

Updating Department Managers

Purpose: Use this document as a guide to update or manage local college Department Managers in ctclink.

Audience: Finance Staff.

 You must have at least one of these local college managed security roles:


- ZD GL Local Config Inquiry
- ZZ GL Local Configuration

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Updating or Managing Department Managers

Navigation: Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values

1. The **Define ChartField Values** page displays.
2. Select the **Department** link.
3. The **Department** search page displays.
4. Select the **Find an Existing Value** tab.
5. Enter Business Unit in the **SetID** field.
6. Enter the **Department** number.
7. Select **Search**.
8. The **Department** main page displays. Select the **Add a New Value [+]** icon to create another record.
9. Select the **View All** link to view all records.

 **Note:** The Status of the old effective dates can remain 'Active' for the system will defer to the most recent effective date.

Department

SetID WA020

Department 56789

Effective Date



1 of 2



[View All](#)

*Effective Date 10/17/2023



*Status Active

*Description Japanese Language

*Short Description JAPAN

Manager ID 101000000



Manager Name McCarville, Jane M

[Attributes](#)

[Long Description](#)



☐ Budgetary Only

Save

Notify

Add

Update/Display

Include History

Correct History

- ! When editing existing Departments (for example adding a new Department Manager), add a new record with an Effective Date 'equal' to the update. Please make sure the Effective Dates for each record do not overlap.

10. The new **Effective Date** row defaults to current date.
11. Update the new record criteria as needed. Example below updates the **Manager ID**.
12. Select the **Save** button.

Department

SetID WA020

Department 56789

Effective Date



1-2 of 2



[View 1](#)

*Effective Date 10/17/2023



*Status Active

*Description Japanese Language

*Short Description JAPAN

Manager ID 101000002



Manager Name Kimm, Linda

[Attributes](#)

[Long Description](#)



☐ Budgetary Only

*Effective Date 07/01/2023



*Status Active

*Description Japanese Language

*Short Description JAPAN

Manager ID 101000000



Manager Name McCarville, Jane M

[Attributes](#)

[Long Description](#)



☐ Budgetary Only

Save

Notify

Add

Update/Display

Include History

Correct History

13. Process complete.

Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.

Video Tutorial Via Panopto

View the external link to [Updating Department Managers](#). This link will open in a new tab/window.