



## 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.

**Note:** All levels of the object code must exist when adding a new object code. For example, if you are adding 5749 then you must also add 5700 and 5740. If all levels do not exist, an error message is displayed.

### Set up an object code:

☐ Click **+Add** to add a row.

Field	Description
<b>Object Code</b>	Type the object code for the account. The field can be a maximum of four digits.
<b>Object Description</b>	Type the object code description. The field can be a maximum of 30 characters.

☐ Click **Save**.

### 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**.