

MoCode Guide

Definition

When implementing PeopleSoft Finance, the University of Missouri made the decision to use the PeopleSoft shortcut key functionality of SpeedType and SpeedChart and rename it **MoCode**. MoCodes are used in PeopleSoft modules, feeder systems, and data entry as a shorthand way to represent a unique combination of chartfields. The chartfields in each MoCode are:

- Business Unit (BU)
- Fund
- DeptID
- Program
- Project
- Class

The Account chartfield is not part of the MoCode.

The MoCode is five alphanumeric characters, where the first character denotes the Business Unit. The last four characters are assigned sequentially from 0000 through ZZZZ.

Creating a MoCode

A PS Web Application has been created for setting up MoCodes. Most MoCodes are created in the core offices, such as the campus accounting or sponsored program offices, but some larger divisions may also have this capability. The MoCode Create application is secured and you must be granted access by your campus accounting office.

Once you have access to the application, you may create or edit a MoCode. After entering the desired chartfield string, the application either returns the existing MoCode for that string or creates a new one.

When creating a MoCode, you begin by entering valid values for Fund and DeptID. (The Business Unit will be derived from the Deptid.) If a detail Program, Project, or Class is part of the chartfield combination, it is entered, otherwise, enter the default values. The default values are 0 for Program and Class and 00 for Project. (The system will assign the default value if you leave the field blank.) Then enter a Description for the MoCode or use the default description which will be the name on the Project, Program, or Deptid (in that order). If using a detail class, you must enter a unique description as there may be other MoCodes using chartfields in that string and names could be duplicated.

A person given security to create MoCodes should have full knowledge of what that chartfield combination will be used for. If it will be used for salary payments, a box is checked on the input screen. By doing this, a nightly program will capture that MoCode information and feed it to PS Human Resources (HR).

Inactivating MoCodes

The MoCode is permanent and cannot be modified or deleted, because it can be used for reporting and its underlying meaning should remain consistent. However, when a MoCode is no longer needed, it can be

inactivated by checking a box on the MoCode Create screen. It can also be reactivated by the same check box, if needed. When a chartfield is inactivated, any MoCode that includes that chartfield is also inactivated by a nightly maintenance process. These MoCodes cannot be reactivated unless the chartfield is reactivated.

Using MoCode in Payroll

The Payroll system uses Combination Code to indicate the applicable chartfields for a line of funding. The system combines the MoCode for those chartfields with the Salary & Wage (S&W) Account to create the HR Combination Code.

The HR Combination Code must be created in PeopleSoft HR before it can be used. A nightly maintenance process runs in Finance to look for any new MoCodes with the payroll indicator or any payroll MoCodes that have been inactivated and feeds this information to the HR system.

If you did not select the checkbox for salary when you created a MoCode, it can be done at any time as long as the MoCode is active. Check the box for using the MoCode for payroll and submit. A statement will appear at the top of the screen that the MoCode is set up to be used as a payroll account.