COA CHARTFIELD VALUE MODIFY FORM

WP PW

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value			2540001			
Questions to answer below	1,2,4,5,6,7	1,2,3,4	1,2,3,4,9,10, 12	1,2,3,4	1,2,4,5,6,7	1,2,4,8

Directions:

1. **Enter the chartfield to be modified in the "chartfield value" box above.**
2. **Select the modification you are making (i.e. inactivate, reactivate, etc).**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☑10000 ☑10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☑10500 ☐VIEs
Select all that apply

MODIFICATION: ☐Inactivate ☐ Reactivate ☑ Name Change ☐Hierarchy Change ☐Other

1) Current title of chartfield to be modified: Reg Liability LT-aTRR

2) If name change, new title of chartfield: Reg Liability LT - aTRR - Next year amort

3) If name change, new description for manual: Includes the LT portion of the next year amortization of the reg. liability associated with amounts collected from customers in excess of the actual transmission revenue requirment (aTRR).

4) Date the chartfield is to be modified *(effective beg of next mo)*: Oct 2014

5) Did a construction overhead rate apply to this chartfield?

6) Did a common state allocation apply to this chartfield? If yes, answer 6a:

6a) What was the %?

7) Was the Dept/WA a storeroom?

8) If inactivating a BU, what Dept/WA applied to this BU? (please fill out another form to inactivate Dept/WA)

9) If reactivating an account, where should it appear in the financial statements? N/a

10) Who was responsible for reconciling this account? **(Balance Sheet Accts Only)** Lindsey Holcomb

11) Is the project number a deferral?

12) If hierarchy changes:
13a) Where does the account currently roll to on the financial statements? no change

13b) Where should the account roll to on future financial statements? no change

Requested By: Lindsey Holcomb **Phone:** 8301 **Today's Date:** 9/23/14

Return to: **Accounting Systems Administration – Topeka GO 2**

INTERNAL USE ONLY

Asst. Controller, Financial Accounting Jeanette Benjamin **Date:** 9/23/14

Accounting Systems Administration

PeopleSoft

Chartfield	✓	
Rptg Tree	N/A	
Combo Tree	✓	

Added to the ACK log (route to Financial Reporting) N/A

ESSBASE

SHARE

PPLTMGT ✓

Scan copy to Justin Hale-Tax Dept ✓

INACTIVATION

Check GL for 0 balance (all chartfields) ____

WORK AREA/BUDGET AREA

Contact HR at hr@westarenergy.com ____

Processed By: Tamra A Wealand **Date:** 10/14/14

Hyperion Financial Management (HFM)

Metadata	✓	
IS/BS	N/A	
Metadata chgs	✓	

REGULATORY ITEMS (route to Fin Acctg Manager)

Regulatory Asset Binder	N
Regulatory Liability Binder	✓

ACCOUNT RECONS

Change Balance Sheet Accts in Recon Index	✓
Notify responsible person	✓

Processed By: MD **Date:** 11/5/14

Manager, Financial Accounting Approval: [signature] **Date:** 11/24/14

ASA Approval Bthomas **Date:** 1-5-15

WR PW

COA CHARTFIELD VALUE MODIFY FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value			2540002			
Questions to answer below	1,2,4,5,6,7	1,2,3,4	1,2,3,4,9,10, 12	1,2,3,4	1,2,4,5,6,7	1,2,4,8

Directions:

1. **Enter the chartfield to be modified in the "chartfield value" box above.**
2. **Select the modification you are making (i.e. inactivate, reactivate, etc).**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☑10000 ☑10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☑10500 ☐VIEs
Select all that apply

MODIFICATION: ☐Inactivate ☐ Reactivate ☑ Name Change ☐Hierarchy Change ☐Other

1) Current title of chartfield to be modified: RegLiability ST-aTRR

2) If name change, new title of chartfield: RegLiability ST-aTRR-Next year amort

3) If name change, new description for manual: Includes the ST portion of the next year amortization of the reg. liability associated with amounts collected from customers in excess of the actual transmission revenue requirment (aTRR).

4) Date the chartfield is to be modified *(effective beg of next mo)*: Oct 2014

5) Did a construction overhead rate apply to this chartfield?

6) Did a common state allocation apply to this chartfield? If yes, answer 6a:

6a) What was the %?

7) Was the Dept/WA a storeroom?

8) If inactivating a BU, what Dept/WA applied to this BU? (please fill out another form to inactivate Dept/WA)

9) If reactivating an account, where should it appear in the financial statements? N/a

10) Who was responsible for reconciling this account? **(Balance Sheet Accts Only)** Lindsey Holcomb

11) Is the project number a deferral?

12) If hierarchy changes:
13a) Where does the account currently roll to on the financial statements? no change

13b) Where should the account roll to on future financial statements? no change

Requested By: Lindsey Holcomb **Phone:** 8201 **Today's Date:** 9/23/14

Return to: **Accounting Systems Administration – Topeka GO 2**

INTERNAL USE ONLY

Asst. Controller, Financial Accounting Jeanette Benjamin **Date:** 9/23/14

Accounting Systems Administration

PeopleSoft

Chartfield ✓
Rptg Tree N/A
Combo Tree ✓

Added to the ACK log **(route to Financial Reporting)** N/A

ESSBASE
SHARE
PPLTMGT ✓

Scan copy to Justin Hale-Tax Dept ✓

INACTIVATION
Check GL for 0 balance (all chartfields)

WORK AREA/BUDGET AREA
Contact HR at hr@westarenergy.com

Processed By: Tamra A Wesbrook **Date:** 10/14/14

Hyperion Financial Management (HFM)

Metadata ✓
IS/BS N/A
Metadata chgs ✓

REGULATORY ITEMS **(route to Fin Acctg Manager)**
Regulatory Asset Binder N/A
Regulatory Liability Binder ✓

ACCOUNT RECONS
Change Balance Sheet Accts in Recon Index ✓
Notify responsible person ✓

Processed By: [signature] **Date:** 11/5/14

Manager, Financial Accounting Approval: [signature] **Date:** 11/26/14

ASA Approval [signature] **Date:** 1-5-15

COA CHARTFIELD VALUE MODIFY FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value			2540002			
Questions to answer below	1,2,4,5,6,7	1,2,3,4	1,2,3,4,9,10, 12	1,2,3,4	1,2,4,5,6,7	1,2,4,8

Directions:

1. **Enter the chartfield to be modified in the "chartfield value" box above.**
2. **Select the modification you are making (i.e. inactivate, reactivate, etc).**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☑10000 ☑10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☑10500 ☐VIEs
Select all that apply

MODIFICATION: ☐Inactivate ☐ Reactivate ☑Name Change ☐Hierarchy Change ☐Other

1) **Current title of chartfield to be** modified: RegLiability ST-ATRR

2) **If name change, new title** of chartfield: RegLiability ST-ATRR-Next year amort

3) If name change, new description for manual: Includes the ST portion of the next year amortization of the reg. liability associated with amounts collected from customers in excess of the actual transmission revenue requirment (ATRR).

4) Date the chartfield is to be modified *(effective beg of next mo)*: Oct 2014

5) **Did a construction overhead rate apply to this chartfield?**

6) **Did a common state allocation apply to this chartfield? If yes, answer 6a:**

6a) **What was the %?**

7) **Was the Dept/WA a storeroom?**

8) **If inactivating a BU, what Dept/WA applied to this BU?**
(please fill out another form to inactivate Dept/WA)

9) If reactivating an account, where should it appear in the financial statements? N/A

10) Who was responsible for reconciling this account? **(Balance Sheet Accts Only)** Lindsey Holcomb

11) Is the project number a deferral?

12) If hierarchy changes:
13a) Where does the account currently roll to on the financial statements? no change

13b) Where should the account roll to on future financial statements? no change

Requested By: Lindsey Holcomb **Phone:** 8201 **Today's Date:** 9/23/14

Return to: **Accounting Systems Administration – Topeka GO 2**

INTERNAL USE ONLY

Asst. Controller, Financial Accounting Jeanette Benjamin Date: 9/23/14

Accounting Systems Administration (route to Financial Reporting)

PeopleSoft

Chartfield ✓
Rptg Tree N/A
Combo Tree ✓

Added to the ACK log N/A

ESSBASE
SHARE
PPLTMGT ✓

Scan copy to Justin Hale-Tax Dept ✓

INACTIVATION
Check GL for 0 balance (all chartfields)

WORK AREA/BUDGET AREA
Contact HR at hr@westarenergy.com

Processed By: Tamara S Weslaw Date: 10/14/14

Hyperion Financial Management (HFM) (route to Fin Acctg Manager)

Metadata ✓
IS/BS N/A
Metadata chgs ✓

REGULATORY ITEMS
Regulatory Asset Binder N
Regulatory Liability Binder ✓

ACCOUNT RECONS
Change Balance Sheet Accts in Recon Index ✓
Notify responsible person ✓

Processed By: [signature] Date: 11/5/14

Manager, Financial Accounting Approval: [signature] Date: 11/26/14

ASA Approval B Honas Date: 1-5-15

PW
WR

COA CHARTFIELD VALUE MODIFY FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value			2540001			
Questions to answer below	1,2,4,5,6,7	1,2,3,4	1,2,3,4,9,10, 12	1,2,3,4	1,2,4,5,6,7	1,2,4,8

Directions:

1. **Enter the chartfield to be modified in the "chartfield value" box above.**
2. **Select the modification you are making (i.e. inactivate, reactivate, etc).**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☑10000 ☑10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☑10500 ☐VIEs
Select all that apply

MODIFICATION: ☐Inactivate ☐Reactivate ☑Name Change ☐Hierarchy Change ☐Other

1) Current title of chartfield to be modified: RegLiabilityLT-aTRR

2) If name change, new title of chartfield: RegLiabilityLT-aTRR-Next year amort

3) If name change, new description for manual: Includes the LT portion of the next year amortization of the reg. liability associated with amounts collected from customers in excess of the actual transmission revenue requirment (aTRR).

4) Date the chartfield is to be modified *(effective beg of next mo)*: Oct 2014

5) Did a construction overhead rate apply to this chartfield?

6) Did a common state allocation apply to this chartfield? If yes, answer 6a:

6a) What was the %?

7) Was the Dept/WA a storeroom?

8) If inactivating a BU, what Dept/WA applied to this BU? (please fill out another form to inactivate Dept/WA)

9) If reactivating an account, where should it appear in the financial statements? N/a

10) Who was responsible for reconciling this account? **(Balance Sheet Accts Only)** Lindsey Holcomb

11) Is the project number a deferral?

12) If hierarchy changes:
13a) Where does the account currently roll to on the financial statements? no change

13b) Where should the account roll to on future financial statements? no change

Requested By: Lindsey Holcomb **Phone:** 8201 **Today's Date:** 9/23/14

Return to: **Accounting Systems Administration – Topeka GO 2**

COA CHARTFIELD VALUE MODIFY FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value			4393003			
Questions to answer below	1,2,4,5,6,7	1,2,3,4	1,2,3,4,9,10, 12	1,2,3,4	1,2,4,5,6,7	1,2,4,8

Directions:

1. **Enter the chartfield to be modified in the "chartfield value" box above.**
2. **Select the modification you are making (i.e. inactivate, reactivate, etc).**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☐10000 ☐10100 ☑10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☑VIEs
Select all that apply

MODIFICATION: ☐Inactivate ☑Reactivate ☐Name Change ☐Hierarchy Change ☐Other

1) Current title of chartfield to be modified: Distrib VIE S/H - 94 Railcar

2) If name change, new title of chartfield: _____

3) If name change, new description for manual: _____

4) Date the chartfield is to be modified *(effective beg of next mo)*: 11-1-14

5) Did a construction overhead rate apply to this chartfield? _____

6) Did a common state allocation apply to this chartfield? If yes, answer 6a: _____

6a) What was the %? _____

7) Was the Dept/WA a storeroom? _____

8) If inactivating a BU, what Dept/WA applied to this BU? _____
(please fill out another form to inactivate Dept/WA)

9) If reactivating an account, where should it appear in the financial statements? Equity section of B/S

10) Who was responsible for reconciling this account? **(Balance Sheet Accts Only)** Tamisha Domann

11) Is the project number a deferral? _____

12) If hierarchy changes:
13a) Where does the account currently roll to on the financial statements? _____

13b) Where should the account roll to on future financial statements? _____

Requested By: Katie Cramer **Phone:** x8207 **Today's Date:** 12-03-14

Return to: **Accounting Systems Administration – Topeka GO 2**

COA CHARTFIELD VALUE MODIFY FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value			2531510			
Questions to answer below	1,2,4,5,6,7	1,2,3,4	1,2,3,4,9,10, 12	1,2,3,4	1,2,4,5,6,7	1,2,4,8

Directions:

1. **Enter the chartfield to be modified in the "chartfield value" box above.**
2. **Select the modification you are making (i.e. inactivate, reactivate, etc).**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☒10000 ☒10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

MODIFICATION: ☒Inactivate ☐Reactivate ☐Name Change ☐Hierarchy Change ☐Other

1) Current title of chartfield to be modified: Unamort. Interest Exp - OMPA Frpd

2) If name change, new title of chartfield: N/A

3) If name change, new description for manual: N/A

4) Date the chartfield is to be modified *(effective beg of next mo)*: 4-1-14

5) Did a construction overhead rate apply to this chartfield? _____

6) Did a common state allocation apply to this chartfield? If yes, answer 6a: _____

6a) What was the %? _____

7) Was the Dept/WA a storeroom? _____

8) If inactivating a BU, what Dept/WA applied to this BU? _____
(please fill out another form to inactivate Dept/WA)

9) If reactivating an account, where should it appear in the financial statements? N/A

10) Who was responsible for reconciling this account? **(Balance Sheet Accts Only)** Barb Gray

11) Is the project number a deferral? _____

12) If hierarchy changes:
13a) Where does the account currently roll to on the financial statements? N/A

13b) Where should the account roll to on future financial statements? N/A

Requested By: Barb Gray **Phone:** 8297 **Today's Date:** 4-9-14

Return to: **Accounting Systems Administration – Topeka GO 2**

Westar

COA CHARTFIELD VALUE REQUEST FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value					06801	
Questions to answer below	1,3.4,5.6,7,8.12, 13	1,2,12	1,2,9,10,12, 14,15	1,2,12	1,3,4,5,6,7,8, 12,13	1,12

Directions:

1. **Enter the new chartfield in the "chartfield value" box above.**
2. **Select the Business Unit(s) for which your segment should be set-up.**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☐10000 ☐10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

Operations Support

1) Title of new chartfield: 06801 - Operations Support Admin
(30 character maximum)

2) Description for manual: Elsie's new organization
I will have other WA's to move for 2014 after this is set up

3) What Operating Unit is the new chartfield valid for? _____

4) For reporting purposes, what Dept/WA should this roll up to? WA Chief Operating Officer

5) What is the Construction Overhead rate **(WE ONLY)**? _____

6) What is the Non-Productive Rate **(WE ONLY)**? _____

7) Does the common state allocation apply **(WE ONLY)**? If yes, answer **7a** _____

7a) What is the % or what other Dept/WA does this compare to? _____

8) Will the new budget/work area have labor charges? _____

9) Is this account budgeted? _____

10) Should the account require a Project and or Job Task? _____

11) What Work Area is the new chartfield valid with? _____

12) What month is this chartfield to be activated? _____

13) What are the valid accounts this Work Area can charge or what other WA does this compare to? _____

14) If adding a new account, what line item should this roll to on the financial statements? _____

15) Who is responsible for reconciling this account? **(Balance Sheet Accts Only)** _____

Requested By: Tony Pearce Phone: 7480 Today's Date: _____

Return to: Accounting Systems Administration – Topeka GO 2

Westar

COA CHARTFIELD VALUE REQUEST FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value					06220	
Questions to answer below	1,3,4,5,6,7,8,12, 13	1,2,12	1,2,9,10,12, 14,15	1,2.12	1,3,4,5,6,7,8, 12,13	1,12

Directions:

1. **Enter the new chartfield in the "chartfield value" box above.**
2. **Select the Business Unit(s) for which your segment should be set-up.**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☐10000 ☐10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

1) Title of new chartfield: 06220 - Emergency Operations Management
(30 character maximum)

2) Description for manual

3) What Operating Unit is the new chartfield valid for?

4) For reporting purposes, what Dept WA should this roll up to? WA Power Delivery without 06205 like 00215

5) What is the Construction Overhead rate (**WE ONLY**)?

6) What is the Non-Productive Rate (**WE ONLY**)?

7) Does the common state allocation apply (**WE ONLY**)? If yes, answer 7a:

7a) What is the % or what other Dept/WA does this compare to?

8) Will the new budget work area have labor charges?

9) **Is this account budgeted?**

10) Should the account require a Project and/or Job Task?

11) What Work Area is the new chartfield valid with?

12) What month is this chartfield to be activated?

13) What are the valid accounts this Work Area can charge or what other WA does this compare to?

14) If adding a new account, what line item should this roll to on the financial statements?

15) Who is responsible for reconciling this account? (**Balance Sheet Accts Only**)

Requested By: Tony Pearce Phone: 7480 Today's Date:

Return to: Accounting Systems Administration – Topeka GO 2

WR

COA CHARTFIELD VALUE REQUEST FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value			1823451			
Questions to answer below	1,3,4,5,6,7,8,12, 13	1,2,12	1,2,9,10,12, 14,15	1,2,12	1,3,4,5,6,7,8, 12,13	1,12

Directions:

1. **Enter the new chartfield in the "chartfield value" box above.**
2. **Select the Business Unit(s) for which your segment should be set-up.**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☑10000 ☑10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

1) Title of new chartfield: (30 character maximum) Rate Case Expense 2013-ST

2) Description for manual: This account contains costs associated with the 2013 rate case to be amortized over the next 12 months

3) What Operating Unit is the new chartfield valid for? _____

4) For reporting purposes, what Dept/WA should this roll up to? _____

5) What is the Construction Overhead rate (**WE ONLY**)? _____

6) What is the Non-Productive Rate (**WE ONLY**)? _____

7) Does the common state allocation apply (**WE ONLY**)? If yes, answer 7a: _____

7a) What is the % or what other Dept/WA does this compare to? _____

8) Will the new budget/work area have labor charges? _____

9) Is this account budgeted? NO

10) Should the account require a Project and/or Job Task? NO

11) What Work Area is the new chartfield valid with? _____

12) What month is this chartfield to be activated? December 2013

13) What are the valid accounts this Work Area can charge or what other WA does this compare to? _____

14) If adding a new account, what line item should this roll to on the financial statements? same as 1823449

15) Who is responsible for reconciling this account? (**Balance Sheet Accts Only**) Pam Tevis

Requested By: Lindsey Holcomb **Phone:** 8201 **Today's Date:** 1/8/14

Return to: **Accounting Systems Administration – Topeka GO 2**

WR

COA CHARTFIELD VALUE REQUEST FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value			1823452			
Questions to answer below	1,3,4,5,6,7,8,12, 13	1,2,12	1,2,9,10,12, 14,15	1,2,12	1,3,4,5,6,7,8, 12,13	1,12

Directions:

1. **Enter the new chartfield in the "chartfield value" box above.**
2. **Select the Business Unit(s) for which your segment should be set-up.**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☑10000 ☑10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

1) Title of new chartfield: Rate Case Expense - LT
(30 character maximum)

2) Description for manual: This account contains costs associated with the 2013 rate case to be amortized over a period exceeding 12 months.

3) What Operating Unit is the new chartfield valid for? _____

4) For reporting purposes, what Dept/WA should this roll up to? _____

5) What is the Construction Overhead rate **(WE ONLY)**? _____

6) What is the Non-Productive Rate **(WE ONLY)**? _____

7) Does the common state allocation apply **(WE ONLY)**? If yes, answer 7a: _____

7a) What is the % or what other Dept/WA does this compare to? _____

8) Will the new budget/work area have labor charges? _____

9) Is this account budgeted? NO

10) Should the account require a Project and/or Job Task? NO

11) What Work Area is the new chartfield valid with? _____

12) What month is this chartfield to be activated? December 2013

13) What are the valid accounts this Work Area can charge or what other WA does this compare to? _____

14) If adding a new account, what line item should this roll to on the financial statements? Same as 1823450

15) Who is responsible for reconciling this account? **(Balance Sheet Accts Only)** Pam Tevis

Requested By: Lindsey Holcomb **Phone:** 8201 **Today's Date:** 1/8/14

Return to: **Accounting Systems Administration – Topeka GO 2**

COA CHARTFIELD VALUE REQUEST FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value			1329065			
Questions to answer below	1,3,4,5,6,7,8,12, 13	1,2,12	1,2,9,10,12, 14,15	1,2,12	1,3,4,5,6,7,8, 12,13	1,12

WR

Directions:

1. **Enter the new chartfield in the "chartfield value" box above.**
2. **Select the Business Unit(s) for which your segment should be set-up.**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☐10000 ☐10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

1) Title of new chartfield: Accounts Payable A/R PeopleSoft Refunds
(30 character maximum)

2) Description for manual: see attached

3) What Operating Unit is the new chartfield valid for? _____

4) For reporting purposes, what Dept/WA should this roll up to? _____

5) What is the Construction Overhead rate **(WE ONLY)**? _____

6) What is the Non-Productive Rate **(WE ONLY)**? _____

7) Does the common state allocation apply **(WE ONLY)**? If yes, answer 7a: _____

7a) What is the % or what other Dept/WA does this compare to? _____

8) Will the new budget/work area have labor charges? _____

9) Is this account budgeted? no

10) Should the account require a Project and/or Job Task? no

11) What Work Area is the new chartfield valid with? _____

12) What month is this chartfield to be activated? ASAP

13) What are the valid accounts this Work Area can charge or what other WA does this compare to? _____

14) If adding a new account, what line item should this roll to on the financial statements? Accounts Payable

15) Who is responsible for reconciling this account? **(Balance Sheet Accts Only)** Carla Zoetmulder

Requested By: Carla Zoetmulder Phone: 1678 Today's Date: 12/20/13

Return to: Accounting Systems Administration – Topeka GO 2

WR

COA CHARTFIELD VALUE REQUEST FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value			2543540			
Questions to answer below	1,3,4,5,6,7,8,12, 13	1,2,12	1,2,9,10,12, 14,15	1,2,12	1,3,4,5,6,7,8, 12,13	1,12

Directions:

1. **Enter the new chartfield in the "chartfield value" box above.**
2. **Select the Business Unit(s) for which your segment should be set-up.**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☒10000 ☐10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

1) Title of new chartfield: Reg.Liab.- Post-Retirement Medical - LT
(30 character maximum)

2) Description for manual: This account includes unrecognized costs for the Post Retirement Medical Plan.

3) What Operating Unit is the new chartfield valid for? _____

4) For reporting purposes, what Dept/WA should this roll up to? _____

5) What is the Construction Overhead rate (**WE ONLY**)? _____

6) What is the Non-Productive Rate (**WE ONLY**)? _____

7) Does the common state allocation apply (**WE ONLY**)? If yes, answer 7a: _____

7a) What is the % or what other Dept/WA does this compare to? _____

8) Will the new budget/work area have labor charges? _____

9) Is this account budgeted? _____

10) Should the account require a Project and/or Job Task? No

11) What Work Area is the new chartfield valid with? _____

12) What month is this chartfield to be activated? ASAP

13) What are the valid accounts this Work Area can charge or what other WA does this compare to? _____

14) If adding a new account, what line item should this roll to on the financial statements? 2543800

15) Who is responsible for reconciling this account? (**Balance Sheet Accts Only**) Karen Medford

Requested By: Karen Medford **Phone:** 575-8143 **Today's Date:** 1/16/14

Return to: **Accounting Systems Administration – Topeka GO 2**

WR

ACK SEGMENT VALUE REQUEST FORM

Segment	1	2	3	4	5	6	7	8	9
Segment Name	Budget Area	Cost Code	Account	Location	Activity	Prod	Work Area	Project (Special)	Legal Entity
Segment Value	See Work Area							DF0085	
Questions to answer below		1.2. 12	1.2.9.10. 12. 14,15	1.2,12	1.2.11.12		1.3,4.5,6,7.8. 12.13	1.12	1.12

Directions:

1. **Enter the new segment in the "segment value" box above.**
2. **Circle the control entity in which your segment should be set-up.**
3. **Answer only the questions below applicable to the segment you are requesting.**

CONTROL ENTITY: (3000) 3001 3002 3006

1) Title of new segment: Debt call CC 878 - 5.6% FMB
(30 characters maximum)

2) Definition for manual: _____

3) What Location is the new segment valid for? _____

4) For reporting purposes. what BA/WA should this roll up to? _____

5) What is the Construction Overhead rate (**WE ONLY**)? _____

6) What is the Non-Productive Rate (**WE ONLY**)? _____

7) Does the Common State Allocation apply (**WE ONLY**)? If yes, complete 7a: _____

7a) What is the % or what other BA/WA does this compare to (**WE ONLY**)? _____

8) Will the new budget/work area have labor charges? _____

9) Is this account budgeted? _____

10) Should the account require a Work Request? _____

11) What Work Area is the new segment valid with? _____
(used for the manual)

12) What month is this segment to be activated? ~~6/1/2013~~

13) What are the valid accounts this Work Area can charge or what other WA does this compare to? _____

14) If adding a new account, what line item should this roll to on the financial statements? _____

15) Who is responsible for reconciling this account? (**Balance Sheet Accts Only**)_____

Requested By: Eric Anderson **Phone:** 8293 **Today's Date:** 6/4/13

Return to: **Walker System Support – Topeka GO 2**

WR

ACK SEGMENT VALUE REQUEST FORM

Segment	1	2	3	4	5	6	7	8	9
Segment Name	Budget Area	Cost Code	Account	Location	Activity	Prod	Work Area	Project (Special)	Legal Entity
Segment Value	See Work Area							DF0086	
Questions to answer below		1.2, 12	1.2.9.10. 12. 14.15	1.2.12	1.2,11.12		1.3,4.5,6.7.8. 12,13	1.12	1.12

Directions:

1. **Enter the new segment in the "segment value" box above.**
2. **Circle the control entity in which your segment should be set-up.**
3. **Answer only the questions below applicable to the segment you are requesting.**

CONTROL ENTITY: (3000) 3001 3002 3006

1) Title of new segment: Debt Call CC879 -6.0% FMB
(30 characters maximum)

2) Definition for manual: _____

3) What Location is the new segment valid for? _____

4) For reporting purposes, what BA/WA should this roll up to? _____

5) What is the Construction Overhead rate (**WE ONLY**)? _____

6) What is the Non-Productive Rate (**WE ONLY**)? _____

7) Does the Common State Allocation apply (**WE ONLY**)? If yes, complete 7a: _____

7a) What is the % or what other BA/WA does this compare to (**WE ONLY**)? _____

8) Will the new budget/work area have labor charges? _____

9) Is this account budgeted? _____

10) Should the account require a Work Request? _____

11) What Work Area is the new segment valid with? _____
(used for the manual)

12) What month is this segment to be activated? 6/1/13

13) What are the valid accounts this Work Area can charge or what other WA does this compare to? _____

14) If adding a new account, what line item should this roll to on the financial statements? _____

15) Who is responsible for reconciling this account? (**Balance Sheet Accts Only**)_____

Requested By: EAnderson Phone: 8293 Today's Date: 6/4/13

Return to: Walker System Support – Topeka GO 2

WR

COA CHARTFIELD VALUE MODIFY FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value			182307			
Questions to answer below	1,2,4,5,6,7	1,2,3,4	1,2,3,4,9,10, 12	1,2,3,4	1,2,4,5,6,7	1,2,4,8

Directions:

1. **Enter the chartfield to be modified in the "chartfield value" box above.**
2. **Select the modification you are making (i.e. inactivate, reactivate, etc).**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☒10000 ☒10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

MODIFICATION: ☐Inactivate ☒Reactivate ☐Name Change ☐Hierarchy Change ☐Other

1) Current title of chartfield to be modified: 2007 Ice Storm Costs LT

2) If name change, new title of chartfield: NA

3) If name change, new description for manual: NA

4) Date the chartfield is to be modified *(effective beg of next mo)*: 12/18/13

5) Did a construction overhead rate apply to this chartfield? _____

6) Did a common state allocation apply to this chartfield? If yes, answer 6a: _____

6a) What was the %? _____

7) Was the Dept/WA a storeroom? _____

8) If inactivating a BU, what Dept/WA applied to this BU? _____
(please fill out another form to inactivate Dept/WA)

9) If reactivating an account, where should it appear in the financial statements? Balance Sheet

10) Who was responsible for reconciling this account? **(Balance Sheet Accts Only)** Karla Masher

11) Is the project number a deferral? _____

12) If hierarchy changes:
13a) Where does the account currently roll to on the financial statements? NA

13b) Where should the account roll to on future financial statements? NA

Requested By: Karla Masher **Phone:** 6341 **Today's Date:** 12/18/13

Return to: **Accounting Systems Administration – Topeka GO 2**

INR

COA CHARTFIELD VALUE MODIFY FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value			2533607			
Questions to answer below	1,2,4,5,6,7	1,2,3,4	1,2,3,4,9,10, 12	1,2,3,4	1,2,4,5,6,7	1,2,4,8

Directions:

1. **Enter the chartfield to be modified in the "chartfield value" box above.**
2. **Select the modification you are making (i.e. inactivate, reactivate, etc).**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☒10000 ☒10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

MODIFICATION: ☐Inactivate ☒Reactivate ☐Name Change ☐Hierarchy Change ☐Other

1) Current title of chartfield to be modified: Equity COC 2007 IceStorm LT

2) If name change, new title of chartfield: NA

3) If name change, new description for manual: NA

4) Date the chartfield is to be modified *(effective beg of next mo)*: 12/18/13

5) Did a construction overhead rate apply to this chartfield? _____

6) Did a common state allocation apply to this chartfield? If yes, answer 6a: _____

6a) What was the %? _____

7) Was the Dept/WA a storeroom? _____

8) If inactivating a BU, what Dept/WA applied to this BU? _____
(please fill out another form to inactivate Dept/WA)

9) If reactivating an account, where should it appear in the financial statements? Balance Sheet

10) Who was responsible for reconciling this account? **(Balance Sheet Accts Only)** Karla Mosher

11) Is the project number a deferral? _____

12) If hierarchy changes:
13a) Where does the account currently roll to on the financial statements? NA

13b) Where should the account roll to on future financial statements? NA

Requested By: Karla Mosher **Phone:** 6341 **Today's Date:** 12/18/13

Return to: **Accounting Systems Administration – Topeka GO 2**

WR

COA CHARTFIELD VALUE REQUEST FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value			5184000			
Questions to answer below	1,3,4,5,6,7,8,12, 13	1,2,12	1,2,9,10,12, 14,15	1,2,12	1,3,4,5,6,7,8, 12,13	1,12

Directions:

1. **Enter the new chartfield in the "chartfield value" box above.**
2. **Select the Business Unit(s) for which your segment should be set-up.**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☐10000 ☒10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

1) Title of new chartfield: Nuclear Fuel ~~DOE Fees~~ Interest Component
(30 character maximum)

2) Description for manual: Nuclear Fuel ~~Decommissioning~~ AFUDC required ~~Decontamination Assessment~~ to be seperately tracked by the SPP.

