

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
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. **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. **Current Tab Page** - prints only the tab page currently open. **Selected Account Code Tables** - displays the following Account Code Table Selection options: Fund/Fiscal Yr Function Object Sub-Object Organization\ Program Intent Educational Span Project Detail **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. 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. Click **Save**.