End User's Guide

Axiom Rolling Forecasting

Version 2022.3

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Welcome to Axiom Rolling Forecasting

Axiom Rolling Forecasting is an alternative to traditional budgeting that has gained widespread acceptance among leading organizations in multiple industries. Rolling forecasting is a more dynamic planning approach that either compliments your annual budget planning process or replaces the traditional annual budget.

When performing annual budgeting, your organization can spend a lot of time and energy creating a budget that is usually out-of-date before the process is completed. In contrast, Axiom Rolling Forecasting allows you to incorporate previously unknown assumptions, new initiatives and other changes on a monthly and quarterly basis. A monthly/quarterly forecasting approach allows your organization to navigate an environment of constant change with a more nimble, dynamic, and fluid process. This allows you to adjust for factors that you might not have known about even a month ago. Moving from or complimenting the annual budget process to rolling forecasts allows you greater flexibility in responding to fluid situations.

Advantages of rolling forecasting include:

- A much quicker, less time-consuming process than traditional budgeting.
- The ability to respond to changes in a timelier (monthly/quarterly) manner vs. annual budget process.
- Keep projections more in line with recent actuals.
- Focus on continuous improvement in key metrics.

The Axiom Rolling Forecasting process takes your actual data and rolls it horizontally into months and quarters, projecting out the months and quarters for the next two to three years. This process also provides you the flexibility to roll up your organizational structure vertically into forecast categories, such as Radiology, Surgery, and so on, instead of individual departments and grouping your account structure into income statement categories (For example, Salaries, Supplies, Purchased Services, and so on).

While Axiom is flexible and powerful enough to support any approach to financial management, the real value of the software comes from Syntellis's library of healthcare-specific templates, reports, and utilities. Based on our experience as trusted advisors to healthcare institutions, these tools can help your organization establish and maintain the solid financial foundation necessary to fulfill its mission.

Axiom Rolling Forecasting is supported by a team of specialists who together have helped hundreds of healthcare organizations apply our solutions to meet their strategic and financial goals. During implementation, a Syntellis implementation consultant will help you configure the application to match your organization's structure and preferences. Afterward, feel free to contact Syntellis Support if you encounter any difficulties or unanticipated situations while using the software.

What is covered in this document

Users assigned the Rolling Forecasting Analyst role have access to some administration features and menus that are unavailable to regular end users such as department managers, non-finance executives, and other stakeholders. This includes Axiom Explorer, file groups, exports and imports, and the Scheduler. They also have access to all of the Rolling Forecasting reports.

This manual is written for end users (non-administrators) and covers the Axiom Rolling Forecasting features. As an end user, you can view plan files and the following reports:

- Manager Dashboard
- Multi-Scenario Comparison
- Consolidated Summary
- EBIDA Summary
- Target Variance Report
- Month End Variance

What’s new

Welcome to Version 2022.3 of Axiom Rolling Forecasting!

Enhancements in this release include the following:

Plan file enhancements

- Configure holidays

  Use the **Holiday** tab in the Planning Configuration utility to set your organization’s observed holidays and update them automatically when you roll forward.

- **Automated Workday calculations** – You no longer need to update workdays every time a period is rolled forward. Instead of manual fields, workdays are now calculated automatically based on the new **Holiday List** table. When you set up your organization’s recognized holidays, the system calculates workdays for all periods. For more information, see “Configure workday period” in the online help and Configure holidays.

- Configure report options

  Use the **Report Options** tab in the Planning Configuration utility to control refresh variables for RFGroup and RFCODE grouping columns in reports and manage report alert thresholds.

- **IP Census and Per Unit IP Census Calculation Method updates** – The calculation (calc) method codes were updated so that if you use the IP Census, the proper codes populate the IP Census block and do not appear elsewhere. If the IP Census calc method is not used or is not set up, the codes populate under the assigned calc method.

- Expire an initiative

  Use this feature to retire old or unused initiatives and remove them from being displayed in plan files and reports.

Deductions Model enhancements

The following updates and enhancements to the Deductions Model calculator and related features provide tools for improved deductions forecasting.

- Forecast payor component deductions

  Use payor deduction categories to include the forecast of gross revenue charges, deductions, and statistics by rolled up payor components in the Deductions Model calculator.

- New payor deduction categories

  Use the Payor Setup utility to create deduction categories for classifying payors into components that you can use to forecast statistics, revenue, and deductions in the Deductions Model calculator.

- **Payor Component Refresh Variables** – Use new payor category options in the calculator's Refresh Variables dialog to select which payor categories to use in your deductions forecasts. If no payor categories are set up, the Refresh Variables dialog does not include the option to select them.

- **Payor Zero (unassigned) separated from Payor 1001 (Medicare)** – Payor 0 and Medicare are no longer grouped together, so you can use each separately in the calculator. Payor 0 is now a separate line item in the calculator.

- **Bad Debt, Charity Care, and Administrative Adjustments** – Totals for Bad Debt, Charity Care, and Administrative expense actuals are calculated for all payors regardless of which payor categories you select for modeling in the Deductions Model calculator. The total gross inpatient and outpatient amounts are determined by the RF Deductions group and scenario set in the Deduction Model refresh variables. Three new rows above the Administrative Adjustments section provide the grand totals for IP Revenue, OP Revenue, and Total Revenue.

Reports

- New Payor Summary report

  Use the Payor Summary report to review all of the data from multiple deduction models in one report.

Other enhancements

- **RF Admin and RF Fcst task panes** – Reporting sections for both task panes are now alphabetized to make them consistent.

Forecast payor component deductions

Why use this feature

Your deductions calculations can now account for the complexities of your organization’s general ledger structure. Use the new payor deduction capabilities in the Deductions Model calculator to forecast gross charges, deductions, and statistics by rolled-up payor components. These payor deduction categories give greater flexibility and specificity in forecasting payor-related deductions.

How this feature works

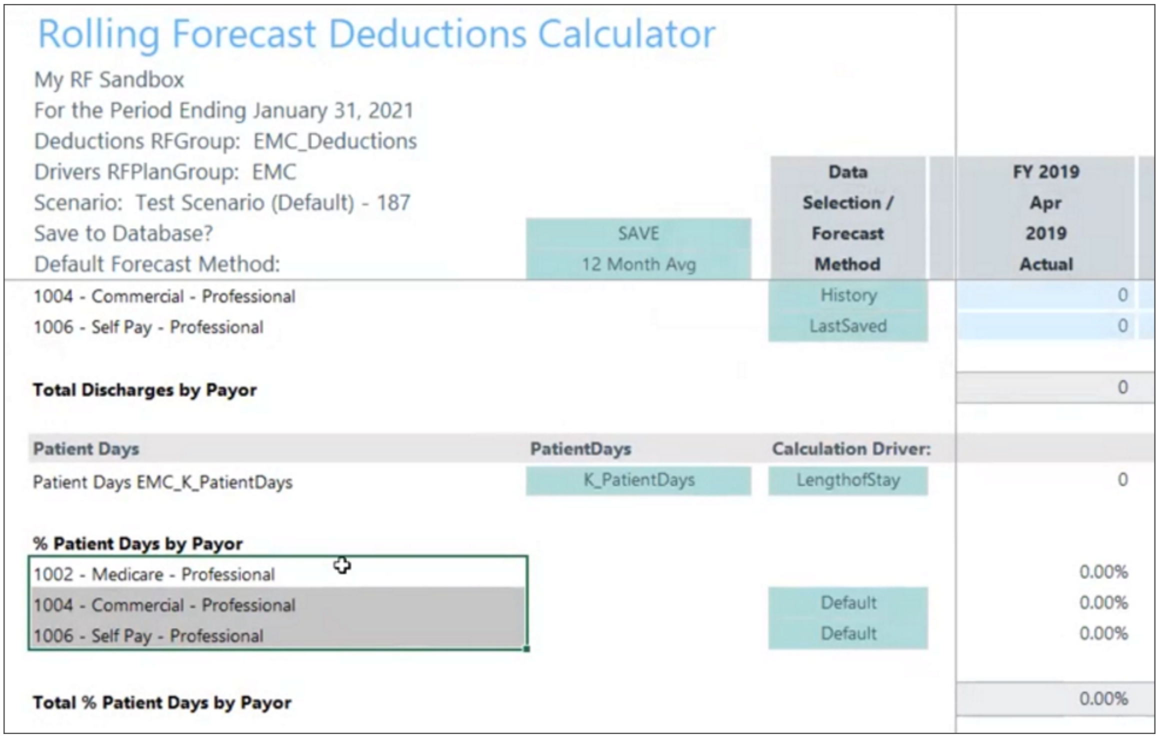
What: You might decide to keep subgroups of payors separate in your deductions forecasts (for example, institutional Medicare and commercial Medicare payors). You can now create deduction categories in the Payor Setup utility, and then assign payors to the categories. When you open the Deductions Model calculator, select the payor categories you want to model. The calculator brings in the data associated with those payor categories and displays the results by category on individual lines.

Where: This change applies to the Deductions Model calculator that is available from the Other Calculators section of the RF Admin task pane.

Who: Only Axiom Rolling Forecast administrators can forecast payor components using the Deductions Model calculator.

How:

1. In the **RF Admin** task pane under **Tables**, double-click **Payor Configuration Utility**, and then create deduction categories and assign payors to them.
2. Save your changes.
3. In the **RF Admin** task pane under **Other Calculators**, double-click **Deductions Model**.
4. In the **Refresh Variables** dialog, select the payor categories and other criteria as needed, and then click **OK**. The payor categories and related data are displayed on individual lines in the calculator, as shown in the following example.



If you have multiple deductions models, use the Payor Summary report to review payor forecast data from all of your models.

▶ Where to find more information

The following topics in the online help have been added or updated with information and instructions for using this feature:

- "New payor deduction categories"
- "Calculating deductions"
- “Configuring payors”

New payor deduction categories

▶ Why use this feature

Use the Payor Setup utility to create deduction categories for classifying payors into components. Then, use these payor components when you forecast statistics, revenue, and deductions in the Deductions Model calculator.

▶ How this feature works

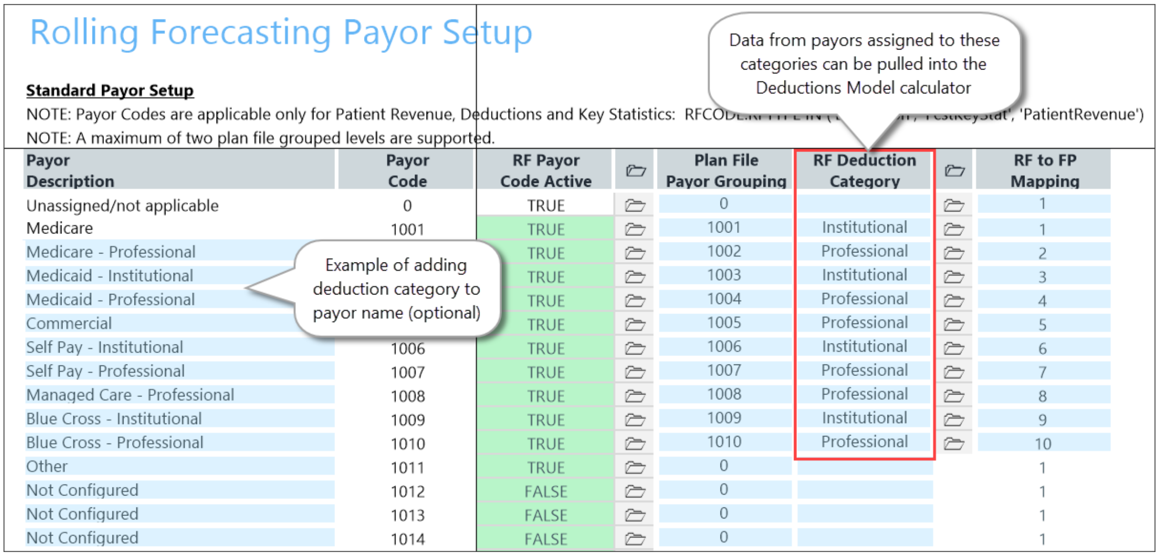
What: In the Payor Setup utility, create deduction payor rollup categories, and then assign those categories to payors. These component classifications are saved to the Payor Dimension table. You can bring them into the Deductions Model calculator and include them in your deductions forecasts. Using payor deduction categories, you can choose which payors to include in your deductions model as specialized groups. You can also customize the Deductions Model calculator to narrow the model to a specific payor category, include only unassigned payors, or include all payors.

Where: This change applies to the Payor Setup Utility and the Deductions Model calculator.

Who: Only Axiom Rolling Forecasting administrators can set up deduction categories and assign them to payors.

How:

1. Decide how you want to categorize the payors in your deductions model. For example, you may want to define them by professional and institutional, as shown in the following example.
2. In the **RF Admin** task pane under **Tables**, double-click **Payor Configuration Utility**.
3. In the **RF Deduction Category** column of the **Rolling Forecasting Payor Setup** utility, enter the category name to use with the first payor listed, and then work your way down the list and assign the rest of the payors to a category as needed.
4. On the **Main** ribbon tab, click **Save**.



Rolling Forecasting Payor Setup

Standard Payor Setup

NOTE: Payor Codes are applicable only for Patient Revenue, Deductions and Key Statistics: RFCOD 'PatientRevenue')

NOTE: A maximum of two plan file grouped levels are supported.

Payor Description	Payor Code	RF Payor Code Active	Plan File Payor Grouping	RF Deduction Category	RF to FP Mapping
Unassigned/not applicable	0	TRUE	0		1
Medicare	1001	TRUE	1001	Institutional	1
Medicare - Professional		TRUE	1002	Professional	2
Medicaid - Institutional		TRUE	1003	Institutional	3
Medicaid - Professional		TRUE	1004	Professional	4
Commercial		TRUE	1005	Professional	5
Self Pay - Institutional	1006	TRUE	1006	Institutional	6
Self Pay - Professional	1007	TRUE	1007	Professional	7
Managed Care - Professional	1008	TRUE	1008	Professional	8
Blue Cross - Institutional	1009	TRUE	1009	Institutional	9
Blue Cross - Professional	1010	TRUE	1010	Professional	10
Other	1011	TRUE	0		1
Not Configured	1012	FALSE	0		1
Not Configured	1013	FALSE	0		1
Not Configured	1014	FALSE	0		1

Where to find more information

The following topics in the online help have been added or updated with information and instructions for using this feature:

- "Configuring payors"
- "Forecast payor component deductions"
- "Calculating deductions"
- "About the Deductions Model calculator"

New Payor Summary report

Why use this feature

Use the Payor Summary report to review data from multiple deduction models in one report. This report includes related metrics so that you can review the aggregated data for reasonableness to improve your statistic, revenue, and deductions forecast calculations.

How this feature works

What: The Payor Summary report aggregates the forecast data from one or more deduction models and displays it in three main section:

- Metrics – Patient deduction and revenue statistics, presented in collapsible sub sections
- Summary – Totals for patient revenue, deductions, and reimbursement
- Details – Details by payor where applicable. Includes Administrative Adjustments, Charity, and Bad Debt data independent of selected payor categories.

Where: This report is available from the Reporting section of the RF Admin and RF User task panes.

Who: Only Axiom Rolling Forecasting Administrators and Analysts can access this report.

How:

1. In the **RF Admin** or **RF User** task pane under **Reporting**, double-click **Payor Summary**.
2. In the **Refresh Variables** dialog, select the report criteria.

   Refer to the following table for an explanation of criteria options.

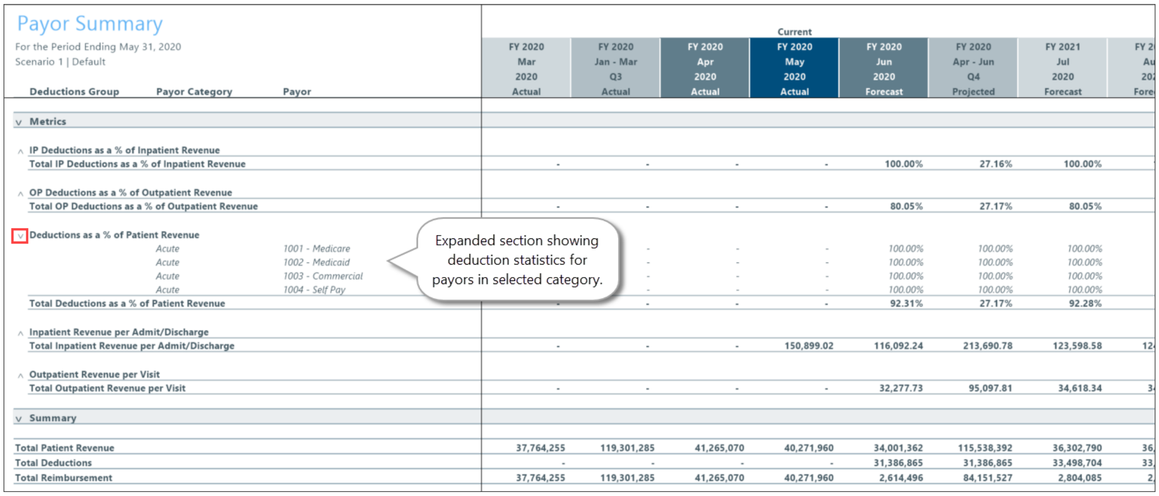
   > **NOTE:** When viewing the report, you can change the criteria to view different sets of data or data grouped in different ways. On the **Main** ribbon tab, click **Refresh Data**, and then change the selections in the dialog.

Field	Description
Select Deductions Group(s) (Leave blank for All)	Select the Deductions Group from the **Choose Value** dialog. You can select multiple groups.

Field	Description
Select Uncategorized Payors	To include only payors that do not belong to any payor category, select the checkbox. **NOTE:** This checkbox is available only if you created payor deduction categories in the Payor Setup Utility. If you select this checkbox, the Select Payor Category field disappears.
Select Payor Category (Leave blank for all)	Do one of the following: • To include all payor categories, leave the field blank. • To include specific payor categories, click **Choose Value** and select a category. **NOTE:** This field is available only if you created payor deduction categories in the Payor Setup Utility.
Select Scenario	Select the scenario to apply to the report data.
Select RF Deductions Model Option (optional)	To use an alternate configuration to present data in a format that is more consistent with outpatient reporting, select one of the following: • **Standard**: Displays all sections of the model for Inpatient and Outpatient data. • **Physician Only**: Hides and deactivates AQs for Inpatient leaving only Outpatient related sections of the model visible.
Select Number of Actual Periods	Select the number of periods of past data (actuals) to include in the report. You can include up to two years and two months (26 months) of data.
Select Number of Forecast [periods]	Select the number of periods of future data (forecast) to include in the report. You can include up to two years and 10 months (34 months) of data.

3. Click **OK**.

> **TIP:** The default report view is by month, but you can switch the view to quarters using the **Change View** option in the **Main** ribbon tab.



Payor Summary

For the Period Ending May 31, 2020

Scenario 1 | Default

Deductions Group	Payor Category	Payor	FY 2020 Mar 2020 Actual	FY 2020 Jan - Mar Q3 Actual	FY 2020 Apr 2020 Actual	Current FY 2020 May 2020 Actual	FY 2020 Jun 2020 Forecast	FY 2020 Apr - Jun Q4 Projected	FY 2021 Jul 2020 Forecast
Metrics									
IP Deductions as a % of Inpatient Revenue									
Total IP Deductions as a % of Inpatient Revenue			-	-	-	-	100.00%	27.16%	100.00%
OP Deductions as a % of Outpatient Revenue									
Total OP Deductions as a % of Outpatient Revenue			-	-	-	-	80.05%	27.17%	80.05%
Deductions as a % of Patient Revenue									
	Acute	1001 - Medicare		-	-	-	100.00%	100.00%	100.00%
	Acute	1002 - Medicaid		-	-	-	100.00%	100.00%	100.00%
	Acute	1003 - Commercial		-	-	-	100.00%	100.00%	100.00%
	Acute	1004 - Self Pay		-	-	-	100.00%	100.00%	100.00%
Total Deductions as a % of Patient Revenue			-	-	-	-	92.31%	27.17%	92.28%
Inpatient Revenue per Admit/Discharge									
Total Inpatient Revenue per Admit/Discharge			-	-	-	150,899.02	116,092.24	213,690.78	123,598.58
Outpatient Revenue per Visit									
Total Outpatient Revenue per Visit			-	-	-	-	32,277.73	95,097.81	34,618.34
Summary									
Total Patient Revenue			37,764,255	119,301,285	41,265,070	40,271,960	34,001,362	115,538,392	36,302,790
Total Deductions			-	-	-	-	31,386,865	31,386,865	33,498,704
Total Reimbursement			37,764,255	119,301,285	41,265,070	40,271,960	2,614,496	84,151,527	2,804,085

Where to find more information

The following topics in the online help have been added or updated with information and instructions for using this feature:

- "Calculating deductions"
- "New payor deduction categories"
- "Forecast payor component deductions"

Configure holidays

▶ Why use this feature

Use the Holidays tab in the Planning Configuration utility to set your organization's observed holidays and update them automatically when you roll forward. The workday period calculation is now tied to your configured holidays.

▶ How this feature works

What: Set up observed holidays for your organization, including whether to observe a holiday on the actual calendar date, the previous Friday, or the following Monday if the holiday falls on a weekend. Your organization's workday periods are calculated automatically based on your scheduled holidays. When you make changes to the Holiday List that affect work weeks, your workday periods are automatically recalculated.

> **IMPORTANT:** If you make changes to the Holiday List or the RF Period after processing plan files, you must reprocess the plan files for the changes to appear in reports.

Where: This change applies to the Planning Configuration utility, which is accessible from the RF Admin task pane under Setup.

Who: Only Axiom Rolling Forecasting administrators and analysts who have the Rolling Forecast Global Driver Management role can configure holidays.

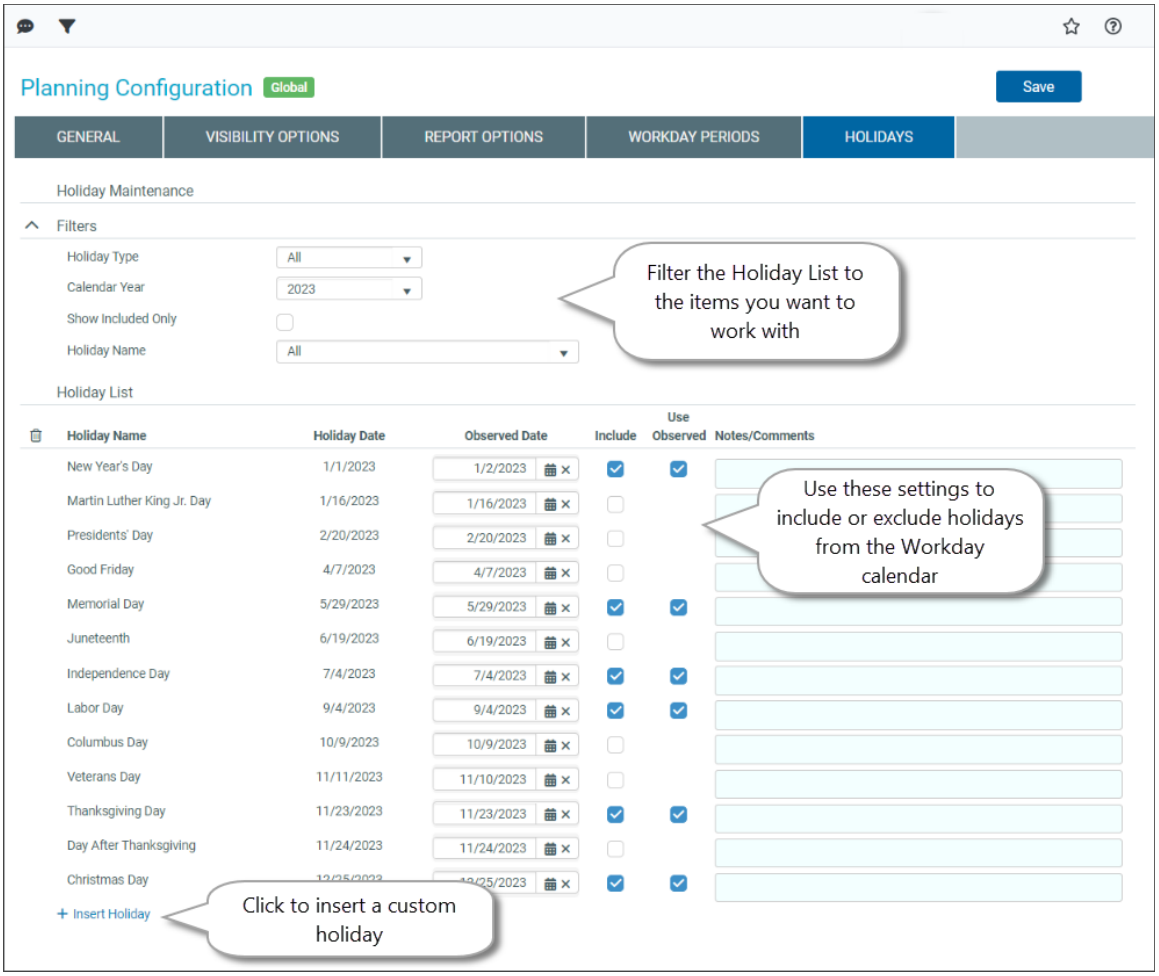
When: Holiday setup is usually done annually, but the administrator may need to make changes.

How:

1. In the **RF Admin** task pane under **Setup**, double-click **Configuration Utility**.
2. Click the **Holidays** tab.
3. In the **Filters** section, use the options to narrow the Holiday List to the required time frame and holidays:

Field	Options/Description
Holiday Type	• **All** – Includes all holidays in your settings. • **Standard** – Includes the following six holidays: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day • **Common** – Includes the following seven holidays: Martin Luther King Day, Presidents Day, Good Friday, Juneteenth, Columbus Day, Veterans Day, Day After Thanksgiving • **Inserted** – Adds holidays that are not in the picklist.
Calendar Year	Do one of the following: • Select the calendar year to view and edit holidays. • Select **All** to apply to all years.
Show Included Only	Display only holidays by selecting the **Inclusion** checkbox in the Holiday List.
Holiday Name	Select a specific holiday to review or edit.

4. In the **Holiday List**, do any of the following:
    - To add a listed holiday that is not included, select the **Include** checkbox.
    - To remove a listed holiday, clear the **Include** checkbox.
    - To change when a holiday is observed, click the calendar icon in the **Observed Date** column for that holiday, and then select a different date.
    - To change a holiday from the observed date to the date the holiday occurs on the calendar, clear the check box in the **Use Observed** column .
    - To add a custom holiday:
        a. At the bottom of the **Holiday Name** column, click **+ Insert Holiday**.
        b. In the name field, type the holiday name, and then add the holiday date. If the holiday falls on a non-workday, add the observed date.
        c. (Optional) Add any notes about the holiday in the Notes/Comments field.
    - To remove a custom holiday, in the delete column to the left of the holiday, click the checkbox. The holiday is deleted when you save your changes.
5. Click **Save**. If your changes affect the workday periods, you are reminded that all users must exit the drivers before you proceed.



▶ Where to find more information

The following topics in the online help have been added or updated with information and instructions for using this feature:

- “Configure workday periods”
- “Set the fiscal year and period”

Configure report options

▶ Why use this feature

Use the Report Options tab in the Planning Configuration utility to control refresh variables for RFGroup and RFCODE grouping columns used in reports, and for managing report alert thresholds.

▶ How this feature works

What: The Report Options tab contains settings that apply to various Axiom Rolling Forecasting reports:

- Refresh Variables for Grouping Columns – Use these settings to control which RFGroup and RFCode grouping columns are available in report Refresh Variables dialogs.
- Threshold Management report configuration table – Use these settings to manage the thresholds that trigger color-coded alerts in reports, such as the RFCode Trend Summary. The alerts call attention to data in the report that might need adjustment.

Where: This change applies to the Planning Configuration utility, which is accessible from the RF Admin task pane under Setup.

Who: Only Axiom Rolling Forecasting administrators and analysts who have the Rolling Forecast Global Driver Management role can configure support options.

When: These options are usually set during the initial system setup or annually, but the administrator may need to make changes.

How:

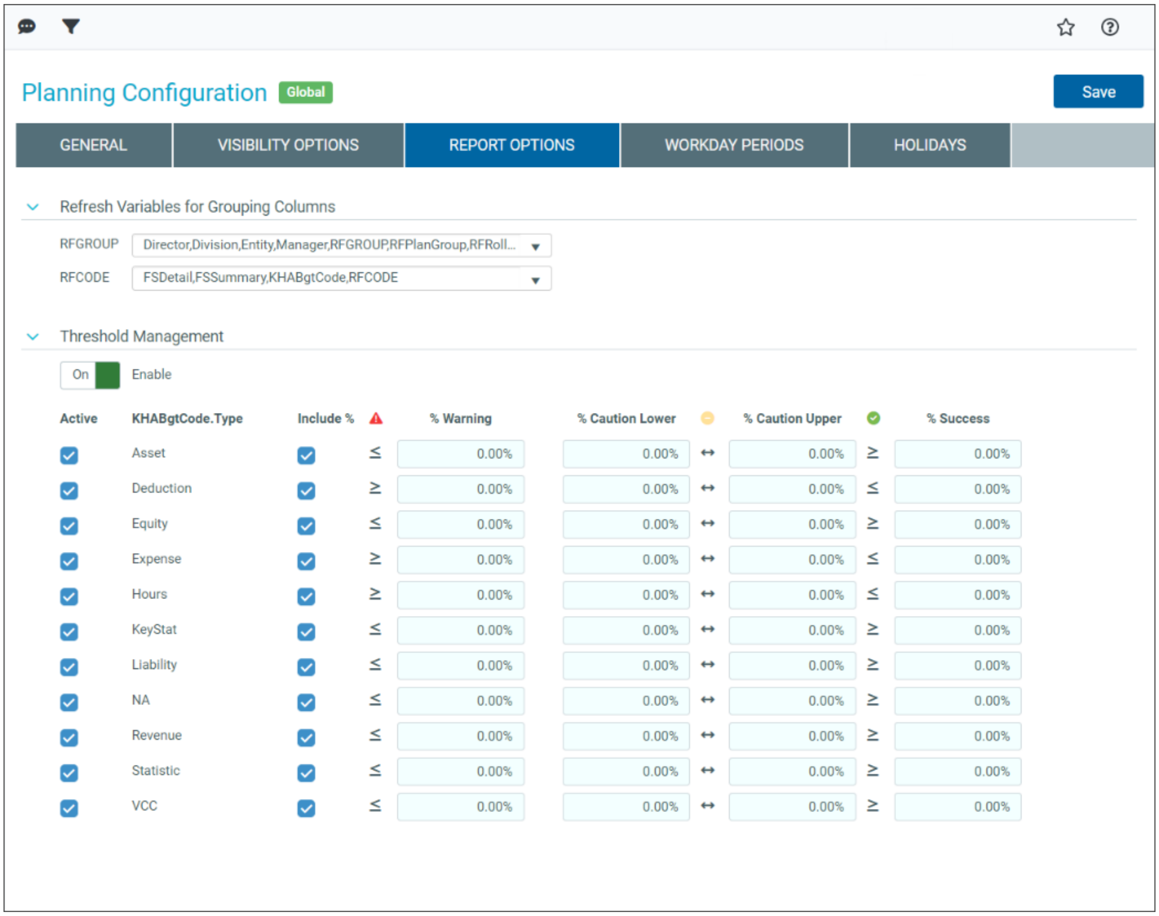
To configure report options:

1. In the **RF Admin** task pane under **Setup**, double-click **Configuration Utility**.
2. Click the **Report Options** tab, and then select from the following options:

3.

Option	Description/Action
Refresh Variables for RFGroup Grouping – RFGROUP	Control which RFGroup table columns are available for selection in the Refresh Variable dialog for the Rolling Forecasting reports: a. Click the drop-down. b. In the list of RFGroup columns, select the checkboxes for the RFGroups to include, and then clear the checkboxes for those RFGroups to exclude. c. Click **OK**, and then click **Save**. **NOTE:** To make your selections available in the Refresh Variable dialog for reports, you must click **Save**. d. In the confirmation dialog, click **OK**.
Refresh Variables for RFGroup Grouping – RFCODE	Control which RFCODE table columns are available for selection in the Refresh Variable dialog for Rolling Forecasting reports: a. Click the drop-down. b. In the list of RFCode columns, select the codes to include, and then clear the checkboxes to exclude the applicable RFCODES. c. Click **OK**, and then click **Save**.
Threshold Management	a. To enable threshold management, click the toggle to **On**. b. Use the settings to enter success, caution, and warning threshold amounts and percentages for the various report line items listed in the KHABgtCode.Type column. c. To remove threshold use for a specific KHABgtCode type in reports, in the **Active** column, clear the checkbox.

4. Click **Save**.



Where to find more information

The following topics in the online help have been added or updated with information and instructions for using this feature:

- "Review RFCode trends"
- “Using executive summary reports”

Expire an initiative

▶ Why use this feature

Use this feature to expire (remove) old or unused initiatives from being displayed in plan files and reports.

▶ How this feature works

What: Initiatives that are unused, no longer needed, or created in error can be expired so that they do not appear in plan files, which includes the Initiatives tab or in reports.

Initiatives can only be set to expired in the RFID Dimension table.

Initiative State	Result
RFID.Approve = Approve	Initiative line items are included in the Summary tab totals and the Initiative section is populated.
RFID.Approve = Exclude	Initiative line items are excluded in the Summary tab totals and the Initiative section is not populated.
RFID.Approve = Expired	Initiative does not appear in, or interact with, the Initiative tab.

TIP: To keep the initiative but exclude it from being displayed in the plan file Summary tab, forecast totals, and reports, set the initiative's status to **Exclude**.

Where: This change applies to:

- Plan file Initiatives tab
- Summary tab
- RFID dimension table
- Initiatives Status Update utility
- Reports that include initiatives

Who: Only Axiom Rolling Forecasting administrators can expire initiatives.

How: After finalizing a current forecast period, review your initiatives to determine whether any should be expired, and then use the following procedure to expire those initiatives.

IMPORTANT: Only expire an initiative if you are certain that you will not need in the future. After an initiative is expired, you cannot bring it back under the same Initiative ID. To bring back an expired initiative that was never used, create a new initiative under a new ID.

1. In Axiom **Explorer** navigate to **Libraries** > **Table Library** > **Dimensions** > **RFID**.

   NOTE: The RFID dimension cannot be updated using the Dimension Maintenance utility.

2. In the **RFID** column of the **RFID** table, locate the Initiative to expire, and then type **Expire** in the **Approve** column.
3. In the **Expiration_RFPeriod** column, enter the date that you expired the initiative in the format YYYYMM. Note that this date is for information purposes only. The initiative is not expired until you save the RFID table.
4. In the **Main** ribbon tab, click **Save**.

Data Type String Length	String 50	String 150	String 20	String 25	String 64	Integer	String 150	String 25	String 25	Integer	Integer	
Description	Rolling Forecast ID	Description	Initiative Type	Approve	Save Custom	Save Tag Document ID	Save Tag Custom	"Project" for CTtoRF integration only	file for CT to RF integration. Use 'Include' for Initiatives	Scenario RF	Internal time stamp. RFPeriod (YYYYMM) indicator when an Initiative expires	Ca
Delete Row	RFID	Description	InitType	Approv	SaveCustom	SaveTagDocI	SaveTagCust	InitPro	CTtoRFInclud	Scenari	Expiration_RFPeriod	
	EMA_InternalMedicine_16_1					0		Initiative	Include	16		
	EMA_InternalMedicine_2					0		Initiative	Include	0		
	EMA_InternalMedicine_3	Revenue Increase	1	Exclude	RFInitiatives_EMA_Inte	5670		Initiative	Include	0		
	EMC_Clinics_1	RLNTest	1	Approve	RFInitiatives_EMC_Clini	5672		Initiative	Include	0		
	EMC_Emergency_1	Test TFS-75612	1	Exclude	RFInitiatives_EMC_Eme	5674		Initiative	Include	0		
	EMC_Emergency_2	Emergency expansion	2	Approve	RFInitiatives_EMC_Eme	5674		Initiative	Include	0		
	EMC_Geriatric_1					0		Initiative	Include	0		
	EMC_HomeHealth_1		1	Exclude	RFInitiatives_EMC_Hom	5676		Initiative	Include	0		
	EMC_HomeHealth_16_1	Home Health 1	RFGroup	Approve	RFInitiatives_EMC_Hom	0		Initiative	Include	16		
	EMC_HomeHealth_16_2	Home Health North	RFGroup	Expire	RFInitiatives_EMC_Hom	0		Initiative	Include	16	202210	
	EMC_HomeHealth_16_3	Home Health 1	RFGroup	Approve	RFInitiatives_EMC_Hom	0		Initiative	Include	16		
	EMC_HomeHealth_16_4	Home Health North	RFGroup	Exclude		0		Initiative	Include	16		
	EMC_HomeHealth_2		2	Exclude	RFInitiatives_EMC_Hom	5676		Initiative	Include	0		
	EMC_HomeHealth_3		3	Exclude	RFInitiatives_EMC_Hom	5676		Initiative	Include	0		
	EMC_HomeHealth_8_1					0		Initiative	Include	8		
	EMC_Imaging_1					0		Initiative	Include	0		

Example of expired initiative in the RFID table

Where to find more information

The following topics in the online help have been added or updated with information and instructions for using this feature:

- "Initiatives"
- "Update initiative status"
- "Manually updating the RFID dimension table"

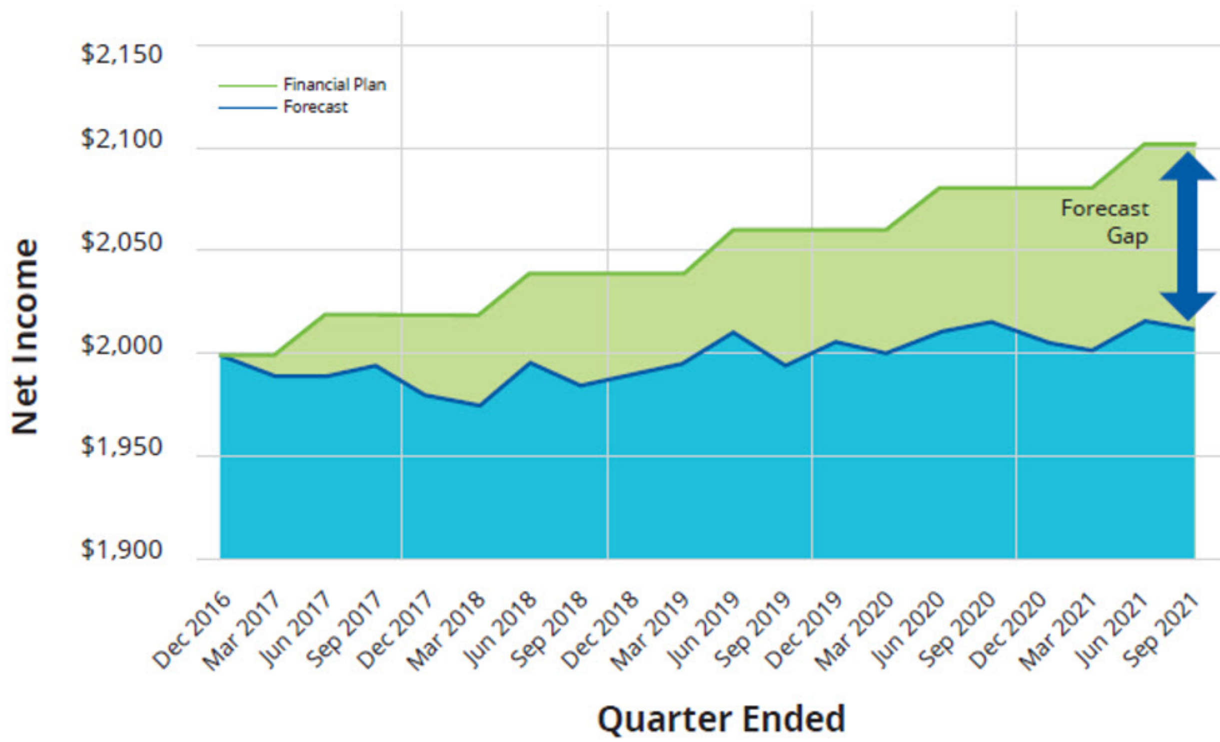
Understanding the Rolling Forecasting process

The Rolling Forecasting process generates forecasts for the next six to twelve months/quarters (two to three years or up to 36 months) using common budget and forecast techniques. Forecasts are calculated using historical relationships to project the financial results of operations given current operating relationships.

Rolling forecasting works as follows:

- The forecast is compared to the long-term financial plan as well as other targets.
- The resulting gap is analyzed to identify what changes in operations are necessary to move the forecast so that it more closely matches the financial plan.
    - Understand how your organization operates.
    - Identify what needs to change today to close the gap.

The following is an example of a gap analysis graph:



The individuals who will interact with the Axiom Rolling Forecasting most often include:

- **Rolling Forecasting Group Managers** – Develop and update rolling forecasts to meet targets based on the long-term financial plan as well as provide explanations for any significant variances.

- **Vice Presidents/Executives** – Review reports and analyses of rolling forecast data to help inform strategic decision-making.

If your organization is new to the rolling forecast process, you may encounter some resistance when implementing the process because it represents a radical change in approach and philosophy. A few questions and considerations:

- Is there executive support for rolling forecasting?
- Are there debt covenant or other requirements for a detailed budget?
    - If you need a budget, it could be the annual plan from your long-range financial plan.
    - Will industry benchmarks need to replace budget targets for biweekly/daily productivity?
- Do you have an extremely detailed budget process?
- Have you embarked upon a process improvement journey using such techniques as Lean Accounting Total Quality Management, Kaizen, or Deming approaches?
- Have you introduced the concept of rate per unit to the management staff?
- Does the management staff have an understanding of fixed and variable cost?
    - Flexible budget is a great tool to increase a manager's financial IQ.
- Are you interested in a monthly forecast to the end of the current fiscal year or a monthly/quarterly forecast over a 12-quarter or 36-month time horizon?
    - The CY Forecast utility is a good first step to organizational readiness for rolling forecasting.

2

Getting Started

This section provides information on the basics of using Axiom Rolling Forecasting, such as:

- General system navigation and user interface
- Using spreadsheet plan files and report files from an end user perspective
- Using general Axiom spreadsheet file features such as views, snapshots, and printing
- Viewing data using web-friendly reporting tools such as Web Reports.

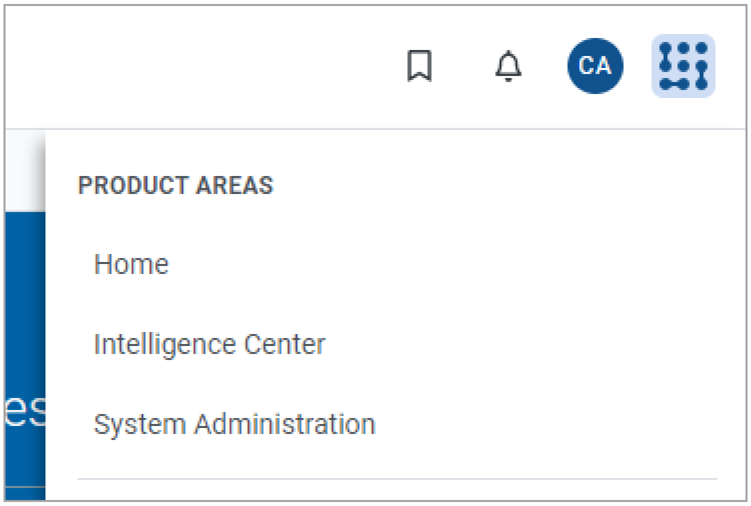
This section is intended for all users who are getting started with Axiom Rolling Forecasting. For end users, this section provides an ongoing reference for file-related tasks.

Home page

All users have a home page that opens automatically when you log into Axiom Rolling Forecasting. Depending on your system, the Web Client home page may be one of the following:

- A product-specific home page for an installed Axiom Rolling Forecasting product
- A custom home page created specifically for your organization
- The default Axiom Rolling Forecasting home page

If you navigate away from the home page, you can return to it by using the Area menu in the Navigation bar:

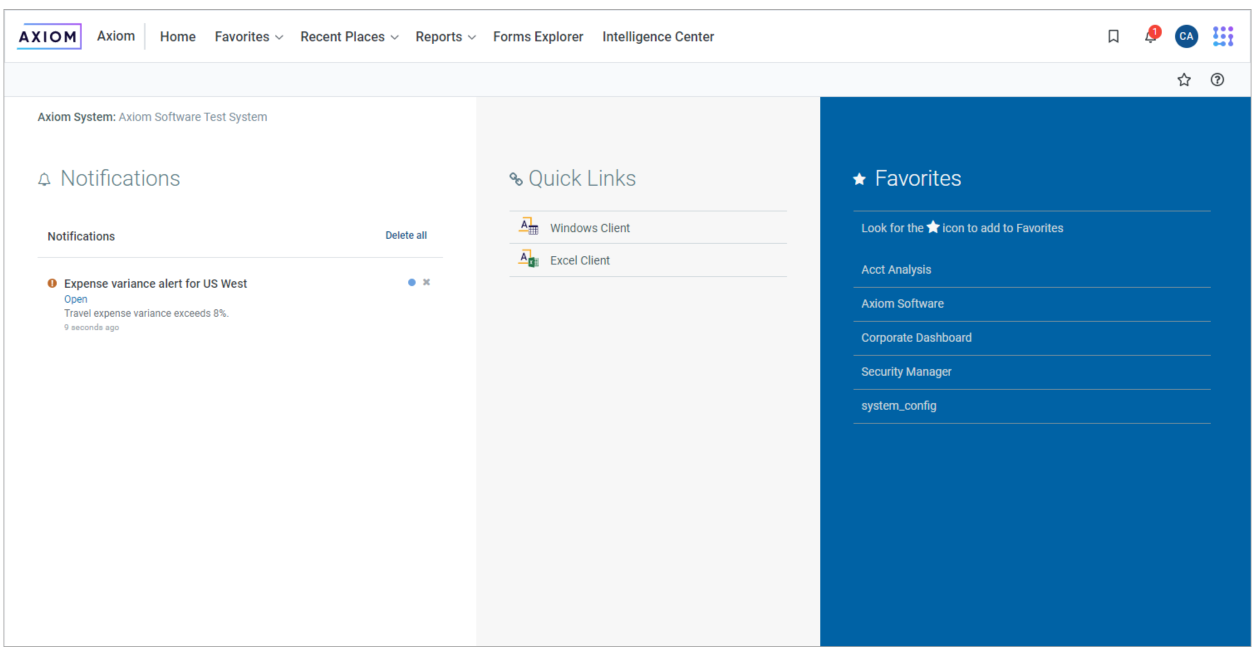


Home option on Area menu

If you are in a system with installed products, the Area menu may contain product names instead of the **Home** item. In that case, you can select a product name to return to the home page for that product.

Default home page

If a user does not have an assigned browser-based home page, then the Web Client displays a default home page. The default home page displays notifications, favorites, and quick links.



Example default home page

This default home page can also be accessed (by any user) by going to the following URL:

Example Cloud URL	`https://`*`ClientName`*`.axiom.cloud/Home/Launchpage` Where *ClientName* is the name of your Axiom Cloud system.
Example On-Premise URL	`http://`*`ServerName`*`/Axiom/Home/Launchpage` Where *ServerName* is the name of the Axiom Application Server, and Axiom is the default name of the virtual directory.

