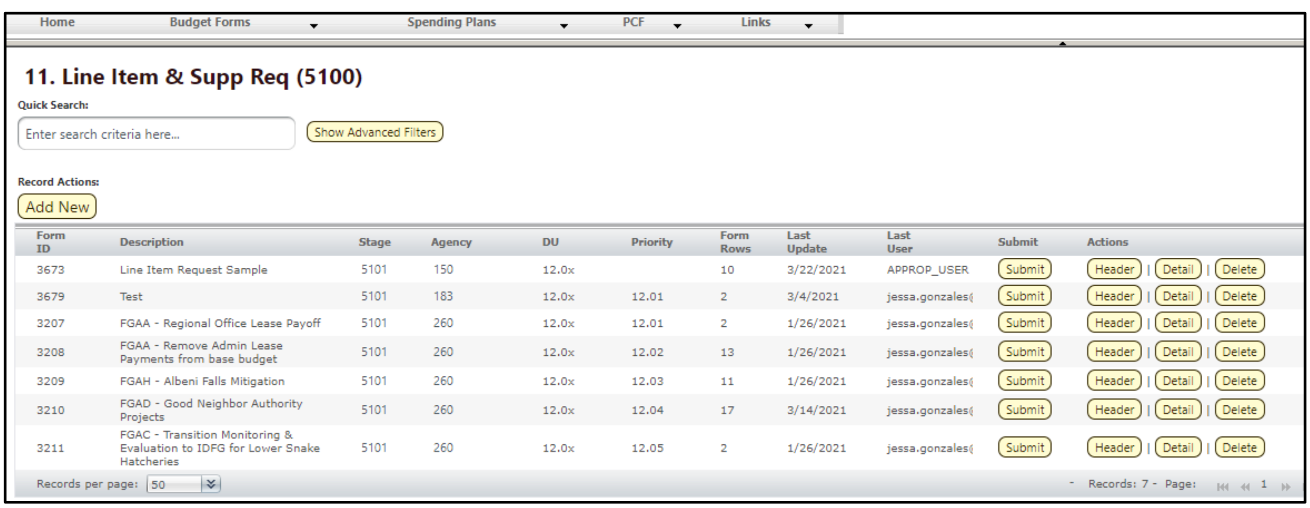
Line Item & Supplemental Request (5100)

Initiator: Any budget employee
Reason: Create and approve line item & supplemental requests.
General Notes:

- This budget form will contain DU's 12.0x (line items) and DU 4.3x (supplementals) requests as well as the option to prioritize each request for the agency.
- A new budget form (Parent Entry) will need to be submitted for each request and includes a "Request Narrative" and/or an "IT Narrative" (as appropriate) to be filled out for each request.
- Agencies should account for all costs related to the request including new Full-Time Positions (FTP's) which can be requested in the Positions Tab of this budget form.

Create a Parent Entry

- Each line item or supplemental request will need its own "Parent Entry".
  1. Select form 5100 from the form dropdown menu to open the form's Summary Overview screen.
     - This screen will display any unsubmitted or resubmitted Parent Entries outstanding for the user.
     - Each parent entry is assigned a "Form ID", also referred to as "instance number". This is important for managing stages (workflow).
     - The "Priority" column shows the Decision Unit (DU) assigned to each parent entry. The lower the DU, the higher the priority.
  2. To create a parent entry, click **Add New** to open the "Create a new Budget Form – 5100" screen.



Home | Budget Forms | Spending Plans | PCF | Links

11. Line Item & Supp Req (5100)

Quick Search: Enter search criteria here... | Show Advanced Filters

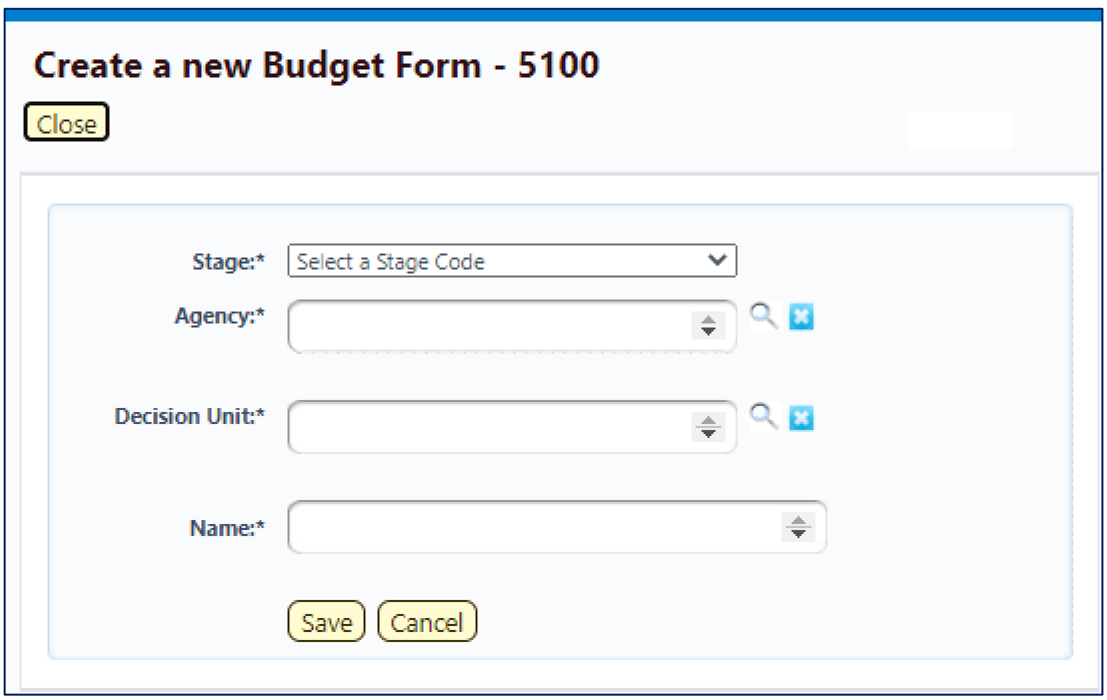
Record Actions: Add New

Form ID	Description	Stage	Agency	DU	Priority	Form Rows	Last Update	Last User	Submit	Actions
3673	Line Item Request Sample	5101	150	12.0x		10	3/22/2021	APPROP_USER	Submit	Header | Detail | Delete
3679	Test	5101	183	12.0x	12.01	2	3/4/2021	jessa.gonzales(	Submit	Header | Detail | Delete
3207	FGAA - Regional Office Lease Payoff	5101	260	12.0x	12.01	2	1/26/2021	jessa.gonzales(	Submit	Header | Detail | Delete
3208	FGAA - Remove Admin Lease Payments from base budget	5101	260	12.0x	12.02	13	1/26/2021	jessa.gonzales(	Submit	Header | Detail | Delete
3209	FGAH - Albeni Falls Mitigation	5101	260	12.0x	12.03	11	1/26/2021	jessa.gonzales(	Submit	Header | Detail | Delete
3210	FGAD - Good Neighbor Authority Projects	5101	260	12.0x	12.04	17	3/14/2021	jessa.gonzales(	Submit	Header | Detail | Delete
3211	FGAC - Transition Monitoring & Evaluation to IDFG for Lower Snake Hatcheries	5101	260	12.0x	12.05	2	1/26/2021	jessa.gonzales(	Submit	Header | Detail | Delete

Records per page: 50 - Records: 7 - Page: 1

Note: Org Unit, Program, and Project data fields are optional and will default to zero for those agencies that do not use them in their planning. Leave this value if you are not using this level of detail in your requests.

