How to Configure Account Filter using Chart of Accounts screen

The Chart of Accounts screen is used to configure accounts filter for the following rows.

- Filter Accounts row
- Cash Flow Activity row

The following steps will guide you on how to setup filter accounts.

1. From the Row Designer record, click on GL COA button.

low Designer - Trial Balance D													
New Save Search Delete	Undo L	opicate	Missing Accounts Import	Export Close									
Row Name Trial Balance D	Detail - Ji	une 07,	2019 17:39:28		Description Trial B	alance Detail Template				Report	Type Trial Ba	alance	
X Remove 🗇 🗟 🖉	Options	() Ger	nerate 📋 Show/Hide 🥅 🕅	iL COA √x Formula • ⇒ Hi	ghlight • Export • 33 Vi	iew • Filter (F3)							5
Row Type		ID	Row Type*	Row Name	Row Calculation	Percentage	Override Row Calculation	Date Override	Balance Side	Filter Accounts		Source	Acco
Cash Row Activity	0 /	R1	Column Name - Page Head	er									
Column Name	0 /	82	Filter Accounts	Asset				None	Debit	[Type] = 'Asset'		Column	BS
Column Name - Page Header		R3	Filter Accounts	Liability				None	Debit	[Type] = 'Liability'		Column	BS
Double Underscore		84	Filter Accounts	Equity				None	Debit	[Type] = 'Equity'		Column	RE
Filter Accounts	0 /	RS	Filter Accounts	Revenue				None	Debit	[Type] = 'Revenue'		Column	15
Line		R6	Filter Accounts	Expense				None	Debit	[Type] = 'Expense'		Column	15
None		R7	Underscore										
Page Break	0/	RB	Row Calculation	Total :	SUM(R2:R6)								
Row Calculation		R9	Double Underscore										
Row Name	1	R10	Filter Accounts	35000-0007-000 - Owners	£q			None	Credit	[ID] = '35000-0007-000'		Column	85
Row Name - Center Align		811	Filter Accounts	35000-0007-001 - Owners	Eq.,.			None	Credit	101 = '35000-0007-001'		Column	85

2. The Chart of Accounts screen will be opened.

art Of /	Accounts				^		×
ose							
Details							
Гуре	ID	~	Oreate Ne	w Row Over	ride Row	Export •	
Acc			cription	Account Group	Account Type	Not Add	
100	Description Type		ls Fargo - Disb	Cash Accounts	Asset		4
	Group		ls Fargo - Disb	Cash Accounts	Asset		
100	Primary Account Location		ls Fargo - Disb	Cash Accounts	Asset		
100			ls Fargo - Disb	Cash Accounts	Asset		
100	00-0007-002	We	lls Fargo - Disb	Cash Accounts	Asset		
100	00-0007-003	We	lls Fargo - Disb	Cash Accounts	Asset		
100	00-0007-004	We	lls Fargo - Disb	Cash Accounts	Asset		
100	00-0007-005	We	lls Fargo - Disb	Cash Accounts	Asset		

There are different ways to configure filter accounts depending on your need. See below how the grid changes and how accounts can be configured depending on Type selected from the Type field.

- a. If ID is selected, Account IDs will be shown in the grid below it. Select the Account ID/s and click Apply button.
- b. If **Description** is selected, Account Descriptions will be shown in the grid below it. Select the Account Description/s and click Apply button.
- c. If Type is selected, Account Types will be shown in the grid below it. Select the Account Type/s and click Apply button.
- d. If Group is selected, Account Groups will be shown in the grid below it. Select the Account Group/s and click Apply button.
- e. If **Primary Account** is selected, Primary Accounts will be shown in the grid below it. Select the Primary Account/s and click Apply button. f. If **Location** is selected, Locations will be shown in the grid below it. Select the Location/s and click Apply button.
- Focation's and click Apply button.
 Select the Account/s, Description/s, Type/s, Group/s, Primary Account/s or Location/s and drag it to the row you want the Account filter to be
- applied to.

