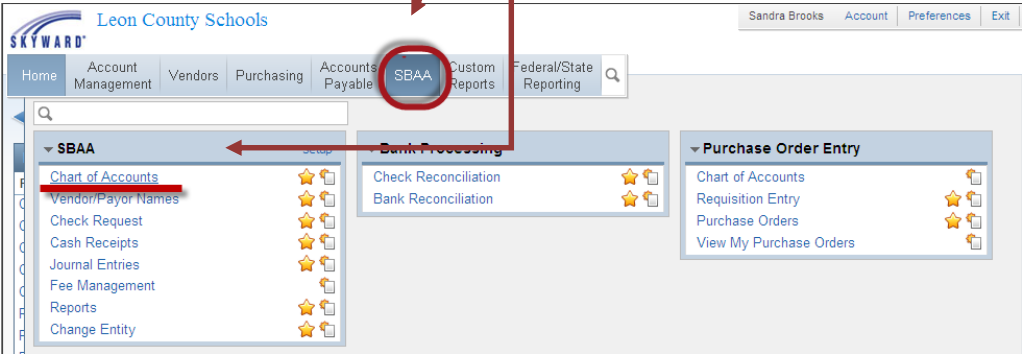


Adding OBJECTS to Existing Expense Accounts

Click on **School Based Activity Accounting** and **Chart of Accounts**



Click on ANY Q (eQuity) account that needs an object:

▶ 8910Q0000 0000 0381 42096 00000 00000	-2,000.00	0.00	0.00	-2,000.00
▶ 8910Q0000 0000 0381 42126 00000 00000	0.00	0.00	0.00	0.00
▶ 8910Q0000 0000 0381 42126 00002 00000	0.00	0.00	0.00	0.00
▶ 8910Q0000 0000 0381 42127 00000 00000	-23.00	0.00	0.00	-23.00
▶ 8910Q0000 0000 0381 50001 00000 00000	-1,274.16	0.00	0.00	-1,274.16
▶ 8910Q0000 0000 0381 50001 00021 00000	-8,809.03	0.00	0.00	-8,809.03
▶ 8910Q0000 0000 0381 50001 00022 00000	-2,384.14	0.00	0.00	-2,384.14
▶ 8910Q0000 0000 0381 50001 00036 00000	-4,561.86	0.00	0.00	-4,561.86
▶ 8910Q0000 0000 0381 50002 00002 00000	-5,472.11	0.00	0.00	-5,472.11
▶ 8910Q0000 0000 0381 50002 00036 00000	608.05	0.00	0.00	608.05

Click on **ADD ACCOUNT** (far right)



Click the radio button next to EXPENSE ACCOUNT and click NEXT:

Account Type

Account Type

What kind of Account will this be?:

- Asset Account
- Liability Account
- Equity Account
- Revenue Account
- Expense Account

Next

Back

On the next screen:

1. TAB once to OBJECT
2. Enter the object (5100, 3900, etc)
3. Click on SAVE

SBAA Account

Account Number Dimensions

* Fund: 8910	SCHOOL BASED ACTIVITY ACCOUNTI
* Type: E	Expense
* Function: 0000	CLR ACCT
* Object: 0000	CLEARING ACCOUNT
* Facility: 0381	GILCHRIST ELEMENTARY SCHOOL
* Project: 50001	MEDIA
* Subproject: 00000	PRIMARY
* Program: 00000	BUDGET INPUT

Save

Back

You need to follow the exact same steps for creating an Expense account for every object needed within that project/subproject