Mixed Use with Counter DU Entry (5500)

Initiator: Any budget employee
Reason: Enter adjustments for miscilanious DU's.
General Notes:

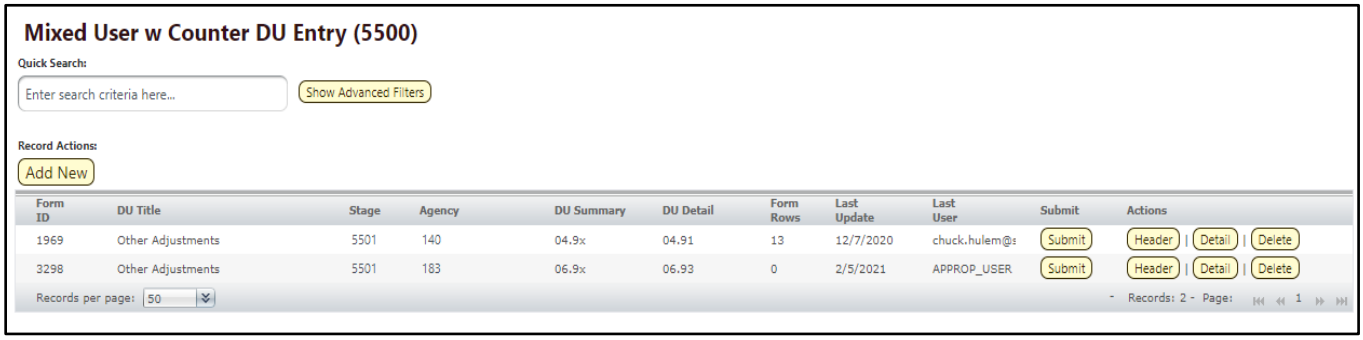
- Decision Units (DU) that are rarely used, don't fit in a definitive category, or don't have functions that require specialized functionality, are managed in forms 5300 and 5500.
- This form, 5500, is designed for the following DU's:
    - **1.9x**: Other Adjustments
    - **4.4x**: Rescission
    - **4.5x**: Omnibus Decisions
    - **4.9x**: Other Adjustments
    - **6.9x**: Other Adjustments
    - **8.4x**: Removal of One-Time Expenditures
    - **8.7x**: Restore Gov's Approved Reductions (Future)
    - **8.8x**: Higher Ed Adjustments
    - **8.9x**: Other Adjustments
    - **10.5x**: Annualizations
    - **10.7x**: Nondiscretionary Adjustments
    - **12.7x**: Omnibus Decisions
    - **12.8x**: Cash Transfer Adjustments
    - **12.9x**: Budget Law Exemptions/Other Adjustments

Note: In the Luma Budget System there is no need to back out any 6 series entries. These entries will not be included in the running budget totals.

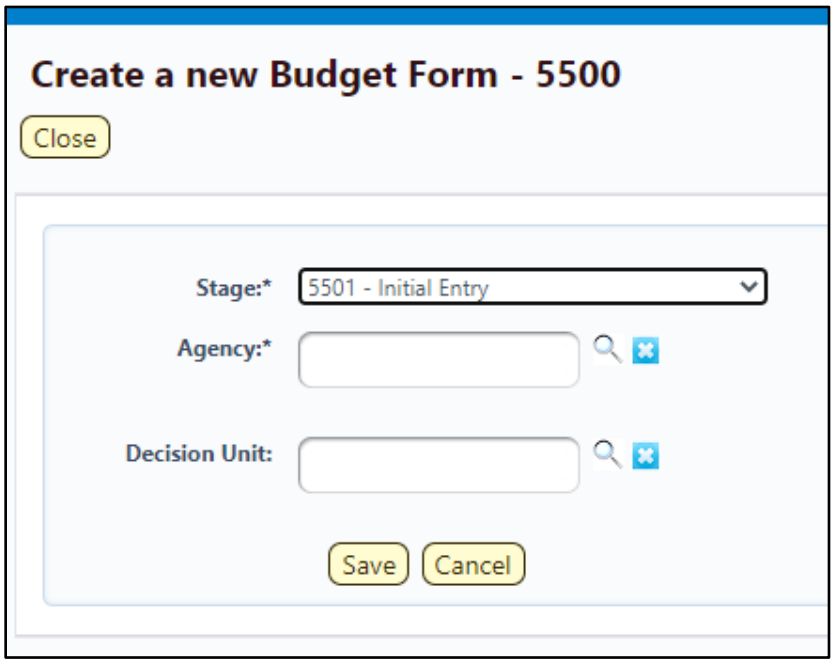
Create a new Parent Entry:

- Unlike form 5300, form 5500 requires a "Counter" to be set for each parent entry.

