



KNOW

Read Luma Project news and updates in this column.

Statewide Showcase:

Join us for the upcoming March Showcase to learn about some exciting aspects of Expense Management in Luma

[RSVP HERE](#)

Luma Budget Module Training:

Training for the Luma Budget Module will begin April 5th.



DO

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

Luma Common Reports Submissions & Sign offs: Following the Reports Analysis Workbook Submission, the Luma Reports Team is sending out Sign-off forms.

Chart of Accounts Default Workbooks & Payroll Crosswalk Workbooks: Workbooks was due March 1st for any Cohort 5-7 agencies.

Budget B11 & B12 Crosswalk workbook: Workbooks are due by March 12th.

Budget Staging and Workflow Workbook: Workbooks are due by March 16th

Agency Lease Workbook: Workbooks are due March 19th for Cohort 5-7 agencies



SHARE

Please share this information or engagement opportunities with your Agency

Newsletter: Please share the monthly newsletter with your colleagues!

[Luma Newsletter #23](#)

Welcome to Luma: Please distribute the Welcome to Luma infographics to your agency staff. Find them here:

[Infographics](#)

Luma YouTube Channel:

Can't make it to a Luma meeting? Don't worry! Check out the Luma YouTube Channel!

[Luma YouTube Channel](#)



REPORT

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

Communications Manager: As we get closer to go-live we want to ensure we are getting messages out to every state employee. To this end, please send contact information for any communications personnel within your agency.

Internal Meetings: Please let us know if you have an upcoming internal meetings that we can present to your staff! We want every state employee to know about the Luma, the changes coming, and exciting benefits of a modern system.

March 3rd, 2021