

DIRECTIONS FOR CONVERTING SUBSTITUTE COST ACCOUNTS FOR SMARTFINDEXPRESS

The Lawson cost account numbers are located on your BSR. You will convert the cost account using the instructions below to a crosswalk cost account number to enter into SmartFindExpress (SEMS).

Crosswalk Examples:

The existing twenty-five character **operational** cost account below on the left crosswalks to the new twenty-character cost account below on the right where Carlos Rey paid for professional development substitutes.

Co. School/Dept Program	Function	Account	Job Class	➔	Co. School/Dept Program	Function	Job Class	Loc
1100 0339 102	1000	511000	1610		1100 0339 102	10	610	0339

Cost account will be entered into SmartFindExpress as 11000339102106100339

The function has been reduced by two zeros at the end, the account has been eliminated, the job class has been reduced by one at the beginning and the school location has been added. Spaces in the cost account have been removed.

Next is an **operational** example that demonstrates the crosswalk where Rio Grande paid for sick leave substitutes using the district level cost account. **Spaces in the cost account have been removed.**

Co. School/Dept Program	Function	Account	Job Class	➔	Co. School/Dept Program	Function	Job Class	Loc
1100 9980 950	1000	511000	1611		1100 9980 950	10	611	0540

Cost account will be entered into SmartFindExpress as 11009980950106110540

Let's look at a **grant** example. The existing forty character cost account below on the left crosswalks to the new twenty-character cost account below on the right where the Special Education Department paid for Transition Services other leave substitutes.

Co. School/Dept Grant	Function	Account	Job Class	Activity	Category	➔	Co. School/Dept Grant	Function	Job Class	Loc
2406 2100 321	1001	511000	1612	4321019200	00999		2406 2100 321	10	612	0192

Cost will be entered into SmartFindExpress as 24062100321106120192

In addition to the changes described above in the first operational cost account illustration, the grant activity and category have been eliminated. **Spaces in the cost account have been removed.**