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Nam et ipsa scientia potestas est

And thus knowledge itself is power . . .
- Sir Francis Bacon

Lawson Budgeting and Planning Procedures Manual

McLeod Health
Version 9.0.1
Published June 2010
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Release 2



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1 Introduction

1.1 Revision History

Rel No	Date	Author/Change Agent	Revision Comments
R1	04.20.2010	Allan Ingle	Initial release
R2	06.25.2010	Allan Ingle	Comprehensive Revision

1.2 Purpose of the document

This document will guide the reader through a series of end-to-end procedures for administering the Lawson Budgeting and Planning Application (LBP) throughout an annual distributed budget cycle. The procedures begin with metadata maintenance and culminate with steps for creating an FB20 Budget and updating Position Control (PA70). The audience of this document is LBP application administrators (Global Administrators).

1.3 Notices, Disclaimers and Confidentiality

This document has been written at the request of McLeod Health as a means to document their processes and procedures as it relates to the use of the Lawson Budgeting and Planning Application.

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1.4 Trademark and Copyright Notices

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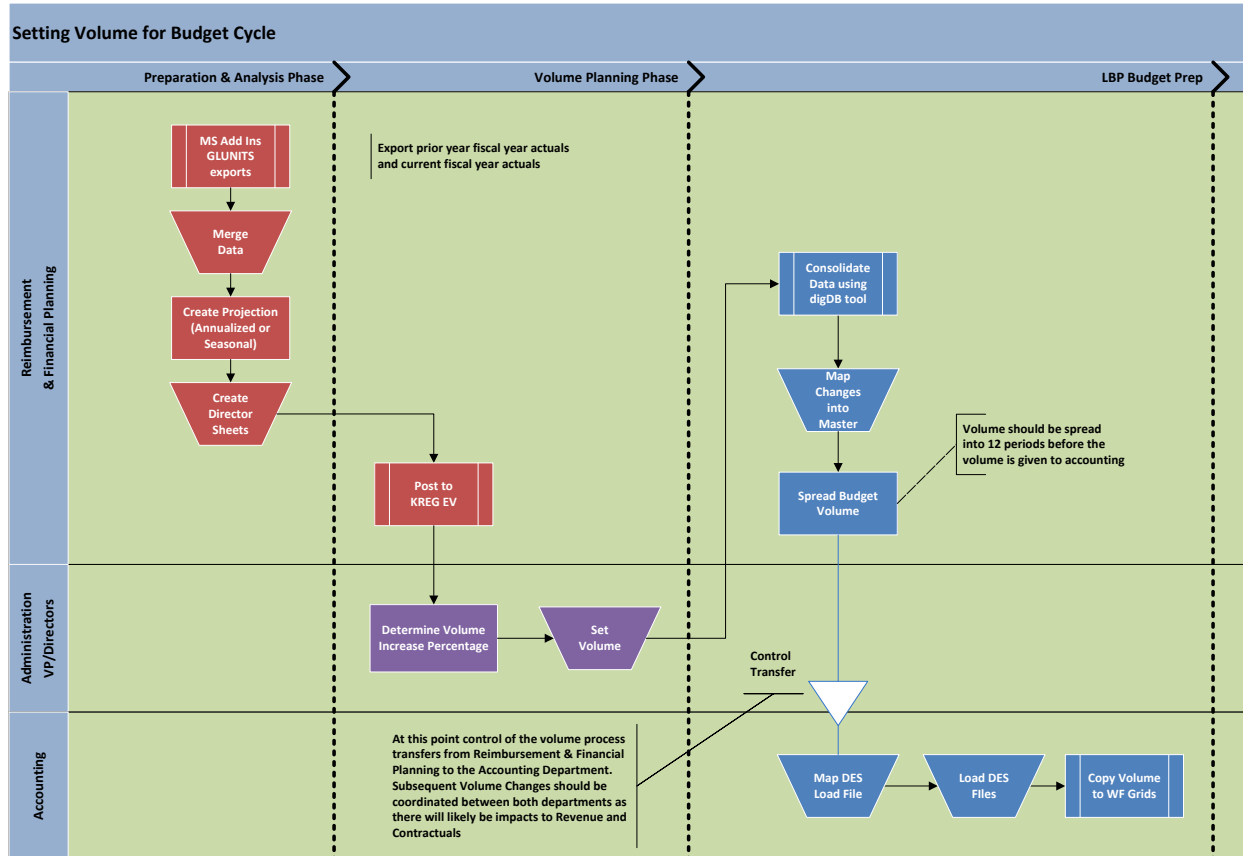
1.5 Related Documents

- Lawson Budgeting and Planning Administration Guide Version 9.0.0.10 August 2009
- Lawson Budgeting and Planning User Guide Version 9.0.0.10 August 2009
- Lawson Budgeting and Planning Overview Version 9.0.0 Release 1 August 2009
- Instruction Document – McLeod Configuration Manual Release 1.1 April 2010



2 Offline Budget Preparation Tasks

2.1 Determine Plan Year Volume



VOLUME PREPARATION AND ANALYSIS

In this step the Reimbursement and Financial Planning Department will prepare spreadsheet analysis of historical volumes and projections which will culminate in volumes that will be loaded into LBP to support the direct calculation of Revenue and Variable Expenses and the indirect calculation of Contractual Adjustments, Bad Debt, and Charity.

Procedure

Step 1 – Prepare Master Volume Spreadsheet

1. Using MS Add-Ins, export statistical data from the GLUNITS table by Cmpy/Acct Unit/Account for the prior fiscal year
2. Using MS Add-Ins, export statistical data from the GLUNITS table by Cmpy/Acct Unit/Account for the current fiscal year
3. Combine the file data together for prior year and current year
4. Create the Projection (Annualize or Seasonality)
5. Add Vice President and Director to the file