

## Program Code Overview

The Program Code is a five-character, user-defined code that tracks activity across one or more NCAs, Funds, or DPAs.

- Departments can use Program Code to track a particular type of expenditure or revenue (e.g., specific departmental project or activity). Departments determine the alpha-numeric code that they want, and Accounting verifies that the code is unique before establishing it.
- Transaction Codes, a subset of the Program Code, are used to identify financial additions to, deductions from, and transfers between fund balance accounts and unexpended balance NCA/Funds. All Transactions Codes start with an "X" and have specific uses. For more information on Transaction Code usage, refer to the following: <http://www.acctg.ucsf.edu/OLFS/training/Transaction%20Code%20Usage.pdf>.
- Program Codes are also used to track committed cost sharing. To facilitate monitoring and reporting of cost sharing, the Program Code is the same value as the Fund number. Departments will be responsible for assigning the program code to each cost share transaction. For example, a faculty member is paid 100% from 19900 funds and has a 10% cost sharing commitment on an award. The payroll distribution must be changed to reflect 90% 19900 without Program Code and 10% 19900 with Program Code.
- Capital Asset Account Numbers (CAAN), a subset of the Program Code, are used to identify any financial journals that affect plant asset NCAs. CAAN Program Codes start with a "Z."

### Program Code Attributes

Field Name	Type	Length	Description
<b>Program Code</b>	AN	05	Code used to track financial activity across one or more Funds, NCAs, or DPAs <ul style="list-style-type: none"> <li>Departmental Program Codes must contain at least one alpha character and cannot begin with an X, Y or Z.</li> <li>Transaction Codes start with an "X" and are used to identify financial additions to, deductions from, and transfers between fund balance accounts and unexpended balance NCA/Funds.</li> <li>Program Codes used to track cost sharing are numeric only and are the same value as the Fund number.</li> <li>Capital Asset Account Numbers (CAAN) start with a "Z" and are used to track capital asset activity.</li> </ul>
<b>Program Name</b>	AN	36	Name or description of purpose for the program; when the <b>Program Code</b> will be used to track cost sharing for a sponsored project fund, <b>Program Name</b> equals "Cost Sharing for Fund xxxxx" where xxxxx equals the Fund number.
<b>Department Code</b>	AN	06	Identifies the department that owns the program code
<b>Department Name</b>	AN	30	Department title or description
<b>Manager Name</b>	AN	36	Name of person requesting the Program Code or person designated as the owner of the Program Code; when the <b>Program Code</b> will be used to track cost sharing for a sponsored project fund, <b>Manager Name</b> is the PI Name.
<b>Cost Sharing</b>	AN	01	<b>N</b> – Indicates this is a Departmental program code <b>Y</b> – Indicates the Program Code will be used to track cost sharing for a sponsored fund