Strata Decision Technology

Operating Budgeting Level 2 - Rollovers

STRATAJAZZ® ADMINISTRATOR CERTIFICATION TRAINING MANUAL

October 21, 2019

Strata Decision

TECHNOLOGY

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1 - Introduction

During the Operating Budgeting Level 2 – Rollovers StrataJazz® Administrator Certification course, you will learn the technical steps, processes, and recommendations to perform your own budget close and rollover processes. Following successful certification in this course, the expectation is that you are able to handle essential budget close and rollover steps and will reach out to Strata Decision only as needed. Strata Decision will no longer proactively manage, track, or complete the budget close or rollover processes for your organization.

Please see information below for some administrative information about the course:

Prerequisites

- Attendees are:
    - Currently using or will soon be implementing Operating Budgeting on the Strata Decision Well-Known Data Model schema
    - Currently or will soon be system administrators for the Operating Budgeting solution
- The attendee is currently certified in Operating Budgeting Level 1 - Fundamentals

2 – Budget Close

Overview

Once all changes have been made to the budget for the next fiscal year, including approvals from all operational and business stakeholders, the final step to take in the StrataJazz® system is to close the budgets. Closing the budgets prevents the budget values from changing based on any ongoing activities occurring in the system throughout the year and also saves off a copy of the budget to be used as your current year budget during your next budget cycle.

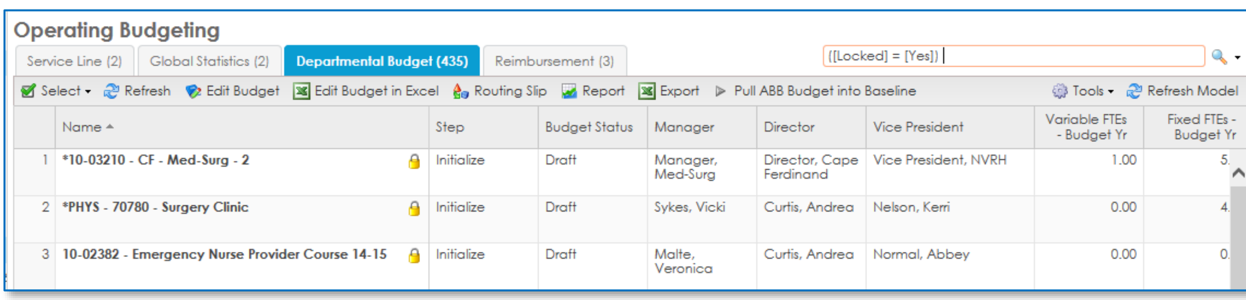
Historically, Strata Technical Consultants performed the budget close process. As of release 2017.3, clients who are certified in this course, Operating Budgeting Level 2 – Rollovers, and are using 2017.3 or a higher software version are also permitted to perform their budget close if desired.

IMPORTANT NOTE: Close Budget was previously called Budget Lockdown.

Prior to Completing Budget Close

Before completing the closure, be sure users are not currently working in the models. (At this point, there should rarely be users in the models, but it is worth checking because the budget closure process will proceed regardless of budget locked status, so you want to make sure all final changes are incorporated before proceeding.) You can do this by checking for locked models.

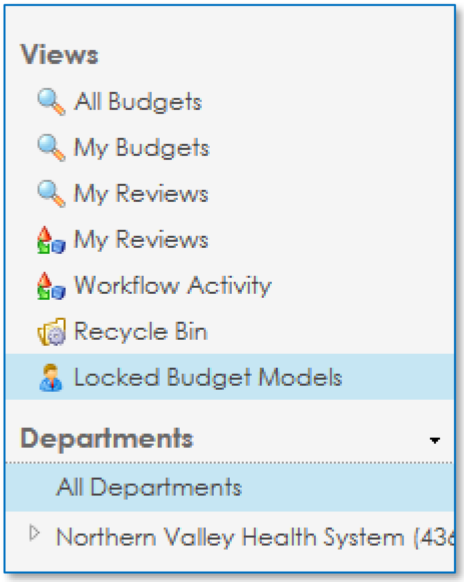
To check for locked models, go to the Operating Budgeting grid. In the search bar, type **([Locked] = [Yes])** then hit Enter. This will filter the models displaying in the grid to only those that are locked in some way.



Filtering the grid for locked models

To make this review easier going forward, save the filtered list as a saved search.

IMPORTANT NOTE: For more information about saved searches, refer to the Operating Budgeting Level 1 – Fundamentals certification manual.

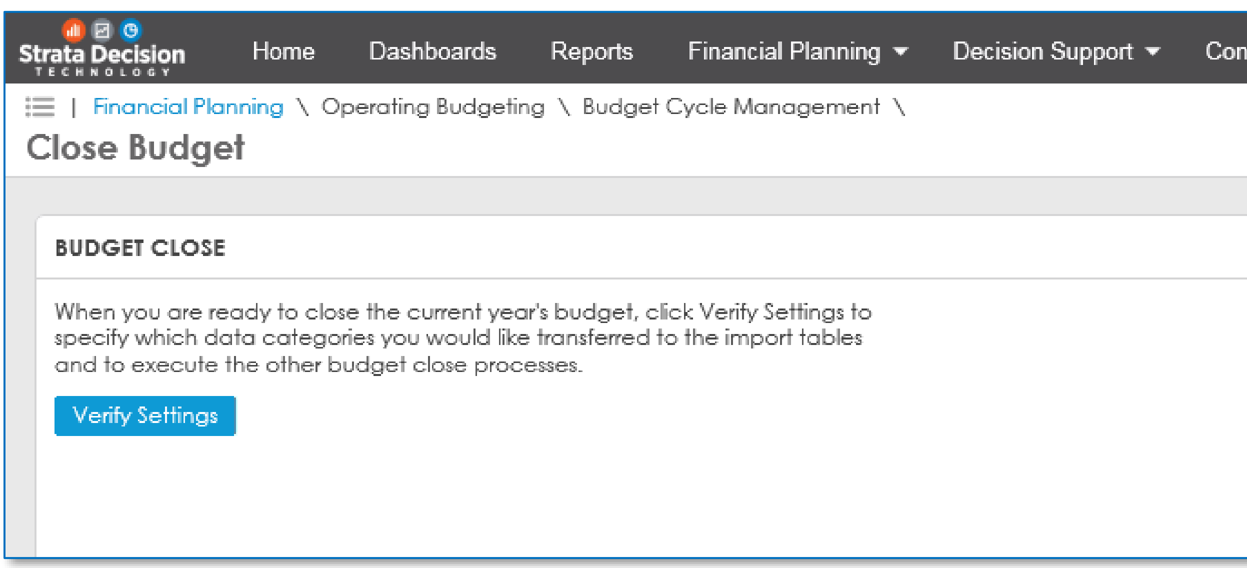


A saved search for locked budget models

If necessary, you can unlock plans before proceeding with the budget closure. (The appropriate method to unlock will depend on the type of lock currently present, which is shown when hovering over the lock icon.) Note that budgets that show the lock icon due to suspension are fine; you can proceed with the budget closure for budgets that are suspended.

Completing Budget Close

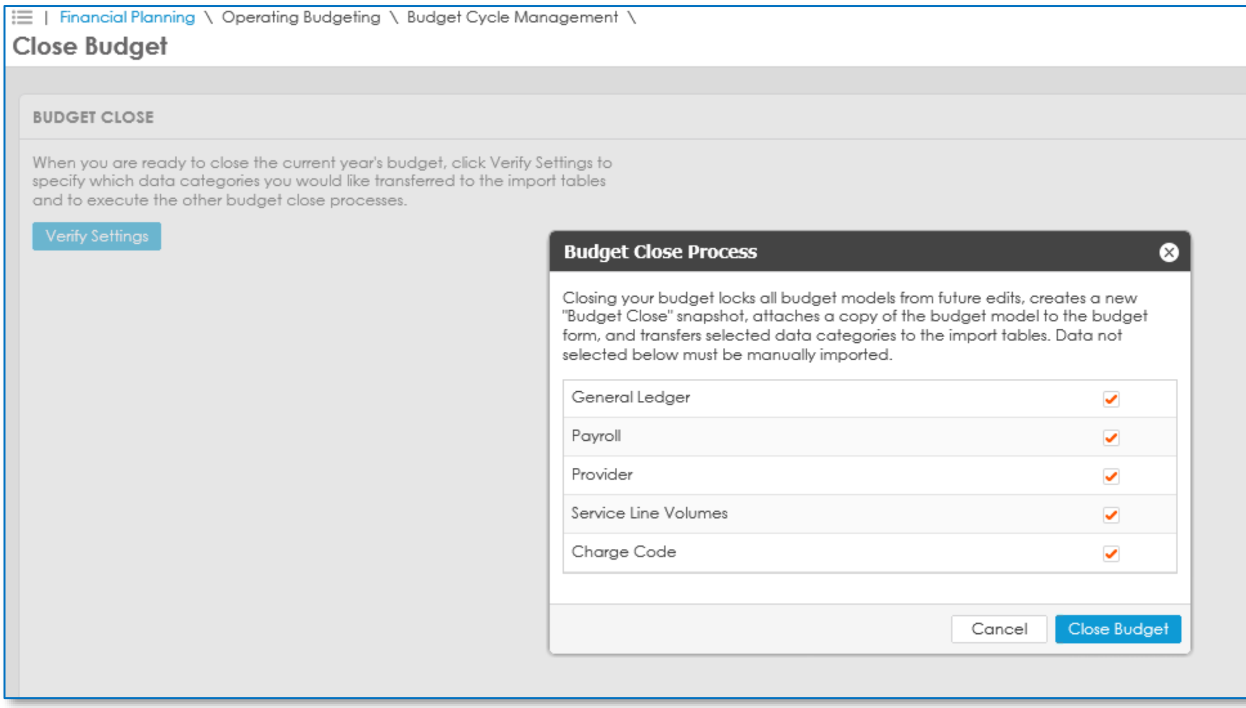
To perform the budget close, go to **System Center > Financial Planning > Operating Budgeting** > **Budget Cycle Management** **> Close Budget**.



Close Budget screen

IMPORTANT NOTE: This System Center screen is currently only available to Strata Decision administrators and those assigned to the OB – System Administrator security group. The OB – Local Administrator group does not currently have access.

To begin the budget close process, choose the **Verify Settings** button. After the button is clicked, the Budget Close Process window will display.



Budget Close Process window

In this window, select the data types for which you would like budget data to be transferred for. This will take the calculated budget from the newly finished budget cycle and save it off to be used as historic data for the next year's budget cycle, per the example below.

Newly finished budget cycle

Actual 2018	Budget 2019	Actual YTD 2019	Projection 2019	Baseline Budget 2020	Budget 2020

Next year's budget cycle

Actual 2019	Budget 2020	Actual YTD 2020	Projection 2020	Baseline Budget 2021	Budget 2021

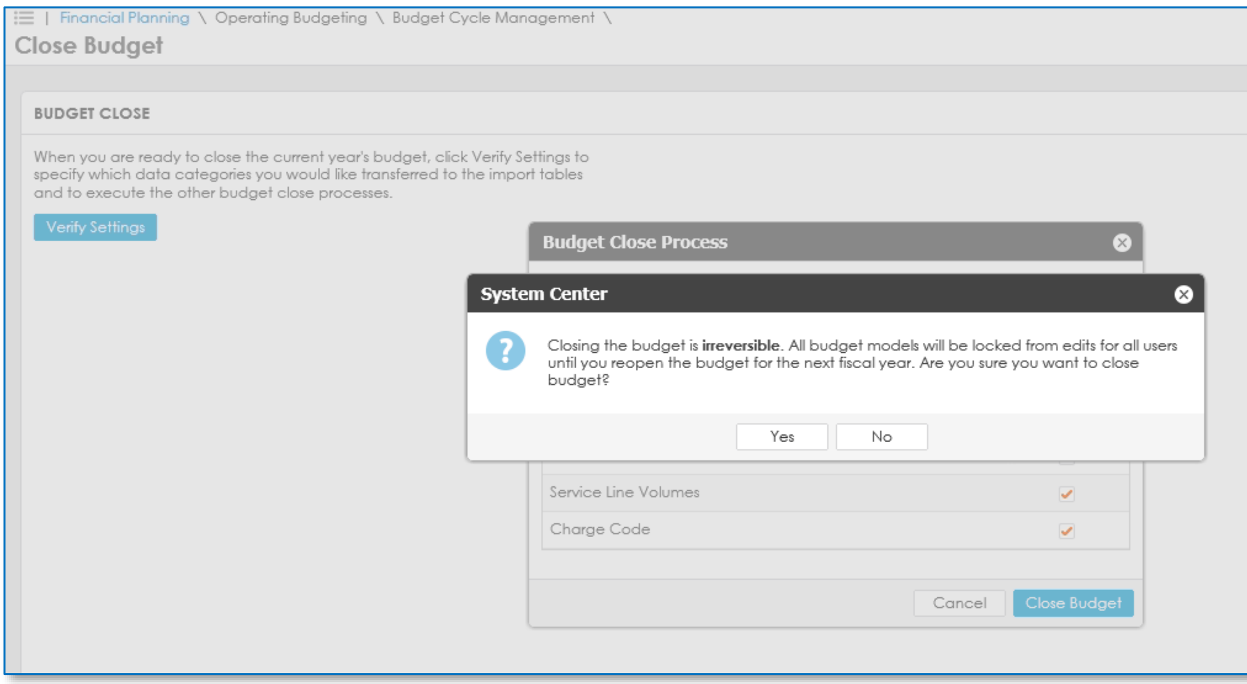
Typically, you should leave everything in the Budget Close Process checked unless you have adjusted budget data offline and imported it into the StrataJazz® solution, as you wouldn't want the StrataJazz® calculated budget to be used as the newly historic budget data.

IMPORTANT NOTE: Any transfers you would like to do need to be done at the same time. You cannot transfer some data types and come back later to do other data types, so be sure all data to be transferred is ready for that step before continuing with this process.

Additionally, reading the help text at the top of the Budget Close Process window, you'll see the process actually takes several other actions, such as creating an attachment for the budget plan with the newly finished budget year's workbook. Because there are no choices to make with these processes, the system simply describes the actions.

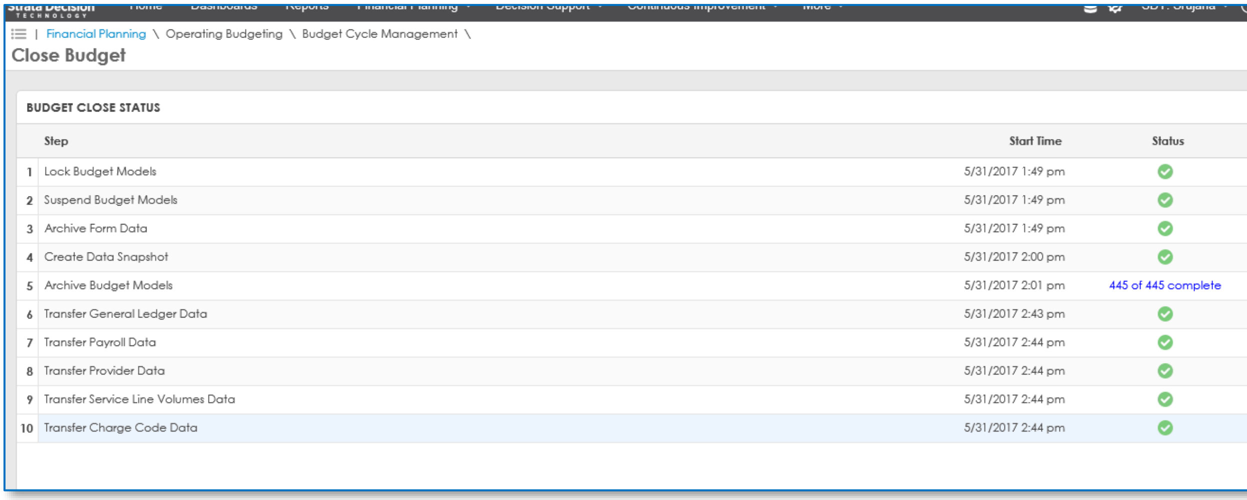
After verifying the data types to transfer budgeted data for, select **Close Budget** to kick off all budget closure tasks.

When Close Budget is clicked, a warning message appears to confirm the user wants to perform the action since it cannot be undone. Choose **Yes** to continue or **No** to cancel.



Close Budget confirmation message

After the budget closure process is started, the full list of actions it is taking are shown on the screen, in addition to completion status.



Financial Planning \ Operating Budgeting \ Budget Cycle Management \

Close Budget

BUDGET CLOSE STATUS

	Step	Start Time	Status
1	Lock Budget Models	5/31/2017 1:49 pm	
2	Suspend Budget Models	5/31/2017 1:49 pm	
3	Archive Form Data	5/31/2017 1:49 pm	
4	Create Data Snapshot	5/31/2017 2:00 pm	
5	Archive Budget Models	5/31/2017 2:01 pm	445 of 445 complete
6	Transfer General Ledger Data	5/31/2017 2:43 pm	
7	Transfer Payroll Data	5/31/2017 2:44 pm	
8	Transfer Provider Data	5/31/2017 2:44 pm	
9	Transfer Service Line Volumes Data	5/31/2017 2:44 pm	
10	Transfer Charge Code Data	5/31/2017 2:44 pm	

Budget Close Status screen

A green check indicates the process completed successfully.

If the process did not complete successfully, the word “Failed” will display in the Status column.

IMPORTANT NOTE: In the event of a process failure, please reach out to a Strata Decision team member to assist in correcting the issue.

