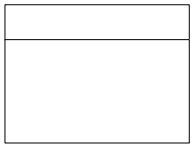
LUMA REQUEST FOR PROPOSAL "TO BE" PROCESS MAPS

This document contains a number of key "To Be" Process Maps for the State of Idaho's Enterprise Resource Planning (ERP) system Request for Proposal (RFP). It does not represent all business processes across state agencies.

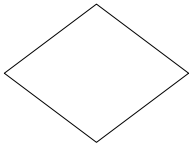
These process maps represent proposed standardized business procedures that all agencies across the State use to manage typical recurring business activities. DFM (Division of Financial Management) and LSO (Legislative Services Office) business process maps represent business processes that these agencies use to provide budget services to all other state agencies.

Process Map Legend

Process Box



Reference to another Process



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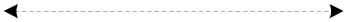
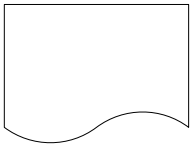
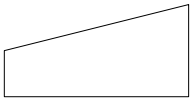


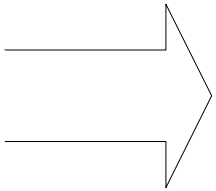
Indicates collaboration or information flow



Manual Report or Document

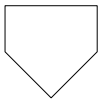


Manual Process



Process Trigger

On Page Reference



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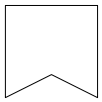

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"To Be" Process Maps Table of Contents

Module

Agency Budget

Sub-Process

BUD-1 Agency Budget Development

BUD-3 Appropriation Adjustment

BUD-4-1 Initial Budget Allocation

BUD-4-2 Allocation Adjustment

BUD-6 Grant Upload/Qtrly ERR

BUD-7 ERR Final Qtrly Process

Module

DFM Budget

Sub-Process

DFMBUD-1 Budget Development

Module

LSO Budget

Sub-Process

LSOBUD-1 Budget Development

Module

Agency Receivables/Billing

Sub-Process

AR-1 Billing

AR-2 Collections

AR-3 Treasury Offset Program (TOP) Management

AR-4 Refunds

AR-5 NSF

AR-6 Receipt – Wires

AR-7 Mail Receipts

Module

Agency Grants

Sub-Process

GM-1 Grant Awards-New Grants/New Phase

GM-2 Financial Reporting

GM-3 School Based Services

Module

Agency Accounts Payable

Sub-Process

AP-1 Invoice Processing De-centralized

AP-1(a) Invoice Processing Centralized

AP-4 Vendor Add/Edit

Module

Agency Cost Allocation

Sub-Process

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COST-1-2 Program Income

COST-1-3 Cost Allocation

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Module

Agency Fixed Assets

Sub-Process

AM-1 Asset Addition

AM-2 Retirement

AM-3 Depreciation

Module

Agency Cash Management

Sub-Process

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CM-2 Draws

CM-3 Cash Projections

CM-5 Review of Fed Exp/Cash Balances

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CM-7 Cash Reporting

CM-8 LOC Recon Begin QTR

CM-9 LOC Recon End QTR

CM-10 CMIA Interest Calc

CM-11 Clearance Patterns

Module

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Sub-Process

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Module

Agency Contracts and Procurement

Sub-Process

CAPS -1 Initiate Purchase

CAPS-2 Solicitation

CAPS-3 Receiving

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Module

Agency Inventory

Sub-Process

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INV-2 Inventory Ordered

INV-3 Inventory Receipts

INV-4 Inventory Cycle Counts

Module

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Sub-Process

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PER-2 Job Announcement

PER-3 Application Process

PER-4 Work Hiring List

PER-5 Separations

PER-6 Evaluating Positions

PER-7 Insurance/FSA Application

HR-1 First Report of Injury

HR-2 Disciplinary Actions

HR-3 Problem Solving

HR-4 Employee Evaluations

HR-5 Idaho Personnel Commission Appeal

HR-6 Employee Complaint

HR-7 Mediation

HR-8 Investigations

Module

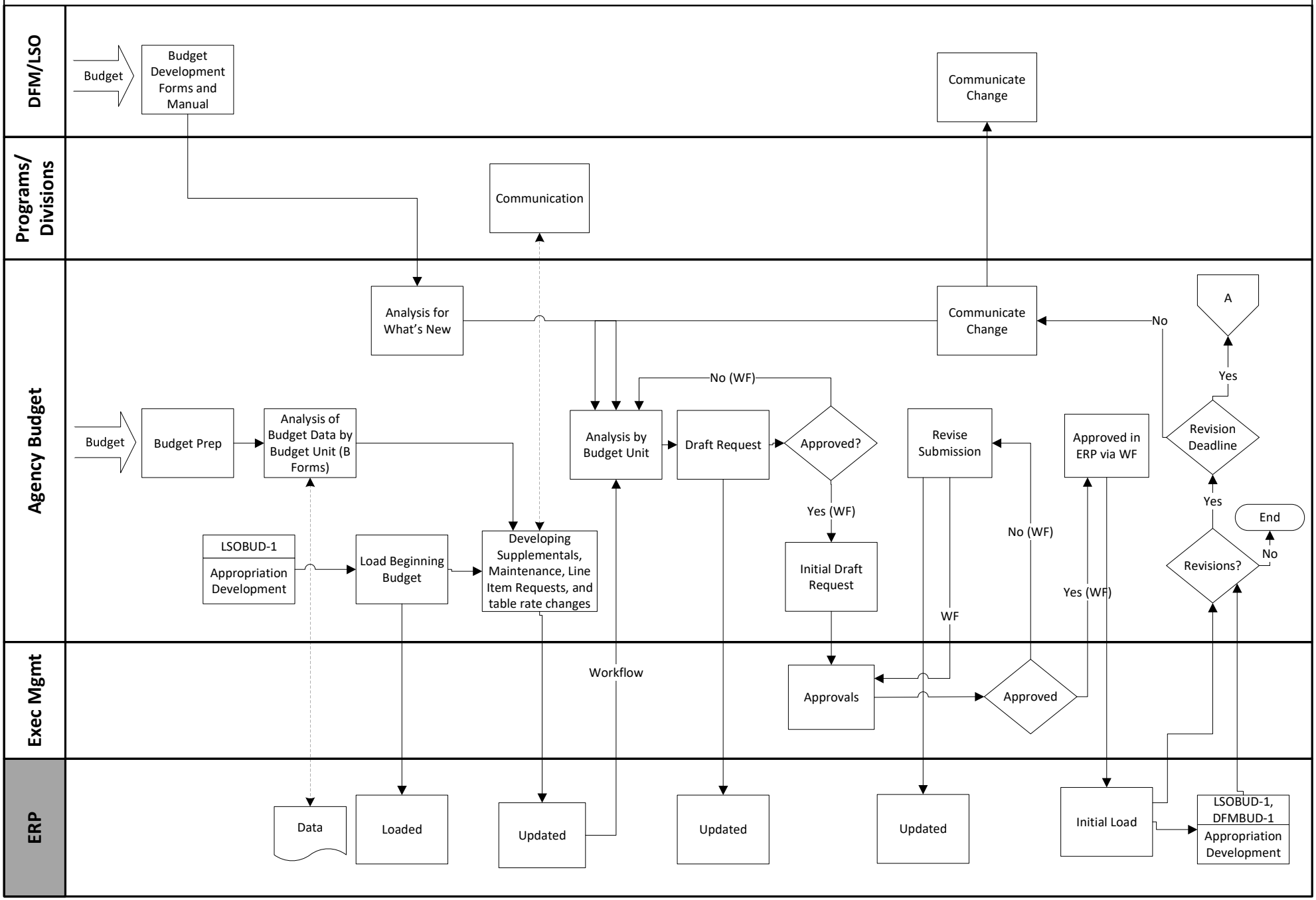
Agency Payroll and Time

Sub-Process

TIME-1 Time Entry

Module: Budget
Process: Budget Processes
Sub-Process: BUD-1 Agency Budget Development (To Be)
NOTES:

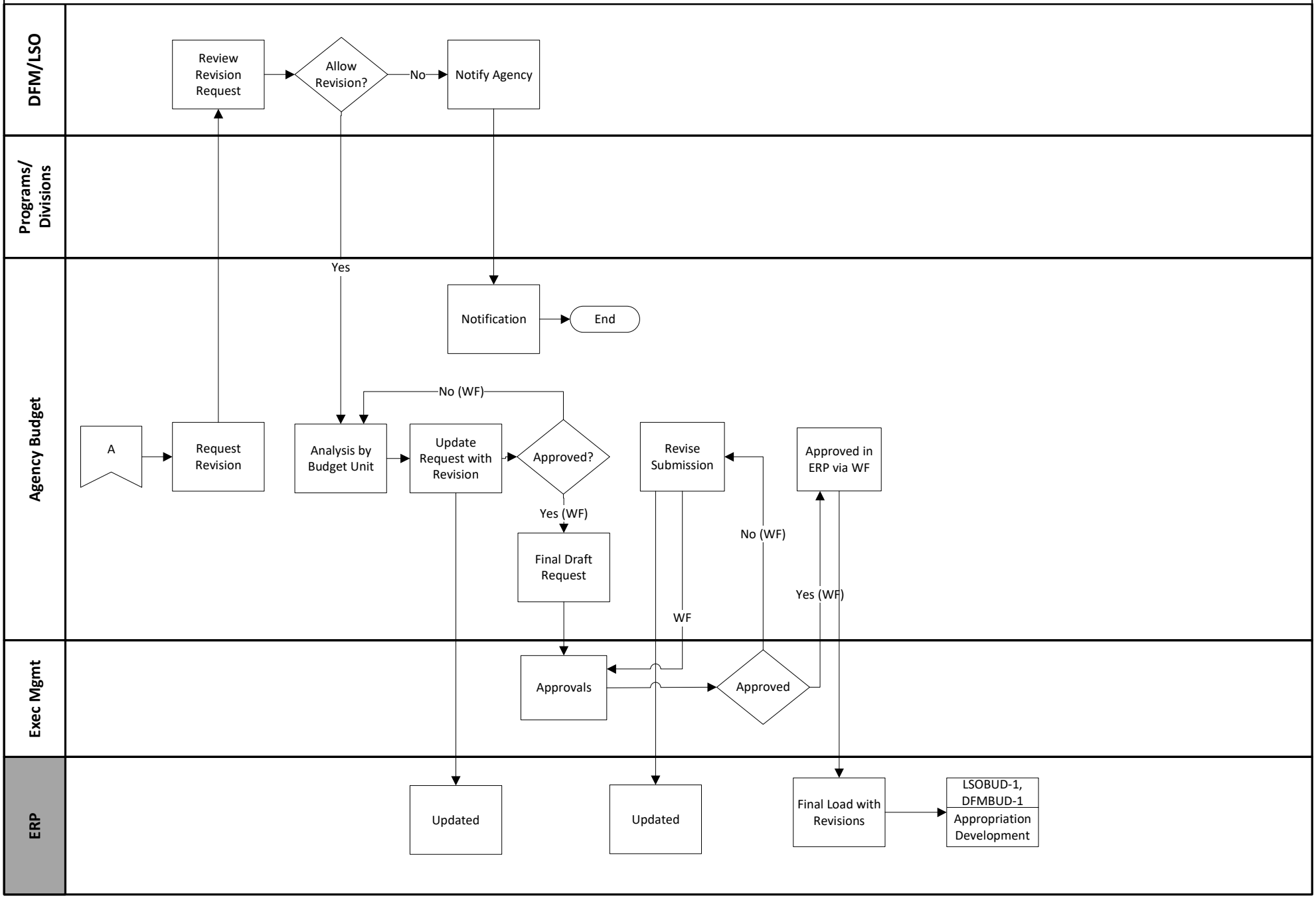
File: ID RFP BUD To Be Final



Module: Budget
Process: Budget Processes
Sub-Process: BUD-1 Agency Budget Development (To Be)
NOTES:

File: ID RFP BUD To Be Final

Post November 1



Module: Budget
Process: Budget Processes
Sub-Process: BUD-3 Appropriation Adjustment (To Be)
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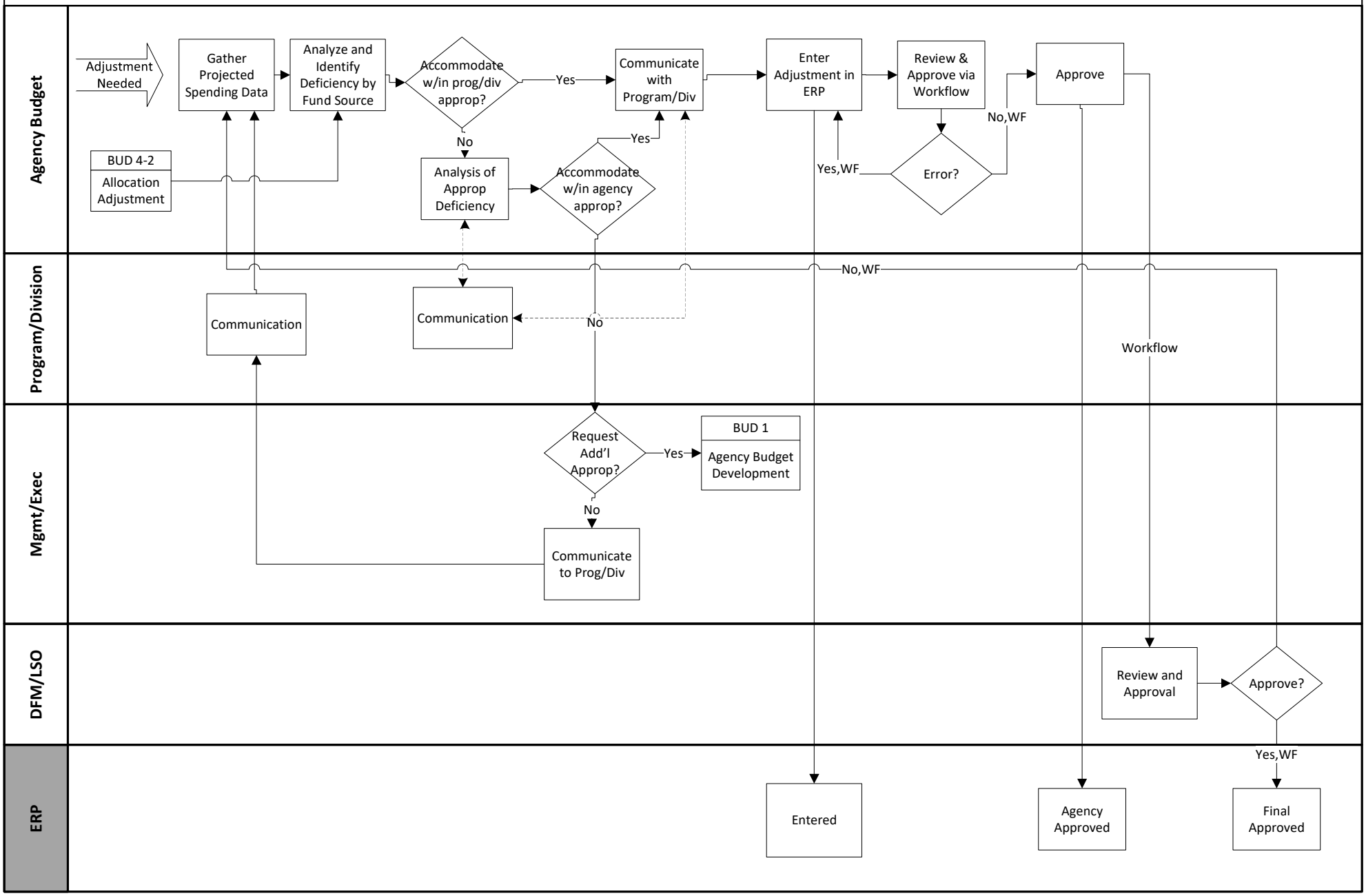
Page: 1/1



Module: Budget
Process: Budget Processes
Sub-Process: BUD-4-1 Initial Budget Allocation (To Be)
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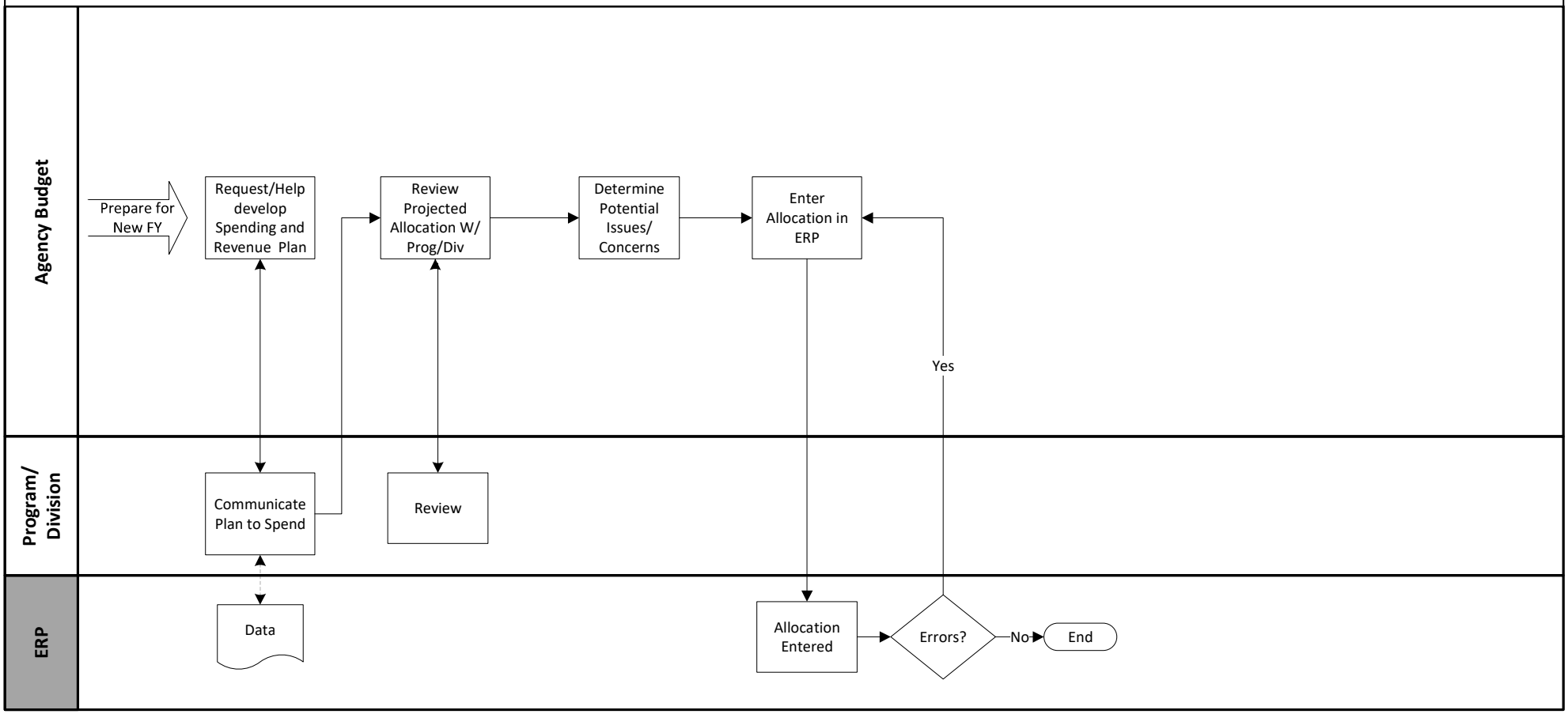

Module: Budget
Process: Budget Processes
Sub-Process: BUD-4-2 Allocation Adjustment (To Be)
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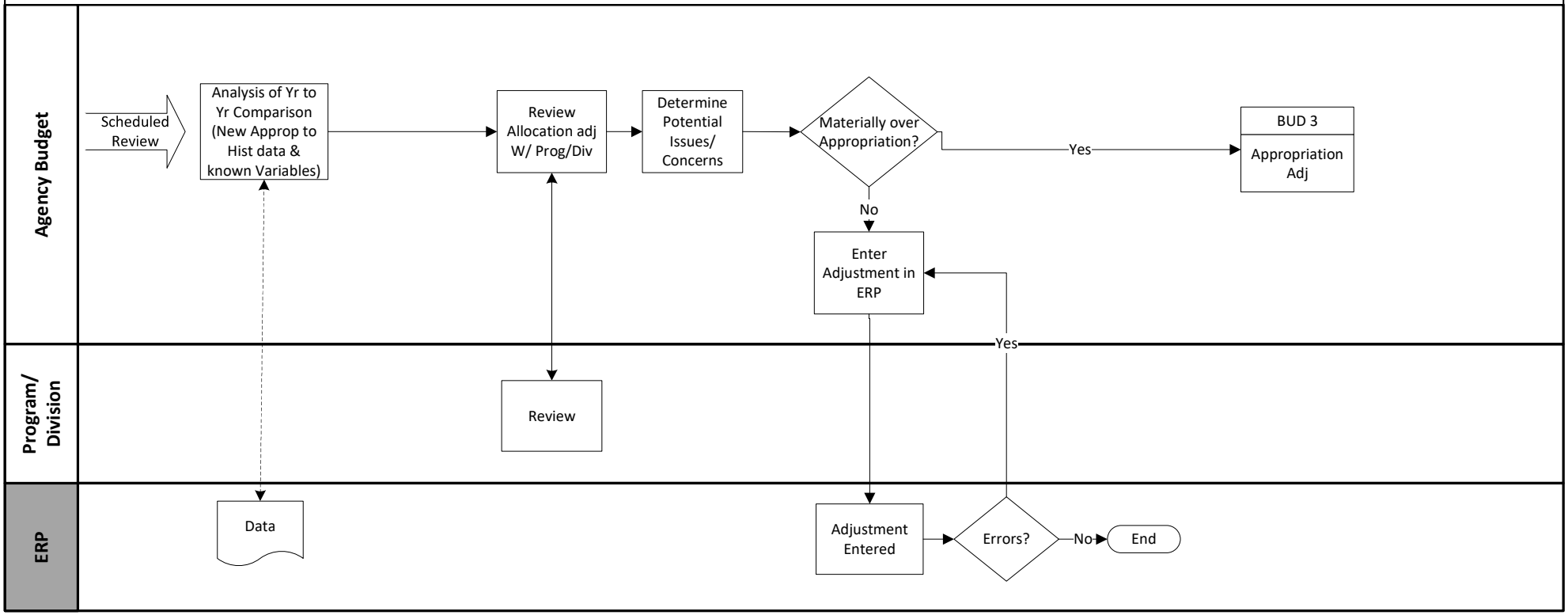

Module: Budget
Process: Budget Processes
Sub-Process: BUD-6 Grant Upload/Qtrly ERR (To Be)
NOTES: May not be applicable for all Agencies

File: ID RFP BUD To Be Draft v6

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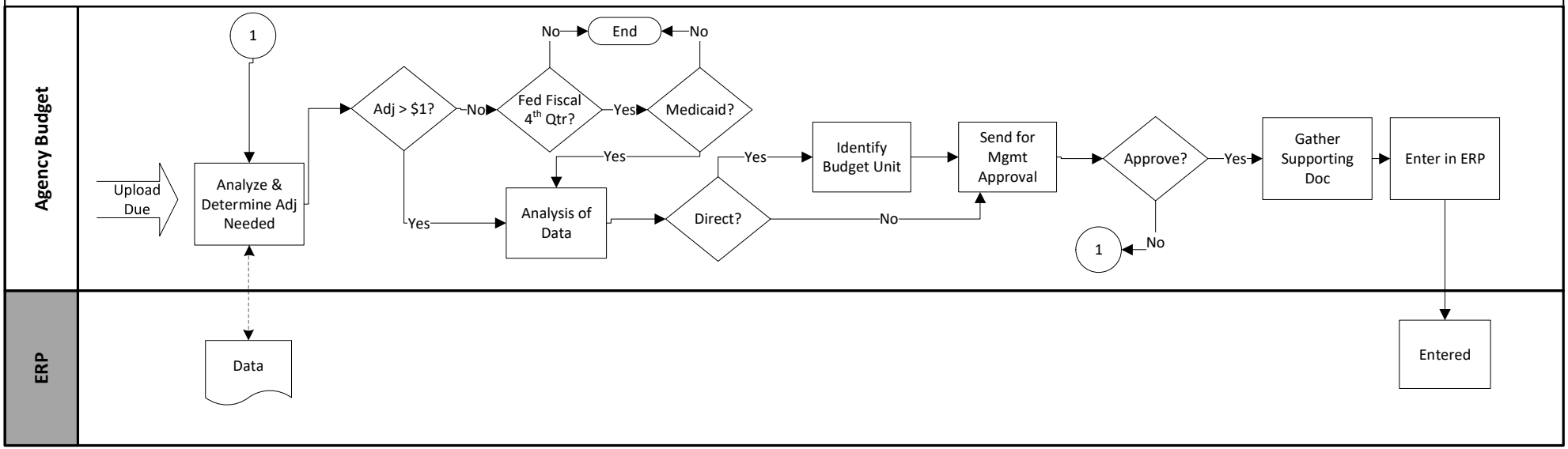
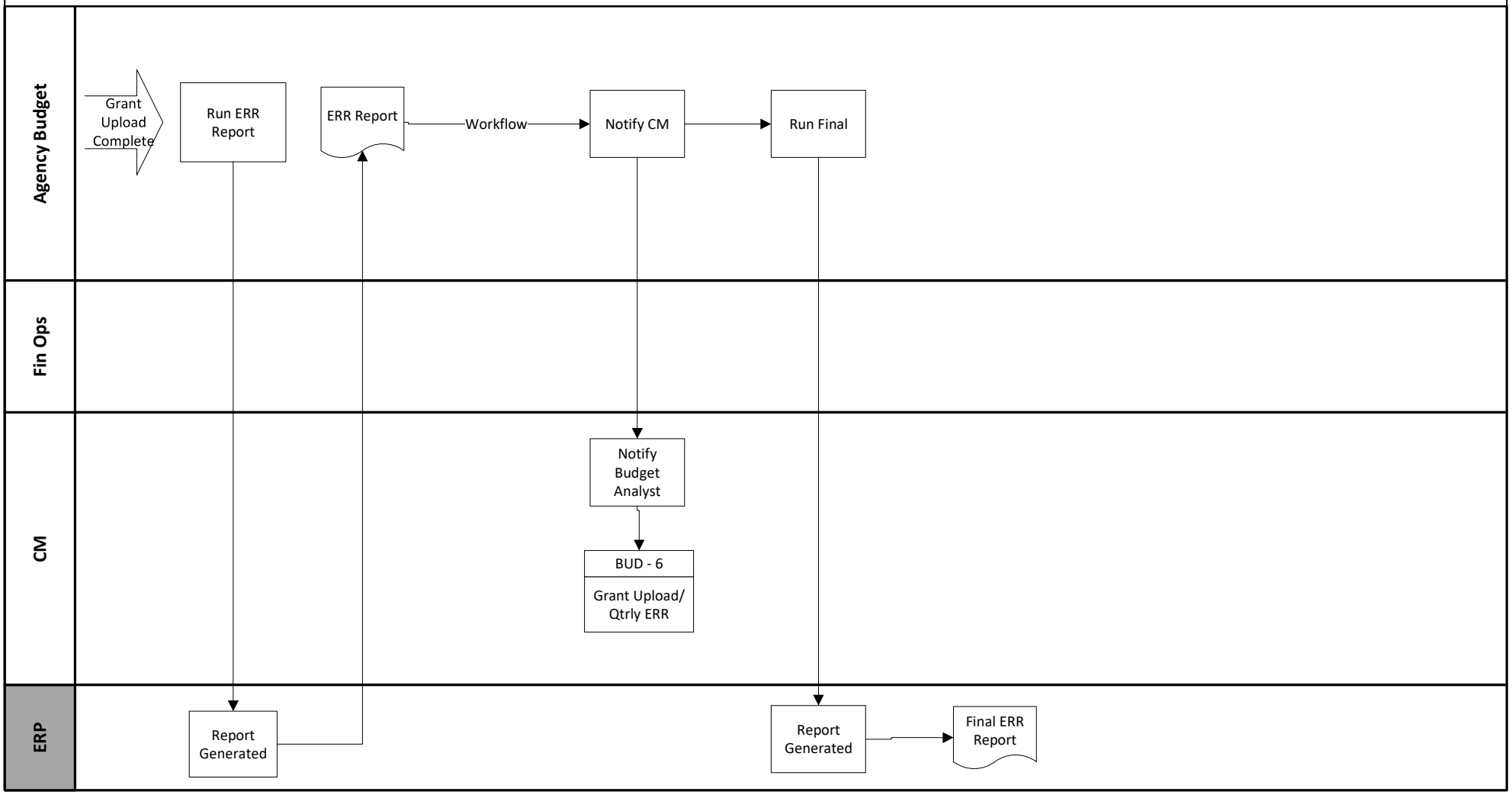


Module: Budget
Process: Budget Processes
Sub-Process: BUD-7 ERR Final Qtrly Process (To Be)
NOTES: May not be applicable for all Agencies

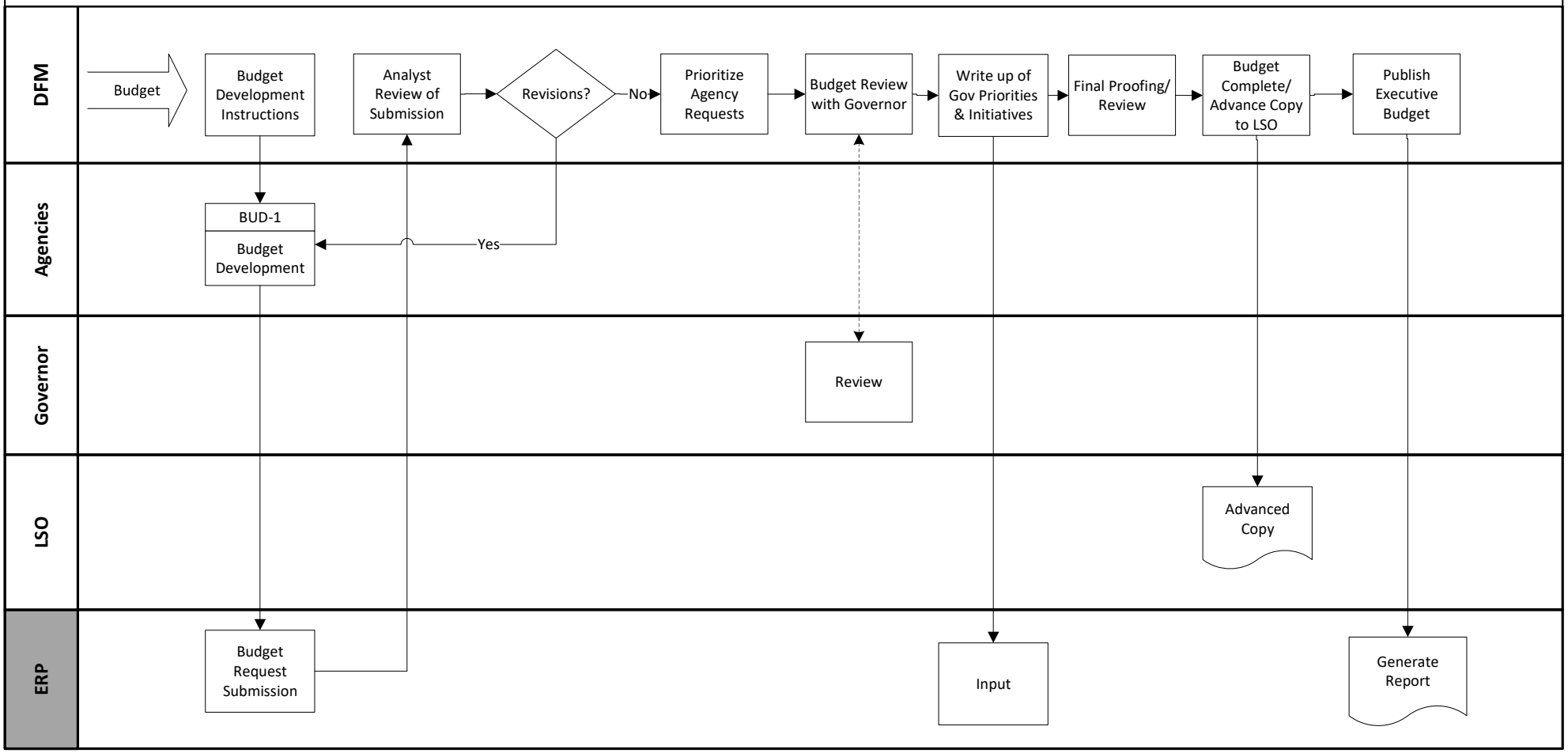
File: ID RFP BUD To Be Final

Page: 1/1



Module: DFM Budget
Process: DFM Budget Processes
Sub-Process: DFMBUD-1 Budget Development (To Be)
NOTES:

File: ID RFP DFM BUD To Be Final



Module: LSO Budget
Process: LSO Budget Processes
Sub-Process: LSOBUD-1 Budget/Approp Development (To Be)
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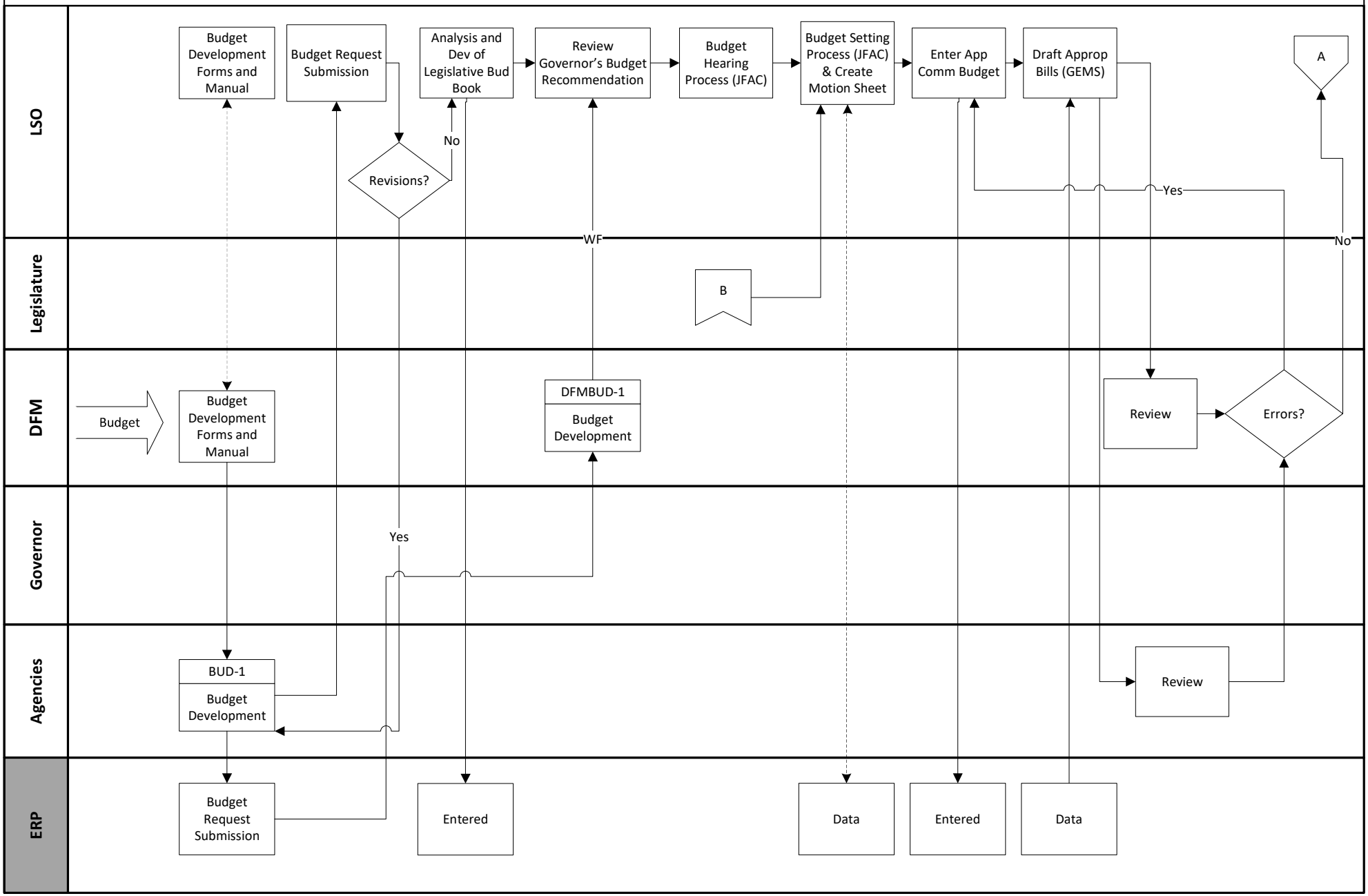

