ORG – Setup/Modifications – Campus, SOM, Nursing, Pharm, Health, Dentistry Email several Requestor HR/Department groups including **ORG ID Request Budget Office sets** Financial Accounting completes form. **HR/Encumbrance Definitions** Form Start New request -YESup the new ORG in Automatically sent HR/Dept Budget Table & Reporting (Runar PeopleSoft/HR. to Budget Office HR/Tree Manger Boman) for set up in Finance OFFICE NO BUDGET Modifications Email several (attributes to the groups including **Budget Office** ORG, deletions, and **Financial Accounting** updates PeopleSoft location on the HR & Reporting (Runar HR/Department or Tree) are sent via Boman) for HR/Tree Manger email to Budget modification in Office. Finance Email several groups REPORTING (FAR) FAR sets up the new Received email from FS/ORG indicating the ORG New request ORG in PeopleSoft/ FS/Financial Tree ORG **Budget Office** set up in Finance is Finance complete NO Stop Ø Runar updates PeopleSoft Email several groups FINANCIAL ACCTG FS/ORG indicating the ORG and/or modification in FS/Financial Tree ORG Finance is complete