

Cleaning up your Chart of Accounts

1) Clean up your Budget Columns.

Budget columns are notorious for containing accounts that are no longer used. But there are a couple of easy ways to clean these up.

First, go into *General Ledger > Configuration > Budget Columns* and delete any budget columns your no longer use or plan to use. If you have an old prior year column don't be afraid to remove it if it is not relatively recent. You probably have the same column with the same numbers in a previous Connection Group that you can always refer to.

Next, Export your budgets to Excel and begin cleaning them up. Remove all accounts that you will not need (like non-expenditure accounts). Don't even try to delete an account from your Chart of Accounts while it's still in a budget column because once you import the budget again it will automatically re-create it.

Once you've cleaned up your Excel spreadsheets, re-import your budget into IVEE. Make sure you select the option to "Delete all detail for budget column". This will have the effect of clearing the budget column and then import you spreadsheet into it. Do this with caution and make sure your total FTE and Amount on the Budget Import page match what it does in your spreadsheet.

2) Delete Accounts from Chart of Accounts

Once your budgets are cleaned up, it's pretty easy to start removing accounts at this point. By going into Account Code Input all you need to do is delete any account lines you don't want or need.