



W S I P C

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WSIPC Implementation Aid for NCES Object Codes

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Considerations for Adding NCES Codes to Your District's Chart of Accounts

Districts will need to decide if they plan to integrate the NCES Object Codes into their local charts of accounts or continue with their current set of Object Codes. For the latter, districts will crosswalk their Object Codes to NCES Object Codes for F-196 reporting purposes.

The following sections provide guidance and considerations in making this decision. Review all sections before making a final decision.

Are Your District's Current Object Codes Adequate?

The first step in deciding to integrate the NCES Object Codes into your district's chart of accounts is to determine if your district's current set of Object Codes is as detailed as the NCES Object Code list. Your district will fall into one of these groups:

- **Object Codes are as detailed or more detailed than the NCES Codes** – Even if there are a minor “gaps” in your district's Object Codes, the current level of detail allows you to fill the “gaps” with relatively less effort than revamping your district's chart of accounts. In this case, *your district can choose to retain this list and crosswalk your Object Codes to the applicable NCES Object Codes.*
- **Object Codes do not provide the level of detail as the NCES Codes** – In comparing your district's Object Codes to OSPI's NCES Codes, you may find that your Object Codes are focused at a more general level. For example, your district may classify financial activity with the required nine Object Codes only. In this case, *you should integrate the NCES Object Codes into your district's chart of accounts.*

- Obtain the latest NCES Code list from [OSPI's website](#).

Note The document, "Chapter 11 Objects of Expenditures – NCES Code," provides narratives to aid in cross-referencing to your district Object Codes.

- In a reporting tool, like Excel, add the NCES Codes to the first column and add the corresponding Object Codes next to each code to determine if your district has sufficient classification.

Example A district identifies two Object Codes for NCES Code, 2110, and it identifies there is not a corresponding Object Code for NCES Code, 2130.

	A	B
1	NCES Codes	Description
2	2110	Salaries of Regular Certificated Employees
3	2110	Salaries of Regular Certificated Employees
4	2120	Salaries of Temporary Certificated Employee
5	2130	Salaries for Time Outside...
6	2140	Salaries for Sabbatical Leave

Other Significant Aspects to Consider

If your district has sufficient Object Codes to crosswalk them, your district should consider other aspects before making a final decision to integrate NCES Codes into your district's chart of accounts.



Caution Because this situation impacts many aspects of your district's operations, you should involve other key stakeholders in the process of review.

Table 1 provides a starting point for discussion. For each aspect, the impact of each approach - integrating NCES Codes or retaining your district's current Object Codes (assuming they are adequate) – is explained. Your district should determine the importance of each aspect, as well as identify any other considerations.

Aspect	Integrate NCES Codes	Retain Object Codes
Education of Staff	<p>District will need to educate staff about the changes to their account codes, in terms of transaction entry and reporting (e.g., staff who add Purchasing Requisitions or update Employee Pay Records).</p> <p>Proper use of Account Descriptions and Account Quick Keys can improve accuracy of account selections.</p>	<p>District staff can retain their current understanding.</p>
Historical Financial Continuity	<p>To ensure expenditure continuity, current account codes will need to be merged completely with their NCES counterparts.</p>	<p>Your district's current account codes provide financial continuity. No action is required.</p>
State Reporting Continuity	<p>The 2019-2020 F-196 report will include new sections that classify expenditures by NCES Code. This approach aligns your district's financial reports with your district's state reports.</p> <p>When providing additional explanation or supplemental reports to your school board and other stakeholders, your district's local Object Codes align with F-196 reports.</p>	<p>Your district will need to translate your district's local Object Codes when communicating additional information related to your district's F-196 reports.</p> <p>With Qmlativ, your district can create reports and Views with Crosswalk Codes as easily as with local dimensions. In this case, you can review financial activity by your current Object Codes and by NCES (Crosswalk) Codes.</p>

Aspect	Integrate NCES Codes	Retain Object Codes
Software Implementation	<p>In addition to merging accounts, your district needs to update other records, such as Account Description records, in your software. See “Integrating NCES Codes into Your District’s Chart of Accounts,” (page 7) to review other software changes that may require consideration.</p> <p>Depending on their Account Ranges, you might also need to update Account (Clearance) Groups and reports.</p>	<p>Your district will continue using its current sets of account codes, Account Descriptions, and Benefit Code records.</p>

Table 1 – Aspects for consideration

Merging All History

Merging all history from your current General Fund expenditure account codes might seem concerning at first. However, this approach provides expenditure continuity without material consequences. Consider the following:

- **Purpose/classification remains the same** - While numerically the Object Code is changing, the purpose remains the same. For example, a district records data processing services to Object 7700. The NCES Code for data processing services is 7441. If you merge the 7700 account codes into 7441 account codes, historical and future expenditures for data processing services will now reside with the same account codes. You can run a multi-year trend report (i.e., longitudinal review) with greater efficiency and clarity.
- **The Object digit/classification remains the same** - The Object digit will remain the same. Your district’s current account codes and their NCES counterparts should have the same first digits. For example, Object 7 account codes will still have Object Codes beginning with Object 7 after merging. This aspect aligns post-merged account codes with significant, historical reporting, such as F-196 reports.

- **Account Descriptions apply to all years** - Account Description records apply to all years. If you change an Account Description record's Description, subsequent report runs will show history classified inaccurately. By merging all history, activity will retain proper classification.
- **Account merge history** - The Account Merge process offers two history logs. Additionally, Account Code records, via Account Profile, provide review of merge history.

Understanding Your Time Window to Make a Change

If your district has adequate Object Codes, you can choose to integrate the NCES Codes at any time, even years "down the road." Your district can crosswalk its current Object Codes to meet State Reporting requirements. If your district decides to update its COA with NCES Codes, you can merge all history to maintain expenditure continuity and longitudinal review. Your district's software affords you time to contemplate a change, as well as time to plan and schedule implementation if you decide to integrate.

Integrating NCEs Codes into Your District's Chart of Accounts

Whether your district is still deciding to integrate NCEs Codes, or your district is moving forward with integration, the following sections provide a model for changing your district's chart of accounts. The model attempts to provide insight into the effort and coordination necessary for success. As with any model, you should evaluate the proposed steps in terms of relevance and detail for your district. There might be other aspects to consider.

