Financial Departments Tree Quick Reference Guide

Using the Financial Departments Tree Structure

The Financial Departments Tree document is available on the OneSource Resources page. The document provides a useful, visual representation of the department tree for units. The document is updated monthly, and the file at the existing link is replaced with the updated file on the OneSource Resources page accordingly.

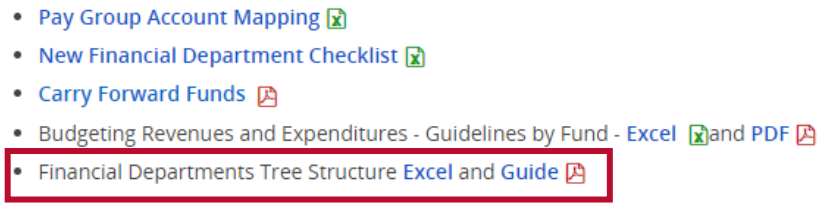
This Financial Departments Tree Quick Reference Guide provides a quick look at how to use the Financial Departments Tree document fully and how to explore the information presented in the database.

The following is the navigational directions to the Financial Departments Tree document:

1. Go to the OneSource *Chart of Accounts Resources* page.
https://onesource.uga.edu/resources/chart_of_accounts/

2. Scroll down to the *Documentation/Reference Information* section.

3. Click the Financial Departments Tree Structure *Excel* link to download the document.



What Information Is Presented?

The following information is presented in the Financial Departments Tree document:

Term	Definition
Department Number	All departments are listed with their corresponding financial department numbers.
Description	All levels of the financial departments come accompanied with descriptions.
Status	• [A] Active • [I] Inactive
BudOnly	• If the department is *Transactional with Control* (CT) or *Transactional* (T) and is marked Budget Only, only Budget Transactions can be made to the department. • Example: ○ 15400BUD Press Budget Holding-A-BudOnly (CT)
Control Type	• [UL] Upper Level: Reporting-Only Department • [C] Control: Control Department where budget checking occurs • [T] Transactional: Transaction Department where transactions occur • [CT] Transactional with Control: Control Transaction Department where both budget checking and transactions occur

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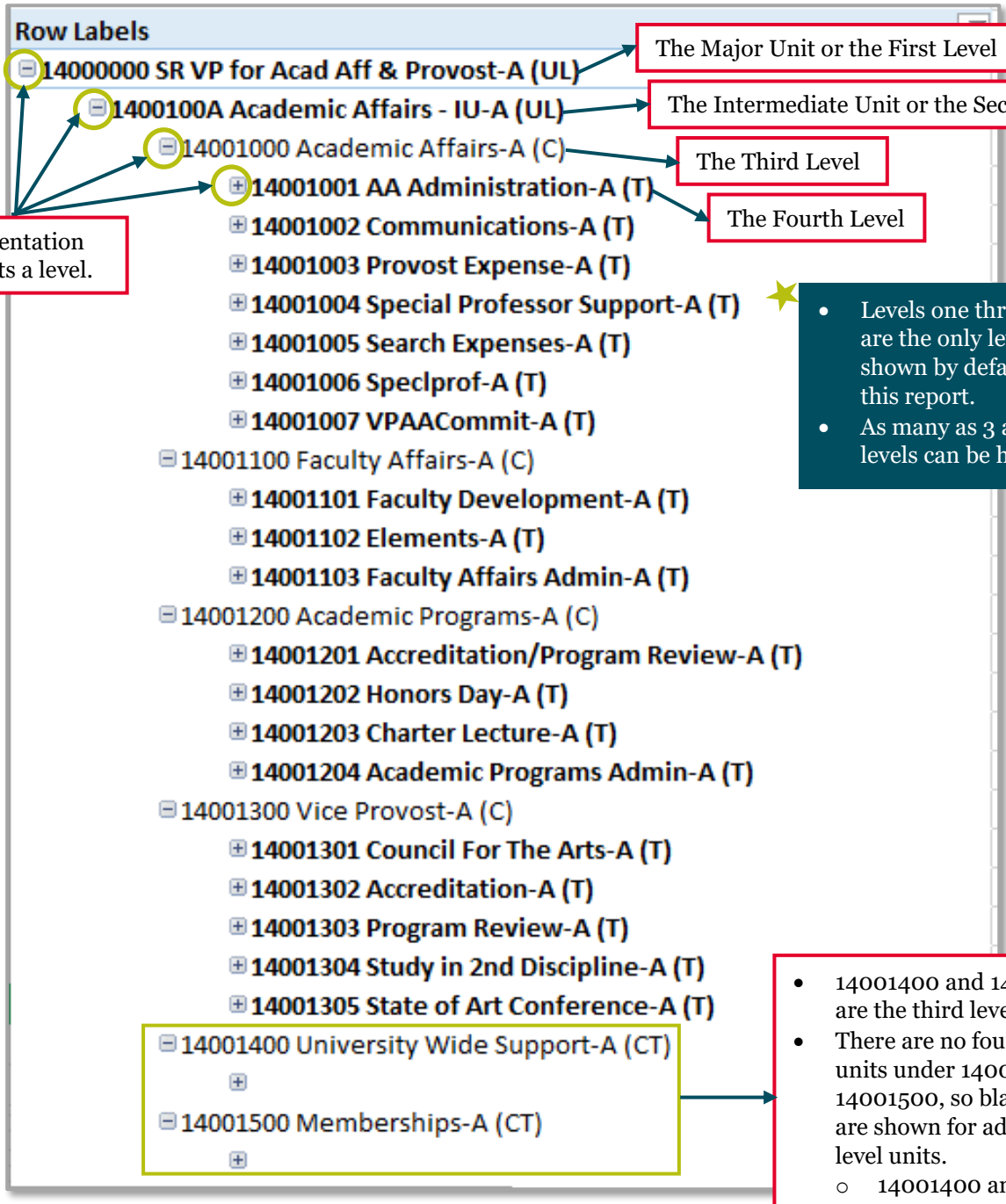
What Do We Mean by "Levels"?



