Rolling Forward Guide

Axiom Capital Planning and Tracking Version 2022.3



320 N Sangamon St Suite 700 Chicago, IL 60607 (847) 441-0022 www.syntellis.com info@syntellis.com

Syntellis[®] is a trademark of Syntellis Performance Solutions, LLC. Microsoft[®], Excel[®], and Windows[®] are trademarks of Microsoft Corporation in the United States and/or other countries. All other trademarks are the property of their respective owners.

This document is Syntellis Performance Solutions Confidential Information. This document may not be distributed, copied, photocopied, reproduced, translated, or reduced to any electronic medium or machine-readable format without the express written consent of Syntellis Performance Solutions.

Copyright © 2022 Syntellis Performance Solutions, LLC. All rights reserved.

Version: 2022.3

Updated: 10/8/2022

Contents

| Rolling forward to a new capital budget year | . 4 |
|--|-----|
| Step 1: Create a new file group | . 5 |
| Step 2: Configure the new file group for next year's planning cycle | 8 |
| Step 3: Confirm configuration of Axiom Capital Tracking for next year's planning cycle | .17 |
| Step 4: Configure security for the new file group | 19 |
| Step 5: Run the CP Annual Rollforward utility | 21 |

Rolling forward to a new capital budget year

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

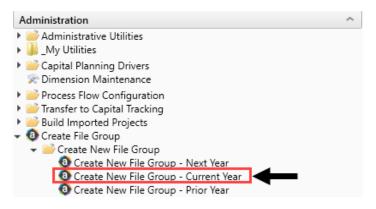
Step 1: Create a new file group

- 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

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.

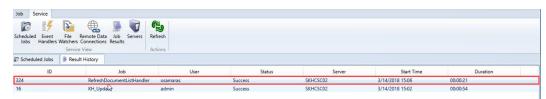
NOTE: This may take a few minutes to complete.

- 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.



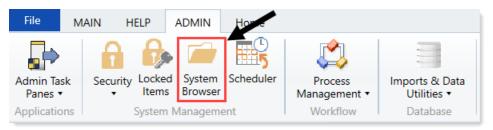
Proceed to Step 2: Configure the new file group for next year's planning cycle.

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.

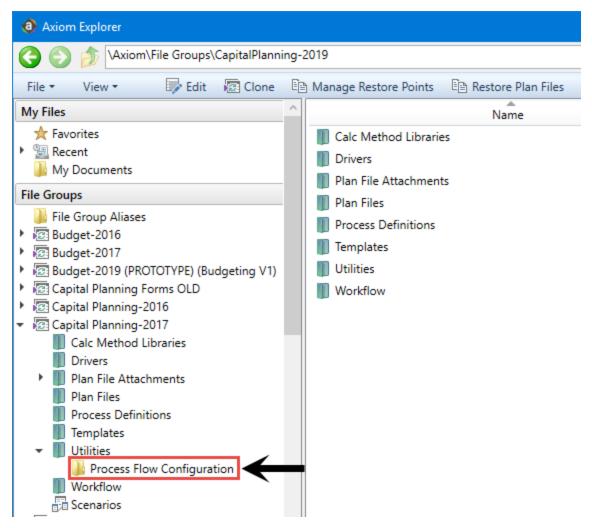
| Axiom Explorer | | | | ? | × |
|--|---|--|--|---|---|
| 🔇 📀 🍺 \Axiom\File Groups\FileGrou | upAliases | | | | 3 |
| File • View • | | | | | |
| My Files ^ ^ | Alias Name | File Group Name | Description | | |
| ★ Favorites ▶ 圖 Recent ▶ My Documents | BP_CurrentYear BP_NextYear BP PriorYear | Budget-2017 Budget-2018 Budget-2016 Budget-2016 | The File Group associated with the current year's budget plan. The File Group associated with the next year's budget plan. The File Group associated with the prior year's budget plan. | | |
| File Groups | CM_CurrentYear CM_NextYear | Cost Management-2016 | Cost Management Current Year File Group | | |
| Image: Budget-2016 Image: Budget-2017 Image: Budget-2018 Image: Budget-2018 Image: Budget-2018 Image: Budget-2018 Image: Budget-2018 Image: Budget-2017 Image: Budget-2017 Image: Budget-2017 Image: Budget-2017 Image: Budget-2017 Image: Budget-2017 | CP_CurrentYear_Web CP_NextYear_Web CP_PriorYear_Web CT_Projects_Web CT_PurchaseRequests_Web | CapitalPlanning-2018 CapitalPlanning-2019 CapitalPlanning-2017 Capital Tracking-Projects Capital Tracking-Projects | | | |
| CapitalPlanning-2018 CapitalPlanning-2019 Cost Management-2016 Cost Management-2017 Costing | FP_CurrentYear FP_NextYear FP_PriorYear | Financial Planning-2017 Financial Planning-2018 Financial Planning-2016 | The File Group associated with the current year's financial plan. The File Group associated with next year's financial plan. The File Group associated with the prior year's financial plan. | | |

