

# Mass Create New Projects & Accounts (BGL-5)

Office of Education Technology: Division of School Technology Services

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## Overview

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Kentucky School Districts create new multi-year projects and accounts to track revenues and expenditures for each fiscal year. The projects created each fiscal year are very similar with only a change to a single digit in the project code which represents the fiscal year. EERP provides functionality to allow a user to mass create projects and accounts thus reducing the amount of time required to create the new codes. All accounts are copied along with the revised budget amount from the model accounts. Only one user should process the mass create program to avoid conflicts.

Project codes must be established using the coding structure established by KDE.

Project Codes	<b><u>Projects</u></b>
001# to 099#	<b><u>Local Grants</u></b> – This range is used by districts to establish grants that are not state or federally funded. The fourth digit must represent the fiscal year in multi-year funds.
1### to 199#	<b><u>State Grants</u></b> – Project numbers for state grants are established by KDE. Refer to the current Chart of Accounts document on the Division of District Support webpage for up-to-date project numbers. The fourth digit represents the fiscal year.
2### to 699#	<b><u>Federal Grants</u></b> – The project numbers for state grants are established by KDE. Refer to the current Chart of Accounts document on the Division of District Support webpage for up-to-date project numbers. The fourth digit represents the fiscal year.
7###	<b><u>Activities &amp; Clubs</u></b> – The 7000 range is used to establish project numbers for school activity and club funds. The project codes can be used in conjunction with an annual fund or multi-year fund. If using a multi-year fund, the fourth digit must represent the fiscal year.
8###	<b><u>Construction</u></b> – The 8000 range is used by districts to establish project numbers and accounts for construction funds. These funds are set up in a multi-year fund. The fourth digit must be used to represent the fiscal year.

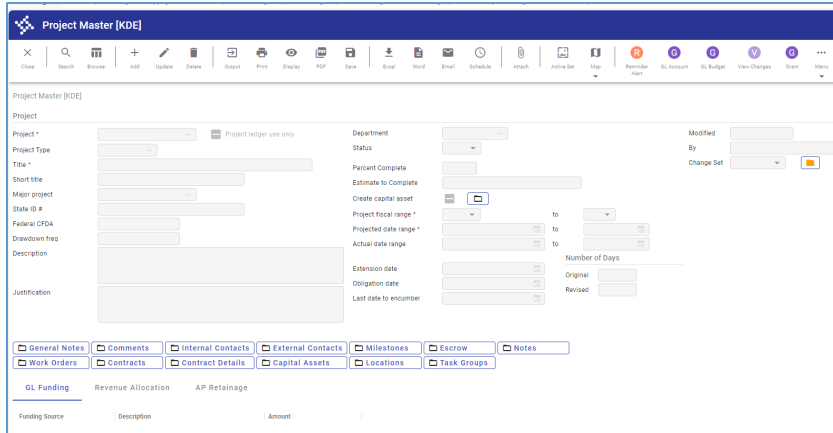
## Reviewing Current Year Projects

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Before mass creating new-year projects and accounts, review the current Project Master List to identify which projects and accounts should be copied to new-year projects. Review current year projects:

*Financials > General Ledger Menu > Project Accounting > Projects within General Ledger > Project Master*

The following screen is displayed:



1. Find current year projects by entering **???#\*** in the *Project Code* field, replacing the # with the character that represents the fiscal year. For example, to find all Fiscal Year 2024 Projects, use **???K\***. This will find all projects with “K” in the fourth character of the Project Code.
2. Press *Enter* or select Accept.
3. Output the report.
4. Choose 2 for a *List sorted by code*.
5. Select the OK button to output the report.

(The list can also be exported to Excel.)

Review the Project Master List to determine the projects to copy.

## Mass Creating New Projects and Accounts

The *Mass Project/Account Creation* function performs the following when processed:

1. Creates the new projects and accounts based on the defined criteria.
2. Establishes budgets for the newly created accounts based on the previous fiscal year project accounts.
3. Populates the Projected Date Range and Actual Date Range fields on the Project Master record.
4. Flags the Budgetary Status field on the Account Master screen for each project account that is created.

*Financials >General Ledger Menu >Project Accounting >Projects within General Ledger >Mass Project/Account Creation/Deletion*

1. Find projects to copy by entering a 4- or 5-character project code to mass create in the *Model Project(s)* field and click Accept.

*Note: You can also create all projects at one time by entering ???K\* in the Model Project(s) field. (K represents a 2024 project.)*

The number of projects matching the selection is displayed at the bottom of the screen.

