Luma Budget Quick Reference Guide (QRG)
One-Time Operation & Capital Outlay (6700)

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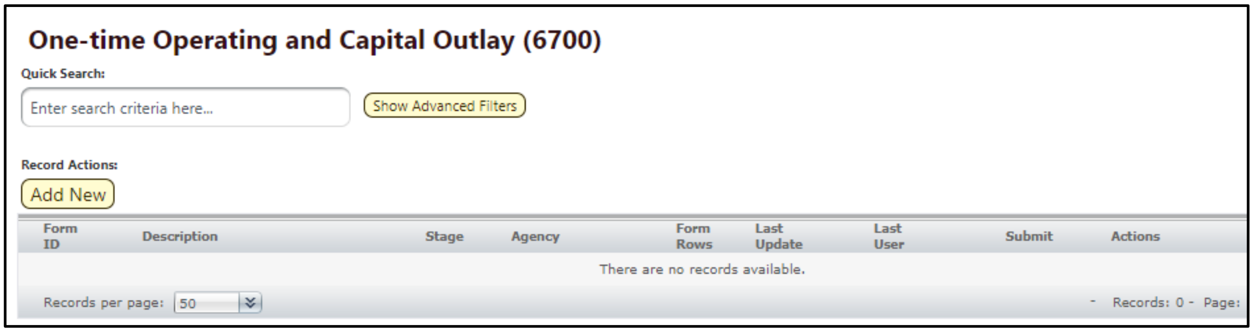
Initiator: Any budget employee
Reason: To fill out the necessary forms in the budget.
General Notes:

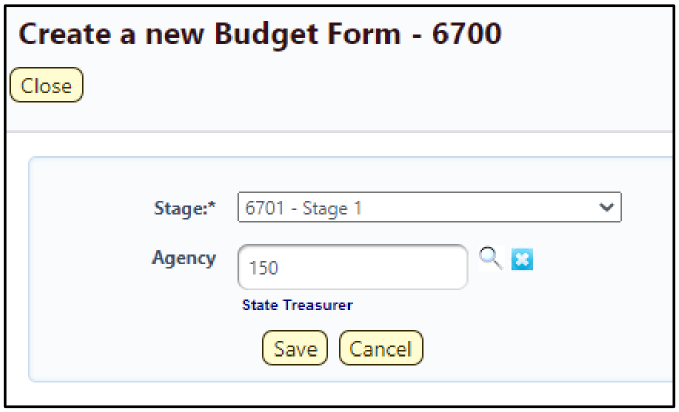
- This form captures the data that will flow through to the One-time Operating Exp & Capital Outlay report (B7).
- Use this form to prioritize all the needed replacement and maintenance purchases in one form.

Create a Parent Entry

1. Select form 6700 from the form dropdown menu to open the form's summary overview screen.
   - Each agency will have single parent entry.