3. Fill out mandatory fields:
    a. **Stage**: The part of the workflow you are acting in.
    b. **Agency**: Use the lookup (magnifying glass) to select the appropriate agency.
    c. **Decision Unit (DU)**: Use the lookup to select the appropriate DU.
    d. **Name**: Enter a brief descriptive title. The name entered here will be the “DU Title”, appearing on the Summary Overview screen, Budget Header, and elsewhere in the system.
        - We suggest you establish a naming convention, especially when several users are entering budget information.
        - The “DU Title” can be edited on the “Budget Form Header” screen at any time if the request should change.



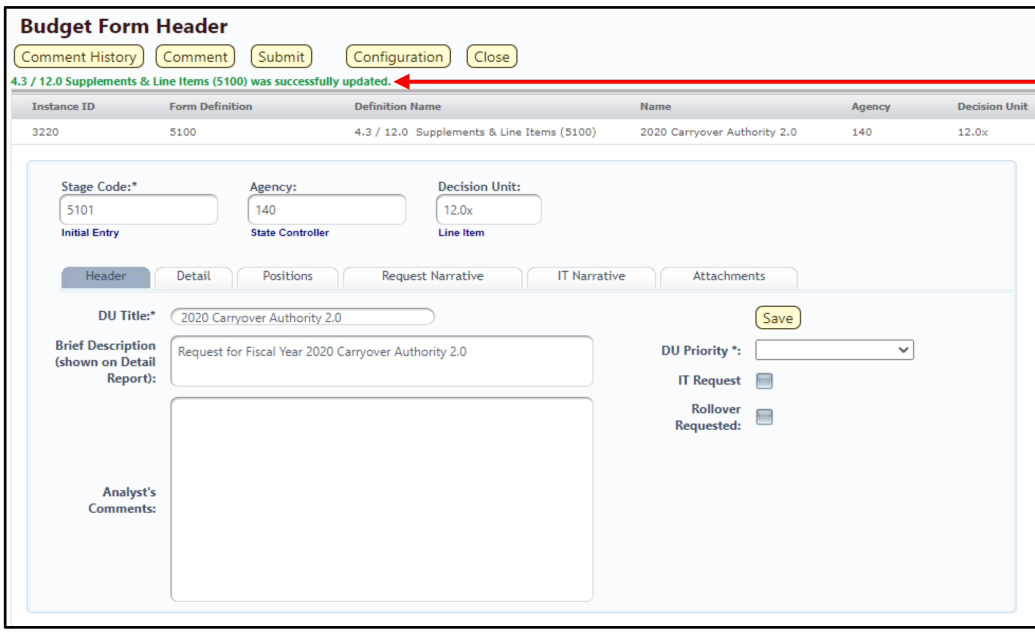
4. When ready, click **Save** to continue to the “Budget Form Header” screen.

Note: **Close** and **Cancel** will return you to the summary overview screen without saving the form.

HEADER TAB

- The “Budget Form Header” is where initial narratives are entered and the “Decision Unit (DU) Priority” settings are established.

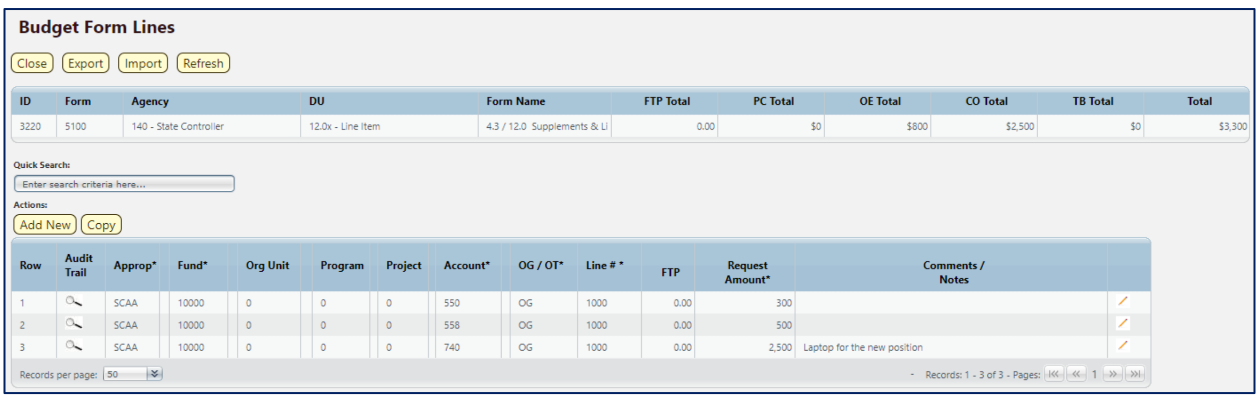
1. **DU Title**: Populated with the Name entered on the “Create a new Budget Form - 5100” screen. This can be edited here as necessary.
2. **Brief Description**: This is the narrative that is reported on in the “Agency Budget Request Detail (B-8)” report.
3. **DU Priority**: Assign the parent entry a DU priority. Priorities can be set anywhere from 1 (12.01) to 69 (12.69).
   - To prevent users from assigning the same priority, selected priority numbers will not be listed as available options on new instances of the 5100 form.
   - DU Priority can be reassigned at a later date once the agency determins its final prioritization of requests in the reprioritization form.



4. **IT Request Checkbox**: If there is an IT request associated with this request, check this box to ensure the reporting of the narrative is included on the request report.
   - If the approval of the Office of Information Technology Services (OITS) is required, related OITS paperwork should be attached to the request as well.
2. **Rollover Requested**: If an agency would like the request to rollover to the next budget cycle, the “Rollover Requested” checkbox should be selected.
3. Once the entries are completed click **Save**. A message noting a successful update will appear at the top of the screen.