The Major Unit or the First Level

The Intermediate Unit or the Second Level

The Third Level

The Fourth Level

Each indentation represents a level.

- Levels one through four are the only levels shown by default for this report.
- As many as 3 additional levels can be hidden.

- 14001400 and 14001500 are the third level units.
- There are no fourth level units under 14001400 and 14001500, so blank rows are shown for additional level units.
  - 14001400 and 14001500 are *Transactional with Control* [CT], so they have no children.

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Selecting Your Major and Intermediate Unit

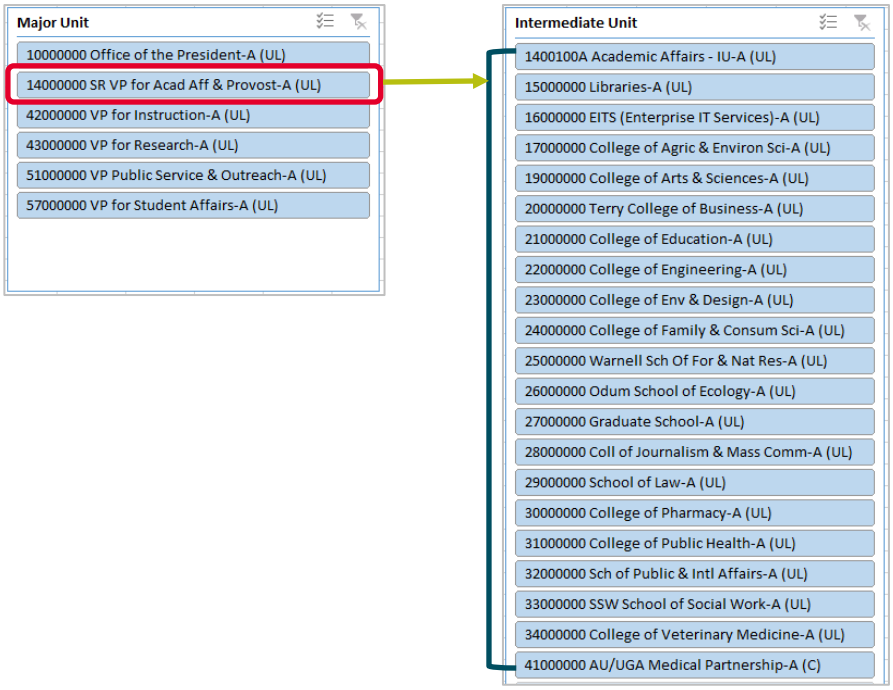
There are two ways to select your Major (First Level) and Intermediate (Second Level) Units as follows:

A. Select Slicers
B. Select Filter

A. Select Slicers

1. Select the Major Unit by clicking on the Major Unit slicer.

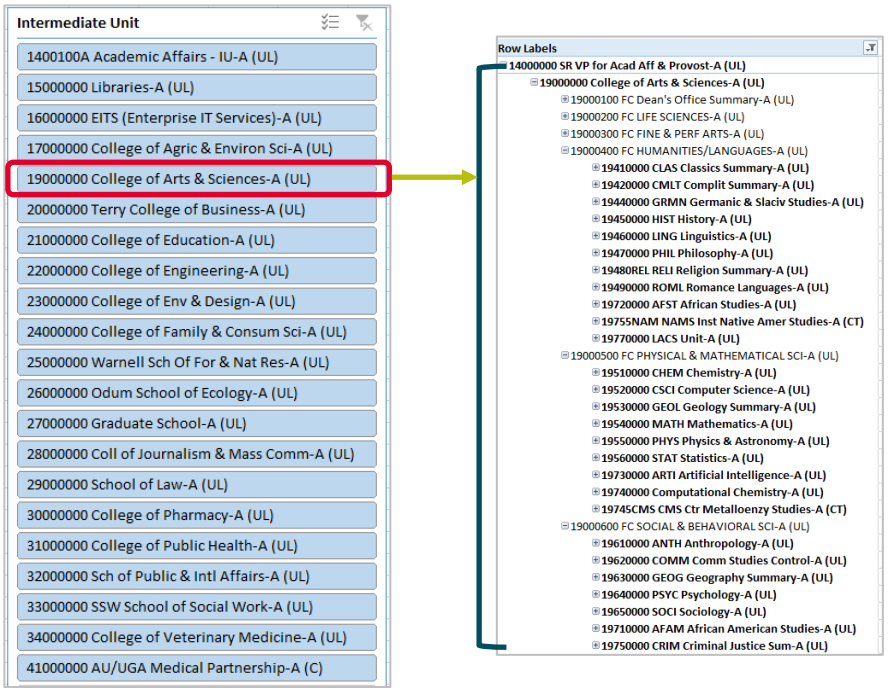
   ***Note:** When you select your Major Unit, the Intermediate Unit Slicer will show only the Intermediate Units within the selected Major Unit.



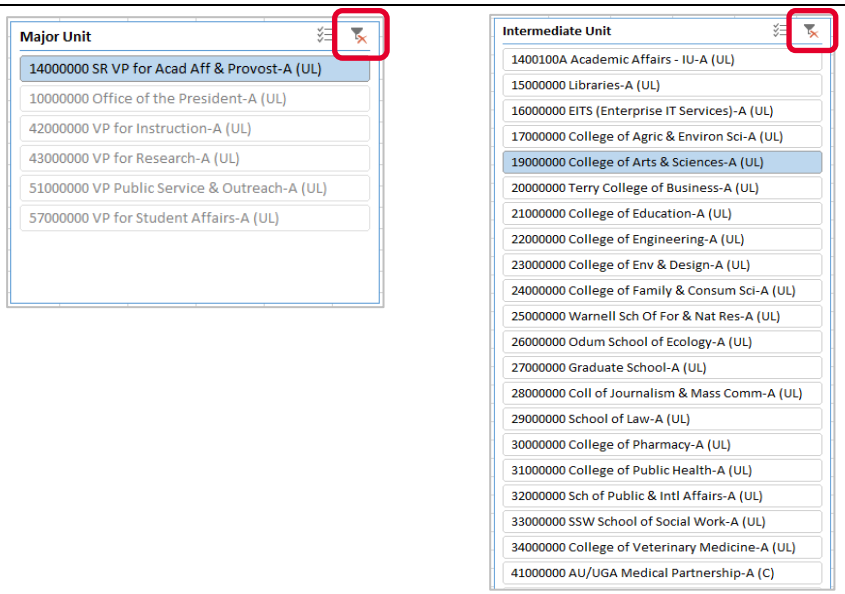
2. Select the Intermediate Unit in the far right Intermediate Unit slicer.

   ***Note 1:** You can skip selecting the Major Unit and just select the Intermediate Unit.

   ***Note 2:** When you select your Intermediate Unit, the Row Labels on the left of the screen will show only the departments within the selected Intermediate unit.



3. To remove the slicer and select another slicer, click the **Close [x]** button over the funnel icon at the upper right of the slicer(s).

