



Sunrise™ Financial Manager [REDACTED]

## **Feature Guide: Episode Snapshot**

### **Financial Reporting Tables**

#### Feature Guide

[REDACTED]

[REDACTED]

[REDACTED]

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## Chapter 1

# Sunrise Financial Manager reporting tables

Sunrise Financial Manager has introduced the ability for data to be accessed from reporting tables on the production server, and imported into Microsoft® Excel® or Power BI®.

Data for snapshot reporting tables will be saved starting from implementation of this release. No data prior to implementation will be saved and accessible through the snapshot reporting tables.

### Episode Snapshot Detail reporting table

The episode snapshot detail reporting table captures episode records and their attributes. This is the foundational table with all relevant attributes and records that the other episode snapshot reporting tables extract data from. The episode snapshot detail table extracts non-zero balance records with no maximum time frame for saved records.

The episode detail reporting table captures non-zero balance episodes as a record on the row axis in the table with attributes on the column axis. The effective start and end dates demonstrate that the displayed attributes on that record were valid for the episode during that time frame. The effective end date attribute for the most recent record is "NULL."

A new record is created in the episode detail reporting table when any of the following occurs:

- > a change is made to any of the episode attributes
- > the episode becomes zero balance
- > the episode becomes non-zero balance

Episodes are not updated while they have a zero balance.

When a new record is created, the effective end date changes from "NULL" to the date of the change. The new record will then be the most recent and have a "NULL" end date.

The episode snapshot detail reporting table name is **EpisodeSnapshotDetail**, and can be accessed using Microsoft® Excel® or Power BI®, but the four snapshot views are better structured for analysis.

### Episode reporting table snapshot views

The four episode reporting table snapshot views utilize data captured in the episode snapshot detail table. The reporting table snapshot views are structured for analysis instead of data collection. Episode reporting table snapshots are rows of data saved by Sunrise Financial Manager that represent the records of an episode and its associated attributes for a particular time frame. Snapshots capture data only for episodes that are non-zero balance, so if an episode is zero balance when a snapshot is taken, that episode is not captured.

Snapshots are captured at the following increments:

Reporting table	Snapshot increment	Number of rolling snapshots	Description
EpisodeSnapshotDaily	Daily	14	End of day with the GL run
EpisodeSnapshotWeekly	Weekly	12	End of week on Sunday with the GL run
EpisodeSnapshotMonthly	Monthly	24	End of the month with the GL run
EpisodeSnapshotAccountingPeriod	Accounting Period	24	End of configured accounting period with the GL run

Snapshots are taken on a rolling schedule, so once the number of snapshots for that increment has been reached, and a new snapshot is captured, the oldest snapshot is deleted.

### Episode Snapshot Accounting Period

The episode snapshot accounting period contains two parts:

#### > Attributes

- For example: visit type, account group, insurance plan
- Captured and assigned to an accounting period based on the accounting period's configured Begin Date and End Date
- Attributes changed after the end of a configured accounting period are applied to the appropriate subsequent period

#### > Financial Metrics

- For example: charges, payments, adjustments, and balance
- Applied based on transaction accounting period assignment
- Recalculated when an accounting period is open and on the day of the GL run on which the accounting period is closed
- No longer recalculated on subsequent GL runs after which the accounting period was closed



## Chapter 2

# Enable financial reporting tables

Financial reporting table syncing is disabled by default, and must be enabled in **SFM Configuration**.

The **Sync Financial Reporting Tables** field must be **True** to enable financial reporting table syncing. The default value for **Sync Financial Reporting Tables** is **False**. Without this configuration, financial reporting tables are not created, populated, or updated. Financial reporting tables are synced daily after completion of the general ledger nightly run workflow.

1. Select **SFM Configuration**.
2. Under **General**, select **Environment Profile Maintenance**.
3. Select **Enterprise Settings**.
4. Select **Sync Financial Reporting Tables**.
5. Click **Edit**.
6. For **Value**, select **TRUE**.
7. Click **OK**.





## Chapter 3

# Review status of the Report Sync Up job in the GL run

Use **SFM Batch Job Monitor** and **Job Log Details** to review the **Report Sync Up** job status.

1. Select **SFM**.
2. Select **Job Monitor/Scheduler**.
3. Select **Job Dashboard**.
4. Enter the desired timeframe in which the run was initiated.
5. Enter "Report" into the filter for the **Title** column.

The **Report Sync Up** job should be displayed as one of the results.

If the **Report Sync Up** job is not displayed, expand the timeframe filter and verify that the **Sync Financial Reporting Tables** configuration is enabled.

6. Review the status of the **Report Sync Up** job by referencing the icon displayed in the **Status** column with the icons in the **Key**.
7. Click the status icon displayed for the **Report Sync Up** job to review **Job Log Details**.



## Chapter 4

# Access financial reporting tables using Power BI

### Before you begin

You must have the correct permissions to access the production database. Contact your administrator for more information.

1. In Power BI®, select **Get data** from the **Home** tab.

2. Click **SQL Server**.

The **SQL Server database** window should be displayed.

3. Under **Server**, enter the name of your production server.

4. Under **Database**, enter the name of your production database [REDACTED]

5. Select the desired **Data Connectivity mode**.

6. Click **OK**.

7. Select one of the following options:

- > Use my current credentials
- > Use alternate credentials

8. Click **Connect**.

The **Navigator** window should be displayed.

9. Select the desired reporting table:

- > [REDACTED] EpisodeSnapshotAccountingPeriod
- > [REDACTED] EpisodeSnapshotDaily
- > [REDACTED] EpisodeSnapshotMonthly
- > [REDACTED] EpisodeSnapshotWeekly

10. Click **Load**.

The **Fields** pane should populate with the selected table's data.



## Chapter 5

# Access financial reporting tables using Excel

### Before you begin

You must have the correct permissions to access the production database. Contact your administrator for more information.

1. In Microsoft® Excel®, select the **Data** tab.
2. Click **Get Data**.
3. Click **From Database**.
4. Click **From SQL Server Database**.

The **SQL Server database** window should be displayed.

5. Under **Server**, enter the name of your production server.
6. Under **Database**, enter the name of your production database ending in [REDACTED]
7. Click **OK**.
8. Select one of the following options:
  - > Use my current credentials
  - > Use alternate credentials

9. Click **Connect**.

The **Navigator** window should be displayed.

10. Select the desired reporting table:
  - > [REDACTED] EpisodeSnapshotAccountingPeriod
  - > [REDACTED] EpisodeSnapshotDaily
  - > [REDACTED] EpisodeSnapshotMonthly
  - > [REDACTED] EpisodeSnapshotWeekly

11. Click **Load**.



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