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

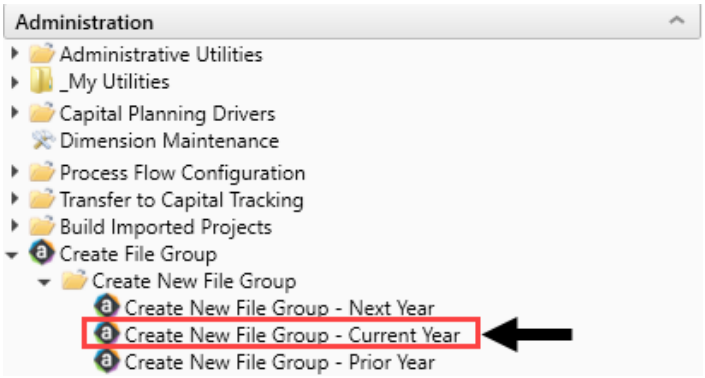
Step 5: Run the CP Annual Rollforward utility

Step 1: Create a new file group

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.

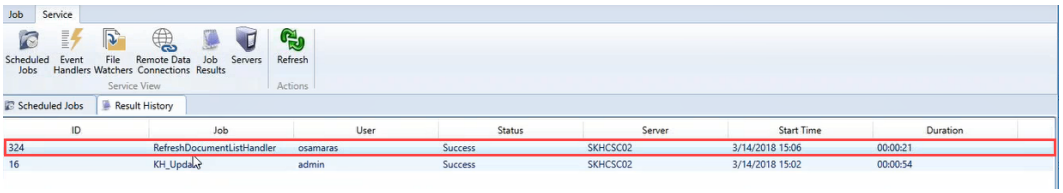
5. The system displays a confirmation prompt that the file group saved successfully. Click **OK**.
6. In the **Edit File Group** dialog, to continue creating the file group, click **OK**.

   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.



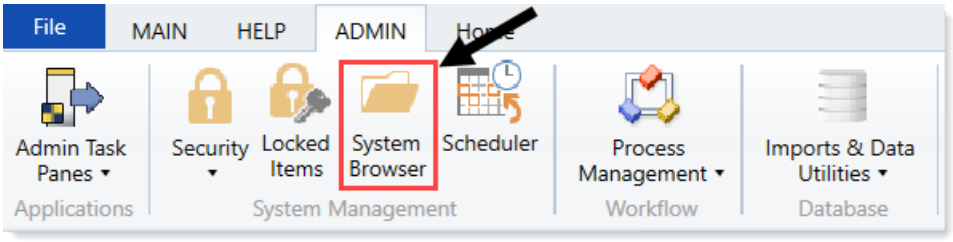
Proceed to Step 2: Configure the new file group for next year's planning cycle.

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

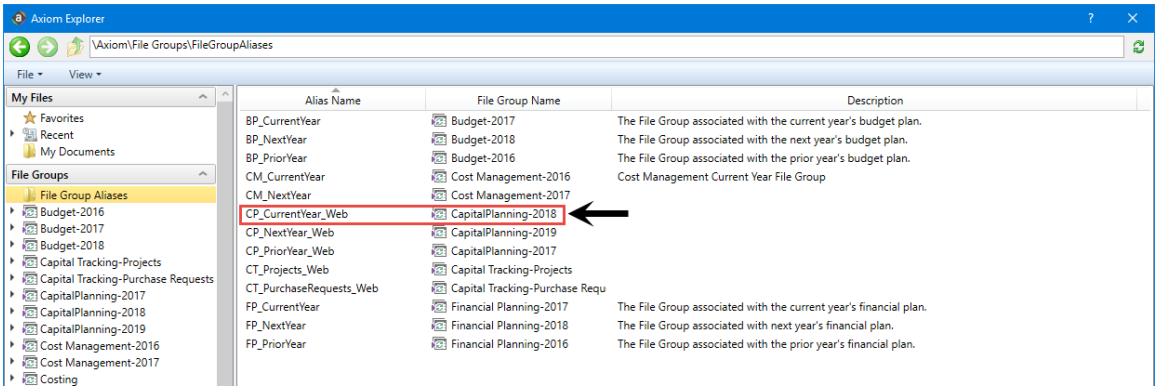
After the Axiom Capital Planning update is installed, complete the following steps to set up the new file group for the next year's capital planning cycle.

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

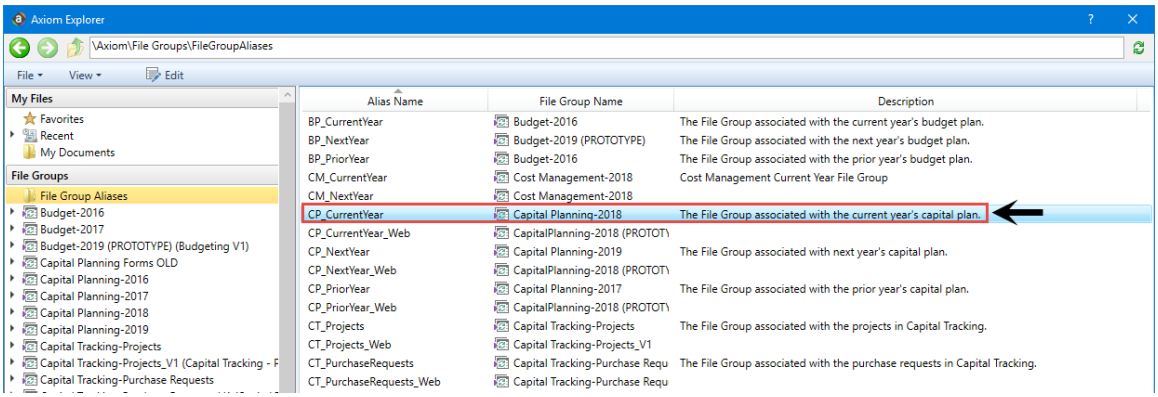
1. In the **Admin** ribbon tab, in the **System Management** group, click **System Browser**.



