



Web Navigator User Manual

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

e/Vacancy	Reference Data	Security	Reports
	Employee Types		
	Absence Reason		
	Vacancy Reason		
	Skills		
	Budget Codes		
	Pav 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).

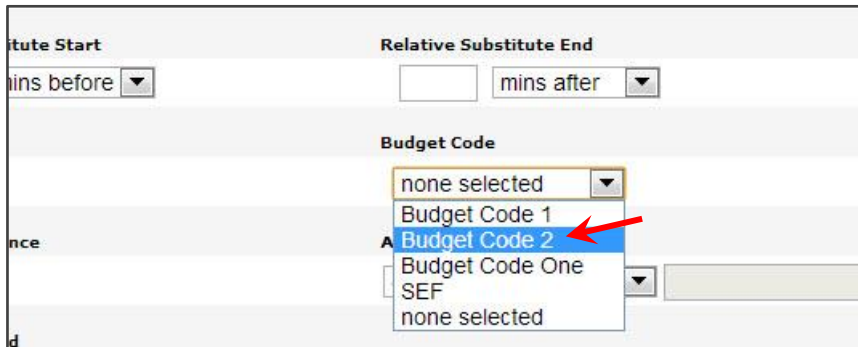
The **Reference Data > Budget Code** table is shown below:

Budget Codes		
	Description	External ID
		
 	Budget Code 1	BC1
 	Budget Code 2	BC2
 	Budget Code One	4578399-388459-38845983
 	SEF	43994593-398349493

New budget codes can be added by clicking the plus sign at the top row.

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).

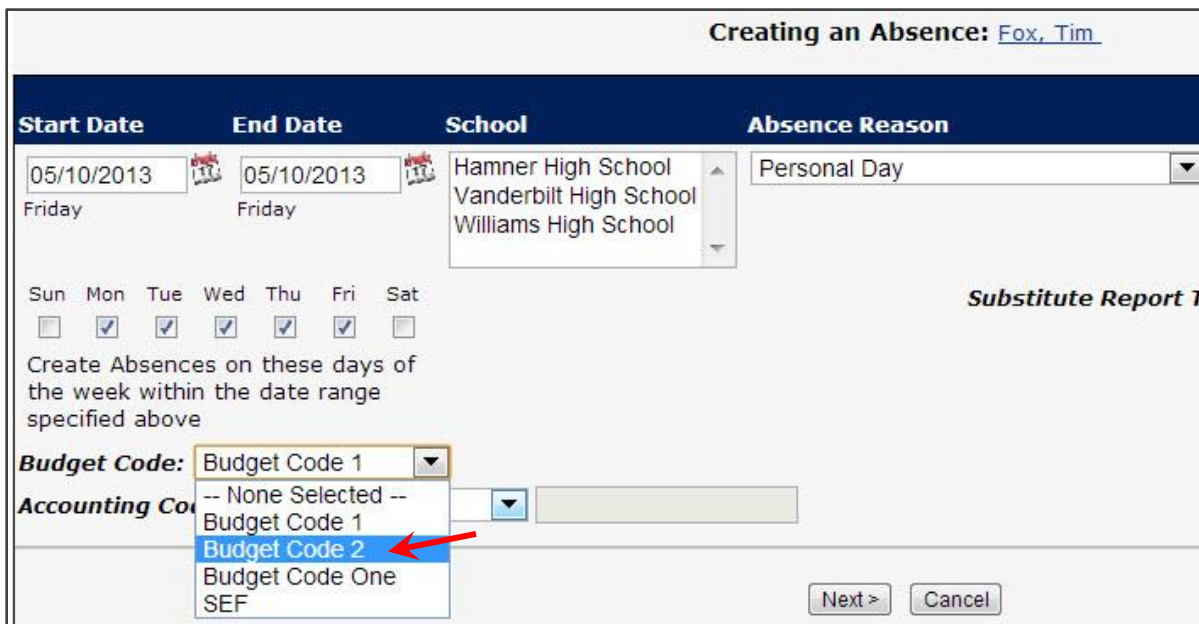
Employee General Information Page



The screenshot shows a portion of the 'Employee General Information' page. A dropdown menu for 'Budget Code' is open, displaying the following options: 'none selected', 'Budget Code 1', 'Budget Code 2', 'Budget Code One', 'SEF', and 'none selected'. A red arrow points to 'Budget Code 2', which is highlighted in blue. The background shows fields for 'Substitute Start' (mins before) and 'Relative Substitute End' (mins after).

