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Annual Budget Distribution Checklist

This Checklist is a brief outline – Please review the detailed instructions on the following pages to complete each step. Please make sure to apply the latest Kaufman Hall Budgeting Update before starting your budget process for next year.

Dimensions Review

1. Go to Dimensions.
2. Review Department Dimension
3. Review Account Dimension
4. Review JobCode Dimension
5. Review PayType Dimension

Data Load Review

Please refer to the Monthly Processing checklist for instructions on loading data.

1. GL Data loaded and reconciled to date.
2. Financial – Current period is set appropriately to match YTD period of data loaded.
3. Statistics loaded to match the GL time period.
4. Payroll27 – Biweekly data loaded and reconciled to date.
5. Payroll27 – Current period is set appropriately for all payroll tables.
6. Provider-**Provider Version Only** – Current period is set appropriately to match YTD period of data loaded.
7. New Labor Master is imported.

Security Review

1. Confirm all users have been added to the security table, updated and assigned to the proper security group(s).
2. Review security Groups.
3. Review Budget Settings for each security Group.
4. Confirm with IT that software installation has occurred for new users.

Process Management Review

1. Update Process Management Stage due dates.
2. Review related dimension columns to make sure those were updated (Owner, Reviewer, Approver).

□ **Driver Files-Global Assumptions**

1. Budget Configuration Assumptions Driver File - Update the “Configuration” Tab.
2. Budget Statistic Assumptions Driver File – Statistics - Estimate/Review Global Statistical information for FY-End and NY Budget and the “Statistic” tab.
3. Budget Statistic Assumptions Driver File –Driver - Review assignment of Global drivers on the “Driver” tab.
4. Budget Configuration Assumptions Driver File – Assumptions - Update all assumptions, due dates, and questions on the “Assumptions” tab.
5. Budget Revenue Assumptions-Revenue Adjustments - Update all increases/global changes on the “RevenueAdjustments” tab.
6. Budget Expense Assumptions - Expense Adjustments - Update all increases/global changes on the “ExpenseAdjustments” tab.
7. Budget Labor Assumptions - Labor Rates - Set Current Year and Next Year Payroll Increases for all Job codes on the “LaborRates” tab.
8. Budget Labor Assumptions - Labor Limits - Update any remaining required fields on the other Tab(s).
9. Budget Provider Assumptions - Provider related tabs—**Provider Version Only**—Review ProviderConfig, ProviderList, GlobalProvider, ProviderDriver.

□ **Budget Workbook Creation**

1. Create and Process Plan files for a budget workbook for a department to test.
2. Review each tab in the workbook. Change values; add comments; change methods.
3. Review results of test calculation changes.
4. Verify print setting for all worksheets.
5. Repeat steps 1-4 for several departments.
6. Schedule interface of all Budget Workbooks for Departments identified in the Dept Dimension.

□ **Budget Recalculation**

1. Schedule nightly recalculation all budgets to transfer results to the Database.
2. Correct any errors encountered during the recalculation process.
3. Run the “Budget Income Summary” report and review for reasonableness.

□ **Budget Reconciliation Reports**

1. Execute and review the following reports located at Report Library | Budgeting Utilities | Budget Reconciliation.
 - “Budget Workbook Reconciliation” - All variances s/b 0.
 - “Reconcile Payroll12 to Financial-Dollars” - All variances s/b 0.
 - “Reconcile Payroll12 to Financial-Hours” – All variances s/b 0.
 - “Payroll12 Negative Hours”
 - “Payroll12 Hours Without Dollars Reconciliation”
2. Execute and review the following reports under Reports Library | Budgeting Reports | Budget Analysis.
 - “Budget FTE Comparison”
 - “Budget Per Unit Analysis”

□

□ **Budget Distribution**

1. Review Security Group and individual user security settings.
2. Budget workbooks are now live in the system.
3. Advance workbooks via Process Management to the “Owner” stage.
4. Workbooks are now ready for input and review by managers.

Dimensions Review

1. All Dimension tables can be accessed by **Explorer | Table Library | !Dimensions**



Department Dimension

Confirm that budget responsibility assignments are complete and accurate.

- Review Owner, Reviewer, Approver columns to make sure these are correct and valid user names are in the security table.
- All Departments need to have an assignment.
- If there is no one assigned, leave it blank as the assignment.

Ensure any new Departments added throughout the year have all columns complete.

KHABgtTemplate

- Assign each budgeted department to a template under KHABgtTemplate.
- Valid entries are: Master or NoBudget

TplOptions

- Assign each budgeted department to an option.
- Valid entries are: Master, MasterCDM, MasterProvider, or NoBudget

LaborType

- Assign each budgeted department to a LaborType.
- Valid entries are: JobCode, Employee, Staffing, JobCodeADC, or NoBudget

KHACMDimGrp and ProjDimGrp

- Make sure all Depts are assigned to a valid KHAStdLine and CYPMethod column from the Acct dimension.

KHABgtCode

- All Depts must have a valid dept assignment.

- ShowOnList_Budgeting
 - Make sure all Depts are set to “True” if you want to create a budget workbook for a department and “False” if you do not want a workbook created.

Account Dimension

- KHAStdLine and CYPMethod columns
- All accounts must have a budget methodology assigned to these columns.
- Your consultant provided valid methodology codes for both of these during your implementation.
- Review KHAInt, BudgetType, KHASum columns to make sure those have not changed and all codes are correct for each account.

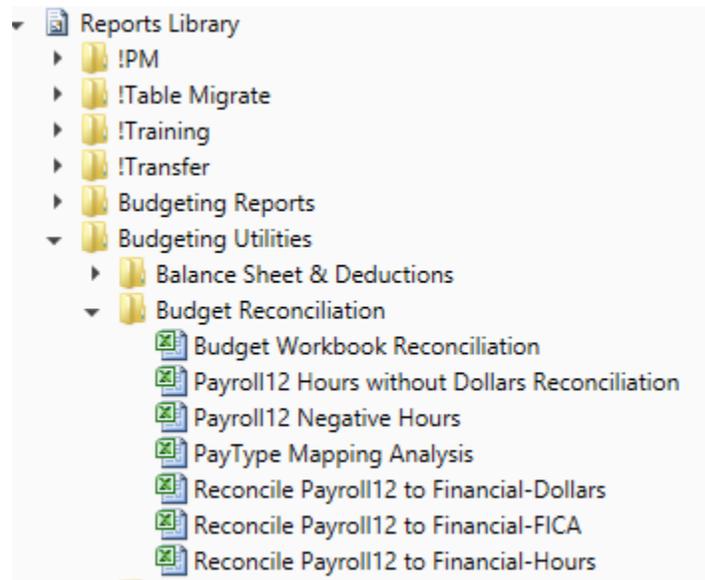
JobCode Dimension

- All JobCodes are assigned a GLAcct, HrAcct, and FICAAcct for expense mapping purposes.
- Review JobClass, Variable and KHABgtCode columns to make sure assignments don't need to be changed.
- KHAInt needs to be either JobCode, Provider or NA.

PayType Dimension

- All PayTypes are assigned a GLAcct and HrAcct for expense mapping purposes.
- Review KHAInt, JobCode, Staffing, Employee, and KHAStdLine columns to ensure proper coding and mapping.
- Review the “FTE” column to ensure valid FTE related PayTypes are coded as “Yes”. Also, the EmplDetail column should be set to **Z_Employee** for all PayTypes.
- Execute the “PayType Mapping Analysis” report to review PayType mappings. This report will help to verify your PayType mappings are correct. Note, that you have to also review and setup the Budget Configurations Assumptions, Driver file before running this report.

Go to **Report Library | Budgeting Utilities | Budget Reconciliation**. This report will show you where each PayType is mapped to for the budget template.



CDMCode Dimension-CDMRevenue Version Only

- All columns should be reviewed.

Provider Dimension-Provider Version Only

- All columns should be reviewed.

CPT Dimension-Provider Version Only

- All columns should be reviewed.

FinClass Dimension-Provider Version Only

- All columns should be reviewed.

Location Dimension-Provider Version Only

- All columns should be reviewed.

Data Load Review

Please refer to the Monthly Processing checklist for instructions on loading data.

Financial

- GL Data loaded and reconciled to date.
- Current period is set appropriately to match the YTD period of data loaded.
- Statistics loaded to match the GL time period.

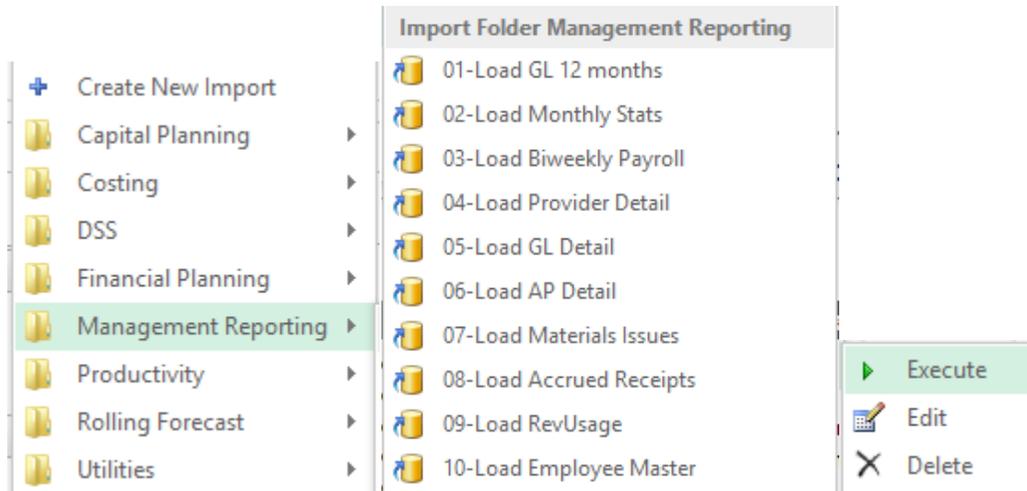
Payroll27

- Biweekly data loaded and reconciled to date.
- Current period is set appropriately for all Payroll 27 tables.