To successfully incorporate the NCEs Codes into your district's chart of accounts, you must coordinate a sequence of steps to ensure each account code classifies expenditures, current and historical, for a single purpose. The following workflow models a process to achieve this objective.

1. Develop a plan, which includes identifying a window of time and a sequence of merging accounts.
2. Add a complete set of NCEs coded account codes.
3. Merge account codes in the first phase of your plan.
4. Re-add account codes as necessary.
5. Merge accounts in next phase of your plan.
6. Repeat steps 4 and 5 until complete.
7. Update Benefit Code records.
8. Update third-party interfaces, Fee Management, and Food Service.
9. Update Account Description records.

Developing a Plan

Before adding and merging account codes, you should develop a plan. Consider the following steps:

- [Identifying Third-Party Interfaces](#)
- [Updating Account Master of Fee Management and Food Services](#)
- [Educating Staff](#)
- [Timing Account Merges](#)
- [Mapping account codes and establishing a sequence](#)
- [Planning Account Code Merges](#)

The following sections explain each of these steps. You should review each one for applicability to your district.

Identifying Third-Party Interfaces

When changing your account codes, your district might need to update external record imports that include account codes. Here's a list of applications to consider:

- Budget Entry
- Budget Transfers
- Cash Receipts
- Credit Card
- Journal Entry
- Pay record Import
- Time Card Import (into Payroll Worksheets)

Some interfaces may require procedural changes such as educating staff on entering the correct account codes. Other interfaces might store account codes, and they require updates. Work with these providers as necessary. In addition, you should review the frequency and schedule of each import.

Note NCES Code integration focuses on General Fund expenses only. Keep this scope in mind as you evaluate your third-party interfaces.

Updating Account Master of Fee Management and Food Services

If your district uses the Fee Management or Food Service modules, you must determine a plan for changing these modules' Account Master lists. First, determine if these lists include General Fund Expense account codes (these modules commonly include Asset and Revenue account codes). Then, determine an approach and the timing needed to change them. When you change the Account Master lists, you must change the account codes in your district's COA before the next import in Student Billing, Journal Entries, or another Financial Management application.

Educating Staff

For account codes to be correctly assigned to future transactions, such as Purchase Orders and Pay records, your district must communicate and educate staff. Identify these personnel and select effective educational methods. If you choose to educate staff after making changes to your chart of accounts, you should develop safeguards for ensuring the proper accounting of transactions.

Timing Account Merges

You'll need to manage the timing of merging accounts with their usage. You need to establish common windows of time among the various applications that assign account codes to other records. These applications include Payroll, budgeting, and third-party imports. You can employ different strategies depending on these factors.

As an approach to discovering your district's common time windows, chart individual applications' time windows. For example, your district may have a window between running a Payroll Update step and the next Payroll Calculate. Your district would also need to include any third-party import intervals in this assessment.

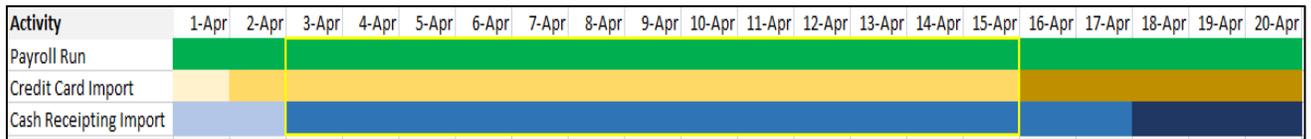


Figure 1 – Example of comparing process' time windows to determine best time to merge account code records

With the individual windows side-by-side, you can find time ranges that are common among all applications. The discovery of these time windows will help make the change process smooth, without unexpected hurdles.

Note To reduce the steps during these time windows, you can complete certain steps, such as adding account codes and creating Merge Transactions, prior to each time range.

Delaying Certain Tasks

Your district's operations may not provide a common window of time to complete all merges. In this situation, you may need to delay specific tasks, such as daily credit card imports.

Merging Groups of Accounts

Alternatively, you can merge sections of accounts based on their application needs. For example, you can target the merge of salary and benefit accounts within a window that's compatible with Payroll, and you can merge non-employee related accounts between third-party import intervals.

Mapping Object Codes

You should first evaluate your district's current Object Codes and develop a mapping document that matches Object Codes to NCES Codes. By going through this high-level exercise, you establish a "blueprint" for reference as you execute account additions and merges. To begin this evaluation, refer to the section, "[Comparing Object Codes and NCES Codes](#)" (page 2).

Planning Account Code Merges

After developing a high-level "blueprint," you need to establish a game plan to successfully merge your account codes. The primary objective is to transition historical records to their appropriate NCES coded expense account codes without combining multiple NCES classifications in a single series of accounts. Your district may have to create a sequence to merging sets of account codes; moving historical data into "unoccupied" expense accounts first, which frees up account codes to receive activity from other account codes.

Your district should develop a game plan, like the one in the example, prior to beginning the process of merging accounts.

Example:

A district uses Object Code 7441 to capture expenses related to data processing services. Following the new NCES classification, 7351 will now record data processing and coding services. To maintain a longitudinal review of expenditures, your district must transition historical data for 7441 to 7351. However, the district currently accounts for cleaning service expenditures with Object Code 7351. NCES Code 7420 tracks cleaning service expenditures, and the district doesn't currently track any expenditures with 7420 (unoccupied).

In this case, the district will need to transition account codes in the following sequence:



Figure 2 – Example sequence for transitioning activity between account codes

To successfully make this transition, the district adds account code records for 7420, and then merges account code records related to 7351 into these new account codes. Since the merge process deletes the 7351 account records, the district adds them back into its chart of accounts. Then, they merge 7441 account codes into 7351 to complete transition and maintain classification for historical and future financial activity.

Running an Expenditure Reporting by Object

While this model recommends mapping your Object Codes (see section, "[Comparing Object Codes and NCES Codes](#)" on page 2) in a previous step to determine if you have a choice of integration, you now need to evaluate your expense activity by Object Code to determine which groups of account codes have historical activity. With this information you can devise an order of merging.

The following report example provides a summarization by Object Code to efficiently assess activity.