DETAIL TAB

- The Detail tab lists the parent entry’s transaction lines and associated totals.
- All of the line item transactions will be at the Summary Account level.
- The position detail at the top of the screen provides an FTP Total for the number of requested positions and PC Total for the combined salary and benefits requested.
- Refer to the “Positions” tab for the cost breakdowns.
  1. On a “Budget Form Header” screen, select the “Detail” tab to open the “Budget Form Lines” screen.
  2. Use one of three possible methods to create your 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.


Budget Form Lines

Close Export Import Refresh

ID	Form	Agency	DU	Form Name	FTP Total	PC Total	OE Total	CO Total	TB Total	Total
3220	5100	140 - State Controller	12.0x - Line Item	4.3 / 12.0 Supplements & Li	0.00	$0	$800	$2,500	$0	$3,300

Quick Search:

Enter search criteria here...

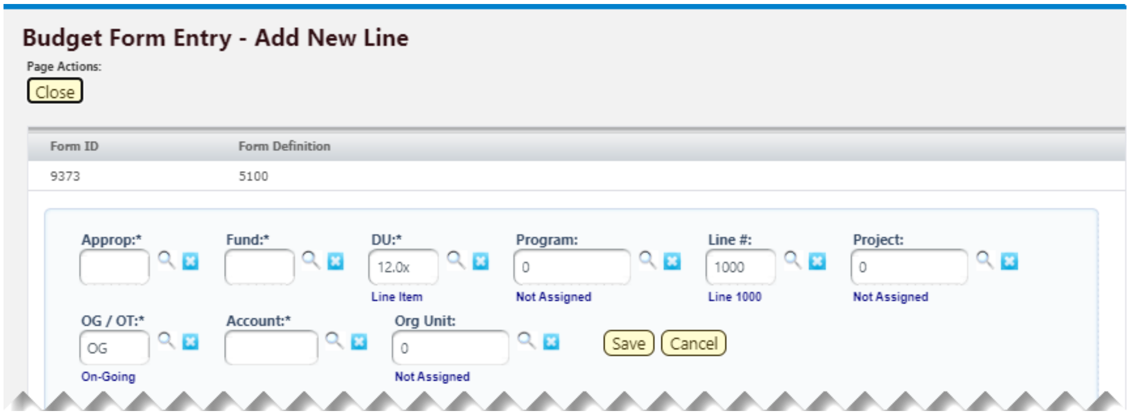
Actions:

Add New Copy

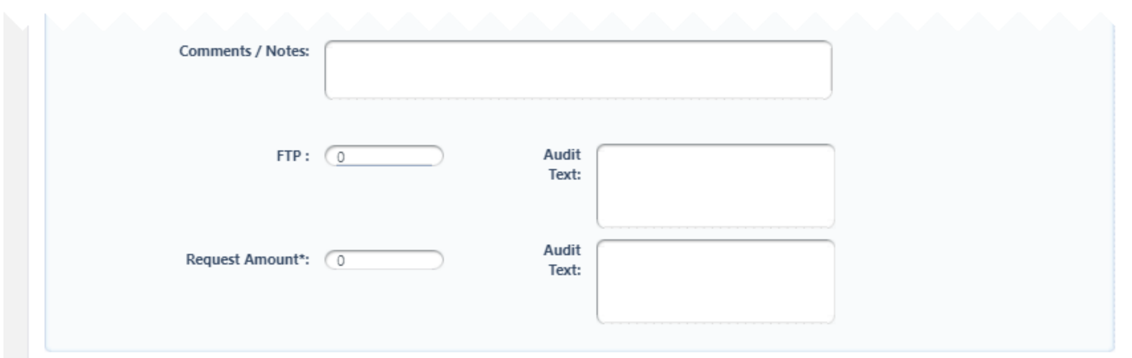
Row	Audit Trail	Approp*	Fund*	Org Unit	Program	Project	Account*	OG / OT*	Line # *	FTP	Request Amount*	Comments / Notes
1		SCAA	10000	0	0	0	550	OG	1000	0.00	300	
2		SCAA	10000	0	0	0	558	OG	1000	0.00	500	
3		SCAA	10000	0	0	0	740	OG	1000	0.00	2,500	Laptop for the new position

Records per page: 50 - Records: 1 - 3 of 3 - Pages: 1

➢ **Audit Trail:** Provides a detailed history of changes made to the position, including pencil edits.



- **Approp:** Select the appropriation unit (AU) applied to this line
- **Fund:** Select the applicable fund number for this line
- **Decision Unit:** This is the DU selected for this parent entry. Do not change this field.
- **Program** (optional): Select a program associated with the line if your agency enters its budget with that level of detail.
- **Line #:** Add a unique line number to prevent the system from combining entry lines that contain the same Approp, Fund, and Account values.
- **Project** (optional)**:** Select a project associated with the line if your agency enters its budget with that level of detail.
- **OG/OT:** Designates if the line is on-going (OG) or one-time (OT).
- **Account:** The account number associated with this line.
- **Org Unit** (optional)**:** Select an organizational unit associated with the line if your agency enters its budget with that level of detail.



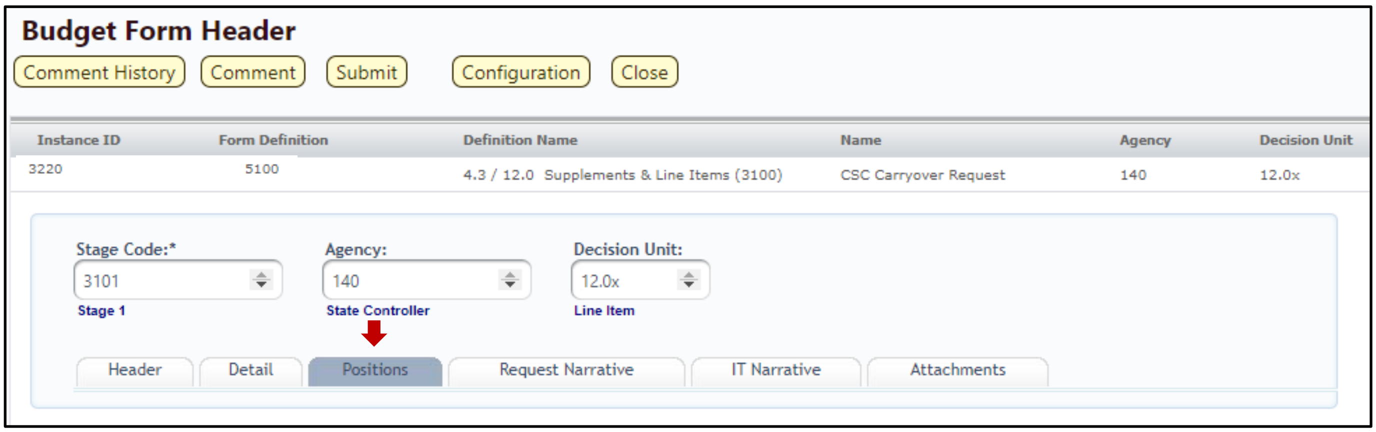
- **Comments/Notes**(optional)**:** Line-specific notes can be added to this field.
- **FTP:** Used for FTP (Full Time Position) entries in the 12 series and non-standard requests for FTP adjustments.

