

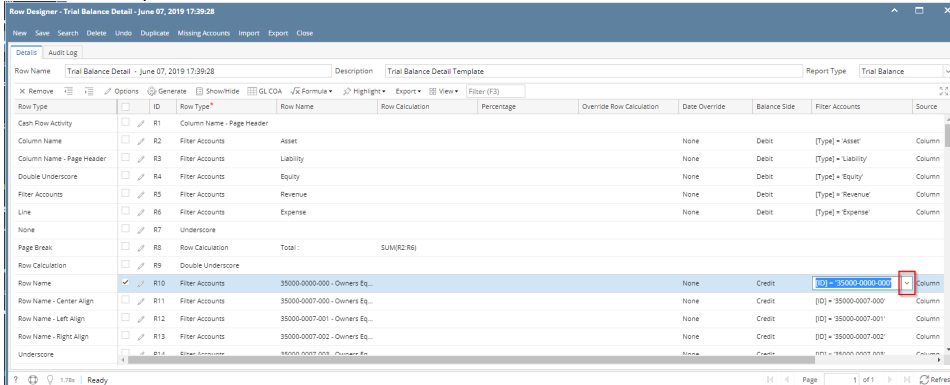
How to Configure Account Filter using Filter Accounts

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

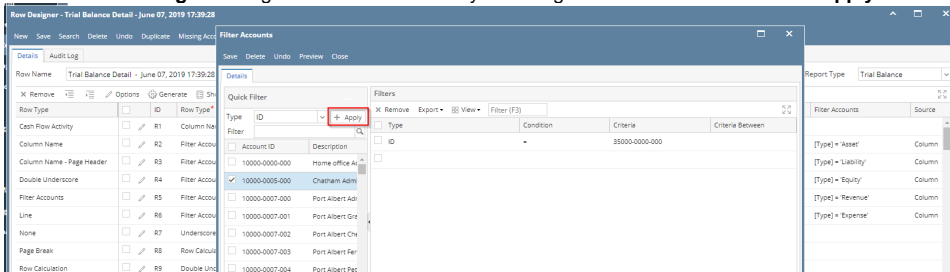
- Filter Accounts row
- Cash Flow Activity row

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

1. Click on the dropdown button in the **Filter Accounts** field of the Filter Accounts row.



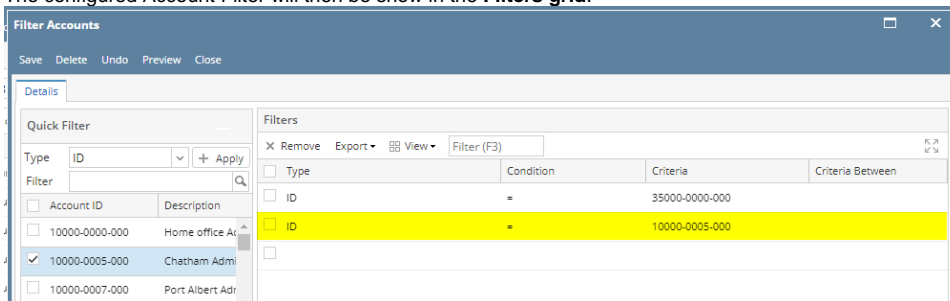
2. The **Filter Accounts** screen will be opened.
3. In the **Quick Filter** grid configure the account filter by checking the box before it. Then click **Apply** button.



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 Quick Filter grid > 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.

4. The configured Account Filter will then be show in the **Filters** grid.



or directly configure the account filter from **Filters** grid

Filter Accounts

Save Delete Undo Preview Close

Details

Quick Filter

Type ID + Apply

Filter Account ID Description

☐ 10000-0000-000 Home office A
☒ 10000-0005-000 Chatham Adm
☐ 10000-0007-000 Port Albert Ad
☐ 10000-0007-001 Port Albert Gre
☐ 10000-0007-002 Port Albert Che
☐ 10000-0007-003 Port Albert Fer
☐ 10000-0007-004 Port Albert Pet
☐ 10000-0007-005 Port Albert Fee

Filters

X Remove Export View Filter (F3)

Type	Condition	Criteria	Criteria Between
<input type="checkbox"/> ID	=	35000-0000-000	
<input checked="" type="checkbox"/> ID	=	10000-0005-000	
<input type="checkbox"/> Type			
ID			
Description			
Type			
Group			
Primary Account			
Location			

- Click **Save**.
- Click **Preview** to open the **Preview** screen where Accounts that matched the filter configured will be shown.

Preview

Close

Accounts

10000-0005-000

35000-0000-000

- Click **Close**. Filter Accounts screen is closed. You will be back in the Row Designer screen, this time **Filter Accounts** field will show the account filter configured.

