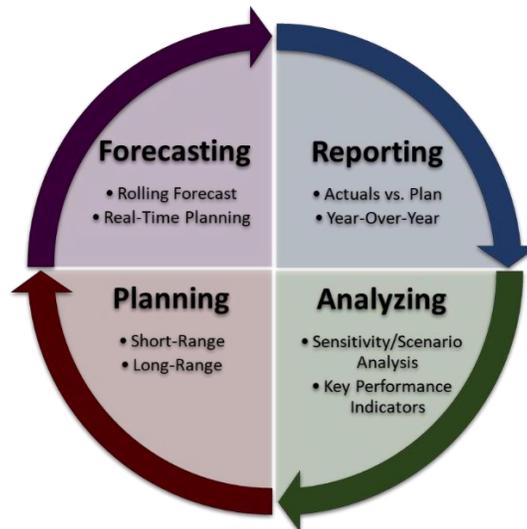


PCC Rolling Forecast & Revenue Projection

Overview: The following document contains instructions on how to create a revenue rolling forecast for the current fiscal year (by month) and projections for the upcoming fiscal years. The rolling forecast, once developed, should reflect the anticipated revenues and discounts/allowances for forward looking years. Please note historical data (actuals) will populate for previous years to assist you with your analysis. We recommend that both quantitative and qualitative information be used on rolling forecast for current fiscal year and upcoming fiscal years. For additional information and/or help please reach out to the Office of Financial Planning and Analysis at fp&a@westernu.edu.

Software Background: Workday Adaptive Insights is a recognized Leader in the Gartner 2021 Magic Quadrant for Cloud Financial Planning and Analysis Solutions based on its ability to execute and completeness of vision. The following graphic illustration shows four financial planning and analysis quadrants that Workday Adaptive Insights and the Office of Financial Planning and Analysis will be able to aid.

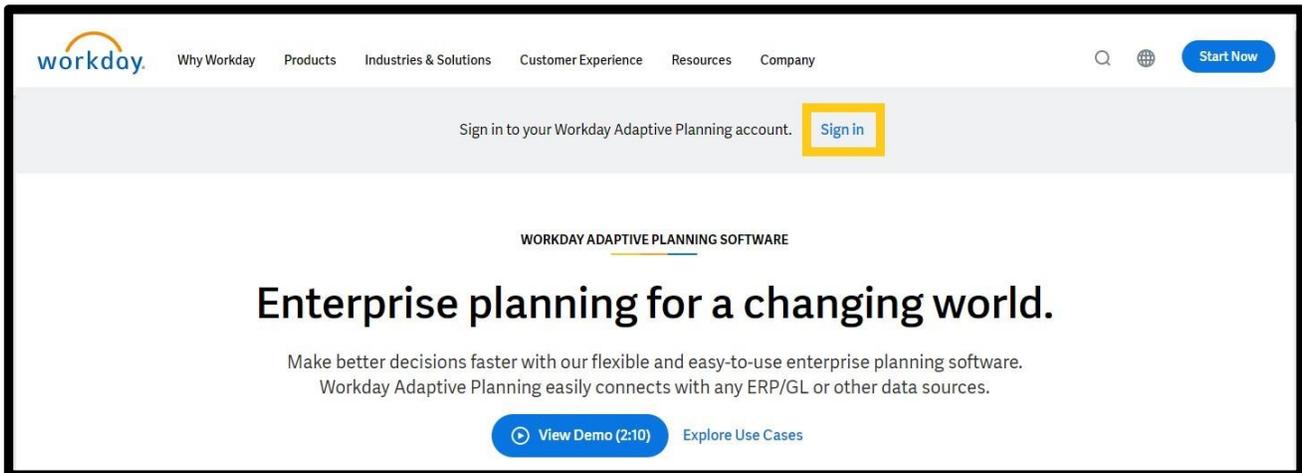


Sections:

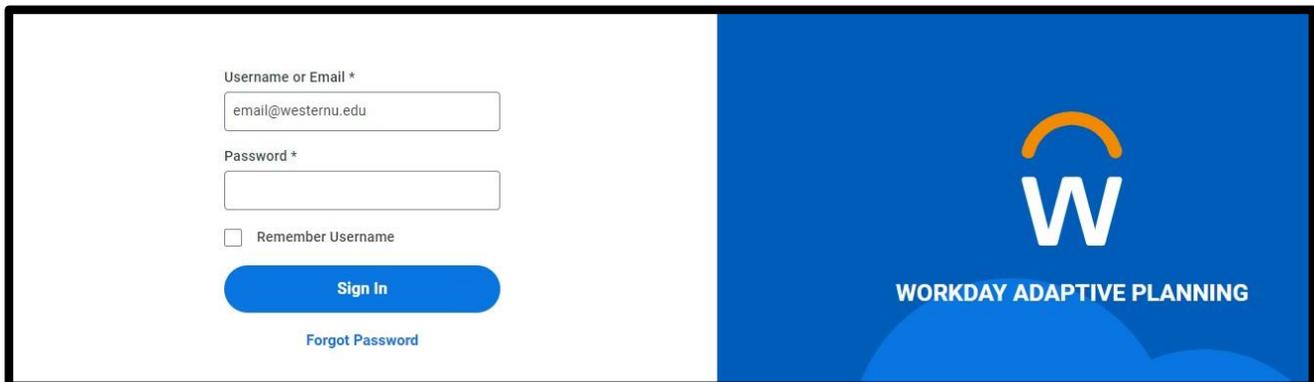
- 1 • **Creating a PCC Rolling Forecast for FY2023**
- 2 • **Creating the Proceeding Fiscal Year's Projections for FY2024-2026**
- 3 • **Completing Rolling Forecast & Projection Workflow**

SECTION 1: Creating a PCC Rolling Forecast

Step 1: Go to www.adaptiveplanning.com to log in.

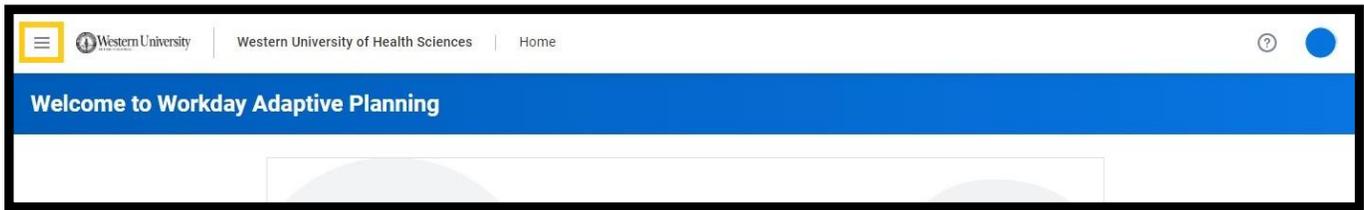


Step 2: Login with your username and leave the password blank.

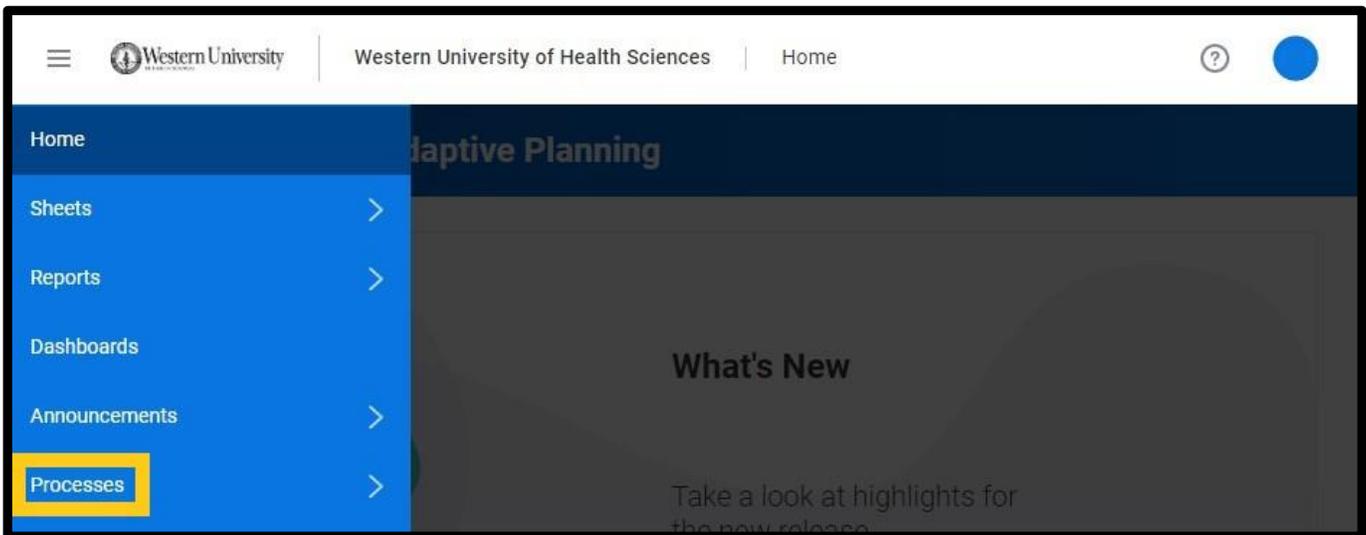


SECTION 1: Creating a PCC Rolling Forecast

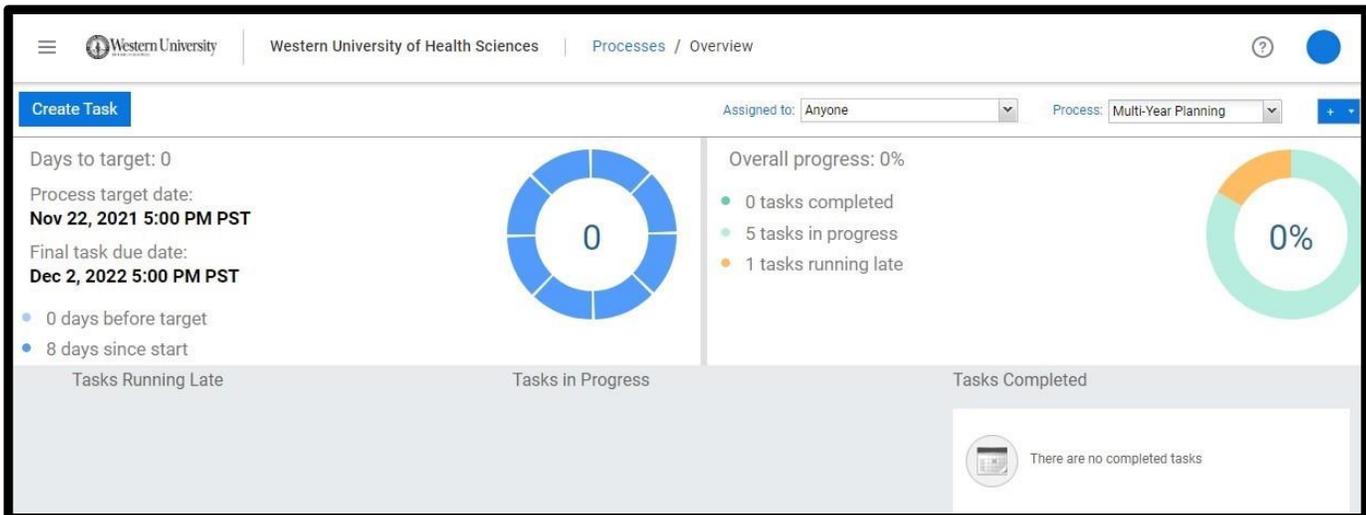
Step 3: If you are not automatically redirected to the **Processes > Overview** landing page after logging in, click on the menu icon on the top left to bring up the Workday navigation menu.



