Sub-Object - BUD2100

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Budget > Tables > Account Codes > Sub-Object

This tab is used to establish and manage the two-character code that identifies the local-use, subobject codes.

Set up a sub-object code:

❑ Click **+Add** to add a row.

Field	Description
Sub-Object Code	Type the sub-object code for the account. The field can be a maximum of two characters.
Sub-Object Description	Type the subobject 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.
Print	Click to print the report. The following Account Code Table options are displayed: **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**.

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