, you can:

- View any report you have access to, regardless of the report type
- Create new web reports (all clients) and visualization reports (clients with certain product licenses)
- Open reports for editing, in the appropriate editor for the report type
- Export and share web reports
- Perform other report management activities, such as creating and deleting folders, copying and deleting reports, and editing report names and descriptions

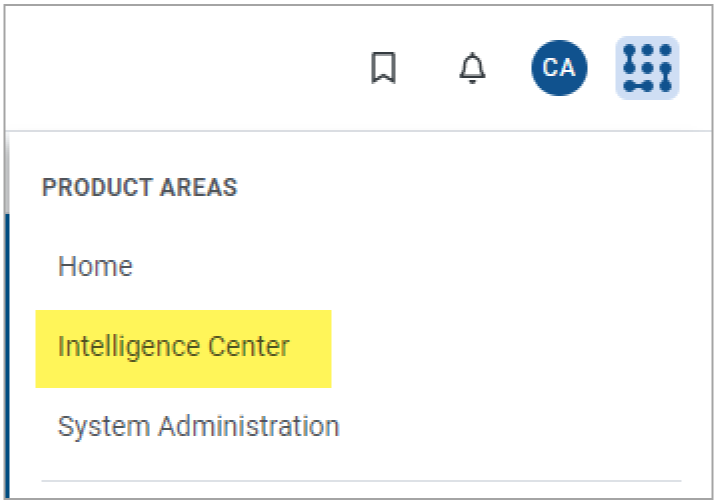


Example Intelligence Center

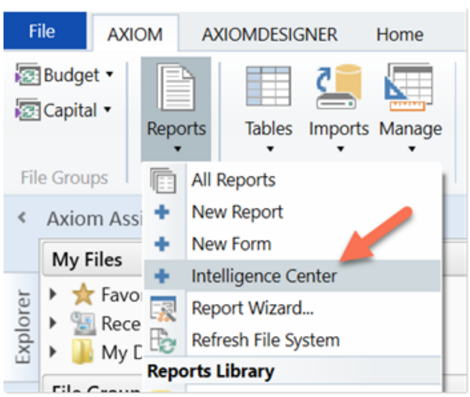
Accessing the Intelligence Center

All users can access the Intelligence Center in the Web Client browser:

- Click the Syntellis icon in the Navigation bar. From the Area menu, select **Intelligence Center**.



In the Desktop Client, you can open the Intelligence Center from the **Reports** menu. By default this menu is present on the **Axiom** tab. If your system has installed products, it may be available to you on the **Main** tab.



Intelligence Center on the default Reports menu

Opening reports

You can open any report that displays in the Intelligence Center. The Intelligence Center is automatically filtered to only show the reports that you have access to.

To open a report from the Intelligence Center:

1. In the left-hand panel, select the **Reports** tab if it is not already selected.
2. Do one of the following to locate the report that you want to open:

- Use the folder tree in the left-hand panel to navigate to the folder where the report is located.

  OR

- Use the Search box to search for the report by name.

For more information on how to search, filter, and sort the Intelligence Center, see Intelligence Center overview.

3. Once the report displays in the Intelligence Center grid, click on the report name to open it.
   - Web reports open in the same browser tab.
   - Other web-enabled reports open in a new browser tab. This applies to Axiom forms, visualization reports, and deprecated web reports.
   - If the report is a spreadsheet report, Axiom Budgeting and Performance Reporting attempts to launch the Axiom Desktop Client and open the report. This works as follows:
     - The launch routine uses the Axiom Windows Client by default.
     - If an Axiom Budgeting and Performance Reporting client is already open, the launch routine is skipped and the report is opened in that client—regardless of whether the open client is the Excel Client or the Windows Client. Therefore, if you want to open reports in the Excel Client, you must launch the Excel Client first using the Quick Launch menu, then you can open spreadsheet reports from the Intelligence Center.

   NOTE: You must have the appropriate security permissions to use the Axiom Budgeting and Performance Reporting Desktop Client in order to open a spreadsheet report. If you do not have either the **Windows Client Access** permission or the **Excel Client Access** permission, then spreadsheet reports are hidden in the Intelligence Center because you cannot launch the client to view them.

If other types of files are present in the Reports Library—such as PDF, Word, or PowerPoint—these files can also be opened from the Intelligence Center if you have a program capable of reading the file type. Axiom Budgeting and Performance Reporting attempts to open the file using the same routine that opens the Axiom Desktop Client.

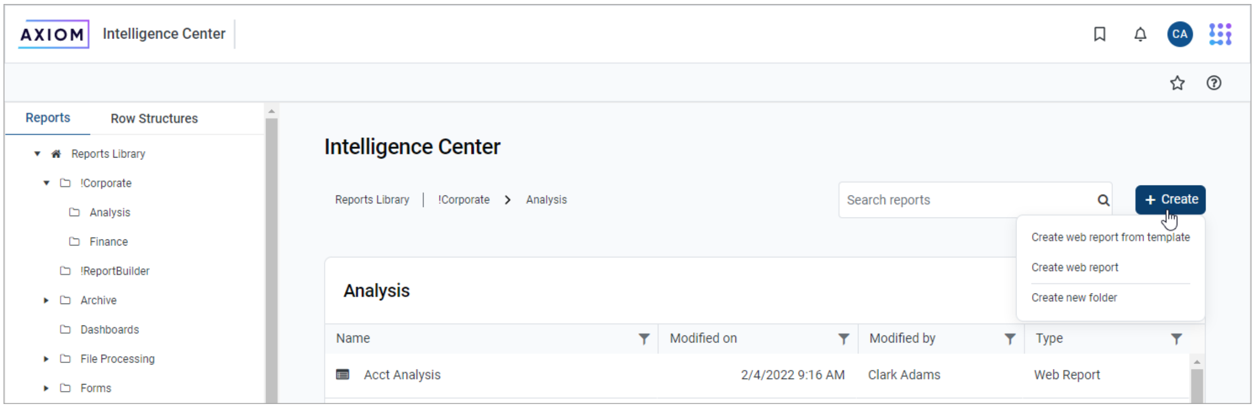
▶ Creating new reports

Using the **Create** button at the top right of the Intelligence Center, you can create new reports and new fixed row structures for use in web reports. This button is context-sensitive, depending on what area you have selected from the left-hand panel.

To create a new report, select the **Reports** area from the left-hand panel, then click the **Create** button. Select one of the following:

- **Create web report**: This option opens the web Report Builder so that you can create a new web report from scratch. For more information, see Creating new web reports.

- **Create web report from template**: This option creates a new web report using a template provided by an installed product. See Creating new web reports from template.
- **Create new visualization**: This option creates a new visualization report. This option is only available in systems where visualization reporting is licensed and enabled.

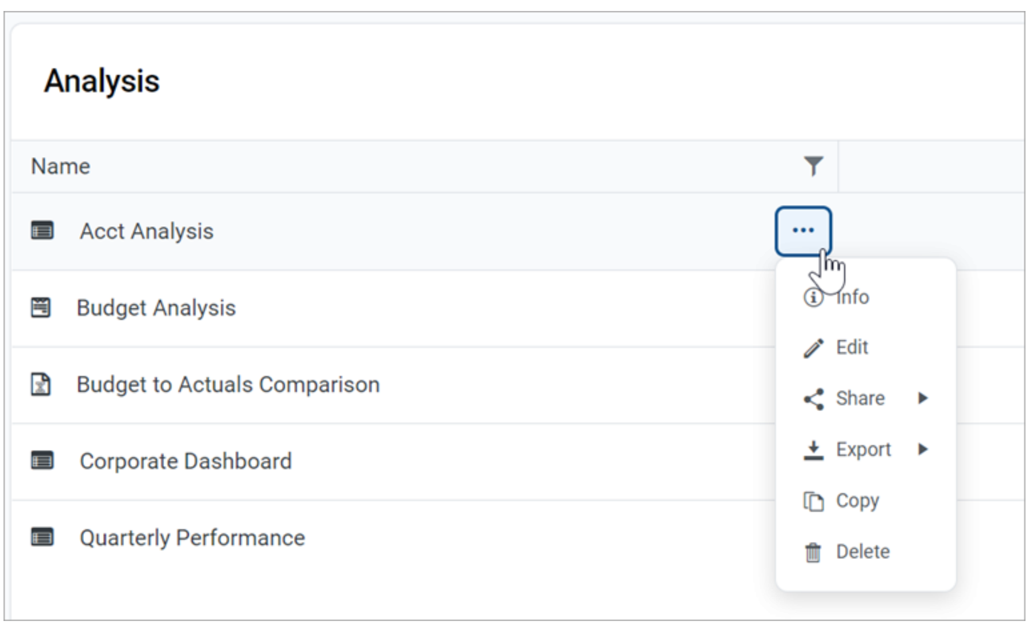


Example Create button to create a new report

To create a new fixed row structure, select the **Row Structures** area from the left-hand panel and then click **Create**. For more information, see Creating fixed row structures.

Other Intelligence Center actions

In the Intelligence Center, you can use the Actions menu to perform other report and folder management activities. To view the available actions, navigate to the item that you want to work with, then hover your cursor over the three dots icon in the right-hand side of the **Name** column. Actions are available for report files, report folders, and fixed row structures.



Example Actions menu

The following actions are available:

Action	Description	More Information
Info	Opens the Settings panel for the current item, displaying the item name and description.	• Changing folder names and descriptions • Changing report names and descriptions • Changing fixed row structure names and descriptions
Edit	Opens the current item in the appropriate editor.	• Editing reports • Editing fixed row structures
Share	Share the current report with other users via email. Only available for web reports.	• Sharing a web report via email
Export	Export the current report as a PDF, Excel, or Delimited file. Only available for web reports.	• Exporting grid data in a web report to a delimited file • Exporting grid data in a web report to Excel • Exporting a PDF copy of a web report
Copy	Generates a copy of the current item. Only available for fixed row structures and web reports.	• Copying web reports • Copying fixed row structures
Delete	Deletes the current item.	• Deleting reports • Deleting folders • Deleting fixed row structures

You can also create new folders by clicking **Create > Create new folder** while you are in the Reports area.

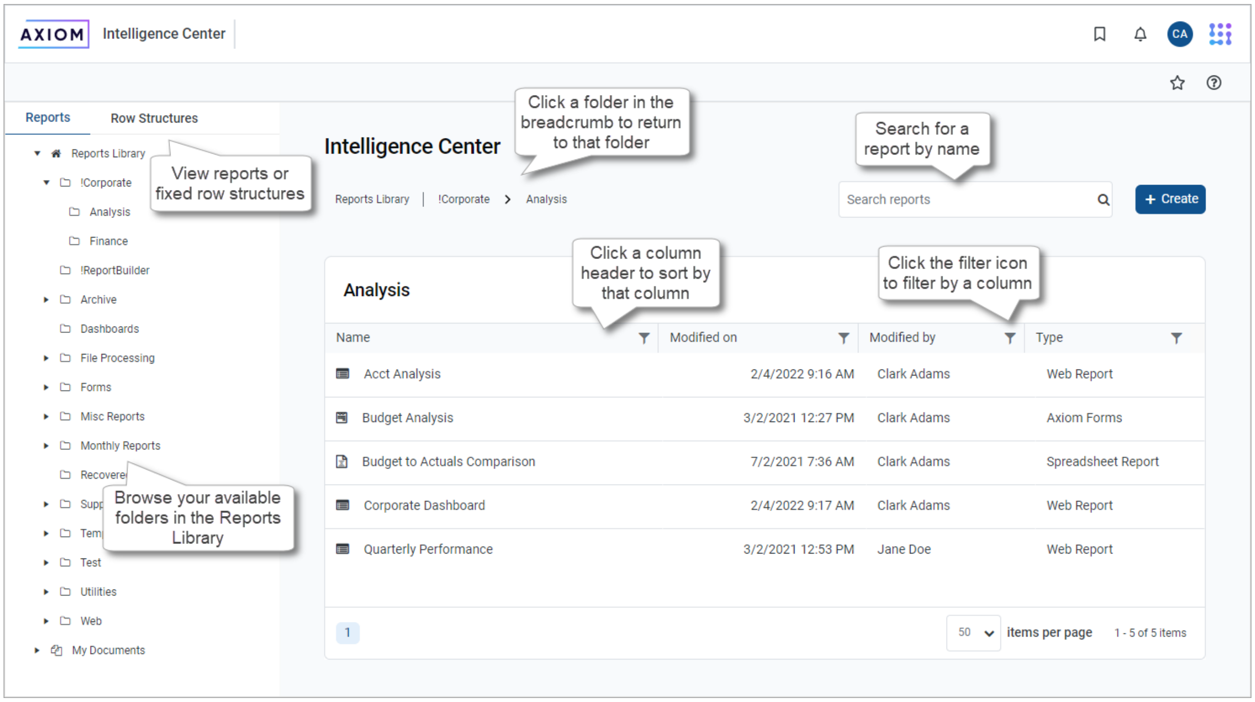
Intelligence Center overview

The Intelligence Center is organized into two main areas. To view an area, select the area name from the left-hand panel:

- The **Reports** area, which contains the **Reports Library** folder tree and your **My Documents** folder (if you have access to it). You can click on folders in this section to navigate through the folder tree. Once a folder is selected, the contents of that folder display in the report grid. You can click on a subfolder name to open that subfolder, or you can click on a report name to open that report.

- The **Row Structures** section, which contains fixed row structures for use in web reports. This section does not have subfolders. You can click on the parent **Fixed Row Structures** folder to view the available fixed row structures, and click on a name to open that structure.

As you navigate, a breadcrumb displays at the top of the report grid. You can click on a folder name in the breadcrumb to move to that folder location.



Navigating the Intelligence Center

Searching the Intelligence Center

You can use the Search box at the top right of the Intelligence Center to find a report or a fixed row structure. The search matches on name only. The search box is context-sensitive as follows:

- If the currently selected area is Reports, then the search can be used to find reports in the Reports Library and your My Documents folder.
- If the currently selected area is Row Structures, then the search can be used to find fixed row structures.

To search for an item by name:

- Type your search text into the Search box, and then click the magnifying glass or hit the Enter key to search.

The grid updates to show a list of all reports or fixed row structures that match your search text. You can open an item or perform other actions using this list. You can also filter and sort this list as described in the following sections.

To clear a search:

- Click the **X** icon in the right side of the Search box.

Your search text is cleared, and you are returned to the folder location that you were viewing when you started the search.

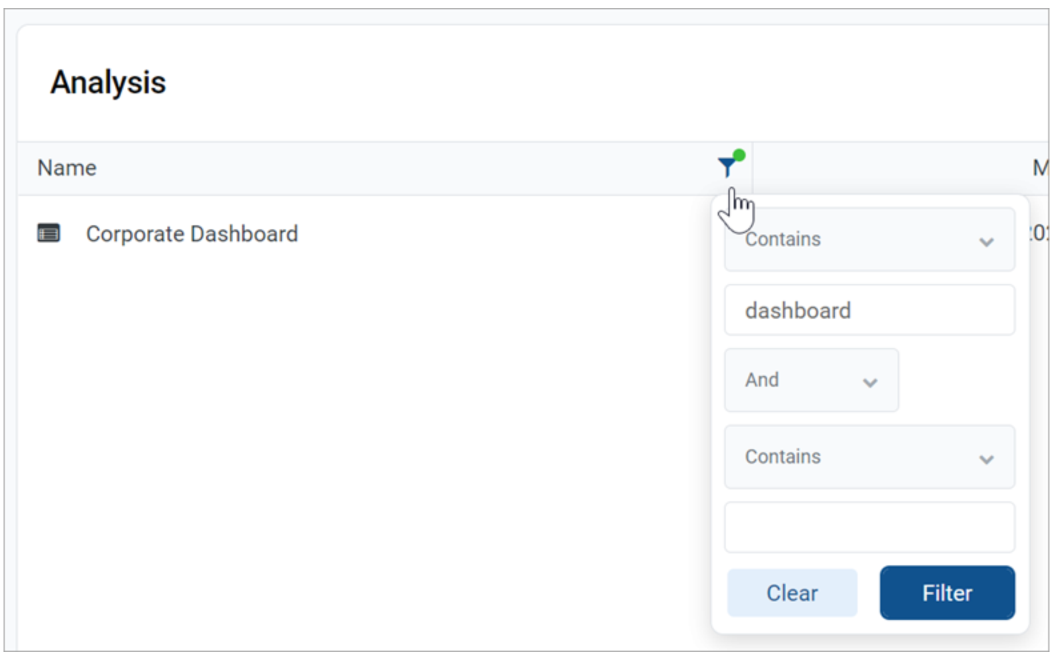
Filtering the grid

When you are viewing a folder in the Intelligence Center (or when viewing search results), you can filter the contents by any column in the grid. For example, you can filter to show all reports of a certain type, or to show all reports created after a certain date.

To filter the grid based on a column:

1. Click the filter icon in the column header to show the filter options.
2. Set the filter options as desired. You can set up to two filter options, combined with either AND or OR.
3. Click **Filter**.

The grid updates to only show items that meet the filter. Additionally, a green dot displays by the filter icon in the column header to indicate that the grid is filtered by this column.



Example Intelligence Center column with a defined filter

If multiple columns are filtered, the filters are combined using AND—meaning the grid only shows items that match all of the filters.

The column filter is retained until you clear it, or until you navigate to a new folder location. If you have filtered the search results, clearing the search results also clears the filter.

To clear a filter:

1. Click the filter icon in the column header to show the filter options.
2. Click **Clear**.

The grid updates to clear the filter.

▶ Sorting the grid

When you are viewing a folder in the Intelligence Center (or when viewing search results), you can sort the list by any column in the grid.

To sort the grid by a column, click on the column header. Each click toggles between ascending sort, descending sort, and no sort. If the grid is currently sorted by a column, the sort direction is indicated by an arrow on the column header (up for ascending, down for descending).

The sort is reset when you move to a new folder location. If you have sorted the search results, clearing the search results also clears the sort.

NOTE: The grid can only be sorted by one column at a time. If you have sorted by a column and then you click the column header of a different column, the sort on the original column is cleared and replaced by the new column sort.

Managing report files in the Intelligence Center

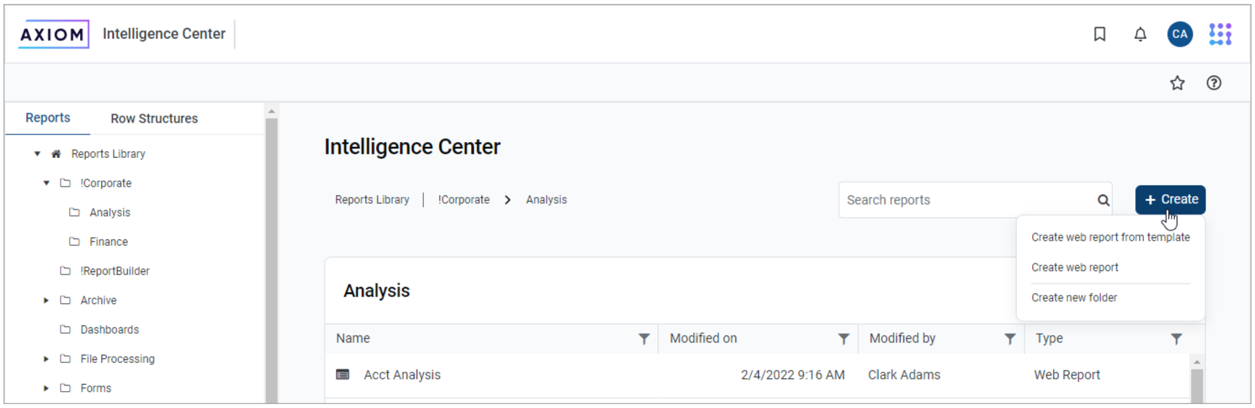
Using the Intelligence Center, you can create, edit, copy, and delete reports in the Reports Library. You can also edit report names and descriptions.

▶ Creating new reports

Using the **Create** button at the top right of the Intelligence Center, you can create new reports and new fixed row structures for use in web reports. This button is context-sensitive, depending on what area you have selected from the left-hand panel.

To create a new report, select the **Reports** area from the left-hand panel, then click the **Create** button. Select one of the following:

- **Create web report**: This option opens the web Report Builder so that you can create a new web report from scratch. For more information, see Creating new web reports.
- **Create web report from template**: This option creates a new web report using a template provided by an installed product. See Creating new web reports from template.
- **Create new visualization**: This option creates a new visualization report. This option is only available in systems where visualization reporting is licensed and enabled.



Example Create button

To create a new fixed row structure, select the **Row Structures** area from the left-hand panel and then click **Create**. For more information, see Creating fixed row structures.

Different security permissions are required to create new web reports versus visualization reports. These security requirements are noted in the relevant topics.

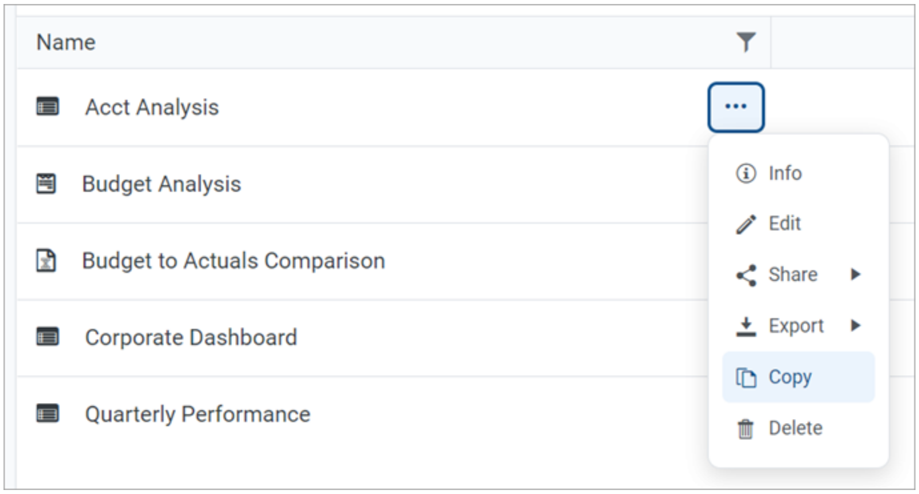
Copying reports

In the Intelligence Center, you can copy existing reports to create new reports. Currently, this functionality is only available for web reports, and only web reports that were created in the Report Builder. Web reports created from template cannot be copied.

In order to copy a web report, you must be an administrator or have the **Create Web Reports** security permission. You must also have read/write access to the current folder, because the copy is created in the current folder.

To copy a report from the Intelligence Center:

1. In the Intelligence Center, locate the web report that you want to copy. You can use folder navigation to find the report, or use the Search box at the top of the page.
2. Once the web report displays in the Intelligence Center grid, hover your cursor over the **Name** column to make the three-dots icon visible. Click the icon then select **Copy** from the menu.



If the Copy action is present but disabled, then you cannot copy this report because you do not have the appropriate security permissions.

3. In the **Copy Report** dialog, enter a name for the copy. By default, the name is **Copy of *OriginalReportName***.

4. Click **OK**.

The copy is created in the current folder, with the specified name.

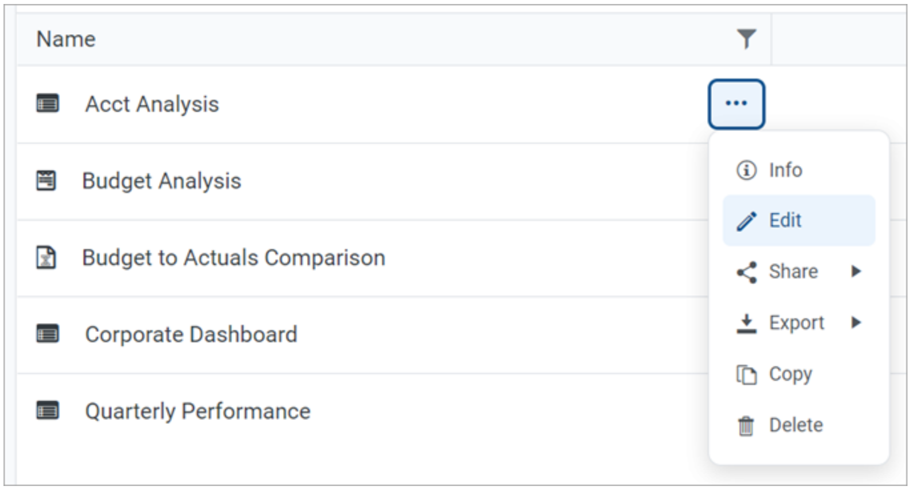
Editing reports

You can open a report for editing from the Intelligence Center if the report is eligible to be edited, and you have read/write permissions to the report.

To edit a report from the Intelligence Center:

1. In the Intelligence Center, locate the report that you want to edit. You can use folder navigation to find the report, or use the Search box at the top of the page.

2. Once the report displays in the Intelligence Center grid, hover your cursor over the **Name** column to make the three-dots icon visible. Click the icon then select **Edit** from the menu.



3. The report is opened for editing as follows, depending on its file type:
    - **Web reports** are opened in the Report Builder, in the current browser tab.
    - **Visualization reports** are opened in the Visualization Report Editor, in a new browser tab.
    - **Spreadsheet reports** and **Axiom forms** are opened in the Axiom Desktop Client, as spreadsheet report files. This works as follows:
        - The launch routine uses the Axiom Windows Client by default.
        - If an Axiom Budgeting and Performance Reporting client is already open, the launch routine is skipped and the report is opened in that client—regardless of whether the open client is the Excel Client or the Windows Client. Therefore, if you want to open reports in the Excel Client, you must launch the Excel Client first using the Quick Launch menu, then you can open spreadsheet reports from the Intelligence Center.

> **NOTE:** You must have the appropriate security permissions to use the Axiom Budgeting and Performance Reporting Desktop Client in order to open a spreadsheet report. If you do not have either the **Windows Client Access** permission or the **Excel Client Access** permission, then spreadsheet reports are hidden in the Intelligence Center because you cannot launch the client to view them.

Why is the Edit action missing for some reports?

The following report types *cannot* be opened for editing from the Intelligence Center. The Edit action does not display for these files:

- **Web reports built from template**: If a web report is built from a template, the report is tied to that template and cannot be separately edited. For more information, see Creating new web reports from template.

- **Deprecated web reports**: The prior implementation of web reporting is deprecated. To edit a deprecated web report, click the file name to open the report, then click the wrench icon in the toolbar to open the legacy web report editor.
- **Other non-report file types**: The Reports Library can be used to store other non-report, non-Axiom file types, such as PDF, DOC, PPT, JPG, and others. These file types cannot be edited in Axiom Budgeting and Performance Reporting.

Why is the Edit action disabled for some reports?

If the Edit action is present but disabled, this means that although the report type is eligible to be edited, it is not possible for you to edit this particular report. One of the following reasons may apply:

- You do not have edit permissions (Read/Write access) to the file.
- The file is product-controlled and therefore cannot be edited.
- The file is configured to prevent editing (applies to certain visualization reports).

Changing report names and descriptions

If you have read/write access to a report, then you can rename the report or change its description.

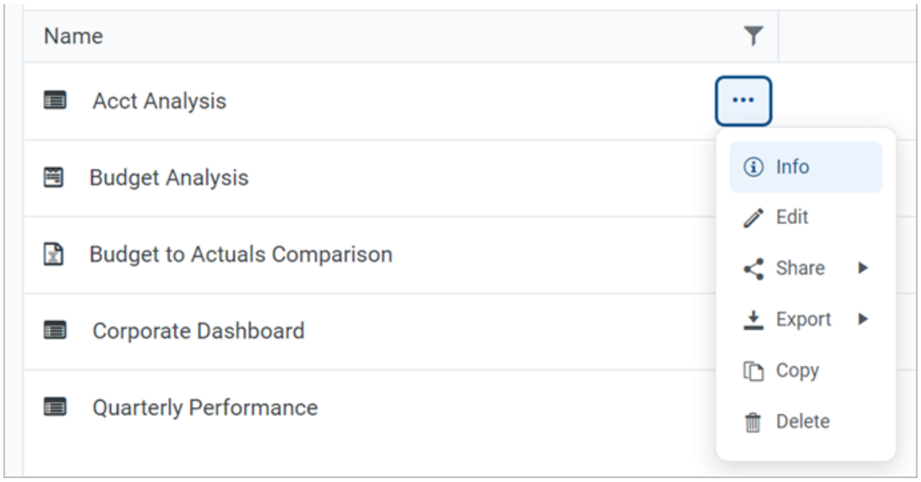
NOTES:

- In systems with installed products, the names and descriptions of product-controlled reports cannot be edited.
- If you have read/write access to a report file, but read-only access to its folder, then you cannot edit the report name.

To change a report name and/or description:

1. In the Intelligence Center, locate the report that you want to edit. You can use folder navigation to find the report, or use the Search box at the top of the page.

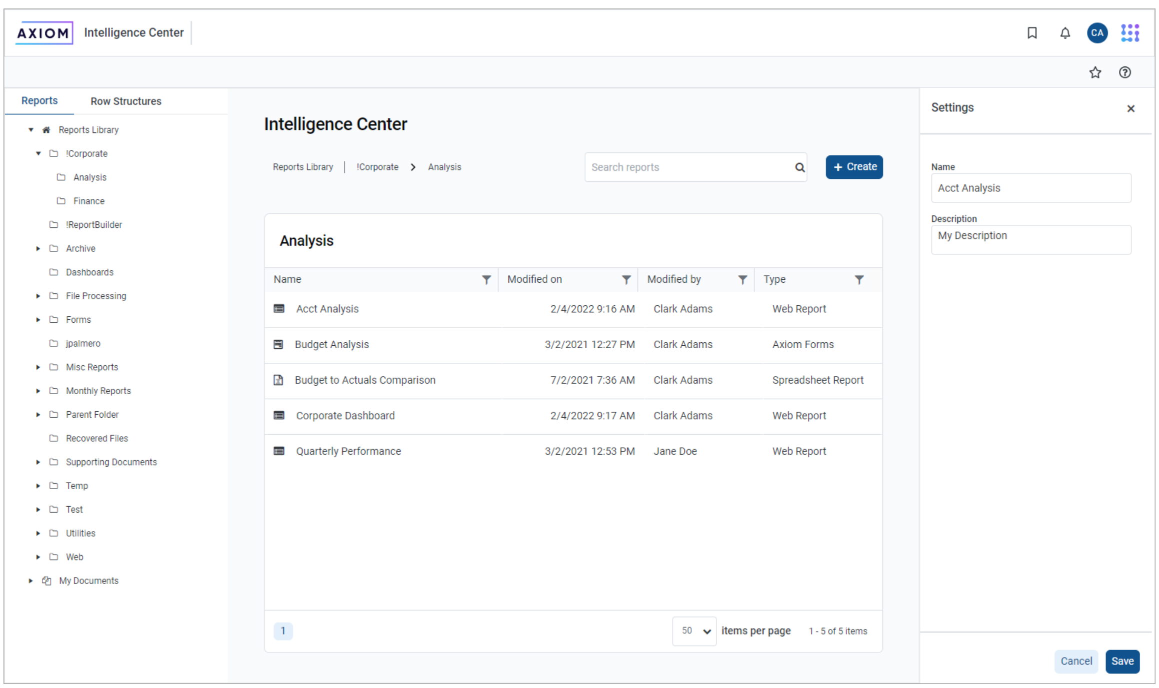
2. Once the report displays in the Intelligence Center grid, hover your cursor over the **Name** column to make the three-dots icon visible. Click the icon then select **Info** from the menu.



The Settings panel opens along the right-hand side of the page.

3. In the Settings panel, edit the report **Name** or **Description** as needed, then click **Save**.

The name can be up to 250 characters, and the description can be up to 2000 characters.



Example Settings panel

If the report name and description cannot be edited, then the **Apply** button is not available. This may occur because you do not have the necessary permissions, or because the report belongs to an installed product.

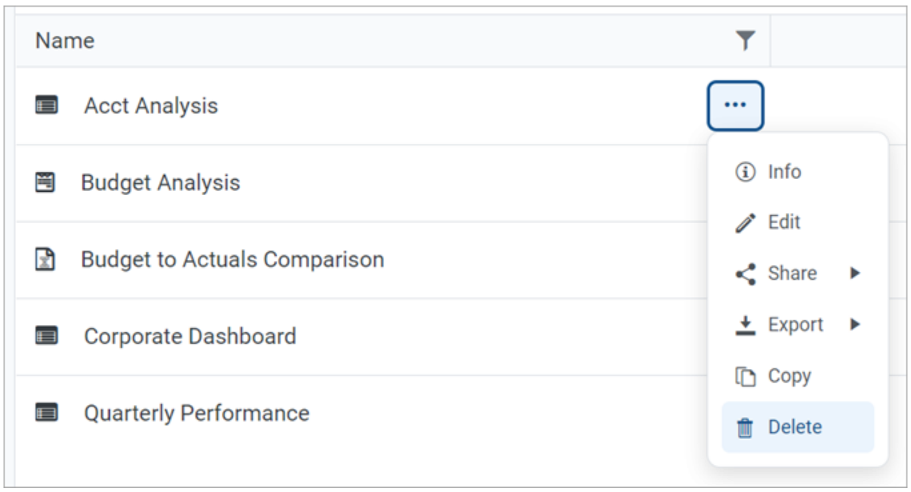
▶ Deleting reports

If a report is no longer needed, you can delete it using the Intelligence Center. In order to delete a report (or any other file that resides in the Reports Library), you must have read-write access to the file and to the folder it resides in.

NOTE: In systems with installed products, product-controlled reports cannot be deleted.

To delete a report:

1. In the Intelligence Center, locate the report that you want to delete. You can use folder navigation to find the report, or use the Search box at the top of the page.
2. Hover your cursor over the row with the report, hover your cursor over the **Name** column to make the three-dots icon visible. Click the icon then select **Delete** from the menu.

   If the report cannot be deleted, the Delete action is disabled. This may occur because you do not have the necessary permissions to delete the report, or because the report belongs to an installed product.
3. When you are prompted to confirm that you want to delete the report, click **OK**.

The report is deleted from the system and no longer displays in the Intelligence Center. If the report was deleted in error, an administrator may be able to restore the report using the **Restore Deleted Files** feature in the Desktop Client.

Managing folders in the Intelligence Center

Using the Intelligence Center, you can create, rename, and delete folders in the Reports Library.

Creating new folders

You can create new folders as needed in the Intelligence Center. In order to create a folder, you must have read-write access to the parent folder.

To create a folder:

1. In the Intelligence Center, navigate to the folder location where you want to create a new folder.

   For example, if you want to create a new top-level folder in the Reports Library, select the Reports Library. If you want to create a new subfolder within a folder, then select that folder.

2. Click **Create > Create new folder**.

3. In the **Create new folder** dialog, enter a name for the new folder, then click **OK**.

The new folder is created in the current location.

Changing folder names and descriptions

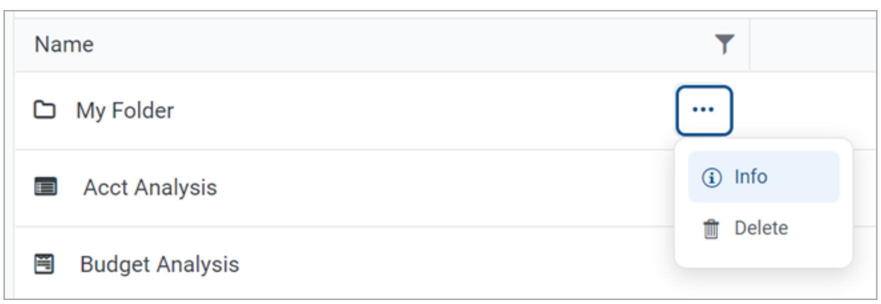
If you have read/write access to a folder, then you can rename the folder or change its description.

> **NOTE:** In systems with installed products, the names and descriptions of product-controlled folders cannot be edited.

To change a folder name and/or description:

1. In the Intelligence Center, navigate to the parent folder of the folder that you want to rename, so that the folder you want to rename displays in the Intelligence Center grid.

2. Hover your cursor over the row with the folder, so that the three dots icon is visible the **Name** column. Click the icon then select **Info** from the menu.

   The Settings panel opens along the right-hand side of the page.

3. In the Settings panel, edit the folder **Name** or **Description** as needed, then click **Apply**.

   The name can be up to 250 characters, and the description can be up to 2000 characters.

   If the folder name and description cannot be edited, then the **Apply** button is not available. This may occur because you do not have the necessary permissions, or because the folder belongs to an installed product.

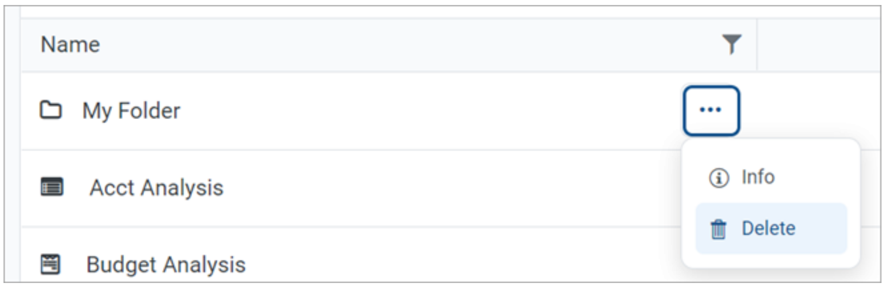
Deleting folders

If a folder is no longer needed, you can delete it using the Intelligence Center. In order to delete a folder, the folder must be empty and you must have read-write access to the folder.

NOTE: In systems with installed products, product-controlled folders cannot be deleted.

To delete a folder:

1. In the Intelligence Center, navigate to the parent folder of the folder that you want to delete, so that the folder you want to delete displays in the Intelligence Center grid.
2. Hover your cursor over the row with the folder, so that the three dots icon is visible the **Name** column. Click the icon then select **Delete** from the menu.

   If the folder cannot be deleted, the Delete action is disabled. This may occur because you do not have the necessary permissions to delete the folder, or because the folder belongs to an installed product.

The folder is deleted from the system and no longer displays in the Intelligence Center. There is no confirmation dialog before deleting an empty folder. If the empty folder was deleted in error, you can create a new folder with the same name.

3

Web Reports

Axiom web reports provide a fully browser-based reporting option for Axiom Budgeting and Performance Reporting data. You can create, edit, and view web reports all within the Axiom Budgeting and Performance Reporting Web Client.

Web reports are designed to be intuitive for report designers to build, and easy for report viewers to use. The Intelligence Center provides a centralized hub to create new web reports and to view any report that you have access to.

Web reports support two different ways to display reporting data in a grid:

- **Dynamic rows**: Dynamically display data rows based on a specified dimension or grouping.
- **Fixed rows**: Use predefined fixed row structures to organize data rows into sections with headers, totals, and subtotals.

Web reports can be created from scratch using the Report Builder, or you can create them from templates provided by installed Axiom Budgeting and Performance Reporting products.

Managing Web Reports

Using the Intelligence Center in the Axiom Budgeting and Performance Reporting Web Client, you can create, edit, copy, and delete web reports as needed. Web reports are designed to be intuitive for report builders to create, and easy for report viewers to use.

Creating new web reports

To create a new web report, select the **Reports** area from the left-hand panel of the Intelligence Center, then click **Create**. From the Create menu, select one of the following:

- New web report: This option opens the Report Builder so that you can create a new web report from scratch.
- New web report from template: This option creates a new web report based on a template provided by an installed product.

If you want to create a web report that uses a fixed row structure, the fixed row structure must be defined separately and then assigned to the report. Using the Intelligence Center, you can create, edit, and delete fixed row structures. For more information, see Managing Fixed Row Structures.

In order to create a web report, you must be an administrator or have the **Create Web Reports** security permission. You must also have read/write access to at least one folder in the Reports Library or My Documents.

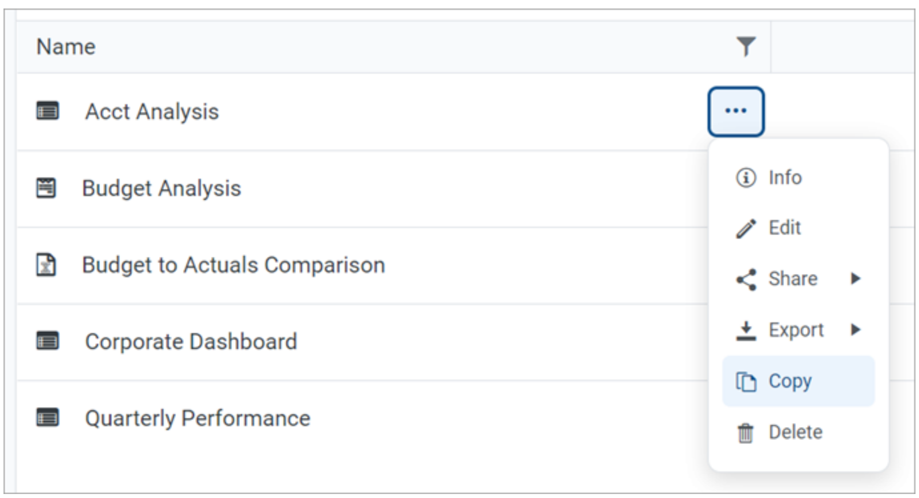
Copying web reports

In the Intelligence Center, you can copy existing web reports to create new reports. In order to copy a web report, you must be an administrator or have the **Create Web Reports** security permission. You must also have read/write access to the current folder, because the copy is created in the current folder.

> **NOTE:** Only web reports created in the Report Builder can be copied. Web reports created from template cannot be copied.

To copy a web report from the Intelligence Center:

1. In the Intelligence Center, locate the web report that you want to copy. You can use folder navigation to find the report, or use the Search box at the top of the page.
2. Once the web report displays in the Intelligence Center grid, hover your cursor over the **Name** column to make the three-dots icon visible. Click the icon then select **Copy** from the menu.

   If the Copy action is present but disabled, then you cannot copy this report because you do not have the appropriate security permissions.
3. In the **Copy Report** dialog, enter a name for the copy. By default, the name is **Copy of *OriginalReportName***.
4. Click **OK**.

The copy is created in the current folder, with the specified name. If you want to save a copy in a different folder, then you can **Edit** the report instead and use **Save As** within the Report Builder.

Editing web reports

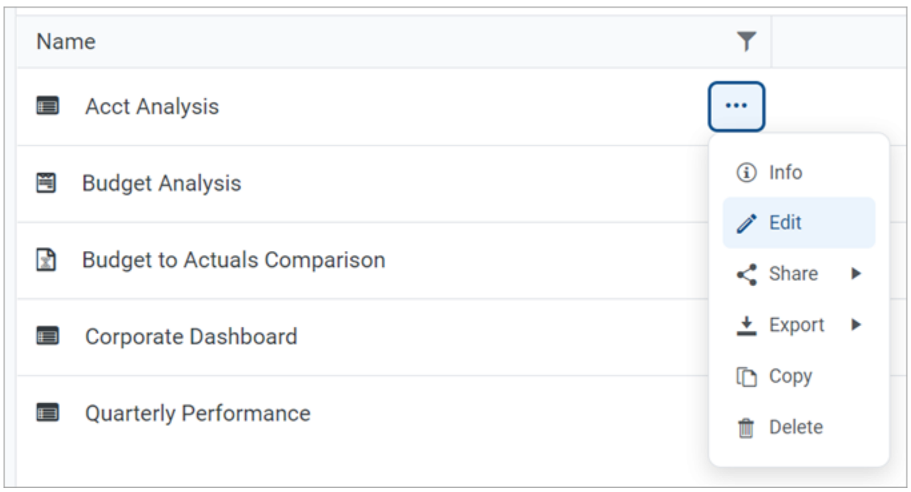
You can open a web report for editing from the Intelligence Center if the report is eligible to be edited, and you have read/write permission to the report.

> **NOTE:** Only web reports created in the Report Builder can be edited. Web reports created from template cannot be edited.

Only one user at a time can open a web report for editing in the Report Builder. However, other users can continue to view the report as normal.

To edit a web report from the Intelligence Center:

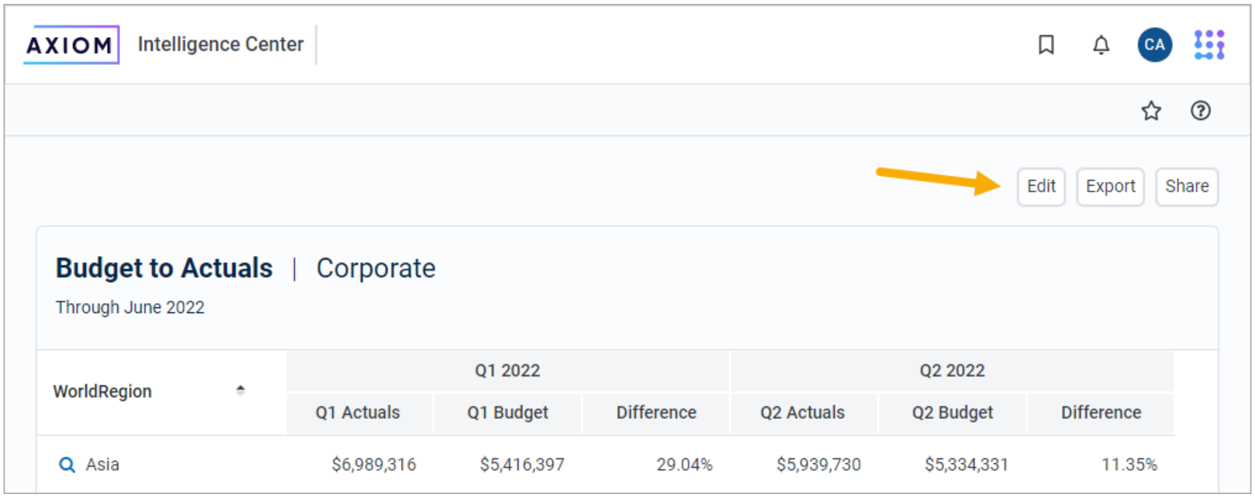
1. In the Intelligence Center, locate the web report that you want to edit. You can use folder navigation to find the report, or use the Search box at the top of the page.
2. Once the web report displays in the Intelligence Center grid, hover your cursor over the **Name** column to make the three dots icon visible. Click the icon then select **Edit** from the menu.

   If the Edit action is present but disabled, then you cannot edit this report. This may be because the report belongs to an installed product and cannot be edited, or because you do not have read/write access to the report, or because the report was created from template.

The report opens in the Report Builder, in the current browser tab. You can now edit it as needed. For more information, see Using the Report Builder.

Alternatively, when viewing a web report, an **Edit** button is present in the top right-hand corner if the report is eligible to be edited, and you have read/write permission to the report. You can click the Edit button to open the report in the Report Builder, make and save your changes, then click the Back button on your browser to return to the report.



Example Edit button to open the current report in the Report Builder

▶ Changing web report names and descriptions

If you have read/write access to a web report, then you can rename the report or change its description.

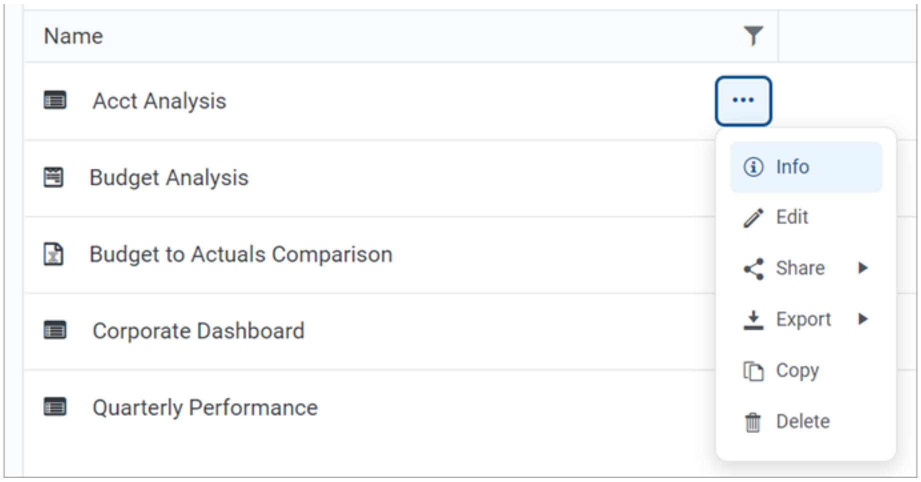
NOTES:

- In systems with installed products, the names and descriptions of product-controlled reports cannot be edited.
- If you have read/write access to a report file, but read-only access to its folder, then you cannot edit the name or description.

To change a web report name and/or description:

1. In the Intelligence Center, locate the web report that you want to edit. You can use folder navigation to find the report, or use the Search box at the top of the page.

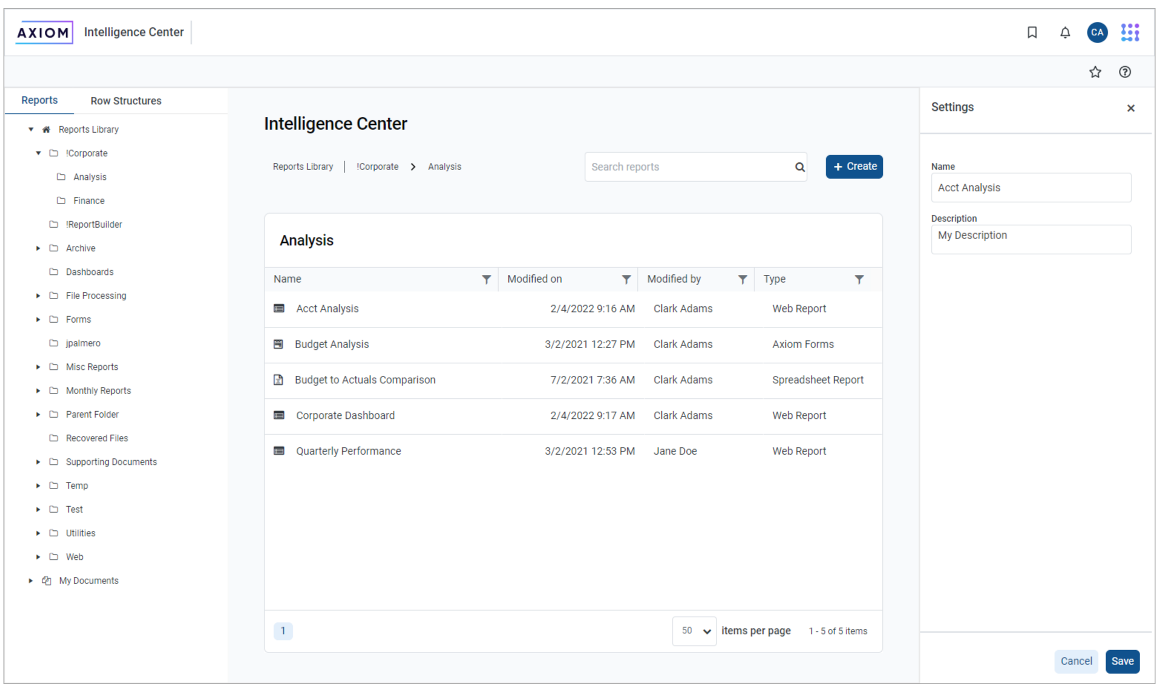
2. Once the web report displays in the Intelligence Center grid, hover your cursor over the **Name** column to make the three-dots icon visible. Click the icon then select **Info** from the menu.



The Settings panel opens along the right-hand side of the page.

3. In the Settings panel, edit the web report **Name** or **Description** as needed, then click **Save**.

The name can be up to 250 characters, and the description can be up to 2000 characters.



Example Settings panel

If the web report name and description cannot be edited, then the **Save** button is not available. This may occur because you do not have the necessary permissions, or because the report belongs to an installed product.

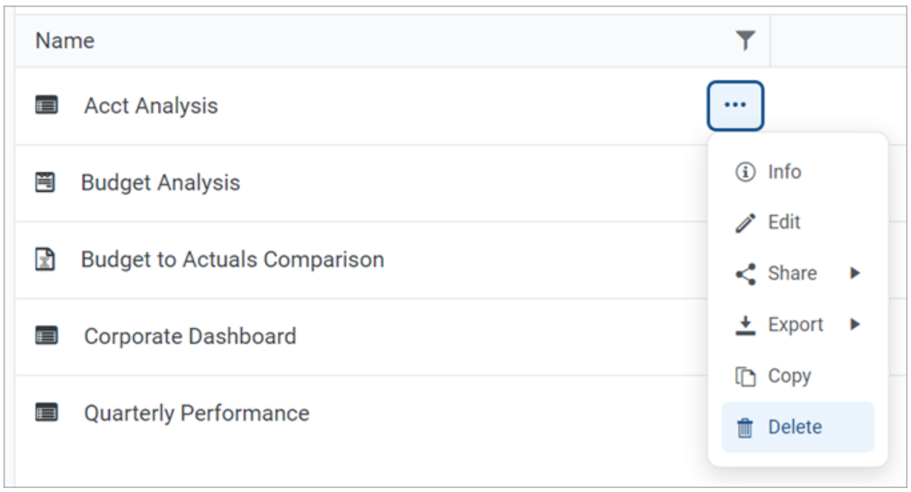
Deleting web reports

You can delete a client-created web report if it is no longer needed. You must have read/write access to the report and its folder in order to delete a report. Product-controlled web reports cannot be deleted.

> **TIP:** If a report is deleted in error, an administrator may be able to restore the report using the **Restore Deleted Files** feature in the Axiom Budgeting and Performance Reporting Desktop Client.

To delete a web report from the Intelligence Center:

1. In the Intelligence Center, locate the web report that you want to delete. You can use folder navigation to find the report, or use the Search box at the top of the page.
2. Once the web report displays in the Intelligence Center grid, hover your cursor over the **Name** column to make the three-dots icon visible. Click the icon then select **Delete** from the menu.

   If the report cannot be deleted, the Delete action is disabled. This may occur because you do not have the necessary permissions to delete the report, or because the report belongs to an installed product.
3. When you are prompted to confirm that you want to delete the report, click **OK**.

The report is deleted from the system and no longer displays in the Intelligence Center.

> **TIP:** You can also delete a web report in the Desktop Client, using Axiom Explorer or the Explorer task pane.

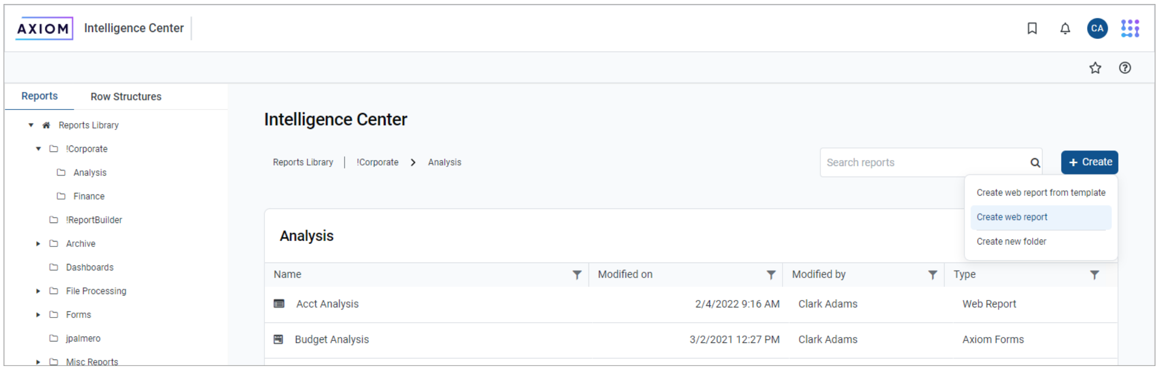
Creating new web reports

Using the Intelligence Center, you can create new web reports from scratch so that you can build the report as needed.

In order to create a web report, you must be an administrator or have the **Create Web Reports** security permission. In order to save the new report you must have read/write access to at least one folder in the Reports Library or access to the My Documents folder. If you do not have permission to create web reports, then the option to create a new web report will not be available from the **Create** button in the Intelligence Center.

To create a new web report:

1. In the Intelligence Center, click **Create > Create web report**.



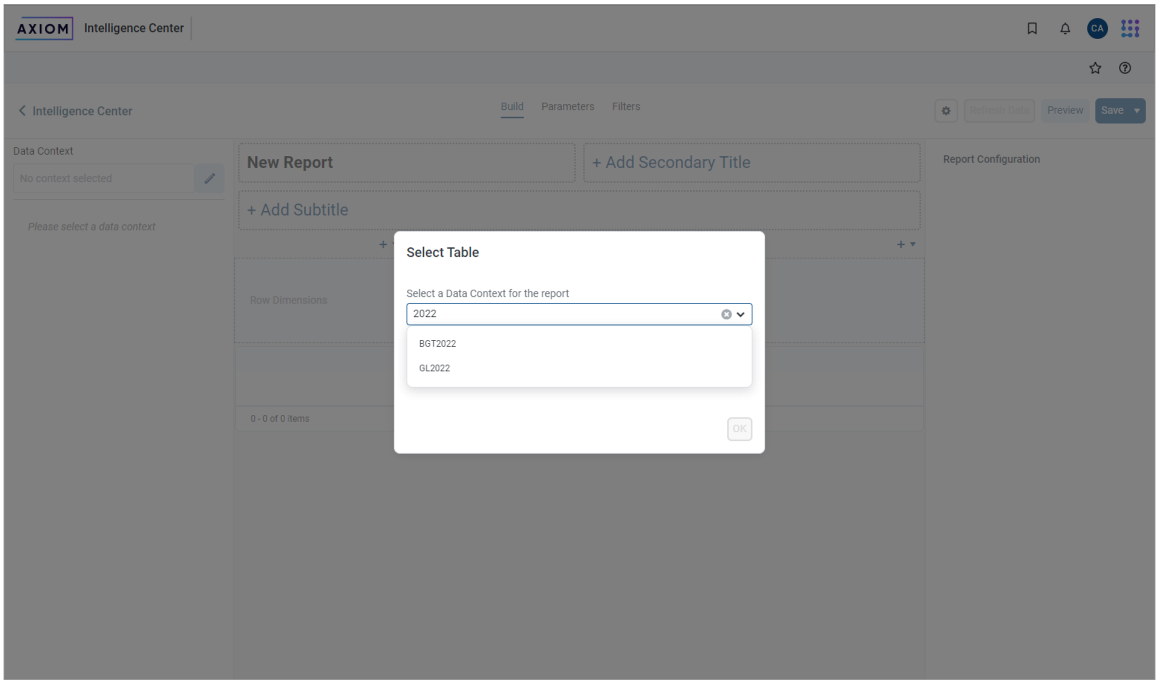
NOTE: The **Reports** area must be selected in the left-hand panel of the Intelligence Center in order to create a new web report.

The Report Builder opens in the current browser tab, displaying a new blank report.

2. In the **Select Table** dialog, select a primary table to determine the data context for the report, then click **OK**.

   The *data context* determines the overall pool of data that is eligible to be included in the report. The selected primary table determines which other tables are eligible for inclusion in the report, based on lookup relationships and shared dimensions. All table columns and filters used in the report must be compatible in the context of the primary table.

   You can select a table from the drop-down list directly, or type into the box to search for a table name. The search uses "contains" matching to return any tables that contain the search text within the table name. Tables that start with the search text are listed first, followed by tables that contain the search text anywhere in the table name. In the following screenshot, the text `2022` has been used to search for tables with the year 2022 in the name.



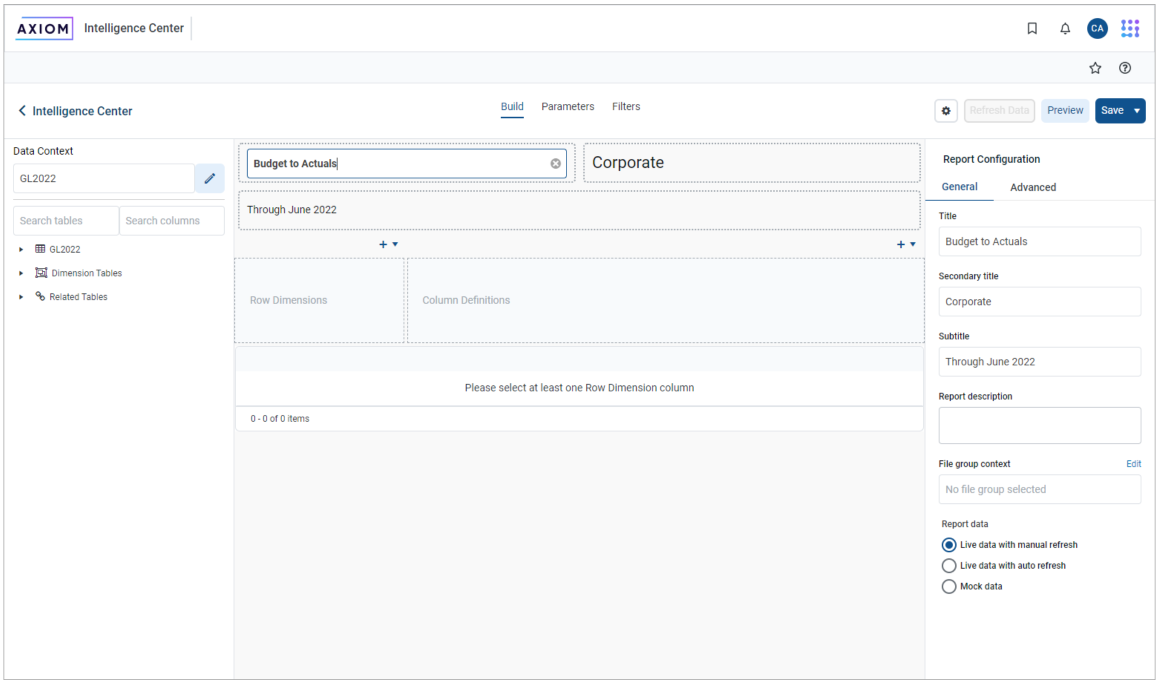
Selecting a primary table for the data context

Once a table is selected for the data context, you can work with the report in the Report Builder. The **Build** tab of the Report Builder is where most of the report creation occurs. The Build tab is organized into three main areas as follows:

- The **Data Panel** on the left side is where you select the data to include in your report.
- The **Report Canvas** in the middle is where you build the report. Columns can be dragged and dropped from the Data Panel to the Report Canvas. You can also create calculations to display in the report columns, and define column groups.
- The **Configuration Panel** on the right side is where you define properties for the report, the data grid, and the individual columns. You can configure properties such as report titles, drilling options, and column formatting.

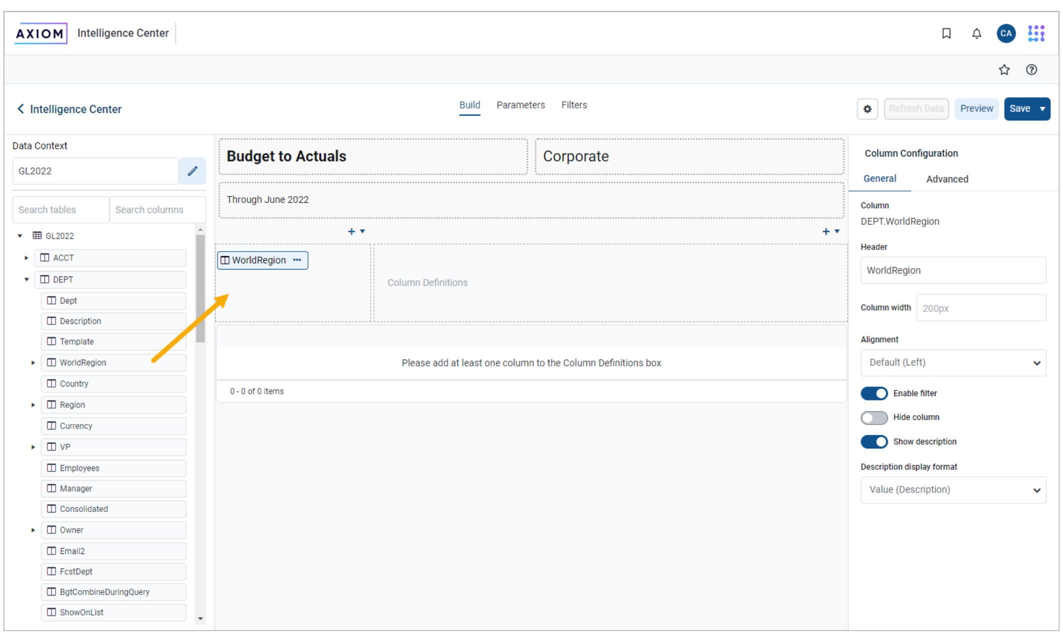
For more information on using the Report Builder, see Using the Report Builder.

3. At the top of the Report Canvas, click inside the title boxes and define the title text as desired. You can also optionally edit the title text within the **Report Configuration** panel. For more information, see Defining report titles and other web report properties.



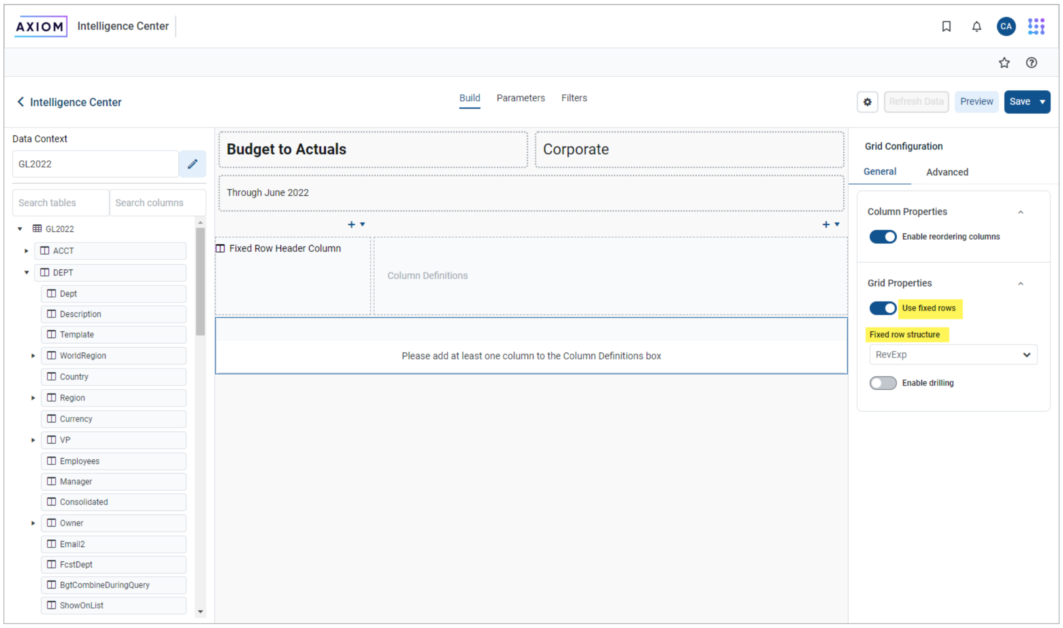
Defining titles for the report

4. Define the rows of the report by doing one of the following, depending on whether you want to generate the rows dynamically or use a fixed row structure:
    - **Dynamic rows**: In the Data Panel, locate the table column that you want to use as the row dimension. Drag and drop the column to the **Row Dimensions** box in the Report Canvas. For more information, see Specifying the row dimension for a web report.



Dragging and dropping a column to use as the row dimension

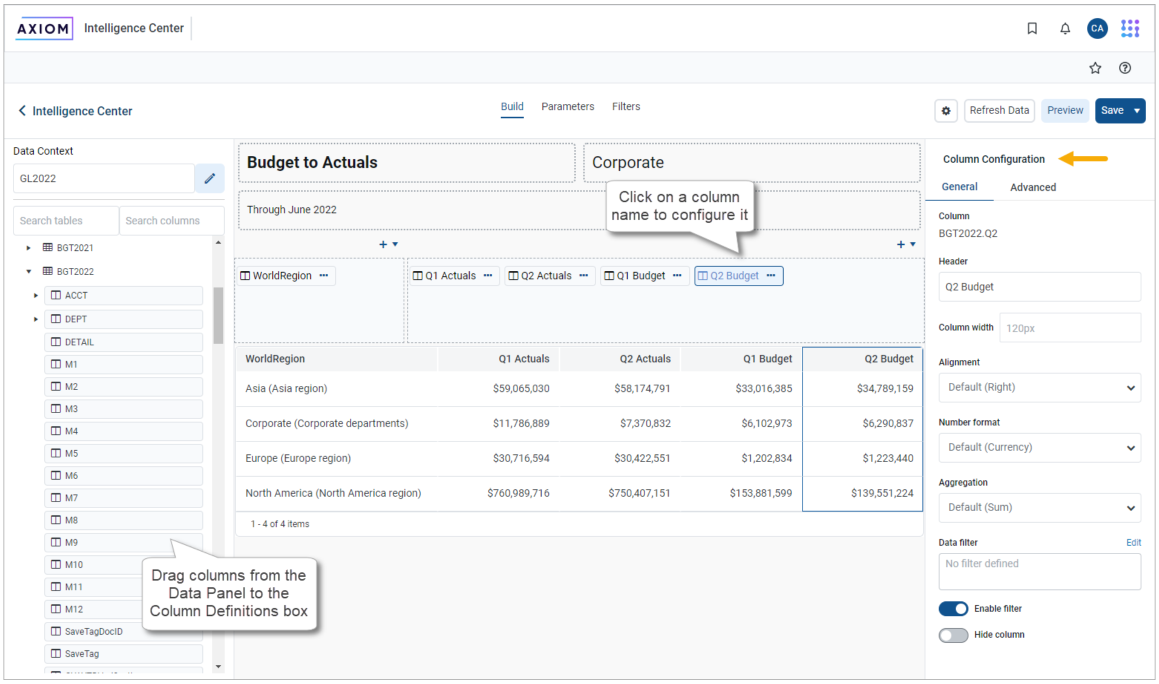
- **Fixed rows**: Select the grid placeholder text in the Report Canvas so that the **Grid Configuration** properties load into the Configuration Panel. On the **General** tab, enable **Use fixed rows** then select an existing **Fixed row structure**. For more information, see Specifying the fixed row structure for a web report.



Specifying a fixed row structure to define the rows

5. Use the Data Panel to locate the data columns that you want to display in the report, then drag and drop those columns out to the **Column Definitions** box in the Report Canvas. Once the columns are added to the grid, you can configure data and display properties for each column.

   For more information, see Adding data columns and calculated columns to a web report and Configuring column properties for a web report.

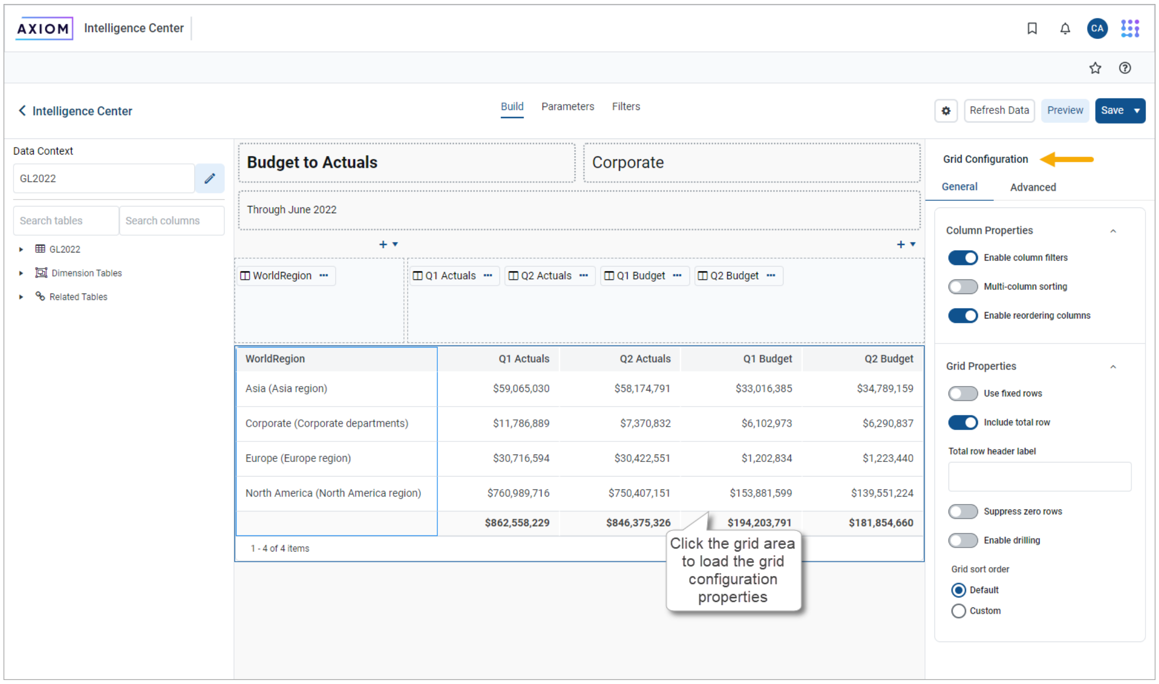


Adding and configuring data columns

NOTE: To populate the grid with data after adding columns to the Column Definitions box, click the **Refresh Data** button. By default, the Report Builder uses live data, but you must manually refresh in order to see the result of any data changes. For more information, see Changing data display options for the Report Builder.

6. Select the grid in the report canvas so that the configuration panel changes to show the **Grid Configuration** settings. Define the grid settings as needed, such as to enable the total row or enable drilling options. For more information, see Configuring grid properties in a web report.

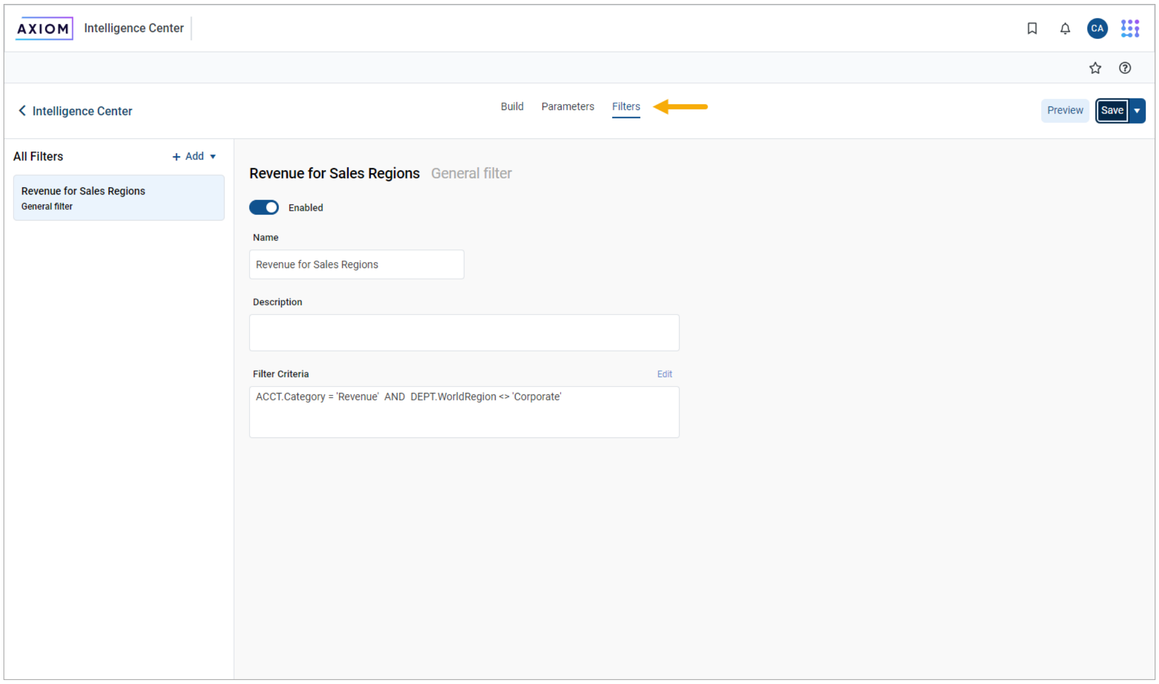
   In the following example, the total row was enabled for the grid.



Configuring grid properties

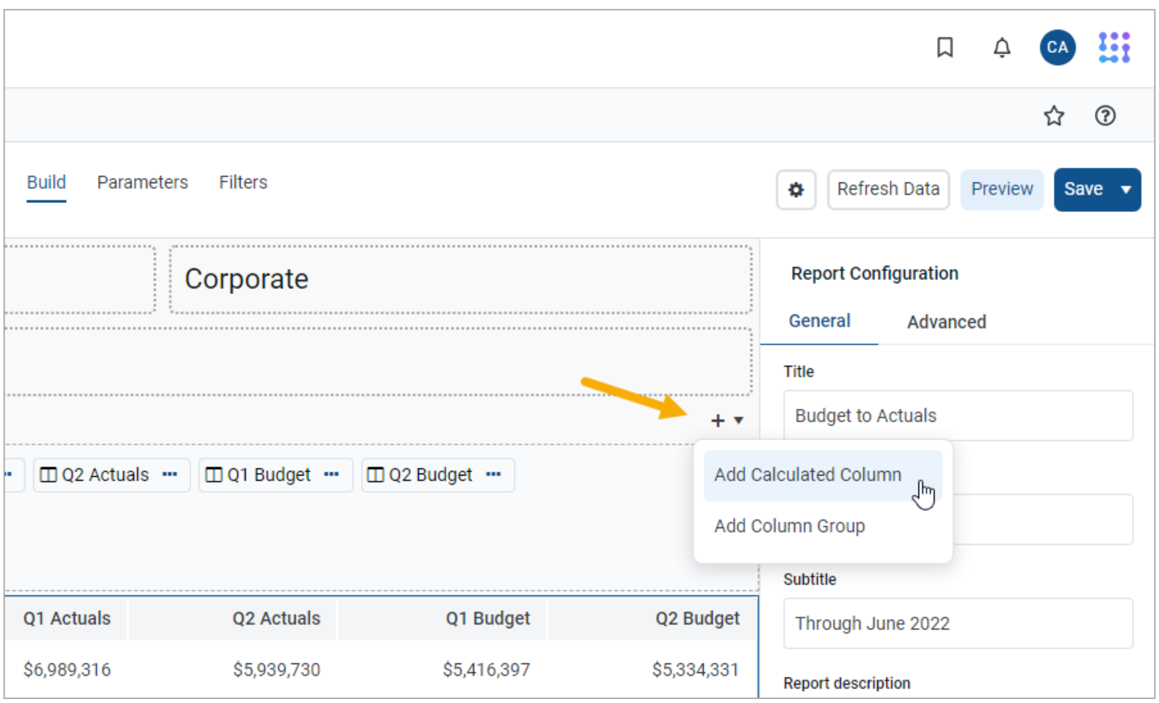
7. Click the **Filters** tab along the top of the page to define report-level filters as needed, to limit the data shown in the report. For more information, see Filtering data in web reports.

   In the following example, a general filter was added to exclude the Corporate world region value from the report and to only show data for revenue accounts.



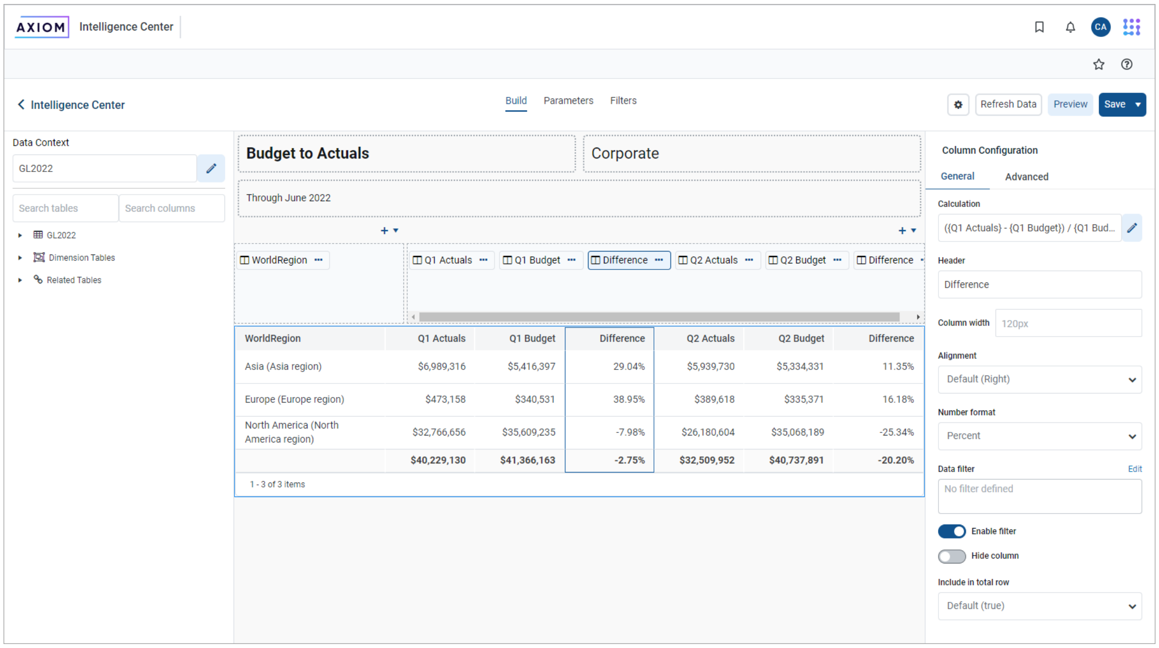
Defining a report-level filter to limit data in the report

8. Return to the **Build** tab, then use the plus icon at the top right of the **Column Definitions** box to add calculated columns to the grid as needed. For more information, see Adding data columns and calculated columns to a web report.



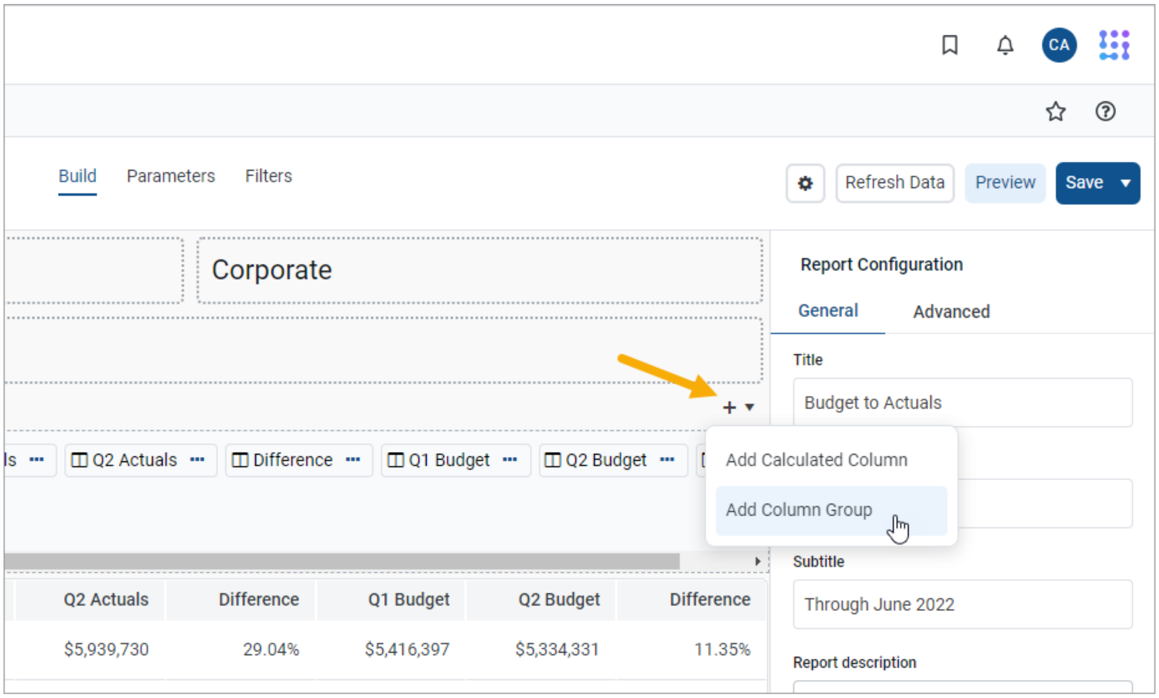
Click the plus icon to add a calculated column

In the following example, two calculated columns have been added to calculate the difference between actuals and budget for each quarter.



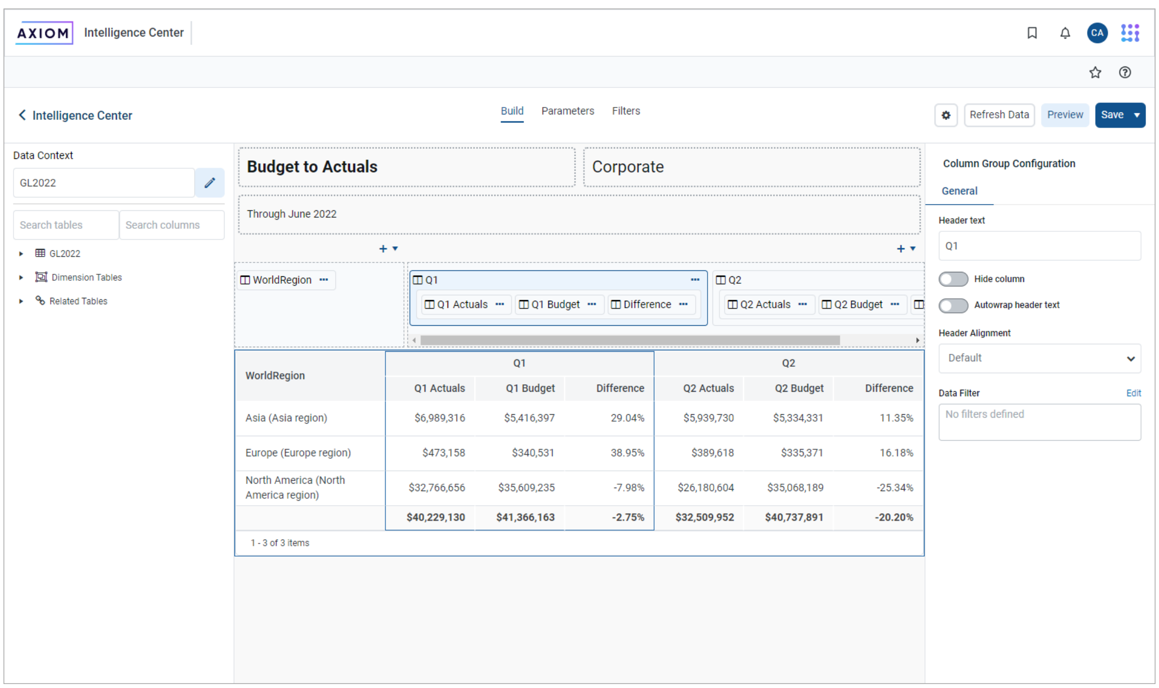
Adding and configuring calculated columns

9. Use the plus icon at the top right of the **Column Definitions** box to add column groups to the grid as needed. Using column groups, you can display multiple columns grouped underneath a header. For more information, see Defining column groups for a web report.



Click the plus icon to add a column group

In the following example, two column groups have been added for Q1 and Q2.



Adding and configuring column groups

10. Optional. If you want the report to dynamically change data based on user selections, then click the **Parameters** tab to add report parameters to the report. For more information, see Using report parameters in web reports.
11. Click **Save** to save the report.
12. In the **Save Report As** dialog, complete the following fields and then click **Save**:

Item	Description
File name	The name of the report file. This is the name that users will see in the Intelligence Center.
Description	Optional. A description of the report. Currently, descriptions do not display in the Intelligence Center, but they can be viewed in the Axiom Budgeting and Performance Reporting Desktop Client using Axiom Explorer.
Save to folder	The folder in the Axiom repository where you want to save the report. • Click the folder icon to the right of the field. • In the **Choose output folder** dialog, select a folder in the Reports Library. You can only select folders where you have read/write access to the folder. If a folder name displays with a lock icon, this means you have read-only access to that folder and therefore cannot save a new report there. **NOTE:** If you have access to the My Documents folder, then you can also save reports to that location for your personal use. • Click **OK** to choose the folder and return to the save dialog. The path to your selected folder now displays in the field.

If you use a file name that already exists in the target folder, you will be prompted to choose whether or not to overwrite the existing file. If you choose not to overwrite, the save operation is canceled and you are returned to the Report Builder.

Keep in mind that many of these steps can be done in any order. You can configure the grid settings before defining report titles, and so on. The main dependency is that you must select a primary table for the data context before you can begin adding columns to the report.

Creating new web reports from template

Using the Intelligence Center, you can create new web reports from a template. Currently, templates are only provided by installed Axiom Budgeting and Performance Reporting products. For more information about any templates provided by your installed products, see the separate product documentation.

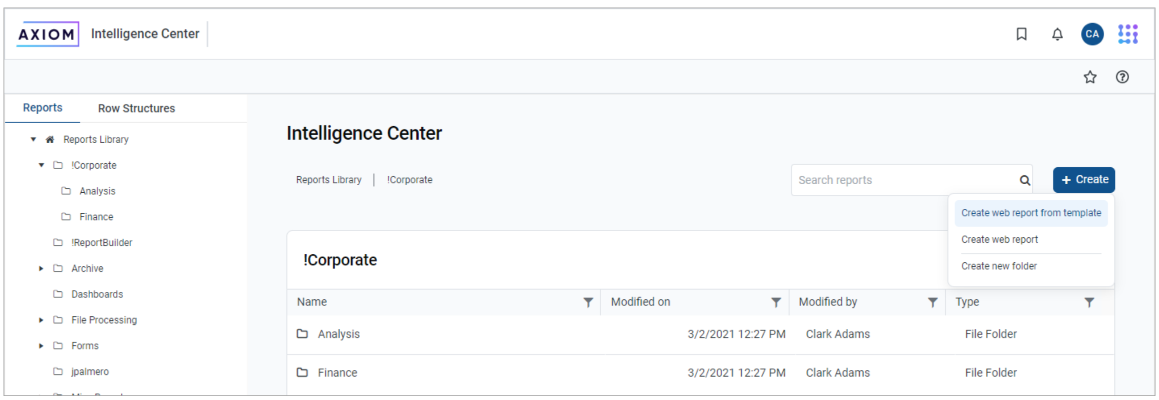
Some report templates require a fixed row structure to define the row dimensions and sections of the report. If you want to create a new web report from a template that requires a fixed row structure, this row structure must already exist so that you can assign it to the report when you create it. For more information, see Managing Fixed Row Structures.

Web reports created from template remain linked to that template. If a template changes, that change is automatically available in all reports created from that template.

In order to create a web report, you must be an administrator or have the **Create Web Reports** security permission. In order to save the new report you must have read/write access to at least one folder in the Reports Library or access to the My Documents folder. If you do not have permission to create web reports, then the option to create a new web report from template will not be available from the **Create** button in the Intelligence Center.

To create a new web report from template:

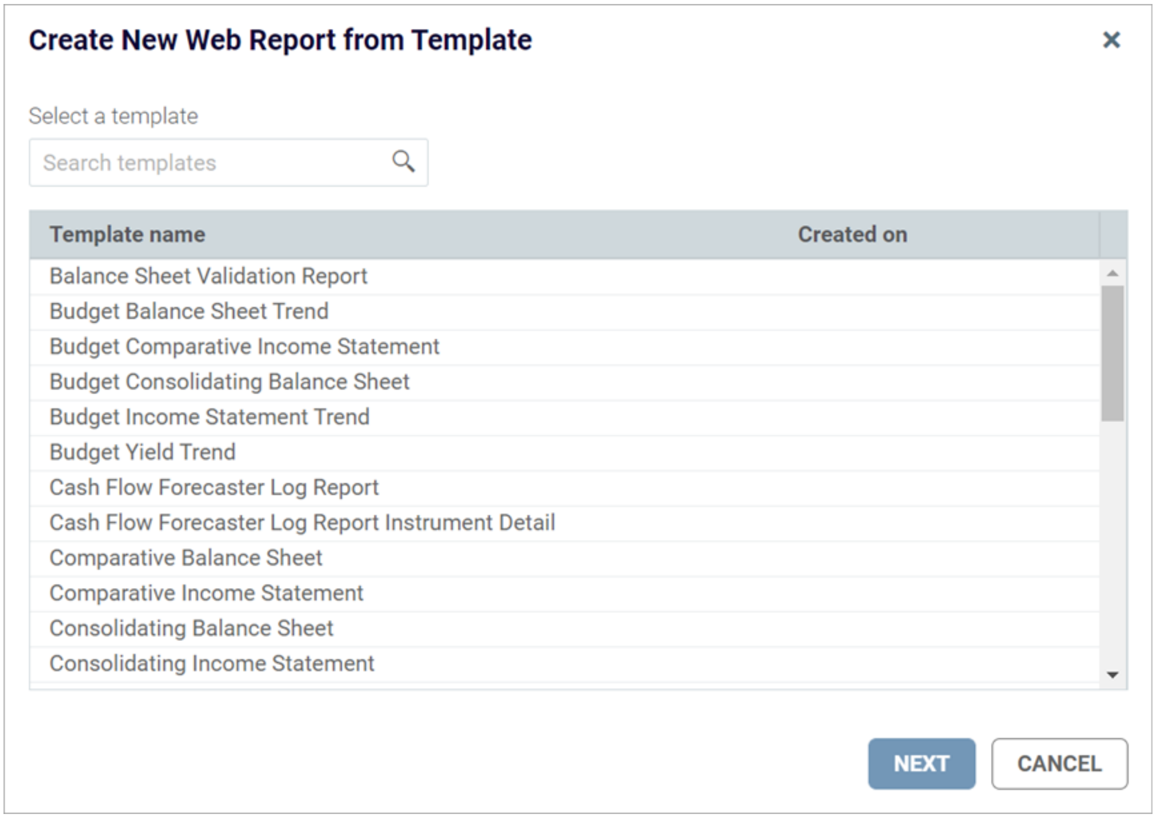
1. In the Intelligence Center, click **Create > Create web report from template**.



> **NOTE:** If your system does not have any product-delivered templates available, then this option will not be present on the **Create** menu.

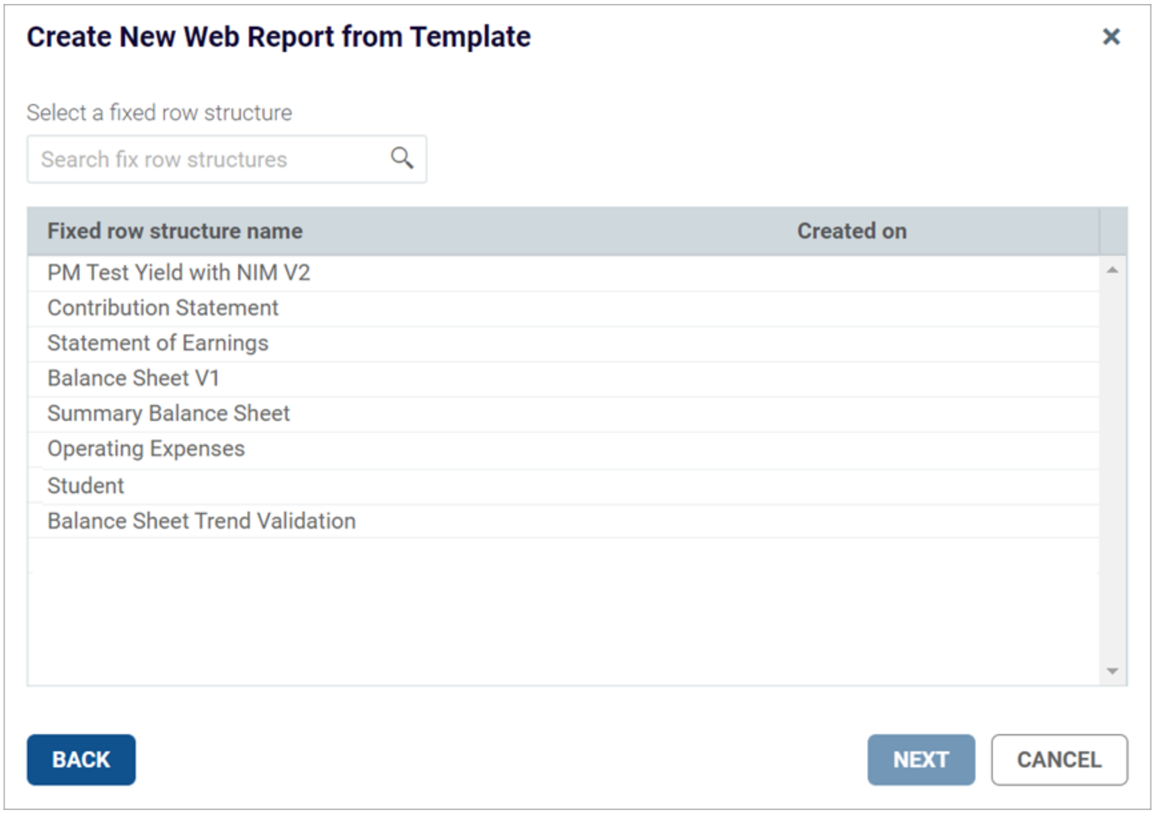
The **Create New Web Report from Template** dialog opens to walk you through the report creation process.

2. On the template screen, select the template that you want to use to create the report, and then click **Next**.



Example template screen showing product-delivered templates

3. On the fixed row structure screen, select the fixed row structure to use in the report, and then click **Next**. If the template you selected does not use a fixed row structure, then this screen does not display and you can skip to step 4.



Example screen showing fixed row structures

NOTE: If no fixed row structures are listed, then your system does not have any available fixed row structures. You must create one before you can create a web report using the selected template. You can click **Back** to select a different template, or you can click **Cancel** to exit the dialog and return to the Intelligence Center. For more information, see Managing Fixed Row Structures.

4. On the final screen, complete the following fields to save the new report, and then click **Create**.

Item	Description
Name	The name of the report file.
Description	Optional. A description for the report.

Item	Description
Save report in	The folder in the Axiom repository where you want to save the report. • Click the folder icon to the right of the field. • In the **Choose output folder** dialog, select a folder in the Reports Library. You can only select folders where you have read/write access to the folder. If a folder name displays with a lock icon, this means you have read-only access to that folder and therefore cannot save a new report there. **NOTE:** If you have access to the My Documents folder, then you can also save reports to that location for your personal use. • Click **OK** to choose the folder and return to the save dialog. The path to your selected folder now displays in the field.

The report is opened in the current browser tab. You can now review the data using a variety of tools available to web reports, such as sorting, filtering, and drilling. For more information, see Viewing and exploring data in web reports.

Once a report is created from template, it cannot be edited—for example, to choose a different fixed row structure. If you want to use a different fixed row structure, create a new report from template again. Remember that any changes to the template or to the fixed row structure will automatically flow through to all reports that use the template or the fixed row structure.

Using the Report Builder

Using the Report Builder, you can create and edit web reports using a drag-and-drop interface. Web reports are intended to be intuitive for report builders to create and easy for report viewers to use.

Web reports support two different ways to display reporting data in a grid:

- **Dynamic rows**: Dynamically display data rows based on a specified dimension or grouping.
- **Fixed rows**: Use predefined fixed row structures to organize data rows into sections with headers, totals, and subtotals.

The Report Builder opens when you do either of the following:

- Create a new web report from the Intelligence Center.
- Edit an existing web report from the Intelligence Center or from the report viewer.

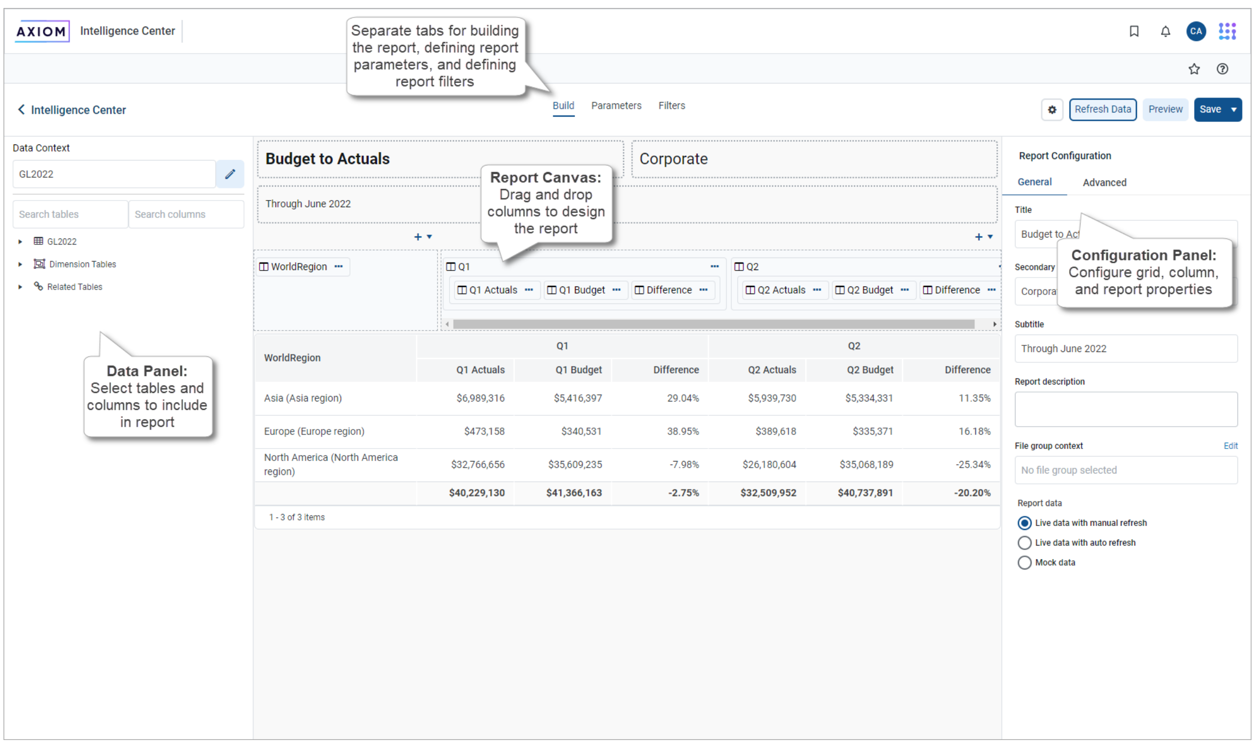
▶ Overview of the Report Builder

The Report Builder is organized into three tabs:

- **Build**: Use this tab to design the report data and configure report properties. This is the default tab.
- **Parameters**: Use this tab to enable and configure interactivity for the report. Report users can dynamically change the data that displays in the report using report parameters.
- **Filters**: Use this tab to define report-level filters, to limit the data shown in the report.

In the Build tab, the Report Builder has three main areas:

- The **Data Panel** on the left side is where you select the data to include in your report.
- The **Report Canvas** in the middle is where you build the report. Columns can be dragged and dropped from the Data Panel to the Report Canvas. You can also create calculations to display in the report columns, and define column groups.
- The **Configuration Panel** on the right side is where you define properties for the report, the data grid, and the individual columns. You can configure properties such as report titles, drilling options, and column formatting.



Overview of the Report Builder

As you build and configure the report, a preview of the grid displays in the Report Canvas area. Several options are available to control how data is shown in this grid. For more information, see Changing data display options for the Report Builder.

Building a report in the Report Builder

The following is an overview of how to build a report in the Report Builder:

- Define a data context: Each report must have a specified primary table to determine the data context for the report. Once the data context is defined, you can build the report using columns from the primary table and from related tables.
- Define report titles: You can define report title text and an optional report description.
- Define the grid rows: Web reports can use dynamically generated rows based on a dimension, or they can use a fixed row structure. Do one of the following depending on the type of report that you want to make:
  - For dynamic rows, add a row dimension to the grid by dragging and dropping a table column.
  - For fixed rows, specify a fixed row structure by modifying the grid properties.
- Add data columns and calculated columns: Drag and drop table columns out to the grid to define the data columns for the report, and define calculated columns as needed. You can also define column groups to create grouped headers in the report.
- Configure grid properties: Configure grid properties such as the total row and user interaction options, including enabling and configuring drilling options as needed. You can also adjust the default formats for various column types.
- Configure column properties: Configure properties for each column such as alignment, width, number format, and column filters.
- Define report filters: You can define general and table-specific filters to limit the data shown in the report grid.
- Define report parameters: You can optionally create and configure report parameters to allow end users to dynamically change the data shown in the report.

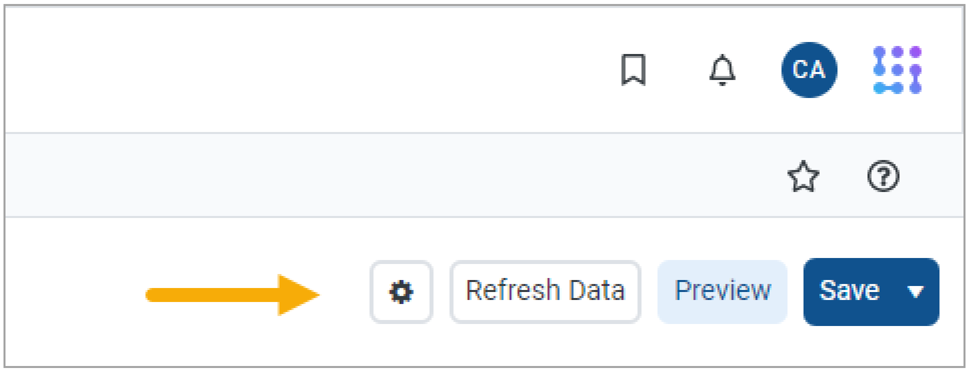
Changing data display options for the Report Builder

As you build and configure the report, a sample of the grid data displays in the Report Canvas area. You can choose how data displays in the sample grid as you build the report.

> **NOTE:** The sample grid is intended to give you an idea of how the report data will display to report viewers, but it is not intended to be an exact representation of the final report. To see the report as it will appear to report viewers, use the Preview feature.

To change how data displays in the Report Builder:

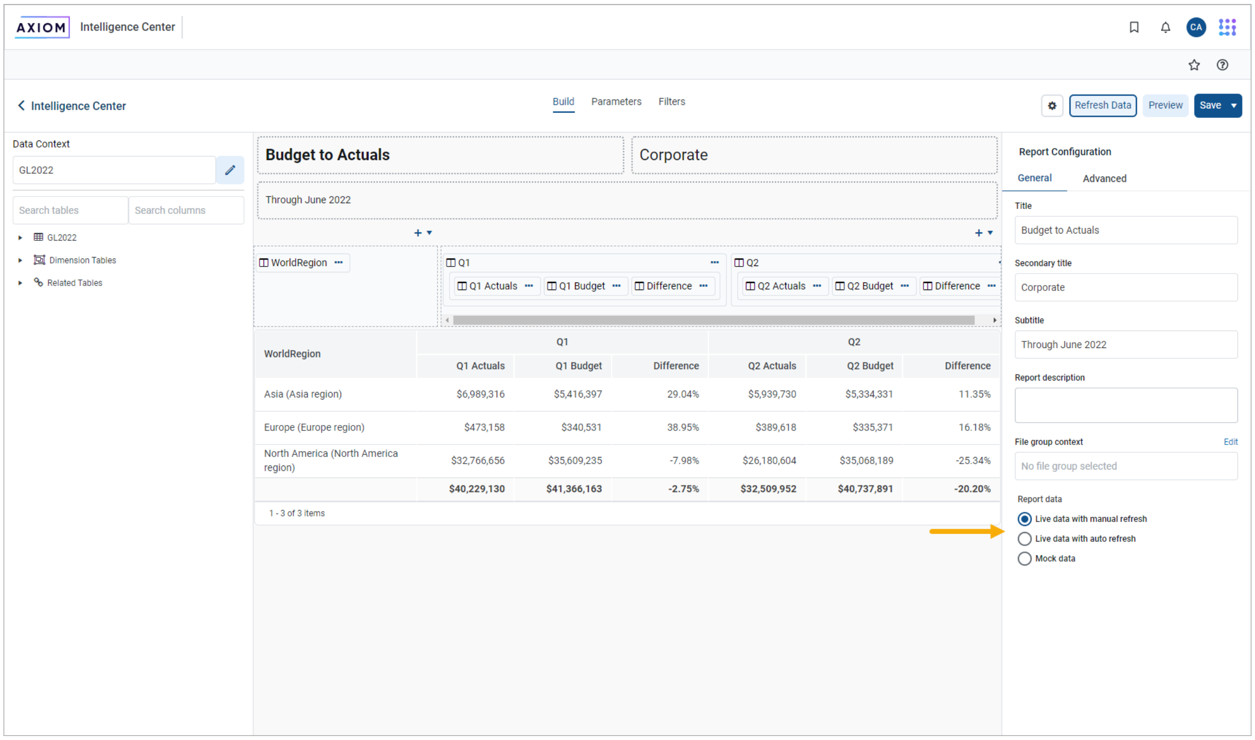
1. On the **Build** tab of the Report Builder, click the gear button at the top of the page to load the **Report Configuration** properties.



2. Select one of the following options for **Report data**:

    - **Live data with manual refresh** (default): Live data is shown in the grid, however, you must manually refresh the data after making configuration changes that affect the data shown. This is for performance reasons, so that you do not have to wait for data queries to complete in order to continue working on your report. When using this option, data updates are handled as follows:
        - If you add a new column, or make a configuration change that would affect the data shown in the column, the column will be blank. To populate the grid for data in this column, click the **Refresh Data** button.
        - If you make a configuration change that would affect the data shown in the entire grid, the grid will be blank. To populate the grid with the current data, click the **Refresh Data** button.

      The **Refresh Data** button is only available when using this option.
    - **Live data with automatic refresh**: Live data is shown in the grid, and the data automatically updates after you make any configuration changes. Generally speaking, this option should only be used when the report queries a small set of data so that updates will be quick, or when you do not expect to be making many configuration changes that affect data.
    - **Mock data**: Mock data is shown in the grid. When using this option, you can get a basic idea of how the report columns and format will display to the user, without viewing actual data. This is a good option if you do not need to made configuration changes that affect the data, or if you do not need to view the data while you are making these changes.



Data display options for the Report Builder

Even if you are viewing live data, keep in mind that the grid shown in the Report Canvas is simply meant as a guide to help you build the report—it is not intended to be a fully functional representation of the report. If you want to see how the report will display to report viewers, click the **Preview** button.

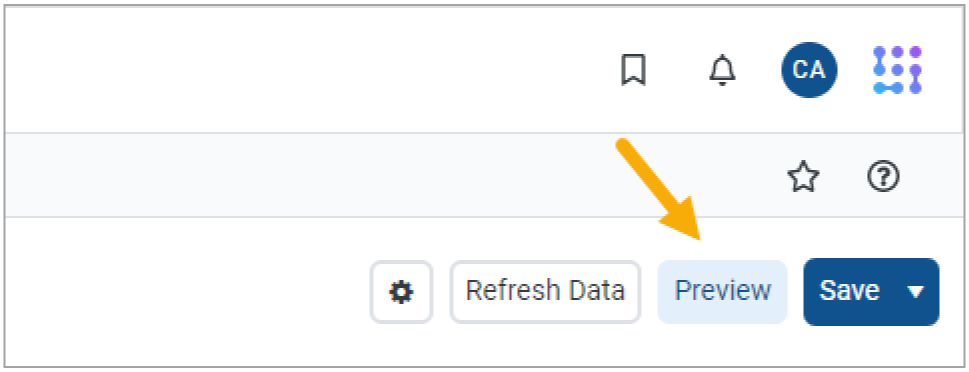
NOTE: The **Report data** option is not saved in the report, and your selection is not saved for future Report Builder sessions. Every Report Builder session defaults to using live data with manual refresh.

Previewing a report

The sample grid in the Report Canvas accurately reflects some report configuration details such as column headers and number format. However, other configuration details are not reflected in the sample grid. For example:

- Column width may not be accurately reflected in the sample grid. Initially, the grid will expand to fit the available space. Once there are enough columns to fill the space, the column width will be honored.
- The sample grid only shows up to ten rows of data (when using dynamic rows) and does not display paging options.
- Drilling options are not available in the sample grid.
- Report viewer options to sort and filter column data are not available in the sample grid
- Report parameters cannot be used on the sample grid.

If you want to see how the report will display to end users in the report viewer, including all user interaction options for the report, click the **Preview** button at the top of the Report Builder.



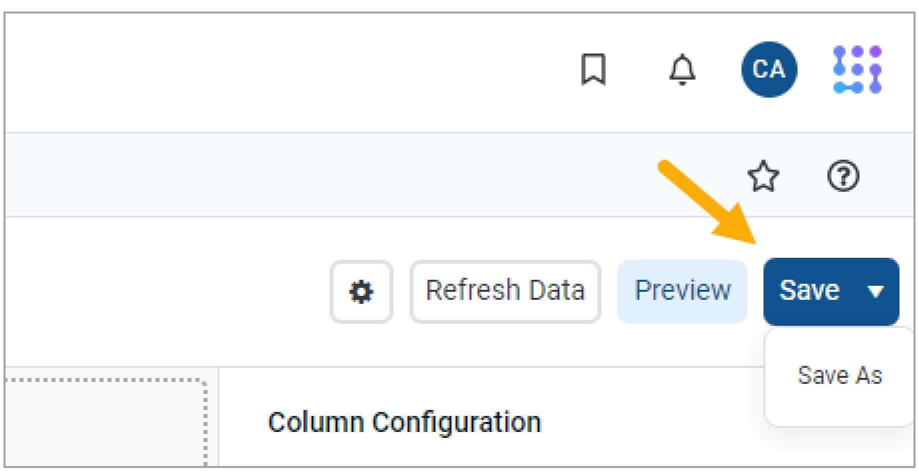
The report preview opens in a separate dialog that overlays the Report Builder. Using this preview, you can view the report data and try out end-user features like sorting, filtering, and drilling the report. When you are done viewing the preview, click **Close** at the bottom of the dialog to return to the Report Builder (or click the **X** in the top right corner).

The report preview does have a few limitations. Export and share options are not available in the report preview. Additionally, if hyperlinks are used in the report, the hyperlinks will always open in a new tab, even if they are configured to open in the same tab—this is done so that clicking a hyperlink will not close the Report Builder.

Saving a report

Use the **Save** button at the top of the Report Builder to save the report. If the report is a brand new report, you will be prompted to define a name and folder location for the report. Otherwise, the existing report is saved.

If you have opened an existing report for editing and you want to save a copy of it with a new name, click the down arrow to the right of the Save button and select **Save As**.



Save button with Save As option

NOTE: The **Create Web Reports** security permission is required in order to use **Save As**.

If you have made changes to the report but have not yet saved, you will be prompted to save when you attempt to close the browser tab or navigate to a new location.

Defining the data context for a web report

The *data context* for a web report determines the overall pool of data that is eligible to be included in the report. To define the data context, you select a *primary table* as the "base" table for the report. This primary table then determines which other tables are eligible for inclusion in the report, based on lookup relationships. All table columns used in the report must be compatible in the context of the primary table.

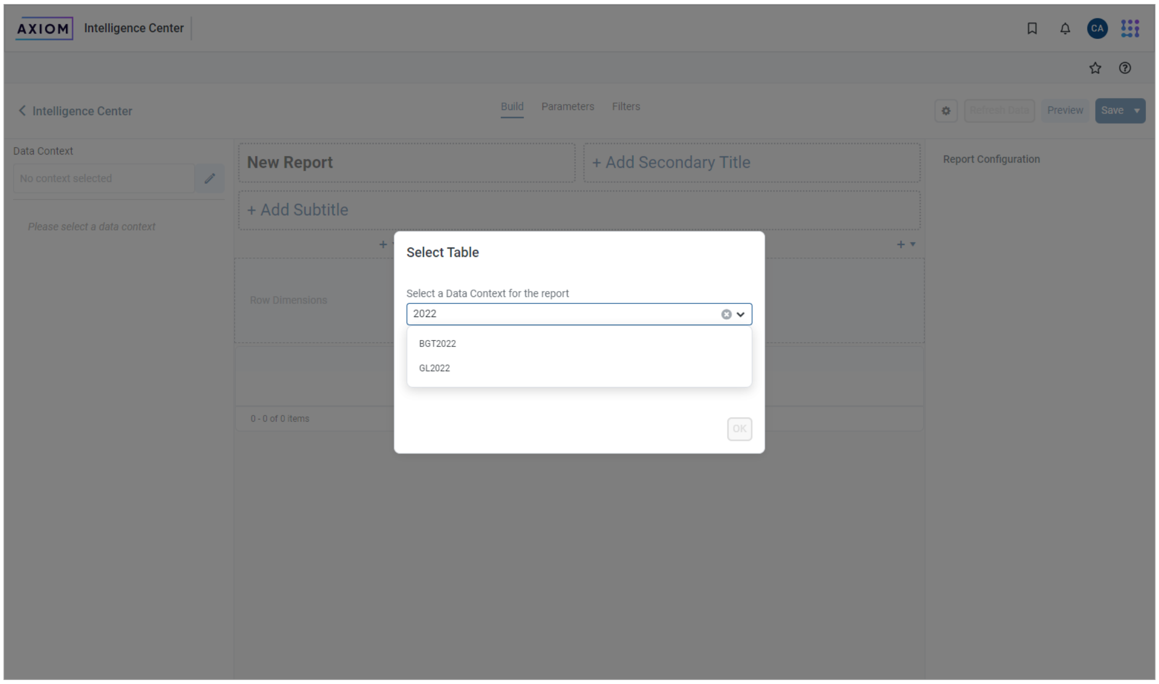
In the Report Builder, the primary table for the data context is specified on the **Build** tab, in the left-hand Data Panel. You must select the primary table before you can drag and drop any table columns out to the grid.

To select a primary table for the data context:

There are two ways to select a primary table for the data context.

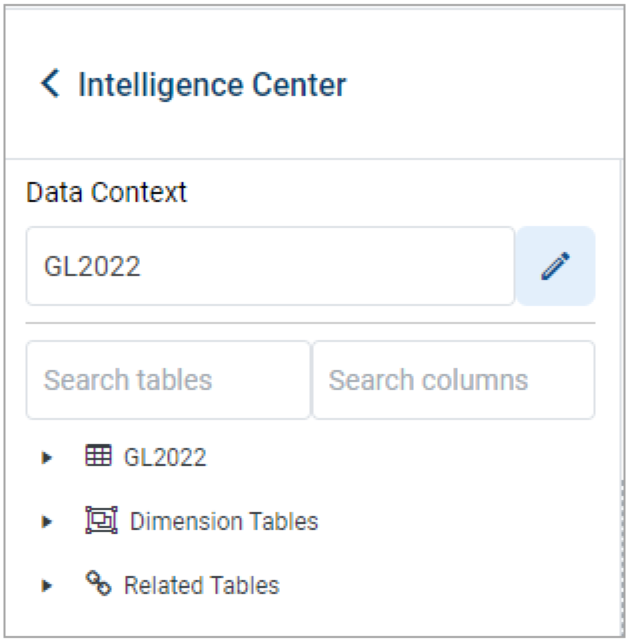
- When you create a brand new report, you are automatically prompted to select a primary table for the data context.

  You can select a table from the drop-down list directly, or type into the box to search for a table name. The search uses "contains" matching to return any tables that contain the search text within the table name. Tables that start with the search text are listed first, followed by tables that contain the search text anywhere in the table name. In the following screenshot, the text `2022` has been used to search for tables with the year 2022 in the name.



Example Select Table prompt when creating a new report

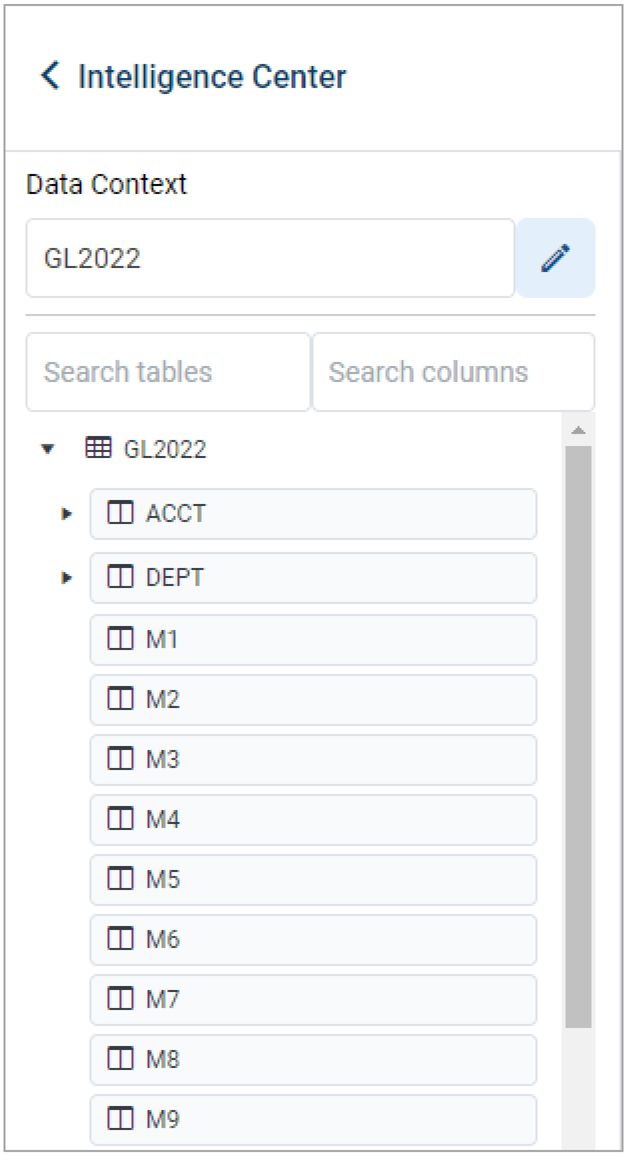
- If you are already in the Report Builder, then you can define or change the primary table using the **Data Context** box at the top of the Data Panel. Click the Edit icon to open the **Select Table** dialog (as shown in the previous screenshot).



Once you have selected a table, that table name is shown in the **Data Context** box, and the Data Panel populates to show a table tree in three expandable/collapsible sections:

- ***TableName***: The selected table and its columns. This table is the primary table.
- **Dimension Tables**: Reference tables that the primary table looks up to. If the reference tables have lookups to other reference tables, these multi-level reference tables are accessible through the first-level reference tables.
- **Related Tables**: The contents of this section depend on the type of table selected as the primary table.
  - If the primary table is a data table, then this section contains other tables that look up to one or more of the same reference tables as the primary table.
  - If the primary table is a reference table, then this section contains tables that look up to the reference table.

You can expand these tables to view the columns, and then drag and drop columns out to the Report Canvas area so that they can be used as row dimensions or data columns.



Expanded table tree

In this example, we have selected GL2022 as the primary table. GL2022 is a data table that looks up to reference tables Dept and Acct. The table tree is populated as follows:

- **GL2022**: This node contains all columns in GL2022, as well as columns in the lookup tables Dept and Acct.
- **Dimension Tables**: This node contains the lookup reference tables Dept and Acct. If the reference tables look up to other downstream reference tables (multi-level lookups), those downstream reference tables can be used through these tables.
- **Related Tables**: This node contains other tables that also look up to Dept or Acct (or to a multi-level lookup through Dept or Acct). This may include tables such as GL2021, BGT2021, and BGT2022.

When you save the report, the data context is saved for that report and will be reloaded into the Data Panel whenever the report is opened in the Report Builder.

NOTES:

- When choosing the data context, the list of tables is automatically filtered to only show tables that you have access to. If you have the **Administer Tables** security permission, all tables will be shown. This means it can be possible to select a primary table where you do not have access to any of the data in the table. You can build the report but it will not populate with data.
- Certain tables can be restricted from showing the in the Report Builder using the system configuration setting **TablesRestrictedFromReportWriter**. If a table that you have access to is not available, it has likely been restricted using this setting.

▶ Changing the data context

You can change the data context freely until you have done either of the following:

- Dragged and dropped columns out to the grid setup boxes in the Report Canvas
- Selected a fixed row structure for use with the report (when using the **Use fixed rows** option in the Grid Configuration properties)

You can still change the data context if needed, but any newly selected primary table must be compatible with the table columns you have already added to the grid, and with the fixed row structure you have selected (if applicable). If the newly selected primary table is not compatible, an error will occur when the Report Builder tries to refresh the grid in the Report Canvas. At this point you have the choice of selecting a different primary table that is compatible (which may mean returning to the original primary table), or removing the incompatible columns from the grid, or choosing a different fixed row structure.

Other settings that must be compatible with the primary table include columns selected as drilling columns for a Directed drilling configuration. If you change the primary table and any of these settings are incompatible with the new primary table, an error will occur.

If you change the data context and save the report, the new primary table is now saved for the report and will be reloaded into the Data Panel whenever the report is opened in the Report Builder.

Specifying the row dimension for a web report

The row dimension for a web report defines the summation level for the row data. For example, you may want the rows in your grid to show data by department, region, entity, account, or some combination of dimensions. You specify a table column to use as the row dimension, and then the rows in the grid are dynamically generated based on the unique values in that column.

NOTE: If you want your report to use a static row structure with multiple sections instead of dynamically generating the rows, then use a fixed row structure instead of a row dimension.

The row dimension for the report is placed in the left-hand box at the top of the Report Canvas, known as the **Row Dimensions** box. The report grid cannot render until you specify either a row dimension or a fixed row structure.

Row Dimensions box at the top of the Report Canvas

Web reports can have multiple row dimensions. If two or more row dimensions are specified, then each row in the report represents a unique combination of the dimensions. For example, if the row dimension is just Dept, then each row shows data for a department. If the row dimension is Dept and Acct, then each row shows data by the unique combinations of department and account.

To specify a row dimension for a web report:

1. On the **Build** tab of the Report Builder, in the Data Panel, expand the table tree until you locate the column that you want to use as a row dimension.

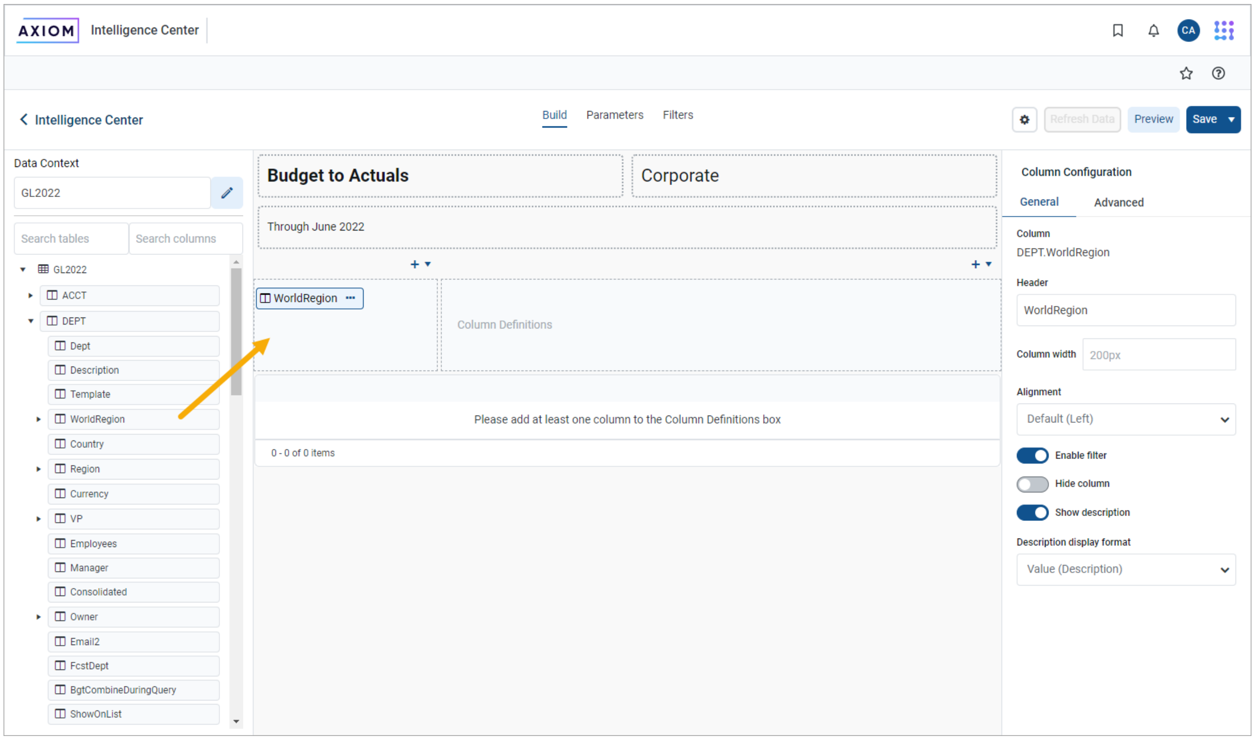
   If the Data Panel is empty, this means you must select a primary table first.

2. Drag and drop the column to the **Row Dimensions** box at the top of the Report Canvas.

3. Select the column name in the Row Dimensions box, and then use the **Column Configuration** panel to configure display properties such as column width, alignment, header text, and formatting. For more information, see Configuring column properties for a web report.

4. If multiple columns are present in the Row Dimensions box, you can drag and drop them within the box so that they display in the desired order within the grid.

Once a row dimension is specified, the Data Panel updates to remove any tables that are incompatible with the specified row dimension. You can now build out the data columns of the report by dragging and dropping columns from the Data Panel, and by creating calculated columns. For more information, see Adding data columns and calculated columns to a web report.



Defining a row dimension for a web report

NOTES:

- If you drag and drop a validated column from a data table to use as the row dimension, such as GL2022.Dept, this column reference is automatically "elevated" to point to the lookup table instead, meaning Dept.Dept. This is done so that the column reference is compatible with other data tables that reference the same lookup table. This elevation only occurs if the validated column looks up to a shared dimension table.
- Calculated fields from the database cannot be added as row dimensions.

▶ Using a dynamic column for the row dimension

You may want to design a report where the row dimension is dynamic based on user input. Users can choose the grouping level that they want to see the rows summarized by.

To configure a report to use a dynamic row dimension, you must:

- Create a Column List report parameter, and configure the parameter to use the columns that you want users to be able to choose as the row dimension.
- Add a Dynamic column to the Row Dimensions box, and configure that column to use the Column List report parameter.

When a report user opens the report, they can use the Report Parameters panel to choose the column that they want to use as the row dimension. The report then refreshes to show the data grouped by that column. For more information, see Using report parameters in web reports and Using Column List report parameters.

▶ Displaying descriptions for the row dimension

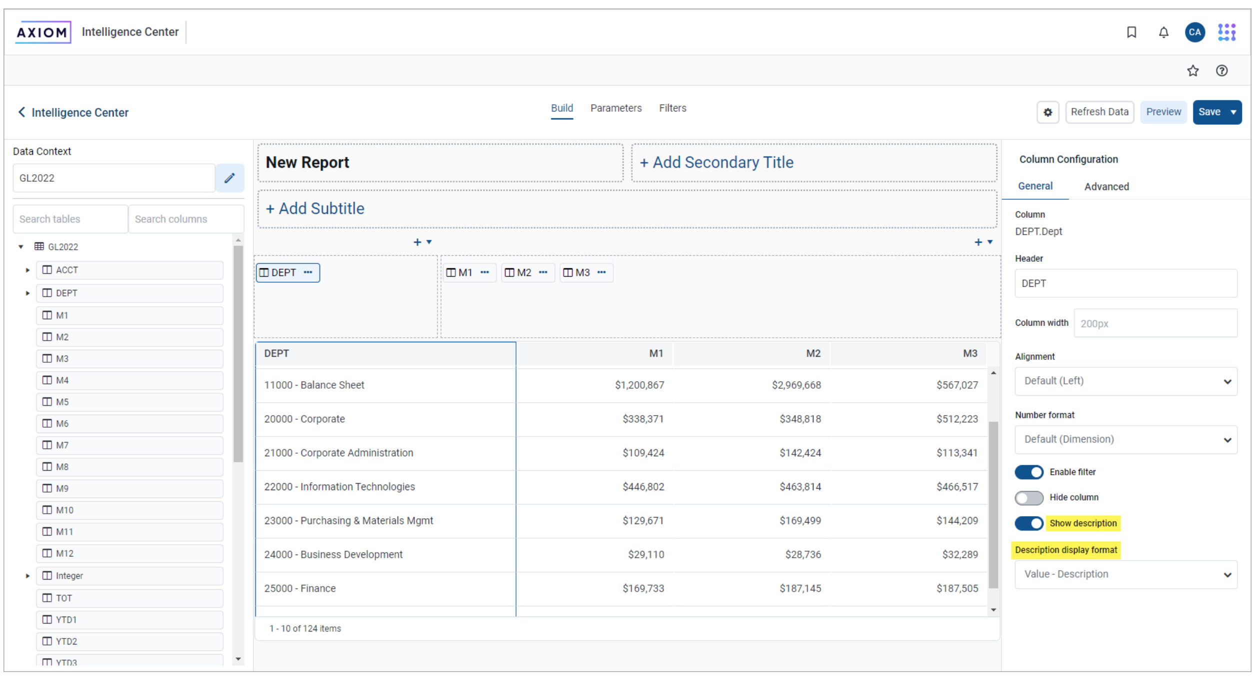
In many cases your row dimension will be a code, such as a department code or an account code, and you want to display the description for the code next to it. By default, any column with an associated description is automatically enabled to show the descriptions appended to the column value. If desired, you can specify a different display format for the descriptions, or you can disable showing descriptions.

This behavior applies to any column with descriptions used in the report, but the most common use case is for the row dimension columns.

To configure the description display formats for row dimensions:

1. On the **Build** tab of the Report Builder, select the row dimension column in the **Row Dimensions** box.
2. In the **Column Configuration** settings, on the **General** tab, enable or disable **Show description** as needed.
3. If descriptions are enabled, then select the desired display format from the **Description display format** list.

In the following example, the Dept column has been configured to show descriptions using the **Value - Description** format. If you select a format that shows descriptions first, such as **Description (Value)**, then the rows will be sorted by the descriptions instead of the underlying values.



Example row dimension column configured to show descriptions

Filtering the row dimension

In some cases you want the report to display a subset of values from the row dimension column, instead of all values. To filter the row dimension values, use the Filters tab to define a general filter for the report.

For example, if the row dimension is Dept but you want the report to only display departments that belong to a specific entity, define a general filter such as `Dept.Entity='Entity 1'`. This will filter the grid so that it only shows data that belongs to Entity 1, including the row dimension values. Department codes that do not belong to Entity 1 will not be included in the data query.

Changing the row dimension

You can change the row dimension at any time by dragging and dropping additional columns to the **Row Dimensions** box, or by removing existing row dimensions.

To remove a row dimension, click the three-dots icon to the right side of the column name and then select **Delete Column**. If you remove the only row dimension, the grid in the Report Canvas cannot be rendered until you specify a new one.

If you change the row dimension after adding data columns and calculated columns, or if you change the primary table after specifying a row dimension, it is possible that some of the selections may be incompatible with each other. In this case, an error will display when the Report Builder attempts to refresh the data in the Report Canvas. You may have to remove incompatible columns, change the row dimension, or change the primary table in order to restore a valid grid configuration.

If you decide that you want to change the report to use a fixed row structure instead of a row dimension, use the **Grid Configuration** properties to enable fixed rows and then choose a fixed row structure. For more information, see Specifying the fixed row structure for a web report. Any columns currently placed in the Row Dimensions box will be ignored while fixed rows are enabled for the report.

Using upstream grouping columns as row dimensions in web reports

Under normal circumstances, row dimension columns can be columns on the primary table for the data context, or columns on lookup dimension tables. However, when the primary table for the web report is a reference table, you can also optionally use columns from related tables as row dimensions. This type of configuration is referred to as *upstream grouping columns*.

Upstream grouping columns can be useful for reporting in certain Axiom Budgeting and Performance Reporting products that hold important data in reference tables. For example, the Enterprise Decision Support (EDS) product needs to report on data in the Encounter table, which is a reference table. For some reports, they want to group this data using a related table such as the EncounterPayor table, yet still bring in columns from other related tables that look up to the Encounter table (such as CostDetail). Columns from the EncounterPayor table are considered upstream grouping columns because EncounterPayor looks up to Encounter instead of the other way around.

Identifying upstream grouping columns

A row dimension column is considered an upstream grouping column if both of the following are true:

- The primary table for the data context is a reference table. Reference tables are a particular type of table classification in Axiom Budgeting and Performance Reporting that can only have one key column, and can serve as the lookup source for a validated column. Reference tables are also often referred to as dimension tables, as many reference tables are used to define dimensional data such as department, account, or entity.
- The row dimension column is from a related table instead of from a dimension table or the primary table.

Design considerations and limitations when using upstream grouping columns

When upstream grouping columns are used in a report, the data query uses different syntax than when using standard row dimensions. This special syntax causes the following design considerations and limitations:

- **Aggregations**: Average and Distinct Count aggregation types cannot be used in the report.
- **Data impact**: When rendering the report, any data from the primary table that is not referenced by the upstream grouping column is omitted from the report. For example, imagine that the primary table is Encounter, and you are grouping by a column in the upstream EncounterPayor table. If there are records in the Encounter table that the EncounterPayor table does not reference, those records are omitted from the report.
- **Total row**: When the current row dimension is an upstream grouping column, the totals shown in the total row may not match the sum of all the displayed rows. This is because multiple values in the upstream grouping column may reference the same record in the primary table, causing that record to be included multiple times. The total row displays the total as if each record from the primary table is only included once. When this situation occurs, a warning icon displays on the total row, with an explanation of this effect in the tooltip.

  For example, imagine that the primary table is Encounter, and you are grouping by a column in the upstream EncounterPayor table. Payor A and Payor B both reference Encounter 100, so values associated with Encounter 100 are included in both payor rows in the report. Rather than double-count the values from Encounter 100, the total row only counts the values once.

Specifying the fixed row structure for a web report

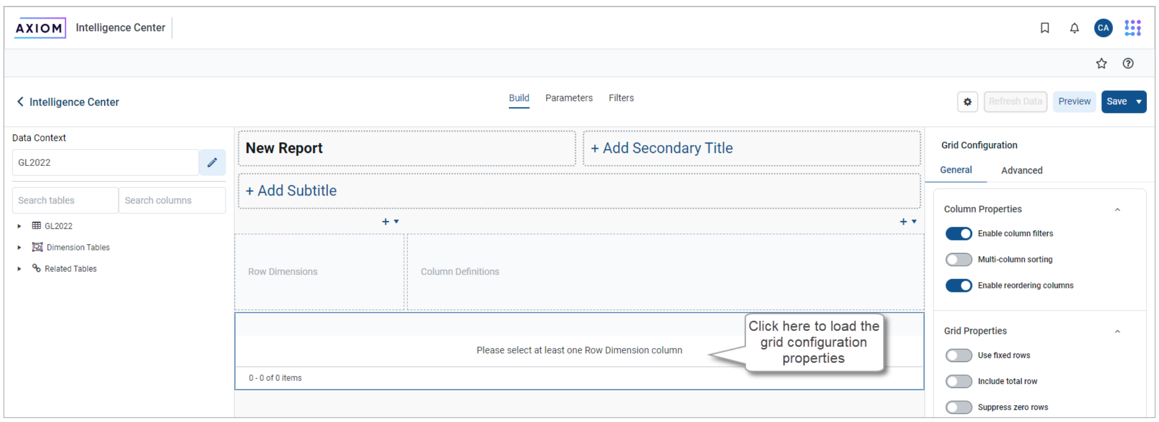
Web reports can optionally use fixed row structures to define the data sections in the report. Instead of dynamically generating the rows based on a table column, fixed row structures individually define each row of data, including section headers, subtotals, and totals.

Fixed row structures are defined separately so that you can reuse them in different web reports, and so that you can update the row structure in one place and have the changes propagate to all reports that reference the fixed row structure. The fixed row structure that you want to use in the web report must already exist—they cannot be created or edited in the Web Report Builder. For more information, see Managing Fixed Row Structures.

The fixed row structure is specified in the Configuration Panel, using the **Grid Configuration** properties. The grid in the Report Canvas cannot render until you specify either a fixed row structure or a row dimension.

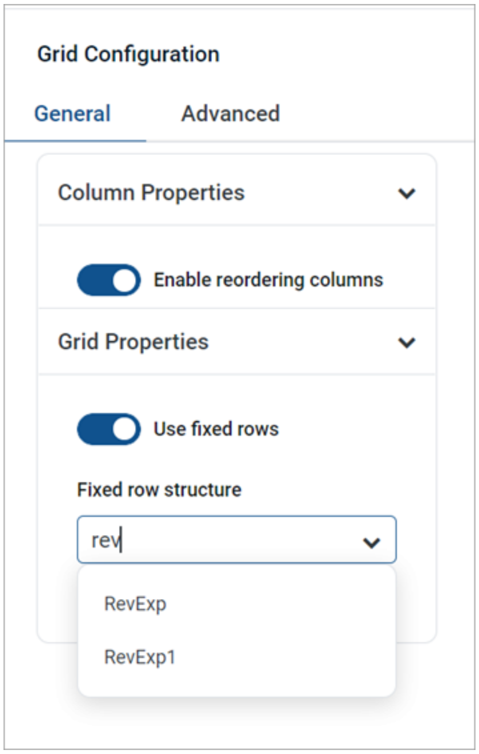
To specify a fixed row structure for a web report:

1. On the **Build** tab of the Report Builder, in the Report Canvas, click the grid area below the column setup boxes. This area displays with placeholder text until either a row dimension or a fixed row structure is specified.



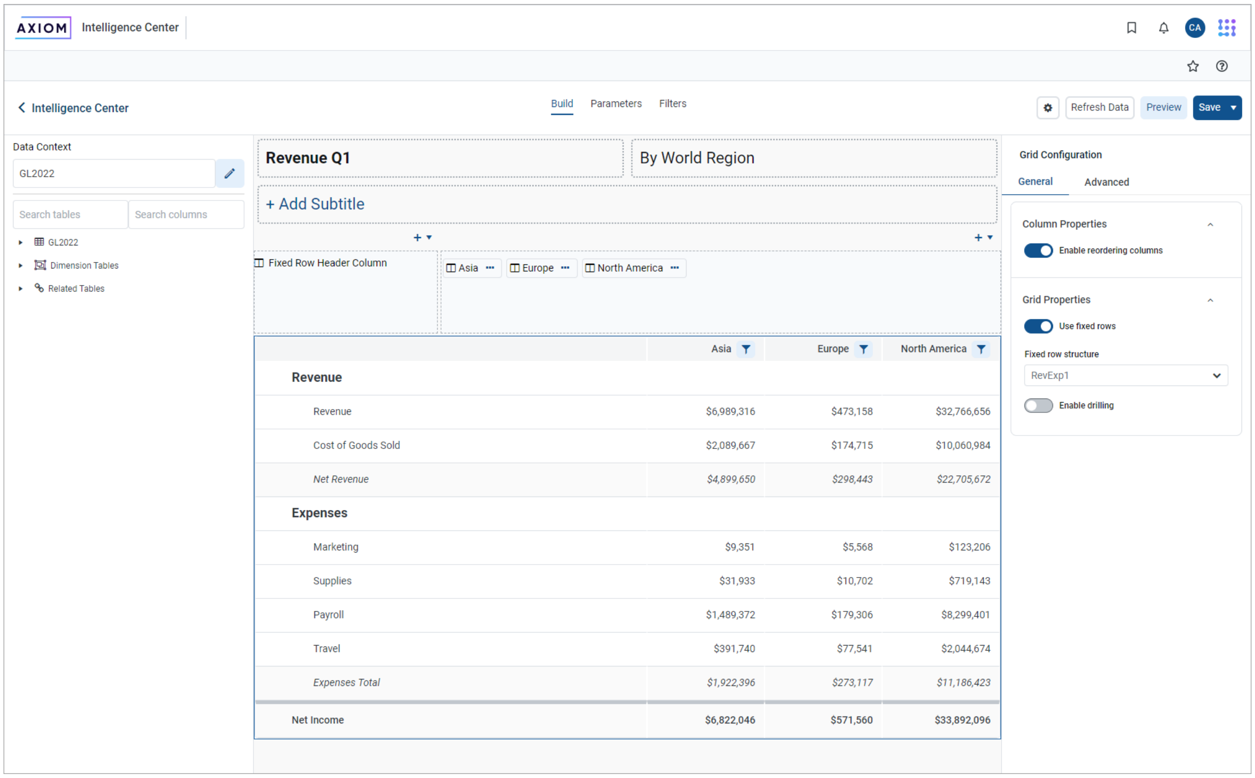
2. In the **Grid Configuration** properties, enable **Use fixed rows**.

