

# Troubleshooting Issues in Capital Planning

Steven Liu  
Advanced Planning

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# Objectives

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- Better equip Capital Administrators to handle typical issues that occur in the Capital Module
- Give Capital Administrators more knowledge to assist end users
- Promote adaptability of the StrataJazz® Capital Module

# Agenda

Topics In Order
Integration Issues
Troubleshooting Workflow
Project Form Selections Impact On Workflow/Pro Forma
Grid Calculations
Common Issues
Other Helpful Tips

# Data Integration Issues

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## How Does the Data Get Loaded?

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1. Files put on sFTP
2. Files are automatically picked up overnight
3. Run through a pre-configured configuration specific to that data file

## Keys – In Real Life

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- One or more fields that define something as unique
- How do you identify a patient as unique?

# Keys – In Real Life

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# Keys – In the StrataJazz® Application

- Keys help the StrataJazz® application determine what is unique so we can decide if new data should update existing data or create new data in the system
- Aka “Replace Keys”



ClientCapitalID	VendorCode	Department	Quantity
10244170	15569	9100	2045
10244170	15526	8816	2165
10244170	16522	9103	61.59
10244170	15703	9101	4890
10244170	6913	8736	1
10248666	33049	33423	175.35
10248666	15703	9101	4890
10248666	16522	9103	61.59



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# PO Data

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All data is deleted every night and full file gets loaded by the morning

# AP and GL Data

- AP/GL
  - Only new information gets loaded
  - If brand new will get appended to all other data
  - If existing will replace data



Resulting Data

ClientCapitalID	VendorCode	Department	Quantity
10244170	700	100	2045
10244171	362	101	2165
10244172	201	100	61.59
10244173	251	102	4890
10244174	250	101	1
10248666	760	101	175.35
10248667	162	102	4890
10248668	150	103	61.59

New Data

ClientCapitalID	VendorCode	Department	Quantity
10244171	362	101	1265
10244172	300	101	16.59
10244173	250	102	8490
10244174	251	102	1
10242675	456	101	336
10242676	345	102	3.75
10242677	123	103	2
10242678	111	100	1.5
10242679	222	101	1.25

## How Do I Know The Data Is Correct?

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- Verify import was successful
- No rejected data
- High-level verification checks

# Data Center Demonstration

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## Common Issues

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- File was not on sFTP before automated import was ran
- Invalid characters in import file
  - % " \$ <> \*
  - Full list is in Help Center
- Jazz\_ID/Client Capital ID needs to match to the plan you are loading to

# File was not on sFTP before automated import was ran

Sun 4/30/2017 10:00 PM  
 Data Integration <Data-Integration@stratadecision.com>  
 Data Integration Failed to Complete

To [Redacted]

The data integration process failed to complete. Below is the appropriate information around the transaction.

Database	[Redacted]
Configuration Name	Definitions - Department - [Redacted] - Automation
Files Imported	
Transaction ID	168
Rows Imported for Entity Dimension	0
Rows Imported for Department Rollup 1	0
Rows Imported for Department Rollup 2	0
Rows Imported for Department Rollup 3	0
Rows Imported for Department Rollup 4	0
Rows Imported for Department Rollup 5	0
Rows Imported for Department Rollup 6	0
Rows Imported for Department Dimension	0
DateTime Started	4/30/2017 10:00:09 PM
DateTime Ended	4/30/2017 10:00:13 PM
Duration	00:00:03.6406084
Error Message	No file was found on the SFTP server matching the regular expression: ^Departments.*\.. Please place the correct file on SFTP and re-run the automated task.

## If a mistake was made in the Data Import Process

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- If a mistake was made in the import file, Reload the correct file to replace the contents of the previous load.

