|  |  |
| --- | --- |
|  | **ChartField Maintenance - Program** |
| *\*Denotes a required field.* |
| \*Business Unit *(5 digits)*: |  | Requesting Agency: |  |
| Requester: |  | Date: |  |
| Approver: |  | Date: |  |
|  |
| **Action Requested** |
|  |
|  | Add New Value |  | Update Existing Value |  | Inactivate Existing Value |
|  |
| **Account Information** |
|  |
| SetID: | STATE | \*Program: |  |  |
|  |
| \*Effective Date: |  | \*Status: |  | Active |  | Inactive |
| *(an initial date of 01/01/1901 is required for new programs)* |
|  |
| \*Description *(limit to 30 characters)*: |  |
| \*Short Description *(limit to 10 characters)*: |  |
|  |
|  | Budgetary Only *(check box if the Program is only used on budget transactions)* |
|  |
| **Attributes** |
|  |
| Attribute | Attribute Value |  |  |
| \*\*DOA PROGRAM |  |  |  |
| *\*\*Required attribute. Used for the CARS interface to map to the CARS Program/Service Area/Element value. Enter the 3, 5, or 7 digit CARS value (must be established as a valid attribute value before using).* |
| **Long Description** |
|  |
| Long Description *(use to further describe the program’s purpose/use, include the DPB definition)*: |
|  |
|  |
| **Trees** *(review and update, if necessary)* |
|  |
|  | PROGRAM\_BUDGET |  | PROGRAM\_OVERALL |  | PROGRAMS\_FOR\_BU |
|  | PROGRAM\_FAACS |  | PROGRAM\_OVERALL\_BI |  |  |
|  |
| **Combination Edit** *(review rules listed and update, if necessary)* |
|  |
|  | #COST\_PROG |  |  |  |  |
| *# - VDOT specific* |
| **CARS-Cardinal Crosswalk** |
|  |
| Field Name: | ChartField2 |  |
| Field Value: |  | Field Name 1: |  | *(enter ACTUALS, BUDGET or N/A)* |
| *If Field Name 1 is ACTUALS or BUDGET, enter a Field Value.* |
| CARS Value: |  | \*Cardinal Value: |  |
|  |
| **For Processor Use Only** |
| Entered By: |  | Date: |  |