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) Software Implementation 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

Decision Box

Indicates collaboration or information flow

Manual Report or Document

Manual Process

Process Trigger

On Page Reference

Off Page Reference Outbound

Off Page Reference Inbound

State of Idaho
LUMA To Be Process Map List
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Module: Budget
Process: Budget Processes
Sub-Process: BUD-1 Agency Budget Development (To Be)
NOTES:

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

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Module: Budget
Process: Budget Processes
Sub-Process: BUD-3 Appropriation Adjustment (To Be)
NOTES:

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

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

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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

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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

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

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

File: ID RFP LSO BUD To Be Final

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

File: ID RFP LSO BUD To Be Final

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

File: ID RFP AR-Billing To Be Final

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

File: ID RFP AR-Billing To Be Final

Module: Accounts Receivable
Process: Revenue Operations
Sub-Process: AR-2 Collections (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

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

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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:

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

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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)
NOTES:

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

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

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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:

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

File: ID RFP COSTALL To Be Final

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:

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

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

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

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

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

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

File: ID RFP CASHMGMT To Be Final

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:

File: ID RFP CASHMGMT To Be Final

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

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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

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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

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

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

File: ID RFP CASHMGMT To Be Final

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

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

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Module: Contracts and Procurement
Process: CAPS Processes
Sub-Process: CAPS-1 Initiate Purchase (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 Procurement
Process: CAPS Processes
Sub-Process: CAPS-2 Solicitation (To Be)
NOTES:

File: ID RFP CAP To Be Final

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

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

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

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

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

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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:

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

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

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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 – 4 Work Hiring List (To Be)
NOTES:

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

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

File: ID RFP HCM To Be Final

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:

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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 – 2 Disciplinary Actions (To Be)
NOTES:

File: ID RFP HCM To Be Final

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

File: ID RFP HCM To Be Final

Module: Human Resources
Process: Human Resources Processes
Sub-Process: HR – 3 Problem Solving (To Be)
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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)
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Module: Human Resources
Process: Human Resources Processes
Sub-Process: HR – 6 Employee Complaint (To Be)
NOTES:

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

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

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

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Module: Payroll
Process: Statewide Time Collection
Sub-Process: STIME-1 Time Entry Process (To Be)
NOTES:

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Module: Payroll
Process: Statewide Time Collection
Sub-Process: STIME-2 Time Interface (To Be)
NOTES:

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Module: Payroll
Process: Statewide Time Collection
Sub-Process: STIME-3 Time/Payroll Corrections (To Be)
NOTES:

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Module: Payroll
Process: Statewide Payroll
Sub-Process: SPAY-1 Pay Process To Be (Bi-Weekly, Monthly, Off-Cycle)
NOTE: The process for each type of payroll will be the same, the timing is different and off-cycle will be on demand

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Module: Payroll
Process: Statewide Payroll
Sub-Process: SPAY-1 Pay Process To Be (Bi-Weekly or Monthly)

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Module:	Payroll		
Process:	Quarterly Reporting	File:	ID RFP STATEPAY To Be
Sub-Process:	SPAY-5-1 Quarterly Reporting – Tax Deferral Projections (To Be)		
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Module: Payroll
Process: Quarterly Reporting
Sub-Process: SPAY-5-2 Quarterly Reporting – Unemployment (To Be)
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Module:	Payroll		
Process:	Quarterly Reporting	File:	ID RFP STATEPAY To Be
Sub-Process:	SPAY-5-3 Quarterly Reporting – 941 (To Be)		
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Module: Payroll
Process: State Active Duty
Sub-Process: SAD-1 State Active Duty Payroll (To Be)
NOTES:

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Module: Payroll
Process: State Active Duty
Sub-Process: SAD-2 DFAS Upload (To Be)

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