

# University of Missouri System

## Accounting Policies and Procedures



**Policy Number:** APM-3.50.50

**Policy Name:** Program ChartField

### General Policy and Procedure Overview:

The PeopleSoft ChartField labeled as Program (Program) is used to designate transactions in more detail as needed for System-wide, campus-wide, or interdepartmental purposes. When a detailed Program is not available or needed on a transaction, the default value is zero (0). The Program consists of five alphanumeric characters, with the first character representing the designated Business Unit and the remaining characters specifying the Program type. The Campus Accounting Offices create and maintain Programs.

### Definition of Key Terms:

Program types and ranges are summarized below:

PeopleSoft Program Number Range	Description
L0000-L3999	Endowments, Additional Endowment Income Accounts
L4000-L5999	Expendable Gift Accounts
L6000-L6999	Loans
L7000-L7999	Agency
L8000-L8099	Extension/College of Agriculture
L8100-L8299	Capital State Appropriation
L8300-L8399	Bond Proceeds
L8400-L8499	Capital Grants
L8500-L8599	Capital Gifts
L8600-L8699	System Facilities Plant Funds
L8700-L9999	Campus Initiatives (e.g. Food for 21 <sup>st</sup> Century), Reserves, other Programs not yet defined for a single campus
X8700-X9999	Campus Initiatives, Reserves, other Programs not yet defined that affect <b>multiple</b> campuses

\*L denotes campus indicator/Business Unit

Combination Editing—PeopleSoft tests that the entries keyed for each ChartField are valid. Certain Funds are required to be used in combination with specific ranges of Programs. To

ensure that the correct combination is used, Combination Edit rules have been established. If an invalid combination of ChartFields is used, then the transaction will have an edit error status until corrected.

The table below defines the current Fund and Program combination edits established in PeopleSoft:

<b>Fund Requires Specific Program</b>	<b>Required Program Value(s)*</b>
0900	U8716
0905	U8718
0910	U8705
0915	U8710
0920	U8707
0925	U8706
0930	U8703 or U8704
0935	U8712, U8713, U8714, & U8715
0940	U8717
0945	U8711
0950	U8709
1100	L6000-L6999
1200-2099	L0000-L3999
2100-2299	Any value
2300-3310	L0000-L3999
3400	L6000-L6999
5000	U8708
6000-6010	L7000-L7999

\*L denotes campus indicator/Business Unit

U denotes specific Business Unit: University-Wide Resources

### **Detail Policy and Procedure:**

Specific Program values are required on all transactions pertaining to endowments, student loans, gifts, bond proceeds, and any other ChartField combinations that receive investment income. It is one of the ChartFields where responsibility is assigned for budgeting, signature authority for spending, and the monitoring of income and expenditures. It is also used to identify sponsored programs funded through federal appropriations. Specific Program ranges have been set up to identify the type of activity (see table above). The Program range is used to derive many reports and processes therefore, system edits are in place to ensure its proper use.

Campus Accounting Offices will create new Programs when needed or requested. To request a new Program, a user must complete a New ChartField Request Form (available through Outlook Forms) “[UM New ChartField Request](#)” and send it to their Campus Accounting Office. Based on the information provided, the Accounting Offices will determine the type of Program needed and will create it in the PeopleSoft system

### **Responsibility**

Campus Accounting Offices:

- Assess needs/requests and determine type of program needed.

- Create new Programs when needed or requested.

Departmental User:

- Complete form UM-New ChartField Request.
- Forward the form to Campus Accounting office.

*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.