University of Missouri System
Accounting Policies and Procedures

Policy Number: APM- 3.50.25

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

General Policy and Procedure Overview:

The PeopleSoft ChartField labeled as DeptID (DeptID) represents the lowest budget level in the University organization and is a required ChartField for all transactions. Attributes that define the organizational structure, budget levels, and PCS are associated with each DeptID and used for reporting purposes. Separate DeptIDs are necessary for activities having different program classifications (instruction, research, etc…).

A DeptID consists of eight alphanumeric characters, with the first character representing the appropriate Business Unit and the remaining characters as numeric values representing the department responsible for the ChartField. The Campus Accounting Offices and Sponsored Program Offices are responsible for the creation and maintenance of DeptIDs.

Definition of Key Terms:

<u>Current Deptid numbering</u> schemes are as follows:

Business Unit	DeptID
Columbia	Cxxxxxxx
Kansas City	Kxxxxxxx
Rolla	Rxxxxxxx
St. Louis	Sxxxxxxx
University Outreach/Extension	Exxxxxxx
System Administration	Axxxxxxx
University-Wide Resources	Uxxxxxxx
Working Capital	Wxxxxxxx
University Hospital	Hxxxxxxx
UMC Health System	Zxxxxxxx
Missouri Care(not active at this time)	Mxxxxxxx
Hospital Other Clinics (not active at this time)	Txxxxxxx
Capital Region Medical Center (not active at this time)	Gxxxxxxx

Program Classification System (PCS), is one of several attributes attached to the DeptID during setup. The definitions for each PCS are provided by the National Association of College and University Business Officers (NACUBO). These definitions group the various activities into common reporting categories providing consistency and comparability across colleges and universities.

Detail Policy and Procedure:

DeptID is required on all transactions and is one of the ChartFields where responsibility is assigned for budgeting, signature authority for spending, and the monitoring of income and expenditures.

DeptID ranges are smart numbered indicating department and division. This numbering scheme is maintained within reason and is to be used only as a visual guide. When new DeptIDs are created, the next available number in the sequence will be used within the division and department numbering scheme. Occasionally a DeptID value is kept active but the historical and on-going activity in the DeptID may be organizationally moved to another division or department casing a deviation in the smart numbering scheme.

PeopleSoft Trees are used to organize the DeptIDs into campus organizational structures which can then be used for reporting. A new Tree is created every month to reflect any organizational changes or additions/deletions of new DeptIDs.

Responsibility

Campus Accounting Offices or Sponsored Program Offices will create new DeptIDs when needed or requested. To request a new DeptID, a user must complete a New ChartField Request Form ("UM New Chartfield Request" available through Outlook Forms) and send it to their Campus Accounting Office. Based on the information provided, the Accounting Offices will assess the need, determine the correct numbering sequence, and will create the DeptID in PeopleSoft.

Departments are responsible for establishing budgets and monitoring the transactions that affect their DeptIDs and ensuring that all transactions comply with University policies.

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