## DU 8 Series Transfers (5600)

**Initiator**: Any budget employee
**Reason**: Used to enter DU 8 Series transfers; transfers that have an ongoing implication to your base budget.
**General Notes**:

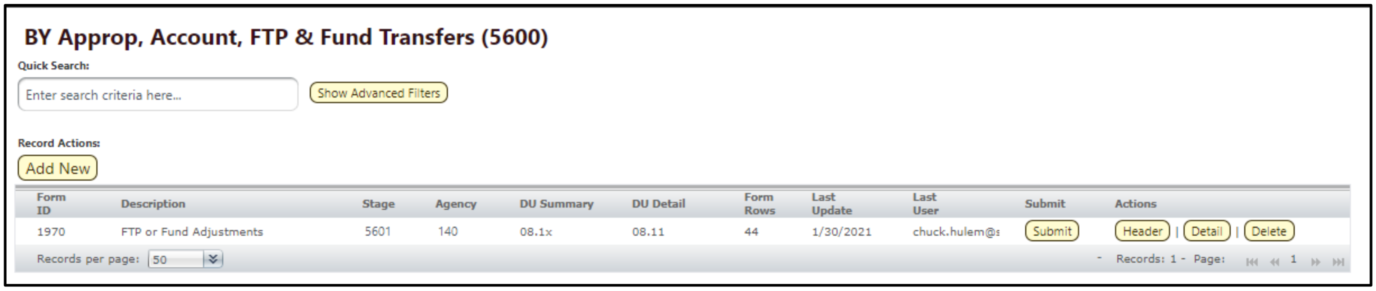
- This form functions much the same as the 6 series transfer form (5400), allowing for the following 8 Series DU transfers to be completed:
  - FTP or Fund Adjustments
  - Account Transfers
  - Program Transfers
- There are functional differences between the two forms in regards to FTP or Fund Adjustments (DU 8.1x). These differences are covered here.

**Caution:** Luma Budget won't restrict transfer types based on the selected DU, or prevent multiple types of transfers from being processed with the same DU/instance combination. It is important to determine the type of transfer needed prior to data entry.

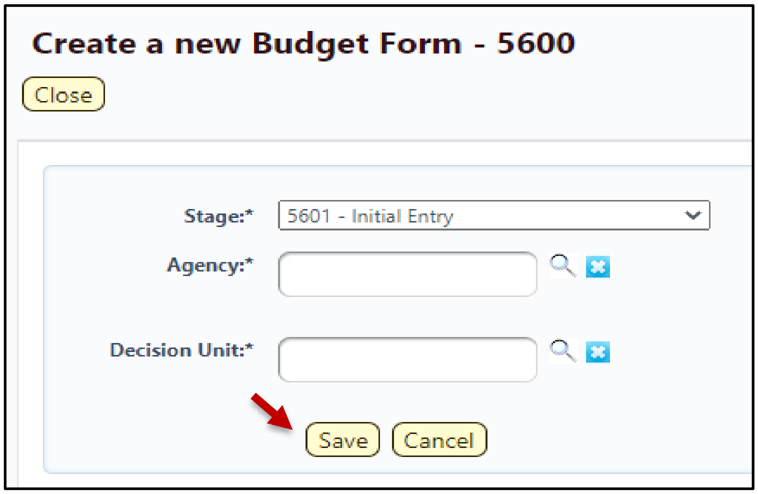
- Luma Budget allows for transfer types to be assigned to the wrong DU Type.
  - e.g. If an FTP/Fund Adjustment 8.1x is selected, Luma Budget will allow for account and/or program transfers in the 8.1x series in the "Detail" tab.
- Luma Budget will allow users to transfer appropriation improperly. Idaho 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

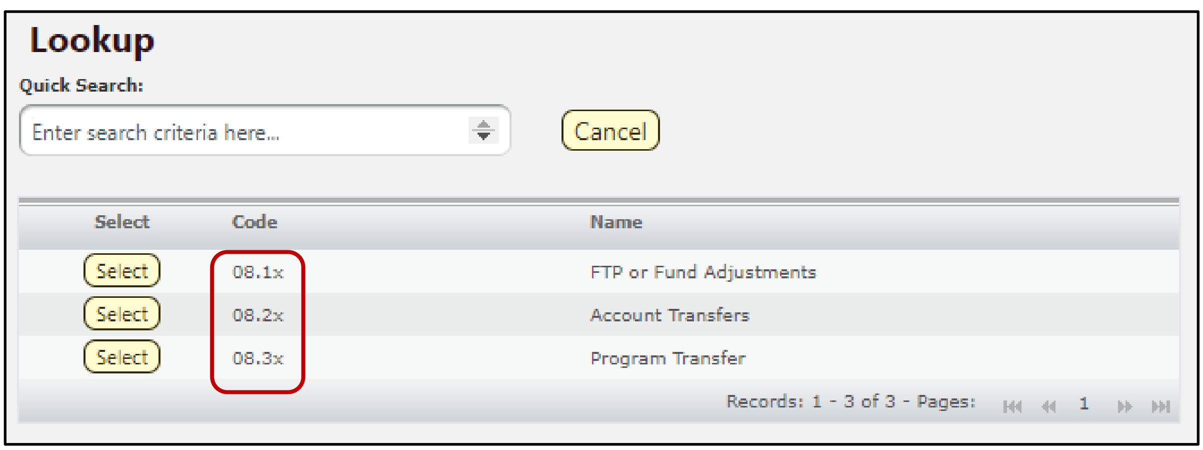
1. Select form 5600 from the form dropdown menu to open the form's summary overview screen. This screen will list all entries matching the stages (workflow steps) associated with the user's access in the system.
   - i.e. Listed forms have not been "submitted", moved to other stages, or have been returned to the user from another stage.
2. Click **Add New** to open the "Create a new Budget Form – 5600" screen.



3. Fill in 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.




    c. **Decision Unit (DU):**
        - 08.1x - FTP or Fund Adjustments
        - 08.2x - Account Transfers
        - 08.3x - Program Transfers

