

Chartfield Details

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

Department Details

Department ID		Short Descr (10 char)	
Description (30 char)			
Long Description (60 char)			
Manager's Employee ID		Manager's Name	
Payroll Related	Teaching Related	Research Related	<input type="checkbox"/> Budgetary Only <small>Select this checkbox only if you dont want transactions posted to this chartfield.</small>
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
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Approving Manager Details

Name	Faculty	Contact No
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Approving Manager (Finance Manager) acknowledges formal approval has been granted & complies with section 7.3 of DoA

Director of Finance Approval (submit completed form to DSFP Approver using email button above)

Approved By _____ Date _____

It is not necessary to print this form.

All requests must be submitted electronically to DSFP for approval. DSFP will send final approval to finsys@unsw.edu.au

FinSys 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 _____