

Update Program Codes in buyND

Program Codes identify the purpose of an associated financial transaction within the context of the University's major activities such as instruction, research, public service, etc. Currently, the university uses a series of two-digit program codes that may be saved in a buyND user's profile and code favorites. These two-digit codes will need to be manually updated to the new 5-digit code prior to placing orders in the new fiscal year 13/14. Follow the steps below to update the two-digit codes to 5-digit codes in your buyND user profile and code favorites.

Change your program code(s) in your buyND profile:

1. Click the **Profile** tab and follow the steps below:



- a. Click on **Codes, FOAPAL, Addresses** tab
- b. Click on **Custom Fields and FOAPAL** tab
- c. Click on **Codes and FOAPAL** sub tab, and select the **Edit** button to the right of the **Program** field



Custom Field Name	Default Value	Description	Edit Values
Chart	1	Notre Dame	Edit
Fund	100000	Educational and General	Edit
Organization	56000	Procurement Services	Edit
Account	71055	Other Non-Employee Payments	Edit
Program	73	General Admin & Logistical Services	Edit

- d. Click **Create New Value** to display the available program codes



- e. Check the box to the left of the number and click **Add Values** at the bottom of the list

Values		
<input type="checkbox"/>	Value	Description
<input type="checkbox"/>	10	Instruction
<input checked="" type="checkbox"/>	10000	Instruction
<input type="checkbox"/>	10001	Departmental Research
<input type="checkbox"/>	10002	Online Instruction
<input type="checkbox"/>	20	Research
<input type="checkbox"/>	20000	Organized Sponsored Research
<input type="checkbox"/>	20001	Organized Internal Research
<input type="checkbox"/>	21	Research Training
<input type="checkbox"/>	30	Public Service
<input type="checkbox"/>	30000	Public Service

- f. To enable a default number, select the number from the list on the left and click the **Default** box on the right of the screen, click **Save**

Changing your program codes in your saved Code Favorites:

Use Code Favorites for quick access to accounting code combinations saved to your profile during checkout. If you created FOAP combinations in your code favorites, you will need to update the two digit program code to the new five digit codes.

1. Click on **Code Favorites** sub-tab
2. Click **Edit** button at the end of the FOAP line that is already added to your list
3. Replace the two digit code with the new five digit code
4. **Save** your changes

The screenshot shows a web interface with several tabs: 'Header (int.)', 'Header (ext.)', 'Codes and FOAPAL', 'Code Favorites', and 'Internal Information'. The 'Code Favorites' tab is active and highlighted with a red box. Below the tabs is a text box explaining the purpose of Code Favorites. Underneath is an 'Add' button. The main section is titled 'Accounting Codes (FOAP)' and contains a table with columns: Chart, Fund, Organization, Account, and Program. The 'Program' column has an 'Edit' button next to it, which is highlighted with a red box. The table contains one row of data:

Chart	Fund	Organization	Account	Program
1 Notre Dame	100000 Educational and General	56000 Procurement Services	72001 Supplies	73 General Admin & Logistical Services

Additional Information Related to the Chart Project:

The Controller's Office is leading the Chart Enhancement Project which is a collaborative effort to enable more targeted budgeting and planning for University programs, purposes, and priorities. Please refer to the Controller's website for more information regarding the project, <http://controller.nd.edu/financial-information/chart-enhancement-project/>.

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