

Department Code Maintenance

The Department Code (DepCode) is a randomly assigned, six-digit numerical code that allows the campus to:

- Identify organizational structure, ownership, and responsibility
- Generate reports
- Track assets
- Allow access to on-line systems
- Identify home departments

In the Account/Fund Profile (AFP) System, DepCode is an attribute for DPA, Fund, Program Code, and NCA that indicates ownership.

The DepCode System provides a flexible tool for creating, within a department or unit, divisions and layers of reporting hierarchy. There are four type codes that indicate a department's level in the reporting hierarchy:

- **Campus** is the top level in the hierarchy. The Chancellor is the only department at this level.
- **Control Points** are the next level in the hierarchy and report directly to the Chancellor.
- **Departments** are the next level in the hierarchy and report to Control Points.
- **Divisions** are the next level in the hierarchy and report to Departments or other Divisions.

Parent Departments

The hierarchy is maintained by defining a parent department for each DepCode. Every department has a parent except the Chancellor's DepCode. The parent department for each of the Control Points is the Chancellor's DepCode, and the parent department for the Department of Medicine is the School of Medicine DepCode.

Organization Unit Code (OUC)

Every Department Code also has an Organization Unit Code (OUC) associated with it. The OUC was developed for the Affirmative Action Office to use in identifying departments' work force units.

Department Code Requests

New Department Codes and Department Code changes are processed as follows:

- **New DepCodes:** Because of the enormous complexity associated with adding, discontinuing, or re-enabling Department Codes, all requests for a new DepCode must be submitted to and approved by the Control Points. (See the AFP and Department System Overview for a list of Control Points.)
- **Change to Parent Reporting:** Same as above.
- **Change in other DepCode attributes or Department Role Assignment:** The Department Head or Business Officer can request a change in the roles. When someone assigned to one of the DepCode roles leaves the University, notification is sent to the department to change the role. It is very important that departments regularly review role assignments, which are available in WebLinks.

Department Functions

The Department System Menu screen below shows the Functions used for maintaining Department Codes.

```

UCFMNU0-M0795                Department System                04/20/05 19:18:50
                               Department System Menu          Userid: SFTSTJK

- DPAD Department Add
- DPUP Department Update
- DPDL Department Delete
- DPDS Single Department Display
- DPBR Department Browse

-
- DPDF DEP Functional Role Display
- DPUF DEP Functional Role Update
- DADR DEP Mail Stop Update
- DPDC Children Department Display

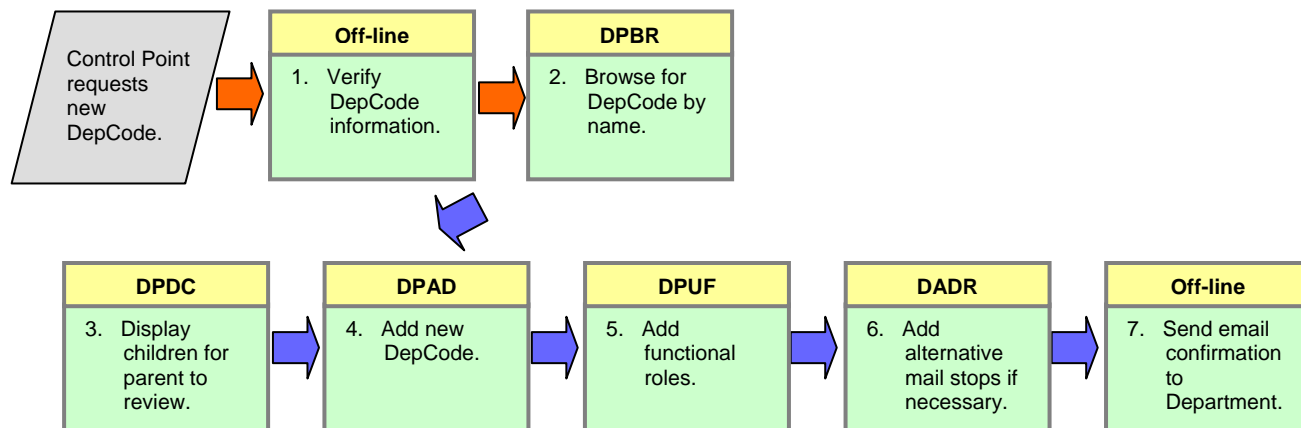
-
- DPAG Program Code Add
- DPUG Program Code Update
- DPDG Program Code Delete
- DPGD Single Program Code Display
- DPGB Program Code Browse
Next Func: █ Dep: _____ SName: _____ PgmCd: _____ Tree/Ent: _____

===>
PF:  1-Help                3-PrevMenu  4-Print
PF:  9-Jump                12-Exit
  
