

**Rolling Forward Guide**  
Axiom Capital Planning and  
Tracking  
Version 2022.2

**AXIOM**

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# Rolling forward to a new capital budget year

To roll forward from one year to the next, complete the following steps:

Step 1: Create a new file group

Step 2: Configure the new file group for next year's planning cycle

Step 3: Confirm configuration of Axiom Capital Tracking for next year's planning cycle

Step 4: Configure security for the new file group

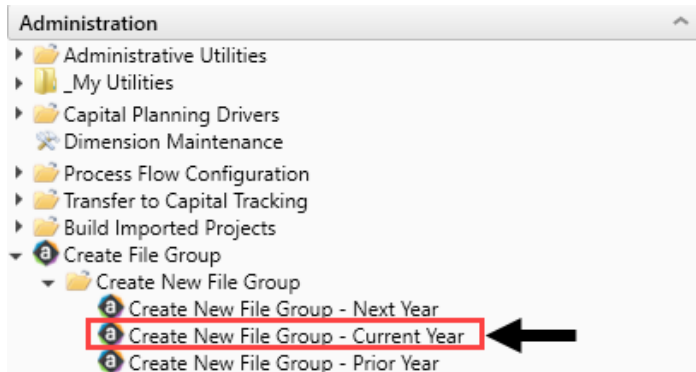
Step 5: Run the CP Annual Rollforward utility

# Step 1: Create a new file group

The Create New File Group utility automatically creates a new file group by copying specified tables and saving the drivers. When you create a new file group, the system automatically changes the CP\_ NextYear, CP\_CurrentYear, or CP\_PriorYear file group alias.

To create a new file group:

1. In the Cap Plan Admin task pane, in the Administration section, click **Create File Group > Create New File Group**, and double-click **Create New File Group - Next Year**.



2. In the **New File Group Year** field, type the year to assign the new file group, and click **Next**.
3. In the **General Properties** dialog, click **Finish**.
4. The system then displays a list of the tables it will create as part of the new file group for the next year. To continue, click **OK**.

**TIP:** The table names include the next year somewhere in the file name.



**NOTE:** This may take a few minutes to complete.

5. The system displays a confirmation prompt that the file group saved successfully. Click **OK**.
6. In the **Edit File Group** dialog, to continue creating the file group, click **OK**.

**IMPORTANT:** Do NOT make changes to any of the fields in this dialog. If you click **Cancel**, the system will not create the file group.

7. In the **Cap Plan Admin** task pane, double-click **Create New File Group - Current Year**, and repeat Steps 3-5.
8. In the **Cap Plan Admin** task pane, double-click **Create New File Group - Prior Year**, and repeat Steps 3-5.
9. Close and then re-open the **Cap Plan Admin** task pane.
10. After the file group is created, the system runs the RefreshDocumentListHandler Scheduler job that saves the default Axiom information to the Default Data driver. For this step, do the following to check that the job runs successfully:
  - a. In the **Admin** ribbon tab, click **Scheduler**.

- b. Click **Job Results**.
- c. Check that **Success** displays in the **Status** column.

ID	Job	User	Status	Server	Start Time	Duration
324	RefreshDocumentListHandler	osamaras	Success	SKHCSC02	3/14/2018 15:06	00:00:21
16	KH_Update	admin	Success	SKHCSC02	3/14/2018 15:02	00:00:54

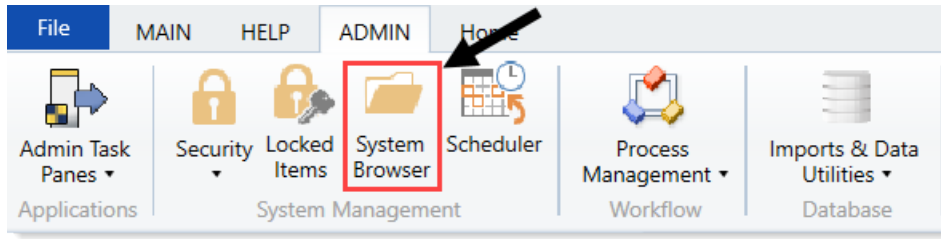
Proceed to [Step 2: Configure the new file group for next year's planning cycle](#).

# Step 2: Configure the new file group for next year's planning cycle

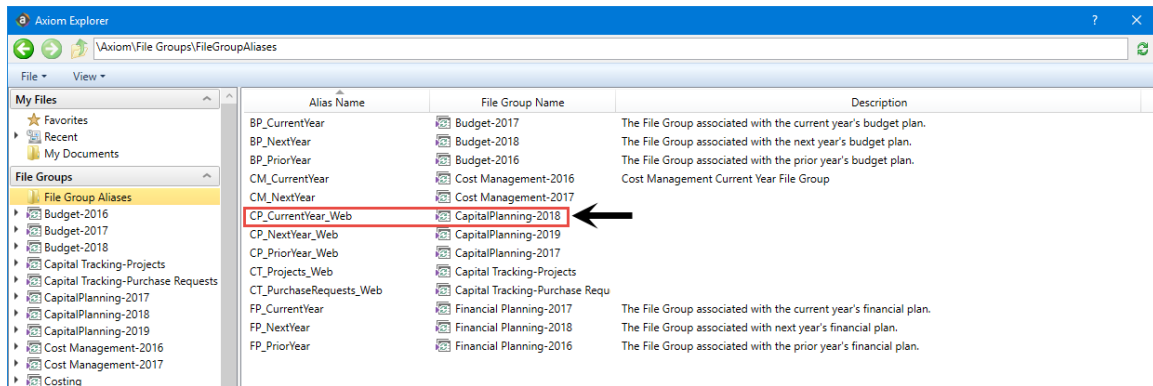
After the Axiom Capital Planning update is installed, complete the following steps to set up the new file group for the next year's capital planning cycle.