Step 4: Click on **Processes**

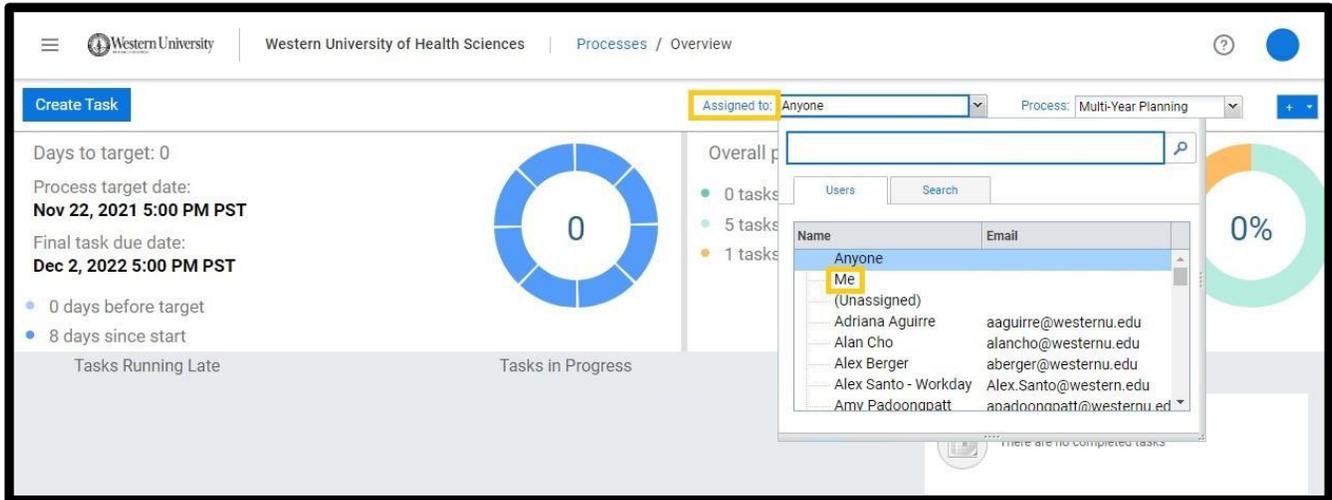


This is your process overview landing page.

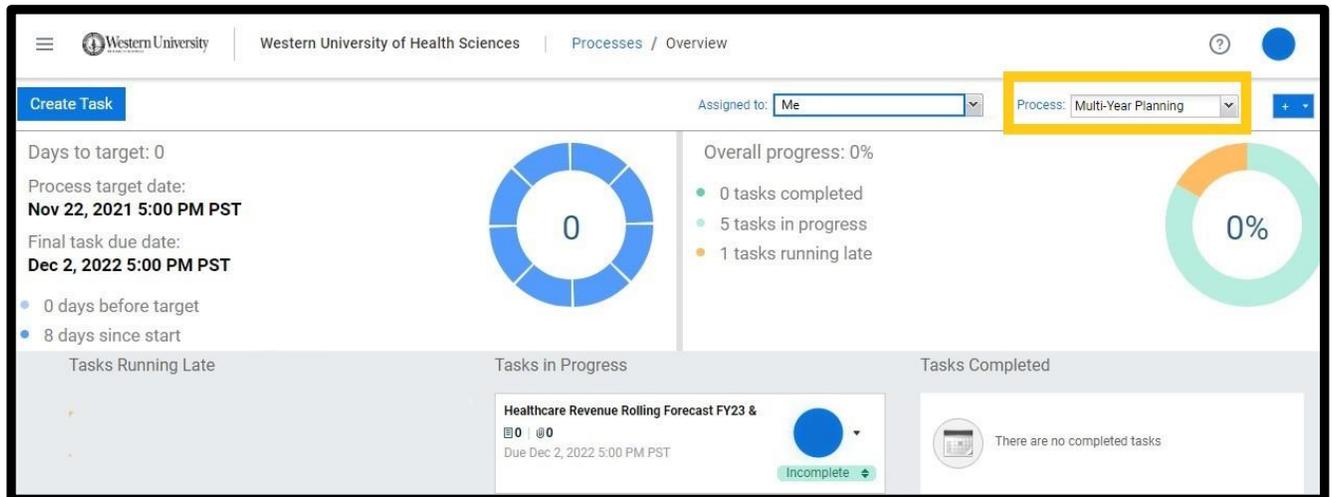


SECTION 1: Creating a PCC Rolling Forecast

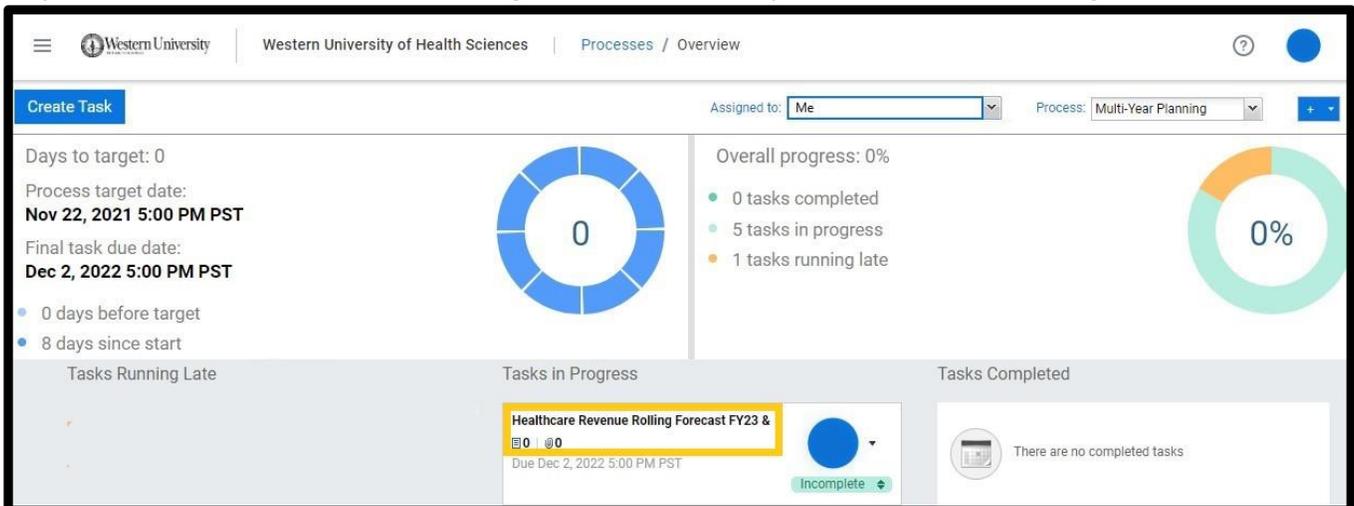
Step 5: Go to *Assigned to* pull-down selector and select **Me** at the top-right of the screen. This will help you view your assigned tasks only.



Step 6: Click on the *Process* pull-down menu to select **Multi-Year Planning** located at the far top-right of your screen.