Row Designer - Trial Balance Detail - June 07, 2019 17:39:28

New Save Search Delete Undo Duplicate Missing Accounts Import Export Close

Details Audit Log

Row Name Trial Balance Detail - June 07, 2019 17:39:28 Description Trial Balance Detail Template Report Type Trial Balance

X Remove Options Generate ShowHide GL COA Formula Highlight Export View Filter (F3)

Row Type	ID	Row Type*	Row Name	Row Calculation	Percentage	Override Row Calculation	Date Override	Balance Side	Filter Accounts	Source	Account
Cash Flow Activity	R1	Column Name - Page Header									
Column Name	R2	Filter Accounts	Asset			None	Debit	[Type] = Asset		Column	B5
Column Name - Page Header	R3	Filter Accounts	Liability			None	Debit	[Type] = Liability		Column	B5
Double Underscore	R4	Filter Accounts	Equity			None	Debit	[Type] = Equity		Column	R2
Filter Accounts	R5	Filter Accounts	Revenue			None	Debit	[Type] = Revenue		Column	IS
Line	R6	Filter Accounts	Expense			None	Debit	[Type] = Expense		Column	IS
None	R7	Underscore									
Page Break	R8	Row Calculation	Total:	SUM(R2,R6)							
Row Calculation	R9	Double Underscore									
Row Name	R10	Filter Accounts	35000-0000-000 - Owners Eq...			None	Credit	[D] = 35000-0000-000 - [D] - 10000-0005-000		Column	B5
Row Name - Center Align	R11	Filter Accounts	35000-0007-000 - Owners Eq...			None	Credit	[D] = 35000-0007-000		Column	B5

The Filter 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.

- Click on the dropdown button in the **Filter Accounts** field of the Filter Accounts row.

Row Designer - Trial Balance Detail - October 12, 2018 17:40:13

New Save Search Delete Undo Duplicate Missing Accounts Import Export Close

Details Audit Log

Row Name Trial Balance Detail - October 12, 2018 17:40:13 Description Trial Balance Detail Template Report Type Trial Balance

X Remove Options Generate ShowHide GL COA Formula Highlight Export View Filter (F3)

Row Type	ID	Row Type*	Row Name	Row Calculation	Percentage	Override Row Calculation	Date Override	Balance Side	Filter Accounts	Source	Account
Cash Flow Activity	R4	Filter Accounts	Equity			None	Debit	[Type] = Equity		Column	
Column Name	R5	Filter Accounts	Revenue			None	Debit	[Type] = Revenue		Column	
Column Name - Page Header	R6	Filter Accounts	Expense			None	Debit	[Type] = Expense		Column	
Double Underscore	R7	Underscore									
Filter Accounts	R8	Row Calculation	Total:	SUM(R2,R6)							
Line	R9	Double Underscore									
None	R10	Filter Accounts	40000-0000-001 - Sales Ho...			None	Credit	[D] = 40000-0000-001		Units	
Page Break	R11	Filter Accounts	40000-0000-002 - Sales Ho...			None	Credit	[D] = 40000-0000-002		Units	
Row Calculation	R12	Filter Accounts	40000-0000-003 - Sales Ho...			None	Credit	[D] = 40000-0000-003		Units	
Row Name - Center Align	R13	Filter Accounts	40000-0000-004 - Sales Ho...			None	Credit	[D] = 40000-0000-004		Units	
Row Name - Left Align	R14	Filter Accounts	40000-0000-005 - Sales Ho...			None	Credit	[D] = 40000-0000-005		Units	
Row Name - Right Align	R15	Filter Accounts	40000-0000-006 - Sales Ho...			None	Credit	[D] = 40000-0000-006		Units	
Underscore	R16	Filter Accounts	40000-0000-007 - Sales Ho...			None	Credit	[D] = 40000-0000-007		Units	
	R17	Filter Accounts	40000-0000-008 - Sales Ho...			None	Credit	[D] = 40000-0000-008		Units	

- The **Filter Accounts** screen will be opened.
- In the **Quick Filter grid** configure the account filter by checking the box before it. Then click **Apply** button.

The screenshot shows the 'Filter Accounts' window with the 'Quick Filter' tab active. The 'Type' dropdown is set to 'ID'. The 'Apply' button is highlighted with a red box. Below the dropdown, a list of accounts is shown, with '10001-0003-000' selected. The 'Filters' tab is also visible, showing a grid with columns for Type, Condition, Criteria, and Criteria Between.

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 Quick Filter grid > Type field.