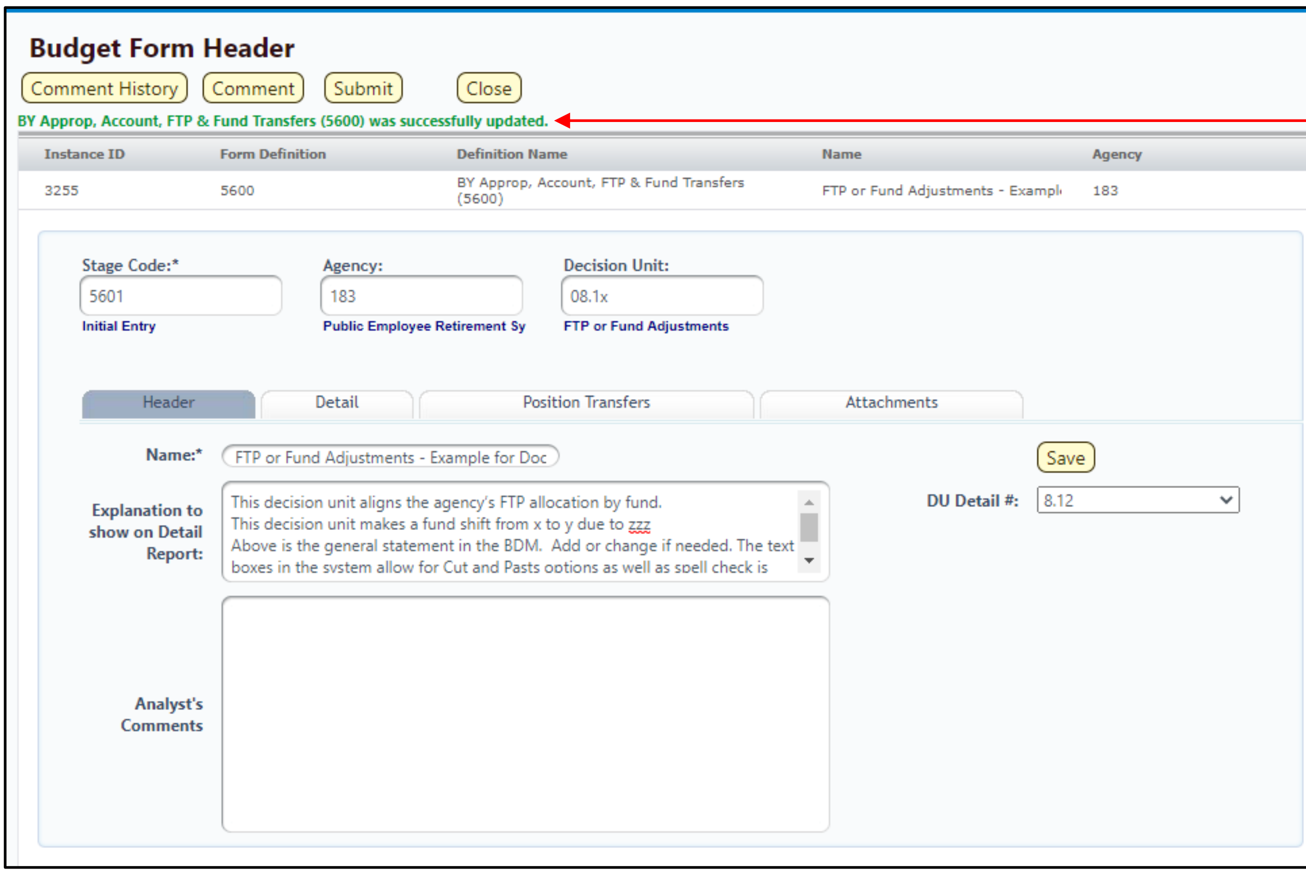



***Note:*** The "x" designates a counter that is available to separate out or group together 8 series transfers.

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

## HEADER TAB

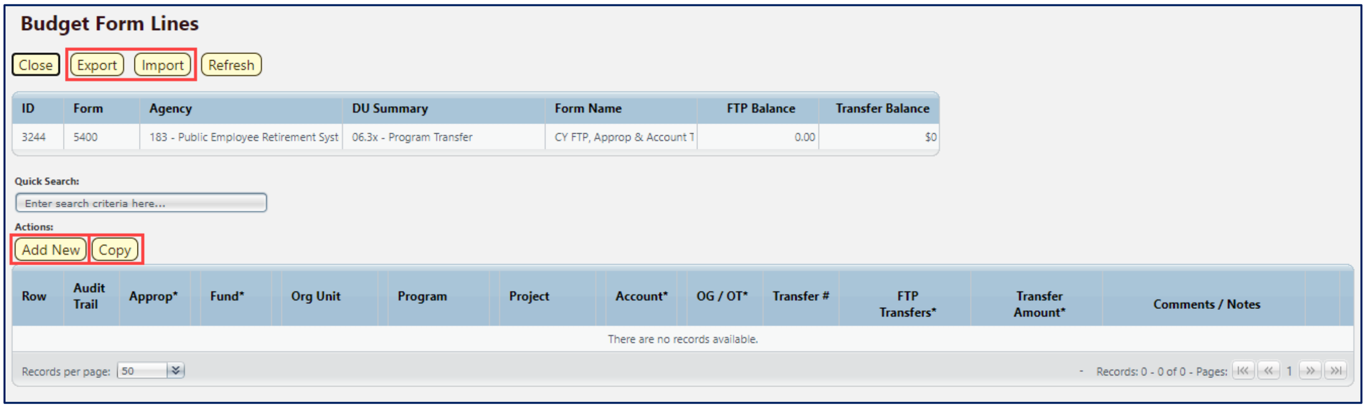
- The “Budget Form Header” tab is where reporting narratives are entered and the Decision Unit (DU) Detail settings are established.
    1. **Name:** A brief descriptive title of the transfer for future reference. Once saved, the name will appear at the top of the form and carry over to the summary overview screen.
    2. **Explanation to show on the Detail Report:** 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.



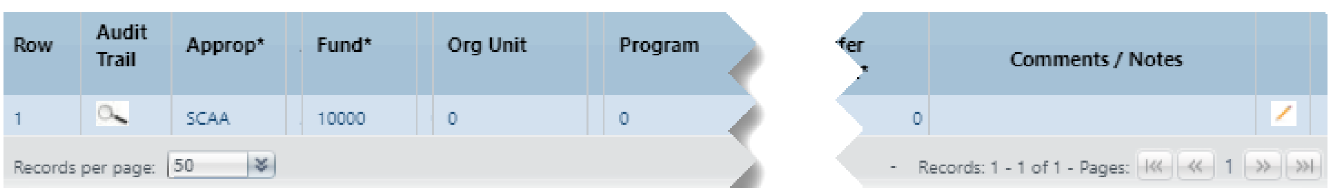

3. **DU Detail #**: Each parent entry must be assigned a DU Detail number (counter). This number will dictate the order the item will show up in the “Detail Report” and separates items from ones assigned to a different DU Detail number.
    - (e.g. an agency that would like to delineate their account 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

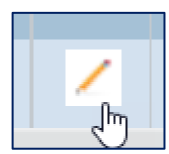
- Create transfer lines to build transactional data, providing totals for the parent entry.
  1. On the form header" screen, select the "Detail" tab to open the "Budget Form Lines" screen.
  2. Create and edit transfer lines:



