




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:

<p>1. Go to the OneSource <i>Chart of Accounts Resources</i> page. https://onesource.uga.edu/resources/chart_of_accounts/</p> 	<p>2. Scroll down to the <i>Documentation/Reference Information</i> section.</p> <div style="border: 1px solid black; padding: 5px; text-align: center;">Documentation/Reference Information:</div> <p>3. Click the Financial Departments Tree Structure <i>Excel</i> link to download the document.</p> <ul style="list-style-type: none"> • Pay Group Account Mapping • New Financial Department Checklist • Carry Forward Funds • Budgeting Revenues and Expenditures - Guidelines by Fund - Excel and PDF • Financial Departments Tree Structure Excel and Guide
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What Information Is Presented?

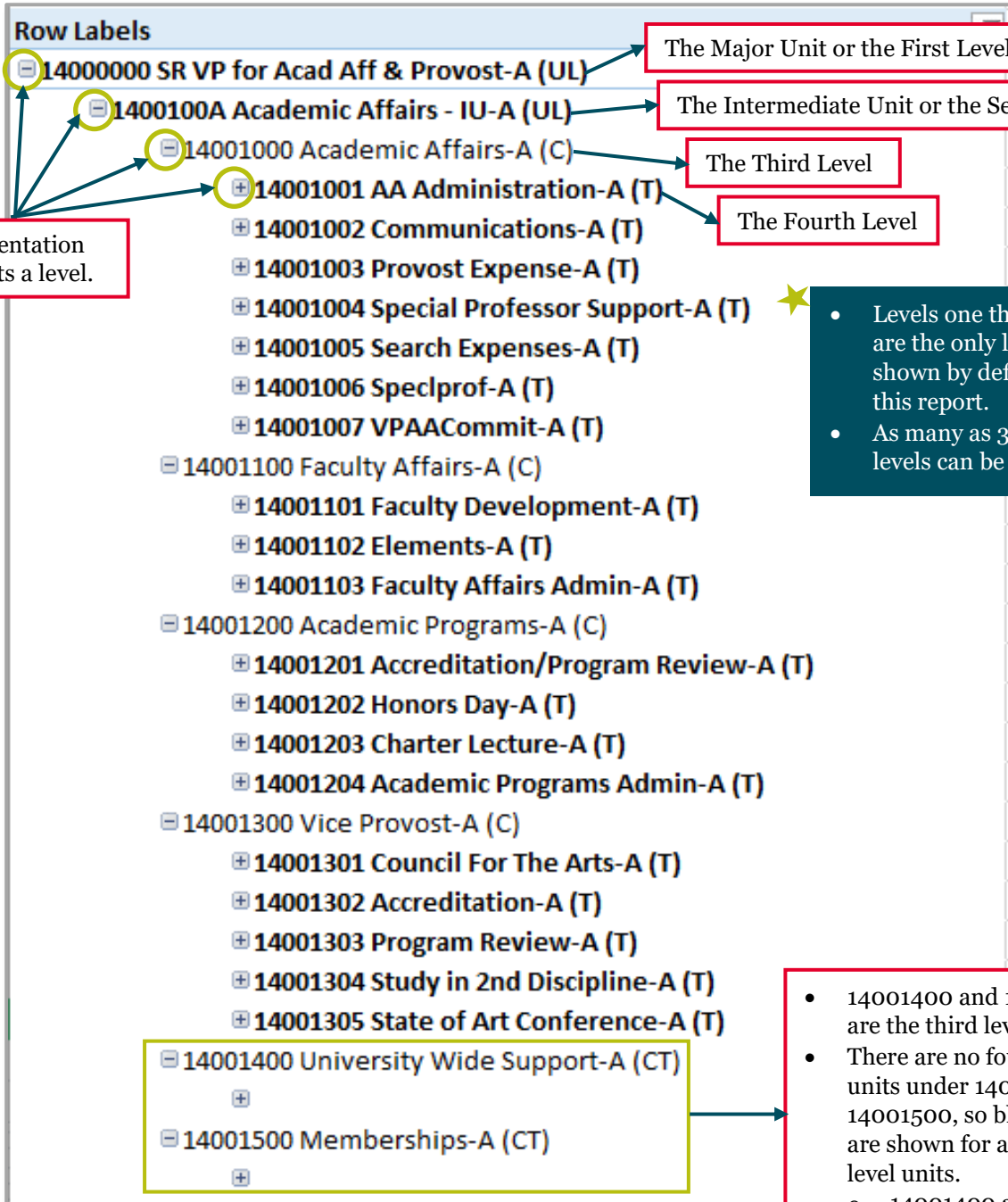
The following information is presented in the Financial Departments Tree document:

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	<ul style="list-style-type: none"> • [A] Active • [I] Inactive
BudOnly	<ul style="list-style-type: none"> • If the department is <i>Transactional with Control (CT)</i> or <i>Transactional (T)</i> and is marked Budget Only, only Budget Transactions can be made to the department. • Example: <ul style="list-style-type: none"> ○ 15400BUD Press Budget Holding-A-BudOnly (CT)
Control Type	<ul style="list-style-type: none"> • [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”?



Each indentation represents a level.

The Major Unit or the First Level

The Intermediate Unit or the Second Level

The Third Level

The Fourth 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.

Major Unit

- 10000000 Office of the President-A (UL)
- 14000000 SR VP for Acad Aff & Provost-A (UL)
- 42000000 VP for Instruction-A (UL)
- 43000000 VP for Research-A (UL)
- 51000000 VP Public Service & Outreach-A (UL)
- 57000000 VP for Student Affairs-A (UL)

Intermediate Unit

- 1400100A Academic Affairs - IU-A (UL)
- 15000000 Libraries-A (UL)
- 16000000 EITS (Enterprise IT Services)-A (UL)
- 17000000 College of Agric & Environ Sci-A (UL)
- 19000000 College of Arts & Sciences-A (UL)
- 20000000 Terry College of Business-A (UL)
- 21000000 College of Education-A (UL)
- 22000000 College of Engineering-A (UL)
- 23000000 College of Env & Design-A (UL)
- 24000000 College of Family & Consum Sci-A (UL)
- 25000000 Warnell Sch Of For & Nat Res-A (UL)
- 26000000 Odum School of Ecology-A (UL)
- 27000000 Graduate School-A (UL)
- 28000000 Coll of Journalism & Mass Comm-A (UL)
- 29000000 School of Law-A (UL)
- 30000000 College of Pharmacy-A (UL)
- 31000000 College of Public Health-A (UL)
- 32000000 Sch of Public & Intl Affairs-A (UL)
- 33000000 SSW School of Social Work-A (UL)
- 34000000 College of Veterinary Medicine-A (UL)
- 41000000 AU/UGA Medical Partnership-A (C)

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.

Intermediate Unit

- 1400100A Academic Affairs - IU-A (UL)
- 15000000 Libraries-A (UL)
- 16000000 EITS (Enterprise IT Services)-A (UL)
- 17000000 College of Agric & Environ Sci-A (UL)
- 19000000 College of Arts & Sciences-A (UL)
- 20000000 Terry College of Business-A (UL)
- 21000000 College of Education-A (UL)
- 22000000 College of Engineering-A (UL)
- 23000000 College of Env & Design-A (UL)
- 24000000 College of Family & Consum Sci-A (UL)
- 25000000 Warnell Sch Of For & Nat Res-A (UL)
- 26000000 Odum School of Ecology-A (UL)
- 27000000 Graduate School-A (UL)
- 28000000 Coll of Journalism & Mass Comm-A (UL)
- 29000000 School of Law-A (UL)
- 30000000 College of Pharmacy-A (UL)
- 31000000 College of Public Health-A (UL)
- 32000000 Sch of Public & Intl Affairs-A (UL)
- 33000000 SSW School of Social Work-A (UL)
- 34000000 College of Veterinary Medicine-A (UL)
- 41000000 AU/UGA Medical Partnership-A (C)

