



## **Educational Span- FIN2200**



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# 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** to add a row.

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** to save the changes.

## Other functions and features:

<b>Retrieve</b>	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.
<b>+Add</b>	Click to add a row to the grid or press ALT+1. <b>Note:</b> When using ALT+1 to add a new row to the grid, you must use the 1 key on the keyboard, not the 1 key on the numeric keypad.
<b>Print</b>	Print account code data.  <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.  <a href="#">Review the report.</a>



Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.

Click **Save**.