

Program Code Maintenance

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Program Code Functions

The Department System Menu screen below shows the Functions used for maintaining Program Codes.

Use the **Program Code** Functions on the right side of the **DPMN** menu to add, update, display, and list NCAs.

```

UCFMNU0-M0795          Department System          09/10/07 14:08:30
                        Department System Menu      Userid: SFTSTJK

- DPAD Department Add          - DEAD Entity Add
- DPUP Department Update       - DEUP Entity Update
- DPDL Department Delete       - DEDL Entity Delete
- DPDS Single Department Display - DEDS Entity Display
- DPBR Department Browse       - DEBR Entity Browse
-
- DPDF DEP Functional Role Display -
- DPUF DEP Functional Role Update -
- DADR Mail Stop Update        - DTAD Tree Add
- DPDC Children Department Display - DTUP Tree Update
-
- DPA6 Program Code Add        - DTDL Tree Delete
- DPU6 Program Code Update     - DTDS Tree Display
- DPD6 Program Code Delete     - DTBR Tree Browse
- DPGD Single Program Code Display -
- DPG6 Program Code Browse     -

Next Func:  Dep:  SName:  PgmCd:  Tree/Ent:

===>
PF: 1-Help          3-PrevMenu  4-Print
PF:                9-Jump          12-Exit

```

To access a different function in the Department System, first type **DPMN** in **Next Func** and press **<Enter>** to return to the main menu.

Steps to Add a Program Code

There are several actions that initiate the set-up of a new Program Code:

- Departments submit a Program Code Request Form to Accounting. The form is located on the Controller's Office website at http://acctg/AFP_DEP/forms/index.htm.
- Extramural Funds assigns a unique program code to each sponsored fund/project having committed cost sharing. The program code will provide the mechanism for identifying cost sharing transactions.
- General Accounting creates new Transaction Codes as required by UCOP to track additions to, deductions from, and transfers between fund balance accounts and unexpended balance NCA/Funds.

Step	AFP Function	Description
1.	Off-Line	Verify Program Code information and request.
2.	DPGB	Browse for available Program Code.
3.	DPAG	Add new Program Code.
4.	Off-Line	Send email confirmation to Department as appropriate.

Step 1: Verify Program Code information.

1. Verify information on the Program Code Request Form to ensure it includes all information, including the Department Code and Manager Name. Departmental Program Codes:
 - Must contain at least one alpha character.
 - Cannot begin with an X, which is reserved for the first character of a Transaction Code, Y, which is currently not assigned, or a Z, which is reserved for the first character of Capital Asset Account Numbers (CAAN).
2. Return the form to the Requestor if it is missing any information.

Step 2: Browse for available Program Code (DPGB).

1. Search for a Program Code as follows:

Sort by Program Code – Type **DPGB** in **Next Func** and press **<Enter>**. The Program Code Browse screen is displayed.

- Tab to **PgmCd**, and type the first 2 or 3 characters of the new Program Code requested by the Department and press **<Enter>**. This provides a listing of all Program Codes that begin with those characters.

Restrict by Department Code – Type **DPGB** in **Next Func** and press **<Enter>**. The Program Code Browse screen is displayed.

- Tab to **Dep**, type in the Department Code value, and press **<Enter>**. This provides a listing of all Program Codes set up for that department. Review other departmental Program Code titles for title consistency.

2. Verify the requested Program Code is available to assign to the department.

The screenshot shows the 'Department System Program Code Browse' screen. The header includes 'SFDPG6B0-E0XXX', 'Department System Program Code Browse', and '09/10/07 14:46:45 Userid: SFTSTJK'. The main table lists program codes with columns: ProgCd, Program Name, Manager Name, and Owner Department. A red circle highlights 'RL' in the ProgCd column. A red arrow points from this circle to the 'PgmCd: RL' field in the bottom right corner. The screen also displays a 'Next Func' field with 'INVALID KEY FOR REQUESTED FUNCTION' and a '12-Exit' option.

ProgCd	Program Name	Manager Name	Owner Department
AABEL	NEUROLOGY RESIDENT	MILLETT MAGGIE	364493
RL			
RLEYX	RILEY,RUTHH	ELEANOR MARQUEZ	270593
RLH67	CVRI-HAMILTON P-3	KERSCHEN M	452619
RLIM	R.LIM	DUCA,R	450611
RLNTR	RECHARGE-WITHIN UCSF	DE SOUZA T	379469
RLN01	ROBERT NUSSBAUM	CORY FERGUS	603127
RLOTT	RONNIE LOTT EVENT	ROY NEITZKE	070755
RLOUT	LEE OUTREACH	VOLLNER PEGGY	947382
RLSAD	SATCHEK AD/ASIF	GUNNEL PERD	382482
RLSOR	B SATCHER /DREF	GUNNEL PERD	382482
RLSXX	SATCHEK	GUNNEL PERD	382482
RL567	LEE RANDY	ANNIE C. MAR	452619
RMACK	R.MACKERSIE	DUCA,R	450611
RMADM	SHARED ADMIN EXPENSES	BRAMLETT K	135865

Next Func: ___ Dep: ___ SName: ___ PgmCd: RL Tree/Ent: ___
 SF625 INVALID KEY FOR REQUESTED FUNCTION
 ==>
 PF: 1-Help 3-PrevMenu 4-Print
 PF: 7-Backward 8-Forward 9-Jump 12-Exit

In the example, the search was limited by entering **RL** in **PgmCd** to verify that the requested program code did not exist.
Note: Ignore the error message.

Step 3: Add the Program Code (DPAG).