Row Labels

- 14000000 SR VP for Acad Aff & Provost-A (UL)
- 19000000 College of Arts & Sciences-A (UL)
- 19000100 FC Dean's Office Summary-A (UL)
- 19000200 FC LIFE SCIENCES-A (UL)
- 19000300 FC FINE & PERF ARTS-A (UL)
- 19000400 FC HUMANITIES/LANGUAGES-A (UL)
- 19410000 CLAS Classics Summary-A (UL)
- 19420000 CMLT Complit Summary-A (UL)
- 19440000 GRMN Germanic & Slavic Studies-A (UL)
- 19450000 HIST History-A (UL)
- 19460000 LING Linguistics-A (UL)
- 19470000 PHIL Philosophy-A (UL)
- 19480000 RELI Religion Summary-A (UL)
- 19490000 ROML Romance Languages-A (UL)
- 19720000 AFST African Studies-A (UL)
- 19755NAM NAMS Inst Native Amer Studies-A (CT)
- 19770000 LACS Unit-A (UL)
- 19000500 FC PHYSICAL & MATHEMATICAL SCI-A (UL)
- 19510000 CHEM Chemistry-A (UL)
- 19520000 CSCI Computer Science-A (UL)
- 19530000 GEOL Geology Summary-A (UL)
- 19540000 MATH Mathematics-A (UL)
- 19550000 PHYS Physics & Astronomy-A (UL)
- 19560000 STAT Statistics-A (UL)
- 19730000 ARTI Artificial Intelligence-A (UL)
- 19740000 Computational Chemistry-A (UL)
- 19745CMS CMS Ctr Metaloeny Studies-A (CT)
- 19000600 FC SOCIAL & BEHAVIORAL SCI-A (UL)
- 19610000 ANTH Anthropology-A (UL)
- 19620000 COMM Comm Studies Control-A (UL)
- 19630000 GEOG Geography Summary-A (UL)
- 19640000 PSYC Psychology-A (UL)
- 19650000 SOCI Sociology-A (UL)
- 19710000 AFAM African American Studies-A (UL)
- 19750000 CRIM Criminal Justice Sum-A (UL)



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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).

Major Unit
14000000 SR VP for Acad Aff & Provost-A (UL)
10000000 Office of the President-A (UL)
42000000 VP for Instruction-A (UL)
43000000 VP for Research-A (UL)
51000000 VP Public Service & Outreach-A (UL)
57000000 VP for Student Affairs-A (UL)

Intermediate Unit
1400100A Academic Affairs - IU-A (UL)
15000000 Libraries-A (UL)
16000000 EITS (Enterprise IT Services)-A (UL)
17000000 College of Agric & Environ Sci-A (UL)
19000000 College of Arts & Sciences-A (UL)
20000000 Terry College of Business-A (UL)
21000000 College of Education-A (UL)
22000000 College of Engineering-A (UL)
23000000 College of Env & Design-A (UL)
24000000 College of Family & Consum Sci-A (UL)
25000000 Warnell Sch Of For & Nat Res-A (UL)
26000000 Odum School of Ecology-A (UL)
27000000 Graduate School-A (UL)
28000000 Coll of Journalism & Mass Comm-A (UL)
29000000 School of Law-A (UL)
30000000 College of Pharmacy-A (UL)
31000000 College of Public Health-A (UL)
32000000 Sch of Public & Intl Affairs-A (UL)
33000000 SSW School of Social Work-A (UL)
34000000 College of Veterinary Medicine-A (UL)
41000000 AU/UGA Medical Partnership-A (C)

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.

Row Labels
10000000 Office of the President-A (UL)
1000100A President's Office-A (UL)
10001000 President's Office-A (CT)

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

Select field:
Major Unit

Sort A to Z
Sort Z to A
More Sort Options...