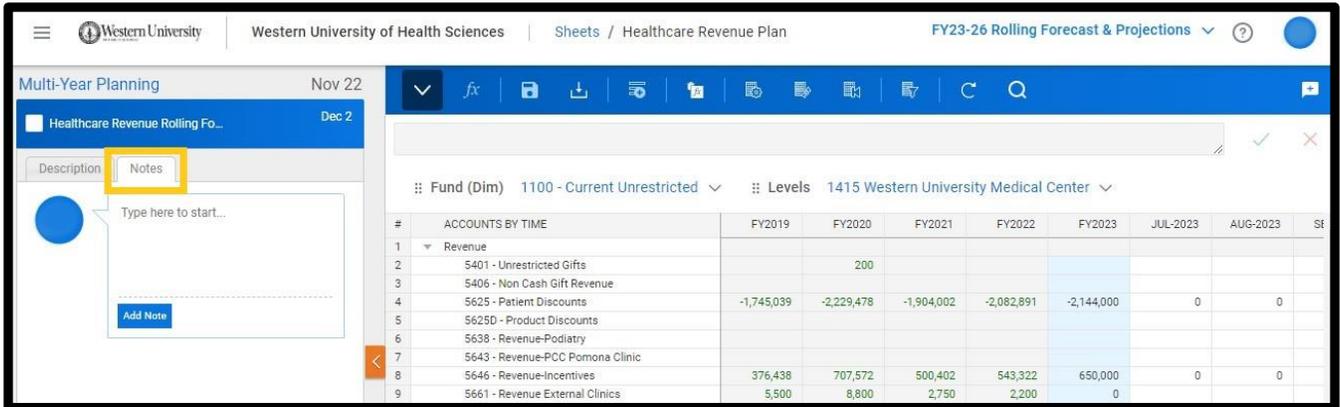


Step 7: Click on **Healthcare Revenue Rolling Forecast FY23 & Projections** under *Tasks in Progress*.

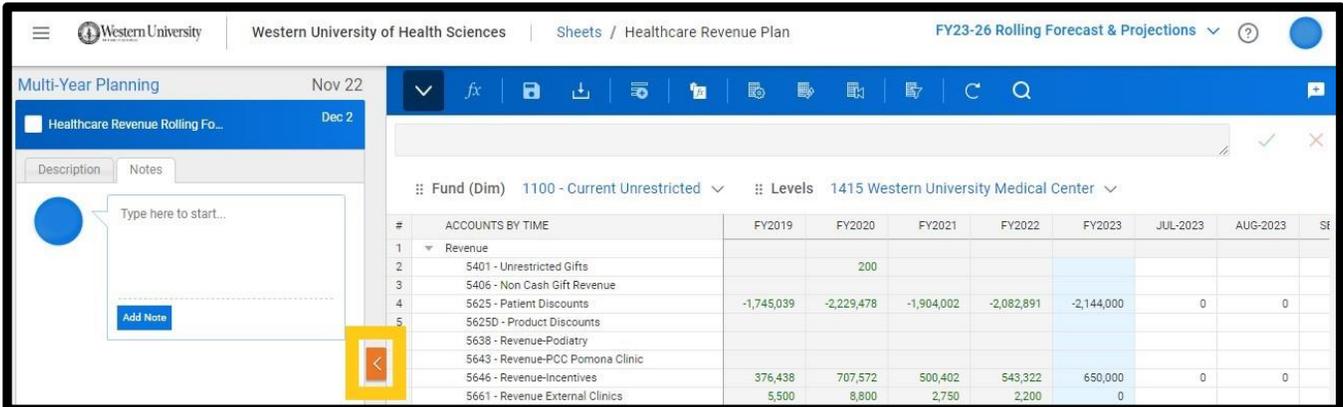


SECTION 1: Creating a PCC Rolling Forecast

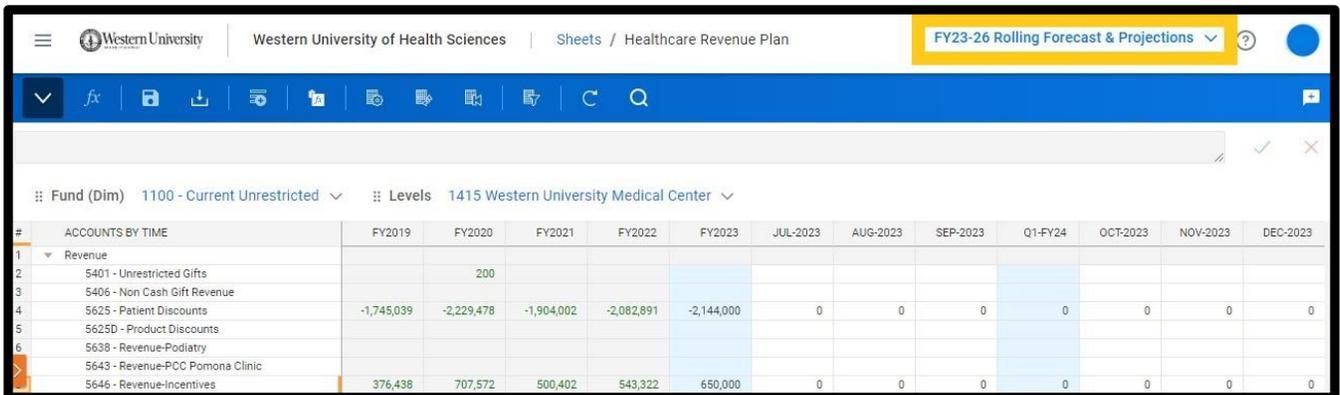
Note 1: Do NOT add sensitive or confidential information to the notes section located on the *Process* windowpane to your left of the screen. Any notes you create can be seen by everyone who is a contributor.



You can click on the orange arrow on the *Process* windowpane to minimize the windowpane.



Step 8: Make sure you check on the *Versions* pull-down selector on the top right of the screen **FY23-26 Rolling Forecast & Projections** is selected. If it's not, click the pull-down and under the *Rolling Forecast* folder select **FY23-26 Rolling Forecast & Projection**.



Note: To view all sheets available please make sure you are selecting the top rollup *Levels* you have been assigned. Check the *Levels* pull-down selector located below the toolbar. If you pull down to a sub-level, you will only see the reports that pertain to that level.

SECTION 1: Creating a PCC Rolling Forecast

Step 9: Select **1100 – Current Unrestricted** from the pull-down selector *Fund (Dim)*. Select the desired patient care center from the *Levels* pull-down selector to work on the rolling forecast and projection sheet.

#	ACCOUNTS BY TIME	FY2019	FY2020	FY2021	FY2022	FY2023	JUL-2023	AUG-2023	SEP-2023	Q1-FY24	OCT-2023	NOV-2023	DEC-2023
1	Revenue												
2	5401 - Unrestricted Gifts		200										
3	5406 - Non Cash Gift Revenue												
4	5625 - Patient Discounts	-1,745,039	-2,229,478	-1,904,002	-2,082,891	-2,144,000	0	0	0	0	0	0	0
5	5625D - Product Discounts												
6	5638 - Revenue-Podiatry												
	5643 - Revenue-PCC Pomona Clinic												
	5646 - Revenue-Incentives	376,438	707,572	500,402	543,322	650,000	0	0	0	0	0	0	0

Step 10: Select your time range and periods you wish to display by clicking on the filter icon.

