

Creating a Financial Statement Sub Account

Last Modified on 06/14/2024 11:20 am EDT

Overview

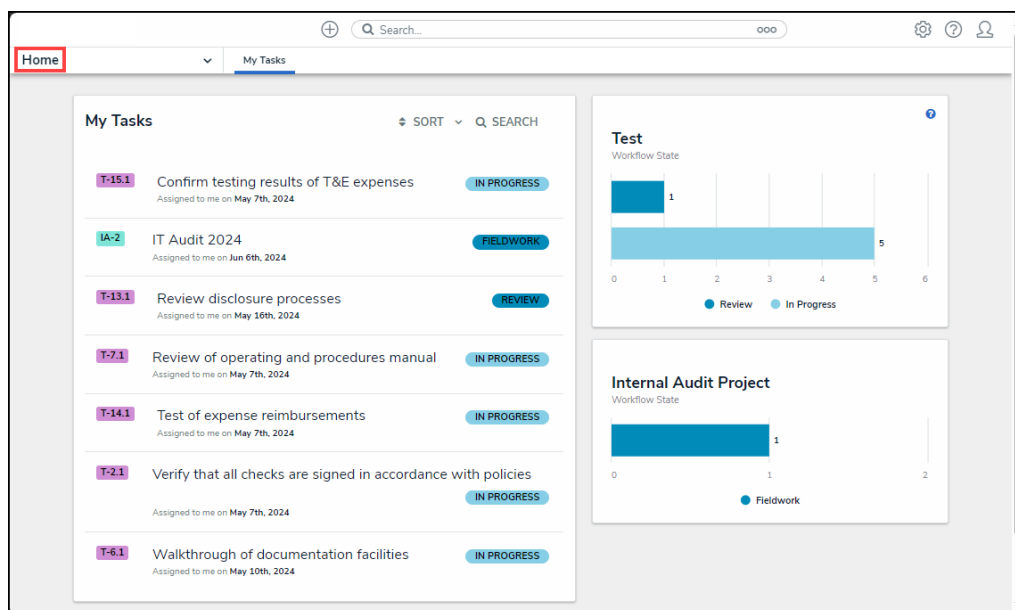
Users can create a Financial Statement Sub Account record within the system through the **Library** section, in order to manually add new financial statement accounts to the system for use within the Internal Controls Management application. User can also add multiple financial statement accounts by 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.

