LUMA GLOSSARY

NEW AND LEGACY TERMINOLOGY

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GLOSSARY STRUCTURE BREAKDOWN

This first section of the glossary presents new Luma terminology with a corresponding definition in alphabetical order. If the Luma term was referred to as something else in the legacy system, it appears in gray below the Luma term.

For example:

Luma term	Definition
Asset Group *Class Code (FAS)*	The Class Code in FAS is used in FAS to group assets for reporting purposes and assign the balance sheet account. The Asset Group does not assign the balance sheet account in Luma, but it is used for reporting purposes.

Legacy equivalent, if applicable

Something missing or incorrect? Click here to request a new word or update an existing.

SEARCHING

By holding down CTRL+F on your keyboard, you can search this document for any word or phrase you want to find!

Accounts Receivable	Default code for receivables entry upon invoice creation.
Action	A task to be performed as part of a series of duties within a process. As tasks move through a workflow, specific actions can be recorded such as submit for review, approve, or reject a request.
Asset Dimension Group	Asset Management module short code that contains dimension default value coding. The asset dimension group generates every dimension default – except for the GL account – for asset transactions such as additions, depreciation, transfers, disposals, and reinstatements.
Asset Group *Class Code (FAS)*	The Class Code in FAS is used in FAS to group assets for reporting purposes and assign the balance sheet account. The Asset Group does not assign the balance sheet account in Luma, but it is used for reporting purposes.
Asset Account Group	The asset account group contains the default GL account for asset clearing, proceeds from sale, expense from sale, gain, and loss. These accounts are used to generate default entries for asset addition, disposal, and reinstatement.
Asset Locations	These asset locations are labels that you use to group assets for reporting. They can be labels for physical or geographical areas in a company, such as departments, site addresses, or regions. Asset locations are optional and are subordinate to companies in the reporting hierarchy. You can sort data on reports by location. Asset location codes can include detailed information on the standard property report.
Asset Owner	The state employee who is responsible for the asset.
Asset Template	Asset templates are assigned on purchase orders and invoices to flag the transaction to create an interfaced asset in AM upon processing the invoice. If an asset template is not assigned, the invoice will not create an asset.
Asset Type	The asset type determines the balance sheet account for capitalized assets (>=$5000 and reported on the CAFR) or the income statement expense account for sub-$5000 non-capitalized assets and pilferable items that are tracked in Luma Asset Management. The asset type also defaults the depreciation expense and accumulated depreciation GL account on depreciation transactions.
Bank Transaction Code	This represents a type of payment or bank transaction.

Billing Process Level	Billing module short code that contains dimension value default coding for billing revenue, discount, and cost of goods sold (COGS). The latter two are used sparingly across the State.
Budget Basis	The setup structure that the budget used.
Budget Change Requests	The process used to request and change a budget.
Budget Edit	The checking of an action to verify there is enough available budget to fulfill the request.
Budget Identifiers	Used to identify how budgets will be edited at a summary level.
Budget Scenario	Appropriation, Project or Spending Plan.
Budget Template	How the budget is checked.
Business Class	A business class is like a table that holds multiple fields and also holds processing information.
Cash Basis Accounting STARs Accounting	An accounting method where revenues and expenses are recorded when cash is exchanged.

Cash Code	This represents a bank account at a financial institution; however, in Luma the cash code represents the State Treasury.
Cash Flow Statement	A financial statement that shows the amount of cash or cash equivalents that are entering or leaving an agency.
Chart of Accounts (COA)	A framework to classify and organize State and agency information. This will include financial transactions as well as non-financial data such as project details and performance metrics. The Chart of Accounts captures information at a meaningful level of detail to assist agencies in managing resources.
COA-Posting Accounts General Ledger Accounts	Used to capture the category of all transactions including; assets, liabilities, revenues, expenditures, deferred outflows, and statistics. All transactions will be coded using a posting account number. This is the lowest level within the Account dimension.
COA-Account General Ledger Accounts and Sub object/Sub object Detail	Account (Expenditure and Revenue Accounts) – summary level in chart that holds the accounts.
COA-Account General Ledger Accounts and Sub object	Used to capture the category of all transactions including; assets, liabilities, revenues, expenditures, deferred inflows, deferred outflows, and statistics. This is summary level 4 within the Account dimension.
COA-Account Category Object	Used to capture the category of all transactions including; assets, liabilities, revenues, expenditures, deferred inflows, deferred outflows, and statistics. This is summary level 2 within the Account dimension.
COA-Appropriation Unit Budget Unit	Dimension used to identify a program or segment of an agency for which the legislature has set spending controls.
COA-Sub Fund Fund/Fund Detail	Used to identify the accounting entity against which a transaction is recorded. This is the posting level (lowest level) of the Fund dimension.

