

**LAWSON
EBROADCASTING
VIEWING AND
DRILL AROUND INSTRUCTIONS**

VIEWING REPORTS:

E-broadcasting is the electronic transmission of the monthly financial statements to your desktop via the Sharepoint (or the portal). E-broadcasting allows gives user the ability to use the “Drill-a-round” functionality. When a user drills into the financial data it takes the user into the detail behind transactions in the General Ledger, Accounts Payable, and Purchasing.

E-broadcasting takes the place of the monthly hard copies. Instead, you will be notified by email when the reports are ready for review.

Below is a sample page of a Year To Date financial report in Ebroadcasting. The numbers are a different color in the report. That means that you can see the detail behind any one of the colored numbers. It will shows all the transactions by fiscal period that were posted to that account for the whole year. Notice that the Prior Year numbers are also in color. That means that the detail for the whole prior year is there also.

Just click on a number. It’s that easy!

The screenshot shows a web browser window titled "e-Broadcasting - Microsoft Internet Explorer". The address bar shows "http://10.1.20.82/lawson/channels/". The page content includes a navigation bar with "MONTHLY FINANCIALS" selected, "MONTHLY FOLDER", and "RW100B INFORMATION-Company 1000/AU101002". Below this, there are fields for "Information: RW100B INFORMATION", "History: 05/20/2002-10:56:36", and buttons for "properties" and "new window".

The main report is titled "THE CHILDREN'S MEMORIAL HOSPITAL YEAR TO DATE BUDGET VARIANCE REPORT WITH PRIOR YEAR ACTUAL FOR THE PERIOD ENDED April 30, 2002". It includes the following information:

- DEPARTMENT NUMBER: 101002
- DEPARTMENT NAME: MICKEY'S CLINIC
- PERSON RESPONSIBLE: M. MOUSE

The report is a table with columns for "ACTUAL", "BUDGET", "PRIOR YEAR", "\$ VARIANCE BUDGET", "\$ VARIANCE PRIOR YR", "% VAR BUDGET", and "% VAR PR YR". The data is as follows:

-----YEAR-TO-DATE-----							
	ACTUAL	BUDGET	PRIOR YEAR	\$ VARIANCE BUDGET	\$ VARIANCE PRIOR YR	% VAR BUDGET	% VAR PR YR
52070 PURCH SERV-PRINTING	7,502	6,252	5,515	1,250	1,987	17	26
52081 PURCH SERV-LETTERHEAD	55	24	39	31	16	56	29
52291 PURCH SERV-FRGHT/MESSENGR	412	460	314	(48)	98	(12)	24
TOTAL PURCHASED SERVICES	7,969	6,736	5,868	1,233	2,101	61	79
51100 GEN SUPP-COMPUTER SUPPLIE			672		(672)		
51103 GEN SUPP-OFFICE SUPPLIES	7,142	3,761	4,448	3,381	2,694	47	38
51105 GEN SUPP-FILM/PHOTOGRAPHY	248	305	225	(57)	23	(23)	9
51108 GEN SUPP-PAPER GOODS	2,380	3,380	3,214	(1,000)	(834)	(42)	(35)
51109 GEN SUPP-SANITARY-CLEANIN	56	147	80	(91)	(24)	(163)	(43)
51116 GEN SUPP-OTHER SUPPLIES	100	500	129	(400)	(29)	(400)	(29)
51371 GEN SUPP-FOOD-BABY	828	1,179	874	(351)	(46)	(42)	(6)
51471 GEN EXP-BOOKS/PERIODICALS	108	329		(221)	108	(205)	100
51511 GEN EXP-TRAVEL - OTHER	3,897	3,979	3,730	(82)	167	(2)	4
51694 TRANSFERS-EVS SUPPLIES		397	468	(397)	(468)		
51704 TRANSFERS-AUDIO-VISUAL SE	489	329	87	160	402	33	82
51710 TRANSFERS-CENTRAL SUPPLY	30,366	33,467	33,189	(3,101)	(2,823)	(10)	(9)
51716 TRANSFERS-DIETARY SERVICE	7,129	4,022	4,507	3,107	2,622	44	37
51720 TRANSFERS-PHARMACY SERVIC	1,237	2,472	2,433	(1,235)	(1,196)	(100)	(97)

Below is a sample page of a Month To Date financial report in Ebroadcasting. The numbers are also a different color in the report. That means that you can see the detail behind any one of the colored numbers. Just click on the number.

To get to the Month To Date report, just go to the History box and click on the publication right below "current publication". This will bring the Month To Date report to the screen for your review.

http://10.1.20.82/cgi-lawson/webprt.exe?prod=CCSPROD&pub=3780&bgcolor=99cccc&fgcolor=black&size - Microsoft Internet Explorer

OTHE CHILDREN'S MEMORIAL HOSPITAL DEPARTMENT NUMBER: 101002
 MONTH TO DATE BUDGET VARIANCE REPORT WITH PRIOR YEAR ACTUAL DEPARTMENT NAME: MICKEY'S CLINIC
 FOR THE PERIOD ENDED April 30, 2002 PERSON RESPONSIBLE: M. MOUSE

		-----CURRENT MONTH-----			
		ACTUAL	BUDGET	VARIANCE FROM BUDGET	% VARIANCE BUDGET
52070	PURCH SERV-PRINTING	1,831	775	1,056	58
52081	PURCH SERV-LETTERHEAD		3	(3)	
52291	PURCH SERV-FRGHT/MESSENGR SVC	2	57	(55)	(2,750)
	TOTAL PURCHASED SERVICES	1,833	835	998	(2,692)
51103	GEN SUPP-OFFICE SUPPLIES	30	466	(436)	(1,453)
51105	GEN SUPP-FILM/PHOTOGRAPHY	90	38	52	58
51108	GEN SUPP-PAPER GOODS	43	419	(376)	(874)
51109	GEN SUPP-SANITARY-CLEANING	1	18	(17)	(1,700)
51116	GEN SUPP-OTHER SUPPLIES		62	(62)	
51371	GEN SUPP-FOOD-BABY	22	146	(124)	(564)
51471	GEN EXP-BOOKS/PERIODICALS		41	(41)	
51511	GEN EXP-TRAVEL - OTHER		493	(493)	
51694	TRANSFERS-EVS SUPPLIES		49	(49)	
51704	TRANSFERS-AUDIO-VISUAL SERVICE		41	(41)	
51710	TRANSFERS-CENTRAL SUPPLY SVC	6,452	4,149	2,303	36
51716	TRANSFERS-DIETARY SERVICE	819	499	320	39
51720	TRANSFERS-PHARMACY SERVICE	176	306	(130)	(74)
51728	TRANSFERS-RESPIRATORY THERAPY		345	(345)	
51733	TRANSFERS-XEROX SERVICE	537		537	100
51735	TRANSFERS-POSTAGE-MAILROOM	3		3	100
51741	TRANSFERS-SECURITY/CPD	1,500	3,418	(1,918)	(128)
	TOTAL GENERAL SUPPLIES AND EXP	9,673	10,490	(817)	(4,460)
51006	R&M-OTHER MAINT SUPPLIES	28	139	(111)	(396)
51010	R&M-EQP REPLACE MED/SURG		187	(187)	
51011	R&M-EQP REPLACE MINOR	207	205	2	1
	TOTAL REPAIRS AND MAINTENANCE	235	531	(296)	(395)
53071	DEPREC-EQUIPMENT	11,794		11,794	100
53072	DEPREC-SOFTWARE	16,274		16,274	100