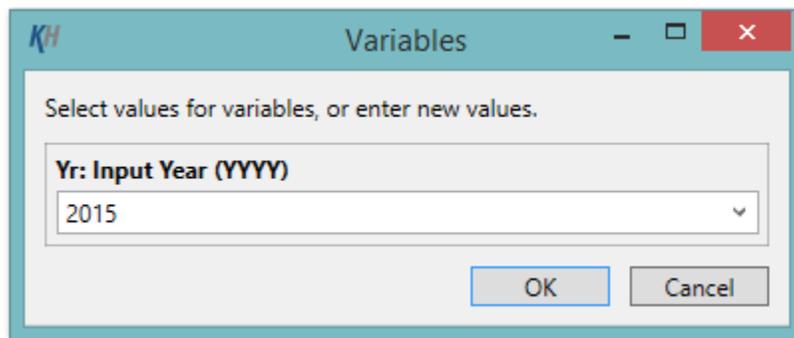
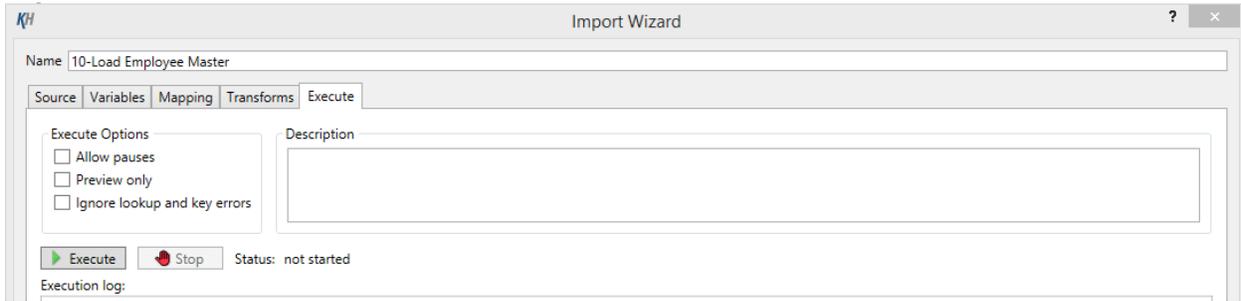
Labor Master

Updated file is created and saved. The file should be saved as “EM_CYActual”.

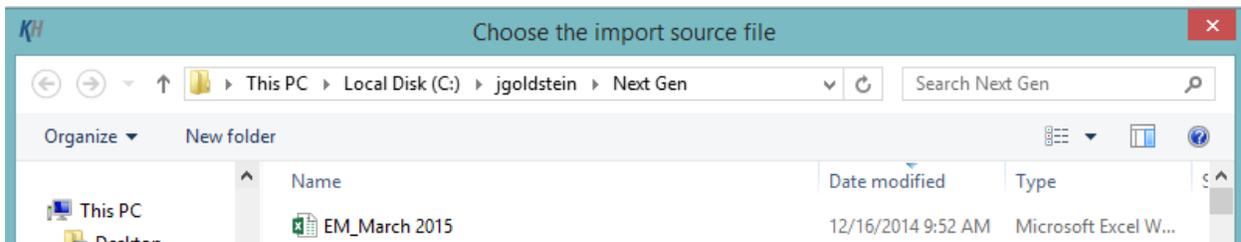
1. Import the file from the KH Admin Ribbon | Imports | Management Reporting | 10-Load Employee Master | Execute



2. Select Execute to start, then type in the Year to load and select OK.



3. Select the file to load. You can browse out to the location where you stored the source file. We recommend naming the file with a EM_ prefix.



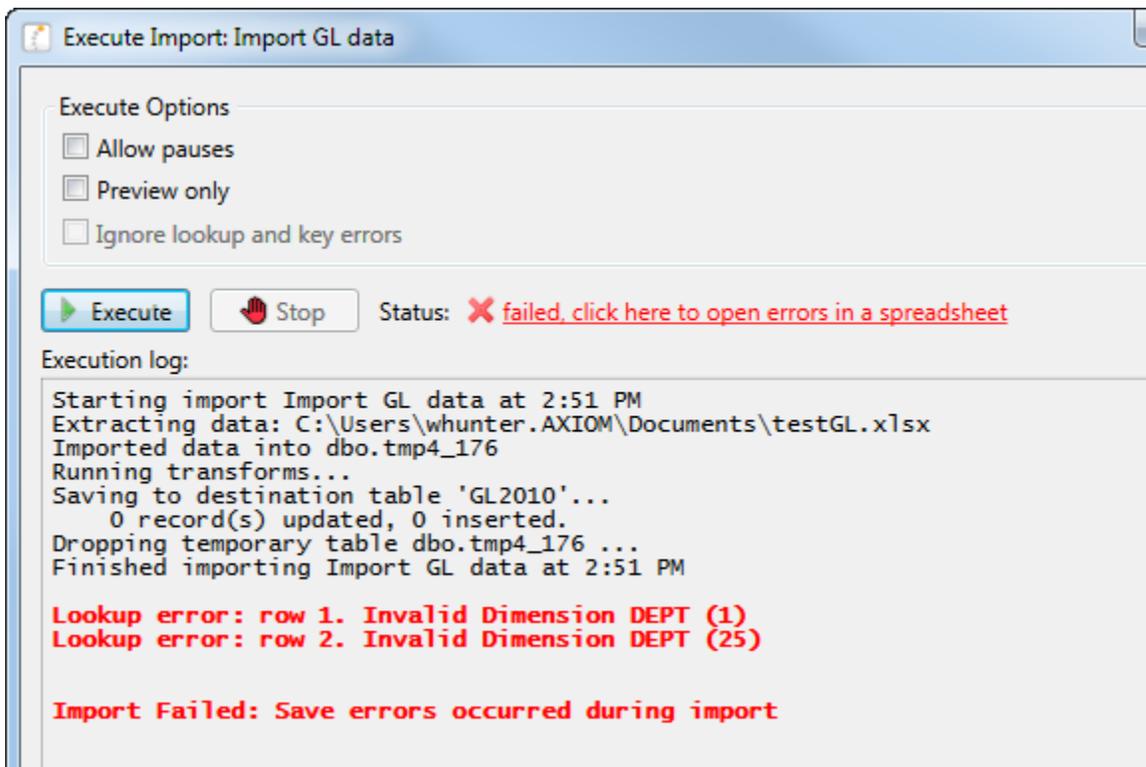
4. Import validation errors

If the import experiences import validation errors, then those errors will be logged to a separate CSV file in addition to being displayed in the Execution log within the dialog. You can open this file separately to see exactly which rows of data were invalid within the context of the import data. This error file includes the following:

- Lookup validation errors from Axiom EPM's built-in validation against lookup columns.
- Validation errors from any **Custom Data Validation** steps in the transforms.

- Key validation errors such as blank keys or duplicate keys.

You can open the file from the **Execute Import** dialog by clicking the link in the Status area. The status will be either "failed" or "warning," followed by the text "click here to open errors in a spreadsheet." The status type depends on whether the option to **Ignore lookup and key errors** is selected.



The CSV file contains the import data, followed by one or more validation columns. Validation columns are labeled as follows:

- Lookup and key validation messages are in a column named *LookupColumnName Lookup Error*. For example: "Acct Lookup Error" when looking up against the ACCT column.
- Custom Data Validation messages are in a column named *AXTRANSFORM_StepNumber*, where *StepNumber* is the number of the associated transformation step. For example: "AXTRANSFORM_5" when the associated transform is step 5 in the list.

The error CSV files are placed in a system-maintained folder in the Imports Library named Import Errors. Access to the error files is automatically managed based on access to the import. You can access the error file directly later by using the Explorer task pane or KH Main Ribbon.

Each execution of an import that results in a lookup error will generate a unique error file (differentiated by a date/time stamp). These error files are not automatically deleted; you must manually delete them when you are finished investigating the error.

If there are errors (most commonly new codes in Dimensions), add those codes to dimensions and re-run the import.

Provider-Provider Version Only

- Provider Data loaded and reconciled to date.
- Current period is set appropriately to match the YTD period of data loaded.

Security Review

1. Confirm that all users have been added to the security table, updated and assigned to the proper security group(s).

Go to **KH Admin Ribbon | Security | Security Manager**.



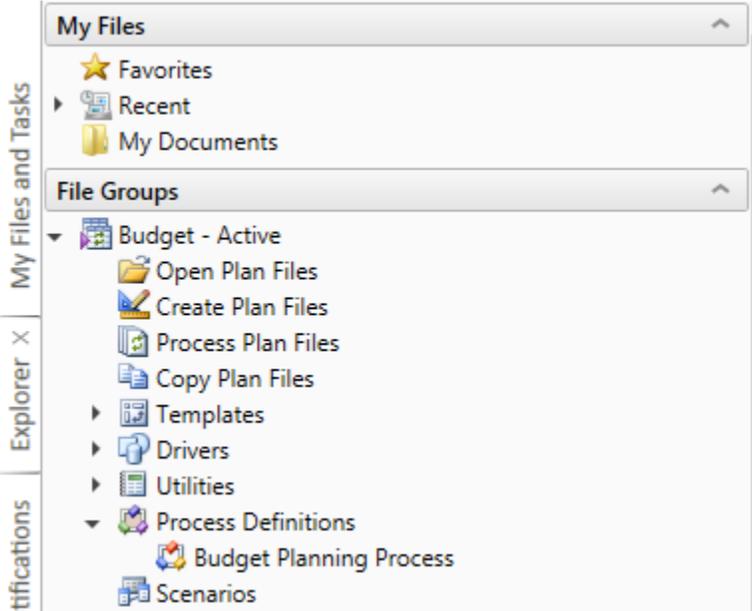
Confirm that all users have been assigned the proper security role and filter criteria (Dept.Approver='BClark' or Dept.Reviewer='BClark' or Dept.Owner='BClark'). This is just an example of how to filter in security. The original setup was done during your implementation by your Implementation Consultant. Follow a similar user as a guide to setup a new user.