```

- Use the Department Functions on the left side of the menu to:
 - Add, update, display, and list Department Codes
 - Maintain department functional roles
 - Update department function specific mail stops or addresses
 - Display children departments for a Department Code
- Use the Entity Functions on the right to add, update, delete, display, or browse the entities in the department hierarchy. Currently, these entities are Campus, Control Points, Departments and Divisions.
- Use the Tree Functions on the right to maintain or display the Department Tree structure.

Steps to Add a Department Code

Control Points initiate the set-up of a new Department Code (DepCode) by submitting a request to the Controller's Office.



Step 1: Verify Department Code Information

1. Verify the information for the new Department Code is complete and that the request has been authorized by the Control Point.
2. If a new OUC must be assigned, coordinate with the Affirmative Action Office and Administrative Information Systems (AIS) on setting up a the new **OUC** number, and ensure the **OUC Title** is consistent with the **Department Name**. Refer to the [Organization Unit Code \(OUC\) List](#).
3. Gather all information before starting:
 - OUC and Division Codes (required)
 - Department Name (required and must be unique)
 - Abbreviated or Short Name (required and must be unique)
 - Directory Name (if different)
 - Parent (required)
 - Building Code, Campus Box, or other Address information (at least one is required)
 - Telephone and Fax numbers
 - Department Head
 - Business Officer
 - Other Functional Roles
 - Email and URL

Step 2: Browse for Department Code (DPBR)

- First browse for the new department by name to make sure it was not already established. Type **DPBR** in **Next Func** and press **<Enter>** to display the Department Browse screen.
 - To **Sort by Abbreviated** or **Short Name** – Type the Abbreviated Name or the first several characters in **SName** and press **<Enter>**. This provides an alphabetical listing of DepCodes starting with those characters. Since Department Code numbers are randomly assigned, it is easier to search by name.
 - Sort by DepCode** – Type the first several digits of the DepCode (e.g., 212 or 478) in **Dep** and press **<Enter>**. This provides a listing of DepCodes starting with those characters. **Note:** Ignore the error message that displays, the system will still list department codes starting with those characters.
- Verify the department does not exist. Press **<F8>** to page forward.

```
UCFMNU0-M0795          Department System          04/20/05 18:08:13
                        Department System Menu      Userid: SFTSTJK

_ DPAD Department Add          _ DEAD Entity Add
_ DPUP Department Update       _ DEUP Entity Update
_ DPDL Department Delete       _ DEDL Entity Delete
_ DPDS Single Department Display _ DEDS Entity Display
_ DPBR Department Browse       _ DEBR Entity Browse

_ DPDF DEP Functional Role Display _
_ DPUF DEP Functional Role Update _
_ DADR DEP Mail Stop Update     _ DTAD Tree Add
_ DPDC Children Department Display _ DTUP Tree Update
_ DPAG Program Code Add         _ DTDL Tree Delete
_ DPUG Program Code Update      _ DTDS Tree Display
_ DPGD Single Program Code Display _ DTBR Tree Browse
_ DPGC Program Code Delete      _
_ DPGD Single Program Code Display _
_ DPGC Program Code Delete      _
_ DPGD Single Program Code Display _
_ DPGC Program Code Delete      _
_ DPGD Single Program Code Display _
_ DPGC Program Code Delete      _

Next Func: DPBR Dep: _____ SName: ACC Tree/Ent: _____

===>
PF: 1-Help
PF:
```

```
SFDPBR0 E0XXX          Department System          04/20/05 18:09:26
                        Department Browse           Userid: SFTSTJK

Short Name      Department Name      Entity      DeptCd
ACC
ACCOUNTING      ACCOUNTING            DIVISION    127311
ACCTG-CAMPWIDE  ACCOUNTING-CAMPUSWIDE DEPARTMENT  752563
ACCTG-CMPS-PLNT ACCOUNTING-CAMPUSWIDE-PLANT DEPARTMENT  565221
ACCTG-OPER      ACCOUNTING-OPERATIONS DIVISION    478021
ACD AFF/PERSONL ACAD AFFAIRS/PERSONNEL OFFICE DIVISION    713160
ADMIN SVCS      ADMINISTRATIVE SERVICES OFFICE DIVISION    792654
ADULT CARDIO    ADULT CARDIO-THORACIC DIVISION    555759
AFFIRMATIVE ACT AFFIRMATIVE ACTION    DIVISION    178113
AGRC            AGRC                  DIVISION    756239
AIDS HLTH PROJ  PSYCH-AIDS HEALTH PROJECT DIVISION    303674
ALARM PROG ADM  ALARM PROGRAM ADMINISTRATION DIVISION    715202
ALDEA          HOUSING ALDEA        DIVISION    966020
ANESTH SFGH-RC ANESTH SFGH-RESPIRATORY CARE DIVISION    700209

Next Func: █ Dep: _____ SName: _____ PgmCd: _____ Tree/Ent: _____

===>
PF: 1-Help          3-PrevMenu 4-Print
PF: 7-Backward 8-Forward 9-Jump          12-Exit
```