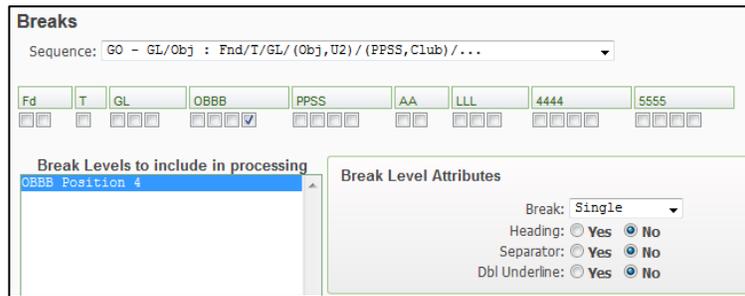
A	B	C		D		E		F		G		H	
		2018-19 Revised Budget	2018-19 FY Activity	2017-18 Revised Budget	2017-18 FY Activity	2016-17 Revised Budget	2016-17 FY Activity	2016-17 Revised Budget	2016-17 FY Activity				
5000	SUPPLIES	2,527,819.00	701,165.16	2,061,755.00	1,826,176.77	1,672,265.00	1,560,566.19						
5025	CELL PHONES, PAGERS	0	0		0	0	0						
5050	EMERGENCY SUPPLIES	11,087.00	150.35		0	3,928.86	76	5,413.68					
5090	FURNITURE & EQUIP	51,500.00	34,564.36	51,500.00	32,242.71	51,500.00	45,870.08						
5091	CPF PRINTING	0	0		0	0	0						
5100	TEXTBOOKS,STUDENT/TEACHER	994,760.00	35,302.53	660,393.00	571,351.36	697,660.00	508,080.60						
5110	WORKBOOKS,PERIODICALS	36,702.00	48,305.94	50,552.00	62,061.12	35,565.00	31,099.03						
5120	LIBRARY BOOKS	22,567.00	21,763.69	23,817.00	29,229.00	18,417.00	23,560.74						
5130	COMPUTERS/SOFTWARE	647,318.00	77,884.49	408,962.00	269,971.92	318,936.00	385,025.13						
5140	STANDARDIZED TESTS	4,719.00	9,152.86	17,713.00	118,416.93	10,472.00	94,557.79						
5150	OTHER COPYRIGHT MATERIALS	0	653.19		0	1,767.37	298.28						
5160	*Obj 5160 Exp	0	0		0	0	0						

Figure 3 – Create an expenditure report by Object and export it to Excel to see all columns

The example is generated in an Excel file so its data can be moved and grouped to provide a game plan for merging.

Note The example's template is available for upload into your databases. Contact your Service Center to obtain a copy.

As with all imported Budgetary Data Mining templates, you must adjust the Sequence and Breaks after loading the template. The following figure provides an example for setting up the Breaks section of the report.



You might want to add more instances of the Revised Budget and FY Activity fields, to review additional fiscal years.

Using Object 6 Account Codes as Temporary Housing

If you find that identifying part or all of your merge sequence becomes overwhelming, you can choose to create Object 6 account codes and merge activity into this "temporary housing." You can add the source account codes back into your software, and they will be "empty" and ready to receive activity from other account codes. See the "[Mass Adding Account Codes](#)," section (on page 13) for more details on re-adding account codes.

For Object Code schema, you can match the last three digits of the source account codes' Object Codes when creating the Object 6 accounts.

When you merge the activity from the Object 6 accounts, they will be deleted from the software; no additional steps are needed to remove them.

Adding and Merging Account Codes

With a game plan in hand, you can now begin the process of integrating NCES Codes into your district's General Fund expense account codes.

The process may involve multiple cycles of adding account codes and merging account codes. As you merge account codes, the "old" source account codes cease to exist in your district's chart of accounts (there are a merge history logs for reference). You might need these account codes again because they include Object Codes with numerical equivalents to NCES Codes. In these cases, you'll need to add them again.

The following diagram depicts the cyclical process flow.

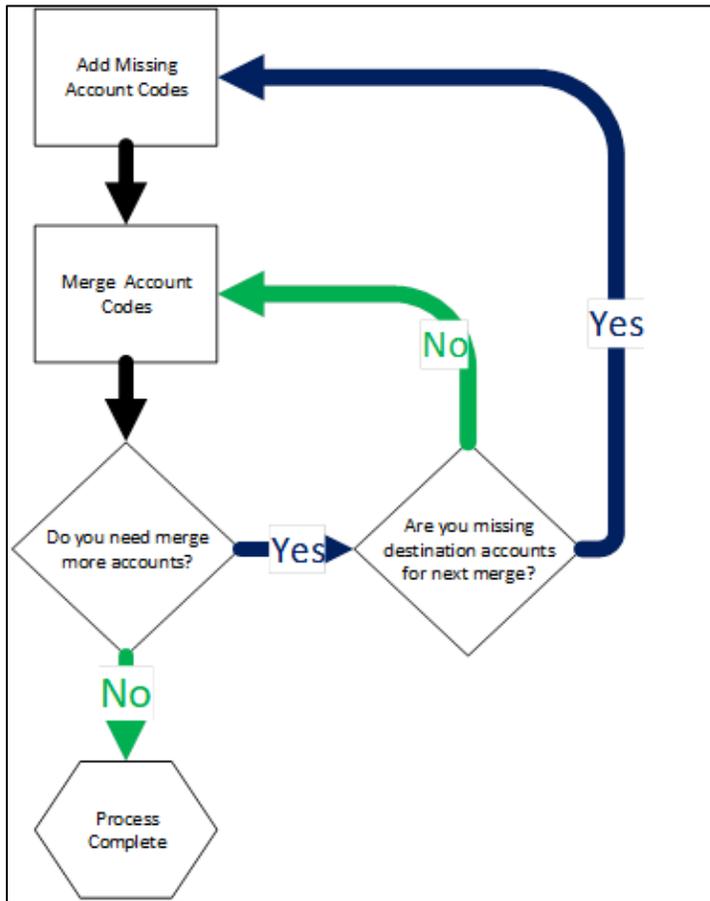


Figure 4 – Recommended approach to ensure your district accurately transitions activity between Account Code Records

The follow sections provide guidance on stepping through this approach.

Mass Adding Account Codes

Initially, add any missing NCES coded account codes to your chart of accounts so they are available for merging. You can use the following methods to efficiently add multiple accounts:

- Import Account Codes via Budget Entry option. See the *WSIPC Guide to Financial Management Budgeting* to learn more about this option.
- Mass Account Adds Utility. See the *WSIPC Guide to Managing Account Codes* to learn more about this utility.

