

DEFINITIONS - DEPARTMENT ID & 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