Row Designer - Trial Balance Detail - June 07, 2019 17:39:28		^ □ × Chart Of Accounts	
New Save Search Delete Undo Duplicate Missing Accounts Import		Close	
Details Audit Log		Details	
Row Name Trial Balance Detail - June 07, 2019 17:39:28 Description	Trial Balance Detail Template Report	t Type Trial Balance v Type Type	✓ Create New Row Override Row Export •
X Remove 🔄 🚎 🥒 Options 🛞 Generate 🗐 Show/Hide 📖 G	COA √x Formula • x2 Highlight • Export • EE View • Filter (F3)	5.0 Account Type	
Row Type ID Row Type*	Row Name Row Calculation Percentage	Override Row Calculation Asset	
Cash Row Activity 🗌 🥢 R1 Column Name - Page Head	e	▲ Liability	
Column Name R2 Filter Accounts	Asset	🛩 Equity	
Column Name - Page Header 🗌 🥢 R3 🛛 Filter Accounts	Liebility	Bevenue	
Double Underscore 🗌 🥒 R4 Riter Accounts	Equity	Dipense	Check the selected Account Type and drag to R10
Filter Accounts	Revenue		
Line 🗌 🧪 R6 Riter Accounts	Expense		
None R7 Underscore			
Page Break Row Calculation	Total : SUM(R2.R6)		
Row Celculation R9 Double Underscore			
Row Name 🖉 🥜 R10 Filter Accounts	35000-0007-000 - Owners Eq		
Row Name - Center Align 🗌 🥒 R11 Filter Accounts	35000-0007-001 - Owners Eq		

Oetails Audit Log									
ow Name Trial Balance	Detail - October 1	2, 2018 17:40:13	Description Trial B	alance Detail Template				Report Type	Trial Balance
🗙 Remove 🦷 📲 🥒	Options 💮 Gene	erate 🔝 Show/Hide	GL COA √x Formula • 🖉	Highlight • Export • 🔠 View	Filter (F3)				
Row Type	D ID	Row Type*	Row Name	Row Calculation Percentage	Override Row Calculation	Date Override	Balance Side	Filter Acc	ounts
Cash Flow Activity	🗆 / R4	Filter Accounts	Equity			None	Debit	[Type] = 1	Equity'
Column Name	🗌 🧷 R5	Filter Accounts	Revenue			None	Debit	[Type] = 1	Revenue'
Column Name - Page Header	🗌 🧷 R6	Filter Accounts	Expense			None	Debit	[Type] = 1	Expense'
Double Underscore	🗌 🥒 R7	Underscore							
Filter Accounts	🗌 🧷 R8	Row Calculation	Total :	SUM(R2:R6)					
Line	🗌 🧷 R9	Double Underscore							
None	🗹 🧷 R10	Filter Accounts	Equity RE			None	Credit	[Type] = 1	Equity' Or [Type] = 'Liability'
None	0 / R11	Filter Accounts	40000-0000-001 - Sales - Ho			None	Credit		100-0000-001' Or [ID] = '1

The Chart of Accounts screen is used to configure accounts filter for the following rows.

- Filter Accounts row
- Cash Flow Activity row

The following steps will guide you on how to setup filter accounts.

1. From the Row Designer record, click on GL COA button.

tow Designer - Trial balance i	Artali - October	12, 2016 17:90:13									
New Save Search Delete	Undo Duplicate	Missing Accounts Import E	xport Close								
Details Audit Log											
Row Name Trial Balance I	Detail - October	12, 2018 17:40:13	Descriptio	Trial Balanc	e Detail Temple	te			Report Type	Trial Balan	ie v
X Remove 🧮 🗐 🥖	Options 💮 Gen	erate 🗄 ShowHide 🖽 GL C	OA √x Formula •	ht • Export • 8	View • Filte	r (F3)					5.3 2.5
Row Type	D ID	Row Type*	Row Name	Row Calculation	Percentage	Override Row Calculation	Date Override	Balance Side	Filter Accounts	Source	Account T
Cash Flow Activity	- / RS	Row Calculation	Total :	SUM(R2:R6)							-
Column Name	🗆 / R9	Double Underscore									
Column Name - Page Header	🗆 🥒 R10	Filter Accounts	40000-0000-001 - Sales - Ho				None	Credit	[ID] = '40000-0000-001' Or (ID) = '10001-0003	000' Units	IS
Double Underscore	🗹 🧷 R11	Filter Accounts	40000-0000-002 - Sales -Ho				None	Credit	[ID] = '40000-0000-002'	Units	15
Filter Accounts	🗌 🥒 R12	Filter Accounts	40000-0000-003 - Sales - Ho				None	Credit	(ID) = '40000-0000-003'	Units	IS
Line	🗆 / R13	Filter Accounts	40000-0000-004 - Sales - Ho				None	Credit	[ID] = '40000-0000-004'	Units	15

- 2. The Chart of Accounts screen will be opened.
- 3. Click on the Type dropdown combo box button and select from the available choices.