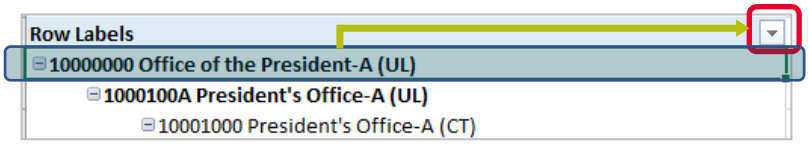


B. Select Filter

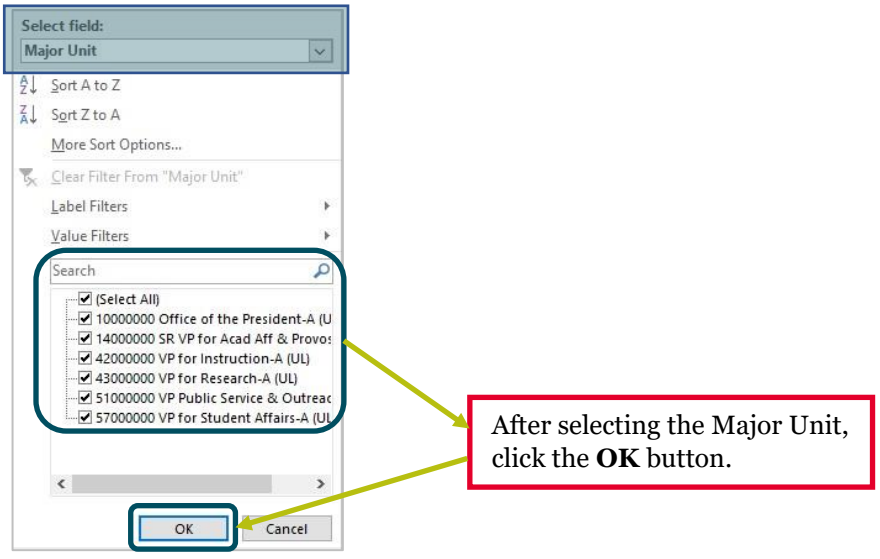
1. a. To select the Major Unit, the cursor needs to be positioned over the row showing the Major Unit (e.g., the first level, so 10000000 Office of the Present-A (UL)).

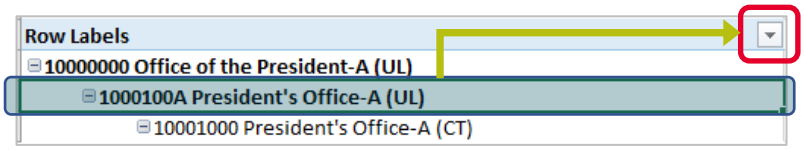
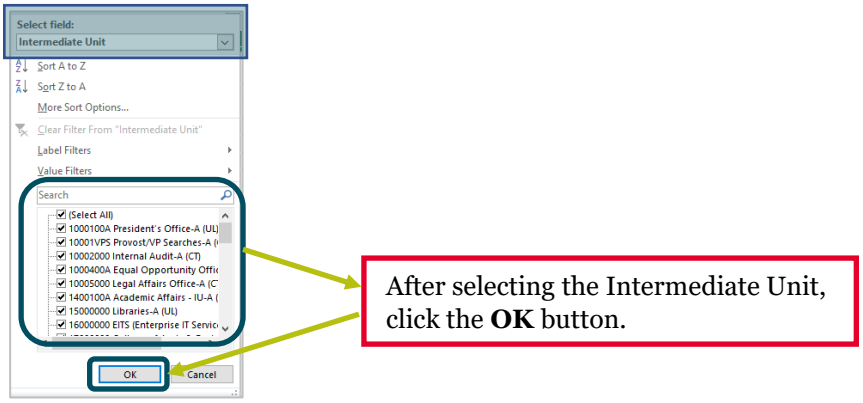
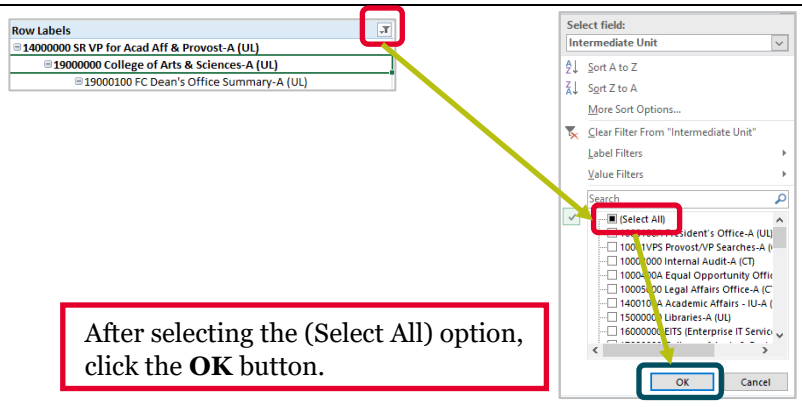
   ***Note:** To select a filter, the cursor should be positioned on a row that is the same level you wish to filter.

   b. Select the drop-down arrow by the Row Labels header.



2. Select or start typing the Major Unit you wish to view.



3. a. If you wish to go directly to the Intermediate Unit, place the cursor on a row for an Intermediate Unit (e.g., the second level, so 1000100A President's Office-A (UL)). b. Select the down arrow by the Row labels header.	
4. Select or start typing the Intermediate Unit you wish to view.	
5. Once you have filtered this way, a Funnel icon will appear in the right corner of the Row Labels header.	
6. To remove the filters, click on the funnel and select the **(Select All)** option (until a check mark is shown there).	

