

## Department ID vs. Project ID

### Chart Field Layout

SFS	FIELD
Account	4
Fund	3
<b>*Department ID</b>	<b>6</b>
Program	1
Class (Bldg)	4
Budget Year	4
<b>**Project ID</b>	<b>7</b>

### Definitions: Department ID and Project ID

#### **\*Department ID**

- represents an organizational unit or reporting entity such as a segment of a school or college
- managed/monitored by a department/division supervisor/manager
- should be used for on-going business operations, recurring expenses/revenue
- should not be used for keeping financial data on program activity, events, special events, and/or projects
- consists of six digits
  - the first two digits = the Division
  - the next two digits = the Department
  - the last two digits = the Sub-Department
- example:
  - 03 = Business Services
  - 01 = Administration
  - 00 = Administration – Information Technology

#### **\*\*Project ID**

- represents a type of program activity, events, special events or project within a fund that must be monitored and reported independently from the organization
- managed/monitored by a project manager/principal investigator
- could have reporting requirements across multiple departments and Divisions
- spending may be designated for a particular purpose
- could be on-going, but has a beginning & generally has an ending date
- examples
  - project reporting
  - individual revenue producing activity that is being performed within an organization of a college/school/department unit