

ACCOUNT NAMES FOR RECEIPT SUBMISSIONS	If needed, see Page 2 for CFOP details
Use the NAMES in YELLOW for receipt submissions.	

Production Depts Names		
Name for DEPARTMENT EXPENSE Submissions:	Use this form of the name for SHOW EXPENSE Submissions (see examples table below):	OLD KCPA ID * DO NOT USE *
Scenic Dept	scenic	O112
Paints Dept	paints	O117
Props Dept	props	O113
Costume Dept	costumes	O441
Hair & Makeup Dept	hair/makeup -or- H&M	O111
Audio Dept	audio	O115
Media Dept	media	O121
Lighting Dept	lighting	O114
Production Management* (Complicated, see below)	prod mgmt (REQUIRES Terri Ciofalo APPROVAL)	O145
Stage Management* (For SHOW expenses ONLY)	stage mgmt -or- SM	NONE
* Production Management and Stage Management are now distinctly different accounts. Production Management is used PRIMARILY for DEPARTMENTAL expenses (formerly O145) and Stage Management is ONLY used for SHOW expenses. The use of the Production Management ("Prod Mgmt") for either a show or departmental expense REQUIRES APPROVAL from Terri Ciofalo. Stage Management ("stage mgmt" or "SM") expenses for shows do not require special approval.		

Resident and Anda Production Names & Format 2023-2024		
Use the NAMES below + which department is buying. Abbreviations acceptable if clear.		
Name for SHOW EXPENSE Submissions:	--- EXAMPLES with Dept ---	Show Code (Not Needed)
KCPA New Works + Title of Work + Dept buying *	KCPA New Works <i>TitleOfWork scenic</i>	262083
Theatre New Works + Title of Work + Dept buying *	Theatre New Works <i>TitleOfWork paints</i>	883265
Anda - I Wish + Dept Buying	Anda - Wish <i>costumes</i>	NONE
Anda - Birds of North America + Dept Buying	Anda - Birds <i>stage mgmt</i>	
Theatre-GeneralExpense + Dept buying	Theatre Gen Expense <i>props</i>	883012
Lyric-GeneralExpense + Dept buying	Lyric Gen Expense <i>costumes</i>	495210
Dance-GeneralExpense + Dept buying	Dance Gen Expense <i>hair/makeup</i>	801010
Rent + Dept buying	Rent <i>audio</i>	883271
The Realness + Dept buying	Realness <i>media</i>	883272
Witch + Dept buying	Witch <i>lighting</i>	883273
Gangster + Dept buying	Gangster <i>stage mgmt</i>	883274
(The Gangster Play: Circus Circus formerly Resitable Rise Arturo)		
Airness + Dept buying	Airness <i>scenic</i>	883275
Under The Stars + Dept buying	Under The Stars <i>props</i>	495369
Carnaval + Dept buying	Carnaval <i>SM</i>	495371
The Wild Party + Dept buying	Wild Party <i>hair/makeup</i>	495383
Black Square + Dept buying	Black Square <i>audio</i>	495384
Fugitive Songs + Dept buying	Fugitive Songs <i>media</i>	495385
I Wish > see Anda - I Wish		
Birds of North America > see Anda - Birds of North America		
* NEW WORKS: Note there are 2 distinct New Works accounts, each with a separate source of funding. Casually they may be referred to by the name of the specific play, but for billing communications be sure to use the specific account name being charged.		
Dance 1 + Dept buying **	Dance 1 <i>lighting</i>	801159
Dance 2 + Dept buying **	Dance 2 <i>paints</i>	801160
Dance 3 + Dept buying **	Dance 3 <i>props</i>	801161
** DANCE ACCOUNTS: As performance names/months may change, please DO NOT use the performance name when submitting receipts. Use Dance 1, 2, or 3. Typically, performances will be in chronological order, but ask your supervisor which Dance account you are using BEFORE submitting a receipt. You may include the Show Code for clarity.		