Step 3: Display Children Departments for Parent (DPDC)

Verify the reporting structure to ensure that the parent is the correct Department Code. Use this screen when adding or changing reporting structures to ensure that all DepCodes have been taken into account.

1. Type **DPDC** in **Next Func** and the parent DepCode in **DEP**. Press **<Enter>** to display the Children Department Display screen.
2. This lists all departments that are subordinates (or children) of that DepCode.
3. Review the parent and children **Department Names** and **Short Names** for consistency (e.g., S/M Department of Medicine).

```

SFPDPC0-DPSVR                Department System                04/20/05 18:17:15
                                Children Department Display          Userid: SFTSTJK

Short Name      Full Name                DeptCd  Entity Id  Tree
CONTROLLER     CONTROLLER                767628  DEPARTMENT PRIMARY

ACCTG-OPER     ACCOUNTING-OPERATIONS    478021  DIVISION
INTERNAL CNTRL  INTERNAL CNTRL & ACCOUNTABI 877144  DIVISION } Children

Next Func: █ Dep: _____ SName: _____ PgmCd: _____ Tree/Ent: _____

===> _____
PF: 1-Help          3-PrevMenu  4-Print
PF: 7-Backward     8-Forward   9-Jump      12-Exit
  
```

Step 4: Add New Department Code (DPAD)