To configure the new file group for next year's planning cycle:

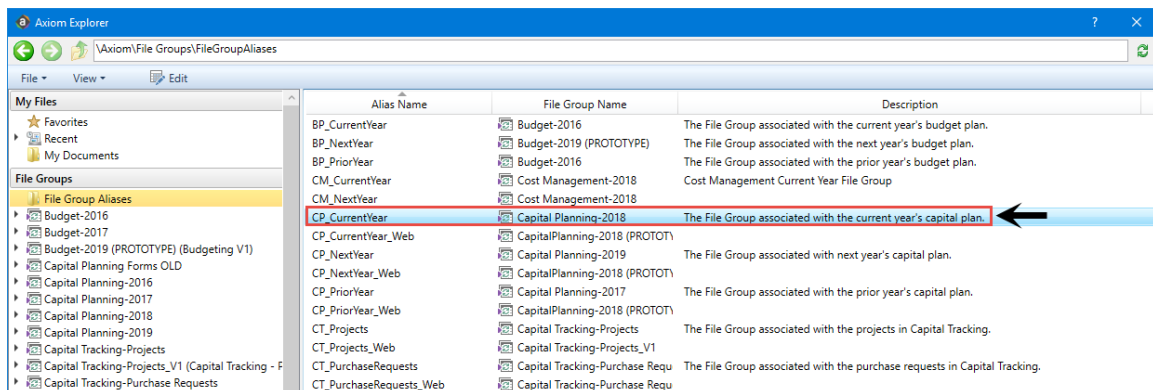
1. In the Admin ribbon tab, in the System Management group, click System Browser.



2. In Axiom Explorer, select the File Group Aliases folder, and double-click CP\_CurrentYear\_Web.



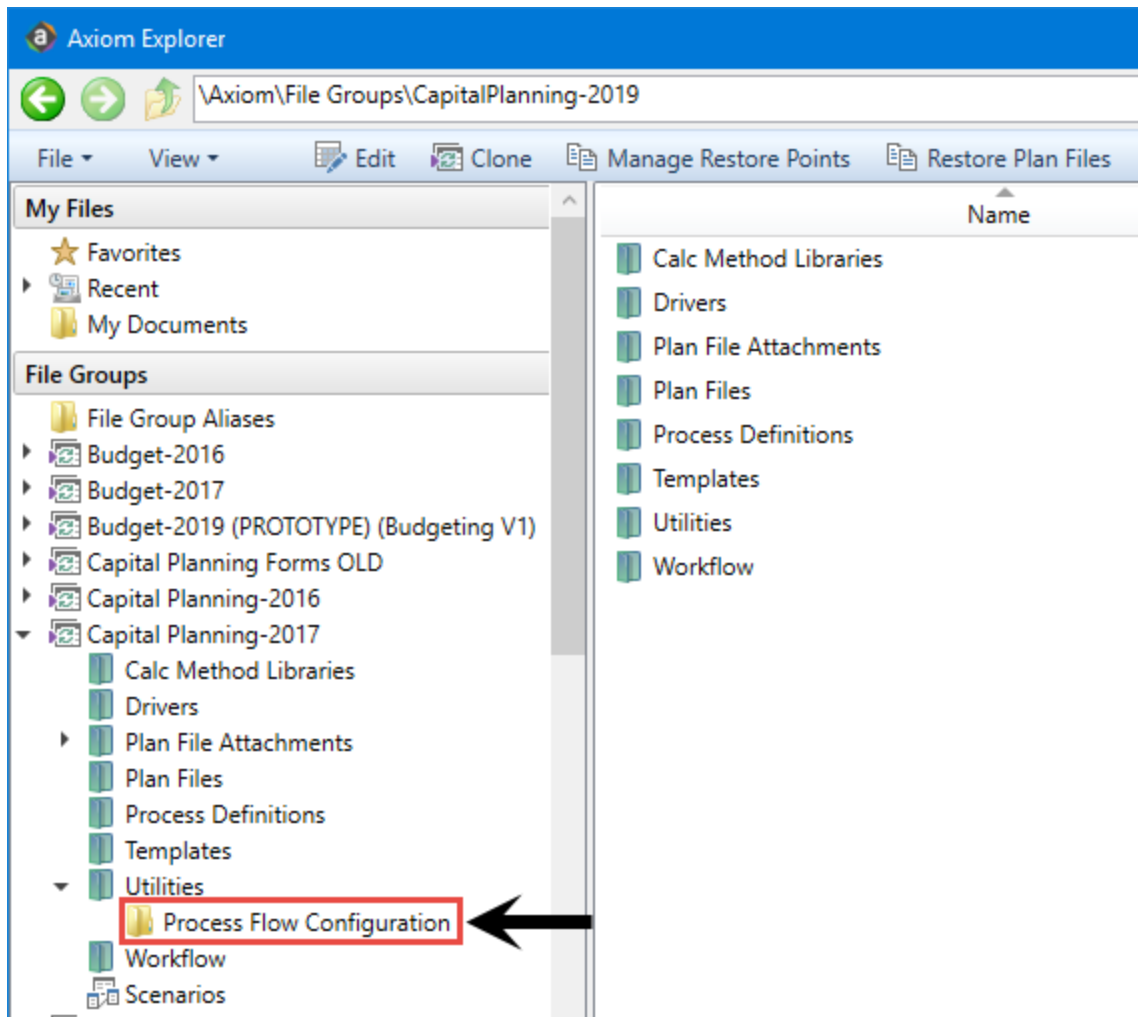
3. In Axiom Explorer, select the File Group Aliases folder, and double-click CP\_CurrentYear.