1. Select form 5300 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.
    - Each listed parent entry will display a DU Detail number, which further describes the entry's DU.
2. Click **Add New** to open the "Create a new Budget Form – 5500" screen.



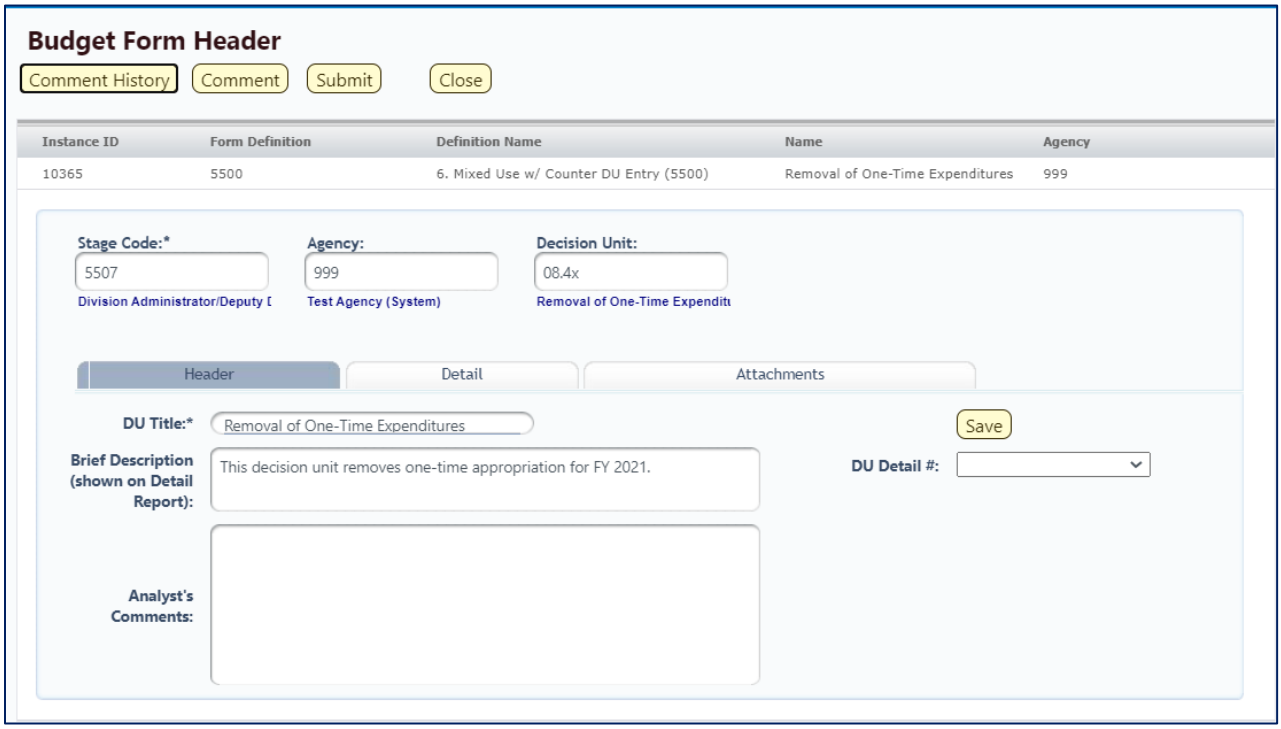
3. Fill in mandatory fields:
   a. **Stage:** Not all budget forms start in Stage 1.
   b. **Agency:** Agencies you have permission to access will appear in the field's lookup tool.



   c. **Decision Unit (DU):** Click the magnifying glass and select an option.
      - See listing above
4. When ready, click **Save** to continue to the "Budget Form Header" screen.