1. Type **DPAD** in **Next Func** and press **<Enter>** to display the Department Add screen.
2. Enter data in the fields on the screen as applicable, using the [Department Code Data Elements](#) reference.
3. Press **<Enter>** to perform Range/Value edits and to obtain the auto-assigned **Department Code**.
 - The screen is populated with code names and default values.
 - If there is an edit error, the field will be highlighted. Edit messages are displayed in the system message area at the bottom of the screen.
 - Correct the highlighted field(s), and press **<Enter>**.
4. If there are no errors, the message **Input accepted** is displayed in the footer at the bottom of the screen. Write down the **Department Code** number that is assigned as it disappears from the screen when you update.
5. Press **<F5>**, the message **Update Process Complete** is displayed in the footer at the bottom of the screen. Proceed to Step 4.

```

SFDPUPO-XXXXX      Department System      04/20/05 18:41:39
                   Department Add         Userid: SFTSTJK

Dept Cd: 720982    Begin Date: 042005 End Date: 999999 OUC: 1365 Div: __
Type Cd: DIVISION Description: Division
Name: ACCOUNTING-SYSTEMS Abbrev Name: ACCIG-SYS
Dir Name: Accounting-Systems Mnemonic: ACC
Parent: 767628 EffDt: 042005 Parent Name: CONTROLLER
Bldg Cd: 2415 Room: 425 Campus Box/Suffix: 0812 US Frgn: _
Address: 1855 Folsom Street, MCB 2:
City: San Francisco State: CA Zip: 94143
Country: Province: Postal Code:
Telephn: 415 476 1247 x: Second Telephn: x:
Fax: 415 476 9978 x:
Dpt Head: 004742007 BegDt: 042005 EndDt: 999999 Name: DIAMOND,LADENE
Bus Ofcr: 026177009 BegDt: 042005 EndDt: 999999 Name: NORRIS,RON A
E-mail:
URL: http://www.acctg.ucsf.edu/
    
```

```

Next Func: ___ Dep: ___
U0001 Input accepted
==>
PF: 1-Help 2-Cancel
PF:
    
```

```

SFDPUPO-XXXXX      Department System      04/20/05 18:42:06
                   Department Add         Userid: SFTSTJK

Dept Cd:           Begin Date: 042005 End Date: 999999 OUC: ___ Div: __
Type Cd:           Description:
Name:              Abbrev Name:
Dir Name:          Mnemonic:
Parent:            EffDt: 042005 Parent Name:
Bldg Cd:           Room: Campus Box/Suffix: US Frgn: _
Address:           2:
City:              State: Zip:
Country:           Province: Postal Code:
Telephn:           x: Second Telephn: x:
Fax:               x:
Dpt Head:          BegDt: EndDt: Name:
Bus Ofcr:          BegDt: EndDt: Name:
E-mail:
URL:

Next Func: ___ Dep: ___ SName: PgmCd: Tree/Ent:
U0007 Update process complete
==>
PF: 1-Help 3-PrevMenu 4-Print 5-Update
PF: 9-Jump 12-Exit
    
```

Step 5: Add the Functional Roles (DPUF)

Each DepCode has a set of Role Responsibilities. These roles allow access to systems, information, and campus notifications. Each time a new DepCode is set up, Role Responsibilities should be defined. Only UCSF employees may be assigned to a role. Neither consultants nor temporary people may be assigned DepCode roles. Computer Support Coordinator (CSC), Access Administrator (AA), and Equipment Custodian (EQC) may have multiple people assigned to the role. The seven Department roles are:

- Department Head (**HEAD**)
- Business Officer (**BUS**)
- Financial Analyst (**FINA**)
- Payroll/Personnel Analyst (**PPA**)
- Computer Support Coordinator (**CSC**)
- Access Administrator (**AA**)
- Equipment Custodian (**EQC**)

Department Head (Head) and Business Officer (BUS) may be defined on the Department Add (DPAD) or Department Update (DPUP) screens, which populates the Functional Roles (DPUF) screen. Access Administrator (AA) is an important role because they request access to PeopleSoft, OLPPS, WebLinks and other systems for departmental users.

1. Type **DPUF** in **Next Func** and press **<Enter>** to display the DEP Functional Role Update screen. If the Business Officer and Department Head roles were entered on the Department Add (DPAD) screen, they are populated in the Functional Roles table and displayed on the screen.