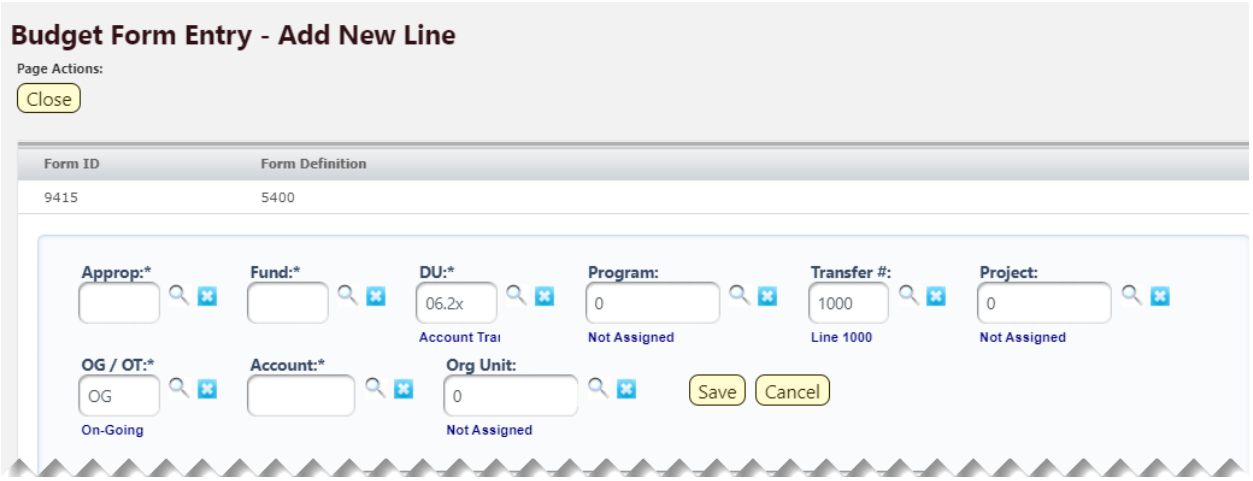

- **Add New:** This button will open the "Add New Line" utility, allowing the user to manually enter a new form line.
- **Copy:** This button allows users to copy a highlighted form line, saving time and effort when new lines share previously created form line details.
- **Export/Import:** Click **Export** to pull the template and any existing line information. Modify the form in Excel and save it before clicking **Import** to upload your changes.



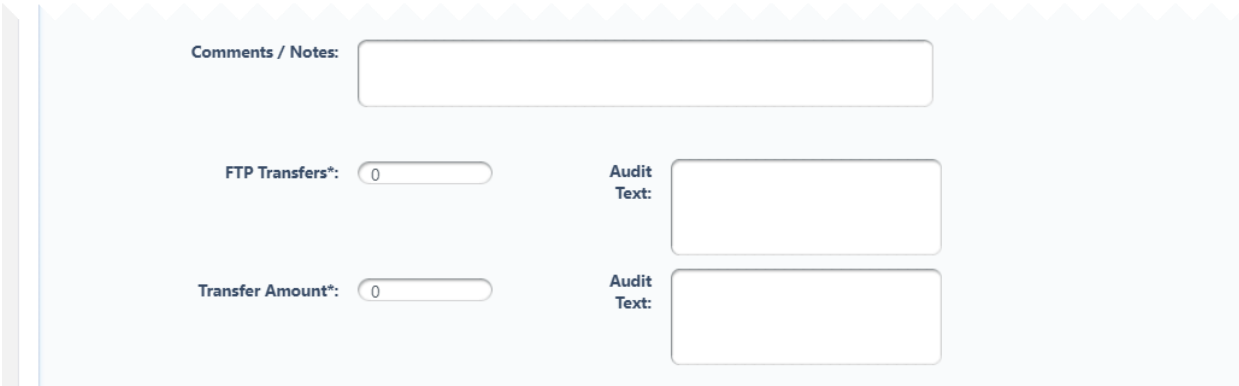

- **Pencil Edit:** Clicking the pencil icon at the end of a form line will allow the user to make quick edits to form line fields (e.g. Transfer Amount, FTP Transfers, and Dept. Transfer Codes).



- **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.



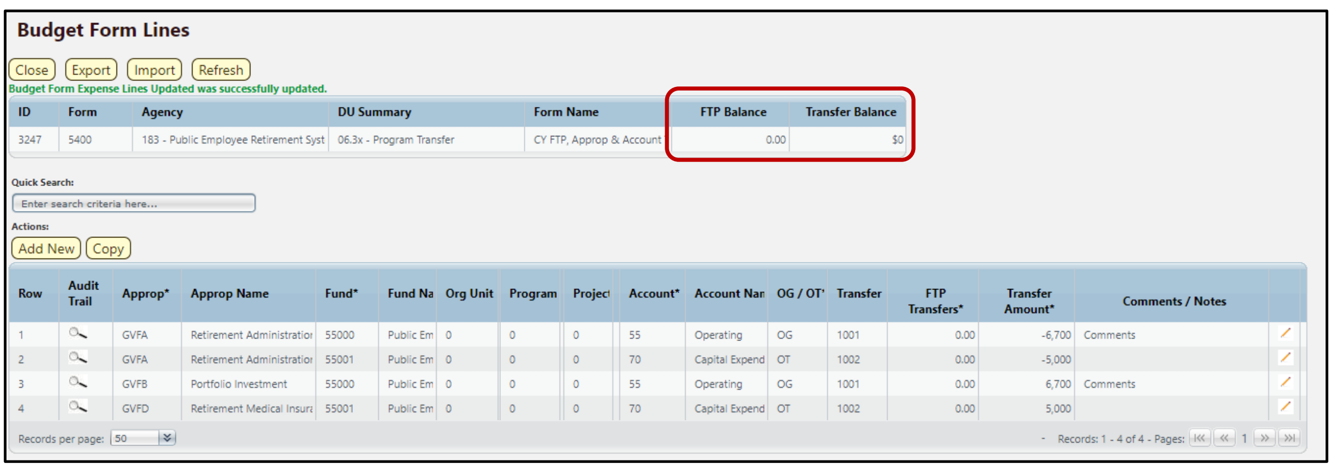

- **Approp:** Select the appropriation unit (AU) applied to this transfer
- **Fund:** Select the applicable fund number for this transfer
- **Program** (optional): Select a program associated with the transfer if your agency enters its budget with that level of detail.
- **Transfer #** (optional): A 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 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).
- **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.
- **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.

3. Once changes are made, click **Save All** and **Refresh** on the screen.
4. 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:

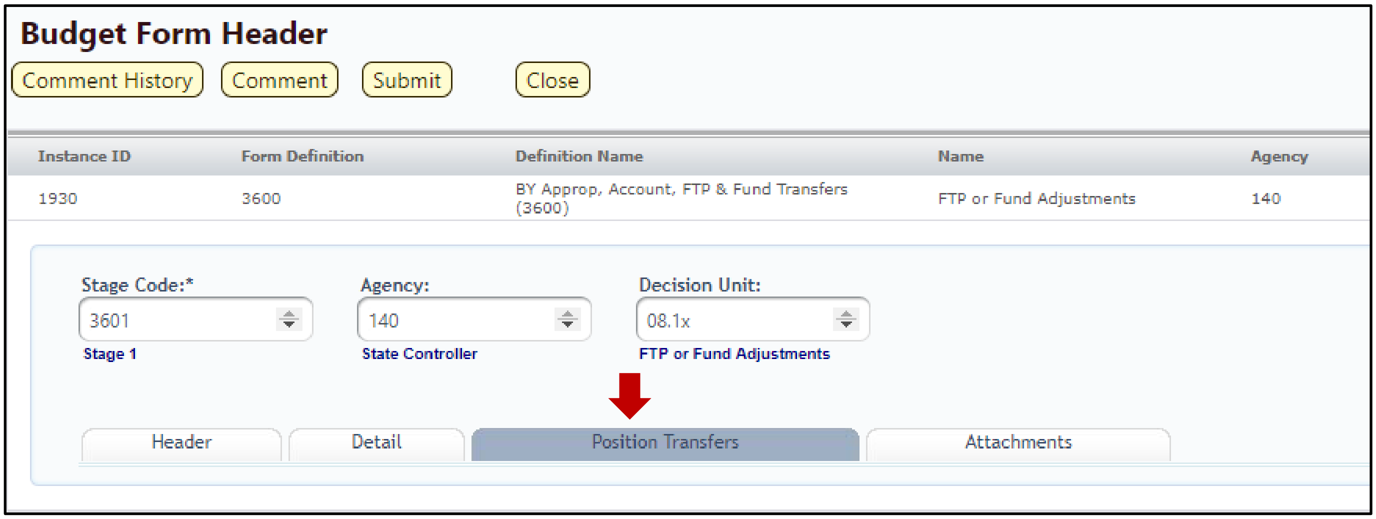
Add New Copy

| 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 Administratior | 55000 | Public Em | 0 | 0 | 0 | 55 | Operating | OG | 1001 | 0.00 | -6,700 | Comments |
| 2 | | GVFA | Retirement Administratior | 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 Insura | 55001 | Public Em | 0 | 0 | 0 | 70 | Capital Expend | OT | 1002 | 0.00 | 5,000 | |

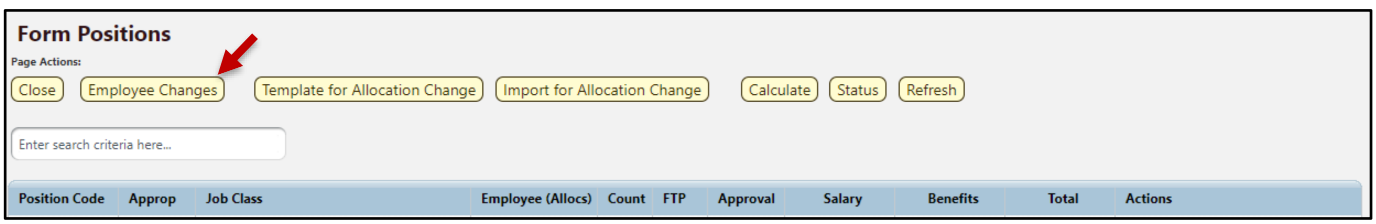
Records per page: 50 - Records: 1 - 4 of 4 - Pages: 1

## POSITION TRANSFERS TAB

- The "**Position Transfers**" tab, located on the Budget Form Header screen, allows users to transfer the appropriation amounts tied to vacant or existing positions between funds or appropriation units depending on DU #.



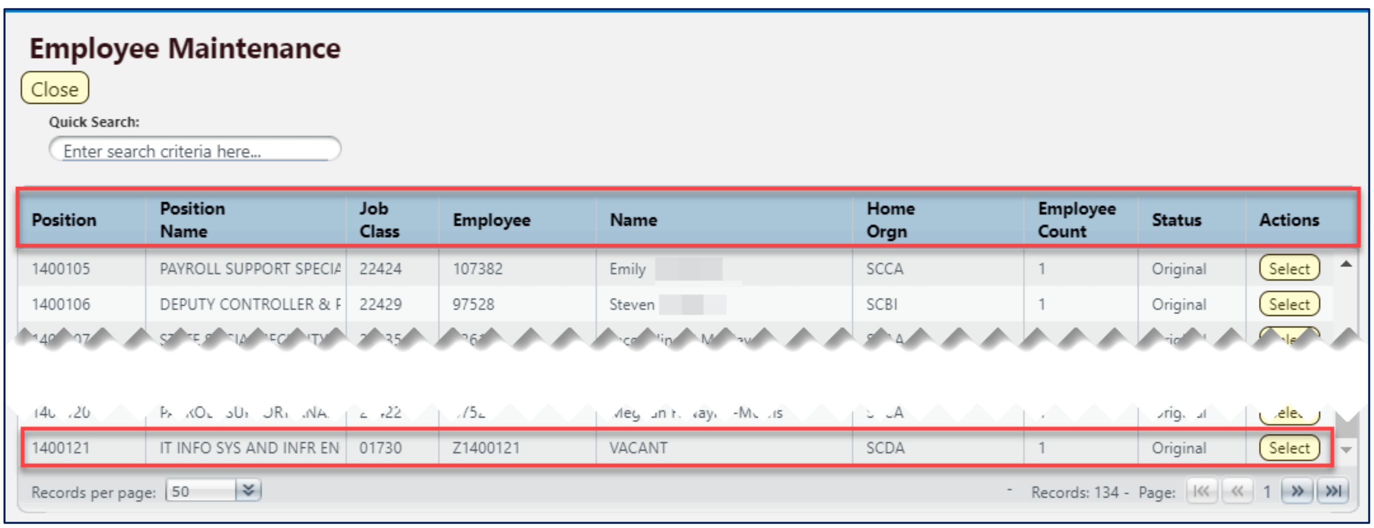

1. Select the "Position Transfers" tab to open the "Form Positions" screen, which lists any requested FTP transfers.




2. Click the **Employee Changes** record action button to open the "Employee Maintenance Screen".
3. The "Employee Maintenance" screen lists all filled and vacant agency positions.
   - From this list, users can select positions for changes.
   - Any changes made will be updated in the "Position Allocation Report" located under the PCF drop-down as well as in any future calculations in the "Salary and Changes Benefit (6200)" form.

## Employee Maintenance

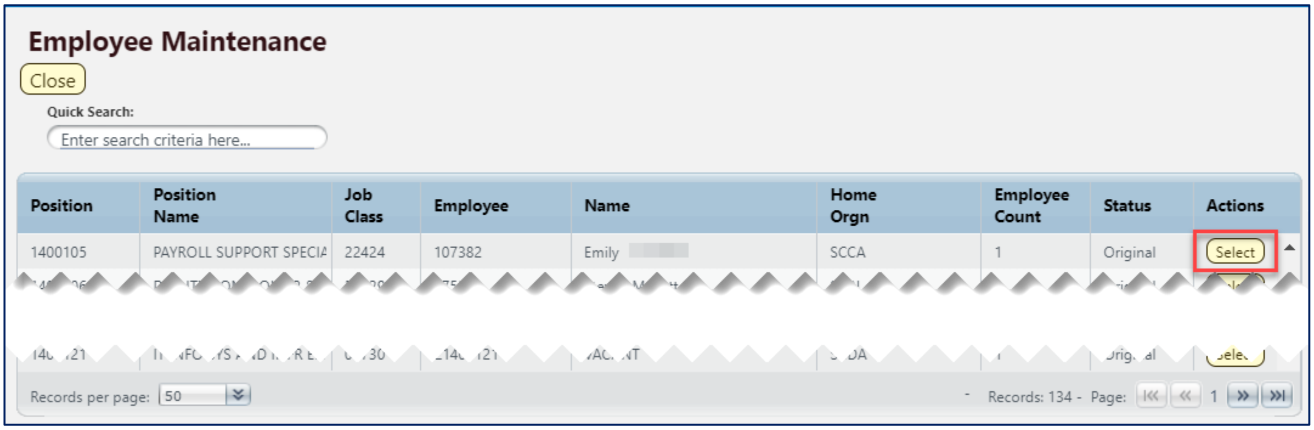
- **Position (number):** This is a budget system assigned number. It begins with the three-digit agency number and then the PCN assigned to the position.
- **Position Name:** This is tied to the job class number and is pulled from the HR system.
- **Job Class (numbers):** All the job class codes that currently exist in the state.
- **Employee (number):** The number in the current EIN system that is assigned to each employee. If a position becomes vacant, this number will revert to the position number with a Z in front of the number.
- **Name:** Name of the employee assigned to the position as of the date the PCF data is loaded. If a position is vacant it will state "VACANT".
- **Home Orgn:** This is the appropriation unit that has been designated as the employee's "home" organization.
- **Employee Count:** 1 position.
- **Status:** "Original" means a currently filled position without any existing changes.
- **Actions:** Column for the action record buttons to select a position for changes.



