Statewide Showcase:
Luma Chart of Accounts Update
&
Overview of Luma Budget Module Training

February 16th & 18th, 2021

Introduction

Welcome!

Thank you for being here!

Thank you all for your flexibility during these unprecedented times!

Expectations:

- Please give presenters your full attention.

- Please utilize the chat functionality (bottom right) to ask questions, or wait until the end of the presentation to come off of mute and ask.

- This meeting is being recorded and will be available at luma.sco.idaho.gov in the near future.
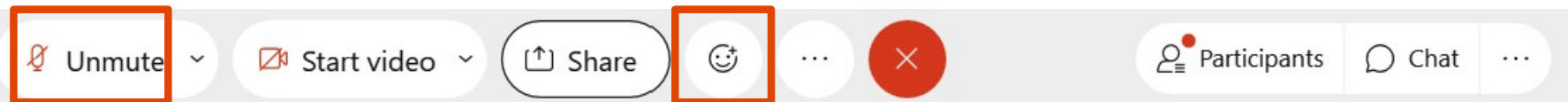
AGENDA

- Chart of Accounts Update

- Overview of Training for the Luma Budget Module

- Q&A

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Chart of Accounts (COA) Update:

Additional Chart of Account Dimensions

Additional Chart of Account (COA) Dimensions (cont.)

- **Trust Account**: Used to record assets held in trust by an Agency to allow them to manage and distribute trustee fund balances. The Trust Account dimension is an interim solution to manage asset balances held in individual trust accounts.

Additional Chart of Account (COA) Dimensions (cont.)

- **System Interagency**: This will allow Agencies to trace the source and destination of accounting entries between Agencies. The System Interagency dimension provides transparency on transactions between two agencies.

Budget Posting Accounts

- 50 Personnel (4000)
- 55 Operating (5000)
- 70 Capital Expenditures (6000)
- 80 Trustee & Benefit Payments (7000)

STARS Object Code Structure	Luma Account Dimensions	
Object	Account Category	2 Digit – Budget/Reporting
Summary Object	Summary Account	3 Digit – Budget/Reporting
Sub-object	Account	4 Digit – Reporting Only
Sub-object Detail	Posting Account	6 Digit

Budget Training
Timeline &Overview

Budget Training Overview

Training Stakeholder Groups

1

**Budget Analyst
Budget Officer
(Budget Controller)**
Agency Specific

2

**Budget Analyst
Budget Administrator**
DFM | LSO | SCO
Prerequisite: Budget
Analyst/Officer training

3

**Budget Reviewer
Budget Approver
Budget Submitter**
Agency Specific

Luma

Budget Training Overview

State Title: Budget Officer
Luma Role: Budget Controller

1

**Budget Analyst
Budget Officer
(Budget Controller)**
Agency Specific

Budget Officer(Budget Controller) - The staff at an agency who holds the primary responsibility for the creation of the agency's budget request.

Budget Analyst - The DFM and LSO staff that will review the summited budgets.

Estimated as a 2 day course as a Virtual Instructor Lead Training

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Budget Training Overview

2

**Budget Analyst
Budget Administrator**
DFM | LSO | SCO
Prerequisite: Budget
Analyst/Officer training

Budget Administrator - Primarily SCO Administrative staff who will run the administrative roles and technical aspects of the Luma Budget System.

Budget Training Overview

3

Budget Reviewer
Budget Approver
Budget Submitter
Agency Specific

Anticipated Completion July 15, 2021

Budget Reviewer/Approver - Agency staff who will review and approve or send back the work that the Budget officers have done.

Budget Submitter - The person who has the sole authority to submit the budget on behalf of the agency, typically the agency director. (Signer of the B2 form)

Estimated as a 30 minute or less Web Based Training

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Budget Training Overview

Training Information Continued…

Projected Go-Live: Luma Budget System May 17, 2021

Luma Budget Forms: Each budget form will have a Quick Reference Guide (QRG's) for future reference as needed.