2. Confirm with IT that software installation has occurred for new users.

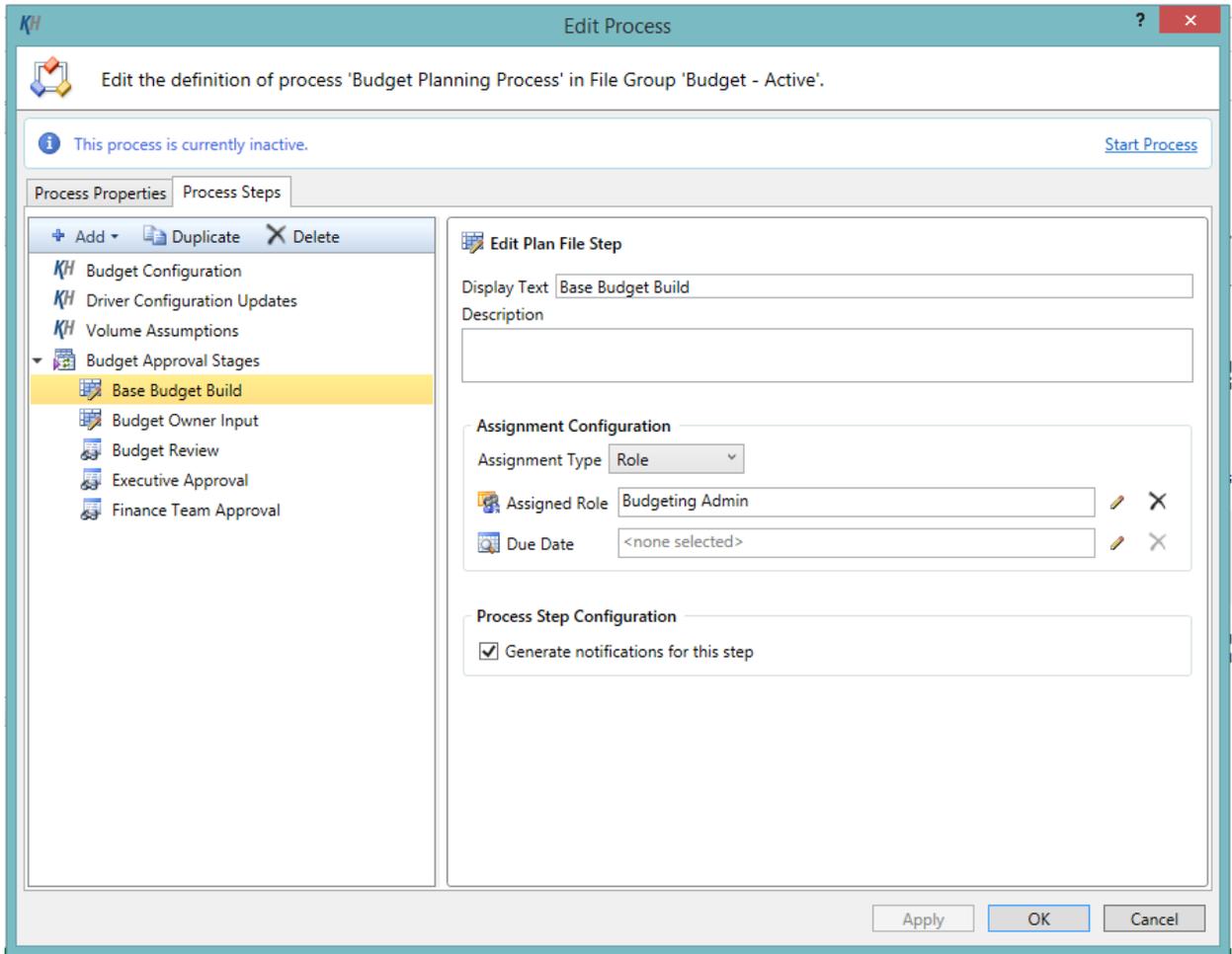
Process Management Review

1. Update Process Management Stages.

Go to Explorer | File Groups | Process Definitions | Budget Planning Process.



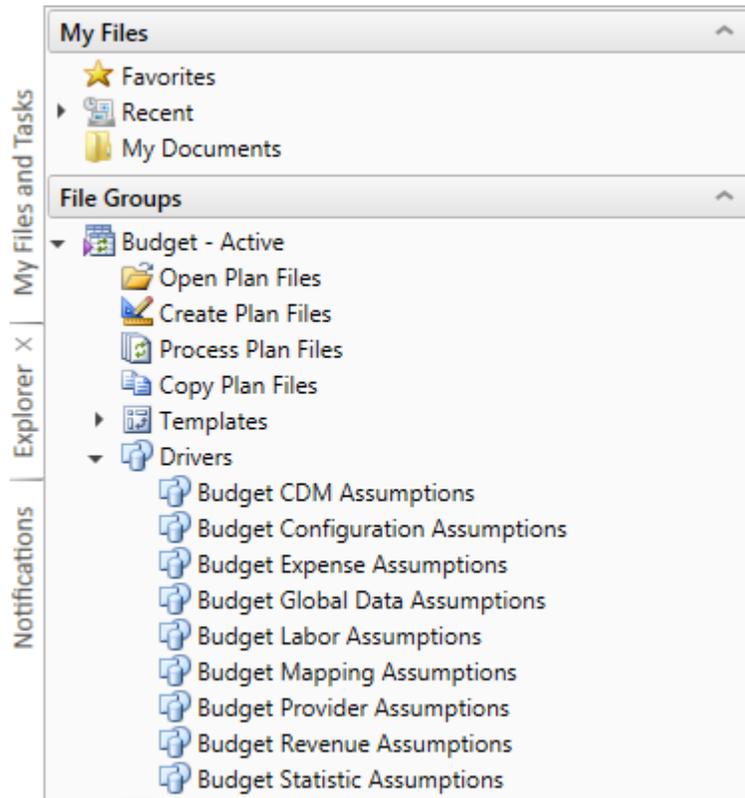
2. Update Budget Approval Stages as appropriate and enter in a due date for each stage, and select OK.



Driver Files-Global Assumptions

1. To open any driver file:

Go to **Explorer | File Groups | Drivers**



2. Budget Configuration Assumptions-Configuration Tab

All yellow input fields updated.

The YTD fiscal periods for Financial and Payroll27 need to correspond to your assigned “current period” setting for the system and payroll tables.

Change the current year end date and press the “F9” key. This will change the labeling for all the columns in Global Assumptions and in the templates.

Default Budget Workbook Configuration Settings							
Budget Setup	Two Years Ago	Last Year	Current Bud	YTD	ProjCalc	ProjAdj	ProjTtl
Payroll27 - YTD Biweekly pay periods				18			
Financial - Current Fiscal Year Period				8			
Year of Fiscal Year End	2012	2013	2014				2014
Fiscal Year Beginning and End Month				7			6
Current Year Beginning and YTD Date			07/01/13	02/28/14			
Budget Tab Headings							
	FY 2012	FY 2013	FY 2014	FY 2014	FY 2014	Manager	FY 2014
	Actual	Actual	Budget	Feb YTD	Mar-Jun	Input	Projected
Month End							6/30/2014

3. Review and adjust Red Flag and Other Tab parameters as appropriate.

Red Flag Parameters	Volume	Revenue	Hours	Expenses
Percent Increase Threshold	2.5%	5.0%	3.0%	5.0%
Percent Decrease Threshold	(2.5%)	(5.0%)	(3.0%)	(5.0%)
Dollar Threshold (+/-)	1,000	\$ 20,000	1,000	\$ 2,500
Other Tab Parameters				
Use Preliminary Estimate on Detail Calc Method?	Title: Contribution Margin			Yes
Display Contribution Margin on Summary Tab?				Yes
Use Forecast for Current Year Projection?				No
Show Initiatives Tab?				Hide
Show Plan Tab?				Show
Show Empl_List tab with JobCode and Staffing Tabs?				Show
Show Empl_List tab with Employee Tab?				Hide

4. Budget Configuration Assumptions-Assumptions Tab, review and adjust the budget process steps, budget contact, budget assumptions and budget planning questions if necessary.

BUDGET ASSUMPTIONS	
<i>Note: BudgetGroup Exceptions may be added following the Global section.</i>	
GLOBAL BUDGET ASSUMPTIONS:	
BUDGET INSTRUCTION PROCESS STEPS	DUE:
1 Attend Budget Training\Work Session	21-Mar-14
2 Review Department Statistic Budget	
3 Adjust Staffing to Match Statistic Budget	
4 Review Overall Staffing	
5 Complete Other Department Expenses	
6 Review Overall Budget	4-Apr-14
7 Meet with VP\Director for Budget Review\Changes	9-Apr-14
8 Submit Completed Budget to Finance	11-Apr-14
Budget Contact	
1 Charlie Credit, Extension 1234	
2	
3	

BUDGET ASSUMPTIONS	
<i>Note: BudgetGroup Exceptions may be added following the Global section.</i>	
GLOBAL BUDGET ASSUMPTIONS:	
BUDGET INSTRUCTION PROCESS STEPS	DUE:
Budget Assumptions	
1 Overall Change in Patient Days	5.2%
2 Change in Outpatient Visits	(1.8%)
3 Change in Emergency Visits	3.2%
4 Intensive Care Change	0.0%
5 Cardiology Center will open January 1st	
6 4 Cardiologist will be recruited	
7 Current Staffing will absorb any anticipated Volume Change	
8 All Inflation assumptions will be provided by Finance	
9 All rate changes will be provided by Finance	
10 Outpatient Care Center will perform ALL Surgery Triage	
11 Travel \ Purchased Services reduction target:	0.0%
12 Overall reduction in Contract Labor-Test	0.0%
Acct Title	
Planning Account	800000
Planning Questions	Operating Plan
1 Objectives	
2 Risk Factors	
3 Factors That May Aid In Accomplishing The Objectives	
4 Provide Any Operational Factors That Will Not Occur Next Year	
5 Provide Any New Operational Factors That May Occur Next Year	
6 Quality Improvement Plan	
7 Labor Productivity Plan	

- Budget Labor Assumptions-Labor Configuration Tab-Review and make adjustments if necessary. Review FICA rate and limit, and any configuration changes you want to make for next year budget process.

Budget Workbook Labor Configuration Settings							
Global Setup	Two Years A. Last Year	Current Bud	CYB	ProjCalc	ProjAdj	ProjTtl	BudTtl
Activate Dept Based Pay?						Default JobCode: JDept	Yes
Default Budget Workbook Configuration Settings							
Calendar Days	366	365	365	243	122	365	243
Work Days in Period	261	261	260	173	87	260	276
Hours in Period	2,091	2,086	2,086	1,389	697	2,086	1,389
Number of Holidays:				4	2	6	6
Labor Configuration							
% of Staffing Change with Volume							60%
Medicare Tax						1.45%	1.45%
Current FICA Rate						6.20%	6.20%
Current FICA Limit						\$ 110,100	\$ 113,700
Uniform Merit Increase Date?					No		9/4/2014
FTE Comparison to YTD					CYB_FTE		80.00
Projected FTE Starting Point					YTD_FTE		
Forecast FTEs from Projection						Yes	
Hours per PayPeriod							80.00
Hours per Monthly							115.7143
Reimbursed Salaries Account							99993333
KHASum Code for Agency					PaidHoursContract		SalariesContract
KHASum Code for Physician					PaidHoursPhy		SalariesPhy
Use Self-Balancing to Target on JobCode tab?					Yes		
JobCode to use for Self-Balancing JobCode Adjustment					Variable-Productive		Fixed
PayType to use for Self-Balancing JobCode Adjustment					JTargetAdj		JTargetAdj
Account to use for Self-Balancing Jobcode Adjustment					P0001		P0001
					60100		60100
Projection FTEs - Use YTD Actual or NYB Adjusted					YTD		
Program Additions	Program Additions Title						
Position Changes	Position Changes Title						

- Review Paytype categories and mapping for any changes made in the PayType dimension. Also review the Agency and Earned PTO sections for any changes.