Chart Of	Accounts			^ [×
Close					
Details					
Туре	ID	✓	w Row 🔿 Over	ride Row	Export 🗸
Acc		cription	Account Group	Account Type	Not Add
100	Description Type	ls Fargo - Disb	Cash Accounts	Asset	
	Group	ls Fargo - Disb	Cash Accounts	Asset	
100	Primary Account	ls Fargo - Disb	Cash Accounts	Asset	
100		ls Fargo - Disb	Cash Accounts	Asset	
100	000-0007-002	Wells Fargo - Disb	Cash Accounts	Asset	
100	000-0007-003	Wells Fargo - Disb	Cash Accounts	Asset	
100	000-0007-004	Wells Fargo - Disb	Cash Accounts	Asset	
100	000-0007-005	Wells Fargo - Disb	Cash Accounts	Asset	

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- e. If **Primary Account** is selected, Primary Accounts will be shown in the grid below it. Select the Primary Account/s and click Apply button. f. If **Location** is selected, Locations will be shown in the grid below it. Select the Location/s and click Apply button.
- Select the Account/s, Description/s, Type/s, Group/s, Primary Account/s or Location/s and drag it to the row you want the Account filter to be applied to.

Row Designer - Trial Balance D	Detail - Oc	tober 1	2, 2018 17:40:13							Ch					
New Save Search Delete															
Details Audit Log										1	etalis				
Row Name Trial Balance D	Detail - O	ctober 1	2, 2018 Description Trial	Balance Detail Template			Report Type Trial Be	lance	v	T)	ре Туре	v	Row	Exp	oort •
X Remove 🗟 🗟 🥒	Options	🔅 Gene	erate 📋 Show/Hide 🔠 GL C	0A √x Formula • ½ Highlig	ht • Export • 8	View - Filter	r (F3)		53		Account Type				
Row Type		ID	Row Type*	Row Name	Row Calculation	Percentage	Override Row Calculation	n	Date Overrid		Asset				
Cash Flow Activity	0 /	RS	Row Calculation	Total :	SUM(R2:R6)				•		Liability				
Column Name		R9	Double Underscore						- 1		Equity				
Column Name - Page Header		R10	Filter Accounts	40000-0000-001 - Sales - Ho					None		Revenue	Check the selected Account Type and drag			
Double Underscore			Filter Accounts	40000-0000-002 - Sales -Ho					None		Expense	to R10			
Filter Accounts		R12	Filter Accounts	40000-0000-003 - Sales - Ho					None						
Line	0 /	R13	Filter Accounts	40000-0000-004 - Sales - Ho					None						

Details Audit Log									
Row Name Trial Balance I	Detail - June 07, 2	019 17:39:28	Description Trial Bal	ance Detail Template				Re	port Type Trial Balance
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Row Type	D ID	Row Type*	Row Name	Row Calculation	Percentage	Override Row Calculation	Date Override	Balance Side	Filter Accounts
Cash Flow Activity	🗆 / R4	Filter Accounts	Equity				None	Debit	[Type] = 'Equity'
Column Name	🗆 🧷 R5	Filter Accounts	Revenue				None	Debit	[Type] = 'Revenue'
Column Name - Page Header	🗌 🧷 R6	Filter Accounts	Expense				None	Debit	[Type] = 'Expense'
Double Underscore	🗆 🧷 R7	Underscore							
Filter Accounts	🗆 🧷 R8	Row Calculation	Total :	SUM(R2:R6)					
Line	🗌 / R9	Double Underscore							
None	🗆 🥖 R10	Filter Accounts	Liability BS				None	Credit	[Type] = 'Liability' Or [Type] = 'Equity'
Page Break	🗆 🥒 R11	Filter Accounts	35000-0007-000 - Owners Eq				None	Credit	[ID] = '35000-0007-000'
Row Calculation	🗌 🥒 R12	Filter Accounts	35000-0007-001 - Owners Eq				None	Credit	[ID] = '35000-0007-001'
Now Carcolation I	2 / R13	Filter Accounts	35000-0007-002 - Owners Eq				None	Credit	[ID] = '35000-0007-002'

The Chart of Accounts screen is used to configure accounts filter for the following rows.