# Client Book

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# Troubleshooting Workflow

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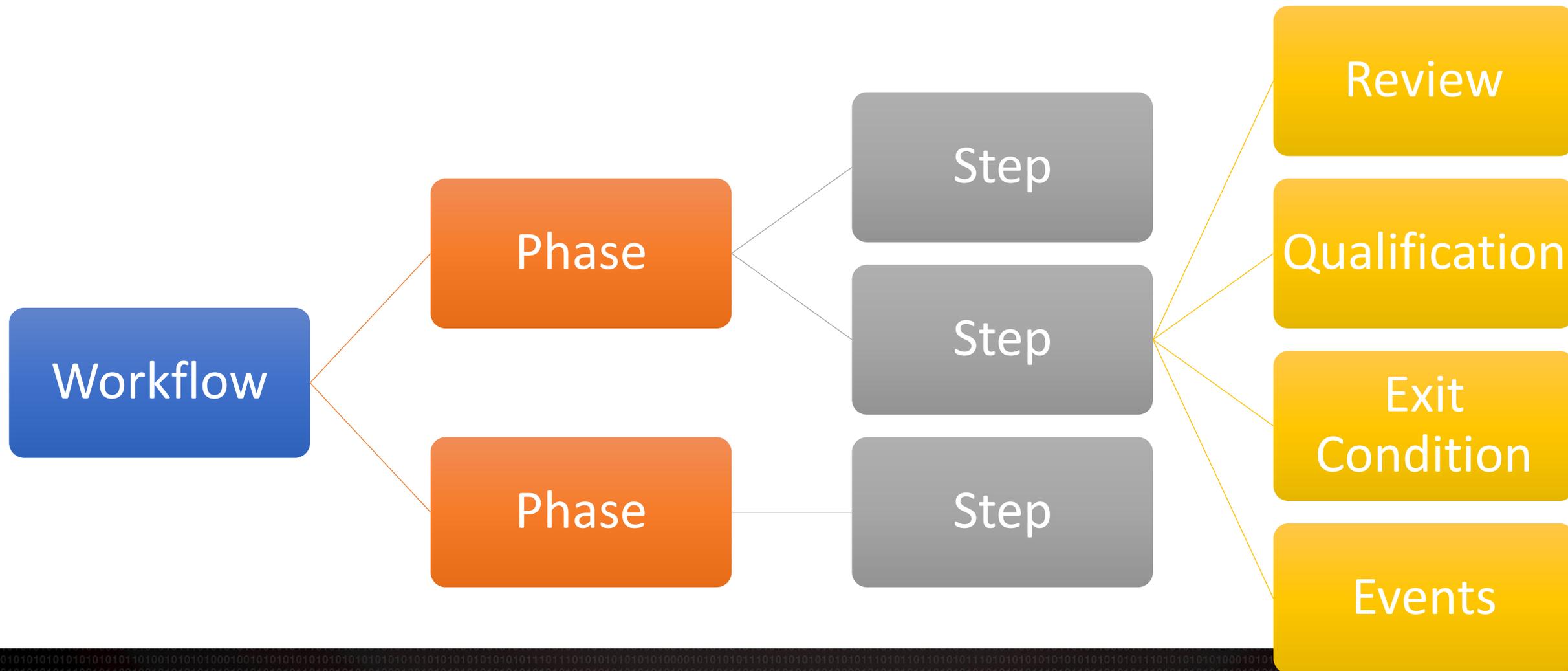
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# Overview

