

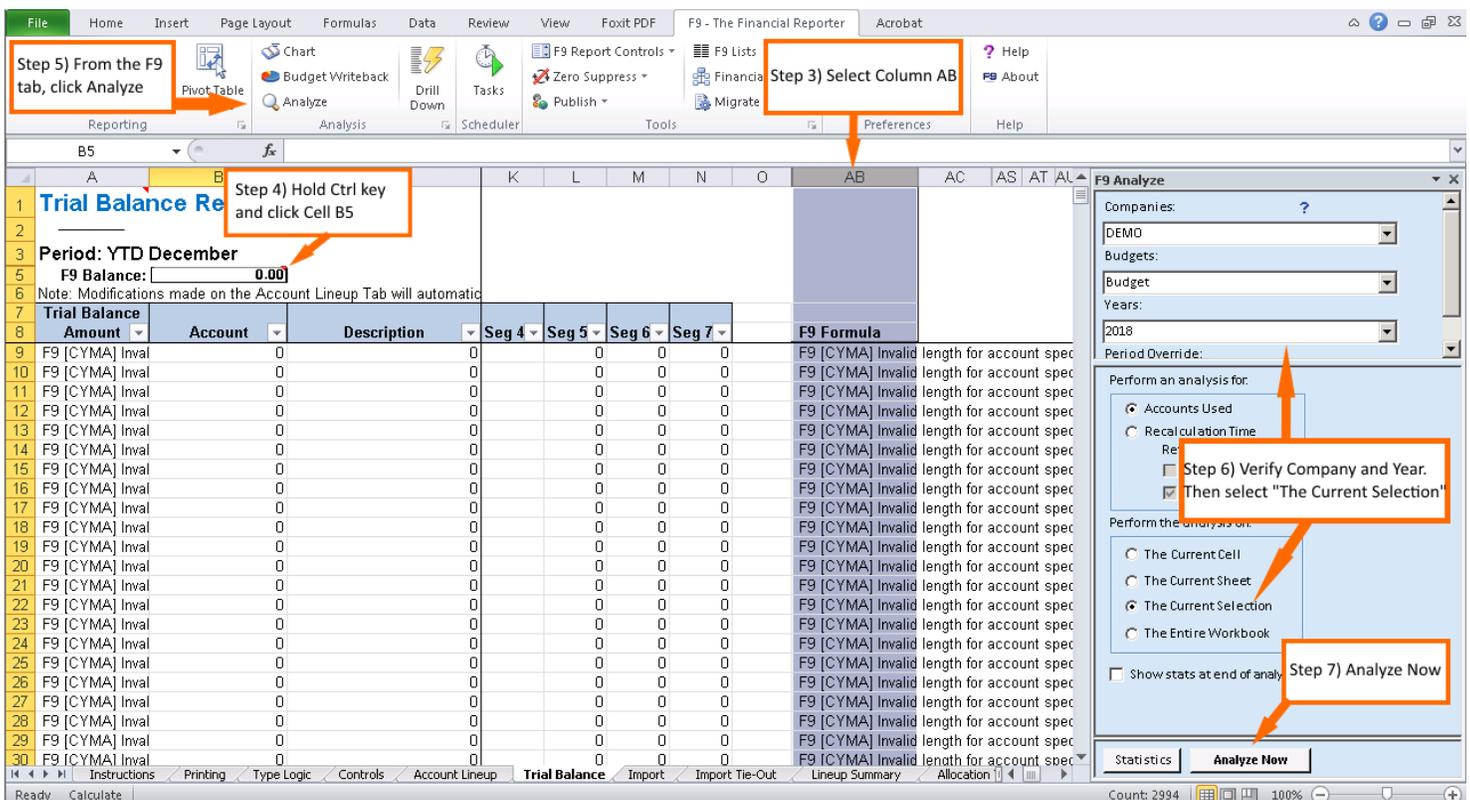
Adding Accounts to the Management Application When Using F9

If the **[Controls]** tab in the Management Application (MA) workbook has red numbers for the "Trial Balance Controls," it indicates an out of balance situation. These red numbers will alert you that you have accounts that are not lined up, and/or that you need to add new accounts.

To review your accounts, go to the **[Account Lineup]** tab. Remove any applied filters. Applied filters are recognized by blue row numbers and the filter drop-down icon  at the top of the column. Remove any filters by clicking on the drop-down arrow and selecting "**Clear Filter from ...**". Then scroll down and look for any yellow cells in the sheet. These will need to be lined up. Return to Controls Tab and recalculate by hitting **F9 key** on keyboard. If, after recalculating, there are still red numbers then you need to add accounts or evaluate accounts that have been added twice.

To Analyze for missing accounts in the **F9 v5 MA**:

- **Step 1)** Go to the **Trial Balance Tab**
- **Step 2)** Remove any **filters**
- **Step 3)** Select the entire column for **Column "AB"** so it is highlighted. (Not A&B)
- **Step 4)** Hold down the **Control key** and click **cell B5** so it is highlighted as well. (Both must be highlighted or the Analyze will return 1 instead of 2.) *See illustration below*
- **Step 5)** Go to **F9 – The Financial Report Reporter Tab** at top of page, and select **Analyze** from the menu. This will open an "F9 Analyze" box. It may take a few seconds
- **Step 6)** Make sure the correct company and year are selected. Choose "**The Current Selection**" in the F9 Analyze window *See illustration below*
- **Step 7)** Choose **Analyze Now** *See illustration below*



The screenshot displays the F9 Financial Reporter application window. The main window shows the 'Trial Balance' tab with a table of accounts. The 'F9 Analyze' dialog box is open on the right side. Annotations with arrows point to specific elements:

- Step 3) Select Column AB:** Points to the 'AB' column header in the spreadsheet.
- Step 4) Hold Ctrl key and click Cell B5:** Points to cell B5 in the spreadsheet.
- Step 5) From the F9 tab, click Analyze:** Points to the 'Analyze' button in the 'Reporting' ribbon.
- Step 6) Verify Company and Year:** Points to the 'Companies' and 'Years' dropdown menus in the 'F9 Analyze' dialog.
- Step 7) Analyze Now:** Points to the 'Analyze Now' button at the bottom of the 'F9 Analyze' dialog.