2. In Axiom Explorer, select the **File Group Aliases** folder, and double-click **CP_CurrentYear_Web**.

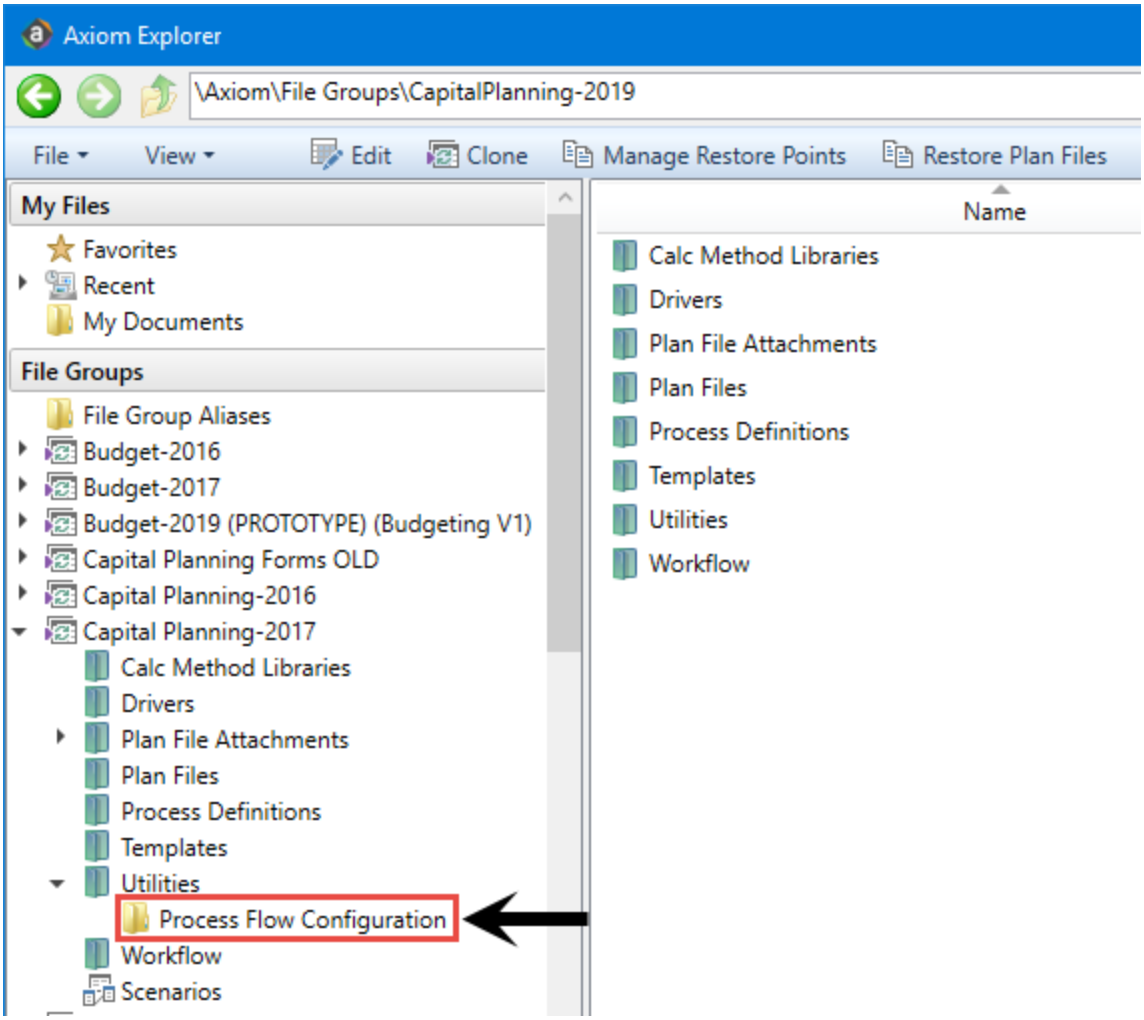


3. In Axiom Explorer, select the **File Group Aliases** folder, and double-click **CP_CurrentYear**.

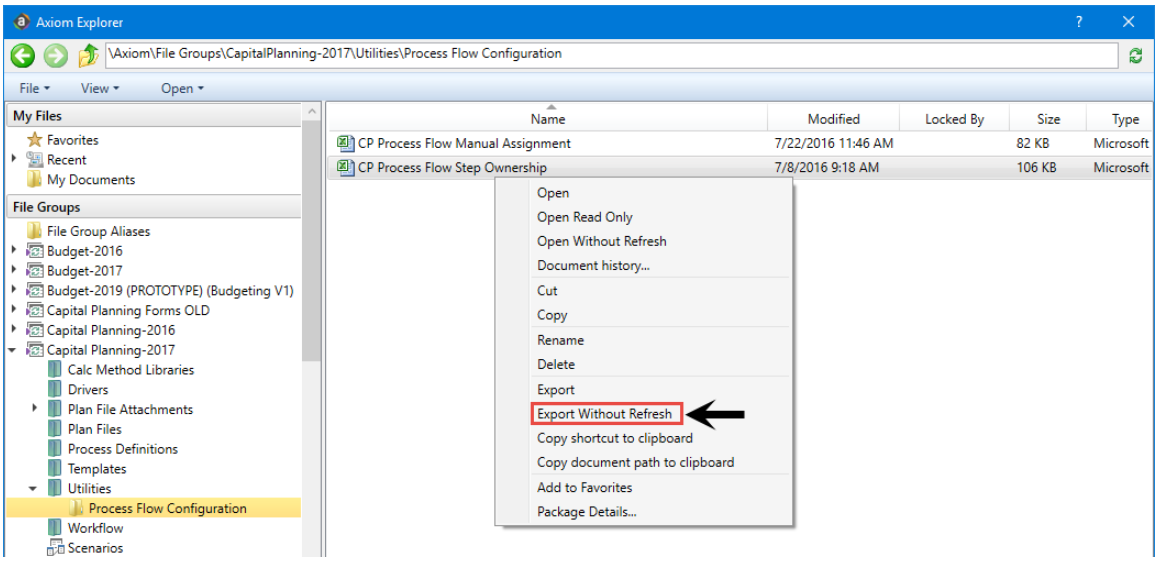


4. In the **Edit File Group Alias** dialog, next to the **File Group** field, click the folder icon.

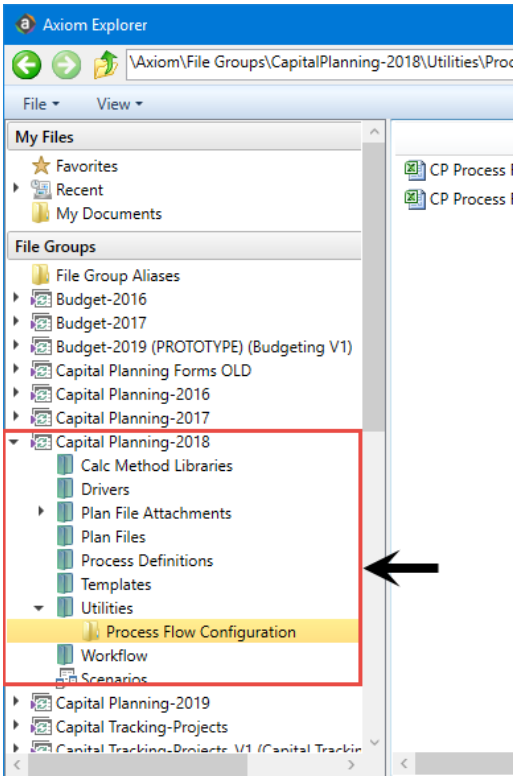
