Department Maintenance and Tree Structure
Maintaining Departments
Maintaining Departments

• Use a Chartfield Request to Add or change a department.
• Chartfield Request is also used to Add a Class, Chartfield1 or Operating Unit.
• Departments can’t be deleted, but can be made Inactive.
• Navigation: Set Up Financials/Supply Chain > Common Definitions > Design Chartfields > Define Values > Chartfield Request
Chartfield Request - Departments

- The Find Existing/Add New options refer to the REQUEST for the chartfield addition or change. A new Change Request must be created through “Add a New Value” to modify an existing department.

- Once the Chartfield Request is Created but before it is Approved or Denied, it can be modified by using the “Find an Existing Value”
Always use SetID 18000
ChartField Request - Departments

ChartField Request

Find an Existing Value  Add a New Value

Request ID: NEXT
SetID: 18000
Field Name: DEPTID
Field Action: Add
Field Value: 253123XMF

Select DEPTID
Chartfield Request - Departments

ChartField Request

Find an Existing Value | Add a New Value

Request ID: NEXT
Set ID: 18000
Field Name: DEPTID
Field Action: Add
Field Value: 25312356F

Specify Add or Update

Add
Chartfield Request - Departments

- For Field Action Add – Enter a NEW Department ID
- For Field Action Update – Enter an Existing Department ID
Chartfield Request - Departments

Department Numbering Rules

• Departments are 8 characters long
• First two digits must be your Major Unit
• Only the last three characters may be Alpha – the rest must be numeric

What’s my “Major Unit”? 
What’s My Major Unit?

Chart of Accounts Code Structure

Found in the OneSource Training Library > Quick Reference Materials for Practitioners > OneSource – General/Cross-System OR UGA Financial Management System
Chartfield Request – What’s my “Major Unit”?

Chart of Accounts Code Structure

<table>
<thead>
<tr>
<th>Field Group</th>
<th>Chart of Accounts Code Structure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hand Group</td>
<td>Chart of Accounts Code Structure</td>
</tr>
<tr>
<td>Class</td>
<td>Program</td>
</tr>
<tr>
<td></td>
<td>Department</td>
</tr>
<tr>
<td></td>
<td>Account</td>
</tr>
</tbody>
</table>

This document does not include all possible chartfield combinations. Please contact ChartSource Service Desk if you have any questions about any chartfield combinations.

![Chart of Accounts Code Structure](chart_of_accounts.png)
Chartfield Request – What’s my "Major Unit"?

Chart of Accounts Code Structure

<table>
<thead>
<tr>
<th>Department</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10XXXXXX Office of President</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14XXXXXX SR VP for Acad Aff &amp; Provost</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15XXXXXX Libraries</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16XXXXXX EITS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17XXXXXX College of Ag &amp; Environ Sci</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19XXXXXX College of Arts and Sciences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20XXXXXX Terry College of Business</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21XXXXXX College of Education</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22XXXXXX College of Engineering</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23XXXXXX College of Env &amp; Design</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24XXXXXX College of Family &amp; Consumer Sci</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25XXXXXX Warnell School of Forestry and Natural Resources</td>
<td></td>
<td></td>
</tr>
<tr>
<td>26XXXXXX Odum School of Ecology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>27XXXXXX Graduate School</td>
<td></td>
<td></td>
</tr>
<tr>
<td>28XXXXXX College of Journalism &amp; Mass Communications</td>
<td></td>
<td></td>
</tr>
<tr>
<td>29XXXXXX School of Law</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30XXXXXX College of Pharmacy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>31XXXXXX College of Public Health</td>
<td></td>
<td></td>
</tr>
<tr>
<td>32XXXXXX School of Public &amp; International Affairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>33XXXXXX School of Social Work</td>
<td></td>
<td></td>
</tr>
<tr>
<td>34XXXXXX College of Veterinary Medicine</td>
<td></td>
<td></td>
</tr>
<tr>
<td>41XXXXXX AU/UGA Medical Partnership</td>
<td></td>
<td></td>
</tr>
<tr>
<td>42XXXXXX VP for Instruction</td>
<td></td>
<td></td>
</tr>
<tr>
<td>43XXXXXX VP for Research</td>
<td></td>
<td></td>
</tr>
<tr>
<td>51XXXXXX VP Public Service &amp; Outreach</td>
<td></td>
<td></td>
</tr>
<tr>
<td>57XXXXXX VP for Student Affairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>60XXXXXX VP for Finance and Administration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>61XXXXXX Finance Division</td>
<td></td>
<td></td>
</tr>
<tr>
<td>62XXXXXX University Budget Division</td>
<td></td>
<td></td>
</tr>
<tr>
<td>63XXXXXX Human Resources Division</td>
<td></td>
<td></td>
</tr>
<tr>
<td>64XXXXXX Facilities Planning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>65XXXXXX Environmental Safety</td>
<td></td>
<td></td>
</tr>
<tr>
<td>66XXXXXX Police Department</td>
<td></td>
<td></td>
</tr>
<tr>
<td>67XXXXXX Emergency Preparedness</td>
<td></td>
<td></td>
</tr>
<tr>
<td>68XXXXXX Facilities Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>69XXXXXX Auxiliary Services Division</td>
<td></td>
<td></td>
</tr>
<tr>
<td>71XXXXXX VP for Dev &amp; Alumni Relations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>72XXXXXX VP Marketing &amp; Communications</td>
<td></td>
<td></td>
</tr>
<tr>
<td>73XXXXXX VP Government Relations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>74XXXXXX Institutional</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Chartfield Request - Departments