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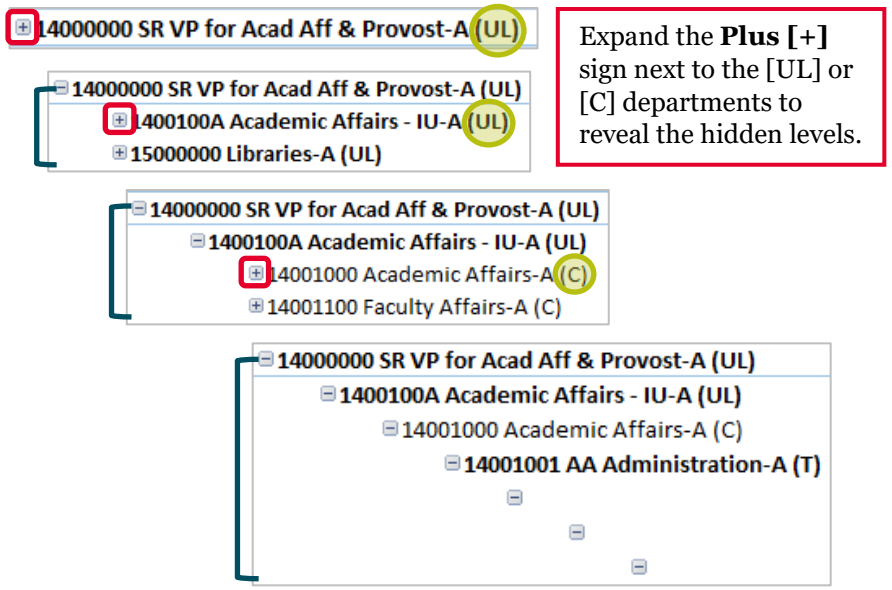
How to Drill Down Further

The department spreadsheet is delivered with only the first four levels of the tree shown (Major, Intermediate, and two additional sub-levels). This is because the number of levels vary from 2 to 7 between units and department groups. If you expand the tree to show all of the levels, the tree becomes hard to read, especially for a majority of the units that only have 3 to 5 levels.

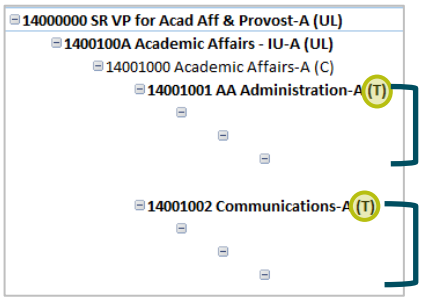
How do you know there are hidden levels?

- If there is a **Plus [+]** sign to the left of a department that is marked an *Upper Level* (UL) or *Control Only* (C), there are hidden levels beneath them.



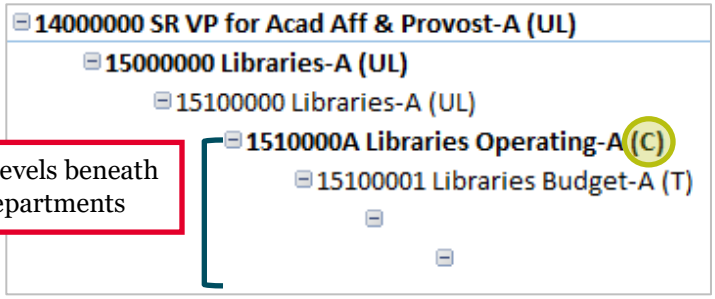
Expand the **Plus [+]** sign next to the [UL] or [C] departments to reveal the hidden levels.

- If the departments are all marked *Transactional* (T) departments, there are no hidden levels.



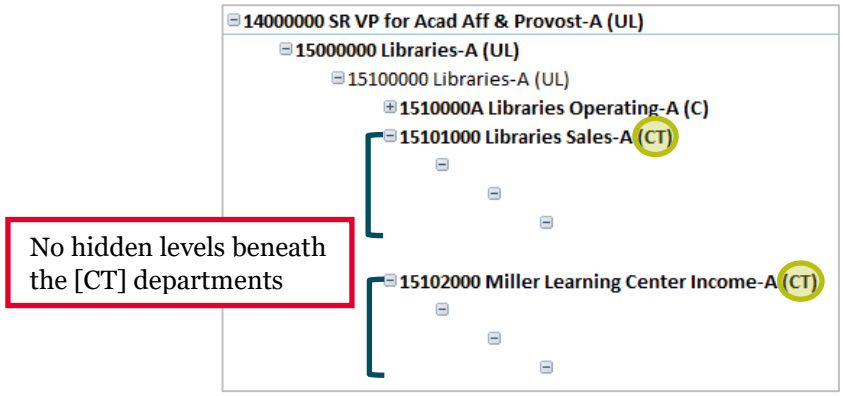
No hidden levels beneath the [T] departments

- If the departments are *Control* (C) departments, there are hidden levels beneath them.