3) What Operating Unit is the new chartfield valid for? _____

4) For reporting purposes, what Dept/WA should this roll up to? _____

5) What is the Construction Overhead rate (**WE ONLY**)? _____

6) What is the Non-Productive Rate (**WE ONLY**)? _____

7) Does the common state allocation apply (**WE ONLY**)? If yes, answer 7a: _____

7a) What is the % or what other Dept/WA does this compare to? _____

8) Will the new budget/work area have labor charges? _____

9) Is this account budgeted? NO

10) Should the account require a Project and/or Job Task? No

11) What Work Area is the new chartfield valid with? _____

12) What month is this chartfield to be activated? November 2013

13) What are the valid accounts this Work Area can charge or what other WA does this compare to? _____

14) If adding a new account, what line item should this roll to on the financial statements? Same as 5183000

15) Who is responsible for reconciling this account? (**Balance Sheet Accts Only**) N/A

Requested By: [signature] **Phone:** 1882 **Today's Date:** 12/04/13

Return to: **Accounting Systems Administration – Topeka GO 2**

WR

COA CHARTFIELD VALUE MODIFY FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value			1013002			
Questions to answer below	1,2,4,5,6,7	1,2,3,4	1,2,3,4,9,10, 12	1,2,3,4	1,2,4,5,6,7	1,2,4,8

Directions:

1. **Enter the chartfield to be modified in the "chartfield value" box above.**
2. **Select the modification you are making (i.e. inactivate, reactivate, etc).**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☐10000 ☐10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☑VIEs
Select all that apply

MODIFICATION: ☑Inactivate ☐ Reactivate ☐ Name Change ☐Hierarchy Change ☐Other

1) Current title of chartfield to be modified: VIE Equipment of '92 Rutner Lease

2) If name change, new title of chartfield: N/A

3) If name change, new description for manual: N/A

4) Date the chartfield is to be modified *(effective beg of next mo)*: 1-20-14

5) Did a construction overhead rate apply to this chartfield? _____

6) Did a common state allocation apply to this chartfield? If yes, answer 6a: _____

6a) What was the %? _____

7) Was the Dept/WA a storeroom? _____

8) If inactivating a BU, what Dept/WA applied to this BU? _____
(please fill out another form to inactivate Dept/WA)

9) If reactivating an account, where should it appear in the financial statements? _____

10) Who was responsible for reconciling this account? **(Balance Sheet Accts Only)** _____

11) Is the project number a deferral? _____

12) If hierarchy changes:
13a) Where does the account currently roll to on the financial statements? _____

13b) Where should the account roll to on future financial statements? _____

Requested By: Tom Hills **Phone:** 8358 **Today's Date:** 1-20-14

Return to: **Accounting Systems Administration – Topeka GO 2**

WR

COA CHARTFIELD VALUE MODIFY FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value			1083802			
Questions to answer below	1,2,4,5,6,7	1,2,3,4	1,2,3,4,9,10, 12	1,2,3,4	1,2,4,5,6,7	1,2,4,8

Directions:

1. **Enter the chartfield to be modified in the "chartfield value" box above.**
2. **Select the modification you are making (i.e. inactivate, reactivate, etc).**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☐10000 ☐10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☑VIEs

Select all that apply

MODIFICATION: ☑Inactivate ☐ Reactivate ☐ Name Change ☐Hierarchy Change ☐Other

1) Current title of chartfield to be modified: VIE Accumulated Depreciation '92 Railcar Lease

2) If name change, new title of chartfield: N/A

3) If name change, new description for manual: N/A

4) Date the chartfield is to be modified *(effective beg of next mo)*: 1-20-14

5) Did a construction overhead rate apply to this chartfield? _____

6) Did a common state allocation apply to this chartfield? If yes, answer 6a: _____

6a) What was the %? _____

7) Was the Dept/WA a storeroom? _____

8) If inactivating a BU, what Dept/WA applied to this BU? _____
(please fill out another form to inactivate Dept/WA)

9) If reactivating an account, where should it appear in the financial statements? _____

10) Who was responsible for reconciling this account? **(Balance Sheet Accts Only)** _____

11) Is the project number a deferral? _____

12) If hierarchy changes:
13a) Where does the account currently roll to on the financial statements? _____

13b) Where should the account roll to on future financial statements? _____

Requested By: Pam Ilus **Phone:** 8358 **Today's Date:** 1-20-14

Return to: Accounting Systems Administration – Topeka GO 2

WR

COA CHARTFIELD VALUE MODIFY FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value	06950				06950	
Questions to answer below	1,2,4,5,6,7	1,2,3,4	1,2,3,4,9,10, 12	1,2,3,4	1,2,4,5,6,7	1,2,4,8

Directions:

1. **Enter the chartfield to be modified in the "chartfield value" box above.**
2. **Select the modification you are making (i.e. inactivate, reactivate, etc).**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☒10000 ☐10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

MODIFICATION: ☐Inactivate ☐ Reactivate ☒Name Change ☑Hierarchy Change ☐Other

1) Current title of chartfield to be modified: IT/Facilities Administration

2) If name change, new title of chartfield: IT Administration → needs to roll to IT not Facilities

3) If name change, new description for manual: _____

4) Date the chartfield is to be modified *(effective beg of next mo)*: ASAP 1/1/14

5) Did a construction overhead rate apply to this chartfield? ? no change

6) Did a common state allocation apply to this chartfield? If yes, answer 6a: no change

6a) What was the %? _____

7) Was the Dept/WA a storeroom? no

8) If inactivating a BU, what Dept/WA applied to this BU? _____
(please fill out another form to inactivate Dept/WA)

9) If reactivating an account, where should it appear in the financial statements? _____

10) Who was responsible for reconciling this account? **(Balance Sheet Accts Only)** _____

11) Is the project number a deferral? _____

12) If hierarchy changes:
13a) Where does the account currently roll to on the financial statements? _____

13b) Where should the account roll to on future financial statements? 06960

Requested By: Jodi Porter **Phone:** x8230 **Today's Date:** 1/27/14

Return to: **Accounting Systems Administration – Topeka GO 2**

WF

COA CHARTFIELD VALUE MODIFY FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value	D6966				D6966	
Questions to answer below	1,2,4,5,6,7	1,2,3,4	1,2,3,4,9,10, 12	1,2,3,4	1,2,4,5,6,7	1,2,4,8

Directions:

1. **Enter the chartfield to be modified in the "chartfield value" box above.**
2. **Select the modification you are making (i.e. inactivate, reactivate, etc).**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☒10000 ☐10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

MODIFICATION: ☐Inactivate ☐ Reactivate ☒ Name Change ☐Hierarchy Change ☐Other

1) Current title of chartfield to be modified: GENCO Tech Support - IT Group

2) If name change, new title of chartfield: Generation IT Systems

3) If name change, new description for manual: _____

4) Date the chartfield is to be modified *(effective beg of next mo)*: ASAP 1/1/14

5) Did a construction overhead rate apply to this chartfield? no change

6) Did a common state allocation apply to this chartfield? If yes, answer 6a: no change

6a) What was the %? _____

7) Was the Dept/WA a storeroom? no

8) If inactivating a BU, what Dept/WA applied to this BU? _____
(please fill out another form to inactivate Dept/WA)

9) If reactivating an account, where should it appear in the financial statements? _____

10) Who was responsible for reconciling this account? **(Balance Sheet Accts Only)** _____

11) Is the project number a deferral? _____

12) If hierarchy changes:
13a) Where does the account currently roll to on the financial statements? _____

13b) Where should the account roll to on future financial statements? _____

Requested By: Jodi Porter **Phone:** x8230 **Today's Date:** 1/27/14

Return to: Accounting Systems Administration – Topeka GO 2

WR

COA CHARTFIELD VALUE MODIFY FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value	06815				06815	
Questions to answer below	1,2,4,5,6,7	1,2,3,4	1,2,3,4,9,10, 12	1,2,3,4	1,2,4,5,6,7	1,2,4,8

Directions:

1. **Enter the chartfield to be modified in the "chartfield value" box above.**
2. **Select the modification you are making (i.e. inactivate, reactivate, etc).**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☑10000 ☐10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

MODIFICATION: ☐Inactivate ☐Reactivate ☑Name Change ☐Hierarchy Change ☐Other

1) Current title of chartfield to be modified: Physical Security Services

2) If name change, new title of chartfield: Physical Security

3) If name change, new description for manual: _____

4) Date the chartfield is to be modified *(effective beg of next mo)*: ASAP 1/1/14

5) Did a construction overhead rate apply to this chartfield? no change

6) Did a common state allocation apply to this chartfield? If yes, answer 6a: no change

6a) What was the %? _____

7) Was the Dept/WA a storeroom? NO

8) If inactivating a BU, what Dept/WA applied to this BU? _____
(please fill out another form to inactivate Dept/WA)

9) If reactivating an account, where should it appear in the financial statements? _____

10) Who was responsible for reconciling this account? **(Balance Sheet Accts Only)** _____

11) Is the project number a deferral? _____

12) If hierarchy changes:
13a) Where does the account currently roll to on the financial statements? _____

13b) Where should the account roll to on future financial statements? _____

Requested By: Jodi Porter **Phone:** x 8230 **Today's Date:** 1/27/14

Return to: **Accounting Systems Administration – Topeka GO 2**

WR

COA CHARTFIELD VALUE MODIFY FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value	06807				06807	
Questions to answer below	1,2,4,5,6,7	1,2,3,4	1,2,3,4,9,10, 12	1,2,3,4	1,2,4,5,6,7	1,2,4,8

Directions:

1. **Enter the chartfield to be modified in the "chartfield value" box above.**
2. **Select the modification you are making (i.e. inactivate, reactivate, etc).**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☐10000 ☐10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

MODIFICATION: ☐Inactivate ☐ Reactivate ☒Name Change ☐Hierarchy Change ☐Other

1) Current title of chartfield to be modified: IT/Facilities Customer Support

2) If name change, new title of chartfield: Facilities Services

3) If name change, new description for manual: _____

4) Date the chartfield is to be modified *(effective beg of next mo)*: ASAP 1/01/14

5) Did a construction overhead rate apply to this chartfield? no change

6) Did a common state allocation apply to this chartfield? If yes, answer 6a: no change

6a) What was the %? _____

7) Was the Dept/WA a storeroom? ND

8) If inactivating a BU, what Dept/WA applied to this BU? _____
(please fill out another form to inactivate Dept/WA)

9) If reactivating an account, where should it appear in the financial statements? _____

10) Who was responsible for reconciling this account? **(Balance Sheet Accts Only)** _____

11) Is the project number a deferral? _____

12) If hierarchy changes:
13a) Where does the account currently roll to on the financial statements? _____

13b) Where should the account roll to on future financial statements? _____

Requested By: Jodi Porter **Phone:** x8230 **Today's Date:** 1/27/14

Return to: **Accounting Systems Administration – Topeka GO 2**

WR

COA CHARTFIELD VALUE MODIFY FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value	06963				06963	
Questions to answer below	1,2,4,5,6,7	1,2,3,4	1,2,3,4,9,10, 12	1,2,3,4	1,2,4,5,6,7	1,2,4,8

Directions:

1. **Enter the chartfield to be modified in the "chartfield value" box above.**
2. **Select the modification you are making (i.e. inactivate, reactivate, etc).**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☒10000 ☐10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

MODIFICATION: ☐Inactivate ☐ Reactivate ☒Name Change ☐Hierarchy Change ☐Other

1) Current title of chartfield to be modified: Voice Systems

2) If name change, new title of chartfield: Data and Voice Systems

3) If name change, new description for manual: _____

4) Date the chartfield is to be modified *(effective beg of next mo)*: ASAP 1/1/14

5) Did a construction overhead rate apply to this chartfield? no change

6) Did a common state allocation apply to this chartfield? If yes, answer 6a: no change

6a) What was the %? _____

7) Was the Dept/WA a storeroom? no

8) If inactivating a BU, what Dept/WA applied to this BU? _____
(please fill out another form to inactivate Dept/WA)

9) If reactivating an account, where should it appear in the financial statements? _____

10) Who was responsible for reconciling this account? **(Balance Sheet Accts Only)** _____

11) Is the project number a deferral? _____

12) If hierarchy changes:
13a) Where does the account currently roll to on the financial statements? _____

13b) Where should the account roll to on future financial statements? _____

Requested By: Jodi Porter **Phone:** x8230 **Today's Date:** 1/27/14

Return to: **Accounting Systems Administration – Topeka GO 2**

WR

COA CHARTFIELD VALUE MODIFY FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value	06967				06967	
Questions to answer below	1,2,4,5,6,7	1,2,3,4	1,2,3,4,9,10, 12	1,2,3,4	1,2,4,5,6,7	1,2,4,8

Directions:

1. **Enter the chartfield to be modified in the "chartfield value" box above.**
2. **Select the modification you are making (i.e. inactivate, reactivate, etc).**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☒10000 ☐10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

MODIFICATION: ☐Inactivate ☐ Reactivate ☒Name Change ☐Hierarchy Change ☐Other

1) Current title of chartfield to be modified: Identity/Access Mgmt

2) If name change, new title of chartfield: Systems Security

3) If name change, new description for manual: _____

4) Date the chartfield is to be modified *(effective beg of next mo)*: ASAP 1/1/14

5) Did a construction overhead rate apply to this chartfield? nu change

6) Did a common state allocation apply to this chartfield? If yes, answer 6a: nu change

6a) What was the %? _____

7) Was the Dept/WA a storeroom? nu

8) If inactivating a BU, what Dept/WA applied to this BU? _____
(please fill out another form to inactivate Dept/WA)

9) If reactivating an account, where should it appear in the financial statements? _____

10) Who was responsible for reconciling this account? **(Balance Sheet Accts Only)** _____

11) Is the project number a deferral? _____

12) If hierarchy changes:
13a) Where does the account currently roll to on the financial statements? _____

13b) Where should the account roll to on future financial statements? _____

Requested By: Jodi Porter **Phone:** x 8230 **Today's Date:** 1/27/14

Return to: **Accounting Systems Administration – Topeka GO 2**

WR

COA CHARTFIELD VALUE MODIFY FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value	05822				05822	
Questions to answer below	1,2,4,5,6,7	1,2,3,4	1,2,3,4,9,10, 12	1,2,3,4	1,2,4,5,6,7	1,2,4,8

Directions:

1. **Enter the chartfield to be modified in the "chartfield value" box above.**
2. **Select the modification you are making (i.e. inactivate, reactivate, etc).**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☐10000 ☐10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

MODIFICATION: ☐Inactivate ☐ Reactivate ☒ Name Change ☐Hierarchy Change ☐Other

1) Current title of chartfield to be modified: 05822 T+D Construction + Maint Adm

2) If name change, new title of chartfield: 05822 T+S Construction Admn

3) If name change, new description for manual: _____

4) Date the chartfield is to be modified *(effective beg of next mo)*: 2-01-2014

5) Did a construction overhead rate apply to this chartfield? _____

6) Did a common state allocation apply to this chartfield? If yes, answer 6a: _____

6a) What was the %? _____

7) Was the Dept/WA a storeroom? _____

8) If inactivating a BU, what Dept/WA applied to this BU? _____
(please fill out another form to inactivate Dept/WA)

9) If reactivating an account, where should it appear in the financial statements? _____

10) Who was responsible for reconciling this account? (Balance Sheet Accts Only) _____

11) Is the project number a deferral? _____

12) If hierarchy changes:
13a) Where does the account currently roll to on the financial statements? _____

13b) Where should the account roll to on future financial statements? _____

Requested By: Tony Pearson Phone: 7480 Today's Date: 1/21/14

Return to: Accounting Systems Administration – Topeka GO 2

WR

COA CHARTFIELD VALUE REQUEST FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value	06503				06503	
Questions to answer below	1,3,4,5,6,7,8,12, 13	1,2,12	1,2,9,10,12, 14,15	1,2,12	1,3,4,5,6,7,8, 12,13	1,12

Directions:

1. **Enter the new chartfield in the "chartfield value" box above.**
2. **Select the Business Unit(s) for which your segment should be set-up.**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☑10000 ☑10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

1) Title of new chartfield: Relations & Partnerships
(30 character maximum)

2) Description for manual: _____

3) What Operating Unit is the new chartfield valid for? 10600

4) For reporting purposes, what Dept/WA should this roll up to? Govt Affairs & Corporate Comm

5) What is the Construction Overhead rate (**WE ONLY**)? Same as 6330

6) What is the Non-Productive Rate (**WE ONLY**)? N/A

7) Does the common state allocation apply (**WE ONLY**)? If yes, answer 7a: Yes

7a) What is the % or what other Dept/WA does this compare to? Same as 6330

8) Will the new budget/work area have labor charges? yes

9) Is this account budgeted? _____

10) Should the account require a Project and/or Job Task? _____

11) What Work Area is the new chartfield valid with? _____

12) What month is this chartfield to be activated? Jan. 2014

13) What are the valid accounts this Work Area can charge or what other WA does this compare to? 6502, 6504, 6206

14) If adding a new account, what line item should this roll to on the financial statements? _____

15) Who is responsible for reconciling this account? (**Balance Sheet Accts Only**) _____

Requested By: Ariane Cottingham **Phone:** ext - 1649 **Today's Date:** 1/16/14

Return to: **Accounting Systems Administration – Topeka GO 2**

VR

COA CHARTFIELD VALUE REQUEST FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value	06700				06700	
Questions to answer below	1,3,4,5,6,7,8,12, 13	1,2,12	1,2,9,10,12, 14,15	1,2,12	1,3,4,5,6,7,8, 12,13	1,12

Directions:

1. **Enter the new chartfield in the "chartfield value" box above.**
2. **Select the Business Unit(s) for which your segment should be set-up.**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☒10000 ☒10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

1) Title of new chartfield: Legal Administration
(30 character maximum)

2) Description for manual: Same

3) What Operating Unit is the new chartfield valid for? 10000

4) For reporting purposes, what Dept/WA should this roll up to? Total Legal

5) What is the Construction Overhead rate (WE ONLY)? Corporate

6) What is the Non-Productive Rate (WE ONLY)? N/A

7) Does the common state allocation apply (WE ONLY)? If yes, answer 7a: yes

7a) What is the % or what other Dept/WA does this compare to? 06701

8) Will the new budget/work area have labor charges? yes

9) Is this account budgeted?

10) Should the account require a Project and/or Job Task?

11) What Work Area is the new chartfield valid with?

12) What month is this chartfield to be activated? 1-1-14

13) What are the valid accounts this Work Area can charge or what other WA does this compare to? 06701

14) If adding a new account, what line item should this roll to on the financial statements?

15) Who is responsible for reconciling this account? **(Balance Sheet Accts Only)**

Requested By: Mmaury **Phone:** 1883 **Today's Date:** 1-3-14

Return to: **Accounting Systems Administration – Topeka GO 2**

WR

COA CHARTFIELD VALUE REQUEST FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value	06976				06976	
Questions to answer below	1,3,4,5,6,7,8,12, 13	1,2,12	1,2,9,10,12, 14,15	1,2,12	1,3,4,5,6,7,8, 12,13	1,12

Directions:

1. **Enter the new chartfield in the "chartfield value" box above.**
2. **Select the Business Unit(s) for which your segment should be set-up.**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☒10000 ☒10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

1) Title of new chartfield: Customer Solutions
(30 character maximum)

2) Description for manual: _____

3) What Operating Unit is the new chartfield valid for? 10000

4) For reporting purposes, what Dept/WA should this roll up to? SVP, Strategy

5) What is the Construction Overhead rate (**WE ONLY**)? Corporate

6) What is the Non-Productive Rate (**WE ONLY**)? N/A

7) Does the common state allocation apply (**WE ONLY**)? If yes, answer 7a: yes

7a) What is the % or what other Dept/WA does this compare to? 53.83 10000 / 46.17 10100

8) Will the new budget/work area have labor charges? yes

9) Is this account budgeted? _____

10) Should the account require a Project and/or Job Task? _____

11) What Work Area is the new chartfield valid with? _____

12) What month is this chartfield to be activated? 1-1-14

13) What are the valid accounts this Work Area can charge or what other WA does this compare to? 05874

14) If adding a new account, what line item should this roll to on the financial statements? _____

15) Who is responsible for reconciling this account? (**Balance Sheet Accts Only**) _____

Requested By: M Maury **Phone:** 1883 **Today's Date:** 1-3-14

Return to: **Accounting Systems Administration – Topeka GO 2**

WR

COA CHARTFIELD VALUE REQUEST FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value	06991				06991	
Questions to answer below	1,3,4,5,6,7,8,12, 13	1,2,12	1,2,9,10,12, 14,15	1,2,12	1,3,4,5,6,7,8, 12,13	1,12

Directions:

1. **Enter the new chartfield in the "chartfield value" box above.**
2. **Select the Business Unit(s) for which your segment should be set-up.**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☒10000 ☒10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

1) Title of new chartfield: Corp Compliance & IAudit Administration
(30 character maximum)

2) Description for manual: _____

3) What Operating Unit is the new chartfield valid for? 10000

4) For reporting purposes, what Dept/WA should this roll up to? Total Corp Compliance

5) What is the Construction Overhead rate **(WE ONLY)**? Corporate

6) What is the Non-Productive Rate **(WE ONLY)**? N/A

7) Does the common state allocation apply **(WE ONLY)**? If yes, answer 7a: yes

7a) What is the % or what other Dept/WA does this compare to? 06990

8) Will the new budget/work area have labor charges? yes

9) Is this account budgeted? _____

10) Should the account require a Project and/or Job Task? _____

11) What Work Area is the new chartfield valid with? _____

12) What month is this chartfield to be activated? 1-1-14

13) What are the valid accounts this Work Area can charge or what other WA does this compare to? 06990

14) If adding a new account, what line item should this roll to on the financial statements? _____

15) Who is responsible for reconciling this account? **(Balance Sheet Accts Only)** _____

Requested By: mmaring **Phone:** 1883 **Today's Date:** 1-3-14

Return to: **Accounting Systems Administration – Topeka GO 2**

WR

COA CHARTFIELD VALUE REQUEST FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value	060057				060057	
Questions to answer below	1,3,4,5,6,7,8,12, 13	1,2,12	1,2,9,10,12, 14,15	1,2,12	1,3,4,5,6,7,8, 12,13	1,12

Directions:

1. **Enter the new chartfield in the "chartfield value" box above.**
2. **Select the Business Unit(s) for which your segment should be set-up.**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☒10000 ☒10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

1) Title of new chartfield: Customer Programs
(30 character maximum)

2) Description for manual: _____

3) What Operating Unit is the new chartfield valid for? 10000

4) For reporting purposes, what Dept/WA should this roll up to? Cust Programs & Services

5) What is the Construction Overhead rate (**WE ONLY**)? Customer Care

6) What is the Non-Productive Rate (**WE ONLY**)? N/A

7) Does the common state allocation apply (**WE ONLY**)? If yes, answer 7a: yes

7a) What is the % or what other Dept/WA does this compare to? 53.83 10000 / 46.17 10100

8) Will the new budget/work area have labor charges? yes

9) Is this account budgeted? _____

10) Should the account require a Project and/or Job Task? _____

11) What Work Area is the new chartfield valid with? _____

12) What month is this chartfield to be activated? 1-1-14

13) What are the valid accounts this Work Area can charge or what other WA does this compare to? 060056

14) If adding a new account, what line item should this roll to on the financial statements? _____

15) Who is responsible for reconciling this account? (**Balance Sheet Accts Only**) _____

Requested By: M Maury **Phone:** 1883 **Today's Date:** 1-3-14

Return to: **Accounting Systems Administration – Topeka GO 2**

WR

COA CHARTFIELD VALUE REQUEST FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value	06975				06975	
Questions to answer below	1,3,4,5,6,7,8,12, 13	1,2,12	1,2,9,10,12, 14,15	1,2,12	1,3,4,5,6,7,8, 12,13	1,12

Directions:

1. **Enter the new chartfield in the "chartfield value" box above.**
2. **Select the Business Unit(s) for which your segment should be set-up.**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☒10000 ☒10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

1) Title of new chartfield: Regulatory Affairs Administration
(30 character maximum)

2) Description for manual: _____

3) What Operating Unit is the new chartfield valid for? 10000

4) For reporting purposes, what Dept/WA should this roll up to? Total Regulatory

5) What is the Construction Overhead rate (**WE ONLY**)? Corporate

6) What is the Non-Productive Rate (**WE ONLY**)? N/A

7) Does the common state allocation apply (**WE ONLY**)? If yes, answer 7a: yes

7a) What is the % or what other Dept/WA does this compare to? 06970

8) Will the new budget/work area have labor charges? yes

9) Is this account budgeted? _____

10) Should the account require a Project and/or Job Task? _____

11) What Work Area is the new chartfield valid with? _____

12) What month is this chartfield to be activated? 1-1-14

13) What are the valid accounts this Work Area can charge or what other WA does this compare to? 06970

14) If adding a new account, what line item should this roll to on the financial statements? _____

15) Who is responsible for reconciling this account? (**Balance Sheet Accts Only**) _____

Requested By: mmaurer **Phone:** 1883 **Today's Date:** 1-3-14

Return to: **Accounting Systems Administration – Topeka GO 2**

WR

COA CHARTFIELD VALUE REQUEST FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value	066000				066000	
Questions to answer below	1,3,4,5,6,7,8,12, 13	1,2,12	1,2,9,10,12, 14,15	1,2,12	1,3,4,5,6,7,8, 12,13	1,12

Directions:

1. **Enter the new chartfield in the "chartfield value" box above.**
2. **Select the Business Unit(s) for which your segment should be set-up.**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☒10000 ☒10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

1) Title of new chartfield: HR & IT Administration
(30 character maximum)

2) Description for manual: same

3) What Operating Unit is the new chartfield valid for? 10000

4) For reporting purposes, what Dept/WA should this roll up to? Total HR

5) What is the Construction Overhead rate (**WE ONLY**)? Corporate

6) What is the Non-Productive Rate (**WE ONLY**)? N/A

7) Does the common state allocation apply (**WE ONLY**)? If yes, answer 7a: yes

7a) What is the % or what other Dept/WA does this compare to? 066001

8) Will the new budget/work area have labor charges? yes

9) Is this account budgeted?