This page has the following features:

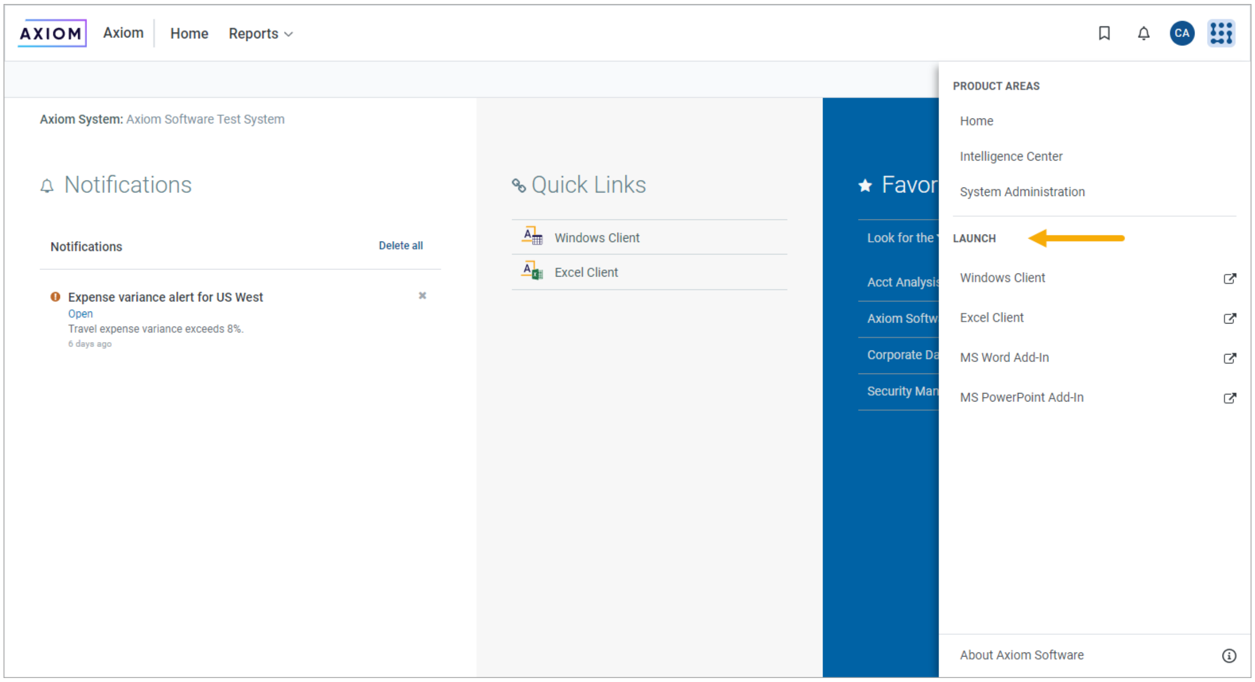
- **Notifications**: You can read and delete notifications using the same features available in the Notifications panel.
- **Quick Links**: You can use a set of global quick links that are displayed here for easy access. These links are built-in to the page and cannot be customized.

  NOTE: Quick links to client applications only display if you have security permissions to launch the application. If you do not have permission to any quick links, then the Quick Links section is hidden on your home page.

- **Favorites**: You can open and delete web favorites.

Launching Axiom Rolling Forecasting applications

You can launch various Axiom Rolling Forecasting applications from the Area menu in the Web Client, including the Axiom Excel Client and Axiom Windows Client.



Area menu with Launch section to launch various applications

The Launch section of the menu serves the following purposes:

- You can install the Axiom Rolling Forecasting Desktop Client from this menu as needed. After installing the Desktop Client (Windows Client or Excel Client), you can continue to launch the client from this location, or you can use other options to launch the client (such as a shortcut on your desktop).
- You can install and launch Axiom Rolling Forecasting add-ins such as the add-ins for Microsoft Office applications.
- If your system uses SAML or OpenID authentication, this menu is the only way to launch installed applications. When using SAML and OpenID authentication, you must be authenticated using the Web Client before you can launch a desktop application.

NOTE: The specific clients and add-ins listed on the Quick Launch menu depend on your particular security permissions (as defined on the **Permissions** tab of security). If you do not have permission to a particular client or add-in, then that item does not display on the Quick Launch menu. If you do not have security permissions to any of the applications on the Quick Launch menu, then the icon and the menu will not be present in the navigation bar.

Launching the Axiom Desktop Client

Using the Area menu, you can launch the Axiom Desktop Client. Click on one of the following items in the menu:

Item	Description
Windows Client	Launches the Axiom Windows Client on your desktop. You must have the **Windows Client Access** security permission in order to see this icon and launch the client. If you do not have this permission, the Windows Client icon is hidden.
Excel Client	Launches the Axiom Excel Client on your desktop. Requires Microsoft Excel. You must have the **Excel Client Access** security permission in order to see this icon and launch the client. If you do not have this permission, the Excel Client icon is hidden.

If the client is not already installed on the current workstation, clicking the icon will initiate the install and then launch the client. If the client is already installed, clicking the link will launch the client. Your browser must support ClickOnce in order to install and launch the client.

The appropriate client to use depends on your organization's preferences and on your user role. Your organization will provide instruction as to which client you should use, and grant access to the clients as needed.

For more information on installing the Windows Client and Excel Client, including prerequisites and configuration details, see the Installation Guide (on-premise systems) or the Axiom Cloud Technical Guide (Axiom Cloud systems). Some software prerequisites can be downloaded and installed from the Web Client. You can access the prerequisites download page from the Axiom Rolling Forecasting About box.

NOTE: The default home page also contains links to launch the Windows Client or the Excel Client.

Launching add-ins

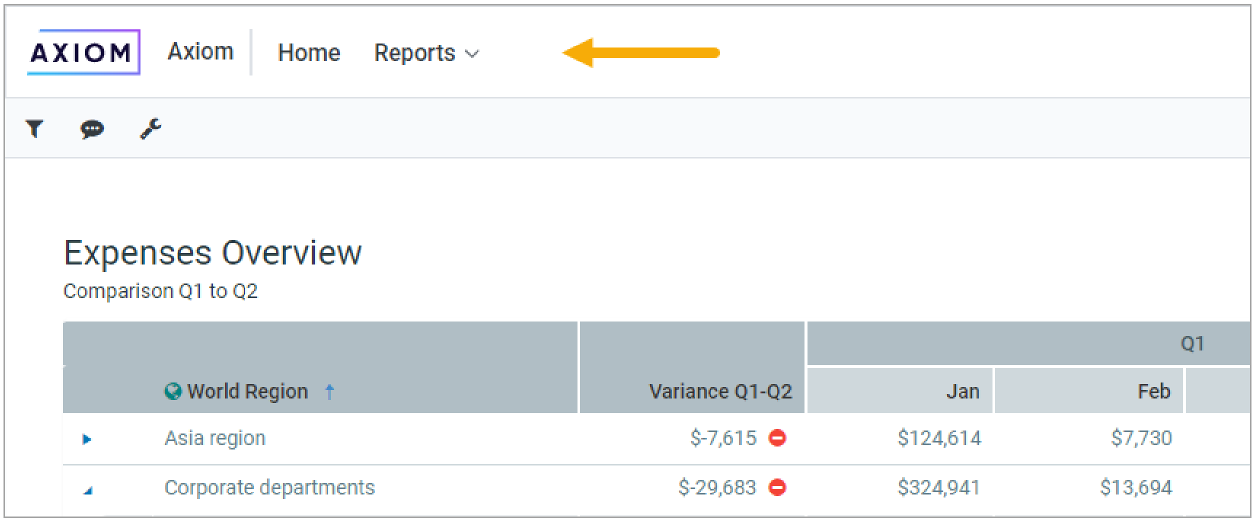
Using the Area menu, you can launch Axiom Rolling Forecasting add-ins. Click on one of the following items in the menu:

Item	Description
MS Word Add-In	Launches the Axiom Rolling Forecasting Add-In for Microsoft Word. You must have the **Word Add-In Access** security permission in order to see this icon and launch the add-in. If you do not have this permission, the icon is hidden.
MS PowerPoint Add-In	Launches the Axiom Rolling Forecasting Add-In for Microsoft PowerPoint. You must have the **PowerPoint Add-In Access** security permission in order to see this icon and launch the add-in. If you do not have this permission, the icon is hidden.

The Word and PowerPoint Add-ins are optional applications to support document integration between Axiom Rolling Forecasting and Word or PowerPoint.

Navigation menu

Using the Navigation menu across the top of the Web Client, you can navigate to various files and locations.



Example custom Navigation menu

The Navigation menu is context-sensitive, and updates dynamically to show the available navigation links for the currently active area of the Web Client. The following menus are available:

Area	Description
Custom	Axiom Rolling Forecasting provides a set of standard navigation links that show by default for custom systems when you are in the Web Client. The standard navigation links can be customized, so each client's system may look different. Navigation links can only be customized by administrators using the Desktop Client.
Product-Specific	Systems with installed products have product-specific navigation links. When you select a product name from the Area menu in the Navigation bar., the product-specific links display in the Navigation menu. For more information, see the product-specific documentation.

Area	Description
Common Product Areas	Certain common product areas are available in all systems and have a standard set of links in the Navigation menu. These common areas include: • **Intelligence Center**: Currently this area does not have any navigation links, but a menu may be added in a future release. • **System Administration**: The system administration links show when you are in the System Administration area, and provide access to features such as the Table Manager, Audit Manager, and Security Manager.

Additionally, when you open a report or other browser-based document, that document may be associated with a set of document-specific navigation links. These links are added to the Navigation menu while you are in that document.

Viewing system information

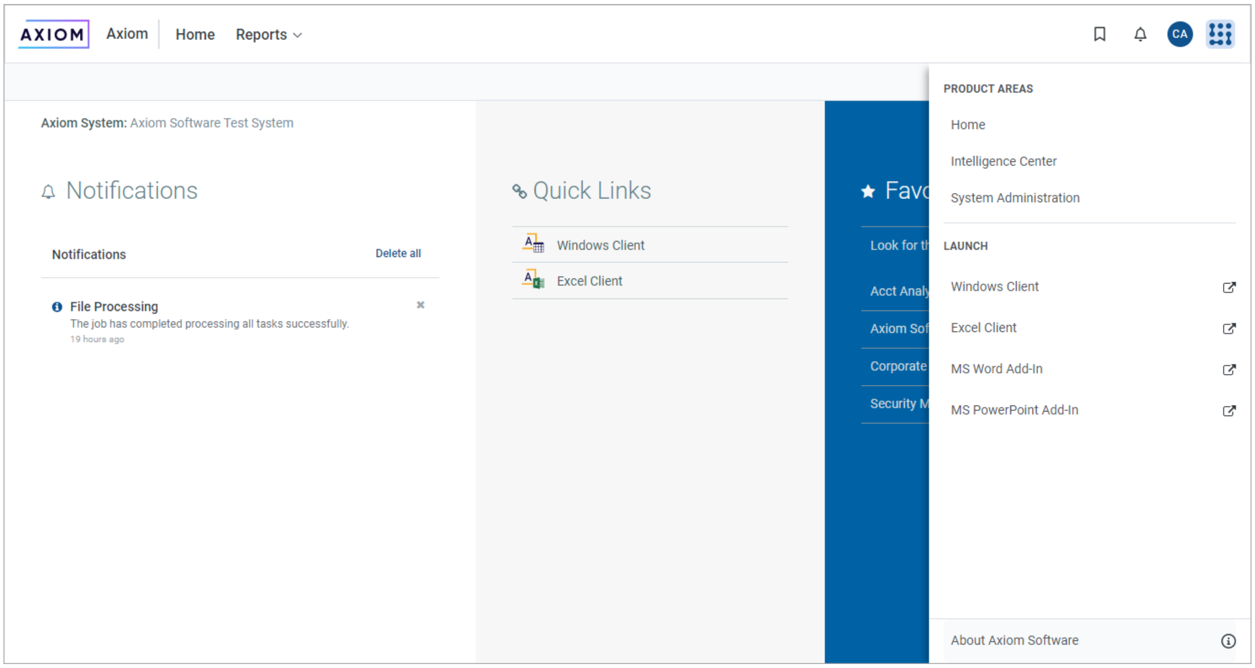
Use the Axiom Rolling Forecasting About box to see information about your current system, such as:

- Axiom Rolling Forecasting version number
- Product version numbers
- System name
- Application server URL

The About box also contains a link to download software prerequisites, if necessary for installation of the Desktop Client.

To open the About box:

1. Click the Syntellis icon in the Navigation bar.
2. At the bottom of the Area menu, click **About Axiom Software**.



About Axiom Software at bottom of Area menu

Getting to know the interface

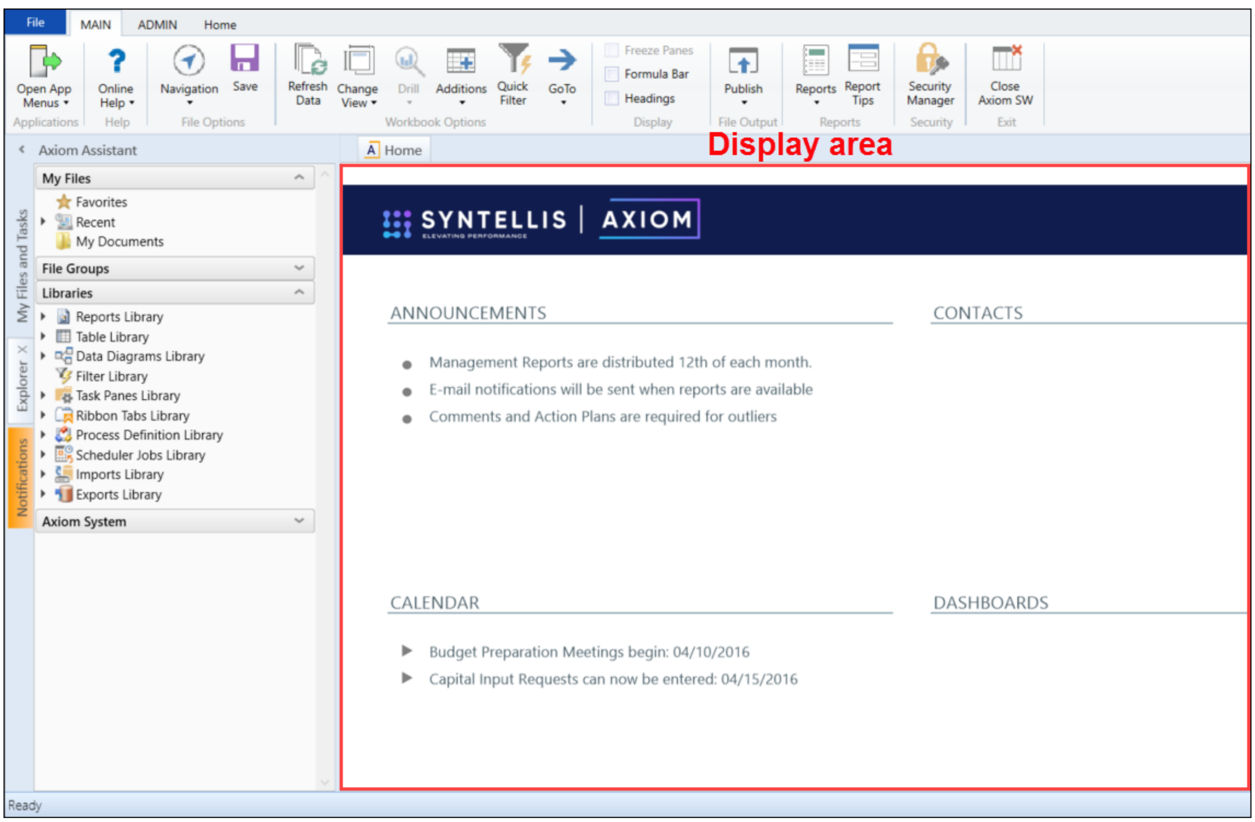
All Axiom products share a common interface and make use of many of the same features.

NOTE: The interface elements referenced in this section can vary depending on if or how your organization customizes them. This means that topics in this manual may reference features that do not display in your task panes, which means they may not be available for you to use. Contact your Axiom administrator for more information.

The interface includes several sections, including:

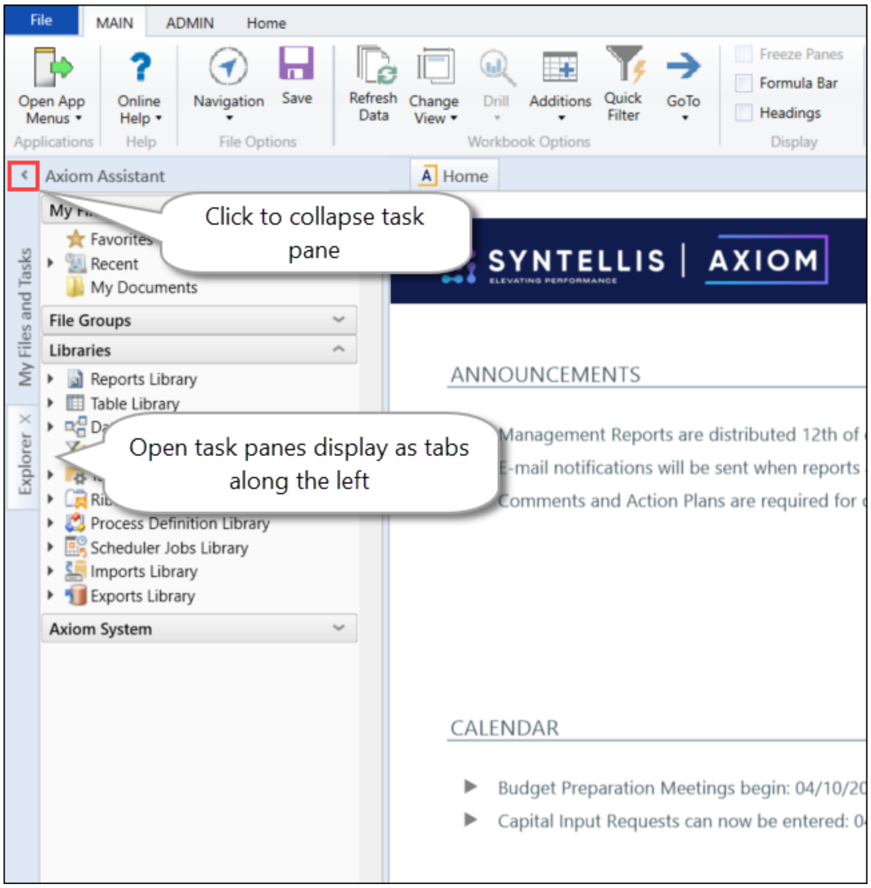
Display area

The main display area displays the open files. By default, it shows the Syntellis Home dashboard, which displays announcements, assigned tasks, links to dashboards, and contact information for administrators. Your Axiom product administrator configures the information that displays on this screen.

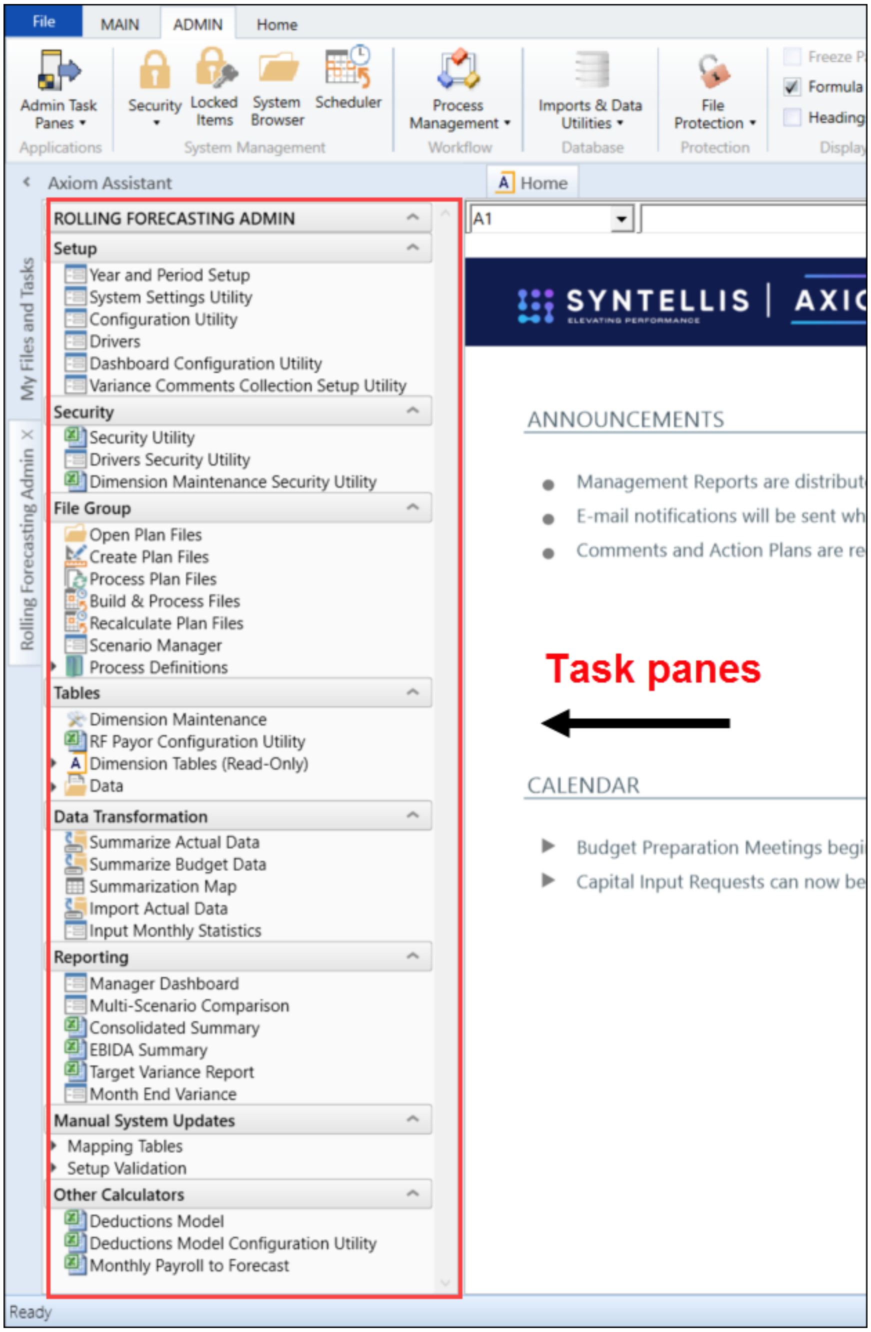


Task panes

A task pane provides access to commands, utilities, reports, plan files, and so on for Axiom Rolling Forecasting, and displays on the left side of the main display area. To switch between task panes, click the tabs on the left side of the interface. To expand or collapse the task panes, click the arrow in the left-hand corner above the tabs.



Each Axiom product includes a set of specialized task panes. Different task panes display depending on your security role profile. The administrator role profile has access to all of the features of Axiom Rolling Forecasting, including drivers, dimension tables, and other system administrator features while the end user task pane includes a subset of the options available in the Admin task pane.



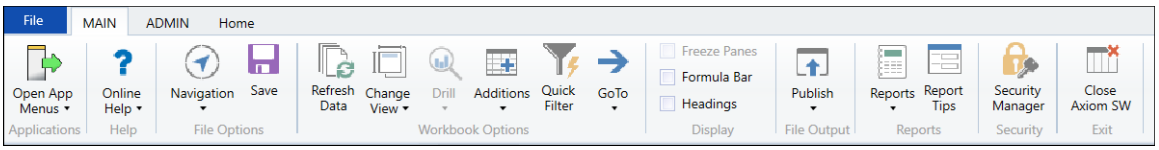
▶ Ribbon tabs

Ribbon tabs provide access to commonly used features and shortcuts to frequently accessed files. They display above the task pane and main display areas. The role assigned to you determines the ribbon tabs that display. For example, the Admin ribbon tab only displays to those users assigned the Administrator role profile.

Main

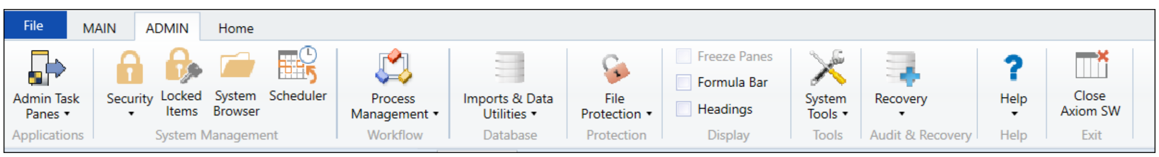
Includes commands for accomplishing most tasks in Axiom:

- Opening, closing, and saving files
- Accessing online help for products and advanced (Axiom platform) help
- Viewing data in spreadsheets
- Printing or emailing files
- Accessing shortcuts to frequently accessed reports



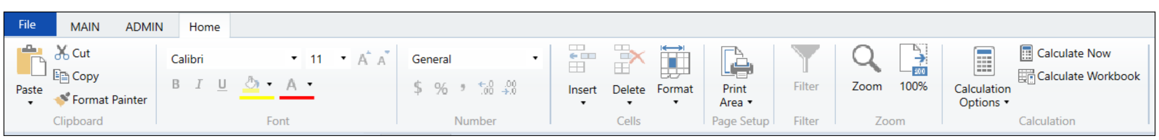
Admin

Includes commands for managing and configuring security, Scheduler jobs, processes, and data as well as other system-related tools used by administrators. This ribbon tab only displays to users with administrator privileges. Access to online help for products and advanced topics (Axiom platform) is also available.



Home

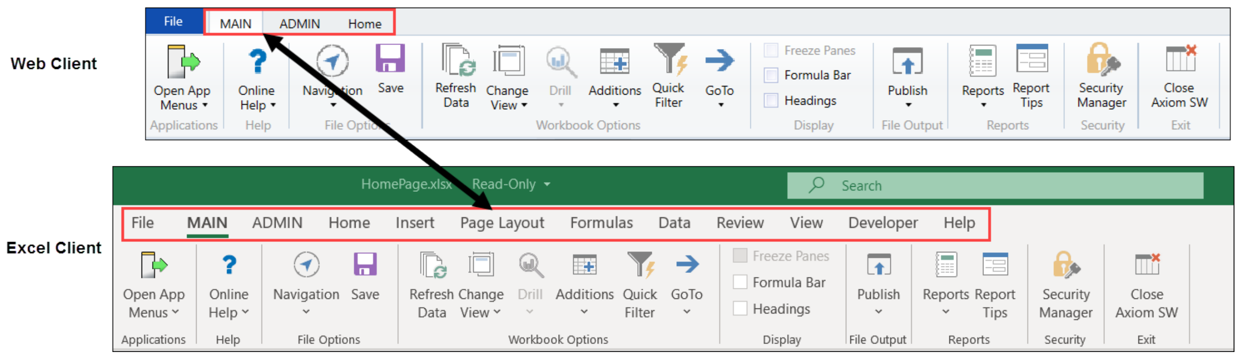
Includes standard spreadsheet commands.



Some options on the ribbon tabs display grayed out unless certain types of files such as reports or plan files are currently open or if you do not have the necessary security permissions to use the feature.

The Excel Client displays all of the same ribbon tabs included in a normal Excel file. The Windows Client only includes a subset of the same ribbon tabs located in the Home ribbon tab.

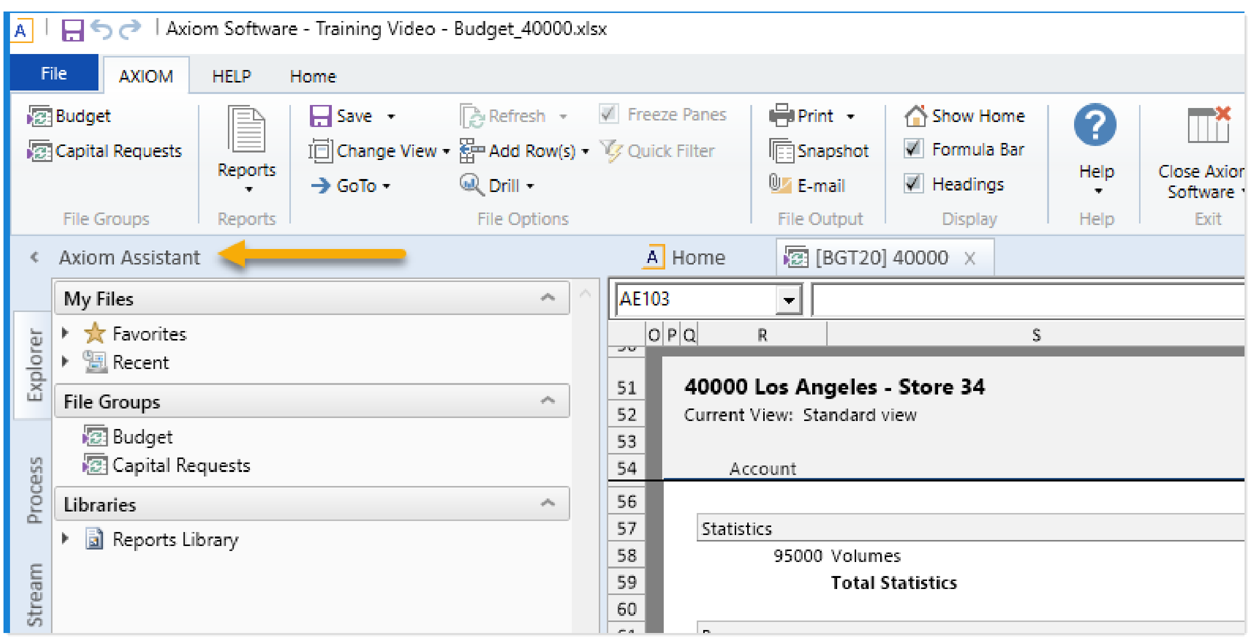
TIP: When creating reports, we recommend that you use the Excel Client.



Axiom Assistant task panes

The Axiom Assistant area provides quick and easy access to Axiom Rolling Forecasting files and features as you work in the Desktop Client. A variety of task panes are available to help you perform general and context-sensitive tasks. Additionally, system administrators can create customized task panes for use in this area.

The Axiom Assistant area is located in the left-hand side of the application, below the ribbon and to the left of any opened files. By default, the area is expanded, and you can work with any of its available task panes by clicking the side-tabs along the left-hand edge of the pane.



Example Axiom Assistant area

Available task panes

The task panes available to you in the Axiom Assistant area depend on your system configuration and your security permissions. The following task panes may be available:

Task pane	Description	Availability
Data Source Assistant	Helper tool to build data sources, such as RefreshVariables, DataLookup, and Grid.	This task pane is system-controlled and displays if you have the appropriate security permissions, and the file is an Axiom file.
Explorer	Open files and other items that you have access to, including favorites.	This task pane is included by default, but may be disabled in your system or restricted to only certain users.
File Processing	Configure and perform file processing for an Axiom file, such as to perform multipass processing, file collect, or batch processing.	This task pane is system-controlled and displays if you have the appropriate security permissions and the file is enabled for File Processing.
Form Assistant	Configure form settings for an Axiom file, and preview the form.	This task pane is system-controlled and displays if you have the appropriate security permissions and the file is enabled for Axiom forms.
Messages	View comments about the current document, and add comments.	This task pane is system-controlled and displays for all eligible documents.
Notifications	View alert and system notifications and open associated files.	This task pane is system-controlled and displays if you have any active notifications.
Process	View process information and complete process tasks. By default this task pane only displays if it is relevant to you (for example if you are the assigned owner of a process task).	This task pane is included by default, but may be disabled in your system.
Sheet Assistant	Configure workbook and worksheet settings for an Axiom file, including Axiom queries.	This task pane is system-controlled and displays if you have the appropriate security permissions and the file is an Axiom file.

Task pane	Description	Availability
Table	View table details, set a filter, and refresh the currently opened table.	This task pane is system-controlled and displays when using Open Table in Spreadsheet.
<Custom Task Panes>	Your organization may have defined one or more custom task panes for your system.	Custom task panes may open automatically when Axiom Rolling Forecasting is launched, or you may have access to the Task Panes Library to open certain task panes as needed.

The order of task panes in the Axiom Assistant area cannot be manually changed. Your system administrator has specified an order for the task panes that open when the system is started. System-controlled task panes display after these startup task panes.

▶ Minimize Axiom Assistant

By default, the Axiom Assistant area is maximized when you first start Axiom Rolling Forecasting. If desired, you can minimize this area—for example, to gain more screen space while working on a file. When minimized, the area displays as a thin strip along the left-hand side of the application, with one or more side-tabs for each task pane.

You can expand the Axiom Assistant area to perform a task, and then minimize it again when you are finished.

- To minimize the Axiom Assistant pane, click the button in the header.
- To expand the Axiom Assistant pane, click the button in the collapsed header, or click on one of the task pane tabs.

Axiom Rolling Forecasting remembers the state of the Axiom Assistant (minimized or expanded) when you exit the application, and will apply that state the next time you open Axiom Rolling Forecasting on the same machine.

It is not possible to completely hide the Axiom Assistant area when task panes are open, however, if no task panes are open then the Axiom Assistant area is automatically hidden (and will automatically show again when a task pane is opened).

▶ Opening task panes

In most cases, the task panes that you need to use will open automatically—you do not need to manually open them.

- Certain task panes are configured to open automatically when Axiom Rolling Forecasting is started, such as the Explorer task pane. These task panes are considered to be "global" task panes that you may want to use at any time while you work in the system.

- Other context-sensitive task panes only open when using certain features. For example, the File Processing task pane only displays when you open a file that is enabled for File Processing. There is no need to manually open the task pane because it will always be available when it is relevant (and assuming that you have security permissions to view it).

If you have access to the Task Panes Library to open certain custom task panes as needed, then you can open a task pane by double-clicking it in the Explorer task pane or the Axiom Explorer dialog. Alternatively, one of your "startup" task panes might be used to open other task panes.

For example, you might have access to a Monthly Reporting task pane that details the steps you need to do to run your monthly reports, and links to those reports. You wouldn't necessarily need this task pane to be open at all times; instead, you would only want to see it when you are ready to process your monthly reports. You could open the task pane as needed from the Task Panes Library or from another custom task pane that links to it.

▶ Closing task panes

Most task panes cannot be manually closed. Either they are global task panes that always apply, or they are context-sensitive task panes that close automatically when the associated file or feature is closed. Alternatively, you can minimize the Axiom Assistant area to "hide" all task panes and gain more screen space for your open files.

If a task pane is closeable, then you can close it by clicking the **X** icon on the side-tab for the task pane. If this icon is not present, then the task pane cannot be closed. Typically, only task panes that you open manually can be closed manually, but in some cases you may also be able to close task panes that open on startup.

▶ Using task panes in the Axiom Excel Client

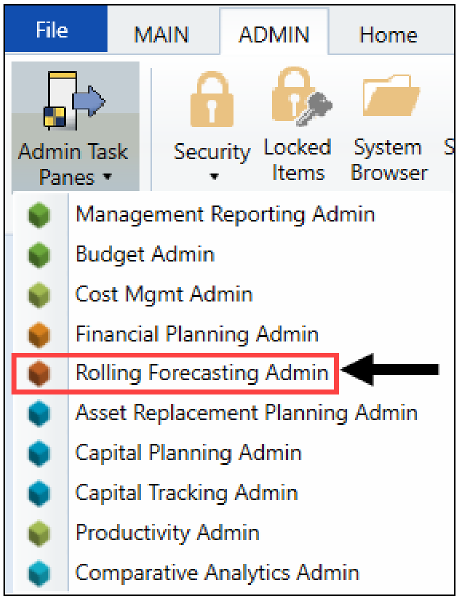
When using the Axiom Excel Client, each file opens within its own window, and each window maintains its own set of ribbon tabs and task panes. This means that as you switch windows, the set of task panes available in each window may be different. For example:

- If you manually opened a task pane in one window, that task pane will only be present in that window. It will not be present in other windows.
- The currently active task pane is managed independently for each window, so the active task pane may change as you change windows. (This can also occur when using the Axiom Windows Client, if you switch between files that have different default task pane associations. However, in the Axiom Excel Client it may also happen when switching between files with the same default task pane associations.)
- The current state of task panes is managed independently for each window. For example, if you expand the Reports Library in the Explorer task pane in one window, that expansion will not be present if you switch to a different window.

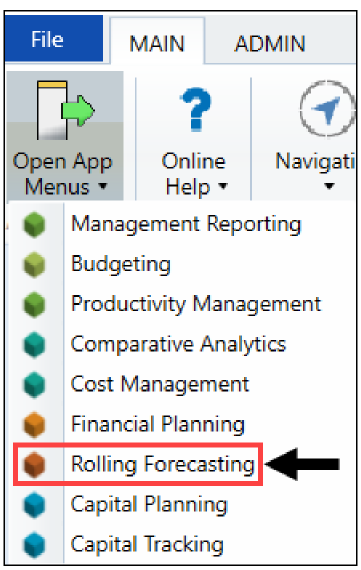
Opening the Axiom Rolling Forecasting task panes

To open the Axiom Rolling Forecast task panes:

- For administrators, in the **Admin** ribbon tab, click **Admin Task Panes**, and select **Rolling Forecasting Admin**.



- For end users, in the **Main** ribbon tab, click **Open App Menus**, and select **Rolling Forecasting**.



Opening the Explorer task pane

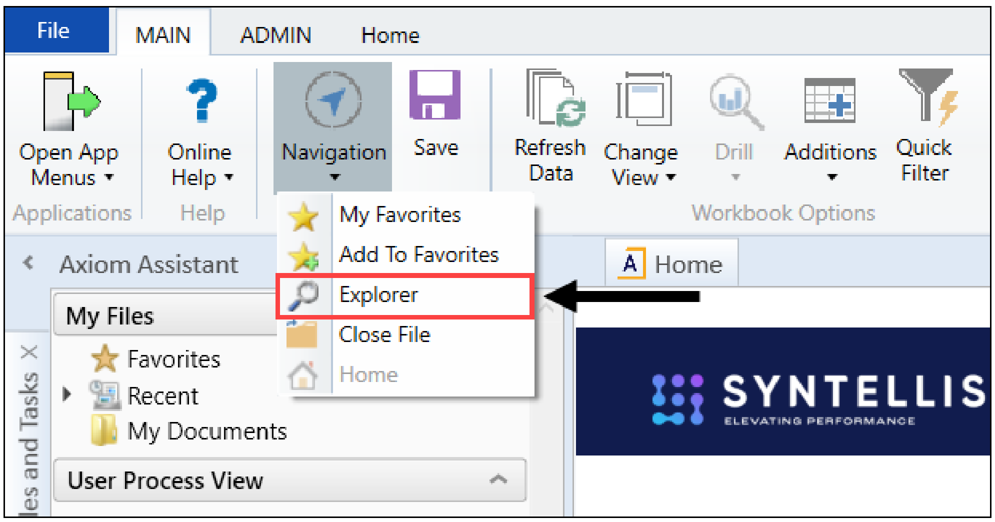
Axiom Rolling Forecasting provides a built-in Explorer task pane so that you can quickly access your favorites, recent items, and all the files that you have rights to access.

> **TIP:** You can also access Favorites, Recent, and My Documents from the My Files and Tasks task pane.

By default, all users are given access to this task pane. If desired, administrators can disable use of this task pane entirely, or restrict access to certain sets of users.

To access the Explorer task pane:

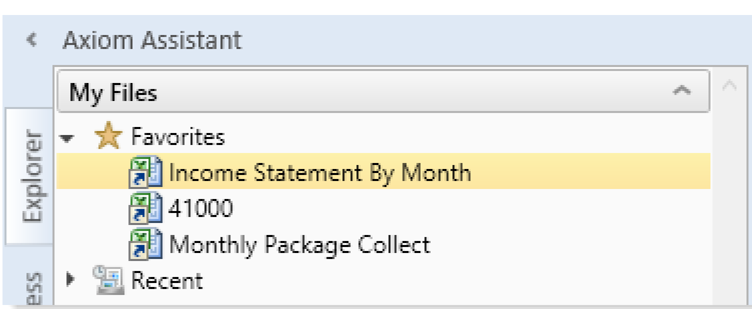
- In the **Main** ribbon tab, click **Navigation**, and select **Explorer**.



Managing favorites

You can save Axiom files and other items as favorites, for quick access to commonly used items. In the Desktop Client, your favorites list is available in the following locations:

- The Explorer task pane in the Axiom Assistant area
- The Axiom Explorer dialog (if you have permission to access this dialog)



When an item is saved to favorites, you can open the item by double-clicking it, or you can right-click it to access any other commands that would be available on the item in its native area. For example, if you have rights to the Table Library and you save a table as a favorite, you can right-click the table favorite and perform actions such as editing the table structure.

If an item that a favorite points to is deleted, then the favorite becomes invalid and a red arrow icon displays next to it. If you attempt to open an invalid favorite, a message box informs you that the item has been deleted, and asks whether you want to delete the favorite. If a file is moved or renamed within the Axiom Rolling Forecasting file system, but it retains the same document ID, then the shortcut will not be broken.

▶ Saving and deleting favorites

You can save an item as a favorite in one of the following ways:

- In the **Explorer** task pane and the **Axiom Explorer** dialog, you can right-click an item and select **Add to Favorites**.
- When a file is open, you can right-click the file tab and select **Add to Favorites**.

The item is saved as a favorite and now displays in your Favorites list. If the file was open when you saved it as a favorite, it displays using the file tab name. If needed, you can change the display name by editing the shortcut properties for the favorite.

TIP: If you open a table using **Open Table in Spreadsheet**, and then save the open table as a favorite (using the file tabs), the settings you used will be automatically saved as part of the favorite, in the shortcut properties. You may want to rename the favorite to indicate the particular settings (for example: GL2022 - Filtered for North Region).

NOTE: If a web-enabled file is saved as a favorite in the Desktop Client, that favorite will also display in the Web Client. This includes Axiom forms and web reports. All other types of favorites do not display in the Web Client.

To delete a favorite, right-click the item and then select **Delete**.

▶ Organizing favorites

You can create sub-folders in the Favorites area to organize favorites by folder. To create a new folder, right-click **Favorites** and select **New Folder**.

By default, favorites are displayed in the order that they were added (new favorites are added to the bottom of the list). You can drag and drop individual favorites to change the order. Sub-folders cannot be reordered—they will always display in alphabetical order.

To rename a favorite, right-click the item and then select **Rename**. The name becomes editable, and you can type a new name.

Shortcut properties

You can edit the shortcut properties for a favorite. Right-click the favorite and select **Shortcut Properties**. In this dialog, you can edit the shortcut name, change the shortcut target, and define certain shortcut properties.

The available shortcut properties vary by file type. For example, you can configure a report favorite to always open as read-only, or to automatically apply a Quick Filter when opening.

Using web favorites in the Desktop Client

If you save a favorite in the Web Client, that favorite also displays in the Desktop Client favorites list. You can double-click the web favorite to open it in the Web Client browser.

When a favorite is saved in the Web Client, it is stored as a URL instead of a document shortcut. If the target of the favorite is later deleted, the favorite does not show as invalid in the Desktop Client. If you try to use the favorite, you are informed that the document or page cannot be found. In this case you must manually delete the favorite.

Opening recent files

Axiom Rolling Forecasting maintains a list of your recently opened files in the Desktop Client. You can use this list for quick access to recent files.

The recent file list is located in the **My Files** section of the Explorer task pane and Axiom Explorer. You can double-click files to open them, or right-click to access the context menu for the file type. Recent files are listed using the file tab name that they were opened with, which may or may not be the same as the file name.

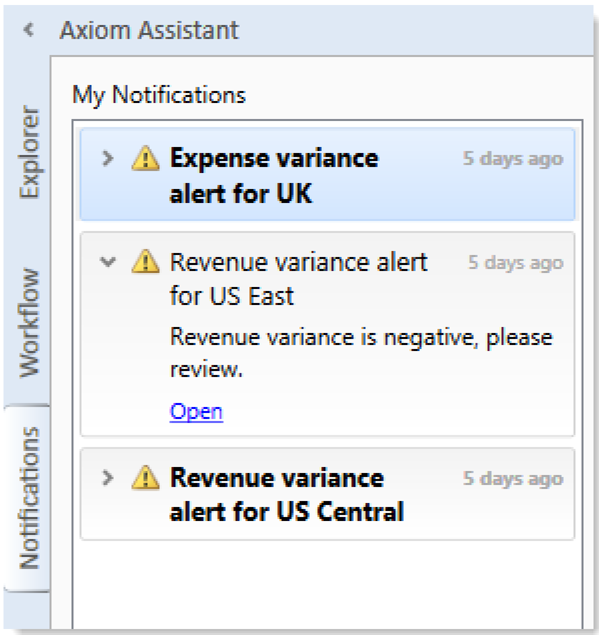
The list displays the last 15 files that you recently opened. Note the following:

- If you want to clear the list, right-click **Recent** and select **Clear History**.
- If you want to continue to have quick access to a recent file, you can add it to your favorites. Right-click the file and select **Add to favorites**.
- If the icon next to a file name is a red arrow, this means that the file has been moved or deleted since you accessed it, so it can no longer be opened from the recent file list.

In the Axiom Windows Client only, recent files can also be accessed from the **File** menu. In the Axiom Excel Client, although your recent files are tracked in **File > Recent**, those links point to the temporary versions of the file stored on your local drive, not the source versions of the files stored in the Axiom Rolling Forecasting database. Therefore, Excel's recent file list cannot be used to open Axiom files.

Viewing notifications using the Notifications task pane

If you receive an Axiom Rolling Forecasting notification, the notification displays in the Notifications task pane. This is a system-controlled task pane that is always available in the Desktop Client if you have notifications. Click the **Notifications** tab in the Axiom Assistant area to view the task pane.



Example Notifications task pane

If you have unread notifications when you first log in, or if you receive new notifications during a current session, the Notifications tab will flash orange and remain that color until you click on the tab. Unread notifications display in bold text. Once a notification has been read, the bolding is removed.

Notifications can come from the following sources:

- **Alert notifications.** Your system administrators and other power users may have set up alerts to monitor certain alertable conditions and then notify specified users.
- **Process management notifications.** These notifications result from active processes in process management, such as to inform you that you have a new task in the process.
- **Message stream notifications.** If you have subscribed to a document's message stream, you will be notified of any new comments made about that document.
- **Axiom system processes such as Process Plan Files.** If you have triggered certain system processes, Axiom Rolling Forecasting will notify you when the process is completed or when errors occur.
- **Scheduler jobs.** If you have run a Scheduler job manually and that job is configured to send notifications, you will be notified when the job completes or errors (depending on the notification configuration).

NOTES:

- The Notifications task pane is a system-controlled task pane; you cannot hide or show this task pane manually. The Notifications task pane always displays on startup if you have any active notifications (read or unread). Otherwise, it does not display. If you receive a new notification during a session and the task pane is not already open, this will cause the task pane to open.
- All notifications displayed in the Notifications task pane are also available in the Notifications panel of the Axiom Web Client. Both areas read from the same source of notifications, and edit the same source as well. So if you read a notification in one area, or delete a notification from one area, the other area will reflect these changes.

Reviewing notifications

Within the task pane, notifications are listed in the order they were created, with the newest notifications at the top. Each notification displays a severity icon and an alert title, as well as how old the notification is. The following severity icons are used:

- Info
- Warning
- Error

To read the notification text, double-click the notification to expand it. The text should provide you with more information about the notification and why you are receiving it. You can double-click the notification again to collapse it.

If the notification is from an alert, then the alert creator may have specified a document that you can open to see more information about the alert condition. If so, then you will see an **Open** link underneath the message text when you expand the notification. Click this link to open the associated document.

Notification actions

You can select one or more notifications and then right-click to perform the following additional actions:

- **Mark Read**: Mark the selected notifications as read.
- **Mark Unread**: Mark the selected notifications as unread.
- **GoTo Alert Definition**: Open the source document for the alert, if you have permission to access the file. You will be taken directly to the specific alert definition that generated the notification.
- **Delete**: Remove the selected notifications from the pane. Once a notification has been removed from the pane, you cannot undo this action.

Notifications will remain in the list until you remove them, or until they are deleted by the system purge job. By default, the system purge job deletes alerts and notifications older than 60 days.

Changing your Axiom Rolling Forecasting password

If your authentication method is Axiom Prompt, you can change your password as needed using the Desktop Client. This feature does not apply to users who are using any other authentication method (such as Windows User Authentication), because those passwords are controlled externally from Axiom Rolling Forecasting.

