# Guidelines for Department Attributes of a Chartfield Source

The "DEPT_ID" attribute was established to identify Disbursing Authority of a chartfield Source (CLASS_FLD) in ConnectCarolina. Based on requests from major campus units, "DEPT_OWN" attribute was created to address the situation when a Dean's Office is the Disbursing Authority and another department at the school manages or transacts on the Source.

## Source Attribute "DEPT_ID"

DEPT_ID stands for Disbursing Authority department. The disbursing authority has a fiscal responsibility to manage the use of funds in accordance with the fund source authority. Please refer to University Policy 102 on Disbursing Authority. For sources created for Associated Entities, please contact respective offices for clarification.

The following is a list of examples of systems or processes that currently use or reference DEPT_ID.

- UAS system
- MMK allocation
- PS Query
- Data Warehouse
- Info Porte - finance security

## Source Attribute "DEPT_OWN"

DEPT_OWN stands for the department which manages or transacts on a Source on a daily basis. It's usually the same as DEPT_ID unless the Disbursing Authority department (DEPT_ID) delegates or gives permission to another department (DEPT_OWN) to manage or transact on the Source. For sources created for Associated Entities, please contact respective offices for clarification.

The following is a list of examples of systems or processes that use or reference DEPT_OWN.

- PS Query
- Spreadsheet Server
- TABLEAU reports
- Budget Template
- Data Warehouse
- Internal management reports for department use