Procurement Professionals Role Workshop

Documented Questions

1. **Can the distribution on a requisition be changed before it gets approved?**
   Yes, if the requester knows they made an error, they can change that distribution. It can also be changed after the requisition has been approved at the purchase order or the invoice as well.

2. **Where do you get the accounting distribution list?**
   PCAs in STARS are going away. The following 5 fields are required to be entered on a requisition line: Agency number, org cost center, appropriation unit, fund, and account number. In Luma, there is the ability to have some of these values default on the requisition from a requesting location. It also prepopulates other fields that a requisition requires. Increased level of coordination and communication between requesters and approvers will be required to ensure the correct information is in there.

3. **Is it true that vendors will not be paid until/unless the agency receives the item in Luma?**
   If a purchase order line has goods, it must be received in the system in order to process the AP invoice against that purchase order. This is a 3-way match.

4. **My agency does not use purchase orders. Are we required to use purchase orders in Luma?**
   We strongly recommend using the request and purchase order processes in Luma. This will provide your agency with punchout procurement access. You will be able to purchase goods from vendors like Office Depot, Grainger, and Amazon using an automated process that will reduce the amount of manual entry for requesters, buyers, receivers, and invoice processors.

5. **Can you attach packing slips with the receiving function?**
   Yes, you can scan the packing slip and attach it to the receipt electronically in the system.

6. **What if you use Requestions & Purchase Orders, but then use a Pcard to make the payment at time of order? How do you tie the Pcard payment to the Purchase Order? And do you need to receive against the Purchase Order, then apply an "invoice" /Pcard payment against that receipt?**
   This is unique process. We can link a Pcard to a purchase order, but a receipt is still required to close out purchase order. Most vendors will accept purchase orders if you tell them you are a government agency. We encourage using purchase orders so the state receives the goods prior to paying the vendor. Not all purchases need to be made that way, but there is an opportunity for efficiency if you use purchase orders and invoices.

7. **Are there barcoding capabilities included?**
   There are no barcoding capabilities in Luma.

8. **Who acts as the inspector when receiving an item?**
   It is the purchasing receiver that enters that the inspection was completed. Whoever is inspecting the item would have to report back to the purchasing receiver and verify the inspection is complete so it can be marked complete it in the system and ensure that 3-way match and payment can happen.

9. **How is the initial list of contracts being entered into Luma?**
   The initial list is all the contracts from IPRO, as well as agencies who have reached out to have their contracts converted into Luma.
   If this case applies to your agency, please reach out to Jason Skelton at jskelton@sco.idaho.gov

10. **For contract automated notifications, are those only for Procurement staff or can agencies add others to receive the notifications?**
    Yes, procurement staff will get notifications in the system. There are also notifications for deliverables and milestones. Agencies can add individuals or contractors to be alerted as an ad-hoc individual.

11. **Will MOU and MOAs ($0.00) also need to be entered into Luma?**
    The contracts that are entered in Luma are more transactional in nature. MOUs or MOAs are not recommended to be entered in Luma. Luma is used mainly for financial transactions.

12. **Will contracts that the agency has that were not completed in IPRO need to be entered into Luma?**
    Assuming the contracts are not in IPRO currently but are active, yes. We recommend they are put in Luma to ensure your agency can track its spend against the contract.

13. **Does Luma have any electronic document size limits?**
    The Luma Project team has yet to run into a file that has not been able to upload. One shouldn't run into any problems.

14. **Will the documents attached to contracts In IPRO migrate over to Luma?**
    They will not be migrated but may be added after.

15. **If Luma does not have barcoding capabilities, does that mean agencies cannot apply barcodes to assets either? Curious how to conduct an inventory on thousands of assets without barcodes.**
    Just because there isn't any integration between a barcode scanner and Luma doesn't mean agencies cannot use a barcode scanner for assets, scan them, then have them populate on a document then upload them to Luma. But to reiterate, there is no direct integration between the barcodes and Luma.

16. **Can you describe the electronic signature process?**
    Luma does not have any electronic signatures. If a document or contract needs a signature you will do that outside the system, then upload it to Luma.

17. **Does Luma track product lifecycles, ie orders with expiration dates?**
    Within the inventory control module, you can enter expiration dates. Only 6 agencies are being targeted for inventory because they have physical inventory.

18. **Will the ePMX ordering site go away once Luma goes live?**
    Specific to IDOC and Brady punchout. We are working with them currently to set up their punchout account before go-live. Office Depot, Grainger, and Amazon will be available.