10) Should the account require a Project and/or Job Task?

11) What Work Area is the new chartfield valid with?

12) What month is this chartfield to be activated? 1-1-14

13) What are the valid accounts this Work Area can charge or what other WA does this compare to? 066001

14) If adding a new account, what line item should this roll to on the financial statements?

15) Who is responsible for reconciling this account? (**Balance Sheet Accts Only**)

Requested By: MMaurer **Phone:** 1883 **Today's Date:** 1-4-14

Return to: **Accounting Systems Administration – Topeka GO 2**

VIR

COA CHARTFIELD VALUE REQUEST FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value			9302013			
Questions to answer below	1,3,4,5,6,7,8,12, 13	1,2,12	1,2,9,10,12, 14,15	1,2,12	1,3,4,5,6,7,8, 12,13	1,12

Directions:

1. **Enter the new chartfield in the "chartfield value" box above.**
2. **Select the Business Unit(s) for which your segment should be set-up.**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☒10000 ☒10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☒10500 ☐VIEs
Select all that apply

1) Title of new chartfield: DISCOUNTS EARNED
(30 character maximum)

2) Description for manual: Account for discounts earned on AP Payments to vendors.

3) What Operating Unit is the new chartfield valid for? _____

4) For reporting purposes, what Dept/WA should this roll up to? _____

5) What is the Construction Overhead rate **(WE ONLY)**? _____

6) What is the Non-Productive Rate **(WE ONLY)**? _____

7) Does the common state allocation apply **(WE ONLY)**? If yes, answer 7a: _____

7a) What is the % or what other Dept/WA does this compare to? _____

8) Will the new budget/work area have labor charges? _____

9) Is this account budgeted? No

10) Should the account require a Project and/or Job Task? No

11) What Work Area is the new chartfield valid with? _____

12) What month is this chartfield to be activated? Jan 2014

13) What are the valid accounts this Work Area can charge or what other WA does this compare to? _____

14) If adding a new account, what line item should this roll to on the financial statements? S&OA

15) Who is responsible for reconciling this account? **(Balance Sheet Accts Only)** N/A

Requested By: Zac Broughton **Phone:** 8304 **Today's Date:** 1/27/14

Return to: **Accounting Systems Administration – Topeka GO 2**

WR

COA CHARTFIELD VALUE MODIFY FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value			1632009			
Questions to answer below	1,2,4,5,6,7	1,2,3,4	1,2,3,4,9,10, 12	1,2,3,4	1,2,4,5,6,7	1,2,4,8

Directions:

1. **Enter the chartfield to be modified in the "chartfield value" box above.**
2. **Select the modification you are making (i.e. inactivate, reactivate, etc).**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☐10000 ☐10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

MODIFICATION: ☐Inactivate ☒Reactivate ☐Name Change ☐Hierarchy Change ☐Other

1) Current title of chartfield to be modified: _____

2) If name change, new title of chartfield: _____

3) If name change, new description for manual: _____

_____

_____

4) Date the chartfield is to be modified *(effective beg of next mo)*: 12/01/13

5) Did a construction overhead rate apply to this chartfield? _____

6) Did a common state allocation apply to this chartfield? If yes, answer 6a: _____

6a) What was the %? _____

7) **Was the Dept/WA a storeroom?** _____

8) If inactivating a BU, what Dept/WA applied to this BU? _____
(please fill out another form to inactivate Dept/WA)

9) If reactivating an account, where should it appear in the financial statements? _____

10) Who was responsible for reconciling this account? **(Balance Sheet Accts Only)** _____

11) Is the project number a deferral? _____

12) If hierarchy changes:
13a) Where does the account currently roll to on the financial statements? _____

13b) Where should the account roll to on future financial statements? _____

Requested By: Rebekah Hankins **Phone:** 1654 **Today's Date:** 1/31/13

Return to: **Accounting Systems Administration – Topeka GO 2**

WR

COA CHARTFIELD VALUE MODIFY FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value			1632009			
Questions to answer below	1,2,4,5,6,7	1,2,3,4	1,2,3,4,9,10, 12	1,2,3,4	1,2,4,5,6,7	1,2,4,8

Directions:

1. **Enter the chartfield to be modified in the "chartfield value" box above.**
2. **Select the modification you are making (i.e. inactivate, reactivate, etc).**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☐10000 ☐10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

MODIFICATION: ☒Inactivate ☐ Reactivate ☐ Name Change ☐Hierarchy Change ☐Other

1) Current title of chartfield to be modified: _____

2) If name change, new title of chartfield: _____

3) If name change, new description for manual: _____

_____

_____

4) Date the chartfield is to be modified *(effective beg of next mo)*: 12/01/13

5) Did a construction overhead rate apply to this chartfield? _____

6) Did a common state allocation apply to this chartfield? If yes, answer 6a: _____

6a) What was the %? _____

7) Was the Dept/WA a storeroom? _____

8) If inactivating a BU, what Dept/WA applied to this BU? _____
(please fill out another form to inactivate Dept/WA)

9) If reactivating an account, where should it appear in the financial statements? _____

10) Who was responsible for reconciling this account? **(Balance Sheet Accts Only)** _____

11) Is the project number a deferral? _____

12) If hierarchy changes:
13a) Where does the account currently roll to on the financial statements? _____

13b) Where should the account roll to on future financial statements? _____

Requested By: Rebekah Hanstaw **Phone:** 1654 **Today's Date:** 1/31/14

Return to: **Accounting Systems Administration – Topeka GO 2**

WR

COA CHARTFIELD VALUE REQUEST FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value					06220	
Questions to answer below	1,3,4,5,6,7,8,12, 13	1,2,12	1,2,9,10,12, 14,15	1,2,12	1,3,4,5,6,7,8, 12,13	1,12

Directions:

1. **Enter the new chartfield in the "chartfield value" box above.**
2. **Select the Business Unit(s) for which your segment should be set-up.**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☐10000 ☐10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

1) Title of new chartfield: 06220 - Emergency Operations Management
(30 character maximum)

2) Description for manual: _____

3) What Operating Unit is the new chartfield valid for? _____

4) For reporting purposes, what Dept/WA should this roll up to? WA Power Delivery without 06205 like 00215

5) What is the Construction Overhead rate (**WE ONLY**)? _____

6) What is the Non-Productive Rate (**WE ONLY**)? _____

7) Does the common state allocation apply (**WE ONLY**)? If yes, answer 7a: _____

7a) What is the % or what other Dept/WA does this compare to? _____

8) Will the new budget work area have labor charges? _____

9) Is this account budgeted? _____

10) Should the account require a Project and/or Job Task? _____

11) What Work Area is the new chartfield valid with? _____

12) What month is this chartfield to be acuvated? _____

13) What are the valid accounts this Work Area can charge or what other WA does this compare to? _____

14) If adding a new account, what line item should this roll to on the financial statements? _____

15) Who is responsible for reconciling this account? (**Balance Sheet Accts Only**) _____

Requested By: Tony Pearce Phone: 7480 Today's Date: _____

Return to: **Accounting Systems Administration – Topeka GO 2**

WK

COA CHARTFIELD VALUE REQUEST FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value					06801	
Questions to answer below	1,3,4,5,6,7,8,12, 13	1,2,12	1,2,9,10,12, 14,15	1,2,12	1,3,4,5,6,7,8, 12,13	1,12

Directions:

1. **Enter the new chartfield in the "chartfield value" box above.**
2. **Select the Business Unit(s) for which your segment should be set-up.**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☐10000 ☐10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

Operations Support

1) Title of new chartfield: 06801 - Operations Support Admin
(30 character maximum)

2) Description for manual: Elsie's new organization
I will have other WA's to move Sep. 2014 after this is set up

3) What Operating Unit is the new chartfield valid for? _____

4) For reporting purposes, what Dept/WA should this roll up to? WA Chief Operating Officer

5) What is the Construction Overhead rate **(WE ONLY)**? _____

6) What is the Non-Productive Rate **(WE ONLY)**? _____

7) Does the common state allocation apply **(WE ONLY)**? If yes, answer 7a

7a) What is the % or what other Dept/WA does this compare to? _____

8) Will the new budget/work area have labor charges?

9) Is this account budgeted?

10) Should the account require a Project and or Job Task?

11) What Work Area is the new chartfield valid with?

12) What month is this chartfield to be activated?

13) What are the valid accounts this Work Area can charge or what other WA does this compare to? _____

14) If adding a new account, what line item should this roll to on the financial statements? _____

15) Who is responsible for reconciling this account? (Balance Sheet Accts Only)

Requested By: Tony Pearce Phone: 7480 Today's Date: _____

Return to: Accounting Systems Administration – Topeka GO 2

WR

COA CHARTFIELD VALUE REQUEST FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value			1823451			
Questions to answer below	1,3,4,5,6,7,8,12, 13	1,2,12	1,2,9,10,12, 14,15	1,2,12	1,3,4,5,6,7,8, 12,13	1,12

Directions:

1. **Enter the new chartfield in the "chartfield value" box above.**
2. **Select the Business Unit(s) for which your segment should be set-up.**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☑10000 ☑10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

1) Title of new chartfield: (30 character maximum) Rate Case Expense 2013-ST

2) Description for manual: This account contains costs associated with the 2013 rate case to be amortized over the next 12 months

3) What Operating Unit is the new chartfield valid for? _____

4) For reporting purposes, what Dept/WA should this roll up to? _____

5) What is the Construction Overhead rate (**WE ONLY**)? _____

6) What is the Non-Productive Rate (**WE ONLY**)? _____

7) Does the common state allocation apply (**WE ONLY**)? If yes, answer 7a: _____

7a) What is the % or what other Dept/WA does this compare to? _____

8) Will the new budget/work area have labor charges? _____

9) Is this account budgeted? NO

10) Should the account require a Project and/or Job Task? NO

11) What Work Area is the new chartfield valid with? _____

12) What month is this chartfield to be activated? December 2013

13) What are the valid accounts this Work Area can charge or what other WA does this compare to? _____

14) If adding a new account, what line item should this roll to on the financial statements? same as 1823449

15) Who is responsible for reconciling this account? (**Balance Sheet Accts Only**) Pam Tevis

Requested By: Lindsey Holcomb **Phone:** 8201 **Today's Date:** 1/8/14

Return to: **Accounting Systems Administration – Topeka GO 2**

WR

COA CHARTFIELD VALUE REQUEST FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value			1823452			
Questions to answer below	1,3,4,5,6,7,8,12, 13	1,2,12	1,2,9,10,12, 14,15	1,2,12	1,3,4,5,6,7,8, 12,13	1,12

Directions:

1. **Enter the new chartfield in the "chartfield value" box above.**
2. **Select the Business Unit(s) for which your segment should be set-up.**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☑10000 ☑10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

1) Title of new chartfield: Rate Case Expense - LT
(30 character maximum)

2) Description for manual: This account contains costs associated with the 2013 rate case to be amortized over a period exceeding 12 months.

3) What Operating Unit is the new chartfield valid for? _____

4) For reporting purposes, what Dept/WA should this roll up to? _____

5) What is the Construction Overhead rate (**WE ONLY**)? _____

6) What is the Non-Productive Rate (**WE ONLY**)? _____

7) Does the common state allocation apply (**WE ONLY**)? If yes, answer 7a: _____

7a) What is the % or what other Dept/WA does this compare to? _____

8) Will the new budget/work area have labor charges? _____

9) Is this account budgeted? NO

10) Should the account require a Project and/or Job Task? NO

11) What Work Area is the new chartfield valid with? _____

12) What month is this chartfield to be activated? December 2013

13) What are the valid accounts this Work Area can charge or what other WA does this compare to? _____

14) If adding a new account, what line item should this roll to on the financial statements? Same as 1823450

15) Who is responsible for reconciling this account? (**Balance Sheet Accts Only**) Pam Tevis

Requested By: Lindsey Holcomb **Phone:** 8201 **Today's Date:** 1/8/14

Return to: **Accounting Systems Administration – Topeka GO 2**

WK

COA CHARTFIELD VALUE REQUEST FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value			1329065			
Questions to answer below	1,3,4,5,6,7,8,12, 13	1,2,12	1,2,9,10,12, 14,15	1,2,12	1,3,4,5,6,7,8, 12,13	1,12

Directions:

1. **Enter the new chartfield in the "chartfield value" box above.**
2. **Select the Business Unit(s) for which your segment should be set-up.**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☐10000 ☐10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

1) Title of new chartfield: Accounts Payable A/R PeopleSoft Refunds
(30 character maximum)

2) Description for manual: see attached

3) What Operating Unit is the new chartfield valid for? _____

4) For reporting purposes, what Dept/WA should this roll up to? _____

5) What is the Construction Overhead rate (**WE ONLY**)? _____

6) What is the Non-Productive Rate (**WE ONLY**)? _____

7) Does the common state allocation apply (**WE ONLY**)? If yes, answer 7a: _____

7a) What is the % or what other Dept/WA does this compare to? _____

8) Will the new budget/work area have labor charges? _____

9) Is this account budgeted? no

10) Should the account require a Project and/or Job Task? no

11) What Work Area is the new chartfield valid with? _____

12) What month is this chartfield to be activated? ASAP

13) What are the valid accounts this Work Area can charge or what other WA does this compare to? _____

14) If adding a new account, what line item should this roll to on the financial statements? Accounts Payable

15) Who is responsible for reconciling this account? (**Balance Sheet Accts Only**) Carla Zoetmulder

Requested By: Carla Zoetmulder Phone: 1678 Today's Date: 12/20/13

Return to: Accounting Systems Administration – Topeka GO 2

COA CHARTFIELD VALUE REQUEST FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value			254350			
Questions to answer below	1,3,4,5,6,7,8,12, 13	1,2,12	1,2,9,10,12, 14,15	1,2,12	1,3,4,5,6,7,8, 12,13	1,12

Directions:

1. **Enter the new chartfield in the "chartfield value" box above.**
2. **Select the Business Unit(s) for which your segment should be set-up.**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☒10000 ☐10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

1) Title of new chartfield: Reg.Liab.- Post-Retirement Medical - LT
(30 character maximum)

2) Description for manual: This account includes unrecognized costs for the Post Retirement Medical Plan.

3) What Operating Unit is the new chartfield valid for? _____

4) For reporting purposes, what Dept/WA should this roll up to? _____

5) What is the Construction Overhead rate **(WE ONLY)**? _____

6) What is the Non-Productive Rate **(WE ONLY)**? _____

7) Does the common state allocation apply **(WE ONLY)**? If yes, answer 7a: _____

7a) What is the % or what other Dept/WA does this compare to? _____

8) Will the new budget/work area have labor charges? _____

9) Is this account budgeted? _____

10) Should the account require a Project and/or Job Task? No

11) What Work Area is the new chartfield valid with? _____

12) What month is this chartfield to be activated? ASAP

13) What are the valid accounts this Work Area can charge or what other WA does this compare to? _____

14) If adding a new account, what line item should this roll to on the financial statements? 254380

15) Who is responsible for reconciling this account? **(Balance Sheet Accts Only)** Karen Medford

Requested By: Karen Medford **Phone:** 575-8143 **Today's Date:** 1/16/14

Return to: **Accounting Systems Administration – Topeka GO 2**

WK

ACK SEGMENT VALUE REQUEST FORM

Segment	1	2	3	4	5	6	7	8	9
Segment Name	Budget Area	Cost Code	Account	Location	Activity	Prod	Work Area	Project (Special)	Legal Entity
Segment Value	See Work Area							DF0085	
Questions to answer below		1.2, 12	1,2.9.10. 12, 14,15	1.2,12	1.2,11.12		1.3,4.5,6.7.8, 12.13	1.12	1.12

Directions:

1. **Enter the new segment in the "segment value" box above.**
2. **Circle the control entity in which your segment should be set-up.**
3. **Answer only the questions below applicable to the segment you are requesting.**

CONTROL ENTITY: (3000) 3001 3002 3006

1) Title of new segment: Debt Call CC 878 - 5.6% FMB
(30 characters maximum)

2) Definition for manual: _____

3) What Location is the new segment valid for? _____

4) For reporting purposes. what BA/WA should this roll up to? _____

5) What is the Construction Overhead rate (**WE ONLY**)? _____

6) What is the Non-Productive Rate (**WE ONLY**)? _____

7) Does the Common State Allocation apply (**WE ONLY**)? If yes, complete 7a: _____

7a) What is the % or what other BA/WA does this compare to (**WE ONLY**)? _____

8) Will the new budget/work area have labor charges? _____

9) Is this account budgeted? _____

10) Should the account require a Work Request? _____

11) What Work Area is the new segment valid with? _____
(used for the manual)

12) What month is this segment to be activated? 6/1/2013

13) What are the valid accounts this Work Area can charge or what other WA does this compare to? _____

14) If adding a new account, what line item should this roll to on the financial statements? _____

15) Who is responsible for reconciling this account? (**Balance Sheet Accts Only**)_____

Requested By: Eric Anderson **Phone:** 8293 **Today's Date:** 6/4/13

Return to: **Walker System Support – Topeka GO 2**

WR

ACK SEGMENT VALUE REQUEST FORM

Segment	1	2	3	4	5	6	7	8	9
Segment Name	Budget Area	Cost Code	Account	Location	Activity	Prod	Work Area	Project (Special)	Legal Entity
Segment Value	See Work Area							DF0086	
Questions to answer below		1.2, 12	1.2.9.10. 12, 14.15	1.2.12	1.2.11.12		1.3.4.5.6.7.8, 12.13	1.12	1.12

Directions:

1. Enter the new segment in the "segment value" box above.
2. Circle the control entity in which your segment should be set-up.
3. Answer only the questions below applicable to the segment you are requesting.

CONTROL ENTITY: (3000) 3001 3002 3006

1) Title of new segment: Debt Call CC879 -6.0% FMB
(30 characters maximum)

2) Definition for manual: _____

3) What Location is the new segment valid for? _____

4) For reporting purposes, what BA/WA should this roll up to? _____

5) What is the Construction Overhead rate (**WE ONLY**)? _____

6) What is the Non-Productive Rate (**WE ONLY**)? _____

7) Does the Common State Allocation apply (**WE ONLY**)? If yes, complete 7a: _____

7a) What is the % or what other BA/WA does this compare to (**WE ONLY**)? _____

8) Will the new budget/work area have labor charges? _____

9) Is this account budgeted? _____

10) Should the account require a Work Request? _____

11) What Work Area is the new segment valid with? _____
(used for the manual)

12) What month is this segment to be activated? 6/1/13

13) What are the valid accounts this Work Area can charge or what other WA does this compare to? _____

14) If adding a new account, what line item should this roll to on the financial statements? _____

15) Who is responsible for reconciling this account? (**Balance Sheet Accts Only**)_____

Requested By: EAnderson Phone: 8293 Today's Date: 6/4/13

Return to: Walker System Support – Topeka GO 2

WR

COA CHARTFIELD VALUE MODIFY FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value			182307			
Questions to answer below	1.2.4.5.6.7	1.2.3.4	1.2.3.4.9.10. 12	1.2.3.4	1.2.4.5.6.7	1.2.4.8

Directions:

1. **Enter the chartfield to be modified in the "chartfield value" box above.**
2. **Select the modification you are making (i.e. inactivate, reactivate, etc).**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☒10000 ☒10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

MODIFICATION: ☐Inactivate ☒Reactivate ☐Name Change ☐Hierarchy Change ☐Other

1) Current title of chartfield to be modified: 2007 Ice Storm Costs LT

2) If name change, new title of chartfield: NA

3) If name change, new description for manual: NA

4) Date the chartfield is to be modified *(effective beg of next mo)*: 12/18/13

5) Did a construction overhead rate apply to this chartfield? _____

6) Did a common state allocation apply to this chartfield? If yes, answer 6a: _____

6a) What was the %? _____

7) Was the Dept/WA a storeroom? _____

8) If inactivating a BU, what Dept/WA applied to this BU? _____
(please fill out another form to inactivate Dept/WA)

9) If reactivating an account, where should it appear in the financial statements? Balance Sheet

10) Who was responsible for reconciling this account? **(Balance Sheet Accts Only)** Karla Mosher

11) Is the project number a deferral? _____

12) If hierarchy changes:
13a) Where does the account currently roll to on the financial statements? NA

13b) Where should the account roll to on future financial statements? NA

Requested By: Karla Mosher **Phone:** 6341 **Today's Date:** 12/18/13

Return to: **Accounting Systems Administration – Topeka GO 2**

COA CHARTFIELD VALUE MODIFY FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value			2533607			
Questions to answer below	1,2,4,5,6,7	1,2,3,4	1,2,3,4,9,10, 12	1,2,3,4	1,2,4,5,6,7	1,2,4,8

Directions:

1. **Enter the chartfield to be modified in the "chartfield value" box above.**
2. **Select the modification you are making (i.e. inactivate, reactivate, etc).**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☒10000 ☒10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

MODIFICATION: ☐Inactivate ☒Reactivate ☐Name Change ☐Hierarchy Change ☐Other

1) Current title of chartfield to be modified: Equity COC 2007 Ice Storm LT

2) If name change, new title of chartfield: NA

3) If name change, new description for manual: NA

4) Date the chartfield is to be modified *(effective beg of next mo)*: 12/18/13

5) Did a construction overhead rate apply to this chartfield? _____

6) Did a common state allocation apply to this chartfield? If yes, answer 6a: _____

6a) What was the %? _____

7) Was the Dept/WA a storeroom? _____

8) If inactivating a BU, what Dept/WA applied to this BU? _____
(please fill out another form to inactivate Dept/WA)

9) If reactivating an account, where should it appear in the financial statements? Balance Sheet

10) Who was responsible for reconciling this account? **(Balance Sheet Accts Only)** Karla Mosher

11) Is the project number a deferral? _____

12) If hierarchy changes:
13a) Where does the account currently roll to on the financial statements? NA

13b) Where should the account roll to on future financial statements? NA

Requested By: Karla Mosher **Phone:** 6341 **Today's Date:** 12/18/13

Return to: **Accounting Systems Administration – Topeka GO 2**

WR

COA CHARTFIELD VALUE REQUEST FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value			5184000			
Questions to answer below	1,3,4,5,6,7,8,12, 13	1,2,12	1,2,9,10,12, 14,15	1,2,12	1,3,4,5,6,7,8, 12,13	1,12

Directions:

1. **Enter the new chartfield in the "chartfield value" box above.**
2. **Select the Business Unit(s) for which your segment should be set-up.**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☐10000 ☒10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

1) Title of new chartfield: Nuclear Fuel ~~DD&R~~ Interest Component
(30 character maximum)

2) Description for manual: Nuclear Fuel ~~Decommissioning~~ AFUDC required ~~Decontamination Assessment~~ to be seperately tracked by the SPP.

3) What Operating Unit is the new chartfield valid for? _____

4) For reporting purposes, what Dept/WA should this roll up to? _____

5) What is the Construction Overhead rate (**WE ONLY**)? _____

6) What is the Non-Productive Rate (**WE ONLY**)? _____

7) Does the common state allocation apply (**WE ONLY**)? If yes, answer 7a: _____

7a) What is the % or what other Dept/WA does this compare to? _____

8) Will the new budget/work area have labor charges? _____

9) Is this account budgeted? NO

10) Should the account require a Project and/or Job Task? No

11) What Work Area is the new chartfield valid with? _____

12) What month is this chartfield to be activated? November 2013

13) What are the valid accounts this Work Area can charge or what other WA does this compare to? _____

14) If adding a new account, what line item should this roll to on the financial statements? Same as 5183000

15) Who is responsible for reconciling this account? (**Balance Sheet Accts Only**) N/A

Requested By: Jeffrey Trut **Phone:** 1882 **Today's Date:** 12/04/13

Return to: **Accounting Systems Administration – Topeka GO 2**

WR

COA CHARTFIELD VALUE REQUEST FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value			5571000			
Questions to answer below	1,3,4,5,6,7,8,12, 13	1,2,12	1,2,9,10,12, 14,15	1,2,12	1,3,4,5,6,7,8, 12,13	1,12

Directions:

1. **Enter the new chartfield in the "chartfield value" box above.**
2. **Select the Business Unit(s) for which your segment should be set-up.**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☑10000 ☑10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

1) Title of new chartfield: OTHER POWER SUPPLY - RECA
(30 character maximum)

2) Description for manual: OTHER POWER SUPPLY EXPENSES TO BE INCLUDED IN RECOVERY THROUGH THE COMPANY FUEL CLAUSE

3) What Operating Unit is the new chartfield valid for? _____

4) For reporting purposes, what Dept/WA should this roll up to? _____

5) What is the Construction Overhead rate (**WE ONLY**)? _____

6) What is the Non-Productive Rate (**WE ONLY**)? _____

7) Does the common state allocation apply (**WE ONLY**)? If yes, answer 7a: _____

7a) What is the % or what other Dept/WA does this compare to? _____

8) Will the new budget/work area have labor charges? _____

9) Is this account budgeted? NO

10) Should the account require a Project and/or Job Task? NO

11) What Work Area is the new chartfield valid with? _____

12) What month is this chartfield to be activated? MARCH 2014

13) What are the valid accounts this Work Area can charge or what other WA does this compare to? _____

14) If adding a new account, what line item should this roll to on the financial statements? SAME AS 5570000 - DIST

15) Who is responsible for reconciling this account? (**Balance Sheet Accts Only**) N/A

Requested By: CHRIS O'NEILL **Phone:** 8866 **Today's Date:** 2/3/14

Return to: **Accounting Systems Administration – Topeka GO 2**

COA CHARTFIELD VALUE MODIFY FORM

WR

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value			1010000			
Questions to answer below	1,2,4,5,6,7	1,2,3,4	1,2,3,4,9,10, 12	1,2,3,4	1,2,4,5,6,7	1,2,4,8

Directions:

1. **Enter the chartfield to be modified in the "chartfield value" box above.**
2. **Select the modification you are making (i.e. inactivate, reactivate, etc).**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☒10000 ☒10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

MODIFICATION: ☐Inactivate ☐ Reactivate ☒ Name Change ☐Hierarchy Change ☐Other

1) Current title of chartfield to be modified: Plant in Service - Bal forward

2) If name change, new title of chartfield: Plant in Service

3) If name change, new description for manual: same as before

4) Date the chartfield is to be modified *(effective beg of next mo):* _____

5) Did a construction overhead rate apply to this chartfield? _____

6) Did a common state allocation apply to this chartfield? If yes, answer 6a: _____

6a) What was the %? _____

7) Was the Dept/WA a storeroom? _____

8) If inactivating a BU, what Dept/WA applied to this BU? _____
(please fill out another form to inactivate Dept/WA)

9) If reactivating an account, where should it appear in the financial statements? _____

10) Who was responsible for reconciling this account? **(Balance Sheet Accts Only)** _____

11) Is the project number a deferral? _____

12) If hierarchy changes:
13a) Where does the account currently roll to on the financial statements? _____

13b) Where should the account roll to on future financial statements? _____

Requested By: [redacted] **Phone:** 6205 **Today's Date:** 2/11/14

Return to: **Accounting Systems Administration – Topeka GO 2**

WR

COA CHARTFIELD VALUE MODIFY FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value			1316906			
Questions to answer below	1,2,4,5,6,7	1,2,3,4	1,2,3,4,9,10, 12	1,2,3,4	1,2,4,5,6,7	1,2,4,8

Directions:

1. **Enter the chartfield to be modified in the "chartfield value" box above.**
2. **Select the modification you are making (i.e. inactivate, reactivate, etc).**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☑ 10000 ☐ 10100 ☐ 10200 ☐ 10201 ☐ 10202 ☐ 10300 ☐ 10400 ☐ 10500 ☐ VIEs
Select all that apply

MODIFICATION: ☑ Inactivate ☐ Reactivate ☐ Name Change ☐ Hierarchy Change ☐ Other

1) Current title of chartfield to be modified: Cash - CoreFirst #xxxx96-6

2) If name change, new title of chartfield: NA

3) If name change, new description for manual: NA

4) Date the chartfield is to be modified *(effective beg of next mo)*: 2/1/14

5) Did a construction overhead rate apply to this chartfield? _____

6) Did a common state allocation apply to this chartfield? If yes, answer 6a: _____

6a) What was the %? _____

7) Was the Dept/WA a storeroom? _____

8) If inactivating a BU, what Dept/WA applied to this BU? _____
(please fill out another form to inactivate Dept/WA)

9) If reactivating an account, where should it appear in the financial statements? NA

10) Who was responsible for reconciling this account? (**Balance Sheet Accts Only**) Karla Mosher

11) Is the project number a deferral? _____

12) If hierarchy changes:
13a) Where does the account currently roll to on the financial statements? NA

13b) Where should the account roll to on future financial statements? NA

Requested By: Karla Mosher **Phone:** 6341 **Today's Date:** 2/12/14

Return to: **Accounting Systems Administration – Topeka GO 2**

WR

COA CHARTFIELD VALUE MODIFY FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value			1316907			
Questions to answer below	1,2,4,5,6,7	1,2,3,4	1,2,3,4,9,10, 12	1,2,3,4	1,2,4,5,6,7	1,2,4,8

Directions:

1. **Enter the chartfield to be modified in the "chartfield value" box above.**
2. **Select the modification you are making (i.e. inactivate, reactivate, etc).**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☒10000 ☐10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

MODIFICATION: ☒Inactivate ☐Reactivate ☐Name Change ☐Hierarchy Change ☐Other

1) Current title of chartfield to be modified: Cash-Core First #XXXX9203

2) If name change, new title of chartfield: NA

3) If name change, new description for manual: NA

4) Date the chartfield is to be modified *(effective beg of next mo)*: 2/1/14

5) Did a construction overhead rate apply to this chartfield? _____

6) Did a common state allocation apply to this chartfield? If yes, answer 6a: _____

6a) What was the %? _____

7) Was the Dept/WA a storeroom? _____

8) If inactivating a BU, what Dept/WA applied to this BU? _____
(please fill out another form to inactivate Dept/WA)

9) If reactivating an account, where should it appear in the financial statements? NA

10) Who was responsible for reconciling this account? **(Balance Sheet Accts Only)** Karla Mosher

11) Is the project number a deferral? _____

12) If hierarchy changes:
13a) Where does the account currently roll to on the financial statements? NA

13b) Where should the account roll to on future financial statements? NA

Requested By: Karla Mosher **Phone:** 6341 **Today's Date:** 2/12/14

Return to: Accounting Systems Administration – Topeka GO 2

WR

COA CHARTFIELD VALUE MODIFY FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value			242952			
Questions to answer below	1,2,4,5,6,7	1,2,3,4	1,2,3,4,9,10, 12	1,2,3,4	1,2,4,5,6,7	1,2,4,8

Directions:

1. Enter the chartfield to be modified in the "chartfield value" box above.
2. Select the modification you are making (i.e. inactivate, reactivate, etc).
3. Answer only the questions below applicable to the segment you are modifying.