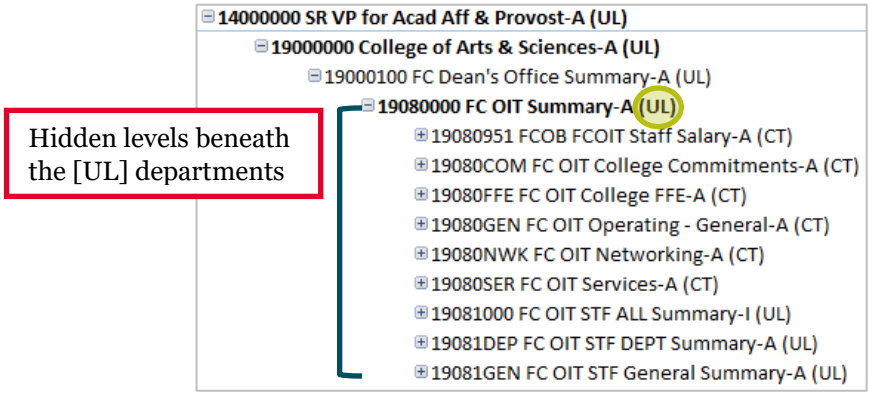


Hidden Levels beneath the [C] departments

- If the departments are *Transactional with Control* (CT) departments, there are no hidden levels.



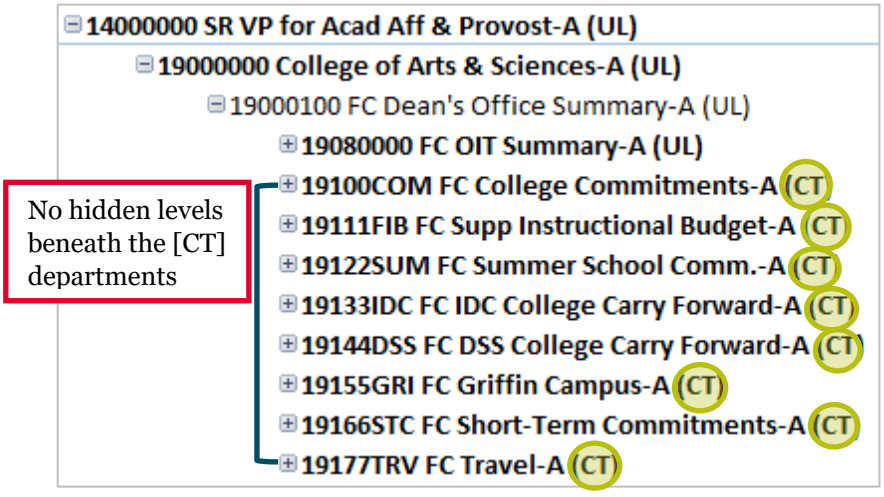
- If the departments are *Upper Level* (UL) departments, there are hidden levels.



How do you reveal the hidden levels?

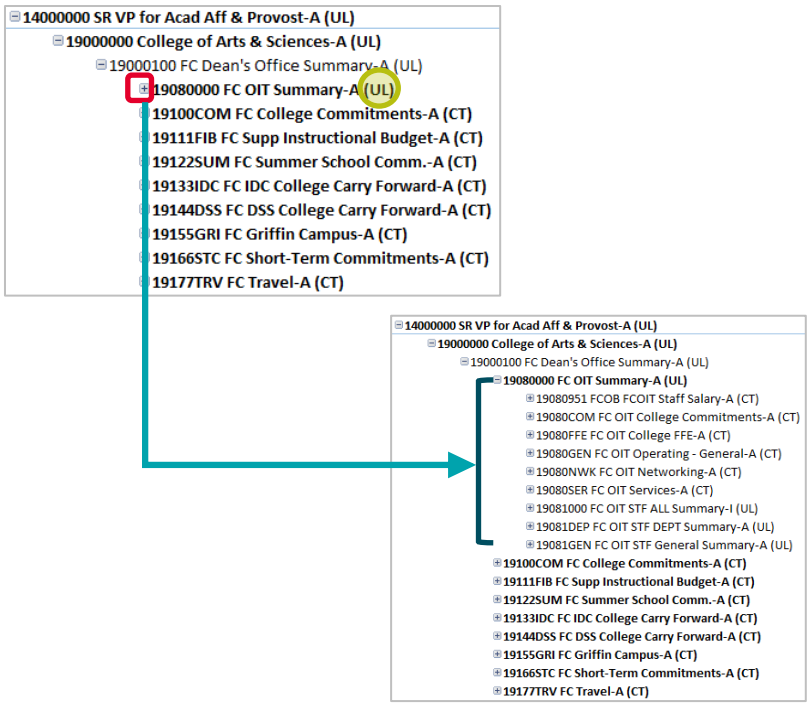
- **If there are only a few in the section of departments you are looking at, expand them individually.**

- If you are looking at *19000100 Franklin College Dean's Office Summary-A (UL)*, most of these departments are *Transactional with Control* (CT), which means there are no hidden levels beneath them.