- Navigation: Set Up Financials/Supply Chain > Common Definitions > Design Chartfields > Define Values > Chartfield Request

Core Information

- Request ID: NEXT
- Request Status: Newly Created
- Field Action: Add
- Telephone: 

Business Justification

- “Effective Date”: 10/27/2021
- “Status”: Active
- Company: 
- Manager ID: 
- “Description”: 
- Manager Name: 
- “Short Description”: 

Additional fields:
- SetID: 18000
- Field Name: DEPTID
- Field Value: 25312SYP
- Email ID: test.da alum@uga.edu

Attachments (0)
Chartfield Request - Departments

Core Information

- If marked, the Department will only be able to accept Budget Transactions.
- Control Only (C) and Upper Level Reporting (UL) departments should be marked Budgetary Only.
### Chartfield Request - Departments

#### Core Information

<table>
<thead>
<tr>
<th>Action</th>
<th>Consideration</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add</td>
<td>Use for BPSS* for upcoming FY</td>
<td>3/1 prior to 7/1 of upcoming FY (i.e. 3/1/2023 for FY2024)</td>
</tr>
<tr>
<td>Add</td>
<td>Not for use in BPSS*</td>
<td>7/1 of Fiscal Year</td>
</tr>
<tr>
<td>Change</td>
<td>Changing Budgetary Control</td>
<td>7/1 of upcoming FY</td>
</tr>
<tr>
<td>Change</td>
<td>Not Changing Budgetary Control</td>
<td>No earlier than 7/1 of current FY</td>
</tr>
<tr>
<td>Inactivate</td>
<td>n/a</td>
<td>Current Date</td>
</tr>
</tbody>
</table>

*BPSS; Budget Planning and Salary Setting*
Chartfield Request - Departments

- Navigation: Set Up Financials/Supply Chain > Common Definitions > Design Chartfields > Define Values > Chartfield Request

Core Information

- Request ID: NEXT
- Request Status: Newly Created
- Field Action: Add
- Telephone:

SetID: 18000
- Field Name: DEPTID
- Field Value: 25312SYP
- Email ID: test.dsalum@uga.edu

Description Required

- Effective Date: 07/01/2021
- Status: Active
- Company:
- Manager ID:
- Description: Department Description
- Manager Name:
- Short Description: DEPTA

Short Description Required

Long Description
Attributes

Business Justification

Attachments (0)
Chartfield Request - Departments
• Navigation: Set Up Financials/Supply Chain > Common Definitions > Design Chartfields > Define Values > Chartfield Request

Core Information
- Request ID: NEXT
- Request Status: Newly Created
- Field Action: Add
- Telephone: [Blank]

Business Justification
- Set ID: 18000
- Field Name: DEPTID
- Field Value: 25312SYP
- Email ID: test dsalum@uga.edu

Budgetary Only: [Blank]
- Effective Date: 07/01/2021
- Status: Active
- Company: [Blank]
- Manager ID: [Blank]
- Description: Department Description
- Manager Name: [Blank]
- Short Description: DEPTA
  - Long Description
  - Attributes

SAVE
Chartfield Request - Departments

- Navigation: Set Up Financials/Supply Chain > Common Definitions > Design Chartfields > Define Values > Chartfield Request

- Request ID: 0000013420
- Request Status: Newly Created
- Field Action: Add
- Departments

- Field Name: DEPTID
- Field Value: 253125YP
- Email ID: test.dsalum@uga.edu

Core Information

- *Effective Date: 07/01/2021
- *Status: Active
- Company
- Manager ID
- *Description: Department Description
- Manager Name
- *Short Description: DEPT A
- Long Description

Business Justification

Attachments (0)
Chartfield Request - Departments

- Navigation: Set Up Financials/Supply Chain > Common Definitions > Design Chartfields > Define Values > Chartfield Request

**Core Information**

- Request ID: 0000013420
- Request Status: Newly Created
- Field Action: Add
- Telephone: 

**Business Justification**

- *Effective Date: 07/01/2021
- *Status: Active
- *Description: Department Description
- Manager Name: 
- *Short Description: DEPT A
- Long Description: 

**SetID:** 18000
- Field Name: DEPTID
- Field Value: 253128YP
- Email ID: test.dsalum@uga.edu

[Select Attributes Hyperlink]
Chartfield Request - Departments

- Navigation: Set Up Financials/Supply Chain > Common Definitions > Design Chartfields > Define Values > Chartfield Request

<table>
<thead>
<tr>
<th>SetID</th>
<th>ChartField Value</th>
<th>Attribute Effective Date</th>
<th>Field Name</th>
<th>&quot;ChartField Attribute&quot;</th>
<th>ChartField Attribute Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>18000</td>
<td>25312SYP</td>
<td>07/01/2021</td>
<td>DEPTID</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Chartfield Request - Departments

- Navigation: Set Up Financials/Supply Chain > Common Definitions > Design Chartfields > Define Values > Chartfield Request

**NEW REQUIREMENT**

**Look Up ChartField Attribute**

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>ChartField Name</td>
<td>CREDIT_HRS_CLS</td>
</tr>
</tbody>
</table>

- CREDIT_HRS_CLS no longer used
- NSF_HERD_CODE Central Accounting Use ONLY
Chartfield Request - Departments

