

Adding Accounts in the Management Application - Import Logic

In MVI's Management Application (MA), when the "Trial Balance Control" area of the **[Controls]** tab has red numbers, it means the MA is out of balance. The red numbers are an alert that you have accounts that are not "lined up," or that you must add new GL accounts.

To review your accounts, go to the workbook's **[Account Lineup]** tab and make sure no filters are applied. (If filters have been applied, Excel row headings are blue as are some of the AutoFilter arrows at the top of the columns. Remove applied filters by clicking on a column's AutoFilter arrow and choosing "ALL.") Scroll down and look for any yellow cells in the sheet. Yellow cells should be filled in (lined up) using the drop-down choice for each cell. After you have finished lining up all yellow cells, return to the **[Controls]** tab and recalculate by pressing the F9 key on your keyboard.

After recalculating, if there are still red numbers in "Trial Balance Control", you need to add accounts:

- **Step 1:** Go to the **[Import Tie-Out]** tab's "Evaluation" column, click the AutoFilter arrow and choose "False" from the drop-down, then scroll up to find the **RED** false accounts.
- **Step 2:** Highlight and copy only in the first two columns — the "Account" and "Description" cells of all the false accounts.
- **Step 3:** Go to the **[Account Lineup]** tab, scroll down to the last row of the account lineup, click in the first cell of the first empty row, right-click and "Paste Special" with "Values."
- **Step 4:** Click on the **[Account to Columns]** button (over the segment columns). This breaks the account numbers on your new accounts into segments. Click the **[OK]** button when prompted with "Do you want to replace the contents of the destination cells?"
- **Step 5:** Go to the top of the account lineup and click in the first cell to the far left under the "Account" column. Hold down the Ctrl+Shift keys and press the right-arrow. While still holding down the Ctrl+Shift keys, press the down-arrow key. This highlights all the data on the worksheet.
- **Step 6:** On the Excel main menu bar at the top of the window, click **Data > Sort...**, and make sure the "My data range has... Header row" radio button is selected. Enter the segments you want to order your sort by, using the segment columns with your account numbers broken down under the **[Account to Columns]** button.
- **EXAMPLE:** Sort by "Seg 1... Ascending" then by "Seg 2... Ascending." When you get the "Sort Warning" window, select the "Sort numbers and numbers stored as text separately" option. Click the **[OK]** button for both warnings.
- **Step :** Scroll down through the accounts, and line up the new accounts, indicated by yellow cells.
- **Step 8:** Return to the **[Controls]** tab and recalculate (press F9 on your keyboard). You should be in balance.