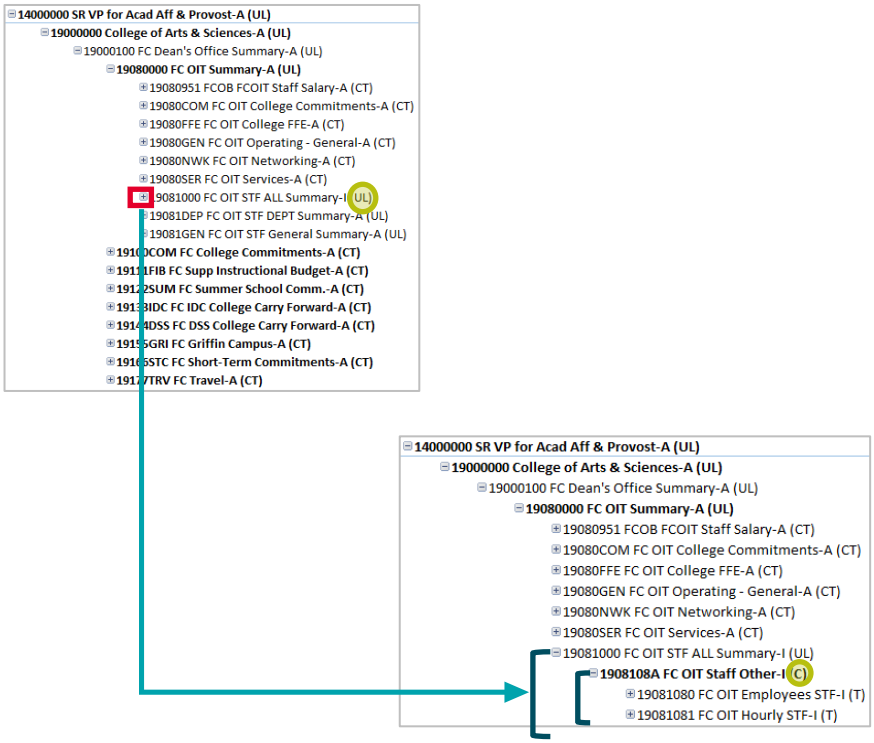
- Only 1908000, an *Upper Level* (UL) department, has hidden levels. In this case, it would make more sense to selectively expand the tree.

  Click on the **Plus [+]** sign to the left of 1908000 to expand the tree. This reveals several departments that are *Transactional with Control* (CT), so they do not have any additional levels hidden beneath them.



- Department 1908100 is an *Upper Level* (UL) department, so there are levels under it.

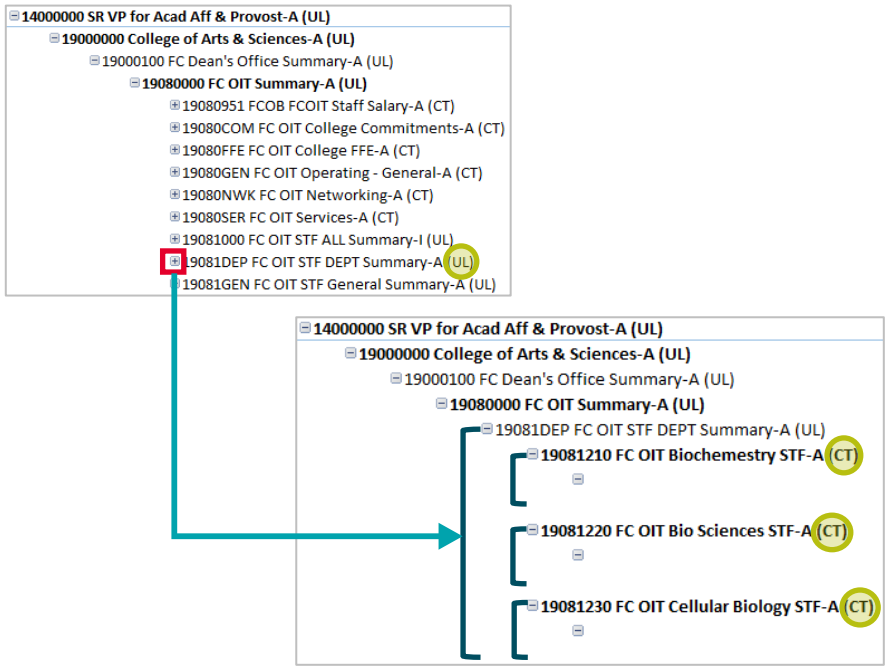
  Revealed is department 1908108A, which is a *Control* (C) department, so there are additional hidden levels under it.