3. From the **Fixed row structure** drop-down list, select an existing fixed row structure. You can type into the box to filter the list by name.



After selecting a fixed row structure, the Report Canvas area updates as follows:

- The Row Dimensions box updates to show a placeholder column named **Fixed Row Header Column**. This column is the column that holds the section titles and data row labels as defined in the fixed row structure. You can select this placeholder column in order to configure certain display details about this column within the web report.
- Once you have dragged and dropped at least one data column to the Column Definitions box, you can use **Refresh Data** to update the grid and show the sections and rows as defined in the fixed row structure.



Example web report using a fixed row structure

NOTES:

- If you want to make changes to the fixed row structure, you must edit the structure in the separate fixed row structure editor. Any changes made to the row structure will automatically apply to any web report that uses the fixed row structure.
- The option to **Add Dynamic Column** above the Row Dimensions box is not available when using a fixed row structure. Dynamic columns are only available for use when using row dimensions to generate the rows of the report.
- If you decide that you want to use dynamically generated rows instead of a fixed row structure, you can simply disable **Use fixed rows** and then drag a column to the Row Dimension setup box. For more information see Specifying the row dimension for a web report.

Impact on Grid Configuration options

When **Use fixed rows** is enabled for the grid, multiple grid configuration options become unavailable because they do not apply to web reports that use fixed row structures. If these options were configured before fixed rows were enabled for the grid, the configuration will be ignored.

- **Enable column filters**: Report viewers cannot filter columns when using fixed rows.
- **Multi-column sorting**: Report viewers cannot sort columns when using fixed rows.

- **Include total row** (and related settings): This option does not apply because fixed row structures have their own defined subtotal and total rows.
- **Suppress zero rows**: This option does not apply to fixed row structures; all configured rows will display regardless of whether they return all zero data.
- **Grid sort order**: This option does not apply to fixed row structures.

Configuring the Fixed Row Header Column

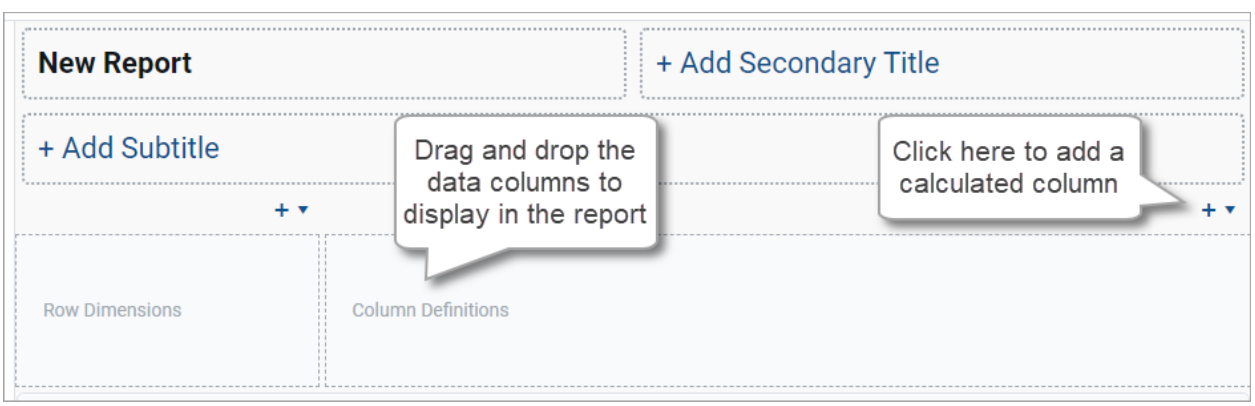
Most of the display details for the Fixed Row Header Column are configured within the fixed row structure and therefore cannot be changed within the web report. However, if you select the **Fixed Row Header Column** item in the Row Dimension setup box, you can configure the following:

Item	Description
Column width	The column width of the column in the grid, in pixels. Enter the desired column width as a whole integer between 30 and 600. The default width of the Fixed Row Header Column is 400.

Adding data columns and calculated columns to a web report

When creating a web report, you can add as many columns as needed to define the data that you want to display in the report. You can also define calculated columns, such as to show the difference between two columns.

The data columns and calculated columns for the grid are placed in the right-hand box at the top of the Report Canvas, known as the **Column Definitions** box. This box defines the columns to display in the report. Although it is possible to add columns and calculated columns to the Column Definitions box before specifying a row dimension or a fixed row structure, the grid in the Report Canvas will not populate until the rows are defined.



Column Definitions box at the top of the Report Canvas

Adding data columns

To display data in the report, you can drag and drop table columns from the Data Panel to the Column Definitions box in the Report Canvas. The Data Panel displays the tables and columns that are eligible to be included in the report, based on the selected data context (primary table) and the specified row dimension.

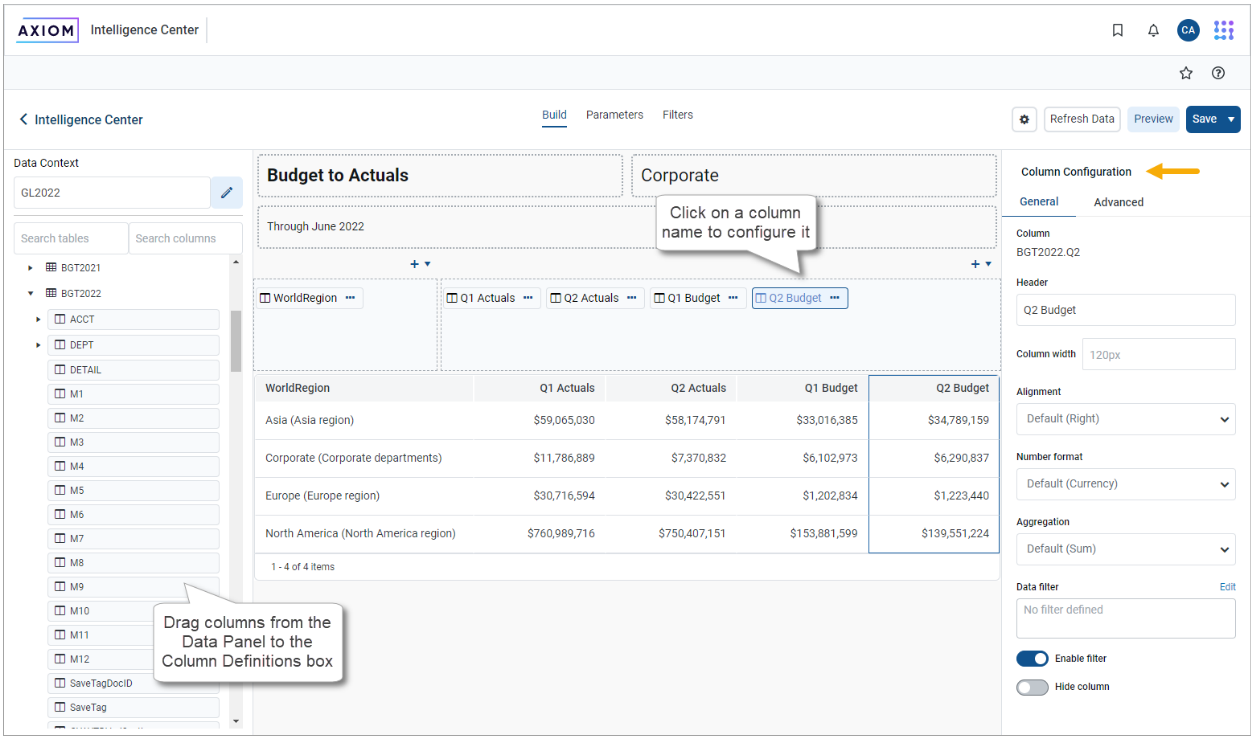
To add a data column to a web report:

1. On the **Build** tab of the Report Builder, in the Data Panel, expand the table tree until you locate the column that you want to add to your report. You can also use the search boxes at the top of the panel to find a particular table or column by name.
2. Drag and drop the column to the **Column Definitions** box at the top of the Report Canvas.

   NOTE: When using the default behavior, the new column will render as blank in the report until you click **Refresh Data**.

3. If the column is not in the desired location within the grid, drag and drop it within the Column Definitions box to reorder the columns.
4. Use the **Column Settings** in the Configuration Panel to configure display properties for the column, such as column width, alignment, header text, and formatting. For more information, see Configuring column properties for a web report.

   By default, when you drag and drop a column to the grid, that column is selected and its column properties display in the Configuration Panel. You can return to the column properties at any time by clicking the column name in the Column Definitions box.



Example web report after adding data columns

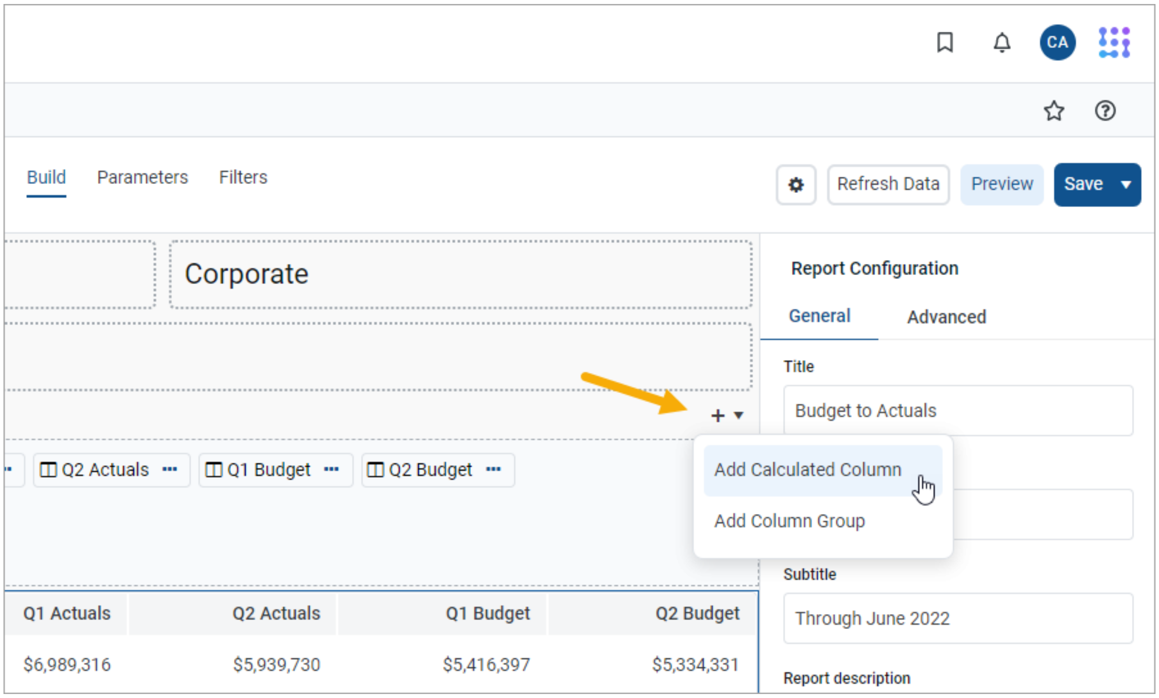
NOTE: If **Use fixed rows** is enabled for the grid, currently the Report Builder does not dynamically update the tables listed in the Data Panel based on the specified fixed row structure. If you drag and drop a column from a table that is not valid in the context of the fixed row structure, a generic error will occur when the Report Builder attempts to populate the grid.

Adding calculated columns

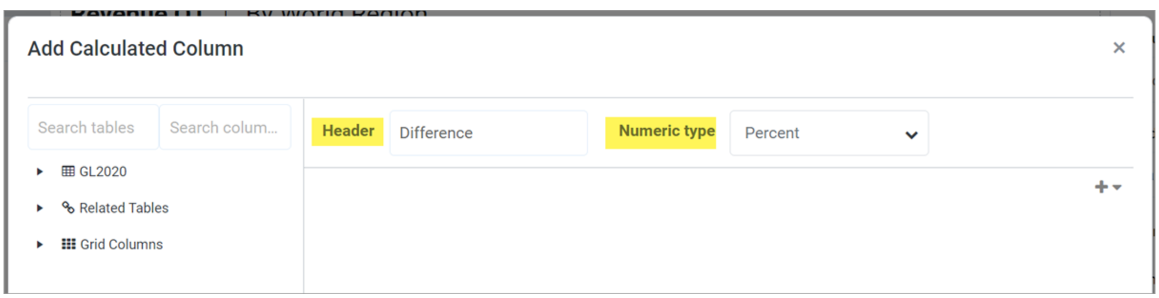
Calculated columns can be used to display totals, differences, percentages, and other calculations within a column of the report. Calculations can be based on columns from related tables that are eligible to be included in the report.

To add a calculated column to a web report:

1. On the **Build** tab of the Report Builder, in the Report Canvas, click the plus sign in the top right corner of the **Column Definitions** box, and then click **Add Calculated Column**.



2. At the top of the **Add Calculated Column** dialog, define the following properties:
    - **Header**: Enter the column header text for the calculated column. This is effectively the name of the calculated column. By default, the header text is "Calculation".
    - **Numeric type**: Select the desired numeric type for the calculated column. If this is left at **Default**, the default numeric type for calculated columns is Currency.



You can change these properties later using the Column Configuration properties in the Configuration Panel.

3. To create the calculation, drag and drop columns from the table tree on the left to the calculation canvas. See Defining calculations for more information.

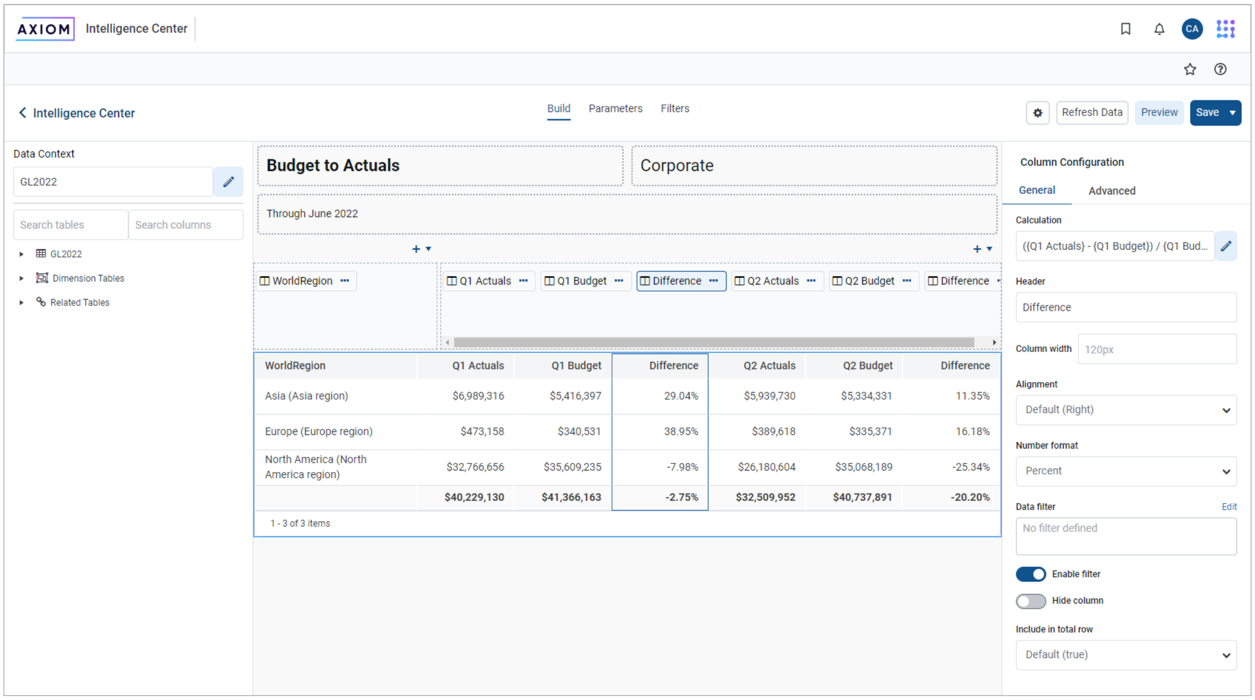
4. When you are finished creating the calculated column, click **OK**.

    The calculated column is added to the Column Definition box. By default, the new column is blank until you click **Refresh Data**.

5. If the calculated column is not in the desired location within the grid, drag and drop it within the Column Definition box to reorder the columns.

6. Use the **Column Configuration** properties in the Configuration Panel to configure display properties for the column, such as column width and alignment. For more information, see Configuring column properties for a web report.

   By default, when you define a calculated column, that column is selected and its column properties display in the Configuration Panel. You can return to the column properties at any time by clicking the column name in the Column Definitions box.



Example web report after creating a calculated column

Defining calculations

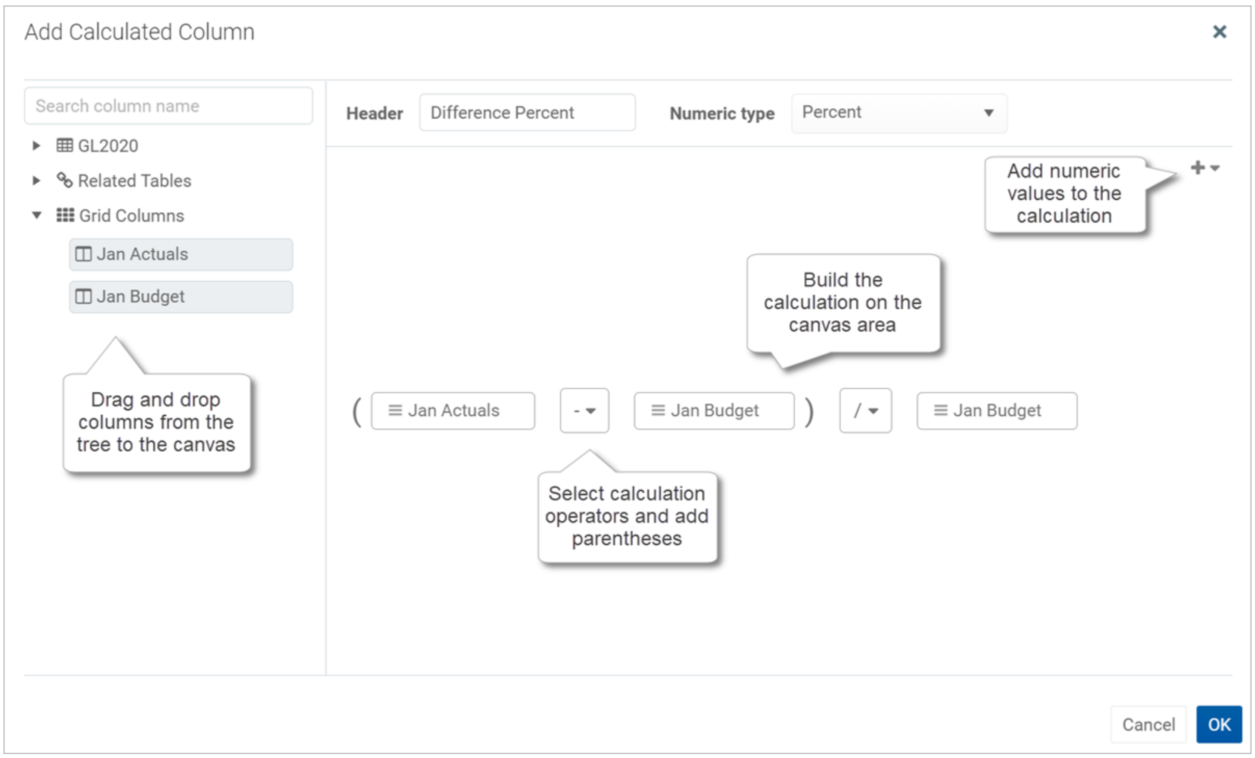
Using the **Add Calculated Column** dialog, you can build a calculation based on columns from related tables that are eligible to be included in the report. The column does not have to be present in the grid in order to be used in a calculation. Numeric values can also be used in the calculation.

The left-hand side of the dialog lists a table tree of available columns, while the right-hand side of the dialog—the calculation "canvas"—is where you build the calculation. To start the calculation:

- Drag and drop two columns out to the canvas. The two columns are separated by an operator selector.
- Select the desired operator.

You can continue building the calculation by dragging and dropping additional columns and selecting the operator. You can also do the following:

- **Numeric values**: To add a numeric value to the calculation, click the plus icon at the top right of the dialog. You can then move, reorder, or delete the numeric value just like columns.
- **Reorder items**: To change the order of columns in the calculation, drag and drop them on the canvas.
- **Parentheses**: To add parentheses to a part of the calculation, select **Add Parentheses** from the operator selector. The two columns affected by the operator will become enclosed in parentheses.
- **Delete items**: To delete an item, hover your cursor over the column and then click the trash can icon.



Example calculation in the calculation editor

Calculations can use the following operators: addition (+), subtraction (-), multiplication (*), and division (/). Use parentheses to determine calculation order, such as: `(GL2022.Q1-BGT2022.Q1)/BGT2022.Q1`.

Calculations can use the following columns:

- Numeric columns from the primary table, whether or not those columns are also in the grid.
- Numeric columns from related tables, whether or not those columns are also in the grid.

- Numeric columns from the grid, including other calculated columns. Grid columns display using the header text defined for the column.

  If you use a table column from the grid instead of from the table itself, then the calculation will use the column as it is configured to display in the grid. For example, if the grid column has a column filter or uses an alternate aggregation, the calculation will be based on that modified version of the column.

NOTES:

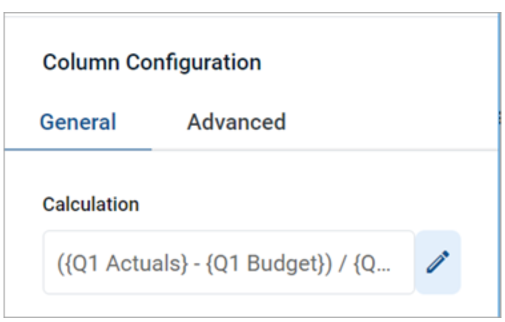
- If you drag and drop a column from the primary table or a related table, it displays on the canvas using the column name only—such as M1. You can hover your cursor over the column box to see a tooltip with the full table.column name—such as GL2022.M1. If you drag and drop the column from the Grid Columns node, then it will display using the defined header text for the column.
- If you use a grid column in the calculation, then the grid column cannot be deleted from the grid because deleting it would cause the calculation to become invalid. An error message will display if you attempt to delete a referenced column from the grid. To resolve the issue, you can do one of the following: edit the calculation to remove the reference, delete the calculated column, or configure the grid column as hidden so that it can still be referenced in the calculation but not display in the report.

Editing calculated columns

You can edit an existing calculated column to change the calculation.

To edit a calculated column in a web report:

1. On the **Build** tab of the Report Builder, in the Report Canvas, click the calculated column in the Column Definitions box.
2. On the **General** tab of the **Column Configuration** properties, click the Edit icon to the right of the **Calculation** box.

3. In the **Edit Calculated Column** dialog, edit the calculation as needed, then click **OK**.

▶ Additional column actions

Once data columns and calculated columns have been added to the grid, you can further adjust them as follows:

- **Reorder columns**: To reorder a column in the grid, drag and drop it to any location in the Column Definitions box. Note that you cannot drag and drop a column from the Column Definitions box to the Row Definitions box. If you accidentally dragged a column to the wrong box, you must remove the column and then drag and drop it again from the Data Panel.

- **Remove columns**: To remove a column from the grid, click the three-dots icon to the right of the column name and then select **Delete Column**. Use caution before removing a calculated column—if you later decide you want to re-add the column, you will need to re-create the calculation from scratch.

- **Copy columns**: To copy a column in the grid, click the three-dots icon to the right of the column name and then select **Clone Column**. A copy of the column is created to the right of the original column. The new column has the same properties as the original column, except that the text **(Copy)** is appended to the header text. You can modify the new column as needed in order to differentiate it from the original, such as to define a filter for the column, or to modify the calculation.

  > **NOTE:** If you copy a table column in the grid (as opposed to a calculated column), it is not possible to point the column to a different table column. The purpose of copying a table column is to display multiple instances of the same table column, but using different filters or different aggregation types.

- **Group columns**: If you want a set of columns to display under a group header, you can define a column group and then add the columns to that group. For more information, see Defining column groups for a web report.

- **Configure columns**: To configure display properties for a column, select the column name in the Column Definitions box, then use the **Column Configuration** properties in the Configuration Panel. For more information, see Configuring column properties for a web report.

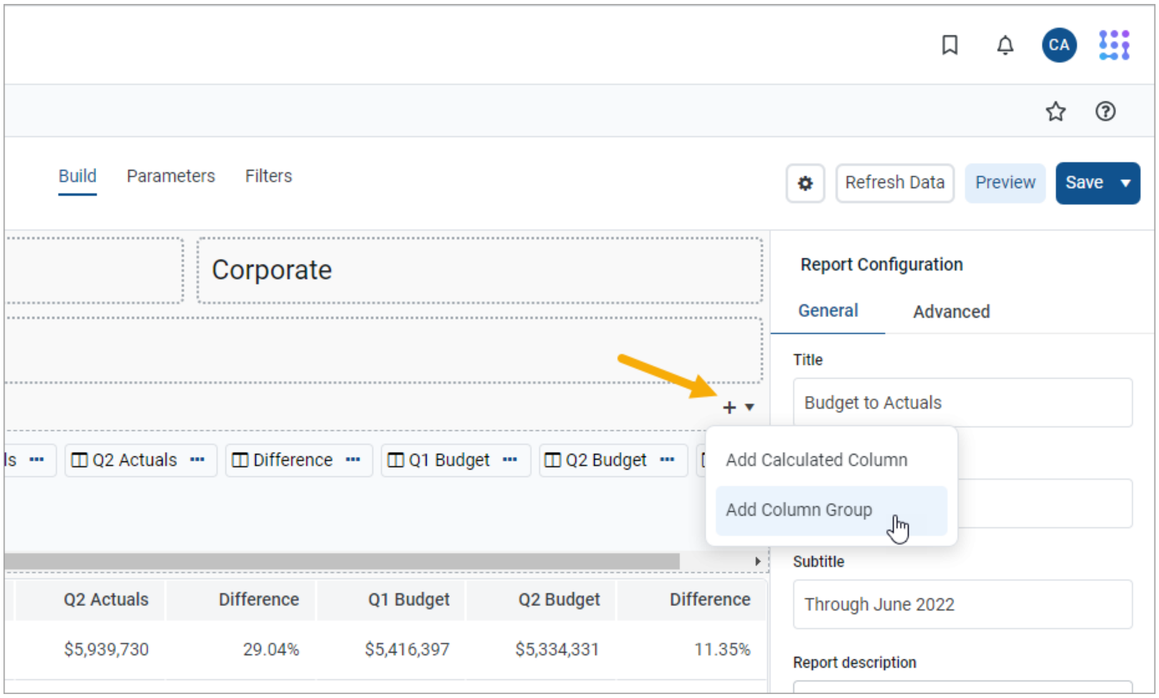
Defining column groups for a web report

You can define column groups in web reports so that certain columns can display together under a group header. For example, your report might have several actuals columns followed by several budget columns, and you want these columns to display under the group headers "Actuals" and "Budget".

To define a column group, first you add the group "container" to the Column Definitions box of the grid, then you add table columns to the group container.

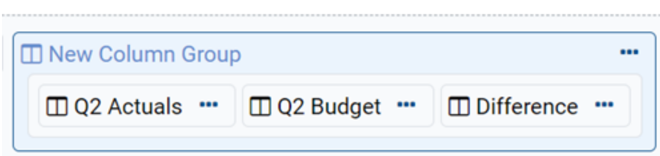
To define a column group:

1. On the **Build** tab of the Report Builder, in the Report Canvas, click the plus sign in the top right corner of the Column Definitions box, and then click **Add Column Group**.



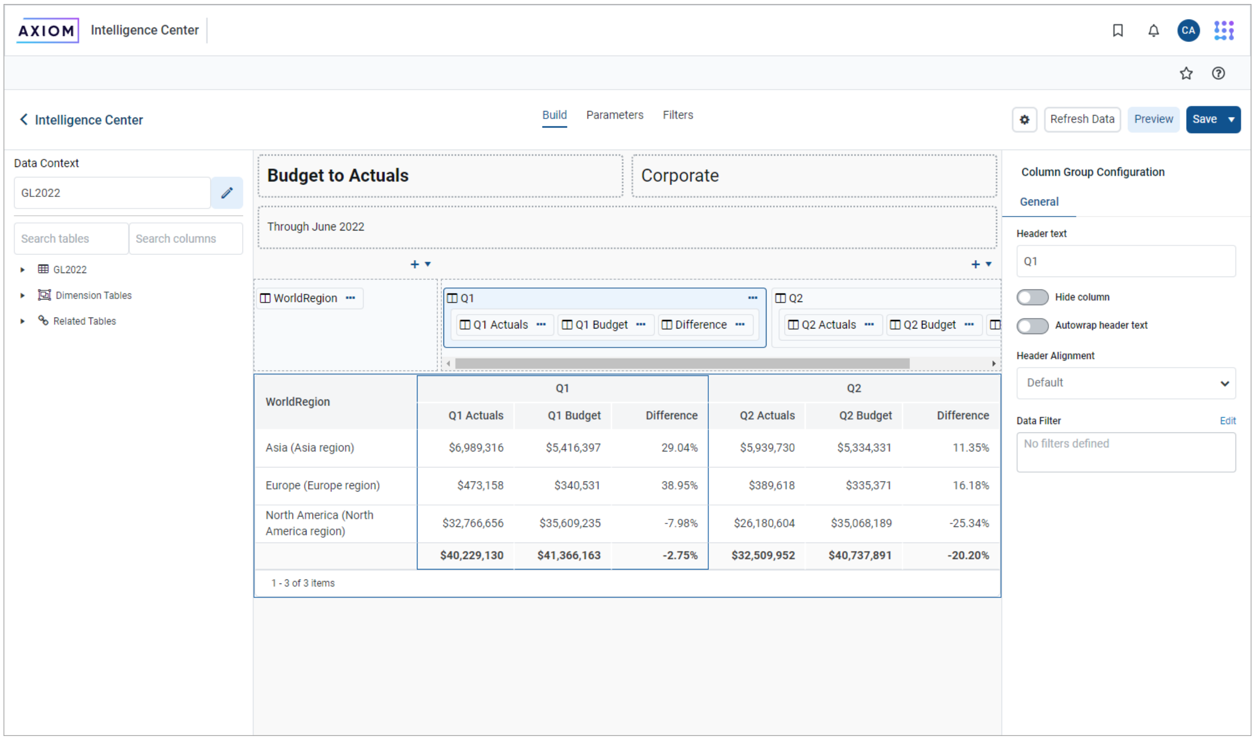
A new empty column group is added to the Column Definitions box.

2. Drag and drop the desired columns into the column group. You can drag and drop columns that are already in the Column Definitions box, or you can drag and drop columns from the Data Panel directly to the group.



3. Select the column group box, and use the **Column Group Configuration** panel to define the header text and other properties. See the following section for more information on the available properties.

The column group displays in the grid with its child columns underneath.



Example web report with column groups

Once a column group has been created, you can work with it as follows:

- **Reordering groups**: To reorder a column group, drag and drop the group to another location within the Column Definitions box.
- **Deleting groups**: To delete a column group, click the three-dots icon in the top right corner of the group box and then select **Delete Group**. However, if you still want to use the columns in the group, you should drag and drop the columns out of the group before deleting the group. If you delete the group with columns in it, all of the columns will be deleted as well.
- **Copying groups**: To copy a column group, click the three-dots icon in the top right corner of the group box and then select **Clone Group**. A copy of the group is created to the right of the original group, including copies of the child columns within the group. The new group has the same properties as the original group, except that the text **(Copy)** is appended to the header text. You can modify the new group as needed in order to differentiate it from the original, such as to define a filter for the group, or to populate the group with different child columns.

> **NOTE:** If a calculation in the column group references another column in the group, then when the group is cloned the calculation in the new group is updated to point to the corresponding column in the new group.

- **Configuring groups**: To configure display properties for a column group, select the group in the Column Definitions box, then use the **Column Group Configuration** properties in the Configuration Panel.
- **Nested groups**: Currently, nested groups are not allowed. You cannot drag and drop a group within another group.

You can work with columns within the group as follows:

- **Adding columns**: You can continue to add columns by dragging and dropping them into the group box. You can also copy columns within the group.
- **Removing columns**: You can drag and drop columns out of the column group box to remove them from the group. If you don't want the column to be in the report at all, you can delete the column as normal.
- **Reordering columns**: You can reorder columns in the group by dragging and dropping them within the group box.
- **Configuring columns**: Columns in a column group can be configured as normal. Select the column box within the group box to bring up the **Column Configuration** properties in the Configuration Panel.

Column group properties

The following column group properties are available for web reports on the **General** tab of the **Column Group Configuration** panel:

Item	Description
Header	The header text to display on the group header. Enter the desired header text.
Hide column	Specifies whether the column group is hidden in the report: • If enabled, then the group is hidden in the report. The group remains visible in the Column Definitions box so that you can continue to configure the group as needed. • If disabled (default), then the group is visible.
Autowrap header text	Specifies whether header text wraps: • If enabled, then header text that exceeds the group width will wrap. • If disabled (default), then header text that exceeds the group width is truncated. The user can resize the group wider to view the full header text.
Header alignment	The alignment of the header text over the columns in the group. Select one of the following: **Default**, **Left**, **Right**, **Center**. Group headers use center alignment by default.

Item	Description
Data filter	Optional. Defines a filter to limit the data shown in the columns within this group. This is equivalent to defining the same data filter at the column level for each column in the group. For more information, see Using group filters.

Using group filters

The **Data filter** property can be used to filter the data coming into the columns within a particular group. This filter only impacts the data in the group columns; it has no impact on the rest of the report.

To filter the data in a group:

1. On the **Build** tab of the Report Builder, in the Report Canvas, select the group that you want to filter.

2. In the **Column Group Configuration** panel, click the **Edit** link over the **Data filter** box to open the Filter Wizard.

3. In the Filter Wizard, create the filter as needed. For more information on how to use the Filter Wizard to create a filter, see Using the Filter Wizard in the Report Builder.

   The tables available in the Filter Wizard depend on whether the current group consists of columns from a single table or multiple tables, and the primary table specified as the Data Context of the report:

   - If the group consists of columns from a single table, the Filter Wizard shows that table and its dimension tables.
   - If the group consists of columns from multiple tables, the Filter Wizard shows the following tables:
     - If the group uses columns from multiple tables, and the primary table is a data table, the Filter Wizard shows the common dimension tables for the tables involved in the calculation.

       EXCEPTION: If the group includes a column from a dimension table, then the Filter Wizard shows the common dimension tables for all related tables used in the report, regardless of whether the related table is used in this particular group.
     - If the group uses columns from multiple tables, and the primary table is a reference table, the Filter Wizard shows the primary table and its dimension tables.

       EXCEPTION: If the group only consists of columns from related tables (no columns from the primary table or its dimension tables), then the Filter Wizard shows the common dimension tables for all related tables used in the group.

   If the group contains a calculated column, the columns used in the calculation are considered as part of the group.

You can create a filter using any column on the available tables. If you choose to use a predefined global filter from the Filter Library, the global filter must be based on the same eligible table columns.

4. Once the filter statement is complete, click **OK** to close the Filter Wizard and add the filter to the **Data filter** box.

Once a filter has been defined for a group, you can modify it as follows:

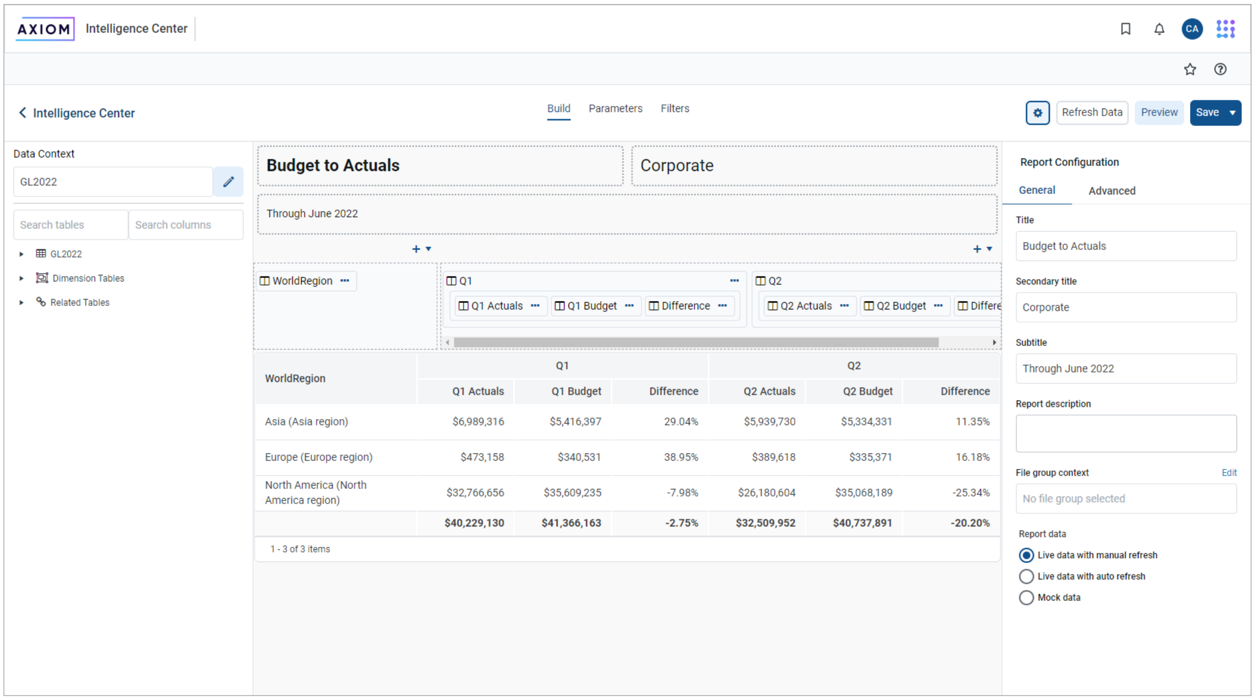
- To edit the filter, click the **Edit** link over the **Data filter** box again and change the filter within the Filter Wizard.
- To delete the filter, click the **Clear** link over the **Data filter** box.

Data filters defined at the group level are combined with any filters defined at the column level. If the group contains calculated columns, the group filter is applied to all columns referenced in the calculation. If the calculated column references grid columns, the group filter is combined with any other filters applied to the grid columns (either at the column level or at the group level, if the column belongs to a different group). Additionally, if a data filter is defined at the report level, it is also applied. All relevant filters are combined using AND to determine the data that can display in a particular column.

If a group has a defined filter, then a filter icon displays next to the group name in the sample grid of the Report Canvas. This icon is intended to let report builders know about the group filter at-a-glance. The icon does not display in the report viewer.

Defining report titles and other web report properties

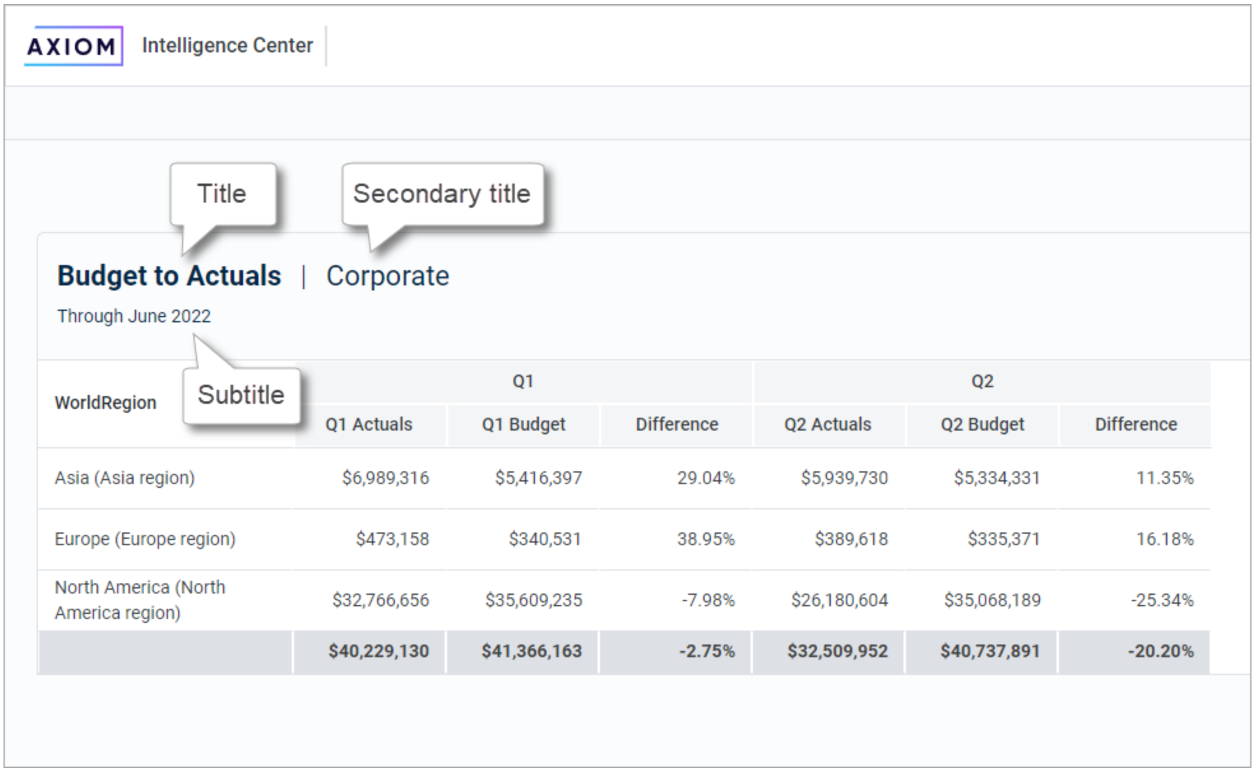
Using the **Report Configuration** panel in the Report Builder, you can define titles for web reports and configure other web report properties.



Example Report Configuration panel

▶ Defining report titles

Each web report can have a defined title, subtitle, and secondary title. You can also define an optional report description.

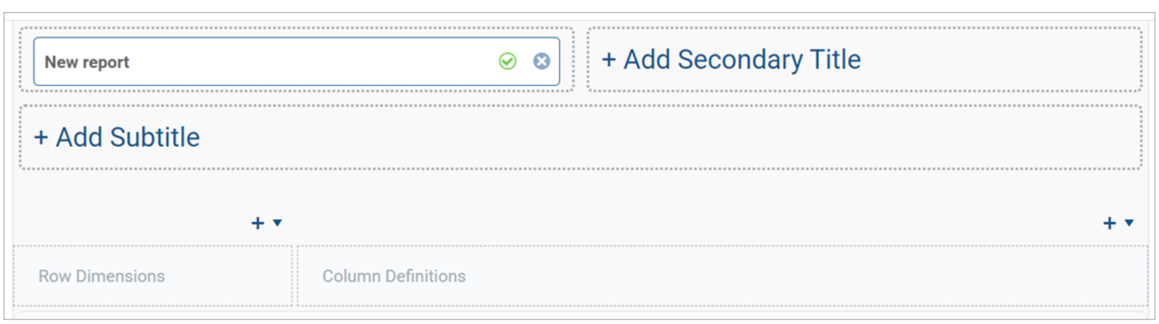


Example titles as they display in a rendered report

To configure report titles for a web report:

- On the **Builder** tab of the Report Builder, in the Report Canvas, click on the box for the title text that you want to edit, then type the desired title text. Once you are finished, you can press Enter to exit the box (or press Tab, or click outside of the box).

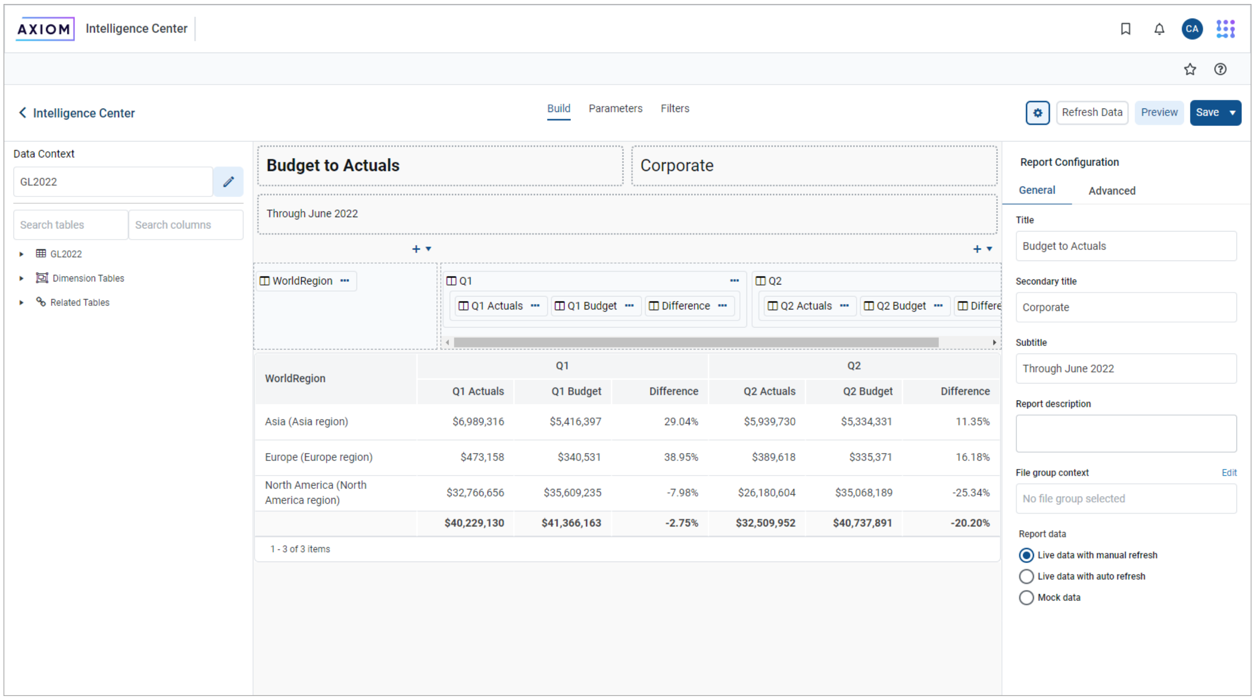
  The Title, Secondary Title, and Subtitle are all defined in separate boxes that roughly correspond to where the titles display in the rendered report.

  Click on the title boxes to edit the report titles

When you click on a report title box to make it active, the **Report Configuration** properties load in the right-hand Configuration Panel. The titles defined for the report also display in this panel, and can also be edited here. Any edits made in the title boxes are reflected in the Report Configuration properties, and vice versa. An optional **Report description** can be defined in this panel, or you can define it when saving the report.

NOTE: Currently, it is not possible to use variables in web report titles.



Report Configuration properties

Using the **Report Configuration** panel, you can define a variety of properties for the web report, such as to associate the report with a file group or to configure database properties for the report. The following table provides a reference for each property in the panel.

To access the **Report Configuration** panel, select the **Build** tab in the Report Builder and then click the gear button in the top right. The panel is organized into two tabs, **General** and **Advanced**.

General report configuration properties

Item	Description
Title	The main title for the report. This text displays at the top of the report, over the grid.

Item	Description
Secondary title	Optional. The secondary title for the report. If defined, this text displays in the same line as the main title, separated by a horizontal pipe character. For example: *Title | Secondary Title*
Subtitle	Optional. The subtitle for the report. This text displays in smaller font underneath the main title.
Description	Optional. A description for the report.
File group context	Optional. The file group associated with the report. The file group context can be used to report on process management information, or to generate hyperlinks to plan files in the file group.
Report data	Specifies the data display behavior for the Report Builder. This option only applies to the current Report Builder session, and is not saved in the report.

NOTE: If you created a web report using the Report Builder in version 2021.2 or 2021.3, that report may have had one or more **Report Filters** defined in the Report Configuration properties. These filters are now defined on the Filters tab. Your existing filters have been migrated to this new location.

Advanced report configuration properties

The **Advanced** tab is only visible to administrators and support users.

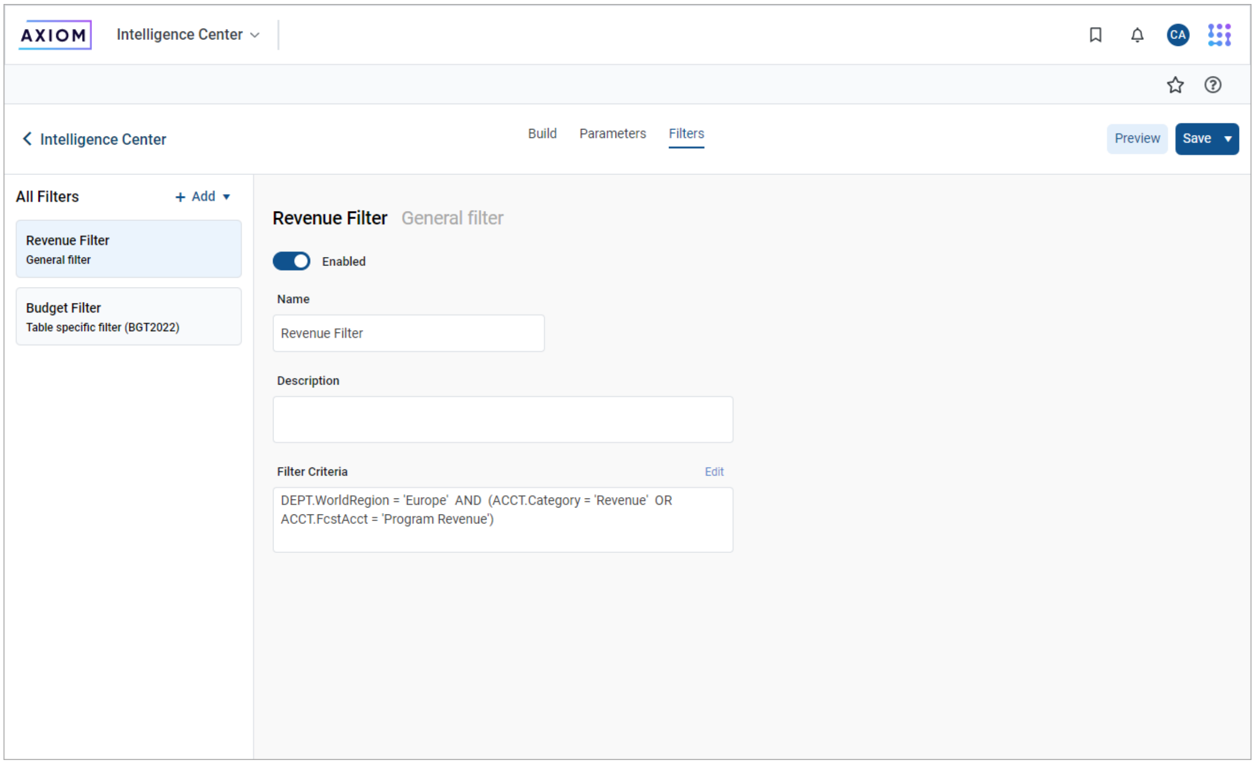
Item	Description
Current Data Required	This setting is for a pre-release feature that is not yet generally available.

Filtering data in web reports

You can define report-level filters to limit the data shown in a web report. There are two different types of report filters:

- **General filters**: General filters are based on reference tables, and impact all tables in the report that look up to the reference tables used in the filter.
- **Table-specific filters**: Table-specific filters only impact a single specific table used in the report. For example, if a report has data from GL2022 and BGT2022, you can define a table-specific filter that only filters one of those tables.

Report-level filters are defined on the **Filters** tab of the Report Builder. Any existing filters are displayed in the left-hand pane. You can select a filter to view and edit its properties in the right-hand pane.



Filters tab of Report Builder

NOTE: Filters cannot be reordered in the Filters tab. Filters are listed in the order they are created. The order has no impact in how the filters are applied.

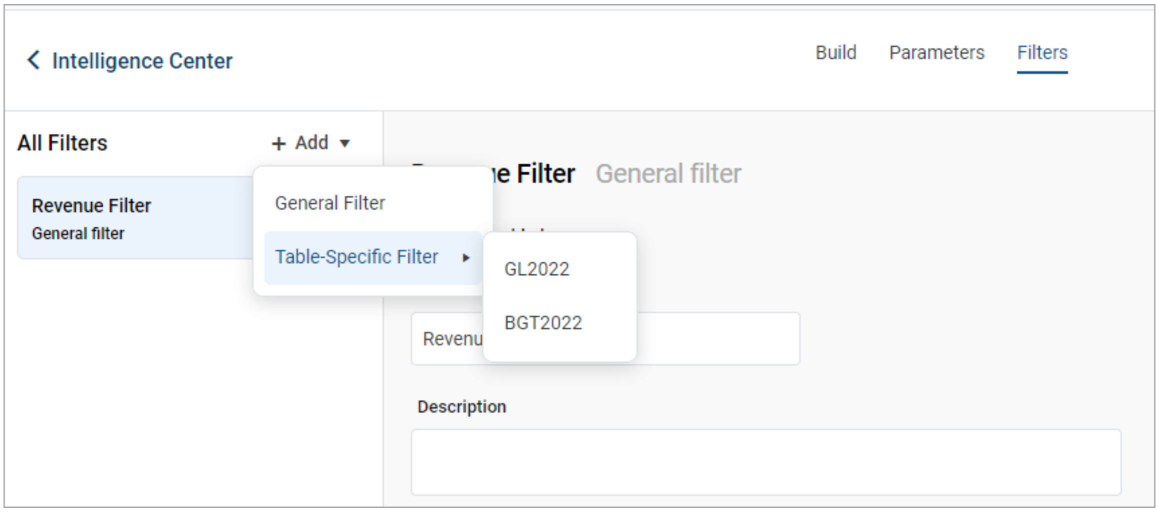
Filters can also be defined at the individual column level and group level. In this case, the filter only applies to the data in the affected column or group. For more information, see Using column filters and Using group filters.

Creating report filters for a web report

You can create as many filters as needed for your web report.

To create a report filter:

1. On the **Filters** tab of the Report Builder, click the **Add** button and then select the type of filter that you want to create:
    - **General Filter**: Define a filter that is based on one or more dimension tables, to filter all tables in the report that look up to the dimension tables.
    - **Table-Specific Filter**: Define a filter that only impacts a specific table used in the report. Select the table from the fly-out menu. This menu only lists non-dimension tables that are used in the report. The primary table is only listed if it is a data table.



Creating a report-level filter

The Filter Wizard opens automatically after you make your selection.

2. In the Filter Wizard, create the filter as needed. For more information on how to use the Filter Wizard to create a filter, see Using the Filter Wizard in the Report Builder.

   The tables available in the Filter Wizard depend on the type of filter you are creating, and the primary table specified as the Data Context of the report:

   - If you are defining a general filter, the Filter Wizard shows the following tables:
     - If the primary table is a data table, the Filter Wizard only shows the dimension tables for the report.
     - If the primary table is a reference table, the Filter Wizard shows the primary table of the report and the dimension tables for the report.
   - If you are defining a table-specific filter, the Filter Wizard shows the table that you selected from the menu and its dimension tables.

   Additionally, if the report is configured to report on Process Management columns, then these columns are also available to define general or table-specific filters. For more information, see Reporting on process information in web reports.

   You can create a filter using any column on the available tables or on the Process Management columns (if present). If you choose to use a predefined global filter from the Filter Library, the global filter must be based on the same eligible table columns.

3. Once the filter statement is complete, click **OK** to close the Filter Wizard and add the filter to the Filters tab.

4. Optional. Edit the filter properties as desired. You can give the filter a specific name, define an optional filter description, and toggle the filter as enabled or disabled. By default, the newly created filter is enabled and will filter the report data. See the following section for more information on editing the filter properties.

Editing existing filters

You can edit all filter properties except for the filter type. It is not possible to convert a general filter to a table-specific filter or vice versa.

To edit an existing filter:

1. On the **Filters** tab of the Report Builder, in the left-hand pane, select the filter box for the filter that you want to edit.

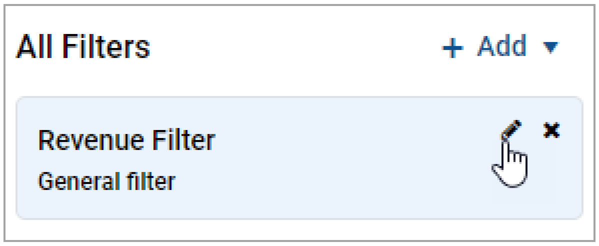
   The properties for the selected filter display in the right-hand pane.

2. Edit the filter properties as needed.

Filter properties

Item	Description
Name	The name of the filter. By default, the name is set as follows: • General filters use the name **General Report Filter**. • Table-specific filters use the name ***TableName* Filter**. You can change this name to something more descriptive as needed. Filter names only display in the Report Builder.
Description	Optional. If desired, you can define a description to document the purpose and scope of the filter.
Enabled	Specifies whether the filter is enabled. By default, filters are enabled and will impact the data shown in the report. If desired, you can toggle the filter to disabled in order to keep the filter in the report properties for future use, but temporarily disable it. When you are ready to use the filter again, you can toggle it back to enabled. While the filter is disabled, the filter box in the left-hand pane is grayed out. The filter will not be applied to the data queries in the report. However, you can continue to edit the other filter properties while the filter is disabled.
Filter Criteria	The filter criteria statement for the filter. Click **Edit** to edit the filter within the Filter Wizard.

If you only want to edit the filter criteria statement, you can hover your cursor over the top right corner of the box, and click the Edit icon to open the Filter Wizard directly.

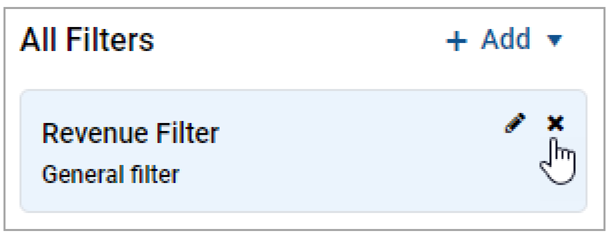


Deleting existing filters

You can delete a report filter if it is no longer needed. Remember that you can disable the filter instead, if you want to temporarily remove the filter without deleting it from the report.

To delete an existing filter:

1. On the **Filters** tab of the Report Builder, in the left-hand pane, locate the filter that you want to delete.
2. Hover your cursor over the top right corner of the box, then click the Delete icon to delete the filter.



The filter is deleted from the report.

Filter notes

General filters and table-specific filters have certain setup and behavior differences.

General filters

General filters are based on reference tables:

- If the primary table is a data table, you can define a general filter using any reference table that the primary table looks up to. Basically, this means the tables listed in the Dimension Tables node of the report.
- If the primary table is a reference table, you can define a general filter using the primary table itself, or using any reference table that the primary table looks up to.

When creating the filter, you can use any column on the reference table, including multi-level lookups through the reference table. For example, if the primary table looks up to Dept, the filter could be `Dept.Dept=24000` or `Dept.Region='West'` or `Dept.Region.RegionType=1`.

The general filter applies to all tables in the report that look up to the reference table (as well as the reference table itself). For example, imagine that you have a report that compares GL2022 to BGT2022. You want to define a filter so that the report only shows data for the West Region. In this case you can define a general filter on the Dept table of `Dept.Region='West'`. Since both tables look up to the Dept table, the general filter will apply to both tables and limit the data in the report.

NOTES:

- If the primary data table looks up to multiple reference tables, the general filter can be a compound filter that uses multiple reference tables. In this case, the filter will only apply to data tables that look up to both reference tables. For example, imagine you define a general filter of `Dept.Region='West' and Acct.Category='Revenue'`. If the report contains a table that only looks up to the Acct table but not the Dept table, then the filter will not apply to that table and no error will occur.
- If you define a general filter and then change the primary table of the report to a table that has different dimension tables, the filter will not cause an error. If the existing filter does not apply to any tables in the report, it will simply be ignored.
- If the report uses process management columns, you can create a general filter with these columns.

Table-specific filters

Table-specific filters apply only to the selected table for the filter. All other tables are unaffected by the filter.

The table-specific filter can use any column in the table or its dimension tables. For example, if the selected table is BGT2020, the filter could be `BGT2020.m1<>0` or `BGT2020.Acct.Category='Revenue'` or `Dept.Region='West'`.

Table-specific filters can be defined on any table used in the report, except for the following tables. General filters can be defined for these tables instead.

- Reference tables that are Dimension Tables for the report.
- The primary table, if the primary table is a reference table.

NOTE: If you define a table-specific filter and then later edit the report configuration so that the table no longer has any columns in the report, the filter will not cause an error. It will simply be ignored.

Using report parameters in web reports

Using report parameters, you can enable end users to dynamically change the data showing in the report. The advantages of using report parameters include:

- You can more efficiently cover your reporting needs using fewer reports, which means less time needed to develop and maintain reports.
- Report users are more in control over the data they want to see in the report.

▶ What can report parameters impact in the report?

Report parameters can be used to dynamically impact the following items in the report:

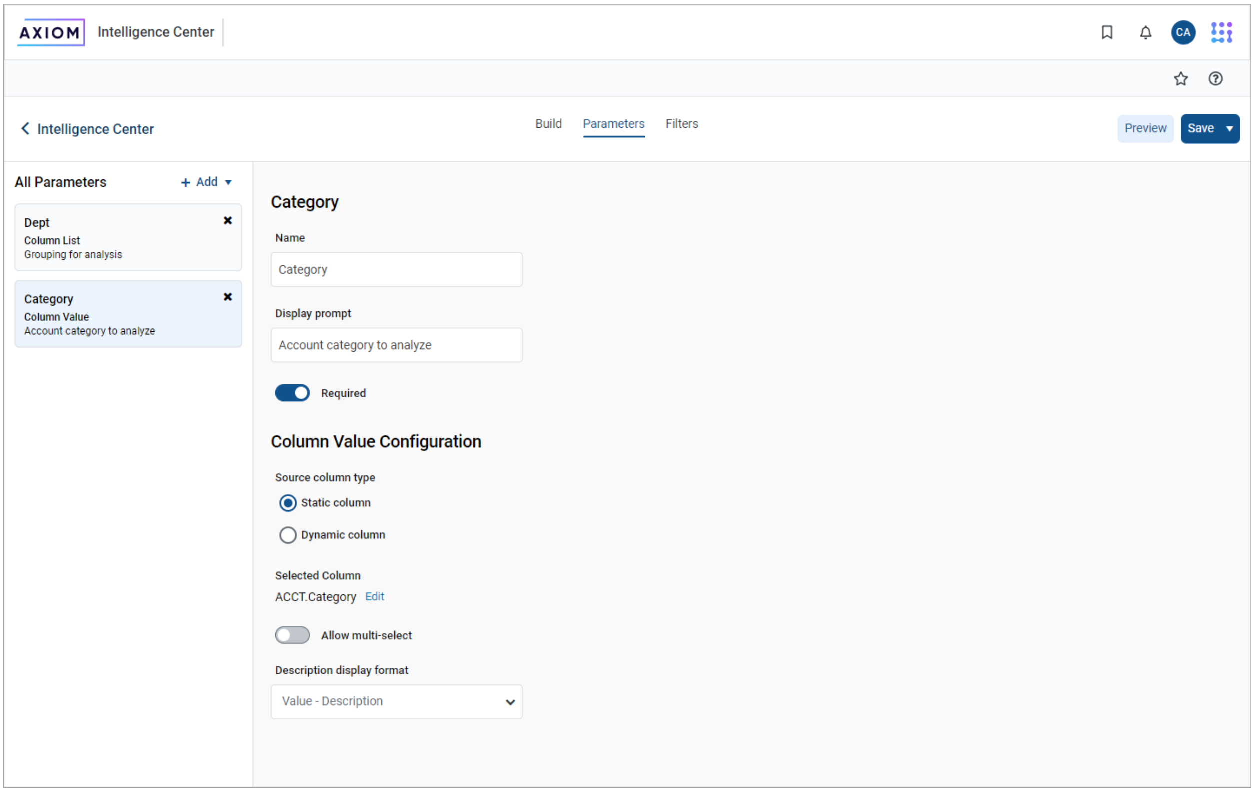
- The row dimensions used in the report can change dynamically by using Column List report parameters. For example, the user can dynamically change the row dimension to show data by different groupings such as department, account, region, entity, and so on.
- The data in the report can be dynamically filtered by using Column Value report parameters. For example, the user can select one or more values in a column—such as departments, accounts, or entities—and the report is dynamically filtered to show only the data for the selected values.

Reports can use either or both types of parameters as needed to provide the desired level of interactivity.

▶ How are report parameters defined?

Report parameters are defined in the Report Builder using the **Parameters** tab. Using this tab, you can create, configure, and delete parameters as needed. When configuring parameters, you define properties such as:

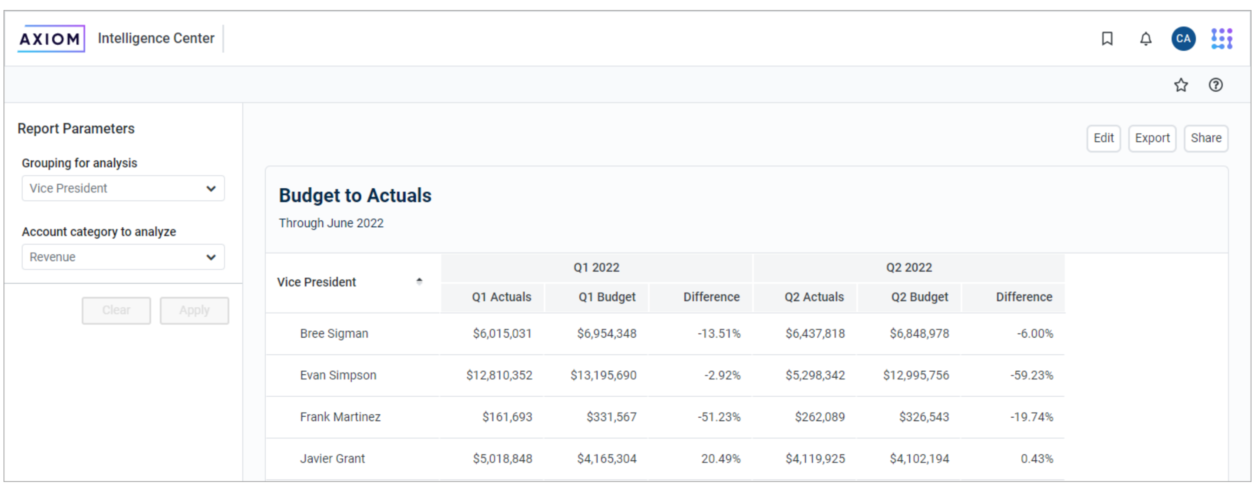
- The type of parameter, Column List or Column Value
- The name of the parameter and the display text to use when presenting parameters to report users
- Whether the parameter is optional or required—if required, then the report does not display data until the user makes a selection
- For Column List parameters, the list of table columns to associate with the parameter, and an optional default column selection
- For Column Value parameters, the column to associate with the parameter:
  - You can select a specific column or you can tie the Column Value parameter to a Column List parameter, so that Column Value parameter dynamically uses the selected column
  - You can specify whether users can select a single value in the column or multiple values



Example Parameters tab to define report parameters in the Report Builder

How do users interact with report parameters?

When users view a report with report parameters, the parameters display in a panel along the left-hand side of the report. Users can make selections and apply them to dynamically refresh the report with data that meets their selections. If a parameter is required, then the user must interact with the report parameter panel before the report shows any data.

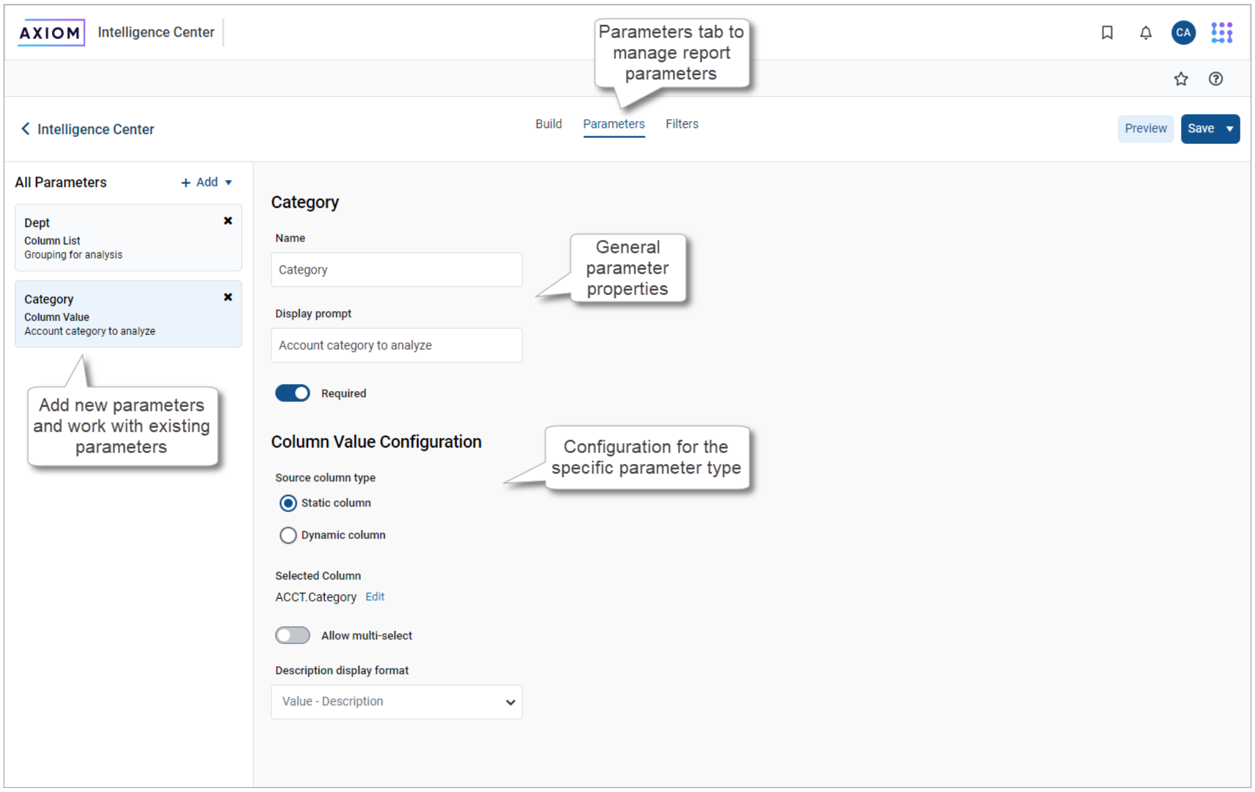


Example web report using report parameters

Managing report parameters

Using the **Parameters** tab in the Report Builder, you can add, edit, reorder, and delete report parameters. Report parameters enable reports to update dynamically based on selections made by report users.

When you select the Parameters tab in a report, any existing parameters display in the **All Parameters** panel along the left-hand side. You can select a parameter box to view the properties for that parameter.



Example Parameters tab in the Report Builder

This topic describes the basic features available to manage report parameters in a report. For more information on how to configure and use specific parameter types, see the following topics:

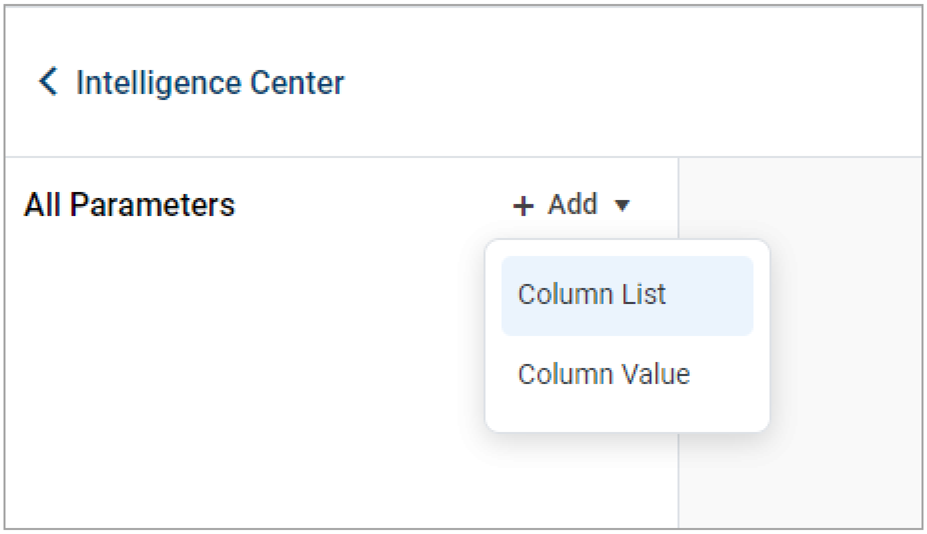
- Using Column List report parameters
- Using Column Value report parameters

▶ Adding report parameters

You can add as many report parameters as needed to provide the desired interactivity for the report. Keep in mind that all report parameters in the report are active and will display to end users.

To add a report parameter:

- On the **Parameters** tab of the Report Builder, click **Add**, then select the type of parameter to create.
    - **Column List**: Define a list of columns that report users can select from. The selected column can be used as dynamic row dimension in the report, or as the column for a Column Value parameter.
    - **Column Value**: Select a column that report users can select values from. The selected values are then applied to the report as a report filter.



The new parameter is added to the **All Parameters** panel along the left-hand side. You can now configure the properties for the parameter, which display in the main area to the right.

General parameter properties

Item	Description
Name	The name of the parameter. By default, this is set to **Report Parameter (Type)**. You can edit this name as needed. The parameter name does not display to report users; it is solely for use in the Report Builder. You should give the parameter a name that indicates its purpose.
Display prompt	The prompt text to display to report users in the Report Parameters panel. By default, this is set to **Report Parameter (Type)**. You can edit this name as needed. You should define display prompt text that helps users understand the purpose of the parameter. For example, "Select a department".

Item	Description
Required	Specifies whether the parameter is required. • If enabled, then the report does not refresh with data until this parameter has a value. The message "Waiting for input" displays in the report grid until all required parameters have a value. In the Report Parameters panel, the **Apply** button does not become available until all required parameters have a value. Additionally, required parameters cannot be cleared. • If disabled (default), then users can optionally leave this parameter blank (unset) when applying parameter values. The report can refresh data without this parameter.

Parameter-specific properties

The remaining parameter properties depend on the parameter type. For more information, see:

- Using Column Value report parameters
- Using Column List report parameters

Editing report parameters

You can edit existing report parameters as needed.

To edit a report parameter:

- On the **Parameters** tab of the Report Builder, select the parameter that you want to edit in the **All Parameters** panel.

The current configuration for the parameter displays in the main area. You can edit the parameter properties as needed.

Reordering report parameters

When users view a report with parameters, the parameters are listed in the Report Parameters panel in the order that they display in the Report Builder. You can reorder the parameters as needed to change how they display to report users.

To reorder report parameters:

- On the **Parameters** tab of the Report Builder, select the parameter box that you want to move, then drag and drop the box to a new location in the list.

NOTE: If you have a Column Value parameter that is dependent on a Column List parameter, the Column List parameter should be located before (above) the Column Value parameter.

▶ Deleting report parameters

You can delete existing report parameters if they are no longer needed. Remember that all parameters are active and will display to report users, so if a parameter is not needed the only option to hide it from report users is to delete it.

To delete a report parameter:

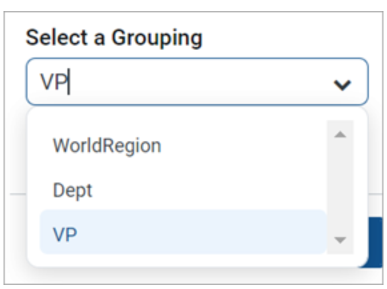
- On the **Parameters** tab of the Report Builder, in the **All Parameters** panel, click the **X** icon in the right-hand corner of the parameter that you want to delete.

Using Column List report parameters

When you use a Column List report parameter, you define a list of table columns to allow the report user to select a column. The user's selected column can then be applied to the report in one of the following ways:

- The selected column can be applied to the report as a row dimension. This allows the report user to dynamically change the row dimension for the report, so that the same report can be used to view data by different dimensional groupings such as department, region, or entity. In order to do this, you must configure the report with a dynamic column for the row dimension, and then link the dynamic column to the Column List report parameter.
- The selected column can be applied to a Column Value parameter. This allows the report user to select a value or values from the column to be dynamically applied as a report filter and change the data shown in the report. In order to do this, you must configure the report with a Column Value parameter, then link the Column Value parameter to the Column List parameter.

When a user views the report with a Column List report parameter, the list of columns is displayed in a drop-down list, using the header text as defined for the column.



Example Column List parameter in the Report Parameters panel

▶ Defining a Column List report parameter

Column List report parameters are defined on the **Parameters** tab of the Report Builder. You can define as many Column List parameters as needed for the report.

To create a Column List parameter:

1. In the Report Builder, select the **Parameters** tab.

2. Click **Add > Column List**.

   The new parameter is added to the **All Parameters** panel along the left-hand side. The properties for the parameter now display in the main area.

3. Complete the following general properties for the parameter:

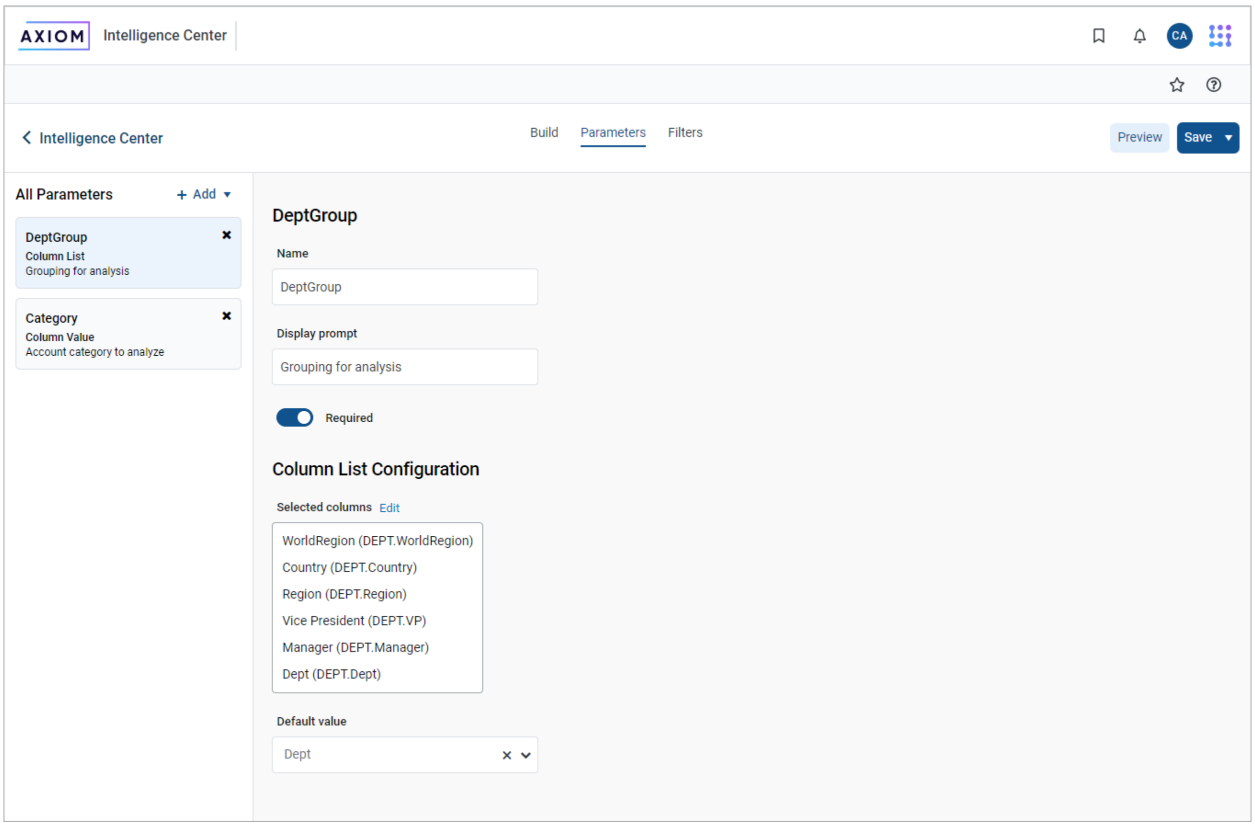
Item	Description
Name	The name of the parameter. By default, this is set to **Report Parameter (Type)**. You can edit this name as needed. The parameter name does not display to report users; it is solely for use in the Report Builder. You should give the parameter a name that indicates its purpose.
Display prompt	The prompt text to display to report users in the Report Parameters panel. By default, this is set to **Report Parameter (Type)**. You can edit this name as needed. You should define display prompt text that helps users understand the purpose of the parameter. For example, "Select a department".
Required	Specifies whether the parameter is required. • If enabled, then the report does not refresh with data until this parameter has a value. The message "Waiting for input" displays in the report grid until all required parameters have a value. In the Report Parameters panel, the **Apply** button does not become available until all required parameters have a value. Additionally, required parameters cannot be cleared. • If disabled (default), then users can optionally leave this parameter blank (unset) when applying parameter values. The report can refresh data without this parameter.

   NOTE: If the Column List parameter is linked to a dynamic column, the parameter must have a value in order to refresh data, regardless of whether the parameter is configured as required.

4. In the **Column List Configuration** section, complete the following parameter-specific properties:

Item	Description
Selected columns	The selected columns for the parameter. Click **Edit** to select columns in the **Select Columns** dialog. • Use the table treeview in the left-hand panel of the dialog to locate the columns that you want to use. You can select any column from the primary table, a dimension table, or a related table. You can use the search boxes at the top of the panel to search by table names or by column names. • Once you locate a column that you want to use, drag the column to the middle **Selected Columns** panel. • For each selected column, define **Header** text in the right-hand **Column Properties** panel. This header text is displayed in the Column List drop-down when users select a column from the list. If the Column List parameter is linked to a dynamic column, this text is also used as the header text for the dynamic column within the report grid. • When the columns are presented to report users in a drop-down list, they will be displayed in the order listed here (top to bottom). To reorder columns, click on the drag handle in the left-hand side of the column box, and then drag and drop the column to a new location within the list. • After selecting and configuring the columns, click **OK** to return to the Report Builder. The selected columns now display in the **Selected columns** box. **NOTE:** If the primary table is a data table, and a selected column looks up to a dimension table for the primary table, the column reference is automatically "elevated" so that it uses the lookup dimension table instead of the source table. For example, if the primary table is GL2021, and you select either GL2021.Acct or BGT2021.Acct, the column reference is elevated to Acct.Acct. This elevation is done so that the column is valid for use as a row dimension, and so that any filter resulting from the column is applied as a general filter affecting all tables that look up to the dimension table.
Default value	Optional. The default value for the parameter. When a report user opens the report, the parameter will use this value by default. You can select any of the columns in the **Selected columns** list to use as the default value, or you can leave it blank to have no default value.

IMPORTANT: The columns selected for the Column List parameter must be valid within the context of how you intend to use the parameter. If the parameter will be used with a dynamic column, then all of the selected columns must be valid as row dimensions within the report configuration. If the parameter will be used with a Column Value parameter, then all of the selected columns must be valid to be used as filters within the report configuration. If a column in the list is not valid for use as a row dimension or a filter, an error message will display when the user attempts to apply that parameter selection to the report. As the report designer, you should test your parameters to verify that they work as intended within the report.



Example Column List parameter with a list of columns and a specified default value

Using a Column List parameter with a dynamic column

In order to use a Column List parameter to dynamically change the row dimension of the report, you must:

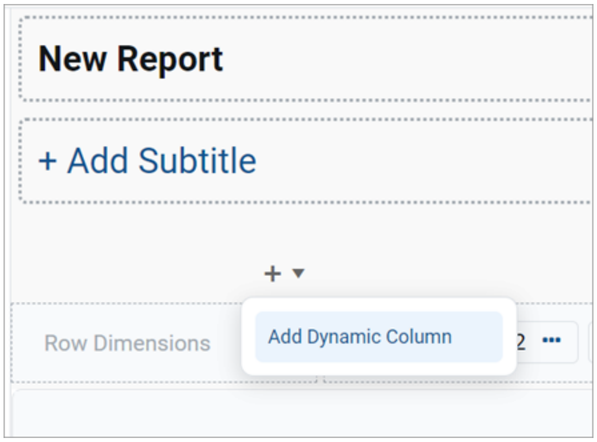
- Add a dynamic column as a row dimension for the report
- Link the Column List parameter to the dynamic column

This configuration is only possible when using row dimensions, meaning the report rows are dynamically generated based on the row dimension columns. If you are using a fixed row structure in the report, then the option to add a dynamic column is not available.

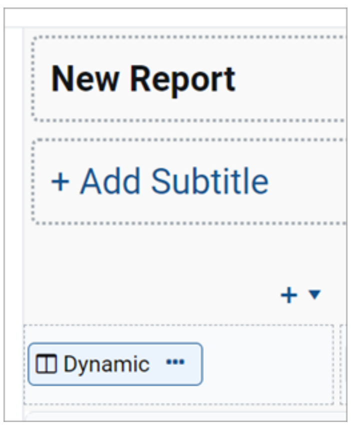
Web reports can use one or more row dimension columns. When using dynamic columns, all of the row dimensions can be dynamic, or you can have a mix of dynamic and fixed row dimensions.

To define a dynamic column:

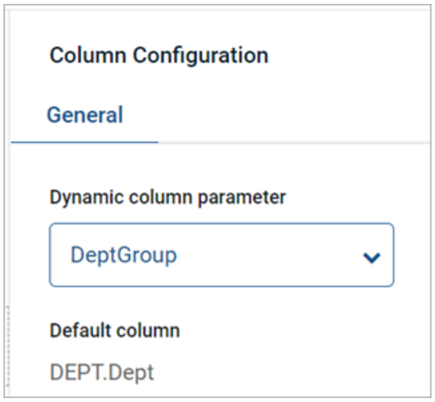
1. In the Report Builder, select the **Build** tab.
2. Click the plus icon over the Row Dimensions box, then select **Add Dynamic Column**.

   A column box labeled Dynamic is added to the **Row Dimensions** box.

3. In the right-hand **Column Configuration** panel, from the **Dynamic column parameter** list, select the Column List parameter to use with the dynamic column. Parameters are listed by name as defined on the Parameters tab.

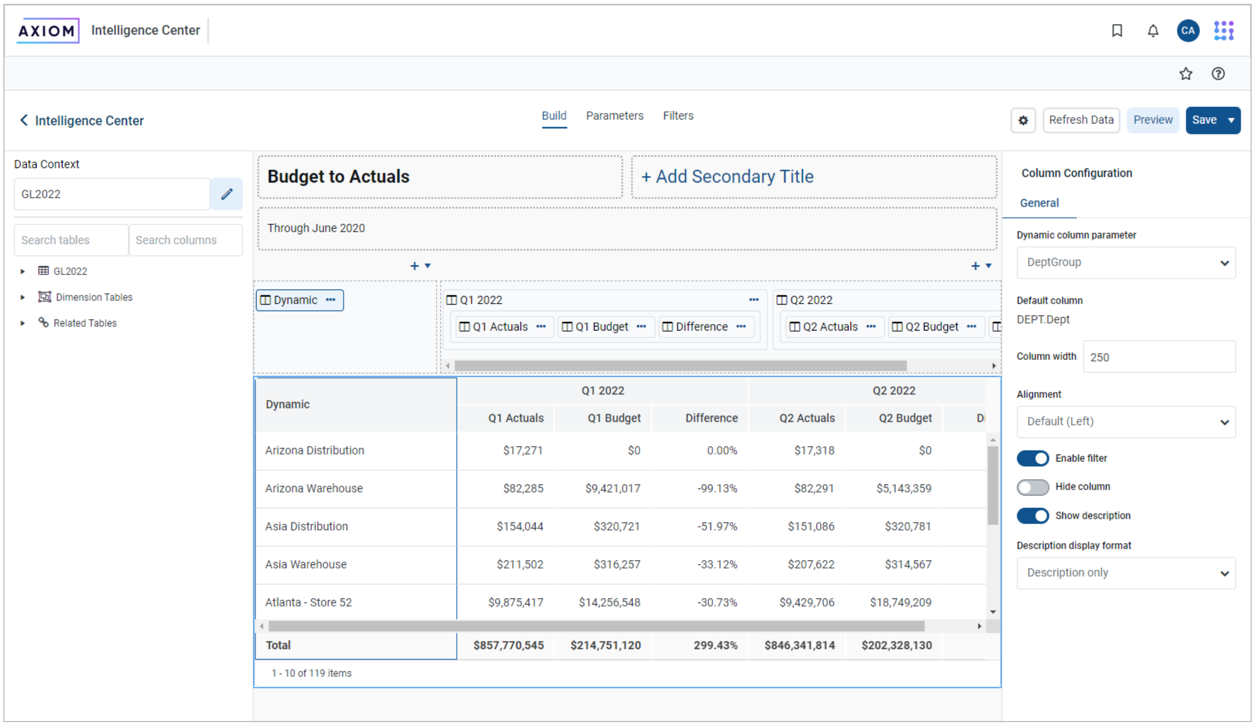


By default, Axiom Budgeting and Performance Reporting automatically selects the first available Column List parameter and uses the default value defined for that parameter. If the parameter does not have a defined default value, the Report Builder uses the first column in the list of columns defined for the parameter. This is because the Report Builder must be able to associate the dynamic column with an actual table column in order to refresh data.

If no Column List parameters are defined, or if the Column List parameter does not have a defined list of columns, then the report cannot be refreshed with data until this issue is resolved.

4. Complete the remaining Column Configuration properties as needed. Note the following:
   - The **Header** property and the related header properties on the Advanced tab are not available for dynamic columns. The column header text for each column in the column list is defined when configuring the Column List parameter.
   - You can optionally enable **Show description** and select a **Description display format** for the dynamic column. These options will apply if the selected column for the Column List parameter has an associated description column.

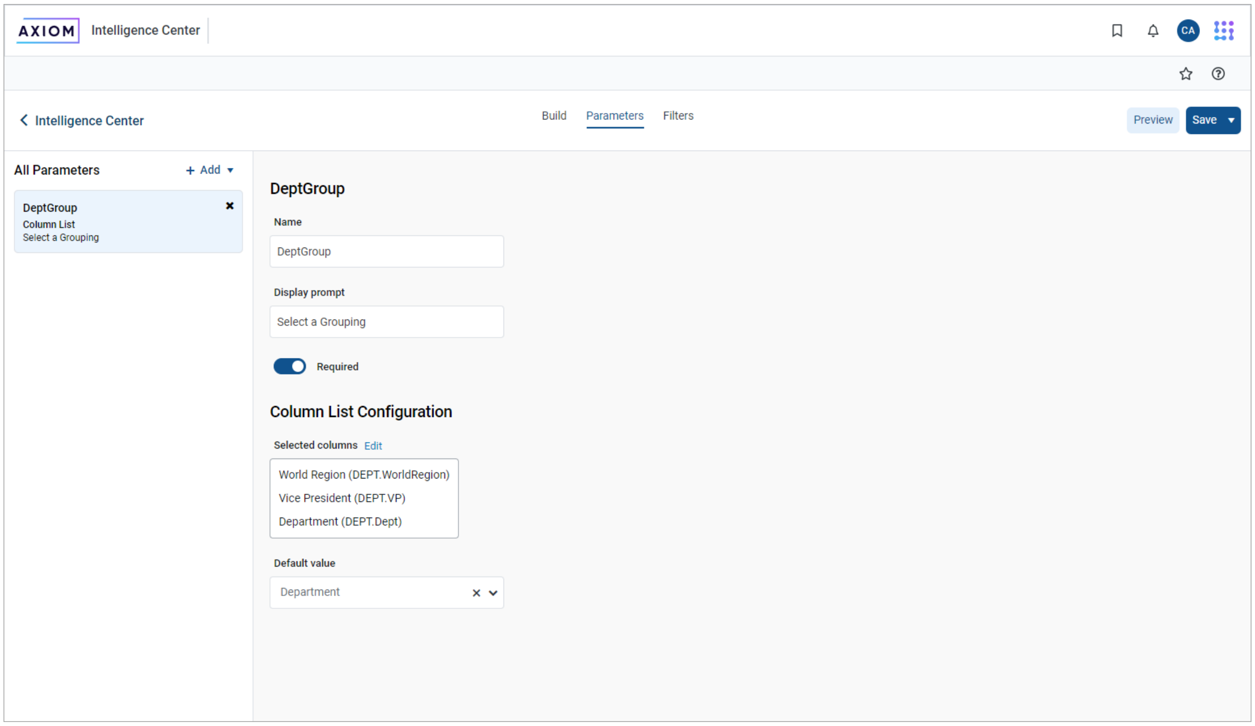
The following example shows a web report configured with a dynamic row dimension column, linked to a Column List report parameter. The grid is refreshed with data using the default column specified for the report parameter.



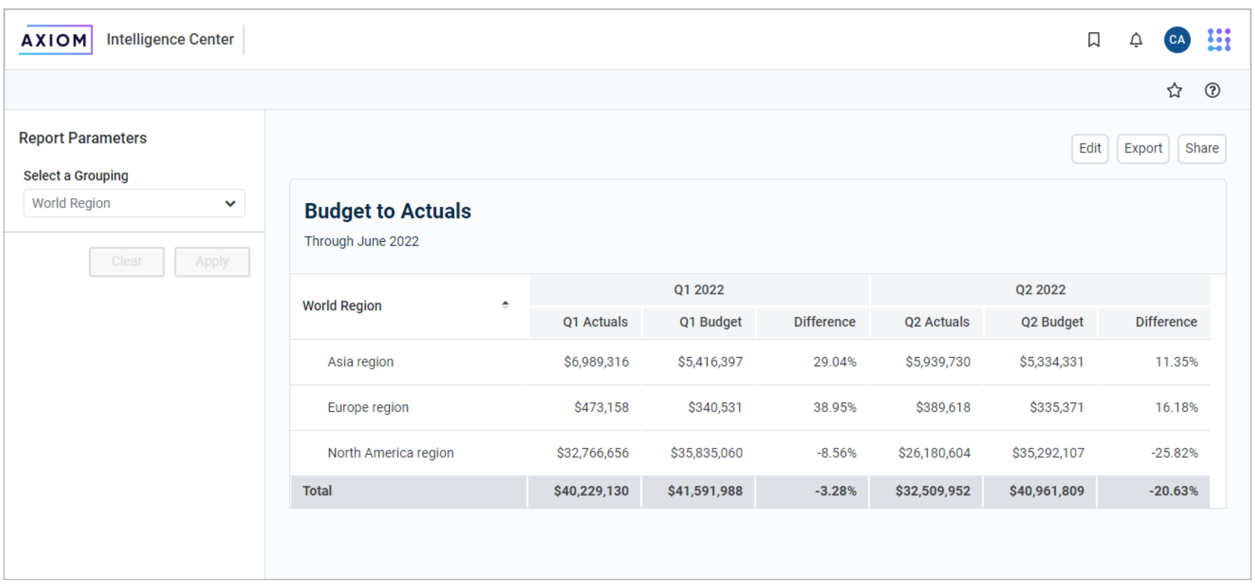
Example Report Builder with dynamic row dimension

NOTE: In the Report Canvas, the dynamic column displays in the grid using the header text **Dynamic**. This only occurs in the Report Builder, so that you know which column is the dynamic column. When previewing or viewing the report, the dynamic column uses the header text defined for the currently selected column, as defined in the Column List parameter configuration.

In this example the Column List report parameter lets the user select from three different grouping levels—Dept.Dept, Dept.WorldRegion, or Dept.VP. The report will refresh with data and use the selected column as the row dimension.



Example Column List parameter providing column options for the dynamic row dimension



Example end user experience to select and change the row dimension

Design considerations for the report user experience

When using a dynamic column with a Column List parameter, you must decide whether you want the report to refresh using a default column selection, or if you want to require the user to make a selection before the report refreshes with data.

- If the Column List parameter does not have a specified default column, then when a user opens the report, it will not refresh with data and instead displays the message "Waiting for input". The user must select a value for the Column List parameter and apply before the report is refreshed with data.
- If the Column List parameter has a specified default column, then when a user opens the report, it refreshes with data using the default column. The user can then optionally change the selected column in order to refresh the report using a different row dimension.

NOTE: If the Column List parameter that drives the dynamic column does not have a default value, then the report cannot be exported or shared because it does not have a column to use as the row dimension. Although report parameter selections made by users are not honored when exporting or sharing web reports, the default value is honored for the dynamic column when exporting or sharing the report.

Design considerations for drilling

If you want to use a dynamic column and also enable directed drilling for the report, you must be careful to ensure that all of the drill columns are compatible with the Column List columns. If the user can select a column for the Column List parameter that is not compatible with the drill columns, an error will occur when the user attempts to drill the report.

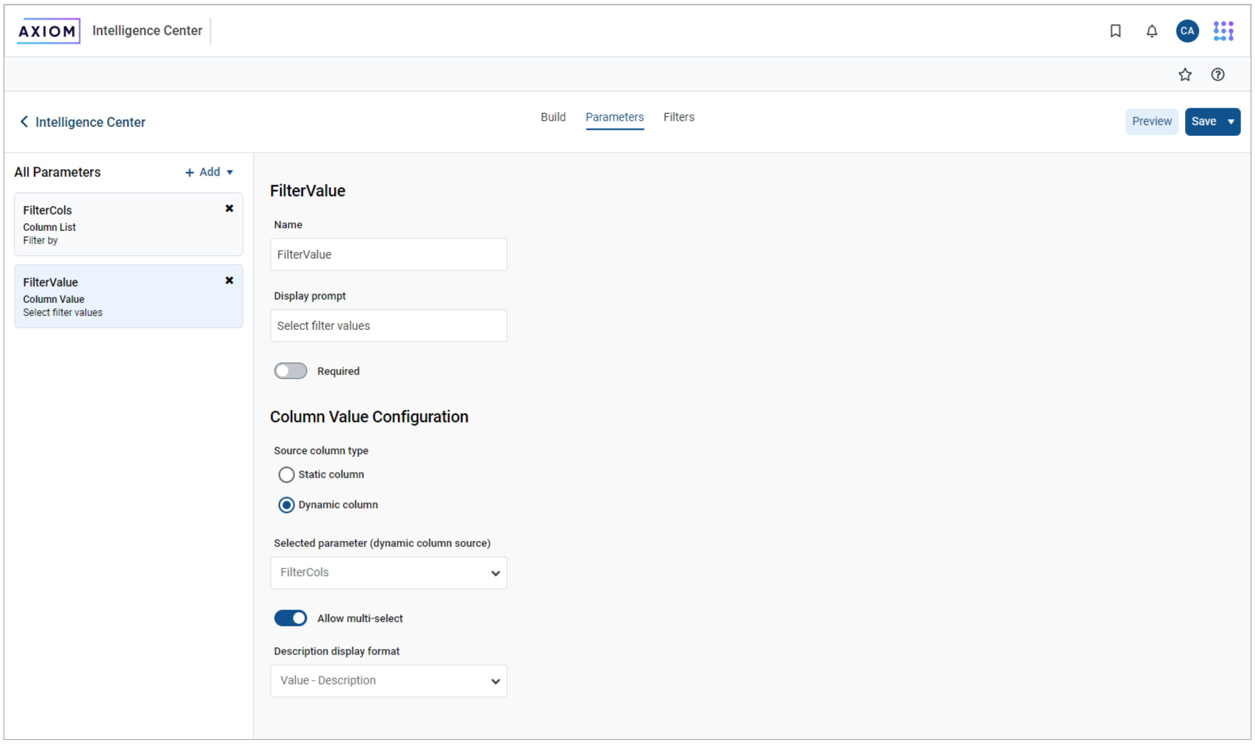
Alternatively, you can enable drilling and use key column drilling, which will continue to work as long as all of the columns defined the Column List parameter are valid as row dimension columns.

Using a Column List parameter with a Column Value parameter

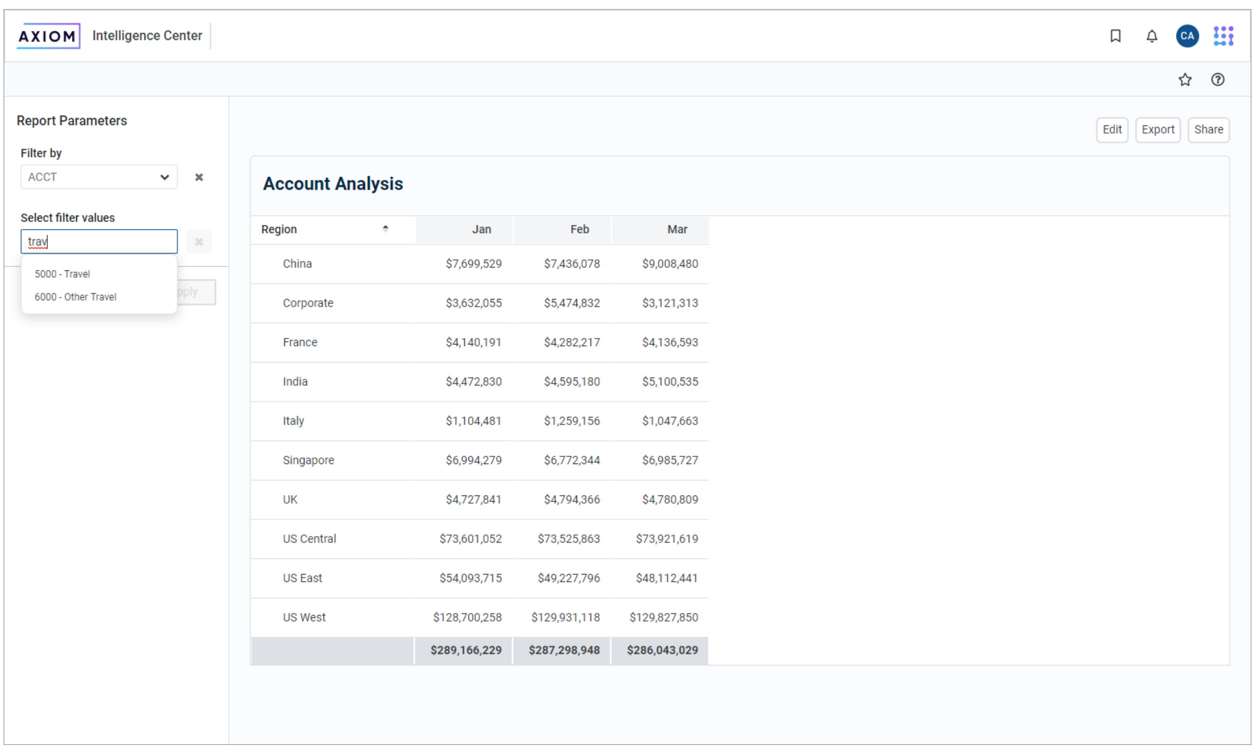
In order to use a Column List parameter to populate the source column for a Column Value parameter, you must:

- Define a Column Value parameter
- Configure the parameter as dynamic and select the Column List parameter as the source

In the following example, the Column Value parameter is configured to use the FilterCols Column List parameter. First the user will select a column from the Column List parameter, then the user will select a value or values in that column from the Column Value parameter.



Example Column Value parameter using a Column List parameter to provide the source column



Example end user experience to choose the filter column and values

For more information on how to configure Column Value parameters and how the selected values are applied as report filters, see Using Column Value report parameters.

Design considerations for the report user experience

When a Column Value parameter is linked to a Column List parameter, the Column Value parameter is automatically dependent on the other parameter. This means that the Column Value parameter will not become active in the Report Parameters panel until a value has been selected for the Column List parameter. The Column Value parameter will then become active and allow the user to select a value or values from the column selected for the Column List parameter.

> **NOTE:** Because of this automatic dependency, you should make sure that the Column List parameter is ordered before (above) the Column Value parameter.

Additionally, you must decide whether you want the Column Value parameter to start with a default column or not:

- If the Column List parameter does not have a specified default column, then the Column Value parameter will be disabled until a value is selected for the Column List parameter.
- If the Column List parameter has a specified default column, the Column Value parameter is enabled and uses the default column. The user can optionally select a different value for the Column List parameter to change the column used by the Column Value parameter.

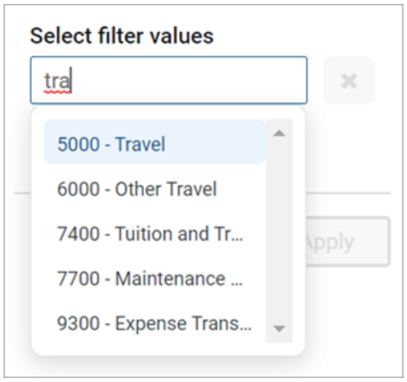
Using Column Value report parameters

When you use a Column Value report parameter, you specify a column from which the user can select one or more values. The user's selected values for the column are then applied to the report as a report filter. This allows the user to dynamically change the data shown in the report.

For example, you may design a report that is intended to display financial results for a selected department or entity. You can create a Column Value report parameter that uses the department or entity column. The user can select the departments or entities that they want to view, and then apply the parameter values to refresh the report with the selected data.

When users view the report with a Column Value report parameter, the column values are displayed in a drop-down list:

- Column values are displayed with descriptions if applicable.
- Users can type text into the drop-down list to filter the list and find a specific value.
- Users can select one value from the list, or multiple values, depending on the parameter configuration.



Example Column Value parameter in the Report Parameters panel

▶ Defining a Column Value report parameter

Column Value report parameters are defined on the Parameters tab of the Report Builder. You can define as many Column Value parameters as needed for the report.

To create a Column List parameter:

1. In the Report Builder, select the **Parameters** tab.
2. Click **Add > Column Value**.

   The new parameter is added to the **All Parameters** panel along the left-hand side. The properties for the parameter now display in the main area.

3. Complete the following general properties for the parameter:

Item	Description
Name	The name of the parameter. By default, this is set to **Report Parameter (Type)**. You can edit this name as needed. The parameter name does not display to report users; it is solely for use in the Report Builder. You should give the parameter a name that indicates its purpose.
Display prompt	The prompt text to display to report users in the Report Parameters panel. By default, this is set to **Report Parameter (Type)**. You can edit this name as needed. You should define display prompt text that helps users understand the purpose of the parameter. For example, "Select a department".

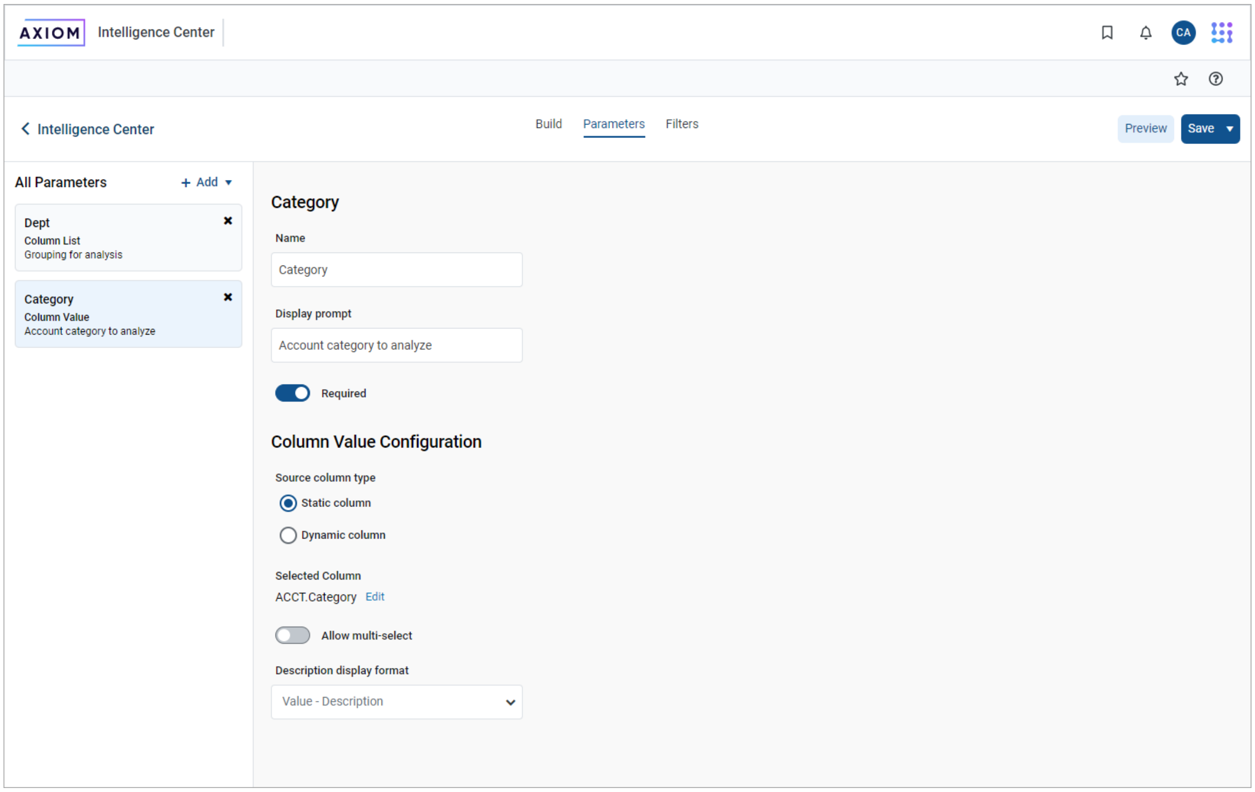
Item	Description
Required	Specifies whether the parameter is required. • If enabled, then the report does not refresh with data until this parameter has a value. The message "Waiting for input" displays in the report grid until all required parameters have a value. In the Report Parameters panel, the **Apply** button does not become available until all required parameters have a value. Additionally, required parameters cannot be cleared. • If disabled (default), then users can optionally leave this parameter blank (unset) when applying parameter values. The report can refresh data without this parameter.

4. In the **Column List Configuration** section, complete the following parameter-specific properties:

Item	Description
Source column type	Select one of the following to determine the source of the column for the Column Value parameter: • **Static column**: Select this option if you want to select a specific column to use as the source column. • **Dynamic column**: Select this option if you want to dynamically use the selected column for a Column List parameter as the source column.

Item	Description
Selected column	If the specified **Source column type** is **Static column**, click the **Edit** link to select a column from the **Select Column** dialog. • Use the table treeview in the left-hand panel to locate the column that you want to use. You can select any column from the primary table, a dimension table, or a related table. You can use the search boxes at the top of the panel to search by table names or by column names. • Once you locate a column that you want to use, select it and then click **OK**. The selected column name now displays under the **Selected column** header. **NOTE:** If the primary table is a data table and the selected column looks up to a dimension table for the primary table, the column reference is automatically "elevated" so that it uses the lookup dimension table instead of the source table. For example, if the primary table is GL2021, and you select either GL2021.Acct or BGT2021.Acct, the column reference is elevated to Acct.Acct. This elevation is done so that the column is applied as a general filter affecting all tables that look up to the dimension table.
Selected parameter (dynamic column source)	If the specified **Source column type** is **Dynamic column**, then select the desired Column List parameter to use as the source. This means that the user will first select a column from the designated Column List parameter, then the user can select one or more values from that column using the Column Value parameter. The Column Value parameter will not be active until the Column List parameter has a selected value. If the Column List parameter has an assigned default value, this value will be used as the initial source column for the Column Value parameter when the report is opened.
Allow multi-select	Specifies whether the parameter allows selecting multiple values from the column. By default, this is disabled, which means users can only select a single value at a time.
Description display format	The display format to use for the column values in the drop-down list. By default, this is set to **Description only**. This setting applies when the column used by the Column Value parameter has an associated description column. If the column used by the parameter does not have an associated description column, then this setting is ignored and the column values will display as is.

IMPORTANT: The column used by the Column Value parameter must be valid as a filter column for the current report configuration. If a column in the list is not valid for use as a filter column, then an error message will display when the user attempts to apply the parameter selection to the report. As the report designer, you should test your parameters to verify that they work as intended within the report.



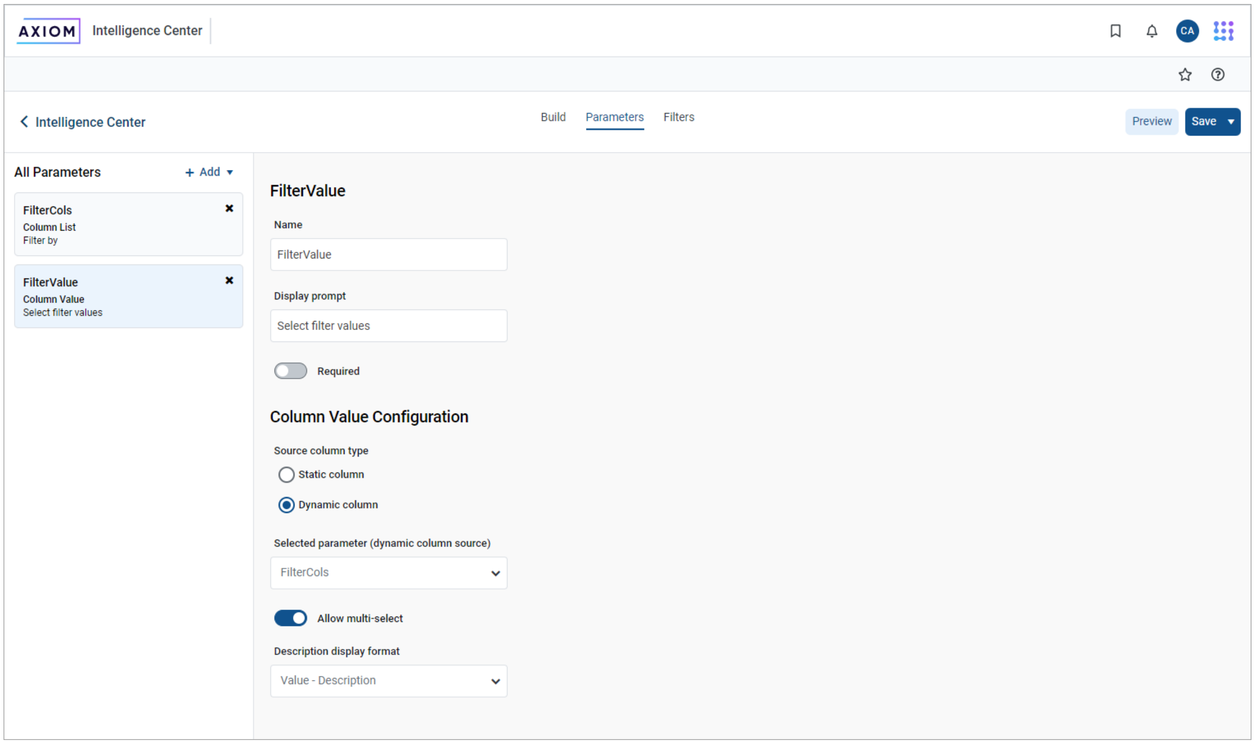
Example Column Value parameter allowing report users to filter the report by the source column

Using a Column List parameter with a Column Value parameter

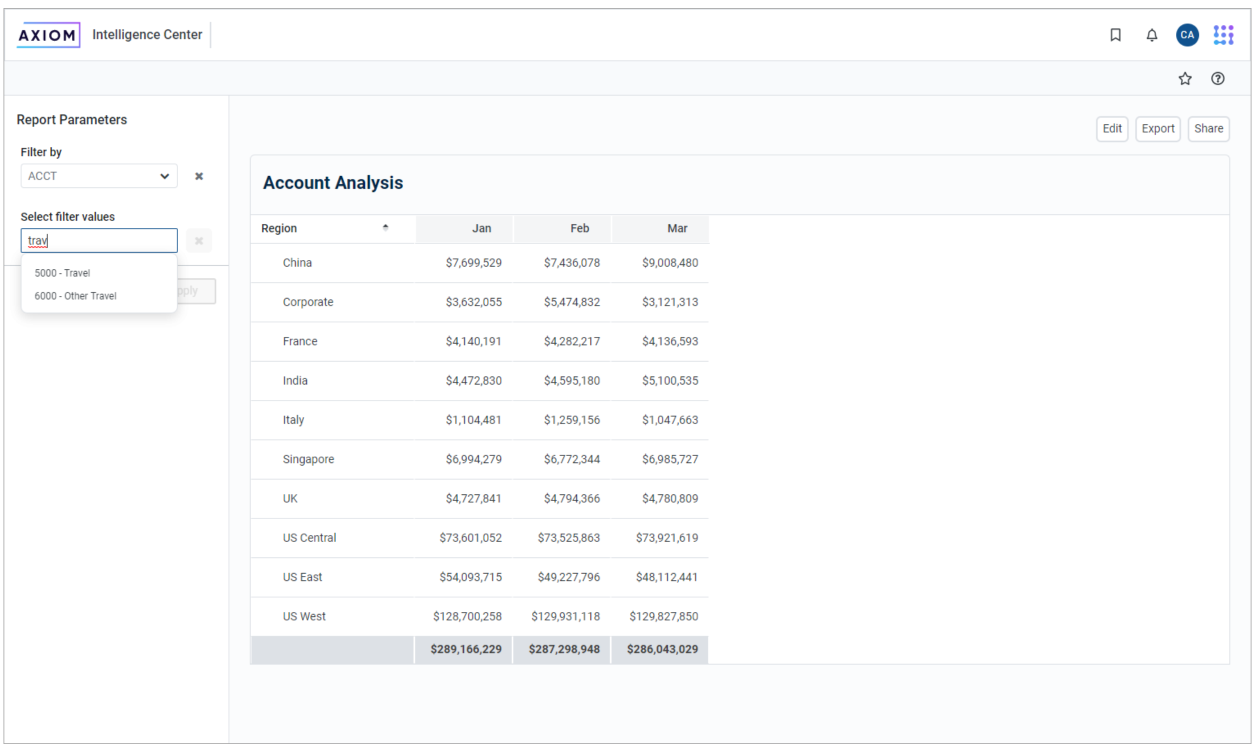
In order to use a Column List parameter as the source for a Column Value parameter, you must:

- Create and configure a Column List parameter
- Configure the Column Value parameter as dynamic and select the Column List parameter as the source

In the following example, the Column Value parameter is configured to use the FilterCols Column List parameter. First the user will select a column from the Column List parameter, then the user will select a value or values in that column from the Column Value parameter.



Example Column Value parameter using a Column List parameter to provide the source column



Example end user experience to choose the filter column and values

For more information on how to configure Column List parameters, see Using Column List report parameters.

Design considerations for the report user experience

When a Column Value parameter is linked to a Column List parameter, the Column Value parameter is automatically dependent on the other parameter. This means that the Column Value parameter will not become active in the Report Parameters panel until a value has been selected for the Column List parameter. The Column Value parameter will then become active and allow the user to select a value or values from the column selected for the Column List parameter.

> **NOTE:** Because of this automatic dependency, you should make sure that the Column List parameter is ordered before (above) the Column Value parameter.

Additionally, you must decide whether you want the Column Value parameter to start with a default column or not:

- If the Column List parameter does not have a specified default column, then the Column Value parameter will be disabled until a value is selected for the Column List parameter.
- If the Column List parameter has a specified default column, the Column Value parameter is enabled and uses the default column. The user can optionally select a different value for the Column List parameter to change the column used by the Column Value parameter.

How Column Value parameter selections are applied as filters

When a Column Value parameter selection is applied to the report, the filter is applied as follows:

- If the source column is from a related table, or if the source column is from the primary table when the primary table is a data table, then the filter is applied as a table-specific filter.
- Otherwise, the filter is applied as a general report filter.

> **NOTE:** Because columns that look up to dimension tables are automatically "elevated" to the dimension table when the primary table is a data table, it is not possible to apply table-specific filters with these columns when using a Column Value parameter. For example, it's not possible to use BGT2021.Acct in a Column Value parameter, because the column reference is always elevated to Acct.Acct and therefore applied as a general filter. In the majority of use cases involving columns that look up to dimension tables, the general filter is the intended filter.

The filters resulting from Column Value parameter selections are applied in the same way as report-level filters defined in the Report Configuration panel. For more information on the difference between table-specific filters and general report filters, see Filtering data in web reports.

The syntax used for filters depends on whether the parameter allows single selection or multiple selection. For example, if the source column is Dept.Dept, filters are created as follows:

- **Single selection**: A filter will be created such as `Dept.Dept=20000`.

- **Multiple selection**: A filter will be created such as `Dept.Dept IN (20000,21000,45000).`

This filter statement is not visible to report users—the users only see their selected value(s) for the column.

Keep in mind the following:

- It is possible that the source column used by the Column Value parameter is not valid as a filter column for the report, depending on the report configuration. In this case an error will occur when the user attempts to apply the parameter.
- It is possible that the Column Value parameter uses a source column that is valid as a filter column for the report, however, the filter has no effect. For example, if the column is applied as a table-specific filter but the report does not use any columns from that table, then the table-specific filter will have no effect and no error will occur.

All report parameters should be tested by the report designer to ensure that they are working as intended, before rolling out the report to end users.

Configuring grid properties in a web report

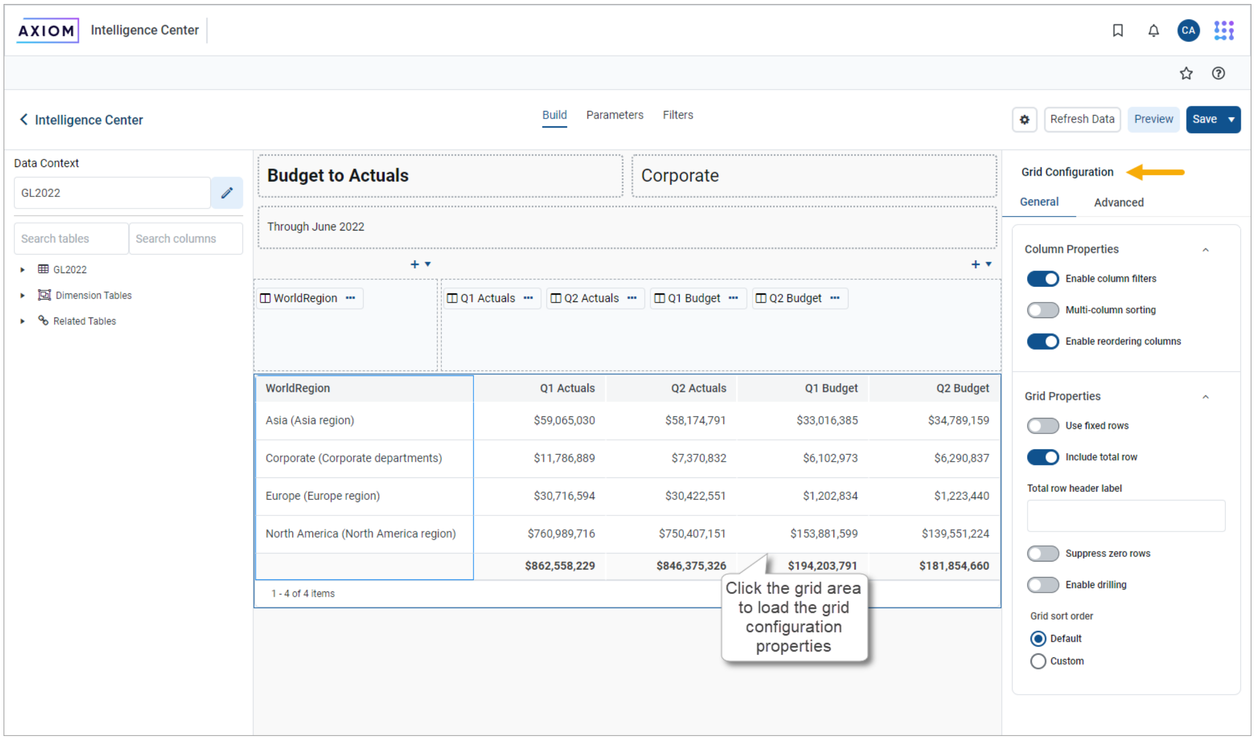
The grid properties define the available features and the overall presentation of data in a web report. Using the grid properties, you can configure:

- User interaction properties such as whether users can filter columns, sort columns, and reorder columns
- Display properties such as whether the grid has a total row and whether rows with all zero values display
- Drilling properties such as what type of drilling is enabled and configuration for directed drilling

In the Report Builder, the grid properties are defined in the right-hand Configuration Panel.

To configure grid properties for a web report:

1. On the **Build** tab of the Report Builder, in the Report Canvas, click the grid that displays below the column setup boxes.
2. In the right-hand Configuration Panel, complete the **Grid Configuration** properties as needed.



Example Grid Configuration properties

The grid configuration properties are separated into two tabs:

- **General**: Basic grid properties that should be reviewed and configured for all web reports.
- **Advanced**: Advanced grid properties such as default column formats for the grid.

General grid properties

The following grid properties are available for web reports on the **General** tab of the **Grid Configuration** panel:

Column Properties

Item	Description
Enable column filters	Specifies whether users can filter columns in the grid. Only applies to grids with dynamic rows; users cannot filter columns in grids where **Use fixed rows** is enabled. • If enabled (default), then filter icons display on columns where **Enable filter** is enabled in the column configuration properties. Report users can use these icons to filter the data shown in the column. If **Enable filter** is disabled on a column, the filter icon is not available for that column. • If disabled, then filter icons do not display on any columns, regardless of whether **Enable filter** is enabled for the column.
Multi column sorting	Specifies whether users can sort by multiple columns in the grid. Only applies to grids with dynamic rows; users cannot filter columns in grids where **Use fixed rows** is enabled. • If enabled, then users can sort the grid by multiple columns. If the grid is already sorted by a column and a user clicks another column to sort, then the grid is first sorted by the most recent column and then sorted by the original column. Columns will remain sorted until the user toggles the sort disabled for that column. • If disabled (default), then users can sort the grid by a single column. If the grid is already sorted by a column and a user clicks another column to sort, then the sort is disabled on the original column and the grid becomes sorted by the most recent column. Users can sort columns by clicking on the column header. Each click toggles through sort ascending, sort descending, and no sort. **NOTE:** The ability to clear the sort is only available if multi-column sorting is enabled. Otherwise, clicking a column header will toggle between sort ascending and sort descending. You can click a different column header to sort by that column, but you cannot clear the sort.
Enable reordering columns	Specifies whether users can reorder columns in the grid. • If enabled (default), then users can drag and drop columns within the grid to temporarily reorder them. • If disabled, then users cannot reorder columns in the grid.

Grid Properties

Item	Description
Use fixed rows	Specifies whether the grid uses dynamic rows or a fixed row structure. • If enabled, then the grid uses a fixed row structure to define the rows. Select the structure using the **Fixed row structure** field. For more information, see Specifying the fixed row structure for a web report. • If disabled (default), then the grid dynamically generates rows based on a table column specified as the row dimension. The row dimension is specified by dragging and dropping the desired table column into the Row Dimensions box at the top of the Report Canvas. For more information, see Specifying the row dimension for a web report.
Fixed row structure	Specifies the fixed row structure to use in the grid. Only applies when **Use fixed rows** is enabled. Select an existing fixed row structure to define the rows of the grid. You can type into the box to filter the list of fixed row structures by name. Fixed row structures can be created from the Intelligence Center. For more information on creating fixed row structures, see Managing Fixed Row Structures.
Include total row	Specifies whether a total row is present on the grid. Only applies to grids with dynamic rows; if **Use fixed rows** is enabled then the grid uses subtotal and total rows as defined in the fixed row structure. • If enabled, then a total row displays at the bottom of the grid. If the grid data is paged, the total row shows the total of all rows across all pages. Use the **Total row header label** field to define label text for the total row, such as "Total". This text displays in the last row dimension column. Columns displaying numeric, non-dimensional data are included in the total row by default. If desired, you can exclude a numeric column from the total row using the column configuration properties. • If disabled (default), then the grid does not have a total row.

<table>
<tr><th>Item</th><th>Description</th></tr>
<tr><td>Suppress zero rows</td><td>Optional. Specifies whether data rows with all zeros are suppressed from showing in the grid. Only applies to grids with dynamic rows; all zero rows cannot be suppressed in grids where Use fixed rows is enabled.

Non-key columns that meet both of the following criteria are evaluated to determine whether a row should be hidden:
The column data type is Integer (all types) or Numeric.
The column is from the primary table or an additional data table.
If the primary table is a data table, Integer and Numeric columns on lookup reference tables are ignored—meaning these columns may have values, but the row is still suppressed if all applicable data table columns have zero values. There is one exception: reference table columns are considered if the column classification is Values and the numeric type is Currency.

Calculated columns defined in the grid are not evaluated for this purpose and do not prevent a row from being suppressed.</td></tr>
<tr><td>Enable drilling</td><td>Specifies whether users can drill down rows in the grid to view the underlying data.
If enabled, then users can drill rows in the grid. Use the Drilling type property to specify what type of drilling options are present:
Key columns (default): Users can drill down to the key column level of the data. These drilling options are automatically generated based on the validated key columns of the primary table. No additional setup is required.
Directed: Users can drill down predefined drilling paths. Use the View/Edit Configuration link underneath the Directed option to configure the drilling paths.
For more information, see Configuring drilling for web reports.
If disabled (default), then users cannot drill rows in the grid.</td></tr>
</table>

<table>
<tr><th>Item</th><th>Description</th></tr>
<tr><td>Grid sort order</td><td>Specifies the sort order for data in the grid.
Default: Data is sorted by the row dimension columns specified for the grid, in ascending order. If multiple row dimension columns are present, the first row dimension column is the primary sort column, followed by the second row dimension column, and so on.
Custom: Specify one or more columns to sort the grid data, in either ascending or descending order. Use the View/Edit Configuration link underneath the Custom option to select the drill columns.
The Edit Sorting Configuration dialog lists all columns in the grid. It is not currently possible to sort by a column that is not present in the grid. If necessary, you can add a column to the grid in order to sort by that column, then configure the column as hidden so that it does not show in the grid.
To add a column to the sorting configuration, drag the column from the left-hand panel to the right-hand panel, and then select Asc (default) or Desc for the sort order. To remove a column from the sorting configuration, click the X icon on the right-hand side of the column box.
If multiple columns are added to the sorting configuration, the top-most column is the primary sort column, followed by the next column, and so on. You can reorder the columns in the list by clicking the drag handle on the left-hand side of the column box and then dragging and dropping it to a new location.
If a custom sort is specified but no columns are added to the sorting configuration, the grid will revert to using the default sort order.

NOTES:
If Multi column sorting is not enabled for the grid, the grid will still honor a multi-column sort configuration when the report is initially rendered. However, if a user sorts by any column, the grid reverts to single-column sorting with no way to return to the previous sort configuration other than by reloading the report.
Process columns cannot be added as custom sort columns.
If a dynamic column is added to the sort configuration, it displays in the list with its assigned Column List report parameter name in parenthesis. If you hover your cursor over the column name in the sort configuration, the current column used by the dynamic column is shown in the tooltip.</td></tr>
</table>

NOTE: If you created a web report using the Report Builder in version 2021.1, that report may have had a defined **Data Filter** in the Grid Configuration properties. These filters are now defined at the report level, on the Filters tab. Any existing grid filter will be automatically converted to a general report filter. In rare cases, this conversion may result in report errors if the grid-level filter is not valid as a general report filter. If this occurs, you can delete the converted filter and re-create it as a table-specific filter.

Advanced grid properties

Using the properties on the **Advanced** tab of the **Grid Configuration** panel, you can view and edit **Default column formats** for columns in the current report. Select a column **Data type** that you want to configure, and this section will populate with the properties for the selected data type.

All columns added to the report will inherit the settings defined here. By default, columns will continue to inherit any changes made to the default column formats unless the format has been overridden at the column level.

For example, the default alignment for String columns is Left. When String columns are added to the grid, they are configured to use the Default alignment, meaning Left. If desired, you can change the default alignment for String columns to Center, and all String columns in the grid that are using the Default alignment will now update to use Center alignment. However, if you have manually configured a particular String column to use Right alignment instead of the Default alignment, that column will continue to use its configured alignment of Right.

Item	Description
Data type	Select a column data type to view and edit the default column formats for that type. The following data types are available: • **String**: Columns containing text or alphanumeric values. Includes table columns using the String data type. • **Date**: Columns containing dates. Includes table columns using the Date data type. • **DateTime**: Columns containing date-time values. Includes table columns using the DateTime data type. • **Boolean**: Columns containing True or False values. Includes table columns using the Boolean data type. • **Dimension**: Columns containing numeric dimension codes. Includes table columns using Numeric, Integer, or Identity data types, where the Column Classification is Dimension. • **Decimal**: Columns containing decimal numeric values. Includes table columns using the Numeric data type, where the column has a Numeric Type of Number. • **Number**: Columns containing whole integer numeric values. Includes table columns using Integer or Identity data types, where the Column Classification is Value. • **Currency**: Columns containing currency numeric values. Includes table columns using the Numeric or Integer data types, where the column has a Numeric Type of Currency. • **Percent**: Columns containing percent numeric values. Includes table columns using the Numeric or Integer data types, where the column has a Numeric Type of Percent. Additionally, when you create a calculated column, you can specify its data type as one of the numeric data types. The column will then use the default column formats for that data type. The default data type for calculated columns is Currency. **NOTE:** Columns that would normally be treated as Number data type are treated as Dimension data type if they are used as row dimension columns or drill columns.

Item	Description
Column width	The default column width for the selected **Data Type**, in pixels. Enter the desired column width as a whole integer between 30 and 600. The default width for each data type is as follows: • Currency, Decimal, Percent, Date, Boolean: 120 • Number: 150 • DateTime, String, Dimension: 200
Alignment	The default alignment of the column values for the selected **Data Type**. If you want to change the default alignment for a data type, select one of the following: **Left**, **Right**, **Center**. The default alignment for each data type is as follows: • String, Date, DateTime, Boolean, Dimension: Left • Decimal, Number, Currency, Percent: Right

Numeric default properties

The following default properties only display if the selected **Data type** is a numeric data type. These properties can be used to define the default numeric format by column data type.

For example, the default number format for the Currency data type uses 0 decimal places, with a thousands separator, and a negative number format of red parentheses. When a Currency column is added to the grid, the contents automatically display using this number format. If desired, you can change the default number format for Currency so that it uses 2 decimal places, and all Currency columns in the grid will now update to show 2 decimal places. This applies to columns that use the Currency number format by default, as well as columns that you have manually configured to use the Currency format. However, if you have manually configured a particular Currency column so that it now uses a Custom number format instead of the Currency number format, then it will continue to use its custom configuration.

Item	Description
Decimal places	The number of decimal places used by the selected **Data Type**. Enter any whole number from 0 to 10. You can also use the arrow keys to move the number up or down. The default number of decimal places for each numeric data type is as follows: • Currency: 0 • Decimal, Percent: 2 The Number data type does not use decimals.

Item	Description
Use 1000's separator	Specifies whether the selected **Data Type** uses a thousands separator: • If enabled (default), numbers show with a thousands separator, such as 1,000. • If disabled, numbers do not use a thousands separator, such as 1000.
Negative number format	The format used by the selected **Data Type** to display negative numbers. Select the desired format from the drop-down list. Available formats use the minus sign, or parentheses, or red text (or a combination of these formats). The default negative number format for each numeric data type is as follows: • Decimal, Number, Percent: Minus sign • Currency: Red text in parentheses

Date and Date Time default properties

The following default properties only display if the selected **Data type** is a date data type. These properties can be used to define the default date format by column data type.

For example, the default format for Date columns is Month/Day/Year (such as "10/152022"). When a Date column is added to the grid, the contents automatically display using this format. If desired, you can change the default format for Date so that it displays as "October 15, 2022" instead, and all Date columns in the grid will now update to use this format. However, if you have manually configured a particular Date column so that it uses a different date format instead of the default format, then it will continue to use its custom configuration.

Item	Description
Date format or Date Time format	The format used by the selected **Data Type** to display date or date-time values. You can select any of the "full date" formats supported by Date and DateTime columns, including custom formats. By default, the formats are: • Date: 10/15/2020 • Date Time: 10/15/2020 13:25 **NOTE:** Only "full date" formats are supported as the default format. If you configure an individual Date or DateTime column to use a different date part, such as Year or Quarter, then the default date format no longer applies, and the column is treated as a Dimension data type.
Custom Date format or Custom Date Time format	Use this field to define the custom date or date-time format, if **Custom** is specified as the **Date format** or **Date Time format**. For more information on the syntax to define custom date and date-time formats, see Custom formats.

Frequently asked questions

Can I disable paging for a dynamic row grid?

Currently, if the grid uses dynamic rows then the grid is automatically paged if it exceeds 25 rows. This paging cannot be disabled.

How do I define a grid-level filter to limit the data in the report?

If you want to filter the data in the grid, you can define a report-level filter. Select the **Filters** tab of the Report Builder to define one or more report-level filters.

Configuring column properties for a web report

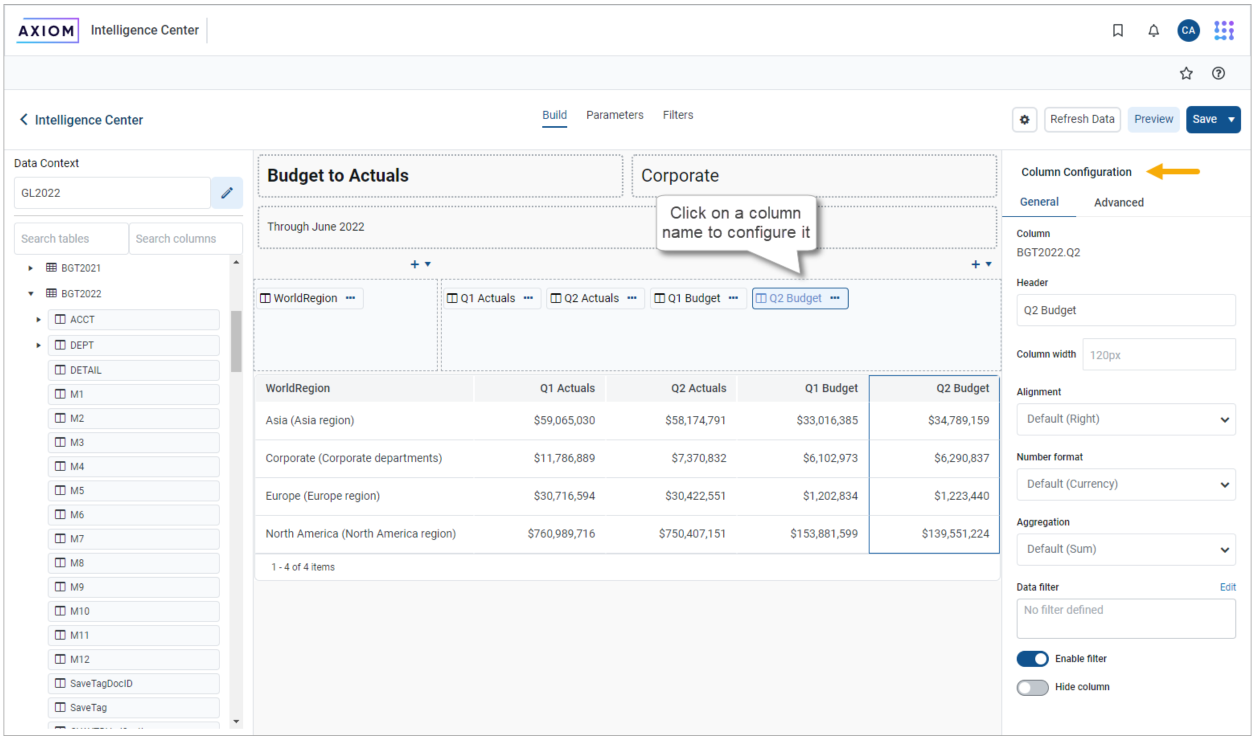
The column properties define the presentation of each column in the grid. Using the column properties, you can configure:

- Display properties such as header text, column width, alignment, and number formatting
- Data properties such as column filters, alternate aggregation, and display formats for data
- Grid behavior properties such as inclusion in the total row, and whether end users can sort and filter using the column

In the Report Builder, the column properties are defined in the right-hand Configuration Panel. The column properties can be defined for both table columns and calculated columns.

To configure column properties for a column in a web report:

1. On the **Build** tab of the Report Builder, in the Report Canvas, click a column name in either the Row Dimensions box or the Column Definitions box to select that column.
2. Complete the **Column Configuration** properties that display in the Configuration Panel.

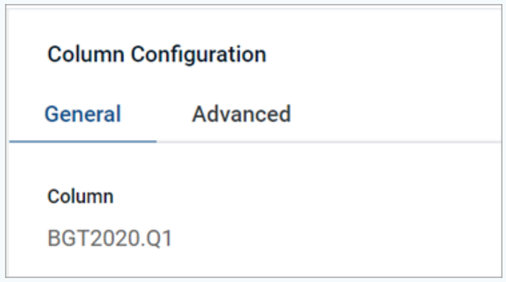
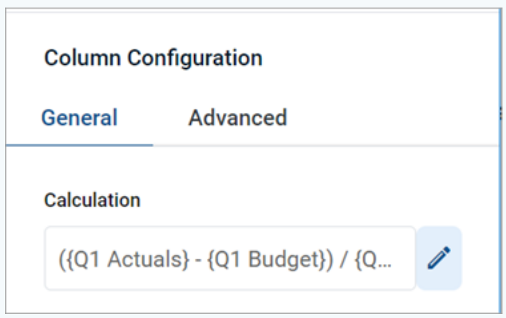
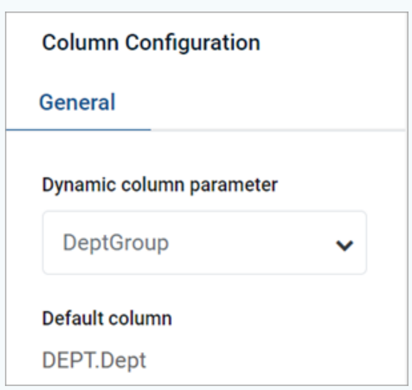


The column configuration properties are separated into two tabs:

- **General**: Basic column properties that should be reviewed and configured for all columns in the grid.
- **Advanced**: Advanced column properties to be configured as needed.

General column properties

The following column properties are available for web reports on the **General** tab of the **Column Configuration** panel. These properties apply to table columns, calculated columns, and dynamic columns.

Item	Description
Column or Calculation or Default Column	The following information displays at the top of the panel to identify the column: • **Column**: If the column is a table column, the full Table.Column path displays for your reference.  • **Calculation**: If the column is a calculated column, a text representation of the calculation displays for your reference. You can click the Edit icon to the right of the box to open the **Edit Calculated Column** dialog and edit the calculation as needed.  • **Default column**: If the column is a dynamic column, the currently used Table.Column path displays for your reference. This column is determined by the configuration for the Column List parameter that is associated with the dynamic column. 

Item	Description
Dynamic column parameter	The Column List report parameter to associate with the dynamic column. Only applies when the current column is a dynamic column. For more information, see Using Column List report parameters.
Header	The header text to display on the column header. Enter the desired header text. • If the column is a table column, the column name is used as the header text by default. • If the column is a calculated column, the text "Calculation" is used as the header text by default. If the column is a dynamic column, the header text is defined in the Column List parameter settings, for each column that is available to be selected. Within the Report Canvas only, the dynamic column displays using the header **Dynamic**.
Column width	The width of the column in the grid, in pixels. Enter the desired column width as a whole integer between 30 and 600. The default width depends on the column data type, and is configured at the grid level. If you do not enter a custom width, then the default width displays in the **Column width** box in gray text. If you leave this default width and the grid-level defaults are changed, then column will update to use the new default width. For more information, see Configuring grid properties in a web report.
Alignment	The alignment of the column values. Select one of the following: **Default**, **Left**, **Right**, **Center**. The default alignment depends on the column data type, and is configured at the grid level. If a column is set to use Default and the grid-level defaults are changed, the column will update to use the new default alignment. For more information, see Configuring grid properties in a web report.