Troubleshooting Guide: There is a draft troubleshooting guide that references each budget form for common issues that may arise.
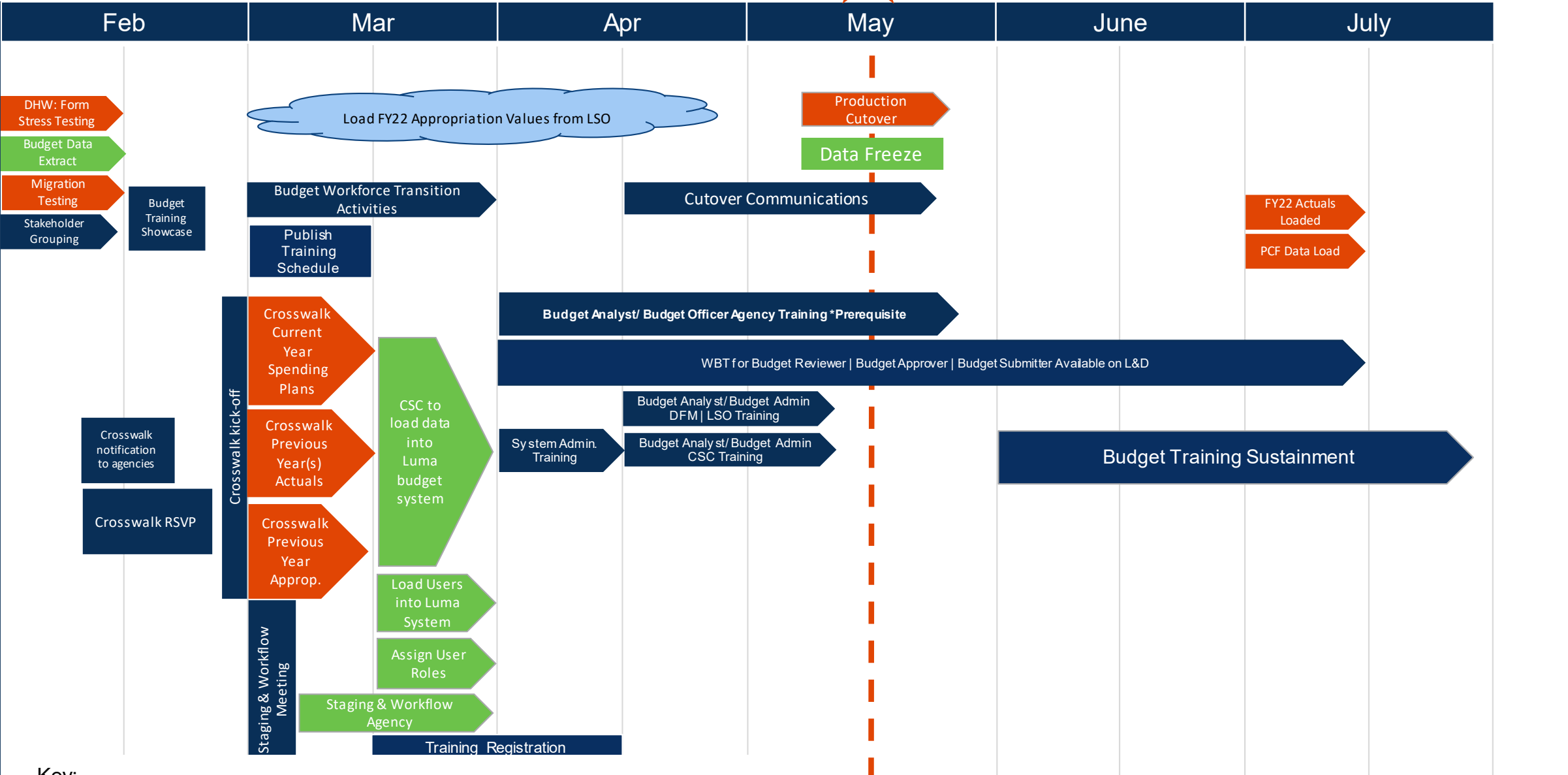
Budget Training Overview

The Stress Test

Presently the Department of Health and Welfare is doing a stress test on the Luma Budget system by entering their current budget request.