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

Creating an Absence



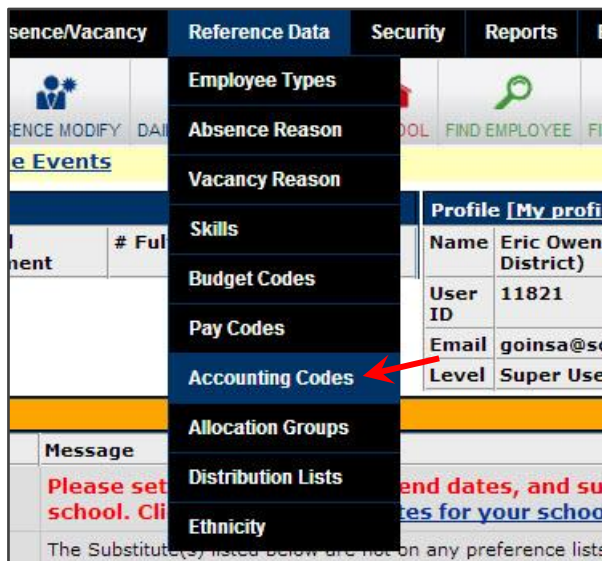
The screenshot shows the 'Creating an Absence' form for 'Fox, Tim'. The form includes fields for 'Start Date' (05/10/2013, Friday), 'End Date' (05/10/2013, Friday), 'School' (Hamner High School, Vanderbilt High School, Williams High School), and 'Absence Reason' (Personal Day). Below these fields is a calendar view for the week of 05/10/2013 to 05/16/2013, with checkboxes for each day. The 'Budget Code' dropdown menu is open, showing options: 'Budget Code 1', '-- None Selected --', 'Budget Code 1', 'Budget Code 2', 'Budget Code One', and 'SEF'. A red arrow points to 'Budget Code 2', which is highlighted in blue. The form also includes an 'Accounting Code' field and 'Next >' and 'Cancel' buttons.

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.

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.

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.

Accounting Codes				
	Description	School	External ID	Public
+				<input checked="" type="checkbox"/>
	Accounting Code 123	Victoria County Community Schools	123-123-123	<input type="checkbox"/>
	Accounting Code 321	Victoria County Community Schools	321-321-321	<input checked="" type="checkbox"/>
	Accounting Code Test	Victoria County Community Schools	ACT	<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.

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**.

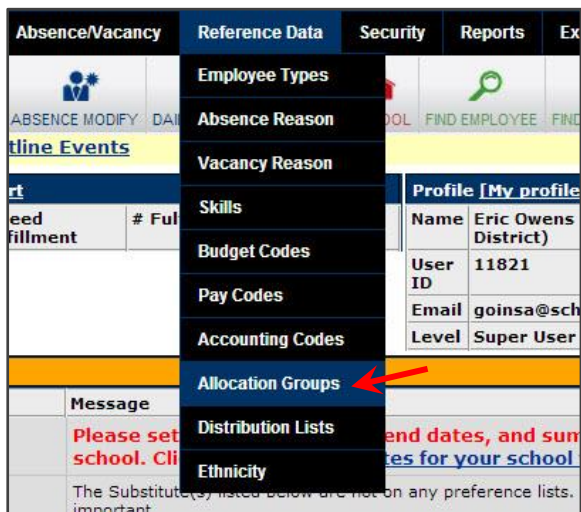
As shown above – the default of “predefined” (only chosen from the table as defined in the last step), “freeform” (free text entry) or a combination can be selected. This selection can be overridden at the school level if desired.

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.

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).












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 the Aesop Client Services team.

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 “plus” sign.

Allocation Groups					
Description	External ID	School	Employee Type	Public	
AG 1	1280-1980-1138	Victoria County Community Schools	-- Any --	Yes	 
AG 2	1982-0828-2005	Victoria County Community Schools	-- Any --	Yes	 
AG 3	1983-1999-2002	Victoria County Community Schools	-- Any --	Yes	 
AG 4	1138-1138-1138-1138	Victoria County Community Schools	-- Any --	Yes	 
est	Test	Victoria County Community Schools	-- Any --	Yes	 
					

Allocation Group Return to list				
Description	External ID	School	Employee Type	Public
AG4	1035-0192-3321	Victoria County Community Schools	-- Any --	Yes

Versions		
From Date	To Date	
<---	4/30/2013	
5/1/2013	7/26/2013	
7/27/2013	---	
		+

Details	
Accounting Code	% Allocation
Accounting Code 123	60
Accounting Code 321	40

- 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
- 4 Give the details of this split. In this example, this allocation group is split 60% to the first accounting code, and 40% to the second. The items in the drop down list will be your "Accounting Codes" that you have defined in reference data.
- 5 Effective Dating of the accounting code will allow you to manage different versions of this particular "split" as time goes by.

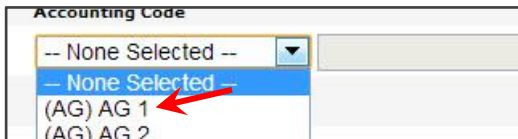
You can have as many lines as you need, as long as the percentage of allocation adds up to 100%.

