

## Budget Format Account Ranges

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Defines the component format (detail budget entry screen) assigned for each G/L account. Components are defined according to a range of G/L accounts. You may use any/all parts of the G/L account number to define the ranges of accounts. Click New to add a new row, select the range of each part of the account number, and the [budget format](#) assigned to this group of accounts.

### **Account Ranges:**

- If you overlap ranges of accounts in various rows, the system will use the range that is most prevalent. For instance, if you are budgeting account 2160 and the component setup has a range of 2100 to 2199 and another range of 2150 to `2199 then the second range will be applied because it is more specific.
- It is good practice to add a generic range of 0000 to 9999, assigning a simple generic budget format that will be applied to any account that does not have a more specific range applied.
- If you need to assign a specific format to accounts that are not contiguous, simply add multiple rows as needed. For example, if a format is to be applied to accounts 2100 through 2199 but exclude 2150, add a row 2100-2149 for the selected format and another row 2151-2199 for the same format.

In order to do component entry to any account, a format must be assigned to the account. If any account/s are not assigned a budget format, budgeting must be done on the Actuals/Budget entry screen with no component breakdown available.

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