- **Request Amount:** Enter the amount being requested. There is no decimal point so enter whole numbers, as they will be rounded to the nearest $100.
  - e.g. Entering $149.00 will round down to $100.00 and $150 will round up to $200.
- **Audit Text**: Comment fields, visible only on the form line audit history screen.

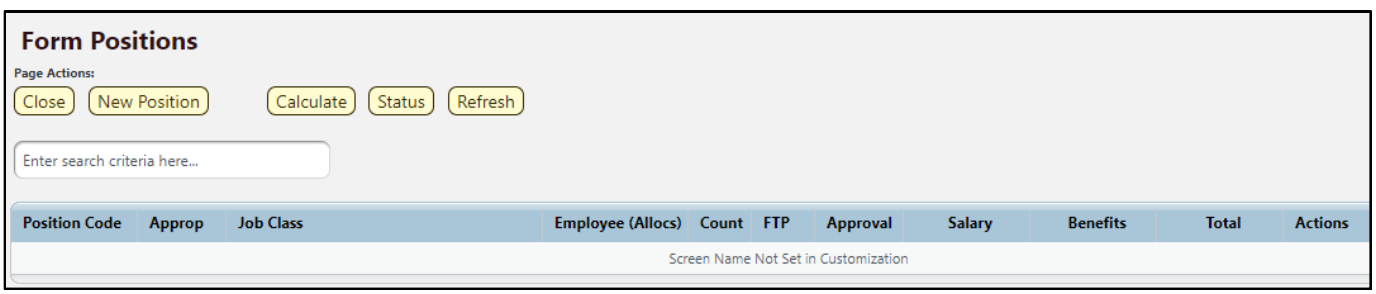
3. Once changes are made, click **Save**.

POSITIONS TAB

1. Select the Positions tab, located in the “Budget Form Header” screen. This will open the “Form Positions” screen, which lists all requested positions.

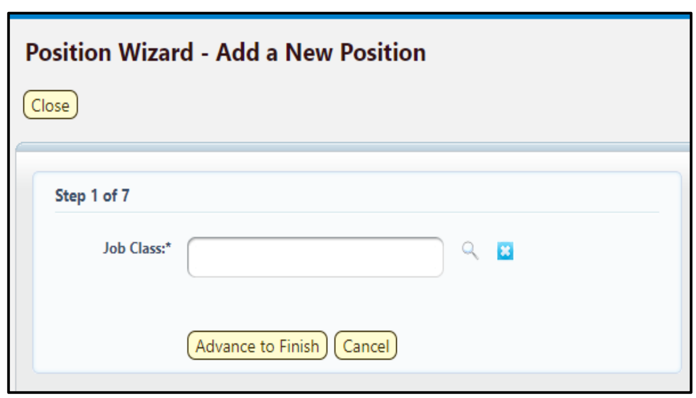


2. Click the **New Position** button to open “Position Wizard – Add a New Position”.



3. Use the lookup to select a job class code
4. Click **Advance to Finish** to open the “Position Wizard” as shown below.

Note: Some of the fields are auto-populated. Some of these fields can be edited as needed to fit the request.



5. Fill out the Position Wizard form:

➢ **Position Type** (Status): Select the applicable position type from the drop-down menu.

➢ **Steps**: Select from pre-programmed salary steps:
- 1 = Minimum within the pay grade.
- 2 = 80% of policy (default value).
- 3 = 100% of policy.
- 4 = Maximum within the pay grade.

Note: The **Lookup Salary Table** button will display the salary related to the step you selected.

➢ **Salary Override**: Check this box if the salary request does not fit any of the steps listed above.

➢ **Override Salary**: Enter the non-step salary for the requested position (Salary Override is checked).

➢ **Employee Count**: Total number of positions being requested. The system will create a line for each position request.

➢ **% Full Time (100% = 1.00)**: This will default to 1.00 (full-time). Lower this value to request a part-time position.
   - e.g. a request for a part-time position working half of full-time hours will reflect ".5" (50%).

➢ **Approp**: Select the Appropriation Unit (AU) applied to this position.

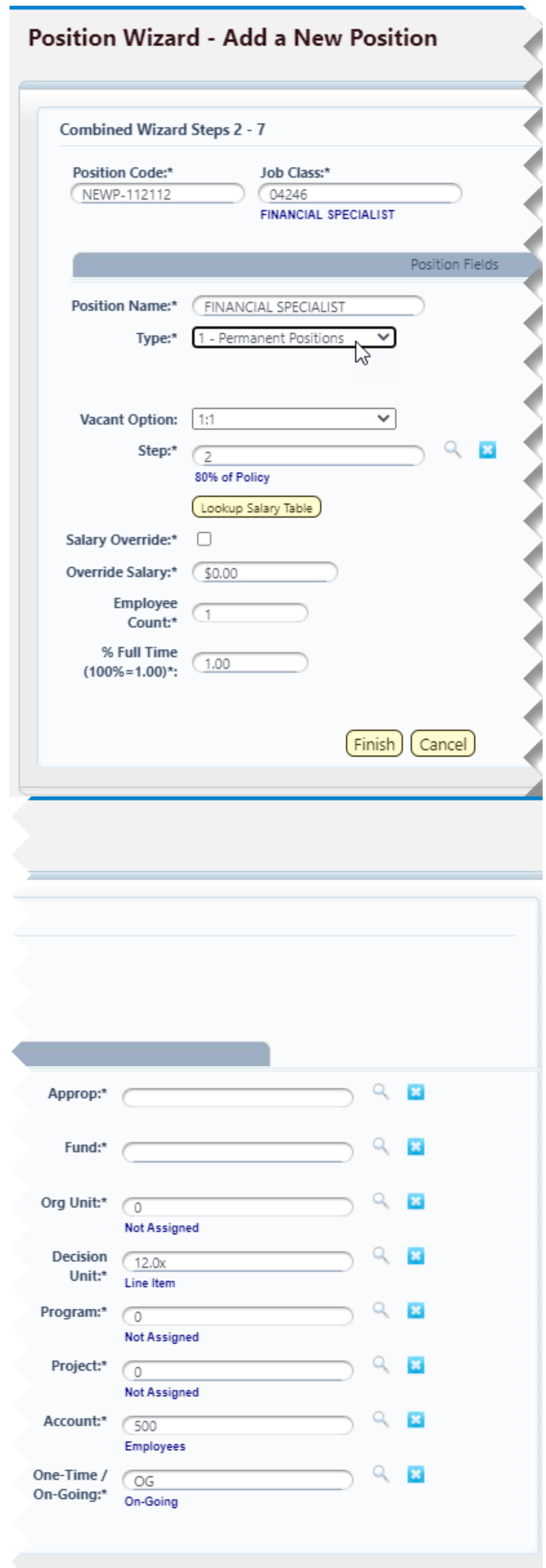
➢ **Fund**: Select the applicable fund for this position.