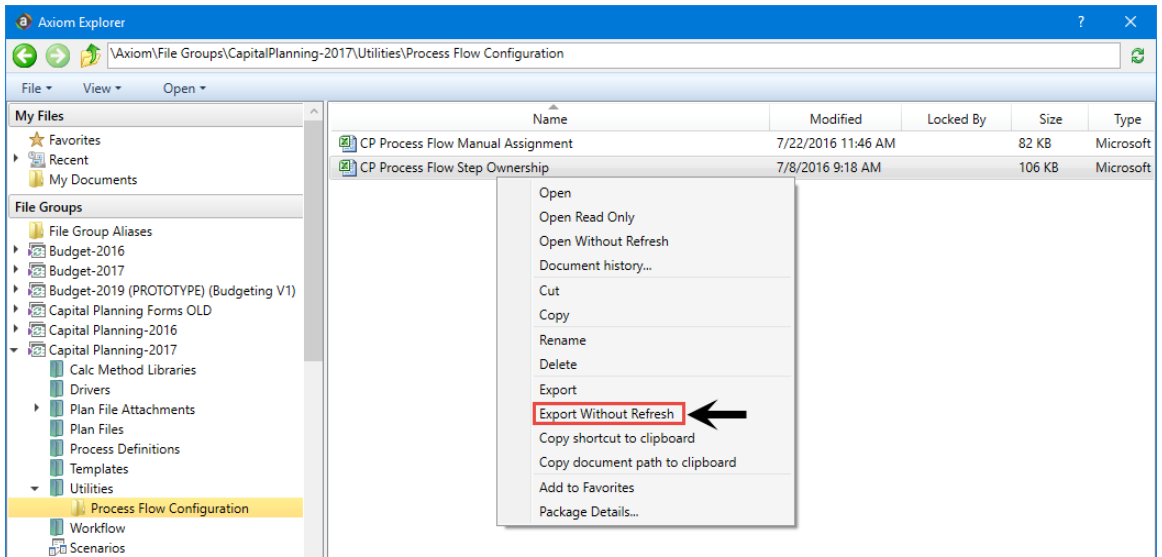
4. In the Edit File Group Alias dialog, next to the File Group field, click the folder icon.



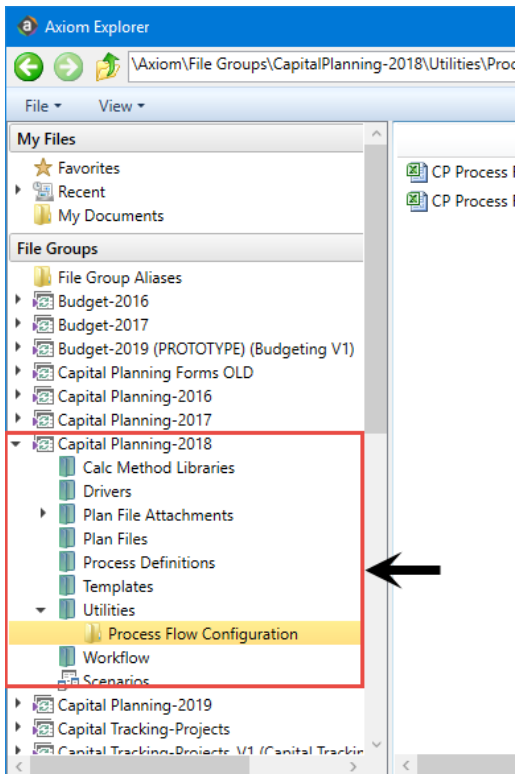
5. In the **Choose File Group**, select the new file group to use for next year, and click **OK**.
6. Repeat Steps 2-5 for the following:
  - **CP\_PriorYear\_Web** – Select the file group alias to use for the prior year's planning cycle.
  - **CP\_NextYear\_Web** – Select the file group alias to use for the next year's planning cycle.
  - **CP\_PriorYear** – Select the file group alias to use for the prior year's planning cycle.
  - **CP\_NextYear** – Select the file group alias to use for the next year's planning cycle.
7. In Axiom Explorer, expand the selection for the most recent file group used, and click **Utilities > Process Flow Configuration**.



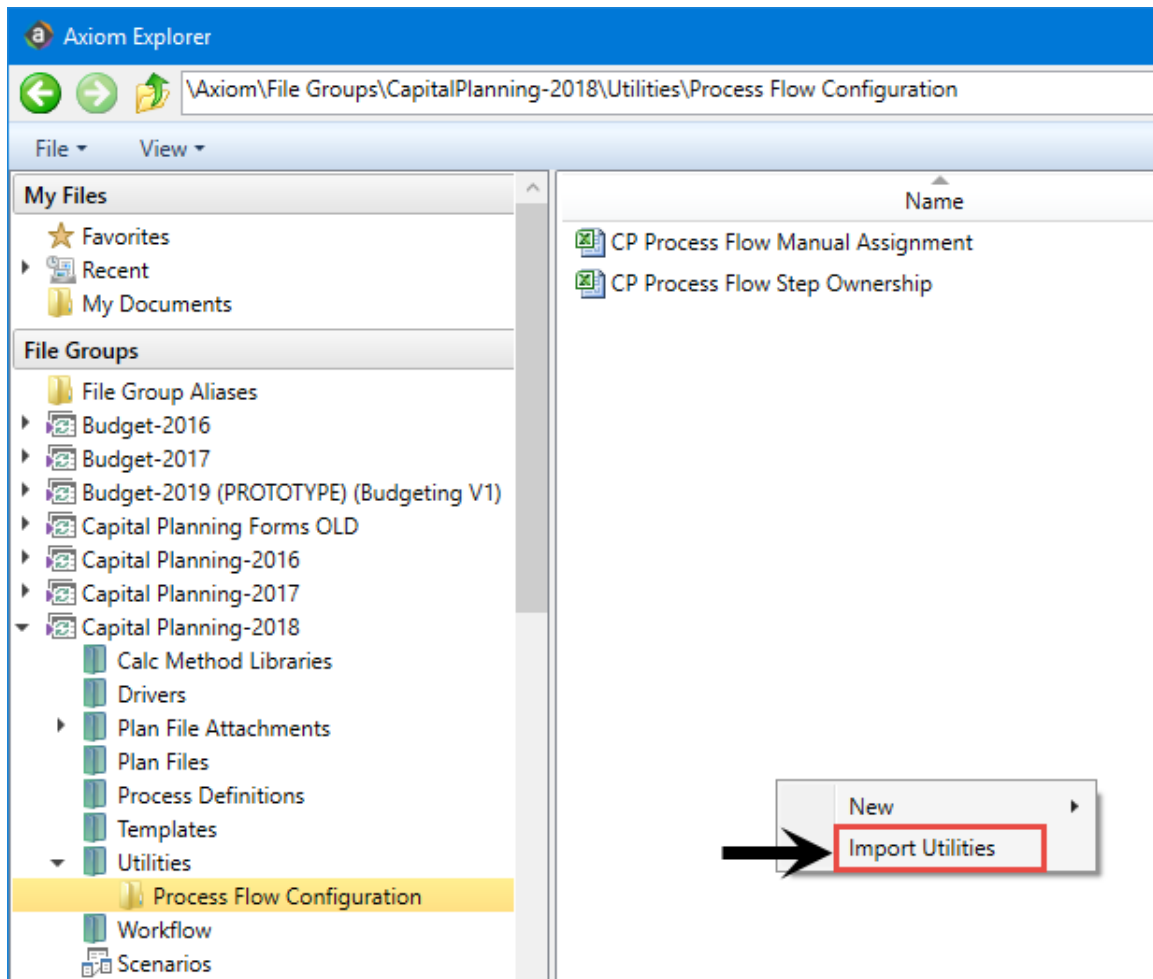
8. Right-click the Process Flow Step Ownership workbook, and click **Export Without Refresh**.



