

Web Navigator Topical Guide: Budget Codes, Accounting Codes, and Allocation Groups

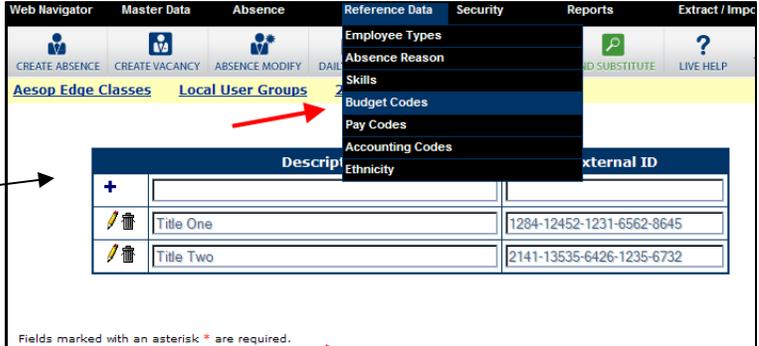
Summary

Budget codes and accounting codes are two tools available in Aesop to help districts track the funding sources from which to pay substitutes. By default, the budget code option is the option that is visible to an Aesop customer. However, many districts see the wisdom in using the Accounting Code feature, so this will be discussed in the context of this chapter as well. Essentially, budget codes and accounting codes perform the same function – they indicate from which budget the dollars to pay the substitute should come from. We will discuss both budget codes and accounting codes, then discuss the pros and cons of each method of fund tracking in Aesop.

Budget Codes

In the Reference Data section of Aesop, a table of budget codes can be created. The budget codes that are created here can be referenced in both the employee general information page (thus tying a budget code to a particular employee) as well as on the absence creation page (assigning a budget code to a particular absence). The reference data> Budget Code table is shown below:

As you can see from the diagram, new budget codes can be added by clicking the plus sign at the top row



Reference Data		
Employee Types		
Absence Reason		
Skills		
Budget Codes		
Pay Codes		
Accounting Codes		
Ethnicity		External ID
+ [plus sign]		
[trash icon]	Title One	1284-12452-1231-6562-8645
[trash icon]	Title Two	2141-13535-6426-1235-6732

Fields marked with an asterisk * are required.

Budget Codes, Accounting Codes, and Allocation Groups

On the employee's general information page, a default budget code can be selected that would be automatically assigned to the absence upon creation of the absence. This code could be modified later by an administrator with the appropriate permissions (in order to override a particular budget code selection).

A portion of the employee's general information page (see chapter 6) is shown here with the budget code dropdown box activated

Once a default budget code has been selected for an employee (this can also be imported – see the chapter on imports for information on how to quickly set the budget code field for each of your employees), this budget code becomes the default for any new absence that is created for that particular employee.

- Important Notes:**
1. Budget Codes are defaulted to employees so that the system can make the correct determination of the budget code when the budget code is driven by the absent employee. For some districts, the budget code can also be driven by the absence reason and/or school selected. In that case, the budget code would need to be overridden.
 2. Some school districts have requested that employees be able to select their own budget code while creating an absence on the web. If you are interested in this feature, please contact the Client Services team. This is a feature that we can activate for you upon request.

Budget Codes, Accounting Codes, and Allocation Groups

Accounting Codes

Accounting codes are very similar to budget codes, but the functionality of accounting codes allows for two additional options. Districts will rarely use **both** accounting codes and budget codes. Normally, accounting codes would be used as an alternative to budget codes.

You also have the ability to associate an Accounting Code with a particular school (or group of schools) as well as the ability for "write in" or custom accounting code to be assigned. *In most cases, a call to our Client Services team is required to activate the Accounting Code feature.*

If the Accounting Code feature has been enabled for your district, you will see the appropriate item in the drop down list of your reference data section.