➢ **Program**: (optional): Additional level of reporting detail. Defaults to 0 (zero).

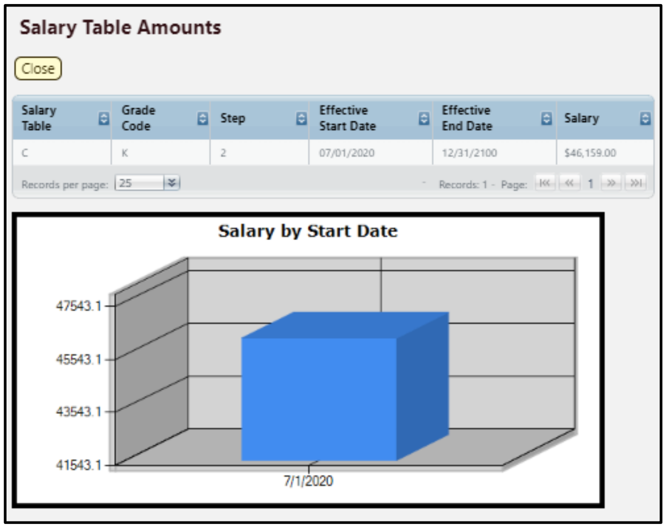
➢ **Project**: (optional): Additional level of reporting detail. Defaults to 0 (zero).

➢ **Account**: Select the appropriate account, this field will default to the Employee (500) roll-up account.

➢ **One-Time/On-Going**: This field will default to on-going. Use one-time when entering a new budget request for temporary staff.

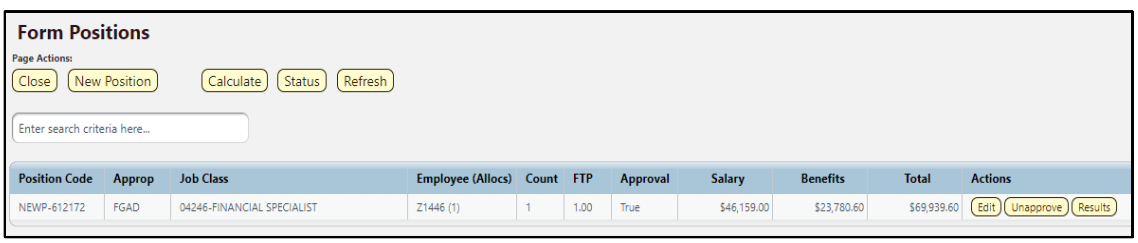


- **Lookup Salary Table**: Clicking this button will bring up the pay rate for this job class based on the "Step" selection. This table can be helpful when using the salary override for requested positions that do not fall within a step.



6. When all the entries for the position request are completed, click **Finish** to save the entry and navigate back to the "From Positions" screen.
   - If you need to cancel the position request, Click **Cancel**. A warning box will appear, clicking "yes" will delete the position request.

Note: Positions cannot be deleted from the "Form Positions" list. **Unapprove** the position instead, zeroing out its salary and benefits. Alternatively, you can delete the entire parent transaction and begin anew.

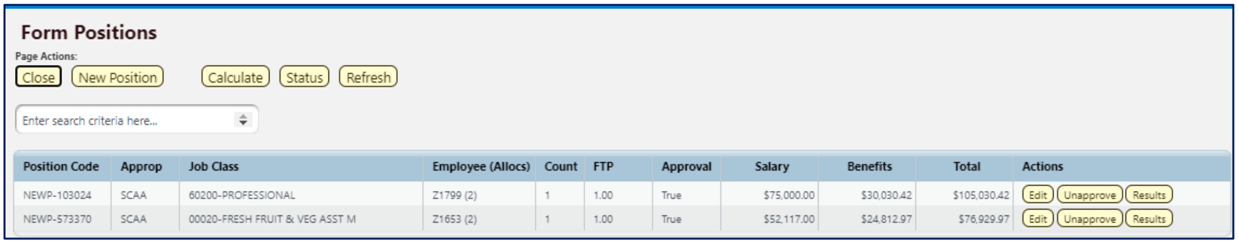


7. The Form Positions screen will now list the new group positions. Click **Calculate** to populate the salaries and the standard benefits.
   - Calculations can take 45 seconds or longer to populate.
   - Click **Status** to review the progress of the calculation.
   - Once calculated, you may click **Refresh** to update listed data.

Note: Clicking the **Edit** button next to a position allows a user to make changes to that position's Salary, Funding Dates, and Allocation settings.

- e.g. Changing a position from full-time (100% = 1.0) to part-time (50% = .50) can be made using the Edit function.
- Edits can be made at any time, even while a calculation is processing.

FORM POSITIONS



- **Column Definitions:**
  - **Position Code**: A unique number generated by the system for each position request. “NEWP” designates a new position request.
  - **Approp**: The appropriation unit assigned to this position request.
  - **Job Class**: The job class is the title selected in the initial request set-up.
  - **Employee (Allocs)**: System-generated number for the position request.
    - Each requested position will have a designated employee number.
    - A “Z” in the number signifies a vacant position. The number following “Z”, is the number of funding allocations that are attached to the position.
      - (1) is shown when 100% of the position is tied to one fund, AU, account, project, etc.
  - **Count**: Total number of positions being requested. The system will create a line for each position request.
  - **FTP**: Full-Time Position refers to the specific job class or position that is being requested (100% = 1.00)
  - **Approval**: Status of position request approval:
    - True = Approved
    - False = Unapproved or not yet approved
  - **Salary**: The salary requested for the position.
  - **Benefits**: These are the calculated benefits for the position requested. Part-time positions will reflect 80% of the cost.
  - **Total**: Weighted total of the position(s) requested.
- **Action Buttons:**
  - **Edit**: Opens the “Edit form Position” screen. Allows a user to make changes to that position’s salary, funding dates, and allocation settings.
    - e.g. Changing a position from full-time (100% = 1.0) to part-time (50% = .50) can be made using the **Edit** function.
    - Edits can be made at any time, even while a calculation is processing.