Luma Budget Timeline

Go-Live — **Monday, May 17th**

Thursday, July 15th

Feb	Mar	Apr	May	June	July

DHW: Form Stress Testing

Budget Data Extract

Migration Testing

Budget Training Showcase

Stakeholder Grouping

Load FY22 Appropriation Values from LSO

Production Cutover

Data Freeze

Budget Workforce Transition Activities

Cutover Communications

FY22 Actuals Loaded

Publish Training Schedule

PCF Data Load

Budget Analyst/ Budget Officer Agency Training *Prerequisite

Crosswalk kick-off

Crosswalk Current Year Spending Plans

CSC to load data into Luma budget system

WBT for Budget Reviewer | Budget Approver | Budget Submitter Available on L&D

Budget Analyst/ Budget Admin DFM | LSO Training

Crosswalk Previous Year(s) Actuals

System Admin. Training

Budget Analyst/ Budget Admin CSC Training

Budget Training Sustainment

Crosswalk notification to agencies

Crosswalk RSVP

Crosswalk Previous Year Approp.

Load Users into Luma System

Assign User Roles

Staging & Workflow Meeting

Staging & Workflow Agency

Training Registration

Key:
Orange are activities being completed by agencies.
Blue are activities being completed by Luma OCM Team.
Green are activities being completed by Computer Service Center at SCO.

The cloud in blue is to distinguish that the timeline is uncertain for that activity given that it is dependent on external factors.

Budget Training Overview

Crosswalk Information

Starting the end of February and the first part of March agencies will be preparing their agency specific summary level crosswalks. This will include:

- Previous Year Spending Plans
- Previous Year(s) Actuals
- Previous Year Appropriations

The first of this information went out last week to agencies.

Information Sessions:
February 23rd from 2:00-3:00 pm
February 25th from 2:00-3:00 pm

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Budget Training Overview

Staging and Workflow
Preparation

Starting the first of March the Budget Team will meet with each agency to go over staging, workflows and confirming security roles for employees identified as being involved in the budget process.

Information Session:

March 2nd 2:00-3:00 pm
March 4th 2:00-3:00 pm

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Budget Training Overview

How to prepare for training:

Stakeholder group 1: Budget Analyst/Budget Officer (Budget Controller)

- Copy of previously submitted budget (FY22 request)
- Agency Specific Crosswalks

Stakeholder group 3: Budget Reviewer/Budget Approver/Budget Submitter

- Target Goal for completion of training is July 15, 2021

A sneak peak into Training

Budget Training Overview

Where to gain access to Luma Budget System?

- The first step is gaining access to the SCO Enterprise Dashboard.
- This can be accomplished today if it is not already done.
- It is different from signing into I-TIME.
- By going through the new user registration process you will be issued a state ID which will be your username for signing in to the SCO Enterprise Dashboard.
- Detailed instructions can be found on the SCO website.

SCO
STATE OF IDAHO
CONTROLLER'S OFFICE
BRANDON D WOOLF

TRANSPARENCY   **STATE EMPLOYEES**   **POLICIES**   **BOARDS**   **TRAINING**   **SUPPORT**   **ABOUT**
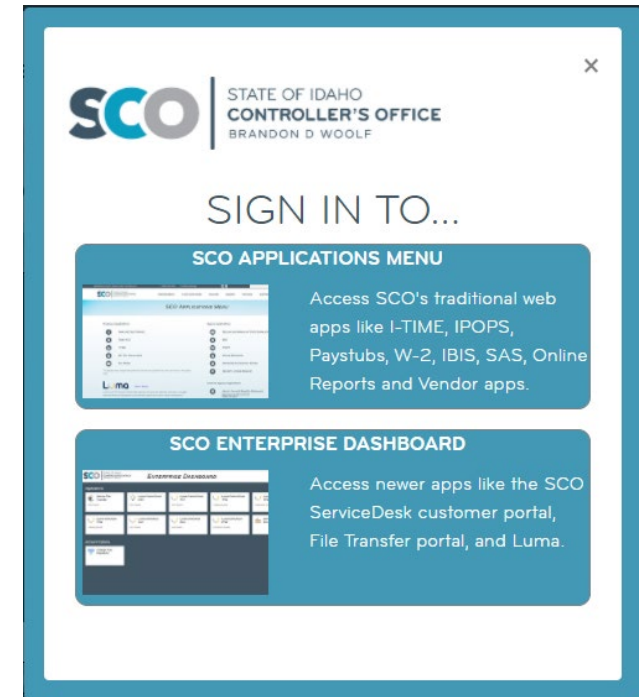
WHAT CAN WE HELP YOU FIND?

