

Creating a Financial Statement Account

Last Modified on 06/13/2024 4:48 pm EDT

Overview

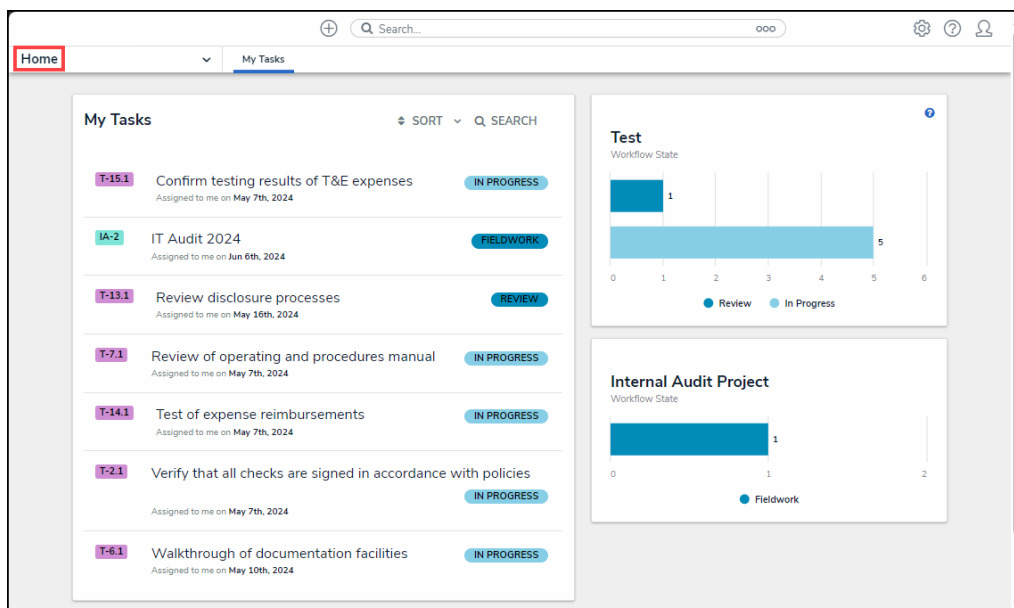
Users can create a Financial Statement Account record within the system through the **Library** section, in order to manually add new financial statement accounts to the system for use within the Internal Controls Management application. User can also add multiple financial statement accounts by using either the [data import](#) feature or integration feature.

User Account Requirements

The user account used to log into Resolver must be added to the Internal Controls Team user group.