HEADER TAB

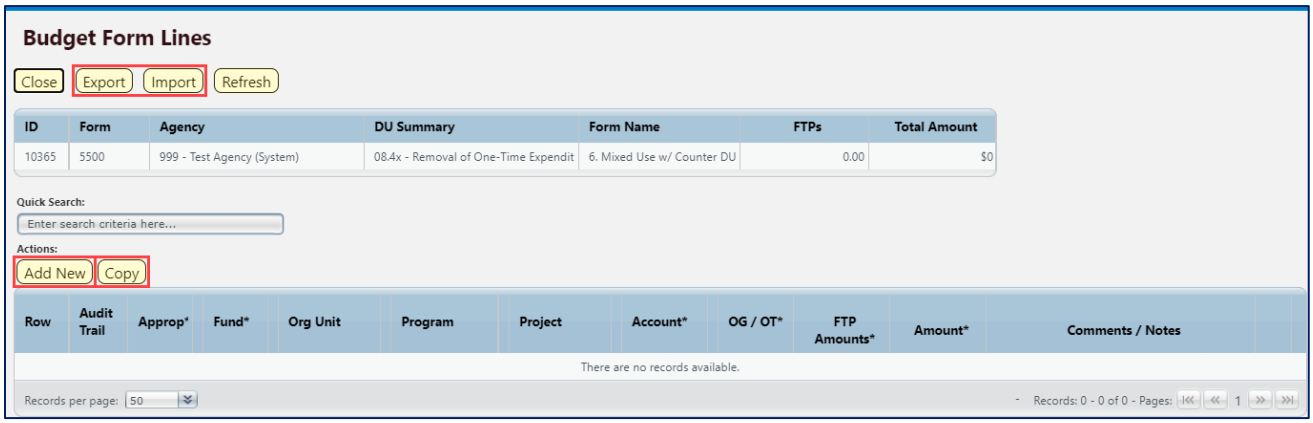
- The “Budget Form Header” tab is where reporting narratives are entered and the Decision Unit (DU) Detail settings are established.
  1. **DU Title:** The DU Title will default to the name of the DU selected. This can be changed or added to for easier identification. This will populate the “Name” field on the top line as well as the summary overview and throughout the system.
  2. **Brief Description**: The text in this field will appear on the “Budget Detail” report and can be edited as necessary. Please keep these explanations brief.



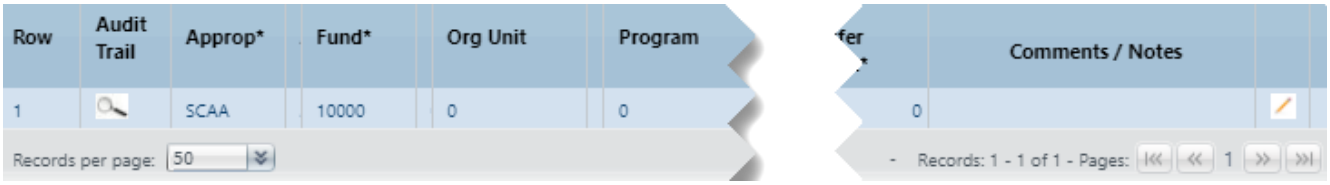
  3. **DU Detail #**: Each parent entry **must** be assigned a DU Detail # (counter). This number will dictate the order the item will show up in the “Detail Report” and separate items from ones assigned a different DU Detail #.
     - If there is only one entry under a DU, the DU counter should be “1” (e.g. 6.91)
     - If counter “1” is selected again, the Executive Detail Report (B-8) will roll both entries together if the header’s narrative remains the same.
     - If there are two “1” entries and something is changed on the Header tab such as name or DU Description, the “1” entries will remain separate entries. Please make an effort to prevent this as appropriate.
  4. Once you are satisfied with these fields, click **Save** and navigate to the “Details” tab to access the “Budget Form Lines” screen.

DETAIL TAB

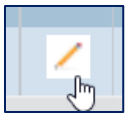
- Create lines to build transactional data, providing totals for the parent entry.
  1. On a Budget Form Header screen, select the “Detail” tab to open the “Budget Form Lines” screen.
  2. Create and edit lines:



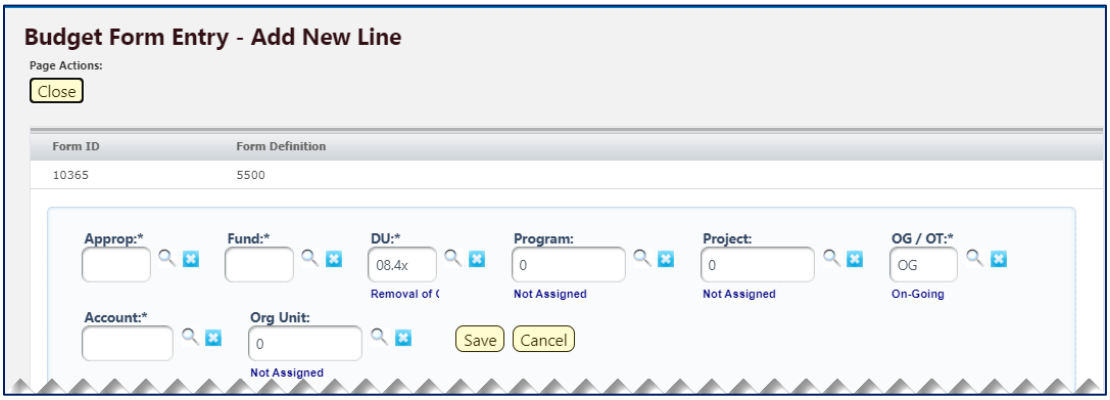
- **Add New:** This button will open the “Add New Line” utility, allowing the user to manually enter a new form line.
- **Copy:** This button allows users to copy a highlighted form line, saving time and effort when new lines share previously created form line details.
- **Export/Import:** Click **Export**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