Business Unit: ☒10000 ☒10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

MODIFICATION: ☒Inactivate ☐ Reactivate ☐ Name Change ☐Hierarchy Change ☐Other

1) Current title of chartfield to be modified: Employee Deduct-VacationBuy

2) If name change, new title of chartfield: NA

3) If name change, new description for manual: _____

4) Date the chartfield is to be modified *(effective beg of next mo)*: 3/1/14

5) Did a construction overhead rate apply to this chartfield? _____

6) Did a common state allocation apply to this chartfield? If yes, answer 6a: _____

6a) What was the %? _____

7) Was the Dept/WA a storeroom? _____

8) If inactivating a BU, what Dept/WA applied to this BU? _____
(please fill out another form to inactivate Dept/WA)

9) If reactivating an account, where should it appear in the financial statements? NA

10) Who was responsible for reconciling this account? **(Balance Sheet Accts Only)** Karla Mosher

11) Is the project number a deferral? _____

12) If hierarchy changes:
13a) Where does the account currently roll to on the financial statements? NA

13b) Where should the account roll to on future financial statements? NA

Requested By: Karla Mosher **Phone:** 6341 **Today's Date:** 2/12/14

Return to: **Accounting Systems Administration – Topeka GO 2**

WR

COA CHARTFIELD VALUE REQUEST FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value			5931000			
Questions to answer below	1,3,4,5,6,7,8,12, 13	1,2,12	1,2,9,10,12, 14,15	1,2,12	1,3,4,5,6,7,8, 12,13	1,12

Directions:

1. **Enter the new chartfield in the "chartfield value" box above.**
2. **Select the Business Unit(s) for which your segment should be set-up.**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☐10000 ☐10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

1) Title of new chartfield: Maint - Virtual Storeroom
(30 character maximum)

2) Description for manual: This account contains material issued to the Virtual Storeroom to be charged to maintenance expenses or capital projects

3) What Operating Unit is the new chartfield valid for? _____

4) For reporting purposes, what Dept/WA should this roll up to? _____

5) What is the Construction Overhead rate (**WE ONLY**)? _____

6) What is the Non-Productive Rate (**WE ONLY**)? _____

7) Does the common state allocation apply (**WE ONLY**)? If yes, answer 7a: _____

7a) What is the % or what other Dept/WA does this compare to? _____

8) Will the new budget/work area have labor charges? _____

9) Is this account budgeted? no

10) Should the account require a Project and/or Job Task? no

11) What Work Area is the new chartfield valid with? _____

12) What month is this chartfield to be activated? February

13) What are the valid accounts this Work Area can charge or what other WA does this compare to? _____

14) If adding a new account, what line item should this roll to on the financial statements? same as 5930000

15) Who is responsible for reconciling this account? (**Balance Sheet Accts Only**) _____

Requested By: Rebekah Hanshaw **Phone:** 1654 **Today's Date:** 2/20/14

Return to: Accounting Systems Administration – Topeka GO 2

COA CHARTFIELD VALUE REQUEST FORM

WR

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value			571000			
Questions to answer below	1,3,4,5,6,7,8,12, 13	1,2,12	1,2,9,10,12, 14,15	1,2,12	1,3,4,5,6,7,8, 12,13	1,12

Directions:

1. **Enter the new chartfield in the "chartfield value" box above.**
2. **Select the Business Unit(s) for which your segment should be set-up.**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☒10000 ☒10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

1) Title of new chartfield: Trans Maint - Virtual Storeroom
(30 character maximum)

2) Description for manual: This account contains material issued to the virtual storeroom in Peoplesoft for transmission projects.

3) What Operating Unit is the new chartfield valid for? [redacted]

4) For reporting purposes, what Dept/WA should this roll up to? _____

5) What is the Construction Overhead rate (**WE ONLY**)? _____

6) What is the Non-Productive Rate (**WE ONLY**)? _____

7) Does the common state allocation apply (**WE ONLY**)? If yes, answer 7a: _____

7a) What is the % or what other Dept/WA does this compare to? _____

8) Will the new budget/work area have labor charges? _____

9) Is this account budgeted? yes

10) Should the account require a Project and/or Job Task? NO

11) What Work Area is the new chartfield valid with? _____

12) What month is this chartfield to be activated? 3/2014

13) What are the valid accounts this Work Area can charge or what other WA does this compare to? _____

14) If adding a new account, what line item should this roll to on the financial statements? same as 571000

15) Who is responsible for reconciling this account? (**Balance Sheet Accts Only**) _____

Requested By: Kevin Kongs **Phone:** 6551 **Today's Date:** 3/19/14

Return to: **Accounting Systems Administration – Topeka GO 2**

WR

COA CHARTFIELD VALUE MODIFY FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value			5931000			
Questions to answer below	1,2,4,5,6,7	1,2,3,4	1,2,3,4,9,10, 12	1,2,3,4	1,2,4,5,6,7	1,2,4,8

Directions:

1. **Enter the chartfield to be modified in the "chartfield value" box above.**
2. **Select the modification you are making (i.e. inactivate, reactivate, etc).**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☒10000 ☒10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

MODIFICATION: ☐Inactivate ☐ Reactivate ☒ Name Change ☐Hierarchy Change ☐Other

1) Current title of chartfield to be modified: Maint - Virtual Storeroom

2) If name change, new title of chartfield: _____

3) If name change, new description for manual: Dist Maint - Virtual Storeroom
This account contains material issued to the virtual storeroom in Peoplesoft for Distribution projects

4) Date the chartfield is to be modified *(effective beg of next mo)*: 4/1/2014

5) Did a construction overhead rate apply to this chartfield? _____

6) Did a common state allocation apply to this chartfield? If yes, answer 6a: _____

6a) What was the %? _____

7) Was the Dept/WA a storeroom? _____

8) If inactivating a BU, what Dept/WA applied to this BU? _____
(please fill out another form to inactivate Dept/WA)

9) If reactivating an account, where should it appear in the financial statements? _____

10) Who was responsible for reconciling this account? **(Balance Sheet Accts Only)** _____

11) Is the project number a deferral? _____

12) If hierarchy changes:
13a) Where does the account currently roll to on the financial statements? _____

13b) Where should the account roll to on future financial statements? _____

Requested By: Kevin Kongs **Phone:** 6551 **Today's Date:** 3/19/14

Return to: **Accounting Systems Administration – Topeka GO 2**

WR

COA CHARTFIELD VALUE MODIFY FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value			2163002			
Questions to answer below	1,2,4,5,6,7	1,2,3,4	1,2,3,4,9,10, 12	1,2,3,4	1,2,4,5,6,7	1,2,4,8

Directions:

1. **Enter the chartfield to be modified in the "chartfield value" box above.**
2. **Select the modification you are making (i.e. inactivate, reactivate, etc).**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☑10000 ☐10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

MODIFICATION: ☑Inactivate ☐ Reactivate ☐ Name Change ☐Hierarchy Change ☐Other

1) Current title of chartfield to be modified: 2163002 - Noncon Int - 92 Railcar VIE

2) If name change, new title of chartfield: NA

3) If name change, new description for manual: NA

4) Date the chartfield is to be modified *(effective beg of next mo)*: 4-1-14

5) Did a construction overhead rate apply to this chartfield? _____

6) Did a common state allocation apply to this chartfield? If yes, answer 6a: _____

6a) What was the %? _____

7) Was the Dept/WA a storeroom? _____

8) If inactivating a BU, what Dept/WA applied to this BU? _____
(please fill out another form to inactivate Dept/WA)

9) If reactivating an account, where should it appear in the financial statements? NA

10) Who was responsible for reconciling this account? **(Balance Sheet Accts Only)** SEC Reporting - Jeremy Fischer

11) Is the project number a deferral? _____

12) If hierarchy changes:
13a) Where does the account currently roll to on the financial statements? NA

13b) Where should the account roll to on future financial statements? NA

Requested By: Jason Ross **Phone:** 8148 **Today's Date:** 3-19-14

Return to: **Accounting Systems Administration – Topeka GO 2**

WR

COA CHARTFIELD VALUE MODIFY FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value			4383002			
Questions to answer below	1,2,4,5,6,7	1,2,3,4	1,2,3,4,9,10, 12	1,2,3,4	1,2,4,5,6,7	1,2,4,8

Directions:

1. **Enter the chartfield to be modified in the "chartfield value" box above.**
2. **Select the modification you are making (i.e. inactivate, reactivate, etc).**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☑10000 ☐10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

MODIFICATION: ☑Inactivate ☐ Reactivate ☐ Name Change ☐Hierarchy Change ☐Other

1) Current title of chartfield to be modified: 4383002 - Distrib VIE S/H -92 Railcar

2) If name change, new title of chartfield: NA

3) If name change, new description for manual: NA

4) Date the chartfield is to be modified *(effective beg of next mo)*: 4-1-14

5) Did a construction overhead rate apply to this chartfield? _____

6) Did a common state allocation apply to this chartfield? If yes, answer 6a: _____

6a) What was the %? _____

7) Was the Dept/WA a storeroom? _____

8) If inactivating a BU, what Dept/WA applied to this BU? _____
(please fill out another form to inactivate Dept/WA)

9) If reactivating an account, where should it appear in the financial statements? NA

10) Who was responsible for reconciling this account? **(Balance Sheet Accts Only)** SEC reporting - Jeremy Fisher

11) Is the project number a deferral? _____

12) If hierarchy changes:
13a) Where does the account currently roll to on the financial statements? NA

13b) Where should the account roll to on future financial statements? NA

Requested By: Jason Ross **Phone:** 8148 **Today's Date:** 3/19/14

Return to: **Accounting Systems Administration – Topeka GO 2**

WR

COA CHARTFIELD VALUE MODIFY FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value			18411000			
Questions to answer below	1,2,4,5,6,7	1,2,3,4	1,2,3,4,9,10, 12	1,2,3,4	1,2,4,5,6,7	1,2,4,8

Directions:

1. **Enter the chartfield to be modified in the "chartfield value" box above.**
2. **Select the modification you are making (i.e. inactivate, reactivate, etc).**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☒10000 ☒10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

MODIFICATION: ☐Inactivate ☒Reactivate ☐Name Change ☐Hierarchy Change ☐Other

1) Current title of chartfield to be modified: Fleet Balance forward

2) If name change, new title of chartfield: _____

3) If name change, new description for manual: _____

4) Date the chartfield is to be modified *(effective beg of next mo)*: 2/1/14

5) Did a construction overhead rate apply to this chartfield? _____

6) Did a common state allocation apply to this chartfield? If yes, answer 6a: _____

6a) What was the %? _____

7) Was the Dept/WA a storeroom? _____

8) If inactivating a BU, what Dept/WA applied to this BU? _____
(please fill out another form to inactivate Dept/WA)

9) If reactivating an account, where should it appear in the financial statements? _____

10) Who was responsible for reconciling this account? **(Balance Sheet Accts Only)** _____

11) Is the project number a deferral? _____

12) If hierarchy changes:
13a) Where does the account currently roll to on the financial statements? _____

13b) Where should the account roll to on future financial statements? _____

Requested By: Rebekah Henshaw **Phone:** 10541 **Today's Date:** 3/4/14

Return to: **Accounting Systems Administration – Topeka GO 2**

COA CHARTFIELD VALUE MODIFY FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value			1841000			
Questions to answer below	1,2,4,5,6,7	1,2,3,4	1,2,3,4,9,10, 12	1,2,3,4	1,2,4,5,6,7	1,2,4,8

Directions:

1. **Enter the chartfield to be modified in the "chartfield value" box above.**
2. **Select the modification you are making (i.e. inactivate, reactivate, etc).**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☒10000 ☒10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

MODIFICATION: ☒Inactivate ☐ Reactivate ☐ Name Change ☐Hierarchy Change ☐Other

1) Current title of chartfield to be modified: Fleet Balance forward

2) If name change, new title of chartfield: _____

3) If name change, new description for manual: _____

_____

_____

4) Date the chartfield is to be modified *(effective beg of next mo):* 3/1/14

5) Did a construction overhead rate apply to this chartfield? _____

6) Did a common state allocation apply to this chartfield? If yes, answer 6a: _____

6a) What was the %? _____

7) Was the Dept/WA a storeroom? _____

8) If inactivating a BU, what Dept/WA applied to this BU? _____
(please fill out another form to inactivate Dept/WA)

9) If reactivating an account, where should it appear in the financial statements? _____

10) Who was responsible for reconciling this account? **(Balance Sheet Accts Only)** _____

11) Is the project number a deferral? _____

12) If hierarchy changes:
13a) Where does the account currently roll to on the financial statements? _____

13b) Where should the account roll to on future financial statements? _____

Requested By: Rebekah Nordshow **Phone:** 1054 **Today's Date:** 3/18/14

Return to: Accounting Systems Administration – Topeka GO 2

WR

COA CHARTFIELD VALUE MODIFY FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value			2364060			
Questions to answer below	1,2,4,5,6,7	1,2,3,4	1,2,3,4,9,10, 12	1,2,3,4	1,2,4,5,6,7	1,2,4,8

Directions:

1. **Enter the chartfield to be modified in the "chartfield value" box above.**
2. **Select the modification you are making (i.e. inactivate, reactivate, etc).**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☒10000 ☒10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

MODIFICATION: ☐Inactivate ☐ Reactivate ☐ Name Change ☑Hierarchy Change ☐Other

1) Current title of chartfield to be modified: Unrec Tax Ben Liab-Cmt Fed

2) If name change, new title of chartfield: N/A

3) If name change, new description for manual: N/A

4) Date the chartfield is to be modified *(effective beg of next mo)*: 3/31/2014

5) Did a construction overhead rate apply to this chartfield? _____

6) Did a common state allocation apply to this chartfield? If yes, answer 6a: _____

6a) What was the %? _____

7) Was the Dept/WA a storeroom? _____

8) If inactivating a BU, what Dept/WA applied to this BU? _____
(please fill out another form to inactivate Dept/WA)

9) If reactivating an account, where should it appear in the financial statements? N/A

10) Who was responsible for reconciling this account? **(Balance Sheet Accts Only)** Justin Hale

11) Is the project number a deferral? _____

12) If hierarchy changes:
13a) Where does the account currently roll to on the financial statements? Accrued Taxes
13b) Where should the account roll to on future financial statements? Deferred Tax Assets

Requested By: Travis Morris **Phone:** 575-8234 **Today's Date:** 4/14/14

Return to: **Accounting Systems Administration – Topeka GO 2**

WR

COA CHARTFIELD VALUE MODIFY FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value			2365060			
Questions to answer below	1,2,4,5,6,7	1,2,3,4	1,2,3,4,9,10, 12	1,2,3,4	1,2,4,5,6,7	1,2,4,8

Directions:

1. **Enter the chartfield to be modified in the "chartfield value" box above.**
2. **Select the modification you are making (i.e. inactivate, reactivate, etc).**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☒10000 ☒10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

MODIFICATION: ☐Inactivate ☐ Reactivate ☐ Name Change ☒Hierarchy Change ☐Other

1) Current title of chartfield to be modified: Unrec Tax Ben Liab-Cmt State

2) If name change, new title of chartfield: N/A

3) If name change, new description for manual: N/A

4) Date the chartfield is to be modified *(effective beg of next mo)*: 3/31/2014

5) Did a construction overhead rate apply to this chartfield? _____

6) Did a common state allocation apply to this chartfield? If yes, answer 6a: _____

6a) What was the %? _____

7) Was the Dept/WA a storeroom? _____

8) If inactivating a BU, what Dept/WA applied to this BU? _____
(please fill out another form to inactivate Dept/WA)

9) If reactivating an account, where should it appear in the financial statements? N/A

10) Who was responsible for reconciling this account? **(Balance Sheet Accts Only)** Justin Hale

11) Is the project number a deferral? _____

12) If hierarchy changes:
13a) Where does the account currently roll to on the financial statements? Accrued Taxes

13b) Where should the account roll to on future financial statements? Deferred Tax Assets

Requested By: Travis Morris **Phone:** 575-8234 **Today's Date:** 4/14/14

Return to: **Accounting Systems Administration – Topeka GO 2**

WR

COA CHARTFIELD VALUE MODIFY FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value			2366001			
Questions to answer below	1,2,4,5,6,7	1,2,3,4	1,2,3,4,9,10, 12	1,2,3,4	1,2,4,5,6,7	1,2,4,8

Directions:

1. **Enter the chartfield to be modified in the "chartfield value" box above.**
2. **Select the modification you are making (i.e. inactivate, reactivate, etc).**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☒10000 ☒10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

MODIFICATION: ☐Inactivate ☐ Reactivate ☐ Name Change ☒Hierarchy Change ☐Other

1) Current title of chartfield to be modified: Unrec Tax Benefit Liab Reclass

2) If name change, new title of chartfield: N/A

3) If name change, new description for manual: N/A

4) Date the chartfield is to be modified *(effective beg of next mo)*: 3/31/2014

5) Did a construction overhead rate apply to this chartfield? _____

6) Did a common state allocation apply to this chartfield? If yes, answer 6a: _____

6a) What was the %? _____

7) Was the Dept/WA a storeroom? _____

8) If inactivating a BU, what Dept/WA applied to this BU? _____
(please fill out another form to inactivate Dept/WA)

9) If reactivating an account, where should it appear in the financial statements? N/A

10) Who was responsible for reconciling this account? **(Balance Sheet Accts Only)** DonRoss

11) Is the project number a deferral? _____

12) If hierarchy changes:
13a) Where does the account currently roll to on the financial statements? Accrued Taxes

13b) Where should the account roll to on future financial statements? Deferred Tax Assets

Requested By: Travis Morris **Phone:** 575-8234 **Today's Date:** 4/14/14

Return to: **Accounting Systems Administration – Topeka GO 2**

COA CHARTFIELD VALUE MODIFY FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value			2366002			
Questions to answer below	1,2,4,5,6,7	1,2,3,4	1,2,3,4,9,10, 12	1,2,3,4	1,2,4,5,6,7	1,2,4,8

Directions:

1. **Enter the chartfield to be modified in the "chartfield value" box above.**
2. **Select the modification you are making (i.e. inactivate, reactivate, etc).**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☒10000 ☒10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

MODIFICATION: ☐Inactivate ☐ Reactivate ☐ Name Change ☒Hierarchy Change ☐Other

1) Current title of chartfield to be modified: Unrec Tax Benefit Liab - LT

2) If name change, new title of chartfield: N/A

3) If name change, new description for manual: N/A

4) Date the chartfield is to be modified *(effective beg of next mo)*: 3/31/2014

5) Did a construction overhead rate apply to this chartfield? _____

6) Did a common state allocation apply to this chartfield? If yes, answer 6a: _____

6a) What was the %? _____

7) Was the Dept/WA a storeroom? _____

8) If inactivating a BU, what Dept/WA applied to this BU? _____
(please fill out another form to inactivate Dept/WA)

9) If reactivating an account, where should it appear in the financial statements? N/A

10) Who was responsible for reconciling this account? (**Balance Sheet Accts Only**) Steve Loczy

11) Is the project number a deferral? _____

12) If hierarchy changes:
13a) Where does the account currently roll to on the financial statements? Other Long-Term Liabilities
13b) Where should the account roll to on future financial statements? Deferred Income Taxes

Requested By: Travis Morris **Phone:** 575-8234 **Today's Date:** 4/14/14

Return to: **Accounting Systems Administration – Topeka GO 2**

Western

COA CHARTFIELD VALUE MODIFY FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value			4383003			
Questions to answer below	1,2,4,5,6,7	1,2,3,4	1,2,3,4,9,10, 12	1,2,3,4	1,2,4,5,6,7	1,2,4,8

Directions:

1. **Enter the chartfield to be modified in the "chartfield value" box above.**
2. **Select the modification you are making (i.e. inactivate, reactivate, etc).**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☐10000 ☐10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☑VIEs
Select all that apply

MODIFICATION: ☑Inactivate ☐ Reactivate ☐ Name Change ☐Hierarchy Change ☐Other

1) Current title of chartfield to be modified: Distrib VIE S/H - '94 Railcar

2) If name change, new title of chartfield: NA

3) If name change, new description for manual: NA

4) Date the chartfield is to be modified *(effective beg of next mo)*: 5/1/2014

5) Did a construction overhead rate apply to this chartfield? _____

6) Did a common state allocation apply to this chartfield? If yes, answer 6a: _____

6a) What was the %? _____

7) Was the Dept/WA a storeroom? _____

8) If inactivating a BU, what Dept/WA applied to this BU? _____
(please fill out another form to inactivate Dept/WA)

9) If reactivating an account, where should it appear in the financial statements? NA

10) Who was responsible for reconciling this account? **(Balance Sheet Accts Only)** Tanisha Domann

11) Is the project number a deferral? _____

12) If hierarchy changes:
13a) Where does the account currently roll to on the financial statements? NA

13b) Where should the account roll to on future financial statements? NA

Requested By: Karla Mosher **Phone:** 6341 **Today's Date:** 4/24/14

Return to: **Accounting Systems Administration – Topeka GO 2**

Acct 4383003
Jeremy J Fischer to: Karla Mosher 04/24/2014 09:42 AM

Hello Karla,

There is also a 2 cent credit in account 4383003 on BU 90004 as a result of continuing to record and correction to this account. Can you please ensure this account get's zeroed out this month. Also, let's submit the form to inactivate this account beginning next month.

Jeremy

Jeremy Fischer
Westar Energy
818 South Kansas Ave
Topeka, KS 66612
785-575-1168
Jeremy.Fischer@WestarEnergy.com
www.WestarEnergy.com

If you've received this private message in error, I apologize for the inconvenience. Please don't distribute it. Instead, please just delete it and respond to let me know of my error. Then, have a wonderful day.

WR

COA CHARTFIELD VALUE MODIFY FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value		8850				
Questions to answer below	1,2,4,5,6,7	1,2,3,4	1,2,3,4,9,10, 12	1,2,3,4	1,2,4,5,6,7	1,2,4.8

Directions:

1. **Enter the chartfield to be modified in the "chartfield value" box above.**
2. **Select the modification you are making (i.e. inactivate, reactivate, etc).**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☑10000 ☐10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

MODIFICATION: ☐Inactivate ☐ Reactivate ☑Name Change ☐Hierarchy Change ☐Other

1) Current title of chartfield to be modified: WE 250M 4.125% FMB due 3/1/2042

2) If name change, new title of chartfield: WE #550M 4.125% FMB due 3/2042

3) If name change, new description for manual: WE $550M 4.125% FMB due 3/2042

4) Date the chartfield is to be modified *(effective beg of next mo)*: Sept 2014

5) Did a construction overhead rate apply to this chartfield? _____

6) Did a common state allocation apply to this chartfield? If yes, answer 6a: _____

6a) What was the %? _____

7) Was the Dept/WA a storeroom? _____

8) If inactivating a BU, what Dept/WA applied to this BU? _____
(please fill out another form to inactivate Dept/WA)

9) If reactivating an account, where should it appear in the financial statements? _____

10) Who was responsible for reconciling this account? (**Balance Sheet Accts Only**) _____

11) Is the project number a deferral? _____

12) If hierarchy changes:
13a) Where does the account currently roll to on the financial statements? _____

13b) Where should the account roll to on future financial statements? _____

Requested By: Lindsey Holcomb **Phone:** 8201 **Today's Date:** 8/5/14

Return to: **Accounting Systems Administration – Topeka GO 2**

INTERNAL USE ONLY

Asst. Controller, Financial Accounting Joanette Benjamin Date: 8/14/14

Accounting Systems Administration (route to Financial Reporting)

PeopleSoft
Chartfield ✓
Rptg Tree –
Combo Tree –

Added to the ACK log

ESSBASE
SHARE
PPLTMGT ✓

Scan copy to Justin Hale-Tax Dept ✓

INACTIVATION
Check GL for 0 balance (all chartfields) –

WORK AREA/BUDGET AREA
Contact HR at hr@westarenergy.com –

Processed By: [signature] Date: 9/4/14

Hyperion Financial Management (HFM) (route to Fin Acctg Manager)

Metadata ✓
IS/BS NA
Metadata chgs ✓

REGULATORY ITEMS
Regulatory Asset Binder NA
Regulatory Liability Binder ✓

ACCOUNT RECONS
Change Balance Sheet Accts in Recon Index NA
Notify responsible person ✓

Processed By: [signature] Date: 9/5/14

Manager, Financial Accounting Approval: [signature] Date: 9/5/14

ASA Approval Becky Honas Date: 9-17-14

WR

COA CHARTFIELD VALUE MODIFY FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value		8860				
Questions to answer below	1,2,4,5,6,7	1,2,3,4	1,2,3,4,9,10, 12	1,2,3,4	1,2,4,5,6,7	1,2,4,8

Directions:

1. **Enter the chartfield to be modified in the "chartfield value" box above.**
2. **Select the modification you are making (i.e. inactivate, reactivate, etc).**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☑10000 ☐10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

MODIFICATION: ☐Inactivate ☐Reactivate ☑Name Change ☐Hierarchy Change ☐Other

1) Current title of chartfield to be modified: WE #250M 4.10% FMB due 4/2043

2) If name change, new title of chartfield: WE #430M 4.10% FMB due 4/2043

3) If name change, new description for manual: WE #430M 4.10% FMB due 4/2043

4) Date the chartfield is to be modified *(effective beg of next mo)*: Sept 2014

5) Did a construction overhead rate apply to this chartfield?