To review both reports on the screen at the same time, click on the compare box (a check mark will show up) and select the next publication right below "current publication". This will show both reports on the same screen. You can still drill on detail transactions in this view. Each report scrolls independent of the each other. To undo this function, just click on the compare button and the checkmark should disappear, then click on the "current publication" and you will be brought back to the Year To Date report.

Publications for: Melissa Gentile

MONTHLY FINANCIALS MONTHLY FOLDER RW100B INFORMATION-Company 1000/AU101002

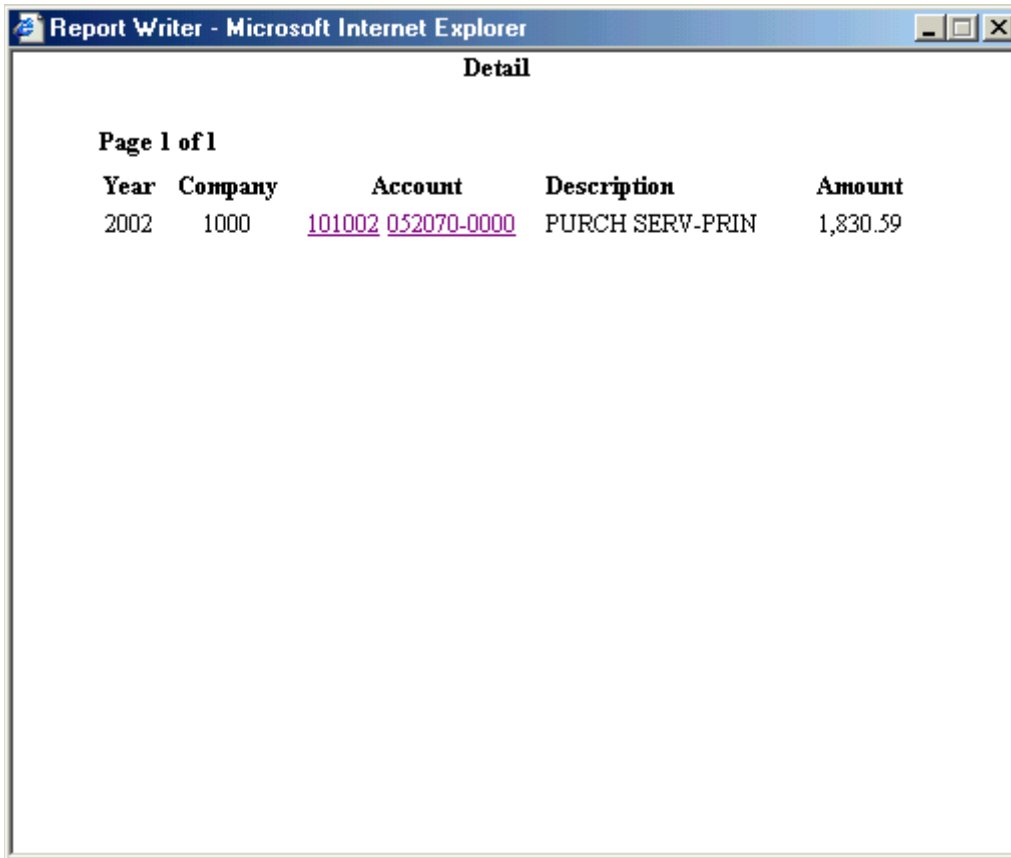
Information: RW100B INFORMATION History: 05/20/2002-10:56:36 compare properties new window

History Publication from: 05/20/2002-10:56:36			Current Publication		
DTHE CHILDREN'S MEMORIAL HOSPITAL MONTH TO DATE BUDGET VARIANCE REPORT WITH PRIOR YEAR ACTUAL FOR THE PERIOD ENDED April 30, 2002			DTHE CHILDREN'S MEMORIAL HOSPITAL YEAR TO DATE BUDGET VARIANCE REPORT WITH PRIOR YEAR ACTUAL FOR THE PERIOD ENDED April 30, 2002		
	ACTUAL		ACTUAL	BUDGET	
OPERATING REVENUE					
40000	INPATIENT ROUTINE REVENUE	1,610,917	13,212,578	12,592,500	
44001	OBSERVATION	686	340		
	TOTAL OPERATING REVENUE	1,611,603	13,217,791	12,592,500	
PERSONNEL EXPENSES					
50000	SALARIES-DAY SHIFT	121,340	882,102	971,177	
50001	SALARIES-EVENING SHIFT	91,215	594,331	841,673	
50002	SALARIES-NIGHT SHIFT	80,043	505,624	664,119	
50003	SALARIES-WEEKEND DAY	42,501	250,293	334,020	
50004	SALARIES-WEEKEND EVENING	43,970	264,991	337,067	
50005	SALARIES-WEEKEND NIGHT	36,842	219,257	264,528	
50006	SALARIES-OVERTIME	29,993	247,097	144,387	
50007	SALARIES-WORKED HOLIDAY OT	314	75,548	96,203	
50008	SALARIES-ENHANCEMENTS	35,941	327,984	141,015	
50009	SALARIES-CALLED IN	2,834	10,364	14,214	
50010	SALARIES-RELIEF CHARGE	533			

DRILL AROUND FUNCTIONALITY:

Select a colored number on either report and click once. It will then bring you to the below screen. This screen shows the cost center and account that you have selected. Click once more and you will see the detail transactions either for the whole year(if you selected the Year To Date report) or for the month only (if you selected the Month To Date report).