19. **Who is a good contact with Luma to discuss time entries?**
    Regarding time sheets, time entry is on the HCM side. Please contact your Luma Agency Advocate to get in contact with the HCM team.

20. **In the contracting creation process, can multiple individuals work on the SOW in a virtual manner?**
    The contract module in Luma is more transactional in nature rather than a document management module. Regarding a statement of work, you must do that outside the system, for example using a Word document or in Teams.

21. **Is there a decommissioning phase for IPRO/JAGGER after go-live?**
    Yes, IPRO/JAGGER will be decommissioned. The decommissioning time will be determined by Division of Purchasing and will be after the completion of active sourcing events created prior to the go-live of Luma.

22. **Will we also have IBIS in this login as well (for a few months until it goes away) or will we login to SCO?**
    IBIS and the data within it will be available for a long time. Historical data will be available in the new data warehouse and reporting tools as well. The various state enterprise tools (software) will be available through the single sign on to the Luma ecosystem or enterprise dashboard. Agency specific tools/software should be evaluated by agencies for historical data access.

23. **Are the old systems going to be turned off at the go live date of Luma?**
    The old systems, i.e., STARS, will be decommissioned over time, and estimated to occur over the next year or two. However transactional access in STARS will close out at end of fiscal year activity. For IPRO there will be a decommissioning phase and the transition will be communicated.

24. **What is the definition of "sourcing"?**
    Sourcing is a formal or informal process for getting quotes from a vendor. For example: request for quote (RFQ), invitation to bid (ITB), request for proposal (RFP), public notices, and requests for information (RFI).

25. **Can we have more than one role?**
    Yes, it is likely you will have more than one security role in Luma, but roles should be assigned carefully to avoid conflict of interest.

26. **Would a request for proposal (RFP) be done through this process? Will we be doing an RFP for Audit Services?**
    RFP falls under the “sourcing” category. There is a process that utilizes the requisition to submit the RFP. Training will be provided so agencies can accomplish this.

27. **Will the accounting distribution be standardized across the state?**
    Accounting distribution should be specific to your agency and its chart of accounts.

28. **Can more than one accounting code be used on a requisition?**
    Yes, you can have multiple accounting distributions on a single line or multiple lines with different accounting distributions.

29. **Will notices have some standard language in the subject or have a standard "From" so that we can direct them to certain mailboxes we set up?**
    Yes, but the process will look a bit different moving forward. It will be a system generated email and there will be notices within the role that there is an action that you need to task, and from here you can approve.

30. **Will procurements that fall under Division of Public Works requirements rather than Division of Purchasing requirements be run through Luma?**
    Though some of the project management tasks are handled in a separate system, they will be able to post the notices for any public works projects in Luma as well as any agency that has some type of authority to process public works projects.

31. **How will Purchasing's exemptions (e.g., Sole Source) and statewide contracts be integrated in Luma Procurement?**
    The process to request Sole Source and other exemptions from Division of Purchasing will remain the same as it is today. Agencies will be submitting requests as Division of Purchasing requires them to be submitted and they may be posted for public view in Luma. Statewide contracts will be able to be viewed and transacted against in Luma.

32. **Where vendors are registered in IPRO to get notifications of solicitations, will vendors need to register in Luma to get notifications and are vendors that are registered in IPRO being notified of this?**
    They are going to need to set up new accounts in Luma. The OCM and Procurement teams are working on the communications to vendors to make sure they are aware of this.

33. **Will Luma allow vendors to enter Contract Management and identify when they've completed deliverables and milestones?**
    Contract managers in the system can update milestones and deliverables, vendors do not. Vendors will be notified by the system when certain deliverables or milestones are due but cannot go in and change them. The contract manager must mark these as complete.

34. **If we have local suppliers - such as our local janitorial service - should we ask them to register in the Supplier Portal? Or will there be some automatic setup for vendors already in the system?**
    If you are unsure if they are registered in IPRO, encourage them to register in Luma when we go live. Let them know there is a new supplier portal and to register, as it's beneficial for them as well to look at bids and payments.

35. **Can you provide an email that we could send to providers that would provide brief instructions and links to the Luma vendor system?**
    A communication will be sent about this from the OCM team.

36. **If the accounting distribution is wrong on the requisition and it isn't discovered until it gets to the Accounts Payable process, how can it be fixed?**
    This is as simple as changing the distribution. If it is found when the buyer is creating a purchase order, then the buyer can change the distribution. The approver can also leave a note on the request approval for the buyer to update the distribution. The system is flexible enough to fix mistakes as they happen, and they can be fixed at any point across the process.