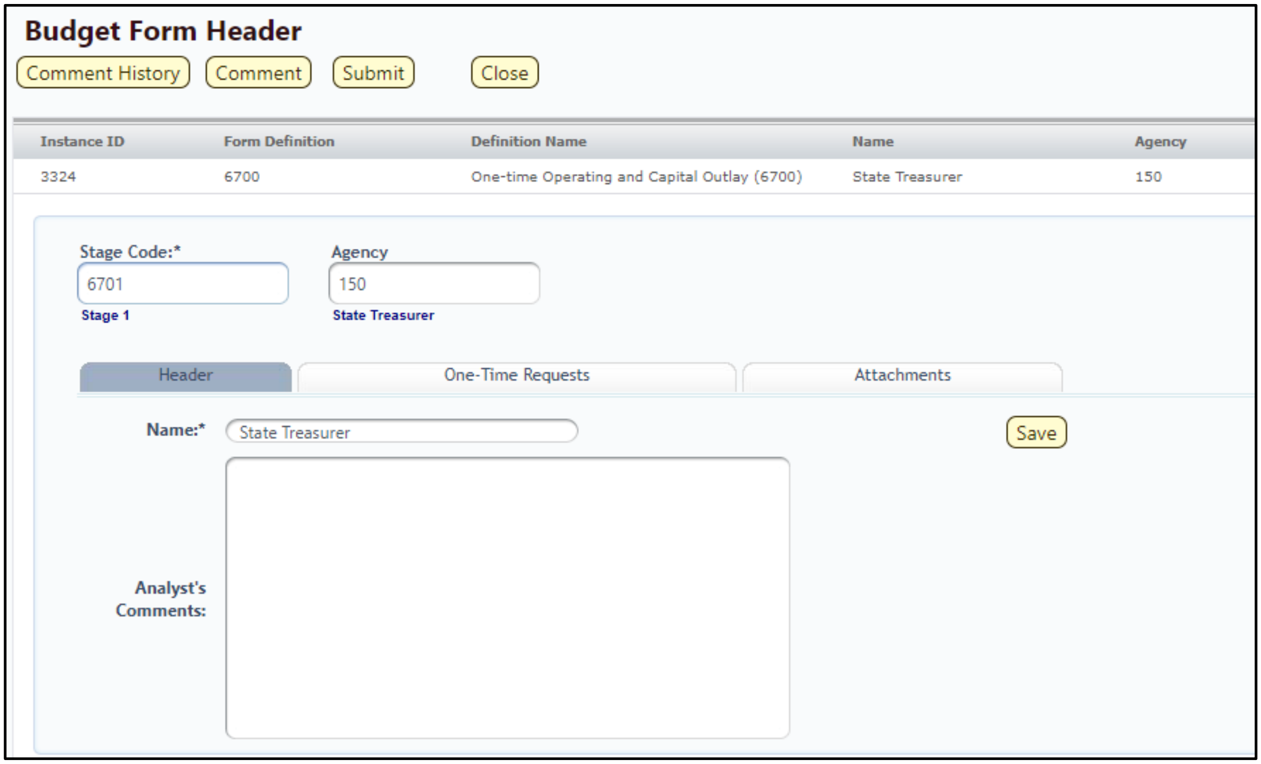
2. Click **Add New** to open the "Create a new Budget Form – 6700" screen.



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

HEADER TAB

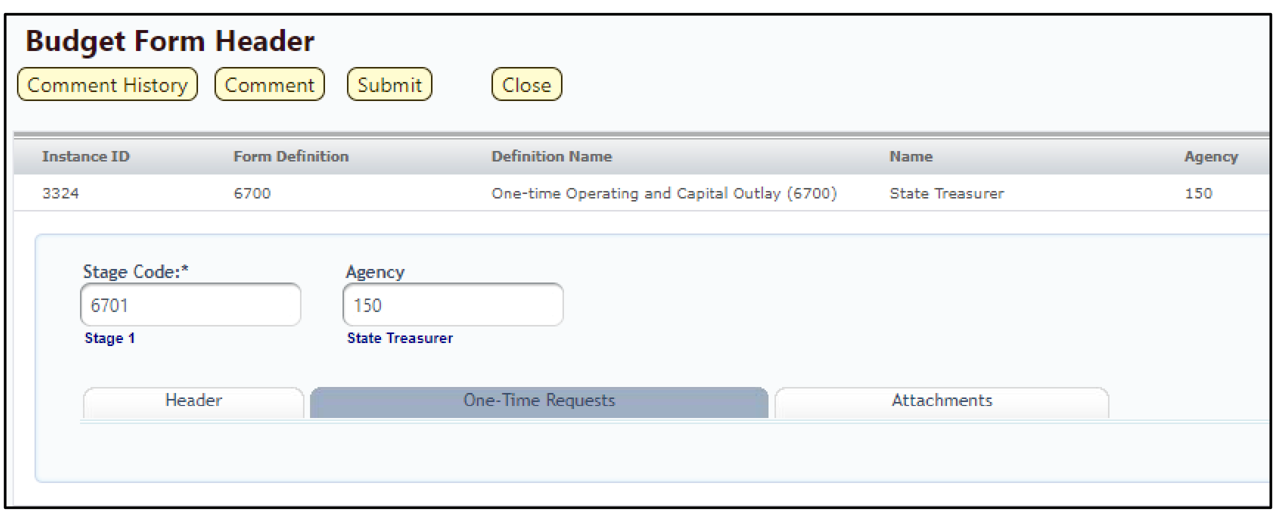
- This budget form does not require narrative detail.
- **Name:** Verify the appropriate agency name appears in this field.