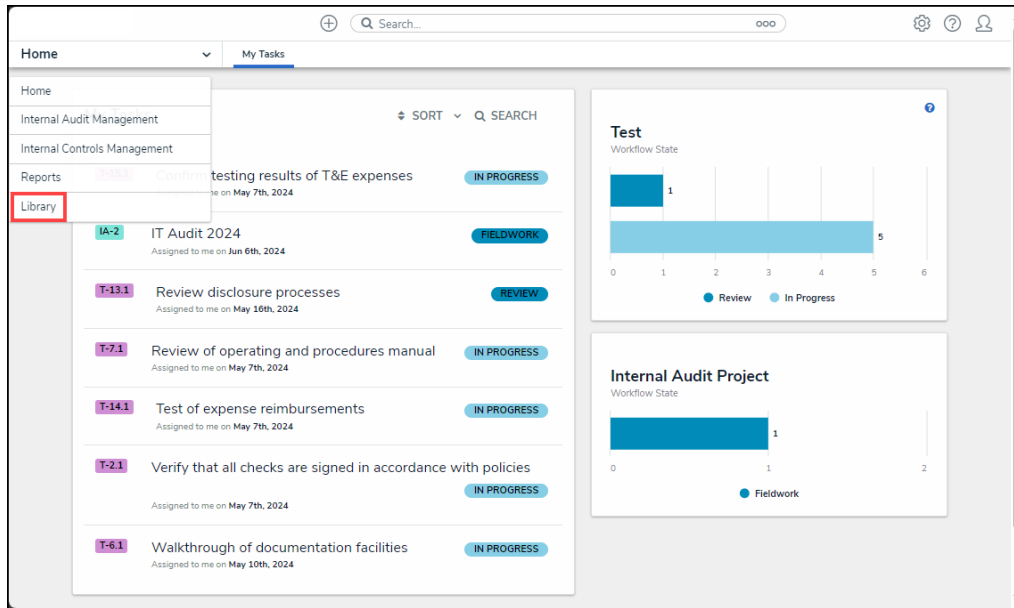
Navigation

1. From the **Home** screen, click the **Home** dropdown menu.



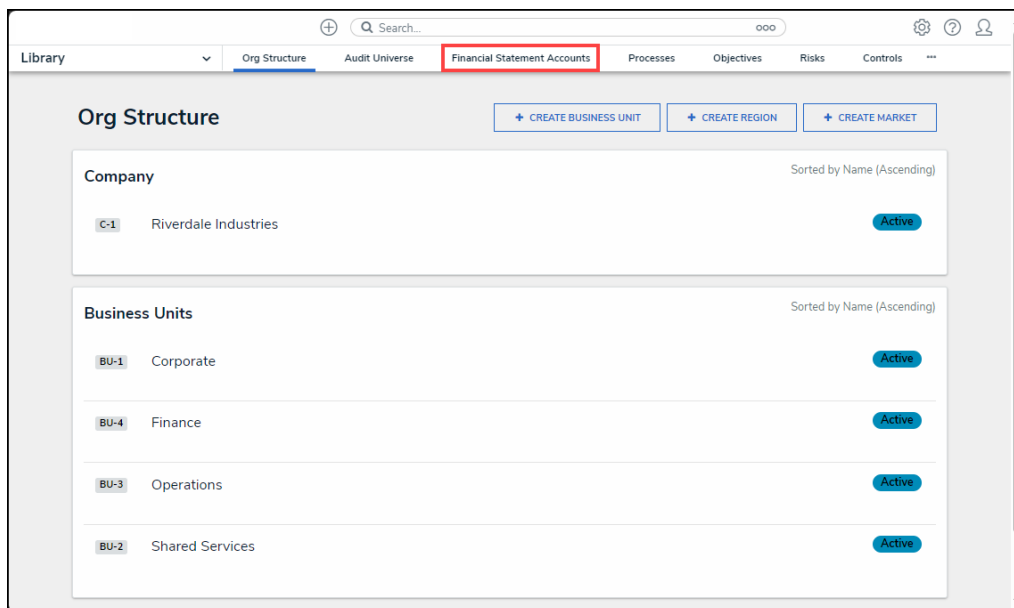
Home Dropdown Menu

2. From the **Home** dropdown menu, click the **Library** link.



Library Link

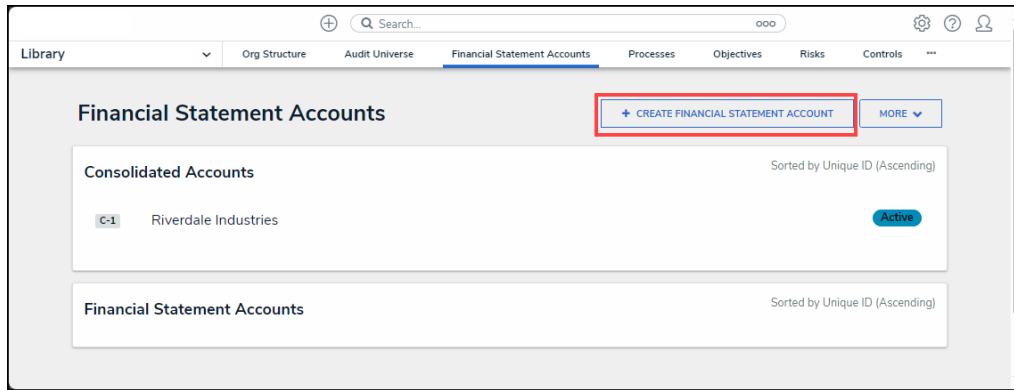
- From the **Org Structure** screen, click the **Financial Statement Accounts** tab.



Financial Statement Accounts Tab

Creating a Financial Statement Account

- From the **Financial Statement Accounts** screen, click the **+ Create Financial Statement Account** button.



+ Create Financial Statement Account Button

- From the **Create a New Financial Statement Account** screen, enter the account name in the **Financial Statement Account Name** field.

Financial Statement Account Name Field

- Enter a brief description outlining the financial statement account in the **Description** field.

Library | Org Structure | Audit Universe | **Financial Statement Accounts** | Processes | Objectives | Risks | Controls

Create a New Financial Statement Account

FSA-XXX

Financial Statement Account Name
Accounts Payable

Description

Company

GL Account Number

Account Balance

CREATE

CANCEL

Description Field

- Enter a company name in the **Company** field and select a company from the dropdown menu.

Library | Org Structure | Audit Universe | **Financial Statement Accounts** | Processes | Objectives | Risks | Controls

Create a New Financial Statement Account

FSA-XXX

Financial Statement Account Name
Accounts Payable

Description
Main Office Accounts Payable

Company
River
Riverdale Industries Library

GL Account Number

Account Balance

CREATE

CANCEL

Company Dropdown Menu

- Enter the financial statement account's general ledger account number in the **GL Account**

Number field.

Library Org Structure Audit Universe **Financial Statement Accounts** Processes Objectives Risks Controls ...

Create a New Financial Statement Account FSA-XXX ...

Financial Statement Account Name
Accounts Payable

Description
Main Office Accounts Payable

Company
Riverdale Industries

GL Account Number
Account Balance

CREATE

CANCEL

GL Account Number

6. Enter the financial statement account's current balance in the **Account Balance** field.

Library Org Structure Audit Universe **Financial Statement Accounts** Processes Objectives Risks Controls ...

Create a New Financial Statement Account FSA-XXX ...

Financial Statement Account Name
Accounts Payable

Description
Main Office Accounts Payable

Company
Riverdale Industries

GL Account Number
10100

Account Balance

CREATE

CANCEL

Account Balance Field

7. Click the **Create** button to add the financial statement account record to the system for use

with the Internal Controls Management application.

The screenshot shows a web application interface for creating a new financial statement account. The top navigation bar includes a search bar, a user profile icon, and several tabs: Library, Org Structure, Audit Universe, Financial Statement Accounts (which is the active tab), Processes, Objectives, Risks, and Controls. The main content area is titled 'Create a New Financial Statement Account' and includes a dropdown menu set to 'FSA-XXX'. The form contains the following fields: 'Financial Statement Account Name' with the value 'Accounts Payable'; 'Description' with the value 'Main Office Accounts Payable'; 'Company' with a dropdown showing 'Riverdale Industries'; 'GL Account Number' with the value '10100'; and 'Account Balance' with the value '\$358,755.00'. At the bottom right of the form is a blue 'CREATE' button, which is highlighted with a red rectangular border. A 'CANCEL' link is located at the bottom right of the page.

Create a New Financial Statement Account

Financial Statement Account Name
Accounts Payable

Description
Main Office Accounts Payable

Company
Riverdale Industries

GL Account Number
10100

Account Balance
\$358,755.00

CREATE

CANCEL

Create Button