

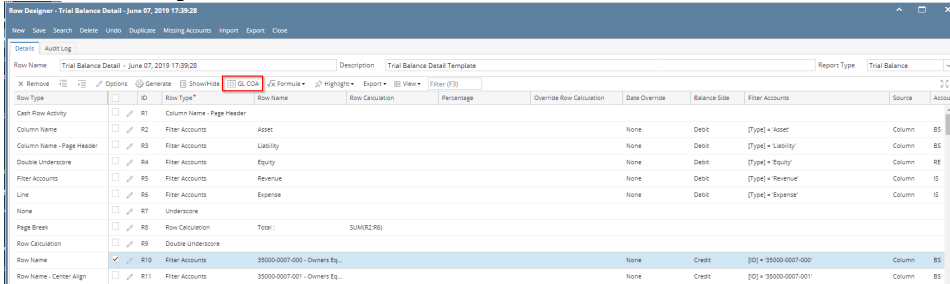
How to Configure Account Filter using Chart of Accounts screen

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

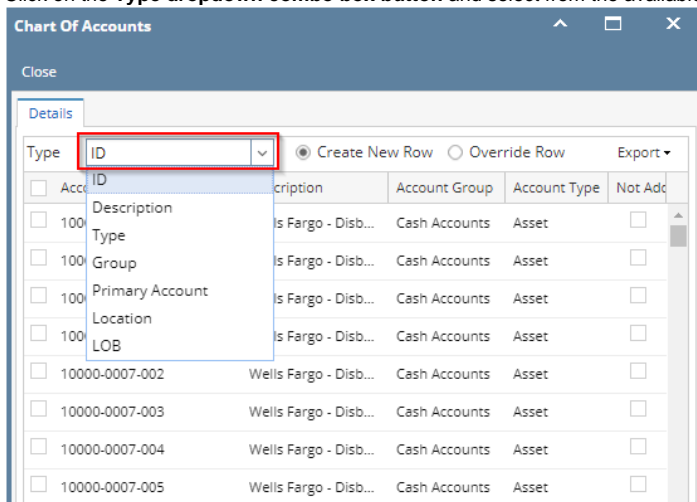
- Filter Accounts row
- Cash Flow Activity row

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

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

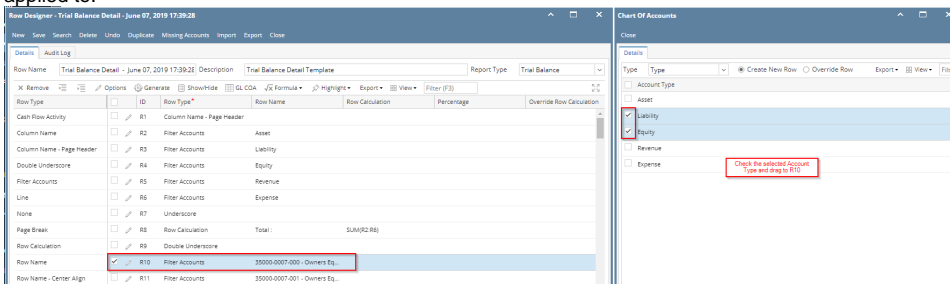


2. The **Chart of Accounts** screen will be opened.
3. Click on the **Type** dropdown combo box button and select from the available choices.



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.
4. 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.



5. This is how **Filter Accounts** will look like after dragging of selected type to Current Year Earnings row,

Row Type	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 Calculation	R8	Row Calculation	Total :	SUM(R2,R6)					
Line	R9	Double Underscore							
None	R10	Filter Accounts	Equity RE				None	Credit	[Type] = Equity Or (Type) = Liability
Page Break	R11	Filter Accounts	40000-0000-001 - Sales - Ho...				None	Credit	[ID] = 40000-0000-001 Or [ID] = 1...
Row Calculation	R12	Filter Accounts	40000-0000-002 - Sales - Ho...				None	Credit	[ID] = 40000-0000-002

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Row Type	ID	Row Type*	Row Name	Row Calculation	Percentage	Override Row Calculation	Date Override	Balance Side	Filter Accounts	Source	Account Type
Cash Flow Activity	R8	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	IS
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	IS

2. The **Chart of Accounts** screen will be opened.

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

Type	ID	Description	Account Group	Account Type	Not Added
10000-0007-002	Wells Fargo - Disb...	Cash Accounts	Asset		
10000-0007-003	Wells Fargo - Disb...	Cash Accounts	Asset		
10000-0007-004	Wells Fargo - Disb...	Cash Accounts	Asset		
10000-0007-005	Wells Fargo - Disb...	Cash Accounts	Asset		

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 - 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. 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 Type	ID	Row Type*	Row Name	Row Calculation	Percentage	Override Row Calculation	Date Override	Balance Side	Filter Accounts
Cash Flow Activity	R8	Row Calculation	Total :	SUM(R2,R6)					
Column Name	R9	Double Underscore							
Column Name - Page Header	R10	Filter Accounts	40000-0000-001 - Sales - Ho...				None		
Double Underscore	R11	Filter Accounts	40000-0000-002 - Sales - Ho...				None		
Filter Accounts	R12	Filter Accounts	40000-0000-003 - Sales - Ho...				None		
Line	R13	Filter Accounts	40000-0000-004 - Sales - Ho...				None		

