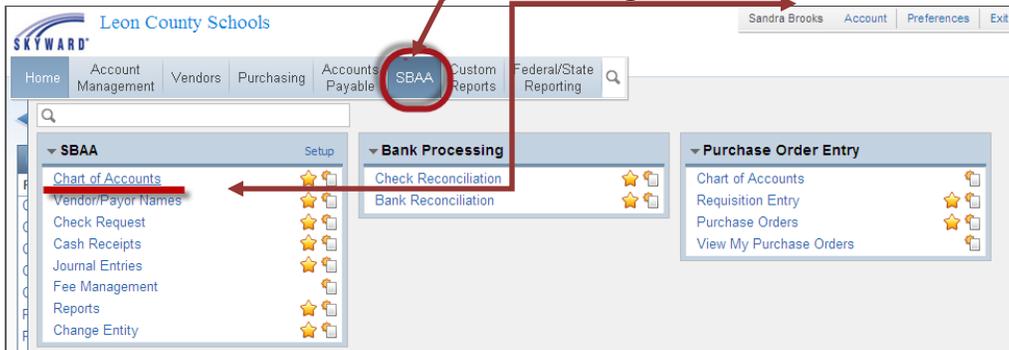


Adding NEW Accounts

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

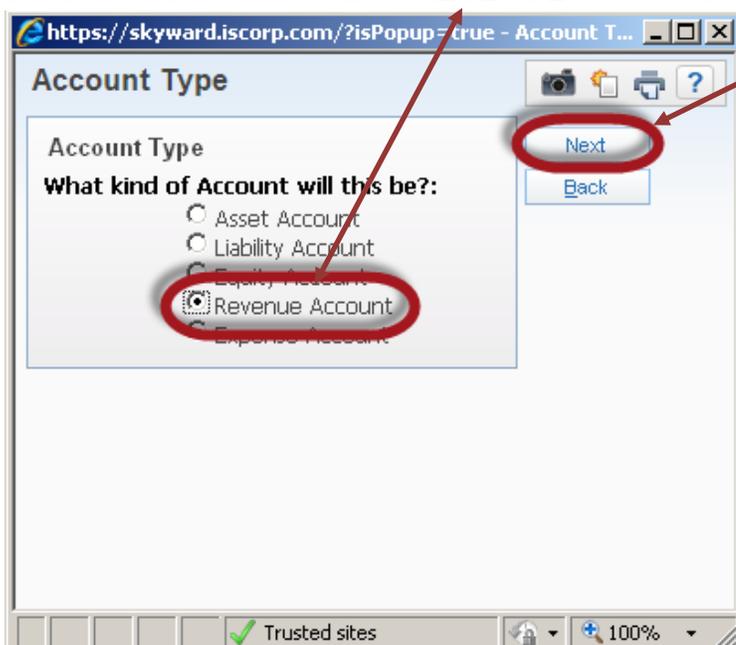


Click on ANY Q (eQuity) account.

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



Click the radio button next to **REVENUE ACCOUNT** and click **NEXT**



EVERY PROJECT WILL HAVE A REVENUE ACCOUNT WITHOUT AN OBJECT AND AN EXPENSE ACCOUNT WITH ONE OR MORE OBJECTS.
DO NOT CREATE THE EQUITY ACCOUNT – IT WILL GENERATE WITHOUT AN OBJECT!!!!