

## **FILE PROCESSING CONTROL SHEET**

### **Multipass Columns and Current Value Defaults**

Source Columns  
Current Value Defaults

### **General Settings**

Processing Enabled  
Processing Type  
Screen Updating

### **MultiPass Settings**

Primary Table  
Sum data by these columns  
Sort results by these database columns  
Limit MultiPass iterations by this filter  
Apply MultiPass Data Filter to these Tabletypes  
Apply MultiPass Data Filter to these Tables

### **Snapshot Settings**

Snapshot File Type  
Formula Conversion

### **Export to Text File Settings**

Delimiter and File Type  
Include Headers

### **File Settings**

Sheets to Process  
Output to Local File System or Axiom Repository  
Purge Files Setting (Axiom Repository Only)  
Output Folder  
Output Filename  
Output Sheet Name  
Save or Email Generated Files  
Multipass File Generation Mode  
Open Output File after Processing

### **Save Data Settings**

Save Data Mode  
Batch Mode Source Sheet

Batch Mode Source AQ

Batch Mode Batch Size

**Print Settings**

Print Views

Printer

**Email Settings**

Distribution List

Bcc

From

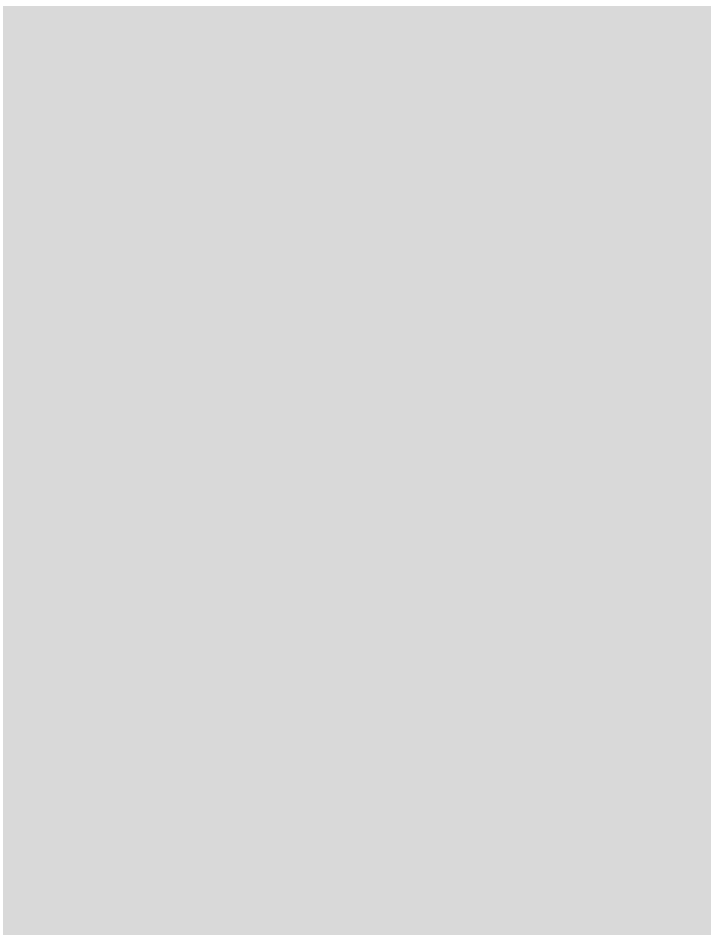
Subject Line

Body Text

**Batch Variables**

Variable Names

Variable Values




On
Snapshot File
Off


.xlsx
Convert All Formulas

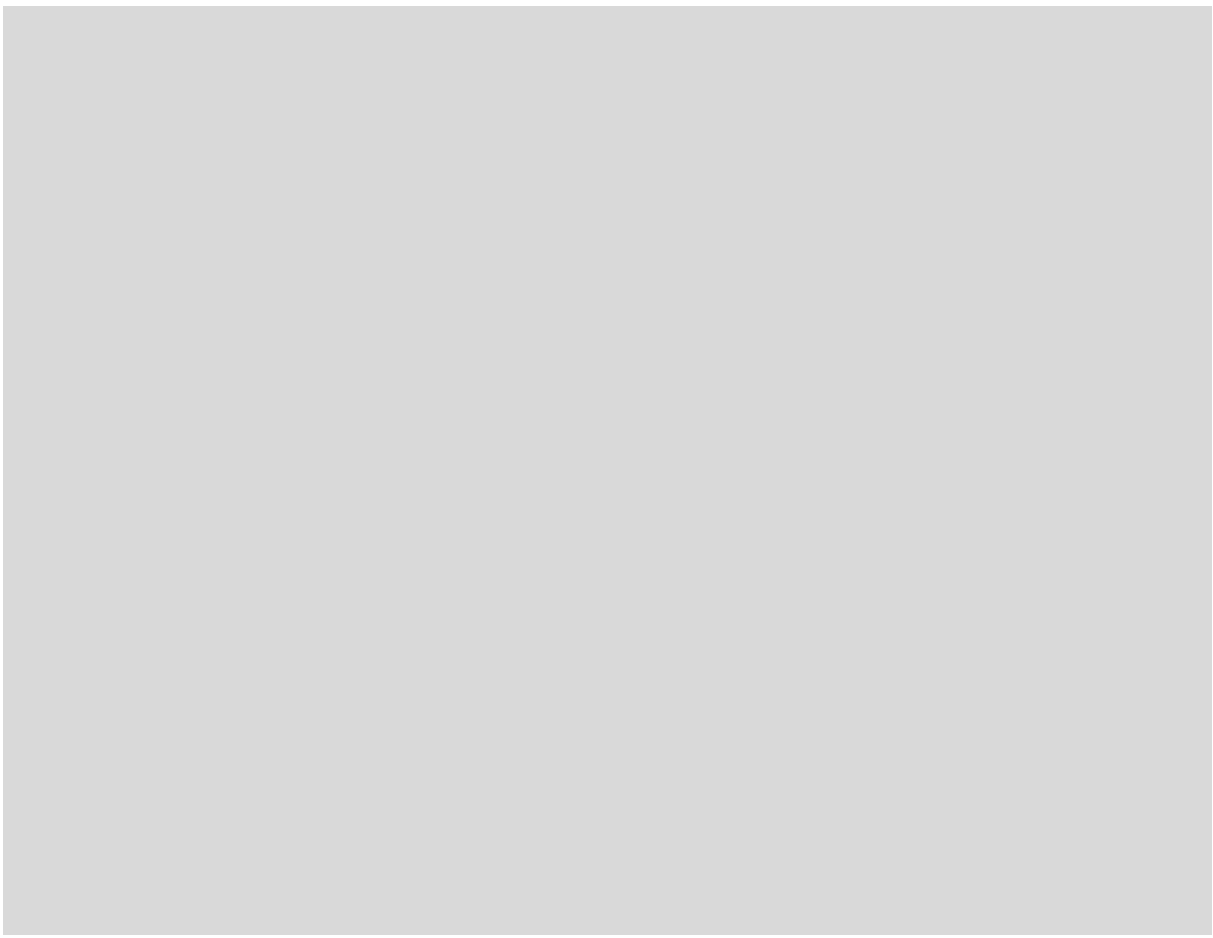
.csv
On

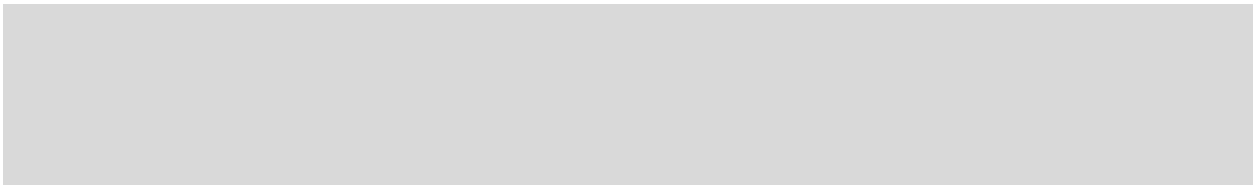
MHA Format
Local File System
CFO_ACCT.DPT\Finanical Reports Axiom\Financial Reports_FY18\Axiom Kaufman Hall
MHA_Format[Current_Value]
MHA_Format[Current_Value]
Save Files
Create an Output File for Each Pass
Off