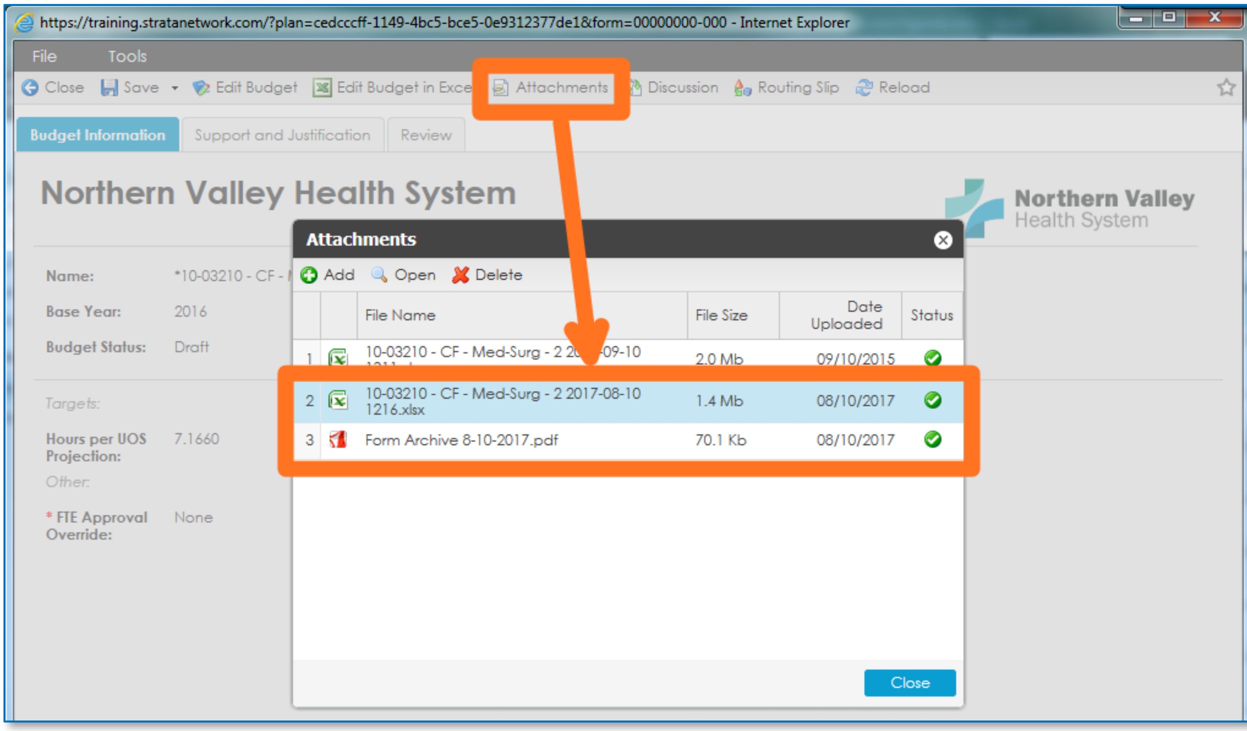
Most of the budget closure processes will complete quickly, so they will only display a completed or failed indicator. Because the Archive Budget Models process can take a couple hours to complete, this process will show in-progress updates (as seen in the screen shot above).

Once all processes on this screen are complete, the budget is fully closed and will be preserved in its current state for future use and review!

What to Expect Once The Budget Is Closed

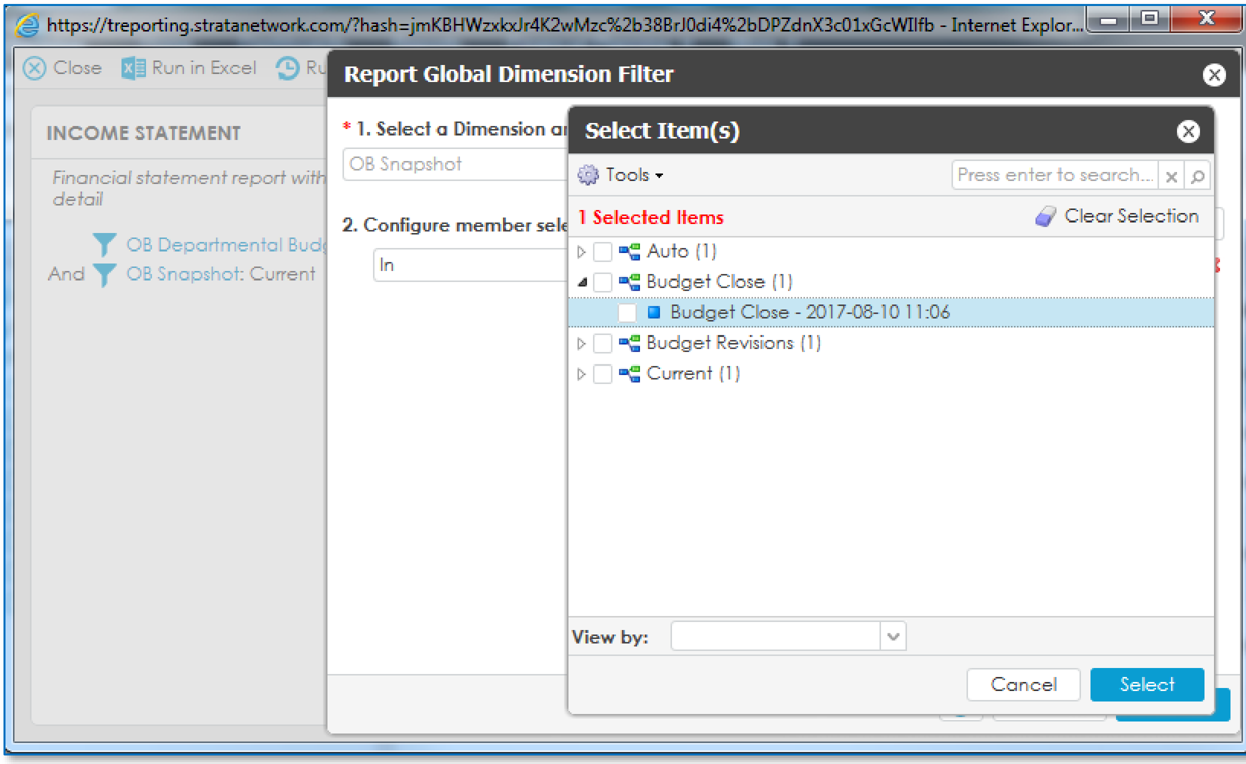
Once all processes on this screen are complete, the budget is fully closed and will be preserved in its current state for future use and review! As part of the close process, the following occurs:

- All budget models are suspended
- Budgets are put into a default locked state so that only administrators may edit them when they become unsuspended
- Attachments of the form data and budget model from the newly completed budgeting cycle can be found under the form attachments



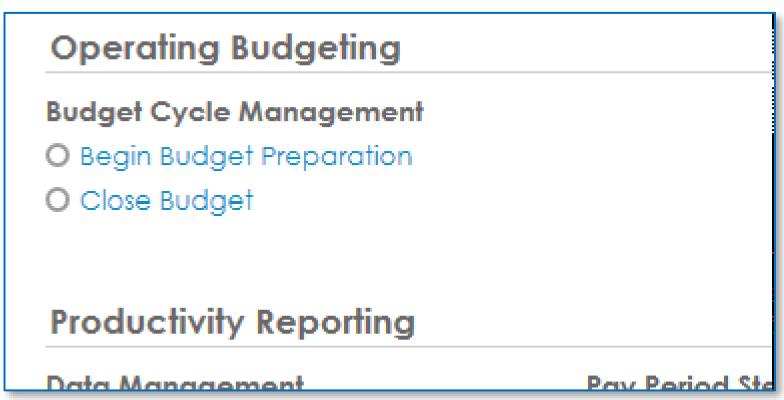
Location of form data and budget model that were archived as part of close process

- A data snapshot was created



Budget snapshot in the Budget Close folder

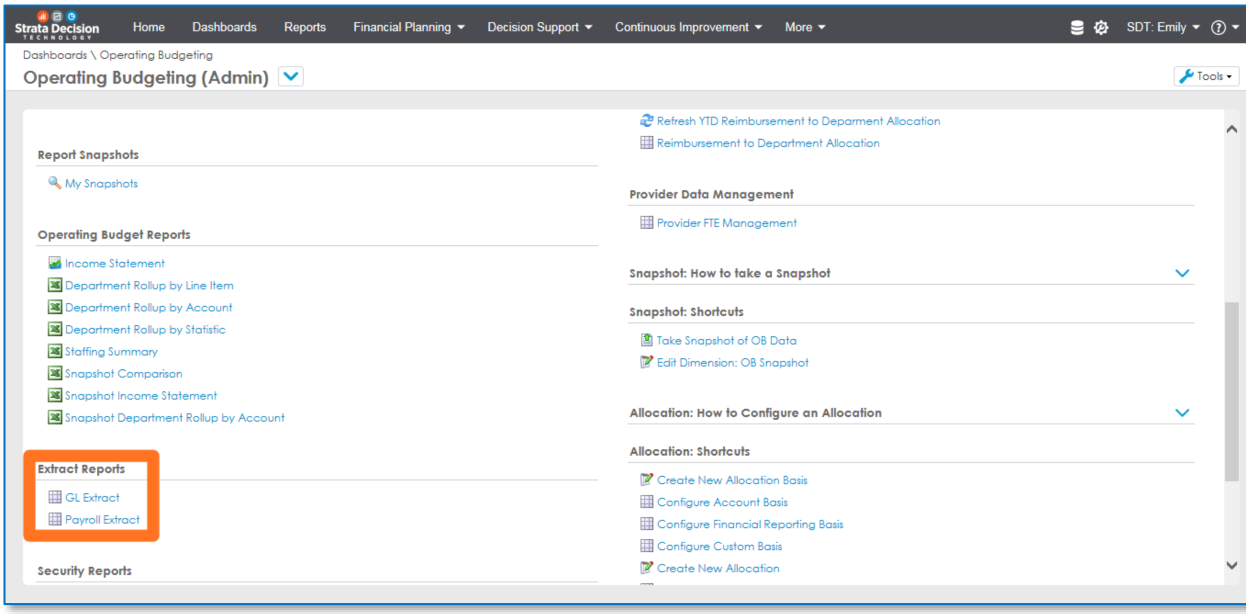
- Budgeted data was transferred to the import tables to be used as new historic data
- Available options in System Center changed; administrative users can perform no maintenance on Operating Budgeting until the rollover process occurs
    - **IMPORTANT NOTE:** This was done to prevent any changes to the models while the system is in a closed state. If you have requested maintenance items that would be helpful to have after budget close and before budget rollover, please submit an idea via Idea Center.



Operating Budgeting System Center view when budgets are closed

Extracting your Budgeted Data

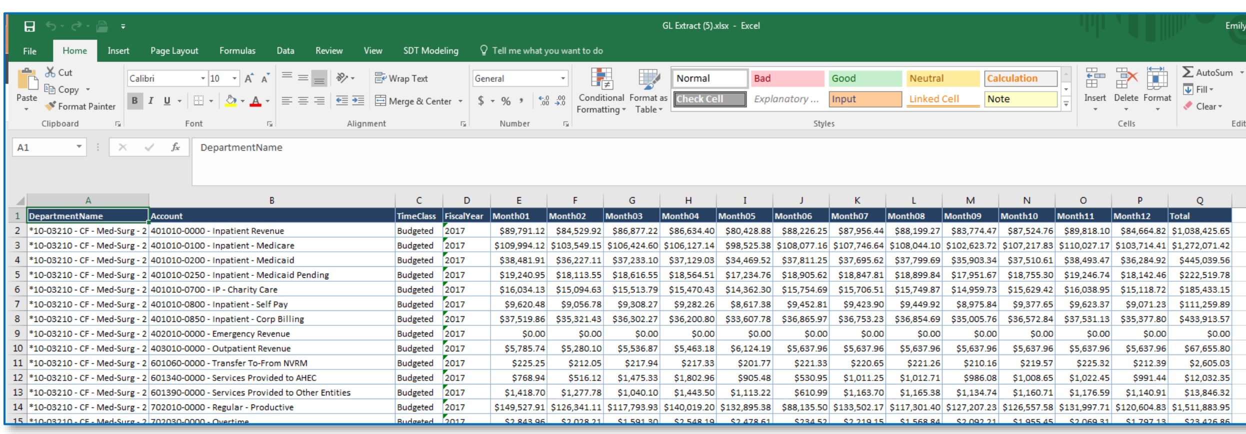
If you extract your budget to import to your other systems, like the general ledger, you can pull down extracts of general ledger or payroll data. These extract reports are on the Operating Budgeting (Admin) dashboard, under the Extract Reports heading.



Extract reports location

Click on a link to launch one of the extract reports. You'll have several parameters to choose from, depending on the data you're trying to pull. The report will trigger you to open it when it is ready to view, similar to how Excel reports work.

Typically, these reports are left in their standard format and manipulation of format is done offline, but if you would like changes to these reports, please work with a Strata Decision team member.



Sample extract report view

IMPORTANT NOTE: Work with Strata Decision to make sure the default pay code is configured on the pay code groups, as the budgeted payroll data will be attached to this pay code in the extract. (When transferring the budget data to be used as new historic data, this default pay code is also used for that purpose.)

3 – Scoping and Managing the Rollover Process

Overview

Arguably the largest part of rolling over your budgeting system is planning for and managing the requirements, resources, timelines, and sequencing to ensure the system is ready to open for budgeting in accordance with your organization's budget calendar.

The work plan in the Attachments section of the StrataJazz® Home page in your certification database is an adapted version of the work plan Strata Decision uses to manage Operating Budgeting rollovers.

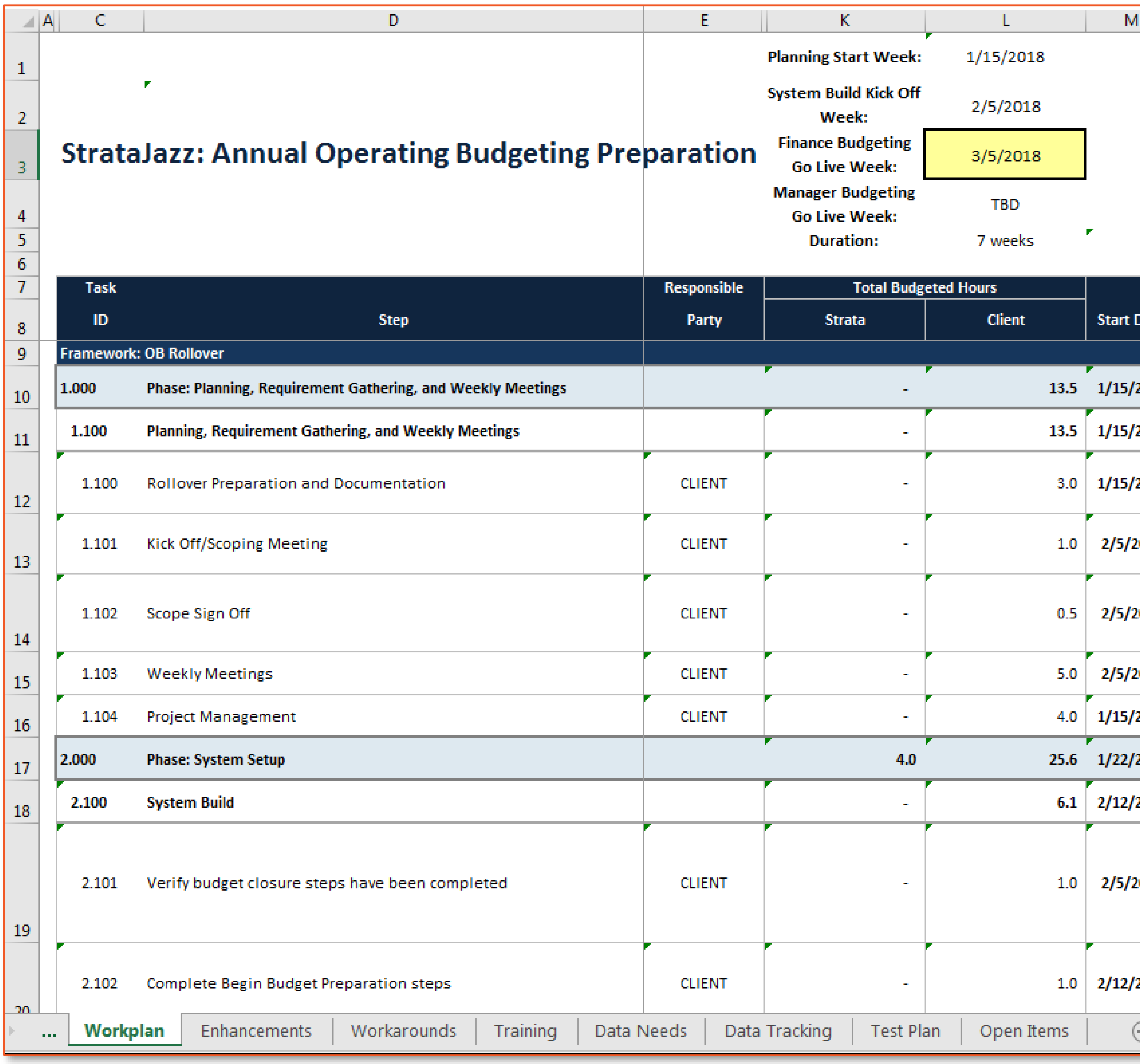
To use this work plan to scope and manage your rollover, you should start this process **at least 4 months prior to your Finance team budget review.**

Follow the steps below to most effectively plan for and execute your Operating Budgeting rollover:

1. Update the date in the shaded cell for Finance Budgeting Go Live Week

Finance Budgeting Go Live Week is when your Finance/administrative team will begin the actual budget review and updating of any adjustments/assumptions in the budgets, so this is also the deadline when all system preparation needs to be 100% complete.

Nearly all the dates in the work plan will update based on changes to this field; exceptions are called out later in this chapter.



StrataJazz: Annual Operating Budgeting Preparation

Planning Start Week:	1/15/2018
System Build Kick Off Week:	2/5/2018
Finance Budgeting Go Live Week:	3/5/2018
Manager Budgeting Go Live Week:	TBD
Duration:	7 weeks

Task ID	Step	Responsible Party	Total Budgeted Hours Strata	Total Budgeted Hours Client	Start D
Framework: OB Rollover					
1.000	Phase: Planning, Requirement Gathering, and Weekly Meetings		-	13.5	1/15/20
1.100	Planning, Requirement Gathering, and Weekly Meetings		-	13.5	1/15/20
1.100	Rollover Preparation and Documentation	CLIENT	-	3.0	1/15/20
1.101	Kick Off/Scoping Meeting	CLIENT	-	1.0	2/5/20
1.102	Scope Sign Off	CLIENT	-	0.5	2/5/20
1.103	Weekly Meetings	CLIENT	-	5.0	2/5/20
1.104	Project Management	CLIENT	-	4.0	1/15/20
2.000	Phase: System Setup		4.0	25.6	1/22/20
2.100	System Build		-	6.1	2/12/20
2.101	Verify budget closure steps have been completed	CLIENT	-	1.0	2/5/20
2.102	Complete Begin Budget Preparation steps	CLIENT	-	1.0	2/12/20

... Workplan | Enhancements | Workarounds | Training | Data Needs | Data Tracking | Test Plan | Open Items

Finance Budgeting Go Live Week at the top of the Workplan tab

2. Review (and update) all assignments in the Responsible Party column

The work plan is by default populated so that any task that can be owned by the client is assigned to the client. Any tasks Strata Decision must complete are marked with a Responsible Party of "Strata Decision". In some cases, work may be required by both the client and Strata Decision, in which case "Both" will be populated.

For any clarification on what a task means, refer to the Details column for the task row.

