



## Educational Span- FIN2200



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## Finance > Tables > Account Codes > Educational Span

This tab is used to establish and manage the educational span code. It is the fourth character in the six-character program code and identifies the educational span code (e.g., grade 3) of the current account code. It is currently a local-use field.


### Set up an educational span code:

☐ Click **+Add** to add a row.

| Field                               | Description   |
|-------------------------------------|---|
| <b>Educational Span Code</b>        | Type the one-character alphanumeric educational span code for the account.          |
| <b>Educational Span Description</b> | Type the educational span 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.<br><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.<br><br><b>Current Tab Page</b> - prints only the tab page currently open.<br><b>Selected Account Code Tables</b> - 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><b>All Account Code Tables</b> - prints all the Account Codes tab pages.<br>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.<br><br><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.<br><br>Click <b>Save</b> .   |



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