3. Select *Browse* to display the Project Name and ensure the project(s) selected need to be mass created.
4. Select the *Define* button.
5. Enter 4 in the *Model Start Position* field and 4 in the *Model End Position* field.
6. Enter the *character that represents the fiscal year* in the *Target Substitute Value* field. For example, enter K for the new fiscal year of 2024. **For fiscal year 2025 you would enter L.** These steps will replace the fourth character of the Project Code with the character that represents the new fiscal year.

**Note:** Beginning in 2014-15, a letter will be used in the fourth position to represent the fiscal year. See [Appendix](#) for the project numbering system using letters.

**\*Note: Please note in Appendix A there are letters of the alphabet not utilized for the fourth position to represent a fiscal year. These letters are “H”, “X”, and “Z”. Explanation is provided in the appendix.**

7. The *Model Title String* field allows a user to change the Model Project master description. Enter a new description or \* (asterisk) to leave it the same.

- The *Target Title String* field allows a user to designate a new description for the mass-created project. Enter a new description or an \* (asterisk) to leave it the same as the Model Project description.

**Note:** *The Model Title String and Target Title String fields perform a substitution of the text found in the project description. If a user enters text into the Model Title String (i.e., 2024) and text in the Target Title String (i.e., 2025), any occurrence of the Model Title String found in the project description is replaced with the text entered in the Target Title String.*

**Example:** *A project description of “Title I-2024” is changed to “Title I-2025” in the created project. Any pattern in the project description matching the Model Title String will be replaced by the Target Title String.*

- Enter the dates into the *Projected Date Range* fields. (i.e., 07/01/2024 to 06/30/2025 for FY25 grants)
- Enter the dates into the *Actual Date Range* fields. (i.e., 07/01/2024 to 06/30/2025 for FY25 grants.)

**Note:** *It is crucial that the dates entered in the Actual Date Range fields are specific to the year the grant is awarded. The range must span only that fiscal year. Example – Title I FY25 – the Actual Date Range must be 07/01/2024 to 06/30/2025 even if the grant is expended over multiple years. Entering a date past 06/30/2025 for an FY25 grant will cause the grant to pull into future statewide reports creating problems that will result in errors when submitting the reports.*

- Change the *Account Budgetary flag* to Yes.

Example screenshot using only one project:

Mass Project/Account Creation/Deletion [KDE]

Close Accept Cancel

Mass Project/Account Creation/Deletion [KDE] > /

Model Description

Model project(s) \* ???\*

Model start position \* 4

Model end position \* 4

Target substitute value \* L

Model title string \* \*

Target title string \* \*

Project/Account Defaults

Projected Date Range 07/01/2024 to 06/30/2025

Actual Date Range 07/01/2024 to 06/30/2025

Account Budgetary flag Yes

- Choose Accept and then the *Mass Create* button.

13. A screen will appear prompting the user to print or spool the report. This report provides a listing of the project(s) and accounts created. Choose an output method to generate the reports.
14. Review the *Project Title* in the report generated carefully. If any project titles are incorrect, changes can be made in *Project Master*.
15. After the mass-create is complete, review information on the *Project Master*.

*Financials >General Ledger Menu >Project Accounting >Projects within General Ledger >Project Master*

Verify that all projects created have the *Actual Date Range* fields set correctly.

Project fiscal range *	JUL	to	JUL
Projected date range *	07/01/2024	to	06/30/2025
Actual date range	07/01/2024	to	06/30/2025

Example above reflects the date range for FY25 projects. Projects can still be used beyond that date, but the date range must be set to only the fiscal year the grant begins.

16. Verify the *Budgetary Status* flag has been set correctly on the Account Master for the newly created accounts.

*Financials >General Ledger Menu >Set Up/Chart of Accounts >Account Master*

Budget	
<input checked="" type="checkbox"/>	Budgetary
<input type="checkbox"/>	Auto-encumber
<input type="checkbox"/>	Require budget detail
<input type="checkbox"/>	Roll available budget forward
<input type="checkbox"/>	Allow monthly budgeting

The Budgetary box on the Account Master screen should contain a check mark.

## APPENDIX - Project Numbering Convention Beginning with FY15

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- “H” will not be used to identify a fiscal year as it has been utilized in the past to denote a “Hold” project for cleaning up data.
- “X” will not be used to identify a fiscal year. It is used to identify General Fund expenditures for state and federal grants.
- “Z” will not be used to identify a fiscal year as it has been used for “Hold” purposes or for cleanup purposes in the past.

<b>Fiscal Year</b>	<b>Code</b>
2015	###A*
2016	###B*
2017	###C*
2018	###D*
2019	###E*
2020	###F*
2021	###G*
2022	###I*
2023	###J*
2024	###K*
2025	###L*
2026	###M*
2027	###N*
2028	###O*
2029	###P*
2030	###Q*
2031	###R*
2032	###S*
2033	###T*
2034	###U*
2035	###V*
2036	###W*
2037	###Y*