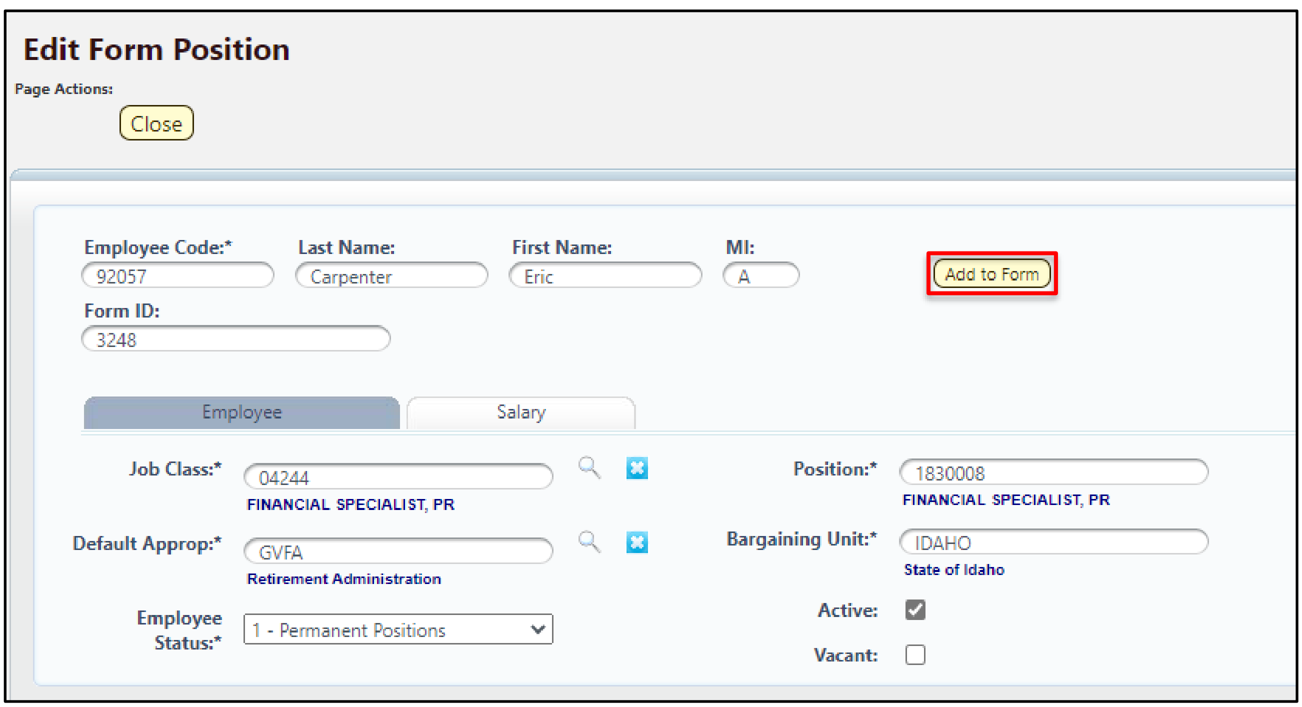

**Note:** Vacant positions shown in the Employee Maintenance window display a "Z" prefix under the "Employee" column. This information feeds into the "Position Allocation Report". This table only lists FTP's that have been approved and are in the agency's overall FTP count cap.

## Position Allocation

1. In the Employee Maintenance screen, find the position you need to edit and click **Select**.

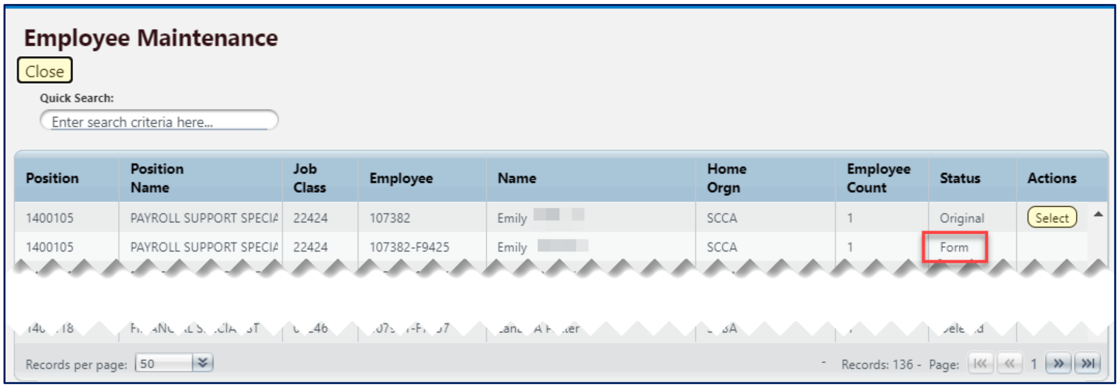



2. The Edit Form Position screen will display. Verify the employee/position before clicking **Add to Form**, taking you back to the “Employee Maintenance” screen.
   - Clicking **Close** will return you to “Employee Maintenance” without adding the position to the form.
   - Salary information should not be changed on this screen.




***Note:*** There is no **Save** button on this screen.

3. Continue to add positions to the form as needed.
   - Positions that have been added to the form will show a “Form” status and a duplicate entry on the “Employee Maintenance” screen.




4. When all positions involved in the transfer are selected, click **Close** to return to the “Form Positions” screen.

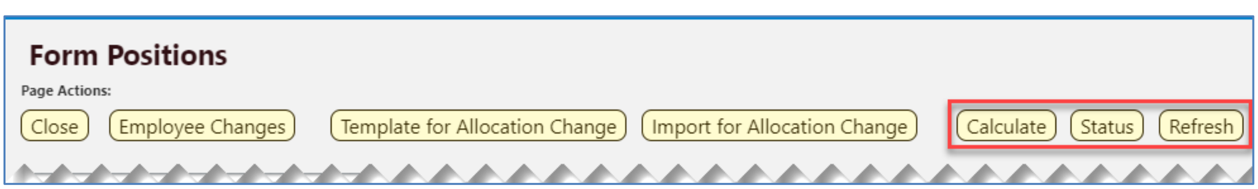
***Important Information:***

- This table is currently updated once a year, in July. The implementation of the Luma Human Capital Management application ***may*** provide more up-to-date position information in future budget years.
- If a position is vacant, the allocation and salary assigned to the original occupant of the position will stay intact once it is filled. If a vacant position needs a funding or allocation change, that is completed on this form.
- If a position has already been selected for edits in another form instance, the position will have two additional entries shown that are not able to be selected and an xxxxx-Fxxxx, as shown below.