6) Did a common state allocation apply to this chartfield? If yes, answer 6a:

6a) What was the %?

7) Was the Dept/WA a storeroom?

8) If inactivating a BU, what Dept/WA applied to this BU? (please fill out another form to inactivate Dept/WA)

9) If reactivating an account, where should it appear in the financial statements?

10) Who was responsible for reconciling this account? **(Balance Sheet Accts Only)**

11) Is the project number a deferral?

12) If hierarchy changes:
13a) Where does the account currently roll to on the financial statements?

13b) Where should the account roll to on future financial statements?

Requested By: Lindsey Holcomb **Phone:** 8201 **Today's Date:** 8/5/14

Return to: **Accounting Systems Administration – Topeka GO 2**

INTERNAL USE ONLY

Asst. Controller, Financial Accounting Jeanette Benjamin Date: 8/14/14

Accounting Systems Administration (route to Financial Reporting)

PeopleSoft
Chartfield ✓
Rptg Tree –
Combo Tree –

ESSBASE
SHARE ✓
PPLTMGT

Added to the ACK log

Scan copy to Justin Hale-Tax Dept ✓

INACTIVATION
Check GL for 0 balance (all chartfields) –

WORK AREA/BUDGET AREA
Contact HR at hr@westarenergy.com –

Processed By: RD Yule Date: 9/4/14

Hyperion Financial Management (HFM) (route to Fin Acctg Manager)

Metadata ✓
IS/BS NA
Metadata chgs ✓

REGULATORY ITEMS
Regulatory Asset Binder NA
Regulatory Liability Binder –

ACCOUNT RECONS
Change Balance Sheet Accts in Recon Index NA
Notify responsible person –

Processed By: BM Date: 9/5/14

Manager, Financial Accounting Approval: Date: 9/5/14

ASA Approval BHanes Date: 9-17-14

WR

COA CHARTFIELD VALUE REQUEST FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value		8880				

Directions:

1. **Enter the new chartfield in the "chartfield value" box above.**
2. **Select the Business Unit(s) for which your segment should be set-up.**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☐ 10000 ☒ 10100 ☐ 10200 ☐ 10201 ☐ 10202 ☐ 10300 ☐ 10400 ☐ 10500 ☐ VIEs
Select all that apply

1) Title of new chartfield KGE $250M 4 3% FMB Due 7/2044 (30 character maximum)

2) Description for manual: _____

3) What Operating Unit is the new chartfield valid for? 10000

4) What is the Construction Overhead rate (WE ONLY)? _____

5) For reporting purposes, what Dept/WA should this roll up to? _____

6) What is the Non-Productive Rate (WE ONLY)? _____

7) Does the common state allocation apply (WE ONLY)? If yes, answer 7a: _____

7a) **What is the %** or what other Dept/WA does this compare to? _____

8) **Will** the new budget/work area have labor charges? _____

9) What other chartfield is this similar to? 8870, 8860, etc

10) Is this account budgeted? _____

11) Should the account require a Project and/or Job Task? _____

12) What Work Area is the new chartfield valid with? _____

13) What month is this chartfield to be activated? June 2014

14) What are the valid accounts this Work Area can charge or what other WA does this compare to? _____

15) If adding a new account, what line item should this roll to on the financial statements? _____

16) Who is responsible for reconciling this account? (Balance Sheet Accts Only) _____

Requested By: Jeremy Fischer **Phone:** 1168 **Today's Date:** 7/2/14

Return to: Accounting Systems Administration – Topeka GO 2

WR

COA CHARTFIELD VALUE REQUEST FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value		K600				
Questions to answer below	1,3,4,5,6,7,8,9, 13,14	1,2,9,13,	1,2,9,10,13, 15,16	1,2,9,13	1,3,4,5,6,7,8, 9,13,14	1,13

Directions:

1. **Enter the new chartfield in the "chartfield value" box above.**
2. **Select the Business Unit(s) for which your segment should be set-up.**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: (10000) (10100) 10200 10201 10202 10300 10400 10500 VIEs

Select all that apply

1) Title of new chartfield: Anti-Slagging Chemical Used
(30 character maximum)

2) Description for manual: This cost code contains the chemical added to the coal each month to reduce slagging

3) What Operating Unit is the new chartfield valid for? _____

4) For reporting purposes, what Dept/WA should this roll up to? _____

5) What is the Construction Overhead rate (**WE ONLY**)? _____

6) What is the Non-Productive Rate (**WE ONLY**)? _____

7) Does the common state allocation apply (**WE ONLY**)? If yes, answer 7a: _____

7a) What is the % or what other Dept/WA does this compare to? _____

8) Will the new budget/work area have labor charges? _____

9) What other chartfield is this similar to? K700

10) Is this account budgeted? _____

11) Should the account require a Project and/or Job Task? _____

12) What Work Area is the new chartfield valid with? _____

13) What month is this chartfield to be activated? November 2014

14) What are the valid accounts this Work Area can charge or what other WA does this compare to? _____

15) If adding a new account, what line item should this roll to on the financial statements? _____

16) Who is responsible for reconciling this account? (**Balance Sheet Accts Only**) _____

Requested By: Barb Gray **Phone:** 575-8297 **Today's Date:** 12-2-14

Return to: **Accounting Systems Administration – Topeka GO 2**

WR

COA CHARTFIELD VALUE REQUEST FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value		K910				
Questions to answer below	1,3,4,5,6,7,8,12, 13	1,2,12	1,2,9,10,12, 14,15	1,2,12	1,3,4,5,6,7,8, 12,13	1,12

Directions:

1. **Enter the new chartfield in the "chartfield value" box above.**
2. **Select the Business Unit(s) for which your segment should be set-up.**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☑10000 ☑10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

1) Title of new chartfield: Purchased Power - Net Metering
(30 character maximum)

2) Description for manual: This ~~cost~~ class field ~~code~~ includes the purchased power costs associated with net metering on customers accounts.

3) What Operating Unit is the new chartfield valid for? _____

4) For reporting purposes, what Dept/WA should this roll up to? _____

5) What is the Construction Overhead rate **(WE ONLY)**? _____

6) What is the Non-Productive Rate **(WE ONLY)**? _____

7) Does the common state allocation apply **(WE ONLY)**? If yes, answer 7a: _____

7a) What is the % or what other Dept/WA does this compare to? _____

8) Will the new budget/work area have labor charges? _____

9) Is this account budgeted? _____

10) **Should the account require a Project and/or Job Task?** _____

11) **What Work Area is the new chartfield valid with?** _____

12) What month is this chartfield to be activated? July 2014

13) What are the valid accounts this Work Area can charge or what other WA does this compare to? _____

14) **If adding a new account, what line item should this roll to on the financial statements?** _____

15) Who is responsible for reconciling this account? **(Balance Sheet Accts Only)** _____

Requested By: Carla R Zutavern **Phone:** 1678 **Today's Date:** 5/22/14

Return to: Accounting Systems Administration – Topeka GO 2

COA CHARTFIELD VALUE MODIFY FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value	05803				05803	
Questions to answer below	1,2,4,5,6,7	1,2,3,4	1,2,3,4,9,10, 12	1,2,3,4	1,2,4,5,6,7	1,2,4,8

Directions:

1. **Enter the chartfield to be modified in the "chartfield value" box above.**
2. **Select the modification you are making (i.e. inactivate, reactivate, etc).**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☒10000 ☒10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

MODIFICATION: ☐Inactivate ☐ Reactivate ☒Name Change ☐Hierarchy Change ☐Other

1) Current title of chartfield to be modified: Reliability Mgmt

2) If name change. new title of chartfield: Asset Management

3) If name change. new description for manual: _____

4) Date the chartfield is to be modified (*effective beg of next mo*): _____

5) Did a construction overhead rate apply to this chartfield? _____

6) Did a common state allocation apply to this chartfield? If yes, answer 6a: _____

6a) What was the %? _____

7) Was the Dept/WA a storeroom? _____

8) If inactivating a BU, what Dept/WA applied to this BU? _____
(please fill out another form to inactivate Dept/WA)

9) If reactivating an account, where should it appear in the financial statements? _____

10) Who was responsible for reconciling this account? **(Balance Sheet Accts Only)** _____

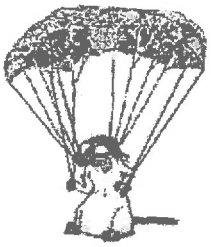
11) Is the project number a deferral? _____

12) If hierarchy changes:
13a) Where does the account currently roll to on the financial statements? _____

13b) Where should the account roll to on future financial statements? _____

Requested By: Tony Pearce **Phone:** _____ **Today's Date:** 7-30-14

Return to: **Accounting Systems Administration – Topeka GO 2**



Tony Pearce
Westar Energy
316-299-7480

If at first you don't succeed,
for heavens sake, don't
SKYDIVE!"
Let it Go

Mike Watson Tony, Our groups reorg'd last year and we chan... 07/28/2014 10:42:14 AM

From: Mike Watson/WRI
To: Tony L Pearce/WRI@WRI,
Cc: Jim Tyler/WRI
Date: 07/28/2014 10:42 AM
Subject: Budget Area Names

Tony,

Our groups reorg'd last year and we changed the group names/responsibilities and shifted around RA's. At the time we had discussed changing the budget area names to match but at that time you said it would be major problem to try and do that and wanted to wait. I am again asking if this is something we can pursue at this time? Here are the changes I would like to make if possible.

Budger Area: **05803**
Present Title: Reliability Management
New Title: Asset Management

Budget Area: **05817**
Present Title: Planning Engineering
New Title: Asset Strategy

Budget Area: **05826**
Present Title: Standards and Quality Assurance
New Title: Asset Quality & Support

Not trying to cause you more work but I am wanting to create some consistency in our group and budget designations.

Thanks

Mike

COA CHARTFIELD VALUE MODIFY FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value	05817				05817	
Questions to answer below	1,2,4,5,6,7	1,2,3,4	1,2,3,4,9,10, 12	1,2,3,4	1,2,4,5,6,7	1,2,4,8

Directions:

1. **Enter the chartfield to be modified in the "chartfield value" box above.**
2. **Select the modification you are making (i.e. inactivate, reactivate, etc).**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☒10000 ☒0100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

MODIFICATION: ☐Inactivate ☐ Reactivate ☒Name Change ☐Hierarchy Change ☐Other

1) Current title of chartfield to be modified: Planning Engineering

2) If name change, new title of chartfield: Asset Strategy

3) If name change, new description for manual: _____

4) Date the chartfield is to be modified *(effective beg of next mo)*: _____

5) Did a construction overhead rate apply to this chartfield? _____

6) Did a common state allocation apply to this chartfield? If yes, answer 6a: _____

6a) What was the %? _____

7) Was the Dept/WA a storeroom? _____

8) If inactivating a BU, what Dept/WA applied to this BU? _____
(please fill out another form to inactivate Dept/WA)

9) If reactivating an account, where should it appear in the financial statements? _____

10) Who was responsible for reconciling this account? **(Balance Sheet Accts Only)** _____

11) Is the project number a deferral? _____

12) If hierarchy changes:
13a) Where does the account currently roll to on the financial statements? _____

13b) Where should the account roll to on future financial statements? _____

Requested By: Tony Pearce **Phone:** _____ **Today's Date:** 7-30-14

Return to: **Accounting Systems Administration – Topeka GO 2**

Re: Fw: Budget Area Names

Tony L Pearce To: Beckey K Honas

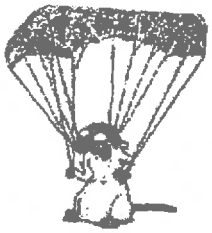
From: Tony L Pearce/WRI

To: Beckey K Honas/WRI@WRI,

07/29/2014 09:12 AM

I now know to send requests right after you get back from vacation.
The Yellow are additional. The Green are what you already have.

Current	Change to:
DISTR OPER ADMIN SUMMARY	?? All caps ?
WA 05808 Customer Response	
WA 05809 Customer Experience	
WA 05811 Planning and Scheduling	
Dist Business Processes	Scheduling
WA 05802 Distribution Tech Services	
WA 05814 Design Services	
WA 05816 Dist Engineering Support	
Asset Management Operations	Field Engineering
WA Distribution Operations	
Dist Ops Regions	
Distribution Operations	
System Operations	
WA 05803 Reliability Management	05803 Asset Management
WA 05817 Planning Engineering	05817 Asset Strategy
WA 05826 Standards and Quality Assurance	05826 Asset Quality & Support
WA 05804 GIS and WMS	
WA 05806 Work & Asset Mgmt Systems	
WA Asset Strategy	
WA 06200 Vegetation Management	
WA 06220 Emergency Operations Management	
Distribution Asset Mgmt	
Support Services	
Power Delivery Admin Summary	
Power Delivery without 06205	
06205 Storms Other Utility Assistance	
Power Delivery	



Tony Pearce
Westar Energy
316-299-7480

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Let it Go

Mike Watson

Tony, Our groups reorg'd last year and we chan... 07/28/2014 10:42:14 AM

From: Mike Watson/WRI
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Cc: Jim Tyler/WRI
Date: 07/28/2014 10:42 AM
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Budger Area: **05803**
Present Title: Reliability Management
New Title: Asset Management

Budget Area: **05817**
Present Title: Planning Engineering
New Title: Asset Strategy

Budget Area: **05826**
Present Title: Standards and Quality Assurance
New Title: Asset Quality & Support

Not trying to cause you more work but I am wanting to create some consistency in our group and budget designations.

Thanks

Mike

Re: Fw: Budget Area Names
Tony L Pearce · Beckey K Honas

Tony L Pearce/WRI
Beckey K Honas/WRI@WRI,

07/29/2014 09:12 AM

I now know to send requests right after you get back from vacation.
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Current

DISTR OPER ADMIN SUMMARY
WA 05808 Customer Response
WA 05809 Customer Experience
WA 05811 Planning and Scheduling
Dist Business Processes
WA 05802 Distribution Tech Services
WA 05814 Design Services
WA 05816 Dist Engineering Support
Asset Management Operations
WA Distribution Operations
Dist Ops Regions
Distribution Operations
System Operations
WA 05803 Reliability Management
WA 05817 Planning Engineering
WA 05826 Standards and Quality Assurance
WA 05804 GIS and WMS
WA 05806 Work & Asset Mgmt Systems
WA Asset Strategy
WA 06200 Vegetation Management
WA 06220 Emergency Operations Management
Distribution Asset Mgmt
Support Services
Power Delivery Admin Summary
Power Delivery without 06205
06205 Storms Other Utility Assistance
Power Delivery

Change to:
?? All caps ?

Scheduling

Field Engineering

05803 Asset Management
05817 Asset Strategy
05826 Asset Quality & Support

WR

COA CHARTFIELD VALUE MODIFY FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value	05826				05826	
Questions to answer below	1,2,4,5,6,7	1,2,3,4	1,2,3,4,9,10, 12	1,2,3,4	1,2,4,5,6,7	1,2,4,8

Directions:

1. **Enter the chartfield to be modified in the "chartfield value" box above.**
2. **Select the modification you are making (i.e. inactivate, reactivate, etc).**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☒10000 ☒0100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

MODIFICATION: ☐Inactivate ☐ Reactivate ☒Name Change ☐Hierarchy Change ☐Other

1) Current title of chartfield to be modified: Standards + Quality Assurance

2) If name change, new title of chartfield: Asset Quality + Support

3) If name change, new description for manual: _____

4) Date the chartfield is to be modified (*effective beg of next mo*): _____

5) Did a construction overhead rate apply to this chartfield? _____

6) Did a common state allocation apply to this chartfield? If yes, answer 6a: _____

6a) What was the %? _____

7) Was the Dept/WA a storeroom? _____

8) If inactivating a BU, what Dept/WA applied to this BU? _____
(please fill out another form to inactivate Dept/WA)

9) If reactivating an account, where should it appear in the financial statements? _____

10) Who was responsible for reconciling this account? **(Balance Sheet Accts Only)** _____

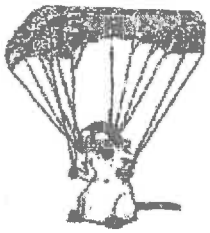
11) Is the project number a deferral? _____

12) If hierarchy changes:
13a) Where does the account currently roll to on the financial statements? _____

13b) Where should the account roll to on future financial statements? _____

Requested By: Tony Pearce **Phone:** _____ **Today's Date:** 7-30-14

Return to: **Accounting Systems Administration – Topeka GO 2**



Tony L Pearce
Westar Energy
316-299-7480

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Let it Go

Mike Watson

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07/28/2014 10:42:14 AM

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To: Tony L Pearce/WRI@WRI,
Cc: Jim Tyler/WRI
Date: 07/28/2014 10:42 AM
Subject: Budget Area Names

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Budger Area: **05803**
Present Title: Reliability Management
New Title: Asset Management

Budget Area: **05817**
Present Title: Planning Engineering
New Title: Asset Strategy

Budget Area: **05826**
Present Title: Standards and Quality Assurance
New Title: Asset Quality & Support

Not trying to cause you more work but I am wanting to create some consistency in our group and budget designations.

Thanks

Mike

WR

COA CHARTFIELD VALUE REQUEST FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value	05845				05845	
Questions to answer below	1,3,4,5,6,7,8,9, 13,14	1,2,9,13,	1,2,9,10,13, 15,16	1,2,9,13	1,3,4,5,6,7,8, 9,13,14	1,13

Directions:

1. **Enter the new chartfield in the "chartfield value" box above.**
2. **Select the Business Unit(s) for which your segment should be set-up.**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: (10000) (10100) 10200 10201 10202 10300 10400 10500 VIEs
Select all that apply

1) Title of new chartfield: (30 character maximum) Preformance Excellence

2) Description for manual: Same

3) What Operating Unit is the new chartfield valid for? 10000, 90000

4) For reporting purposes, what Dept/WA should this roll up to? Strategic Imperatives

5) What is the Construction Overhead rate (**WE ONLY**)? Corp

6) What is the Non-Productive Rate (**WE ONLY**)? N/A

7) Does the common state allocation apply (**WE ONLY**)? If yes, answer 7a: yes

7a) What is the % or what other Dept/WA does this compare to? 05874

8) Will the new budget/work area have labor charges? yes

9) What other chartfield is this similar to? 05874

10) Is this account budgeted?

11) Should the account require a Project and/or Job Task?

12) What Work Area is the new chartfield valid with?

13) What month is this chartfield to be activated? 8/2014

14) What are the valid accounts this Work Area can charge or what other WA does this compare to? 05874

15) If adding a new account, what line item should this roll to on the financial statements?

16) Who is responsible for reconciling this account? (**Balance Sheet Accts Only**)

Requested By: M Maury **Phone:** 1883 **Today's Date:** 8-20-14

Return to: **Accounting Systems Administration – Topeka GO 2**

Re: Fw: Budget Area Names

Tony L Pearce ··· Beckey K Honas

07/29/2014 09:12 AM

Tony L Pearce/WRI
Beckey K Honas/WRI@WRI,

I now know to send requests right after you get back from vacation.
The Yellow are additional. The Green are what you already have.

Current	Change to:
DISTR OPER ADMIN SUMMARY	?? All caps ?
WA 05808 Customer Response	
WA 05809 Customer Experience	
WA 05811 Planning and Scheduling	
Dist Business Processes	Scheduling
WA 05802 Distribution Tech Services	
WA 05814 Design Services	
WA 05816 Dist Engineering Support	
Asset Management Operations	Field Engineering
WA Distribution Operations	
Dist Ops Regions	
Distribution Operations	
System Operations	
WA 05803 Reliability Management	05803 Asset Management
WA 05817 Planning Engineering	05817 Asset Strategy
WA 05826 Standards and Quality Assurance	05826 Asset Quality & Support
WA 05804 GIS and WMS	
WA 05806 Work & Asset Mgmt Systems	
WA Asset Strategy	
WA 06200 Vegetation Management	
WA 06220 Emergency Operations Management	
Distribution Asset Mgmt	
Support Services	
Power Delivery Admin Summary	
Power Delivery without 06205	
06205 Storms Other Utility Assistance	
Power Delivery	

WR

COA CHARTFIELD VALUE REQUEST FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value					05910	
Questions to answer below	1,3,4,5,6,7,8,9, 13,14	1,2,9,13,	1,2,9,10,13, 15,16	1,2,9,13	1,3,4,5,6,7,8, 9,13,14	1,13

Directions:

1. **Enter the new chartfield in the "chartfield value" box above.**
2. **Select the Business Unit(s) for which your segment should be set-up.**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: (10000) (10100) 10200 10201 10202 10300 10400 10500 VIEs
Select all that apply

1) Title of new chartfield: Future Sites
(30 character maximum)

2) Description for manual: _____

3) What Operating Unit is the new chartfield valid for? 10000

4) For reporting purposes, what Dept/WA should this roll up to? VP Generation → Energy Center Engine

5) What is the Construction Overhead rate (**WE ONLY**)? Same as Generation

6) What is the Non-Productive Rate (**WE ONLY**)? N/A

7) Does the common state allocation apply (**WE ONLY**)? If yes, answer 7a: No

7a) What is the % or what other Dept/WA does this compare to? _____

8) Will the new budget/work area have labor charges? No

9) What other chartfield is this similar to? 05996 old Sites

10) Is this account budgeted? _____

11) **Should the account require a Project and/or Job Task?** _____

12) **What Work Area is the new chartfield valid with?** _____

13) **What month is this chartfield to** be activated? 12/1/2014

14) **What are the valid accounts this Work Area can charge or what other WA does this compare to?** 05996

15) **If adding a new account, what line item should this roll to on the financial statements?** _____

16) Who is responsible for reconciling this account? (**Balance Sheet Accts Only**) _____

Requested By: Arianne Cottingham **Phone:** x 1649 **Today's Date:** 11/26/14

Return to: **Accounting Systems Administration – Topeka GO 2**

INTERNAL USE ONLY

Director, Financial Accounting Jeanette Bryan **Date:** 12/15/14

Accounting Systems Administration **(route to Financial Reporting)**

PEOPLESOFT
Chartfield ✓
Rptg Tree ✓
Combo Tree ✓

ESSBASE
SHARE
PPLTMGT ✓

INACTIVATION
Check GL for 0 balance **(all chartfields)** —

WORK AREA/BUDGET AREA
Contact HR at hr@westarenergy.com ✓

Processed By: RG Yule RG Yule **Date:** 12/4/14

Hyperion Financial Management (HFM) **(route to Fin Acctg Manager)**

Metadata ✓
IS/BS ✓
Metadata chgs ✓

REGULATORY ITEMS
Regulatory Asset Binder N/A
Regulatory Liability Binder N/A

ACCOUNT RECONS
Change Balance Sheet Accts in Recon Index N/A
Notify responsible person ✓

Processed By: [signature] **Date:** 12/4/14

Manager, Financial Accounting Approval: [signature] **Date:** 12/10/14

ASA Approval BThomas **Date:** 1-5-15

COA CHARTFIELD VALUE MODIFY FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value	06305				06305	
Questions to answer below	1,2,4,5,6,7	1,2,3,4	1,2,3,4,9,10, 12	1,2,3,4	1,2,4,5,6,7	1,2,4,8

Directions:

1. **Enter the chartfield to be modified in the "chartfield value" box above.**
2. **Select the modification you are making (i.e. inactivate, reactivate, etc).**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☒10000 ☒10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

MODIFICATION: ☐Inactivate ☐ Reactivate ☒Name Change ☐Hierarchy Change ☐Other

1) Current title of chartfield to be modified: Customer + Community Relations -- North Reg

2) If name change, new title of chartfield: Customer Relations - North Region

3) If name change, new description for manual: _____

4) Date the chartfield is to be modified *(effective beg of next mo)*: 10-1-14

5) Did a construction overhead rate apply to this chartfield? Customer Care

6) Did a common state allocation apply to this chartfield? If yes. answer 6a: yes

6a) What was the %? 53.83 10000 46.17 10100

7) Was the Dept/WA a storeroom? No

8) If inactivating a BU, what Dept/WA applied to this BU? _____
(please fill out another form to inactivate Dept/WA)

9) If reactivating an account. where should it appear in the financial statements? _____

10) Who was responsible for reconciling this account? **(Balance Sheet Accts Only)** _____

11) Is the project number a deferral? _____

12) If hierarchy changes:
13a) Where does the account currently roll to on the financial statements? _____

13b) Where should the account roll to on future financial statements? _____

Requested By: Mmuns **Phone:** 1883 **Today's Date:** 9-24-14

Return to: **Accounting Systems Administration – Topeka GO 2**

WR

COA CHARTFIELD VALUE MODIFY FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value	6309				06309	
Questions to answer below	1,2,4,5,6,7	1,2,3,4	1,2,3,4,9,10, 12	1,2,3,4	1,2,4,5,6,7	1,2,4,8

Directions:

1. **Enter the chartfield to be modified in the "chartfield value" box above.**
2. **Select the modification you are making (i.e. inactivate, reactivate, etc).**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☒10000 ☒10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

MODIFICATION: ☐Inactivate ☐ Reactivate ☒Name Change ☐Hierarchy Change ☐Other

1) Current title of chartfield to be modified: Cust + Comm Relations - South Region

2) If name change, new title of chartfield: Customer Relations-South Region

3) If name change, new description for manual: _____

4) Date the chartfield is to be modified *(effective beg of next mo)*: 10-1-14

5) Did a construction overhead rate apply to this chartfield? Customer Care

6) Did a common state allocation apply to this chartfield? If yes, answer 6a: yes

6a) What was the %? 53.83 10000 46.17 10100

7) Was the Dept/WA a storeroom? No

8) If inactivating a BU, what Dept/WA applied to this BU? _____
(please fill out another form to inactivate Dept/WA)

9) If reactivating an account, where should it appear in the financial statements? _____

10) Who was responsible for reconciling this account? (**Balance Sheet Accts Only**) _____

11) Is the project number a deferral? _____

12) If hierarchy changes:
13a) Where does the account currently roll to on the financial statements? _____

13b) Where should the account roll to on future financial statements? _____

Requested By: M Muniz **Phone:** 1883 **Today's Date:** 9-24-14

Return to: **Accounting Systems Administration – Topeka GO 2**

COA CHARTFIELD VALUE MODIFY FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value	06330				06330	
Questions to answer below	1,2,4,5,6,7	1,2,3,4	1,2,3,4,9,10, 12	1,2,3,4	1,2,4,5,6,7	1,2,4,8

Directions:

1. **Enter the chartfield to be modified in the "chartfield value" box above.**
2. **Select the modification you are making (i.e. inactivate, reactivate, etc).**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☒10000 ☒10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

MODIFICATION: ☐Inactivate ☐ Reactivate ☒ Name Change ☐Hierarchy Change ☐Other

1) Current title of chartfield to be modified: Customer & Community Relations Admin

2) If name change, new title of chartfield: Customer Relations Admin

3) If name change, new description for manual: _____

4) Date the chartfield is to be modified *(effective beg of next mo)*: 10-1-14

5) Did a construction overhead rate apply to this chartfield? Customer Care

6) Did a common state allocation apply to this chartfield? If yes, answer 6a: [redacted] Yes

6a) What was the %? 53.83 10000 46.17 10100

7) Was the Dept/WA a storeroom? No

8) If inactivating a BU, what Dept/WA applied to this BU? _____
(please fill out another form to inactivate Dept/WA)

9) If reactivating an account, where should it appear in the financial statements? _____

10) Who was responsible for reconciling this account? **(Balance Sheet Accts Only)** _____

11) Is the project number a deferral? _____

12) If hierarchy changes:
13a) Where does the account currently roll to on the financial statements? _____

13b) Where should the account roll to on future financial statements? _____

Requested By: mmunz **Phone:** 1883 **Today's Date:** 9-24-14

Return to: **Accounting Systems Administration – Topeka GO 2**

COA CHARTFIELD VALUE REQUEST FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value	06501				06501	
Questions to answer below	1,3,4,5,6,7,8,9, 13,14	1,2,9,13,	1,2,9,10,13, 15,16	1,2,9,13	1,3,4,5,6,7,8, 9,13,14	1,13

Directions:

1. **Enter the new chartfield in the "chartfield value" box above.**
2. **Select the Business Unit(s) for which your segment should be set-up.**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: (10000) (10100) 10200 10201 10202 10300 10400 10500 VIEs
Select all that apply

1) Title of new chartfield: Marketing Communications
(30 character maximum)

2) Description for manual: _____

3) What Operating Unit is the new chartfield valid for? 10000

4) For reporting purposes, what Dept/WA should this roll up to? WA Communications & Publ. Affairs

5) What is the Construction Overhead rate (**WE ONLY**)? Corporate Rate

6) What is the Non-Productive Rate (**WE ONLY**)? N/A

7) Does the common state allocation apply (**WE ONLY**)? If yes, answer 7a: Make similar to 6202

7a) What is the % or what other Dept/WA does this compare to? 6202 .5382 10000 .4618 10100

8) Will the new budget/work area have labor charges? Yes

9) What other chartfield is this similar to? _____

10) Is this account budgeted? _____

11) Should the account require a Project and/or Job Task? _____

12) What Work Area is the new chartfield valid with? _____

13) What month is this chartfield to be activated? November 2014

14) What are the valid accounts this Work Area can charge or what other WA does this compare to? 6202

15) If adding a new account, what line item should this roll to on the financial statements? _____

16) Who is responsible for reconciling this account? (**Balance Sheet Accts Only**) _____

Requested By: Ariane Cottingham **Phone:** 1649 **Today's Date:** 11/4/14

Return to: **Accounting Systems Administration – Topeka GO 2**

WR

COA CHARTFIELD VALUE MODIFY FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value	06968				06968	
Questions to answer below	1,2,4,5,6,7	1,2,3,4	1,2,3,4,9,10, 12	1,2,3,4	1,2,4,5,6,7	1,2,4,8

Directions:

1. **Enter the chartfield to be modified in the "chartfield value" box above.**
2. **Select the modification you are making (i.e. inactivate, reactivate, etc).**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☐10000 ☐10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

MODIFICATION: ☐Inactivate ☐ Reactivate ☒ Name Change ☒ Hierarchy Change ☐Other

1) Current title of chartfield to be modified: IT Integration

2) If name change, new title of chartfield: IT Research, Integration & Support

3) If name change, new description for manual: Same

4) Date the chartfield is to be modified *(effective beg of next mo)*: Immediately

5) Did a construction overhead rate apply to this chartfield? IT Infrastructure

6) Did a common state allocation apply to this chartfield? If yes, answer 6a: Yes

6a) What was the %? Same as 06961

7) Was the Dept/WA a storeroom? No

8) If inactivating a BU, what Dept/WA applied to this BU? (please fill out another form to inactivate Dept/WA)

9) If reactivating an account, where should it appear in the financial statements?

