Preparing Agencies for Success Before and After Infor CloudSuite Go-Live

KNOW

Read Luma Project news and updates in this column.

System Integration Testing Preparation: Through September the Luma project team will be working on test script development. Test scripts outline the actions to be executed to verify the functionality of the end-to-end integrated system.

Agency Involvement in SIT1: Approximately 20% of agencies are expected to be involved in SIT 1 beginning later in October, pulling from cohorts 1 -4. Agency participation is expected to increase over time throughout the rest of SIT 1 and SIT 2, reaching as high as 50% by the end of SIT 2. The parameters for selecting agencies are as follows:

- Core Luma Team member home agencies.
- Chart of Accounts completion.
- Configuration completion.
- Complexity/size.
- Completed agency interfaces/conversions.

DO

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

Cohorts:

- C4 – Procurement Configuration survey due 9/25
- C5 – Finance Configuration due 9/15
- C5 –Procurement Configuration survey due 9/25
- C6 – Chart of Account due 9/15
- C6 – Finance Configuration due 9/30
- C7 – Chart of Account due 9/30

Fixed Assets: A physical inventory of existing assets should be completed from your current Fixed Asset system by 10/30/2020. The goal is to only convert assets to Luma that can be physically accounted for by your Agency. For more information on fixed assets clean-up, please watch the video from our fixed assets workshop: https://www.youtube.com/watch?v=ficXLkUvc1Y&t=1s

Next Change Liaison Remote Meeting: TBA

SHARE

Please share this information or engagement opportunities with your Agency

System Integration Testing: System Integration Testing will begin for select agencies in mid-October. The project team will provide the list of agencies September 23rd, including selection explanation based on project criteria. Selected agencies will need to provide personnel for this testing please share today's presentation and communicate this to agency leadership.

Newsletter: Please share the monthly newsletter with your colleagues!

Luma Newsletter #17

Town Hall: Mark your calendar and tell your peers about the next Luma Town Hall!

- When: Wednesday, October 7th, 2pm

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

Infographics can also be found here: https://www.sco.idaho.gov/LivePages/luma_-welcome-to-luma-series.aspx

REPORT

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

Interfaces/Conversion Cut-off Date: OCTOBER 1st is our cut-off date for adding any new agency programmatic system interfaces or data conversion to the project queue. Given the effort and coordination between the project team and agency staff to pull and verify data, complete data cleansing, complete data mapping, and to properly test the interface/conversion, there can be no exceptions to this cut-off date. If you believe your agency has a programmatic system that needs to interface with Luma that has not been identified, please email Luma Agency Advocate before **OCTOBER 1st**.

Non-standard benefits: Does your agency have any agency specific non-standard benefits that are not currently included on the benefits tab of the B6 or in the budget development manual that would affect your personnel cost budget forecast calculations? For example the additional life insurance option offered by ISP. If so please let us know by **SEPTEMBER 18th** so the budget team can include these in the new budget system. As well please let us know if it is a variable or fixed benefit cost and how much they are or how they are calculated.

September 9, 2020