

Account Code Description

7/01/2020

The district will be changing the format of the account code description. The default will be the entire **object** code description.

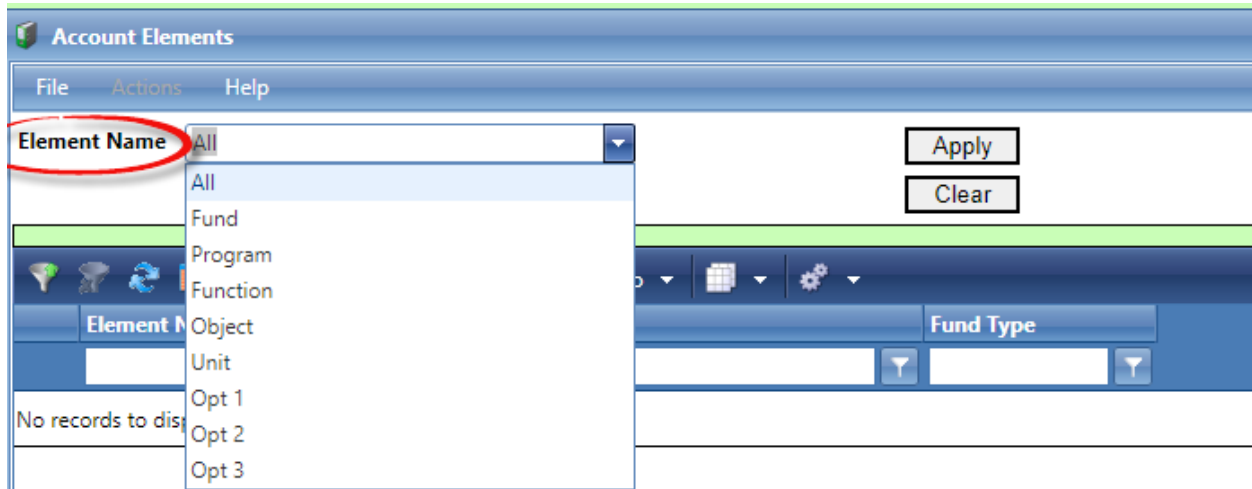
Account	Description
001.100.2410.6300.???000.0000.00	Purchased Prof & Technical Services
001.100.2410.6611.???000.0000.00	Supplies
001.100.2410.6650.???000.0000.00	Supplies - Technology-Related
001.100.2410.6810.???000.0000.00	Dues and Fees (memberships)
610.100.2410.6731.???000.0000.00	Equipment <\$5000
610.100.2410.6737.???000.0000.00	Technology <\$5,000

Chart of Account --- Account Code Description

For assistance to determine the description of an element in an account code refer to the Chart of Account descriptions.

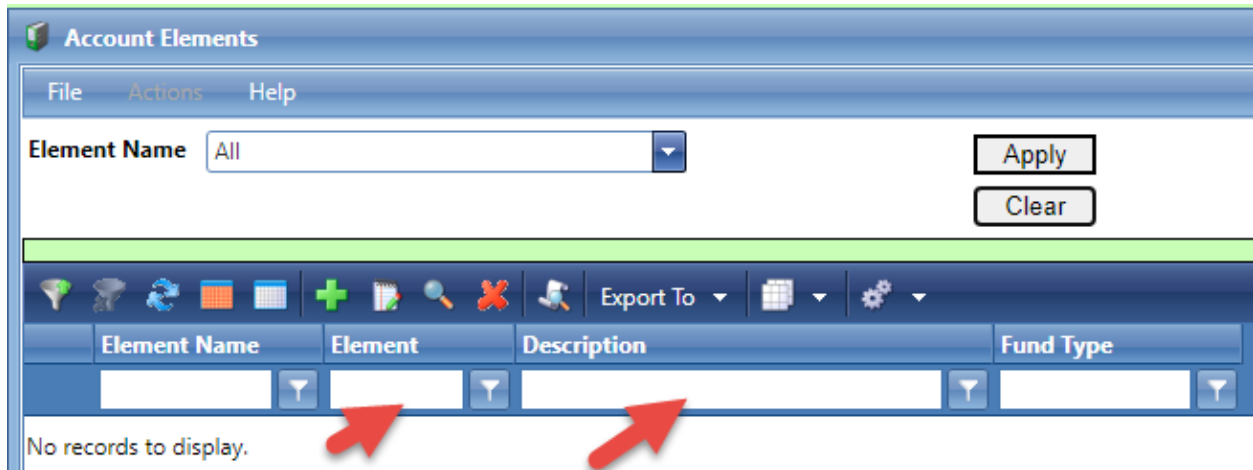
General Ledger > Chart of Accounts > Account Elements