<table>
<tr><th>Item</th><th>Description</th></tr>
<tr><td>Number Format</td><td>The number format used by the column. Only applies to columns that hold numeric data. Select one of the following:

Default: The column uses the default number format as defined for the column's data type at the grid level. If a column is set to use Default and the grid-level defaults are changed, the column will update to use the new default number format. For more information, see Numeric default properties.
Currency, Decimal, Number, Percent, or Dimension: The column uses the default number format as defined for the selected data type. For example, you may have a column that is natively a Decimal column, but you want it to display using Currency format in a particular report.

If a column is assigned to a different number format, it will also inherit the default column width and alignment set for the associated data type, if the column is using the default column with and alignment.
Custom: The column uses a custom number format as defined in the column properties. If Custom is selected, then several additional properties become available to configure the number format. In this case, the column is no longer tied to any particular default number format.

Decimal places: Specify the number of decimal places to display, from 0 to 10.
Use 1000's separator: Specify whether the number uses a thousands separator or not.
Negative number format: Specify the format to use for negative numbers.

This option is not available for use with dynamic columns.</td></tr>
<tr><td>Aggregation</td><td>The aggregation type used to aggregate data queried from the database column. Does not apply to calculated columns or to columns used as row dimensions.

If you want to override the default aggregation type for a database column, select an aggregation type.</td></tr>
<tr><td>Data filter</td><td>Optional. Defines a filter to limit the data shown in this column. The column-level data filter should be used instead of a grid-level data filter when you want the filter to impact just this column. For more information, see Using column filters.</td></tr>
</table>

<table>
<tr><th>Item</th><th>Description</th></tr>
<tr><td>Enable filter</td><td>Specifies whether report viewers can filter the report based on the column contents.
If enabled (default), and if Enable Column Filters is enabled in the Grid Configuration properties, then a filter icon is available on the column in the rendered report. Report viewers can use this column to filter the grid based on the column contents.
If disabled, then the filter icon is not available on the column.
This property does not apply to any column in the grid if Use fixed rows is enabled in the Grid Configuration properties. Fixed row reports do not support end-user column filtering.</td></tr>
<tr><td>Hide column</td><td>Specifies whether the column is hidden in the report. Does not apply to columns used as row dimensions.
If enabled, then the column is hidden. The column remains visible in the Report Builder so that you can continue to configure the column as needed.
If disabled (default), then the column is visible.</td></tr>
<tr><td>Show description</td><td>Specifies whether you want descriptions to display for dimension values. This option only applies to key columns, alternate key columns, and validated columns that have an associated description column.
If enabled (default), then descriptions display alongside the dimension values or instead of the dimension values. For example, if the column is Acct then you likely want the account descriptions to display along with the account codes.

When this option is enabled, the Description display format field becomes available. Select the desired display format from this list. By default, the format Description (Value) is used.
If disabled, then only the dimension values display. For example, if the column is Acct then only the account codes will display.
NOTE: If the dimension table has multiple description columns (meaning columns where Describes Key is True), then the first description column is used.

If the column is a dynamic column, then this option will be applied when the currently selected column has a description column, and ignored when it does not.</td></tr>
</table>

Item	Description
Include in total row	Specifies whether the column is included in the total row, if a total row is enabled in the Grid Configuration properties. Does not apply to columns used as row dimensions. Select one of the following: • **Default**: The column is included or not based on its data type. All numeric columns are included by default unless they are the Dimension data type. All other non-numeric columns are not included by default, unless you change the aggregation so that the column returns a number (such as using Count aggregation on a String column). • **Include**: Override the default behavior and include the column in the total row. • **Exclude**: Override the default behavior and exclude the column from the total row. If a column is included in the total row, it is treated as follows: • Table columns use their default or configured aggregation in the total row. For example, if a numeric column uses the default aggregation of sum, the column will be summed in the total row. • Calculated columns apply their calculation to the total row. This option does not apply if **Use fixed rows** is enabled in the Grid Configuration properties. Columns will be included or excluded in subtotal or total rows using the default behavior.
Date part to retrieve	Specifies the date or date-time part to retrieve, if the column is a Date or Date Time column. For example, you can return the full date value, or just the year or month, or the fiscal year or month. For more information, see Date part and format options.
Date format	Specifies the format to display the date values, if the column is a Date or Date Time column. The available format options depend on the specified **Date part to retrieve**. For more information, see Date part and format options. The label and visibility of this setting varies depending on the selected date part. For example, if you select **Month** as the date part, then the label for this setting is **Month format**. If you select a date part that does not have any formatting options, such as **Year**, then this setting is hidden.

Advanced column properties

The following column configuration properties are available for web reports on the **Advanced** tab of the **Column Configuration** panel. These properties apply to table columns and calculated columns. Dynamic columns do not use these properties.

Header Properties

Item	Description
Header text (row 1)	The header text to display on the column header. Enter the desired header text. **NOTES:** • This is the same property that displays on the **General** tab as **Header**. The header text can be edited from either tab. • The **(row 1)** label only displays if **Multi-row header** has been enabled. In this case, the property defines the header text for the top row of the multi-row header.
Header text (row 2)	The header text to display on the second row of the column header. Enter the desired header text. This property is only available if **Multi-row header** has been enabled.
Multi-row header	Specifies whether the column header has multiple rows: • If enabled, then the header text property updates so that there are two properties: **Header text (row 1)** and **Header text (row 2)**. The default header text populates row 1. You can define additional text to display on row 2. • If disabled (default), then only one row of header text can be defined. Keep in mind that enabling a multi-row header is different than wrapping header text. If you enable multi-row headers, then you can define two separate rows of header text. A line break separates each row. If autowrap is enabled, then each row of header text wraps individually. If you just want a single row of header text that wraps, you can leave this option disabled and then enable **Autowrap header text**.
Autowrap header text	Specifies whether header text wraps: • If enabled, then header text that exceeds the column width will wrap. If **Multi-row header** is enabled, both rows of header text will wrap individually. • If disabled (default), then header text that exceeds the column width is truncated. The user can resize the column wider to view the full header text.

Item	Description
Header alignment	The alignment of the header text. Select one of the following: **Default**, **Left**, **Right**, **Center**. All column headers use **Default** alignment by default. By default, the header text uses the same alignment as the column contents (as determined by the **Alignment** property on the **General** tab). If you leave the header alignment set to Default, then the header alignment will adjust to match the column alignment. If, however, you want the header alignment to be different than the column alignment, you can configure this property.

Link Properties

For more information on using hyperlink columns in web reports, see Displaying hyperlinks in web reports.

Item	Description
Enable link	Specifies whether the column displays hyperlinks. Select this option if you want each row of this column to contain a hyperlink that dynamically incorporates the current column value. If this option is enabled, then the additional link properties in this section become available; otherwise they are hidden.
Link type	Specifies the type of link to display in the column: • **Custom**: You specify the relative URL for the hyperlink, including using variables to dynamically incorporate the current column value in the URL. • **Plan file**: Axiom Budgeting and Performance Reporting dynamically generates a hyperlink to the plan file associated with each row. In order to use this option, the report must have a specified **File group context** in the Report Configuration properties, and the row dimension must be the key column of the plan code table for that file group. **NOTE:** This option only displays if the report meets the requirements to support plan file links. Otherwise, all links are custom links by default, and this option does not display.

<table>
<tr><th>Item</th><th>Description</th></tr>
<tr><td>URL</td><td>
Specifies the URL to use in the hyperlink column. Enter a relative location in the Axiom Budgeting and Performance Reporting system. The URL can use variables as needed so that the URL value is dynamic per row of the report.
For example, imagine that the report contains the key column of a plan code table (such as Dept), and you want each plan code to link to the Process Routing page for a particular plan file process. The full URL to the Process Routing page uses the following syntax:
<code>https://mycompany.axiom.cloud/process/processdefinitionID/planfile?planvalue=plancode</code>
The process definition ID will be constant for the URL, but the plan code value needs to be the current row's department value. The <code>{value}</code> variable can be used for this purpose. The following relative URL with a variable would be entered into the URL field:
<code>/process/16682/planfile?planvalue={value}</code>
NOTE: The relative URL can be entered with or without the beginning forward slash.
When the report is viewed, the column will resolve to use the full URL with the current column value. For example, the row showing Dept 22000 will have the following URL:
<code>https://mycompany.axiom.cloud/process/16682/planfile?planvalue=22000</code>
When the user clicks on the hyperlink in this row, they will be taken to the Process Routing page for Dept 22000, for the plan file process associated with process definition ID 16682.
NOTE: The URL property only displays if the specified link type is custom, or if the Link type option is not present because all links in the report are custom. When using the plan file link type, the URL to the plan file is automatically generated by Axiom Budgeting and Performance Reporting.
</td></tr>
</table>

Item	Description
Link text	Specifies the display text for the hyperlink column. Enter the desired text, using variables as needed. Keep in mind the following: • If you want the link text to be the column value—meaning the same value that would display in the column if the column was not enabled as a link column—then you can leave this field blank. The current column value is automatically used as the link text. • The variable `{value}` displays the raw column value from the database. For example, if the column is a numeric column, the value will not have numeric formatting and will show all decimal places. • The variable `{formattedvalue}` displays the column value with formatting—such as default formatting based on the column type, or applied formatting in the Column Configuration properties. It is only necessary to use the `{formattedvalue}` variable if you want to display the formatted column value along with other link text. If you just want to display the formatted value by itself, you can leave the field blank as previously noted.
Link tooltip	Specifies the tooltip to show when a user hovers the cursor over the hyperlink. Enter the desired text, using variables as needed. The same variable behavior noted previously for the **Link text** property also applies to this property.
Open link in new tab	Specifies whether the hyperlink opens in the same tab (replacing the report) or in a new tab. By default, the hyperlink opens in the same tab. Enable this option if you want the hyperlink to open in a new tab.

Using column filters

The **Data filter** property can be used to filter the data coming into a particular column. This filter only impacts the data in the current column; it has no impact on the rest of the report.

To filter the data in the current column:

1. Click the **Edit** link over the **Data filter** box to open the Filter Wizard.
2. In the Filter Wizard, create the filter as needed. For more information on how to use the Filter Wizard to create a filter, see Using the Filter Wizard in the Report Builder.

   The tables available in the Filter Wizard depend on whether the current column is a table column or a calculation, and the primary table specified as the Data Context of the report:

   - If the current column is a table column, the Filter Wizard shows that table and its dimension tables.
   - If the current column is a calculated column, the Filter Wizard shows the following tables:
     - If the calculated column only uses columns from a single table, the Filter Wizard shows that table and its dimension tables.

        - If the calculated column uses columns from multiple tables, and the primary table is a data table, the Filter Wizard shows the common dimension tables for the tables involved in the calculation.

          EXCEPTION: If the calculation includes a column from a dimension table, then the Filter Wizard shows the common dimension tables for all related tables used in the report, regardless of whether the related table is used in this particular calculation.

        - If the calculated column uses columns from multiple tables, and the primary table is a reference, the Filter Wizard shows the primary table and its dimension tables.

          EXCEPTION: If the calculation only consists of columns from related tables (no columns from the primary table or dimension tables), then the Filter Wizard shows the common dimension tables for all related tables used in the calculation.

    You can create a filter using any column on the available tables. If you choose to use a predefined global filter from the Filter Library, the global filter must be based on the same eligible table columns.

3. Once the filter statement is complete, click **OK** to close the Filter Wizard and add the filter to the **Data filter** box.

Once a filter has been defined for a column, you can modify it as follows:

- To edit the filter, click the **Edit** link over the **Data filter** box again and change the filter within the Filter Wizard.
- To delete the filter, click the **Clear** link over the **Data filter** box.

Data filters defined at the column level are combined with any filters defined at the column group level and at the grid level. All relevant filters are combined using AND to determine the data that can display in a particular column.

If a column has a defined filter, then a filter icon displays next to the column name in the sample grid of the Report Canvas. This icon is intended to let report builders know about the column filter at-a-glance. The icon does not display in the report viewer.

NOTES:

- If a data filter is defined for a calculation, the filter is applied to the columns referenced in the calculation, then the calculation occurs.
- Column-level data filters cannot be defined for columns used as row dimensions. To limit the rows shown in the grid, use a report-level filter in the Report Configuration properties.

Frequently asked questions

I defined a column filter but it isn't impacting the grid data as I expected—why do I still see rows that don't match the column filter?

A column filter only filters the data coming into that specific column. If you want to define a filter that impacts the entire report, including the row data, then you should define a filter at the report level. Select the report title and then use the Report Configuration properties to define one or more **Report filters**.

To illustrate the difference, imagine the following uses of a filter to only show data from the West region:

- **Report**: When the general filter `Dept.Region='West'` is defined for the report, the entire grid is filtered to only show data from the West region. Row dimension values (such as departments) will only display if they belong to the West region, and column data is limited to only show data for the West region.
- **Column**: When the filter `Dept.Region='West'` is defined on a column, that single column is filtered to only show data from the West region. Other columns and row dimension values are not limited by this filter. You might do this if you want to create a report that shows the different region data in different columns, such as to compare data from the West, East, North, and South regions side-by-side.

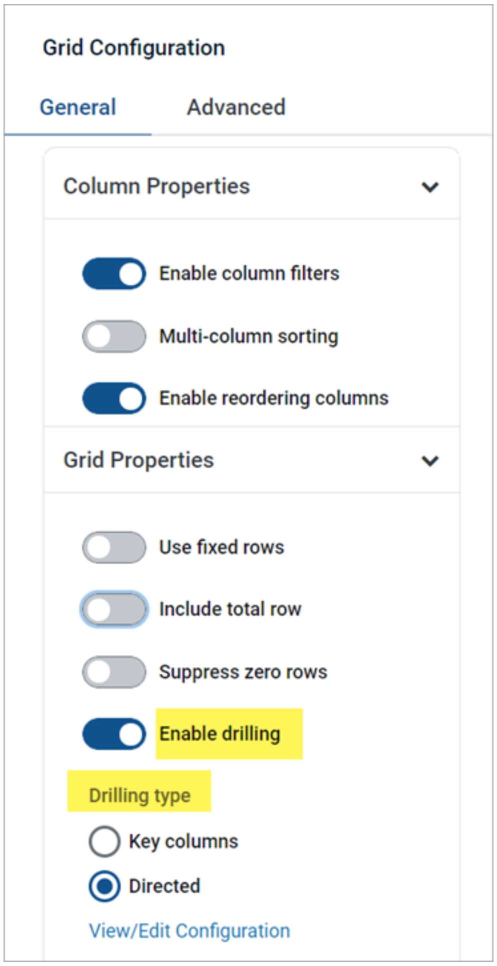
Configuring drilling for web reports

You can enable two types of drilling for web reports:

- **Key columns**: Users can drill to view the underlying data based on the key columns of the table specified as the **Data Context**. This option provides limited "out-of-the-box" drilling functionality that does not require any further setup.
- **Directed**: Users can drill to view the underlying data based on predefined drilling paths. The report designer defines the available drilling paths and can configure certain display attributes for the drill.

To enable either drilling option:

1. On the **Build** tab of the Report Builder, in the Report Canvas, select the grid so that the **Grid Configuration** properties display in the Configuration Panel.
2. On the **General** tab of the **Grid Configuration** properties, enable **Enable Drilling**.
3. For **Drilling type**, select either **Key columns** or **Directed**.
4. If you selected **Directed**, click the **View/Edit Configuration** link to define the directed drilling paths.



Example drill options enabled for the grid

Configuring directed drilling paths

Use the **Edit Drilling Configuration** dialog to define the drilling paths for directed drilling.

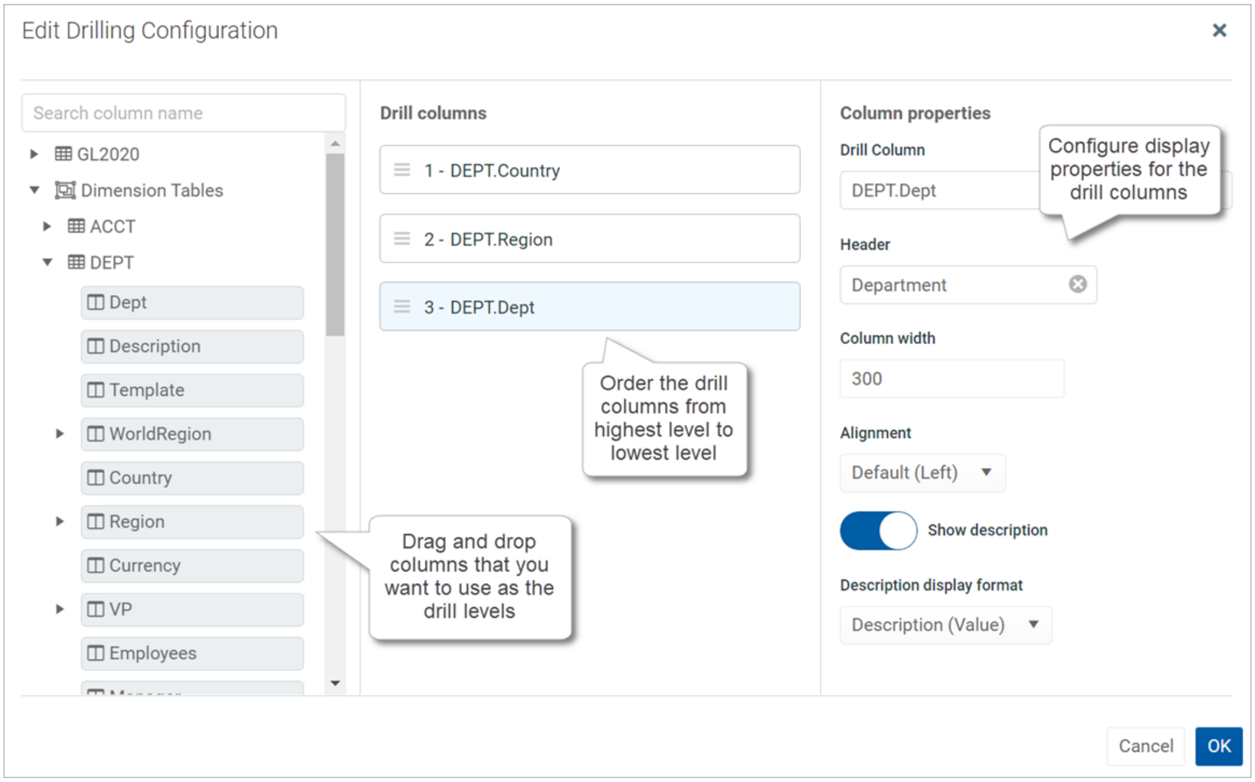
To define drilling paths:

1. In the **Grid Configuration** properties, click the **View/Edit Configuration** link under the **Directed** drilling option.
2. Drag and drop columns from the table tree to the **Drill Columns** area in the middle of the dialog. The available columns for drilling depend on the table specified as the primary table for the data context:
   - If the primary table is a data table, then you can use any column on the primary table or on a lookup reference table (the Dimension Tables).

- If the primary table is a reference table, then you can use either of the following:
  - Any column on the primary table, including multiple-level lookup references to the dimension tables.
  - Any column on a table that looks up to the primary table (the Related Tables). This option is not available if the report uses a fixed row structure.

    NOTE: If you use a column from a related table, you are effectively using *upstream grouping columns* in your drilling path. This means that any special considerations and limitations that apply to upstream grouping columns also apply to the drill results. For more information, see Using upstream grouping columns as row dimensions in web reports.

3. Place the drill columns in the desired order for the directed drilling. Users can drill from the column at the top of the list down to the column at the bottom of the list. Generally speaking, the lowest level of detail should be at the bottom—for example: VP > Director > Manager > Dept.
   - To reorder columns, click the handle on the left side of the column box to drag and drop the column to a new position.
   - To remove a column, hover your cursor over the column and then click the **X** on the right side of the column box.
4. Select each drill column and configure the drill properties in the right side of the dialog. See the following table for information on these properties.
5. Click **OK** to complete the drill configuration and return to the Report Builder.



Example drilling configuration dialog

Drill Column Properties

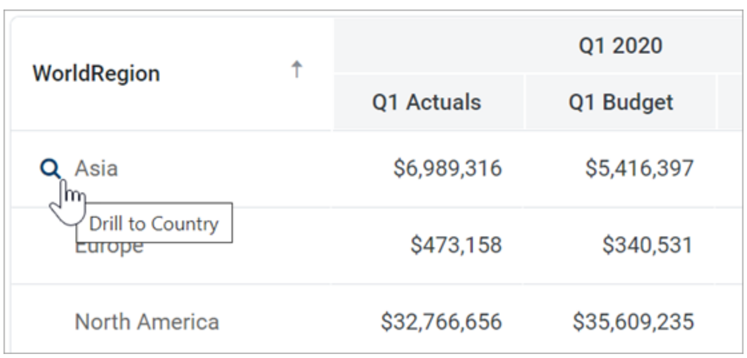
Item	Description
Drill column	The full Table.Column path of the drill column displays for your reference, so that you know which column you are configuring.
Header	Header text for the column in the drill results. Enter the desired text. The column name is used by default.
Column width	The width of the column in the drill results, in pixels. Enter the desired column width as a whole integer between 30 and 600. By default, the width is 300 for all drill columns, regardless of data type.
Alignment	The alignment of the column values. Select one of the following: **Default**, **Left**, **Right**, **Center**. The default alignment depends on the column data type. If a column is set to use Default and the grid-level defaults are changed, the column will update to use the new default alignment. For more information, see Configuring grid properties in a web report.

Item	Description
Show description	Specifies whether you want descriptions to display for dimension values. This option only applies to key columns, alternate key columns, and validated columns that have an associated description column. • If enabled (default), then descriptions display alongside the dimension values or instead of the dimension values. For example, if the column is Acct then you likely want the account descriptions to display along with the account codes. When this option is enabled, the **Description display format** field becomes available. Select the desired display format from this list. By default, the format **Description (Value)** is used. • If disabled, then only the dimension values display. For example, if the column is Acct then only the account codes will display. **NOTE:** If the dimension table has multiple description columns (meaning columns where **Describes Key** is **True**), then the first description column is used.

Using directed drilling

If directed drilling is enabled and configured, you can drill down the predefined drilling paths to view the underlying data. Directed drilling works as follows:

- When you view the report, you can hover your cursor over a row to show the magnifying glass icon on the left side of the row.



- Click the magnifying glass to drill to the first level of the drill. This is the column positioned at the top of the **Drill Columns** list in the **Edit Drilling Configuration** dialog. The drill results open in a new browser tab.
- From here, you can continue to drill by hovering over a row and clicking the magnifying glass to go to the next level of the drill. All subsequent drills are performed in the same browser tab.
- Once you reach the final level of the drill, no more drilling options are available and the magnifying glass no longer displays.

NOTE: If a particular drill level has data that cannot be associated with any grouping values, then the drill results contain a row labeled **<No value>**. This row cannot be further drilled. This situation may occur if the drill level contains records with a blank or empty string value, or if some of the underlying data in the row being drilled does not have a reference to the current drill level.

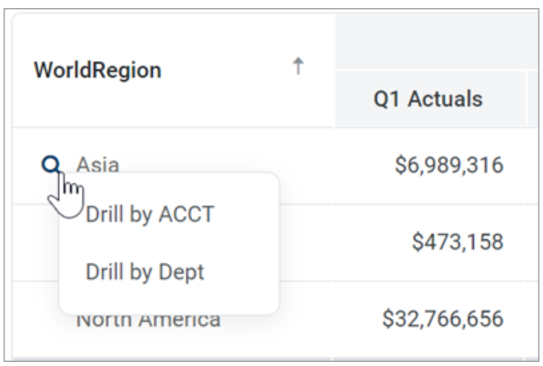
Using key column drilling

If key column drilling is enabled, you can automatically drill to the key column level to view the underlying data. The available key columns are determined as follows:

- If the primary table used as the data context is a data table, you can drill to the validated key columns on the table. However, any key column used as a row dimension will not be available for drilling, since the report already shows data at that level.
- If the primary table used as the data context is a reference table, you can drill to the key of the reference table, unless the key is used as the row dimension.

When you view the report, you can hover your cursor over a row to show the magnifying glass icon on the left side of the row. From here you can drill as follows:

- If there is only one available key for drilling, click the magnifying glass to drill.
- If multiple keys are available for drilling, click the magnifying glass to show a list of the available keys, then click on the key you want to drill.



The drill results open in a new browser tab. If multiple keys were available for drilling, you can optionally drill the drill results to view the other key(s).

If no keys are available for drilling, then the magnifying glass does not display when you hover your cursor over the row.

Presentation of drill results

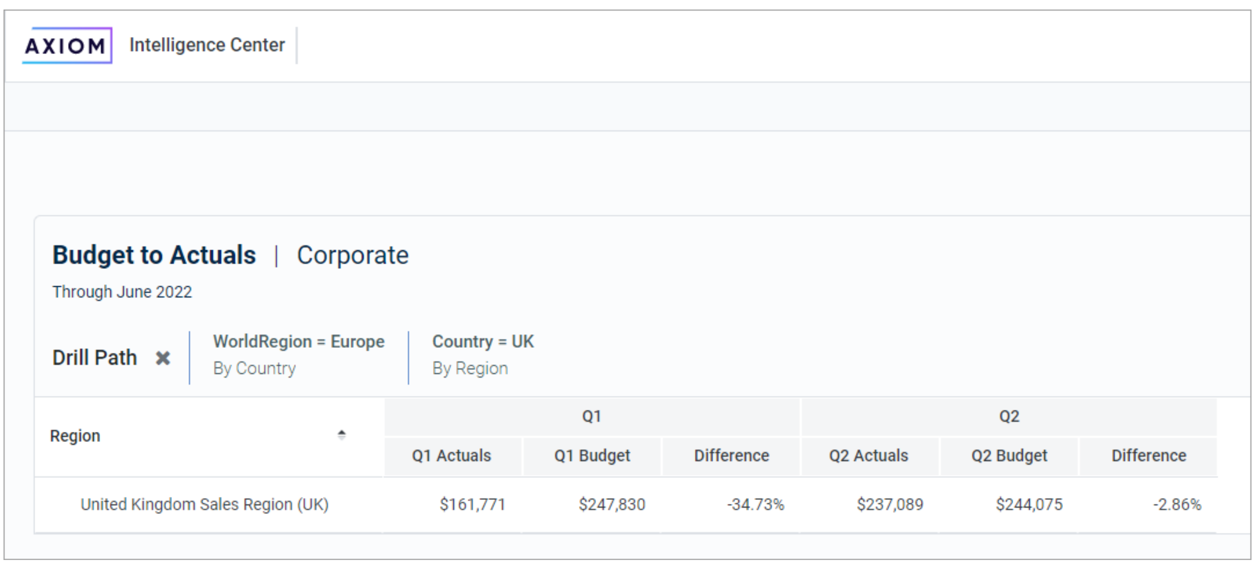
When you drill, the drill results display in the same browser tab, replacing the original report grid. The data contents of the drill results are as follows:

- The row dimension(s) of the original report are removed from the grid and replaced with the current drill column. The drill column is either the current column of a directed drilling path, or the selected key column.
- All other columns of the report are included in the drill results and show data for the current drill level.
- If the drill results contain multiple rows of data, the grid includes a total row. If the drill results contain a single row of data, the total row is omitted.
- Drill results are paged if the results contain many rows.

The current drill path displays along the top of the page. The drill path identifies the row that was drilled and the current drill level. If you have drilled the drill results, the previous drill levels also display in the drill path. You can click a previous drill level to return to that level, or you can click the **X** icon to clear the drill and return to the original report grid.

The drill column displays as follows:

- For key column drilling, the column alignment and width are determined by the column data type. The header text is the key column name. Key column values are presented as Description (Value).
- For directed drilling, the column alignment, width, and header text are as configured in the **Edit Drilling Configuration** dialog.



Example drill results with drilling path displayed at the top

Reporting on process information in web reports

You can include process columns in a web report in order to display status information for plan files in a plan file process. You can display information such as:

- Current process status for a plan file, including the current step name and number
- Process step history per plan file, including the name and number of each step the plan file has been active in, the plan file's step status, and the time spent in the step
- Step statistics, such as average time spent in each step and number of workbooks in each step

In order to report on process information, the web report must be associated with a file group. The process columns are then available to be added to the report, and will return information on the designated plan file process for the file group.

▶ Configuring a web report to use process columns

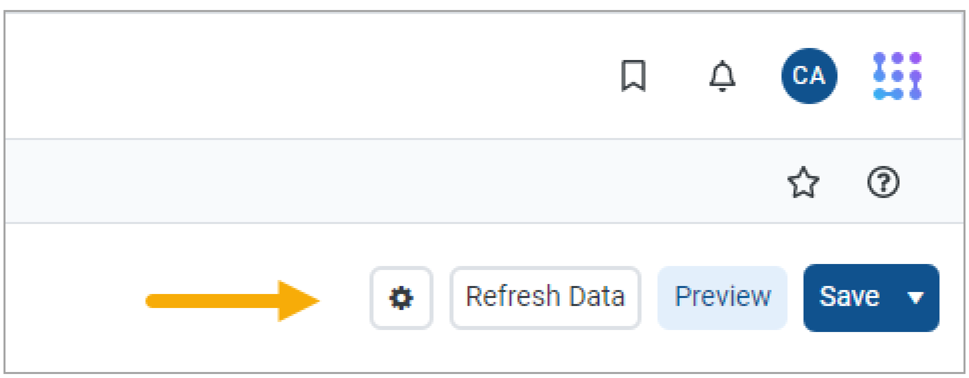
Process columns are not available for use in the Report Builder unless the report is associated with a file group. This association is made in the Report Configuration properties.

Primary table prerequisite

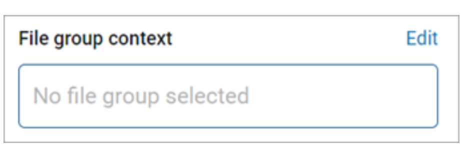
Process reporting will only work if the primary table selected as the **Data Context** for the report is compatible with the plan code table for the file group. In the majority of cases you should select the plan code table itself. For example, if the plan code table is Dept, then you should select Dept as the primary table for the report. However, if needed you can use a table with a lookup to the plan code table instead.

To associate a web report with a file group:

1. On the **Build** tab of the Report Builder, click the gear button at the top of the page to load the Report Configuration properties.

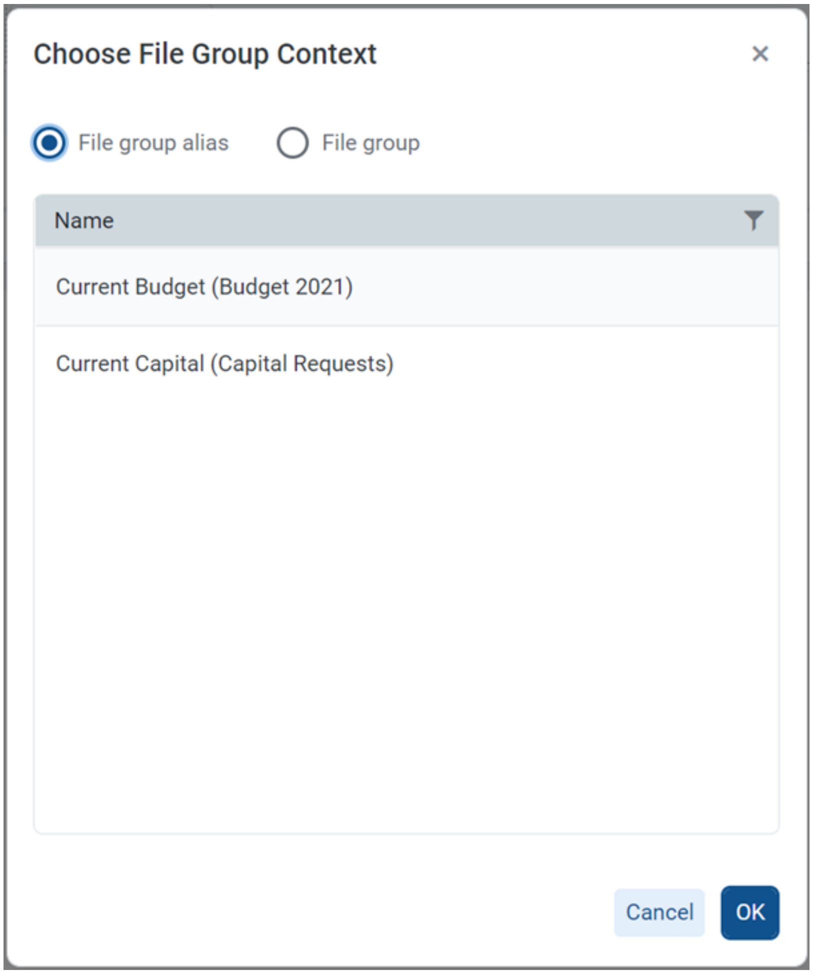


2. In the **Report Configuration** properties, click the **Edit** link above the **File group context** box.



3. In the **Choose File Group Context** dialog, select a file group or a file group alias, then click **OK**.

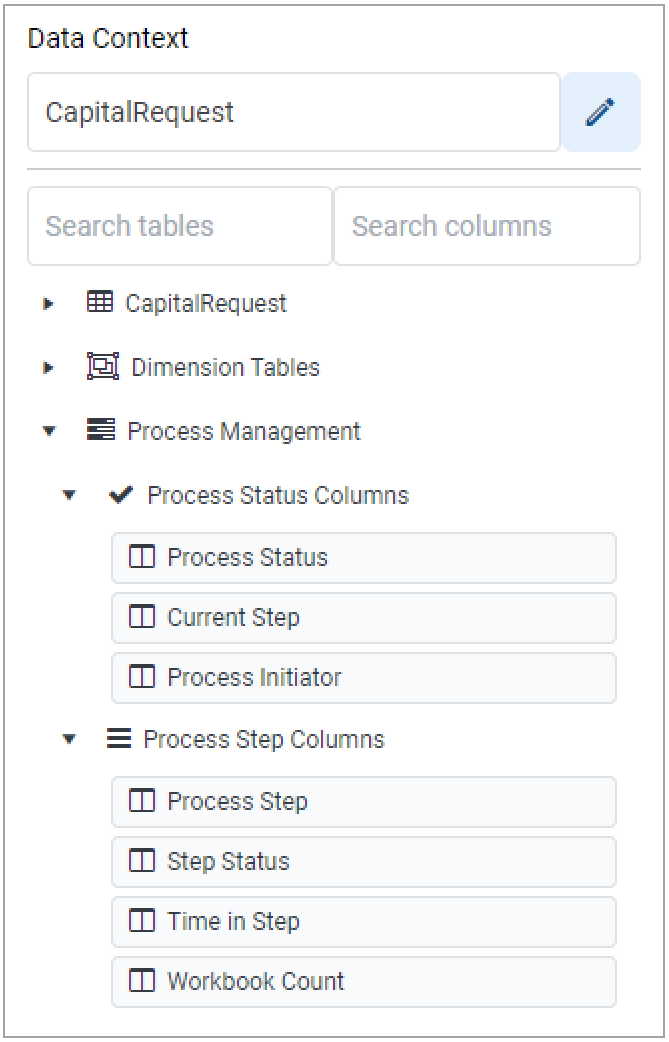
Use the radio buttons at the top of the list to toggle between viewing file group aliases or file groups. When viewing file group aliases, the name of the file group that is currently assigned to the alias displays in parentheses after the alias name.



Selecting a file group alias means the report will be dynamically associated with the file group that is currently assigned to the alias. For example, if the Current Budget alias is updated so that it points to the Budget 2023 file group instead of the Budget 2022 file group, the report will update to show the process information for the Budget 2023 file group.

> **NOTE:** The selected file group must have a designated **Plan File Process** in the file group properties.

Once a file group context has been selected, a new node appears in the Data Panel named **Process Management**. The process columns are listed under this node, organized into **Process Status Columns** and **Process Step Columns**. To use a process column in the report, drag and drop it to the setup boxes at the top of the Report Canvas just like any other column.



Process columns available in the Data Panel

Using process columns

The following tables detail what each process column returns, as well as usage and configuration guidance for each column. Additionally, note the following:

- When a process column is used in a report, the plan code values are automatically filtered to only return codes that have any activity in the plan file process. It is not necessary to filter the report by a ShowOnList column in order to suppress plan code values that are not active in the file group.
- Process columns can be used as row dimensions or as column definitions, however, only certain process columns make sense to use as row dimensions. See the column details for more information.

Process status columns

The process status columns can be used to display current process status information for plan codes in the file group. These columns are best used if you want to create a report that shows the current step and status for each plan file.

When using the process status columns, the row dimension for the report should be just the key column of the plan code table for the file group. For example, if the plan code table is Dept, the row dimension should be the Dept key column of that table. This means that each row of the report will be a plan code in the file group, showing the process status for that plan code. Note the following:

Column Name	Description
Process Status	Returns the current process status for each plan code. For example: Active, Stalled, Completed, or Aborted.
Current Step	Returns the name and/or number of the current step of the plan file. • By default, the column is configured to show as Value (Description), where Value is the step number and Description is the step name. • You can use the **Description display format** option in the **Column Configuration** panel to change the display format—for example, to display as Description Only or as Value - Description. • If you want to display just the step number, disable the **Show description** option in the **Column Configuration** panel.
Process Initiator	Returns the name of the user who initiated the process for the plan file. This column is only available if the associated file group is an on-demand file group.

NOTE: Reports created prior to version 2022.1 may have a column named Current Step Number—this column has been deprecated but it will continue to work in existing reports.

Process step columns

The process step columns can be used to return process information for each step that a plan file has been active in. When using process step columns, you should set the row dimension as follows, depending on the goal of the report:

- If the goal of the report is to see step detail by plan code, then the row dimension should be set to both the key column of the plan code table and the Process Step column. This means that the report will contain a separate row for each combination of plan code and step.
- If the goal of the report is to see grouped information about the step, then the sum level for the query should be set to just the Process Step column. This is useful to see information such as average time in step, and the count of workbooks that have been active in the step.

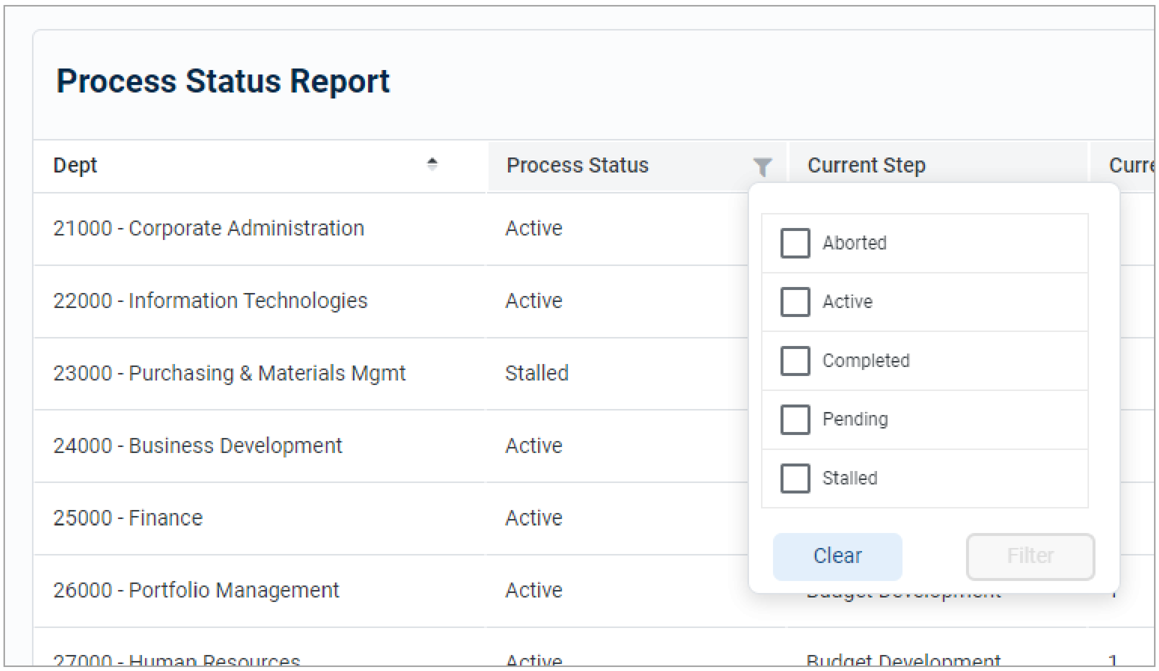
Column Name	Description
Process Step	Returns the name and/or number of the step. When using process step columns, this column should be a row dimension for the report. • By default, the column is configured to show as Value (Description), where Value is the step number and Description is the step name. • You can use the **Description display format** option in the **Column Configuration** panel to change the display format—for example, to display as Description Only or as Value - Description. • If you want to display just the step number, disable the **Show description** option in the **Column Configuration** panel. Sub-steps are returned using decimals, such as 2.1 and 2.2. Even though this column is a string column, if the report is sorted by the Step Number column the numbers will be sorted in the correct order.
Step Status	Returns the status of the step per plan file. This column is only useful when the row dimension is set to both the key column of the plan code table and the Process Step column.
Time In Step	Returns the time spent in each step per plan file. Although the raw value for this column is seconds, the total seconds are translated into the highest useful time value for display in the report—whether that is seconds, minutes, hours, or days. Therefore, one plan file may list the time in step as "25 minutes" while another plan file may list the time in step as "2 days". If the row dimension for the report is set to just the Process Step column, then the **Aggregation** for the Time In Step column should be changed to **Average** so that the column returns the average time spent in the step (for all plan codes that were ever active in the step). Otherwise the column will return the total time spent by all plan codes in the step, which is likely not a useful value. **NOTE:** If you use this column in a calculation, the calculation will be based on the raw seconds value. Therefore if you want to return the time in step using the same time unit for all plan codes, regardless of how long they have been in the step, you can use a calculation to do so. For example, divide the time in step by 86400 to convert the seconds to days.
Workbook Count	Returns the count of workbooks that have been active in the step. This column is only useful when the row dimension is set to just the Process Step column, so that you can see the count for all plan codes that have been active in the step. If the key column of the plan code table is included as the row dimension, then the Workbook Count will always return 1 for each plan code / step combination, which is likely not a useful value. This column always uses Count aggregation and cannot be changed.

NOTE: Reports created prior to version 2022.1 may have columns named Step Number and Step Name—these columns have been deprecated but will continue to work in existing reports.

Filtering based on process columns

When a report uses process columns, the report can be filtered based on these columns.

- **End user filtering**: If a process column is enabled for end user filtering (**Enable filter** is enabled for the column), then users viewing the report can filter it on the fly. For example, a user may want to filter the Process Status column to only see plan files that are currently stalled in the process.



Example end user filtering on process columns

- **Report filtering**: Process columns can be used to define a general report filter or a table-specific report filter, to limit the data shown in the report. For example, you may want to filter the report to only show plan files in a certain step or with a certain status. The Process Management columns are only available in the Filter Wizard dialog when the report is configured to enable use of process columns.

  Example filter using process columns

  Process Management columns cannot be used as column filters on columns or calculations, or on groups. The Process Management columns node is hidden when the Filter Wizard is opened in these contexts.

  NOTES:
  - When filtering by process columns, you should base the filter on the same set of columns that you are using in the report (Process Status Columns or Process Step Columns). Although it is possible to cross-filter, the results may not be as expected since these two sets of columns are looking at the process information from two different angles.
  - If you are filtering by Time in Step, input the number as seconds. The Filter Wizard will then convert that number to the largest relevant time unit for display in the dialog.

Example process reports

The following screenshots show some of the reports that can be created using process columns. These examples only use process columns, but the reports could contain additional columns from the plan code table or from related data tables, in cases where it makes sense to show this additional information.

The first example shows a report using process status columns, for the purpose of viewing the current status of each plan code. The row dimension is the key column of the plan code table (CapitalID).

Process Status

Capital Request	Process Status	Current Step	Process Initiator
11 - New machinery	Active	1 - Initial Request	Wendy Hunter
13 - Equipment maintenance	Active	2 - Manager Inputs	Wendy Hunter
14 - Warehouse remodel	Active	1 - Initial Request	Rufus Xavier Sasparilla
16 - Computer upgrades	Active	4 - Executive Approval	Wendy Hunter

Web report with process status columns

The second example shows a report using process step columns, for the purpose of viewing process history for each plan code. The row dimension is set to the step name and the key column of the plan code table (Dept). The end user could filter the Dept column to view the history for a specific plan code.

Step History per Plan File

Dept	Process Step	Step Status	Time in Step
21000 - Corporate Administration	1 - Budget Development	Active	6 days
22000 - Information Technologies	1 - Budget Development	Completed	32 minutes
22000 - Information Technologies	2 - Management Approval	Skipped	0 seconds
22000 - Information Technologies	3 - Management Edits	Active	6 days
23000 - Purchasing & Materials Mgmt	1 - Budget Development	Completed	32 minutes
23000 - Purchasing & Materials Mgmt	2 - Management Approval	Skipped	0 seconds

Web report with process step columns, grouped by key column and step

The third example shows a report using process step columns, for the purpose of viewing process statistics. The row dimension is set to the step number only, so that the process data is aggregated at the step level. The columns show the count of workbooks that have been active in each step, as well as the average time in step per workbook.

Average Time in Step

Process Step	Time in Step	Workbook Count
1 - Budget Development	6 days	59
2 - Management Approval	2 days	16
3 - Management Edits	6 days	12
4 - Finance Approval	8 days	3

Web report with process step columns, grouped by step

Displaying date and date-time values in web reports

When using Date or DateTime columns in web reports, you can display the values in a variety of different ways:

- You can choose to report on the full date or date-time value, or you can choose to report on just a part of the value by selecting a *date part*. When you use a date part you are extracting a specific portion of the date, such as Year, Month, Quarter, and so on.
- You can choose various formatting options for the date or date-time value. For example, you can display the full date as 10/10/2022 or as October 10, 2022. Many of the date part options also support various formats. For example, you can display the Month date part as 10 or Oct or October.

▶ Using date formatting versus date parts

There is a significant difference between defining a display format for a date or date-time value, versus using a date part. When you choose a date part, then for the purposes of this report you are effectively changing the column data type and contents to match the selected date part. For example, if you specify the date part as Month, the column is now treated as if it contains values from 1 to 12 representing each month. All of the other information about the date or date-time value is ignored. This means that you can use the column as a row dimension, and the values will be grouped by month instead of by the underlying date or date-time value.

Date formatting, on the other hand, is primarily for display only. The display format does not fundamentally change the way the values are treated. For example, you can choose to format a full date value as simply October 2022, but in this case the column values in the report are still the full date. If you use this column as a row dimension, you will likely see multiple instances of October 2022 as rows, because the underlying column values are different dates in October 2022 such as 10/102022, 10/11/2022, and so on. You are really grouping the report by the full date values and not by the display format. If instead you want to group the report by month and year (or "yearmo"), then you can select the YearMo date part. Now the column values are effectively transformed to integer yearmo values for purposes of the report, enabling the report data to be grouped by unique yearmo combinations.

Other benefits of using date parts include:

- Column values are sorted by the date part and its chosen display format. For example, if the date part is Month, the column will be sorted as expected whether you choose to display the month as 1-12 or as January-December. Full date or date-time values are always sorted by the full date or date-time regardless of display format.
- If end-user filtering is enabled for the column, the filtering options match the configured date part. For example, if the date part is Quarter, the user can filter by selecting from the list of Q1-Q4 values.

- Date parts can also be used when defining filters for the report data, such as general filters or column filters. This makes it easier to construct filters based on a portion of the date or date-time value. For more information, see Using date part filtering.
- Date parts support the concept of a fiscal year calendar. For example, you can choose to return the calendar month or the fiscal month, if they are different for your organization.

▶ Configuring date parts and display formats for Date and DateTime columns

Use the Column Configuration properties to specify the date part and display format for any Date or DateTime columns in your report.

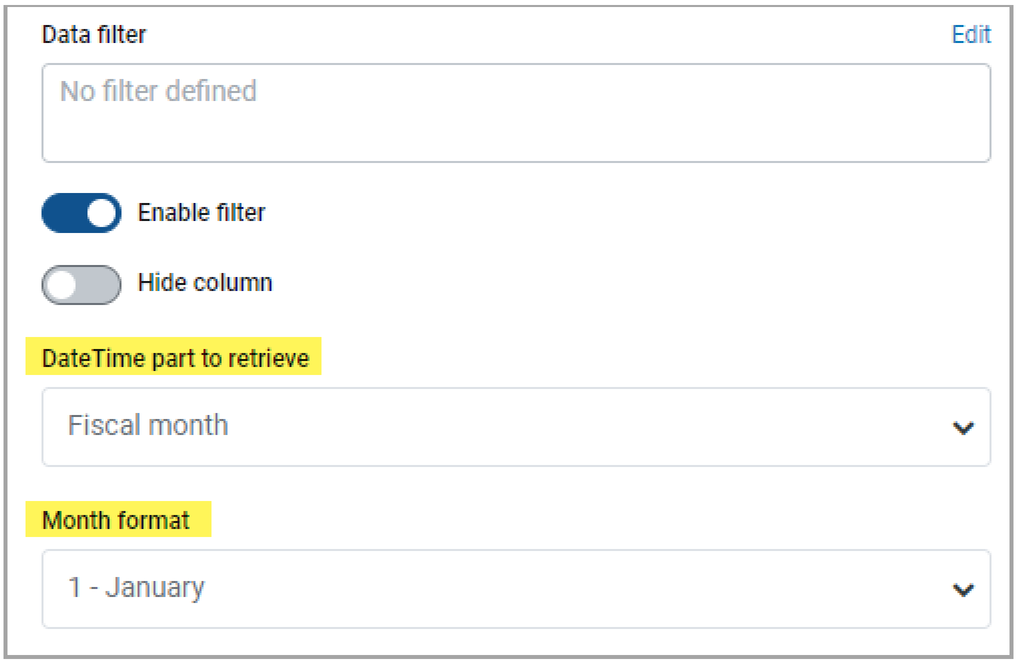
To configure the date part and display format for a Date or DateTime column:

1. On the **Build** tab of the Report Builder, in the Report Canvas, click a column name in either the Row Dimensions box or the Column Definitions box to select that column.
2. Complete the following **Column Configuration** properties in the Configuration Panel, on the **General** tab:

Item	Description
Date part to retrieve	Specifies the date or date-time part to retrieve for this column. For example, you can return the full date value, or just the year or month, or the fiscal year or month. By default, this property is set to **Full Date** or **Full DateTime**, which means the column will return the full date or date-time value. You can then use the **Date format** property to specify how this value should display in the report. You can optionally chose a different date part in order to extract and retrieve a specific aspect of the date or date-time value. When a date part is selected, the column data is effectively transformed into the date part values for purposes of this report. For more information on the available date part options, see Date part and format options.
Date format	Specifies the display format for the date or date-time values. The available formatting options depend on the specified **Date part to retrieve**. Some date parts, such as Year, do not have additional formatting options, in which case this property does not display. The label of this property varies depending on the selected date part. For example, if you select **Month** as the date part, then the label for this setting is **Month format**. For more information on the available formats for each date part, see Date part and format options.

Item	Description
Custom Date Format	Specifies the custom format to use for the full date or date-time value, if the **Date format** property is set to **Custom**. For more details on the available options to define default custom formats, see Custom formats.

NOTE: The labels for these properties vary depending on whether the column is a Date or DateTime column. For example, if the column is DateTime, then the properties are labeled **DateTime part to retrieve**, **DateTime format**, and **Custom DateTime Format**.



Example date part and format properties in the Column Configuration panel

Date part and format options

You can configure Date and DateTime columns to display in various ways using the date part and format options:

- **Date part**: Specify the part of the date or date-time value that you want to display—such as the full date or date-time, the year or fiscal year of the date, the month or fiscal month of the date, or the hour or minute from the time.
- **Format**: Specify the format to display the selected date part. For example, if you select full date, you can display it as 10/15/2022 or October 2022 or Thursday, October 15, 2022. If you select Month, you can display it as 10 (the month number), Oct, or October.

The following tables detail the date part and format options. Where multiple formats are available, the default format is shown in bold. If only one format is available for a particular date part, then the **Date format** property does not display.

Standard date and time options

Date Part	Description	Format
Full Date	Use the full date stored in the column. Only applies to Date columns. This option is the default date part for Date columns.	• **Default** • Custom • ShortMonth Year (Oct 2022) • Month Year (October 2022) • Month/Date/Year as Date (10/15/2022) • Day, Month Date, Year (Thursday, October 15,2022) • YearMonth as Number (202210) • YearMonthDay as Number (20221015) Date data types have a configured default that is set at the grid level. If a column is set to use Default and the grid-level defaults are changed, the column will update to use the new default format. For more information, see Configuring grid properties in a web report.
Full DateTime	Use the full date-time stored in the column. Only applies to DateTime columns. This option is the default date part for DateTime columns.	Same as Full Date, plus the following additional options: • Month/Date/Year Hour:Minute as DateTime (10/15/2022 13:25) • Month/Date/Year Hour:Minute:Second DayPeriod as DateTime (10/15/2022 1:25:00 PM) • Day, Month Date, Year Hour:Minute:Second DayPeriod (Thursday, October 15, 2022 1:25:00 PM) • YearMonthDate Hour:Minute as Number (20221015 13:25) Date Time data types have a configured default that is set at the grid level. If a column is set to use Default and the grid-level defaults are changed, the column will update to use the new format. For more information, see Configuring grid properties in a web report.
Date Only	Use the date part of the date-time. Only applies to DateTime columns.	Same formats that are available for Full Date.

Date Part	Description	Format
YearMo	Use the combined year and month of the date.	Year and Month combined (202210)
Year	Use the year part of the date.	Full year (2022)
Quarter	Use the quarter for the date.	• Number of the Quarter (1-4) • **Number of the Quarter with Prefix (Q1)** • Text Description (1st quarter)
Month	Use the month part of the date.	• Number of the Month (1-12) • Number of the Month with 2-Digits (01) • Short Name of the Month (Jan) • **Name of the Month (January)**
Week	Use the number of the week for the date, within the year.	Number of the Week (1-52)
Day of Year	Use the day of the year for the date.	Number of the Day (1-365)
Day of Month	Use the day of the month for the date.	Number of the Date (1-31)
Day of Week	Use the day of the week for the date. The first day of the week is Sunday.	• Number of the Day (1-7) • 2-Letter Abbreviation for the Day (Su) • Short Name of the Day (Sun) • **Name of the Day (Sunday)**
Hour	Use the hour of the date-time. Only applies to DateTime columns.	• 24-Hour Clock Number (0-23) • **12-Hour Clock with Day Period (1 AM)** • 24-Hour Clock as Hundreds (100)
Minute	Use the minute of the date-time. Only applies to DateTime columns.	Number of the minute (0-59)

NOTES:

- If a column is configured to display the full date or date-time, but the selected format only shows a part of it, the column sorting and filtering remains based on the full date or date-time value.
- If a DateTime column is configured to display the hour, the column filtering is always based on 0-23, regardless of the display format. For example, if the display format is a 12-hour clock with day period, filtering by 13 displays values of 1 PM.
- If a Date or DateTime column is configured to use a date part that is not the full date part—such as Year, Quarter, or Month—the column becomes a Dimension date type for purposes of inheriting the default alignment and column width.

Fiscal year options

The fiscal year for your system is determined by the system configuration setting **ClientFiscalYearEndMonth**. By default, this is set to 12, which means the fiscal year is the same as the calendar year. If your organization uses a different fiscal year end, your implementation consultant should adjust this setting accordingly.

For example, if your organization's fiscal year ends in June, the **ClientFiscalYearEndMonth** setting should be changed to 6. This means:

- A date of 6/1/2022 is in fiscal year 2022 and represents month 12 of the 2022 fiscal year.
- A date of 7/12022 is in fiscal year 2023 and represents month 1 of the 2023 fiscal year.

When the fiscal year is different than the calendar year, the fiscal year options will return different date information than the corresponding standard date options. Continuing the example where the fiscal year end is June, the following return values apply to a date of 7/1/2022:

- The Year part will return 2022, whereas the Fiscal Year part will return 2023.
- The Quarter part will return Q3, whereas the Fiscal Quarter part will return Q1.
- The Month part will return 7, whereas the Fiscal Month part will return 1.

Date Part	Description	Format
Fiscal YearMo	Use the combined fiscal year and month that the date belongs to.	Year and Month combined (202310)
Fiscal Year	Use the fiscal year that the date belongs to.	Full year (2023)
Fiscal Quarter	Use the fiscal quarter that the date belongs to.	• Number of the Quarter (1-4) • **Number of the Quarter with Prefix (Q1)** • Text Description (1st quarter)

Date Part	Description	Format
Fiscal Month	Use the fiscal month that the date belongs to.	• **Number of the Month (1-12)** • Number of the Month with 2-Digits (01) • Number And Short Name of the Month (1 - Jan) • Number And Name of the Month (1- January)

Custom formats

When using the Full Date or Full DateTime parts, you can optionally specify a custom format to display the date or date-time value. When you select **Custom** as the format, a **Custom Date Format** box becomes available so that you can enter the custom format syntax. The following case-sensitive syntax can be used in the custom format:

Desired Date/Time Part	Syntax	Notes
Day Period	a	Returns the day period AM or PM.
Day of Month	d	For the day number (1), use one or two letters (d or dd). dd enforces 2 digits.
Day of Week	E or e	• For the abbreviated day name (Sun), use one upper-case letter (E). • For the full name (Sunday), use four upper-case letters (EEEE). • For the numerical day of the week (1), use one lower-case letter (e). Sunday is the first day.
Hour	H or h	• For the hour in the 12-hour clock (1-12), use one or two lower-case letters (h or hh). hh enforces two digits. • For the hour in the 24 hour clock (0-23), use one or two upper-case letters (H or HH). HH enforces two digits. **NOTE:** Use k if you want to display the 24 hour clock as 1-24 instead of 0-23.
Minutes	m	For the minutes number (1), use one or two letters (m or mm). mm enforces 2 digits.
Month	M	• For the numerical month (1), use one or two letters (M or MM). MM enforces 2 digits. • For the short name (Jan), use three letters (MMM). • For the wide name (January), use four letters (MMMM).

Desired Date/Time Part	Syntax	Notes
Seconds	s	For the seconds number (1), use one or two letters (s or ss). ss enforces 2 digits.
Quarter	Q	• For the numerical quarter (1), use one or two letters (Q or QQ). QQ enforces 2 digits. • For the abbreviation (Q1), use three letters (QQ). • For the text description (1st quarter), use four letters (QQQQ).
Year	y	• To render the full year (2022), use one letter (y). • To render a two-digit year (20), use two letters (yy).

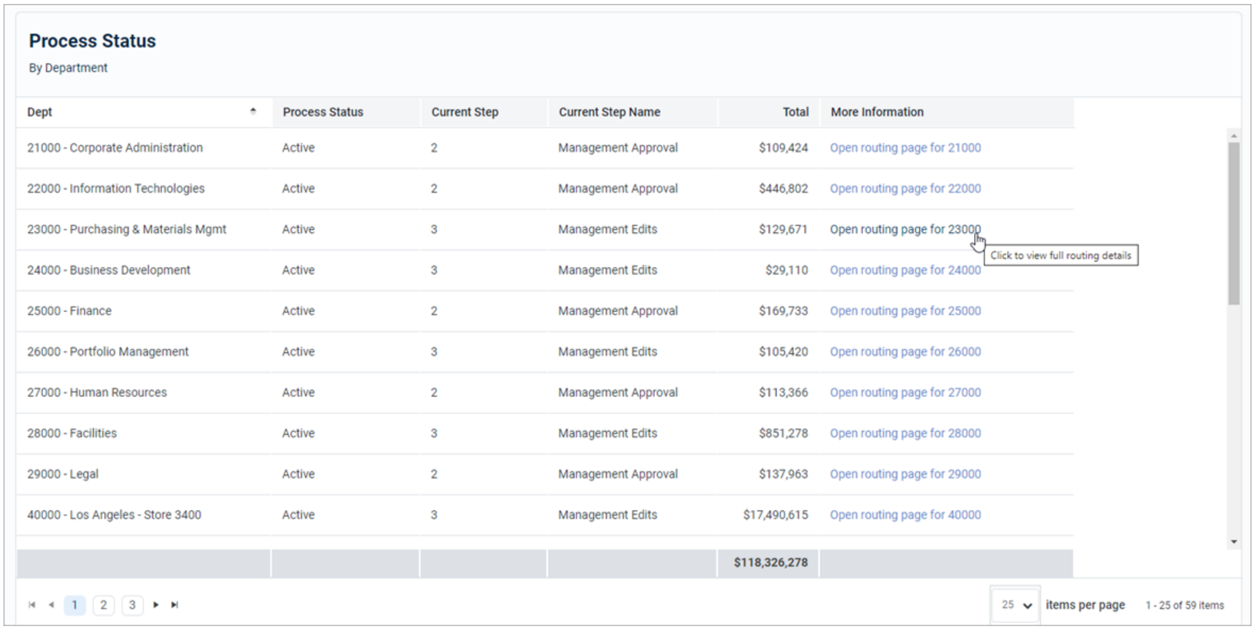
For example, to render a date as 2022 Oct 10, you would enter the following into the **Custom Date Format** box: `y MMM d`.

Example custom date format

Displaying hyperlinks in web reports

Web reports can display hyperlinks within a column, so that each row can link to a designated page or plan file relating to the current row of the report. You can define two different types of links:

- **Custom**: Link to any page in the Axiom Budgeting and Performance Reporting system by entering a relative URL. Variables can be used in the URL so that it is unique per row of the report.
- **Plan File**: Link to any set of plan files in the Axiom Budgeting and Performance Reporting system. When using this option, Axiom Budgeting and Performance Reporting dynamically generates the URL to each plan file on a per row basis, given a file group context. The row dimension of the report must be the key column of the plan code table in order to generate the links.



Process Status

By Department

Dept	Process Status	Current Step	Current Step Name	Total	More Information
21000 - Corporate Administration	Active	2	Management Approval	$109,424	Open routing page for 21000
22000 - Information Technologies	Active	2	Management Approval	$446,802	Open routing page for 22000
23000 - Purchasing & Materials Mgmt	Active	3	Management Edits	$129,671	Open routing page for 23000
24000 - Business Development	Active	3	Management Edits	$29,110	Open routing page for 24000
25000 - Finance	Active	2	Management Approval	$169,733	Open routing page for 25000
26000 - Portfolio Management	Active	3	Management Edits	$105,420	Open routing page for 26000
27000 - Human Resources	Active	2	Management Approval	$113,366	Open routing page for 27000
28000 - Facilities	Active	3	Management Edits	$851,278	Open routing page for 28000
29000 - Legal	Active	2	Management Approval	$137,963	Open routing page for 29000
40000 - Los Angeles - Store 3400	Active	3	Management Edits	$17,490,615	Open routing page for 40000
				$118,326,278	

Example report with a hyperlink column

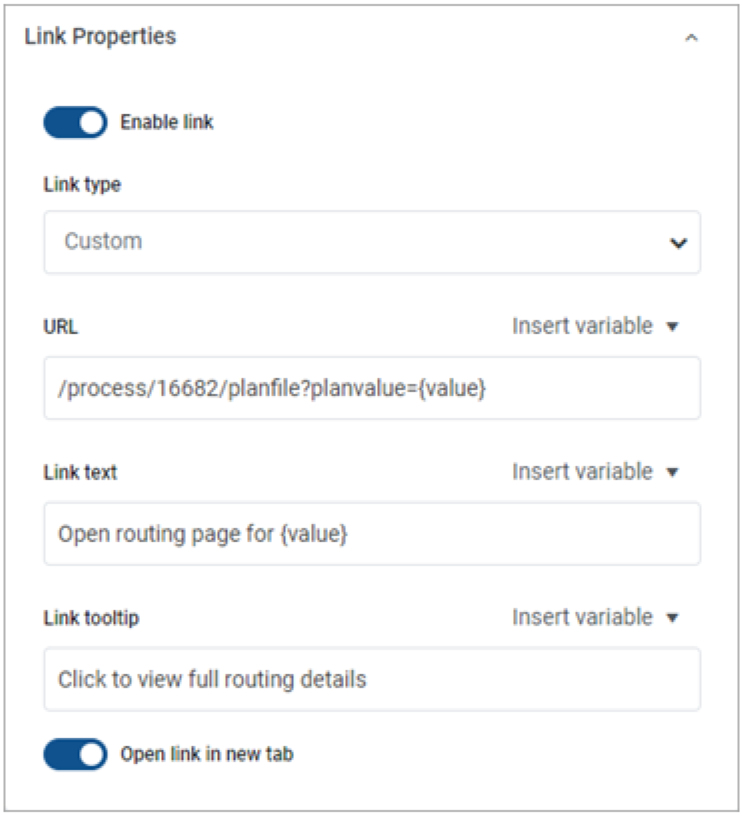
To configure a column in a web report to show hyperlinks:

1. On the **Build** tab of the Report Builder, in the Report Canvas, click a column name in either the Row Dimensions box or the Column Definitions box to select that column.

   You must select the column name in the setup boxes and not the column name in the grid below. Selecting a column name in the preview grid causes the Grid Configuration to display instead of the Column Configuration.

   > **NOTE:** The ability to display hyperlinks within a column is not available if the report uses fixed rows. Additionally, the following column types cannot be enabled to display hyperlinks: dynamic columns and process columns.

2. In the **Column Configuration** panel, select the **Advanced** tab.
3. In the **Link properties** section, select **Enable links**.
4. Complete the **Link properties** as needed.



Example hyperlink properties

Once a column is enabled to show links, the column will display the contents of the **Link text** property. If the **Link text** property is left blank, the normal column contents display. Column contents are styled as hyperlinks with blue underlined text when the report is viewed in Preview mode or in the report viewer.

NOTES:

- Hyperlinks do not show on the column within the Report Canvas grid. You must view the report in Preview mode or the report viewer in order to see and interact with the hyperlinks.
- If you click a hyperlink while viewing the report in Preview mode, the link always opens in a new tab, regardless of the link property configuration. This is done so that clicking the hyperlink does not cause you to exit the Report Builder.
- Hyperlinks are not preserved when exporting a report. If you export to PDF, the column displays the link text without an active hyperlink. If you export to Excel or a delimited file, the link configuration is ignored, and the regular column value is exported (as if the column were not enabled to show links).

Link properties

The following properties are available in the **Advanced** tab of the **Column Configuration** panel when **Enable links** is enabled.

Item	Description
Link type	Specifies the type of link to display in the column: • **Custom**: You specify the relative URL for the hyperlink, including using variables to dynamically incorporate the current column value in the URL. • **Plan file**: Axiom Budgeting and Performance Reporting dynamically generates a hyperlink to the plan file associated with each row. In order to use this option, the report must have a specified **File group context** in the Report Configuration properties, and the row dimension must be the key column of the plan code table for that file group. For more information, see Setting up a report for plan file links. **NOTE:** This option only displays if the report meets the requirements to support plan file links. Otherwise, all links are custom links by default, and this option does not display.

<table>
<tr><th>Item</th><th>Description</th></tr>
<tr><td>URL</td><td> The URL to link on each row. The URL must be to a relative location within the Axiom Budgeting and Performance Reporting system. When the report is viewed, the full URL will be generated by appending the relative URL to the current Axiom Budgeting and Performance Reporting system address.
To make the link dynamic, use the Insert Variable menu above the box to insert a variable for use within the URL. For more information, see Using variables in the link properties.
For example, imagine that the report contains the key column of a plan code table (such as Dept or CapReq), and you want each plan code to link to the Process Routing page for a particular plan file process. The full URL to the Process Routing page uses the following syntax:
<code>https://mycompany.axiom.cloud/process/processdefinitionID/planfile?planvalue=plancode</code>
The process definition ID will be constant for the URL, but the plan code value needs to be the current row's department value. The <code>{value}</code> variable can be used for this purpose. The following relative URL with a variable would be entered into the URL field:
<code>/process/16682/planfile?planvalue={value}</code>
NOTE: The relative URL can be entered with or without the beginning forward slash.
When the report is viewed, the column will resolve to use the full URL with the current column value. For example, the row showing Dept 22000 will have the following URL:
<code>https://mycompany.axiom.cloud/process/16682/planfile?planvalue=22000</code>
When the user clicks on the hyperlink in this row, they will be taken to the Process Routing page for Dept 22000, for the plan file process associated with process definition ID 16682.
NOTE: The URL property only displays if the specified link type is custom, or if the Link type option is not present because all links in the report are custom. When using the plan file link type, the URL to the plan file is automatically generated by Axiom Budgeting and Performance Reporting. </td></tr>
<tr><td>Link text</td><td> Optional. Specifies the display text for the hyperlink column. Enter the desired text, using variables as needed. For more information, see Using variables in the link properties.
If you want the link text to be the regular column value—meaning the same value that would display in the report if the column was not enabled as a link column—then you can leave this field blank. The regular column value is automatically used as the link text. </td></tr>
<tr><td>Link tooltip</td><td>Optional. Specifies the tooltip to show when a user hovers the cursor over the hyperlink. Enter the desired text, using variables as needed. For more information, see Using variables in the link properties.</td></tr>
</table>

Item	Description
Open link in new tab	Specifies whether the hyperlink opens in the same tab (replacing the report) or in a new tab. By default, the hyperlink opens in the same tab. Enable this option if you want the hyperlink to open in a new tab. **NOTE:** If the link type is **Plan file** and the plan files are spreadsheets that will open in the Axiom Budgeting and Performance Reporting Desktop Client, then you should *not* enable this option because it does not apply. The links will work either way, but if you enable the option to open in a new tab, then Axiom Budgeting and Performance Reporting will first open an empty browser tab and then launch the Desktop Client.

Using variables in the link properties

The following variables can be used in the **URL**, **Link text**, and **Link tooltip** properties, so that these values can be unique per row of the report. To insert a variable, use the **Insert Variable** menu above each field. Once the variable has been inserted into the field, you can enter any additional text as needed.

Item	Description
`{value}`	Resolves as the raw column value for the current row. For example, if the column is a numeric column, the value will not have numeric formatting and will show all decimal places. This variable is most appropriate for use in the URL property, when the URL contains the column value. For example, the URL to the Process Routing page contains the plan code value.
`{formattedvalue}`	Resolves as the formatted column value for the current row, honoring any default formats for the column type and applied formatting in the Column Configuration properties.
`{column:`*`TableName.ColumnName`*`}`	Resolves as the raw value in the specified table column, for the current row. This can be used if you need to reference a value from a different column than the current column in any of the URL properties. Edit the variable to replace the *TableName.ColumnName* text with the desired table column name. For example: `{column:Dept.Description}`

Item	Description
`{column:` *`TableName.ColumnName`* `:`*`format`*`}`	Resolves as a formatted value in the specified table column, for the current row. This can be used if you need to reference a numeric value from a different column than the current column in any of the URL properties, and you need to apply formatting to that numeric value. Edit the variable as follows: • Replace the *TableName.ColumnName* text with the desired table column name. • Replace the *format* text with syntax that indicates the desired numeric format. See the following table for details on this syntax. For example: `{column:BGT2022.m1:$#,#}`

NOTE: If you use a variable to display values from a different column as the **Link text**, the total row will continue to display the total of the actual column values. It is recommended to omit the column from the total row in this case.

Number format syntax

Number format syntax is case-sensitive. All examples assume the raw value is 1234.5678

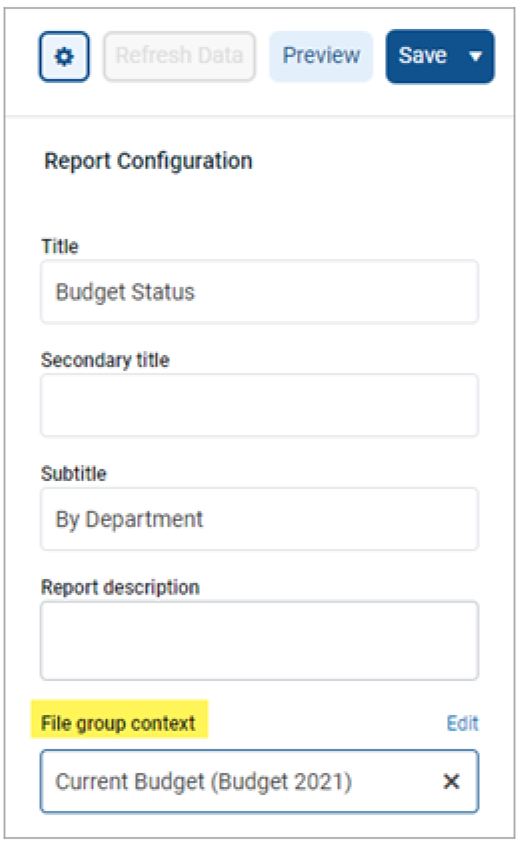
Syntax	Description	Examples
0 (zero)	The zero placeholder replaces the zero with the corresponding digit if such is present. Otherwise, zero appears in the result string.	0 returns 1234 00000 returns 01234
# (pound)	The digit placeholder replaces the pound sign with the corresponding digit if one is present. Otherwise, no digit appears in the result string.	# returns 1234 ##### returns 1234
. (period)	The decimal placeholder determines the location of the decimal separator in the result string.	0.00 returns 1234.57 #.## returns 1234.57
, (comma)	The group separator placeholder inserts a localized group separator between each group.	0,0 returns 1,234 #,# returns 1,234
% (percent)	The percentage placeholder multiplies a number by 100 and inserts a localized percentage symbol in the result string.	#% returns 123456%
$ (dollar)	The currency placeholder specifies that the number will be formatted by using the currency culture settings. The $ symbol is replaced with the localized currency symbol. $ is interpreted as a format specifier in the format string.	$#,#.00 returns $1234.57

Setting up a report for plan file links

You can enable a column to link to plan files in a file group, without needing to manually create the necessary URLs to the plan files. The application will automatically generate the correct URL syntax to each plan file.

In order to do this, the report must be set up as follows:

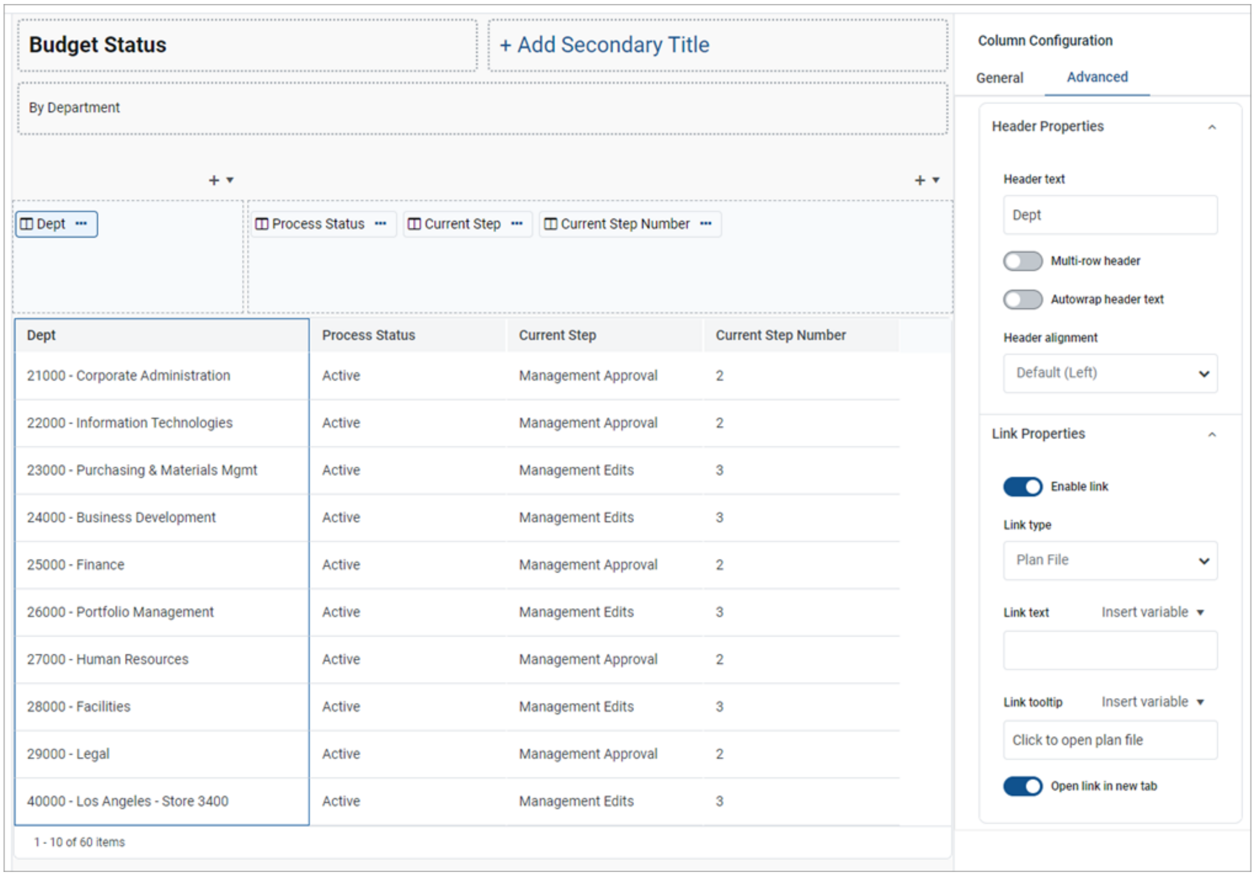
- A file group must be specified as the **File group context** for the report. The plan file hyperlinks will open the plan files in the designated file group.
    - Click the gear icon to view the **Report Configuration** panel.
    - Click **Edit** over the **File group context** field.
    - Select a file group or file group alias, then click **OK**. Selecting a file group alias means the report will be dynamically associated with the file group that is currently assigned to the alias. For example, if the Current Budget alias is updated so that it points to the Budget 2023 file group instead of the Budget 2022 file group, the report will update to link to plan files in the Budget 2023 file group.
- The row dimension for the report must be the key column of the plan code table. For example, if the plan code table of the file group is Dept, the row dimension for the report must be Dept.Dept.



Example Report Configuration panel with a designated file group context

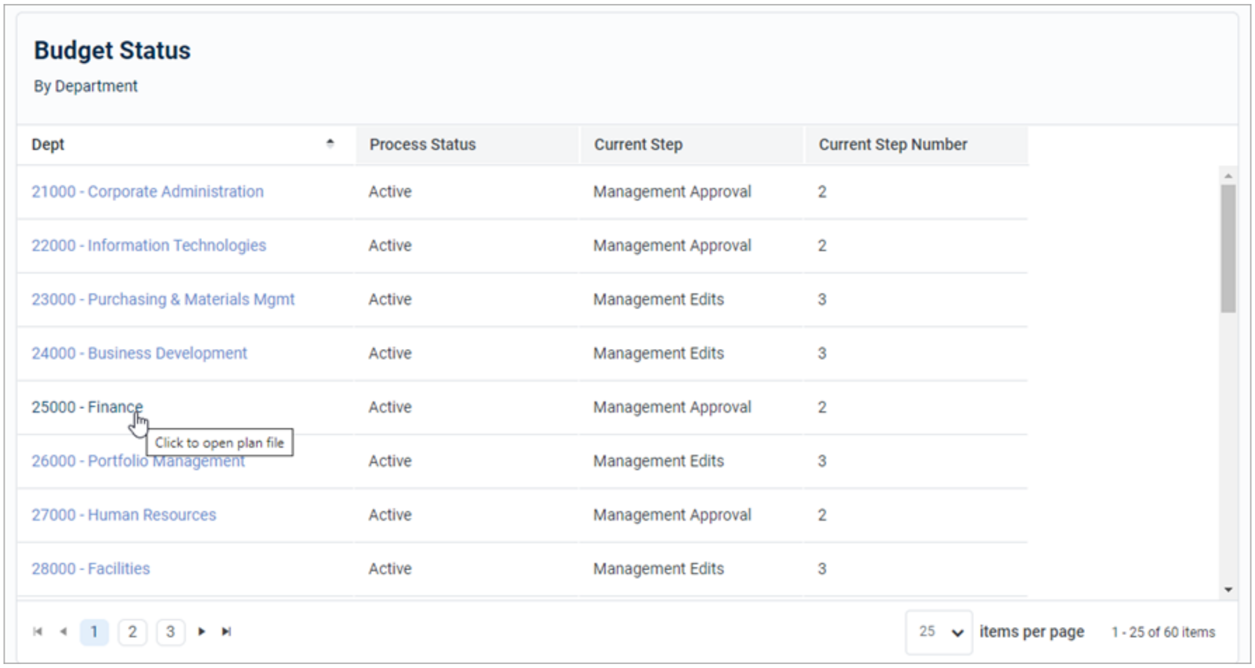
Once the report is configured so that plan file links are possible, then the **Plan file** link type becomes available as an option in the **Link properties**. Once this option is selected, the URL field becomes hidden because Axiom Budgeting and Performance Reporting will automatically generate the necessary URL to the plan files.

In the following example, the Dept column has been enabled to contain hyperlinks to plan files. The **Link text** field has been left blank to use the column values in the Dept column, which have been configured to show descriptions.



Example link properties to use plan file links

When the report is viewed, the column enabled for plan file links will contain hyperlinks to the plan files in the designated file group. If the plan files are web-enabled, the hyperlinks open the plan files in the browser. If the plan files are spreadsheet-based, the hyperlinks open the plan files in the Axiom Budgeting and Performance Reporting Desktop Client.



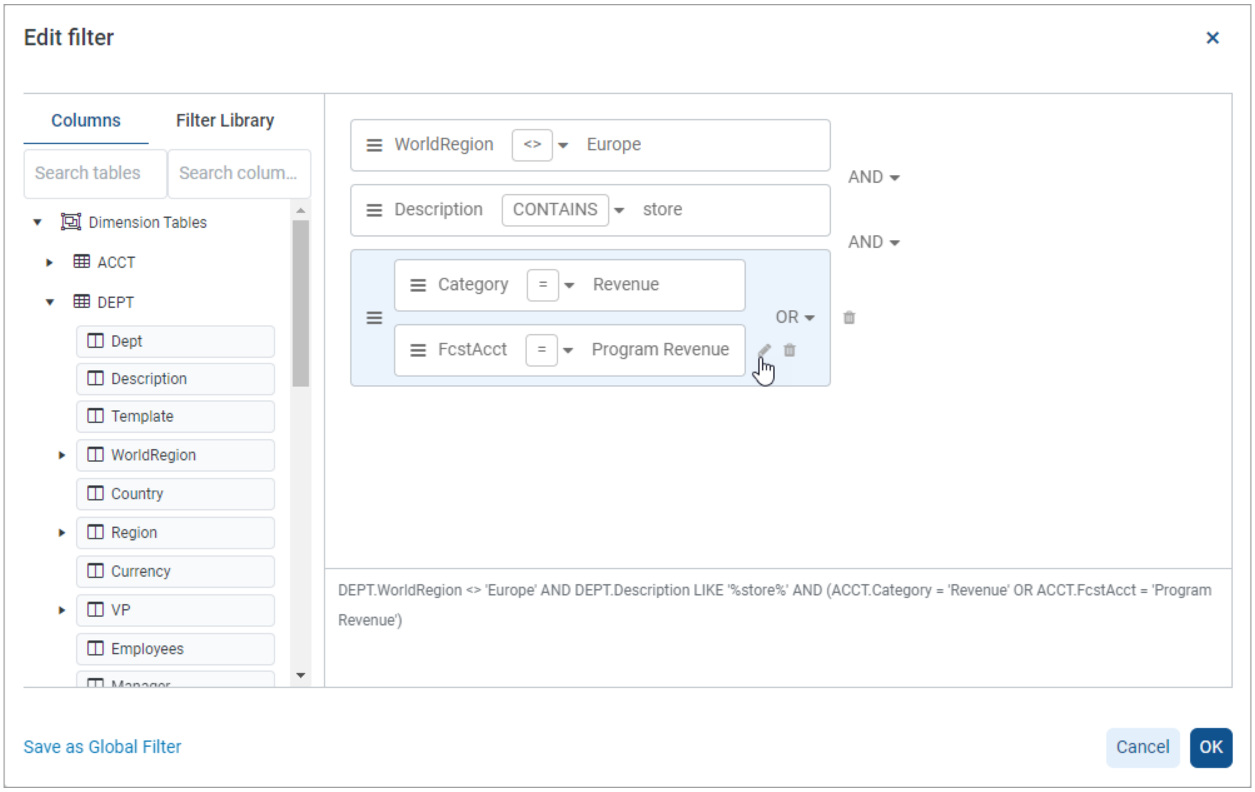
Example report with a column enabled for plan file links

NOTES:

- If the designated file group has a Show On List column, the row dimension is *not* automatically filtered to only show plan codes where the Show On List column is true (1). You should define a general filter for the report to exclude plan codes where the Show On List column is false (0). The row dimension will only be filtered automatically if you have also chosen to include process management columns in the report.
- If a plan file has not been created for a plan code, the row will still contain a hyperlink but the hyperlink will fail with a "plan file has not been created" error.
- You can select the **Plan file** link type for any column in the report that you want to link to the plan files. The column with the hyperlinks does not have to be the key column of the plan code table.

Using the Filter Wizard in the Report Builder

The Filter Wizard displays when you create or edit a filter in the Report Builder. The same dialog is used for report filters, column filters, and column group filters. The dialog provides a user-friendly way to build data filters using your current system's data structures.



Example Filter Wizard in the Report Builder

Using the Filter Wizard, you can:

- Browse and search table columns to create a new filter, or, use a global filter from the Filter Library.
- Select the operator for the filter such as equals, not equals, greater than, less than, and so on.
- Select existing column values to filter by, or manually enter values.
- Easily combine and group multiple filter statements using AND and OR.

Creating a filter

Each filter that you create in the Filter Wizard can consist of one or more *filter statements*. Multiple filter statements are combined using OR or AND to create compound filters. Each filter statement consists of a Table.Column name, an operator, and one or more values. For example, the following are all filter statements:

```
Dept.Region='US West'

Acct.Acct IN (1250, 1300, 1400)

Encounter.AdmitDate BETWEEN 1/1/2020 and 12/31/2021

GL2022.M1 > 0
```

The following steps describe the general process of creating a new filter from scratch. For more information on specific aspects of the Filter Wizard, see the other sections in this topic.

To create a filter in the Filter Wizard:

1. In the Filter Wizard dialog, on the **Columns** tab, use the table tree to find the column that you want to use for the first column filter statement. Note the following:
    - The table tree is automatically filtered to only show tables that are relevant to the current context. For example, if you are creating a table-specific report-level filter, the table tree is filtered to only show the selected table.
    - You can use the search boxes over the table tree to search for a particular table or column by name.
2. Select the column and drag it over to the right-hand area of the dialog. This area is known as the *filter canvas*. Once you drop the column to the filter canvas, it creates a filter statement "box" that is structured as follows:

    ColumnName Operator Values

3. If the column is a Date or DateTime column, select the date part that you want to use for the filter. For more information on this choice, see Using date part filtering.

    By default, when you drag over a Date or DateTime column, the date part menu automatically opens. If you press the Escape key or otherwise close the date part menu without making a selection, the default is Full Date or Full DateTime. If you select a date part from the menu, the operator menu automatically opens next.

4. From the operator menu, select the operator that you want to use for the filter statement. By default, when you drag over the column, the operator menu automatically opens. The data type of the column determines the default operator and the list of available operators. For more information, see Using operators.
5. Select or input one or more values for the column filter statement. If you selected an operator from the operator menu, the following occurs:
    - If the operator is equals or not equals, the **Select Values** dialog automatically opens so that you can select one or more values. If you select multiple values, the operator will automatically adjust to IN or NOT IN to accommodate the multiple values. For more information on using this dialog, see Using the Select Values dialog.
    - If the operator is anything else, an input box becomes focused so that you can input or select one or more values. In most cases, this will be a single input box where you can type the desired value. Note the following:

- If the column is a String column and you are manually typing in text instead of selecting values in the column, do not type quotation marks or wildcard characters. The Filter Wizard will automatically add quotation marks or wildcard characters as needed.
- If the operator is BETWEEN or NOT BETWEEN, two input boxes become available so that you can input or select both values.
- If the column is a Boolean column, the input becomes a drop-down menu for selecting True or False.
- If the column is a Date or Date time column, the input becomes a calendar control to select a date or date/time from a calendar.

If instead you closed the operator menu without making an explicit selection, then the default operator is used and the column filter statement is set to `<no values>`. You can manually click on the `<no values>` text to specify one or more values using the same behavior described previously.

6. Repeat the previous steps as needed to create more filter statements.

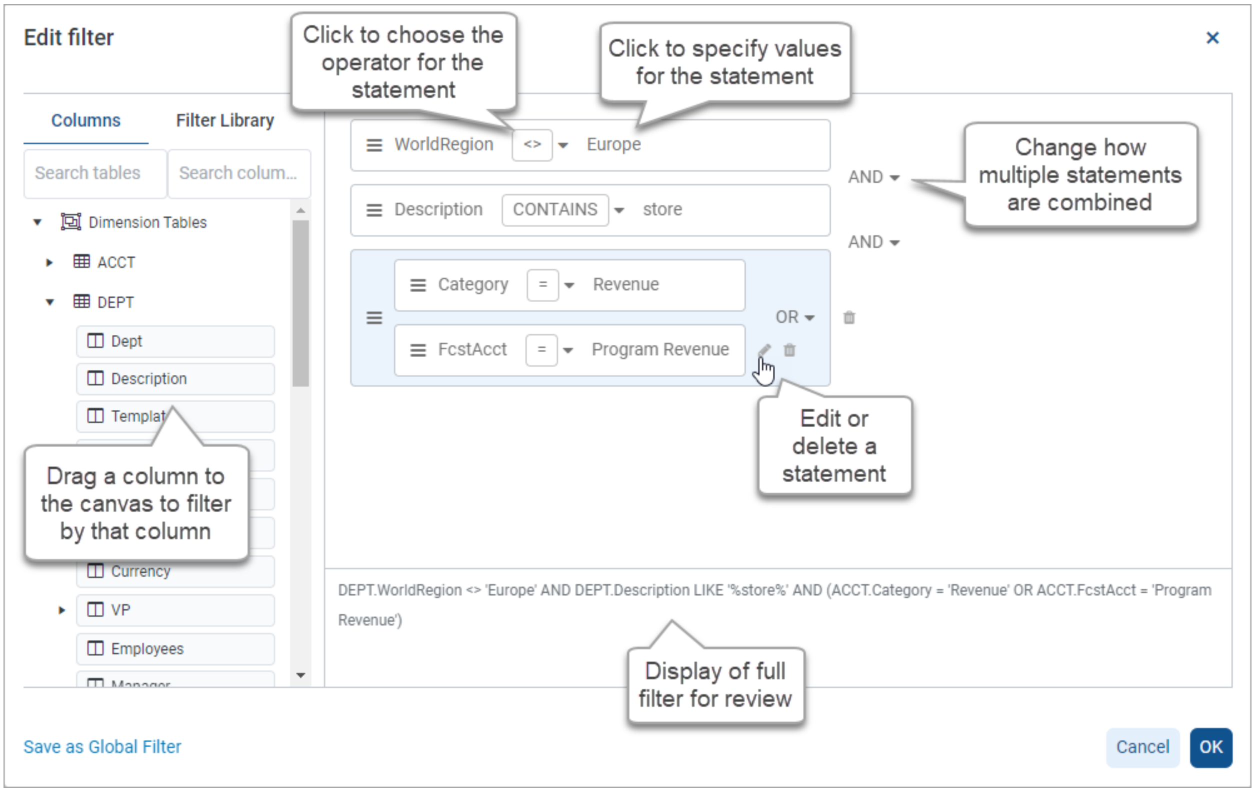
> **NOTE:** You can use preexisting global filters instead of creating filter statements, or use global filters in combination with filter statements. Select the **Filter Library** tab, locate the desired filter, and drag and drop it to the filter canvas. For more information, see Using global filters in the Report Builder.

7. If your filter consists of multiple filter statements and/or global filters, these are combined using AND or OR. By default, all statements in the filter are combined using AND. You can group multiple statements together and change the compound operator as needed. For more information, see Creating compound filters.
8. Review the complete filter as shown at the bottom of the Filter Wizard.
9. Click **OK** to complete the filter and apply it to the current context.

When building a filter, or when editing an existing filter, you can:

- **Change the operator:** Click on the operator to open the operator menu and select a different operator. In most cases your current value or values are preserved and will apply to the new operator if applicable.
- **Change the value(s):** Click on the value to select or input a different value or values. You can also hover your cursor to the right of the filter statement and click the pencil icon to edit the value.
- **Add more statements:** Drag additional columns or global filters to the canvas, then specify how these statements are combined. You can group and reorder statements by selecting and dragging them.

- **Remove statements:** Hover your cursor over an existing filter statement or global filter, then click the trash can icon to remove it from the filter. Note that if you want to clear a filter, this is not achieved by deleting all the filter statements within the filter. Instead you should delete the filter from the current context. For example, if the filter is a column filter, click the **Clear** option for the filter in the **Column Properties**.



Using operators

When you initially drag and drop a column to the filter canvas, it is assigned a default operator based on the column data type. For example, Integer and String columns default to equals, while Date, DateTime, and Numeric columns default to greater than. You can accept the default or choose any valid operator from the operator menu. At any time, you can click the operator to open the operator menu.

The available operators depend on the column data type. Most columns can use the following operators:

- Equals (=) and not equals (<>)
- IN and NOT IN
- Greater than (>) and greater than or equals to (>=)
- Less than (<) and less than or equals to (<=)
- BETWEEN and NOT BETWEEN (both inclusive of the specified values)

Additionally, String columns have the following options—all of which generate LIKE or NOT LIKE filter statements with the appropriate wildcard syntax:

- STARTS WITH and DOES NOT START WITH
- ENDS WITH and DOES NOT END WITH
- CONTAINS and DOES NOT CONTAIN

For example, if you select CONTAINS and then specify a value of `store`, the filter will be created such as `Description LIKE '%store%'`. You can see the created filter at the bottom of the Filter Wizard dialog.

> **NOTES:**
>
> - CONTAINS and ENDS WITH (and the DOES NOT versions) are not available for tables that use the Large Data index scheme, for performance reasons.
> - The operator menu displays equals/not equals or IN/ NOT IN depending on whether multiple values are currently selected. The operator will be automatically adjusted for single or multiple values depending on your selections. It is not necessary to manually select the appropriate operator.

▶ Using the Select Values dialog

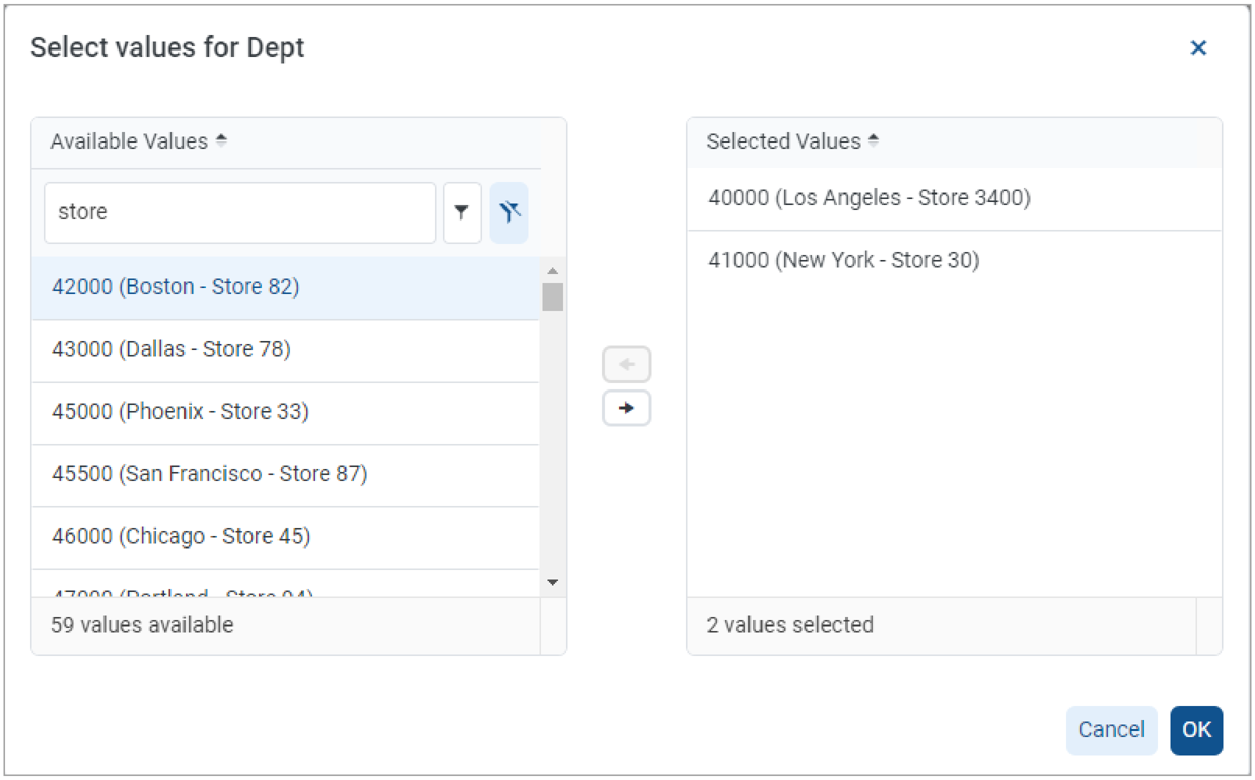
When creating an equals or not equals filter statement, the **Select Values** dialog is available to select one or more values in the column. This dialog opens automatically when you initially select the equals or not equals operator. You can manually open the dialog by clicking the currently selected values (or the `<no values>` placeholder text), or by hovering your cursor to the right of the filter statement and clicking the pencil icon.

The available values in the column display in the left-hand side of the **Select Values** dialog, and the currently selected values for the filter statement display in the right-hand side of the dialog. You can:

- Search for a particular value using the search box over the **Available Values** list. Only the first 100 column values show in the dialog for performance reasons, but you can find any value in the column using the search box.
  - You can use the filter icon to the right of the search box to change how the search matches values. The default matching behavior depends on the column type. String columns and validated columns with descriptions default to "contains" matching, while numeric columns default to "equals" matching.
  - To clear the search text, use the Clear icon to the right of the filter icon. This icon only displays when search text is present. You can also manually select and delete the search text.

- Select values by moving them from the **Available Values** list to the **Selected Values** list. You can double-click values to move them between lists, or you can use the arrow keys in the middle to move values. You can select multiple values in either list using the SHIFT or ALT keys, and then move those values using the arrow keys.

When you click **OK**, all values in the **Selected Values** list are included in the filter statement. The operator automatically adjusts as needed for single or multiple values—for example, if you selected the equals operator but then chose multiple values, the operator automatically changes to IN (and vice versa).



Example Select Values dialog for the Filter Wizard

NOTES:

- If you want to use an equals operator but the value does not currently exist in the column, then you must first switch the operator to greater than or less than, manually type the value, then switch back to equals. It is not currently possible to manually type multiple values for use with the IN operator.
- If the column is a validated column with descriptions, the descriptions display next to the column values in parentheses. You can search for values using the actual column values or the descriptions. However, when you select values, keep in mind that you are selecting the actual column values and not the descriptions. If you want to create a filter that is based on the description values, you must base this filter on the actual Description column.
- The Select Values dialog is not available for calculated fields from the database. When the equals operator is used with a calculated field, you can type the desired value for the filter. Currently, it is not possible to create an IN filter for multiple values in a calculated field. If necessary, you can create multiple filter statements and combine them with OR as a workaround.

▶ Creating compound filters

You can drag any number of columns over to the filter canvas and create filter statements for each one. When multiple filter statements are present, they are combined using either AND or OR to create a compound filter.

- AND means that records must match both filter statements to be included or excluded by the filter.
- OR means that records must match one of the filter statements to be included or excluded by the filter.

By default, filter statements are combined using AND. You can change this to OR as needed by using the drop-down menu on the AND/OR operator to the left of the filter statements.

If the operator change could create an ambiguity in how the statements are combined, you will be prompted to choose whether to group or split the statements when changing the operator. For example, if you choose to group the statements, the two statements associated with the operator will become grouped. If you choose to split the statements, one statement will be separated while the other statement is grouped with the statement next to it. Grouped statements are the equivalent of using parentheses in SQL.

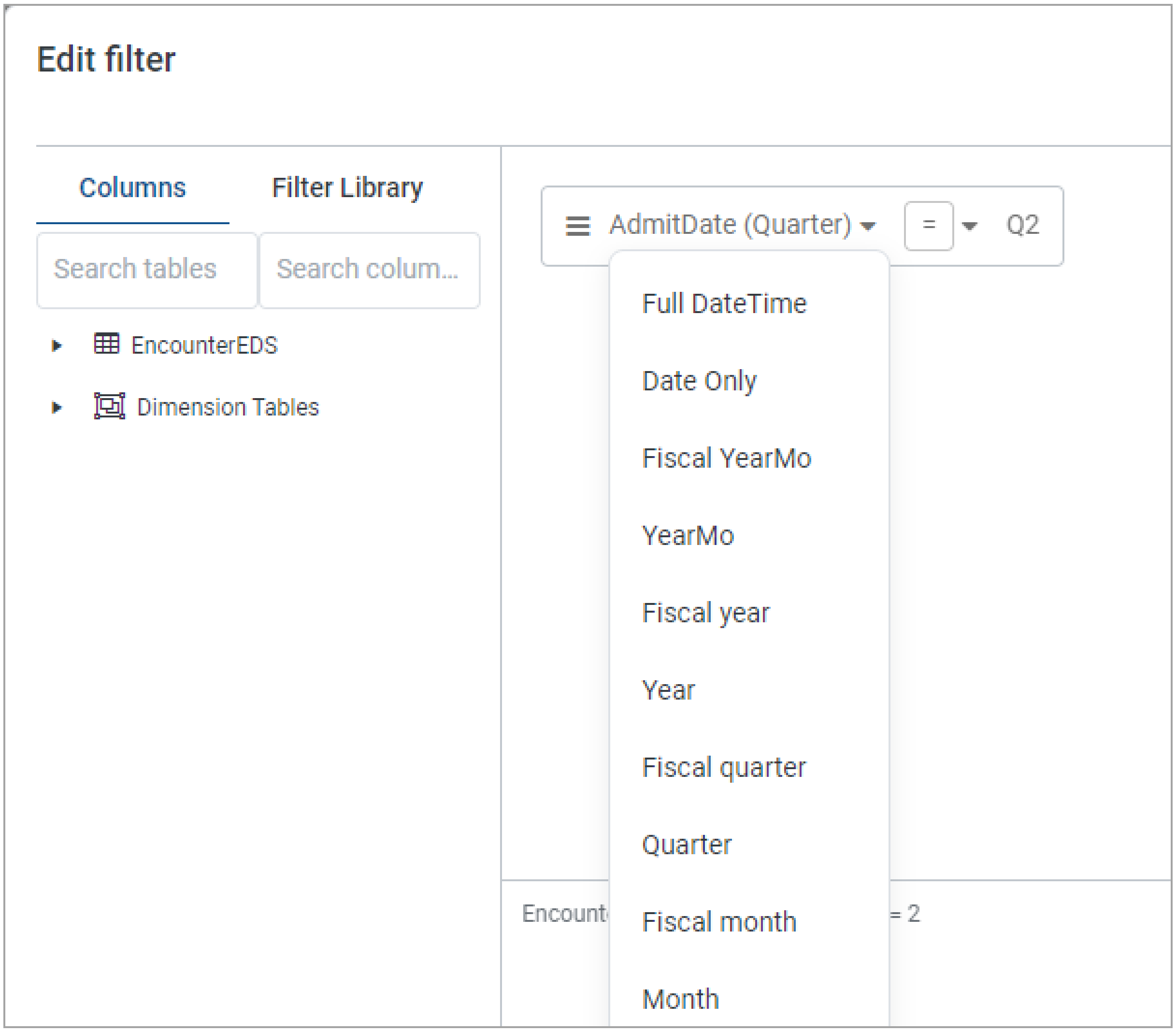
Multiple filter statements can be grouped, combined, and reordered by dragging and dropping the statements, and by changing the AND/OR operator.

NOTE: The Filter Wizard will automatically place parentheses as needed in filters that use multiple filter statements. There is no way to manually add or remove parentheses.

Using date part filtering

When the column used in the filter is a Date or DateTime column, you can filter based on the full date or date-time as saved in the column, or you can filter based on a date part such as the year or quarter. For example, you can create a filter statement such as StartDate > 2019, when the StartDate column contains full date or date-time values. Using date parts makes it easier to construct filters that restrict data based on a particular aspect of the date or date-time value.

- By default, the filter is based on the full date or date-time.
- You can click the name of the column to open the date part menu and select a specific date part for filter. The same date part options that are available in the **Column Configuration** properties for Date and DateTime columns are available for use in filter statements.
- If you select a date part other than the Full Date or Full DateTime, the selected date part displays in parentheses next to the column name. For example: **StartDate(Year)** when Year is the selected date part.
- If you select a date part with a finite set of available values—such as Quarter or Month—then the **Select Values** dialog displays those values.
- If you select a date part with an open-ended set of available values—such as Year or YearMo—then the **Select Values** dialog converts the actual dates or date-times in the column into the selected date part and displays those values. This means that if you want to create an equals or not equals filter which uses a value that is not currently present in the column, you must first change the operator to greater than, type the desired value using the correct format for the date part, and then change the operator back to equals or not equals.
- When using the following date parts, only the equals/not equals and IN/NOT IN operators are available: Quarter, Fiscal Quarter, Month, and Day of Week. For example, it is not possible to create a filter such as StartDate(Quarter)>Q2. Instead you would select the specific values of Q3 and Q4, which would create the filter StartDate(Quarter) IN (Q3,Q4). For all other date parts, the normal set of operators can be used.



Example date part menu for Date and DateTime columns

Limitations and known issues

The following limitations and known issues currently apply to the Filter Wizard:

- If a String column has a blank entry (empty string), this displays in the **Select Values** dialog as a blank entry. This blank entry cannot be selected, and it is not currently possible to create a filter statement that includes or excludes empty strings. However, if a report with an empty string filter statement was created in a previous version, this filter statement will be preserved and will continue to work.

- If a column contains null values, this displays in the **Select Values** dialog as `<no value>`. This no-value entry cannot be selected, and it is not currently possible to create a filter statement that includes or excludes null values. However, if a report with a null value filter statement was created in a previous version (using operators IS NULL or IS NOT NULL), this filter statement will be preserved and will continue to work.
- If you want to create a filter statement using equals/not equals or IN/ NOT IN, it is not currently possible to manually type the desired value or values. You must use the **Select Values** dialog. For single values, a workaround is available as follows: you can change the operator to greater than, type the desired value, then change the operator back to equals or not equals. There is no equivalent workaround for multiple values.
- Filter statements that directly compare two columns, such as `Column1 > Column2`, are not currently supported in the Filter Wizard. However, if a report with a column comparison statement was created in a previous version, this filter statement will be preserved and will continue to work.

When viewing reports that were created in previous versions, you may find other filter statements that use syntax which is not currently supported in the Filter Wizard. Generally speaking, if the report does not error and the filter statement is not flagged as invalid, these filter statements will continue to work as they did in previous versions, although you may not be able to edit the filter statement or newly create it in exactly the same way.

Using global filters in the Report Builder

A *global filter* is a report filter that is stored in the Filter Library. These filters can be referenced in various reports as needed. Storing the filters separate from the reports has the following advantages:

- A filter that is commonly used can be defined once and then used in all reports that need it.
- If the filter needs to be modified, you can edit the global filter once, instead of needing to modify all of the reports that use the filter.

When you are defining filters for a web report, you can use an existing global filter, or you can build a filter in the report and then save it as a global filter so that it is available for others to use. If a web report references a global filter, and that filter is modified, the report automatically uses the current version of the global filter.

Global filters can also be used as starting points to create a local report-level filter. For example, there may be an existing global filter that is almost exactly what you need to filter the current report. In this case you can do either of the following:

- Add the global filter to the report, then convert the filter to a local filter. This conversion breaks the reference with the global filter and copies the filter statement into the current report. You can then edit the filter as needed for use in the current report.

  OR

- Add the global filter to the report, then combine that filter with additional filter statements in the report to arrive at the overall desired filter. In this case the global part of the filter will continue to be linked to the Filter Library and will update as needed, while the rest of the filter provides the additional context needed in the report. This approach only works if you need to extend the global filter, not fundamentally change the global filter to use a different operator or values.

All of these global filter actions can be done in the Filter Wizard dialog in web reports. The Filter Wizard is available when defining report-level filters on the Filters tab, or when defining filters for individual columns or column groups on the Build tab.

Global filter features in the Filter Wizard

Using a global filter in a web report

When you are creating or editing a filter in a web report using the Filter Wizard, you can add a global filter to the filter statement. You can add any of the following filter types that are stored in the Filter Library:

- **Report filters**: Filters created in web reports using the new Filter Wizard.
- **Legacy standard filters**: Filters created using the legacy Filter Wizard (in any location of the application). Basically, a "standard filter" means any regular Axiom Budgeting and Performance Reporting filter that is not a limit filter and not a visualization filter.

Limit filters and visualization filters cannot be used as global filters in web reports. Visualization filters do not display in the Filter Wizard. Limit filter statements display in the Filter Wizard, however, if you attempt to use one as a global filter, an error will occur regarding the unsupported filter format.

You can use a global filter on its own, or in combination with locally defined filter statements and other global filters. In order to use a global filter, you must have read-only access to at least one filter in the Filter Library, as determined by your security permissions.

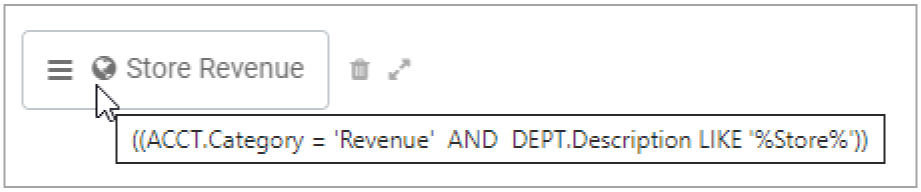
To add a global filter to a filter statement:

1. In the Filter Wizard, in the left-hand pane, select the **Filter Library** tab.
2. Locate the global filter that you want to use in the Filter Library. You can use the search box above the folder tree to search for a specific filter by name.

   This area shows all folders and filters that you have permission to access in the Filter Library. If you do not have access to the Filter Library, then the tab is still present in the dialog but it will be empty.
3. Drag the desired filter over to the right-hand pane (the filter canvas).

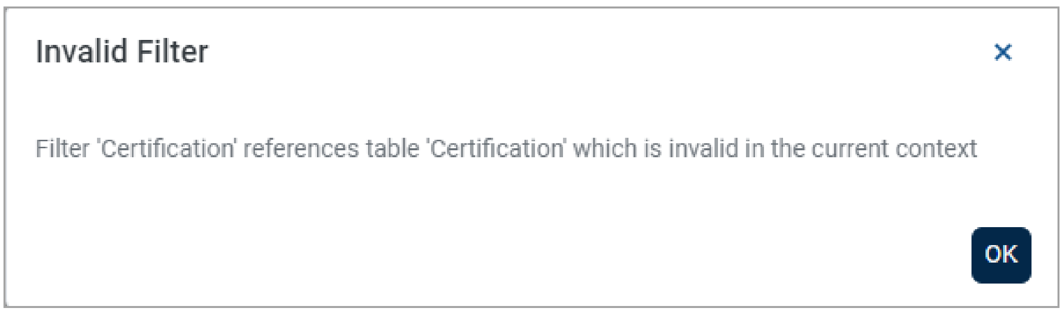
   Before the global filter is added to the filter canvas, it is validated to make sure the contents of the global filter are valid in the current context.

   - If the filter is valid, then the filter is added to the filter canvas. The filter box displays the filter name with a globe icon. You can see the actual underlying filter statement in the tooltip, or by viewing the filter shown at the bottom of the dialog.



> **NOTE:** When displaying the filter statement for a global filter in the Filter Wizard, the statement is always wrapped in parentheses, even if it is the only statement used in the filter. If the global filter itself is a compound filter statement that is wrapped in parentheses, you may see double parentheses displayed in the Filter Wizard. These "extra" parentheses do not cause an issue and only serve to identify the global filter statement within the overall filter.

- If the filter is not valid, an error message will display and the global filter will not be added to the canvas. Generally speaking, the global filter must use columns from the same tables that display on the **Columns** tab of the Filter Wizard.



Once the global filter is added to the filter canvas, it becomes a filter statement that can be combined and rearranged just like the locally defined filter statements. The only difference is that you cannot modify the contents of the global filter, unless you want to break the association with the global filter in the Filter Library and convert it to a local filter (see the next section).

Although security permissions to the Filter Library are required in order to add a global filter to a report, once the filter is present in the report it is treated like part of the report and governed by the report's permissions. It is not necessary to grant filter permissions to users who only need to view or edit the report.

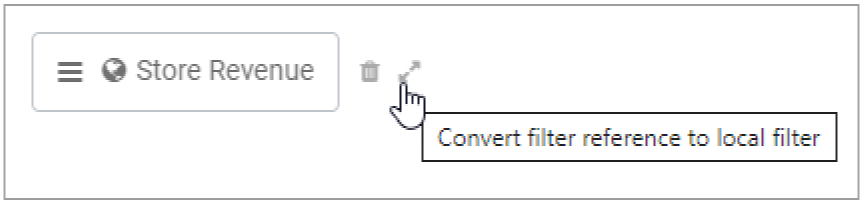
▶ Converting a global filter to a local report filter

Once a global filter has been added to the Filter Wizard, you can optionally convert the filter to a "local" filter. This will break the association with the global filter and copy the filter statement into the report. You can then edit the filter statement as needed.

To convert a global filter to a local filter:

1. In the Filter Wizard, locate the global filter that you want to convert.

2. Hover your cursor to the right of the global filter, then click the Convert icon.



3. At the confirmation prompt, click **Yes** to convert the filter.

The filter statement for the global filter is copied into the report, and now displays like a regular filter statement created in the Filter Wizard. The filter statement is no longer associated with the global filter, and will not update if the global filter is changed. You can now edit the filter statement as needed for use in the report.

Saving a global filter to the Filter Library

After creating a filter in the Filter Wizard, you can optionally save that filter to the Filter Library. Saving the filter to the Filter Library allows the filter to be used by other web reports, so that all of the reports reference the same global filter.

Currently, filters created in the Report Builder's Filter Wizard and saved to the Filter Library can only be used in web reports. Future releases may expand the use of this Filter Wizard, so that its filters can be used in other places.

Any filter that can be created in the Filter Wizard can be saved as a global filter. The filter can contain multiple filter statements, and can even contain references to other global filters. The context where the filter was created does not matter for purposes of saving it as a global filter. For example, you can create a filter for use as a General report-level filter, save the filter as a global filter, then later use the global filter as a column filter in a different report. As long as the filter statement is valid in both contexts, it does not matter where the global filter was initially created.

In order to save a global filter to the Filter Library, you must have read/write access to at least one folder in the Filter Library. If you do not have this permission, then the **Save as Global Filter** option is not present in the Filter Wizard.

To save a global filter:

1. In the Filter Wizard, create the filter that you want to save to the Filter Library.
2. Click **Save As Global Filter** in the bottom left of the dialog.
3. In the **Save As Global Filter** dialog, complete the following fields and then click **Save**:

Item	Description
File name	The name of the filter. This is the name that users will see when finding filters in the Filter Library, and when editing web reports that use the global filter. Keep in mind that when users add the global filter to a report, they cannot see the actual filter statement—they can only see the filter name. Because of this, it is recommended to include the table name used by the filter statement in the filter name, so that users can understand whether the filter will be valid in the current context.
Description	Optional. A description of the filter. Currently, filter descriptions do not display in Filter Wizard, but they can be viewed in the Axiom Budgeting and Performance Reporting Desktop Client using Axiom Explorer.
Save to folder	The folder in the Filter Library where you want to save the filter. • Click the folder icon to the right of the field. • In the **Choose output folder** dialog, select a folder in the Filter Library. You can only select folders where you have read/write access to the folder. If a folder name displays with a lock icon, this means you have read-only access to that folder and therefore cannot save a new report there. • Click **OK** to choose the folder and return to the save dialog. The path to your selected folder now displays in the field.

If you use a name that already exists in the target folder, you will be prompted to choose whether or not to overwrite the existing filter. If you choose not to overwrite, the save operation is canceled and you are returned to the Filter Wizard.

4. After the filter is saved to the Filter Library, you are prompted to copy the global filter into the report to replace the current filter. Click **Yes** if you want to reference the newly created global filter in the current report. If you do not want to reference the global filter in this report, click **No**.

The global filter is saved to the Filter Library and is now available for use in other web reports. Additionally, if you chose Yes at the prompt after saving, the current filter in the Filter Wizard is replaced with a reference to this newly created global filter.

Editing an existing global filter

If a global filter is edited, all web reports that reference this global filter will now use the updated filter statement. For example, a healthcare organization may have a filter that limits the report to codes associated with COVID-19. If later a new code is added, you can edit the filter to include the new code, and this new code will now be applied to all reports that reference the global filter.

Currently, there is no user interface to edit a global filter directly. Instead, global filters can be edited as follows:

- Open the Filter Wizard and add the global filter to the filter canvas.
- Convert the global filter to a local filter.
- Edit the local filter as needed.
- Save the local filter as a global filter, using the same name as the existing global filter.

This process will overwrite the existing global filter with the newly saved version of the filter. All reports that reference the global filter will now use the updated version of the filter statement.

> **NOTE:** If a web report is being viewed or edited when the global filter is changed, the report will not reflect the changed filter until the report is closed and reopened (or until it is reloaded by refreshing the browser).

▶ Deleting a global filter

If a global filter is no longer needed within a particular report, you can delete it from the filter. Hover your cursor to the right of the global filter and then click the Delete icon. This action simply removes the reference to the global filter from the current filter. It has no impact on the global filter in the Filter Library.

If a global filter is no longer needed at all, you can delete it from the Filter Library. Currently, this can only be done from the Desktop Client. In order to delete a global filter, you must have permission to use the Windows Client or the Excel Client, and read/write permission to the folder that the global filter resides in.

To delete a global filter from the Filter Library:

1. From the **Area** menu , click **Windows Client** or **Excel Client** to launch the Desktop Client.
2. On the **Axiom** tab, in the **Administration** group, click **Manage > Axiom Explorer**.

   > **NOTE:** In systems with installed products, this feature may be accessible from the **Admin** tab. Click **System Browser** to open Axiom Explorer.

   > **TIP:** You can also use the Explorer task pane to delete a global filter.

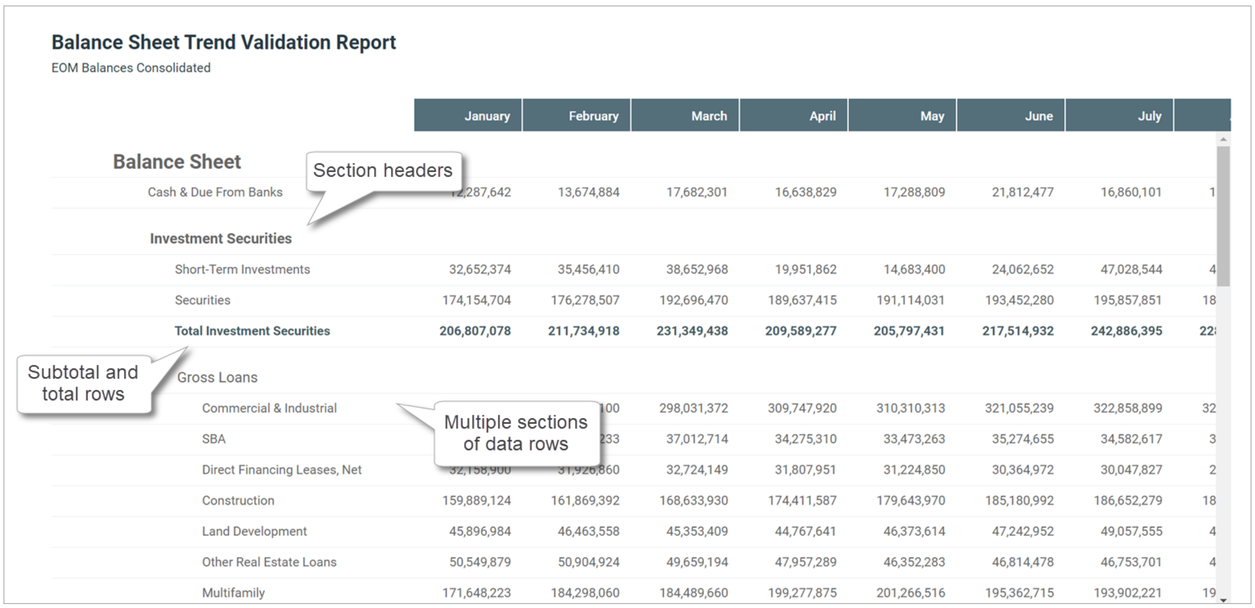
3. Navigate to the **Filter Library**, and then locate the filter that you want to delete.
4. Right-click the filter and then select **Delete**.

If any web reports reference the deleted filter, these reports will display an error about the missing global filter. You must edit the reports to remove the reference in order to refresh the reports again.

Managing Fixed Row Structures

Fixed row structures can be used to define data sections for a web report, including section headers, data rows, subtotals, and totals. Fixed row structures are defined separately so that you can reuse them with different web reports, and so that you can update the row structure in one place and have the changes propagate to all reports that reference the structure.

Fixed row structures can be used with "custom" web reports created in the Report Builder, and with web report templates provided by installed Axiom Budgeting and Performance Reporting products. The fixed row structure defines the data sections in the report, while the web report defines other report properties such as the data columns, filters, and drilling options.



Balance Sheet Trend Validation Report

EOM Balances Consolidated

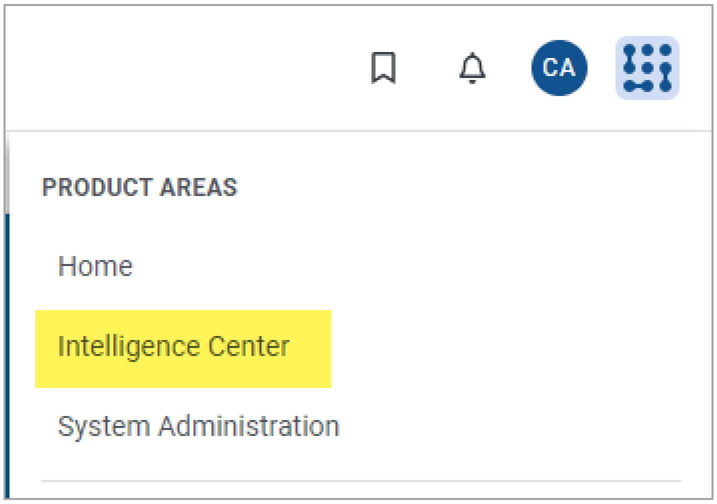
	January	February	March	April	May	June	July	
Balance Sheet								
Cash & Due From Banks	12,287,642	13,674,884	17,682,301	16,638,829	17,288,809	21,812,477	16,860,101	1
Investment Securities								
Short-Term Investments	32,652,374	35,456,410	38,652,968	19,951,862	14,683,400	24,062,652	47,028,544	4
Securities	174,154,704	176,278,507	192,696,470	189,637,415	191,114,031	193,452,280	195,857,851	18
Total Investment Securities	**206,807,078**	**211,734,918**	**231,349,438**	**209,589,277**	**205,797,431**	**217,514,932**	**242,886,395**	**22**
Gross Loans								
Commercial & Industrial	[illegible]	[illegible]	298,031,372	309,747,920	310,310,313	321,055,239	322,858,899	32
SBA	[illegible]	[illegible]	37,012,714	34,275,310	33,473,263	35,274,655	34,582,617	3
Direct Financing Leases, Net	32,158,900	31,926,860	32,724,149	31,807,951	31,224,850	30,364,972	30,047,827	2
Construction	159,889,124	161,869,392	168,633,930	174,411,587	179,643,970	185,180,992	186,652,279	18
Land Development	45,896,984	46,463,558	45,353,409	44,767,641	46,373,614	47,242,952	49,057,555	4
Other Real Estate Loans	50,549,879	50,904,924	49,659,194	47,957,289	46,352,283	46,814,478	46,753,701	4
Multifamily	171,648,223	184,298,060	184,489,660	199,277,875	201,266,516	195,362,715	193,902,221	19

Example report using a fixed row structure

You can define as many different fixed row structures as you need. A row structure can be used with any web report where the structure's row dimensions are compatible with the report's columns, filters, drilling options, and any other report property that impacts queried data. Row structures can be created, edited, and deleted using the Intelligence Center.

To access the Intelligence Center:

- Click the Syntellis icon in the Navigation bar. From the Area menu, select **Intelligence Center**.



Fixed row structures are not file-based—they are stored directly in the database. There is no file type or library folder for fixed row structures, and you cannot see them in Axiom Explorer. The only place to view and manage fixed row structures is using the Intelligence Center.

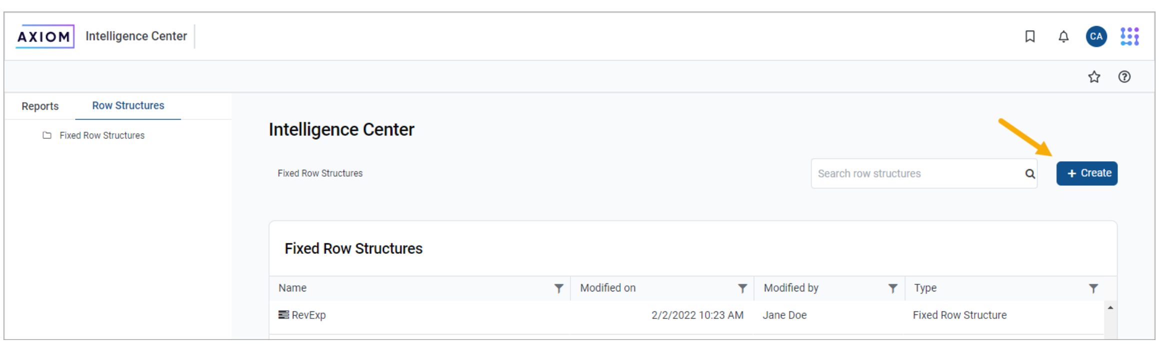
Creating fixed row structures

You can create new fixed row structures as needed for use in web reports.

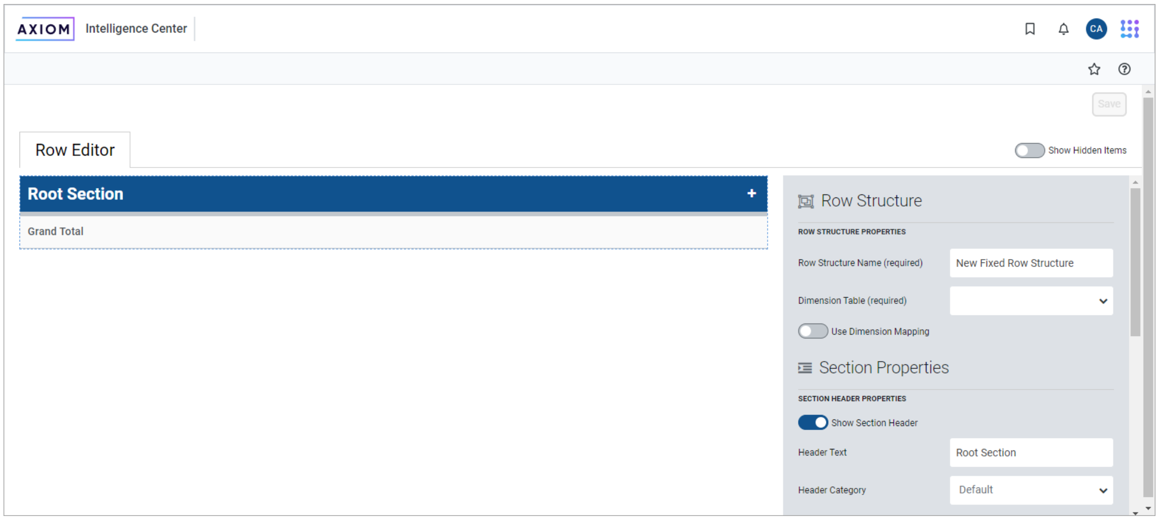
In order to create a fixed row structure, you must be an administrator or have the **Create Web Reports** security permission. If you do not have permission to create web reports, then the option to create a new fixed row structure will not be available in the Intelligence Center.

To create a new fixed row structure:

1. In the Intelligence Center, select the **Row Structures** area from the left-hand panel, then click **Create**.



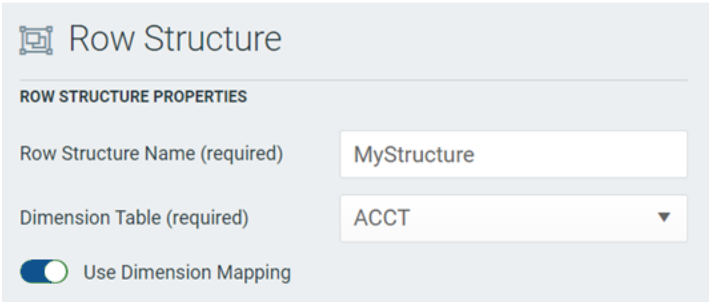
The row structure editor opens in the current browser tab, showing a new blank row structure. The row structure starts with just a top-level section header and a grand total row.



Example new blank row structure

2. In the top of the right-hand panel, complete the following required properties for the row structure:

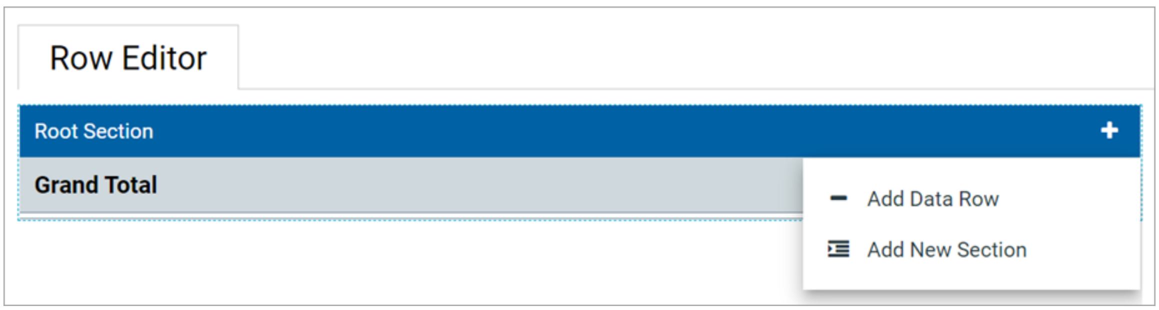
Item	Description
Row Structure Name	Enter the name of the row structure. The name identifies the row structure so that users can select it when creating a new fixed report.
Dimension Table	Specify the dimension table to use for the Filter Wizard when defining row data. For example, if rows will be defined using accounts or account groupings, select the ACCT table.
Use Dimension Mapping	Enable this toggle switch if you want to map specific items in the dimension table to specific rows in the structure. When using dimension mapping, all row data is defined at the key column level of the dimension table, and each dimension item can only be assigned to a single row. The toggle switch shows as green when enabled and as gray when disabled. If this option is not enabled, then row data is determined by defining filter criteria statements at the row and section level. For more information, see Using dimension mapping versus row filters in a fixed row structure.



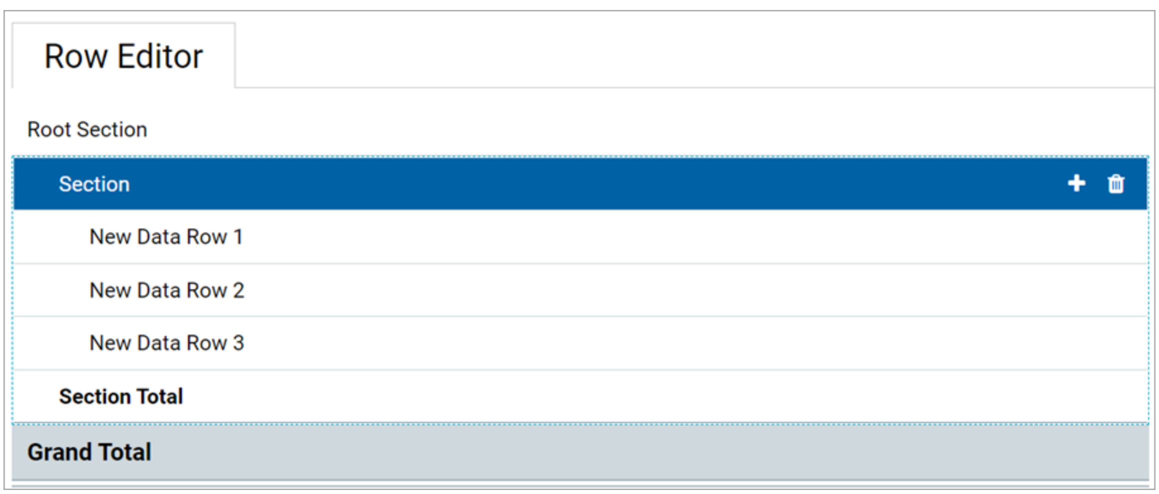
Example required properties with dimension mapping enabled

Once these items are completed, you can use the **Save** button to save the row structure.

3. In the left-hand row editor, add sections and data rows as desired to create the overall row structure. Think of the Root Section as the overall "wrapper" in which all row sections are placed. To create the first row section, click the plus icon on the **Root Section** header and then select **Add New Section**.



Your row structure will now look like this:



You can then continue to add data rows or additional sections:

- **To add a section**, select the section header where you want to add the section, then click the plus icon > **Add New Section**. The new section is added as a subsection to the current section. By default, all new sections contain a section header row, three data rows, and a total row. You can add or remove data rows as needed.
- **To add a data row within a section**, select the section header where you want to add the data row, then click the plus icon > **Add Data Row**. The new data row is added to the current section.

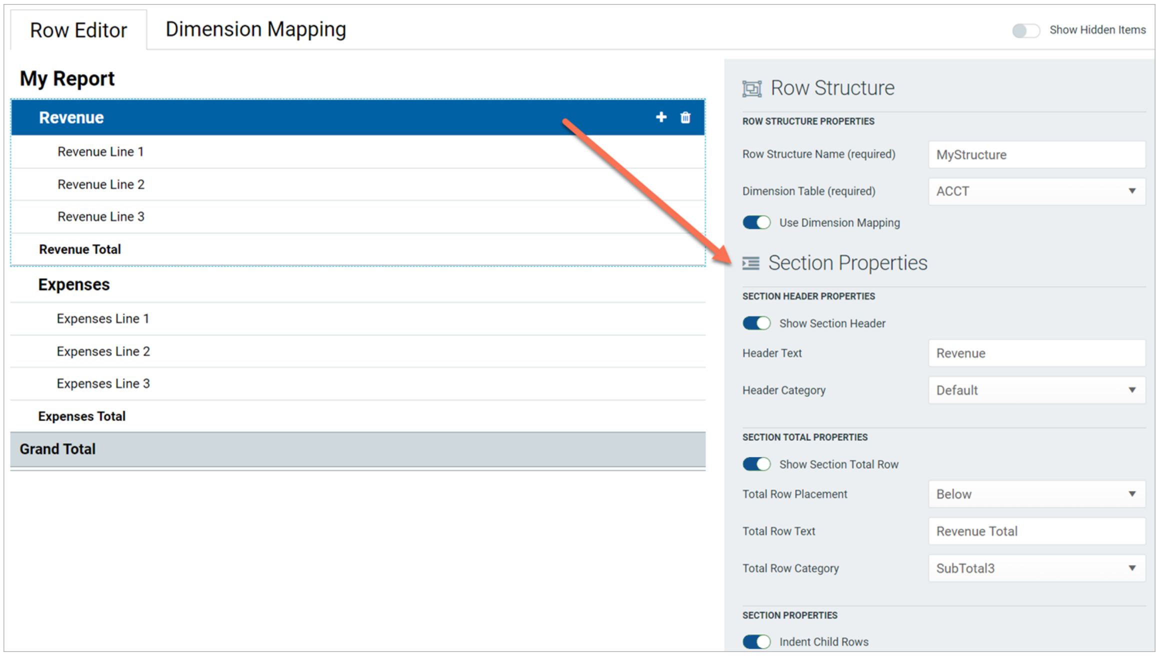
When you add a new data row or section, it is always added at the bottom of the current section. You can drag and drop the row or section to a different location within the section as needed (but not to a different section).

If a data row or a section is not needed, select the row or section header and then click the trash can icon. The row or section is deleted from the row structure.

> **NOTE:** Header rows and total rows cannot be deleted from a section. The trash can icon on a section header row is used to delete the entire section, not the header row. If you do not want a particular section to display a header row or a total row, you can hide these rows on a per section basis using the Section Properties.

4. For each section in the report—including the Root Section—configure the properties for that section. To configure a section, select the section header and then complete the **Section Properties** in the right-hand panel. The section properties control the following:
   - Visibility, text, and style of the section header row
   - Visibility, text, placement, and style of the section total row
   - Whether data rows are indented from the parent section
   - Whether section data is added or subtracted when calculating the parent total
   - An optional data filter to apply to all data rows in the section (only available if the structure does not use dimension mapping)

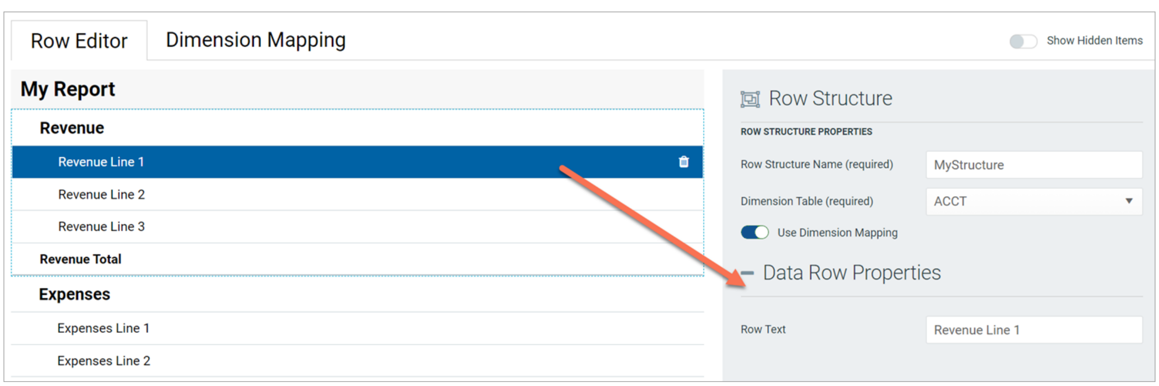
   For more information on all of the section properties, see Section properties.



In most cases, the row structure immediately updates to reflect section properties that affect the display. For example, if you define header text, that text is immediately shown on the row structure. However, if you hide the section header row, the row will continue to display in the row structure unless you disable the option **Show Hidden Items**. This option is located at the top right of the row editor, under the Save button. By default, the row editor continues to show hidden section headers so that you can use the Add Data Row and Add New Section actions on the header row.

5. For each data row in the report, configure the properties for that row. To configure a row, select the row and then complete the **Row Properties** in the right-hand panel.

   At minimum, the row properties define the label text for the row. If the structure does not use dimension mapping, then the row properties also define a data filter to determine the data to be shown on the row. For more information on defining the row properties, see Row properties.



6. If **Use Dimension Mapping** is enabled for the row structure, click the **Dimension Mapping** tab to map dimension elements to each row. This mapping determines the data to be shown on each row, instead of defining a filter. For more information on mapping dimension elements, see Using the Dimension Mapping editor.
7. Click **Save** to save the row structure.

The new row structure can now be used when creating or editing web reports.

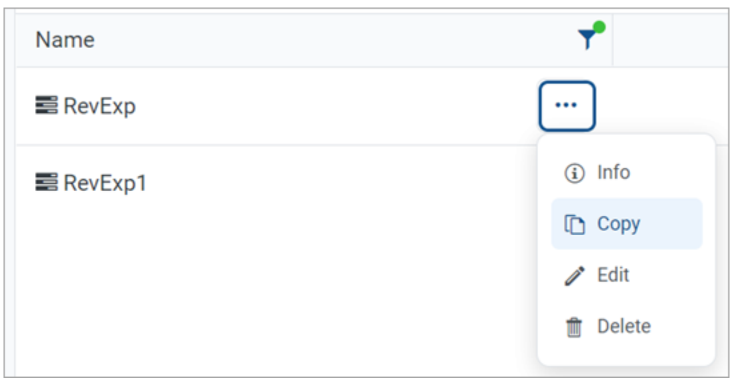
Copying fixed row structures

You can copy existing fixed row structures as needed to create additional fixed row structures.

In order to copy a fixed row structure, you must be an administrator or have the **Create Web Reports** security permission. If you do not have permission to create web reports, then the Copy action is disabled.

To copy a fixed row structure:

1. In the Intelligence Center, select the **Fixed Row Structure** area from the left-hand panel.
2. Locate the fixed row structure that you want to copy, then hover your cursor over the **Name** column to make the three dots icon visible. Click the icon then select **Copy** from the menu.



3. In the **Copy Fixed Row Structure** dialog, enter a **Name** for the new fixed row structure, then click **OK**. By default, the name is **Copy of *OriginalName***.

The fixed row structure is copied with the specified name. You can now open this fixed row structure for editing.

Editing fixed row structures

Any user can edit a fixed row structure. The **Create Web Reports** permission is not required.

Keep in mind that when a row structure is assigned to a report, that report always uses the most current version of the row structure. Any edits that you make to a row structure are immediately available in any reports that use the row structure.

To edit a fixed row structure:

1. In the Intelligence Center, select the **Fixed Row Structure** area from the left-hand panel.
2. Locate the fixed row structure that you want to edit, then click on the row structure name to open it.

   > **TIP:** You can also select **Edit** from the actions menu (using the three dots icon) to edit the fixed row structure.

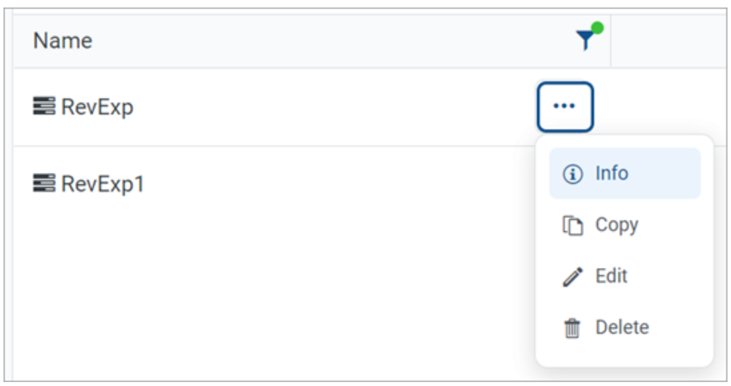
   The row structure opens in the row structure editor, in the current browser tab.
3. Using the row structure editor, make changes to the row structure as needed.
4. Click **Save** to save your changes.

Changing fixed row structure names and descriptions

You can rename a fixed row structure or change its description. If existing reports use the fixed row structure, those reports will continue to reference the renamed structure.

To change a fixed row structure name and/or description:

1. In the Intelligence Center, select the **Fixed Row Structure** area from the left-hand panel.
2. Locate the fixed row structure that you want to edit, then hover your cursor over the **Name** column to make the three dots icon visible. Click the icon then select **Info** from the menu.

