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## 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**

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### Finding all Department code values:

The screenshot shows a search interface titled "Department". Below the title is the instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." There is a tab labeled "Find an Existing Value". Below the tab, there is a field for "Maximum number of rows to return (up to 300):" with the value "300" entered. There are three search criteria fields: "SetID:" with a dropdown set to "=" and a text box containing "UFLOR"; "Department:" with a dropdown set to "begins with" and an empty text box; and "Description:" with a dropdown set to "begins with" and an empty text box. There are two checkboxes: "Include History" and "Case Sensitive", both of which are unchecked. At the bottom, there are buttons for "Search" and "Clear", and links for "Basic Search" and "Save Search Criteria".

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.

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### 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.

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### 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).

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### 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](mailto:helpdesk@ufl.edu)
- Policies and Directives, contact the General Accounting Office:  
392-1326  
[GLjournal@admin.ufl.edu](mailto:GLjournal@admin.ufl.edu)  
<http://www.fa.ufl.edu/departments/general-accounting/>

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