



# Educational Span- FIN2200



# Table of Contents

<b>Educational Span- FIN2200</b> .....	i
<b>Educational Span- FIN2200</b> .....	1



# Educational Span- FIN2200

**Finance > Tables > Account Codes > Educational Span**

This tab is used to establish and manage the educational span code. It is the fourth character in the six-character program code and identifies the educational span code (e.g., grade 3) of the current account code. It is currently a local-use field.

## Set up an educational span 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
<b>Educational Span Code</b>	Type the one-character alphanumeric educational span code for the account.
<b>Educational Span Description</b>	Type the educational span description. The field can be a maximum of 30 characters.

Click **Save**.

## Other functions and features:

<b>Retrieve</b>	<p><a href="#">Retrieve data.</a></p> <p>The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b>, any unsaved changes are lost.</p>
<b>Print</b>	<p><a href="#">Print account code data.</a></p> <p><b>Current Tab Page</b> - prints only the tab page currently open.  <b>Selected Account Code Tables</b> - displays the following Account Code Table Selection options:  Fund/Fiscal Yr  Function  Object  Sub-Object  Organization\ Program Intent  Educational Span  Project Detail  <b>All Account Code Tables</b> - prints all the Account Codes tab pages.  Select an option, and then click <b>OK</b> to view a copy of the report. Otherwise, click <b>Cancel</b> to return to the tab.</p> <p><a href="#">Review the report.</a></p>



[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**.