

Object - FIN2200

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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.
	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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