🔍

WELCOME

As your State Controller, I am committed to conducting the business of government in an open and transparent manner.

**BRANDON D WOOLF,
IDAHO STATE CONTROLLER**

ABOUT BRANDON D WOOLF ›

ONLINE APPLICATIONS

Sign In to access I-TIME timesheets, Pay Stubs, Employee Self Service, W-2's and other State Controller's Office Web Applications for State Employees, Agencies and Vendors.

🔒 **SIGN IN**

ACCESS SCO APPLICATIONS ›

⭐ ACTION CENTER

State, Local, Tribal Community Support Grant Information

COVID-19 Updates

Timesheets/Paystubs

Travel Policy

Per Diem Rates

Travel Express Manual

Idaho Rebounds

Password Resets

Available Surplus Property

Latest Annual Financial Report (CAFR)

1099 Reporting

Payroll Calendars

SEE SUPPORT MENU FOR MORE ACTIONS ›

New Features Now Available! ✕

The SCO Enterprise Dashboard and Service Desk Portal are now available for use.

All State of Idaho employees may now register on the SCO Enterprise Dashboard and begin to utilize the SCO Service Portal for an enhanced customer service experience!

Self-Guided Video Assistance
Step-by-Step Instructions

Coronavirus Financial Advisory Committee

VISIT TRANSPARENT IDAHO ›

📇 UPCOMING EVENTS

FEB 15   **Holiday - President's Day**
📅 February 15, 2021

FEB 16   **Board of Examiners**
📅 February 16, 2021
📍 Idaho Department of Lands office and via Zoom webinar

FEB 19   **Pay Day**
📅 February 19, 2021

SEE ALL EVENTS ›

❗ WHAT'S NEW

SEE ALL NEW ›

Budget Training Overview

Your home screen for the SCO Enterprise Dashboard will look similar after the setup for employees has been completed depending on qualifications.