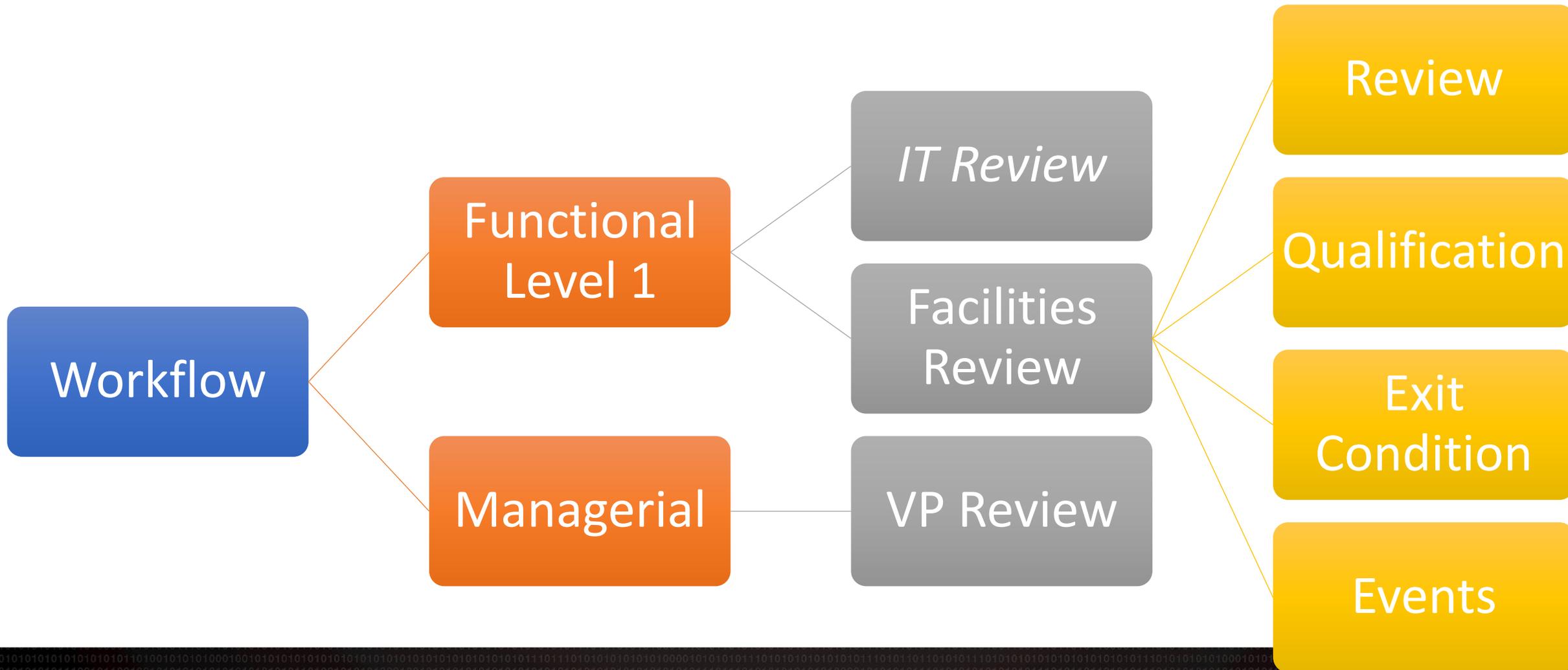
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- Workflow “Stuck” in a step
- Wrong reviewer for a step
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- Calculate Workflow

# Workflow Components



# Workflow Examples



## Workflow “Stuck” in a step

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- Either the workflow is stuck in Draft Verification or another workflow step
  1. Click Routing Slip > View Workflow
  2. Expand the section where the workflow currently sits
  3. This will give you the qualifications that caused the workflow to stop. Will also give you what is needed for it to continue.
- Generally workflow will get stuck in draft verification due to not meeting a dollars threshold

# Calculate Routing

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If, after you create a project, you are concerned where a workflow will land follow these steps:

1. Highlight the project
2. Click “Routing Slip”
3. Click “Calculate Routing”
4. Notice it will forecast which steps the project would enter both already passed

# Routing Slip Qualifications

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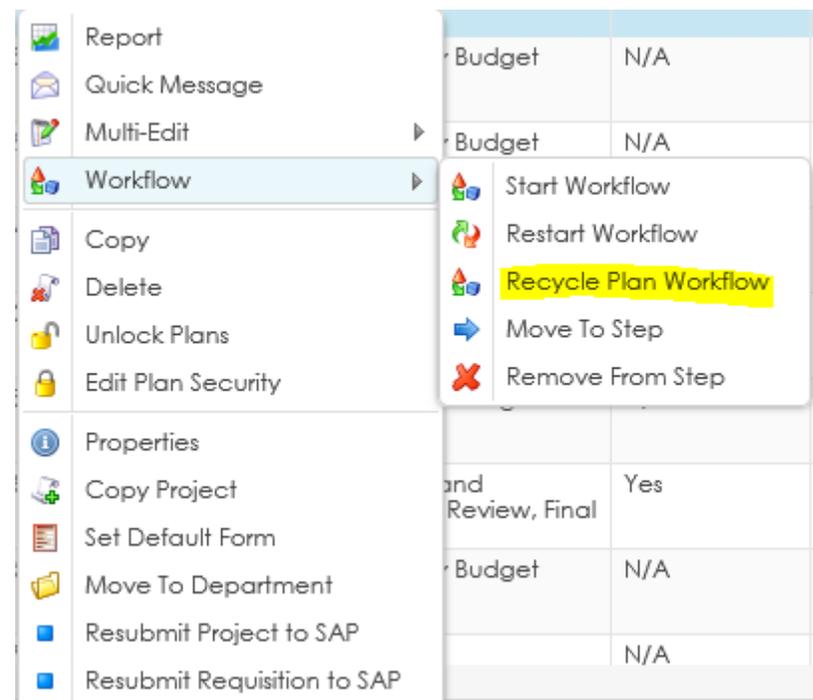
# Class Activity 2

