This entire issue is dedicated to:

Chart of Accounts – Initial Load Tips and Reminders

The Chart of Accounts (COA) Initial Load Utility Program is available to import the Chart of Accounts elements and codes from your County Accounting System/IFS. The COA Initial Load Utility Program is a program that is used to copy the Chart of Accounts information from your County Accounting System in-stead of entering the initial Chart of Accounts directly into SSIS Fiscal. *Note: Counties are not required to use the initial load program. Counties may choose to manually enter CIA information. See the COA training module for further instructions.* Once the COA Initial Load has been completed, then COA information will need to be maintained in SSIS Fiscal and in your County Accounting System. Below are some tips for completing the COA Initial Load.

Install the SSIS Fiscal application on the work-station. The user will need to verify the information from the COA Initial Load using the SSIS Fiscal application.

Click here to link to the SSIS Installation instructions for adding SSIS components to a workstation. If the workstation already has SSIS worker, then start with page 9 of the document.

Specify the COA Element Types, Element Lengths and Element Position in SSIS Admin.
To access the COA Structure information in SSIS Admin: Select Tools on the Menu Bar. Select County Preferences from the Tools menu. Select the COA Structure tab.

SSIS defaulted element types, element lengths and order to the settings most commonly used by IFS coun-ties. IFS counties do not need to change the default settings.

The COA Structure in SSIS Admin needs to match the structure in the County Accounting System. For counties that use IFS and CSIS, the structure should match IFS. For example: IFS has an element length of 3 for program and CSIS has an element length of 4 for program. The element length for Program on the COA Structure tab should remain at the default of 3.

County Preferences screen from SSIS Administration

Check Fiscal's web pages for frequently-updated design documents and presentation handouts.
Click on SSIS FISCAL and bookmark this page!

Limit the COA Initial Load to the Chart of Accounts that are used for social services payments.

Custom Counties: You need to determine which social services COA to import.

CSIS Counties: There are two reports that may be helpful in determining how to limit the Chart of Accounts to import. If your county uses budgets in CSIS, then run the Budget report from CSIS to see which accounts are currently used. If your county does not use budgets in CSIS, then run the Vendor Payments Report by Account Totals to help identify the accounts to include or exclude in the import. <u>Note</u>: The COA Elements and Codes will be imported from IFS not CSIS, but the two reports in CSIS may help identify which accounts to include in the COA Initial Load.

*IFS Counties***:** There are steps in IFS for limiting the accounts that are imported in the Initial Load. Click on this link to the Instructions for Creating Chart of

Account (COA) Import Files in IFS document. The document has the instructions for including or excluding Chart of Accounts from the Initial Load in IFS.

Example:
If Fund 11 is used for all of the Chart of Accounts for Social Services in the General Ledger and fund 11 is not used in Chart of Accounts for non-social services accounts, then the COA Initial Load may be limited to Fund 11 accounts.

Example:
The Program code 700 is used for Administrative funds and Program code 720 is used for Child Care funds. Your county may want to exclude any Chart of Accounts that include the 700 or 720 Program codes.

The Initial Load of SSIS Accts/Elements screen in IFS has different options for limiting the Chart of Accounts. The screen print below displays examples of the different options that can be selected for the Initial Load of SSIS Accts/Elements screen.

Initial Load of SSIS Accts/Elements from IFS

The Chart of Accounts Initial Load Utility needs to be installed on the workstation where the Initial Load will be done. Click on the COA Initial Load Installation document which has instructions for loading the COA Initial Load Utility on a workstation.

Custom Counties: An element and code import files need to be created in the format specified in the COA Initial Load Process document

E-mail the Element and Code files that you created to SSIS.Fiscal@state.mn.us before proceeding to the COA import. SSIS will confirm that the file format is correct.

COA Elements

The COA Initial Load must proceed in two steps. The COA Elements are imported first; the COA Codes are imported second. If an Element does not import correctly, then the Codes that use sthat Element will not import correctly.

A text file with errors is created if there are errors during the COA Element import. Check the text file and fix the errors in the text file. Rerun the COA Element import with the corrected text file, or directly enter Elements that failed to import into SSIS Fiscal.

There are effective dates that may be associated with the COA Elements. If a COA Element has an effective date that is more recent than the effective date of the COA Code that contains that element, an error message will display and the COA Code will not be imported.

For example: Fund 11 is imported with an effective date of 4/25/2005. The Chart of Accounts that use Fund 11 all have effective dates prior to 4/25/2005. None of the Chart of Accounts Codes that use Fund 11 will import into SSIS Fiscal. An error message will display for each Chart of Account with Fund 11 as an element that has an effective date prior to 4/25/2005.

