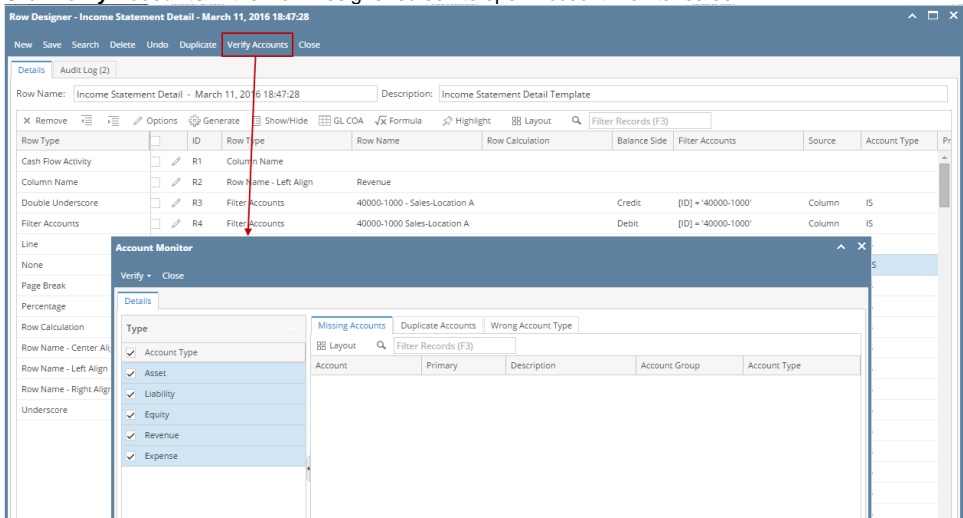


How to Verify Accounts

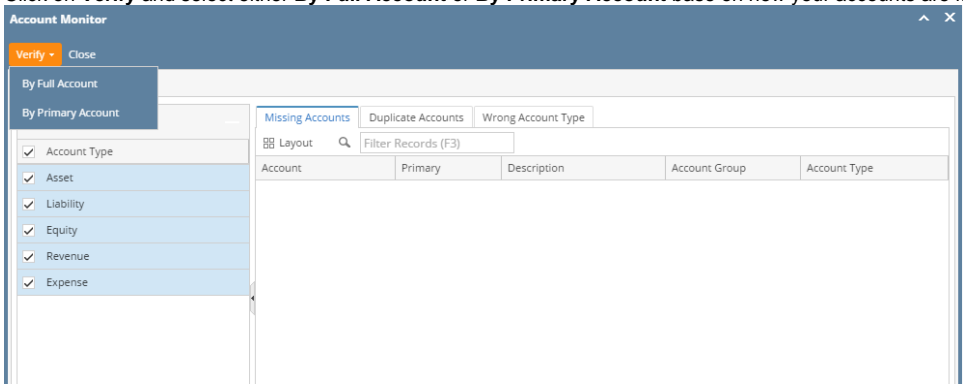
The Account Monitor screen is used to verify missing accounts, duplicate accounts and accounts with wrong account type.

The following will guide you on how to use the Account Monitor screen.

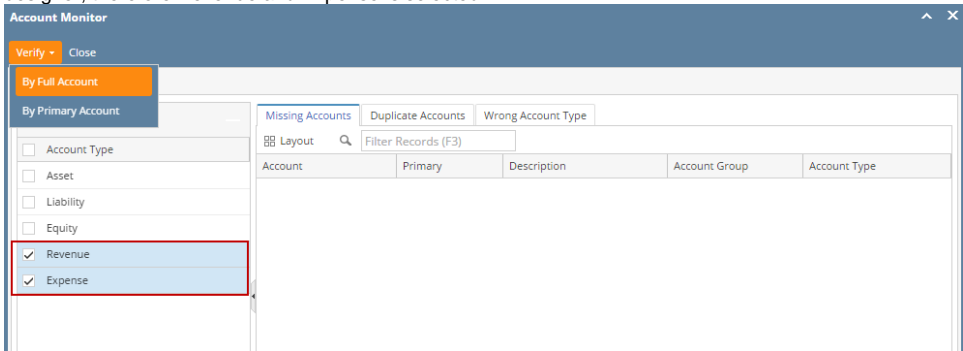
1. Click **Verify Accounts** in the Row Designer screen to open Account Monitor screen.



2. Click on **Verify** and select either **By Full Account** or **By Primary Account** base on how your accounts are filtered.



