



# Function - BUD2100



# Table of Contents

<b>Function - BUD2100</b> .....	<b>i</b>
<b>Function - BUD2100</b> .....	<b>1</b>



# Function - BUD2100

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