SFDPUF0-A4453		Department System		04/20/05 18:44:07	
		DEP Functional Role Update		Userid: SFTSTJK	
<u>Role Title</u>		<u>Department Name</u>		<u>Entity</u>	<u>DeptCd</u>
Business Officer		Accounting-Systems		DIVISION	720982
				<u>List</u>	<u>BUS</u>
				<u>HEAD</u>	
<u>Beg Dt</u>	<u>End Dt</u>	<u>Id Number</u>	<u>Name</u>	<u>Title</u>	
042005	999999	026177000	NORRIS, RON A	MANAGER (FUNCTIONAL)	
_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	
Next Func: _____ Dep: _____ SName: _____ PgmCd: _____ Tree/Ent: _____					
===>					
PF:	1-Help	3-PrevMenu	4-Print	5-Update	
PF:	8-Forward	9-Jump	12-Exit		

- To add a role, place the cursor on the Command line. Type "add" and the role acronym (shown in bold on the previous page's list of roles). The example below shows adding the **EQC** or Equipment Coordinator role.

```

SFDFUF0-A4453          Department System          04/20/05 18:44:07
                        DEP Functional Role Update      Userid: SFTSTJK

  Role Title          Department Name          Entity  DeptCd  List
  Business Officer  Accounting-Systems          DIVISION 720982  BUS
                                                HEAD

  Beg Dt  End Dt  Id Number          Name          Title
  042005  999999  006177000  NORRIS, RON A  MANAGER (FUNCTIONAL
  _____
  _____
  _____
  _____
  _____
  _____

  Next Func:  ___ Dep:  ___ SName:  ___ PgmCd:  ___ Tree/Ent:  ___

  == add EQC █
  PF: 1-help          3-PrevMenu 4-Print  5-Update
  PF: 8-Forward      9-Jump          12-Exit
  
```

- Press **<Enter>** to display the screen for the role.
- Type in the date the employee begins the role (defaults to today's date), the date employee ends the role (**required**), and the Employee ID number. For the **EQC** and **CSC** roles, tab to the next line and continue entering **Begin Date**, **End Date**, and employee **ID Number** for additional employees assigned that role.

Note: If you type in a **Begin Date** and **End Date** but leave Employee ID blank, and update, the system adds a line that you will not be able to delete.

```

SFDFUF0-A4453          Department System          04/20/05 18:48:14
                        DEP Functional Role Update      Userid: SFTSTJK

  Role Title          Department Name          Entity  DeptCd  List
  Equipment Custodian  Accounting-Systems          DIVISION 720982  BUS
                                                HEAD

  Beg Dt  End Dt  Id Number          Name          Title
  042005  999999  002500307
  █ _____
  _____
  _____
  _____
  _____

  Next Func:  ___ Dep:  ___ SName:  ___ PgmCd:  ___ Tree/Ent:  ___
  U0001 Input accepted
  ==>
  PF: 1-Help          2-Cancel          4-Print  5-Update
  PF: 7-Backward      9-Jump
  
```

- When you are finished entering the **Begin Date**, **End Date**, and employee **ID Number** for the employee(s) assigned the role, press **<F5>** to update. The system takes you to the first role defined for the department. In the example, it is the Business Officer.
- To display the role and verify the Name(s), place your cursor in the first character of the role in the List column, and press **<Enter>**. **Note:** You may also use **<F8>** to page forward to the role.

```

SFDPUF0-A4453          Department System          04/20/05 18:50:27
                        DEP Functional Role Update      Userid: SFTSTJK

      Role Title          Department Name          Entity  DeptCd  List
  Business Officer      Accounting-Systems      DIVISION 720982  BUS
                                                                EQC
  Beg Dt  End Dt  Id Number          Name          Title
  042005  999999  026177000  NORRIS, RON A  MANAGER (FUNCTIONAL
  _____
  _____
  _____
  _____
  _____
  _____

Next Func:  ___ Dep:  ___ SName:  ___ PgmCd:  ___ Tree/Ent:  ___
U0007 Update process complete
===>
PF:  1-Help          3-PrevMenu  4-Print    5-Update
PF:           8-Forward  9-Jump          12-Exit
  
