

Budget Format Account Ranges

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Budget Format Account Ranges

Settings > Budgeting > Format Account Ranges

These ranges define 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 most prevalent range. 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 excludes 2150, add a row 2100-2149 for the selected format and another row 2151-2199 for the same format.

A format must be assigned to enter components into an account. If an account is not assigned a budget format, budgeting must be done on the **Actuals/Budget** entry screen, with no component breakdown available.
