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
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.
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. 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**.

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