

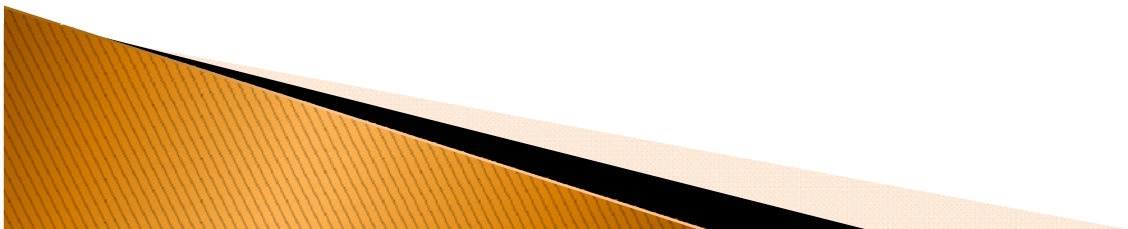
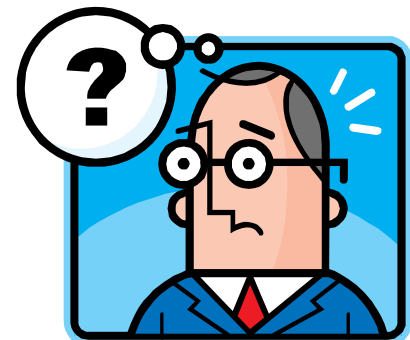


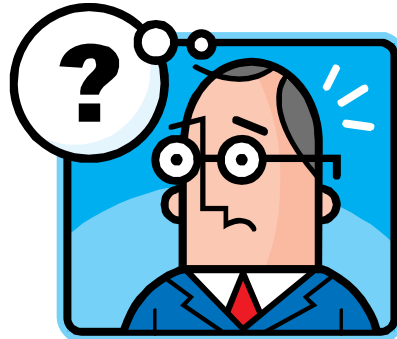
Chart of Accounts 101

Todd O'Banion
Nancy Peace

The Kentucky Department of Education has mandated that all Kentucky School Districts revise their chart of accounts. The change is not to the structure of the accounts, it is a revision of the content of the accounts.

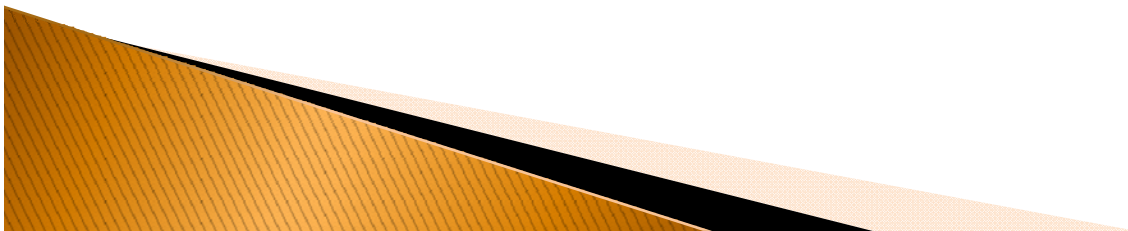
- Some accounts will only require a description change.
- Some accounts will have changes in function or program code, which will not change the ORG.
- Some accounts will be changing from one ORG to a different ORG.
- Some objects will be changing drastically, in number, in description, and in use.





What does that mean to you?

Let's have a little review of MUNIS accounts



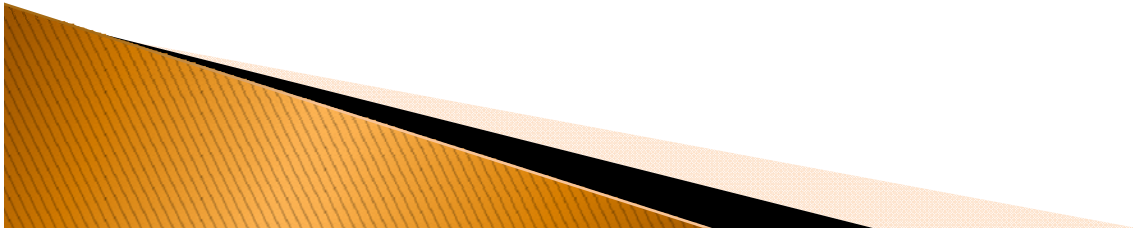
MUNIS EXPENSE CODES

	ORG			OBJECT		PROJECT
UNIT	FUND	KEY CODE		OBJECT		FUND SOURCE/FLEX
FP1	1	513		013014		
057	2	118		013014		3109
320	1	031		011022		106X
010	1	077		06100		900XF
Unit number	1=GF 2=Grant	KDE assigned		Who or what?		4 th digit = year 4 th digit X = GF 900XS,900XF = Flex 900XN,900XA, blank=Non Flex