IMPORTANT NOTES:

- If you would like to denote individuals assigned to certain tasks, please make a comment in the Details column or in a new column. This should remain as "CLIENT", "Strata Decision", or "Both" to ensure the calculation of the budget required for the rollover is correct.
- Throughout the work plan, even if the Responsible Party says "Strata Decision" or "Both", you should review and update information related to that task to ensure it is properly prepared for. For example, Strata Decision often has to build enhancements, so Strata Decision is listed as the Responsible Party for the Enhancement Build task, but you still will need to decide which enhancements are required by your organization. (Enhancements are covered in more detail next.)

3. Populate the Enhancements and Workarounds sheets

Enhancements and workarounds are defined in the following table:

Term	Definition	Standardly Supported in the StrataJazz® Solution?	Who Can Complete System Work For These Items?	Examples
Enhancement	New features or functionality to begin using that is not already implemented	Yes	Strata Decision or Client (depending on type of enhancement)	• Building a new report • Implementing a new model type
Workaround[1]	Configuration implemented specifically for your organization that required special, non-standard StrataJazz® setup	No	Strata Decision only	• Modifying the way sampling works • Changing a setting in the database backend

There are separate sheets for each of these items.

[1] Workarounds are never recommended by Strata Decision and are only implemented as a last resort when there is a showstopper issue that cannot be addressed in any other way. When possible, the preferred alternative to workarounds is to submit enhancement requests or report cases.

On each of these sheets, be sure to fill out at least the following items:

- **Enhancement/Workaround field** – A description of the item to be implemented or rolled over
- **Category –** Choose the most appropriate option from this list based on the item
  - The selection here assigns a default in the **Hours Est**. column. Strata Decision may adjust these time estimates based on their assessment of the requirements in order to scope and budget more accurately.
- **Strata or Client Building?** – Populate "Strata" or "Client" depending on who will be completing the system build for this item.

The remaining columns on these sheets are for your tracking and documentation purposes only.

Items documented on the Enhancements and Workarounds sheets update the Enhancements and Workarounds sections of the Workplan sheet of the workbook.

4. Mark Status as Complete for any tasks that are already completed or are not necessary this year

This should be done on the Workplan sheet. (You may also delete any budgeted hours in the Total Budget Hours columns for these completed or not applicable tasks to ensure the budget reflects only for work that still needs to be done.)

It can also be helpful to change the row shading to gray to clearly visually indicate items that no longer need attention.

5. Review the Details, Start Date, and End Date columns for each task

Ensure you are clear on how to complete each of the tasks, follow any instructions in the Details column, and begin planning ahead to complete the tasks on time if necessary.

For example, if you want to import your new actuals data at the end of August, but you know it usually takes three weeks to get this data from your general ledger and payroll systems, you may want to update the Start Date column for this task to be three weeks earlier. (The dates are driven off collapsed columns under column Q.)

6. Update TBD dates in Sign Off and Go Live section of Workplan sheet

These tasks are meant as milestones to assist in tracking as you are working through the rollover. Because every organization's timing varies, there are only TBD placeholders in the work plan template.

7. Update the Training section of the Workplan sheet

There typically is no routine training planned as part of a rollover, so this section is only a template to start with. If you do have any administrator or end user training needs for this rollover, fill out these fields based on the type of training needed:

- Estimated hours

- Overwrite the calculation in the Strata or Client columns of the Total Budgeted Hours columns with the number of hours of training needed. (Select the column based on who will be delivering the training.)
- Update dates
    - Update the Start Date and End Date columns based on when you would like this training to take place. Generally, it is a good rule of thumb to do this as close to when the training would be needed in practical use. Examples:
        - If administrators need refresher training on how to review exceptions, try to schedule this the week prior to the Review Exceptions task.
        - If end user training assistance is needed, try to schedule this one or two weeks before end users would need to begin reviewing their budgets.
- Update Details
    - It can be hard to remember exactly what the scoped time was meant for once you get close to the targeted dates for the training, so it can be helpful to update the Details column with the intended topics for the training while you are doing the training scoping.

8. Review the Summary (at the bottom of the sheet)

This should be done after all other items above have been completed because it will update based on those changes.

Be sure to fill in your organization's consulting balance so you can see a more accurate picture of any how much your organization may need to spend for the rollover. You may refer to the most recent statement received from Strata Decision for an estimate, although the value may be out-of-date based on recent work completed by the Strata Decision team. Please note that if your organization currently has a negative balance, you will be asked to cover the balance in addition to any rollover work scoped.

9. Reach out to Strata Decision with scoped rollover information

After all other steps in this chapter have been completed, reach out to your Strata Decision project owner as soon as possible to prepare for any work you'll need them to complete as part of the rollover. (If you are unsure who your project owner is, reach out to the Strata Decision Technical Consulting team at support@stratadecision.com and they should be able to provide this information to you.)

You should provide the project owner with at least the following information:

- A copy of your work plan
- A summary of the following key information:
    - Finance Budgeting Go Live Date
    - Total Budgeted Hours for Strata (entire work plan)
    - Enhancements list that Strata is assigned to build
    - Workarounds list
    - Training list that Strata is assigned to deliver (and requested dates)

Your project owner will review and provide feedback on if any changes are needed. You and the project owner may then work out the best communication plan on status of Strata Decision-owned rollover tasks.

IMPORTANT NOTE: The Strata Decision project owner will also issue an engagement letter for the Strata Decision work to be completed. This letter must be signed and returned to Strata Decision before any Strata Decision work can be completed.

10. Review work plan weekly to plan for upcoming tasks, check for status of in-progress tasks

Once the planning and scoping is complete, you may then use this work plan to track progress throughout your rollover process.

You also can modify and copy this work plan year-to-year if desired, or you may reach out to training@stratadecision.com to request the latest version of the work plan based on new product changes or process enhancements.

IMPORTANT NOTE: Sheets not reviewed in this chapter are called out separately in other sections of this manual. They are also referenced in the Details column for some of the work plan tasks.

For any issues that come up that were not part of the planned enhancements, workarounds, or training discussed with the project owner, reach out to the Strata Decision Technical Consulting team at support@stratadecision.com for assistance.

In-Class Activity

Save off a copy of the work plan template from the Attachments section of your StrataJazz® Home page. Create a work plan for a rollover with the following assumptions:

- You want to begin pushing out global assumptions in the system on January 8 next year.
- You have already confirmed the budget closure completed successfully from last year's budget cycle.
- You want to discuss with a Strata Decision consultant adding Reimbursement modeling to the system this year.
- You do not have any workarounds in place in your database.
- You would like Strata Decision to provide an hour refresher to your admins on the data flow for Operating Budgeting.

4 – Data Updates/Requirements

For Strata Decision clients who have implemented the StrataJazz® solution in the last couple of years, most data sets should be automated so there is minimal manual intervention necessary. However, there may be some data files that still need to be prepared and imported manually, such as payor allocations if that level of detail does not exist in the general ledger and is needed for entity-level reimbursement modeling.

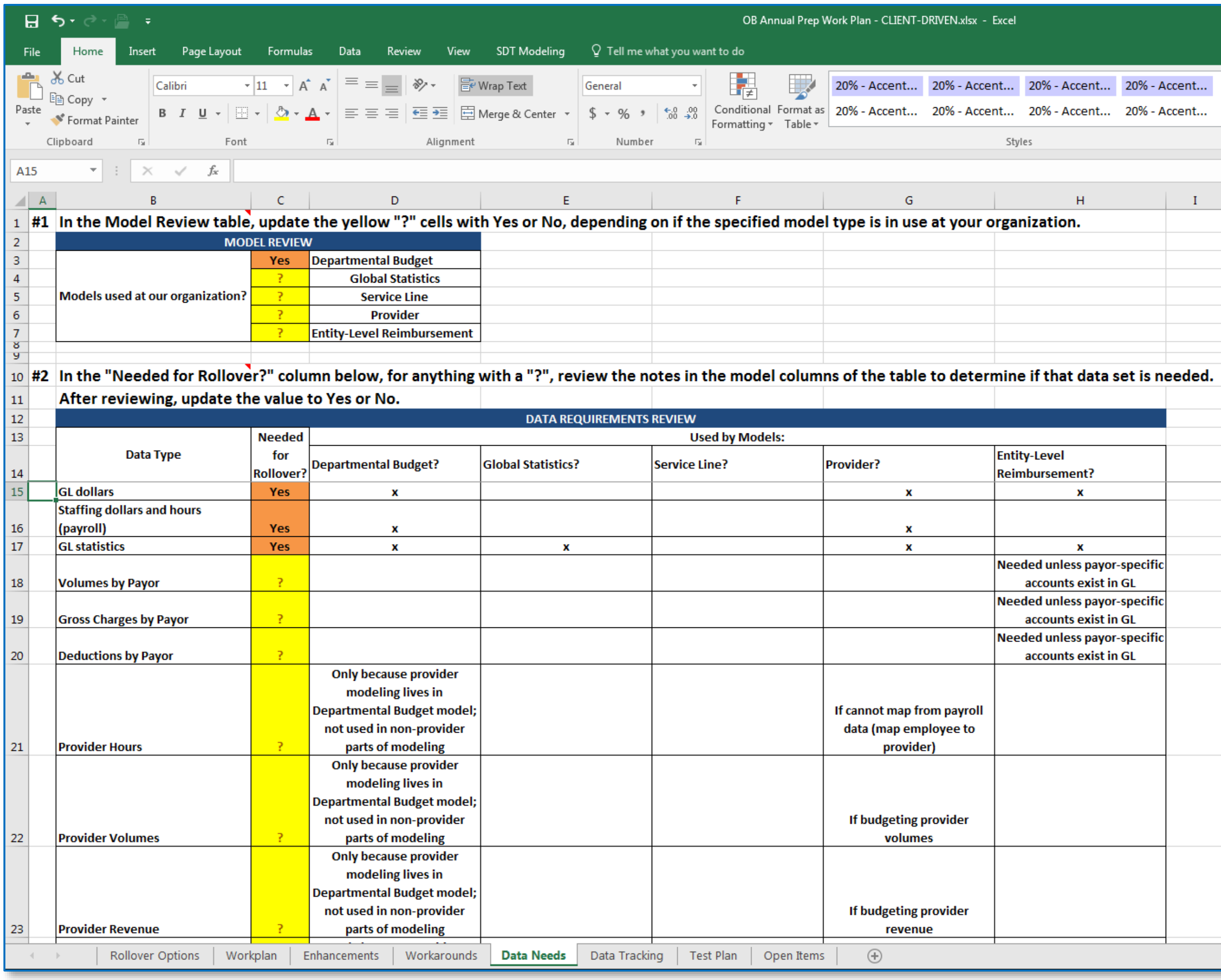
This section of the training will give a brief overview of importing data for the purposes of preparing the budget for the next cycle. However, for full training on Strata Decision's data integration process, please join the Data Integration certification course.

Additionally, this section of the training will ensure you are preparing all necessary data sets for the rollover across all Operating Budgeting models.

Data Needs Review

The first step to preparing data for your rollover is to complete the Data Needs tab of your rollover work plan. There are instructions for how to use the tab in the tab itself, but some additional information is below.

At the top of this sheet, specify Yes or No for the model types in use at your organization in the Model Review table. Depending on your selections here, other parts of this tab and the Data Tracking tab will update.



#1 In the Model Review table, update the yellow "?" cells with Yes or No, depending on if the specified model type is in use at your organization.

MODEL REVIEW		
Models used at our organization?	Yes	Departmental Budget
	?	Global Statistics
	?	Service Line
	?	Provider
	?	Entity-Level Reimbursement

#2 In the "Needed for Rollover?" column below, for anything with a "?", review the notes in the model columns of the table to determine if that data set is needed. After reviewing, update the value to Yes or No.

DATA REQUIREMENTS REVIEW

Data Type	Needed for Rollover?	Used by Models: Departmental Budget?	Global Statistics?	Service Line?	Provider?	Entity-Level Reimbursement?
GL dollars	Yes	x			x	x
Staffing dollars and hours (payroll)	Yes	x			x	
GL statistics	Yes	x	x		x	x
Volumes by Payor	?					Needed unless payor-specific accounts exist in GL
Gross Charges by Payor	?					Needed unless payor-specific accounts exist in GL
Deductions by Payor	?					Needed unless payor-specific accounts exist in GL
Provider Hours	?	Only because provider modeling lives in Departmental Budget model; not used in non-provider parts of modeling			If cannot map from payroll data (map employee to provider)	
Provider Volumes	?	Only because provider modeling lives in Departmental Budget model; not used in non-provider parts of modeling			If budgeting provider volumes	
Provider Revenue	?	Only because provider modeling lives in Departmental Budget model; not used in non-provider parts of modeling			If budgeting provider revenue	

Data Needs sheet of the rollover work plan

After completing the Model Review table, review the Data Requirements Review table. Review and update any fields that have a question mark under the *Needed for Rollover?* column. These are items that may or may not be required depending on your organization's data availability and sources. In the *Used by Models:* column, there is additional context for the models that use this data type to help you decide if this data type is required or not for your organization. Items completed here will also help refine what displays on the Data Tracking tab.

After completing these two tables, you are done with this sheet for this rollover. You should move on to the Data Tracking tab.

Data Tracking

On the Data Tracking tab, there are again instructions at the top of the tab for how to use it. There will be a row for each data type needed (based on what was populated on the Data Needs tab). On the columns, you will find information about the following for each data type:

- **General information about the data types**

- **Import Method** – Items typically automated for the data integration process are noted. Otherwise, it is assumed the method of import is manual. Make sure to review this in case your organization has different configuration for the data types.
- **Import Configuration** – For manual data imports, it is helpful to document the import configuration used so it is easy to find for rollovers each year. (Review your DI handoff documentation for this information.)
- **Reconciliation Method** – This is the recommended reconciliation method for each data type. This typically should not be changed.
- **Responsible Person** – If multiple people in your organization are responsible for different data types, it is helpful to document that and review it each week so everyone is clear who owns the next step for that data type.

- **Readiness steps for each time period needed**
  - **Date When Data Expected To Be Ready for Import –** This is helpful to track for data that is not immediately available, such as data that is being pulled by another party (like IT) or that will not be available until immediately prior to go-live (like the final month of YTD).
  - **Data Imported?** – Enter Yes in this field after the import has been completed.
  - **Data Reconciled?** – Enter Yes once data has been fully reconciled for this time period and data type (per reconciliation instructions covered in the Operating Budgeting Level 1 – Fundamentals course). This should not be marked as Yes until all reconciliation issues are resolved.

Once *Data Reconciled?* Is marked as Yes for all time periods for all data types, your data is comprehensively ready for budgeting!

IMPORTANT NOTE: Remember that beginning budgeting before fully reconciling data leaves your organization at risk of creating an inaccurate budget, or potentially causing rework during the budgeting period if data corrections are needed.

There is also a Comments field to the far right if needed.

This sheet should be used throughout the rollover period to track data progress to budget-ready, as it typically takes a few weeks for all data preparation and checking to be completed.

In-Class Activity

Practice updating the Data Needs and Data Tracking sections of the rollover work plan based on your organization's use of Operating Budgeting.

When complete, prefix the name of the spreadsheet with your organization name and upload to the Attachments section of your database's Home screen.

Manual Data Imports

For data that is not automated, you will need to import that data manually through Data Center.

For any manual data import, the processes described in the Importing Data, Verifying Data, and Checking for Rejected Data sections should be followed (in that order).

The information in the Deleting Data section should only be used if there were problems with the imported data.

To make troubleshooting and file format validation easier, it is recommended to import manual data files from a location on your network (rather than your desktop, for example).

Data Center Overview

Data Center is a new tool in the StrataJazz® application that was released in version 2018.1. It is the central repository of many data-related tasks in the system, and will continue to be expanded in future StrataJazz® software releases.

IMPORTANT NOTE: Although Data Center was initially released in version 2018.1, some clients on a compatible version do not yet have access to the Data Center tool due to some compatibility issues with some pre-existing system configuration. If you see that you do not have access to Data Center and are on a compatible version, reach out to support@stratadecision.com to find out more information about when you can expect to gain access to Data Center. Additionally, manual data import and verification instructions in the legacy data tool are provided in the Appendix.

Accessing Data Center

In the top right of the StrataJazz® window, click the **Centers drop-down > Data Center.**

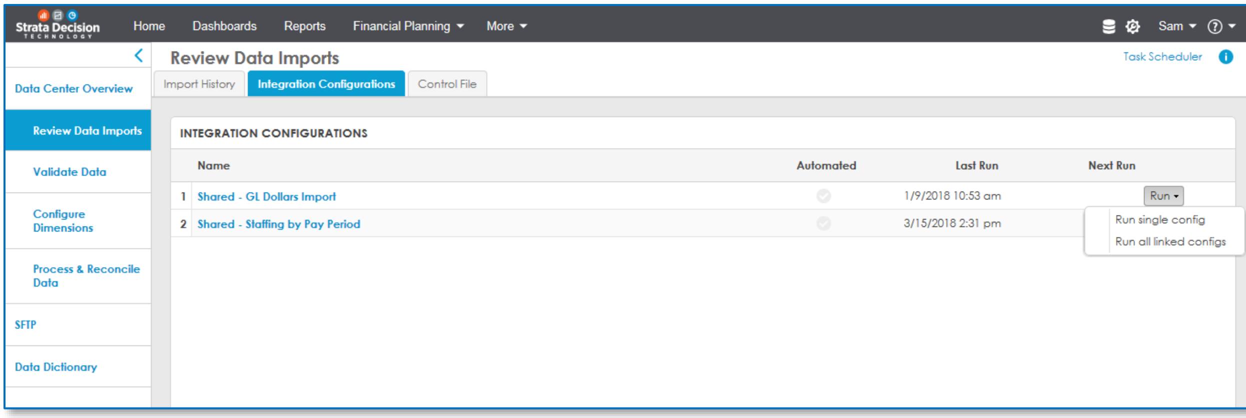
IMPORTANT NOTE: For our manual data exercises, you will need to use Internet Explorer. (Although Data Center can be used by other browsers, a plug-in we will be using from Data Center requires Internet Explorer.)

Importing Data

The process of importing data takes the raw files from your source system and modifies the data to make it usable for StrataJazz® needs. (You may also hear this process referred to as "scrubbing" the data.)

