Last Modified on 07/02/2026 8:59 am EDT

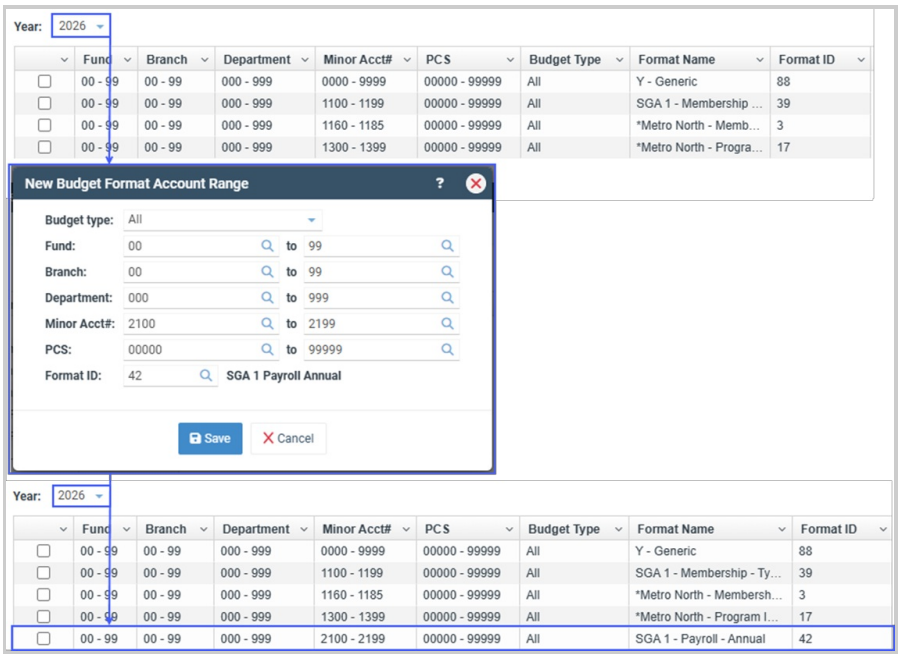
# Component Format Assignments

***Settings > Budgeting > Component Format Assignments***

These ranges define the component format (detail budget entry screen) assigned to each G/L account. Assignments are set by Budget Year and Budget Type. Note that Component Formats utilize year-specific versions rather than requiring their own "Effective Year" designations.

> **Important:** A format **must** be assigned to enter components into an account. If an account is not assigned a budget format, budgeting must be performed on the **Actuals/Budget** entry screen, where no component breakdown will be available.

On this screen, the Year selection dropdown determines which Budget Year the account ranges apply to, and which year-version of the selected Component Formats will be displayed. The Budget Type selected for an account range then controls whether that format is assigned to "All" types or a specific one (such as Forecast).




## Managing Assignments

- Click **New** to add a new row. You will then select the range for each part of the account number and the component format assigned to that group of accounts.
- Use the **Edit** or **Delete** options to modify or remove existing ranges to match your budgeting requirements for the specific year chosen in the dropdown.

## Account Ranges

- If you overlap ranges of accounts in various rows, the system will apply the most specific range. For instance, if you are budgeting account 2160 and the component setup has a broad range of 2100 to 2199 and a narrower range of 2150 to 2199, 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 already assigned.
- If you need to assign a specific format to accounts that are not sequential, simply add multiple rows as needed. For example, if a format is to be applied to accounts 2100 through 2199 but excludes 2150, add one row for 2100–2149 and another row for 2151–2199 for that same format.

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### Copying and Cloning Assignments

To assist with setup across different budget categories, use the **Clone** feature. This allows you to copy existing account ranges for use with a different Budget Type within the same Budget Year. Highlight a single row or use the checkboxes to mark multiple rows, then click Clone to select the new Budget Type. Once the copies are created, you may update the assigned Component Formats as needed.

To migrate your setup from one year to the next, use **Global Copy**. Since assignments are specific to each Budget Year, this feature allows you to copy all selected ranges to a new year. Clicking Global Copy will display the current year's assignments; simply enter the "To Year" and click OK to create the copies for the upcoming budget cycle.

