

Luma Budget Quick Reference Guide (QRG) SWCAP Allocations (5900)

State-Wide Cost Allocation Program (SWCAP) Allocations (5900)

Initiator: Any budget employee

Reason: Input your agency's 10.4x series allocations (SWCAP).

General Notes:

- Each agency will have a single parent entry for all allocations, created when DFM uploads the SWCAP allocations into Luma Budget.
- Agencies will enter their allocations in the "Detail" tab.
- Full details of the SWCAP allocations can be found in Birst reporting in the agency folder, "SWCAP Detail" report.

Access Parent Entry Header

1. Select form 5900 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.
 - Each agency will have a single parent entry.

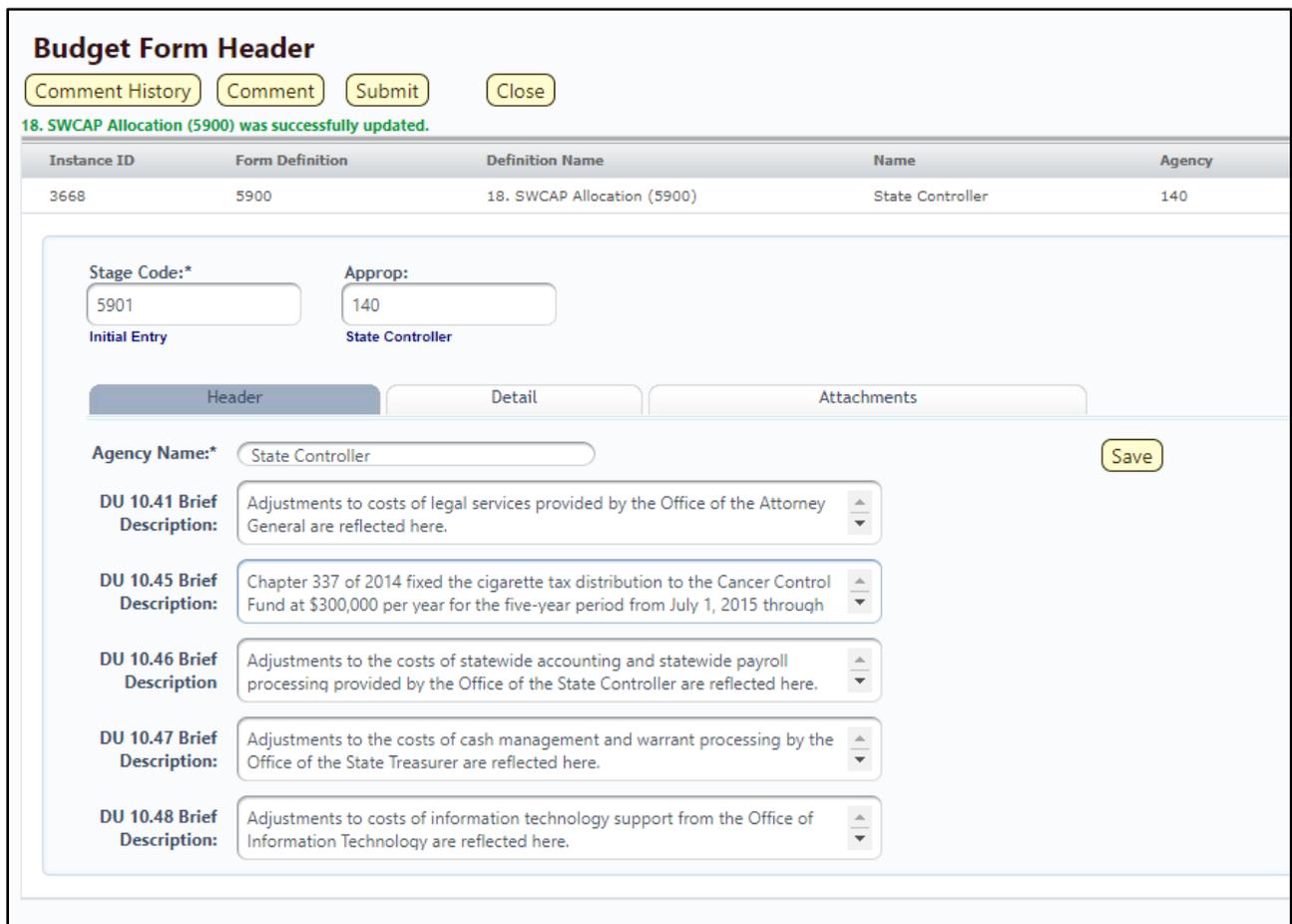
Form ID	Description	Stage	Agency	Form Rows	Last Update	Last User	Submit	Actions
1975	State Controller	5901	140	2	12/11/2020	aaron.williams@	Submit	Header Detail Delete

