

BUDGET INPUT ADD AN ACCOUNT

 Budget Overview
  Multi-Year Budgeting
  Strategic Request Input
  Forecasting
  Supplemental Budget Req
  Reports

Budget Input ⓘ

Select the Budget Input Form. Make sure you are at the correct COA values of where you want add an account.

LEntity: The College of New Jersey
 Organization: 3600 - Office of the Treasurer
 Fund: 100000 - General Fund
 Program: 0000 - Default Program
 Category: 325 - Institutional Services

Select an account to highlight it then Right click.

604260 - Duplicating	0	0	0	0
604280 - Supplies	1368.58	1208	151	1057
604290 - Procurement Card Charges	952	225	0	225

- Add Account Row
- Edit
- Adjust
- Supporting Detail
- Change History
- Lock/Unlock Cells
- Filter
- Sort
- Analyze
- New Ad Hoc Grid
- Show Reasons for Read-Only Cells
- Predictive Planning
- Business Rules
- Smart Push Details
- Grid Validation Messages
- Clear Formatting

Then select 'Add Account Row'

BUDGET INPUT ADD AN ACCOUNT

Delete the account that pre populates in the 'Select Accounts' box.
Search for the account you'd like to add by selecting the 3 hierarchy box icon

Consol_AddRow_BudgetInput

* Select Accounts ←

* Select Program "PRG_0000"

* Select Fund "FND_100000"

* Select Year

* Select Category "CAT_325"

* Select Legal Entity "TCNJ"

* Select Organization "ORG_3600"

Launch Cancel

Search for the account by typing in the account number and/or description in the 'Search Account' box or search for the account in the hierarchy levels. Once you have located the desired account, click OK.

Select Members

Account "604280 - Supplies"

Search Account

Account	Nonpersonnel Ope...	Total General Op...	Professional Ser...
"604280 - Supplies"	Contract Food Se... ▶	General Operatin... ▶	614000 - Speaker...
	Total Maintenanc... ▶	Advertising & Re... ▶	614010 - Consult...
	Total General Op... ▶	Professional Ser... ▶	614020 - Profess...
	Total Library Ac... ▶	Plant Funds ▶	614030 - Teacher...
	Total Other Expe... ▶	Other Commitments ▶	614040 - Audit S...
		Subscriptions & ... ▶	614050 - Bank Se...
		Bad Debt Expense ▶	614060 - Investm...

OK Cancel

BUDGET INPUT ADD AN ACCOUNT

After adding the account, select the Year. Click Launch. The new account will be added to budget at that COA string.

Consol_AddRow_BudgetInput

 **Launch** **Cancel**

* Select Accounts "ACC_614020" 

* Select Category "CAT_325" 

* Select Legal Entity "TCNJ" 

* Select Organization "ORG_3600" 

* Select Program "PRG_0000" 

* Select Fund "FND_100000" 

* Select Year FY22 

Please note: If the new account has no budget in current or previous years, it will not show up on the Budget Input Orgs in Rows_Programs forms because that form is designed to suppress "0" account lines. To be able to view the new account in the Budget Input Orgs in Rows_Programs , enter \$1 as a placeholder in the current Budget Input column.

604240 - Outside Printing		368		368	368	
604260 - Duplicating	0	0	0	0	1	

Once you have finished adding the new account(s), Click Save.

 **Actions** **Save** **Refresh**