Additional Select KCPA Dept Names		
Name for OTHER DEPT EXPENSE Submissions:	--- EXAMPLES ---	OLD Name/Code/Purpose
Level 21 Tuition Differential + COURSE Number (THEA###)	Tuition Diff <i>THEA421</i>	NEW - for use with all Level 21 Tu Diff expenses
Theatre Tuition Differential + COURSE Number (THEA###)	Tuition Diff <i>THEA100</i>	No longer used for Level 21; Theatre Dept classes only.
Dance Tuition Differential + COURSE Number (DANC###)	Tuition Diff <i>DANC320</i>	Tuition Diff Dance FY24 (DTD)
Marquee Fund + Event Name	Marquee <i>EventName</i>	Marquee Events (S475)
Events Administration	Events Admin	Events Dept (K131) - for departmental expenses
Stage Operations	Stage Ops	Theatre Maintenance (O118)
Costumes Rentals	Costume Rentals	Unchanged (O440)
Building Operations	Building Ops	Name unchanged (K109)
Production Equipment (Provost)	Prod Equip/Provost	Equipment Fund repurposed to replace Provost Fund
KCPA State	KCPA State	Restricted use. Currently for L21 Respirator clearances.
Theatre State	Theatre State	Theatre State Fund FY24 (TST). Fund changes per FY.
Dance State	Dance State	Dance State Fund FY24 (DST). Fund changes per FY.
Theatre Apartment	Theatre Apartment	Restricted use. Formerly Gen Prod Budget.
KStore	KStore	New - may be referenced in KStore sales reports.
Intermezzo	Intermezzo	Replaces L-series of old KCPA Internal codes.
KCPA Ticketing & Patron Services	Patron Services	Replaces multiple KCPA Internal codes.
KCPA Communications	Communications	Replaces multiple KCPA Internal codes.
KCPA Administration	KCPA Admin	Replaces multiple KCPA Internal codes.
KCPA Programming & Engagement	Prog & Engmt	Replaces multiple KCPA Internal codes.

ACCOUNT CFOPs and DETAILS

Unless otherwise required, use the Account Names on Page 1 when submitting receipts.

Production Depts - CFOPs				
Name for Receipt Submissions:	NEW Department CFOP	NEW Dept Program ID	Official (Banner) Name	Default Acct Code
Scenic Dept	1-302063-262007-262101	101	KCPA Scene Shop	124842
Paints Dept	1-302063-262007-262105	105	KCPA Scenic Paint Department	124847
Props Dept	1-302063-262007-262102	102	KCPA Prop Shop	124843
Costume Dept	1-302063-262007-262100	100	KCPA Costume Shop	124846
Hair&Makeup Dept	1-302063-262007-262106	106	KCPA Hair and Makeup Department	124841
Audio Dept	1-302063-262007-262104	104	KCPA Sound Department	124845
Media Dept	1-302063-262007-262107	107	KCPA Media Department	126100
Lighting Dept	1-302063-262007-262103	103	KCPA Lighting Department	124845
Production Management *	1-302063-262007-262108	108	KCPA Production Management	NONE
Stage Management *	X-XXXXXX-XXXXXX-262109	109	NONE - is Program Code ONLY	124840
* Stage Management expenses for shows and Production Management expenses for the Production Dept (formerly O145) are now distinctly different accounts. The Stage Management Program ID above is used exclusively for shows, while Production Management Program ID may only be used for shows and other expenses with the approval of Terri Ciofalo.				

If a CFOP is needed, note the following:

Per KCPA's new CFOP format, your Dept is now determined by your Program code: the last 6 digits of the CFOP. In addition to a distinct Program code, you now have a 3-digit Dept Program ID: the last 3 digits of your Program code. For SHOW purchases, this ID is used to replace the "####" portion of the Show CFOP (see below). This creates a unique Org code for each show pointing to your Dept as the buyer.

The old KCPA Internal Codes will no longer be used.

Resident Productions 23-24 - CFOPs				
Name for Receipt Submissions:	NEW CFOP	Show Code	Instructions for building Res Prod CFOPs	
KCPA New Works + Title + Dept *	1-302063-262007-262083	262083	Dedicated yearly CFOP. No Dept Prog ID needed.	
Theatre New Works + Title + Dept *	1-301544-883001-883265	883265	Dedicated yearly CFOP. No Dept Prog ID needed.	
Theatre-GeneralExpense	Use Production Mgmt	N/A	See Production Management (above)	
Lyric-GeneralExpense	1-303809-495108-495210	N/A	Dedicated yearly CFOP. No Dept Prog ID needed.	
Dance-GeneralExpense	1-303591-801000-801010	N/A	Dedicated yearly CFOP. No Dept Prog ID needed.	
Rent + Dept	1-301544-883###-883271	883271	Replace "####" with your Dept's Program ID above.	
The Realness + Dept	1-301544-883###-883272	883272	Replace "####" with your Dept's Program ID above.	
Witch + Dept	1-301544-883###-883273	883273	Replace "####" with your Dept's Program ID above.	
Gangster + Dept (The Gangster Play: Circus Circus formerly Resitable Rise Arturo)	1-301544-883###-883274	883274	Replace "####" with your Dept's Program ID above.	
Airness + Dept	1-301544-883###-883275	883275	Replace "####" with your Dept's Program ID above.	
Under The Stars + Dept	1-303809-495###-495369	495369	Replace "####" with your Dept's Program ID above.	
Carnaval + Dept	1-303809-495###-495371	495371	Replace "####" with your Dept's Program ID above.	
The Wild Party + Dept	1-303809-495###-495383	495383	Replace "####" with your Dept's Program ID above.	
Black Square + Dept	1-303809-495###-495384	495384	Replace "####" with your Dept's Program ID above.	
Fugitive Songs + Dept	1-303809-495###-495385	495385	Replace "####" with your Dept's Program ID above.	
Dance 1 + Dept **	1-301546-801###-801159	801159	Replace "####" with your Dept's Program ID above.	
Dance 2 + Dept **	1-301546-801###-801160	801160	Replace "####" with your Dept's Program ID above.	
Dance 3 + Dept **	1-301546-801###-801161	801161	Replace "####" with your Dept's Program ID above.	
I Wish	See Anda Productions section below			
Birds of North America	See Anda Productions section below			
* NEW WORKS: Note there are 2 distinct New Works accounts, each with a separate source of funding. Casually they may be referred to by the name of the specific play, but for billing communications be sure to use the specific account name being charged.				
** DANCE ACCOUNTS: As performance names/months may change, please DO NOT use the performance name when submitting receipts.				
Use Dance 1, 2, or 3. Typically, performances will be in chronological order, but ask your supervisor which Dance account you are using BEFORE submitting a receipt. You may include the Show Code for clarity.				

