# Restructure the Class Codes

The Revenue and Expense Summary Report and the Annual Budget Report have been reconfigured to include all class and subclass codes in column format.
The reconfiguration will allow us to compare annual revenue and expense data with budget data for the same year.

To maintain consistency across all counties, MU Fiscal Office has requested that your List of Class Codes be reviewed and the following adjustments made.

1. **Rename the Class and subclass codes** with the following format.
   4-digit code plus a hyphen plus Name.   No space before or after the hyphen.   For example:
   2100-Postage   3000-Education and Services

   Go to **List** on the menu bar.
   Select **Class List**.
   Right click on the class or subclass code.
   Left click on **Edit Class**.
   Make adjustment.
   Select **OK** to save.
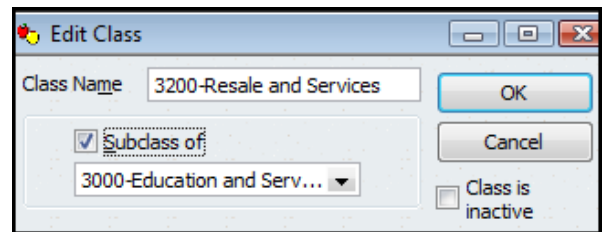
2. **Create subclass codes** where appropriate.
   In reports, subclass code amounts will collapse to the generic number.   This allows for a cleaner and shorter report.   However, the report can be expanded when needed. For example, for the Annual Revenue and Expense Summary report and the Annual Budget Report, MU Fiscal Office will be able to collapse all SubClass columns in the CSV-formatted document and utilize the generic class codes.

   Exception: If your office manages a special program event that the CES or Council does not wish to collapse to the generic class level, then the program event class does not need to be a subclass. See 3400-XYZ Event in the sample List of Classes.

   County Offices will have the option of budgeting at the generic class level by combining all subclass balances, and estimated revenue and expense.