5. In the **Choose File Group**, select the new file group to use for next year, and click **OK**.
6. Repeat Steps 2-5 for the following:
    - **CP_PriorYear_Web** – Select the file group alias to use for the prior year's planning cycle.
    - **CP_NextYear_Web** – Select the file group alias to use 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**.



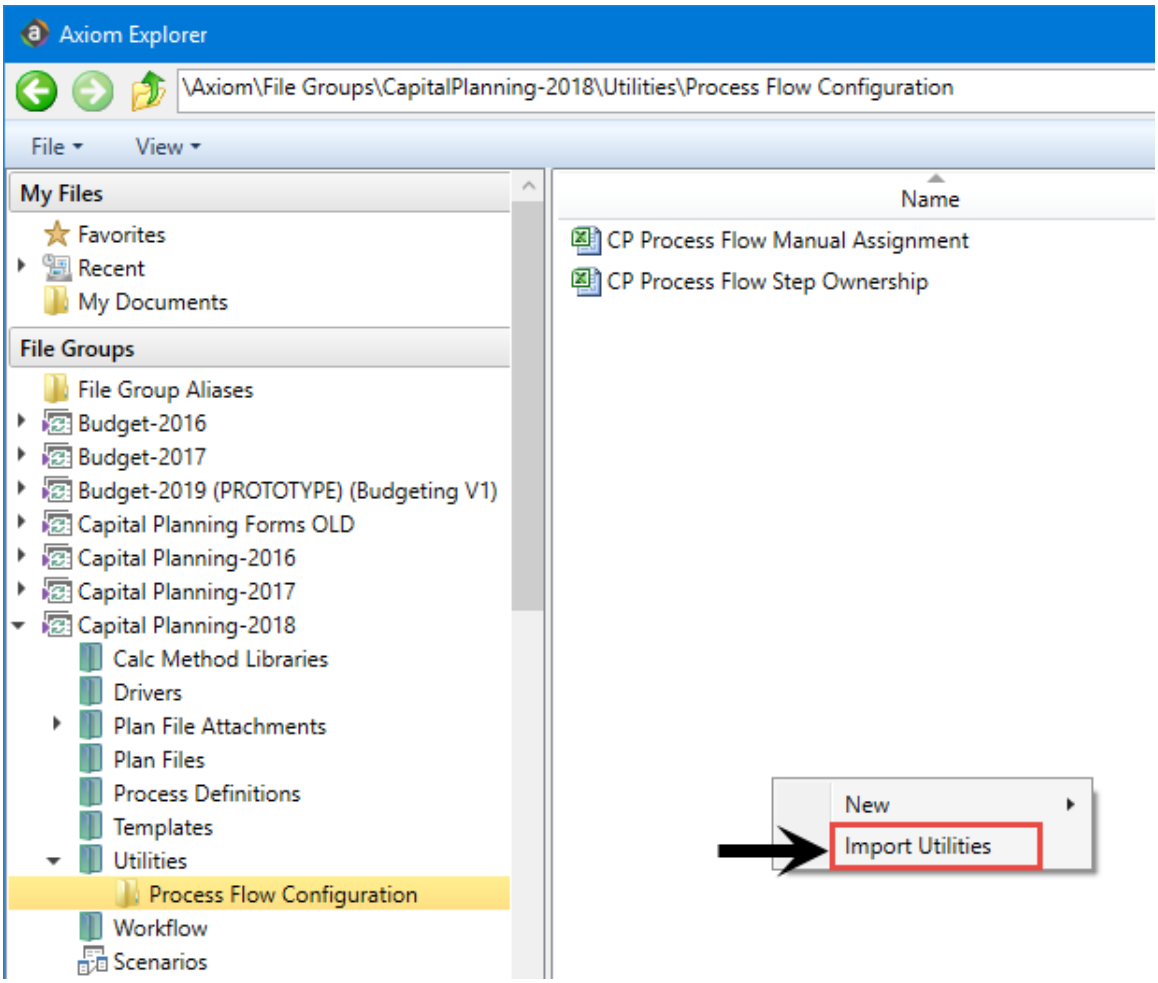
8. Right-click the Process Flow Step Ownership workbook, and click **Export Without Refresh**.