Element Name drop down will allow you select any element or all elements Hit Apply

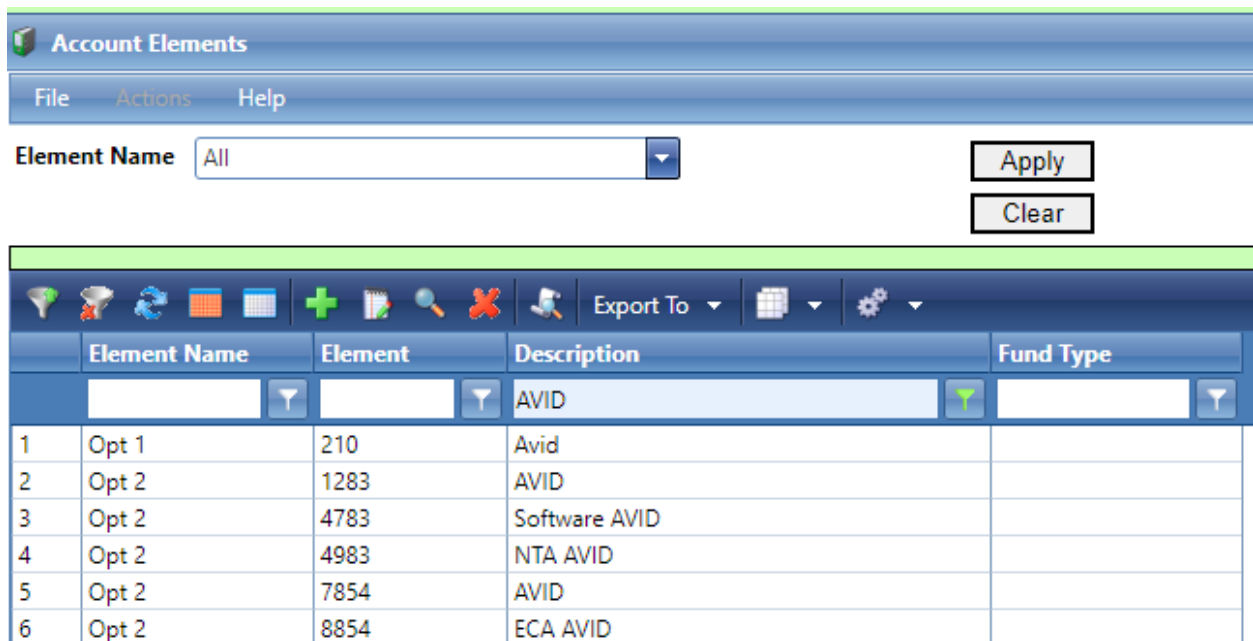


Element will allow you to search by numeric code. Select filter (funnel) and contains

Description will allow you to search by a portion of the written description. Select filter (funnel and contains



If Apply is used you will receive all elements and not what you are searching for. Select Filter for your results.



Results from typing AVID in description field, shows all elements in account codes that pertain to the AVID program.

Right Click within the grid to export to an excel spreadsheet.

Financial Services Website

Financial Services > Training Guides > Chart of Accounts

<http://www.mpsaz.org/finance/chart-of-accounts/>

The individual element packets are available for reference or printing. The changes for this years' Chart of Accounts are also available on this page.

Financial Services > Training Guides > Account Codes

<http://www.mpsaz.org/finance/account-codes/>

This page has the most common account codes used by specific group use. This can be a good reference.

Account Codes Quick Reference Object Codes – ALL can be used to determine the object code for the i