- Navigation: Set Up Financials/Supply Chain > Common Definitions > Design Chartfields > Define Values > Chartfield Request

Select DEPT_RPT_GRP
Controls where this department falls in the MIH (Master Institutional Hierarchy) and in the Data Warehouse MSR (Monthly Status Report) by Department Groups reports
Chartfield Request - Departments

DEPT_RPT_GRP

- Use Query UGA_GL_CFRPT_GRP to find the Reporting Attributes used for your unit, or for a department in the same area as the department being added.
NEW REQUIREMENT

Chartfield Request - Departments

DEPT_RPT_GRP

<table>
<thead>
<tr>
<th>Row</th>
<th>SetID</th>
<th>DEPTID</th>
<th>Eff Date</th>
<th>Status as of Effective Date</th>
<th>Descr</th>
<th>Short Desc</th>
<th>Long Descr</th>
<th>Bud. Only</th>
<th>Dt Added or Last Updated</th>
<th>Dept Grp</th>
<th>Dept Grp Descr</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>18000</td>
<td>25002FAR</td>
<td>07/01/2018</td>
<td>Active</td>
<td>Warrell F&amp;A Return 272</td>
<td>FR RET 272</td>
<td>N</td>
<td>06/22/2020 1:09:50PM</td>
<td>WARNELL-ZOTHER</td>
<td>Warrell - Zother</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>18000</td>
<td>25002RAS</td>
<td>07/01/2019</td>
<td>Active</td>
<td>Warrell RIAS</td>
<td>WarnelRIAS</td>
<td>N</td>
<td>09/09/2019 12:57:41PM</td>
<td>WARNELL-RIAS</td>
<td>Warrell - RIAS</td>
<td></td>
</tr>
</tbody>
</table>
**NEW REQUIREMENT**

### Chartfield Request - Departments

**DEPT_RPT_GRP**

<table>
<thead>
<tr>
<th>Row</th>
<th>SetID</th>
<th>DEPTID</th>
<th>Eff Date</th>
<th>Status as of Effective Date</th>
<th>Descr</th>
<th>Short Descr</th>
<th>Long Descr</th>
<th>Bud. Only</th>
<th>Dt Added or Last Updated</th>
<th>Dept Grp</th>
<th>Dept Grp Descr</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>18000</td>
<td>25002FAR</td>
<td>07/01/2018</td>
<td>Active</td>
<td>Warmell F&amp;A Return 272</td>
<td>FR RET 272</td>
<td></td>
<td>N</td>
<td>06/22/2020 1:09:50PM</td>
<td>WARNELL-ZOTHER</td>
<td>Warmell - Zother</td>
</tr>
<tr>
<td>2</td>
<td>18000</td>
<td>25002RAS</td>
<td>07/01/2019</td>
<td>Active</td>
<td>Warmell RIAS</td>
<td>WarmellRias</td>
<td></td>
<td>N</td>
<td>09/05/2019 12:57:41PM</td>
<td>WARNELL-RIAS</td>
<td>Warmell - RIAS</td>
</tr>
</tbody>
</table>

All DEPT_RPT_GRP attributes for a unit start with a common prefix.
Chartfield Request - Departments

DEPT_RPT_GRP – Prefix by Unit

<table>
<thead>
<tr>
<th>Unit</th>
<th>Prefix</th>
<th>Unit</th>
<th>Prefix</th>
<th>Unit</th>
<th>Prefix</th>
<th>Unit</th>
<th>Prefix</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>PO</td>
<td>25</td>
<td>Warnell</td>
<td>41</td>
<td>MP</td>
<td>66</td>
<td>UGAPD</td>
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<tr>
<td>14</td>
<td>VPAA</td>
<td>26</td>
<td>OSE</td>
<td>42</td>
<td>OVPI</td>
<td>67</td>
<td>EP</td>
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<tr>
<td>15</td>
<td>LIB</td>
<td>27</td>
<td>GRAD</td>
<td>43</td>
<td>OVPR</td>
<td>68</td>
<td>FMD</td>
</tr>
<tr>
<td>16</td>
<td>EITS</td>
<td>28</td>
<td>GRADY</td>
<td>51</td>
<td>PSO</td>
<td>69</td>
<td>AUX</td>
</tr>
<tr>
<td>17</td>
<td>CAES</td>
<td>29</td>
<td>LAW</td>
<td>57</td>
<td>VPSA</td>
<td>70</td>
<td>ATH</td>
</tr>
<tr>
<td>19</td>
<td>AS</td>
<td>30</td>
<td>PHARM</td>
<td>60</td>
<td>VPFA</td>
<td>71</td>
<td>DAR</td>
</tr>
<tr>
<td>20</td>
<td>TCB</td>
<td>31</td>
<td>CPH</td>
<td>61</td>
<td>FinDiv</td>
<td>72</td>
<td>VPMC</td>
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<tr>
<td>21</td>
<td>COE</td>
<td>32</td>
<td>SPIA</td>
<td>63</td>
<td>HR</td>
<td>73</td>
<td>VPGR</td>
</tr>
<tr>
<td>22</td>
<td>CENGR</td>
<td>33</td>
<td>SSW</td>
<td>64</td>
<td>FP</td>
<td>74</td>
<td>UGA</td>
</tr>
<tr>
<td>23</td>
<td>CED</td>
<td>34</td>
<td>CVM</td>
<td>65</td>
<td>ES</td>
<td>75</td>
<td>FA</td>
</tr>
</tbody>
</table>
Chartfield Request - Departments

