Completing the Organization Code Maintenance Form

1. Request Type (required): New = org code that currently does not exist in Banner (may be any level)
Change = any change to an org code (at any level) that currently exists in Banner
Terminate = discontinue use of org code (code remains in Banner but cannot be used unless reactivated through future change)

Terminology

Organization Code

Any code within the hierarchy structure (as viewed in FTIORGH). It may include numerical or alphabetical characters, and is between 5 and 6 characters in length.

Entry-level or Lowest-level Org

The 5-digit numerical organization code that receives the transaction activity (Ex. "41013"). As of FY13, all UAF entry-level orgs are located at level 8, the lowest level of the org structure.

Budget Control Org

The org code attached to an entry-level org that specifies where the system will check for NSF status. Many units prefer the system check for available budget at the div level (or lower), while others prefer it to be checked at the entry-level org level. The default is always itself (field will be blank) unless specified otherwise.