Account screen:



Report Writer - Microsoft Internet Explorer

Detail

Page 1 of 1

Year	Company	Account	Description	Amount
2002	1000	101002 052070-0000	PURCH SERV-PRIN	1,830.59

Detail transaction screen:

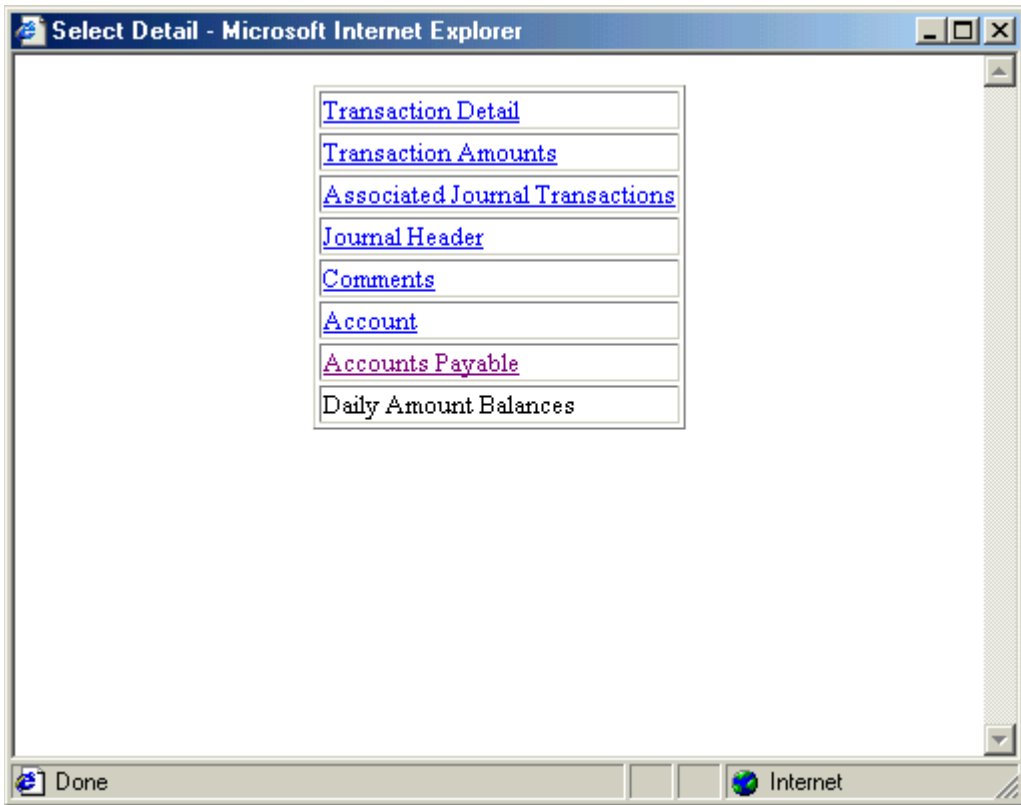
Year	Company	Account	Description	Amount
2002	1000	101002 52070-0000	PURCH SERV-PRIN	1,830.59

Transaction Detail									
Period	System	Journal	Type	Source	Description	Reverse	Status	Amount	Units
◆ 8	AP	27	N	AD	7488STANDARD REGISTER CO	No	Hist	145.02	0.00 USD
◆ 8	AP	27	N	AD	7488STANDARD REGISTER CO	No	Hist	193.44	0.00 USD
◆ 8	AP	27	N	AD	7488STANDARD REGISTER CO	No	Hist	85.89	3.00 USD
◆ 8	AP	27	N	AD	7488STANDARD REGISTER CO	No	Hist	114.52	4.00 USD
◆ 8	AP	27	N	AD	7488STANDARD REGISTER CO	No	Hist	143.15	5.00 USD
◆ 8	AP	27	N	AD	7488STANDARD REGISTER CO	No	Hist	143.15	5.00 USD
◆ 8	AP	27	N	AD	7488STANDARD REGISTER CO	No	Hist	181.28	20.00 USD
◆ 8	AP	27	N	AD	7488STANDARD REGISTER CO	No	Hist	120.80	8.00 USD
◆ 8	PO	22	N	PO	Rec. not invoiced expense	Yes	Hist	703.34	0.00 USD
Total								1,830.59	

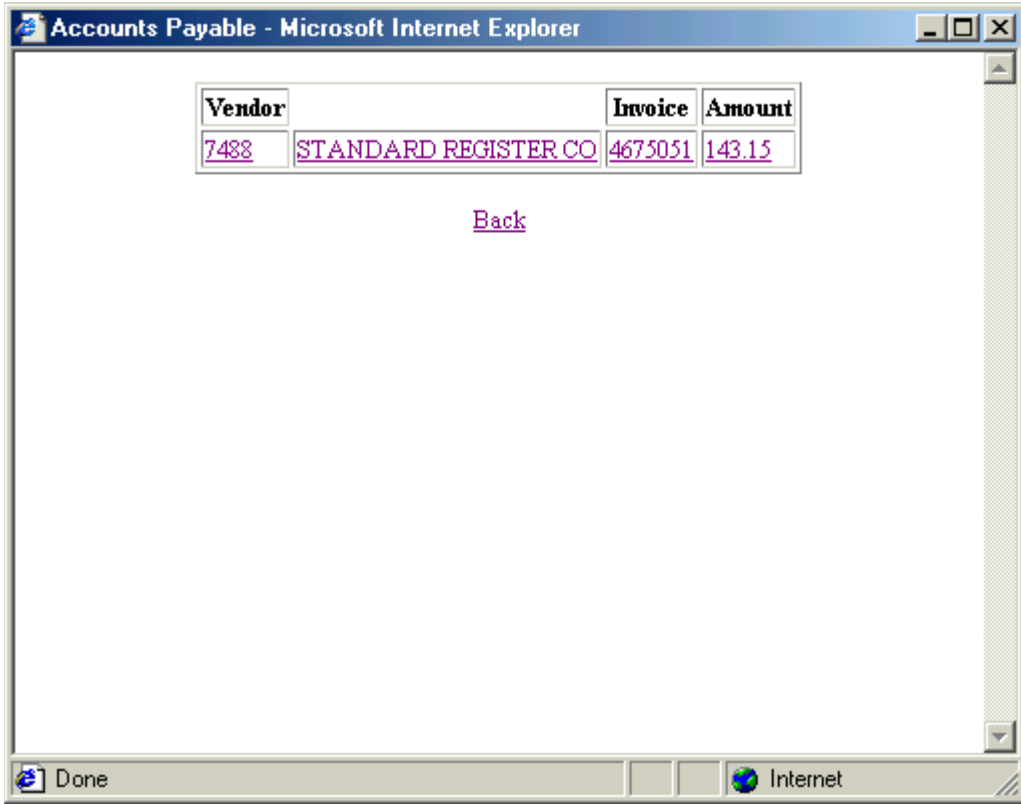
On the Detail transaction screen, click once on one of the red diamonds. This allows you to “Drill back” to the detail behind this transaction. ***Please be advised, there is no “Drill back” detail for payroll information or for transactions prior to period 8.***