   The Information panel opens along the right-hand side of the page.
3. In the Information panel, edit the fixed row structure **Name** or **Description** as needed, then click **Apply**.

   The name can be up to 250 characters, and the description can be up to 2000 characters.

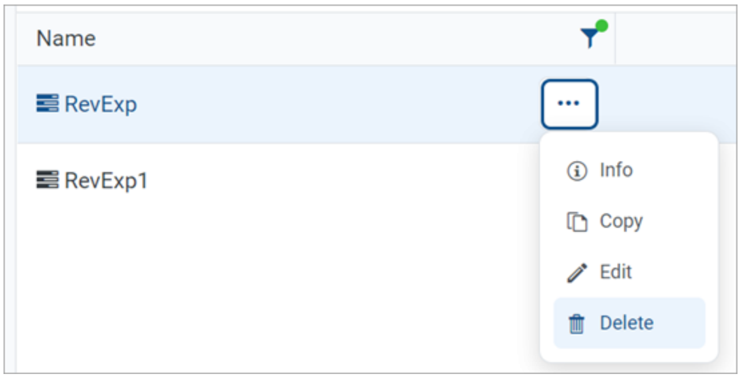
Deleting fixed row structures

Any user can delete a fixed row structure. The **Create Web Reports** permission is not required. If the fixed row structure was used by any web reports, those reports will no longer function correctly until they are edited to use a different fixed row structure.

IMPORTANT: If the deleted fixed row structure was used by a web report built from a template, that report will no longer work. Currently, there is no way to edit the row structure assignment for template-based reports. If the report is still needed, it must be re-created from template with a different fixed row structure.

To delete a fixed row structure:

1. In the Intelligence Center, select the **Fixed Row Structure** area from the left-hand panel.
2. Locate the fixed row structure that you want to delete, then hover your cursor over the **Name** column to make the three dots icon visible. Click the icon then select **Delete** from the menu.



3. When you are prompted to confirm that you want to delete the structure, click **OK**.

The structure is deleted from the system and no longer displays in the Intelligence Center.

Using the Row Editor

Using the Row Editor, you can define fixed row structures for use in web reports. Fixed row structures define the following:

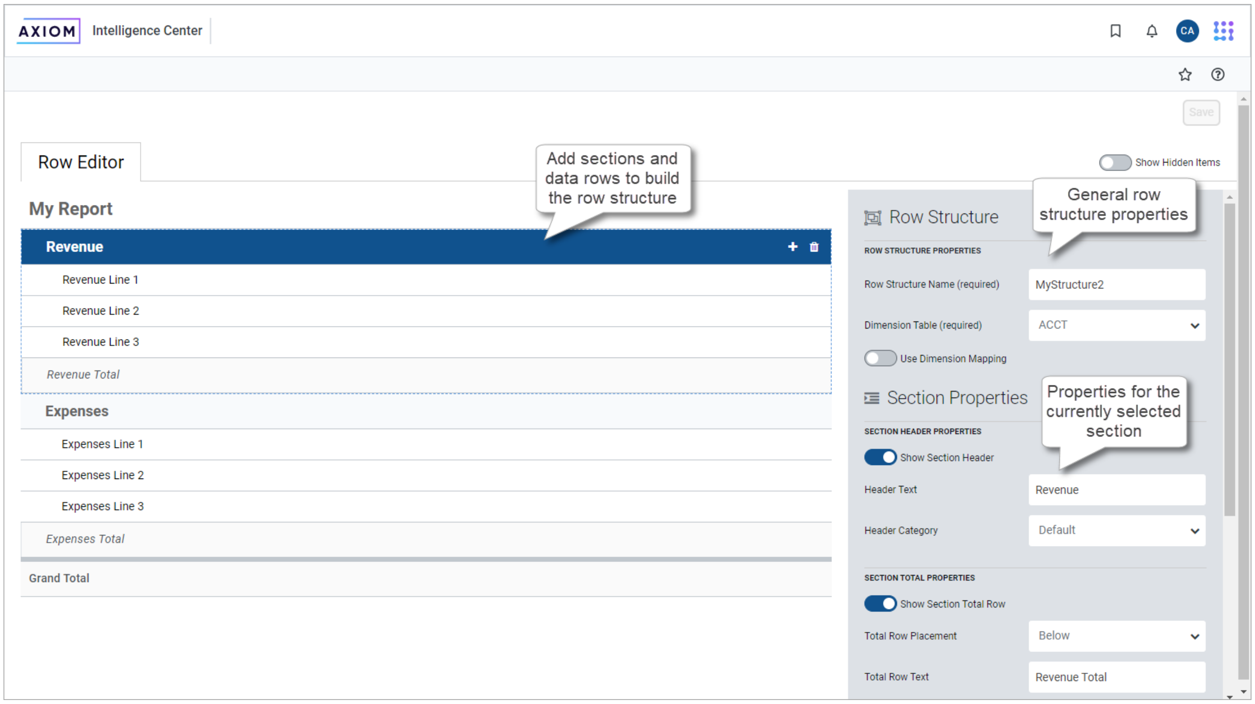
- The sections to be displayed in the report, including section titles and subtotal rows
- The data rows to be displayed within each section

When you use the Intelligence Center to create a new fixed row structure or to edit an existing fixed row structure, it opens in the fixed row structure editor.

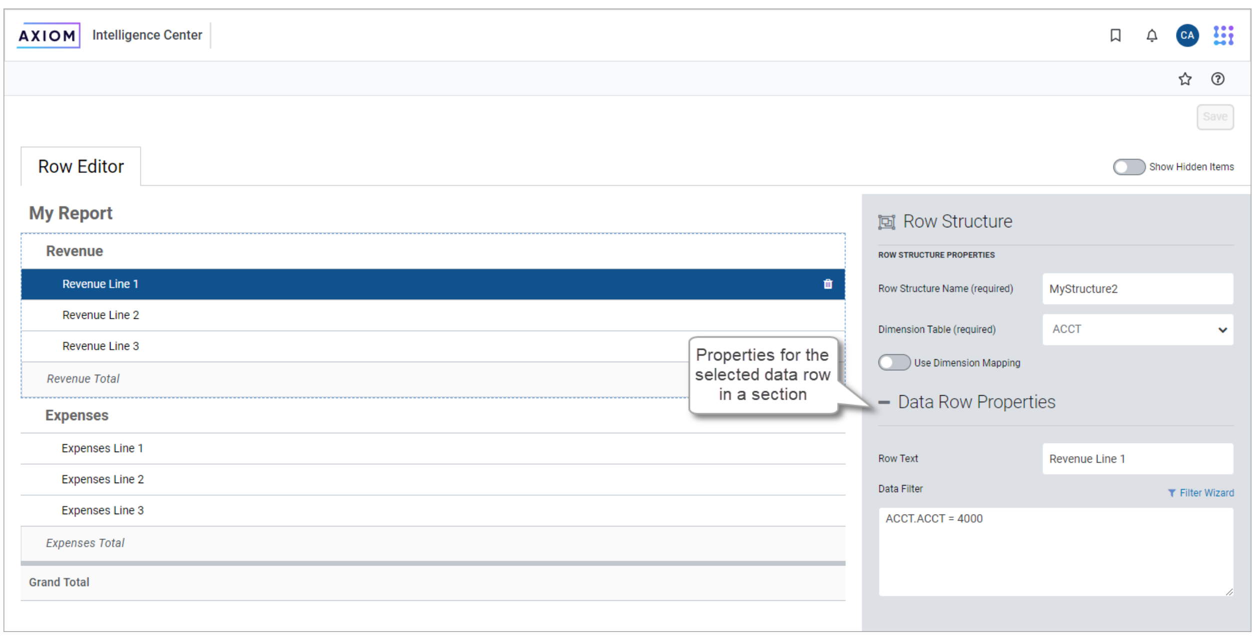
Overview

By default, the Row Editor consists of two primary areas:

- The section editor on the left-hand side, where you can add, reorder, and remove sections and data rows
- The property editor on the right-hand side, where you can define properties for the overall row structure, the selected section, or the selected row

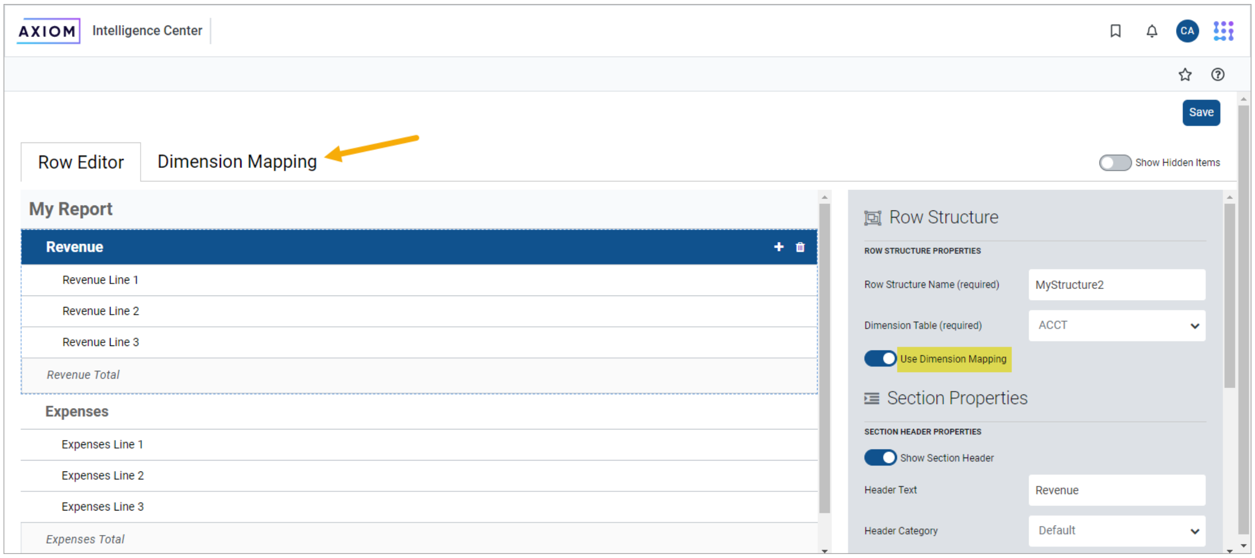


Row structure editor with a selected section



Row structure editor with a selected data row

If the row structure is configured to **Use Dimension Mapping** to define the row data, then another area is available via the **Dimension Mapping** tab. You can use the Dimension Mapping area to map dimension items to individual data rows. For more information on using dimension mapping, see Using the Dimension Mapping editor.



Row structure editor with Dimension Mapping tab

To save the row structure after making changes, use the **Save** button located at the top right of the editor.

Certain parts of the row structure can be configured as hidden, such as section header rows or total rows. By default, these hidden items no longer display in the editor. If you need to view these items so that you can work with them and configure them, you can toggle the option **Show Hidden items** at the top right of the editor.

▶ Using dimension mapping versus row filters in a fixed row structure

When you build a fixed row structure, there are two different ways to define the data to be shown each in row:

- **Filters**: Each row can have a filter criteria statement that defines the data for that row. For example, `Acct.Acct=4100` or `Acct.Category='Revenue'`.
- **Dimension mapping**: Each row can be assigned one or more items in a specified dimension. For example, if Acct is the specified row dimension, then you can view the list of accounts and map them to specific rows in the report as needed.

The filter option is the most flexible way to build a fixed row structure, because:

- You can use any valid filter criteria statement to define the data in each row, including compound statements using AND or OR, and referencing any table (not just the specified dimension table).
- You can define filters at the section level, which then combine with all row-level filters in the section.
- You can repeat dimension elements within the row structure—for example, to create multiple sections that show revenue for different regions or lines of business.

However, because the filter option is more flexible, it also requires a more advanced level of knowledge about your data structures. You must take care not to create invalid or conflicting filters, and make sure that your filters result in the data that you want to display in the report.

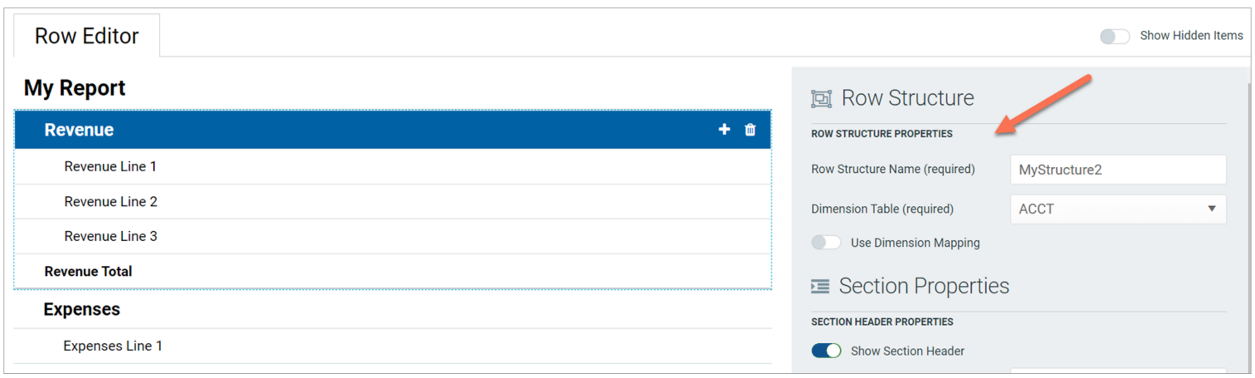
In contrast, the dimension mapping option is the easiest to set up, because:

- You are presented with a full list of all items in the specified dimension, which you can search and filter as needed.
- To assign an item to a row in the report, you simply select the item and then click the arrow button to move it over to the row. Each row can be assigned as many items in the dimension as needed.
- It is very easy to see exactly which dimension items will display on each row, and to see which items have not yet been assigned to rows.

However, the dimension mapping option is less flexible. Rows can only display data from the specified row dimension, and each item in the dimension can only be assigned to a single row.

Row structure properties

The following required properties at the top of the right-hand pane apply to the entire row structure.



Example Row Structure properties area

Item	Description
Row Structure Name	The name of the row structure. The name identifies the row structure so that it can be selected when creating or editing a web report.

<table>
<tr><th>Item</th><th>Description</th></tr>
<tr><td>Dimension Table</td><td>The primary dimension table to be used on the data rows. You can select any reference table in your system.

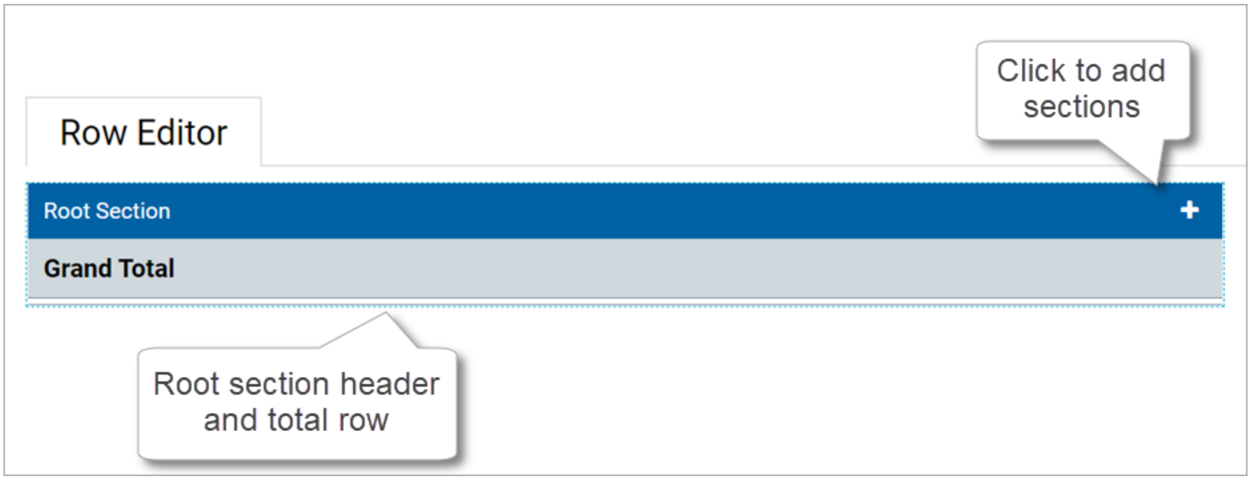
This selection is used as follows:
By default, it determines the table available to the Filter Wizard when defining filters for sections and data rows. For example, if the dimension table is Acct, then you can use the Filter Wizard to build filters based on Acct.

NOTE: When using filters to define the data in sections and rows, the dimension table is simply a default table. If you want to define a filter using a different dimension, then you can manually enter a filter criteria statement using that dimension.
If Use Dimension Mapping is enabled, then it determines the dimension table for the row mappings. For example, if the dimension table is Acct, then you can map one or more accounts to each data row. In this case, data rows can only use the dimension table.</td></tr>
<tr><td>Use Dimension Mapping</td><td>Specifies whether the data in data rows is defined by using filters or by using dimension mapping. By default, this is disabled, so data is defined using filters. If instead you want to use dimension mapping for the rows, click the toggle switch to enable this option. The toggle switch shows as green when enabled and as gray when disabled.

If Use Dimension Mapping is enabled, the row structure editor updates as follows:
A new tab named Dimension Mapping becomes available next to the Row Editor tab. You can use this tab to define dimension mappings for the rows. Typically, you should define the sections and rows in the structure first, then go to the Dimension Mapping tab to assign mappings to each row.
The Filter fields in the Section Properties and the Row Properties become hidden, because they do not apply when using dimension mapping. If a filter is defined for a section or a row before dimension mapping is enabled, the filter is retained in the properties (assuming it was saved) but it will be ignored in reports.
For more information on the differences between using filters or dimension mapping to define data rows, see Using dimension mapping versus row filters in a fixed row structure.</td></tr>
</table>

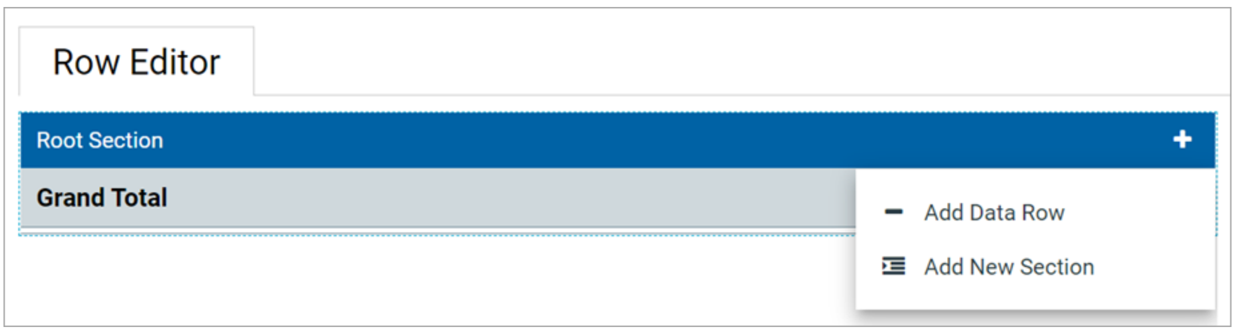
Adding, removing, and reordering sections

Using the **Row Editor** tab, you can build your row structure by adding, removing, or reordering sections. Each row structure starts with a top-level root section that includes an optional header and an optional grand total.



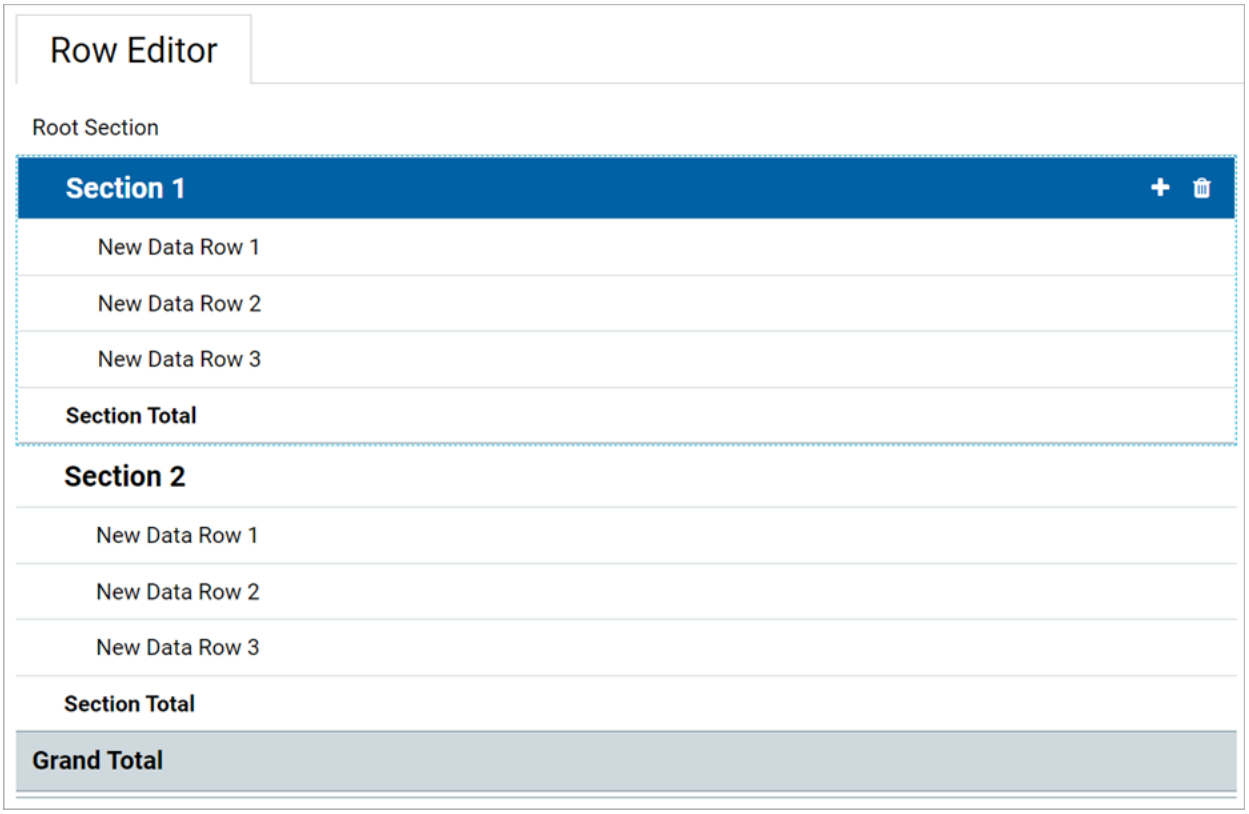
Row editor with starting root section

To add new sections to the row structure, select the section header row—the **Root Section** row—and then click the plus sign and select **Add New Section**.



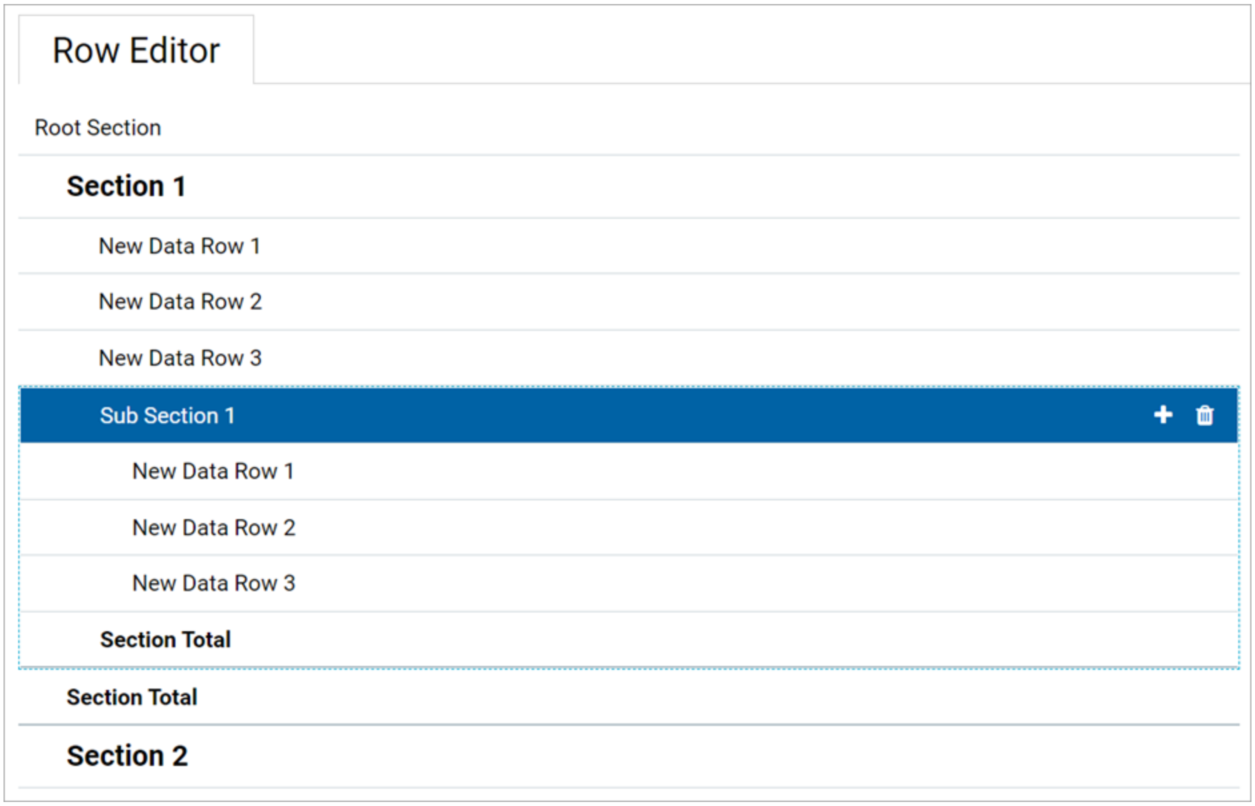
Option to add a new section

The new section is added within the root section. You can continue to add as many sections as needed at this level.



Row editor with two newly added sections

To add subsections within a section, select the section header row for any section, and then click the plus sign and select **Add New Section**. The new subsection is added to the current section. You can nest as many section levels as you need by adding subsections to sections.



Row editor with newly added subsection

Newly added sections use default text and styling, which can be configured for each section. Each newly added section consists of the following by default:

- A **header row** to display optional header text for the section. If you do not want a header row to display for a particular section (including the root section), you can hide it by disabling **Show Section Header** when configuring the section properties.
- Three **data rows** to display queried data in the section. You can add or remove data rows as needed.
- A **total row** to display the totaled data for the section. If you do not want a total row for this section (including the root section), you can hide it by disabling **Show Section Total Row** when configuring the section properties.

Once you have added sections, you can make further section changes as follows:

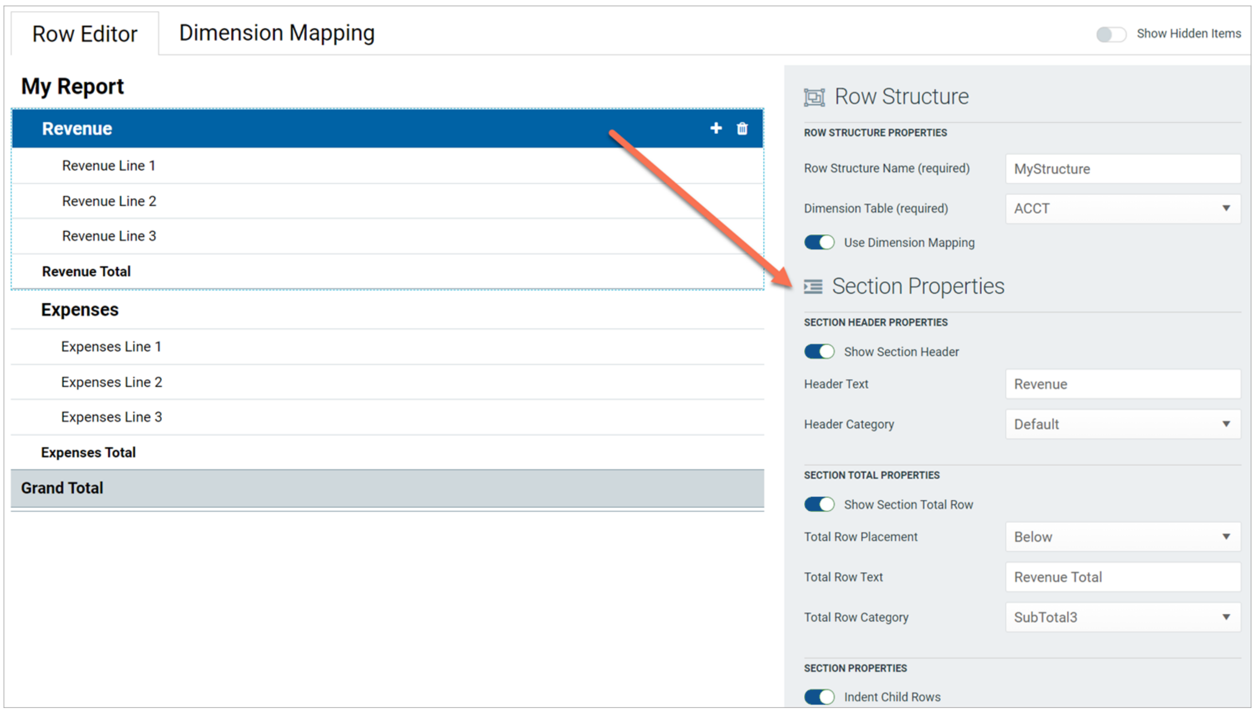
- **To reorder sections**: Select the header row of a section and then drag and drop it to a new location within the same level of the structure. For example, if you have three sections at the same level, you can drag and drop these three sections to change their order. But you cannot drag and drop one of these three sections to a lower level or a higher level.

- **To delete a section**: Select the header row of the section and then click the delete icon (trash can). The section and all of its subsections are deleted. Note that the root section is required and cannot be deleted.

  IMPORTANT: Make sure you no longer need the section before clicking the delete icon. The section will be deleted immediately with no confirmation prompt. If you deleted a section by accident, then you can exit the row structure editor without saving, but you will also lose any other unsaved changes that you have made during the current session.

Section properties

To configure the properties for a section, select the section header and then complete the **Section Properties** in the right-hand pane.



Example Section Properties area

Section Header Properties

Item	Description
Show Section Header	Specifies whether the section header row is visible when the row structure is used in a report. By default, this option is enabled, so the section header row is visible. If you do not want this section to have a header row, disable this option. The toggle switch shows as green when enabled and as gray when disabled. If this option is disabled, then the remaining section header properties become hidden because they do not apply. Note that you may want to define header text before disabling the option, to make it easier to identify the section when working within the row structure editor. **NOTE:** If you hide the section header, then you will no longer be able to select the header row in the editor for purposes of adding rows or subsections, configuring the section, reordering the section, or removing the section. If you need to work with the section header row, you can enable the option **Show Hidden Items**, located at the top right of the editor. This will cause all hidden items to show in the row structure, so that they can be selected and configured.
Header Text	The text to display on the section header row. By default, this is set to "Root Section" for the root section header and "Section" for all other newly added sections. The header text should be edited to reflect the data shown in this section.
Header Category	The style to use on the section header row. The style determines display attributes such as font size and font weight. Select one of the following: • **Header1** through **Header6**: These styles apply specific formatting to the header row. Although Header1 is designed to be used as the top-level section header, followed by Header2, and so on, you can assign these styles to any section header row as needed. • **Default**: Axiom Budgeting and Performance Reporting automatically applies the appropriate header style depending on the section's placement in the row structure hierarchy. The header row for the root section uses Header1, sections in the next level use Header2, and so on. By default, the header category is set to **Header1** for the root section header, and **Default** for all newly added sections.

Section Total Properties

Item	Description
Show Section Total Row	Specifies whether the section total row is visible when the row structure is used in a report. By default, this option is enabled, so the section total row is visible. If you do not want this section to have a total row, disable this option. The toggle switch shows as green when enabled and as gray when disabled. If this option is disabled, then the remaining section total properties become hidden because they do not apply.
Total Row Placement	The location of the total row in the section, either **Below** the data rows or **Above** the data rows. The total row is located below the data rows by default.
Total Row Text	The text to display on the section total row. By default, this is set to "Grand Total" for the root section total and "Section Total" for all other newly added sections.
Total Row Category	The style to use on the section total row. The style determines display attributes such as font size, font weight, shading, and borders. Select one of the following: • **Grand Total** or **Total**: These styles are intended to be used for "final" total rows. Both styles use shading and top and bottom borders. The bottom border of the Grand Total is a double border. • **SubTotal1** through **SubTotal4**: These styles are intended to be used for subtotal rows. These options provide varying combinations of bold and regular text, shading or no shading, and border or no border. By default, the total row category is set to **Grand Total** for the root section total row, and **Subtotal3** for all newly added sections.

Section Properties

Item	Description
Indent Child Rows	Specifies whether the rows in this section are aligned with the section header row or indented. By default, this is enabled, so the rows are indented. If instead you want the rows to be aligned with the section header row, disable this option. The toggle switch shows as green when enabled and as gray when disabled.

<table>
<tr><th>Item</th><th>Description</th></tr>
<tr><td>Parent Total Row Behavior</td><td>Specifies how the data in this section is treated when computing the total row of the parent section. Select one of the following:
• Add: The data in this section is added when computing the parent total. This is the default behavior.
• Subtract: The data in this section is subtracted when computing the parent total.
• Ignored: The data in this section is ignored when computing the parent total. You might do this if the rows in this section contain supporting detail that should not impact the overall totals.
Although this option displays on the root section, it does not apply because the root section does not have a parent section.

For example, imagine that you have a parent section with two subsections. Subsection A totals 5000, and Subsection B totals 1000.
• If both subsections are set to add, then the total of the parent section is 6000.
• If Subsection A is set to add but Subsection B is set to subtract, then the total of the parent section is 4000.
• If Subsection A is set to add but Subsection B is set to ignore, then the total of the parent section is 5000.</td></tr>
<tr><td>Section Data Filter</td><td>Optional. A data filter to apply to all of the data rows in this section, including any subsections. This is intended to be used when all rows in the section need to be filtered by a particular dimension or grouping, so that you do not need to repeat that dimension grouping on each individual data row. Only applies when Use Dimension Mapping is disabled.

Enter the filter criteria statement to apply to the data rows in this section. Section data filters use normal filter syntax for Axiom Budgeting and Performance Reporting. Although you can use the Filter Wizard to create the filter criteria statement, it is limited to creating filters based on the specified dimension table for the row structure. In many cases the section data filter needs to use a different dimension, so you must manually create the filter criteria statement.

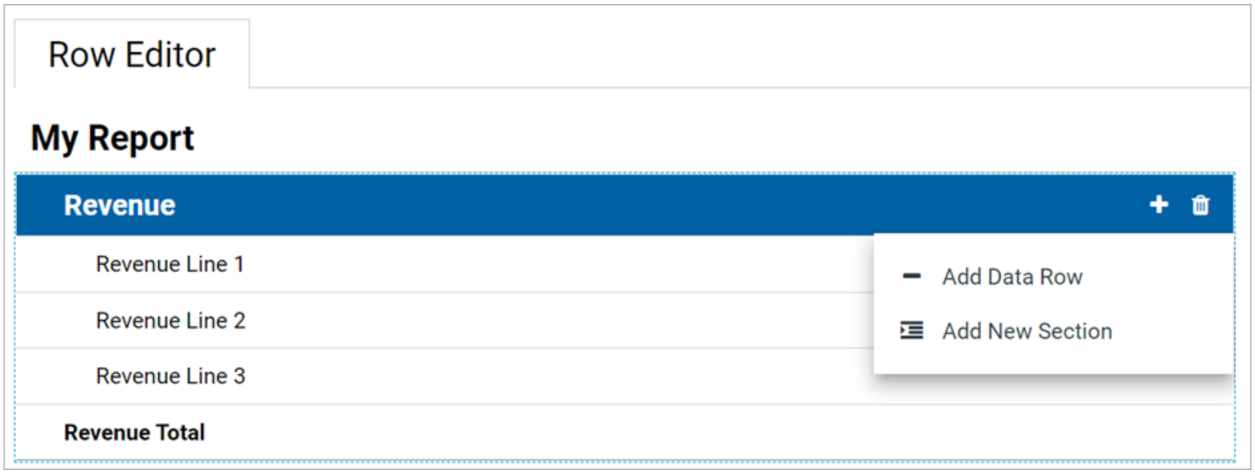
For example, imagine that you want to show revenue accounts in the rows of your report, but you want to split the data into two sections reflecting two different sales regions. You can create two sections and define section filters for each, such as <code>Dept.Region='East'</code> and <code>Dept.Region='West'</code>. All of the data rows in those sections will be filtered by the specified region in addition to the specific account filters listed on each row.</td></tr>
</table>

Adding, removing, and reordering data rows

Using the **Row Editor** area, you can add data rows to a section, remove unneeded rows, and reorder rows. Each data row represents a record of data that you want to query from the database and display within the report.

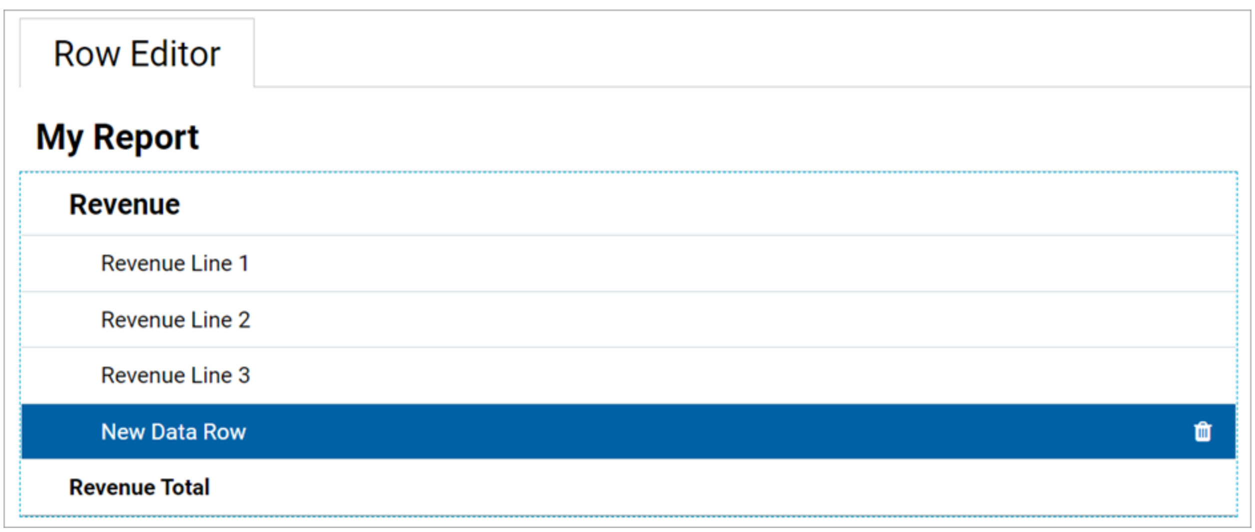
To add new data rows to a section:

- Select the section header row, then click the plus sign and select **Add Data Row**.



Option to add a new data row

The new row is added to the bottom of the section. You can continue to add as many new rows to the section as needed.



Section with a newly added data row

Once you have added data rows, you can make further row changes as follows:

- **To reorder rows**: Select the data row that you want to move, and then drag and drop it to a new location within the same section. For example, if you want a newly added row to be at the top of the section instead of the bottom, then you can drag and drop it to that location. But you cannot drag and drop the row to a different section, not even to subsections of the current section.
- **To delete a row**: Select the data row that you want to delete and then click the delete icon (trash can). The row is deleted.

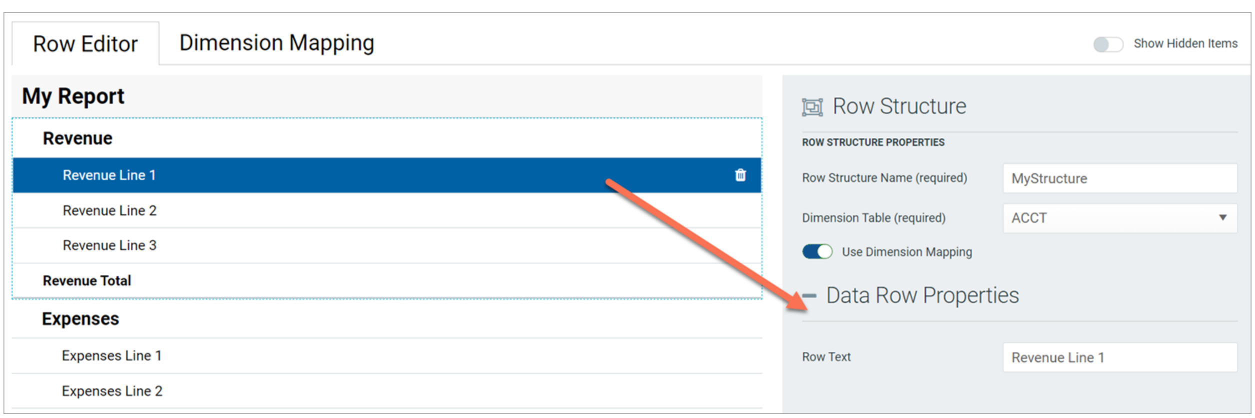
  IMPORTANT: Make sure you no longer need the row before clicking the delete icon. The row will be deleted immediately with no confirmation prompt. If you deleted a row by accident, then you can exit the row structure editor without saving, but you will also lose any other unsaved changes that you have made during the current session.

Only data rows can be individually added, deleted, and reordered. Section header rows and section total rows are not considered to be data rows and are managed as part of the section. Note the following:

- The delete icon on section header rows does not delete the header row; it deletes the entire section. If you do not want a particular section to have a header row, you can configure the section to hide the header row.
- Section total rows do not have delete icons. If you do not want a particular section to have a total row, you can configure the section to hide the total row.
- Section header rows are always located at the top of the section. When you drag and drop a section header row you are moving the entire section, not just the header row. It is not possible to move just the header row.
- Section total rows can be located at either the top or bottom of the section, but not by dragging and dropping. When you configure the section, you can specify the location of the total row.

Row properties

To configure the properties for a data row, select the row and then complete the **Row Properties** in the right-hand pane.



Example Row Properties area

Item	Description
Row Text	The text to display on the data row. By default, this is set to "New Data Row". The row text should be edited to reflect the data shown on this row. For example, if this row is going to display data for the Travel account, the row text should be something like "Travel" or "Account 5000 - Travel".
Data Filter	A filter criteria statement to define the data to query into this row. Only applies when **Use Dimension Mapping** is disabled. If dimension mapping is enabled, then use the Dimension Mapping tab to map the data for this row. Row filters use normal filter syntax for Axiom Budgeting and Performance Reporting. You can type the filter, or you can use the Filter Wizard to create a filter based on the specified Dimension Table for the row structure. For example, if the data filter is `Acct.Category='Revenue'`, then this row will display data for all revenue accounts when this row structure is used in a report. The specific data returned will depend on the data columns used in the report, and any other filters applied to the report. Each row's data filter is independent from any other row, and does not need to use the same grouping level or even the same dimension as other rows. For example, one row can be `Acct.Acct=4000`, while another row is `Acct.Category='Marketing'`, and a third row is `Fcst.Acct=670`. However, keep in mind the following: • If you use the Filter Wizard to make the filter, it is limited to the table selected as the **Dimension Table** for the row structure. If you want to use a different table for a particular row, you must manually write the filter. • Although there are no restrictions on the individual row filters, all of the filters used must be compatible with the eventual primary table selected for the report, when the fixed row structure is used in a report.

If the row uses a data filter, then the row's data filter will be combined with any upstream section data filters (using AND). For example, imagine the row structure has sections and rows configured as follows:

Parent Section Filter	`Dept.Company='Company A'`
Current Section Filter	`Dept.Region='US West'`
Row Filter	`Acct.Acct=4000`

Then the data for this row is determined as follows:

```
Dept.Company='Company A' AND Dept.Region='US West' AND Acct.Acct=4000
```

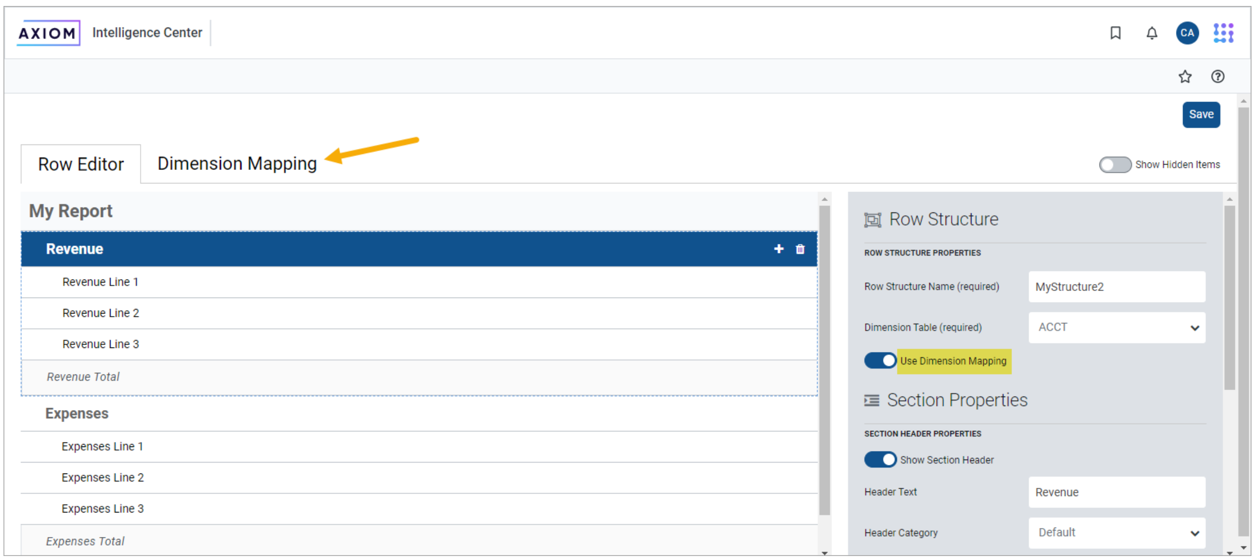
Using the Dimension Mapping editor

Using the Dimension Mapping editor, you can assign dimension items to specific rows of a fixed row structure. When the row structure is used in a web report, the rows will display data for the assigned dimension items.

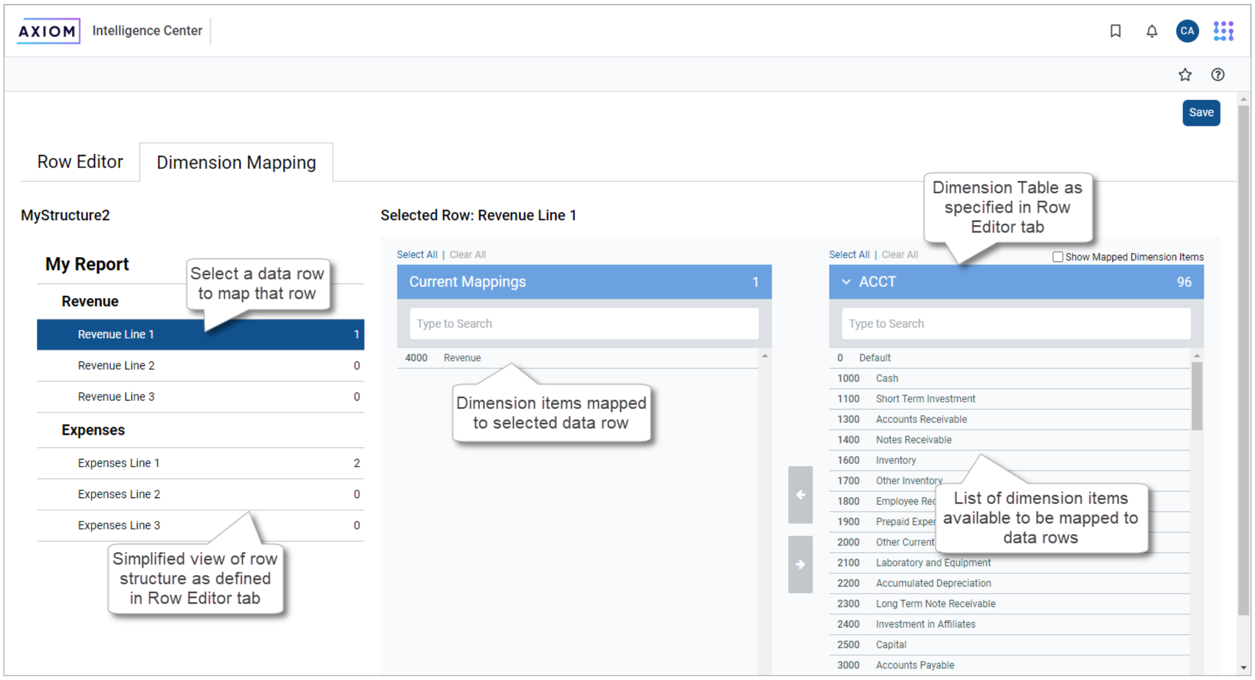
For example, if the row dimension is Acct, you can assign one or more accounts to each row in the row structure. If a row is assigned Acct 4000, then that row will display data for Acct 4000, for each of the columns used in the report.

Dimension Mapping editor overview

The Dimension Mapping editor is only accessible when creating or editing a row structure. If **Use Dimension Mapping** is enabled for the row structure, then a **Dimension Mapping** tab displays next to the **Row Editor** tab. You can click this tab to open the Dimension Mapping editor and assign dimension items to each row.



Dimension Mapping tab available in row structure when Use Dimension Mapping is enabled



Example Dimension Mapping editor

- The left side of the Dimension Mapping editor displays a simplified view of the row structure defined on the **Row Editor** tab. You can select a data row in the row structure in order to map dimension items to that row.
  - Each data row must be assigned at least one dimension item when using dimension mapping. It is not possible to mix use of data filters and dimension mappings.
  - The number to the left of the row label shows how many dimension items have been assigned to that row.
- The two columns on the right side of the Dimension Mapping editor are used to map dimension items.
  - The **Current Mappings** column in the middle of the page shows the dimension items mapped to the currently selected data row.
  - The dimension column on the right side of the page shows the remaining unmapped dimension items. The dimension used for the mappings is determined by the specified **Dimension Table** in the **Row Editor** tab. In this example, the dimension table is **Acct** and the column shows the list of accounts defined in that table.
  - You can use the arrow buttons between the columns to move dimension items from the dimension column to the Current Mappings column and vice versa.

Each dimension item can only be assigned to a single row in the row structure. Once a dimension item is moved to the Current Mappings column, it is removed from the list of unmapped dimension items and cannot be assigned to another row.

▶ Assigning dimension items to data rows

Each data row in the row structure must be assigned at least one dimension item. When the row structure is used in a report, the dimension mappings determine what data displays in each row.

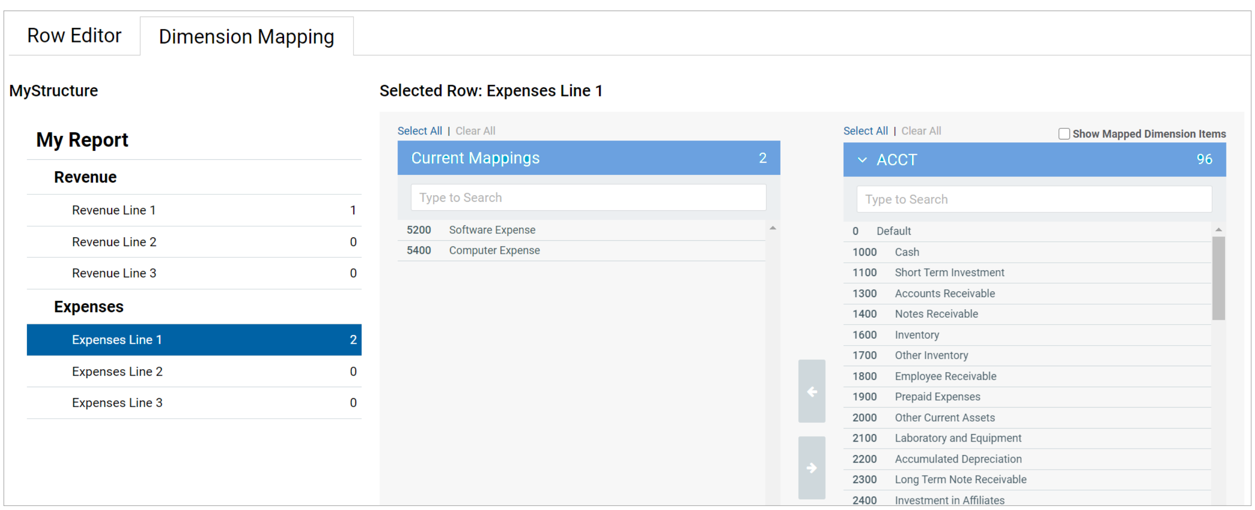
To assign one or more dimension items to a data row:

1. In the row structure on the left side of the page, select the data row that you want to map. If any dimension items are already mapped to this row, those dimension items display in the **Current Mappings** column.
2. In the dimension column on the right side of the page, select the dimension item or items that you want to map to the data row.
   - Click a dimension item once to select it. If you select a dimension item by accident, click it again to de-select it.
   - Note that using the Shift key or the CTRL key to select multiple dimension items at once does *not* work here. You must individually click on each dimension item that you want to assign.

   You can search and filter the dimension list to help find the desired dimension items.
3. Once all of the dimension items that you want to assign are highlighted, click the left arrow to move the selected dimension items to the **Current Mappings** column.

If you want to remove a mapped dimension item from a data row, you can select the item in the Current Mappings column and then click the right arrow to move it back to the dimension column.

In the following example, two accounts have been mapped to the Expenses Line 1 data row. When this row structure is used in a report, this row will display summed data for the Software Expense and Computer Expense accounts. (In a real report, the label text for this data row would likely be defined as "Software and Computer Expenses" or something similar.)



Example data row with mapped dimension items

The two accounts that are mapped to this data row no longer display in the dimension column and cannot be mapped to any other row. You can optionally enable **Show Mapped Dimension Items** to see all items in the dimension column, but mapped items will display as grayed out and cannot be selected.

▶ Searching and filtering the dimension column

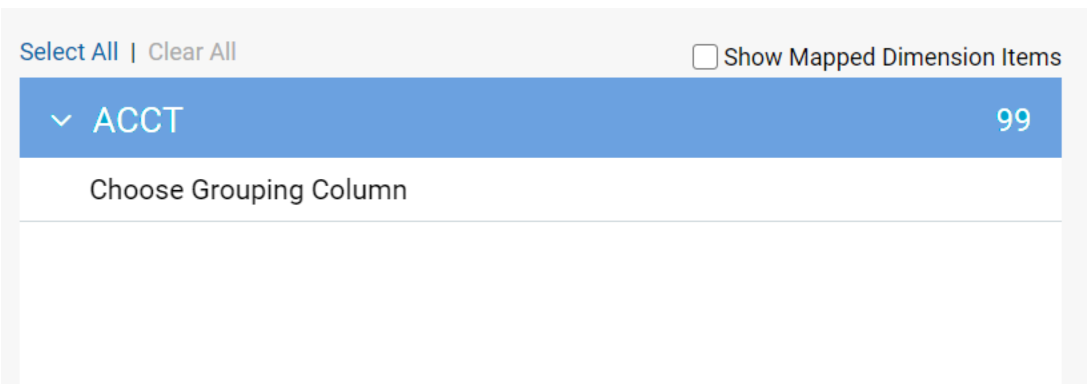
You can search and filter the dimension column to more easily find the dimension items that you want to map.

- You can type into the search box at the top of the column to find items by dimension value. The search matches any dimension value that contains the search text. Currently, the description text is not included in the search.
- You can select a grouping column so that the dimension column is filtered to only show values for a particular grouping. For example, you may have a grouping column of Category, which you can use to show accounts within a particular category—such as Revenue, Capital, or Marketing.

If you use **Select All** when the list is filtered by a search or by a grouping value, then only the currently visible items are selected. This can be a convenient way to find, select, and map multiple dimension items at a time.

To filter the dimension column by a grouping value:

1. Click the down arrow icon in the column header, and then click **Choose Grouping Column**.

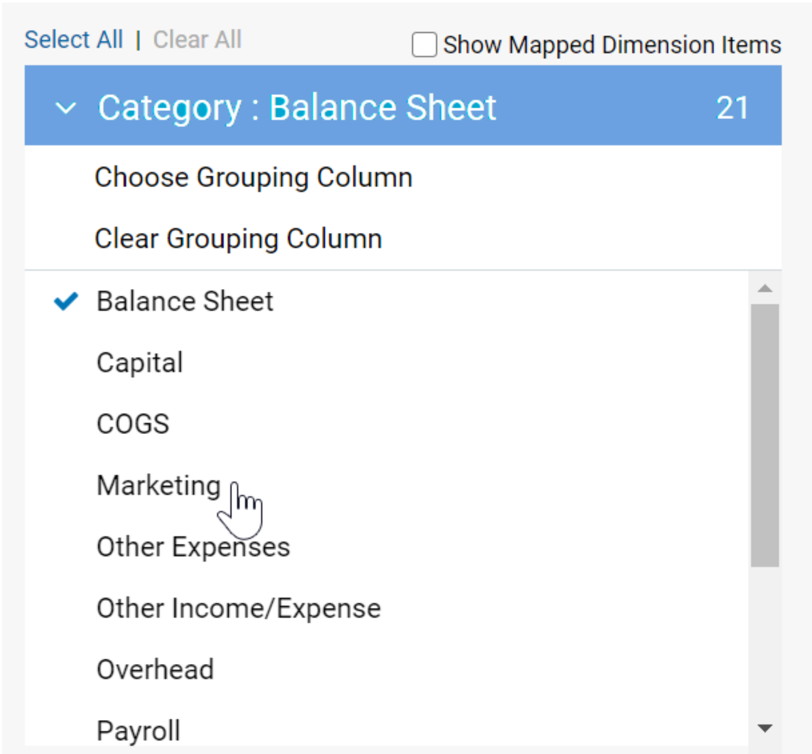


2. In the **Choose a Grouping Column** dialog, select the grouping column that you want to use, and then click **OK**.

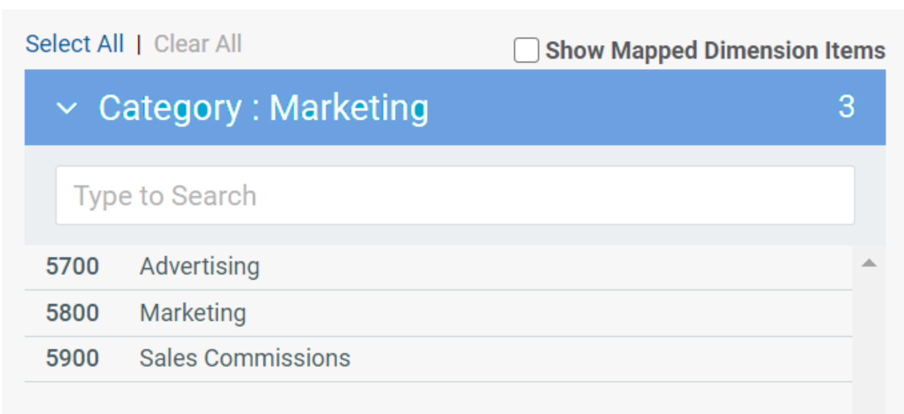
   The dimension column becomes filtered by the first value in the selected grouping column. This value displays in the column header.

3. To filter the dimension column by a different value in the grouping column, click the down arrow icon in the column header, and select the desired value.

   In the following example, "Balance Sheet" was the automatically-selected value from the grouping column, and we are now going to select "Marketing" instead.



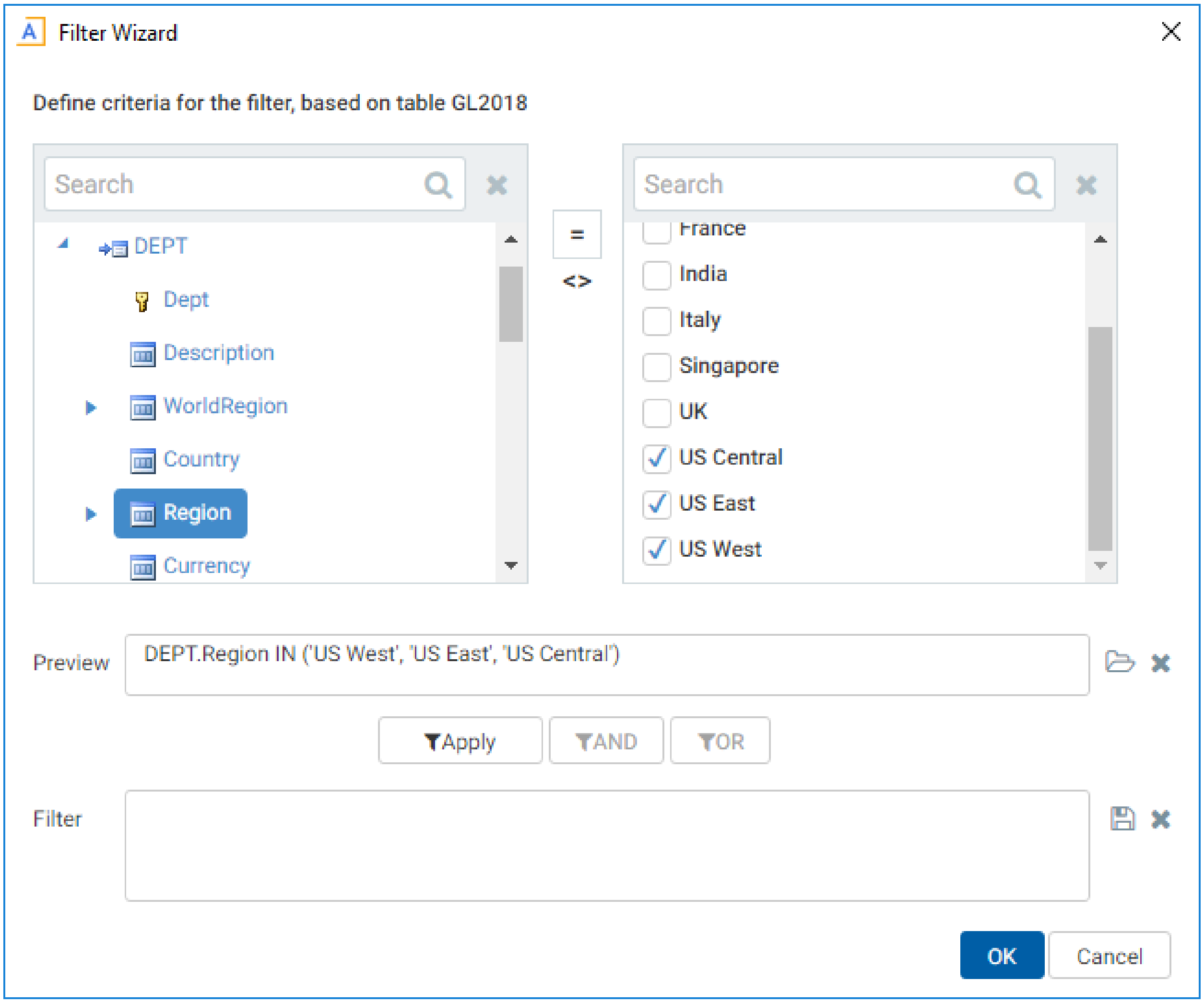
The dimension column is now filtered to only show accounts that belong to the Marketing category.



If you want to clear the grouping column filter, click the down arrow icon in the column header, and select **Clear Grouping Column**.

Using the Filter Wizard in the Fixed Row Structure editor

The Filter Wizard is available in the Fixed Row Structure editor to assist you in building a valid filter criteria statement.



Example Filter Wizard

The tables available in the wizard depend on the table specified as the dimension table for the fixed row structure.

To create a filter:

1. In the left-hand side of the dialog, select the table column on which you want to base the filter.

   For example, if you want to create a filter such as `DEPT.DEPT>=5000`, then you must select the DEPT column from the DEPT table.

   To find the desired table and column, you can filter the list by typing into the Search box. The filter matches based on table and column names.

   Once you select a table column, the values in that column display in the right-hand side of the dialog.

> **TIP:** Alternatively, you can use the folder icon to the right of the **Preview** box to load a previously saved filter from the Filters Library. If you do this, your selected filter is placed in the Preview box, overwriting any current content in the preview. Skip to step 4.

2. In the right-hand side of the dialog, select the value(s) on which you want to base the filter. You can type into the filter box above the list of values to filter the list.
3. In the space between the two selection boxes, select the operator to use for the filter criteria statement, such as equals, not equals, greater than, or less than. By default, the filter statement uses equals (=).

   Note the following about filter operators:

   - Greater than / less than options are only available if the column data type holds numbers or dates.
   - If multiple items are selected, then IN and NOT IN syntax is automatically used for equals and not equals respectively.
   - If the column is a string column and the value contains an apostrophe (such as O'Connor), the wizard automatically converts this value to double apostrophes so that it is valid for use in the filter (O''Connor). Apostrophes in string values must be escaped this way so that they are not interpreted as the closing apostrophe for the filter criteria statement.
   - The LIKE operator is supported, but is not available for selection in the Filter Wizard. You must manually edit the filter criteria statement if you want to use it. Only advanced users with knowledge of valid SQL LIKE syntax should do this.
4. Review the filter criteria statement in the **Preview** box to ensure that it is as intended. If you need to make changes, you can manually edit the statement, or you can start again with a new statement. If you want to clear the statement, click the **X** icon to the right of the Preview box.
5. If no filter is currently present in the **Filter** box, click **Apply** to move the filter down to the Filter box. If a filter is currently present in the Filter box, you can do one of the following:
   - Click **Replace** to overwrite the current filter with the preview filter.
   - Click **AND** or **OR** to add the preview filter to the current filter. This creates a compound criteria statement.

   You can repeat the filter creation process as many times as necessary to create the desired statement. You can also manually modify the filter in the Filter box as needed, such as to add parentheses to group statements.
6. When the filter in the Filter box is complete, click **OK**.

> **TIP:** If you want to save the filter you have created for future use, click the save icon to the right of the Filter box. You can select a folder location in the Filters Library (or My Documents if applicable), and specify a name for the filter. This option is only available if you have read/write access to at least one location where filters can be stored.

Opening web reports

In order to open an existing web report, you must have at least read-only access to the report, as defined in Axiom Budgeting and Performance Reporting security. Web reports can be opened from either the Web Client or the Desktop Client.

This topic discusses the default ways to access and view web reports. Your system may be designed so that you can open web reports in other ways, such as:

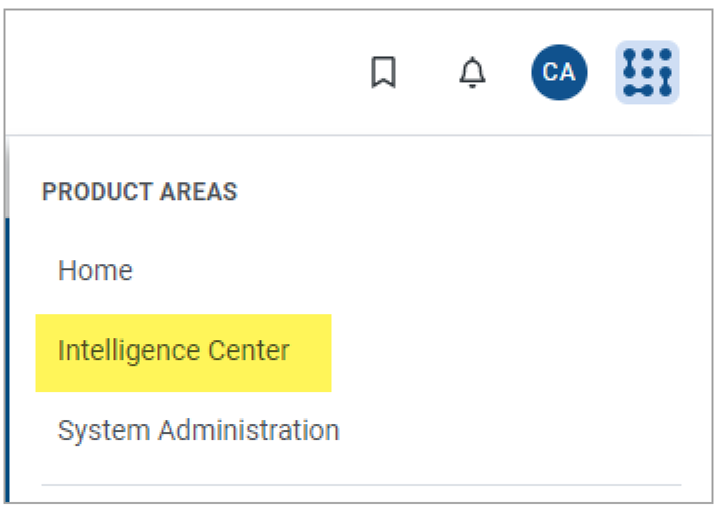
- Using the Navigation menu in the Web Client
- Using links within your home page or product pages
- Using links within a task pane or ribbon tab in the Desktop Client

Opening web reports from the Intelligence Center

The Intelligence Center in the Web Client is a hub where you can access all of your available reports, regardless of the report type. The Intelligence Center is automatically filtered to show only the reports that you have access to.

To open a web report from the Intelligence Center:

1. Click the Syntellis icon in the Navigation bar. From the Area menu, select **Intelligence Center**.



2. In the left-hand panel, select the **Reports** tab if it is not already selected.

3. Do one of the following to locate the report that you want to open:

    - Use the folder tree in the left-hand panel to navigate to the folder where the report is located.

      OR

    - Use the Search box to search for the report by name.

For more information on how to search, filter, and sort the Intelligence Center, see Intelligence Center overview.

4. Once the report displays in the Intelligence Center grid, click on the report name to open it.

The report opens in the current browser tab. You can now view and explore the data using various features. For more information, see Viewing and exploring data in web reports.

▶ Opening web reports from the Desktop Client

You can open a web report from the Reports Library in the Desktop Client (Excel Client or Windows Client). You can differentiate web reports from other types of Axiom Budgeting and Performance Reporting reports using the following icons:

- Web report
- Visualization report
- Axiom form
- Spreadsheet Axiom file

To open a web report from the Desktop Client:

1. On the **Axiom** tab, in the **Reports** group, click **Reports** to bring up the Reports menu.

   NOTE: In systems with installed products, this feature may be present on a different ribbon tab, such as the **Main** tab.

   TIP: You can also open reports from the Explorer task pane or Axiom Explorer.

2. Use the Reports Library folders at the bottom of the menu to navigate to the specific web report that you want to open, and then click on it.

The web report opens in the Web Client using your default browser. You can now view and explore the data using various features. For more information, see Viewing and exploring data in web reports.

Viewing and exploring data in web reports

Once a web report is opened, you may have access to a variety of features to view and explore the data in the report, including filtering, sorting, and drilling. Additionally, web reports may be configured with report parameters, which can be used to dynamically change the data shown in the report.

NOTE: The features described in this topic apply to web reports created in the Report Builder. Web reports created from template may have similar features, but do not work in exactly the same way. For more information on viewing and exploring data in a web report created from template, consult the product documentation for the product that provided the template.

Drilling data

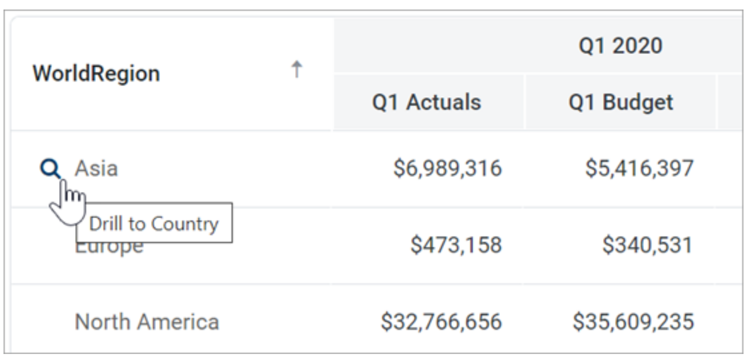
If the web report has been configured to enable drilling, you can drill any data row in the report. Total rows, subtotal rows, and section header rows are not drillable.

To drill a data row:

1. Hover your cursor over the far left column in the report so that a magnifying glass icon appears on the row.

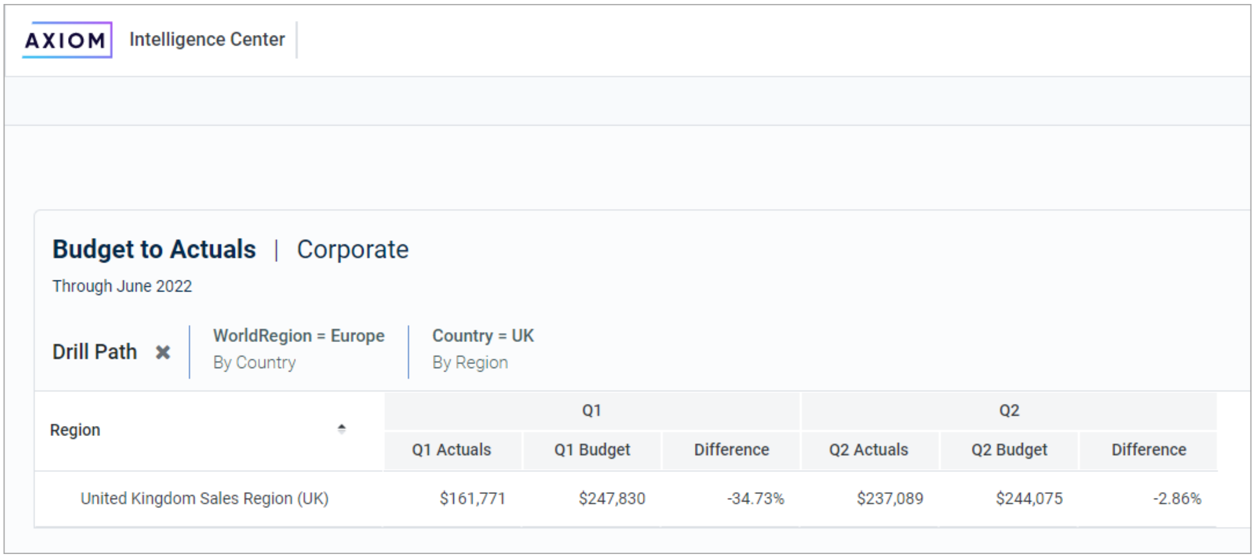
   The tooltip for the magnifying glass will be either "Drill" (if multiple drill paths are available) or "Drill to <path>" (if a single drill path is available). For example, the tooltip will say "Drill to Acct" if the Acct drill path is the only available drill path.

2. Click the icon to drill the row.
   - If multiple drill paths are available, these paths display in a menu when you click the icon. Click the drilling path that you want to view.
   - If a single drill path is available, that path is automatically used when you click the icon to drill.



Hover and click to drill

The drill results are presented within the current tab, replacing the original report. The current row being drilled and the current drill level display at the top of the drill results.

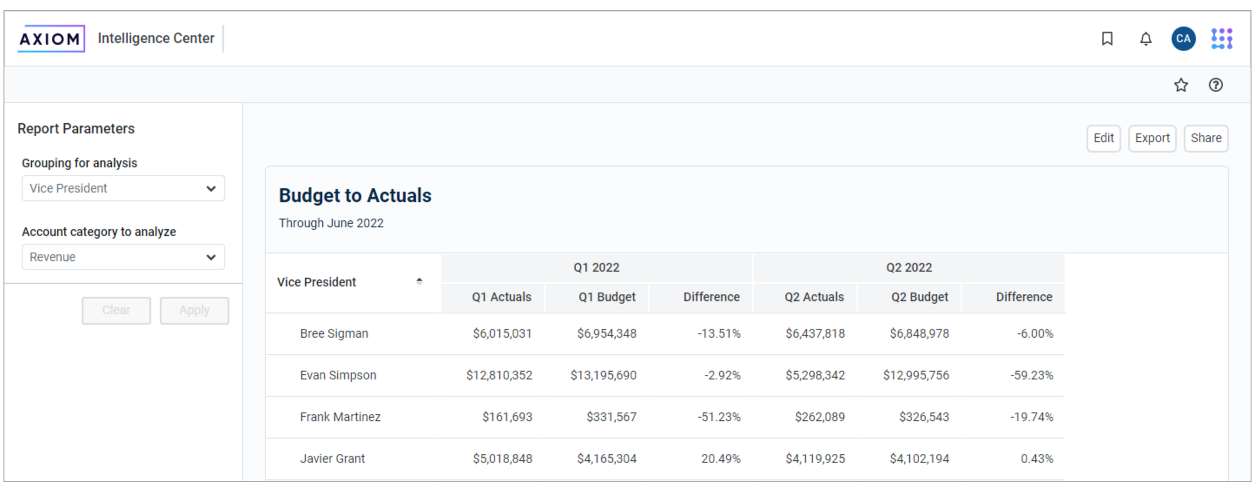


Example drill results with drilling path displayed at the top

You can continue drilling the drill results if additional drill paths are available. You can return to a previous path by clicking on that path name in the header. When you are finished viewing the drill results, you can click the **X** icon in the drill path to clear the drill and return to the original report.

Using report parameters

If the web report is configured with report parameters, you can use the **Report Parameters** panel along the left-hand side of the report to dynamically change the data shown in the report.

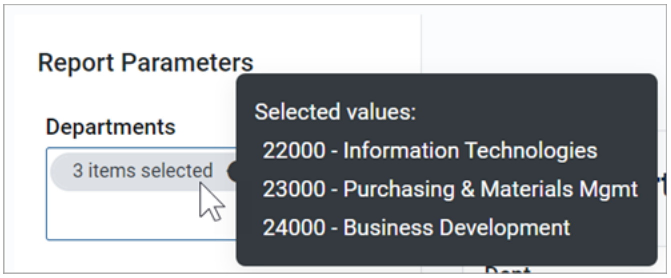


Example report with report parameters

The Report Parameters panel contains one or more parameters that you can set as needed. If the report requires you to select a parameter value in order to refresh data in the report, then when you open the report the message "Waiting for input" displays in the report grid. Otherwise, the report opens and refreshes data using default values defined for report parameters as needed.

You can interact with report parameters as follows:

- You can select one or multiple values for each parameter, depending on the parameter type and configuration. If a parameter allows multiple values to be selected, the parameter box shows text such as "3 items selected". You can hover your cursor over this text to view the selected values in a tooltip.

  If the parameter allows selection of multiple values, and some values are already selected, then using the drop-down list to select more items will add to the current list of items. If instead you want to clear the list of items and start over, click the **X** icon in the selection text.

- A parameter may start out blank (unset), or it may start with a default value, depending on the parameter type and configuration.

- Some parameters may be dependent on other parameters. In this case, the dependent parameter will not become available for use until its parent parameter has a selected value.

- Parameters may be required or optional:

  - If a parameter is optional, then you can leave it unset, or you can clear its value using the **X** icon to the right of it.

  - If a parameter is required, then it cannot be cleared. You can select a different value, but you cannot fully clear the parameter. Exception: If the parameter allows selection of multiple values, then you can click the **X** icon in the selection text to clear the current selections.

Once you have made selections for the parameters, you can apply and clear them as follows:

- Click **Apply** to refresh the report using your parameter selections. The Apply button is not active until all required parameters have selected values.

- Click **Clear** to clear all optional parameters. You can then click Apply to refresh the report with the optional parameters unset.

NOTES:

- When you share or export a report, it does not honor the report parameter selections, with one exception. If the report parameter determines the row dimensions of the report, and the parameter has a default value, the exported report will use that default value.
- The specific parameters available and how they impact the report depends on the report configuration. Contact your system administrator or the report designer if you have any questions about how the parameters affect the report data.

▶ Adjusting column width and order

You can make minor adjustments to the column display as follows:

- To change the column width, hover your cursor along the right edge of the column header, then drag to make the column thinner or wider.
- To reorder columns, click on a column header and then drag it to a new location. Note that columns cannot be moved in or out of a column group (meaning a set of columns grouped under header text). If a column belongs to a column group, you can change its order within the group but you cannot drag it out of the group.

▶ Sorting data

If the web report uses a data grid with dynamic rows, then you can sort the data by any column in the grid. To sort the grid by a column, click on the column header. Each click toggles between ascending sort, descending sort, and no sort. If the grid is currently sorted by a column, the sort direction is indicated by an arrow on the column header (up for ascending, down for descending).

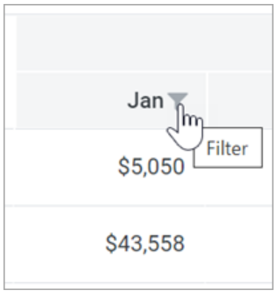
The web report may only allow sorting by a single column, or it may allow sorting by multiple columns. This is configured by the report designer. If the grid uses single-column sorting, then it is not possible to clear the sort on a column. Instead you must click on a different column to change the sort to use that column.

If the web report uses a fixed row structure, then the row values are fixed in position and cannot be sorted.

▶ Filtering by column data

If the web report uses a data grid with dynamic rows, you may be able to filter the report by the column data. For example, you might want to filter a column to hide zero-value records, or to show all records above or below a certain value. You might want to filter a dimension column to hide or show certain dimensions (such as departments, accounts, and so on). The report designer determines whether a column is enabled for filtering.

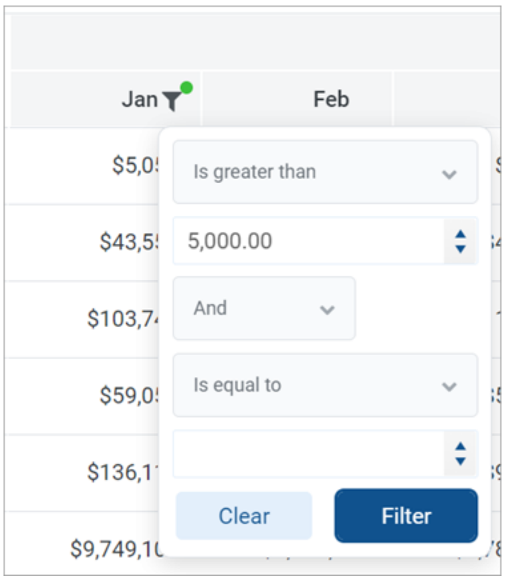
If a column allows filtering, the filter icon displays in the column header when you hover your cursor over the column header.



Filter icon for a column with filtering enabled

To filter the report based on a column:

1. Click the filter icon in the column header to show the filter options.
2. Set the filter options as desired. The options vary depending on the column type.



Example filtering options

3. Click **Filter**.

The report updates to only show records that meet the filter. Additionally, the filter icon in the column header remains visible to indicate that the grid is filtered by this column.

The filter is retained until you clear it, or until the report is refreshed with new data.

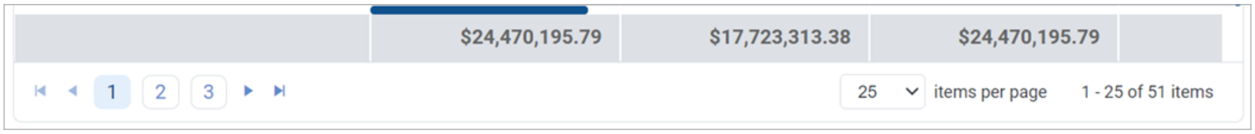
To clear a filter:

1. Click the filter icon in the column header to show the filter options.
2. Click **Clear**.

The grid updates to clear the filter. The filter icon is now only visible when hovering over the column header.

▶ Viewing paged data

If the web report uses dynamic rows, the data is paged to show a specified number of records per page. If the data in the grid exceeds the page limit, you can move between pages using the page controls at the bottom left of the grid.



Page controls for data grids

- Click a page number to move directly to that page.
- Click the single arrow buttons to move one page back or forward.
- Click the double arrow buttons to move to the first page or the last page.

By default, the data grid shows 25 records per page. You can use the drop-down list next to the page controls to change this to 50, 100, or 500 as needed.

Web report sharing, export, and distribution

The information in web reports can be distributed throughout the organization using a variety of features:

- You can export a web report as a PDF, Excel, or delimited file, and save it locally or to the Axiom Budgeting and Performance Reporting repository.
- You can share a web report via email to other users, by sending a link to the live file in the system, or by attaching a PDF or Excel file.
- You can process web reports iteratively over a dimension, and then automatically save and/or email the report to designated recipients.

Exporting a PDF copy of a web report

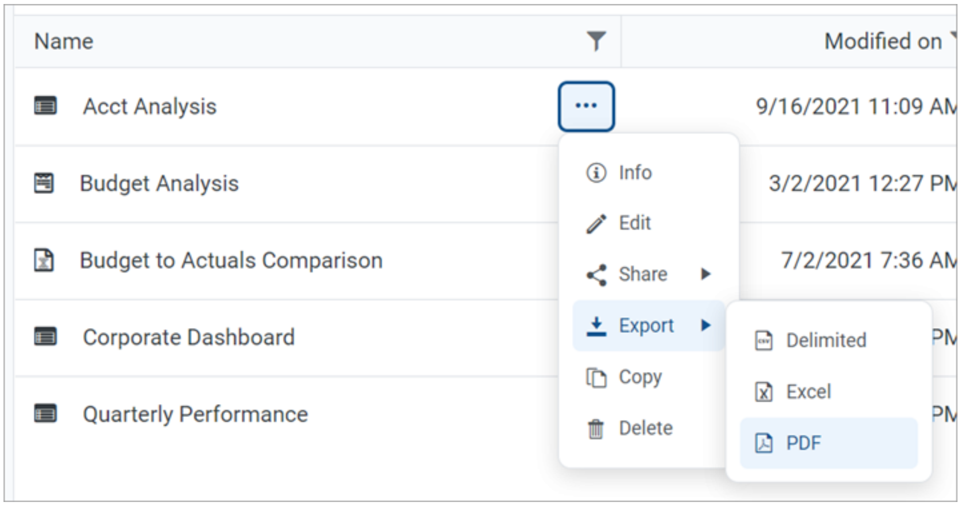
You can export a web report as a PDF file, and save the file locally or to the Axiom Budgeting and Performance Reporting repository. The export can be performed while viewing the report, or from the Reports Library in the Intelligence Center.

- When exporting the report from the Intelligence Center, it is exported using default settings. If the report requires user input to return data, you should instead open the report and export from the report viewer.
- When exporting the report from the report viewer, the export honors the current report state such as sorting, filtering, and drilling. Exception: report parameter selections are not honored unless the report is built from template.

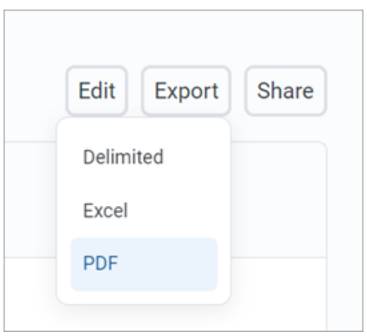
Any user who can view the report can export to PDF and save it to a local folder location. In order to save a PDF copy to the Axiom Budgeting and Performance Reporting repository, you must have read/write access to at least one folder in the Reports Library.

To export a web report as a PDF file:

1. In the Intelligence Center, locate the report in the folder tree, or search to find it.
2. Do one of the following:
    - Hover your cursor over the **Name** column to make the three-dots icon visible. Click the icon then select **Export > PDF** from the menu.

    - Click the report name to open the report. In the top right corner of the report, click **Export > PDF**.

3. In the **Export Report** dialog, enter a file name into the **File name** field. By default, the file name is the same as the web report file name.
4. Select the export destination from the **Export to** drop-down:
    - **My computer**: Save the PDF to your computer.
    - **Axiom repository**: Save the PDF to a folder in the Axiom Budgeting and Performance Reporting Reports Library, or to your My Documents folder.

NOTES:

- If you save the PDF to a folder in the Reports Library, any user with at least read-only access to that folder will be able to view the PDF. You should be sure that it is acceptable for users with permission to the target folder to view the data in the PDF.
- If you do not have read/write access to any folders in the Axiom repository, then the **Export to** option is not available and does not display in the dialog. The PDF will be automatically saved to your computer.
- If you save the PDF to your computer, keep in mind that Axiom Budgeting and Performance Reporting does not enforce any security on the exported file.

5. If you are saving to the Axiom repository, select an **Output folder**:
   - Click the folder icon to the right of the field.
   - In the **Choose output folder** dialog, select a folder in the Reports Library. The dialog only shows folders where you have read/write access to that folder or a child folder.

     NOTE: If you have access to the My Documents folder, then you can also save reports to that location for your personal use.

   - Click **OK** to choose the folder and return to the **Export to PDF** dialog.

   The path to your selected folder now displays in the **Output folder** field.

6. In the **Configuration Settings** section, select the following:

Item	Description
Pages	If you are exporting from the report viewer and the report has paged data, select one of the following: • **Current Page**: The export will contain the current page of data only. For example, if you are currently viewing page 2 of the data in the report, the export will contain that data only. • **All Pages**: The export will contain all pages of data, up to 10 pages maximum. A "page" refers to a page of data as displayed in the report, not PDF pages. Report pages can be configured to show 25 (default), 50, or 100 rows. For example, if you select to export the current page and the page size is 100, the PDF will contain those 100 rows which may span several PDF pages. **NOTES:** • If you are exporting from the Intelligence Center, this option does not display and the PDF will contain all data pages (up to the maximum). • If the report uses a fixed row structure, data is not paged and this option does not apply. The PDF will contain the full contents of the report.
Layout	Select the page size for the PDF. You can choose from the following standard page sizes: **A3**, **A4**, **A5**, **Legal**, **Letter**, or **Tabloid**. Letter is the default size.
Orientation	Select the orientation for the PDF, either **Portrait** or **Landscape**. Portrait is the default orientation.
Margin	Specifies the PDF page margins. Select one of the following: • **None**: No margin • **Narrow**: 0.5 inch margins all around • **Normal**: 1 inch margins all around (default)
Header Footer	Specify optional header and footer text. The variables `{page_number}` and `{total_pages}` can be used in the header or footer. You can select from several predefined header and footer options using variables, or you can type text into the Header or Footer box. **NOTE:** If the margin is set to None, then the Header, Footer, and Alignment options are not available because there is no room to display a header or footer.
Alignment	Specify the alignment of the header and footer text, if defined: **Left**, **Center** (default), or **Right**.

7. Click **Export** to create the PDF.

- If you are saving to the Axiom repository, and you used a file name that already exists in the target folder, you are prompted to choose whether or not to overwrite the existing file. If you choose not to overwrite, you are returned to the Export to PDF dialog so that you can use a different name and/or output folder.
- If you are saving to your computer, the exact behavior is determined by your browser settings. The default behavior for most browsers is to save the file to the **Downloads** folder on your computer.
- In either case, a notification message displays at the top of the page to indicate whether the PDF creation succeeded or failed.

Export behavior

When you create the PDF, the web report contents are handled as follows:

- If the grid in the web report has paged data, the PDF will contain either all rows shown on the current page, or all rows in the report up to 10 pages of data. The number of rows in a page of data depends on the paging selection in the report (25, 50, or 100).
  - Column headers are present on the first PDF page only; headers do not repeat on PDF pages.
  - If the report has a total row, that row is always included in the PDF and always displays the full total, even if the PDF only contains a partial set of data.
  - If exporting from the Intelligence Center, the PDF contains all data pages up to the maximum, using the default of 25 rows per page.
- If you have sorted, filtered, or drilled the data displayed in the report, these changes are reflected in the PDF. The exception is if you have reordered columns—columns display in their original order.

  NOTE: Drill results can only be saved as a PDF if the report was created in the Report Builder. Web reports created from template display drill results slightly differently, and these results cannot be saved to PDF.

- If the report uses report parameters, those parameter selections are not reflected in the export. Exception: If the report uses a dynamic column tied to a Column List report parameter, the default value for that parameter will be used for the export.

  NOTE: For reports created from template, refresh variable selections are applied to the export.

- If the report contains a column with links, the column displays the link text without an active hyperlink.

Exporting grid data in a web report to Excel

You can export grid data in a web report to a spreadsheet, so that you can further examine the data using spreadsheet features. You can save the spreadsheet locally, or save it to the Axiom Budgeting and Performance Reporting repository.

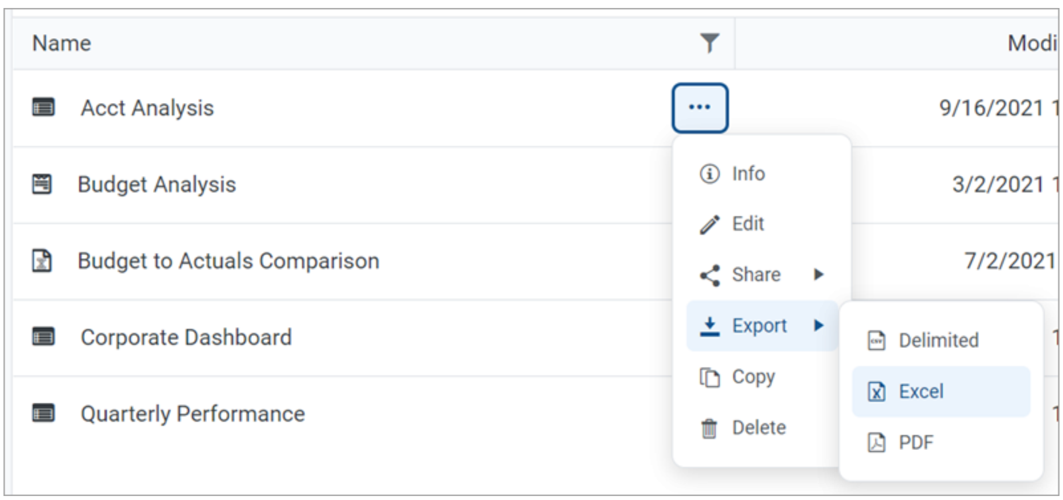
The export can be performed while viewing the report, or from the Reports Library in the Intelligence Center.

- When exporting the report from the Intelligence Center, it is exported using default settings. If the report requires user input to return data, you should instead open the report and export from the report viewer.
- When exporting the report from the report viewer, the export honors the current report state such as sorting, filtering, and drilling. Exception: report parameter selections are not honored unless the report is built from template.

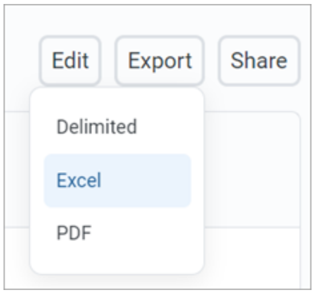
Any user who can view the report can save the spreadsheet export locally. In order to save the spreadsheet export to the Axiom Budgeting and Performance Reporting repository, you must have read/write access to at least one folder in the Reports Library.

To export grid data to an Excel spreadsheet:

1. In the Intelligence Center, locate the report in the folder tree, or search to find it.
2. Do one of the following:
    - Hover your cursor over the **Name** column to make the three-dots icon visible. Click the icon then select **Export > Excel** from the menu.

    - Click the report name to open the report. In the top right corner of the report, click **Export > Excel**.



3. In the **Export to Excel** dialog, enter a file name into the **File name** field. By default, the file name is the same as the web report file name.

4. Select the export destination from the **Export to** drop-down:

   - **My computer**: Save the spreadsheet to your computer.
   - **Axiom repository**: Save the spreadsheet to a folder in the Axiom Budgeting and Performance Reporting Reports Library, or to your My Documents folder.

> **NOTES:**
>
> - If you save the spreadsheet to a folder in the Reports Library, then any user with at least read-only access to that folder will be able to view the spreadsheet. You should be sure that it is acceptable for users with permission to the target folder to view the data in the spreadsheet.
> - If you do not have read/write access to any folders in the Axiom repository, then the **Export to** option is not available and does not display in the dialog. The spreadsheet will be automatically saved to your computer.
> - If you save the spreadsheet to your computer, keep in mind that Axiom Budgeting and Performance Reporting does not enforce any security on the exported file.

5. If you are saving to the Axiom repository, select an **Output folder**:

   - Click the folder icon to the right of the field.
   - In the **Choose output folder** dialog, select a folder in the Reports Library. The dialog only shows folders where you have read/write access to that folder or a child folder.

   > **NOTE:** If you have access to the My Documents folder, then you can also save reports to that location for your personal use.

   - Click **OK** to choose the folder and return to the **Export to Excel** dialog.

The path to your selected folder now displays in the **Output folder** field.

6. If the current report is enabled for directed drilling, you can optionally choose to **Export all drill levels**. If this option is enabled, then the report data is "flattened" using all drill levels. For example, if the report is currently showing rows by Acct, and the report has configured drilling levels of Region and Dept, then the exported report contains data rows by unique combination of Acct/Region/Dept.

   NOTES:

   - If this option is enabled, the export ignores any sorting, filtering, or drilling in the report. The directed drilling columns are added to the report as row dimensions, and all data is exported at this level.
   - This option is not available if the report uses a fixed row structure, or if the report is built from template.

7. Click **Export** to create the spreadsheet.

   - If you are saving to the Axiom repository, and you used a file name that already exists in the target folder, you are prompted to choose whether or not to overwrite the existing file. If you choose not to overwrite, you are returned to the Export to Excel dialog so that you can use a different name and/or output folder.

   - If you are saving to your computer, the exact behavior is determined by your browser settings. The default behavior for most browsers is to save the file to the **Downloads** folder on your computer.

   - In either case, a notification message displays at the top of the page to indicate whether the spreadsheet creation succeeded or failed.

▶ Export behavior

When the grid data is exported, the behavior is as follows:

- If the data is paged in the report, the export contains all pages of data.

- By default, the basic number format applied to the column is preserved in the export. The exception is negative numbers, which will always be shown using a minus sign regardless of the configured format. Other formats such as background colors and borders are not applied to the exported data.

- Date and DateTime columns are exported as follows:

  - Columns configured to display the full date part are exported using the default date or date-time format, regardless of the format configured to display in the report.

  - Columns configured to display other date parts display the numeric value of the date part only. For example, if the column is configured to display the Quarter part as Q1 format, the value is exported as only the number (1 for Q1).

- If you have sorted, filtered, or drilled the data displayed in the report, these changes are reflected in the export. The following exceptions apply:
    - Reordered columns are ignored. Columns are exported in their original order.
    - Drill results can only be exported to Excel if the report was created in the Report Builder. Web reports created from template display drill results slightly differently, and these results cannot be exported.
    - If **Export all drill levels** is enabled, the export ignores any sorting, filtering, or drilling in the report. The directed drilling columns are added to the report as row dimensions, and all data is exported at this level.
- If the report uses report parameters, those parameter selections are not reflected in the export. Exception: If the report uses a dynamic column tied to a Column List report parameter, the default value for that parameter will be used for the export.

    NOTE: For reports created from template, refresh variable selections are applied to the export.

- Column group headers are omitted from the export. Additionally, if a column has a 2-row header, only the first row of that header is exported.
- If the report contains a column with links, the link configuration is ignored, and the regular column value is exported (as if the column were not enabled to show links).
- Export to Excel is capped at 150,000 rows. If a report contains over 150,000 rows, only partial data is exported, and the total row is omitted.

Exporting grid data in a web report to a delimited file

You can export grid data in a web report to a delimited file such as comma-separated (CSV). You can save the delimited file locally, or save it to the Axiom Budgeting and Performance Reporting repository.

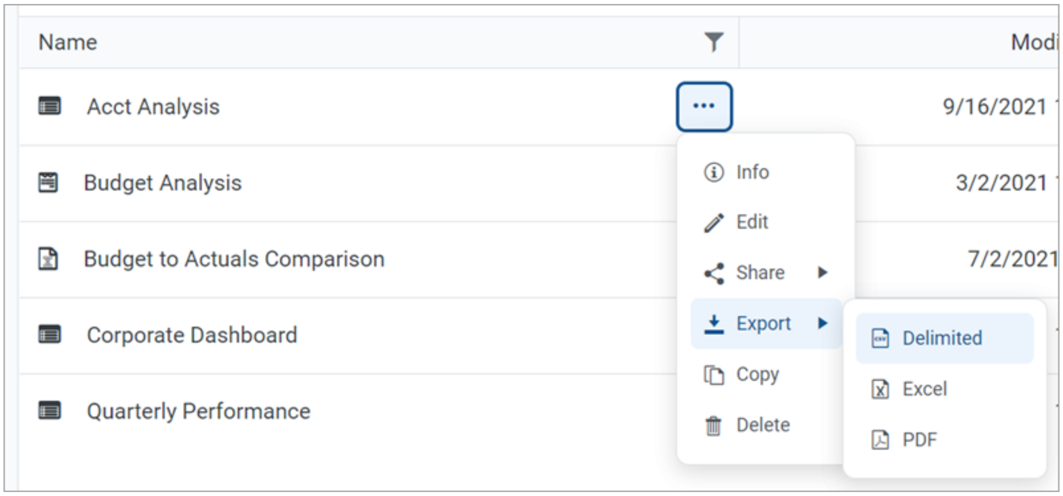
The export can be performed while viewing the report, or from the Reports Library in the Intelligence Center.

- When exporting the report from the Intelligence Center, it is exported using default settings. If the report requires user input to return data, you should instead open the report and export from the report viewer.
- When exporting the report from the report viewer, the export honors the current report state such as sorting, filtering, and drilling. Exception: report parameter selections are not honored unless the report is built from template.

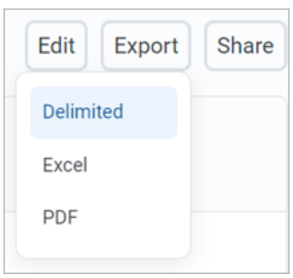
Any user who can view the report can save the delimited file locally. In order to save the delimited file to the Axiom Budgeting and Performance Reporting repository, you must have read/write access to at least one folder in the Reports Library.

To export grid data to a delimited file:

1. In the Intelligence Center, locate the report in the folder tree, or search to find it.
2. Do one of the following:
    - Hover your cursor over the **Name** column to make the three-dots icon visible. Click the icon then select **Export** > **Excel** from the menu.

    - Click the report name to open the report. In the top right corner of the report, click **Export** > **Excel**.

3. In the **Export Report** dialog, enter a file name into the **File name** box. By default, the file name is the same as the web report file name.
4. For **Export to**, select the export destination:
    - **My computer**: Save the delimited file to your computer.
    - **Axiom repository**: Save the delimited file to a folder in the Axiom Budgeting and Performance Reporting Reports Library, or to your My Documents folder.

NOTES:

- If you save the delimited file to a folder in the Reports Library, then any user with at least read-only access to that folder will be able to view the file. You should be sure that it is acceptable for users with permission to the target folder to view the data in the file.
- If you do not have read/write access to any folders in the Axiom repository, then the **Export to** option is not available and does not display in the dialog. The file will be automatically saved to your computer.
- If you save the file to your computer, keep in mind that Axiom Budgeting and Performance Reporting does not enforce any security on the exported file.

5. If you are saving to the Axiom repository, select an **Output folder**:
   - Click the folder icon to the right of the field.
   - In the **Choose output folder** dialog, select a folder in the Reports Library. The dialog only shows folders where you have read/write access to that folder or a child folder.

     NOTE: If you have access to the My Documents folder, then you can also save reports to that location for your personal use.

   - Click **OK** to choose the folder and return to the **Export to Excel** dialog.

   The path to your selected folder now displays in the **Output folder** field.

6. In the **Configuration options** section, select the desired **Delimiter**. You can select any of the following: **Comma** (default), **Space**, **Period**, **Pipe**, **Tab**, **Semi-Colon**, **Colon**.

   If the delimiter is a comma, the file format for the exported file is CSV. For any other delimiter, the file format is TXT.

7. If the current report is enabled for directed drilling, you can optionally choose to **Export all drill levels**. If this option is enabled, then the report data is "flattened" using all drill levels. For example, if the report is currently showing rows by Acct, and the report has configured drilling levels of Region and Dept, then the exported report contains data rows by unique combination of Acct/Region/Dept.

   NOTES:

   - If this option is enabled, the export ignores any sorting, filtering, or drilling in the report. The directed drilling columns are added to the report as row dimensions, and all data is exported at this level.
   - This option is not available if the report uses a fixed row structure, or if the report is built from template.

8. Click **Export** to create the delimited file.

- If you are saving to the Axiom repository, and you used a file name that already exists in the target folder, you are prompted to choose whether or not to overwrite the existing file. If you choose not to overwrite, you are returned to the Export Report dialog so that you can use a different name and/or output folder.
- If you are saving to your computer, the exact behavior is determined by your browser settings. The default behavior for most browsers is to save the file to the **Downloads** folder on your computer.
- In either case, a notification message displays at the top of the page to indicate whether the file creation succeeded or failed.

Export behavior

When the grid data is exported, the behavior is as follows:

- If the data is paged in the report, the export contains all pages of data.
- If the report uses row dimensions, then the first row of data in the file contains the column headers. Group headers are omitted from the export. Additionally, if a column has a 2-row header, only the first row of that header is exported. The total row is excluded from the export.
- If the report uses a fixed row structure, all rows are included in the delimited file, including header rows and subtotal rows.
- The raw data is exported to the delimited file. No formatting is applied. For example, this means number formats are not applied, date formats are not applied, and the Show Description option is not applied.
- If a data value in the export contains the delimiter, that value is escaped in double quotation marks. For example, if the delimiter is a space character, then values with spaces are wrapped in double quotation marks (such as "Finance Department").
- If the report contains a column with links, the link configuration is ignored, and the regular column value is exported (as if the column were not enabled to show links).
- If you have sorted, filtered, or drilled the data displayed in the report, these changes are reflected in the export. The following exceptions apply:
    - Reordered columns are ignored. Columns are exported in their original order.
    - Drill results can only be exported to file if the report was created in the Report Builder. Web reports created from template display drill results slightly differently, and these results cannot be exported.
    - If **Export all drill levels** is enabled, the export ignores any sorting, filtering, or drilling in the report. The directed drilling columns are added to the report as row dimensions, and all data is exported at this level.

- If the report uses report parameters, those parameter selections are not reflected in the export. Exception: If the report uses a dynamic column tied to a Column List report parameter, the default value for that parameter will be used for the export.

  NOTE: For reports created from template, refresh variable selections are applied to the export.

Sharing a web report via email

You can share a web report with other Axiom Budgeting and Performance Reporting users via email. The report can be shared as a link to the live report, or as a PDF or Excel attachment. Sharing can be done while viewing the report, or from the Reports Library in the Intelligence Center.

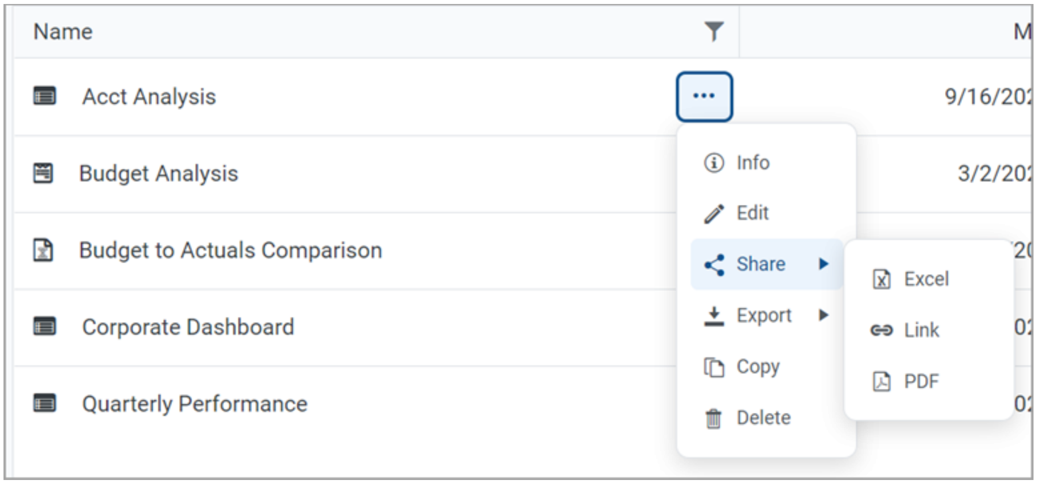
- When sharing the report from the Intelligence Center as a PDF or Excel attachment, the attachment is generated using default settings. If the report requires user input to return data, you should instead open the report and share from the report viewer.
- When sharing the report from the report viewer as a PDF or Excel attachment, the attachment honors the current report state such as sorting, filtering, and drilling. Exception: report parameter selections are not honored unless the report is built from template.
- When sharing the report as a link, the email recipient can click the link to log in to Axiom Budgeting and Performance Reporting and view the report within the application. The recipient must have at least read-only security permission to the report in order to view it. When using the link, the report is opened in its default state, and the user can explore the report as needed.

Any user who can view the report can share it. The report can be shared with any user in Axiom Budgeting and Performance Reporting, or any email address that the Axiom Budgeting and Performance Reporting system can send email to.

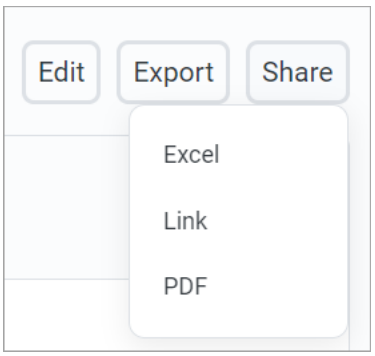
NOTE: When sharing a web report as a PDF or Excel attachment, keep in mind that Axiom Budgeting and Performance Reporting does not enforce any security on these attachments. Any user who receives the email can view the attachment.

To share a web report via email:

1. In the Intelligence Center, locate the report in the folder tree, or search to find it.
2. Do one of the following:
    - Hover your cursor over the **Name** column to make the three-dots icon visible. Click the icon and select **Share** from the menu, then select either **Excel**, **Link**, or **PDF**.



- Click the report name to open the report. In the top right corner of the report, click **Share**, then select either **Excel**, **Link**, or **PDF**.



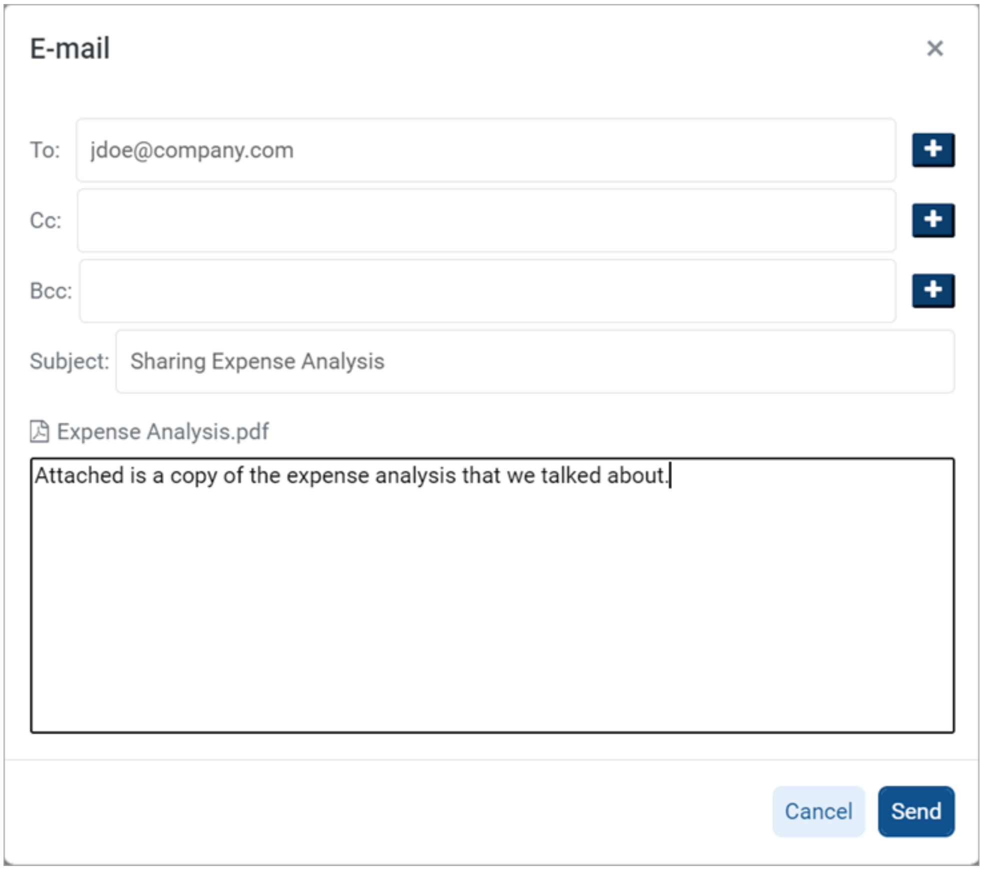
3. If you selected to share as either **Excel** or **PDF**, then complete the settings in the **Share Report** dialog, and then click **Share**. The settings are the same as when exporting to Excel or PDF, except that you do not specify a location to save the exported file—the file will be attached to the sharing email. For example:
   - For PDF, you can specify the file name, layout, orientation, margin size, and header/footer content.
   - For Excel, you can specify the file name and whether to export all drilling levels.

NOTES:

- The Share Report dialog for Excel only displays if you are sharing from within the report viewer, and only if the report is configured for directed drilling. Otherwise, the dialog does not display and the file name of the Excel attachment will always be the report file name.
- The PDF or Excel attachment is generated using the same behavior as when exporting the file to PDF or Excel. For more information, see Exporting grid data in a web report to Excel or Exporting a PDF copy of a web report.
- If you selected to share as a link, this dialog does not display and you are taken directly to the E-mail dialog.

4. In the **E-Mail** dialog, select the recipients of the email. You can type email addresses into the **To**, **CC**, and **BCC** boxes, or you can click the plus icon next to the recipient box to look up email addresses for Axiom Budgeting and Performance Reporting users:
   - In the **Select Users** dialog, select the check boxes next to the users that you want to share the report with.
   - You can search on the user first or last name to find users.
   - Once you have selected one or more users, click **OK**. The recipient box is populated with the email addresses for the selected users. If the box already contained one or more email addresses, the newly selected addresses will be added to the existing list.

   If you are manually typing email addresses, separate multiple addresses with semicolons.



Example E-mail dialog

5. In the **E-Mail** dialog, complete the **Subject** and body text as needed.
    - By default, the subject is set to "Sharing *FileName*".
    - If you are sharing a link, the link is pre-populated into the body text.
6. Click **Share** to share the report and send the email.
    - If you are sharing the report as a PDF or Excel file, the attachment is generated at this point. If the report is large, there may be a delay while the attachment is generated.
    - A notification message displays at the top of the page to indicate whether the email and its attachment (if applicable) was generated successfully. Once the email is generated, it will sent by the Axiom Budgeting and Performance Reporting server using the standard System.SMTPMessageDelivery job.

Production reporting for web reports

Using production reporting features with web reports, you can generate and deliver report "snapshots" to various audiences as needed.

- You can perform multipass processing on a web report over a specified dimension, such as by department, region, or entity. The report is iteratively refreshed—one "pass" for each value of the dimension—and during each pass a filter is automatically applied to limit the data to the current dimension value.
- The output of each pass is a filtered PDF or Excel "snapshot" of the report. This static snapshot is then saved to a target folder location—either a local folder in your network or the Axiom repository—and/or emailed to a specified recipient. Folder locations and email recipients can be determined dynamically so that the location and recipient changes as needed for each pass.
- Multiple PDF or Excel snapshots can be optionally collected into larger "report books" and then dynamically saved and/or emailed as needed. For example, you might process three different web reports by entity, and then collect the three resulting entity snapshots into a single file per entity.

To perform multipass processing on a web report, use the Scheduler task **Web Report Processing**. This task will process a target report by a specified dimension, and then save and/or email the output files as configured in the task.

To collect output files into report books, use the File Collect option of File Processing. To do this, you must create a spreadsheet report, enable it for file processing, and then configure file collect options. Once it is configured, file collect processing can be run manually in the Desktop Client, or can be run using the Scheduler task **File Processing**.

IMPORTANT: In phase one of production reporting for web reports, processing is only supported for web reports created from product-delivered templates. Ad hoc web reports created in the Report Builder cannot be processed yet. Support for ad hoc report processing may be added in a future release.

Setting up web report processing

You can perform production reporting for web reports using multipass processing. The report can be processed multiple times over a dimension, generating a filtered PDF or Excel copy of the report for each value of the dimension. The report copies can be saved to a designated location and/or emailed to designated recipients.

To perform multipass processing on a web report, use the Scheduler task **Web Report Processing**. When you set up this task, you configure the following:

- The web report to process. You can process any web report created from a product-delivered template.
- The output format of the processing. Each pass will generate a filtered PDF or Excel output file. The name of the file can be set dynamically using processing variables and job variables.

- The delivery option for the processing. Each output file can be saved to a folder location, emailed to a recipient, or both.
  - If the output is saved, you specify the location of the target folder (local or Axiom repository) and the folder path. The folder path can be set dynamically using processing variables and job variables.
  - If the output is emailed, you specify the recipients of the email, and the email subject and body text. The recipients can be manually entered into the task settings (and can optionally use job variables), or you can specify a table column to dynamically look up the recipients. Recipients can be email addresses, or you can list user and role names to look up email addresses from Axiom security. The email subject and body text can be set dynamically using processing variables and job variables.
- The dimension to process. You can specify any dimension that will be compatible against the data queried in the target web report. The web report will be processed once for each value in the dimension. If desired, you can define a filter to limit the dimension values to process.

Configuring a web report processing task

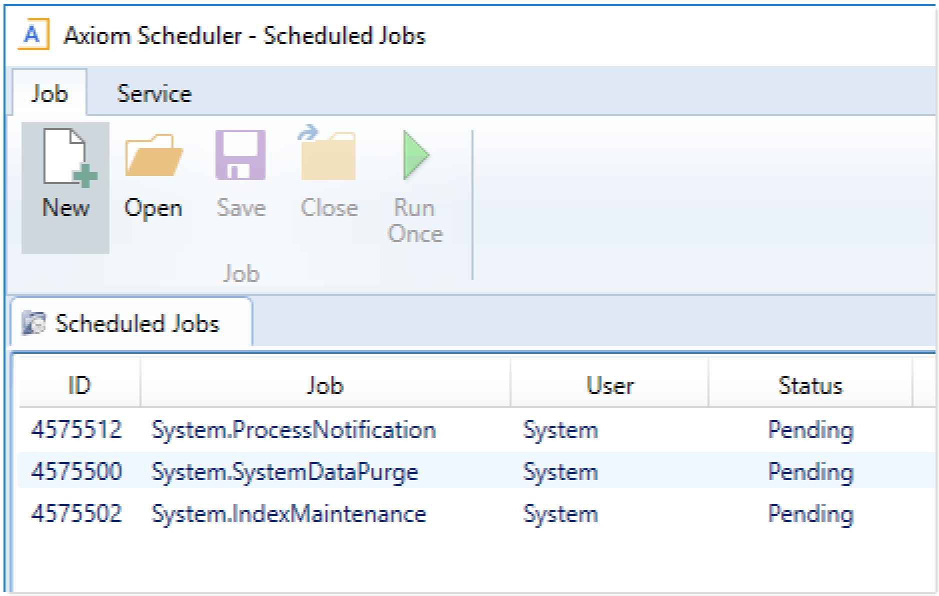
In order to create a Scheduler job with a Web Report Processing task, you must be an administrator or a user with the **Scheduled Jobs User** permission. You must also have read/write access to at least one folder in the Scheduler Jobs Library to save the job. Scheduler jobs can only be created in the Desktop Client.

To create a Scheduler job with a web report processing task:

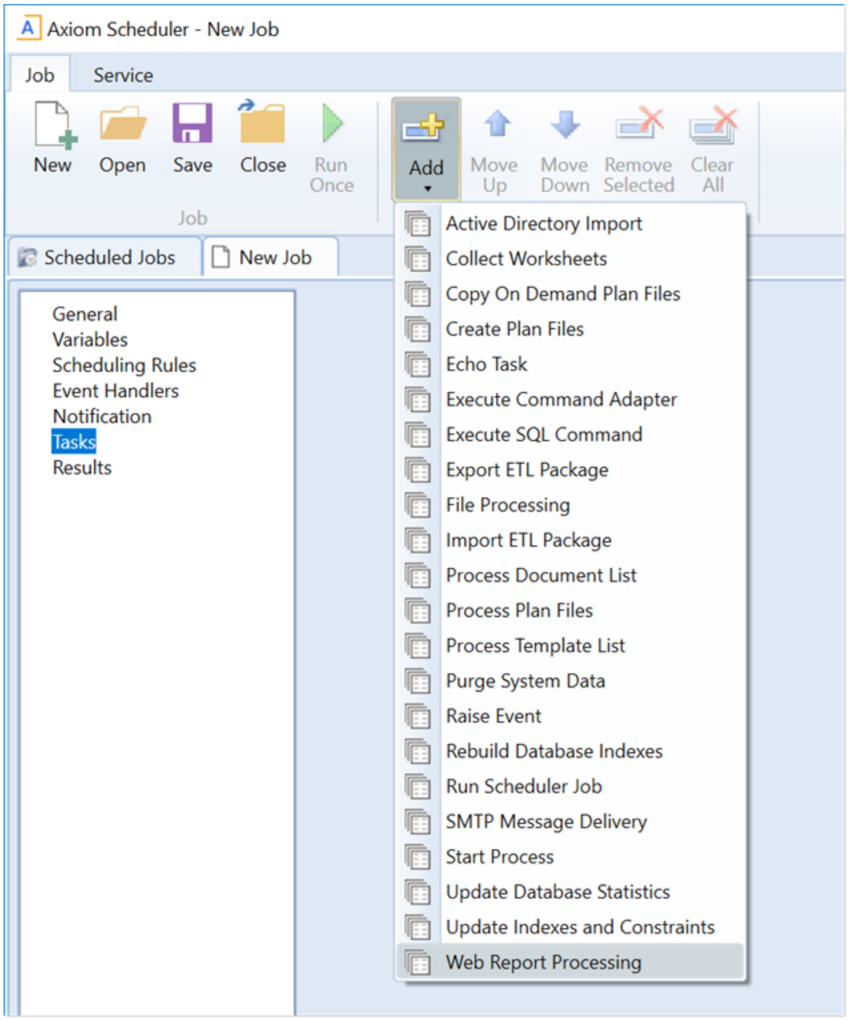
1. On the **Axiom** tab, in the **Administration** group, click **Manage > Scheduler**.

   > **NOTE:** In systems with installed products, this feature may be located on the **Admin** tab. In the **System Management** group, click **Scheduler**.

2. In the **Scheduler** dialog, on the **Job** tab, click **New**.



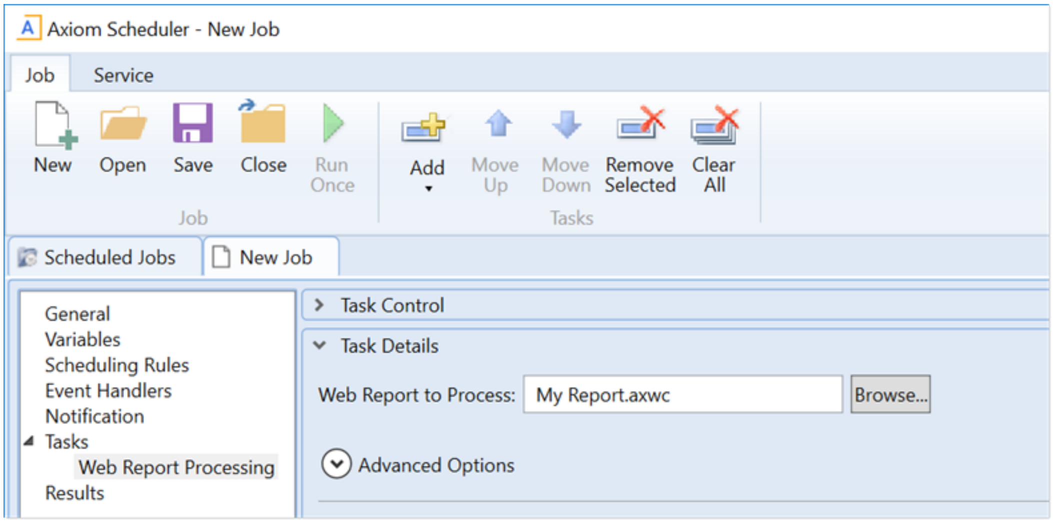
3. Select the **Tasks** section of the job, then on the **Job** tab, click **Add** > **Web Report Processing**.



4. Select the **Web Report to Process**. This is the report that will be processed by the task.
   - Click the **Browse** button to open the Axiom Explorer dialog.
   - Navigate to the web report that you want to process, then select the report and then click **Open**.

   The selected report is listed in the Web Report to Process box.

   > **IMPORTANT:** Remember, only web reports that are created from a product-delivered template can be processed. The Axiom Explorer dialog is filtered to only show reports that were created from template.



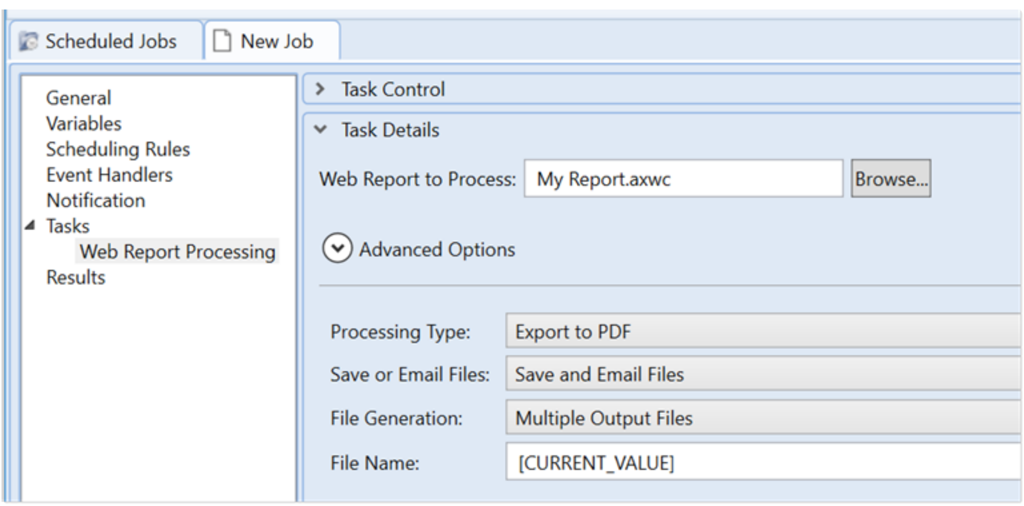
Example task with report selected for processing

5. Complete the general processing properties that determine the processing type and the output:

Item	Description
Processing Type	Select one of the following to determine the output format of each pass: • **Export to Excel** (default): The contents of the report are exported to a spreadsheet (XLSX) file. The output uses the same behavior as when you export to spreadsheet while viewing the web report. • **Export to PDF**: The report is saved as a PDF file. The output uses the same behavior as when you save to PDF while viewing the web report.
Save or Email Files	Select one of the following to determine the delivery method for the output: • **Save Files** (default): The output files are saved to the specified output folder. • **Email Files**: The output files are emailed to the specified recipients. The output files are not saved anywhere on the file system. • **Save and Email Files**: The output files are both saved and emailed.

Item	Description
File Generation	Select one of the following to determine whether the output is saved as a single file or multiple files: • **Multiple Output files** (default): The results of each pass are saved as individual output files. For example, if the multipass settings result in 10 passes, then 10 output files are created (one file for each pass). • **Single Output File**: The results of each pass are collected into a single output file. For example, if the multipass settings result in 10 passes, then the results of all 10 passes are placed in a single output file. If the output type is Excel, then each pass is a separate sheet in the Excel file. If the output type is PDF, then the PDF for each pass is combined into one large PDF file.
File Name	Specify how the output file (or files) should be named. You can do the following: • You can use processing variables and/or Scheduler job variables to generate dynamic file names. • You can type a "hard-coded" file name. If the task will generate multiple output files, then the file name (or the output folder path) must use a processing variable so that the output of each pass is unique. If the task will generate a single output file, then variables are not required. To use a processing variable, you can type the variable or you can click the pencil icon to open a text editor. From the **Insert Variable** list, select the variable that you want to use. For example, you could set the file name to `Income Statement [Current_Value]`. If the report is being processed by region to multiple output files, this will generate file names such as `Income Statement West`, `Income Statement East`, and so on (where "East" and "West" are region names). **NOTE:** Processing variables and Scheduler variables use different syntax. Processing variables are enclosed in square brackets. Scheduler job variables are enclosed in curly brackets.

Item	Description
Sheet Name	Specify how the sheet for each pass should be named. This property only applies when the processing type is **Export to Excel**. You can do the following: • You can use processing variables and/or Scheduler job variables to generate dynamic sheet names. • You can type a "hard-coded" sheet name. If the task will collect all of the output into a single spreadsheet file, then the sheet name must use a processing variable so that the output of each pass is unique. If the task will generate multiple output files, then variables are not required. To use a processing variable, you can type the variable or you can click the pencil icon to open a text editor. From the **Insert Variable** list, select the variable that you want to use. For example, you could set the sheet name to `[Current_Value]`. If the report is being processed by region, this will generate sheet names such as `West`, `East`, and so on (where "East" and "West" are region names). **NOTE:** Processing variables and Scheduler variables use different syntax. Processing variables are enclosed in square brackets. Scheduler job variables are enclosed in curly brackets.



Example task with general processing properties configured

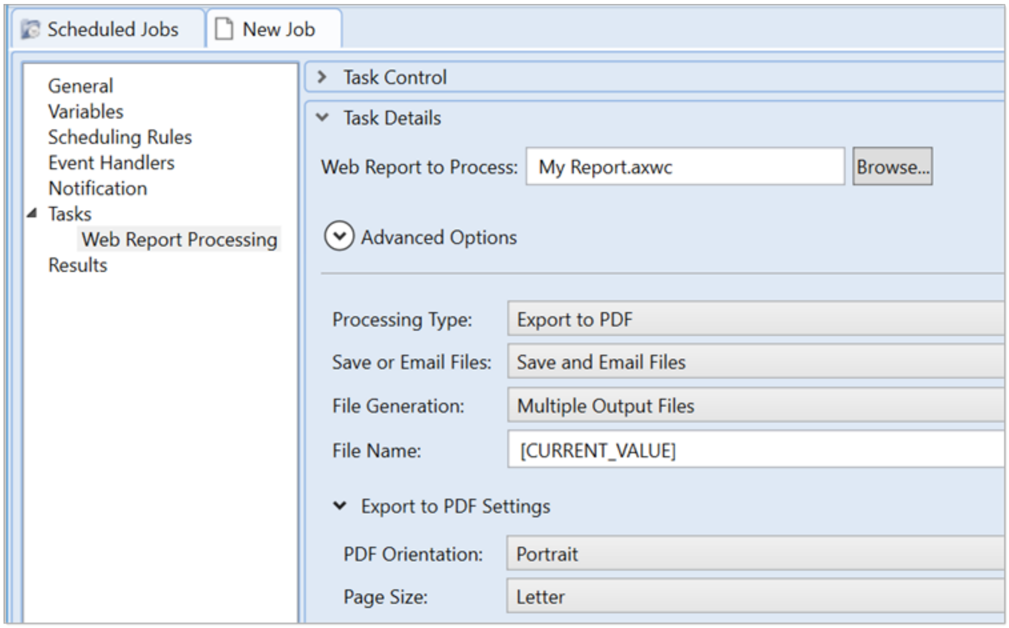
6. Depending on the selected processing type (PDF or Excel), complete the properties specific to that processing type:

Export to PDF Settings

Item	Description
PDF Orientation	Select the orientation for the PDF, either **Portrait** or **Landscape**. Portrait is the default orientation.
Page Size	Select the page size for the PDF. You can choose from the following standard page sizes: **A3**, **A4**, **A5**, **Legal**, **Letter**, or **Tabloid**. Letter is the default size.

Export to Excel Settings

Item	Description
Include Column Headers	Specifies whether column headers are included in the file output. By default this is set to **On**, which means column header text is included in the first row of the spreadsheet. Column grouping headers and multi-row headers are not included. If this option is set to **Off**, then column headers are omitted from the file output and the data starts in the first row of the spreadsheet.
Include total row	Specifies whether the total row is included in the file output. By default this is set to **On**, which means that the total row is included in the spreadsheet. If this option is set to **Off**, then the total row is omitted from the file output. **NOTE:** This option only applies when the web report being processed is a dynamic row report with the total row enabled. If the web report being processed uses a fixed row structure, then the total and subtotal rows defined in the fixed row structure are always included in the spreadsheet.



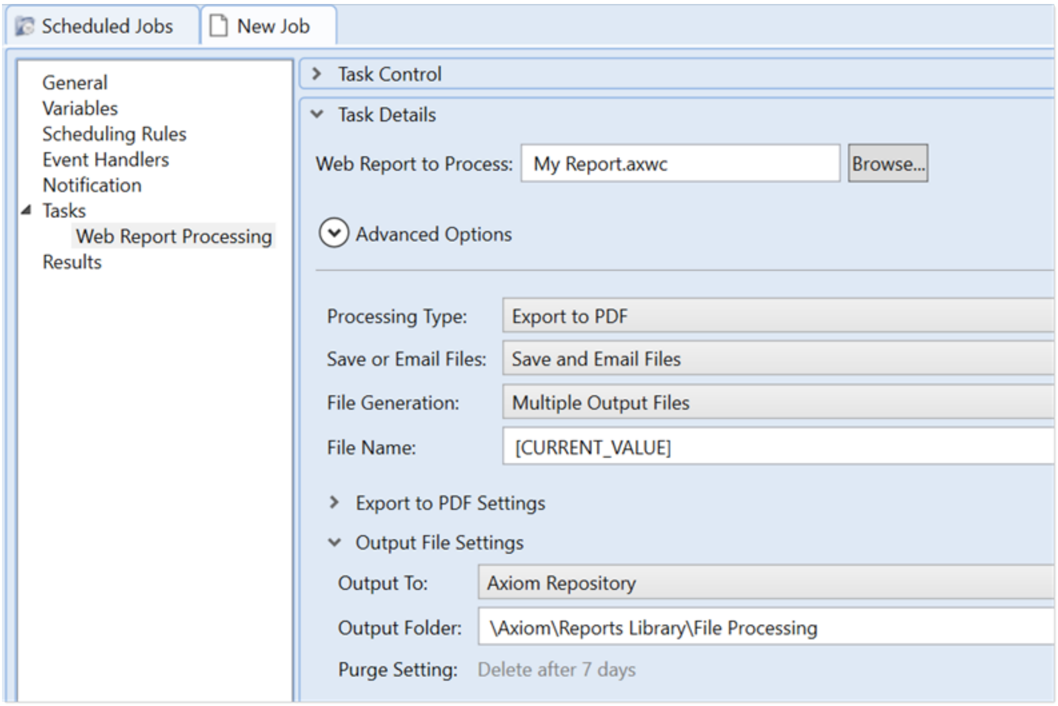
Example task with PDF-specific settings

7. If the processing is set to **Save Files** or **Save and Email Files**, complete the **Output File Settings**:

Item	Description
Output To	Select one of the following: • **Local File System** (default): The output location is outside of Axiom Budgeting and Performance Reporting, to a location on your local network share. The specific path is detailed in the **Output Folder** setting. Access to output files is not controlled by Axiom Budgeting and Performance Reporting. • **Axiom Repository**: The output location is the Axiom Budgeting and Performance Reporting file system, within the Reports Library. The specific path is detailed in the **Output Folder** setting. Access to output files is controlled by security access to the designated folder within Axiom Budgeting and Performance Reporting.

Item	Description
Output Folder	Specify the folder location for the file output. You can type a folder path, or you can click the folder icon to browse to the folder location. The browse dialog will display either your local file system or the Axiom file system, depending on what you selected for **Output To**. The output folder can be made dynamic as follows: • If **File Generation** is set to **Multiple Output Files**, then processing variables can be used in the output folder path. For example, you can include `[Current_Value]` in the output folder path, and this will be replaced with the current multipass value. Processing variables are not valid in the output folder path if the task is configured to generate a single output file. • Scheduler job variables can be used in the output folder path. **NOTE:** Processing variables and Scheduler variables use different syntax. Processing variables are enclosed in square brackets. Scheduler job variables are enclosed in curly brackets. **Local file system** The output folder location must be entered as a UNC path, and must be accessible by the Scheduler service user account (for on-premise systems) or the Axiom Cloud Integration Service (for cloud systems). The ability to save files to the specified location and access them after saving is controlled by local network security. **Axiom repository** The specified location in the Axiom file system must be within the Reports Library, and the location must use the full path (meaning: `\Axiom\Reports Library\...`). The ability to save files to the specified location and to create new folders (if necessary) depends on the Axiom Budgeting and Performance Reporting security permissions for the user processing the file. Users can only create new folders if they have read/write permissions to the parent folder, and they can only create new files if they have read/write permissions to the target folder. Once the files are created within the Axiom file system, access to those files is dependent on the user's permissions to the output folder. Typically you should create the output folder in advance (or if you want to create output folders on-the-fly, create a parent folder to hold the output folders), and then set permissions for that folder as appropriate in Axiom Budgeting and Performance Reporting security, so that the appropriate users will be able to access the files after they are created.

Item	Description
Remote Data Connection	This option only applies when the file output is being saved to your local file system, and only for Axiom Cloud systems that are using remote data connections. Select the name of the remote data connection to use for the file processing operation. The designated remote data connection will be used to access the local file system and save output file(s) to the designated location. A remote data connection is required to save files locally from an Axiom Cloud system. For more information, see the section on remote data connections in the *Scheduler Guide*.
Purge Setting	This option only applies when the file output is being saved to the Axiom Repository. If you want the file output to be automatically deleted after a specified period of time, then click the pencil icon to open the **Choose Date** dialog. • **No purge date** (default): File output is not automatically deleted. • **Static purge date**: Select a specific date, after which the output will be deleted. • **Relative purge date**: Specify a number of days to keep the output after it has been generated. The output will be deleted after the specified number of days have passed.



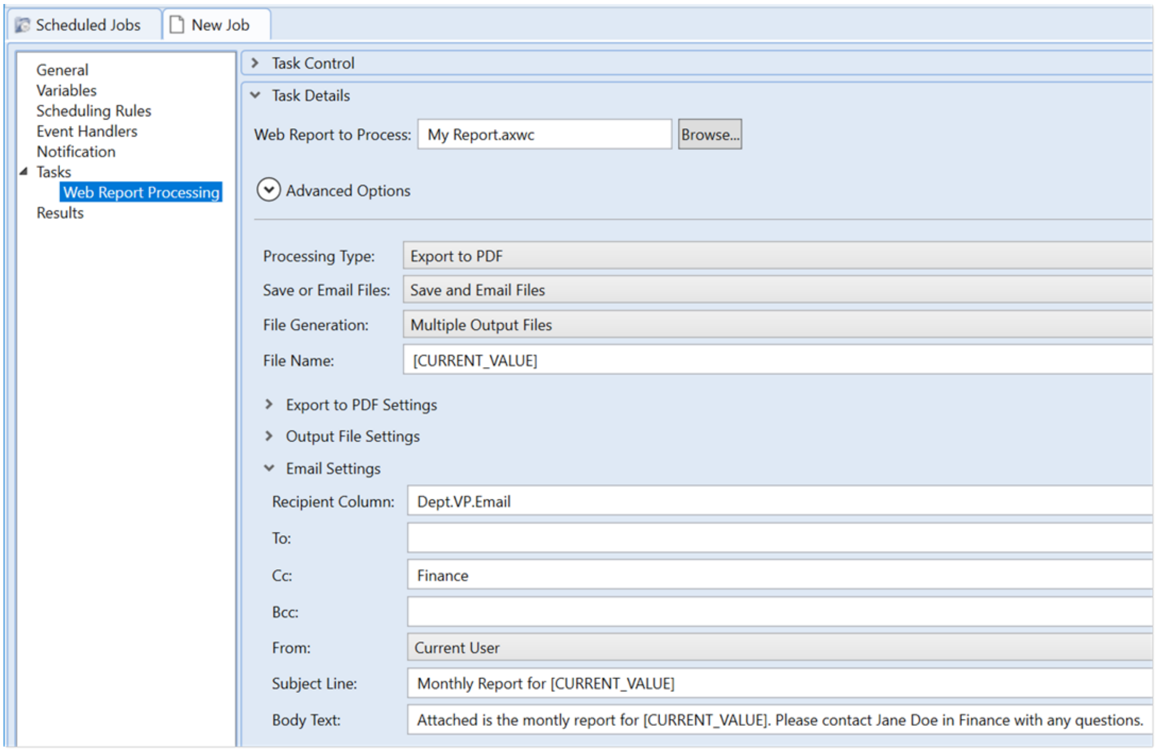
Example task saving output to the Axiom Repository

8. If the processing is set to **Email Files** or **Save and Email Files**, complete the **Email Settings**:

Item	Description
Recipient column	Optional. Specify a table column that holds the desired email recipients for each pass. This option only applies if **File Generation** is set to **Multiple Output Files**, so that each pass will be sent a separate email. You can type the name of a table column, or click the column button to select a column from the multipass table or a lookup table. (You must select a multipass column first before you can use the column button to select a column.) For example, if the multipass column is Dept.VP, the recipient column might be Dept.VP.Email. The specified column can contain any of the following: email addresses, user login names, and/or role names. The column can contain multiple values separated by a semicolon. The recipients listed in the column will be used as the To address for the email (in addition to any recipients listed directly in the To field). If the column contains a user login name, that user's email address as defined in security will be used. If the column contains a role name, the email will be sent to all users in the role. To verify that the recipient column will resolve as you expect for each pass, you can click the **Preview Multipass List** button in the **Multipass Data Settings** section. The specified recipient column displays in this preview so that you can see the recipient column values associated with the multipass column values. **NOTE:** The recipient column must have a one-to-one relationship with the values in the specified multipass column.
To	Specify the To recipient(s) for the email. This is required if a recipient column is not specified. If a recipient column is specified, the recipients listed here will be added to the recipients listed in the column for each pass. You can type one or more email addresses, user login names, and/or role names. Separate multiple recipients with semicolons. If a user login name is listed, that user's email address as defined in security will be used. If a role name is listed, the email will be sent to all users in the role. **NOTE:** If **File Generation** is set to **Multiple Output Files**, the recipients in the To field will receive a separate email for each pass. The only way to dynamically send the emails to different recipients per pass is to use the **Recipient Column** option.
CC	Optional. Specify the CC recipient(s) for the email. This field follows the same rules as the To field.

Item	Description
BCC	Optional. Specify the BCC recipient(s) for the email. This field follows the same rules as the To field.
From	Select one of the following to specify the From address for the email: • **Current User**: The email will be sent from the user who executes the Scheduler job. • **System User**: The email will be sent from the designated From user for Scheduler. This is the same value returned by the `{Scheduler.FromEmailAddress}` job variable.
Subject Line	Enter the subject line for the email. Processing variables can be used in the subject line when **File Generation** is set to **Multiple Output Files**. To use a processing variable, you can type the variable or you can click the pencil icon to open a text editor. From the **Insert Variable** list, select the variable that you want to use. For example, you could set the subject line to `Monthly report for [Current_Value]` in order to include the current pass value in the subject line.
Body Text	Enter the body text for the email. Processing variables can be used in the body text when **File Generation** is set to **Multiple Output Files**. To use a processing variable, you can type the variable or you can click the pencil icon to open a text editor. From the **Insert Variable** list, select the variable that you want to use.

Scheduler job variables can be used in any of the email settings except the From setting.



