A reporting unit can be a location, such as a school, a department or a grouping of departments who have the same responsible party overseeing the departments.

A fund is a fiscal and accounting entity with a self-balancing set of accounts which are segregated for the purposes of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

A function is a classification required by the state to group within a fund the different broad classifications of financial activities or services performed.

Program is a further breakdown of other segments. In a school setting the program segment is used to further identify elements of a particular function.

Program is a further breakdown of other segments. In a school setting the program segment is used to further identify elements of a particular function.

The Budget Check segment groups like object accounts into the required state object accounts in order to check the available budget, and to roll like objects together for reporting purposes.

There is a definite correlation between the budget check code and the object code.

Object codes are used to identify expenses and revenues and are consistent across departments and funds.

Objects define the line item detail in your budget.

The Project segment is used to identify grant accounts.

The project segment in the General Fund, Transportation Fund and the Nutrition Services Fund is a 0.

For the Local Programs, State Programs, Federal Programs and Capital Projects Funds, this is a 5 digit number.

165-10-30-1185-450-24500-0

The above number is known as a “Long-Account”.

MUNIS Chart of Accounts Overview

Reporting Unit

Fund

Function

Program

Budget Check

Object

Project
MUNIS Project Account Strings (Clubs)

<table>
<thead>
<tr>
<th>Reporting Unit</th>
<th>Category</th>
<th>Activity</th>
<th>Object</th>
</tr>
</thead>
<tbody>
<tr>
<td>Like in the long-account, the Reporting Unit identifies the school or department. It starts with one of the following letters:</td>
<td>The category segment of the project string represents a broad classification of activities. For example, Classroom Accounts, Athletics, and Student Groups.</td>
<td>The Activity segment is the identifier of the club. For example, Hockey, Student Council, Mrs. Jones.</td>
<td>The object segment in the project string serves the same purpose as the object in the long-account, and we use the same object codes.</td>
</tr>
<tr>
<td>S - Student Activity</td>
<td>A - Agency</td>
<td>This letter MUST be capitalized.</td>
<td></td>
</tr>
</tbody>
</table>

Each Project Account String ties back to one set of long-accounts in the General Ledger. This account will default in when the Project String is entered.

**Student Activity**

S165-230-17200-24500 = 725-40-70-1070-450-24500 -0

Agency

A410-320-17200-24500 = 725-45-70-1070-450-24500 -0