You will find the most detail on AP or PO system codes. This allows you to find out information from the Purchasing System as well as the Accounts Payable system. For instance, if you click on a red diamond for an AP system code, the following screen will appear:

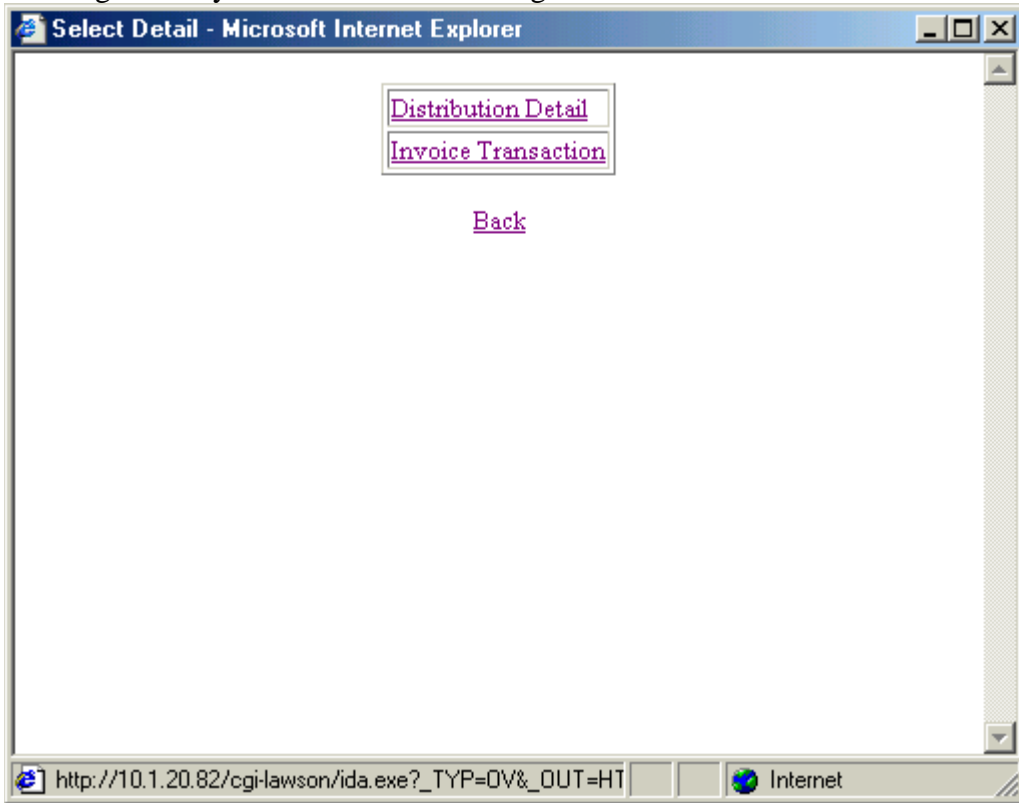
Select Detail screen:



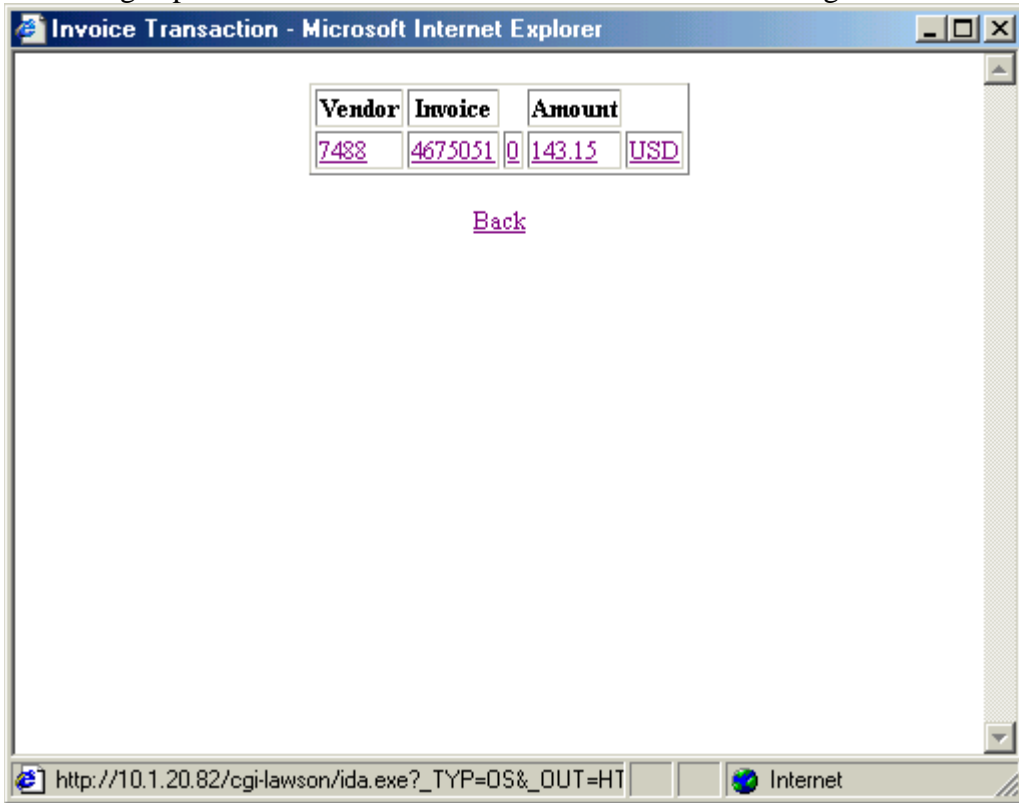
Select Accounts Payable. The following screen appears. It give you the invoice number, vendor, and amount.



