



## Organization - FIN2200



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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** to add a row.

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

Click **Save** to save the changes.

### Other functions and features:

<b>Retrieve</b>	The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes are lost.
<b>+Add</b>	Click to add a row to the grid or press ALT+1. <b>Note:</b> When using ALT+1 to add a new row to the grid, you must use the 1 key on the keyboard, not the 1 key on the numeric keypad.

<b>Print</b>	<p>Print account code data.</p> <p><b>Current Tab Page</b> - prints only the tab page currently open.</p> <p><b>Selected Account Code Tables</b> - displays the following Account Code Table Selection options:</p> <ul style="list-style-type: none"><li>Fund/Fiscal Yr</li><li>Function</li><li>Object</li><li>Sub-Object</li><li>Organization\ Program Intent</li><li>Educational Span</li><li>Project Detail</li></ul> <p><b>All Account Code Tables</b> - prints all the Account Codes tab pages.</p> <p>Select an option, and then click <b>OK</b> to view a copy of the report. Otherwise, click <b>Cancel</b> to return to the tab.</p> <p><a href="#">Review the report.</a></p>
	<p>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 <b>Save</b>.</p>