```

- Continue to add roles by repeating steps 2-6.

```

SFDPUF0-A4453          Department System          04/20/05 18:58:40
                        DEP Functional Role Update      Userid: SFTSTJK

      Role Title          Department Name          Entity  DeptCd  List
  Access Administrator  Accounting-Systems      DIVISION 720982  AA
                                                                BUS
  Beg Dt  End Dt  Id Number          Name          Title
  042005  999999  026105921  LENOX, LINDA M.  ADMIN/COORD/OFFICER(
  _____
  _____
  _____
  _____
  _____
  _____

Next Func:  ___ Dep:  ___ SName:  ___ PgmCd:  ___ Tree/Ent:  ___
U0007 Update process complete
===>
PF:  1-Help          3-PrevMenu  4-Print    5-Update
PF:           8-Forward  9-Jump          12-Exit
  
```

- To update a role assignment, place your cursor beside the role in the List column, and press **<Enter>**.

```

SFDPUF0-A4453          Department System          04/20/05 18:58:40
                        DEP Functional Role Update      Userid: SFTSTJK

      Role Title          Department Name          Entity  DeptCd  List
Access Administrator    Accounting-Systems    DIVISION 720982  AA
                        BUS
                        CSC
Beg Dt  End Dt  Id Number  Name          Title          EQC
042005  999999  000105321  LENOX,LINDA M.  ADMIN/COORD/OFFICER(
                        FINA
                        HEAD
                        PPA

Next Func: ___ Dep: ___ SName: _____ PgmCd: ___ Tree/Ent: _____
U0007 Update process complete
==>
PF: 1-Help          3-PrevMenu  4-Print    5-Update
PF:                8-Forward   9-Jump     12-Exit
  
```

- Update roles as follows:

- For the CSC or EQC roles, tab to a blank line, and type in **Begin Date**, **End Date**, and **Employee ID** number for additional employees assigned that role. Press **<F5>** to update.
- For the BUS, HEAD, FINA, PPA, or AA roles, type over the **Begin Date**, **End Date**, and employee **ID Number** to assign a new person to the role. Press **<F5>** to update.

Note: After the initial add, the Business Officer (BUS) and Department Head (HEAD) roles must be updated using the **DPUF** screen.

Step 6: Add Alternative Mail Stops (DADR)

For most departments, additional addresses are not necessary. Departments no longer receive hard copies of the DPE, General Ledger, or Prelist. The DPE and General Ledger reports are available in WebLinks, and the Prelist has been replaced by the OPTRS On-Line Roster.

- To add alternative mail stops for **PAF** or **Recharge**, type **DADR** in **Next Func** and press **<Enter>** to display the DEP Mail Stop Update screen. The **Default Box/Suffix** is populated from the Department Add (DPAD) or Department Update (DPUP) screens.
- Type in the **Box**, optional **Suffix**, and **Effective Date** for the **PAF** or **Recharge** address lines. Refer to the **Address** field in [Department Code Data Elements](#) for more information. **Note:** the second line can be used to add a different mail stop that becomes effective on a new date.
- Press **<F5>** to perform Range/Value edits and update.
 - If there is an edit error, the field will be highlighted. Edit messages are displayed in the system message area at the bottom of the screen.
 - Correct the highlighted field(s), and press **<F5>**.
- If there are no errors, the message **Update Process Complete** is displayed at the bottom of the screen.

```

SFDADR0-DPSVR                Department System                04/20/05 19:00:15
                              DEP Mail Stop Update                Userid: SFTSTJK

Short Name      Department Name      EntityType Loc DeptCd  OUC  DV
ACCTG-SYS      ACCOUNTING-SYSTEMS    DIVISION   2  720982 1365  _

Default Box/Suffix: 0812      Effective from: 042005
DPE Box/Suffix:      Effective from:
GL Box/Suffix:      Effective from:
PAF Box/Suffix:      Effective from:
Prelist Box/Suffix:  Effective from:
Recharge Box/Suffix: Effective from:

Next Func:  Dep:  SName:  PgmCd:  Tree/Ent:

===>
PF: 1-Help      3-PrevMenu  4-Print    5-Update
PF: 9-Jump      12-Exit
  
```

Step 7: Send E-Mail Confirmation

- Send email confirmation to the Department providing them with the Department Code.
- Ask them to verify information in WebLinks the next day.