- **Unapprove**: This provides the option to unapproved a position request. When the **Unapprove** button is visible on the position line item, the position has been approved and the salary and benefit amounts will populate. Clicking this button will unapprove the position. When unapproved, the button will change to **Approve** and the salary and benefits will zero out.
- **Approve**: When the **Approve** button is visible, the position is not approved and costs are zero. Salaries and benefits will only show if the position has been approved. When approving a position, be sure to click **Calculate** to populate the salary and benefit amounts.

Note: A position can be approved or unapproved at any time. Only approved positions will add to PC Total in the "Detail" tab. To review the detail of the position request, return to the "Position" tab for a breakdown. Workers comp and DHR charges are specific for each agency and are calculated as such.

- **Results**: This will open the "Projected Employee Results" screen. This screen provides the complete breakdown of benefit costs and salary for the line item position request.

Projected Employee Results

Record Actions:

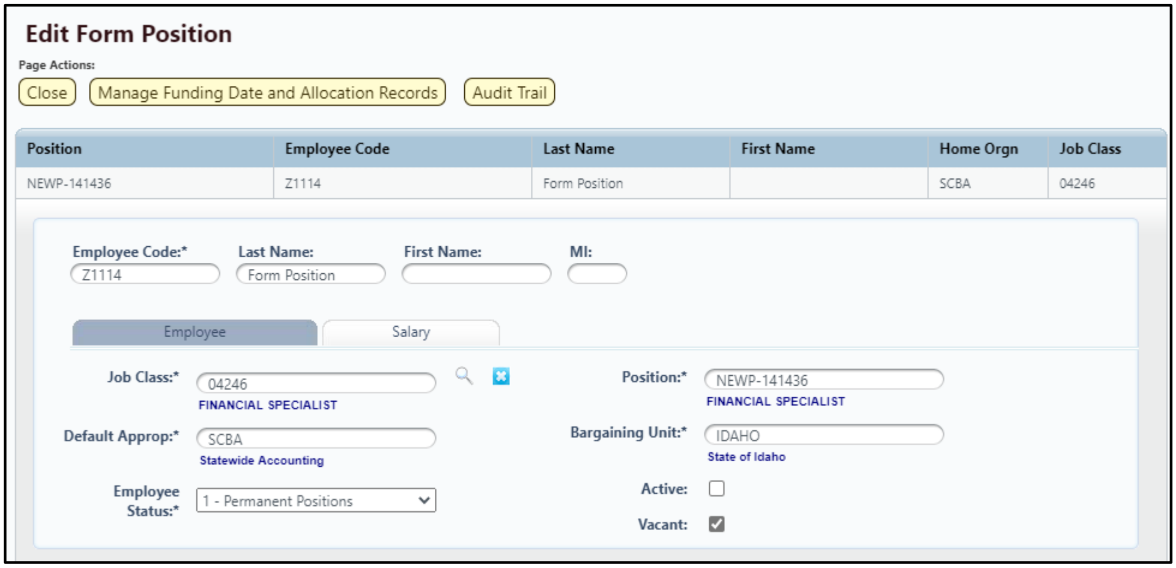
Close Export

Fiscal Year	Benefit Code	Benefit Name	Amount
2022	DHR260	Department of Fish and Game	$141.25
2022	HEALTH	Health Insurance	$12,930.00
2022	LIFE	Life Insurance	$332.81
2022	MEDICARE	Medicare	$669.31
2022	OASDI	Social Security	$2,861.86
2022	R90	Retirement Rule of 90	$5,511.38
2022	UI	Unemployment Insurance	$226.18
2022	WC260	Fish & Game, Dept.	$1,107.82
2022	Total Benefits		$23,780.60
2022	Total Salary		$46,159.00
2022	Total		$69,939.60

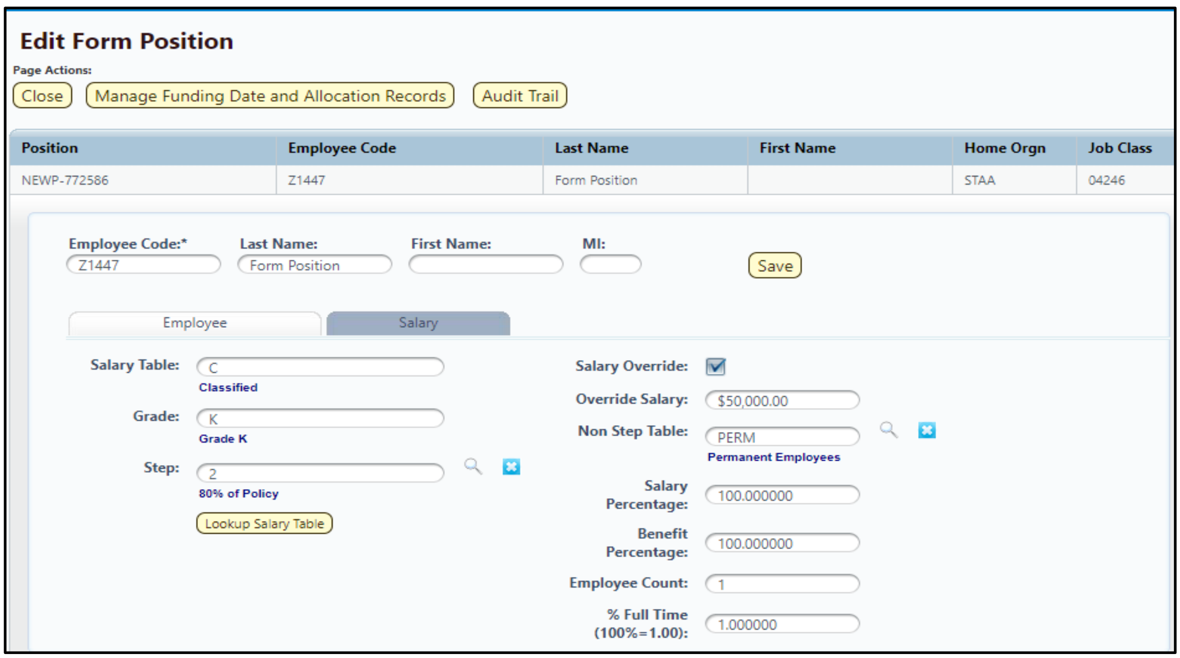
Records per page: 100 - Records: 11 - Page: 1