To change your password:

1. On the **Axiom** tab, in the **Help** group, click **Help > Change Password**.

   > **NOTE:** In systems with installed products, this feature may be located on the **Main** or **Admin** tab.

   This command is only available to Axiom Prompt users.

2. In the **Set Password** dialog, enter your current password, then enter and confirm your new password.

   If password rules are being enforced, your password must meet the rules. A validation message will inform you of the rules if necessary. Alternatively you can click **Generate Password** to auto-generate a password that meets the rules. If you do this, make sure to note the generated password because you will not have another opportunity to see it. If you do not note the password and cannot log in later, an administrator will need to reset your password.

3. Click **OK**.

Your password is now changed. You will need to use this new password the next time that you log in.

Closing Axiom Rolling Forecasting

When you close Axiom Rolling Forecasting, you will be prompted to save any changed but unsaved files.

To close the Desktop Client:

- Click the **Close Axiom Software** button in the **Exit** group of the **Axiom** tab.

  > **NOTE:** In systems with installed products, this button may be located on the **Main** or **Admin** tab.

You can also close the application by clicking the **X** button in the top right-hand corner of the application window.

If you are using the Axiom Excel Client, there is no option to close Axiom Rolling Forecasting but leave the current Microsoft Excel session open. Keep in mind that it is not necessary to close Axiom Rolling Forecasting in order to work on a regular Excel file. You can open regular Excel files within Axiom Rolling Forecasting, or you can open a second Excel session.

3

Understanding how Axiom Rolling Forecasting works

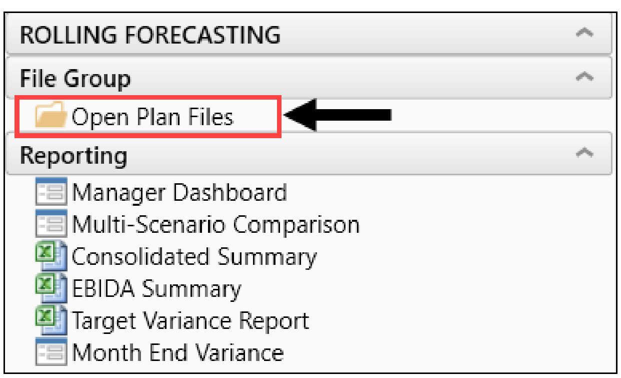
Axiom Rolling Forecasting and the other Axiom products store data (financial data, labor data, key statistics, and so on) in a central database, and then pull that data into the interface where you can view, enter, or modify the data using familiar spreadsheet commands and utilities. This allows unmatched flexibility for reporting and modeling your organization's finances without needing advanced programming skills. Anyone with intermediate-level spreadsheet skills can master the Axiom Rolling Forecasting core features.

Axiom Rolling Forecasting also uses spreadsheets, forms, and utilities to edit system configuration settings and preferences for how data is stored, formatted, and calculated within the system.

File groups

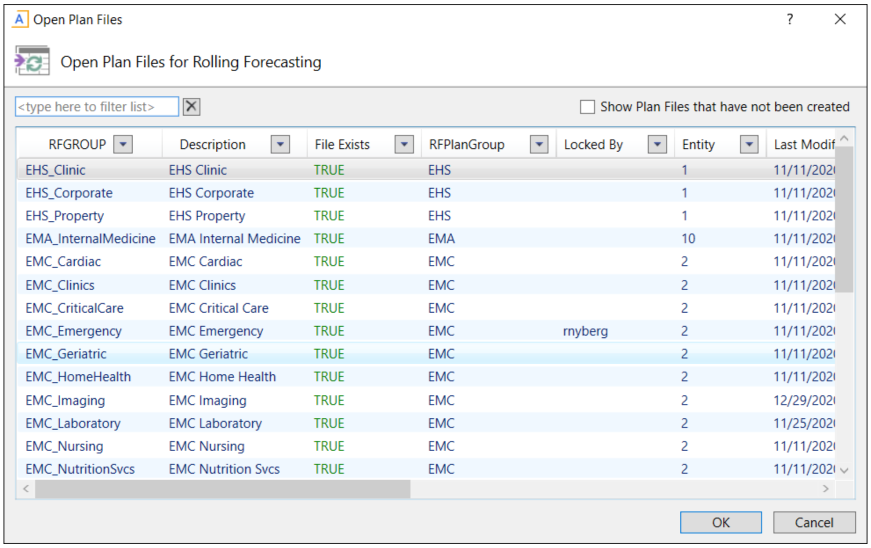
Axiom Rolling Forecasting organizes related files into file groups. Within a file group, files are stored in a consistent folder structure and can share a common set of configuration settings, preferences, key statistics, templates, scenarios, and calculation methods.

You can browse any of the file groups for which you have the necessary security permissions in the **Plan Files** section of the **Rolling Fcsting** task pane.



Plan files and drivers

In Axiom Rolling Forecasting, there is a file group for each forecast containing plan files (workbooks) with financial data for each group. In addition, a scenario file displays configuration settings and rolling forecast assumptions referenced by all of the plan files within the file group. For more information, see Working with plan files.



RFGROUP	Description	File Exists	RFPlanGroup	Locked By	Entity	Last Modif
EHS_Clinic	EHS Clinic	TRUE	EHS		1	11/11/202
EHS_Corporate	EHS Corporate	TRUE	EHS		1	11/11/202
EHS_Property	EHS Property	TRUE	EHS		1	11/11/202
EMA_InternalMedicine	EMA Internal Medicine	TRUE	EMA		10	11/11/202
EMC_Cardiac	EMC Cardiac	TRUE	EMC		2	11/11/202
EMC_Clinics	EMC Clinics	TRUE	EMC		2	11/11/202
EMC_CriticalCare	EMC Critical Care	TRUE	EMC		2	11/11/202
EMC_Emergency	EMC Emergency	TRUE	EMC	rnyberg	2	11/11/202
EMC_Geriatric	EMC Geriatric	TRUE	EMC		2	11/11/202
EMC_HomeHealth	EMC Home Health	TRUE	EMC		2	11/11/202
EMC_Imaging	EMC Imaging	TRUE	EMC		2	12/29/202
EMC_Laboratory	EMC Laboratory	TRUE	EMC		2	11/25/202
EMC_Nursing	EMC Nursing	TRUE	EMC		2	11/11/202
EMC_NutritionSvcs	EMC Nutrition Svcs	TRUE	EMC		2	11/11/202

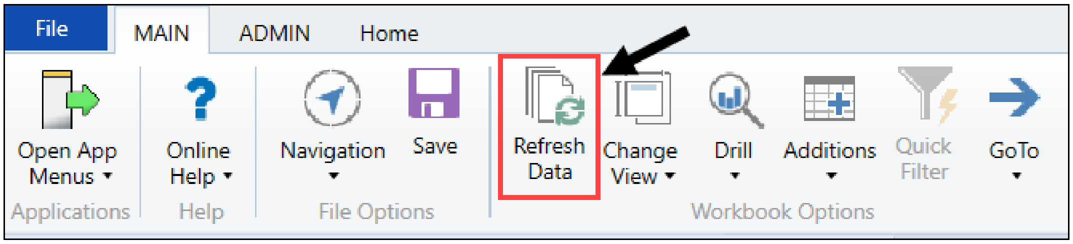
Templates and refreshing data

Most of the data in Axiom is stored in a database. Plan files are typically generated as needed by populating a template file with the relevant data from the database. Plan files in Axiom Rolling Forecasting are virtual, which means they are not static copies in the database. Instead, they are created upon open from a combination of the main plan file template, plan file groups, a selected scenario (which contains driver settings), and additional data pulled from various data tables. If you need to update an open workbook to reflect changes to the database or driver files, however, you can use the Refresh feature.

NOTE: Only product administrators can create and modify scenarios.

To refresh a plan file:

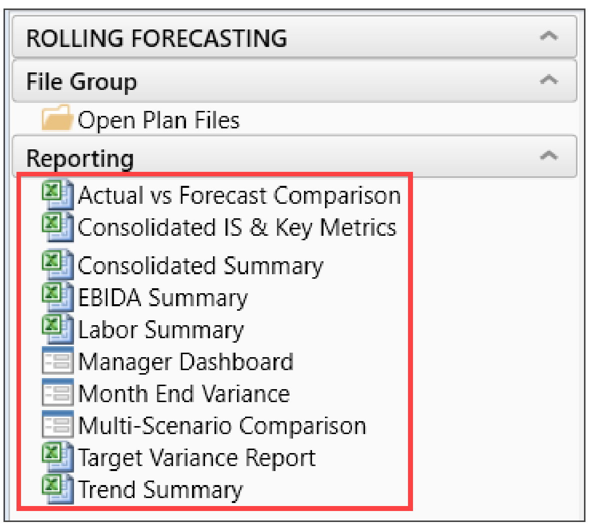
- On the **Main** tab, in the **Workbook Options** group, click **Refresh Data**.



NOTE: You may be prompted to define values before the refresh occurs. If so, these values are applied to the plan file to impact the data refresh.

Reports and utilities

Reports are spreadsheets or forms designed to help you review and analyze your organization's financial data. Axiom Rolling Forecasting reports can query data from any table in the Axiom database. You can find Axiom Rolling Forecasting reports in the **Reporting** section of the **Rolling Fcsting** task pane.



For more information, see Working with reports.

4

Working with plan files

You use plan files to develop planning data and save that data to the database. In Axiom Rolling Forecasting, the forecast data for each RFGroup is maintained in plan files, drivers, and scenarios.

Administrators create plan files for each RFGroup, and process the files to incorporate data.

This section explains the basic concepts behind plan files and how to use them in the Desktop Client. This section is intended for end users working with existing plan files, to develop and review plans.

In addition to the plan-specific functionality detailed in this section, you can use standard Axiom file features and tools. Plan files use the same functionality as other Axiom files to perform actions such as changing views or navigating to file bookmarks.

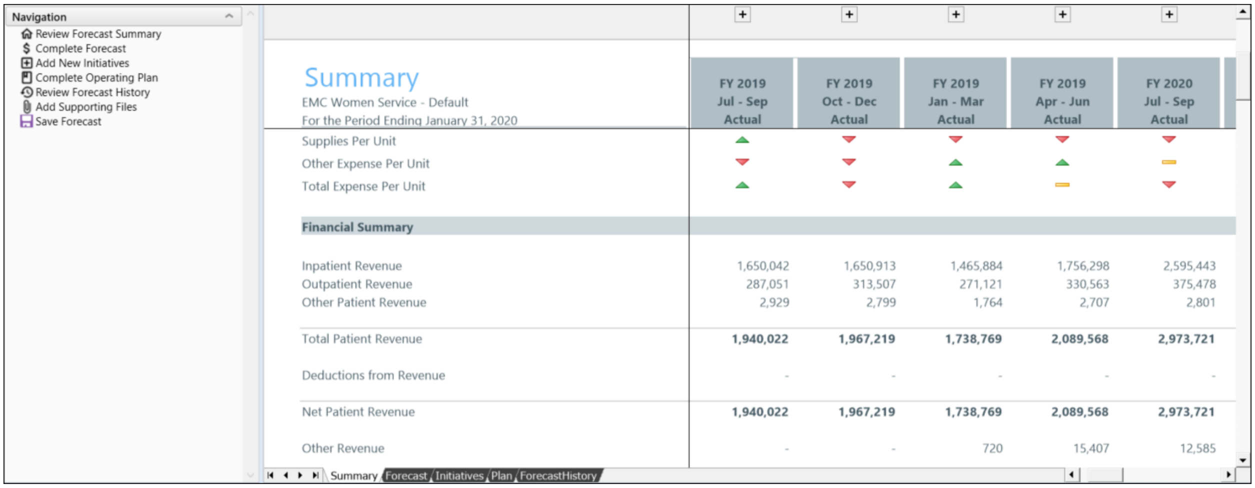
Opening Axiom Rolling Forecasting plan files

The forecast data for each RFGroup is maintained in plan files. Each plan file is a workbook with a series of worksheets, each with its own purpose. You access file groups from the **Plan Files** section of the RF Admin or RF Fcst task pane.

When you open a plan file, you are prompted to select a scenario. After you select a scenario, the plan file opens on the Summary sheet; however, it may open on a different sheet depending on where the plan file was active the last time it was saved.

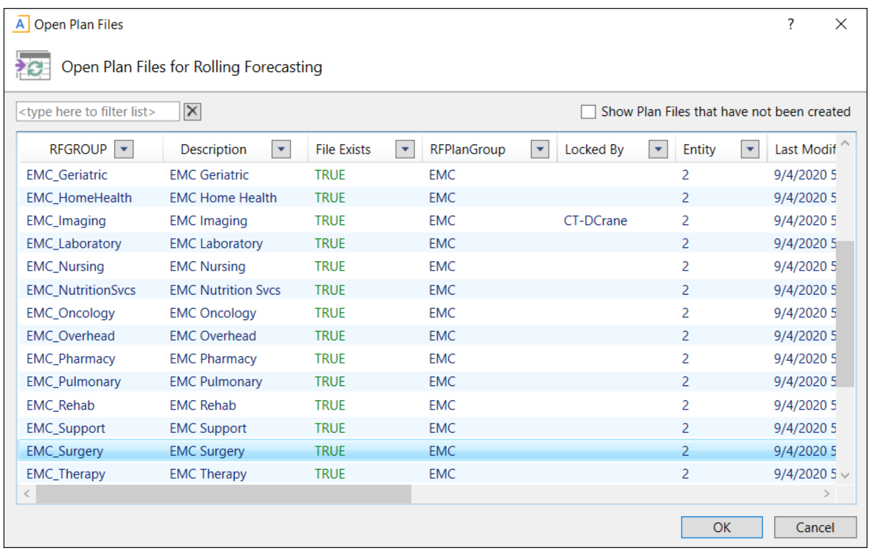
All plan file workbooks have a navigation pane that opens on the left of the workbook. You can use the navigation pane to jump between sheets instead of clicking a tab at the bottom of the workbook.

In addition, the Navigation pane provides the ability to attach supporting files to plan files, and to save your forecast to the database.



To open Rolling Forecasting plan files:

1. In the RF Admin or Rolling Fcst task pane, under **File Group**, double-click **Open Plan Files**.
2. In the **Open Plan Files** dialog, select the plan file to open, and then click **OK**.



3. In the **Refresh Variables** dialog, select a scenario, and then click **OK**.

The plan files workbook contains multiple worksheets named for their function, which are covered in the following topics:

- Summary
- Plan
- Forecast
- Initiatives
- Forecast History

Summary

The Summary plan file worksheet compares the historical data and forecast projections for each month and quarter, presented in monthly or quarterly columns (monthly includes quarterly), and indicates whether each month's or quarter's figures represent a favorable or unfavorable change from previous months and quarters.

The Summary tab is divided into the following sections:

Scorecard

The top portion of the sheet is the scorecard section, which contains trend indicator icons for total key statistics, revenue per unit, salary and benefits, and expenses.

> **TIP:** You can hide the Scorecard section: on the **Main** ribbon tab, in the **Change View** menu under **Row Views**, clear the **Show Scorecard** checkbox.

The icons indicate the following:

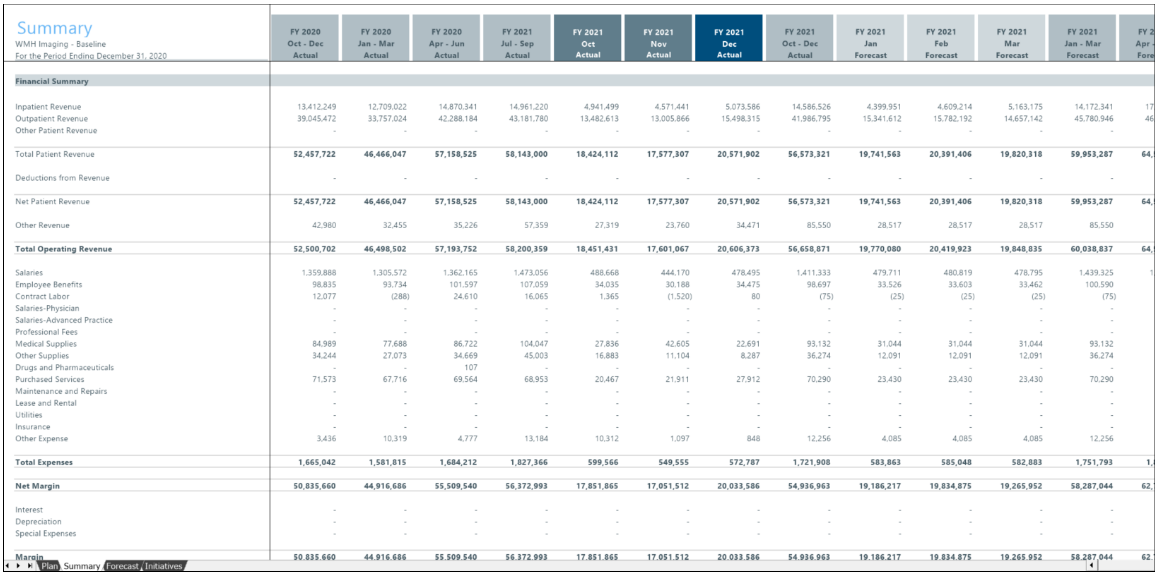
- Green trend up – Favorable performance vs. the previous month/quarter
- Yellow trend flat – Unfavorable performance vs. the previous month/quarter
- Red trend down – Unfavorable performance vs. the previous two months/quarters

> **NOTE:** Statistics and Revenue data use *less than* logic, while Salary, Benefits, and Expenses use *greater than* logic.

Use the scorecard indicators to review trending patterns to identify anomalies in forecast values that you may not see in the more detailed Forecast sheet.

Financial Summary

This Financial Summary section shows the profit and loss summary of the history and forecast results.



Summary WMH Imaging - Baseline For the Period Ending December 31, 2020	FY 2020 Oct - Dec Actual	FY 2020 Jan - Mar Actual	FY 2020 Apr - Jun Actual	FY 2021 Jul - Sep Actual	FY 2021 Oct Actual	FY 2021 Nov Actual	FY 2021 Dec Actual	FY 2021 Oct - Dec Actual	FY 2021 Jan Forecast	FY 2021 Feb Forecast	FY 2021 Mar Forecast	FY 2021 Jan - Mar Forecast
Financial Summary												
Inpatient Revenue	13,412,249	12,709,022	14,870,341	14,961,220	4,941,499	4,571,441	5,073,586	14,586,526	4,399,951	4,609,214	5,163,175	14,172,341
Outpatient Revenue	39,045,472	33,757,024	42,288,184	43,181,780	13,482,613	13,005,866	15,498,315	41,986,795	15,341,612	15,782,192	14,657,142	45,780,946
Other Patient Revenue	-	-	-	-	-	-	-	-	-	-	-	-
Total Patient Revenue	**52,457,722**	**46,466,047**	**57,158,525**	**58,143,000**	**18,424,112**	**17,577,307**	**20,571,902**	**56,573,321**	**19,741,563**	**20,391,406**	**19,820,318**	**59,953,287**
Deductions from Revenue	-	-	-	-	-	-	-	-	-	-	-	-
Net Patient Revenue	**52,457,722**	**46,466,047**	**57,158,525**	**58,143,000**	**18,424,112**	**17,577,307**	**20,571,902**	**56,573,321**	**19,741,563**	**20,391,406**	**19,820,318**	**59,953,287**
Other Revenue	42,980	32,455	35,226	57,359	27,319	23,760	34,471	85,550	28,517	28,517	28,517	85,550
Total Operating Revenue	**52,500,702**	**46,498,502**	**57,193,752**	**58,200,359**	**18,451,431**	**17,601,067**	**20,606,373**	**56,658,871**	**19,770,080**	**20,419,923**	**19,848,835**	**60,038,837**
Salaries	1,359,888	1,305,572	1,362,165	1,473,056	488,668	444,170	478,495	1,411,333	479,711	480,819	478,795	1,439,325
Employee Benefits	98,835	93,734	101,597	107,059	34,035	30,188	34,475	98,697	33,526	33,603	33,462	100,590
Contract Labor	12,077	(288)	24,610	16,065	1,365	(1,520)	80	(75)	(25)	(25)	(25)	(75)
Salaries-Physician	-	-	-	-	-	-	-	-	-	-	-	-
Salaries-Advanced Practice	-	-	-	-	-	-	-	-	-	-	-	-
Professional Fees	-	-	-	-	-	-	-	-	-	-	-	-
Medical Supplies	84,989	77,688	86,722	104,047	27,836	42,605	22,691	93,132	31,044	31,044	31,044	93,132
Other Supplies	34,244	27,073	34,669	45,003	16,883	11,104	8,287	36,274	12,091	12,091	12,091	36,274
Drugs and Pharmaceuticals	-	-	107	-	-	-	-	-	-	-	-	-
Purchased Services	71,573	67,716	69,564	68,953	20,467	21,911	27,912	70,290	23,430	23,430	23,430	70,290
Maintenance and Repairs	-	-	-	-	-	-	-	-	-	-	-	-
Lease and Rental	-	-	-	-	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-	-	-	-	-
Insurance	-	-	-	-	-	-	-	-	-	-	-	-
Other Expense	3,436	10,319	4,777	13,184	10,312	1,097	848	12,256	4,085	4,085	4,085	12,256
Total Expenses	**1,665,042**	**1,581,815**	**1,684,212**	**1,827,366**	**599,566**	**549,555**	**572,787**	**1,721,908**	**583,863**	**585,048**	**582,883**	**1,751,793**
Net Margin	**50,835,660**	**44,916,686**	**55,509,540**	**56,372,993**	**17,851,865**	**17,051,512**	**20,033,586**	**54,936,963**	**19,186,217**	**19,834,875**	**19,265,952**	**58,287,044**
Interest	-	-	-	-	-	-	-	-	-	-	-	-
Depreciation	-	-	-	-	-	-	-	-	-	-	-	-
Special Expenses	-	-	-	-	-	-	-	-	-	-	-	-
Margin	**50,835,660**	**44,916,686**	**55,509,540**	**56,372,993**	**17,851,865**	**17,051,512**	**20,033,586**	**54,936,963**	**19,186,217**	**19,834,875**	**19,265,952**	**58,287,044**

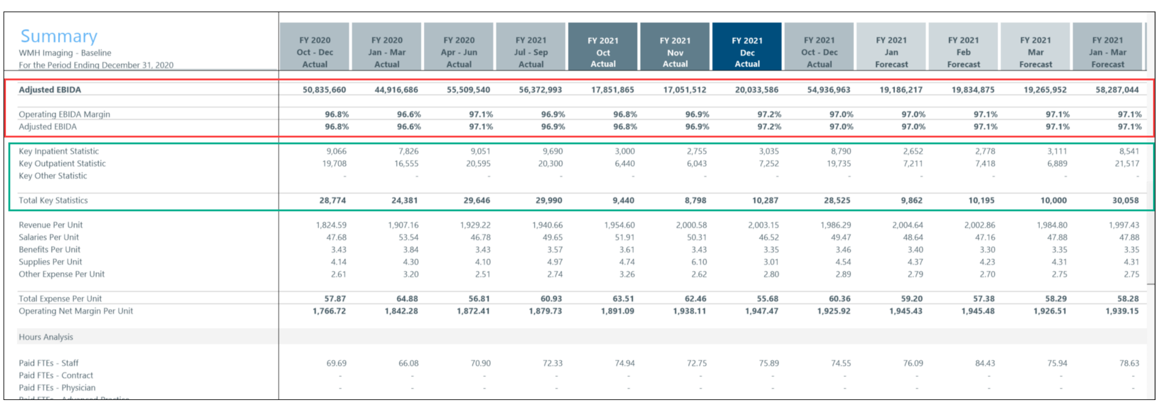
EBIDA and Key Statistics

These sections display the history and forecast results for each listed metric.

The EBIDA section displays the operating margin and the adjusted margin.

NOTE: The EBIDA section displays only if the display option is selected for this section in the Visibility Options settings of the Configuration Utility.

The Key Statistics section displays Inpatient, Outpatient, and Other statistics, as applicable for the selected plan file. In the following example, the EBIDA section is outlined in red; the Key Statistics section is outlined in green.



Summary WMH Imaging - Baseline For the Period Ending December 31, 2020	FY 2020 Oct - Dec Actual	FY 2020 Jan - Mar Actual	FY 2020 Apr - Jun Actual	FY 2021 Jul - Sep Actual	FY 2021 Oct Actual	FY 2021 Nov Actual	FY 2021 Dec Actual	FY 2021 Oct - Dec Actual	FY 2021 Jan Forecast	FY 2021 Feb Forecast	FY 2021 Mar Forecast	FY 2021 Jan - Mar Forecast
Adjusted EBIDA	**50,835,660**	**44,916,686**	**55,509,540**	**56,372,993**	**17,851,865**	**17,051,512**	**20,033,586**	**54,936,963**	**19,186,217**	**19,834,875**	**19,265,952**	**58,287,044**
Operating EBIDA Margin	**96.8%**	**96.6%**	**97.1%**	**96.9%**	**96.8%**	**96.9%**	**97.2%**	**97.0%**	**97.0%**	**97.1%**	**97.1%**	**97.1%**
Adjusted EBIDA	**96.8%**	**96.6%**	**97.1%**	**96.9%**	**96.8%**	**96.9%**	**97.2%**	**97.0%**	**97.0%**	**97.1%**	**97.1%**	**97.1%**
Key Inpatient Statistic	9,066	7,826	9,051	9,690	3,000	2,755	3,035	8,790	2,652	2,778	3,111	8,541
Key Outpatient Statistic	19,708	16,555	20,595	20,300	6,440	6,043	7,252	19,735	7,211	7,418	6,889	21,517
Key Other Statistic	-	-	-	-	-	-	-	-	-	-	-	-
Total Key Statistics	**28,774**	**24,381**	**29,646**	**29,990**	**9,440**	**8,798**	**10,287**	**28,525**	**9,862**	**10,195**	**10,000**	**30,058**
Revenue Per Unit	1,824.59	1,907.16	1,929.22	1,940.66	1,954.60	2,000.58	2,003.15	1,986.29	2,004.64	2,002.86	1,984.80	1,997.43
Salaries Per Unit	47.68	53.54	46.78	49.65	51.91	50.31	46.52	49.47	48.64	47.16	47.88	47.88
Benefits Per Unit	3.43	3.84	3.43	3.57	3.61	3.43	3.35	3.46	3.40	3.30	3.35	3.35
Supplies Per Unit	4.14	4.30	4.10	4.97	4.74	6.10	3.01	4.54	4.37	4.23	4.31	4.31
Other Expense Per Unit	2.61	3.20	2.51	2.74	3.26	2.62	2.80	2.89	2.79	2.70	2.75	2.75
Total Expense Per Unit	**57.87**	**64.88**	**56.81**	**60.93**	**63.51**	**62.46**	**55.68**	**60.36**	**59.20**	**57.38**	**58.29**	**58.28**
Operating Net Margin Per Unit	**1,766.72**	**1,842.28**	**1,872.41**	**1,879.73**	**1,891.09**	**1,938.11**	**1,947.47**	**1,925.92**	**1,945.43**	**1,945.48**	**1,926.51**	**1,939.15**
Hours Analysis												
Paid FTEs - Staff	69.69	66.08	70.90	72.33	74.94	72.75	75.89	74.55	76.09	84.43	75.94	78.63
Paid FTEs - Contract	-	-	-	-	-	-	-	-	-	-	-	-
Paid FTEs - Physician	-	-	-	-	-	-	-	-	-	-	-	-

Per Unit and Hours Analysis

These sections are part of the Financial Summary section, and contain a summary of the history and forecast results for each listed metric. In the following example, the Per Unit section is outlined in red, and the Hours Analysis section is outlined in green.

Summary EMC Women Service - Default For the Period Ending February 29, 2020	FY 2019 Jan - Mar Actual	FY 2019 Apr - Jun Actual	FY 2020 Jul - Sep Actual	FY 2020 Oct - Dec Actual	FY 2020 Jan - Mar Projected	FY 2020 Apr - Jun Forecast	FY 2021 Jul - Sep Forecast	FY 2021 Oct - Dec Forecast	FY 2021 Jan - Mar Forecast	FY 2021 Apr - Jun Forecast
Revenue Per Unit	754.99	883.70	1,296.14	1,389.87	4,162.01	38,150.98	38,150.98	38,150.98	38,150.98	38,150.98
Salaries Per Unit	575.88	609.35	665.01	712.69	2,278.71	21,384.38	21,384.38	21,384.38	21,384.38	21,384.38
Benefits Per Unit	97.78	94.82	117.26	131.71	545.79	8,373.88	8,306.36	8,306.36	8,442.91	8,373.88
Supplies Per Unit	42.14	42.74	42.99	46.87	144.98	1,335.13	1,292.06	1,250.38	1,250.38	1,292.06
Other Expense Per Unit	52.26	35.71	39.32	54.85	127.71	978.15	946.60	916.06	916.06	946.60
Total Expense Per Unit	**768.07**	**782.62**	**864.59**	**946.12**	**3,097.19**	**32,071.54**	**31,929.39**	**31,857.18**	**31,993.74**	**31,996.92**
Operating Margin Per Unit	**(13.08)**	**101.08**	**431.55**	**443.75**	**1,064.82**	**6,079.43**	**6,221.58**	**6,293.80**	**6,157.24**	**6,154.06**
Hours Analysis										
Paid FTEs - Staff	244.14	255.80	274.10	281.76	298.33	291.55	291.55	291.55	291.55	291.55
Paid FTEs - Contract	-	-	-	-	-	-	-	-	-	-
Paid FTEs - Physician	-	-	-	-	-	-	-	-	-	-
Paid FTEs - Advanced Practice	-	-	-	-	-	-	-	-	-	-
Total Paid FTEs	**244.14**	**255.80**	**274.10**	**281.76**	**298.33**	**291.55**	**291.55**	**291.55**	**291.55**	**291.55**
Avg Hourly Rate - Staff	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
Total Paid Hours Per Unit	**54.50**	**55.84**	**62.54**	**65.00**	**180.18**	**1,666.01**	**1,666.01**	**1,666.01**	**1,666.01**	**1,666.01**
Paid Hours - Staff	125,560	133,018	144,101	148,124	155,133	151,607	153,273	153,273	149,941	151,607
Paid Hours - Contract	-	-	-	-	-	-	-	-	-	-
Paid Hours - Physician	-	-	-	-	-	-	-	-	-	-
Paid Hours - Advanced Practice	-	-	-	-	-	-	-	-	-	-
Total Paid Hours	**125,560**	**133,018**	**144,101**	**148,124**	**155,133**	**151,607**	**153,273**	**153,273**	**149,941**	**151,607**

Summary / Forecast / Initiatives / Plan / ForecastHistory

Initiatives section

The Initiatives section in the Summary sheet combines all approved initiatives from the plan file Initiatives sheet, with the same forecast columns as those used in the Forecast sheet, except that data for any Actuals periods is not included. Actuals for initiatives are not included because they are not true actuals. Initiative data is free input, meaning that none of the data is retrieved from true actual data. Actuals for initiatives are displayed as zeros on the Summary tab.

This section displays forecast periods for all approved Initiatives, with the following sections:

- Financial
- EBIDA
- Key Statistic
- Expense per Unit
- Hours Analysis

Approved totals in this section should sum to the values from the Forecast columns on the Summary tab.

To access the Initiatives section, scroll to the right in the worksheet, past the last forecast column.

Summary
EMC Imaging - Default
For the Period Ending May 31, 2020

Initiatives

Financial Summary	FY 2020 Apr Actual	FY 2020 May Actual	FY 2020 Jun Forecast	FY 2020 Apr - Jun Projected	FY 2021 Jul Forecast	FY 2021 Aug Forecast	FY 2021 Sep Forecast
Inpatient Revenue	-	-	100,000	100,000	100,000	100,000	100
Outpatient Revenue	-	-	-	-	-	-	
Other Patient Revenue	-	-	-	-	-	-	
Total Patient Revenue	**-**	**-**	**100,000**	**100,000**	**100,000**	**100,000**	**100,**
Deductions from Revenue	-	-	50,000	50,000	50,000	50,000	50
Net Patient Revenue	**-**	**-**	**50,000**	**50,000**	**50,000**	**50,000**	**50,**
Other Revenue	-	-	-	-	-	-	
Total Operating Revenue	**-**	**-**	**50,000**	**50,000**	**50,000**	**50,000**	**50,**
Salaries	-	-	17,143	17,143	17,714	17,714	17
Employee Benefits	-	-	6,000	6,000	6,200	6,200	6
Contract Labor	-	-	-	-	-	-	
Salaries-Physician	-	-	-	-	-	-	
Salaries-Advanced Practice	-	-	-	-	-	-	
Professional Fees	-	-	-	-	-	-	

Plan | Summary | Forecast | Initiatives | ForecastHistory

Annual Comparison section

This section provides a payments-and-loss style overview of how your forecast values compare to your historical data. In the first two columns are your last two completed fiscal years, followed by your Year to Date actuals, and then the remaining total projection, which comes from the Forecast sheet, as well as all of the future forecasts summarized into the fiscal years.

Summary
EMC Women Service - Best Case
For the Period Ending January 31, 2020

	Annual Comparison							
Financial Summary	FY 2018 Actual	FY 2019 Actual	Jan YTD Actual	Feb-Jun Projected	FY 2020 Projected	FY 2021 Forecast	FY 2022 Forecast	FY 2023 Forecast
Inpatient Revenue	6,132,276	6,523,136	6,540,409	9,446,275	15,986,684	147,469,804	2,381,712,638	8,011,255,638
Outpatient Revenue	1,130,391	1,202,242	868,179	969,415	1,837,593	15,133,943	244,420,909	822,147,205
Other Patient Revenue	9,589	10,200	5,304	7,295	12,599	113,879	1,839,204	6,186,443
Total Patient Revenue	**7,272,256**	**7,735,578**	**7,413,891**	**10,422,984**	**17,836,876**	**162,717,626**	**2,627,972,751**	**8,839,589,286**
Deductions from Revenue	-	-	-	-	-	-	-	-
Net Patient Revenue	**7,272,256**	**7,735,578**	**7,413,891**	**10,422,984**	**17,836,876**	**162,717,626**	**2,627,972,751**	**8,839,589,286**
Other Revenue	15,159	16,127	30,044	22,445	52,489	53,868	53,868	26,934
Total Revenue	**7,287,415**	**7,751,705**	**7,443,936**	**10,445,429**	**17,889,365**	**162,771,493**	**2,628,026,619**	**8,839,616,220**
Salaries	5,050,254	5,372,556	3,835,319	3,373,086	7,208,405	8,153,487	8,153,487	4,110,251
Employee Benefits	878,897	933,390	680,634	1,663,947	2,344,581	3,999,208	3,999,208	2,002,913
Contract Labor	318	338	-	-	-	-	-	-
Salaries-Physician	-	-	-	-	-	-	-	-
Salaries-Advanced Practice	-	-	-	-	-	-	-	-
Professional Fees	87,551	91,285	58,457	88,008	146,465	202,560	196,026	95,627
Medical Supplies	215,645	229,406	164,163	156,174	320,336	359,452	347,857	169,694
Other Supplies	114,647	121,711	76,932	66,060	142,992	152,046	147,141	71,779

Summary | Forecast | Initiatives | Plan | ForecastHistory

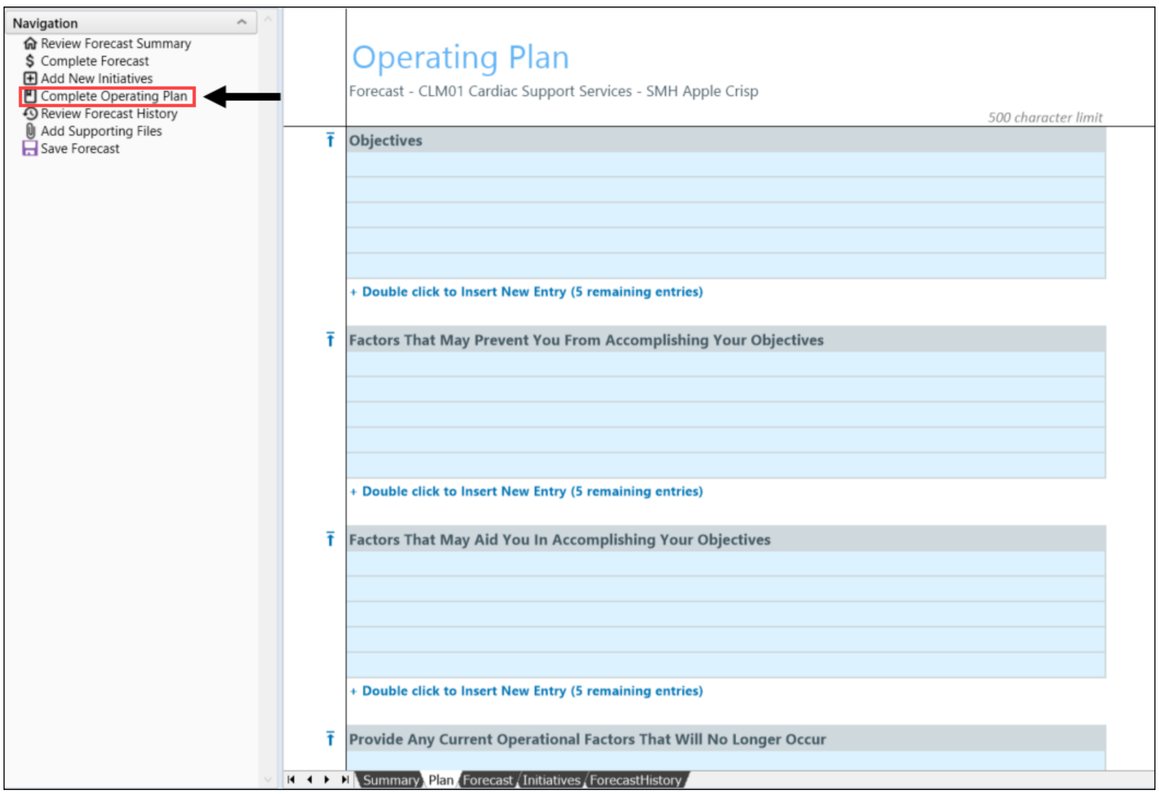
Plan

The Plan tab provides a questionnaire to aid in the planning process and provides the narrative documentation to support your forecast, such as the narrative behind the numbers. Using the questionnaire is a great way to ensure that you are discussing the right topics during the forecast process.

On this tab, document what is important about this rolling forecast update and provide answers to questions requested by the leadership team so that the responses can be referred to during the review process.

To use this tab:

1. Open the desired plan file.
2. In the plan file navigation pane, double-click **Complete Operating Plan**.
3. Type your answers in the blue input cells. If you need more space than is provided, use the **Double click to Insert New Entry** option to add a new line. You can add up to 5 additional lines.
4. On the **Main** ribbon tab, click **Save**.



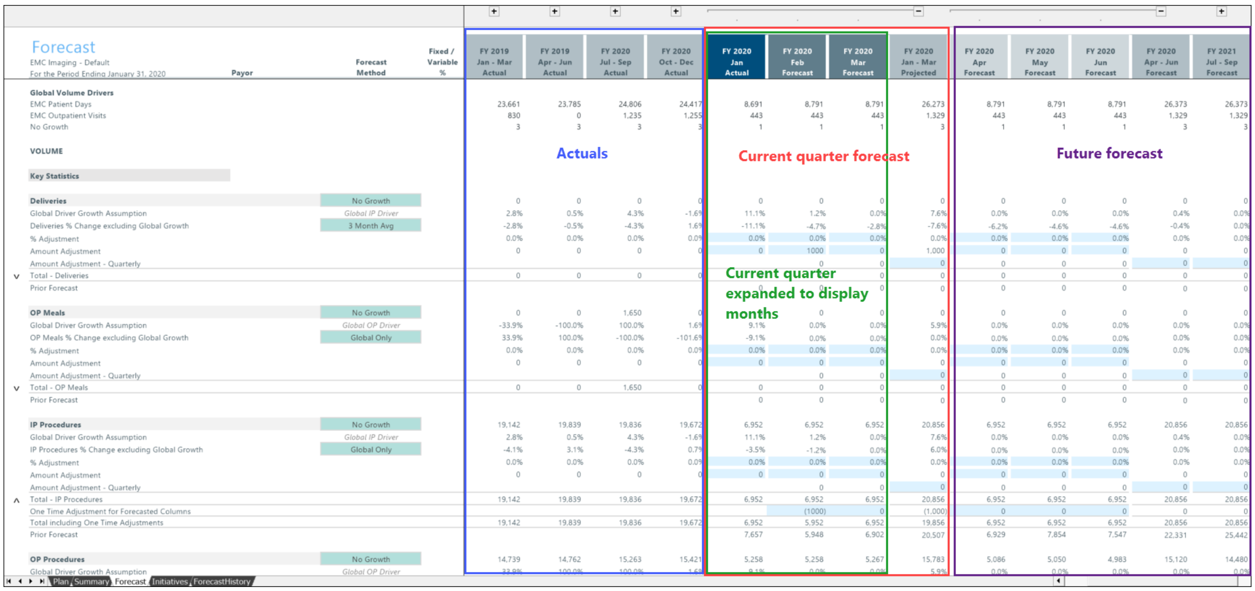
For the answers from the Plan sheet to save back to the database, you need a valid RFID, RFCode and RFGroup Dimension. The plan file assigns default codes for both the RFID and RFCode dimension tables where these comments will be stored so that reports can be written to summarize these comments for senior management review. The RFGroup Dimension gets assigned from the plan file where you wrote your comments.

Administrators create questions for this tab in the Planning Questions tab of the Drivers utility. If the questions are defined by RFPlanGroup, they will be sourced from the corresponding RFPlanGroup for the selected scenario. If not defined by RFPlanGroup, the questions will come from the global block for the selected scenario.

Forecast

The Forecast tab is where all of the forecasting activity takes place by displaying historical (actual), current, and forecasted values for volume, revenue, and expenses. All data columns appear with monthly and quarterly values. You can hide or display monthly columns for each quarter. Quarter columns are always visible.

If your organization uses Axiom Capital Tracking, capital projects may also be included at the bottom of the worksheet in the Capital Tracking Projects block. This information only displays if your organization has configured your system to import project spending data from Axiom Capital Tracking.



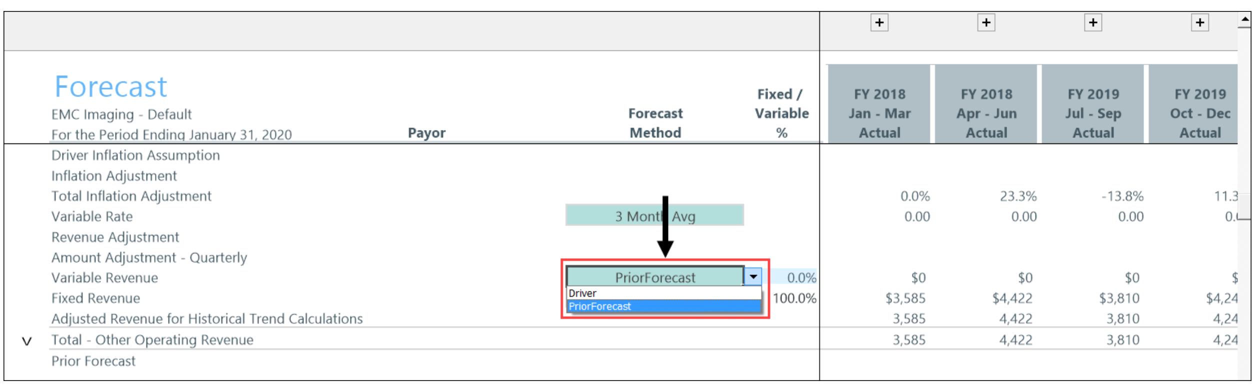
For the forecasted values, in the blue cells, update the values, as needed:

Column	Description
[Section and row names]	Contains row headings for each line item in each section.
Payor	When Payor is used, this column displays the payor name.
Forecast Method	Forecast methods available for a given section; the available items depend on the associated driver used. Select the forecast method from the drop-down provided.
Fixed / Variable %	By default, the percentage that displays in this cell depends on the Adjustments driver. In some cases you can input data.

Column	Description
Historical actuals by month and quarter (6-12 quarters may display)	Quarter columns are expandable to show months in each quarter. To expand the quarter, click the plus icon () in the header above the quarter column. Each section includes rows with blue input cells for entering adjustments. For example, in the Volume > IP Visits section, you can enter a percentage in the Growth Adjustment row.
[Current period]	Current Actual period. This column is differentiated by a dark blue header, and separates the past Actual period columns from the forecasted period columns.
Forecast for the future quarters/months (6-12 quarters may display)	Quarters are displayed but can be expanded to view months. Type the forecasted amount for each quarter. **NOTE:** If using monthly forecasting, you can plan down to the monthly level for the current and next quarters.
Comments	Enter any additional information, as needed.

Variable Percentage type and amount

By default, the variable percentage is assigned using the Adjustments driver. The variable percentage setting is located in the Variable Revenue rows in the Forecast Method column. You can select to use the variable percentage set up in the driver or use the percentage from the prior forecast. The calculation methods Expense, Other Revenue, and Salary, are affected by the variable percentage type and amount.



The **Fixed Variable** cell displays the percentage amount from either the driver or from the prior forecast.

NOTE: You can update the percentage in the Fixed Variable cell, but once you enter a number, the number you entered remains for the duration of that forecast. When you do your next forecast, the number will display the default, and you can either leave the percentage as-is or you can change it again for the duration of the forecast.

Benefits and salaries

The total benefits for the following calc methods are calculated based on salaries from the Benefits Code assigned to the Salary Code:

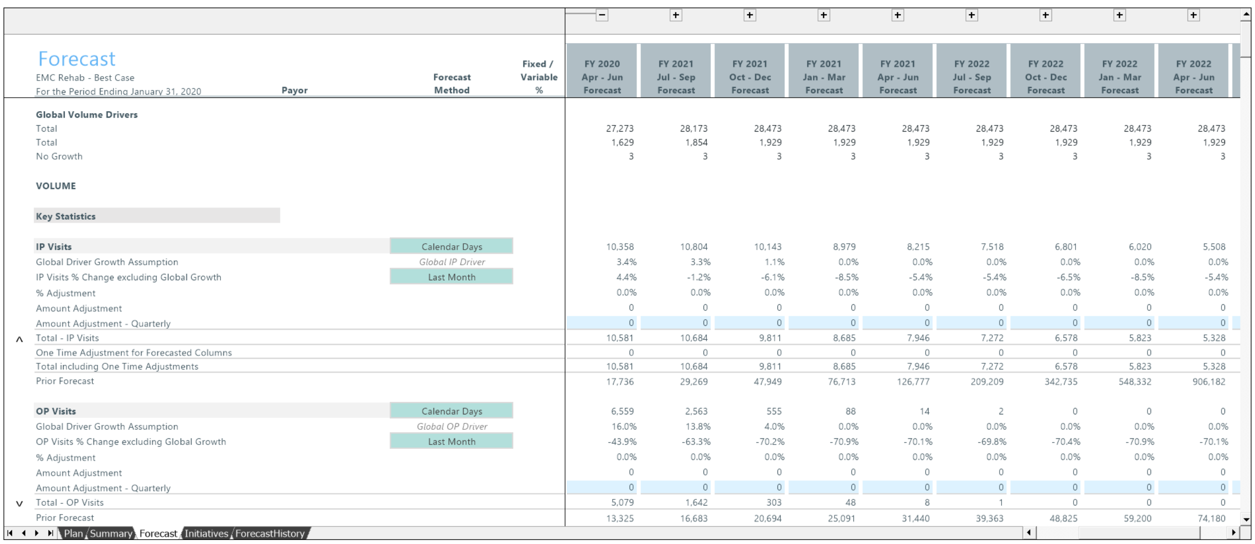
- Percent of Salary
- Rate Per FTE
- Salaries

Volume

Volume block and global volume drivers

Your forecast group can be affected by two different drivers: Global and Forecast Group Volume.

