

Program - BUD2100

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Budget > Tables > Account Codes > Program

This tab is used to establish and manage the program intent codes. 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 intent code:

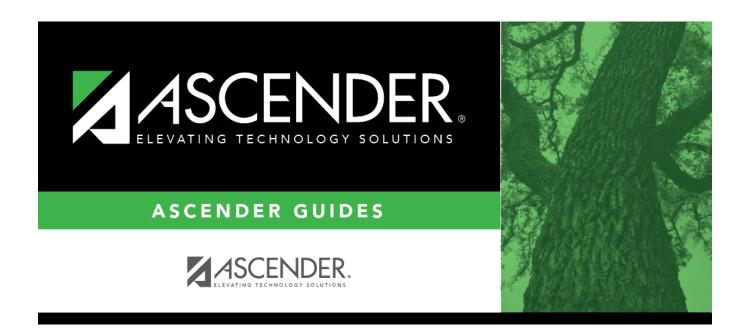
☐ Click **+Add** to add a row.

Field	Description
1	Type the program intent code for the account. The field can be a maximum of two digits.
	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.	
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	
1	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.	
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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