- If **ID** is selected, Account IDs will be shown in the grid below it. Select the Account ID/s and click Apply button.
- If **Description** is selected, Account Descriptions will be shown in the grid below it. Select the Account Description/s and click Apply button.
- If **Type** is selected, Account Types will be shown in the grid below it. Select the Account Type/s and click Apply button.
- If **Group** is selected, Account Groups will be shown in the grid below it. Select the Account Group/s and click Apply button.
- If **Primary Account** is selected, Primary Accounts will be shown in the grid below it. Select the Primary Account/s and click Apply button.
- If **Location** is selected, Locations will be shown in the grid below it. Select the Location/s and click Apply button.

- The configured Account Filter will then be show in the **Filters grid**.

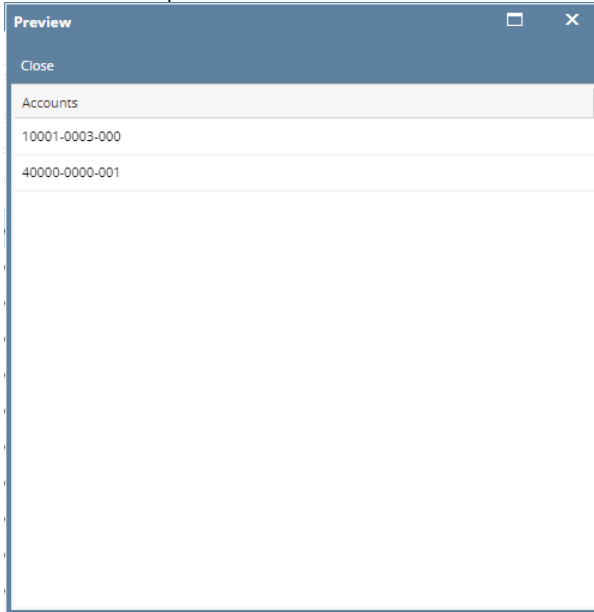
The screenshot shows the 'Filter Accounts' window with the 'Filters' tab active. The 'ID' filter is applied, and the grid shows a list of accounts with '10001-0003-000' selected. The 'Quick Filter' tab is also visible, showing the 'Type' dropdown set to 'ID'.

or directly configure the account filter from **Filters grid**

The screenshot shows the 'Filter Accounts' window with the 'Filters' tab active. The 'ID' filter is applied, and the grid shows a list of accounts with '10001-0003-000' selected. The 'Quick Filter' tab is also visible, showing the 'Type' dropdown set to 'ID'.

- Click **Save**.

6. Click **Preview** to open the **Preview screen** where Accounts that matched the filter configured will be shown.



7. Click **Close**. Filter Accounts screen is closed. You will be back in the Row Designer screen, this time **Filter Accounts** field will show the account filter configured.

The Row Designer screen shows the 'Filter Accounts' field populated with the account filter '10001-0003-000'. The table below shows the configuration for the Filter Accounts row (R10).

Row Type	ID	Row Type*	Row Name	Row Calculation	Percentage	Override Row Calculation	Date Override	Balance Side	Filter Accounts	Source	Account Type
Filter Accounts	R10	Filter Accounts	40000-0000-001 - Sales - Ho...				None	Credit	[D] = 40000-0000-001 Or [D] = 10001-0003-000	Units	IS

The Filter 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.

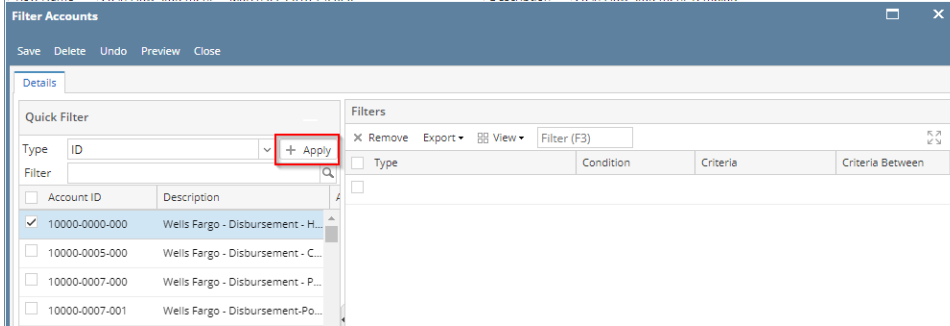
1. Click on the dropdown button in the **Filter Accounts** field of the Filter Accounts row.

The Row Designer screen shows the 'Filter Accounts' field with a dropdown button highlighted by a red box. The table below shows the configuration for the Filter Accounts row (R6).