The leadership team defines the Volume Drivers to provide general guidance in terms of overall volume growth. Historical volume statistics flow into the workbook, and they are initially projected based from the Global Volume Drivers.



Forecast
EMC Rehab - Best Case
For the Period Ending January 31, 2020

Payor	Forecast Method	Fixed / Variable %	FY 2020 Apr - Jun Forecast	FY 2021 Jul - Sep Forecast	FY 2021 Oct - Dec Forecast	FY 2021 Jan - Mar Forecast	FY 2021 Apr - Jun Forecast	FY 2022 Jul - Sep Forecast	FY 2022 Oct - Dec Forecast	FY 2022 Jan - Mar Forecast	FY 2022 Apr - Jun Forecast
Global Volume Drivers											
Total			27,273	28,173	28,473	28,473	28,473	28,473	28,473	28,473	28,473
Total			1,629	1,854	1,929	1,929	1,929	1,929	1,929	1,929	1,929
No Growth			3	3	3	3	3	3	3	3	3
VOLUME											
Key Statistics											
IP Visits	Calendar Days		10,358	10,804	10,143	8,979	8,215	7,518	6,801	6,020	5,508
Global Driver Growth Assumption	*Global IP Driver*		3.4%	3.3%	1.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
IP Visits % Change excluding Global Growth	Last Month		4.4%	-1.2%	-6.1%	-8.5%	-5.4%	-5.4%	-6.5%	-8.5%	-5.4%
% Adjustment			0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Amount Adjustment			0	0	0	0	0	0	0	0	0
Amount Adjustment - Quarterly			0	0	0	0	0	0	0	0	0
^ Total - IP Visits			10,581	10,684	9,811	8,685	7,946	7,272	6,578	5,823	5,328
One Time Adjustment for Forecasted Columns			0	0	0	0	0	0	0	0	0
Total including One Time Adjustments			10,581	10,684	9,811	8,685	7,946	7,272	6,578	5,823	5,328
Prior Forecast			17,736	29,269	47,949	76,713	126,777	209,209	342,735	548,332	906,182
OP Visits	Calendar Days		6,559	2,563	555	88	14	2	0	0	0
Global Driver Growth Assumption	*Global OP Driver*		16.0%	13.8%	4.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
OP Visits % Change excluding Global Growth	Last Month		-43.9%	-63.3%	-70.2%	-70.9%	-70.1%	-69.8%	-70.4%	-70.9%	-70.1%
% Adjustment			0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Amount Adjustment			0	0	0	0	0	0	0	0	0
Amount Adjustment - Quarterly			0	0	0	0	0	0	0	0	0
v Total - OP Visits			5,079	1,642	303	48	8	1	0	0	0
Prior Forecast			13,325	16,683	20,694	25,091	31,440	39,363	48,825	59,200	74,180

Plan Summary Forecast Initiatives ForecastHistory

The following table describes the rows within the Volume block. Italicized row names in the table indicate rows that are in a collapsible section of the Forecast worksheet.

Row	Description
[Volume section statistics]	Reflects historic volume for Actual columns, and computed volume for Forecast columns. The calculation method drives the distribution of the forecast. The forecast method can be: • Calendar Days – Reflects the historic volume for Actual columns and the computed volume for Forecast columns. Drop-down drives the distribution of the forecast. • Work Days – The number of work days in the period. • No Growth
Global Driver Growth Assumption	Reflects growth assumption from drivers for Forecast columns. Used in computed Forecast volumes. As you review your volumes, consider how the global driver may affect your forecast group volume.
[statistic] % Change excluding Global Growth	Percent change from one period to the next. For Actual, compares historic volume, for Forecast, compares computed volume. Drop-down selection controls how forecast values are determined. Valid options include: • **Global Only** – Volume ONLY. Uses the global driver inflation but ignores the RFGroup historical growth rate. • **Last Month** – Base forecast on the month immediately prior to the current. • **Same Month** – Base forecast on the same month for the previous year. • **3 Month Avg** – Base forecast on the monthly average for the last 3 months. • **6 Month Avg** – Base forecast on the monthly average for the last 6 months. • **9 Month Avg** – Base forecast on the monthly average for the last 9 months. • **12 Month Avg** – Base forecast on the monthly average for the last 12 months.
% Adjustment	Manual entry adjustment % used to compute total volume.
Amount Adjustment	Manual entry amount adjustment used to compute total volume.
Amount Adjustment - Quarterly	Quarterly manual entry amount adjustment used to compute total volume. The manually-entered amount is allocated back to individual months in the quarter that are forecast based on days.
Total - [statistic]	Total of volume statistic. History for Actual columns; forecast periods are the local statistic multiplied by the sum of the global and input % adjustments plus the amount adjustments.
One Time Adjustment for Forecasted Columns	Use for making one-time adjustments to individual forecast periods. Adjustment affects only the specified period and not other future periods.

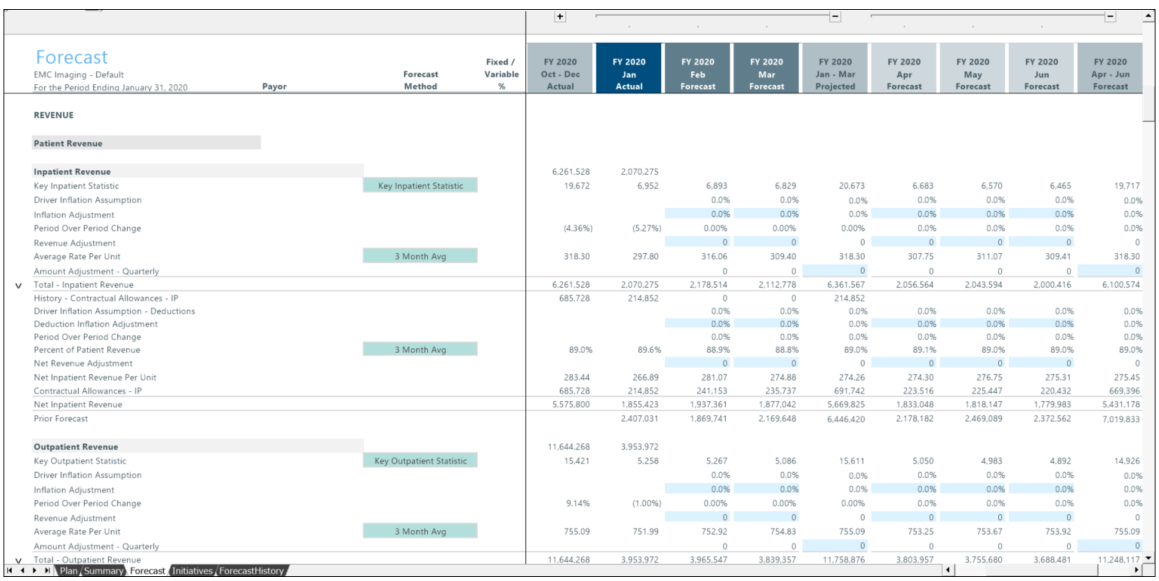
Row	Description
Total including One Time Adjustments	Sum of the Total volume plus the One Time Adjustment.
Prior Forecast	Previously saved volume forecast.
Comments (column)	The Comments column is the last column in the Forecast worksheet. If there is an input cell in this column for one of the worksheet rows, you use these cells to document your assumptions and reasons for making adjustments.

Revenue

The Revenue section usually consists of the following three subsections, although additional blocks can be added as needed.

Patient Revenue

For patient revenue, a block of rows displays similar to the Volume block for all categories of patient revenue in your forecast group.



Forecast
EMC Imaging - Default
For the Period Ending January 31, 2020

Payor	Forecast Method	Fixed / Variable %	FY 2020 Oct - Dec Actual	FY 2020 Jan Actual	FY 2020 Feb Forecast	FY 2020 Mar Forecast	FY 2020 Jan - Mar Projected	FY 2020 Apr Forecast	FY 2020 May Forecast	FY 2020 Jun Forecast	FY 2020 Apr - Jun Forecast
REVENUE											
Patient Revenue											
Inpatient Revenue			6,261,528	2,070,275							
Key Inpatient Statistic	Key Inpatient Statistic		19,672	6,952	6,893	6,829	20,673	6,683	6,570	6,465	19,717
Driver Inflation Assumption					0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Inflation Adjustment					0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Period Over Period Change			(4.36%)	(5.27%)	0.00%	0.00%	0.00%	0.0%	0.0%	0.0%	0.0%
Revenue Adjustment					0	0	0	0	0	0	0
Average Rate Per Unit	3 Month Avg		318.30	297.80	316.06	309.40	318.30	307.75	311.07	309.41	318.30
Amount Adjustment - Quarterly					0	0	0	0	0	0	0
Total - Inpatient Revenue			6,261,528	2,070,275	2,178,514	2,112,778	6,361,567	2,056,564	2,043,594	2,000,416	6,100,574
History - Contractual Allowances - IP			685,728	214,852	0	0	214,852				
Driver Inflation Assumption - Deductions					0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Deduction Inflation Adjustment					0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Period Over Period Change					0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Percent of Patient Revenue	3 Month Avg		89.0%	89.6%	88.9%	88.8%	89.0%	89.1%	89.0%	89.0%	89.0%
Net Revenue Adjustment					0	0	0	0	0	0	0
Net Inpatient Revenue Per Unit			283.44	266.89	281.07	274.88	274.26	274.30	276.75	275.31	275.45
Contractual Allowances - IP			685,728	214,852	241,153	235,737	691,742	223,516	225,447	220,432	669,396
Net Inpatient Revenue			5,575,800	1,855,423	1,937,361	1,877,042	5,669,825	1,833,048	1,818,147	1,779,983	5,431,178
Prior Forecast				2,407,031	1,869,741	2,169,648	6,446,420	2,178,182	2,469,089	2,372,562	7,019,833
Outpatient Revenue			11,644,268	3,953,972							
Key Outpatient Statistic	Key Outpatient Statistic		15,421	5,258	5,267	5,086	15,611	5,050	4,983	4,892	14,926
Driver Inflation Assumption					0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Inflation Adjustment					0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Period Over Period Change			9.14%	(1.00%)	0.00%	0.00%	0.00%	0.0%	0.0%	0.0%	0.0%
Revenue Adjustment					0	0	0	0	0	0	0
Average Rate Per Unit	3 Month Avg		755.09	751.99	752.92	754.83	755.09	753.25	753.67	753.92	755.09
Amount Adjustment - Quarterly					0	0	0	0	0	0	0
Total - Outpatient Revenue			11,644,268	3,953,972	3,965,547	3,839,357	11,758,876	3,803,957	3,755,680	3,688,481	11,248,117

Plan Summary Forecast Initiatives ForecastHistory

The following table describes the rows within the Patient Revenue block, and applies to the Inpatient Revenue, Outpatient Revenue, and Other Patient Revenue subsections.

Italicized row names in the table indicate rows that are in a collapsible section of the Forecast worksheet.

Row	Description
[patient] Revenue volume	Displays the volume from the section above for reference
[Statistic]	Forecast method selected from drop-down
Driver Inflation Assumption	Inflation assumption from Drivers. Displays the price increase inflation taken from the global assumptions
Inflation Adjustment	Used for entering amounts to account for additional changes reflected in your average rate per unit. You can use this to account for shifts in patient acuity or changes in the types of services provided that would affect the overall gross revenue
Period Over Period Change	The amount of change from one period to the next
Revenue Adjustment	Used for entering amounts to account for additional dollar changes reflected in gross revenue
Avg Rate per Unit	Displays the revenue-per-unit or the multiplied rate multiplied by the volume to calculate your gross revenue
Amount Adjustment - Quarterly	Quarterly entry for adjustments. Entry gets allocated back to “forecast” months in quarter based on days
Total – [patient] Revenue	Displays the calculated gross revenue using the volumes multiplied by the Avg. Rate per Unit
Volume OTA	Used to compute impact of Volume OTA (in following row)
Impact of Volume OTA	The monetary impact of OTA calculated as the Cost per unit multiplied by the number of OTA units
One Time Adjustment for Forecasted Columns	Manual entry to account for a one-time adjustment that affects only the specified period and not other future periods
Total including One Time Adjustments	Sum of Total [patient] Revenue and One Time Adjustment for Forecast Columns
Period Over Period Change	Amount of change from one period to the next
Percent of Patient Revenue	Percent of Patient Revenue for forecast trended based on drop-down selection. Default is 3 Month Avg, other choices are: Global Only, Last Month, Same Month, 3,6,9,12 month average
Net Revenue Adjustment	Net revenue as a percent of gross revenue
Net [patient] Revenue Per Unit	Net revenue per unit

Row	Description
Prior Forecast	Data from the prior month/quarter
Comments (column)	The Comments column is the last column in the Forecast worksheet. If there is an input cell in this column for one of the worksheet rows, you use these cells to document your assumptions and reasons for making adjustments

NOTE: Depending on your accounting practice, you may see additional rows after the gross revenue line to calculate deductions from revenue for your forecast group.

Other Deductions (optional section)

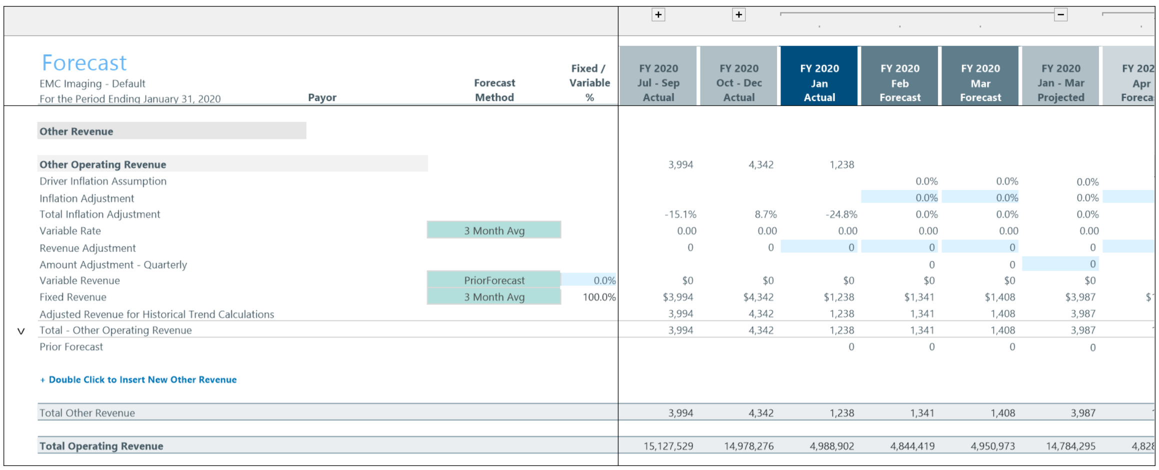
The following table describes the Other Deductions block, and applies to the Bad Debt Allowances and Discounts subsections. Italicized row names in the table indicate rows that are in a collapsible section of the Forecast worksheet.

Row	Description
[deduction] Allowances	Displays the inflation taken from the global assumptions
Total Patient Revenue	Total patient revenue amount
Driver Inflation Assumption	Inflation assumption from Drivers. Displays the price increase inflation taken from the global assumptions
Inflation Adjustment	Manual adjustment for inflation for forecast periods
Total Inflation Adjustment	The sum of the driver and manual inflation adjustments
Percent of Total Patient Revenue	Deduction as a percent of total revenue
Deduction Adjustment	Manual adjustment for deduction
Amount Adjustment - Quarterly	Quarterly adjustment for deduction. Allocated back to forecast columns in that month
Total - [deduction] Allowances	Total deduction amount
One Time Adjustment for Forecasted Columns	Amount entered manually to account for a one-time adjustment that affects only the specified period and not other future periods

Row	Description
Total including One Time Adjustments	Sum of Total - [deduction] Allowances and One Time Adjustment for Forecast Columns
Prior Forecast	For actuals columns, this is blank. For current quarter columns, this is either blank or previously saved amount. For forecast columns, this is the previously saved amount

Other Revenue

For Other Revenue, review the historical trending as well as the future forecast for each block.



The following table describes the rows within the Other Revenue block. Italicized row names in the table indicate rows that are in a collapsible section of the Forecast worksheet.

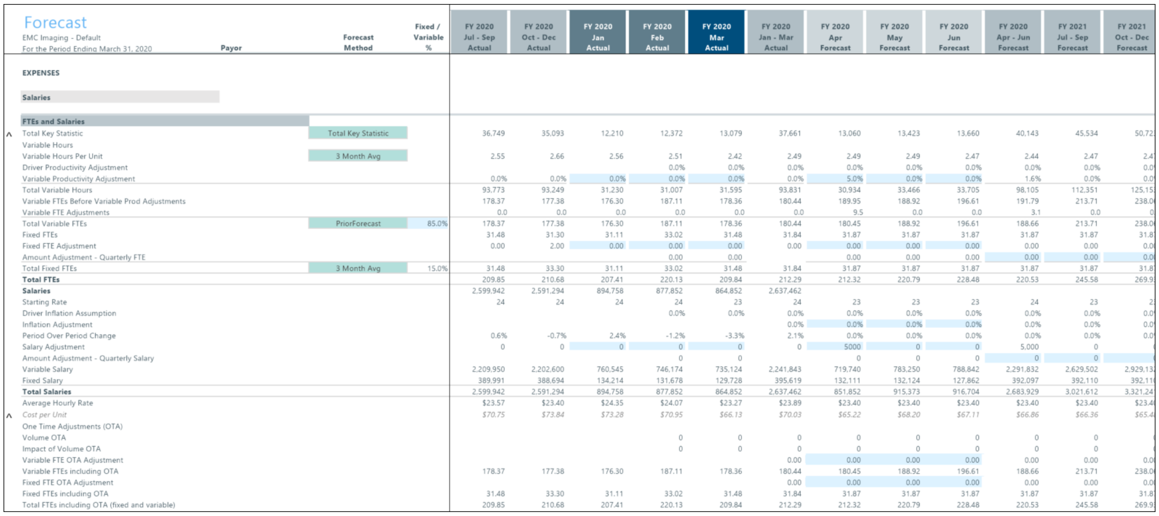
Row	Description
Driver Inflation Assumption	Displays the inflation taken from the assumptions
Inflation Adjustment	Type inputs to account for additional changes to reflect in your inflation rate
Total Inflation Adjustment	• For Actual columns – (first row of historic actuals plus Revenue Adjustment amount plus Amount Adjustment Quarterly) divided by the prior month total • For Current quarter – If column is "Actual", same as actual; otherwise, this is the sum of Driver Inflation Assumption and Inflation Adjustment • For Forecast columns – Sum of the Driver Inflation Assumption and the Inflation Adjustment

Row	Description
Variable Rate	Depends on selected Forecast Method. Total divided by units
Revenue Adjustment	Manual entry to account for additional changes in other revenue reflected in the forecast
Amount Adjustment - Quarterly	Quarterly adjustment entry. Allocated back to "Forecast" months within quarter
Variable Revenue	Total revenue minus the Fixed Revenue
Fixed Revenue	Displays the fixed portion of other revenue that will grow with inflation but not volume
Adjusted Revenue for Historical Trend Calculations	Sum of Variable Revenue and Fixed Revenue
Total - Other Operating Revenue	• For Actuals – From History in first row • For Current Quarter – Sum of Fixed and Variable • For Forecast – Sum of Fixed and Variable
One Time Adjustment for Forecasted Columns	Type inputs to account for a one-time adjustment that affects only the specified quarter/month and not other future quarters/months.
Total including One Time Adjustments	Total amount of Other Revenue plus OTA
Prior Forecast	• For Actuals – Blank • For Current Quarter – Month 1: Blank, Month 2 & 3: If Actual, then blank; otherwise, previously saved forecast
Comments	A comments field is available at the end of certain rows. Type comments to document your reasons for making entries/adjustments

Expenses

The Expenses section consists of the following blocks. Additional blocks can be added as needed.

Salaries



The following table describes the rows within the Salaries block, and applies to the *FTEs and Salaries*, and *FTEs and Salaries - Contract Labor* subsections. Italicized row names in the following table indicate rows that are in a collapsible section of the Forecast worksheet.

Row	Description
[Statistic]	Actual and Forecast columns reflect statistic selected from dropdown. No input allowed.
Variable Hours	Section title
Variable Hours per Unit	Variable FTEs (* hours/FTE) with Variable Productivity Adjustment divided by total volume
Driver Productivity Adjustment	Displays the productivity adjustment taken from the global assumptions: Adjustments/Hours driver
Variable Productivity Adjustment	Manual input of productivity adjustment. Enter as a percent. A positive value increases productivity and reduces hours. Input is available in all months
Total Variable Hours	Computed Variable Hours Per Unit * Volume adjusted for Driver Productivity Adjustment and Variable Productivity Adjustment
Variable FTEs Before Variable Prod Adjustments	Computed Variable Hours before Prod Adjustments divided by hours per FTE from attic
Variable FTE Adjustments	Computed Variable Hours Prod Adjustments divided by hours per FTE from attic

Row	Description
Total Variable FTEs	Sum of Variable FTEs before Variable Prod Adjustments and Variable FTE Adjustments
Fixed FTEs	Displays the fixed portion of your FTEs not adjusted for volume. Actual is computed as actual hours divided by Fixed FTE percentage in the Total Variable FTEs row
Fixed FTE Adjustment	Manual adjustment for Fixed FTEs in forecast periods. Input available in all months
Amount Adjustment - Quarterly FTE	Quarterly FTE adjustment input. Input into Forecast periods in quarters. Amount will be copied back to forecast months in the quarter
Total Fixed FTEs	Displays the sum of Fixed FTEs plus Fixed FTE Adjustments
Total FTEs	Displays the sum of Variable FTEs plus Fixed FTEs plus FTE adjustment
Salaries	
Starting Rate	Displays the historical salaries divided by historical hours
Driver Inflation Assumption	The inflation rate from global drivers
Inflation Adjustment	Use for entering amounts to account for additional percentage changes reflected in your inflation rate
Period Over Period Change	Amount of change from one period to the next
Salary Adjustment	Use for entering amounts to account for additional dollar changes reflected in your salaries
Amount Adjustment - Quarterly Salary	Manual entry into forecast quarters. Allocated back to months in quarter based on days in forecast months
Variable Salary	Variable hours * hourly rate
Fixed Salary	Total salary less Variable salary
Total Salaries	
Average Hourly Rate	Total Salaries divided by Total Hours
Cost per Unit	Total salary dollars divided by the key statistic
One Time Adjustments (OTA)	Title for the One Time Adjustments group of rows
Volume OTA	Volume OTA from Volume section
Impact of Volume OTA	Average Hourly Rate * Volume OTA
Variable FTE OTA Adjustment	Manual FTE entry in Forecast columns

Row	Description
Variable FTEs including OTA	Sum of Variable FTEs and Variable FTE OTA Adjustment
Fixed FTE OTA Adjustment	Manual FTE entry in Forecast columns
Fixed FTEs including OTA	Sum of Fixed FTEs and Variable FTE OTA
Total FTEs including OTA (fixed and variable)	Sum of Variable FTEs including OA and Fixed FTEs including OTA
Variable Hours OTA Adjustment	Computed Variable FTE OTA Adjustment * hours per FTE from attic
Variable Hours including OTA	Sum of Variable Hours and Variable Hours OTA Adjustment
Fixed Hours Adjustment	Computed Fixed FTE OTA Adjustment * hours per FTE from attic
Fixed Hours including OTA	Sum of Fixed hours and Fixed Hours OTA Adjustment
Total Hours including OTA	Sum of Variable Hours including OTA and Fixed Hours including OTA
Fixed OTA Salary Adjustment	Manual input of adjustment to Fixed OTA Salary
Variable Salaries including OTA	Variable Salaries plus Variable OTA hours * hourly rate
Fixed Salaries including OTA	Fixed salaries plus Fixed FTE hours adjustment * hourly rate plus Fixed OTA Salary Adjustment
Total Salaries including OTA	Sum of Variable Salaries including OTA and Fixed Salaries including OTA
Cost per Unit including OTA	– Total Salaries including OTA divided by total volume
Prior Forecast	Amount from prior saved forecast, if any
Comments (column)	The Comments column is the last column in the Forecast worksheet. If there is an input cell in this column for one of the worksheet rows, you use these cells to document your assumptions and reasons for making adjustments.

Benefits

Three different benefit calculations are available: Rate per FTE, Percentage of Salaries, and Expense.

Rates per FTE method

The Rate per FTE is used for benefits (for example, health insurance) where the number of FTEs drives the cost.

Forecast
EMC Imaging - Default
For the Period Ending March 31, 2020

	Payor	Forecast Method	Fixed / Variable %	FY 2020 Jul - Sep Actual	FY 2020 Oct - Dec Actual	FY 2020 Jan Actual	FY 2020 Feb Actual	FY 2020 Mar Actual	FY 2020 Jan - Mar Actual	FY 2020 Apr Forecast	FY 2020 May Forecast	FY 2020 Jun Forecast	FY 2020 Apr - Jun Forecast	FY 2021 Jul - Sep Forecast
Benefits														
Benefits - Based upon Rate per FTE														
FTEs				210	211	207	220	210	212	212	221	228	221	246
Benefit Amount				78,156	92,908	26,393	27,174	27,574	81,140					
Driver Growth Assumption							0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0
% Adjustment									0.0%	0.0%	0.0%	0.0%	0.0%	0.0
Period Over Period Change				46.7%	18.4%	0.1%	-3.0%	6.4%	-13.3%	0.0%	0.0%	0.0%	0.0%	0.0
Benefit Adjustments				0	0	0	0	0	0	0	0	0	0	0
Rate per FTE		3 Month Avg		$372.44	$440.99	$127.25	$123.45	$131.41	$382.22	$127.37	$127.37	$127.37	$127.37	$127.37
Amount Adjustment - Quarterly							0	0		0	0	0	0	0
Total - Benefits - Based upon Rate per FTE				78,156	92,908	26,393	27,174	27,574	81,140	27,042	28,121	29,101	84,265	93,882
Cost per Unit				*$2.13*	*$2.65*	*$2.16*	*$2.20*	*$2.11*	*$2.15*	*$2.07*	*$2.10*	*$2.13*	*$2.10*	*$2.06*
One Time Adjustment for Forecasted Columns									0	0	0	0	0	0
Total including One Time Adjustments				78,156	92,908	26,393	27,174	27,574	81,140	27,042	28,121	29,101	84,265	93,882
FTE OTAs							0	0	0	0	0	0	0	0
Benefit Impact of FTE OTAs							0	0	0	0	0	0	0	0
Total Benefits - Based upon Rate per FTE Including FTE OTAs				**78,156**	**92,908**	**26,393**	**27,174**	**27,574**	**81,140**	**27,042**	**28,121**	**29,101**	**84,265**	**93,882**
Rate per FTE including OTAs				**$372.44**	**$440.99**	**$127.25**	**$123.45**	**$131.41**	**$382.22**	**$127.37**	**$127.37**	**$127.37**	**$382.10**	**$382.29**
Cost per Unit				*$2.13*	*$2.65*	*$2.16*	*$2.20*	*$2.11*	*$2.15*	*$2.07*	*$2.10*	*$2.13*	*$2.10*	*$2.06*
Prior Forecast							31,361	29,180	60,541	29,145	29,260	29,237	87,642	86,466

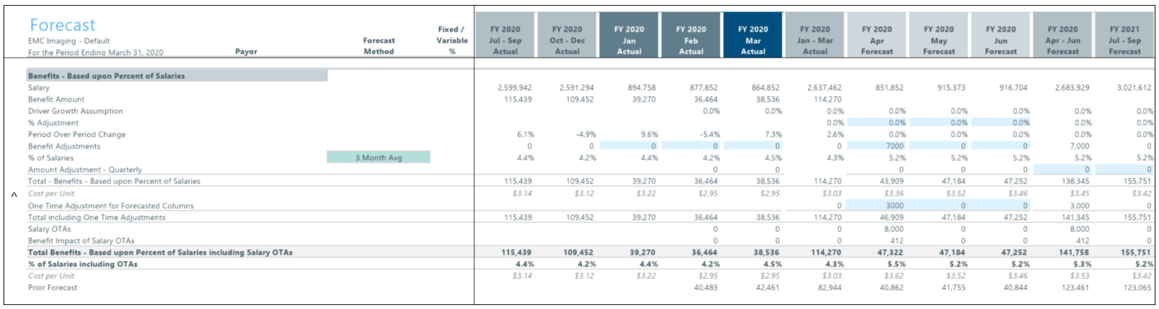
The following table describes each row within the Rate per FTE block:

Row	Description
FTEs	Sum of FTEs from Salary CMs
Benefit Amount	Historic benefit amount from GL
Driver Growth Assumption	Expense growth from drivers – forecast only
% Adjustment	Manual entry of adjustment entered as a percent
Period Over Period Change	Percent change in benefit amount per FTE from period to period
Benefit Adjustments	Manual input of benefit adjustments
Rate per FTE	History reflects benefit cost per FTE including Benefit Adjustment. Forecast periods based on historical periods selected in drop-down adjusted for driver and manual adjustments. Drop-down choices are Last Month, Same Month, 3 Month Avg, 6 Month Avg, 9 Month Avg, 12 Month Avg.
Amount Adjustment - Quarterly	Enter in the quarter. Spread back to the forecast months in the quarter based on days
Total - Benefits - Based upon Rate per FTE	Sum of benefit cost
Cost per Unit	Total Benefits divided by total volume
One Time Adjustment for Forecasted Columns	OTA manual adjustment in Forecast columns only
Total including One Time Adjustments	Sum of Total Benefits and One Time Adjustment
FTE OTAs	Sum of FTE OTAs entered in Labor CMs

Row	Description
Total including FTE OTAs	Sum of FTEs (row 2) and FTE OT
Rate per FTE including OTAs	Rate per FTE including OTA in both Total Benefit and FTEs
Cost per Unit	FTEs per unit computed as Total Including FTE OTAs divided by volume
Prior Forecast	Forecast computed in previous period

Percent of Salaries method

The Percent of Salaries is used for benefits such as pension that are driven by salary dollars.



Forecast
EMC Imaging - Default
For the Period Ending March 31, 2020

	Payor	Forecast Method	Fixed / Variable %	FY 2020 Jul - Sep Actual	FY 2020 Oct - Dec Actual	FY 2020 Jan Actual	FY 2020 Feb Actual	FY 2020 Mar Actual	FY 2020 Jan - Mar Actual	FY 2020 Apr Forecast	FY 2020 May Forecast	FY 2020 Jun Forecast	FY 2020 Apr - Jun Forecast	FY 2021 Jul - Sep Forecast
Benefits - Based upon Percent of Salaries														
Salary				2,599,942	2,591,294	894,758	877,852	864,852	2,637,462	851,852	915,373	916,704	2,683,929	3,021,612
Benefit Amount				115,439	109,452	39,270	36,464	38,536	114,270					
Driver Growth Assumption							0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
% Adjustment									0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Period Over Period Change				6.1%	-4.9%	9.6%	-5.4%	7.3%	2.6%	0.0%	0.0%	0.0%	0.0%	0.0%
Benefit Adjustments				0	0	0	0	0	0	7000	0	0	7,000	0
% of Salaries		3 Month Avg		4.4%	4.2%	4.4%	4.2%	4.5%	4.3%	5.2%	5.2%	5.2%	5.2%	5.2%
Amount Adjustment - Quarterly							0	0		0	0	0	0	0
Total - Benefits - Based upon Percent of Salaries				115,439	109,452	39,270	36,464	38,536	114,270	43,909	47,184	47,252	138,345	155,751
^ *Cost per Unit*				*$3.14*	*$3.12*	*$3.22*	*$2.95*	*$2.95*	*$3.03*	*$3.36*	*$3.52*	*$3.46*	*$3.45*	*$3.42*
One Time Adjustment for Forecasted Columns									0	3000	0	0	3,000	0
Total including One Time Adjustments				115,439	109,452	39,270	36,464	38,536	114,270	46,909	47,184	47,252	141,345	155,751
Salary OTAs							0	0	0	8,000	0	0	8,000	0
Benefit Impact of Salary OTAs							0	0	0	412	0	0	412	0
Total Benefits - Based upon Percent of Salaries including Salary OTAs				**115,439**	**109,452**	**39,270**	**36,464**	**38,536**	**114,270**	**47,322**	**47,184**	**47,252**	**141,758**	**155,751**
% of Salaries including OTAs				**4.4%**	**4.2%**	**4.4%**	**4.2%**	**4.5%**	**4.3%**	**5.5%**	**5.2%**	**5.2%**	**5.3%**	**5.2%**
Cost per Unit				*$3.14*	*$3.12*	*$3.22*	*$2.95*	*$2.95*	*$3.03*	*$3.62*	*$3.52*	*$3.46*	*$3.53*	*$3.42*
Prior Forecast							40,483	42,461	82,944	40,862	41,755	40,844	123,461	123,065

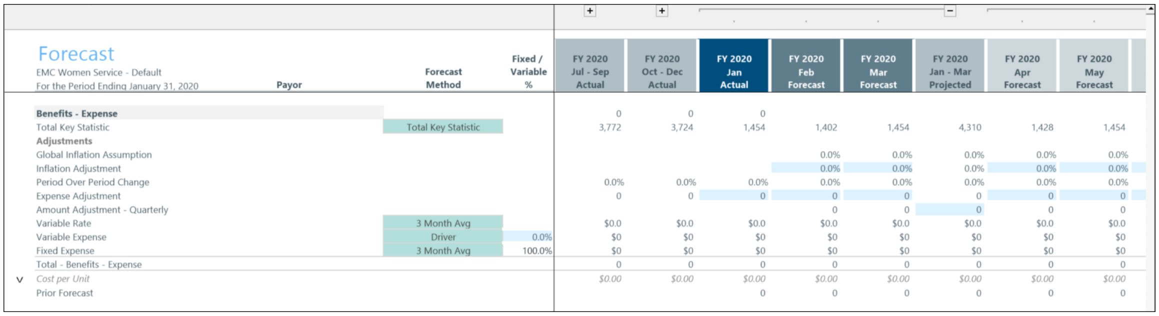
The following table describes the rows in the Percent of Salaries block. Italicized row names in the table indicate rows that are in a collapsible section of the Forecast worksheet.

Row	Description
Salary	Salaries to which this benefit applies
Benefit Amount	Historical Actual
Driver Growth Assumption	Growth from drivers for forecast periods. This gets added to the % Adjustment in Period Over Period Change.
% Adjustment	Manual entry adjustment for forecast periods
Period Over Period Change	The amount of change from period to period
Benefit Adjustments	Manual entry for forecast periods
% of Salaries	Select from a drop-down of historical periods to use as a basis for forecasting. History is Benefits as a percent of Salary, Forecast is trend of historic % of salaries based on dropdown
Amount Adjustment - Quarterly	Enter in quarter. Allocated back to Forecast months within quarter based on days
Total - Benefits - Based upon Percent of Salaries	History is Benefit Amount. Forecast is Salary * % of Salary

Row	Description
Cost per Unit	Total Benefits divided by volume
One Time Adjustment for Forecasted Columns	Enter One Time Adjustments in Forecast columns
Total including One Time Adjustments	History is Total Benefits. Forecast is Sum of Total Benefits and One Time Adjustment
Salary OTAs	Sum of Salary OTAs from Salary CMs
Benefit Impact of Salary OTAs	The amounts being included in the percent calculation.
Total Benefits - Based upon Percent of Salaries Including Salary OTAs	Sum of Total including One Time Adjustment and Salary OTAs
% of Salaries including OTAs	Benefit Expense including OTAs divided by Salary Expense including OTAs
Cost per Unit	Total including Salary OTAs (Total Including Salary OTAs divided by volume in header)
Prior Forecast	Forecast made in previous period

Expense method

The Expense method takes the historical per unit rate and forecasts out based off of the forecasted volume.



Forecast EMC Women Service - Default For the Period Ending January 31, 2020	Payor	Forecast Method	Fixed / Variable %	FY 2020 Jul - Sep Actual	FY 2020 Oct - Dec Actual	FY 2020 Jan Actual	FY 2020 Feb Forecast	FY 2020 Mar Forecast	FY 2020 Jan - Mar Projected	FY 2020 Apr Forecast	FY 2020 May Forecast
Benefits - Expense				0	0	0					
Total Key Statistic		Total Key Statistic		3,772	3,724	1,454	1,402	1,454	4,310	1,428	1,454
Adjustments											
Global Inflation Assumption							0.0%	0.0%	0.0%	0.0%	0.0%
Inflation Adjustment							0.0%	0.0%	0.0%	0.0%	0.0%
Period Over Period Change				0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Expense Adjustment				0	0	0	0	0	0	0	0
Amount Adjustment - Quarterly							0	0	0	0	0
Variable Rate		3 Month Avg		$0.0	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0
Variable Expense		Driver	0.0%	$0	$0	$0	$0	$0	$0	$0	$0
Fixed Expense		3 Month Avg	100.0%	$0	$0	$0	$0	$0	$0	$0	$0
Total - Benefits - Expense				0	0	0	0	0	0	0	0
Cost per Unit				*$0.00*	*$0.00*	*$0.00*	*$0.00*	*$0.00*	*$0.00*	*$0.00*	*$0.00*
Prior Forecast						0	0	0	0	0	0

The following table describes each row within the Expense Method block:

Row	Description
Total Key Statistic	Key statistic used to drive variable expenses. Includes all payors if applicable
Adjustments	
Global Inflation Assumption	Brings in statistic inflation adjustment from drivers
Inflation Adjustment	Manual inflation adjustment entered as a percentage
Period Over Period Change	Computed Total inflation adjustment
Expense Adjustment	Manual expense adjustment by month, entered at dollars
Amount Adjustment - Quarterly	Manual adjustment for the quarter. Spread back to the forecast months in the quarter based on days
Variable Rate	Variable rate per unit
Variable Expense	Total of variable expenses
Fixed Expense	Historic fixed expense based on percentage input. Forecast based on periods selected in dropdown
Total - Benefits - Expense	Displays the result of the expense method for total salaries (excluding contract labor)
Cost per Unit	Total cost per unit
One Time Adustments (OTA)	
Volume OTA	Computed volume one time adjustment
Impact of Volume OTA	Volume OTA (row above) * Average Rate Per Unit to determine revenue impact of Volume OTA

Row	Description
Expense OTA	Manual entry for one time adjustment expense
Variable Expense	Total variable expense including one time adjustment
Fixed Expense	Total Fixed expense including one time adjustment
Total including One Time Adjustments	Total expense including one time adjustments
Cost per Unit Including OTA	Total cost per unit including one time adjustments
Prior Forecast	Previous forecast

Add a one-time adjustment to a forecast

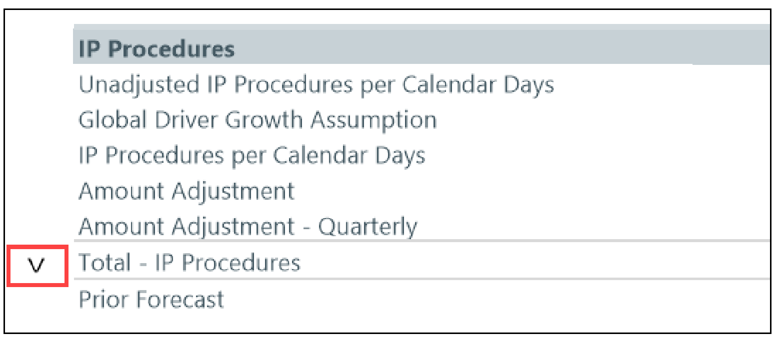
You can make one-time adjustments to your forecasts that affect only the desired month or quarter and no other future periods.

In the plan file Forecast tab, when you add a regular adjustment to a forecast column, it is compounded to the rest of the following forecasted months and quarters. However, when you add an adjustment in a One Time Adjustment row, that adjustment affects only the period in which it is entered.

You can use the One Time Adjustment row in forecasted columns to adjust inserted statistics, revenue, expense, and benefit items for all calculation methods.

To add a one-time adjustment:

1. In the applicable section of the plan file **Forecast** tab, if the section is collapsed, double-click the down arrow to the left of the Total row, as shown in the following example:



2. In the **One Time Adjustment for Forecasted Columns** row, for the quarter or month, enter the adjustment amount in the blue cell.

   Notice that only the **Total [section] including One Time Adjustments** cell for the given period is affected by the adjustment.

Forecast
WMH Imaging - Baseline
For the Period Ending December 31, 2020

Payor	Forecast Method	Fixed / Variable %	FY 2021 Apr Forecast	FY 2021 May Forecast	FY 2021 Jun Forecast	FY 2021 Jan - Mar Forecast
IP Procedures	No Growth		3,035	2,627	2,778	8,439
Global Driver Growth Assumption	*Global IP Driver*		-16.3%	2.9%	9.2%	-13.3%
IP Procedures % Change excluding Global Growth	3 Month Avg		2.8%	2.8%	2.8%	9.3%
% Adjustment			0.0%	0.0%	0.0%	0.0%
Amount Adjustment			0	0	0	0
Amount Adjustment - Quarterly			0	0	0	0
^ Total - IP Procedures			2,627	2,778	3,111	8,516
One Time Adjustment for Forecasted Columns			25	0	0	25
Total IP Procedures including One Time Adjustments			**2,652**	**2,778**	**3,111**	**8,541**
Prior Forecast			3,121	3,435	3,761	10,317

3. On the **Main** ribbon tab, click **Save**.

NOTE: To add adjustments that do compound into future forecasted columns, enter them in the Adjustment rows above the One Time Adjustment row in the applicable section.

Add non-key statistics to forecasts

Use the Non Key Statistics section to include non-key statistics in your forecasts. When you pair a non-key statistic with a per unit calculation (calc) method, you can calculate more precise revenue and expenses per unit amounts in your forecasts.

▶ How non-key statistics work

What: Associate non-key statistics with your RFGroups and make them available for selection in your forecasts. Set up the non-key statistic in the Non Key Statistics section, assign it a per-unit calc method, and then save it. This process makes the non-key statistic available for selecting from volume drop-downs in the Revenue and Expenses sections of the plan file Forecast worksheet.

Where: This feature applies to the plan file Forecast worksheet and the other plan file tabs where non-key statistics are displayed. The Non Key Statistic section is located between the Key Statistics and Other Statistics sections. The new non-key statistics in this section are available for selection in any of the Forecast worksheet's statistics drop-downs.

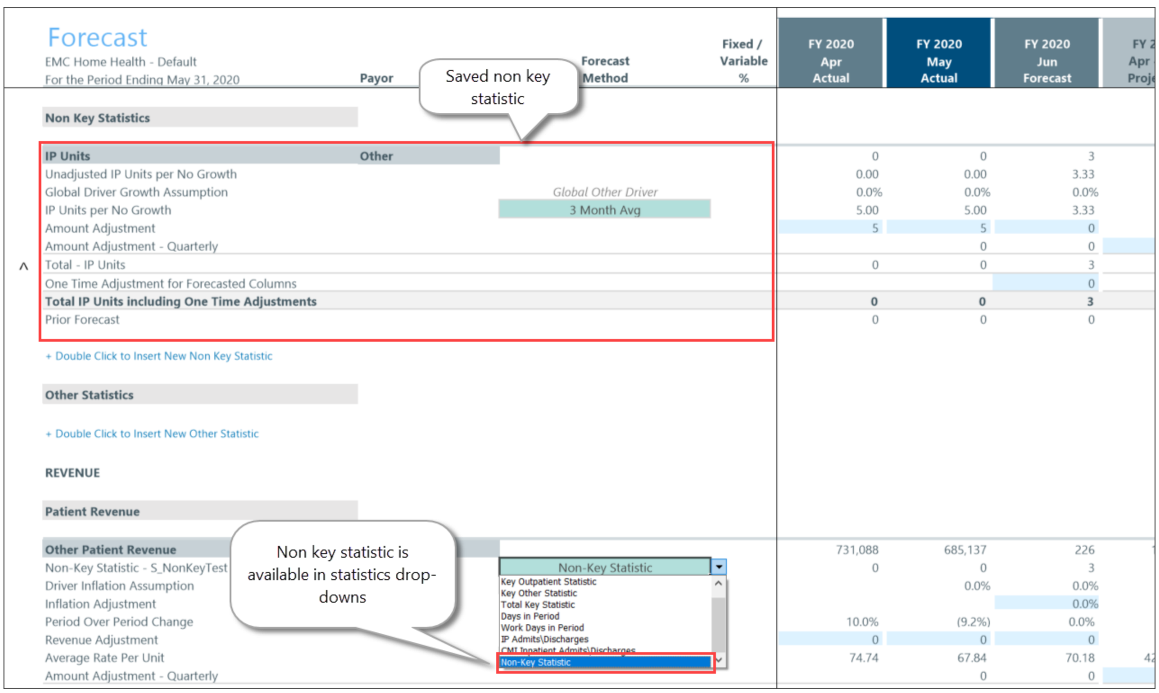
Who: Axiom Rolling Forecasting administrator, analysts, and users with the appropriate permissions can access this feature.

To add non-key statistics to your Forecast:

1. In the **RF User** or **RF Admin** task pane, open a plan file, and then click the **Forecast** tab.
2. In the **Forecast** worksheet, either scroll to or use the **Main** ribbon tab's **GoTo** feature to access the **Non Key Statistics** section.
3. Double-click **+Double Click to Insert New Non Key Statistic**.

4. In the **Insert Calc Method(s) in sheet Forecast** dialog, select **Per Unit Volume**, select the number of non-key statistics to add, and then click **OK**.
5. In the **Calc Method Variables** dialog:
    a. Select the KHABgtCode to associate with the statistic, and then click **OK**.
    b. (Optional) Select a payor to associate with the statistic, and then click **OK**.
    c. Click **OK**.
6. In the new non-key statistics section, select a global driver, and then enter global amounts and adjustments.
7. In the **Main** ribbon tab, click **Save**.

    The new non-key statistic is available for selection in Revenue and Expense drop-downs.



To select a non-key statistic:

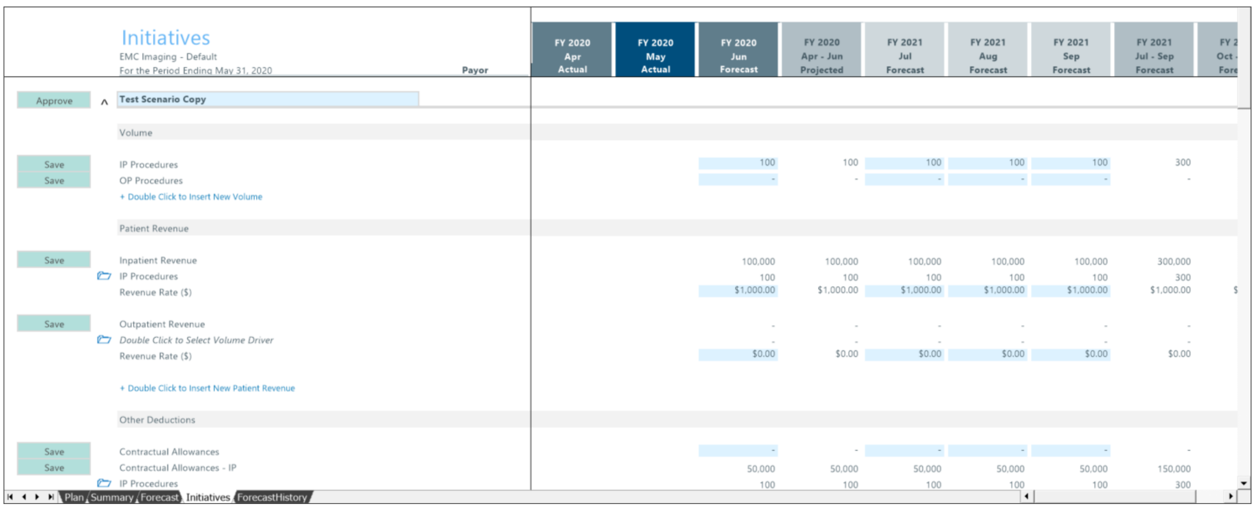
1. In the appropriate revenue or expenses section in the plan file **Forecast** sheet, click the volume drop-down and select **Non-Key Statistic**.
2. In the field that appears immediately below the field you just selected, select the non-key code option. The statistics row is populated with the values from the non-key statistic you selected.