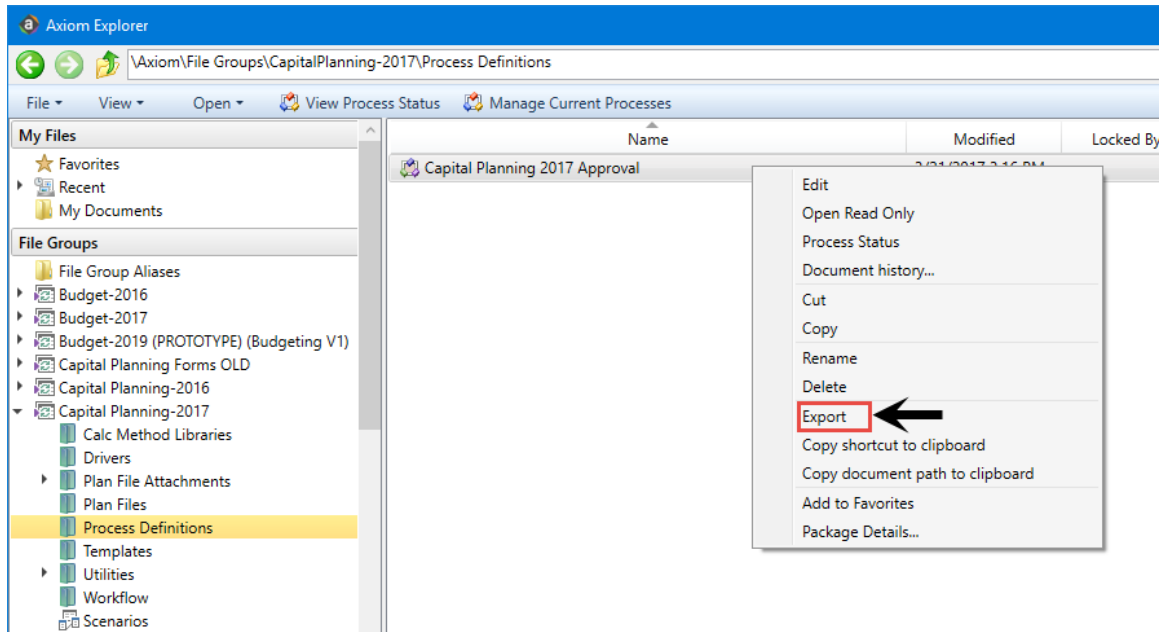
9. Save the CP Process Flow Step Ownership workbook to your computer or any network folder.
10. In Axiom Explorer, expand the selection for the next year's file group, and select the **Utilities > Process Flow Configuration** folder.



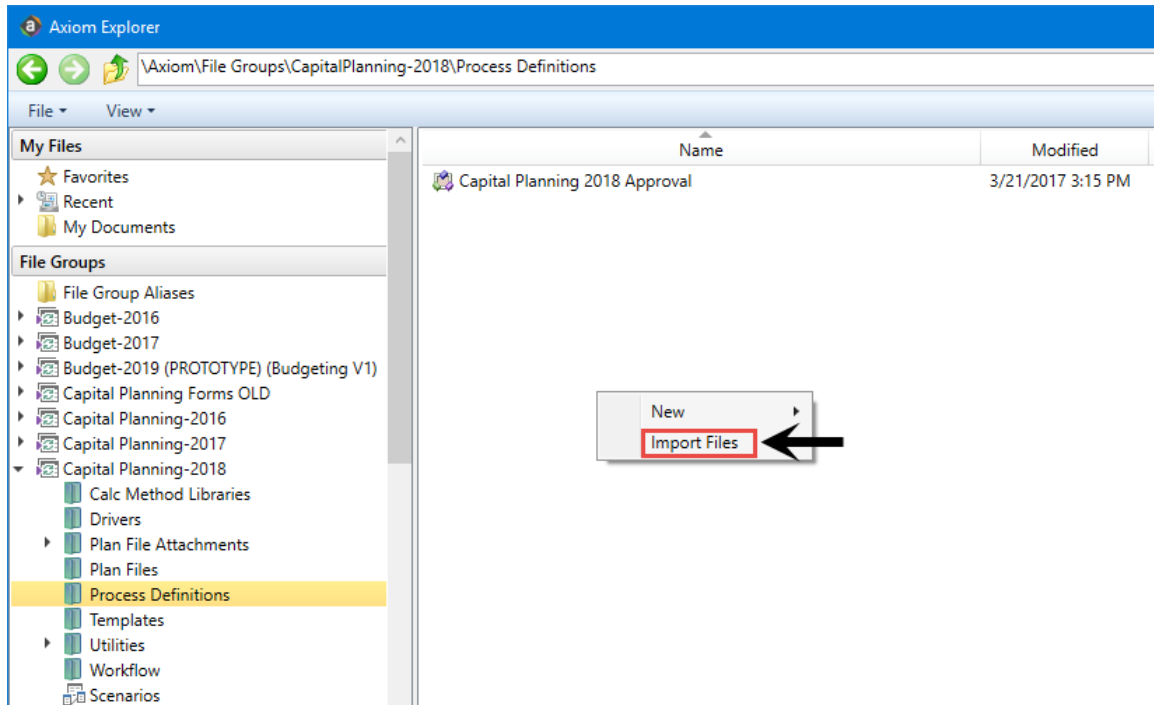
11. Right-click on any blank white space, and select **Import Utilities**.



