


# Object - FIN2200

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***Finance > Tables > Account Codes > Object***

This tab is used to establish and manage the four-digit numeric code that identifies the nature and object of an account transaction or source.

## Set up an object code:

❑ Click **+Add** to add a row.

| Field | Description |
|---|---|
| **Object Code** | Type the object code for the account. The field can be a maximum of four digits. |
| **Object Description** | Type the object 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. |
| **+Add** | Click to add a row to the grid or press ALT+1.<br>**Note**: 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. |
| **Print** | Print account code data.<br><br>**Current Tab Page** - prints only the tab page currently open.<br>**Selected Account Code Tables** - displays the following Account Code Table Selection options:<br>Fund/Fiscal Yr<br>Function<br>Object<br>Sub-Object<br>Organization\ Program Intent<br>Educational Span<br>Project Detail<br>**All Account Code Tables** - prints all the Account Codes tab pages.<br>Select an option, and then click **OK** to view a copy of the report. Otherwise, click **Cancel** to return to the tab.<br><br>Review the report. |
|  | Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.<br><br>Click **Save**. |