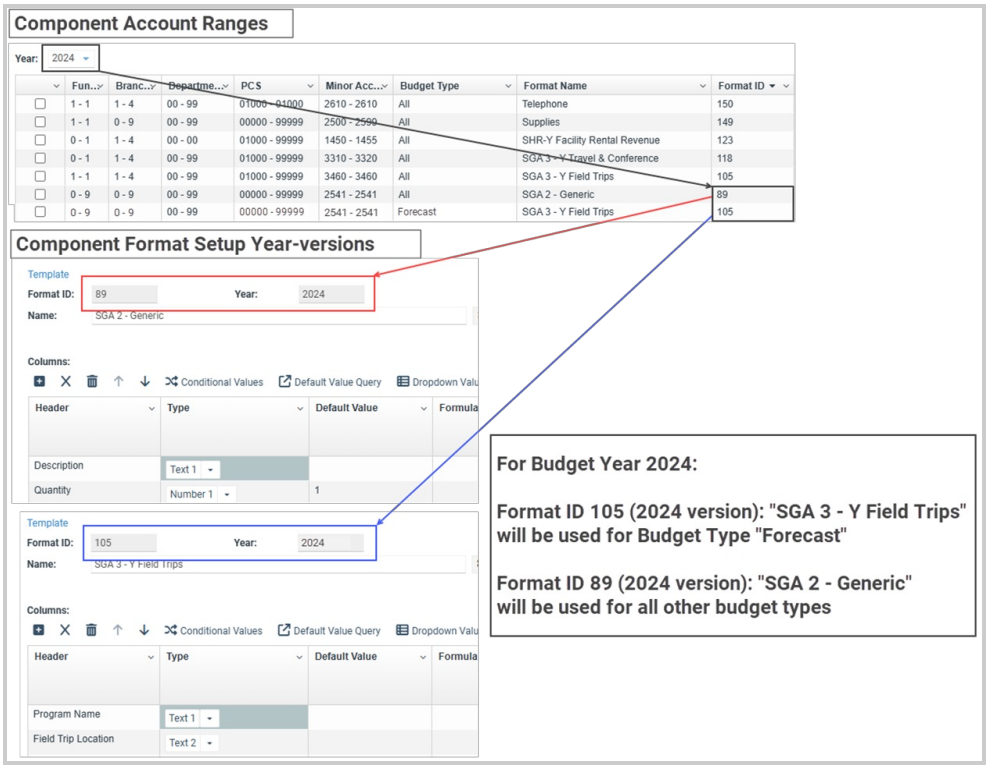
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## Examples

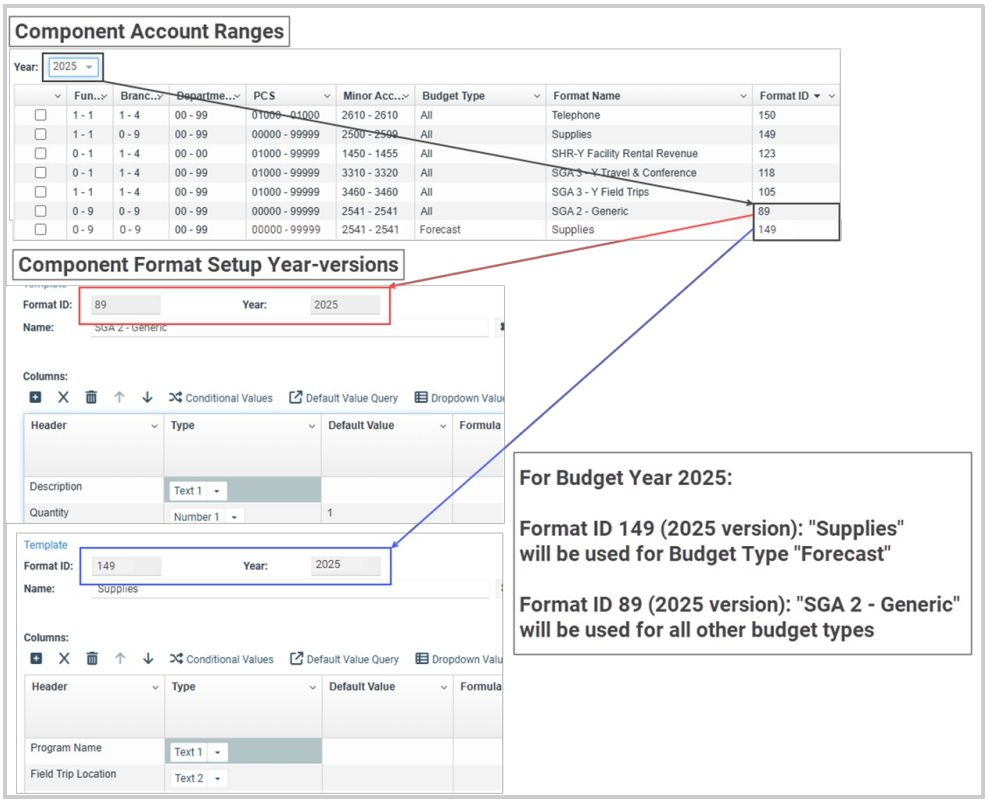
#### Year and Type Configuration

The following examples illustrate how a single account range (Minor 2541) can utilize different Component Formats across three separate Budget Years:

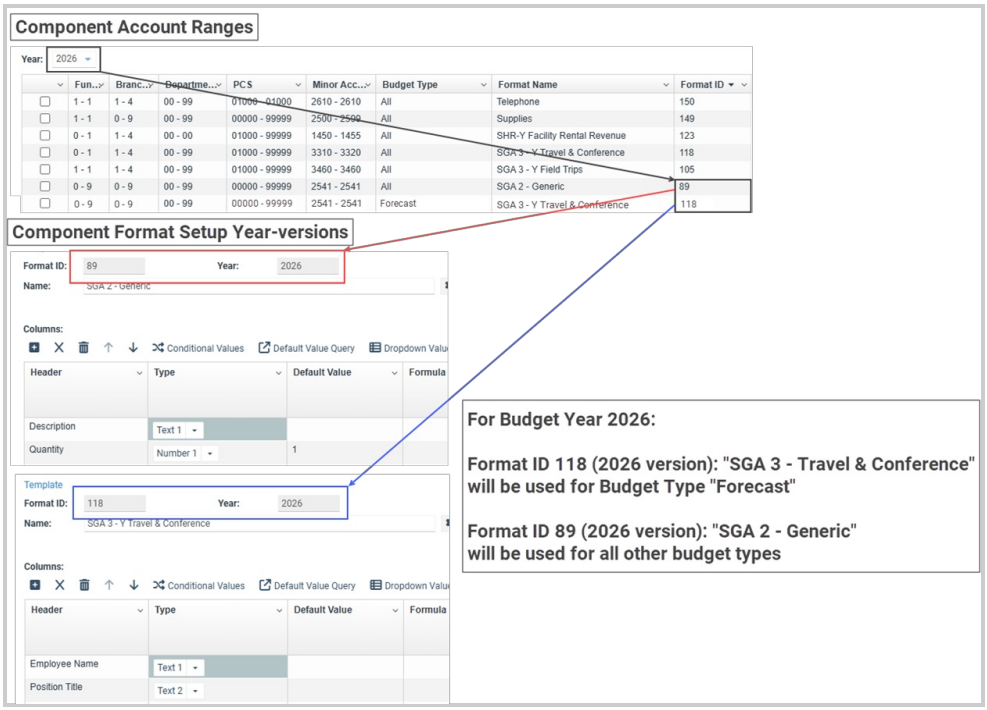
**Budget Year 2024:** FormatID 105 “SGA 3 - Y Field Trips” is assigned to the “Forecast” Budget Type, while FormatID 89 “SGA 2 - Generic” is assigned to all other Budget Types.




**Budget Year 2025:** FormatID 149 “Supplies” is assigned to the “Forecast” Budget Type, while FormatID 89 “SGA 2 - Generic” remains for all other Budget Types.




**Budget Year 2026:** FormatID 118 “SGA 3 - Y Travel & Conference” is assigned to the “Forecast” Budget Type, while FormatID 89 “SGA 2 - Generic” remains for all other Budget Types.


Component Account Ranges
Year: 2026
Fun...
Branc...
Departme...
PCS
Minor Acc...
Budget Type
Format Name
Format ID
1 - 1 | 1 - 4 | 00 - 99 | 01000 - 01000 | 2610 - 2610 | All | Telephone | 150
1 - 1 | 0 - 9 | 00 - 99 | 00000 - 99999 | 2500 - 2599 | All | Supplies | 149
0 - 1 | 1 - 4 | 00 - 00 | 01000 - 99999 | 1450 - 1455 | All | SHR-Y Facility Rental Revenue | 123
0 - 1 | 1 - 4 | 00 - 99 | 01000 - 99999 | 3310 - 3320 | All | SGA 3 - Y Travel & Conference | 118
1 - 1 | 1 - 4 | 00 - 99 | 01000 - 99999 | 3460 - 3460 | All | SGA 3 - Y Field Trips | 105
0 - 9 | 0 - 9 | 00 - 99 | 00000 - 99999 | 2541 - 2541 | All | SGA 2 - Generic | 89
0 - 9 | 0 - 9 | 00 - 99 | 00000 - 99999 | 2541 - 2541 | Forecast | SGA 3 - Y Travel & Conference | 118
Component Format Setup Year-versions
Format ID: 89
Year: 2026
Name: SGA 2 - Generic
Columns:
Conditional Values
Default Value Query
Dropdown Valu
Header
Type
Default Value
Formula
Description
Text 1
Quantity
Number 1
1
Template
Format ID: 118
Year: 2026
Name: SGA 3 - Y Travel & Conference
Columns:
Conditional Values
Default Value Query
Dropdown Valu
Header
Type
Default Value
Formula
Employee Name
Text 1
Position Title
Text 2
For Budget Year 2026:
Format ID 118 (2026 version): "SGA 3 - Travel & Conference" will be used for Budget Type "Forecast"
Format ID 89 (2026 version): "SGA 2 - Generic" will be used for all other budget types