#	ACCOUNTS BY TIME	INITIAL BALA...	FY2019	FY2020	FY2021	FY2022	FY2023	JUL-2023	AUG-2023	SEP-2023	Q1-FY24	OCT-2023	NOV-2023	DEC-2023	Q
1	Revenue														

Step 11: Please unclick the Month and Quarter box and only select the time frame you want to see.

Display Options

Time Accounts Levels Fund (Dim) Sparklines

	Month	Quarter	Year
<input type="checkbox"/> All	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> FY2018	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> FY2019	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> FY2020	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> FY2021	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> FY2022	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> FY2023	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> FY2024	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> FY2025	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> FY2026	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

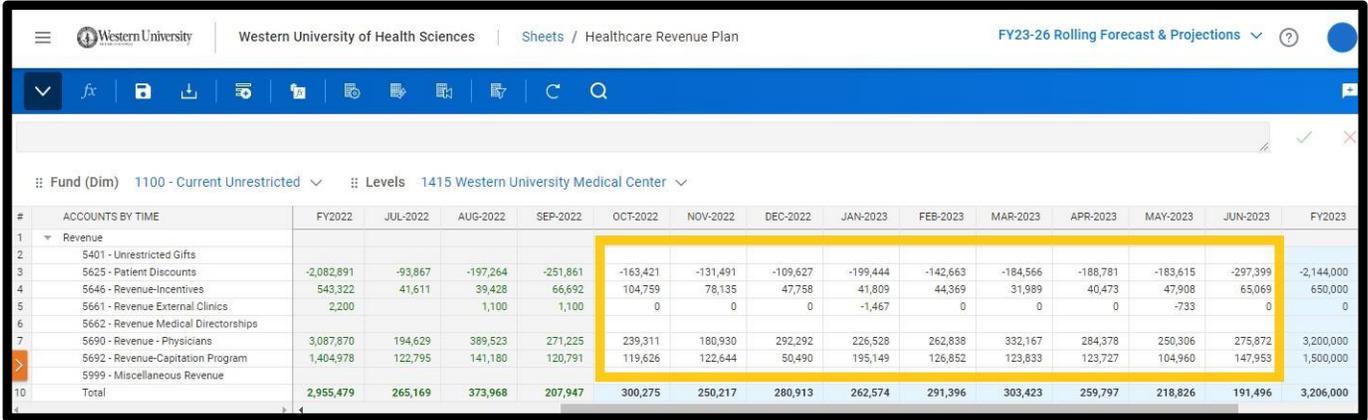
Suppress rows if all zeros or blank

Note: If you want to only view accounts that have activity in them the years selected, select the box below to titled **Suppress rows if all zeros or blank**. This is right above the **OK** icon.

SECTION 1: Creating a PCC Rolling Forecast

Step 12: Input rolling forecast for forward looking months in the white cells. This is for each month per account being forecasted. If you have already done so, you can also make adjustments given it is a rolling forecast.

Click the  icon to save and calculate totals.



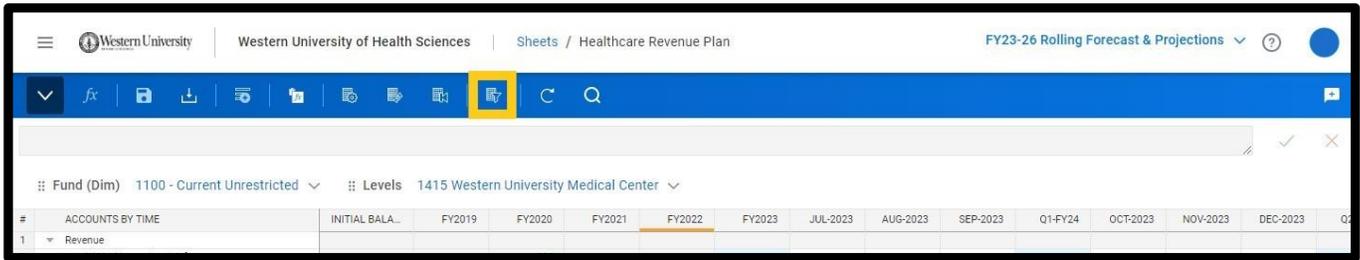
#	ACCOUNTS BY TIME	FY2022	JUL-2022	AUG-2022	SEP-2022	OCT-2022	NOV-2022	DEC-2022	JAN-2023	FEB-2023	MAR-2023	APR-2023	MAY-2023	JUN-2023	FY2023
1	Revenue														
2	5401 - Unrestricted Gifts														
3	5625 - Patient Discounts	-2,082,891	-93,867	-197,264	-251,861	-163,421	-131,491	-109,627	-199,444	-142,663	-184,566	-188,781	-183,615	-297,399	-2,144,000
4	5646 - Revenue-Incentives	543,322	41,611	39,428	66,692	104,759	78,135	47,758	41,809	44,369	31,989	40,473	47,908	65,069	650,000
5	5661 - Revenue External Clinics	2,200		1,100	1,100	0	0	0	-1,467	0	0	0	-733	0	0
6	5662 - Revenue Medical Directorships														
7	5690 - Revenue - Physicians	3,087,870	194,629	389,523	271,225	239,311	180,930	292,292	226,528	262,838	332,167	284,378	250,306	275,872	3,200,000
8	5692 - Revenue-Capitation Program	1,404,978	122,795	141,180	120,791	119,626	122,644	50,490	195,149	126,852	123,833	123,727	104,960	147,953	1,500,000
9	5999 - Miscellaneous Revenue														
10	Total	2,955,479	265,169	373,968	207,947	300,275	250,217	280,913	262,574	291,396	303,423	259,797	218,826	191,496	3,206,000

Note: The numbers in green are actuals, and the numbers in black are forecasted.

This example already has projections, to adjust simply click on the cell and change the value.