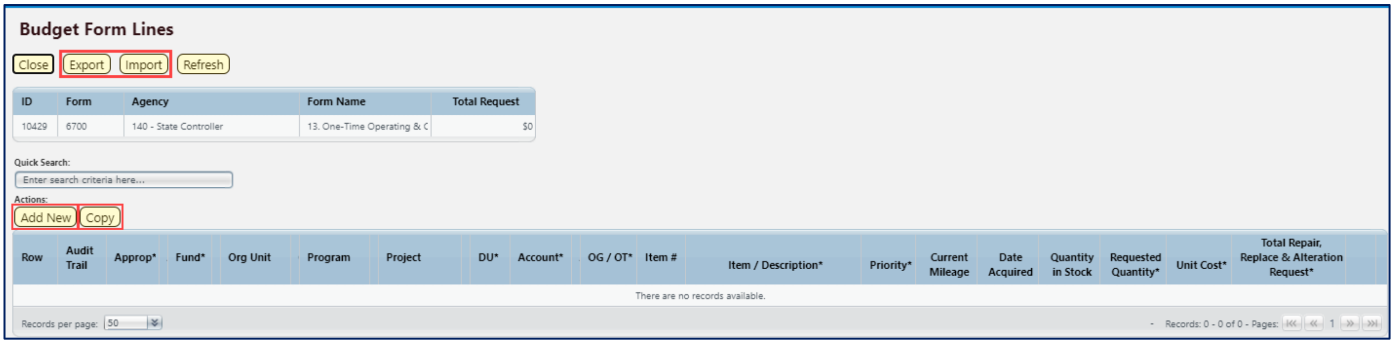
- **Analyst Comments:** Reserved for DFM/LSO analysts.

ONE-TIME REQUESTS TAB

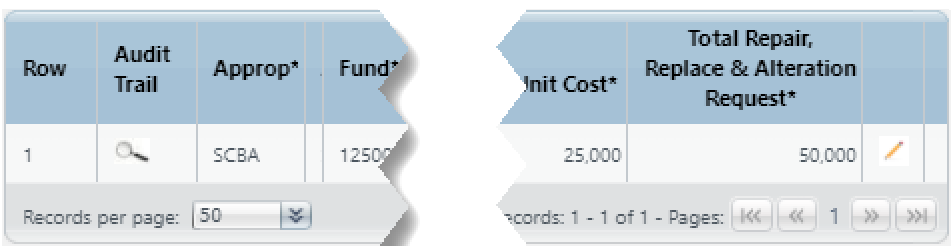
5. Select the “One-Time Requests” tab.

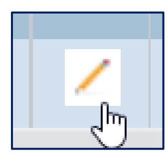


6. The “Budget Form Lines” screen will open. Utilize one of the following methods to enter, edit and prioritize requests.