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# Why/How is a reviewer assigned to a step

- Role Assignment
  - Verify current assignment is correct
- ○○○
  - Verify System Center Screen



# Role Assignments Security Center

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# Class Activity 3

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# Update Workflow Notifications

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# Project Form

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# Workflow for a Patient Room Renovations

## Capital Project Form

**Classifications**

\* Capital Function: Facilities or Construction

\* Capital Status: New

\* Clinical Engineering Considerations: No

\* Facilities Considerations: Yes

\* IT Considerations: Yes

\* Regulatory Requirement: None

Optimization Pool: Routine 2017

Funding Pool: Grants, Strategic, IS Equipment Routine, IS Equipment Non-Routine, Facilities C...

\* Service Line: Not Specified

Category	Quantity	Unit	Rate	Subtotal	Tax	Total
<b>Construction</b>						
Construction Other	20	20	Default	0.00%	\$ -	\$ -
Subtotal (including monthly adjustments)					\$ -	\$ -
Sales Tax					\$ -	\$ -
Construction Other Total					\$ -	\$ -
<b>Electrical</b>	20	20	Default	0.00%	\$ -	\$ -
Subtotal (including monthly adjustments)					\$ -	\$ -
Sales Tax					\$ -	\$ -
Electrical Total					\$ -	\$ -
<b>Excavation</b>	20	20	Default	0.00%	\$ -	\$ -
Subtotal (including monthly adjustments)					\$ -	\$ -
Sales Tax					\$ -	\$ -
Excavation Total					\$ -	\$ -
<b>Exterior Finishing</b>	20	20	Default	0.00%	\$ -	\$ -
Subtotal (including monthly adjustments)					\$ -	\$ -
Sales Tax					\$ -	\$ -
Exterior Finishing Total					\$ -	\$ -
<b>HVAC</b>	20	20	Default	0.00%	\$ -	\$ -
Subtotal (including monthly adjustments)					\$ -	\$ -
Sales Tax					\$ -	\$ -
HVAC Total					\$ -	\$ -
<b>Interior Finishing</b>	20	20	Default	0.00%	\$ -	\$ -
Subtotal (including monthly adjustments)					\$ -	\$ -
Sales Tax					\$ -	\$ -
Interior Finishing Total					\$ -	\$ -
<b>Plumbing</b>	20	20	Default	0.00%	\$ -	\$ -
Subtotal (including monthly adjustments)					\$ -	\$ -

## Capital Routing Slip

- ▲ Draft
- ▶ Draft
- Verification
- ▲ Managerial
  - ▶ VP Review
- ▲ Functional Level I
  - ▶ IT Review
  - Facilities Review
  - ▶ Clinical Engineering Review

# View History

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# Update Project Form Fields

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# Grid Calculations

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# Form Field Multi-Edit

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# Common Issues

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## Common Issues Summary

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- Mismatched data between Project and Reports
- Depreciation Calculation
- Security Center
- Duplicate PO numbers

## Mismatched data between Project and Reports

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This can happen after you change fields in your Project Form after it is created and budgeted. Typical Scenario:

1. Creating Project with project start year of 2019
2. Place budgeted funds in that year
3. Update the Project start year to 2020
4. 2019 data is still in the system
  - Will show up in Capital Grid/Reports
  - Will not show up in project

## Mismatched data between Project and Reports

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Solution:

1. Open project form and update the year back to 2019
2. Open Pro Forma and remove the budgeted funds from 2019
3. Update the project start year back to 2020

## Depreciation Calculation

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- Depreciation begins at the projects in service year, not the project's pricing year
- Depreciation is driven by the useful life of the pricing component.

## Security Related Issues

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- User is not in the role they should be for a specified department
- User is no longer in the role that was previously assigned to them
- If you disable a user they will continue to have their roles
  - Remove all of their roles

# Security Center Logging

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## Requisition Line Items

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- Ensure that the Line Items all have different line numbers
  - This can cause issues with your extract report to Lawson
  - It can also double data in the StrataJazz® System reports