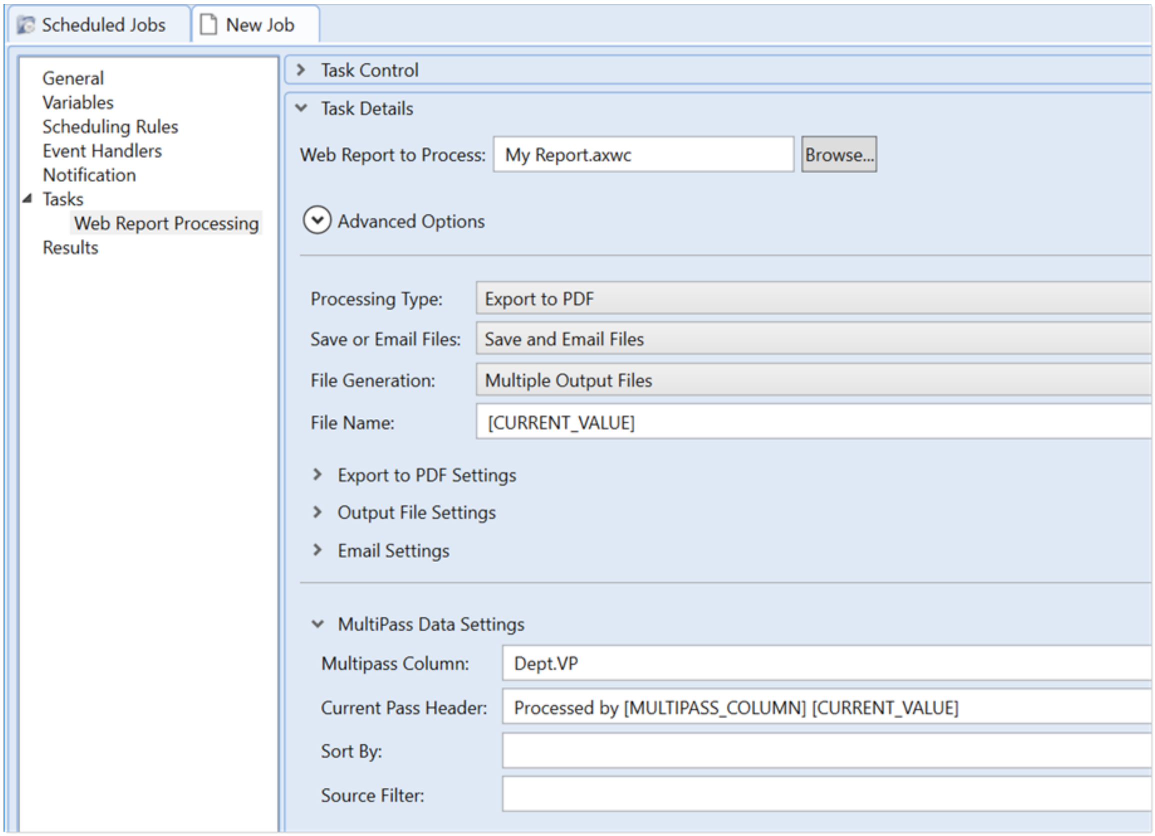
Example task looking up email addresses from a recipient column

9. Complete the multipass settings for processing:

Item	Description
Multipass Column	Specify the column to use for multipass processing. You can type a Table.Column name, or click the column icon to select the column from a dialog. You can select any column on a data or reference table, though typically processing is performed by a dimension such as Dept.Dept, or a grouping such as Dept.Region. The report will be processed once for each unique value in the specified column (except for any values excluded by the Source Filter). A filter is applied to the data query in the report so that the data is limited to the current pass value. For example, if you are processing by Dept.Dept, then the report will be processed once for each department, and the report data will be limited to only the data for that department. Keep in mind the difference between processing by a data table column such as GL2022.Dept, versus a dimension table column such as Dept.Dept. When processing by GL2022.Dept, the report will be processed by each department with data in the GL2022 table. When processing by Dept.Dept, the report will be processed by each department in the Dept table. To verify the list of values for processing, click the **Preview Multipass List** button to view the list of items. The first 100 values are shown, in the order they will be processed. If the task configuration includes a **Recipient Column** (in the email settings) or a **Sort By** column, these columns are also shown in the preview.
Current Pass Header	Optional. Define a header to display in the report output file. This option only applies if the processing type is **Export to PDF**. The current pass header should use processing variables to display information about the current pass. To use a processing variable, you can type the variable or you can click the pencil icon to open a text editor. From the **Insert Variable** list, select the variable that you want to use. For example, you can define a header such as: `Processed by [MULTIPASS_COLUMN] [CURRENT_VALUE]` When processing by Dept.Dept, this would resolve such as **Processed by Dept 22000** By default, if the current pass header is left blank, then the PDF output will not include a header to indicate the current pass information. However, it is possible that the template used to create the report may have been designed with a dynamic header that will display this information.

Item	Description
Sort By	Optional. Specify one or more sort columns for the list of multipass values. You can type a Table.Column name, or click the column icon to select the column from a dialog. You can also optionally specify `Asc` or `Desc` after the column name (ascending order is used if not specified). For example: `Dept.Dept Desc`. Separate multiple values with semicolons. By default, the values are sorted by the multipass column in ascending order. The Sort By field only needs to be used if you want the values to be sorted in descending order instead, or if you want the values sorted by a different column in the same table. The processing order is only relevant when **File Generation** is set to **Single Output File**, since it determines the order of each individual pass within the single file. When outputting to **Multiple Output Files**, the order is still used during processing but it has no useful impact on the outcome.
Source Filter	Optional. Specify a filter to limit the multipass list of items. You can type a filter, or you can click the filter icon to use the Filter Wizard. When the multipass list of values is generated, any value that does not meet the source filter will be excluded from processing. By default, all values in the specified multipass column are processed if the source filter is left blank.

Scheduler job variables can be used in any of the multipass settings.



10. Complete the remaining task and job settings as desired. For more information, see the Scheduler documentation. Note the following:
    - Generally speaking, the **Advanced Options** displayed at the top of the Web Report Processing task should only be modified as advised by Axiom Support.
    - If you want to schedule the job for execution at a later date and/or time, including setting up recurring execution, use the **Scheduling Rules** section of the job.
    - If you want to use Scheduler job variables in any task settings, these variables should be defined in the **Variables** section of the job.
    - It is recommended to review the **Notification** settings for the job and adjust them as needed. By default, Scheduler jobs are configured to send an email to the user who executed the job when the job completes, regardless of the job status.
11. On the **Job** tab, click **Save** to save the job.
12. In the Axiom Explorer dialog, select a folder location in the Scheduler Jobs Library and define a name for the job, then click **Save**.

If the job settings included an active scheduling rule, this rule is evaluated when the job is saved and the next scheduled execution is added to the Scheduler job queue.

Executing web report processing

Once you have set up a Scheduler job with a Web Report Processing task, you can execute the web report processing by executing the Scheduler job. Scheduler jobs can be executed on demand by using the **Run Once** feature within Scheduler, or you can schedule the job for future execution by defining and saving a scheduling rule in the job. Scheduler jobs can also be executed on demand using RunEvent, such as to kick off the Scheduler job from a custom task pane, Axiom form, or spreadsheet Axiom report.

When web report processing is executed, the following occurs:

- The list of multipass values to process is obtained using the Multipass Column limited by the Source Filter, sorted in the default or specified sort order.
- The specified report is processed once for each value in the multipass list.
    - The report data query is filtered by the current pass value and the report data is refreshed.
    - A PDF or Excel copy of the report is generated, depending on the specified Processing Type.
- If the File Generation is Multiple Output Files, then the output file for each pass is saved and/or emailed according to the task configuration.
- If the File Generation is Single Output File, then the result of each pass is saved in temporary storage and then merged into a single file once all passes are complete. This single file is then saved and/or emailed according to the task configuration.

Each pass of multipass processing can succeed or fail independently without affecting the other passes. For example, imagine the multipass list has 10 items. Pass 1 fails because the specified recipient column does not contain a valid email address, user name, or role for the pass 1 value. This pass-level failure does not stop passes 2-10 from being processed. The job status will report partial success in this case.

A Scheduler job can contain multiple Web Report Processing tasks, followed by a File Processing task to collect the various output files into "report books", and then save and/or deliver the collected books. For more information, see Setting up file collect with web report processing.

Using processing variables

The following processing variables can be used in various settings within the Web Report Processing task, in order to dynamically change the setting using information for the current pass.

Item	Description
[CURRENT_VALUE]	This variable returns the current multipass processing value. For example, if you are processing by Dept.Dept, and the current pass is for department 20000, the variable will be replaced by the value "20000" for this pass. This variable is typically used in settings such the file name, sheet name (when generating Excel output), and folder path.

Item	Description
[CURRENT_PASSNUMBER]	This variable returns the current pass number. For example, if the current pass is number 20 of 35 passes, the variable will be replaced by the value "20" for this pass.
[MULTIPASS_COLUMN]	This variable returns the name of the multipass column. For example, if you are processing by Dept.Dept, the variable will be replaced by the value "Dept" for all passes. This variable could be used whenever you want to reference the name of the dimension processed. For example, instead of just referencing the current value in the file name, you might want to reference the column name and the value. A variable construction like `[MULTIPASS_COLUMN] [CURRENT_VALUE]` would resolve to "Dept 20000" when processing by Dept.Dept and the current pass is for department 20000.

Processing variables can only be used in certain settings, and sometimes only when the output is multiple files (versus a single file). See the documentation for each individual setting to see if processing variables are supported in that setting.

NOTE: Processing variables and Scheduler variables use different syntax. Processing variables are enclosed in square brackets. Scheduler job variables are enclosed in curly brackets.

Using Scheduler job variables in task settings

Scheduler job variables can be used in any Web Report Processing task setting that you can directly type into, such as the file name, sheet name, folder path, and various email settings. To use a Scheduler job variable, you first define the variable on the **Variables** tab of the job, then you enter the variable in the desired setting using curly brackets. For example, if the variable name as defined on the Variables tab is `columnname`, then enter `{columnname}` in the task setting. When the job is executed, the variable in curly brackets will be replaced by the current value of the variable.

Scheduler job variables are useful when you want a task setting to change dynamically based on a variable value that gets passed to the Scheduler job. Various processes in Axiom Budgeting and Performance Reporting can trigger a Scheduler job for execution and pass variable values to the job. Additionally, previous tasks in the job can set a variable value that is then passed to subsequent tasks in the job.

NOTE: Processing variables and Scheduler variables use different syntax. Processing variables are enclosed in square brackets. Scheduler job variables are enclosed in curly brackets.

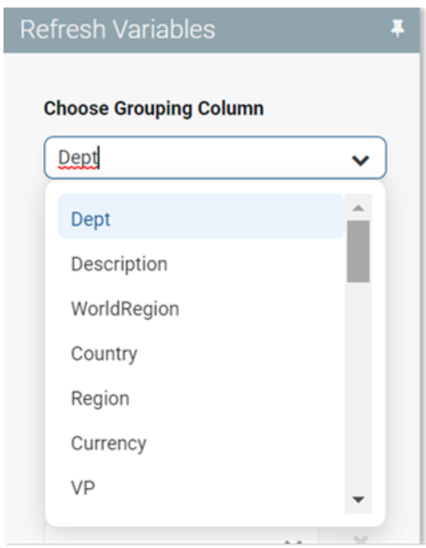
Using Scheduler job variables to pass refresh variable values

If the web report uses refresh variables, Scheduler job variables can be used to pass variables to these variables. For example, in some cases the report may require certain refresh variables to be set before data can be queried. In this case, the Scheduler job must pass values for these required refresh variables. The refresh variables will be used to refresh data for each pass, in addition to the multipass filter for the current pass.

In order to pass a Scheduler job variable value to the report as a refresh variable value, special syntax is used for the job variable:

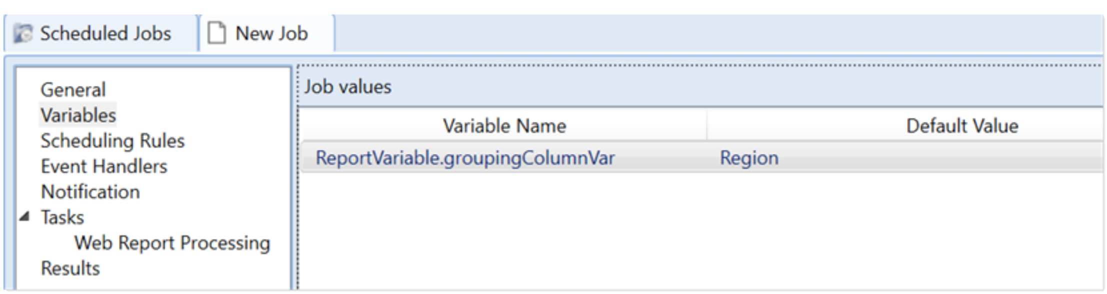
> `ReportVariable.`*`VariableID`*
>
> Where ReportVariable is a dedicated keyword that tells processing to apply the variable as a report parameter, and VariableID is the name of the specific report parameter.

For example, the report may contain a refresh variable that specifies the grouping level (row dimension) of the report. This refresh variable takes values such as Dept, WorldRegion, Country, and so on.



Example refresh variable

In this example, the ID of this refresh variable is `groupingColumnVar`. Therefore to pass a value to this refresh variable, a Scheduler job variable named `ReportVariable.groupingColumnVar` can be used. This variable must be assigned a value that exactly corresponds to a value that can be selected for the refresh variable within the Refresh Variables panel.



When this report is processed, the value for this refresh variable will be set to Region.

NOTES:

- The processing variable `[Current_Value]` can be used as the variable value, if it will resolve to a valid value for the refresh variable. In this case, the value of the variable will change dynamically for each pass.
- Because the variable IDs are not exposed on the report, this feature is primarily useful for product developers to deliver a pre-configured Scheduler job with a product.

Setting up file collect with web report processing

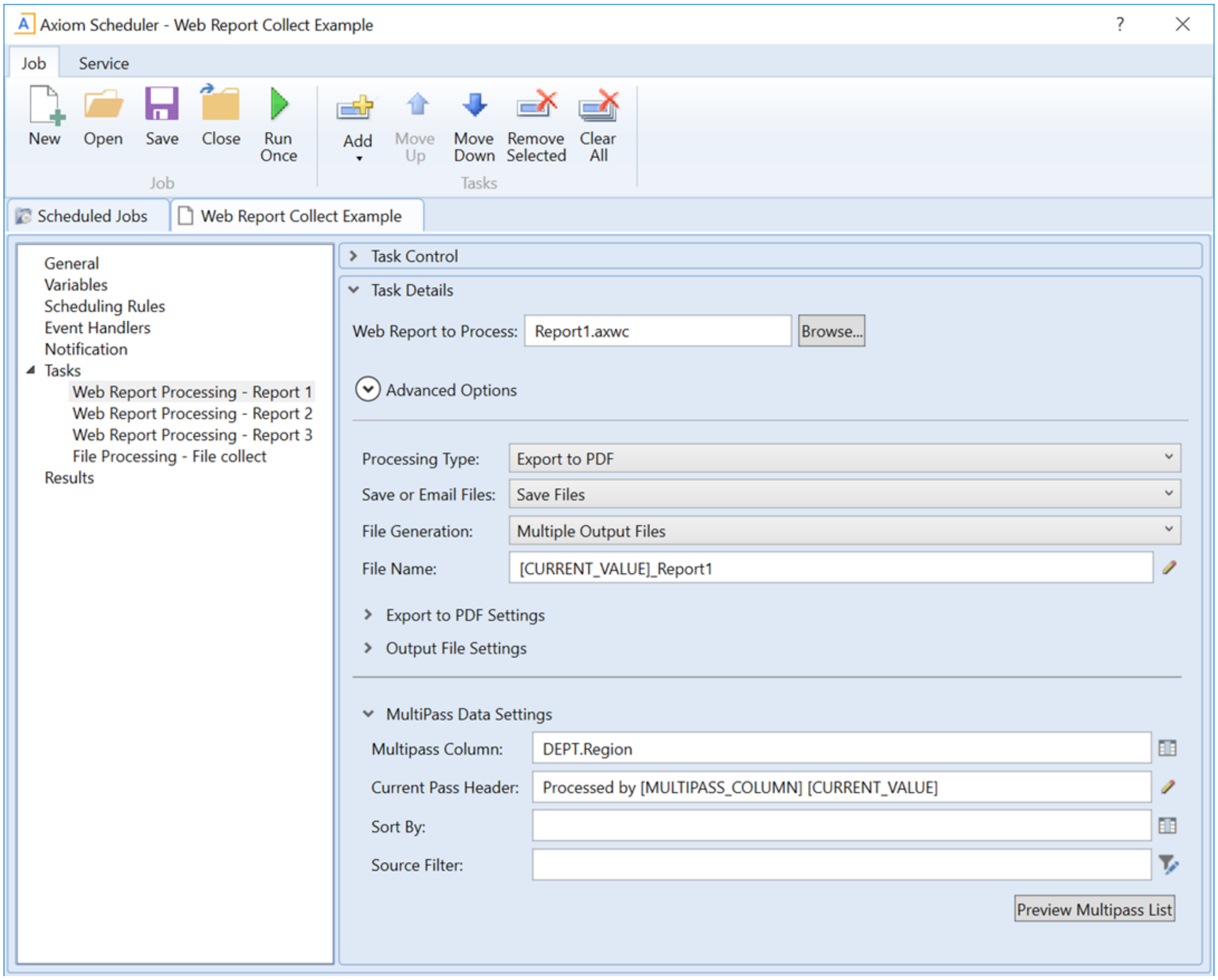
You can combine web report processing with the File Collect feature to create and deliver "report books". For example, you may have three different reports that you want to process by region, then you want to collect the output into region-specific report books to deliver to each regional manager.

This process works as follows:

- You set up multiple Web Report Processing tasks in Scheduler to process the web reports and save the output to a designated location. The output can be PDF or Excel.
- You set up File Collect in a separate spreadsheet utility to collect the output from the Web Report Processing tasks. This configuration specifies:
  - The type of files to collect, PDF or Excel.
  - The source folder(s) from which to gather the files to collect.
  - The file filter to specify the files to collect.
  - The file name of the output file, and the file type if applicable—PDF files can only be collected as PDF, but Excel files can be collected as either PDF or Excel.
  - The delivery method of the output file—save only, email only, or save and email—as well as the output folder and email settings (as applicable).
  - Optional common files to include in each output file, such as a cover page.
  - Optional multipass column to perform the file collect operation iteratively over a dimension
- You set up a File Processing task in Scheduler and configure it to run the File Collect report utility. Typically all of the tasks would be in a single Scheduler job, so that the Web Report Processing tasks are run first, then the File Processing task runs afterward to perform the final collect operation.

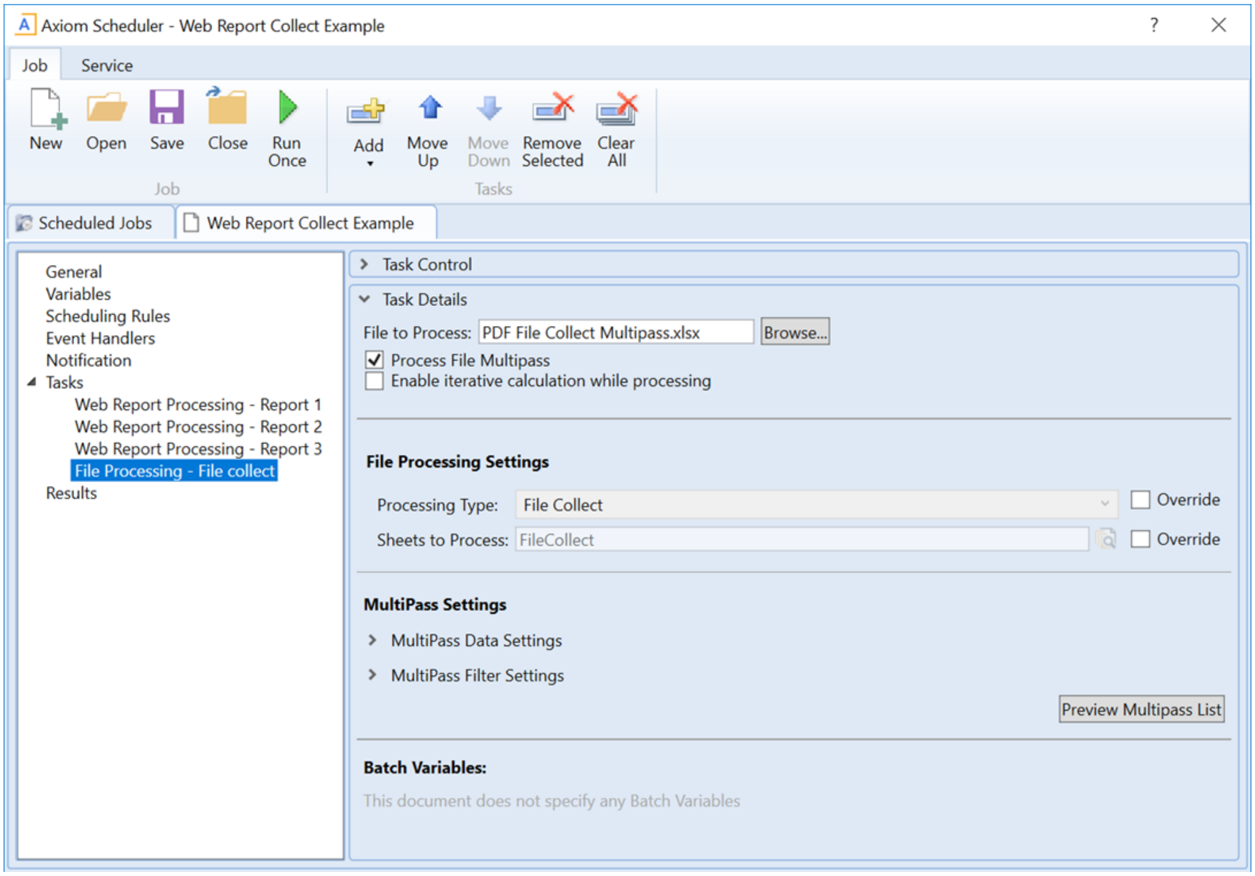
File Collect is an option of File Processing. It can be used to collect any PDF or Excel files, regardless of how they are generated. For more information on how to configure file collect, see the File Collect documentation.

The following example shows a Scheduler job with three Web Report Processing tasks and one File Processing task. The three Web Report Processing tasks are used to process three different web reports by region and then save the output files to a designated folder in the Axiom Budgeting and Performance Reporting repository.



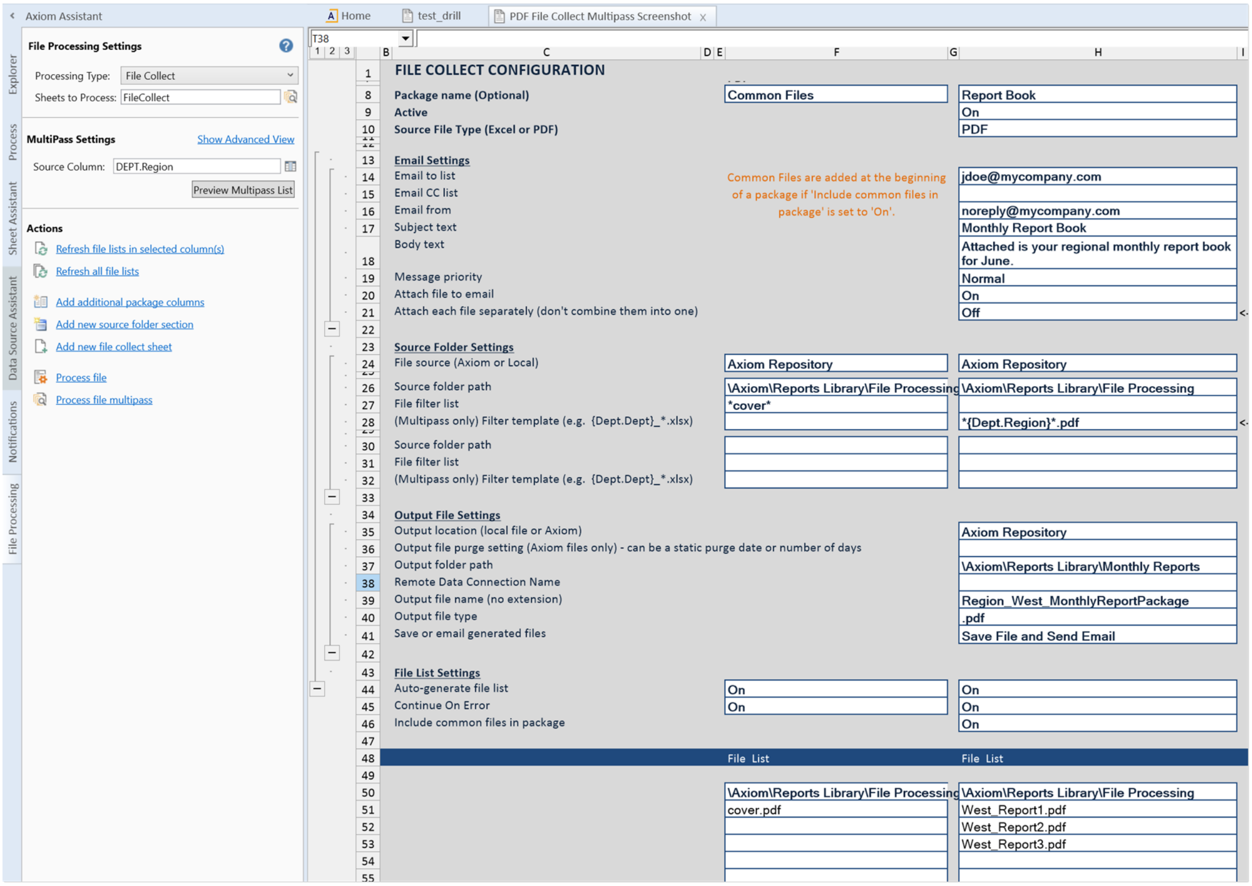
Example Scheduler job with multiple Web Report Processing tasks

The File Processing task is used to run the File Collect report utility once all of the Web Report Processing tasks are completed. Note that the File Processing task simply points to the spreadsheet report that contains the File Collect configuration; the settings are not defined within the Scheduler job.



Example Scheduler job with File Processing task to run the File Collect operation

The following screenshot shows an example of how the File Collect settings could be configured within the spreadsheet report. The File Collect operation will be performed using multipass processing by region. The file filter will collect all files in the source folder location based on the current pass region name, then save and email the output file. The email address and file name settings use a formula with a GetCurrentValue function in order to dynamically set the email address and file name for each pass.



Example File Collect configuration to collect the PDF output into a PDF report book

4

Budgeting reports

Axiom Budgeting and Performance Reporting 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.
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.

Report	Description
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.

Report	Description
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 Provider 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.
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.

Report	Description
Provider Volume by Specialty_ Monthly	Use to show monthly totals by provider, for a chosen data type and year, subtotaled by provider specialty.
Provider Compensation Benchmark	Use to compare the proposed budget salary to a salary target for each provider. The target is factored for the budget FTE.
Provider Compensation Comparison	Use to compare the calculated budget salary under each of the available compensation methods, by provider, to evaluate the cost of moving providers to another model or standardizing the compensation model. There is also a comparison of the current year vs proposed budget salary cost per work RVU to test if the compensation is changing +\- the Hold Harmless percentage.

Provider Budget Compensation reports (optional feature)

The following reports are designed for payroll/provider budget analysis. For examples of these reports, see .

Report	Description
Provider Compensation Benchmark	Use to compare the proposed budget salary to a salary target for each provider. The target is factored for the budget FTE.
Provider Compensation Comparison	Use to compare the calculated budget salary under each of the available compensation methods, by provider, to evaluate the cost of moving providers to another model or standardizing the compensation model.

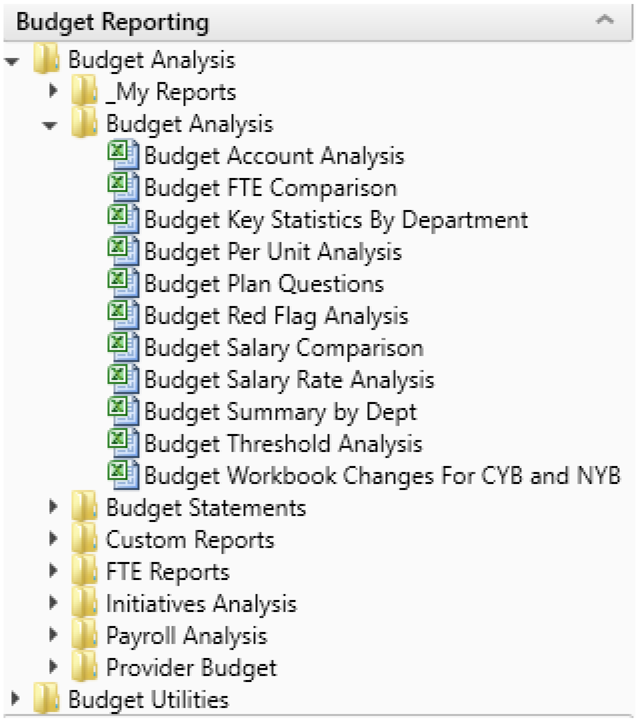
Analysis reports

These reports are designed for budget analysis.

Accessing these reports

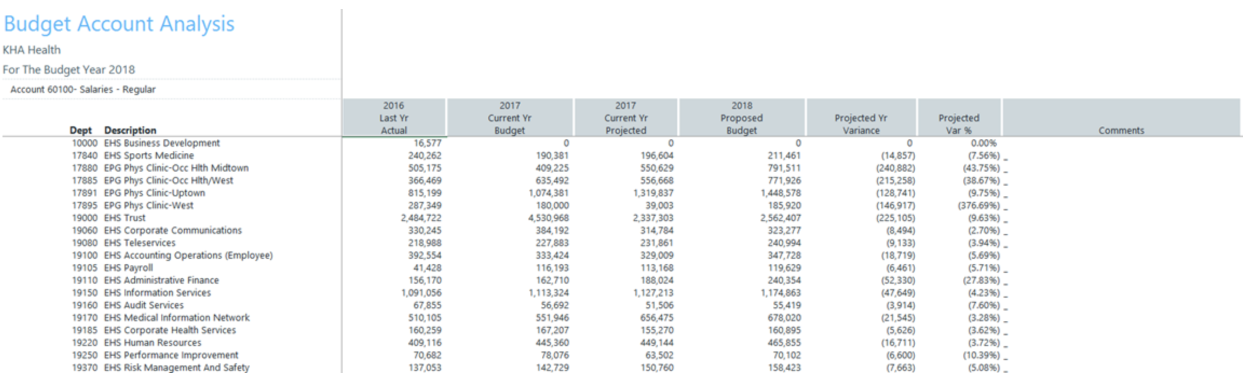
The reports listed in this section are located in **\Axiom\Reports Library\Budgeting Reports\Budget Analysis**. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the **Budget Reporting** section, click **Budget Analysis > Budget Analysis**.



Budget Income Detail

Use to analyze the proposed budget compared to last year actual, current year budget, and current year projected for an individual account by department. Comments entered into the budget plan files also show on the report to assist with the analysis.



Budget Account Analysis

KHA Health

For The Budget Year 2018

Account 60100- Salaries - Regular

Dept	Description	2016 Last Yr Actual	2017 Current Yr Budget	2017 Current Yr Projected	2018 Proposed Budget	Projected Yr Variance	Projected Var %	Comments
10000	EHS Business Development	16,577	0	0	0	0	0.00%	
17840	EHS Sports Medicine	240,262	190,381	196,604	211,461	(14,857)	(7.56%)	
17880	EPG Phys Clinic-Occ Hlth Midtown	505,175	409,225	550,629	791,511	(240,882)	(43.75%)	
17885	EPG Phys Clinic-Occ Hlth/West	366,469	635,492	556,668	771,926	(215,258)	(38.67%)	
17891	EPG Phys Clinic-Uptown	815,199	1,074,381	1,319,837	1,448,578	(128,741)	(9.75%)	
17895	EPG Phys Clinic-West	287,349	180,000	39,003	185,920	(146,917)	(376.69%)	
19000	EHS Trust	2,484,722	4,530,968	2,337,303	2,562,407	(225,105)	(9.63%)	
19060	EHS Corporate Communications	330,245	384,192	314,784	323,277	(8,494)	(2.70%)	
19080	EHS Teleservices	218,988	227,883	231,861	240,994	(9,133)	(3.94%)	
19100	EHS Accounting Operations (Employee)	392,554	333,424	329,009	347,728	(18,719)	(5.69%)	
19105	EHS Payroll	41,428	116,193	113,168	119,629	(6,461)	(5.71%)	
19110	EHS Administrative Finance	156,170	162,710	188,024	240,354	(52,330)	(27.83%)	
19150	EHS Information Services	1,091,056	1,113,324	1,127,213	1,174,863	(47,649)	(4.23%)	
19160	EHS Audit Services	67,855	56,692	51,506	55,419	(3,914)	(7.60%)	
19170	EHS Medical Information Network	510,105	551,946	656,475	678,020	(21,545)	(3.28%)	
19185	EHS Corporate Health Services	160,259	167,207	155,270	160,895	(5,626)	(3.62%)	
19220	EHS Human Resources	409,116	445,360	449,144	465,855	(16,711)	(3.72%)	
19250	EHS Performance Improvement	70,682	78,076	63,502	70,102	(6,600)	(10.39%)	
19370	EHS Risk Management And Safety	137,053	142,729	150,760	158,423	(7,663)	(5.08%)	

Budget FTE Comparison

Use to analyze the proposed budget for FTE compared to last year actual, current year budget, year-to-date actual, and current year projected by department.

Paid FTE Comparison

KHA Health

For The Budget Year 2018

Dept	Description	2016 Actual FTEs	2017 Budget FTEs	2017 YTD FTEs	2017 Projected FTEs	Projected YTD Variance	2018 Budget FTEs	Projected Budget Variance	Variance Percent
10000	EHS Balance Sheet	0.71	1.03	0.00	0.00	0.00	0.00	0.00	0.0%
17840	EHS Sports Medicine	7.04	6.85	6.84	6.83	(0.01)	6.80	0.02	0.4%
17880	EPG Phys Clinic-North	6.12	7.23	6.71	10.22	3.51	10.91	(0.69)	(6.7%)
17885	EPG Phys Clinic-East	1.99	3.97	3.39	5.47	2.09	5.76	(0.29)	(5.3%)
17891	EPG Phys Clinic-South	3.56	4.06	4.04	4.04	0.01	4.05	(0.01)	(0.2%)
17895	EPG Phys Clinic-West	1.79	0.00	1.01	1.01	(0.00)	1.00	0.00	0.3%
19000	EHS Administration	25.89	23.60	26.81	26.65	(0.17)	26.32	0.33	1.2%
19060	EHS Corporate Communications	8.68	10.04	8.32	8.30	(0.01)	8.27	0.03	0.4%
19080	EHS Teleservices	5.86	6.25	6.17	6.16	(0.01)	6.14	0.02	0.3%
19100	EHS Accounting Operations (Employee)	11.07	10.13	9.15	9.14	(0.02)	9.10	0.03	0.4%
19105	EHS Payroll	0.97	3.04	3.08	3.08	(0.00)	3.07	0.01	0.3%
19110	EHS Administrative Finance	3.30	3.41	3.34	4.22	0.88	4.33	(0.11)	(2.5%)
19150	EHS Information Services	22.90	17.63	23.23	23.14	(0.09)	22.96	0.18	0.8%

Budget Key Statistics By Department

Use to view highlighted key statistic trends across multiple fiscal years.

Key Statistic Summary

KHA Health

For The Budget Year 2018

Department	Name	Statistic Name	2016 Actual	2017 Budget	2017 YTD	2017 Annualized	2017 Projected	2018 Budget	Projection Variance	Budget Variance
10000	EHS Balance Sheet	Calendar Days	8,395	5,589	5,589	8,384	0	0	8,384	0
17840	EHS Sports Medicine	Calendar Days	365	243	243	365	365	364	0	1
17880	EPG Phys Clinic-North	Calendar Days	1,095	729	729	1,094	1,096	1,134	(3)	(38)
17885	EPG Phys Clinic-East	Calendar Days	730	486	486	729	730	755	(1)	(25)
17891	EPG Phys Clinic-South	Calendar Days	730	486	486	729	729	727	0	2
17895	EPG Phys Clinic-West	Calendar Days	365	243	243	365	365	364	0	1
19000	EHS Administration	Calendar Days	1,096	729	729	1,094	729	727	365	2
19060	EHS Corporate Communications	Calendar Days	365	243	243	365	365	364	0	1
19080	EHS Teleservices	Calendar Days	365	243	243	365	365	364	0	1
19100	EHS Accounting Operations (Employee)	Calendar Days	365	243	243	365	365	365	(1)	0
19105	EHS Payroll	Calendar Days	365	243	243	365	365	364	0	1
19110	EHS Administrative Finance	Calendar Days	365	243	243	365	365	366	(1)	(1)
19150	EHS Information Services	Calendar Days	365	243	243	365	365	364	0	1
19160	EHS Audit Services	Calendar Days	365	243	243	365	365	364	0	1
19170	EHS Medical Information Network	Calendar Days	365	243	243	365	365	364	0	1

Budget Per Unit Analysis

Use to analyze per-unit amounts by comparing the current year projection to next year's budget for Patient Revenue, Salaries, Supplies, and Other Expenses.

BUDGET PER UNIT ANALYSIS

KHA Health

For The Budget Year 2018

					Patient Revenue			Salaries			Supplies			Other Expense		
Dept	Description	KeyStatDesc	Projected KeyStat	Budget KeyStat	2017 Projected	2018 Budget	Variance	2017 Projected	2018 Budget	Variance	2017 Projected	2018 Budget	Variance	2017 Projected	2018 Budget	Variance
17840	EHS Sports Medicine	Calendar Days	365	364	0.00	0.00	0.00%	687.46	728.64	5.99%	6.44	6.44	(0.00%)	206.38	206.95	0.27%
17880	EPG Phys Clinic-North	Calendar Days	1,096	1,134	1,097.49	1,097.49	0.00%	591.87	794.62	34.25%	51.18	53.21	3.97%	1,104.32	101.58	(90.80%)
17885	EPG Phys Clinic-East	Calendar Days	730	755	1,064.69	1,064.69	0.00%	887.72	1,146.87	29.19%	80.93	84.17	4.00%	1,123.81	180.40	(83.95%)
17891	EPG Phys Clinic-South	Calendar Days	729	727	3,495.93	3,495.93	(0.00%)	1,911.11	2,123.70	11.12%	0.09	0.09	0.00%	2,517.97	2,489.39	(1.13%)
17895	EPG Phys Clinic-West	Calendar Days	365	364	140.27	140.27	0.00%	152.53	548.26	259.45%	0.00	0.00	0.00%	831.59	833.58	0.24%
19000	EHS Administration	Calendar Days	729	727	0.00	0.00	0.00%	8,349.48	5,308.77	(36.42%)	463.57	463.57	0.00%	(24,532.61)	(29,417.34)	19.91%
19060	EHS Corporate Communications	Calendar Days	365	364	0.00	0.00	0.00%	1,163.59	1,211.64	4.13%	73.03	73.03	0.00%	5,066.51	5,074.35	0.15%
19080	EHS Teleservices	Calendar Days	365	364	0.00	0.00	0.00%	846.31	924.51	9.24%	25.31	25.31	0.00%	84.60	74.49	(11.95%)
19100	EHS Accounting Operations (Employee)	Calendar Days	365	365	0.00	0.00	0.00%	1,359.40	1,532.06	12.70%	42.92	44.64	4.00%	105.78	106.80	0.96%
19105	EHS Payroll	Calendar Days	365	364	0.00	0.00	0.00%	509.83	609.61	19.57%	38.03	38.03	0.00%	78.74	78.95	0.27%
19110	EHS Administrative Finance	Calendar Days	365	366	0.00	0.00	0.00%	715.15	884.78	23.72%	11.75	12.22	4.00%	210.16	9.30	(95.57%)
19150	EHS Information Services	Calendar Days	365	364	0.00	0.00	0.00%	4,263.55	4,449.91	4.37%	185.25	185.25	0.00%	12,149.78	12,183.06	0.27%
19160	EHS Audit Services	Calendar Days	365	364	0.00	0.00	0.00%	212.71	219.14	3.03%	0.51	0.51	0.00%	19.39	19.44	0.27%
19170	EHS Medical Information Network	Calendar Days	365	364	0.00	0.00	0.00%	2,547.34	2,613.92	2.61%	59.90	59.90	0.00%	950.39	845.59	(11.03%)
19185	EHS Corporate Health Services	Calendar Days	365	364	0.00	0.00	0.00%	571.95	598.04	4.56%	12.53	12.53	0.00%	173.87	156.97	(9.72%)
19220	EHS Human Resources	Calendar Days	365	364	0.00	0.00	0.00%	1,646.54	1,688.34	2.54%	44.11	44.11	0.00%	1,093.65	1,083.51	(0.93%)
19250	EHS Performance Improvement	Calendar Days	365	364	0.00	0.00	0.00%	283.48	304.89	7.55%	0.56	0.56	0.00%	254.41	255.10	0.27%

Budget Plan Questions

Use to report on inputs from the Plan tab in plan files.

Budget Plan Questions

KHA Health

Dept	Description	Item Number	Objectives	Risk Factors	Factors That May Aid In Accomplishing The Objectives	Provide Any Operational Factors That Will Not Occur Next Year	Provide Any New Operational Factors That May Occur Next Year	Quality Improvement Plan	Labor Productivity Plan
27200	EMC Radiology - MRI (JobCode)	1	To develop a budget that meets all the	Unknown contract rates for	Managing FTE's and keeping labor in line with our strict	None that I am aware.	Increased hiring of physicians and opening multiple clinices.	Implementating a LEAN	

Budget Red Flag Analysis

Use to review the comments and explanations for accounts flagged in the budget plan files because they exceeded the defined red-flag threshold. The report shows year-to-date actual and current year projection compared to the proposed budget request. The report also includes fields for the adjustments and comments posted from the budget workbook for each account.

Budget Red Flag Analysis

KHA Health

For The Budget Year 2018

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%)	259.45%	($546)	$143,850	$143,304
19000	EHS Administration	$136.21	$128.31	$109.81	$70.50	(14.41%)	(45.05%)	(35.80%)	($48,295)	($2,152,023)	($2,200,318)
19060	EHS Corporate Communications	$24.22	$24.24	$24.55	$25.59	1.32%	5.60%	4.23%	($1,629)	$17,872	$16,242
19080	EHS Teleservices	$24.08	$23.21	$24.08	$26.31	3.76%	13.36%	9.25%	($944)	$28,447	$27,503
19100	EHS Accounting Operations (Employee)	$22.59	$23.41	$26.11	$29.53	11.50%	26.11%	13.10%	($1,992)	$64,782	$62,789
19105	EHS Payroll	$35.19	$26.37	$29.05	$34.74	10.15%	31.73%	19.59%	($632)	$36,294	$35,662
19110	EHS Administrative Finance	$29.98	$33.68	$29.75	$35.99	(11.67%)	6.87%	21.00%	$7,990	$56,197	$64,186
19150	EHS Information Services	$31.64	$31.76	$32.29	$33.87	1.66%	6.63%	4.90%	($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	$21.94	$22.36	$23.61	1.90%	7.63%	5.62%	($17,960)	$151,070	$133,110
26320	EMC 3 West	$20.47	$21.50	$21.39	$21.25	(0.47%)	(1.16%)	(0.68%)	$2,527	($17,423)	($14,896)
26340	EMC CCU (Staffing)	$27.55	$28.95	$30.67	$31.45	5.96%	8.64%	2.53%	$265,069	$47,596	$312,666
26350	EMC AICU	$26.29	$26.86	$26.95	$27.51	0.32%	2.42%	2.09%	$36,022	$70,796	$106,818
26430	EMC Well Baby Nursery	$27.84	$30.08	$30.86	$32.96	2.61%	9.58%	6.79%	($4,478)	$15,990	$11,512
26440	EMC Mother/Baby	$21.77	$22.12	$22.39	$23.20	1.21%	4.90%	3.64%	$88,917	$92,886	$181,803
26450	EMC NICU	$30.25	$33.30	$32.72	$32.33	(1.72%)	(2.91%)	(1.22%)	$934,702	($41,822)	$892,880

Budget Summary by Department

Use to analyze total-expense variances by department, comparing the proposed budget to the current-year projection. The report shows prior-year actual, current-year actual, and current-year budget history.

Budget Total Expense Summary by Dept

KHA Health

For The Period Ending February 28, 2017

Dept	Description	Actual 2016	Budget 2017	YTD-Actual 2017	Annualized 2017	Projected 2017	Budget 2018	Projection Variance	Annualized Variance
10000	EHS Balance Sheet	18,110,306	20,830,204	12,870,231	19,305,347	0	0	0	19,305,347
17840	EHS Sports Medicine	354,659	323,216	212,155	318,233	328,154	342,434	(14,280)	(24,202)
17880	EPG Phys Clinic-North	1,838,384	1,923,628	1,184,414	1,776,621	1,915,123	1,076,625	838,498	699,997
17885	EPG Phys Clinic-East	1,484,700	2,460,228	982,150	1,473,225	1,527,497	1,065,635	461,861	407,589
17891	EPG Phys Clinic-South	2,890,503	3,297,572	2,147,569	3,221,353	3,228,860	3,353,821	(124,961)	(132,468)
17895	EPG Phys Clinic-West	1,469,122	266,184	36,047	54,070	358,709	502,305	(143,597)	(448,235)
19000	EHS Administration	(4,411,667)	(15,164,945)	(9,197,180)	(13,795,770)	(11,459,565)	(17,190,111)	5,730,546	3,394,341
19060	EHS Corporate Communications	2,696,540	2,708,568	1,527,548	2,291,322	2,297,491	2,311,529	(14,038)	(20,207)
19080	EHS Teleservices	334,730	333,813	225,614	338,421	348,542	372,342	(23,800)	(33,921)
19100	EHS Accounting Operations (Employee)	588,070	511,024	332,663	498,995	550,457	614,475	(64,018)	(115,480)
19105	EHS Payroll	89,662	165,921	130,931	196,396	228,391	264,119	(35,728)	(67,723)
19110	EHS Administrative Finance	231,492	234,914	209,069	313,603	342,024	331,705	10,318	(18,102)
19150	EHS Information Services	6,110,175	6,341,677	4,162,540	6,243,809	6,050,183	6,113,496	(63,312)	130,314
19160	EHS Audit Services	103,039	81,642	56,494	84,741	84,786	86,913	(2,127)	(2,171)
19170	EHS Medical Information Network	1,012,980	1,023,163	845,733	1,268,600	1,296,758	1,279,319	17,439	(10,719)

Budget Threshold Analysis

Use to analyze account categories by applying a low and high threshold for variances. Historical data for last-year actual and current-year budget are also included.

Budget Threshold Report

KHA Health

For The Budget Year 2018

500 High Threshold

(500) Low Threshold

Acct.FSSummary = 'E_Salaries' AND INITIATIVEID.INITIATIVEID = 1

DEPT	Description	Acct	Type	Account	Last Year Actual	Current Budget	Current Projection	Proposed Budget	Variance	Var %
17840	EHS Sports Medicine	60100	Expense	Salaries - Regular	240,262	190,381	196,604	211,461	(14,857)	(7.6%)
17880	EPG Phys Clinic-North	60100	Expense	Salaries - Regular	505,175	409,225	550,629	791,511	(240,882)	(43.7%)
17885	EPG Phys Clinic-East	60100	Expense	Salaries - Regular	366,469	635,492	556,668	771,926	(215,258)	(38.7%)
17891	EPG Phys Clinic-South	60100	Expense	Salaries - Regular	815,199	1,074,381	1,319,837	1,448,578	(128,741)	(9.8%)
17895	EPG Phys Clinic-West	60100	Expense	Salaries - Regular	287,349	180,000	39,003	185,920	(146,917)	(376.7%)
19000	EHS Administration	60100	Expense	Salaries - Regular	2,484,722	4,530,968	2,337,303	2,562,407	(225,105)	(9.6%)
19060	EHS Corporate Communications	60100	Expense	Salaries - Regular	330,245	384,192	314,784	323,277	(8,494)	(2.7%)
19080	EHS Teleservices	60100	Expense	Salaries - Regular	218,988	227,883	231,861	240,994	(9,133)	(3.9%)
19100	EHS Accounting Operations (Employee)	60100	Expense	Salaries - Regular	392,554	333,424	329,009	347,728	(18,719)	(5.7%)
19105	EHS Payroll	60100	Expense	Salaries - Regular	41,428	116,193	113,168	119,629	(6,461)	(5.7%)
19110	EHS Administrative Finance	60100	Expense	Salaries - Regular	156,170	162,710	188,024	240,354	(52,330)	(27.8%)
19150	EHS Information Services	60100	Expense	Salaries - Regular	1,091,056	1,113,324	1,127,213	1,174,863	(47,649)	(4.2%)
19160	EHS Audit Services	60100	Expense	Salaries - Regular	67,855	56,692	51,506	55,419	(3,914)	(7.6%)
19170	EHS Medical Information Network	60100	Expense	Salaries - Regular	510,105	551,946	656,475	678,020	(21,545)	(3.3%)

Budget Workbook Changes for CYB and NYB

Use to view highlighted areas where users made inputs in the yellow cells in budget plan files.

Changes to Projection and Budget from Workbook

KHA Health

For The Budget Year 2018

User Selection: 17840 - EHS Sports Medicine

Dept	Description	Acct	Description	Last Yr Actual	Current Yr Budget	YTD Actual	Current Yr Projection Calculated	Current Yr Projection Adjustments	Proposed Current Yr Projection	Budget Percentage Adjustments	Budget Amount Adjustments	Proposed Budget	Variance
17840	EHS Sports Medicine	60100	Salaries - Regular	240,262	190,381	127,487	69,117	0	196,604	0.00%	0	211,461	(14,857)
17840	EHS Sports Medicine	60110	Salaries - Overtime	2	(68)	0	0	0	0	0.00%	0	0	0
17840	EHS Sports Medicine	60120	Salaries - Non-Productive	8,376	21,152	6,256	1,577	0	7,832	0.00%	0	4,825	3,008
17840	EHS Sports Medicine	61100	Employee Annuity	4,445	4,330	2,060	1,089	0	3,149	0.00%	0	3,331	(183)
17840	EHS Sports Medicine	61200	Medical Insurance	14,712	21,128	14,156	7,483	0	21,639	0.00%	0	22,893	(1,254)
17840	EHS Sports Medicine	61220	Group Term Life	283	206	170	90	0	259	0.00%	0	274	(15)
17840	EHS Sports Medicine	61230	Disability Insurance	555	456	499	264	0	762	0.00%	0	806	(44)
17840	EHS Sports Medicine	61300	FICA - Social Security	18,673	18,273	9,846	6,019	0	15,865	0.00%	0	16,546	(681)
17840	EHS Sports Medicine	61510	Employee Benefits - PDO	10,684	9,686	2,924	1,546	0	4,469	0.00%	0	4,728	(259)
17840	EHS Sports Medicine	62100	Supplies - General	1,727	3,466	1,566	783	0	2,349	0.00%	0	2,342	6
17840	EHS Sports Medicine	63140	Fees - Other	50,000	50,004	25,000	16,667	0	41,667	0.00%	0	41,667	0
17840	EHS Sports Medicine	64100	Repairs	0	0	731	365	0	1,096	0.00%	0	1,096	0
17840	EHS Sports Medicine	66200	Telephone	2,593	2,642	1,078	810	0	1,888	0.00%	0	1,888	0
17840	EHS Sports Medicine	69100	Travel - General	24,728	0	18,973	9,487	0	28,460	0.00%	0	28,460	0
17840	EHS Sports Medicine	69120	Institutes And Education	424	0	0	0	0	0	0.00%	0	0	0
17840	EHS Sports Medicine	69200	Dues And Subscriptions	212	1,560	1,410	705	0	2,115	0.00%	0	2,115	0
17840	EHS Sports Medicine	69950	Rebates/Repayments	(23,309)	0	0	0	0	0	0.00%	0	0	0
17840	EHS Sports Medicine	71100	Depreciation - Equipment	294	0	0	0	0	0	0.00%	0	0	0
	Total			**354,659**	**323,216**	**212,155**	**115,999**	**0**	**328,154**		**0**	**342,434**	**(14,280)**

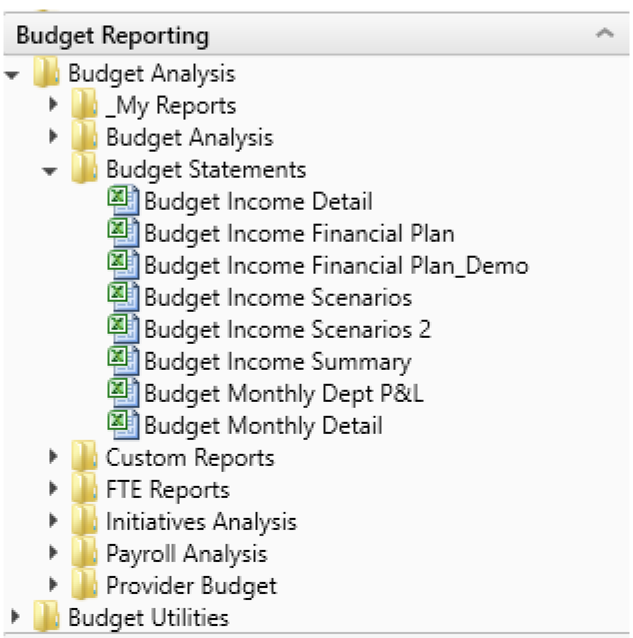
Statement reports

These reports are designed for budget analysis.

▶ Accessing these reports

The reports listed in this section are located in **\Axiom\Reports Library\Budgeting Reports\Budget Statements**. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the **Budget Reporting** section, click **Budget Analysis > Budget Statements**.



Budget Income Detail

Use to analyze the proposed budget-by-income statement category compared to last-year actual, current-year budget, current-year projected, year-to-date actual, and current-year annualized. Each category shows all values for all accounts in that category.

Budget Income Statement Detail

KHA Health
For The Budget Year 2018

Account	Description	Last Year Actual	Current Year Budget	Current Year Projected	Current Year YTD	Current Year Annualized	Next Year Budget	Projected Yr Variance	Projected Var %	CY Budget Var %
Patient Revenue										
	Inpatient Gross Revenue									
31100	IP - Medicare	162,981,910	208,824,028	182,863,552	128,359,839	192,539,759	202,886,142	20,022,590	10.9%	(2.8%)
31200	IP - Medicaid	17,977,136	17,709,210	26,879,734	17,848,976	26,773,465	31,431,317	4,551,583	16.9%	77.5%
31300	IP - Blue Cross	38,281,648	40,042,068	44,348,749	30,112,259	45,168,388	49,992,055	5,643,306	12.7%	24.8%
31400	IP - Commercial	26,029,597	27,492,443	27,702,313	18,445,594	27,668,391	31,609,190	3,906,877	14.1%	15.0%
31500	IP - HMO/PPO	26,079,948	28,571,460	35,296,863	23,698,845	35,548,268	40,627,037	5,330,174	15.1%	42.2%
31600	IP - Self Pay	10,480,702	12,950,129	11,551,346	7,696,295	11,544,443	12,827,413	1,276,067	11.0%	(0.9%)
31900	IP - Other	6,953,203	7,354,915	6,632,373	4,770,996	7,156,493	7,332,626	700,253	10.6%	(0.3%)
	Total - Inpatient Gross Revenue	288,784,145	342,944,253	335,274,930	230,932,805	346,399,207	376,705,781	41,430,850	12.4%	9.8%
	Outpatient Gross Revenue									
32100	OP - Medicare	40,846,364	56,540,399	51,866,330	33,161,687	49,742,530	53,282,248	1,415,918	2.7%	(5.8%)
32200	OP - Medicaid	5,925,935	6,419,968	8,205,569	5,172,631	7,758,947	8,415,279	209,710	2.6%	31.1%
32300	OP - Blue Cross	23,597,634	27,153,138	30,161,525	19,478,880	29,218,320	30,994,695	833,171	2.8%	14.1%
32400	OP - Commercial	12,592,272	15,301,982	13,802,622	8,905,033	13,357,550	14,272,665	470,043	3.4%	(6.7%)
32500	OP - HMO/PPO	16,909,578	19,349,478	22,681,532	14,455,339	21,683,009	23,164,881	483,349	2.1%	19.7%
32600	OP - Self Pay	4,046,034	4,343,943	4,209,594	2,648,411	3,972,617	4,250,748	41,154	1.0%	(2.1%)
32900	OP - Other	9,850,831	10,310,334	7,503,058	6,145,973	9,218,960	7,640,117	137,059	1.8%	(25.9%)
33100	ER - Medicare	3,913,778	5,648,664	5,288,277	3,148,003	4,722,005	4,708,590	(579,688)	(11.0%)	(16.6%)

Budget Income Financial Plan

Use to view annuals income statement comparisons across multiple scenarios.

Budget Financial Plan Comparison

KHA Health
For The Period Ending February 28, 2018

	2018 YTD	2018 Annualized	2019 Budget	2019 Financial Plan	Variance From Fin Plan
Patient Revenue					
Inpatient	233,128,493	349,692,740	375,735,914	338,317,596	37,418,318
Outpatient	103,399,882	155,099,822	161,733,994	157,028,658	4,705,337
Other Patient Revenue	152,686,491	229,029,737	30,914,548	10,970,890	19,943,659
Total Patient Revenue	489,214,866	733,822,300	568,384,457	506,317,144	62,067,313
Deductions From Revenue					
Charity Services	8,102,525	12,153,788	13,174,773	12,869,194	(305,579)
Contractual Allowances	254,098,679	381,148,019	386,805,888	228,433,970	(158,371,918)
Other Discounts	3,214,134	4,821,201	14,287,420	3,684,166	(10,603,254)
Bad Debt	8,259,384	12,389,076	12,302,915	14,353,757	2,050,842
Total Deductions	273,674,723	410,512,084	426,570,995	259,341,087	(167,229,908)
Net Patient Revenue	215,540,144	323,310,216	141,813,462	246,976,057	(105,162,595)
Other Operating Revenue	52,975,338	79,463,007	33,627,953	22,652,593	10,975,360
Total Operating Revenue	268,515,482	402,773,222	175,441,415	269,628,650	(94,187,235)
Operating Expenses					
Salaries & Wages	98,240,683	147,361,024	112,732,435	102,285,737	(10,446,697)
Benefits	23,882,796	35,824,194	25,526,936	18,506,244	(7,020,692)
Contract Labor	1,493,126	2,239,690	1,299,143	116,719	(1,182,424)

Budget Income Scenarios

Use to analyze the proposed budget by FSDetail category compared to the Baseline Budget, NYBScenario1, and NYBScenario2. BudScenario1 and BudScenario2 are fields in the database used to store the results of different sets of driver files. You can use this report to compare passes of the budget

(BudPass1, BudPass2).

Budget Scenario Comparison

KHA Health
For The Budget Year 2018

	2018 Prelim	2018 Scenario1	2018 Scenario2	2018 Proposed Budget
Patient Revenue				
Outpatient	162,504,583	0	0	161,734,874
Other Patient Revenue	38,481,190	0	0	19,056,130
Total Patient Revenue	477,973,687	0	0	557,496,784
Deductions From Revenue				
Charity Services	11,951,014	0	0	13,166,784
Contractual Allowances	252,286,182	0	0	375,327,650
Other Discounts	4,686,891	0	0	5,168,035
Bad Debt	11,196,438	0	0	12,192,382
Total Deductions	280,120,526	0	0	405,854,851
Net Patient Revenue	**197,853,162**	**0**	**0**	**151,641,933**
Other Operating Revenue	33,088,047	0	0	33,623,053
Total Operating Revenue	230,941,209	0	0	185,264,986

Budget Income Summary

Use to summarize the proposed budget by FSDetail category compared to last-year actual, current-year budget, current-year annualized, and current-year projected.

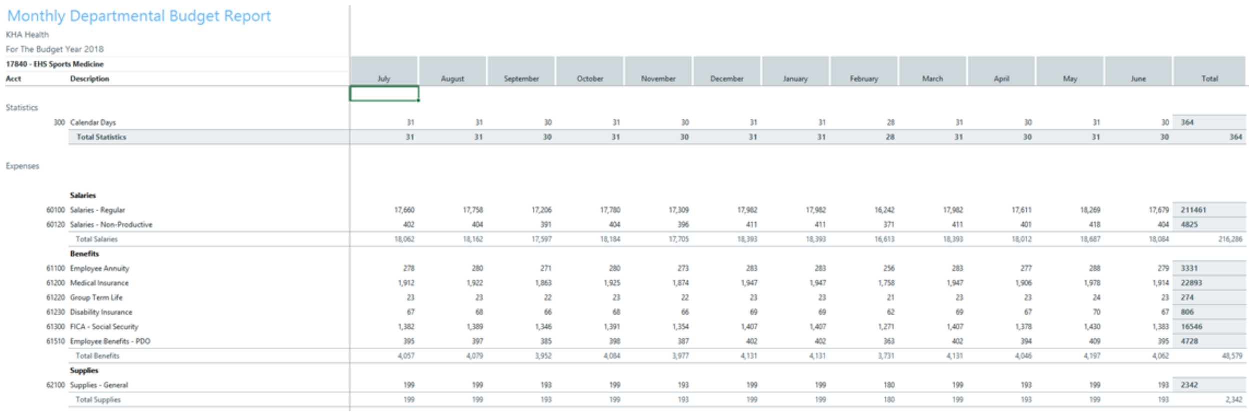
Budget Income Summary

KHA Health
For The Budget Year 2018

	Last Yr Actual	Current Yr Budget	Current Yr YTD	Current Yr Annualized	Current Yr Projected	Proposed Budget	Projected Yr Variance	Projected Var %	CY Budget Var %
Patient Revenue									
Inpatient	288,784,145	342,944,253	230,932,805	346,399,207	335,274,930	376,705,781	41,430,850	12.4%	9.8%
Outpatient	130,210,589	158,762,584	103,344,156	155,016,235	160,638,834	161,734,874	1,096,040	0.7%	1.9%
Other Patient	231,241,865	227,939,308	152,686,491	229,029,737	38,421,390	19,056,130	(19,365,260)	(50.4%)	(91.6%)
Total Patient Revenue	650,236,598	729,646,146	486,963,453	730,445,179	534,335,154	557,496,784	23,161,630	4.3%	(23.6%)
Deductions From Revenue									
Charity Services	10,945,089	13,102,222	8,102,525	12,153,788	11,951,290	13,166,784	(1,215,494)	(10.2%)	(0.5%)
Deductions From Revenue	315,061,954	354,583,898	245,372,927	368,059,390	350,094,164	375,327,650	(25,233,487)	(7.2%)	(5.9%)
Other Discounts	5,393,471	12,844,577	3,214,134	4,821,201	4,686,999	5,168,035	(481,036)	(10.3%)	59.8%
Bad Debt	11,722,981	15,645,038	8,259,384	12,389,076	11,196,692	12,192,382	(995,689)	(8.9%)	22.1%
Total Deductions From Revenue	343,123,495	396,175,735	264,948,970	397,423,455	377,929,145	405,854,851	(27,925,706)	(7.4%)	(2.4%)
Net Patient Revenue	**307,113,103**	**333,470,411**	**222,014,483**	**333,021,724**	**156,406,009**	**151,641,933**	**(4,764,077)**	**(3.0%)**	**(54.5%)**
Other Operating Revenue	91,537,493	81,462,542	52,975,338	79,463,007	32,251,632	33,623,053	1,371,421	4.3%	(58.7%)
Total Operating Revenue	**398,650,596**	**414,932,953**	**274,989,820**	**412,484,730**	**188,657,641**	**185,264,986**	**(3,392,655)**	**(1.8%)**	**(55.4%)**

Budget Monthly Dept P&L

Use to review the monthly spread by account for the proposed budget by Budget Type category for an individual department. This report is often used to provide the department manager with a final copy of their month-by-month budget.



Monthly Departmental Budget Report

KHA Health

For The Budget Year 2018

17840 - EHS Sports Medicine

Acct	Description	July	August	September	October	November	December	January	February	March	April	May	June	Total
Statistics														
300	Calendar Days	31	31	30	31	30	31	31	28	31	30	31	30	364
	Total Statistics	**31**	**31**	**30**	**31**	**30**	**31**	**31**	**28**	**31**	**30**	**31**	**30**	**364**
Expenses														
	Salaries													
60100	Salaries - Regular	17,660	17,758	17,206	17,780	17,309	17,982	17,982	16,242	17,982	17,611	18,269	17,679	211461
60120	Salaries - Non-Productive	402	404	391	404	396	411	411	371	411	401	418	404	4825
	Total Salaries	18,062	18,162	17,597	18,184	17,705	18,393	18,393	16,613	18,393	18,012	18,687	18,084	216,286
	Benefits													
61100	Employee Annuity	278	280	271	280	273	283	283	256	283	277	288	279	3331
61200	Medical Insurance	1,912	1,922	1,863	1,925	1,874	1,947	1,947	1,758	1,947	1,906	1,978	1,914	22893
61220	Group Term Life	23	23	22	23	22	23	23	21	23	23	24	23	274
61230	Disability Insurance	67	68	66	68	66	69	69	62	69	67	70	67	806
61300	FICA - Social Security	1,382	1,389	1,346	1,391	1,354	1,407	1,407	1,271	1,407	1,378	1,430	1,383	16546
61510	Employee Benefits - PDO	395	397	385	398	387	402	402	363	402	394	409	395	4728
	Total Benefits	4,057	4,079	3,952	4,084	3,977	4,131	4,131	3,731	4,131	4,046	4,197	4,062	48,579
	Supplies													
62100	Supplies - General	199	199	193	199	193	199	199	180	199	193	199	193	2342
	Total Supplies	199	199	193	199	193	199	199	180	199	193	199	193	2,342

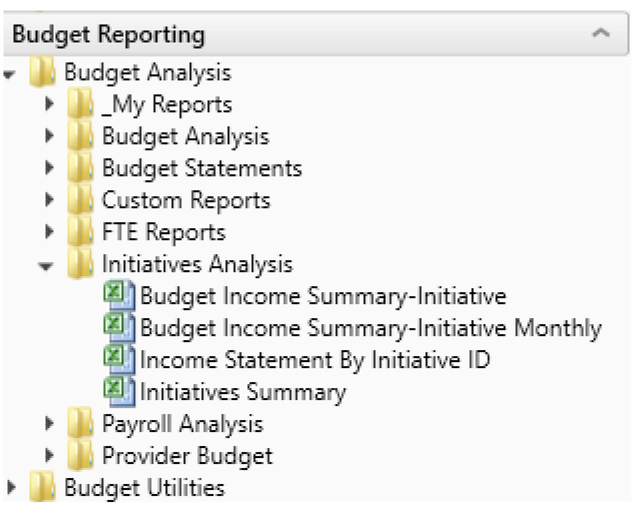
Initiative Analysis reports

These reports are designed for budget analysis of new initiatives.

Accessing these reports

The reports listed in this section are located in **\Axiom\Reports Library\Budgeting Reports\Initiatives Analysis**. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the **Budget Reporting** section, click **Budget Analysis > Initiatives Analysis**.



Budget Income Summary - Initiative

Use to review new initiatives by Income Statement category.

Budget Income Summary-Initiative Review

KHA Health

For The Budget Year 2018

Initiative ID:	**2**
Description:	**New MRI Machine**
Initiative Status:	**Approve**

	Proposed Budget
Patient Revenue	
Inpatient	1,200,000
Total Patient Revenue	1,200,000
Deductions From Revenue	
Deductions From Revenue	720,000
Total Deductions From Revenue	720,000
Net Patient Revenue	**480,000**
Total Operating Revenue	**480,000**
Operating Expenses	
Salaries & Wages	114,714
Benefits	15,711
Medical Supplies	60,000
Other Supplies	13,200
Depreciation and Amortization	49,560
Total Operating Expenses	253,186
Excess of Revenue Over Expenses from Operations	**226,814**
Excess of Revenue Over Expenses	**226,814**

Budget Income Summary - Initiative Monthly

Use to review new initiatives by Income Statement category by month.

Budget Income Summary-Initiative Review-Monthly

KHA Health

For The Budget Year 2018

Initiative ID: 2
Description: New MRI Machine
Initiative Status: Approve

	Jul-2017 Budget	Aug-2017 Budget	Sep-2017 Budget	Oct-2017 Budget	Nov-2017 Budget	Dec-2017 Budget	Jan-2018 Budget
Patient Revenue							
Inpatient	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Total Patient Revenue	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Deductions From Revenue							
Deductions From Revenue	60,000	60,000	60,000	60,000	60,000	60,000	60,000
Total Deductions From Revenue	60,000	60,000	60,000	60,000	60,000	60,000	60,000
Net Patient Revenue	**40,000**	**40,000**	**40,000**	**40,000**	**40,000**	**40,000**	**40,000**
Total Operating Revenue	**40,000**	**40,000**	**40,000**	**40,000**	**40,000**	**40,000**	**40,000**
Operating Expenses							
Salaries & Wages	9,743	9,743	9,429	9,743	9,429	9,743	9,743
Benefits	1,332	1,332	1,293	1,332	1,293	1,332	1,332
Medical Supplies	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Other Supplies	1,100	1,100	1,100	1,100	1,100	1,100	1,100
Depreciation and Amortization	4,130	4,130	4,130	4,130	4,130	4,130	4,130
Total Operating Expenses	21,305	21,305	20,951	21,305	20,951	21,305	21,305
Excess of Revenue Over Expenses from Operations	**18,695**	**18,695**	**19,049**	**18,695**	**19,049**	**18,695**	**18,695**
Excess of Revenue Over Expenses	**18,695**	**18,695**	**19,049**	**18,695**	**19,049**	**18,695**	**18,695**

Income Statement by Initiative ID

Use to review new initiatives side-by-side for multiple initiatives.

Income Summary By Initiative ID

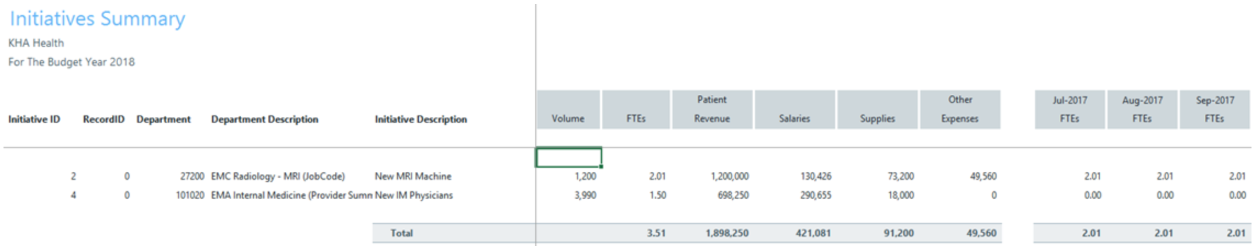
KHA Health

For The Budget Year 2018

InitiativeID.InitiativeID IN (2)	Approve New MRI Machine	Initiative TOTAL	Approved TOTAL	Exclude TOTAL
Patient Revenue				
Inpatient	1,200,000	1,200,000	1,200,000	0
Total Patient Revenue	1,200,000	1,200,000	1,200,000	0
Deductions From Revenue				
Deductions From Revenue	720,000	720,000	720,000	0
Total Deductions From Revenue	720,000	720,000	720,000	0
Net Patient Revenue	**480,000**	**480,000**	**480,000**	**0**
Total Operating Revenue	**480,000**	**480,000**	**480,000**	**0**
Operating Expenses				
Salaries & Wages	114,714	114,714	114,714	0
Benefits	15,711	15,711	15,711	0
Medical Supplies	60,000	60,000	60,000	0
Other Supplies	13,200	13,200	13,200	0
Depreciation and Amortization	49,560	49,560	49,560	0
Total Operating Expenses	253,186	253,186	253,186	0
Excess of Revenue Over Expenses from Operations	**226,814**	**226,814**	**226,814**	**0**
Excess of Revenue Over Expenses	**226,814**	**226,814**	**226,814**	**0**

Initiative Summary

Use to review new initiatives by department by category, with monthly FTEs.



Initiatives Summary

KHA Health

For The Budget Year 2018

Initiative ID	RecordID	Department	Department Description	Initiative Description	Volume	FTEs	Patient Revenue	Salaries	Supplies	Other Expenses	Jul-2017 FTEs	Aug-2017 FTEs	Sep-2017 FTEs
2	0	27200	EMC Radiology - MRI (JobCode)	New MRI Machine	1,200	2.01	1,200,000	130,426	73,200	49,560	2.01	2.01	2.01
4	0	101020	EMA Internal Medicine (Provider Sumn	New IM Physicians	3,990	1.50	698,250	290,655	18,000	0	0.00	0.00	0.00
				Total		3.51	1,898,250	421,081	91,200	49,560	2.01	2.01	2.01

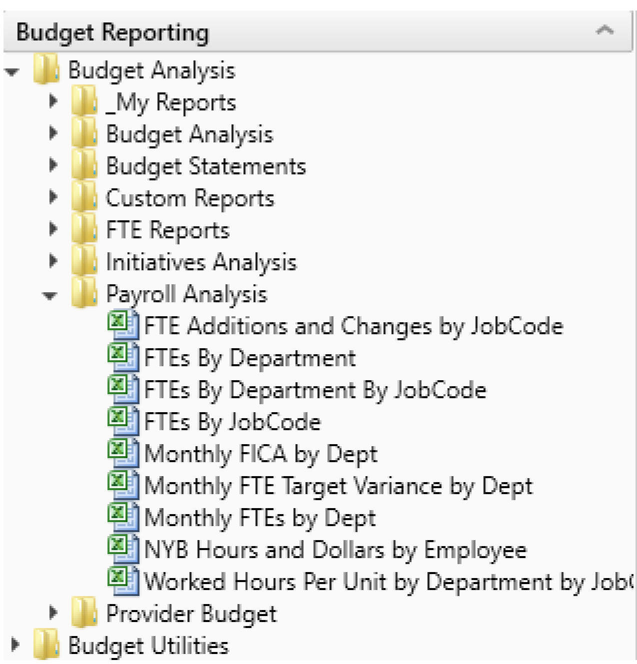
Payroll Analysis reports

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	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

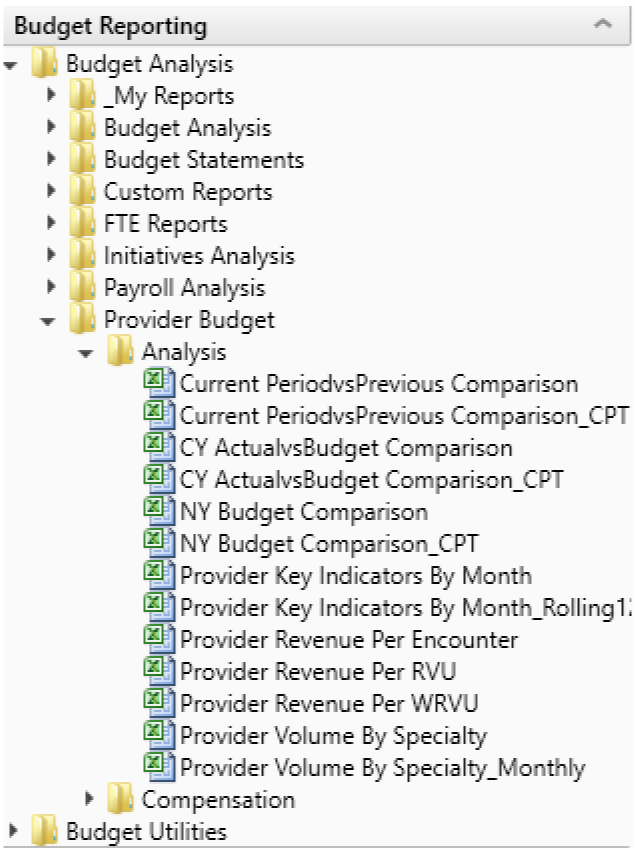
Provider Analysis reports

These reports are designed for provider budget analysis.

Accessing these reports

The reports listed in this section are located in **\Axiom\Reports Library\Budgeting Reports\Provider Budgeting\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 > Provider Budget > Analysis**.



NY Budget Comparison

Use to compare the projected and NY budget by provider to the current year by selected data type.

Provider CY Projections vs NY Budget Comparison

KHA Health

For The Period Ending February 28, 2017

Filtered For: FTE		Current					CY Annualized	CY Projection
Provider ID	**Provider Name**	YTD	CY Annualized	CY Projection	Variance	NY Budget	Variance	Variance
D10528	Champion Richard A MD	332	498	0	(498)	0	(498)	0
D12221	Quintin Maria L MD	904	1,356	0	(1,356)	0	(1,356)	0
D1406	Meenan David MDO	218	328	0	(328)	0	(328)	0
D14201	Racemark Susan M MD	935	1,402	0	(1,402)	0	(1,402)	0
D14677	Seraman Katherine MD	848	1,272	0	(1,272)	0	(1,272)	0
D17629	Baumann Robert E MD	1,051	1,576	0	(1,576)	0	(1,576)	0
D20729	Rosenthal James P MD	1,169	1,753	0	(1,753)	0	(1,753)	0
D25986	Tappolo Susan E MD	948	1,422	0	(1,422)	0	(1,422)	0
D5752	Garland Jason L MD	1,192	1,788	0	(1,788)	0	(1,788)	0
D77963	Carbonata Patrick MD	790	1,184	0	(1,184)	0	(1,184)	0
D77988	Lee James MD	1,287	1,931	0	(1,931)	0	(1,931)	0
D79749	Tharalon Mary J MD	1,157	1,736	0	(1,736)	0	(1,736)	0
D8952	Thompson Helen D MD	763	1,144	0	(1,144)	0	(1,144)	0
DM125	Zucker Charles J MD	475	712	0	(712)	0	(712)	0
DM299	Wilson Gary A MD	1,088	1,632	0	(1,632)	0	(1,632)	0
DM327	Foxworthy Richard M MD	1,156	1,735	0	(1,735)	0	(1,735)	0
DM502	Cohen Charles J MD	623	934	0	(934)	0	(934)	0

NY Budget Comparison_CPT

Use to compare the projected and NY budget by CPT Code to the current year by selected data type.

Provider CY Projections vs NY Budget Comparison

KHA Health

For The Period Ending February 28, 2017

Filtered For: FTE		Current					CY Annualized	CY Projection
CPT.KHABgtCode	**CPT Description**	YTD	CY Annualized	CY Projection	Variance	NY Budget	Variance	Variance
FTE_Admin	Provider FTE - Administrative	1,786	2,679	0	(2,679)	0	(2,679)	0
FTE_Clin	Provider FTE-Clinical	37,300	55,950	0	(55,950)	0	(55,950)	0
FTE_Other	Provider FTE - Other	4,899	7,349	0	(7,349)	0	(7,349)	0
	Total	**43,985**	**65,978**	**0**	**(65,978)**	**0**	**(65,978)**	**0**

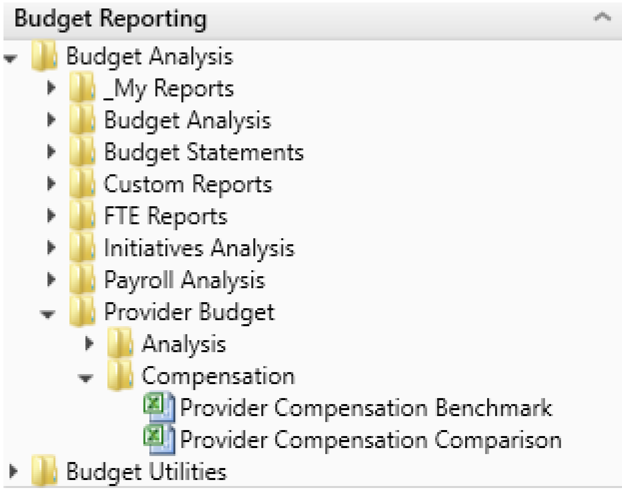
Running Provider Budget Compensation reports

These reports are designed for payroll/provider budget analysis.

Accessing these reports

The reports listed in this section are located in **\Axiom\Reports Library\Budgeting Reports\Provider Budget\Compensation**.For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the **Budget Reporting** section, click **Budget Analysis > Provider Budget > Compensation**.



Provider Compensation Benchmark

Use to compare the proposed budget salary to a salary target for each provider. The target is factored for the budget FTE.

Provider Compensation Benchmark

KHA Health

For The Period Ending February 28, 2017

Provider ID	Provider Name	Specialty	NYB Hours	Budget FTE	Budget Salary	Benchmark Salary Target	Benchmark Variance	NYB Volume Encounters
D10528	Champion Richard A MD	IM	2,586	1.24	341,495	234,359	(107,137)	1,731.00
D10528	Champion Richard A MD	IM		0.00		0	0	1,615.00
D12221	Quintin Maria L MD	IM	3,441	1.65	688,758	311,848	(376,910)	3,065.00
D12221	Quintin Maria L MD	IM		0.00		0	0	2,913.00
D1406	Meenan David MDO	IM	2,399	1.15	401,500	217,349	(184,151)	2,907.00
D1406	Meenan David MDO	IM		0.00		0	0	2,417.00
D14201	Racemark Susan M MD	IM	3,504	1.68	513,053	317,518	(195,535)	2,230.00
D14201	Racemark Susan M MD	IM		0.00		0	0	2,487.00
D14677	Seraman Katherine MD	IM	3,358	1.61	573,480	304,288	(269,192)	3,965.00
D14677	Seraman Katherine MD	IM		0.00		0	0	3,744.00
D17629	Baumann Robert E MD	IM	1,585	0.76	392,725	143,639	(249,085)	4,588.00
D20729	Rosenthal James P MD	IM	1,773	0.85	358,788	160,649	(198,139)	4,490.00
D25986	Tappolo Susan E MD	IM	0	0.00	19,943	0	(19,943)	2,292.00
D5752	Garland Jason L MD	IM	0	0.00	26,479	0	(26,479)	2,504.00
D77963	Carbonata Patrick MD	IM	0	0.00	9,923	0	(9,923)	1,062.00
D77988	Lee James MD	IM	0	0.00	36,054	0	(36,054)	2,790.00
D79749	Tharalon Mary J MD	IM	0	0.00	21,531	0	(21,531)	1,840.00
D8952	Thompson Helen D MD	IM	0	0.00	15,502	0	(15,502)	1,471.00

Provider Compensation Comparison

Use to compare the calculated budget salary under each of the available compensation methods, by provider, to evaluate the cost of moving providers to another model or standardizing the compensation model. There is also a comparison of the current year vs proposed budget salary cost per work RVU to test if the compensation is changing +\- the Hold Harmless percentage.

Provider Compensation Comparison

KHA Health

For The Period Ending February 28, 2017

Dept	Description	:mployee ID	Name	Comp Method	CYP Rate\WRVU	NYB Rate\WRVU	NYB % of CYP	Hold Harmless Rate	CY Projection	CYP Volume	NY Budget Dollars
101010	EMA Internal Medicine (Provider Detail)	15416	Meenan, David M.DO	CompRate	67.45	68.53	1.02	68.53	90,786	1,346	95,400
101010	EMA Internal Medicine (Provider Detail)	16768	Seraman, Katherine MD	Comp3Tier	69.40	71.33	1.03	71.33	133,525	1,924	141,941
101010	EMA Internal Medicine (Provider Detail)	17279	Champion, Richard A. MD	CompStep	74.44	79.08	1.06	79.08	60,293	810	69,278
101010	EMA Internal Medicine (Provider Detail)	18067	Rosenthal James P MD	Guarantee	224.48	106.54	0.47	106.54	483,538	2,154	237,479
101010	EMA Internal Medicine (Provider Detail)	19452	Quintin, Maria L. MD	Guarantee	120.61	129.32	1.07	129.32	178,750	1,482	198,250
101010	EMA Internal Medicine (Provider Detail)	20135	Baumann Robert E MD	Guarantee	143.21	127.09	0.89	127.09	316,355	2,209	290,401
101010	EMA Internal Medicine (Provider Detail)	20532	Racemark, Susan M. MD	Salary	129.81	128.32	0.99	128.32	144,475	1,113	147,696
101020	EMA Internal Medicine (Provider Summa	15416	Meenan, David M.DO	CompRate	74.82	77.18	1.03	77.18	175,000	2,339	186,550
101020	EMA Internal Medicine (Provider Summa	16768	Seraman, Katherine MD	Comp3Tier	68.31	70.14	1.03	70.14	250,825	3,672	262,600
101020	EMA Internal Medicine (Provider Summa	17279	Champion, Richard A. MD	CompStep	85.68	89.22	1.04	85.68	135,463	1,581	144,093
101020	EMA Internal Medicine (Provider Summa	19452	Quintin, Maria L. MD	Guarantee	96.69	104.70	1.08	96.69	275,000	2,844	305,000
101020	EMA Internal Medicine (Provider Summa	20532	Racemark, Susan M. MD	Salary	63.10	63.36	1.00	63.10	152,564	2,418	157,564
	Total								**2,396,574**	**23,892**	**4,601,040**

5

Budgeting Utilities

Axiom Budgeting and Performance Reporting 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.
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.

Report	Description
Reconcile NYBDetail to Financial	Reconcile values saved in NYBDetail table to those values saved in the Budget Table which could indicate that values in your budget plan files are not saving properly.
Reconcile Payroll12 to Financial-Dollars	Use to test the data transfer from the Labor tab to the Expense tab in the budget workbook.
Reconcile Payroll12 to Financial-FICA	Use to test the data transfer from the Labor tab to the Expense tab in the budget workbook.
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.
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.

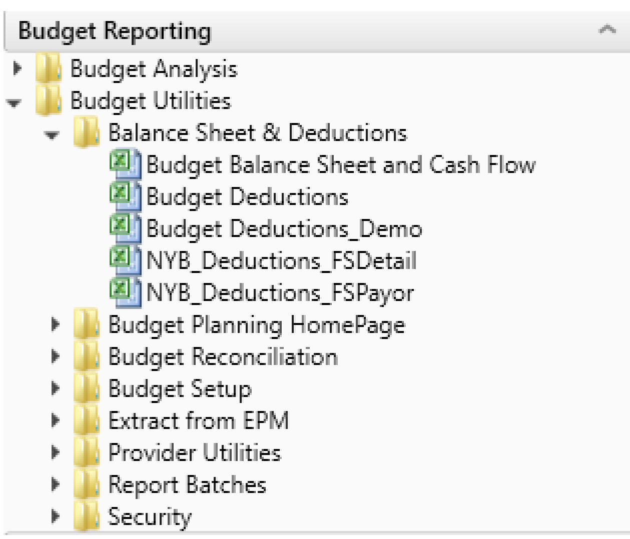
Balance Sheet and Deductions utilities

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.

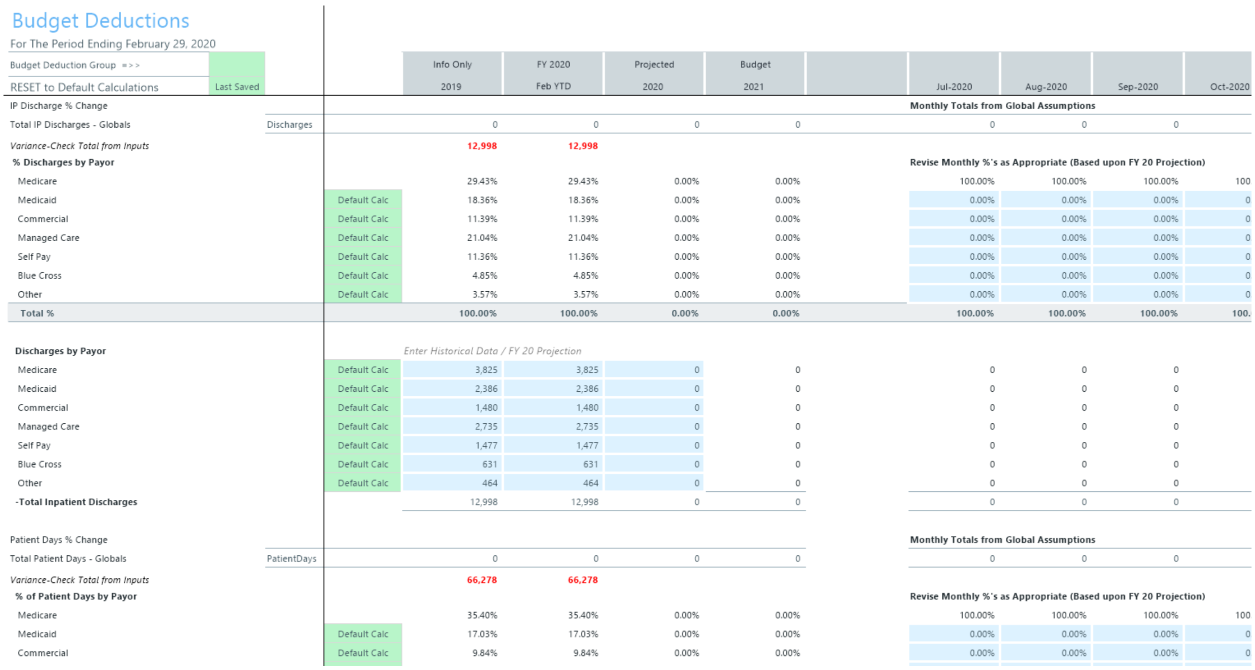
NOTE: The Budget Balance Sheet utility is configured to always stay in balance. As a result, inputs/adjustments to Balance Sheet metrics will result in the out of balance difference being plugged to either the other assets/other liabilities section.

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

		Info Only 2019	FY 2020 Feb YTD	Projected 2020	Budget 2021		Jul-2020	Aug-2020	Sep-2020	Oct-2020
Budget Deduction Group =>>										
RESET to Default Calculations	Last Saved									
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:

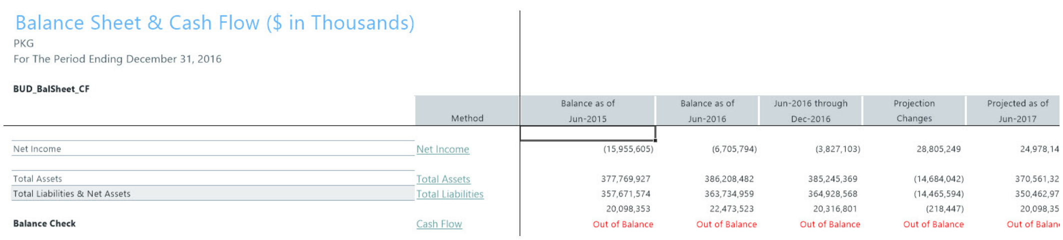
- **Balance Sheet Assumptions** – Key metrics used to drive various balance sheet calculations. Valid entries are listed in the Balance Sheet Assumptions Inputs section.
- **Assets**

- **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	Dept	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)

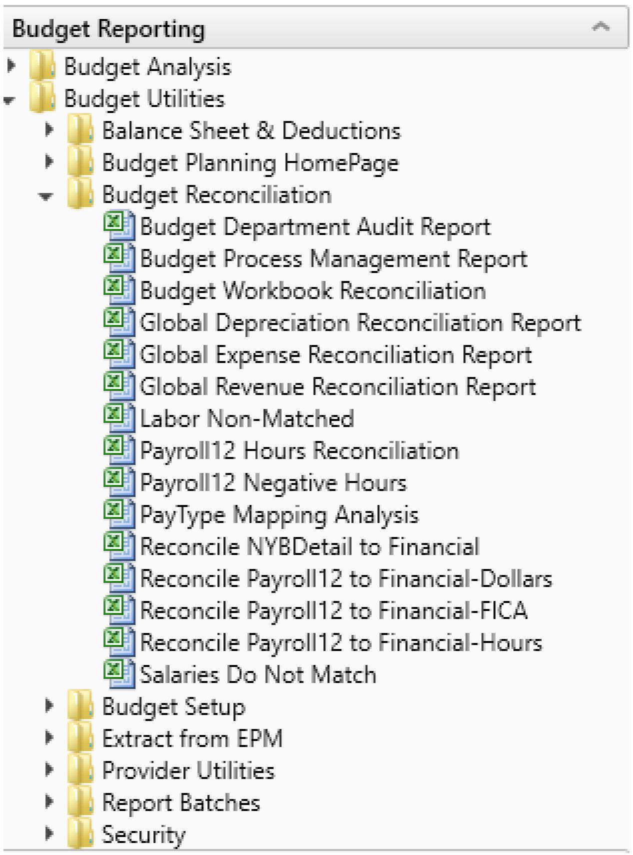
Reconciliation utilities

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

Owner= Dept Manager
Review = Director or [Skip]
Approver = V.P.

Budgeting Department	Budget Department Description		Gray Format indicates Budget Mapping to another Department.	KHABgtMap-How is this department mapped for budget	Red indicates an incorrect BudgetGroup	Template Assignment	If Template assigned, this should have a valid TPLOptions Assignment	If Template assigned, this should have a valid Labor Assignment	Only should be TRUE if intending to budget and No configuration issues	Current YTD Revenue Activity	Current YTD Expense Activity	0	82	These Columns manage bot Each column should have a Mark with [Skip] if workflow	
KHABgtCode Dept	Description	Original Dept	Description	KHABgtMap Dept	BudgetGroup	KHABGTtemplate	TPLOptions	LaborType	ShowonList Budgeting	Cur YTD Revenue	Cur YTD Expense	Warning BudgetGroup	Warning Template	Owner	Reviewer
10000	EHS Balance Sheet	10000	EHS Balance Sheet	10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	0	0	0	0	[Skip]	[Skip]
		15000	EHS Deductions from Revenue	10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	0	0	0	0	CCredit	[Skip]
		15300	EHS Other Revenue	10000	EHS	**NoBudget**	NoBudget	NoBudget	FALSE	190,726	0	0	1	CCredit	[Skip]
		15400	EHS Other NonOperating Revenue	10000	EHS	**NoBudget**	NoBudget	NoBudget	FALSE	3,014,568	0	0	1	CCredit	[Skip]
		17870	EHS *** Bldg-Med Office/East Hplex	10000	EHS	**NoBudget**	NoBudget	NoBudget	FALSE	49,623	290,392	0	1	PAugusta	CJohnson
		17879	EPG Clinic Administration	10000	EPG	**NoBudget**	NoBudget	NoBudget	FALSE	0	208,076	0	1	EEast	[Skip]
		17896	EPG Phys Clinic-Peds Afterhour	10000	EPG	**NoBudget**	NoBudget	NoBudget	FALSE	674,608	651,092	0	1	EEast	[Skip]
		18560	EHS Rental	10000	EHS	**NoBudget**	NoBudget	NoBudget	FALSE	5,955,902	5,879,642	0	1	SSmith	[Skip]
		18900	EHS Parking Lot	10000	EHS	**NoBudget**	NoBudget	NoBudget	FALSE	191,131	145,898	0	1	SSmith	[Skip]
		18960	EHS Bldg-North	10000	EHS	**NoBudget**	NoBudget	NoBudget	FALSE	401,291	545,429	0	1	PAugusta	CJohnson
		18970	EHS Bldg-Midtown	10000	EHS	**NoBudget**	NoBudget	NoBudget	FALSE	723,653	1,038,702	0	1	PAugusta	CJohnson
		18975	EHS Bldg-Cancer Center	10000	EHS	**NoBudget**	NoBudget	NoBudget	FALSE	0	50,802	0	1	PAugusta	CJohnson
		18980	EHS Bldg-South	10000	EHS	**NoBudget**	NoBudget	NoBudget	FALSE	1,529,207	1,813,990	0	1	PAugusta	CJohnson
		18981	EHS Bldg-East	10000	EHS	**NoBudget**	NoBudget	NoBudget	FALSE	259,090	291,403	0	1	PAugusta	CJohnson
		18983	EHS Bldg-SW	10000	EHS	**NoBudget**	NoBudget	NoBudget	FALSE	66,091	62,868	0	1	PAugusta	CJohnson
		18984	EHS Bldg-NE2	10000	EHS	**NoBudget**	NoBudget	NoBudget	FALSE	20,902	9,495	0	1	PAugusta	CJohnson
		18985	EHS Bldg-Radiology	10000	EHS	**NoBudget**	NoBudget	NoBudget	FALSE	355,983	312,727	0	1	PAugusta	CJohnson
		18986	EHS Bldg-Lakeside	10000	EHS	**NoBudget**	NoBudget	NoBudget	FALSE	211,375	242,774	0	1	PAugusta	CJohnson
		18987	EHS Bldg-SE	10000	EHS	**NoBudget**	NoBudget	NoBudget	FALSE	111,639	269,285	0	1	PAugusta	CJohnson
		18988	EHS Bldg-Uptown	10000	EHS	**NoBudget**	NoBudget	NoBudget	FALSE	59,878	14,539	0	1	PAugusta	CJohnson
		18989	EHS Bldg-Downtown	10000	EHS	**NoBudget**	NoBudget	NoBudget	FALSE	37,963	19,486	0	1	PAugusta	CJohnson
		18990	EHS Bldg-West	10000	EHS	**NoBudget**	NoBudget	NoBudget	FALSE	201,392	304,803	0	1	PAugusta	CJohnson
		18991	EHS Bldg-NE	10000	EHS	**NoBudget**	NoBudget	NoBudget	FALSE	15,728	117,806	0	1	PAugusta	CJohnson
		18992	EHS Bldg-Cancer Center	10000	EHS	**NoBudget**	NoBudget	NoBudget	FALSE	369,296	592,510	0	1	PAugusta	CJohnson
		18993	EHS Bldg-NW	10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	0	0	0	0	PAugusta	CJohnson
		19070	EHS Planning	10000	EHS	**NoBudget**	NoBudget	NoBudget	FALSE	0	165	0	1	CCredit	[Skip]
		19090	EHS Business Development	10000	EHS	**NoBudget**	NoBudget	NoBudget	FALSE	0	7,598	0	1	CCredit	[Skip]
		19175	EHS Medicare Select Sales	10000	EHS	**NoBudget**	NoBudget	NoBudget	FALSE	0	748	0	1	CCredit	[Skip]
17840	EHS Sports Medicine	17840	EHS Sports Medicine	17840	EHS	Master	Master	JobCode	FALSE	0	212,155	0	0	PHerbert	[Skip]
17880	EPG Phys Clinic-North	17880	EPG Phys Clinic-North	17880	EPG	Master	Master	JobCode	FALSE	252,904	426,586	0	0	EEast	[Skip]
		17881	EPG Phys Clinic-Occ Hlth East	17880	EPG	Master	Master	JobCode	FALSE	399,301	518,492	0	0	EEast	[Skip]
		17883	EPG Phys Clinic-Occ Hlth Midtown	17880	EPG	Master	Master	JobCode	FALSE	199,864	239,337	0	0	EEast	[Skip]
17885	EPG Phys Clinic-East	17885	EPG Phys Clinic-East	17885	EPG	Master	Master	JobCode	FALSE	516,437	862,465	0	0	EEast	[Skip]
		17886	EPG Phys Clinic-Occ Hlth/West	17885	EPG	Master	Master	JobCode	FALSE	1,000	119,685	0	0	EEast	[Skip]
17891	EPG Phys Clinic-South	17891	EPG Phys Clinic-South	17891	EPG	Master	Master	JobCode	FALSE	1,369,241	1,595,913	0	0	EEast	[Skip]
		17894	EPG Phys Clinic-Uptown	17891	EPG	Master	Master	JobCode	FALSE	329,780	551,655	0	0	EEast	[Skip]

Budget Process Management report

Use to show what stage each budget plan file is in when using process management for budget staging.

Budget Process Management Report

KHA Health

Budget 2018-Budget Planning Process

				Base Budget Build		Budget Owner Input		Budget Review		Budget Approval	
Department	Description	Current Step	Current Step Name	Step 1 Owner	Due Date	Step 2 Owner	Due Date	Step 3 Owner	Due Date	Step 4 Owner	Due
19100	EHS Accounting Operations (Employee)	1	Base Budget Build	Rod Nyberg,Bud 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 'EEa	(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 'EEa	(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	Vells 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			R
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	Revie[w] 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

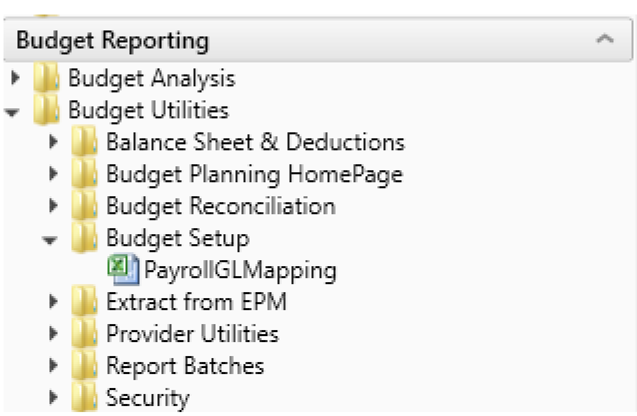
Setup utilities

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 &		

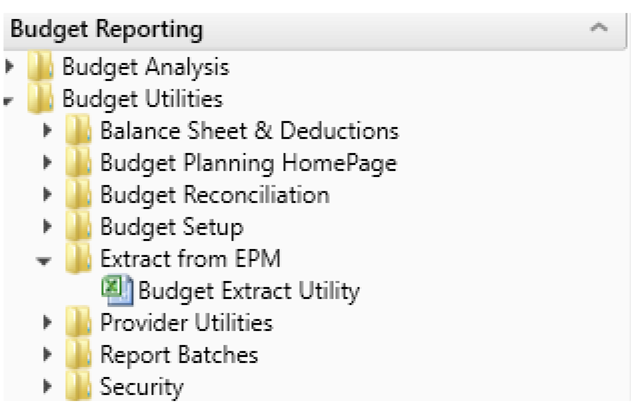
Extract from EPM utilities

These reports are designed to extract budget data from the Axiom database.

Accessing these reports

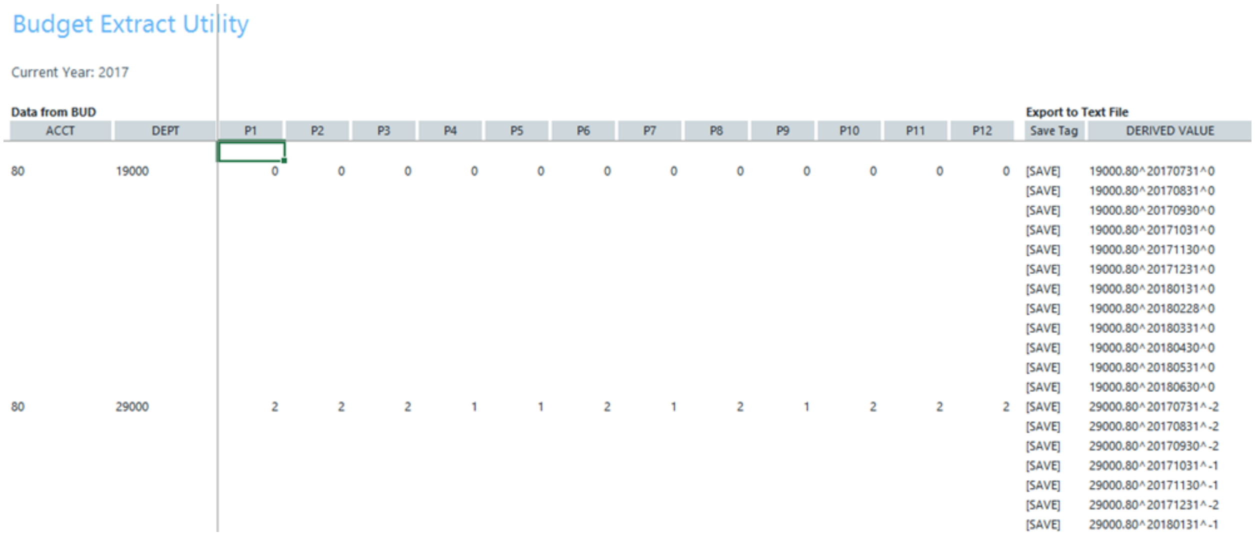
The reports listed in this section are located in **\Axiom\Reports Library\Budgeting Utilities\Extract from EPM**. For instructions, see Browsing the Report Library.

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														Export to Text File	
ACCT	DEPT	P1	P2	P3	P4	P5	P6	P7	P8	P9	P10	P11	P12	Save Tag	DERIVED VALUE
80	19000	0	0	0	0	0	0	0	0	0	0	0	0	[SAVE]	19000.80^20170731^0
														[SAVE]	19000.80^20170831^0
														[SAVE]	19000.80^20170930^0
														[SAVE]	19000.80^20171031^0
														[SAVE]	19000.80^20171130^0
														[SAVE]	19000.80^20171231^0
														[SAVE]	19000.80^20180131^0
														[SAVE]	19000.80^20180228^0
														[SAVE]	19000.80^20180331^0
														[SAVE]	19000.80^20180430^0
														[SAVE]	19000.80^20180531^0
														[SAVE]	19000.80^20180630^0
80	29000	2	2	2	1	1	2	1	2	1	2	2	2	[SAVE]	29000.80^20170731^-2
														[SAVE]	29000.80^20170831^-2
														[SAVE]	29000.80^20170930^-2
														[SAVE]	29000.80^20171031^-1
														[SAVE]	29000.80^20171130^-1
														[SAVE]	29000.80^20171231^-2
														[SAVE]	29000.80^20180131^-1

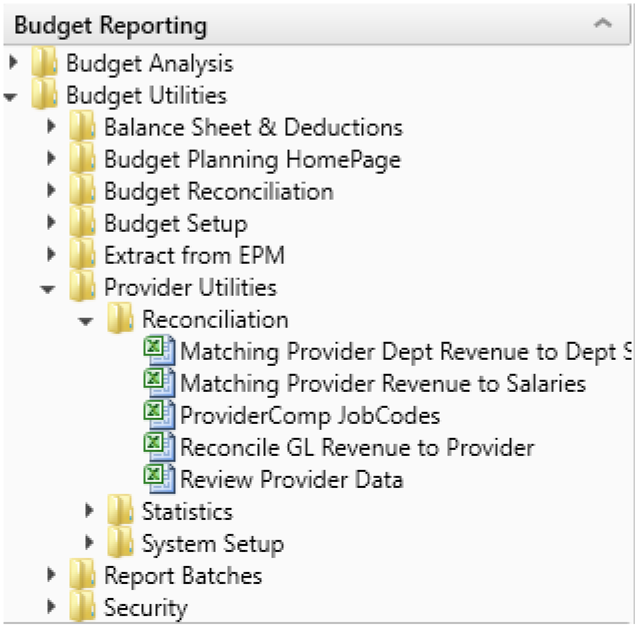
Provider Reconciliation utilities

These reports are designed Designed to reconcile data to support physician analysis.

Accessing these utilities

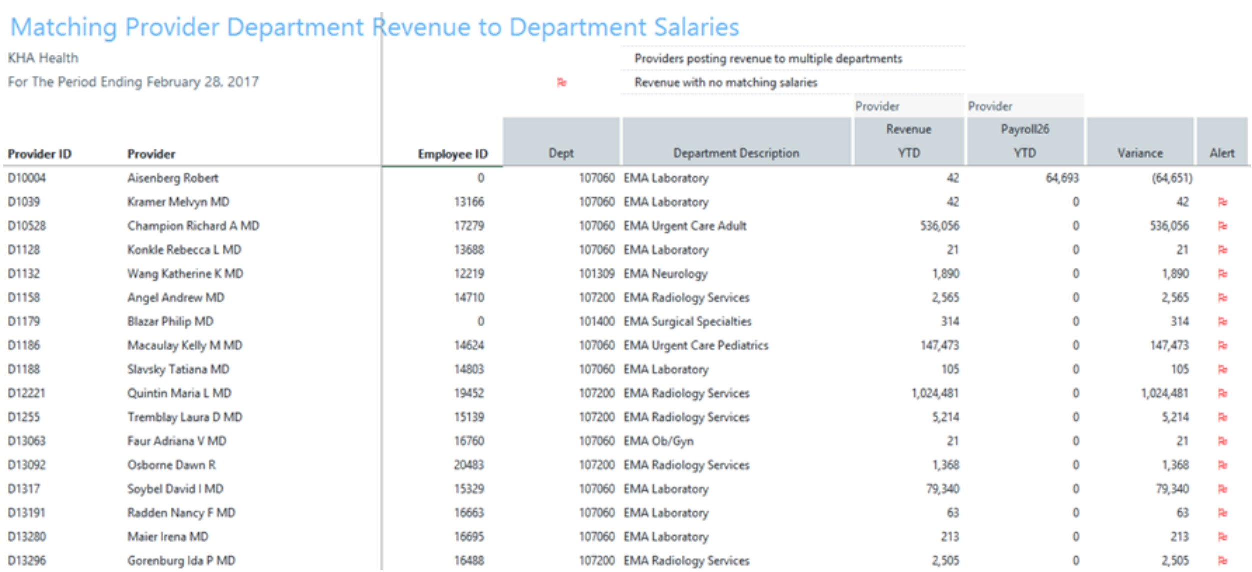
The utilities listed in this section are located in **\Axiom\Reports Library\Budgeting Utilities\Provider Utilities\Reconciliation**. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the **Budget Reporting** section, click **Budget Utilities > Provider Utilities > Reconciliation**.



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

						YTD			
Dept	Description	Financial OP	Financial Oth PT Rev	Provider Revenue	Fin vs Provider Difference	Financial OP	Financial Oth PT Rev	Provider Revenue	Fin vs Provider Difference
101010	EMA Internal Medicine (Provider Detail)	0	1,596,233	1,596,233	0	0	12,869,739	12,869,739	0
101014	EMA Urgent Care Adult	0	108,762	90,795	17,967	0	900,592	754,914	145,678
101020	EMA Internal Medicine (Provider Summary)	0	1,596,233	258,773	1,337,459	0	12,869,739	2,748,491	10,121,248
101100	EMA Pediatrics	0	575,073	462,484	112,589	0	4,407,394	3,561,397	845,997
101104	EMA Urgent Care Pediatrics	0	43,895	39,780	4,115	0	443,857	403,630	40,227
101200	EMA Ob/Gyn	0	867,226	192,087	675,139	0	7,269,523	1,576,225	5,693,298
101301	EMA Cardiology	0	1,368,000	375,031	992,969	0	9,524,720	2,511,749	7,012,971
101302	EMA Pulmonary	0	72,523	50,973	21,550	0	526,769	336,146	190,623
101303	EMA Rheumatology	0	49,008	44,652	4,356	0	478,900	420,476	58,424
101304	EMA Nephrology	0	97,459	46,294	51,165	0	686,430	441,632	244,798
101305	EMA Dermatology	0	240,387	199,915	40,472	0	1,714,653	1,415,012	299,641
101306	EMA Oncology	0	3,232,553	355,310	2,877,243	0	25,648,192	2,787,352	22,860,840
101307	EMA Genetics	0	23,603	23,281	322	0	160,280	157,904	2,376
101308	EMA Endocrinology	0	268,682	191,951	76,731	0	2,037,487	1,439,093	598,394
101309	EMA Neurology	0	144,989	43,723	101,266	0	1,353,070	501,565	851,505

Review Provider Data

Use to identify situations where there is revenue without matching volume in the historical data that is used for projection and budget purposes.

Review Provider Data

KHA Health

Period Ending February 28, 2017

							CYA			LYA		
Dept	Description	CPT	Description	Provider	ProviderName	YTD Data Issue	YTD Encounter	YTD Volume	YTD Revenue	Total Encounter	Total Volume	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 Summar	C99397	Well Adult:New:Over 65 Yrs Old	D14677	Seraman Katherine MD	Encounter with no Revenue	8,378	0	0	59,204	0	0
101100	EMA Pediatrics	Encounters	Encounters - Office	ZNoBudget	Thompson Christine M MD	Encounter with no Revenue	29,054	0	0	45,422	0	0
101104	EMA Urgent Care Pediatrics	Encounters	Encounters - Office	ZNoBudget	Starmer Amy Jost MD	Encounter with no Revenue	3,742	0	0	6,494	0	0
101200	EMA Ob/Gyn	Encounters	Encounters - Office	ZNoBudget	Yadav Jyoti MD	Encounter with no Revenue	32,364	0	0	45,634	0	0
101301	EMA Cardiology	Encounters	Encounters - Office	ZNoBudget	Zorn Joseph B MD	Encounter with no Revenue	38,512	0	0	60,072	0	0
101302	EMA Pulmonary	Encounters	Encounters - Office	ZNoBudget	Schissel Scott L MD	Encounter with no Revenue	2,140	0	0	2,878	0	0
101303	EMA Rheumatology	Encounters	Encounters - Office	ZNoBudget	Sands Robert A MD	Encounter with no Revenue	3,024	0	0	4,246	0	0
101304	EMA Nephrology	Encounters	Encounters - Office	ZNoBudget	Zandi-Nejad Kambiz MD	Encounter with no Revenue	4,824	0	0	6,622	0	0
101305	EMA Dermatology	Encounters	Encounters - Office	ZNoBudget	Pupo Rafael A MD	Encounter with no Revenue	8,726	0	0	10,160	0	0
101306	EMA Oncology	Encounters	Encounters - Office	ZNoBudget	Wang Hao MD	Encounter with no Revenue	27,526	0	0	39,792	0	0
101307	EMA Genetics	Encounters	Encounters - Office	DP108	Pauker Susan P MD	Encounter with no Revenue	574	0	0	766	0	0
101308	EMA Endocrinology	Encounters	Encounters - Office	ZNoBudget	No Budget Providers	Encounter with no Revenue	8,778	0	0	13,428	0	0
101309	EMA Neurology	Encounters	Encounters - Office	ZNoBudget	Yablonski Jeffrey A MD	Encounter with no Revenue	4,514	0	0	6,852	0	0
101310	EMA Pain Program	Encounters	Encounters - Office	ZNoBudget	No Budget Providers	Encounter with no Revenue	1,006	0	0	1,632	0	0
101329	EMA Nutrition	Encounters	Encounters - Office	ZNoBudget	No Budget Providers	Encounter with no Revenue	2,096	0	0	2,734	0	0
101330	EMA Allergy	Encounters	Encounters - Office	ZNoBudget	No Budget Providers	Encounter with no Revenue	2,556	0	0	3,986	0	0
101353	EMA Gastroenterology	Encounters	Encounters - Office	ZNoBudget	Trnka 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

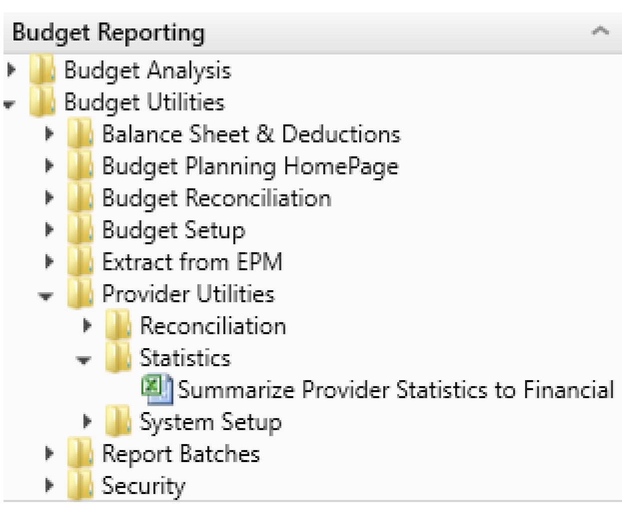
Provider Statistics utilities

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

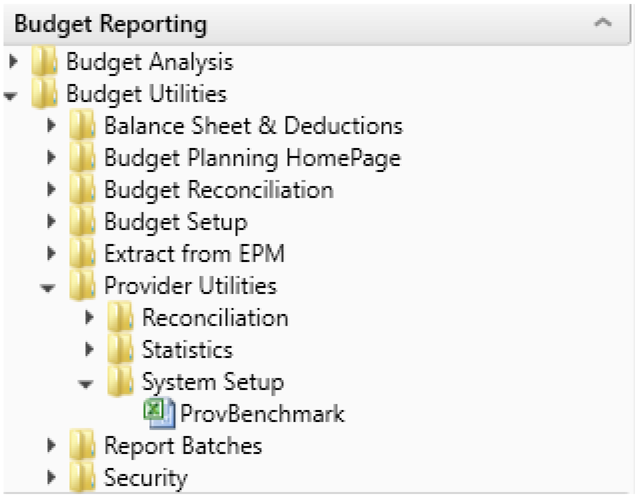
Provider System Setup utilities

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%

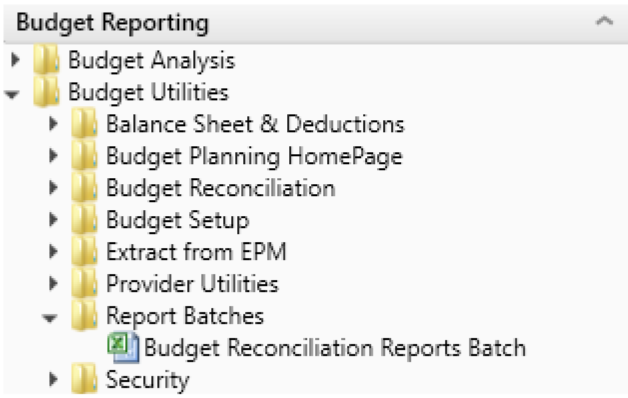
Report Batch utilities

These utilities are designed for budget reconciliation to the database.

Accessing these reports

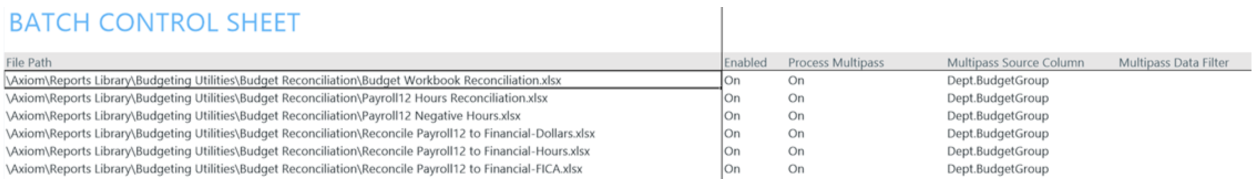
The utilities listed in this section are located in **\Axiom\Reports Library\Budgeting Utilities\Report Batches**. For instructions, see Browsing the Report Library.

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	

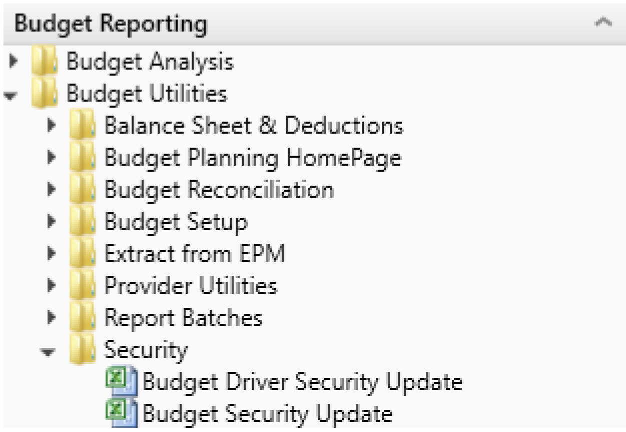
Security utilities

These reports are designed for budget balance sheet calculation and deductions modeling to post the results to the database.

Accessing these utilities

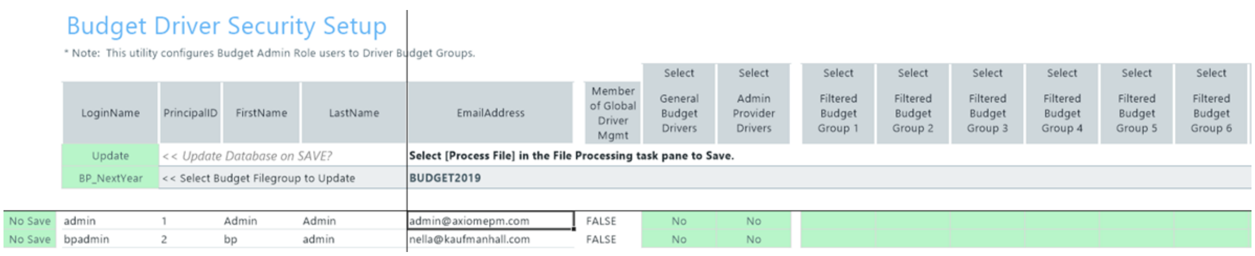
The utilities listed in this section are located in **\Axiom\Reports Library\Budgeting Utilities\Security**. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the **Budget Reporting** section, click **Budget Utilities > Security**.



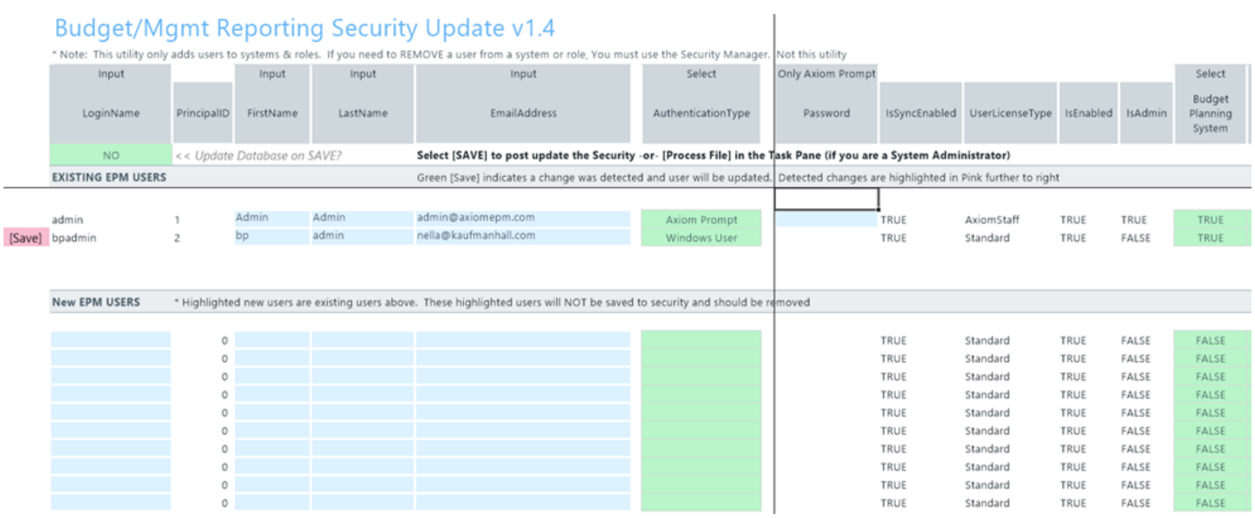
Budget Driver Security Update

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.



6

Financial Reports

Axiom Budgeting and Performance Reporting 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.

Report	Description
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.
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.

Report	Description
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.

Report	Description
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.

Report	Description
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.

Report	Description
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.
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.).

Report	Description
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.

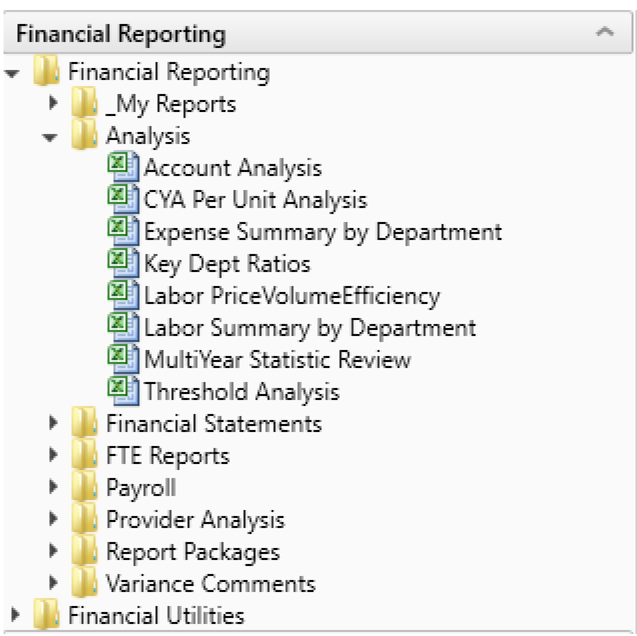
Analysis reports

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

			Patient Revenue			Salaries			Supplies	
Dept	Description	KeyStat	Year to Date Actual	Year to Date Budget	% Variance	Year to Date Actual	Year to Date Budget	% Variance	Year to Date Actual	Year to Date Budget
17840	EHS Sports Medicine	Calendar Days	0.00	0.00	0.00%	663.02	0.00	0.00%	8.51	0.00
17870	EHS *** Bldg-Med Office/East Hplex	Calendar Days	0.00	0.00	0.00%	0.00	0.00	0.00%	0.10	0.00
17879	EPG Clinic Administration	Calendar Days	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00
17880	EPG Phys Clinic-North	Calendar Days	1,075.99	0.00	100.00%	327.30	0.00	0.00%	195.26	0.00
17881	EPG Phys Clinic-Occ Hlth East	Calendar Days	1,476.28	0.00	100.00%	646.18	0.00	0.00%	0.00	0.00
17883	EPG Phys Clinic-Occ Hlth Midtown	Calendar Days	584.60	0.00	100.00%	392.99	0.00	0.00%	5.42	0.00
17885	EPG Phys Clinic-East	Calendar Days	2,129.26	0.00	100.00%	1,326.93	0.00	0.00%	213.22	0.00
17886	EPG Phys Clinic-Occ Hlth/West	Calendar Days	0.00	0.00	0.00%	64.24	0.00	0.00%	0.54	0.00
17891	EPG Phys Clinic-South	Calendar Days	5,596.57	0.00	100.00%	2,893.70	0.00	0.00%	0.24	0.00
17894	EPG Phys Clinic-Uptown	Calendar Days	1,310.02	0.00	100.00%	566.21	0.00	0.00%	0.00	0.00
17895	EPG Phys Clinic-West	Calendar Days	136.24	0.00	100.00%	(113.54)	0.00	0.00%	0.00	0.00
17896	EPG Phys Clinic-Peds Afterhour	Calendar Days	2,883.54	0.00	100.00%	0.00	0.00	0.00%	0.00	0.00
18560	EHS Rental	Calendar Days	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00
18900	EHS Parking Lot	Calendar Days	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00
18960	EHS Bldg-North	Calendar Days	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00
18970	EHS Bldg-Midtown	Calendar Days	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00

Expense Summary by Department

Use to analyze expense variances by department.

Expense Summary By Department for Total Expenses

PKG

Period Ending December 31, 2016

FILTERED TOTALS => 35,138,486 18,883,990

VP	Director	Manager	Entity	Department	Department Name	UOS	FLAG	Total $ ACTUAL Dollars	BUDGET Dollars	Units of Service 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 Current Actual	Current Budget	Increase/(Decrease) Variance	Var %		Year-To-Date YTD Actual	YTD Budget
	Statistics & Hours								
	Primary Statistics :								
300	Calendar Days	KeyStat	31	0	31	100.0%		184	0
800100	New Initiative -Key Inpatient Statistic	KeyStat	0	0	0	0.0%		2	0
	Total Key Statistics		**31**	**0**	**31**	100.00%		**186**	**0**
	Hours:								
	Key Ratios								
	Dollars per unit								
	Other Expense per Unit		$483.87	$0.00	($483.87)	0.0%		$920.57	$0.00
	Total Expense per Unit		**484**	**0**	**(484)**	0.00%		**921**	**0**
	Gross Profit per Unit		**(484)**	**0**	**(484)**	**0.0%**		**(921)**	**0**
	Variance Analysis								
	Revenue Variance due to Volume				$0	0.0%			
	Revenue Variance due to Rate				$0	0.0%			
	Total Revenue Variance over/(under)				**0**	0.00%			

Labor Price, Volume, and Efficiency Variances

Use to quickly analyze salaries to determine if the variances are related to rate or volume.

Price,Volume & Efficiency Variances

KHA Health

For The Period Ending February 28, 2018

17880- EPG Phys Clinic-North	February					Year-to-Date				
	Actual	Budget	Variance	Var %	Last Year	Actual	Budget	Variance	Var %	Last Year
Key Categories:										
Units of Service	28	28	0	0.0%	28	243	243	0	0.0%	243
Hours	166	182	16	0	343	1,394	1,477	83	0	2,765
Salaries	9,765	13,115	3,350	25.5%	21,198	82,750	103,804	21,054	20.3%	176,944
Salary Variance Explanation:										
Price Variance:	**Actual**	**Budget**	**Variance**			**Actual**	**Budget**	**Variance**		
1. Wage Rate Variance	$58.93	$72.00	$13.07			$59.35	$70.27	$10.92		
2. Actual Paid Hours	166					1,394				
3. Price Variance:	**Favorable**		**2,166**			**Favorable**		**15,222**		
Volume Variance:										
1. Units of Service Variance	28	28	0			243	243	0		
2. Budgeted Paid Hrs per UOS		6.5					6.1			
3. Labor Hours Variance due to Volume			0					0		
4. Budgeted Wage Rate per Hour		$72.00					$70.27			
5. Volume Variance	**Favorable**		**0**			**Favorable**		**0**		
Efficiency Variance:										
1. Labor Hours per UOS Variance	5.92	6.51	0.59			5.74	6.08	0.34		
2. Actual Units of Service	28					243				
3. Labor Hours Variance not related to volume		16					83			
4. Budgeted Price Variance		$72.00					$70.27			
5. Efficiency Variance	**Favorable**		**1,183**			**Favorable**		**5,833**		
Summary Variances:										
Price	**Favorable**		**2,166**			**Favorable**		**15,222**		
Volume	**Favorable**		**0**			**Favorable**		**0**		
Efficiency	**Favorable**		**1,183**			**Favorable**		**5,833**		
Total Wage Variance	**Favorable**		**3,350**			**Favorable**		**21,054**		

Labor Summary by Department

Use to analyze labor variances by department.

Labor Analysis by Department

PKG

Period Ending August 31, 2016

VP	Director	Manager	Entity	Department	Department Name	UOS	FLAG	Units of Service ACTUAL Statistics	Units of Service BUDGET Statistics	FTEs ACTUAL FTEs
Tom Gilbert	Tom Gilbert	Susie Gentry	1	10000	EHS Balance Sheet	0		31	31	0.00
rdebruyn	Patrick Herbert	Patrick Herbert	1	17840	EHS Sports Medicine	Calendar Days		31	31	7.33
Howard Burns	Carl Johnson	Pete Augusta	1	17870	EHS *** Bldg-Med Office/East Hplex	Calendar Days		31	31	0.00
Dr Johnson	Elsie East	Elsie East	3	17879	EPG Clinic Administration	Calendar Days		31	31	0.00
Dr Johnson	Elsie East	Elsie East	3	17880	EPG Phys Clinic-North	Calendar Days		31	31	2.00
Dr Johnson	Elsie East	Elsie East	3	17881	EPG Phys Clinic-Occ Hlth East	Calendar Days		31	31	1.22
Dr Johnson	Elsie East	Elsie East	3	17883	EPG Phys Clinic-Occ Hlth Midtown	Calendar Days		31	31	3.07
Dr Johnson	Elsie East	Elsie East	3	17885	EPG Phys Clinic-East	Calendar Days		31	31	2.00
Dr Johnson	Elsie East	Elsie East	3	17886	EPG Phys Clinic-Occ Hlth/West	Calendar Days		31	31	0.00
Dr Johnson	Elsie East	Elsie East	3	17891	EPG Phys Clinic-South	Calendar Days		31	31	3.01
Dr Johnson	Elsie East	Elsie East	3	17894	EPG Phys Clinic-Uptown	Calendar Days		31	31	1.00
Dr Johnson	Elsie East	Elsie East	3	17895	EPG Phys Clinic-West	Calendar Days		31	31	2.00
Dr Johnson	Elsie East	Elsie East	3	17896	EPG Phys Clinic-Peds Afterhour	Calendar Days		31	31	0.00

MultiYear Statistic Review

Use to show key and non-key statistical accounts for the current-year actual and budget, prior year, and two years ago. You can run this report for a single department or combined for multiple departments. 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

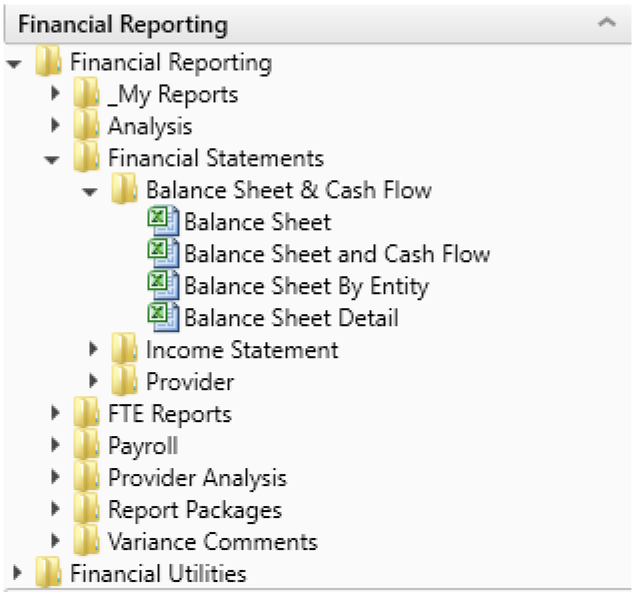
Balance Sheet and Cash Flow reports

These reports are designed for designed for month-end close analysis.

Accessing these reports

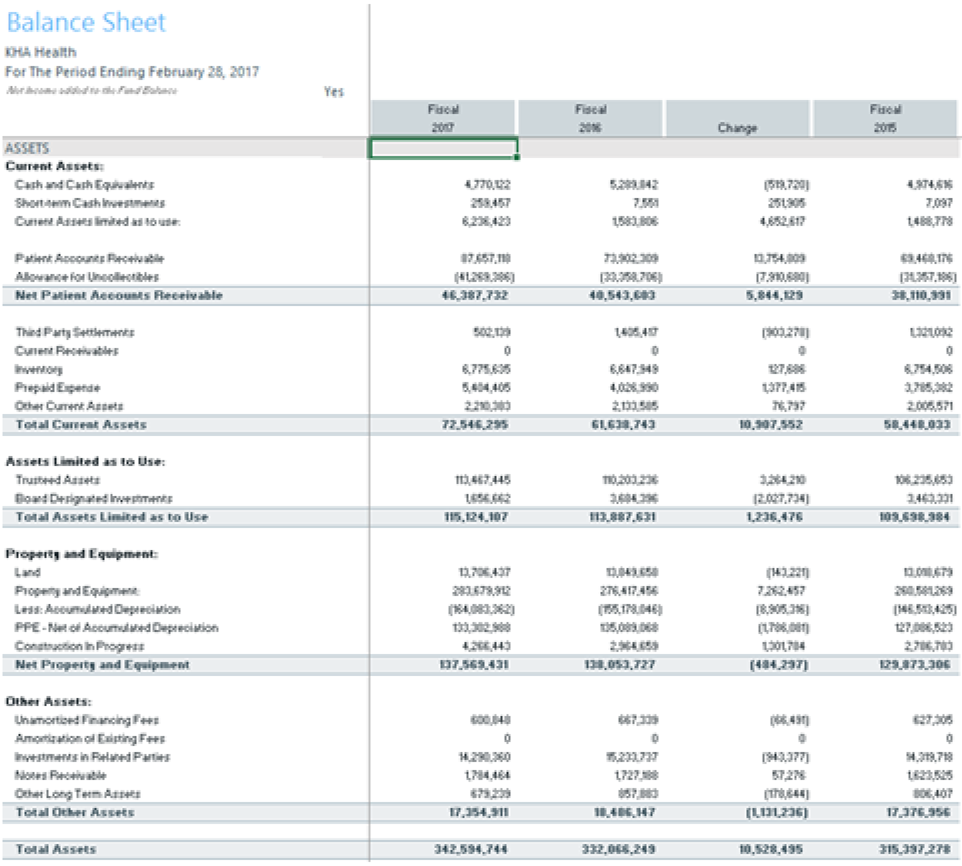
The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting\Financial Statements\Balance Sheet & Cash Flow**. For instructions, see Browsing the Report Library.

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	251,906	7,097
Current Assets limited as to use:	6,236,423	1,583,806	4,652,617	1,488,778
Patient Accounts Receivable	87,657,118	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	2,210,303	2,133,585	76,797	2,005,571
Total Current Assets	**72,546,295**	**61,638,743**	**10,907,552**	**58,448,033**
Assets Limited as to Use:				
Trusteed Assets	113,467,445	110,203,236	3,264,210	106,235,653
Board Designated Investments	1,656,662	3,684,396	(2,027,734)	3,463,331
Total Assets Limited as to Use	**115,124,107**	**113,887,631**	**1,236,476**	**109,698,984**
Property and Equipment:				
Land	13,706,437	13,849,658	(143,221)	13,018,679
Property and Equipment	283,679,912	276,417,456	7,262,457	260,581,269
Less: Accumulated Depreciation	(164,083,362)	(155,178,046)	(8,905,316)	(146,513,425)
PPE - Net of Accumulated Depreciation	133,302,988	135,089,068	(1,786,081)	127,086,523
Construction In Progress	4,266,443	2,964,659	1,301,784	2,786,783
Net Property and Equipment	**137,569,431**	**138,053,727**	**(484,297)**	**129,873,306**
Other Assets:				
Unamortized Financing Fees	600,848	667,339	(66,491)	627,305
Amortization of Existing Fees	0	0	0	0
Investments in Related Parties	14,290,360	15,233,737	(943,377)	14,319,718
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)**	**17,376,956**
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	1-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	74,928	70,432
Prepaid Expense	5,016,342	5,016,342	3,711,370	3,488,700
Other Current Assets	(532,432)	(532,432)	2,133,585	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	248,100,273
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	125,373,213
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**	**128,159,996**
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 Ll	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

			Pay Period Ending:	Dec-2016	Dec-2016	Dec-2016	Jan-2017	Jan-2017	Feb-2017	Feb-2017	FY 2017
			Current PayCycle: 1	PP-12	PP-13	PP-14	PP-15	PP-16	PP-17	PP-18	YTD-Actual
Job Code	Description	Employee ID	Employee Name	Hours	Hours	Hours	Hours	Hours	Hours	Hours	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.

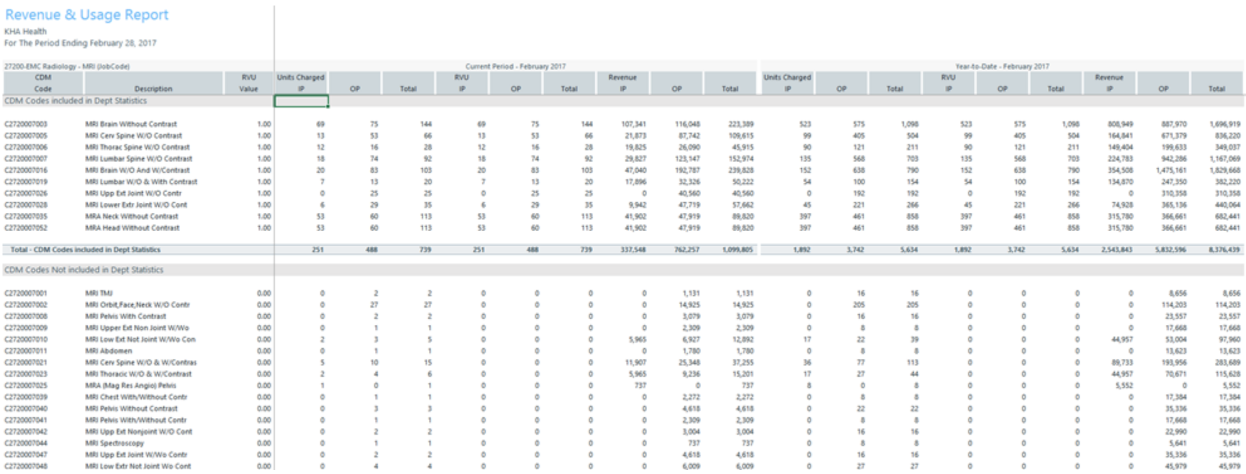
Department Payroll Summary - By Job Code

KHA Health
For The Period Ending February 28, 2017
17840: EHS Sports Medicine

	Pay Period Ending:	Dec-2016	Dec-2016	Dec-2016	Jan-2017	Jan-2017	Feb-2017	Feb-2017	FY 2017	FY 2017
	Current PayCycle: 1	PP-12	PP-13	PP-14	PP-15	PP-16	PP-17	PP-18	YTD-Actual	YTD-Budget
Job Code	Description	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
J00392	Team Leader-Athletic Trainer	80	80	80	80	80	80	80	1,384	1,329
J00542	Staff RN	0	0	0	0	0	0	0	0	0
J00604	Nurse Practitioner	0	0	0	0	0	0	0	80	0
J00785	Athletic Trainer	440	440	440	440	440	440	440	8,108	8,095
	Total - Productive Hours (excluding OT)	**520**	**520**	**520**	**520**	**520**	**520**	**520**	**9,572**	**9,423**
	Total FTEs-Productive (excluding OT)	6.50	6.50	6.50	6.50	6.50	6.50	6.50	6.65	6.54
	Total FTEs-Worked	**7**	**7**	**7**	**7**	**7**	**7**	**7**	**7**	**7**
J00392	Team Leader-Athletic Trainer	0	0	0	0	0	0	0	72	108
J00785	Athletic Trainer	0	0	0	0	0	0	0	128	287
	Total - NonProductive Hours	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**200**	**394**
	Total FTEs-NonProductive	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.14	0.27
	Grand Total Hours	**520**	**520**	**520**	**520**	**520**	**520**	**520**	**9,772**	**9,818**
	Total FTEs	**6.50**	**6.50**	**6.50**	**6.50**	**6.50**	**6.50**	**6.50**	**6.79**	**6.82**

RU Report (optional feature)

Use to show the current month and year-to-date Revenue and Usage units and gross revenue by CDMCode. Units for specific CDM can be RVU weighted to use for monthly statistics summarization.



