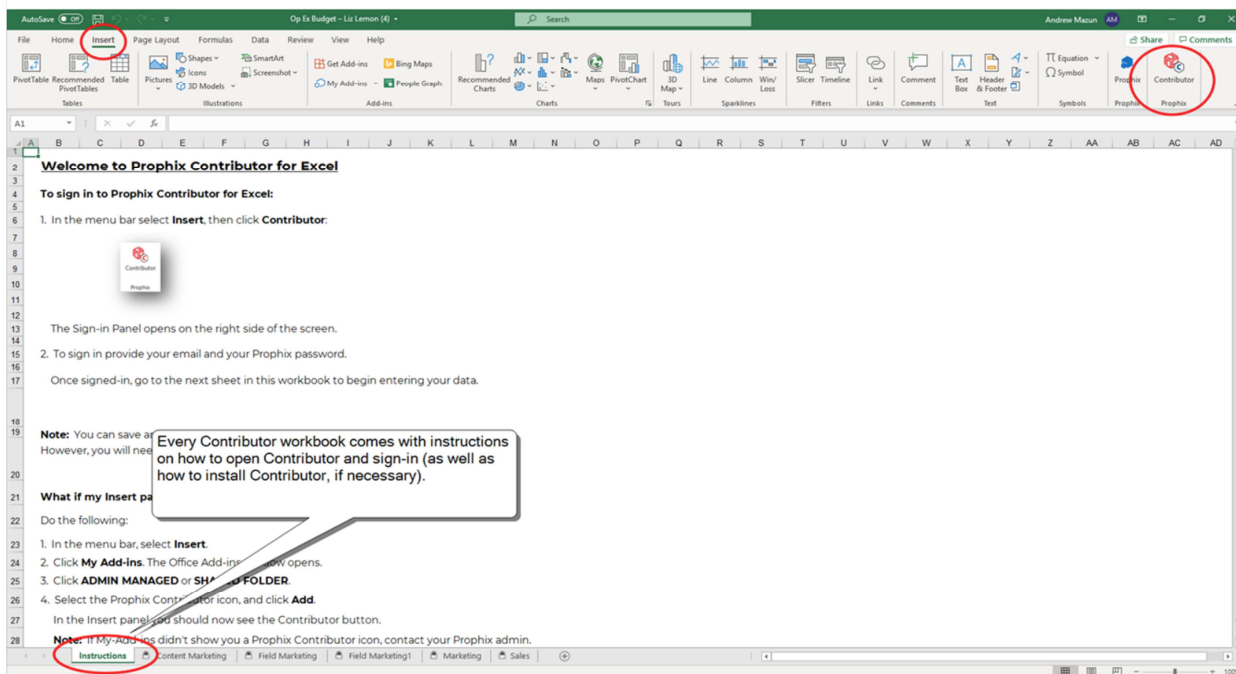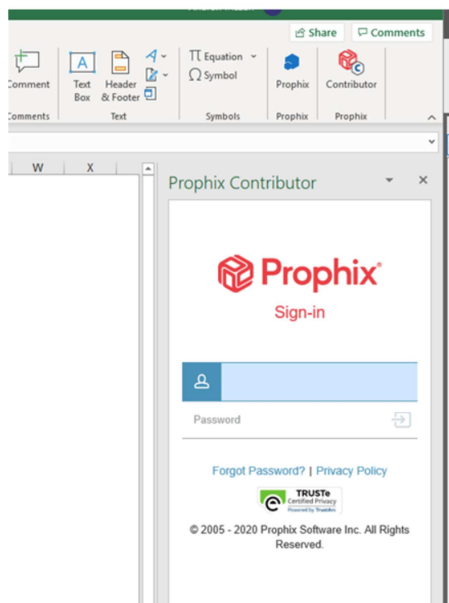# Data Entry Template – Prophix Excel Contributor

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 <mark>Download</mark>.
- Open the downloaded workbook in Excel.
- The first page of the template contains instructions for how to open Prophix Contributor.

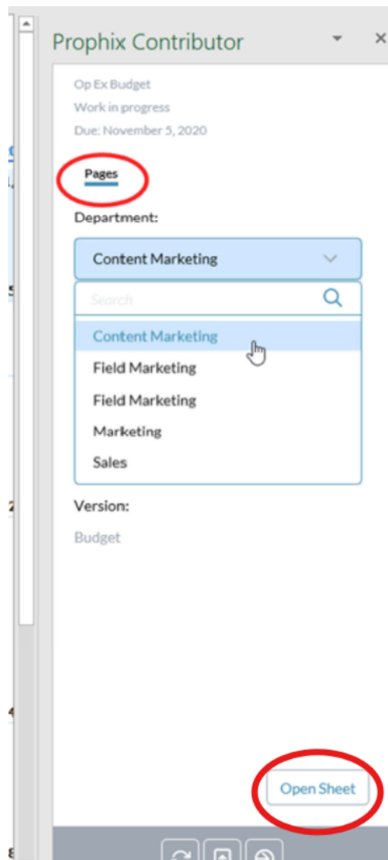

- Sign in on the Contributor panel.

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 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

- 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

- 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**

					Enter Data in yellow cells by month							
					Gray cells are uneditable - caclulated values from Personnel Model							
				FY2026 Budget Current	Jul FY26	Aug FY26	Sep FY26	Oct FY26	Nov FY26	Dec FY26	Jan FY26	Feb FY26
	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 [icon] in the Contributor panel to save the entered data and commit it to the model in Prophix.

- The Refresh icon [icon] will refresh the data from the model in Prophix. Ensure you save your changes before refreshing.

Prophix Contributor

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- 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.

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Approve