



Sub-Object - FIN2200

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Finance > Tables > Account Codes > Sub-Object

This tab is used to establish and manage the two-character alphanumeric code that identifies the local use subobject codes.


Set up a sub-object code:

Click **+Add** or press ALT+1 to add a row to the grid. **Note:** If you use ALT+1 to add rows, use the 1 key on the keyboard not the 1 key on the numeric keypad.

| Field | Description |
|-------------------------------|--|
| Sub-Object Code | Type the subobject code for the account. The field can be a maximum of two characters. |
| Sub-Object Description | Type the subobject description. The field can be a maximum of 30 characters. |

Click **Save**.

Other functions and features:

| | |
|---|--|
| Retrieve | <p>Retrieve data.</p> <p>The Retrieve button is also used to retrieve information from the last save. If you click Retrieve, any unsaved changes are lost.</p> |
| Print | <p>Print account code data.</p> <p>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.</p> <p>Review the report.</p> |
|  | <p>Delete a row.</p> <p>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click Save.</p> |



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