- The “DeptID Mass Update Template.xlsx” Excel spreadsheet may be used to propose hierarchy updates to UM Health System specific hierarchy fields for one or multiple Department IDs. Hierarchy fields in the UM Health System only hierarchy are as follows:
  - Consolidated Operational Group
  - Operational Group
  - Forecast Level Entry Group (FLEG)
  - Functional Group/ACCG
  - Admin/ACU
  - SubACU

- Hierarchy changes will be reviewed to determine if the proposed change may be processed in the current month or if the change will need to occur during the annual change cycle. Dept ID realignments to a different FLEG occur only annually. Annual change to FLEG request are due to Financial Systems by October 31st. FLEG hierarchy changes will be reflected in the next Forecast Cycle’s hierarchy enabling the next Fiscal Year’s Budget to be set under the new FLEG DepartmentID configuratin. Budget and actuals under this new FLEG configuration will be reported in the next fiscal year’s hierarchy (July 1). This timing ensures budget and actual are aligned hierarchically.

1. To access the “DeptID Mass Update Template” log into UMHS Data Mart and navigate to the Executive Dashboard. Select STATUS PAGE and then FinOps DeptID Mass Update Template
2. Navigate to “UMHS Financial Systems Change Management” tab and click into the tab. The current Department ID hierarchy will load. Existing hierarchy will be in the white columns & the blue columns will hold the updated hierarchy being requested. To select the hierarchy you are interested in updating go to the lower scroll bar and pull the scroll bar to the right to display the hierarchy fields. You can filter on any hierarchy field. Once the data has been filtered down to the dept ids you are interested in updating go to the bottom of the spreadsheet (above the scroll bar) and pull the scroll bar over until the export option appears on the screen. Export the spreadsheet, update the hierarchy fields (blue columns) with your updated data and send the completed spreadsheet in an email to UMHSSFinancialSystems@med.umich.edu.