

**Budget Office Procedure**

**For:**

***Chart of Accounts- Program and/or Activity Request***

**Purpose:**

To outline the process of requesting additional Programs and/or Activities values for use in the University’s chart of accounts.

Program-The segment pertains to the unique specialization (e.g. Recruitment, International Studies, and Help Desk) within the Department, School, etc. Values will be grouped by division/department/unit, but can be used by departments from across campus if applicable. (example- commencement)

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 values that have been loaded to the system - there are placeholders for Project 1, Project 2, etc. Activity 1, Activity 2, etc. Game 1, Game 2, etc. Exhibit 1, Exhibit 2 – and assigning what that value means to your department. Departments are not able to add their own specific values to the system.

**Procedure(s):**

1. Review the current lists provided at the following websites for use:

Program- <http://www.uwyo.edu/wyocloud/_files/docs/coa/updates/program-segment.pdf>

Activity- <http://www.uwyo.edu/wyocloud/_files/docs/coa/updates/activity-segment.pdf>

2. If an additional Program and/or Activity are still needed, please submit the following information to budgetoffice@uwyo.edu:

* Name of Program and/or Activity
* Purpose
* Associated WyoCloud financial string (if associated with payroll)

3. Your request will be reviewed and you will be notified of approval or denial within 7 working days of the email submission. The approval will then be submitted to the WyoCloud Business Analysts Group to be uploaded into the system for financials and reporting purposes.

4. To be included in the budget development process and the WyoCloud Planning & Budgeting system, requests for new programs and/or activity values need to be submitted by the January of each year. For instance for values to be considered for the FY19 budget period, requests need to be submitted by January 1, 2018.