Luma Projects & Grants Workshop

October 19th, 2021

Luma

Guidelines for this Workshop

Participants will be on mute upon joining the session

Use the Chat feature of WebEx to ask questions

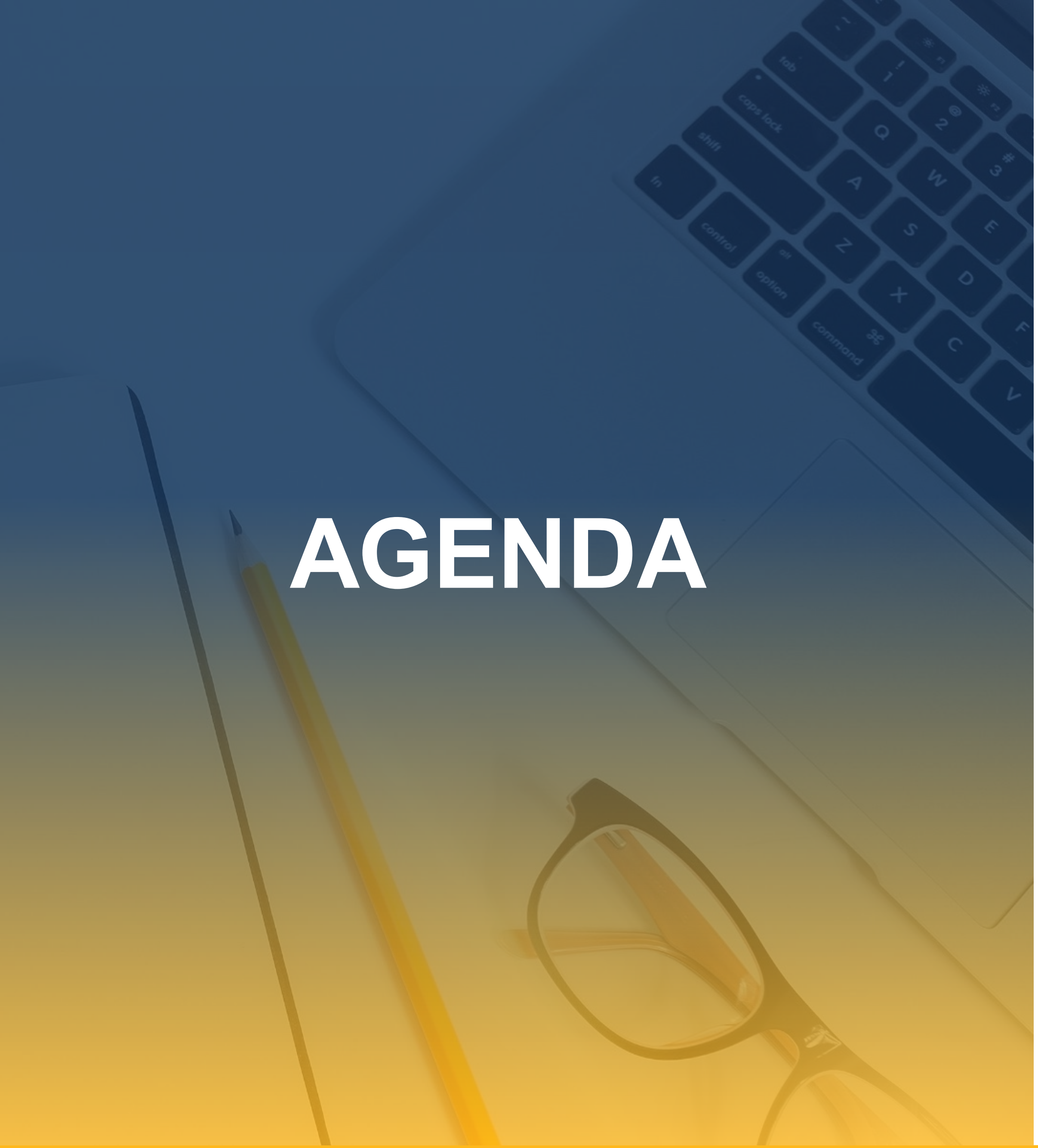
The chat will be moderated and questions will be answered following the workshop