3. In this example, since the setup is filtered by account id, then By Full Account is selected. Also, this illustration is using an Income Statement row designer, therefore Revenue and Expense is selected.



4. As soon as By Full Account is selected, the following tabs will show the row with issue.
- If this is the row designer setup:

Row Designer - Income Statement Detail - March 11, 2016 18:47:28

New Save Search Delete Undo Duplicate Verify Accounts Close

Details Audit Log (5)

Row Name: Income Statement Detail - March 11, 2016 18:47:28 Description: Income Statement Detail Template

X Remove Options Generate ShowHide GL COA X Formula Highlight Layout Filter Records (F3)

Row Type	ID	Row Type	Row Name	Row Calculation	Balance Side	Filter Accounts	Source	Account Type
Cash Flow Activity	R1	Column Name						
Column Name	R2	Row Name - Left Align	Revenue					
Double Underscore	R3	Filter Accounts	40000-1000 - Sales-Location A	Credit	[D] = '40000-1000'	Column	IS	
Filter Accounts	R4	Filter Accounts	40000-1000 Sales-Location A	Debit	[D] = '40000-1000'	Column	IS	
Line	R5	Filter Accounts	40000-2000 - Sales-Location B	Credit	[D] = '40000-2000'	Column	IS	
None	R6	Filter Accounts	40001-1000 - Sales-Item1	Credit	[D] = '40001-1000'	Column	IS	
Page Break	R7	Filter Accounts	10000-1000 Check book in B...	Debit	[D] = '10000-1000'	Column	BS	
Percentage	R8	Filter Accounts	40002-1000 - Sales-Item2	Credit	[D] = '40002-1000'	Column	IS	
Row Calculation	R9	Filter Accounts	40002-2000 - Sales-Item2	Credit	[D] = '40002-2000'	Column	IS	
Row Name - Center Align	R10	Filter Accounts	40003-1000 - Sales - Test1	Credit	[D] = '40003-1000'	Column	IS	
Row Name - Left Align	R11	Filter Accounts	40003-2000 - Sales - Test1	Credit	[D] = '40003-2000'	Column	IS	
Row Name - Right Align	R12	Filter Accounts	40005-1000 - Sales - G. Sugar	Credit	[D] = '40005-1000'	Column	IS	
Underscore	R13	Filter Accounts	40005-2000 - Sales - G. Sugar	Credit	[D] = '40005-2000'	Column	IS	
	R14	Filter Accounts	40006-1000 - Sales - Milk	Credit	[D] = '40006-1000'	Column	IS	
	R15	Filter Accounts	40006-2000 - Sales - Milk	Credit	[D] = '40006-2000'	Column	IS	
	R16	Filter Accounts	40007-1000 - Sales - Coffee	Credit	[D] = '40007-1000'	Column	IS	

For **Missing Accounts** tab, the system will check for all accounts under Revenue and Expense account type. Any account missing under the selected account types will be listed on this tab. On the above row designer screenshot, this account is missing from the list.

Account Monitor

Verify Close

Details

Type

Account Type

Asset

Liability

Equity

Revenue

Expense

Missing Accounts Duplicate Accounts Wrong Account Type

Layout Filter Records (F3)

Account	Primary	Description	Account Group	Account Type
40001-2000	40001	Sales-Item1	Sales	Revenue

For **Duplicate Accounts** tab, the system will check for duplicate accounts under Revenue and Expense account type. Duplicate accounts found will be listed on this tab. On the above row designer screenshot, this account is found to have duplicates.

Account Monitor

Verify Close

Details

Type

Account Type

Asset

Liability

Equity

Revenue

Expense

Missing Accounts Duplicate Accounts Wrong Account Type

Mark Rows Layout Filter Records (F3)

Row ID	Account	Primary	Description	Account Group	Account Type
R3	40000-1000	40000	Sales-Location A	Sales	Revenue
R4	40000-1000	40000	Sales-Location A	Sales	Revenue

For **Wrong Account Type** tab, the system will check for all accounts under Revenue and Expense account type. Any account found in the selected Row Designer record that is not under the selected account type/s, in this example, Revenue and Expense, will be listed on this tab. On the above row designer screenshot, this account is found to be included in the row designer record and that the account type of this is Asset.

Account Monitor

Verify Close

Details

Type

Account Type

Asset

Liability

Equity

Revenue

Expense

Missing Accounts Duplicate Accounts Wrong Account Type

Mark Rows Layout Filter Records (F3)

Row ID	Account	Primary	Description	Account Group	Account Type
R7	10000-1000	10000	Check book in Bank	Cash Accounts	Asset