Clear Filter From "Major Unit"

Label Filters
Value Filters

Search

- (Select All)
- 10000000 Office of the President-A (U
- 14000000 SR VP for Acad Aff & Provos
- 42000000 VP for Instruction-A (UL)
- 43000000 VP for Research-A (UL)
- 51000000 VP Public Service & Outrec
- 57000000 VP for Student Affairs-A (UI

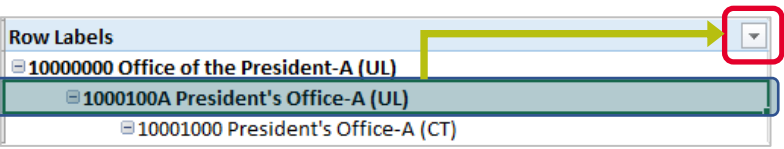
OK Cancel

After selecting the Major Unit, click the **OK** button.



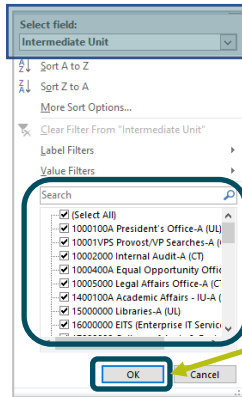
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3. a. If you wish to go directly to the Intermediate Unit, place the cursor on a row for an Intermediate Unit (e.g., the second level, so 1000100A President's Office-A (UL)).



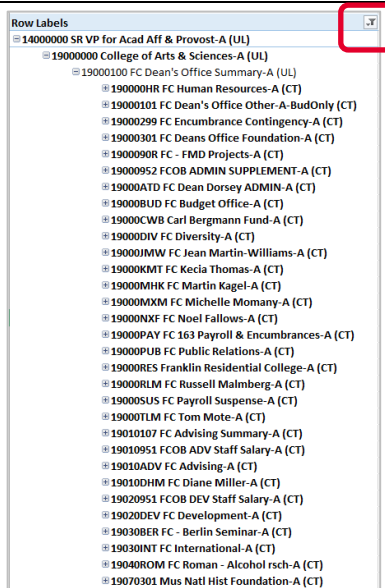
b. Select the down arrow by the Row labels header.

4. Select or start typing the Intermediate Unit you wish to view.

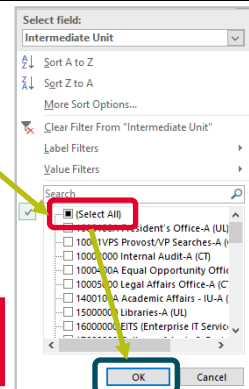
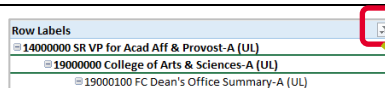


After selecting the Intermediate Unit, click the **OK** button.

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).



After selecting the (Select All) option, click the **OK** button.



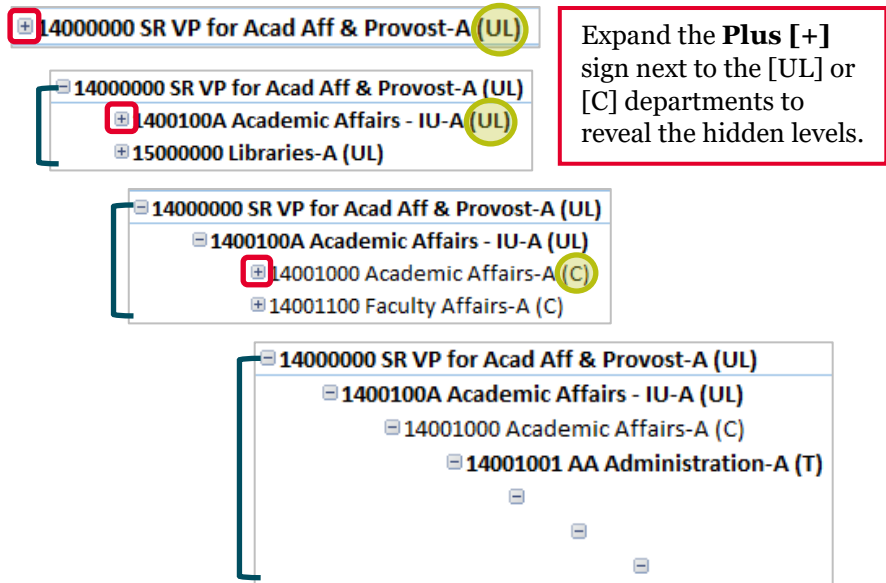
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How to Drill Down Further

