University of Missouri System
Accounting Policies and Procedures

Policy Number: APM-3.35

Policy Name: <u>Creation and Use of MoCodes</u>

General Policy and Procedure Overview:

A MoCode is a five character field used to represent a combination of ChartField values. The use of MoCodes simplifies the data entry of ChartFields in financial transactions when the same set of values is commonly used together. It does not include the Account ChartField; this must be entered separately on any transactions using MoCodes.

Some feeder systems and PeopleSoft Payroll require the use of MoCodes rather than the ChartField combinations. Applications such as the Web Journal Entry or the PeopleSoft voucher pages allow the entry of either a MoCode or detail ChartField combinations. When any file using a MoCode is fed to the General Ledger, the MoCode is converted into a ChartField string before processing occurs. The detail ChartFields on transactions are stored in PeopleSoft tables, not the MoCode.

A web application was built to aid in the creation and maintenance of MoCodes. As new combinations are identified, authorized users create new MoCodes using this web application. If any ChartField in the MoCode becomes inactive, a custom process that runs at night will inactivate all MoCodes containing the inactive ChartField. There is also a custom application to inactivate a MoCode that is no longer needed, even if all ChartFields remain active in the financial system.

Definition of Key Terms:

> MoCode—The MoCode contains five alphanumeric characters, where the first character denotes the Business Unit. The last four characters are assigned sequentially from 0000 through ZZZZ. Once all combinations of characters are used in the range, another campus designator is assigned (e.g. D is also used for COLUM MoCodes). The MoCode includes a 30 character Description.

Business Unit	MoCode Range
COLUM	Cxxxx
	Dxxxx
KCITY	Kxxxx
ROLLA	Rxxxx
STLOU	Sxxxx
UOEXT	Exxxx
UMSYS	Axxxx
UWIDE	Uxxxx
WORKC	Wxxxx
HOSPT	Hxxxx
HELTH	Zxxxx

Detail Policy and Procedure:

The ability to create MoCodes is secured and limited to the Campus Accounting Offices, Sponsored Program Offices, and others designated by the Campus Accounting Offices. New MoCodes are created at the time new ChartFields are set up and also when new combinations are identified. If the MoCode will be used for Payroll, an indicator box is checked at the time the MoCode is established. A custom process will create the necessary codes that will allow the MoCode to be established in the PeopleSoft Payroll system as well.

RESPONSIBILITY

The Controller's Office and the Campus Accounting Offices:

- Will monitor the creation and usage of MoCodes
- Approve and monitor security for those who can create and maintain them.

Effective Date: July 1, 2006
Revised Date: May 14, 2007

Questions and Comments?

Questions regarding interpretation and implementation of the Accounting Policy should be directed to the Campus Accounting Office. Suggested edits or revisions to the policy should be directed to the Office of the Controller.