Row Type	ID	Row Type*	Row Name	Row Calculation	Percentage	Override Row Calculation	Date Override	Balance Side	Filter Accounts	Source	Account Type
Filter Accounts	R6	Filter Accounts	10000-0005-000 - Wells Farg...				None	Debit	[D] = 10000-0005-000	Column	BS

2. The **Filter Accounts** screen will be opened.

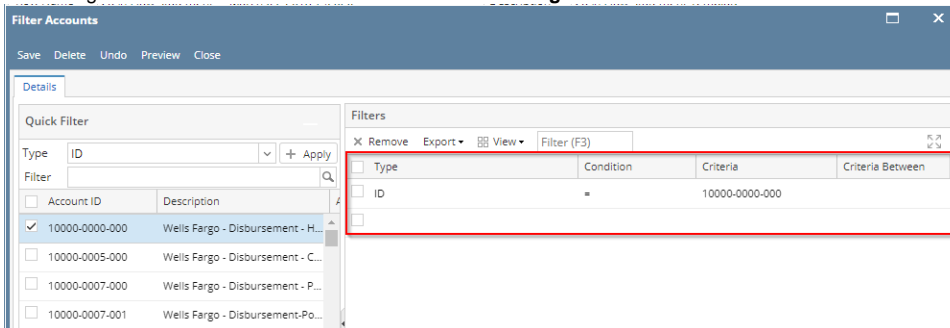
3. In the **Quick Filter grid** configure the account filter by checking the box before it. Then click **Apply** button.



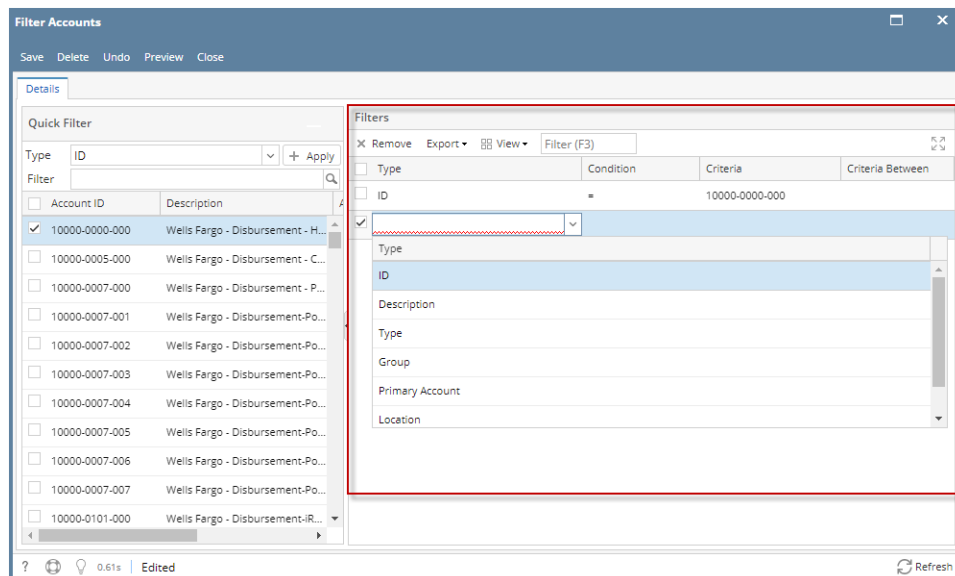
There are different ways to configure filter accounts depending on your need. See below how the grid changes and how accounts can be configured depending on Type selected from Quick Filter grid > Type field.

- If **ID** is selected, Account IDs will be shown in the grid below it. Select the Account ID/s and click Apply button.
- If **Description** is selected, Account Descriptions will be shown in the grid below it. Select the Account Description/s and click Apply button.
- If **Type** is selected, Account Types will be shown in the grid below it. Select the Account Type/s and click Apply button.
- If **Group** is selected, Account Groups will be shown in the grid below it. Select the Account Group/s and click Apply button.
- If **Primary Account** is selected, Primary Accounts will be shown in the grid below it. Select the Primary Account/s and click Apply button.
- If **Location** is selected, Locations will be shown in the grid below it. Select the Location/s and click Apply button.

