

Object - FIN2200

Table of Contents

Object - FIN2200

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 adding 5749 then you must also add 5700 and 5740. If not, an error message is displayed.

Set up an object code:

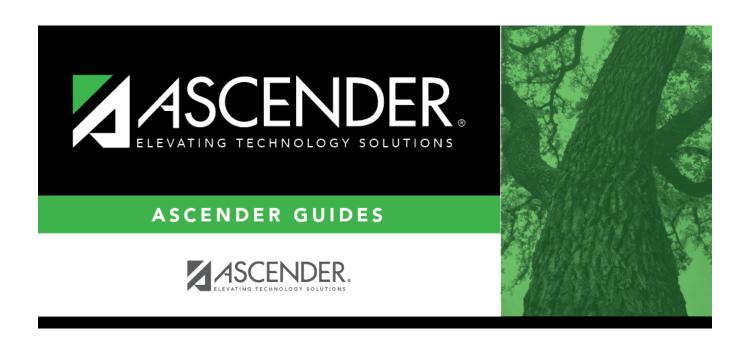
☐ Click **+Add** to add a row.

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.	
ŵ	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.	
	Click Save.	



Back Cover