
ChartFields - Finding Program Codes

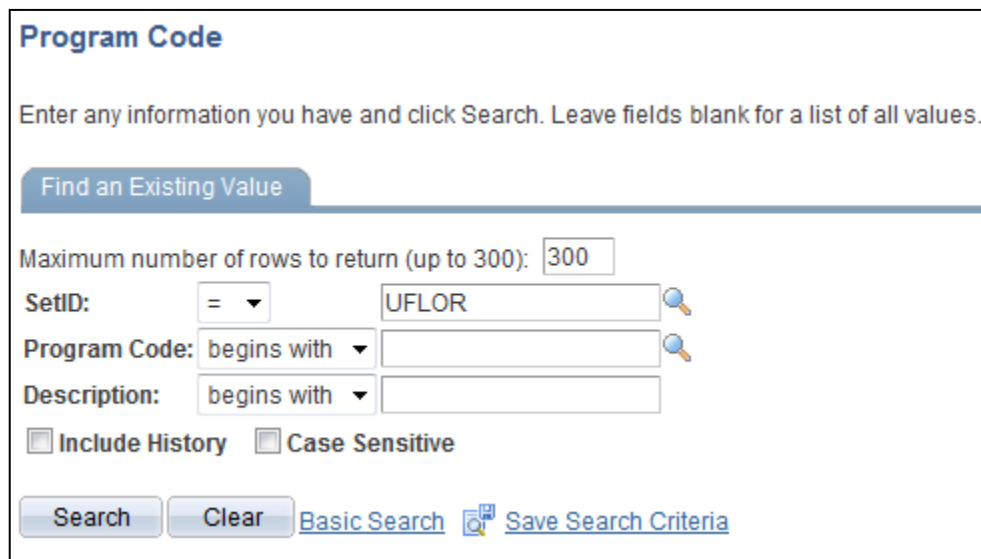
A 4-digit **Program Code** refers to the primary mission of the department, specifically the Department ID code. The mission categories (Program Codes) correspond to the NACUBO (National Association of College and University Business Officers) classifications such as instruction, research, clinical, service, institutional support, and so on.

Scenario: This simulation demonstrates how to find values for the **Program Code** ChartField. It will lead you through the steps to:

- Find all Program Codes
- Define the search for a range of Program Code values

Navigate through **Nav Bar > Main Menu > Financials > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values**

Finding all available Programs:



1. Click the **Search** button.
2. Note the number of records that display in the Search Results section.

Finding all Programs that begin with "0":

3. Click in the **Program Code** field.
4. Enter the desired program code information into the **Program Code** field. In this example, enter "0".
5. Click the **Search** button.
6. Note the number of programs that begin with "0."

Finding all Programs that begin with "11":

7. Click the **Clear** button to set up for another search.
Note: Clicking the Clear button will remove all search criteria, including the SetID.
8. Click in the **SetID** field.
9. Enter the desired SetID into the **SetID** field. In this example, enter "UFLOR".
10. Click in the **Program Code** field.
11. Enter the desired program code information into the **Program Code** field. In this example, enter "11".
12. Click the **Search** button.
13. This command narrows the search to **Program Codes** that begin with "11" (Academic Instruction).

Finding all Programs that contain "ACA" in the Description field:

14. Click the **Clear** button to set up for another search.
15. Click in the **SetID** field.
16. Enter the desired SetID into the **SetID** field. In this example, enter "UFLOR".
17. Click in the **Description** field.
18. Enter the desired descriptive information into the **Description** field. In this example, enter "ACA".
19. Click the **Search** button.
20. Note the search results that contain "ACA" in the Description.
21. Click the **Clear** button.

In this simulation you learned how to search for **Program Code** ChartField values by defining the search command using:

- No values
- SetID + Program Code ChartFields
- SetID + Description ChartFields

If you need help with...

- Technical issues, contact the UF Help Desk:
392-HELP
helpdesk@ufl.edu
- Policies and Directives, contact the General Accounting Office:
392-1326
GLjournal@admin.ufl.edu
<http://www.fa.ufl.edu/departments/general-accounting/>

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