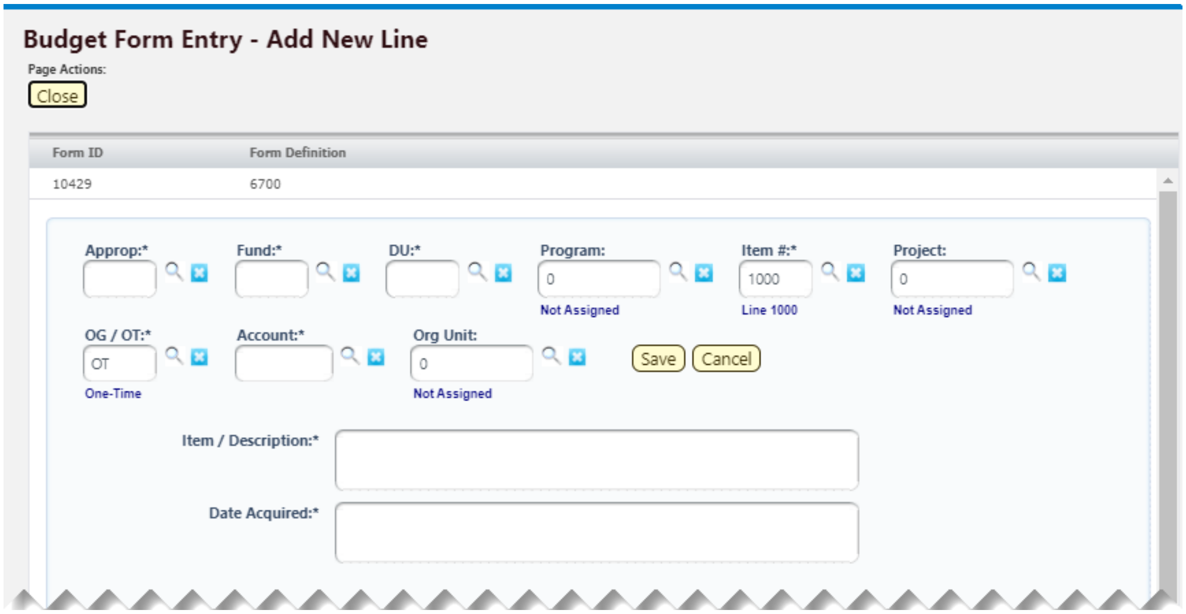


- **Add New:** This button will open the “Add New Line” utility, allowing the user to manually enter a new form line.
- **Copy:** This button allows users to copy a highlighted form line, saving time and effort when new lines share previously created form line details.
  - This form will only copy some of the copied line information, the rest of the form will need to be filled in with the new request data.
- **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.



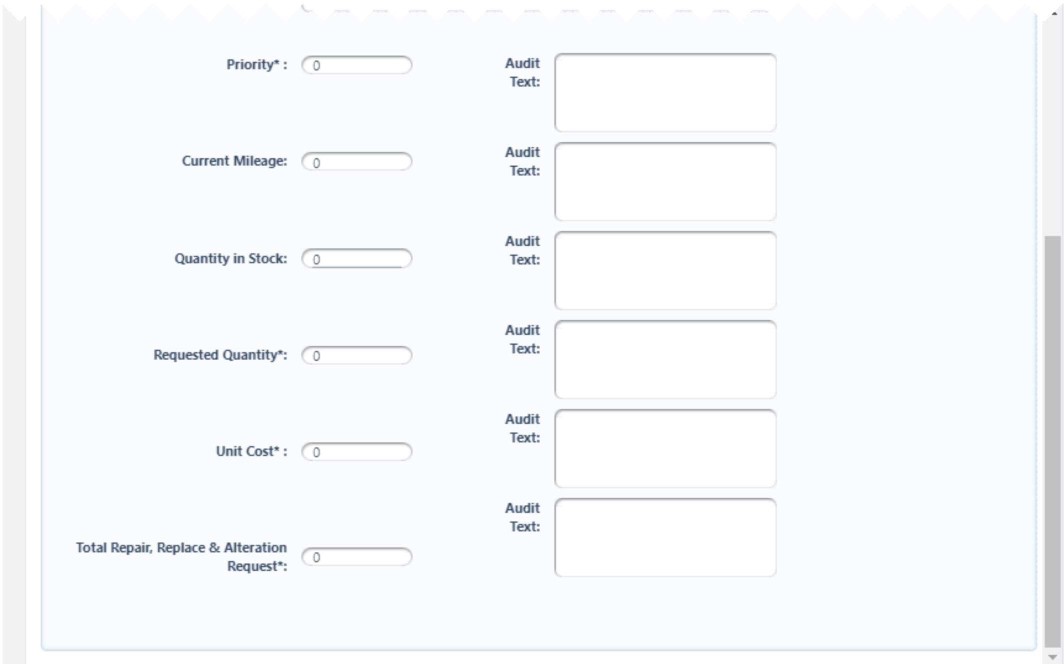


- **Pencil Edit:** Click the pencil icon at the end of a form line to make quick edits to form line fields (e.g. Transfer Amount, FTP Transfers, and Dept. Transfer Codes).
- **Lookup (Magnifying Glass):** Opens a contextual search utility that displays all available options for the field.
- **Comments/Notes:**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



Note: screen has several fields that will not fit on one screen view, so be sure to scroll down to see all the fields, and to fill in all the applicable fields as necessary.