Module: LSO Budget
Process: LSO Budget Processes
Sub-Process: LSOBUD-1 Budget/Approp Development (To Be)
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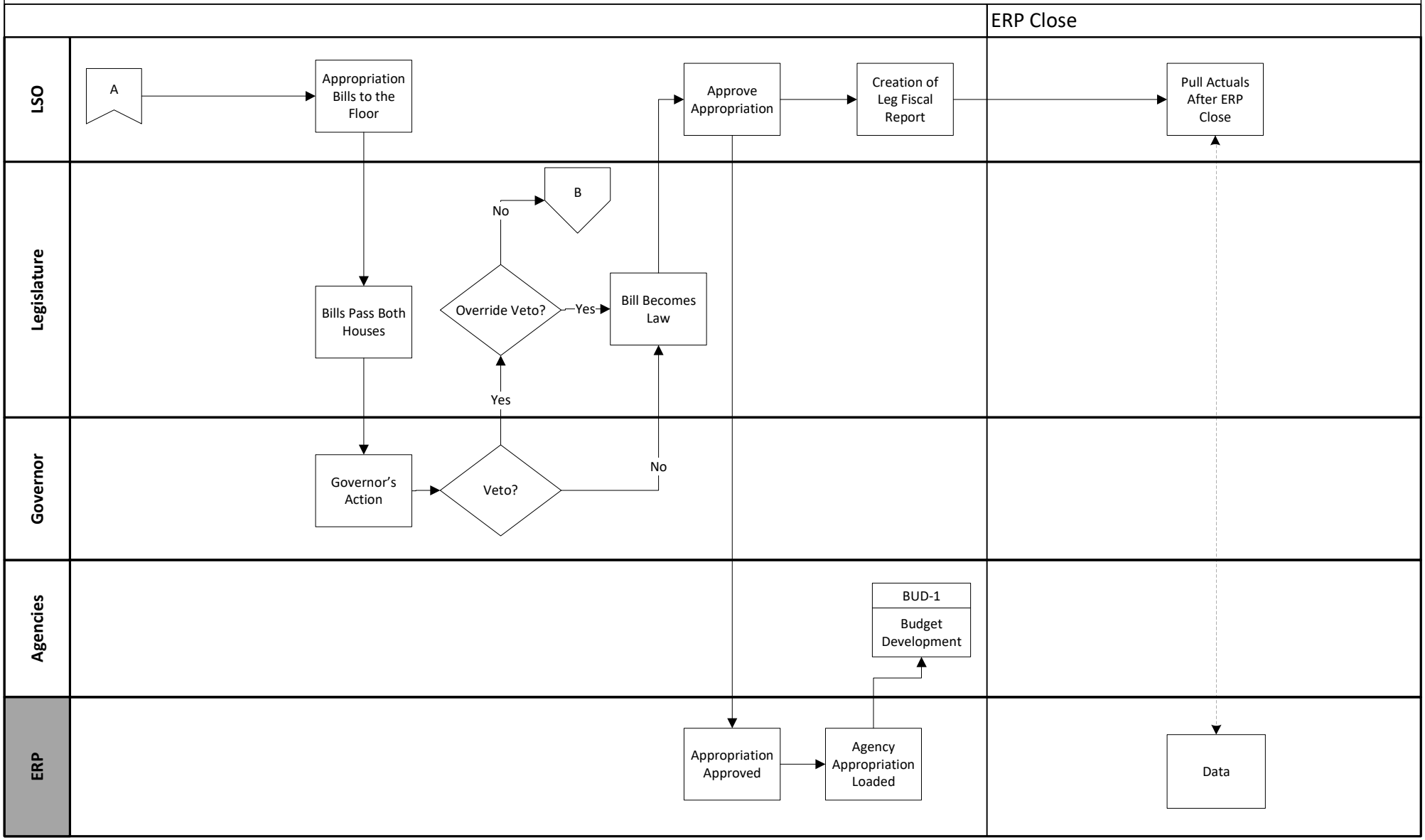

Module: Accounts Receivable/Billing
Process: Billing
Sub-Process: AR-1 Billing (To Be)
NOTES:

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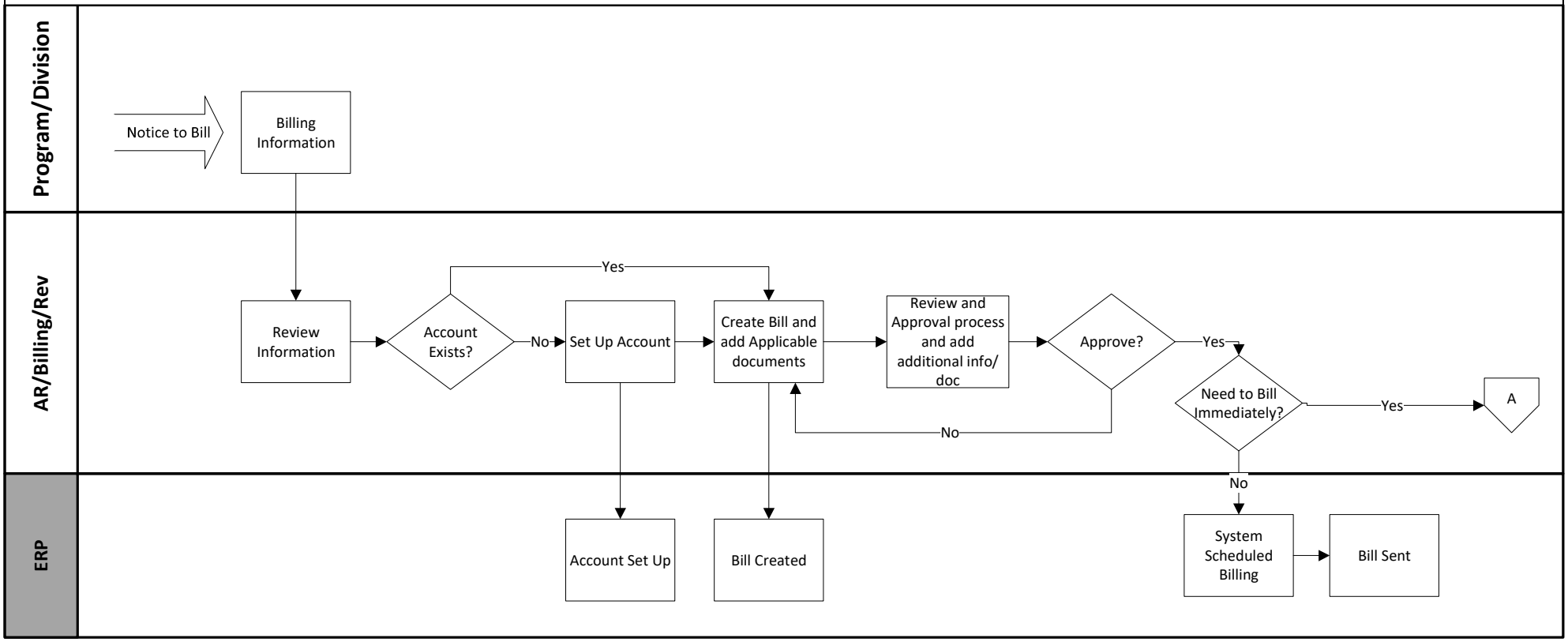

Module: Accounts Receivable/Billing
Process: Billing
Sub-Process: AR-1 Billing (To Be)
NOTES:

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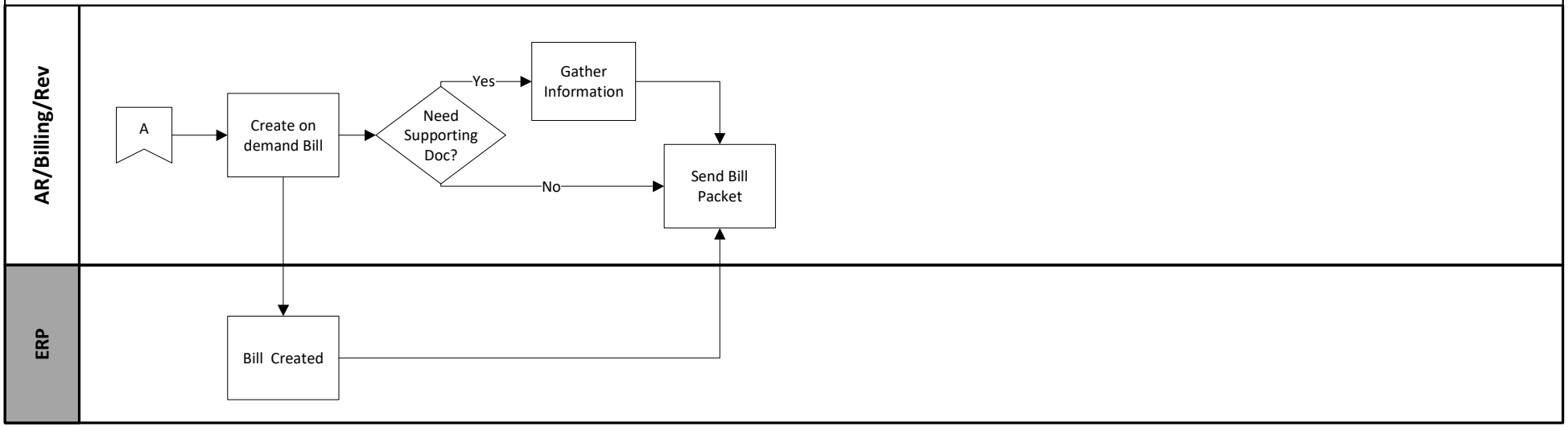

Module: Accounts Receivable
Process: Revenue Operations
Sub-Process: AR-2 Collections (To Be)
NOTES:

File: ID RFP AR-Billing To Be Final

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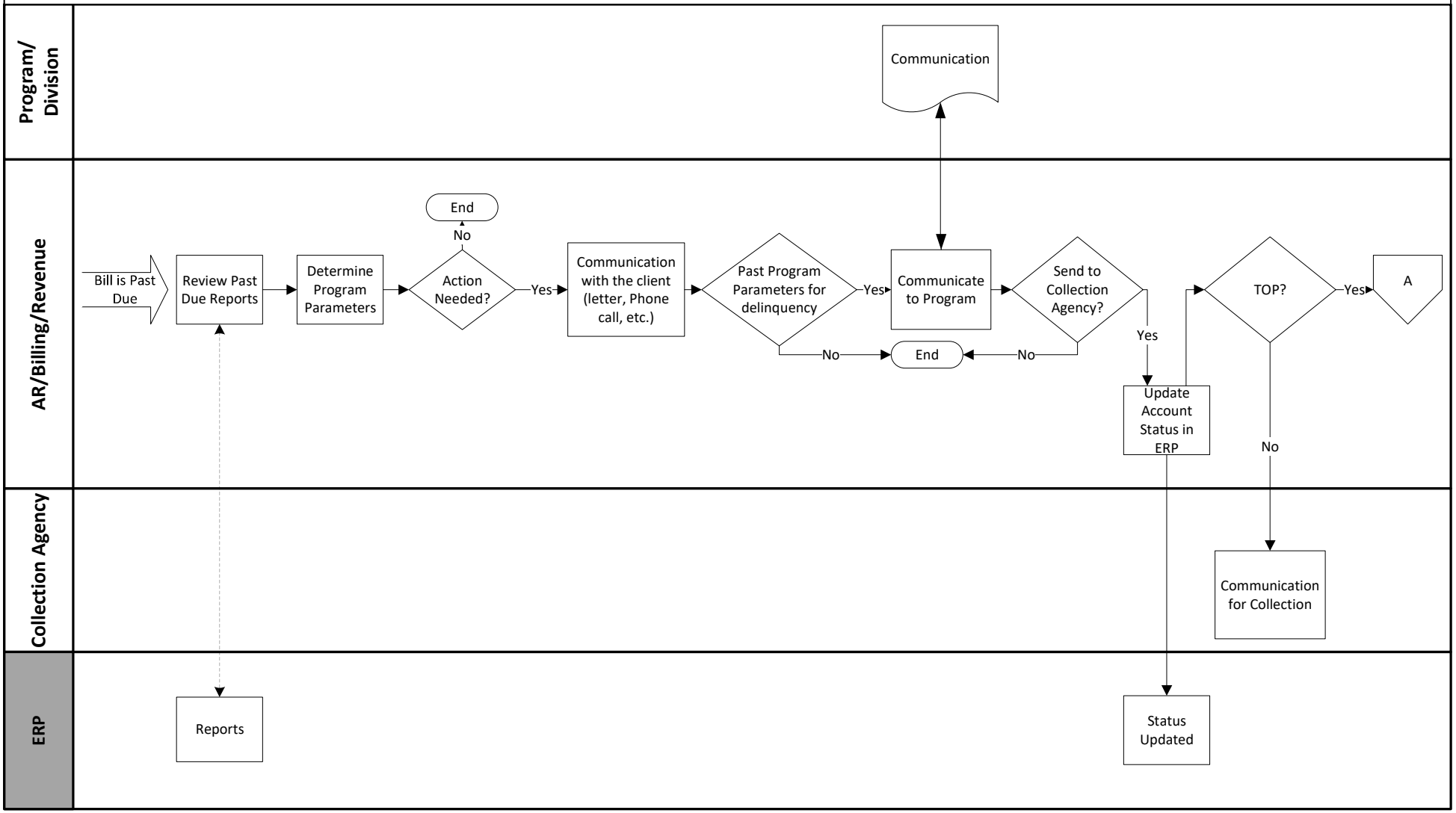

Module: Accounts Receivable
Process: Revenue Operations
Sub-Process: AR-2 Collections (To Be)
NOTES:

File: ID RFP AR-Billing To Be Final

Module: Accounts Receivable
Process: Revenue Operations
Sub-Process: AR-3 Treasury Offset Program (TOP) Management (To Be)
NOTES:

File: ID RFP AR-Billing To Be Final

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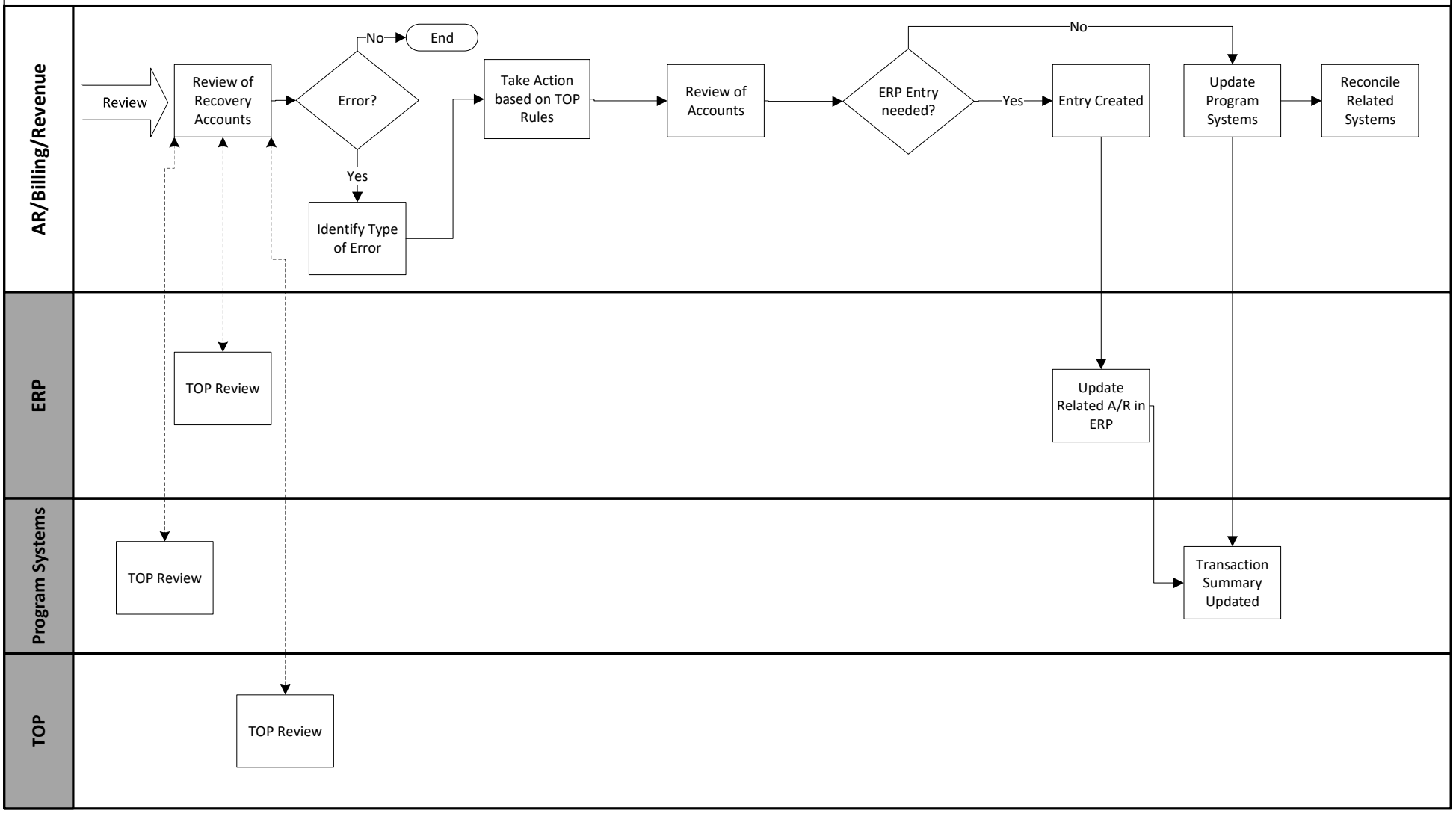

Module: Accounts Receivable
Process: Revenue Operations
Sub-Process: AR-4 Refunds (To Be)
NOTES:

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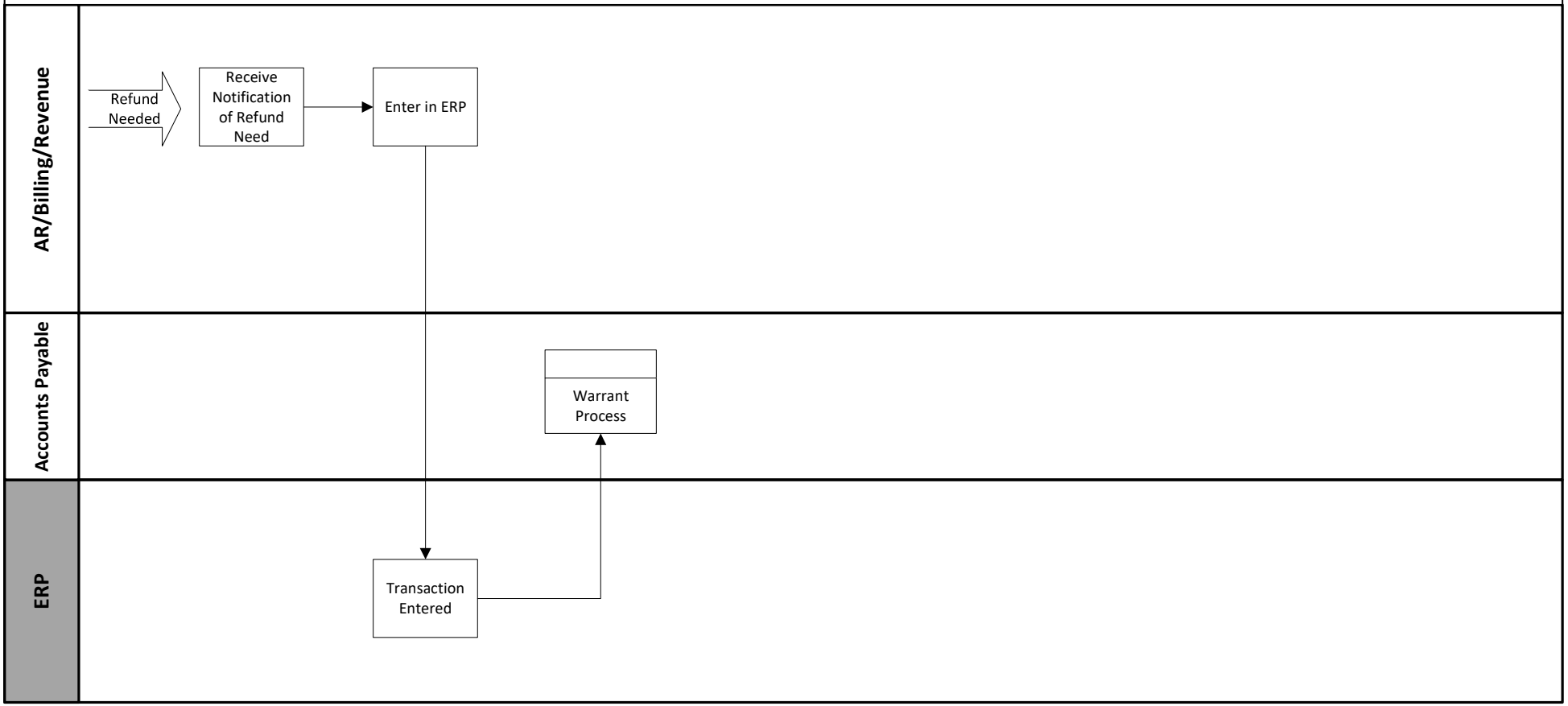

Module: Accounts Receivable
Process: Revenue Operations
Sub-Process: AR-5 NSF (To Be)
NOTES:

File: ID RFP AR-Billing To Be Final

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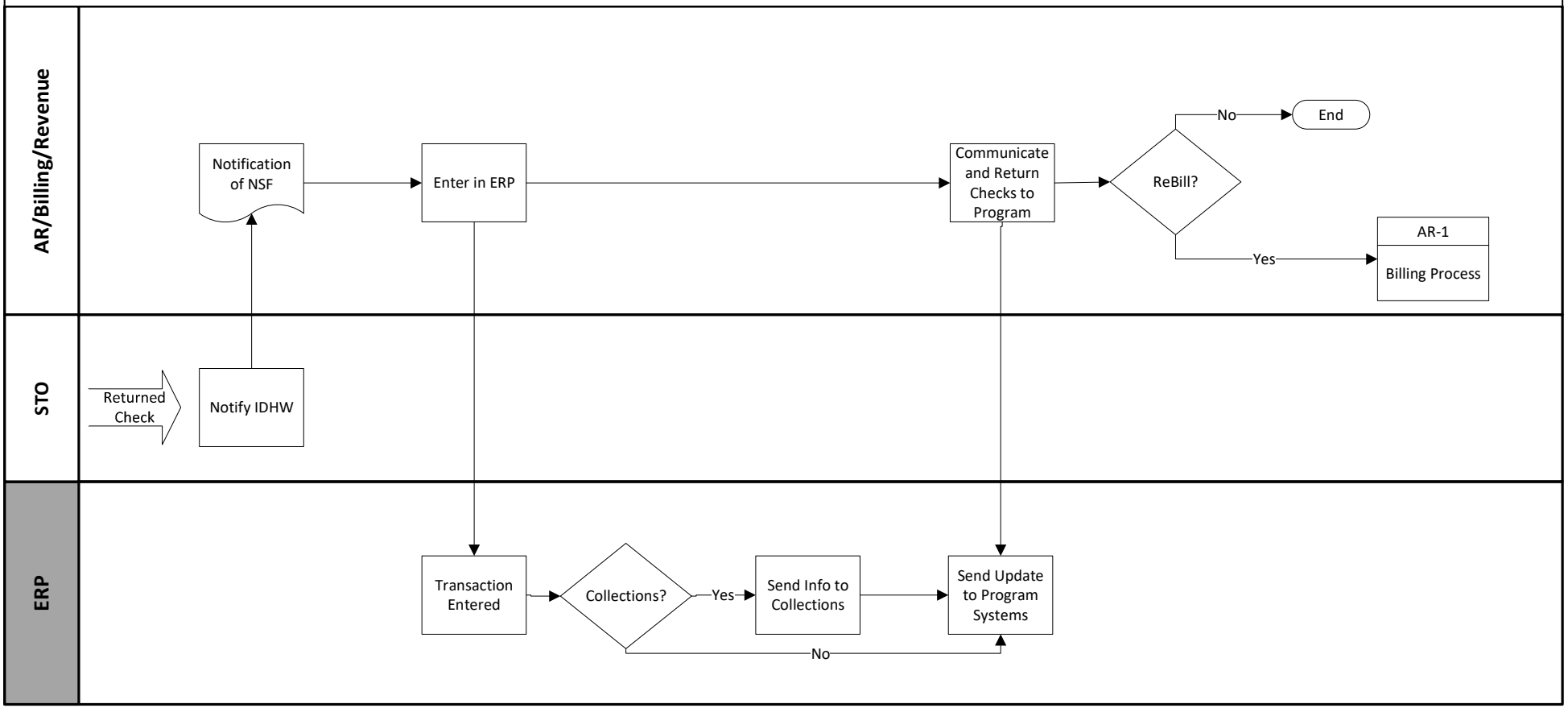

Module: Accounts Receivable
Process: Receipts
Sub-Process: AR-6 Wires (To Be)
NOTES:

File: ID RFP AR-Billing To Be Final

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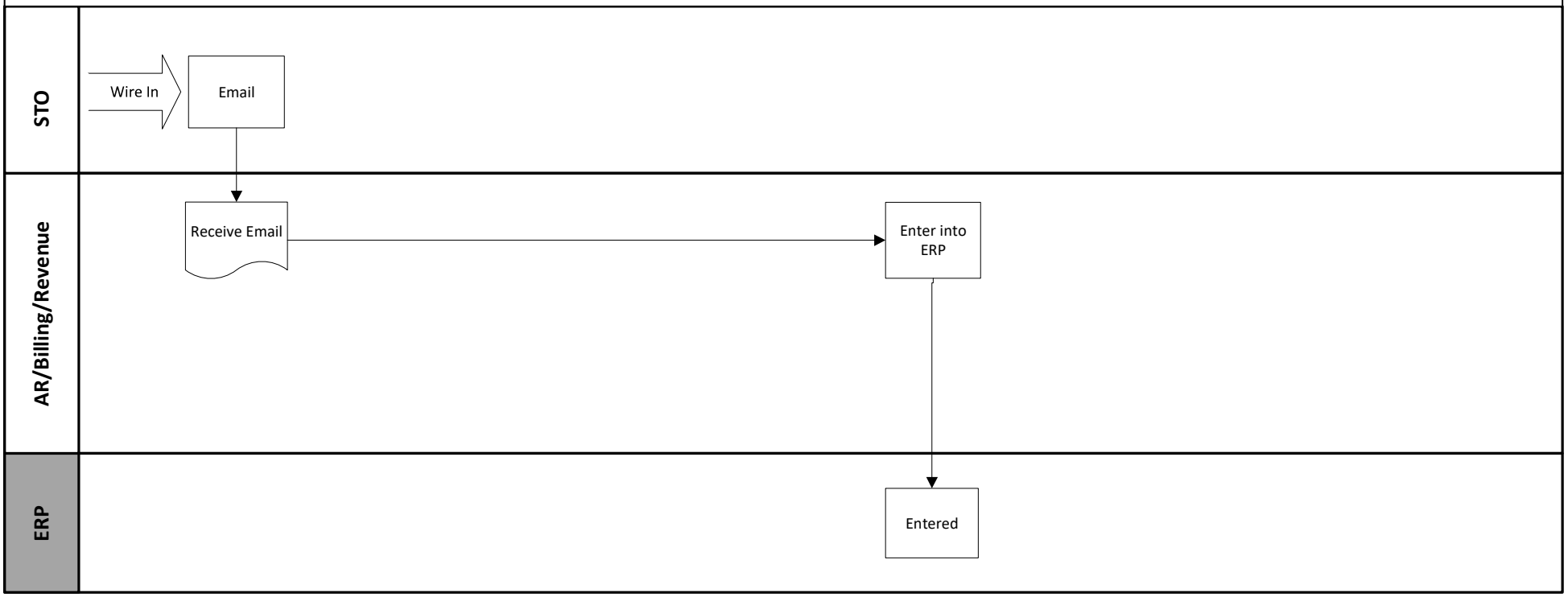
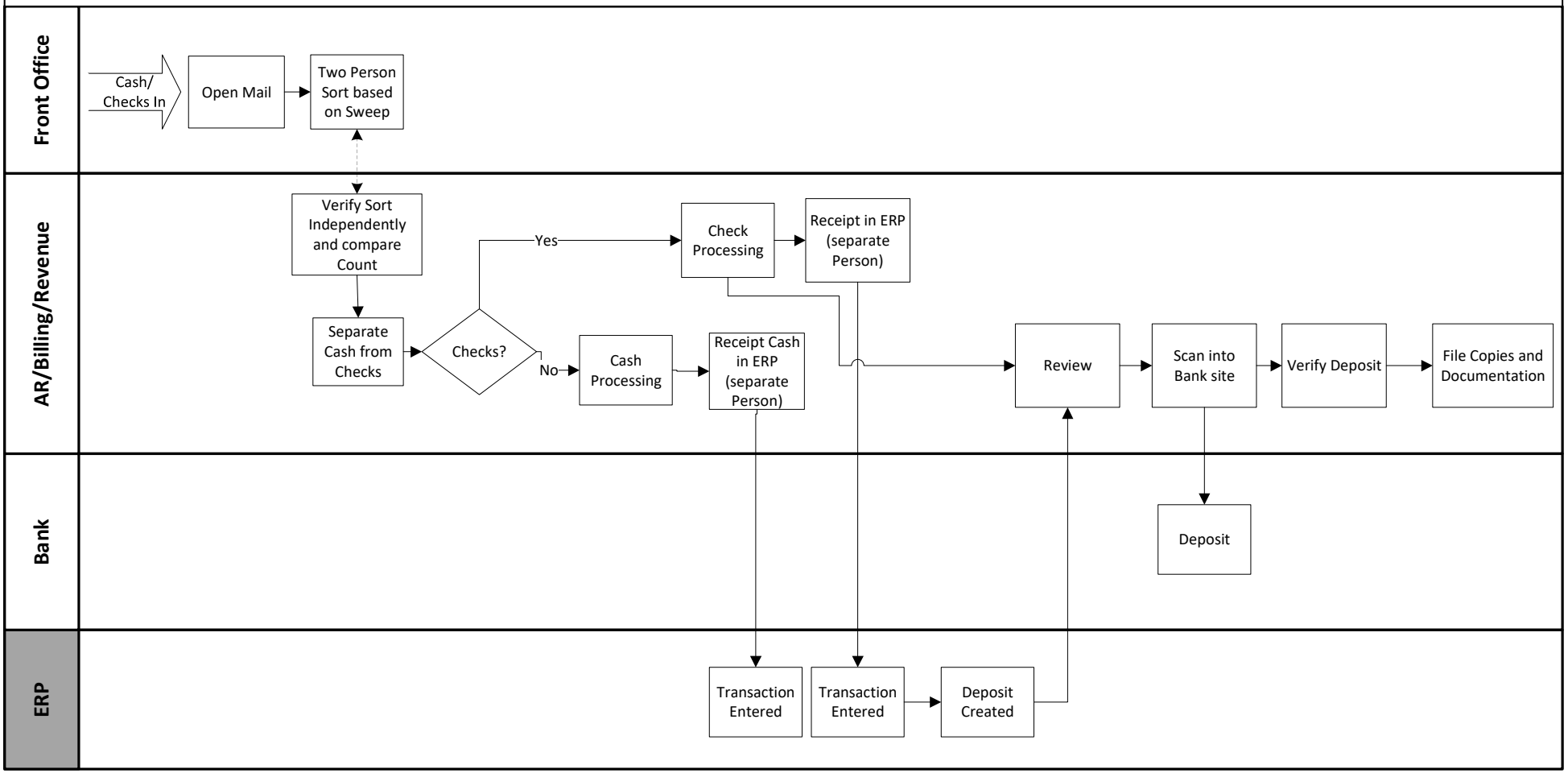


Module: Accounts Receivable
Process: Receipts
Sub-Process: AR-7 Mail Receipts (To Be)
NOTES:

File: ID RFP AR-Billing To Be Final



Module: Grants
Process: Grant Awards
Sub-Process: GM-1 Grant Awards-New Grants/New Phase (To Be)
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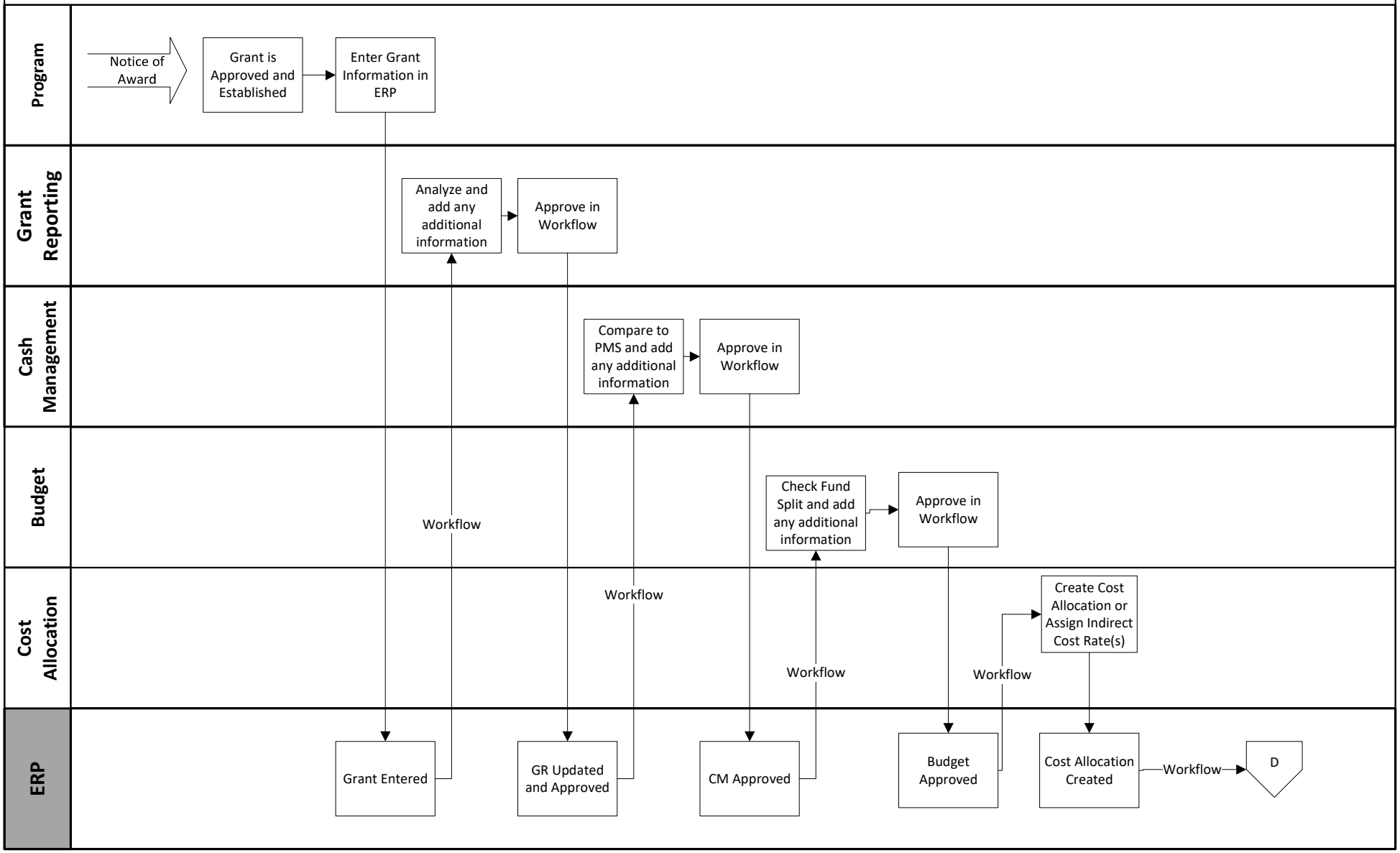
File: ID RFP Grants To Be Final