Trial Balance	Amount	Account	Description	Seg 4	Seg 5	Seg 6	Seg 7	F9 Formula
9	F9 [CYMA] Inval	0	0	0	0	0	0	F9 [CYMA] Invalid length for account spec
10	F9 [CYMA] Inval	0	0	0	0	0	0	F9 [CYMA] Invalid length for account spec
11	F9 [CYMA] Inval	0	0	0	0	0	0	F9 [CYMA] Invalid length for account spec
12	F9 [CYMA] Inval	0	0	0	0	0	0	F9 [CYMA] Invalid length for account spec
13	F9 [CYMA] Inval	0	0	0	0	0	0	F9 [CYMA] Invalid length for account spec
14	F9 [CYMA] Inval	0	0	0	0	0	0	F9 [CYMA] Invalid length for account spec
15	F9 [CYMA] Inval	0	0	0	0	0	0	F9 [CYMA] Invalid length for account spec
16	F9 [CYMA] Inval	0	0	0	0	0	0	F9 [CYMA] Invalid length for account spec
17	F9 [CYMA] Inval	0	0	0	0	0	0	F9 [CYMA] Invalid length for account spec
18	F9 [CYMA] Inval	0	0	0	0	0	0	F9 [CYMA] Invalid length for account spec
19	F9 [CYMA] Inval	0	0	0	0	0	0	F9 [CYMA] Invalid length for account spec
20	F9 [CYMA] Inval	0	0	0	0	0	0	F9 [CYMA] Invalid length for account spec
21	F9 [CYMA] Inval	0	0	0	0	0	0	F9 [CYMA] Invalid length for account spec
22	F9 [CYMA] Inval	0	0	0	0	0	0	F9 [CYMA] Invalid length for account spec
23	F9 [CYMA] Inval	0	0	0	0	0	0	F9 [CYMA] Invalid length for account spec
24	F9 [CYMA] Inval	0	0	0	0	0	0	F9 [CYMA] Invalid length for account spec
25	F9 [CYMA] Inval	0	0	0	0	0	0	F9 [CYMA] Invalid length for account spec
26	F9 [CYMA] Inval	0	0	0	0	0	0	F9 [CYMA] Invalid length for account spec
27	F9 [CYMA] Inval	0	0	0	0	0	0	F9 [CYMA] Invalid length for account spec
28	F9 [CYMA] Inval	0	0	0	0	0	0	F9 [CYMA] Invalid length for account spec
29	F9 [CYMA] Inval	0	0	0	0	0	0	F9 [CYMA] Invalid length for account spec
30	F9 [CYMA] Inval	0	0	0	0	0	0	F9 [CYMA] Invalid length for account spec

Step 8) On the new sheet, click on the **cell in Column D** that corresponds to the first account number. *See illustration below*

Step 9) Enter a GL formula that references the cell of the account number with the word "period" as the second parameter. Sample: **=GL(A10, period)** *See illustration below*

Step 10) **Copy the formula** the length of the column, then press **Shift+F9** to recalculate this sheet only.

Step 11) Highlight the entire sheet by clicking the **[Select All]** button (diagonally up-left of cell A1). From the Excel main menu select **Data > Sort**. Sort by **Column C** (Count) and then **Column D** (Amount).

Note: Alternatively, you can apply a **Filter** from the **Data** tab.

Step 12) **Highlight and copy** the account number and description cells of accounts with a count of 1 and a non-zero balance within columns C & D respectively, be sure to **not** include any **Memo Accounts** (9000's). Go to the **[Account Lineup]** tab, then to the bottom of the account lineup. Right-click and **Paste Special > Values** (Text or 123 in popup box) under the "Account" column. **Remove any apostrophes preceding the account numbers.**

Step 13) Next press the **[Account to Columns]** button to break out account number into segments. This rests at cell H7 at the top-right of the sheet.

Step 14) Return to the Analyze worksheet and make sure there are **no accounts with a count greater than two**. These accounts have been added to the account lineup twice or more. Find the duplicate row on the Account Lineup tab and clear the entire text, **don't delete the row**.

Step 15, Optional) To sort the Account Lineup:

- Select cell **B9**.
- Press and hold **Ctrl+Shift** simultaneously.
- While holding Ctrl+Shift, press the **right-arrow** key and then the **down-arrow** key. This will highlight the area to be sorted.
- From the Excel main menu select **Data > Sort**, and sort by the **natural account number, location, and department columns**. (For most users, these are the Seg 3, Seg 1, and Seg 2 columns respectively).

Step 16) Scroll through accounts and **line up any new accounts** and/or accounts with yellow cells.

Step 17) Return to the **[Controls]** tab and re-calculate by pressing the **F9** key. All red numbers should be gone and top three amounts should balance.

	A	B	C	D	E
1	F9 Analysis	Performed on Friday, January 18, 2019 at 12:28:31 PM			
2	Default Setup Settings:				
3	Companies;DEMO	Budgets;Budget			
4	Years;2018	PeriodOverride;Off			
5					
6	The current selection Trial Balance!AB1::AB1048576 d				
7					
8	The current selection Trial Balance!AB1::AB1048576 uses the following accounts:				
9					
10	'0-00-0500-00	Petty Cash	2	=GL(A10,Period)	
11	'0-00-1000-00	Operating Account	2		