



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	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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