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 cod

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 subobject code for the account. The field can be a maximum of two characters.
Organization Description	Type the subobject description. The field can be a maximum of 30 characters.

Click **Save**.

Other functions and features:

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.

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.
	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. Click **Save**.


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