(Special note to IFS Counties: IFS updates the effective date for Elements whenever a user makes any changes to the Element in IFS.)
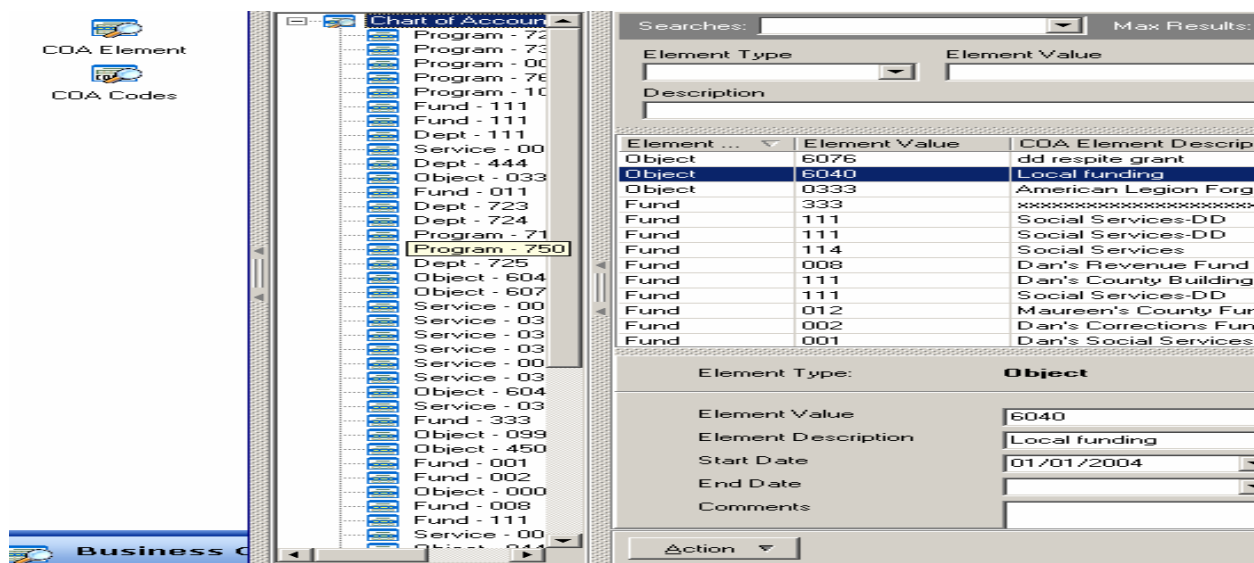
Use the SSIS Fiscal application to review the Elements that imported prior to proceeding with the COA Code import. Pay special attention to the effective dates for the elements. Make appropriate corrections to the Elements that are imported. After reviewing the Elements that imported and correcting any problems, proceed to the import of the COA Codes.

To view Chart of Accounts Element information in SSIS Fiscal:

1. Sign into SSIS Fiscal.
2. Select **View** from the Menu Bar
3. Select **Payments** from the View menu.
4. Select **COA Element**. The COA Element search screen will display.

Or

1. Click on the **COA Element** icon from the Payments tab on the Fiscal Bar.

COA Element Search screen from SSIS Fiscal

COA Codes

The second part of the import, the COA Codes import needs to be completed.

A text file with errors is created if there are errors during the COA Codes import. Check the text file and either fix the errors in the text file. Rerun the COA Codes import with the corrected text file, or directly enter Codes that failed to import into SSIS Fiscal.
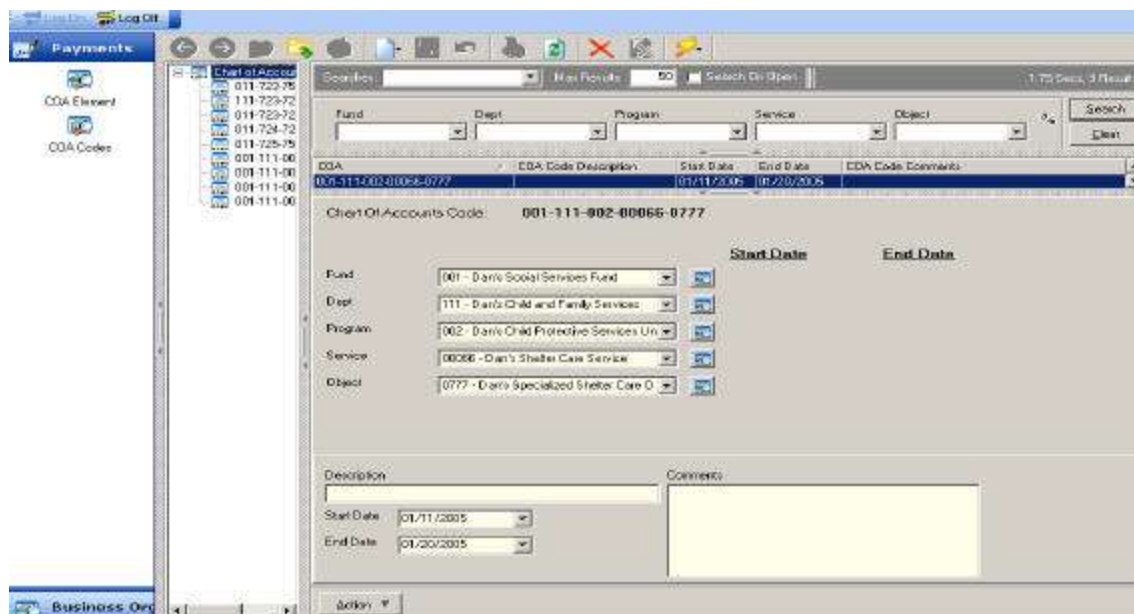
Review the COA Codes that were imported using the SSIS Fiscal application.