- Filter Accounts row
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The following steps will guide you on how to setup filter accounts.

1. From the Row Designer record, click on GL COA button.

Row Designer - Report A Row							□ ×
Details Audit Log							
Row Name Report A Row		Descrip	otion			Report Type	~
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Row Type	ID ID	Row Type*	Row Name	Row Calculation	Percentage	Override Row Calculation	Date Overrid
Cash Flow Activity	🗌 🧷 R1	Column Name					None
Column Name	🗌 🧷 R2	Row Name - Left Align	Report A				None
Column Name - Page Header	🗹 🧷 R3	Filter Accounts	35000-0000-000 - Owners Eq				None
Double Underscore	🗌 / R4	Filter Accounts	35000-0007-000 - Owners Eq				None
Filter Accounts	🗌 🧷 R5	Filter Accounts	35000-0007-001 - Owners Eq				None

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Chart	t Of /	Accounts				^		×
Close								
Det	ails							
Тур		ID	~	Oreate New Ro	w 🔿 Override Row	Export -	🔡 View 🗸	Filt
	Acco			cription	Account Group	Account Type	Not Adde	20
	100	Description Type		ls Fargo - Disbursem	Cash Accounts	Asset	\checkmark	
	100	Group		ls Fargo - Disbursem	Cash Accounts	Asset	\checkmark	
	100	Primary Account Location		ls Fargo - Disbursem	Cash Accounts	Asset	\checkmark	
	100			ls Fargo - Disbursem	Cash Accounts	Asset	\checkmark	
	100	00-0007-002	We	lls Fargo - Disbursem	Cash Accounts	Asset	\checkmark	
	100	00-0007-003	We	lls Fargo - Disbursem	Cash Accounts	Asset	\checkmark	
	100	00-0007-004	We	lls Fargo - Disbursem	Cash Accounts	Asset	\checkmark	

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Row Designer - Report A Row			Chart Of Accounts	^ 🗆 ×
New Save Search Delete Undo Duplicate MissingAccounts Import Export Close				
Details Audit Log			Details	
Row Name Report A Row Description	Rep	irt Type	Type v O Create New Row Override Row Exp	ort • 35 View • Fib
X Remove 🧮 🚝 🖉 Options 💮 Generate 🗒 Show/Hide 🗐 GL COA 🗸 Formula • 🖉 Hig	ight * Export * 33 View * Filter (F3)		Account Type	
Row Type ID Row Type* Row Name Row Calo	ation Percentage Override Row Calculation Date Override	Filter Accounts Balance :	Asset	
Cash Row Activity R1 Column Name	None	A	Lability Check the selected Account Type and drag to R3	
Column Name 🗌 🥒 R2 Row Name - L. Report A	None		Equity	
Column Name - Page Header 📝 🧷 R3 Filter Accounts 35000-0000-000 - Owners Eq	None	(ID) = '35000-0000-000' Credi	Revenue	
Double Underscore R4 Filter Accounts 35000-0007-000 - Owners Eq	None	(ID) = '35000-0007-000' Cred	✓ Expense	
Fiter Accounts 🗌 🥖 R5 Fiter Accounts 35000-0007-001 - Owners Eq	None	(ID) = '35000-0007-001' Credi		
Line Di P R6 Fiter Accounts 35000-0007-002 - Owners Eq	None	(ID) = '35000-0007-002' Credi		

New Save Search Delete	Undo Du	plicate	Missing Accounts	Import Export	Close									
Details Audit Log Row Name Report A Row					Description						Report	Туре		
X Remove 🖷 🖓	Options	🔅 Gene	rate 🗍 Show/H	ide 🔠 GL COA	√x Formula •	⇒ Alghlight •	Export •	88 View - Filter	(F3)					5.7 16 3
Row Type		ID	Row Type*	Row Name		Row Calculation	Percentage	Override Row Cale	culation	Date Override	Filter Accounts	Balance Side	Source	Ac
Cash Flow Activity	0 /	R1	Column Name							None				
Column Name	0 /	R2	Row Name - L	Report A						None				
Column Name - Page Header	20	R3	Filter Accounts	Revenue IS						None	(Type) = 'Revenue' Or (Type) = 'Expense'	Credit	Column	15
Double Underscore	0 /	R4	Filter Accounts	35000-0007-000 -	Owners Eq					None	[ID] = '35000-0007-000'	Credit	Column	В
Filter Accounts	0 /	R5	Filter Accounts	35000-0007-001 -	Owners Eq					None	[ID] = '35000-0007-001'	Credit	Column	в
Line	0 /	R6	Filter Accounts	35000-0007-002 -	Owners Eq					None	[ID] = "35000-0007-002"	Credit	Column	8

