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## 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
<b>Program Intent Code</b>	Type the program intent code for the account. The field can be a maximum of two digits.
<b>Program Intent Description</b>	Type the program intent code description. The field can be a maximum of 30 characters

Click **Save**.

### Other functions and features:

<b>Retrieve</b>	<p><a href="#">Retrieve data.</a></p> <p>The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b>, any unsaved changes are lost.</p>
<b>Print</b>	<p><a href="#">Print account code data.</a></p> <p><b>Current Tab Page</b> - prints only the tab page currently open.  <b>Selected Account Code Tables</b> - displays the following Account Code Table Selection options:  Fund/Fiscal Yr  Function  Object  Sub-Object  Organization\ Program Intent  Educational Span  Project Detail  <b>All Account Code Tables</b> - prints all the Account Codes tab pages.  Select an option, and then click <b>OK</b> to view a copy of the report. Otherwise, click <b>Cancel</b> to return to the tab.</p> <p><a href="#">Review the report.</a></p>



[Delete a row.](#)

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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