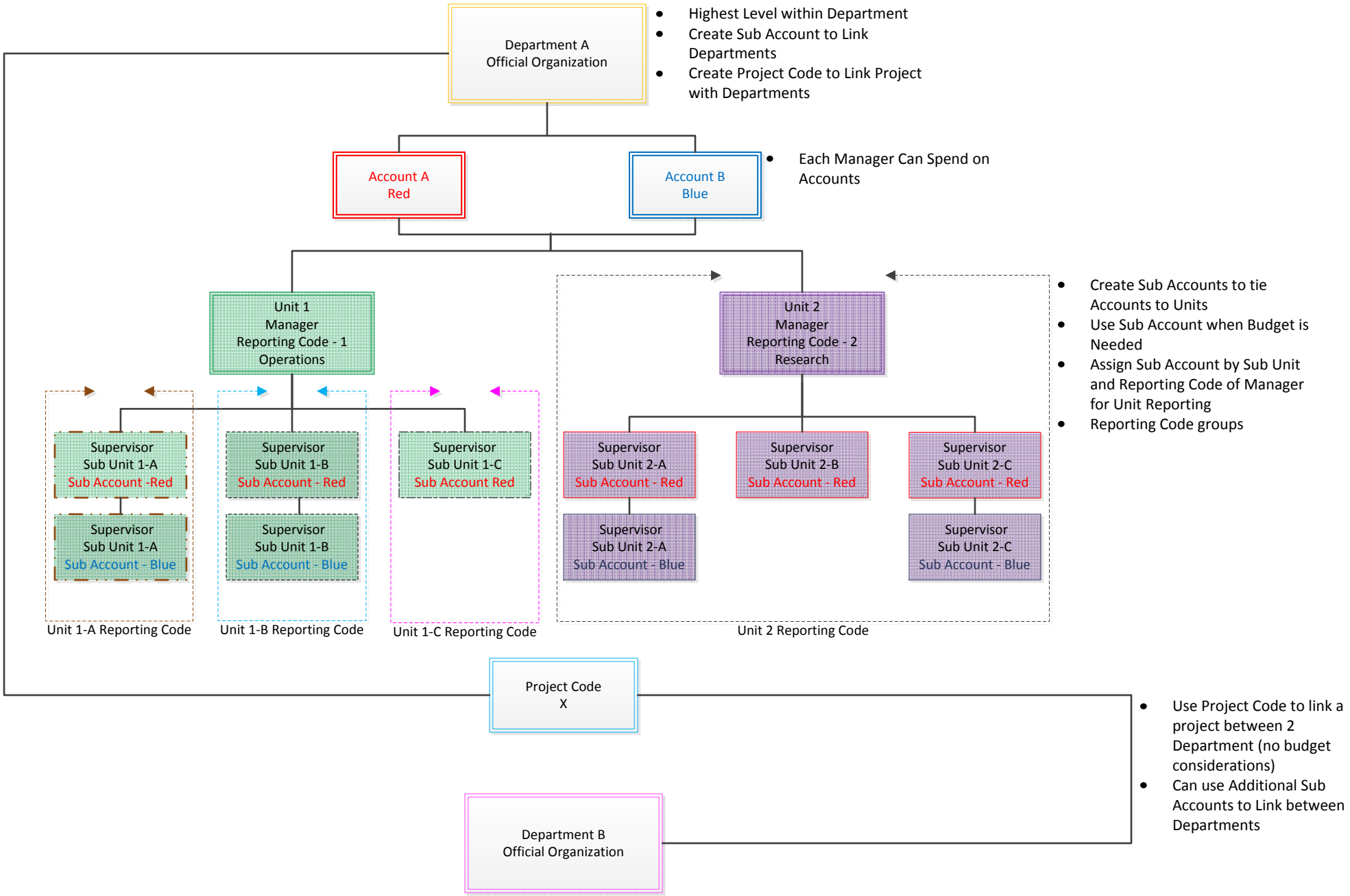


Department Sub Accounts and Reporting Codes Structure

Considerations for use of Sub Accounts and Reporting Codes Relationships in a Department



- Highest Level within Department
- Create Sub Account to Link Departments
- Create Project Code to Link Project with Departments

- Each Manager Can Spend on Accounts

- Create Sub Accounts to tie Accounts to Units
- Use Sub Account when Budget is Needed
- Assign Sub Account by Sub Unit and Reporting Code of Manager for Unit Reporting
- Reporting Code groups

- Use Project Code to link a project between 2 Department (no budget considerations)
- Can use Additional Sub Accounts to Link between Departments