Reference Data	Security	Reports
Employee Types		
Absence Reason		ID SU
Skills		
Budget Codes		
Pay Codes		1
Accounting Codes		e (A)
Ethnicity		

The Accounting Code table holds both a verbal description as well as the actual code number that is associated with that verbal description. Additionally, the accounting code can be associated with a particular school. This will help ensure that the drop down lists associated with given accounting codes are not overly cumbersome. Each school will only be able to choose from appropriate accounting codes.

	Description	School	External ID	Public
+				<input type="checkbox"/>
	Title One	Aesop Academy School District	3513-4766-3532-77234	<input checked="" type="checkbox"/>
	Title Two	Brown Elementary	1521-3512-5123-6512	<input checked="" type="checkbox"/>

Additionally, the code can be marked as "public" or "private." Permissions on the principal profile (discussed in the chapter on permissions) will control whether or not a school level administrator has rights to "private" accounting codes.

Budget Codes, Accounting Codes, and Allocation Groups

Organization Configuration for Accounting Codes

An additional area to configure if using Accounting Codes will be to indicate what type of Accounting Codes will be used by default. This configuration is found under Master Data>Organization>Miscellaneous.

Snapshot of the Master Data>Organization>Miscellaneous page

As shown on the right – the default of “predefined” (only chosen from the table as defined in the last step), “freeform” (free text entry) or a combination can be selected. This selection can be overridden at the school level (shown below) if desired

Note: A district can use the combination of the Master Data > Organization>Miscellaneous Page as well as the School’s General Information page to create an environment in which predefined, freeform, or both types of accounting codes can be used in different ways within a single school district. Just like with budget codes, a default accounting code may be associated with a given employee as pictured below.

Snapshot of the School General Information Page

Snapshot of the Employee General Information Page

As you can see on the employee’s general information page pictured to the left, this particular employee could have a particular accounting code associated by default, even if that code is a freeform code (entered by choosing the “custom” option as shown).

We trust that this review of both the budget code and accounting code functionality within Aesop is helpful. If your budget code assignment process is based solely on the absent employee, and you have relatively little need for administrators to either be keying in a custom budget code, then the **budget code** feature is for you. If you need to have either the feature of associating certain codes with certain locations, or you need the ability for custom or “write in” codes, please request the activation of the **Accounting Code** feature from your Client Services team.

Section B: Using Allocation Groups for Multiple or “split” Accounting Codes

In some cases, you may want to actually assign multiple accounting codes to a specific individual. You would use this feature if you need to indicate that, for example, an employee’s absence should be coded 70% to Budget Code A, and 30% to budget code B. To accomplish this, you would first create what is called an **Allocation Group**.

To create a new Allocation Group – click the blue + sign.

Reference Data	Security	Reports
Employee Types		
Absence Reason		
Skills		
Budget Codes		
Pay Codes		
Accounting Codes		
Allocation Groups		
Ethnicity		

Allocation Groups					
Description	External ID	School	Employee Type	Public	
Any verbal description		Aesop Academy School District	-- Any --	Yes	
Bus Driver/Math Teacher		Aesop Academy School District	-- Any --	Yes	
New Split Accounting Code	1651-56165-5165156-115515	Aesop Academy School District	-- Any --	Yes	

Budget Codes, Accounting Codes, and Allocation Groups

1. First, give your new Allocation Group a name

2. Indicate the "code" that you wish to associate with this group

3. Indicate the school and employee type that this group will be available for

Allocation Group [Return to List](#)

Description	External ID	School	Employee Type	Public
New Split Accounting Co	1651-56165-5165156-11	Aesop Academy School District	-- Any --	<input checked="" type="checkbox"/>

New Version

From Date	To Date
<---	---
12/4/2008	

Details

Accounting Code	% Allocation
Title One	60
Title Two	40

Changes will not be saved until the Apply Changes button is clicked. Unsaved changes are color coded.

New Row
 Changed Row
 Deleted Row

4. Give the details of this split. In this example, this allocation group is split 60% to Title One, and 40% to Title Two. The items in the drop down list will be your "Accounting Codes" that you have defined in reference data.

