

# 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

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