



KNOW

Read Luma Project news and updates in this column.

Sprint 1: The Luma project is currently actively testing in Sprint 1.

Example Persona: Receivables Accountant

Example User Story: As a Receivables Accountant, I want the ability to create a customer for Accounts Receivable processing so that I can send a bill to a specific customer.

Example Sprint: The project team, acting in the Receivables Accountant role, will login to the Luma system and attempt to create a customer for Accounts Receivable processing. If that action runs through the system according the outlined process they will send a bill to that customer and repeat validation of the process.

Fixed Assets: In preparations for the implementation of Luma in 2021, Luma's Fixed Asset team is requesting and encouraging agencies to review and take action on our recommendations in the "DO" section for Fixed Asset data preparation. This effort will be needed from the Agencies' Fixed Asset Subject Matter Experts (SMEs) before we move to the Luma system in 2021.



DO

Meet with employees and leadership in your agency to discuss these messages or action items.

Fixed Assets:

- A physical inventory of existing assets should be completed from your current Fixed Asset system. The goal is to only convert assets to Luma that can be physically accounted for by your Agency.
- Agencies' Fixed Assets records should be "cleaned up" to ensure data elements are consistent and easily identifiable. These include Asset Descriptions, Class Codes, Location 1 Codes, Tags, Bar Codes, and Asset Ownership (departments/division/etc.)
- Fully depreciated assets (No Remaining Useful Life/Value) that are still physically accounted for by your agency should be reviewed for proper accounting treatment through the state's auditors. This includes determining if any assets may be impaired and no longer have value for the State. If this is your Agency's determination, they should be removed from your Agencies Asset Ledgers before the conversion to Luma.
- These actions need to be completed by all agencies with fixed assets (regardless of agency cohort) by October 31, 2020

Next Change Liaison Remote Meeting:

June 10, 2020: 2:00pm – 3:00pm



SHARE

Please share this information or engagement opportunities with your Agency

High Level Cohort Timeline of Activities:

Share this high-level timeline of Activities with your Agency! Please see the Attached Appendix.

Fixed Assets: A Luma fixed assets webinar will be held **Monday June 22nd from 10:00-11:00am** that will outline data elements that will be captured in Luma and the data standards that assets must conform to. The data standards that will be presented in this workshop will serve to guide agencies in asset data cleansing activities. Please have fixed assets experts from your agency RSVP to the webinar.

[RSVP HERE](#)



REPORT

Report feedback to the project team or complete action items the Luma project team is requesting from your agency.

Interfaces: Interface meeting with Agencies have started and will continue through the summer. Please be responsive to Integration meeting request and follow-up action items as the project team works through functional and technical specification for interfacing with your agency systems.