> **NOTE:** All metrics within the calc method will use that non-key statistic in calculations where a non-key statistic is selected.

Initiatives

Use the Initiatives tab to track projections for initiatives that may or may not be added to your baseline forecast. This worksheet can contain as many initiatives as you need, of different kinds, all on one sheet. Initiatives can be included in or excluded from your forecast. Completed initiatives or those no longer used can be expired so that they no longer appear in plan files or reports.

Your baseline forecast begins with historical actuals. However, there may be some new initiatives or capital purchases with operating impact (for example, Hospital expansion) that may or may not be approved, and for which you can model the incremental volume, revenue, and expense impact to determine whether the organization approves the project.



If you use the monthly input columns, you can use the months that make up the current and next quarter to plan initiatives more precisely.

You can create the following types of initiative:

- **RF Group** – Use for general initiatives that involve one RFGroup. Non-admin users can approve Group initiatives.
- **RF Project** – Use for projects that need administrator approval. Users can select an initiative from a list predefined in the RFID dimension table.

The type of initiative determines who can approve the initiative. If you create an RF Group initiative, non-admin users can control the approval on the plan file **Initiatives** tab. If you create an RF Project initiative, the RF Admin controls the approval of the initiative in the RFID dimension table.

For more information, see the following:

- Build an RF Group initiative
- Build an RF Project initiative

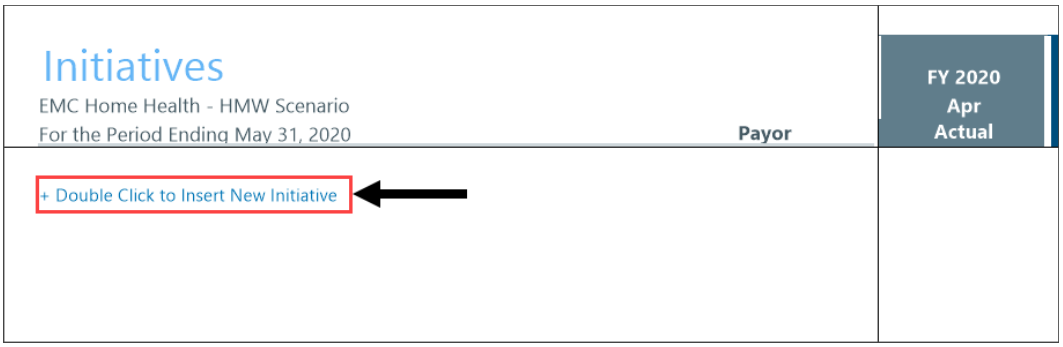
Build an RF Group initiative

You create an RF Group initiative for a single RFGroup. RF Group initiatives do not require an administrator to set the status.

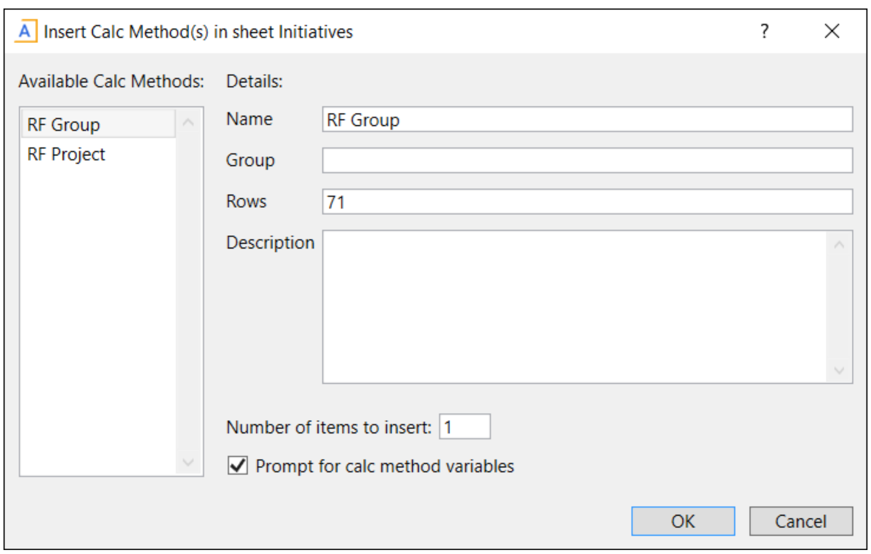
NOTE: You cannot add data to actuals periods for initiatives.

To build an RF Group initiative:

1. Open the plan file for the RFGroup.
2. On the **Initiatives** tab, double-click **Double Click to Insert New Initiative**.



3. In the **Insert Calc Method(s) in sheet Initiatives** dialog, select **RF Group**, and then click **OK**.



4. In the **Calc Method Variables** dialog, in the **Input New Initiative Name** field, type a name that describes the initiative's RFID using 50 characters or less, and then click **OK**.

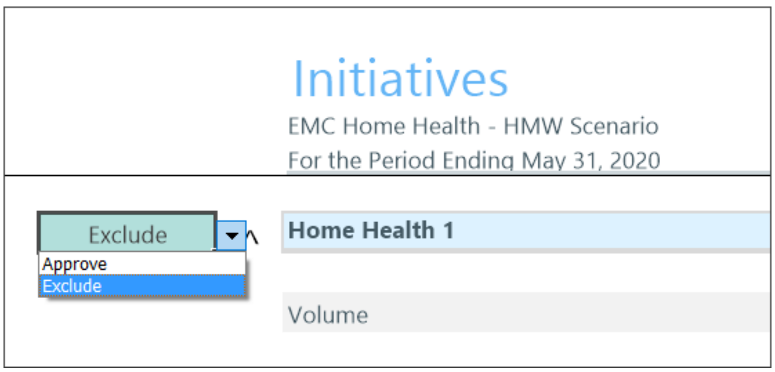
   NOTE: This RFID **Description** (for example, Home Health Expansion) is saved to the RFID dimension table and is easily discernible to the administrator.

The RFID is created automatically in the plan file using the RFGroup name and the scenario number, and then numbered (starting with 1) for that combination of RFGroup and scenario (for example, EMC_HomeHealth_16_1, where "16" is the scenario number and "1" is the first initiative for the home Health plan file that uses scenario 16).

RFID	Description	InitType	Approv	SaveCustom
EMC_Geriatric_1				
EMC_HomeHealth_1		1	Exclude	RFInitiatives_EMC_HomeHealth
EMC_HomeHealth_16_1	Home Health 1	RFGroup	Approve	
EMC_HomeHealth_16_2	Home Health North	RFGroup	Exclude	
EMC_HomeHealth_2		2	Exclude	RFInitiatives_EMC_HomeHealth
EMC_HomeHealth_3		3	Exclude	RFInitiatives_EMC_HomeHealth
EMC_HomeHealth_8_1				
EMC_Imaging_1				

The system stores the initiative ID in the RFID table when you save the plan file.

5. (Optional) To change the initiative's status from Exclude (the default) to Approve, select **Approve** in the status drop-down.



TIP: You can change this drop-down selection at any time. Changing the status does not affect the data in the initiative, but only whether the data appears in reports and on the other plan file tabs.

NOTE: Approvals for RF Group initiatives should only be changed in the plan file or the Initiative Status Update utility, not the RFID dimension table.

6. If you are forecasting Patient Revenue for your initiative, you must create Volume (Statistics) first before working on Patient Revenue.

7. Complete the following sections in the sheet:

Volume (statistics)

This section uses the **Volume** calculation (calc) method for statistics (see RFCODE.InitStdLine), which allows for manual adjustments each period.

a. In the **Volume** section, double-click **Double Click to Insert New Volume**.

b. In the **Calc Method Variables** dialog:

   i. For **Select Volume Code,** click **Choose Value**, select the volume code, and then click **OK**.

   ii. (Optional) For **PAYOR**, click **Choose Value**, select a payor, and then click **OK**.

c. Click **OK**.

d. In the relevant columns, add your volume amounts to the periods.

> **NOTE:** If you populate your first forecast column with your initial volumes, the same number will be forecasted to the remaining periods, so you must review the other periods and adjust as needed. If you are forecasting monthly, the amounts entered in the monthly columns are tallied automatically and populated in the quarterly columns.

Patient Revenue

This section uses the **Revenue** calc method (see RFCODE.InitStdLine), which uses a rate-per-volume calculation.

a. Under **Patient Revenue**, double-click **Double Click to Insert New Patient Revenue**.

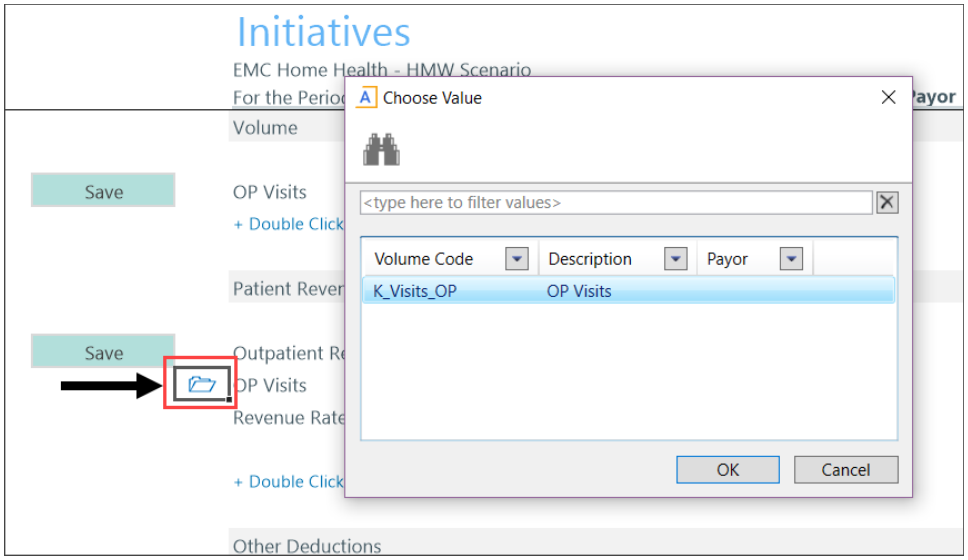
b. In the **Calc Method Variables** dialog:

   i. For **Select Revenue Code**, click **Choose Value**, select the applicable RFCode, and then click **OK**.

   ii. (Optional) For **PAYOR**, click **Choose Value**, select a payor, and then click **OK**.

c. Click **OK**.

d. Assign the volume driver related to the Volume section by double-clicking the folder icon, selecting the volume code, and then clicking **OK**.



e. In the first forecast period column in the **Revenue Rate** row, enter the dollar amount for the revenue rate (for example, $300).

> **NOTE:** After you assign the revenue rate, the revenue is projected for the rest of the forecast periods.

Other Deductions

This section uses the **Deductions** calculation (calc) method (see RFCODE.InitStdLine), which allows for manual adjustments each period.

a. Under **Other Deductions**, double-click **Double Click to Insert New Deduction**.

b. In the **Calc Method Variables** dialog:

   i. For **Select Deduction Code**, click **Choose Value**, select the appropriate RFCode, and then click **OK**.

   ii. (Optional) For **PAYOR**, click **Choose Value**, select a payor, and then click **OK**.

c. Click **OK**.

When you enter the rate in the first forecast period column, that number is copied to the remaining periods. You can adjust the remaining periods as needed.

> **NOTE:** You do not need to enter your deductions as a negative number for a contra revenue (debit) entry. Enter deductions as a positive number; the system subtracts the amount from the revenue.

Other Revenue

This section uses the **Revenue** calculation (calc) method (see RFCODE.InitStdLine), which allows for manual adjustments for each period.

a. Under **Other Revenue**, double-click **Double Click to Insert New Other Revenue**.

b. In the **Calc Method Variables** dialog, click **Choose Value**, select the RF Code, and then click **OK**.

c. Click **OK**.

d. In the first forecast period column, enter the other operating revenue.

If you populate the first forecast period column, it forecasts the same number to the remaining periods. You can adjust the remaining periods as needed.

Salaries

This section uses the **Salary** calculation (calc) method (see RFCODE.InitStdLine), which is an hourly calculation based on the number of FTEs and hours forecasted within that period. This calculation allows a manual adjustment for FTEs and Salary rates for each period in the current and next period columns.

a. Under **Salaries**, double-click **Double Click to Insert New Salary**.

b. In the **Calc Method Variables**, click **Choose Value**, select the salary code, and then click **OK**.

c. Click **OK**.

d. In the **FTEs** row for first forecast period column, enter the number of FTEs.

e. In the **Salary Rate** row, enter the rate as a dollar amount.

The amounts are copied to the rest of the forecast columns, but you can adjust them as needed. The salaries and hours are calculated automatically by the system.

Benefits

This section uses the **Benefit** calculation (calc) method (see RFCODE.InitStdLine). The Benefit code you select determines how the benefits are calculated.

a. Under **Benefits**, double-click **Double Click to Insert New Benefit**.

b. In the **Calc Method Variables**, click **Choose Value**, select the Benefit code, and then click **OK**.

c. Click **OK**.

d. In the **Rate per FTE** row for first forecast period column, enter the rate.

e. In the **% of Salaries** row, enter the percentage amount.

f. (Optional) In the **Adjustment Amount** row, enter an adjustment.

All other expenses (Supplies, Purchased Services, Other Expenses, and so on) use the **Line Item** calculation (calc) method, which allows for manual adjustments each period.

If you populate the first period column, the same number is copied to the remaining periods. You can adjust the remaining periods for inflationary adjustments.

8. (Optional) To remove any items you added to any of the sections, select **Delete** from the **Save** drop-down. When you save the plan file, that item is removed from the Initiative sheet.
9. In the **Main** ribbon tab, click **Save**.

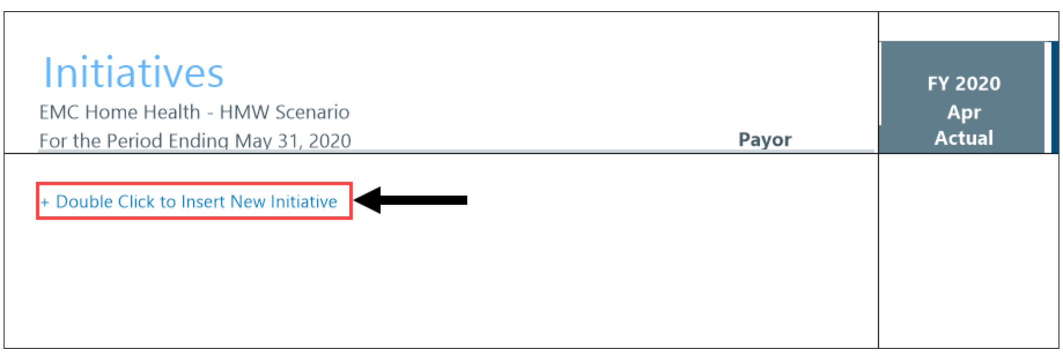
Build an RF Project initiative

An RF Project initiative can involve one or more RFGroups. The initiative's status is set by the RF Admin. When creating an RF Project initiative, you select the initiative from a list that is predefined by the RF Admin in the RFID dimension table.

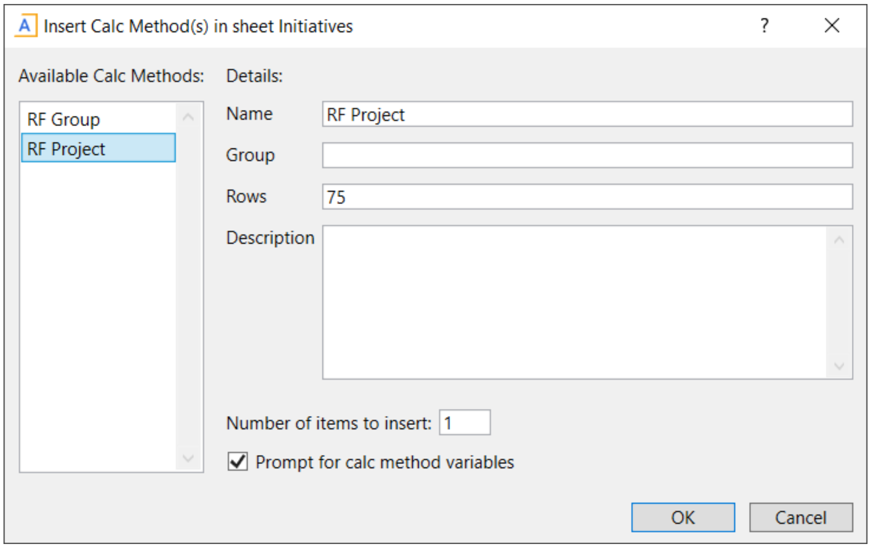
NOTE: You cannot add data to actuals periods for initiatives.

To build an RF Project initiative:

1. Open the plan file.
2. In the **Initiatives** tab, double-click **Double Click to Insert New Initiative**.



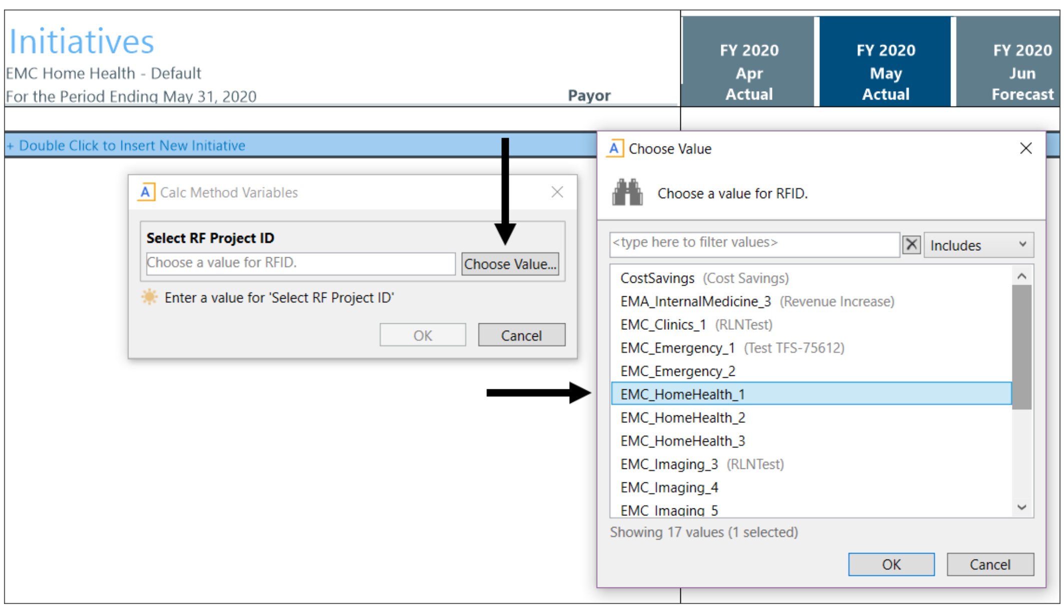
3. In the **Insert Calc Method(s) in sheet Initiatives** dialog, select **RF Project**, and then click **OK**.



4. Select from a list of existing projects:

    a. In the **Calc Method Variables** dialog, click **Choose Value**. The **Choose Value** dialog provides a list of available projects.

    b. Select a project, and then click **OK**.



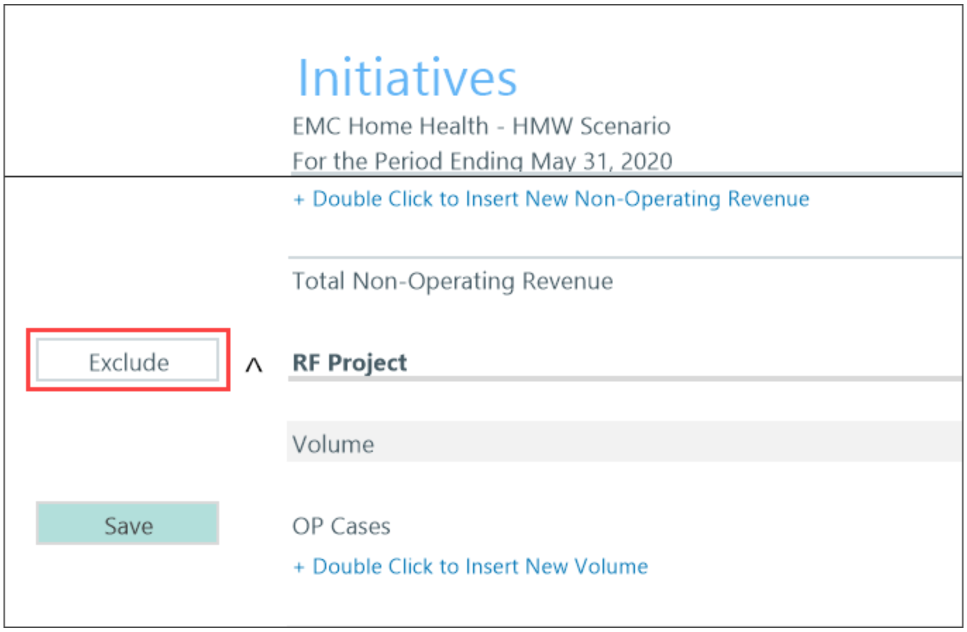
    c. In the **Calc Method Variables** dialog, click **OK**.

5. In the various sections, add data as needed. For details, see the instructions for completing the Initiative sheet sections in Build an RF Group initiative, beginning with Volume (statistics).

6. On the **Main** ribbon tab, click **Save**.

NOTE: Only the RF Administrator can change the approval status in the RFID dimension table.

The approval option on the **Initiative** tab of the plan file is unavailable and locked from making changes.

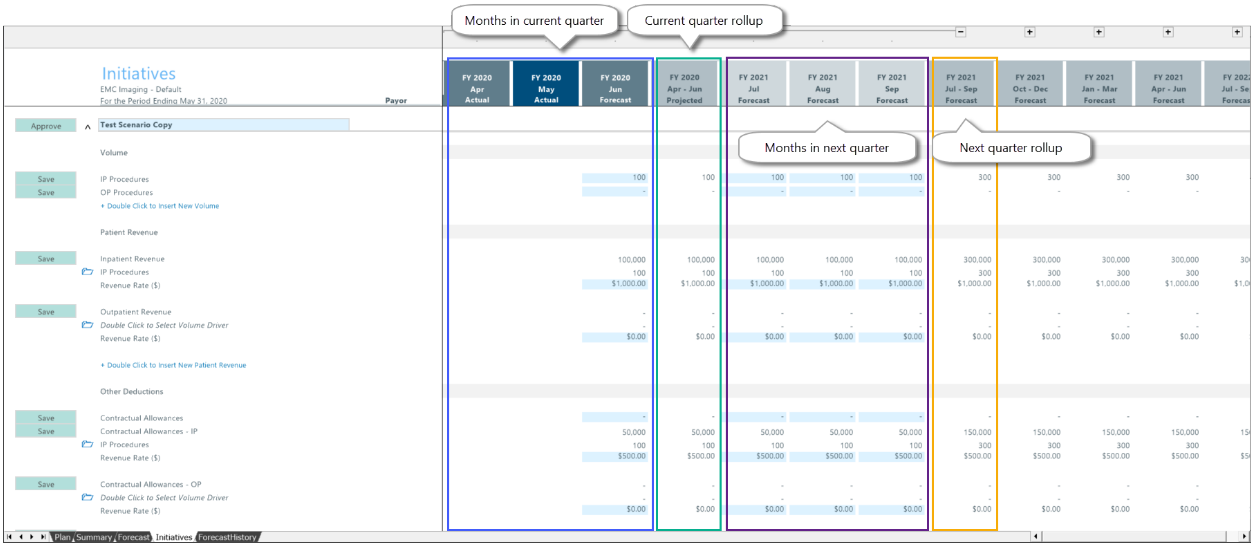


Plan Initiatives on a monthly basis

You can forecast plan file Initiatives on a monthly basis for the current and next quarter, allowing you to set more specific goals for initiatives.

The same monthly columns available for the current and next quarters in the Forecast tab are also available in the plan file Initiatives tab. Data entered into each month in a quarter is totaled for each row and displayed in a quarter rollup column, as shown in the following example.

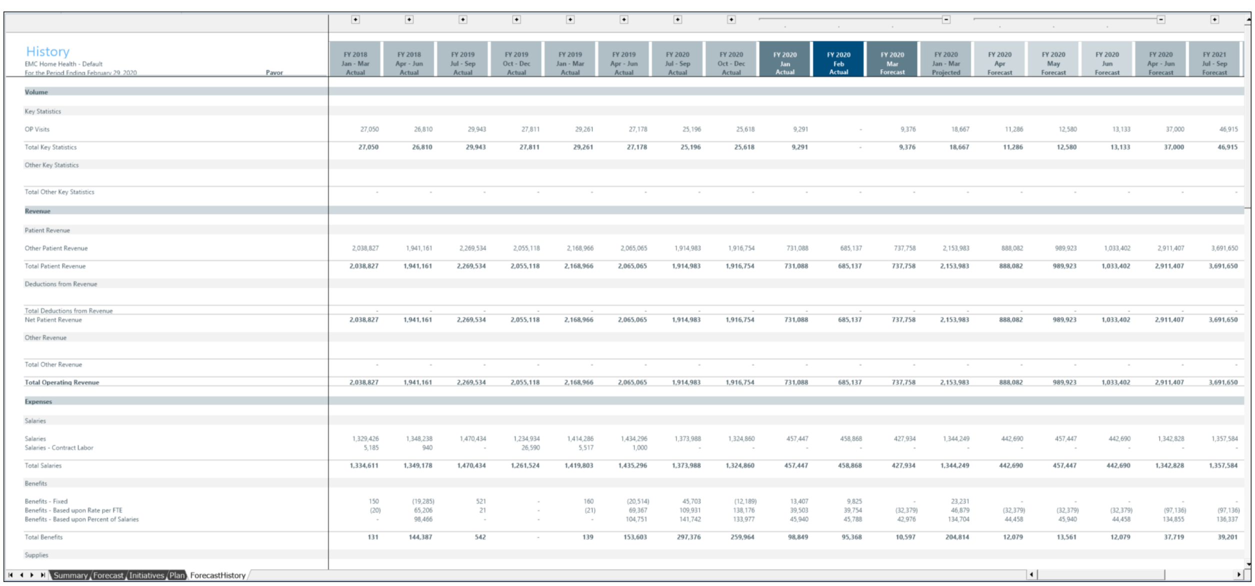
NOTE: The option to enter the current and next quarters by month is controlled in the Workbook Visibility driver located in the Drivers utility. You must have the Rolling Forecast Global Driver Management role to make changes to this driver.



Forecast History

The Forecast History tab is a read-only worksheet that provides historical data by months and quarters for the previous two years, the previously submitted forecast, budget data, and, if you have Axiom Financial Planning, the current Financial Planning data.

Administrators have the option to populate the worksheet using data from the current period processing or the prior period. For instructions, see Forecast History Comparison Period in Visibility Options.

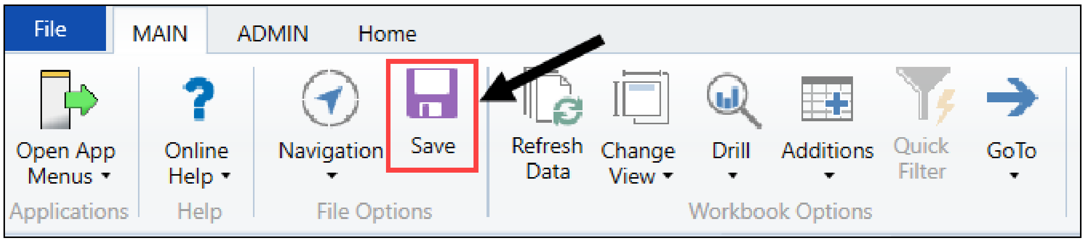


Save a plan file

After the workbook is complete, return to the Summary tab and assess the effect of your changes as well as the financial impact on dollars, reviewing the per unit impact. If you are comfortable with the updated forecast, you can save it.

To save a plan file:

- On the **Main** ribbon tab, click **Save**.



Updating data in plan files

Axiom Rolling Forecasting does not actually store data in any of the plan files within a file group. Instead, these files pull data from the central database, allowing you to view and manipulate data within a spreadsheet-style or form interface, and write the data back to the central database.

The practical implication of this structure is that changes made to a file in a file group will not be reflected in other files (including copies of the same file opened by other users) until:

- Data in the file is saved back to the database, and
- Other impacted file(s) are refreshed with the latest data from the database (or, in the case of configuration setting changes that alter the structure of other files, re-created from the original scenario with the updated settings).

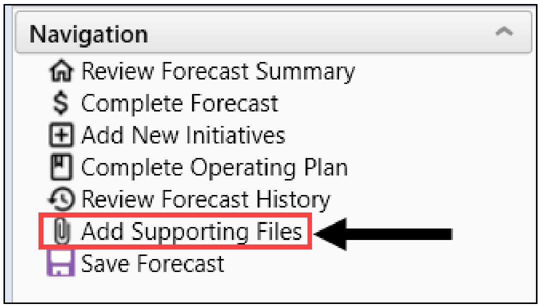
Most (but not all) files automatically refresh when opened.

Add supporting files to plan files

Use these instructions to add supporting files to plan files.

To add files to plan files:

1. Open the desired plan file.
2. In the plan file navigation pane, double-click **Add Supporting Files**.



3. In the **Manage Attachments** dialog, click **Upload Attachment**, and then select the file. The file is added to the Manage Attachments dialog.
4. To add a description for the attachment:
   a. Select the attachment, and then click **Edit Description**.
   b. In the **Edit Description** dialog, type a description in the **Description** field.
   c. Click **OK**.
5. To view a file, select the file and then click **Open**. The file opens in a supported application determined by the file type.
6. To delete a file, select the file and then click **Delete**. In the confirmation dialog, click **Yes**.
7. Click **Close**.

5

Working with scenarios

A scenario is a named group of driver settings that you apply to plan files and other assets for forecasting purposes. Scenarios allow you to create what-if situations to see how those forecasts would project, for example, with different merits or revenue contract rate increases.

To use scenarios, apply the scenarios to your plan files and then compare the results.

If you do not create or manage scenarios, you will still use them every time you open a plan file or use a report or utility that requires you to select a scenario on open.

Select a scenario

Use these instructions to select a scenario from the Filters panel for Axiom Rolling Forecasting assets that allow scenario selection.

To change the selected scenario:

1. Open the **Filters** panel if not already open (click the Filters icon () in the page header).
2. In the **Filters** panel, from the scenario drop-down, select the scenario.
3. Click **Apply**.

6

Working with reports

Reports use Axiom file functionality to bring in data from the database, and if desired, to save data back to the database. You can use any Axiom file feature in a report except calc method libraries.

Report files, unlike other Axiom files, are not associated with any file group. You can bring in data from any table. For example, if you have two file groups that are configured to save data back to two different tables (or to different columns in the same table), you can use a report to compare the data.

▶ Report structure

Axiom reports are free-format. When you create a new report, you can use various query options to bring data anywhere into the report, and you can use spreadsheet functionality to format the report and calculate values such as subtotals and percentages.

Reports can have any number of sheets. Each sheet can be configured to bring in data from the database, and, if desired, save data back to the database. If you want to use an Axiom query on a sheet, or save data to the database from a sheet, that sheet must be configured on the Control Sheet. Other Axiom file functionality, such as Axiom functions or GoTo bookmarks, do not require the sheet to be configured on the Control Sheet.

▶ Reports Library

Report files are stored in the Axiom Software database. To make it easy to access and organize reports, Axiom Software supports a virtual folder structure known as the Reports Library.

Each report is assigned to a folder in the Reports Library. When you open reports, you can navigate through the Reports Library structure to quickly locate the report that you want to open.

The Reports Library is managed by using Axiom Explorer. If you are an administrator, or if you have Administer Axiom Explorer rights, then you can use Axiom Explorer to create report folders, move reports between folders, and delete existing reports.

You can also save reports outside of the Axiom Software database—for example, to your local computer or to a network folder. In this case the file is considered to be a non-managed file. It is recommended to maintain all reports as managed files unless you have a compelling reason to use a non-managed file.

▶ Report output and distribution

In addition to the standard output options for Axiom files—such as the ability to take a snapshot of an Axiom file—report files can use the File Processing feature.

Using file processing, you can refresh a report file and perform output and distribution actions such as saving a snapshot copy of the file, emailing a snapshot copy of a file, or exporting data to a CSV/TXT file. You can process the file "as is," or perform Multipass processing on the file, where the file is processed multiple times using a unique filter for each pass.

NOTE: In reports with Excel's expand/collapse feature enabled, snapshots need to be generated using the Excel Client; otherwise, the columns will be hidden.

▶ Saving data to the database

In addition to viewing data, you can also use reports to calculate data and save data back to the database. In certain circumstances, it may be more appropriate to use a report to save data rather than plan files or driver files. If a report file has been configured to save to the database, you can use the Save button in the File Options group to save data.

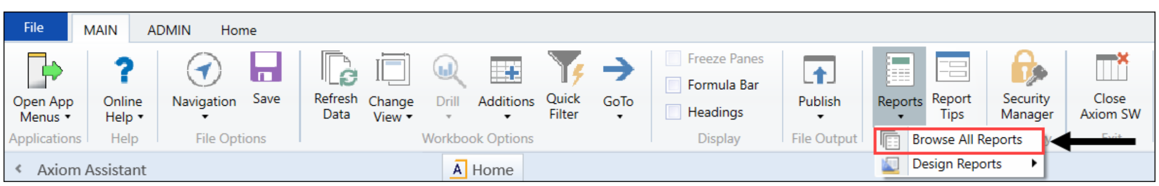
Contact Syntellis Support if you are unsure about the best way to manage a certain set of data.

Browse the Report Library

In addition to browsing the report folders in the Axiom Rolling Forecasting task panes, you can search all of the available Axiom reports in the Reports Library.

To browse the Report Library:

1. In the **Main** ribbon tab, in the **Reports** group, click **Reports > Browse All Reports**.



2. In the **Reports Library** dialog, you can do the following:

   - To sort, group, or search by any of the columns, click the drop-down arrow next to the column label.
   - To open a report, select it from the list, and click **OK**.

Navigating reports

Axiom report files do not have a standard structure. Each report can have any number of sheets, layouts, custom views, drill-downs, GoTo targets, quick filters, and associated task panes—all configured for the specific information that displays.

Although not all of these features are available for every report, here is an overview of common report features:

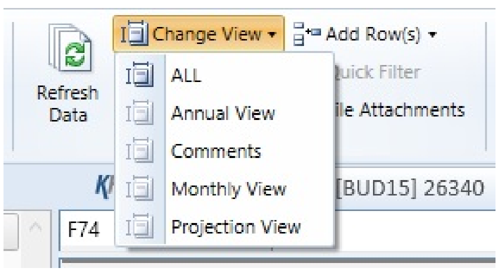
Custom views

Custom views allow for different presentations of data within a report. For instance, a report might default to showing monthly data but have custom views defined for displaying data by quarter or year.

NOTE: Not all reports have custom views defined.

If custom views have been defined within a report, you can access them by doing the following:

1. In the **Main** ribbon tab, in the **Workbook Options** group, click **Change View**.



2. From the menu, select the view to use.

Quick Filter

A Quick Filter is a temporary report filter. This allows you to quickly view the data at a different level of detail, without needing to alter the report configuration. For more information, see the following:

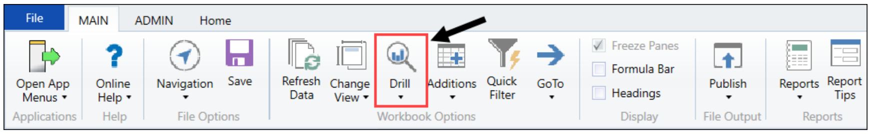
- Applying a Quick Filter to a report
- Understanding hierarchy-based Quick Filters

Drills

Some reports contain rows (or columns) where the data represents a roll-up of values for multiple database records. For instance, an income summary report might combine patient revenue for all departments into a single total for the year, or a report on payroll by department might roll up both regular and non-productive hours into a combined number of hours for each department. In such cases, you can use drills to view the individual values for each item included in the roll-up.

To drill in a report, do the following:

1. In the report spreadsheet, select a cell.
2. In the **Main** ribbon tab, in the **Workbook Options** group, click **Drill**.



3. From the drop-down, select any of the available drills to view a breakdown by that dimension or value.

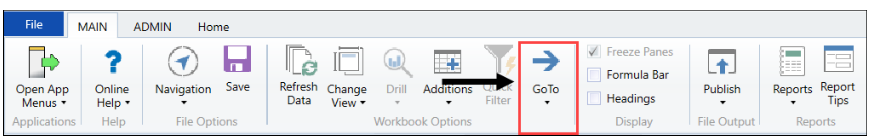
A new spreadsheet opens to display data at the specified drill-down level.

NOTE: While we have made an effort to deactivate any drill options that do not apply to a particular row/column/cell, there are simply too many possibilities for us to deactivate every invalid drilling method for every cell in every report. As a result, certain drill methods may produce strange results. For the most part, common sense should imply which dimensions or values you can drill for a given roll-up (for example, drilling by Vice President on a single department might result in a report with a single record, as a department typically has one VP assigned to it).

GoTo targets

GoTo targets are simply bookmarks that allow you to jump to different sections of a report. Not all reports include GoTo targets. To navigate to a target, do the following:

1. In the **Main** ribbon tab, in the **Workbook Options** group, click **GoTo**.



2. From the menu, select the GoTo target.

View a report

Axiom Rolling Forecasting reports are organized by folder in the RF Admin task pane or the Rolling Fcst task pane. The specific report folders and files that you can access and the level of access rights depend on your security settings. Administrators have full access to all reports.

When you first open a report, it is just an empty template that you need to populate with data. Some reports automatically prompt you to select an account, department, scenario, or other variable. The system then populates the report with related data from the database tables.

Other reports simply open as an empty template by refreshing the data. For more information, see Refreshing a report with data.

To view a report:

1. In the **Rolling Fcsting** task pane, in the **General Reporting** section, navigate to the specific report to open.

   NOTE: Report folders may have sub-folders.

2. Double-click the report to open it.
3. To populate the report with data, see Refreshing a report with data.

The selected report opens. If a report is opened read-only, then the text **(R/O)** displays in the file tab. You cannot save read-only reports.

NOTE: If another user has the report open as read/write, then you can only open the file as read-only, regardless of your security permissions.

Saving a report

When you save a report, the report file is updated in the Axiom Rolling Forecasting file system. If the report is configured to save data to the database, a save-to-database also occurs.

To save a report:

- On the **Axiom** tab, in the **File Options** group, click **Save**. (In systems with installed products, this feature may be located on the **Main** tab.)

Your file permission settings in Security determine whether you can save a particular report. If a report is open with read/write permissions, then you can save it. If the report is open as read-only, then the report file cannot be saved, but you may still be able to save data. You may also be able to save a copy of the report.

NOTE: Some files may use a Control Sheet setting that causes the data in the report to zero when the file is saved. This is a security precaution that is normally enabled in reports only. You can click **Refresh** to restore the data.

▶ Save-to-database reports

Some reports may be configured to save data to the database. If the report is configured to save to the database, then the file is validated before saving. If errors are found, the file still saves but the data save is stopped and the errors are displayed in the **Save Errors** pane. These errors must be corrected before data can be saved to the database. If no errors are found, then a confirmation message displays, with information about the number of records saved.

Your file permission settings in Security determine whether you can perform a save-to-database for a particular report. Note that the permission to save data is managed separately from the file access permission. Therefore, it is possible that you could have read-only permissions for the file, but still have rights to save data (or the opposite—you could have read/write permissions for the file, but not have the rights to save data).

When you click **Save**, Axiom Rolling Forecasting automatically performs all save actions that your user rights allow and that the file is configured to perform. If desired, you can use the additional save options to only save the file, or to only save data.

To save only the file:

- In the **Axiom** tab, in the **File Options** group, click the down arrow to the right of the **Save** button, and then click **Save File Only**.

The plan file is saved. All save-to-database processes are ignored.

To save only the data:

- In the **Axiom** tab, in the **File Options** group, click the down arrow to the right of the **Save** button, and then click **Save Data Only**.

Data from the file is saved to the database. The file itself is not saved.

> **NOTE:** In systems with installed products, the additional save options may be located on the Main tab. In all systems, you can also access these options by right-clicking the file tab.

▶ Saving a copy of a report

You can save a copy of a report using **Save As** features. You might want to save a copy of a report to use as a starting point to create a new report, or to create an archive copy before making changes to the report.

In most cases, you should save the report to the Axiom Rolling Forecasting file system (in the Reports Library). However, it is possible to save report files outside of the Axiom Rolling Forecasting system (as non-managed files). Non-managed files have limited functionality, and are not covered by Axiom Rolling Forecasting security or included in system processes.

To save a copy of a report to the Reports Library:

1. On the **Axiom** tab, in the **File Options** group, click the down arrow to the right of the **Save** button, and then click **Save As (Repository)**.

   > **TIP:** The Save As options are also available by right-clicking the file tab.

   The **Save As** dialog opens, displaying the contents of the Reports Library.

> **NOTE:** By default this dialog only displays files with the same file extension as the current file. If you want to view all file types when using this dialog, select **View > Show All Files**. This setting will be remembered.

2. In the left-hand side of the dialog, navigate to the folder in the Reports Library where you want to save the file.

   You must have read/write permissions to a folder in order to save a copy of the report there. A lock icon displays next to folders where you do not have read/write permissions to any folder in that folder tree.

3. In the **File name** box, type a name for the new report.
4. Optional. In the **Description** box, type a description for the report.
5. Click **OK**.

To save a copy of a report locally (as a non-managed file):

1. On the **Axiom** tab, in the **File Options** group, click the down arrow to the right of the **Save** button, and then click **Save As (Local File)**.

   > **TIP:** The Save As options are also available by right-clicking the file tab.

   The **Save As** dialog opens.

2. Navigate to the desired location on your local computer or on a network file share, and then click **Save**.

   You can change the name of the file and its file format when saving. In the Excel Client, you can save the file using any file format that your Excel version supports. In the Windows Client, you can save the file as XLSM, XLSX, or XLS.

Refreshing a report with data

To update a spreadsheet Axiom report with the most current data from the database, refresh the file. A refresh does the following:

- Updates active Axiom queries with data, according to the update settings defined for the query
- Updates Axiom functions with data
- Performs an Excel calculation
- Reapplies the currently active views (if applicable)

To refresh a report:

- On the **Axiom** tab, in the **File Options** group, click **Refresh**.

  This refreshes all sheets in the workbook. If you want to refresh the current sheet only, click the down arrow on the right-hand side of the **Refresh** button, and then click **Refresh Active Sheet**.

  In systems with installed products, this feature may be located on the **Main** tab.

You may be prompted to define values before the refresh occurs. If so, these values will be applied to the report to impact the data refresh.

TIP: You can also use F9 to refresh the entire workbook, and SHIFT+F9 to refresh only the active sheet.

Applying a Quick Filter to a report

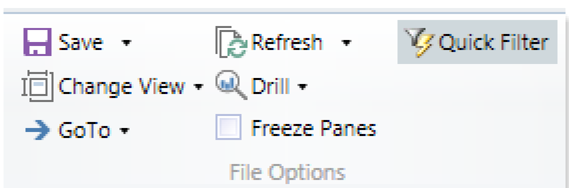
Using the Quick Filter feature, you can apply a temporary filter to a report. This allows you to quickly view the data at a different level of detail, without needing to alter the report configuration.

For example, you may be viewing an Income Statement report for the entire consolidated organization, and you want to view the same report at a different level of detail, such as for just North America or just the South region. You can use the Quick Filter to recalculate the report at the desired level of detail, and then clear the filter when you are done.

The Quick Filter is combined with your table security filters and any filters that are currently defined in the report, such as sheet filters and filters defined for Axiom queries.

To apply a Quick Filter to a report:

1. On the **Axiom** tab, in the **File Options** group, click **Quick Filter**.

   NOTE: In systems with installed products, this feature may be located on the **Main** tab.

2. At the top of the dialog, specify how the filter should be applied:
   - **Workbook** (default): The Quick Filter is applied to all sheets in the workbook.
   - **Active Sheet**: The Quick Filter is only applied to the currently active sheet.

   This selection may determine which hierarchies and tables are available in the dialog to build the filter. See Hierarchy and table availability in the Quick Filter dialog.

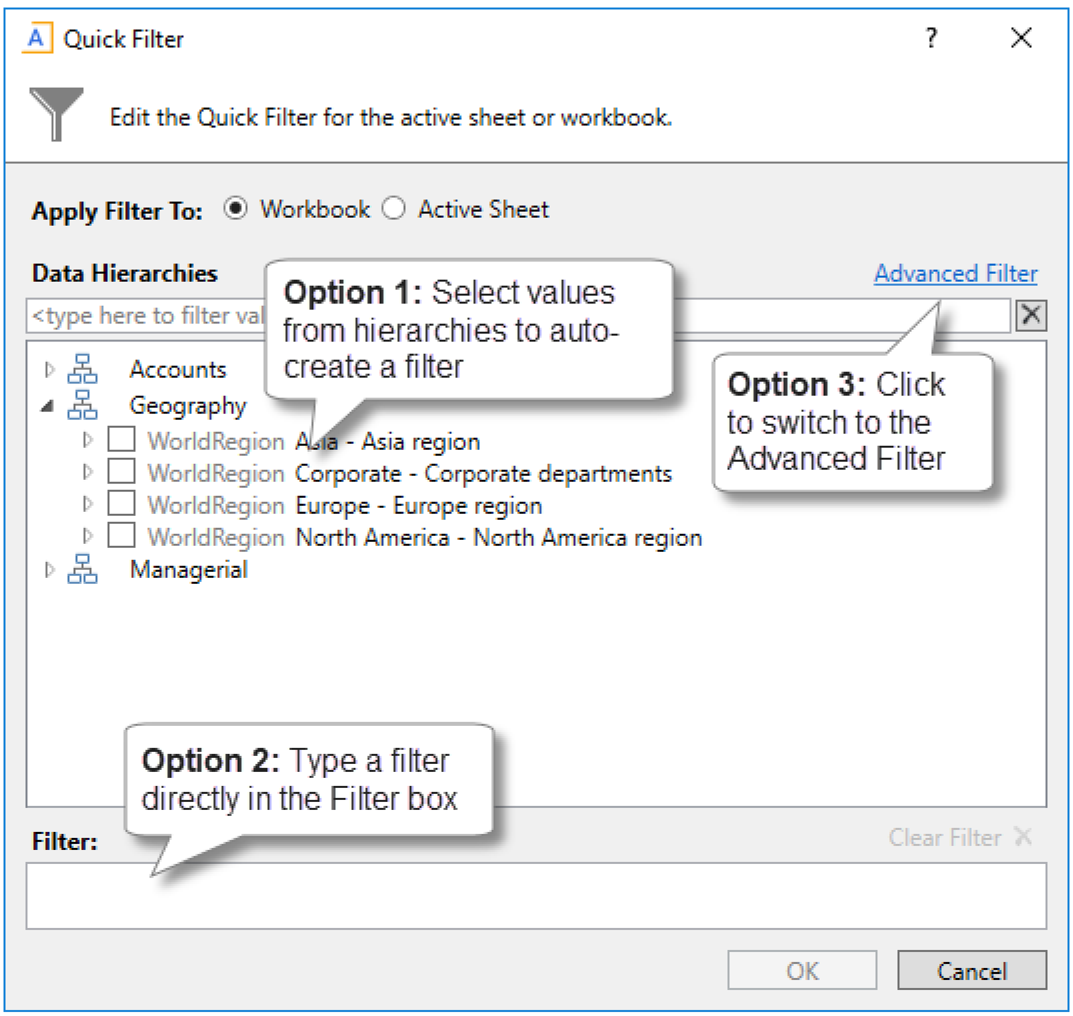
3. In the **Quick Filter** dialog, define a filter using one of the following methods:

    - **Data Hierarchies**: Select the desired hierarchy levels(s) from the hierarchies listed in the dialog. As you select items in the hierarchy, the corresponding filter is automatically built in the **Filter** box.