Module:	Grants		
Process:	Grant Awards	File:	ID RFP Grants To Be Final
Sub-Process:	GM-1 Grant Awards-New Grant/New Phase (To Be)		
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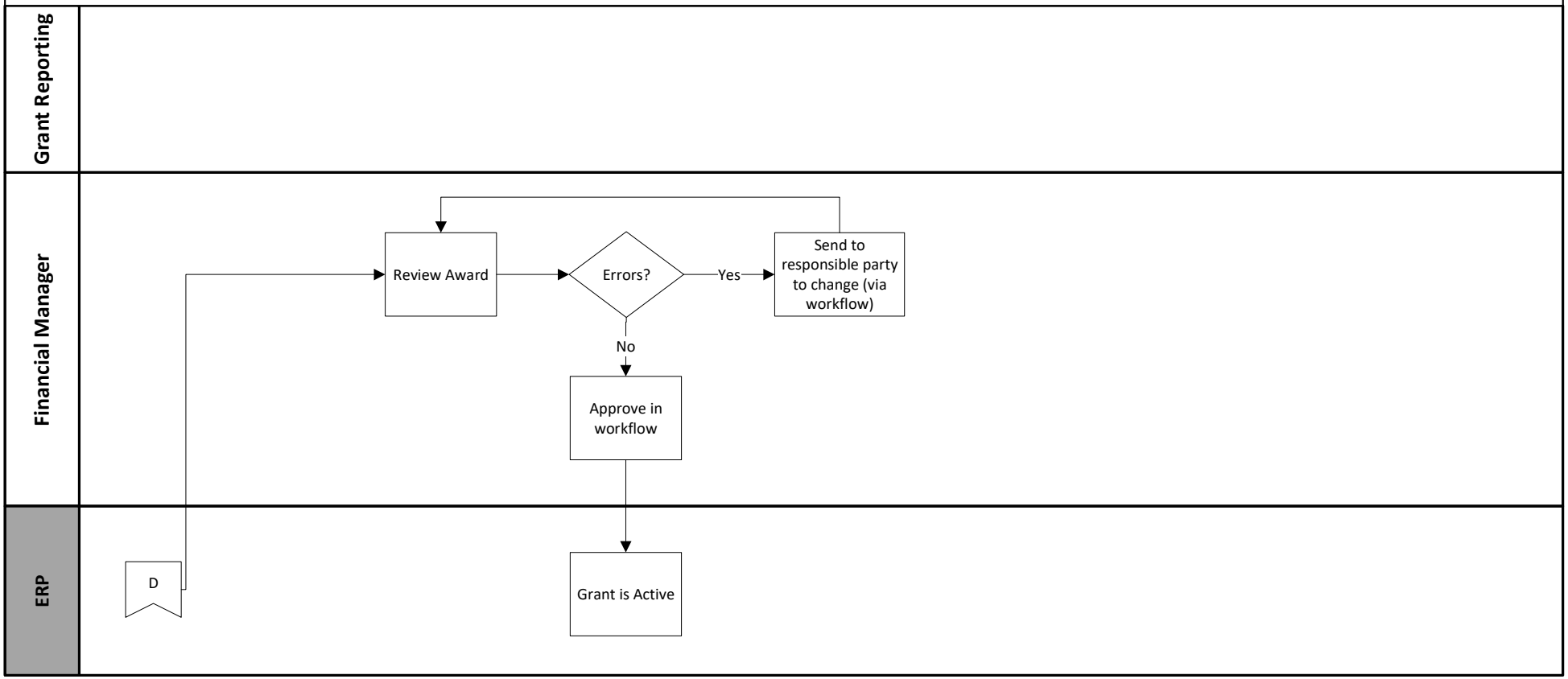

Module: Grants
Process: Financial Reporting
Sub-Process: GM-2 Financial Reporting (To Be)
NOTES:

File: ID RFP Grants To Be Final

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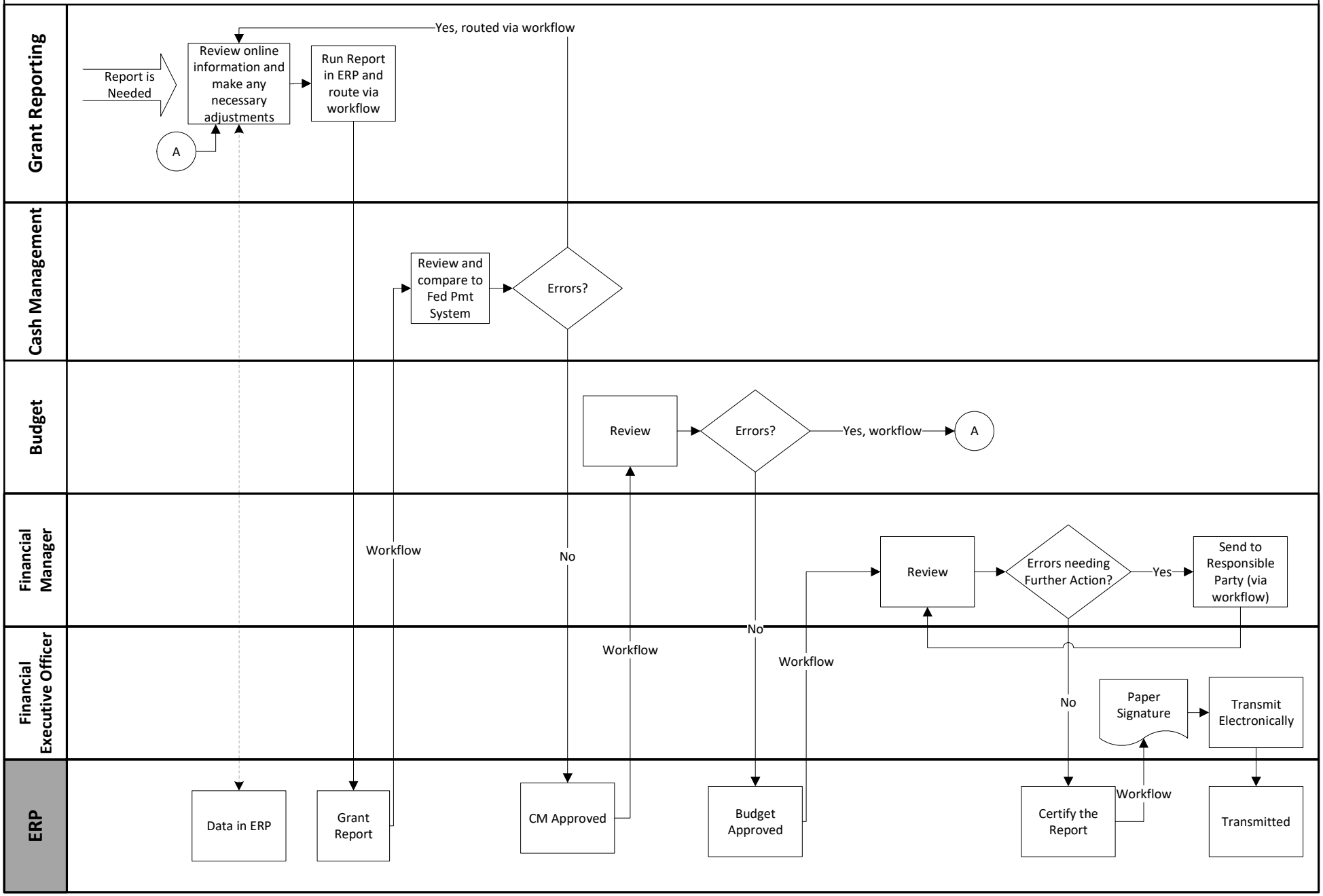

Module: Grants
Process: School Based Services
Sub-Process: GM-3 School Based Services (To Be)
NOTES:

File: ID RFP Grants To Be Final

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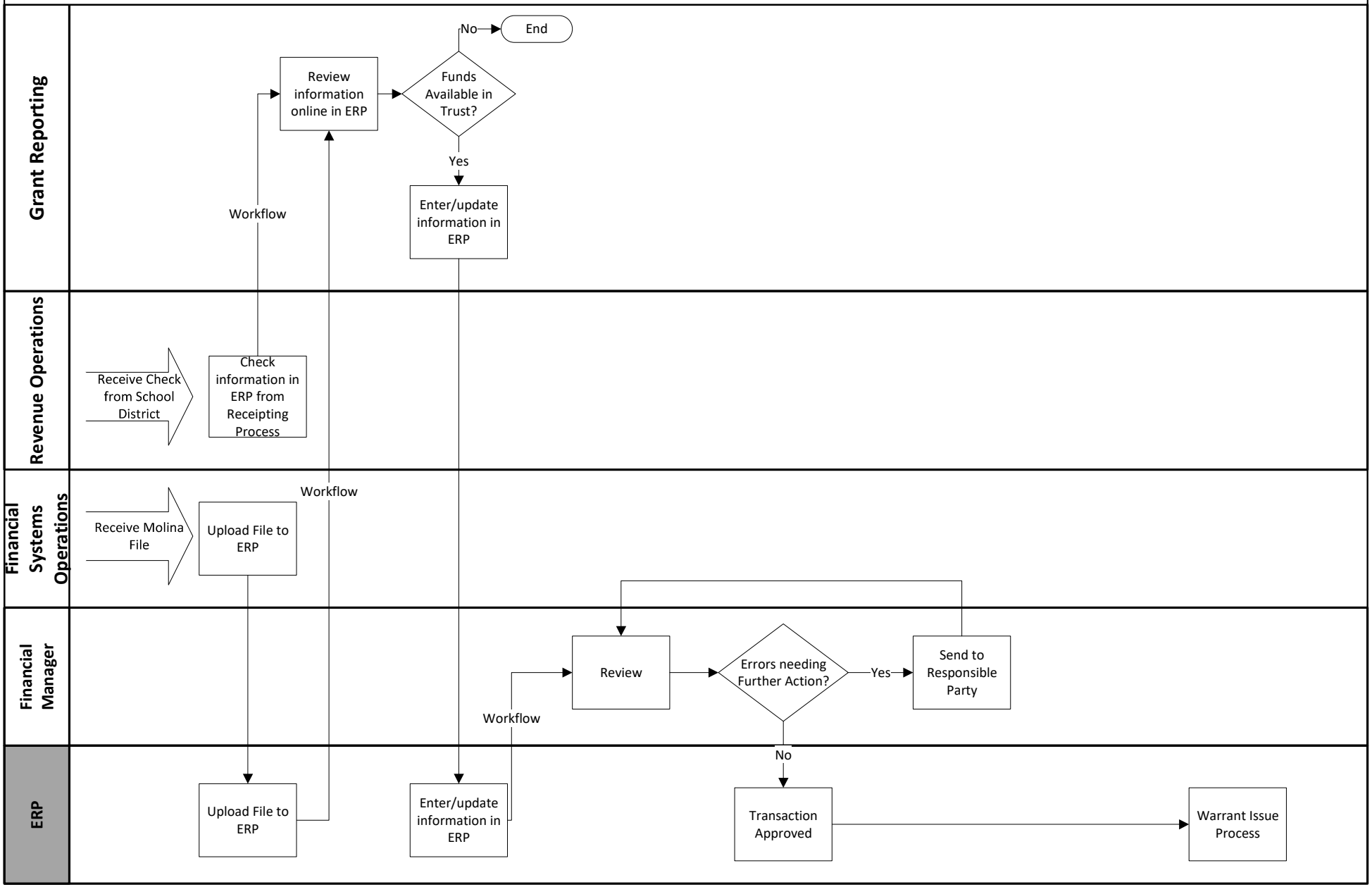
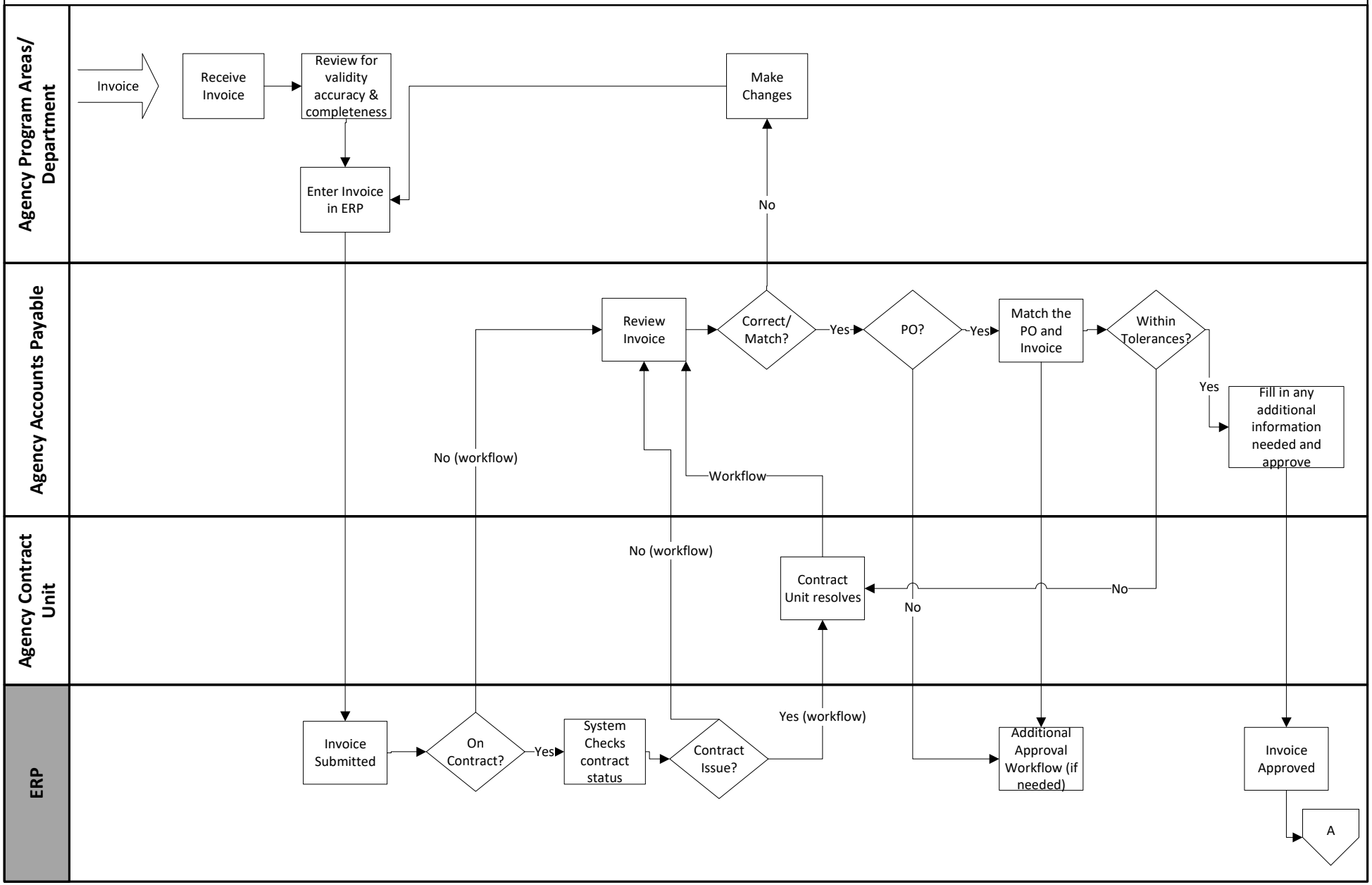


Module: Accounts Payable
Process: Invoice Processing
Sub-Process: AP - 1 Invoice Processing Decentralized (To Be)
NOTES:

File: ID RFP AP To Be Final



Module:	Accounts Payable		
Process:	Invoice Processing	File:	ID RFP AP To Be Final
Sub-Process:	AP – 1 Invoice Processing Decentralized (To Be)		
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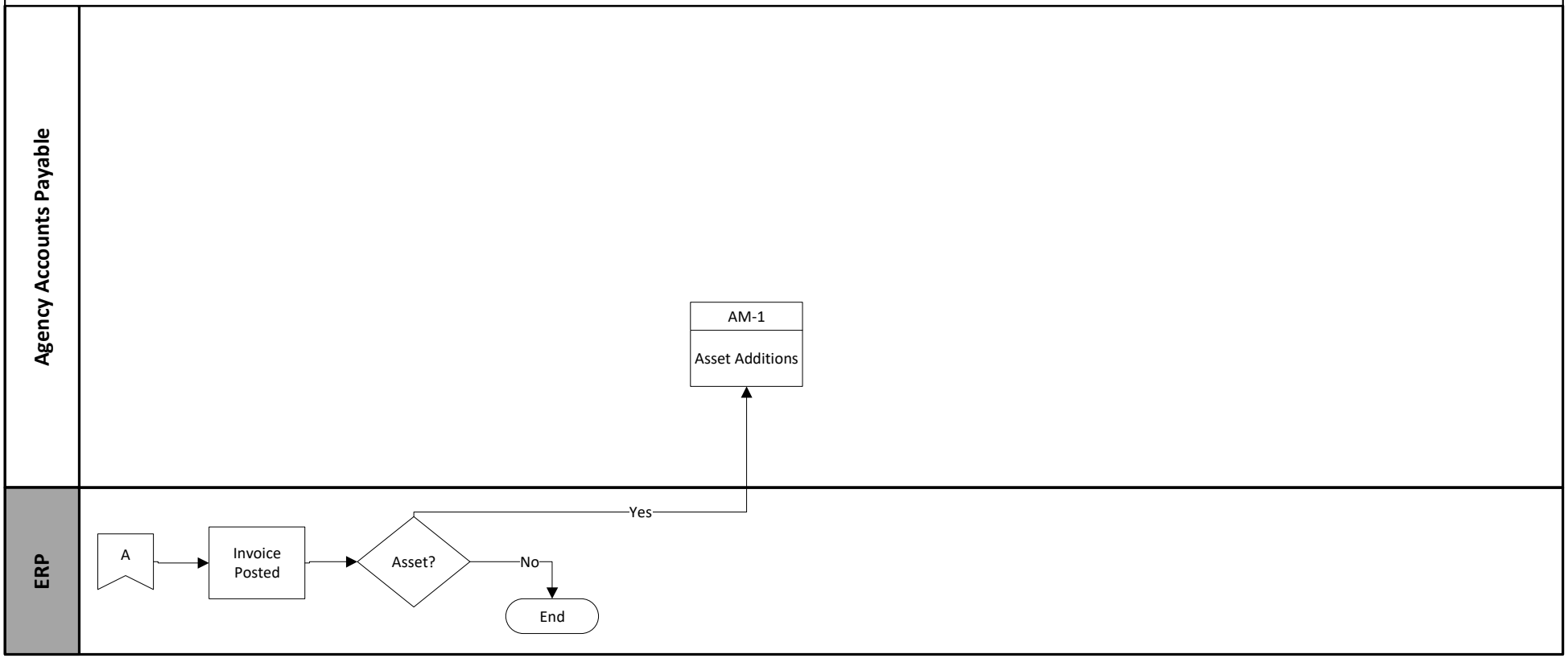

Module: Accounts Payable
Process: Invoice Processing Alternative
Sub-Process: AP - 1(a) Invoice Processing Centralized (To Be)
NOTES:

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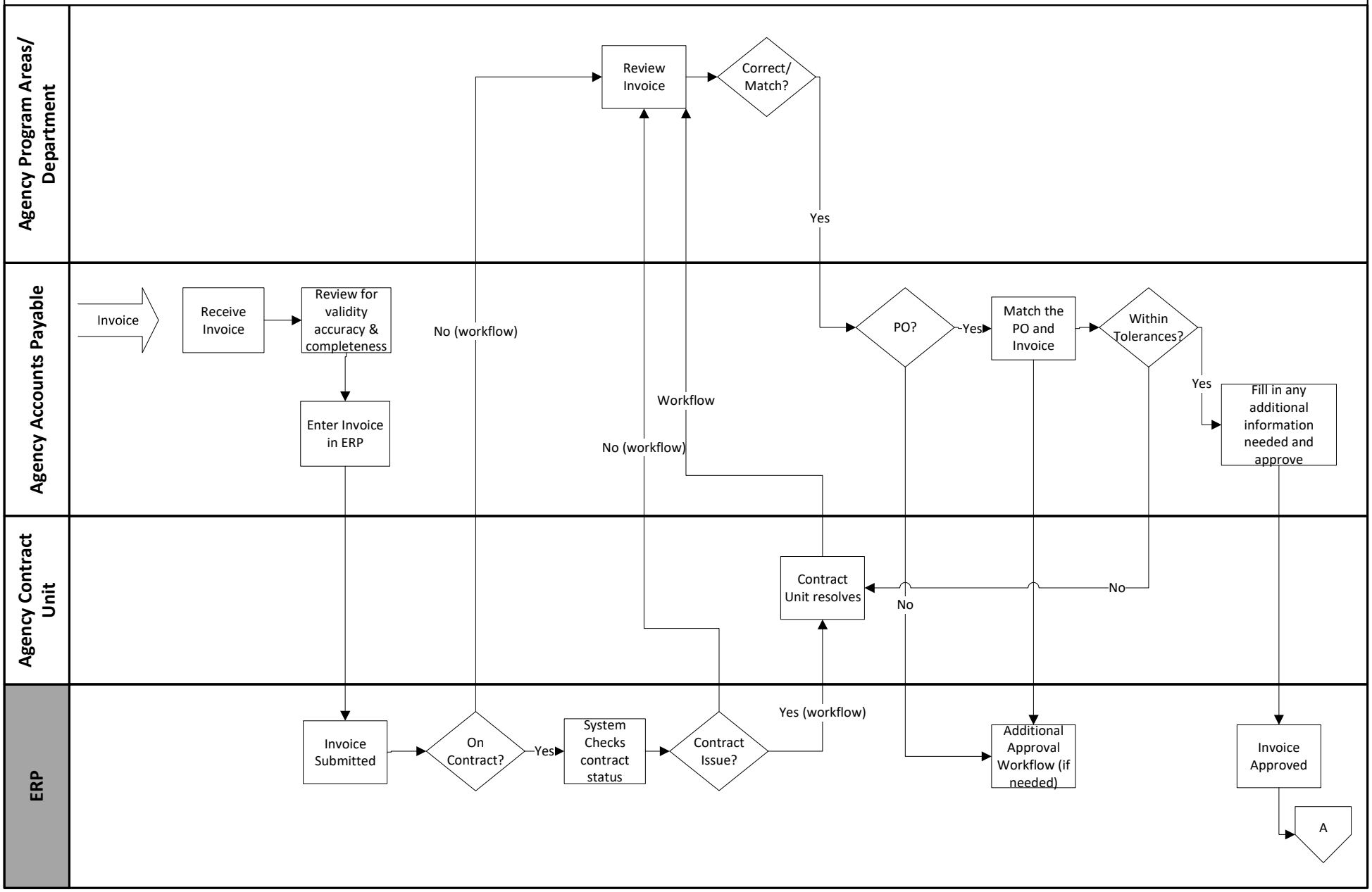

Module:	Accounts Payable		
Process:	Invoice Processing	File:	ID RFP AP To Be Final
Sub-Process:	AP – 1(a) Invoice Processing Centralized (To Be)		
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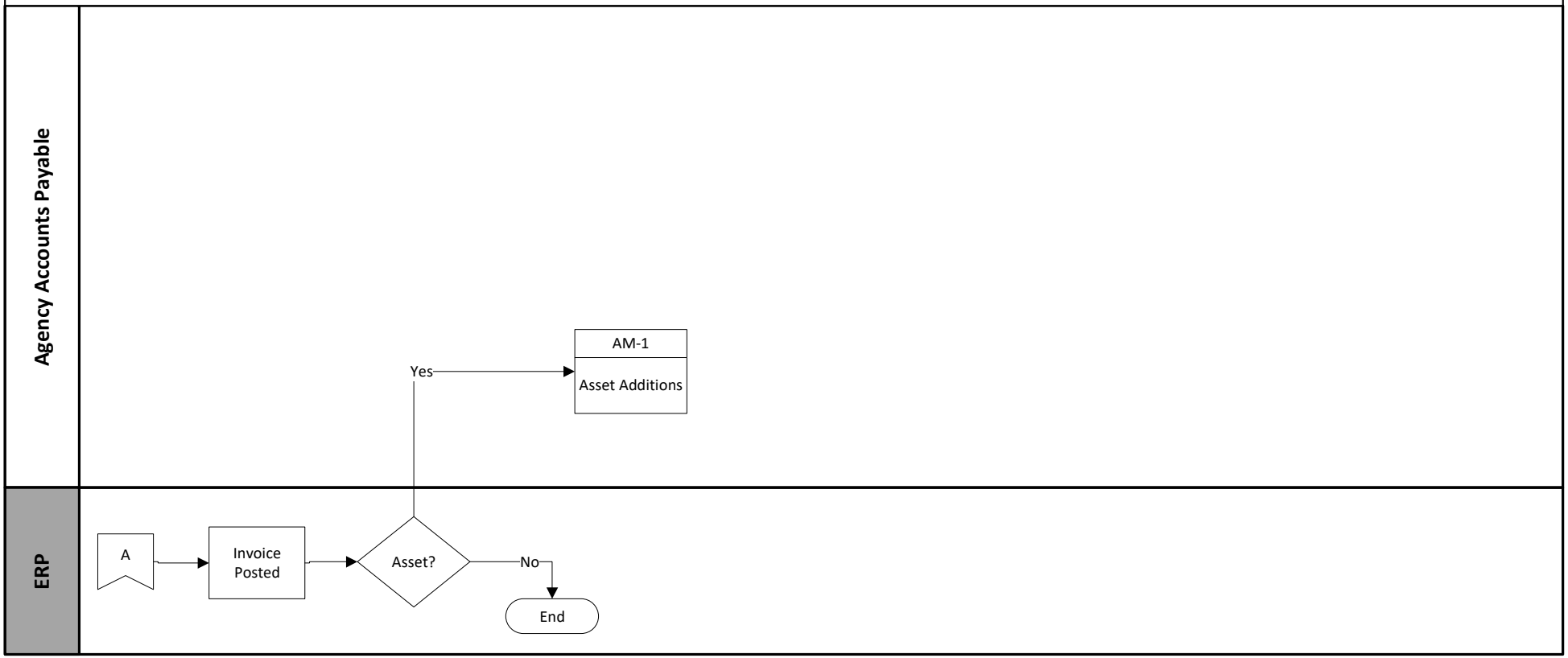

Module: Accounts Payable
Process: Invoice Processing
Sub-Process: AP – 4 Vendor Add/Edit (To Be)
NOTES:

File: ID AP To Be Draft v2

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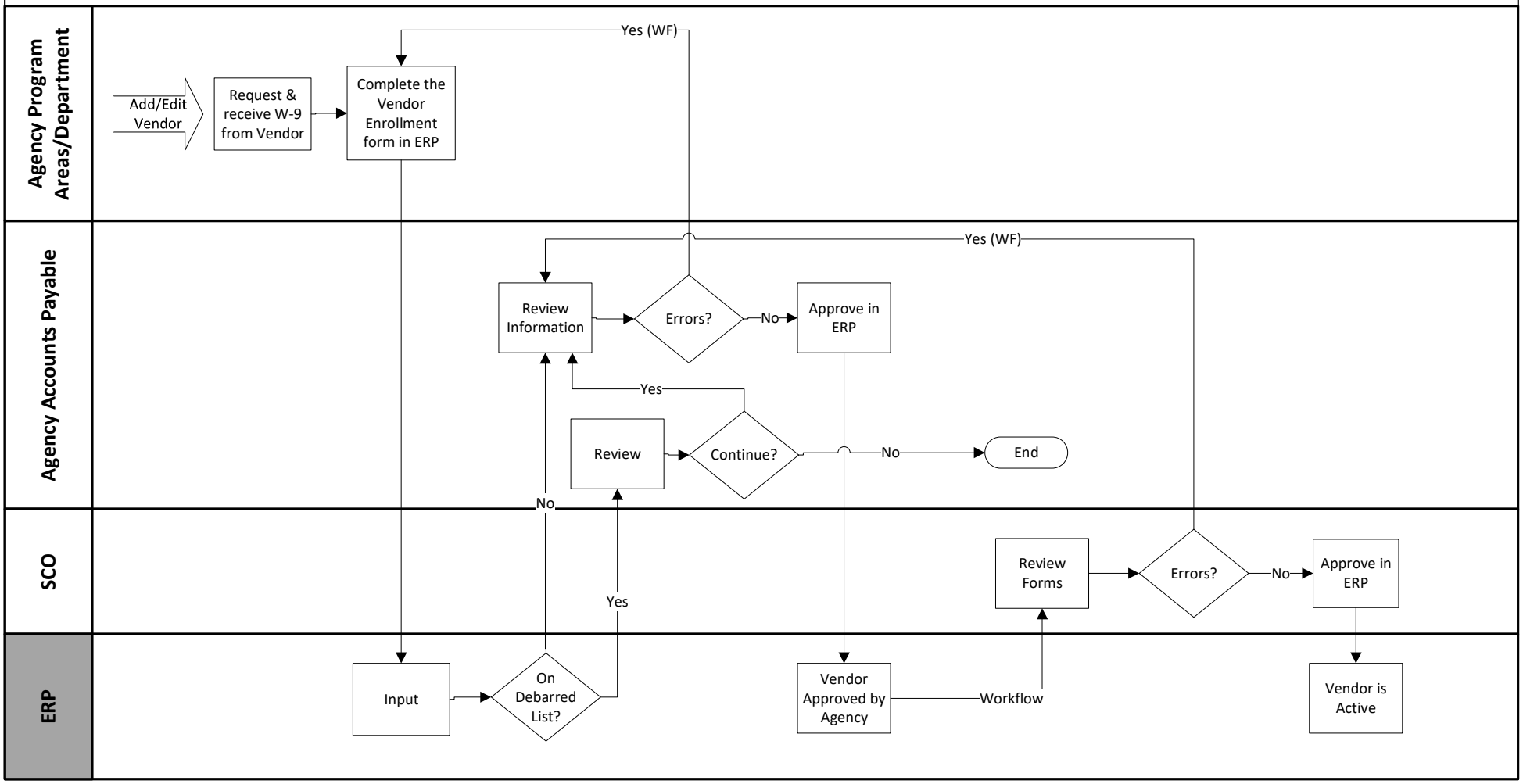

Module: Cost Allocation
Process: Cost Allocation
Sub-Process: COST – 1-1 Statistical Process (To Be)
NOTES:

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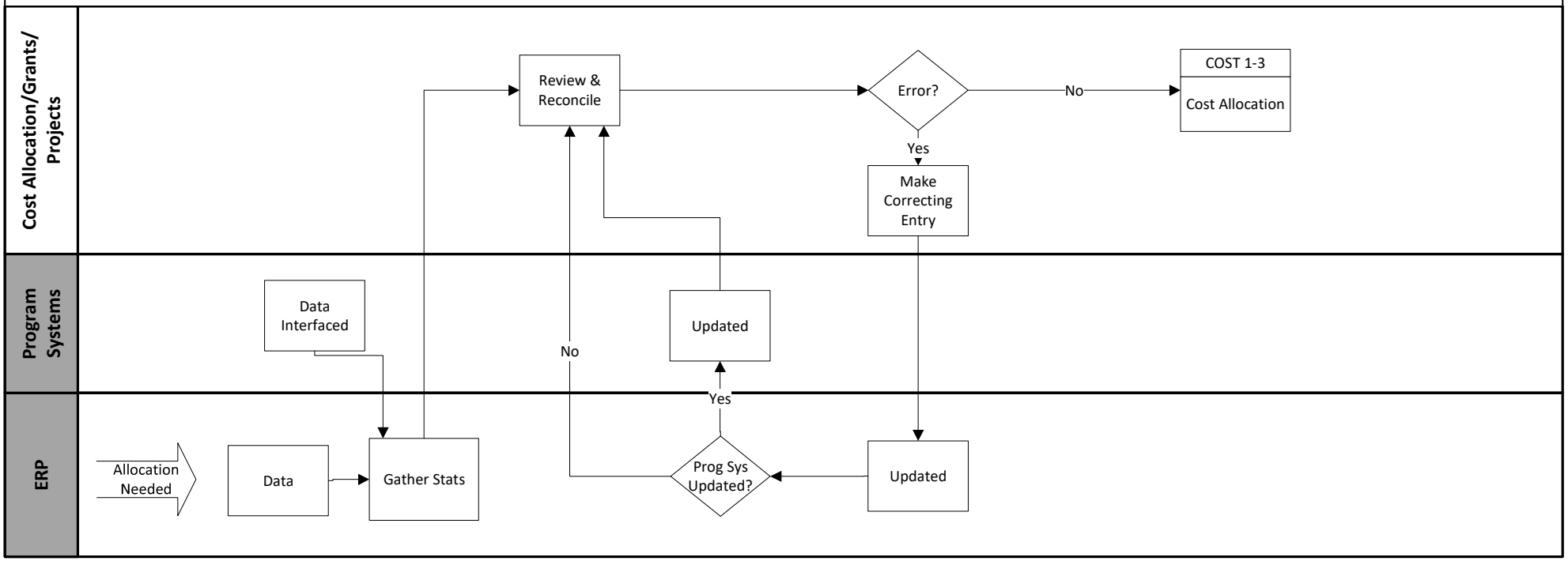
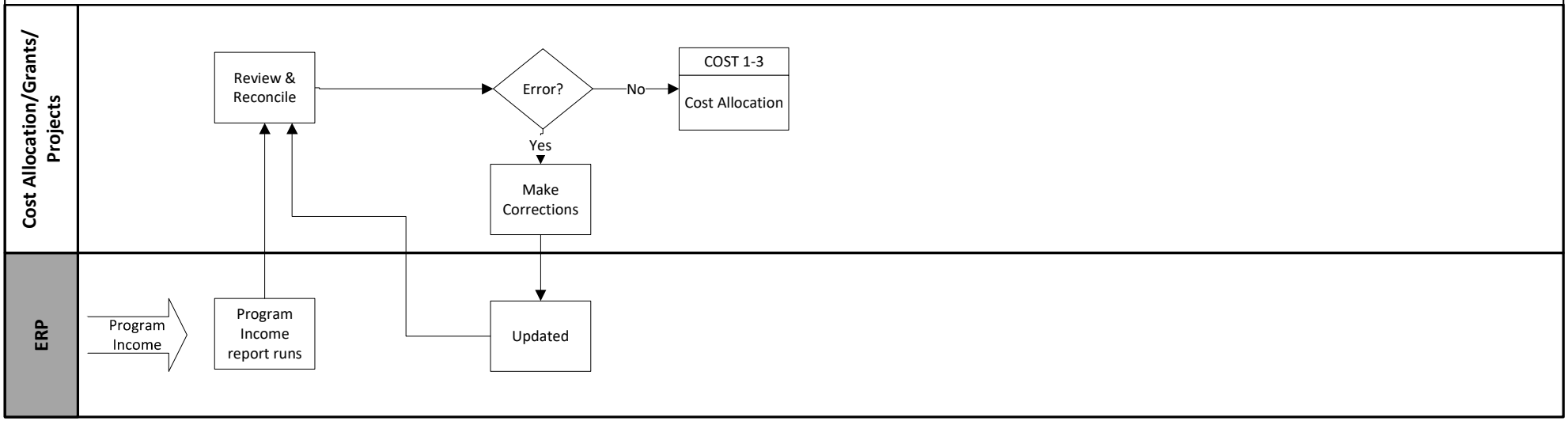


