

What is a department prefix?

A department prefix is a unique 2 letter prefix, which are the first 2 letters of the 5-character code for an L4 org node.

When is a department prefix used?

- When creating a new L4 “Department” org node
 - L5 and L6 org nodes must have the same department prefix as the L4 department above them
 - Includes the movements of existing nodes to the L4 level (a new org node would need to be created in order to create a new department prefix for the new L4)
 - DeptID descriptions for all DeptIDs within the same department must always begin with the L4 node code
- When an L5 and/or L6 org node is transferred from one L4 to another its department prefix must be changed to match the new L4 (will require the creation of new org codes for the L5/L6 in order to utilize the existing L4s department prefix)

Note: Conditions for establishing a new L4 Org Node must be verified by the DFL in coordination with the OCFO and approved by the appropriate Vice Chancellor, Dean or designate, if needed.

How to request a new department prefix:

You will need to work with the OCFO to request a new department prefix. Indicate a new prefix is needed including a preferred code with “XX” for the first two digits. For example, if I am requesting a new L4 Dept called Admin, I would include a request for an L4 org code of “XXADM” in the excel and visio files included in my request.

For a list of existing department prefixes access the [Journal Source ID Table](https://controller.berkeley.edu/accounting-controls/chart-accounts/organization-tree-reports) at <https://controller.berkeley.edu/accounting-controls/chart-accounts/organization-tree-reports>.