

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:

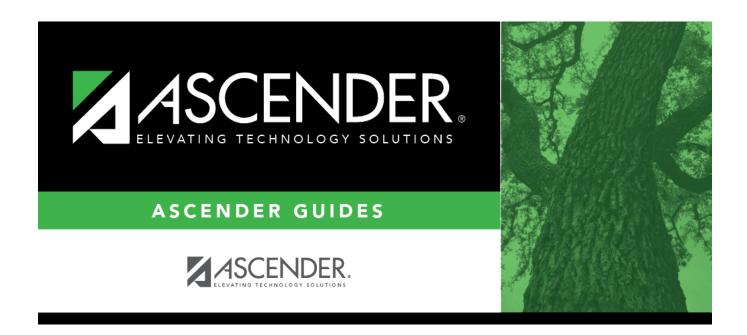
☐ Click **+Add** to add a row.

Field	Description
I .	Type the function code for the account. The field can be a maximum of two digits
· •	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	Click to print the report. The following Account Code Table options are displayed:
	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.
	return to the tab.
	Review the report.
ŵ	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.
	Click Save .



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