

# How to find available DeptIDs

Step1: Use the “Org Tree Report” to find the DeptID or range of DeptIDs assigned to your department. <https://controller.berkeley.edu/accounting-controls/chart-accounts/organization-tree-reports>

```
BAINS - Degree Programs
  BAAAI - Financial Aid
    10650 - 10664
    10650 - BAHSB Student Aid FTMBA
    10651 - BAHSB Student Aid SelfSupp MBA
    10652 - BAHSB Student Aid PhD
    10653 - BAHSB Student Aid Undergrad
    10654 - BAHSB Student Aid General
  BAAAO - ADI
    10206
    10206 - BAHSB ACAF Gen Ops
    10219
    10219 - BAHSB Instr Prog Discretion
    10220 - 10229
    10533
    10533 - BAHSB Acad Classroom Material
  BABLD - BILD
    10208
    10208 - BAHSB Berk Innov Ldr Dev-BILD
  BAIND - PhD
    10275 - 10285
    10275 - BAHSB Instr PhD Gen Ops
    10276 - BAHSB Instr PhD Stdt Sup
  BAINE - EWMBA
    10301 - 10304
    10301 - BAHSB Instr EVMBA Gen Ops
```

- L6: BAIND has a range of DeptIDs [10275-10285]
- **10275** and **10276** are shown since they are active.
- Would **10277** be available?
  - Inactive deptIDs are NOT available and are NOT shown on this report.
  - A deptID may appear available, so you will need to double-check if the deptID is not inactive.

→ Step 2

## Step2: Use “BFS ChartField Values” to see if the DeptID is not inactive


New Window | Help | Personalize Page

Department | UC Department Attributes | UC Department Program | UC Cal Planning

Department

SetID 10000 Department 10277


Effective Date

\*Effective Date 11/30/2011 

\*Status Inactive  Budget

\*Description BAHSB Instr PhD Other


\*Short Description BAHSB Inst


Manager ID   Manager Name

- **10277 is inactive = NOT AVAILABLE. Proceed with checking the next DeptID, 10278**

Find an Existing Value | Add a New Value


Search Criteria

SetID =  

Department begins with  

Description begins with

Include History  Correct History  Case Sensitive

Search Clear Basic Search  Save Search Criteria

No matching values were found.

- **10278 is unassigned = AVAILABLE**