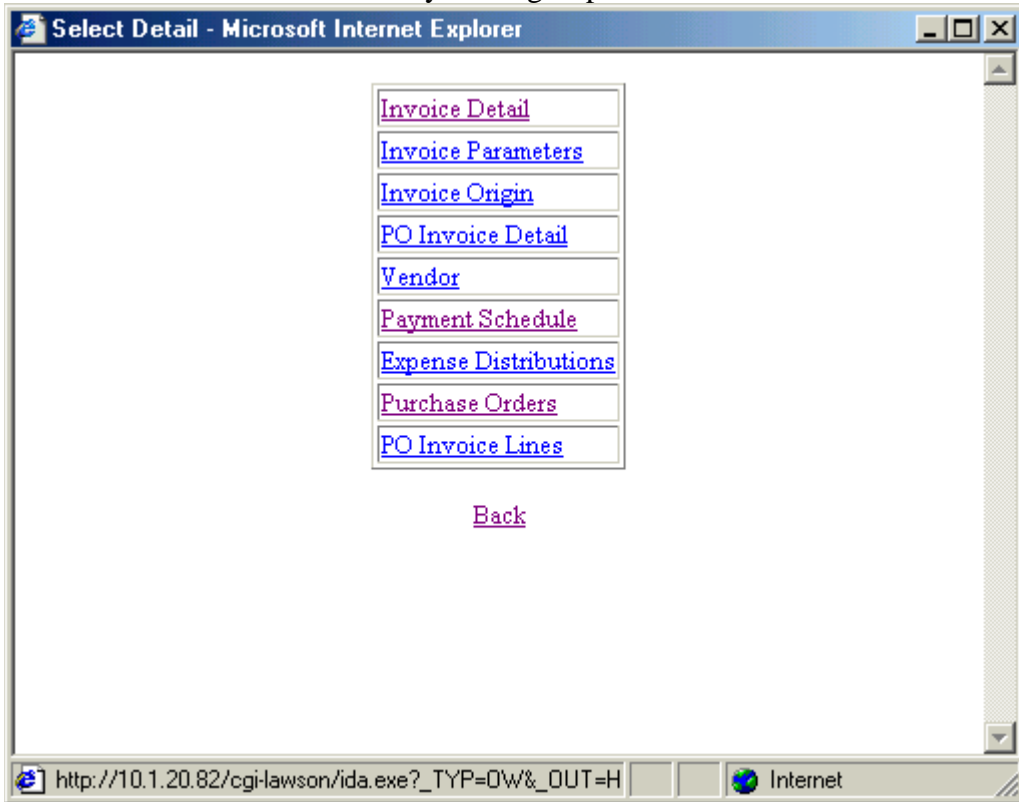
Click again and you will see the following screen. Select Invoice Transaction.



This brings up the detail behind the invoice transaction. Click again on this screen.



You then have the choices listed below. Invoice Detail provides you with a payment date and also a check number. This a frequently asked question by departments to our AP staff. The information is now at your fingertips. Select Invoice Detail.



It shows the following information:

Payment number is the check number.

Payment date is the date the check was paid.

The screenshot shows a web browser window titled "Invoice Detail - Microsoft Internet Explorer". The main content area displays the following information:

Vendor: STANDARD REGISTER CO

Remit To Location:

Invoice: 4675051 0 Invoice

Invoice Amount: 143.15 USD

Discount Amount: 0.00

Net Payable: 143.15

Tax Amount: 0.00

Paid Amount: 143.15

Invoice Description: RS

Status: History

Approved: Yes

Payment Number: 12423 SYS ISSUED

Payment Date: 05/21/02

Invoice Date: 04/17/02

Due Date: 05/17/02

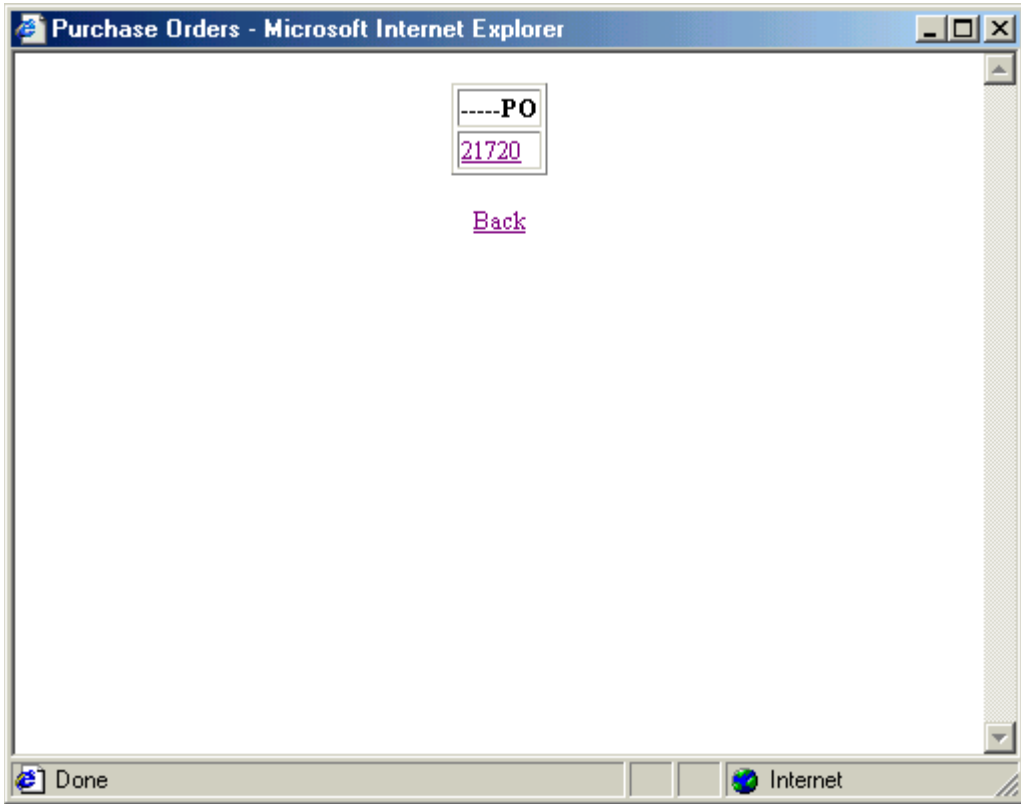
Voucher: 3349

Purchase Order: 21720 0

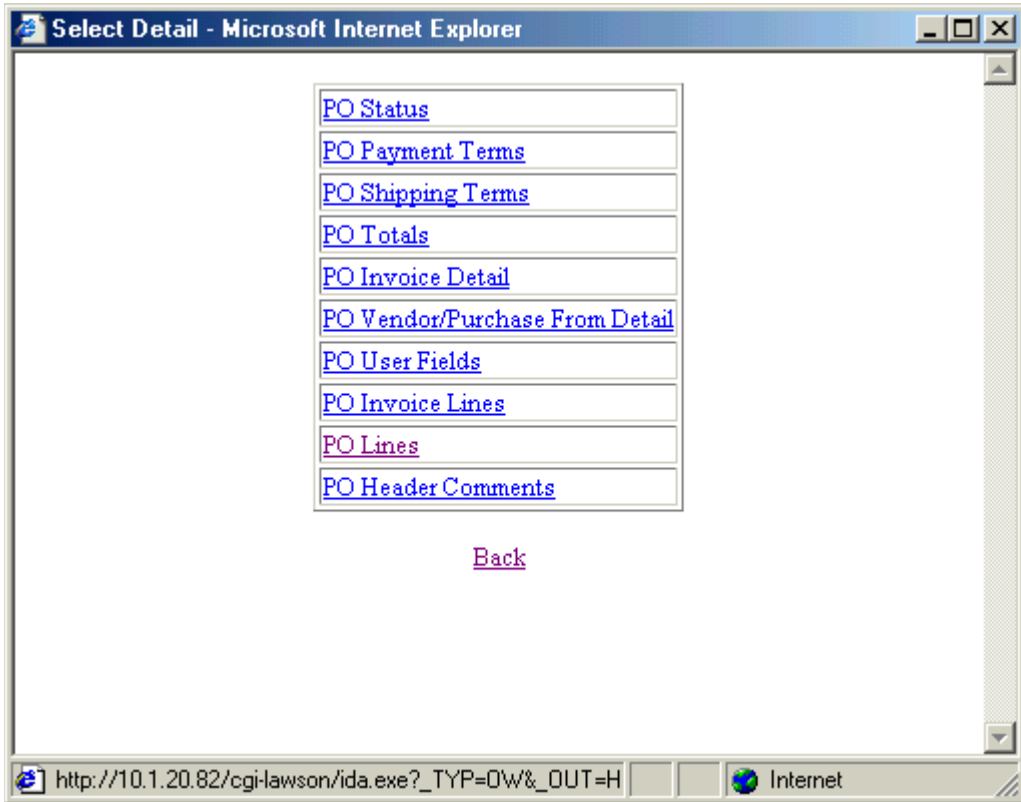
Below the information is a purple link labeled [Back](#).

