

Completing the Organization Code Maintenance Form

- 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)
- Organization Code (required):** The code to be created/changed/terminated. This does not have to be an entry-level org. For example, if you need to roll up an existing DLevel to another location (including all successor orgs), please enter the DLevel in this field.
- Title (required for New/Change requests):** The title of the org code entered above.
- Predecessor Org (required for New/Change requests):** The org code that immediately precedes the org in question in the rollup structure. See FTIORGH for this information.
- Defaults:**
Fund = Banner will auto-populate this fund when entering encumbrances, etc. (can be overridden)
Program Code (required for entry-level orgs only) = identifies the NCHEMS activity taking place within the org
Budget Control Org = identifies where the system will check for available budget (entry-level orgs only)
- Explanation (required):** Briefly explain all changes/additions included in the request. This includes program code changes, title changes, etc. To speed up the process, please clarify the reasons why these changes must be made.
- Requester Name and Phone # (required):** The person completing the form and a good contact # in the event there are questions regarding the request.

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.

DLevel

The org code that defines a particular department. This code always begins with "D" and must be present only once within each entry-level hierarchy structure, although it may not directly precede the entry-level org. As of FY13, all UAF dlevels are located at either level 6 or 7 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 dlevel (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.