The Chart of Accounts screen is used to configure accounts filter for the following rows.

- Filter Accounts row
- · Cash Flow Activity row

The following steps will guide you on how to setup filter accounts.

1. From the Row Designer record, click on GL COA button.

New Save Search Delete		Duplicate	e Verify Accounts Clos										
Details Audit Log (7)													
Row Name: Report A row					Description	n: re	ow description						
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Row Type		ID	Row Type	Row	Name	1	Row Calculation	Balance Side	Filter Accounts	Source	Account Type	Print Each	Hidder
Cash Flow Activity	00	R1	Column Name										
Column Name	10	R2	Filter Accounts	1000	0 Check book in Ban	ık		Debit	[Primary Account] = '100	Column	BS		
Current Year Earnings		R3	Current Year Earnings					Credit	[Type] = 'Revenue'	Column	IS		
Column Name Page Header	00												
Double Underscore													

2. The Chart of Accounts screen will be opened.

3. Click on the Type dropdown combo box button and select from the available choices.

Chart Of Accounts								
Close								
Details								
Type:	ID	~	문 Layout Q Filter Records (F3)					
	ID		cription	Account Group	Account Type			
100	Description		ck book in Bank	Cash Accounts	Asset			
	_D , Type		ck book in Bank	Cash Accounts	Asset			
110	D Group		h Clearing-Location A	Undeposited Funds	Asset			
110	Primary Account		n Clearing-Location B	Undeposited Funds	Asset			
120	Location		ounts Receivable	Receivables	Asset			
120	000-2000	Acc	ounts Receivable	Receivables	Asset			
12	300-1000	Dis	count Receivable	Receivables	Asset			
12	300-2000	Dis	count Receivable	Receivables	Asset			
125	500-1000	Cre	dit Card Receivable	Receivables	Asset			
- 100	000.000	<i>c</i>	ale de la Receleción	Deschables	A			

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w Designer - Report A row										^ 🗆
ew Save Search Delete	Undo Duplicat	te Verity Accounts Close								
low Name: Report A row			Description:	row description						
X Remove 🖷 🖷 🥖	Options 🎲 G	enerate 🗉 Show/Hide 🏢	GL COA √x Formula 🖌	Highlight 🔡 Layout	Q Filter Rec	ords (F3)				
Row Type	ID ID	Row Type	Row Name	Row Calculation	Balance Side	Filter Accounts	Source	Account Type	Print Each	Hidde
Cash Flow Activity	□ ℓ, R1	Column Name								
Column Name	0 / R2	Filter Accounts	10000 Check book in Bank		Debit	[Primary Account] = '100	Column	BS		
Current Year Earnings	□ ℓ,+ R3	Current Year Earnings			Credit	[Type] = 'Revenue'	Column	IS		
Column Name Page Header	- P.			1						
Double Underscore										
Filter Account			/	/						
Line			/				^ □			
None Close										
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Row Calci Account Type										
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Row Nam Equity	and	d drag it to R3								
Undersco Z Expense										
Liability										
Revenue										

etails Audit Log (7)										
w Name: Report A row			Descr	iption: row descriptio	n					
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low Type	- IC	Row Type	Row Name	Row Calculation	Balance Side	Filter Accounts	Source	Account Type	Print Each	Hidden
ash Flow Activity	. l. R	1 Column Name								
olumn Name	🗌 🖉 R	2 Filter Accounts	10000 Check book in		Debit	[Primary Account] = '10000'	Column	BS		
urrent Year Earnings	R	3 Current Year Earnings	Expense		Credit	[Type] = 'Expense' Or [Type] = 'Revenue'	Column	IS		
olumn Name Page Header	04									