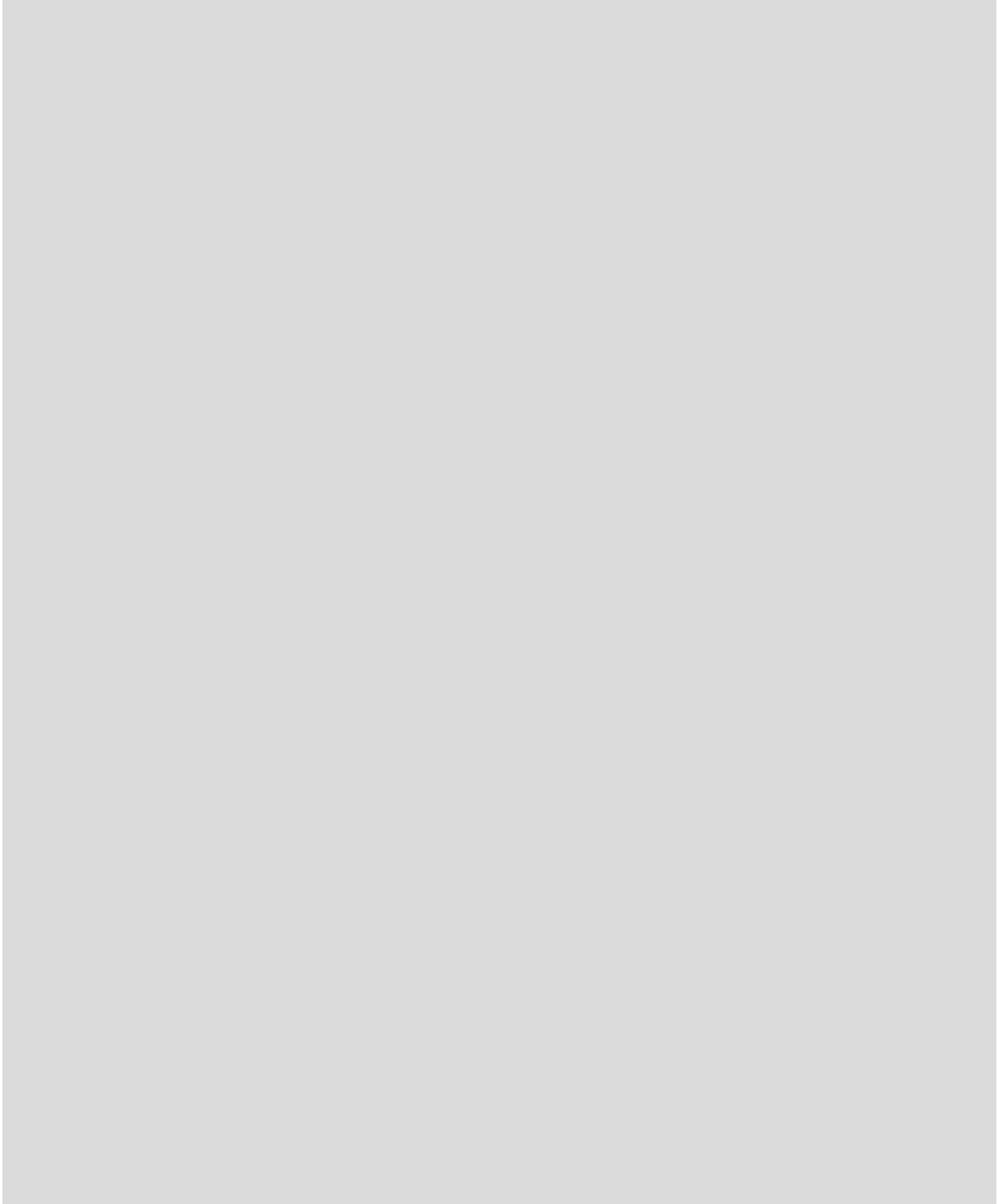
Save Data at End of Processing



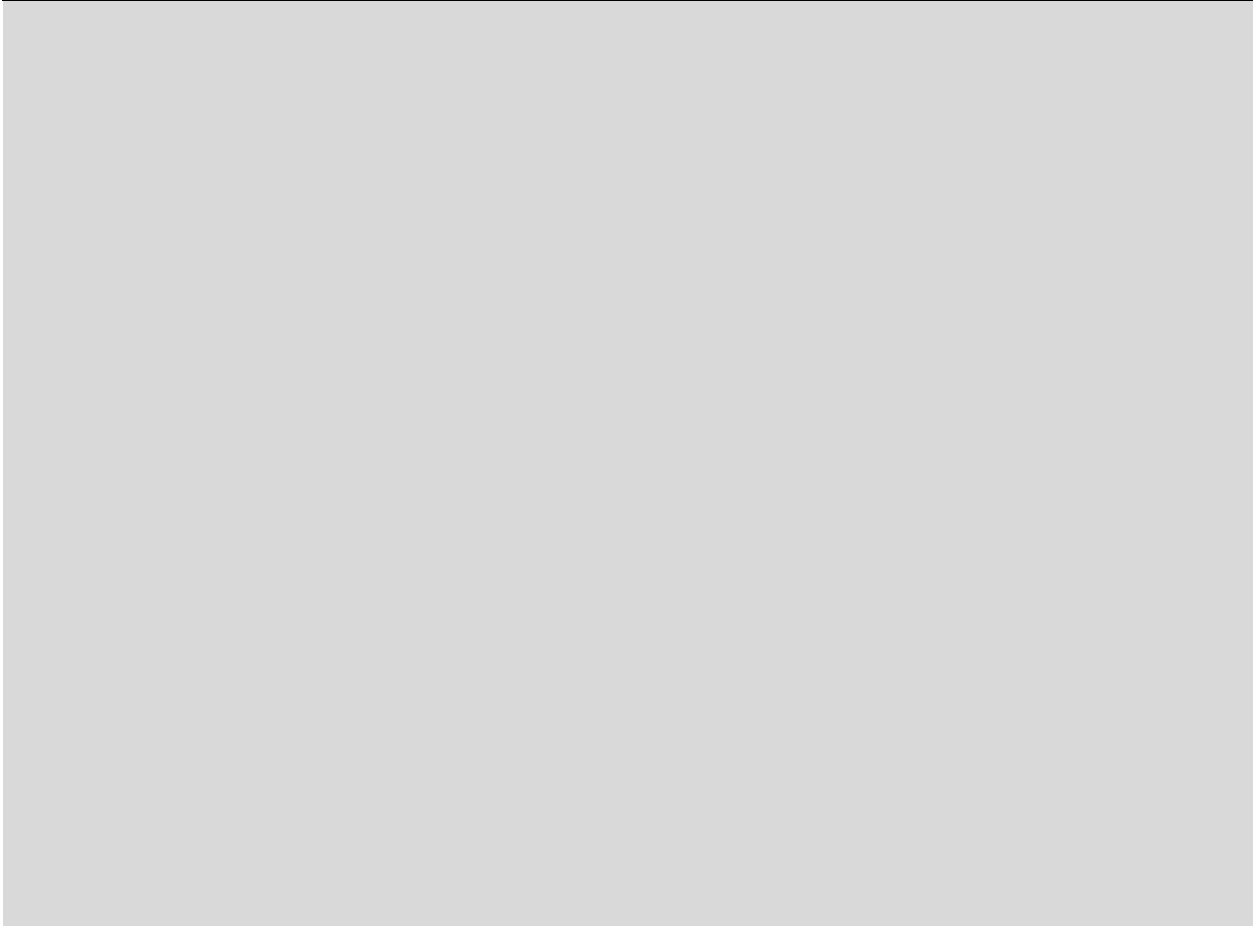
System

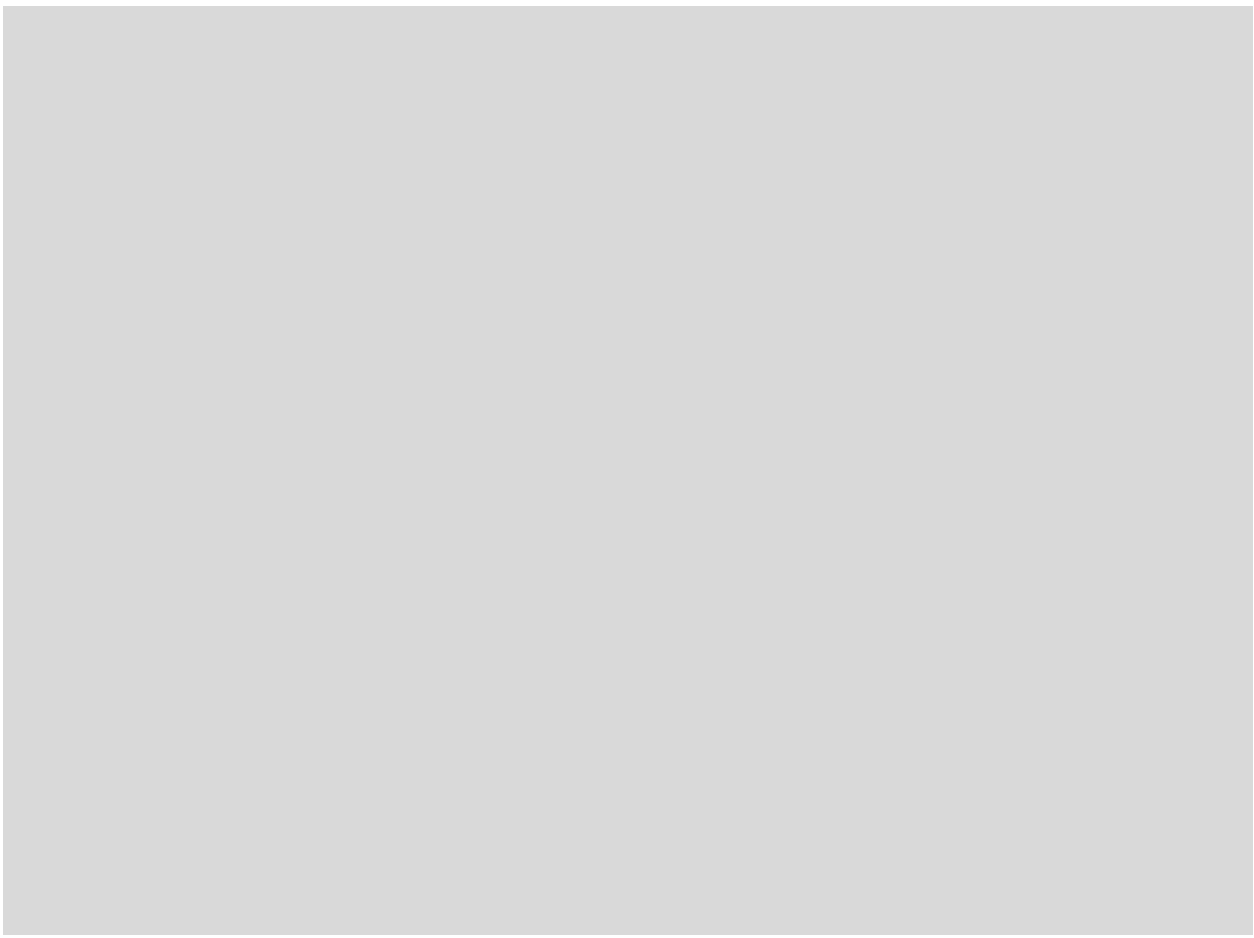


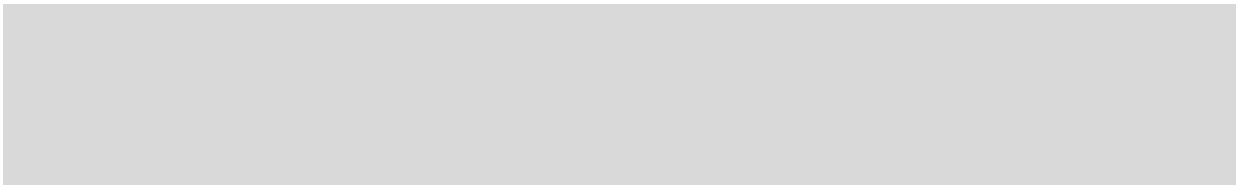



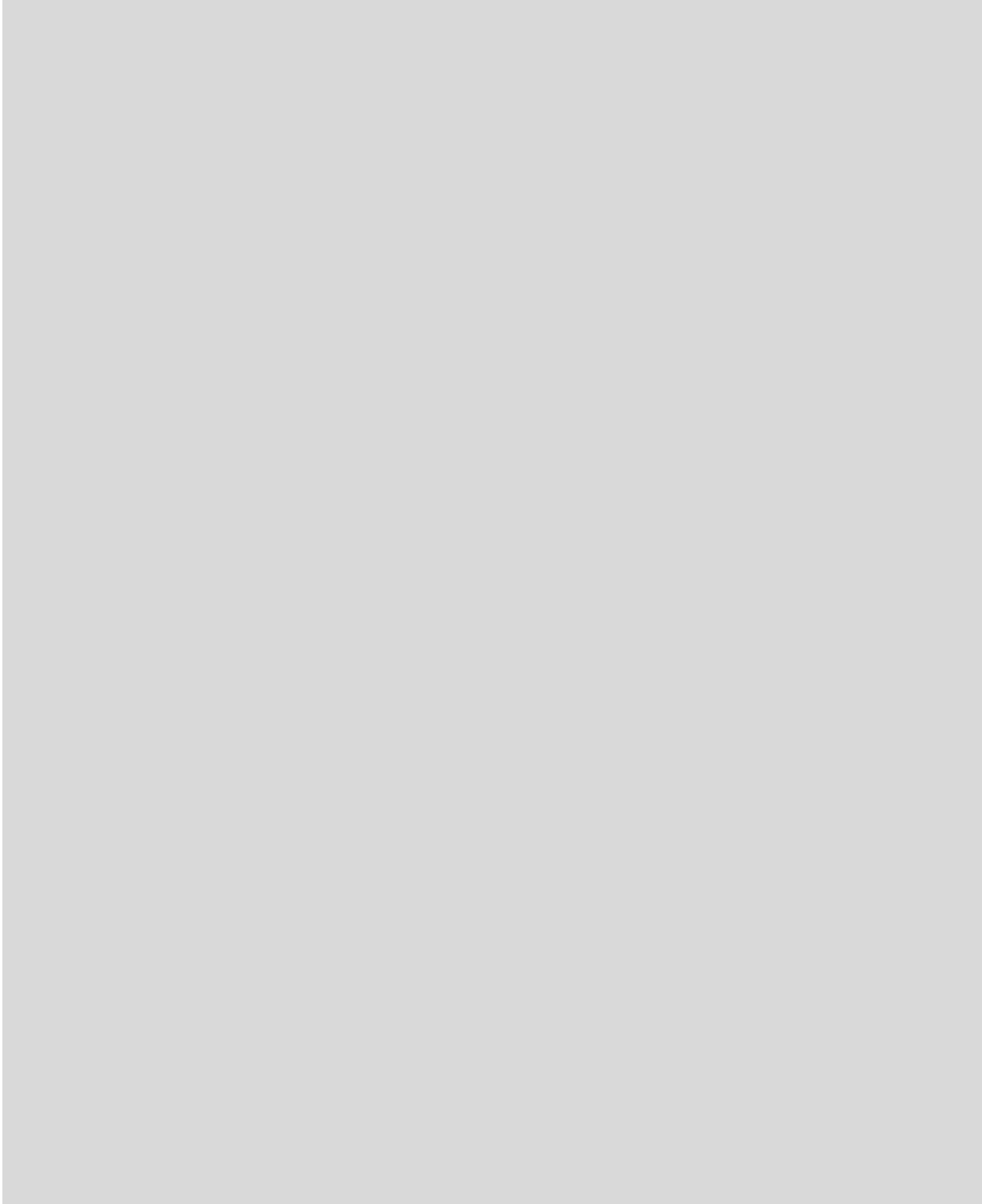


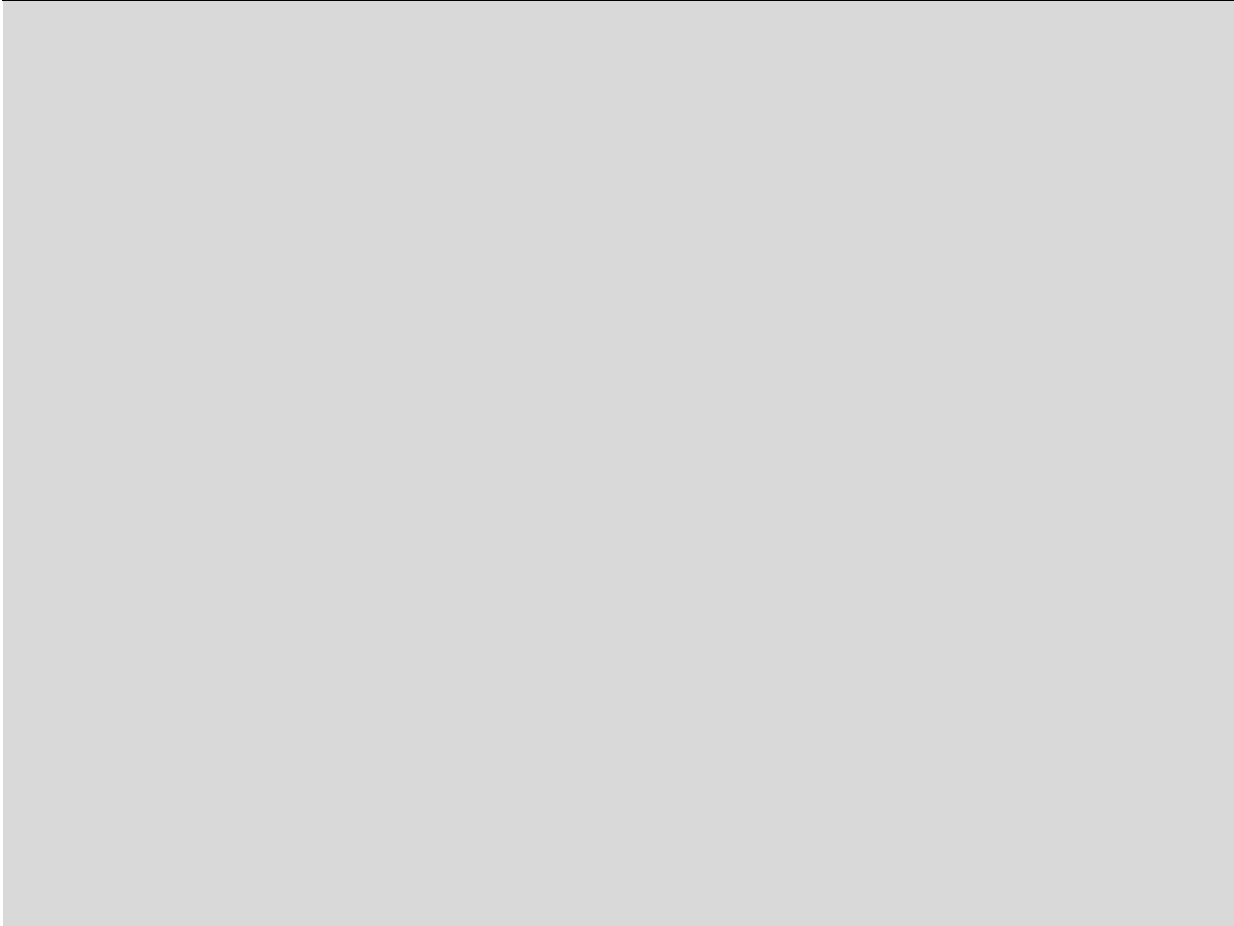