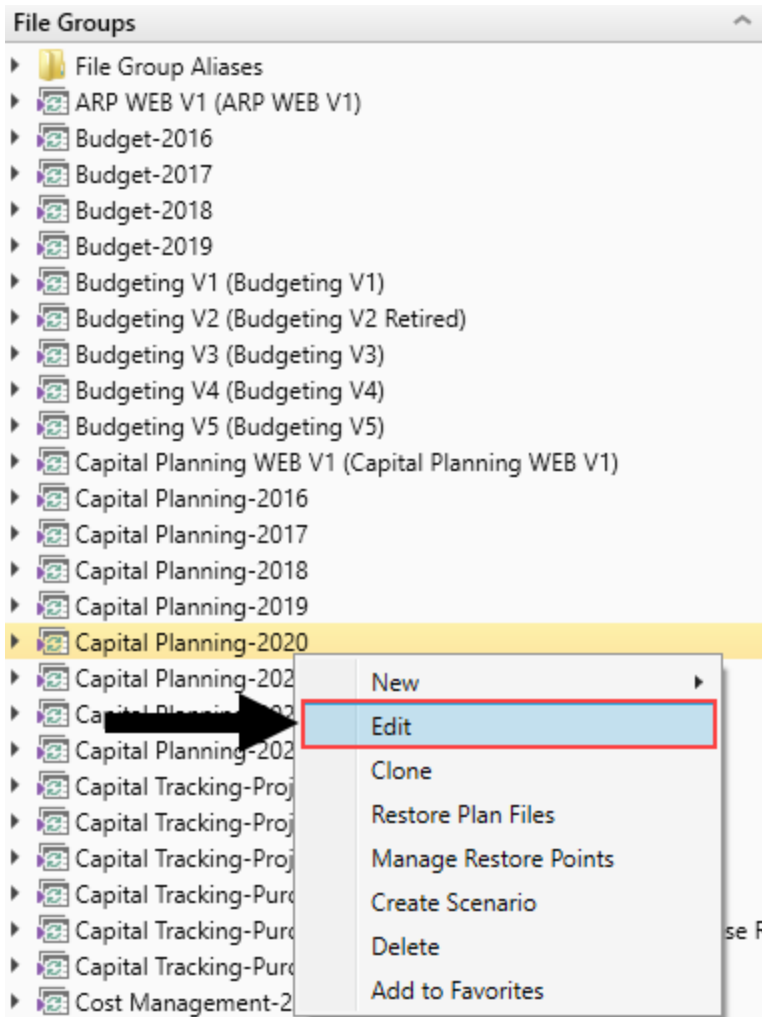
12. Browse your computer, and select the CP Process Flow Step Ownership workbook that you recently exported.
13. At the Confirmation prompt, click Yes.
14. In Axiom Explorer, expand the selection for the most recent file group used, and click **Process Definitions > Process Flow Configuration**.
15. Right-click the Capital Planning 20XX Approval definition, and select **Export**.



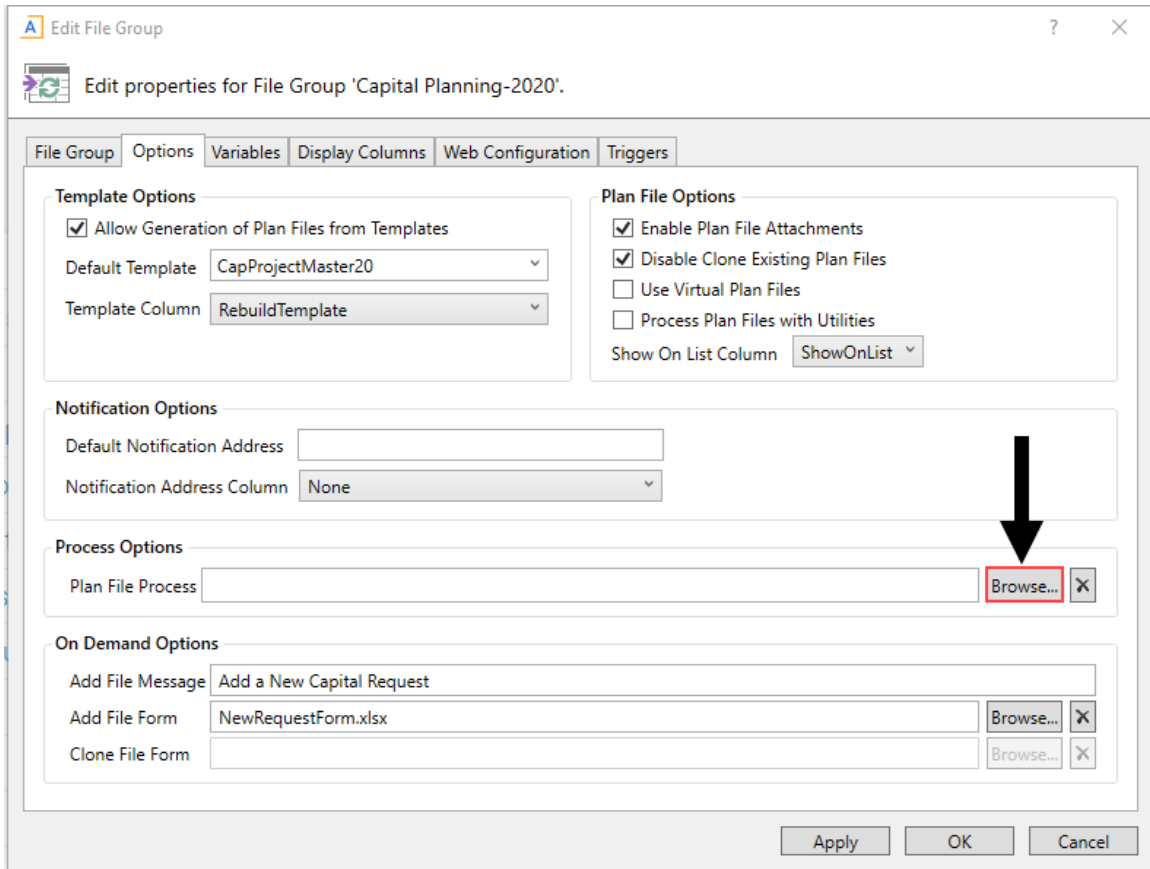
16. Save the Capital Planning 20XX Approval Process to your computer or any network folder.
17. Go to the file that was exported on your computer/network, and change the name of the file to increase the year by one. For example, change Capital Planning 2017 Approval to Capital Planning 2018 Approval.
18. In Axiom Explorer, expand the selection for the next year's file group, and select the **Process Definitions** folder.
19. Right-click on any blank white space, and select **Import Files**.