To view COA Codes in SSIS Fiscal:
1. Sign into SSIS Fiscal.
2. Select **View** from the Menu Bar.
3. Select **Payments** from the View menu.
4. Select **COA Codes**. The COA Codes search screen will display.
Or
1. Click on the **COA Codes** icon from the Payments tab on the Fiscal Bar.

COA Codes Search screen from SSIS Fiscal

The Chart of Accounts training module contains information about navigation in SSIS Fiscal for viewing and searching for COA information.

The 6077 Object code is not required to determine which payments to include in the IV-E Abstract report in Version 4.0. If your county uses COFARS then your county will need to continue using the 6077 Object Code in your Chart of Accounts.

You don't necessarily have to use your COA the way you have in the past because of changes in V4.0. Each Service Arrangement and Payment Request in SSIS will require entering the SSIS sub-program (CW, CP, CMH, etc.) the three-digit BRASS service, the county sub-service, and the COA code that will be imported into your General Ledger. Your county no longer needs to use the BRASS service (and sub-service) as the Chart of Accounts Service because these elements are already available in SSIS.

Consider the pros and cons of using county-defined sub-service codes rather than BRASS service codes. An example of using county sub-service codes vs. COA codes is available in the COA Example on CountyLink.

(County sub-services are entered in Programs and Services in SSIS Admin. See the Programs and Services Job Aid for more information on Programs and Services in SSIS Admin.)
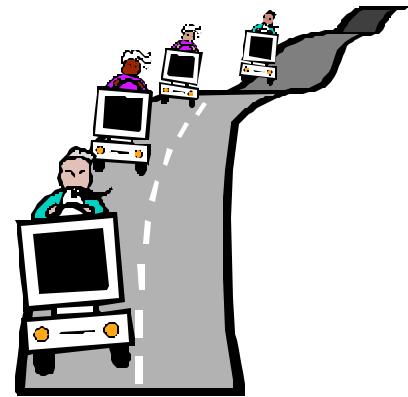
When importing your COA from your County Accounting System, don't import what you won't be using. See SSIS Fiscal Flyer #11 for more details on both county sub-services vs. COA and importing only Social Services COA Codes.

New staff join Fiscal team

Erik Macy is a new designer/developer for SSIS Fiscal - he joined us on March 9. Erik has over 5 years of programming experience in Delphi and has several years experience with Oracle.

Sherry Donais joined Fiscal on April 11 as a functional analyst and county support person. Sherry has over 4 years experience on the SSIS Help Line and also worked in the accounting support area at Stearns County prior to coming to SSIS.

We are excited and honored to have Sherry and Erik join the Fiscal team!

Additional helpful SSIS web links

Click on these links for COA Initial Load-related documents:

The COA Initial Load Process document: This document covers the entire process of the initial load and includes file format information for Custom Counties

The COA Initial Load Installation document: This document has instructions for loading the COA Initial Load Utility on a workstation:

The SSIS Installation Instructions document: This document has instructions for adding SSIS components to a workstation. If the workstation already has SSIS worker, then start with page 9 of the document.

The Instructions for Creating Chart of Account (COA) Import Files in IFS document: The document has the instructions for creating the import files and for including or excluding Chart of Accounts from the Initial Load in IFS.

Chart of Accounts training module: This document contains information about navigation in SSIS Fiscal for viewing and searching for COA information.

Chart of Accounts Software Specifications. This document contains additional file format information for Custom Counties.

Fiscal Flyer Issue #11 Page 3 of Fiscal Flyer #11 has additional information about things to consider for Chart of Accounts.

COA Example This document contains an example of using county sub-service codes vs. BRASS service codes in the COA.