      For example, you might have a hierarchy named Geography, which has local regions rolling up into countries, and countries rolling up into world regions. You can select the desired items that you want to see in the report, such as Europe, Asia, or North America as world regions. For more information and examples, see Understanding hierarchy-based Quick Filters.

    - **Manual Filter**: You can manually type a filter into the **Filter** box using standard filter criteria statement syntax. Fully qualified Table.Column syntax must be used.

    - **Advanced Filter**: Click **Advanced Filter** to create a filter using any reference table columns (not just hierarchy columns).



Example Quick Filter dialog

4. Click **OK**.

   If the Quick Filter is applied to the entire workbook, a warning message informs you that the entire workbook will be refreshed. If you do not want to see this message again in the future, select **Don't show this message again**. Click **OK** to continue.

   If the Quick Filter is applied to the current sheet, that sheet is refreshed and no warning message appears.

If the file has been configured with GetCurrentValue("QuickFilter") functions, then these functions will display the currently applied Quick Filter for your reference. If not, you can view the current Quick Filter by clicking the **Quick Filter** button again. The current filter displays in the **Filter** box.

Clearing the Quick Filter

Once a Quick Filter has been applied to a report, the filter remains applied until one of the following occurs:

- The file is closed. Quick Filters cannot be saved in the file and are always cleared when the file is closed.
- A new Quick Filter is applied by using the **Quick Filter** button and selecting a different filter.
- The Quick Filter is manually cleared. To clear the Quick Filter, click the **Quick Filter** button again and then click **Clear Filter**.

Hierarchy and table availability in the Quick Filter dialog

The hierarchies and tables shown in the Quick Filter dialog are based on the Axiom queries in the report. Axiom Rolling Forecasting looks up the primary tables for the queries, and only shows the hierarchies and reference tables that are relevant to those primary tables. This is done to help ensure that the Quick Filter will be applicable to at least one query in the report.

If the filter applies to the entire workbook, then Axiom Rolling Forecasting looks at the primary tables for all Axiom queries in the workbook. If the filter applies to the active sheet only, then Axiom Rolling Forecasting looks at only the primary tables for the Axiom queries defined on the active sheet.

If the primary table of an Axiom query has multiple lookup paths to a reference table, Axiom Rolling Forecasting must be able to choose one of the paths in order to apply a Quick Filter using that reference table. Axiom Rolling Forecasting will automatically prioritize and use one of the lookup paths if it meets one of the following criteria (listed in order of priority):

- A validated column on the primary table (key or non-key) has the same name as the reference table
- The primary table has only one single-level lookup to the reference table (regardless of how many multi-level lookups are present)
- The primary table has only one key column that looks up to the reference table (regardless of how many other single-level non-key lookups are present)

If the spreadsheet report has multiple Axiom queries where the primary tables look up to the same reference table, the reference table will display in the Quick Filter dialog as long as all of the primary tables meet one of these rules, so that the resulting Quick Filter can be applied to all of the queries.

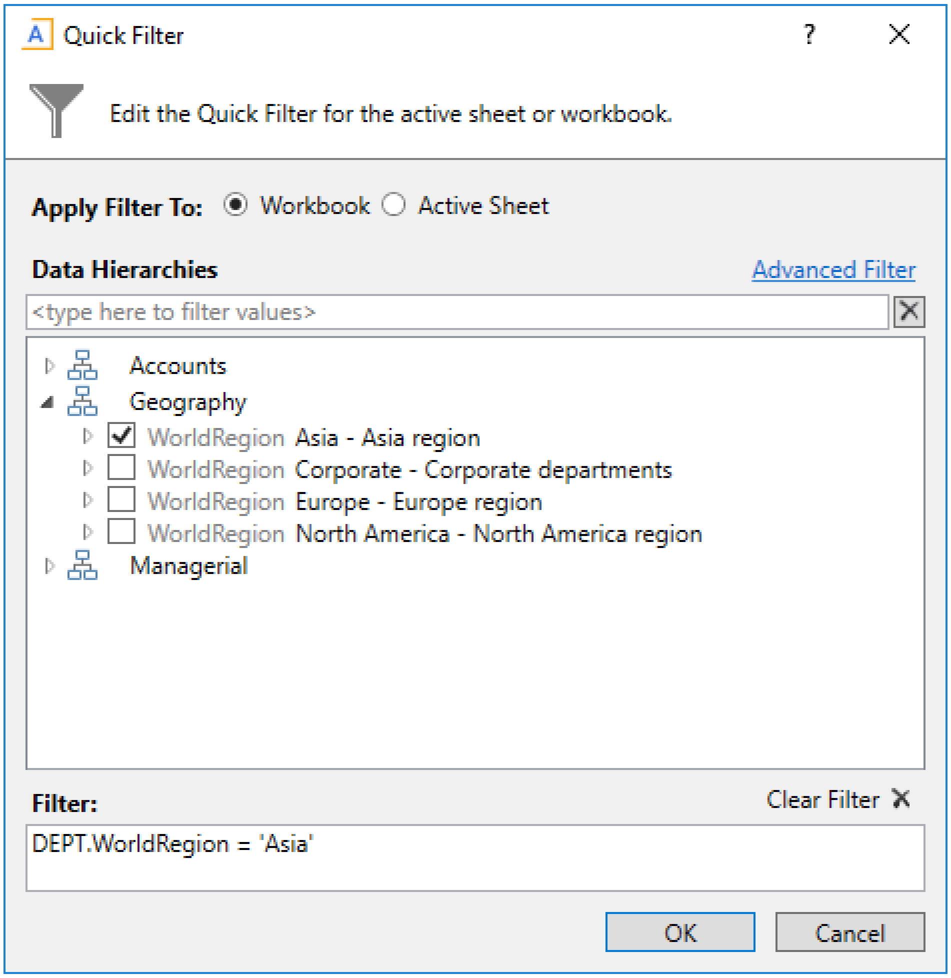
If a primary table has multiple lookup paths to a reference table and one path cannot be prioritized using the previously described criteria, then the reference table will be omitted from the Quick Filter dialog. As an alternative, the primary table itself will display in the Quick Filter dialog, so that a specific path can be selected through the primary table and therefore avoid any ambiguity. For example, if the primary data table has two non-key columns named PrimaryPhysician and SecondaryPhysician that both look up to Physician.Physician, then the selection must be made through the primary data table so that the correct path to Physician.Physician is used.

EXCEPTION: If the primary table of one of the Axiom queries is the reference table, then the reference table will display in the Quick Filter dialog even if the report contains an Axiom query where the primary table does not meet one of these rules. In this case, an ambiguous column error will occur if you attempt to create a Quick Filter using the reference table.

NOTE: If the report uses GetData functions instead of an Axiom query, then all hierarchies and reference tables are listed in the dialog because Axiom Rolling Forecasting cannot determine the "primary table" in this context. In this case, it is possible to define a Quick Filter that does not apply to any GetData functions in the workbook. If this occurs, the filter will simply have no effect.

Understanding hierarchy-based Quick Filters

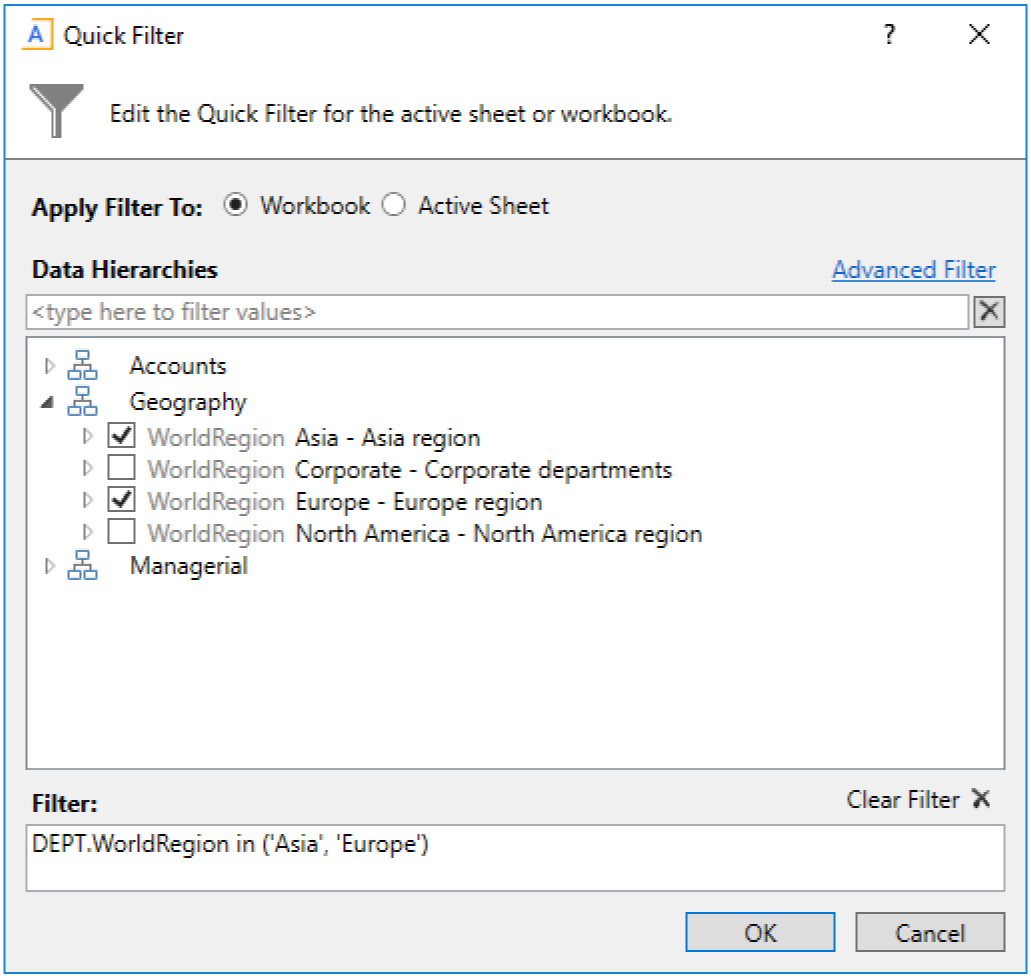
When you use hierarchies to create a Quick Filter, Axiom Rolling Forecasting automatically creates the filter based on your selections. When only one item it selected, the filter is simple—only data that matches the selected item is included. For example, if you select Asia from a Geography hierarchy, you will get a filter something like: `Dept.WorldRegion='Asia'`.



Simple Quick Filter

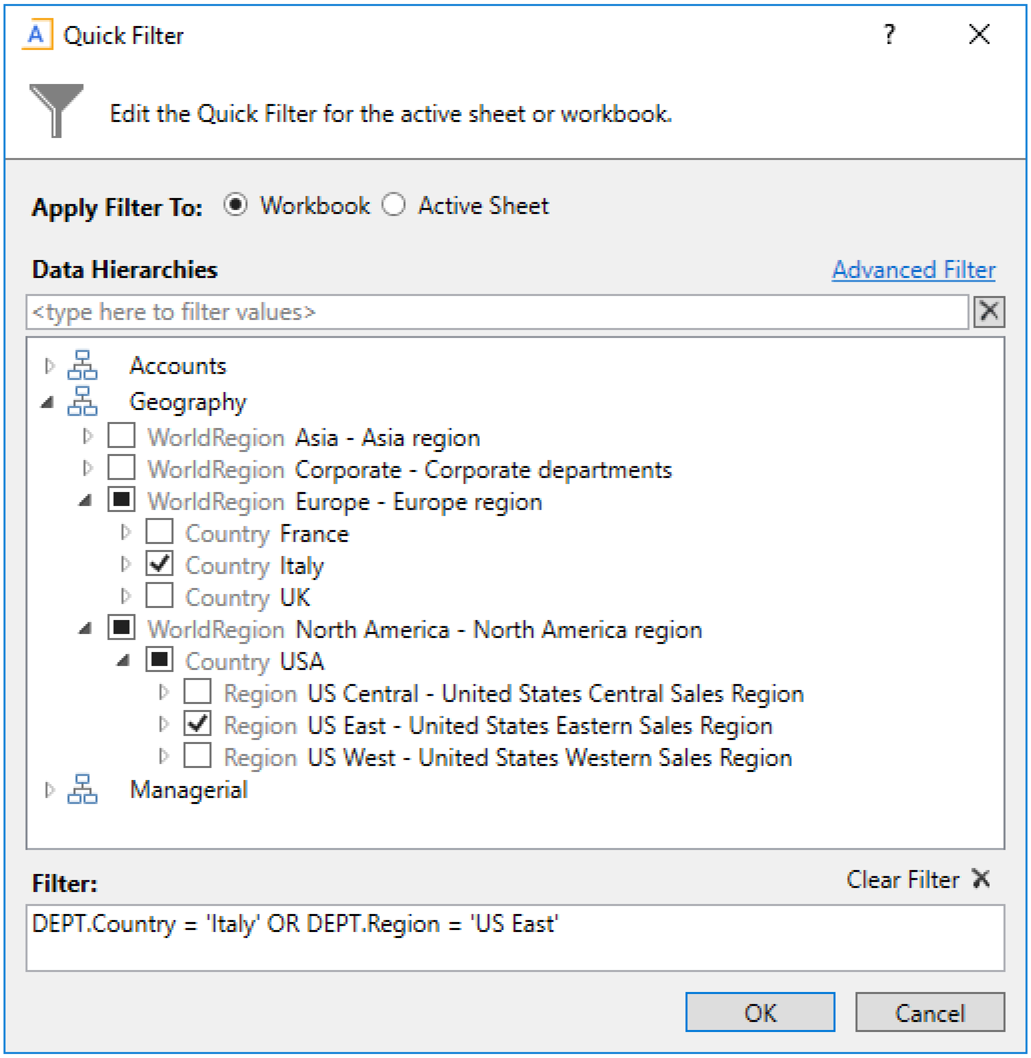
NOTE: Sometimes when you select a single "child" item underneath a "parent" item, the child and parent will be joined with AND. For example: `DEPT.VP='Jones' AND DEPT.Manager='Smith'`. This means that the DEPT table has other instances of Manager Smith that belong to different VPs, so the compound statement is to ensure that you only get the data where Manager Smith is under VP Jones. (You can manually edit the filter to remove the Jones portion of the statement if you want to see all data for Manager Smith, regardless of VP). If instead Axiom Rolling Forecasting constructs the filter as just `Dept.Manager='Smith'`, that means all instances of Manager Smith are also under VP Jones.

You can select multiple items in the same hierarchy or from different hierarchies. Items from the same hierarchy are combined using OR, which means data matching any of the selected items is included. Items from different hierarchies are combined using AND, which means only data that matches both selected items is included.



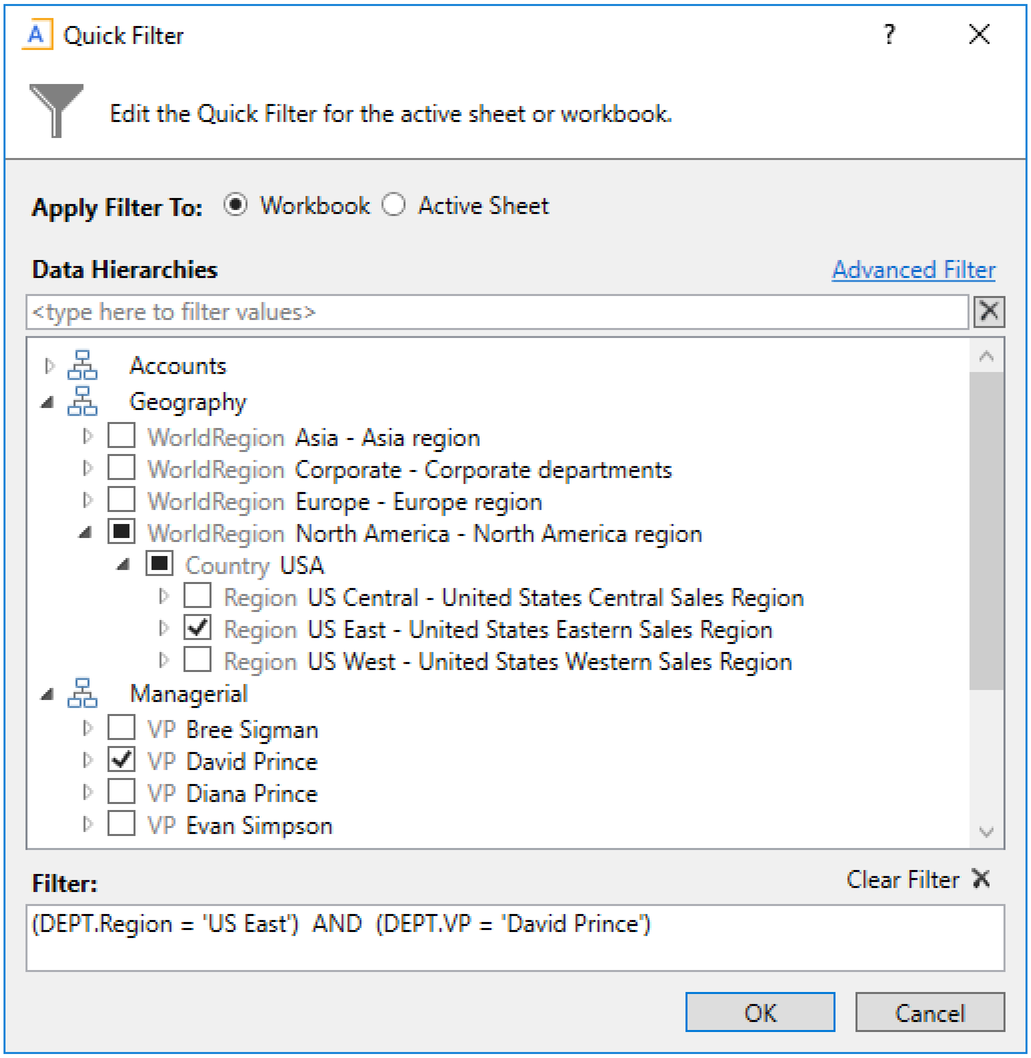
Example 1

In example 1, we have selected two items from the same grouping level in a single hierarchy, so a simple filter criteria statement is created using IN. The resulting filter will include all data from Asia and Europe.



Example 2

In example 2, we have selected two items from different grouping levels, but within the same hierarchy. In this case a compound filter criteria statement is created using OR. The resulting filter will include all data that belongs to either Italy or US East.



Example 3

In example 3, we have selected two items from different hierarchies, so a compound filter criteria statement is created using AND. The resulting filter will include only data that belongs to both US East and VP David Prince.

Create a new report

You can create a new report if you have read/write access to at least one folder in the Reports Library. You can use any of the methods discussed below to create a new report. If you do not have these permissions, then the associated menu options for creating new reports will not be available to you.

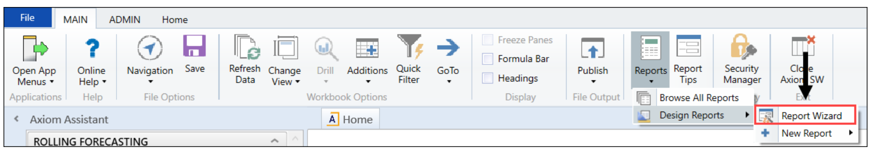
NOTE: After saving a new report to the Axiom file system, you may not see that new report displayed in Axiom Explorer or the Reports menu until the file system has been refreshed. You can go to **Reports > Refresh file system** to manually trigger a refresh and cause the new report to display.

Creating a new report using the Report Wizard

You can create a new report using the Report Wizard. In the wizard, you make selections regarding the type of report that you want to create and the data, and then the wizard creates a report based on your choices. You can then further modify the report as needed. For more information, see *About the Report Wizard* in Help (**Main** ribbon tab > **Help**).

To create a new report using the Report Wizard:

- On the **Main** ribbon tab, in the **Reports** group, select **Reports > Design Reports > Report Wizard**.



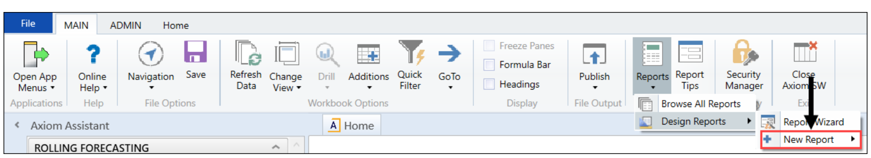
Creating a new blank report

You can create a new report from scratch using the default blank report template. This template is entirely free-format.

If your organization has saved additional report templates, you can use those to create a new report as well. Only administrators can create new report templates.

To create a new blank report:

- On the **Main** ribbon tab, in the **Reports** group, select **Reports > Design Reports > New Report**.

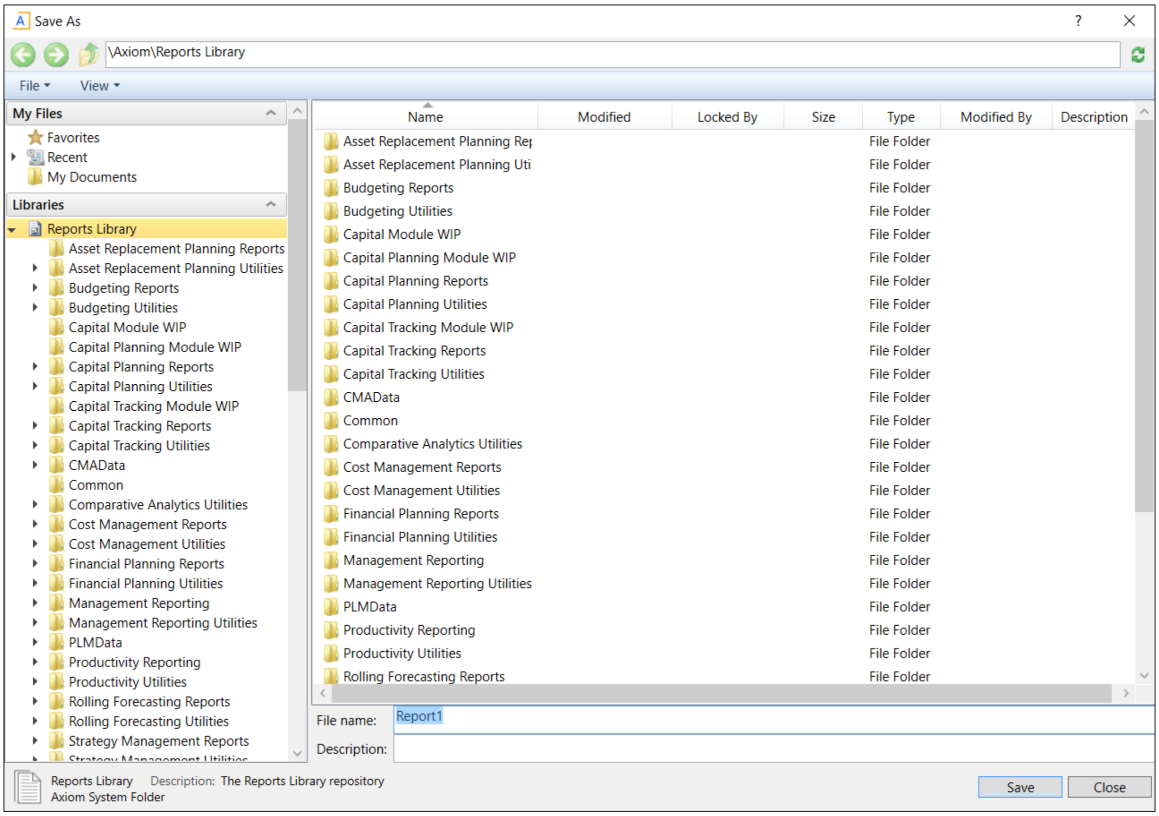


If your system has multiple report templates, you can select the template to use from this menu. Otherwise, the default ReportTemplate is automatically used.

You can now use Axiom file functionality on this sheet, such as using Axiom queries to bring in data. For more details on setting up Axiom files, see *Axiom file setup* in Help (**Main** ribbon tab > **Help**).

Saving a new report

To save a new report, in the **File Options** group of the **Main** ribbon tab, click **Save**. When you save the new report for the first time, you are prompted to define a file name and select a folder location in the Reports Library. You can also define a description for the report.



You must have read/write permissions to a folder to save a report there. A lock icon displays next to folders where you do not have read/write permissions. If you have access to a My Documents folder, you can also save reports there for your own use.

If you later want to change the file name, location, or description, you can use Axiom Explorer. If you do not have rights to access Axiom Explorer, you can edit the description by using **Save As (Repository)** (save the file with the same name and location, but edit the description).

You can also choose to save the report to your local drive or to a network location, by using **Save As (Local File)**. In this case the report is not stored in the Axiom Rolling Forecasting database and is considered to be a *non-managed file*.

NOTE: Access to certain task panes (such as the Sheet Assistant) may depend on security permissions defined at a folder level. When a new report file is created, the file location is assumed to be the root of the Reports Library until the file is saved. Therefore access to task panes for brand new reports depends on the user's permissions defined at the Reports Library level. If a user does not have permission to the task panes at the Reports Library level but does have access at a sub-folder level, then the user will not see the task panes until they save the file to that sub-folder.

▶ Creating a new report based on an existing file

You can use **Save As** to create a new report based on a copy of an existing report. You can save the copied file to the Reports Library, or as a local non-managed file.

You can also create a report based on an existing Excel file, by opening the Excel file in Axiom Rolling Forecasting. To use certain Axiom file features such as Axiom queries, you must add a Control Sheet to the report. For more information, see Control Sheets in Help (**Main** ribbon tab > **Help**). Then you can use **Save As (Repository)** to save the file to the Reports Library.

Using the Filter Wizard

The Filter Wizard is available throughout the system to assist you in constructing filters. The Filter Wizard offers two different approaches for building filters:

- **Hierarchies**: Build a filter using hierarchies that have been set up for your system. You select the items that you want to include and the Filter Wizard builds the filter criteria statement for you.
- **Advanced Filter**: Build a filter using any table and column that is relevant to the current context. This approach also allows for more operators, including greater than, less than, and not equal to.

  The Advanced Filter dialog has two versions, depending on how the dialog is launched. The "desktop" version of the dialog is used in most places in the Desktop Client. The "web" version is used in the Web Client and with certain special features in the Desktop Client.

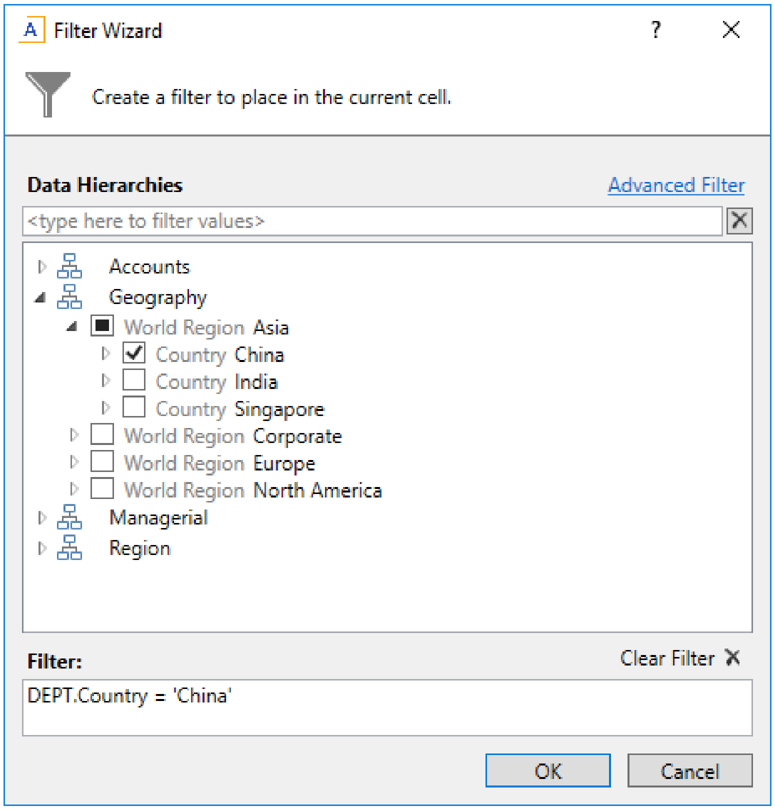
The Filter Wizard can be launched by using the Filter button in various dialogs and task panes. You can also open the wizard manually from any cell in an Axiom spreadsheet file, using the right-click menu: **Axiom Wizards > Filter Wizard**.

▶ Hierarchies

To create a filter using hierarchies, select the check box for each item that you want to include in the filter. You can expand each hierarchy to see the items listed in it. You can also type a value into the filter box above the hierarchies to filter the list.

For example, you may have a hierarchy for Geography that starts at the WorldRegion level, then goes down to the Country level, and then goes down to the LocalRegion level. If you want to filter by a particular country in the Asia WorldRegion, you can expand the Geography hierarchy, then expand the

Asia WorldRegion, and then select the desired country.



As you select items, the filter criteria statement is created in the **Filter** box at the bottom of the dialog. You can click **OK** to apply the filter as is, or you can manually edit the filter by typing in the box.

The hierarchies available to you are defined by your system administrator, based on grouping columns in reference tables. If your system has no defined hierarchies (or if no defined hierarchies are relevant to the current context), then the **Data Hierarchies** section does not display, and the Advanced Filter opens directly.

Note the following about filters created using data hierarchies:

- Only "include" filter criteria statements can be created using data hierarchy selections. As you select items, those items will be included by using an equals (=) operator or an IN statement (for including multiple items at the same level). If you want to write a filter criteria statement that specifies items to exclude, or that uses other operators such as greater than or less than, then you must use the Advanced Filter.

- Certain assumptions are made regarding the use of AND and OR when multiple items are selected from different hierarchy levels or different hierarchies. If you want to change the way each statement is joined, you can manually edit the filter in the Filter box, or you can use the Advanced Filter.

- Sometimes when you select a "child" item underneath a "parent" item, the child and parent will be joined with AND. For example: `DEPT.VP='Jones' AND DEPT.Manager='Smith'`. This means that the DEPT table has other instances of Manager Smith that belong to different VPs, so the compound statement is to ensure that you only get the data where Manager Smith is under VP Jones. (You can manually edit the filter to remove the Jones portion of the statement if you want to see all data for Manager Smith, regardless of VP). If instead Axiom Rolling Forecasting constructs the filter as just `Dept.Manager='Smith'`, that means all instances of Manager Smith are also under VP Jones.

If an existing filter was present when the dialog was launched, this filter is listed in the Filter box. You can manually edit this filter if desired, or you can make new selections to overwrite the current filter.

▶ Advanced filter (desktop version)

Using the desktop version of the Advanced Filter dialog, you can create a filter using any relevant table and column, and using any supported operator. The desktop version is used in most areas of the Desktop Client.

When using the desktop version, you can see a link in the top right corner named **Simple Filter**. Clicking that link switches the dialog view to Hierarchy view. Once you are in Hierarchy view, you can switch back to Advanced Filter view by clicking the **Advanced Filter** link in the top right corner. Only the desktop version of the dialog supports switching between Advanced Filter and Hierarchies.

To create a filter using the desktop Advanced Filter dialog:

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 do the following:

   - Use the **View by** option to view the list by table, table type, folder, or alias. Note that if you want to select an alias, you must change the view to Alias—aliases are not listed under their assigned table.
   - You can also filter the list by typing into the filter box. The filter matches based on table name or column name.

   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, type or select the value on which you want to base the filter.

You can type into the box above the list of values to filter the list, or to specify a value. If one or more values are selected, then those items are used in the filter. Otherwise, whatever is typed into the box is used by the filter.

For example, you may want to create a filter such as `DEPT.DEPT>5000`, but 5000 is not an existing value in the column. In this case, you can type 5000 into the box above the list of values. The filter will use 5000 as the value.

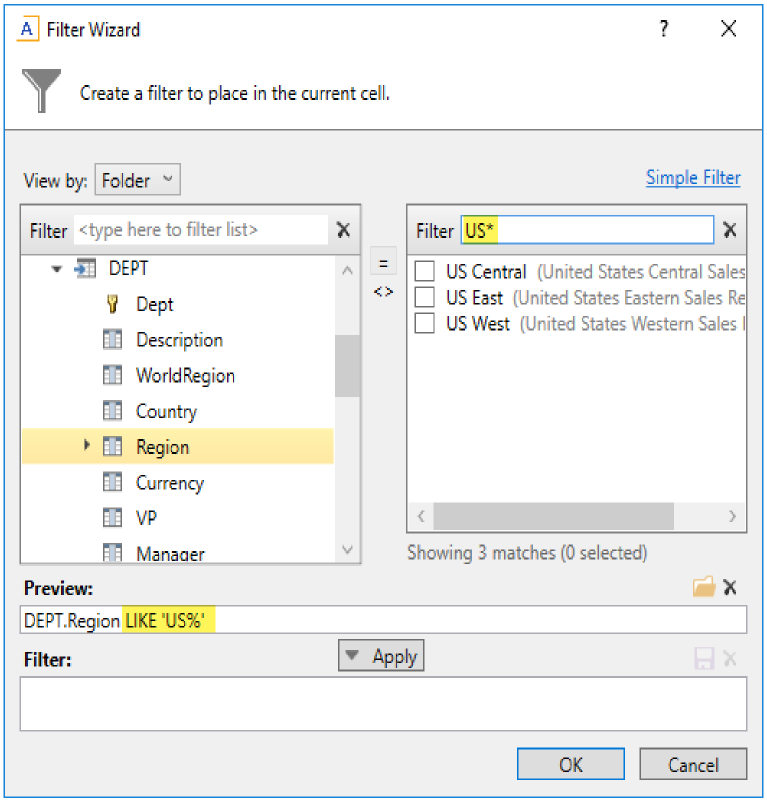
If the column is a string, you can type an asterisk at the front or end of the value if you want to use "ends with" or "begins with" wildcard matching.

> **NOTE:** If the selected value is a Date or DateTime value, Axiom Rolling Forecasting will convert the value to standard format if the current locale settings may result in an invalid or inaccurate filter.

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. Note that if the operator is equals but you select more items than you have not selected, Axiom Rolling Forecasting will instead use NOT IN syntax for the unselected items to simplify the filter statement.
   - If the column is a string column, and you have typed a value rather than selecting it, then LIKE and NOT LIKE syntax is automatically used for equals and not equals respectively. By default, wildcard characters (% signs) are placed on both sides of the text, meaning that it will match any value that contains the text. If you place an asterisk to the start or end of the text, then the wildcard character will be only at that location.



Example with wildcards

- 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.

4. Review the filter criteria statement in the **Preview** box to ensure that it is as intended. If you need to make changes, edit your selections made above. The **Preview** box is not editable.

5. Do one of the following:
   - If the filter criteria statement is finished, click **OK**. The filter wizard will use the statement in the **Preview** box (you do not have to click **Apply** in this case).
   - If you want to create a compound filter, click **Apply** to move the current criteria statement into the **Filter** box. Then, repeat steps 1-4 to create another criteria statement. When the next statement is complete, click either **AND** or **OR** to join it to the prior statement.

     You can repeat this process as many times as necessary to create the desired statement. You can also edit the full criteria statement within the **Filter** box as needed. When the entire statement 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.

Advanced filter (web version)

Using the web version of the Advanced Filter dialog, you can create a filter using any relevant table and column, and using any supported operator. The web version is used by the following features: the ShowFilterWizardDialog function, the AdvancedFilter refresh variable, and the Filter Wizard command adapter. The web version is also used by the Filter Library when creating or editing a filter directly from the library. The web version of the dialog is the same version that is used in the Web Client.

The web version of the dialog has similar functionality as the desktop version, but there are a few differences. Additionally, the web version of the dialog does not support switching to Hierarchy view.

To create a standard filter using the web Advanced Filter dialog:

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.

Table and column visibility

Whenever possible, the Filter Wizard is context-sensitive, meaning that it only displays hierarchies and tables that are relevant to the current context. For example, if you are defining a filter for a file group permission set in Security, the Filter Wizard is limited to the plan code table (and any hierarchies defined for that table).

The available tables and columns in the Filter Wizard are also subject to the following settings:

- **Security:** If a user does not have any read access to a table, then that table does not display in the Filter Wizard. If a user has filtered read access to a table, then the filter is applied to the values displayed in the wizard.
- **Column Properties:** Individual columns in a table can be configured to be hidden in the Filter Wizard, using the **Is Filter Column** setting. This may be used to hide columns that are unlikely to be used in filters. Filters can still be manually created using these columns; the properly simply hides the column from the user interface, to streamline the column list.

Working with Report Processing

Some reports support automated processing. If so, the File Processing task pane displays collapsed on the left side of the screen when you open the report.

NOTES:

- The File Processing menu command and the associated task pane are only available to administrators or to users with the **Allow File Processing** permission for the current file.
- Other file types can be set up to use file processing, but the most common use is in a report.

You can use processing to perform the following actions:

- **Save snapshot of file** – Create a snapshot copy of the current file, and then save and/or email it.
- **Save snapshot of form** – Create a snapshot copy of a form-enabled file, and then save and/or email it.
- **Print** – Print the current file, using one or more print views.
- **Export to delimited text file** – Export data in the current file to a delimited text file, and then save and/or email it.
- **Save data** – Perform a save-to-database from the current file.
- **Alerts** – Process alert conditions defined in the file.
- **File collect** – Combine multiple spreadsheet files into a single file, and then save and/or email it.
- **Batch** – Perform file processing on multiple files in a batch process, including the ability to override certain file processing settings for the file.

One common use for file processing is report distribution, which allows you to automatically deliver report files to multiple recipients. This frequently involves using several different features of file processing, for example:

- Multiple reports configured for snapshot file processing and using Multipass processing. For example, an income statement processed by department, region, or VP, and creating a separate snapshot file for each element.
- A report configured for file collect, to collect all of the snapshots into targeted report packages, including adding things like cover sheets and other supporting information. These packages could be saved to designated file locations and/or emailed to the appropriate recipients.
- A report configured for batch processing to run everything at once. For example, the batch would contain an entry for each report configured for snapshot processing, and then finish with the file collect report.

File processing is set up on a per-file basis. File processing can be set up on any Axiom file, but the primary use case is in reports.

After the file has been configured to use file processing, you can process it by selecting an option in the Main ribbon tab's File Output section: **File Output > File Processing**. From this menu, you can choose to **Process File** or **Process File Multipass**. File processing can also be performed using Scheduler and from a task pane.

Processing a report

If a report is set up to use file processing, you can process the report to automatically perform actions such as:

- Save snapshot copies of the file and automatically email them to various recipients
- Export data in the file to a CSV or TXT file
- Save data in the file to the database as part of a multipass process
- Collect multiple output files into a single report package
- Process multiple reports in batch

NOTES:

- The File Processing menu command and the associated task pane are only available to administrators or to users with the **Allow File Processing** permission for the current file.
- Other file types can be set up to use file processing, but the most common use is in a report.

To process a file using file processing:

1. Open the file. If you want to see what the file is configured to do during file processing before executing it, you can check the settings in the **File Processing** task pane.
2. In the **File Processing** task pane, in the **Actions** section, click one of the following options to start processing:
    - **Process File**: The file is processed once "as is." The file is refreshed and the file processing action is performed. No multipass filter or settings are applied.
    - **Process File Multipass**: The file is processed multiple times, with a unique filter applied for each pass. For example, if the file is set up to process by DEPT, then the file is processed once for each department. The data queries in the file are automatically filtered to return data for the current pass department only.

    TIP: You can also process the file using the **File Processing** menu on the Axiom tab. (In systems with installed products, this feature may be located on the **Main** tab.)

Once file processing is initiated, the following occurs:

- The file is refreshed. If you are performing multipass processing, the file is refreshed using a data filter for the current pass item.
- The file processing action is performed. If you are performing multipass processing, the action may be performed after each pass, or it may be performed once all passes are complete, depending on the file processing settings.

A status bar displays the progress of the file processing. When the processing is complete, a confirmation box displays information about the process, such as how many passes were performed, how many files were created, etc.

Note that the file itself is not saved as part of file processing. You can process a file even if you have read-only rights to the file. However, if the file processing is set up to save to the database, you must have rights to save data for that file.

Working with the Manager Dashboard

The Manager Dashboard contains a series of interactive overview reports built specifically for people with certain kinds of organizational user roles: executive, operational, financial, and analyst. Using the dashboard, you can compare actual and forecast variance data by organizational performance, operational revenue and expense data, and financial summary information.

▶ Opening the dashboard

Users must be assigned either the RF Admin, RF Analyst, or RF User role to use the dashboard.

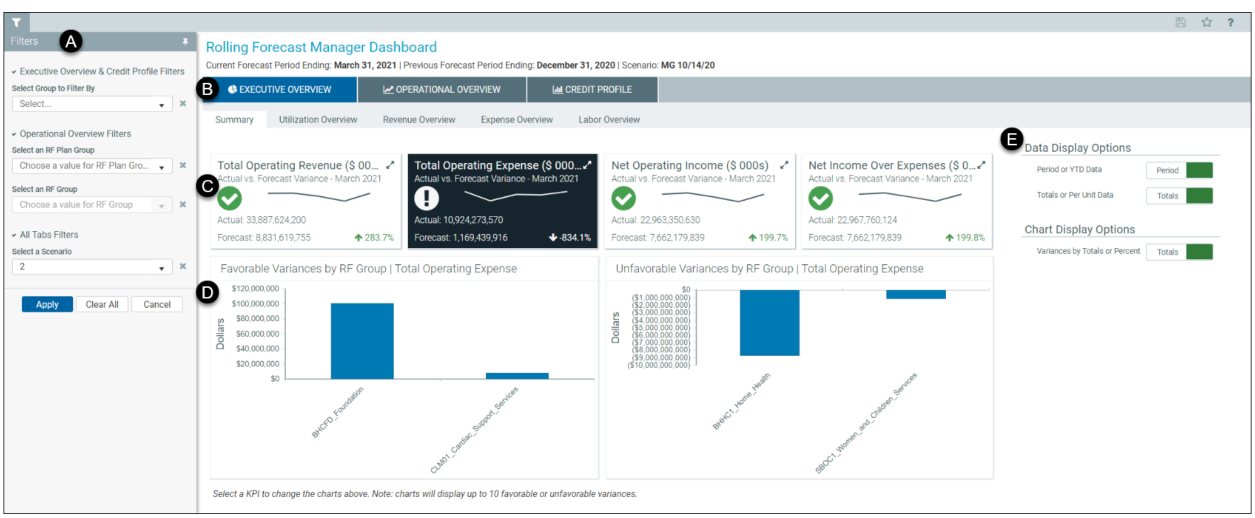
To open the dashboard:

In the **RF Admin** or **Rolling Fcsting** task pane, under **Reporting**, double-click **Manager Dashboard**.

▶ Using the dashboard

IMPORTANT: Before using the dashboard, ensure that you have:
1. Saved any recent changes made in the Dashboard Configuration Utility.
2. Loaded actuals from the applicable fiscal year(s).
3. Created and processed plan files.

The Manager Dashboard is comprised of the following areas:



Ⓐ Filters

Use the options on the Filters panel to control the type and source of data displayed in the report for the various tabs. The first two sections in the panel apply to the Executive Overview and the Credit Profile tabs. The middle section applies to data in the Operational Overview tab. The selected scenario applies to all data in all tabs.

In the Filters panel:

1. Under **Executive Overview and Credit Profile Filters**, select the group and related subfilter to filter by.
2. Under **Operational Overview filters**, select the RF Plan Group and a related RF Group.

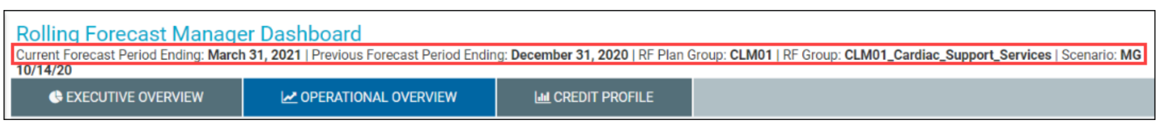
   > **IMPORTANT:** To use the Operational Overview tab, you are required to select an RF Plan Group and an RF Group.

3. Under **All Tabs Filters**, select a scenario.
4. Click **Apply**.

To make changes to existing selections:

- To clear a single filter option, click the **x** next to the drop-down.
- To clear all the filter options, click **Clear All**.

The filter criteria detail you select display above the tabs:



Ⓑ Tabs

Report data is divided into three main sections based on the data that users with certain roles would be most likely to need:

- **Executive Overview** – Displays summary-level data and other overview-level data of your organization's performance. Subtabs provide summary, utilization, revenue, expense, and labor data.

  NOTES:

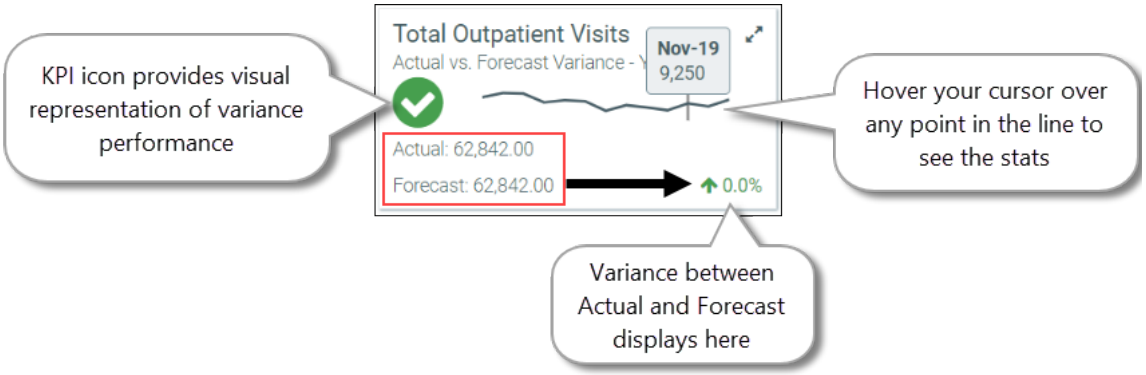
  - The Executive Overview tab does not display data if there is no prior forecast period to compare current data to, and the Data Display Options setting in the Rolling Forecasting Manager Dashboard Settings utility is set to Period instead of YTD data. If there are less than two forecast periods that contain data (includes the current period), then the following message displays: "This dashboard will become active when you have at least two periods of data to compare."
  - For all subtabs, when the **Totals or Per Unit Data** setting in Data Display Options is set to **Per Unit**, Historical Performance Analysis data is not available. When the **Totals Per Unit Data** setting is set to **Totals**, Historical Performance Analysis data is available, with two exceptions: the Net Income over Expenses KPI card on the Summary tab and the Paid Hours per Unit KPI card on the Labor Overview tab do not have historical analysis data regardless of the selection in the Data Display Options' Totals per Unit Data setting.

- **Operational Overview** – Displays revenue and expense data related to your organization's operations. Subtabs provide KPI data, patient revenue, other revenue, labor, benefits, and other expenses data.
- **Credit Profile tab** – Displays financial summary information, margins, and asset liquidity. Subtabs provide fiscal summary, profitability, and liquidity data.

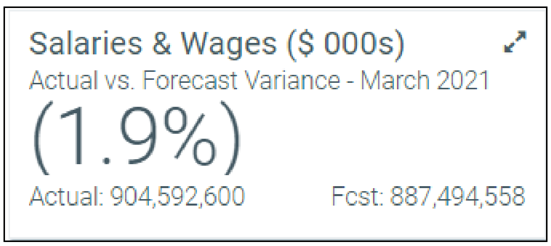
C Statistics cards, and Key Performance Indicators (KPIs), and tables

The Executive Overview and Operational Overview tab reports have statistics cards at the top of each subtab.

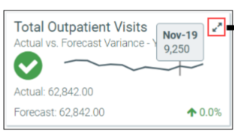
- In the **Executive Overview** tabs, the statistics cards display the dollar or percent variance between actual and forecast data for each card's given metric, plus a mini trend graph and KPI icon.