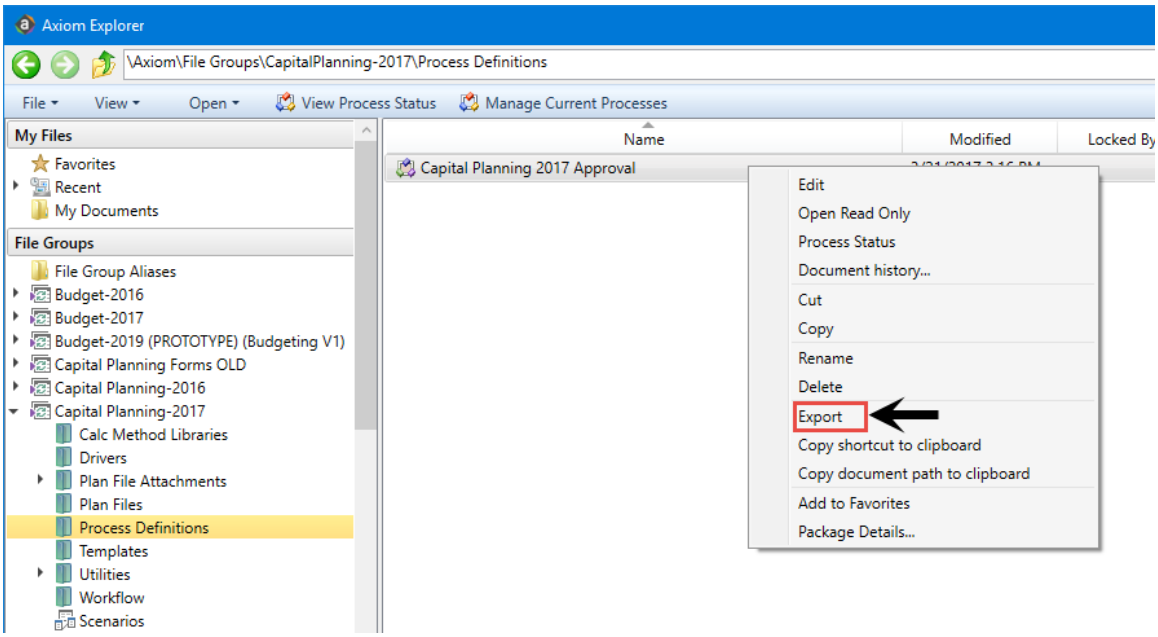
9. Save the CP Process Flow Step Ownership workbook to your computer or any network folder.
10. In Axiom Explorer, expand the selection for the next year's file group, and select the **Utilities > Process Flow Configuration** folder.



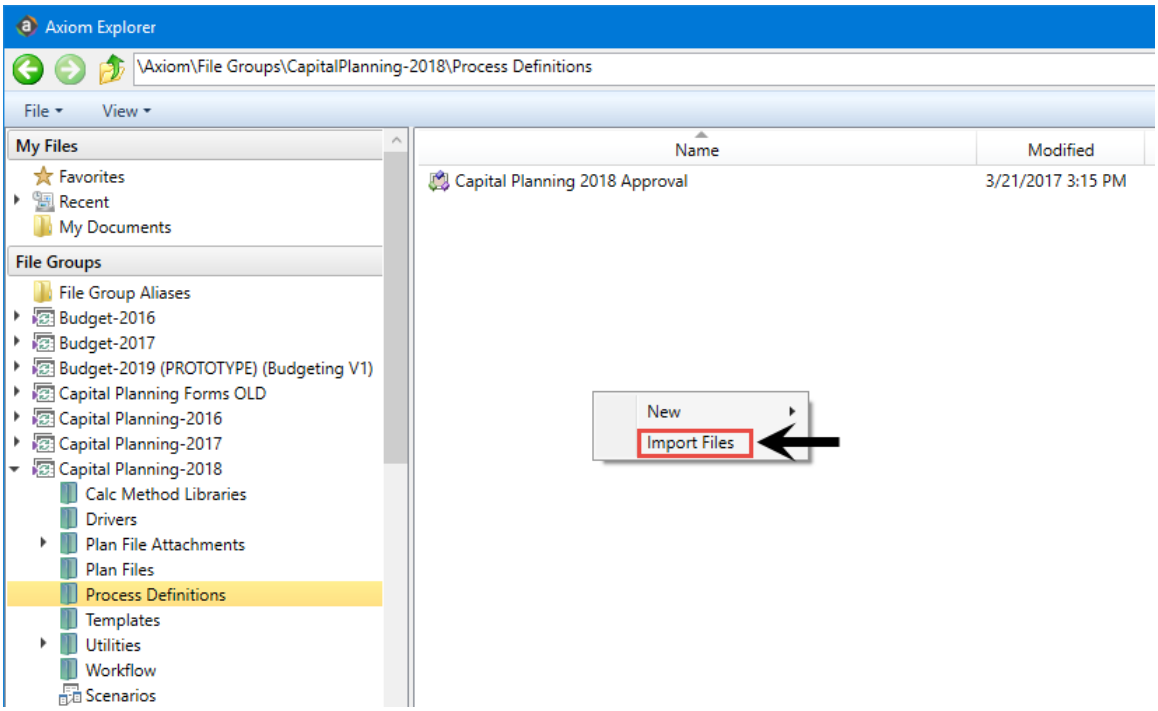
11. Right-click on any blank white space, and select **Import Utilities**.