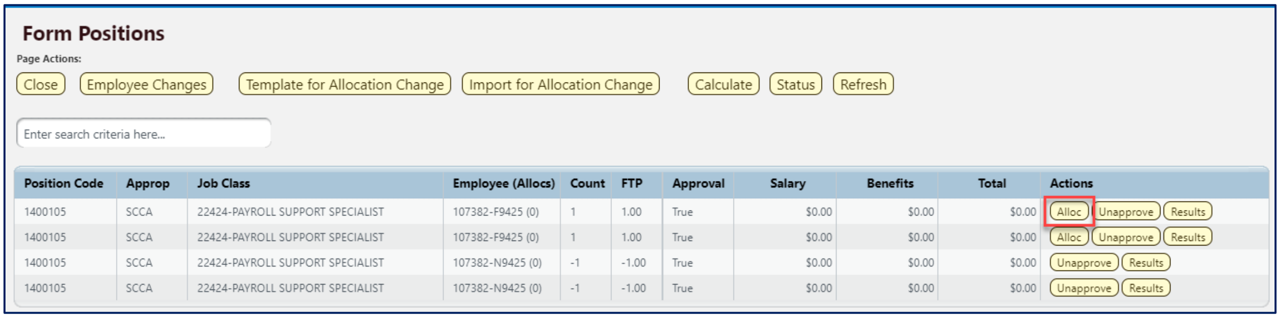
**Form Position**

- The Form Positions screen will appear with two entries for each position; a reversing entry backing out the original values and a positive entry showing your changes.
- The reversing or negative entry is indicated with an “N” on the number in the “Employee” column.

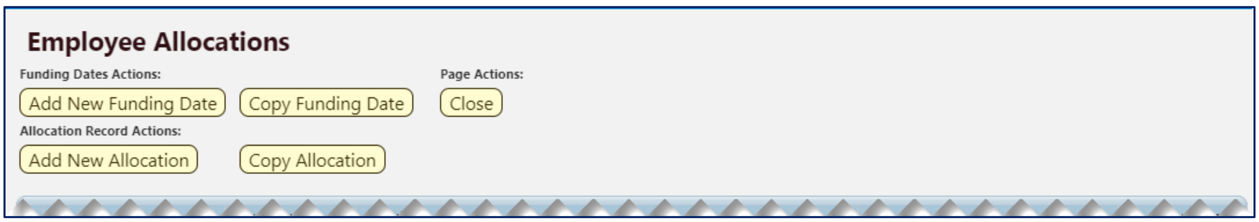
1. Click **Calculate** (once) to load the salary and benefit numbers.
   - Calculating can take 45 seconds or longer. Clicking **Calculate** again will restart the calculation and delay your results.
   - Once calculated, **Refresh** and **Status** can be used to update the data.



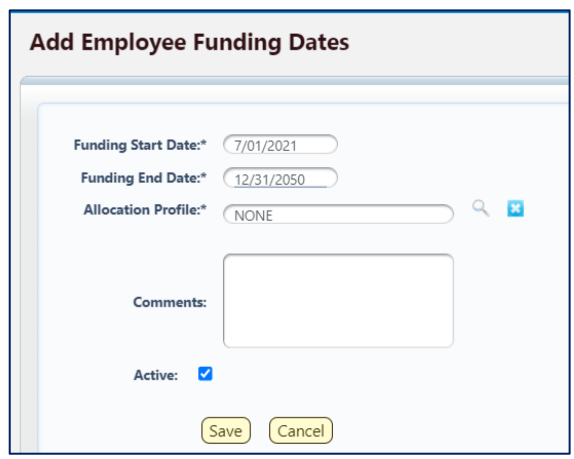
2. Click the **Alloc** button, located under the "Actions" column, to access the "Employee Allocations" screen.




3. The "Employee Allocations" screen will display. Here, you may change the allocation of personnel costs of positions for a specific period or indefinitely:

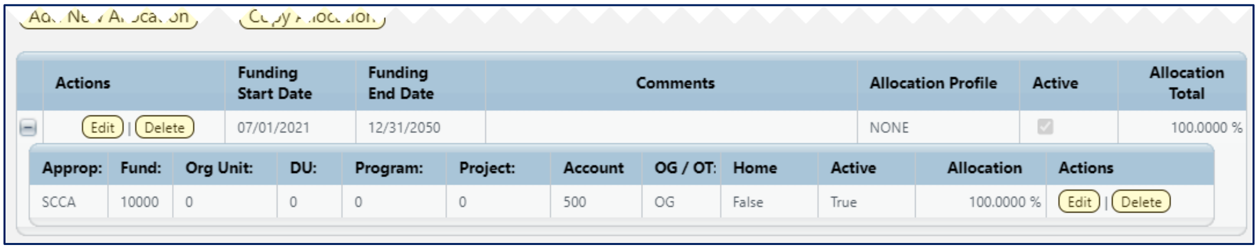



- **Add New Funding Date**: Opens the "Add Employee Funding Dates" utility. The funding dates will default to the beginning of the new budget year.
  - Set the desired start and end dates, add comments as needed.
  - Ensure the "Active" box is checked before clicking **Save**.




***Note:*** This is where you can set the parameters for allocations that need to change partway through a year. The system will not let the dates overlap, nor will it allow a gap in funding dates.

- **Copy Funding Date**: Duplicates the position's allocations with the same funding dates.
- **Add New Allocation**: Opens the "Add Employee Allocation" utility.
  - Do not use the account dimension of this form to make allocation changes.
- **Copy Allocation**: Click on a line to highlight an allocation before clicking **Copy Allocation** to create a copy using the same funding dates.




- The position funding start and end dates can be edited using the **Edit** and **Delete** buttons listed under “Actions” on the left side of the form.
  - **Edit**: This allows you to change the “Funding Start Date” (mid-year funding change) or “Funding End Date” (limited service positions).
  - **Delete**: Deletes the existing funding dates. Funding dates will need to be set to proceed with a position request.
- Click on the plus sign (**+**) to show the position’s current allocation(s).
  - **Edit**: Opens the “Edit Employee Allocation” utility.
  - **Delete**: Deletes that specific allocation.

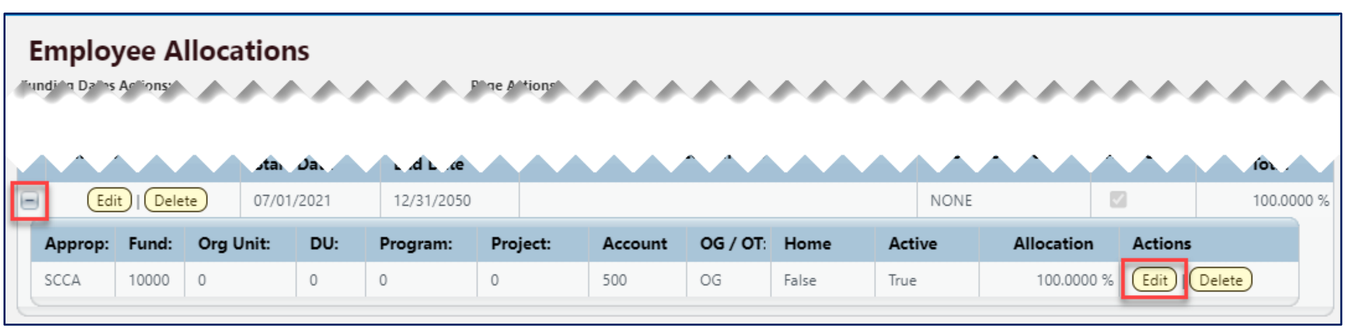

***Important Information:***

- This screen is where the current allocations can be edited. For some agencies, many of these fields may not apply. Use the lookup (magnifying glass) to search for appropriate data. If the information entered in the “Position Wizard” needs to be edited or allocated, this is the place to make those changes.
- All positions should show a 100% allocation of the position. Ongoing allocations will show a funding date starting in the next budget year and “ending” in 2050.