You may have noticed on the GL Acct Inquiry screen or on your POs, There is a long account associated with the Org-Object-Project string.

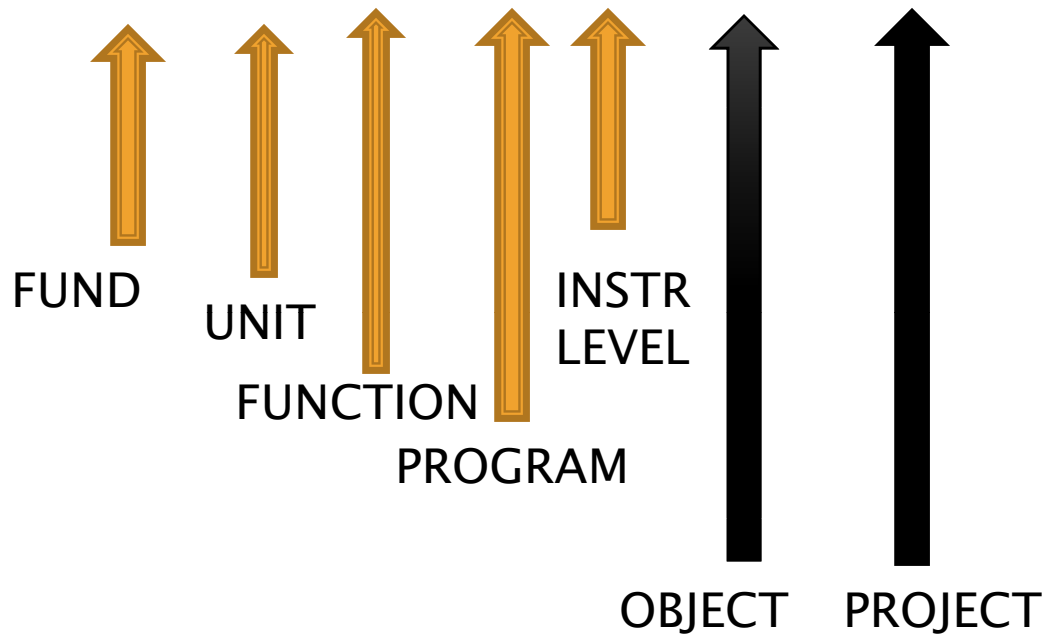
The screenshot shows the 'GL Account Inquiry' window for 'MUNIS [JEFFERSON COUNTY PUBLIC SCHOOLS]'. The 'Acct' field is highlighted with a red circle, containing the value '1 -030-1100-100-70-013081-'. Other fields include Fund (1), Org (0301118), Object (013081), and Project (empty). The 'Acct name' is 'CLASSIFIED SAL-INSTRUCTOR/CERS'. The 'Type' is 'Expense' and 'Status' is 'Active'. A table below shows budget data for Fiscal Year 2010 and Fiscal Year 2009.

Yr/Per 2010/05	Fiscal Year 2010		Fiscal Year 2009		Fisca
Original Budget	26,100.00		26,100.00		
Transfers In	.00		.00		
Transfers Out	.00		.00		
Revised Budget	26,100.00		26,100.00		

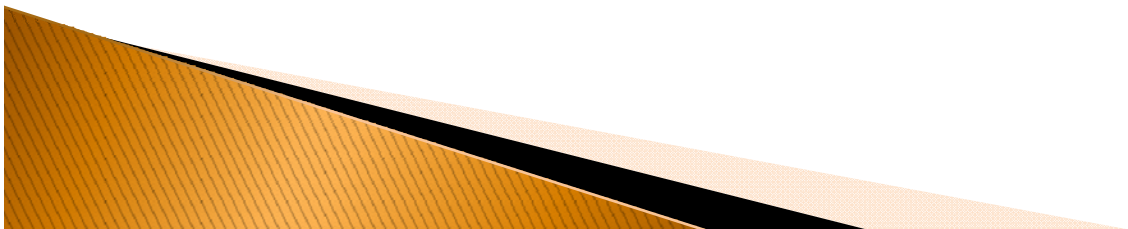


Acct

1 -098-1900-410-30-0899 -900XΔ



All the Orange segments make up the ORG code.
On many accounts, the function, program, and/or IL will be changed,
But the ORG will not change.