This session will be recorded and a link will be provided following the workshops

Attendance will be taken

Contribute via email after the session no later than Nov 8th. to: the Agency Advocate & Katherine Takai @ kattakai@deloitte.com

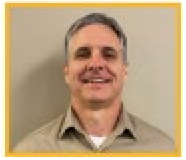
This meeting is being recorded and will be available at luma.sco.idaho.gov in the near future along with the questions & answers.



AGENDA

- Introduction
- Expectations
- Workshop Purposes
- Walkthrough of workbooks
- Workshop Sessions (Day1, Day 2 , Day 3)
- Information Related to Projects & Project Contracts Setups
- Projects & Grants Online Demo

Luma P&G Team Introductions

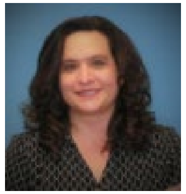


Bryan Brown
State of Idaho Luma Finance P&G Team
Idaho Transportation Department

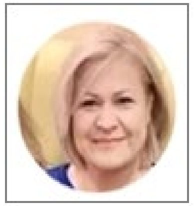
Jeff Seward
State of Idaho Luma Finance P&G Team
Idaho Department of Fish & Game

Steve Martin
State of Idaho Luma Finance P&G Team
Idaho Department of Parks & Recreation

Katherine Takai
Sr Consultant – Deloitte



Mindy Richardson
State of Idaho Luma Finance P&G Sustainment Team
Idaho State Controllers Office



Lila Elizalde
Principal Business Consultant, Finance – Infor

Lori Stout
Sr Consultant, Finance – Infor

Expectations

- Please give presenters your full attention.
- A demo will be presented that will provide you with the information you need on how to setup Project & Grants, how to populate your Agency's workbooks, and how to upload workbooks.
- Workbook Deadlines:
  - All workbooks should be completed and returned by November 15th.
  - The earlier that workbooks are returned, the sooner then can be reviewed.
- The Luma Project team will be tracking the percentage of workbooks completed weekly (every Thursday).
- **Agency's SME's are responsible for learning the system and correctly populating the workbooks so that they can validate the data at a later time**.
- 16 Agencies will be identified for SIT 3 testing

Workshop Purpose

The P&G workshops are intended to demonstrate the Luma (Infor FSM) system, for different scenarios.

Provides better understanding to facilitate the completion of the P&G Set-up workbook.

Exposure to workbooks and next steps

Workbook Walk-through

- Upload Workbooks that are related to the setups presented the day before manually.
  - Workbook Deadlines:
    - All workbooks should be completed and returned by November 15th.
- The Luma Project team will be tracking the percentage of workbooks completed weekly (every Thursday).
- Workbooks **have been updated with new requirements for agencies.**
  - like: Customers, FES, Intercompany billing.
- New workbook submissions
- Workbook Process:
  - Received by P&G Team
  - Reviewed by P&G Team
  - Send back to agencies for missing items or clarifications
  - Uploads session
  - Upload issues resolution
  - Validations by Agencies

Project Set-up Demo (Day 1)

- Online setup & process demo of Projects & Grants Scenarios

1st session:

- Plain Project (Non-Project Contract, no federal funding)
- Capital Project (Non-Project Contract, no federal funding)

2nd session:

- Grant Funded Project (Non-Front End Split, Project Contract with single federal funding source without match)

3rd session:

- Grant Funded Project (Front End Split, Project Contract with federal and match funding sources)

Workbook Agenda

Day 2:

- Project Upload workbook #1 (no FES / No Budget/ No contract)- Jeff
- Project Upload workbook #2 (No FES- Project Contract- Non-Billable, Budget)- Steve
- Project Upload workbook #3 (FES- Project Contract- Billable, Budget)- Bryan

Day 3:

- Finance Dimension 2:
  - Create External, Internal, and Intercompany Funding Source.
- Project Funding Source:
  - Attach Funding Source to Contract
- Project Billing Override:
  - Override revenue for Indirect Expenses with Indirect Revenue account

Projects & Grants Workbook Completion Timeline

Agency Workbook Completion & Progress Tracking
(Note: Workbooks can be submitted anytime during this 3-week period)

Agencies work with P&G Team to resolve upload errors.