4. The configured Account Filter will then be show in the **Filters grid**.

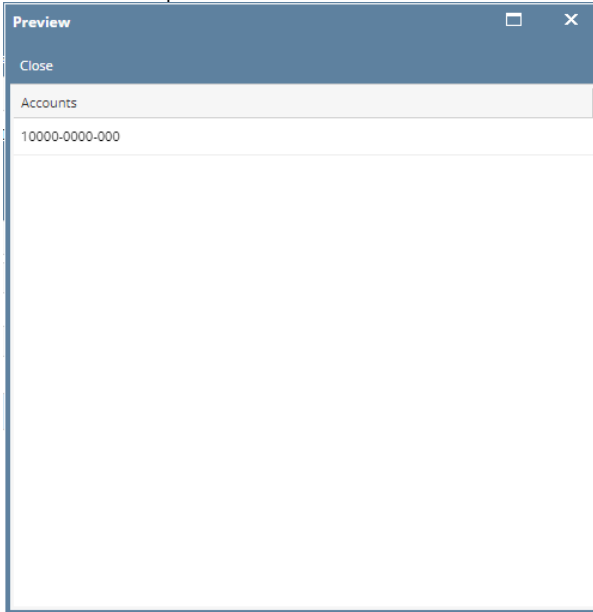


or directly configure the account filter from Filters grid

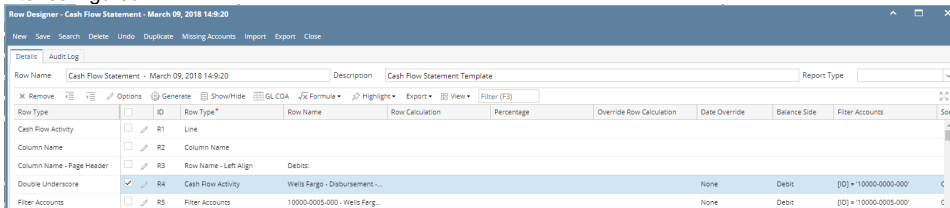


5. Click **Save**.

6. Click **Preview** to open the **Preview screen** where Accounts that matched the filter configured will be shown.



7. Click **Close**. Filter Accounts screen is closed. You will be back in the Row Designer screen, this time **Filter Accounts** field will show the account filter configured.

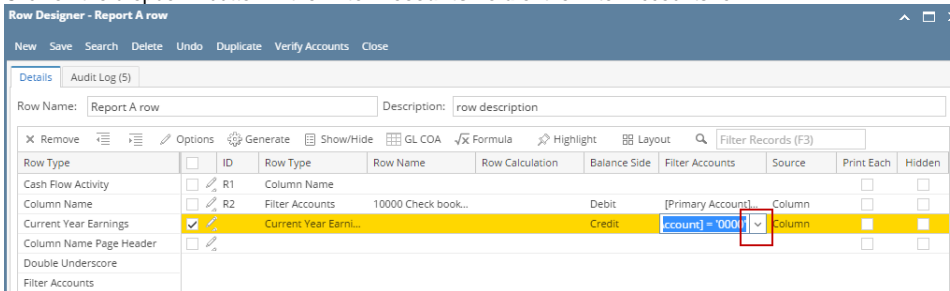


The Filter Accounts screen is used to configure accounts filter for the following rows.

- Filter Accounts row
- Cash Flow Activity row

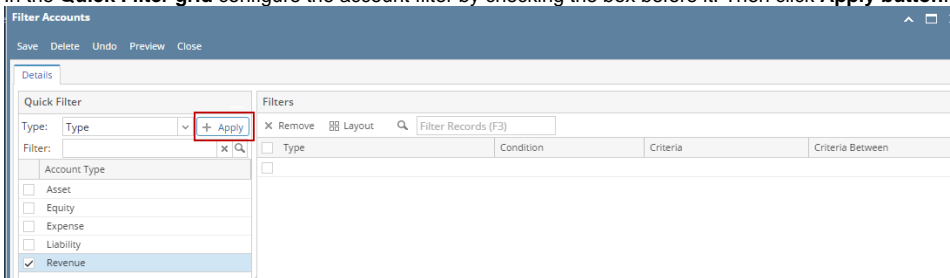
The following steps will guide you on how to setup filter accounts.

1. Click on the dropdown button in the **Filter Accounts** field of the Filter Accounts row.



2. The **Filter Accounts** screen will be opened.

3. In the **Quick Filter grid** configure the account filter by checking the box before it. Then click **Apply** button.

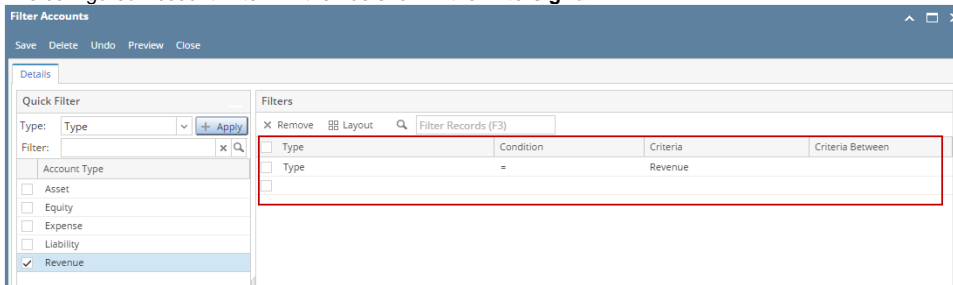


There are different ways to configure filter accounts depending on your need. See below how the grid changes and how accounts can be configured depending on Type selected from Quick Filter grid > Type field.