COA-Summary Account *Summary Object*	Used to capture the category of all transactions including; assets, liabilities, revenues, expenditures, deferred inflows, deferred outflows, and statistics. This is summary level 3 within the Account dimension
Commitment (Requisition)	A soft reservation of an appropriation created from an approved requisition. It does not prevent an agency from using their appropriated funds but allows for active management of the agency's finances.
Company	Luma refers to agencies as “company”.
Company Customer	A company customer is a customer setup for a specific agency in Luma. The company customer contains default processing options that are set up based on the agency’s preference for the customer. Company customers allow agencies flexibility to set up their customer’s defaults independently for each agency.
Customer	Customers are set up, globally, under a customer group in Luma. Customers are visible to all agencies.
Dimension	A dimension a segment of the Luma COA. Each dimension has its own hierarchies and values. Examples for the State include: agency, account, organizational unit, project, etc.
Disposal Property *Disposition Method*	The method of asset disposal.
Distribution Category	Receivables module short code that contains and generates revenue coding for AR invoices.
Driver	The factor used in the allocation.
Electronic Data Interchange (EDI)	Standard for exchanging information between computer systems.
Encumbrance	The recognition of a commitment that is a reduction against a current year appropriation and will subsequently become an expenditure when a good or service is received.
Event *Solicitation*	An invitation to bid, a request for proposal or a request for quote issued by an agency.

Executive Carry Forward	An increase in the current year appropriation resulting from an unliquidated encumbrance balance from a prior fiscal year.
Fund Override (Check Box)	Fund Override check box will be displayed on the asset form. When selected, the Funds tab is displayed. You can create a record for each accounting dimension need for depreciation, acquisition, disposal, etc.
Funding Source	Identifies the source of the money used to fund a project. This could include federal, state, and local grants, as well as outside entities billed for a service, project, or private grants.
Incremental Load	Way to overwrite an existing budget.
Infor Spreadsheet Designer	Infor Spreadsheet Designer (ISD) lets you access data in Luma through Microsoft Office Excel. It is an efficient way to add and change a set of data at one time. ISD access with read and write permission allows adding or changing the data, while read-only access allows viewing and reporting only. The data downloaded by ISD is stored on the local workstation. Since the data could be sensitive or private in nature, the system where the data is stored must have full disk encryption enabled.
Intercompany Billing	Term used by Luma which is equivalent to interagency billing.
IPRO Powered by Luma *IPRO Powered by JAGGAER*	The States e-procurement system for soliciting goods and services.
Ledgers	All transactions are associated with a ledger. Ledgers can be shared across the reporting basis, except the close ledger and currency ledger that are unique to each reporting basis. The core ledger is created automatically and assigned to the reporting basis. A close ledger is generated automatically for each reporting basis that is created. The ability exists to define other ledgers to meet an organization's reporting requirements. For example, an organization can create adjustment ledgers and eliminating entries ledgers. Ledgers participate in a basis and can be shared by multiple bases. An organization can create an unlimited number of ledgers (for example, budgetary, tax, localized, audit, and operational adjustments).
Luma Role	Luma term for “security role”.