DEPT_RPT_GRP – Prefix by Unit

Need a new Department Reporting Group Attribute?
➢ Log a OneSource ticket > “Add DEPT_RPT_GRP Attribute”

For your Department Chartfield Request:
• Wait until the Attribute is entered to complete your department chartfield request
• OR enter the Department Chartfield request with an existing attribute and later correct the Attribute with another Department Chartfield Change Request
NEW REQUIREMENT

Chartfield Request - Departments

DEPT_RPT_GRP

All DEPT_RPT_GRP attributes for a unit start with a common prefix
Chartfield Request - Departments

- Navigation: Set Up Financials/Supply Chain > Common Definitions > Design Chartfields > Define Values > Chartfield Request

ChartField Attributes

<table>
<thead>
<tr>
<th>SetID</th>
<th>ChartField Value</th>
<th>Attribute Effective Date</th>
<th>Field Name</th>
<th>ChartField Attribute</th>
<th>ChartField Attribute Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>18000</td>
<td>25312SYP</td>
<td>07/01/2021</td>
<td>DEPTID</td>
<td>DEPT_RPT_GRP</td>
<td>Warnell</td>
</tr>
</tbody>
</table>

- Enter your unit’s DEPT_RPT_GRP prefix
- Select ChartField Attribute Value Search
- Select the Correct Attribute from the dropdown
- Click OK
Soon transitioning from use of DEPT_RPT_GRP attribute to a MIH (Master Institutional Hierarchy) attribute

Master Institutional Hierarchy combines Financial, HR, and Academic departments

At the transition, all MIH Attributes will be set for existing departments

The Attribute type you select will change from DEPT_RPT_GRP to MIH

Query UGA,GL,CF,DEPT,TBL will be modified to show the MIH attribute

Changes will be announced well ahead in the Weekly Status Call
Chartfield Request - Departments

- Navigation: Set Up Financials/Supply Chain > Common Definitions > Design Chartfields > Define Values > Chartfield Request

• Click the Expand Section Icon (Arrow to left of “Request Comments”) to open up the Comments section for your input.
Chartfield Request - Departments

- Navigation: Set Up Financials/Supply Chain > Common Definitions > Design Chartfields > Define Values > Chartfield Request

Finance Department Maintenance Checklists

Found in the OneSource Training Library > Quick Reference Materials for Practitioners > UGA Financial Management System
Chartfield Request - Departments

- Navigation: Set Up Financials/Supply Chain > Common Definitions > Design Chartfields > Define Values > Chartfield Request

Questions

1. REQUIRED FOR UPDATE TO EXISTING DEPARTMENT: What changes are being made? Ex. Description, Status, Budget Only Status, Department Reporting Group Attribute. Change to Parent or Budgetary Control? If changing the parent or Budgetary Control, also provide the Team Dynamix ticket number logged to vet these changes with Central/Accounting.

2. REQUIRED TO UPDATE DEPARTMENT TO INACTIVE: Specify the active, transactional department (Budgetary Control Type CT or T) to which any remaining transactions or balances can be rerouted. Be sure that the required preparations specified in the Finance Department Maintenance Checklist have been completed. [link](https://onesource.uga.edu/_resources/files/documents/Finance_Departmental_Maintenance_Checklists.xlsx)

3. BUDGETARY CONTROL: REQUIRED FOR NEW DEPARTMENT: What is the parent department?

4. BUDGETARY CONTROL: REQUIRED FOR NEW DEPARTMENT: What is the budgetary control type? UL - Upper Level Reporting, C - Control Only, CT - Transactional with Control, or T - Transactional only. If adding a new control only department, the request for at least one child Transactional should be submitted simultaneously.

5. Please ensure that all activities related to changing or adding departments have been completed. Refer to the Department Maintenance Checklist found at [link](https://onesource.uga.edu/_resources/files/documents/Finance_Departmental_Maintenance_Checklists.xlsx)
Chartfield Request - Departments

• Navigation: Set Up Financials/Supply Chain > Common Definitions > Design Chartfields > Define Values > Chartfield Request

Question #1:

REQUIRED FOR UPDATE TO EXISTING DEPARTMENT: What Changes are being made? Ex. Description, Status, Budget Only Status, Department Reporting Group Attribute, Change to Parent or Budgetary Control?
If changing the parent or Budgetary Control, also provide the Team Dynamix ticket number logged to vet these changes with Central Accounting.

If you are changing the Department’s Budgetary Control by changing either
1) Parent Department (Question #3) OR
2) Budgetary Control Type (Question #4)

You must FIRST log a OneSource Service Ticket to discuss the intended changes with Central Accounting. Some changes to Budgetary Control can only be done effective 7/1 of the following Fiscal year. Those changes are typically made prior to March so that the new structure can be used in Budget Planning and Salary Setting. These situations are described in more detail in the Finance Department Maintenance Checklists.
Question #2:

REQUIRED TO UPDATE DEPARTMENT TO INACTIVE:
Specify the active, transactional department (Budgetary Control Type CT or T) to which any remaining transactions or balances can be rerouted. Be sure that the required preparations specified in the Finance Department Maintenance Checklist have been completed.