Other changes Are not transparent



- You are going to have to think about the codes you are using.
- You will need to check the cheat sheets that we will give you, before submitting your voucher or purchase order.
- A little extra effort in preparing these forms, will alleviate returned vouchers and rejected reqs.

The good news is:
No payroll or benefit object codes are changing

You will have a list of the most commonly
used operational object codes

The entire chart of accounts is available on KDE's
Website

The bad news is:
MUNIS will be down during Christmas break to
accomplish these changes.
When you return in January, the new codes will be
effective.



Changes:

All alpha suffixes on codes will be deleted.

For example, 0610O will become 0610.

0610W will become 0610

0610C will become 0610

0610B will become 0610

0610 is general supplies.

The type of supplies is indicated by the ORG Code used.



0610 is general supplies.

The type of supplies is indicated by the ORG Code used.

Example:

XXXX077 0610 is

Office of the Principal – General Supplies ie, office supplies



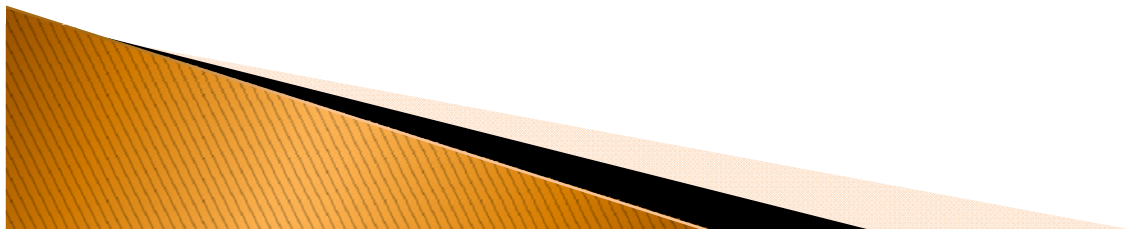
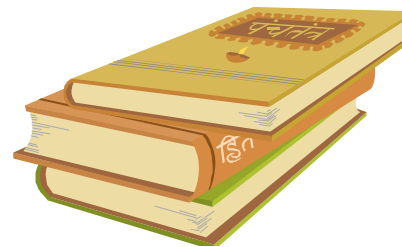
XXXX087 0610 is

Building Maintenance – General Supplies ie, building supplies



XXXX059 0610 is

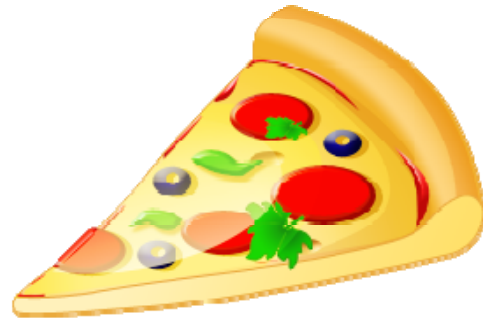
Library – General Supplies ie, library supplies



Changes:

0630 Food will only be used in Food Service fund 51
Two new codes are added for food in other funds:

0616 Food–Non Instructional Non Food Service



0617 Food–Instructional Non Food Service
(classroom use, ESS, and CBI)



Changes:

Registration fees:

0338 Registrations (for adults)

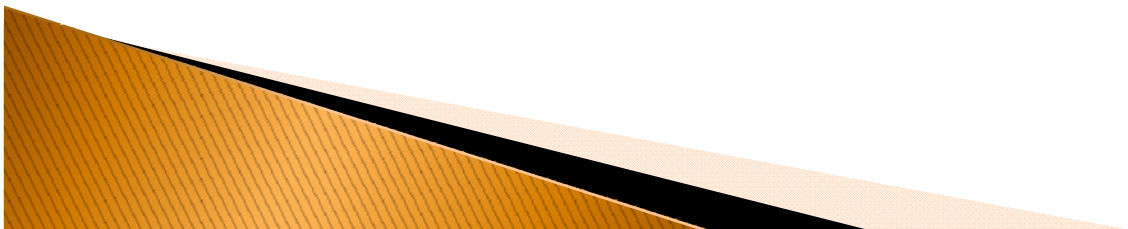
0673 Fees and Registrations (for students)