Agencies validate data in DEM

Oct 19-21
P&G Roadshows

Agencies participate in workshops providing an overview of P&G functionality and guidance on workbook completion

Nov 15
Workbooks due from Agencies

Completed workbooks due to P&G team for review and upload.

Nov 19
Workbooks Upload starts

Final P&G workbooks to be uploaded to DEM

Dec 17
DEM buildout completed

DEM Configuration Finalized for SIT 3 Testing

Jan 10
SIT 3 Testing

SIT 3 agencies identified will begin the week of 1/10

Information Related to Projects and Project Contract Setups

Terminology/Concepts

General Ledger: General Ledger is the financial repository for the overall organization. It is the basis for producing departmental financial statements and enterprise-wide financial reports. For the State of Idaho, this will include the dimensions of: Agency (R), Organizational Unit (R), Account (R), Fund (R), Appropriation (R), Project (O), Funding Source (O), Program (O), Location (O), Additional Reporting (O), System Interagency (O), Custodial Account (O).

Project Accounting: In Project Accounting, you will build an activity structure that supports the reporting requirements and processing rules for each grant, including budgets and system-wide budget checking rules. You may use burdens or allocations functionality to generate fringe and F&A costs. Inquiries and reports are available to help you manage and review grant financial data.

Billing & Revenue: Billing and Revenue Management is integrated with Project Accounting and allows you to bill sponsors for and recognize revenue on cost-reimbursable and fixed price grants. In Billing and Revenue Management, you will define rules and process billing and revenue according to each grant's requirements. You can create invoices or Letter of Credit draws, exclude unpaid accounts payable invoices, and use retainer functionality to manage grant advances

Subsystem processing feeding to Projects: AP, AR, HR,PR,PO, RQ.

Terminology/Concepts (cont'd.)

Projects Levels in the Hierarchy

- Summary
- Summary Contract (requires a funding source)
- Posting

Summary Projects are a higher level in the project structure. Budgets, costs, revenues, and units from the posting projects are rolled up into balances in summary projects.

Contract activities are like summary projects, but they also provide a framework for storing contract and billing information. A grant generally equates to a contract in the structure.

Posting project is the lowest level in the project structure. Transactions must contain a posting project.

Project Funding: Funding source is required for project invoicing. The funding source structure can be setup based on reporting needs.

- Funding Source Hierarchy is setup via **Finance Dimension 2**
- A project Contract requires at least one funding source
- Summary type defined the funding source rollup for reporting
- Posting type defined the external (AR customer) or Internal finding source (accounts)

Additional Information

Payroll Crosswalk Workbook:

Amber Brown

State of Idaho Luma Payroll Team

ABrown@sco.idaho.gov

Structure Relationships & Defaults Workbook:

Sandra Tisdale

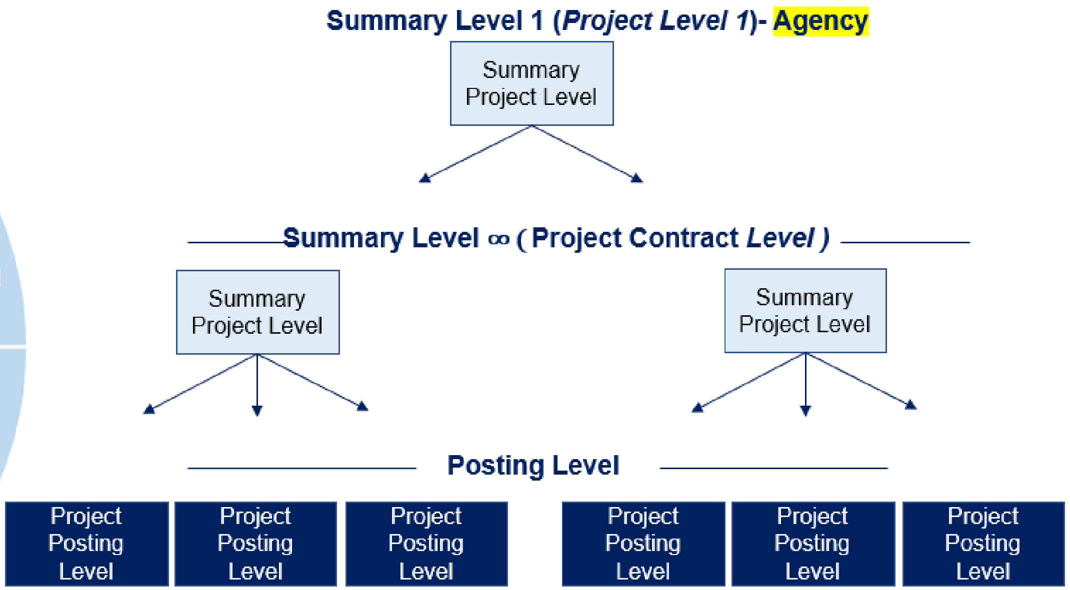
State of Idaho Luma Finance GL Team

STisdale@sco.idaho.gov

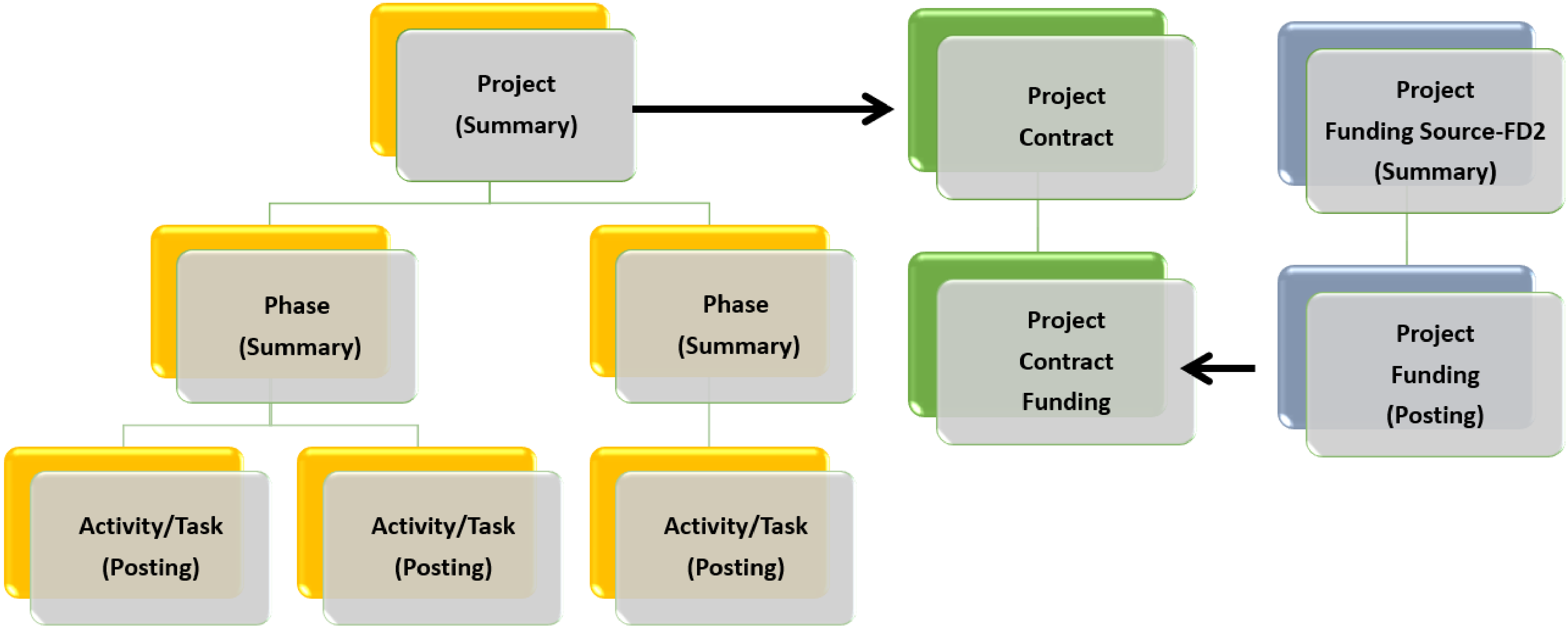
STARS to Luma Project/Grant Crosswalk (for all active Projects)