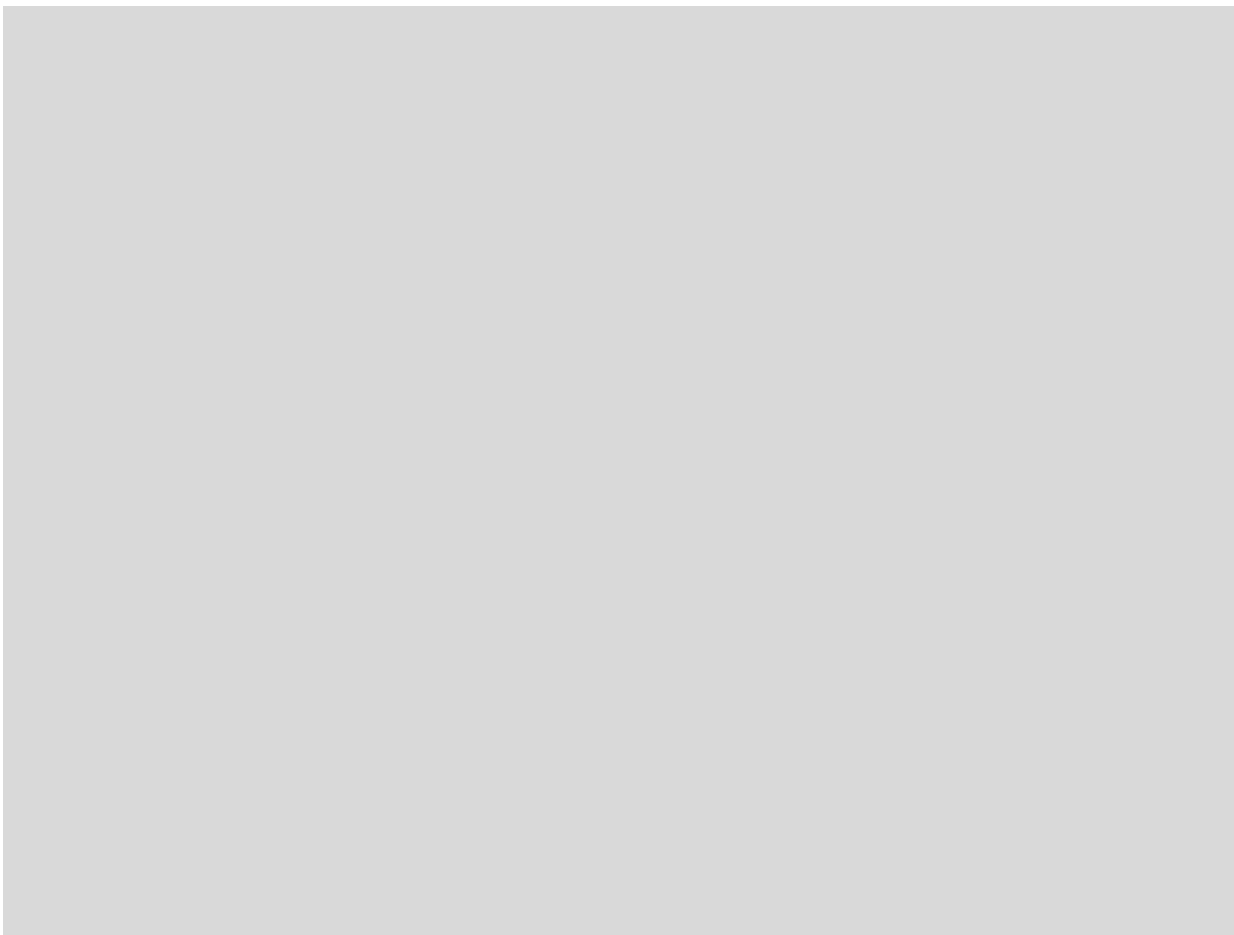


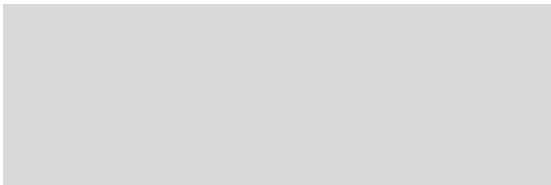


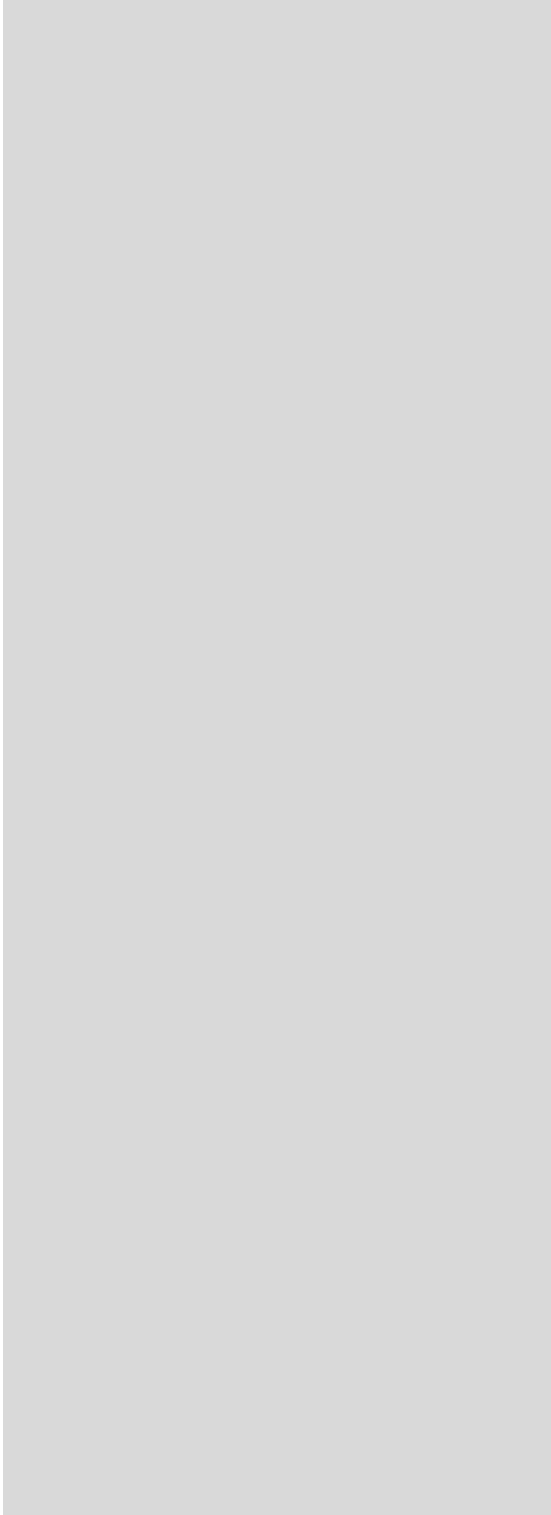



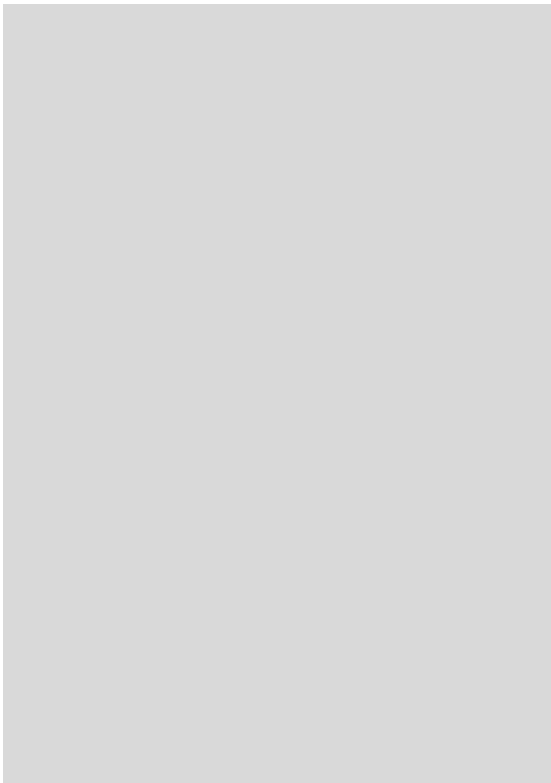


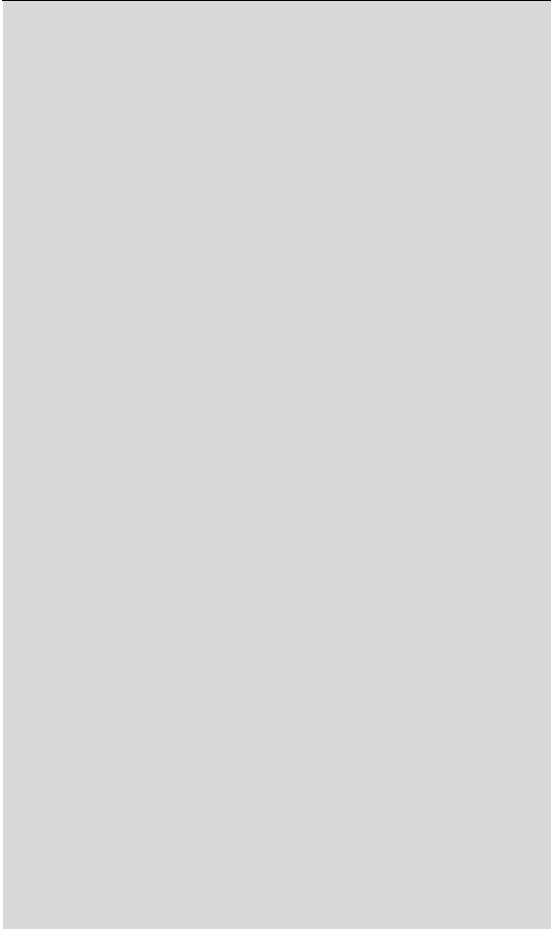



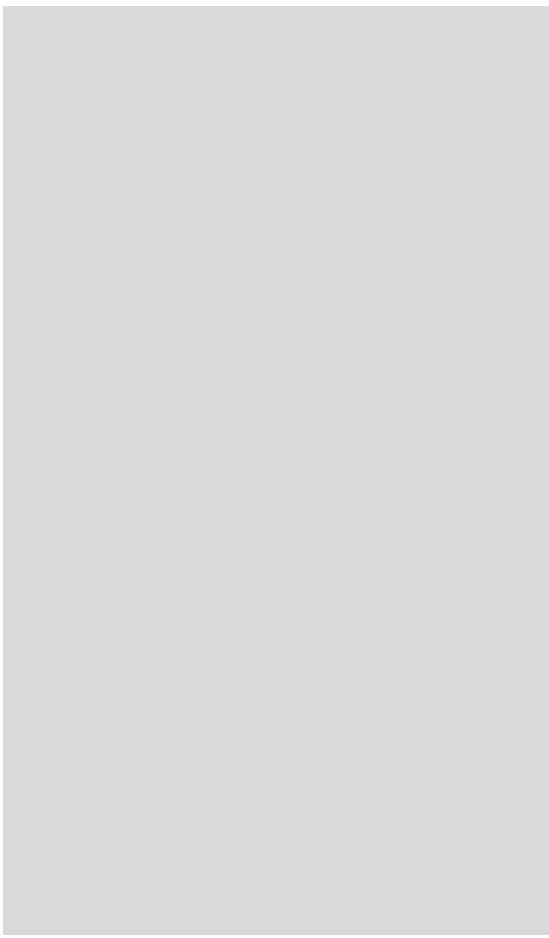








**Save To Database Setup**

Save Type 1 Enabled