EDIT FORM POSITION

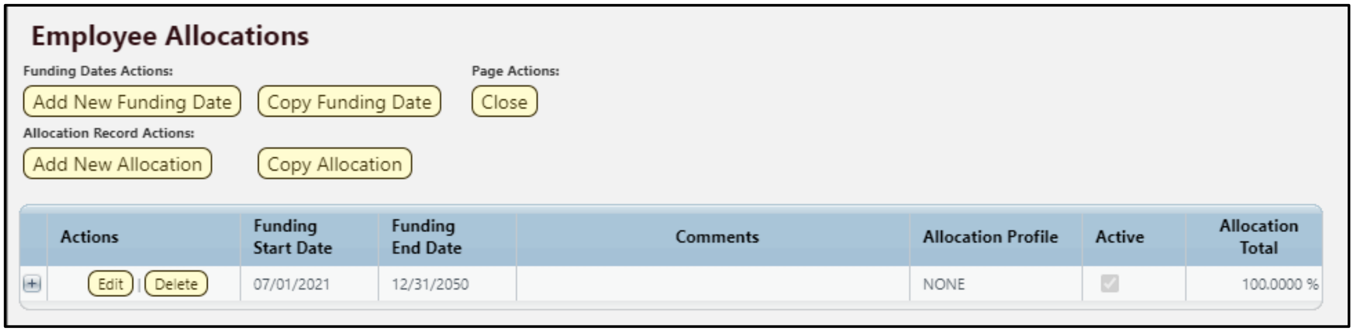
- Accessed via the Form Position screen, by clicking the **Edit** action button next to a listed position. From here, users can change position allocation, funding, and other position-specific properties.
- **Employee Tab:** Position identification, status, and related information.



- **Salary Tab:** Position compensation information, including salary and benefits.

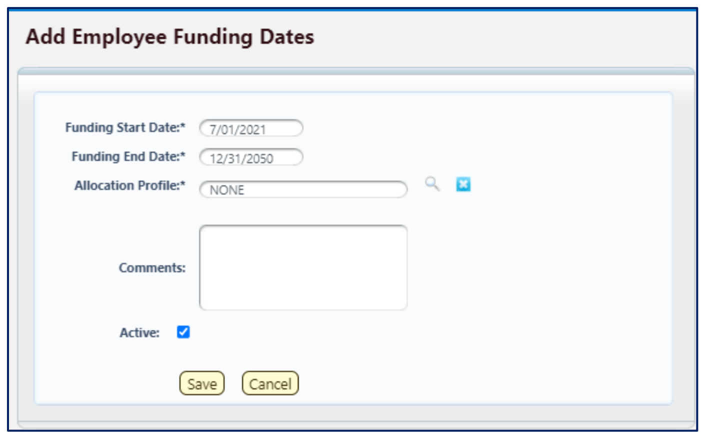


- **Audit Trail:** Provides a detailed history of changes made to the position
- **Manage Funding Date and Allocation Records:** When clicked, this will open the “Employee Allocations” screen for the selected position.



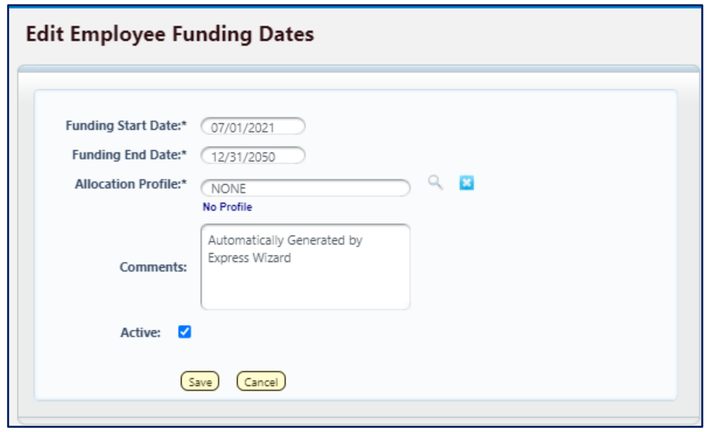
- **Add New Funding Date:** Select this button to enter a new funding start and end date, an allocation profile, and associated comments.
  - Funding dates will default to the beginning of the new budget year.
  - The system will not let the dates overlap on the funding of a position or have a gap in funding.

Note: For positions that need to be hired early, fill out a DU 4.3x supplemental for the current year for a one-time position or a DU 12.0x for the on-going position. Enter a new position for each and make a note in the narrative outlining what is being requested. Be sure to adjust funding dates for the portion of the year that is requested.

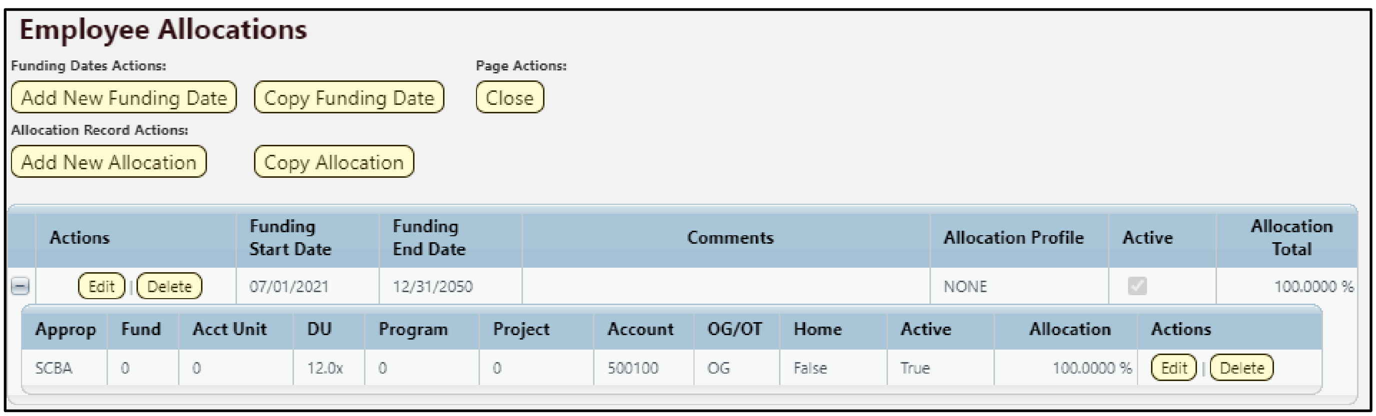


- **Copy Funding Date** – This works the same as the copy function in the “Detail” tab. Highlight the line that needs to have a copied funding date range and click **Copy Funding Date**. This will add the line and the line will have the **Edit** option to change as necessary.
- **Add New Allocation** – The screen below will show what can be allocated appropriately. Be sure to include the allocation percentages. Again, the allocation must equal 100%.
- **Copy Allocation** – This works like the copy function throughout the system. Highlight the allocation line needing to be copied, click the button, and the copied allocation line will appear. Then you can click the **Edit** button located on the newly created line and make the necessary changes to complete the allocation.