This will only occur after security roles have been confirmed and uploaded into the system.
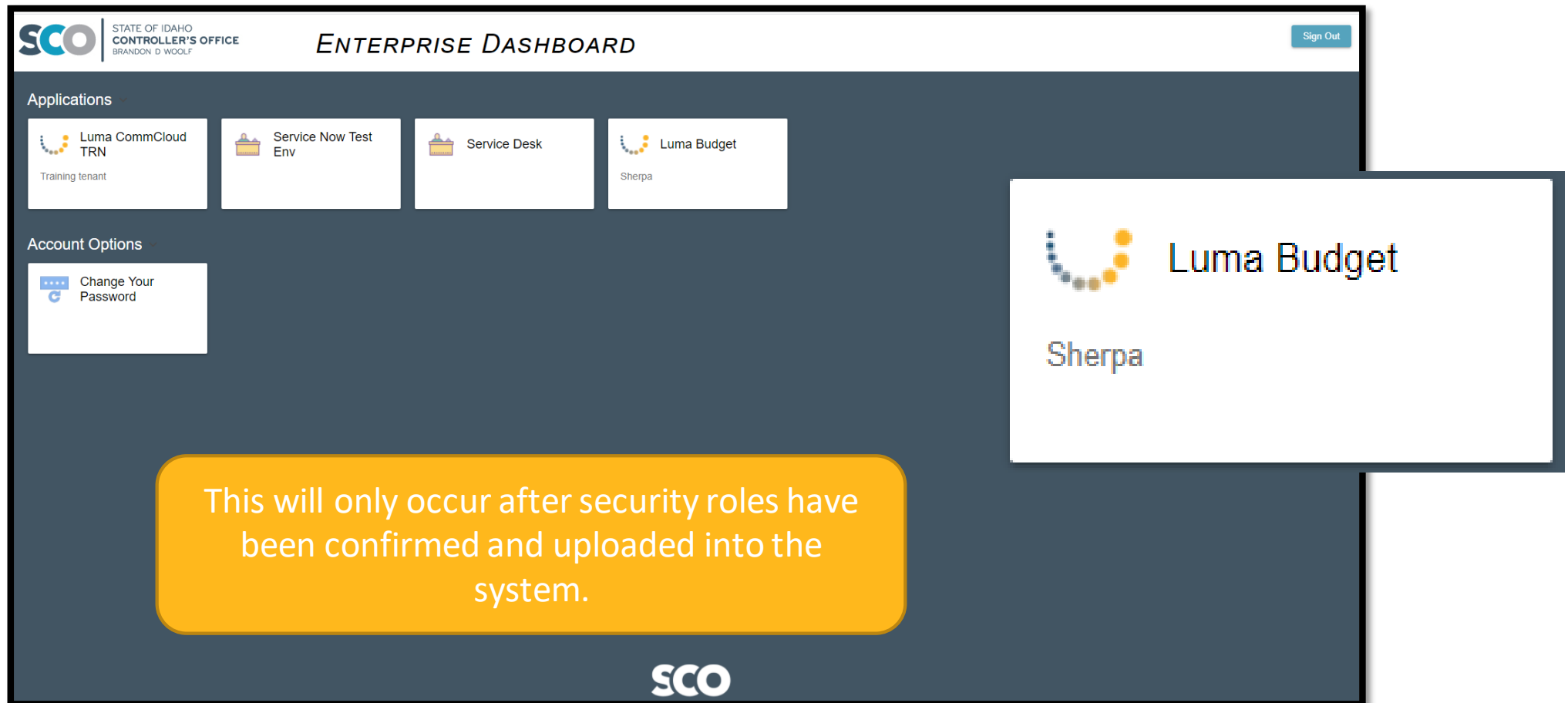
Budget Training Overview

Luma Budget Home Screen
*The developer is still making updates

Spending Plans

Budget Training Overview

Action Buttons

Budget Form Header

Comment History | Comment | Submit | Close

- Standard "Record Action" buttons are all the same yellow color and a different color than the rest of the other text on the screen.

- These buttons will initiate the "Actions" required on the budget form.

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Budget Training Overview

Quick Search

Quick Search:

Enter search criteria here...

In a quick search you will be able to search by:

- Text
- Number

The important part to remember is to just type your data in the search field and DO NOT hit Enter. The field will automatically start searching after you stop typing.

In Luma Finance while using a quick search you will need to hit enter.

Budget Training Overview

Attachments

There is the capability to add attachments into budget forms as needed.

Budget Training Overview

Decision Units

- There are specific budget forms designed for each DU.

- A crosswalk reference sheet will be provided for the New Luma Budget System.
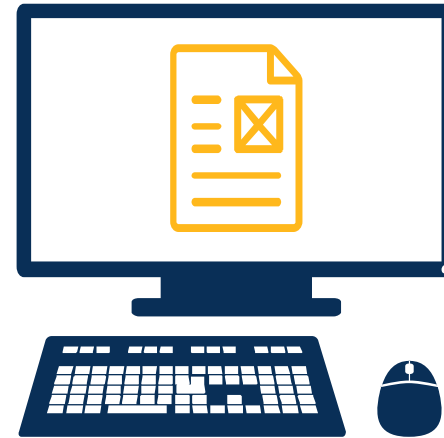
Supplements & Line Item (5100)

A glimpse into what a budget form will look like.

Forms vs. Reports

vs.

Birst Reporting

Questions?

Thank You for Coming!

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