**Edit Employee Allocation**

Allocations can be deleted but the position cannot. Since this is an existing position, this data represents the current funding formula.

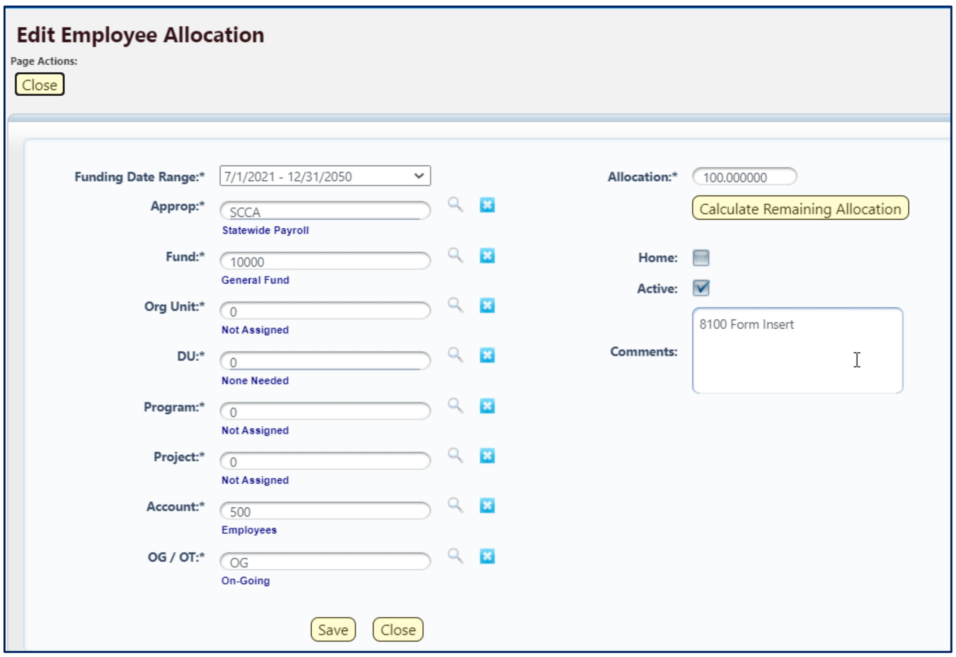
1. On the Employee Allocations screen, display the position allocations by clicking the “**+**” symbol on the left-hand side of a position funding date range.




2. Click **Edit**, located on the right side of the allocation line.

3. The “Edit Employee Allocation” screen will display. Edit the fields as needed:

- **Funding Date Range:** The start date will default to the beginning of the next fiscal year and the end date will be a fictitious end date year in the future. This can be edited if either date needs to be a specific funding date.
- **Approp:** Select the appropriation unit (AU) for the allocation in question.
- **Fund:** Select the applicable fund number for the allocation in question.
- **Org Unit** (optional)**:** Select an organizational unit associated with the transfer if your agency enters its budget with that level of detail.
- **DU:** Decision Unit, this field will auto-populate with parent entry values.



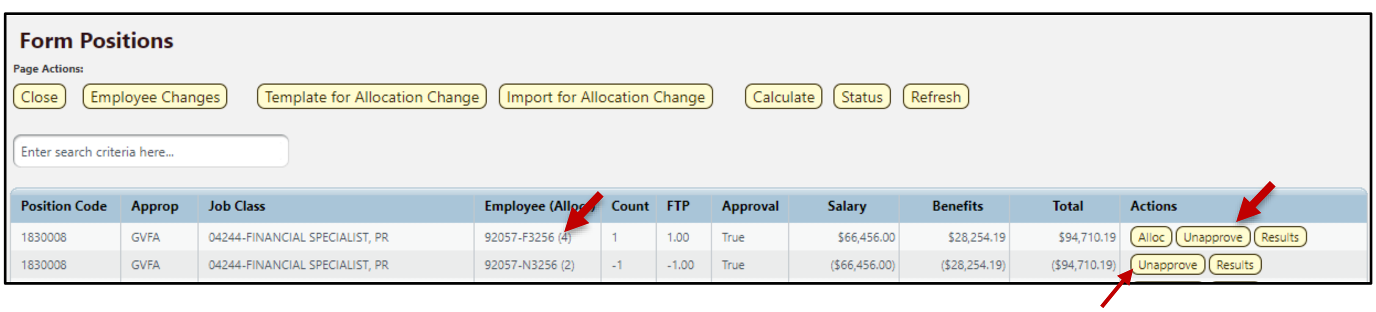

- **Program** (optional): Select a program associated with the transfer if your agency enters its budget with that level of detail.
- **Projects** (optional): Select a program associated with the transfer if your agency enters its budget with that level of detail.
- **Account:** Leave this as the PC roll-up account (500).
- **OG/OT:** Choose whether this is an ongoing or one-time transfer.
  - The field will default to ongoing.
- **Allocation:** This is where the % of the specific allocation is assigned.
  - All allocations amount MUST total to = 100%
- **Home:** Check this box if this allocation will be the default for the position.
- **Active:** Should be checked.

- **Comments:** Allocation-specific notes can be added to this field.
- **Calculate Remaining Allocation:** This button will populate the allocation field with the remaining amount needed to bring the total position allocation to 100%.
    - e.g. If there are already three allocation entries for 25% each, clicking **Calculate Remaining Allocation** on the fourth entry will result in 25% being added to the "Allocation" field.

4. Edit and split between as many allocations as needed. The new allocation formula will be attached to the position in the table.
5. Once the allocations for the position are completed, the position allocation records will display below the master record, The allocations must total to 100%.
    - If an employee leaves the position, the allocation will remain intact for the new employee until it is changed.
6. Once all the fields are populated and the allocation(s) are entered, click **Save**.
7. A green message should indicate that the allocation "was successfully updated". Click **Close** to return you to the Employee Allocations screen.

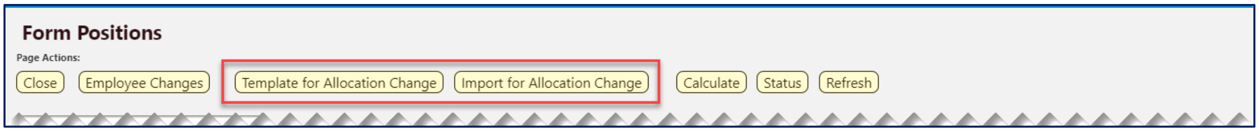
***Note:*** This change will also be updated in the "Position Allocation Report" (found under the PCF drop-down) and the "Salary & Benefit Form (6200)" once it is completed in the Position Tab.