To import data

1. In Data Center, click **Review Data Imports**.
2. Click the **Integration Configs** tab.
3. Find the data integration configuration for the data you need to import.
   IMPORTANT NOTES:
   - This should be included in the handoff document received at the end of the data integration phase of your StrataJazz® implementation. Reach out to a Strata team member if you need assistance determining the right configuration to use.)
     - Hopefully you have also updated your new rollover work plan with your configuration information. In that case, you can use the Data Tracking sheet of rollover work plan to find the applicable configuration.
   - This section of Data Center only shows configurations used relatively recently. If the configuration you are looking for is not here, follow the steps for importing data in the Appendix instead.
4. Next to the configuration, click **Run > Run all linked configs**.
   IMPORTANT NOTE: For data you are manually importing for Operating Budgeting, either option under Run should be fine. However, it is a good idea to get in the habit of running all linked configs, as sometimes it is important for other solutions to have additional data integration processes immediately follow the initial data import.



"Navigating to Run all linked configs"

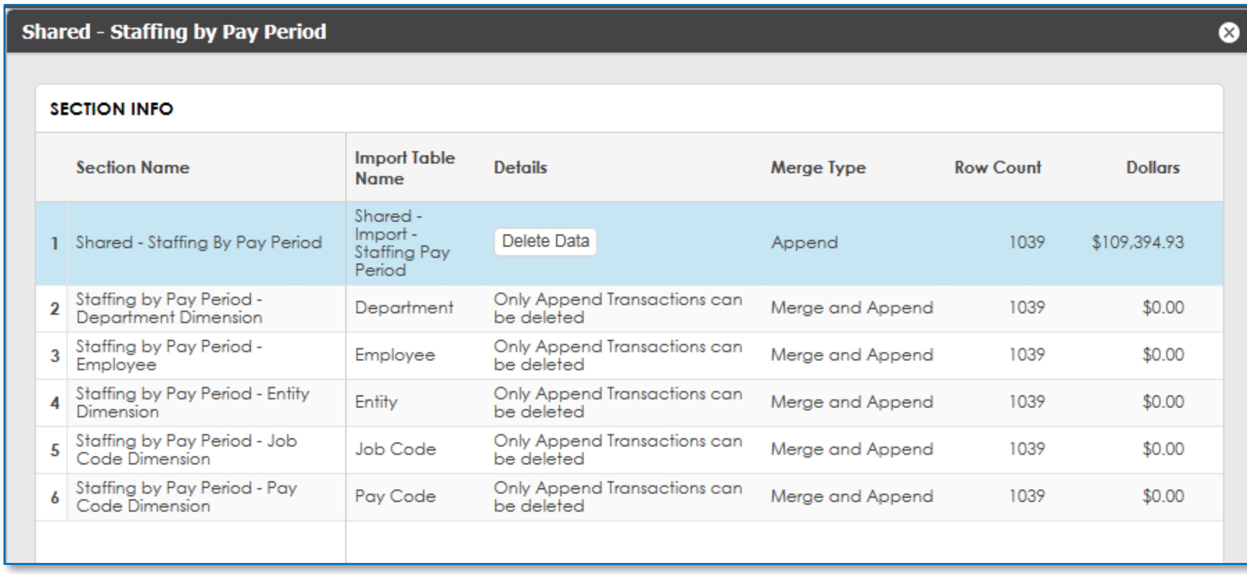
5. The StrataJazz® Administrator tool opens. If a "Data Integration Manager" link does not show in the tool, follow the instructions in the To install Snapins section of the Appendix before continuing.
6. Click **Data Integration Manager**.
7. Click **Import**.
8. In the search box, type "**Shared**" (or another keyword depending on the data integration configuration needed).
9. Click **Search**.
10. Select the configuration needed to import data with.
11. Click **OK**.
12. Click the ... button and select the file you want to import.
13. Click **Confirm**.
14. Click **OK.**
15. **Close** the StrataJazz® Administrator tool.

Verifying Data

In some cases, some rows of data may be rejected during the import, or the import may fail entirely. Follow the steps below to verify all data in the import file was fully imported.

To verify data imported

1. On the Review Data Imports tab of Data Center, click the **Import History** tab.
2. Locate your import and click on the **Config Name** link. (You can use the Start Date and End Date fields to assist with identifying the correct import.)
3. In the window that appears, validate the **Row Count** and **value** columns are correct based on the data you imported. Be sure to review these columns in the row with the configuration name. (In the screen shot below, the value is Dollars, although this will vary depending on the type of data imported.)



Shared - Staffing by Pay Period

SECTION INFO

	Section Name	Import Table Name	Details	Merge Type	Row Count	Dollars
1	Shared - Staffing By Pay Period	Shared - Import - Staffing Pay Period	Delete Data	Append	1039	$109,394.93
2	Staffing by Pay Period - Department Dimension	Department	Only Append Transactions can be deleted	Merge and Append	1039	$0.00
3	Staffing by Pay Period - Employee	Employee	Only Append Transactions can be deleted	Merge and Append	1039	$0.00
4	Staffing by Pay Period - Entity Dimension	Entity	Only Append Transactions can be deleted	Merge and Append	1039	$0.00
5	Staffing by Pay Period - Job Code Dimension	Job Code	Only Append Transactions can be deleted	Merge and Append	1039	$0.00
6	Staffing by Pay Period - Pay Code Dimension	Pay Code	Only Append Transactions can be deleted	Merge and Append	1039	$0.00

1039 rows were imported for staffing by pay period, for a total of $109,394.93

To review additional data import details

1. On the Review Data Imports tab of Data Center, click the **Import History** tab.
2. Next to the data import, select **View Details**.

IMPORTANT NOTE: Among other things, you can see the file path for the source file here. This is why it is important to import from a network location; others will be able to access the file if needed for troubleshooting. This can also be very helpful as you prepare for the rollover the following year, so you can go back and see the file format that imported successfully the prior year.

3. Click **Accepted Data** to see some examples of the data that was imported, to ensure nothing looks incorrect at first glance.

Checking for Rejected Data

Some data can be rejected from the StrataJazz® system if the format doesn't match rest of the file. Typically, this is due to invalid characters or if the character length is exceeded.

To check for rejected data

1. On the Review Data Imports tab of Data Center, click the **Import History** tab.

IMPORTANT NOTE: You can quickly see if there is rejected data by reviewing the Rejected Row Count column here.

2. Next to the data import, select **View Details**.
3. Click **Rejected Data**.

Ideally, you will see no entries here. If there are entries, review the reasons for rejection, correct the data file, delete the prior import, and load the corrected file.

Deleting Data

Some data can be deleted from the StrataJazz® system if you mistakenly uploaded incorrect or invalid data.

To delete data

1. On the Review Data Imports tab of Data Center, click the **Import History** tab.
2. Locate your import and click on the **Config Name** link. (You can use the Start Date and End Date fields to assist with identifying the correct import.)
3. If the data is able to be deleted, you can click **Delete Data** button to delete that import's data.
4. Click **Yes** on the confirmation warning that appears.
5. Click **Close**.

IMPORTANT NOTE: Only data integration configurations set up to append data allow you to delete here. For other configuration types, simply reimporting the file will correct the issue, as other configuration types will overwrite the incorrect values. For any issues with correcting data import issues that are not covered in this chapter, reach out to a Strata Decision team member to assist.

In-Class Activity

Your colleague imported a data file in January and isn't sure it processed correctly, so he has asked for you to look at it with him.

Verify the data and troubleshoot as needed.

Your colleague imported the 2018ActualYTDDollarsInClass.csv file that is in the Attachments section of the StrataJazz® Home page. He used the Shared – GL Dollars Import configuration.

Important Note: Do not actually import any data during class; after class is fine.

5 – Operating Budgeting System Rollover

Rollover Overview

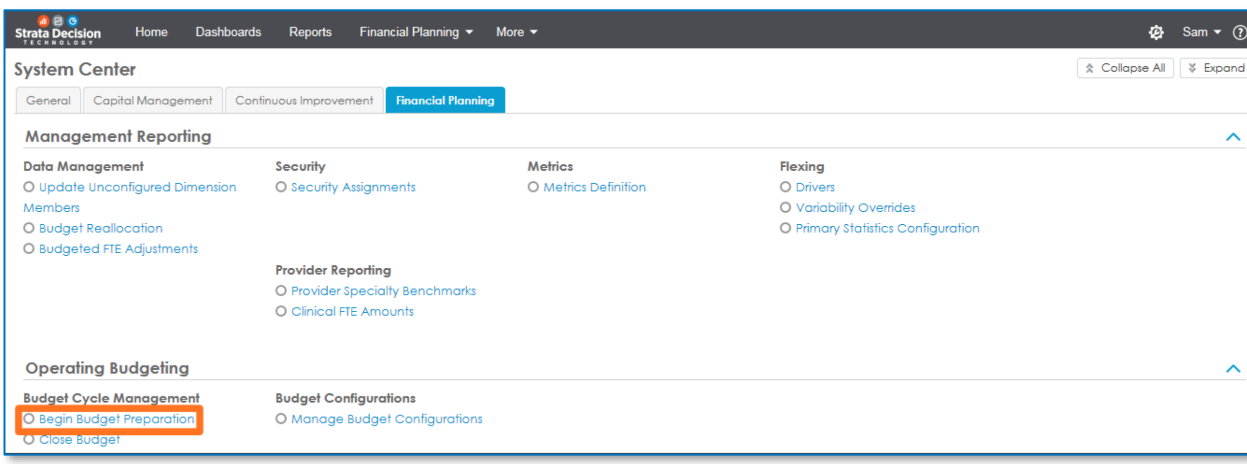
Many parts of the Operating Budgeting rollover have now been centralized into one System Center screen, Begin Budget Preparation. Following execution of the steps in Begin Budget Preparation, a few additional steps are needed currently – refreshing fill-ins, reviewing and updating fill-in counts, and publishing the model template (in that order). This chapter reviews each of these steps.

IMPORTANT NOTES:

- The ultimate goal for the Operating Budgeting system rollover is to be done entirely in one screen (Begin Budget Preparation). As those additional features are being phased into Begin Budget Preparation, some steps outside of that screen are currently required.
- In the system, you will see items related to the rollover referred to "budget preparation". The terms are synonymous.

Begin Budget Preparation

When you are ready to get your Operating Budgeting system set up for the next budgeting cycle, you will go to the **System Center** > **Operating Budgeting** > **Budget Cycle Management** > **Begin Budget Preparation**.

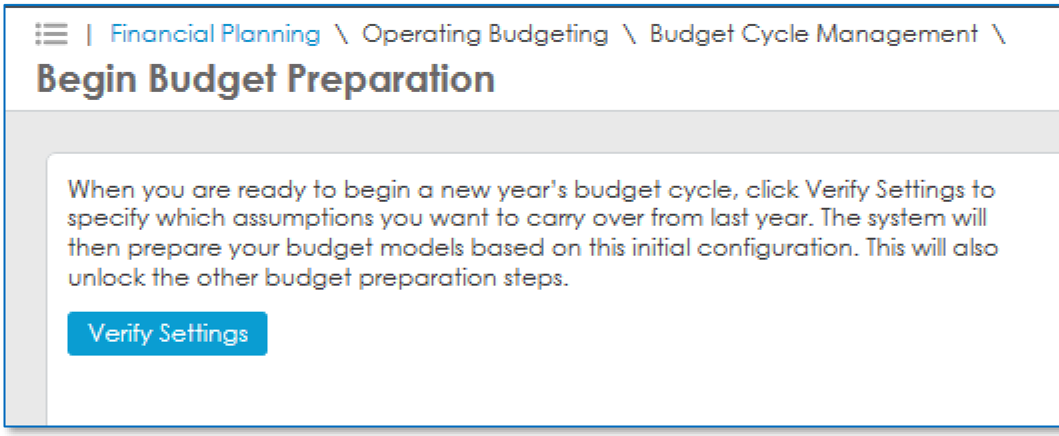


The Begin Budget Preparation link in System Center

IMPORTANT NOTES:

- This System Center screen is currently only available to Strata Decision administrators and those assigned to the OB – System Administrator security group. The OB – Local Administrator group does not currently have access.
- There will sometimes be a section displaying in the Operating Budgeting section of System Center called Budget Preparation; this is not the same thing. (That section is a grouping of other System Center screens that may be needed to adjust configuration, but they will not actually update the year structure of the model or reports.)

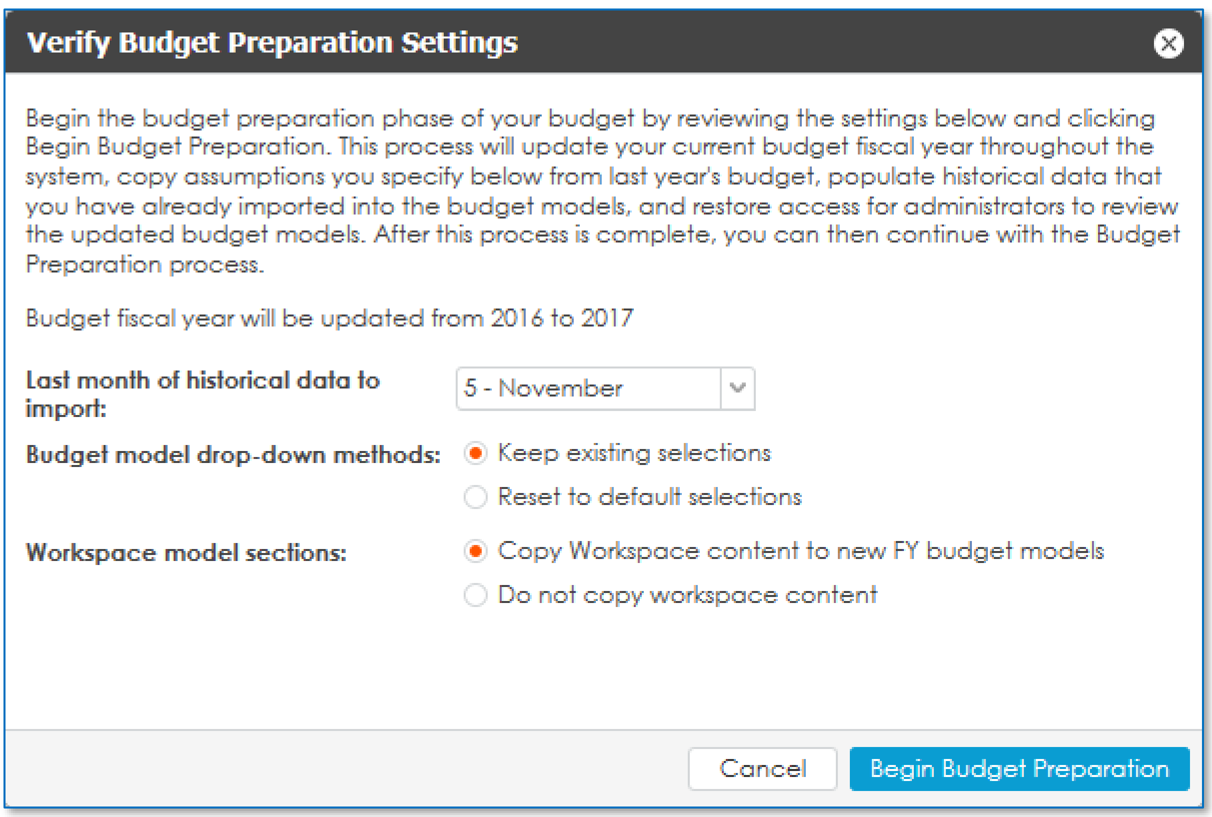
Once you click on Begin Budget Preparation, there is only one button available – Verify Settings.



Verify Settings button in Begin Budget Preparation

IMPORTANT NOTE: This button only displays when the budget is closed. If the budget has already been prepared, this screen will show a status of the steps that happened the last time this was kicked off.

Clicking on the Verify Settings button brings up a window for you to make a few decisions.



The Verify Budget Preparation Settings window appears after clicking Verify Settings

First, note the phrase above the dropdown selector – “Budget fiscal year will be updated from 2016 to 2017.” This means as part of the budget preparation process, the system will update the current fiscal year from 2016 to 2017. If the system is then treating 2017 as the current fiscal year, the models and other records in the system will be set up to budget for 2018. Validate this is indeed the year structure you want before proceeding with this step.

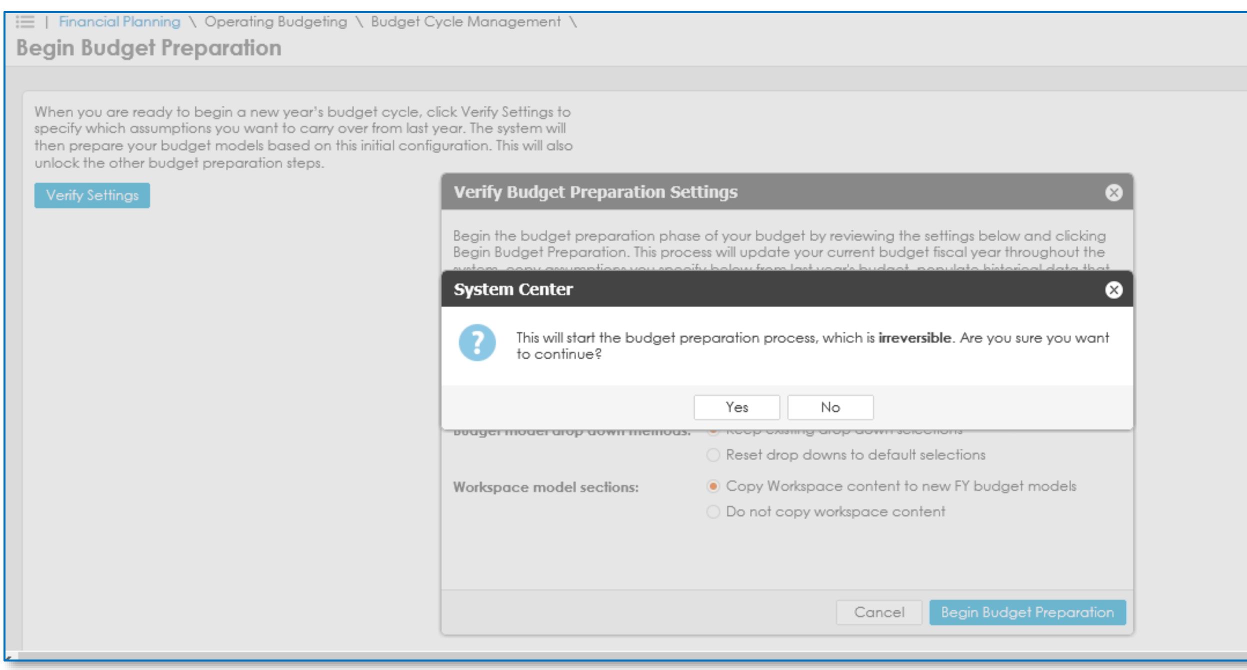
IMPORTANT NOTE: If this does not look correct to you but you believe you do want to proceed with the rollover, please reach out to a Strata Decision team member to review the system configuration with you.