The following section provides supplemental guidance on importing account codes related to integrating NCES Codes.

Creating a File with a Complete List of NCES-related Account Codes

If your district chooses to add account codes via Budget Entry import, create a complete list of NCES coded account codes. You can include account codes that currently exist in your district's chart of accounts. The import process will validate the existence of account codes, and it will only create new account codes.

Retain and re-use this file. You can run the file through the import process multiple times to re-add account codes that merged into other account codes.

Merging Accounts

Once you have all the NCES-coded account codes available in your district's chart of accounts, you can begin merging account codes. Please refer to your game plan as recommended in the "[Planning Account Code Merges](#)" section on page 10.

The *WSIPC Guide to Managing Account Codes* provides details on running the Account Merge Utility.

The following sections provide additional guidance for creating merging account code records related to the integration of NCES Codes.

Using the Mass Add Merge Transactions Option

To efficiently create Merge Transaction Records, use the Mass Add Merge Transactions option.

Figure 5 – With the Mass Add Merge Transaction option, you can define parameters, which create Merge Transactions

With this option, you can configure rules that align with your mapping: old Object Code to NCES Object Code. You can generate merge transactions for each cycle in your plan.

Adding and Validating Merge records Ahead of Time

To maximize your windows for running the Account Merge, you can add and validate a set of merge transactions prior to running it. The utility will retain these transaction records until you complete the merge process or purge the list.

Including Account Level Descriptions

As you start the merge process, you can elect to move the Account Level Descriptions and other characteristics from the source account codes to the destination account codes. Since the destination account codes represent the same classification as the source account codes, you should consider selecting these options.

Updating Benefit Codes

You will also need to change the Object Debit values and Overlay Masks of your Benefit Code records (WH\EP\PS\CO\BE). These records play an essential role in determining Payroll runs' benefit expense account code records. The following figure shows a Benefit Code record with the applicable Object Debit value. The record's Overlay Mask is also configured to meet NCES code standards.

The screenshot shows a 'Benefit Code Maintenance' window. At the top, the 'Benefit Code' is set to '1FIC'. Below it, the 'Check Stub Description' and 'Long Description' are both set to 'FICA'. The 'Attributes' section contains a red warning: 'WARNING: Benefit Code has history. The disable'. Underneath, the 'Group' is 'Tax', 'Tax Type' is 'F - FICA', and 'Pay Level' is '1 - All Pay'. The 'W2 Information' field is 'FICA Withholding'. At the bottom, the 'Account/Amount Information' section shows 'Object Debit' as '4220' and 'Benefit Overlay Mask' as '***1'.

Figure 6 – In this example, the Benefit Code Record for FICA is configured to include an Object Debit value and Benefit Overlay Mask that correspond to the appropriate NCES Code

Understanding Account Creation during Payroll Calculate

Your district can continue using one Benefit Code record for certificated and classified employees because you can set the Overlay Mask to align with the NCES Code design of using the last digit. As such, the Overlay Mask, ***1, should be added to all active Benefit Code records that break out benefit expenses for certificated and classified employees.

Note WSIPC offers a service to aid in efficiently changing your Benefit Code records. To learn more about this service, see "[Appendix A – Understanding WSIPC's Benefit Code Service](#)" on page 20, and contact your Service Center.

When timing the application of this service, districts need to consider the creation of Account Code records and Account Description records. The Payroll process will create benefit expenditure account codes if the account codes do not exist at the point of running the Calculate step (based on the Benefit Code records included in the Payroll run).

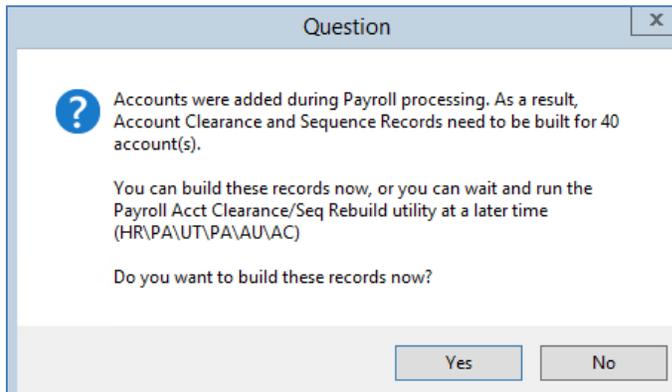


Figure 7 – During a Payroll run, this message appears when Benefit Account Code Records were added automatically by the Payroll process

District leadership should determine if they want the Payroll process to add the corresponding expenditure account codes, or if they want to add the account codes directly, prior to running the next Calculate. *If the latter approach is chosen, district leadership should add these account records prior to requesting this service.*

Tip If the district decides to allow the Payroll process to add the expenditure codes consider requesting the "New Account Process Tracking Report" from you Payroll Team. This report is listed in the Post-Verify (HR\PA\CP\PE) step and can provide a list of newly added account codes.