10) Who was responsible for reconciling this account? **(Balance Sheet Accts Only)**

11) Is the project number a deferral?

12) If hierarchy changes:
13a) Where does the account currently roll to on the financial statements? Retired

13b) Where should the account roll to on future financial statements? IT Infrastructure

Requested By: Sue Priest **Phone:** x 1843 **Today's Date:** 9/22/14

Return to: **Accounting Systems Administration – Topeka GO 2**

INTERNAL USE ONLY

Director, Financial Accounting Jeanette Benjamin **Date:** 11/12/14

Accounting Systems Administration

(route to Financial Reporting)

PEOPLESOFT

Chartfield ✓
Rptg Tree ✓
Combo Tree ✓

ESSBASE

SHARE
PPLTMGT ✓

INACTIVATION
Check GL for 0 balance **(all chartfields)** ____

WORK AREA/BUDGET AREA
Contact HR at hr@westarenergy.com ✓

Processed By: Becky Honas **Date:** 11-13-14

Hyperion Financial Management (HFM)

(route to Fin Acctg Manager)

Metadata ✓
IS/BS ✓
Metadata chgs ✓

REGULATORY ITEMS
Regulatory Asset Binder N/A
Regulatory Liability Binder N/A

ACCOUNT RECONS
Change Balance Sheet Accts in Recon Index N/A
Notify responsible person ✓

Processed By: Tanisha Domann [signature] **Date:** 12/4/14

Manager, Financial Accounting Approval: [signature] **Date:** 12/10/14

ASA Approval B Honas **Date:** 1-5-15

WR

COA CHARTFIELD VALUE REQUEST FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value						
Questions to answer below:	1,3,4,5,6,7,8,12, 13	1,2,12	1,2,9,10,12, 14,15	1,2,12	1,3,4,5,6,7,8, 12,13	1,12

Directions:

1. **Enter the new chartfield in the "chartfield value" box above.**
2. **Select the Business Unit(s) for which your segment should be set-up.**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☐10000 ☐10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

1) Title of new chartfield: (30 character maximum)

2) Description for manual:

3) What Operating Unit is the new chartfield valid for?

4) For reporting purposes, what Dept/WA should this roll up to?

5) What is the Construction Overhead rate **(WE ONLY)**?

6) What is the Non-Productive Rate **(WE ONLY)**?

7) Does the common state allocation apply **(WE ONLY)**? If yes, answer 7a:

7a) What is the % or what other Dept/WA does this compare to?

8) Will the new budget/work area have labor charges?

9) Is this account budgeted?

10) Should the account require a Project and/or Job Task?

11) What Work Area is the new chartfield valid with?

12) What month is this chartfield to be activated?

13) What are the valid accounts this Work Area can charge or what other WA does this compare to?

14) If adding a new account, what line item should this roll to on the financial statements?

15) Who is responsible for reconciling this account? **(Balance Sheet Accts Only)**

Requested By: _____ **Phone:** _____ **Today's Date:** _____

Return to: **Accounting Systems Administration – Topeka GO 2**

Change to WA needed for 2015 Budgeting
Sue Priest to: Accounting System Administration

From: Sue Priest/WRI
To: Accounting System Administration@WRI,

09/22/2014 02:41 PM

I sent the change to have this done earlier but I think I made the effective date 1/1/2015. I can't set up the budget unless it's done though so here is the paperwork again.
Also, rifght now this WA resides in the "retired WA" folder in Power Plan and I can't even pick it when setting up a Project. Please do whatever needs to be done to allow me to see it in the hierarchy and use it for project initiation.
Thanks!

WA06968 accounting requestpdf.pdf

Susan Priest
Westar Energy
IT Budget Analyst
sue.priest@WestarEnergy.com
O (785) 575-1843

If you've received this private message in error, I apologize for the inconvenience. Please don't distribute it. Instead, please just delete it and respond to let me know of my error. Then, have a wonderful day.

This should be a modify form, so I have transfer the info onto the yellow sheet.
RY

COA CHARTFIELD VALUE MODIFY FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value			1050000			
Questions to answer below	1,2,4,5,6,7	1,2,3,4	1,2,3,4,9,10, 12	1,2,3,4	1,2,4,5,6,7	1,2,4,8

Directions:

1. Enter the chartfield to be modified in the "chartfield value" box above.
2. Select the modification you are making (i.e. inactivate, reactivate, etc).
3. Answer only the questions below applicable to the segment you are modifying.

Business Unit: ☒10000 ☒10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

MODIFICATION: ☐Inactivate ☐Reactivate ☐Name Change ☒Hierarchy Change ☐Other

1) Current title of chartfield to be modified: Plant for Future Use-Bal Fwd

2) If name change, new title of chartfield: _____

3) If name change, new description for manual: _____

4) Date the chartfield is to be modified *(effective beg of next mo)*: _____

5) Did a construction overhead rate apply to this chartfield? _____

6) Did a common state allocation apply to this chartfield? If yes, answer 6a: NO

6a) What was the %? _____

7) Was the Dept/WA a storeroom? _____

8) If inactivating a BU, what Dept/WA applied to this BU? _____
(please fill out another form to inactivate Dept/WA)

9) If reactivating an account, where should it appear in the financial statements? _____

10) Who was responsible for reconciling this account? **(Balance Sheet Accts Only)** _____

11) Is the project number a deferral? _____

12) If hierarchy changes:
13a) Where does the account currently roll to on the financial statements? Added to Enclose Financial Accounts (ref.

13b) Where should the account roll to on future financial statements? _____

Requested By: M Mauny **Phone:** 1883 **Today's Date:** _____

Return to: **Accounting Systems Administration – Topeka GO 2**

COA CHARTFIELD VALUE REQUEST FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value			1353001			

Directions:

1. **Enter the new chartfield in the "chartfield value" box above.**
2. **Select the Business Unit(s) for which your segment should be set-up.**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☒ 10000 ☐ 10100 ☐ 10200 ☐ 10201 ☐ 10202 ☐ 10300 ☐ 10400 ☐ 10500 ☐ VIEs
Select all that apply

1) Title of new chartfield: Payroll Prepaid Paycards (30 character maximum)

2) Description for manual: Represents funds available to permit timely access to Prepaid Paycards

3) What Operating Unit is the new chartfield valid for? 10000

4) What is the Construction Overhead rate (WE ONLY)?

5) For reporting purposes, what Dept/WA should this roll up to?

6) What is the Non-Productive Rate (WE ONLY)?

7) Does the common state allocation apply (WE ONLY)? If yes, answer 7a:

7a) What is the % or what other Dept/WA does this compare to?

8) Will the new budget/work area have labor charges?

9) What other chartfield is this similar to? 1353000

10) Is this account budgeted?

11) Should the account require a Project and/or Job Task?

12) What Work Area is the new chartfield valid with?

13) What month is this chartfield to be activated? 7/2014

14) What are the valid accounts this Work Area can charge or what other WA does this compare to?

15) If adding a new account, what line item should this roll to on the financial statements? 13500 - Working funds

16) Who is responsible for reconciling this account? (Balance Sheet Accts Only) Karla Mosher

Requested By: JEREMY FISCHER **Phone:** 1168 **Today's Date:** 7/30/14

Return to: **Accounting Systems Administration – Topeka GO 2**

COA CHARTFIELD VALUE MODIFY FORM

WF

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value			1432500			
Questions to answer below	1,2,4,5,6,7	1,2,3,4	1,2,3,4,9,10, 12	1,2,3,4	1,2,4,5,6,7	1,2,4,8

Directions:

1. **Enter the chartfield to be modified in the "chartfield value" box above.**
2. **Select the modification you are making (i.e. inactivate, reactivate, etc).**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☑10000 ☑10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

MODIFICATION: ☑Inactivate ☐ Reactivate ☐ Name Change ☐Hierarchy Change ☐Other

1) Current title of chartfield to be modified: A/R - DOE Smart Grid Grant

2) If name change, new title of chartfield: N/a

3) If name change, new description for manual: N/a

4) Date the chartfield is to be modified *(effective beg of next mo)*: July, 2014

5) Did a construction overhead rate apply to this chartfield?

6) Did a common state allocation apply to this chartfield? If yes, answer 6a:

6a) What was the %?

7) Was the Dept/WA a storeroom?

8) If inactivating a BU, what Dept/WA applied to this BU? (please fill out another form to inactivate Dept/WA)

9) If reactivating an account, where should it appear in the financial statements? N/a

10) Who was responsible for reconciling this account? (Balance Sheet Accts Only) Lindsey Holcomb

11) Is the project number a deferral?

12) If hierarchy changes:
13a) Where does the account currently roll to on the financial statements? N/a

13b) Where should the account roll to on future financial statements? N/a

Requested By: Lindsey Holcomb **Phone:** 8201 **Today's Date:** 7/7/14

Return to: **Accounting Systems Administration – Topeka GO 2**

INTERNAL USE ONLY

Asst. Controller, Financial Accounting Jeanette Benjamin **Date:** 7/15/14

Accounting Systems Administration

PeopleSoft

Chartfield ✓
Rptg Tree
Combo Tree

Added to the ACK log

(route to Financial Reporting)

ESSBASE

SHARE
PPLTMGT

Scan copy to Justin Hale-Tax Dept ✓

INACTIVATION
Check GL for 0 balance (all chartfields) ✓

WORK AREA/BUDGET AREA
Contact HR at hr@westarenergy.com

Processed By: Tamara Wesley **Date:** 07-16-14

Hyperion Financial Management (HFM)

Metadata NA
IS/BS NA
Metadata chgs

(route to Fin Acctg Manager)

REGULATORY ITEMS
Regulatory Asset Binder NA
Regulatory Liability Binder

ACCOUNT RECONS
Change Balance Sheet Accts in Recon Index ✓
Notify responsible person

Processed By: Bin MM **Date:** 8/4/14

Manager, Financial Accounting Approval: Jan B **Date:** 8/8/14

ASA Approval Becky Hoag **Date:** 8-15-14

COA CHARTFIELD VALUE MODIFY FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value			1511000			
Questions to answer below	1,2,4,5,6,7	1,2,3,4	1,2,3,4,9,10, 12	1,2,3,4	1,2,4,5,6,7	1,2,4,8

Directions:

1. **Enter the chartfield to be modified in the "chartfield value" box above.**
2. **Select the modification you are making (i.e. inactivate, reactivate, etc).**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☒10000 ☒10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

MODIFICATION: ☒Inactivate ☐ Reactivate ☐ Name Change ☐Hierarchy Change ☐Other

1) Current title of chartfield to be modified: Fuel Inventory #6 Oil

2) If name change, new title of chartfield: N/A

3) If name change, new description for manual: N/A

4) Date the chartfield is to be modified *(effective beg of next mo)*: 4-1-14

5) Did a construction overhead rate apply to this chartfield?

6) Did a common state allocation apply to this chartfield? If yes, answer 6a:

6a) What was the %?

7) Was the Dept/WA a storeroom?

8) If inactivating a BU, what Dept/WA applied to this BU? (please fill out another form to inactivate Dept/WA)

9) If reactivating an account, where should it appear in the financial statements? N/A

10) Who was responsible for reconciling this account? **(Balance Sheet Accts Only)** Barb Gray

11) Is the project number a deferral?

12) If hierarchy changes:
13a) Where does the account currently roll to on the financial statements? N/A

13b) Where should the account roll to on future financial statements? N/A

Requested By: Barb Gray **Phone:** 8297 **Today's Date:** 4-9-14

Return to: **Accounting Systems Administration – Topeka GO 2**

Re: Fw: 1432500 - A/R DOE Smart Grid Grant

Michelle Delka to: Lindsey A Holcomb

History: This message has been replied to. 07/07/2014 08:15 AM

This program is over and will not have any more activity. Thanks

Michelle Delka
Director, Smart Grid Business Solutions
Westar Energy, Inc.
785.575.8169
www.westarenergy.com/smartstar

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and the sender, and delete this message immediately. Contents copyright Westar Energy, Inc.

Lindsey A Holcomb Hi Michelle, There has not been any activity in... 07/07/2014 08:08:27 AM

From: Lindsey A Holcomb/WRI
To: Michelle Delka/WRI@WRI,
Date: 07/07/2014 08:08 AM
Subject: Fw: 1432500 - A/R DOE Smart Grid Grant

Hi Michelle,

There has not been any activity in account 1432500 for quite some time. Can you confirm that this program is over or if there a chance there may be more activity and we should continue to reconcile this account?

Thanks!

Lindsey Holcomb
Westar Energy
818 South Kansas Ave
Topeka, KS 66612
785-575-8201
Lindsey.Holcomb@WestarEnergy.com
www.WestarEnergy.com

----- Forwarded by Lindsey A Holcomb/WRI on 07/07/2014 08:06 AM -----

From: Eric D Anderson/WRI
To: Lindsey A Holcomb/WRI,
Date: 07/03/2014 01:56 PM
Subject: RE: 1432500 - A/R DOE Smart Grid Grant

I wouldn't expect any change. You can reach out to Michelle Delka to confirm but I believe this program is over.

COA CHARTFIELD VALUE MODIFY FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value			1553000			
Questions to answer below	1,2,4,5,6,7	1,2,3,4	1,2,3,4,9,10, 12	1,2,3,4	1,2,4,5,6,7	1,2,4,8

Directions:

1. Enter the chartfield to be modified in the "chartfield value" box above.
2. Select the modification you are making (i.e. inactivate, reactivate, etc).
3. Answer only the questions below applicable to the segment you are modifying.

Business Unit: ☒10000 ☒10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

MODIFICATION: ☒Inactivate ☐Reactivate ☐Name Change ☐Hierarchy Change ☐Other

1) Current title of chartfield to be modified: MIS Material and Supplies

2) If name change, new title of chartfield: NA

3) If name change, new description for manual: NA

4) Date the chartfield is to be modified *(effective beg of next mo)*: 10/1/2014

5) Did a construction overhead rate apply to this chartfield? _____

6) Did a common state allocation apply to this chartfield? If yes, answer 6a: _____

6a) What was the %? _____

7) Was the Dept/WA a storeroom? _____

8) If inactivating a BU, what Dept/WA applied to this BU? _____
(please fill out another form to inactivate Dept/WA)

9) If reactivating an account, where should it appear in the financial statements? NA

10) Who was responsible for reconciling this account? **(Balance Sheet Accts Only)** Karla Mosher

11) Is the project number a deferral? _____

12) If hierarchy changes:
13a) Where does the account currently roll to on the financial statements? NA

13b) Where should the account roll to on future financial statements? NA

Requested By: Karla Mosher **Phone:** 6341 **Today's Date:** 10/1/2014

Return to: **Accounting Systems Administration – Topeka GO 2**

acct # 1511000 #6 oil

Barbara B Gray to: Pamela A Tevis

Cc: Jeff.Trent

04/08/2014 01:44 PM

Hi Pam,

We will no longer be doing a recon on account 1511000 Fuel Inventory #6 oil. This was all sold in 2012.

Barb
x8297

COA CHARTFIELD VALUE MODIFY FORM

WR

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value			1541001			
Questions to answer below	1,2,4,5,6,7	1,2,3,4	1,2,3,4,9,10, 12	1,2,3,4	1,2,4,5,6,7	1,2,4,8

Directions:

1. **Enter the chartfield to be modified in the "chartfield value" box above.**
2. **Select the modification you are making (i.e. inactivate, reactivate, etc).**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☒10000 ☒10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

MODIFICATION: ☒Inactivate ☐ Reactivate ☐ Name Change ☐Hierarchy Change ☐Other

1) Current title of chartfield to be modified: Consign Inventory - Pur Delivery

2) If name change, new title of chartfield: NA

3) If name change, new description for manual: NA

4) Date the chartfield is to be modified *(effective beg of next mo)*: 7/31/14

5) Did a construction overhead rate apply to this chartfield?

6) Did a common state allocation apply to this chartfield? If yes, answer 6a:

6a) What was the %?

7) Was the Dept/WA a storeroom?

8) If inactivating a BU, what Dept/WA applied to this BU? (please fill out another form to inactivate Dept/WA)

9) If reactivating an account, where should it appear in the financial statements? NA

10) Who was responsible for reconciling this account? **(Balance Sheet Accts Only)** Jason Ross

11) Is the project number a deferral?

12) If hierarchy changes:
13a) Where does the account currently roll to on the financial statements? NA

13b) Where should the account roll to on future financial statements? NA

Requested By: Jason Ross **Phone:** 2148 **Today's Date:** 7-9-14

Return to: **Accounting Systems Administration – Topeka GO 2**

INTERNAL USE ONLY

Asst. Controller, Financial Accounting _____ **Date:** 7/15/14

Accounting Systems Administration **(route to Financial Reporting)**

PeopleSoft

Chartfield ✓
Rptg Tree _____
Combo Tree _____

Added to the ACK log _____

ESSBASE
SHARE
PPLTMGT _____

Scan copy to Justin Hale-Tax Dept ✓

INACTIVATION
Check GL for 0 balance (all chartfields) ✓

WORK AREA/BUDGET AREA
Contact HR at hr@westarenergy.com _____

Processed By: Tawna A Weslow **Date:** 08/01/14

Hyperion Financial Management (HFM) **(route to Fin Acctg Manager)**

Metadata NA
IS/BS NA
Metadata chgs _____

REGULATORY ITEMS
Regulatory Asset Binder NA
Regulatory Liability Binder _____

ACCOUNT RECONS
Change Balance Sheet Accts in Recon Index ✓
Notify responsible person ✓

Processed By: _____ **Date:** 8/4/14

Manager, Financial Accounting Approval: _____ **Date:** 8/8/14

ASA Approval Bobby Hong **Date:** 8-15-14

COA CHARTFIELD VALUE MODIFY FORM

WR-

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value			154002			
Questions to answer below	1,2,4,5,6,7	1,2,3,4	1,2,3,4,9,10, 12	1,2,3,4	1,2,4,5,6,7	1,2,4,8

Directions:

1. **Enter the chartfield to be modified in the "chartfield value" box above.**
2. **Select the modification you are making (i.e. inactivate, reactivate, etc).**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☒10000 ☒10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

MODIFICATION: ☒Inactivate ☐ Reactivate ☐ Name Change ☐Hierarchy Change ☐Other

1) Current title of chartfield to be modified: Consign Inventry -Pwr Dlvry Cntr

2) If name change, new title of chartfield: NA

3) If name change, new description for manual: NA

4) Date the chartfield is to be modified *(effective beg of next mo)*: 7/31/14

5) Did a construction overhead rate apply to this chartfield?

6) Did a common state allocation apply to this chartfield? If yes, answer 6a:

6a) What was the %?

7) Was the Dept/WA a storeroom?

8) If inactivating a BU, what Dept/WA applied to this BU? (please fill out another form to inactivate Dept/WA)

9) If reactivating an account, where should it appear in the financial statements? NA

10) Who was responsible for reconciling this account? **(Balance Sheet Accts Only)** Jason Ross

11) Is the project number a deferral?

12) If hierarchy changes:
13a) Where does the account currently roll to on the financial statements? NA

13b) Where should the account roll to on future financial statements? NA

Requested By: Jason Ross **Phone:** 8418 **Today's Date:** 7-9-14

Return to: **Accounting Systems Administration – Topeka GO 2**

INTERNAL USE ONLY

Asst. Controller, Financial Accounting Jeanette Bergmann **Date:** 7/15/14

Accounting Systems Administration

PeopleSoft

Chartfield ✓
Rptg Tree
Combo Tree

(route to Financial Reporting)

Added to the ACK log

ESSBASE
SHARE
PPLTMGT

Scan copy to Justin Hale-Tax Dept ✓

INACTIVATION
Check GL for 0 balance (all chartfields) ✓

WORK AREA/BUDGET AREA
Contact HR at hr@westarenergy.com

Processed By: Tanner & Weslow **Date:** 07-16-14

Hyperion Financial Management (HFM)

(route to Fin Acctg Manager)

Metadata NA
IS/BS NA
Metadata chgs ✓

REGULATORY ITEMS
Regulatory Asset Binder NA
Regulatory Liability Binder ✓

ACCOUNT RECONS
Change Balance Sheet Accts in Recon Index ✓
Notify responsible person ✓

Processed By: Brian [signature] **Date:** 8/4/14

Manager, Financial Accounting Approval: [signature] **Date:** 8/8/14

ASA Approval Beckey Honas **Date:** 8-15-14

COA CHARTFIELD VALUE MODIFY FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value			1541500			
Questions to answer below	1,2,4,5,6,7	1,2,3,4	1,2,3,4,9,10, 12	1,2,3,4	1,2,4,5,6,7	1,2,4,8

Directions:

1. Enter the chartfield to be modified in the "chartfield value" box above.
2. Select the modification you are making (i.e. inactivate, reactivate, etc).
3. Answer only the questions below applicable to the segment you are modifying.

Business Unit: ☒10000 ☑10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

MODIFICATION: ☑Inactivate ☐ Reactivate ☐ Name Change ☐Hierarchy Change ☐Other

1) Current title of chartfield to be modified: General Stores - Mat in Transit

2) If name change, new title of chartfield: NA

3) If name change, new description for manual: NA

4) Date the chartfield is to be modified *(effective beg of next mo)*: 10/1/2014

5) Did a construction overhead rate apply to this chartfield? _____

6) Did a common state allocation apply to this chartfield? If yes, answer 6a: _____

6a) What was the %? _____

7) Was the Dept/WA a storeroom? _____

8) If inactivating a BU, what Dept/WA applied to this BU? _____
(please fill out another form to inactivate Dept/WA)

9) If reactivating an account, where should it appear in the financial statements? NA

10) Who was responsible for reconciling this account? **(Balance Sheet Accts Only)** Karla Mosher

11) Is the project number a deferral? _____

12) If hierarchy changes:
13a) Where does the account currently roll to on the financial statements? NA

13b) Where should the account roll to on future financial statements? NA

Requested By: Karla Mosher **Phone:** 6341 **Today's Date:** 9/23/14

Return to: **Accounting Systems Administration – Topeka GO 2**

Fw: Account 1541500

Jeremy J Fischer to: Karla Mosher 09/18/2014 04:55 PM

History: This message has been replied to.

Karla,

Tyson indicated that account 1541500 is no longer being used. Can you please record the remaining balance in that account to 1632000 and inactivate 1541500. I think you have helped with this before, but if not or if you have questions, then let me know.

Jeremy

Jeremy Fischer
Westar Energy
Manager, SEC Reporting
Jeremy.Fischer@WestarEnergy.com
O (785) 575-1168

If you've received this private message in error, I apologize for the inconvenience. Please don't distribute it. Instead, please just delete it and respond to let me know of my error. Then, have a wonderful day.

---- Forwarded by Jeremy J Fischer/WRI on 09/18/2014 04:54 PM ----

From: Tyson Yager/WRI
To: Jeremy J Fischer/WRI@WRI,
Date: 09/18/2014 04:01 PM
Subject: Re: Account 1541500

Correct this account is no longer used. Please inactivate account 1541500 and take the balance to 1632000.

Thanks,

Tyson Yager
Westar Energy
Supv, Supply Chain Performance
Tyson.Yager@WestarEnergy.com
O (785) 575-8410 C (785) 564-2042

If you've received this private message in error, I apologize for the inconvenience. Please don't distribute it. Instead, please just delete it and respond to let me know of my error. Then, have a wonderful day

Jeremy J Fischer Tyson, I note that account 1541500, General Sto... 09/18/2014 02:53 PM

From: Jeremy J Fischer/WRI
To: Tyson Yager/WRI@WRI,
Date: 09/18/2014 02:53 PM
Subject: Account 1541500

Tyson,

I note that account 1541500, General Stores - Material in Transit, has a GL balance of $112,397.53 on the GL and no activity in it for 2014. Further, I note that the support for this balance is zero as of 8/31/14. Are we using this account any longer? If not, then I may write off the $112 k and inactivate this account. Does that sound like an appropriate action from your prospective?

Thanks for the help,

Jeremy

Jeremy Fischer
Westar Energy

COA CHARTFIELD VALUE MODIFY FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value			1542001			
Questions to answer below	1,2,4,5,6,7	1,2,3,4	1,2,3,4,9,10, 12	1,2,3,4	1,2,4,5,6,7	1,2,4,8

Directions:

1. Enter the chartfield to be modified in the "chartfield value" box above.
2. Select the modification you are making (i.e. inactivate, reactivate, etc).
3. Answer only the questions below applicable to the segment you are modifying.

Business Unit: ☒10000 ☒10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

MODIFICATION: ☒Inactivate ☐ Reactivate ☐ Name Change ☐Hierarchy Change ☐Other

1) Current title of chartfield to be modified: Consign Inventory - Generation

2) If name change. new title of chartfield: N/A

3) If name change. new description for manual: N/A

4) Date the chartfield is to be modified *(effective beg of next mo)*: 4-1-14

5) Did a construction overhead rate apply to this chartfield?

6) Did a common state allocation apply to this chartfield? If yes, answer 6a:

6a) What was the %?

7) Was the Dept/WA a storeroom?

8) If inactivating a BU, what Dept/WA applied to this BU? (please fill out another form to inactivate Dept/WA)

9) If reactivating an account, where should it appear in the financial statements? N/A

10) Who was responsible for reconciling this account? **(Balance Sheet Accts Only)** Barb Gray

11) Is the project number a deferral?