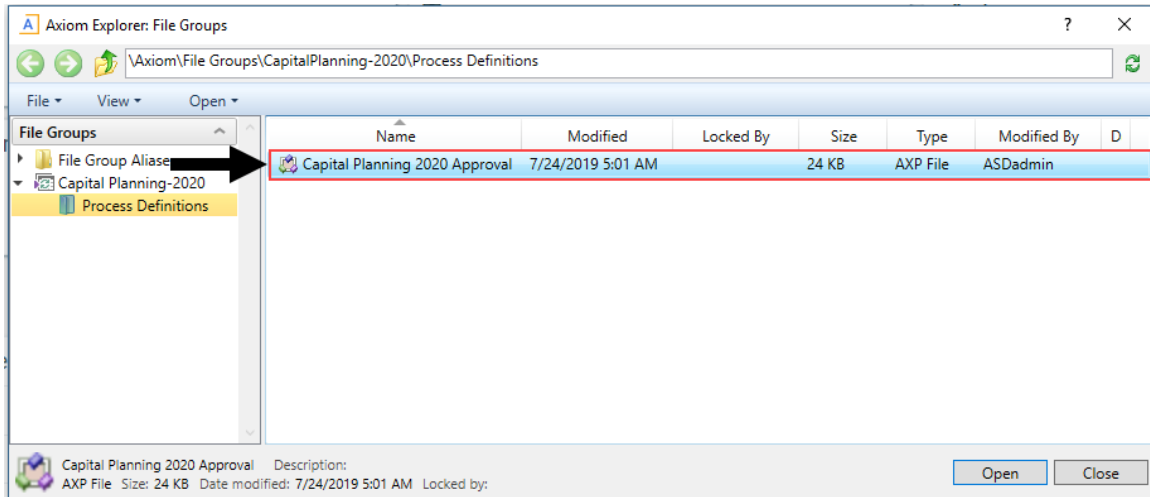
20. Browse your computer, and select the Capital Planning 20XX Approval Process that you recently exported and renamed.
21. At the Confirmation prompt, click **Yes**.
22. In Axiom Explorer, right-click the new file group, and click **Edit**.



