# Adding OBJECTS to Existing Expense Accounts

#### Sandra Brooks Account Preferences Exit Leon County Schools SKYWARD. ederal/State Q Account Management Vendors Purchasing ustom Accounts Payable Reporting eports < Q ▼ SBAA - Purchase Order Entry 1 Chart of Accounts Check Reconciliation 🏫 🛍 Chart of Accounts **^** 🏫 🕤 Bank Reconciliation Requisition Entry Check Request 🏫 🛍 Purchase Orders 🏫 🛍 Cash Receipts 🏫 🕤 View My Purchase Orders Ċ 🏫 🛍 Journal Entries Fee Management 1 ☆ ¶ ☆ ¶ Reports Change Entity

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

	891000000 0000 0381 42096 00000 00000	-2,000.00	0.00	0.00	-2,000.00	
1	89100000 0000 038 42126 00000 00000	0.00	0.00	0.00	0.00	
	89100000 0000 0381 42126 00002 00000	0.00	0.00	0.00	0.00	
I	89100000 0000 03 42127 00000 00000	-23.00	0.00	0.00	-23.00	
	891000000 0000 0381 50001 00000 00000	-1,274.16	0.00	0.00	-1,274.16	
I	891000000 0000 0381 50001 00021 00000	-8,809.03	0.00	0.00	-8,809.03	
	89100000 0000 0381 50001 00022 00000	-2,384.14	0.00	0.00	-2,384.14	
1	89100000 0000 0381 50001 00036 00000	-4,561.86	0.00	0.00	-4,561.86	
1	89100000 0000 0381 50002 00002 00000	-5,472.11	0.00	0.00	-5,472.11	
	991000000 0000 0291 50002 00026 00000	600.06	0.00	0.00	609.06	

### Click on ADD ACCOUNT (far right)

SKYWARD Leon County Schools			Sandra Brooks	Account Preference	s Exit ?			
Home Account Vendors Purchasing Accounts Payable	SBAA Custom Fe	ederal/State Reporting						
◀ 🖬 🕨 Chart Of Accounts 😭			🔽 🔞 😭 Favorit	es 🔍 🗋 New Window 🕯	My Print Queue			
Chart of Accounts with Detail Descriptions for Entity: 0411 (Fiscal Year 2012-2013) Sequence: Regular account sequence								
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				
					1			

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

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	: <u>Back</u>

On the next screen:

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

SBAA Account		1
Account Number Dimension	s	<u>Save</u>
* Fund: 8910	SCHOOL BASED ACTIVITY ACCOUNTI	Bask
* Type: E	Expense	
* Function: 0000	CLR ACCT	
* Object: 0000	CLEARING ACCOUNT	
* Paciliby: 0291	GILCHRIST ELEMENTARY SCHOOL	
* Project: 50001	<ul> <li>MEDIA</li> </ul>	
* Subproject: 00000	PRIMARY	
* Program: 00000	BUDGET INPUT	

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