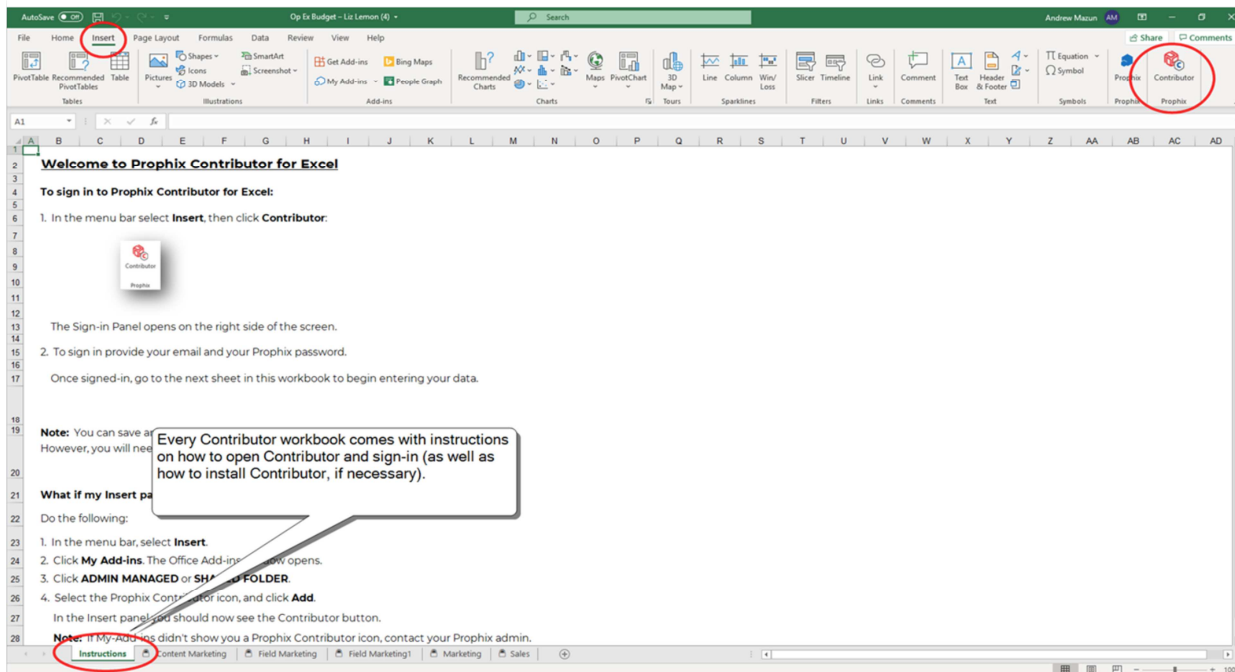


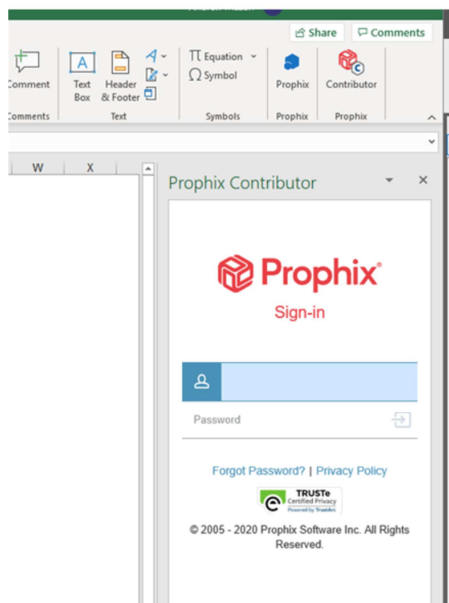
Data Entry Template – Prophix Excel Contributor

Operating Expense – Non Clinical

- When your Prophix workflow Task has started you will receive a notification email. Click the link in the email and then select **Download**.
- Open the downloaded workbook in Excel.
- The first page of the template contains instructions for how to open Prophix Contributor.



- Sign in on the Contributor panel.



Data Entry as Task Owner



- Tasks labelled as “OpEx Input - Dept.#### – Your Name” are tasks that you are the owner of and are responsible for completing data entry for.
- ***Note- Enter data only for the departments listed in the task name.**
- The first section displays historical data as a reference in Columns G and H
 - G: Prior Year Actuals
 - H: Current Year Budget

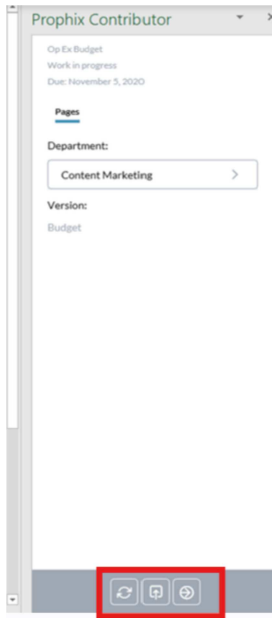
	D	E	F	G	H	J	K	L	M	N	O	P
1	Operating Expenses - Non Clinical											
2	**Enter Data in yellow cells											
3	**Gray cells are uneditable											
4	Department: (7200) Hospitals & Other											
9	Account Notes	GL Account		FY2024 - Actual	FY2025 Budget		\$	%				
10							FY2025 vs FY2026 Budget Current	FY2025 vs FY2026 Budget Current	Current vs FY2025 Budget		FY2026 Budget Current	Jul FY26
11									TARGET			
12							\$ -	0.00%	-10.00%			
13												
14												
15	Value of worked hours	6000	Salary & Wages				\$ -	0%				
16	Over Time	6001	Premium OT				\$ -	0%				
17	Amount of actual paid time off taken	6002	Non Care Salary and Wages				\$ -	0%				
18	Fees for Temporary Staff in the Clinics	6130	Temporary Staff Fees - Clinical				\$ -	0%				
19	Fees for Temporary Staff in Administration	6131	Temporary Staff Fees - Administration				\$ -	0%				
20							\$ -	0%				
21							\$ -	0%				
22												
23	Employer portion of Social Security (6.2%) and Medicare (1.45%) payroll taxes	6021	Employer FICA				\$ -	0%				
24	Employer portion on unemployment compensation insurance	6022	Unemployment Compensation				\$ -	0%				