Otherwise, there are three fields to review and potentially edit on the Verify Budget Preparation Settings screen:

- **Last month of historical data to import** – Set this to what you want the final month of YTD data to be, at least for testing purposes. If you need to update this prior to opening the budgets, you are able to without going through this process again.
- **Budget model drop-down methods** – Choose whether you’d like to keep any changes to things like projection methods, spread methods, and drivers in the models from the previous budget cycle (if they were changed from the default settings).
- **Workspace model sections** – Choose if you’d like to keep any calculations from the Workspace section or restore this section to be blank. If adjustments elsewhere in the model were set up to reference anything in the Workspace section, it’s important to review these and update them as necessary in case year values or cells to reference changed positions since the previous year.

After reviewing the selections, choose the Begin Budget Preparation button to kick off the rollover process.

Prior to beginning execution, the system will confirm the action via a pop-up window because the process is irreversible.



Confirmation window

After the process is kicked off, a status window replaces the original window that had the Verify Settings button on it. On this status window, you can see each task the process is completing.

Financial Planning \ Operating Budgeting \ Budget Cycle Management \

Begin Budget Preparation

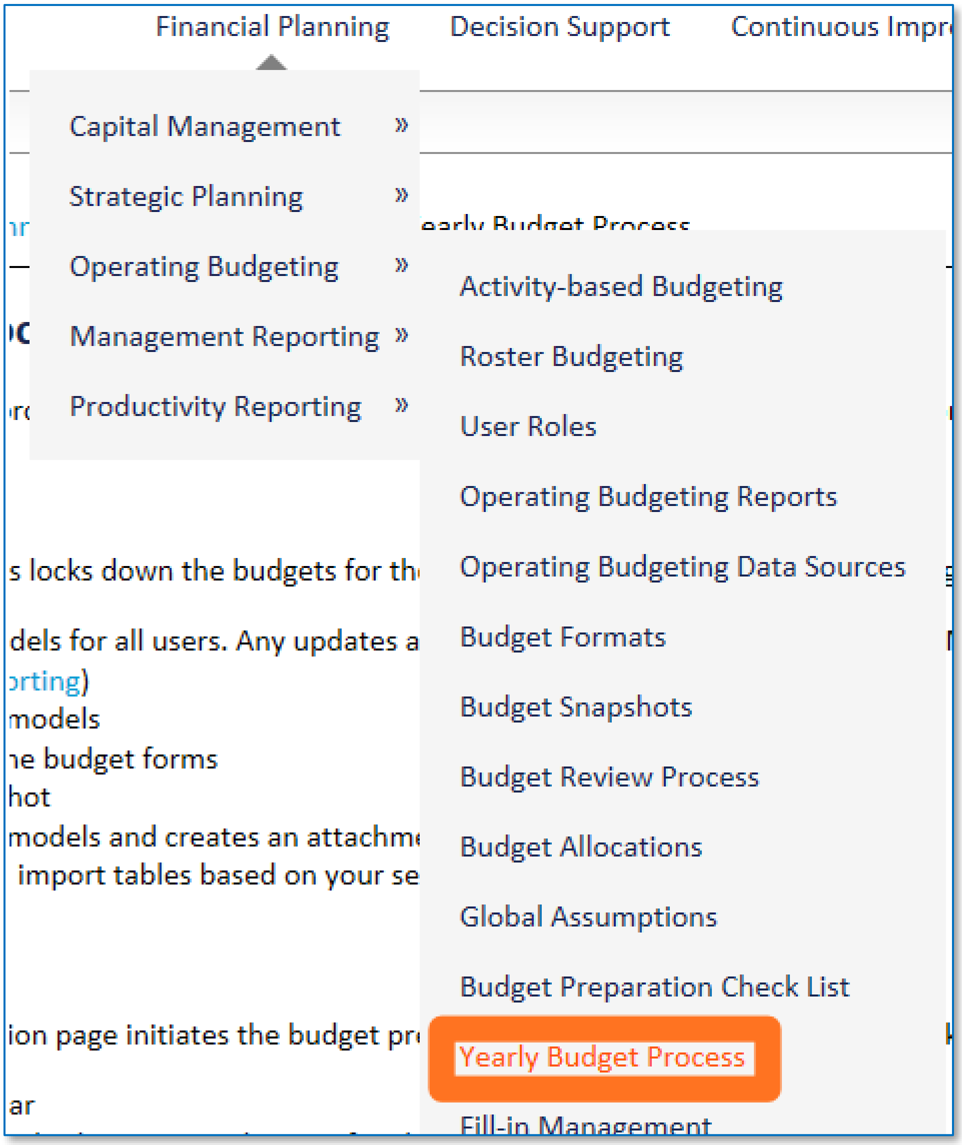
BEGIN BUDGET PREPARATION PROCESS STATUS

	Step	Start Time	Status
1	Update Fiscal Year	5/30/2017 9:15 am	✓
2	Clear Assumptions	5/30/2017 9:22 am	✓
3	Reset Budget Items	5/30/2017 9:32 am	✓
4	Reset Budget Model Workflow Status	5/30/2017 9:37 am	✓
5	Unlock Budget Models for Admins	5/30/2017 9:37 am	✓
6	Reset Accepted Exceptions	5/30/2017 9:37 am	✓
7	Populate Historical Data in Budget Models	5/30/2017 9:37 am	✓
8	Refresh Fill-ins	5/30/2017 9:47 am	✓
9	Activate All Budget Models	5/30/2017 10:13 am	✓
10	Refresh Budget Models	5/30/2017 10:13 am	✓
11	Refresh All Exceptions	5/30/2017 11:54 am	✓

Begin Budget Preparation Process Status window

When the task completes, you will see a green check appear in the Status column. If any of the tasks show as Failed, please reach out to a Strata Decision team member to assist in troubleshooting.

The task names above are described in more detail in the Help Center documentation found through Financial Planning > Operating Budgeting > Yearly Budget Process, in the Budget Preparation section.



Navigation path to Help Center documentation about the Begin Budget Preparation steps

Update Fill-in Counts

After fill-ins have all successfully refreshed, review and update fill-in counts as necessary. For a reminder on how to use the Fill-in Counts System Center screen to do this, refer to the Operating Budgeting Level 1 – Fundamentals materials.

Publish Model Template

Finally, after reviewing and updating any fill-in counts, publish the model template. For a reminder on how to use the Fill-in Counts System Center screen to do this, refer to the Operating Budgeting Level 1 – Fundamentals materials.

IMPORTANT NOTE: You should publish the model template prior to starting budgeting to ensure all model calculations used are current, regardless of whether fill-in counts were actually updated or not.

In-Class Activity

Kick off the budget preparation process in your database. You may choose the options to use.

6 – Reporting Rollover

Ad Hoc Reports

For any reports you create manually, you may need to roll them over manually. For information about how to build reports that roll over automatically using the budget year reporting crossalk, refer to the Operating Budgeting Level 1 – Fundamentals or Ad Hoc Reporter certification materials. If you encounter a report that does not have the crosswalk, it's recommended to edit the report to add it while rolling over to make each future report rollover seamless. However, in the event this is not possible or desirable, you'll need to roll the report over manually.

To roll over a report manually, go into the report and update any year parameters manually, then be sure to save the report to make sure the filter changes are kept for the next time the report is opened.

Excel Reports

Excel reports may also have the reporting crosswalk attached to them so they roll over automatically. In the event you encounter a report that does not have this, below are instructions for manually rolling over an Excel report.

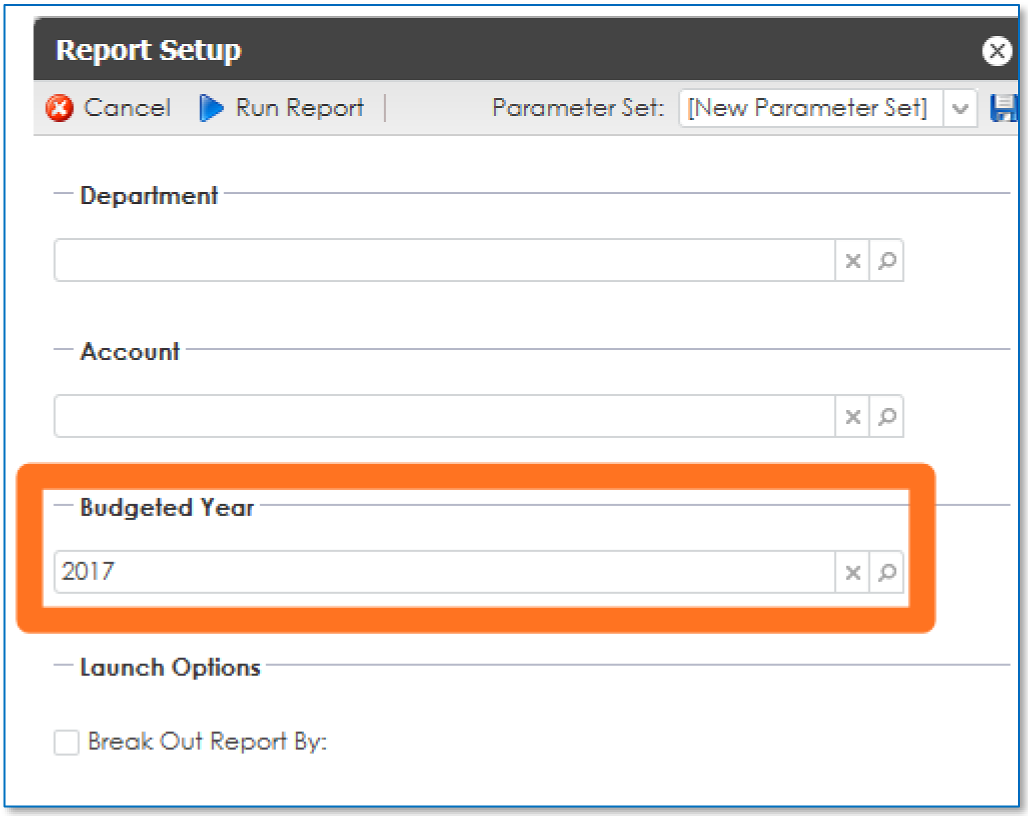
For reports without crosswalks, you will potentially run into Excel reports set up in two ways – with the year being populated via a report parameter or directly set in the report itself.

IMPORTANT NOTES:

- Check the report default parameters for the crosswalk before attempting to roll the report over manually.
- Rolling over the report year is currently the only Excel report editing permissible by non-Strata Decision team members at this time. For any changes to or requests for new Excel reports, please reach out to a Strata Decision team member for assistance.

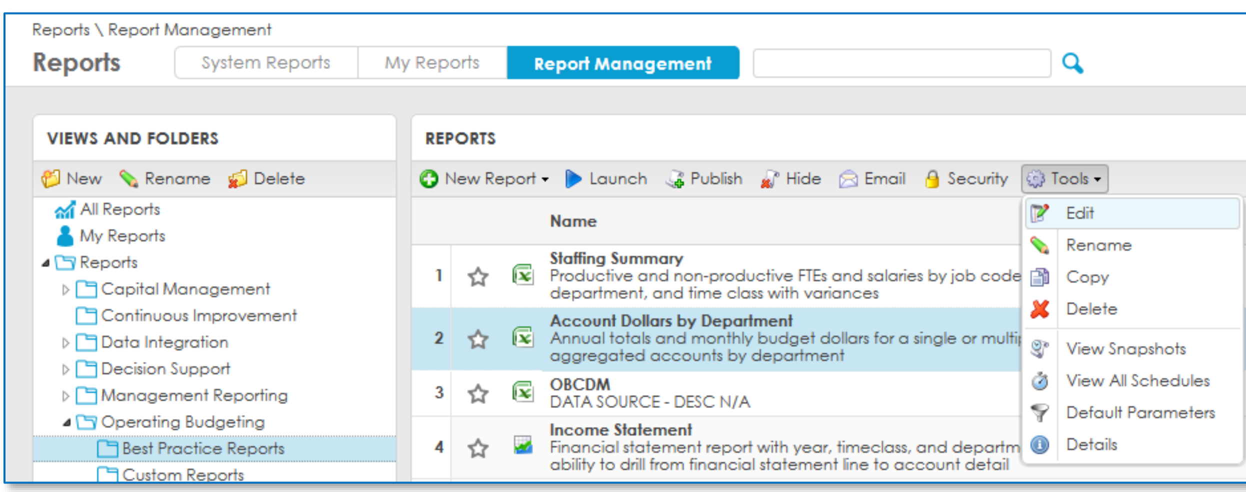
Year is set through a report parameter

Your Excel report is set to populate the year through a parameter if you see the year as an available parameter when launching the report, as below.



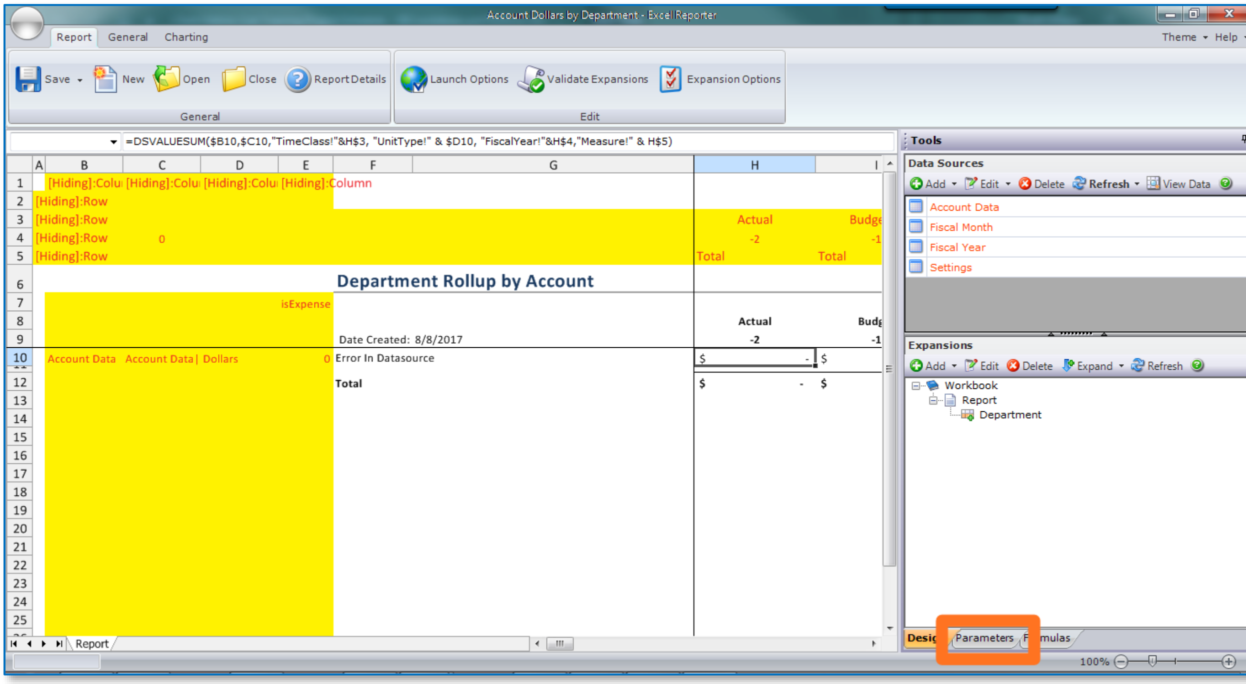
The parameter default year will need to be rolled over

In this case, we'll want to go into the report to edit it. To do this, with the report selected in Report Management, click **Tools > Edit**. An add-in may request to be run; go ahead and choose to run, then wait for the Excel Reporter tool to install and open in a separate window.



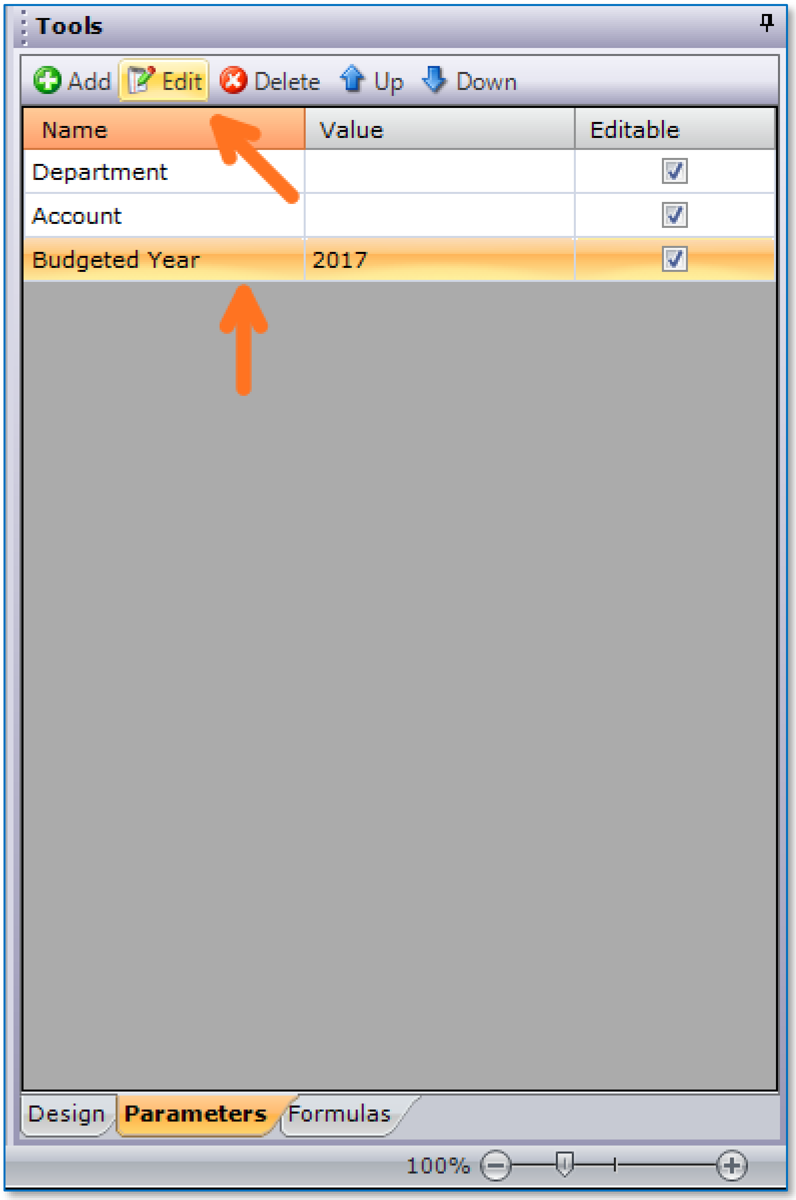
Editing an Excel report

Once the Excel report opens, choose the Parameters tab at the bottom right.