https://onesource.uga.edu/_resources/files/documents/Finance_Departmental_Maintenance_Checklists.xlsx

Before inactivating a department, you must first be sure that there are NO
1) Active Projects using the Department
2) Open POs that charge the Department
3) Active Combo Codes including or Positions Funded with the Department
4) Current Year Revenues or Expenditures using the department, except in very specific situations, ex.
   • Current Year Revenue/Expense nets to $0
   • OR Transaction is on a Fund with NO carryforward

Refer to the Finance Departmental Maintenance Checklist for more complete information.
Question #2:

REQUIRED TO UPDATE DEPARTMENT TO INACTIVE:
Specify the active, **transactional department (Budgetary Control Type CT or T)** to which any remaining transactions or balances can be rerouted. Be sure that the required preparations specified in the Finance Department Maintenance Checklist have been completed.

https://onesource.uga.edu/_resources/files/documents/Finance_Departmental_Maintenance_Checklists.xlsx

What is the “Budgetary Control Type”?
What do we mean by “Budgetary Control”? 

Budgetary Control defines the group of budgets and actual revenues, expenditures, and encumbrances we examine to determine if there is adequate available budget to cover a transaction.

**Budget Check Errors Quick Reference**

Found in the OneSource Training Library > Quick Reference Materials for Practitioners > UGA Financial Management System

Tells how Budgetary Control is structured for each fund and lists the queries used to determine the available budget for each.
The UGA Financial Management System (FMS) currently uses five types of Budgetary Control:

<table>
<thead>
<tr>
<th>Control Type</th>
<th>Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund + Budget Reference + Department Control Group</td>
<td>10000-11390</td>
</tr>
<tr>
<td></td>
<td>11600-16000</td>
</tr>
<tr>
<td></td>
<td>20400</td>
</tr>
<tr>
<td>Fund + Budget Reference + Class</td>
<td>20200, 20300, 20500</td>
</tr>
<tr>
<td>Fund + Budget Reference</td>
<td>11500-11510</td>
</tr>
<tr>
<td></td>
<td>50000, 50100</td>
</tr>
<tr>
<td>Project</td>
<td>20000, 213xx, 50200, 50300</td>
</tr>
<tr>
<td>No Control</td>
<td>20100, 30000-42000</td>
</tr>
</tbody>
</table>
The UGA Financial Management System (FMS) currently uses five types of Budgetary Control:

<table>
<thead>
<tr>
<th>Control Type</th>
<th>Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund + Budget Reference +</td>
<td>10000-11390</td>
</tr>
<tr>
<td>Department Control Group</td>
<td>11600-16000</td>
</tr>
<tr>
<td></td>
<td>20400</td>
</tr>
<tr>
<td>Fund + Budget Reference + Class</td>
<td>20200, 20300, 20500</td>
</tr>
<tr>
<td>Fund + Budget Reference</td>
<td>11500-11510</td>
</tr>
<tr>
<td></td>
<td>50000, 50100</td>
</tr>
<tr>
<td>Project</td>
<td>20000, 213xx, 50200, 50300</td>
</tr>
<tr>
<td>No Control</td>
<td>20100, 30000-42000</td>
</tr>
</tbody>
</table>
What is a Departmental Control Group?

UGA’s financial departments are arranged in hierarchies referred to as “department trees”.

These department trees define the Department Control Groups.

The Parent and Budget Control Type provides the information needed to place the department in these trees.

Departmental Tree Report

NEW REPORT ADDED 11/2022
Departmental Tree Report

- Navigation: reports.uga.edu or directly at Operational Reports > Financials > Chartfield Reports

### UGA Financial Department Tree

Review the entire tree or set filters below to isolate sections of the tree.

<table>
<thead>
<tr>
<th>Dept ID (Lvl 2)</th>
<th>Ctrl Type (Lvl 2)</th>
<th>Dept ID (Lvl 3)</th>
<th>Ctrl Type (Lvl 3)</th>
<th>Dept ID (Lvl 4)</th>
<th>Ctrl Type (Lvl 4)</th>
<th>Dept ID (Lvl 5)</th>
<th>Ctrl Type (Lvl 5)</th>
<th>Dept ID (Lvl 6)</th>
<th>Ctrl Type (Lvl 6)</th>
<th>Dept Desc (Lvl 6)</th>
</tr>
</thead>
<tbody>
<tr>
<td>10000000 UL</td>
<td>UL</td>
<td>1000100A UL</td>
<td>UL</td>
<td>10001000 CT</td>
<td>CT</td>
<td>President’s Office</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10001021 CT</td>
<td></td>
<td>10001002 CT</td>
<td></td>
<td>10001003 CT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10001044 CT</td>
<td></td>
<td>10001004 CT</td>
<td></td>
<td>10003000 CT</td>
<td>CT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10003400 CT</td>
<td></td>
<td>10004000 CT</td>
<td></td>
<td>10040000 CT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14000000 UL</td>
<td>UL</td>
<td>1400100A UL</td>
<td>UL</td>
<td>14001000 C</td>
<td>C</td>
<td>Academic Affairs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>14001001 T</td>
<td>T</td>
<td>AA Administration</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>14001002 T</td>
<td>T</td>
<td>Communications</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>14001003 T</td>
<td>T</td>
<td>Provost Expense</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Departmental Tree Report

• Navigation: reports.uga.edu or directly at Operational Reports > Financials > Chartfield Reports

To filter for one Major School/College/Unit:
• Uncheck the (All) checkbox
• Enter the major unit or a portion of the description of the major unit in the search box, and click Apply
• If more than one result is shown, check the Major unit needed.
Departmental Tree Report

- Navigation: reports.uga.edu or directly at Operational Reports > Financials > Chartfield Reports

To filter For a Specific Department
- Enter the Department ID in the Search Dept ID filter box and hit Enter.

