ORGANIZATION Codes (FOAPAL)

The form FTVORGN allows authorized users* look up a listing of Organization Codes currently in use.

 *Authorized User = An individual with Banner access to the Finance module.

Organization Code Hierarchies Explained

Note: The Organization Codes Coding Scheme consists of 6 levels of hierarchy.

- All hierarchy levels are 5-digit codes
- The Administrative Unit code is used at the data enterable code
- Non-data enterable "roll-up" codes for grouping and summarizing start with "9", for example 90021 is the total of admin unit 00021 and all below it in the organizational structure>

How to look up a listing of Organization Codes currently in use

A complete listing of organization codes is available in both Minerva and Banner.

If you do not have access to the Finance (Fund) Administration Menu in Minerva or Banner access, contact the Finance Services Desk.

Quick Steps for Minerva:	Quick Steps for Banner:
1. Log in to **Minerva.** 2. Go to the **Finance (Fund) Administration menu option** Menu. 3. Select the Public FOAPAL Hierarchy Reports. 4. Click on the "**+**" sign next to FZRG0022C – Valid Organization Codes Report. 5. Click on the **folder with today's date** (appears under the report title). 6. A report will appear on the right side of the screen. 7. Click on the **hyperlinked PDF** file type to open the report.	1. Log in to **Banner.** 2. Type **FTVORGN** in the **Go** field and hit **Enter**. 3. A complete listing of organization codes will be displayed. **To search for a specific Organization Code**: 4. Click on the **Enter Query** icon or hit **F7** if using the keyboard. 5. Enter 1 in the **Chart of Accounts** field. 6. If part of the Organization Code is known, tab to the **Organization Code** field and enter the numeric characters. Be sure to use the Banner wildcard symbol **%**. OR To perform a keyword search, tab to the

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To search for a specific Organization Code: 8. Perform a keyword search in the PDF document to look for specific Organization codes - use Ctrl + F on your keyboard.	**Title** field and enter part of the organization title. Be sure to use the Banner wildcard symbol **%** before and after the entered keywords. *Note*: This field is **case sensitive**. 7. Click on the **Execute Query** icon or hit **F8** if using the keyboard. 8. A list of matching entries will be displayed. 9. To begin another search, click on the **Enter Query** icon or hit **F7** if using the keyboard. *Note*: Active organization codes have no termination date in the **Termination Date** field.

Note:

- The Banner table FTVORGN is the responsibility of the University Controller.
- Requests for new ORGANIZATION codes and adjustments to existing ORGANIZATIONs should be justified in writing to the Controller's delegate: Supervisor, Finance Security & Infrastructure.
- The University Planning Office must approve any additions or changes to the University's Organization Hierarchy prior to Banner being updated.

Available Web/Crystal Reports:

Many Web/Crystal Reports to look up a list of transactions by Organization Code are available on the Financial Services website.

Only authorized users, individuals with the appropriate Fund/Org access + **data warehouse access**, will be able to run these reports (more information). If you are unsure whether or not you have data warehouse access, contact the Finance Service Desk.