

**Instructions For Filling Out The Dimension Workbooks**

**Overview:**

Each Workbook has two tabs:

-Tab 1: Your agency-specific data for that particular Chart of Accounts (COA) dimension.

-Tab 2: An example used as a reference for filling out your agency’s workbook.

Below is guidance for completing each dimension workbook.

**Location Dimension Workbook**

-Column A: Location Parent Code (Agency number at a minimum).

-Column B: Location Child is your Agency number + 1-12 Alphanumeric.

-Column C: Description is a description for the code.

-Column D: Summary or Posting is where you identify whether it is at the Summary or Posting level. Posting is the lowest level of the hierarchy.

**Program Dimension Workbook**

-Column A: Program Parent Code (Agency number at a minimum).

-Column B: Program Child Code is your Agency number + 1-12 Alphanumeric.

-Column C: Description is a description for the code.

-Column D: Summary or Posting is where you identify whether it is at the Summary or Posting level. Posting is the lowest level of the hierarchy.

**Organizational Unit Dimension Workbook**

-Column A: Agency is your Agency Number.

-Column B: Organizational Unit Parent Code is your Parent Coding.

-Column C: Organizational Unit Child Code is your Child Coding.

-Column D: Description is a description for the code.

-Column E: Summary or Posting is where you identify whether it is at the Summary or Posting level. Posting is the lowest level of the hierarchy.

**Additional Reporting Dimension Workbook**

-Column A: Additional Reporting Parent is the parent code (Agency number at a minimum).

-Column B: Additional Reporting Child is your Agency number + 1-12 Alphanumeric.

-Column C: Description is a description for the code.

-Column D: Summary or Posting is where you identify whether it is at the Summary or Posting level. Posting is the lowest level of the hierarchy.

**Project Dimension Workbook\***

-Column A: Parent Project Code is the Parent Code (Agency number at a minimum).

-Column B: Project Child Code is the Agency number + 22 Alphanumeric.

-Column D: Summary or Posting is where you identify whether it is at the Summary or Posting level. Posting is the lowest level of the hierarchy.

-Column E: Project Status Options

**BP**=Billable Project ( non-governmental sponsored projects)

**CP**=Capital, Billable Project

**CPNB**=Capital, Non-Billable Project

**NB**=Non-Billable Project

**GP**=Grant, Billable Project

**GNB**=Grant, Non-Billable Projects

**CL**=Close Project

-Column F: Project Start Date is the date your Project started. \*Please only include projects you have open currently. If the project started prior to July 1, 2014, please use 7/1/2014 as your Project Start Date.

-Column G: Project End Date is the date your Project ends. \*If the project is one that is open in perpetuity, please use 6/30/2035 as the end date.

\*Project Start and End Dates for children must fit within the Start and End dates of the parent. For example, if a parent code has a start and end date of 1/1/2020-12/31/2020, children of that code cannot have start or end dates outside of that range.