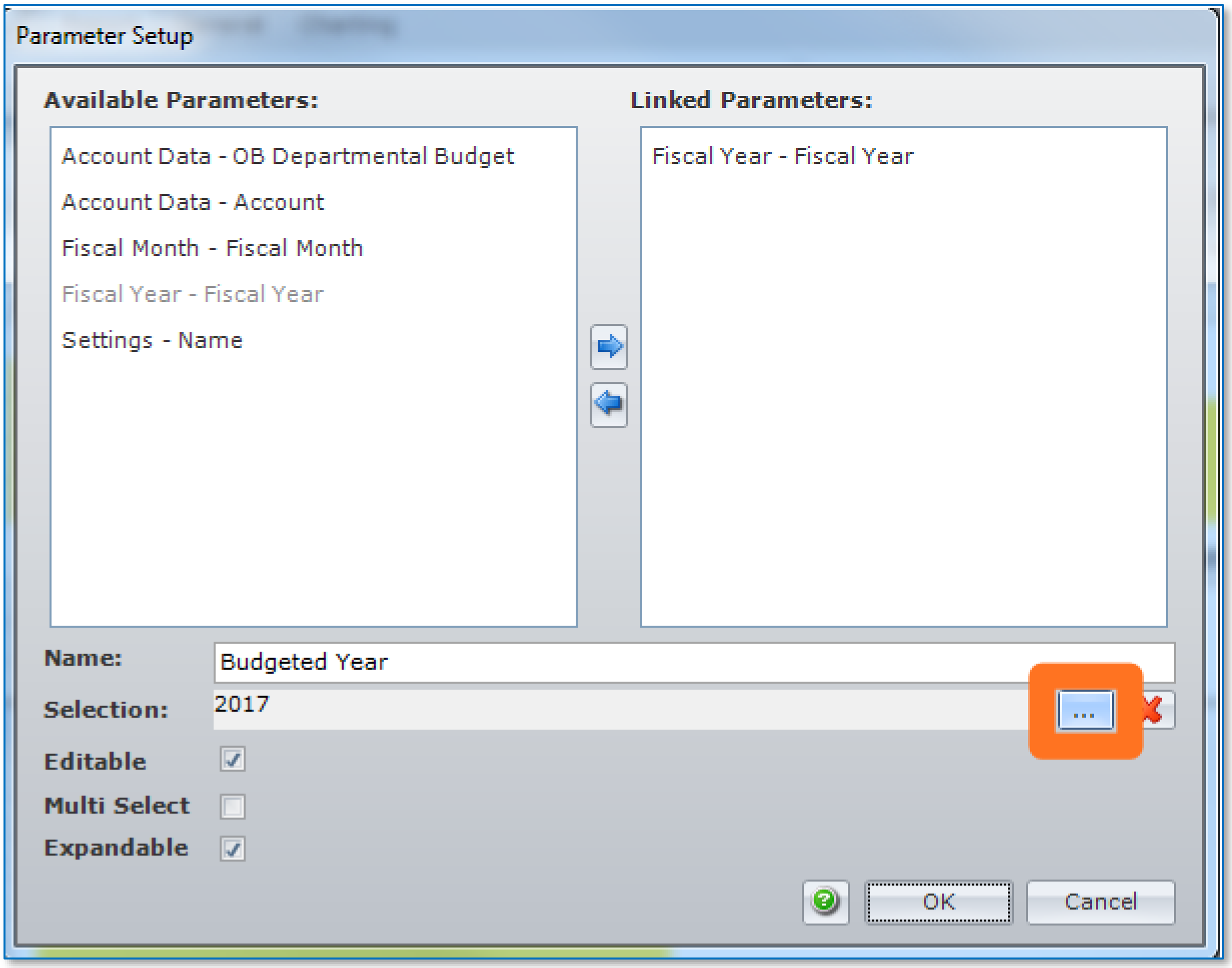
The Parameters tab in the bottom right

The selections in the Parameters tab match what displays for parameters when the report is launched. To update the Budgeted Year parameter, select that row and choose Edit on the pane toolbar.



Select the parameter to update, then choose Edit

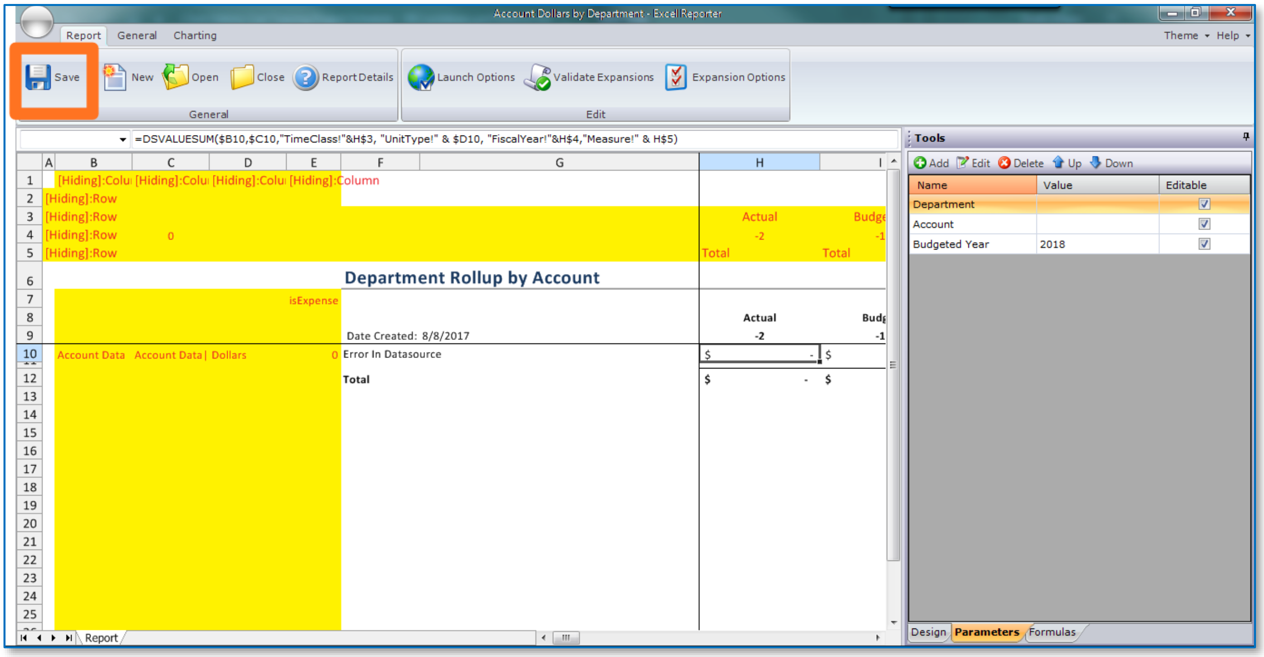
In the Parameter Setup window that displays, choose the ellipsis button to the right of the year, select the year to update it to, then choose OK.



Select the ellipsis button to change the default parameter value

After clicking OK on the Parameter Setup window, you should now be back on the main Excel Reporter window. To save the parameter change, choose Save in the top left corner.

IMPORTANT NOTE: Be very careful not to make any other changes in the report, as they will be saved as well and may cause the report to not function correctly.



Saving the report changes

You should receive a confirmation that the save was successful. You may then close the Excel Reporter window.

It's important to test launching the report to ensure the parameter is now updated as well.

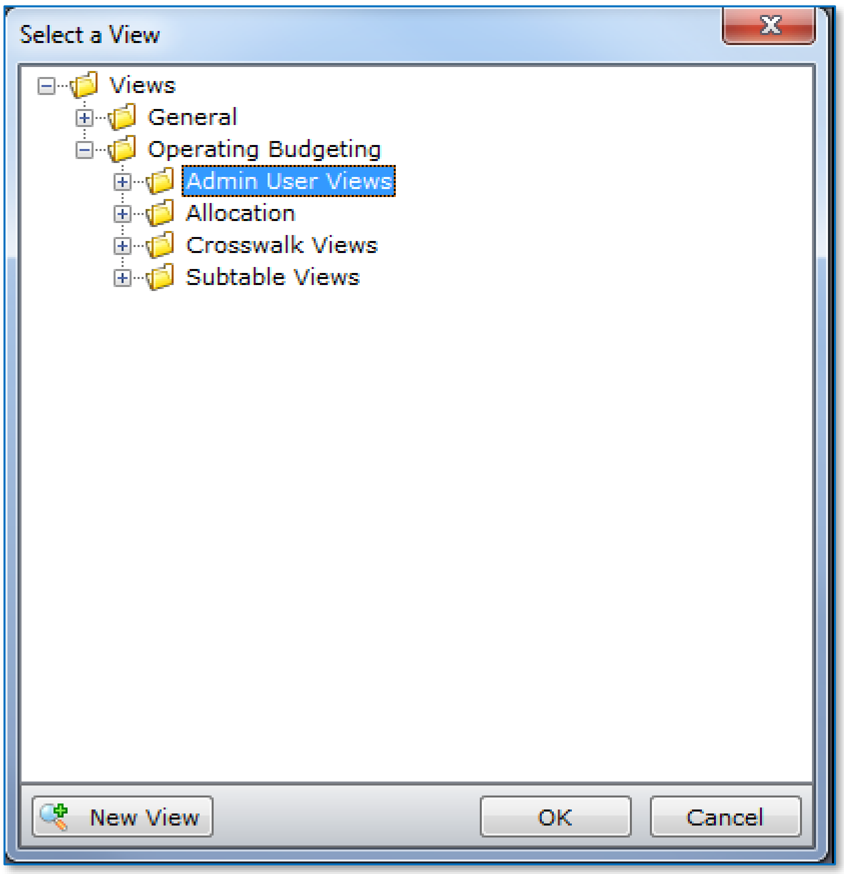
Year is not set through a report parameter

Unfortunately, there are myriad ways to set a year up in an Excel report. If you are looking to roll over an Excel report and the year is not populated via the reporting crosswalk or through a parameter on the launch window, reach out to a Strata Decision team member to assist in rolling the report over.

7 – Data Studio Views

Unfortunately, Data Studio views will never roll over automatically, so they must all be done manually.

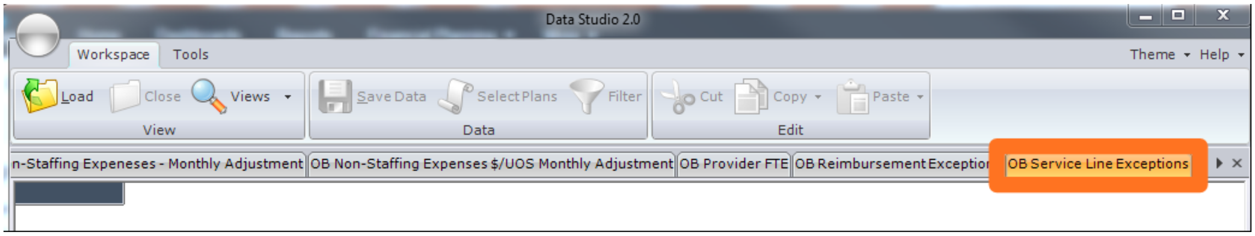
To roll over Data Studio views, make sure all the views you need to roll over are in one folder in the view hierarchy. Typically, the Operating Budgeting > Admin User Views folder is the location where views that need to be rolled over reside.



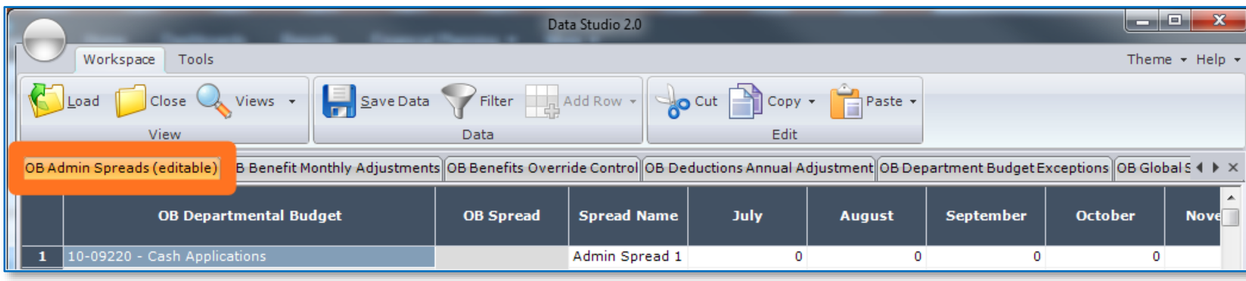
Operating Budgeting > Admin User Views typically contains the views that need to be rolled over

Double-clicking on the folder name will open all the views in the folder, which is a nice shortcut, rather than opening all views individually. After confirming that you want to open multiple views, be sure to accept any default filter or row warning pop-ups and monitor for when all the views have opened. This can take several minutes depending on the number of views that are being opened.

You will know the views are done opening because the view that is highlighted is the first one (farthest to the left).

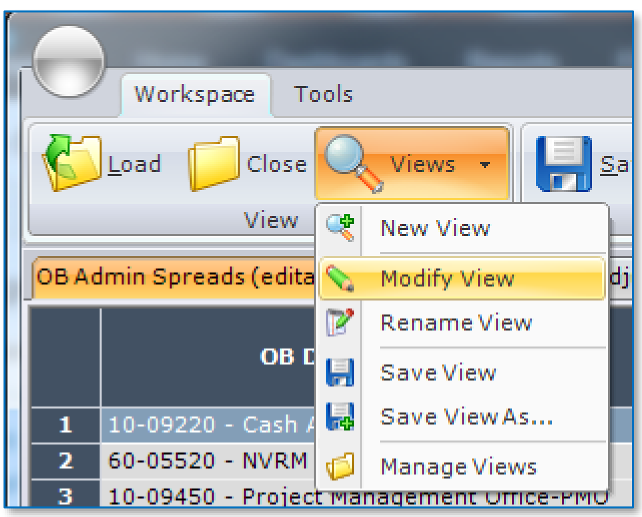


Views are not yet done opening – last tab (farthest to the right) is highlighted



Views are done opening - first tab (farthest to the left) is highlighted

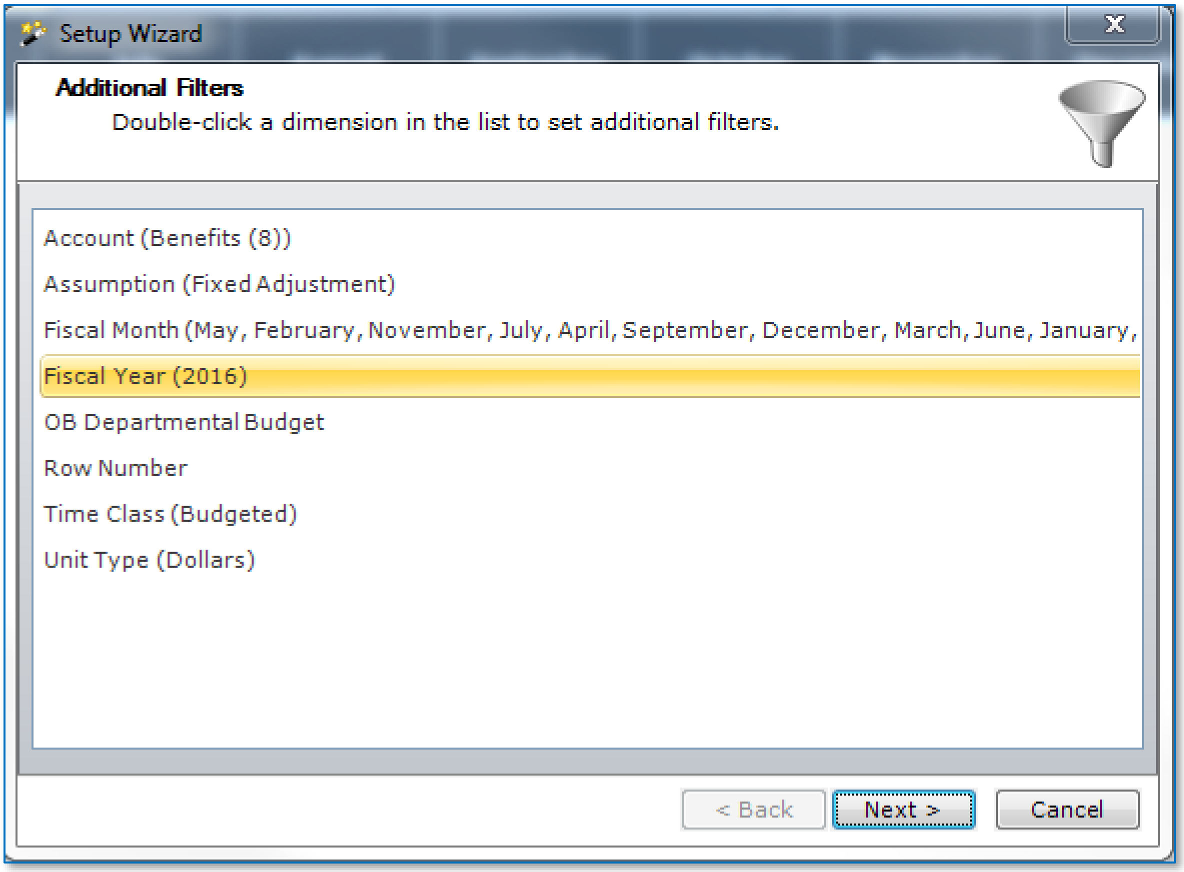
To roll over a view, go under **Views > Modify View**. Select Yes on the warning that appears warning you there is unsaved changes that may be lost. (This warning always appears when leaving or updating a view, even if no changes have been made.)