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

| Axiom Explorer | | | | ? | × |
|--|-------------------------|----------------------------------|---|---|---|
| 🕒 🌖 🍺 \Axiom\File Groups\FileGroupAliases | | | | | C |
| File 🕶 View 🕶 🔛 Edit | | | | | |
| My Files | Alias Name | File Group Name | Description | | |
| ★ Favorites | BP_CurrentYear | 🖾 Budget-2016 | The File Group associated with the current year's budget plan. | | |
| Recent | BP_NextYear | Budget-2019 (PROTOTYPE) | The File Group associated with the next year's budget plan. | | |
| Wy Documents | BP_PriorYear | 🖾 Budget-2016 | The File Group associated with the prior year's budget plan. | | |
| File Groups | CM_CurrentYear | 🖾 Cost Management-2018 | Cost Management Current Year File Group | | |
| 🖟 File Group Aliases | CM_NextYear | Cost Management-2018 | | | |
| Budget-2016 | CP_CurrentYear | 🔄 Capital Planning-2018 | The File Group associated with the current year's capital plan. | | |
| Budget-2017 | CP_CurrentYear_Web | 🖾 CapitalPlanning-2018 (PROTOT) | | | |
| Budget-2019 (PROTOTYPE) (Budgeting V1) | CP_NextYear | 🔯 Capital Planning-2019 | The File Group associated with next year's capital plan. | | |
| Capital Planning Forms OLD @ Capital Planning-2016 | CP_NextYear_Web | CapitalPlanning-2018 (PROTOT) | | | |
| Capital Planning-2016 | CP_PriorYear | 🔯 Capital Planning-2017 | The File Group associated with the prior year's capital plan. | | |
| Capital Planning-2018 | CP_PriorYear_Web | 🖾 CapitalPlanning-2018 (PROTOT) | | | |
| Capital Planning-2019 | CT_Projects | 😰 Capital Tracking-Projects | The File Group associated with the projects in Capital Tracking. | | |
| Capital Tracking-Projects | CT_Projects_Web | Capital Tracking-Projects_V1 | | | |
| Capital Tracking-Projects_V1 (Capital Tracking - F | CT_PurchaseRequests | 🐻 Capital Tracking-Purchase Requ | The File Group associated with the purchase requests in Capital Tracking. | | |
| Capital Tracking-Purchase Requests | CT_PurchaseRequests_Web | 🔯 Capital Tracking-Purchase Requ | | | |

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.
- 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.