- **Approp:** Select an appropriation unit associated with the request.
- **Fund:** Select the applicable fund for this request.
- **DU:** A 10.3x series counter. Agencies can use this to separate different requests by DU number. These will show up together on the same budget form and/or report.
- **Program** (optional): Select a project associated with the request if your agency enters its budget with that level of detail.
- **Item #:** Assign a number to the request to prevent item(s) utilizing the same accounting string (Approp., Fund, DU, and Account) from combining rather than creating two separate lines.
  - Items that should be entered together (e.g. a pick-up truck with a hard-top cover) can be assigned the same Item # so an analyst can see the requests are related.
- **Project** (optional): Select a project associated with the request if your agency enters its budget with that level of detail.
- **OG/OT:** This field will default to the only available option, One-Time (OT).
- **Account:** Select the account associated with this request.
- **Org. Unit** (optional): Select a project associated with the request if your agency enters its budget with that level of detail.
- **Item/Description:** Enter narrative detail for the request.
- **Date Acquired:** Enter this this information if available. If not, provide an explanation.



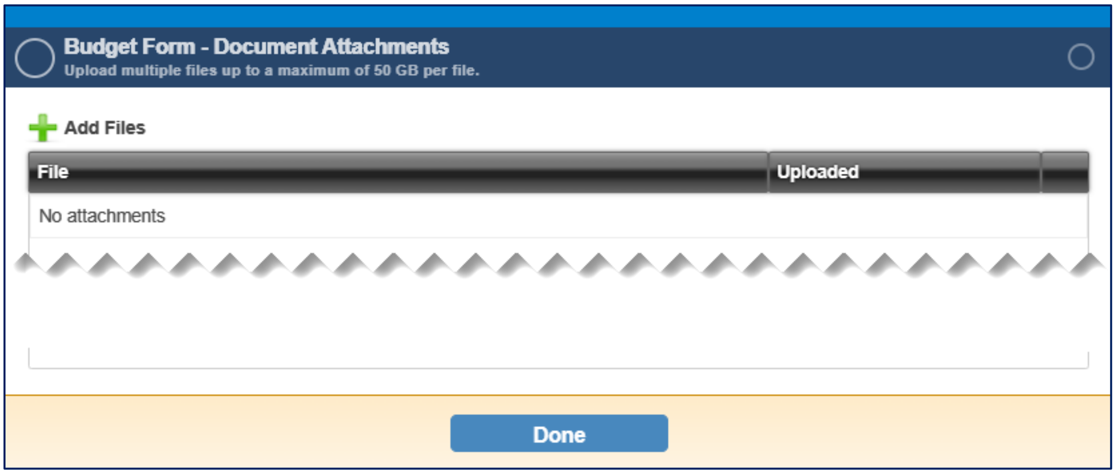
- **Priority:** Enter the request's priority. This field can be quickly updated at a later time as needed with Pencil Edit.
- **Current Mileage:** This field is required when requesting vehicle replacement.
- **Quantity in Stock:** This field is required when requesting replacements or an increase to stock on hand.
- **Requested Quantity:** Enter the amount of items being requested.
- **Unit Cost:** Enter the price for an individual unit.
- **Repair, Replace Alteration Requests:** Enter the total price for the request.
  - The form will not automatically calculate the total price of the request. This value must be calculated and entered manually.
  - By using the export/import utility, agencies can use excel to create formulas to calculate these values.

Note: It is the agency's responsibility to ensure the accuracy of form field values. Line items cannot be deleted; if they are incorrect they can be cleared of data or delete the parent entry and create a new parent entry.

7. The entry will appear in the line item detail on the Detail tab. Add and edit request data as needed, adjusting priority throughout the process.
8. Click **Save All** to update the parent entry data, including the request totals at the top of the form.

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 entered your agency’s reqeust priorities.

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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