

COMMON PROGRAM NUMBERS – SHORT LIST

Workday, Worktags

Key to tracking with Program Numbers will be consistency

PG102187 - Administration

PG103599 - OSUE 4-H Program

PG103616 - FCS Programs

PG103682 - Agricultural and Natural Resources Program

PG103555 - Community Development

PG103622 - Master Gardener

PG103595 - OSUE 4-H Carteens

PG103606 - Camps

When is it recommended to use a PG#?

Funds tracking within county due to revenue and expenses that are programmatic. For example, designating Camp program value for revenue and expenses related to camp is possible but may not be necessary as expenses are all related to 4-H programming within the county. Consider using the least amount of additional Worktags to meet county financial tracking needs. Please use restraint when combining Worktag combinations to ease monthly reconciliation.

Prefer to use PG#s with FD111 and FD523. Program Numbers should not be used with FD522 or FD500/FD510 (better to request GF3xxxxx Gift Worktag).

Moving money into PG#s

As for assigning past expenses to PG to have the equity reflected, use funds transfer process. If there is shadow accounting to inform what balances should be available in the program values, can simply move equity from FD111 to FD111-PGxxxxx with current expenses being part of that equity (as opposed to the dozens of accounting adjustments necessary to go back to add a program value). Once the starting equity is established, be sure any new revenues or expenses are coded with that program value and Workday can maintain the current balance for reporting.

PG#s Workday Report

A full list of programs can be found in Workday by searching the Program FDM Values in Workday.