3va6amaud01.p 05.19.02.00.00-11.7-010000			Emerald School District New Account Process Tracking Report.			12:38 PM 03/18/19 PAGE: 1		
DATE CREATED	TIME CREATED	CREATED BY	ACCOUNT	SOURCE/ORIGIN				
03/18/19	12:24	ADAM MINN	10 E 530 2100 27 4042 110 0000 0000 0	Calcs: Verify Accts				
03/18/19	12:24	ADAM MINN	10 E 530 0100 27 4042 210 0000 0000 0	Calcs: Verify Accts				
03/18/19	12:24	ADAM MINN	10 E 530 3167 27 4042 000 0000 0000 0	Calcs: Verify Accts				
03/18/19	12:24	ADAM MINN	10 E 530 0100 27 4042 220 0000 0000 0	Calcs: Verify Accts				
03/18/19	12:24	ADAM MINN	10 E 530 9700 13 4043 000 0000 0000 0	Calcs: Verify Accts				
03/18/19	12:24	ADAM MINN	10 E 530 5100 21 4042 000 0000 0000 0	Calcs: Verify Accts				
03/18/19	12:24	ADAM MINN	10 E 530 5300 21 4042 000 0000 0000 0	Calcs: Verify Accts				
03/18/19	12:24	ADAM MINN	10 E 530 5500 21 4042 000 0000 0000 0	Calcs: Verify Accts				
03/18/19	12:24	ADAM MINN	10 E 530 6500 21 4042 000 0000 0000 0	Calcs: Verify Accts				
03/18/19	12:24	ADAM MINN	10 E 530 9800 44 4043 000 0000 0000 0	Calcs: Verify Accts				
03/18/19	12:24	ADAM MINN	10 E 530 9700 14 4043 000 0000 0000 0	Calcs: Verify Accts				
03/18/19	12:24	ADAM MINN	10 E 530 0100 27 4043 410 0000 0000 0	Calcs: Verify Accts				
03/18/19	12:24	ADAM MINN	10 E 530 0100 26 4043 110 2000 0000 0	Calcs: Verify Accts				
03/18/19	12:24	ADAM MINN	10 E 530 0100 26 4043 220 2000 0000 0	Calcs: Verify Accts				
03/18/19	12:24	ADAM MINN	10 E 530 9900 52 4043 000 0000 0000 0	Calcs: Verify Accts				
03/18/19	12:24	ADAM MINN	10 E 530 0100 23 4042 210 0000 0000 0	Calcs: Verify Accts				
03/18/19	12:24	ADAM MINN	10 E 530 0100 23 4042 140 0000 0000 0	Calcs: Verify Accts				
03/18/19	12:24	ADAM MINN	10 E 530 0100 23 4042 420 0000 0000 0	Calcs: Verify Accts				
03/18/19	12:24	ADAM MINN	10 E 530 0100 23 4042 130 0000 0000 0	Calcs: Verify Accts				
03/18/19	12:24	ADAM MINN	10 E 530 2100 27 4043 140 0000 0000 0	Calcs: Verify Accts				
03/18/19	12:24	ADAM MINN	10 E 530 0100 23 4043 110 0000 0000 0	Calcs: Verify Accts				

Figure 8 – This report identifies Benefit Account Code Records that were added during the active Payroll run

A district must also add the Account Description records for the new 4000 Object Codes before running an F-series extract. A district should also add them before running expenditure reports that depend on the Object descriptions. *District leadership should consider adding the new Object Codes prior to requesting this service.*

Tip As an option, WSIPC offers a data service to add the Account Descriptions records that match the NCES Object codes. Please inquire with your service center for more details.

Understanding the Impact on Payroll Adjustments

There are two utilities commonly used to correct salary and benefit expenses:

- Payroll Account Adjustments for one source account (HR\PA\AA)
- Payroll Account Adjustments for multiple accounts (HR\PA\UT\PA\AA)

Be aware that both utilities use the existing Object Code on the Benefit Codes to make reversing adjustments, not the Object Debit that was used on prior payrolls.

If your district merges historical data, then adjustments will reflect accurately. However, if your district chooses to retain the original set of Benefit Expenditure Account Code records (for the original classification), then you might need to post Journal Entries to move expenditures after running these utilities.

Updating Salary Negotiation Plans

In addition to modifying the main set of Benefit Code records, your district will also need to modify the Benefit Code records related to Salary Negotiation Plans.

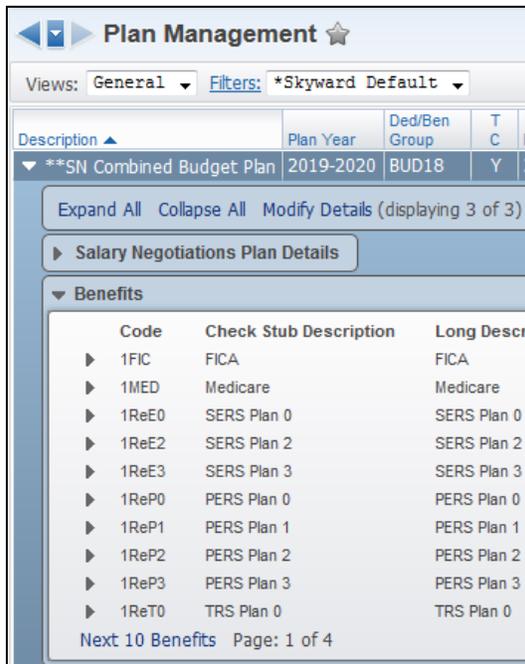


Figure 9 – Districts must also update Benefit Code Records that are attached to 2019-2020 SN Plans

These Plans' Benefit Code records can feed into the main set of Benefit Code records, affecting payroll runs. You'll need to update plans next fiscal year, starting with 2019-2020.

Note WSIPC's Benefit Code service also updates 2019-2020 SN Plans' Benefit Code records.

Updating Third-Party Interfaces, Fee Management, and Food Service

In accordance with your plan, update your account codes in the applicable third-party systems, as well as the General Fund Expenditure Account Code records in Fee Management and Food Service.

Updating Account Description Records

Next, your district needs to update its Account Description records (WF\AM\PS\CF\AS\AD), which provide title of classification to dimension. In this case, your district is changing the Expense Object/User 2 Codes for Fund 10.

Account Dimension Setup			
Dimension: Expense Object/User			
Views: Account Dimension Setup			
Filters: General Fund Objects			
Expense Object/User	Account Fund*	Short Description	Long Description
2 ▲			
4210	10	CT MEDICAL	CT MEDICAL
4220	10	CT IND INS	CT IND INSURANCE
4222	10	Fed Man Ben	Federally Mandated Ins - Cert
4230	10	CT UNEMPLOYMENT	CT UNEMPLOYMENT
4240	10	CT SOC SEC	CT SOCIAL SECURITY
4250	10	CT RETIREMENT	CT RETIREMENT
4280	10	CT BENEFITS	CT BENEFITS
4290	10	CT HCA	CT HCA

Figure 10 – For reports and screens to display the correct descriptions, change the descriptions for Account Description Records related to the Dimension, Expense Object/User 2

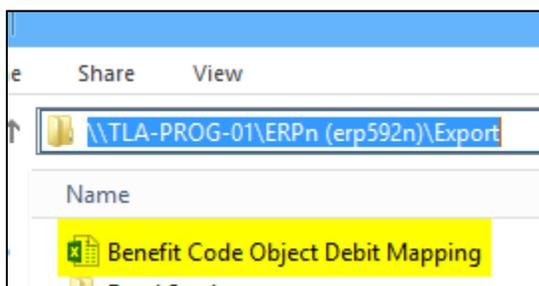
You can manually edit these codes, or you can request that WSIPC load a predefined list of NCES Codes. To see the predefined list, go to "[Appendix B – Pre-defined Account Description List](#)" on page 25.