- The **Edit** and **Delete** action buttons on the left side of each entry are used to change the funding date for the initial position entered.
  - **Edit:** Opens the “Edit Employee Funding Dates” screen, allowing you to modify the existing funding date information.
    - “Funding Start Date” is often changed to accommodate mid-year hires.
    - “Funding End Date” is often changed for limited services positions.



  - **Delete:** Used to delete the funding date settings. This field will need to be filled in to proceed with a position request.



- Click a plus sign (**+**) to the left of an entry to show where the position is currently being funded.
  - **Edit:** Used to open the “Edit Employee Allocation” screen and modify allocation settings. See screen-specific instructions below.
  - **Delete:** Used to clear allocation settings.
- **Edit Employee Allocation:** accessed by clicking the **Edit** action button on the allocation detail line. Make needed changes before clicking **Save** to return.

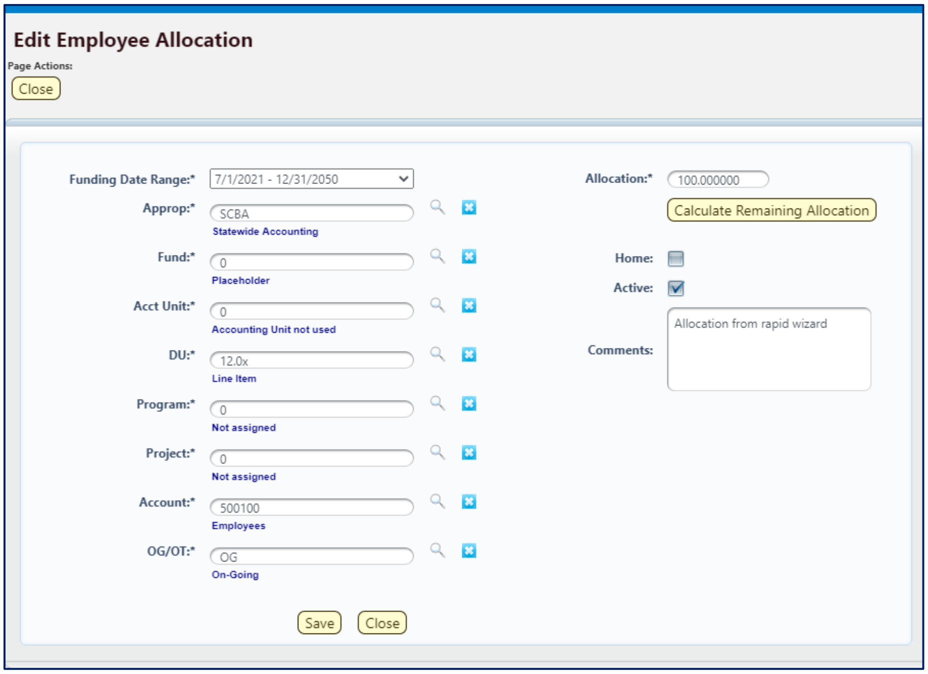
➢ **Funding Date Range** – The start date will default to the beginning of the next fiscal year and the end date will be a fictitious end date year in the future. This can be edited if either date needs to be corrected.

➢ **Approp** – For entering the correct AU for the split in funding, if applicable.

➢ **Fund** – If splitting the positions between multiple funds.

➢ **Accounting Unit** – Refers to the cost centers and is optional.

- **DU** – Decision Unit will auto-populate.
- **Program** – This is an optional field as not all agencies will budget by program.



- **Projects** – If there are projects that are taking on some of the costs for a position, they may be entered in this field. This is optional depending on the needs of the agency.
- **Account** – This is the PC roll-up account that will auto-populate.
- **OG/OT** – Ongoing or One-time and will default to ongoing.
- **Allocation** – This is where the % of the allocation is assigned. The total allocation amounts MUST equal 100% between ALL allocations for the position.
- **Home** – Check the "Home" box if this will be the default allocation for the position.
- **Active** – This is the current request.
- **Comments** – If there are any applicable comments to the allocations.

Note: Once the Allocations have been added and are complete, the position allocations will be displayed below the master record and the Allocation % will need to add up to 100%. Each of the allocations can be edited and deleted if necessary.

REQUEST NARRATIVE TAB

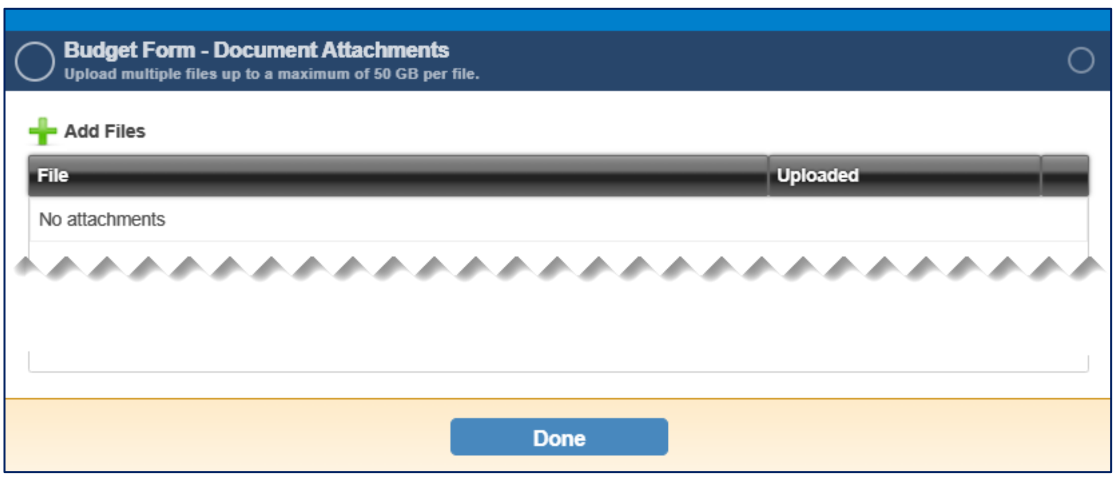
- The Narrative Tab has all the DFM/LSO required narrative questions listed in individual text boxes.
- There is no character limit in these boxes and you can paste from a different program into these fields.
- Fill out the boxes with the requested information; click **Save** when you are satisfied.

IT NARRATIVE TAB

- If the "IT Request" box on the "Header" tab was checked, the "IT Narrative" tab must be filled out.
- Again, there is no character limit in these boxes and you can paste from a different program into these fields.
- If there is an OITS approval and additional information for the request, use the "Attachment" tab to upload the appropriate documentation.

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 on your agency line item and supplemental requests.

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: July 8, 2021
Version 4