1. Type **DPAG** in **Next Func** to display the Program Code Add screen.
2. Enter data in the fields on the screen as applicable, using the table below and the Program Code Request Form. Make sure you have completed all necessary entries accurately and consistently.

```

SFDPA60-DEPSV          Department System          09/10/07 15:12:17
                        Program Code Add          Userid: SFTSTJK

Short Name              Department Name          EntityType Loc DeptCd  OUC  DV
-----
Program Code: RLCR Cost Share?: _

Program Name: Roger Larson Conference Room
Manager Name: Maria Jones

Program Owner's Department Code: 478263
Program Owner's Department Loc: _2

```

3. Press **<F5>** to perform Range/Value edits and update.
 - If there is an edit error, the field will be highlighted. Edit messages are displayed in the system message area at the bottom of the screen.
 - Correct the highlighted field(s), and press **<F5>**.
4. If there are no errors, the message **Update process complete** is displayed in the system message area at the bottom of the screen. Proceed to Step 4.

```

SFDPA60-DEPSV          Department System          09/10/07 15:20:19
                        Program Code Add          Userid: SFTSTJK

Short Name              Department Name          EntityType Loc DeptCd  OUC  DV
-----
S/M FRESNO MED FRESNO MED ED PROGRAM DIVISION _2 478263 6400 64

Program Code: RLCR Cost Share?: N

Program Name: ROGER LARSON CONFERENCE ROOM
Manager Name: MARIA JONES

Program Owner's Department Code: 478263
Program Owner's Department Loc: _2

Next Func: U0007 Dep: _____ SName: _____ PgmCd: _____ Tree/Ent: _____
U0007 Update process complete
===>
PF: 1-Help          3-PrevMenu  4-Print    5-Update
PF:                9-Jump      12-Exit

```

Short Name, Department Name, Entity Type, Loc, OUC, and DV are automatically populated by the system from the Department Code when you update.

Step 4: Send E-Mail confirmation.

1. Send email confirmation to the Department providing them with the Program Code.
2. Ask them to verify information in WebLinks the next day.

Other Functions

To Update a Program Code (DPUG)

Use this screen to change **Program Name, Manager Name or Program Owner's Department Code.**

Type **DPUG** in **Next Func**, the Program Code in **PgmCd**, and press **<Enter>** to display the Program Code Update screen.

- Tab to the field to be changed. Type in the new information.
- Press **<F5>** to update.
- If there is an edit error, the field will be highlighted, and an edit messages is displayed in the system message area at the bottom of the screen.
- Correct the highlighted field(s), and press **<F5>**.

If there are no errors, the message **Update process complete** is displayed at the bottom of the screen.

```

SFDPU60-A5771                Department System                09/10/07 15:33:27
                               Program Code Update                Userid: SFTSTJK

Short Name      Department Name      EntityType Loc DeptCd  OUC  DV
S/M FRESNO MED FRESNO MED ED PROGRAM    DIVISION  478263 6400 01

Program Code: RLCR Cost Share?: N

Program Name: ROGER LARSON CONFERENCE ROOM
Manager Name: JACKIE CRAIG

Program Owner's Department Code: 478263
Program Owner's Department Loc: 2

Next Func: ____ Dep: ____ SName: _____ PgmCd: ____ Tree/Ent: _____
U0007 Update process complete
==> _____
PF: 1-Help          3-PrevMenu  4-Print    5-Update
PF:                 9-Jump      12-Exit
  
```

To Display a Program Code (DPGD)

Use this screen to display an existing Program Code to use as a guide to set up a new Program Code.

Type **DPGD** in **Next Func** and the Program Code in **PgmCd**.

Press **<Enter>** to display the Program Code Single Display screen.

```

SFDPU60-A5771                Department System                09/10/07 15:35:40
                               Single Program Code Display        Userid: SFTSTJK

Short Name      Department Name      EntityType Loc DeptCd  OUC  DV
S/M FRESNO MED FRESNO MED ED PROGRAM    DIVISION  478263 6400 01

Program Code: RLCR Cost Share?: N

Program Name: ROGER LARSON CONFERENCE ROOM
Manager Name: JACKIE CRAIG

Program Owner's Department Code: 478263
Program Owner's Department Loc: 2

Next Func: ____ Dep: ____ SName: _____ PgmCd: ____ Tree/Ent: _____
==> _____
PF: 1-Help          3-PrevMenu  4-Print    12-Exit
PF:                 9-Jump
  
```

To Delete a Program Code (DPDG)

Use this screen to delete a Program Code added in error.

Type **DPDG** in **Next Func**, the Program Code in **PgmCd**, and press **<Enter>** to display the Program Code Delete screen.

- Erase the Program Name.
- Press **<F5>** to update.
- If there is an error, an edit messages is displayed in the system message area at the bottom of the screen.
- Continue to press **<F5>** to confirm until the message **Update process complete** is displayed at the bottom of the screen.

```

_SFDPUG0-A5771          Department System          09/10/07 15:37:58
                          Program Code Delete      User id: SFTSTJK

Short Name      Department Name      EntityType Loc DeptCd  OUC  DV
S/M FRESNO MED FRESNO MED ED PROGRAM  DIVISION  _  478263 6400 01

Program Code: RLCR Cost Share?: N

Program Name: _____
Manager Name: JACKIE CRAIG

Program Owner's Department Code: 478263
Program Owner's Department Loc:  2

Next Func:  ___ Dep:  ___ SName:  ___ PgmCd:  ___ Tree/Ent:  ___
SF222 Press PF5 to Confirm Delete.
==> _____
PF:  1-Help      2-Cancel      4-Print      5-Update
PF:                    9-Jump

```