Module: Cost Allocation
Process: Cost Allocation
Sub-Process: COST – 1-2 Program Income (To Be)
NOTES: Not All Agencies with Cost Allocation will have this

File: ID RFP COSTALL To Be Final



Module: Cost Allocation
Process: Cost Allocation
Sub-Process: COST – 1-3 Cost Allocation (To Be)
NOTES:

File: ID RFP COSTALL To Be Final

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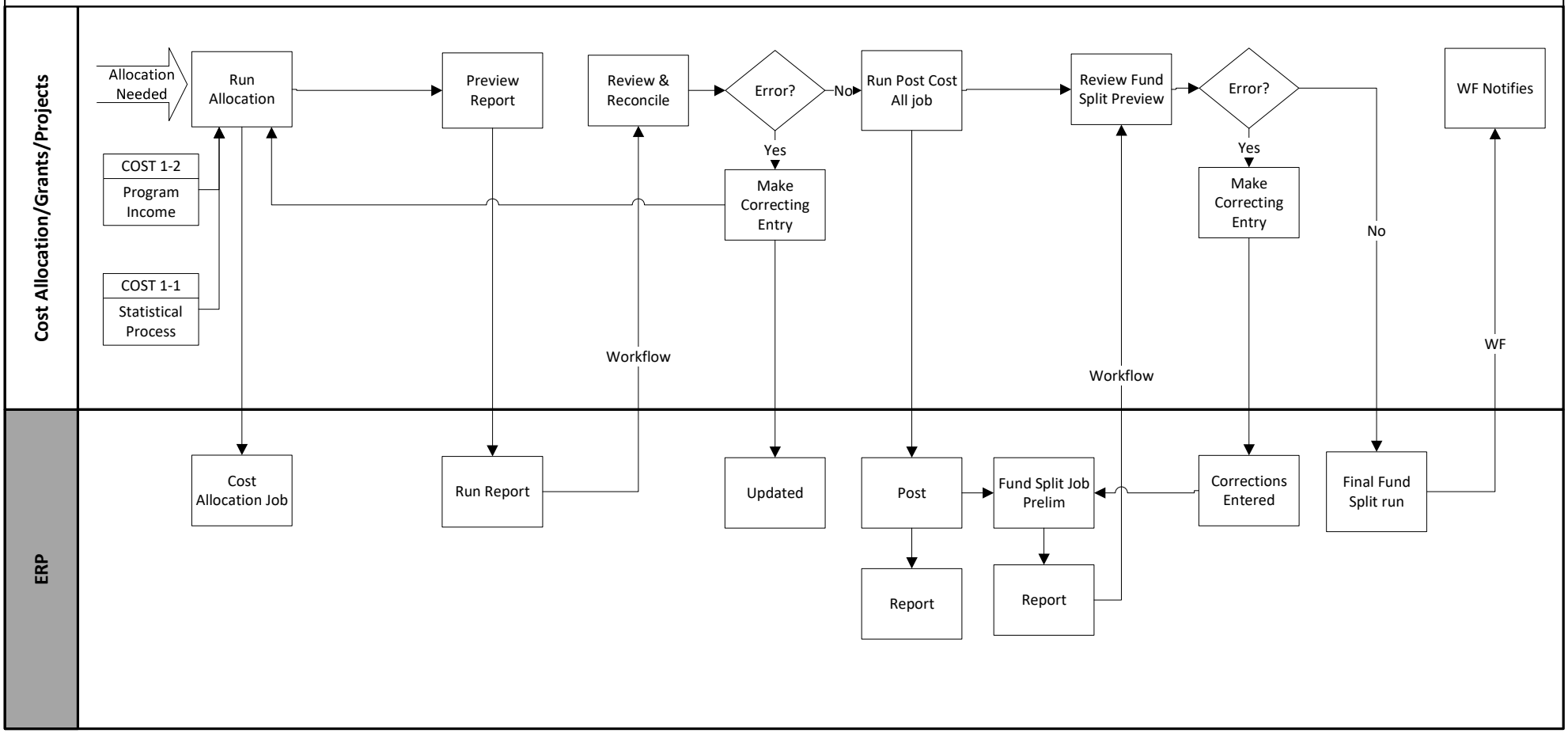

Module: Cost Allocation
Process: Cost Allocation
Sub-Process: COST – 2 Indirect Cost Forecasting (To Be)
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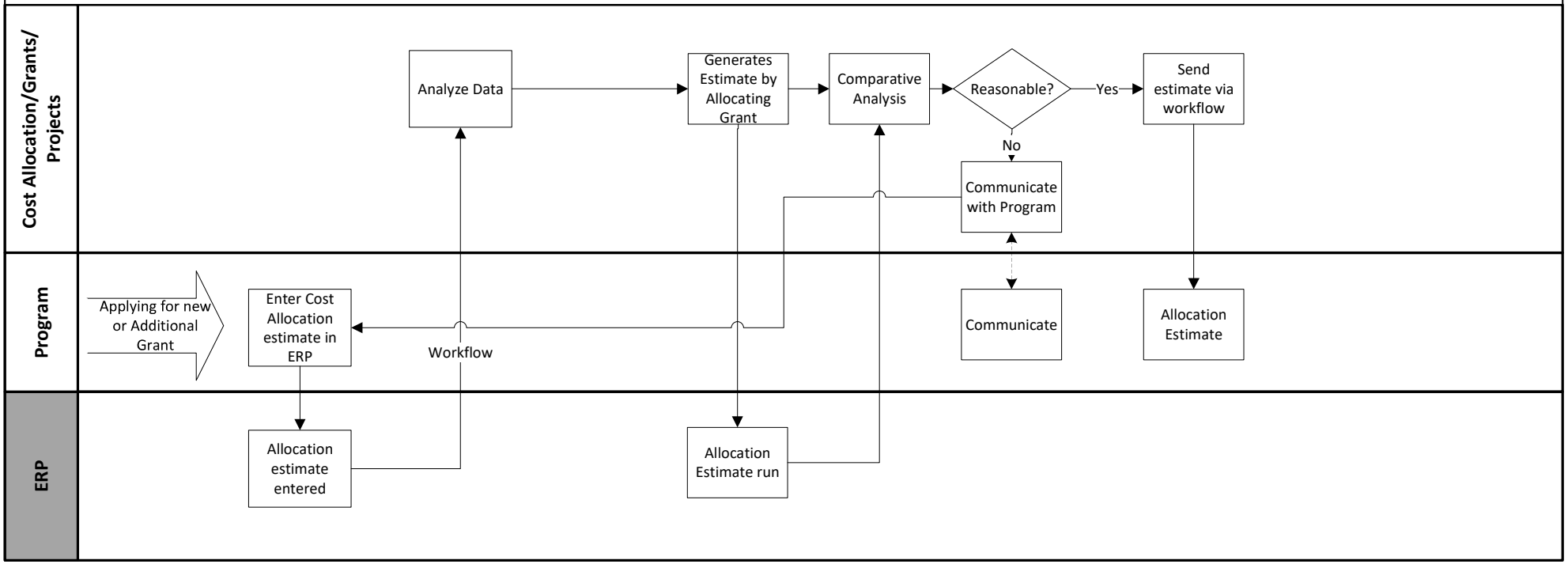

Module: Fixed Assets
Process: Fixed Asset Processes
Sub-Process: AM-1 Asset Addition
NOTES:

File: ID RFP AM To Be Final

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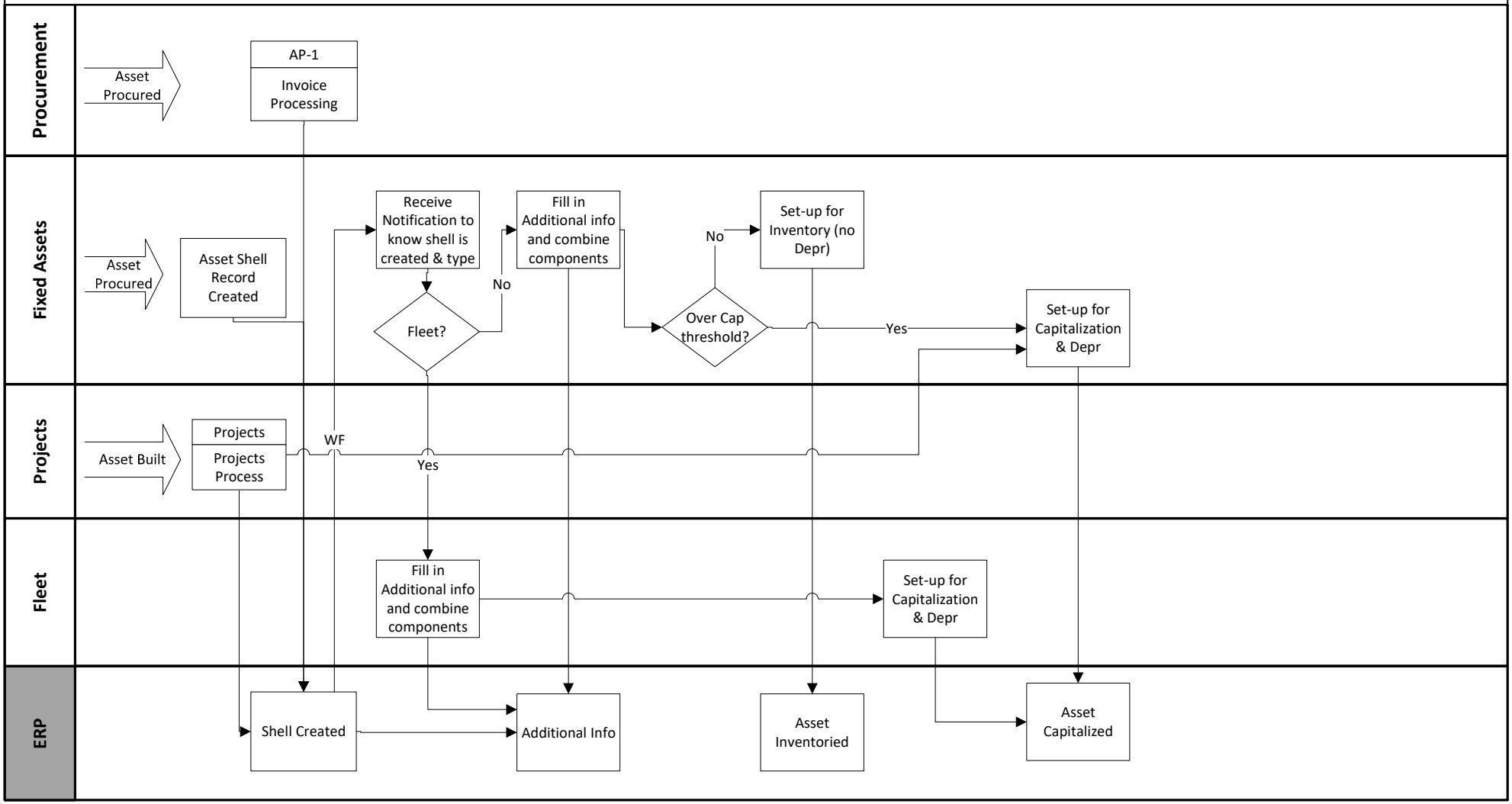

Module: Fixed Assets
Process: Fixed Asset Processes
Sub-Process: AM-2 Retirement
NOTES:

File: ID AM To Be Draft v1.1

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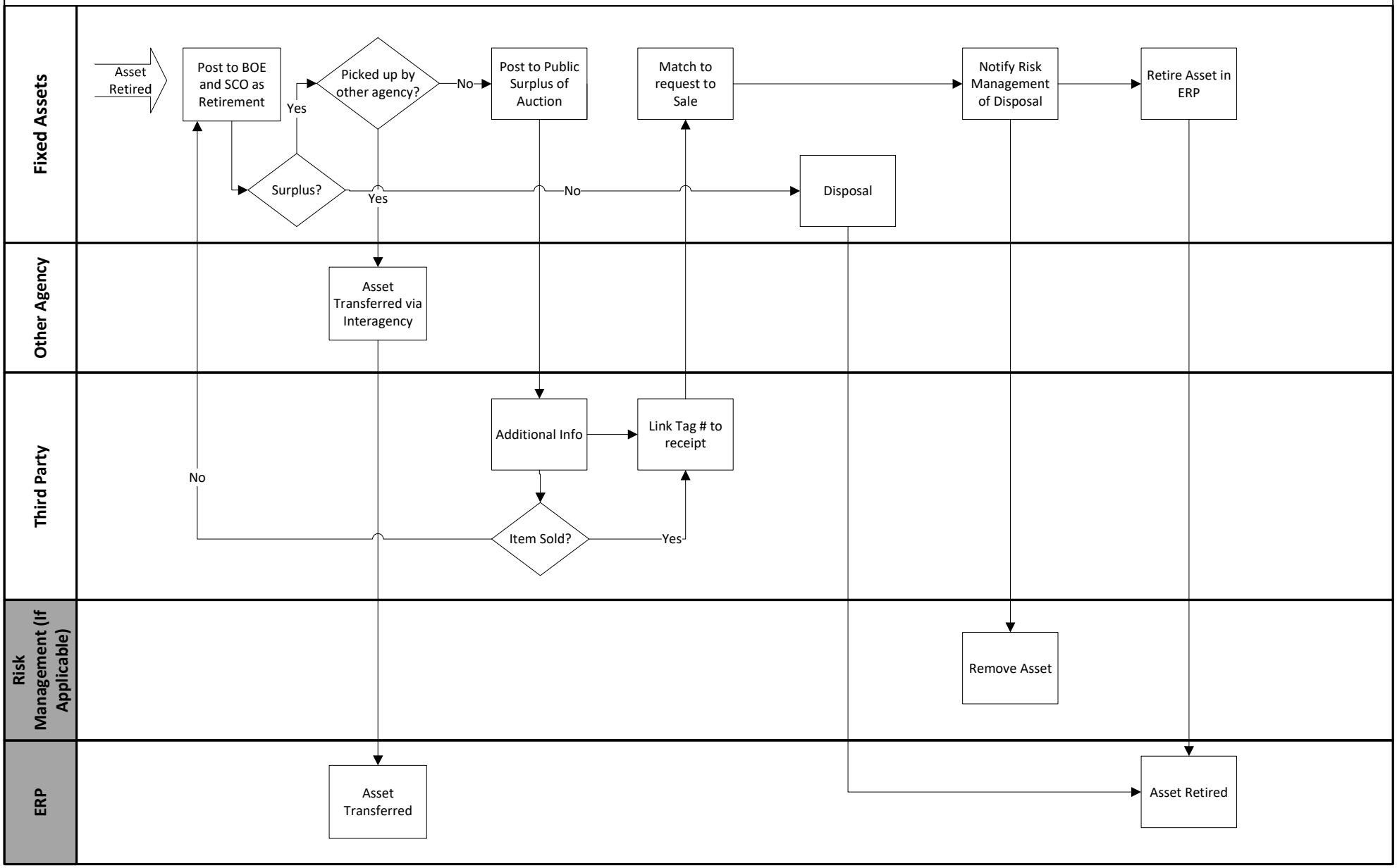
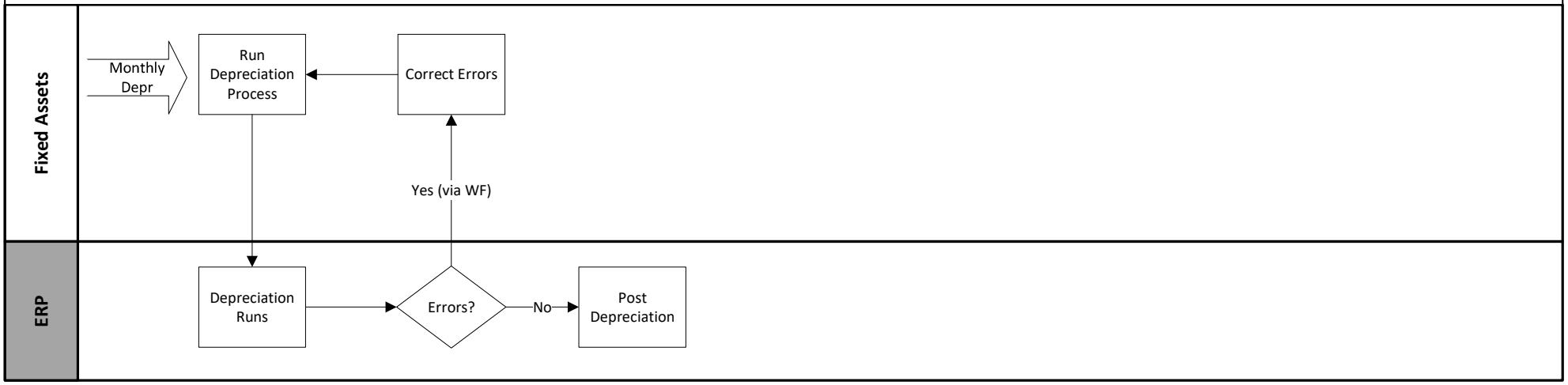
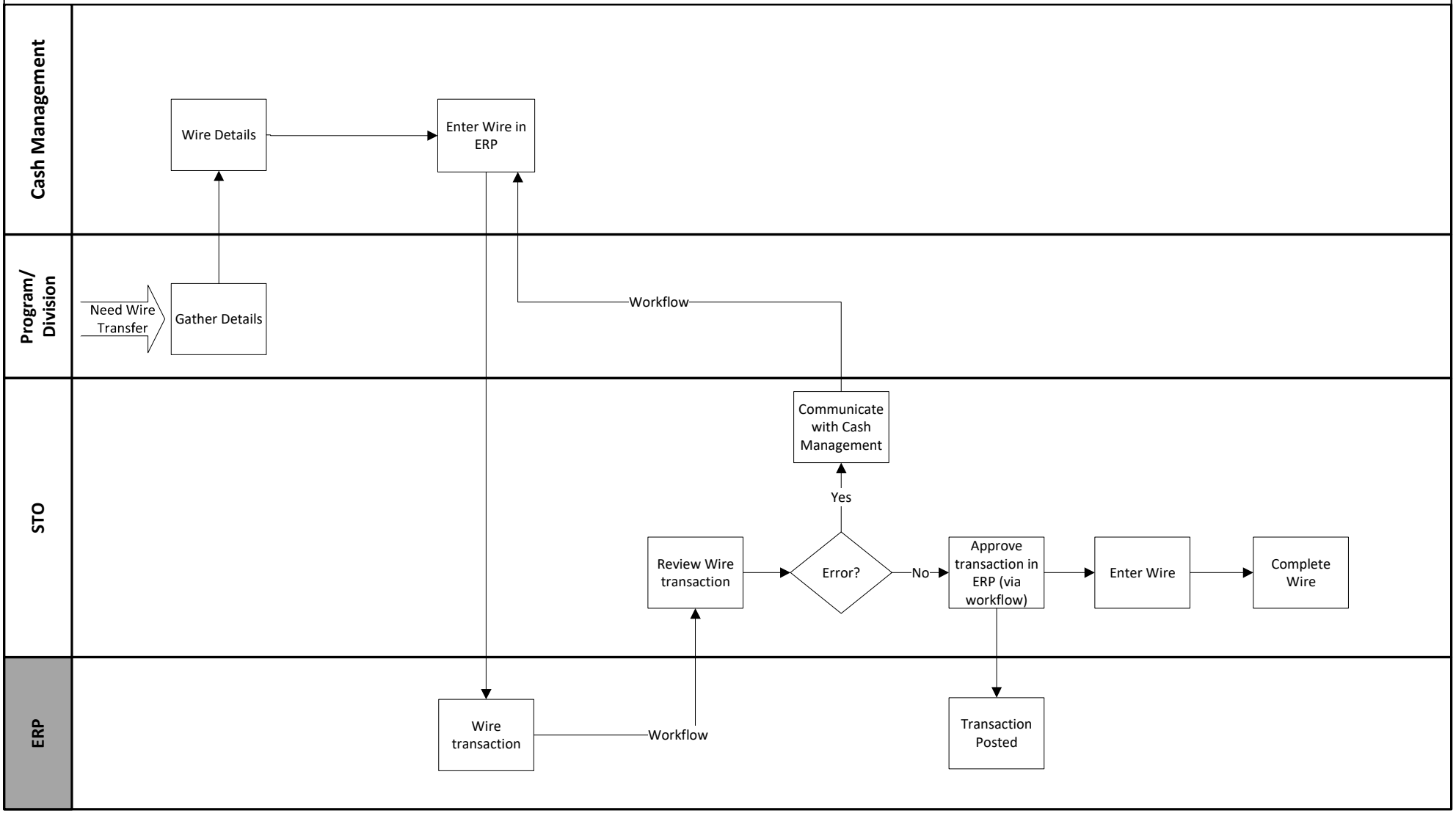


Module:	Fixed Assets	Prepared By:	
Process:	Fixed Asset Processes	File:	ID AM To Be Draft v1.1
Sub-Process:	AM-3 Depreciation	Date:	
NOTES:		Page:	1/1



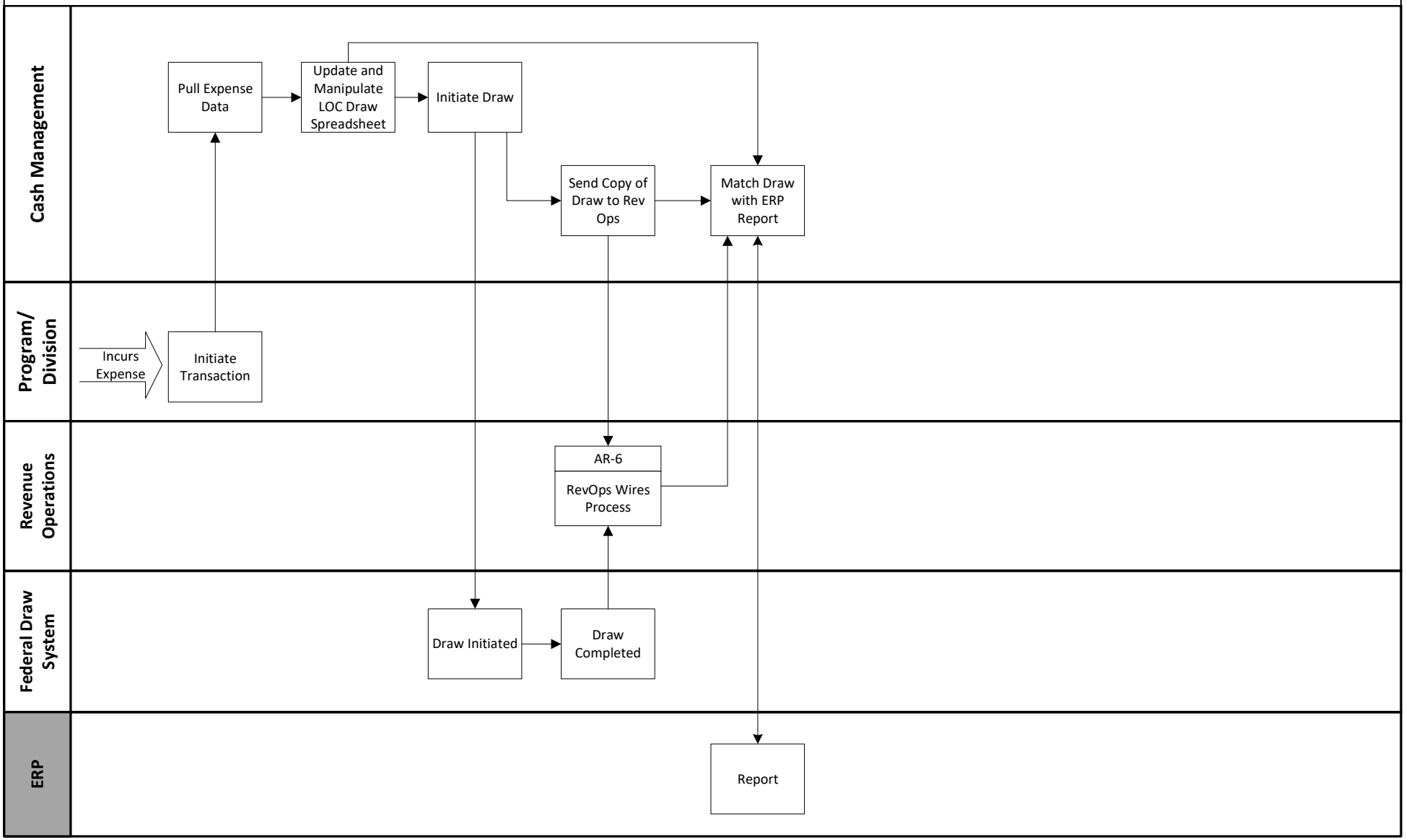
Module: Cash Management
Process: Wires and Draws
Sub-Process: CM – 1 Wire Transfers (To Be)
NOTES:

File: ID RFP CASHMGMT To Be Final



Module: Cash Management
Process: Wires and Draws
Sub-Process: CM – 2 Draws (To Be)
NOTES:

File: ID RFP CASHMGMT To Be Final



Module: Cash Management
Process: Reports and Projections
Sub-Process: CM – 3 Cash Projections (To Be)
NOTES:

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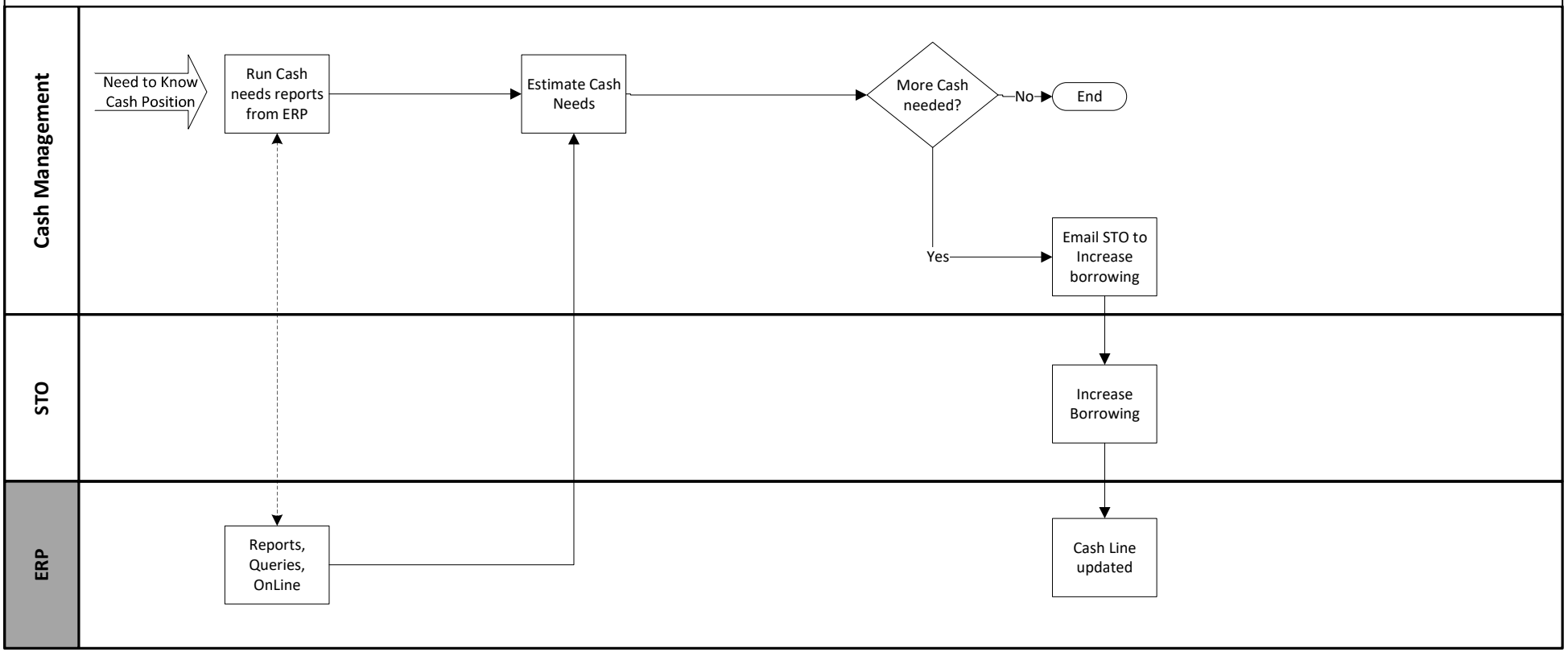
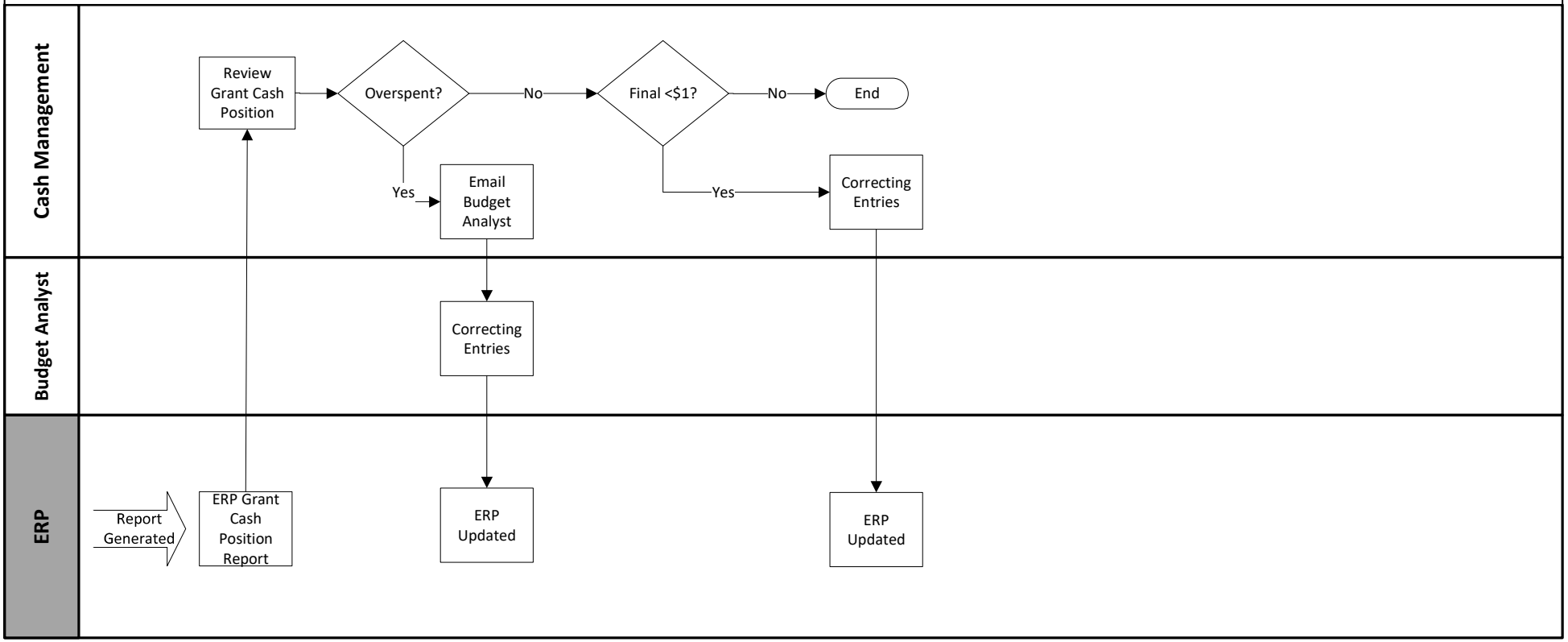


Module: Cash Management
Process: Reports and Projections
Sub-Process: CM – 5 Review of Fed Exp/Cash Balances (To Be)
NOTES:

File: ID RFP CASHMGMT To Be Final



Module: Cash Management
Process: Reports and Projections
Sub-Process: CM – 6 Review of Cash Detail (To Be)
NOTES:

