GL.010.023 – UPDATING DEPARTMENT MANAGER ID

Purpose	To update the Department Manager ID for Simple Journal approval workflow routing.
Description	Simple Journals use the Manager ID found on the Department ChartField Value page for approval workflow routing. As Department Managers resign or leave institutions, maintenance to the record must exist for proper approval routings and notifications for Simple Journal transactions to be initiated.
Security Role	BOR_GL_CHARTFIELDS
Assumptions	None
Dependencies/ Constraints	None
Additional Information	• Email and Worklist notifications drive off the Department Manager ID and Project Manager ID in their respective ChartFields. • A similar task is necessary if a Project ID is used on the Project ChartField. For more information, see GL.010.024 - Updating Project Manager ID.

Procedure

Below are step by step instructions on how to update a Department Manager ID.

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Menu** icon.
3.	Click the **Set Up Financials/Supply Chain** link.
4.	Click the **Common Definitions** link.
5.	Click the **Design ChartFields** link.
6.	Click the **Define Values** link.
7.	Click the **Define ChartField Value** link.
8.	Click the **Department** link.
9.	Enter the Department in the **Department** field.
10.	Click the **Search** button.
11.	Verify the department status is **Active** to update Department Manager ID's for an active department only.
12.	Click the **Correct History** button.
13.	Enter or search for the Department Manager in the **Manager** field. ***Note***: *to search for a Department Manager, click the magnifying glass icon. The Look Up Manager window appears to enter a Department Manager name and select from the search results.*
14.	Verify the **Manager** field populates with the **User ID** of the new Department Manager. The Manager Name field populates upon tabbing out of the Manager field or saving this record.
15.	Click the **Save** button.