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)

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SKYWARD Leon County Schools			Sandra Brooks	Account Preferences	s Exit ?
Home Account Vendors Purchasing Account Management Vendors Purchasing Payable	SBAA Custom Fe	ederal/State Reporting			
◀ 🖬 ⊳ Chart Of Accounts 😭				es 🔻 怕 New Window 🕏	My Print Queue
Chart of Accounts with Detail Descriptions for Entity: 04 Sequence: Regular account sequence	111 (Fiscal Year 2012-20	13)		🗎 🙆	Filter Options
Account Number Fund T Func Obj Fac Proj Subpr Prog	Beginning Balance	Debit Amount	Credit Amount	Ending Ba	Add
▶ <u>8910A1110 0000 0411 00000 00000 00000</u>	26,140.67	4,030.75	5,467.47	24,7	Account
8910A1130 0000 0411 00000 00000 00000	0.00	0.00	0.00		Edit
▶ 8910Q0000 0000 0411 27000 00424 00000	-952.65	0.00	0.00	-9!	
▶ 8910Q0000 0000 0411 27003 00000 00000	-1,986.51	0.00	0.00	-1,9	
▶ 8910Q0000 0000 0411 37010 00004 00000	-6.10	6.10	0.00		
▶ 8910Q0000 0000 0411 38008 00000 00000	-567.10	38.00	40.00	-51	
II	550 00		0.00	-	

Click the radio button next to REVENUE ACCOUNT and click NEXT



On the next screen:

- 1. Make sure the **FUNCTION** is **0000** and **NOT 1110**
- 2. Tab past SOURCE leaving it at 0000 (this is not used in SBAA Revenue Accounts)
- 3. Tab to the PROJECT field. Delete 00000 that will default and pick or enter the project you need.
- 4. Tab to SUB PROJECT if needed
- 5. Tab past PROGRAM leaving it at 00000 (we do not use it in SBAA)
- 6. Click on SAVE

Account Number Dimensions * Fund: 8910 SCHOOL BASED ACTIVITY ACCOUNTI * Type: R Revenue Functions: 55190 OPERATING CHANGE FUNCTION TO 0000 * Source: D0000 BASE BUDGET * Froject: D0000 BASE BUDGET * Subproject: D0000 BUDGET INPUT Characteristics for Account Number Account Status: Active Level 1: Level 2: Category: Acct Quick Key: Acct Quick Key: Acct Quick Key: Acct Quick Key: Acct Quick Key: Acct Quick Key: Acct Quick Key: Acct Quick Key: Acct Quick Key: Acct Quick Key: Acct Quick Key: Acct Quick Key: Acct Quick Key: Acct Quick Key: Acct Qui	BAA Account		in to ?
Fund: 8910 SCHOOL BASED ACTIVITY ACCOUNTI Type: R Revenue Function: 4519 POPERATING CHANGE FUNCTION TO 0000 * Source: 0000 * Source: 0000 BASE BUDGET * Froject: 0000 BASE BUDGET * Subproject: 0000 BUDGET INPUT Characteristics for Account Number Account Status: Active Inactive Level 1: Category: Category: Acct Level Desc: sterisk (*) denotes a required field	Account Number Dimensions		Check
* Type: R Revenue	* Fund: 8910	SCHOOL BASED ACTIVITY ACCOUNTI	Spelling
Function: 1119 OPERATING CHANGE FUNCTION TO 0000 Source: 0000 Facility: 0411 EVERHART TRAINABLE CENTER * Project: 00000 BASE BUDGET * Subproject: 00000 PRIMARY * Program: 00000 BUDGET INPUT Characteristics for Account Number Account Status: Active Level 1: Level 2: Level 3: Category: Acct Level Desc: sterisk (*) denotes a required field	* Type: R	Revenue	Save
* Source: D000 • • • • • • • • • • • • • • • • •	* Function:-1110	OPERATING CHANGE FUNCTION TO 0000	Back
* Facility: D411 EVERHART TRAINABLE CENTER * Project: D0000 BASE BUDGET * Subproject: D0000 PRIMARY * Program: D0000 BUDGET INPUT Characteristics for Account Number Account Status: Active Inactive Level 1: Level 2: Acct Quick Key: Acct Quick Key: Acct Level Desc: sterisk (*) denotes a required field	* Source: 0000 💌		
* Project: 00000 • BASE BUDGET * Subproject: 00000 • PRIMARY * Program: 00000 • BUDGET INPUT Characteristics for Account Number Account Status: • Active • Inactive Level 1: • Level 2: • Level 3: • Category: • Acct Quick Key: Acct Quick Key:	* Facility: 0411	EVERHART TRAINABLE CENTER	
* Subproject: D0000 V PRIMARY * Program: D0000 V BUDGET INPUT Characteristics for Account Number Account Status: Active Inactive Level 1: V Level 2: V Category: V Acct Quick Key: Acct Quick Key: Acct Level Desc: Sterisk (*) denotes a required field	* Project: 00000 📃	BASE BUDGET	
* Program: D0000 BUDGET INPUT Characteristics for Account Number Account Status: Active I active	* Subproject: 00000 📃 🚽	PRIMARY	
Characteristics for Account Number Account Status: Active Inactive Level 1: Level 2: Category: Acct Quick Key: Acct Quick Key: Acct Level Desc: sterisk (*) denotes a required field	* Program: 00000 📃	BUDGET INPUT	
Acct Quick Key:Acct Level Desc:	Level 1:		
Acct Level Desc:	Acct Quick Key:		
sterisk (*) denotes a required field	Acct Level Desc:		
	terisk (*) denotes a required field		

Once you have created a Revenue account the eQuity account is generated – you should not be adding them.

Find the eQuity account that was just generated & highlight it. Click on Add Account Change radio button to EXPENSE and click on Next TAB Enter object code (5100, 3900, etc) SAVE

You need to follow the exact same steps for creating an \underline{E} xpense account for every object needed within that project/subproject

September 18, 2012

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!!!!!