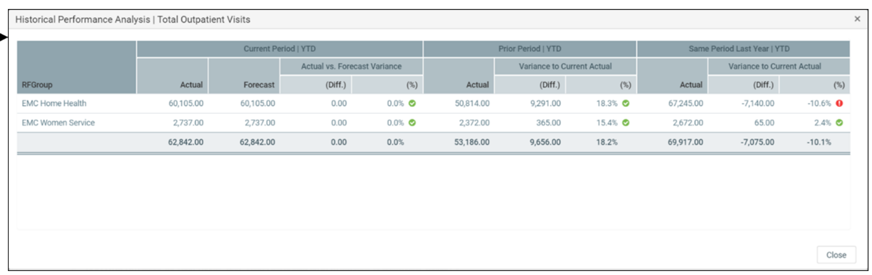


- In the **Operational Overview** tabs, the statistics cards display the actual and forecast amounts, with the variance in large font. Negative variance amounts are enclosed in parentheses:



- Some cards provide additional historical performance data in a table. To view historical performance analysis, in the upper right corner of a card, click the show more icon ( ):

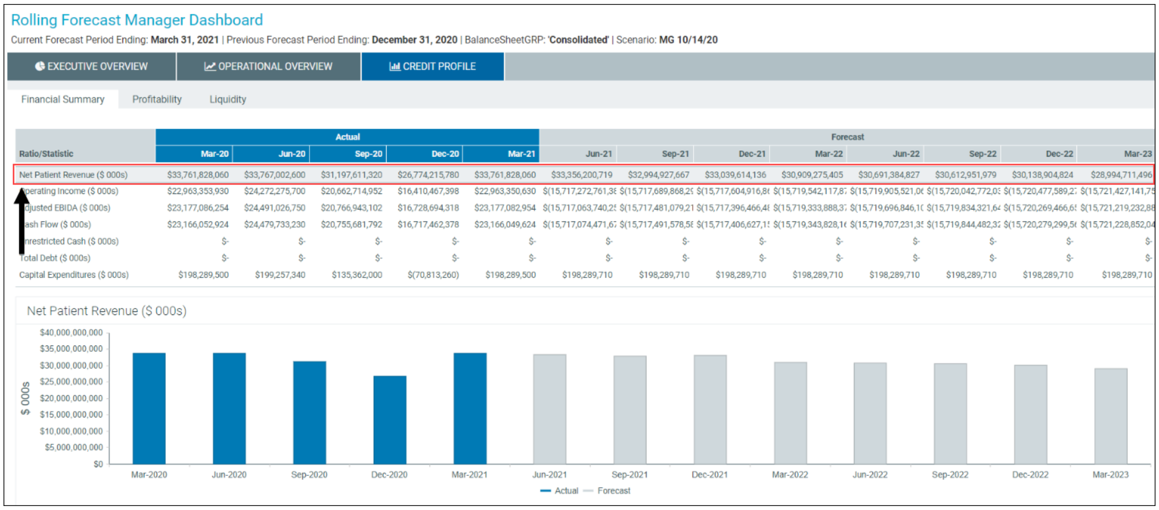



Historical Performance Analysis | Total Outpatient Visits

RFGroup	Current Period | YTD Actual	Current Period | YTD Forecast	Actual vs. Forecast Variance (Diff.)	Actual vs. Forecast Variance (%)	Prior Period | YTD Actual	Variance to Current Actual (Diff.)	Variance to Current Actual (%)	Same Period Last Year | YTD Actual	Variance to Current Actual (Diff.)	Variance to Current Actual (%)
EMC Home Health	60,105.00	60,105.00	0.00	0.0%	50,814.00	9,291.00	18.3%	67,245.00	-7,140.00	-10.6%
EMC Women Service	2,737.00	2,737.00	0.00	0.0%	2,372.00	365.00	15.4%	2,672.00	65.00	2.4%
	62,842.00	62,842.00	0.00	0.0%	53,186.00	9,656.00	18.2%	69,917.00	-7,075.00	-10.1%

Close

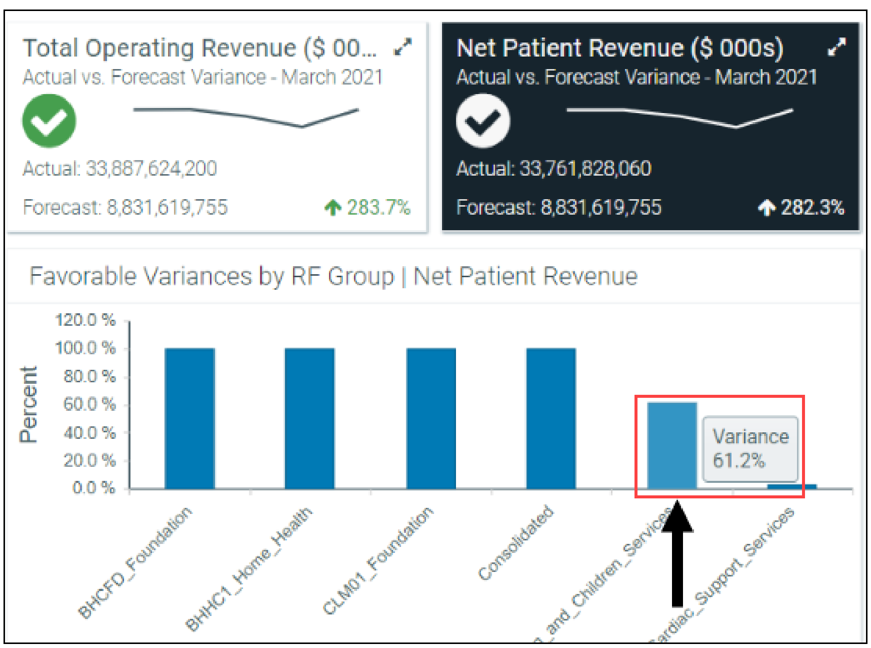
- The **Credit Profile** tab reports display data in table rows instead of status cards. Click a table row to view the data displayed as a bar chart. The following example shows the selected row represented in the bar chart.



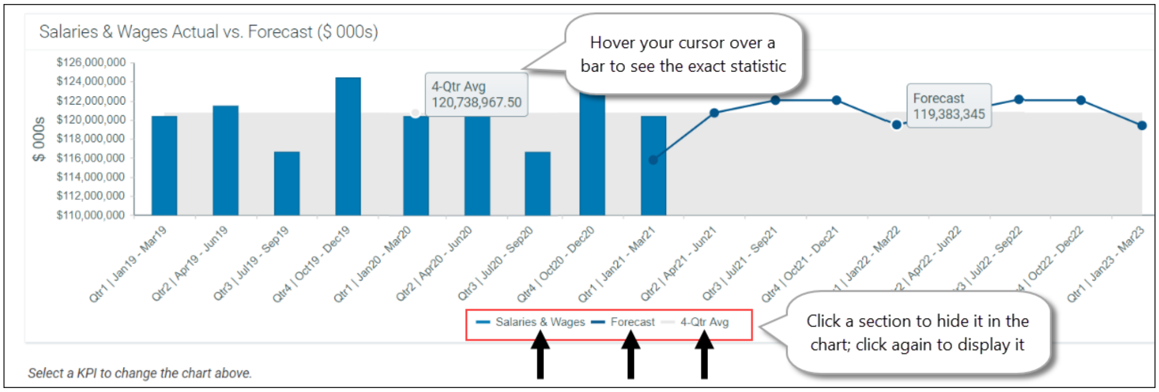
▶ D Charts

In Executive Overview and Operational Overview reports, charts display variances in a graph for the selected statistics card (exception: Operational Overview's KPIs tab cards). Selected cards display with a black background.

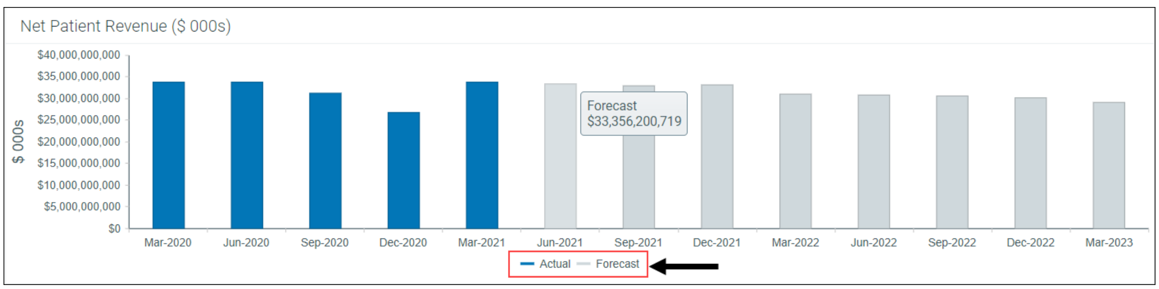
- Hover your cursor over a bar in the graph to see the exact variance amount for that bar:



- In **Operational Overview** charts, you can select to hide the different metrics displayed: the bar graph, which displays actuals; the line graph, which displays forecasts; or the gray shading behind both that represents a 3-month or quarterly average, depending on whether you are set up for forecasting monthly or quarterly.



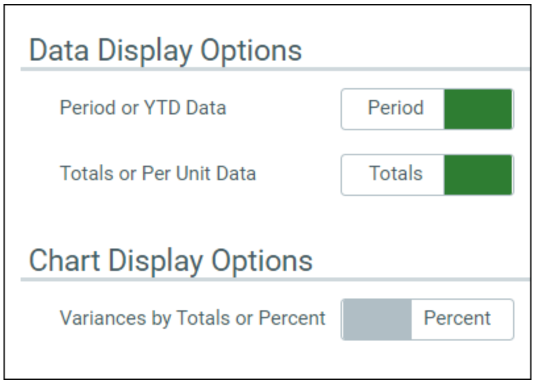
- **Credit Profile** charts display only actual and forecast data in a bar graph. You can toggle the blue actual bars and the gray forecast bars on and off in the display, and like the other charts, hovering your cursor over a graph bar displays the amount:



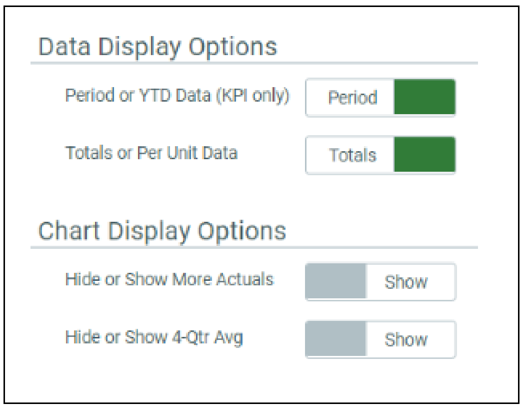
Data and chart controls

The Executive Overview and Operational Overview tabs have display controls on the right side of the page that control the time period and units used for calculations. To change the period or units displays, click the corresponding toggle button.

- **Executive Overview** display options:



- **Operational Overview** display options:



Using executive summary reports

Executive summary reports are rollup reports designed to help you understand and evaluate your forecast results for your entire organization or specific departments. These reports can help you:

- **Complete the forecast** by providing easy-to-view summarized data from previous and current months and quarters to ensure data accuracy and completeness.
- **Improve your review process** by providing reasonableness checks of the data so you can locate data outliers and fix those items before finalizing the period or quarter.
- **Improve forecast integrity** by enabling you to determine how closely forecast periods compare to actual postings.

With these flexible reports, you dynamically control the data displayed and the way it is displayed so that you can view it in different ways, and in line with your priorities.

Report features

Each report has its own set of configurable criteria, but all reports have the following in common:

- A top filter group that defines the rest of the groups in the report. Groups available for selection are set in the Refresh variable for RFGroup Grouping Columns setting in the Planning Configuration utility's Report Options.
- Subgroup filter made up of items in the top filter group. Items in this group are used in report row headers.
- Ability to select actual and forecast time periods.
- Option to view data by month or quarter (except the Actual Compared to Prior Forecast report, which is monthly only).
- Scenario that determines the driver settings for the plan file data in the report.
- Option to include data from approved initiatives.
- Summation level that defines the group by which the data is summarized.

Executive summary reports include the following:

- Actual Compared to Prior Forecasts – Improve your forecast integrity by assessing how well your forecasts have held up over time, and how close those forecasts came to what was actually posted.
- Consolidated Summary IS and Key Metrics – View statistics and fix problem areas before finalizing a forecast.
- Labor Summary – View labor-related trend data that compares actuals to forecasts for selected periods.
- Code Trend – Select any cross-section of RFCodes and RFGroups to view code trends.

Compare actuals to prior forecasts

Use the Actual Compared to Prior Forecast report to improve the accuracy, value, and integrity of your forecast process by assessing how well your forecasts have held up over time, and how close those forecasts came to what was actually posted. This report is part of a series of executive summary reports that help you review, finalize, and improve the integrity of your forecasts.

▶ How this report works

What: Select any period of actuals to compare to one or more prior forecasts of the same period to evaluate how close the forecasts came to the actual data. The report is presented in an income statement format that can pinpoint areas where forecasted values need to be improved. You can expand summary data and drill down to details by double-clicking carets (˅).

Where: This report is available from the Reporting section of the RF Admin and RF User task panes.

Who: All Axiom Rolling Forecasting users can access this report. The ability to select RFGroups depends on users' permissions.

To use this report:

> **NOTE:** To work with this report, verify that Rolling Forecasting actual data is loaded and forecast data exists for the periods used in the report.

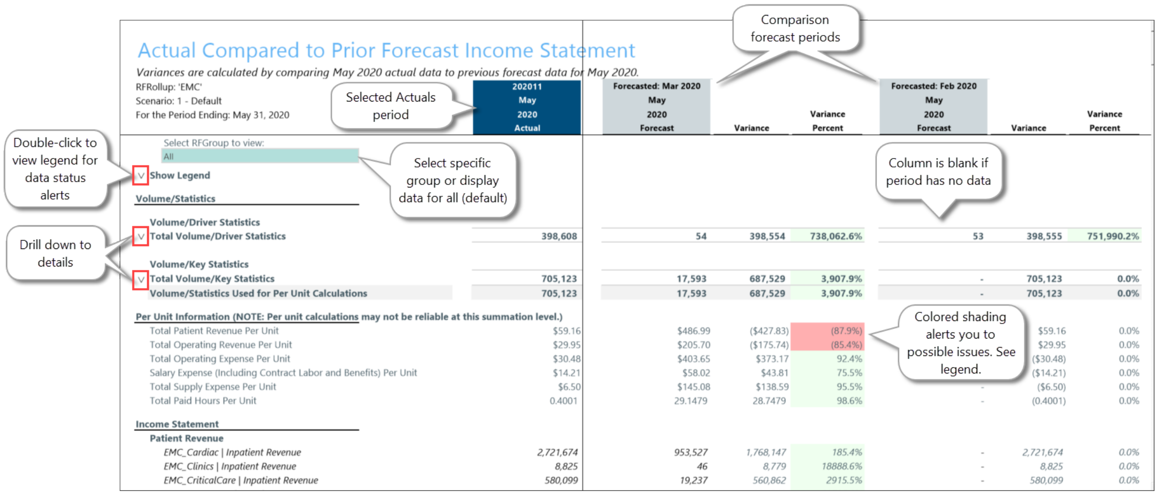
1. In the task pane under **Reporting**, double-click **Action vs. Forecast Comparison**.
2. In the **Refresh Variables** dialog, select the report criteria, and then click **OK**.

   Refer to the following table for an explanation of options.

   > **NOTE:** When viewing the report, you can change the criteria to view different sets of data or view the data grouped in different ways. On the **Main** ribbon tab, click **Refresh Data**, and then change the selections.

Field	Description
Select Group to Filter By	Select the group type for the source data.
Select [group] (Leave blank for All)	To pull data from all groups, leave the default (All), or select one or more specific groups. This field is optional.
Select Scenario	Select the scenario to apply to the report data.
Use Current Period [period]	The most recent actuals month is selected by default. To use a different month, clear this checkbox, and then select the applicable period from the **Select Actual Period** field.
Select Actual Period	This option is displayed only if you cleared the **Use Current Period** checkbox. Click **Choose Value** and select a period of actuals.
Select Comparison Period(s)	Select one or more forecast periods to compare with actuals. Available forecast periods depend on the selected actual period. If you do not specify periods, only the selected actual period is displayed in the report. This field is optional.
Include Approved Initiatives?	Select to include data from approved initiatives. **NOTE:** Ensure that historical initiatives included in this report are set to Approve for the historical periods used in this report. For information, see the help topic Update initiative status.
Select Summation Level	Select the group level at which to sum the report data.

In the following example, the selected group type is RFRollup, with the RFGroups for the summation level. You can replace any forecast periods that do not have data with periods that do.



Compare actual and forecasted statistics

Use the Consolidated Income Statement and Key Metrics report before finalizing a forecast to spot and correct areas that need to be updated. This report is part of a series of executive summary reports that help you review, finalize, and improve the integrity of your forecasts.

▶ How this report works

What: This report compares statistics for the current actual period to the most recent forecast of the same period in an income statement format. Review individual or combined RFGroup income statements with key metrics calculated using a key driver or statistic within the report. Variance amounts and percent change columns are included for each comparison forecast period. You can drill down to view to RFCode detail for each summary section. You can configure statistics in the report from drivers and adjust data in plan files.

Where: This report is available from the Reporting section of the RF Admin and RF User task panes.

Who: All Axiom Rolling Forecasting users can access this report. The ability to select RFGroups depends on users' permissions.

To use the report:

> **NOTE:** To work with this report, verify that Rolling Forecasting actual data is loaded and forecast data exists for the periods used in the report.

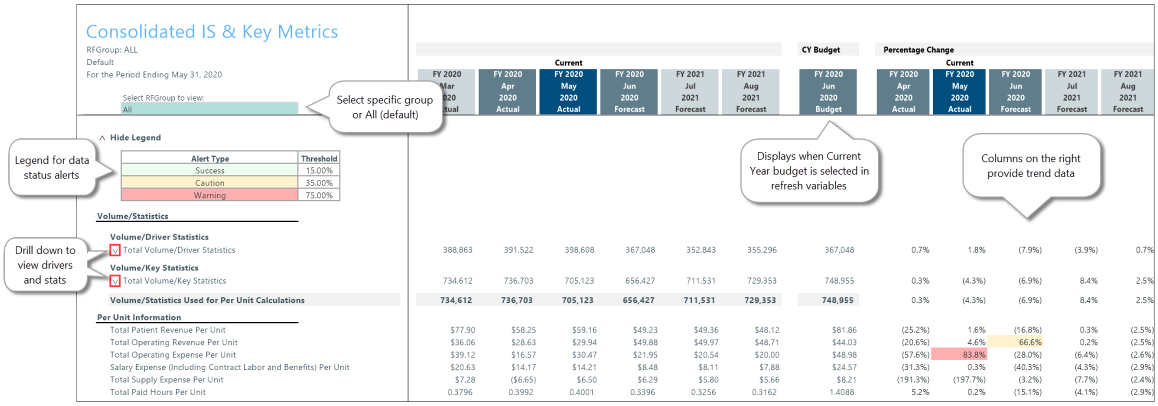
1. In the task pane under **Reporting**, double-click **Consolidated IS & Key Metrics**.
2. In the **Refresh Variables** dialog, select the report criteria, and then click **OK**.

   Refer to the following table for an explanation of options:

Field	Description
Select RFGroup Field to Filter By	Select the group type for the source data.
Select [group] (Leave blank for All)	To pull data from all groups, leave the default (All), or select one or more specific groups.
Select Period View	Select to compare data by month or by quarter.
Select # of Actual [periods]	Select the number of months or quarters of past data (actuals) to include in the report. You can include up to 24 months of historical data.
Select # of Forecast [periods]	Select the number of months or quarters of future data (forecast) to include in the report. You can include up to 34 months of forecast data. You must select at least one month.
Include CY Budget?	Select to include data from the current year budget.
Select Scenario	Select the scenario to apply to the data pulled into the report.
Include Approved Initiatives?	Select to include data from approved initiatives. **NOTE:** To include historical initiative data, ensure that historical initiatives included in this report are set to Approve for the historical periods used in this report. For information, see the help topic Update initiative status.
Select RFGroup Summation Level	Select the group level at which to sum the reported data.

▶ Top of report

The top of the report displays the **Volume/Statistics** section followed by some per-unit totals. You can view data for all RFGroups or select a single group from the **Select RFGroup to view** drop-down.



Consolidated IS & Key Metrics
RFGroup: ALL
Default
For the Period Ending May 31, 2020
Select RFGroup to view: All

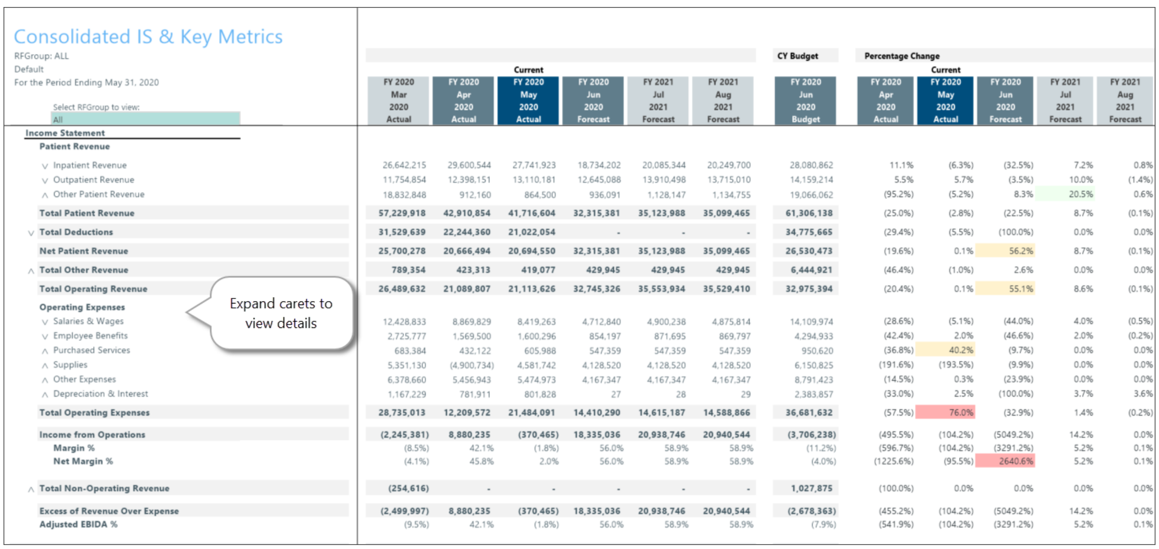
^ Hide Legend

Alert Type	Threshold
Success	15.00%
Caution	35.00%
Warning	75.00%

	FY 2020 Mar 2020 Actual	FY 2020 Apr 2020 Actual	Current FY 2020 May 2020 Actual	FY 2020 Jun 2020 Forecast	FY 2021 Jul 2021 Forecast	FY 2021 Aug 2021 Forecast	CY Budget FY 2020 Jun 2020 Budget	Percentage Change FY 2020 Apr 2020 Actual	Current FY 2020 May 2020 Actual	FY 2020 Jun 2020 Forecast	FY 2021 Jul 2021 Forecast	FY 2021 Aug 2021 Forecast
Volume/Statistics												
Volume/Driver Statistics												
Total Volume/Driver Statistics	388,863	391,522	398,608	367,048	352,843	355,296	367,048	0.7%	1.8%	(7.9%)	(3.9%)	0.7%
Volume/Key Statistics												
Total Volume/Key Statistics	734,612	736,703	705,123	656,427	711,531	729,353	748,955	0.3%	(4.3%)	(6.9%)	8.4%	2.5%
Volume/Statistics Used for Per Unit Calculations	**734,612**	**736,703**	**705,123**	**656,427**	**711,531**	**729,353**	**748,955**	0.3%	(4.3%)	(6.9%)	8.4%	2.5%
Per Unit Information												
Total Patient Revenue Per Unit	$77.90	$58.25	$59.16	$49.23	$49.36	$48.12	$81.86	(25.2%)	1.6%	(16.8%)	0.3%	(2.5%)
Total Operating Revenue Per Unit	$36.06	$28.63	$29.94	$49.88	$49.97	$48.71	$44.03	(20.6%)	4.6%	66.6%	0.2%	(2.5%)
Total Operating Expense Per Unit	$39.12	$16.57	$30.47	$21.95	$20.54	$20.00	$48.98	(57.6%)	83.8%	(28.0%)	(6.4%)	(2.6%)
Salary Expense (Including Contract Labor and Benefits) Per Unit	$20.63	$14.17	$14.21	$8.48	$8.11	$7.88	$24.57	(31.3%)	0.3%	(40.3%)	(4.3%)	(2.9%)
Total Supply Expense Per Unit	$7.28	($6.65)	$6.50	$6.29	$5.80	$5.66	$8.21	(191.3%)	(197.7%)	(3.2%)	(7.7%)	(2.4%)
Total Paid Hours Per Unit	0.3796	0.3992	0.4001	0.3396	0.3256	0.3162	1.4088	5.2%	0.2%	(15.1%)	(4.1%)	(2.9%)

Middle section

The middle of the report is the income statement section with the capability to drill down to details for each RFGroup.

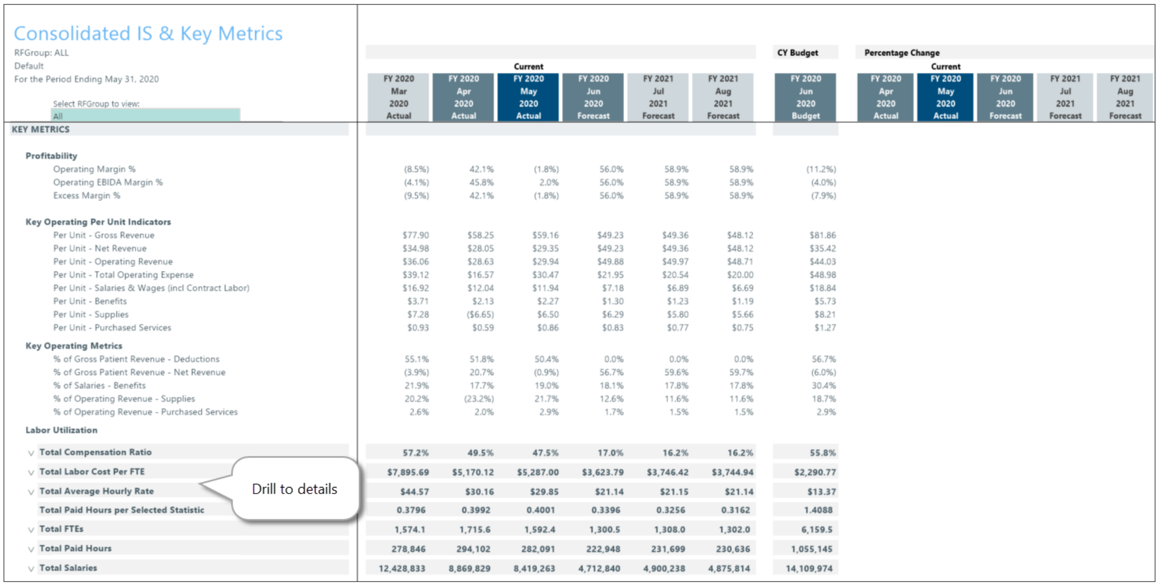


Consolidated IS & Key Metrics
RFGroup: ALL
Default
For the Period Ending May 31, 2020
Select RFGroup to view: All

	FY 2020 Mar 2020 Actual	FY 2020 Apr 2020 Actual	Current FY 2020 May 2020 Actual	FY 2020 Jun 2020 Forecast	FY 2021 Jul 2021 Forecast	FY 2021 Aug 2021 Forecast	CY Budget FY 2020 Jun 2020 Budget	Percentage Change FY 2020 Apr 2020 Actual	Current FY 2020 May 2020 Actual	FY 2020 Jun 2020 Forecast	FY 2021 Jul 2021 Forecast	FY 2021 Aug 2021 Forecast
Income Statement												
Patient Revenue												
Inpatient Revenue	26,642,215	29,600,544	27,741,923	18,734,202	20,085,344	20,249,700	28,080,862	11.1%	(6.3%)	(32.5%)	7.2%	0.8%
Outpatient Revenue	11,754,854	12,398,151	13,110,181	12,645,088	13,910,498	13,715,010	14,159,214	5.5%	5.7%	(3.5%)	10.0%	(1.4%)
Other Patient Revenue	18,832,848	912,160	864,500	936,091	1,128,147	1,134,755	19,066,062	(95.2%)	(5.2%)	8.3%	20.5%	0.6%
Total Patient Revenue	**57,229,918**	**42,910,854**	**41,716,604**	**32,315,381**	**35,123,988**	**35,099,465**	**61,306,138**	(25.0%)	(2.8%)	(22.5%)	8.7%	(0.1%)
Total Deductions	**31,529,639**	**22,244,360**	**21,022,054**	-	-	-	**34,775,665**	(29.4%)	(5.5%)	(100.0%)	0.0%	0.0%
Net Patient Revenue	**25,700,278**	**20,666,494**	**20,694,550**	**32,315,381**	**35,123,988**	**35,099,465**	**26,530,473**	(19.6%)	0.1%	56.2%	8.7%	(0.1%)
Total Other Revenue	**789,354**	**423,313**	**419,077**	**429,945**	**429,945**	**429,945**	**6,444,921**	(46.4%)	(1.0%)	2.6%	0.0%	0.0%
Total Operating Revenue	**26,489,632**	**21,089,807**	**21,113,626**	**32,745,326**	**35,553,934**	**35,529,410**	**32,975,394**	(20.4%)	0.1%	55.1%	8.6%	(0.1%)
Operating Expenses												
Salaries & Wages	12,428,833	8,869,829	8,419,263	4,712,840	4,900,238	4,875,814	14,109,974	(28.6%)	(5.1%)	(44.0%)	4.0%	(0.5%)
Employee Benefits	2,725,777	1,569,500	1,600,296	854,197	871,695	869,797	4,294,933	(42.4%)	2.0%	(46.6%)	2.0%	(0.2%)
Purchased Services	683,384	432,122	605,988	547,359	547,359	547,359	950,620	(36.8%)	40.2%	(9.7%)	0.0%	0.0%
Supplies	5,351,130	(4,900,734)	4,581,742	4,128,520	4,128,520	4,128,520	6,150,825	(191.6%)	(193.5%)	(9.9%)	0.0%	0.0%
Other Expenses	6,378,660	5,456,943	5,474,973	4,167,347	4,167,347	4,167,347	8,791,423	(14.5%)	0.3%	(23.9%)	0.0%	0.0%
Depreciation & Interest	1,167,229	781,911	801,828	27	28	29	2,383,857	(33.0%)	2.5%	(100.0%)	3.7%	3.6%
Total Operating Expenses	**28,735,013**	**12,209,572**	**21,484,091**	**14,410,290**	**14,615,187**	**14,588,866**	**36,681,632**	(57.5%)	76.0%	(32.9%)	1.4%	(0.2%)
Income from Operations	**(2,245,381)**	**8,880,235**	**(370,465)**	**18,335,036**	**20,938,746**	**20,940,544**	**(3,706,238)**	(495.5%)	(104.2%)	(5049.2%)	14.2%	0.0%
Margin %	(8.5%)	42.1%	(1.8%)	56.0%	58.9%	58.9%	(11.2%)	(596.7%)	(104.2%)	(3291.2%)	5.2%	0.1%
Net Margin %	(4.1%)	45.8%	2.0%	56.0%	58.9%	58.9%	(4.0%)	(1225.6%)	(95.5%)	2640.6%	5.2%	0.1%
Total Non-Operating Revenue	**(254,616)**	-	-	-	-	-	**1,027,875**	(100.0%)	0.0%	0.0%	0.0%	0.0%
Excess of Revenue Over Expense	**(2,499,997)**	**8,880,235**	**(370,465)**	**18,335,036**	**20,938,746**	**20,940,544**	**(2,678,363)**	(455.2%)	(104.2%)	(5049.2%)	14.2%	0.0%
Adjusted EBIDA %	(9.5%)	42.1%	(1.8%)	56.0%	58.9%	58.9%	(7.9%)	(541.9%)	(104.2%)	(3291.2%)	5.2%	0.1%

Bottom section

At the bottom of the report is the Key Metrics section with detailed per-unit information and drillable labor utilization metrics.



Consolidated IS & Key Metrics
RFGroup: ALL
Default
For the Period Ending May 31, 2020

Select RFGroup to view:
All

			Current				CY Budget	Percentage Change	Current			
	FY 2020 Mar 2020 Actual	FY 2020 Apr 2020 Actual	FY 2020 May 2020 Actual	FY 2020 Jun 2020 Forecast	FY 2021 Jul 2021 Forecast	FY 2021 Aug 2021 Forecast	FY 2020 Jun 2020 Budget	FY 2020 Apr 2020 Actual	FY 2020 May 2020 Actual	FY 2020 Jun 2020 Forecast	FY 2021 Jul 2021 Forecast	FY 2021 Aug 2021 Forecast
KEY METRICS												
Profitability												
Operating Margin %	(8.5%)	42.1%	(1.8%)	56.0%	58.9%	58.9%	(11.2%)					
Operating EBIDA Margin %	(4.1%)	45.8%	2.0%	56.0%	58.9%	58.9%	(4.0%)					
Excess Margin %	(9.5%)	42.1%	(1.8%)	56.0%	58.9%	58.9%	(7.9%)					
Key Operating Per Unit Indicators												
Per Unit - Gross Revenue	$77.90	$58.25	$59.16	$49.23	$49.36	$48.12	$81.86					
Per Unit - Net Revenue	$34.98	$28.05	$29.35	$49.23	$49.36	$48.12	$35.42					
Per Unit - Operating Revenue	$36.06	$28.63	$29.94	$49.88	$49.97	$48.71	$44.03					
Per Unit - Total Operating Expense	$39.12	$16.57	$30.47	$21.95	$20.54	$20.00	$48.98					
Per Unit - Salaries & Wages (incl Contract Labor)	$16.92	$12.04	$11.94	$7.18	$6.89	$6.69	$18.84					
Per Unit - Benefits	$3.71	$2.13	$2.27	$1.30	$1.23	$1.19	$5.73					
Per Unit - Supplies	$7.28	($6.65)	$6.50	$6.29	$5.80	$5.66	$8.21					
Per Unit - Purchased Services	$0.93	$0.59	$0.86	$0.83	$0.77	$0.75	$1.27					
Key Operating Metrics												
% of Gross Patient Revenue - Deductions	55.1%	51.8%	50.4%	0.0%	0.0%	0.0%	56.7%					
% of Gross Patient Revenue - Net Revenue	(3.9%)	20.7%	(0.9%)	56.7%	59.6%	59.7%	(6.0%)					
% of Salaries - Benefits	21.9%	17.7%	19.0%	18.1%	17.8%	17.8%	30.4%					
% of Operating Revenue - Supplies	20.2%	(23.2%)	21.7%	12.6%	11.6%	11.6%	18.7%					
% of Operating Revenue - Purchased Services	2.6%	2.0%	2.9%	1.7%	1.5%	1.5%	2.9%					
Labor Utilization												
Total Compensation Ratio	57.2%	49.5%	47.5%	17.0%	16.2%	16.2%	55.8%					
Total Labor Cost Per FTE	$7,895.69	$5,170.12	$5,287.00	$3,623.79	$3,746.42	$3,744.94	$2,290.77					
Total Average Hourly Rate	$44.57	$30.16	$29.85	$21.14	$21.15	$21.14	$13.37					
Total Paid Hours per Selected Statistic	0.3796	0.3992	0.4001	0.3396	0.3256	0.3162	1.4088					
Total FTEs	1,574.1	1,715.6	1,592.4	1,300.5	1,308.0	1,302.0	6,159.5					
Total Paid Hours	278,846	294,102	282,091	222,948	231,699	230,636	1,055,145					
Total Salaries	12,428,833	8,869,829	8,419,263	4,712,840	4,900,238	4,875,814	14,109,974					

Review labor data trends

Use the Labor Summary report to review your labor-related data while preparing your forecast. This report provides a detailed trend review of labor components, including Salary Expense, Hours, FTEs, and Average Hourly Rate. This report is part of a series of executive summary reports that help you review, finalize, and improve the integrity of your forecasts.

▶ How this report works

What: The Labor Summary report displays labor-related trend data that compares actuals to forecasts in tables and charts, based on your report data selections. You can view trend data by full-time employees (FTEs), hours, salary expense or average hourly rate, in both monthly and quarterly formats. The report also helps you spot potential problem areas with percentage change data that shows how much change has occurred or is likely to occur between months and quarters.

Where: This report is available from the Reporting section of the RF Admin and RF User task panes.

Who: All Axiom Rolling Forecasting users can access this report. The ability to select RFGroups depends on users' permissions.

To use this report:

> **NOTE:** To work with this report, verify that Rolling Forecasting actual data is loaded and forecast data exists for the periods used in the report.

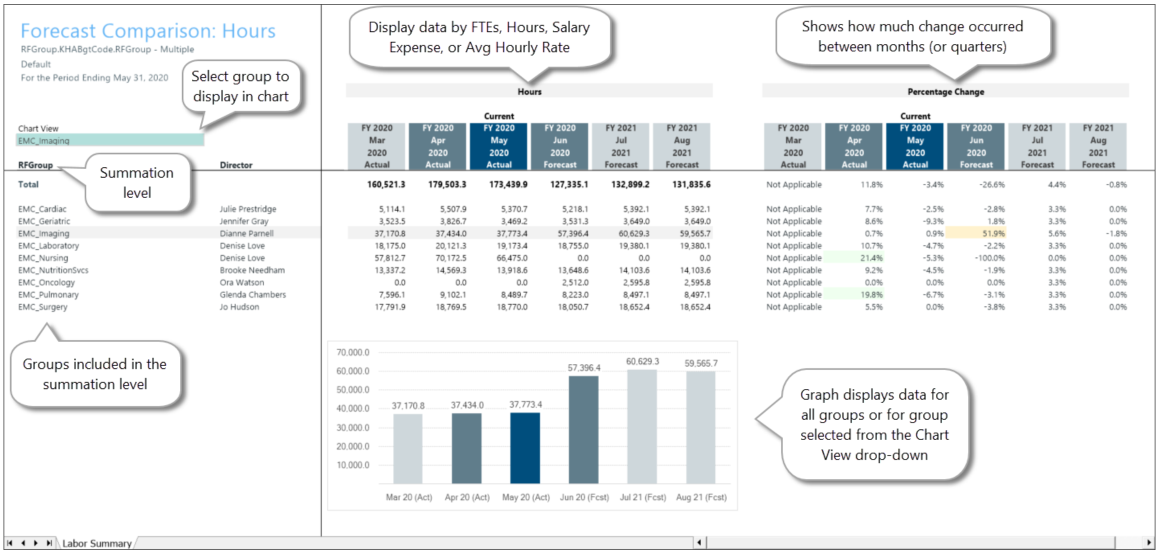
1. In the **RF Admin** or **RF User** task pane under **Reporting**, double-click **Labor Summary**.
2. In the **Refresh Variables** dialog, select the report criteria, and then click **OK**.

Refer to the following table for an explanation of criteria options:

> **NOTE:** When viewing the report, you can change the criteria to see different sets of data or see the data grouped in different ways. On the **Main** ribbon tab, click **Refresh Data** and then change the selections.

Field	Description
Select Group to Filter By	Select the group type for the source data.
Select [group] (Leave blank for All)	To pull data from all groups, leave the default (All), or select one or more specific groups.
Select Indicator	Select whether to view comparison and trend data by FTE, Hours (paid hours), Salary Expense, or Average Hourly Rate.
Select Period View	Select to compare data by month (the default) or by quarter.
Select # of Actual [periods]	Select the number of periods of past data (actuals) to include in the report. You can include up to 2 years of historical data.
Select # of Forecast [periods]	Select the number of periods of future data (forecast) to include in the report. You can include up to 2 years of forecast data.
Select Scenario	Select the scenario to apply to the report data.
Include Approved Initiatives?	Select to include data from approved initiatives. **NOTE:** To include historical initiative data, ensure that historical initiatives included in this report are set to Approve for the historical periods used in this report. For information, see the help topic Update initiative status.
Select Summation Level	Select the group level at which to sum the report data.

In the following example, the selected data type is RFGroup, the indicator is Hours, and the summation level is RFGroup.



Review RFCode trends

Use the Code Trend Summary report to review any cross-section of RFCodes. The report displays past, current, and forecast data for any combination of individual or summarized RFCodes and RFGroups, and enables you to review code trends. For example, you can view how statistics are trending by code. This report is part of a series of executive summary reports that help you review, finalize, and improve the integrity of your forecasts.

▶ How this report works

What: This report displays RFCode trend data by RFGroup, and compares actuals to forecasts for monthly or quarterly periods. Totals for the groups and codes are displayed in the report's Summary section, with links to a Details section showing a breakdown of totals. The report also displays percentage change data that shows how much change has occurred or is likely to occur between months and quarters, enabling you to spot potential problem areas.

NOTE: Links to details requires selecting the option to group data into sections with subtotals.

Where: This report is available from the Reporting section of the RF Admin and RF User task panes.

Who: All Axiom Rolling Forecasting users can access this report. The ability to select RFGroups depends on users' permissions.

To use the Code Trend Summary report:

NOTE: To work with this report, verify that rolling forecasting actual data is loaded and forecast data exists for the periods used in the report.

1. In the task pane under **Reporting**, double-click **Trend Summary**.

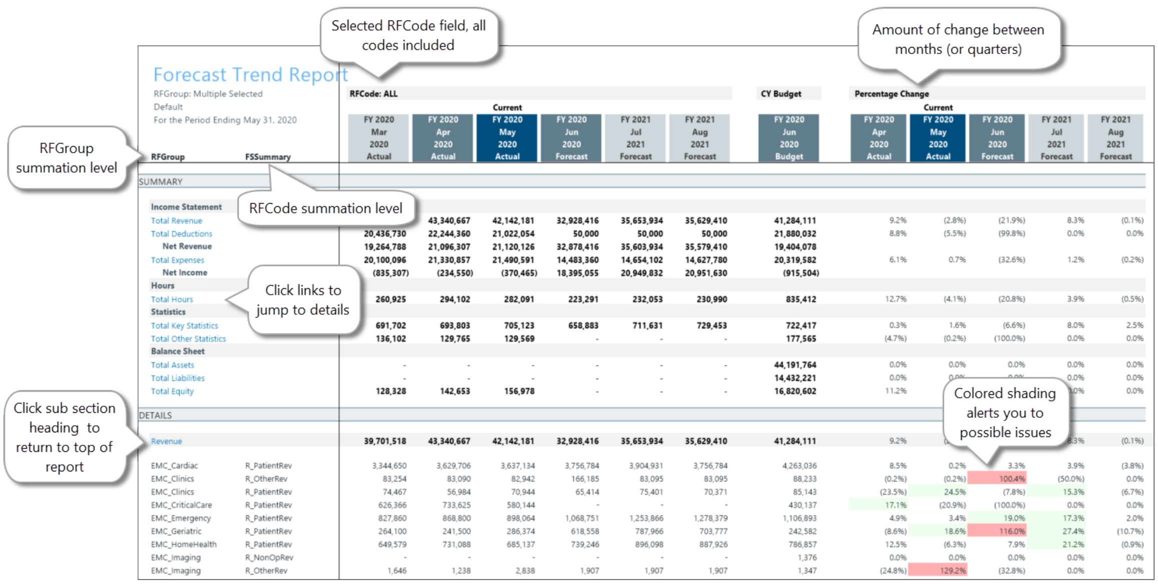
2. In the **Refresh Variables** dialog, select the RFGroups and RFCodes for which you want to review trend data, and how you want the data displayed, and then click **OK**. Refer to the following table for an explanation of options:

   NOTE: When viewing the report, you can change the criteria to see different sets of data or see the data grouped in different ways. On the **Main** ribbon tab, click **Refresh Data** and then change the selections.

Field	Description
Select RFGroup Field to Filter By	Select the group type for the source data.
Select [group] (Leave blank for All)	To pull data from all groups, leave the default (All), or select one or more specific groups.
Select RFCode Field to Filter by	Select whether to view trend data by available listed RFCodes. **NOTE:** RFCodes available for selection are set by the RF Admin or Analyst in the Report Options tab of the Planning Configuration utility.
Select [field] (Leave blank for All)	To pull data from all fields, leave the default (All), or select one or more specific fields. For example, you can select a specific section of RFCodes.
Select Period View	Select whether to compare data by month (the default) or by quarter.
Select # of Actual [periods]	Select the number of periods of past data (actuals) to include in the report. You can include up to 2 years of actual data.
Select # of Forecast [periods]	Select the number of periods of future data (forecast) to include in the report. You can include up to 3 years of forecast data.
Include in CY Budget?	Select the checkbox to include data from the current year budget.
Select Scenario	Select the scenario to apply to the report data.

Field	Description
Include Approved Initiatives?	Select to include data from approved initiatives. **NOTE:** To include historical initiative data, ensure that historical initiatives included in this report are set to Approve for the historical periods used in this report. For information, see the help topic Update initiative status.
Group Data Into Sections with SubTotals?	Displays the data grouped by RFCode.Type. When you select this option, the Summary section provides links to the Detail sections. If you do not select this option, all data is displayed in a list by the group type selected without links in the Summary section.
Select RFGroup Summation Level	Select the RFGroup level at which to sum the report data. This is the group that displays in the first column on the left side of the report. The tables on the right display totals for each item or person listed in the group.
Select RFCode Summation Level	Select the group level at which to sum the reported RFCode data. This group is displayed in the second column on the left of the report.

In the following example, the selected data type is RFGroup, with the RFGroups summation level set to RFGroup, and the RFCode Summation level set to FSSummary. Three months of actual and forecast data is displayed. Summarized data displays in the top section with links to detailed data in the lower section.



Compare multiple scenario forecasts

Scenarios enable you to produce multiple forecasts while maintaining one set of plan files. The Multi Scenario Ratio Comparison Report enables you to view a comparison of selected scenario forecasts for one or more RF Groups.

To compare multiple scenario forecasts:

1. In the **RF Admin** or **Rolling Fcsting** task pane, under **Reporting**, double-click **Multi Scenario Comparison**.
2. In the **Filters** pane, do the following:
    a. Under **Scenarios**, select up to five scenarios from the corresponding drop-downs.
    b. (Optional) Under **RFGroup**, select one or more RF Groups from the drop-down, and then click **OK**.

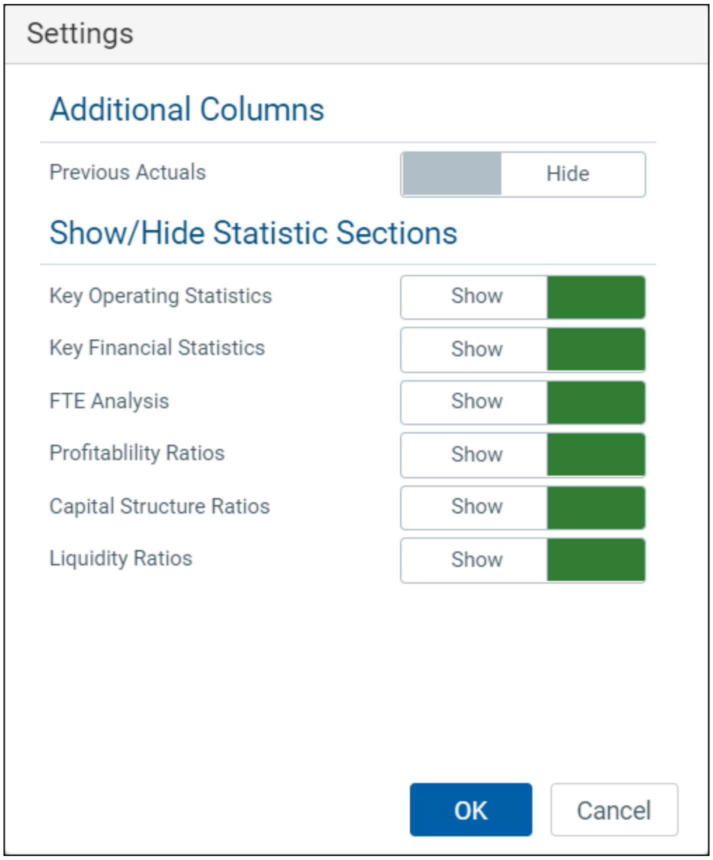
    > **NOTE:** If you do not select any RF Groups, then all RF Groups are selected by default, and the RFGroup name displayed at the top of the report will be "All." If one RF Group is selected, then the name of that RF Group displays. If more than one RF Group is selected, then "Multiple" displays instead of a name.

    c. Click **Apply**.
3. To control which report sections display, and whether to display historical actuals, do the following:
    a. In the upper right of the report, click **Settings**. The Settings dialog opens.

b. To include historical data columns in the report (up to 12 periods), under **Additional Columns**, click the **Previous Actuals** toggle to **Show**.

c. To display a report section, under **Show/Hide Statistics Sections**, click that section's toggle to **Show**. To exclude a section, click that section's toggle to **Hide**.

d. Click **OK**.