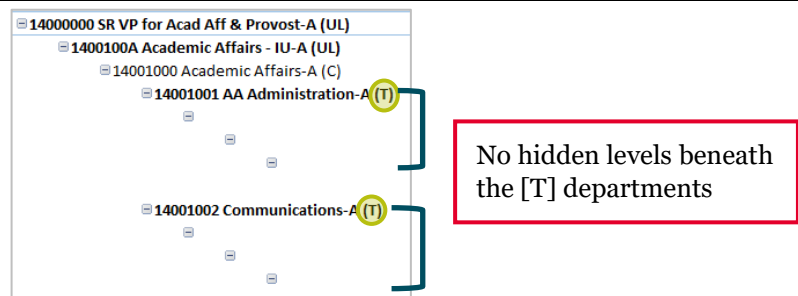
The department spreadsheet is delivered with only the first four levels of the tree shown (Major, Intermediate, and two additional sub-levels). This is because the number of levels vary from 2 to 7 between units and department groups. If you expand the tree to show all of the levels, the tree becomes 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?

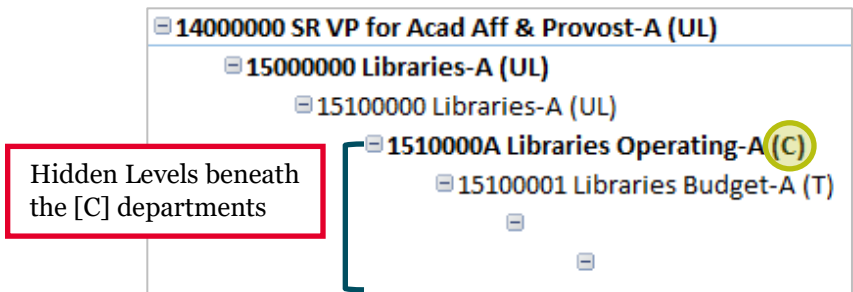
- If there is a **Plus [+]** sign to the left of a department that is marked an *Upper Level (UL)* or *Control Only (C)*, there are hidden levels beneath them.



