



## Sub-Object - FIN2200



# Table of Contents

**Sub-Object - FIN2200** ..... 1



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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
<b>Sub-Object Code</b>	Type the subobject code for the account. The field can be a maximum of two characters.
<b>Sub-Object Description</b>	Type the subobject 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>Print</b>	<p>Print account code data.</p> <p><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</p> <p><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.</p> <p><a href="#">Review the report.</a></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 <b>Save</b>.</p>



## Back Cover