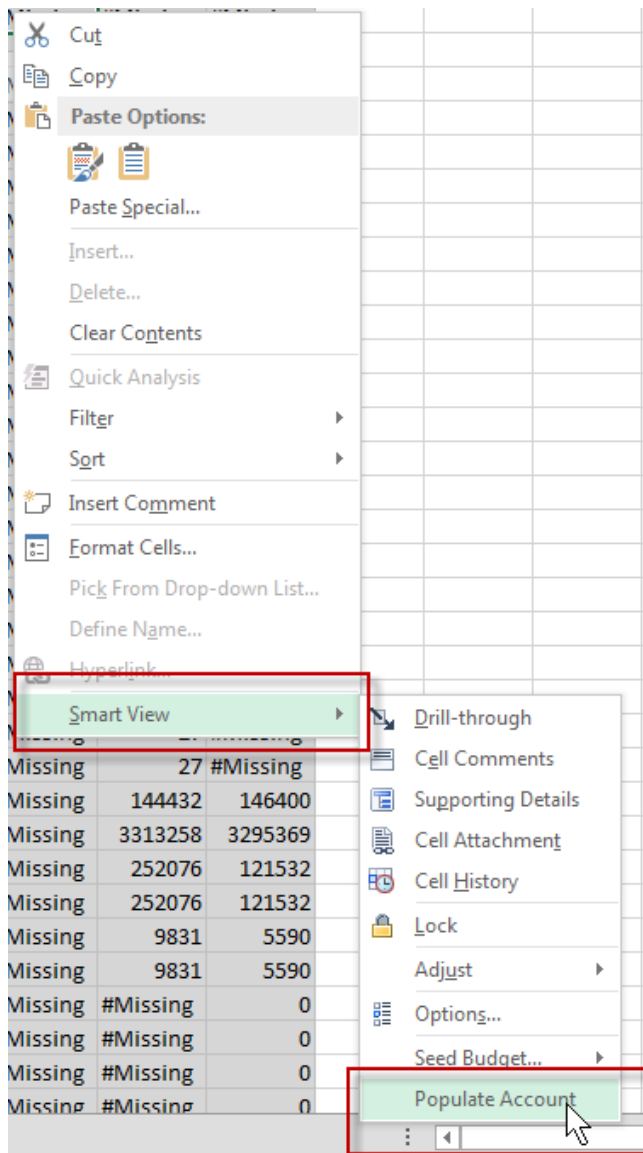


Smart View: Populating Accounts

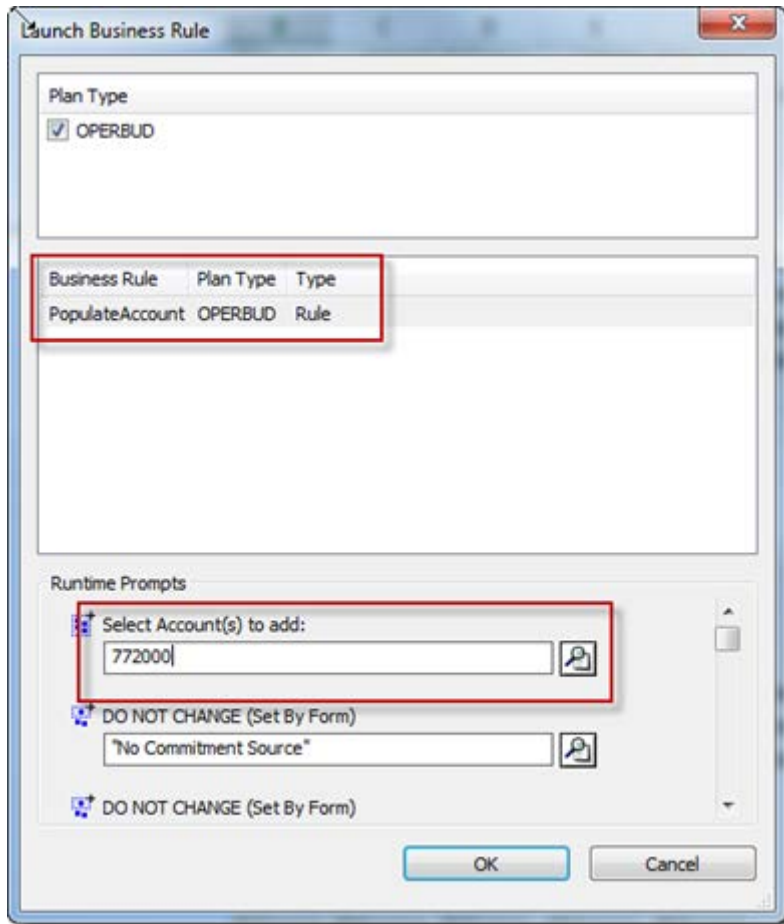
The populating accounts procedure allows you to add accounts that were not previously used but will be needed and used in the future. You may find for certain fiscal years that you need to budget for an account that you have not used for the previous 3 years.

In this example, you will add Electricity to the accounts you want to budget.

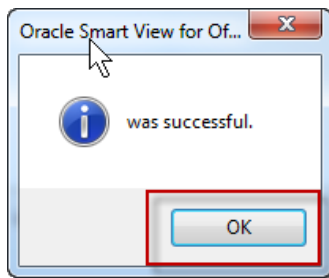
1. From the **Planning** tab, **right-click** on the form.
2. Click Smart **View** > **Populate Account**.



3. Click the **Populate Account** Business Rule. In this example, we will use Account Code 772000.
4. Enter the appropriate Account Code in the Select Account(s) to add: field.



5. Click the **OK button**.
6. **Note** the “was successful” message that appears within the pop-up window.
7. Once this message appears, click the **OK button**.



8. **Confirm the account displays in the worksheet.**

-Advertising/ Marketing	37000	37000	37000 -	37000 -	-	
771100 - IN STATE TRAVEL	7000	7500	7500 -	7500 -		1749
771200 - OUT OF STATE TRAVEL	7500	7500	7500 -	7500 -		2618
772000 - FOREIGN TRAVEL	0 -	-	-	-	-	

You can now begin budgeting for this account.

NOTE: If you want to add multiple account at the same time, type in all the using comma as a separator. If you don't know the GL account, you can search it using the search button next to the Select Account box.

NOTE: If you decide you don't need/want to budget for this account, you can clear the cell of all data and save the worksheet. The account will no longer appear. Or, if you enter a "0" into the cell the account will remain visible (as long as you did not suppress zeros in your user preferences) for the current fiscal year.

If you need help with...

- Technical issues, contact the UF Help Desk:
 - 392-HELP
 - helpdesk@ufl.edu
- Policies and Directives, contact the UF Budget Office at (352) 392-2402 or <http://cfo.ufl.edu/administrative-units/budget/>