



Sub-Object - BUD2100

Table of Contents

| | |
|-----------------------------------|---|
| Sub-Object - BUD2100 | i |
| Sub-Object - BUD2100 | 1 |

Sub-Object - BUD2100

Budget > Tables > Account Codes > Sub-Object

This tab is used to establish and manage the two-character code that identifies the local-use, subobject codes.


Set up a sub-object code:

Click **+Add** to add a row.

| Field | Description |
|-------------------------------|---|
| Sub-Object Code | Type the sub-object code for the account. The field can be a maximum of two characters. |
| Sub-Object Description | Type the subobject code description. The field can be a maximum of 30 characters. |

Click **Save**.

Other functions and features:

| | |
|---|--|
| Retrieve | The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost. |
| Print | <p>Current Tab Page - prints only the tab page currently open.</p> <p>Selected Account Code Tables - displays the following Account Code Table Selection options:</p> <ul style="list-style-type: none"> Fund/Fiscal Yr Function Object Sub-Object Organization\ Program Intent Educational Span Project Detail <p>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.</p> <p>Review the report.</p> |
|  | <p>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click Save.</p> |