

ITCCS Training

Campus User Login Instructions

Website: <https://itccs.esc20.net:3066/login> (bookmark this)

User ID: M\$\$XXX

Password: newpass (change on first login)

County District: Finance/Requisition
057950YYY (YYY-Campus #)
Application: Req

Code Structure Change

There is no leading fiscal year/project year as in the past. The fiscal year goes in the first place of the final 6 digit program code where Region 10 used to have a 0. If it is a federal or state fund (i.e. 2XX, 3XX, 4XX) then the project year (first year in which the grant began) goes in this field.

Example for local fund C-Scope, 11-12 fiscal year:

Current: 22-197-13-6398-00-267-000000

New: 197-13-6398-00-267-200000

Example for federal fund IDEA_B for 10-11 grant year:

Current: 21-226-11-6398-00-064-023000

New: 226-11-6398-00-064-123000

Example for federal fund IDEA-B for 11-12 grant year:

Current: 22-226-11-6398-00-064-023000

New: 226-11-6398-00-064-223000

On the system screens, the last 6 digits is broken up into four components: one digit fiscal year, two digit program intent code, 1 digit education span code, 2 digit local option code. For the most part, Region 10 does not use the last three digits. The first digit fiscal year contains what used to be our project year; the next two digits represent the program intent code and these are unchanged.

Example: 2 23 0 00

Fiscal Yr	Progr Intent Code	Ed Span Code	Local Option Codes
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New Procedures

Year End Processing

Open Purchase Orders

Invoice Creation/Processing

These will be distributed via email and placed on the Region 10 website during the week of August 22 once they are finalized.

Help

- Face to Face Trainings by Region 20 during the week of August 15 (Makeup sessions will be help via internet for those who were unable to attend----times/dates to be announced).
- Captivate Videos to be placed on the Region 10 Staff Resources site during the week of August 22.
- Printed user guides to be handed out during the face to face training sessions and placed on the Region 10 Staff Resources site.
- Call Carey Foster in the Business Office at Ext 1118.
- Check with others in your division who have already been trained.