Budget Workbook Labor Configuration Settings												
Global Setup	Two Years A. Last Year	Current Bud	CYB	ProjCalc	ProjAdj	ProjTtl	BudTtl	BudPrelim	Bud_Target	Bud.P1	Bud.P2	Bud.P3
Standard Budget PayTypes												
Productive Categories												
Regular	Prod Category 1 - Must be Regular	Regular	FTEAlloc	1.00	Prod	P0001	60100					
Overtime	Prod Category 2	Overtime	FTEAlloc	1.50	Prod	POVT	60100	8.49%	8.49%	8.22%	8.22%	
Education	Prod Category 3	Education	Global	1.00	Prod	P0009	60100	8.49%	8.49%	8.22%	8.22%	
Prod Category 4	Prod Category 4	Regular	FTEAlloc	1.00	Prod	NotUsed	60100	8.49%	8.49%	8.22%	8.22%	
Prod Category 5	Prod Category 5	Regular	Global	1.00	Prod	NotUsed	60100	8.49%	8.49%	8.22%	8.22%	
Prod Category 6	Prod Category 6	Regular	FTEAlloc	1.00	Prod	NotUsed	60100	8.49%	8.49%	8.22%	8.22%	
Lump Sum Payout	Lump Sum Payout Entry Only >>			0%		P0001	0%					
Lump Sum Payout - use	Lump Sum Payout - use			0%		P0001	0%	60100				
NonProductive Categories												
Paid Time Off	NonProd Category 1 - Must be PTO	NonProd	FTEAlloc	1.00	NonProd	P0004	60100	8.49%	8.49%	8.22%	8.22%	
NonProd Category 2	NonProd Category 2	NonProd	FTEAlloc	1.00	NonProd	NotUsed	60100	8.49%	8.49%	8.22%	8.22%	
NonProd Category 3	NonProd Category 3	NonProd	FTEAlloc	1.00	NonProd	NotUsed	60100	8.49%	8.49%	8.22%	8.22%	
NonProd Category 4	NonProd Category 4	NonProd	FTEAlloc	1.00	NonProd	NotUsed	60100	8.49%	8.49%	8.22%	8.22%	
NonProd Category 5	NonProd Category 5	NonProd	FTEAlloc	1.00	NonProd	NotUsed	60100	8.49%	8.49%	8.22%	8.22%	
Contract Labor Categories												
0	Contract Labor - Category 1					J03333	125	PAGC				60100
Contract Labor - Category 2	Contract Labor - Category 2						0	NotUsed				60100
Contract Labor - Category 3	Contract Labor - Category 3						0	NotUsed				60100
Contract Labor - Category 4	Contract Labor - Category 4						0	NotUsed				60100
Contract Labor - Category 5	Contract Labor - Category 5						0	NotUsed				60100
Contract Labor - Category 6	Contract Labor - Category 6						0	NotUsed				60100
Contract Labor - Category 7	Contract Labor - Category 7						0	NotUsed				60100
Productivity Statistic												
Default Codes for Payroll12												
					JStat			PStat				
Earned Paid Time Off Setup												
Earned Paid Time Off	Compute Earned PTO?						Yes		GL Method	Net		60900
Earned PTO Hrs Conversion Factor							30.00	GL Account				
Default Earned PTO Hours Per FTE							176.00					

7. Budget Labor Assumptions-Benchmark Tab, review FTE and unit of service target by department. These targets get used at the top of the Labor tabs as well as can be used if you are using the self-balancing target feature with the JobCode tab.

Benchmark Factors		CY TARGET				NY TARGET				
Dept	Department Name	Target Type	Total FTEs	WHPUOS	PHPUOS	Paid-Wrk Varianc	Total FTEs	WHPUOS	PHPUOS	Paid-Wrk Var
19100	EHS Accounting Operations (Employee)	FTE	9.000	0.000	0.000	0.00%	9.000	0.000	0.00	0.00%
26140	EMC Emergency Room (CDM)	WHPUOS	0.000	2.339	2.568	9.61%	0.000	2.339	2.56	9.61%
26230	EMC CVS	WHPUOS	0.000	21.895	24.970	12.31%	0.000	21.895	24.59	12.31%
26310	EMC 3 East	WHPUOS	0.000	11.332	12.673	10.58%	0.000	11.332	12.53	10.58%
26320	EMC 3 West	WHPUOS	0.000	10.329	11.785	12.35%	0.000	10.329	11.61	12.35%

8. Budget Labor Assumptions-Target Tab, review FTE and unit of service targets by JobCode if you are using the target feature. This feature allows you to set targets by JobCode and forces the budget for that JobCode to the target. Used only with the JobCode Labor methodology.

Target Tab Instructions

Use this worksheet for any Department & JobCode combination that you wish to budget for using a targeted worked hours per unit or Paid FTE target. This methodology only works with the JobCode and Employee labor methodologies. To reference this worksheet, the JobCode must be set to Fixed/Variable either in dimensions or the budget workbook. You can add additional rows by copying the formulas from the ones already setup. Do **NOT** change the codes on Row1 or delete a column without consulting with KHA first.

Worked Hours per Unit Targets

Dept	Department Name	JobCode	Description	NY TARGET	
				Per UOS	Fixed
26340	EMC CCU (Staffing)	J00191	Staff RN	18.750	18.750
26340	EMC CCU (Staffing)	J00772	Patient Care Associate	3.000	3.000
27200	EMC Radiology - MRI (JobCode)	J00646	Radiology Technician	1.150	1.150
26610	EMC 6A (JobCode ADC)	J00031	Clinical Technician	50.000	75.000

9. Budget Labor Assumptions-LaborRates Tab, review merit and market assumptions for the projection and budget.

Labor Rates												
BudgetGroup	Category	Description	FY 2014 Projected			FY 2015		FY 2015		FY 2015		
			Merit	Market-1	Market-2	Budget Merit Rate	Month	Budget Market - 1 Rate	Month	Budget Market - 2 Rate	Month	
	Global	Global Change	4.0%	0.0%	0.0%	5.0%	Sep-14	0.0%	Dec-14	0.0%	Apr-15	
	Medical Center											
EMC	Global	Global Change	4.0%	0.0%	0.0%	5.0%	Sep-14	0.0%	Dec-14	0.0%	Apr-15	
	BudgetGroup	JobClass	Step	Job Class Exceptions								
EMC	EMC	RN		3.0%	0.0%	0.0%	2.5%	Sep-14	2.5%	Dec-14	1.0%	Apr-15
EMC	EMC	LPN		3.0%	0.0%	0.0%	3.5%	Sep-14	1.0%	Dec-14	2.5%	Apr-15
EMC				<== Enter JobClass			0.0%	Sep-14	0.0%	Dec-14	0.0%	Apr-15
EMC				<== Enter JobClass			0.0%	Sep-14	0.0%	Dec-14	0.0%	Apr-15
EMC				<== Enter JobClass			0.0%	Sep-14	0.0%	Dec-14	0.0%	Apr-15
	BudgetGroup	JobCode	Step	Job Code Exceptions								
EMC	EMC	J00641		0.0%	0.0%	0.0%	0.0%	Sep-14	0.0%	Dec-14	0.0%	Apr-15
EMC	EMC	J00646		2.0%	0.0%	0.0%	3.0%	Sep-14	1.0%	Dec-14	2.5%	Apr-15
EMC				<== Enter JobCode #			0.0%	Sep-14	0.0%	Dec-14	0.0%	Apr-15
EMC				<== Enter JobCode #			0.0%	Sep-14	0.0%	Dec-14	0.0%	Apr-15
EMC				<== Enter JobCode #			0.0%	Sep-14	0.0%	Dec-14	0.0%	Apr-15
	Enter BudgetGroup Code in B30											
	Global	Global Change		4.0%	0.0%	0.0%	0.0%	Sep-14	0.0%	Dec-14	0.0%	Apr-15
	Department	JobClass	Step	Job Class Exceptions								
				<== Enter JobClass			0.0%	Sep-14	0.0%	Dec-14	0.0%	Apr-15
				<== Enter JobClass			0.0%	Sep-14	0.0%	Dec-14	0.0%	Apr-15
				<== Enter JobClass			0.0%	Sep-14	0.0%	Dec-14	0.0%	Apr-15
				<== Enter JobClass			0.0%	Sep-14	0.0%	Dec-14	0.0%	Apr-15
				<== Enter JobClass			0.0%	Sep-14	0.0%	Dec-14	0.0%	Apr-15
				<== Enter JobClass			0.0%	Sep-14	0.0%	Dec-14	0.0%	Apr-15
	Department	JobCode	Step	Job Code Exceptions								
				<== Enter JobCode #			0.0%	Sep-14	0.0%	Dec-14	0.0%	Apr-15
				<== Enter JobCode #			0.0%	Sep-14	0.0%	Dec-14	0.0%	Apr-15
				<== Enter JobCode #			0.0%	Sep-14	0.0%	Dec-14	0.0%	Apr-15
				<== Enter JobCode #			0.0%	Sep-14	0.0%	Dec-14	0.0%	Apr-15
				<== Enter JobCode #			0.0%	Sep-14	0.0%	Dec-14	0.0%	Apr-15

10. Budget Labor Assumptions-LaborLimits Tab, review Min, Mid, Max values by JobCode.

Labor Limits				
JobCode	Description	Min Rate	Mid Rate	Max Rate
J00002	Executive Vice President	\$ 70.90	\$ 83.41	\$ 95.92
J00005	Receptionist-Admin	\$ 14.31	\$ 16.83	\$ 19.36
J00006	Receptionist	\$ 8.77	\$ 10.32	\$ 11.87
J00008	Management Engineer	\$ 17.51	\$ 20.60	\$ 23.69
J00012	Architect	\$ 33.10	\$ 38.94	\$ 44.78
J00016	Reimbursement Director	\$ 26.37	\$ 31.03	\$ 35.68
J00017	Financial Accountant	\$ 20.47	\$ 24.08	\$ 27.69
J00018	Staff Accountant	\$ 16.21	\$ 19.07	\$ 21.93
J00019	Payroll Coordinator	\$ 14.42	\$ 16.97	\$ 19.51
J00020	Financial System Database	\$ 12.90	\$ 15.18	\$ 17.45
J00021	Director	\$ 34.60	\$ 40.71	\$ 46.82

11. Budget Labor Assumptions-LaborOverride Tab, review or zero out any overrides that are not needed for the new budget year.