Post From	The dimension value or values the allocation will post from.
Post To	Dimension values the allocation will post to.
Prepayment	Default code for payments that have been received for services to be rendered or goods to be dispatched.
Procurement	Activities and processes in acquiring goods or services. It allows the documenting of activities such as vendor evaluation, product or market research, and the fee limitation of subcontractor contracts.
Procurement Contract	The document in Luma that identifies goods or services that are part of a written agreement between your agency and a Vendor. Once approved the Contract becomes active and Requests, Purchase Orders, and/or AP Invoices can be processed against it.
Project Contract	A framework for storing contract and billing information. A grant generally equates to a project contract in the structure.
Punchout	Feature allowing a Requester to access a Supplier's web site from within the Luma application to locate and order products.
Purchase Order (PO) *PO*	The document that is sent to a vendor to order goods or services (one-time purchase, not typically for a term of over 1 year). Once it is approved, Luma creates an encumbrance.
Receivables Global Ledger Code	Receivables module short code the generates journal entry distributions.
Received Not Applied (RNA)	Default code for receivables payments that have been received but remain unapplied.
Receivables Process Level	Receivables process levels contain default receivables global ledger codes *(link to receivables global ledger code in document?)* – which generate AR transaction coding. The receivables process level also is used to hold an address for the location for that process level.

Recharge Item	Recharge items are the goods or services definition for invoicing. Recharge items comprise the invoice line item detail. The record contains default tax and general ledger accounting attributes.
Rehired Employee	A returning employee that goes through the application process.
Reinstated Employee	A returning employee that does not need to re-apply.
Release *Approve*	Final step in entering transactions/request. Release may send for approval if set up for that.
Remittance	The action of sending a payment for goods or services to a vendor.
Reporting Basis	Pulls together the accounting elements required to produce financial reports that adhere to specific accounting standards (such as Generally Accepted Accounting Principles (GAAP) and GASB). A reporting basis can also be used to generate internal financial reports that are used by executives to make budgetary, management, and operational assessments. Reports must be in context of a reporting basis to guarantee complete results. The delivered reports within Luma include the reporting basis definition by using a cross reference to the reporting basis dimension found in the Luma Finance Enterprise Group (FEG) cube. FEG includes attributes from the business classes Finance Enterprise Group and Reporting Basis.
Request	The document that initiates a request for goods or services. Once it is approved, Luma transitions the Request to a Purchase Request and makes it available for a Purchase Order to be created from it. (Includes Punch Out requests)
Requisition *Req*	A formal request to the purchasing function of a firm for something to be supplied, including its quantity and time frame.
Responsibility	A compilation of actions or duties expected to be completed as a function of a user's role. A role can have several responsibilities.

Roles	A position or set of functions/activities assigned to an end user of Luma.
Sourcing Event	The document that posts a public notice to suppliers that you are wanting them to bid on goods or services. (RFQ, ITB, RFP RFI) Once it is approved, Luma posts this on the Supplier Portal.
Sourcing Event Award	The document that awards a Sourcing Event. Once it is approved, Luma allows a draft Contract to be created as an output of the Sourcing Event.
Structure Relations	Create a relationship between dimensions of the Finance Enterprise Group finance structure. Structure relations can be used to define validation rules for each relation between dimensions and values within that dimension.
Supplier *Bidder*	A vendor who has submitted a bid on property to be acquired by the state.
Supplier *Offeror*	A vendor who has submitted a response to a request for proposal or invitation to negotiate for property to be acquired by the state.
Supplier *Vendor (Procurement)*	A person or entity capable of supplying property to the state.
Supplier Portal *Vendor Portal*	A portal with Suppliers to view opportunities to bid, and Vendors can view contracts and transactions related to their business.
User	An individual authorized to access Luma.
Vendor *Vendor (Finance)*	A vendor can be an employee, an individual, a business, a not-for-profit entity, government, or an educational institution sells services or materials to the State. The vendor is responsible for complying with all applicable federal, state, and local statutes, or other applicable legal requirements.
Vendor with supplier profile *Contractor*	A vendor who has been awarded a contract.
Workforce Management	Refers to Luma's time and attendance tracking.