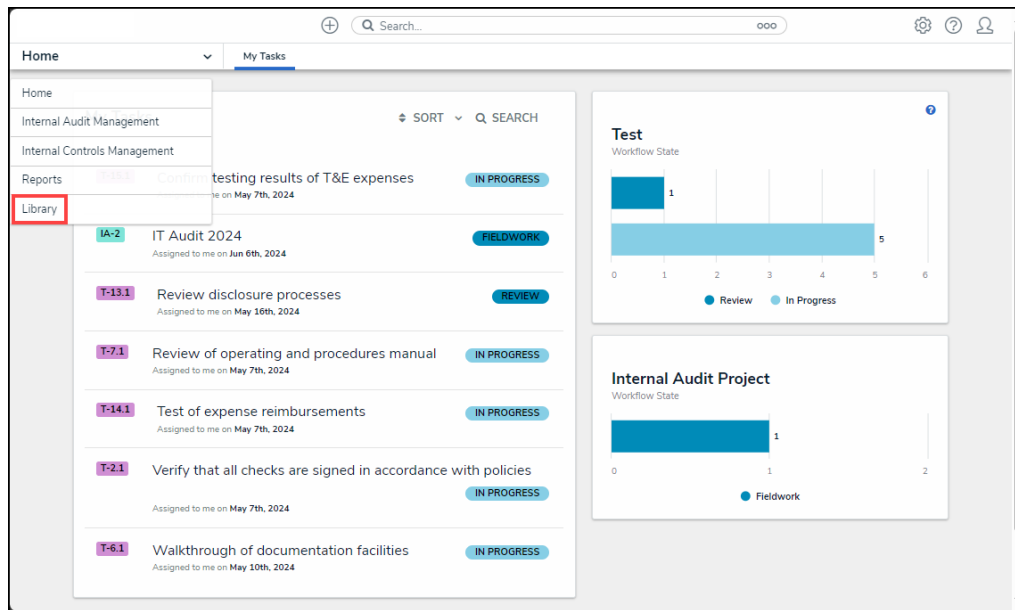
Navigation

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



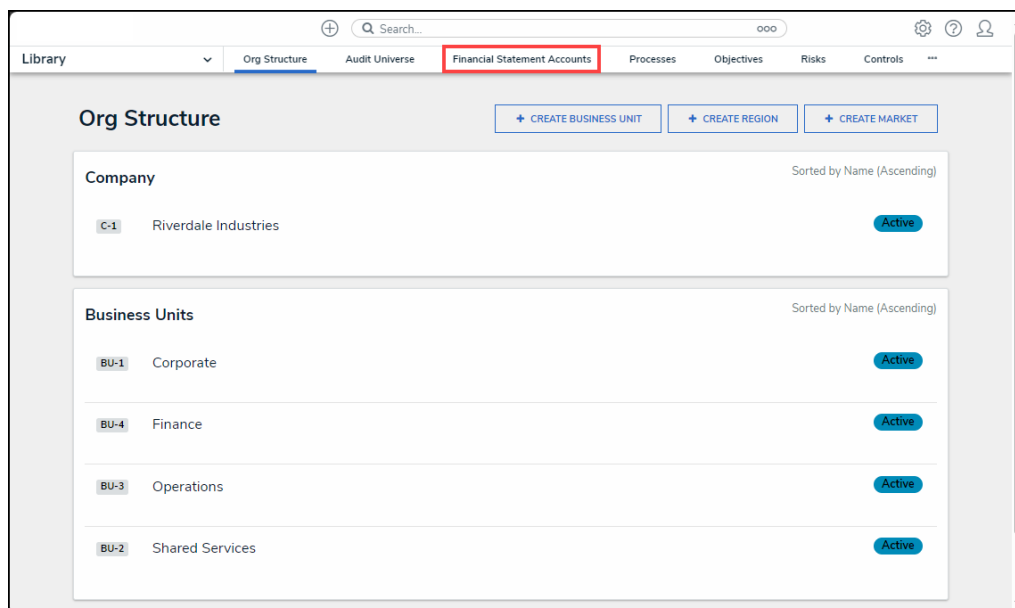
Home Dropdown Menu

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



Library Link

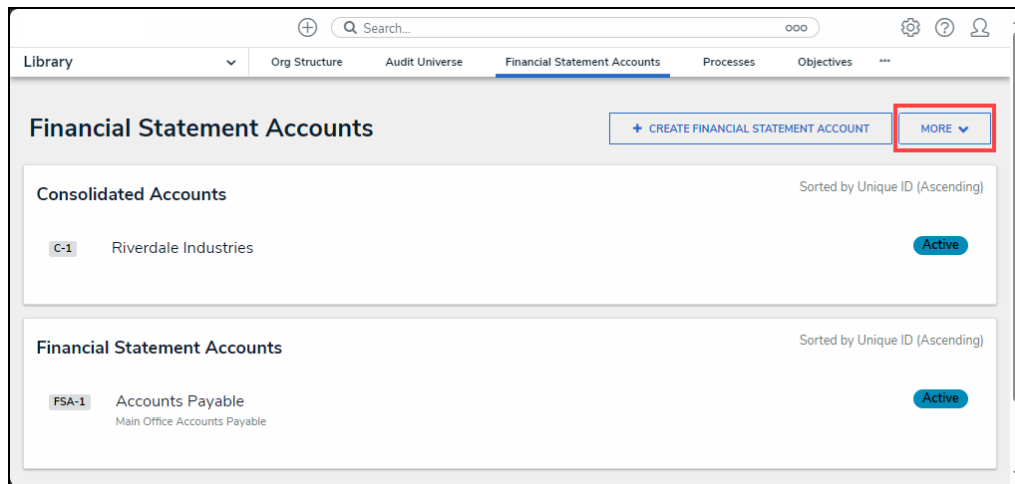
- From the **Org Structure** screen, click the **Financial Statement Accounts** tab.