- Department 19081DEP is an *Upper Level* (UL) department, so there are levels under it.

  Click the **Plus [+]** sign to the left of 19081DEP to reveal the departments beneath it.

  All the departments beneath it are *Transactional with Control* (CT) departments, so there are no hidden levels under them.

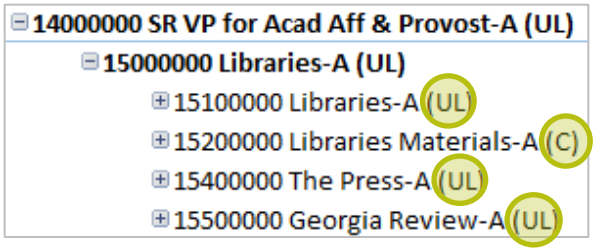


How do you reveal the hidden levels?

- **If there are several hidden levels in the section of departments you are viewing, you may wish to reveal an additional level for all the departments in the section.**

1. Looking at Libraries, 15000000, there are Upper Level (UL) and Control (C) departments, which means that there are hidden levels under them.

   ***Note:** Since there is a number, assume we wish to just display the next level for ALL the departments at this lowest level.

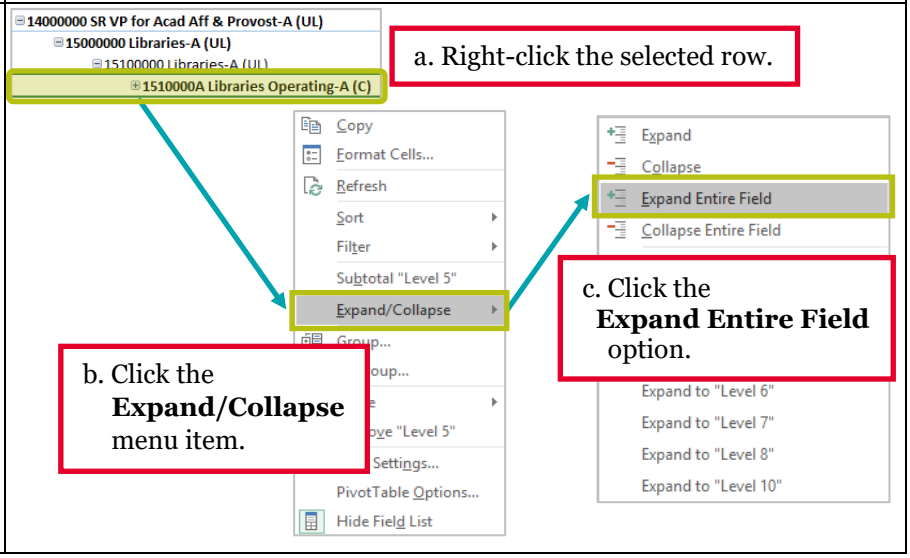


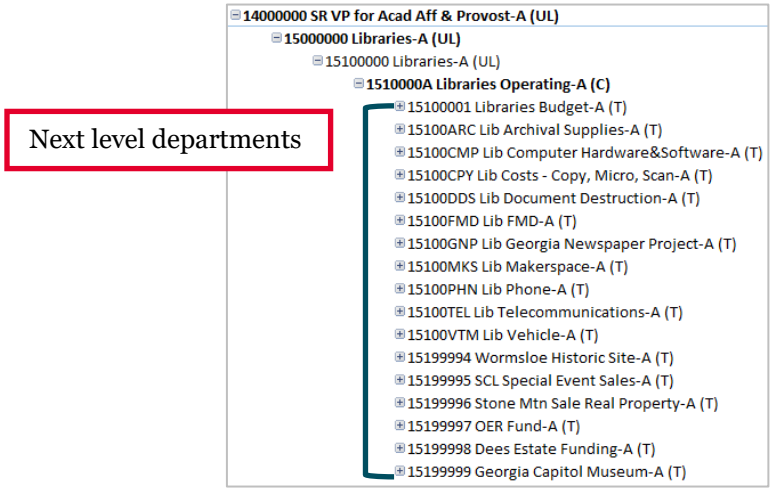
2. Select a row that has the hidden levels (e.g., 151000A Libraries Operating-A (C)).

   a. Right-click the selected row.

   b. From the pop-up menu, select the **Expand/Collapse** menu item.

   c. Select the **Expand Entire Field** option.



3. These steps reveal the next level departments.	

Additional Information

- Resources and any additional details will be available in the **OneSource Training Library** (training.onesource.uga.edu).
- If you have questions, please contact the OneSource Service Desk at onesource@uga.edu or 706-542-0202 (option 2).