



Automated Substitute Placement & Absence Management
Selected by more districts than all other systems combined

Accounting Code Import Template Guide



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This guide will walk through the available fields in the **Accounting Code Import Template** and what they mean.

Highlighted blue fields – Required fields for importing new codes

Field Name	Description
Description	Description for the accounting code
External ID	External ID or identifying number for the accounting code code. Can be alpha-numeric
INST_ID	The Web ID of the school you would like to make this accounting code available to. The Web ID can be found on the school's general info page
Public	Put a Y in this column to mark the accounting code as public. This will allow you to give Campus Users the permission to use the accounting code. Put an N in this column to change a public accounting code to not public
Remove Accounting Code	Put a Y in this column to delete the accounting code