0810 Dues and Fees (non student)

0322 Education Consultant (was 0320)

0349 Other Professional Services

0538 Shipping/Delivery/
Freight Services

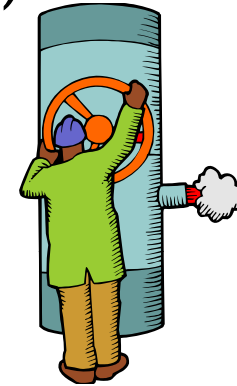


Changes:

0650 Supplies Technology related
(includes software under \$5000)



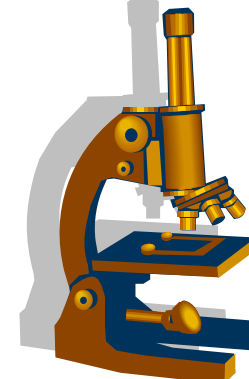
0731 Machinery (does not include
equipment anymore)



0735 Technology Software
(over capital threshold over \$5000)



0738 Instructional Equipment



0739 Other Equipment



Changes:

Many Board Paid items will have a new Org

Org Codes that are changing:

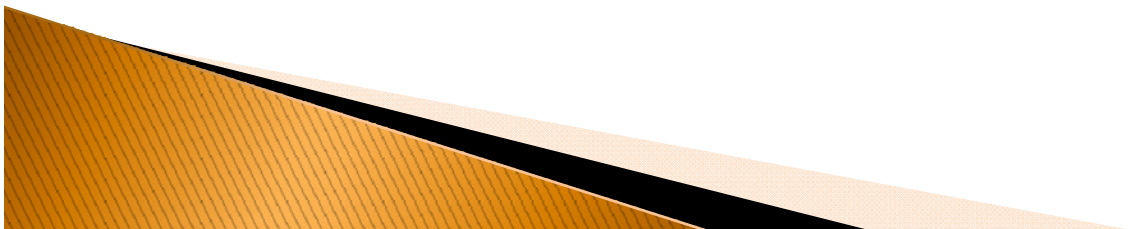
Board Paid Instruction Related Technology (900XA)	XXX1013 to XXX1913
Board Paid Cocurricular Activities (900XA)	XXX1022 to XXX1727
Board Paid Athletics (900XA)	XXX1025 to XXX1925
Board Paid Band (900XA)	XXX1260 to XXX1960
Board Paid Choral (900XA)	XXX1261 to XXX1961
Board Paid Orchestra/Strings (900XA)	XXX1262 to XXX1962
Board Paid Itinerant Teachers (900XA)	XXX1263 to XXX1963
Board Paid Montessori (900XA)	XXX1021 to XXX1982
Board Paid Foreign Language (900XA)	XXX1023 to XXX1922
Board Paid Special Education	XXXX171 to XXXX921

The JCPS codes for payroll will NOT change for these accounts.



This Powerpoint presentation will be available on the Financial Planning and Management website and the Accounting Department website. Print it when you get back to work. It will make a good 'cheat sheet'.

The new object code list will also be on both websites. Copies are available at this session. The on-line version will have links to display more detail.



Timeline:

- Nov.16 until Dec. 18 Munis and Finance will be testing the process in a 'test' database
- Friday, Dec. 18 Noon All users must be off the system
- Friday, Dec. 18 Noon Munis will be unavailable until the changes are completed
- Friday, Dec. 18 Todd runs GL utilities, closes all months, posts all journals
- Friday, Dec. 18 MIS runs backup of MUNIS Live. (4 hour process)
- Saturday, Dec. 19 JCPS runs KDE utilities to make mass changes
- Monday, Dec. 21 MUNIS begins running processes to change accounts. Estimated running time: 2.5 days.

- Barring any unforeseen problems, MUNIS should be up and running on Thursday, Dec. 24.

