Educational Span - BUD2100

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Budget > Tables > Account Codes > Educational Span

This tab is used to establish and manage the educational span code. It is the fourth character in the six-character program code and identifies the educational span code (e.g., grades 3, 5) of the current account code. It is currently a local-use field.

Set up an educational span code:

Click **+Add** to add a row.

Field	Description
Educational Span Code	Type the one-character alphanumeric educational span code for the account.
Educational Span Description	Type the educational span code description. The field can be a maximum of 30 characters.

Click **Save**.

Other functions and features:

Retrieve	Retrieve data. The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
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.
🗑	Delete a row. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.