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



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

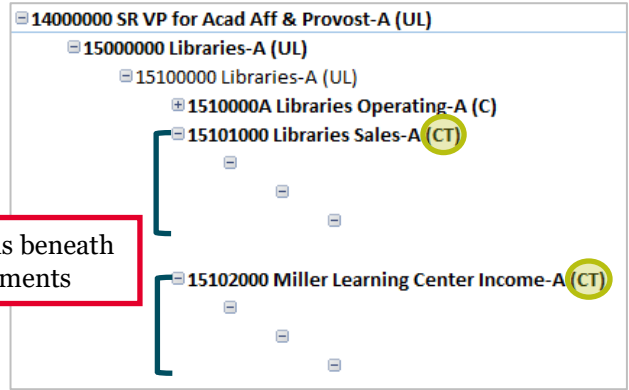




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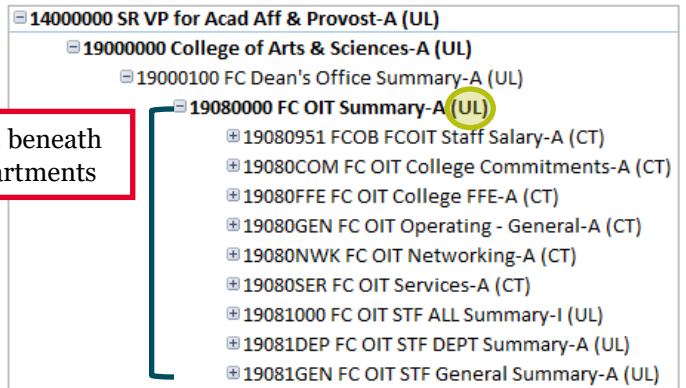
- If the departments are *Transactional with Control (CT)* departments, there are no hidden levels.

No hidden levels beneath the [CT] departments



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

Hidden levels beneath the [UL] departments

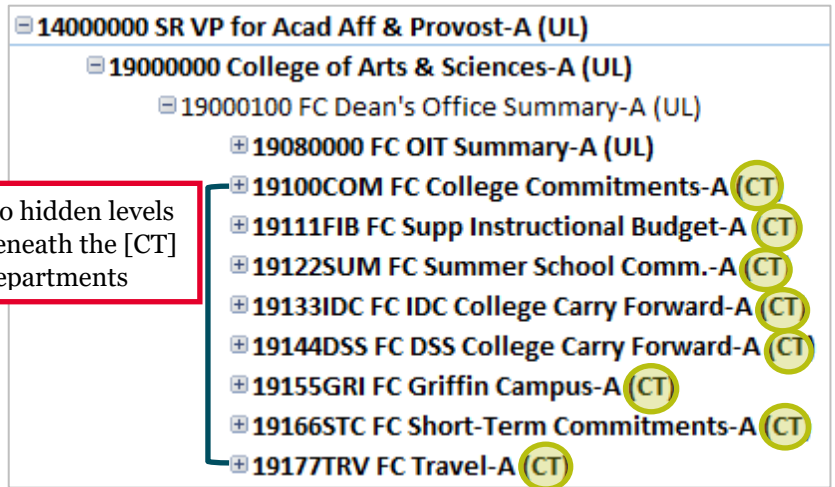


How do you reveal the hidden levels?

- 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.

No hidden levels beneath the [CT] departments

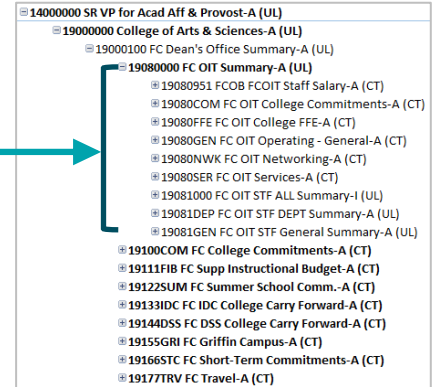
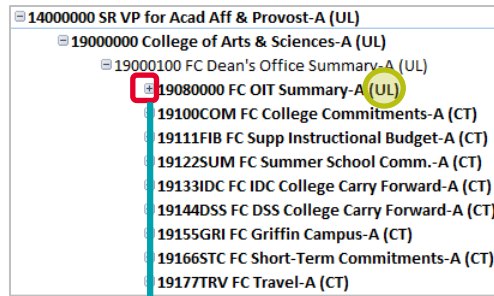




