

Luma Budget Quick Reference Guide (QRG)

Agency Revenue Estimate (4800)

Appropriation Revenue Estimate (4900)

Agency Revenue Estimate (4800) & Appropriation Revenue Estimate (4900)

Initiator: Any budget employee

Reason: Report revenues by agency or appropriation unit.

General Notes:

- These two forms contribute to the creation of an agency's B-11 report(s) as a part of their budget submission.
- The actuals on these forms are auto-populated with the previous years' revenues. The current year and the budget year's estimated revenue numbers will need to be entered.
- Both forms function the same but vary at the level they are reported at:
 - 4800 = Report Revenues by Agency (most agencies will use this form)
 - 4900 = Report Revenues by Appropriation Unit (Budget Unit)

Create a New Parent Entry

1. Select form 4800/4900 from the form dropdown menu to open the summary overview screen. This screen will list all entries matching the stages (workflow steps) associated with the user's access in the system.
 - i.e. Listed forms have not been “submitted”, moved to other stages, or have been returned to the user from another stage

Agency Revenue Form (4800)

Quick Search: [Show Advanced Filters](#)

Record Actions: [Add New](#)

Form ID	Description	Stage	Agency	Form Rows	Last Update	Last User	Submit	Actions
1160	State Controller	4801	140	2	11/30/2020	chuck.hulem@	Submit	Header Detail Delete

Records per page: 50

Records: 1 - Page: 1

2. Click **Add New** to populate the “Create a new Budget Form” utility.
3. Select the appropriate Stage.
 - Not all budget forms start in Stage 1.
4. The second field will depend on the form you selected.
 - 4800 = Agency: Select the appropriate Agency code
 - 4900 = Approp: Select the applicable Appropriation Unit (AU)

Note: Agencies using “Revenue by Approp. (4900)” will create a parent entry for each AU they are budgeting for, and multiple entries for each parent entry. Agencies should pick the appropriate form to report their estimated revenue dollars as directed by their DFM/LSO analysts.

5. Click **Save** to create a parent entry and be taken to its “Budget Form Header”.

HEADER TAB

- A narrative is not required for this form. There is a Comments/Notes text field after each line on the “Detail” tab that can be used to furnish line entries with detail.
- The form header will either refer to “Agency” or “Approp.” depending on the form that was selected but are otherwise identical.

Instance ID	Form Definition	Definition Name	Name	Approp
1766	4900	Approp Revenue Form (4900)	Administration	SCAA

1. If desired, edit the “Name” field for reference purposes.
2. Once complete, select **Save** and navigate to the Detail tab.

DETAIL TAB

- Once the parent entry is created, the system will pull in the Actuals for the last three years from Luma Finance (once they become available).
- Luma Budget will populate and pull the last 2 years of actuals at this time for all the Appropriation Units, Funds, and Accounts.
- The last three columns with the estimates will need to be populated.
 1. On the “Budget Form Header” screen, select the “Detail” tab to open the “Budget Form Lines” screen.
 2. Use the following methods to add and adjust items as needed:
 - **Add New:** This button will open the “Add New Line” utility, allowing the user to manually enter a new form line.
 - **Copy:** This button allows users to copy a highlighted form line, saving time and effort when new lines share previously created form line details.
 - **Export/Import:** Click **Export** to download the templet (including any existing line information). Modify the form in Excel before saving the file and clicking **Import** to upload your changes.

Budget Form Lines

CloseExportImportRefresh

ID	Form	Approp	Form Name	Current Year Est	Budget Year Est
1766	4900	SCAA - Administration	Approp Revenue Form (4900	\$0	\$2,000

Quick Search:

Enter search criteria here...