2. Click the **Header** action button on your agency's parent entry line to open the parent entry.

Note: If your parent entry is deleted, contact the SCO to request that a new entry be populated.

HEADER TAB

- The “Header” tab is used to enter a narrative that will feed into the “Detail Report” (B8).
- The standard brief descriptions for each of the DU’s that appear on this report have been pre-populated.
- The text boxes on this page are all editable and can be added to or changed if necessary.



Budget Form Header

Comment History Comment Submit Close

18. SWCAP Allocation (5900) was successfully updated.

Instance ID	Form Definition	Definition Name	Name	Agency
3668	5900	18. SWCAP Allocation (5900)	State Controller	140

Stage Code:* 5901 Initial Entry

Approp: 140 State Controller

Header Detail Attachments

Agency Name:* State Controller Save

DU 10.41 Brief Description: Adjustments to costs of legal services provided by the Office of the Attorney General are reflected here.

DU 10.45 Brief Description: Chapter 337 of 2014 fixed the cigarette tax distribution to the Cancer Control Fund at \$300,000 per year for the five-year period from July 1, 2015 through

DU 10.46 Brief Description: Adjustments to the costs of statewide accounting and statewide payroll processing provided by the Office of the State Controller are reflected here.

DU 10.47 Brief Description: Adjustments to the costs of cash management and warrant processing by the Office of the State Treasurer are reflected here.

DU 10.48 Brief Description: Adjustments to costs of information technology support from the Office of Information Technology are reflected here.

3. Review the narrative information for accuracy. Make changes as needed before clicking **Save**.
4. Once everything is completed in this section of the form and successfully saved, select the “Detail” tab to begin allocating funds.

Note: This form is completed after the agency budgets are turned into DFM and LSO and doesn’t typically require director approval, allowing this form to be submitted to DFM and LSO by budget personnel.

DETAIL TAB

Budget Form Lines

Close Export Import Refresh

ID	Form	Agency	Form Name	DU 10.41 Balance	DU 10.42 Balance	DU 10.43 Balance	DU 10.44 Balance	DU 10.45 Balance	DU 10.46 Balance	DU 10.47 Balance	DU 10.48 Balance
1975	5900	140 - State Controller	10.40 Allot to Approp (5900)	(\$1,000)	\$0	\$0	\$0	(\$13,100)	\$14,400	\$0	\$0

Quick Search

Actions
 Add New Copy

Row	Audit Trail	Approp*	Fund*	Org Unit	Program	Project	SWCAP Adj AG Fees DU 10.41	Allotment Amount DU 10.41*	SWCAP Ac Refact Cls DU 10.42	Allotment Amount DU 10.42	SWCAP Leg Aus DU 10.4	Allotment Amount DU 10.4	SWCAP Adj Bldg Svcs DU 10.44	Allotment Amount DU 10.44	SWCAP A Risk Mgm DU 10.45	Allotment Amount DU 10.45*	SWCAP A SCO DU 10.46	Allotment Amount DU 10.46*	SWCAP A Treas Fees DU 10.47	Allotment Amount DU 10.47*	SWCAP A OITS Fees DU 10.48	Allotment Amount DU 10.48*	Comments / Notes	
1		140	0	0	0	0	0	1,000	0	0	0	0	0	0	-13,100	0	14,400	0	0	0	0	0	0	edit inline

Records per page: 50

Records: 1 - 1 of 1 - Pages: 166 - 66 - 1 - 38 - 38

- DFM will upload the data that populates the top line of the “Detail” tab, which displays current agency non-allocated balances for each DU.
- Each of the eight DUs has a column for the charged amount and a column for the allotment amount. Each column can be expanded and contracted as needed.

