

# Luma Budget Quick Reference Guide (QRG)

## DU 6 Series Transfers (5400)

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**Initiator:** Any budget employee.

**Reason:** Used to enter DU 6 Series transfers, which are informational transfers occurring in the current year. These transfers have no ongoing implication to the base budget.

**General Notes:**

- The forms for transfers are divided by the fiscal year in question by Decision Unit (DU).
  - Series 6 - Current Year transfers
  - Series 8 - Budget Year transfers
- There is no need to back out any 6 series entries. These entries are no longer included in the calculations leading to the total budget request, so no corresponding reversing entries are needed.

**Caution:** Take extra care to ensure the following information is input correctly as Luma Budget does not currently review the information as it is submitted:

- Luma Budget allows for transfer types to be assigned to the wrong DU Type.
  - e.g. If an FTP Adjustment 6.41 is selected, the system will allow for Account and/or Program transfers to be entered in the 6.41 series in the “Detail” tab.
- Luma Budget will allow users to transfer appropriation improperly. Idaho Code §67-3511 applies unless agencies have a budget law exemption.
  - e.g. The system will allow for Capital Outlay to be transferred into Personnel Costs. Unless agencies have lump-sum appropriation, the statute still applies.

### Create a Parent Entry

1. Select form 5400 from the form dropdown menu to open the form’s 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.
2. Click **Add New** to open the “Create a new Budget Form – 5400” screen.

**7. DU 6 Series Transfers (5400)**

Quick Search:  [Show Advanced Filters](#)

Record Actions: [Add New](#)

Form ID	Description	Stage	Agency	DU Summary	DU Detail	Form Rows	Last Update	Last User	Submit	Actions
9422	Program Transfer	5409	999	06.3x		6	6/22/2021	cdavis@sco.ida	<a href="#">Submit</a>	<a href="#">Header</a>   <a href="#">Detail</a>   <a href="#">Delete</a>

Records per page:  50

Records: 1 - Page: 1

3. Fill in all mandatory fields.
  - a. **Stage:** Not all budget forms start in Stage 1.
  - b. **Agency:** Agencies you have permission to access will appear in the field's lookup tool.

**Create a new Budget Form - 5400**

Close

Stage:\* 5401 - Initial Entry

Agency:\* 183

Public Employee Retirement Sy

Decision Unit:\*

Save Cancel

- c. **Decision Unit (DU):**
  - 06.2x - Account Transfers
  - 06.3x - Program Transfers
  - 06.4x - FTP/Noncognizable Adjustment

**Lookup**

Quick Search:

Cancel

Select	Code	Name
Select	06.2x	Account Transfers
Select	06.3x	Program Transfer
Select	06.4x	FTP/Noncognizable Adjustment

Records: 1 - 3 of 3 - Pages: 1

**Note:** The “x” designates a counter that is available to separate out or group together 6 series transfers.

4. When ready, click **Save** to continue to the “Budget Form Header” screen.

## HEADER TAB

- The Budget Form Header tab is where request reporting narratives are entered and Decision Unit (DU) Detail settings are established.

**Note:** Several fields are auto-populated when the system creates a parent entry.

**Budget Form Header**

Comment History Comment Submit Close

CY FTP, Approp & Account Transfers (5400) was successfully updated.

Instance ID	Form Definition	Definition Name	Name	Agency
3244	5400	CY FTP, Approp & Account Transfers (5400)	Program Transfer	183

Stage Code:\* 5401 Initial Entry Agency: 183 Public Employee Retirement Sy Decision Unit: 06.3x Program Transfer

Header Detail Attachments

DU Summary Title:\* Program Transfer

Brief Description (shown on Detail Report): This decision unit reflects a program transfer

Analyst's Comments:

DU Detail: 6.34 Save

1. **DU Summary Title:** A brief descriptive title of the transfer for future reference. Once saved, the DU Summary Title will appear at the top of the form and carry over to the summary overview screen.
2. **Brief Description:** This field is auto-filled with a generic description from the Budget Development Manual (BDM). The text in this field will appear on the "Budget Detail" report and can be edited as necessary. Please keep these explanations brief.
3. **DU Detail:** Each parent entry must be assigned a DU Detail number (counter). This number will dictate the order the item will show up in the "Detail Report" and separates items from ones assigned a different DU Detail number.
  - (e.g. an agency that would like to delineate their account transfers by division may do so by assigning each division a different DU Detail value).
4. Once completed click "**Save**". If successful, a green message will appear at the top of the form. If unsuccessful, a red validation error will appear instead.

## DETAIL TAB

- Create transfer lines to build transactional data and totals for the parent entry.

- On the form header screen, select the **Detail** tab to open the “Budget Form Lines” screen.
- Create and edit transfer lines:

- 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 the template and any existing line information. Modify the form in Excel and save it before clicking **Import** to upload your changes.

Row	Audit Trail	Approp*	Fund*	Org Unit	Program	Transfer #	Comments / Notes
1		SCAA	10000	0	0	0	

Records per page: 50

Records: 1 - 1 of 1 - Pages: 1

- Pencil Edit:** Click the pencil icon at the end of a form line to make quick edits to form line fields (e.g. Transfer Amount, FTP Transfers, and Dept. Transfer Codes).
- Lookup (Magnifying Glass):** Opens a contextual search utility that displays all available options for the field.
- Comments/Notes:** Utilize this field to make notes and add additional information about a given form line as needed.



