



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 | <p>Retrieve data.</p> <p>The Retrieve button is also used to retrieve information from the last save. If you click Retrieve, any unsaved changes are lost.</p> |
| Print | <p>Print account code data.</p> <p>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.</p> <p>Review the report.</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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