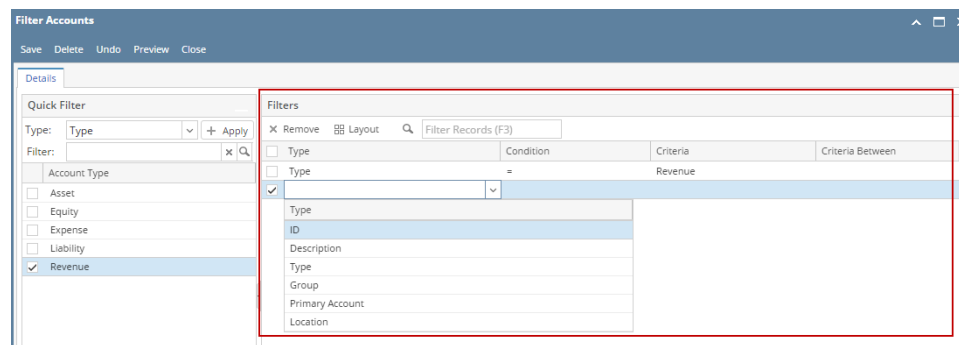
- If **ID** is selected, Account IDs will be shown in the grid below it. Select the Account ID/s and click Apply button.

- 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.

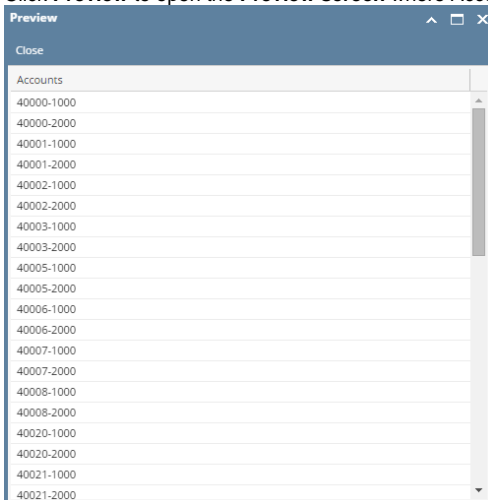
4. The configured Account Filter will then be show in the **Filters grid**.



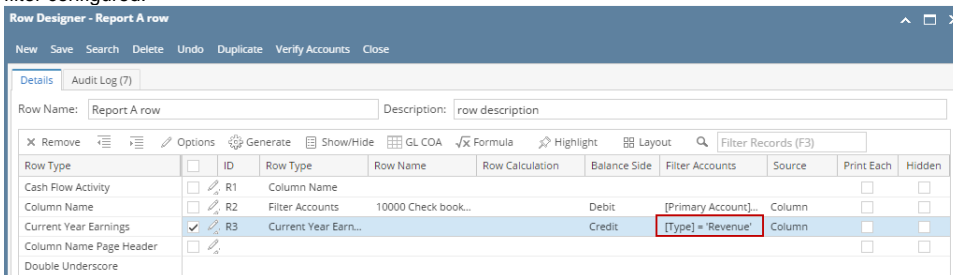
or directly configure the account filter from Filters grid



5. Click **Save**.
6. Click **Preview** to open the **Preview screen** where Accounts that matched the filter configured will be shown.

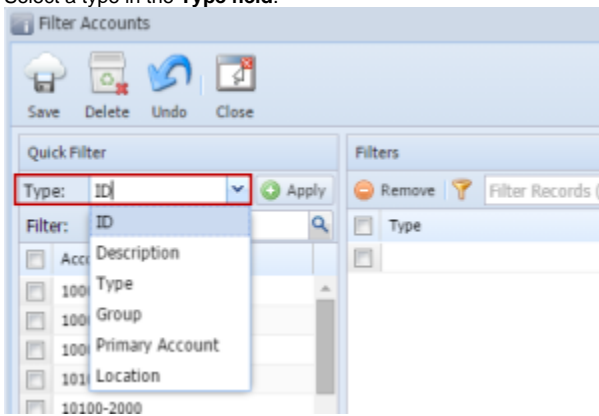


7. Click **Close**. Filter Accounts screen is closed. You will be back in the Row Designer screen, this time **Filter Accounts** field will show the account filter configured.