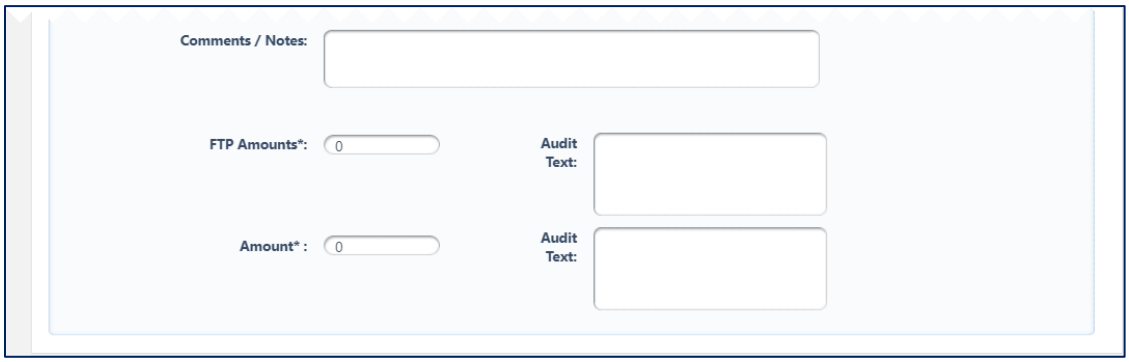
- **Pencil Edit:** Clicking the pencil icon at the end of a form line will allow the user to make quick edits to form line fields (e.g. Amount, FTP, etc.).



- **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 line
- **Fund**: Select the applicable fund number for this line
- **Program** (optional): Select a program associated with the line if your agency enters its budget with that level of detail.
- **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.

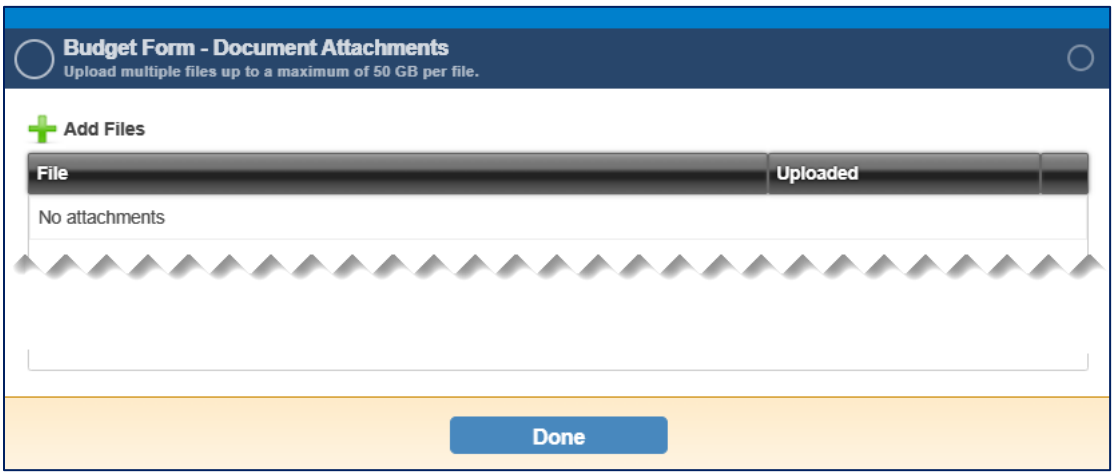


- **Comments/Notes** (optional): Specific notes can be added to this field.
- **FTP Transfers**: This allows for the reporting on any relevant Full-Time Positions.
- **Transfer Amount**: Enter the dollar amount for the line.
- **Audit Text**: Comment fields, visible only on the form line audit history screen.

3. Once changes are made, click **Save All** and **Refresh** on the screen.
4. Review the information for accuracy.

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 current year’s mixed-use with counter DU values.

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 6, 2021
Version 4