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

**Navigation:** Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values > Department

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 62xxxxxxx 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 “85”.
5. Click the Search button.
6. Note the number of records displayed that this search command retrieved in the HR (85010000) series.

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

7. Double click on the “85” 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 (FLPTU).

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 “FLPTU”.
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.