



## Function - FIN2200



Table of Contents

Function - FIN2200 ..... 1



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## Finance > Tables > Account Codes > Function

This tab is used to establish and manage the two-digit numeric code applied to expenditures to identify the purpose of the transaction.


### Set up a function code:

☐ Click **+Add** to add a row.

Field	Description
<b>Function Code</b>	Type the function code for the account. The field can be a maximum of two digits.
<b>Function Description</b>	Type the function 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 <b>Save</b> .



## Back Cover