Note You should also add "parent" Object Codes to provide descriptions when grouping and subtotaling on reports. For example, if you wanted to summarize expenses at the first digit of the Object Code, you'll need Account Description records for Object Codes: 0000, 1000, 2000, 3000, 4000, 5000, 7000, 8000, and 9000.

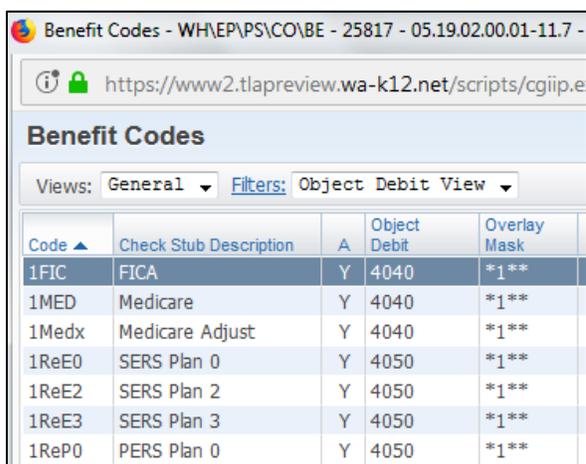
When your district changes these codes, the classification title will apply to historical activity too. This design complements the perspective that historical activity should align with corresponding NCES Codes. Still, you should retain a list of your current Object Codes prior to transitioning them.

Appendix A – Understanding WSIPC’s Benefit Code Service

When WSIPC applies this data service to a database, the program reads the Object Debit mapping file, [Benefit Code Object Debit Mapping.csv](#), which the district or Service Center saved to the district’s Export directory prior to submitting the request to WSIPC.



The program reviews each active Benefit Code record (Employee → Setup → Codes → Benefit Codes).



Code	Check Stub Description	A	Object Debit	Overlay Mask
1FIC	FICA	Y	4040	*1**
1MED	Medicare	Y	4040	*1**
1Medx	Medicare Adjust	Y	4040	*1**
1ReE0	SERS Plan 0	Y	4050	*1**
1ReE2	SERS Plan 2	Y	4050	*1**
1ReE3	SERS Plan 3	Y	4050	*1**
1ReP0	PERS Plan 0	Y	4050	*1**

If a Benefit Code Record’s Object Debit value matches Column A, *Object Debit Value – OLD*, of the mapping file, the program replaces the value with the corresponding code in Column B, *Object Debit Value – NEW*, of the mapping file.

In this example, the district saves the following mapping file to its Export directory.

Appendix A – Understanding WSIPC’s Benefit Code Service

	A	B
1	Object Debit Value - OLD	Object Debit Value - NEW
2	4040	4220
3	4050	4240
4	4060	4260
5		

The program evaluates the following Benefit Code record, and it finds the record’s Object Debit value matches a value in Column A of the file.

Benefit Code Maintenance

Benefit Code: 1FIC

* Check Stub Description: FICA

* Long Description: FICA

Attributes **WARNING: Benefit Code has history. The disab**

* Group: Tax

* Tax Type: F - FICA

Pay Level: 1 - All Pay

W2 Information: FICA Withholding

Account/Amount Information

Object Debit: 4040 Benefit Overlay Mask: *1**

Since the program found a match, it replaces the Object Debit value with the paired value (Column B) in the file.

Benefit Code Maintenance

Benefit Code: 1FIC

* Check Stub Description: FICA

* Long Description: FICA

Attributes **WARNING: Benefit Code has history. The disab**

* Group: Tax

* Tax Type: F - FICA

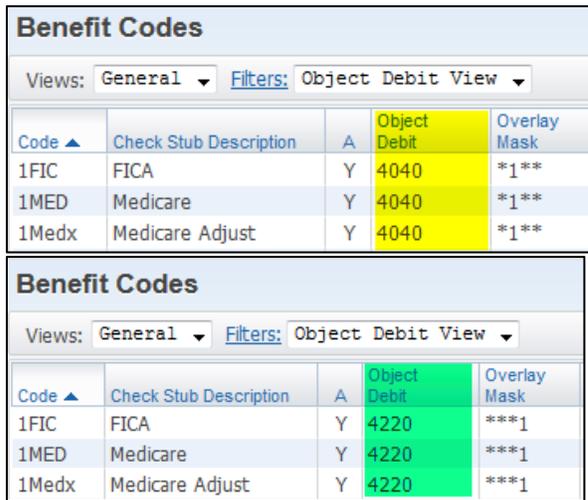
Pay Level: 1 - All Pay

W2 Information: FICA Withholding

Account/Amount Information

Object Debit: 4220 Benefit Overlay Mask: ***1

If other active Benefit Code records contain the same Object Debit value, the program will apply the same action to them.



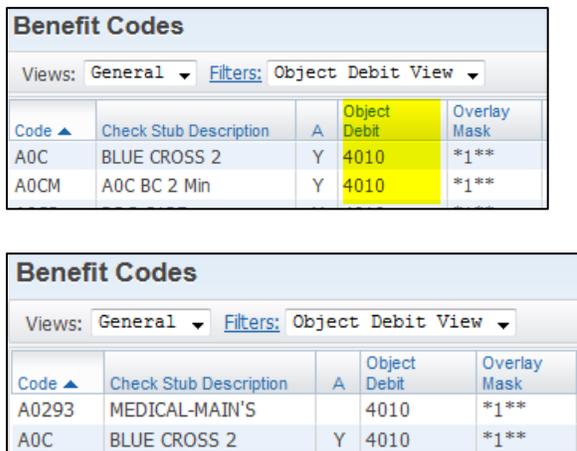
The first screenshot shows a table with three rows where the Object Debit is 4040. The second screenshot shows the same table but with the Object Debit value changed to 4220 for all rows.