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.

Budget codes and accounting codes are two tools available in Aesop to help districts track the funding sources. 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.

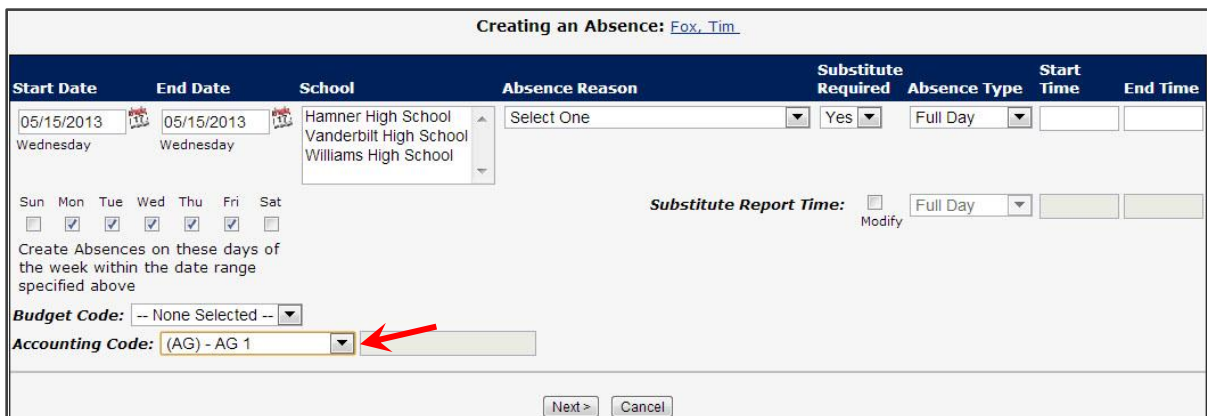
Assigning an Allocation Code to an Employee

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.



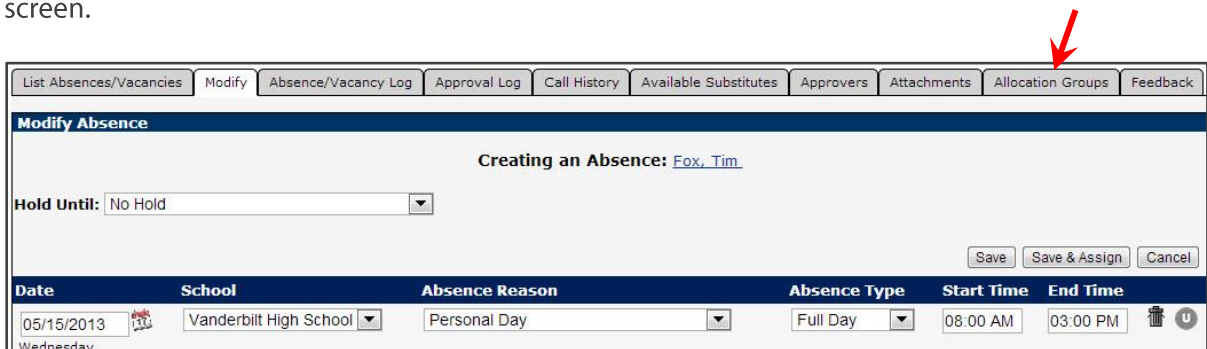
Allocation groups can be easily spotted in this drop down list by the (AG) designation.

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.



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.



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.

Data Management for Allocation Groups

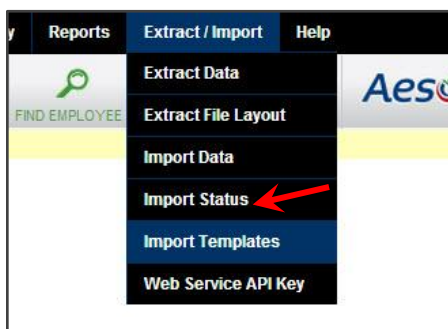
The screenshot shows the 'Absence Data' report configuration window. At the top, there's a 'Report Name' field with 'My Absence Data' and a 'Template ID' field. Below this is the 'Report Configuration' section, which includes 'Available Fields' and 'Report Fields'. Under 'Available Fields', there are buttons for 'Static', 'Combo', and 'Branch'. A search bar contains 'Accounting Code'. Below the search bar, there are sections for 'Common Fields' and 'Other Fields'. The 'Other Fields' section lists four items: 'Accounting Code Description', 'Accounting Code Detail Allocation %', 'Accounting Code Detail Description', and 'Accounting Code Detail External ID'. Each item has three circular icons labeled 'F', 'G', and 'S'. The 'Report Fields' section is currently empty.

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.

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.

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 will 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 will allow you to import multiple allocation groups and assign them to employees without doing this one at one time.