FisOpsProcs: *Example of Organization Structure and Code Levels*

In Banner Finance there can be up to eight organizational levels. The organization code is used to track financial activities by functional reporting unit such as executive level, school/college/division, department and subunit. An example is below:

LEVELS	ORGANIZATION CODE LEVELS	ORGANIZATION CODE DESCRIPTIONS	HIERARCHY NAME	TRANSACTIONS POST
1	WSU	University	University	No
2	04AA	Provost	Executive Level	No
3	AA06	School of Medicine	SCD Rollup	No
4	06MED	School of Medicine	SCD Sub-Rollup	No
5	06C	Clinical Sciences	Department Rollup	No
6	06CK	Pediatrics	Individual Department Rollup within 06C	No
7	06CKX	Pediatric Neurology	Individual Subunit Rollup within 06CK	No
8	06C5X6	Juhasz, Csaba; IDC return; PedNeuro	Individual Subunits within 06CKX	Yes

Rollup organization codes are used to summarize data by reporting unit. As shown above, Pediatrics Neurology rolls up to Pediatrics which rolls up to Clinical Sciences department. Clinical Sciences department rolls up to School of Medicine which rolls up to the Provost executive level organization.

The lowest organization code in the hierarchy structure is where transactions post. In this case, posting would occur on level 8. WSU Cognos financial reports run data based on different organization code levels so it is very important to be familiar with the Banner Finance organization levels. A user can query on "Options" in the FTMORGN screen in Banner Finance for the hierarchy level of an organization code.