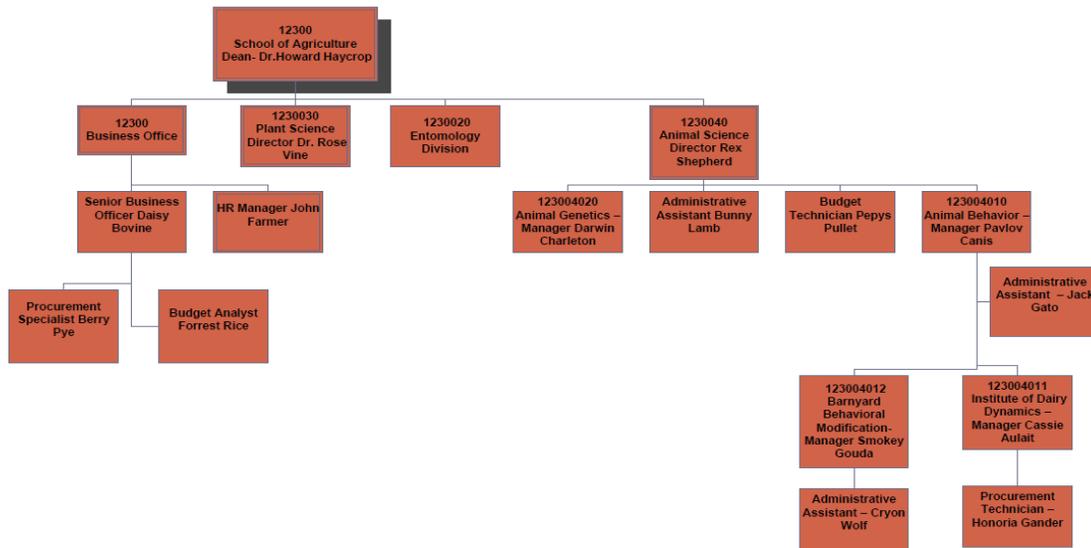


# ORGANIZATION CODES

Also known as **Org CODES** and program codes



## DEFINITION:

Organization codes, **also called Org Codes**, are 10-digit numbers that are used for grouping accounts under a specific revenue or administrative center. Accounts are assigned to the 10-digit org code, and the 10-digit org code “rolls up” to a higher level, using the first seven digits and then again to a higher level using the first five digits. This roll up hierarchy is used by centers to organize accounts for the purpose of managing budgets and financial transactions, as well as assigning responsibility. They are also used for reporting purposes and for access security in Business Intelligence, Kualii, eMarket, and TARA.

## EXAMPLE USING AN ORG CHART:

If you imagine that organization codes can be viewed in the same structure as a staff org chart, you can envision how your school or division uses org codes.

The image shown above is an example of organization code structure for our fictitious “School of Agriculture”. Notice that you can see how the structure starts with the 5-digit code at the top, and progresses down to the 7-digit codes and the 10-digit codes. Although the codes are all 10-digit codes, we use the “rollup” org codes at 7- and 5-digits to build the structure and organize sub org codes into the main responsibility and budget centers.

## Lookup and Maintenance

### Chart of Accounts

- ☺ [Account](#)
- ☺ [SPA Account](#)
- [SPA Notify](#)
- [SPA Code](#)
- [SPA Agency](#)
- [Account Global](#)
- [Account Delegate](#)
- [Account Delegate Globa](#)
- [Account Delegate Mode](#)
- [Account Delegate Globa](#)
- ☺ [Home Department C](#)
- ☺ [Object Code](#)
- [Object Code Global](#)
- ☺ [Organization](#)

- If you have access security for your org code, you can use the Organization Lookup (Financial Main Menu- Lookup and Maintenance - Chart of Accounts) to see all of the org codes in a 5-digit group. You would enter the first 5 digits followed by \* to see all.
- See the example following which is how we would search for all org codes under 12300 org code for our School of Agriculture.

## Organization Lookup

<b>Chart Code:</b>	SC 
<b>Organization Code:</b>	12300*
<b>Organization Name:</b>	<input type="text"/>
<b>Responsibility Center Code:</b>	<input type="text"/> 
<b>Organization Type Code:</b>	<input type="text"/> 
<b>Reports to Chart Code:</b>	<input type="text"/>
<b>Reports to Organization:</b>	<input type="text"/>
<b>Active Indicator:</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Both
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>	

- Your search results will contain all org codes from the rollup codes to the 10-digit codes.
- Look at the names of the org codes for your school or center to see where your accounts fit in the budget structure.
- To find other accounts in your department, use the 10-digit org code in the Account lookup and review the search results.

## BI LOOKUP REPORT – ORGANIZATION INQUIRY

If you do not have the proper org code security, you can use the Business Intelligence (BI) Organization Code lookup report. You can view any org code using this BI lookup without requiring access to the org code, but you must have access to use BI.

### Welcome to the Business Intelligence Portal for KFS - General Ledger



Please take note of our new status message informational displays. Also note, BI is now available from 7:00 AM to 11:00 PM workdays.

[Help Page](#)

#### FDL Reports

#### LookUp Reports

[BA.Extract.Acct.P](#) FDL Summary page of ASRs with project  
o date balance

[BA.Extract.Chart.P](#) FDL Chart of Accounts extraction

[BA.Extract.Detail.P Part 1](#) FDL Actual and Budget transaction detail data

[Chart of Accounts](#)

[Object Code Inquiry](#)

[Organization Inquiry](#)