


Adding Accounts using F9 Method

When the “Trial Balance Control” area or the “Difference in System and Trial Balance” of the Controls tab has red numbers, it means the MA is out of balance. The red numbers are typically an alert that you have accounts that are not lined up/mis-aligned, that there are accounts missing from the Account Lineup tab, or that there are duplicate accounts on the Account Lineup tab.

To find any accounts not lined up/mis-aligned:

- **Step 1:** On the Account Lineup tab, remove any applied filters using the **Clear Filters** button.
- **Step 2:** Scroll down and look for any yellow cells or red text on the sheet.
You can also filter for the yellow cells/red text using the drop-down icon  at the top of the columns.
- **Step 3:** 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, you may have duplicate accounts or missing accounts on the Account Lineup tab.

To find missing accounts in the MA:

- **Step 1:** Go to the Account Lineup tab and remove any filters by clicking the **Clear Filters** button.
- **Step 2:** Go to the **F9 Reporter** Ribbon at the top of Excel, select Analyze from the Menu. This will open an "F9 Analyze" box on the right side. *It may take F9 a few seconds.*
- **Step 3:** Verify the correct company and year are selected. Choose "Entire Sheet" or "Current Worksheet" in the F9 Analyze options task window.
- **Step 4:** Click "Analyze Now". F9 will create a new sheet with all of your accounts. The MA will then automatically acquire the amounts, split the account numbers to columns, add a filter, and add some buttons to assist in finding missing accounts.
- **Step 5:** Click the **Filter for Missing and Duplicates** button to have the MA filter for all accounts with an amount that are not present on the Account Lineup as well as any accounts showing on the Account Lineup multiple times.
- **Step 6:** Highlight and copy the Account and Description cells of the accounts (be sure not to include any Memo accounts).
 - *Alternatively, use the **Missing to Account Lineup** button to have the system automatically copy and paste the missing accounts over to the Account Lineup tab. Skip step 7 & proceed to step 8.*
- **Step 7:** Go to the Account Lineup tab, scroll down to the last row or use the **Go to Bottom** button at the top, right-click in the second cell of the first empty row and "Paste Special" with "Values".
- **Step 8:** Lineup the newly added accounts.
- **Step 9:** Recalculate the MA by selecting your F9 key on the keyboard and review the Controls amounts on the Controls tab and reports. *Feel free to delete the F9 Analysis sheet that had been created.*
If there are still red numbers, you may have duplicate accounts on the Account Lineup tab.

To find any duplicate accounts in the MA:

- **Step 1:** Click the **Find Duplicates** button at the top of the Account Lineup tab.
- **Step 2:** Select any of the duplicates and click the **Delete Selection** button. This will remove the lineup and Advanced Allocations set.
- **Step 3:** Return to the Controls tab and review the amounts.
You should be in balance.