To filter for Multiple Specific Departments
- Enter the Department IDs, separated by commas.
The “Parent” department is the level immediately above in the hierarchy.

- 17100000 is the “parent” to departments 17100001, 17100100, 17100200, etc.
Departmental Tree Report

The “Parent” department is the level immediately above in the hierarchy.

<table>
<thead>
<tr>
<th>Dept ID</th>
<th>Ctrl Type</th>
<th>Dept Desc (Lvl 2)</th>
<th>Ctrl Type</th>
<th>Dept Desc (Lvl 3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>14000000</td>
<td>UL</td>
<td>SR VP for Acad Aff &amp; Provost</td>
<td>UL</td>
<td>College of Agric &amp; Environ Sci</td>
</tr>
<tr>
<td>17000000</td>
<td>UL</td>
<td>17000000</td>
<td>UL</td>
<td>171000000</td>
</tr>
<tr>
<td>17100000</td>
<td>C</td>
<td>17100000</td>
<td>C</td>
<td>Dean &amp; Director</td>
</tr>
</tbody>
</table>

• 17000000 is the “parent” to departments 17100000, 17100998, and 17100999.
## Departmental Tree Report

The “Parent” department is the level immediately above in the hierarchy.

<table>
<thead>
<tr>
<th>Dept ID</th>
<th>Ctrl Type</th>
<th>Dept Desc (Lvl 2)</th>
<th>Dept ID</th>
<th>Ctrl Type</th>
<th>Dept Desc (Lvl 3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>14000000</td>
<td>UL</td>
<td>SR VP for Acad Aff &amp; Provost</td>
<td>17000000</td>
<td>UL</td>
<td>College of Agric &amp; Environ Sci</td>
</tr>
</tbody>
</table>

- 14000000 is the “parent” to department 17000000.
# Departmental Tree Report

- **Navigation:** [reports.uga.edu](http://reports.uga.edu) or directly at [Operational Reports > Financials > Chartfield Reports](http://reports.uga.edu/Operational%20Reports%20Financials%20Chartfield%20Reports)

## Departmental Tree Report Details

<table>
<thead>
<tr>
<th>Dept ID (Lvl 2)</th>
<th>Ctrl Type (Lvl 2)</th>
<th>Dept Desc (Lvl 2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>14000000</td>
<td>UL</td>
<td>SR VP for Acad Aff &amp; Provost</td>
</tr>
<tr>
<td>19000000</td>
<td>UL</td>
<td>College of Arts &amp; Sciences</td>
</tr>
<tr>
<td>19003000</td>
<td>UL</td>
<td>University of Georgia</td>
</tr>
<tr>
<td>19330000</td>
<td>UL</td>
<td>MUSI Hugh Hodgson Sch of Music</td>
</tr>
</tbody>
</table>

## Filters and Search

- **Major School/College/Unit:** (All)
- **Dept Status:** Active
- **Budget Year Tree:** FY 2023
- **Search Dept ID:** 19330000

---

To see the department and any siblings:

- Locate the Department
- Note the Parent to the Department
- Filter for the Parent Department.
Departmental Tree Report

The “Parent” department is the level immediately above in the hierarchy.

- Each Department’s Budgetary Control Type is Listed.
# Types of Budgetary Control

<table>
<thead>
<tr>
<th>(UL)</th>
<th>Upper Level Reporting</th>
<th>Only used as Summary levels for Reporting. No Transactions can be recorded here. No Budgetary Control</th>
</tr>
</thead>
<tbody>
<tr>
<td>(CT)</td>
<td>Transactional with Control</td>
<td>Transactions can be recorded to these departments. The department stands alone as its own Department Control Group. Has no departments beneath it (No Children).</td>
</tr>
<tr>
<td>(C)</td>
<td>Control</td>
<td>Parent to (T) Transactional Only Departments, who together comprise the Department Control Group. Transactions can not be recorded to these departments.</td>
</tr>
<tr>
<td>(T)</td>
<td>Transactional only</td>
<td>Transactions can be recorded to these departments. Budgetary Control Group includes all departments with same (C) Control Department parent Has no departments beneath it (No Children)</td>
</tr>
</tbody>
</table>
# Types of Budgetary Control

Departments 17100001 through 17100700 are in the same Department Control Group, as they are “sibling” departments under their Control (C) Department Parent 17100000.