If a CFOP is needed, note the following:

There are 9 unique CFOPs for each show - each with a separate Organization code pointing to each Dept's budget line.

Building your show CFOP per the instructions on the left is the simplest way to present these multiple CFOPs. Per the instructions, replace the "####" portion of each Res Prod CFOP with your unique Dept Program ID. If you do not have a Dept Program ID you will not be able to assign a charge to a Resident Production.

Anda Productions 23-24 - CFOAP

<p>Unlike the Res Prod productions above, the Org Code portion does not change per dept. There is a single CFOP for all Anda productions and it remains the same each year.</p> <p>In order to track to each dept's expenses, the Account Code portion of the CFOAP will be used.</p> <ul style="list-style-type: none"> When submitting receipts for Anda productions, be sure to note the department buying (per the format below), and the staff processing your receipts will choose the default Account Code for your department. If you are required to enter the full CFOAP for a purchase (such as in iBuy), use the Default Account Code listed beside your dept in the Production Depts table above. <p>See examples below.</p>			
Name for Receipt Submissions:	CFOAP	EXAMPLE: Account As Name	EXAMPLE: Account As CFOAP
Anda-I Wish + Dept buying	1-632324-883000-#####-191300	Anda-Wish costuming	1-632324-883000-124846-191300
Anda-Birds of North America + Dept buying		Anda-Birds paints	1-632324-883000-124847-191300

Additional Select KCPA Depts - CFOPs

Name for Receipt Submissions:	NEW Department CFOP Fund 1000## changes w/ FY	OLD Name/Code/Purpose
Level 21 Tuition Differential Include COURSE Number (THEA###)	1-100024-883900-883902	NEW - for use with ALL Level 21 Tuition Diff expenses/classes.
Theatre Tuition Differential Include COURSE Number (THEA###)	1-100024-883900-883901	No longer used for Level 21; Theatre Dept classes only.
Dance Tuition Differential Include COURSE Number (DANC###)	1-100024-801900-801901	Tuition Diff Dance FY24 (DTD)
Marquee Fund + Event Name	1-302064-262007-262016	Marquee Events (S475)
Events Administration	1-302063-262007-262082	Events Dept (K131) - for departmental expenses
Stage Operations	1-302063-262007-262077	Theatre Maintenance (O118)
Costumes Rentals	1-302063-262007-262049	Unchanged (O440)
Building Operations	1-302063-262007-262076	Name unchanged (K109)
Production Equipment (Provost) * For Level 21 Production use only *	1-100024-262001-262004	New Name AND CFOP for fund formerly referred to as the "Provost Fund"
KCPA State Fund	1-100024-262001-262001	Restricted use. Used for L21 respirator medical clearances.
Theatre State	1-100024-883000-883001	Theatre State Fund FY24 (TST). Fund changes per FY.
Dance State	1-100024-801000-801001	Dance State Fund FY24 (DST). Fund changes per FY.
Theatre Apartment	1-301544-883001-883012	Restricted use. Formerly Gen Prod Budget, CFOP now dedicated to Theatre Apartment. See Cathy Feely.
KStore	1-302063-262007-262085	New - may be referenced in KStore sales reports.
Intermezzo	1-302063-262007-262014	Replaces L-series of old KCPA Internal codes.
KCPA Ticketing & Patron Services	1-302063-262007-262078	Replaces multiple KCPA Internal codes.
KCPA Communications	1-302063-262007-262079	Replaces multiple KCPA Internal codes.
KCPA Administration	1-302063-262007-262080	Replaces multiple KCPA Internal codes.
KCPA Programming & Engagement	1-302063-262007-262081	Replaces multiple KCPA Internal codes.