## **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.

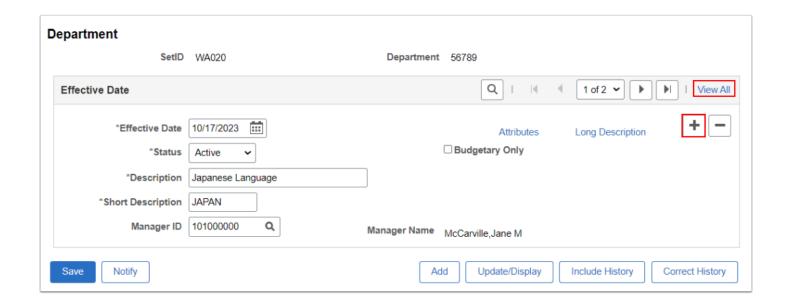
## **Updating or Managing Department Managers**

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

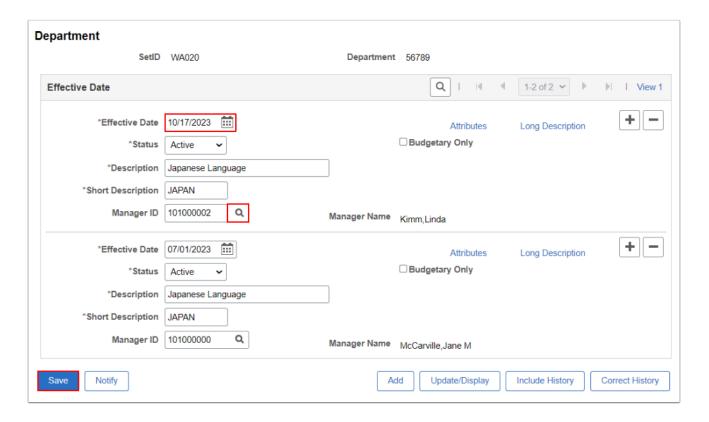
- 1. The **Define ChartField Values** page displays.
- 2. Select the **Department** link.
- 3. The **Department** search page displays.
- 4. Select the **Find an Existing Value** tab.
- 5. Enter Business Unit in the **SetID** field.
- 6. Enter the **Department** number.
- 7. Select Search.
- 8. The **Department** 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.



- 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.



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 <u>Updating Department Managers</u>. This link will open in a new tab/window.