<table>
<thead>
<tr>
<th>(C) Control</th>
<th>Parent to (T) Transactional Only Departments, who together comprise the Department Control Group. Transactions can not be recorded to these departments.</th>
</tr>
</thead>
<tbody>
<tr>
<td>(T) Transactional only</td>
<td>Transactions can be recorded to these departments. Budgetary Control Group includes all departments with same (C) Control Department parent. Has no departments beneath it (No Children)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dept ID (Lvl 2)</th>
<th>Ctrl Type (Lvl 2)</th>
<th>Dept Desc (Lvl 2)</th>
<th>Dept ID (Lvl 3)</th>
<th>Ctrl Type (Lvl 3)</th>
<th>Dept Desc (Lvl 3)</th>
<th>Dept ID (Lvl 4)</th>
<th>Ctrl Type (Lvl 4)</th>
<th>Dept Desc (Lvl 4)</th>
<th>Dept ID (Lvl 5)</th>
<th>Ctrl Type (Lvl 5)</th>
<th>Dept Desc (Lvl 5)</th>
</tr>
</thead>
<tbody>
<tr>
<td>14000000 UL</td>
<td>SR VP for Acad Aff &amp; Provost</td>
<td>17000000 UL</td>
<td>College of Agric &amp; Environ Sci</td>
<td>17100000 C</td>
<td>Dean &amp; Director</td>
<td>17100001 T</td>
<td>CAES Dean &amp; Director Sum</td>
<td>17100100 T</td>
<td>CAES Dean</td>
<td>17100200 T</td>
<td>Office Admin</td>
</tr>
<tr>
<td>17100000 T</td>
<td>CAES Benefit Pool</td>
<td>17100300 T</td>
<td>Program Support</td>
<td>17100310 T</td>
<td>Lead21</td>
<td>17100320 T</td>
<td>Assoc Public Landgrant Inst</td>
<td>17100330 T</td>
<td>Southern Region Small Fruit</td>
<td>17100500 T</td>
<td>CAES IDCR</td>
</tr>
<tr>
<td>17100600 T</td>
<td>AES IDCR</td>
<td>17100610 T</td>
<td>FACs IDC</td>
<td>17100700 T</td>
<td>CES IDCR</td>
<td>17100800 T</td>
<td>Integrative Precision Ag</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17100999 CT</td>
<td>CAES Benefit Pool</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Types of Budgetary Control

Departments 17100998 and 17100999 are both Transactional and a standalone Department Control Group.

| (CT) | Transactional with Control | Transactions can be recorded to these departments. The department stands alone as its own Department Control Group. Has no departments beneath it (No Children). |

<table>
<thead>
<tr>
<th>Dept ID (Lvl 2)</th>
<th>Ctrl Type (Lvl 2)</th>
<th>Dept Desc (Lvl 2)</th>
<th>Dept ID (Lvl 3)</th>
<th>Ctrl Type (Lvl 3)</th>
<th>Dept Desc (Lvl 3)</th>
<th>Dept ID (Lvl 4)</th>
<th>Ctrl Type (Lvl 4)</th>
<th>Dept Desc (Lvl 4)</th>
<th>Dept ID (Lvl 5)</th>
<th>Ctrl Type (Lvl 5)</th>
<th>Dept Desc (Lvl 5)</th>
</tr>
</thead>
<tbody>
<tr>
<td>14000000 UL</td>
<td>SR VP for Acad Aff &amp; Provost</td>
<td>17000000 UL</td>
<td>College of Agric &amp; Environ Sci</td>
<td>17100000 C</td>
<td>Dean &amp; Director</td>
<td>17100001 T</td>
<td>CAES Dean &amp; Director Sum</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17100100 T</td>
<td>CAES Dean</td>
<td>17100200 T</td>
<td>Office Admin</td>
<td>17100300 T</td>
<td>Program Support</td>
<td>17100310 T</td>
<td>Lead21</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17100320 T</td>
<td>Assoc Public Landgrant Inst</td>
<td>17100330 T</td>
<td>Southern Region Small Fruit</td>
<td>17100500 T</td>
<td>CAES ICSR</td>
<td>17100600 T</td>
<td>AES ICSR</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17100610 T</td>
<td>FACS ICSR</td>
<td>17100700 T</td>
<td>CES ICSR</td>
<td>17100800 T</td>
<td>Integrative Precision Ag</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Chartfield Request - Departments

• Navigation: Set Up Financials/Supply Chain > Common Definitions > Design Chartfields > Define Values > Chartfield Request

Question #2:

REQUIRED TO UPDATE DEPARTMENT TO INACTIVE:
Specify the active, transactional department (Budgetary Control Type CT or T) to which any remaining transactions or balances can be rerouted. Be sure that the required preparations specified in the Finance Department Maintenance Checklist have been completed.
https://onesource.uga.edu/_resources/files/documents/Finance_Departmental_Maintenance_Checklists.xlsx

How can you determine what departments are Active and transactional?
• OIR Reports.uga.edu Department Tree Report
Chartfield Request - Departments

Question #3:

BUDGETARY CONTROL: REQUIRED FOR NEW DEPARTMENT
What is the Parent Department?

Question #4:

BUDGETARY CONTROL: REQUIRED FOR NEW DEPARTMENT
What is the Budgetary Control Type?