Note: As funds are being assigned, these totals will track how much has been allocated. The end result should be balances of zero (0) when all funds are assigned.

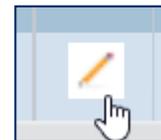
5. Enter and edit allocation data as needed:

Note: To get more detailed information on DUs 10.45 and 10.46 please refer to the report found in Birst in the agency folder, “SWCAP Detail” report.

- **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.

Note: While using the template for import/export please make certain that you are entering your allocations in the allocations columns and NOT the expense columns.

- **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.



Budget Form Entry - Add New Line

Page Actions: Close

Form ID	Form Definition
1975	5900

Approp:* Fund:* Program: Project: Org Unit:
Not Assigned Not Assigned Not Assigned

Save Cancel

Comments / Notes:

Allotment Amount DU 10.41*: Audit Text:
 Allotment Amount DU 10.42*: Audit Text:
 Allotment Amount DU 10.43*: Audit Text:
 Allotment Amount DU 10.44*: Audit Text:

- **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.
- **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.
- **Amount:** Enter the dollar amount for the line.
- **Audit Text:** Comment fields, visible only on the form line audit history screen.

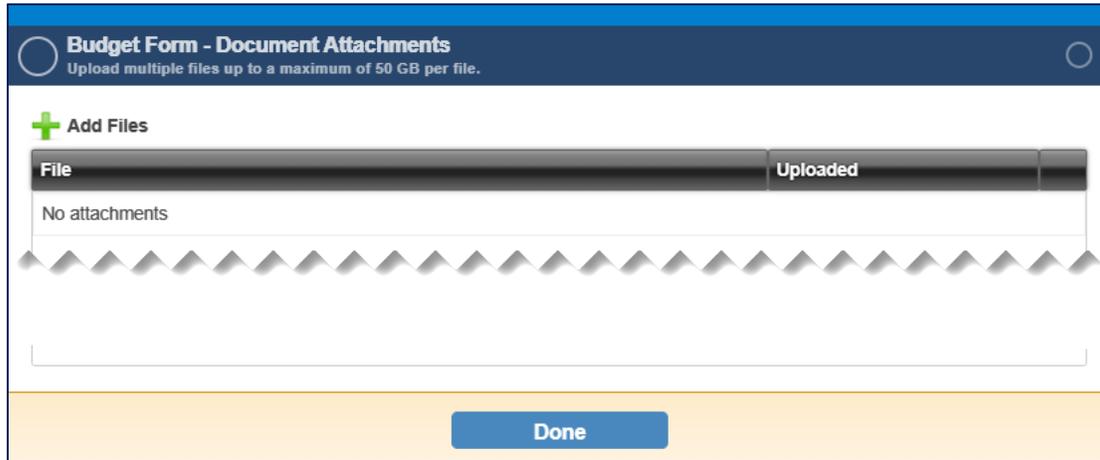
6. Once all the allocations are completed and balanced, the DU balance totals listed at the top should be zero (0), indicating that the allocations are ready for submission.

Close Export Import Refresh
 Budget Form Expense Lines Updated was successfully updated.

ID	Form	Agency	Form Name	DU 10.41 Balance	DU 10.42 Balance	DU 10.43 Balance	DU 10.44 Balance	DU 10.45 Balance	DU 10.46 Balance	DU 10.47 Balance	DU 10.48 Balance
1975	5900	140 - State Controller	10.40 Allot to Approp (5900)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

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 allocated your State-Wide Cost Allocation Program expenses for the next budget year.

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 9, 2021
Version 5