- Zero on save enabled
- (advanced) Disable DocID During Zero
- (advanced) ZeroTag Value
- (advanced) Custom ZeroTag Column

Save Type 3 Enabled

- Table Name for Save Type 3
- Table Folder for Save Type 3

Save Type 4 Enabled

**Workbook Options**

- Workbook Protection On/Off
- Workbook Protection On/Off during snapshot
- Downgrade to read-only on open
- Close read-only files without prompting to save
- Process alerts on save data
- Process alerts on save document
- Associated Task Pane
- Activate sheet on open
- Disable quick filter
- Master Sheets
- Show row and column headings
- DataLookups to run on open
- Enable Message Stream
- Clear DataLookups on save

Off
Off
Off
Off
Off
Off

**Sheet Options**

- Sheet Visible/ Hidden
- Sheet Protection On/Off
- Sheet Protection On/Off during snapshot
- Freeze Panes (e.g. B5:D8)
- Active Cell (selected on open)
- Axiom Double-Click
- Enable Drilling
- Master Sheet

**Views**

- Initial Dynamic View (view on open)
- Initial Dynamic Column Views (view on open)
- Initial Dynamic Row Views (view on open)
- Current Dynamic View
- Current Dynamic Column Views
- Current Dynamic Row Views
- Show View Headers in Menu

