

Location Codes

Banner PIA Training and Testing

What are location codes?

Location codes are the last segment of the FOAPAL and are primarily used with fixed assets to denote geographical location of the fixed asset to the room level

Identifies the location/campus/ building for asset management; including acquisition, maintenance, and repair of assets

Code is an 6 digit alpha (cap)-numeric code

DeMoss Hall: 2A0000

Location Code Structure

Level 1: Location

Level 2: Campus/Area

Level 3: Building/Space

Level 4: Room/Ground (data enterable)

Rooms/Building Areas

Non-Specific Grounds

Specific Grounds Areas

Level 1: Location

Group major geographical areas

- Central Virginia (A01000-A01ZZZ reserved)
- Other USA Locations (A02000-A02ZZZ reserved)
- International Locations (A03000 – A03ZZZ reserved)
- A04000 – AZZZZZ reserved for future use

Level 2: Campus/Area

Central Virginia (A01000)

- Main Campus (A01001)
- Cotton Mill (A01002)
- Campus East (A01003)

Other USA Location (A02000)

- Jacksonville (A02001)
- Greenrock Correctional (A02003)

Level 3: Building/Space

Central Virginia (A01000)

- Main Campus (A01001)
 - Main Campus General (100000)
 - Carter Glass Mansion (110000)
 - DeMoss Hall (2A0000)
- Campus East (A03000)
 - Campus East General (2Z0000)
 - East Residence Hall 1 (390000)

Level 4: Room

Central Virginia (A01000)

- Main Campus (A01001)
 - DeMoss Hall (2A0000)
 - DH 1113 (2A1113)
 - DH 2002 (2A2002)
 - No Room Numbers
 - DH Custodial (2ACUST)
 - DH Circulation (2ACIRC)

Level 4: Reserved Room Codes

- CUST: Custodial
- CIRC: Circulation
- INAC: Inactive
- ITLC: IT Closet
- MECH: Mechanical
- ROOF: Roof
- STRC: Structural
- OTHR: All Other
- REST: Restroom
- PERI: Perimeter

If room/area has a documented number, use the number method, otherwise, use the reserved room codes for the area

Level 4: General Grounds

Central Virginia (A01000)

- Main Campus (A01001)
 - Main Campus General (100000)
 - Parking (10PARK), Walkway (10WALK)
 - Roads (10ROAD), Transit (10TRAN)
 - Recreation (10RECR)
 - Unmaintained (10UGND)
 - All Other (10OTHR)

Level 4: Specific Grounds

Central Virginia (A01000)

- Main Campus (A01001)
 - Intramural Fields (2D0000)
 - Field (2DPLAY), Perimeter (2DPERI)
 - All Other (2DOTHR)
 - DeMoss Hall Fountain (5S000)

Using location codes

Two step search method needed

- Description character limits do not allow full names
 - Search for building/area names first and obtain the 2 digit building code
 - Enter the building code and % to search all available codes for the building

Searching for Performing Arts?

Step 1: Find the building

Location Code Validation FTVLOCN 7.0 (FINDEV)

Chart of Accounts	Location Code	Title
		%Perfor%

Chart of Accounts	Location Code	Title
<input checked="" type="checkbox"/>	110000	Performing Arts
<input type="checkbox"/>	610000	Performing Arts Annex

Step 2: Find the room with the building code

Location Code Validation FTVLOCN 7.0 (FINDEV)

Chart of Accounts	Location Code	Title
	11%	

Chart of Accounts	Location Code	Title
<input checked="" type="checkbox"/>	110000	Performing Arts
<input type="checkbox"/>	110100	PERFRM 100
<input type="checkbox"/>	110101	PERFRM 101
<input type="checkbox"/>	110102	PERFRM 102
<input type="checkbox"/>	110103	PERFRM 103
<input type="checkbox"/>	110104	PERFRM 104
<input type="checkbox"/>	110105	PERFRM 105

Important Information

- New additions to existing buildings considered part of the building
- Non-LU owned facilities included in the inventory
- Be careful about 4-digit and 3-digit building codes
 - Room 1000: --1000
 - Room 100: --0100

Important Information

- Some values look alike:
 - 5 and S
 - 1 and I
 - 0 and O
 - 2 and Z
- RH abbreviation is for “Residence Halls”
Religion Hall is “RELIGN”