## Budget Form Entry - Add New Line

Page Actions:

Close

Form ID	Form Definition
9415	5400

Approp:*	Fund:*	DU:*	Program:	Transfer #:	Project:
<input type="text"/>	<input type="text"/>	<input type="text" value="06.2x"/>	<input type="text" value="0"/>	<input type="text" value="1000"/>	<input type="text" value="0"/>
		Account Trai	Not Assigned	Line 1000	Not Assigned

OG / OT:*	Account:*	Org Unit:	Save	Cancel
<input type="text" value="OG"/>	<input type="text"/>	<input type="text" value="0"/>		
On-Going		Not Assigned		

- **Approp:** Select the appropriation unit (AU) applied to this transfer
- **Fund:** Select the applicable fund number for this transfer
- **Program (optional):** Select a program associated with the transfer if your agency enters its budget with that level of detail.
- **Transfer # (optional):** A unique transfer identifier code can be assigned in the Transfer # field on this screen.
  - This provides a method for users to ensure the transfers are tying out by allowing users to enter a code to match up the transfer “In’s and Out’s”.
  - It is recommended that each agency develop a consistent methodology in the use of the Transfer #s.
  - If a transfer is a different DU type and on different “Parent Entries” (across DU types) they can be matched using the Transfer #s and comments/notes fields.
- **Project (optional):** Select a project associated with the transfer if your agency enters its budget with that level of detail.
- **OG/OT:** Designates if the transfer line is on-going (OG) or one-time (OT). All 6 series transfers should be OT.
- **Account:** The account number associated with this transfer.
- **Org Unit (optional):** Select an organizational unit associated with the transfer if your agency enters its budget with that level of detail.

- **Comments/Notes** (optional): Transfer-specific notes can be added to this field.

The screenshot shows a form with the following fields:

- Comments / Notes:** A large text area for entering comments.
- FTP Transfers\*:** A numeric input field with the value 0.
- Transfer Amount\*:** A numeric input field with the value 0.
- Audit Text:** Two separate text areas for audit comments, one corresponding to each of the numeric fields above.

- **FTP Transfers:** This allows for the transfer of Full-Time Positions.
  - **Transfer Amount:** Enter the dollar amount for the transfer.
  - **Audit Text:** Comment fields, visible only on the form line audit history screen.
- Once changes are made, click **Save All** and **Refresh** on the screen.
  - Review the information for accuracy.

**Important Note:** The Transfer Balances (top of the “Detail” tab) should both indicate zero when all transfers are complete. If this line does not show 0.00, review your entries for balance errors.

**Budget Form Lines**

Close Export Import Refresh

Budget Form Expense Lines Updated was successfully updated.

ID	Form	Agency	DU Summary	Form Name	FTP Balance	Transfer Balance
3247	5400	183 - Public Employee Retirement Syst	06.3x - Program Transfer	CY FTP, Approp & Account	0.00	\$0

Quick Search:  
Enter search criteria here...

Actions:  
Add New Copy

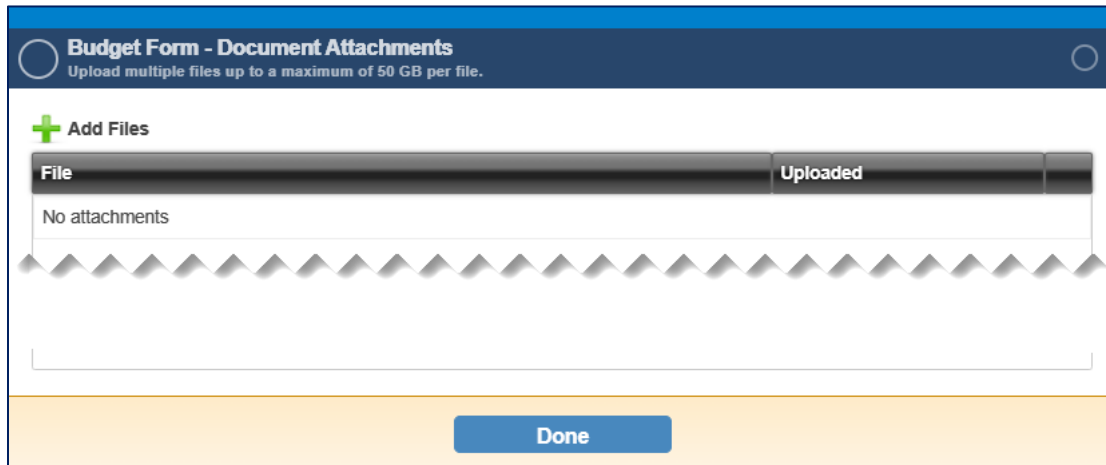
Row	Audit Trail	Approp*	Approp Name	Fund*	Fund Na	Org Unit	Program	Project	Account*	Account Nan	OG / OT*	Transfer	FTP Transfers*	Transfer Amount*	Comments / Notes
1		GVFA	Retirement Administration	55000	Public Em	0	0	0	55	Operating	OG	1001	0.00	-6,700	Comments
2		GVFA	Retirement Administration	55001	Public Em	0	0	0	70	Capital Expend	OT	1002	0.00	-5,000	
3		GVFB	Portfolio Investment	55000	Public Em	0	0	0	55	Operating	OG	1001	0.00	6,700	Comments
4		GVFD	Retirement Medical Insur	55001	Public Em	0	0	0	70	Capital Expend	OT	1002	0.00	5,000	

Records per page: 50

Records: 1 - 4 of 4 - Pages: 1

## 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 application window titled "Budget Form - Document Attachments" with a subtitle "Upload multiple files up to a maximum of 50 GB per file." Below the title bar, there is a green plus icon followed by the text "Add Files". Underneath, there is a table with two columns: "File" and "Uploaded". The table currently contains one row with the text "No attachments". Below the table, there is a large, empty rectangular area with a dashed border, likely for displaying uploaded files. At the bottom of the window, there 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 successfully reported your current year, one-time DU 6 Series Transfers.

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 3