



## Project Detail - BUD2100



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## **Budget > Tables > Account Codes > Project Detail**

This tab is used to establish and manage the project detail code. This two-character code comprises of the fifth and sixth characters of the program code, and it identifies the program project. It is a local-use field.


### **Set up a project detail code:**

☐ Click **+Add** to add a row.

| Field                             | Description   |
|-----------------------------------|---|
| <b>Project Detail Code</b>        | Type the project detail code for the account. The field can be a maximum of two characters. |
| <b>Project Detail Description</b> | Type the project detail description. The field can be a maximum of 30 characters.           |

☐ Click **Save**.

### **Other functions and features:**

|   |  |
|---|--|
| <b>Retrieve</b>   | 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.   |
| <b>Print</b>  | <p>Click to print the report. The following Account Code Table options are displayed:</p> <p><b>Current Tab Page</b> - prints only the tab page currently open.<br/><b>Selected Account Code Tables</b> - displays the following Account Code Table Selection options:<br/>Fund/Fiscal Yr<br/>Function<br/>Object<br/>Sub-Object<br/>Organization\ Program Intent<br/>Educational Span<br/>Project Detail<br/><b>All Account Code Tables</b> - prints all the Account Codes tab pages.<br/>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> |
|  | <p>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click <b>Save</b>.</p>  |



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