**Data/Zero Options**

- Refresh all Axiom functions on open
- Convert Axiom function results to zero on save

On
Off



Refresh Forms Run Behavior  
 Refresh Control Sheet between every AQ  
 Convert Axiom Query results to zero on save  
 Enable full AQ query validation mode

**OnManualRefreshOnly**

Off

**Sheet Filters**

**Sheet Filter Type**

**Table or Table Type**

By Table Type	Financial

**Axiom Query - [AQ1]**

Name (used in Plan Refresh utility)

**Active**

Query Details

**Primary Table**

- Sum data by these columns (e.g. Table.field;Table.field)
- Sort by database columns (e.g. Table.field asc;Table.field desc)
- Sort results by these columns (e.g. C asc;D desc)

Filters

- Data Filter
- Limit query data based on another table (advanced)
- Post Query Filter (advanced)
- Post Query Sum By (advanced)
- Suppress records with zero values
- Max row warning threshold (leave blank for system default)
- Limit query to top "n" results
- Process Definition ID

Display / User Interaction Options

- Insertion Behavior
- Apply grouping to data ranges
- Change orientation to horizontal
- Drillable

Vertical Configuration

**Control Rows and Columns**

- Field Definition Row(s)
- Insert Control Column with start/stop tag
- Internal Data Control Column

**Calculation Methods**

- In-Sheet Calc Method Row(s) - Vertical AQ
- OR
- Assign from data field (table.field) - plan files only
- AND / OR
- Assign from Sheet - plan files only
- Key column name (e.g. Acct)

Sheet Name  
Key column in sheet  
CM Assignment column in sheet

Default Calc Method - plan files only

#### Horizontal Configuration

##### **Control Rows and Columns**

Field Definition Column(s)  
Insert Control Row with [AQ1]

##### **Calculation Methods**

In-Sheet Calc Method Column(s) - Horizontal AQ

#### Refresh behavior

Refresh on manual refresh  
Refresh during document processing  
Refresh on file open  
Refresh once before multipass processing (advanced)  
Refresh after save data  
DataLookups to run  
Refresh only if primary table changed since last refresh  
Last refresh time

Rebuild Data Ranges

OR

Zero data before update  
Update existing data  
Insert new records

#### Data Conversion

### Axiom Query - [AQ2]

Name (used in Plan Refresh utility)

#### **Active**

#### Query Details

##### **Primary Table**

Sum data by these columns (e.g. Table.field;Table.field)  
Sort by database columns (e.g. Table.field asc;Table.field desc)  
Sort results by these columns (e.g. C asc;D desc)

#### Filters

Data Filter  
Limit query data based on another table (advanced)  
Post Query Filter (advanced)  
Post Query Sum By (advanced)  
Suppress records with zero values  
Max row warning threshold (leave blank for system default)  
Limit query to top "n" results

Process Definition ID

#### Display / User Interaction Options

Insertion Behavior

Apply grouping to data ranges  
Change orientation to horizontal  
Drillable

#### Vertical Configuration

##### **Control Rows and Columns**

Field Definition Row(s)  
Insert Control Column with start/stop tag  
Internal Data Control Column

##### **Calculation Methods**

In-Sheet Calc Method Row(s) - Vertical AQ

OR

Assign from data field (table.field) - plan files only

AND / OR

Assign from Sheet - plan files only

Key column name (e.g. Acct)

Sheet Name

Key column in sheet

CM Assignment column in sheet

Default Calc Method - plan files only

#### Horizontal Configuration

##### **Control Rows and Columns**

Field Definition Column(s)  
Insert Control Row with [AQ1]

##### **Calculation Methods**

In-Sheet Calc Method Column(s) - Horizontal AQ

#### Refresh behavior

Refresh on manual refresh  
Refresh during document processing  
Refresh on file open  
Refresh once before multipass processing (advanced)  
Refresh after save data  
DataLookups to run  
Refresh only if primary table changed since last refresh  
Last refresh time

Rebuild Data Ranges

OR

Zero data before update

Update existing data

Insert new records

#### Data Conversion

Conversion Target (e.g. USD)

Conversion Scenario Override (overrides default setting from table)

Conversion Type Override (overrides default setting from table)

(if you need more Axiom Queries, you can use

the Sheet Assistant to add more)



Off	Off	Off
Off	Off	Off

<u>Filter</u>	<u>Filter</u>	<u>Filter</u>
DEPT.DEPT <> 104030		

Off	Off	Off
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Off	Off	Off

Insert	Insert	Insert
Off	Off	Off
Off	Off	Off
On	On	On

3:3	3:3	3:3
A	A	A

4:4	4:4	4:4
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On	On	On
On	On	On
Off	Off	Off
Off	Off	Off
Off	Off	Off
	Off	Off

On	On	On
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Off	On	On
On	On	On
On	On	On



Off	Off	Off
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Off	Off	Off

Insert	Insert	Insert
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Off	Off	Off
Off	Off	Off
On	On	On

5:5	5:5	5:5
B	B	B

6:6	6:6	6:6
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On	On	On
On	On	On
Off	Off	Off
Off	Off	Off
Off	Off	Off
	Off	Off

On	On	On
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Off	On	On
On	On	On
On	On	On






(A component Unit of Jackson County, Mississippi)

**Operating Expenses by Functional Category**

**For the Month of November 2018**

*Unaudited*

<b>Classification</b>	<b>Current month</b>	<b>Current Fiscal Year-to-Date</b>
Salaries, wages and employee benefits	\$13,754,483	\$28,450,037
Supplies	6,790,204	13,068,419
Contractual services	3,851,751	7,728,716
Repairs, maintenance and other	3,017,023	5,370,840
Insurance	106,273	217,742
Lease and rentals	590,115	1,071,101
Depreciation and amortization	1,910,825	3,457,063
Total Operating Expenses	<u>\$30,020,674</u>	<u>\$59,363,918</u>