8. Once all the changes to the position are completed, click **Close** on the "Employee Allocations" screen to return to the "Form Position" screen.
9. Click **Calculate**, then **Refresh**.
10. Once updated, the number of allocation(s) should appear at the end of the number in the "Employee" column in parentheses.




***Note:*** The allocation cannot be deleted, only unapproved. If not approved, the Action button will say "Approve" on both lines and all the Personnel Costs will be zero.

## Using Templates (Import/Export)




- This functionality is helpful when transferring or allocating several employees. This method may be a more efficient way to complete all personnel transfers.
- These action buttons function similarly to the export and import functions on the detail tab. However, it will not include any entries that have been made in the "Form Position Screen" on the template.

1. Click **Template for Allocation Change** to download an excel spreadsheet. The spreadsheet will be blank with the exclusion of the preformatted column headers.

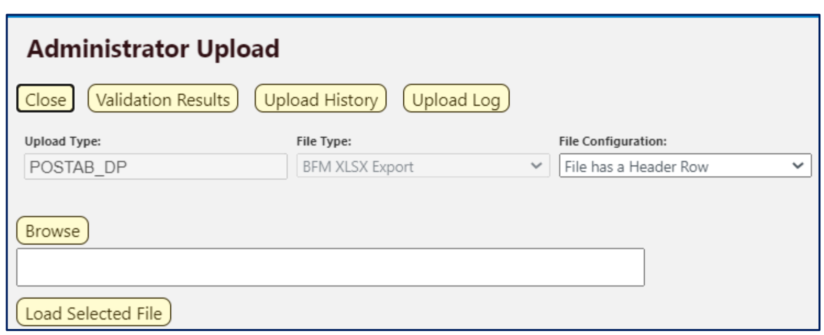
| | A | B | C | D | E | F | G | H |
|---|---|---|---|---|---|---|---|---|
| 1 | Position Number | Employee Number | Approp | Fund | Org Unit | Program | Project Code | Alloc % (100 = 100%, 50=50%) |
| 2 | | | | | | | | 0 |
| 3 | | | | | | | | |
| 4 | | | | | | | | |

2. Fill out Position Number, Employee Number, Approp., Fund, and Alloc % (in whole numbers). Save the file.
   - If applicable, enter the Accounting Unit, Program, and Project Code.

***Note:*** In the example below, a fund change was made as well as an allocation split in the template. Below is changing the Allocation for a Vacant Position.

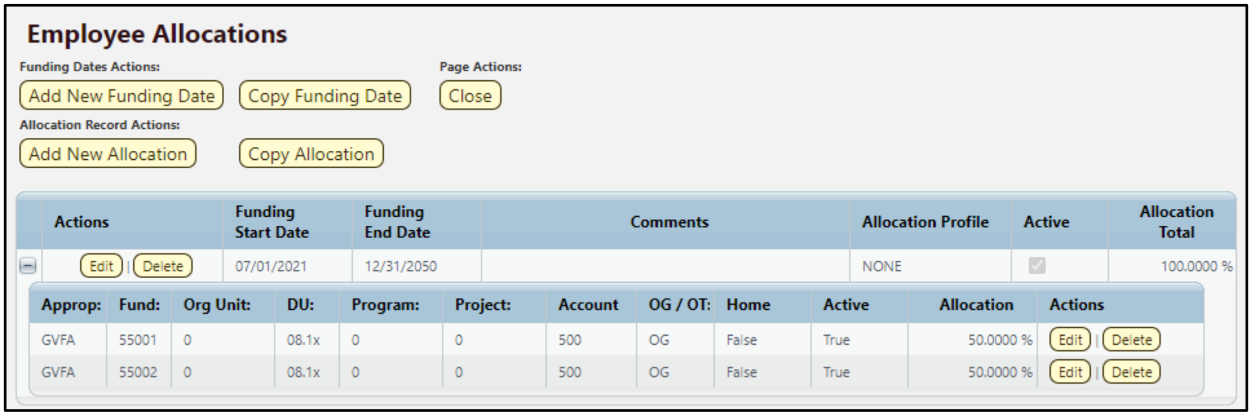
| Position Number | Employee Number | Approp | Fund | Acct Unit | Program | Project Code | Alloc % (100 = 100%, 50=50%) |
|---|---|---|---|---|---|---|---|
| 1830031 | Z1830031 | GVFA | 55001 | 0 | 0 | 0 | 50 |
| 1830031 | Z1830031 | GVFA | 55002 | 0 | 0 | 0 | 50 |

3. Click **Import for Allocation Change** to open the "Administrator Upload" screen.
4. Click **Browse**, then locate and select the allocation change file you just saved.
5. When the file is selected, click **Load Selected File**.
6. Close the import screen, and the data will be loaded on the "Form Positions" screen.
   - A notice will display if there is a validation issue.




7. Click **Calculate**, then **Refresh**.
8. Verify that salary, benefits, allocation, and other totals are populated correctly.

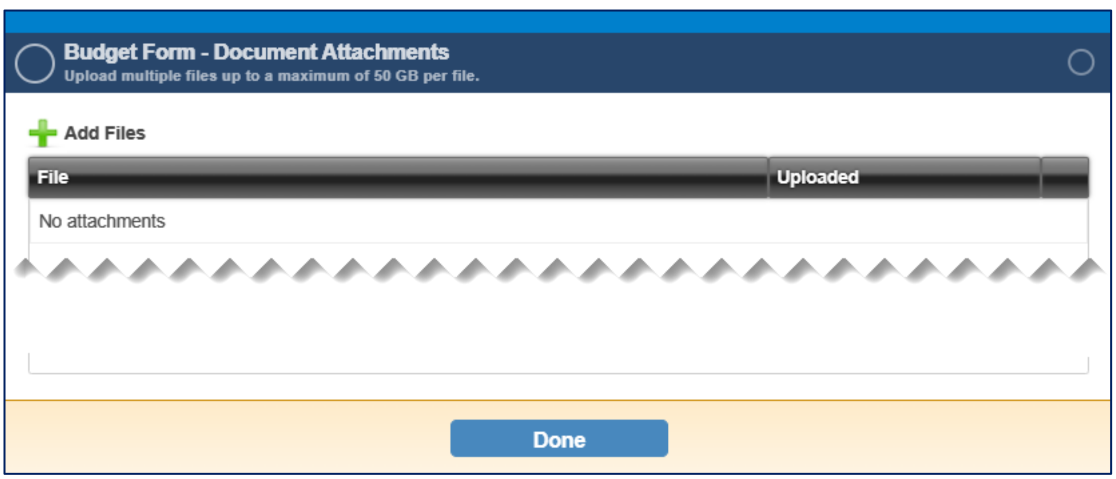
- The template will create any needed negative entries as well as the new allocations requested in the template.




***Note:*** Funding Date changes are not in the template upload and will need to be entered manually.

## 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.




***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 on-going , DU 8 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

Date: June 30, 2021
Version 4