

University of Missouri System

Accounting Policies and Procedures



Policy Number: APM-3.50.60

Policy Name: Project ChartField-Sponsored Programs

General Policy and Procedure Overview:

The PeopleSoft ChartField labeled as ProjectID (Project) is used for sponsored activities that are temporary in duration and for which revenues and expenditures may be accumulated over more than one fiscal year. Project ChartField consists of eight alphanumeric characters, with the first character representing the designated Business Unit and the second representing the type of Project. Sponsored Programs Offices are responsible for the creation and maintenance of the Project-Grant ChartField.

A detailed Project must be provided on all transactions using a grant Fund. The default value of two zeroes (00) is not a valid option with a grant Fund.

Definition of Key Terms:

Current Project - Grants numbering conventions include:

| Project Numbering - Grants | Project Number* |
|--|-----------------|
| Prior to November 2002 | LGxxxxxx |
| All projects between November 2002 and March 2005 use all numeric | xxxxxxxx |
| During the PeopleSoft upgrade from v.7.5 to v.8.8, any un-awarded proposal received a project number with the Business Unit identifier followed by the next 7 sequential digits. | Lxxxxxxxx |
| Post-upgrade to PeopleSoft v. 8.8, all numeric, next 8 sequential numbers. | xxxxxxxx |

*L denotes campus indicator/Business Unit

The SetID will be the Business Unit (not UOFMO).

PeopleSoft tests that the entries keyed for each ChartField are valid. Certain Funds are required to be used in combination with ranges of Projects. To ensure that the correct combination is used, a combination edit rule has been established. If an invalid combination of ChartFields is used, then the transaction will have an edit error status until corrected.

Detail Policy and Procedure:

Project-Grant is required on all transactions using a project-to-date grants Fund. Project-Grant is one of the ChartFields where responsibility is assigned for budgeting, signature authority for spending, and monitoring of income and expenditures. The activity on these Projects accumulates for the duration of the Project and may be reported on a project-to-date basis. A Project-Grant can also be used with a fiscal year-to-date fund to track Project activity, however, income and expenses will not roll forward to subsequent fiscal years for cumulative reporting.

Specific Project ranges (see table above) are set up to identify the type of activity for the Project. The Project range is used to derive many reports and processes; therefore, system edits are in place to ensure its proper use.

Responsibility

Campus Sponsored Programs Offices will create new grant Projects in PeopleSoft and provide maintenance when needed or requested. Information derived from the grant proposal is used to determine attributes and associated DeptIDs and Funds for the new Project.

Effective Date: July 1, 2006

Revised Date: May 6, 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.