



In this issue:

Kelly Substitute Cost Accounts—Conversion to 20 Digits is No Longer Necessary!

Brand New, Completely Changed School Budget Call Template Coming Soon!

Deadline for Cross Function Budget Transfers is Friday, January 29, 2021!



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budget@aps.edu

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<http://www.aps.edu/finance/budget-strategic-planning>



Kelly Substitute Cost Accounts— Conversion to 20 Digits is No Longer Necessary!

Effective **Monday, January 11, 2021**, please begin using full length cost accounts in SmartFindExpress/SEMS. These non-salary accounts can be found on school Budget Status Reports (BSRs). Also, please see updated instructions attached.

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Stay tuned for more communication from the Budget office including training dates.

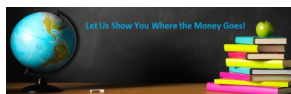
Deadline for Cross Function Budget Transfers is Friday, January 29, 2021!

We receive a lot of requests during this time, so anything you can do to submit cross function budget transfer requests during the week prior to the deadline (by **Friday, January 22, 2021**) is greatly appreciated!

ALBUQUERQUE PUBLIC SCHOOLS

BUDGET MATTERS

Operational



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DESCRIPTION	COST ACCOUNT	CODES TO BE USED
SICK LEAVE		
All teachers, all EAs & Interns	1100 99809501000 559155 1611	<u>Sick leave</u> - Code 21 <u>Emergency illness leave</u> - Code 22
	The school pays for all charges for cost accounts listed below. Adequate funds must be available. Replace "xxx" with school location numbers in the accounting units shown below.	
PROFESSIONAL LEAVE		
All teachers & all EAs	1100 0XXX8501000 559155 1610 1100 0XXX7501000 559155 1610 For At-Risk	<u>Professional leave</u> - Code 31 <u>Professional leave</u> - Code 31
Bilingual teachers	1100 0xxx1021000 559155 1610	<u>Professional leave</u> - Code 31
MISCELLANEOUS LEAVES		
All teachers & all EAs	1100 99809501000 559155 1612	<u>Personal leave</u> - Code 54 <u>Legal summons</u> - Code 32 <u>Bereavement</u> - Code 33 <u>Personal emergency</u> - Code 52 <u>Paid absence other including contests & competitions</u> - Code 34
OPEN POSITIONS		
All teachers & all EAs	Use appropriate salary account Accounting Unit for the employee who left that created the open position/vacancy. Substitute 559156 for 511000 in the cost account string.	<u>Open position</u> - Code 63
LEAVE WITHOUT PAY		
All teachers & all EAs	Use appropriate salary account for the employee on leave without pay. Substitute 559156 for 511000 in the cost account string.	<u>Leave without pay</u> - Code 51
REIMBURSEMENTS		
REIMBURSEMENT OF SUBSTITUTES FROM ACTIVITY FUNDS OR PTO	1100 1 130412 n/a The above Accounting Unit has been changed to the single digit of "1." To correctly enter in SmartFindExpress/SEMS, please enter "1100 1 130412"	Substitute expenses that will be reimbursed to the District by school activity funds or PTO. The school will be billed for these expenses. Please call General Ledger/Accounting for additional information
REIMBURSEMENT OF SUBSTITUTES FROM ANOTHER AGENCY	1100 1 130413 n/a The above Accounting Unit has been changed to the single digit of "1." To correctly enter in SmartFindExpress/SEMS, please enter "1100 1 130413"	Substitute expenses that will be reimbursed to the District by another organization. Please advise General Ledger/Accounting of the name and address of the responsible agency. Call General Ledger/Accounting to obtain a Substitute Billing form.