5. This is how **Filter Accounts** will like after dragging of selected type to Current Year Earnings row,

Row Type	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)					
Double Underscore	R9	Double Underscore							
Line	R10	Filter Accounts	Liability BS				None	Credit	[Type] = 'Liability' Or [Type] = 'Equity'
None	R11	Filter Accounts	35000-0007-000 - Owners Eq...				None	Credit	[ID] = '35000-0007-000'
Page Break	R12	Filter Accounts	35000-0007-001 - Owners Eq...				None	Credit	[ID] = '35000-0007-001'
Row Calculation	R13	Filter Accounts	35000-0007-002 - Owners Eq...				None	Credit	[ID] = '35000-0007-002'
Row Name									

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Row Type	ID	Row Type*	Row Name	Row Calculation	Percentage	Override Row Calculation	Date Override
Cash Flow Activity	R1	Column Name	Report A				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

2. The **Chart of Accounts** screen will be opened.

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

Type	ID	Description	Account Group	Account Type	Not Added
100	10000-0007-002	Wells Fargo - Disburse...	Cash Accounts	Asset	✓
100	10000-0007-003	Wells Fargo - Disburse...	Cash Accounts	Asset	✓
100	10000-0007-004	Wells Fargo - Disburse...	Cash Accounts	Asset	✓

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 - 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.
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Row Type	ID	Row Type*	Row Name	Row Calculation	Percentage	Override Row Calculation	Date Override	Filter Accounts	Balance
Cash Flow Activity	R1	Column Name	Report A				None		
Column Name	R2	Row Name - Left Align	Report A				None		
Column Name - Page Header	R3	Filter Accounts	35000-0000-000 - Owners Eq...				None	[ID] = '35000-0000-000'	Credit
Double Underscore	R4	Filter Accounts	35000-0007-000 - Owners Eq...				None	[ID] = '35000-0007-000'	Credit
Filter Accounts	R5	Filter Accounts	35000-0007-001 - Owners Eq...				None	[ID] = '35000-0007-001'	Credit
Line	R6	Filter Accounts	35000-0007-002 - Owners Eq...				None	[ID] = '35000-0007-002'	Credit

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Row Type	ID	Row Type	Row Name	Row Calculation	Percentage	Override Row Calculation	Date Override	Filter Accounts	Balance Side	Source	Account Type
Cash Flow Activity	R1	Column Name					None				
Column Name	R2	Row Name - L...	Report A				None				
Column Name - Page Header	R3	Filter Accounts	Revenue IS				None	[Type] = Revenue Or [Type] = Expense	Credit	Column	IS
Double Underscore	R4	Filter Accounts	35000-0007-000 - Owners Eq...				None	[ID] = 35000-0007-000	Credit	Column	B
Filter Accounts	R5	Filter Accounts	35000-0007-001 - Owners Eq...				None	[ID] = 35000-0007-001	Credit	Column	B
Line	R6	Filter Accounts	35000-0007-002 - Owners Eq...				None	[ID] = 35000-0007-002	Credit	Column	B

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Row Type	ID	Row Type	Row Name	Row Calculation	Balance Side	Filter Accounts	Source	Account Type	Print Each	Hidden
Cash Flow Activity	R1	Column Name								
Column Name	R2	Filter Accounts	10000 Check book in Bank		Debit	[Primary Account] = 100...	Column	B5		
Current Year Earnings	R3	Current Year Earnings			Credit	[Type] = Revenue	Column	IS		

2. The **Chart of Accounts** screen will be opened.

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

Type	ID	Description	Account Group	Account Type
1000	1000	Check book in Bank	Cash Accounts	Asset
1000	1000	Check book in Bank	Cash Accounts	Asset
1100	1100	Clearing-Location A	Undeposited Funds	Asset
1100	1100	Clearing-Location B	Undeposited Funds	Asset
1200	1200	Accounts Receivable	Receivables	Asset
12000-2000	12000-2000	Accounts Receivable	Receivables	Asset
12300-1000	12300-1000	Discount Receivable	Receivables	Asset
12300-2000	12300-2000	Discount Receivable	Receivables	Asset
12500-1000	12500-1000	Credit Card Receivable	Receivables	Asset

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Row Type	ID	Row Type	Row Name	Row Calculation	Balance Side	Filter Accounts	Source	Account Type	Print Each	Hidden
Cash Flow Activity	R1	Column Name								
Column Name	R2	Filter Accounts	10000 Check book in Bank		Debit	[Primary Account] = 100...	Column	B5		
Current Year Earnings	R3	Current Year Earnings			Credit	[Type] = Revenue	Column	IS		

Type	ID	Description	Account Group	Account Type
Expense				Expense
Revenue				Revenue

5. This is how **Filter Accounts** will like like after dragging of selected type to Current Year Earnings row,

Row Designer - Report A row

NewSaveSearchDeleteUndoDuplicateVerifyAccountsClose

DetailsAudit Log (7)

Row Name: Report A rowDescription: row description

X RemoveOptionsGenerateShowHideGL COAFormulaHighlightLayoutFilter Records (F3)

Row Type	ID	Row Type	Row Name	Row Calculation	Balance Side	Filter Accounts	Source	Account Type	Print Each	Hidden
Cash Flow Activity	R1	Column Name							<input type="checkbox"/>	<input type="checkbox"/>
Column Name	R2	Filter Accounts	10000 Check book in ...	Debit	(Primary Account) = '10000'		Column	B5	<input type="checkbox"/>	<input type="checkbox"/>
Current Year Earnings	R3	Current Year Earnings	Expense	Credit	[Type] = 'Expense' Or [Type] = 'Revenue'		Column	I5	<input type="checkbox"/>	<input type="checkbox"/>
Column Name Page Header									<input type="checkbox"/>	<input type="checkbox"/>
Double Underscore									<input type="checkbox"/>	<input type="checkbox"/>