37. **Can the contracts that contract managers see be limited to only the contracts they manage?**
    Agencies can do this by filtering in the contract managers list view. One can filter on primary contact for the view or have it be a list of agencies. Contracts are viewable at the statewide level to facilitate transactions that process against statewide contracts. Agencies cannot transact against contracts that are not theirs.

38. **How will Luma vendor info be posted to Transparent Idaho? Due to HIPAA, some information is currently omitted such as refunds to patients.**
    It will still be possible to make changes, as the same rules will apply with a different source of truth.

39. **Does a correction to the accounting distribution require an approval?**
    It does not, the only time it would require an approval is if it was a requisition that was submitted for approval and got returned.

40. **Could you have an Accounts Payable on the books with the wrong accounting distribution based on the P.O. while still paying a partial payment for a P.O. with the correct accounting distribution?**
    Yes, AP would need to monitor this and make changes as appropriate.

41. **If a buyer finds a different price for an item than was approved in the requisition, does it need to be re-approved? If so, is there a tolerance, such as no re-approval needed if within 10%?**
    Assuming that the price is higher than the price that was approved in requisition, if a requisition goes through the approval process and a purchase order is created, the purchase order does not go through another approval. The buyer would have to reach

out and communicate with who is responsible for that budget and make sure funds are available before proceeding with the purchase order.

42. **Can our Accounts Payable staff override P.O. information?**
    There is certain information that can be overridden by AP. One may need to change the purchase order and recreate a purchase order with the correct vendor. The accounting distribution can be updated at the AP level.

43. **Does the action of receiving create a "Received Not Vouchered Liability" and the expense? Or does this occur at Invoice Match?**
    The liability is created at the invoice approval or the invoice match, not at the receipt.

44. **If the distribution between the P.O. and AP is different, how is the encumbrance liquidated upon payment? Is this a separate journal entry?**
    No, a separate journal entry is not required. The system automatically makes that change or the AP processor may have to create additional distribution to address it.

45. **Will we be able to monitor and clear our encumbrances?**
    Yes, Luma has in-system reports to monitor encumbrances, budgets, and expenditures.

46. **The Procurement Role Workshop mentioned requisitions/P.O.s encumbering. If an invoice is less than the P.O., does the payment close the P.O. and release the encumbrance?**
    Clarification: Requisitions do not create encumbrances. Purchase orders create encumbrances. If an invoice is processed for less than the total amount of the purchase order and no other payments need to be processed against it, the buyer will need to release the remaining encumbrance on the P.O.

47. **If the invoice is less than the P.O., does it get matched and paid the rest of the money on the P.O. manually or automatically?**
    It can be matched and paid. Any remaining balance would need to be released from the P.O. by the buyer.

48. **Can agencies pay an invoice without a receiving report? This question pertains to scholarship payments specifically.**
    Agencies can pay invoices that are not matched to a P.O.; you have not lost the functionality to pay non-P.O. invoices. All required documentation should be submitted with the invoice.

49. **Are contracts encumbered at the time they are issued? The contracts are normally for several years?**
    Contracts do not automatically encumber. Depending on how you are appropriated for a specific contract, you can encumber it multiple different ways.

51. **Does Luma eliminate the capability to pay invoices without a P.O. or just make P.O.s the preferred process?**
    No it does not. Agencies can still process invoices without having a P.O. The preferred process for procurements is to process invoices against either P.O.s or contracts. With the P.O. there's the advantage of the 3-way match.

52. **We encumber contracts and sometimes they are less than the encumbrance. In Payment Services there is a code "F" that we use to close the encumbrance and release the remaining funds.**
    You can release the remaining encumbrance on a contract by line.

53. **Will suppliers/vendor have to register themselves or will agencies be able assist in the process?**
    Suppliers will need to register themselves. Vendors will be input by the Vendor management team at the SCO.

54. **What if there is no "receipt" to go with an invoice? We have expenses that are not for actual goods received.**
    It sounds like these P.O.s are for services, thus a receipt is not required.

55. **Is there a way to have a two-way match between invoices and receipts for off contract purchases? Example, our gift shops at museum and old pen do not use P.O.s and have MANY small vendors for homemade soaps, etc. that a P.O. will be very cumbersome.**
    No, you can only have a 2-way match with a service line on a P.O. or contract with an invoice. To match with a receipt and invoice you must have a P.O. as well and it is a 3-way match.

If you have any questions regarding this document, please contact Jason Skelton at jskelton@sco.idaho.gov