Code	Check Stub Description	A	Object Debit	Overlay Mask
1FIC	FICA	Y	4040	*1**
1MED	Medicare	Y	4040	*1**
1Medx	Medicare Adjust	Y	4040	*1**

Code	Check Stub Description	A	Object Debit	Overlay Mask
1FIC	FICA	Y	4220	***1
1MED	Medicare	Y	4220	***1
1Medx	Medicare Adjust	Y	4220	***1

The program skips Benefits Codes that have Object Debit values that do not match a value in the Column A, *Object Debit Value – OLD*, of the mapping file.

The mapping file example does not include Object Debit value 4010. As a result, the program did not change any Benefit Code records with this Object Debit value.



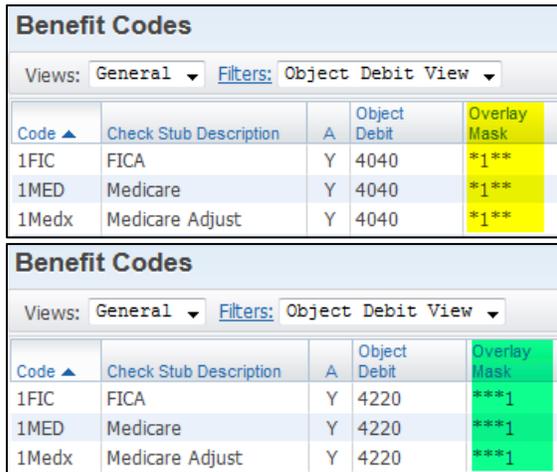
The first screenshot shows a table with two rows where the Object Debit is 4010. The second screenshot shows the same table but with an additional row added where the Object Debit is 4010.

Code	Check Stub Description	A	Object Debit	Overlay Mask
A0C	BLUE CROSS 2	Y	4010	*1**
A0CM	A0C BC 2 Min	Y	4010	*1**

Code	Check Stub Description	A	Object Debit	Overlay Mask
A0293	MEDICAL-MAIN'S		4010	*1**
A0C	BLUE CROSS 2	Y	4010	*1**

Changing Overlay Masks

If the program replaces a Benefit Code’s Object Debit value, it will also change the record’s Overlay Mask to ***1. In the following example, the program changed the three Benefit Codes’ Object Debits values. Accordingly, the program changed the Codes’ Overlay Masks too.



The image shows two screenshots of a 'Benefit Codes' table. The first screenshot shows three rows with Object Debit values of 4040 and Overlay Mask values of *1**. The second screenshot shows the same three rows with Object Debit values changed to 4220 and Overlay Mask values changed to ***1. A blue arrow points from the first screenshot to the second.

Benefit Codes				
Views: General		Filters: Object Debit View		
Code	Check Stub Description	A	Object Debit	Overlay Mask
1FIC	FICA	Y	4040	*1**
1MED	Medicare	Y	4040	*1**
1Medx	Medicare Adjust	Y	4040	*1**

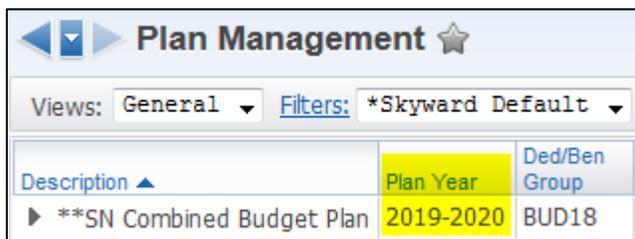
Benefit Codes				
Views: General		Filters: Object Debit View		
Code	Check Stub Description	A	Object Debit	Overlay Mask
1FIC	FICA	Y	4220	***1
1MED	Medicare	Y	4220	***1
1Medx	Medicare Adjust	Y	4220	***1

The program applies this fixed Overlay Mask because the NCES Code design permits for capturing the salary Object in the fourth position only. As a result, WSIPC can predict this configuration change; districts do not specify this aspect of the data service.

Changing SN Plans’ Benefit Code Records

In addition, the data service changes the Object Debit values and Overlay Masks on Benefit Code records related to Salary Negotiation Plans.

The service applies to Salary Negotiation Plans designated to Plan Year “2019-2020.”



The image shows a screenshot of a 'Plan Management' table. The table has columns for Description, Plan Year, and Ded/Ben Group. A single record is shown for the plan year 2019-2020 with the description '**SN Combined Budget Plan' and Ded/Ben Group BUD18.

Plan Management		
Views: General		Filters: *Skyward Default
Description	Plan Year	Ded/Ben Group
**SN Combined Budget Plan	2019-2020	BUD18

If a Plan is designated to another Plan Year, the program disregards it. Likewise, the program does not change Employee Management Plans, regardless of Plan Year.

For each 2019-2020 SN Plan, the program evaluates the related Benefit Codes, via the Benefit Groups.

Description ▲	Plan Year	Ded/Ben Group
**SN Combined Budget Plan	2019-2020	BUD18
Expand All Collapse All Modify Details (displaying 3)		
▶ Salary Negotiations Plan Details		
▼ Benefits		
Code	Check Stub Description	Long
▶ 1FIC	FICA	FICA
▶ 1MED	Medicare	Medic
▶ 1ReE0	SERS Plan 0	SERS
▶ 1ReE2	SERS Plan 2	SERS

As with the main Benefit Codes (WH\EP\PS\CO\BE), the program reviews each Benefit Code record, comparing it to the mapping file that the district saved in its Export directory. If a Benefit Code contains an Object Debit value in Column A, *Debit Value – OLD*, of the mapping file, the program replaces the value with the corresponding code in Column B, *Debit Value – New*, of the mapping file.

Appendix B – Pre-defined Account Description List

WSIPC’s optional service adds and overwrites Object dimension records based on the following list.

