The Hierarchy of the Financial Organizational Structure

This is maintained in the People Soft System – people refer to it as the Department Tree or the OU Structure.   Security is assigned using this tree.

Security can be given for a node (AEXE, ADIV, AMBU, ADPT and ASEG are nodes,), for individual Deptids or for any combination.

Security is assigned by role – some roles are for View Only, some roles allow one to process transactions.

AEXE – designates an Executive Area. An Executive Area is a grouping of departments reporting to the same campus vice chancellor or other senior administrator.

ADIV – designates a Division. A Division is an organizational structure available to segregate an Executive Area (AEXE) for budgeting, financial and human resources responsibility and tracking.

AMBU – designates a Major Budgetary Unit. A Major Budgetary Unit is an organizational structure available to segregate a Division (ADIV) for budgeting, financial and human resources responsibility and tracking. MBUs are managed by deans or directors.

ADPT – designates a Department. A Department is an organizational structure available to segregate a MBU (AMBU) for budgeting, financial and human resources responsibility and tracking. Departments are managed by department heads or chairs.

ASEG designates a Segment. A Segment is an organizational structure available to segregate a Department (ADPT) for budgeting, financial and human resources responsibility and tracking.

Deptids or Dept ID is the People Soft term for the lowest level in the organizational hierarchy. Our campus Deptids always begins with an "A" (to designate Amherst) followed by 9 numbers. One or more Deptids is assigned to a Segment. Deptids are used in combination with Funds to track financial transactions. The combination of a Fund and Deptid is a Chart Field String (CFS). Actual transactions post to only to CFSs. Budgets may be at the Deptid or at any of the Nodes on the Department Tree.

Chart Field String (CFS) – at a minimum this is a combination of Fund, Deptid and Program Code (used for financial statements). If the financial activity is for sponsored research – then the CFS also includes a Project. The Project is 15 characters long. There are some non-sponsored projects which are used to track short term activity across fiscal years (for example a construction project). Each CFS is assigned a Speed Type (the Human Resources world calls this the HR Account Code or the Combo Code). Some times folks only "know" the Speed Type for the CFS.