The browser's status bar at the bottom shows "Done" on the left and "Internet" on the right.

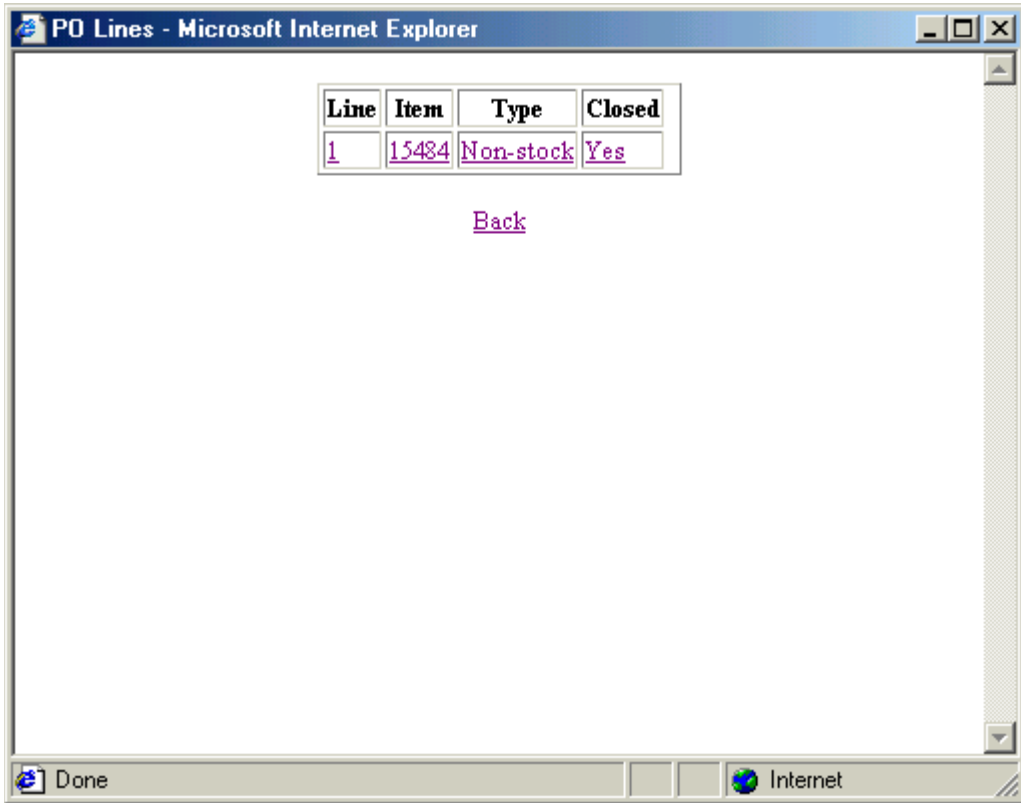
You can also see the Purchase order behind this AP invoice. Click on the back button and select Purchase Order. It brings up the PO number associated with the invoice.



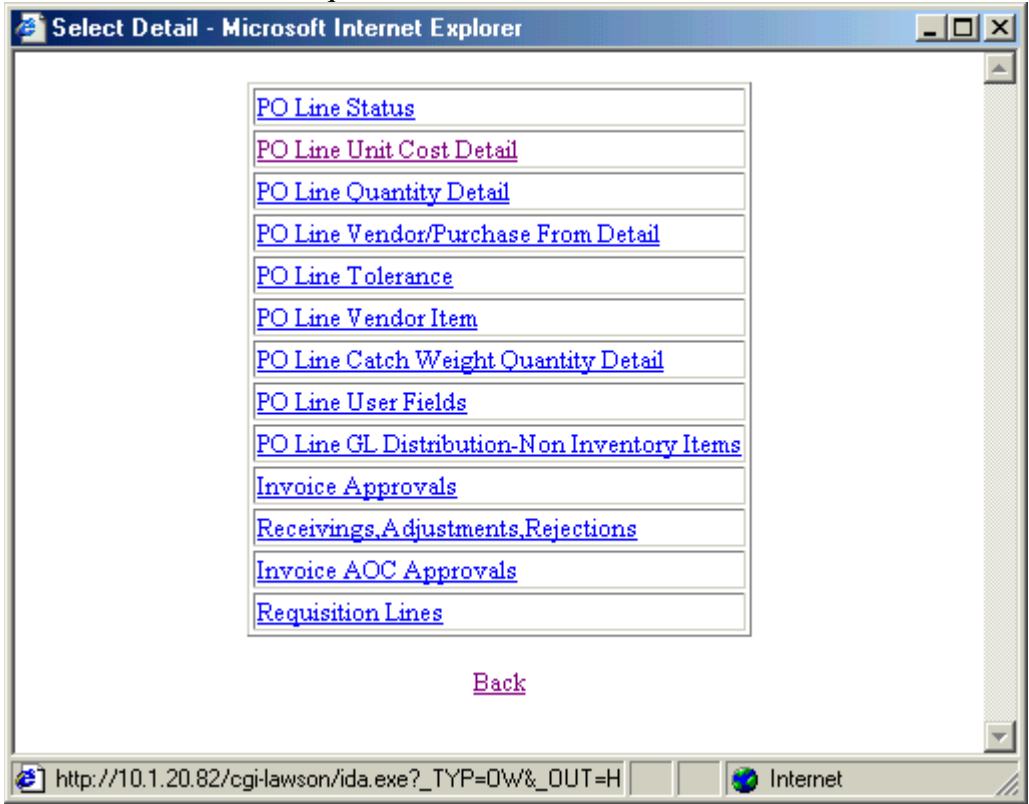
You then receive the following choices. For information about the items on the PO, select PO Lines.



