

Component Format Assignments

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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).

The screenshot displays the 'Component Format Assignments' interface. At the top, there is a 'Year' dropdown menu set to '2026'. Below it is a table with columns: Fund, Branch, Department, Minor Acct#, PCS, Budget Type, Format Name, and Format ID. The table contains four rows of account ranges. A modal dialog titled 'New Budget Format Account Range' is open, showing fields for Budget type (All), Fund (00 to 99), Branch (00 to 99), Department (000 to 999), Minor Acct# (2100 to 2199), PCS (00000 to 99999), and Format ID (42). The Format Name is 'SGA 1 Payroll Annual'. There are 'Save' and 'Cancel' buttons at the bottom of the modal. Below the modal, the table is updated to include the new entry for Format ID 42.

Fund	Branch	Department	Minor Acct#	PCS	Budget Type	Format Name	Format ID
00 - 99	00 - 99	000 - 999	0000 - 9999	00000 - 99999	All	Y - Generic	88
00 - 99	00 - 99	000 - 999	1100 - 1199	00000 - 99999	All	SGA 1 - Membership ...	39
00 - 99	00 - 99	000 - 999	1160 - 1185	00000 - 99999	All	*Metro North - Memb...	3
00 - 99	00 - 99	000 - 999	1300 - 1399	00000 - 99999	All	*Metro North - Progra...	17
00 - 99	00 - 99	000 - 999	2100 - 2199	00000 - 99999	All	SGA 1 - Payroll - Annual	42

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.

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.

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.

Component Account Ranges

Year: 2024

Fun...	Branc...	Departme...	PCS	Minor Acc...	Budget Type	Format Name	Format ID
1-1	1-4	00-99	01000-04000	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 Field Trips	105

Component Format Setup Year-versions

Template

Format ID: 89 Year: 2024
Name: SGA 2 - Generic

Columns:

Header	Type	Default Value	Formula
Description	Text 1		
Quantity	Number 1	1	

Template

Format ID: 105 Year: 2024
Name: SGA 3 - Y Field Trips

Columns:

Header	Type	Default Value	Formula
Program Name	Text 1		
Field Trip Location	Text 2		

For Budget Year 2024:
Format ID 105 (2024 version): "SGA 3 - Y Field Trips" will be used for Budget Type "Forecast"
Format ID 89 (2024 version): "SGA 2 - Generic" will be used for 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.

Component Account Ranges

Year: 2025

Fun...	Branc...	Departme...	PCS	Minor Acc...	Budget Type	Format Name	Format ID
1-1	1-4	00-99	01000-04000	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	Supplies	149

Component Format Setup Year-versions

Format ID: 89 Year: 2025
Name: SGA 2 - Generic

Columns:

Header	Type	Default Value	Formula
Description	Text 1		
Quantity	Number 1	1	

Template

Format ID: 149 Year: 2025
Name: Supplies

Columns:

Header	Type	Default Value	Formula
Program Name	Text 1		
Field Trip Location	Text 2		

For Budget Year 2025:
Format ID 149 (2025 version): "Supplies" will be used for Budget Type "Forecast"
Format ID 89 (2025 version): "SGA 2 - Generic" will be used 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:	Fun...	Branch...	Departme...	PCS	Minor Acc...	Budget Type	Format Name	Format ID
2026	1-1	1-4	00-99	01000-01000	2610-2610	All	Telephone	150
	1-1	0-9	00-99	00000-99999	2500-2500	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:

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:

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