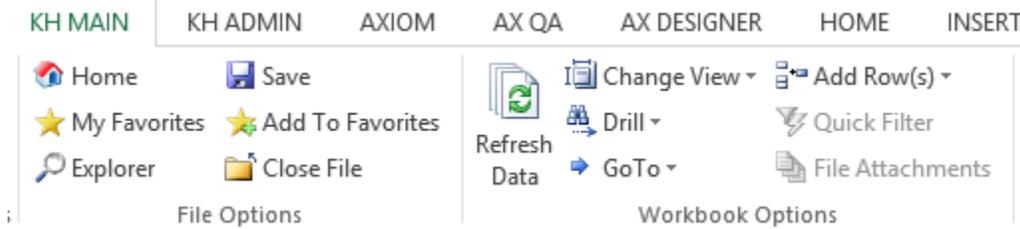
Labor Override Instructions							
Labor Overrides allow the Budget Administrator to modify how the Jobcode, Staffing and Employee tabs calculate salaries and related statistics and expenses. Items that can be adjusted include the source for Regular and PTO pay, the source for PTO and EPTO FTEs, and the spread of pay across paytypes. Adjustments can be made by Budget Group, Department or in the case of the Regular Pay source, by Department/Jobcode combination. See entry areas below for additional information regarding what can be selected or entered. Lines can be added by copying the entire row and pasting at the bottom of each section.							
Labor Rate Overrides							
Department	Jobcode	Description	Regular Rate Source	Rate Override Amount	PTO Rate Source	PTO FTE Source	EPTO FTE Source
Budget Groups							
EMC	0	Budget Group - Medical Center	History		Base	YTD	
	0	<== Enter Budget Group	History		Base	YTD	
Department Exceptions							
27200		Dept - EMC Radiology - MRI (JobCode)	Base		Base	YTD	100.00% History
19100		Dept - EHS Accounting Operations (Employee)	History		Base	YTD	100.00% History
0		<== Enter Dept Number	History		Base	YTD	100.00% History
0		<== Enter Dept Number	History		Base	YTD	100.00% History
0		<== Enter Dept Number	History		Base	YTD	100.00% History
Department - Jobcode Exceptions							
27200	J00200	27200 - Technologist Assistant	Base				
0	0	<== Enter Dept Number and Jobcode	Base				
0	0	<== Enter Dept Number and Jobcode	Base				

12. Budget Labor Assumptions-ADCCConfig Tab, review staffing ratios by department and by JobClass if using the JobCodeADC LaborType.

ADC Configuration					
Global	Item	Description	Jobclass 1	Jobclass 2	Jobclass 3
Global	Jobclass	Global - Jobclass	Assistant	Clerical	Contract
Global	Fixed/Variable	Global - Fixed/Variable	Fixed w/Replacement	Fixed w/Replacement	Fixed w/Replacement
Global	Staffing Ratio	Global - Staffing Ratio	1.0	2.0	3.0
BudgetGroup			Unused	Unused	Unused
	Jobclass	<= Enter BudgetGroup	Fixed w/Replacement	Fixed w/Replacement	Fixed w/Replacement
	Fixed/Variable		1.0	1.0	1.0
	Staffing Ratio				
<i>Copy entire 4 row block to add exceptions</i>					
Dept Exceptions			RN	LPN	Technical
26610	Jobclass	EMC 6A (JobCode ADC)	Variable	Variable	Variable
26610	Fixed/Variable	EMC 6A (JobCode ADC)	8.0	16.0	24.0
26610	Staffing Ratio	EMC 6A (JobCode ADC)			

13. Budget Statistic Assumptions-Statistics Tab, Review your Global Statistical Information for CY Projection and NY Budget on the "Statistics" tab.

Gray columns are data flows from the database. Yellow columns are for inputs and adjustments to the default calculations. To Refresh for the new year budget, select the Refresh Data option from the KH Main Ribbon. This will refresh the data for the Global Driver Statistics as well as any department and account combinations that have been entered. The Global Driver Statistics are defined in the Acct dimension in the BudStat column.



Review your monthly spreads to make sure that they reflect your forecast for next year. The blue drop down boxes at the start of the monthly spread section allow you to choose a spread for each row. Or you can manually override the spread as well.

Global driver statistics like total patient days, total discharges and total OP visits should match the final outcome of your financial plan in the Financial Planning module (if applicable).

GLOBAL STATISTICS										
			FY 2012	FY 2013	FY 2014	FY 2014	FY 2014	Actual	Budget	FY 2015
			Actual	Actual	Budget	Feb YTD	Mar-Jun	Percent	Percent	Budget
						Actual	Projected	of Total	of Total	
								Change		
Generic Statistics										
	Calendar Days		366	365	365	243	122			365
	Worked Days		261	261	260	173	87			260
	Paid Hours		2,091	2,086	2,086	1,389	697			1,389
Consolidated										
Admits	Total Admissions		225	7,030	2,652	5,510	2,766	8,276		9,749
Discharges	Total Discharges		20,365	20,300	20,986	12,998	6,526	19,524		18,778
PatientDays	Total Patient Days		104,669	201,379	206,852	143,688	72,140	215,828		227,136
TotalVisits	Total Outpatient Visits		60,663	294,668	297,693	192,521	96,657	289,178		283,339
ERVisits	Total ER Visits		60,663	48,770	50,300	33,508	16,823	50,331		51,942
FACILITY STATISTICS										
Medical Center										
BudgetGroup	Stat Name	IP Driver Statistics								
EMC	Admits	Admissions	0	6,796	2,412	5,349	2,686	8,035	18.2%	9,499
EMC	PatientDays	Adult Patient Days	0	92,388	94,351	66,277	33,275	99,552	3.6%	103,088
		Avg Length of Stay	0.00	13.59	39.12	12.39	12.39	12.39		10.85
EMC	Discharges	Discharges	0	0	0	0	0	0	0.0%	0
EMC	AdjDischarges	Adjusted Discharges	0	0	0	0	0	0	0.0%	0
EMC	CalendarDays	Calendar Days	366	365	365	243	122	365		365
EMC	WorkDays	Worked Days	261	261	260	173	87	260		269
DEPT	ACCT	Total Patient Days by Nursing Unit								
26230	100	EMC CVS	0	888	1,317	585	294	879	0.86%	870
26310	100	EMC 3 East	0	9,526	9,800	6,334	3,180	9,514	9.35%	9,502
26320	100	EMC 3 West	0	9,348	10,098	6,692	3,360	10,052	9.88%	10,157
26340	100	EMC CCU (Staffing)	0	2,096	2,299	1,507	757	2,264	2.22%	2,445
26350	100	EMC AICU	0	4,972	4,808	3,391	1,702	5,093	5.01%	5,218

GLOBAL STATISTICS										
				Obj Variance %	Comments	Spread Method	Jul-14 Budget	Aug-14 Budget	Sep-14 Budget	Oct-14 Budget
Generic Statistics										
	Calendar Days					CalDays	31	31	30	31
	Worked Days					WorkDays	23	23	21	24
	Paid Hours						177	177	171	177
Consolidated										
Admits	Total Admissions			17.8%			812	812	812	812
Discharges	Total Discharges			(3.8%)			1,565	1,565	1,565	1,565
PatientDays	Total Patient Days			5.2%			18,979	19,086	19,101	18,986
TotalVisits	Total Outpatient Visits			(1.8%)			23,662	23,662	23,662	23,662
ERVisits	Total ER Visits			3.2%			4,328	4,328	4,328	4,328
FACILITY STATISTICS										
Medical Center										
BudgetGroup	Stat Name	IP Driver Statistics								
EMC	Admits	Admissions		18.2%	Even		792	792	792	792
EMC	PatientDays	Adult Patient Days		3.6%			8,642	8,749	8,763	8,649
		Avg Length of Stay					10.92	11.05	11.07	10.93
EMC	Discharges	Discharges		0.0%	Even		0	0	0	0
EMC	AdjDischarges	Adjusted Discharges		0.0%	Even		0	0	0	0
EMC	CalendarDays	Calendar Days		0.0%			31	31	30	31
EMC	WorkDays	Worked Days		3.5%			23	23	21	24
DEPT	ACCT	Total Patient Days by Nursing Unit								
	26230	100	EMC CVS	(1.0%)	Even		72	72	72	72
	26310	100	EMC 3 East	(0.1%)	Even		792	792	792	792
	26320	100	EMC 3 West	1.0%	Even		846	846	846	846

14. Budget Statistic Assumptions-Driver Tab, review assignment of Global drivers.

Any statistic used as a global driver **MUST** be defined on the "Statistics" tab.

If the statistic is not defined, a red flag will display on the "Driver" tab.

Driver				
Global Driver Instructions: Enter the Statistical Global Driver for All Depts on the Global Row per Statistic Type The Global Driver Name in Col's: D:H Need to equal the name on The Statistics Tab in Col A Enter any Department Exceptions from the Global Driver Line on the indicated Rows These Drivers will appear in the Departmental workbook at the Top of the Stats_Rev & Expense Tabs. To Add additional Exceptions - Please copy and Insert an existing Row ⚠️ "= Driver not found in Column A of the Statistics Tab"				
#VALUE!				
Code	Department Description	IP Driver	OP Driver	Default Statistic
	Global Driver	CalendarDays	CalendarDays	CalendarDays
Health System				
EHS	Global Driver	CalendarDays	CalendarDays	CalendarDays
Dept	Departmental Exceptions			
19100	EHS Accounting Operations (Employee)	CalendarDays	CalendarDays	CalendarDays
	<=Enter Dept & Acct No.			
	<=Enter Dept & Acct No.			

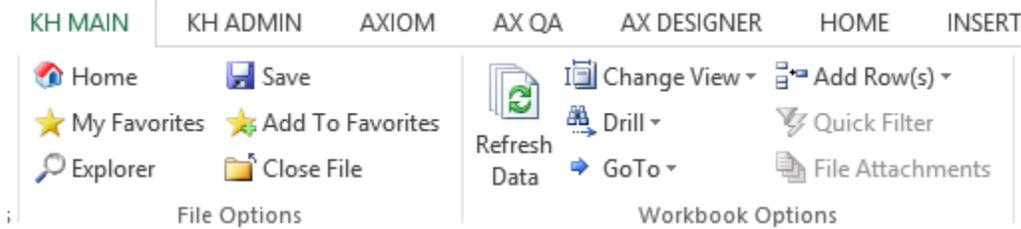
15. Budget Revenue Assumptions-RevenueAdjustments Tab

Update all increases / global changes

Revenue Adjustments		Projection Modifiers				Budget Modifiers				
BudgetGroup Code	Description	IP	OP	Other Patient	Other Rev	IP	Fiscal Eff Mth	OP	Fiscal Eff Mth	Other Patient
Global	Global Revenue Increase	0.0%	0.0%	0.0%	0.0%	0.0%	1	0.0%	1	0.0%
Health System		No								
EHS	Global Revenue Increases	0.0%	0.0%	0.0%	0.0%	0.0%	1	0.0%	1	0.0%
DEPT	Acct	Departmental/Account Exceptions								
19100	Global	EHS Accounting Operations (Employee)								
19100	58000	0.0%	0.0%	0.0%	50.0%	0.0%	1	0.0%	1	50.0%
19100		<= Enter Acct No.								
19100		<= Enter Acct No.								
19100		<= Enter Acct No.								
19100		<= Enter Acct No.								
19100		<= Enter Acct No.								
19100		<= Enter Acct No.								
		Copy entire row to add exceptions								
DEPT	Acct	Departmental/Account Exceptions								
26340	Global	EMC CCU (Staffing)								
26340	31100	0.0%	0.0%	0.0%	0.0%	0.0%	1	0.0%	1	0.0%
26340	31200	0.0%	0.0%	0.0%	0.0%	0.0%	1	0.0%	1	0.0%
26340		<= Enter Acct No.								
26340		<= Enter Acct No.								
26340		<= Enter Acct No.								
26340		<= Enter Acct No.								
26340		<= Enter Acct No.								
		Copy entire row to add exceptions								

16. Budget Revenue Assumptions-GlobalRev Tab, refresh the workbook to setup global revenue blocks for any account codes as GlobalRevenue in dimensions under KHAStdLine.

