



Program - FIN2200

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Finance > Tables > Account Codes > Program

This tab is used to establish and manage the program intent code. This two-digit code is the second and third digits of the six-character program code used to designate the intent of a program provided to students. It is used to account for the cost of instruction and other services that are directed toward a particular need of a specific set of students, not the demographic makeup of the students served.

Set up a program code:

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

| Field | Description |
|-----------------------------------|---|
| Program Intent Code | Type the program intent code for the account. The field can be a maximum of two digits. |
| Program Intent Description | Type the program intent 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. |
| +Add | Click to add a row to the grid or press ALT+1. Note: When using ALT+1 to add a new row to the grid, you must use the 1 key on the keyboard, not the 1 key on the numeric keypad. |
| 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. |



Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.

Click **Save**.