

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 Table						
Field Name/ Database Column Name	Type	Length	Required/ Optional	Req by UCOP	Used in PS	Description
AFP Functions: DPAG, DPUG, and DPGD			File Name: AFPVZPRG_PRG		Oracle Query Record: SF_DEPPRG	
Location SF_LOCATION	AN	02	R	✓	✓	Always populated with 2 which is the UCOP location for UCSF
Program Code PROGRAM_CODE	AN	05	R		✓	Code used to track financial activity across one or more Funds, NCAs, or DPAs <ul style="list-style-type: none"> ▪ Departmental Program Codes must contain at least one alpha character and cannot begin with an X, Y or Z. ▪ 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. ▪ Program Codes used to track cost sharing are numeric only and are the same value as the Fund number. ▪ Capital Asset Account Numbers (CAAN) start with a "Z" and are used to track capital asset activity.
Cost Sharing Indicator PRG_COSTSHARE_FLG	AN	01	R			N – Indicates this is a Departmental program code or a Transaction Code (default) Y – Indicates the Program Code will be used to track cost sharing for a sponsored fund
Program Name or Title PRG_NAME	AN	36	R		✓	Name or description of purpose for the program When the Program Code will be used to track cost sharing for a sponsored project fund, Program Name equals "Cost Sharing for Fund xxxxx" where xxxxx equals the Fund number.
Manager Name MANAGER_NAME	AN	36	R		✓	Name of person requesting the Program Code or person designated as the owner of the Program Code When the Program Code will be used to track cost sharing for a sponsored project fund, Manager Name is the PI Name. Note: Currently, PRG_MANAGER_ID is not populated.
Program Owner's Dept Code PRG_OWNER_DEPT_CD	AN	06	R		✓	Identifies the department that owns the program code
Program Owner's Location PRG_OWNER_LOCATION	AN	02	Protected		✓	Always populates with 2 which is the UCOP location for UCSF