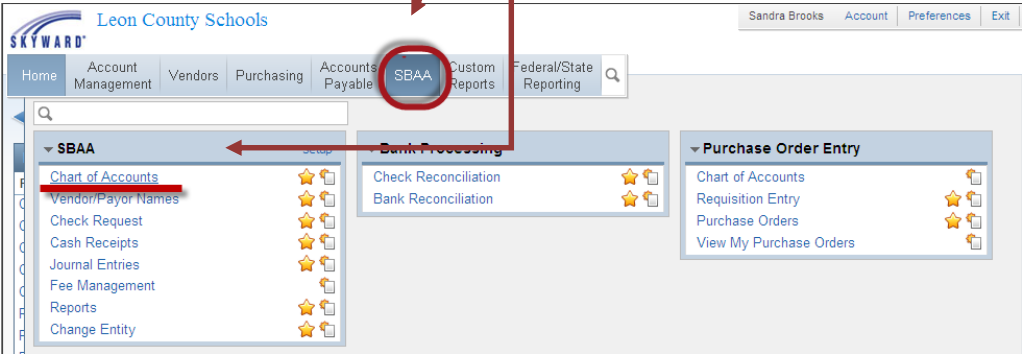# Adding OBJECTS to Existing Expense Accounts

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 038 42126 00000 00000	0.00	0.00	0.00	0.00
▶ 8910Q0000 0000 038 42126 00002 00000	0.00	0.00	0.00	0.00
▶ 8910Q0000 0000 03 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	608.06	0.00	0.00	608.06

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

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

On the next screen:

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

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

July 30, 2014