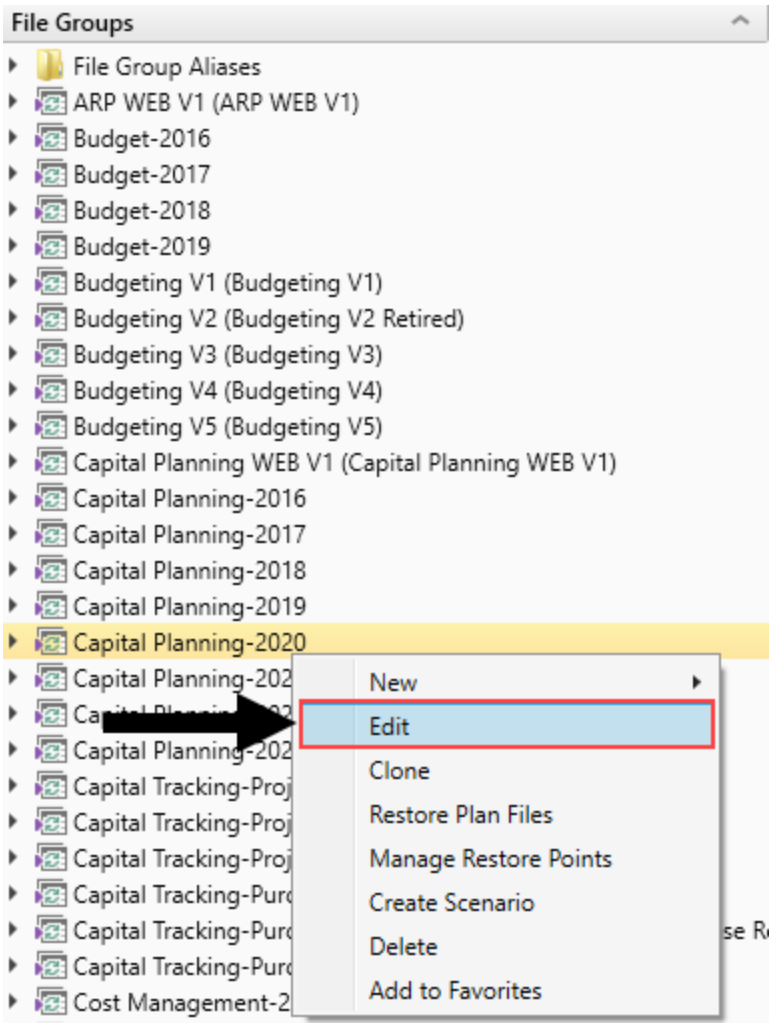
12. Browse your computer, and select the CP Process Flow Step Ownership workbook that you recently exported.
13. At the Confirmation prompt, click **Yes**.
14. In Axiom Explorer, expand the selection for the most recent file group used, and click **Process Definitions > Process Flow Configuration**.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



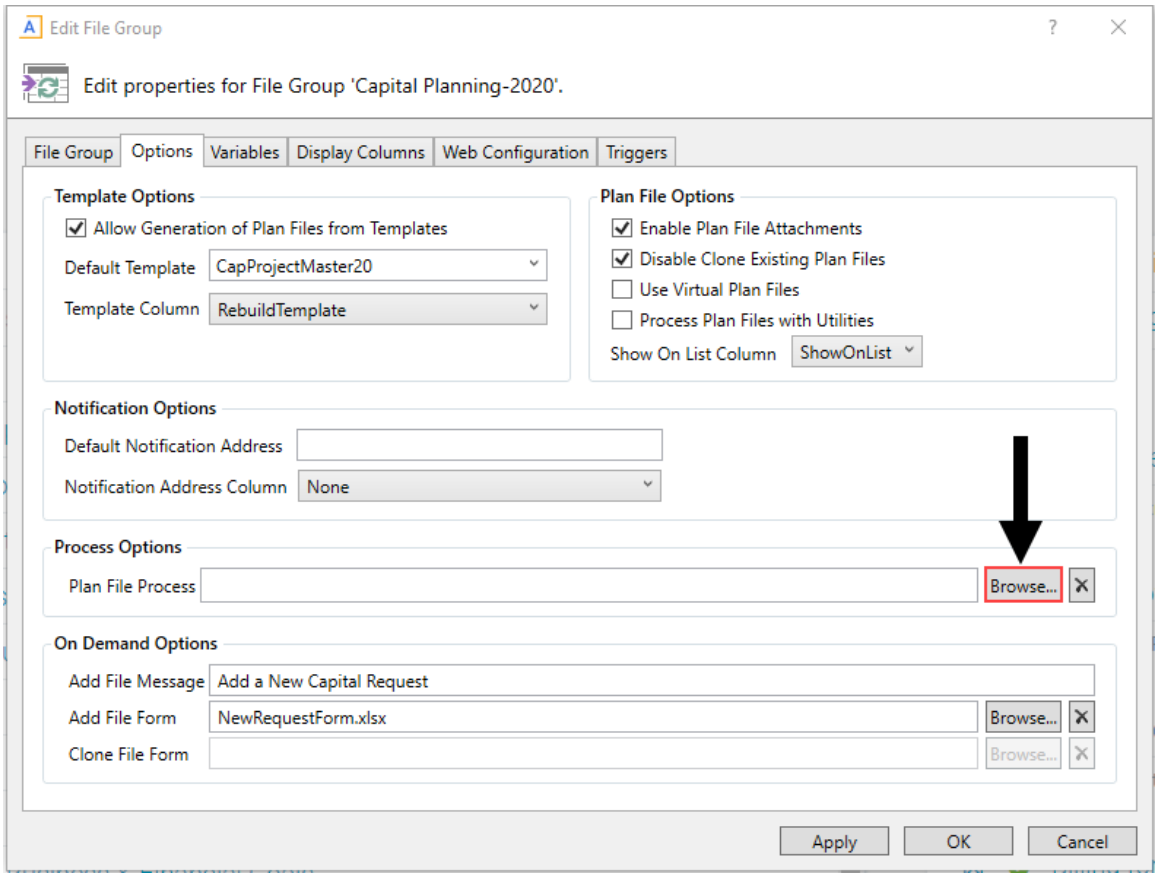
16. Save the Capital Planning 20XX Approval Process to your computer or any network folder.
17. Go to the file that was exported on your computer/network, and change the name of the file to increase the year by one. For example, change Capital Planning 2017 Approval to Capital Planning 2018 Approval.
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**.