4. To view or hide report data, in the body of the report, click the blue arrow icons ( ) to the left of each section heading to expand or contract that section.

> **NOTE:** In the report data, 0s (zeros) display as dashes. If you are using a quarterly model, then quarterly columns will display instead of monthly.

5. To view the report with different scenario combinations, in the **Filters** pane, click **Clear All**, make new selections, and then click **Apply**.

Using the Consolidated Summary report

The Consolidated Summary report provides transparency into your organization's operations by displaying a comparison of actual to forecast data that allows you to see trended information of the forecast compared to prior results.

The comparison of actual to forecast is displayed in three primary views: (1) Annual, (2) Quarterly, and (3) Monthly.

Additionally, views can be drilled into for more detail.

The ratios at the bottom of the report add important analytics beyond the pure numbers. For example, Benefits as a % of Salaries may show an anomaly that needs to be reviewed. Such an anomaly may not be apparent from just the numbers alone.

To access the Consolidated Summary report:

1. In the **RF Admin** or **Rolling Fcsting** task pane under **Reporting**, double-click **Consolidated Summary**.
2. In the **Refresh Variables** dialog, do the following:
    a. For **Include Budget?**, select **Yes** to include budget data or **No** to exclude it.

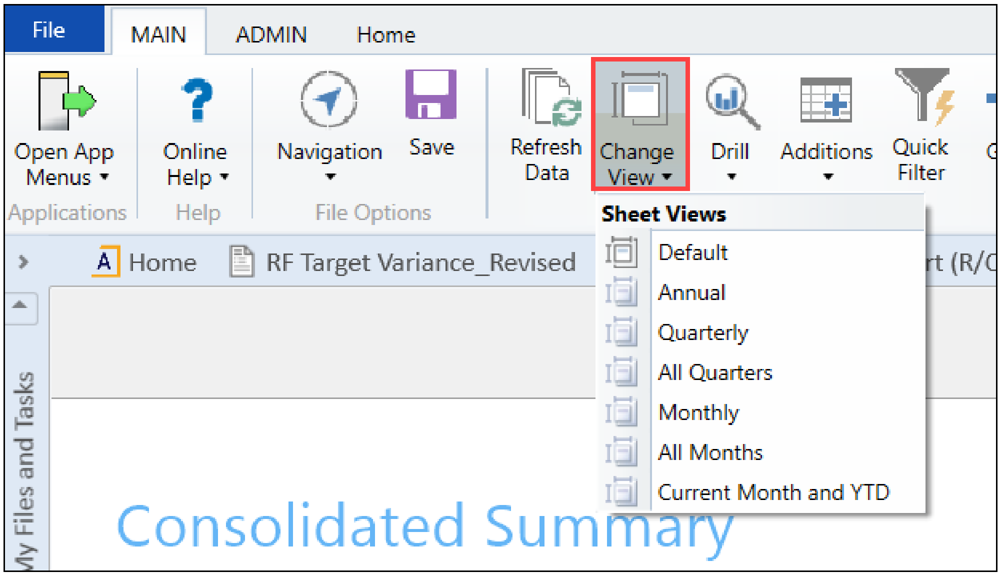
    > **NOTE:** The Include Budget? option does not display if there are no RF_Forecast records for which RFDType = Budget.

    b. For **Select RFPeriod for Forecast**, available selections include RFPeriods prior to the current period that have ForecastFinal or DeductionResult records. The default is the most recent of these periods. Click **Choose Value** and select the period.

    > **NOTE:** If there is only one period of forecast data available, the current period is available for selection.

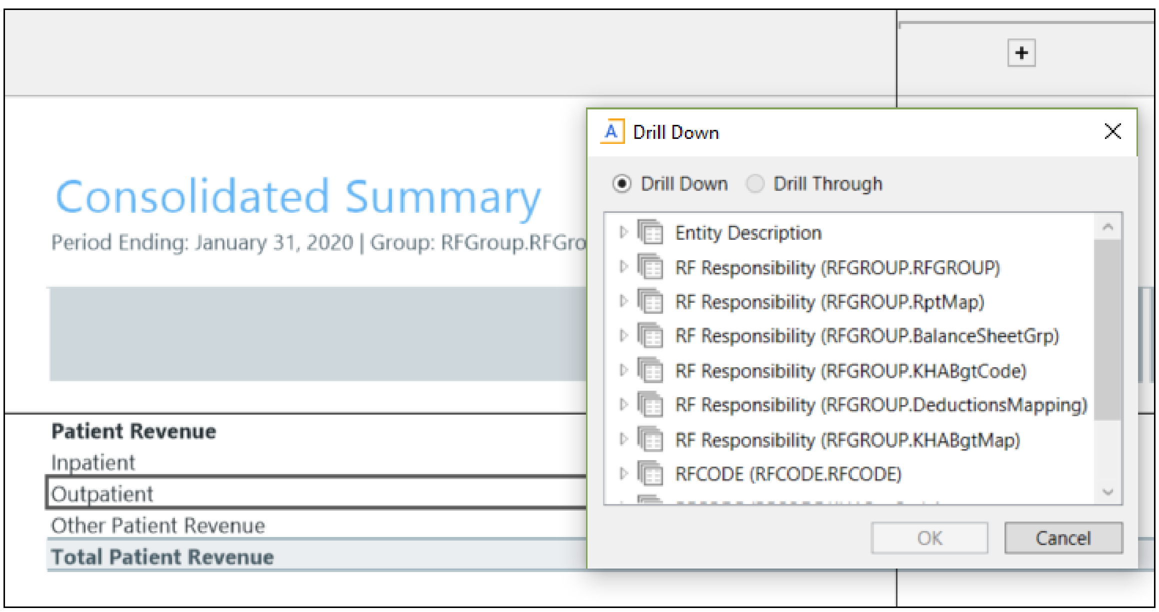
    c. (Optional) To include any RFGroup columns from the RFGROUP table, from the **Select RFGroup Column** drop-down, select the column.
    d. From the **Select Scenario** drop-down, select the scenario.
    e. Click **OK**.

    The report displays data for the selected Scenario, RFPeriod, and RFGroup. The report data is filtered by your RF_Forecast security permissions.
3. Upon open, the report displays the default view. To change to a different view, on the **Main** ribbon tab, in the **Workbook Options** section, click **Change View** and select the view:



4. To quickly access the Profitability, Utilization, or Labor Utilization sections, on the **Main** ribbon tab under **Workbook Options**, click **GoTo** > **Ratios** and select the destination.

5. To drill to more data, double-click a row header or an amount in one of the Actuals or Forecast columns. If it has associated drills, a Drill Down dialog displays from which you can select drill options.



Using the EBIDA Summary report

The EBIDA Summary report provides transparency into your organization's operations by displaying EBIDA values of amount and percentage that provide a real measure of performance against targets. This information can serve as an indicator of your organization's financial health.

EBIDA measures revenues minus expenses (profitability) but excludes the non-cash expenses like depreciation and interest.

Use the report to monitor your EBIDA Amount and EBIDA Percentage for various selected periods of time, including Annual, Quarterly, Monthly, and Year To Date (YTD).

Run the EBIDA report at least monthly.

> **IMPORTANT:** When setting up dimensions for this report, ensure that the fields in the ForecastStdLine column of the RFCODE data table contain calc methods instead of "NA." This is required for the Margin amount and EBIDA % amount in a given month or quarter to match the amounts in the corresponding month or quarter in the plan file Summary worksheet.

To access the EBIDA Summary report:

1. In the **RF Admin** or **Rolling Fcsting** task pane under **Reporting**, double-click **EBIDA Summary**.
2. In the **Refresh Variables** dialog, do the following:
   a. For **Include Budget?**, select **Yes** to include budget data or **No** to exclude it.

      > **NOTE:** The Include Budget? option does not display if there are no RF_Forecast records for which RFDType = Budget.

   b. For **Select RFPeriod for Forecast**, available selections include RFPeriods prior to the current period that have ForecastFinal or DeductionResult records. The default is the most recent of these periods. Click **Choose Value** and select the period.

      > **NOTE:** If there is only one period of forecast data available, the current period is available for selection.

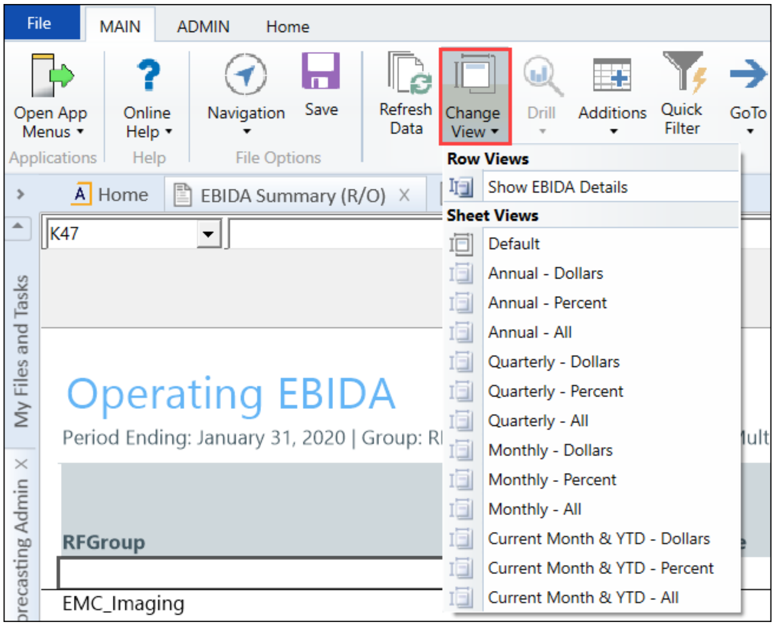
   c. (Optional) To include any RFGroup columns from the RFGROUP table, from the **Select RFGroup Column** drop-down, select the columns. The default is to include all RFGroup columns.

   d. From the **Select Scenario** drop-down, select the scenario.

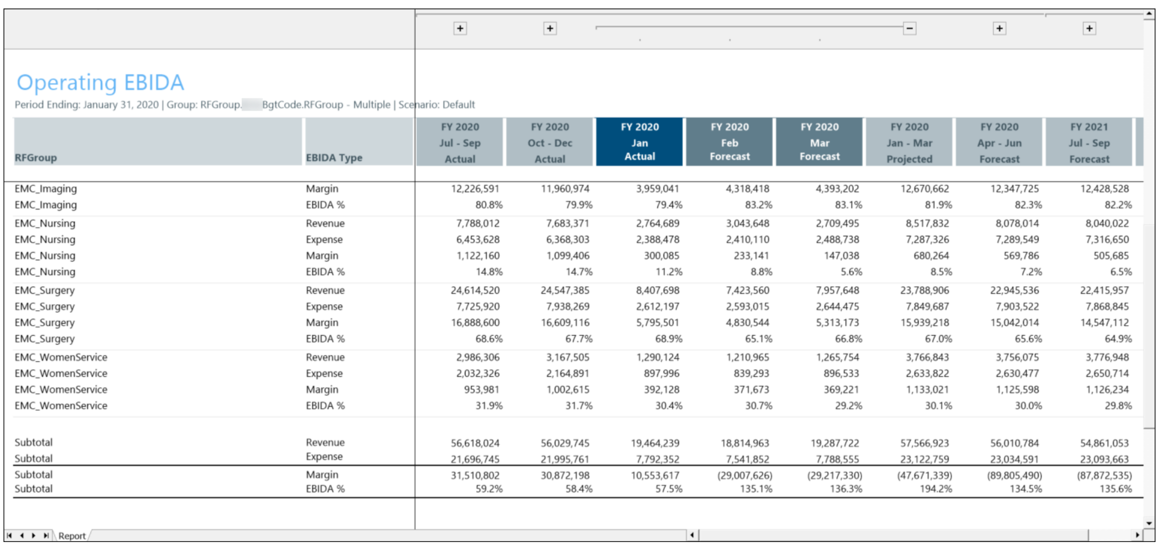
   e. Click **OK**.

      The report displays data for the selected Scenario, RFPeriod, and RFGroup. The report data is filtered by your RF_Forecast security permissions.

3. Upon open, the report displays the default view. To change to a different view, on the **Main** ribbon tab, in the **Workbook Options** section, click **Change View** and select the view:



The following example shows an EBIDA report with **Show EBIDA Details** as the selected view.



Operating EBIDA

Period Ending: January 31, 2020 | Group: RFGroup. BgtCode.RFGroup - Multiple | Scenario: Default

RFGroup	EBIDA Type	FY 2020 Jul - Sep Actual	FY 2020 Oct - Dec Actual	FY 2020 Jan Actual	FY 2020 Feb Forecast	FY 2020 Mar Forecast	FY 2020 Jan - Mar Projected	FY 2020 Apr - Jun Forecast	FY 2021 Jul - Sep Forecast
EMC_Imaging	Margin	12,226,591	11,960,974	3,959,041	4,318,418	4,393,202	12,670,662	12,347,725	12,428,528
EMC_Imaging	EBIDA %	80.8%	79.9%	79.4%	83.2%	83.1%	81.9%	82.3%	82.2%
EMC_Nursing	Revenue	7,788,012	7,683,371	2,764,689	3,043,648	2,709,495	8,517,832	8,078,014	8,040,022
EMC_Nursing	Expense	6,453,628	6,368,303	2,388,478	2,410,110	2,488,738	7,287,326	7,289,549	7,316,650
EMC_Nursing	Margin	1,122,160	1,099,406	300,085	233,141	147,038	680,264	569,786	505,685
EMC_Nursing	EBIDA %	14.8%	14.7%	11.2%	8.8%	5.6%	8.5%	7.2%	6.5%
EMC_Surgery	Revenue	24,614,520	24,547,385	8,407,698	7,423,560	7,957,648	23,788,906	22,945,536	22,415,957
EMC_Surgery	Expense	7,725,920	7,938,269	2,612,197	2,593,015	2,644,475	7,849,687	7,903,522	7,868,845
EMC_Surgery	Margin	16,888,600	16,609,116	5,795,501	4,830,544	5,313,173	15,939,218	15,042,014	14,547,112
EMC_Surgery	EBIDA %	68.6%	67.7%	68.9%	65.1%	66.8%	67.0%	65.6%	64.9%
EMC_WomenService	Revenue	2,986,306	3,167,505	1,290,124	1,210,965	1,265,754	3,766,843	3,756,075	3,776,948
EMC_WomenService	Expense	2,032,326	2,164,891	897,996	839,293	896,533	2,633,822	2,630,477	2,650,714
EMC_WomenService	Margin	953,981	1,002,615	392,128	371,673	369,221	1,133,021	1,125,598	1,126,234
EMC_WomenService	EBIDA %	31.9%	31.7%	30.4%	30.7%	29.2%	30.1%	30.0%	29.8%
Subtotal	Revenue	56,618,024	56,029,745	19,464,239	18,814,963	19,287,722	57,566,923	56,010,784	54,861,053
Subtotal	Expense	21,696,745	21,995,761	7,792,352	7,541,852	7,788,555	23,122,759	23,034,591	23,093,663
Subtotal	Margin	31,510,802	30,872,198	10,553,617	(29,007,626)	(29,217,330)	(47,671,339)	(89,805,490)	(87,872,535)
Subtotal	EBIDA %	59.2%	58.4%	57.5%	135.1%	136.3%	194.2%	134.5%	135.6%

Report

Using the Target Variance report

The Target Variance report enables you to compare the Actuals results for a combination of financial and metric indicator icons, including forecast values for the Month and Year-to-Date.

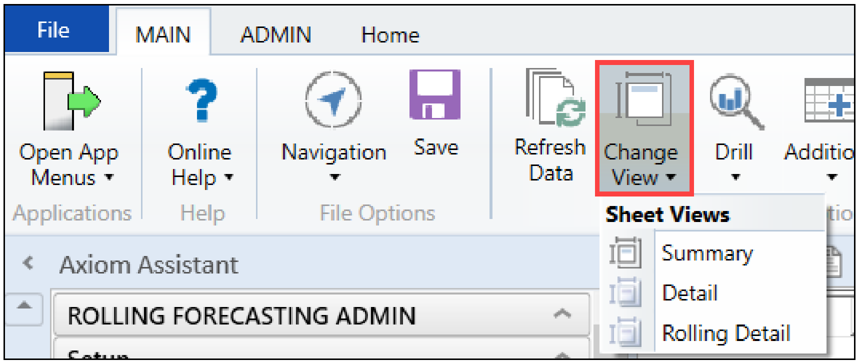
The report is divided into the following main sections:

- KPI Metrics (requires Summary view) – Use as indicators for:
    - Workload statistics [selected RFGroup statistic]
    - Total Expense Per Unit
    - Labor
    - Expenses
    - Revenue
- Per Unit Summary – Includes per unit revenue for IP, OP, Other Patient, and Total.
- PNL section – Includes non operating revenue

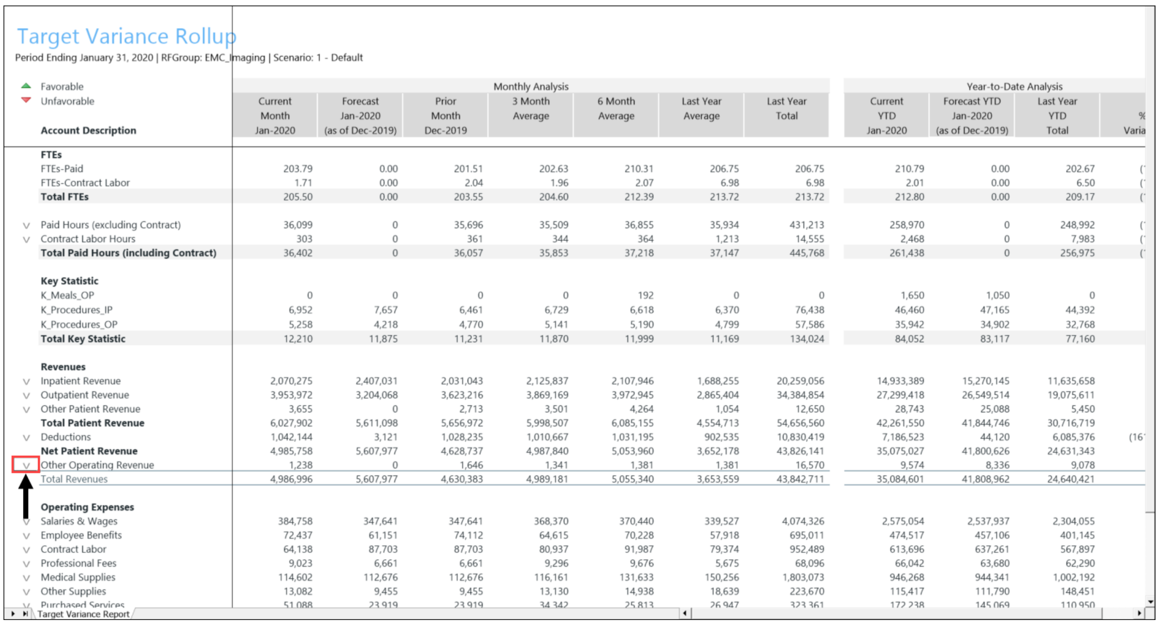
Run the Target Variance report at least monthly.

To access the Target Variance report:

1. In the **RF Admin** or **Rolling Fcsting** task pane under **Reporting**, double-click **Target Variance Report**.
2. In the **Refresh Variables** dialog, click the drop-down and select a filter method:
    - **RptMap** – Filter by the Department table’s RptMap column.
        a. For **Select DEPT.RptMap (leave blank for All)**, click **Choose Value** and select the RptMap.
        b. Click **OK**.
    - **RFGroup** – Filter by RFGroup.
        a. (Optional) For **Select RFGROUP (Leave blank for All)**, click **Choose Value** and select the RFGroup.
        b. For **Select Period to Compare**, click **Choose Value** and select the fiscal period.
        c. From the **Select Scenario** drop-down, select the scenario.
        d. Click **OK**.
3. Upon open, the report displays the Summary view, which is the default. To change to a different view, on the **Main** ribbon tab under **Workbook Options**, click **Change View** and select the view:



The following example shows the Target Variance report with **Details** as the selected view.



Target Variance Rollup

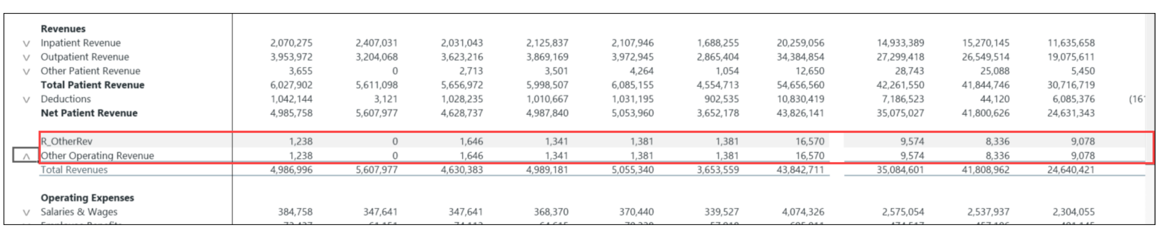
Period Ending January 31, 2020 | RFGroup: EMC_Imaging | Scenario: 1 - Default

Favorable
Unfavorable

	Monthly Analysis							Year-to-Date Analysis			
Account Description	Current Month Jan-2020	Forecast Jan-2020 (as of Dec-2019)	Prior Month Dec-2019	3 Month Average	6 Month Average	Last Year Average	Last Year Total	Current YTD Jan-2020	Forecast YTD Jan-2020 (as of Dec-2019)	Last Year YTD Total	% Varia
FTEs											
FTEs-Paid	203.79	0.00	201.51	202.63	210.31	206.75	206.75	210.79	0.00	202.67	(
FTEs-Contract Labor	1.71	0.00	2.04	1.96	2.07	6.98	6.98	2.01	0.00	6.50	(
Total FTEs	205.50	0.00	203.55	204.60	212.39	213.72	213.72	212.80	0.00	209.17	(
V Paid Hours (excluding Contract)	36,099	0	35,696	35,509	36,855	35,934	431,213	258,970	0	248,992	(
V Contract Labor Hours	303	0	361	344	364	1,213	14,555	2,468	0	7,983	(
Total Paid Hours (including Contract)	36,402	0	36,057	35,853	37,218	37,147	445,768	261,438	0	256,975	(
Key Statistic											
K_Meals_OP	0	0	0	0	192	0	0	1,650	1,050	0	
K_Procedures_IP	6,952	7,657	6,461	6,729	6,618	6,370	76,438	46,460	47,165	44,392	
K_Procedures_OP	5,258	4,218	4,770	5,141	5,190	4,799	57,586	35,942	34,902	32,768	
Total Key Statistic	12,210	11,875	11,231	11,870	11,999	11,169	134,024	84,052	83,117	77,160	
Revenues											
V Inpatient Revenue	2,070,275	2,407,031	2,031,043	2,125,837	2,107,946	1,688,255	20,259,056	14,933,389	15,270,145	11,635,658	
V Outpatient Revenue	3,953,972	3,204,068	3,623,216	3,869,169	3,972,945	2,865,404	34,384,854	27,299,418	26,549,514	19,075,611	
V Other Patient Revenue	3,655	0	2,713	3,501	4,264	1,054	12,650	28,743	25,088	5,450	
Total Patient Revenue	6,027,902	5,611,098	5,656,972	5,998,507	6,085,155	4,554,713	54,656,560	42,261,550	41,844,746	30,716,719	
V Deductions	1,042,144	3,121	1,028,235	1,010,667	1,031,195	902,535	10,830,419	7,186,523	44,120	6,085,376	(16
Net Patient Revenue	4,985,758	5,607,977	4,628,737	4,987,840	5,053,960	3,652,178	43,826,141	35,075,027	41,800,626	24,631,343	
V Other Operating Revenue	1,238	0	1,646	1,341	1,381	1,381	16,570	9,574	8,336	9,078	
Total Revenues	4,986,996	5,607,977	4,630,383	4,989,181	5,055,340	3,653,559	43,842,711	35,084,601	41,808,962	24,640,421	
Operating Expenses											
V Salaries & Wages	384,758	347,641	347,641	368,370	370,440	339,527	4,074,326	2,575,054	2,537,937	2,304,055	
V Employee Benefits	72,437	61,151	74,112	64,615	70,228	57,918	695,011	474,517	457,106	401,145	
V Contract Labor	64,138	87,703	87,703	80,937	91,987	79,374	952,489	613,696	637,261	567,897	
V Professional Fees	9,023	6,661	6,661	9,296	9,676	5,675	68,096	66,042	63,680	62,290	
V Medical Supplies	114,602	112,676	112,676	116,161	131,633	150,256	1,803,073	946,268	944,341	1,002,192	
V Other Supplies	13,082	9,455	9,455	13,130	14,938	18,639	223,670	115,417	111,790	148,451	
V Purchased Services	51,088	23,919	23,919	34,342	25,813	26,947	323,361	172,238	145,069	110,950	

Target Variance Report

If multiple codes are used for a section, a down caret icon (V) displays to the left of the row title. To expand the hidden row(s), double-click the caret:



Revenues											
V Inpatient Revenue	2,070,275	2,407,031	2,031,043	2,125,837	2,107,946	1,688,255	20,259,056	14,933,389	15,270,145	11,635,658	
V Outpatient Revenue	3,953,972	3,204,068	3,623,216	3,869,169	3,972,945	2,865,404	34,384,854	27,299,418	26,549,514	19,075,611	
V Other Patient Revenue	3,655	0	2,713	3,501	4,264	1,054	12,650	28,743	25,088	5,450	
Total Patient Revenue	6,027,902	5,611,098	5,656,972	5,998,507	6,085,155	4,554,713	54,656,560	42,261,550	41,844,746	30,716,719	
V Deductions	1,042,144	3,121	1,028,235	1,010,667	1,031,195	902,535	10,830,419	7,186,523	44,120	6,085,376	(16
Net Patient Revenue	4,985,758	5,607,977	4,628,737	4,987,840	5,053,960	3,652,178	43,826,141	35,075,027	41,800,626	24,631,343	
R_OtherRev	1,238	0	1,646	1,341	1,381	1,381	16,570	9,574	8,336	9,078	
Λ Other Operating Revenue	1,238	0	1,646	1,341	1,381	1,381	16,570	9,574	8,336	9,078	
Total Revenues	4,986,996	5,607,977	4,630,383	4,989,181	5,055,340	3,653,559	43,842,711	35,084,601	41,808,962	24,640,421	
Operating Expenses											
V Salaries & Wages	384,758	347,641	347,641	368,370	370,440	339,527	4,074,326	2,575,054	2,537,937	2,304,055	

Using the Month End Variance report

Use the Month End Variance report to review and analyze variances in compared data, and to enter comments about the variances and any course correction actions that need to be taken. If your organization has Axiom Performance Reporting, you can also drill down to details from the Month End

Variance report.

NOTE: The drill-down on data function is not enabled for this release.

The report is available from the RF Admin and Rolling Fcsting task panes.

1. Open the report

To open the report:

In the RF Admin or Rolling Fcsting task pane under **Reporting**, double-click **Month End Variance**.

2. Filter the report

Options in the Filters panel control the type and source of data displayed in the report. The first section in the panel selects the RFGroup source of the data. The second section, View Options, determines which sections display in the report.

To filter the Month End Variance report:

1. In the **Filters** panel under **Filter Options**, from the **Select RFGroup** drop-down, select the RFGroup.
2. Under **View Options**, from the **Which items do you want to view?** drop-down, select one of the following:
    - **All Items** – The report will include items that do not require comments.
    - **Required Comments Only** – Only items that you need to respond to will appear in the report.
3. To display any of the following sections in the report, select the corresponding checkbox:
    - **Action Plan** – Displays a column of fields for entering an action plan to address the variance.
    - **Rate Volume Variance** – Displays the Rate Volume Variance data columns to the right of the comments/action plan columns.
    - **Year-to-date** – Displays the year-to-date columns at the right end of the report.
4. To apply selections, click **Apply**.

To change existing filter selections:

- To clear a single filter option, click the **x** next to the drop-down.
- To clear all the selected filter options, click **Clear All**.

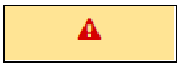
The filter criteria associated with the RFGroup you selected display above the report.

3. Enter variance comments and action plans

To enter variance comments:

> **TIP:** If the report is long, you can collapse the sections to view only those items that require your input: in the **Filters** panel under **View Options**, from the **Which items do you want to view?** drop-down, select **Required Comments Only**.

1. In the **Variance Explanation** column fields, enter variance comments for the required items. Required items are indicated by a red triangle inside a yellow rectangle:

2. To add course correction information or action items to any variance explanation, enter this information into the corresponding **Action Plan** column fields.

   > **NOTE:** If you do not see the Action Plan column to the right of the Variance Explanation column, then in the Filter panel, select **View Options** > **Action Plan**, and then click **Apply**.

3. Click **Save**, and then in the confirmation dialog, click **OK**.

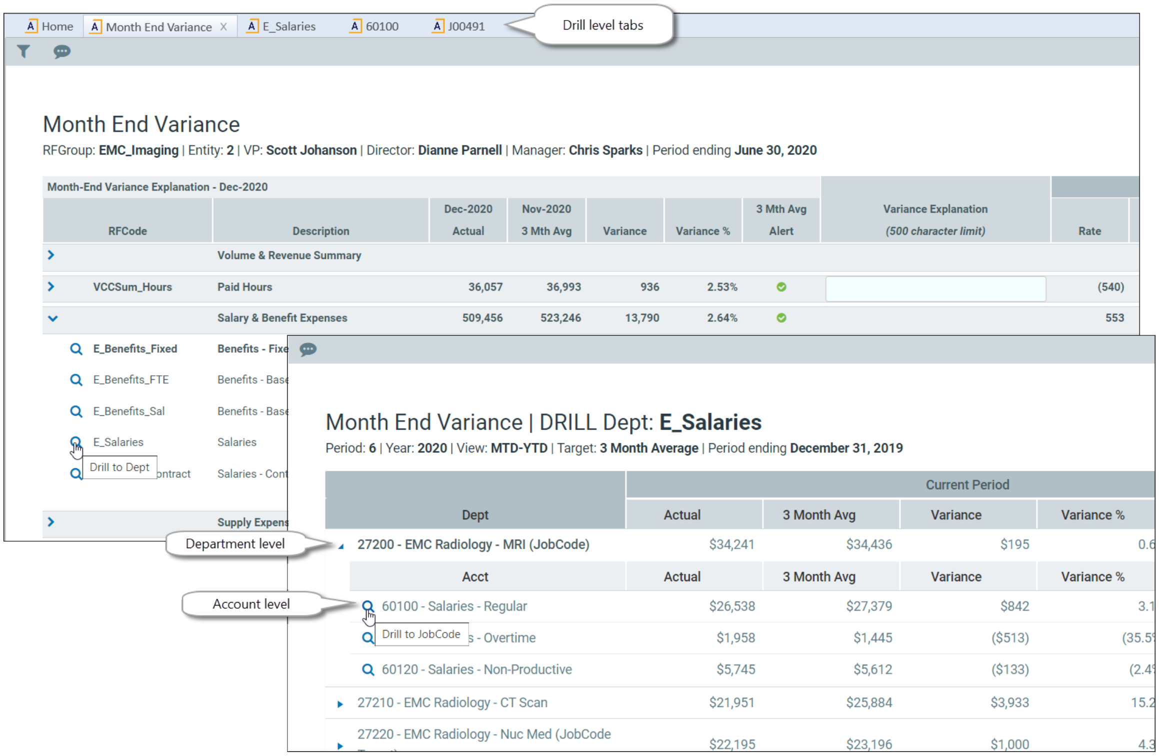
4. Drill down to details

If your system is integrated with Axiom Performance Reporting, you can use the preconfigured report drills.

> **IMPORTANT:** When drilling in this report, if the Budget Planning feature and its associated tables are not present, certain drill paths might produce errors. For example, if you were to drill into salary accounts where data is expected to come from a Budget Planning table named Bud_Pay12_yyyy and the table does not exist, you would receive an error message.

About drilling in the report

Drills in the report are indicated by a drill icon ( ) to the left of each report row that has drillable data. As you drill down to details, a report tab for each level opens to display the detail. Sometimes the next level is included as a drop-down, as shown in the following example.



- As you drill, data from Axiom Performance Reporting is displayed. When you drill down on the report, the first drill goes to data at the department level. Drilling from the department level goes to account level data, and then to jobcode level data, and so on, providing that there is data at each level. Otherwise, the drilling stops where the data ends.
- Drill levels depend on the type of data you are drilling on, but generally, the drill levels available are: Department data > account data > jobcode > revenue and usage > physician revenue > revenue transaction detail.
- Data available for drilling is controlled by the settings in the Variance Comments Collection Setup Utility, available to administrators and analysts.

To drill to details:

1. Locate a drill, and then click the Drill icon ( ). You may need to expand sections of the report to see the available drills.
2. Do any of the following:
    - In the next level tab, if there are collapsed subsections, expand them to view the next level and to see any drills to subsequent levels.
    - Move from one open level to another by clicking the level tabs at the top of the page.
3. To close a level tab, click the X at the end of the tab.

Understanding file output options

Axiom Rolling Forecasting 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.

  NOTE: In reports with Excel's expand/collapse feature enabled, snapshots need to be generated using the Excel Client; otherwise, the columns will be hidden.

Printing an Axiom file

You can print a spreadsheet Axiom file on a per sheet basis. You can decide to print one or more sheets, or all available sheets.

Each sheet can have one or more defined print views. The print views can be used 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 the sheet can be printed 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.

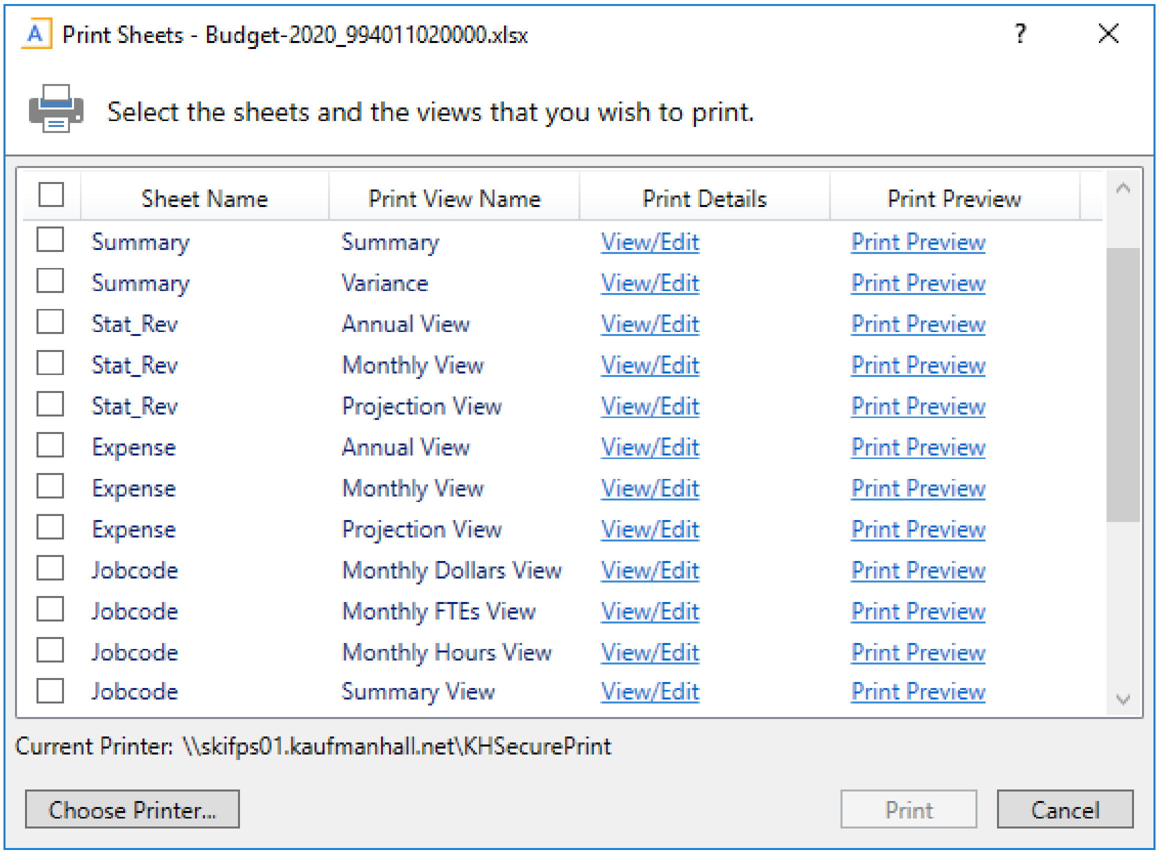
NOTE: You can always print the file using standard spreadsheet print functionality, even if Axiom Rolling Forecasting print views have been defined.

To print an Axiom file:

1. On the **Axiom** tab, in the **File Output** group, select one of the following:
   - If you want to be able to select print views from all sheets in the workbook, click **Print**.
   - If you want to print only the current sheet, then click the arrow to the right of the **Print** button, and then click **Print This Sheet**.

NOTE: In systems with installed products, this feature may be located on the **Main** tab—either directly on the ribbon or under **Publish**.

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.



Example Print Sheets dialog

NOTES:

- If a sheet does not have a defined print view, then it is listed with a print view name of "Default," and will use the print settings defined for the spreadsheet.
- Control Sheets cannot be printed using the Axiom Rolling Forecasting printing feature, whether they are visible or hidden. If you want to print a Control Sheet, use the standard spreadsheet printing features.

2. In the **Print Sheets** dialog, select the sheet / print view combinations that you want to print.

If you want to print all print views for all sheets, then select the check box 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.** If you want 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).
   - **Preview a print view.** If you want to preview a print view, click the **Print Preview** link. The native spreadsheet Print Preview feature will open to preview the print job. Only one view can be previewed at a time.
   - **Select a printer.** If you want 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 that you want to use, and then click **OK**.

     NOTE: In the Windows Client, the printer is always your default printer unless you change it for a particular print job. In the Excel Client, the printer starts as your default printer, but if you change the printer for a print job, the changed selection will be remembered for any future print jobs in the current session.

4. Click **Print**.

The selected items are printed.

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 made will not be 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 will not be applied to the print job.

Print View Options

Item	Description
Print View Name	The name of the current print view.

Item	Description
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 will be hidden in the print copy. Row and column sizing is 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.

Printing multiple plan files

You can print multiple plan files in batch by using the **Print Plan Files** feature. You can select multiple plan files within a file group, and then select one or more print views for each plan file. The available print views for each plan file are based on the template that was used to create the plan file.

To print multiple plan files from a file group:

1. On the **Axiom** tab, in the **File Output** group, click the down arrow to the right of the **Print** button, and then click **Print Plan Files**.

   NOTE: In systems with installed products, this feature may be located on the **Main** tab—either directly on the ribbon or under **Publish**.

   TIP: If you have access to the file group menu for a file group, then you can access **Print Plan Files** from the file group menu. In this case, the current file group is pre-selected in the dialog.

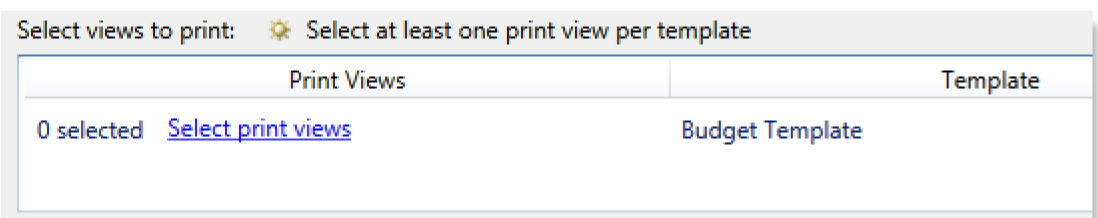
2. In the **Print Plan Files** dialog, use the **File Group** list to select the file group that contains the plan files that you want to print.

   Only one file group can be printed at a time. Once a file group is selected, the dialog displays a list of the available plan files.

3. In the **Select plan files to print** section, select the plan files that you want to print.
   - You can sort and filter the list using standard Axiom grid functionality to find the plan files that you want to print.
   - To select multiple plan files at once, highlight the plan files, and then right-click and select **Select**. If you want to print all plan files that currently display in the dialog, select the check box in the header row.

   Once at least one plan file has been selected, you can select which print views to print.

4. In the **Select views to print** section (at the bottom of the dialog), select the views that you want to print. You must do this for each source template used for the selected plan files.

   - Click the **Select print views** link.
   - In the **Select Print Views** dialog, select the sheet / print view combinations that you would like to print, and then click **OK**.

     If you want to see the settings that will be applied to the print job, click the **View** link. Print settings are read-only in this context.

> **NOTE:** All template sheets are listed in this context (except for Control Sheets), including sheets that you may not normally see in plan files because they are hidden. If you select a sheet that is hidden in one of the selected plan files, it will not be printed. A message will inform you of the unprinted sheet when the printing process is complete.

- Repeat this process for each source template.

If all of the selected plan files were built using the same template, then there will be only one template listed. If the selected plan files were built using multiple templates, then multiple templates will be listed. The print selections for each template will only apply to the plan files that were built using that template.

5. If you want 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 that you want to use, and then click **OK**.

> **NOTE:** In the Windows Client, the printer is always your default printer unless you change it for a particular print job. In the Excel Client, the printer starts as your default printer, but if you change the printer for a print job, the changed selection will be remembered for any future print jobs in the current session.

6. Click **Print**.

The selected plan files are printed, using the print view selections.

If a selected print view is not found in a target plan file, a message displays at the end of the process, listing the affected plan file and the relevant sheet / print view. This may occur if the print views in either the template or the plan file have been modified after plan file creation.

Taking a snapshot copy of an Axiom file

You can take a “snapshot” of a spreadsheet Axiom file, so that you can save a copy as a normal Excel file and then open it in Microsoft Excel (without needing Axiom Rolling Forecasting). For example, you may want to send a copy of a report to someone that does not have access to Axiom Rolling Forecasting.

When you create a snapshot of an Axiom file, the file is copied as an XLSX file, and the following occurs:

- All Control Sheets and any hidden sheets are automatically removed. You can choose whether to include all remaining sheets, or only the active sheet.
- All Axiom formulas are replaced with values. You can choose whether to retain Excel formulas, or replace them with values. If Excel formulas are preserved, certain formulas will be replaced with values if they reference sheets or cells that are deleted as part of the snapshot processing.
- Rows and columns flagged for delete are deleted.

Due to the file format, any VBA macros in the file are also removed.

To take a snapshot of an Axiom file:

1. Open the file in Axiom Rolling Forecasting.
2. On the **Axiom** tab, in the **File Output** group, click **Snapshot**.

   NOTE: In systems with installed products, this feature may be located on the **Main** tab—either directly on the ribbon or under **Publish**.

   The **Snapshot File** dialog opens.
3. In the **Formula Replacements** section, select one of the following:
   - **Convert All Formulas** (default): All formulas are replaced with values.
   - **Retain Excel Native Formulas**: All Excel formulas in the spreadsheet will be retained as is, with one exception. If a cross-sheet formula references a sheet that will not be present in the snapshot (depending on the **Sheets To Snapshot** setting), that formula will be replaced with values.

     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.
4. In the **Sheets to Snapshot** section, select one of the following:
   - **Limit to Active Sheet** (default): Include only the active sheet in the snapshot.
   - **All Sheets In File**: Include all sheets in the file (except any Control Sheets and hidden sheets, which are always removed).
5. Click **OK**.

The snapshot file is created and is opened in Axiom Rolling Forecasting. The navigation tab for the file is titled either ***Sheetname*_snapshot** (if the snapshot contains only one sheet) or ***FileName*_snapshot** (if the snapshot has multiple sheets). You can now use **Save As** features to save the file locally or to a network location.

NOTE: If you are using the Excel Client and you want to save a copy of the snapshot as a PDF file, you can use standard Excel functionality to do so. Use **File > Save As**, and then select PDF as the file type. This is an Excel-specific feature that is not available in the Windows Client.

If you want to email a snapshot to someone directly, you can use the **E-Mail Workbook** feature. This creates a snapshot and attaches it to an email (instead of opening it in Axiom Rolling Forecasting).

Emailing a snapshot of an Axiom file

You can email a snapshot of a spreadsheet Axiom file using the **E-mail** feature. Axiom Rolling Forecasting creates a snapshot copy of the file and attaches it to an email. The copy can then be viewed outside of Axiom Rolling Forecasting by someone who may have no access to the system. When you use this feature, Axiom Rolling Forecasting creates a snapshot copy of the file just like it would if you used the **Snapshot** feature.

The email can be sent using your default email client (such as Microsoft Outlook), or you can send the file using the Axiom Rolling Forecasting Scheduler email service. Note that the Scheduler email service does not support HTML format for email.

> **NOTES:**
>
> - The name of the emailed file is either ***Sheetname*_snapshot** (if the snapshot contains only one sheet) or ***FileName*_snapshot** (if the snapshot has multiple sheets). The name cannot be changed.
> - 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 Rolling Forecasting.
2. On the **Axiom** tab, in the **File Output** group, select **E-mail**.

   > **NOTE:** In systems with installed products, this feature may be located on the **Main** tab—either directly on the ribbon or under **Publish**.

   The **E-mail Active Workbook** dialog opens.
3. 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.
   - **Axiom Mail Service**: Send the email using the Axiom Rolling Forecasting 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.

Option	Description
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. Note that 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 boxes (**To**, **Cc**, and **BCC**), you can either type an email address, or click the button to select an Axiom Rolling Forecasting user. If you select a user, the email will be sent using the user's email address as defined in Axiom Rolling Forecasting 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 hyperlink to an Axiom file

You can email a hyperlink to a spreadsheet Axiom file using the **E-mail** feature. Axiom Rolling Forecasting 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 Rolling Forecasting user who has rights to access the file.

The email can be sent using your default email client (such as Microsoft Outlook), or you can send the file using the Axiom Rolling Forecasting Scheduler email service. Note that the Scheduler email service does not support HTML format for email.

NOTES:

- 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 an Axiom form; the source file will always be 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 Rolling Forecasting.
2. On the **Axiom** tab, in the **File Output** group, select **E-mail**.

   NOTE: In systems with installed products, this feature may be located on the **Main** tab—either directly on the ribbon or under **Publish**.

   The **E-mail Active Workbook** dialog opens.
3. 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.
   - **Axiom Mail Service**: Send the email using the Axiom Rolling Forecasting Scheduler email service.
5. Optional. Complete the **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 will be limited to the West region.

Option	Description
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 mail service, then an **E-Mail** dialog opens so that you can specify the recipient, subject, and additional body text for the email. In the **To** and **Cc** boxes, you can either type an email address, or click the button to select an Axiom Rolling Forecasting user. If you select a user, the email will be sent using the user's email address as defined in Axiom Rolling Forecasting 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.