Views > Modify View to roll over

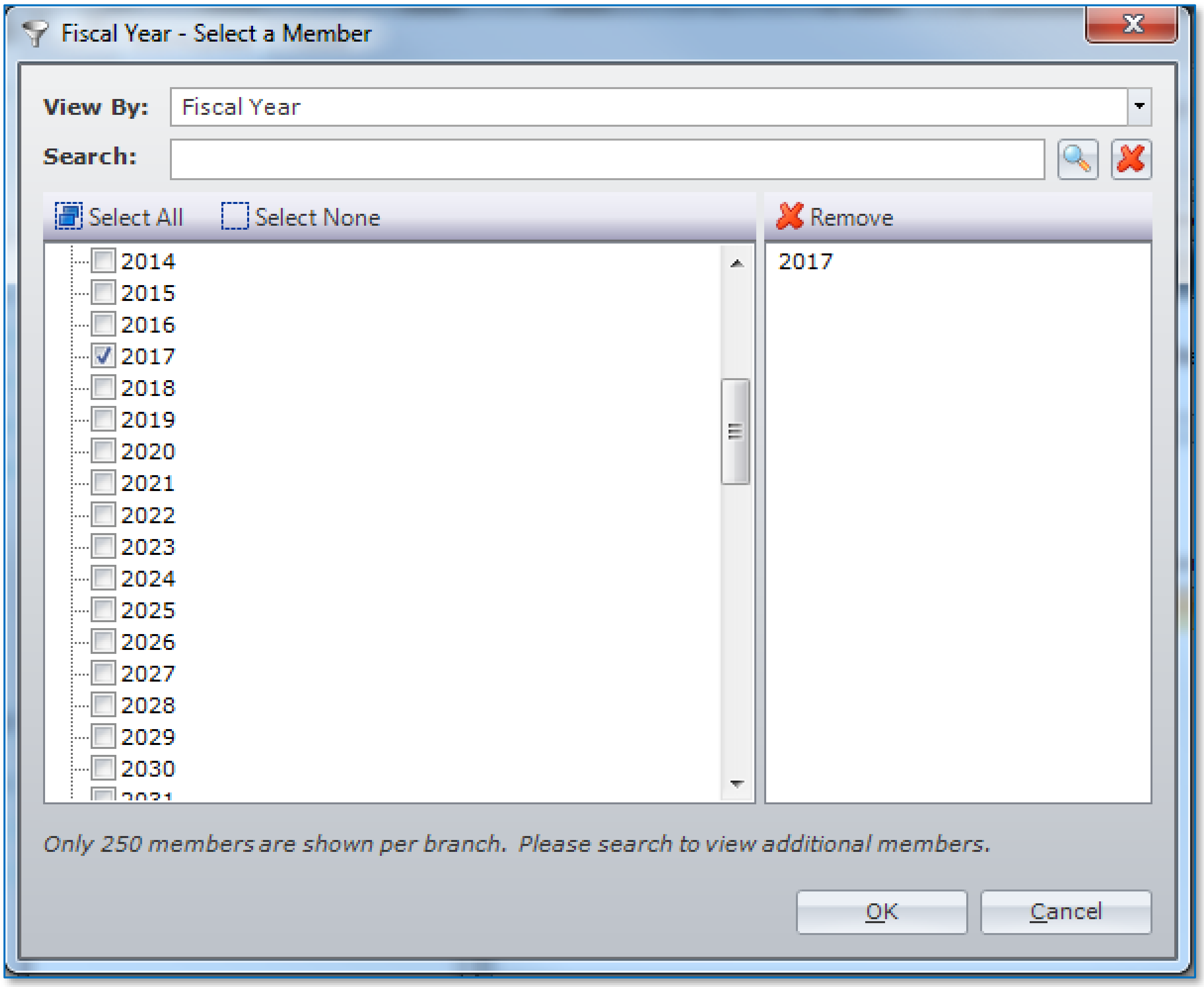
The Data Studio Setup Wizard will appear. If there are year filters currently set on the view, update them to reflect the updated years for the next budget cycle.

Double-click on the year filter:

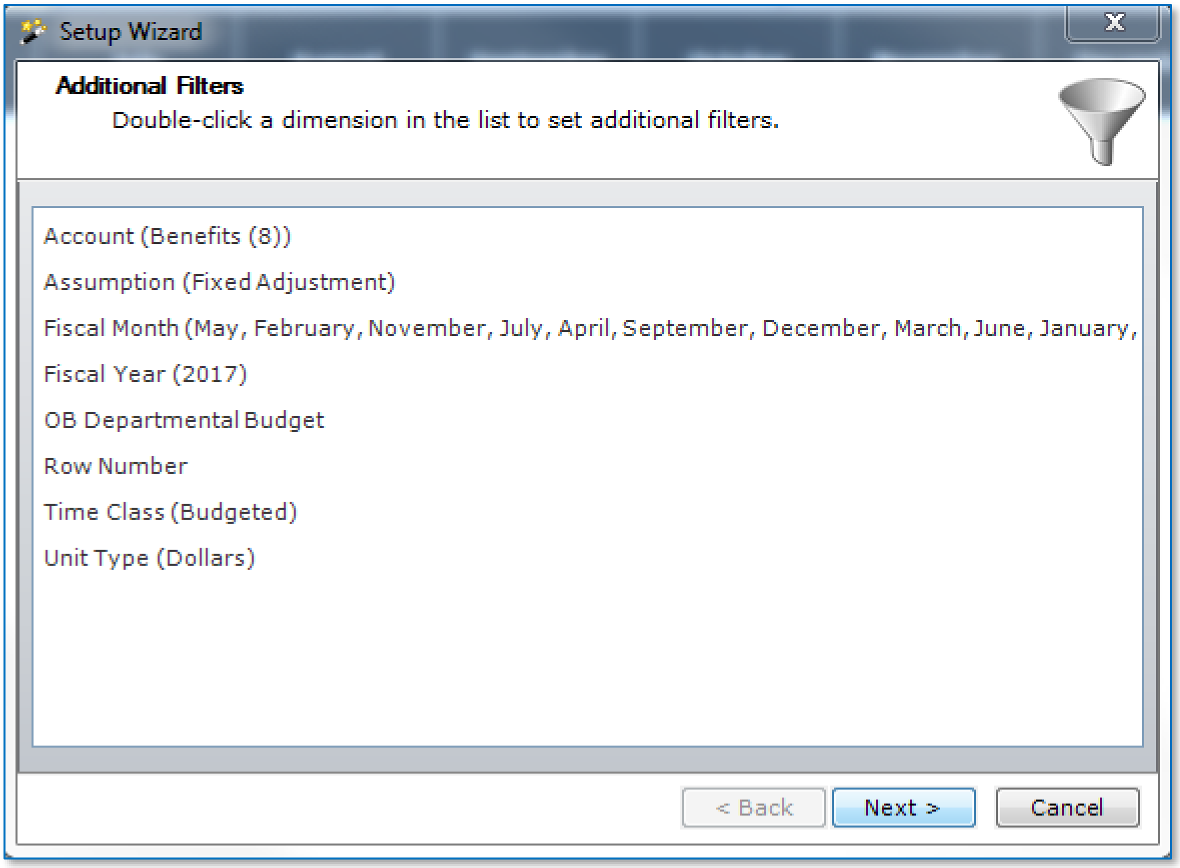


IMPORTANT NOTE: If there are no year filters on the view when you go to modify it, you may simply cancel out of the Setup Wizard and close the view; it does not need to be rolled over.

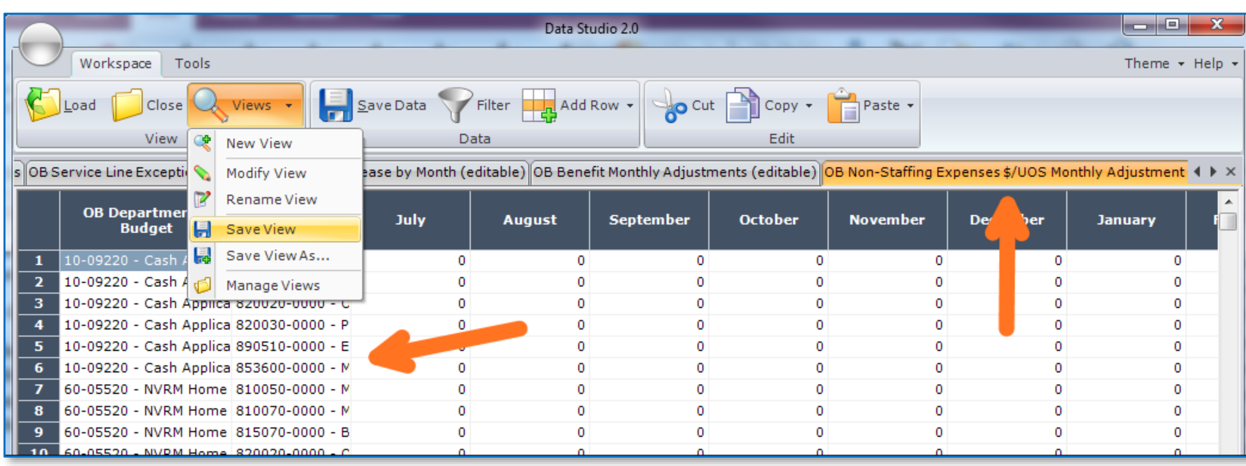
In the section on the left with all the years listed, uncheck the years that will no longer be needed and check the years that should be included going forward:



You should now see the correct years in the filters window; click Next > and Finish through the rest of the Setup Wizard:



After clicking Finish in the Setup Wizard, the view that was just updated will begin to reload. When it finishes reloading, the tab will have moved to be the last tab in the tool. If there are rows showing in the view, you should be clear to save the changes by going to **Views > Save View**.



The updated view (now showing as the last tab) has rows populated, so the view looks ready to save

The view save will complete quickly, then you can use the Close button on the Data Studio toolbar to move on to the other views. After closing a Data Studio view, the tool will begin to reload some of the views. Wait for this to complete before making more edits. You'll know the reloading is complete when the first tab is highlighted again.

No Rows Populating in Data Studio View

Rows Did Not Populate Prior to Rollover

If the view had no rows populated when originally opening it, it probably does not need to be rolled over. (That indicates the view is not set up correctly, and if no one reported that as a problem, it's probably not a view that was used.) In that case, you can move the view to an Archive folder in the Data Studio folder hierarchy.

Rows Populated Before Rollover But Not After

If rows were populated when originally opening the view but not populated in the view after rolling it over, review the following:

- If Begin Budget Preparation has not completed yet, the new year may not yet be recognized by Data Studio. Come back to complete the rollover once Begin Budget Preparation is complete.
- Review the other view parameters (via Modify View) to make sure everything else is still set correctly. If the other parameters are correct, you may need to rebuild the view from scratch.

Continue the rollover process for each view until all are complete. The Data Studio Views should now be rolled over and ready for use for the upcoming budget cycle!

IMPORTANT NOTE: Do not necessarily just advance the years forward by one year. Make sure you are setting them to the correct year based on the structure that will be in the models for the upcoming budget cycle. It's possible the view you are rolling over was simply missed during a previous rollover cycle. It's important to make sure the current year set is correct because updates made using that view will not impact the budget and it could actually cause data errors in the database if the value is pushed into an invalid field.

In-Class Activity

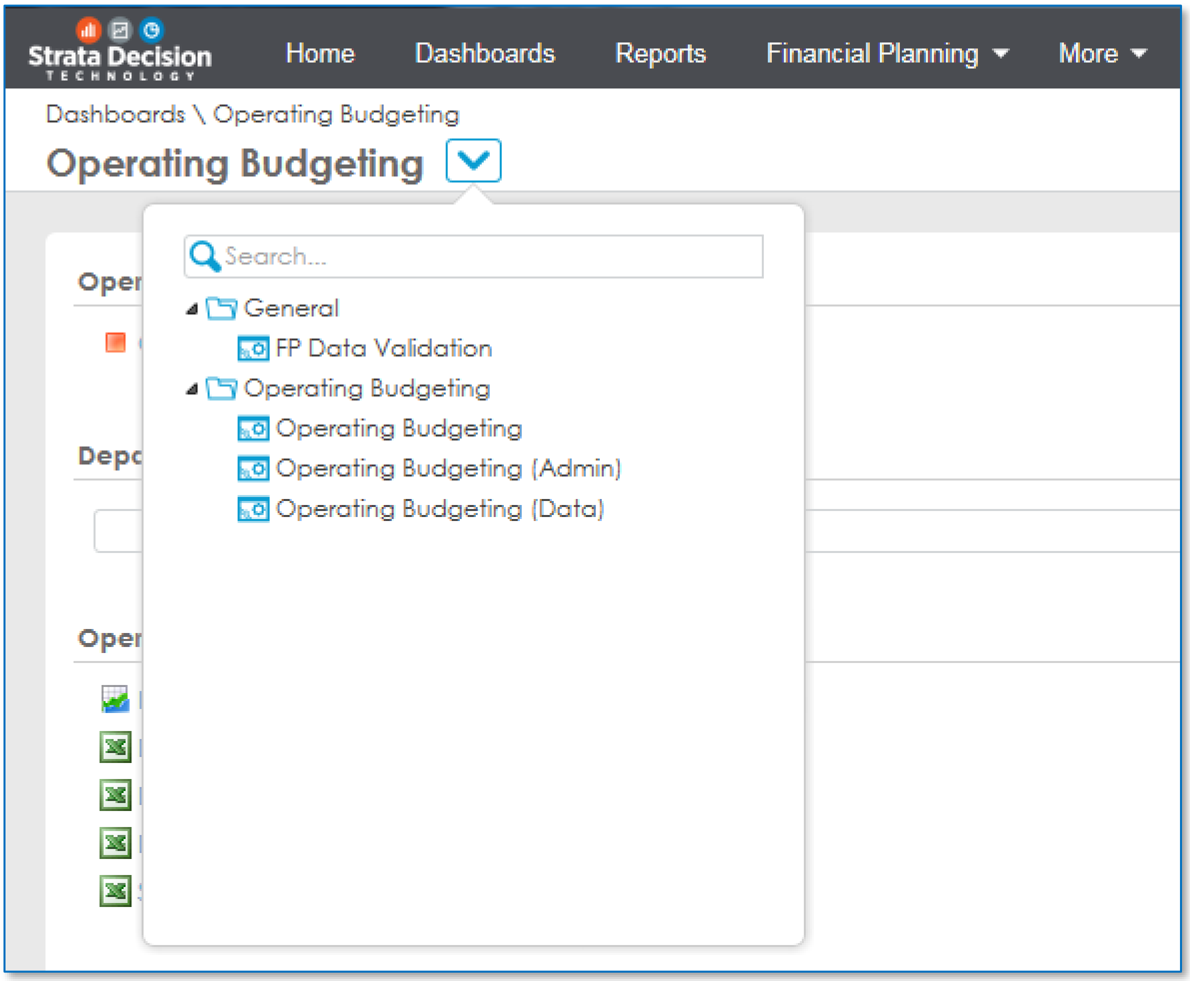
Choose three views and roll them over.

If you run into issues and are not sure how to successfully roll the view over, discuss as a class.

8 – Dashboards

Some other things that may need to be rolled over manually are dashboards.

For dashboards, there often isn't any additional rollover work to do, but it is good practice to review the dashboards used by your organization to ensure they are all set up to use the budget year data where applicable. Review any dashboards in the Operating Budgeting folder. (If custom dashboards have been created in another folder, be sure to move them here or roll them over in their current location as well.)



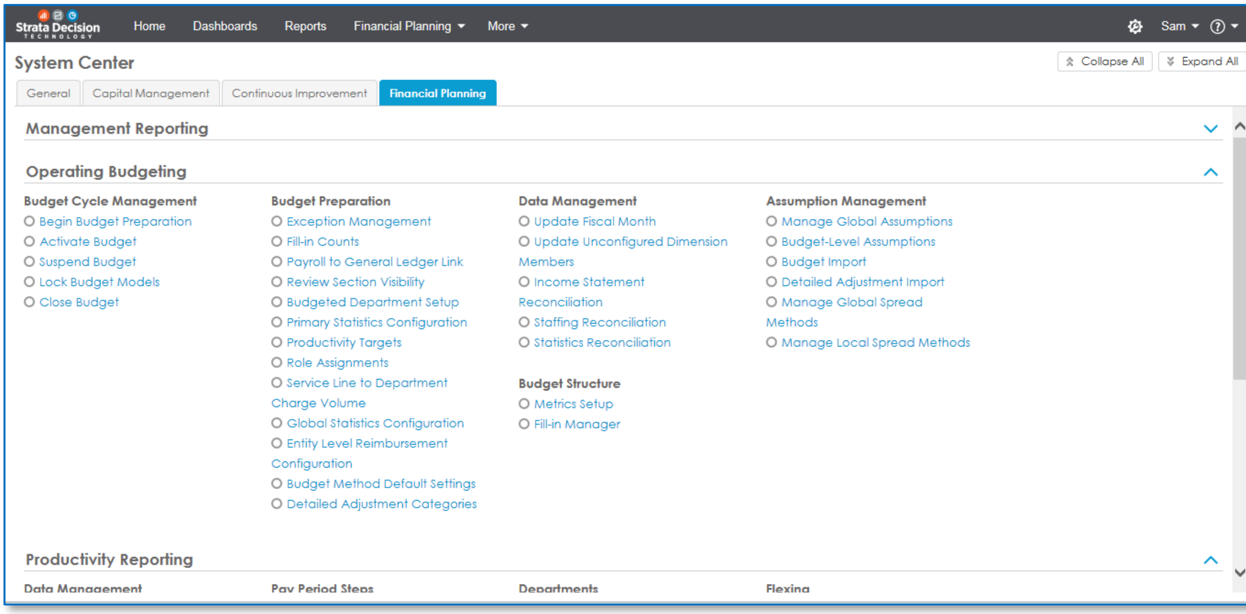
Operating Budgeting dashboards

Pull up each dashboard and review the content to make sure any year references are already updated. For example, for the reports on a dashboard, make sure they have all been rolled over (or remove the report from the dashboard if it's not needed).

After reviewing each of the dashboards, they should be ready for use for the upcoming budget cycle.

9 – Reminders on Other Maintenance

After successful completion of the Begin Budget Preparation screen, more options display in the Operating Budgeting section of System Center.



Operating Budgeting section of System Center after Begin Budget Preparation is complete

Generally, the System Center screens are now organized into sections based on the activities you need to complete. These sections are:

- **Budget Cycle Management** – These screens allow you to control access and make global system administrative changes to the budgeting system
- **Budget Preparation** – All screens in this section should be reviewed and updated as needed prior to starting your budgeting
- **Data Management** – Screens in this section are those that directly impact the data that will be used for budgeting
- **Assumption Management** – Screens that allow administrators to push out global assumptions or budget changes across models
- **Budget Structure** – Screens that will impact what displays in the models

Generally, refer to the materials for Operating Budgeting Level 1 – Fundamentals and the supplemental Operating Budgeting courses that cover ancillary models for information about each of these System Center screens.

10 – Testing

The OB Rollover Test Plan document is embedded in the Test Plan tab of the rollover work plan. This document should be your guide for completing testing for your rollover. There are instructions within each section on how to use the test plan.

IMPORTANT NOTE: Be sure to update this test plan with anything that may be unique to your organization. For example, you may remove pieces that are not relevant depending on what parts of Operating Budgeting your organization uses. You may also need to add some things, such as if your organization uses custom reports.

For any issues you encounter, rely on your knowledge of the system functionality and documentation to assist in troubleshooting. Also, if the issue encountered appears to be a relatively far-reaching issue, it probably makes sense to pause your testing until the issue is resolved in case it resolves other issues that may be encountered. For relatively small issues, troubleshooting these can be deferred until testing has been fully completed if desired. You may record any issues found in the Open Items section of the work plan.