Other Department Code Functions

To Update a DepCode (DPUP)

Use this screen to update or change information for a Department Code (e.g., E-mail or URL).

1. Type **DPUP** in **Next Func** and the Department Code in **Dep** and press **<Enter>** to display the Department Update screen.
2. Tab to the field to be changed and type in the new information. Changes should only be made according to instructions from the department Financial Analyst or Business Officer.
3. Press **<F5>** to perform Range/Value edits and update.
 - If there is an edit error, the field will be highlighted. Edit messages are displayed in the system message area at the bottom of the screen.
 - Correct the highlighted field(s), and press **<F5>**.
4. If there are no errors, the message **Update Process Complete** is displayed at the bottom of the screen.

SFDPU0-XXXXX	Department System Department Update	04/20/05 19:07:07 Userid: SFTSTJK
Dept Cd: 720982	Begin Date: 042005	End Date: 999999 OUC: 1365 Div: __
Type Cd: DIVISION	Description: Division	
Name: ACCOUNTING-SYSTEMS	Abbrev Name: ACCTG-SYS	
Dir Name: Accounting-Systems	Mnemonic: ACC	
Parent: 767628	EffDt: 042005	Parent Name: CONTROLLER
Bldg Cd: 2415	Room: 425	Campus Box/Suffix: 0812 US Frgn: U
Address: 1855 Folsom Street, MCB	2:	
City: San Francisco	State: CA	Zip: 94143
Country: __	Province: __	Postal Code: __
Telephn: 415 476 1247 x: __	Second Telephn: __ x: __	
Fax: 415 476 9978 x: __		
Dpt Head: 021747007	BegDt: 042005	EndDt: __ Name: DIAMOND,LADENE
Bus Ofcr: 026770889	BegDt: 042005	EndDt: __ Name: NORRIS,RON A
E-mail: <u>accounting@ucsf.edu</u>		
URL: http://www.acctg.ucsf.edu/		
Next Func: __	Dep: __	SName: __ PgmCd: __ Tree/Ent: __
U0007 Update process complete		
==>		
PF: 1-Help	3-PrevMenu	4-Print 5-Update
PF:	9-Jump	12-Exit

Note:

- Be cautious about changing the name of a Department Code. The intent is to use the code historically for reporting. Rather than change the name, a new Department Code should be established. There can be exceptions, but they need to be evaluated.
- After the initial add, the Business Officer (BUS) and Department Head (HEAD) roles must be updated using the **DPUP** screen

To Display a DepCode (DPDS)

Use this screen to determine a department's parent, to view and validate attributes of the department, or to use as a guide to set up a new DepCode.

- Type **DPDS** in **Next Func** and the DepCode in **Dep**.
- Press **<Enter>** to display the Single Department Display screen.

```

SFDPUP0-XXXXX          Department System          04/20/05 19:03:02
                        Single Department Display    Userid: SFTSTJK

Dept Cd: 720982      Begin Date: 042005  End Date: 999999  OUC: 1365  Div: __
Type Cd: DIVISION   Description: Division
Name: ACCOUNTING-SYSTEMS      Abbrev Name: ACCTG-SYS
Dir Name: Accounting-Systems   Mnemonic: ACC
Parent: 767628  EffDt: 042005  Parent Name: CONTROLLER
Bldg Cd: 2415      Room: 425  Campus Box/Suffix: 0812  US Frgn: U
Address: 1855 Folsom Street, MCB  2:
City: San Francisco      State: CA  Zip: 94143
Country:  Province:      Postal Code:
Telephn: 415 476 1247 x:      Second Telephn:  x:
Fax: 415 476 9978 x:
Dpt Head: 004747967  BegDt: 042005  EndDt:      Name: DIAMOND,LADENE
Bus Ofcr: 006177089  BegDt: 042005  EndDt:      Name: NORRIS,RON A
E-mail:
URL: http://www.acctg.ucsf.edu/

Next Func: █  Dep:      SName:      PgmCd:  Tree/Ent:

===>
PF: 1-Help          3-PrevMenu  4-Print
PF:                9-Jump          12-Exit

```

To Display the Functional Roles of a DepCode (DPDF)

Use this screen to review the role assignments for a department.