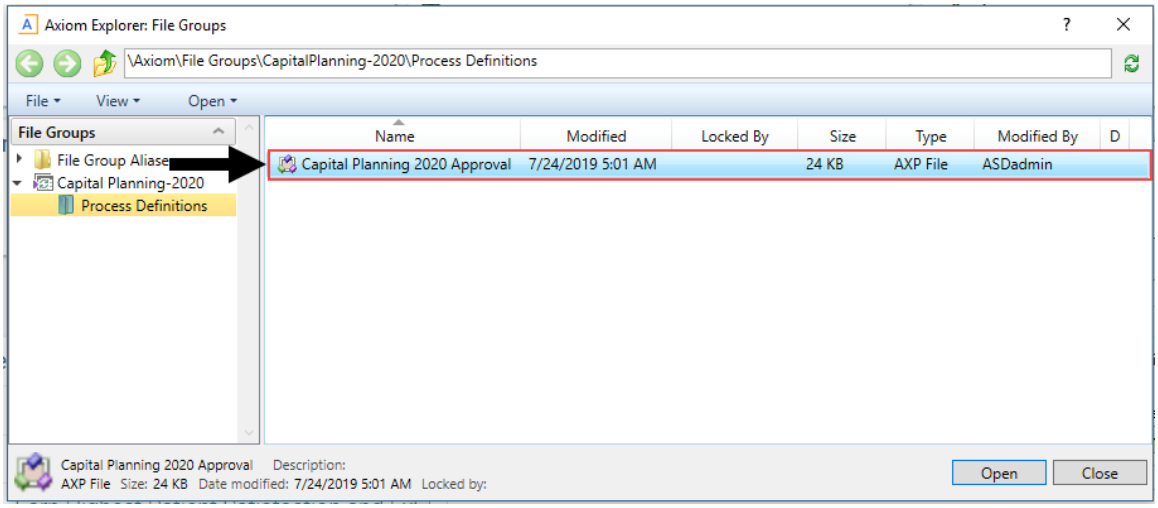
20. Browse your computer, and select the Capital Planning 20XX Approval Process that you recently exported and renamed.
21. At the Confirmation prompt, click **Yes**.
22. In Axiom Explorer, right-click the new file group, and click **Edit**.