Click once on the item number.



This list then appears. The three most informative fields are PO Line Status, PO Line Unit Cost Detail, and Requisition Lines.



PO Line status shows the following information:

Purchase Order: 21720 Line: 1

PO Released: Yes

PO Printed: Yes

PO History: No

Ship To: 11002 PICU

Item: 15484 - Non-stock

LABEL,PATIENT I.D.,1X3

LABEL,PATIENT I.D.,1X3

Line Revised: No

Back Order Cancelled: No

Line Cancelled: No

Line Closed: Yes

[Back](#)

Done Internet

PO Unit Cost Detail shows the following information:

Purchase Order: 21720 Line: 1

PO Released: Yes

Ship To: 11002 - PICU

Item: 15484 - Non-stock

LABEL, PATIENT I.D., 1X3

Unit Cost: 28.63000 CT

Landed Unit Cost: 28.63000 CT

No Charge Item: No

Tax Code:

Cost Source: Quote

Contract Number:

[Back](#)

Done Internet

Requisition lines shows the following information(this may be more informative when online requisitioning is up and running):

Requisition	Line	Item	Open Qty	Requested	Requester
1422	1	15484	5.0000	04/19/02	101002

[Back](#)

Once you have completed your AP drill around search, just click on the X in the upper right hand corner and you will come back to the page with your detailed transactions on it.

Another selection might be the PO system line. This is for purchase orders that have been released and goods that have been received by the dock, but not yet paid for in Accounts Payable. This is very similar to the old "AP Accrual". The difference now is that it is done automatically by the system and you can see the detail that makes up that number. No more calls to Accounts Payable for accrual information!

Transaction Detail screen:

The screenshot shows a web browser window with the following content:

Year	Company	Account	Description	Amount
2002	1000	101002 52070-0000	PURCH SERV-PRIN	1,830.59

Transaction Detail

Period	System	Journal	Type	Source	Description	Reverse	Status	Amount	Units
◆ 8	AP	27	N	AD	7488STANDARD REGISTER CO	No	Hist	145.02	0.00 USD
◆ 8	AP	27	N	AD	7488STANDARD REGISTER CO	No	Hist	193.44	0.00 USD
◆ 8	AP	27	N	AD	7488STANDARD REGISTER CO	No	Hist	85.89	3.00 USD
◆ 8	AP	27	N	AD	7488STANDARD REGISTER CO	No	Hist	114.52	4.00 USD
◆ 8	AP	27	N	AD	7488STANDARD REGISTER CO	No	Hist	143.15	5.00 USD
◆ 8	AP	27	N	AD	7488STANDARD REGISTER CO	No	Hist	143.15	5.00 USD
◆ 8	AP	27	N	AD	7488STANDARD REGISTER CO	No	Hist	181.28	20.00 USD
◆ 8	AP	27	N	AD	7488STANDARD REGISTER CO	No	Hist	120.80	8.00 USD
◆ 8	PO	22	N	PO	Rec. not invoiced expense	Yes	Hist	703.34	0.00 USD
Total								1,830.59	

Click on the red diamond by the PO transaction and the following screen appears. Select Purchase Order.

The screenshot shows a web browser window with the following content:

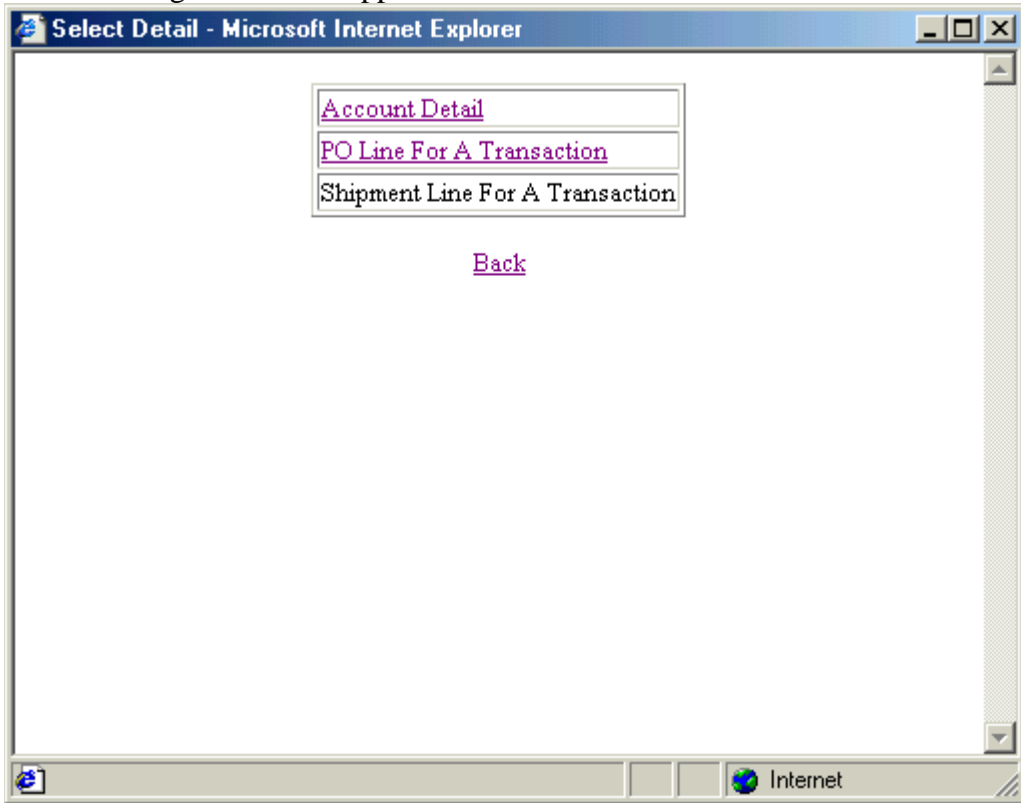
Transaction Detail
Transaction Amounts
Associated Journal Transactions
Journal Header
Account
Purchase Order
Daily Amount Balances

The next screen then shows all of the Purchase Orders by number that make up that amount on your financial statement. For information behind any of the Purchase Orders, just click on the PO number.

