University of Missouri System
Accounting Policies and Procedures

Policy Number: APM-3.50.15

Policy Name: <u>Business Unit ChartField</u>

General Policy and Procedure Overview:

The PeopleSoft ChartField labeled as Business Unit represents a campus or separate reporting entity of the University of Missouri System, such as the University Hospitals and Clinics and System Administration. Business Unit consists of a 5-alpha character ChartField and is required on all business transactions. The Business Unit ChartField is maintained by the Controller's Office.

Definition of Key Terms:

The following Business Units have been defined for the University. The alpha designation is used in the Deptid, Program, and Project ChartField to indicate a Business Unit affiliation.

Alpha Characters	Business Unit	Alpha Designation
COLUM	Columbia	C
KCITY	Kansas City	K
ROLLA	Rolla	R
STLOU	St. Louis	S
UOEXT	University Outreach/Extension	E
UMSYS	System Administration	A
UWIDE	University-Wide Resources	U
WORKC	Working Capital	W
HOSPT	University Hospital	H
HELTH	UMC Health System	Z
HMOCR	Missouri Care (not active at this time)	M
HOTHC	Hospital Other Clinics (not active at this time)	T
HCRMC	Capital Region Medical Center (not active at this time)	G

Detail Policy and Procedure:

The Business Units listed above were established in PeopleSoft to meet the reporting needs of the University. New Business Units will only be set up if new campuses are acquired or new reporting entities are identified. The Controller's office will determine if new Business Units are needed and will create them in PeopleSoft.

Responsibility

The Controller's Office will maintain the software rules and configuration for each Business Unit.

Effective Date: July 1, 2006
Revised Date: April 18, 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.

Official Accounting Policies and Procedures of the University of Missouri System are Authorized and Issued by the Office of the Controller