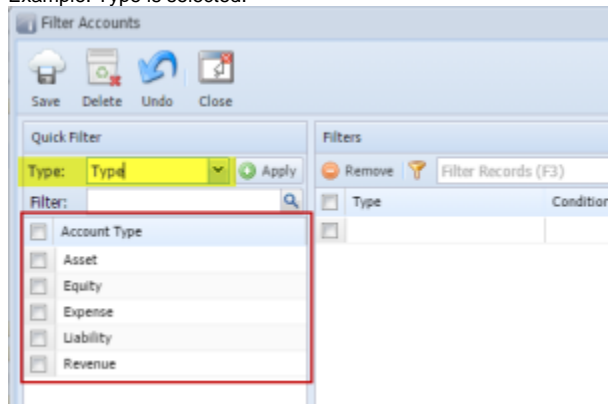
The Filter Accounts screen is used to configure accounts filter for Calculation or Hidden rows. The following steps will guide you on how to filter accounts.

1. Select a type in the **Type** field.



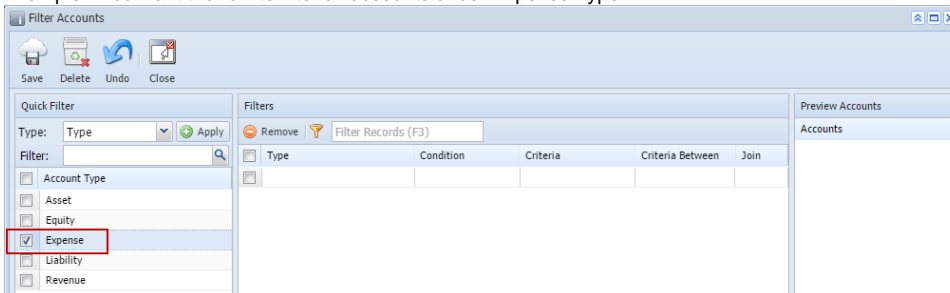
- a. If **ID** is selected, Account IDs will be shown in the grid below it.
- b. If **Description** is selected, Account Descriptions will be shown in the grid below it.
- c. If **Type** is selected, Account Types will be shown in the grid below it.
- d. If **Group** is selected, Account Groups will be shown in the grid below it.
- e. If **Primary Account** is selected, Primary Accounts will be shown in the grid below it.
- f. If **Location** is selected, Locations will be shown in the grid below it.

Example: Type is selected.

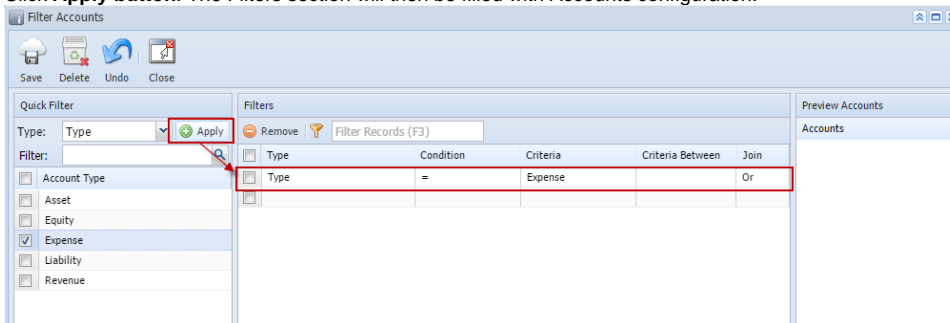


2. Use the **checkbox** to define your account filter.

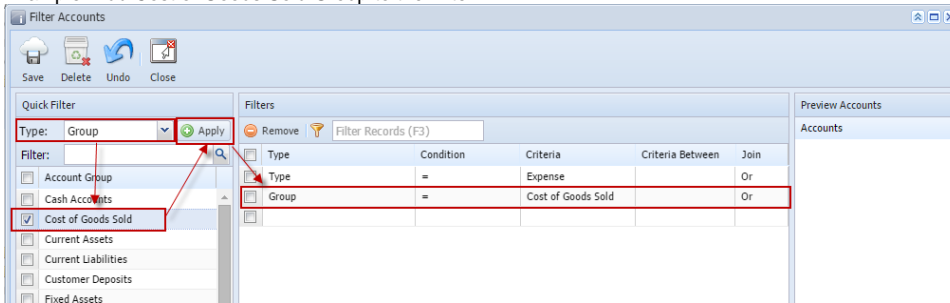
Example: You want the row to filter all accounts under Expense Type.