12) If hierarchy changes:
13a) Where does the account currently roll to on the financial statements? N/A

13b) Where should the account roll to on future financial statements? N/A

Requested By: Barb Gray **Phone:** 8297 **Today's Date:** 4-9-14

Return to: **Accounting Systems Administration – Topeka GO 2**

COA CHARTFIELD VALUE MODIFY FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value			1542002			
Questions to answer below	1,2,4,5,6,7	1,2,3,4	1,2,3,4,9,10, 12	1,2,3,4	1,2,4,5,6,7	1,2,4,8

Directions:

1. **Enter the chartfield to be modified in the "chartfield value" box above.**
2. **Select the modification you are making (i.e. inactivate, reactivate, etc).**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☒10000 ☒10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

MODIFICATION: ☒Inactivate ☐Reactivate ☐Name Change ☐Hierarchy Change ☐Other

1) Current title of chartfield to be modified: Consign Inventory - Gen Contra

2) If name change, new title of chartfield: N/A

3) If name change, new description for manual: N/A

4) Date the chartfield is to be modified *(effective beg of next mo)*: 4-1-14

5) Did a construction overhead rate apply to this chartfield?

6) Did a common state allocation apply to this chartfield? If yes, answer 6a:

6a) What was the %?

7) Was the Dept/WA a storeroom?

8) If inactivating a BU, what Dept/WA applied to this BU?
(please fill out another form to inactivate Dept/WA)

9) If reactivating an account, where should it appear in the financial statements? N/A

10) Who was responsible for reconciling this account? **(Balance Sheet Accts Only)** Barb Gray

11) Is the project number a deferral?

12) If hierarchy changes:
13a) Where does the account currently roll to on the financial statements? N/A

13b) Where should the account roll to on future financial statements? N/A

Requested By: Barb Gray **Phone:** 8297 **Today's Date:** 4-9-14

Return to: **Accounting Systems Administration – Topeka GO 2**

COA CHARTFIELD VALUE MODIFY FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value			1542004			
Questions to answer below	1,2,4,5,6,7	1,2,3,4	1,2,3,4,9,10, 12	1,2,3,4	1,2,4,5,6,7	1,2,4,8

Directions:

1. **Enter the chartfield to be modified in the "chartfield value" box above.**
2. **Select the modification you are making (i.e. inactivate, reactivate, etc).**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☒10000 ☒10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

MODIFICATION: ☒Inactivate ☐ Reactivate ☐ Name Change ☐Hierarchy Change ☐Other

1) Current title of chartfield to be modified: Gen Prod Invntry - Consign Vndr

2) If name change, new title of chartfield: N/A

3) If name change, new description for manual: N/A

4) Date the chartfield is to be modified ***(effective beg of next mo):*** 4-1-14

5) Did a construction overhead rate apply to this chartfield?

6) Did a common state allocation apply to this chartfield? If yes, answer 6a:

6a) What was the %?

7) Was the Dept/WA a storeroom?

8) If inactivating a BU, what Dept/WA applied to this BU? (please fill out another form to inactivate Dept/WA)

9) If reactivating an account, where should it appear in the financial statements? N/A

10) Who was responsible for reconciling this account? **(Balance Sheet Accts Only)** Barb Gray

11) Is the project number a deferral?

12) If hierarchy changes:
13a) Where does the account currently roll to on the financial statements? N/A

13b) Where should the account roll to on future financial statements? N/A

Requested By: Barb Gray **Phone:** #8297 **Today's Date:** 4-9-14

Return to: **Accounting Systems Administration – Topeka GO 2**

Account Recons
Barbara B Gray to: Pamela A Tevis
Cc: Jeff.Trent

04/08/2014 04:16 PM

Hi Pam,

We will not be doing recons on accounts 1542001, 1542002, & 1542004. We have not been recording any transaction to these accounts since we converted to PeopleSoft, and all these accounts had a zero balance at 12/31/13.

Barb
x8297

WR

COA CHARTFIELD VALUE MODIFY FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value			154300			
Questions to answer below	1,2,4,5,6,7	1,2,3,4	1,2,3,4,9,10, 12	1,2,3,4	1,2,4,5,6,7	1,2,4,8

Directions:

1. Enter the chartfield to be modified in the "chartfield value" box above.
2. Select the modification you are making (i.e. inactivate, reactivate, etc).
3. Answer only the questions below applicable to the segment you are modifying.

Business Unit: ☒10000 ☒10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

MODIFICATION: ☒Inactivate ☐ Reactivate ☐ Name Change ☐Hierarchy Change ☐Other

1) Current title of chartfield to be modified: Generation Courtesy Stores

2) If name change, new title of chartfield: N/A

3) If name change, new description for manual: N/A

4) Date the chartfield is to be modified *(effective beg of next mo)*: 4-1-14

5) Did a construction overhead rate apply to this chartfield? _____

6) Did a common state allocation apply to this chartfield? If yes, answer 6a: _____

6a) What was the %? _____

7) Was the Dept/WA a storeroom? _____

8) If inactivating a BU, what Dept/WA applied to this BU? _____
(please fill out another form to inactivate Dept/WA)

9) If reactivating an account, where should it appear in the financial statements? N/A

10) Who was responsible for reconciling this account? **(Balance Sheet Accts Only)** Barb Gray

11) Is the project number a deferral? _____

12) If hierarchy changes:
13a) Where does the account currently roll to on the financial statements? N/A

13b) Where should the account roll to on future financial statements? N/A

Requested By: Barb Gray **Phone:** 8297 **Today's Date:** 4-9-14

Return to: **Accounting Systems Administration – Topeka GO 2**

More account recons not needed
Barbara B Gray to: Pamela A Tevis
Cc: Jeff.Trent

04/09/2014 11:31 AM

Hi Pam,

We have not booked any transactions to account 1542300 Generation courtesy stores since the conversion to PeopleSoft. This account had a zero balance at year end so we will not be preparing a recon for this account.

Also accounts 2531500 Unearned Coal Capacity Rev OMPA and
2531510 Unamortized Int Exp OMPA

will not be needed any more. The balances in these accounts were fully realized / amortized at the end of December 2013. The general ledger balance was zero at the end of 2013.

Barb
x8297

COA CHARTFIELD VALUE MODIFY FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value			12100 1			
Questions to answer below	1,2,4,5,6,7	1,2,3,4	1,2,3,4,9,10, 12	1,2,3,4	1,2,4,5,6,7	1,2,4,8

Directions:

1. Enter the chartfield to be modified in the "chartfield value" box above.
2. Select the modification you are making (i.e. inactivate, reactivate, etc).
3. Answer only the questions below applicable to the segment you are modifying.

Business Unit: ☒10000 ☒10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

MODIFICATION: ☐Inactivate ☐ Reactivate ☒Name Change ☐Hierarchy Change ☐Other → SmartView Only

1) Current title of chartfield to be modified: Unamortized Debt Expense - LT

2) If name change, new title of chartfield: Unamortized Debt Expense - ST

3) If name change, new description for manual: _____

4) Date the chartfield is to be modified *(effective beg of next mo)*: Aug 2014

5) Did a construction overhead rate apply to this chartfield? _____

6) Did a common state allocation apply to this chartfield? If yes, answer 6a: _____

6a) What was the %? _____

7) Was the Dept/WA a storeroom? _____

8) If inactivating a BU, what Dept/WA applied to this BU? _____
(please fill out another form to inactivate Dept/WA)

9) If reactivating an account, where should it appear in the financial statements? _____

10) Who was responsible for reconciling this account? **(Balance Sheet Accts Only)** _____

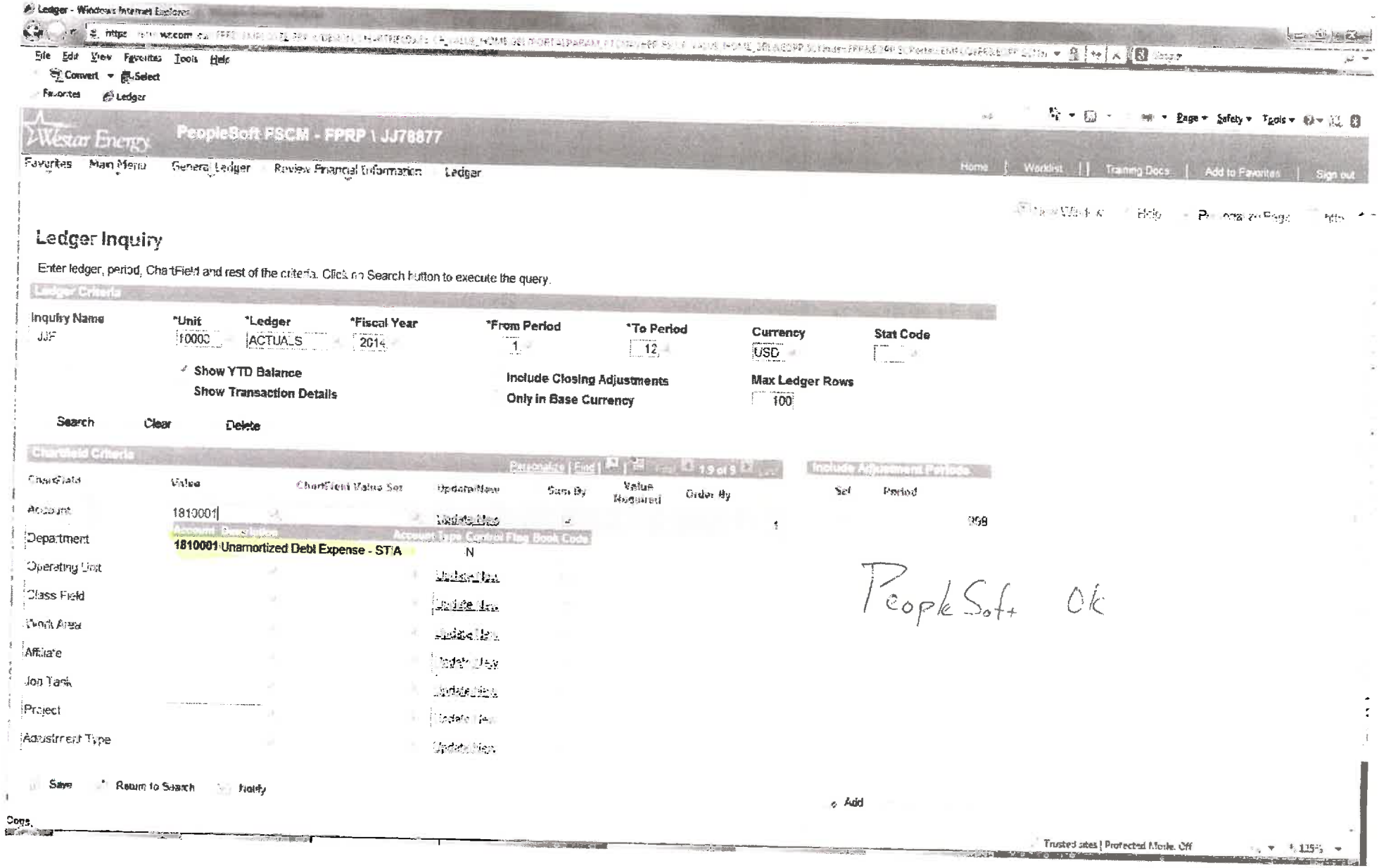
11) Is the project number a deferral? _____

12) If hierarchy changes:
13a) Where does the account currently roll to on the financial statements? _____

13b) Where should the account roll to on future financial statements? _____

Requested By: Tiffany Fischer **Phone:** 1168 **Today's Date:** 8/13/14

Return to: **Accounting Systems Administration – Topeka GO 2**

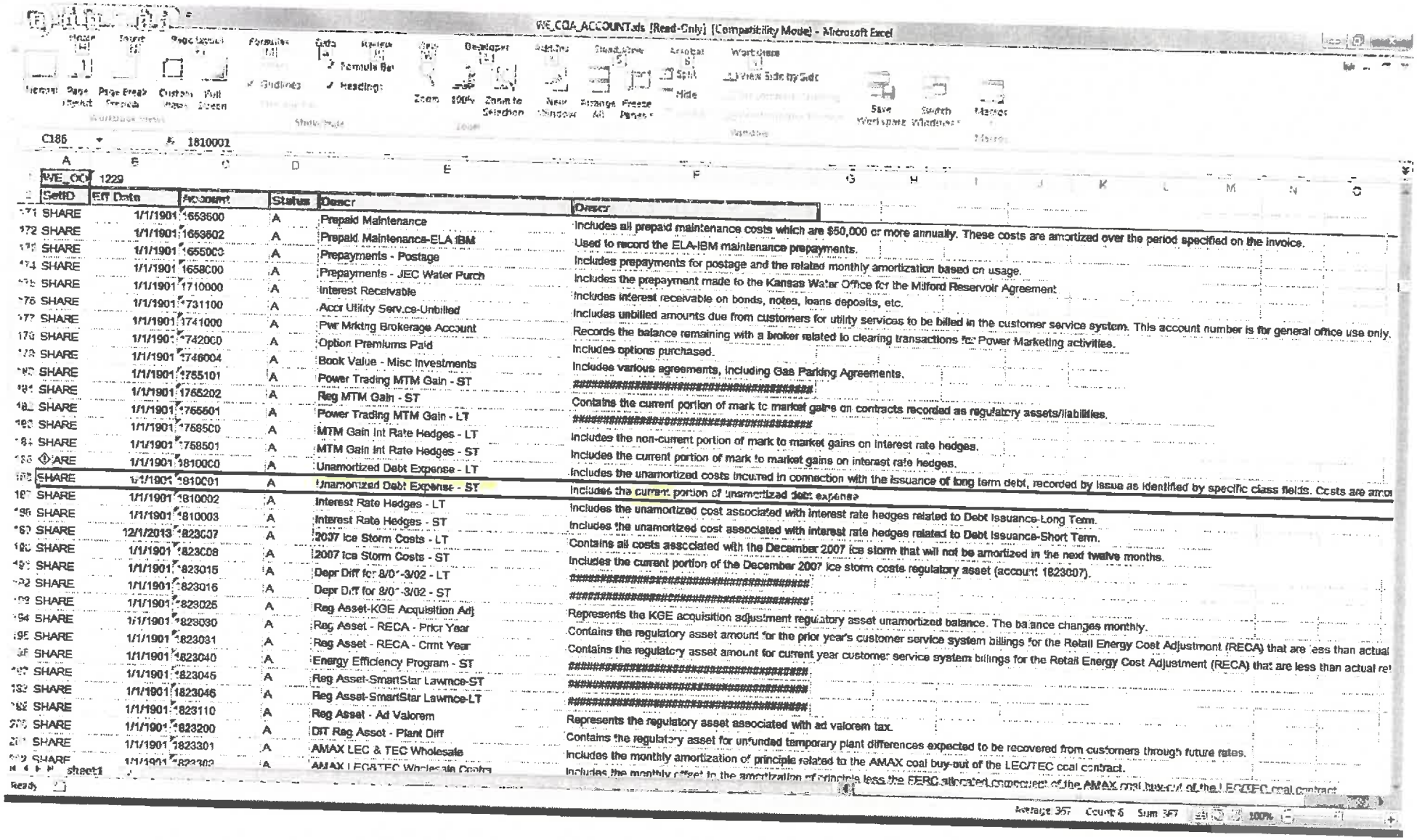


PeopleSoft Ok

Cogs.

Wednesday, Aug 13, 2014 10:59 AM

PeopleSoft Ok



WE_COA_ACCOUNT.xls [Read-Only] [Compatibility Mode] - Microsoft Excel

C185 1810001

WE_CO 1229

SetID	Eff Date	Account	Status	Descr	Descr
SHARE	1/1/1901	1653500	A	Prepaid Maintenance	Includes all prepaid maintenance costs which are $50,000 or more annually. These costs are amortized over the period specified on the invoice.
SHARE	1/1/1901	1653502	A	Prepaid Maintenance-ELA IBM	Used to record the ELA-IBM maintenance prepayments.
SHARE	1/1/1901	1655000	A	Prepayments - Postage	Includes prepayments for postage and the related monthly amortization based on usage.
SHARE	1/1/1901	1658C00	A	Prepayments - JEC Water Purch	Includes the prepayment made to the Kansas Water Office for the Milford Reservoir Agreement.
SHARE	1/1/1901	1710000	A	Interest Receivable	Includes interest receivable on bonds, notes, loans deposits, etc.
SHARE	1/1/1901	1731100	A	Accr Utility Service-Unbilled	Includes unbilled amounts due from customers for utility services to be billed in the customer service system. This account number is for general office use only.
SHARE	1/1/1901	1741000	A	Pwr Mrktng Brokerage Account	Records the balance remaining with a broker related to clearing transactions for Power Marketing activities.
SHARE	1/1/1901	1742000	A	Option Premiums Paid	Includes options purchased.
SHARE	1/1/1901	1746004	A	Book Value - Misc Investments	Includes various agreements, including Gas Parking Agreements.
SHARE	1/1/1901	1755101	A	Power Trading MTM Gain - ST	##########
SHARE	1/1/1901	1765202	A	Reg MTM Gain - ST	Contains the current portion of mark to market gains on contracts recorded as regulatory assets/liabilities.
SHARE	1/1/1901	1765501	A	Power Trading MTM Gain - LT	##########
SHARE	1/1/1901	1768500	A	MTM Gain Int Rate Hedges - LT	Includes the non-current portion of mark to market gains on interest rate hedges.
SHARE	1/1/1901	1768501	A	MTM Gain Int Rate Hedges - ST	Includes the current portion of mark to market gains on interest rate hedges.
SHARE	1/1/1901	1810000	A	Unamortized Debt Expense - LT	Includes the unamortized costs incurred in connection with the issuance of long term debt, recorded by issue as identified by specific class fields. Costs are amo
SHARE	1/1/1901	1810001	A	Unamortized Debt Expense - ST	Includes the current portion of unamortized debt expense
SHARE	1/1/1901	1810002	A	Interest Rate Hedges - LT	Includes the unamortized cost associated with interest rate hedges related to Debt Issuance-Long Term.
SHARE	1/1/1901	1810003	A	Interest Rate Hedges - ST	Includes the unamortized cost associated with interest rate hedges related to Debt Issuance-Short Term.
SHARE	12/1/2013	1823007	A	2007 Ice Storm Costs - LT	Contains all costs associated with the December 2007 ice storm that will not be amortized in the next twelve months.
SHARE	1/1/1901	1823008	A	2007 Ice Storm Costs - ST	Includes the current portion of the December 2007 ice storm costs regulatory asset (account 1823007).
SHARE	1/1/1901	1823015	A	Depr Diff for 8/01-3/02 - LT	##########
SHARE	1/1/1901	1823016	A	Depr Diff for 8/01-3/02 - ST	##########
SHARE	1/1/1901	1823025	A	Reg Asset-KGE Acquisition Adj	Represents the KGE acquisition adjustment regulatory asset unamortized balance. The balance changes monthly.
SHARE	1/1/1901	1823030	A	Reg Asset - RECA - Prior Year	Contains the regulatory asset amount for the prior year's customer service system billings for the Retail Energy Cost Adjustment (RECA) that are less than actual
SHARE	1/1/1901	1823031	A	Reg Asset - RECA - Crnt Year	Contains the regulatory asset amount for current year customer service system billings for the Retail Energy Cost Adjustment (RECA) that are less than actual re
SHARE	1/1/1901	1823040	A	Energy Efficiency Program - ST	##########
SHARE	1/1/1901	1823045	A	Reg Asset-SmartStar Lawnce-ST	##########
SHARE	1/1/1901	1823046	A	Reg Asset-SmartStar Lawnce-LT	##########
SHARE	1/1/1901	1823110	A	Reg Asset - Ad Valorem	Represents the regulatory asset associated with ad valorem tax.
SHARE	1/1/1901	1823200	A	DIT Reg Asset - Plant Diff	Contains the regulatory asset for unfunded temporary plant differences expected to be recovered from customers through future rates.
SHARE	1/1/1901	1823301	A	AMAX LEC & TEC Wholesale	Includes the monthly amortization of principle related to the AMAX coal buy-out of the LEC/TEC coal contract.
SHARE	1/1/1901	1823302	A	AMAX LEC/TEC Wholesale Contra	Includes the monthly offset to the amortization of principle less the FERC allocated component of the AMAX coal buy-out of the LEC/TEC coal contract.

Sheet1

Ready

Average 357 Count 6 Sum 357 100%

Wednesday. Aug 13, 2014 10:58 AM

	WEC - Westar Energy Consol YTD - Year-to-Date 2014 Apr - April	WEC - Westar Energy Consol YTD - Year-to-Date 2013 Apr - April
INCST - Income Statement	0.00	0.00
CAS - Cash and cash equivalents	3,109,819.28	4,142,080.54
AREC - Accounts receivable, net	212,286,991.13	198,359,927.86
INV - Fuel Inventory and Supplies	257,809,102.97	234,495,473.51
1431302 - Accrued Income Tax Receivable	0.00	0.00
DEFTAX - Deferred tax assets	38,618,392.61	548,669.48
PREPD - Prepaid expenses	19,080,209.59	16,939,602.48
RegAstST - Regulatory assets	139,261,042.76	113,654,436.66
SPEC - Special Deposits/Restricted Cash	0.00	0.00
CMAR - Current Mis. Accounts Receivable	7,175,194.38	19,163,239.67
EMCont - Energy marketing contracts	5,769,179.79	6,105,055.96
1740000 - Miscellaneous Assets	0.00	0.00
1741000 - Pwr Mrktng Brokerage Account	987,880.72	67,604.70
1742000 - Option Premiums Paid	74,894.02	709,736.90
1758501 - MTM Gain Int Rate Hedges - ST	0.00	0.00
1810001 - Unamortized Debt Expense - LT	2,852,094.12	3,279,170.48
1862016 - 92 Railcar Lease Pmt > Expense	0.00	0.00
1862018 - 94 Railcar Lease Pmt > Expense	0.00	0.00
1862020 - BofA Railcar Lease Pmt > Exp	3,746,994.98	667,156.54
1862021 - Horizon Gen Interco Agrmnt-ST	50,000.04	50,000.04
1840000 - Payroll Non-O&M OH Clearing	48,038.98	1.90
1840001 - Derivation Clearing - PR & Inv	23,994.34	0.00
18410 - Undistributed Fleet Charges	1,063,582.70	558,746.00
18460 - Undistributed Non Productive Time	-131,318.34	-92.65
1848S - Undistributed Exempt Material Curr	384,800.21	-56,177.14
SECSALE - Marketable Securities Available For Sale	0.00	0.00
RESCSH - Restricted cash	286,986.00	478,422.00
OCURA - Other	22,332,321.94	31,022,864.40
Cuast - Total Current Assets	692,497,880.27	599,163,054.93
UPL - PROPERTY, PLANT AND EQUIPMENT, NET	7,704,097,435.50	7,159,082,465.93
VIE Plant and Equip - PROPERTY, PLANT AND EQUIPMENT OF VARIABLE INTEREST ENTITI	293,043,929.96	318,135,535.77
Otast - Total Other Assets	1,043,292,584.44	1,332,493,058.90
TotAst - TOTAL ASSETS	9,732,931,830.18	9,408,874,115.53
TotLiab - TOTAL LIABILITIES AND EQUITY	9,732,931,830.18	9,408,874,115.53
BALST - Balance Sheet	0.00	0.00
STAT - Statistical Activity Codes	0.00	0.00
ELIMS - Elimination Plugs	0.00	0.00
ComFmt - Commercial Format	0.00	0.00

Fix Smart View

COA CHARTFIELD VALUE REQUEST FORM

WR

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value			1582006			
Questions to answer below	1,3,4,5,6,7,8,12, 13	1,2,12	1,2,9,10,12, 14,15	1,2,12	1,3,4,5,6,7,8, 12,13	1,12

Directions:

1. **Enter the new chartfield in the "chartfield value" box above.**
2. **Select the Business Unit(s) for which your segment should be set-up.**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☑10000 ☑10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

1) Title of new chartfield: (30 character maximum) NOx Allowances-Reserve

2) Description for manual: Amounts reserved for reductions in fair value of NOx allowances.

3) What Operating Unit is the new chartfield valid for?

4) For reporting purposes, what Dept/WA should this roll up to?

5) What is the Construction Overhead rate (**WE ONLY**)?

6) What is the Non-Productive Rate (**WE ONLY**)?

7) Does the common state allocation apply (**WE ONLY**)? If yes, answer 7a:

7a) What is the % or what other Dept/WA does this compare to?

8) Will the new budget/work area have labor charges?

9) Is this account budgeted? no

10) Should the account require a Project and/or Job Task? no

11) What Work Area is the new chartfield valid with?

12) What month is this chartfield to be activated? ~~April~~ May

13) What are the valid accounts this Work Area can charge or what other WA does this compare to?

14) If adding a new account, what line item should this roll to on the financial statements? INV- Fuel Inventory + Supplies

15) Who is responsible for reconciling this account? (**Balance Sheet Accts Only**) Jeff Trent

Requested By: Lindsey Holcomb **Phone:** 8201 **Today's Date:** 5/27/14

Return to: **Accounting Systems Administration – Topeka GO 2**

INTERNAL USE ONLY

Asst. Controller, Financial Accounting Jeanette Bazzarini **Date:** 5/27/14

Accounting Systems Administration

(route to Financial Reporting)

PEOPLESOFT

Chartfield ✓
Rptg Tree –
Combo Tree ✓

Added to the COA log ✓

Scan copy to Justin Hale-Tax Dept ✓

ESSBASE

SHARE

PPLTMGT –

INACTIVATION

Check GL for 0 balance (all chartfields) –

WORK AREA/BUDGET AREA

Contact HR at hr@westarenergy.com –

Processed By: [signature] **Date:** 5/28/14

Hyperion Financial Management (HFM)

(route to Fin Acctg Manager)

Metadata ✓
IS/BS ✓
Metadata chgs ✓

REGULATORY ITEMS

Regulatory Asset Binder NA
Regulatory Liability Binder ✓

ACCOUNT RECONS

Change Balance Sheet Accts in Recon Index ✓
Notify responsible person ✓

Processed By: [signature] **Date:** 6/6/14

Manager, Financial Accounting Approval: [signature] **Date:** 7/22/14

ASA Approval B Honas **Date:** 8-15-14

COA CHARTFIELD VALUE MODIFY FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value			162345			
Questions to answer below	1,2,4,5,6,7	1.2.3.4	1,2,3,4,9,10, 12	1,2,3,4	1,2,4,5,6,7	1,2,4,8

Directions:

1. Enter the chartfield to be modified in the "chartfield value" box above.
2. Select the modification you are making (i.e. inactivate, reactivate, etc).
3. Answer only the questions below applicable to the segment you are modifying.

Business Unit: ☒ 10000 ☒ 10100 ☐ 10200 ☐ 10201 ☐ 10202 ☐ 10300 ☐ 10400 ☐ 10500 ☐ VIEs
Select all that apply

MODIFICATION: ☒ Inactivate ☐ Reactivate ☐ Name Change ☐ Hierarchy Change ☐ Other

1) Current title of chartfield to be modified: RateCase Expense 2011-LT

2) If name change, new title of chartfield: NA

3) If name change, new description for manual: NA

4) Date the chartfield is to be modified *(effective beg of next mo)*: 6/1/14

5) Did a construction overhead rate apply to this chartfield?

6) Did a common state allocation apply to this chartfield? If yes, answer 6a:

6a) What was the %?

7) Was the Dept/WA a storeroom?

8) If inactivating a BU, what Dept/WA applied to this BU? (please fill out another form to inactivate Dept/WA)

9) If reactivating an account, where should it appear in the financial statements? NA

10) Who was responsible for reconciling this account? **(Balance Sheet Accts Only)** Pam Tevis

11) Is the project number a deferral?

12) If hierarchy changes:
13a) Where does the account currently roll to on the financial statements? NA

13b) Where should the account roll to on future financial statements? NA

Requested By: Karla Mosher **Phone:** 6341 **Today's Date:** 5/15/14

Return to: **Accounting Systems Administration – Topeka GO 2**

1823450/1823449 2011 Rate Case Expense

Jeremy J Fischer to: Karla Mosher, Pamela A Tevis 05/14/2014 09:22 AM

Pam, Karla,

Attached is a new amortization schedule for the 2011 Rate Case expense amortization. Karla, you are correct, the long term account ought to be zeroed out and inactivated. Also, we'll need to rebalance between the business units so the short-term accounts have the same amount. Please let me know if you have any questions.