• (UL) Upper Level Reporting
• (C) Control Only
• (CT) Transactional with Control
• (T) Transactional Only
# Chartfield Request - Departments

- Navigation: Set Up Financials/Supply Chain > Common Definitions > Design Chartfields > Define Values > Chartfield Request

<table>
<thead>
<tr>
<th>Type</th>
<th>Accepts Transactions?</th>
<th>Budgetary Control?</th>
<th>Can have Children?</th>
<th>Parent must be</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upper Level Reporting (UL)</td>
<td>NO</td>
<td>NO. Reporting Only</td>
<td>Yes – other UL, C, or CT. NO T</td>
<td>Other Upper Level reporting (UL)</td>
<td>Departments that represent the higher level reporting unit – ex, School or College/VP</td>
</tr>
<tr>
<td>Transactional with Control (CT)</td>
<td>YES</td>
<td>YES. Budgetary Control over itself only</td>
<td>NO, cannot have children</td>
<td>Upper Level Reporting (UL)</td>
<td>The department can accept transactions Only that department’s available budget is compared to the transaction</td>
</tr>
<tr>
<td>Control (C)</td>
<td>NO</td>
<td>YES. Budgetary control over its Child Departments.</td>
<td>Yes, MUST have children. T only</td>
<td>Upper Level Reporting (UL)</td>
<td>The department can NOT accept transactions, only its children departments can accept transactions Any transaction entered for any of its children departments is compared to the aggregate available budget for all its child departments</td>
</tr>
<tr>
<td>Transactional only (T)</td>
<td>YES</td>
<td>NO. Budgetary control is at Control (C) Department Parent</td>
<td>No, Cannot have children</td>
<td>Control (C)</td>
<td>A department at this level accepts transactions, but budget availability is determining by looking at the aggregate available budget for all departments falling under the same Control (C) Department</td>
</tr>
</tbody>
</table>
Chartfield Request - Departments

- Navigation: Set Up Financials/Supply Chain > Common Definitions > Design Chartfields > Define Values > Chartfield Request

Question #3:

BUDGETARY CONTROL: REQUIRED FOR NEW DEPARTMENT
What is the Parent Department?

Question #4:

BUDGETARY CONTROL: REQUIRED FOR NEW DEPARTMENT
What is the Budgetary Control Type?
- (UL) Upper Level Reporting
- (C) Control Only
- (CT) Transactional with Control
- (T) Transactional Only

If adding a new Control only Department, the request for at least one Transactional only child of the department should be submitted simultaneously.

We are not able to add a Control only Department to any of the Departmental trees unless we can add at least one child for it at the same time. If a Control only Department is submitted and there is no Chartfield Request for a department that will be a child to the department, we will have to deny the request.
Chartfield Request - Departments

- Navigation: Set Up Financials/Supply Chain > Common Definitions > Design Chartfields > Define Values > Chartfield Request

Submit the Request for Approval

Select Request Action “Submit for Approval” then “Go”
Chartfield Request - Departments

• Navigation: Set Up Financials/Supply Chain > Common Definitions > Design Chartfields > Define Values > Chartfield Request

Insert CFO Chartfield Approval

If you know that you have the Chartfield Approval role, you can skip this step and go to the Submitter Approval Step.

Select “View Approval Flow” hyperlink
Chartfield Request - Departments

- Navigation: Set Up Financials/Supply Chain > Common Definitions > Design Chartfields > Define Values > Chartfield Request

Insert CFO Chartfield Approval

If you know that you have the Chartfield Approval role, you can skip this step and go to the Submitter Approval Step.

Select the Green Plus Icon between your approval and UGA GL Central Acct Office Approval
Chartfield Request - Departments

- Navigation: Set Up Financials/Supply Chain > Common Definitions > Design Chartfields > Define Values > Chartfield Request

Insert CFO Chartfield Approval

If you know that you have the Chartfield Approval role, you can skip this step and go to the Submitter Approval Step.

Select the Green Plus Icon between your approval and UGA GL Central Acct Office Approval

If you are listed as a CF Approver, hit Cancel and skip this step
Chartfield Request - Departments

- Navigation: Set Up Financials/Supply Chain > Common Definitions > Design Chartfields > Define Values > Chartfield Request

Insert CFO Chartfield Approval

If you know that you have the Chartfield Approval role, you can skip this step and go to the Submitter Approval Step.

Enter your CF Approver’s User ID if you know it, or select the search icon to see the list of CF Approvers.
Chartfield Request - Departments

Insert CFO Chartfield Approval

If you know that you have the Chartfield Approval role, you can skip this step and go to the Submitter Approval Step.

Enter your CF Approver’s User ID if you know it, or select the search icon to see the list of CF Approvers.

If you are listed as a CF Approver, hit Cancel and skip this step without inserting the CFO Approval step.
Chartfield Request - Departments

- Navigation: Set Up Financials/Supply Chain > Common Definitions > Design Chartfields > Define Values > Chartfield Request

Insert CFO Approval

If you have the Chartfield Approval role, only the first and last approval workflow steps appear.

Save the Approval Flow Changes then Select Return
Chartfield Request - Departments

- Navigation: Set Up Financials/Supply Chain > Common Definitions > Design Chartfields > Define Values > Chartfield Request

5. Please ensure that all activities related to changing or adding departments have been completed. Refer to the Department Maintenance Checklist found at https://onesource.uga.edu/resources/files/documents/Finance_Departmental_Maintenance_Checklist.xls.

- Select Request Action “Approve” and select “Go”
Chartfield Request - Departments

• When the Department is approved, the requester will receive email notification.

• Shortly thereafter, the requester will receive email notification that the Route Control Profile has been created and the CFO assigned.
Department Approvers

• Approvers must be established for new departments, unless the new department is within a range for which Approvers have already been established.

• See UPK at https://training.onesource.uga.edu/UPK_Training/OneSource OL/Publishing%20Content/PlayerPackage/data/toc.html
Departments In the Data Warehouse

• New departments and changes will appear in OIR Data Warehouse Reports the next day.

• A new department will not appear in any balance or transactional based OIR Data Warehouse Reports until the new department has activity.
Thank you!