| | | | | | ? × |
|---|--|---|--|--|--|
| 2017\Utilities\Process Flow Configurat | ion | | | | 8 |
| | | | | | |
| Na | ame | Modified | Locked By | Size | Туре |
| CP Process Flow Manual Assign | nent | 7/22/2016 11:46 AM | | 82 KB | Microsoft |
| CP Process Flow Step Ownership | 0 | 7/8/2016 9:18 AM | | 106 KB | Microsoft |
| C C C C C C C C C C C C C C C C C C C | ypen Read Only Dpen Without Refresh Document history Dut Jout Sename Delete Sport System Sport Without Refresh Sopy shortcut to clipboard Sopy document path to clipboard did to Favorites | | | | |
| | Ni Dep Process Flow Manual Assign Dep Process Flow Step Ownership C C C C C C C C C C C C C C C | 2017\Utilities\Process Flow Configuration Name Image: CP Process Flow Manual Assignment Image: CP Process Flow Step Ownership Image: CP Pro | Name Modified Image: CP Process Flow Manual Assignment 7/22/2016 11:46 AM Image: CP Process Flow Step Ownership 7/8/2016 9:18 AM Image: CP Process Flow Step Ownership 7/8/2016 9:18 AM Image: CP Process Flow Step Ownership 0pen Open Read Only Open Read Only Open Without Refresh Document history Cut Copy Rename Delete Export Export Copy shortcut to clipboard Copy document path to clipboard Add to Favorites Add to Favorites | Name Modified Locked By Image: CP Process Flow Manual Assignment 7/22/2016 11:46 AM Image: CP Process Flow Step Ownership Image: CP Process Flow Step Ownership 7/8/2016 9:18 AM Image: CP Process Flow Step Ownership Image: CP Process Flow Step Ownership 0pen Open Open Read Only Open Without Refresh Image: Document history Image: Document history Cut Copy Rename Delete Export Image: Export Export Copy shortcut to clipboard Add to Favorites Add to Favorites Image: Comparison of the clipboard | 2017/Utilities/Process Flow Configuration Name Modified Locked By Size Image: CP Process Flow Manual Assignment 7/22/2016 11:46 AM 82 KB Image: CP Process Flow Step Ownership 7/8/2016 9:18 AM 106 KB Image: Open Open 0 Open Read Only Open Nithout Refresh 0 Document history Cut Copy Rename Delete Export Export Export Without Refresh Copy document path to clipboard Add to Favorites Add to Favorites |

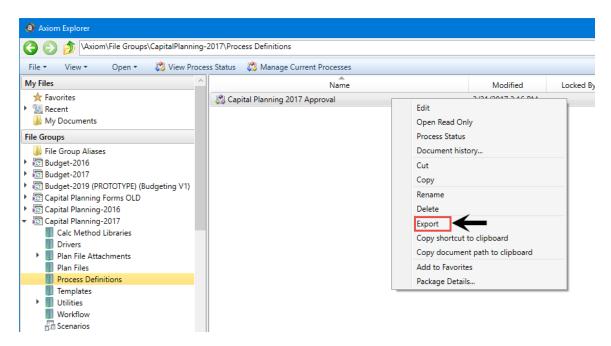
- 9. Save the CP Process Flow Step Ownership workbook to your computer or any network folder.
- 10. In Axiom Explorer, expand the selection for the next year's file group, and select the Utilities > Process Flow Configuration folder.

| Axiom Explorer | | |
|--|-----|------------------------------|
| 🚱 📀 🏂 \Axiom\File Groups\CapitalPlanni | ng- | 2018\Utilities\Proc |
| File • View • | | |
| My Files | ^ | |
| ★ Favorites ★ Eacent ↓ My Documents | | CP Process I CP Process I |
| File Groups | | |
| File Group Aliases Budget-2016 Budget-2017 Budget-2019 (PROTOTYPE) (Budgeting V1) Capital Planning Forms OLD Capital Planning-2016 Capital Planning-2017 | | |
| Image: Capital Planning-2018 Calc Method Libraries | | |
| Drivers | | |
| Plan File Attachments | | |
| Plan Files | | |
| Process Definitions | | |
| Templates | | |
| ▼ Utilities | | |
| Workflow | | |
| Scenarios | | |
| Capital Planning-2019 Capital Tracking-Projects Canital Tracking-Projects V1 (Canital Tracking) | ~ | < |