23. In the Edit File Group dialog, in the Process Options > Plan File Process field, click Browse .

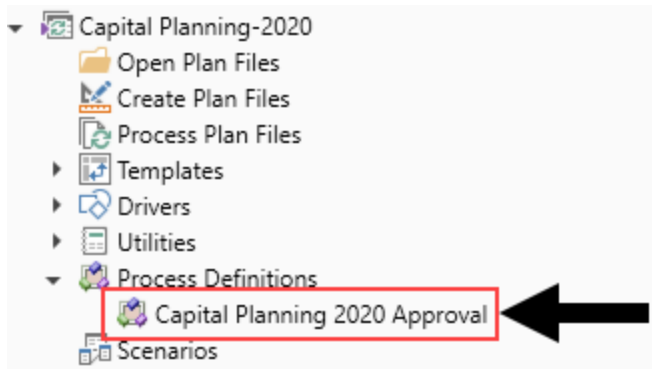


24. In the Axiom Explorer: File Groups dialog, select the newly imported process, and click **Open**.

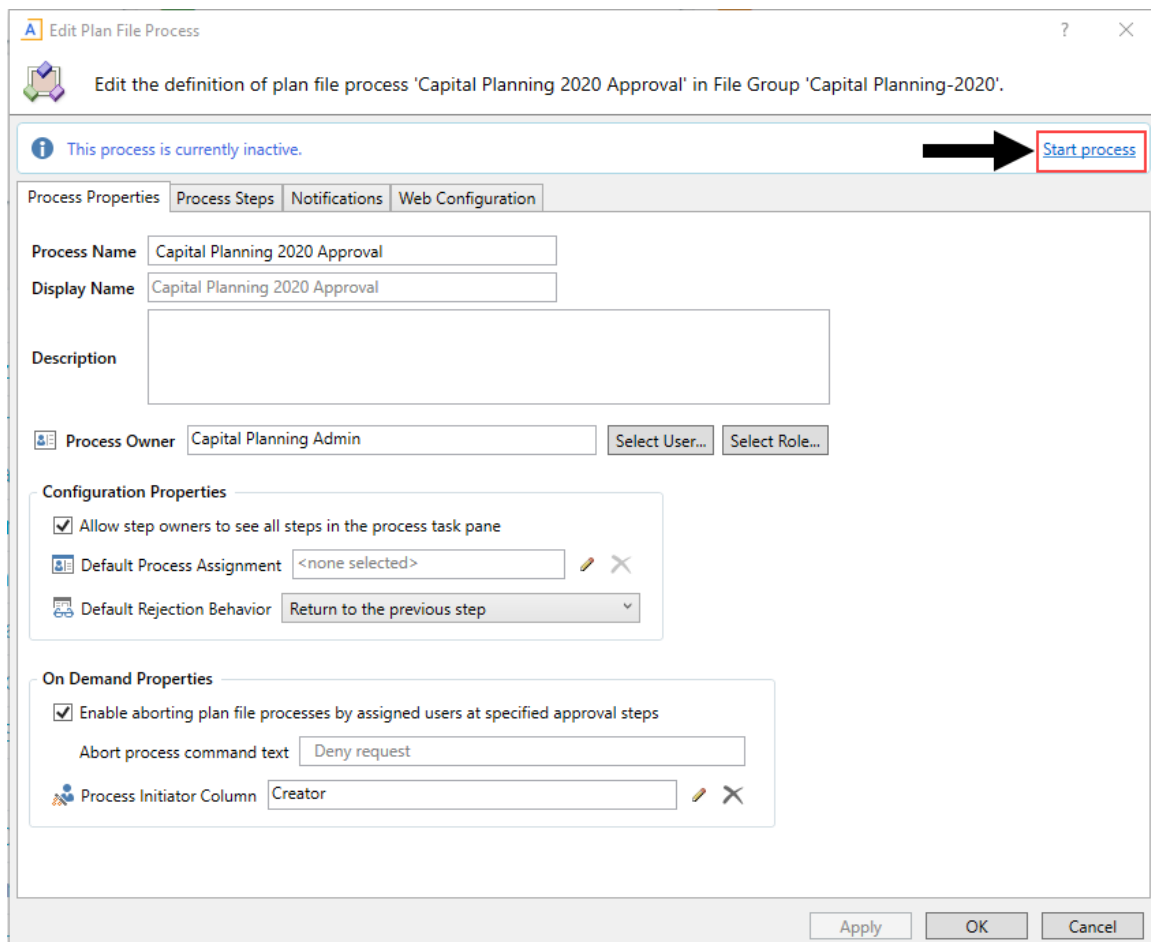


25. In the **Edit File Group** dialog, click **OK**.

26. In Axiom Explorer, navigate to the file group that includes the new Capital Planning 20XX Approval Process you just imported, and double-click it.



27. On the right side of the dialog, click **Start Process** to enable the workflow in the system.



28. At the Confirmation prompt, click **OK**.

Proceed to [Step 3: Confirm configuration of Axiom Capital Tracking for next year's planning cycle.](#)



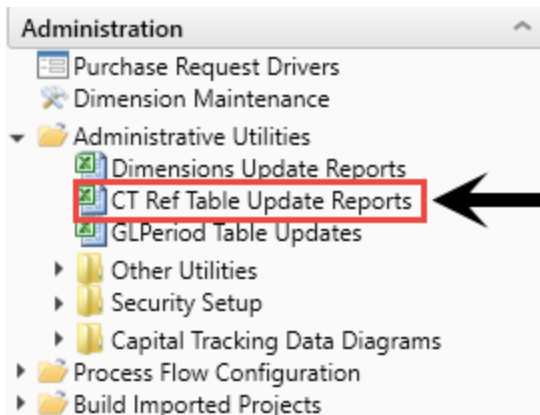
# Step 3: Confirm configuration of Axiom Capital Tracking for next year's planning cycle

There are two worksheets in the CT Ref Table Update Reports workbook that - while not drivers themselves - are functionally similar. Each of these worksheets allow you to select the fields that a user is required to complete to submit a purchase request.

**NOTE:** Your organization normally updates this table at the beginning of each fiscal year.

To configure capital tracking for next year's planning cycle:

1. In the Cap Track Admin task pane, in the Administration section, click Administrative Utilities, and double-click CT Ref Table Update Reports.



2. Select the SUITEVARIABLES worksheet, and update the CapTrackYr to the current fiscal year. You should only make this update after the new fiscal year begins.

KH Home CT Ref Table Updates x

### Capital Tracking Variables Update Utility

Variable	Description	Parameter
CapTrackYr	Capital Tracking Active Year	2017

[DeliverTo](#)
[UofM](#)
[Items](#)
[SUITEVARIABLES](#)

3. To update the Capital Tracking Active Year in the system, click Save.

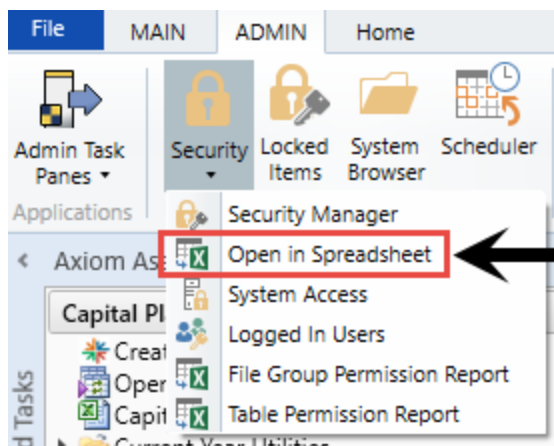
Proceed to [Step 4: Configure security for the new file group](#).