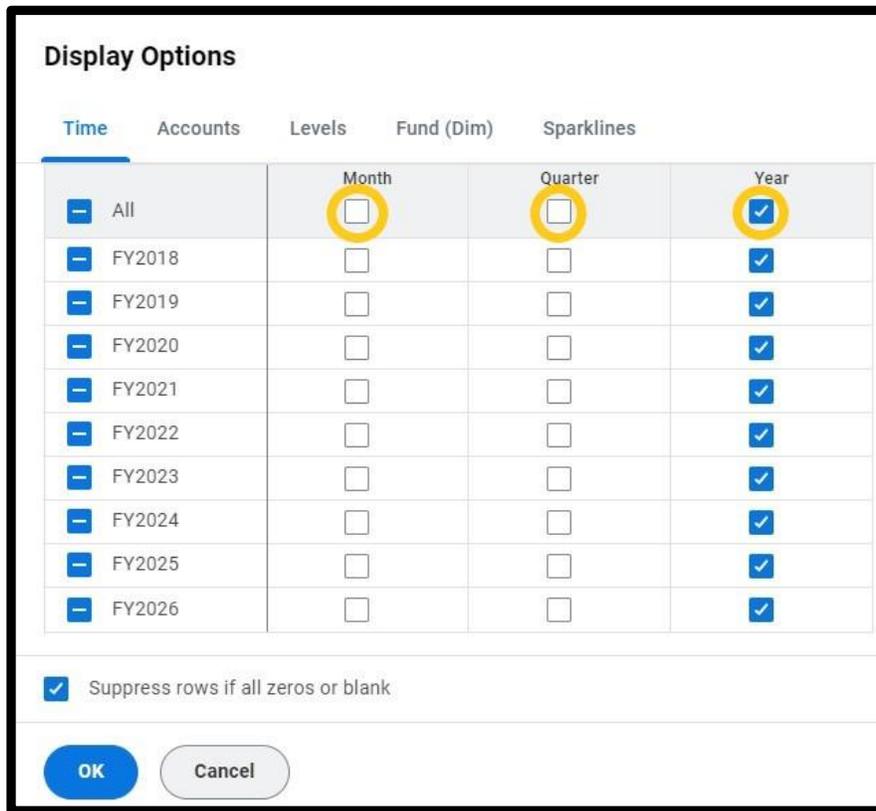
SECTION 2: Creating the Proceeding Fiscal Year's Projection

Step 1: On the toolbar, click **Display Options**.



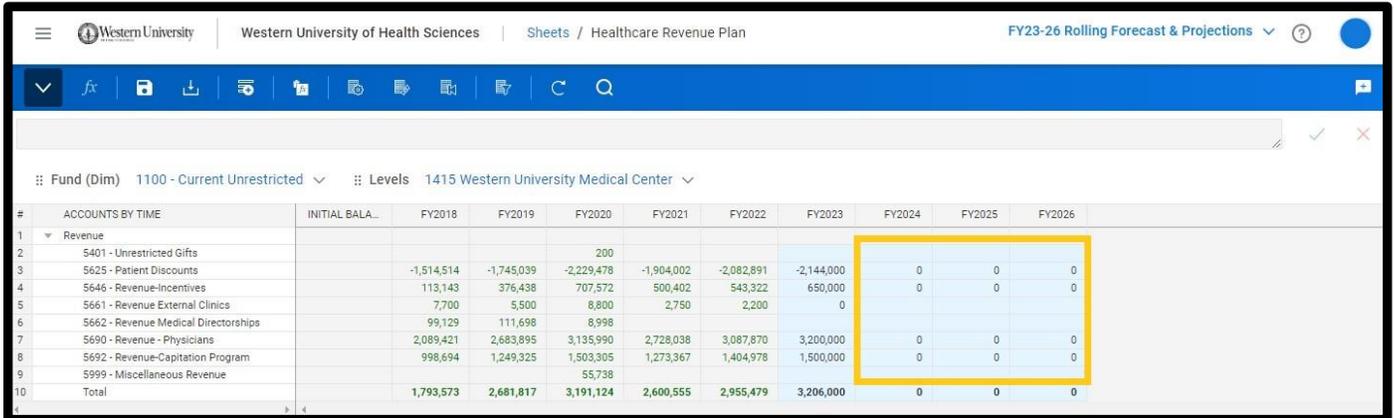
Step 2: Select your time range and periods you wish to display. It helps to see previous years totals, and unclick the month and quarter displaying only yearly totals. You might also want to Suppress rows if all zeros or blank.

Click **Okay** and click the  icon to save your changes.



SECTION 2: Creating the Proceeding Fiscal Year's Projection

Step 3: Input your projections for forward looking years in the blue cells for each month per account being planned. Click the  icon to save and calculate.



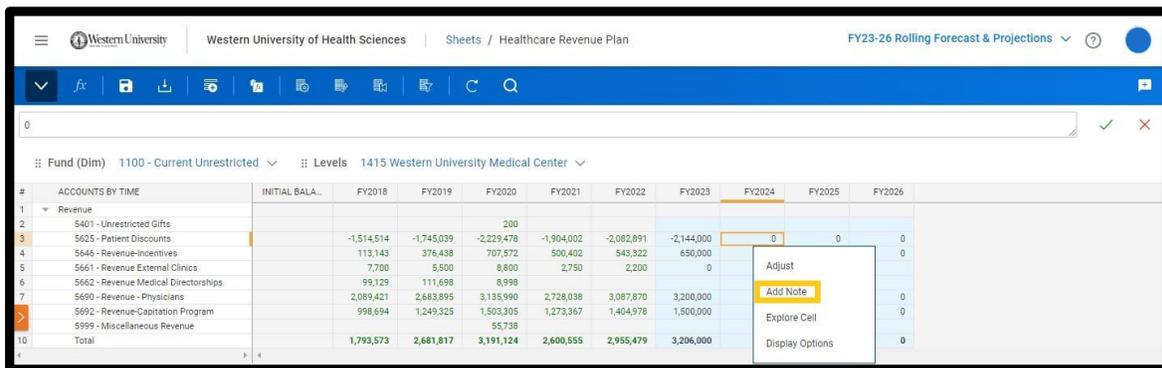
#	ACCOUNTS BY TIME	INITIAL BALA...	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026
1	Revenue										
2	5401 - Unrestricted Gifts			200							
3	5625 - Patient Discounts		-1,514,514	-1,745,039	-2,229,478	-1,904,002	-2,082,891	-2,144,000	0	0	0
4	5646 - Revenue-Incentives		113,143	376,438	707,572	500,402	543,322	650,000	0	0	0
5	5661 - Revenue External Clinics		7,700	5,500	8,800	2,750	2,200	0			
6	5662 - Revenue Medical Directorships		99,129	111,698	8,998						
7	5690 - Revenue - Physicians		2,089,421	2,683,895	3,135,990	2,728,038	3,087,870	3,200,000	0	0	0
8	5692 - Revenue-Capitation Program		998,694	1,249,325	1,503,305	1,273,367	1,404,978	1,500,000	0	0	0
9	5999 - Miscellaneous Revenue			55,738							
10	Total		1,793,573	2,681,817	3,191,124	2,600,555	2,955,479	3,206,000	0	0	0

Note: Rolling forecasts, as a report, more accurately supports the development of a well-planned upcoming fiscal years projections by forecasting future revenue. Some advantages of rolling forecasts include:

- Accuracy in predicting upcoming annual budgetary needs by providing a forecast (bridge) of current FY.
- Driver-based functionality to integrate goal driven information.
- Flexibility to adjust to industry and organizational changes.
- Automation and ease-of-use.
- Decision-making tool (what-if scenarios and goal seeking planning).