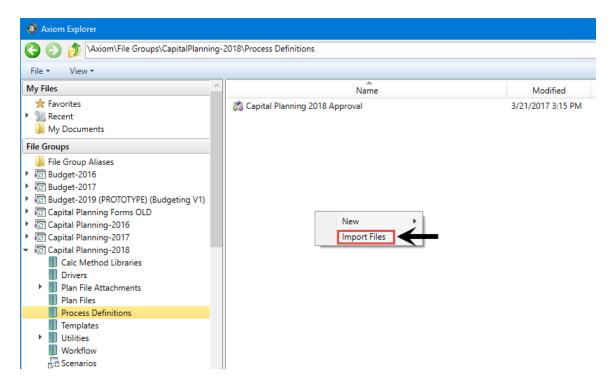
11. Right-click on any blank white space, and select Import Utilities.

| Axiom Explorer | |
|---|---|
| 🔇 🕥 🏂 \Axiom\File Groups\CapitalPlanning- | 2018\Utilities\Process Flow Configuration |
| File • View • | |
| My Files | Name |
| ★ Favorites | CP Process Flow Manual Assignment |
| My Documents | CP Process Flow Step Ownership |
| File Groups | |
| File Group Aliases Budget-2016 Budget-2017 Budget-2019 (PROTOTYPE) (Budgeting V1) Capital Planning Forms OLD Capital Planning-2016 Capital Planning-2017 Capital Planning-2018 | |
| Calc Method Libraries Calc Method Libraries Drivers Plan File Attachments Plan Files Process Definitions Templates Utilities Vrocess Flow Configuration | New Mew |
| Workflow | |

- 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.

| File Groups | | ^ |
|-----------------------------|-----------------------------|------|
| File Group Aliases | | |
| ARP WEB V1 (ARP WEB | V1) | |
| Budget-2016 | - | |
| Budget-2017 | | |
| Budget-2018 | | |
| Budget-2019 | | |
| Budgeting V1 (Budgeting V1) | ig V1) | |
| Budgeting V2 (Budgeting V2) | | |
| Budgeting V3 (Budgeting V3) | ig V3) | |
| Budgeting V4 (Budgeting) | ig V4) | |
| Budgeting V5 (Budgeting V5) | ig ∨5) | |
| 🕨 🚾 Capital Planning WEB V | 1 (Capital Planning WEB V1) | |
| Kapital Planning-2016 | | |
| Kapital Planning-2017 | | |
| Kapital Planning-2018 | | |
| 🕨 🚾 Capital Planning-2019 | | |
| Kapital Planning-2020 | | |
| 🕨 🚾 Capital Planning-202 | New | + |
| 🕨 🚾 Capitel Discrim | Edit | |
| 🕨 🐻 Capital Planning-202 🛏 | Clone | |
| 🕨 🐻 Capital Tracking-Proj | | |
| 🕨 🔯 Capital Tracking-Proj | Restore Plan Files | |
| 🕨 🔯 Capital Tracking-Proj | Manage Restore Points | |
| Capital Tracking-Pure | Create Scenario | |
| Capital Tracking-Pure | Delete | se R |
| Capital Tracking-Pure | Add to Favorites | |
| ECost Management-2 | Add to Pavorites | |

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

| Edit File Group | | ?) |
|---|--|-----------|
| Edit propertie | s for File Group 'Capital Planning-2020'. | |
| ile Group Options | Variables Display Columns Web Configuration Triggers | |
| Template Options Allow Generation Default Template Template Column | Plan File Options on of Plan Files from Templates CapProjectMaster20 V Disable Clone Existing Plan File Use Virtual Plan Files Process Plan Files with Utilities Show On List Column | |
| Notification Option Default Notification Notification Addres | n Address | |
| Process Options Plan File Process | | Browse 🗙 |
| On Demand Option Add File Message Add File Form Clone File Form | s Add a New Capital Request NewRequestForm.xlsx | Browse X |
| | Apply | OK Cancel |

