

# Segment Maintenance Requests

What are you trying to do?  
\*Click Below\*

What will you need?

Request New Department Segment

Preparer Info  
Segment Value Info  
Payroll Info  
AWF Info  
Budget Info

Request New Cost Center Segment

Preparer Info  
Segment Value Info  
Payroll Info  
Budget Info

Request New Supplemental Segment

Preparer Info  
Segment Value Info

Request Segment Description Change

Preparer Info  
Segment Value Info

Request Segment/String Deactivation

Preparer Info  
Segment Value Info

## Data Requirements:

Preparer Information: Name, Email, Department, Business Manager, Notification

Segment Value Information: Value, Description, Purpose

Payroll Information: Fund Department Cost Center Combination (FDCC), Student Hires

Approval Workflow Information (AWF): Funding Source Person, Department Head, Dean/AVP, VP

Budget Information: Transfer Approvers, Budget Worksheet

## Budget Pro Tips!

**Appropriated Budget:** Enter the funding source strings that will be used for new appropriated budget by including the Fund, Department, Cost Center, and Budget Rollup on the Budget Template.

**Local Budget:** Enter the funding source strings with associated budget amounts by including the Fund, Department, Cost Center, Budget Rollup, and amount of each area to be loaded into Bronco Hub on the Budget Template.

**Academic Areas:** When setting up Appropriated Cost Centers, ensure that you begin descriptions with FR (Faculty Research) or SA (Special Allocation) for sources that should not be swept at the end of the fiscal year.

## Resources:

[Approval Workflow Matrix](#): Identifies current approvers of department segments setup in Bronco Hub.

[All Segment Values Report](#): Outlines all current segment values, descriptions, and program codes.

[Budget Worksheet](#): Defines local budgets and setup for appropriated budgets.

[Multiple Supplemental Values Worksheet](#): Collects data for multiple segment requests.

## Program Code Pro Tips!

**Definition:** A program code is how we functionalize expenses. While an account code indicates what an expense is, a program code indicates the purpose of function of the expense.

**Purpose:** Functionalizing expenses is required for reporting across campus, including university financial reports, IPEDs, and federal and state reporting requirements.

In order to select the correct program code for a new cost center, you must know what the spending purpose of the segment will be.