Furthermore, Workday allows you to view quantitative data (historical actuals in green text) to better synchronize with qualitative information on anticipated financial activity. As we move forward, you will have the ability to compare the rolling forecast version against actual results.

Tip: Right-click on a specific cell and select **Add Note** to leave a note. Click **OK** and **Save**. Please note these comments will NOT roll up to the parent levels but will be helpful when attention is needed.



#	ACCOUNTS BY TIME	INITIAL BALA...	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026
3	5625 - Patient Discounts		-1,514,514	-1,745,039	-2,229,478	-1,904,002	-2,082,891	-2,144,000	0	0	0

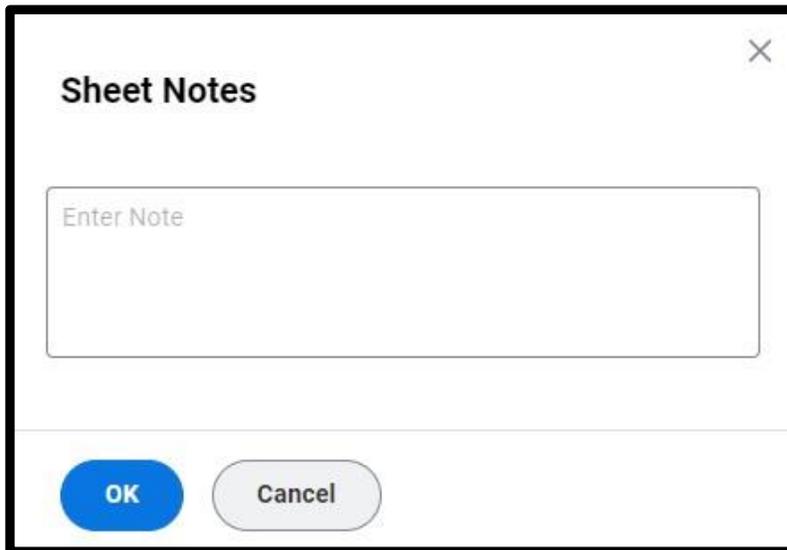
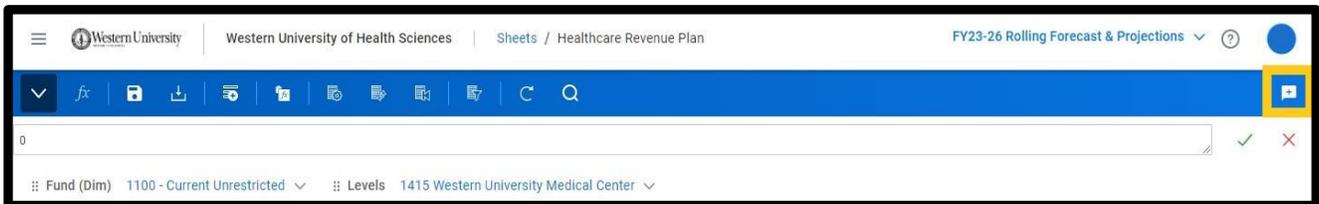
SECTION 2: Creating the Proceeding Fiscal Year's Projection



The screenshot shows a spreadsheet interface for 'Western University of Health Sciences' with the title 'Healthcare Revenue Plan'. The spreadsheet displays 'ACCOUNTS BY TIME' with columns for 'INITIAL BALA...', 'FY2018', 'FY2019', 'FY2020', 'FY2021', 'FY2022', 'FY2023', and 'FY2024'. A 'Sheet Notes' dialog box is open over the spreadsheet, containing a text input field labeled 'Enter Note' and 'OK' and 'Cancel' buttons.

#	ACCOUNTS BY TIME	INITIAL BALA...	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
1	Revenue								
2	5401 - Unrestricted Gifts			200					
3	5625 - Patient Discounts		-1,514,514	-1,745,039	-2,229,478	-1,904,002	-2,082,891	-2,144,000	0
4	5646 - Revenue-Incentives		113,143	376,438	707,572	500,402	543,322	650,000	0
5	5661 - Revenue External Clinics		7,700	5,500	8,800	2,750	2,200	0	0
6	5662 - Revenue Medical Directorships		99,129	111,698	8,998				
7	5690 - Revenue - Physicians		2,089,421	2,683,895	3,135,990	2,728,038	3,087,870	3,200,000	0
	5692 - Revenue-Capitation Program		998,694	1,249,325	1,503,305	1,273,367	1,404,978	1,500,000	0
	5999 - Miscellaneous Revenue				65,738				

Please add your assumptions to **Sheet Notes** icon located below your initials on the top right of your screen. We will be able to see them at the top level for your findings.



A close-up view of the 'Sheet Notes' dialog box. It features a title bar with 'Sheet Notes' and a close button (X). Below the title is a large text input field with the placeholder text 'Enter Note'. At the bottom of the dialog are two buttons: 'OK' (a blue rounded rectangle) and 'Cancel' (a white rounded rectangle with a grey border).

SECTION 3: Completing Rolling Forecast & Projection Workflow

Step 1: Once you have saved and completed your task, you may go back to the *Processes* landing page. You can do this by following one of the two options below:

- Option 1 – Click on the **Healthcare Revenue Rolling Forecast** title on the *Process* windowpane to the left.

