

Sub Account

- Create small divisions within an account at a finer level (i.e. multiple units within a department who use the account)
- Collect and track multiple units within a department by budget, expenses and revenue object codes within the same account
- Have same attributes as accounts (mirror account behavior)
- Can link 2 departments together as long as the 2 departments use the same Sub Account information
- Budget correction is necessary to move the budget to the Sub Account
- Contains 5 letters or numbers

***Note:** Example - 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 unit’s budget, expenditures and revenue.*

Project Code

- Create small divisions within units within a department, across departments, or account(s) at a finer level than a Sub Account
- No budget is transferred
- Each transaction generated must add the Project Code at the time of the transaction is generated
- Contains 10 letters or numbers

***Note:** Example - Library units of Books and Research have a project to merge the technical research books into one unit.*

Financial Reporting Code

- Group Sub Accounts across accounts
- Creates a division of reporting at the manager level
- Use to group Sub Accounts across accounts for reporting purposes
- Reporting Code is tied to the Organization
- Code will combine multiple sub accounts budget, expenses, and revenues
- Contains 10 letter or numbers

***Note:** Example - 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.*

Unofficial Organizations

- Create additional finer levels within an Official Organization
- Can create up to 5 level of Unofficial Organizations with an Official Organization
- Allows reporting capture of accounts and transactions at the Unofficial Organization level
- Requires additional layering of approval via the Route Log
- Level 1 is the Official Organization (College or Department)
- To nest Unofficial Organizations, you must create the higher level Organizations first so that you can create the Organization structure as you go. This will create Unofficial Organizations that report to other Unofficial Organizations
- Contains at least 1 alpha character
- Contains 4 alpha and numeric characters

Note: Example - Library has a Director, 2 levels of line managers and a level of supervision that share accounts. By nesting each manager and supervisor could have separate reports