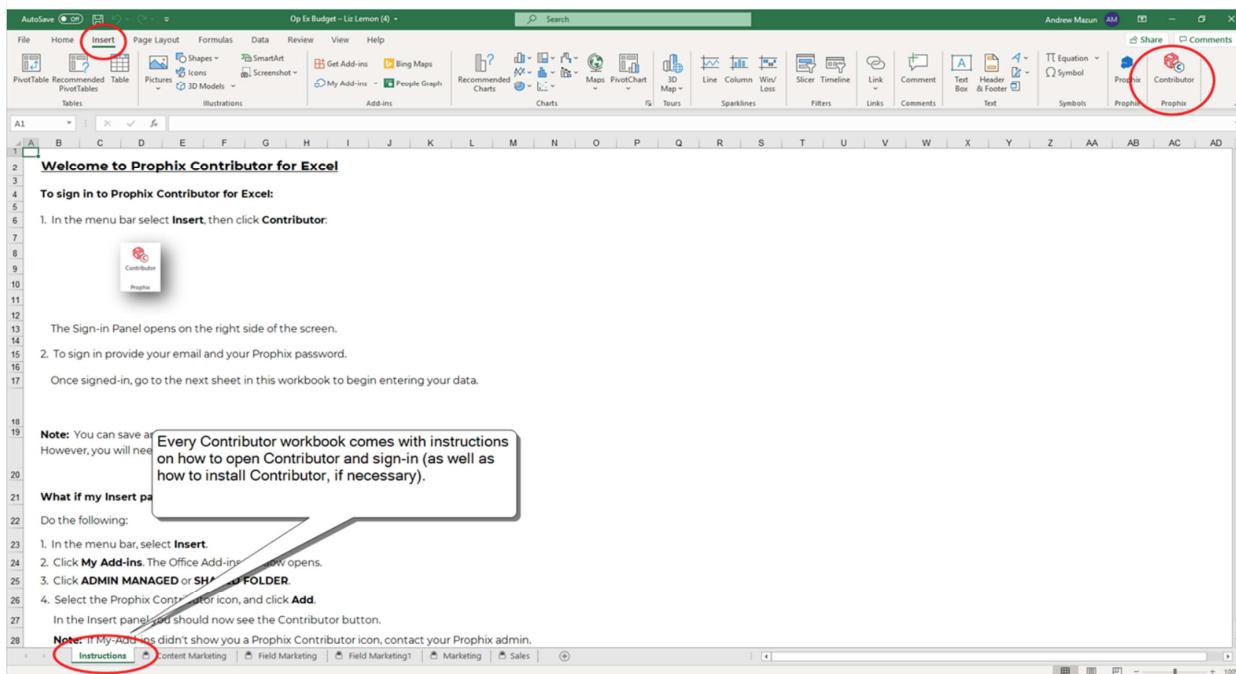


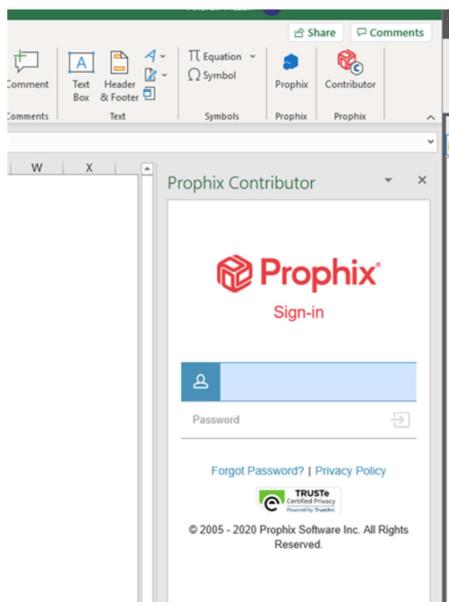
Data Entry Template – Prophix Excel Contributor

Operating Expense - 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.



- Only Departments that you are responsible for will be available to you as separate pages in the workbook.
- The first section displays historical data as a reference in columns G through J
 - G: Prior Year Actuals
 - H: Current Year Budget
 - I: Year to Date data for the current fiscal year (ending with the last closed month)
 - J: Trailing 12 Months data (ending with the last closed month)
- # of Treatments and FTE values are also provided as a reference in Rows 11 and 12

	D	E	F	G	H	I	J	K
1	Operating Expenses - Clinical							
2	Department: (10) Home							
3								
4								
8								
9	Account Notes	GL Account	FY2024 - Actual	FY2025 - Budget	YTD	Trailing 12		
10								
11		# of Treatments						
12		FTE						
13								
14	Total Department Expenses							
15								
16	Employee Expenses							
17	Value of worked hours	6000	Salary & Wages					\$
18	Over Time	6001	Premium OT					\$
19	-	6002	Non Care Salary and Wages					\$
20	Amount of actual paid time off taken	6005	Salary Non Work Time/PTO					\$
21	Fees for Temporary Staff in the Clinics	6130	Temporary Staff Fees - Clinical					\$
22	Fees for Temporary Staff in Administration	6131	Temporary Staff Fees - Administration					\$
23	-	Salaries and wages						\$
24								

