

# Using Mass Add to Set Up New FY Grants

Go to Core > Accounts > Cash, and enter filters to display the cash accounts for which you want to Mass Add cash appropriation, expenditure and revenue accounts for the next fiscal year.

Cash Accounts						
+ Create    ✎ Mass Change						
			Fund	SCC	Description	Active
				9020		↓
👁	✎	⊕	022	9020	OHSAA Tournament	true
👁	✎	⊕	451	9020	Data Connectivity Fund FY20	true
👁	✎	⊕	467	9020	Student Wellness & Success	true
👁	✎	⊕	499	9020	Innovative Strategies FY20	true
👁	✎	⊕	516	9020	IDEA-B	true
👁	✎	⊕	536	9020	Title I Non-Competitive Grant	true
👁	✎	⊕	551	9020	LIMITED ENGLISH PROFICIENCY	true
👁	✎	⊕	572	9020	TITLE I FUND FY20	true

Click on the View icon for the individual cash account to be Mass Added.

In the pop-up, click Mass Add.

Cash Account

✎ Edit    🔄 Clone    📄 Cash Adjustments    **+ Mass Add**

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Fund    SCC  
451    9020

**Account Info**

Description: Data Connectivity Fund FY20     Active     Include As General

Fund Type: Special\_Revenue     Requires Budgeting    Xref Code:

Start Date:     Stop Date:      Include Certificate

**Amounts**

	Fiscal Year	Month	Calendar	
Initial Cash	0.00			
+ Receipts	5,400.00	0.00	2,700.00	
- Expenditures	5,400.00	0.00	2,700.00	
= Fund Balance	0.00			
- Encumbered	0.00			
= Unencumbered Balance	0.00			
- Future Encumbered	0.00			
- Pre-Encumbered	0.00			
= Remaining Balance	0.00			

to

Enter the new SCC.

Cash Account

Add Accounts using Cash Account: 451-9020    +    ✕

✎ Mass Add

Fund    SCC  
451    9020

New Fund    New SCC  
451   

Submit

0000  
User Listing Report USPS-R

Fund Type: Special\_Revenue

Start Date:     Stop Date:

Click Submit.

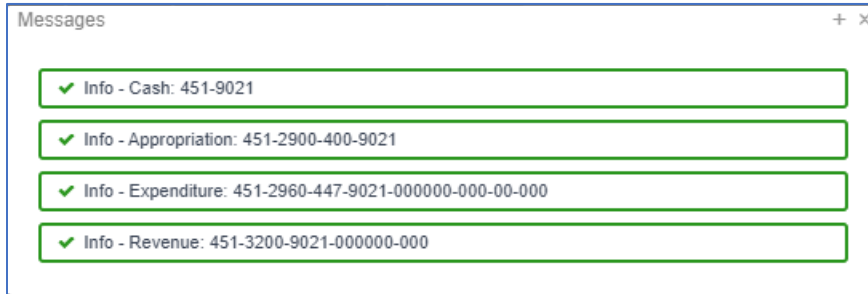
Add Accounts using Cash Account: 451-9020    +    ✕

Fund    SCC  
451    9020

New Fund    New SCC  
451    9021

Submit

A Messages pop-up will display all the accounts added.



Click the x to close the Messages box and return to the filtered list of Cash Accounts to be worked on.