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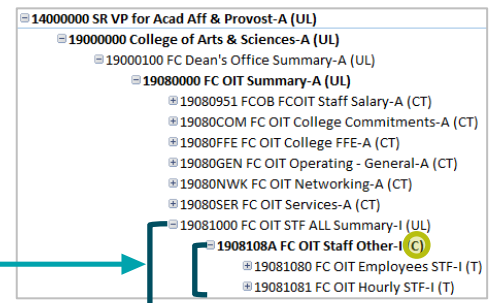
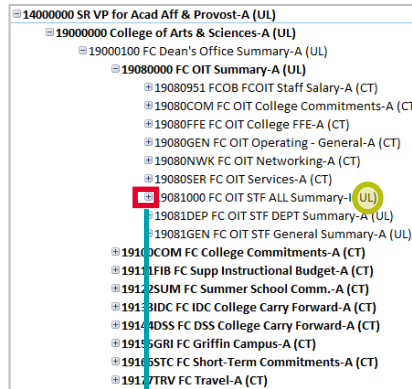
- Only 1908000, an *Upper Level* (UL) department, has hidden levels. In this case, it would make more sense to selectively expand the tree.

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.





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- 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.

The screenshot shows a hierarchical tree of departments. The top level is '14000000 SR VP for Acad Aff & Provost-A (UL)'. Under it is '19000000 College of Arts & Sciences-A (UL)'. Further down is '19080000 FC OIT Summary-A (UL)'. The department '19081DEP FC OIT STF DEPT Summary-A (UL)' is highlighted with a red box and a plus sign. An arrow points from this department to a zoomed-in view of its sub-departments: '19081210 FC OIT Biochemistry STF-A (CT)', '19081220 FC OIT Bio Sciences STF-A (CT)', and '19081230 FC OIT Cellular Biology STF-A (CT)'. Each of these sub-departments has a yellow circle with 'CT' next to it.

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.

- 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.

The screenshot shows a department tree with the '15000000 Libraries-A (UL)' department expanded. It lists several sub-departments: '15100000 Libraries-A (UL)', '15200000 Libraries Materials-A (C)', '15400000 The Press-A (UL)', and '15500000 Georgia Review-A (UL)'. Each sub-department has a yellow circle with its type (UL or C) next to it.

- 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.

The screenshot shows a context menu for a selected row in the department tree. The row '1510000A Libraries Operating-A (C)' is highlighted with a yellow box. A red box labeled 'a. Right-click the selected row.' points to the row. The context menu is open, and the 'Expand/Collapse' option is highlighted with a yellow box. A red box labeled 'b. Click the Expand/Collapse menu item.' points to this option. A sub-menu is open for 'Expand/Collapse', and the 'Expand Entire Field' option is highlighted with a yellow box. A red box labeled 'c. Click the Expand Entire Field option.' points to this option. The sub-menu also shows other options like 'Expand to "Level 6"', 'Expand to "Level 7"', 'Expand to "Level 8"', and 'Expand to "Level 10"'. The 'Expand Entire Field' option is the most prominent one.



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3. These steps reveal the next level departments.

Next level departments

- ▣ 14000000 SR VP for Acad Aff & Provost-A (UL)
- ▣ 15000000 Libraries-A (UL)
- ▣ 15100000 Libraries-A (UL)
- ▣ 1510000A Libraries Operating-A (C)
- ▣ 15100001 Libraries Budget-A (T)
- ▣ 15100ARC Lib Archival Supplies-A (T)
- ▣ 15100CMP Lib Computer Hardware&Software-A (T)
- ▣ 15100CPY Lib Costs - Copy, Micro, Scan-A (T)
- ▣ 15100DDS Lib Document Destruction-A (T)
- ▣ 15100FMD Lib FMD-A (T)
- ▣ 15100GNP Lib Georgia Newspaper Project-A (T)
- ▣ 15100MKS Lib Makerspace-A (T)
- ▣ 15100PHN Lib Phone-A (T)
- ▣ 15100TEL Lib Telecommunications-A (T)
- ▣ 15100VTM Lib Vehicle-A (T)
- ▣ 15199994 Wormsloe Historic Site-A (T)
- ▣ 15199995 SCL Special Event Sales-A (T)
- ▣ 15199996 Stone Mtn Sale Real Property-A (T)
- ▣ 15199997 OER Fund-A (T)
- ▣ 15199998 Dees Estate Funding-A (T)
- ▣ 15199999 Georgia Capitol Museum-A (T)

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).