# Other Helpful Tips

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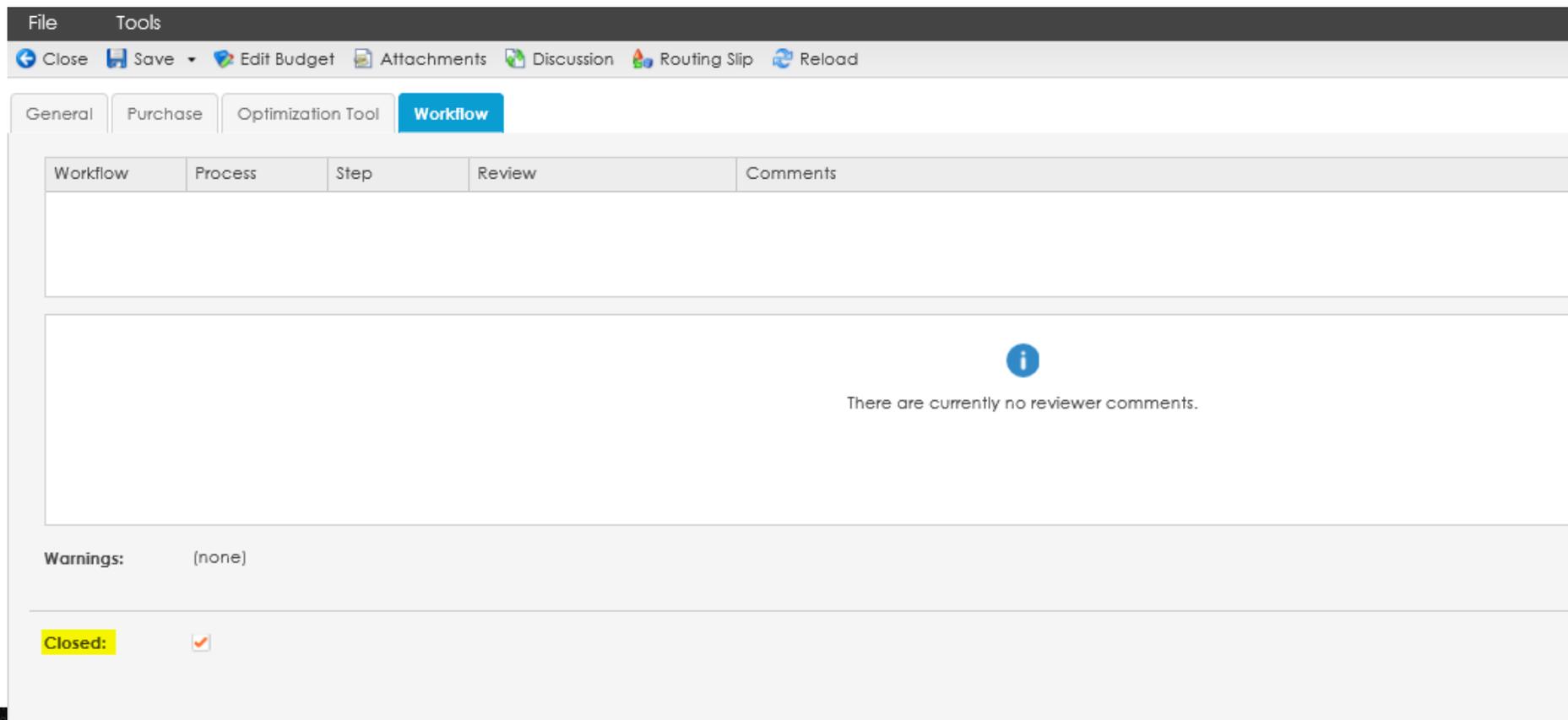
## Recovering an unsaved project

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If you fill out a project form and do not hit save before closing you can find what you filled out in the recycle bin

# Capital History

- Remember to close a project once it is finalized
  - All funds have been spend and there are no open PO's



File Tools

Close Save Edit Budget Attachments Discussion Routing Slip Reload

General Purchase Optimization Tool **Workflow**

Workflow	Process	Step	Review	Comments
 There are currently no reviewer comments.				

Warnings: (none)

Closed:

# Searching for Projects

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## Changes to Approved Project

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- You cannot make changes to Approved projects
- Recommend using Substitutions
- Moving to Draft step will allow you to update, however it will cause you to lose your workflow history

# Class Activity 4

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# Questions

Question and Answer

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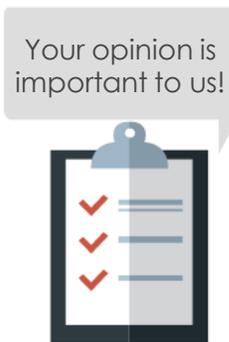
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**Troubleshooting Issues in Capital Planning**