



Organization - FIN2200

Table of Contents

| | |
|-------------------------------------|---|
| Organization - FIN2200 | i |
| Organization - FIN2200 | 1 |

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Finance > 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.
- All three-digit organization codes and description names (up to 30 characters) are entered or maintained on this page.

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** or press ALT+1 to add a row to the grid. **Note:** If you use ALT+1 to add rows, use the 1 key on the keyboard not the 1 key on the numeric keypad.

| 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:

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| Retrieve | Retrieve data. The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost. |
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| Print | <p>Print account code data.</p> <p>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.</p> <p>Review the report.</p> |
|  | <p>Delete a row. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click Save.</p> |