University of Missouri System
Accounting Policies and Procedures

Policy Number: APM-3.50.20

Policy Name: <u>Class ChartField</u>

General Policy and Procedure Overview:

The PeopleSoft ChartField labeled as Class (Class) is used to define transactions in more detail as needed for departmental purposes. No system or campus financial reports will be run using Class. Use of a detail Class is optional but individual divisions or departments may mandate its use to meet internal reporting requirements. A value must be included in the Class field for any income or expense transaction. The detail Class consists of five alpha-numeric characters. If a detail Class is not needed, the default class value of 0 (zero) is used. Class is maintained by the Campus Accounting offices and the Controller's Office.

Definition of Key Terms:

There are two types of values for Class – 1) those that are predefined with general descriptions and are applicable System-wide, and 2) those that have been defined by departments with specific descriptions.

1) Predefined classes at this time are:

Class	Class Value
EMployee	EMxxx
ACtivity	ACxxx
LOcation	LOxxx
CLinic	CLxxx
OTher	OTxxx

2) Examples of those specific for certain departments:

Class	Class Value
Cerner Project - 1	CNR01
UH GEN EQUIP -NURSING	HC01
Empire Brass 10/23/04	P5011
Non-Human Primates	RA094
Dial Tone	TEL01

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Detail Policy and Procedure:

The Class types and ranges listed above were established in PeopleSoft to meet the reporting needs of the University. If the predefined Classes listed above do not meet the needs of a department, they may request other 5 character values from the Campus Accounting Office. New values or categories will be set up at the discretion of the Campus Accounting Office.

Responsibility

The Controller's Office and/or the Campus Accounting Offices will discuss appropriate use of Class with departments and establish any new Class values as required.

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.