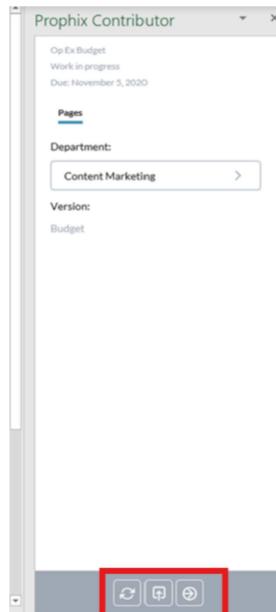
- The next section displays the Expense per Treatment for each of the historical time periods (Columns L-N), as well as for the inputted Budget (Column O).
- Column Q displays the variance in the Per Treatment cost between the inputted Budget (Column O) and the current year Budget (Column L)
 - A Target variance of -10% is indicated on the template

GL Account	Per Treatment				Current vs FY2025 Budget			
	FY2025 - Budget	YTD Jul'24 - Feb'25	Trailing 12 Mar'24 - Feb'25	FY2025 - Budget	FY2025 YTD	Trailing 12	FY2026 Budget Current	
# of Treatments								TARGET
FTE								-10.00%
Total Department Expenses				\$ -	\$ -	\$ -	\$ -	0.00%
Employee Expenses								
6000 Salary & Wages				\$ -	\$ -	\$ -	\$ -	0.00%
6001 Premium OT				\$ -	\$ -	\$ -	\$ -	0.00%
6002 Non Care Salary and Wages				\$ -	\$ -	\$ -	\$ -	0.00%
6005 Salary Non Work Time/PTO				\$ -	\$ -	\$ -	\$ -	0.00%
6130 Temporary Staff Fees - Clinical				\$ -	\$ -	\$ -	\$ -	0.00%
6131 Temporary Staff Fees - Administration				\$ -	\$ -	\$ -	\$ -	0.00%
Salaries and wages				\$ -	\$ -	\$ -	\$ -	0.00%

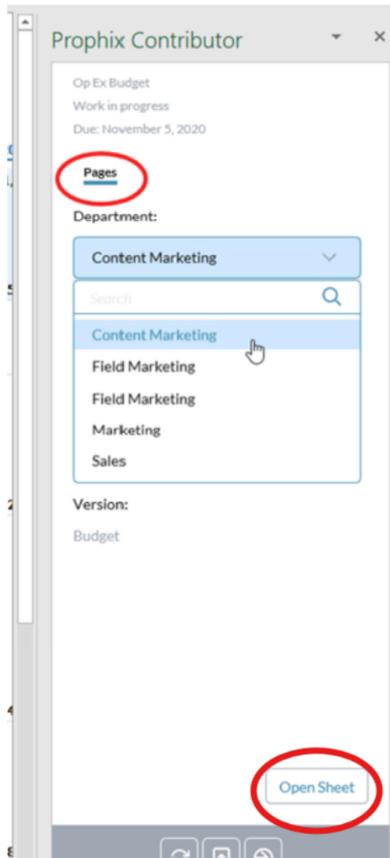
- Only light-yellow cells are open for data entry.
- Input budget values **by month** for accounts that have these light-yellow data entry cells. Once you Save/Refresh the template in the Contributor Panel these values will be summed up in Column S
- Grey cells are uneditable as the values are derived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

E	F	R	S	T	U	V	W	X	Y	Z	AA
Clinical		FY2026 Budget									
		Current									
GL Account											
# of Treatments											
FTE											
Total Department Expenses											
Employee Expenses											
6000 Salary & Wages											
6001 Premium OT											
6002 Non Care Salary and Wages											
6005 Salary Non Work Time/PTO											
6130 Temporary Staff Fees - Clinical											
6131 Temporary Staff Fees - Administration											
Salaries and wages											
Employee Benefits and Taxes											
6021 Employer FICA											
6022 Unemployment Compensation											
6023 Worker's Compensation											
6024 Health Insurance Benefit - Kaiser Permanente											
6025 EAP Employee Assistance Program - First Choice											
6026 Life/AD&D LTD Insurance - NY Life											
6027 401k Plan Match - Empower											
6029 WA FLI/MLI											
6030 Other Benefits											
6031 Oregon State Worker's Benefit Funds											
...											

- 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.