Dimension Code	Short Description	Long Description
0000	Dr Transfers	Debit Transfers
1000	Cr Transfers	Credit Transfers
2000	Salaries - Cert	Certificated Salaries
2110	Salaries - Cert	Salaries - Certificated
2120	Temp/Sub Sal	Salaries - Cert Temps & Subs
2130	Sal - Non-Cont.	Salaries - Cert Non-Contracted
2140	Sabbatical Lv	Sabbatical Leave - Cert
2150	Supplemental	Supplemental Contracts - Cert
2160	Salaries Other	Salaries - Cert Other
2170	Salaries - NBCT	Salaries - Other Cert NBCT
3000	Salaries - CL	Classified Salaries
3110	Salaries - CL	Salaries - Classified
3120	Temp/Sub Sal	Salaries - Clsfd Temps & Subs
3130	Extra Time	Extra Time - Classified
3140	Sabbatical Lv	Sabbatical Leave - Classified
3150	Supplemental	Supplemental Contracts - Clsfd
3160	Salaries Other	Salaries - Classified Other
4000	Benefits/Taxes	Emp Benefits & Payroll Taxes
4210	Group Ins	Group Insurance (Life, Etc)
4212	Grp Ins - Cert	Group Insurance - Certificated
4213	Grp Ins - Class	Group Insurance - Classified
4220	Federal Ins	Federally Mandated Insurance
4222	Fed Ins - Cert	Federally Mandated Ins - Cert
4223	Fed Ins - Class	Federally Mandated Ins - Class
4230	Retirement	Retirement Contributions
4232	Retire - Cert	Retire Contributions - Cert
4233	Retire - Class	Retire Contributions - Class
4240	On-Behalf Pay	On-Behalf Payments
4242	On-Behalf - CRT	On-Behalf Payments - Cert
4243	On-Behalf - CL	On-Behalf Payments - Class
4250	Tuition Reimb	Tuition Reimbursements

Appendix B – Pre-defined Account Description List

Dimension Code	Short Description	Long Description
4252	Tuit Reimb CRT	Tuition Reimbursements - Cert
4253	Tuit Reimb CL	Tuition Reimbursements - Class
4262	UC - Cert	Unemployment Comp - Cert
4263	UC - Class	Unemployment Comp - Class
4272	WC - Cert	Worker's Comp - Certificated
4273	WC - Class	Worker's Comp - Classified
4282	Hlth Ben - CRT	Health Benefits - Certificated
4283	Hlth Ben - CL	Health Benefits - Classified
4292	Oth Ben - Cert	Other Benefits - Certificated
4293	Oth Ben - Class	Other Benefits - Classified
5000	Supplies	Supplies, Ins Rrscs, Non-Cap
5610	Gen Supplies	General Supplies
5626	Vehicle Fuel	Motor Vehicle Fuel
5630	Food	Food
5640	Books/Ref. Mat.	Books and Periodicals
5650	Tech Supplies	Technology Related Supplies
7000	Purchased Srvcs	Purchased Services
7300	PS - Prof/Tech	Professional and Technical
7310	Office/Admin	Office and Admin Services
7311	Election Fees	Election Fees
7320	Pro Ed Srvcs	Professional Ed Services
7321	Cont. Teachers	Contracted Teachers
7322	Ed Staff Assoc.	Educational Staff Associates
7330	Training/Dev	Training and Development
7340	Other Pro Srvcs	Other Professional Services
7341	Lgl Svc - Dist	Legal Services for District
7342	Audit Services	Audit Services
7343	Other Lgl Svc	Other Legal Services
7350	Tech Services	Technology Services
7351	Data Processing	Data Processing and Coding
7352	Other Tech Svc	Other Technology Services
7400	PS - Property	Purchased Services - Property
7410	Utility Srvcs	Utility Services
7420	Cleaning Srvcs	Cleaning Services
7430	Repair & Maint	Repair & Maintenance
7431	Non-Tech R&M	Non-Tech Repair & Maintenance
7432	Tech R&M	Tech Repair & Maintenance
7440	Rentals	Rentals
7441	Rentals - L & B	Rentals - Land & Buildings
7442	Rentals - E & V	Rentals - Equipment & Vehicles

Appendix B – Pre-defined Account Description List

Dimension Code	Short Description	Long Description
7443	Rentals - C & E	Rentals - Computers & Equip.
7450	Contractor Srvc	Contractor Services
7490	Other Prop Srv	Other Purch Property Services
7500	Other Purch Srv	Other Purchased Services
7510	PS - Stu Tran	Student Transportation Srvc
7511	Stu Tran - WA	Stu Trans Srvc - WA LEA/ESD
7512	Stu Tran - OoS	Stu Trans Srvc - Out-of-State
7519	Stu Tran - OthS	Stu Trans Srvc - Other Source
7520	Ins-Non Emp Ben	Insurance - Non-Employee Ben
7530	Communications	Communications
7540	Advertising	Advertising
7550	Printing	Printing and Binding
7560	Tuition Srvc	Tuition Services
7565	Tuition - PS	Tuition - Postsecondary School
7569	Tuition - Other	Tuition - Other
7570	Food Svs Mngmt	Food Service Management
7580	Registration	Registration/Entrance Fee
7590	Interagency Srv	Interagency Services
7591	Interagency WA	Interagency Services - WA
7592	Interagency OoS	Interagency Srv - Out-of-State
7620	Energy	Energy
7621	Natural Gas	Natural Gas
7622	Electricity	Electricity
7623	Bottled Gas	Bottled Gas
7624	Oil	Oil
7625	Coal	Coal
7629	Other Energy	Other Energy
7800	Debt Srv/Fees	Debt Service and Fees
7810	Dues and Fees	Dues and Fees
7820	Settlements	Settlements and Judgements
7830	Debt Exp	Debt-Related Expenditures
7831	Prncpl Redemp	Redemption of Principal
7832	LT Debt Int	Interest on Long-Term Debt
7833	Bond/Other	Bonds & Debt-Related Costs
7835	ST Debt Int	Interest on Short-Term Debt
7900	PS - Other Itms	Purch Srvc - Other Items
7950	Special Items	Special Items
7960	Unusual Items	Extraordinary Items
8000	Travel	Travel
8580	Travel, M & L	Travel, Meals, Lodging

Appendix B – Pre-defined Account Description List

Dimension Code	Short Description	Long Description
9000	Capital Outlay	Capital Outlay
9700	Property	Property
9710	Land & Imp.	Land and Improvements
9720	Buildings	Buildings
9730	Equipment	Equipment
9731	Machinery	Machinery
9732	Vehicles	Vehicles
9733	Furniture	Furniture and Fixtures
9734	Tech Hardware	Technology-Related Hardware
9735	Tech Software	Technology-Related Software
9739	Other Equipment	Other Equipment
9900	CO - Other Itms	Capital Outlay - Other Items
9950	Special Items	Special Items
9960	Unusual Items	Extraordinary Items

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