Revenue & Usage Report
KHA Health
For The Period Ending February 28, 2017

27200-EMC Radiology - MRI (JobCode)

Current Period - February 2017

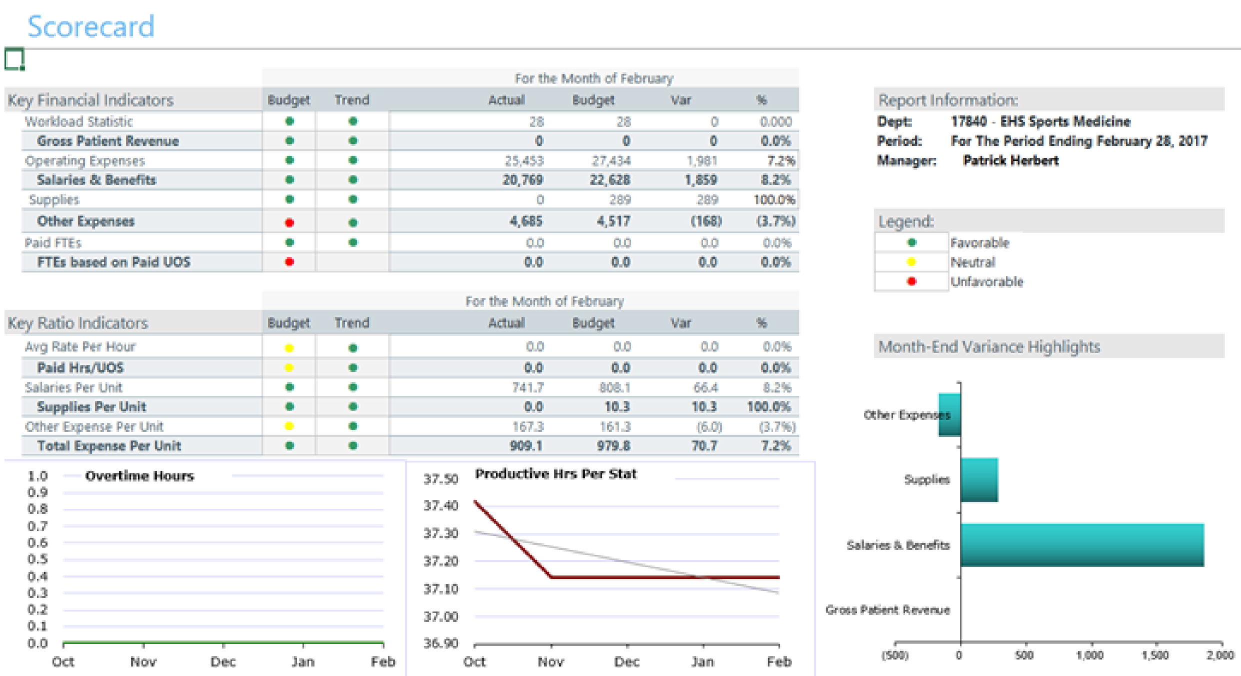
CDM Code	Description	RVU Value	Units Charged IP	OP	Total	RVU IP	OP	Total	Revenue IP	OP	Total
CDM Codes included in Dept Statistics											
C2720007003	MRI Brain Without Contrast	1.00	69	75	144	69	75	144	107,341	116,048	223,389
C2720007005	MRI Cerv Spine W/O Contrast	1.00	13	53	66	13	53	66	21,873	87,742	109,615
C2720007006	MRI Thorac Spine W/O Contrast	1.00	12	16	28	12	16	28	19,825	26,090	45,915
C2720007007	MRI Lumbar Spine W/O Contrast	1.00	18	74	92	18	74	92	29,827	123,147	152,974
C2720007016	MRI Brain W/O And W/Contrast	1.00	20	83	103	20	83	103	47,040	192,787	239,828
C2720007019	MRI Lumbar W/O & With Contrast	1.00	7	13	20	7	13	20	17,896	32,326	50,222
C2720007026	MRI Upp Ext Joint W/O Contr	1.00	0	25	25	0	25	25	0	40,560	40,560
C2720007028	MRI Lower Extr Joint W/O Cont	1.00	6	29	35	6	29	35	9,942	47,719	57,662
C2720007035	MRA Neck Without Contrast	1.00	53	60	113	53	60	113	41,902	47,919	89,820
C2720007052	MRA Head Without Contrast	1.00	53	60	113	53	60	113	41,902	47,919	89,820
Total - CDM Codes included in Dept Statistics			251	488	739	251	488	739	337,548	762,257	1,099,805
CDM Codes Not included in Dept Statistics											
C2720007001	MRI TMJ	0.00	0	2	2	0	0	0	0	1,131	1,131
C2720007002	MRI Orbit,Face,Neck W/O Contr	0.00	0	27	27	0	0	0	0	14,925	14,925
C2720007008	MRI Pelvis With Contrast	0.00	0	2	2	0	0	0	0	3,079	3,079
C2720007009	MRI Upper Ext Non Joint W/Wo	0.00	0	1	1	0	0	0	0	2,309	2,309
C2720007010	MRI Low Ext Not Joint W/Wo Con	0.00	2	3	5	0	0	0	5,965	6,927	12,892
C2720007011	MRI Abdomen	0.00	0	1	1	0	0	0	0	1,780	1,780
C2720007021	MRI Cerv Spine W/O & W/Contras	0.00	5	10	15	0	0	0	11,907	25,348	37,255
C2720007023	MRI Thoracic W/O & W/Contrast	0.00	2	4	6	0	0	0	5,965	9,236	15,201
C2720007025	MRA (Mag Res Angio) Pelvis	0.00	1	0	1	0	0	0	737	0	737
C2720007039	MRI Chest With/Without Contr	0.00	0	1	1	0	0	0	0	2,272	2,272
C2720007040	MRI Pelvis Without Contrast	0.00	0	3	3	0	0	0	0	4,618	4,618
C2720007041	MRI Pelvis With/Without Contr	0.00	0	1	1	0	0	0	0	2,309	2,309
C2720007042	MRI Upp Ext Nonjoint W/O Cont	0.00	0	2	2	0	0	0	0	3,004	3,004
C2720007044	MRI Spectroscopy	0.00	0	1	1	0	0	0	0	737	737
C2720007047	MRI Upp Ext Joint W/Wo Contr	0.00	0	2	2	0	0	0	0	4,618	4,618
C2720007048	MRI Low Extr Not Joint Wo Cont	0.00	0	4	4	0	0	0	0	6,009	6,009

Year-to-Date - February 2017

CDM Code	Units Charged IP	OP	Total	RVU IP	OP	Total	Revenue IP	OP	Total
CDM Codes included in Dept Statistics									
C2720007003	523	575	1,098	523	575	1,098	808,949	887,970	1,696,919
C2720007005	99	405	504	99	405	504	164,841	671,379	836,220
C2720007006	90	121	211	90	121	211	149,404	199,633	349,037
C2720007007	135	568	703	135	568	703	224,783	942,286	1,167,069
C2720007016	152	638	790	152	638	790	354,508	1,475,161	1,829,668
C2720007019	54	100	154	54	100	154	134,870	247,350	382,220
C2720007026	0	192	192	0	192	192	0	310,358	310,358
C2720007028	45	221	266	45	221	266	74,928	365,136	440,064
C2720007035	397	461	858	397	461	858	315,780	366,661	682,441
C2720007052	397	461	858	397	461	858	315,780	366,661	682,441
Total - CDM Codes included in Dept Statistics	1,892	3,742	5,634	1,892	3,742	5,634	2,543,843	5,832,596	8,376,439
CDM Codes Not included in Dept Statistics									
C2720007001	0	16	16	0	0	0	0	8,656	8,656
C2720007002	0	205	205	0	0	0	0	114,203	114,203
C2720007008	0	16	16	0	0	0	0	23,557	23,557
C2720007009	0	8	8	0	0	0	0	17,668	17,668
C2720007010	17	22	39	0	0	0	44,957	53,004	97,960
C2720007011	0	8	8	0	0	0	0	13,623	13,623
C2720007021	36	77	113	0	0	0	89,733	193,956	283,689
C2720007023	17	27	44	0	0	0	44,957	70,671	115,628
C2720007025	8	0	8	0	0	0	5,552	0	5,552
C2720007039	0	8	8	0	0	0	0	17,384	17,384
C2720007040	0	22	22	0	0	0	0	35,336	35,336
C2720007041	0	8	8	0	0	0	0	17,668	17,668
C2720007042	0	16	16	0	0	0	0	22,990	22,990
C2720007044	0	8	8	0	0	0	0	5,641	5,641
C2720007047	0	16	16	0	0	0	0	35,336	35,336
C2720007048	0	27	27	0	0	0	0	45,979	45,979

Scorecard

Use to show financial and ratio indicators for the chosen department compared to budget and trend.



Scorecard

For the Month of February

Key Financial Indicators	Budget	Trend	Actual	Budget	Var	%
Workload Statistic			28	28	0	0.000
Gross Patient Revenue			**0**	**0**	**0**	**0.0%**
Operating Expenses			25,453	27,434	1,981	7.2%
Salaries & Benefits			**20,769**	**22,628**	**1,859**	**8.2%**
Supplies			0	289	289	100.0%
Other Expenses			**4,685**	**4,517**	**(168)**	**(3.7%)**
Paid FTEs			0.0	0.0	0.0	0.0%
FTEs based on Paid UOS			**0.0**	**0.0**	**0.0**	**0.0%**

For the Month of February

Key Ratio Indicators	Budget	Trend	Actual	Budget	Var	%
Avg Rate Per Hour			0.0	0.0	0.0	0.0%
Paid Hrs/UOS			**0.0**	**0.0**	**0.0**	**0.0%**
Salaries Per Unit			741.7	808.1	66.4	8.2%
Supplies Per Unit			**0.0**	**10.3**	**10.3**	**100.0%**
Other Expense Per Unit			167.3	161.3	(6.0)	(3.7%)
Total Expense Per Unit			**909.1**	**979.8**	**70.7**	**7.2%**

Report Information:
Dept: **17840 - EHS Sports Medicine**
Period: **For The Period Ending February 28, 2017**
Manager: **Patrick Herbert**

Legend:	
	Favorable
	Neutral
	Unfavorable

Variance Alert

Use to show accounts that exceed variance thresholds for the month.

Month-End Variance Alert Notification

KHA Health

For The Period Ending February 28, 2017

0 - Default

The Following Dept | Accounts require comment responses for this past month.

Account	Description	Department	Actual	Budget	MTD Better/(Worse) Budget Variance	Percent	Alert	YTD Better/(Worse) Budget Variance	Current Period Comments	Action Plan
	Salary Expenses									
60100	Salaries - Regular	26440	160,803	138,554	(22,249)	(16.1%)	▼	(24,467)	_	
60100	Salaries - Regular	26520	117,830	84,786	(33,044)	(39.0%)	▼	(96,894)	High volume of OP cases which create an increase in workload	
60100	Salaries - Regular	27200	28,838	28,117	(721)	(2.6%)	▼	10,718	New hire at higher hourly rate due to competitive market	
60110	Salaries - Overtime	26520	8,655	4,983	(3,672)	(73.7%)	▼	(36,226)	High volume of OP cases which create an increase in workload	
60110	Salaries - Overtime	26810	5,593	2,348	(3,245)	(138.2%)	▼	(24,069)	Extremely busy month with volume 14% over budget	
60120	Salaries - Non-Productive	26520	14,391	6,626	(7,765)	(117.2%)	▼	(54,997)	Long term employees using PTO before they lose it.	
60600	Salaries - Contract Labor	27280	29,646	0	(29,646)	(100.0%)	▼	(241,955)	Due to education for the new	One time expense to cover training for new equipment
61510	Employee Benefits - PDO	27280	848	20,903	20,055	95.9%	▲	6,025	_	
	Supply Expense									
62130	Supplies - Med Surg Nonbillable	26520	5,749	2,390	(3,359)	(140.5%)	▼	(5,007)	High volume of OP cases requires rooms to be supplied more frequently	
62130	Supplies - Med Surg Nonbillable	26530	4,749	3,734	(1,015)	(27.2%)	▼	(10,168)	_	
62130	Supplies - Med Surg Nonbillable	26630	3,096	1,685	(1,411)	(83.8%)	▼	(8,897)	_	
62140	Supplies - Med Surg Billable	27200	9,751	11,302	1,552	13.7%	▲	1,296	Increase volume of cases using ionic contrast	
62140	Supplies - Med Surg Billable	27220	25,293	22,648	(2,645)	(11.7%)	▼	30,802	_	
62140	Supplies - Med Surg Billable	27230	51,844	33,593	(18,251)	(54.3%)	▼	(51,779)	_	
62140	Supplies - Med Surg Billable	27280	1,276	4,838	3,562	73.6%	▲	22,205	_	
62145	Supplies - Implants	27440	338,543	0	(338,543)	(100.0%)	▼	(1,352,233)	Change in expense coding. Non-Budgeted Item	
62145	Supplies - Implants	27640	431,480	0	(431,480)	(100.0%)	▼	(1,862,490)	_	

Reports in the Executive Monthly Package

These reports are designed for month-end or payroll electronic reporting. For more information on setting up and configuring this report package, see Configuring the Executive Monthly Package report.

Budget Variance Rollup

Use to show the current month and year-to-date Actual, Flexible, or Fixed Budget and Prior Year values by category in detail. This report can be processed at a rolled-up level by Entity, VP, Director, and so on. You can use any grouping column in dimensions for summarization.

Budget Variance Rollup

KHA Health

For The Period Ending February 28, 2017

Current Month - February

Acct No	Account Description	Feb-2017 Actual	Feb-2017 Budget	Variance	Feb-2016 Actual
	SUMMARY INFORMATION				
	Revenue				
	Inpatient Revenue	29,072,658	28,990,718	81,940	22,374,408
	Outpatient Revenue	13,566,833	13,159,817	407,016	11,211,197
	Other Patient Revenue	19,202,131	19,953,157	(751,026)	17,385,036
	Total Patient Revenue	**61,841,623**	**62,103,693**	**(262,070)**	**50,970,641**
	Deductions	33,722,122	33,066,392	(655,730)	25,912,814
	Net Patient Revenue	**28,119,500**	**29,037,301**	**(917,800)**	**25,057,827**
	Other Operating Revenue	6,183,540	6,895,521	(711,981)	7,299,684
	Non-Operating Revenue	4,698,973	1,026,502	3,672,471	(1,901,822)
	Total Revenues	**39,002,013**	**36,959,323**	**2,042,690**	**30,455,689**
	Operating Expenses				
	Salaries & Wages	13,138,045	13,516,728	378,683	12,381,320
	Contract Labor	160,596	59,768	(100,828)	199,235
	Employee Benefits	3,115,496	2,944,466	(171,029)	2,740,881
	Professional Fees	2,288,938	2,077,576	(211,361)	2,236,956
	Purchased Services	1,041,043	987,565	(53,477)	931,530

Year To Date - February

Account Number	Account Description	Feb-2017 Actual	Feb-2017 Budget	Variance	Feb-2016 Actual	Annual Budget
	SUMMARY INFORMATION					
	Revenue					
	Inpatient Revenue	230,932,805	229,880,009	1,052,796	189,863,720	343,384,622
	Outpatient Revenue	103,344,156	105,020,289	(1,676,133)	84,895,353	158,762,584
	Other Patient Revenue	152,686,491	154,068,502	(1,382,011)	154,437,322	227,939,308
	Total Patient Revenue	**486,963,453**	**488,968,801**	**(2,005,348)**	**429,196,395**	**730,086,514**
	Deductions	264,948,970	262,697,545	(2,251,425)	229,136,381	396,414,114
	Net Patient Revenue	**222,014,483**	**226,271,255**	**(4,256,773)**	**200,060,015**	**333,672,400**
	Other Operating Revenue	52,975,338	54,322,952	(1,347,614)	58,766,180	81,462,542
	Non-Operating Revenue	1,044,524	7,194,001	(6,149,477)	(1,101,183)	11,300,000
	Total Revenues	**276,034,345**	**287,788,208**	**(11,753,864)**	**257,725,011**	**426,434,942**
	Operating Expenses					
	Salaries & Wages	104,216,758	105,020,665	803,906	98,287,691	159,721,840
	Contract Labor	1,493,126	549,567	(943,559)	1,580,465	788,587
	Employee Benefits	23,726,089	22,839,334	(886,754)	21,548,581	33,781,250
	Professional Fees	17,203,945	17,238,162	34,217	16,532,202	25,547,702
	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

	Pay Period Ending:	12/03/16	12/17/16	12/31/16	01/14/17	01/28/17	02/11/17	02/25/17	FY 2017
		PP-12	PP-13	PP-14	PP-15	PP-16	PP-17	PP-18	YTD-Actual
Department	Description	Hours	Hours	Hours	Hours	Hours	Hours	Hours	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.

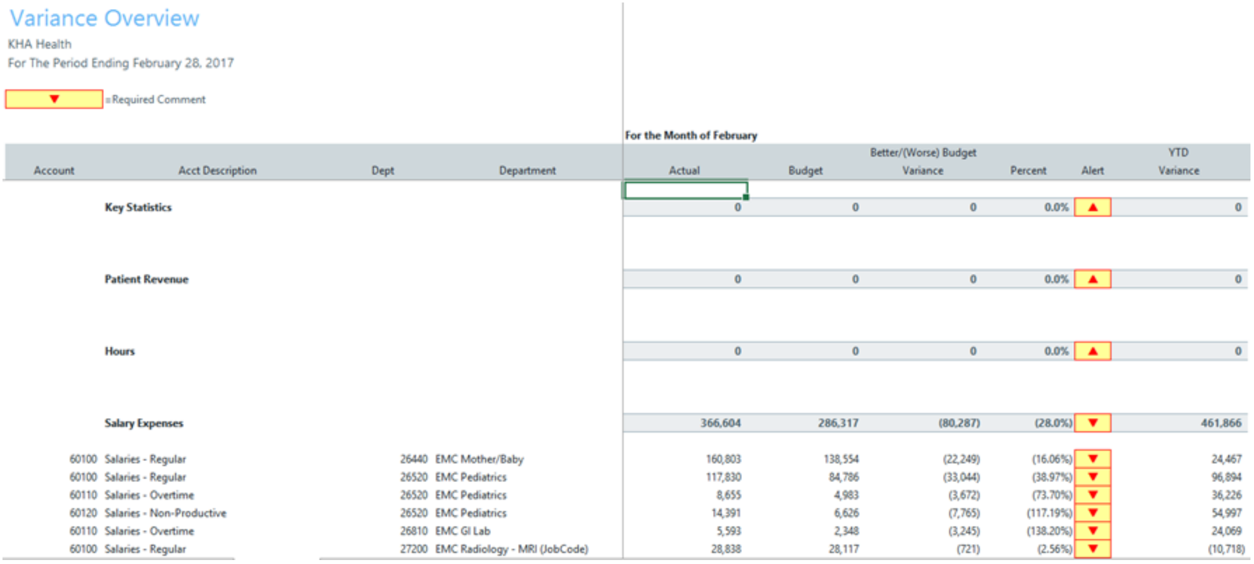
Top/Bottom 10 Budget Variance

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

For the Month of February

Account	Acct Description	Dept	Department	Actual	Budget	Better/(Worse) Budget Variance	Percent	Alert	YTD Variance
	Key Statistics			0	0	0	0.0%	▲	0
	Patient Revenue			0	0	0	0.0%	▲	0
	Hours			0	0	0	0.0%	▲	0
	Salary Expenses			366,604	286,317	(80,287)	(28.0%)	▼	461,866
60100	Salaries - Regular	26440	EMC Mother/Baby	160,803	138,554	(22,249)	(16.06%)	▼	24,467
60100	Salaries - Regular	26520	EMC Pediatrics	117,830	84,786	(33,044)	(38.97%)	▼	96,894
60110	Salaries - Overtime	26520	EMC Pediatrics	8,655	4,983	(3,672)	(73.70%)	▼	36,226
60120	Salaries - Non-Productive	26520	EMC Pediatrics	14,391	6,626	(7,765)	(117.19%)	▼	54,997
60110	Salaries - Overtime	26810	EMC GI Lab	5,593	2,348	(3,245)	(138.20%)	▼	24,069
60100	Salaries - Regular	27200	EMC Radiology - MRI (JobCode)	28,838	28,117	(721)	(2.56%)	▼	(10,718)

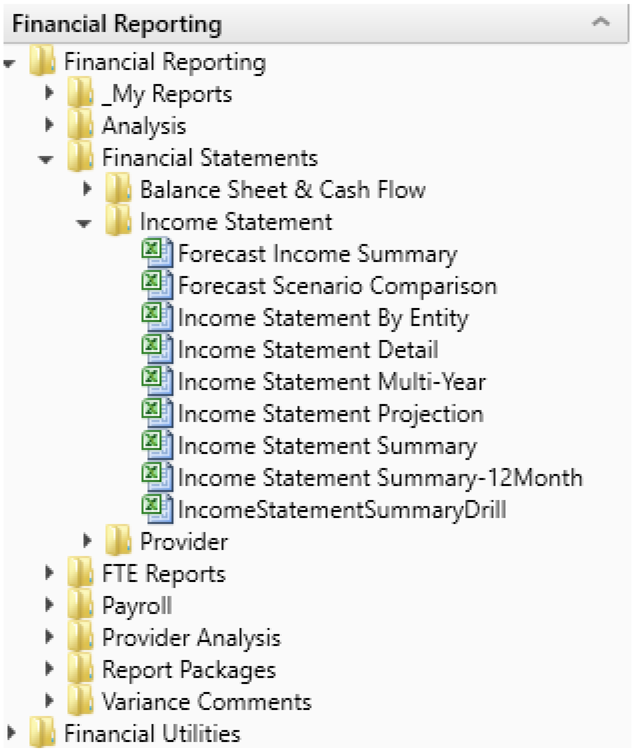
Income Statement reports

These reports are designed for designed for month-end close analysis.

▶ Accessing these reports

The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting\Financial Statements\Income Statement**. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the **Financial Reporting** section, click **Financial Reporting > Financial Statements > Income Statement**.



Forecast Income Summary

Use to show the Current Year Forecast by FSDetail category compared to Current Year Budget and Current Year Annualized.

Forecast Income Summary

KHA Health

For The Period Ending February 28, 2017

	2017 YTD	Current Year Annualized	Current Year Budget	Current Year Forecast	Forecast to Budget Variance	Budget Var %	Annualized Var %
Patient Revenue							
Inpatient	230,932,805	346,399,207	342,944,253	347,243,715	4,299,461	1.3%	0.2%
Outpatient	103,344,156	155,016,235	158,762,584	156,090,430	(2,672,154)	(1.7%)	0.7%
Other Patient Revenue	152,686,491	229,029,737	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

		Current Month					Year-To-Date				
Account	Description	Actual	Budget	Variance	Var %	LY Actual	Actual	Budget	Variance	Var %	LY Actual
	Patient Revenue										
	Inpatient Gross Revenue										
31100	IP - Medicare	16,406,519	17,354,341	(947,823)	(5.5%)	13,250,395	32,358,345	33,698,319	(1,339,973)	(4.0%)	24,897,174
31200	IP - Medicaid	1,824,029	1,453,578	370,450	25.5%	1,264,131	3,337,424	2,818,122	519,302	18.4%	2,657,220
31300	IP - Blue Cross	3,663,766	3,337,222	326,544	9.8%	3,124,447	7,778,231	6,447,914	1,330,317	20.6%	5,998,454
31400	IP - Commercial	2,449,719	2,288,598	161,121	7.0%	2,300,216	4,569,647	4,421,378	148,269	3.4%	4,710,083
31500	IP - HMO/PPO	2,960,706	2,384,609	576,097	24.2%	2,262,868	6,339,619	4,611,462	1,728,157	37.5%	4,413,900
31600	IP - Self Pay	901,557	1,075,360	(173,803)	(16.2%)	917,293	1,820,472	2,084,939	(264,467)	(12.7%)	1,709,622
31900	IP - Other	809,223	1,066,033	(256,810)	(24.1%)	589,140	1,593,862	2,353,776	(759,914)	(32.3%)	1,079,090
	Total - Inpatient Gross Revenue	$29,015,519	$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.

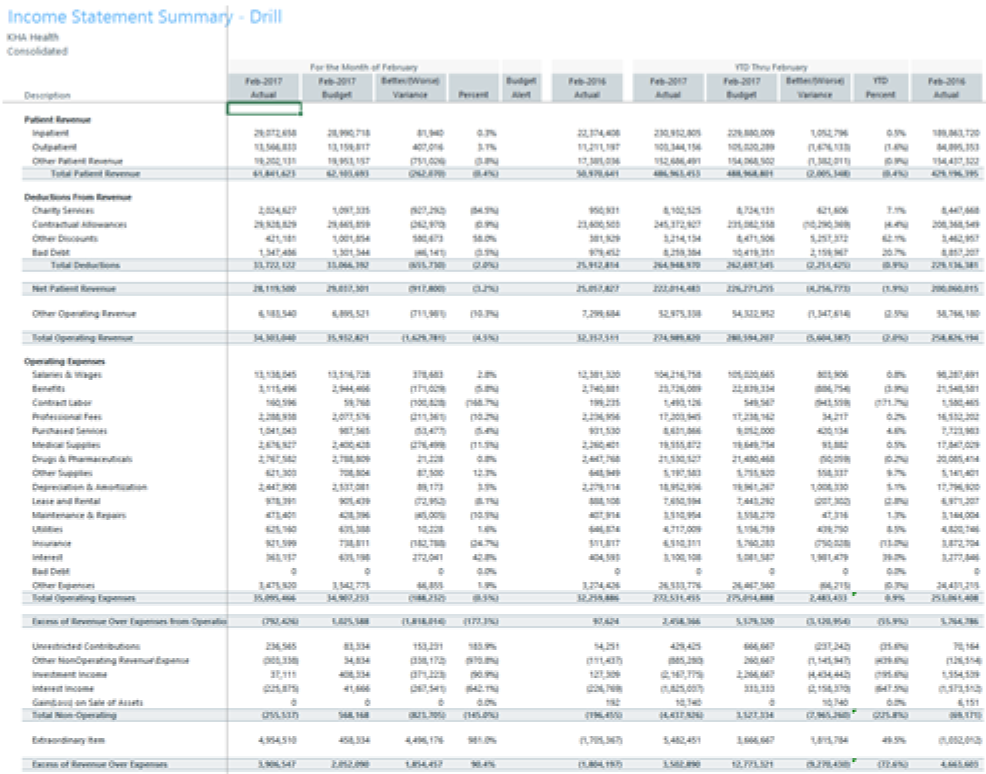
Income Statement Summary-12 Month

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.



Income Statement Summary - Drill
KHA Health
Consolidated

Description	For the Month of February Feb-2017 Actual	Feb-2017 Budget	Better/(Worse) Variance	Percent	Budget Alert	Feb-2016 Actual	YTD Thru February Feb-2017 Actual	Feb-2017 Budget	Better/(Worse) Variance	YTD Percent	Feb-2016 Actual
Patient Revenue											
Inpatient	29,072,658	28,990,718	81,940	0.3%		22,374,408	230,932,805	229,880,009	1,052,796	0.5%	189,863,720
Outpatient	13,566,833	13,159,817	407,016	3.1%		11,211,197	103,344,156	105,020,289	(1,676,133)	(1.6%)	84,895,353
Other Patient Revenue	19,202,131	19,953,157	(751,026)	(3.8%)		17,385,036	152,686,491	154,068,502	(1,382,011)	(0.9%)	154,437,322
Total Patient Revenue	61,841,623	62,103,693	(262,070)	(0.4%)		50,970,641	486,963,453	488,968,801	(2,005,348)	(0.4%)	429,196,395
Deductions From Revenue											
Charity Services	2,024,627	1,097,335	(927,292)	(84.5%)		950,931	8,102,525	8,724,131	621,606	7.1%	8,447,668
Contractual Allowances	29,928,829	29,665,859	(262,970)	(0.9%)		23,600,503	245,372,927	235,082,558	(10,290,369)	(4.4%)	208,368,549
Other Discounts	421,181	1,001,854	580,673	58.0%		381,929	3,214,134	8,471,506	5,257,372	62.1%	3,462,957
Bad Debt	1,347,486	1,301,344	(46,141)	(3.5%)		979,452	8,259,384	10,419,351	2,159,967	20.7%	8,857,207
Total Deductions	33,722,122	33,066,392	(655,730)	(2.0%)		25,912,814	264,948,970	262,697,545	(2,251,425)	(0.9%)	229,136,381
Net Patient Revenue	28,119,500	29,037,301	(917,800)	(3.2%)		25,057,827	222,014,483	226,271,255	(4,256,773)	(1.9%)	200,060,015
Other Operating Revenue	6,183,540	6,895,521	(711,981)	(10.3%)		7,299,684	52,975,338	54,322,952	(1,347,614)	(2.5%)	58,766,180
Total Operating Revenue	34,303,040	35,932,821	(1,629,781)	(4.5%)		32,357,511	274,989,820	280,594,207	(5,604,387)	(2.0%)	258,826,194
Operating Expenses											
Salaries & Wages	13,138,045	13,516,728	378,683	2.8%		12,381,320	104,216,758	105,020,665	803,906	0.8%	98,287,691
Benefits	3,115,496	2,944,466	(171,029)	(5.8%)		2,740,881	23,726,089	22,839,334	(886,754)	(3.9%)	21,548,581
Contract Labor	160,596	59,768	(100,828)	(168.7%)		199,235	1,493,126	549,567	(943,559)	(171.7%)	1,580,465
Professional Fees	2,288,938	2,077,576	(211,361)	(10.2%)		2,236,956	17,203,945	17,238,162	34,217	0.2%	16,532,202
Purchased Services	1,041,043	987,565	(53,477)	(5.4%)		931,530	8,631,866	9,052,000	420,134	4.6%	7,723,983
Medical Supplies	2,676,927	2,400,428	(276,499)	(11.5%)		2,260,401	19,555,872	19,649,754	93,882	0.5%	17,847,029
Drugs & Pharmaceuticals	2,767,582	2,788,809	21,228	0.8%		2,447,768	21,530,527	21,480,468	(50,059)	(0.2%)	20,085,414
Other Supplies	621,303	708,804	87,500	12.3%		648,949	5,197,583	5,755,920	558,337	9.7%	5,141,401
Depreciation & Amortization	2,447,908	2,537,081	89,173	3.5%		2,279,114	18,952,936	19,961,267	1,008,330	5.1%	17,796,920
Lease and Rental	978,391	905,439	(72,952)	(8.1%)		888,108	7,650,594	7,443,292	(207,302)	(2.8%)	6,971,207
Maintenance & Repairs	473,401	428,396	(45,005)	(10.5%)		407,914	3,510,954	3,558,270	47,316	1.3%	3,144,004
Utilities	625,160	635,388	10,228	1.6%		646,874	4,717,009	5,156,759	439,750	8.5%	4,820,746
Insurance	921,599	738,811	(182,788)	(24.7%)		511,817	6,510,311	5,760,283	(750,028)	(13.0%)	3,872,704
Interest	363,157	635,198	272,041	42.8%		404,593	3,100,108	5,081,587	1,981,479	39.0%	3,277,846
Bad Debt	0	0	0	0.0%		0	0	0	0	0.0%	0
Other Expenses	3,475,920	3,542,775	66,855	1.9%		3,274,426	26,533,776	26,467,560	(66,215)	(0.3%)	24,431,215
Total Operating Expenses	35,095,466	34,907,233	(188,232)	(0.5%)		32,259,886	272,531,455	275,014,888	2,483,433	0.9%	253,061,408
Excess of Revenue Over Expenses from Operatio	(792,426)	1,025,588	(1,818,014)	(177.3%)		97,624	2,458,366	5,579,320	(3,120,954)	(55.9%)	5,764,786
Unrestricted Contributions	236,565	83,334	153,231	183.9%		14,251	429,425	666,667	(237,242)	(35.6%)	70,164
Other NonOperating Revenue/Expense	(303,338)	34,834	(338,172)	(970.8%)		(111,437)	(885,280)	260,667	(1,145,947)	(439.6%)	(126,514)
Investment Income	37,111	408,334	(371,223)	(90.9%)		127,309	(2,167,775)	2,266,667	(4,434,442)	(195.6%)	1,554,539
Interest Income	(225,875)	41,666	(267,541)	(642.1%)		(226,769)	(1,825,037)	333,333	(2,158,370)	(647.5%)	(1,573,512)
Gain(Loss) on Sale of Assets	0	0	0	0.0%		192	10,740	0	10,740	0.0%	6,151
Total Non-Operating	(255,537)	568,168	(823,705)	(145.0%)		(196,455)	(4,437,926)	3,527,334	(7,965,260)	(225.8%)	(69,171)
Extraordinary Item	4,954,510	458,334	4,496,176	981.0%		(1,705,367)	5,482,451	3,666,667	1,815,784	49.5%	(1,052,012)
Excess of Revenue Over Expenses	3,906,547	2,052,090	1,854,457	90.4%		(1,804,197)	3,502,890	12,773,321	(9,270,430)	(72.6%)	4,665,603

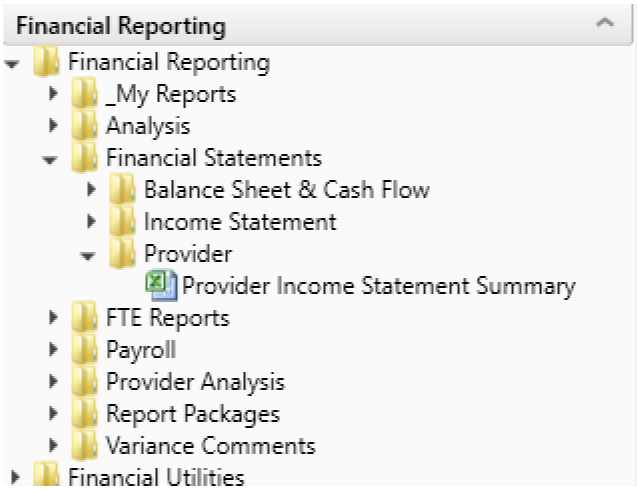
Provider Income Statement reports

These reports are designed for month-end financial analysis.

▶ Accessing these reports

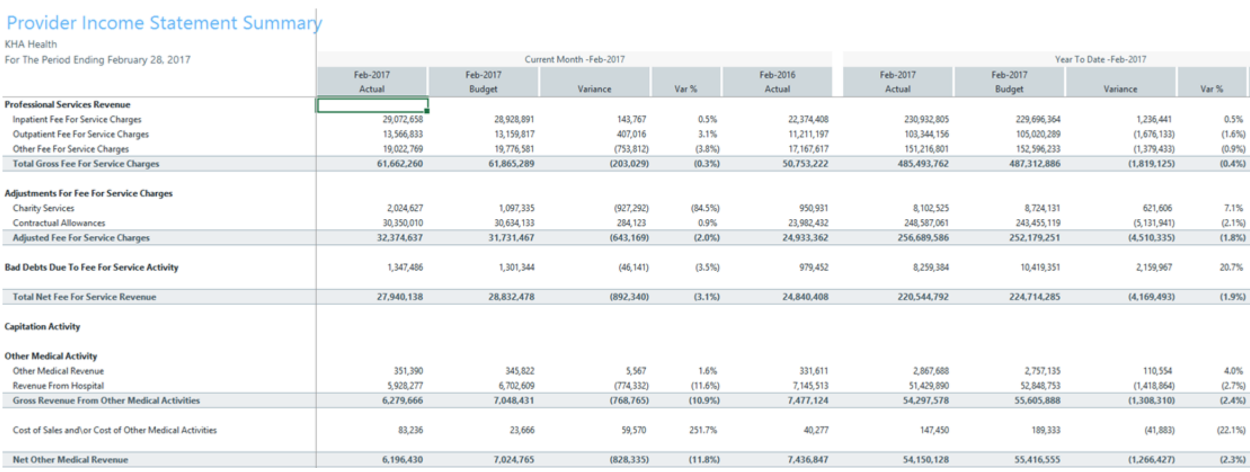
The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting\Financial Statements\Provider**. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the **Financial Reporting** section, click **Financial Reporting > Financial Statements > Provider**.



Provider Income Statement Summary

Use to show the Income Statement totals by 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%)**

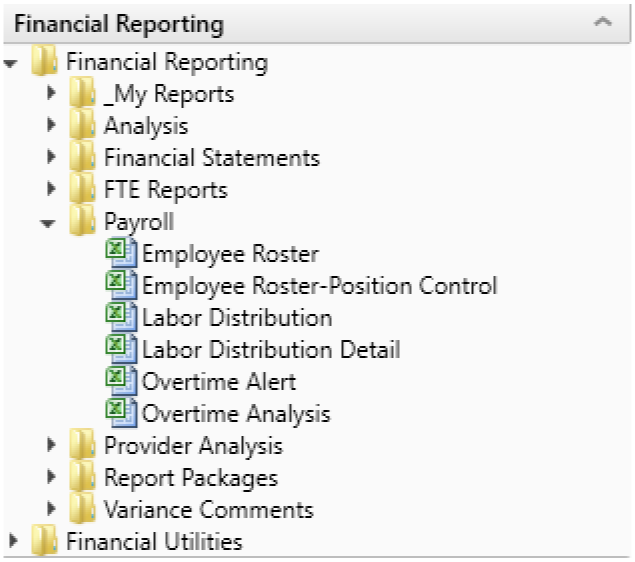
Payroll reports

These reports are designed for bi-weekly payroll analysis.

Accessing these reports

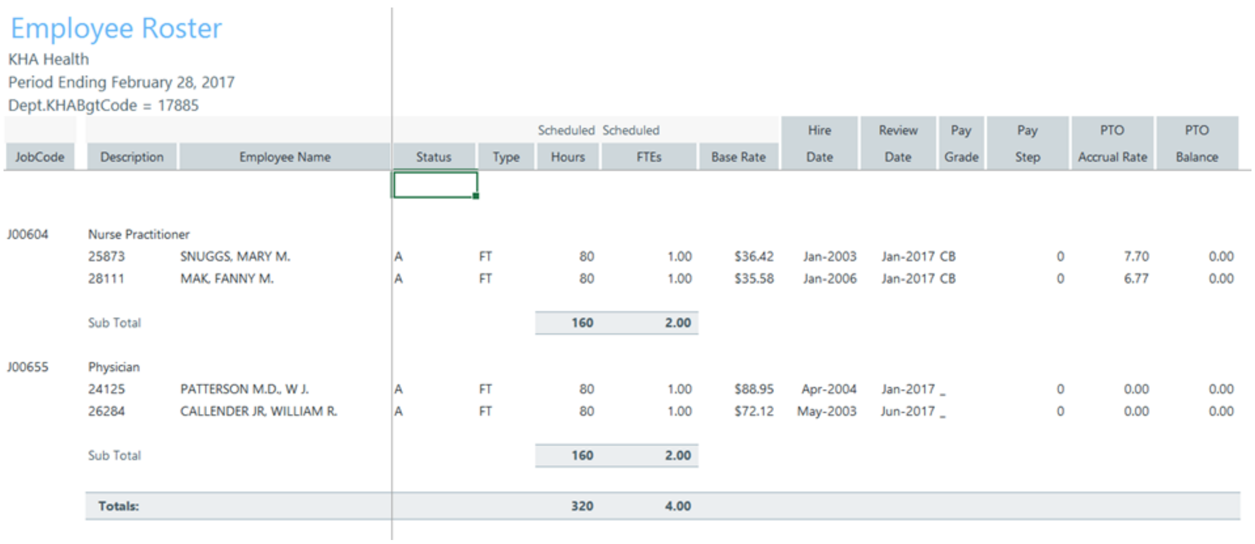
The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting\Payroll**. For instructions, see Browsing the Report Library.

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	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 li, Dorothy	0.5	40.0	402.5	40.0	402.5	0.0	0.0
17840	J00785-Athletic Trainer	27717: Gardner, Mary	1.0	80.0	1,249.6	80.0	1,249.6	0.0	0.0
17840	J00785-Athletic Trainer	27926: Clayton, Lorenzo R.	0.5	40.0	276.0	40.0	276.0	0.0	0.0
17840	J00785-Athletic Trainer	27945: Rogers, Leroy	1.0	80.0	1,230.4	80.0	1,230.4	0.0	0.0
	SubTotal - J00785-Athletic Trainer		5.50	440.00	6,189.81	440.00	6,189.81	0.00	0.00
	TOTALS		6.50	520.00	7,688.21	520.00	7,688.21	0.00	0.00

Labor Distribution Detail

Use to show hours and dollars by a department, by job code for multiple pay period, and by category of pay.

Labor 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	Dc
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

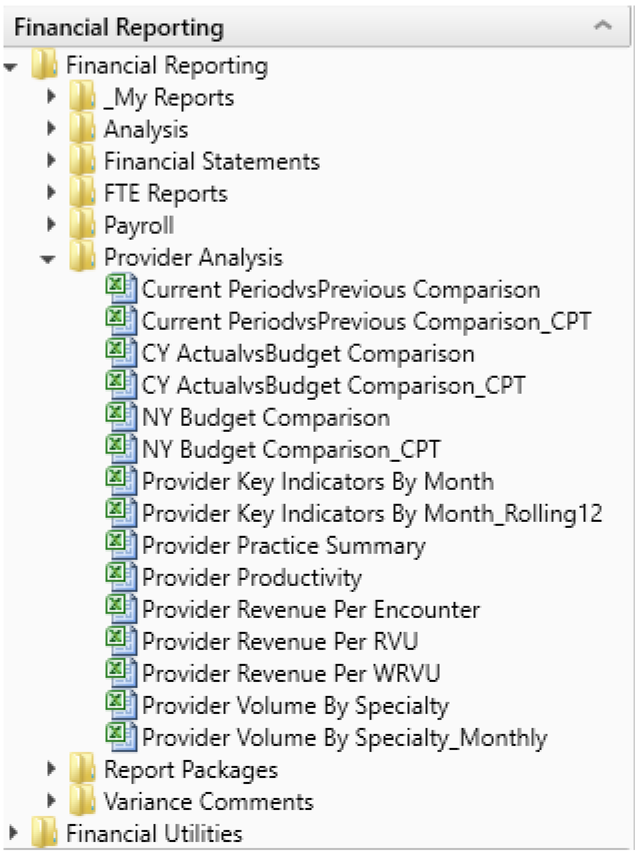
These reports are designed for physician analysis.

> **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	Current period					Year-to-Date			
Provider ID	Provider Name	Actual	Previous	Variance	Var %	Last Year	Actual	Last Year	Variance	Var %
D10528	Champion Richard A MD	41	47	(5)	(11.5%)	0	332	0	332	0.0%
D12221	Quintin Maria L MD	113	103	10	9.6%	0	904	0	904	0.0%
D1406	Meenan David MDO	27	24	3	14.3%	0	218	0	218	0.0%
D14201	Racemark Susan M MD	117	93	24	25.2%	0	935	0	935	0.0%
D14677	Seraman Katherine MD	106	122	(16)	(13.0%)	0	848	0	848	0.0%
D17629	Baumann Robert E MD	131	135	(3)	(2.4%)	0	1,051	0	1,051	0.0%
D20729	Rosenthal James P MD	146	169	(23)	(13.4%)	0	1,169	0	1,169	0.0%
D25986	Tappolo Susan E MD	118	141	(22)	(15.7%)	0	948	0	948	0.0%
D5752	Garland Jason L MD	149	175	(26)	(15.0%)	0	1,192	0	1,192	0.0%
D77963	Carbonata Patrick MD	99	112	(14)	(12.2%)	0	790	0	790	0.0%
D77988	Lee James MD	161	186	(25)	(13.3%)	0	1,287	0	1,287	0.0%
D79749	Tharalon Mary J MD	145	169	(24)	(14.2%)	0	1,157	0	1,157	0.0%
D8952	Thompson Helen D MD	95	112	(16)	(14.6%)	0	763	0	763	0.0%
DM125	Zucker Charles J MD	59	70	(11)	(15.2%)	0	475	0	475	0.0%
DM299	Wilson Gary A MD	136	121	15	12.6%	0	1,088	0	1,088	0.0%
DM327	Foxworthy Richard M MD	145	138	6	4.7%	0	1,156	0	1,156	0.0%
DM502	Cohen Charles J MD	78	87	(9)	(10.4%)	0	623	0	623	0.0%
DM660	Levy Lewis M MD	36	47	(11)	(22.7%)	0	290	0	290	0.0%

▶ Current Period vs Previous Comparison_CPT

Use to compare current period vs previous period information by CPT or CPT Summary category and last year actual. You can select the data type to analyze in the report.

Provider CY Actual vs Previous Period Comparison

KHA Health

For The Period Ending February 28, 2017

Filtered For: FTE		Current period					Year-to-Date			
CPT.KHABgtCode	CPT Description	Actual	Previous	Variance	Var %	Last Year	Actual	Last Year	Variance	Var %
FTE_Admin	Provider FTE - Administrative	223	235	(12)	(5.0%)	0	1,786	0	1,786	0.0%
FTE_Other	Provider FTE - Other	612	704	(91)	(13.0%)	0	4,899	192	4,707	2451.8%
FTE_Clin	Provider FTE-Clinical	4,662	5,085	(423)	(8.3%)	0	37,300	20,258	17,042	84.1%
	Total	**5,498**	**6,024**	**(526)**	**(8.7%)**	**0**	**43,985**	**20,450**	**23,535**	**115.1%**

▶ CY Actual vs Budget Comparison

Use to compare current period and year-to-date actual vs budget information by provider and last year actual. You can select the data type to analyze in the report.

Provider CY Actual vs CY Budget Comparison

KHA Health

For The Period Ending February 28, 2017

	Filtered For: FTE	Current Period					Year-to-Date				
Provider ID	Provider Name	Actual	Budget	Variance	Var %	Last Year	Actual	Budget	Variance	Var %	Last Year
D10528	Champion Richard A MD	41	0	41	0.0%	0	332	0	332	0.0%	0
D12221	Quintin Maria L MD	113	0	113	0.0%	0	904	0	904	0.0%	0
D1406	Meenan David MDO	27	0	27	0.0%	0	218	0	218	0.0%	0
D14201	Racemark Susan M MD	117	0	117	0.0%	0	935	0	935	0.0%	0
D14677	Seraman Katherine MD	106	0	106	0.0%	0	848	0	848	0.0%	0
D17629	Baumann Robert E MD	131	0	131	0.0%	0	1,051	0	1,051	0.0%	0
D20729	Rosenthal James P MD	146	0	146	0.0%	0	1,169	0	1,169	0.0%	0
D25986	Tappolo Susan E MD	118	0	118	0.0%	0	948	0	948	0.0%	0
D5752	Garland Jason L MD	149	0	149	0.0%	0	1,192	0	1,192	0.0%	0
D77963	Carbonata Patrick MD	99	0	99	0.0%	0	790	0	790	0.0%	0
D77988	Lee James MD	161	0	161	0.0%	0	1,287	0	1,287	0.0%	0
D79749	Tharalon Mary J MD	145	0	145	0.0%	0	1,157	0	1,157	0.0%	0
D8952	Thompson Helen D MD	95	0	95	0.0%	0	763	0	763	0.0%	0
DM125	Zucker Charles J MD	59	0	59	0.0%	0	475	0	475	0.0%	0
DM299	Wilson Gary A MD	136	0	136	0.0%	0	1,088	0	1,088	0.0%	0
DM327	Foxworthy Richard M MD	145	0	145	0.0%	0	1,156	0	1,156	0.0%	0
DM502	Cohen Charles J MD	78	0	78	0.0%	0	623	0	623	0.0%	0

CY Actual vs Budget Comparison_CPT

Use to compare current period and year-to-date actual vs budget information by CPT or CPT Summary code and last year actual. You can select the data type to analyze in the report.

Provider CY Actual vs CY Budget FTE Comparison

KHA Health

For The Period Ending 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

CPT.CPT	CPT Description	Current YTD	CY Annualized	CY Projection	Variance	NY Budget	CY Annualized Variance	CY Projection Variance
C99202	New Pat. L2, Office Visit	180	270	0	(270)	0	(270)	0
C99203	New Pat. L3, Office Visit	1,589	2,384	0	(2,384)	0	(2,384)	0
C99204	New Pat. L4, Office Visit	3,306	4,959	0	(4,959)	0	(4,959)	0
C99205	New Pat. L5, Office Visit	10	15	0	(15)	0	(15)	0
C99212	Est. Pat. L2, Office Visit	1,085	1,628	0	(1,628)	0	(1,628)	0
C99213	Est. Pat. L3, Office Visit	12,134	18,201	0	(18,201)	0	(18,201)	0
C99214	Est. Pat. L4, Office Visit	20,010	30,015	0	(30,015)	0	(30,015)	0
C99215	Est. Pat. L5, Office Visit	277	416	0	(416)	0	(416)	0
C99384	Well Child, New, 12-17 Yrs Old	6	9	0	(9)	0	(9)	0
C99385	Well Adult:New:18-39 Yrs Old	937	1,406	0	(1,406)	0	(1,406)	0
C99386	Well Adult:New:40-64 Yrs Old	206	309	0	(309)	0	(309)	0
C99387	Well Adult:New:Over 65 Yrs Old	19	29	0	(29)	0	(29)	0
C99395	Well Adult:Est:18-39 Yrs Old	3,119	4,679	0	(4,679)	0	(4,679)	0
C99396	Well Adult:Est:40-64 Yrs Old	4,909	7,364	0	(7,364)	0	(7,364)	0
C99397	Well Adult:Est:Over 65 Yrs Old	1,360	2,040	0	(2,040)	0	(2,040)	0
Enc_Facility	Encounters - Facility	10,049	15,074	0	(15,074)	0	(15,074)	0
Enc_Ofc	Encounters - Office	150,317	225,476	0	(225,476)	0	(225,476)	0
Encounters	Actual Encounters	160,366	240,549	0	(240,549)	0	(240,549)	0
PROF_OFC_Est	Professional Svcs-Office-Est Patient	0	0	52,372	52,372	116,599	116,599	64,227
PROF_OFC_New	Professional Svcs-Office-New Patient	0	0	8,896	8,896	10,470	10,470	1,574
	Total	**369,879**	**554,819**	**61,268**	**(493,551)**	**127,069**	**(427,750)**	**65,801**

▶ Provider Key Indicators By Month

Use to compare month-by-month values for last year, current year, and target by data type.

Monthly Key Indicators

KHA Health

For The Period Ending February 28, 2017

Filtered For: Encounters

		FY16									
		Last Year Actual									
Provider ID	**Provider Name**	Jul-2015	Aug-2015	Sep-2015	Oct-2015	Nov-2015	Dec-2015	Jan-2016	Feb-2016	Mar-2016	Apr-2016
Worked RVUs											
D10528	Champion Richard A MD	265	227	185	214	149	276	269	139	234	237
D1132	Wang Katherine K MD	0	0	0	0	0	0	0	0	0	0
D1158	Angel Andrew MD	0	0	0	0	0	0	0	0	0	0
D1179	Blazar Philip MD	0	0	0	0	0	0	0	0	0	0
D1186	Macaulay Kelly M MD	147	207	183	143	133	205	142	175	112	181
D1188	Slavsky Tatiana MD	0	0	0	0	0	0	0	0	0	0
D12138	Jankelson Julie M MD	0	0	0	0	0	0	0	0	0	0
D12221	Quintin Maria L MD	119	148	119	118	144	79	327	318	401	344
D1255	Tremblay Laura D MD	0	0	0	0	0	0	0	1	0	0
D13057	Groszmann Yvette MD	116	130	125	136	142	118	78	85	61	45
D13063	Faur Adriana V MD	0	0	0	0	0	0	0	0	0	1
D13092	Osborne Dawn R	0	0	0	0	0	0	0	0	0	0
D1317	Soybel David I MD	177	123	93	81	168	107	116	115	70	127
D13191	Radden Nancy F MD	0	0	0	0	0	0	0	0	0	0
D13296	Gorenburg Ida P MD	0	0	0	0	0	0	0	2	1	0
D13331	Minkina Nataly A MD	0	1	2	1	0	0	2	0	1	1
D13336	Niknejad Kathy G MD	53	34	50	58	99	91	55	96	101	91

▶ Provider Key Indicators By Month_Rolling 12

Use to compare month-by-month values for the most recent 12 months by data type

Monthly Key Indicators - Rolling 12

KHA Health

For The Period Ending February 28, 2017

Provider ID	Provider Name	2016 March	2016 April	2016 May	2016 June	2016 July	2016 August	2016 September	2016 October	2016 November	2016 December	2017 January	2017 February	Total
Worked RVUs														
D10528	Champion Richard A MD	234	237	201	188	327	286	320	251	332	356	336	141	3,208
D1132	Wang Katherine K MD	0	0	0	0	3	0	0	0	14	0	0	0	17
D1158	Angel Andrew MD	0	0	0	0	0	0	2	0	0	0	2	0	4
D1179	Blazar Philip MD	0	0	0	0	0	0	0	1	0	0	0	0	1
D1186	Macaulay Kelly M MD	112	181	102	199	140	167	217	78	2	0	0	84	1,283
D1188	Slavsky Tatiana MD	0	0	0	3	0	0	0	0	0	0	0	0	3
D12138	Jankelson Julie M MD	0	0	0	2	0	0	0	0	0	0	0	0	2
D12221	Quintin Maria L MD	401	344	304	287	511	441	711	369	544	688	491	390	5,482
D1255	Tremblay Laura D MD	0	0	0	2	0	0	2	2	2	0	0	3	11
D13057	Groszmann Yvette MD	61	45	2	0	0	0	0	0	0	0	0	0	108
D13063	Faur Adriana V MD	0	1	0	0	0	0	0	0	0	0	0	0	1
D13092	Osborne Dawn R	0	0	0	1	0	0	0	0	0	0	2	0	3
D1317	Soybel David I MD	70	127	84	45	69	67	100	59	62	29	0	0	712
D13191	Radden Nancy F MD	0	0	0	2	0	0	0	0	0	0	0	0	2
D13296	Gorenburg Ida P MD	1	0	0	0	0	0	0	0	0	2	2	0	5
D13331	Minkina Nataly A MD	1	1	0	0	0	2	5	0	2	3	2	2	18
D13336	Niknejad Kathy G MD	101	91	107	90	93	143	139	124	90	111	46	108	1,243
D1371	Halpern Debra Lynn MD	0	0	0	0	0	0	14	9	12	12	13	19	79
D1386	Atasoylu Ayse A MD	12	16	8	12	21	19	0	20	0	0	0	0	108
D1406	Meenan David MDO	374	473	473	324	339	500	350	312	297	382	505	247	4,577

Provider Practice Summary

Use to analyze by provider, by practice the worked vs target productivity by provider.

Practice Summary

0

Period Ending February 28, 2018

101010 - EMA Internal Medicine (Provider)

Bonus Summary

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.DO	500	-	0.0%	500	1.00	500.00	1.00	4,000	-	0.0%	4,000
D14201	Racemark, Susan M. MD	500	-	0.0%	500	1.00	500.00	1.00	4,000	-	0.0%	4,000
D14677	Seraman, Katherine MD	500	-	0.0%	500	1.00	500.00	1.00	4,000	-	0.0%	4,000
D17629	Baumann, Robert E. MD	500	-	0.0%	500	1.00	500.00	1.00	4,000	-	0.0%	4,000
D20729	Rosenthal, James P. MD	500	-	0.0%	500	1.00	500.00	1.00	4,000	-	0.0%	4,000
D25986	Tappolo, Susan E. MD	500	-	0.0%	500	1.00	500.00	1.00	4,000	-	0.0%	4,000
D5752	Garland, Jason L. MD	500	-	0.0%	500	1.00	500.00	1.00	4,000	-	0.0%	4,000
D77963	Carbonata, Patrick MD	500	-	0.0%	500	1.00	500.00	1.00	4,000	-	0.0%	4,000
D77988	Lee, James MD	500	-	0.0%	500	1.00	500.00	1.00	4,000	-	0.0%	4,000
D79749	Tharalon, Mary J. MD	500	-	0.0%	500	1.00	500.00	1.00	4,000	-	0.0%	4,000

Provider Productivity

Use to analyze by provider worked vs target productivity.

Provider Productivity Summary

0

Period Ending February 28, 2018

Provider D10528 - Champion, 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	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

▶ Provider Revenue Per Encounter

Use to compare the current month to the prior three-month average for different years for revenue per encounter.

Provider Revenue Per Encounter

KHA Health

For The Period Ending: July 2016

iltered For: Encounter

		Current Year Actual		Current Year Budget		Last Year Actual		Variance Current to Prior		
		Current Month	Prior 3 Month Avg	Current Month	Prior 3 Month Avg	Current Month	Prior 3 Month Avg	Current Month		Last Year
Provider	**Description**	Revenue/Encounter		Revenue/Encounter		Revenue/Encounter		Actual	Budget	Actual
D10528	Champion Richard A MD	341.31	318.73	409.33	183.29	343.60	318.73	22.58	226.05	24.87
D1132	Wang Katherine K MD	102.00	0.00	0.00	0.00	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

		Current Month - Feb-2018							
		Encounter				wRVUs			
Provider ID	**Provider Name**	Actual	Budget	Variance	Last Year	Actual	Budget	Variance	Last Year
ZNoBudget	No Budget Providers	0	0	0	0	0	0	0	0
D10528	Champion, Richard A. MD	7,515	15,162	(7,647)	7,515	8,818	15,817	(6,999)	8,818
D1128	Konkle, Rebecca L. MD	0	0	0	0	0	0	0	0
D1158	Angel, Andrew MD	0	0	0	0	0	0	0	0
D1188	Slavsky, Tatiana MD	0	0	0	0	0	0	0	0
ZNoBudget	No Budget Providers	0	0	0	0	0	0	0	36
ZNoBudget	No Budget Providers	0	0	0	0	0	0	0	26
ZNoBudget	No Budget Providers	0	0	0	0	0	0	0	0
D12221	Quintin, Maria L. MD	7,515	3,184	4,331	7,515	7,515	3,184	4,331	7,519
ZNoBudget	No Budget Providers	0	0	0	0	0	0	0	0
D1255	Tremblay, Laura D. MD	0	0	0	0	0	0	0	6
ZNoBudget	No Budget Providers	0	0	0	0	0	0	0	38
ZNoBudget	No Budget Providers	0	0	0	0	0	0	0	0
D13092	Osborne, Dawn R.	0	0	0	0	0	0	0	0
D13191	Radden, Nancy F. MD	0	0	0	0	0	0	0	0
D13296	Gorenburg, Ida P. MD	0	0	0	0	0	0	0	0
D13331	Minkina, Nataly A. MD	0	0	0	0	0	0	0	4
D1386	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

		Encounter								Encounter
Provider ID	**Provider Name**	July	August	September	October	November	December	January	February	TOTAL
D58860	Cohen Wendy L MD	184	168	228	230	218	220	172	4	1,424
D6156	Rabe Edward F MD	210	150	260	222	162	220	130	182	1,536
D64016	Angel Irina V MD	0	0	0	0	2	0	0	0	2
D7315	Heisel J Stephen MD	318	296	430	204	256	236	254	330	2,324
D75083	Cynn Diane PsyD	134	136	108	168	106	122	148	132	1,054
D75539	Bolle Linda M PsyD	140	110	230	204	150	166	140	152	1,292
DY365	Madias Ourania G MD	0	0	4	2	2	0	0	0	8
ZNoBudget	No Budget Providers	1,129	1,062	1,330	1,184	1,352	1,142	1,104	1,178	9,481
	Specialty Total - BH	**2,115**	**1,922**	**2,590**	**2,214**	**2,248**	**2,106**	**1,948**	**1,978**	**17,121**

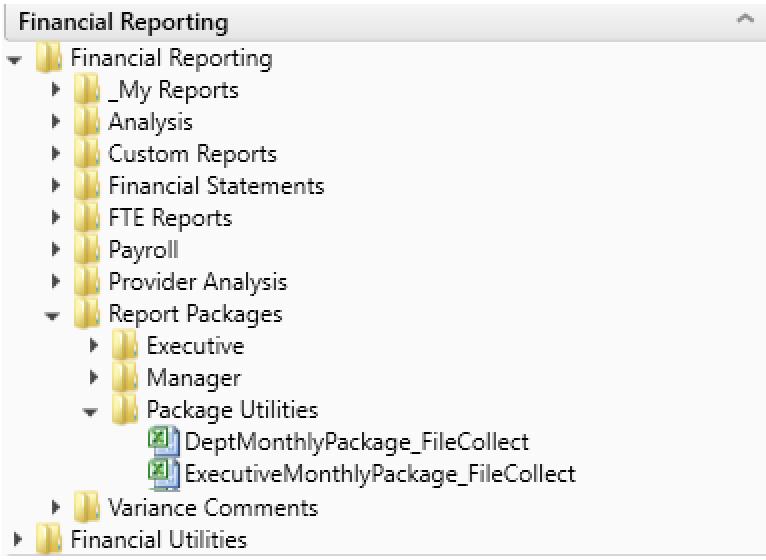
Report Packages - Utilities

These reports are designed for month-end or payroll electronic packaging for distribution.

Accessing these reports

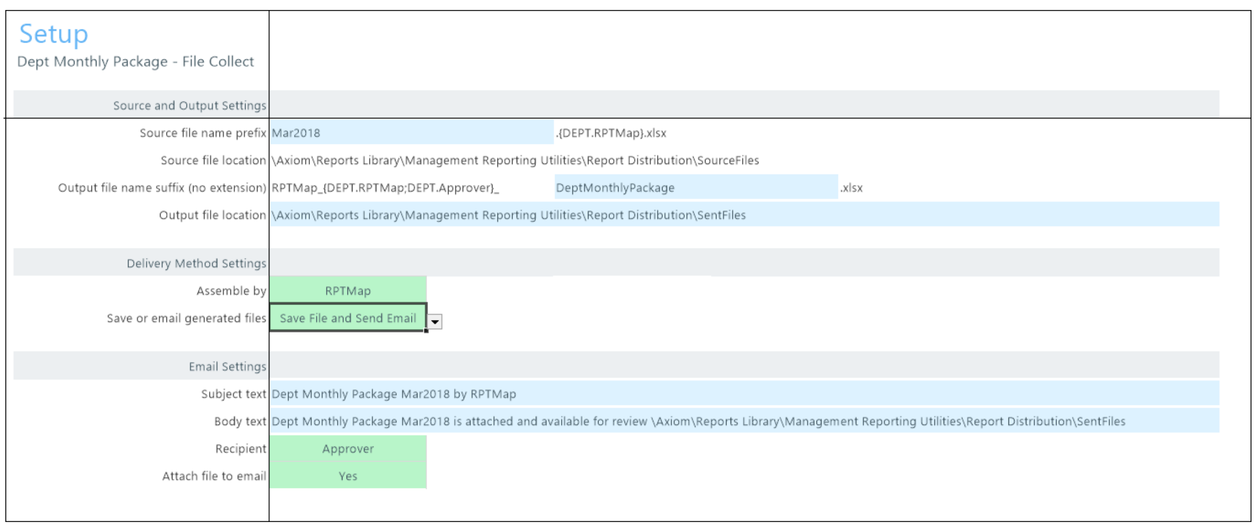
The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting\Report Packages\Package Utilities**. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the **Financial Reporting** section, click **Financial Reporting > Report Packages > Package Utilities**.



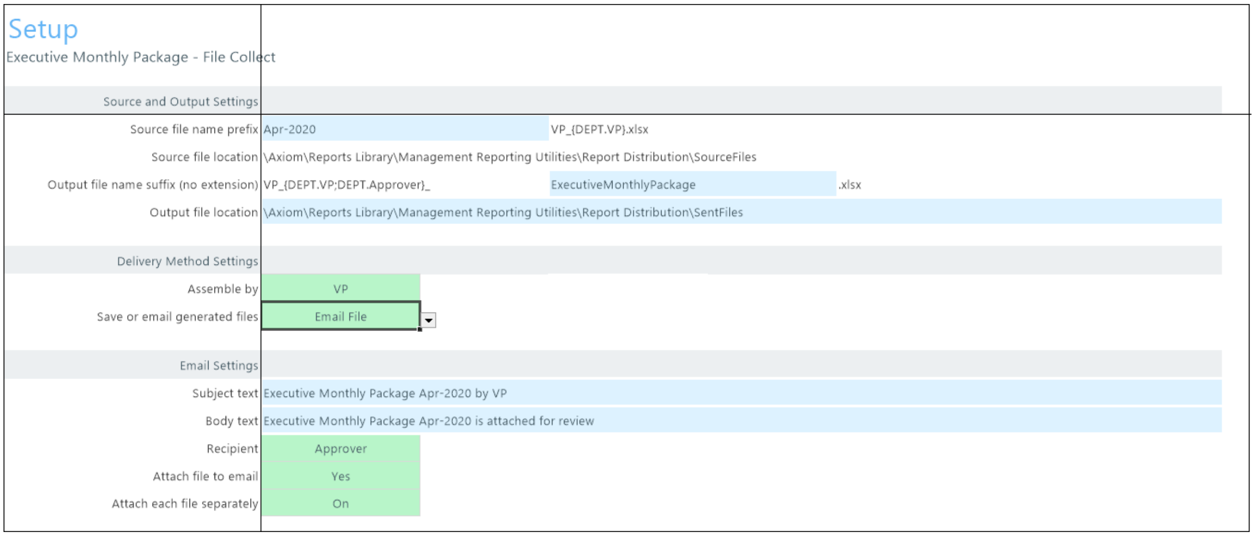
▶ DeptMonthlyPackage_FileCollect

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 .



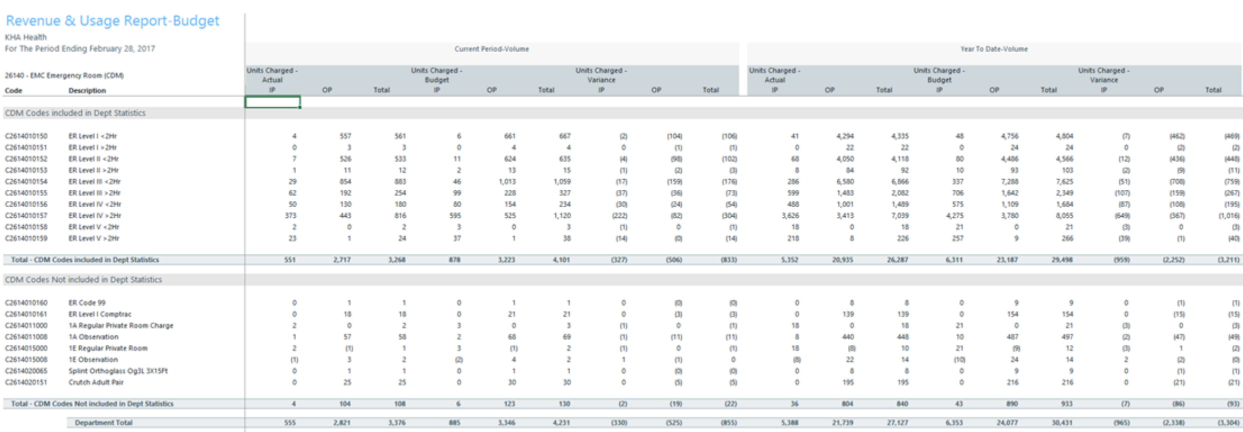
Setup

Executive Monthly Package - File Collect

Source and Output Settings			
Source file name prefix	Apr-2020	VP_{DEPT.VP}.xlsx	
Source file location	\Axiom\Reports Library\Management Reporting Utilities\Report Distribution\SourceFiles		
Output file name suffix (no extension)	VP_{DEPT.VP;DEPT.Approver}_	ExecutiveMonthlyPackage	.xlsx
Output file location	\Axiom\Reports Library\Management Reporting Utilities\Report Distribution\SentFiles		
Delivery Method Settings			
Assemble by	VP		
Save or email generated files	Email File		
Email Settings			
Subject text	Executive Monthly Package Apr-2020 by VP		
Body text	Executive Monthly Package Apr-2020 is attached for review		
Recipient	Approver		
Attach file to email	Yes		
Attach each file separately	On		

Running the Revenue Usage - Budget report

This reports shows the current-month actual, budget, and year-to-date Revenue and Usage units and gross revenue by CDMCode. Units for specific CDM can be RVU weighted to use for monthly statistics summarization.



Revenue & Usage Report-Budget

KHA Health

For The Period Ending February 28, 2017

26140 - EMC Emergency Room (CDM)

Current Period-Volume

Code	Description	Units Charged - Actual IP	OP	Total	Units Charged - Budget IP	OP	Total	Units Charged - Variance IP	OP	Total
CDM Codes included in Dept Statistics										
C2614010150	ER Level I <2Hr	4	557	561	6	661	667	(2)	(104)	(106)
C2614010151	ER Level I >2Hr	0	3	3	0	4	4	0	(1)	(1)
C2614010152	ER Level II <2Hr	7	526	533	11	624	635	(4)	(98)	(102)
C2614010153	ER Level II >2Hr	1	11	12	2	13	15	(1)	(2)	(3)
C2614010154	ER Level III <2Hr	29	854	883	46	1,013	1,059	(17)	(159)	(176)
C2614010155	ER Level III >2Hr	62	192	254	99	228	327	(37)	(36)	(73)
C2614010156	ER Level IV <2Hr	50	130	180	80	154	234	(30)	(24)	(54)
C2614010157	ER Level IV >2Hr	373	443	816	595	525	1,120	(222)	(82)	(304)
C2614010158	ER Level V <2Hr	2	0	2	3	0	3	(1)	0	(1)
C2614010159	ER Level V >2Hr	23	1	24	37	1	38	(14)	(0)	(14)
Total - CDM Codes included in Dept Statistics		551	2,717	3,268	878	3,223	4,101	(327)	(506)	(833)
CDM Codes Not included in Dept Statistics										
C2614010160	ER Code 99	0	1	1	0	1	1	0	(0)	(0)
C2614010161	ER Level I Comptrac	0	18	18	0	21	21	0	(3)	(3)
C2614011000	1A Regular Private Room Charge	2	0	2	3	0	3	(1)	0	(1)
C2614011008	1A Observation	1	57	58	2	68	69	(1)	(11)	(11)
C2614015000	1E Regular Private Room	2	(1)	1	3	(1)	2	(1)	0	(1)
C2614015008	1E Observation	(1)	3	2	(2)	4	2	1	(1)	0
C2614020065	Splint Orthoglass Og3L 3X15Ft	0	1	1	0	1	1	0	(0)	(0)
C2614020151	Crutch Adult Pair	0	25	25	0	30	30	0	(5)	(5)
Total - CDM Codes Not included in Dept Statistics		4	104	108	6	123	130	(2)	(19)	(22)
Department Total		555	2,821	3,376	885	3,346	4,231	(330)	(525)	(855)

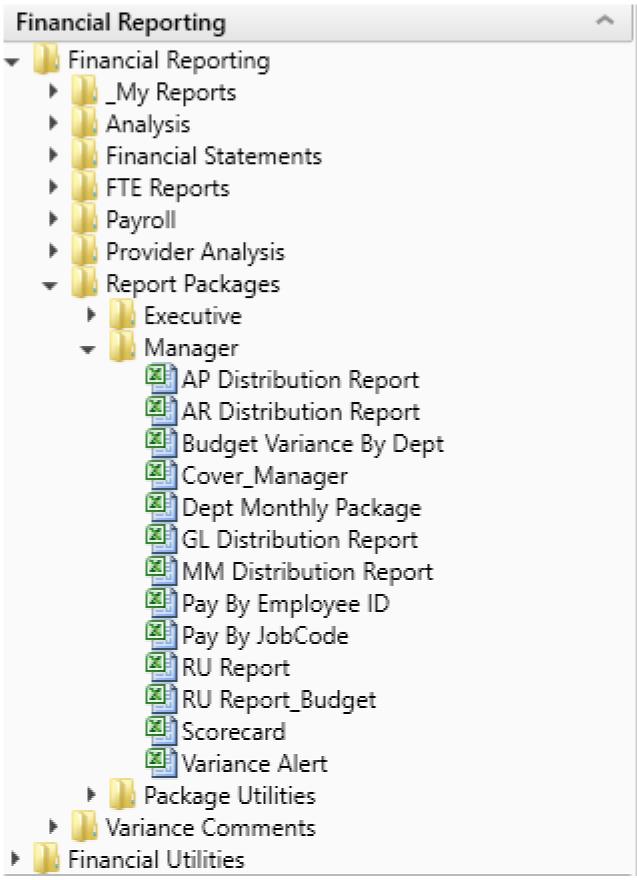
Year To Date-Volume

Code	Description	Units Charged - Actual IP	OP	Total	Units Charged - Budget IP	OP	Total	Units Charged - Variance IP	OP	Total
CDM Codes included in Dept Statistics										
C2614010150	ER Level I <2Hr	41	4,294	4,335	48	4,756	4,804	(7)	(462)	(469)
C2614010151	ER Level I >2Hr	0	22	22	0	24	24	0	(2)	(2)
C2614010152	ER Level II <2Hr	68	4,050	4,118	80	4,486	4,566	(12)	(436)	(448)
C2614010153	ER Level II >2Hr	8	84	92	10	93	103	(2)	(9)	(11)
C2614010154	ER Level III <2Hr	286	6,580	6,866	337	7,288	7,625	(51)	(708)	(759)
C2614010155	ER Level III >2Hr	599	1,483	2,082	706	1,642	2,349	(107)	(159)	(267)
C2614010156	ER Level IV <2Hr	488	1,001	1,489	575	1,109	1,684	(87)	(108)	(195)
C2614010157	ER Level IV >2Hr	3,626	3,413	7,039	4,275	3,780	8,055	(649)	(367)	(1,016)
C2614010158	ER Level V <2Hr	18	0	18	21	0	21	(3)	0	(3)
C2614010159	ER Level V >2Hr	218	8	226	257	9	266	(39)	(1)	(40)
Total - CDM Codes included in Dept Statistics		5,352	20,935	26,287	6,311	23,187	29,498	(959)	(2,252)	(3,211)
CDM Codes Not included in Dept Statistics										
C2614010160	ER Code 99	0	8	8	0	9	9	0	(1)	(1)
C2614010161	ER Level I Comptrac	0	139	139	0	154	154	0	(15)	(15)
C2614011000	1A Regular Private Room Charge	18	0	18	21	0	21	(3)	0	(3)
C2614011008	1A Observation	8	440	448	10	487	497	(2)	(47)	(49)
C2614015000	1E Regular Private Room	18	(8)	10	21	(9)	12	(3)	1	(2)
C2614015008	1E Observation	(8)	22	14	(10)	24	14	2	(2)	(0)
C2614020065	Splint Orthoglass Og3L 3X15Ft	0	8	8	0	9	9	0	(1)	(1)
C2614020151	Crutch Adult Pair	0	195	195	0	216	216	0	(21)	(21)
Total - CDM Codes Not included in Dept Statistics		36	804	840	43	890	933	(7)	(86)	(93)
Department Total		5,388	21,739	27,127	6,353	24,077	30,431	(965)	(2,338)	(3,304)

Accessing this report

The report is located in **\Axiom\Reports Library\Management Reporting\Report Packages\Manager**. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the **Financial Reporting** section, click **Financial Reporting > Report Packages > Manager**.



7

Financial Utilities

Axiom Budgeting and Performance Reporting 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.
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.

Report	Description
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.
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.

Report	Description
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.

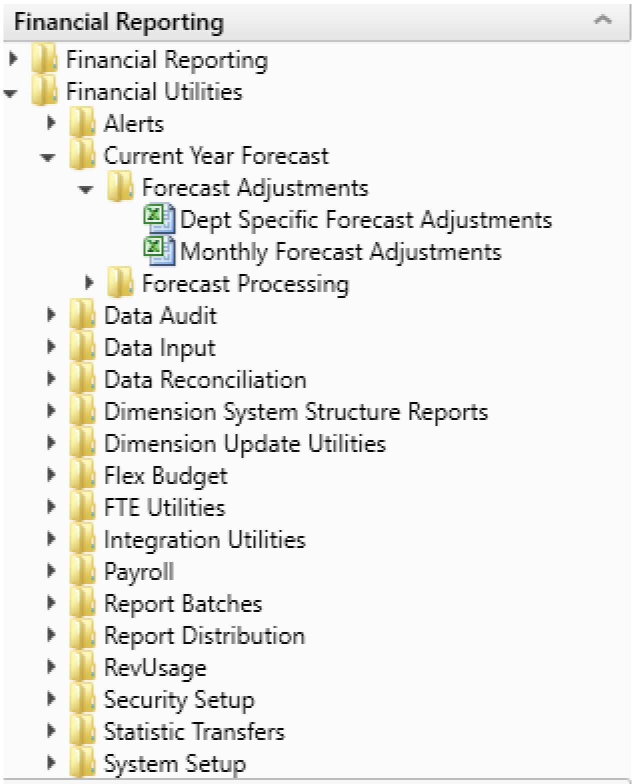
Current Year Forecast – Forecast Adjustment Utilities

These reports are designed to post calculated values to the database.

Accessing these reports

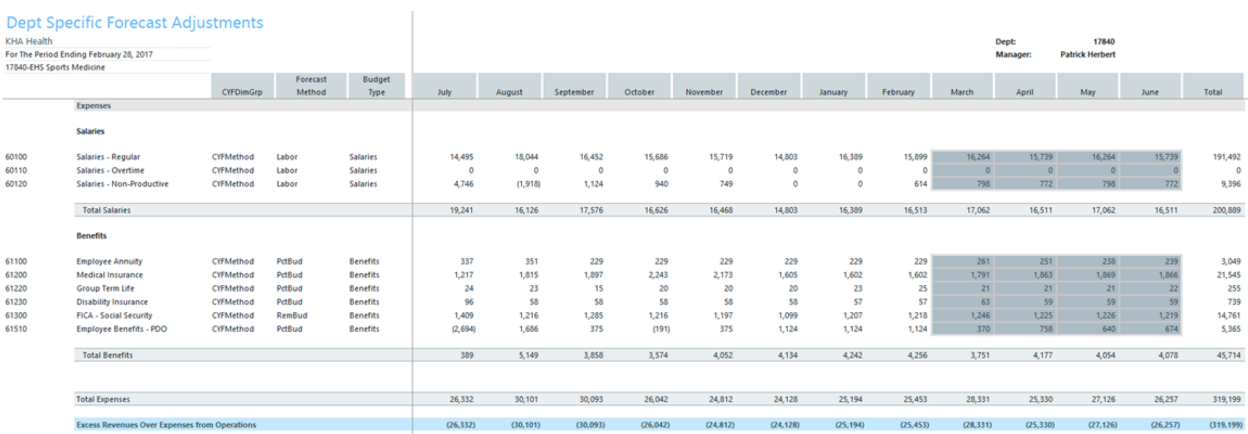
The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting Utilities\Current Year Forecast\Forecast Adjustments**. For instructions, see Browsing the Report Library.

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	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Forecast	Forecast	Forecast	Forecast	
	July	August	September	October	November	December	January	February	March	April	May	June	Total
Revenues													
Inpatient Revenue	28,782,082	29,015,519	27,836,999	28,239,399	29,176,925	27,827,002	30,982,220	29,072,658	29,033,049	29,064,007	29,152,469	29,061,385	347,243,715
% Adjustment									0.00%	0.00%	0.00%	0.00%	0.00%
Amount Adjustment	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Inpatient Revenue	**28,782,082**	**29,015,519**	**27,836,999**	**28,239,399**	**29,176,925**	**27,827,002**	**30,982,220**	**29,072,658**	**29,033,049**	**29,064,007**	**29,152,469**	**29,061,385**	**347,243,715**
Outpatient Revenue	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**

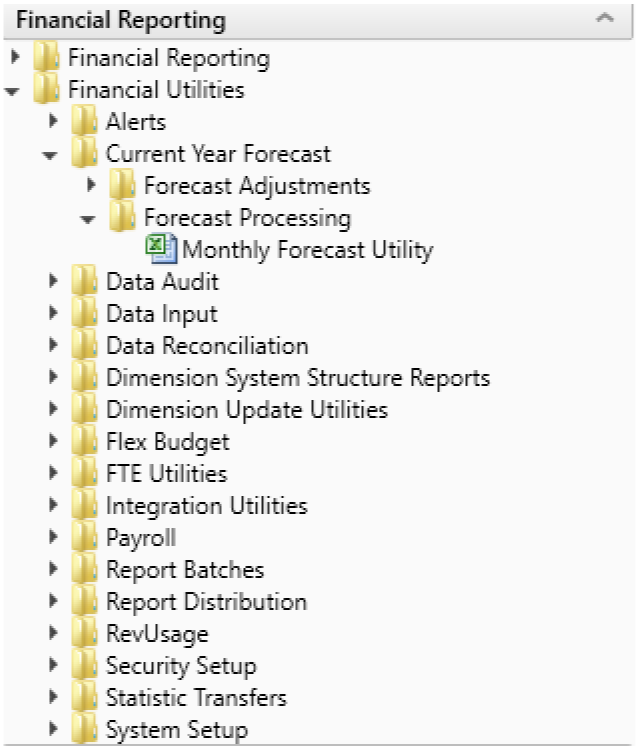
Current Year Forecast – Forecast Processing Utilities

This report is designed to post calculated values to the database.

▶ Accessing these reports

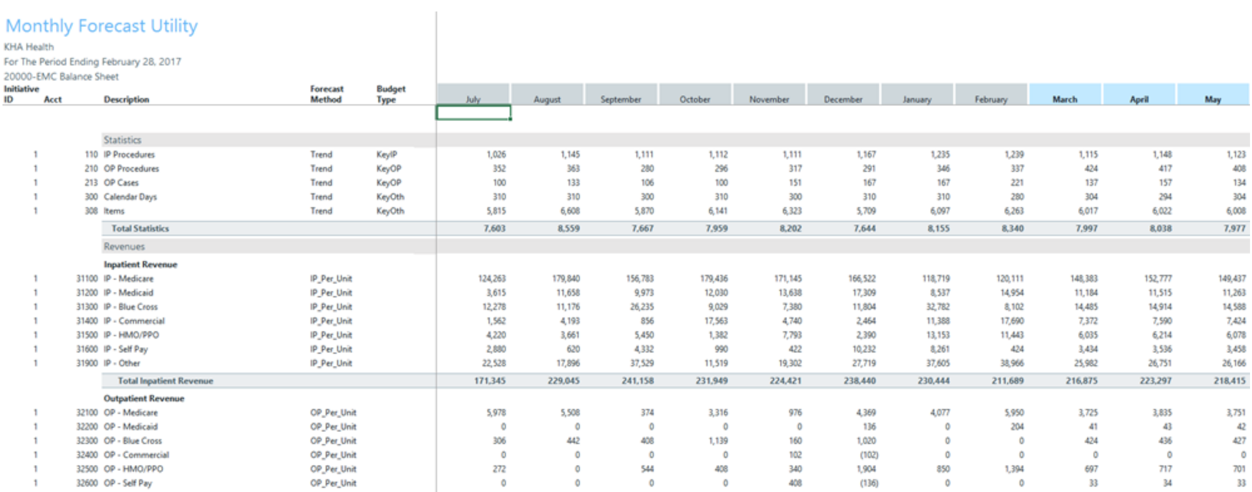
The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting Utilities\Current Year Forecast\Forecast Processing**. For instructions, see Browsing the Report Library.

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

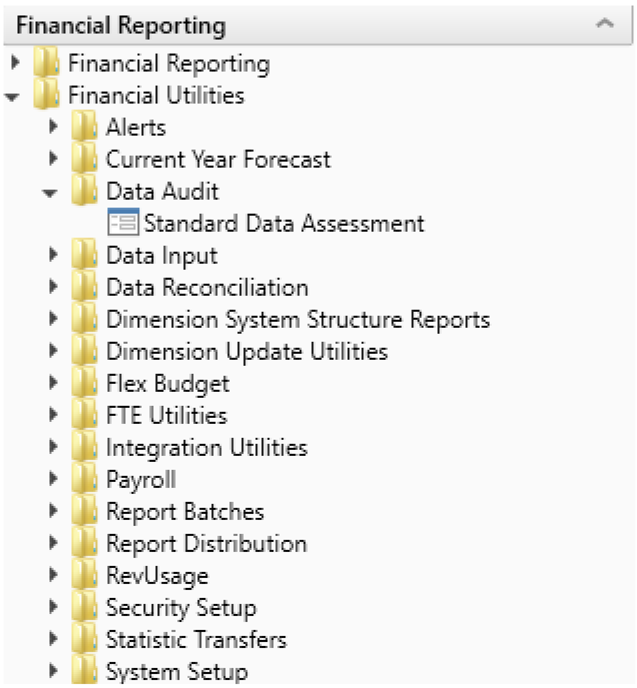
Data Audit

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.

Standardizing data

Syntellis leverages artificial intelligence to review and categorize your key dimension elements to a pre-defined Syntellis taxonomy system. The artificial intelligence method leverages descriptions and key characteristics to derive suggested classifications. These classifications provide a required level of standardization and structure to enable comparative analysis as well as key integration points.

The purpose of this section is to explain the data integrity compliance features for your Axiom products and the reasons for using them. Standardizing your data includes the following steps:

1. Map KHA Standard Class codes - To standardize data across accounts, departments, and so on in your organization, you first need to map them to KHA Standard Class codes using a series of reports that allow you to review and modify your data classification taxonomy.
2. Review codes for standards compliance - To help keep your organization compliant with Syntellis standards, the Standard Data Assessment dashboard uses a series of icons to provide a clear and easy way to see if your accounts, departments, and so on meet the Syntellis standards criteria.
3. Assign KHAStandardClass by department and account - The Statistic Identification Update utility allows you to map ACCT.KHAStandardClass values by account/department or department/account combinations.
4. Review YTD statistics by KHAStandardClass classification - The Statistic Classification Review report allows you to review YTD data for the statistic accounts to ensure they correctly tie out from the department summed up to the entity level.

About machine learning classifications

If your organization uses the cloud-based version of Axiom Budgeting and Performance Reporting, the system has access to a machine learning process that analyzes and determines the best suggested classification code for the account. You can use this pre-determined classification or assign your own, depending on how well the machine learned classifications meet your needs. We suggest you review each assignment and correct where you deem necessary using the following reports:

- Entity Standards Review
- Dept Standards Review
- Acct Standards Review
- Jobcode Standards Review
- Paytype Standards Review
- Provider Standards Review

Each one is similar in structure. Within each, you will review the assignment and, where needed, change the standard assignment in the override column.

As part of the development of future report tools and utilities, data needs to be standardized across accounts, departments, and so on. Part of this process includes mapping these items in your organization to KHA Standard Class codes.

> **NOTE:** This process will benefit your organization in the future by providing more detailed data and reporting capabilities. Once complete, you should only need to update these reports when you add new accounts, departments, etc.

If you feel there are missing categories or identifiers to accurately classify our key elements, please contact DataScienceTeam@syntellis.net. We will continue to expand and adapt this taxonomy structure to give you quality insights through comparative elements and planning process integration.

▶ Mapping KHA Standard Class codes

To map KHA Standard Class codes:

1. In the **Mgmt Admin** task pane, in the **Data Maintenance** section, click **Data Reconciliation**, and double-click one of the following:

   > **NOTE:** The results returned depend on the user's write filter on the dimension table as established when using the Dimension Maintenance Security utility.

   - Acct Standards Review
   - Dept Standards Review
   - Entity Standards Review
   - Jodcode Standards Review
   - Paytype Standards Review

2. In the **Refresh Variables** dialog, you can optionally filter the data in the report by KHA Standard Class and/or State by clicking **Choose Value**, select the values to filter by, and click **OK**.

   > **NOTE:** To view all of the items (accounts, departments, etc.) in the report, click **OK**.

3. In the **KHA Standard Classification** column, do one of the following.

   a. To use the machine learning classification as determined by the system, copy the classification from the **ML Classification** column, and paste it into the **KHA Standard Classification** column.

      > **NOTE:** At this time, the ML Classification is only used if your organization has a cloud-based system. If your system is located on premise, the column will be blank.

   b. To select a different classification, double-click the folder next to the **KHA Standard Classification** column, select a classification, and click **OK**.

4. In the **Entity Standards Review** report, do the following:

a. In the **Medicare Provider Number** column, type the MPN number, as needed.

b. In the **Active** column, identify which entity is active by doing one of the following:

   i. In the **Medicare Provider Number** column, type the MPN number, as needed.

   ii. In the **Active** column, identify which entity is active by doing one of the following:

   - To activate the code, click **TRUE**.
   - To deactivate the code, click **FALSE**.

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

The information you enter saves back to the corresponding dimension table. For example, after mapping your accounts, the system saves your changes to the ACCT dimension table.

Mapping standard specialty data for providers

The Provider Standards Review report allows you to map standard specialty data for providers in your organization to the Provider dimension table.

To use the Provider Standards Review report:

1. In the **Mgmt Admin** task pane, in the **Data Maintenance** section, click **Data Reconciliation**, and double-click **Provider Standards Review**.
2. In the **Refresh Variables** dialog, you can optionally filter the data in the report by standard specialty, provider, and/or the active state of the provide by clicking **Choose Value**, selecting the values to filter by, and clicking **OK**.
3. Complete the following columns:

Column	Description
ML Classification ID and Name	To activate and configure this column, contact Syntellis Support. **NOTE:** These columns are used primarily by the Syntellis machine learning feature. To activate these columns, contact Syntellis Support.
Standard Specialty Code	To the right of the column, click the folder icon. From the **Choose Value** dialog, select the Standard Specialty Code, and click **OK**.
NPI	Type the National Provider Identifier (NPI) for the provider.
Active	To indicate that a provider is currently practicing, type **True**. To indicate the providers is no longer practicing, type **False**.
Birth Year	Type the provider's birth date using the MM/DD/YYYY format.
Hire Year	Type the year the provider was hired using the YYYY format.
Contract Renewal Date	Type the date the provider's contract was renewed using the MM/DD/YYYY format.

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

Reviewing codes for standards compliance

The Standard Data Assessment dashboard provides several benefits:

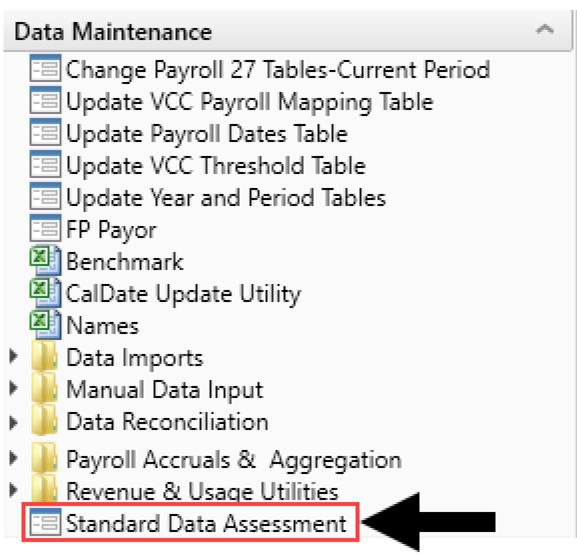
- Helps improve the quality of your data
- Ensures that you use standard Syntellis codes to keep you compliant with Syntellis standards
- Helps save time in preparing for monthly reporting and annual budgeting

> **NOTE:** The dashboard includes the KHAStandardClass column in the ACCT, DEPT, ENTITY, JOBCODE, and PAYTYPE dimensions to help standardize reporting across the organization. Currently, the column populates with a default value of NotMapped. These columns will be populated at a later date, but until then they will be out of compliance.

To work with the Standard Data Assessment dashboard:

- To refresh the data in the dashboard, click **Refresh**.
- To include the net income in the fund balance, click the toggle to **Yes**; otherwise, click the toggle to **No**.
- From the **View** drop-down, select to view all of the entities or just warnings and failures.

To navigate to the Standard Data Assessment dashboard, in the **Data Maintenance** section of the **Mgmt Admin** task pane, double-click **Standard Data Assessment**.



Icon definitions

Balanced BS Actual and Budget

Shows if the balance sheet is in balance for both the actuals and budget. The icons in these columns represent the following:

Balance sheet does not balance. Run a Balance Sheet report, and review it for accuracy. Update the data using the Load GL 12 Months import, and then review the data for accuracy.

Balance sheet balances correctly. No action is required.

Standard FSDetail

Shows if the values from the FSDetail column (located in the ACCT dimension table) comply with the standard values established by Kaufman Hall. The icons in this column represent the following:

The codes do not comply with the standard Kaufman Hall values. To view the accounts with FSDetail codes that do not comply, click , and update the ACCT dimension table with the standard Kaufman Hall codes.

The codes comply with the standard Kaufman Hall values. No action is required.

Standard FSSummary

Shows if the values from the FSSummary column (located in the ACCT dimension table) comply with the standard values established by Kaufman Hall. The icons in this column represent the following:

The codes do not comply with the standard Kaufman Hall values. To view the accounts with FSSummary codes that do not comply, click , and update the ACCT dimension table with the standard Kaufman Hall codes.

The codes comply with the standard Kaufman Hall values. No action is required.

KHA Standard Class

Shows if the values from the KHA Standard Class column (located in the ENTITY, DEPT, ACCT, JOBCODE, and PAYTYPE dimension tables) are mapped.

The value of Not Mapped exits for any record in the ENTITY, DEPT, ACCT, JOBCODE, and PAYTYPE dimension tables. To view the records that are not mapped, click , and map the record in the dimension table with the standard Kaufman Hall code.

All records have been mapped. No action is required.

Actual GL

Shows if the actual GL data has been loaded for the entity. The icons in this column represent the following:

A zero YTD value exists for the entity. If incorrect, update the data using the Load GL 12 Months import, and review the data for accuracy. If you purposely did not import GL data, no action is required.

GL data has been loaded for the entity. No action is required.

Budget GL

Shows if the budget GL data has been loaded for the entity. The icons in this column represent the following:

A zero YTD value exists for the entity. If incorrect, review the budget GL data for accuracy. If correct, no action is required.

GL data has been loaded for the entity. No action is required.

Actual Bal Sheet

Shows if the actual balance sheet data has been loaded for the entity.

TIP: If you currently do not import your balance sheet data into Axiom Management Reporting, we recommend you do so to provide better information to use in the system. For help on loading this data, contact Kaufman Hall Support.

The icons in this column represent the following:

A zero value exists in the current month for the entity. If incorrect, import your actual GL and check it for accuracy. If correct, no action is required.

Actual balance sheet data has been loaded for the entity. No action is required.

Budget Bal Sheet

Shows if the budget balance sheet data has been loaded for the entity.

TIP: If you do not budget your balance sheet data in Axiom Budgeting, we recommend that you implement a budget for your balance sheet during the next budget cycle. This will provide better information to use in Axiom Budgeting and Performance Reporting going forward.

The icons in this column represent the following:

A zero budget value exists in the current month for the entity. If incorrect, review your budgeted balance sheet for accuracy. If correct, no action is required.

Budget balance sheet data has been loaded for the entity. No action is required.

Actual Rev/Usasge

Shows if the actual Revenue Usage data has been loaded for the entity.

NOTE: Revenue Usage data is only loaded if patient revenue exists in the GL. If you do not currently load Revenue Usage data, we recommend that you do so to take full advantage of Axiom Management Reporting. For help on loading this data, contact Kaufman Hall Support.

The icons in this column represent the following:

A zero value exists for the entity for the current month. If incorrect, load the data using the Load RevUsage import, and review the data for accuracy. If correct, no action is required.

Revenue Usage data has been loaded for the entity. No action is required.

Cur Month Volatility

Shows if the total expense in the current period compared to the percentage change from the mean is more or less than ten percent. The icons in this column represent the following:

The percentage change of expenses in the current period compared to the mean is greater than ten percent. If correct, no further action is required. If not correct, update the data using the Load GL12 Months import, and review the data for accuracy.

The percentage change is less than ten percent. No action is required.

Financial Current

Shows if the financial data has been loaded for the most recent closed period in your ACTYYYY table. Kaufman Hall defines the most recent closed period as the month and year 60 days prior to today's date. The icons in this column represent the following:

The data loaded is older than 60 days from today. Update the data for the most recently closed period using the Load GL 12 Months import, and then review the data for accuracy.

The data has been loaded for the entity. No action is required.

Payroll Current

Shows if the payroll data has been loaded for the most recent closed period in your Pay_12_YYYY table. Kaufman Hall defines the most recent closed period as the month and year 60 days prior to today's date.

> **TIP:** If you do not process the BiWeekly to Monthly utility, we recommend that you include this step monthly going forward to take full advantage of Axiom Management Reporting. For help on processing this data, contact Kaufman Hall Support.

The icons in this column represent the following:

The data loaded is older than 60 days from today. Update the data for the most recently closed period using the Load Biweekly Payroll import and processing the BiWeekly to Monthly utility to accrue the biweekly payroll data to the monthly payroll tables.

The data has been loaded for the entity. No action is required.

Assigning KHAStandardClass by department and account

The Statistic Identification Update utility allows you to map ACCT.KHAStandardClass values by account/department or department/account combinations. You can use this utility to filter the list of accounts or departments in several different ways so that you can narrow the list down to only those accounts/departments that you need to classify.

After you filter the accounts/departments, the utility then displays the list and populates the column values based on the ACCT.KHAStandardClass column in the ACCT dimension. The system displays unmapped items as NotMapped.

IMPORTANT: For updated or new accounts/departments, you will need to reclassify them.

To assign KHAStandardClass by department and account:

1. Update ACCT.KHAStandardClass using the Acct Standard Review utility. For instructions, see About machine learning classifications.

   NOTE: Depending upon the volume of data that is loaded, the performance may be slow.

2. In the Mgmt Admin task pane, in **Data Maintenance > Data Reconciliation**, double-click **Statistic Identification Update**.

   NOTE: The utility opens in a separate web browser.

3. From the **Filters** panel, configure any of the following criteria, and click **Apply**:

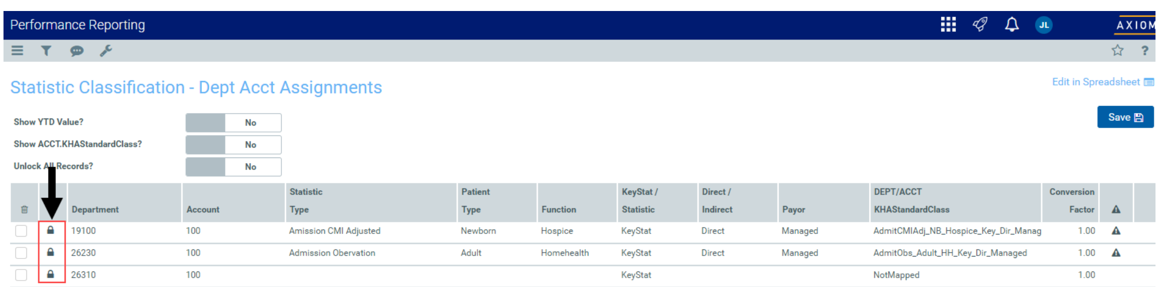
Option	Description
Filter by ACCT.Type	Select to review KeyStat and/or Statistic accounts, and click **OK**.
Entity Filter	To refine the results even further, you can create or select an advanced Entity filter to select accounts using other grouping columns. For instructions, see Using the Advanced Filter Wizard.
Select Entity	Select one or more entities, and click **OK**.
Select Dept.RptMap (ACT20XX)	Select one or more departments, and click **OK**. **NOTE:** The system refers to the system period to determine the ACT table in which to display the list of departments.
Standard Sort Order	Select to sort the list by account and department (default) or department and account.
Select Additional Display Column(s)	Select an additional grouping column from the ACCT dimension. **NOTE:** Only string data type columns display in the list.

4. Above the table, configure the following options, as needed:

Option	Description
Show YTD Value?	To view the YTD values for each account/department combination, click the toggle to **Yes**.
Show ACCT.KHAStandardClass?	To view the ACCT.KHAStandardClass defined in the ACCT dimension, click the toggle to **Yes**.
Unlock All Records?	To unlock all the records for editing, click the toggle to **Yes**. If the list is long and you unlock all the records, you can edit the values in spreadsheet mode by clicking **Edit in Spreadsheet** in the upper-right corner of the page. Any changes you make in spreadsheet mode will automatically update the values in the list after you save. **NOTE:** You may encounter performance issues if you unlock all records.

5. If not using the Unlock All Records option, to edit individual item, click the lock icon next to the **Department** or **Account** column (depending on how you selected to display the list).

TIP: The lock/unlock functionality simply provides a way for the system to update only those items that have changed. This helps maintain better system performance while working with the utility.



6. Select values in the following columns:

   - **Statistic Type**
   - **Patient Type**
   - **Function**
   - **Direct/Indirect**
   - **DEPT/ACCT KHAStandardClass**
   - **Conversion Factor**

NOTE: The exclamation point icon in the last column indicates there is a difference between the default KHAStandardClass code and the assignment selected using this utility.

7. After making your edits, click **Save**.

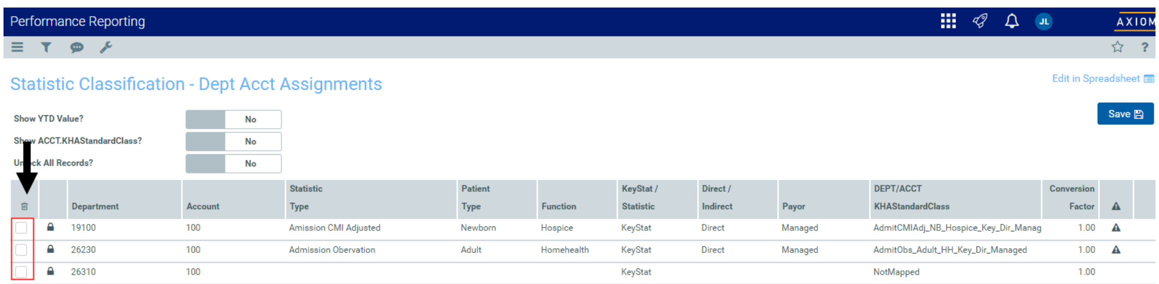
After the account/departments are mapped, you can use the Statistic Classification Review report to tie out YTD values by entity based on KHAStandardClass classification.

▶ Deleting department/account classification assignments

Deleting a department/account does not delete it form the ACCT table. This action simply allows you to "reset" the record by removing it from the classification identification table. After you delete an item, the record will return with the original defaults assigned in ACCT.KHAStandardClass.

To delete department/account classification assignments:

1. Open the **Statistic Identification Update** utility.
2. Click the delete check box next to the lock/unlock column.



3. Click **Save**.

Review YTD statistics by KHAStandardClass classification

After you complete the classification process, you can use the Statistic Classification Review report to review statistics to ensure the correct YTD values tie out from the department summed up to the entity level.

To Review YTD statistics by KHAStandardClass classification:

1. In the Mgmt Admin task pane, in **Data Maintenance > Data Reconciliation**, double-click **Statistic Classification Review**.

   NOTE: The report opens in a separate web browser.

2. From the **Filters** panel, configure any of the following criteria, and click **Apply**:

Option	Description
Entity Filter	To refine the results even further, you can create or select an advanced Entity filter to select accounts using other grouping columns. For instructions, see Using the Advanced Filter Wizard.
Entity Selection	Select one or more entities, and click **OK**.
Limit by Entity.Summary	Select to limit the list to only specified entities, and click **OK**.

3. Review the YTD statistics in the report to determine that they are correctly summing and rolling up from the department to the entity level. If needed, return to the Statistic Identification Update utility to make the appropriate adjustments. You can then return to this report, where the changes are automatically refreshed.


Performance Reporting

Statistic Classification Review

ENTITY	1000
Description	Baylor University Medical Ctr
Admissions - Adult	7,547
Admissions - by Payor	15,339
Patient Days - Adult	108,981
Patient Days - CMI Adjusted	3,648
Patient Days - by Payor	1,400
Patient Days - CMI Adjusted - By Payor	43,958
Observation Days	427
Observation - By Payor	542
Discharges	1,500
Discharges - CMI Adjusted	240,055
Discharges - by Payor	258,124
Discharges - CMI Adjusted - By Payor	151,987
Deliveries	79,097
Deliveries - By Payor	13,383
Newborn Days	8,266
ED Visits	5,741
OR Minutes	36,505
OR Cases	71,430
Visits	86,112
Visits - by Payor	101,966

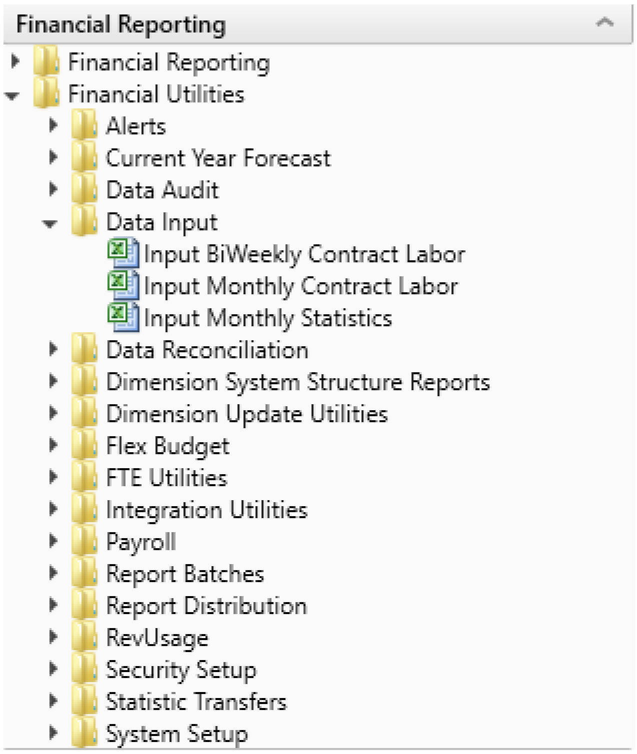
Data Input utilities

These reports are designed as save-to-database reports for statistics and contract labor hours.

▶ Accessing these reports

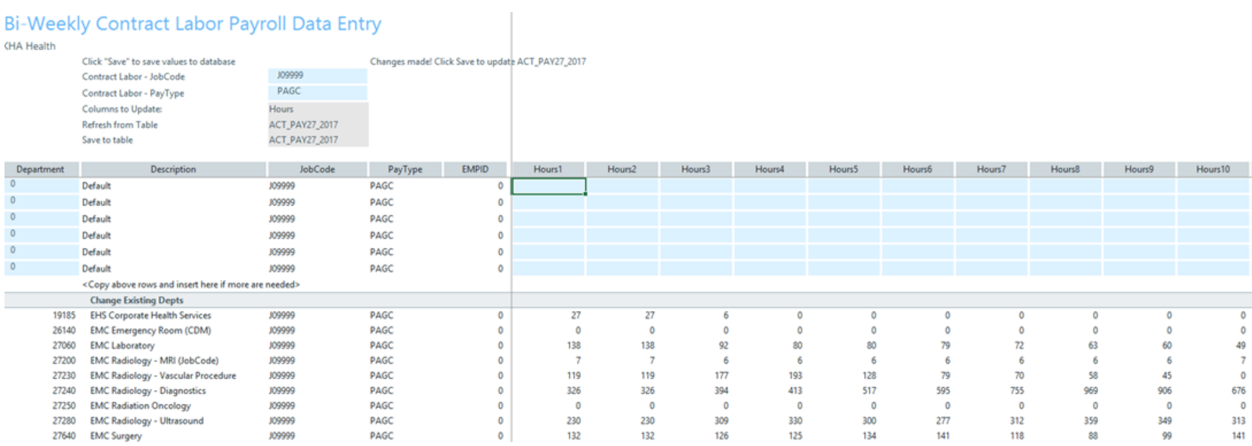
The reports listed in this section are located in **\Axiom\Reports Library\Management ReportingUtilities\Data Input**. For instructions, see Browsing the Report Library.

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.

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	November	December	January	February	March	April	May	June	Total	BudgetType
Add New Stats																		
Enter Valid Dept>>>		Enter Valid Acct>>>	1		0	0	0	0	0	0	0	0	0	0	0	0	0	
Enter Valid Dept>>>		Enter Valid Acct>>>	1		0	0	0	0	0	0	0	0	0	0	0	0	0	
Enter Valid Dept>>>		Enter Valid Acct>>>	1		0	0	0	0	0	0	0	0	0	0	0	0	0	
Enter Valid Dept>>>		Enter Valid Acct>>>	1		0	0	0	0	0	0	0	0	0	0	0	0	0	
Enter Valid Dept>>>		Enter Valid Acct>>>	1		0	0	0	0	0	0	0	0	0	0	0	0	0	
Enter Valid Dept>>>		Enter Valid Acct>>>	1		0	0	0	0	0	0	0	0	0	0	0	0	0	
<Copy above rows and insert here if more are needed>																		
Change Existing Stats																		
EHS Sports Medicine	17840	Calendar Days	1	300	31	31	30	31	30	31	31	28	31	30	31	30	365	KeyOth
EHS *** Bldg-Med Office/East Hplex	17870	Calendar Days	1	300	31	31	30	31	30	31	31	28	31	30	31	30	365	KeyOth
EPG Clinic Administration	17879	Calendar Days	1	300	31	31	30	31	30	31	31	28	31	30	31	30	365	KeyOth
EPG Phys Clinic-North	17880	Calendar Days	1	300	31	31	30	31	30	31	31	28	31	30	31	30	365	KeyOth
EPG Phys Clinic-Occ Hlth East	17881	Calendar Days	1	300	31	31	30	31	30	31	31	28	31	30	31	30	365	KeyOth
EPG Phys Clinic-Occ Hlth Midtown	17883	Calendar Days	1	300	31	31	30	31	30	31	31	28	31	30	31	30	365	KeyOth
EPG Phys Clinic-East	17885	Calendar Days	1	300	31	31	30	31	30	31	31	28	31	30	31	30	365	KeyOth
EPG Phys Clinic-Occ Hlth/West	17886	Calendar Days	1	300	31	31	30	31	30	31	31	28	31	30	31	30	365	KeyOth
EPG Phys Clinic-South	17891	Calendar Days	1	300	31	31	30	31	30	31	31	28	31	30	31	30	365	KeyOth
EPG Phys Clinic-Uptown	17894	Calendar Days	1	300	31	31	30	31	30	31	31	28	31	30	31	30	365	KeyOth
EPG Phys Clinic-West	17895	Calendar Days	1	300	31	31	30	31	30	31	31	28	31	30	31	30	365	KeyOth
EPG Phys Clinic-Peds Afterhour	17896	Calendar Days	1	300	31	31	30	31	30	31	31	28	31	30	31	30	365	KeyOth
EHS Rental	18560	Calendar Days	1	300	31	31	30	31	30	31	31	28	31	30	31	30	365	KeyOth
EHS Parking Lot	18900	Calendar Days	1	300	31	31	30	31	30	31	31	28	31	30	31	30	365	KeyOth
EHS Bldg-North	18960	Calendar Days	1	300	31	31	30	31	30	31	31	28	31	30	31	30	365	KeyOth
EHS Bldg-Midtown	18970	Calendar Days	1	300	31	31	30	31	30	31	31	28	31	30	31	30	365	KeyOth
EHS Bldg-Cancer Center	18975	Calendar Days	1	300	31	31	30	31	30	31	31	28	31	30	31	30	365	KeyOth
EHS Bldg-South	18980	Calendar Days	1	300	31	31	30	31	30	31	31	28	31	30	31	30	365	KeyOth

Data Reconciliation utilities

These reports are designed for designed for month-end close analysis and standardizing data.

Accessing these reports

The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting Utilities\Data Reconciliation**. For instructions, see Browsing the Report Library.

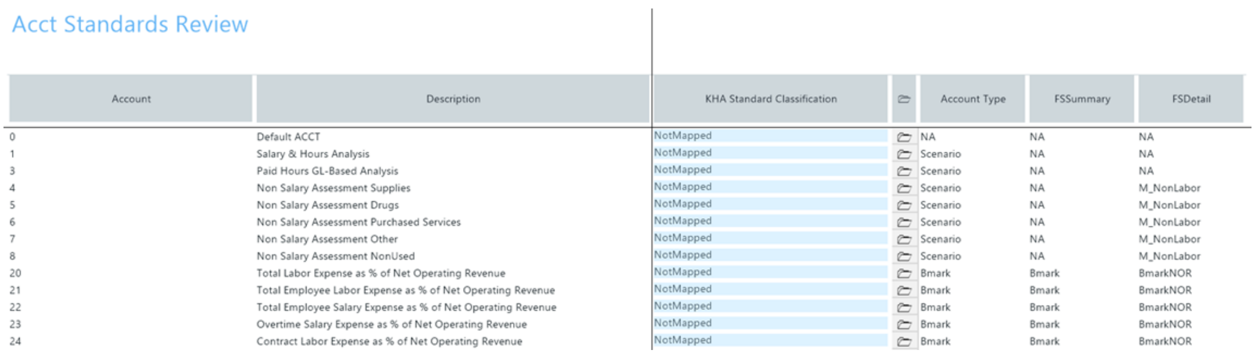
You can also access them from the following:

- **Bud Admin task pane:** In the **Financial Reporting** section, click **Financial Utilities > Data Reconciliation**.
- **Mgmt Admin task pane:** In the **Data Maintenance** section, click **Data Reconciliation**.

Acct Standards Review

Use this report to map standardized data for accounts in your organization to KHA Standard Class codes.

NOTE: For instructions, see About machine learning classifications.



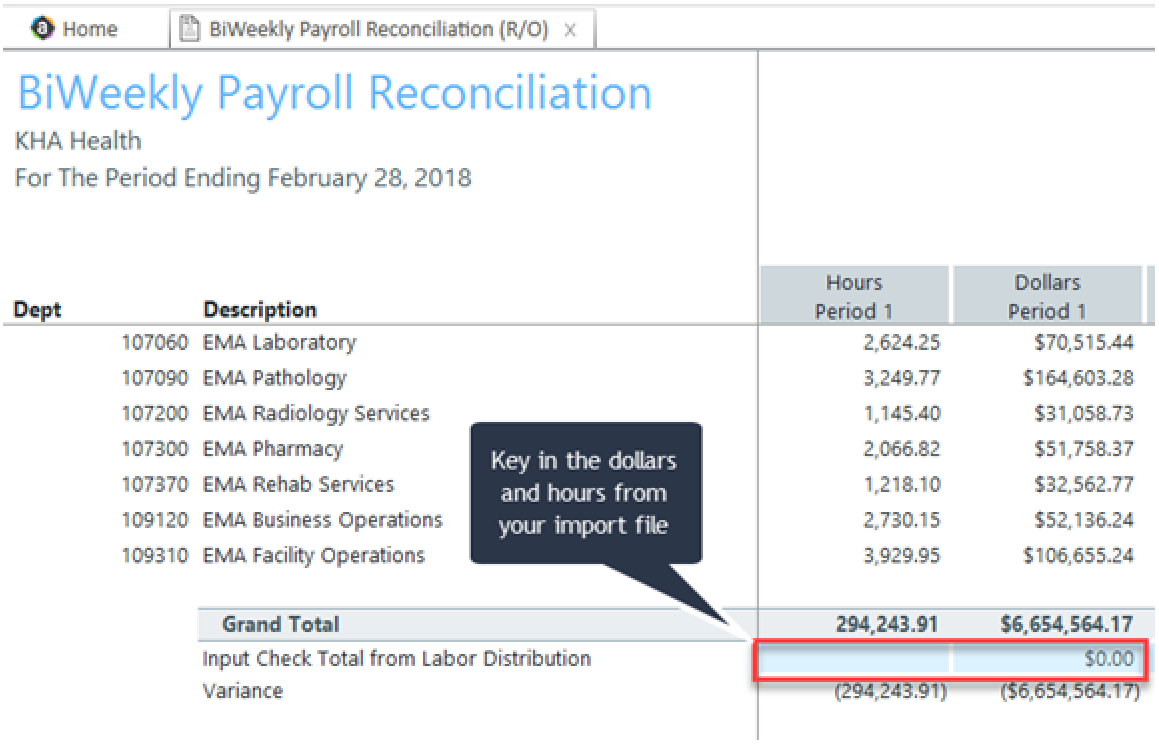
Acct Standards Review

Account	Description	KHA Standard Classification		Account Type	FSSummary	FSDetail
0	Default ACCT	NotMapped		NA	NA	NA
1	Salary & Hours Analysis	NotMapped		Scenario	NA	NA
3	Paid Hours GL-Based Analysis	NotMapped		Scenario	NA	NA
4	Non Salary Assessment Supplies	NotMapped		Scenario	NA	M_NonLabor
5	Non Salary Assessment Drugs	NotMapped		Scenario	NA	M_NonLabor
6	Non Salary Assessment Purchased Services	NotMapped		Scenario	NA	M_NonLabor
7	Non Salary Assessment Other	NotMapped		Scenario	NA	M_NonLabor
8	Non Salary Assessment NonUsed	NotMapped		Scenario	NA	M_NonLabor
20	Total Labor Expense as % of Net Operating Revenue	NotMapped		Bmark	Bmark	BmarkNOR
21	Total Employee Labor Expense as % of Net Operating Revenue	NotMapped		Bmark	Bmark	BmarkNOR
22	Total Employee Salary Expense as % of Net Operating Revenue	NotMapped		Bmark	Bmark	BmarkNOR
23	Overtime Salary Expense as % of Net Operating Revenue	NotMapped		Bmark	Bmark	BmarkNOR
24	Contract Labor Expense as % of Net Operating Revenue	NotMapped		Bmark	Bmark	BmarkNOR

BiWeekly Payroll Reconciliation report

After the payroll file is loaded, run the Biweekly Payroll Reconciliation report.

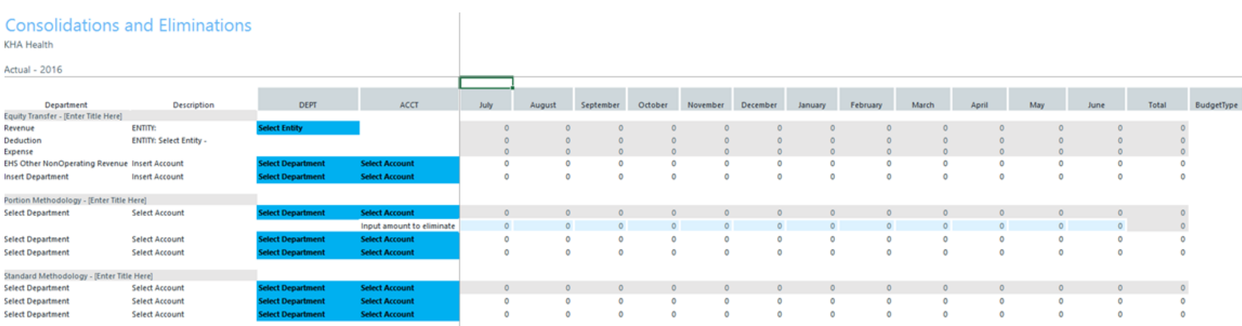
Using the loaded import file, total the dollars and hours from the import file, and enter the totals into the BiWeekly Payroll Reconciliation report to see if your check totals from your import file match what was loaded in to Axiom.



If your dollars and hours for the loaded period matches the Grand Total, the data is reconciled, and you can move on to either loading another payroll for the current month or running the Payroll Accrual utility to accrue your biweekly payroll to a monthly payroll.

Consolidations and Eliminations

This is a save to database report that allows you to input eliminations for your financial database.



Dept Standards Review

Use this report to map standardized data for departments in your organization to KHA Standard Class codes.

> **NOTE:** For instructions, see About machine learning classifications.

Dept Standards Review

Dept	Description	KHA Standard Classification		Entity	Key Stat Description	VP	Director	Manager
0	Default	NotMapped		0	NA	NA	NA	NA
10000	EHS Balance Sheet	NotMapped		1		Tom Gilbert	Tom Gilbert	Tom Gilbert
15000	EHS Deductions from Revenue	NotMapped		1		Howard Burns	Charlie Credit	Charlie Credit
15300	EHS Other Revenue	NotMapped		1		Howard Burns	Charlie Credit	Charlie Credit
15400	EHS Other NonOperating Revenue	NotMapped		1		Howard Burns	Charlie Credit	Charlie Credit
17840	EHS Sports Medicine	NotMapped		1	Calendar Days	Steve Jackson	Patrick Herbert	Patrick Herbert
17870	EHS *** Bldg-Med Office/East Hplex	NotMapped		1	Calendar Days	Howard Burns	Carl Johnson	Pete Augusta
17879	EPG Clinic Administration	NotMapped		3	Calendar Days	Dr Johnson	Elsie East	Elsie East
17880	EPG Phys Clinic-North	NotMapped		3	Calendar Days	Dr Johnson	Elsie East	Elsie East
17881	EPG Phys Clinic-Occ Hlth East	NotMapped		3	Calendar Days	Dr Johnson	Elsie East	Elsie East
17883	EPG Phys Clinic-Occ Hlth Midtown	NotMapped		3	Calendar Days	Dr Johnson	Elsie East	Elsie East
17885	EPG Phys Clinic-East	NotMapped		3	Calendar Days	Dr Johnson	Elsie East	Elsie East
17886	EPG Phys Clinic-Occ Hlth/West	NotMapped		3	Calendar Days	Dr Johnson	Elsie East	Elsie East
17891	EPG Phys Clinic-South	NotMapped		3	Calendar Days	Dr Johnson	Elsie East	Elsie East

Entity Standards Review

Use this report to map standardized data for entities in your organization to KHA Standard Class codes.

NOTE: For instructions, see About machine learning classifications.

Entity Standards Review

Entity	Description	KHA Standard Classification		Medicare Provider Number	State	Active
0	Unassigned/Not Applicable	NotMapped		NotMapped		TRUE
1	KH University	NotMapped		NotMapped		TRUE
2	KH Medical Center	NotMapped		NotMapped		TRUE
3	KH Physician Group	NotMapped		NotMapped		TRUE
4	Rehabilitation Care Hospital	NotMapped		NotMapped		TRUE
5	KH Medical Enterprises	NotMapped		NotMapped		TRUE
6	KH NeuroSurgery Clinic	NotMapped		NotMapped		TRUE
9	Eliminating Entries	NotMapped		NotMapped		TRUE
10	KH Medical Associates	NotMapped		NotMapped		TRUE
11	KH Physician Network	NotMapped		NotMapped		TRUE
99	KH Corporate Eliminations	NotMapped		NotMapped		TRUE

Jobcode Standards Review

Use this report to map standardized data for job codes in your organization to KHA Standard Class codes.

NOTE: For instructions, see About machine learning classifications.

Jobcode Standards Review

Jobcode	Description	KHA Standard Classification		Jobclass	GL Class
J00002	Executive Vice President	NotMapped		Management	Staff
J00005	Receptionist-Admin	NotMapped		Clerical	Staff
J00006	Receptionist	NotMapped		Clerical	Staff
J00008	Management Engineer	NotMapped		Professional	Staff
J00010	President For The Trust	NotMapped		Management	Staff
J00012	Architect	NotMapped		Professional	Staff
J00013	Hospital Services Rep	NotMapped		Assistant	Staff
J00016	Reimbursement Director	NotMapped		Management	Staff
J00017	Financial Accountant	NotMapped		Assistant	Staff
J00018	Staff Accountant	NotMapped		Clerical	Staff
J00019	Payroll Coordinator	NotMapped		Clerical	Staff

Monthly RevUsage Reconciliation

After all data is loaded, run the Monthly RevUsage Reconciliation. This report shows the IPVolume, IPRevenue, OPVolume, and OPRvenue by department for each month.

Using the import file that was loaded, total the Volumes and Revenue dollars from the import file, and key the totals into the Monthly RevUsage Reconciliation report to see if your check totals from your import file match what was loaded in to Axiom.

Home | Monthly RevUsage Reconciliation (R/O)

Monthly RevUsage Reconciliation

KHA Health

For The Period Ending February 28, 2018

Dept	Description	IPVol_Month1	IPRev_Month1	OPVol_Month1	OPRev_Month1
27740	EMC Nutrition Support Service	304	22,620	0	50
27800	EMC Recovery Services	1,408	572,944	412	59,032
27805	EMC Geropsych	335	284,750	0	0
27810	EMC Partial Program	0	0	478	71,850
28400	EMC Healthplex-North	0	0	712	24,267
28420	EMC Nutrition Center	0	0	1,318	28,307
28430	EMC EAP	0	0	186	16,704
28510	EMC Food And Nutrition	1,650	22,063	17	232
	Grand Total	**507,355**	**26,855,568**	**115,187**	**11,655,130**
	Check Total from RevUsage	0	0	0	0
	Variance	(507,355)	(26,855,568)	(115,187)	(11,655,130)

Key in the IP\OP Revenue dollars and Volumes

If your dollars and volumes for the period loaded matches the Grand Total, the data is reconciled. If you use RevUsage volumes to calculate statistics for productivity, you can move forward to summarize your IP\OP volumes from your RevUsage data table (ACT_RU_20XX) to your Financial data table (ACT20XX) using the Summarize CDM Statistics utility.

Paytype Standards Review

Use this report to map standardized data for pay types in your organization to KHA Standard Class codes.

NOTE: For instructions, see About machine learning classifications.

Paytype Standards Review

Paytype	Description	KHA Standard Classification		Pay Summary	Pay Detail
P0001	Regular	NotMapped		Prod	Regular
P0004	Paid Time Off	NotMapped		NonProd	NonProd
P0006	Sick Pay	NotMapped		NonProd	NonProd
P0008	Jury Duty	NotMapped		NonProd	NonProd
P0009	Education	NotMapped		Prod	Regular
P0011	Payroll Adjustments	NotMapped		Prod	Regular
P0014	Personal Development	NotMapped		Prod	Regular
P0015	Med Tech Pay	NotMapped		Prod	Regular
P0016	Extra Shift	NotMapped		Other	Other
P0019	Education	NotMapped		Prod	Regular
P0020	Call Pay	NotMapped		Other	Other
P0022	Call-Back	NotMapped		Prod	Overtime
P0024	Sick Pay	NotMapped		NonProd	NonProd

Provider Standards Review

Use this report to map standard specialty data for providers in your organization.

NOTE: For instructions, see Mapping provider standard specialty data.

Provider Standards Review

Provider ID	Provider Name	ML Classification ID	ML Classification Name	Standard Specialty Code		Standard Specialty Name
–	Default		unmapped	0		unmapped
0	Provider: 0		unmapped	0		unmapped
1	Provider, Outside		unmapped	0		unmapped
10			unmapped	0		unmapped
100			unmapped	0		unmapped
1000			unmapped	0		unmapped
10004			unmapped	0		unmapped

Reconcile GL to GLTransactions report

If you load subledger detail into Axiom, such as Accounts Payable (AP), Accrued Receipts (AR), Materials Management (MM) and Journal Entries (JE), we have a reconciliation utility that ties the subledger data back to the ledger data (ACT20XX). This report confirms that the data loaded to the GL matches the data loaded to Journal Entry (JE) detail. It also compares the JE Detail to AP, MM, AR transactions to make sure the data is in balance.

TIP: Your Kaufman Hall Implementation Consultant will help you set up this report during implementation.

Reconciliation of GL to GLDetail, AP, Materials and Accrued Receipts

KHA Health

For The Period Ending February 28, 2018

Dept	Dept Description	Acct	Acct Description	Financial	GLDetail	Fin vs GL Difference
27200	EMC Radiology - MRI (JobCode)	60100	Salaries - Regular	28,838	28,838	0
27200	EMC Radiology - MRI (JobCode)	60110	Salaries - Overtime	630	630	(0)
27200	EMC Radiology - MRI (JobCode)	60600	Salaries - Contract Labor	865	0	865
27200	EMC Radiology - MRI (JobCode)	61220	Group Term Life	50	50	(0)
27200	EMC Radiology - MRI (JobCode)	62130	Supplies - Med Surg Nonbillable	846	846	0
27200	EMC Radiology - MRI (JobCode)	62140	Supplies - Med Surg Billable	9,751	9,751	0
27200	EMC Radiology - MRI (JobCode)	71100	Depreciation - Equipment	830	0	830
	Total			152,342	150,647	1,695

NOTE: Use the Reconcile GL to RevUsage report to reconcile your charge master data for Inpatient and Outpatient between the Financial data source (ACT20XX) and the RevUsage data set (ACT_RU_20XX). Manual adjusting journal entries outside of the source system will cause reconciling variances to the General Ledger RevUsage data so do not use this report regularly. The report is located in the Reports Library in the Management Reporting Utilities > Data Reconciliation folder.

Reconcile GL to Pay12 to Pay27 report

Use this report to compare the Current Year Gross Revenue in the Financial tables to the RevUsage tables.

Reconciliation of GL Hours to Monthly and Biweekly Payroll Hours

KHA Health

For The Period Ending February 29, 2020

Dept	Dept Description	Financial 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

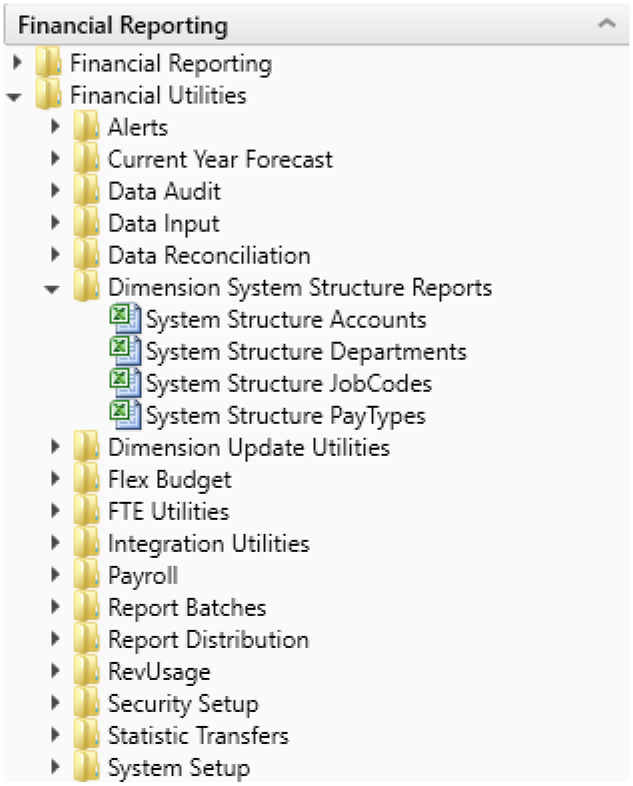
Dimensions System Structure reports

These reports are designed to help you review and confirm that your dimensions coding is complete and correct.

▶ Accessing these reports

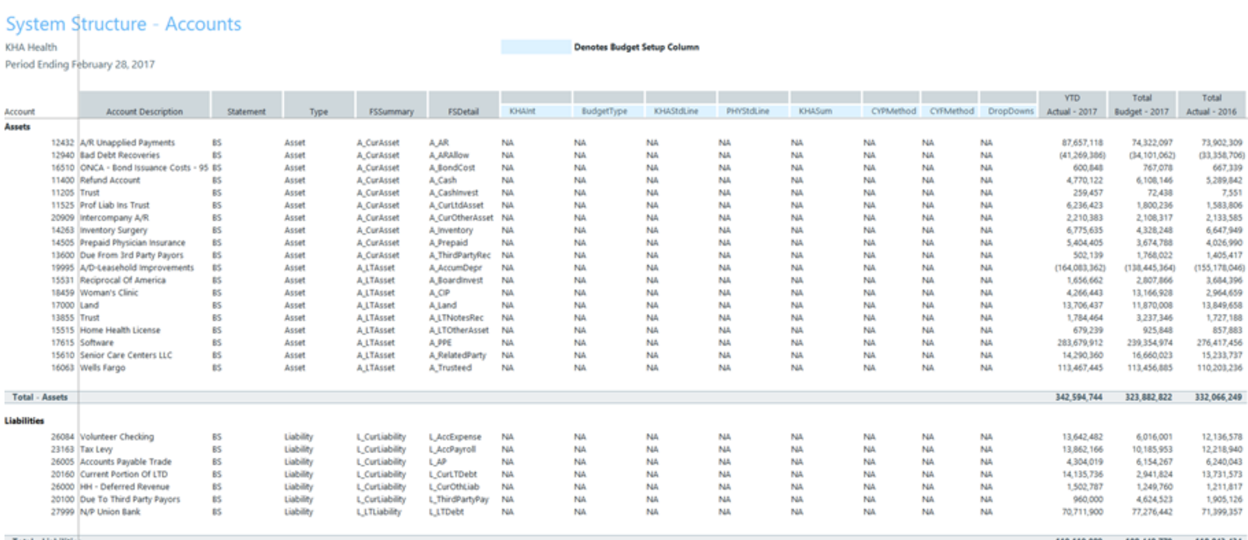
The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting Utilities\Dimension System Structure Reports**. For instructions, see Browsing the Report Library.

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

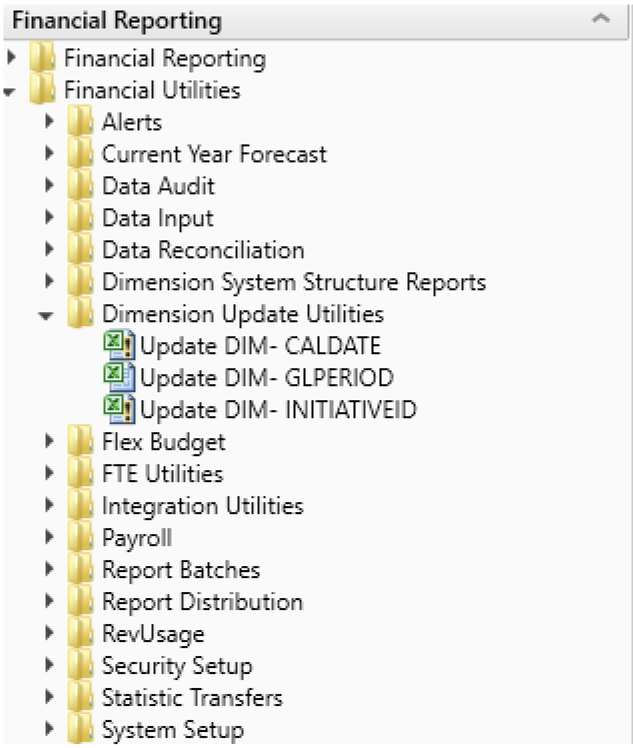
Dimension Update utilities

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]

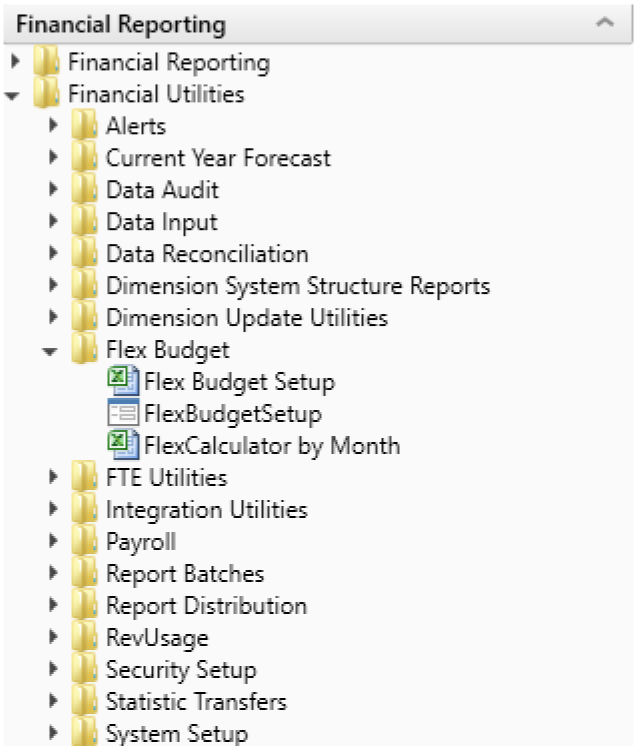
Flex Budget utilities

These reports are designed to post calculated values to the database.

Accessing these reports

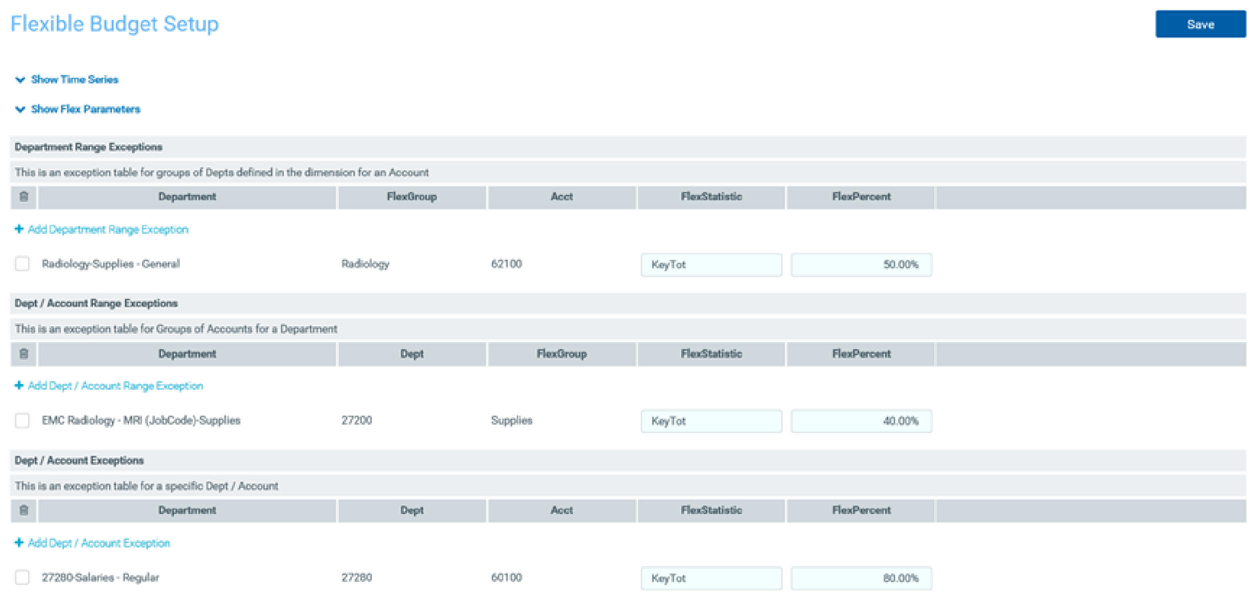
The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting Utilities\Flex Budget**. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the **Financial Reporting** section, click **Financial Utilities > Flex Budget**.



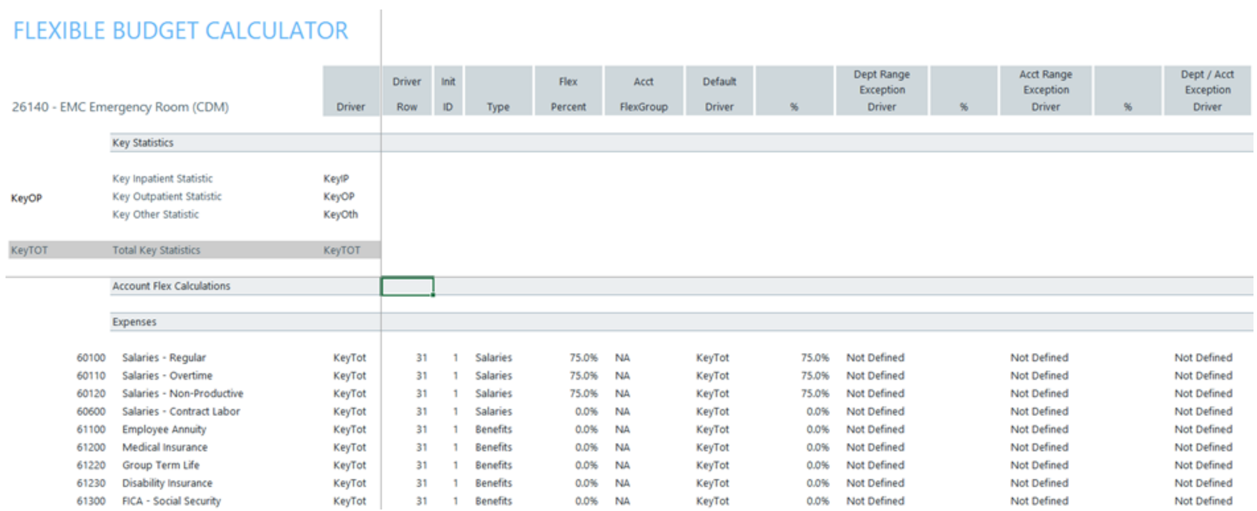
Flex Budget Setup

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.



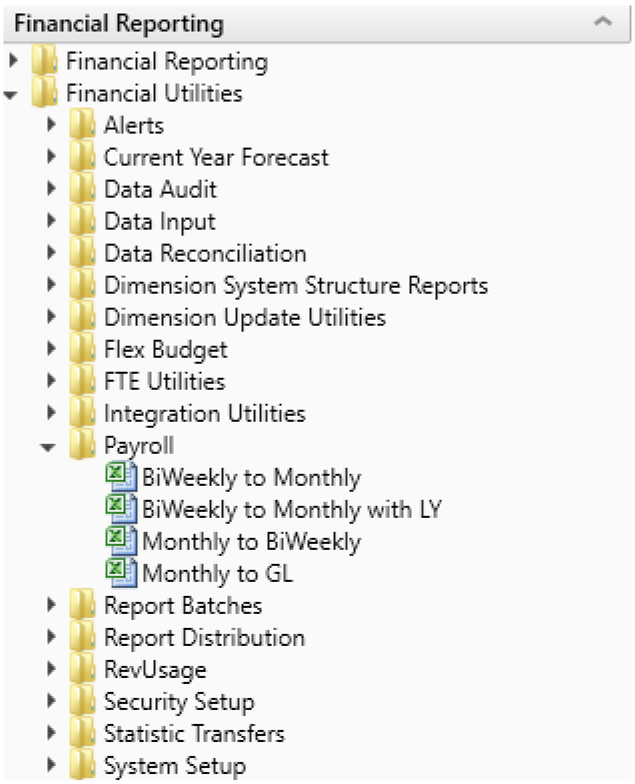
Payroll utilities

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).

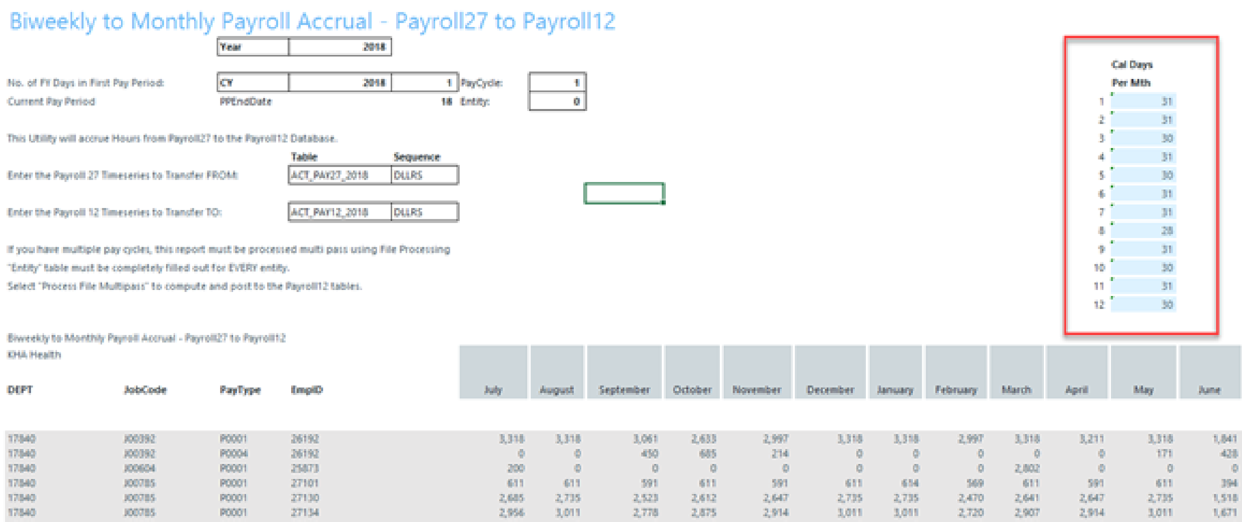
Depending on how many years of biweekly payroll data are stored in your Axiom system, you have two utility options:

- **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.


Biweekly to Monthly Payroll Accrual - Payroll27 to Payroll12

	Year	2018	
No. of FY Days in First Pay Period:	CY	2018	1 PayCycle: 1
Current Pay Period	PPEndDate	18	Entity: 0

This Utility will accrue Hours from Payroll27 to the Payroll12 Database.

	Table	Sequence
Enter the Payroll 27 Timeseries to Transfer FROM:	ACT_PAY27_2018	DLLRS
Enter the Payroll 12 Timeseries to Transfer TO:	ACT_PAY12_2018	DLLRS

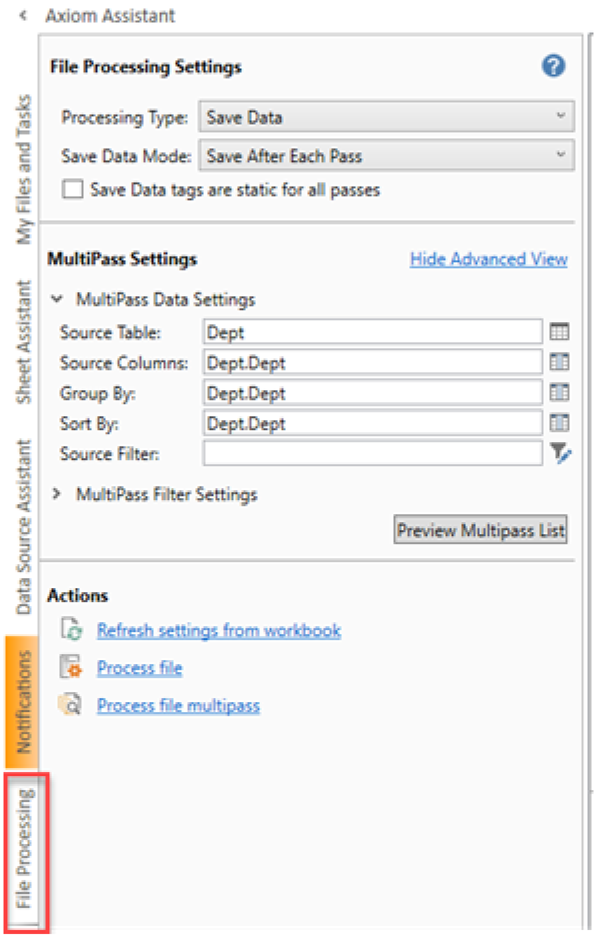
If you have multiple pay cycles, this report must be processed multi pass using File Processing
"Entity" table must be completely filled out for EVERY entity.
Select "Process File Multipass" to compute and post to the Payroll12 tables.

Cal Days Per Mth	
1	31
2	31
3	30
4	31
5	30
6	31
7	31
8	28
9	31
10	30
11	31
12	30

Biweekly to Monthly Payroll Accrual - Payroll27 to Payroll12
KHA Health

DEPT	JobCode	PayType	EmpID	July	August	September	October	November	December	January	February	March	April	May	June
17840	J00392	P0001	26192	3,318	3,318	3,061	2,633	2,997	3,318	3,318	2,997	3,318	3,211	3,318	1,841
17840	J00392	P0004	26192	0	0	450	685	214	0	0	0	0	0	171	428
17840	J00604	P0001	25873	200	0	0	0	0	0	0	0	2,802	0	0	0
17840	J00785	P0001	27101	611	611	591	611	591	611	614	569	611	591	611	394
17840	J00785	P0001	27130	2,685	2,735	2,523	2,612	2,647	2,735	2,735	2,470	2,641	2,647	2,735	1,518
17840	J00785	P0001	27134	2,956	3,011	2,778	2,875	2,914	3,011	3,011	2,720	2,907	2,914	3,011	1,671

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.