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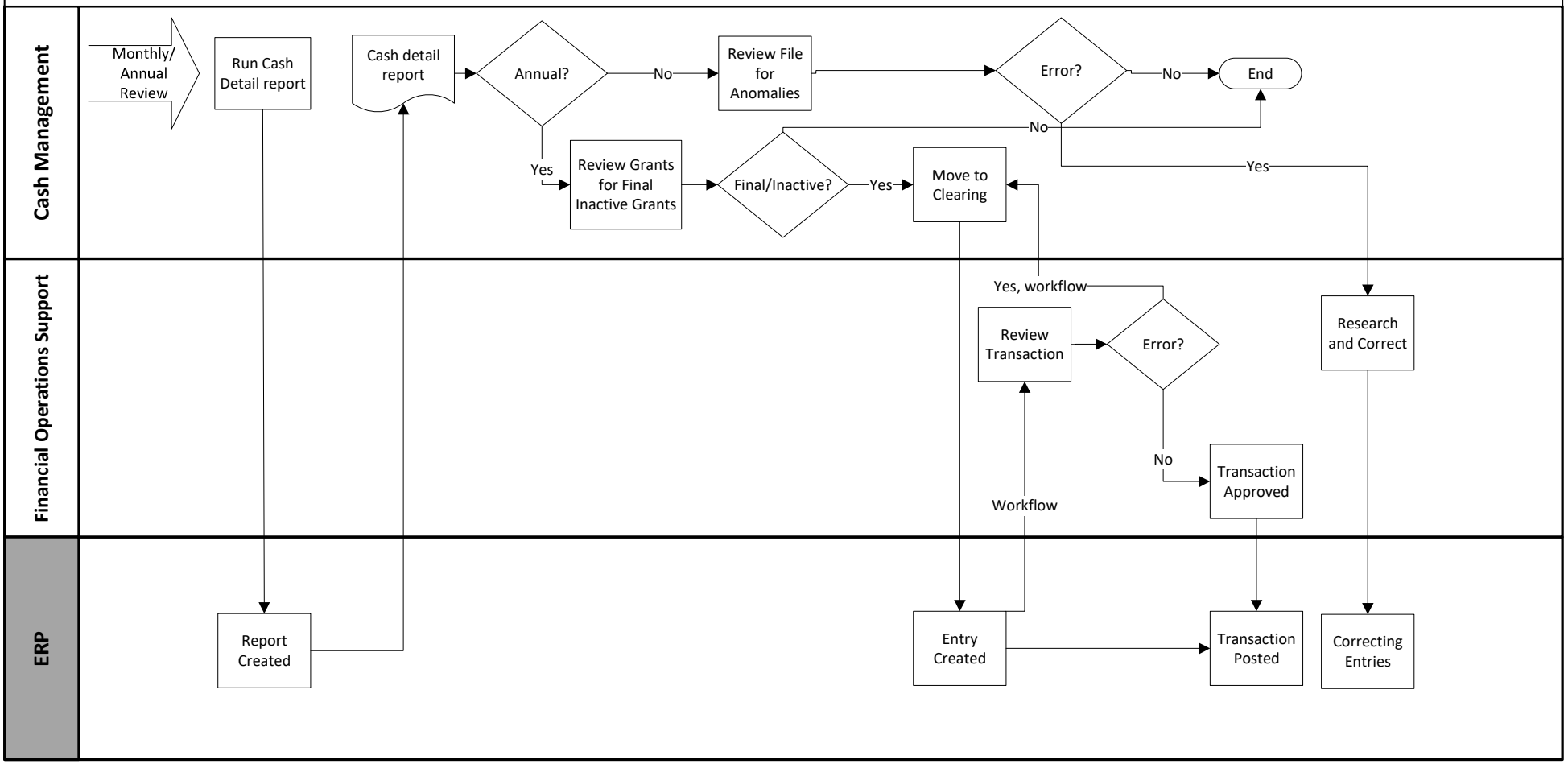
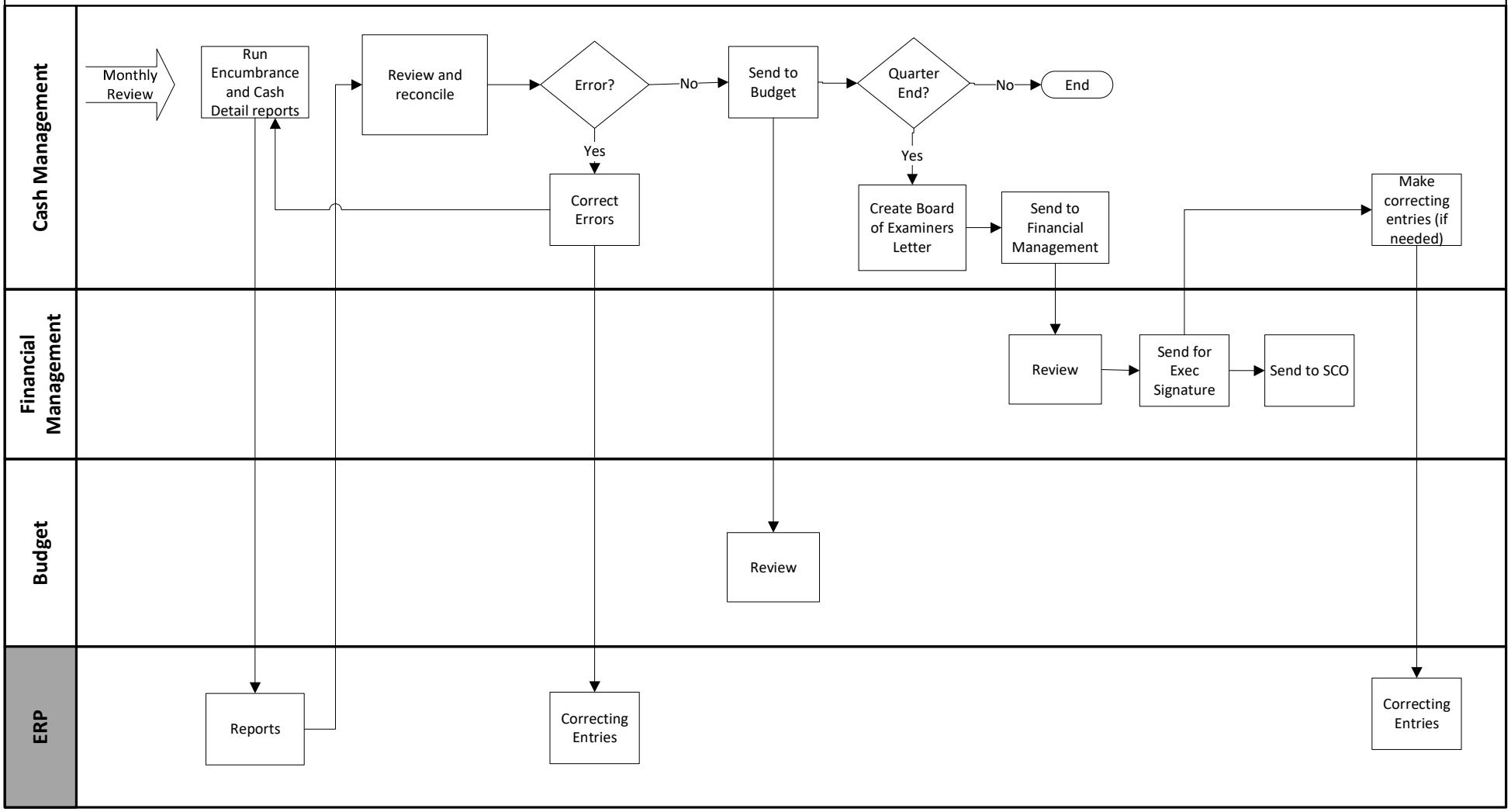


Module: Cash Management
Process: Reports and Projections
Sub-Process: CM – 7 Cash Reporting (To Be)
NOTES:

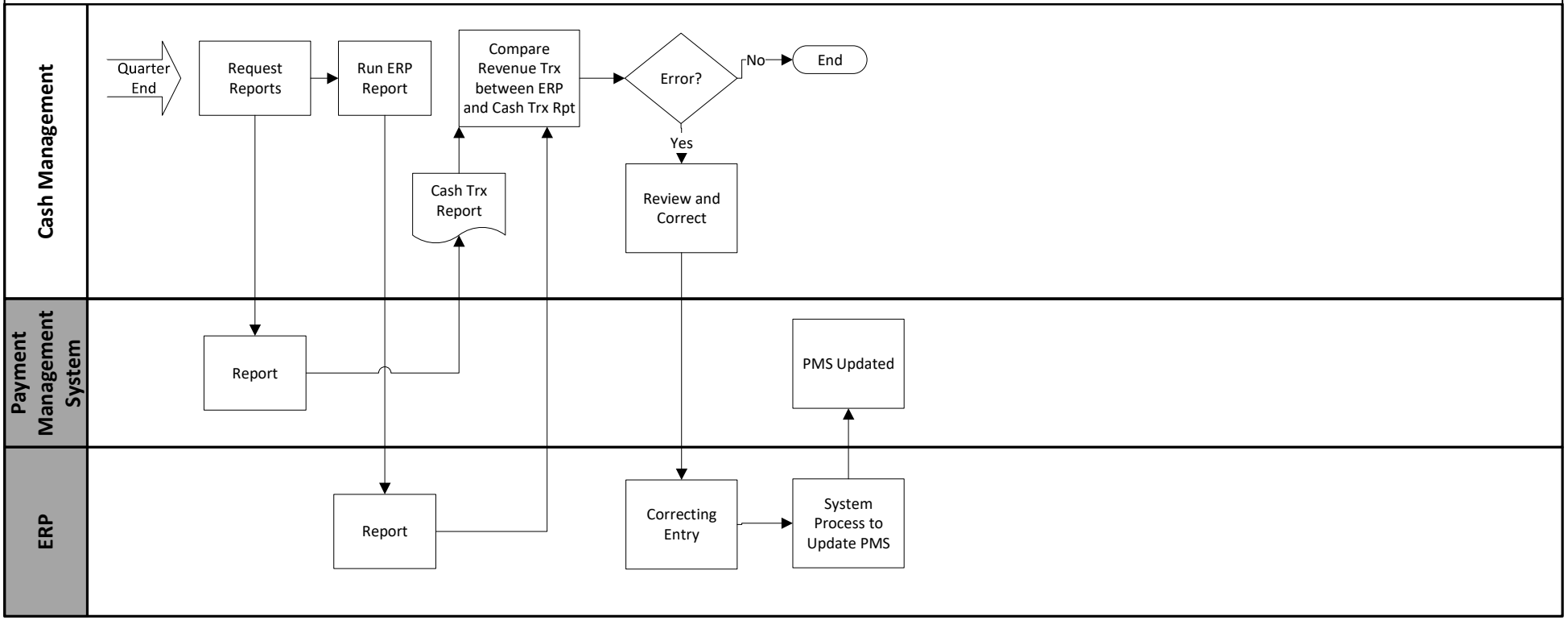
File: ID RFP CASHMGMT To Be Final

Page: 1/1



Module: Cash Management
Process: Reports and Projections
Sub-Process: CM – 8 LOC Recon Begin QTR (To Be)
NOTES: This Process may not apply to all agencies

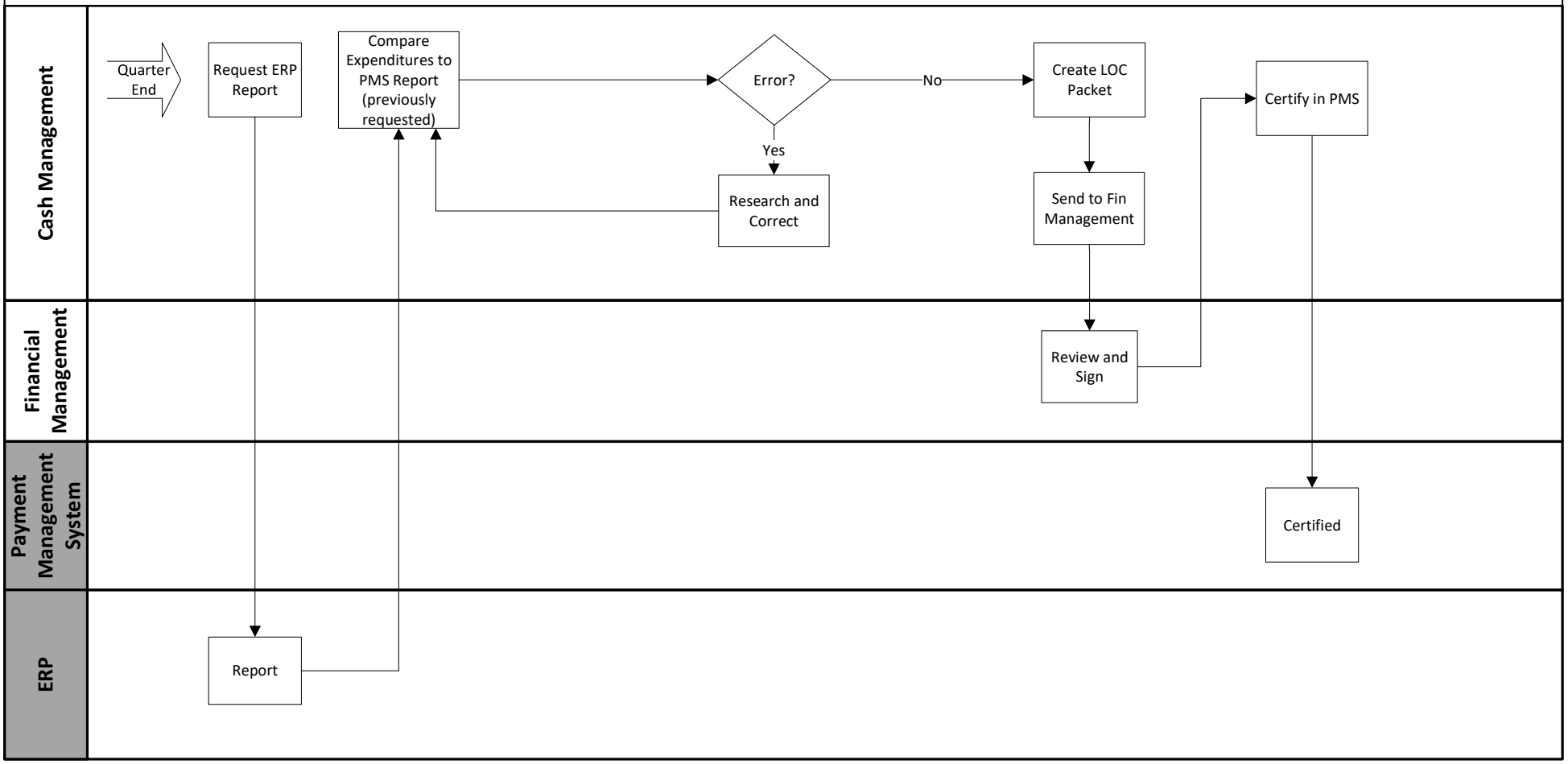
File: ID RFP CASHMGMT To Be Final



Module: Cash Management
Process: Reports and Projections
Sub-Process: CM – 9 LOC Recon End QTR (To Be)
NOTES: This Process may not apply to all agencies

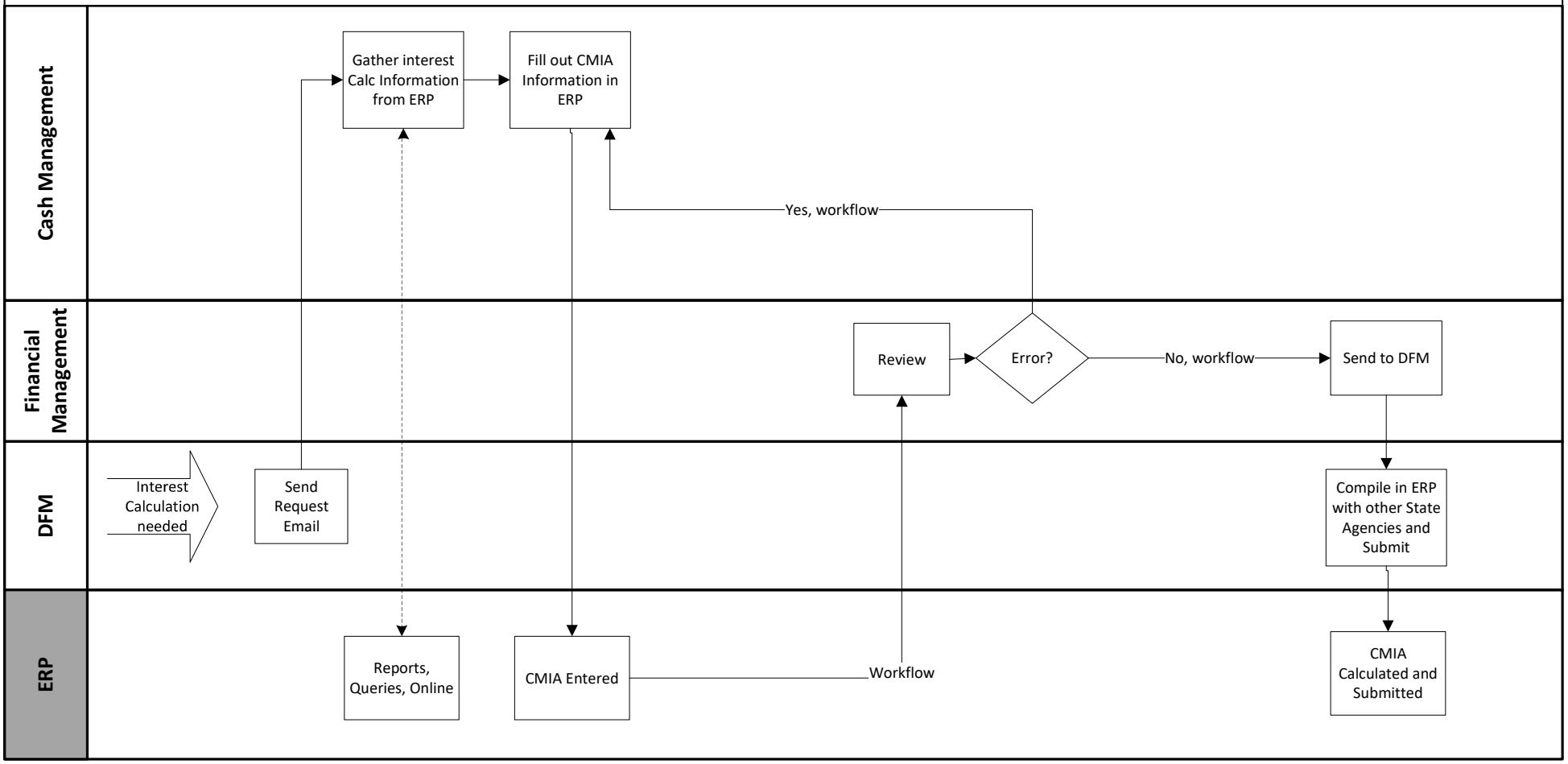
File: ID RFP CASHMGMT To Be Final

Page: 1/1



Module: Cash Management
Process: DFM Related Processes
Sub-Process: CM – 10 CMIA Interest Calc (To Be)
NOTES:

File: ID RFP CASHMGMT To Be Final



Module: Cash Management
Process: DFM Related Processes
Sub-Process: CM – 11 Clearance Patterns (To Be)
NOTES:

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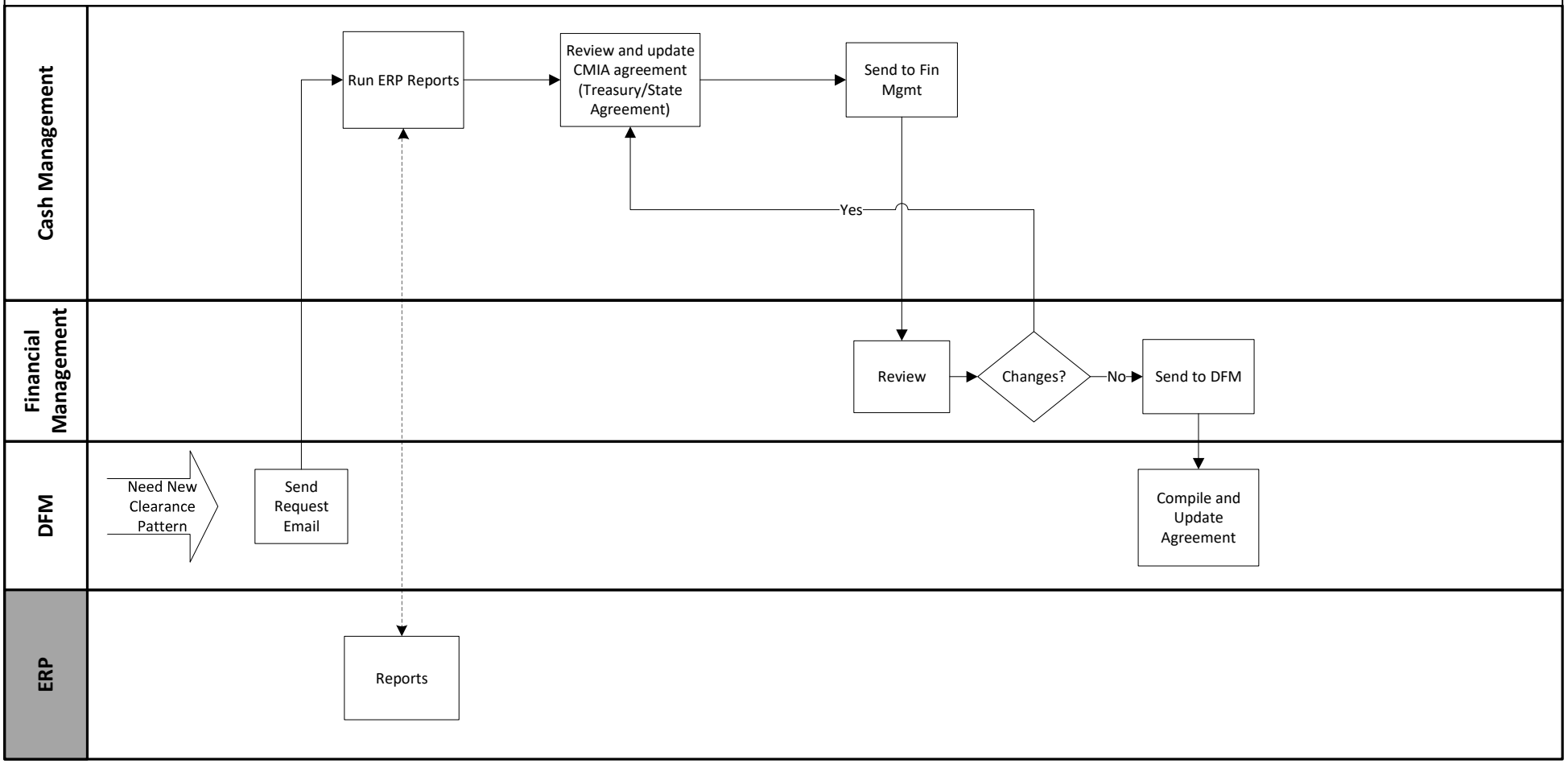
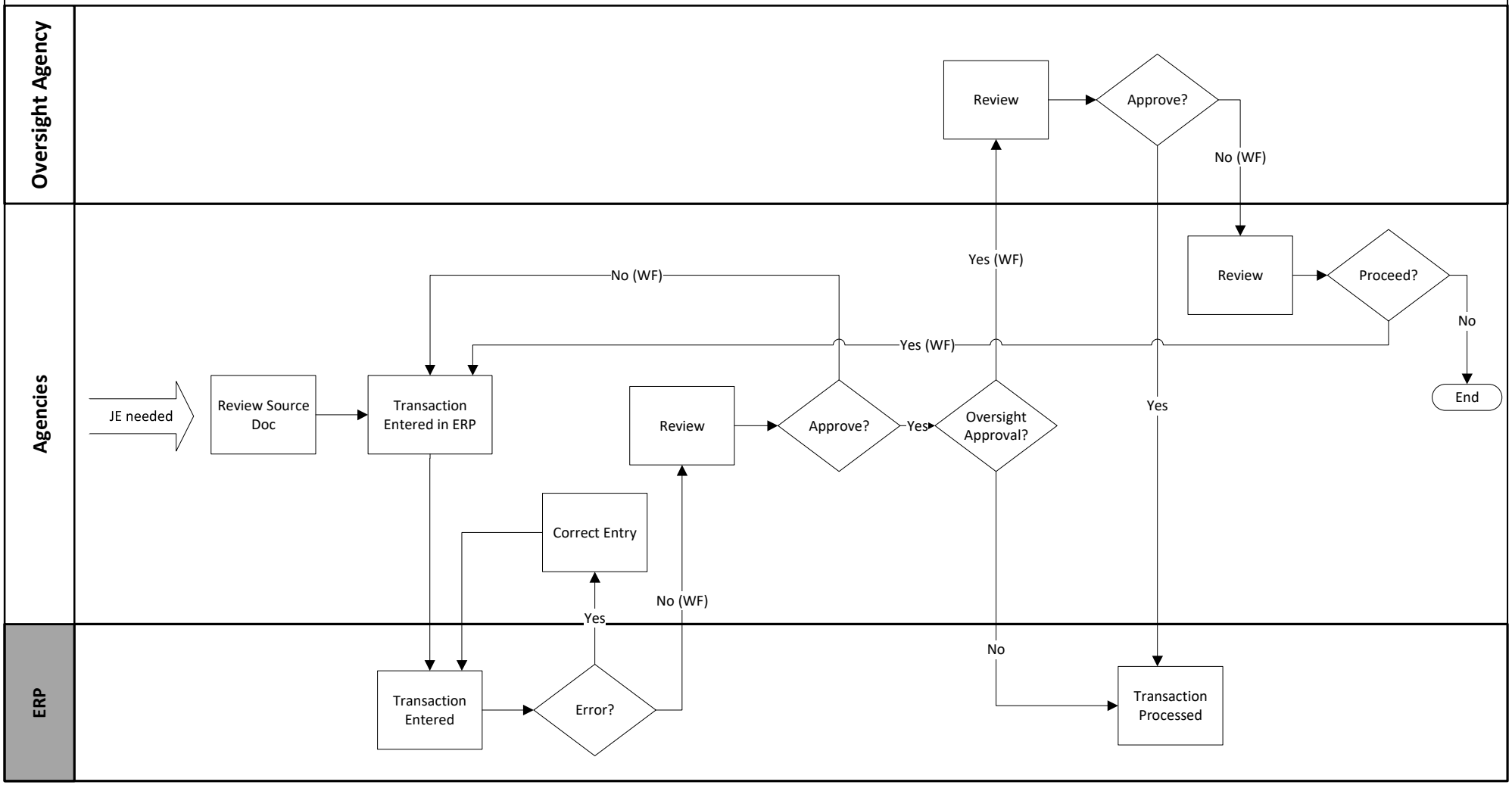


Module: General Ledger
Process: Journal Entry
Sub-Process: GL-1 Journal Entry (To Be)
NOTES:

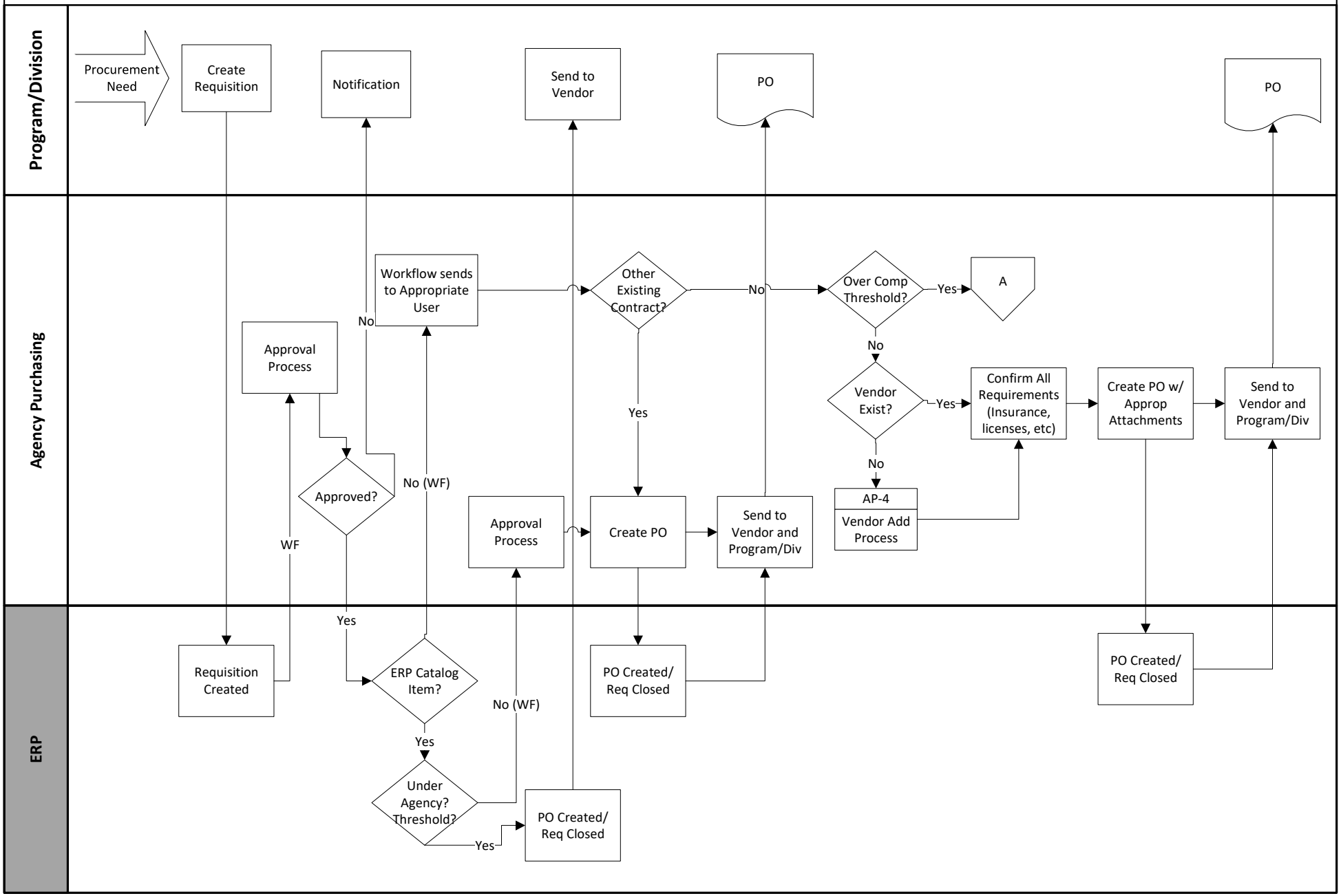
File: ID RFP GL To Be Final

Page: 1/1



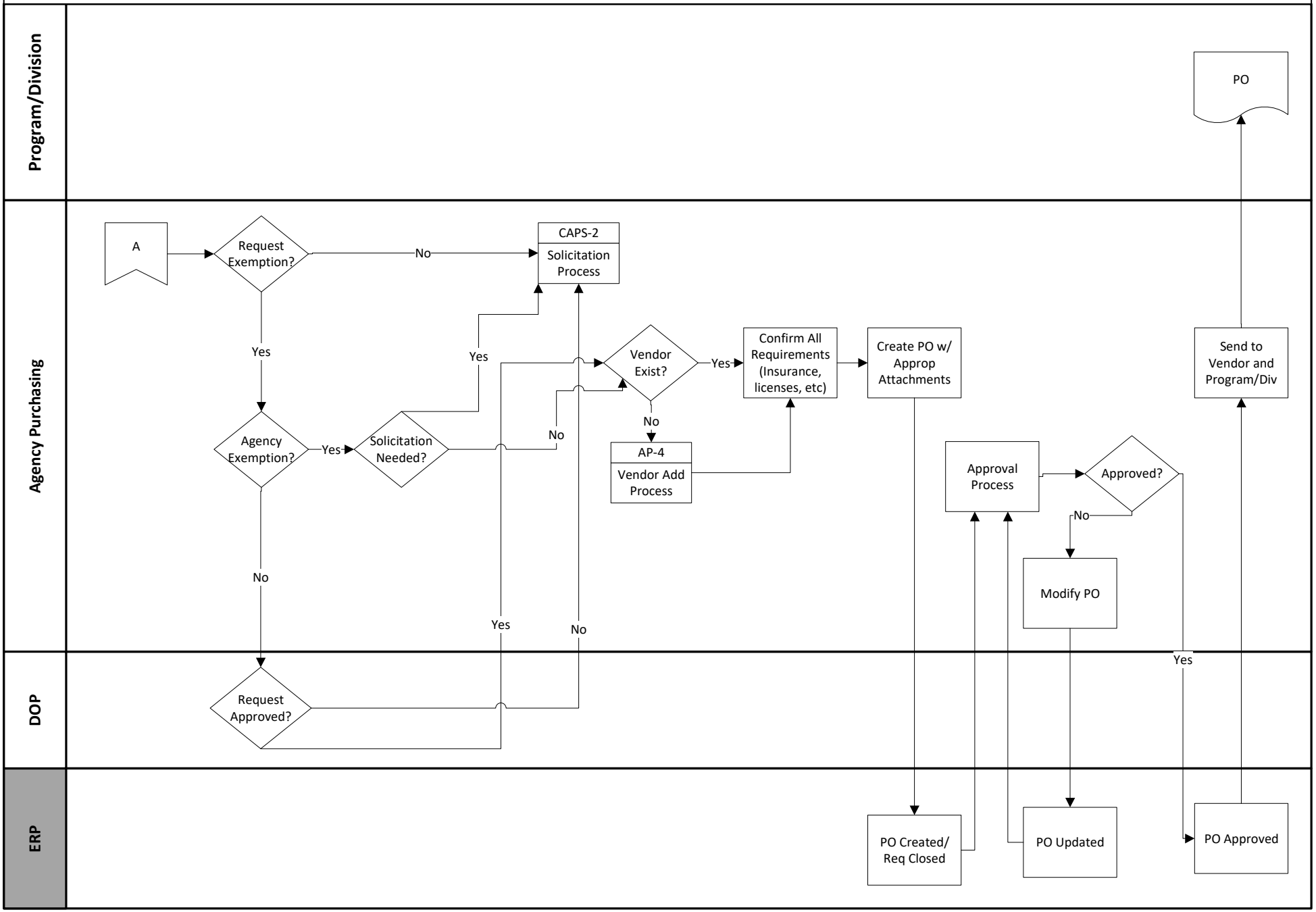
Module: Contracts and Procurement
Process: CAPS Processes
Sub-Process: CAPS-1 Initiate Purchase (To Be)
NOTES:

File: ID RFP CAP To Be Final
Page: 1/2



Module: Contracts and Procurement
Process: CAPS Processes
Sub-Process: CAPS-1 Initiate Purchase (To Be)
NOTES:

File: ID RFP CAP To Be Final
Page: 2/2



Module: Contracts and Procurement
Process: CAPS Processes
Sub-Process: CAPS-2 Solicitation (To Be)
NOTES:

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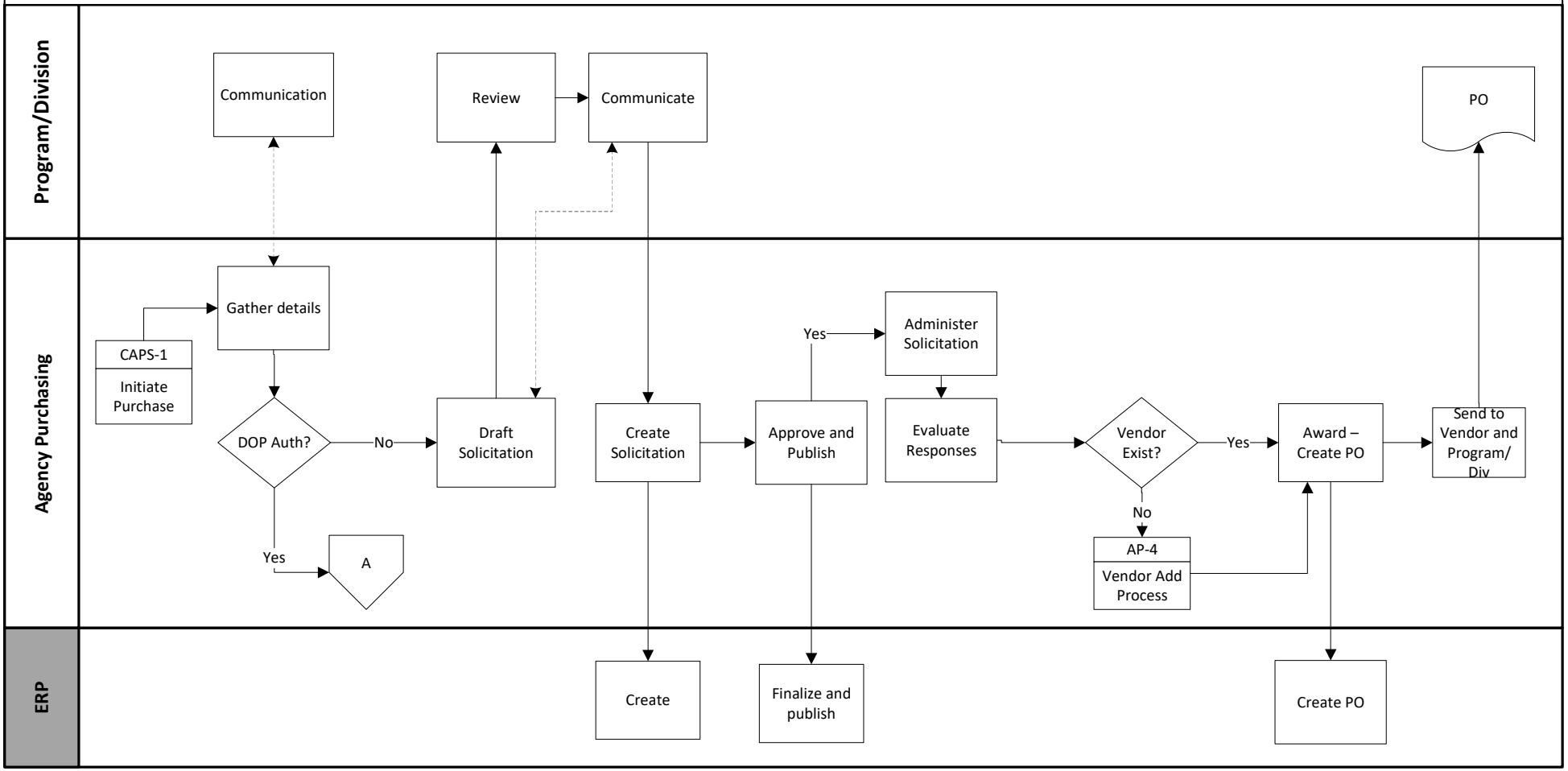