After making any changes to address testing issues, it is of paramount importance that you test the item again to ensure the resolution was correct and that other downstream items are behaving as expected as well.

After full testing and issue resolution is complete, you may consider the testing requirement for the rollover complete.

11 - Troubleshooting

Refer to materials from the Operating Budgeting Level 1 – Fundamentals course for general strategies, troubleshooting methods, and common scenarios that need troubleshooting for Operating Budgeting.

There are some examples below of situations that commonly need troubleshooting during rollovers. You may use this as an aid in case you run into these situations, in addition to reviewing some of the troubleshooting tips in the Help Center documentation in the system.

As more client-driven rollovers are a new undertaking for Strata Decision, let us know what tips or scenarios would have been helpful to you for future inclusion in this section! (Email training@stratadecision.com with suggestions.)

Common Issues, Causes, and Resolutions for Operating Budgeting during Budget Close or Rollover

Issue: The Begin Budget Preparation/Close Budget screen only has a summary of the last time the steps were run. The button doesn't display for me to complete the process.

Possible cause: The system is already in that status. If the Close Budget screen doesn't show the button, the budget is currently closed. If the Begin Budget Preparation screen doesn't show the button, the budget is currently open. ("Open" in this case meaning the system is open for configuration and data changes, not that users are able to get in and start budgeting.)

> Corrective action: If you believe the budget is in the wrong status and you aren't able to address it through the System Center screens, reach out to a Strata Decision team member to assist.

Issue: I have very few System Center screens available for Operating Budgeting, just Begin Budget Preparation and Close Budget.

Possible cause: This is intentional. This indicates the budgets are currently closed. To ensure the budgets do not change while closed, the other System Center screens are hidden while the budgets are in that status.

> Corrective action: Hold off on Operating Budgeting configuration changes until Begin Budget Preparation has been executed to prepare for the next budget cycle. If there are screens that would be very helpful for you to access for maintenance throughout the year, submit an idea via Idea Center.

Issue: None of my Data Studio views have rows in them when I roll them over.

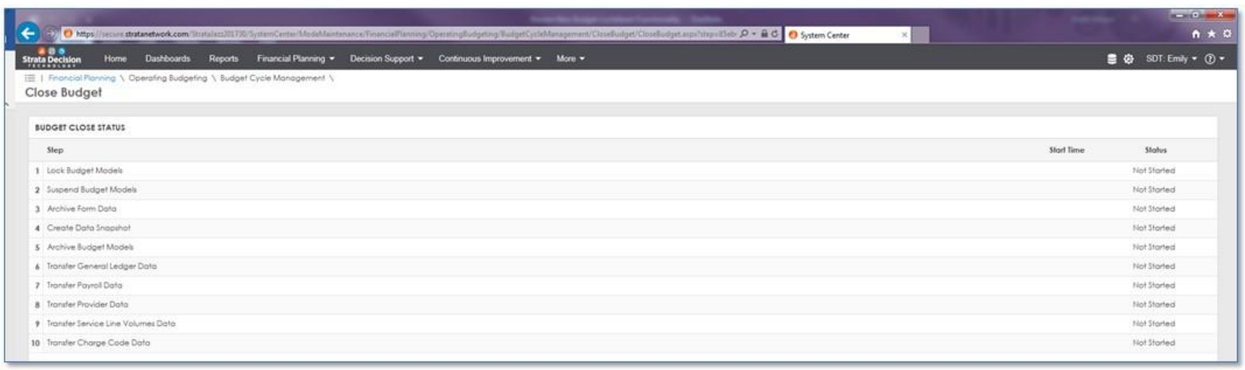
Possible cause: The views were not built correctly initially.

> Corrective action: Evaluate whether the views are really necessary for the budget process. Archive any that do not need to be used. Modify parameters or rebuild views that will be needed. For more information, refer to the Data Studio Views chapter.

Possible cause: Begin Budget Preparation has not been run yet, so the model structure the Data Studio view is set up to update does not exist yet.

> Corrective action: Hold off on completing the Data Studio view rollover until Begin Budget Preparation completes.

Issue: The budget is not currently closed, but the Close Budget screen does not have the Verify Settings button available to kick off the close (as seen in the screen shot below).



Possible cause: As part of the development of these new screens, a setting in the database that was previously rarely used is now being used to determine when this screen if editable.

> Corrective action: Reach out to Strata Decision Technical Consulting to update the setting for you so you may kick off the Close Budget process. (This will not need to be done each year.)

There are several issues that may arise during your lifecycle with StrataJazz®, and even more reasons for why those issues arise. The items mentioned above are simply some of the most commonly occurring issues. There are additional troubleshooting tips available for to assist you in the Help Center.

12 – Rollovers After Certification

Overview of Rollover Work Options

Following certification in this course, you have the knowledge and tools needed to run point on your Operating Budgeting rollover if desired. In order to make sure both your organization and Strata Decision are on the same page with who is owning which pieces of the rollover process and appropriate planning can happen, you have a few options for how you would like rollovers to work in the future, described below. Additionally, the table under Strata Decision Work Based On Option Chosen below visually represents what is included with each of these options.

Estimates for the Strata Decision work for each option are subject to change as product features and process recommendations change. For any changes to the estimates, please reach out to your Strata Decision project owner. Additionally, the estimates given are for base rollover work; enhancements (items not covered in this course or Operating Budgeting Level 1 - Fundamentals) would be work effort and cost above and beyond what is described in the work plan.

Following your review of the options, please reach out to your Strata Decision project owner to discuss your chosen option and formalize that decision. **Your decision needs to be communicated in writing to your Strata Decision project owner at least 4 months before the day you want to open the budgets.** Otherwise, Strata Decision will assume the process used for your organization's last rollover should be used this year as well, and your organization will be responsible for any costs related to that process.

Client-Driven

In this option, your organization's Operating Budgeting team will drive your rollover, with just a couple touchpoints with Strata Decision to make sure large enhancements or other build that must be completed by Strata Decision can be planned for. Aside from a couple quick touchpoints, however, Strata Decision will not be involved in your rollover technical steps, management, or tracking.

Strata Decision work for this option is minimal.

Client-Driven + Strata Decision PM Services

In this option, your organization's Operating Budgeting team will drive your own rollover but would like Strata Decision's assistance and assurance that the rollover preparation progresses as needed to be ready for budget open on time. The client will perform the rollover system steps. Strata Decision will own the project management of the process.

Client + Strata Decision Jointly Driven

In this option, your organization's Operating Budgeting team and Strata Decision will share ownership of the rollover steps. Strata Decision will own the project management of the process. Strata Decision will own the project management of the process.

Strata Decision-Driven

In this option, your organization chooses to defer most rollover steps and project management to be performed by Strata Decision. While Strata Decision will own as much of the process as possible, your organization's Operating Budgeting team will need to own some pieces that require organization-specific knowledge, such as data reconciliation against your organization's source systems and confirmation of configuration settings to ensure they are appropriate for your organization's financial processes.

Strata Decision Work Based On Option Chosen

Anything not covered in the course not included in the table below will be owned by the client.

	Client-Driven	Client-Driven + Strata Decision PM Services	Client + Strata Decision Jointly Driven	Strata Decision-Driven
Planning Discussions	✓	✓	✓	✓
Process Lookback	✓	✓	✓	✓
Weekly Check-In Calls		✓	✓	✓
Rollover Work Plan Preparation		✓	✓	✓
Rollover Work Plan Task Project Management		✓	✓	✓
Build Tasks – Maintenance and/or Rollover (Up to 8 Hours)			✓	
All Transferable* Build Tasks – Maintenance and/or Rollover				✓
Exception Review (Up to 5 Hours)	✓	✓	✓	✓
Strata Decision System Testing			✓	✓
Client Testing Support (Up to 8 Hours)		✓	✓	✓

**Due to the organization-specific nature of some validation items, such as data reconciliation, the client will always need to own some items for this task*

✓ = Strata Decision team involvement

What You Should Always Reach Out To Strata Decision For

Difficult Errors

If you run into system errors that you are unable to troubleshoot, please reach out to a Strata Decision team member as well. Depending on the cause of the error, your organization may not be charged for the time used to troubleshoot and resolve the error. Transferable

Enhancements

For anything you have not learned in the Operating Budgeting certification courses, reach out to Strata Decision for assistance in configuring the system to meet your organization's need. For anything you think may fit into this category, try to reach out to Strata Decision 2 months before you would like that enhancement ready for use. This may seem like a long time, but depending on the scope of the requirement, significant build, testing, and training time may be required, such as if your organization would like to start using a new type of model. Most enhancements can be completed much more quickly, but reaching out at least 2 months ahead of time ensures the new feature will be ready for your organization's use when it is needed.

Uncertainty

Additionally, for anything that you are unsure about ownership for or are unsure how to approach, please reach out to Strata Decision! It's much easier for everyone to plan ahead for something, rather than trying to clean up something that was performed incorrectly or not planned for in advance.

13 – Closing Thoughts

Following the Operating Budgeting Level 2 – Rollovers course, you have a strong base of knowledge on how to both close your organization's StrataJazz® operating budget as the budget cycle finishes, in addition to preparing the system for a new budgeting cycle.

Any training will never be able to comprehensively cover 100% of any situation you encounter, either as a budgeting user of Operating Budgeting or as a system administrator, but you should now have the knowledge of how the rollover technical steps and management process are ideally used in order to respond to situations that arise and choose the next step that will best enable your organization's operating budgeting process to succeed.

Additionally, do not forget the resources you have available to you for assistance, including:

- This manual
    - This should be a valuable reference resource for you over time
- StrataJazz® eLearning
    - This is also a valuable refresher resource for both you and your Operating Budgeting users you support
- Product documentation available through Help Center
- Your peers!
    - Chances are, if your organization is running up against a challenge, there is already an organization that has encountered and overcome that same challenge. Do not reinvent the wheel if you do not have to!
- Strata Decision staff
    - Although our hopes are that you rarely need to reach out to Strata Decision for assistance in the system following implementation, we are always more than willing and happy to help!

To finish the certification for Operating Budgeting Level 2 – Rollovers, completion of the project and test referenced on in the supplement is necessary. Please follow the instructions in those sections. Following successful completion of the project and test, you will receive an email notification of successful certification, followed by a paper certificate as well. Remember to follow the instructions described in the Rollovers After Certification chapter to finalize your approach to future rollovers!

Finally, do not forget to sign up for additional optional certification offerings for Operating Budgeting:

- Operating Budgeting Supplemental certifications
    - These are additional smaller courses that cover additional budgeting options that you may or may not be using, such as the ancillary models (Global Statistics, Service Line, Provider, and Entity-Level Reimbursement) mentioned in other sections of this course
    - Operating Budgeting Global Statistics will be offered for the first time on October 9, as part of the Strata Decision Summit Training Day
        - Otherwise, these offerings are under development, so more information will be shared as they will begin to become available

For any questions or ideas on how to improve the course or its materials, please contact training@stratadecision.com.

Appendix – Manual Data Imports Without Data Center

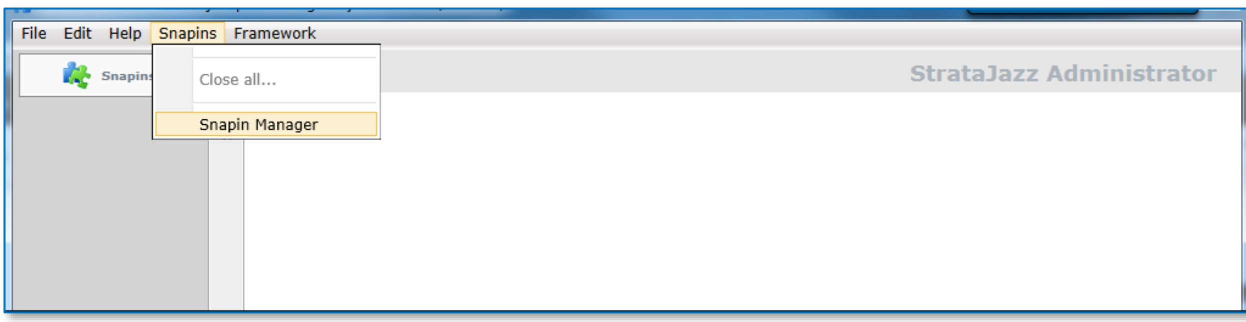
If you do not yet use Data Center in your database, you can use the instructions below to validate your imported data. You will use Data Integration Manager to complete these steps instead.

To access the Data Integration Manager

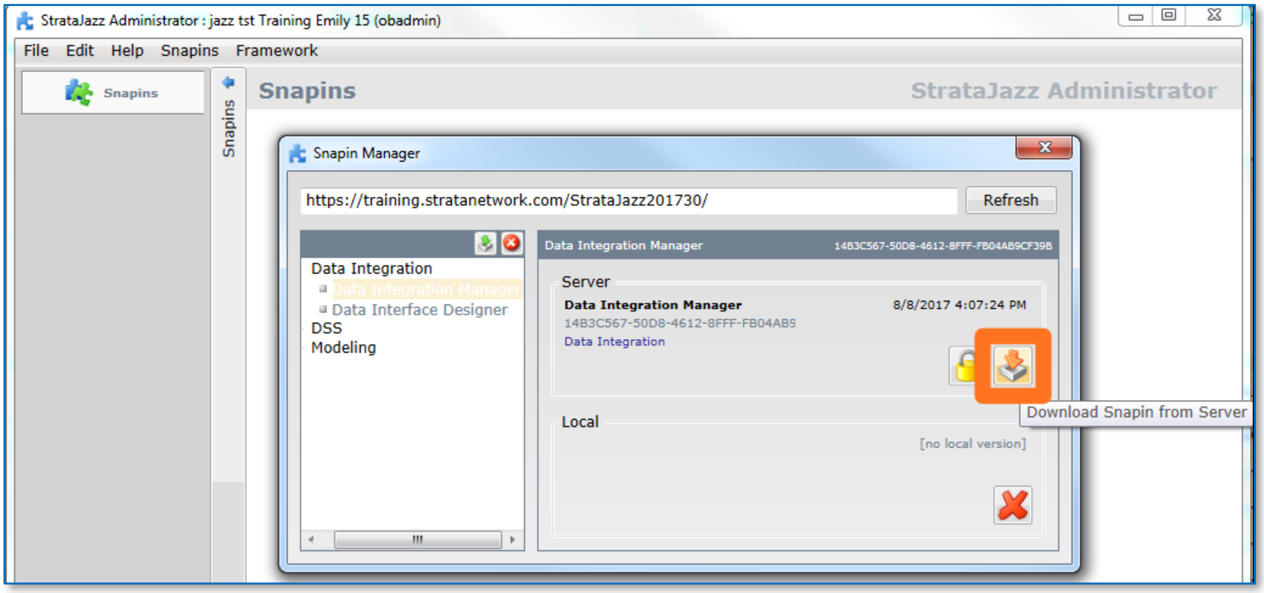
1. Click **More.**
2. Select **Administrator**.
3. If you have never accessed this tool or have not since a major update was applied to the StrataJazz® application, you'll be prompted with a screen requesting to install a tool. Click **Run** on this screen, then you'll need to wait for a couple minutes for the installation to complete.
4. Once the tool launches, if you see a section for it, click **Data Integration Manager**. Otherwise, follow the steps below to include the Data Integration Manager snapin.

To install Snapins

1. Click **Snapins**.
2. Select **Snapin Manager**.



3. Expand **Data Integration**.
4. Select **Data Integration Manager**.
5. Click the **Download Snapin from Server** button.



The Download Snapin from Server button has an orange down-facing arrow

6. Click **Yes**.
7. Close the Snapin Manager window.

The Data Integration Manager tool should now be visible in the StrataJazz® Administrator application.

Importing Data

The process of importing data takes the raw files from your source system and scrubs the data into a format that StrataJazz can understand. Importing data is done through the Data Integration Manager.

To import data

16. Click **Import**.
17. In the search box, type "Shared" (or another keyword depending on the data integration configuration needed).

IMPORTANT NOTE: Use the Data Tracking sheet of rollover work plan to find the applicable configuration).

18. Click **Search**.
19. Select the configuration needed to import data with.
20. Click **OK**.
21. Click the … button and select the file you want to import.
22. Click **Confirm**.
23. Click **OK.**

Verifying Data

In some cases, some rows of data may be rejected during the import, or the import may fail entirely. Follow the steps below to verify all data in the import file was fully imported.

To verify data imported

4. In the Data Integration Manager, click **History**.
5. Click the **Config:** drop down menu and select the configuration that was used to process the import.
6. Click **Search**.

7. Locate the import and click on it. Verify the following "**Rows Imported**" next to the non-dimension row in the Transaction Details pane is correct.
8. Click **Exit**.

IMPORTANT NOTE: You may have noticed in the History screen that the file path for the source file is included. This is why it is important to import from a network location; others will be able to access the file if needed for troubleshooting. This can also be very helpful as you prepare for the rollover the following year, so you can go back and see the file format that imported successfully the prior year.

Checking for Rejected Data

Some data can be rejected from the StrataJazz® system if the format doesn't match rest of the file. Typically, this is due to invalid characters or if the character length is exceeded.

IMPORTANT NOTE: There can be rejected data even if the import showed with the "Completed" and "Success" boxes checked during the Verifying Data step, so it is important to always check this as well (especially if the "Rows Imported" value in the Transaction Details does not seem to be correct).

To check for rejected data

4. In Data Integration Manager, click **Data**.
5. Click the **Config:** drop down menu and select the configuration used for the import.
6. Click the **Section:** drop down menu.
7. Select the non-dimension item.
8. Ensure the date of the import to verify is between the dates specified in the **From:** and **To:** fields (or update those settings if needed).
9. Click **Load**.
    a. The message "**No transaction found.**" will appear if you do not have any rejected data during the specified time range. Your import was fully successful!
    b. If you do have rejected data, **rows will appear** in the tool with more information. Review the row details for the reason for rejection and take necessary actions to fix it. (You will likely want to follow the instructions in Deleting Data and then import a corrected file.)
10. Click **OK**.
11. Click **Exit**.

Deleting Data

Some data can be deleted from the StrataJazz® system if you mistakenly uploaded incorrect or invalid data.

To delete data

6. In the Data Integration Manager, click **History**.
7. Click the **Config:** drop down menu and select the configuration that was used to process the import.
8. Click **Search**.
9. Locate the import and click on it.
10. Click **Delete Data**.
    ✐ ***Note:*** *This might take a few minutes.*
11. Click **Exit**.

IMPORTANT NOTE: Only data integration configurations set up to append data allow you to delete here. For other configuration types, simply reimporting the file will correct the issue, as other configuration types will overwrite the incorrect values. For any issues with correcting data import issues that are not covered in this chapter, reach out to a Strata Decision team member to assist.

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