Relationship Checklist	Sub Account	Reporting Code	Project Code	Unofficial Organizations
Creates small divisions within departments	X	X		X
Creates small divisions across departments			X	
Creates small divisions across accounts	X			
Create small divisions across accounts at a finer level than sub account			X	
Create small divisions across accounts and departments by use of Project Code and Sub Account	X		X	
Tracks budget at the division level in departments	X	X		X
Tracks transaction level expenses and revenue object codes	X	X	X	X
Same attributes as accounts	X			
Link 2 departments together	X	X	X	
Allows budget to be transferred from an account	X			X
Requires assignment at the time of transaction	X		X	
Contains 5 characters alpha or numeric	X			
Contains 10 characters alpha or numeric		X	X	
Allows reporting across accounts, sub accounts, and project codes to a specific individual or management level with netid		X		
Use to join multiple accounts across a department for reporting		X		
Create up to 5 nested levels of reporting within an organization		X		
Allows reporting of accounts and transactions across the organization				X
Requires additional layering of approval structures				X

Notes: Examples

Sub Account - Library has many units which use the state account; Administration, Research, Copy Center, Books, and Periodicals. Give each unit a sub account which will track each units budget, expenditures and revenue.

Reporting Code - Director of Library has Overhead and State accounts. Reporting Code will allow grouping of budget, expenses and revenues by the Director for review. Reporting Code use at the manager level will allow manager to see multiple account use on one report.

Project Codes - Library units of Books and Research have a project to merge the technical research books into one unit

Unofficial Organizations - Library has a Director, 2 levels of line managers and a level of supervision that share accounts. By nesting each manger, and supervisor could have separate reports