Project Dimensions

Used to capture transactional data on agency-specific activities or efforts usually with a planned end date. May also be used to silo financial activity into a discrete ledger to simplify reconciliation and record-keeping. For example: cost allocation pools, ongoing billings to outside entities for work performed, as well as co-location and rental agreements.

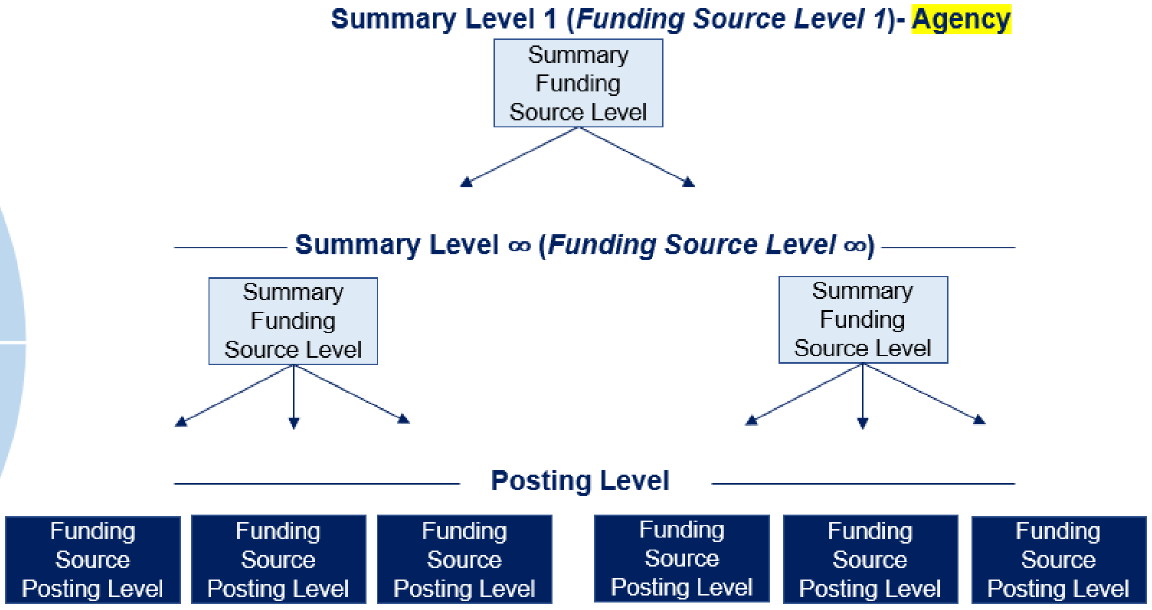


Project/Contract/Funding

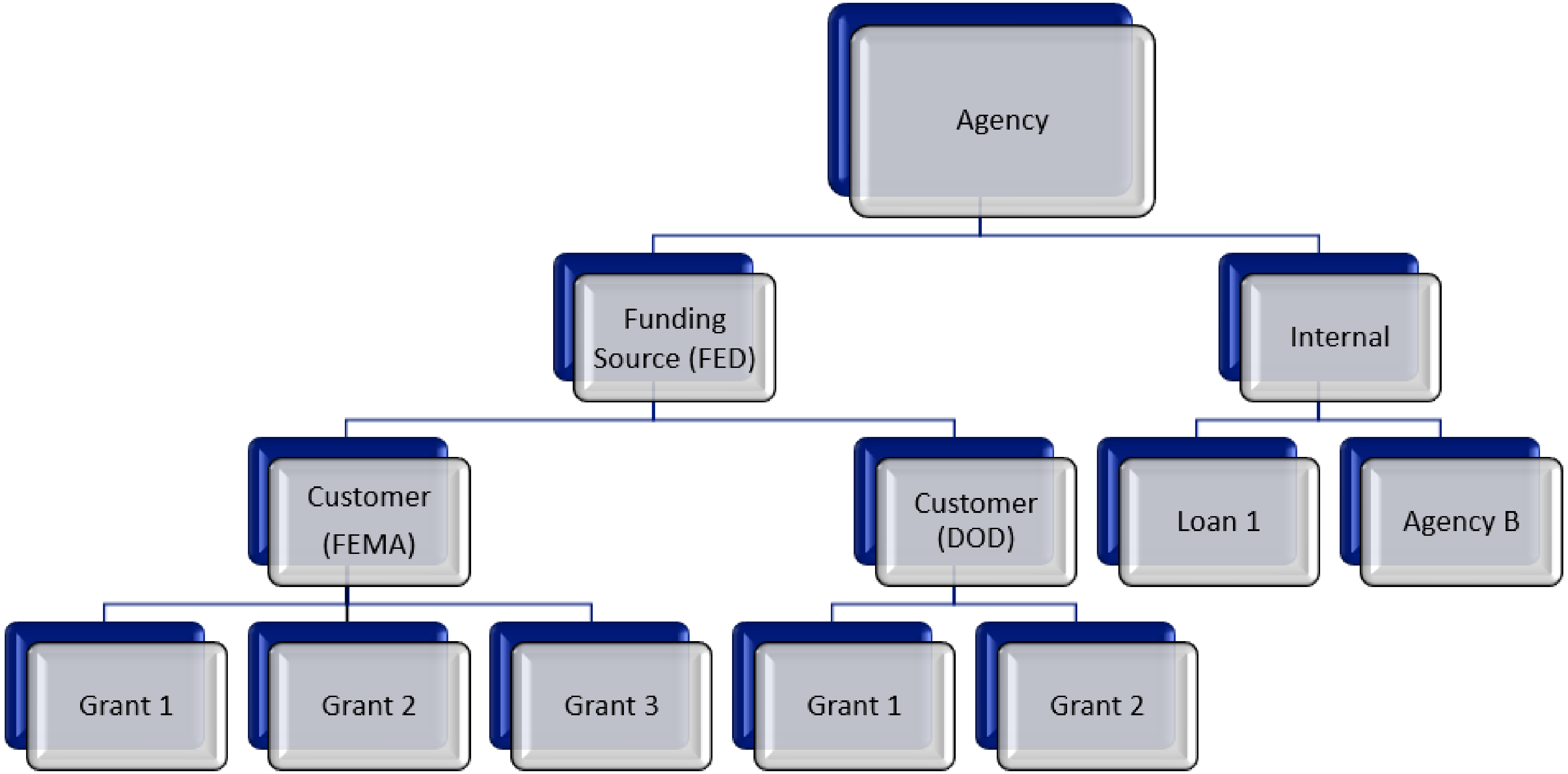


Funding Source Dimension

Used in conjunction with the Project dimension to indicate 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, etc.



Project Funding Structure Example



Online Demo