To Refresh for the new year budget, select the Refresh Data option from the KH Main Ribbon. This will setup the blocks for each department and account. You can manually change the projection and monthly spreads.



Global Revenue Budget		FY 2014		FY 2014		FY 2015		Jul-14	Aug-14
Department	Account	FY 2013	FY 2014	YTD	CY	FY 2014	FY 2015	Jul-14	Aug-14
KHABgtMap	KHABgtCode	Actual	Budget	Actual	Projected	Projected	Budget	Budget	Budget
	53870								
10000	53870	6,195	0	4,434	(2,208)	2,226	2,226	186	186
	Total	6,195	0	4,434	(2,208)	2,226	2,226	186	186

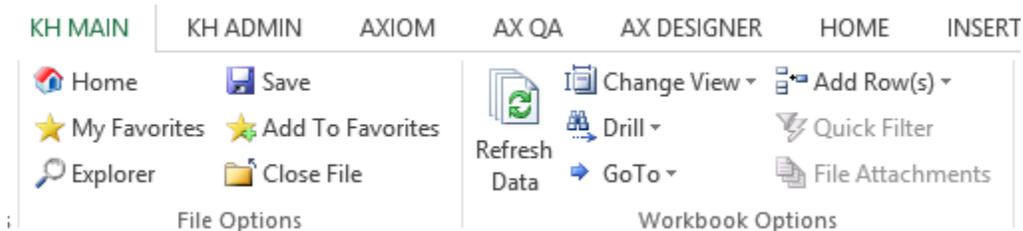
17. Budget Expense Assumptions-ExpenseAdjustments Tab

Update all increases / global changes

Expense Adjustments			FY 2014 Projection Adjustment	FY 2015 Budget Adjustment	Fiscal Effective Month	Benefit FY 2014 Fixed %
Category	Description					
Default Expense Adjustments:						
FSDetail	FSDetail - Financial Statement Rollup					
E_Salaries	Use the Labor Rates Tab					
E_Benefits	Benefits	0.0%	3.0%	7		22.0%
E_Depreciation	Depreciation	0.0%	0.0%	1		
E_Interest	Interest	0.0%	0.0%	1		
E_Insurance	Insurance	0.0%	8.0%	1		
E_OtherExp	OtherExp	0.0%	2.5%	1		
E_Drugs	Drugs	0.0%	12.0%	1		
E_MedSupplies	MedSupplies	0.0%	3.0%	1		
E_OthSupplies	OthSupplies	0.0%	4.0%	1		
E_MaintRepairs	MaintRepairs	0.0%	2.0%	1		
E_ProFees	ProFees	0.0%	1.0%	1		
E_PurchSvcs	PurchSvcs	0.0%	1.0%	1		
E_RentLease	RentLease	0.0%	1.0%	1		
E_Uilities	Utilities	0.0%	8.5%	1		
EMC	Medical Center	Apply inflation to Detail accounts?	No	No		
BudgetGroup	FSDetail	FSDetail Exceptions				
EMC	E_MedSupplies	MedSupplies	0.0%	2.5%	1	
EMC		<= Select FSDetail Code	0.0%	0.0%	1	0.0%
EMC		<= Select FSDetail Code	0.0%	0.0%	1	
EMC		<= Select FSDetail Code	0.0%	0.0%	1	
EMC		<= Select FSDetail Code	0.0%	0.0%	1	

Budget Expense Assumptions-Global Exp Tab, Refresh the workbook to setup global expense blocks for any account codes as GlobalExpense in dimensions under KHStdLine.

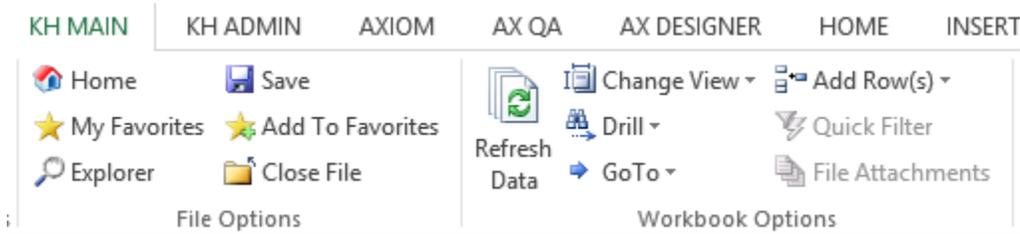
To Refresh for the new year budget, select the Refresh Data option from the KH Main Ribbon. This will setup the blocks for each department and account. You can manually change the projection and monthly spreads.



Global Expense Budget			FY 2014		FY 2014					
Department	Account	Account Description	FY 2013 Actual	FY 2014 Budget	YTD Actual	CY Projected	FY 2014 Projected	FY 2015 Budget	Jul-14 Budget	Aug-14 Budget
	62199	OMC Allocation								
19000	62199	EHS Administration	(3,000)	(3,000)	(18,334)	(9,129)	(27,463)	(27,463)	(2,289)	(2,289)
		Total	(3,000)	(3,000)	(18,334)	(9,129)	(27,463)	(27,463)	(2,289)	(2,289)
	71110	Equip Rent - Intercompany								
20000	71110	EMC Balance Sheet	1,855,596	27,535	20,077	9,997	30,074	30,074	2,506	2,506
26100	71110	EMC Nursing Administration	17,436	7,063	5,473	2,725	8,198	8,198	683	683
26140	71110	EMC Emergency Room (CDM)	55,044	42,110	29,668	14,773	44,441	44,441	3,703	3,703
26230	71110	EMC CVS	10,680	11,871	8,289	4,128	12,417	12,417	1,035	1,035
26310	71110	EMC 3 East	26,880	28,239	17,662	8,794	26,456	26,456	2,205	2,205
		Total	4,458,228	5,156,647	3,651,234	1,818,104	5,469,338	5,469,338	455,778	455,778

18. Budget Expense Assumptions-Depreciation Tab, Refresh the workbook to setup Depreciation blocks for any account codes as Depreciation in dimensions under KHAStdLine.

19. To Refresh for the new year budget, select the Refresh Data option from the KH Main Ribbon. This will setup the blocks for each department and account. You can manually change the projection and monthly spreads, partial year additions and next year values.



Global Depreciation			FY 2014		FY 2014		Capital		FY 2015	
Department	Account	Account Description	FY 2013 Actual	FY 2014 Budget	YTD Actual	CY Projected	Additions (Partial Year)	FY 2014 Projected	FAS Forecast	
	71100	Depreciation - Equipment								
10000	71100	EHS Balance Sheet	3,723,089	6,532,008	3,723,089	1,853,884		5,576,972	5,465,433	
17880	71100	EPG Phys Clinic-North	13,116	19,056	13,116	6,531		19,647	19,254	
17885	71100	EPG Phys Clinic-East	30,636	71,448	30,636	15,255		45,892	44,974	
17891	71100	EPG Phys Clinic-South	25,790	38,568	25,790	12,842		38,631	37,859	
17895	71100	EPG Phys Clinic-West	102	21,312	102	51		152	149	
19000	71100	EHS Administration	86,833	687,708	86,833	43,238		130,070	127,469	
19060	71100	EHS Corporate Communications	4,404	6,084	4,404	2,193		6,597	6,465	
19080	71100	EHS Teleservices	3,758	4,968	3,758	1,871		5,629	5,517	
19100	71100	EHS Accounting Operations (Emplo	5,725	7,296	5,725	2,851		8,575	8,404	
19105	71100	EHS Payroll	2,463	3,336	2,463	1,226		3,689	3,615	
19110	71100	EHS Administrative Finance	19,479	3,192	19,479	9,700		29,179	28,596	
19150	71100	EHS Information Services	835,686	1,099,958	835,686	416,123		1,251,809	1,226,773	
19160	71100	EHS Audit Services	104	156	104	52		155	152	
19170	71100	EHS Medical Information Network	196,405	250,956	196,405	97,798		294,203	288,319	
19185	71100	EHS Corporate Health Services	6,316	660	6,316	3,145		9,461	9,272	
19220	71100	EHS Human Resources	4,882	6,960	4,882	2,431		7,313	7,167	
19370	71100	EHS Risk Management And Safety	683	888	683	340		1,023	1,002	
27200	71100	EMC Radiology - MRI (JobCode)	7,097	9,341	7,097	3,534		10,631	10,418	
27640	71100	EMC Surgery	44,357	58,384	44,357	22,087		66,444	65,115	
		Total	5,010,924	8,822,280	5,010,924	2,495,151		7,506,075		

20. Update any remaining required fields in the other Tab(s).

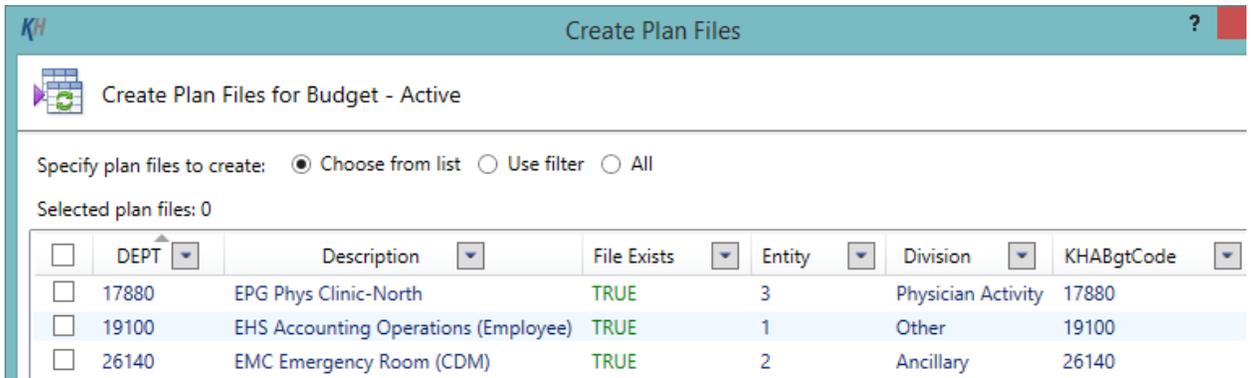
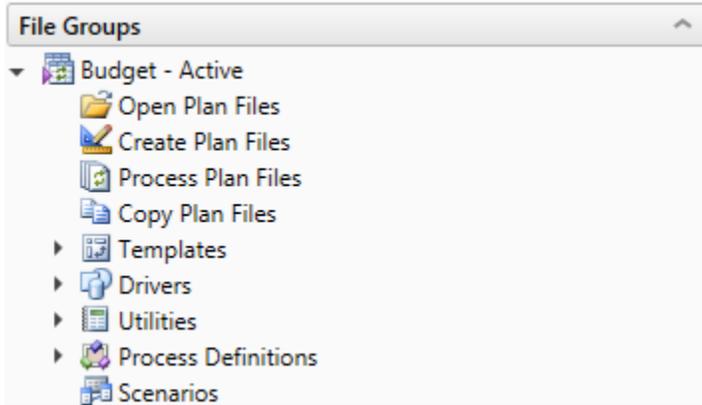
- Global Revenue Assumptions, Payor Adjustments
- Global Revenue Assumptions, Deductions
- Global Data Assumptions, only if using the GlobalData Calc Method
- Global Mapping Assumptions, only if using the GlobalSum Calc Method

