

## Chartfield Details

Chartfield Type	SetID
Type of Change	Effective Status
Effective Date	Effective date will normally commence at the beginning of a specific year
Similar Chartfield	Input a Chartfield with similar characteristics (if applicable).

## Department Details

Department ID	
Description (30 char)	Short Descr (10 char)
Long Description (60 char)	
Manager's Employee ID	Manager's Name
<input type="checkbox"/> Payroll Related <input type="checkbox"/> Teaching Related <input type="checkbox"/> Research Related <input type="checkbox"/> Budgetary Only	Select this checkbox only if you dont want transactions posted to this chartfield.
Valid Fund Code Rules for Dept ID	
<input type="checkbox"/> AT001 <input type="checkbox"/> CPF01 <input type="checkbox"/> DEV01 <input type="checkbox"/> DOD01 <input type="checkbox"/> DOD02 <input type="checkbox"/> DOD03 <input type="checkbox"/> DOD04 <input type="checkbox"/> HFUND <input type="checkbox"/> IR001 <input type="checkbox"/> IR002 <input type="checkbox"/> IR003 <input type="checkbox"/> LT001 <input type="checkbox"/> NP001 <input type="checkbox"/> NP002 <input type="checkbox"/> NP003 <input type="checkbox"/> OP002 <input type="checkbox"/> OP003 <input type="checkbox"/> OP004 <input type="checkbox"/> OP005 <input type="checkbox"/> OP006 <input type="checkbox"/> OP007 <input type="checkbox"/> OP008 <input type="checkbox"/> OP009 <input type="checkbox"/> OP010 <input type="checkbox"/> OP011 <input type="checkbox"/> OP012 <input type="checkbox"/> OP013 <input type="checkbox"/> OP014 <input type="checkbox"/> QA001 <input type="checkbox"/> SIR20 <input type="checkbox"/> SIR30 <input type="checkbox"/> SIR40 <input type="checkbox"/> SIR50 <input type="checkbox"/> SIR60 <input type="checkbox"/> SIR70 <input type="checkbox"/> SIR80 <input type="checkbox"/> SPF01 <input type="checkbox"/> SPF02 <input type="checkbox"/> SPF03 <input type="checkbox"/> SPF04 <input type="checkbox"/> SPF05 <input type="checkbox"/> UCG01	
Purpose/Reason for action	

HR Lookup Dept Type HR Lookup Dept Function

**Inactive Change Procedure** *All Assets in the AM system need to be transferred. All balances in Asset & Liability accounts need to have a zero balance. To achieve this, advise the replacement department that all balances should be transferred to in the Replacement Department below. The Management Accountant is responsible to take action to clear these balances.*

Replacement Department ID

## Reporting Structure

Parent Reporting Node

Child node(s) reporting to New Department

Calumo Parent node (if different to above)

## Originator Details

Name Faculty Contact No

## Approving Manager Details

Name Faculty Contact No

*Approving Manager (Finance Business Partner) acknowledges formal approval has been granted & complies with [section 7.3 of DoA](#)*

## Director of Finance Approval (submit completed form to MR&A Approver using email button above)

Approved By \_\_\_\_\_ Date \_\_\_\_\_

**It is not necessary to print this form.**

All requests must be submitted electronically to MR&A for approval. MR&A will send final approval to [financehelp@unsw.edu.au](mailto:financehelp@unsw.edu.au)

## Finance Use Only

### Organisation Trees Maintained

ALL\_ORGS
  ALL\_ORGS\_UNSW
  ALL\_ORGS\_ALLYR
  ALL\_ORGS\_CALUMO
  ALL\_ORGS\_BUDGET

### Configuration Activities

Department Maintained
  Fund Combination Rule(s) added for FUND\_DEPT definition
  Inactive DEPTID Procedure  
 Dept Chartfield Attribute Maintained - Field Name PROJECT\_ID (budget only not to be added)
  HR, Student, Research & Calumo Advised

Date \_\_\_\_\_ Actioned By \_\_\_\_\_ Comments \_\_\_\_\_