

Organization Code Hierarchy

There are eight available organization code levels within the Banner Finance (BFIN) accounting system, the University of Alaska (UA) has defined the organization code structure (roll up) as follows:

<u>Level</u>	<u>Title</u>	<u>Definition</u>	<u>Usage</u>
Level 1	University	MAU	UAATOT, UAFTOT, UASTOT, SWTOT, EETOT
Level 2	Cabinet	Chancellor's Cabinet	Chancellor, Provost, Vice Chancellors <i>Begin level title with MAU</i>
Level 3	Unit	Primary units whose leaders typically report directly to the chancellor, provost, or a VC, including cabinet offices, colleges, campuses, and other major service units.	Development, Advancement, Relations (Chancellor); School, College (Provost); Service Units (VCAS/VCUSA/VCR/OIT); Campus (CRCD) <i>Management reporting and projections are done at this level.</i> <i>Begin level title with MAU</i>
Level 4	Division	Large functional categories, areas of study, or larger cost center groupings.##	This level is used to roll up cost centers into larger overall categories, such as administration, academic programs, research, or schools. These can be functional or administrative divisions.
Level 5	Cluster	A significant functional area within a division that may contain multiple departments or further designate complex administrative relationships.	This level is used for those areas that report or roll-up to the sub-unit groupings. Usually, these are significant operational centers, but can be an administrative designation for departments that operate on a more independent basis.
Level 6	Department (D Level)	The lowest common aggregation of orgs separately accounted as a distinct operational area.	Represents the lowest common reporting level from which information system can generally report, tied specifically to resource usage and delegated budget authority (i.e., represents the lowest shared level of data for trend analysis over a broad spectrum).
Level 7	Program	Programmatic grouping or other detail breakout within (and across, depending on use of coding) departments that allow for reporting of multiple orgs simultaneously.	Assignment at this level often reflects a discipline within a department or otherwise compartmentalizes orgs that are (or have been) in use for the department. Small departments may not use this level and it simply acts as a filler (reflects level 6) for that department's orgs.
Level 8	Data-Entry Org	An organization unit that performs one specific function within the organizational structure and NCHEMS categories and may be of limited scope and/or duration.	

Filling Empty Levels

For areas that do not have need of one or more of the levels of the organizational hierarchy, those levels are filled from above. Levels four, five, and seven may be fill; levels three and six must reflect a reportable unit and department, respectively. When filling, the code used for each level typically reflects the one above it and ends with the fill level number (max allowable characters is six).

Acronyms

When using acronyms, spell out at the highest level it exists.