



*Must be 8 Digits
 *Must Fit in College Schema
 *<https://docs.google.com/spreadsheets/d/1tUD6czpSOHSEFXOREG0EtAq-H0szWtHtqLh8Ea9eUoGU/edit?usp=sharing>

Definition of Department: A specialized academic or operational unit responsible for one or more support functions or programs. Combined with other ChartField values, they can form the basis for the department budgets that track expenditures and revenues.

Set up Approval Routing in UGA Financials
 Fill out Form From ABO:
https://ugeorgia.ca1.qualtrics.com/jfe/form/SV_efCVIt8800IsG8Z

Send in Ticket to onesource.uga.edu

Please make sure to request UGAmart roles if applicable. Want to learn more about the process for requesting UGAmart departmental approver access when a new department is created? If an existing approver in UGAmart: Open a ticket with the OneSource Service Desk or send an email to onesource@uga.edu with the following information: The new department number(s) MyIDs for any approvers for the new department(s) The dollar amount approval levels for these approvers

Update Dept ID Description or Inactivate:
https://training.onesource.uga.edu/UPK_Training/OneSourceOL/Publishing%20Content/PlayerPackage/index.html?Guid=01d440c7-5ece-4a60-845a-3ff7d3048a9e

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