Module: Contracts and Procurement
Process: CAPS Processes
Sub-Process: CAPS-2 Solicitation (To Be)
NOTES:

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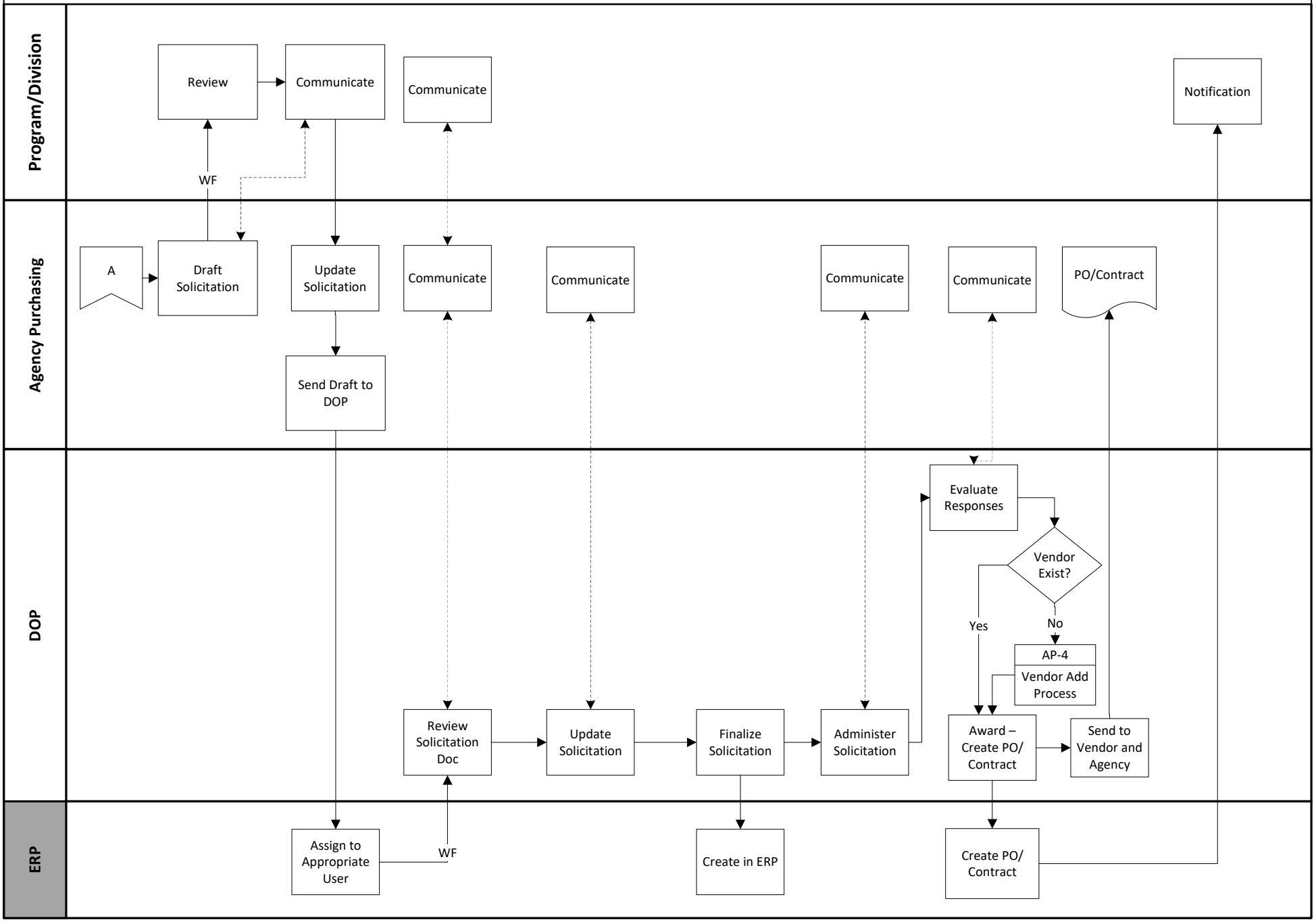
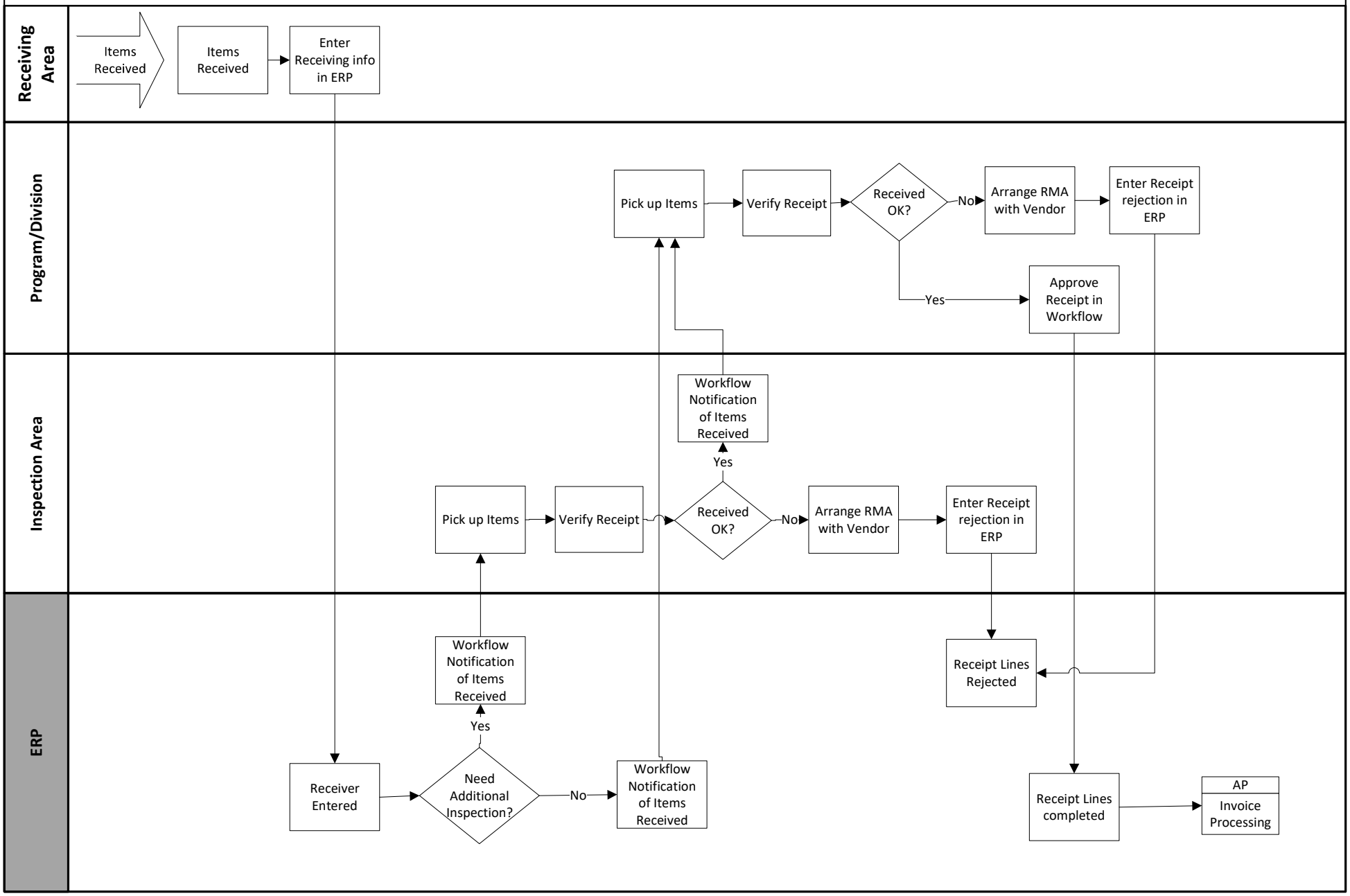


Module: Contracts and Purchasing
Process: CAPS Processes
Sub-Process: CAPS - 3 Receiving
NOTES: Inspection area could be IT (for IT related purchases), or other areas needing additional inspection

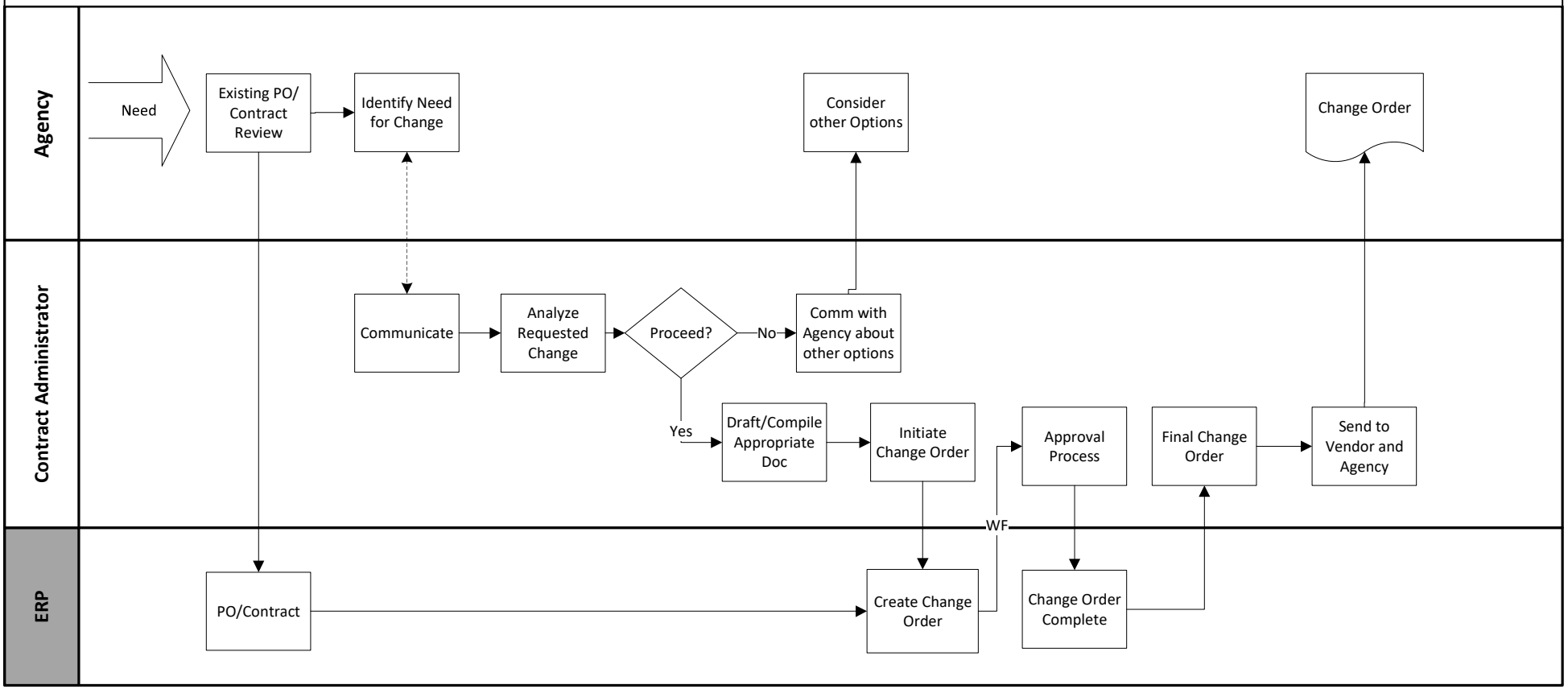
File: ID RFP CAPS To Be Final
Page: 1/1



Module: Contracts and Procurement
Process: CAPS Processes
Sub-Process: CAPS-4 Change Orders
NOTES:

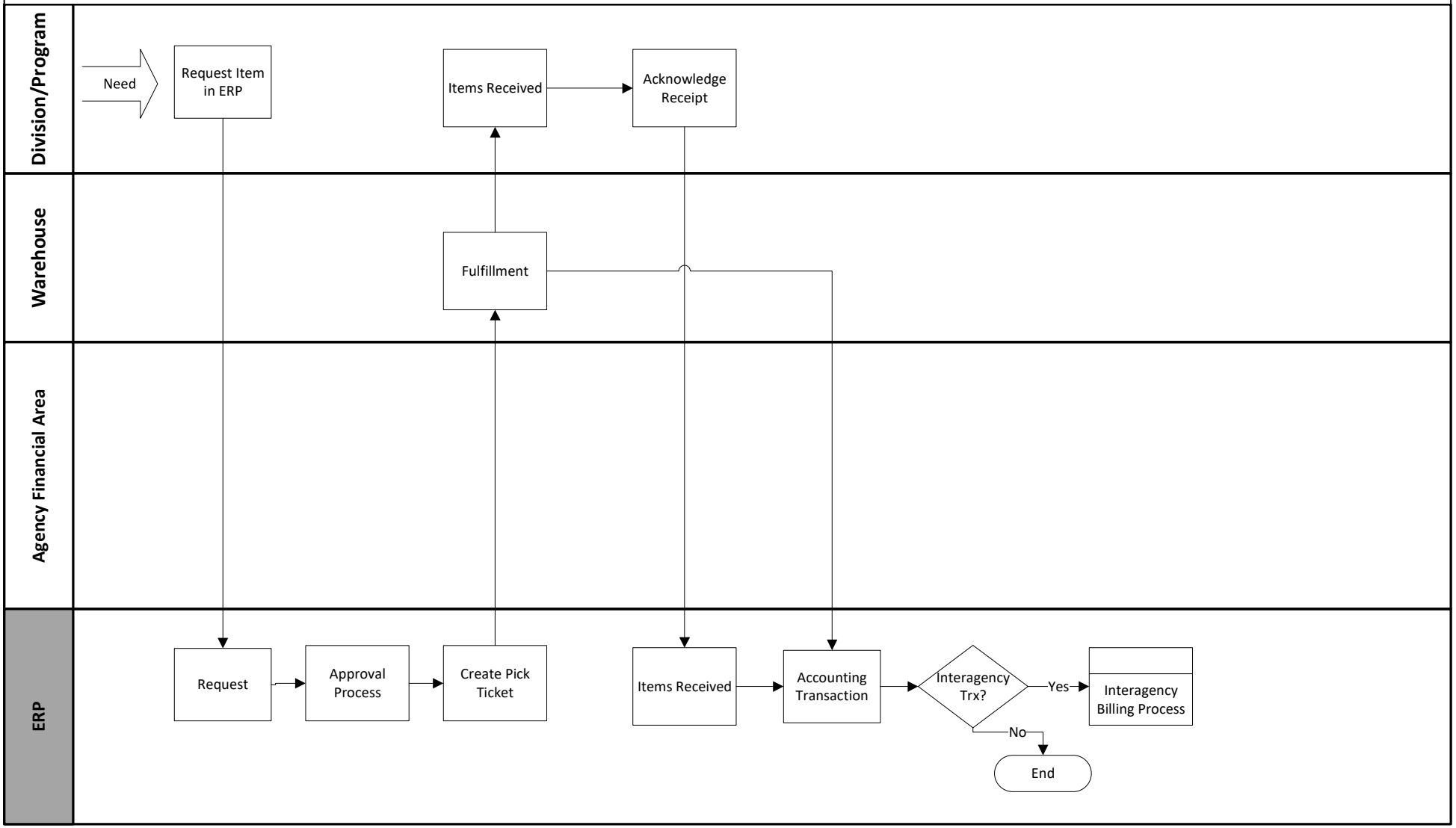
File: ID RFP CAP To Be Final

Page: 1/1



Module: Inventory
Process: Inventory
Sub-Process: INV-1 Inventory Fulfillment
NOTES:

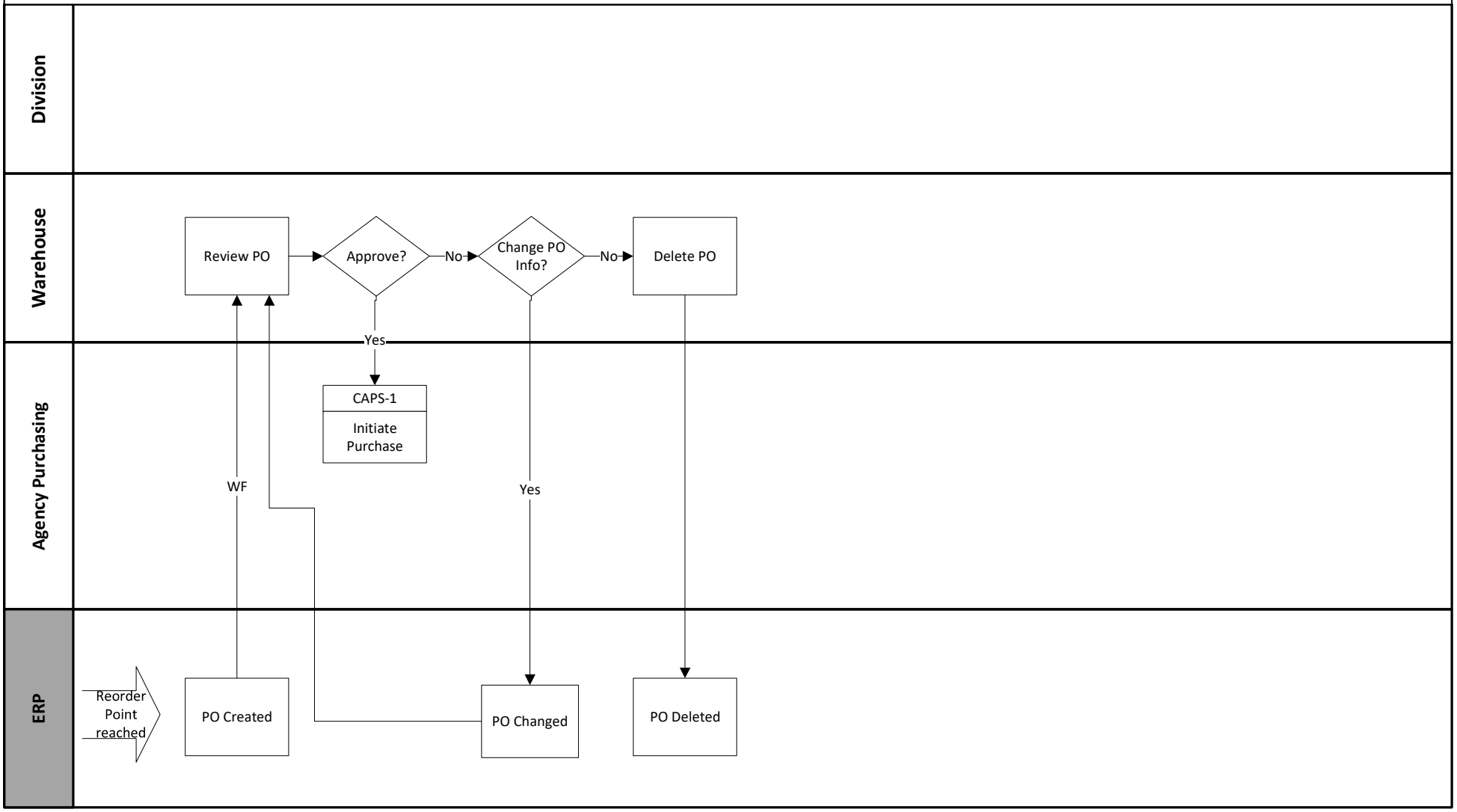
File: ID RFP INV To Be Final



Module: Inventory
Process: Inventory
Sub-Process: INV-2 Inventory Ordered
NOTES:

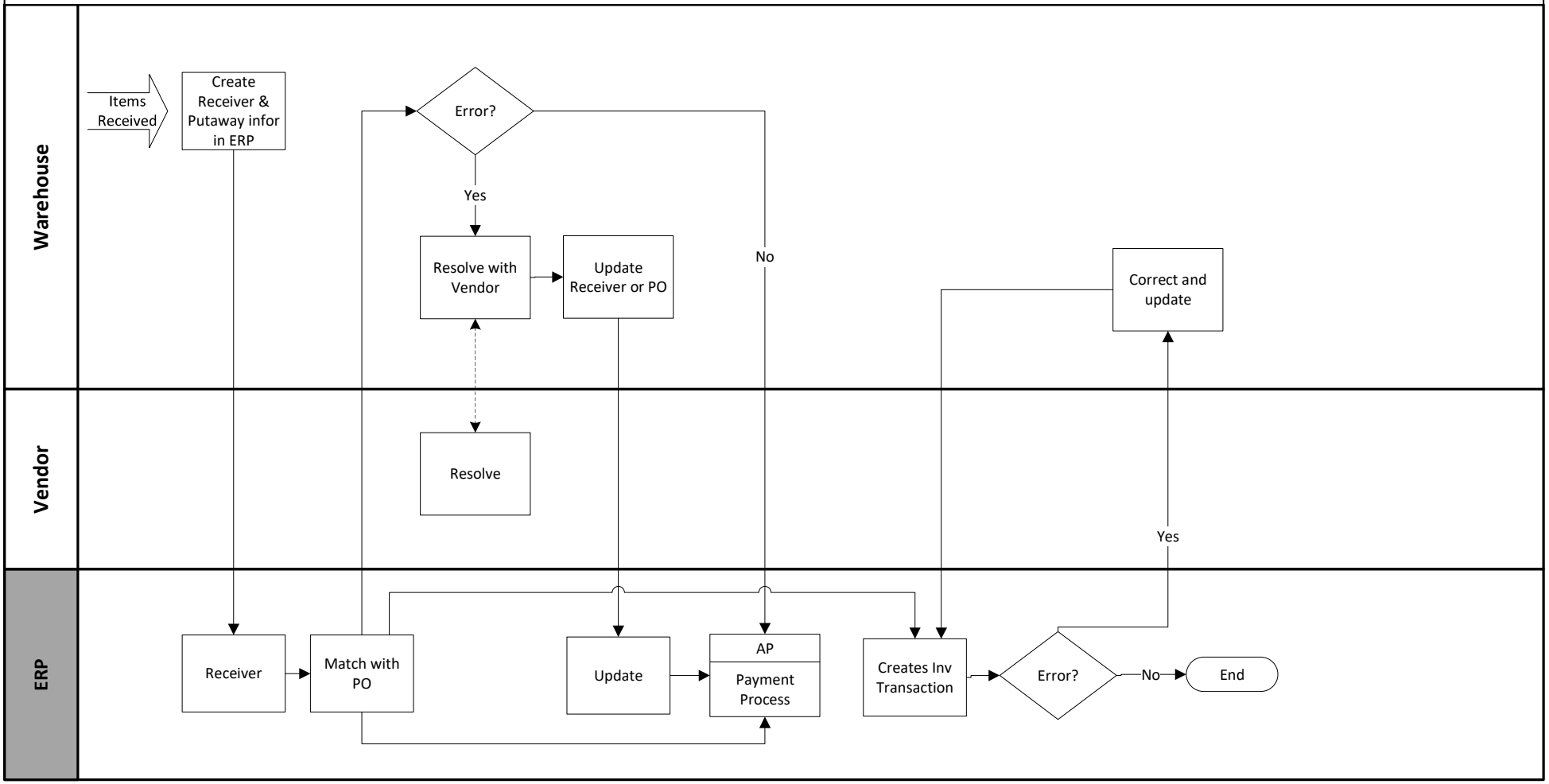
File: ID RFP INV To Be Final

Page: 1/1

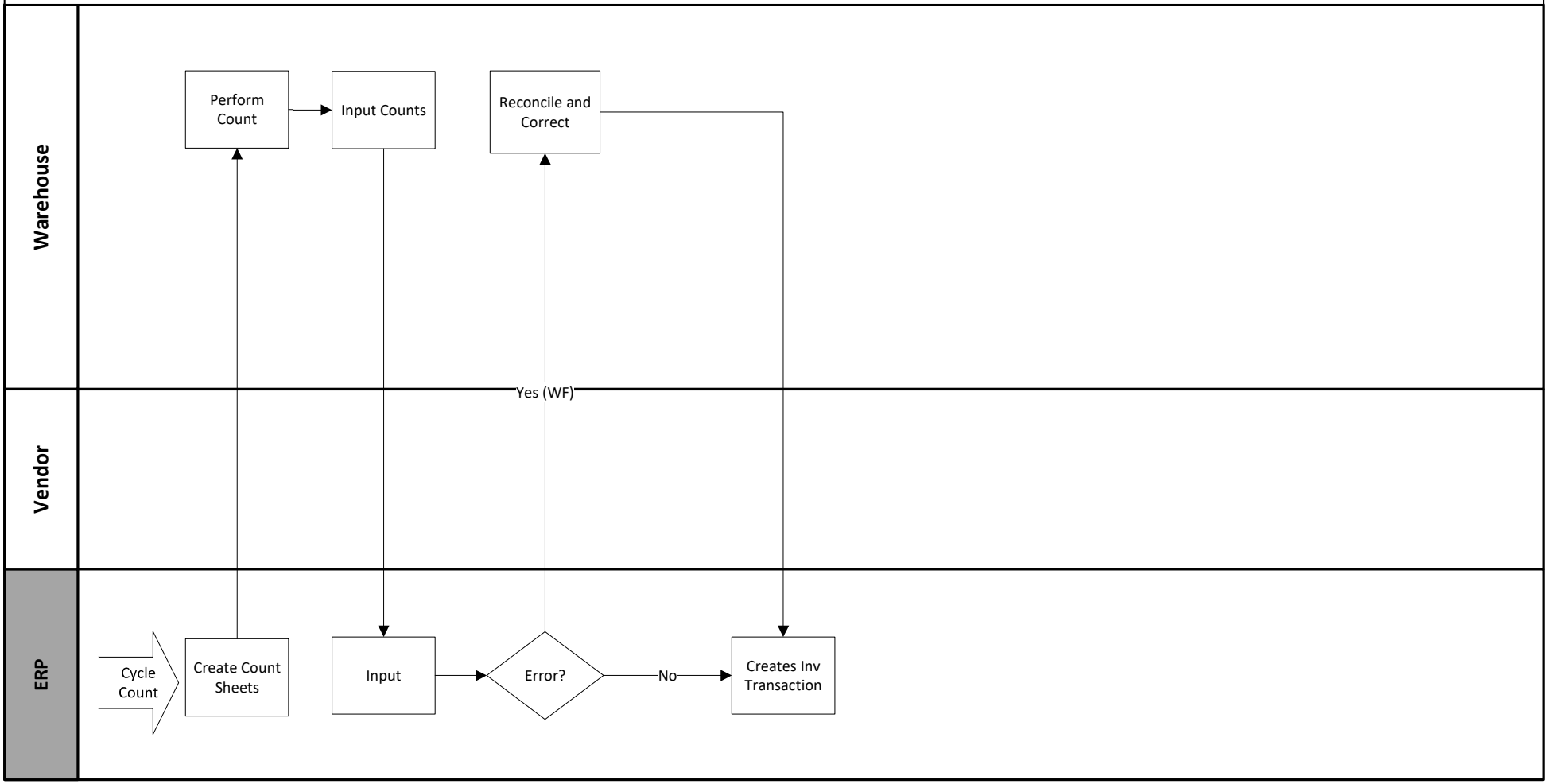


Module: Inventory
Process: Inventory
Sub-Process: INV-3 Inventory Receipts
SME:

File: ID RFP INV To Be Final

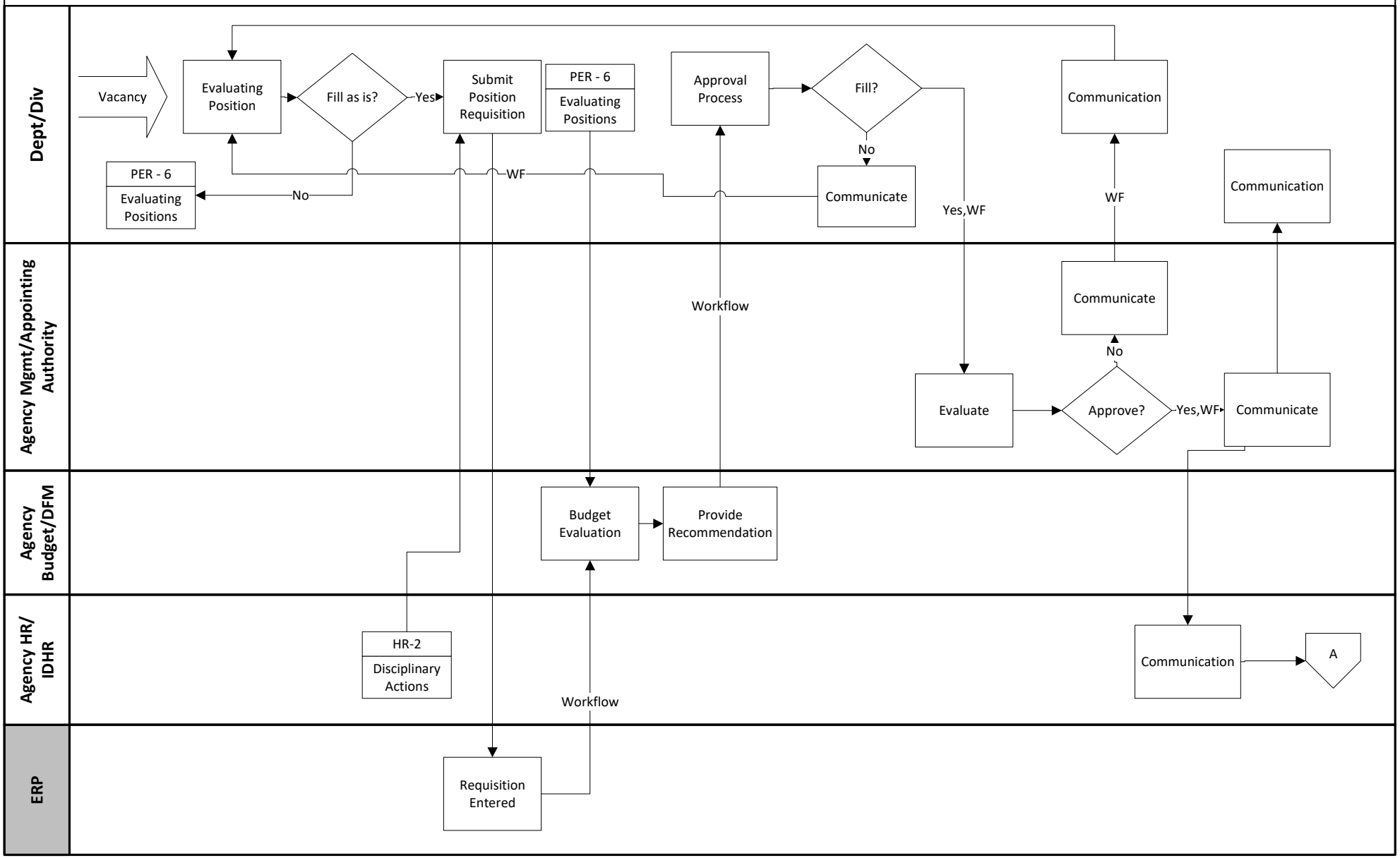


Module:	Inventory		
Process:	ID Inventory	File:	ID RFP Inv To Be Final
Sub-Process:	INV-4 Inventory Cycle Counts		
SME:		Page:	1/1



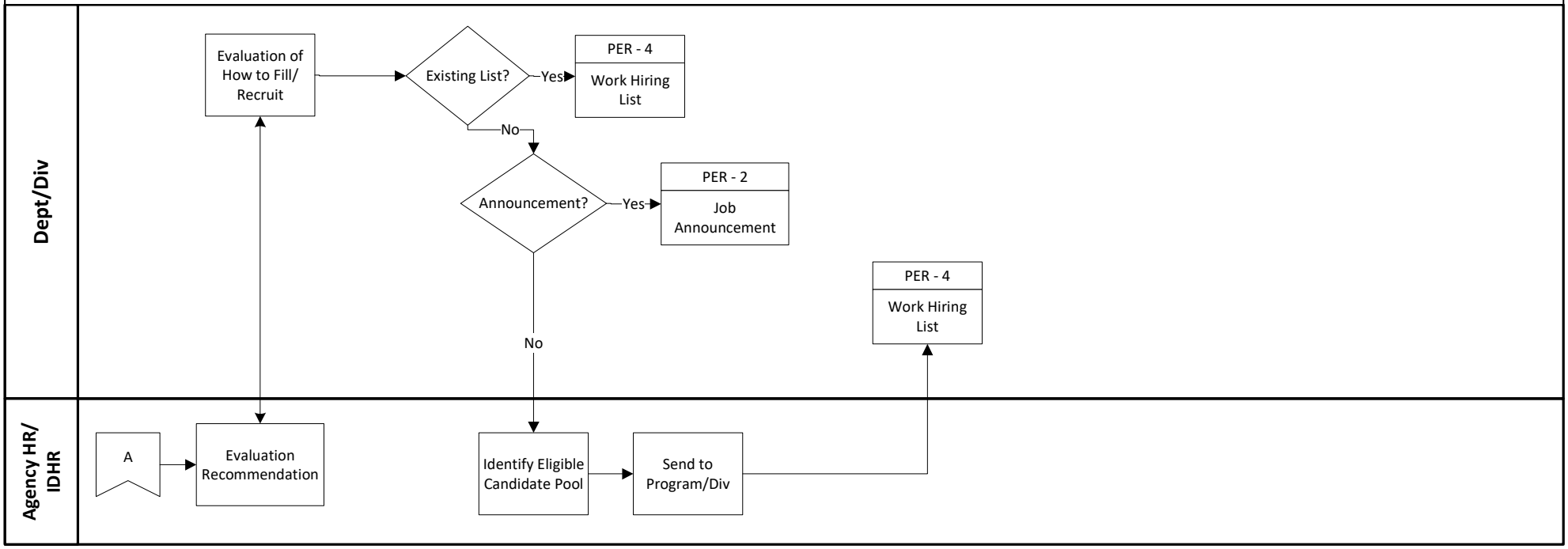
Module: Personnel/HR
Process: Personnel
Sub-Process: PER – 1 Request to Fill (To Be)
NOTES:

File: ID RFP HCM To Be Final



Module: Personnel/HR
Process: Personnel
Sub-Process: PER – 1 Request to Fill (To Be)
NOTES:

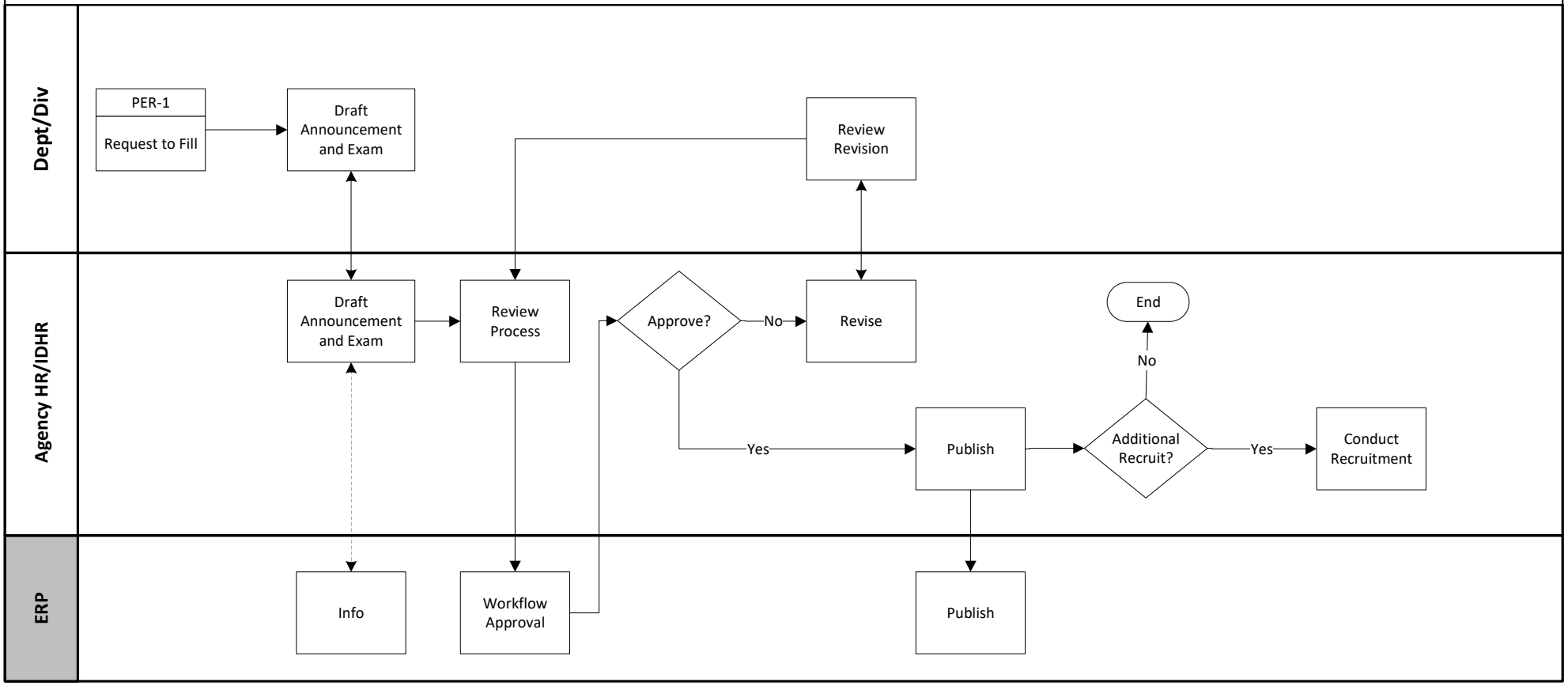
File: ID RFP HCM To Be Final



Module: Personnel/HR
Process: Personnel
Sub-Process: PER – 2 Job Announcement (To Be)
NOTES:

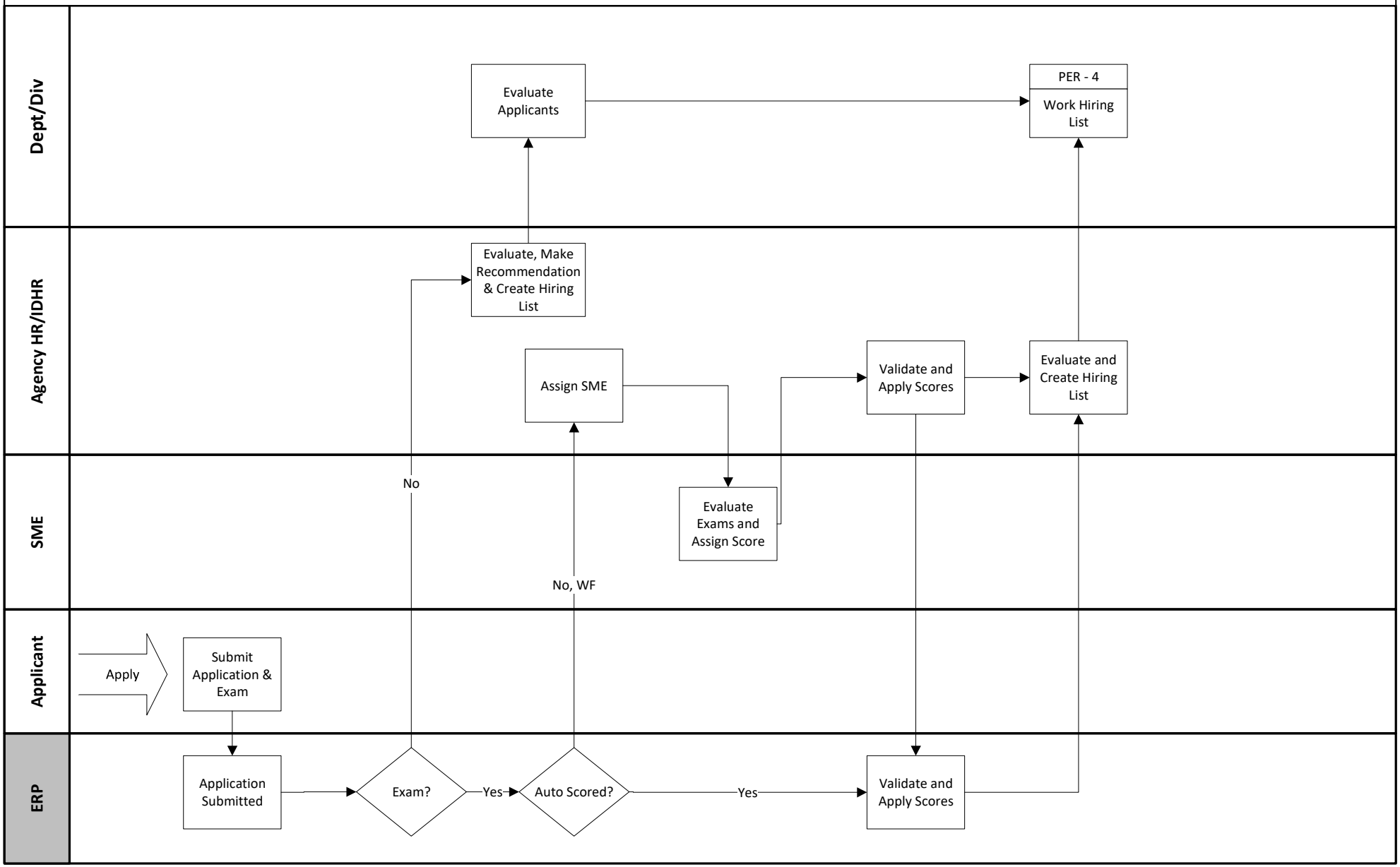
File: ID HCM To Be Draft v6

Page: 1/1



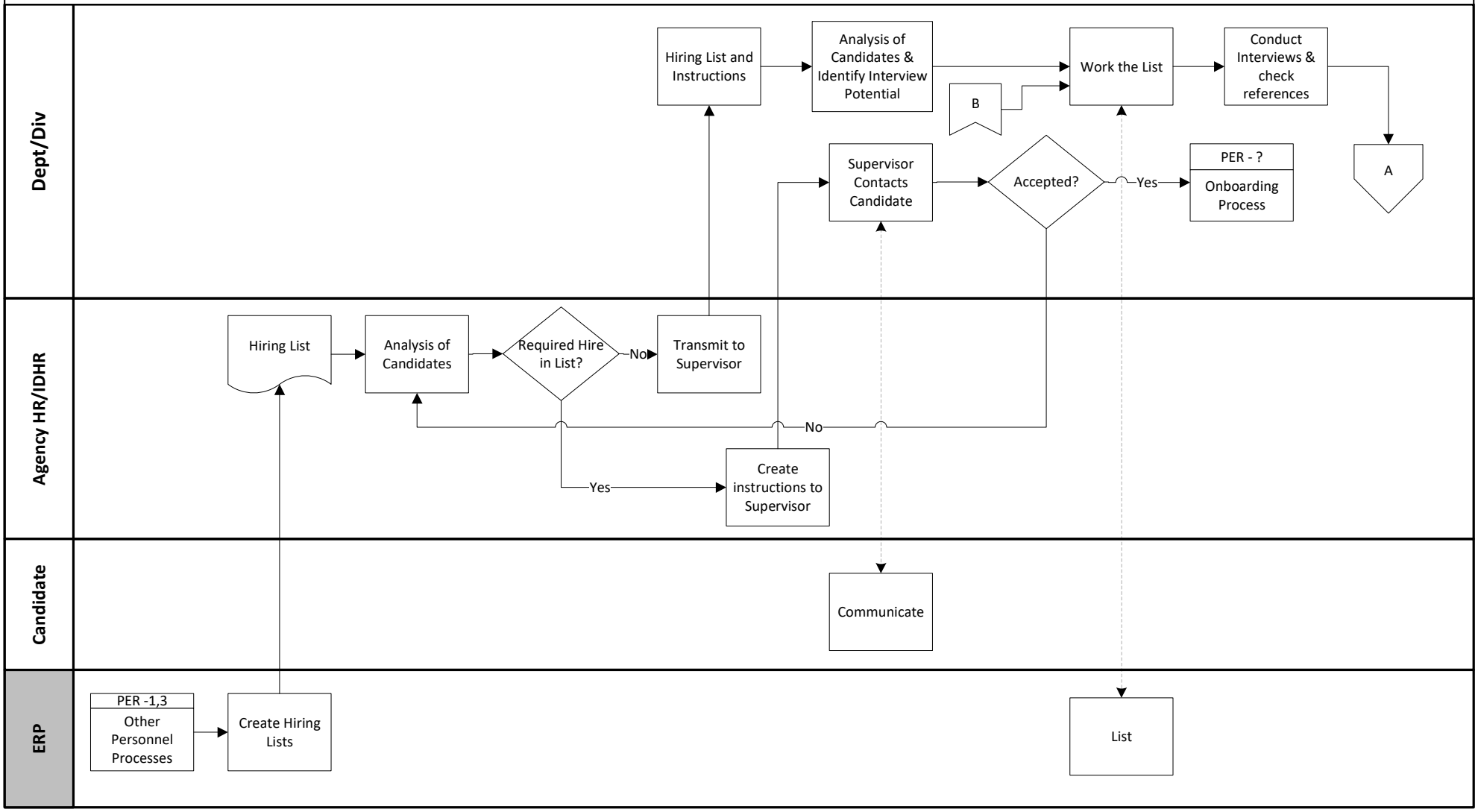
Module: Personnel/HR
Process: Personnel
Sub-Process: PER – 3 Application Process (To Be)
NOTES:

File: ID RFP HCM To Be Final



Module: Personnel/HR
Process: Personnel
Sub-Process: PER – 4 Work Hiring List (To Be)
NOTES:

File: ID RFP HCM To Be Final



Module: Personnel/HR
Process: Personnel
Sub-Process: PER – 4 Work Hiring List (To Be)
NOTES:

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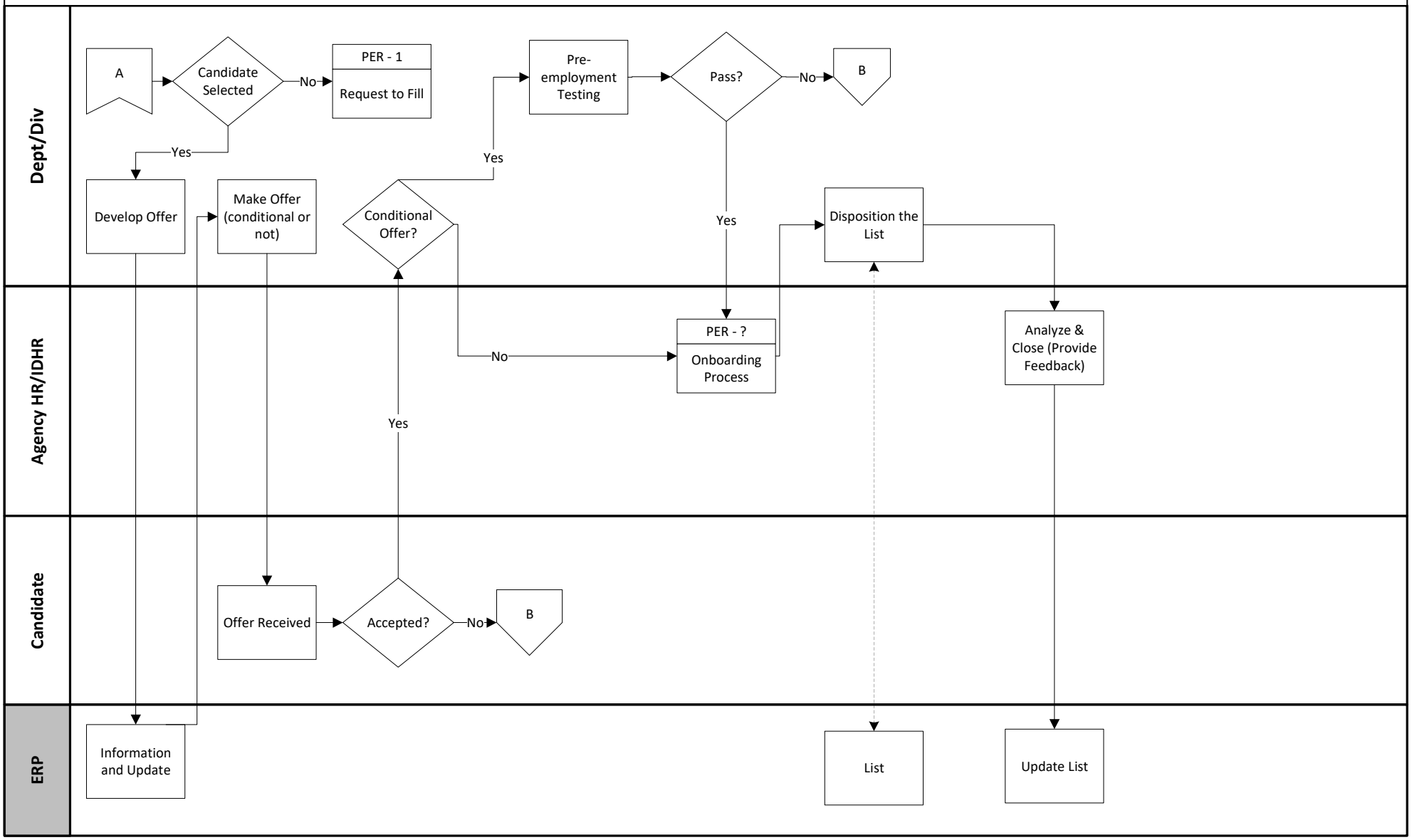
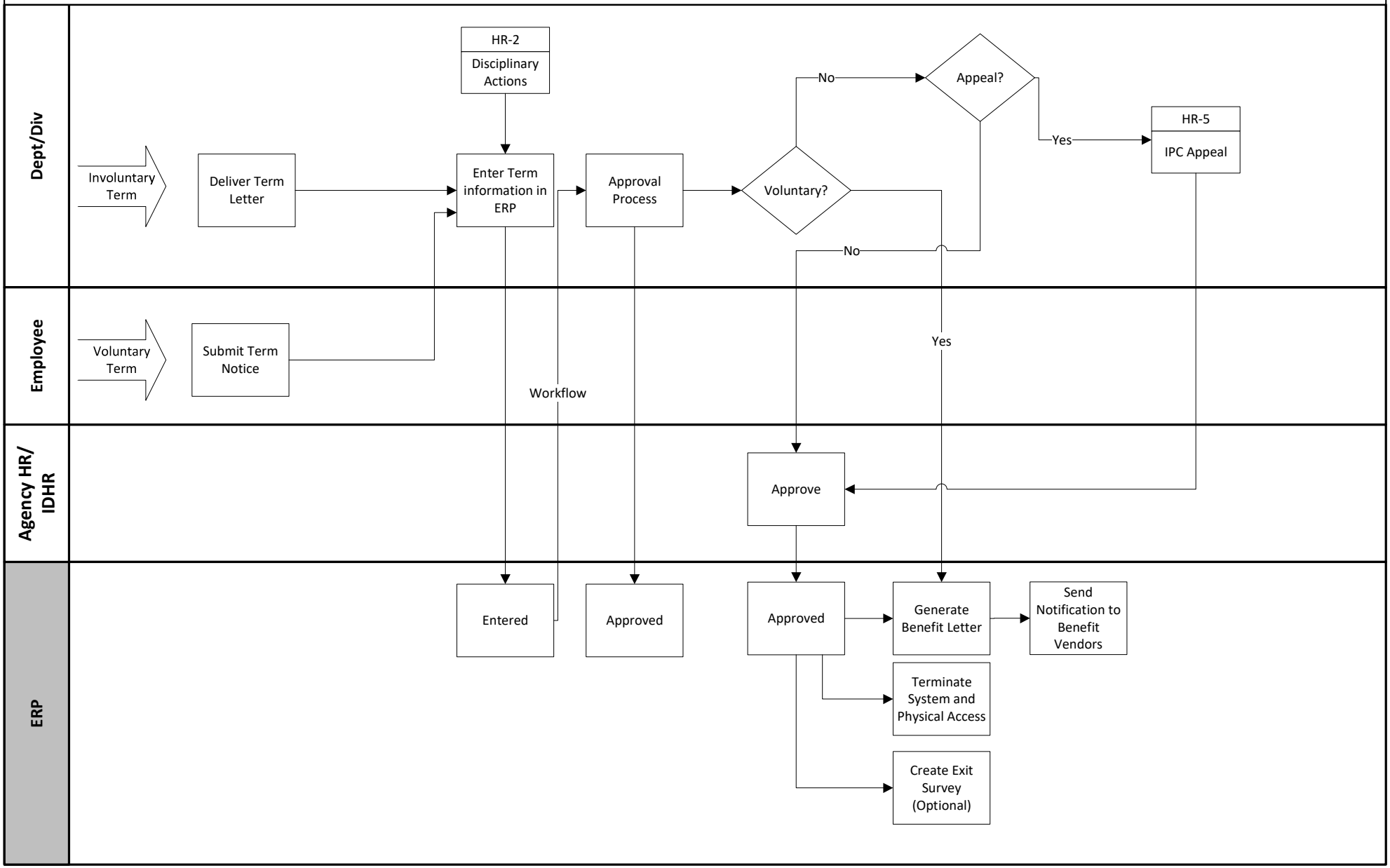


Module: Personnel/HR
Process: Personnel
Sub-Process: PER – 5 Separations (To Be)
NOTES:

File: ID RFP HCM To Be Final

Page: 1/1



Module: Personnel/HR
Process: Personnel
Sub-Process: PER – 6 Evaluating Position (To Be)
NOTES:

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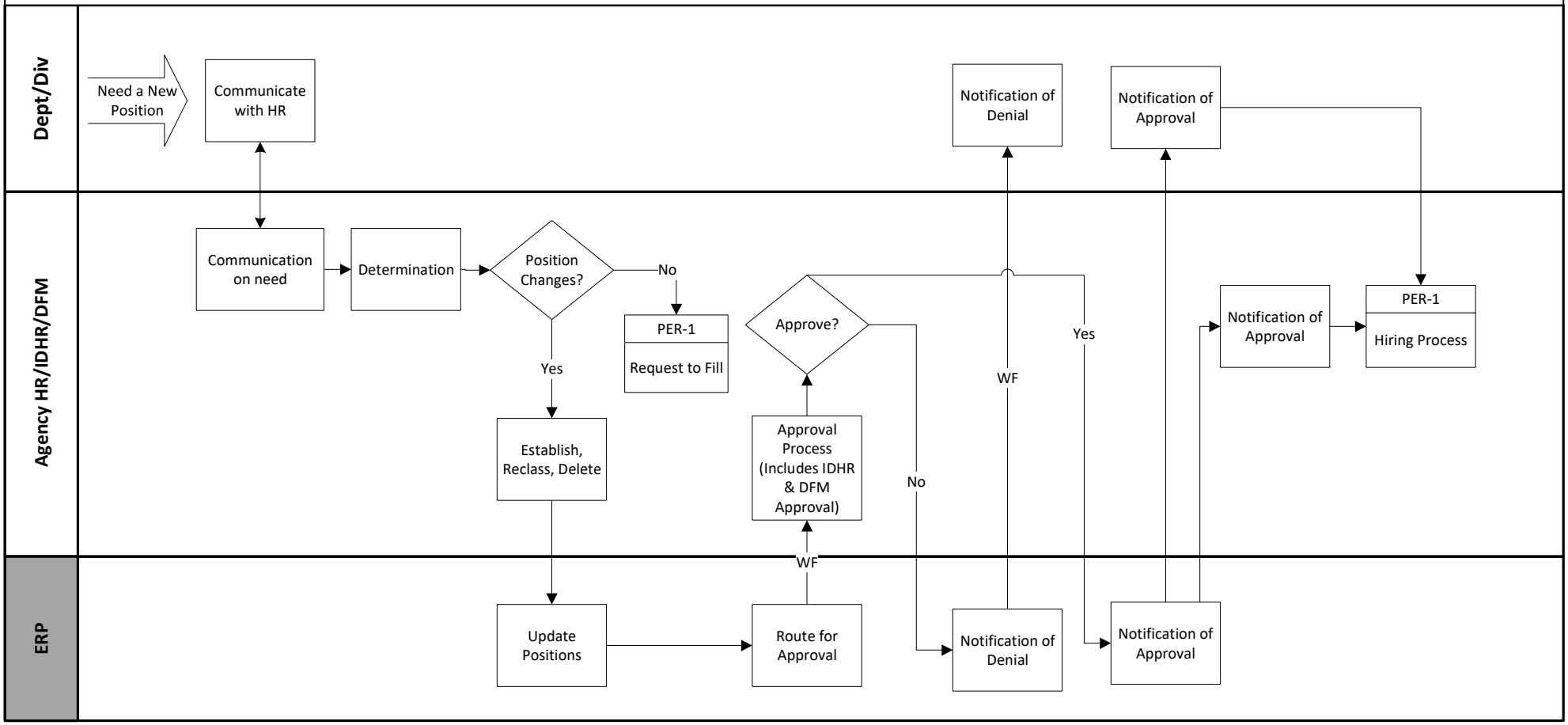

Module: Personnel/HR
Process: Personnel
Sub-Process: PER – 7 Insurance/FSA Application (To Be)
NOTES:

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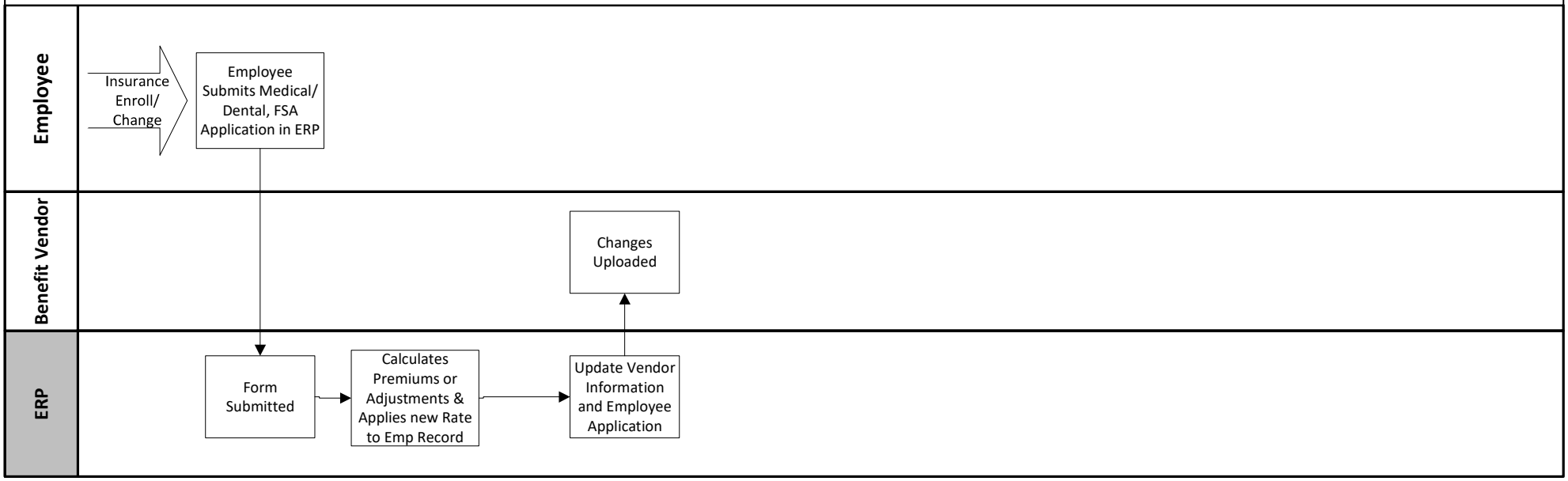
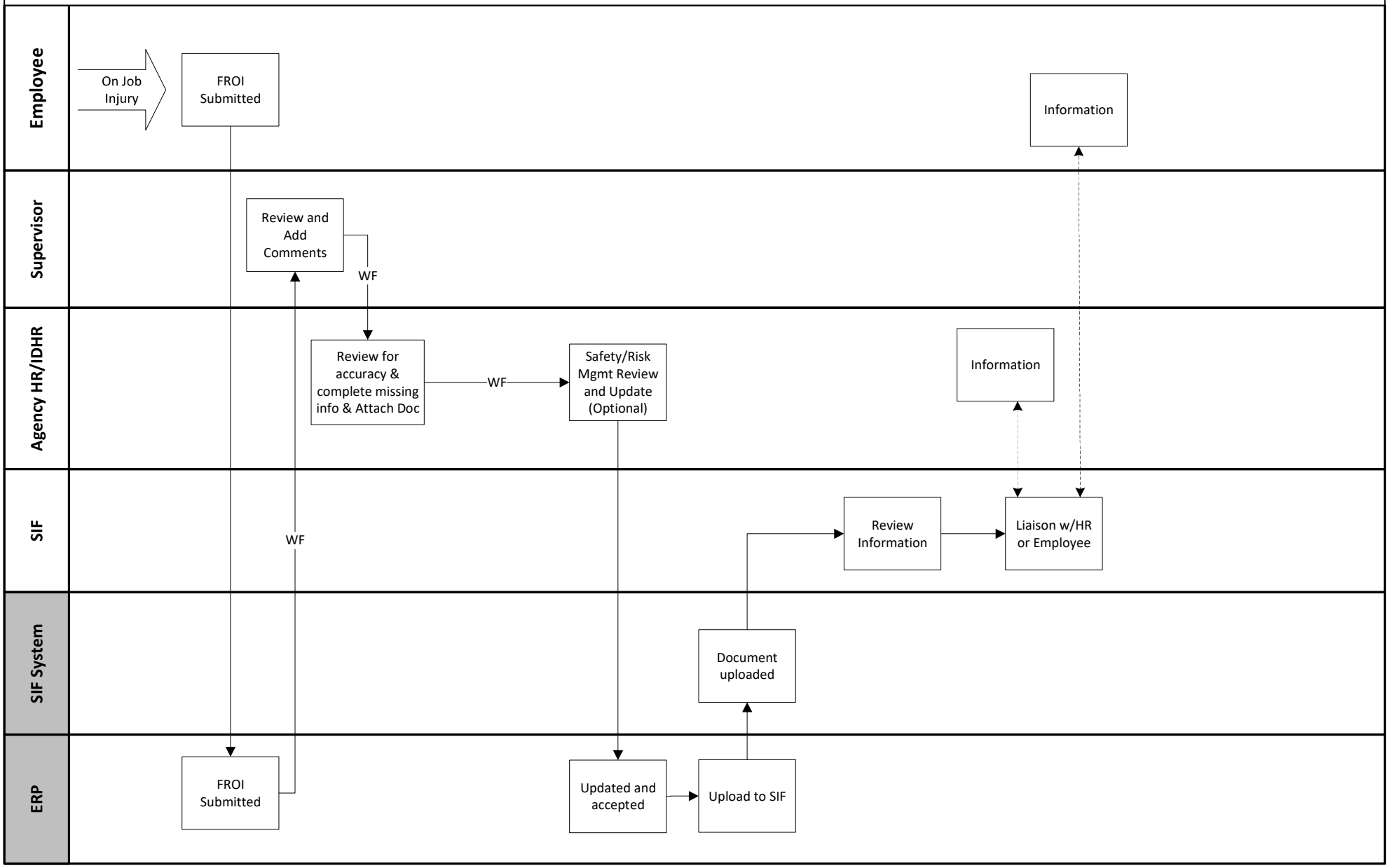


Module: Human Resources
Process: Worker's Comp
Sub-Process: HR – 1 First Report of Injury (To Be)
NOTES:

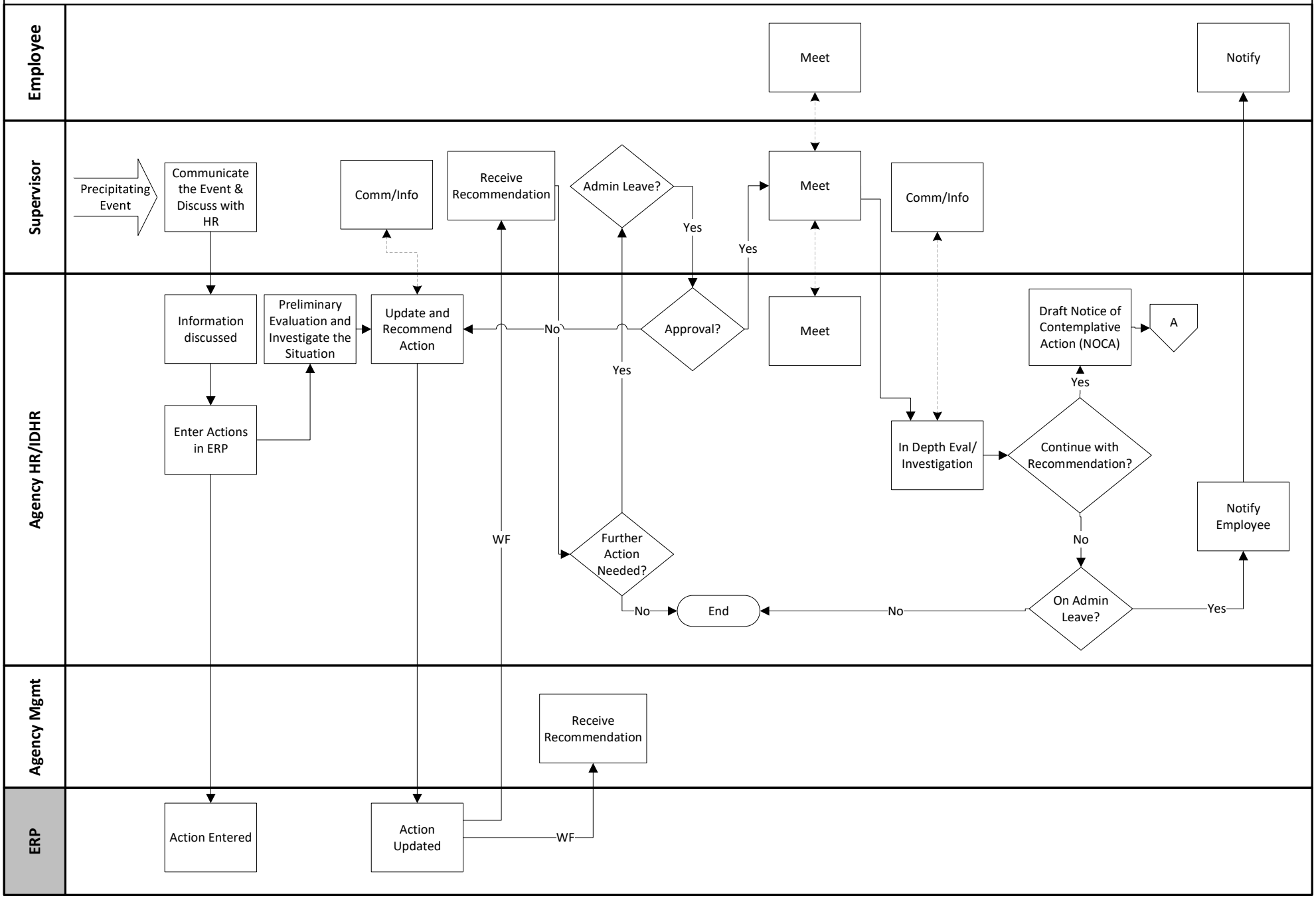
File: ID HCM To Be Draft v6

Page: 1/1



Module: Human Resources
Process: Human Resources Processes
Sub-Process: HR – 2 Disciplinary Actions (To Be)
NOTES:

File: ID RFP HCM To Be Final



Module: Human Resources
Process: Human Resources Processes
Sub-Process: HR – 2 Disciplinary Actions (To Be)
NOTES:

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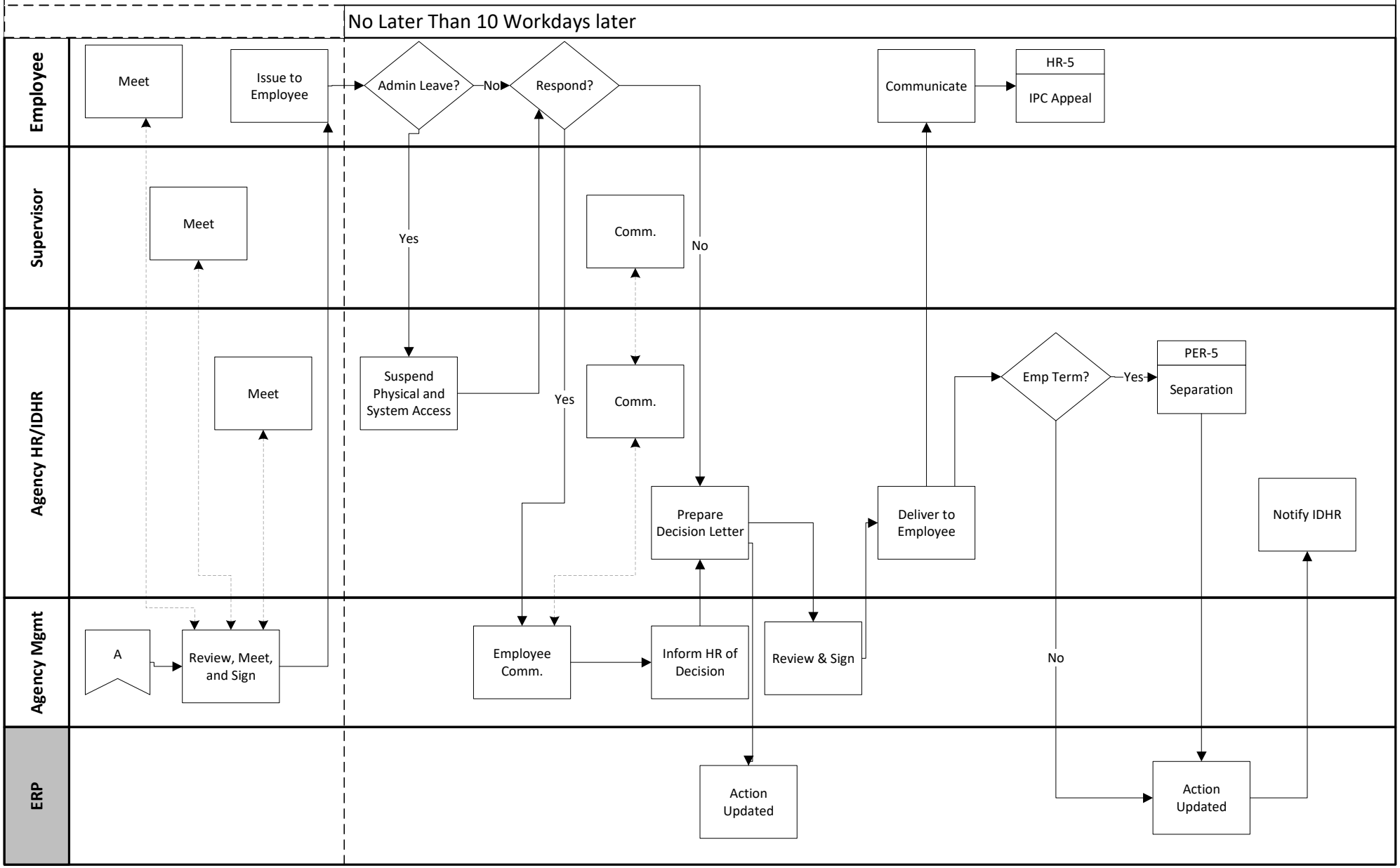

Module: Human Resources
Process: Human Resources Processes
Sub-Process: HR – 3 Problem Solving (To Be)
NOTES:

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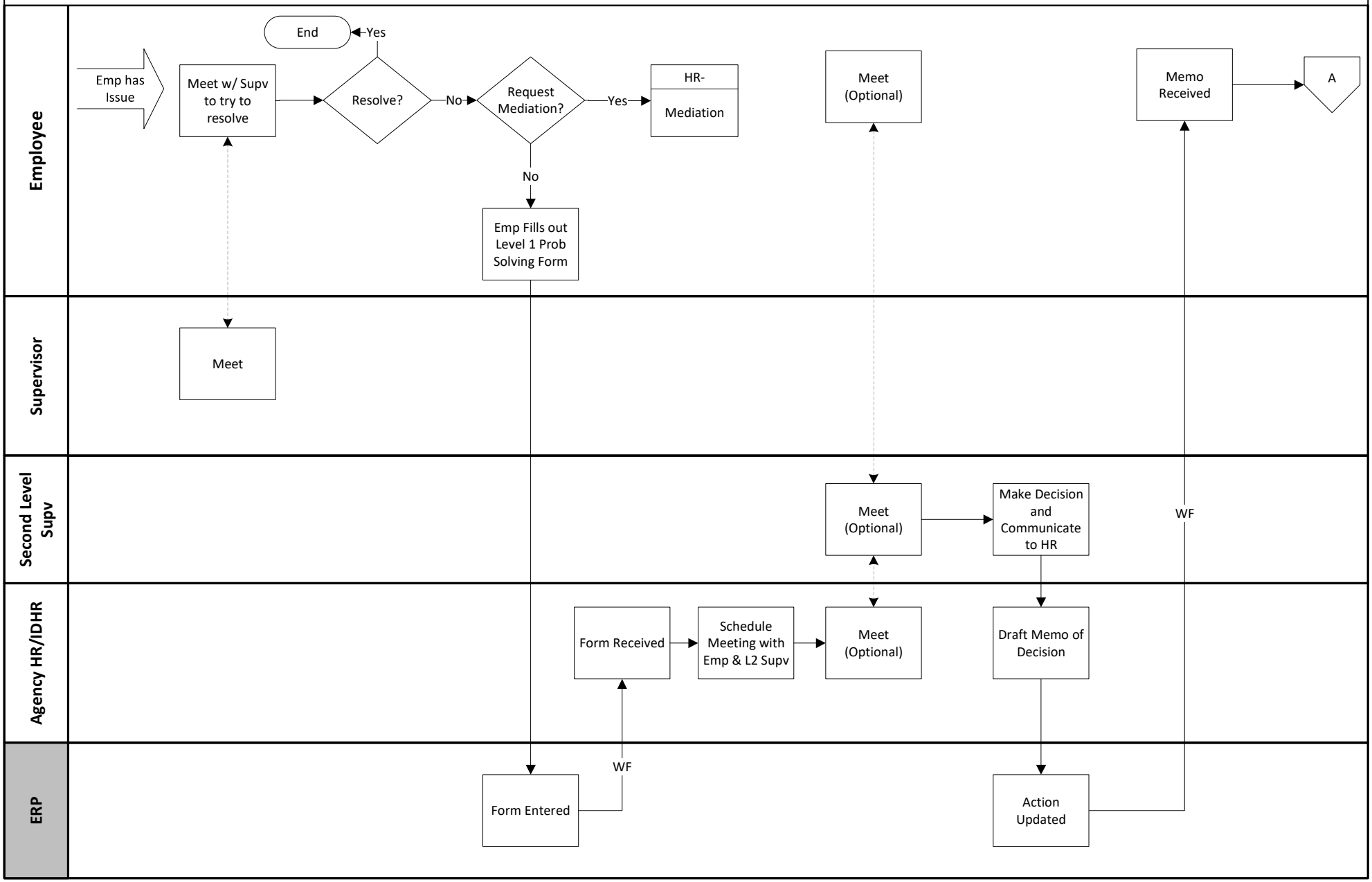

Module: Human Resources
Process: Human Resources Processes
Sub-Process: HR – 3 Problem Solving (To Be)
NOTES:

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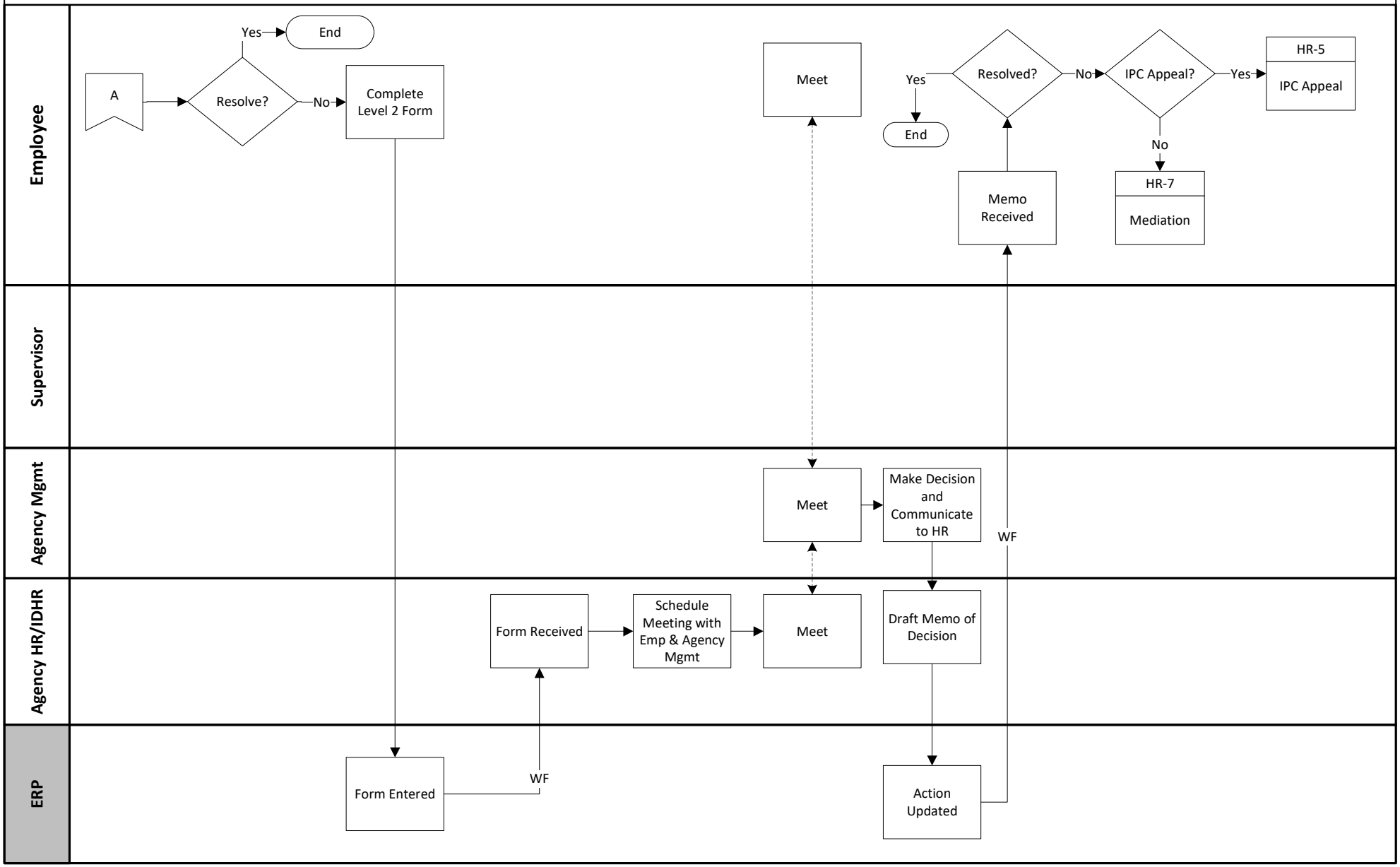

Module: Human Resources
Process: Human Resources Processes
Sub-Process: HR – 4 Employee Evaluations (To Be)
NOTES:

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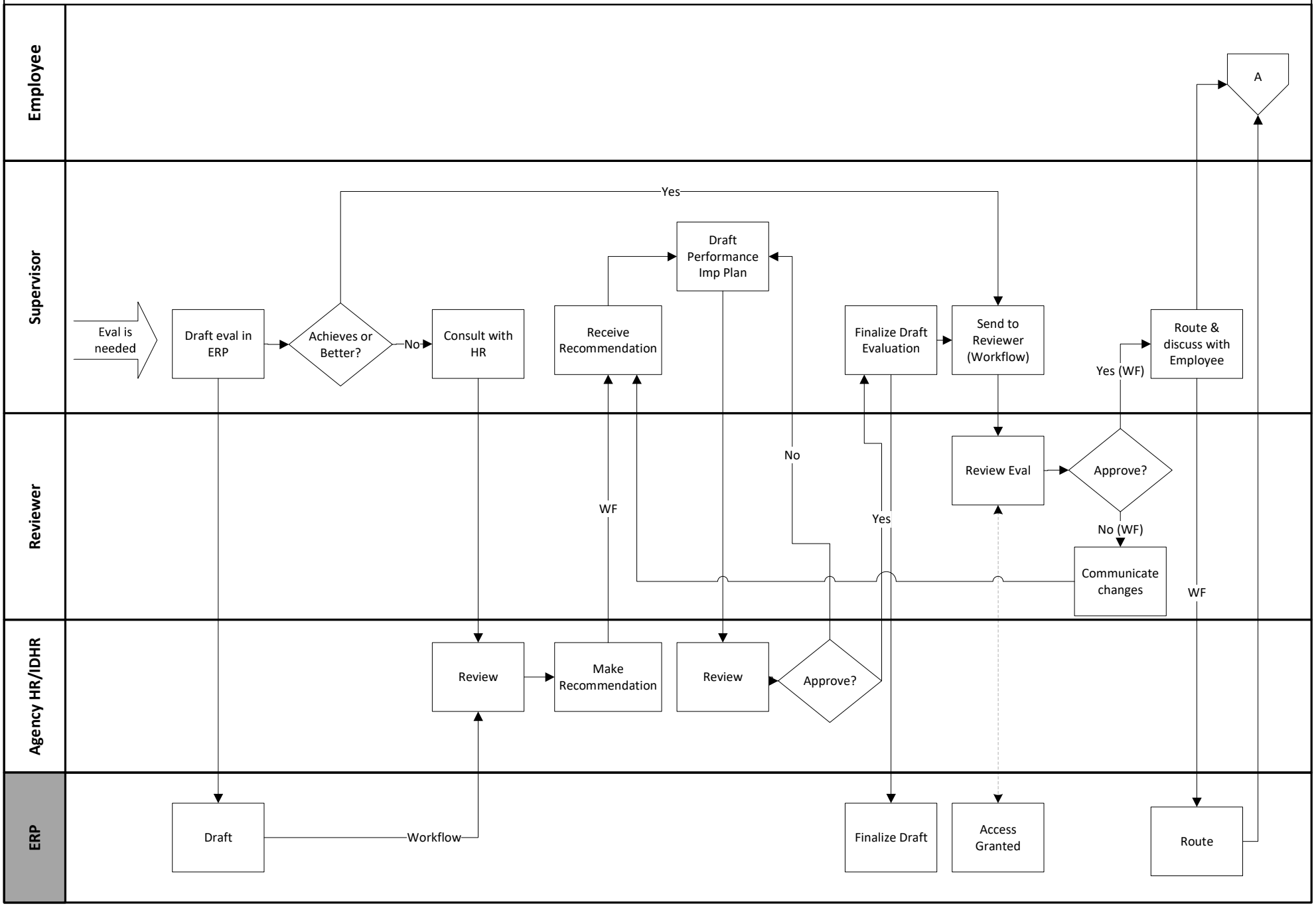

Module: Human Resources
Process: Human Resources Processes
Sub-Process: HR – 4 Employee Evaluations (To Be)
NOTES:

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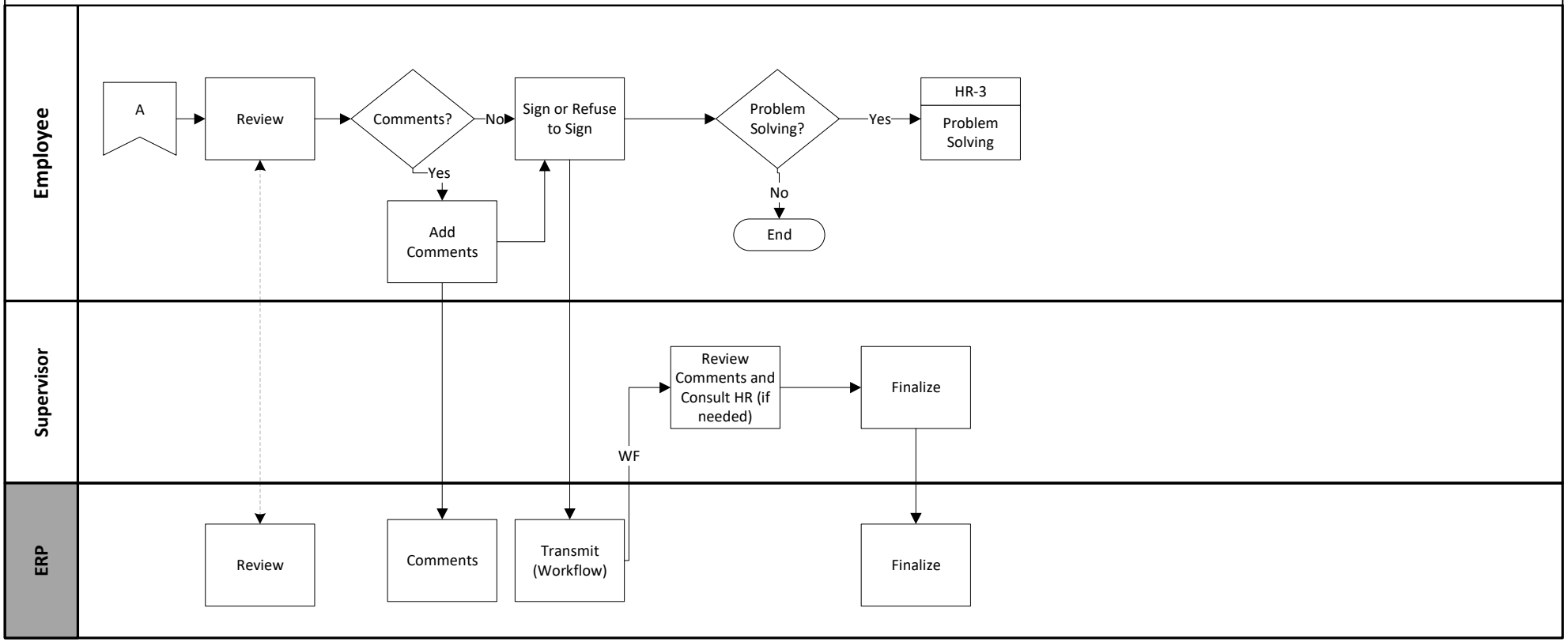
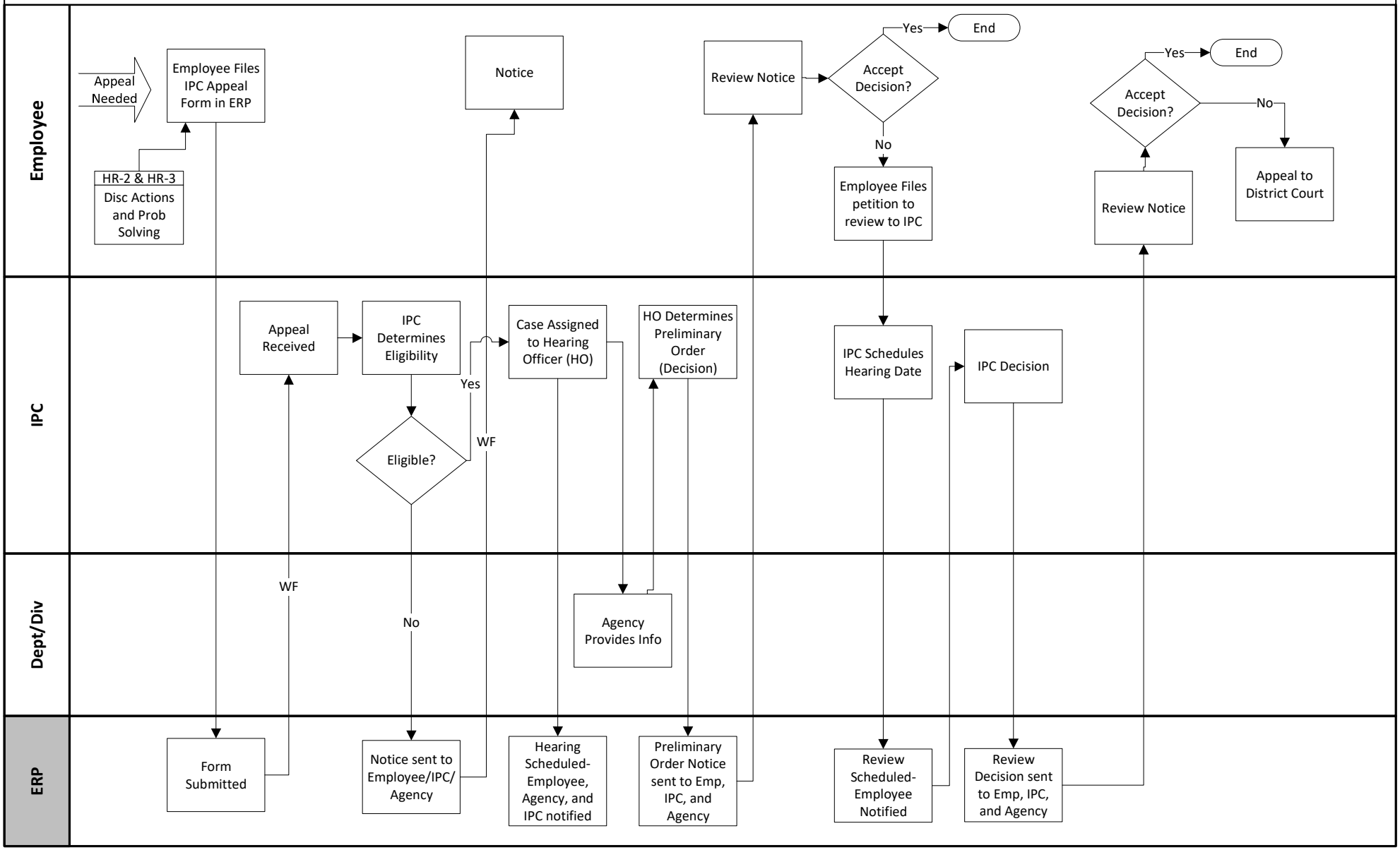


Module: Human Resources
Process: Human Resources Processes
Sub-Process: HR – 5 Idaho Personnel Commission (IPC) Appeal (To Be)
NOTES:

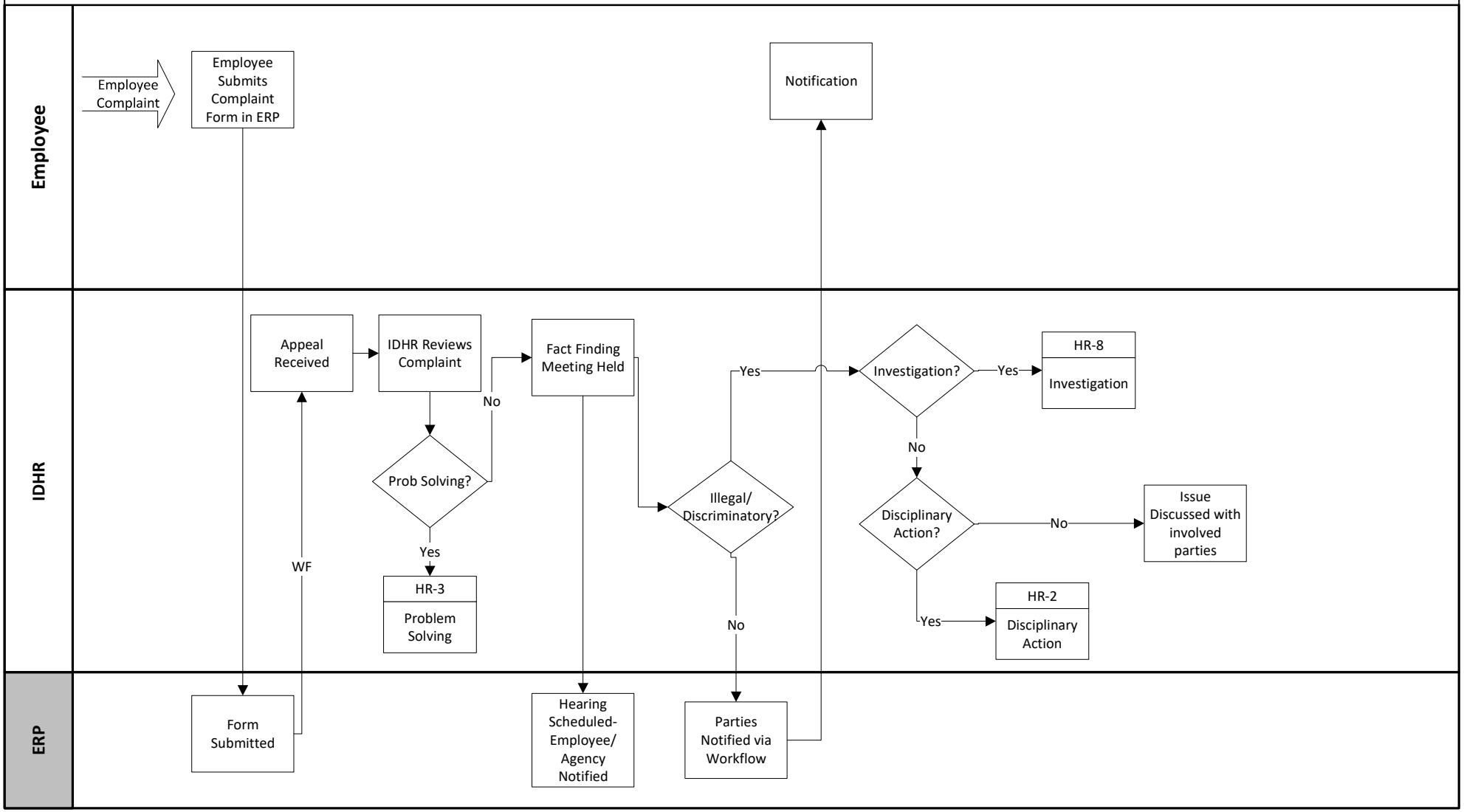
File: ID RFP HCM To Be Final



Module: Human Resources
Process: Human Resources Processes
Sub-Process: HR – 6 Employee Complaint (To Be)
NOTES:

File: ID RFP HCM To Be Final

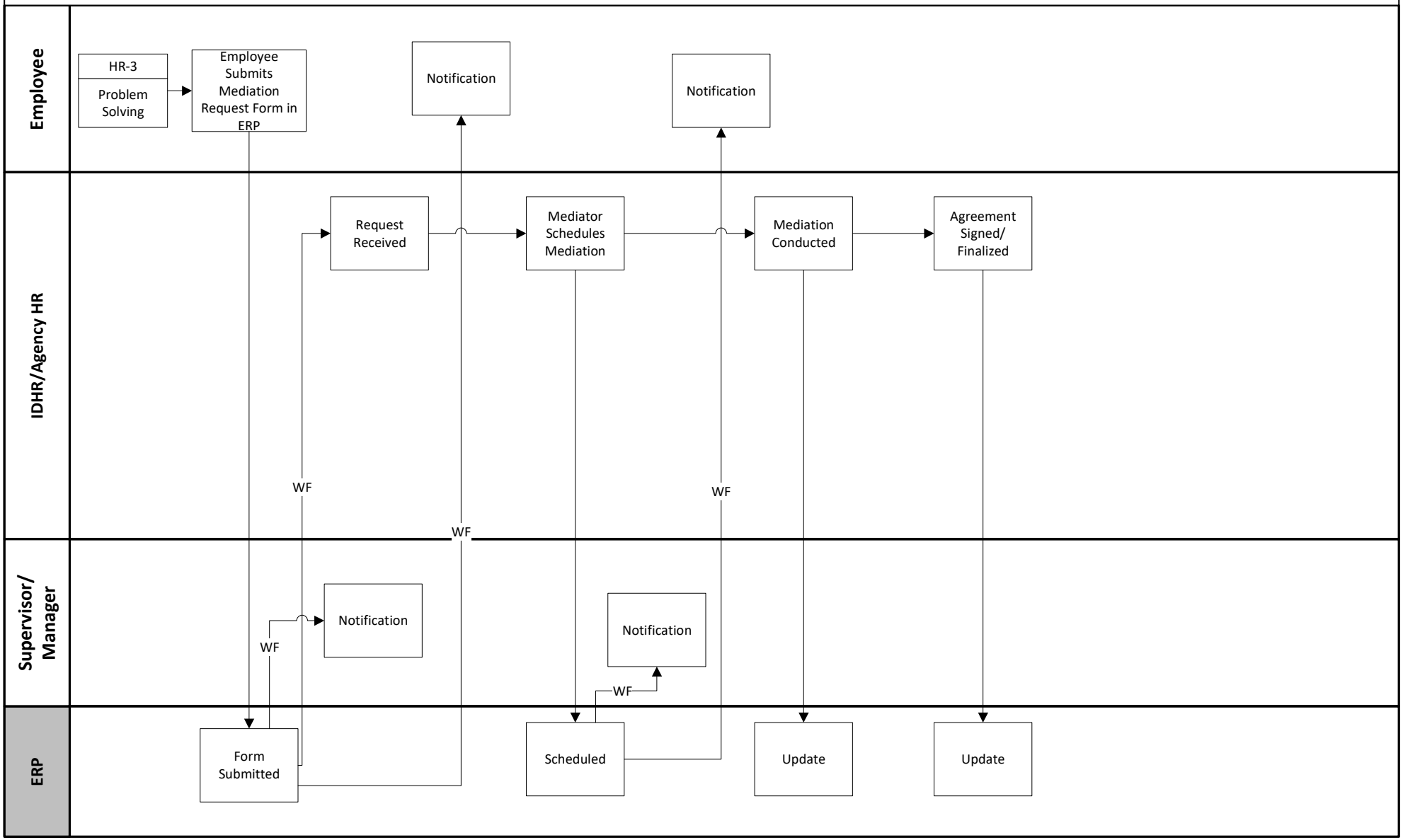
Page: 1/1



Module: Human Resources
Process: Human Resources Processes
Sub-Process: HR – 7 Mediation (To Be)
NOTES:

File: ID RFP HCM To Be Final

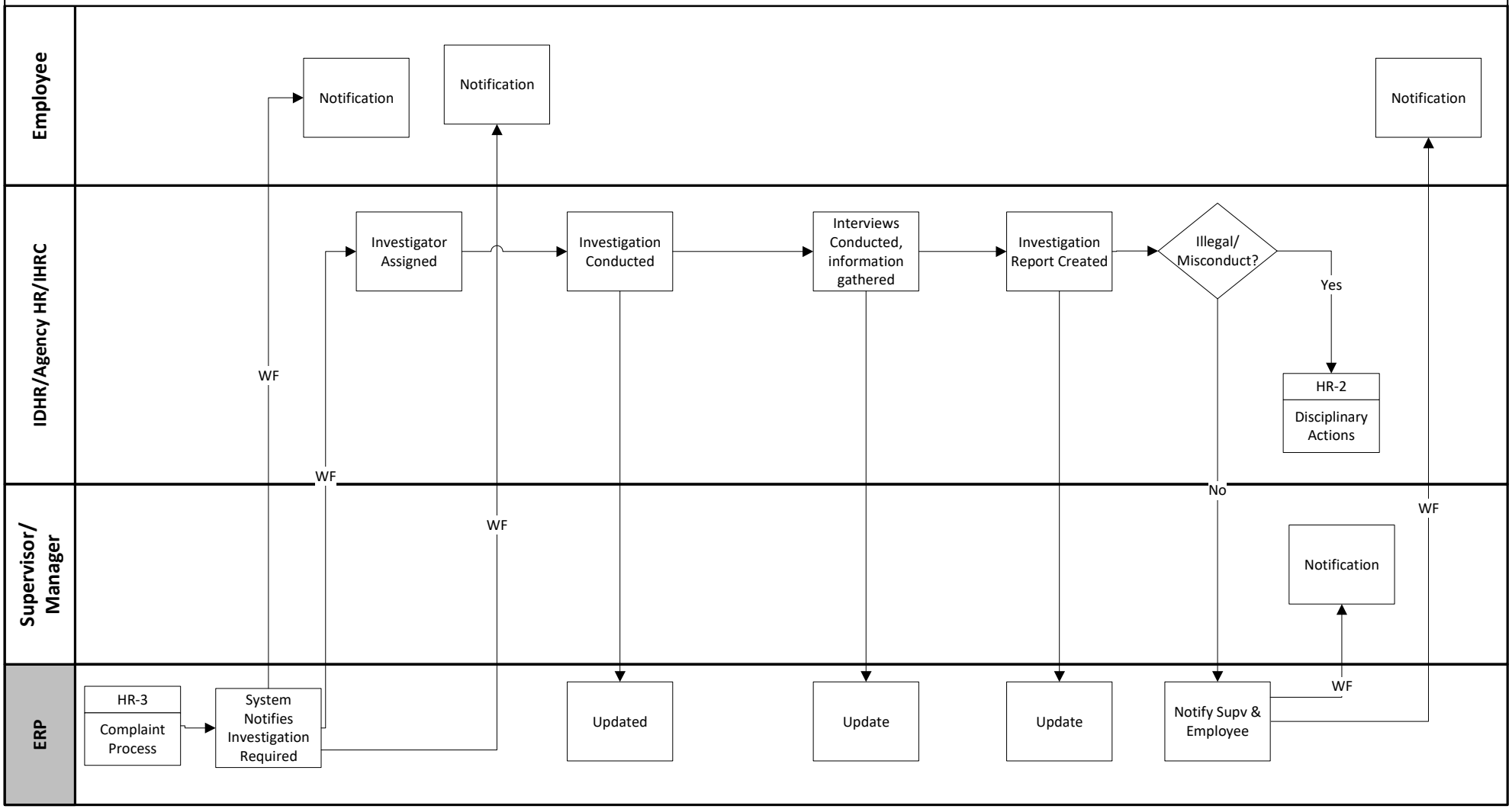
Page: 1/1



Module: Human Resources
Process: Human Resources Processes
Sub-Process: HR – 8 Investigations (To Be)
NOTES:

File: ID RFP HCM To Be Final

Page: 1/1



Module: Payroll/Time
Process: Time Entry
Sub-Process: TIME – 1 Time Entry (To Be)
NOTES:

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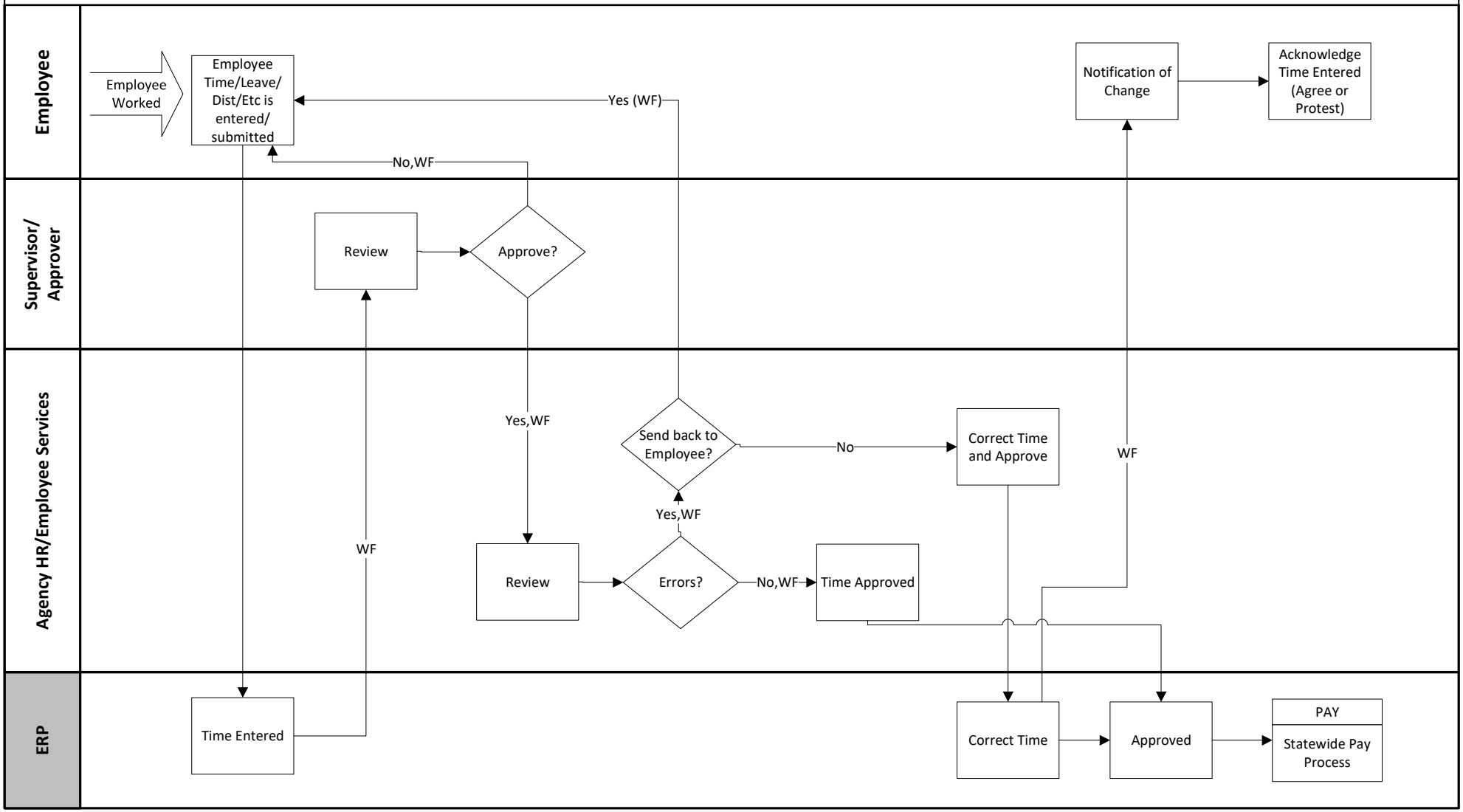
Page: 1/1