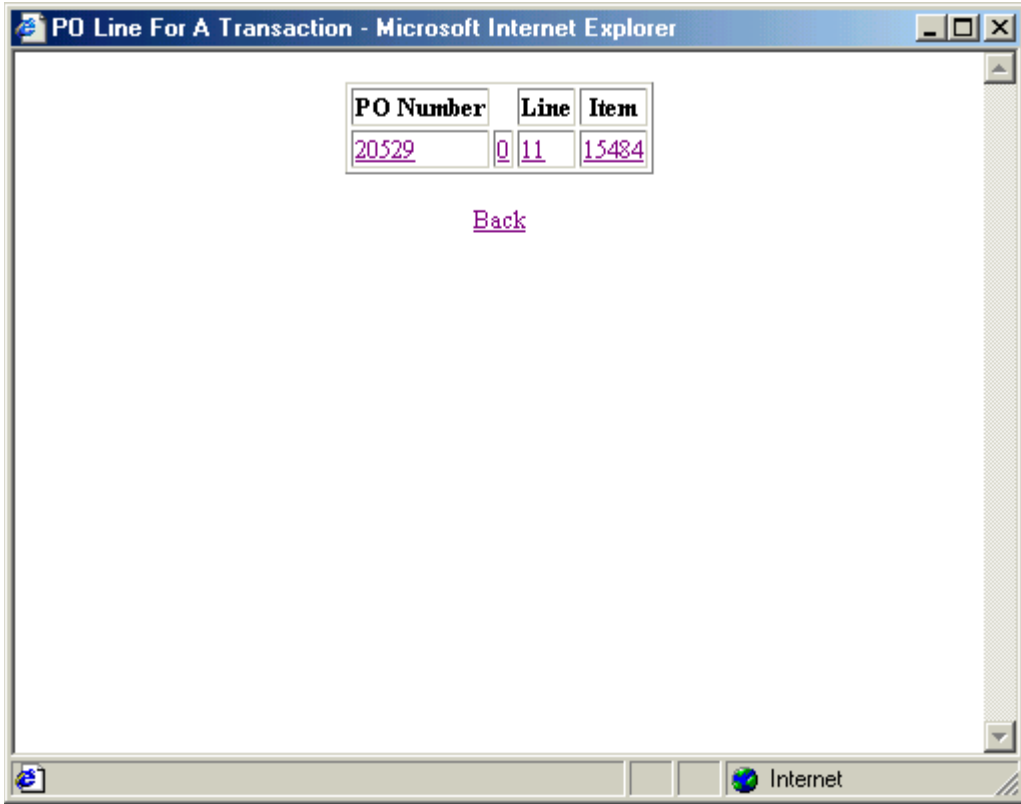
Document Number	-----	Amount
20529	0	114.52
21480	0	143.15
21480	0	181.40
21481	0	121.12
21720	0	143.15

[Back](#)

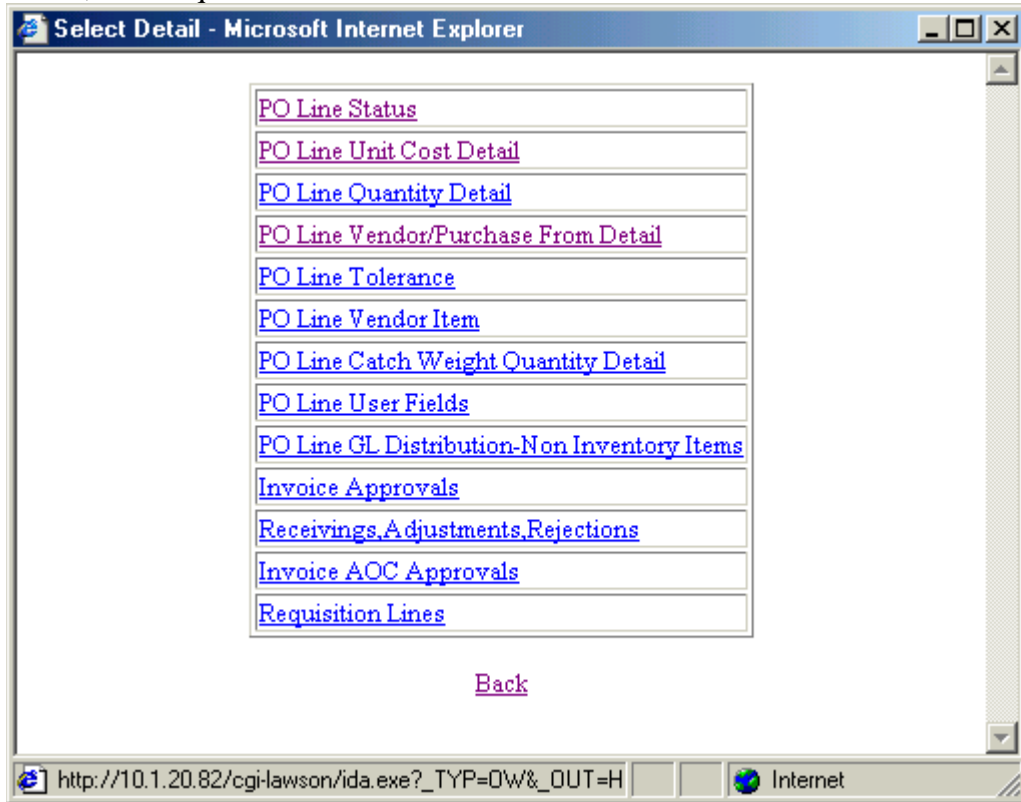
The following screen then appears. Select PO Line For A Transaction.



Click on the PO number for more detail.



Again, this menu pops up. It should look familiar from the AP drillback. The following selections will probably be the most informational: PO Line Status, PO Line Unit Cost Detail, and Requisition Lines.



PO Line Status gives the following information.

Purchase Order: 20529 Line: 11

PO Released: Yes

PO Printed: Yes

PO History: No

Ship To: SHIP1 CHILDRENS MEMORIAL MED CENTER

Item: 15484 - Non-stock

LABEL,PATIENT I.D.,1X3

LABEL,PATIENT I.D.,1X3

Line Revised: No

Back Order Cancelled: No

Line Cancelled: No

Line Closed: Yes

[Back](#)

Done Internet

PO Line Unit Cost Detail provides the following information.

Purchase Order: 20529 Line: 11

PO Released: Yes

Ship To: SHIP1 - CHILDRENS MEMORIAL MED CENTER

Item: 15484 - Non-stock

LABEL, PATIENT I.D., 1X3

Unit Cost: 28.63000 CT

Landed Unit Cost: 28.63000 CT

No Charge Item: No

Tax Code:

Cost Source: Quote

Contract Number:

[Back](#)

Done Internet

Requisition lines provides the following detail:

Requisition	Line	Item	Open Qty	Requested	Requester
433	4	15484	4.0000	04/03/02	101005

[Back](#)

To go back to the detail transactions, please click on the X in the upper right hand corner.

In summary, these are just a few of the Drill Around options that are available to you. They are probably the most common and informative.