



Processes and Procedures

New Request for Program or Activity Code

TYPE	Process
ID	WYOPNP-4
Title	New Request – Program or Activity Code
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Purpose:

The document outlines requests for a new program or activity code to use in the University's Chart of Accounts.

Program – The segment pertains to the unique specialization within the department/organization. Codes are grouped by division/unit/department but can be used by departments from across campus if applicable.

Activity – The segment provides more opportunity to further differentiate a transaction for departmental or unit reporting purposes. This segment is definable by the department by using the generic codes that have been loaded into WyoCloud. There are placeholders for Project 1, Project 2, etc., Activity 1, Activity 2, etc., Game 1, Game 2, etc., Exhibit 1, Exhibit 2 and each department can assign what the code means for their use.

Scope:

Requests can be submitted by financial personnel within the department/organization such as the Business Manager, Accountant, etc.

Summary:

Requests for new program and activity codes can be made throughout the fiscal year and will be reviewed by the Budget and Accounting Offices prior to receiving final approval. In order for the new program or activity code to be available in WyoCloud Enterprise Performance Management (EPM), requests need to be submitted by February of the prior fiscal year.

A Service Request ticket must be submitted to the start the request process.

Details:

Part I: UW Campus User Submits [Service Request](#)

Request New Program or Activity Code

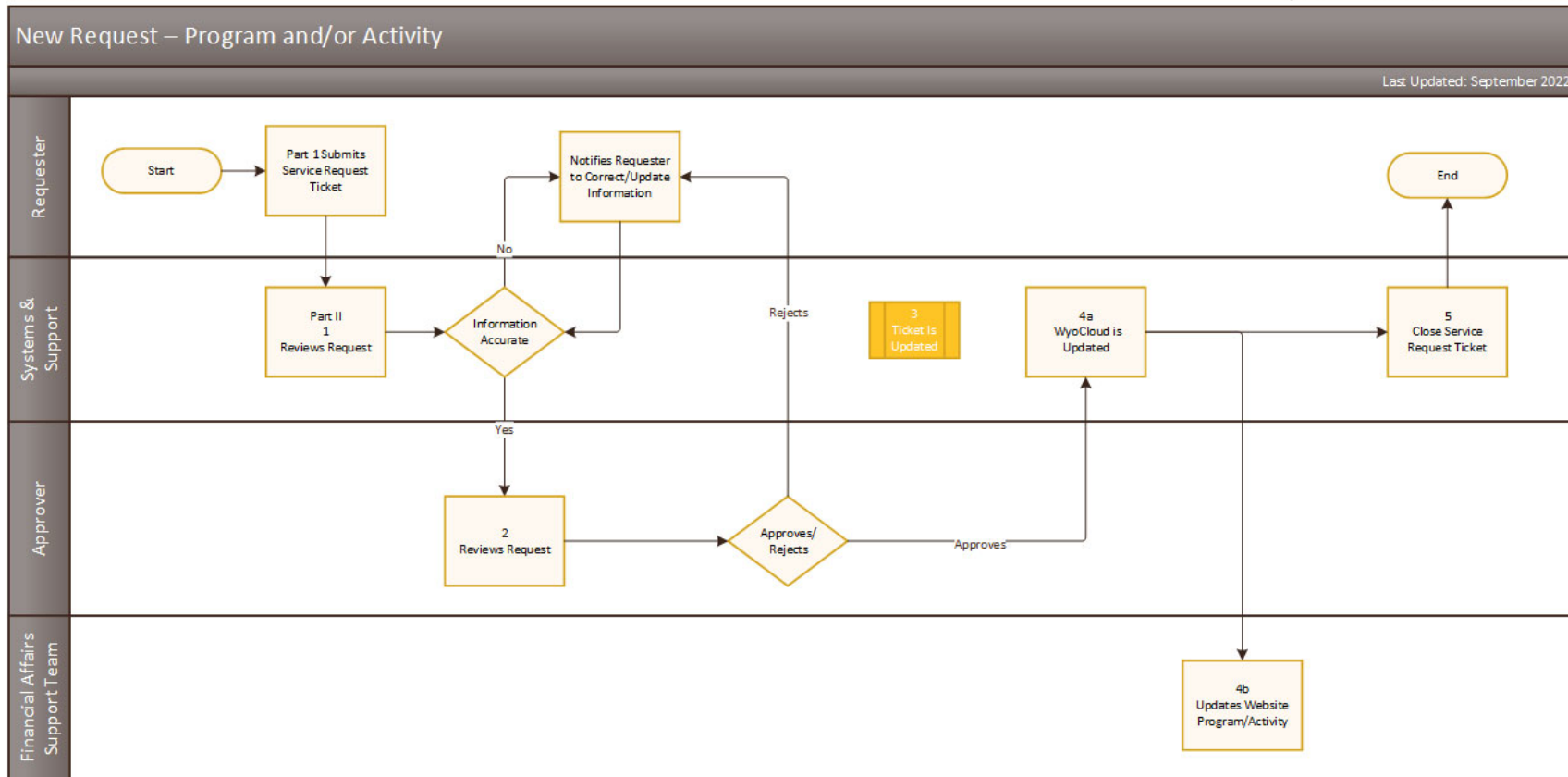
1. Requestor*
 - a. Defaults to user
2. Department of the Requestor*

- a. Defaults to Department of the Requestor
3. Type of Request*
 - a. Program Code
 - b. Activity Code
4. Reason for Request*
5. Name of the Program or Activity*
6. Requested Effective Start Date*

Part II: Review/Approval/Change Process

1. Request is received by the WyoCloud Systems & Support Team
 - a. The request is reviewed to ensure information is correct
 - b. The request is then routed for internal approval
2. Request is reviewed and approved/rejected by the Associate Vice President of Financial Affairs
 - a. Both the Budget Office and Accounting Office will review and validate the request
3. The service request ticket is updated to notify the requestor of the outcome
4. If approved
 - a. The WyoCloud support tech will complete the updates within WyoCloud: Chart of Accounts and Enterprise Performance Management (EPM)
 - b. Program: the Chart of Accounts Segment 7: Program report will be updated OR Activity: the Chart of Accounts Segment 8: Activity report will be updated
5. The service request ticket is closed

Diagram:



Notes: Approver is the Associate Vice President of Financial Affairs
Both the Budget Office and Accounting Office will review and validate the request