# Step 4: Configure security for the new file group

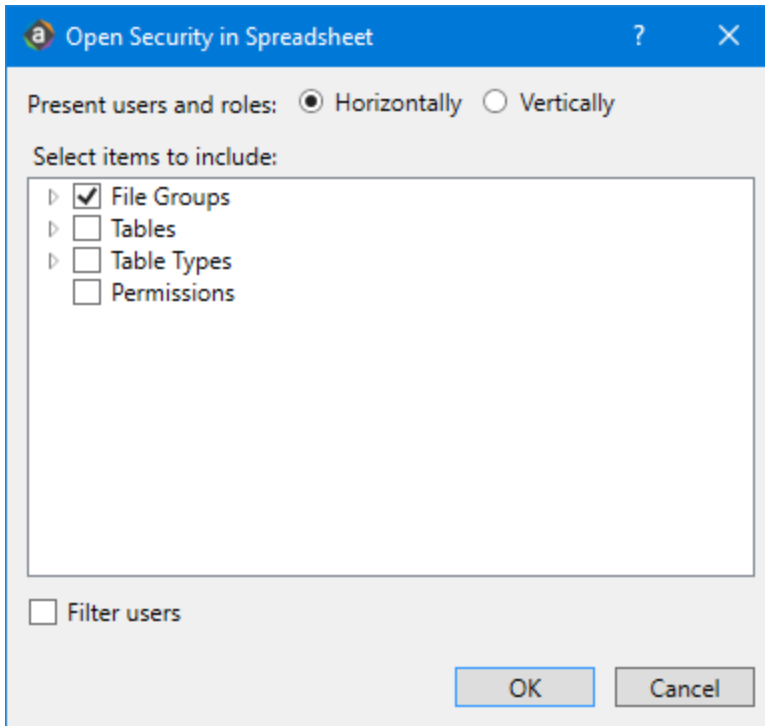
You do not need to update the security for the user filters, but you do need to update the security for the new file group added with the installation.

To configure security for the new file group:

1. In the Admin ribbon tab, in the System Management group, click Security > Open in Spreadsheet.



2. In the Open Security in Spreadsheet dialog, select the File Groups check box, and unselect all other check boxes, and then click OK.



- Set up the new file group security with the same settings and user filters used for the previous file group. Copy the entire row from the previous file group, and paste to the same row for the new file group.

[file access level] = Read

[calc method permission] = Insert

[interacts with process management] = TRUE

[access filter, ignored if all plan files] = should be the same as previous File Group

CapitalPlanning-2018 [modify file group]	FALSE	
CapitalPlanning-2018 [create plan files]	FALSE	
CapitalPlanning-2018 [create new records]	FALSE	
CapitalPlanning-2018 [process plan files]	FALSE	
CapitalPlanning-2018 [run Axiom Queries]	FALSE	
CapitalPlanning-2018 [manage calc methods]	FALSE	
CapitalPlanning-2018 [file access level]	Read	←
CapitalPlanning-2018 [save data]	FALSE	
CapitalPlanning-2018 [unprotect]	FALSE	
CapitalPlanning-2018 [calc method permission]	Insert	←
CapitalPlanning-2018 [sheet assistant]	FALSE	
CapitalPlanning-2018 [file processing assistant]	FALSE	
CapitalPlanning-2018 [interacts with process management]	TRUE	←
CapitalPlanning-2018 [all plan files]	FALSE	
CapitalPlanning-2018 [access filter, ignored if all plan files]		←
CapitalPlanning-2018 [role inheritance mode]	Independent	
CapitalPlanning-2018 [inherit role, blank means all]		

- After you are done making changes, in the Main ribbon tab, click Save.

Proceed to [Step 5: Run the CP Annual Rollforward utility.](#)

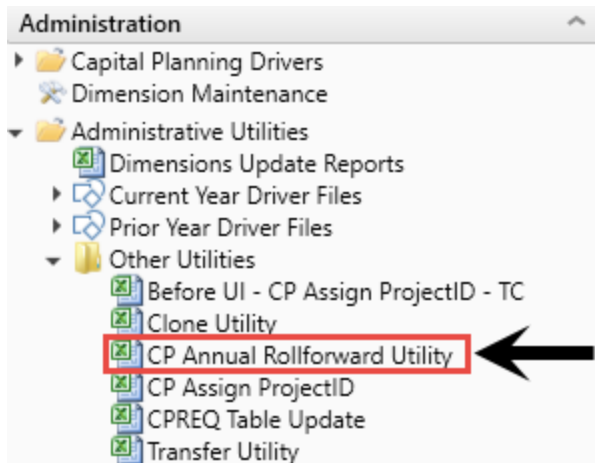
# Step 5: Run the CP Annual Rollforward utility

Use this utility to copy all driver file settings and configurations to the next planning year.

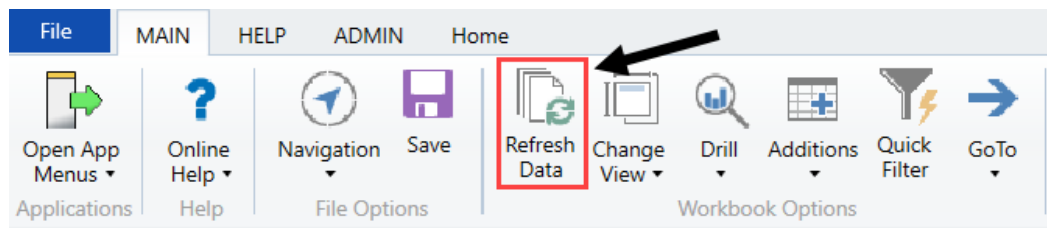
**IMPORTANT:** Saving the data after you run this utility will overwrite existing data in the CP\_Next Year file group drivers. Be sure that you have performed the previous roll forward instructions before saving this report.

To run the CP Annual Rollforward utility:

1. In the Cap Plan Admin task pane, in the Administration section, click Administrative Utilities > Other Utilities, and double-click CP Annual Rollforward Utility.



2. Refresh the data by doing one of the following:
  - In the Main ribbon tab, in the Workbook Options group, click Refresh Data.



- Press F9.
3. Verify that the data loaded correctly.
  4. When you are ready to save the data to the database, in the Main ribbon tab, click Save.

