

University of Wisconsin System Department ID Action Request



Business Unit: SYS

Business Purpose:

- Create a new DeptID (Section 1)
- Update an existing DeptID (Section 2)
- Delete DeptID (Section 3)

SECTION 1 Create a new DeptID

Funds:

Suggested DeptID Code: _____

Long Name: _____

Short Name: _____

Program Codes: _____

Projects or Grants: YES NO

Project or Grant Name:

Department Manager:

The new Department replaces _____ DeptID.

SECTION 2 Update an Existing DeptID

Add new Funds:

DeptID Code: _____

Long Name: _____

Short Name: _____

Inactivate Funds:

Change Department Manager to:

Add new Program Codes: _____

Delete existing Program Codes: _____

SECTION 3 Delete DeptID

DeptID Code: _____

Long Name: _____

Short Name: _____

Action requested by:

Name: _____ **Signature:** _____

Title: _____ **Phone:** _____ **Date:** _____

For UW System Administration use only:

Action Approved: Yes No Denial Reason:

Signature:

Date:

Setup DeptID

Add to accounting trees:

UWSYS_FUNDORG_EDIT

UWSYS_ORG_ROLLUP

UWSYS_PROJECTS_IN_GRANTS(only if there is a project)

Review combination edit rule

Run combination build

Review combination data

Changes made by:

Date: