Organization - BUD2100

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Budget > Tables > Account Codes > Organization

This tab is used to establish and manage the three-digit numeric code that is used to identify each campus and administrative organization (e.g., high school, middle school, elementary school, superintendent's office, tax office, data processing, etc.). The organization code portion of an account number must exist in the organization code table before an account number can be entered in the Budget application.

Note: The list of organizations also reflects deduction codes added from the payroll deduction code table. These deduction organizations will apply to fund 863 only. For example, if a district has an organization code of 001, which is a high school campus and has a deduction code in Human Resources as 001 for additional federal withholdings, the high school campus name will default in the **Organization Description** field.

Set up an organization code:

❏ Click **+Add** to add a row.

Field	**Description**
Organization Code	Type the organization code for the account. The field can be a maximum of three digits.
Organization Description	Type the organization code description. The field can be a maximum of 30 characters.

❏ Click **Save**.

Other functions and features:

Retrieve	The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.

Print	Click to print the report. The following Account Code Table options are displayed: **Current Tab Page** - prints only the tab page currently open. **Selected Account Code Tables** - displays the following Account Code Table Selection options: Fund/Fiscal Yr Function Object Sub-Object Organization\ Program Intent Educational Span Project Detail **All Account Code Tables** - prints all the Account Codes tab pages. Select an option, and then click **OK** to view a copy of the report. Otherwise, click **Cancel** to return to the tab. Review the report.
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.