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

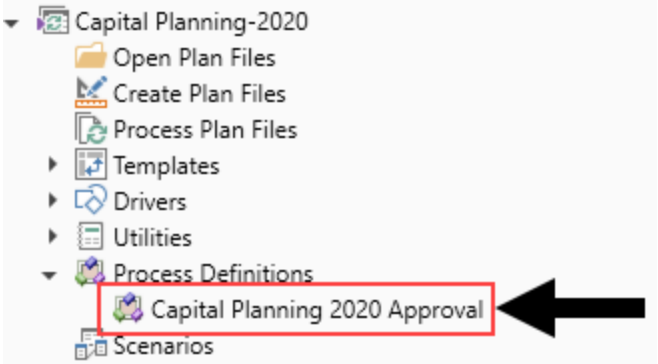


24. In the **Axiom Explorer: File Groups** dialog, select the newly imported process, and click **Open**.

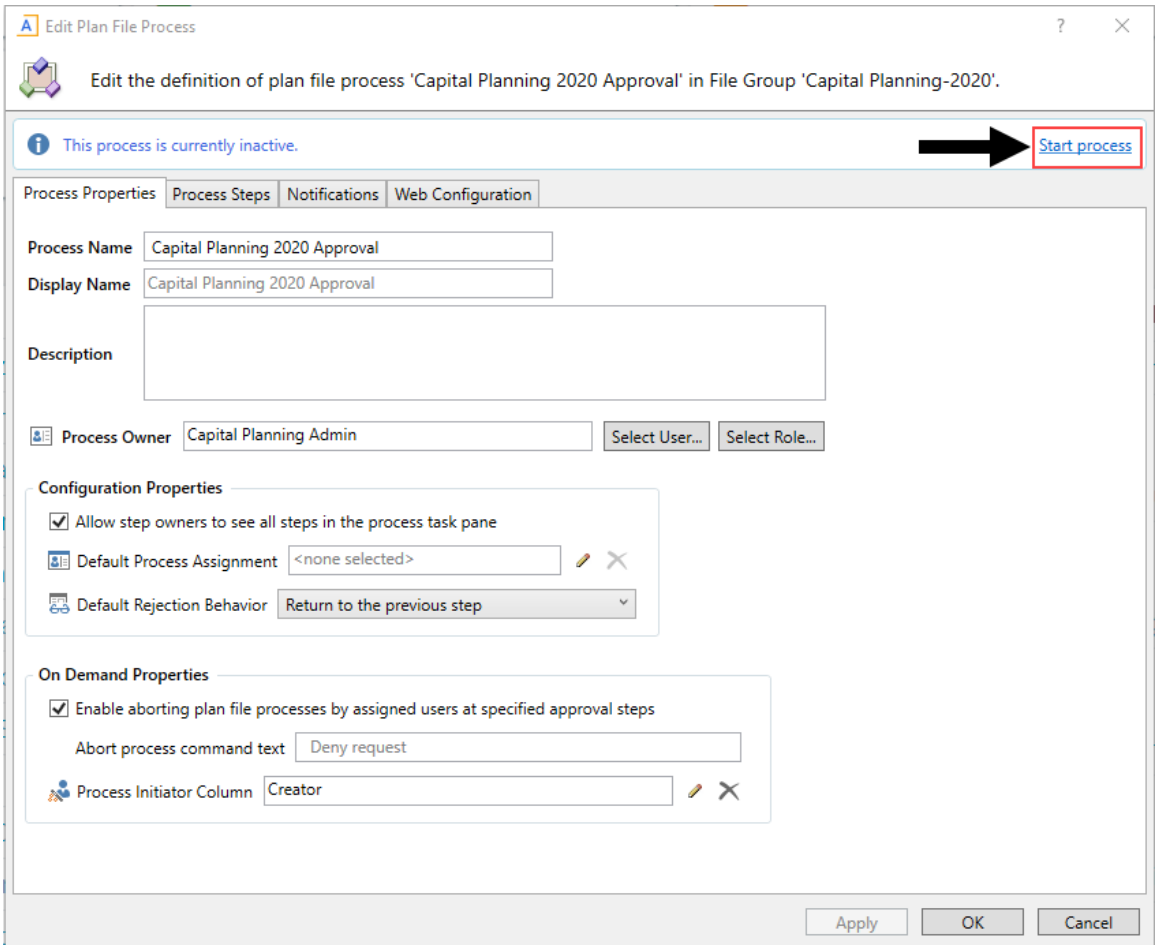


25. In the **Edit File Group** dialog, click **OK**.

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.

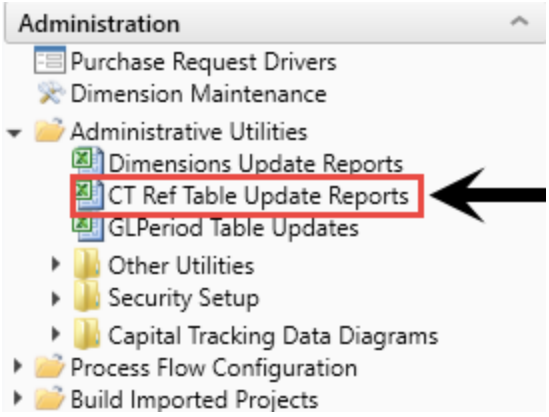
Step 3: Confirm configuration of Axiom Capital Tracking for next year's planning cycle

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.

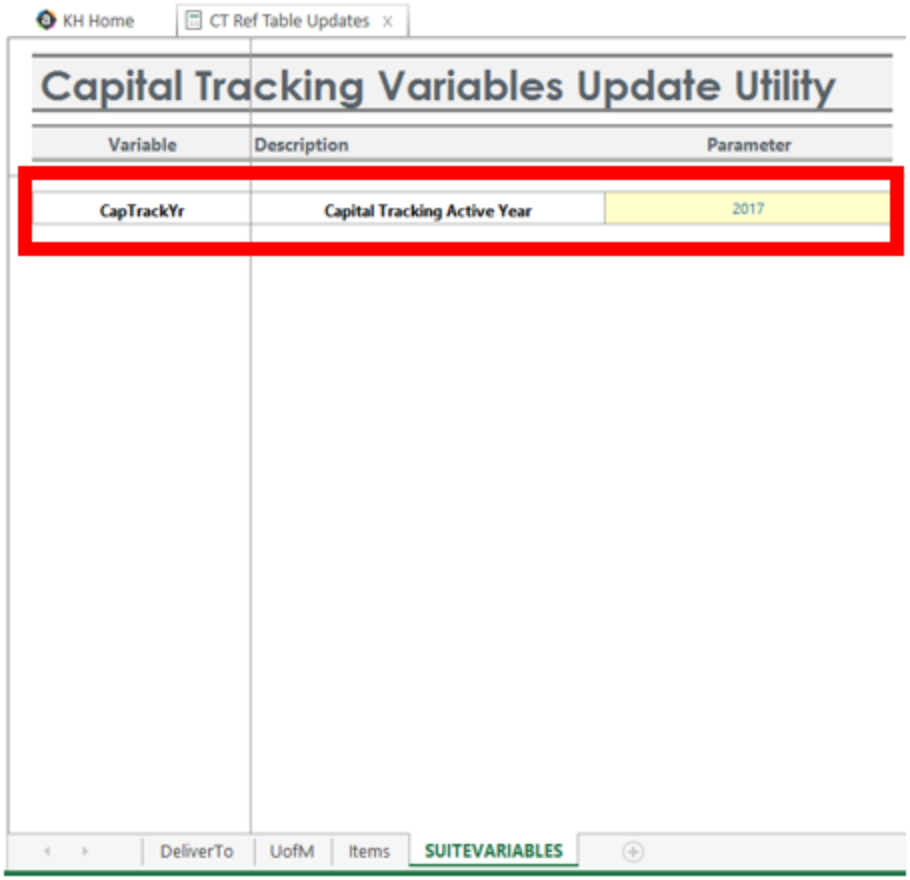
NOTE: Your organization normally updates this table at the beginning of each fiscal year.

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.



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

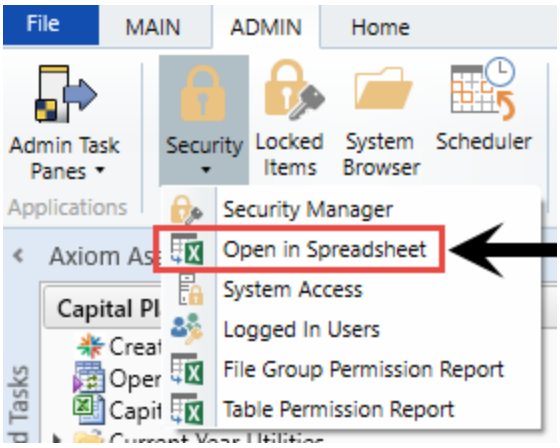
Proceed to Step 4: Configure security for the new file group.