- The next section displays the variance between the inputted Budget (Column O) and the current year Budget (Column H) both as a dollar amount and a percentage.
 - A Target variance of -10% is indicated on the template

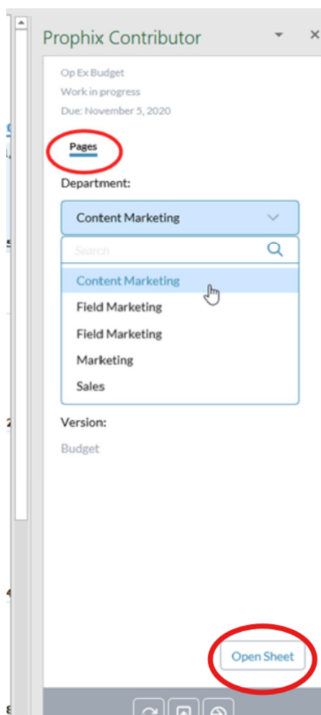
	D	E	F	N	O	P	Q	R	S	T	U	V	W
1	Operating Expenses - Non Clinical												
2	**Enter Data in yellow cells by month												
3	**Gray cells are uneditable - calculated values from Personnel Model												
4	Department: (7200) Hospitals & Other												
9	Account Notes	GL Account			FY2026 Budget Current	Jul FY26	Aug FY26	Sep FY26	Oct FY26	Nov FY26	Dec FY26	Jan FY26	Feb FY26
10													
11													
12													
13													
14	Value of worked hours	6000	Salary & Wages										
15	Over Time	6001	Premium OT										
16		6002	Non Care Salary and Wages										
17	Amount of actual paid time off taken	6005	Salary Non Work Time/PTO										
18	Fees for Temporary Staff in the Clinics	6130	Temporary Staff Fees - Clinical										
19	Fees for Temporary Staff in Administration	6131	Temporary Staff Fees - Administration										
20													
21													
22													
23	Employer portion of Social Security (6.2%) and Medicare (1.45%) payroll taxes	6021	Employer FICA										
24	Employer portion on unemployment compensation insurance	6022	Unemployment Compensation										
25	Employer portion on worker's compensation insurance	6023	Worker's Compensation										
26	Employer portion of medical care insurance premiums	6024	Health Insurance Benefit -Kaiser Permanente										
27	Employee Assistance Program costs	6025	EAP Employee Assistance Program - First Cl										
28	Employer portion of Supplemental Employee benefits	6026	Life/AD&D/LTD Insurance - NY Life										
29	Employer match of employee contributions	6027	401k Plan Match - Empower										
30	Washington State's Family and medical leave premiums	6029	WA FLI/MLI										
31	another GL account, such as ORCA Pass Subsidy	6030	Other Benefits										
32	For any Oregon based workers	6031	Oregon State Worker's Benefit Funds										
33	Semi-Annual contribution into employee's HSA accounts	6034	Employer HSA Contribution										
34	Monthly premiums for Health Insurance	6035	Self Insured Stop Loss Deductible										


- Only light-yellow cells are open for data entry.
- Input budget values **by month** for accounts that have these light-yellow data entry cells. Once you Save/Refresh the template in the Contributor Panel these values will be summed up in Column O.
- Grey cells are uneditable as the values are derived from the Personnel Model
- *****Ensure you fill out data for all Sheets/Departments in the template**

- Click the Save icon  in the Contributor panel to save the entered data and commit it to the model in Prophix.
- The Refresh icon  will refresh the data from the model in Prophix. Ensure you save your changes before refreshing.



- You can navigate between Sheets/Departments as you would in Excel, or you can use the Pages dropdown in the Contributor panel. Choose the Department and then click “Open Sheet”



- Once you have completed your data entry for all Departments, you can Submit your workflow task by clicking the Submit icon  in the Contributor panel.
- Once a task is submitted you will no longer have access to the template to make changes. If a task is submitted in error and further edits are required, contact your Prophix Administrator.

- A submitted task will be passed on to the Approver for approval or rejection. If the task is approved, it is marked as Completed and no further action is required. If the task is rejected, you will receive an email notification and be required to make any necessary changes and then resubmit the task.

Primary Approval Tasks

- Tasks labelled as “**OpEx Planning – Manager’s Name**” are tasks that you are the Primary Approver of and are responsible for reviewing and approving or rejecting.
- When you open the task as the primary approver you will only be able to see the Departments that the individual identified in the Task Name is responsible for.
- For example, the primary approver on the task “OpEx Planning – Michael Scott”, will only see Michael’s departments and will be responsible for reviewing these sheets and approving or rejecting them
- After reviewing all available departments select the Approve or Reject Icon in the Contributor Panel
- ***Note:** Approvers can make edits to the template before approving or rejecting.

