

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 Payroll as 001 for additional federal withholdings, the high school campus name will default in the **Organization Description** field.

Set up an organization code:

 \square 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:

	The Retrieve button is also used to retrieve information from the last save. If you clice Retrieve , any unsaved changes are lost.	
+Add	Click to add a row to the grid or press ALT+1.	
	Note : 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.	

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Print Print account code data.

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.

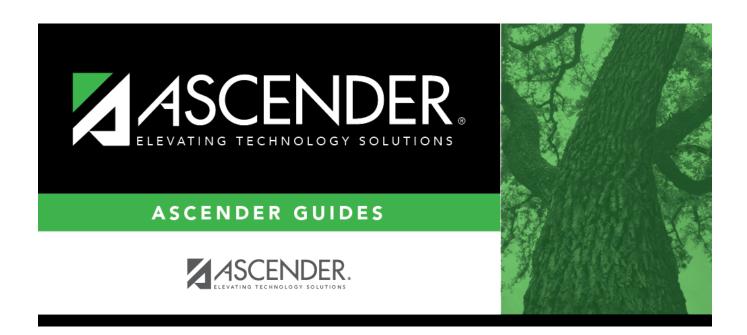
Select an option, and then click **OK** to view a copy of the report. Otherwise, click **Cancel** to return to the tab.

Review the report.

Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is sayed.

Click Save.

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