6. Effective Dating of the accounting code will allow you to manage different versions of this particular "split" as time goes by.

5. You can have as many lines as you need, as long as the percentage of allocation adds up to 100%

When creating an Allocation Group, your goal is to indicate an accounting code "override" for an individual who is split coded. The goal would be to allocate funds to pay the substitute 60% from one budget, and 40% from another budget. Creating the allocation group under reference data will allow you to assign it to both an employee record as a default, as well as to an appropriate (based on your school and employee type designation in step #3 above) absence.

It is also possible to create different "versions" of the allocation group that will be used at different points in time, depending on the effective date selected. In this example, the Allocation group has a 60/40 split from 12/4 to 12/31, but this same allocation group that is assigned to an absence after 1/1/2009 would have a 63/37 split

Versions

From Date	To Date
<---	12/31/2008
12/4/2008	12/31/2008
1/1/2009	---

Details

Accounting Code	% Allocation
Title One	60
Title Two	40

Versions

From Date	To Date
<---	12/31/2008
12/4/2008	12/31/2008
1/1/2009	---

Details

Accounting Code	% Allocation
Title One	63
Title Two	37

Budget Codes, Accounting Codes, and Allocation Groups

Assigning an Allocation Code to an Employee

When viewing an employee's General Information Screen, and when using "Accounting Codes" and "Allocation Groups", a specific code or default allocation group can be associated with the employee as shown below

Allocation groups can be easily spotted in this drop down list by the (AG) designation.

After you assign an Allocation Group to a particular employee, that AG becomes the default coding that is placed on any absence that is created for that employee.

Room: none selected | *Main Office

End Date: | Birth Date: |

Half Day Break (1st Half End/2nd Half Start): 11:59 | 12:00 | End Time: 15:30 | Hours Per Day: 7.5 | Override

Msg. Required: None | Budget Code: none selected

School Experience: | Accounting Code: -- none selected --

Name Recorded: No

Accounting Code options: -- none selected --, (AG) Any verbal description, (AG) Bus Driver/Math Teacher, (AG) New Group1, (AG) New Split Accounting Code, NCLB, Title One, Title Two

Creating an Absence: [Graham, Pam](#)
School: [Cooper Elementary](#)

Create Absence

Start Date: 12/5/2008 | End Date: 12/5/2008 | Absence Reason Type: Select an Absence Reason | Substitute Absence Type Required: Yes | Full Day

Friday | Friday

Sun Mon Tue Wed Thu Fri Sat

Create absences on these days of the week within the date range specified above

Starting at: 8 AM : 00 | Ending at: 3 PM : 30

Budget Code: -- none selected -- | Acc Code: (AG) - New Split Accounting Code

Next > | Cancel

Budget Codes, Accounting Codes, and Allocation Groups

Defining an Allocation Group for a particular absence

For ultimate flexibility, the user can customize a specific allocation group to be assigned to a particular absence! This is visible by using the "allocation groups" tab on the "modify absence" screen.

The screenshot shows the 'Modify Absence' screen with the 'Allocation Groups' tab selected. The main content area displays the following information:

- Confirmation#:** 26037389
- Employee:** Pam Graham
- School:** Cooper Elementary
- Created on:** Dec 4 2008 9:25:32 AM
- Last Update:** Dec 4 2008 9:25:32 AM
- Status:** UnFilled
- Reconciled:** No (with a 'Reconcile' button)
- Substitute Required:** Yes
- Employee Hours Per Day:** 7.5

At the bottom, it shows **Approval Status:** Unapproved and **Approvals Received:** 0. On the right side, there is an 'Attachments' section with a link for 'Classroom Policy 2'. Buttons for 'Assign Sub' and 'Edit/Delete' are also visible.

