


Adding Accounts to the Management Application When Using F9

In MVI's Management Application (MA), 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. 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 **Clear Filter** button. 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. If, after recalculating, there are still red numbers then you need to add accounts or evaluate for accounts that may have been added twice.

To Analyze for missing accounts in the MA:

- **Step 1:** Go to the [Account Lineup] tab and remove any filters
- **Step 2:** Select the entire column for Column "D" so it is highlighted. See top illustration below
- **Step 3:** Go to **F9 – The Financial Report Reporter** Ribbon at top of page, and select Analyze from the menu. This will open an "F9 Analyze" box. It may take a few seconds
- **Step 4:** Make sure the correct company and year are selected. Choose "**Selected Range**" or "**The Current Selection**" in the F9 Analyze options task window. See top illustration below
- **Step 5:** Choose Analyze Now. See top illustration below
- **Step 6:** On the new sheet, click on the cell in Column D that corresponds to the first account number. See bottom illustration below
- **Step 7:** 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 bottom illustration below
- **Step 8:** Copy the formula the length of the column, then press Shift+F9 to recalculate this sheet only.
- **Step 9:** 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 10:** 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, scroll down to the last row of the account lineup, right-click in the second cell of the first empty row and "Paste Special" with "Values."
- **Step 11:** 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 12:** Scroll through accounts and line up any new accounts and/or accounts with yellow cells.
- **Step 13:** 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

Step 2) Select Column D

Step 3) From F9 ribbon, click Analyze

Step 4) Verify Company and Year, & perform analysis on "Current Selection"

Step 5) Analyze Now

F9 Analyze

Companies: DEMO
Budgets: Budget
Years: 2018

Perform an analysis for:
 Accounts Used
 Recalculation Time
 Return times in:

Perform the analysis on:
 The Current Cell
 The Current Sheet
 The Current Selection
 The Entire Workbook

Show stats at end of analysis

Statistics | **Analyze Now**

Account Lineup

Paste the account number and description columns starting at column E and F row 9 respectively. Using the drop-down boxes, select the classifications that are most appropriate. The classifications are Origin, Category, Type and Sub-Type. All classifications must be completed for each account. The classifications determine where each account is calculated in the system. Use Excel Filter functions to sort by segments. Use this area to troubleshoot misclassified accounts.

F9 Analyze top picture: Steps 2-5

SUM =GL(A10,Period)

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 does not use the following accounts for co**

7

8 **The current selection Trial Balance!AB1::AB1048576 uses the following account**

9

10	'0-00-0500-00	Petty Cash	2	=GL(A10,Period)
11	'0-00-1000-00	Operating Account	2	

Step 7) Select the first cell in Column D that corresponds to the first account number and enter GL Formula. Ex =GL(A10, Period)

F9 Analyze bottom picture: Step 7