



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>Current Tab Page - prints only the tab page currently open.</p> <p>Selected Account Code Tables - displays the following Account Code Table Selection options:</p> <ul style="list-style-type: none"> Fund/Fiscal Yr Function Object Sub-Object Organization\ Program Intent Educational Span Project Detail <p>All Account Code Tables - prints all the Account Codes tab pages.</p> <p>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> |