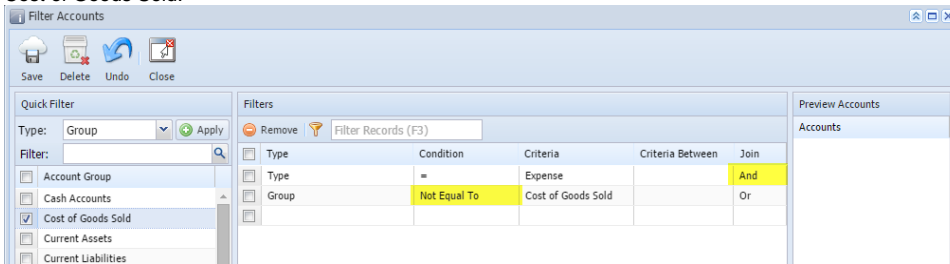
3. Click **Apply** button. The Filters section will then be filled with Accounts configuration.



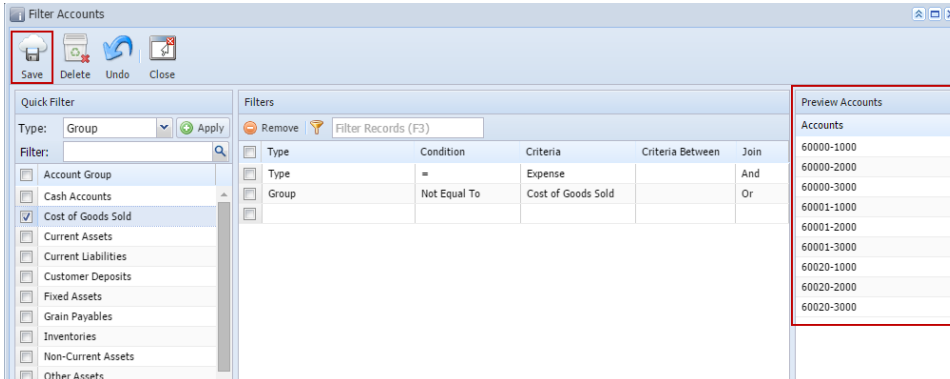
- Repeat Steps 1 to 3 if you like to filter it even more.
Example: Add Cost of Goods Sold Group to the Filter.



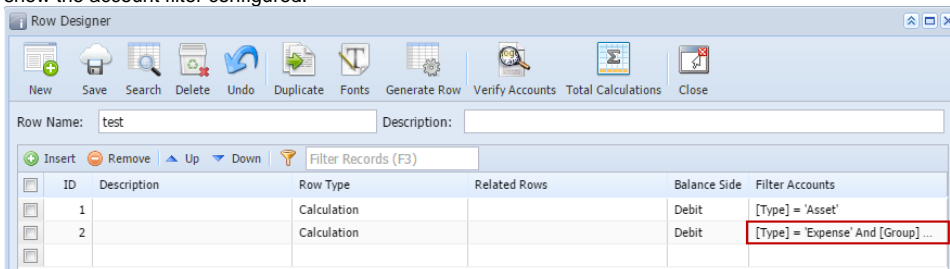
- Use the **Filters** section, to modify the Conditions. In this example, you will want to filter accounts under Expense Type and Account Group is not Cost of Goods Sold.



- Click **Save toolbar button**. Preview Accounts section will show all accounts that matched the accounts filter configured.



- Click **Close toolbar button**. Filter Accounts screen is closed. You will be back in the Row Designer screen, this time **Filter Accounts** field will show the account filter configured.



The Filter Accounts screen is used to configure accounts filter for Calculation or Hidden rows. The following steps will guide you on how to filter accounts.

- Add a [new row designer](#) or [open existing row designer](#) record.
- Add [Calculation](#) or [Hidden](#) row.

- Place your cursor in the **Filter Accounts** field and you will see an ellipsis button. Click that button and Filter Accounts screen will open.

Filter Accounts

Ok Cancel

Accounts

- 10100-0
- 10105-0
- 10200-0
- 10300-0
- 10600-0
- 10700-0
- 11000-0
- 11001-0
- 11100-0
- 11101-0
- 11200-0
- 11300-0
- 12000-0
- 12300-0
- 12600-0
- 12700-0
- 12800-0
- 12900-0
- 13000-0
- 13200-0

Filter Accounts:
[Type] = 'Asset'

Delete Filter Records (F3)

Account	Condition	Criteria	Criteria Between	Join
<input type="checkbox"/> Type	=	Asset		Or
<input type="checkbox"/>				

Ready

- In grid area, center of the screen, that is where you will configure your account filter. The following topics will show you different ways to filter accounts.
- Click **Close toolbar button** or the **x button** at the top-right corner of the screen and you will be back to the Row Designer screen. Check the **Filter Accounts** field of the row you just configured and it will show how you had it configured.