Actions:

Add NewCopy

Row	Audit Trail	Approp	Fund	Account	FY 2017-18 Actuals	FY 2018-19 Actuals	FY 2019-20 Actuals	FY 2020-21 Estimated Revenue*	FY 2021-22 Estimated Revenues*	Significant Assumptions*	
1		SCAA	10000	433000	\$0	\$0	\$0	\$1,000	\$1,000	edit inline	
2		SCAA	10000	444000	\$0	\$0	\$0	\$0	\$0		
3		SCAA	12500	411501	\$245	\$250	\$0	\$0	\$0		
4		SCAA	12500	433000	\$33,100	\$31,500	\$0	\$0	\$0		
5		SCAA	12500	447200	\$0	\$0	\$0	\$0	\$0		
6		SCAA	48000	411501	\$7,878,902	\$7,852,700	\$0	\$0	\$0		
7		SCAA	48000	433000	\$0	\$0	\$0	\$0	\$0		
8		SCAA	48000	441103	\$0	\$0	\$0	\$0	\$0		
9		SCAA	48000	460000	\$76,928	\$22,000	\$0	\$0	\$0		
10		SCAA	48000	479200	\$29,685	\$0	\$0	\$0	\$0		
11		SCAA	52600	479200	\$100	\$0	\$0	\$0	\$0		

Records per page: 50

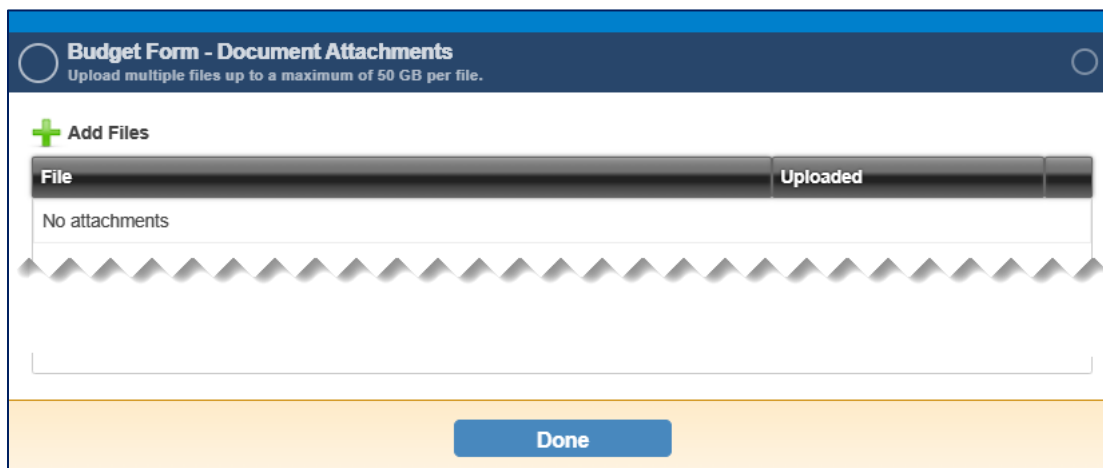
- Records: 1 - 11 of 11 - Pages: 1

Note: An “Approp.” column is available when using form 4900.

3. Add additional comments to the **Significant Assumption*** field at the end of each line.
 - This field has a large character limit, so it can hold detailed explanations.
 - Supplemental documentation can be uploaded using the Attachment tab.

ATTACHMENT TAB

Selecting the “Attachment” tab will open the “Budget Form – Document Attachments” utility. Clicking **Add Files** will open a file explorer dialogue, allowing you to locate and select the document(s) you would like to upload to the form.



The screenshot shows a web interface titled "Budget Form - Document Attachments" with a subtitle "Upload multiple files up to a maximum of 50 GB per file." Below the title is a green plus icon and the text "Add Files". A table with two columns, "File" and "Uploaded", is shown. The "File" column contains the text "No attachments". Below the table is a large, empty rectangular area. At the bottom of the interface is a blue button labeled "Done".

Note: You may upload multiple documents at once as long as they do not exceed the 50 GB file limit.

Result: You have successfully reported on your revenues and revenue estimates using either the Agency Revenue Estimate (4800) or the Appropriation Revenue Estimate (4900) Form.

Additional training resources can be found on the SCO website’s Luma Budget Training page: <https://www.sco.idaho.gov/LivePages/luma-budget-support-and-training.aspx>

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Version 4