The screenshot shows the 'Allocation Group' screen. It features a table with the following data:

Description	External ID	Public
Custom AG	1561561651651561561	Yes

Below the table, there is a 'Versions' section with a table for 'From Date' and 'To Date', and a 'Details' section with a table for 'Accounting Code' and '% Allocation':

Accounting Code	% Allocation
NCLB	42
Title Two	58

By creating a custom allocation group that is used just for this absence, the user is able to handle the unusual scenario of indicating a different "split" than is normally used.

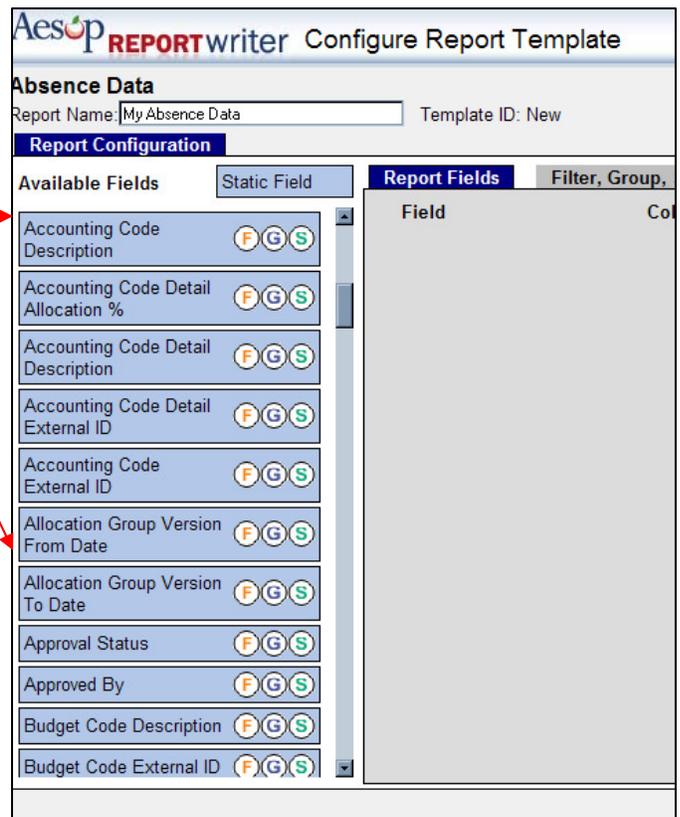
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Data Management for Allocation Groups

A number of fields have been added to the Report Writer to accommodate allocation group reporting. These codes are found in the Absence Data section of the Report Writer. See below:

For more information on the Report Writer, see the chapter and guide on Report Writer features. These specific fields dealing with accounting codes and allocation groups have been added to the report writer as an easy way to extract information about absences that have associated allocation groups.

 When using allocation groups for a particular absence, it is important to remember that the absence, when extracted, will contain multiple rows even for a single day absences. One row will be extracted for every different accounting code that is used for a percentage of the absence.



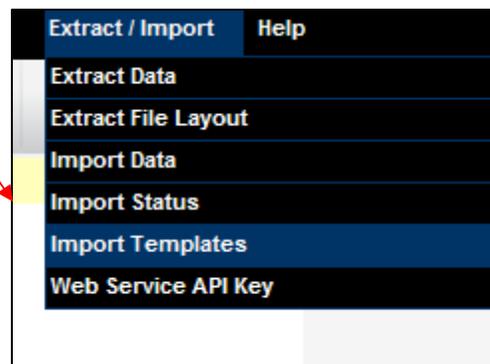
Field	Col
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Budget Codes, Accounting Codes, and Allocation Groups

Importing Allocation Groups

If you plan to use many different allocation groups, you are also able to import these by using our data import feature

You should be able to import allocation groups and also assign a particular allocation group to an employee using the import tool (see chapter on Data Importing for more details on importing data).



The excel template (portion shown below) will allow you to import multiple allocation groups and assign them to employees without doing this one at a time.

A	B	C	D	E	F	
ExternalID	Description	SchoolExtID	EmployeeType	EmployeeIdentifier	Public Ef	
156152-5651-55151-561	Split Accounting Code	65152	Teacher	54AS15651	Y	