

Organization - BUD2100

Table of Contents

Organization - BIID2100	
Diuailizatioli - BUDZIUU	

Organization - BUD2100

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.

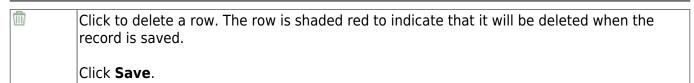
Field	Description
	Type the organization code for the account. The field can be a maximum of three digits.
	Type the organization code description. The field can be a maximum of 30 characters.

☐ 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	
	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.

2025/12/06 13:42 1 Organization - BUD2100





Back Cover