The screenshot shows a spreadsheet interface for 'Healthcare Revenue Rolling Forecast'. The left sidebar contains a navigation pane with 'Healthcare Revenue Rolling Fo...' selected. The main area displays a table with columns for fiscal years from 2018 to 2025. The table data is as follows:

#	ACCOUNTS BY TIME	INITIAL BALA...	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
1	Revenue									
2	5401 - Unrestricted Gifts				200					
3	5625 - Patient Discounts		-1,514,514	-1,745,039	-2,229,478	-1,904,002	-2,082,891	-2,144,000	0	0
4	5646 - Revenue-Incentives		113,143	376,438	707,572	500,402	543,322	650,000	0	0
5	5661 - Revenue External Clinics		7,700	5,500	8,800	2,750	2,200	0		
6	5662 - Revenue Medical Directorships		99,129	111,698	8,998					
7	5690 - Revenue - Physicians		2,089,421	2,683,895	3,135,990	2,728,038	3,087,870	3,200,000	0	0
8	5692 - Revenue-Capitation Program		998,694	1,249,325	1,503,305	1,273,367	1,404,978	1,500,000	0	0
9	5999 - Miscellaneous Revenue				55,738					
10	Total		1,793,573	2,681,817	3,191,124	2,600,555	2,955,479	3,206,000	0	0

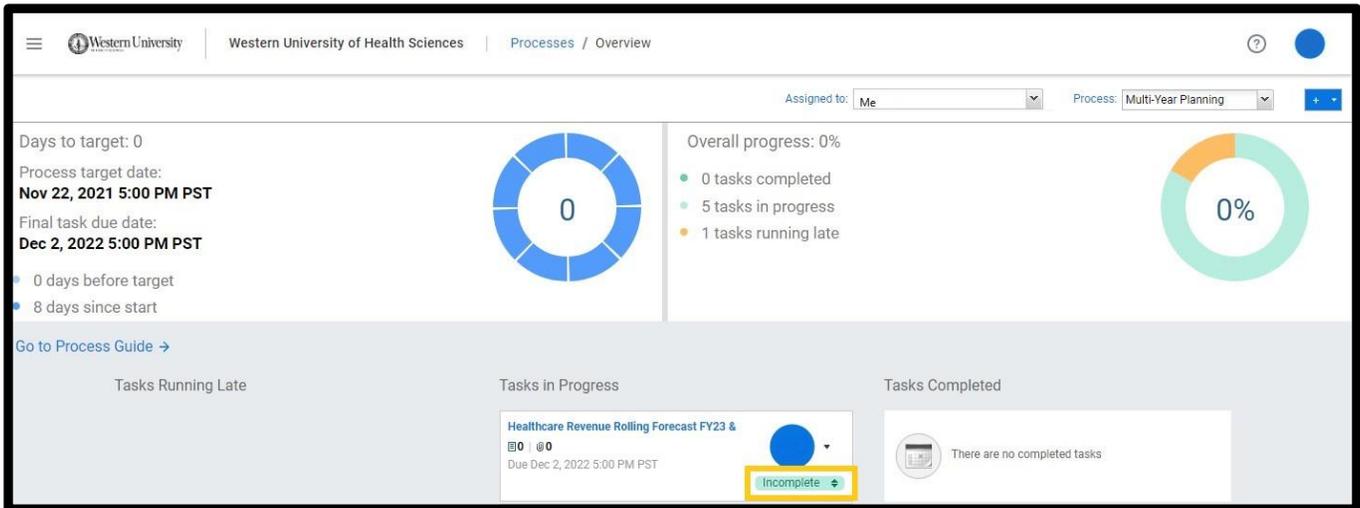
- Option 2 – Click on **Workday W > Processes > Overview**.

The screenshot shows the 'Processes / Overview' page in Workday. The left sidebar has 'Processes' selected. The main content area displays a progress summary for 'Multi-Year Planning' with the following details:

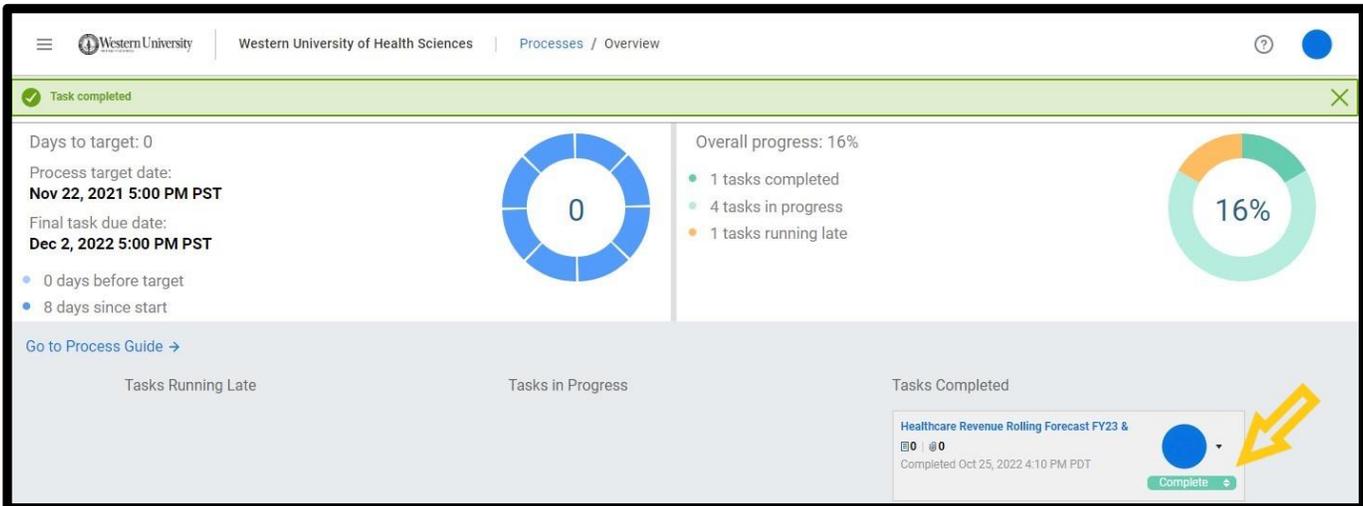
- Assigned to: Anyone
- Process: Multi-Year Planning
- Overall progress: 0%
- 0 tasks completed
- 5 tasks in progress
- 1 tasks running late

SECTION 3: Completing Rolling Forecast & Projection Workflow

Step 2: To mark complete for your task, go to *Tasks in Progress* located in the middle of the page, and look for the task you just completed. Click on the green **Incomplete** button below your initials.



That will change the status to **Complete**.



Once the FP&A team begins reviewing the tasks, you will need to notify the team if you need to make any additional changes to your forecasting or projections.