Do you know where the "official" file is for this amortization schedule? If so, could you please save this file (and rename it appropriately) in that location and let mekow where it is.

1823450.xls

Thanks,

Jeremy

Jeremy Fischer
Westar Energy
818 South Kansas Ave
Topeka, KS 66612
785-575-1168
Jeremy.Fischer@WestarEnergy.com
www.WestarEnergy.com

If you've received this private message in error, I apologize for the inconvenience. Please don't distribute it. Instead, please just delete it and respond to let me know of my error. Then, have a wonderful day.

COA CHARTFIELD VALUE REQUEST FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value			2366003			
Questions to answer below	1,3,4,5,6,7,8,12, 13	1,2,12	1,2,9,10,12, 14,15	1,2,12	1,3,4,5,6,7,8, 12,13	1,12

Directions:

1. **Enter the new chartfield in the "chartfield value" box above.**
2. **Select the Business Unit(s) for which your segment should be set-up.**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☒10000 ☒10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

1) Title of new chartfield: (30 character maximum) UTB Liab Reclass-No CF Offset

2) Description for manual: Used to reclass the portion of the liability for uncertain tax benefits for which NOL and tax credit carryforwards are not available to settle taxes resulting from disallowance of the tax positions.

3) What Operating Unit is the new chartfield valid for?

4) For reporting purposes, what Dept/WA should this roll up to?

5) What is the Construction Overhead rate (**WE ONLY**)?

6) What is the Non-Productive Rate (**WE ONLY**)?

7) Does the common state allocation apply (**WE ONLY**)? If yes, answer 7a:

7a) What is the % or what other Dept/WA does this compare to?

8) Will the new budget/work area have labor charges?

9) Is this account budgeted? No

10) Should the account require a Project and/or Job Task? No

11) What Work Area is the new chartfield valid with?

12) What month is this chartfield to be activated? June 2014

13) What are the valid accounts this Work Area can charge or what other WA does this compare to?

14) If adding a new account, what line item should this roll to on the financial statements? Current deferred tax assets

15) Who is responsible for reconciling this account? (**Balance Sheet Accts Only**) Justin Hale

Requested By: Travis Morris **Phone:** 575-8234 **Today's Date:** 6/20/2014

Return to: **Accounting Systems Administration – Topeka GO 2**

Westar Energy, Inc
Regulatory Asset - 2011 Rate Case Docket
JE 18250

Docket No. 12-WSEE-112-RTS

C:\Users\KK78475\AppData\Local\Temp\notesEA312D\[1823450.xls]Schedule

Total amortization period is 36 months 5/2012 thru 4/2015

Total Charges $ 1,214,840.54

Dr. (+)
Cr. (-)

9280002 Reg Exp State Corporation Commission
1823450 2011 Rate Case Expense - LT use 5/2012 thru 4/2014
1823449 2011 Rate Case Expense - ST use 5/2014 thru 4/2015

	LE 01	LE 02
Monthly Amort	607,420.27	607,420.27
ST	16,872.79	16,872.79
LT	204,092.84	204,092.84
	393,884.77	393,884.76

	Westar Energy				KGE			
Month	Beg Balance	Amortization	Add'l Charges	Ending Balance	Beg Balance	Amortization	Add'l Charges	Ending Balance
5/12	607,420.27	(16,872.79)		590,547.48	607,420.27	(16,872.79)		590,547.48
6/12	590,547.48	(16,872.79)		573,674.69	590,547.48	(16,872.79)		573,674.69
7/12	573,674.69	(16,872.79)		556,801.90	573,674.69	(16,872.79)		556,801.90
8/12	556,801.90	(16,872.79)		539,929.11	556,801.90	(16,872.79)		539,929.11
9/12	539,929.11	(16,872.79)	6,275.13	529,331.45	539,929.11	(16,872.79)		529,331.44
10/12	529,331.45	(17,075.21)		512,256.24	529,331.44	(17,075.21)	6,275.12	512,256.23
11/12	512,256.24	(17,075.21)		495,181.03	512,256.23	(17,075.21)		495,181.02
12/12	495,181.03	(17,075.21)		478,105.82	495,181.02	(17,075.21)		478,105.81
1/13	478,105.82	(17,075.21)		461,030.61	478,105.81	(17,075.21)		461,030.60
2/13	461,030.61	(17,075.21)		443,955.40	461,030.60	(17,075.21)		443,955.39
3/13	443,955.40	(17,075.21)		426,880.19	443,955.39	(17,075.21)		426,880.18
4/13	426,880.19	(17,075.21)		409,804.98	426,880.18	(17,075.21)		409,804.97
5/13	409,804.98	(17,075.21)	858.00	393,587.77	409,804.97	(17,075.21)		392,729.76
6/13	393,587.77	(17,075.21)	170.00	376,682.56	392,729.76	(17,075.21)		375,654.55
7/13	376,682.56	(17,075.21)		359,607.35	375,654.55	(17,075.21)		358,579.34
8/13	359,607.35	(17,075.21)		342,532.14	358,579.34	(17,075.21)		341,504.13
9/13	342,532.14	(17,075.21)	1,282.00	326,738.93	341,504.13	(17,075.21)		324,428.92
10/13	326,738.93	(17,075.21)		309,663.72	324,428.92	(17,075.21)		307,353.71
11/13	309,663.72	(17,075.21)		292,588.51	307,353.71	(17,075.21)		290,278.50
12/13	292,588.51	(17,075.21)		275,513.30	290,278.50	(17,075.21)		273,203.29
1/14	275,513.30	(17,075.21)		258,438.09	273,203.29	(17,075.21)		256,128.08
2/14	258,438.09	(17,075.21)		241,362.88	256,128.08	(17,075.21)		239,052.87
3/14	241,362.88	(17,075.21)		224,287.67	239,052.87	(17,075.21)		221,977.66
4/14	224,287.67	(17,075.21)	(1,155.00)	206,057.46	221,977.66	(17,075.21)	1,155.00	206,057.45
5/14	206,057.46	(17,171.46)		188,886.00	206,057.45	(17,171.46)		188,885.99
6/14	188,886.00	(17,171.46)		171,714.54	188,885.99	(17,171.46)		171,714.53
7/14	171,714.54	(17,171.46)		154,543.08	171,714.53	(17,171.46)		154,543.07
8/14	154,543.08	(17,171.46)		137,371.62	154,543.07	(17,171.46)		137,371.61
9/14	137,371.62	(17,171.46)		120,200.16	137,371.61	(17,171.46)		120,200.15
10/14	120,200.16	(17,171.46)		103,028.70	120,200.15	(17,171.46)		103,028.69
11/14	103,028.70	(17,171.46)		85,857.24	103,028.69	(17,171.46)		85,857.23
12/14	85,857.24	(17,171.46)		68,685.78	85,857.23	(17,171.46)		68,685.77
1/15	68,685.78	(17,171.46)		51,514.32	68,685.77	(17,171.46)		51,514.31
2/15	51,514.32	(17,171.46)		34,342.86	51,514.31	(17,171.46)		34,342.85
3/15	34,342.86	(17,171.46)		17,171.40	34,342.85	(17,171.46)		17,171.39
4/15	17,171.40	(17,171.40)		0.00	17,171.39	(17,171.39)		0.00

Note: In May of 2014, I reviewed this schedule and determined that the June 2013 and charges thereafter were not 1) allocated between the two Bus and 2) incorporated into the amortization amount. I adjusted the schedule moving forward. Jeremy Fischer, 05/14/2014

Prepared By:
Jeremy Fischer

5/15/2014
10:49 AM

WR

COA CHARTFIELD VALUE REQUEST FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value			2366004			
Questions to answer below	1,3,4,5,6,7,8,12, 13	1,2,12	1,2,9,10,12, 14,15	1,2,12	1,3,4,5,6,7,8, 12,13	1,12

Directions:

1. **Enter the new chartfield in the "chartfield value" box above.**
2. **Select the Business Unit(s) for which your segment should be set-up.**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☒10000 ☒10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

1) Title of new chartfield: Curr UTB Liab - No CF Offset
(30 character maximum)

2) Description for manual: Includes the current portion of the liability for uncertain tax benefits for which NOL and tax credit carryforwards are not available to settle taxes resulting from disallowance of the tax positions.

3) What Operating Unit is the new chartfield valid for?

4) For reporting purposes, what Dept/WA should this roll up to?

5) What is the Construction Overhead rate (**WE ONLY**)?

6) What is the Non-Productive Rate (**WE ONLY**)?

7) Does the common state allocation apply (**WE ONLY**)? If yes, answer 7a:

7a) What is the % or what other Dept/WA does this compare to?

8) Will the new budget/work area have labor charges?

9) Is this account budgeted? No

10) Should the account require a Project and/or Job Task? No

11) What Work Area is the new chartfield valid with?

12) What month is this chartfield to be activated? June 2014

13) What are the valid accounts this Work Area can charge or what other WA does this compare to?

14) If adding a new account, what line item should this roll to on the financial statements? Other current liabilities

15) Who is responsible for reconciling this account? (**Balance Sheet Accts Only**) Justin Hale

Requested By: Travis Morris **Phone:** 575-8234 **Today's Date:** 6/20/2014

Return to: **Accounting Systems Administration – Topeka GO 2**

INTERNAL USE ONLY

Asst. Controller, Financial Accounting Juanita Bazemore **Date:** 7/1/14

Accounting Systems Administration **(route to Financial Reporting)**

PEOPLESOFT
Chartfield ✓
Rptg Tree
Combo Tree ✓

ESSBASE
SHARE
PPLTMGT ✓

Added to the COA log
Scan copy to Justin Hale-Tax Dept ✓

INACTIVATION
Check GL for 0 balance (all chartfields)

WORK AREA/BUDGET AREA
Contact HR at hr@westarenergy.com

Processed By: Tawn A Weaber **Date:** 07-03-14

Hyperion Financial Management (HFM) **(route to Fin Acctg Manager)**

Metadata ✓
IS/BS
Metadata chgs ✓

REGULATORY ITEMS
Regulatory Asset Binder NA
Regulatory Liability Binder

ACCOUNT RECONS
Change Balance Sheet Accts in Recon Index ✓
Notify responsible person ✓

Processed By: Bin Mu **Date:** 7/8/14

Manager, Financial Accounting Approval: [signature] **Date:** 8/11/14

ASA Approval Barkley Horas **Date:** ~~8/14/15~~ 8-15-14

COA CHARTFIELD VALUE REQUEST FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value			2366005			
Questions to answer below	1,3,4,5,6,7,8,12, 13	1,2,12	1,2,9,10,12, 14,15	1,2,12	1,3,4,5,6,7,8, 12,13	1,12

Directions:

1. **Enter the new chartfield in the "chartfield value" box above.**
2. **Select the Business Unit(s) for which your segment should be set-up.**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☒10000 ☒10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

1) Title of new chartfield: (30 character maximum) LT UTB Liab - No CF Offset

2) Description for manual: Includes the long-term portion of the liability for uncertain tax benefits for which NOL and tax credit carryforwards are not available to settle taxes resulting from disallowance of the tax positions.

3) What Operating Unit is the new chartfield valid for?

4) For reporting purposes, what Dept/WA should this roll up to?

5) What is the Construction Overhead rate (**WE ONLY**)?

6) What is the Non-Productive Rate (**WE ONLY**)?

7) Does the common state allocation apply (**WE ONLY**)? If yes, answer 7a:

7a) What is the % or what other Dept/WA does this compare to?

8) Will the new budget/work area have labor charges?

9) Is this account budgeted? No

10) Should the account require a Project and/or Job Task? No

11) What Work Area is the new chartfield valid with?

12) What month is this chartfield to be activated? June 2014

13) What are the valid accounts this Work Area can charge or what other WA does this compare to?

14) If adding a new account, what line item should this roll to on the financial statements? Other long-term liabilities

15) Who is responsible for reconciling this account? (**Balance Sheet Accts Only**) Justin Hale

Requested By: Travis Morris **Phone:** 575-8234 **Today's Date:** 6/20/2014

Return to: **Accounting Systems Administration – Topeka GO 2**

INTERNAL USE ONLY

Asst. Controller, Financial Accounting: Jeanette Bongiovanni **Date:** 7/1/14

Accounting Systems Administration **(route to Financial Reporting)**

PEOPLESOFT

Chartfield ✓
Rptg Tree
Combo Tree ✓

Added to the COA log

Scan copy to Justin Hale-Tax Dept ✓

ESSBASE

SHARE
PPLTMGT ✓

INACTIVATION
Check GL for 0 balance (all chartfields)

WORK AREA/BUDGET AREA
Contact HR at hr@westarenergy.com

Processed By: Tanner S Westard **Date:** 07-03-14

Hyperion Financial Management (HFM) **(route to Fin Acctg Manager)**

Metadata ✓
IS/BS ✓
Metadata chgs ✓

REGULATORY ITEMS
Regulatory Asset Binder NA
Regulatory Liability Binder ⊥

ACCOUNT RECONS
Change Balance Sheet Accts in Recon Index ✓
Notify responsible person ⊥

Processed By: [signature] **Date:** 7/8/14

Manager, Financial Accounting Approval: [signature] **Date:** 8/11/14

ASA Approval Beckey Honas **Date:** 8-15-14

WR

COA CHARTFIELD VALUE REQUEST FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value			2366006			
Questions to answer below	1,3,4,5,6,7,8,12, 13	1,2,12	1,2,9,10,12, 14,15	1,2,12	1,3,4,5,6,7,8, 12,13	1,12

Directions:

1. **Enter the new chartfield in the "chartfield value" box above.**
2. **Select the Business Unit(s) for which your segment should be set-up.**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☒10000 ☒10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

1) Title of new chartfield: (30 character maximum) UTB Liab Reclass-Net ST DTL

2) Description for manual: Used to reclass a portion of the liability for uncertain tax benefits to roll to current liabilities when current deferred taxes (1) include current deferred tax assets related to NOL or tax credit carryforwards available to settle any potential disallowed tax positions, but (2) net to a current deferred tax liability

3) **What Operating Unit is the new chartfield valid for?**

4) **For reporting purposes, what Dept/WA should this roll up to?**

5) **What is the Construction Overhead rate (WE ONLY)?**

6) **What is the Non-Productive Rate (WE ONLY)?**

7) **Does the common state allocation apply (WE ONLY)? If yes, answer 7a:**

7a) **What is the % or what other Dept/WA does this compare to?**

8) **Will the new budget/work area have labor charges?**

9) Is this account budgeted? No

10) **Should the account require a Project and/or** Job Task? No

11) **What Work Area is the new chartfield valid with?**

12) **What month is this chartfield to** be activated? June 2014

13) **What are the valid accounts this Work Area can charge or what other WA does this compare to?**

14) **If adding a new account, what line item should this roll to on the financial statements?** Current deferred tax assets

15) **Who is responsible for reconciling this account? (Balance Sheet Accts Only)** Justin Hale

Requested By: Travis Morris **Phone:** 575-8234 **Today's Date:** 6/20/2014

Return to: Accounting Systems Administration – Topeka GO 2

INTERNAL USE ONLY

Asst. Controller, Financial Accounting Jeanette Bergeron **Date:** 7/1/14

Accounting Systems Administration **(route to Financial Reporting)**

PEOPLESOFT
Chartfield ✓
Rptg Tree
Combo Tree ✓

Added to the COA log

Scan copy to Justin Hale-Tax Dept ✓

ESSBASE
SHARE
PPLTMGT ✓

INACTIVATION
Check GL for 0 balance (all chartfields)

WORK AREA/BUDGET AREA
Contact HR at hr@westarenergy.com

Processed By: Tamm S Weslane **Date:** 07-03-14

Hyperion Financial Management (HFM) **(route to Fin Acctg Manager)**

Metadata ✓
IS/BS ✓
Metadata chgs ✓

REGULATORY ITEMS
Regulatory Asset Binder NA
Regulatory Liability Binder ✓

ACCOUNT RECONS
Change Balance Sheet Accts in Recon Index ✓
Notify responsible person ✓

Processed By: [signature] **Date:** 7/8/14

Manager, Financial Accounting Approval: [signature] **Date:** 8/11/14

ASA Approval Beckey Honas **Date:** 8-15-14

COA CHARTFIELD VALUE REQUEST FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value			2366007			
Questions to answer below	1,3,4,5,6,7,8,12, 13	1,2,12	1,2,9,10,12, 14,15	1,2,12	1,3,4,5,6,7,8, 12,13	1,12

Directions:

1. **Enter the new chartfield in the "chartfield value" box above.**
2. **Select the Business Unit(s) for which your segment should be set-up.**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☒10000 ☒10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

1) Title of new chartfield: Curr UTB Liab - Net ST DTL
(30 character maximum)

2) Description for manual:
Includes the current portion of the liability for uncertain tax benefits when current deferred taxes (1) include current deferred tax assets related to NOL or tax credit carryforwards available to settle any potential disallowed tax positions, but (2) net to a current deferred tax liability

3) What Operating Unit is the new chartfield valid for?

4) For reporting purposes, what Dept/WA should this roll up to?

5) What is the Construction Overhead rate (**WE ONLY**)?

6) What is the Non-Productive Rate (**WE ONLY**)?

7) Does the common state allocation apply (**WE ONLY**)? If yes, answer 7a:

7a) What is the % or what other Dept/WA does this compare to?

8) Will the new budget/work area have labor charges?

9) Is this account budgeted? No

10) Should the account require a Project and/or Job Task? No

11) What Work Area is the new chartfield valid with?

12) What month is this chartfield to be activated? June 2014

13) What are the valid accounts this Work Area can charge or what other WA does this compare to?

14) If adding a new account, what line item should this roll to on the financial statements? Current deferred tax liabilities, which currently rolls to other current liabilities

15) Who is responsible for reconciling this account? (**Balance Sheet Accts Only**) Justin Hale

Requested By: Travis Morris **Phone:** 575-8234 **Today's Date:** 6/20/2014

Return to: **Accounting Systems Administration – Topeka GO 2**

INTERNAL USE ONLY

Asst. Controller, Financial Accounting Jeanette Benjamin **Date:** 7/1/14

Accounting Systems Administration **(route to Financial Reporting)**

PEOPLESOFT
Chartfield ✓
Rptg Tree
Combo Tree ✓

ESSBASE
SHARE
PPLTMGT ✓

Added to the COA log
Scan copy to Justin Hale-Tax Dept ✓

INACTIVATION
Check GL for 0 balance (all chartfields)

WORK AREA/BUDGET AREA
Contact HR at hr@westarenergy.com

Processed By: Tammy Weland **Date:** 07-03-14

Hyperion Financial Management (HFM) **(route to Fin Acctg Manager)**

Metadata ✓
IS/BS ✓
Metadata chgs ✓

REGULATORY ITEMS
Regulatory Asset Binder NA
Regulatory Liability Binder I

ACCOUNT RECONS
Change Balance Sheet Accts in Recon Index 1
Notify responsible person

Processed By: [signature] **Date:** 7/8/14

Manager, Financial Accounting Approval: [signature] **Date:** 8/11/14

ASA Approval Barbara Hanas **Date:** 8-15-14

WR

COA CHARTFIELD VALUE MODIFY FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value			2531500			
Questions to answer below	1,2,4,5,6,7	1,2,3,4	1,2,3,4,9,10, 12	1,2,3,4	1,2,4,5,6,7	1,2,4,8

Directions:

1. **Enter the chartfield to be modified in the "chartfield value" box above.**
2. **Select the modification you are making (i.e. inactivate, reactivate, etc).**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☒10000 ☒10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Sclect all that apply

MODIFICATION: ☒Inactivate ☐ Reactivate ☐ Name Change ☐Hierarchy Change ☐Other

1) Current title of chartfield to be modified: Unearned Coal Capacity Rev - OMPA

2) If name change, new title of chartfield: N/A

3) If name change, new description for manual: N/A

4) Date the chartfield is to be modified *(effective beg of next mo)*: 4-1-14

5) Did a construction overhead rate apply to this chartfield?

6) Did a common state allocation apply to this chartfield? If yes, answer 6a:

6a) What was the %?

7) Was the Dept/WA a storeroom?

8) If inactivating a BU, what Dept/WA applied to this BU? (please fill out another form to inactivate Dept/WA)

9) If reactivating an account, where should it appear in the financial statements? N/A

10) Who was responsible for reconciling this account? **(Balance Sheet Accts Only)** Barb Gray

11) Is the project number a deferral?

12) If hierarchy changes:
13a) Where does the account currently roll to on the financial statements? N/A

13b) Where should the account roll to on future financial statements? N/A

Requested By: Barb Gray **Phone:** 8297 **Today's Date:** 4-9-14

Return to: **Accounting Systems Administration – Topeka GO 2**

INTERNAL USE ONLY

Asst. Controller, Financial Accounting Jeanette Baziuk **Date:** 7/1/14

Accounting Systems Administration **(route to Financial Reporting)**

PEOPLESOFT
Chartfield ✓
Rptg Tree
Combo Tree ✓

ESSBASE
SHARE
PPLTMGT ✓

Added to the COA log

Scan copy to Justin Hale-Tax Dept ✓

INACTIVATION
Check GL for 0 balance (all chartfields)

WORK AREA/BUDGET AREA
Contact HR at hr@westarenergy.com

Processed By: Tamra A Wesbrook **Date:** 07-03-14

Hyperion Financial Management (HFM) **(route to Fin Acctg Manager)**

Metadata ✓
IS/BS ✓
Metadata chgs ✓

REGULATORY ITEMS
Regulatory Asset Binder NA
Regulatory Liability Binder ↓

ACCOUNT RECONS
Change Balance Sheet Accts in Recon Index ✓
Notify responsible person ↓

Processed By: Bin Zhu **Date:** 7/8/14

Manager, Financial Accounting Approval: Jay B **Date:** 8/11/14

ASA Approval Becky Harris **Date:** 8-15-14

COA CHARTFIELD VALUE REQUEST FORM

WR

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value			4170000			
Questions to answer below	1,3,4,5,6,7,8,9, 13,14	1,2,9,13,	1,2,9,10,13, 15,16	1,2,9,13	1,3,4,5,6,7,8, 9,13,14	1,13

Directions:

1. **Enter the new chartfield in the "chartfield value" box above.**
2. **Select the Business Unit(s) for which your segment should be set-up.**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: (10000) (10100) 10200 10201 10202 10300 10400 10500 VIEs
Select all that apply

1) Title of new chartfield: Revenues from nonutility operations
(30 character maximum)

2) Description for manual: Revenue from nonutility operations

3) What Operating Unit is the new chartfield valid for? _____

4) For reporting purposes, what Dept/WA should this roll up to? _____

5) What is the Construction Overhead rate (**WE ONLY**)? _____

6) What is the Non-Productive Rate (**WE ONLY**)? _____

7) Does the common state allocation apply (**WE ONLY**)? If yes, answer 7a: _____

7a) What is the % or what other Dept/WA does this compare to? _____

8) Will the new budget/work area have labor charges? _____

9) What other chartfield is this similar to? ? _____

10) Is this account budgeted? Not yet _____

11) Should the account require a Project and/or Job Task? _____

12) What Work Area is the new chartfield valid with? _____

13) What month is this chartfield to be activated? ~~November~~ October _____

14) What are the valid accounts this Work Area can charge or what other WA does this compare to? _____

15) If adding a new account, what line item should this roll to on the financial statements? ? _____

16) Who is responsible for reconciling this account? (**Balance Sheet Accts Only**) N/A _____

Requested By: Jeff M. Trent **Phone:** 1882 **Today's Date:** 10/14/14

Return to: **Accounting Systems Administration – Topeka GO 2**

INTERNAL USE ONLY

Asst. Controller, Financial Accounting Jeanette Benjamin **Date:** 9/23/14

Accounting Systems Administration (route to Financial Reporting)

PEOPLESOFT
Chartfield ✓
Rptg Tree NA
Combo Tree ✓

Added to the COA log NA

Scan copy to Justin Hale-Tax Dept ✓

INACTIVATION
Check GL for 0 balance (all chartfields) _____

ESSBASE
SHARE
PPLTMGT ✓

WORK AREA/BUDGET AREA
Contact HR at hr@westarenergy.com _____

Processed By: Tammi A Wesland **Date:** 10/14/14

Hyperion Financial Management (HFM) (route to Fin Acctg Manager)

Metadata ✓
IS/BS N/A
Metadata chgs ✓

REGULATORY ITEMS
Regulatory Asset Binder N/A
Regulatory Liability Binder ✓

ACCOUNT RECONS
Change Balance Sheet Accts in Recon Index ✓
Notify responsible person ✓

Processed By: [signature] **Date:** 11/5/14

Manager, Financial Accounting Approval: [signature] **Date:** 11/26/14

ASA Approval BHanes **Date:** 1-5-15

COA CHARTFIELD VALUE REQUEST FORM

WR

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value			417000			
Questions to answer below	1,3,4,5,6,7,8,9, 13,14	1,2,9,13,	1,2,9,10,13, 15,16	1,2,9,13	1,3,4,5,6,7,8, 9,13,14	1,13

Directions:

1. **Enter the new chartfield in the "chartfield value" box above.**
2. **Select the Business Unit(s) for which your segment should be set-up.**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: (10000) (10100) 10200 10201 10202 10300 10400 10500 VIEs
Select all that apply

1) Title of new chartfield: Expenses of nonutility operations
(30 character maximum)

2) Description for manual: Expenses of nonutility operations

3) What Operating Unit is the new chartfield valid for? _____

4) For reporting purposes, what Dept/WA should this roll up to? _____

5) What is the Construction Overhead rate (**WE ONLY**)? _____

6) What is the Non-Productive Rate (**WE ONLY**)? _____

7) Does the common state allocation apply (**WE ONLY**)? If yes, answer 7a: _____

7a) What is the % or what other Dept/WA does this compare to? _____

8) Will the new budget/work area have labor charges? _____

9) What other chartfield is this similar to? 7

10) Is this account budgeted? Not yet

11) Should the account require a Project and/or Job Task? _____

12) What Work Area is the new chartfield valid with? _____

13) What month is this chartfield to be activated? October

14) What are the valid accounts this Work Area can charge or what other WA does this compare to? _____

15) If adding a new account, what line item should this roll to on the financial statements? ?

16) Who is responsible for reconciling this account? (**Balance Sheet Accts Only**) N/A

Requested By: Jeff n. Trent **Phone:** 1882 **Today's Date:** 10/14/14

Return to: **Accounting Systems Administration – Topeka GO 2**

WR

COA CHARTFIELD VALUE MODIFY FORM

Chartfield	Dept	Class	Account	Operating Unit	Work Area	Business Unit
Chartfield Value			5061000			
Questions to answer below	1,2,4,5,6,7	1,2,3,4	1,2,3,4,9,10, 12	1,2,3,4	1,2,4,5,6,7	1,2,4,8

Directions:

1. **Enter the chartfield to be modified in the "chartfield value" box above.**
2. **Select the modification you are making (i.e. inactivate, reactivate, etc).**
3. **Answer only the questions below applicable to the segment you are modifying.**

Business Unit: ☐10000 ☐10100 ☐10200 ☐10201 ☐10202 ☐10300 ☐10400 ☐10500 ☐VIEs
Select all that apply

MODIFICATION: ☒Inactivate ☐ Reactivate ☐ Name Change ☐Hierarchy Change ☐Other

1) Current title of chartfield to be modified: Steam-Pro Card Cleaning Exp

2) If name change, new title of chartfield: _____

3) If name change, new description for manual: _____

_____

_____

4) Date the chartfield is to be modified *(effective beg of next mo)*: 6/1/14

5) Did a construction overhead rate apply to this chartfield? _____

6) Did a common state allocation apply to this chartfield? If yes, answer 6a: _____

6a) What was the %? _____

7) Was the Dept/WA a storeroom? _____

8) If inactivating a BU, what Dept/WA applied to this BU? _____
(please fill out another form to inactivate Dept/WA)

9) If reactivating an account, where should it appear in the financial statements? _____

10) Who was responsible for reconciling this account? **(Balance Sheet Accts Only)** _____

11) Is the project number a deferral? _____

12) If hierarchy changes:
13a) Where does the account currently roll to on the financial statements? _____

13b) Where should the account roll to on future financial statements? _____

Requested By: BG Yule (see attached email) **Phone:** x8309 **Today's Date:** 5/19/14

Return to: **Accounting Systems Administration – Topeka GO 2**