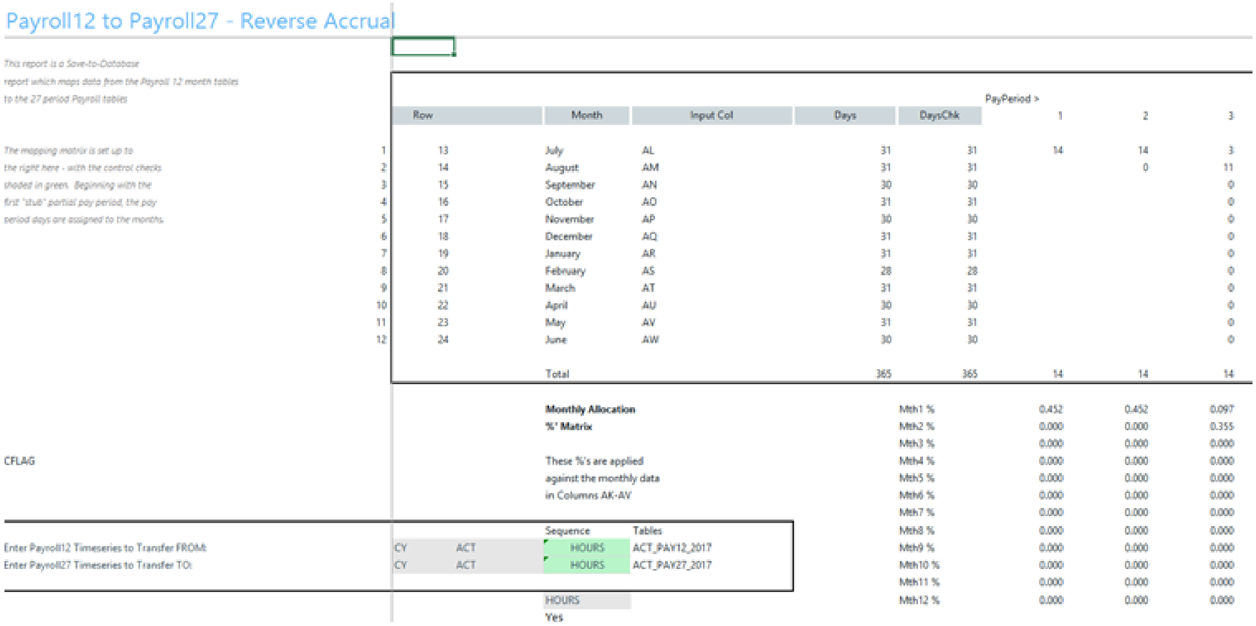


BiWeekly to Monthly with LY

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.



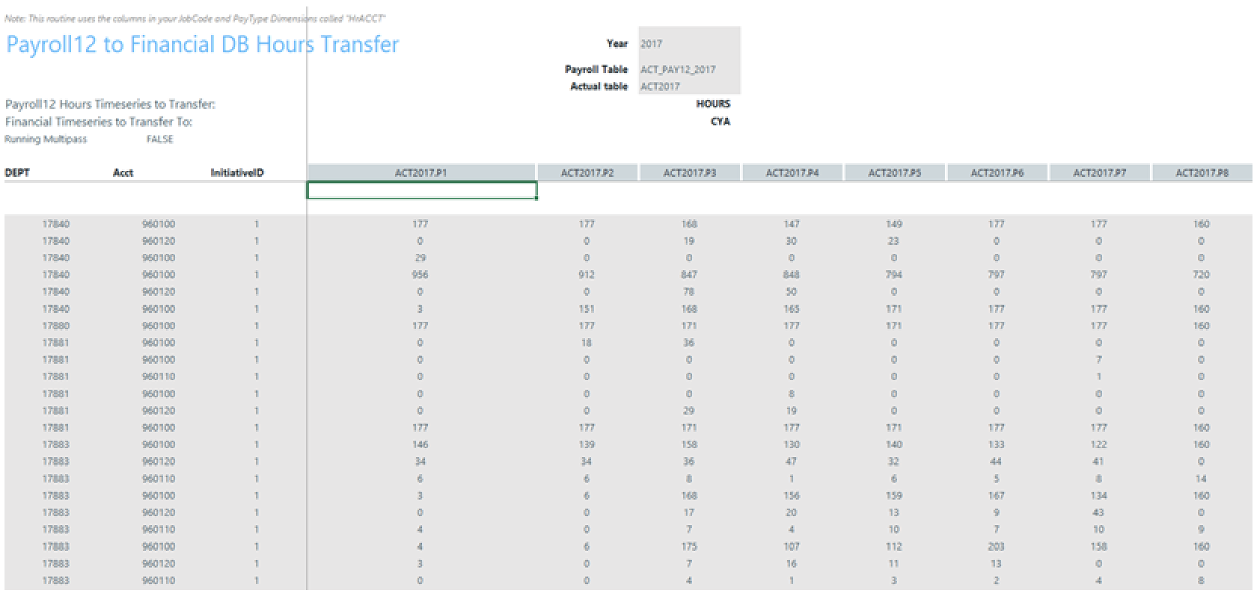
	Row	Month	Input Col	Days	DaysChk	1	2	3
1	13	July	AL	31	31	14	14	3
2	14	August	AM	31	31		0	11
3	15	September	AN	30	30			0
4	16	October	AO	31	31			0
5	17	November	AP	30	30			0
6	18	December	AQ	31	31			0
7	19	January	AR	31	31			0
8	20	February	AS	28	28			0
9	21	March	AT	31	31			0
10	22	April	AU	30	30			0
11	23	May	AV	31	31			0
12	24	June	AW	30	30			0
		Total		365	365	14	14	14

	1	2	3
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

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.



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.

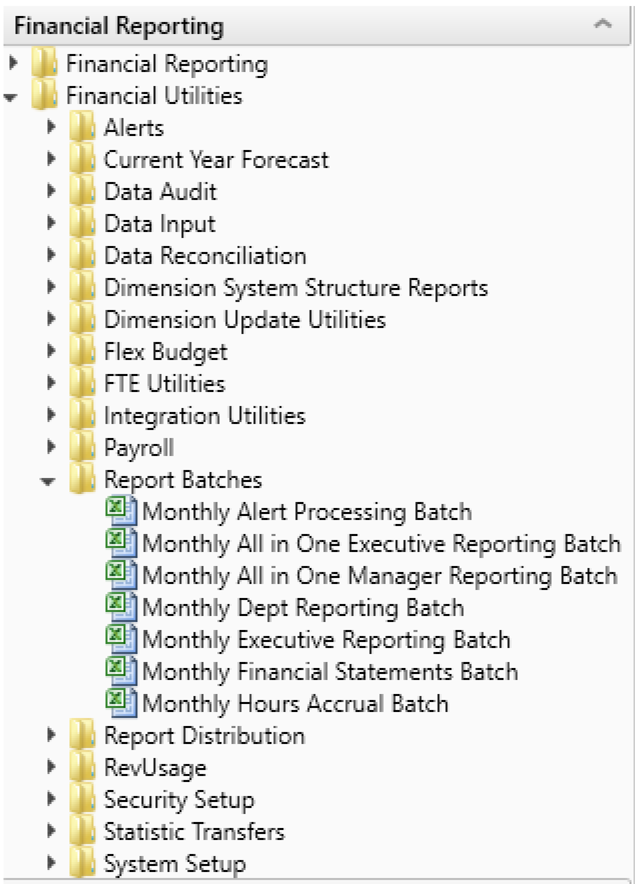
Report Batches

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	

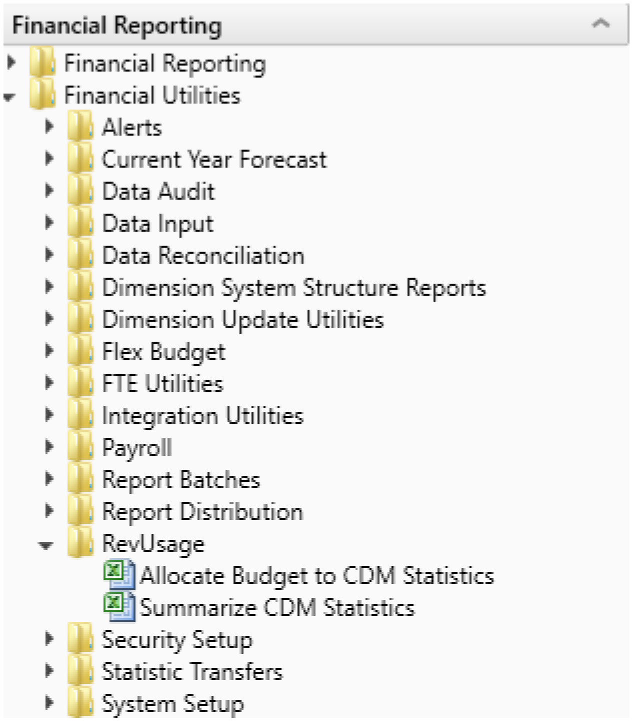
RevUsage utilities

This report is designed to calculate and post values to the database.

Accessing these reports

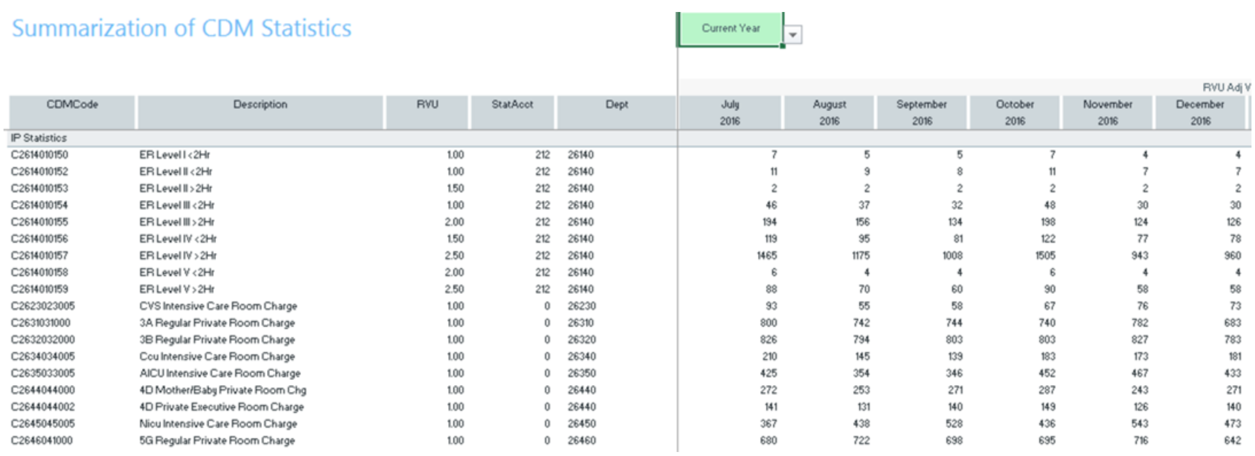
The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting Utilities\RevUsage**. For instructions, see Browsing the Report Library.

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.



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	Ccu 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

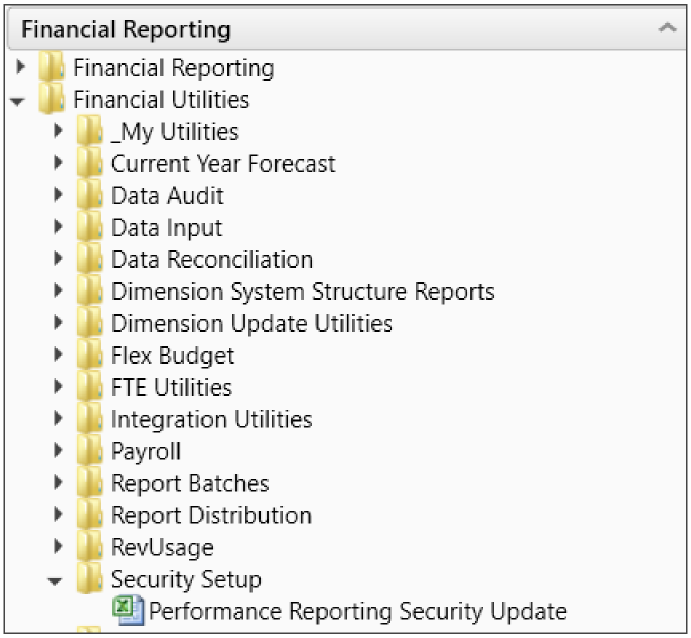
Security Setup utilities

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

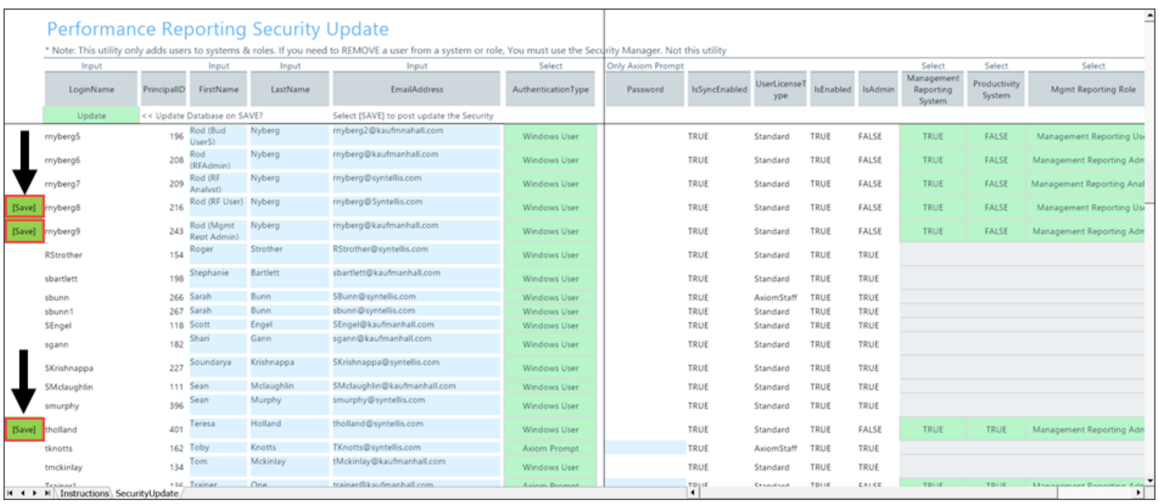
This utility has the following sections:

- 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**.

Field	Steps
Productivity System	Do one of the following: • To give access to the Productivity system, select **TRUE**. • To rescind or deny access, select **FALSE**.
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**.

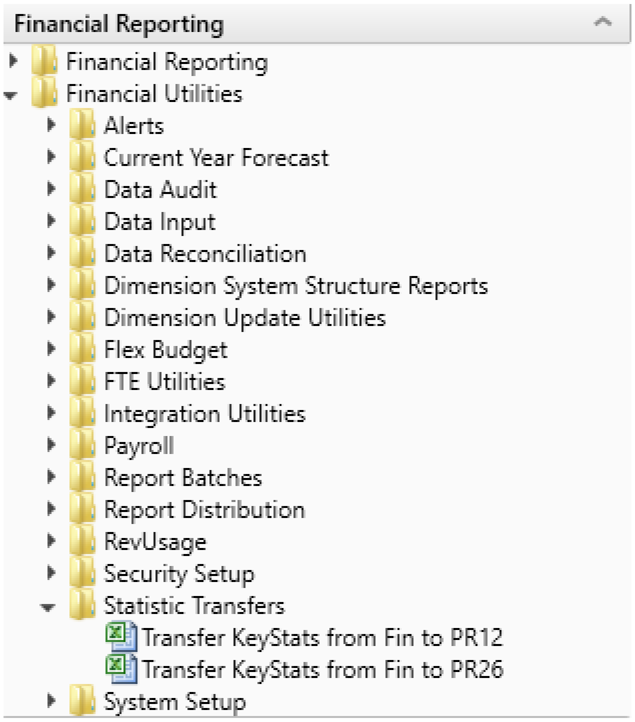
Statistic Transfer utilities

These reports are designed as save-to-database reports for statistics.

▶ Accessing these reports

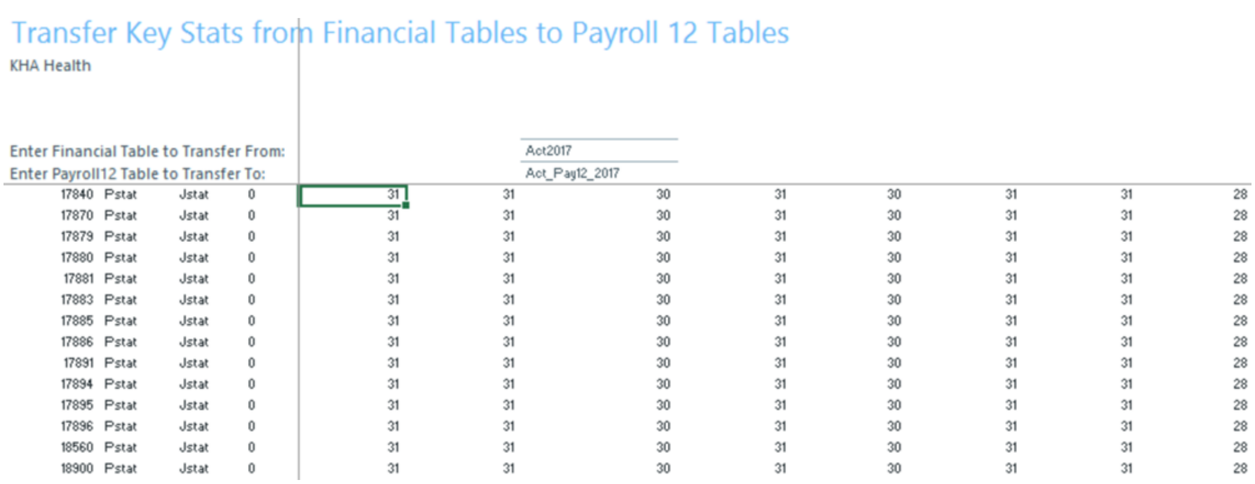
The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting Utilities\Statistic Transfers**. For instructions, see Browsing the Report Library.

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 Financial Tables to Payroll 12 Tables

KHA Health

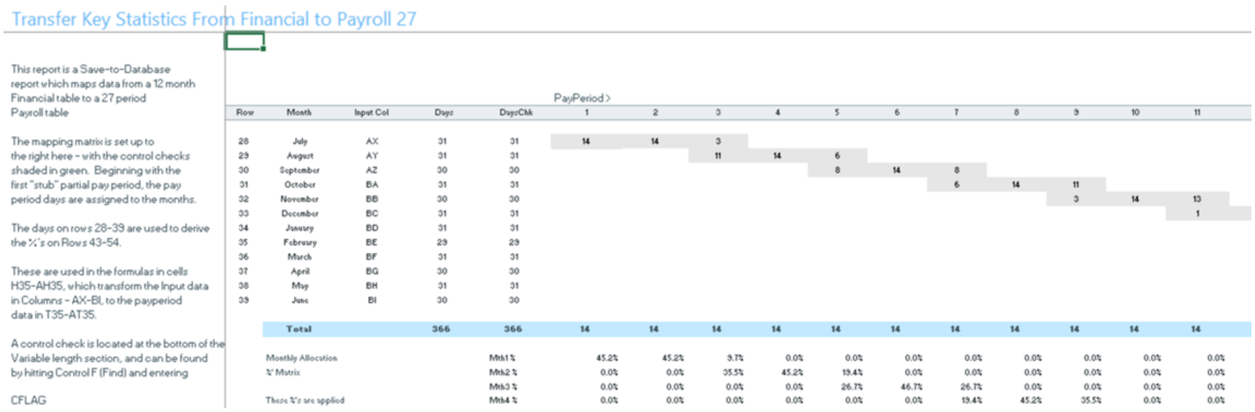
Enter Financial Table to Transfer From: Act2017

Enter Payroll12 Table to Transfer To: Act_Pay12_2017

17840	Pstat	Jstat	0	31	31	30	31	30	31	31	28
17870	Pstat	Jstat	0	31	31	30	31	30	31	31	28
17879	Pstat	Jstat	0	31	31	30	31	30	31	31	28
17880	Pstat	Jstat	0	31	31	30	31	30	31	31	28
17881	Pstat	Jstat	0	31	31	30	31	30	31	31	28
17883	Pstat	Jstat	0	31	31	30	31	30	31	31	28
17885	Pstat	Jstat	0	31	31	30	31	30	31	31	28
17886	Pstat	Jstat	0	31	31	30	31	30	31	31	28
17891	Pstat	Jstat	0	31	31	30	31	30	31	31	28
17894	Pstat	Jstat	0	31	31	30	31	30	31	31	28
17895	Pstat	Jstat	0	31	31	30	31	30	31	31	28
17896	Pstat	Jstat	0	31	31	30	31	30	31	31	28
18560	Pstat	Jstat	0	31	31	30	31	30	31	31	28
18900	Pstat	Jstat	0	31	31	30	31	30	31	31	28

Transfer Key Stats from Fin to PR26

Use this save-to-database report to transfer statistics from the Financial tables to the Payroll27 tables at the end of the budget process. The statistics can then be used once they are reverse accrued into biweekly periods for biweekly productivity.



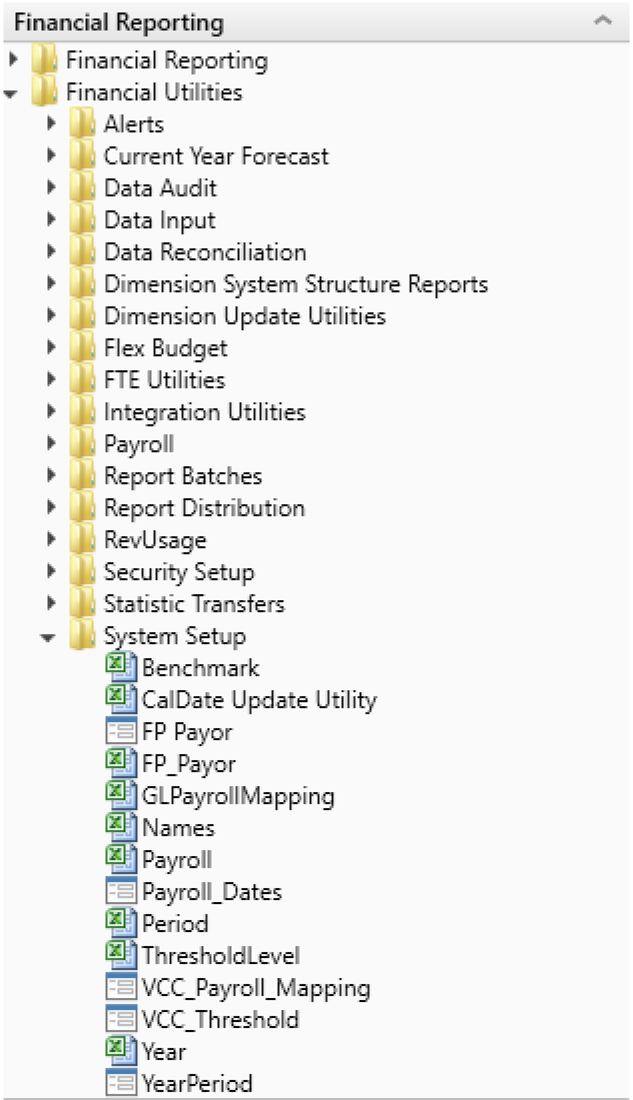
System Setup utilities

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

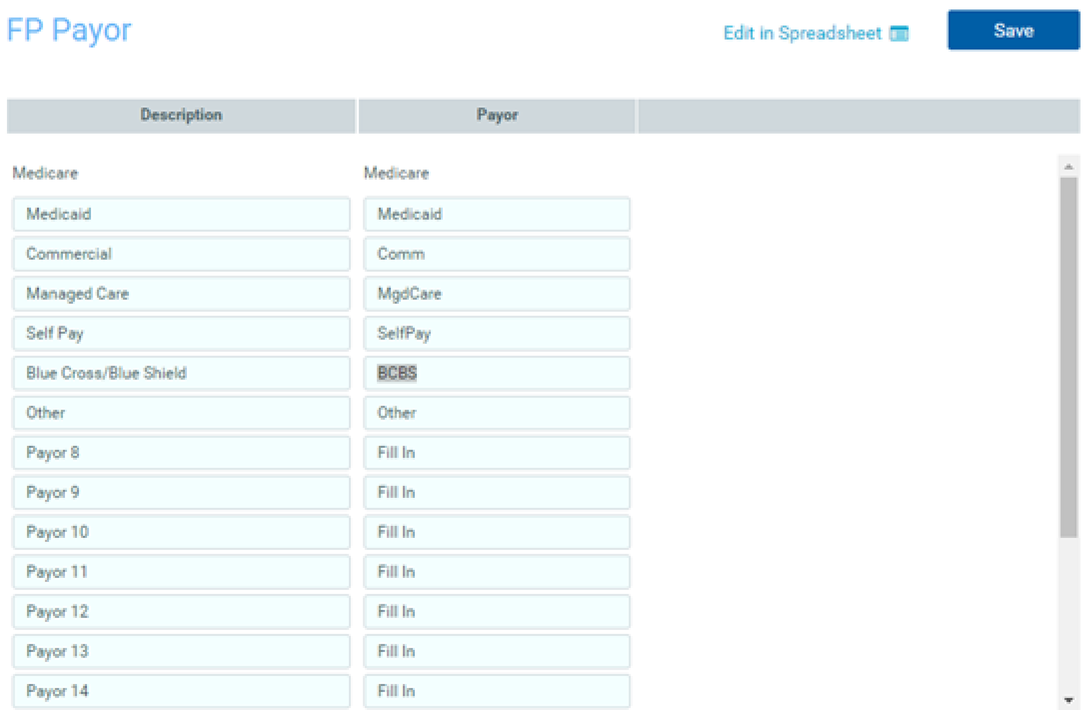
Save to Database>> Do Not Save * Review & Adjust HOLIDAY & PAYPERIOD prior to SAVING

	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.



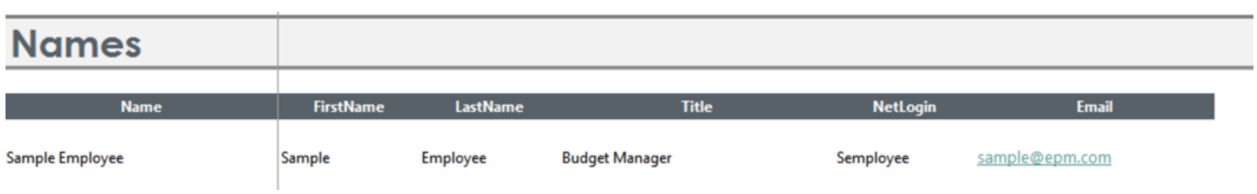
FP Payor

Edit in Spreadsheet | Save

Description	Payor
Medicare	Medicare
Medicaid	Medicaid
Commercial	Comm
Managed Care	MgdCare
Self Pay	SelfPay
Blue Cross/Blue Shield	BCBS
Other	Other
Payor 8	Fill In
Payor 9	Fill In
Payor 10	Fill In
Payor 11	Fill In
Payor 12	Fill In
Payor 13	Fill In
Payor 14	Fill In

Names

Use this table in reports or FileCollect process to look up email, names, titles, and login information.

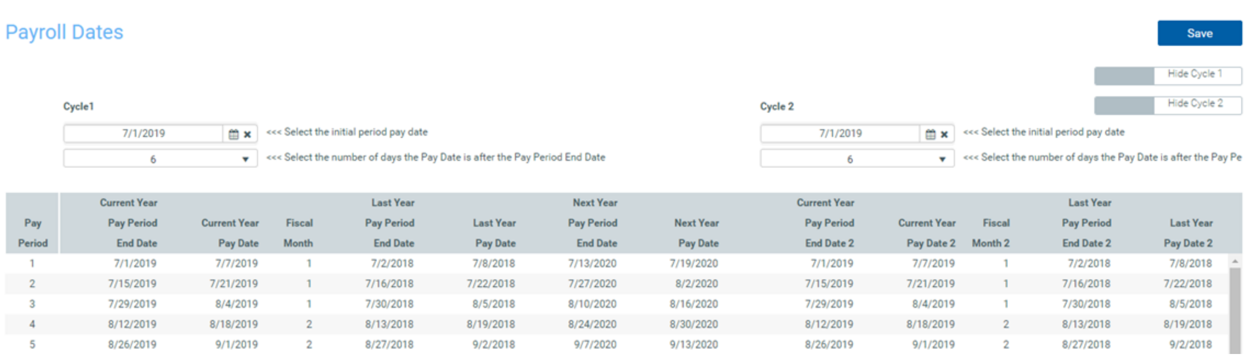


Names

Name	FirstName	LastName	Title	NetLogin	Email
Sample Employee	Sample	Employee	Budget Manager	Semployee	sample@epm.com

Payroll_Dates

Used in reports to look up the pay period end date and pay date for current year and last year. There are two sections if your organization uses two pay cycles.



Payroll Dates

Save

Hide Cycle 1

Hide Cycle 2

Cycle1

7/1/2019 <<< Select the initial period pay date

6 <<< Select the number of days the Pay Date is after the Pay Period End Date

Cycle 2

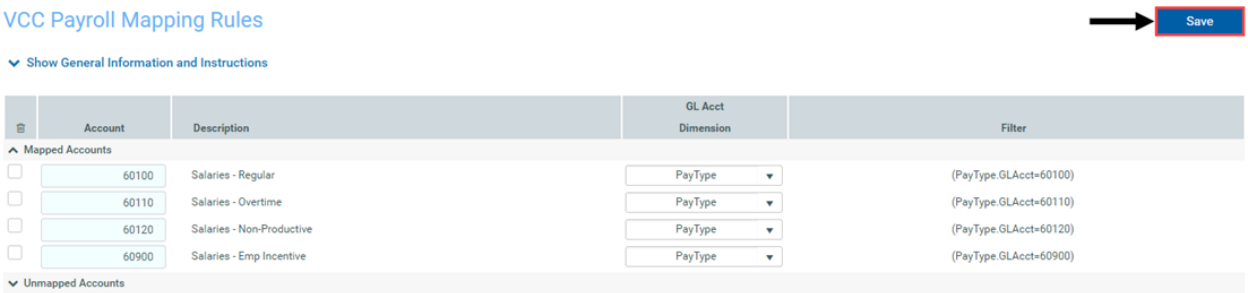
7/1/2019 <<< Select the initial period pay date

6 <<< Select the number of days the Pay Date is after the Pay Pe

Pay Period	Current Year Pay Period End Date	Current Year Pay Date	Fiscal Month	Last Year Pay Period End Date	Last Year Pay Date	Next Year Pay Period End Date	Next Year Pay Date	Current Year Pay Period End Date 2	Current Year Pay Date 2	Fiscal Month 2	Last Year Pay Period End Date 2	Last Year Pay Date 2
1	7/1/2019	7/7/2019	1	7/2/2018	7/8/2018	7/13/2020	7/19/2020	7/1/2019	7/7/2019	1	7/2/2018	7/8/2018
2	7/15/2019	7/21/2019	1	7/16/2018	7/22/2018	7/27/2020	8/2/2020	7/15/2019	7/21/2019	1	7/16/2018	7/22/2018
3	7/29/2019	8/4/2019	1	7/30/2018	8/5/2018	8/10/2020	8/16/2020	7/29/2019	8/4/2019	1	7/30/2018	8/5/2018
4	8/12/2019	8/18/2019	2	8/13/2018	8/19/2018	8/24/2020	8/30/2020	8/12/2019	8/18/2019	2	8/13/2018	8/19/2018
5	8/26/2019	9/1/2019	2	8/27/2018	9/2/2018	9/7/2020	9/13/2020	8/26/2019	9/1/2019	2	8/27/2018	9/2/2018

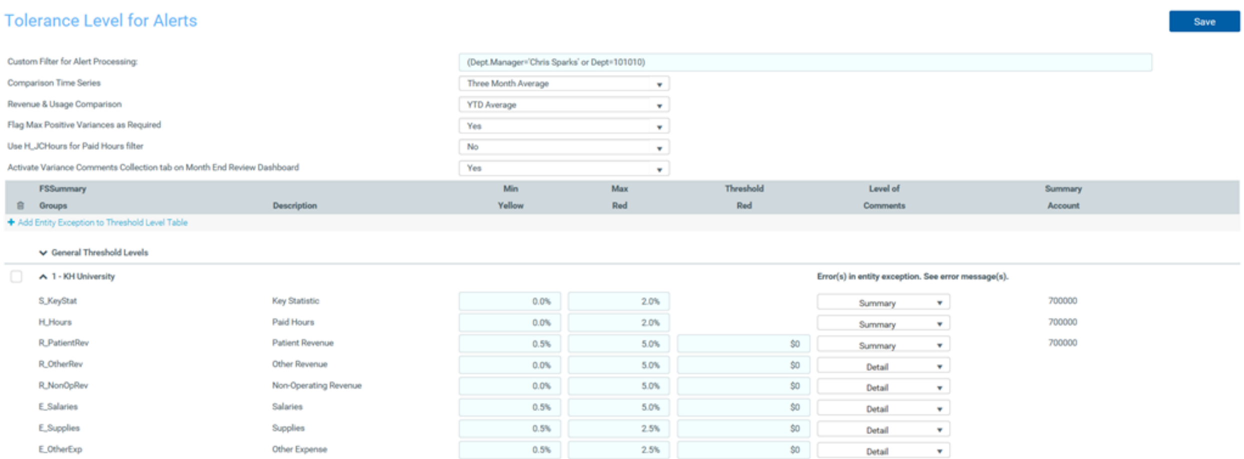
VCC_Payroll_Mapping

Used by Variance Comments and other payroll utilities to map GL accounts to job codes and/or pay types.



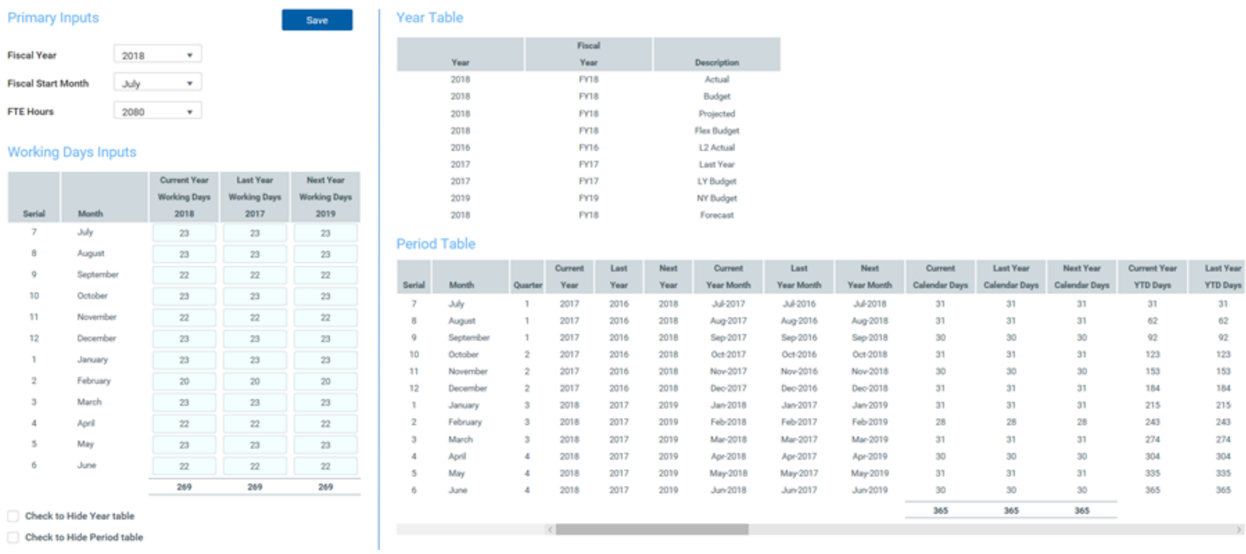
VCC_Threshold

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.



Primary Inputs

Save

Fiscal Year	2018
Fiscal Start Month	July
FTE Hours	2080

Working Days Inputs

Serial	Month	Current Year Working Days 2018	Last Year Working Days 2017	Next Year Working Days 2019
7	July	23	23	23
8	August	23	23	23
9	September	22	22	22
10	October	23	23	23
11	November	22	22	22
12	December	23	23	23
1	January	23	23	23
2	February	20	20	20
3	March	23	23	23
4	April	22	22	22
5	May	23	23	23
6	June	22	22	22
		269	269	269

Check to Hide Year table

Check to Hide Period table

Year Table

Year	Fiscal Year	Description
2018	FY18	Actual
2018	FY18	Budget
2018	FY18	Projected
2018	FY18	Flex Budget
2016	FY16	L2 Actual
2017	FY17	Last Year
2017	FY17	LY Budget
2019	FY19	NY Budget
2018	FY18	Forecast

Period Table

Serial	Month	Quarter	Current Year	Last Year	Next Year	Current Year Month	Last Year Month	Next Year Month	Current Calendar Days	Last Year Calendar Days	Next Year Calendar Days	Current Year YTD Days	Last Year YTD Days
7	July	1	2017	2016	2018	Jul-2017	Jul-2016	Jul-2018	31	31	31	31	31
8	August	1	2017	2016	2018	Aug-2017	Aug-2016	Aug-2018	31	31	31	62	62
9	September	1	2017	2016	2018	Sep-2017	Sep-2016	Sep-2018	30	30	30	92	92
10	October	2	2017	2016	2018	Oct-2017	Oct-2016	Oct-2018	31	31	31	123	123
11	November	2	2017	2016	2018	Nov-2017	Nov-2016	Nov-2018	30	30	30	153	153
12	December	2	2017	2016	2018	Dec-2017	Dec-2016	Dec-2018	31	31	31	184	184
1	January	3	2018	2017	2019	Jan-2018	Jan-2017	Jan-2019	31	31	31	215	215
2	February	3	2018	2017	2019	Feb-2018	Feb-2017	Feb-2019	28	28	28	243	243
3	March	3	2018	2017	2019	Mar-2018	Mar-2017	Mar-2019	31	31	31	274	274
4	April	4	2018	2017	2019	Apr-2018	Apr-2017	Apr-2019	30	30	30	304	304
5	May	4	2018	2017	2019	May-2018	May-2017	May-2019	31	31	31	335	335
6	June	4	2018	2017	2019	Jun-2018	Jun-2017	Jun-2019	30	30	30	365	365
									365	365	365		

8

Working with Variance Reporting

Variance Comments Collection automates the process of managers submitting explanations for variances between monthly budgets and actuals. In addition to collecting manager comments, Variance Comments Collection also prompts managers to submit proposed action plans for bringing their department's actuals in line with targets.

The Variance Comments Collection feature is implemented as an optional tab that you can include in the Month End Review Dashboard. This tab allows the following:

- Collect variance explanations and action plans for correction on a monthly basis.
- Enables one-stop shopping for the department manager by providing drill-downs.
- Provides a way to input variance explanations and actions plans for multiple departments at the same time.

Configuring Variance Comments Collection

Before you can collect variance comments for a new month, you must do the following:

1. Set variance thresholds and alert flags.
2. Set VCC Payroll mapping.
3. Set additional data requirements

   Confirm that all necessary monthly data has been loaded, the payroll accrual process has been completed, and that periods have been set properly for the following data sources:

Datasource	Definition
Financial	Monthly GL & Statistics loaded and proper period set

Datasource	Definition
Payroll12	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

Setting variance thresholds

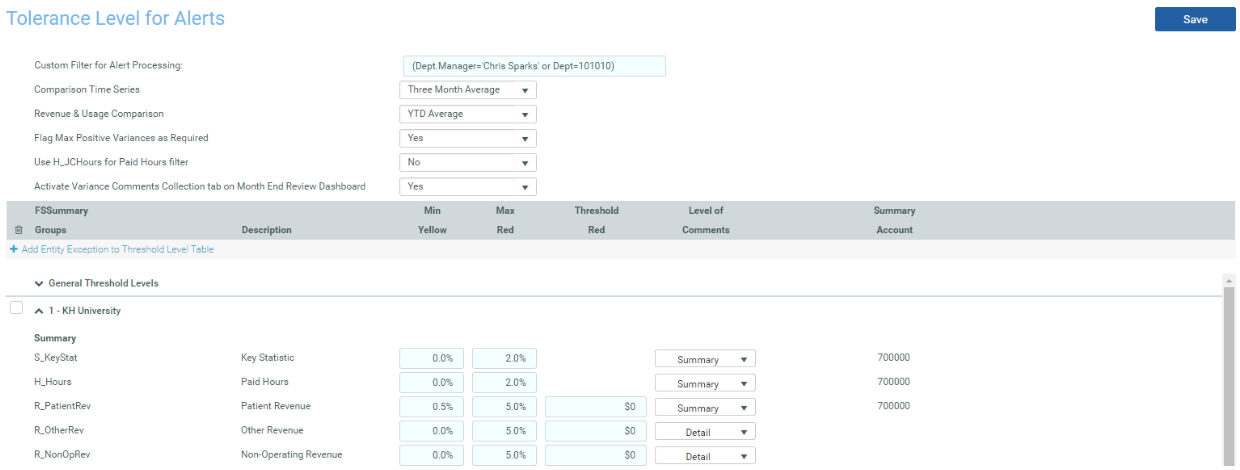
The threshold level determines how much an account can vary from budget before department managers are required to enter comments explaining the variance.

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

- In the **Bud Admin** task pane, in the **Financial Reporting** section, click **Financial Utilities > System Setup**, and double-click **VCC_Threshold**.
- In the **Mgmt Admin** task pane, in the **Dimension & Reference Maintenance** section, click **System Setup**, and double-click **VCC_Threshold**.

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

General settings



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

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

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

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

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

3. In the **Revenue & Usage Comparison** field, do one of the following:
   - To enable drilling in the statistic section down to CDMCode, select **Budget**.
   - If unsure which option to select, select **Budget**.

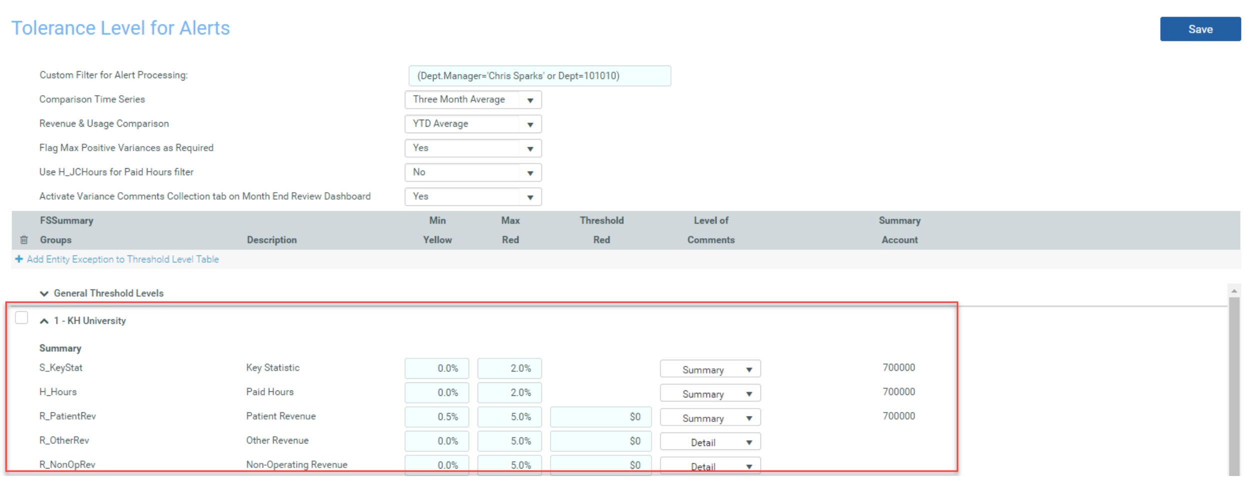
4. In the **Flag Max Positive Variance as Required** cell, do one of the following:
   - To be alerted to variances in a favorable direction as well as variances in an unfavorable direction, select **Yes**.
   - To not be alerted to variances, select **No**.

5. If your organization uses H_JCHours for Paid Hours, do the following:
    - In the **Use H_JCHours for Paid Hours filter (Default is H_Hours)** cell, select **Yes**.
    - If you are not sure, select **No**.
6. In the **Activate Variance Comments Collection tab on Month End Review Dashboard** drop-down, select one of the following options:
    - To create a Variance Comment Collections in the Month End Review dashboard where you will manage variance comments, select **Yes**.
    - To manage variance comments in the Excel Client, especially if you already have customized filters, select **No**.

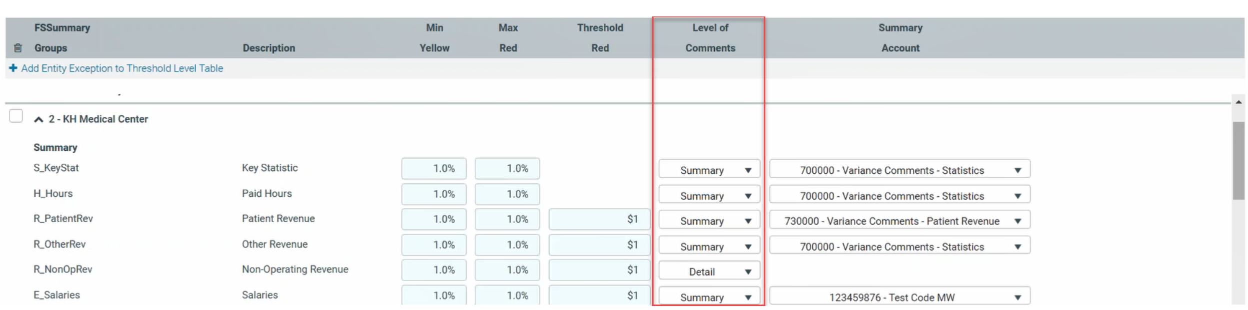
Comment level settings

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

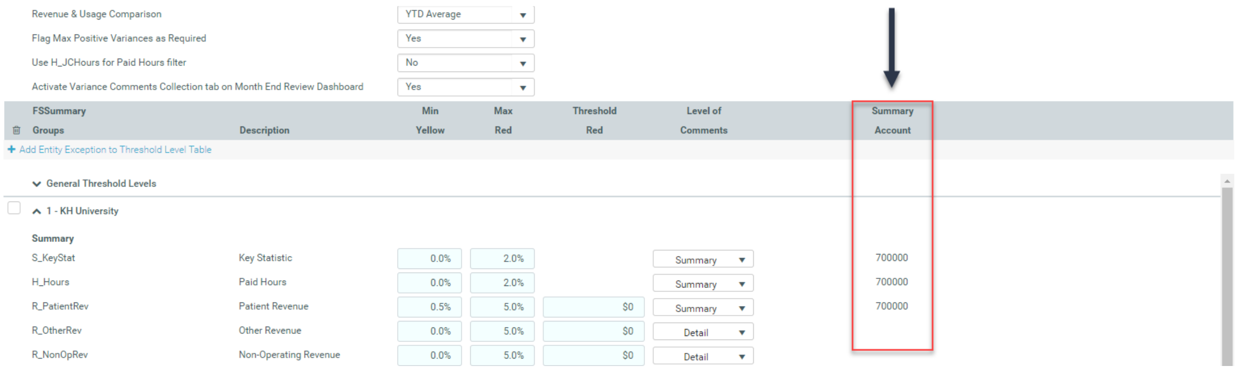
> **IMPORTANT:** Valid account codes are needed if reporting at the Summary level.



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



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

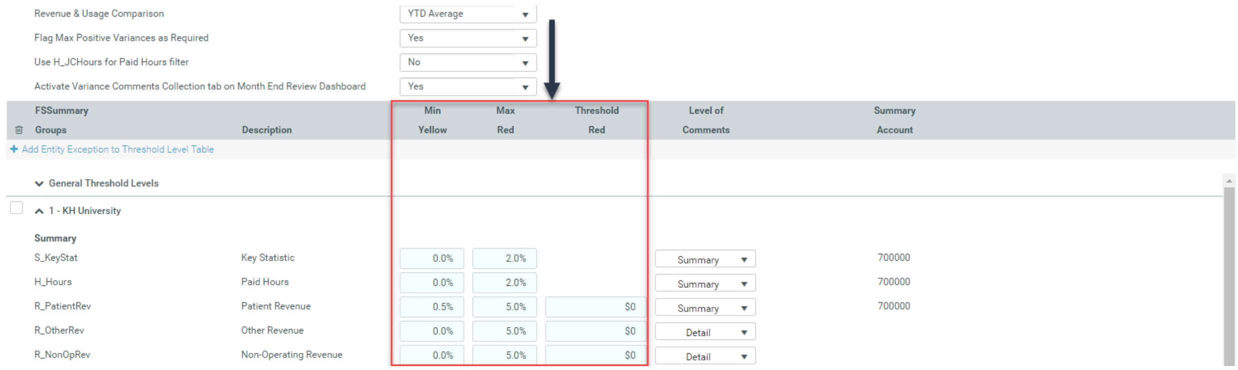


IMPORTANT: Do not assign any new account to an existing FSSummary category, otherwise the next month that account will show up in detail. Use Summary instead.

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

Flag alert settings

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



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

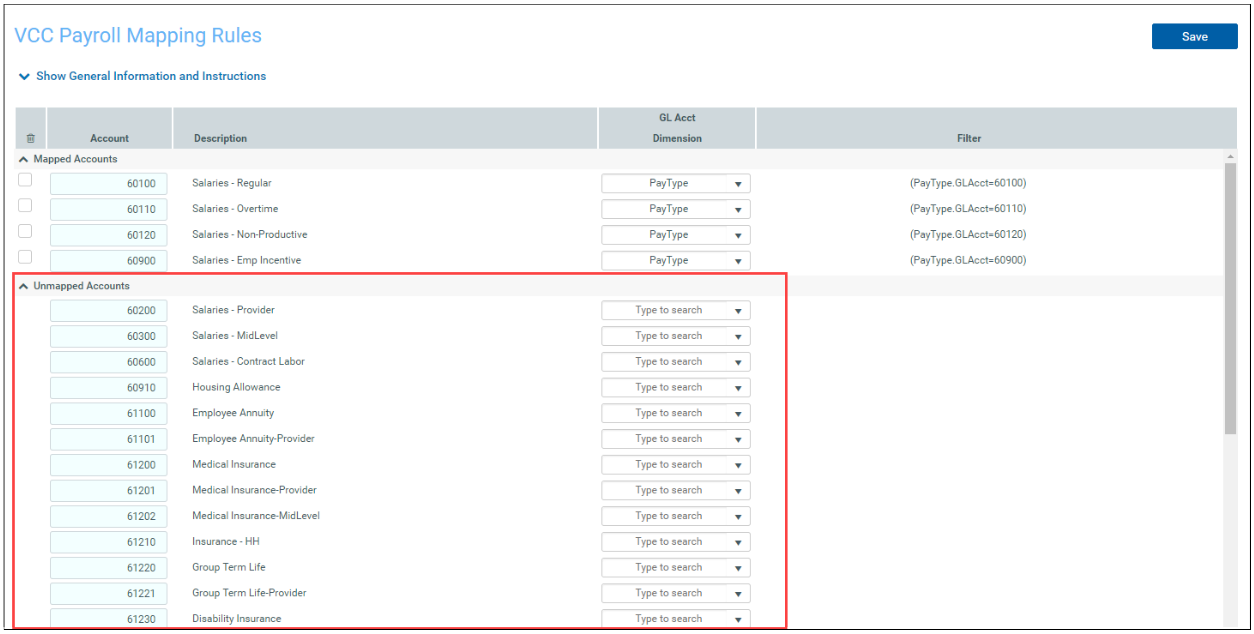
Color	Description
Green	Displays on the report if the variance is below the value in the **Min Yellow** column.
Yellow	Displays on the report if the variance exceed the **Min Yellow** amount but remains below the **Red Threshold**.
Red	Displays on the report if the variance is greater than **Max Red**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

Setting VCC Payroll mapping

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

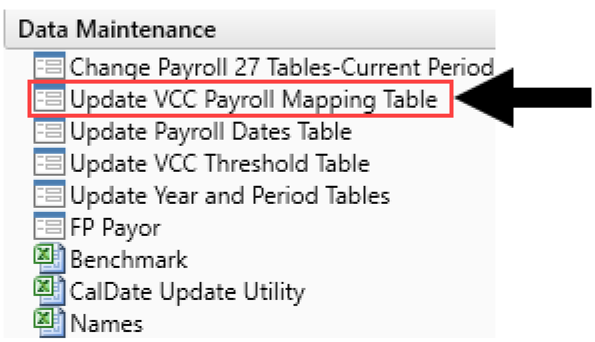
Use the VCC Payroll Mapping table to identify JobCode/PayType combinations for each salary GL account number.

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



To map VCC Payroll:

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



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

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

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

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

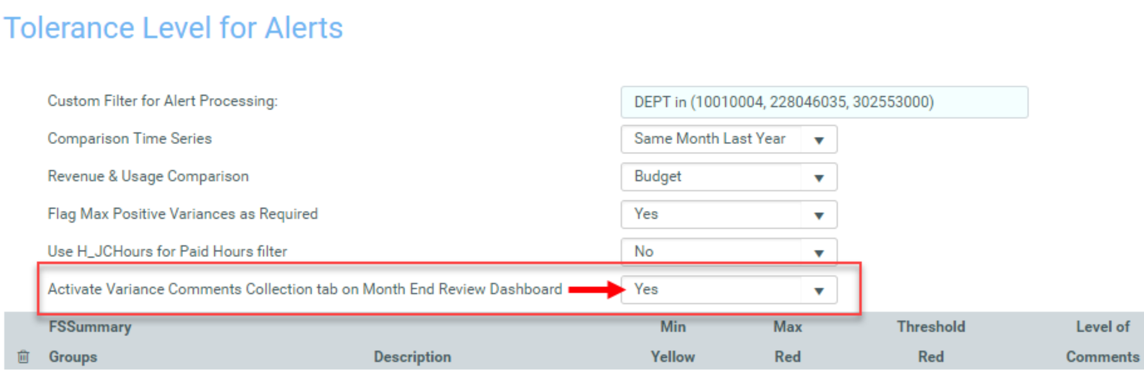
Activating Variance Comments Collection

When activating Variance Comments Collection, you are adding the Variance Comments Collection tab to the Month End Review dashboard. This allows you to easily manage variance comments from one location. After you activate the tab, see Using the Variance Comments Collection tab in the Month End Review dashboard.

NOTE: Before you can activate the tab, you must complete the setup steps. For more information, see Configuring Variance Comments Collection.

To activate Variance Comments Collection:

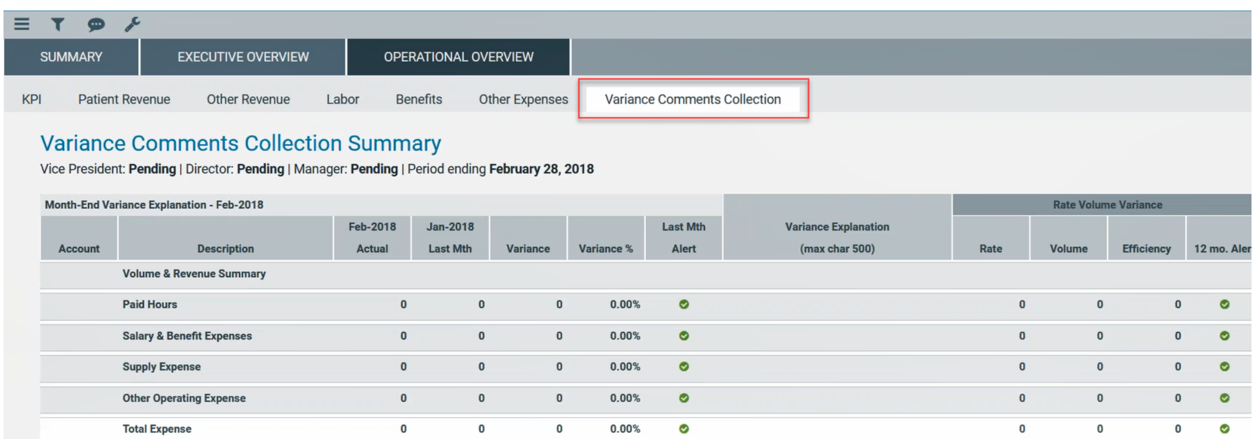
1. Navigate to one of the following:
   a. In the **Bud Admin** task pane, in the **Financial Reporting** section, click **Financial Utilities > System Setup**, and double-click **VCC_Threshold**.
   b. In the **Mgmt Admin** task pane, in the **Dimension & Reference Maintenance** section, click **System Setup**, and double-click **VCC_Threshold**.
2. Click the **Activate Variance Comments Collection tab on Month End Review Dashboard** drop-down and click **Yes**.



3. Click **Save**.

Using the Variance Comments Collection tab in the Month End Review dashboard

The Variance Comments Collection tab in the Month End Review dashboard allows you to manage variance comments. The tab displays as a sub-tab of the Operational Overview section within the dashboard. For instructions on activating the tab, see Activating Variance Comments Collection.

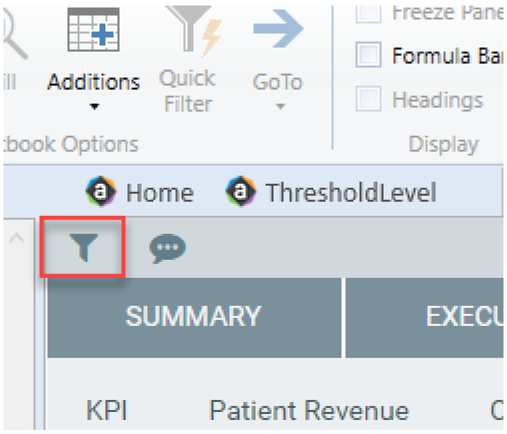


▶ Applying filters

You must filter accounts before data will display.

To apply filters:

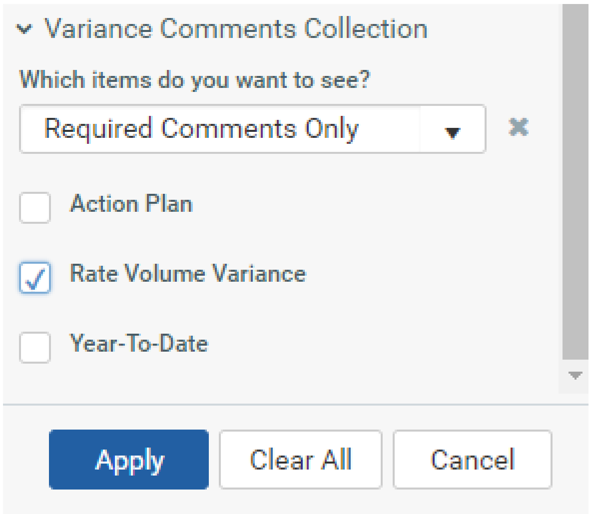
1. Click the filter icon in the upper-left toolbar.



2. In the drop-down menus that display, click options to set your time period, target, category, filter, and department. For more information on these filters, see Viewing and filtering the Month End Review dashboard.

3. In the **Variance Comments Collection** section, complete the following options, as needed:

Option	Description
Which items do you want to see? drop-down	Click one of the following options: • **All Items**: displays all accounts. • **Show Required Comments Only**: displays only the accounts where variance comments are required based on threshold settings.
Action Plan checkbox	When checked, the tab displays the Action Plan column. The Action Plan column displays a text box for each account where comments are required. Use this text box to describe your action plan in regard to the variance.
Rate Volume Variance checkbox	This box is checked by default. When checked, the tab displays the following columns: Rate, Volume, Efficiency, and 12 mo. Alert. The alerts are based on threshold settings.
Year-To-Date checkbox	When checked, the tab displays the following columns: Current year Actual, Last Year, Variance, Variance %, and Last Year Alert. The alerts are based on threshold settings.



4. Click **Apply**.
5. In the **Variance Explanation** column, type a description that explains the variance from the previous year.

   TIP: You can enter information in this column specific to the period you selected in Step 2.

6. In the **Action Plan** column, type the actions your organization plans on taking to address the variance.

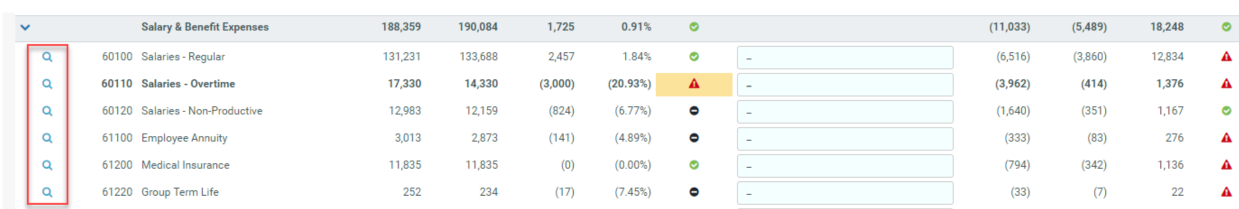
   NOTE: This column only displays if you select the Action Plan check box in Step 3.

   TIP: You can enter information in this column specific to the period you selected in Step 2.

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

Drilling down to detail

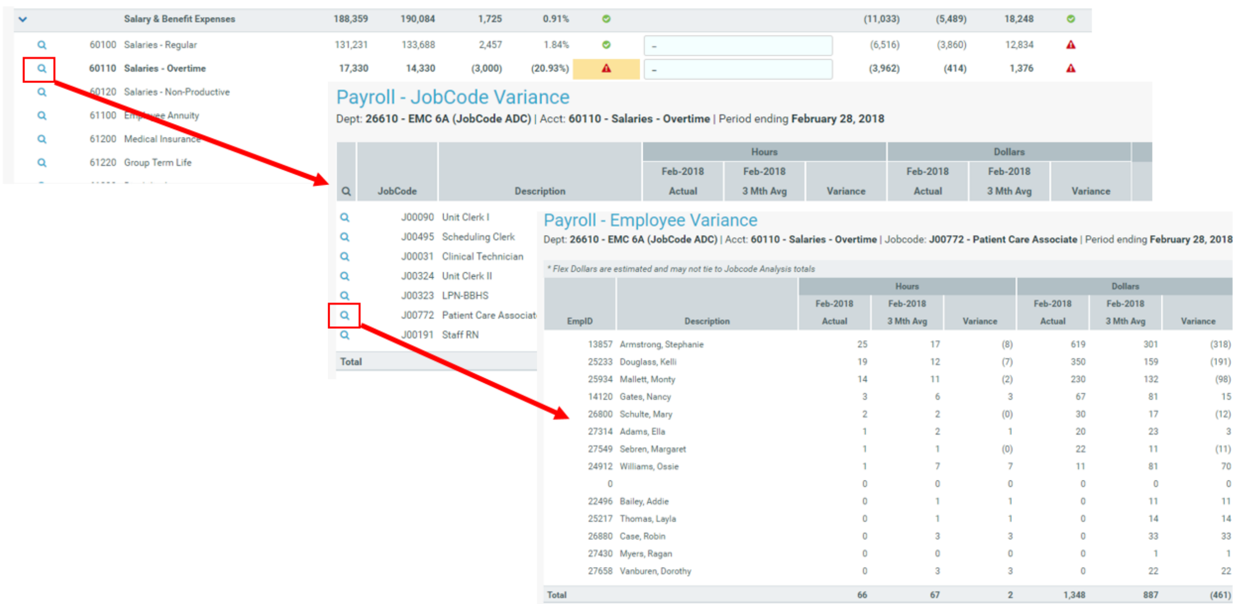
Once you apply the filters, you can drill-down to greater levels of detail. To drill down, click the blue magnifying glass icon to see greater detail regarding the account in that row.



	Salary & Benefit Expenses	188,359	190,084	1,725	0.91%			(11,033)	(5,489)	18,248
60100	Salaries - Regular	131,231	133,688	2,457	1.84%		–	(6,516)	(3,860)	12,834
60110	**Salaries - Overtime**	**17,330**	**14,330**	**(3,000)**	**(20.93%)**		–	**(3,962)**	**(414)**	**1,376**
60120	Salaries - Non-Productive	12,983	12,159	(824)	(6.77%)		–	(1,640)	(351)	1,167
61100	Employee Annuity	3,013	2,873	(141)	(4.89%)		–	(333)	(83)	276
61200	Medical Insurance	11,835	11,835	(0)	(0.00%)		–	(794)	(342)	1,136
61220	Group Term Life	252	234	(17)	(7.45%)		–	(33)	(7)	22

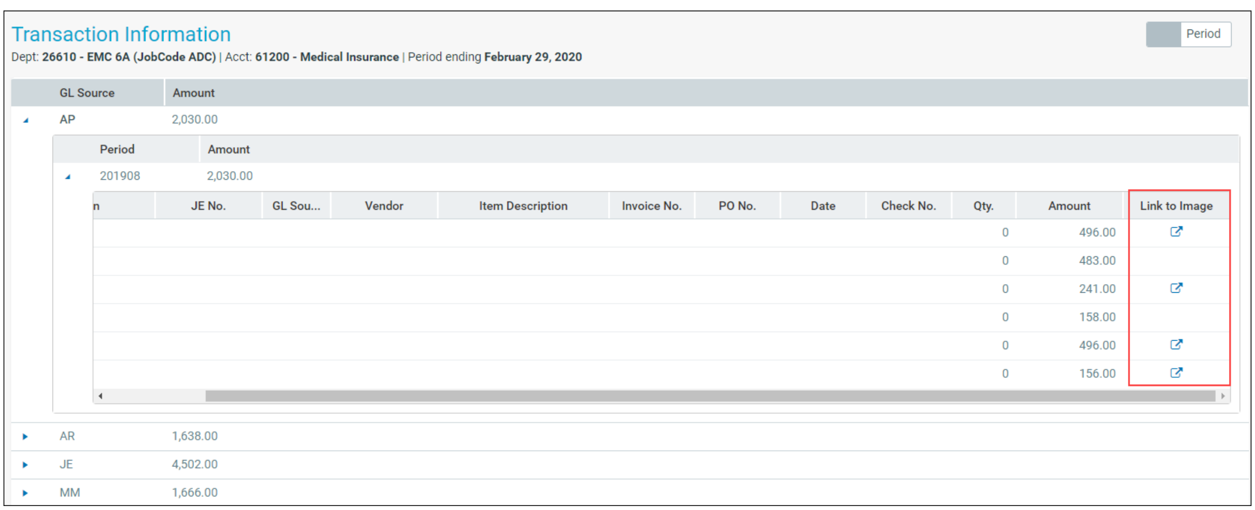
In the example below, we drill-down on Salaries - Overtime > all associated job codes > all associated employees.

NOTE: You can only access drill-downs for data that you have loaded already. For example, the JobCode Variance drill-down will not be available if you have not loaded job code data.



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.



9

Running the Monthly Reporting Process

Complete the following steps to generate a monthly report for your organization:

1. Load GL 12-month data.
2. Load Monthly Statistics data.
3. Load GL Detail data.
4. Load AP Detail data.
5. Load MM Detail data.
6. Load Accrued Receipts data.
7. Reconcile GL to GL Transactions.
8. Load Revenue and Usage data.
9. Reconcile monthly RevUsage reconciliation.
10. Summarize CDM statistics to financial.
11. Load Biweekly Payroll data.
12. Reconcile Biweekly Payroll.
13. Run Biweekly to Monthly Payroll Accrual report.
14. Run Monthly to GL Accrual utility.
15. Remove reporting source files.
16. Configure the Department Monthly Package report.
17. Process and distribute the Department Monthly Package report.
18. View the Month End Review dashboard.

Complete the following steps to generate a monthly report for your organization:

1. Load GL 12-month data.
2. Load Monthly Statistics data.

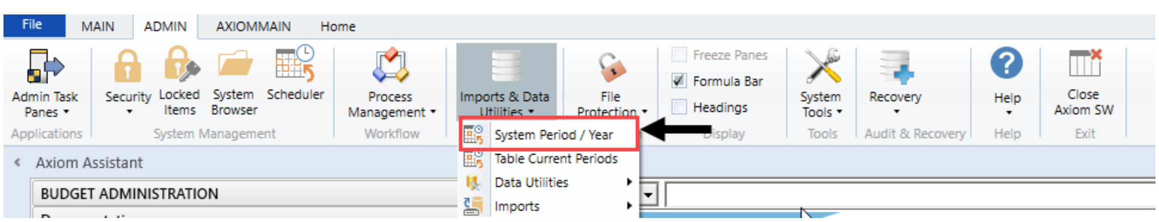
3. Load GL Detail data.
4. Load AP Detail data.
5. Load MM Detail data.
6. Load Accrued Receipts data.
7. Reconcile GL to GL Transactions.
8. Load Revenue and Usage data.
9. Reconcile monthly RevUsage reconciliation.
10. Summarize CDM statistics to financial.
11. Load Biweekly Payroll data.
12. Reconcile Biweekly Payroll.
13. Run Biweekly to Monthly Payroll Accrual report.
14. Run Monthly to GL Accrual utility.
15. Remove reporting source files.
16. Configure the Department Monthly Package report.
17. Process and distribute the Department Monthly Package report.
18. View the Month End Review dashboard.

Loading GL12 Month data

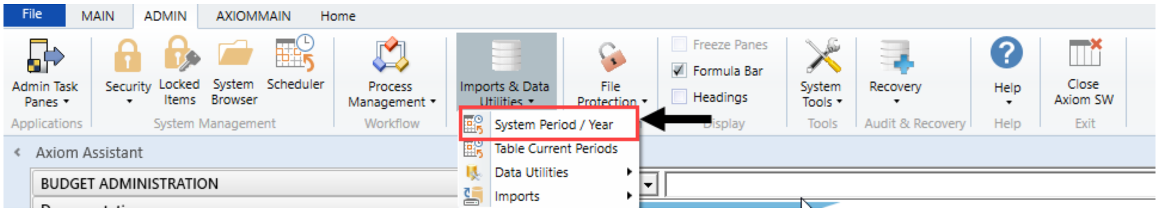
Make sure to create and save the import file to a directory accessible by the Axiom Application server. We recommend naming the file with a GL_ prefix.

To load GL12 Month data:

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

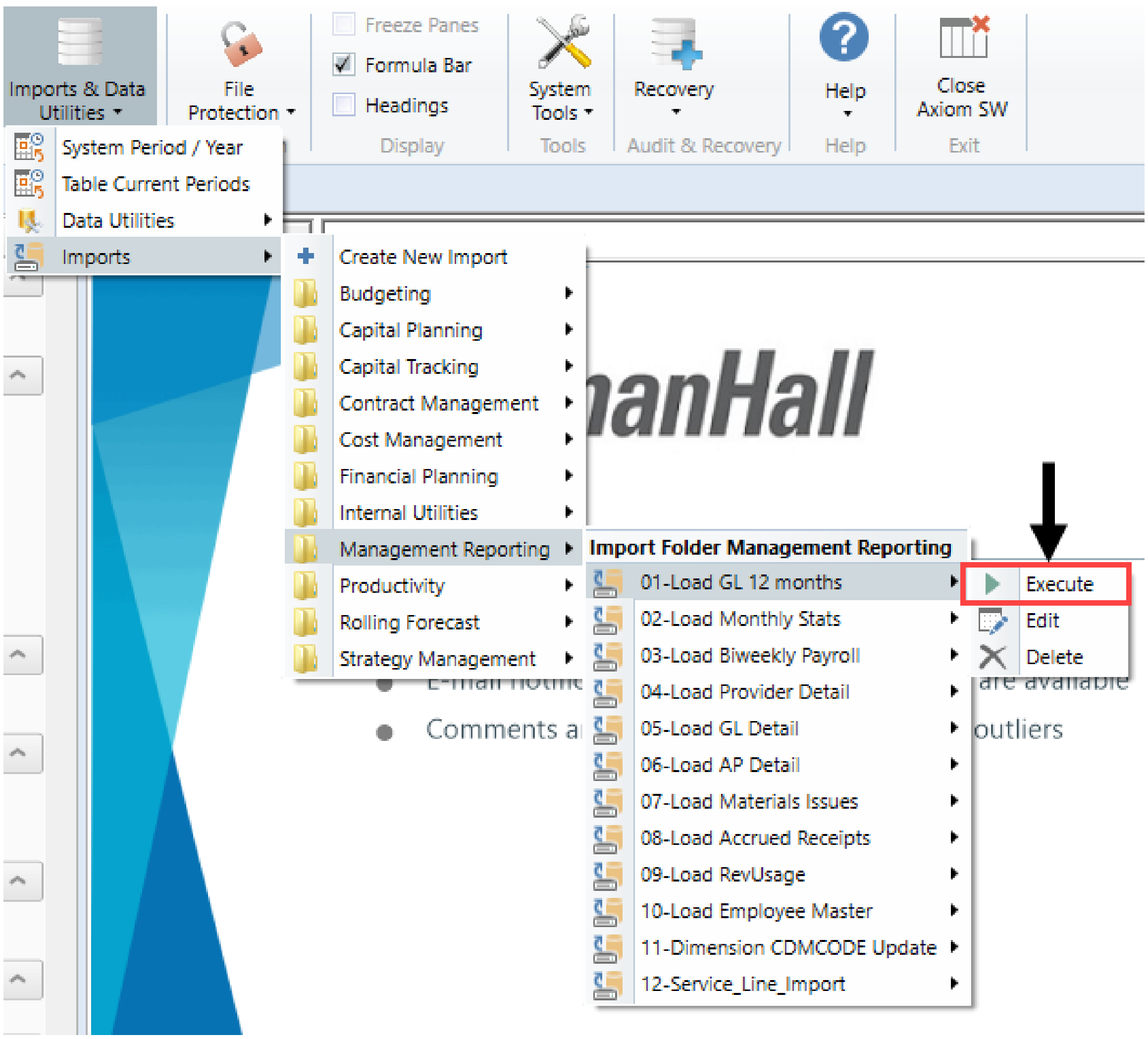


2. In the **System Current Period** dialog, in the **New Value** field, type the new month value, and click **OK**.

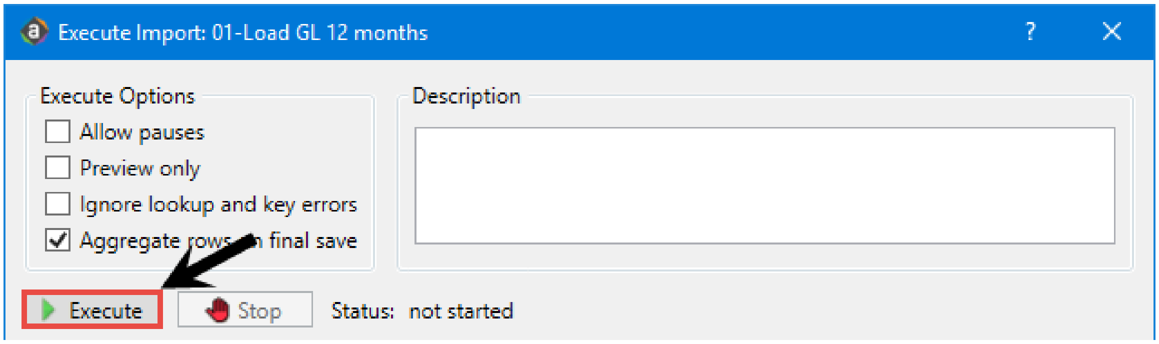


IMPORTANT: Do not change the **System Current Year** field unless changing over a new fiscal year. Setting the system period and year could affect other Axiom Healthcare Suite products.

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



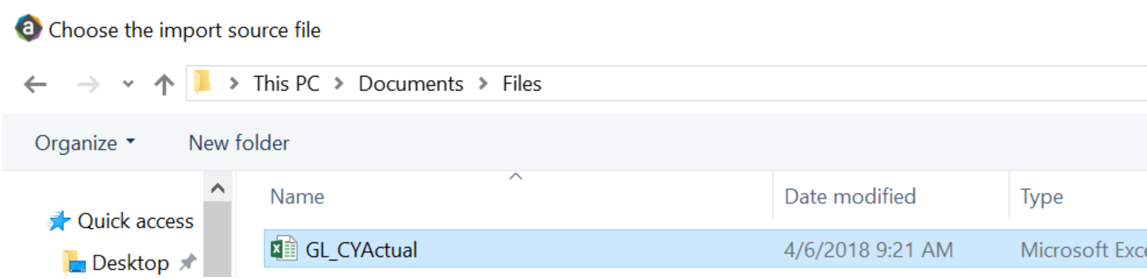
4. Click **Execute**.



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

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

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



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

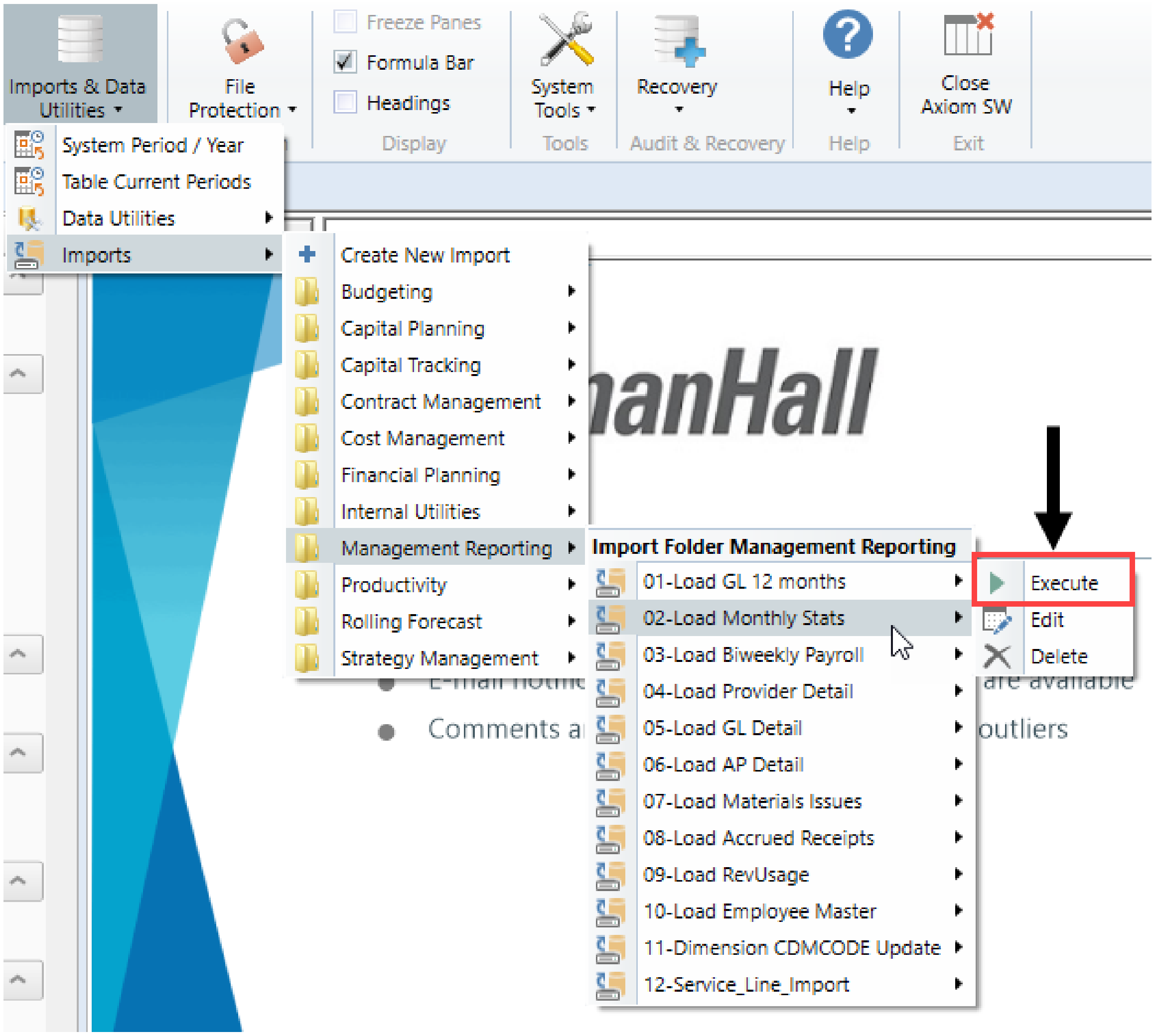
7. After you load the data, run the Income Statement Summary report in Explorer in **Reports Library > Management Reporting > Income Statement > Income Statement Summary** to reconcile to your GL income statement.

Loading Monthly Statistic data

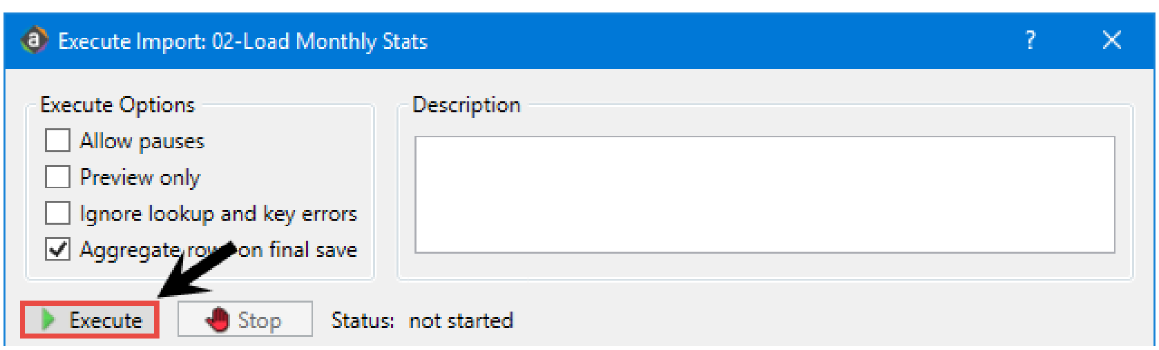
Make sure you create and save the import file to a directory accessible by the Axiom Application server. We recommend naming the file with a ST_prefix.

To load Monthly Statistic data:

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



2. Click **Execute**.

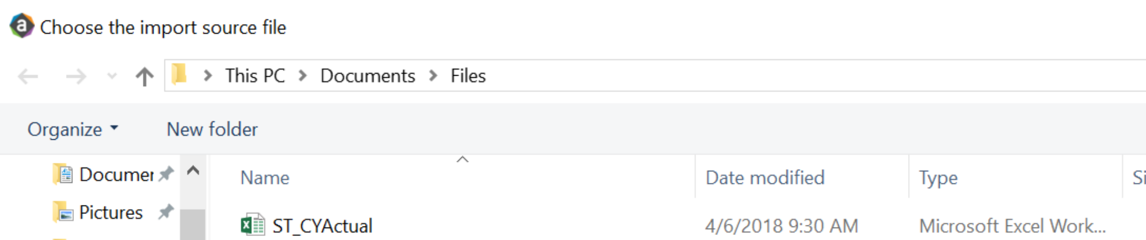


3. In the **Variables** dialog, do the following, and click **OK**:

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

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

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

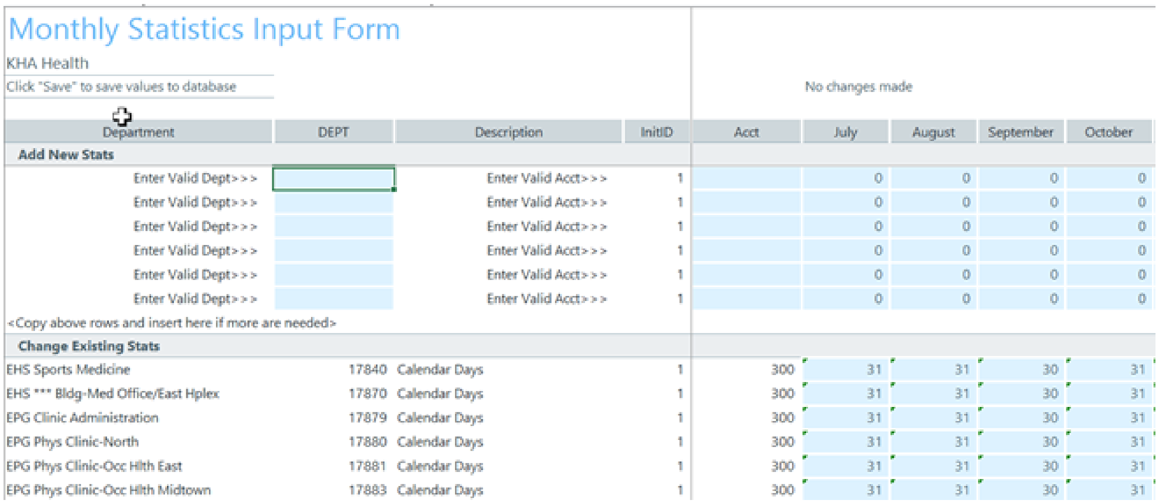


If there are any import exceptions, follow the import exceptions remediation from Resolving import validation errors.

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

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

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



Monthly Statistics Input Form

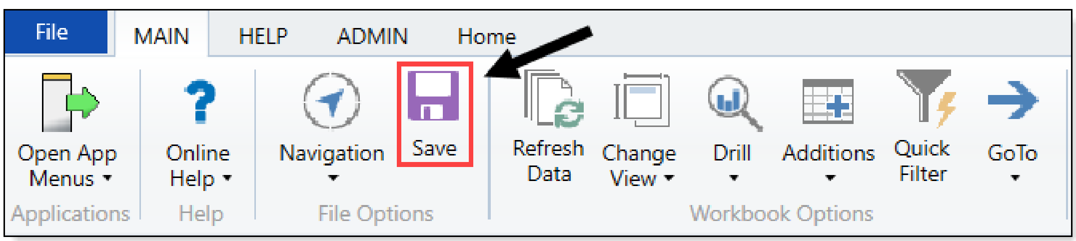
KHA Health

Click "Save" to save values to database

No changes made

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

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

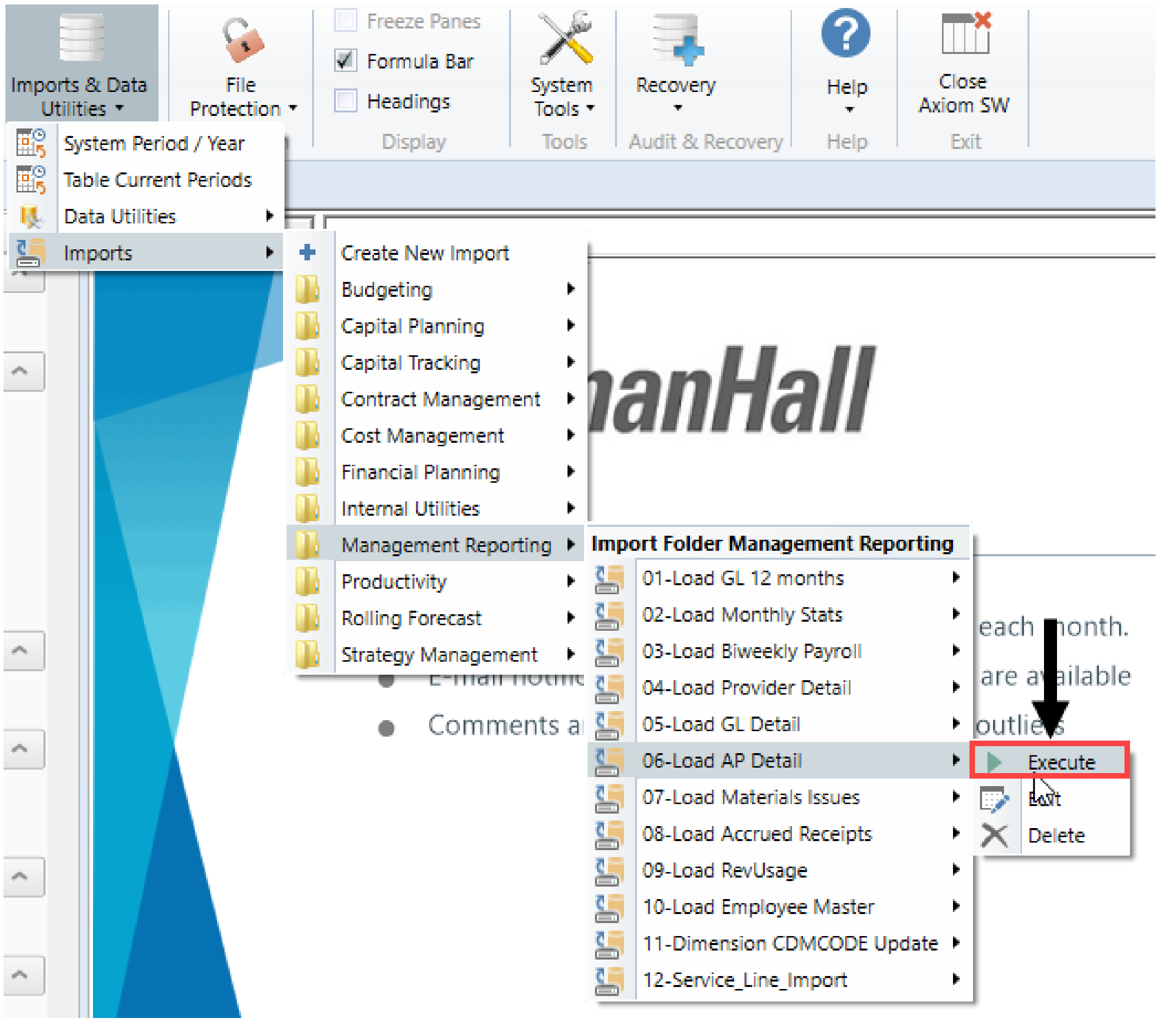


Loading AP Detail data

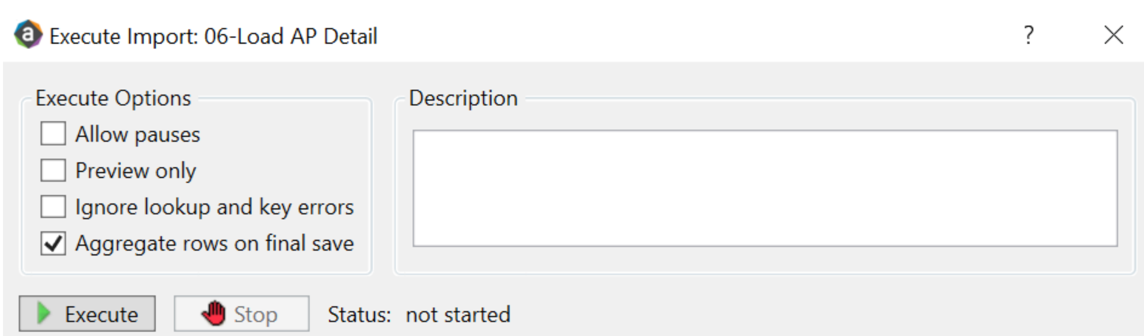
Make sure to create and save the import file to a directory accessible by the Axiom Application server. We recommend naming the file with an AP_prefix.

To load AP Detail data:

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



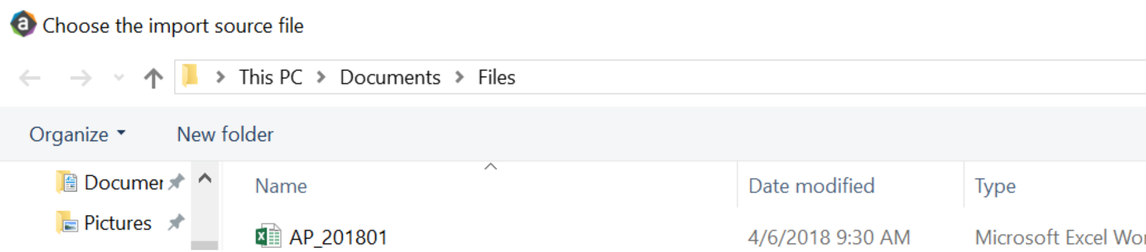
2. In the **Execute Import: 06-Load AP Data** dialog, click **Execute**.



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.



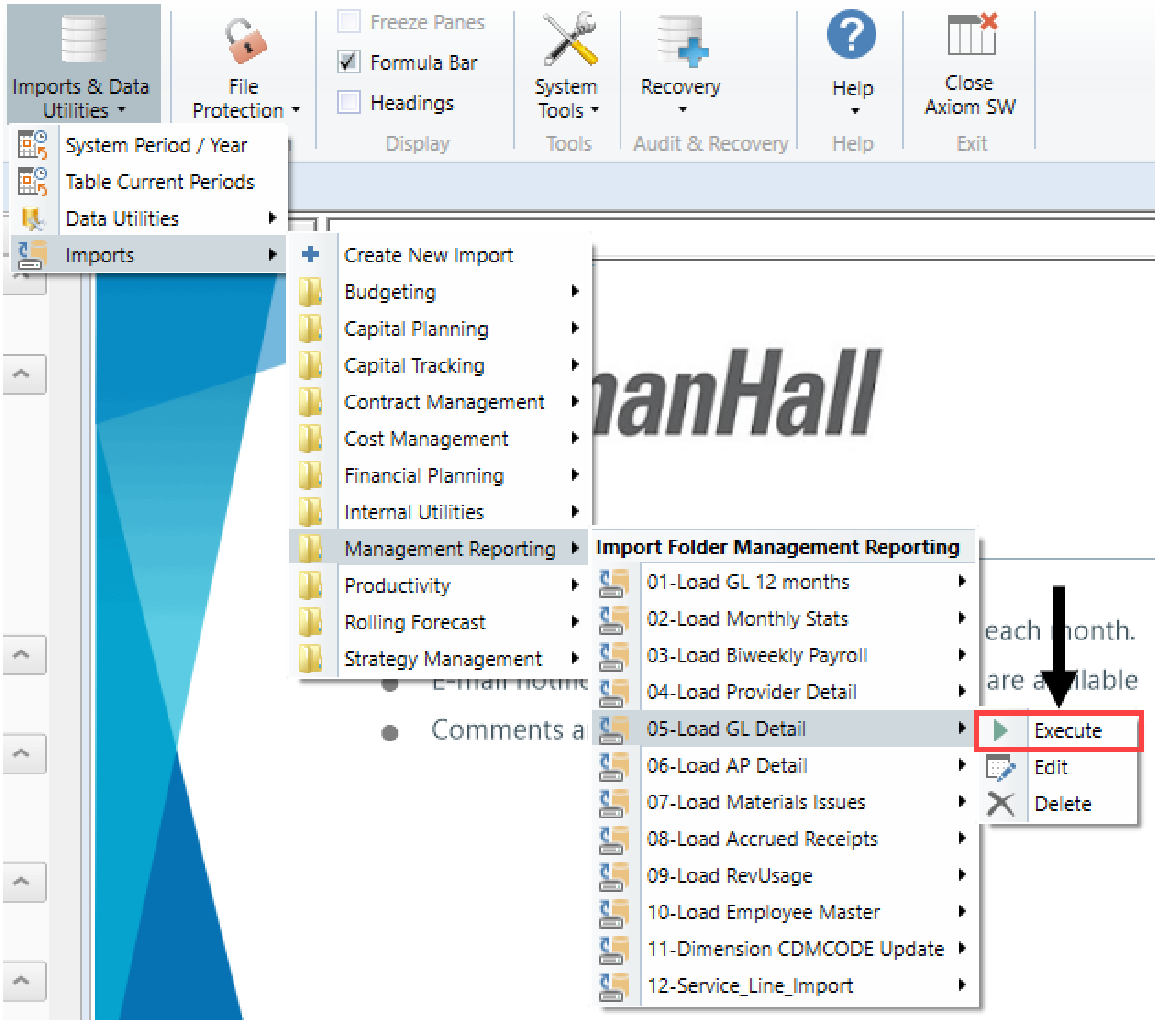
5. If there are any import exceptions, follow the import exceptions remediation from Resolving import validation errors.

Loading GL Detail data

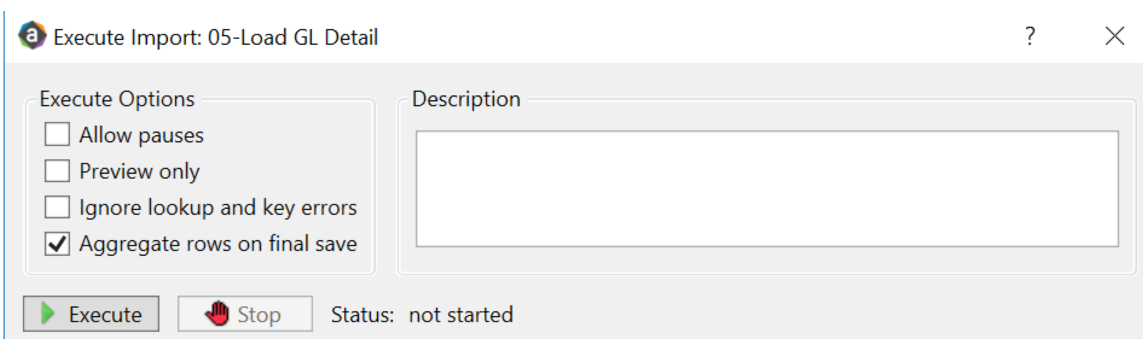
Make sure to create and save the import file to a directory accessible by the Axiom Application server. We recommend naming the file with a JE_prefix.

To load GL Detail data:

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



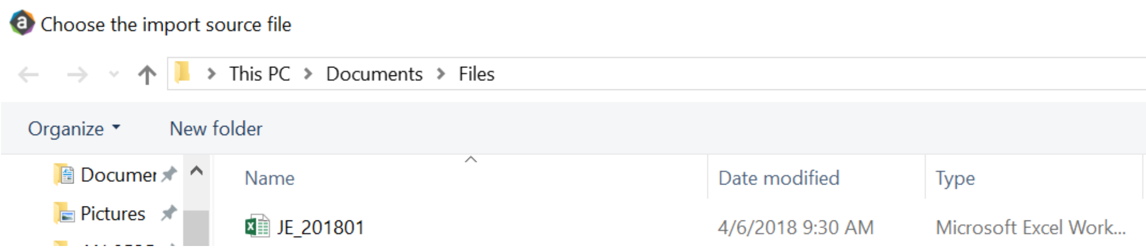
2. In the **Execute Import: 05-Load GL Data** dialog, click **Execute**.



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.



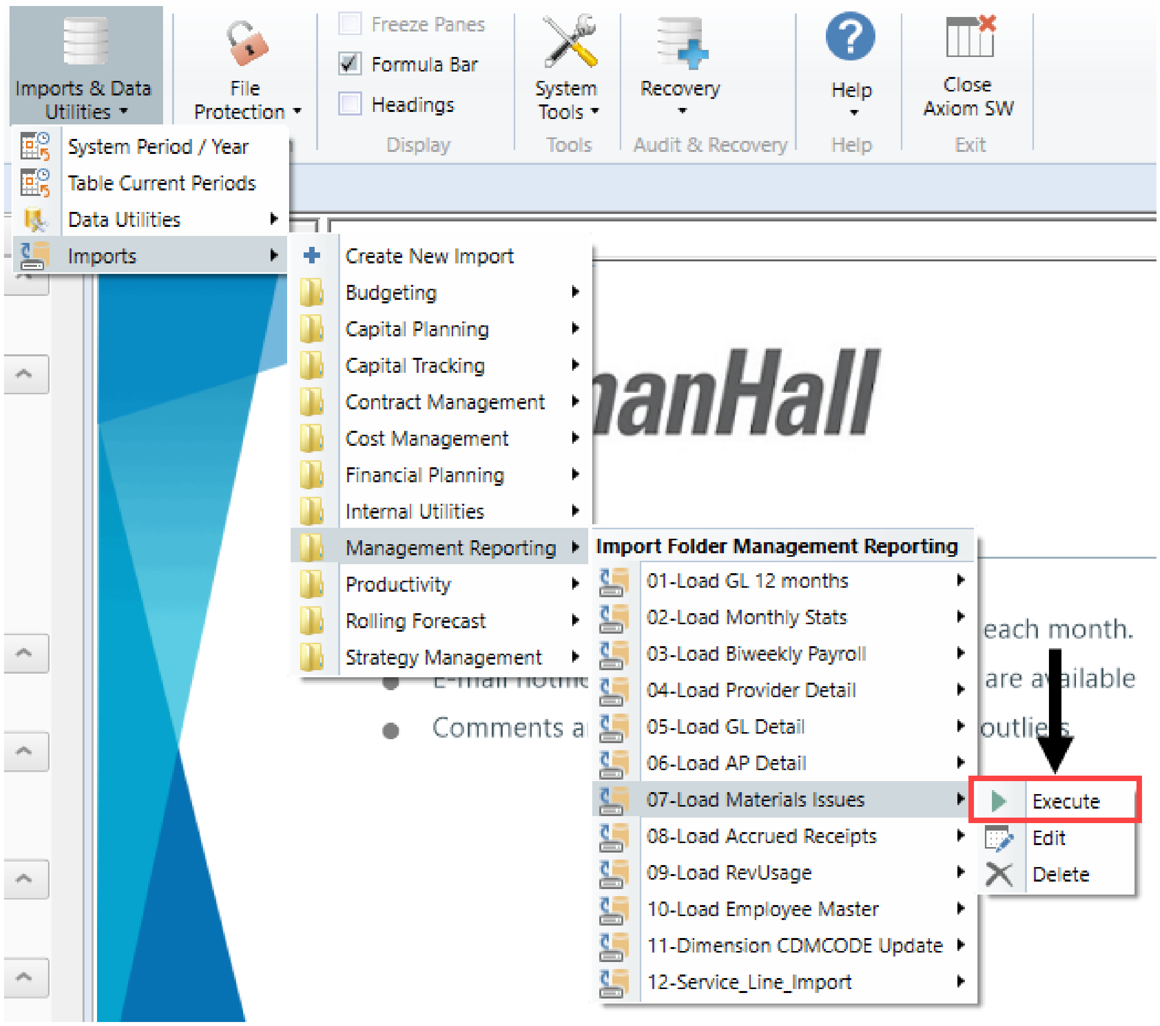
5. If there are any import exceptions, follow the import exceptions remediation from Resolving import validation errors.

Loading MM Detail data

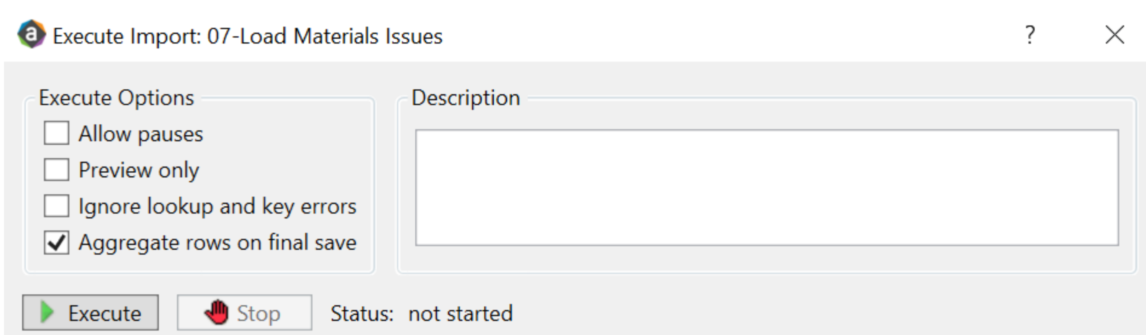
Make sure to create and save the import file to a directory accessible by the Axiom Application server. We recommend naming the file with an MM_prefix.

To load MM Detail data:

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



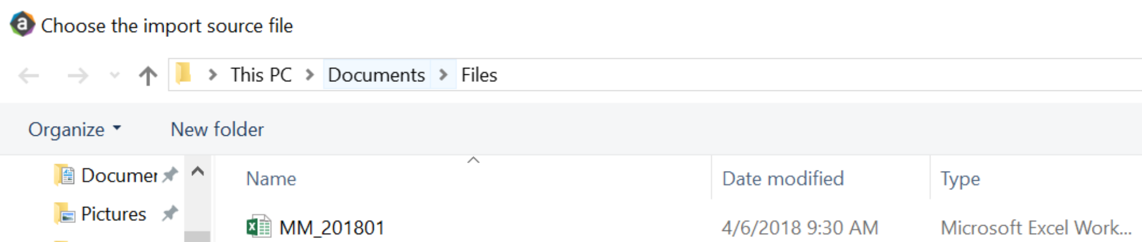
2. In the **Execute Import: 07-Load Materials Issues** dialog, click **Execute**.



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.



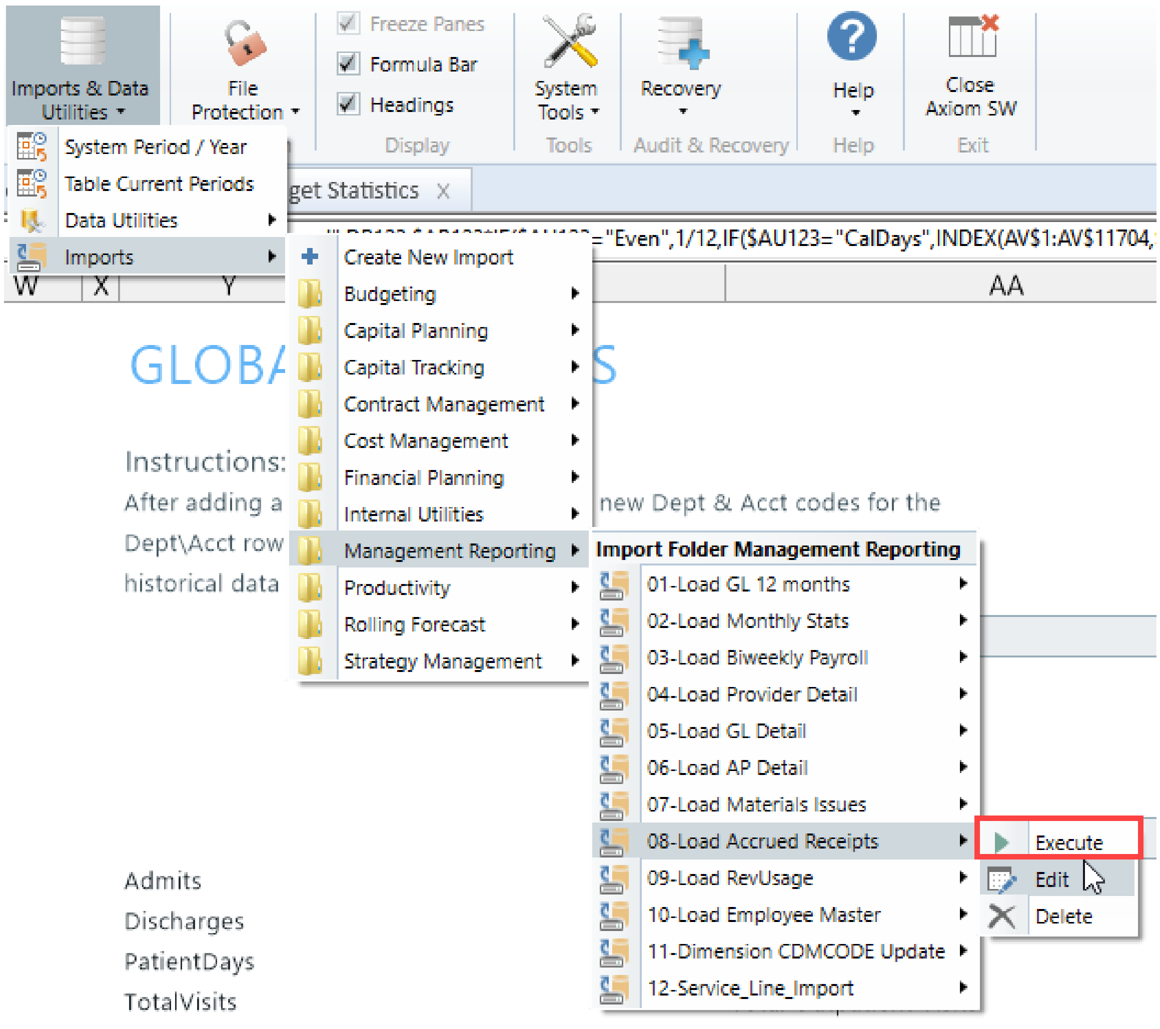
5. If there are any import exceptions, follow the import exceptions remediation from Resolving import validation errors.

Loading Accrued Receipts data

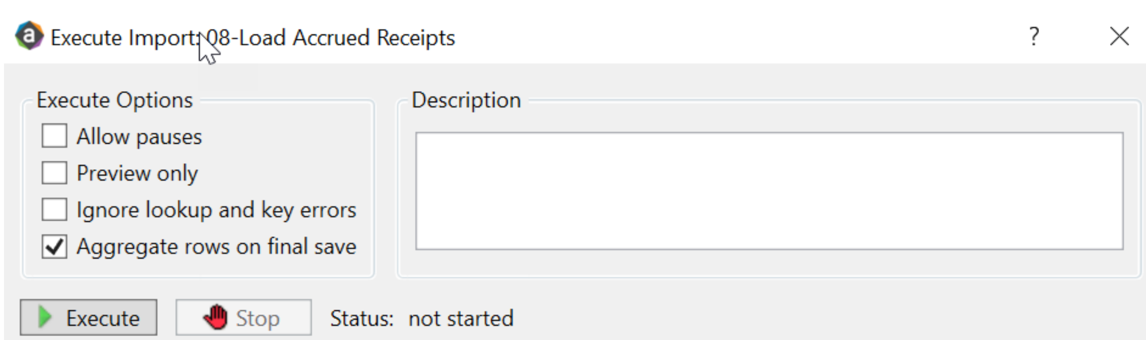
Make sure the import file is created and saved to a directory accessible by the Axiom Application server. We recommend naming the file with an AR_prefix.

To load Accrued Receipts data:

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



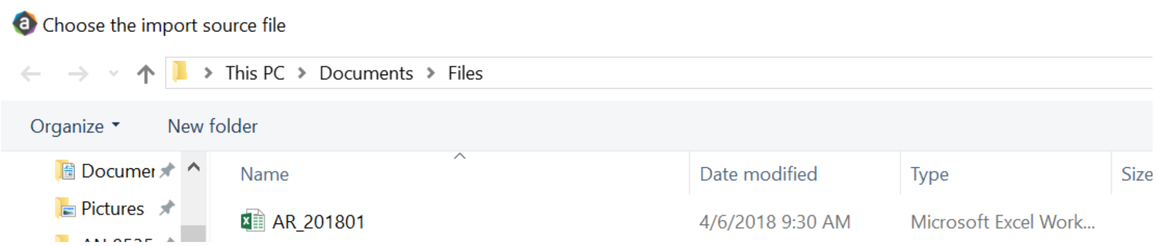
2. In the **Execute Import: 08-Load Accrued Receipts** dialog, click **Execute**.



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.



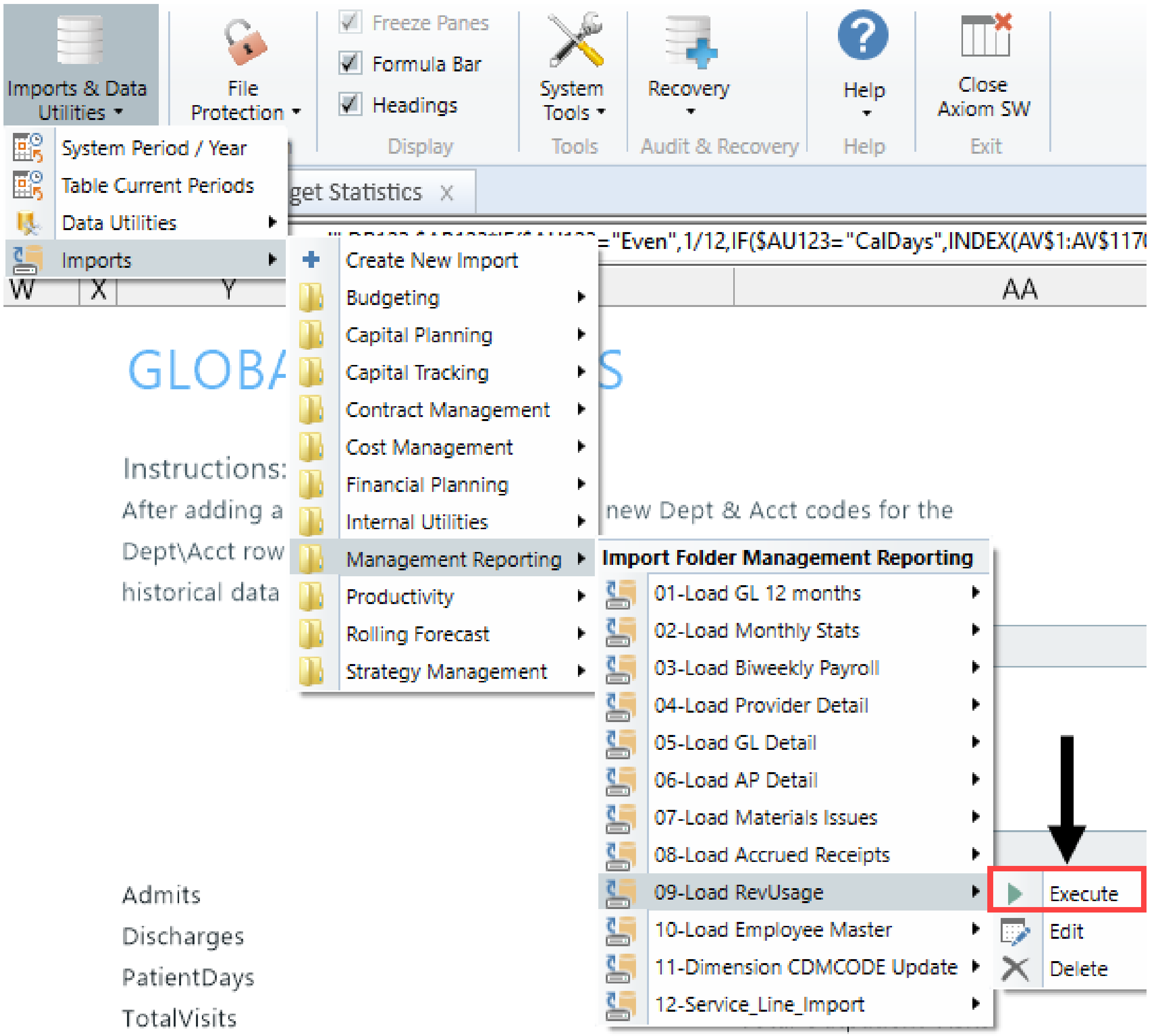
5. If there are any import exceptions, follow the import exceptions remediation from Resolving import validation errors.

Loading Revenue and Usage data

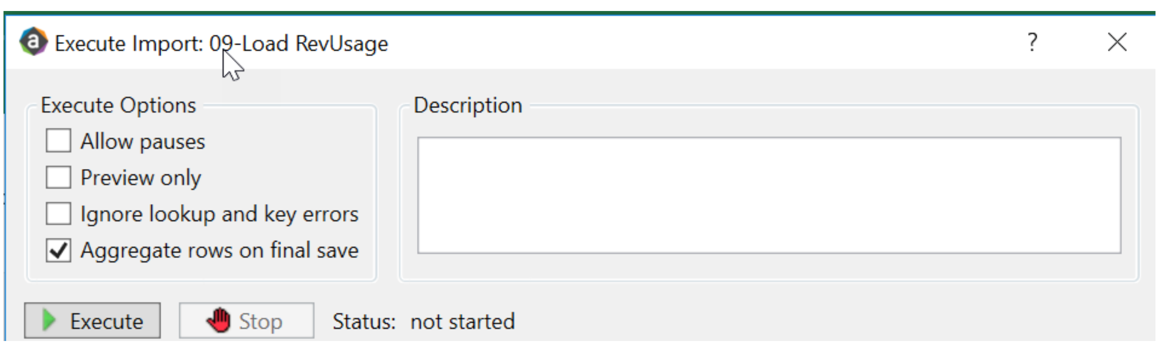
Make sure to create and save the import file to a directory accessible by the Axiom Application server. We recommend naming the file with a RU_prefix.

To load Revenue and Usage data:

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



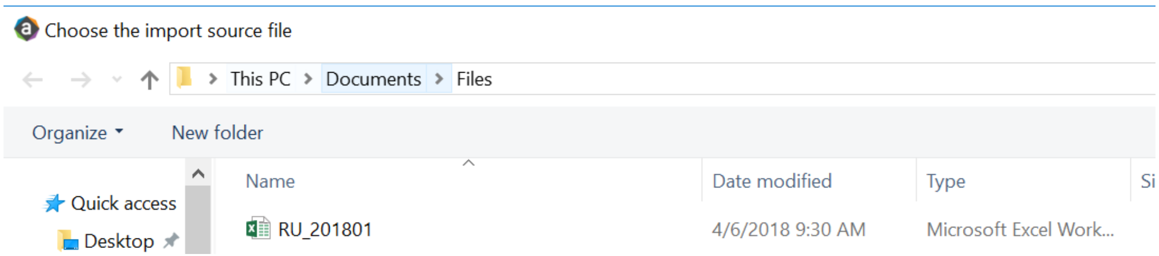
2. In the **Execute Import: 09-Load RevUsage** dialog, click **Execute**.



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.

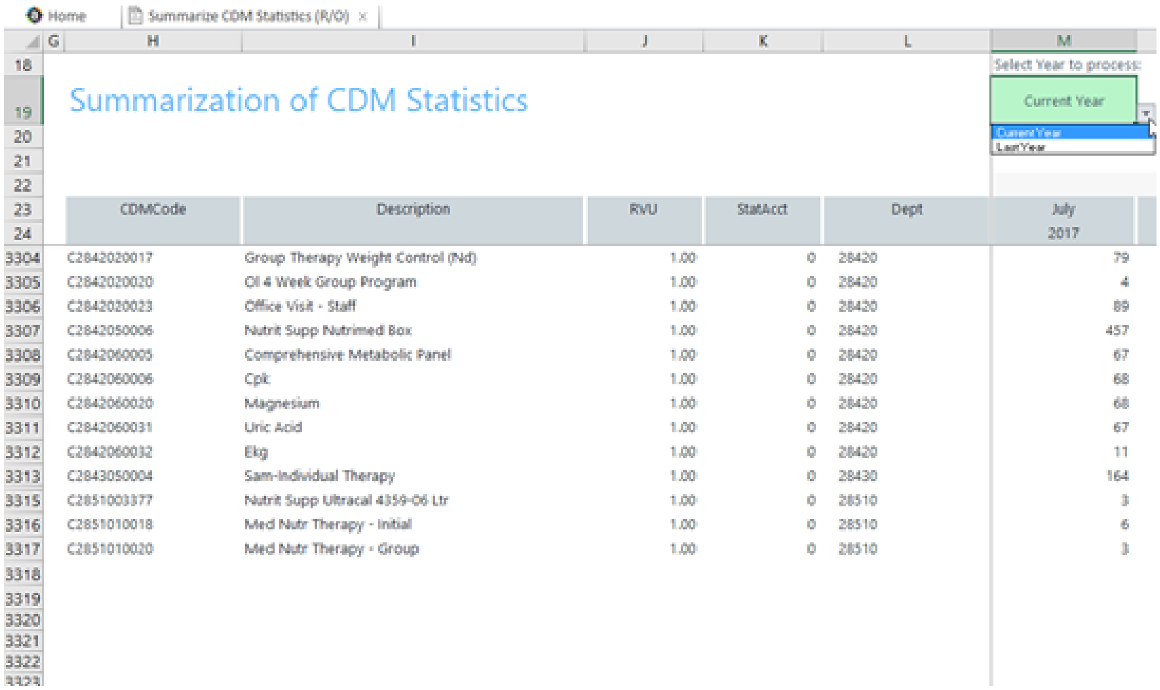
Summarizing CDM statistics to financial

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:

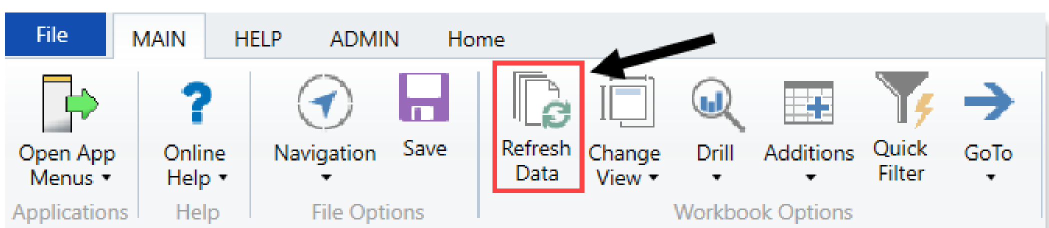
1. To run this Save to Database utility, navigate to In the task pane, in the **Libraries** section, click the **Reports Library > Management Reporting Utilities > RevUsage** folder, and double-click **Summarize CDM Statistics**.

2. In the drop down box in cell M19, select whether you are running the process for **Current Year** or **Last Year**.

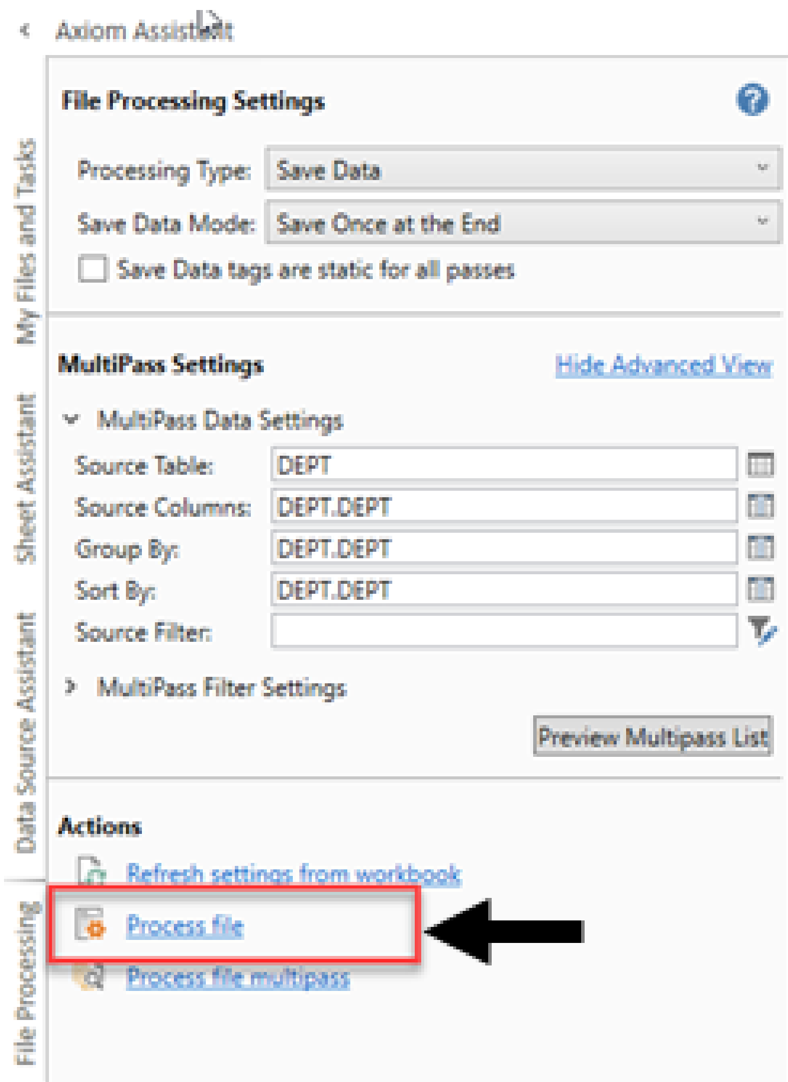


CDMCode	Description	RVU	StatAcct	Dept	July 2017
C2842020017	Group Therapy Weight Control (Nd)	1.00	0	28420	79
C2842020020	OI 4 Week Group Program	1.00	0	28420	4
C2842020023	Office Visit - Staff	1.00	0	28420	89
C2842050006	Nutrit Supp Nutrimed Box	1.00	0	28420	457
C2842060005	Comprehensive Metabolic Panel	1.00	0	28420	67
C2842060006	Cpk	1.00	0	28420	68
C2842060020	Magnesium	1.00	0	28420	68
C2842060031	Uric Acid	1.00	0	28420	67
C2842060032	Ekg	1.00	0	28420	11
C2843050004	Sam-Individual Therapy	1.00	0	28430	164
C2851003377	Nutrit Supp Ultracal 4359-06 Ltr	1.00	0	28510	3
C2851010018	Med Nutr Therapy - Initial	1.00	0	28510	6
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**.



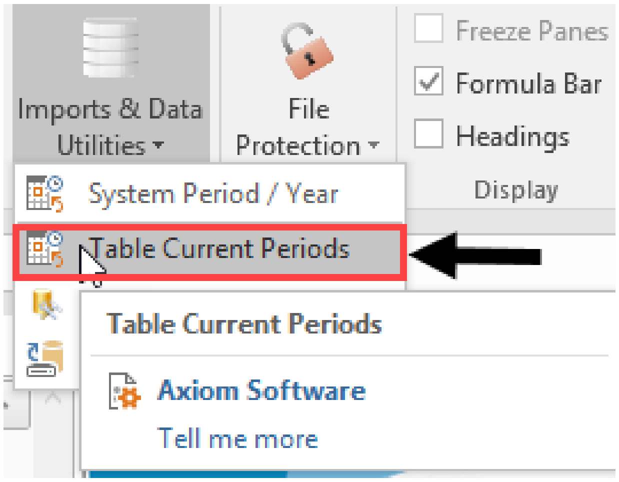
NOTE: You do not need to run this utility using Multipass unless you are a large health system and are noting performance issues when previously running.

Loading Biweekly Payroll data

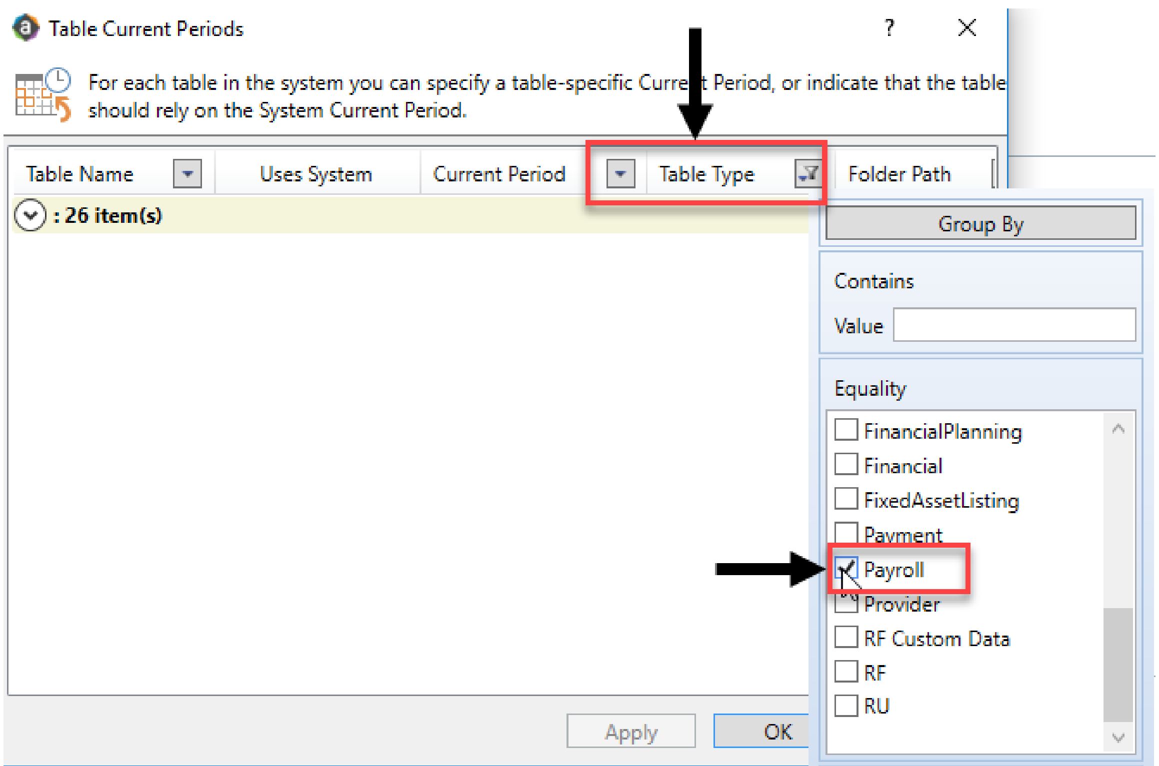
Make sure you create and save the import file to a directory accessible by the Axiom Application server. The file should be saved as LD_MMDDYY_PP. For example, LD_100418_1

To load Biweekly Payroll data:

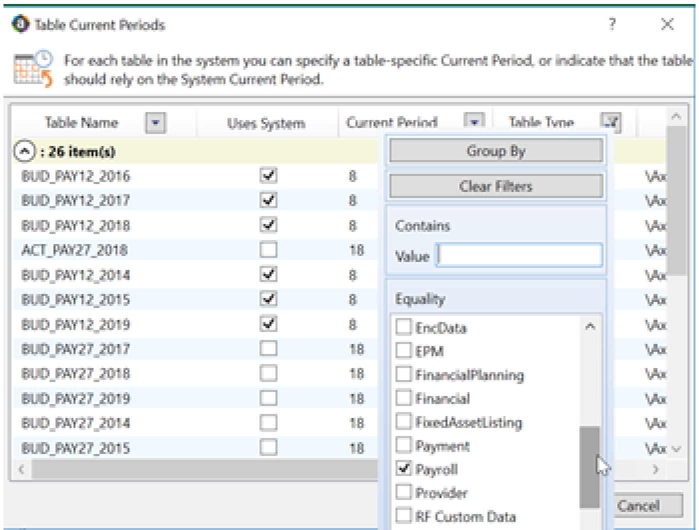
1. In the **Admin** ribbon tab, click **Imports & Data Utilities** > **Table Current Periods**.



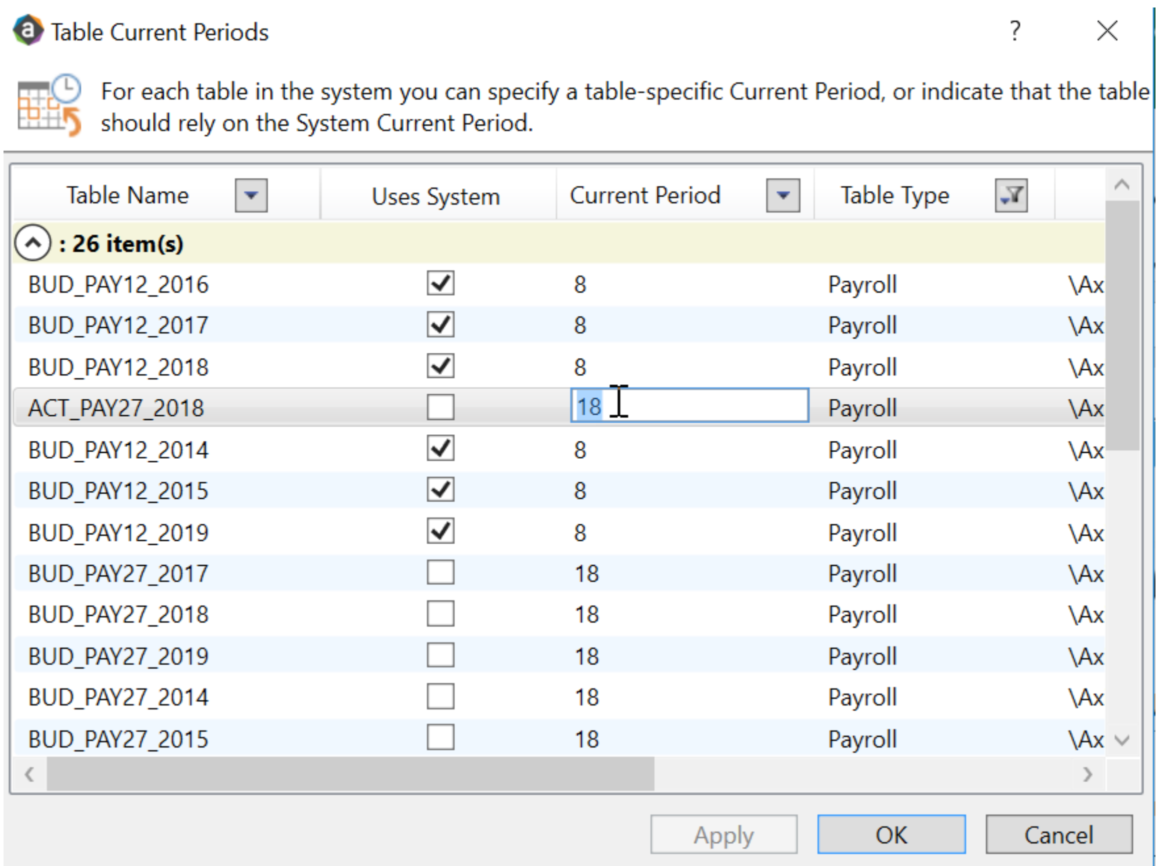
2. Filter using the Table Type, and select **Payroll**.



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

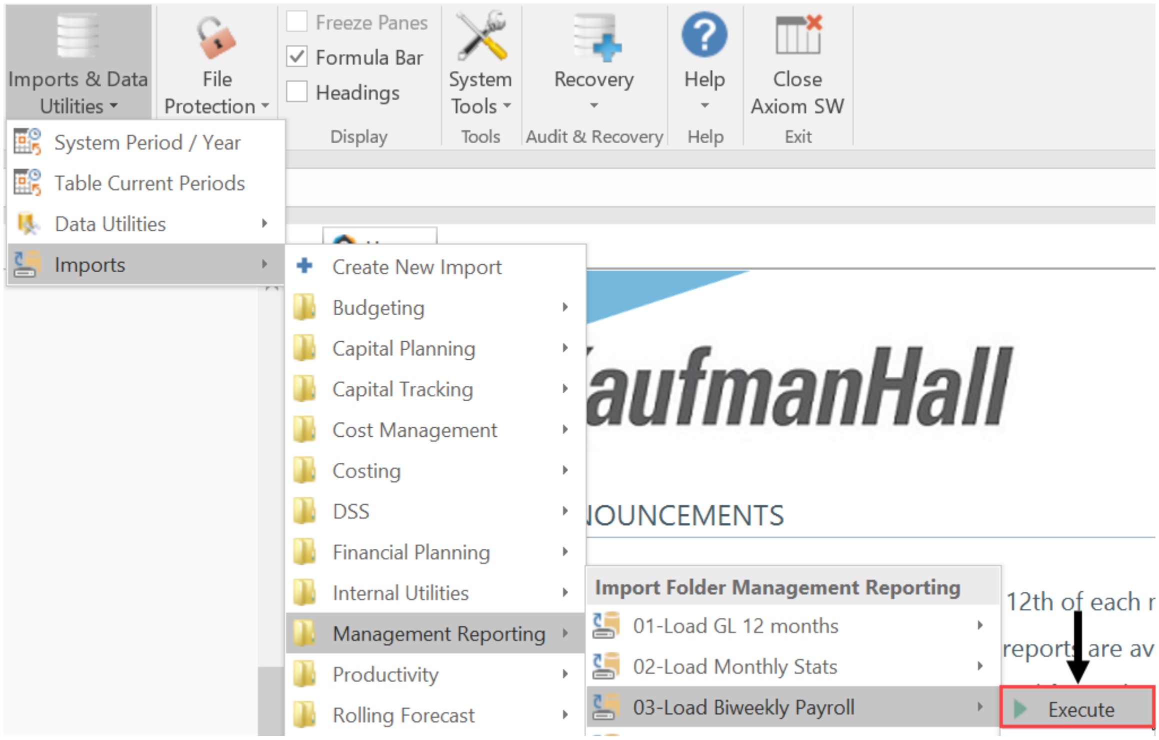


4. In the **Table Current Periods** dialog, double-click the current period for the table, and type the new period.

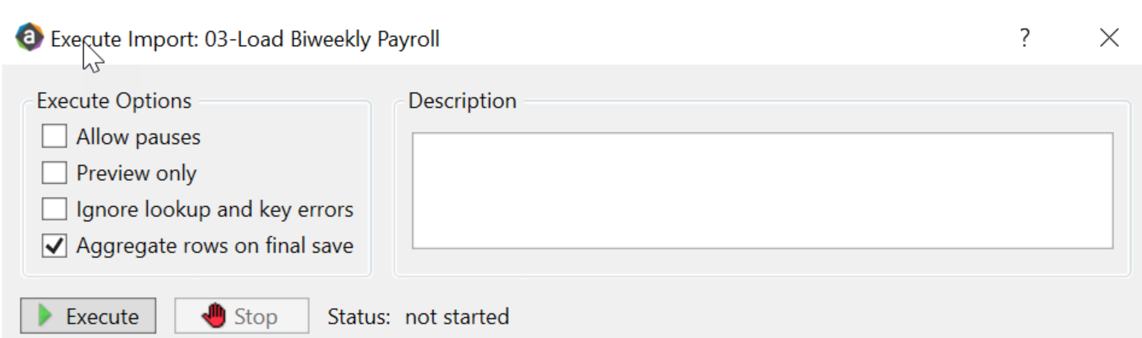


5. When you have finished all the tables, click **OK**.

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



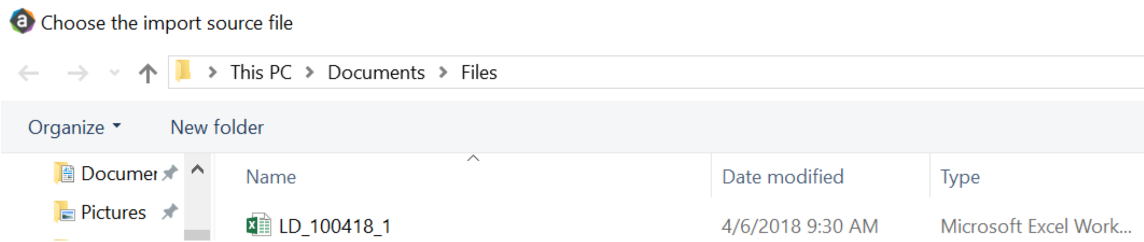
7. In the **Execute Import: 03-Load Biweekly Payroll** dialog, click **Execute**.



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.

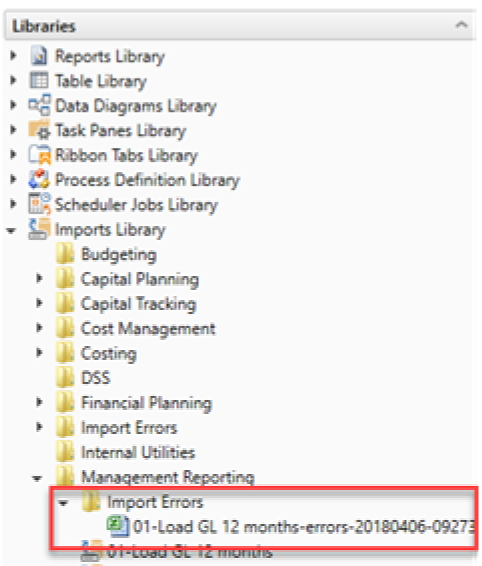


10. If there are any import exceptions, follow the import exceptions remediation from .

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.

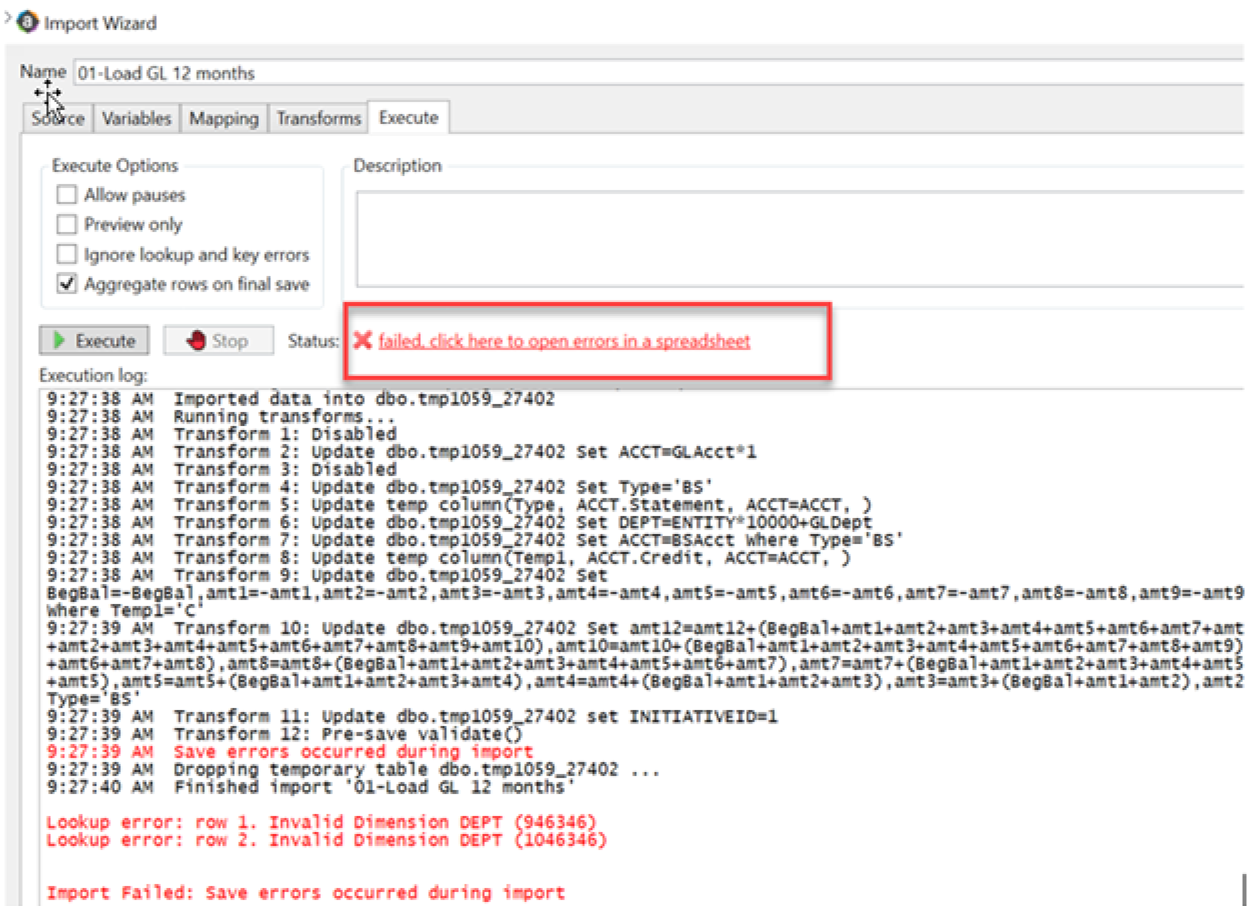


The CSV file shows you which rows of data were invalid within the context of the import data. This error file includes the following:

- 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.

10

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.

