



Adding Accounts using Import 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 Import Tie-Out tab’s “Evaluation” column, click the Filter arrow  and choose “False” from the drop-down, then scroll to find the red false accounts.
- **Step 2:** Highlight and copy the info in the first two columns – the “Account” and “Description” cells of the accounts marked as false.
 - *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 3 & proceed to step 4.*
- **Step 3:** 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 4:** Lineup the newly added accounts.
- **Step 5:** After you have finished lining up the new accounts, return to the Controls tab and recalculate using the F9 key on your keyboard.
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.