



Function - BUD2100

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Budget > Tables > Account Codes > Function

This tab is used to establish and manage the two-digit numeric code applied to expenditures to identify the purpose of the transaction.


Set up a function code:

☐ Click **+Add** to add a row.

Field	Description
Function Code	Type the function code for the account. The field can be a maximum of two digits
Function Description	Type the function 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.
Print	<p>Click to print the report. The following Account Code Table options are displayed:</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>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>