21. Review/Update Provider related Tab(s)-**Provider Version Only**.

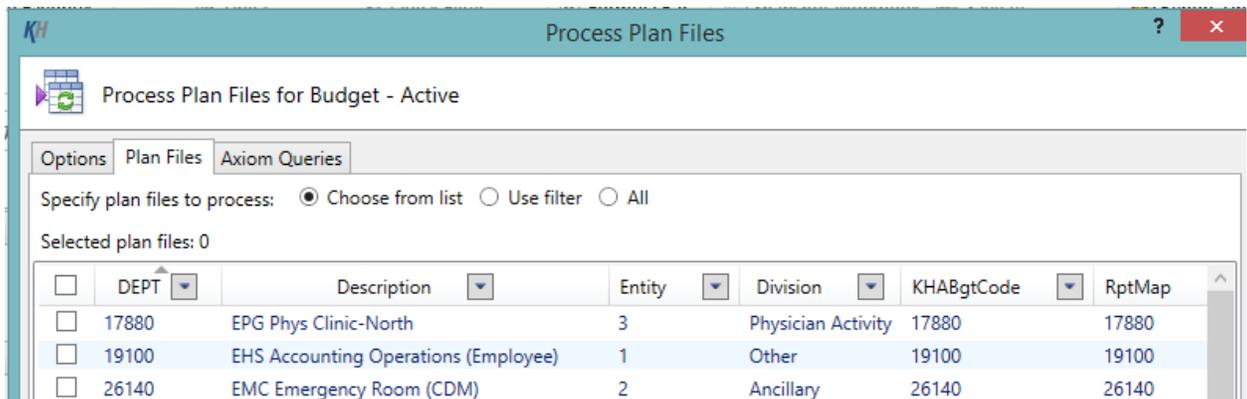
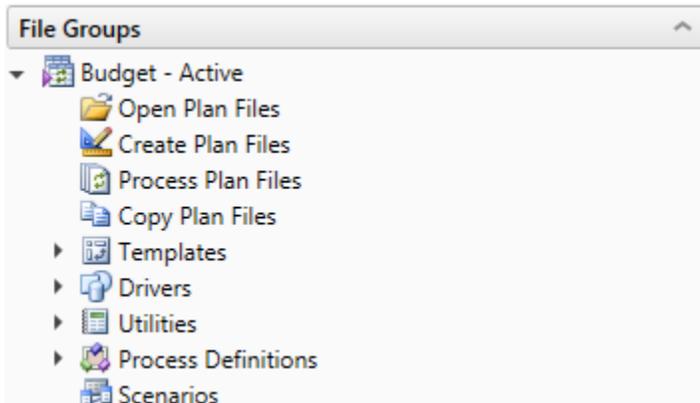
- ProviderConfig
- ProviderList
- ProviderVol-Uses Refresh to populate if using
- GlobalProvider
- ProviderDriver
- GlobalVolChg-Uses Refresh to populate if using

Budget Workbook Creation

1. Create a budget workbook for a department to test. From Explorer, select File Groups | Create Plan Files and select the department you want to test.

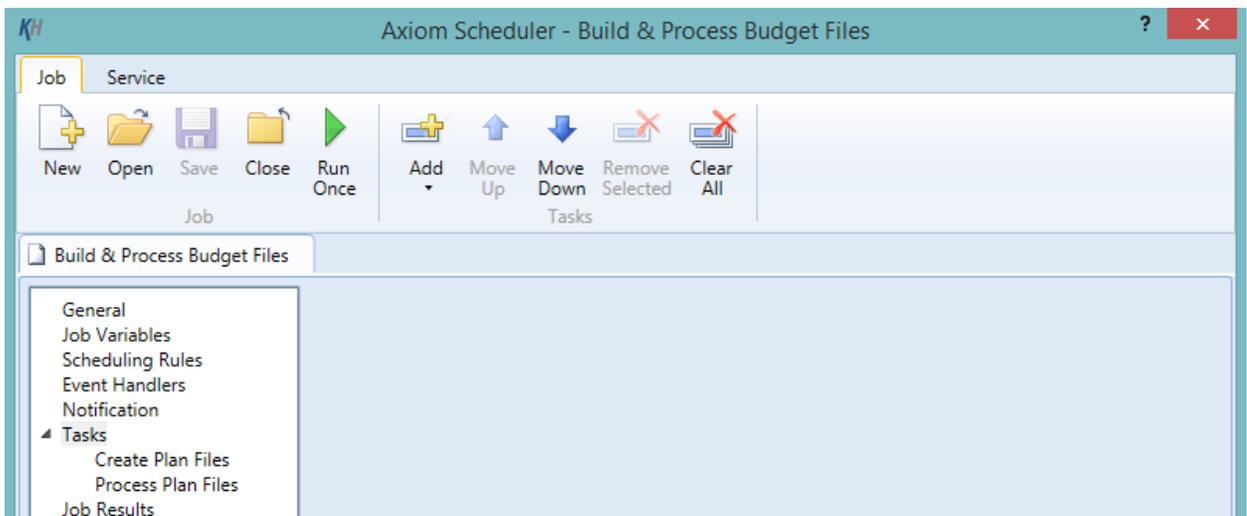
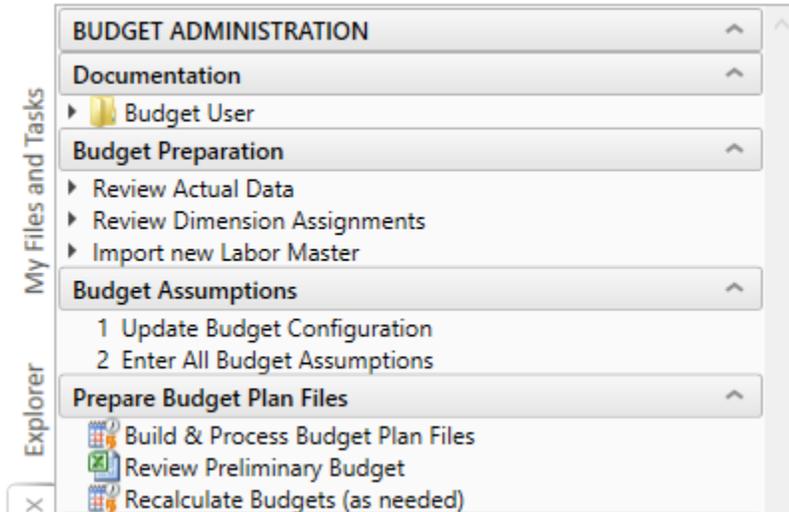


- From Explorer, select File Groups | Process Plan Files and select the department you want to test that you created in the step above.



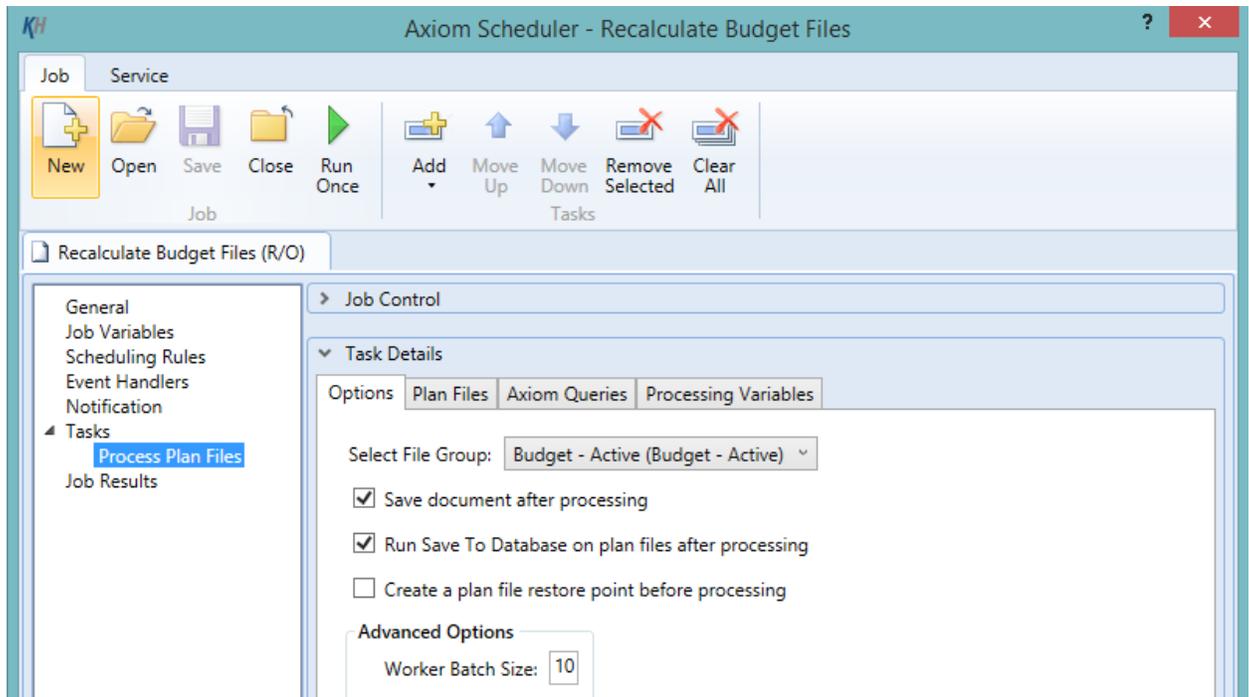
- Review each tab in the workbook carefully.
 - Change values
 - Add comments
 - Change methods
- Review resulting calculations based on test changes. Notify your consultant or KH Support of any findings.
- Verify print settings on **ALL** worksheets by printing all worksheets of a budget. (**Print** from **KH Main Ribbon**)
- Save the workbook to the database without any errors. (**Save** from **KH Main Ribbon**)
- Repeat for a couple of departments.