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

| 🕞 🌍 🏂 \Axiom\File Groups\CapitalPlanning-2020\Process Definitions | | | | | | | C |
|---|---|-------------------|-----------|-------|----------|-------------|------|
| File • View • Open • | | | | | | | |
| File Groups | Name | Modified | Locked By | Size | Туре | Modified By | D |
| File Group Aliase Capital Planning-2020 Process Definitions | Capital Planning 2020 Approval | //24/2019 5:01 AM | | 24 KB | AXP File | ASDadmin | |
| Capital Planning 2020 Approva AXP File Size: 24 KB Date mi | Description: dified: 7/24/2019 5:01 AM Locked by: | | | | | Open C | lose |

- 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.

| Ŧ | 🖅 Capital Planning-2020 |
|---|---|
| | 🧀 Open Plan Files |
| | 🕍 Create Plan Files |
| | 🔁 Process Plan Files |
| | III Templates |
| | Drivers |
| | Utilities |
| | Process Definitions |
| | 📖 Capital Planning 2020 Approval |
| | Scenarios |

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

| | is is currently inactive. | Start proces |
|------------------|--|--------------|
| Process Properti | es Process Steps Notifications Web Configuration | |
| Process Name | Capital Planning 2020 Approval | |
| Display Name | Capital Planning 2020 Approval | |
| | | |
| Description | | |
| Process Ov | vner Capital Planning Admin Select User Select Role | |
| Process Ov | Ther Capital Planning Admini | |
| Configuration | | |
| | p owners to see all steps in the process task pane rocess Assignment <pre></pre> | |
| _ | lejection Behavior Return to the previous step | |
| On Demand P | roperties | |
| ✓ Enable at | porting plan file processes by assigned users at specified approval steps | |
| | ocess command text Deny request | |
| Abort pro | | |

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

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

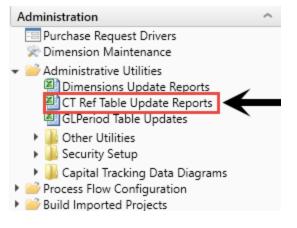
Step 3: Confirm configuration of Axiom Capital Tracking for next year's planning cycle

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 Re | ef Table Updates X | | |
|---|------------------------------|-----------|--|
| Capital Tracking Variables Update Utility | | | |
| Variable | Description | Parameter | |
| CapTrackYr | Capital Tracking Active Year | 2017 | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| < → DeliverTo | UofM Items SUITEVARIAB | LES (+) | |

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:

 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**.

| Open Security in Spreadsheet | ? | × |
|--|-----|-----|
| Present users and roles: ● Horizontally ○ Vertically Select items to include: ● File Groups ● Tables ● Table Types ● Permissions | | |
| Filter users OK | Can | cel |

3. 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] | |
| 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] | |

4. 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.

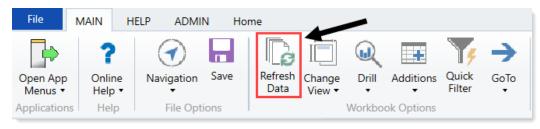
IMPORTANT: Saving the data after you run this utility will overwrite existing data in the CP_Next Year file group drivers. Be sure that you have performed the previous roll forward instructions before saving this report.

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.

| Administration | ^ |
|-------------------------------------|----|
| Capital Planning Drivers | |
| 🙊 Dimension Maintenance | |
| 🕶 🧀 Administrative Utilities | |
| 🖾 Dimensions Update Reports | |
| Current Year Driver Files | |
| 🕨 🐼 Prior Year Driver Files | |
| 👻 퉬 Other Utilities | |
| 🔊 Before UI - CP Assign ProjectID - | TC |
| Clone Utility | - |
| CP Annual Rollforward Utility | — |
| 🖾 CP Assign ProjectID | |
| 🖾 CPREQ Table Update | |
| 🔊 Transfer 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.