- Type **DPDF** in **Next Func** and a DepCode number in **Dep**.
- Press **<Enter>** to display the DEP Functional Role Display screen.
- Press **<F8>** to scroll forward through the roles. Press **<F7>** to scroll backward.
- To go directly to a functional role, place your cursor in the first character of the role in the **List** column, and press **<Enter>**.

```

SFDFUF0-A4453          Department System          04/20/05 19:10:41
                        DEP Functional Role Display    Userid: SFTSTJK

Role Title      Department Name      Entity  DeptCd  List
Access Administrator  Accounting-Systems  DIVISION  720982  AA
BUS
CSC
EQC
FINA
HEAD
PPA

Beg Dt  End Dt  Id Number      Name      Title
042005  999999  000495224  LENOX,LINDA M.  ADMIN/COORD/OFFICER(

Next Func: █  Dep:      SName:      PgmCd:  Tree/Ent:

===>
PF: 1-Help          3-PrevMenu  4-Print
PF:                8-Forward  9-Jump          12-Exit

```

To Delete a DepCode (DPDL)

Department Codes should be deleted only if they were set up in error. Carefully research before deleting a Department Code. If the DepCode has been assigned to any DPAs or Funds, they will need to be changed before the DepCode is deleted since the system does not do any automatic updating.

- Type **DPDL** in **Next Func** and a DepCode number in **Dep**. Press **<Enter>** to display the Department Delete screen.
- Review the department information to confirm this is the DepCode that should be deleted. Delete DepCodes.
- Press **<F5>** to update. Press **<F5>** again (twice) to confirm. The screen is displayed with all fields populated with blanks. The message **Update Process Complete** is displayed in the footer.

SFDPUP0-A4453	Department System Department Delete	04/20/05 19:15:36 Userid: SFTSTJK
Dept Cd: <u>720982</u>	Begin Date: <u>042005</u>	End Date: <u>999999</u> OUC: <u>1365</u> Div: <u>__</u>
Type Cd: <u>DIVISION</u>	Description: <u>Division</u>	
Name: <u>ACCOUNTING-SYSTEMS</u>	Abbrev Name: <u>ACCTG-SYS</u>	
Dir Name: <u>Accounting-Systems</u>	Mnemonic: <u>ACC</u>	
Parent: <u>767628</u>	EffDt: <u>042005</u>	Parent Name: <u>CONTROLLER</u>
Bldg Cd: <u>2415</u>	Room: <u>425</u>	Campus Box/Suffix: <u>0812</u> US Frgn: <u>U</u>
Address: <u>1855 Folsom Street, MCB</u>	2: <u>_____</u>	
City: <u>San Francisco</u>	State: <u>CA</u>	Zip: <u>94143</u>
Country: <u>__</u>	Province: <u>_____</u>	Postal Code: <u>_____</u>
Telephn: <u>415 476 1247</u>	x: <u>_____</u>	Second Telephn: <u>__</u> <u>__</u> <u>__</u> x: <u>_____</u>
Fax: <u>415 476 9978</u>	x: <u>_____</u>	
Dpt Head: <u>001747007</u>	BegDt: <u>042005</u>	EndDt: <u>_____</u> Name: <u>DIAMOND,LADENE</u>
Bus Ofcr: <u>006177000</u>	BegDt: <u>042005</u>	EndDt: <u>_____</u> Name: <u>NORRIS,RON A</u>
E-mail: <u>accounting@ucsf.edu</u>		
URL: <u>http://www.acctg.ucsf.edu/</u>		
Next Func: <u>_____</u>	Dep: <u>_____</u>	SName: <u>_____</u> PgmCd: <u>_____</u> Tree/Ent: <u>_____</u>
SF222 Press PF5 To Confirm Delete.		
===>		
PF: 1-Help	2-Cancel	4-Print 5-Update
PF:	9-Jump	