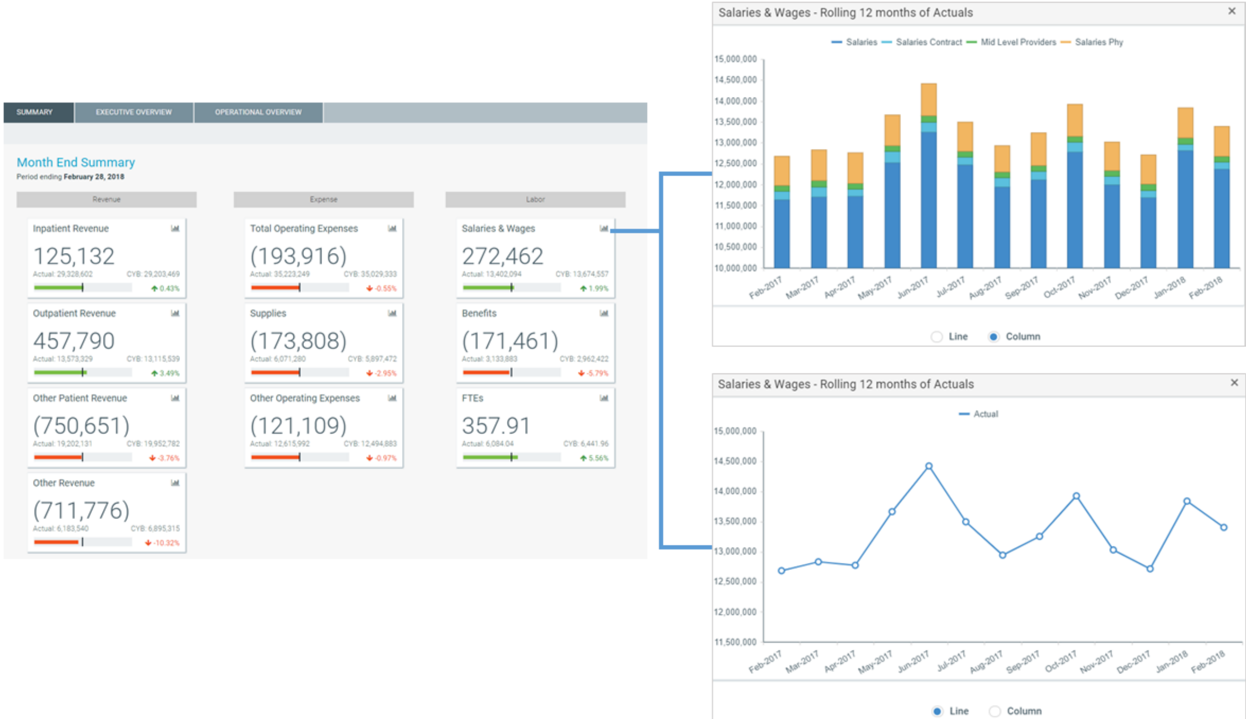
Summary tab

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.

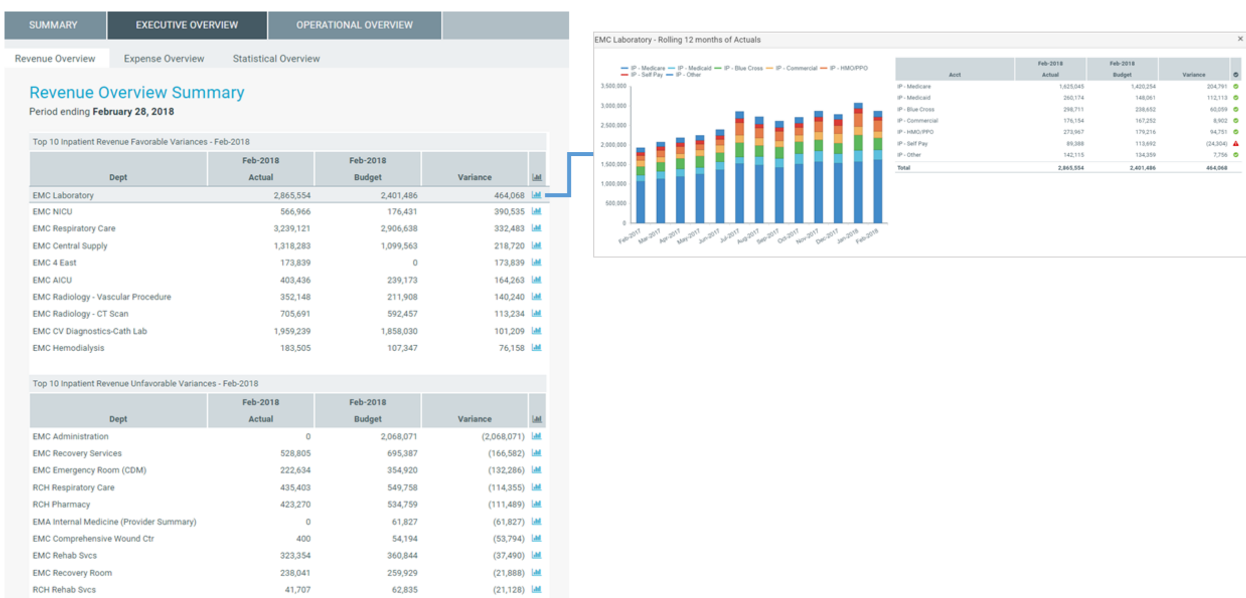
To see a chart of rolling 12 months actuals, click the chart icon in the upper left corner of each box.



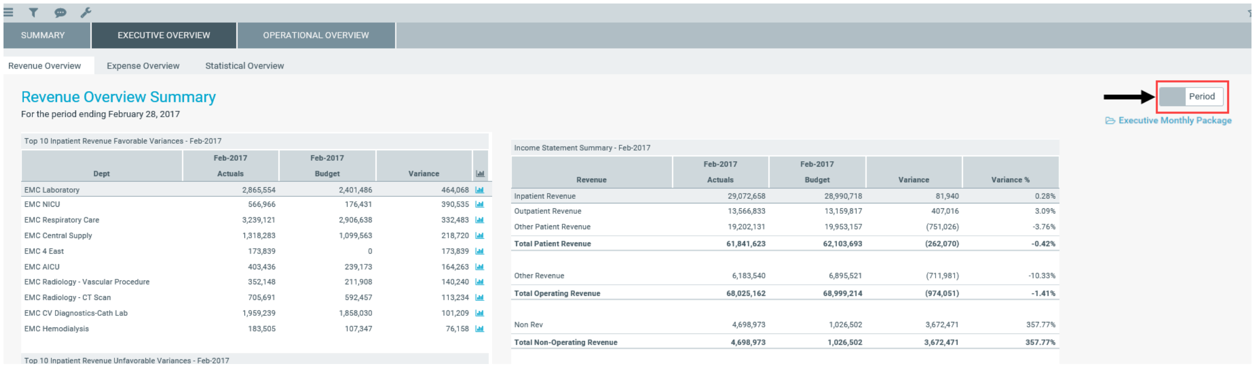
Executive Overview

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.



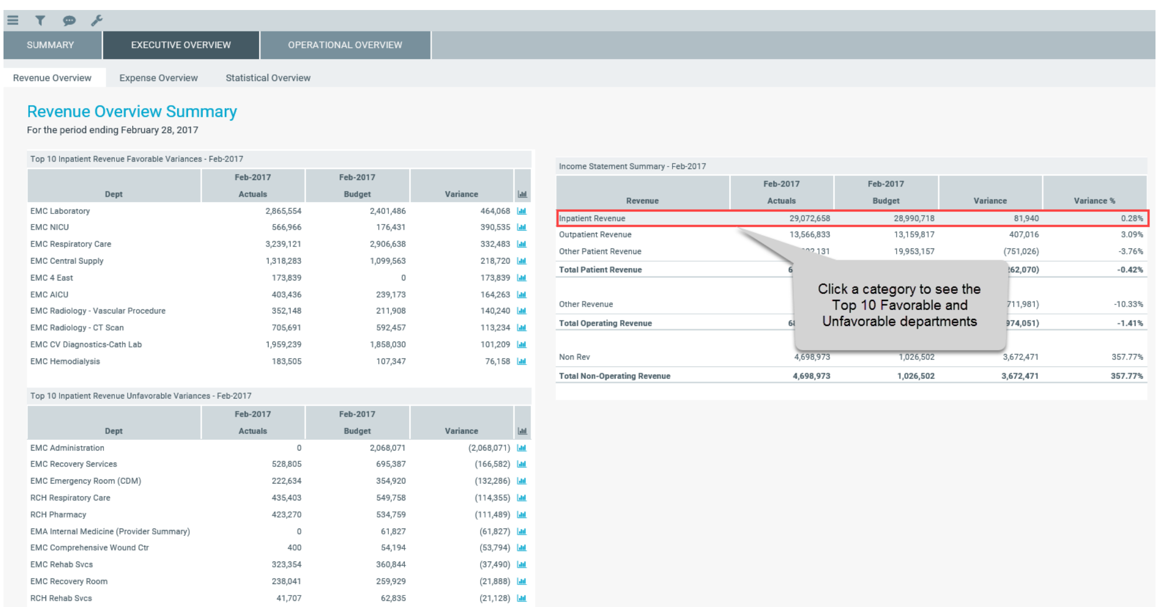
You can also toggle between viewing the data for the period or YTD.



Revenue Overview and Expense Overview tabs

The Revenue Overview and Expense Overview tabs work similarly by displaying the following sections for revenue and expenses:

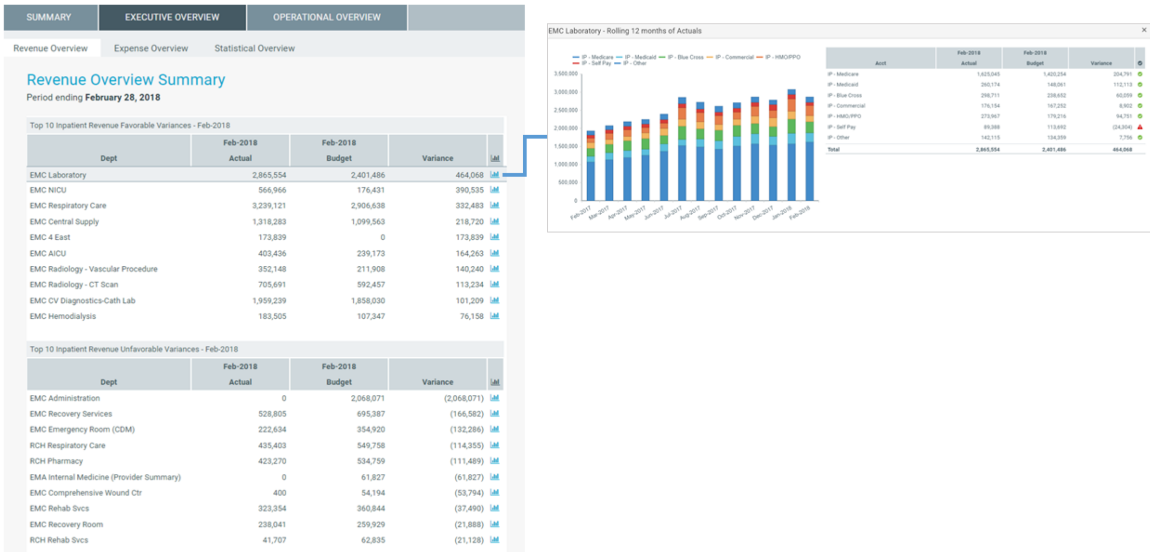
- **Income Statement Summary** – Shows the actuals, targets, variance, and variance percentage for inpatient revenue, outpatient revenue, other patient revenue, other revenue, and non-revenue categories. As you click each category, the Top 10 Favorable and Unfavorable sections list the departments that 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

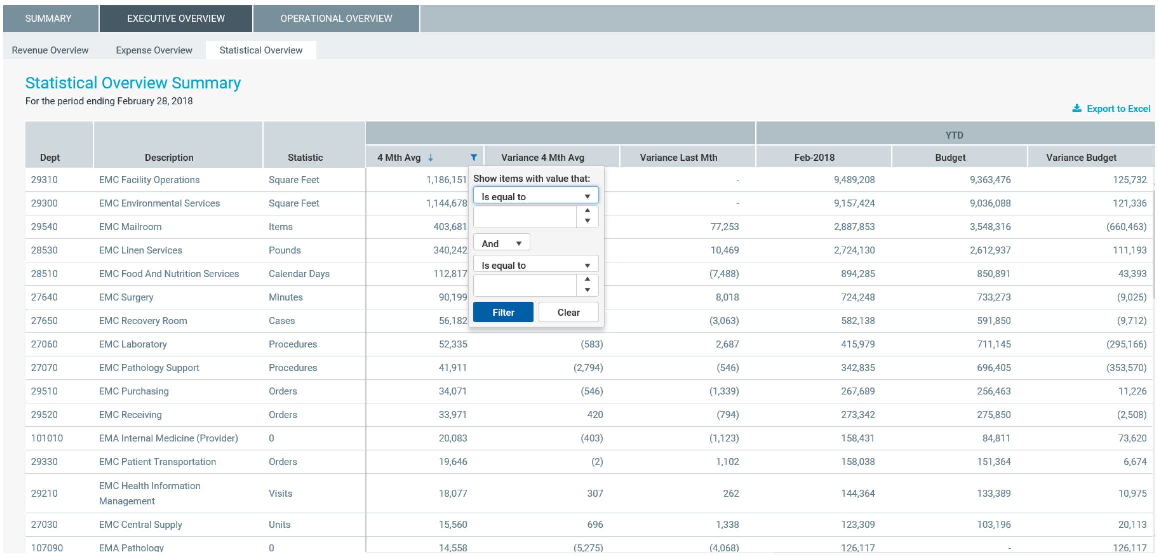
The Statistical Overview tab shows a list of key statistics by department for the selected month and year. This tab shows:

- 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.



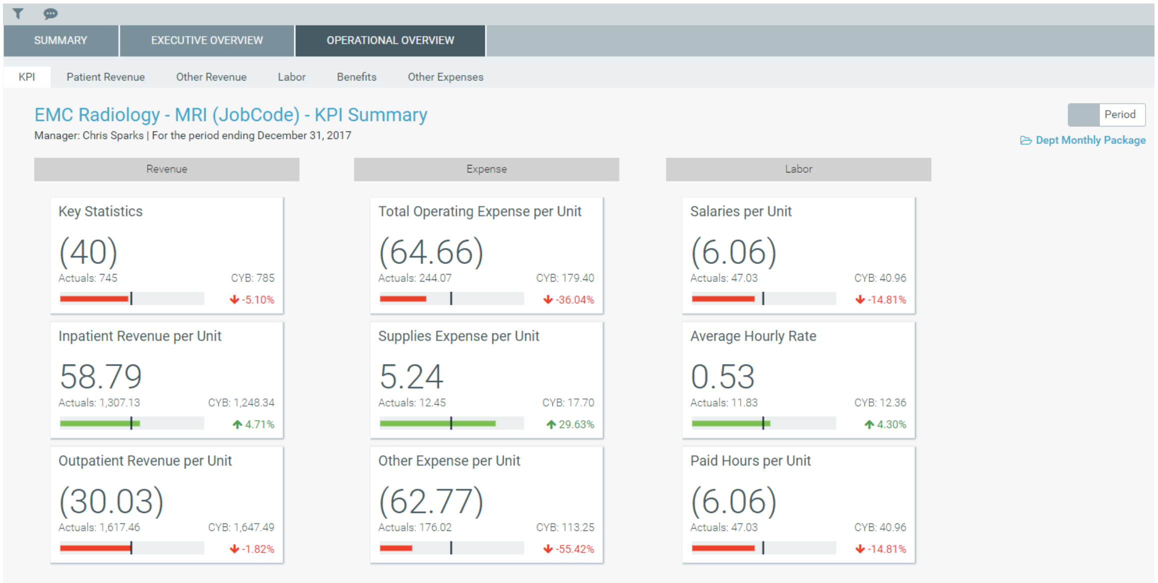
Dept	Description	Statistic	4 Mth Avg	Variance 4 Mth Avg	Variance Last Mth	YTD Feb-2018	YTD Budget	YTD Variance Budget
29310	EMC Facility Operations	Square Feet	1,186,151		-	9,489,208	9,363,476	125,732
29300	EMC Environmental Services	Square Feet	1,144,678		-	9,157,424	9,036,088	121,336
29540	EMC Mailroom	Items	403,681		77,253	2,887,853	3,548,316	(660,463)
28530	EMC Linen Services	Pounds	340,242		10,469	2,724,130	2,612,937	111,193
28510	EMC Food And Nutrition Services	Calendar Days	112,817		(7,488)	894,285	850,891	43,393
27640	EMC Surgery	Minutes	90,199		8,018	724,248	733,273	(9,025)
27650	EMC Recovery Room	Cases	56,182		(3,063)	582,138	591,850	(9,712)
27060	EMC Laboratory	Procedures	52,335	(583)	2,687	415,979	711,145	(295,166)
27070	EMC Pathology Support	Procedures	41,911	(2,794)	(546)	342,835	696,405	(353,570)
29510	EMC Purchasing	Orders	34,071	(546)	(1,339)	267,689	256,463	11,226
29520	EMC Receiving	Orders	33,971	420	(794)	273,342	275,850	(2,508)
101010	EMA Internal Medicine (Provider)	0	20,083	(403)	(1,123)	158,431	84,811	73,620
29330	EMC Patient Transportation	Orders	19,646	(2)	1,102	158,038	151,364	6,674
29210	EMC Health Information Management	Visits	18,077	307	262	144,364	133,389	10,975
27030	EMC Central Supply	Units	15,560	696	1,338	123,309	103,196	20,113
107090	EMA Pathology	0	14,558	(5,275)	(4,068)	126,117	-	126,117

Operational Overview

The Operational Overview tab allows you to view the details regarding how a department is performing by providing data regarding KPIs, patient revenue, expenses, labor, and benefits. This tab includes the following sub-tabs:

KPI tab

The KPI tab displays a visual representation of actuals versus target, grouped into Revenue, Labor, and Expense categories. This tab provides KPI visibility into a department for the current period and year. You can also access the Dept Monthly Package from this tab.

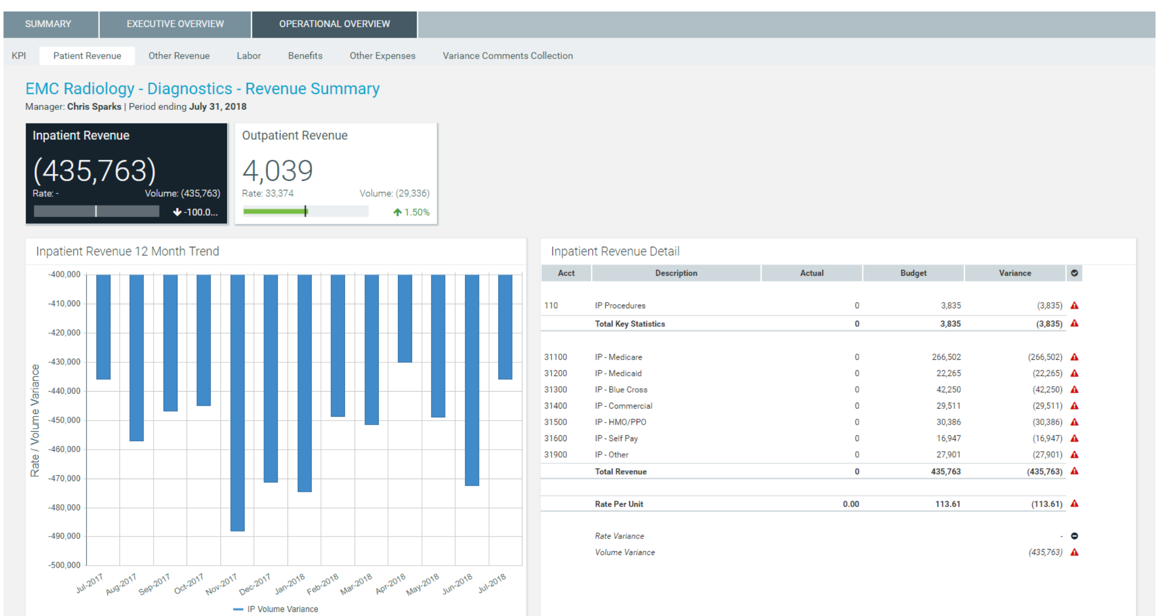


Patient Revenue tab

The Revenue tab displays inpatient and outpatient revenue, broken out by rate and volume variance.

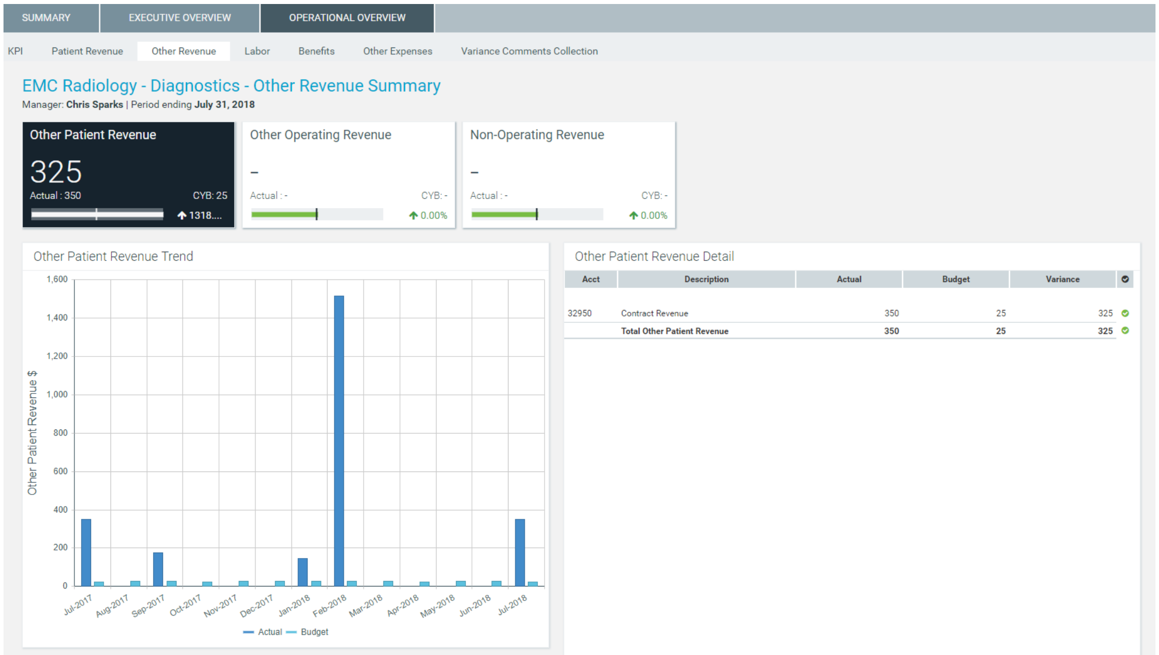
To view the 12-month revenue trend and details, click the **Inpatient Revenue** and **Outpatient Revenue** boxes.

To view actuals for the period or Year to Date, click the Period/YTD toggle in the upper right corner of the page.



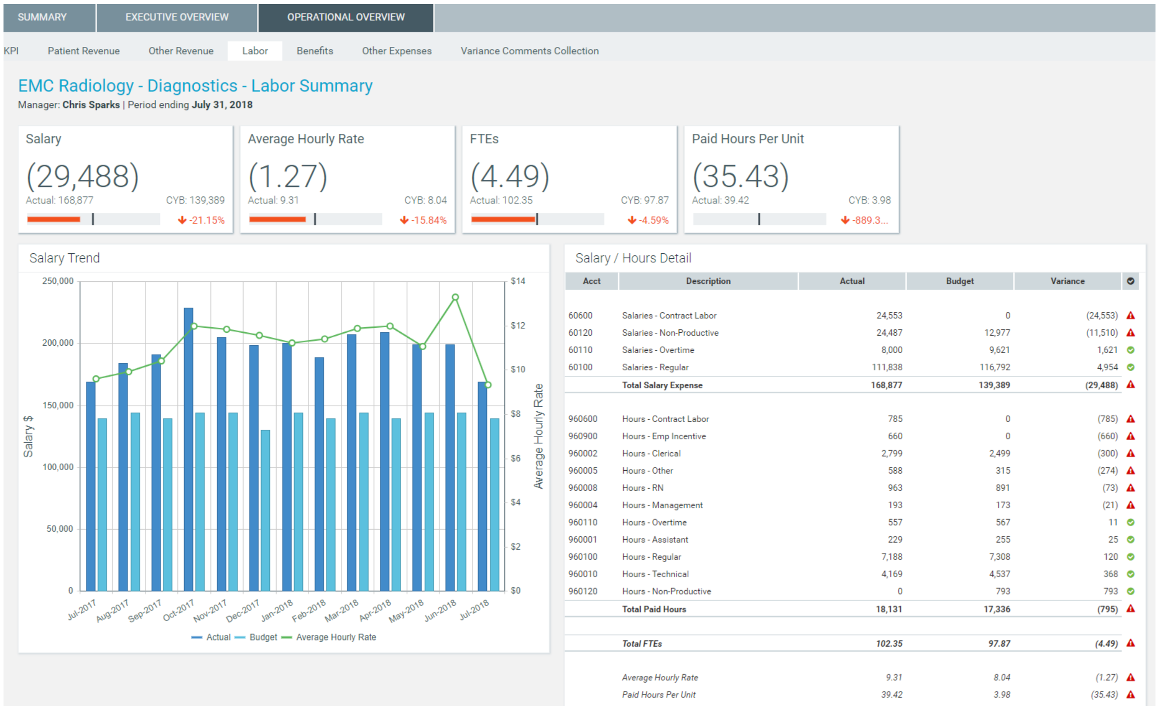
Other Revenue

The Other Revenue displays other patient, operating, and non-operating revenue. Click the boxes to view the 12-month revenue trend for the associated revenue category.



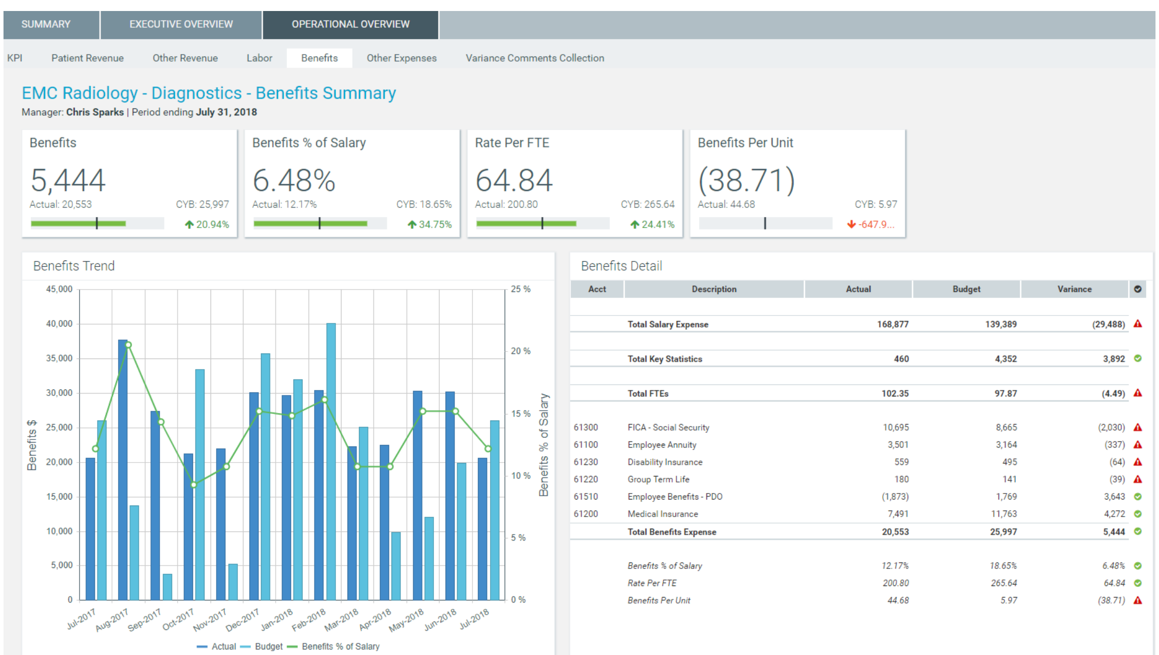
Labor tab

The Labor tab displays an overview of labor expenses excluding benefits. This tab shows salaries, the average hourly rate, FTEs, and the paid hours per unit. The tab also shows the salary and hour details as well as KPIs.



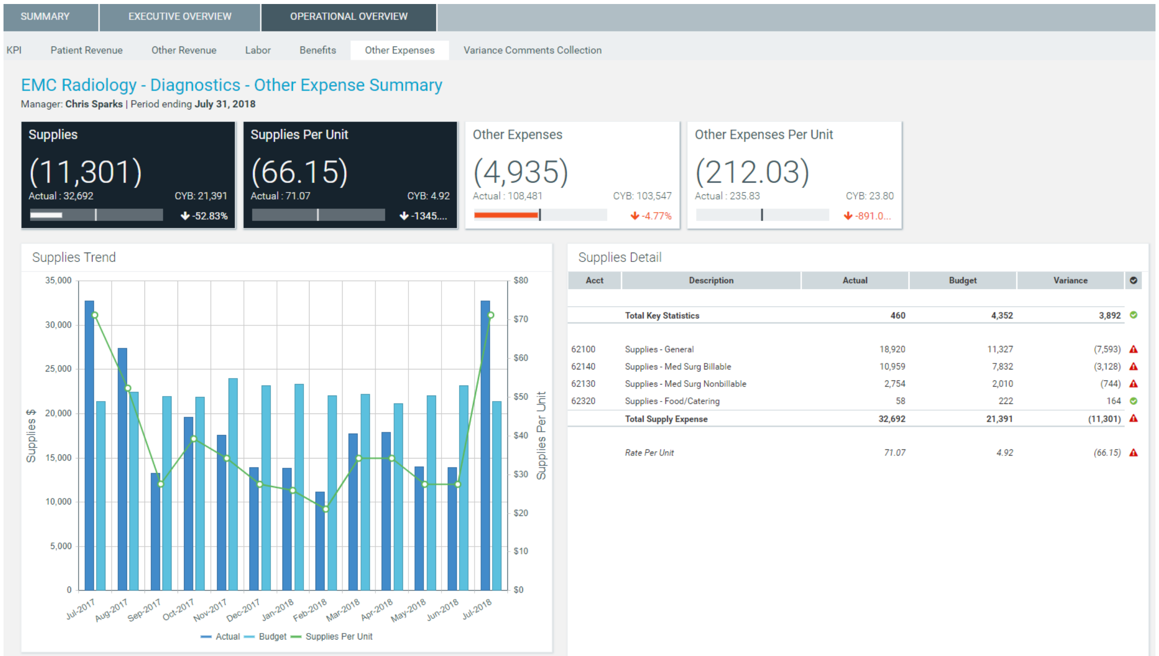
▶ Benefits tab

The Benefits tab displays benefit information including benefits, percentage of salaries, rate per FTE, and benefits per unit. The tab also displays details for each benefit type as well as KPIs.

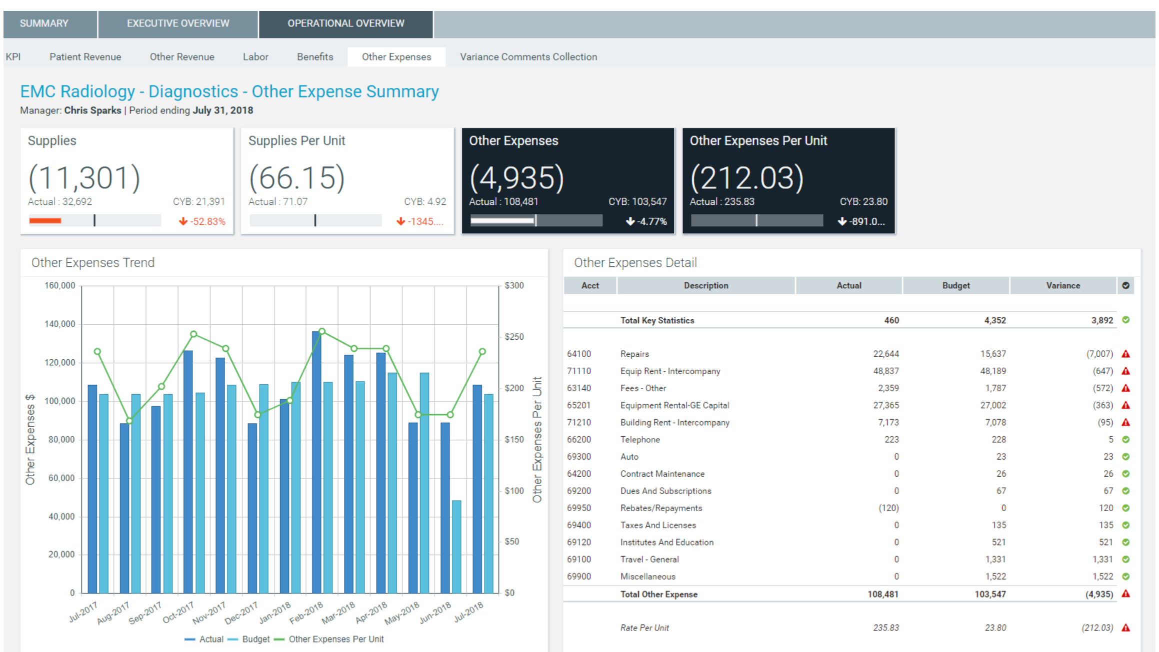


Other Expenses tab

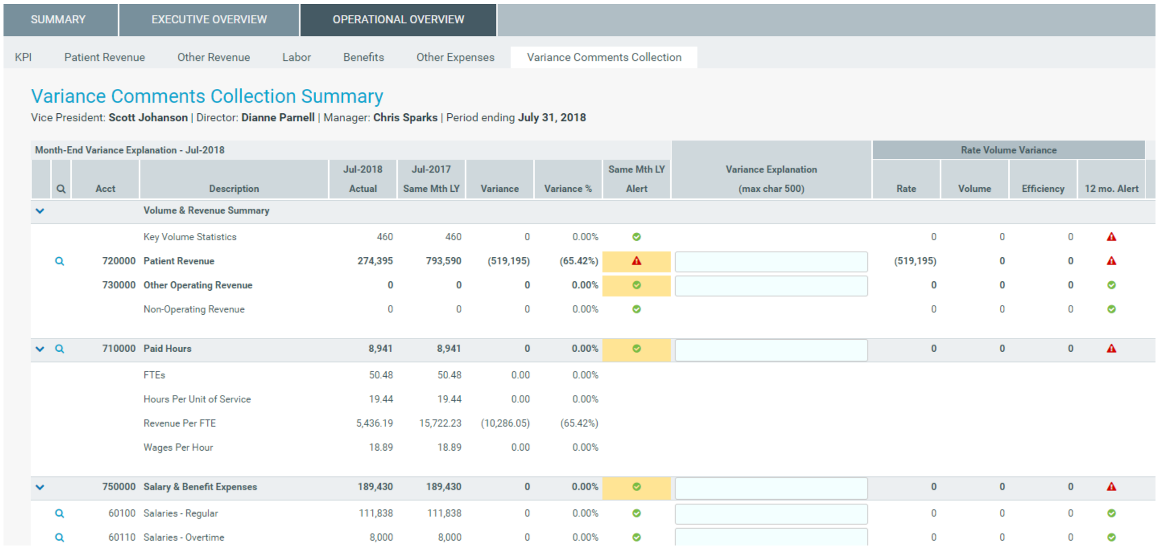
Supplies view



Other Expenses view

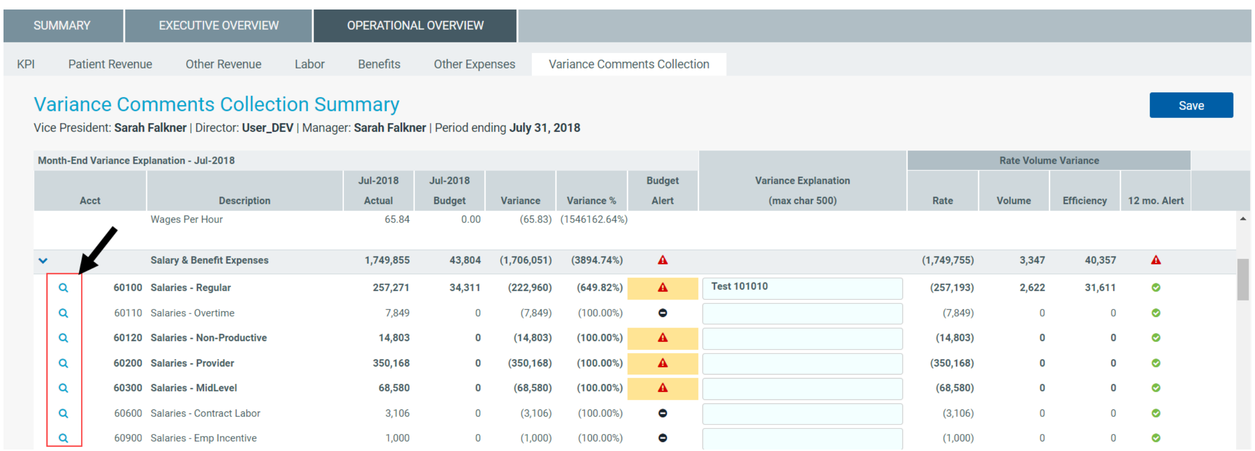


Variance Comments Collection

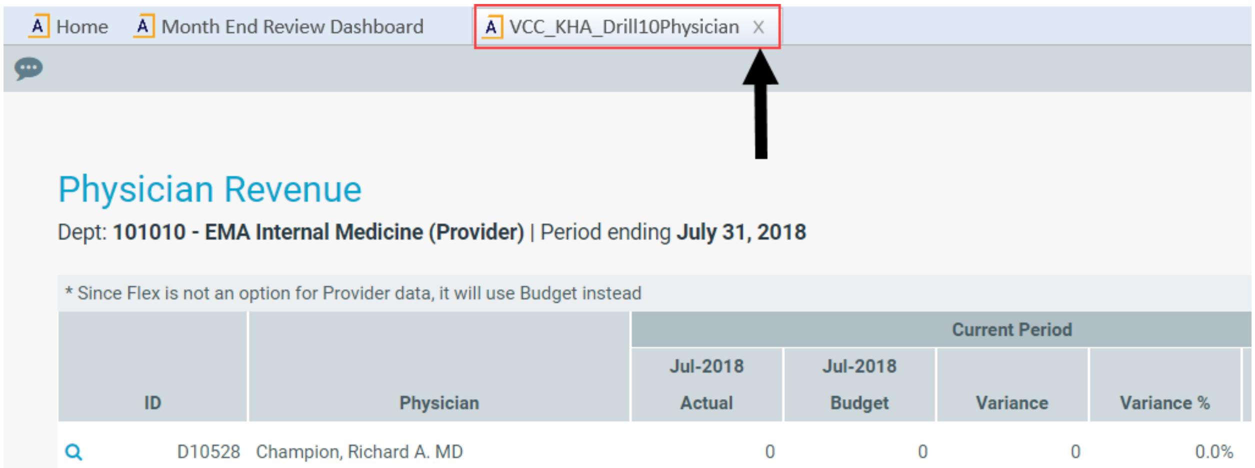


Drilling data

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.



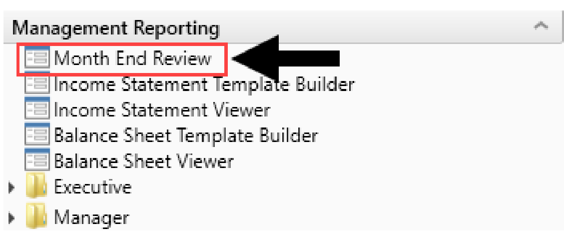
To open a drill, double-click the magnifying glass icon. The system opens a separate tab with the drill information. Click the X in the tab to close the drill.



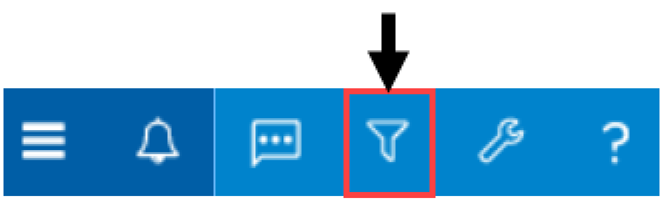
Viewing and filtering the Month End Review dashboard

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**.

11

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.

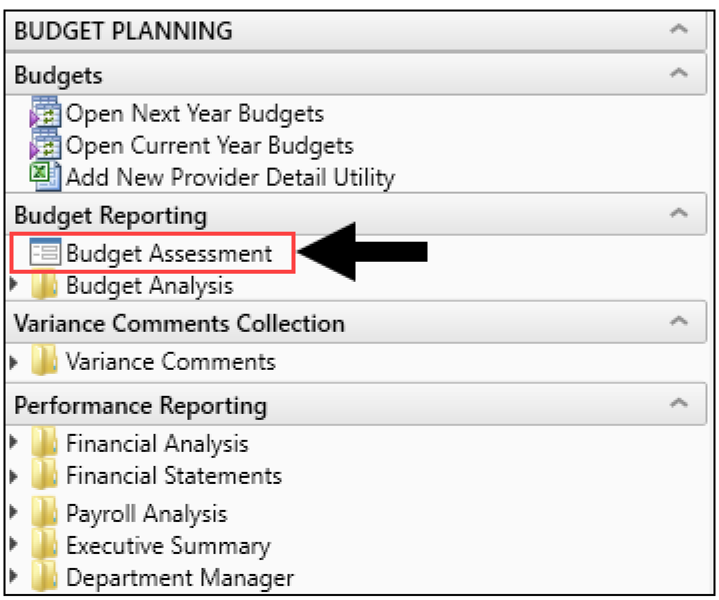
NOTE: This feature requires a license for Axiom Comparative Analytics.

Opening the dashboard

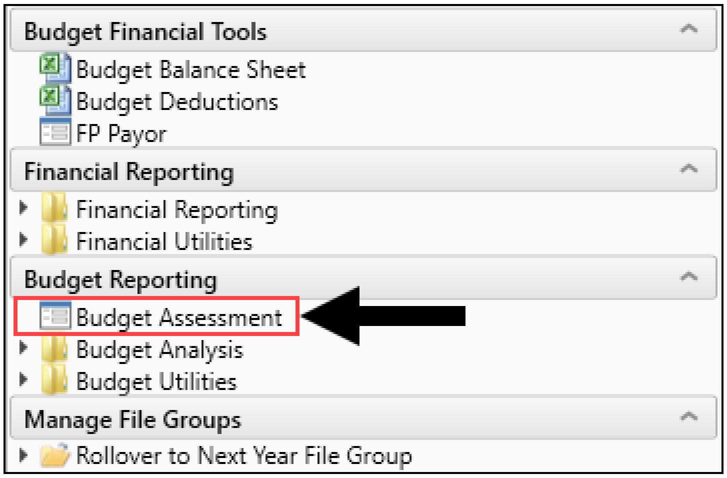
Users must be assigned either the Budget Admin or Budget User role plus the Comparative Analytics - Dept role to use the dashboard.

To open the dashboard:

In the **Budgeting** or **Bud Admin** task pane, in the **Budget Reporting** section, double-click **Budget Assessment**.



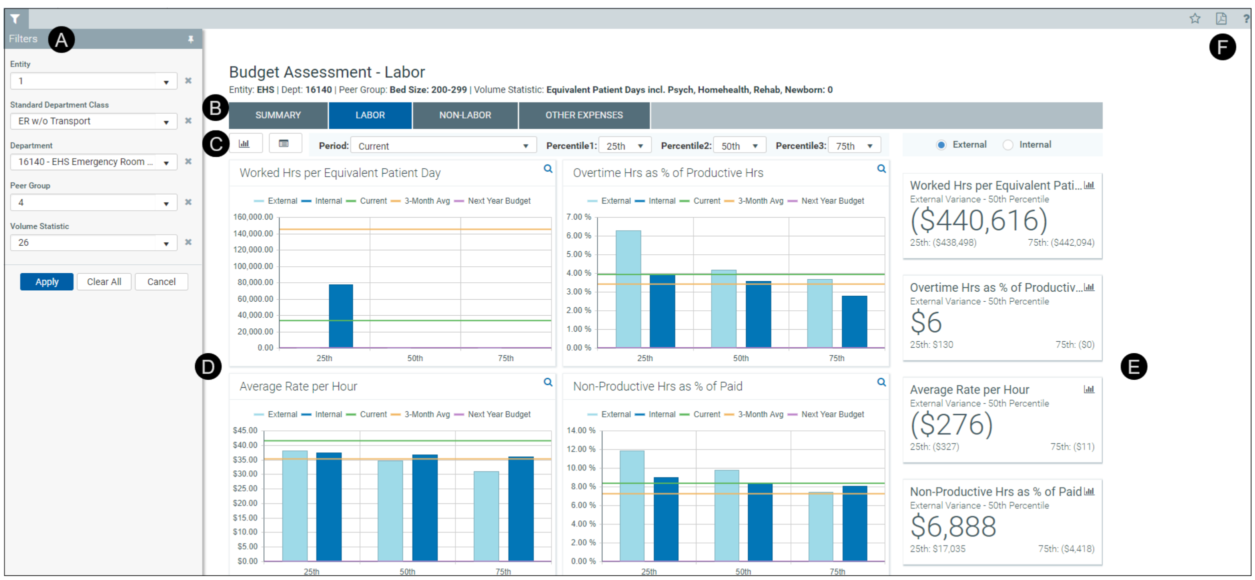
Location of dashboard in Budgeting task pane



Location of dashboard in Bud Admin task pane

Using the dashboard

The dashboard is comprised of the following areas:

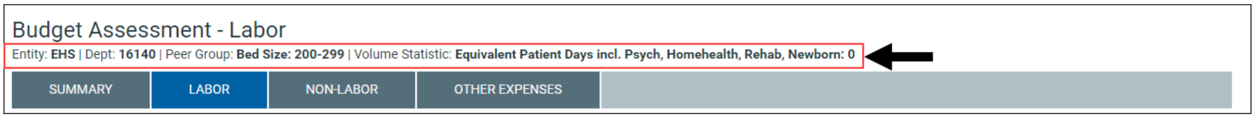


A Filters

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

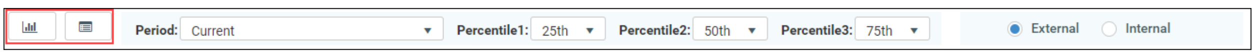
Budget comparison data is segmented into four areas: Summary, Labor, Non-Labor, and Other Expenses. Click any of the tabs to view the data comparison charts and KPIs.

C Data Controls

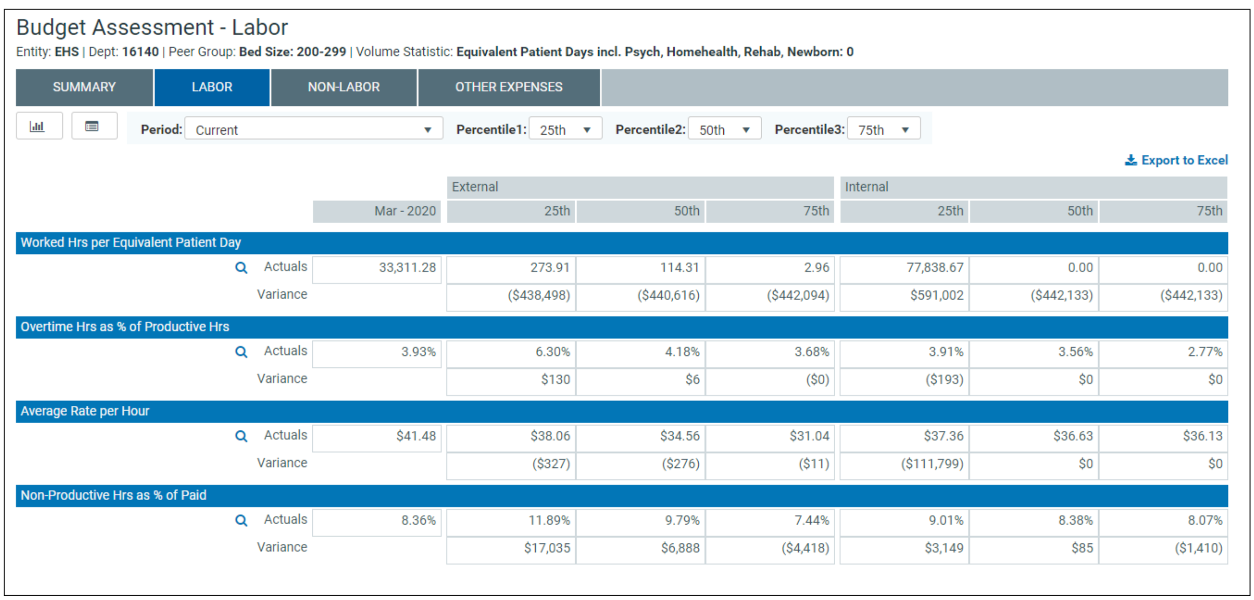
The section below the tabs and above the data charts includes controls that allow you to customize the report data.

Graph and data view

Toggle between viewing graphical and detailed data.



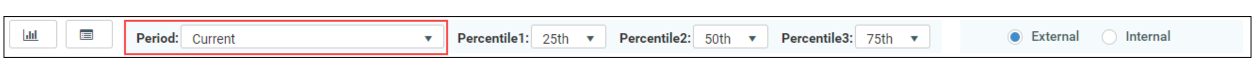
These categories listed are the same for both the graph view and the data view.



			External			Internal		
		Mar - 2020	25th	50th	75th	25th	50th	75th
Worked Hrs per Equivalent Patient Day								
	Actuals	33,311.28	273.91	114.31	2.96	77,838.67	0.00	0.00
	Variance		($438,498)	($440,616)	($442,094)	$591,002	($442,133)	($442,133)
Overtime Hrs as % of Productive Hrs								
	Actuals	3.93%	6.30%	4.18%	3.68%	3.91%	3.56%	2.77%
	Variance		$130	$6	($0)	($193)	$0	$0
Average Rate per Hour								
	Actuals	$41.48	$38.06	$34.56	$31.04	$37.36	$36.63	$36.13
	Variance		($327)	($276)	($11)	($111,799)	$0	$0
Non-Productive Hrs as % of Paid								
	Actuals	8.36%	11.89%	9.79%	7.44%	9.01%	8.38%	8.07%
	Variance		$17,035	$6,888	($4,418)	$3,149	$85	($1,410)

Period

Select the period in which to view data.



Percentiles

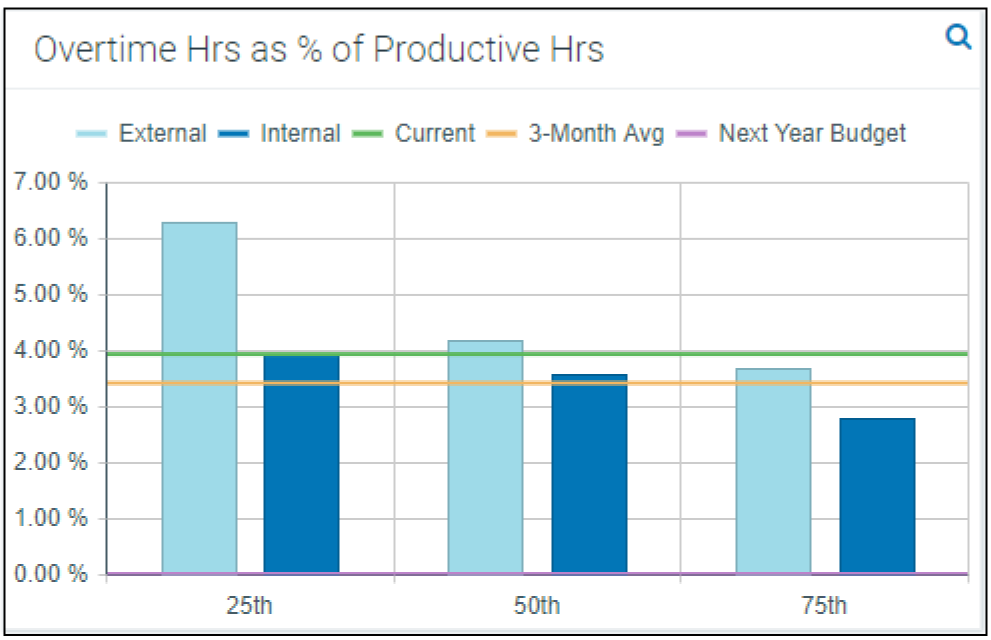
Select the percentiles to use to display the dollar variance between each of the percentiles in the KPI section of the dashboard and determine what data displays in the charts.

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.

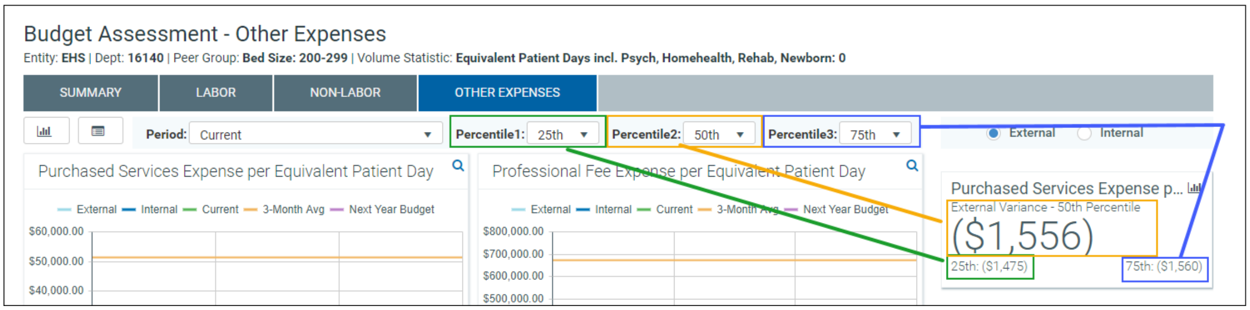


To view the detailed data behind this graph, click the magnifying glass icon in the upper right corner of the screen. This opens the Metric Explorer dashboard. For more information, see Working with the Metric Explorer dashboard.

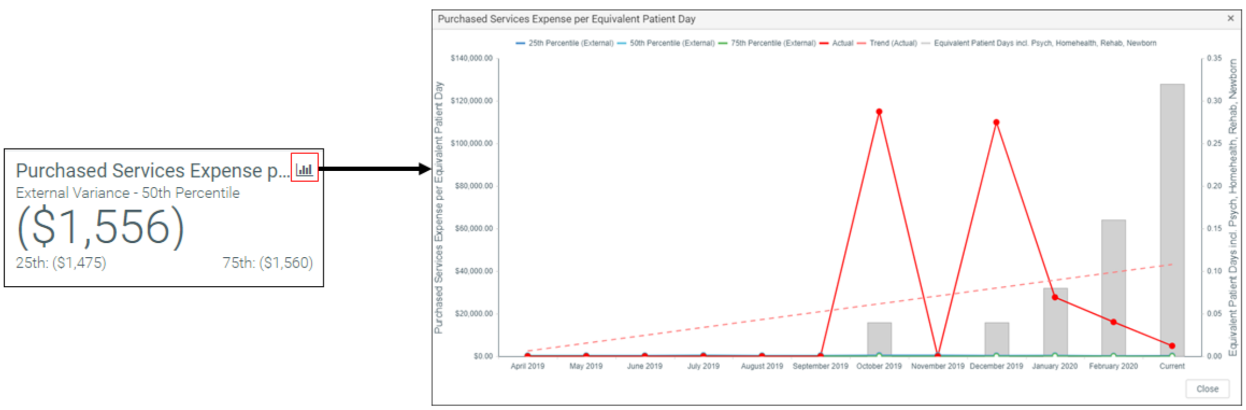
Key Performance Indicators (KPIs)

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.

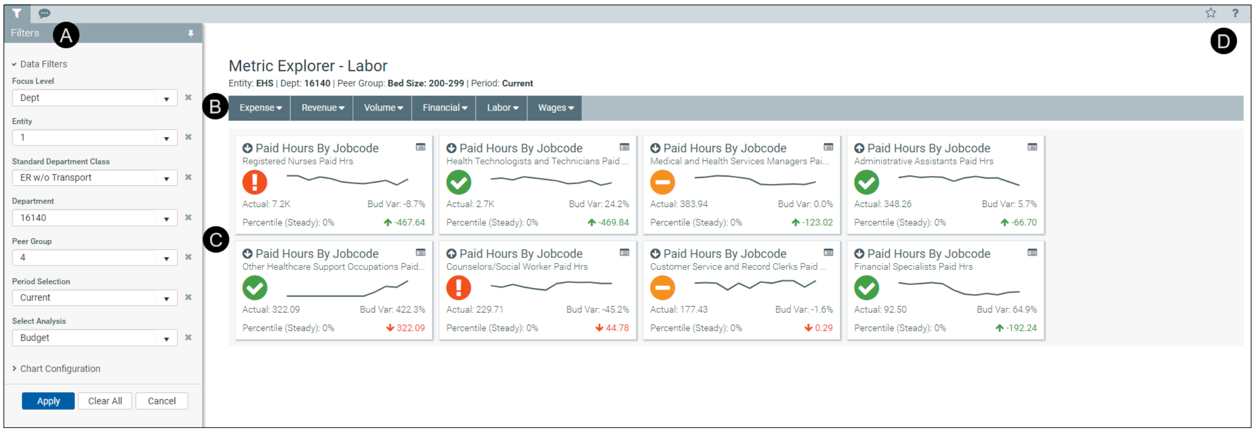


Working with the Metric Explorer dashboard

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

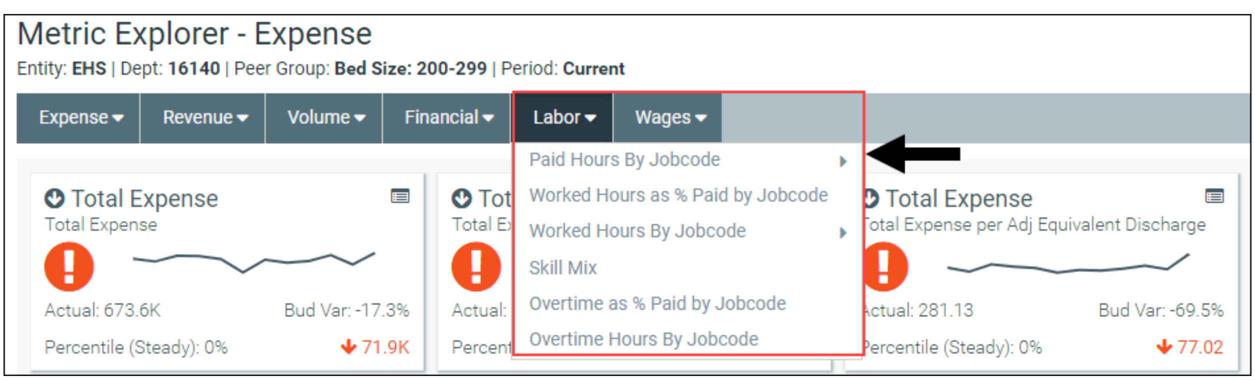
Do any of the following:

- 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.

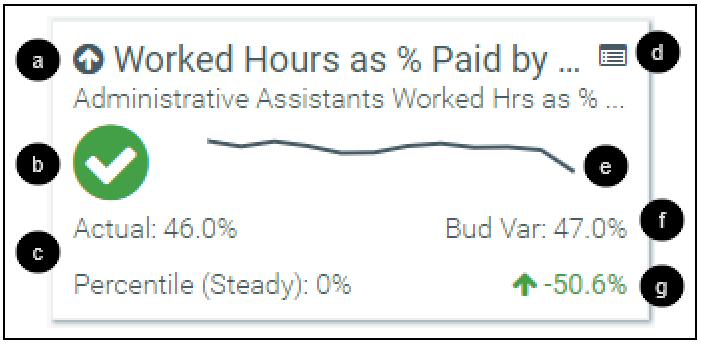
B Tabs

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.



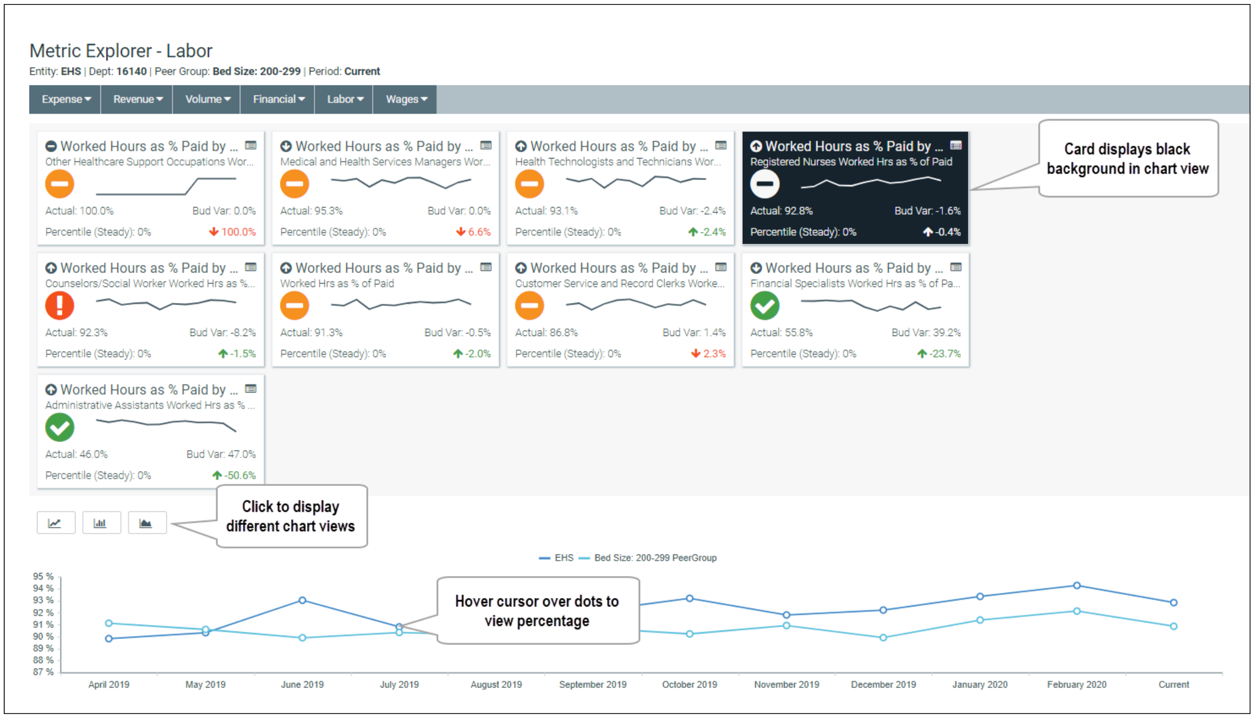
C Key Performance Indicators (KPIs)

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.

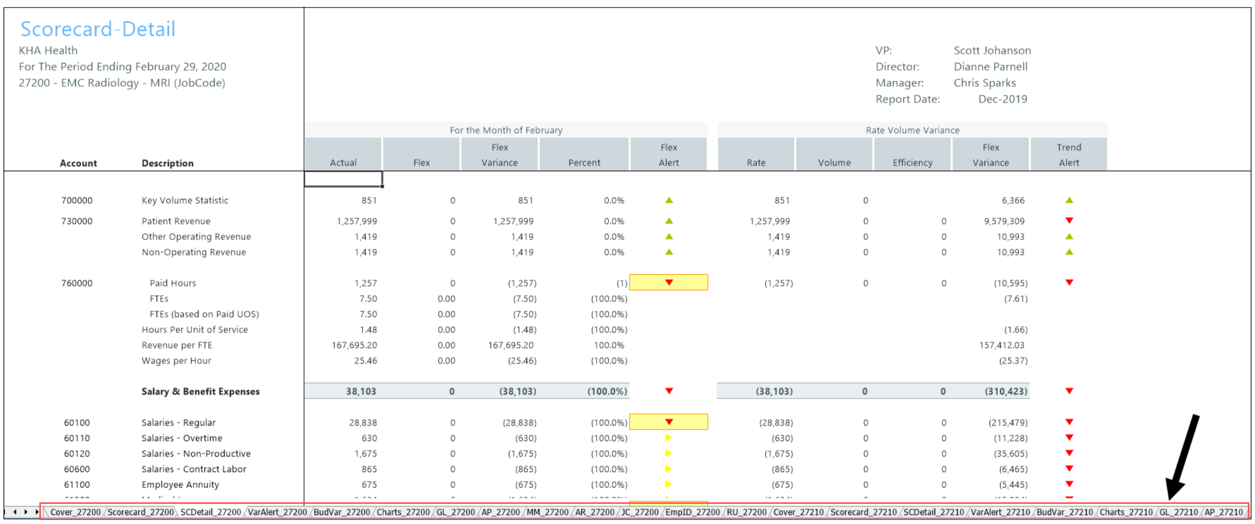
Click the KPI card to view different charts associated with the data. When the chart view is activated, the card displays a black background. Beneath the cards, the dashboard provides three different chart view options in which to view the card data. Hover your cursor over each dot in any of the graphs to view the percentage details. To exit the chart view, click the card again.



12

Understanding the Executive Monthly Package

To help speed up report processing and distribution, you can generate executive-level reports by using the Executive Monthly Package, which combines all of the individual reports into one file. Each tab in the workbook represents a different report.



Scorecard-Detail
KHA Health
For The Period Ending February 29, 2020
27200 - EMC Radiology - MRI (JobCode)

VP: Scott Johanson
Director: Dianne Parnell
Manager: Chris Sparks
Report Date: Dec-2019

		For the Month of February					Rate Volume Variance				
Account	Description	Actual	Flex	Flex Variance	Percent	Flex Alert	Rate	Volume	Efficiency	Flex Variance	Trend Alert
700000	Key Volume Statistic	851	0	851	0.0%		851	0		6,366	
730000	Patient Revenue	1,257,999	0	1,257,999	0.0%		1,257,999	0	0	9,579,309	
	Other Operating Revenue	1,419	0	1,419	0.0%		1,419	0	0	10,993	
	Non-Operating Revenue	1,419	0	1,419	0.0%		1,419	0	0	10,993	
760000	Paid Hours	1,257	0	(1,257)	(1)		(1,257)	0	0	(10,595)	
	FTEs	7.50	0.00	(7.50)	(100.0%)					(7.61)	
	FTEs (based on Paid UOS)	7.50	0.00	(7.50)	(100.0%)						
	Hours Per Unit of Service	1.48	0.00	(1.48)	(100.0%)					(1.66)	
	Revenue per FTE	167,695.20	0.00	167,695.20	100.0%					157,412.03	
	Wages per Hour	25.46	0.00	(25.46)	(100.0%)					(25.37)	
	Salary & Benefit Expenses	**38,103**	**0**	**(38,103)**	**(100.0%)**		**(38,103)**	**0**	**0**	**(310,423)**	
60100	Salaries - Regular	28,838	0	(28,838)	(100.0%)		(28,838)	0	0	(215,479)	
60110	Salaries - Overtime	630	0	(630)	(100.0%)		(630)	0	0	(11,228)	
60120	Salaries - Non-Productive	1,675	0	(1,675)	(100.0%)		(1,675)	0	0	(35,605)	
60600	Salaries - Contract Labor	865	0	(865)	(100.0%)		(865)	0	0	(6,465)	
61100	Employee Annuity	675	0	(675)	(100.0%)		(675)	0	0	(5,445)	

Cover_27200 / Scorecard_27200 / SCDetail_27200 / VarAlert_27200 / BudVar_27200 / Charts_27200 / GL_27200 / AP_27200 / MM_27200 / AR_27200 / JC_27200 / EmpID_27200 / RU_27200 / Cover_27210 / Scorecard_27210 / SCDetail_27210 / VarAlert_27210 / BudVar_27210 / Charts_27210 / GL_27210 / AP_27210

You can then process and email the report to the appropriate management personnel and attach the report file or a link to a directory. You can run the report generation process manually or set up a Scheduler job to process the reports automatically at certain times of the month.

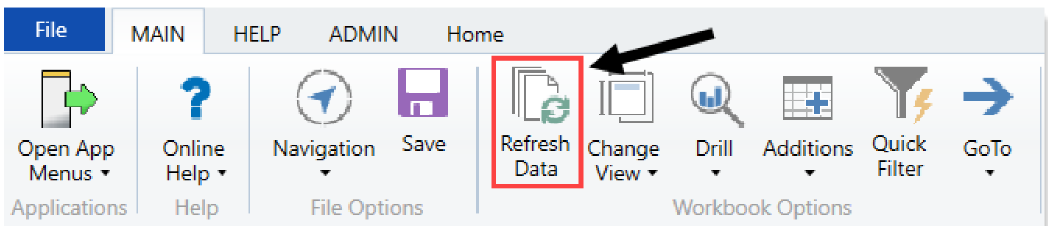
For descriptions of each report included in the Executive Monthly Package, see Reports in the Executive Monthly Package.

Configuring the Executive Monthly Package report

Use this utility to select and combine the multiple executive reports into a single report, which you can then distribute multiple ways - including sending an email with the attached report or a link to the directory where the report is stored. For a description of each report included in this package, see Reports in the Executive Monthly Package.

To configure the Executive Monthly Package report:

1. Navigate to one of the following:
    - In the **Mgmt Admin** task pane, in the **Management Reporting** section, click **Executive**, and double-click **Executive Monthly Package**.
    - In the **Mgmt Report** task pane, in the **Performance Reporting** section, click **Executive**, and double-click **Executive Monthly Package**.
2. Refresh the data by doing one of the following:
    - In the **Main** ribbon tab, click **Refresh Data**.

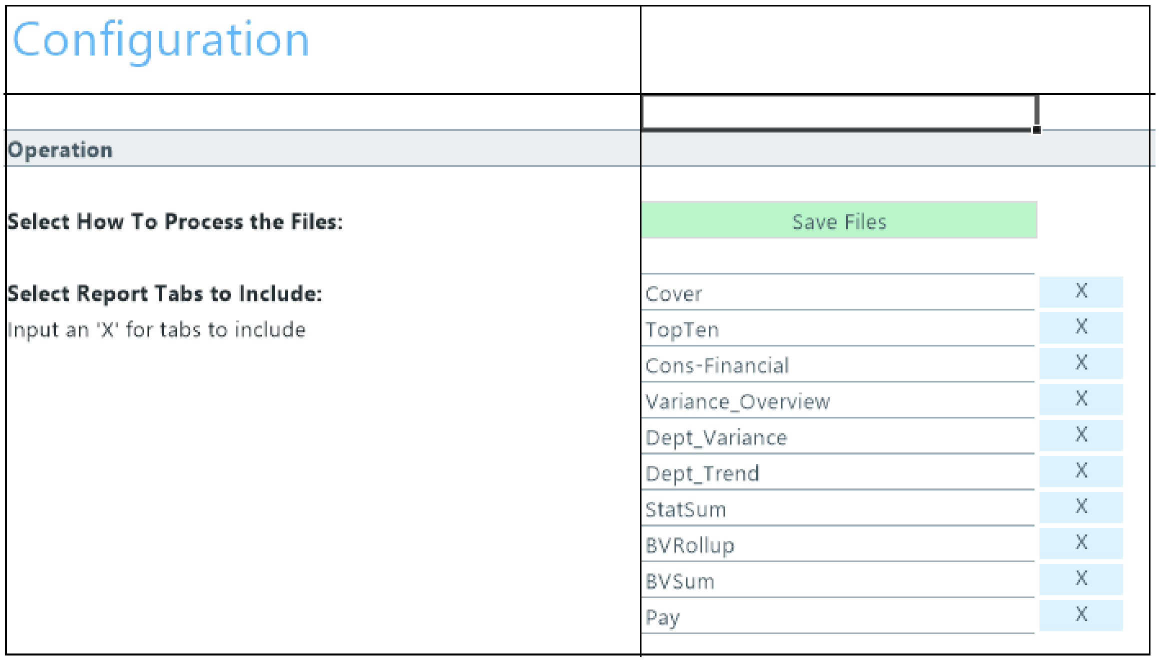


    - Press **F9**.
3. Complete the following refresh variables, and click **OK**:

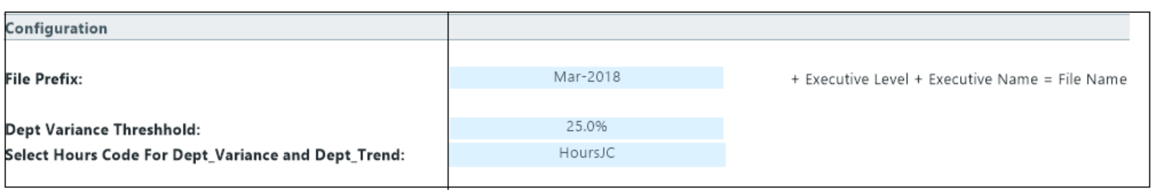
Option	Description
Select Time Comparison	Select **Budget** , **Flex**, **3 Mth Avg**, **Last Month**, or **Last Year**.
Select Method for Projection Option in Trend Reports	Select to populate the projection months by **Budget**, **Current Year Forecast**, or **Last Year Actuals**.
Choose Rollup Level	Select to run the report by **VP** or **Director**.
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.

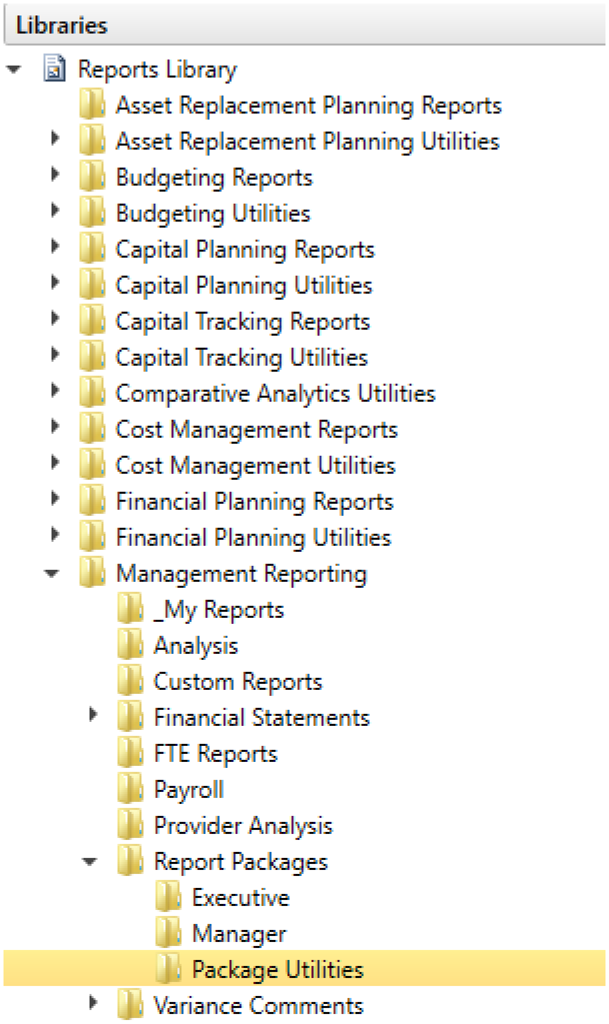
▶ File collect

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.

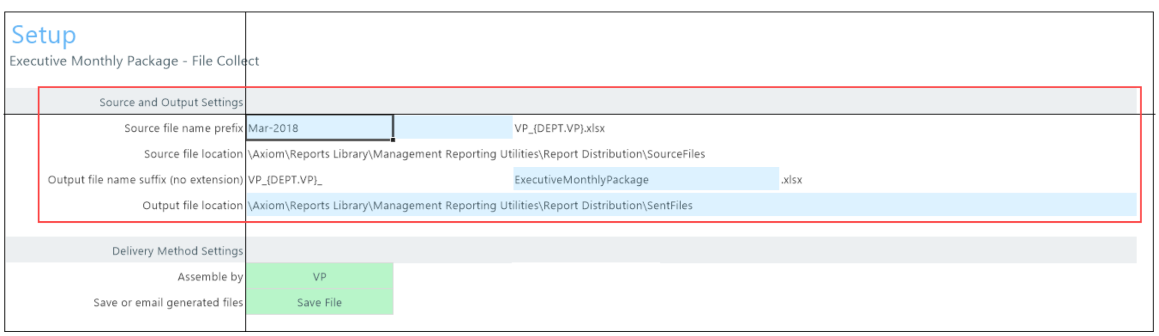
TIP: If you use file collect, you can add it to the Monthly All in One Executive Reporting batch control sheet, which allows you to automate the process of

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**.



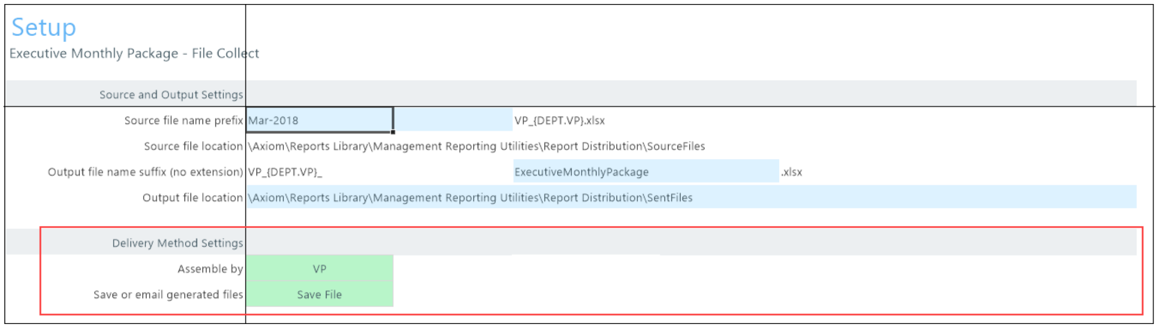
2. Complete the following options in the **Source and Output Settings** section:



Option	Description
Source file name prefix	Edit the source file name prefix, if needed.

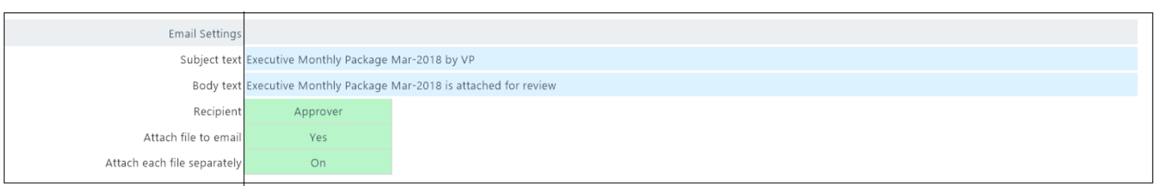
Option	Description
Output file name suffix (no extension)	Edit the file name for report.
Output file location	Enter the location in which to save the generated report file(s).

3. Complete the following options in the **Delivery Methods** section:



Option	Description
Assemble by	Select the 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.
Body text	Type the body text to include in the email.

Option	Description
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.

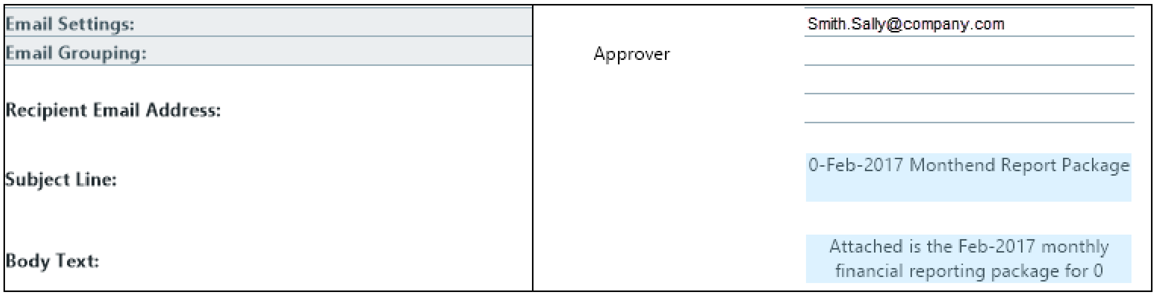
Executive Monthly Package utility

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

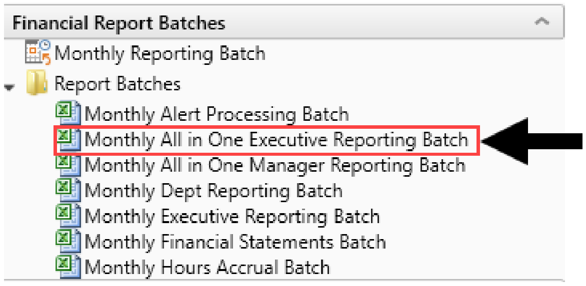
Another way to process the report package is to use a report batch control sheet, which allows you to process multiple reports simultaneously. The system comes preloaded with the Monthly All in One Executive Reporting Batch control sheet, which is pre-configured with the settings needed to run the Executive 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.

13

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.

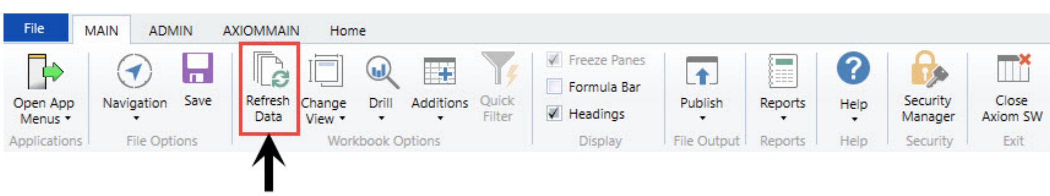
Configuring the Department Monthly Package report

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**.

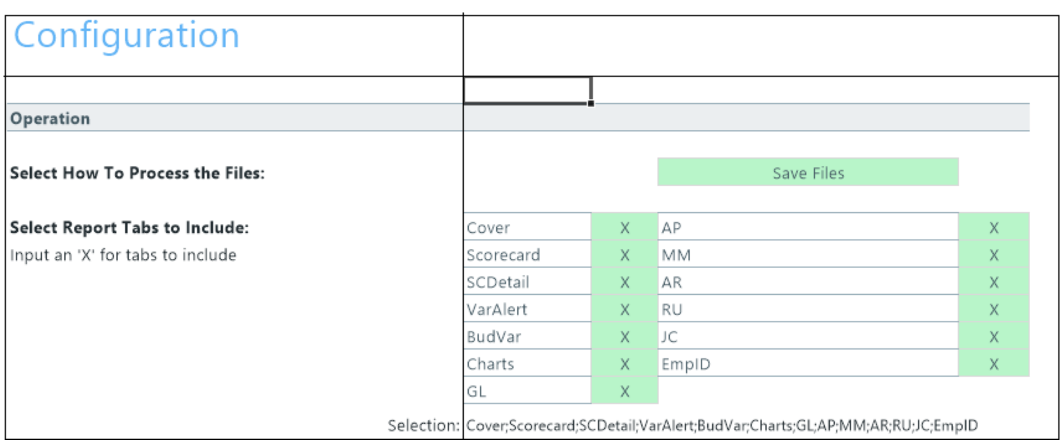


   - Press **F9**.
3. Complete the following refresh variables, and click **OK**:

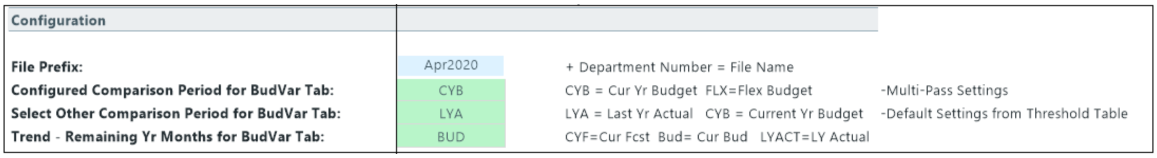
Option	Description
BudVar Report ONLY - Select Comparison Time Series	For comparing to actual amounts within the reports, select either **Budget** (Static Budget) or **Flex** (Flex Budget).
BudVar Report ONLY - Populate Remaining Months with...	To populate remaining months in your trend report, select **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.

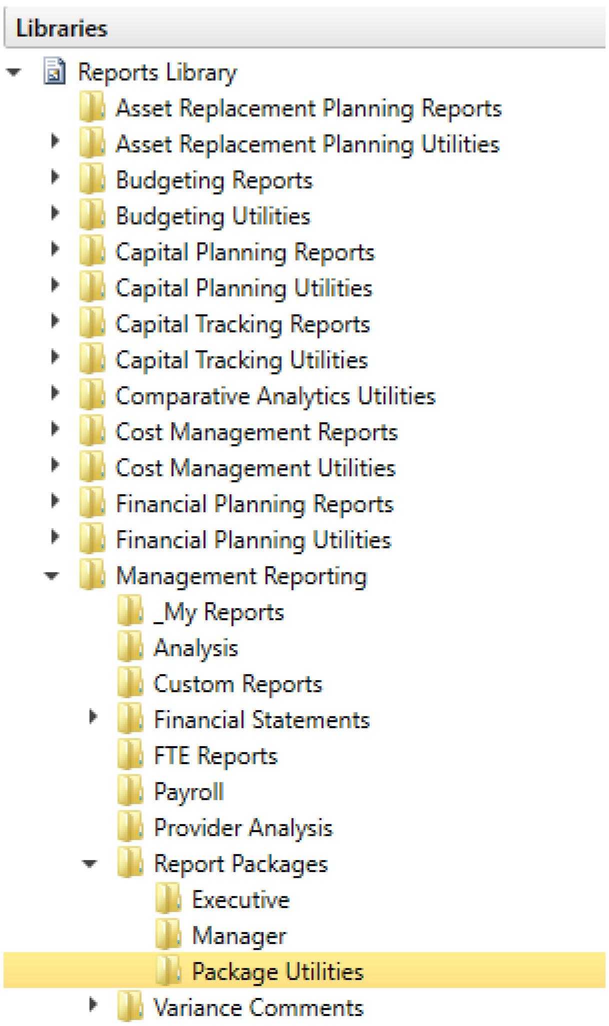
File collect

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.

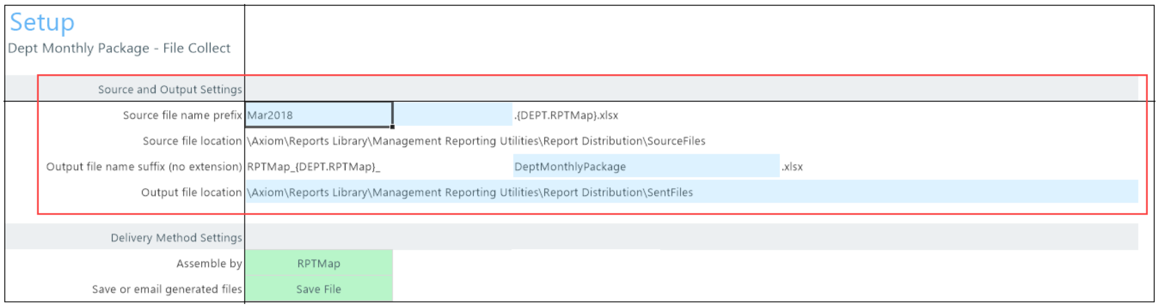
> **TIP:** If you use file collect, you can add it to the Monthly All in One Manager Reporting batch control sheet, which allows you to automate the process of

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**.

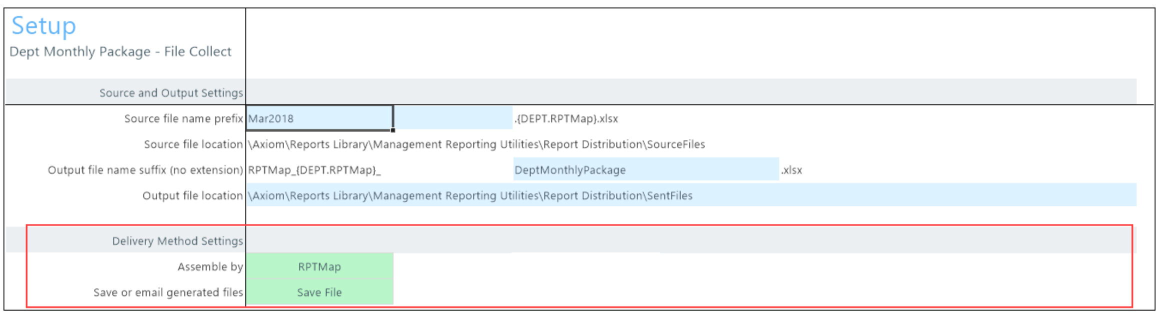


2. Complete the following options in the **Source and Output Settings** section:



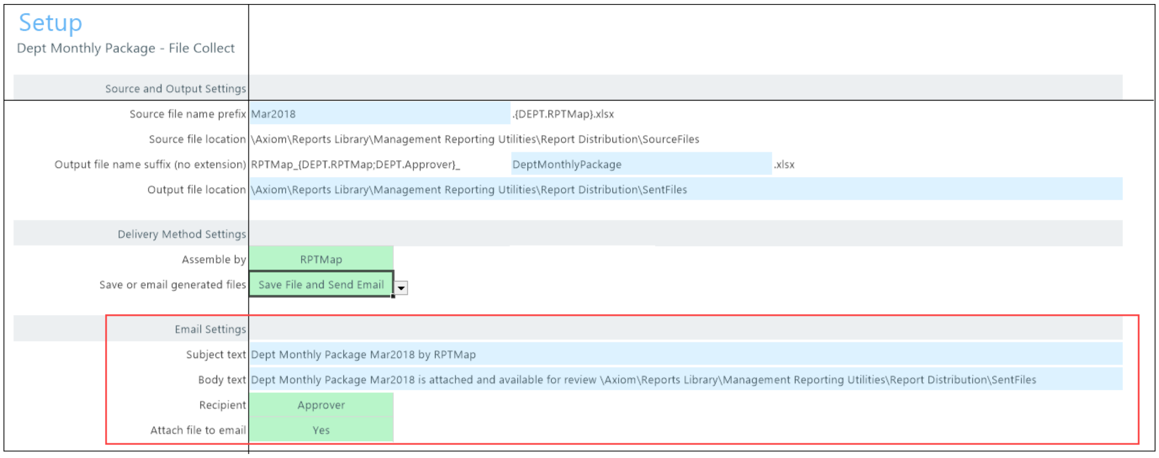
Option	Description
Source file name prefix	Edit the source location, if needed.
Output file name suffix (no extension)	Edit the file name for report.
Output file location	Enter the location in which to save the generated report file(s).

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.

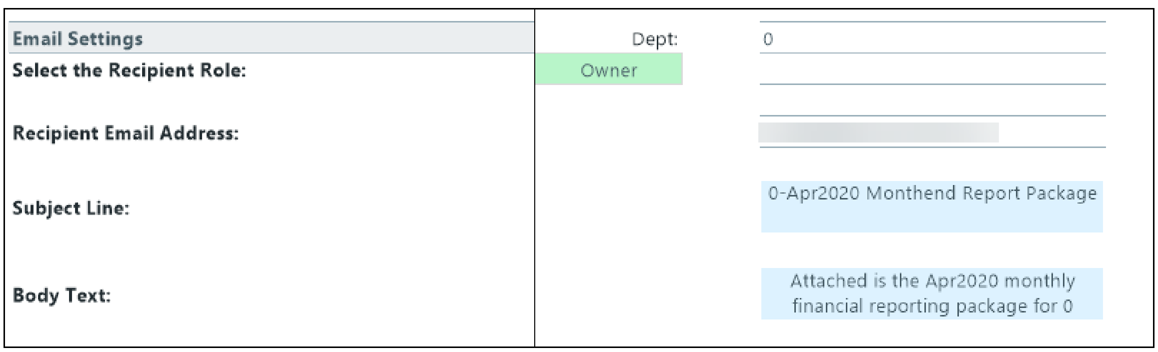
6. In the **Save As** dialog, type a name for the file, and click **Save**.
7. When you are ready to process the report, in the **Main** ribbon tab, click **Publish > File Processing > Process File Multipass**. For more information, see Running file processing on an Axiom file.

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.

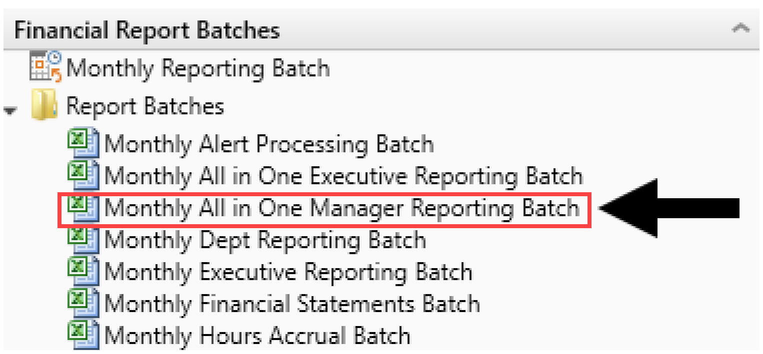
> **TIP:** To make generating the report package even easier, you can configure a Scheduler job to process the batch control sheet for a specific date and time. By default, the Monthly All in One Manager Reporting batch control sheet does not include the DeptMonthlyPackage_FileCollect utility because 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:

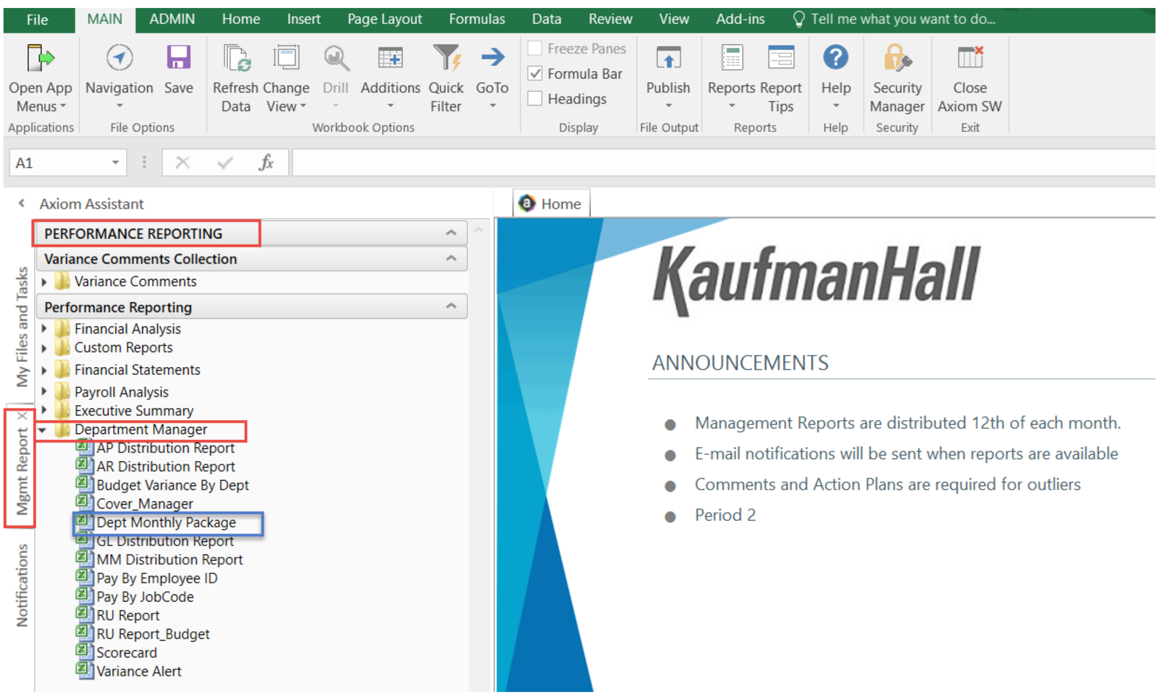
   - For configuring the Batch tab, see Batch Control Sheet.
   - For an overview of file processing and how it works, see File Processing.

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?

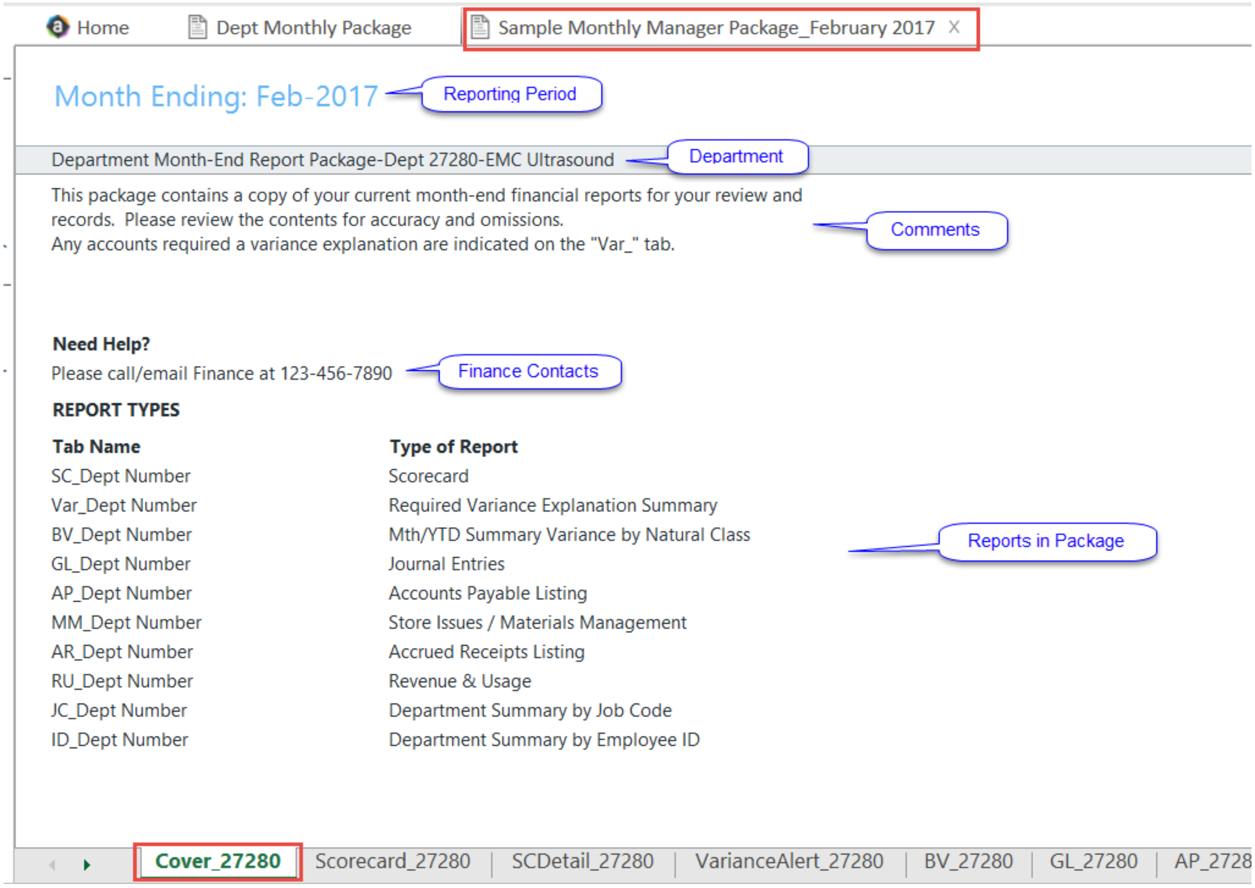
In each case, why is this occurring and can we get a lower price or use the resource more efficiently?

The following tools in the Manager Monthly Package can be used for this review:

▶ Cover

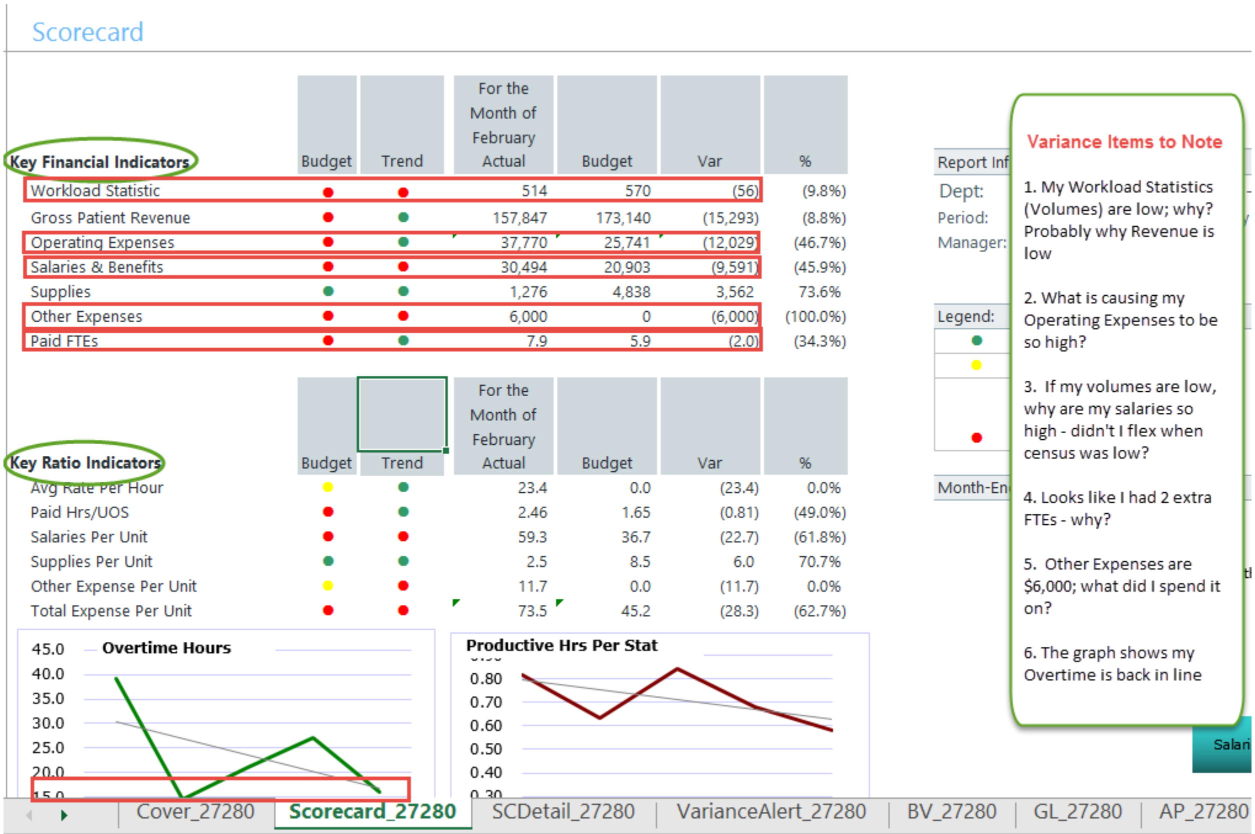
The Cover tab is the first sheet that displays within the Dept Monthly Package. It is also included as part of the Manager’s month-end distributed package.

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

Key Financial Indicators	Budget	Trend	For the Month of February Actual	Budget	Var	%
Workload Statistic	●	●	514	570	(56)	(9.8%)
Gross Patient Revenue	●	●	157,847	173,140	(15,293)	(8.8%)
Operating Expenses	●	●	37,770	25,741	(12,029)	(46.7%)
Salaries & Benefits	●	●	30,494	20,903	(9,591)	(45.9%)
Supplies	●	●	1,276	4,838	3,562	73.6%
Other Expenses	●	●	6,000	0	(6,000)	(100.0%)
Paid FTEs	●	●	7.9	5.9	(2.0)	(34.3%)

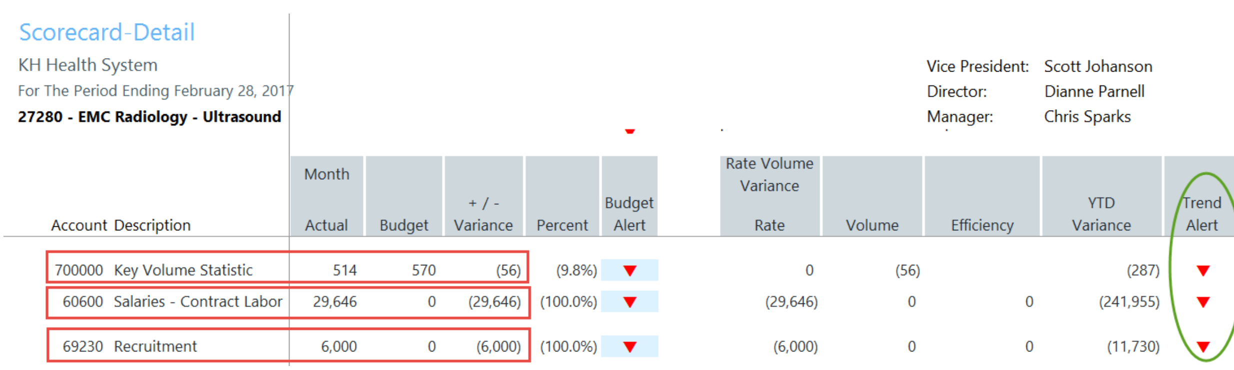
Key Ratio Indicators	Budget	Trend	For the Month of February Actual	Budget	Var	%
Avg Rate Per Hour	●	●	23.4	0.0	(23.4)	0.0%
Paid Hrs/UOS	●	●	2.46	1.65	(0.81)	(49.0%)
Salaries Per Unit	●	●	59.3	36.7	(22.7)	(61.8%)
Supplies Per Unit	●	●	2.5	8.5	6.0	70.7%
Other Expense Per Unit	●	●	11.7	0.0	(11.7)	0.0%
Total Expense Per Unit	●	●	73.5	45.2	(28.3)	(62.7%)

Scorecard Detail report (SCDetail)

The Scorecard Detail report (SCDetail) shows actual versus budget information and flags the areas requiring variance comment input explanations within the Axiom Variance Comments Collection module.

Note that some additional details can be derived from this report, we can now answer some of the questions posed within the **Variance Items to Note** box from the previous Scorecard section:

- Salaries are over due to Contract Labor; only benefits were budgeted in this department.
- In **Other Expenses**, the $6,000 unfavorable variance was spent on Recruitment.



Scorecard-Detail

KH Health System

For The Period Ending February 28, 2017

27280 - EMC Radiology - Ultrasound

Vice President: Scott Johanson

Director: Dianne Parnell

Manager: Chris Sparks

Account Description	Month Actual	Budget	+ / - Variance	Percent	Budget Alert	Rate Volume Variance Rate	Volume	Efficiency	YTD Variance	Trend Alert
700000 Key Volume Statistic	514	570	(56)	(9.8%)	▼	0	(56)		(287)	▼
60600 Salaries - Contract Labor	29,646	0	(29,646)	(100.0%)	▼	(29,646)	0	0	(241,955)	▼
69230 Recruitment	6,000	0	(6,000)	(100.0%)	▼	(6,000)	0	0	(11,730)	▼

▶ Variance Alert report (VarAlert)

The Variance Alert (VarAlert) report provides the following:

- Variance by individual account lines provide further detail. If your organization uses the Variance Comments Collection (VCC) tool, this report highlights which accounts require a variance explanation entry.
- Displays any Variance Comments and Action Plans previously entered within the VCC tool.

Month-End Variance Alert Notification

KH Health System

For The Period Ending February 28, 2017

27280 - EMC Radiology - Ultrasound

The Following Dept | Accounts require comment responses for this past month.

Account	Description	Department	February Actual	Budget	+/- Budget Variance	Percent	Alert	Variance	Current Period Comments	Action Plan
Salary Expenses										
60100	Salaries - Regular	27280	14,524	15,423	899	5.8%	▲	18,506		
60110	Salaries - Overtime	27280	975	1,173	198	16.9%	▲	4,083		
60120	Salaries - Non-Productive	27280	1,182	1,713	531	31.0%	▲	(3,502)		
60600	Salaries - Contract Labor	27280	29,646	0	(29,646)	(100.0%)	▼	(241,955)		
61300	FICA - Social Security	27280	1,252	1,513	261	17.2%	▲	524		
61510	Employee Benefits - PDO	27280	848	20,903	20,055	95.9%	▲	6,025		
Other Operating Expense										
64100	Repairs	27280	0	548	548	100.0%	▲	(12,423)		
66200	Telephone	27280	42	4	(38)	(950.0%)	▼	(48)		
69230	Recruitment	27280	6,000	0	(6,000)	(100.0%)	▼	(11,730)		
69950	Rebates/Repayments	27280	(120)	0	120	100.0%	▲	2,158		

▶ Budget Variance report (BudVar)

The Budget Variance report (BudVar) includes the following information:

- Key and supplemental statistics information
- Operating revenue and expenses
- Key per-unit calculations
- Staffing information

The Budget Variance Report is broken out into four sections:

- Income Statement Summary - Current Month and Year-to-Date
- Income Statement Account detail - Current Month and Year-to-Date
- Current Year Forecast Summary
- Current Year Forecast Account detail

If opened within the Axiom system, all four sections display on the same tab. If the report is delivered through email or saved on a network drive, the four sections may be presented on a single sheet or separated on four individual tabs.

Review the Summary Level information, then look to the detail for further explanation regarding variances. Determining the account numbers with variances will provide the link to the detailed information on the AP, AR, MM, etc. reports that support the expense. As in our example above, Salaries and Other Expenses resulted in a Red Flag Variance, specifically within accounts 60600 Salaries-Contract Labor and 69230-Recruitment.

The first section of the report contains Current Month and Year to Date information at a Summary level.

Monthly Departmental Budget Variance Report

KH Health System

For The Period Ending February 28, 2017

27280 - EMC Radiology - Ultrasound

Dianne Parnell
Chris Sparks

Current View: Default — **Current 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
KH Health System
For The Period Ending February 28,
27280 - EMC Radiology - Ultrasou
Current View: Default

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
	SUMMARY INFORMATION								
	Department Volumes								
110	IP Procedures	301	268	208	257	269	247	276	274
210	OP Procedures	224	248	194	186	225	205	240	240
	Total Volume	525	516	402	443	494	452	516	514
	Operating Expenses								
	Salaries & Wages	17,362	17,610	17,346	17,303	12,935	12,879	16,489	16,680
	Contract Labor	24,062	34,108	30,155	35,988	31,855	30,688	25,454	29,646
	Employee Benefits	1,554	3,081	3,489	1,915	1,112	1,605	3,025	3,389
	Medical Supplies	2,110	1,574	1,272	1,445	2,549	718	2,379	1,440
	Other Supplies	325	603	814	320	1,853	0	459	661
	Lease and Rental	7,090	7,090	7,090	7,090	7,090	7,090	7,090	7,090
	Other Expenses	2,000	(1,678)	178	2,597	1,815	(120)	(94)	5,880
	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.

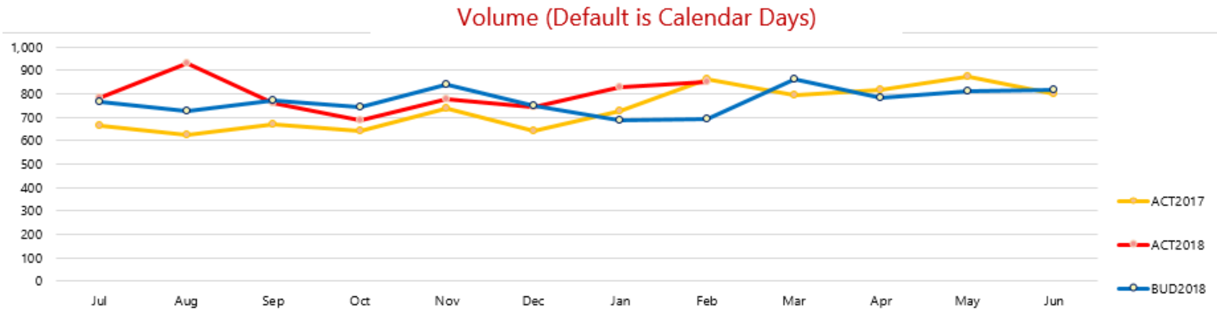
- **Volume chart** - Compares the department's key statistic amounts by month for current year actual, current year budget, and last year actual
- **Total Expense Per Unit chart** - Compares the department's total expense per key statistic amounts by month for current year actual, current year budget, 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)

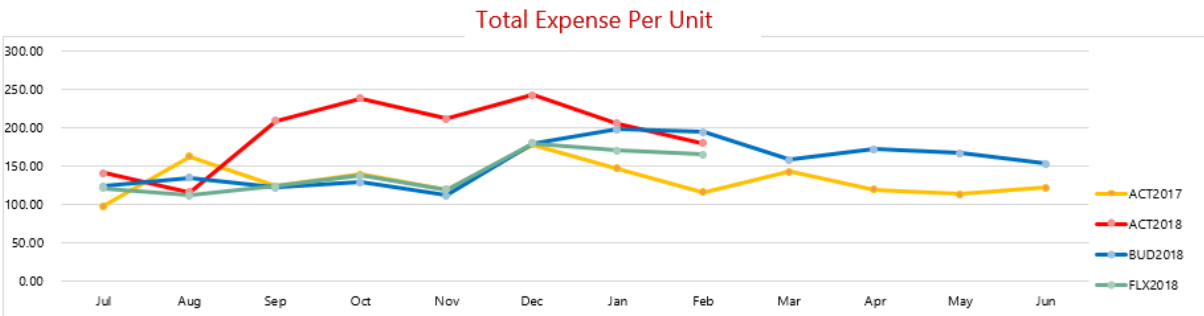
For example, when reviewing the Volume and Total Expense Per Unit charts within the screen shot below, you will notice the following:

- 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 E

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 LI	Stores	BX	3.60	22	79.20
62140	5743	Alcohol Prep Pads 2 Ply Med	Stores	BX	1.37	3	4.10
62140	5744	IV Tubing Primary 100 Inch Y	Stores	EA	2.27	26	58.99

Accounts Receipts Distribution report (AR)

The Accrued Receipts Distribution report (AR) comes directly from the purchasing system and provides purchase order detail. Items on this report have been received in your purchasing system, however, your organization has not received an invoice for the purchases. Information provided on this report includes Vendor Name, PO Number, Item Description, Invoice Number, and Amount.

AP Detail Listing

KH Health System

For The Period Ending February 28, 2017

27280 - EMC Radiology - Ultrasound

Acct	Vendor	Vendor Name	PO Number	Item Description	Invoice #	Invoice Date	Check #	Check Date	Amount
60600	10400	AUREUS RADIOLOGY LLC	M01701	Imaging Services	144781	01/10/17	35715	02/09/17	2,285.85
60600	10133	HEALTH EDUCATION CENTER LTD	KPrather	47468 KPrather	47468	01/14/17	35716	02/13/17	3,816.12
60600	10133	HEALTH EDUCATION CENTER LTD	KPrather	47674 KPrather	47674	01/23/17	35718	02/22/17	3,948.18
60600	10133	HEALTH EDUCATION CENTER LTD	KPrather	47867 KPrather	47867	01/28/17	35720	02/27/17	3,525.59
60600	10133	HEALTH EDUCATION CENTER LTD	KPrather	48063 KPrather	48063	02/04/17	35722	03/06/17	2,662.61
60600	10133	HEALTH EDUCATION CENTER LTD	KPrather	48063 KPrather	48063	02/04/17	35723	03/06/17	848.71
60600	10133	HEALTH EDUCATION CENTER LTD	KPrather	48063 KPrather	48063	02/04/17	35724	03/06/17	78.16
60600	10400	AUREUS RADIOLOGY LLC	M01701	Imaging Services	145608	01/14/17	35717	02/13/17	2,832.61
60600	10400	AUREUS RADIOLOGY LLC	M01701	146357 M01701	146357	01/23/17	35719	02/22/17	3,086.41
60600	10400	AUREUS RADIOLOGY LLC	M01701	147312 M01701	147312	01/28/17	35721	02/27/17	3,403.32
60600	10400	AUREUS RADIOLOGY LLC	M01701	148263 M01701	148263	02/04/17	35725	03/06/17	2,949.48
60600	10400	AUREUS RADIOLOGY LLC	M01701	148263 M01701	148263	02/04/17	35726	03/06/17	143.99
60600	10400	AUREUS RADIOLOGY LLC	M01701	148263 M01701	148263	02/04/17	35727	03/06/17	64.93
Total 60600 Salaries - Contract Labor									29,645.96
69230	10266	AMER EXPRESS		3782921723510	37829217235	01/23/17	35761	02/22/17	2,898.42
69230	18711	RITT HAWKINS & ASSOCIATES INC		127195	127195	01/17/17	35760	02/16/17	3,101.58
Total 69230 Recruitment									6,000.00

AR transactions may include links to supporting documentation. In the **Link to Image** column, click the folder to open the document image.

AR Detail Listing

For The Period Ending February 29, 2020
26610 - EMC 6A (JobCode ADC)

Acct	Vendor	Vendor Name	PO Number	Item Description	Quantity	Amount	Link to Image
61200					0	356.00	
61200					0	201.00	
61200					0	486.00	
61200					0	194.00	
61200					0	272.00	
61200					0	129.00	

Labor Analysis

Labor is typically the largest expense in healthcare organizations and thus a key component to understanding and potentially improving your department's financial performance.

Steps and questions for reviewing labor (salaries and hours) data:

1. In the previous section you may have identified variances in salary and/or hours at a general ledger account level. The expense per unit data on those reports would let you know if the variance is related to volume. If not volume, more detail is helpful in determining whether the cause is efficiency (using more labor hours than budgeted) or rate (paying more labor dollars per unit). If the variance is due to paying more labor dollars per unit, the cause could be an issue related to:

    - **Staffing Mix** where higher paid positions are used more than the budgeted profile (an unplanned higher use of RNs instead of LPNs); or
    - **Salary Rates** where the individuals within the budgeted positions earning more dollars per hour than planned.

2. Review payroll data to identify variances, their causes and trend data. Useful questions include:

    Overtime:

    - Is overtime usage value-added or resulting from undisciplined employee clocking habits?
    - Is overtime usage approved?
    - Is overtime the most efficient way to leverage departmental staff vs. float employees, or could a different staffing mix be used (are there other staff members available for scheduling who would not incur overtime in given period)?

    Productivity:

    - Are productive hours per unit consistent with budget? If not, what is cause? Are there opportunities to flex or increase/decrease staffing with an increase/decrease in departmental volumes?
    - Are salary rates per productive hour consistent with budget? If not, is staffing mix a factor

(using more high cost positions than lower cost)?

Use the following reports in the Manager Monthly Package to complete the Labor Analysis:

Pay by Employee ID report (EmpID)

The Pay by Employee ID (EmpID) report contains Hour and FTE information by individual Employee , including recent individual pay periods and year-to-date.

Hours are categorized by Productive, Overtime, and Non Productive categories.

Dept Payroll Summary - By Employee ID

KH Health System

For The Period Ending February 28, 2017

27280 - EMC Radiology - Ultrasound

			Pay Period Ending:	12/03/15	12/17/15	12/31/15	01/14/16	01/28/16	02/11/16	02/25/16	FY 2017
				PP-12	PP-13	PP-14	PP-15	PP-16	PP-17	PP-18	YTD-Actual
Job Code	Description	Employee ID	Employee Name	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
J00688	Diagnostic Medical Sonographe	24545	Sellars, Tanya M.	0	0	0	30	45	44	44	725
J00498	Record Clerk	25695	Norwood, Stacey	75	59	70	54	77	68	68	1,164
J00688	Diagnostic Medical Sonographe	25841	Smith, Tambra	78	78	70	70	64	68	68	1,249
J00688	Diagnostic Medical Sonographe	26515	Cornelius, Rosa	54	24	47	55	48	56	56	841
J00688	Diagnostic Medical Sonographe	27179	Waggoner, Aisher	65	69	70	80	64	72	72	1,171
			Total - Productive Hours (	272	229	257	288	299	308	308	5,150
			Total FTEs-Productive	**3.40**	**2.86**	**3.21**	**3.60**	**3.73**	**3.85**	**3.85**	**3.58**
J00688	Diagnostic Medical Sonographe	24545	Sellars, Tanya M.	0	0	0	0	0	0	0	9
J00498	Record Clerk	25695	Norwood, Stacey	1	0	0	0	1	0	0	10
J00688	Diagnostic Medical Sonographe	25841	Smith, Tambra	0	5	22	22	16	25	25	250
J00688	Diagnostic Medical Sonographe	26515	Cornelius, Rosa	6	2	0	0	0	2	2	65
J00688	Diagnostic Medical Sonographe	27179	Waggoner, Aisher	0	10	19	1	16	0	0	118
			Total - Overtime Hours	7	17	40	22	32	27	27	452
			Total FTEs-Overtime	**0.08**	**0.21**	**0.50**	**0.28**	**0.41**	**0.33**	**0.33**	**0.31**
			Total FTEs-Worked	**3.49**	**3.08**	**3.71**	**3.88**	**4.14**	**4.18**	**4.19**	**3.89**
J00688	Diagnostic Medical Sonographe	24545	Sellars, Tanya M.	0	0	0	0	0	0	0	173

Pay by Job Code (JC) report

The Pay by Job Code (JC) report contains Hour and FTE information by individual Jobcode , including recent individual pay periods and year-to-date.

Hours are categorized by Productive, Overtime, and Non Productive categories.

Department Payroll Summary - By Job Code

KH Health System

For The Period Ending February 28, 2017

27280 - EMC Radiology - Ultrasound

Pay Period Ending:	12/03/16	12/17/16	12/31/16	01/14/17	01/28/17	02/11/17	02/25/17	FY 2017	FY 2017
	PP-12	PP-13	PP-14	PP-15	PP-16	PP-17	PP-18	YTD-Actual	YTD-Budget
Job Code Description	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
J00498 Record Clerk	75	59	70	54	77	68	68	1,164	1,163
J00688 Diagnostic Medical Sonographer	197	170	187	235	221	240	240	3,986	5,387
Total - Productive Hours (excluding OT)	272	229	257	288	299	308	308	5,150	6,550
Total FTEs-Productive (excluding OT)	**3.40**	**2.86**	**3.21**	**3.60**	**3.73**	**3.85**	**3.85**	**3.58**	**4.55**
J00498 Record Clerk	1	0	0	0	1	0	0	10	10
J00688 Diagnostic Medical Sonographer	6	17	40	22	32	27	27	442	580
Total - Overtime Hours	7	17	40	22	32	27	27	452	590
Total FTEs-Overtime	**0.08**	**0.21**	**0.50**	**0.28**	**0.41**	**0.33**	**0.33**	**0.31**	**0.41**
Total FTEs-Worked	**3.49**	**3.08**	**3.71**	**3.88**	**4.14**	**4.18**	**4.19**	**3.89**	**4.96**
J00498 Record Clerk	0	19	9	14	3	11	11	180	178
J00688 Diagnostic Medical Sonographer	6	32	0	0	0	0	0	418	587
Total - NonProductive Hours	6	51	9	14	3	11	11	598	766
Total FTEs-NonProductive	**0.08**	**0.64**	**0.11**	**0.17**	**0.03**	**0.14**	**0.14**	**0.42**	**0.53**
Grand Total Hours	**285.30**	**297.20**	**306.15**	**324.03**	**333.85**	**345.45**	**345.86**	**6,199.76**	**7,905.77**
Total FTEs	**3.57**	**3.71**	**3.83**	**4.05**	**4.17**	**4.32**	**4.32**	**4.31**	**5.49**

Revenue and Usage report

This report displays actual Volume and Revenue by individual Inpatient/Outpatient CDM code for the appropriate departments.

Please note the detailed lines shown here will sum up to the actual key stat volume totals displayed within the other financial reports of this package. For example, the screen shot below provides the CDM details related to the sample department's current period key stat volume of 514 previously shown within the Scorecard section of this guide.

CDM Codes Included in Department Statistics:

- Included to determine key stat volume totals for driving variable items for Budgeting, also used as the denominator for departmental per unit calculations including Gross Revenue per unit, Salaries per unit, etc.

CDM Codes Not Included in Department Statistics:

- CDM Charges that are billed and included as revenue, but not included in the departmental key stat volume totals. For example, Supply related codes are captured and billed as revenue, but any related volume is not included or counted as a key statistic.

Revenue & Usage Report by CDM Code

KH Health System

For The Period Ending February 28, 2017

27280 - EMC Radiology - Ultrasound

Current Period - February 2016

CDM Code	Description	RVU Value	Units IP	OP	Total	RVU IP	OP	Total	Revenue IP	OP	Total
CDM Codes included in Dept Statistics											
C2728005001	Us Encephalography	1.00	27	-	27	27	-	27	5,827	-	5,827
C2728005004	Us Abdominal Survey	1.40	56	15	71	78	21	99	22,988	5,971	28,959
C2728005006	Us Renal W/Wo Biopsy	1.60	42	16	58	67	26	93	14,718	5,461	20,179
C2728005008	Us Pregnancy Complete	0.80	4	17	21	3	14	17	1,290	5,742	7,031
C2728005012	Us Pelvis	1.00	16	24	40	16	24	40	5,560	8,374	13,934
C2728005026	Us Guidance For Thoracentesis	0.80	7	6	13	6	5	10	1,276	1,217	2,493
C2728005030	Us Biopsy Procedure	1.00	5	33	38	5	33	38	1,262	8,987	10,249
C2728005056	Us-Ruq	1.70	37	21	58	63	36	99	8,971	4,993	13,964
C2728005076	Us-32000 Thoracentesis,Punc Pl Ca	0.90	7	5	12	6	5	11	981	780	1,761
C2728005502	Us-Op Ultrasound Soft Tiss/Thyr	0.50	-	7	7	-	4	4	-	1,602	1,602
C2728005504	Us-Op Ultrasound Abdominal Survey	0.75	2	25	27	2	19	20	766	10,235	11,002
C2728005506	Us-Op Renal W/Wo Biopsy	0.70	-	16	16	-	11	11	-	5,461	5,461
C2728005508	Us-Op Pregnancy Complete	0.60	-	19	19	-	11	11	-	5,992	5,992
C2728005512	Us-Op Pelvis Ultrasound	0.95	1	35	36	1	33	34	327	12,378	12,705
Total - CDM Codes included in Dept Statistics			204	239	443	274	240	514	63,966	77,192	141,158
CDM Codes Not included in Dept Statistics											
C2728005002	Us Soft Tissue/Thyroid	-	3	1	4	-	-	-	617	229	846
C2728005003	Us Breast	-	-	2	2	-	-	-	-	458	458

Year-to-Date - February 2016

CDM Code	Description	Units IP	OP	Total	RVU IP	OP	Total	Revenue IP	OP	Total
CDM Codes included in Dept Statistics										
C2728005001	Us Encephalography	213	-	213	213	-	213	45,992	-	45,992
C2728005004	Us Abdominal Survey	443	107	550	620	150	770	181,461	43,746	225,207
C2728005006	Us Renal W/Wo Biopsy	331	114	445	530	182	712	116,179	40,012	156,191
C2728005008	Us Pregnancy Complete	31	121	152	25	97	122	10,180	42,069	52,249
C2728005012	Us Pelvis	125	175	300	125	175	300	43,890	61,351	105,241
C2728005026	Us Guidance For Thoracentesis	52	46	98	42	37	78	10,069	8,917	18,986
C2728005030	Us Biopsy Procedure	36	244	280	36	244	280	9,958	65,848	75,806
C2728005056	Us-Ruq	295	152	447	502	258	760	70,814	36,582	107,396
C2728005076	Us-32000 Thoracentesis,Punc Pl Ca	52	38	90	47	34	81	7,745	5,716	13,461
C2728005502	Us-Op Ultrasound Soft Tiss/Thyr	-	54	54	-	27	27	-	11,737	11,737
C2728005504	Us-Op Ultrasound Abdominal Survey	15	183	198	11	137	149	6,049	74,993	81,042
C2728005506	Us-Op Renal W/Wo Biopsy	-	114	114	-	80	80	-	40,012	40,012
C2728005508	Us-Op Pregnancy Complete	-	137	137	-	82	82	-	43,899	43,899
C2728005512	Us-Op Pelvis Ultrasound	8	258	266	8	245	253	2,582	90,693	93,275
Total - CDM Codes included in Dept Statistics		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	23	8	31	-	-	-	4,868	1,677	6,545
C2728005003	Us Breast	-	16	16	-	-	-	-	3,353	3,353

14

Understanding file output options

Axiom Budgeting and Performance Reporting 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

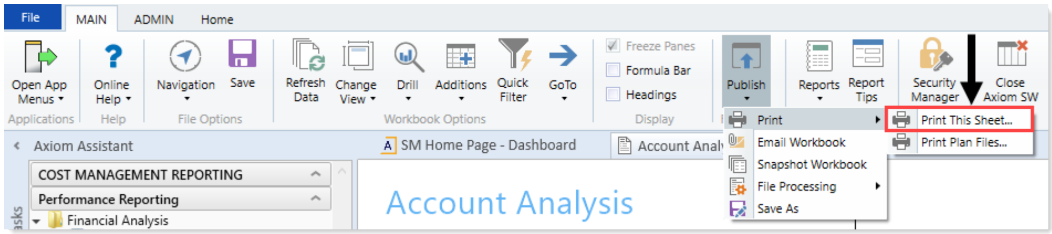
You can print an Axiom file on a per sheet basis by using the Print command. Each sheet can have one or more defined print views. You can use the print views to print different views of the sheet, and to set certain standard print options such as the print orientation. For example, for a plan file, you 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**.

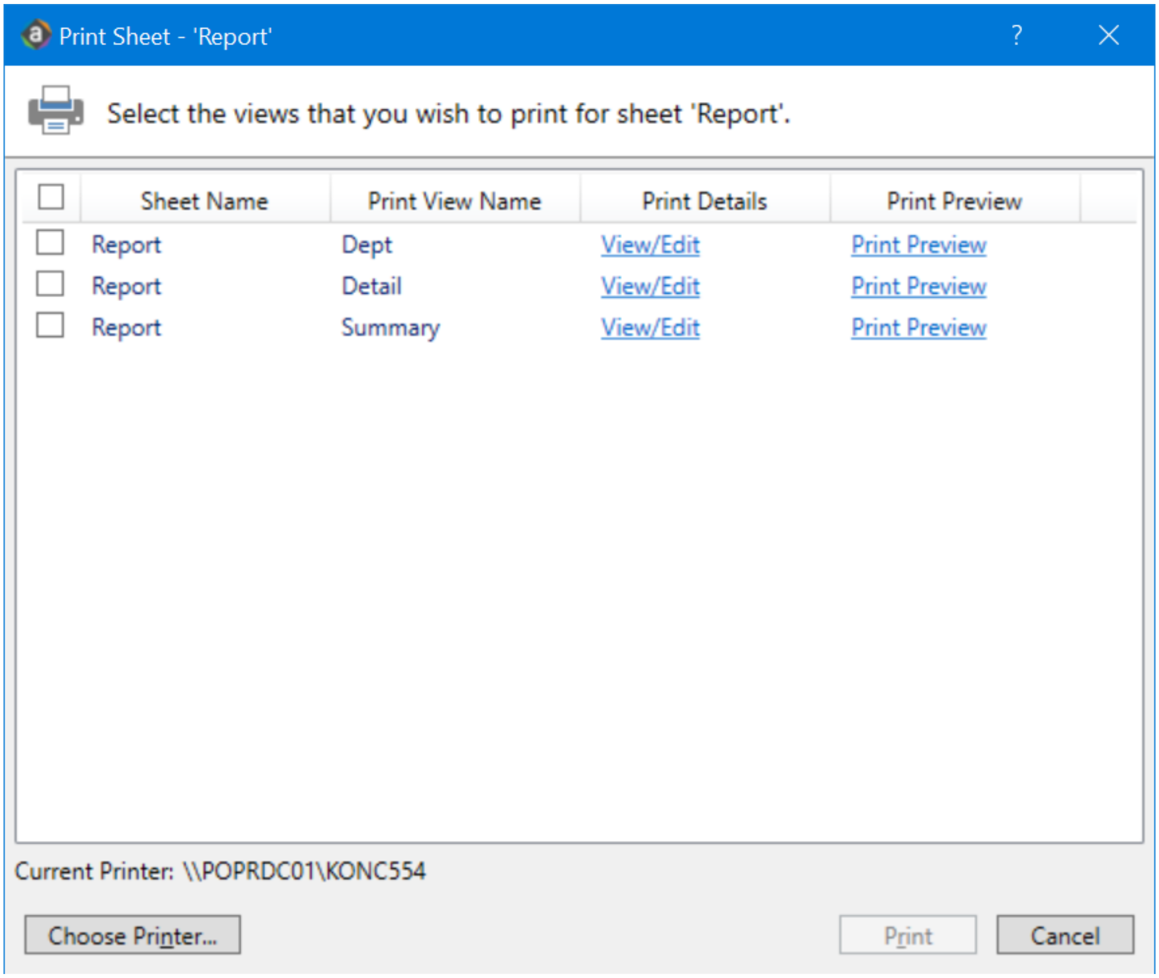


The **Print Sheets** dialog opens. This dialog lists the available print views for the entire workbook or for the current sheet, depending on how you entered the dialog. To sort this list by the **Sheet Name** or **Print View Name**, click the column header.

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 and Performance Reporting 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 and Performance Reporting file using the E-mail feature on the Main tab. Axiom Budgeting and Performance Reporting 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 and Performance Reporting user who has rights to access the file.

> **NOTE:** The email hyperlink feature is not supported for use with the Axiom Budgeting and Performance Reporting 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 and Performance Reporting Scheduler email service. For example, you may be using Axiom Budgeting and Performance Reporting 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).

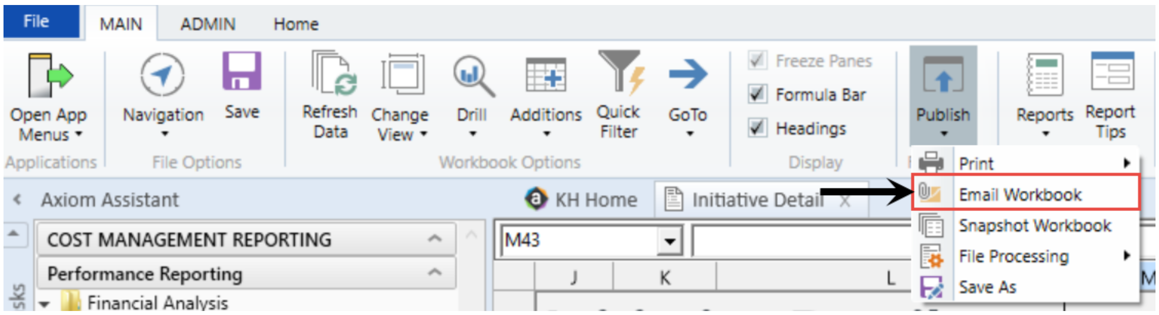
Note the following:

- 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.

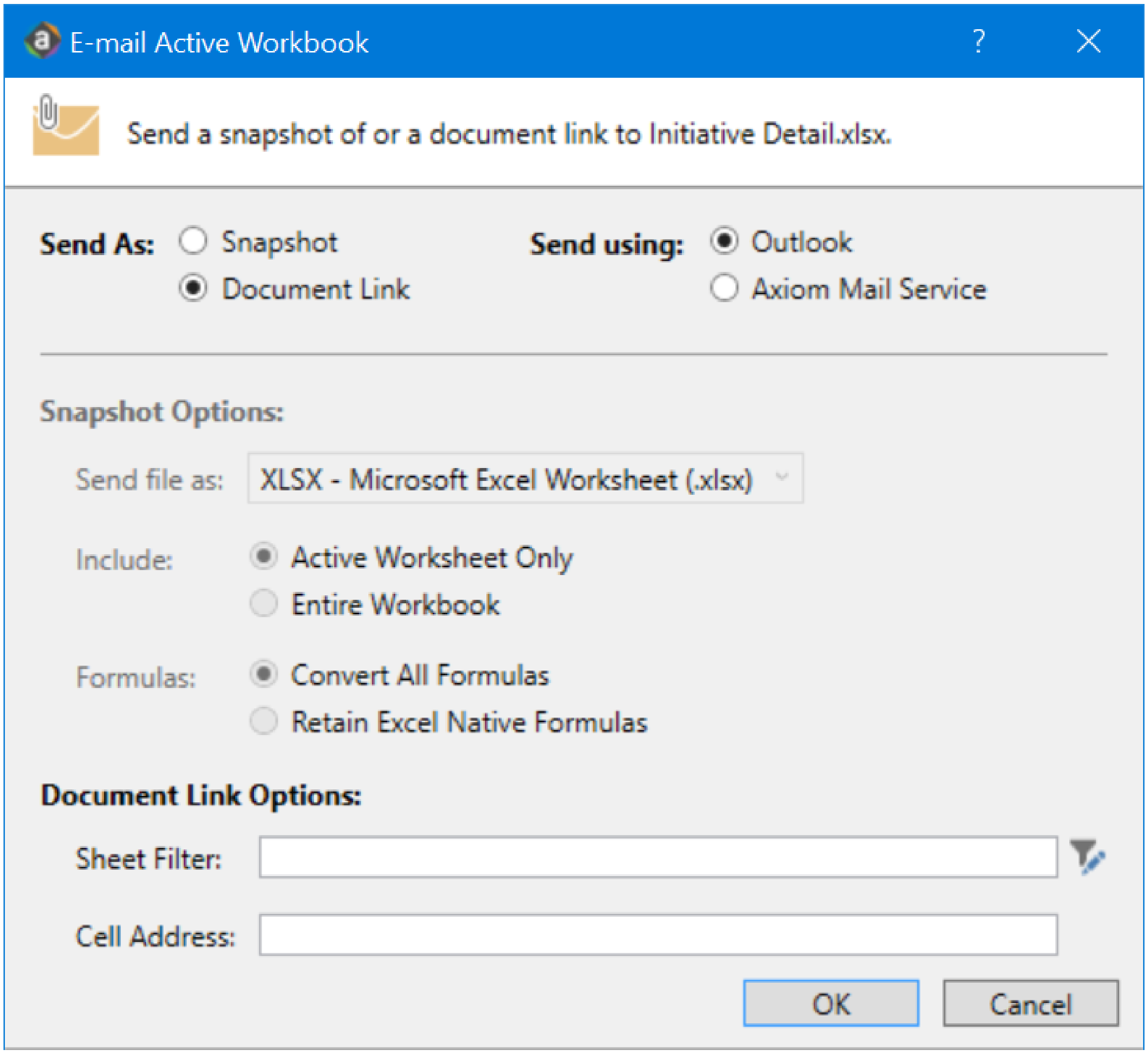
- The email hyperlink feature cannot be used to send a hyperlink to open a form-enabled file as a form; the source file is always opened as a spreadsheet.
- The hyperlink included in the email uses the same format as hyperlinks generated using GetDocumentHyperlink, including the differing URL format for systems using SAML or OpenID Authentication.

To email a hyperlink to an Axiom file:

1. Open the file in Axiom Budgeting and Performance Reporting.
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 and Performance Reporting on a shared client server.

   - **Axiom Mail Service**: Send the email using the Axiom Budgeting and Performance Reporting 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 and Performance Reporting 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 and Performance Reporting creates a snapshot copy of the file and attaches it to an email. The copy can then be viewed outside of Axiom Budgeting and Performance Reporting 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 and Performance Reporting 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 and Performance Reporting email service to send the email.

NOTE: The Scheduler email service does not support HTML format for email.

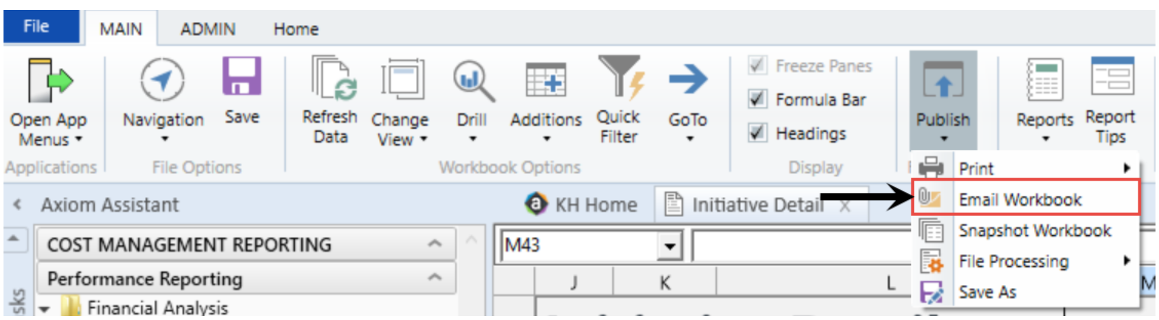
If you use the Scheduler service, the email message is sent the next time the Scheduler SMTP Email Delivery task is run. The frequency of Scheduler email delivery depends on how this task has been configured in your environment, but typically it runs continuously (or close to it).

Note the following:

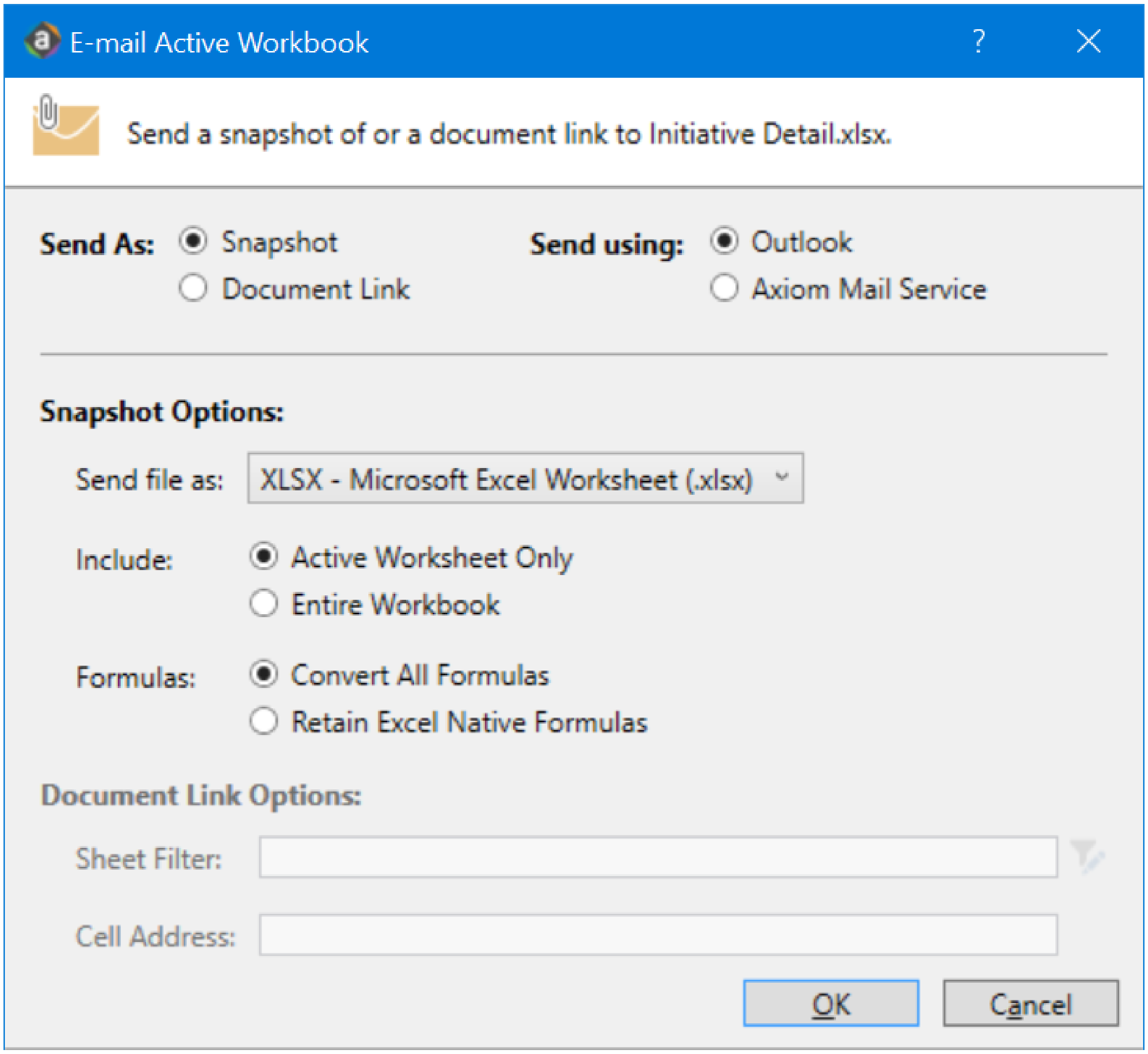
- The name of the emailed file is **Sheetname_snapshot** (if the snapshot contains only one sheet) or **FileName_snapshot** (if the snapshot has multiple sheets). You cannot change the name.
- You can also email snapshot copies using the File Processing feature. File processing is typically used when 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 and Performance Reporting.
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 and Performance Reporting on a shared client server.

    - **Axiom Mail Service**: Send the email using the Axiom Budgeting and Performance Reporting 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 and Performance Reporting 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 and Performance Reporting 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.