Step 4: Configure security for the new file group

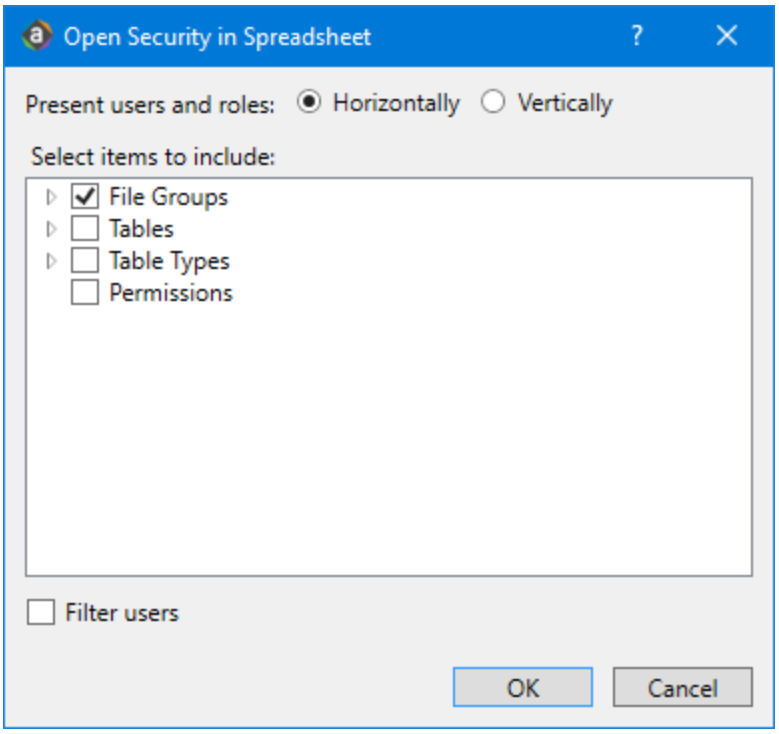
You do not need to update the security for the user filters, but you do need to update the security for the new file group added with the installation.

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**.



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]	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]	

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

Proceed to Step 5: Run the CP Annual Rollforward utility.

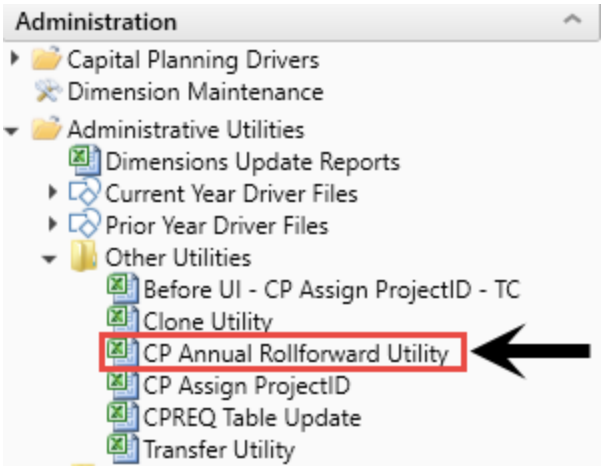
Step 5: Run the CP Annual Rollforward utility

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

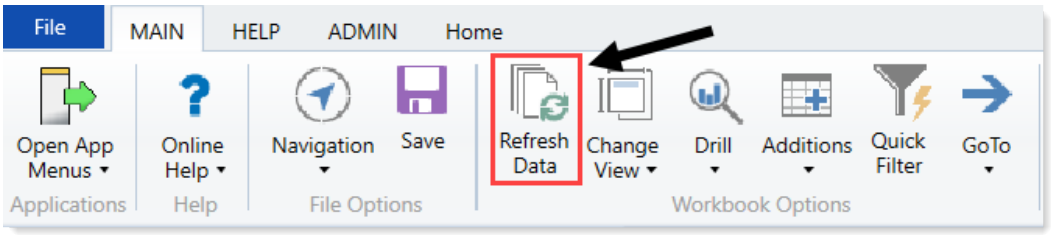
IMPORTANT: Saving the data after you run this utility will overwrite existing data in the CP_Next Year file group drivers. Be sure that you have performed the previous roll forward instructions before saving this report.

To run the CP Annual Rollforward utility:

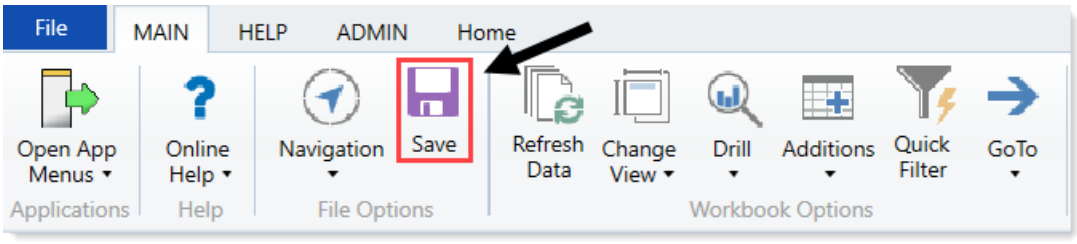
1. In the **Cap Plan Admin** task pane, in the **Administration** section, click **Administrative Utilities** > **Other Utilities**, and double-click **CP Annual Rollforward Utility**.



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**.


File
MAIN
HELP
ADMIN
Home
Open App Menus
Online Help
Navigation
Save
Refresh Data
Change View
Drill
Additions
Quick Filter
GoTo
Applications
Help
File Options
Workbook Options