ChartFields - Finding Department ID Codes

The 8-digit Department ID codes identify the department responsible for the fiscal transaction. In a Department ID code:

- First 2 digits = the college
- Second 2 digits = the department
- Last 4 digits = division/subdivision

Scenario: This simulation demonstrates how to find values for the Department ID ChartField. It will lead you through the steps to:
- Find all DeptID values
- Define the search for a range of values

Navigate through Nav Bar > Main Menu > Financials > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values

Finding all Department code values:

1. Click the Search button.

2. Note that without specifying a Department value, the Search command displays a scrollable list of the first 300 values.
Finding all 62xxxxxx Department code values:  
You can narrow the search by providing more information in the set of search parameters. By specifying a range of Department ID values, for example, you can define the search to display all 8-digit Department IDs within the range

3. Click in the **Department** field.

4. Enter the desired Department ID into the **Department** field. In this example, enter "62".

5. Click the **Search** button.

6. Note the number of records displayed that this search command retrieved in the HR (62000000) series.

Finding all 55xxxxxx Department code values:  
In this example you will define the search to find DeptIDs for the UF Libraries.

7. Double click on the "62" currently in the **Department** field.

8. Enter the desired Department ID into the **Department** field. In this example, enter "55".

9. Click the **Search** button.

10. Scroll to see all available results, if needed.

11. Click the **Clear** button to set up for another search example.  
    **Note:** Clicking the Clear button will remove all search criteria, including the SetID (UFLOR).

Finding all HR Departments:  
In this example you will search for departments by entering data into the Description field.

12. Click in the **SetID** field.

13. Enter the desired SetID into the **SetID** field. In this example, enter “UFLOR”.

14. Click in the **Description** field.

15. Enter the desired descriptive information into the **Description** field. In this example, enter “HR”.

16. Click the **Search** button.

17. Note the number of DeptIDs whose Description field begins with "HR" as specified.

18. Click the **Clear** button.
In this simulation you learned how to:

- Search for a list of all DeptID values
- Narrow the search to find a range of DeptIDs by using the Department field and the Description field.

If you need help with...

- Technical issues, contact the UF Help Desk:
  392-HELP
  helpdesk@ufl.edu

- Policies and Directives, contact the General Accounting Office:
  392-1326
  GLjournal@admin.ufl.edu
  http://www.fa.ufl.edu/departments/general-accounting/

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