8. Once ready, you can create and process all workbooks using the Build and Process Plan Files option from the Budgeting Admin Task Pane. This will take you to a pre-defined scheduler job. Select Run Once from the Ribbon and the workbook build process will begin.

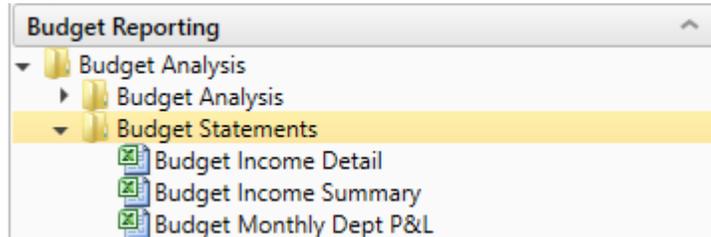


Budget Recalculation

1. Once all the budgets have been created and processed, you need to recalculate all of the budgets to transfer results to Database. Select the Recalculate Budgets (as needed) option from the Budgeting Admin Task Pane. This will take you to a pre-defined scheduler job. Select Run Once from the Ribbon and the recalculation process will begin.



- Run the “Budget Income Summary” report by selecting Budget Statements | Budget Income Detail from the Budgeting Admin Task Pane

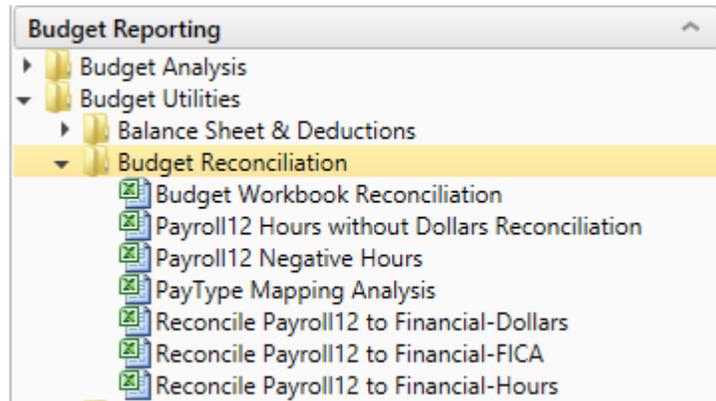


Open the report and press the “F9” key to bring data into the report.

Budget Income Summary								
ENUFF Health System								
For The Period Ending June 30, 2014								
	Last Yr Actual	Current Yr Budget	Current Yr YTD	Current Yr Annualized	Current Yr Projected	Proposed Budget	Projected Yr Variance	Projected Var %
Patient Revenue								
Inpatient	288,784,145	342,860,498	230,932,805	230,932,805	331,404,283	370,810,091	39,405,807	11.9%
Outpatient	130,210,589	159,217,920	103,350,605	103,350,605	169,133,827	169,731,137	597,310	0.4%
Other Patient	211,835,286	204,623,127	156,182,029	156,182,029	29,422,743	30,487,207	1,064,463	3.6%
Total Patient Revenue	630,830,019	706,701,544	490,465,438	490,465,438	529,960,854	571,028,435	41,067,581	7.7%
Deductions From Revenue								
Charity Services	10,938,159	14,904,483	8,101,497	8,101,497	9,054,654	9,770,371	(715,718)	-7.9%
Deductions From Revenue	303,222,384	545,712,056	247,539,054	247,539,054	275,005,169	292,883,354	(17,878,185)	-6.5%
Other Discounts	5,393,471	3,733,637	3,214,134	3,214,134	13,524,847	12,996,837	528,011	3.9%
Bad Debt	11,626,538	14,298,540	7,231,986	7,231,986	8,025,350	8,635,806	(610,456)	-7.6%
Total Deductions From Revenue	331,180,552	578,648,717	266,086,671	266,086,671	305,610,020	324,286,368	(18,676,349)	-6.1%
Net Patient Revenue	299,649,467	128,052,827	224,378,767	224,378,767	224,350,834	246,742,066	22,391,232	10.0%
Other Operating Revenue	86,689,311	77,470,251	50,073,030	50,073,030	27,962,749	29,332,368	1,369,619	4.9%
Total Operating Revenue	386,338,778	205,523,078	274,451,797	274,451,797	252,313,583	276,074,434	23,760,851	9.4%
Operating Expenses								
Salaries & Wages	141,831,479	151,973,874	102,031,358	102,031,358	134,592,660	119,674,541	14,918,119	11.1%

Budget Reconciliation Reports

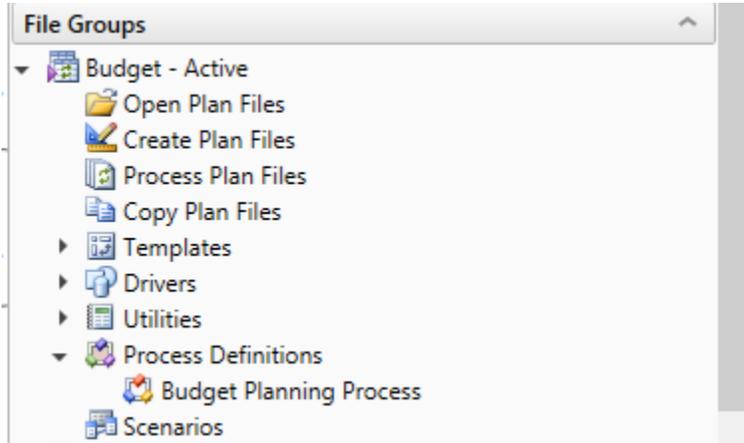
1. Execute the following reports from the Budgeting Admin Task Pane under Budget Reporting | Budget Reconciliation. Open each report and press the “F9” key to bring data into the report.



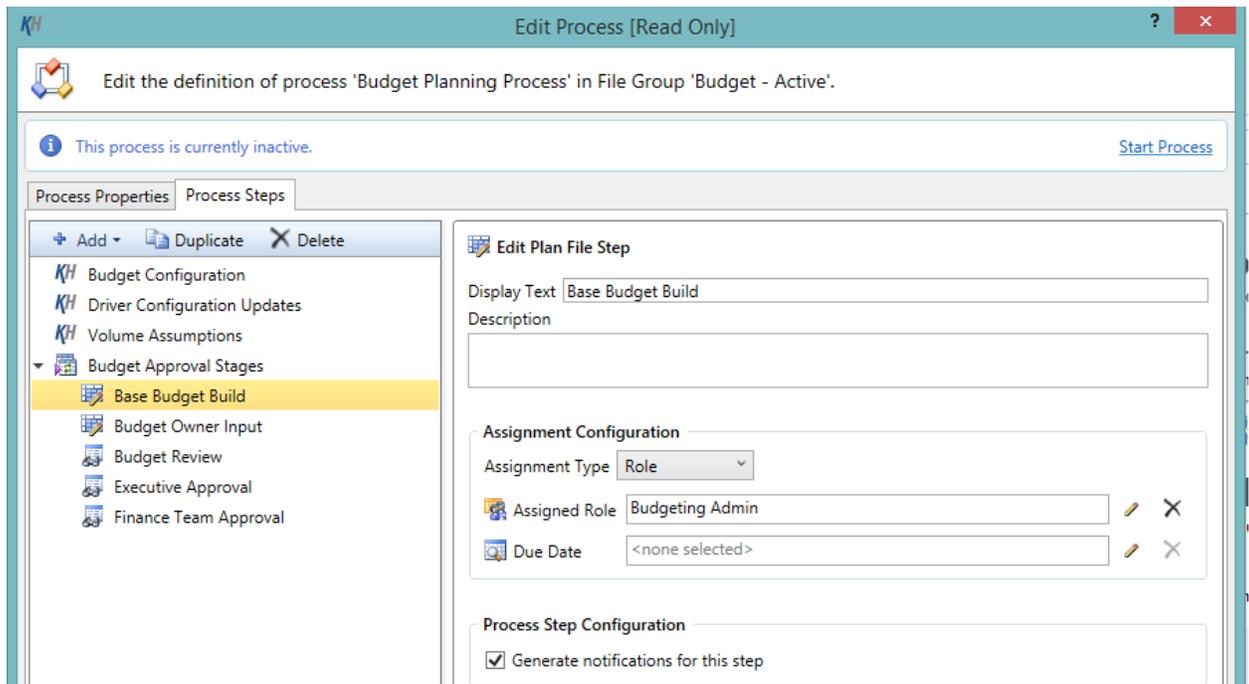
2. **“Budget Workbook Reconciliation”** – all variances s/b 0.
3. **“Payroll12 Hours without Dollars Reconciliation”** – This report is looking for instances where a department has hours budgeted for a jobcode on the labor tab, but no dollars are budgeted for that jobcode. Manually review the jobcodes listed and correct if necessary.
4. **“Payroll12 Negative Hours”** – This report is looking for instances where a department has negative hours budgeted for a jobcode on the labor tab. Manually review the jobcodes listed and correct if necessary.
5. **“Reconcile Payroll12 to Financial-Dollars”**– all variances s/b 0. If there is a variance, go into that workbook and fix the mismatch. Most likely there is a jobcode on your “Labor” tab (Jobcode, Staffing, Employee) that has dollars saving to an account that is not listed on the “Expense” tab. Manually add the account using the “Labor” SPM under the “Salaries” section.
6. **“Reconcile Payroll12 to Financial-FICA”**– all variances s/b 0. If there is a variance, go into that workbook and fix the mismatch. Most likely there is a jobcode on your “Labor” tab (Jobcode, Staffing, Employee) that has FICA dollars saving to an account that is not listed on the “Expense” tab. Manually add the account using the “FICA” SPM under the “Benefits” section.
7. **“Reconcile Payroll12 to Financial-Hours”** – all variances s/b 0. If there is a variance, go into that workbook and fix the mismatch. Most likely there is a jobcode on your labor tab (Jobcode, Staffing, Employee) that has hours saving to an account that is not listed on the “Expense” tab. Manually add the account using the “Hours” SPM under the “Paid Hours” section.

Budget Distribution

1. To start the budget process, select Explorer | File Groups | Process Definitions | Budget Planning Process.



2. Select Start Process to begin the defined workflow steps. Some of the steps were already completed like configuring global assumptions driver files covered earlier in this document. Once you start this process, you will be notified to complete these steps as the Budget Admin on your Notifications Task Pane. Mark those steps as complete all the way through the Base Budget Build step. Once that step has been marked as completed, it will then send notification for Budget Owner Input to those users and the budget process will be live.



3. Your budget workbooks are now ready for input and review by managers.