Financial Statement Accounts Tab

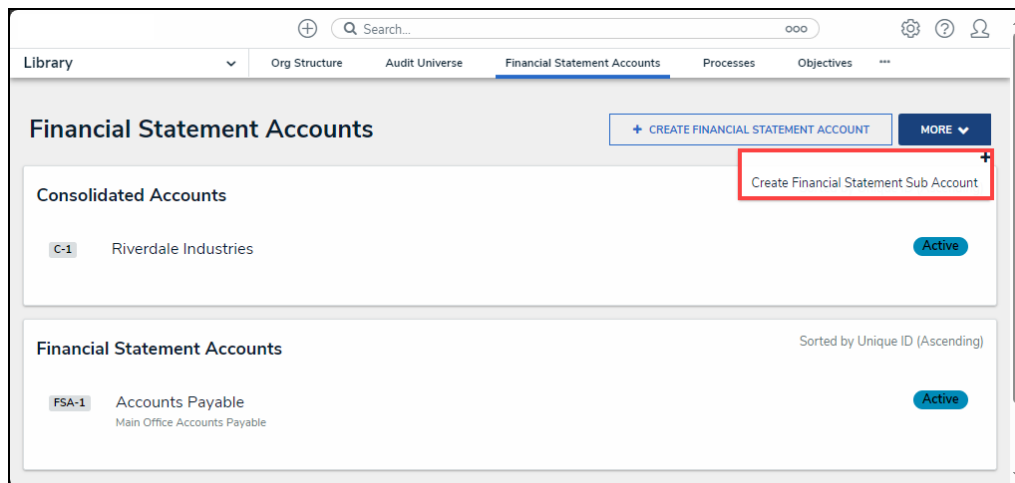
Creating a Financial Statement Sub Account

- From the **Financial Statement Accounts** screen, click the **More** button.



More Button

- From the **More** dropdown menu click the **Create Financial Statement Sub Account** link.



Create Financial Statement Sub Account Link

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

The screenshot shows the 'Create a New Financial Statement Sub Account' form. The form is titled 'Create a New Financial Statement Sub Account' with a sub-header 'FSS-XXX'. The form contains several input fields: 'Financial Statement Sub Account Name' (highlighted with a red border), 'Description', 'Consolidated Account', 'GL Account Number', and 'Account Balance'. A blue 'CREATE' button is located at the bottom right of the form, and a 'CANCEL' link is at the bottom right of the page.

Financial Statement Sub Account Name Field

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

The screenshot shows the 'Create a New Financial Statement Sub Account' form. The 'Financial Statement Sub Account Name' field is now populated with 'Accounts Payable - Toronto'. The 'Description' field is highlighted with a red border. The 'Consolidated Account', 'GL Account Number', and 'Account Balance' fields are also visible. The blue 'CREATE' button and the 'CANCEL' link remain at the bottom of the form.

Description Field

4. Enter the main financial statement account name in the **Consolidate Account** field and select a financial statement account name from the dropdown menu, connecting the financial statement sub account to the main financial statement account.

The screenshot shows the 'Create a New Financial Statement Sub Account' form. The 'Financial Statement Sub Account Name' field contains 'Accounts Payable - Toronto'. The 'Description' field also contains 'Accounts Payable - Toronto'. The 'Consolidated Account' field is highlighted with a red box and shows a search bar with 'Accounts' and a dropdown menu with 'Accounts Payable Library' selected. The form also features a 'CREATE' button and a 'CANCEL' link.

Company Dropdown Menu

5. Enter the financial statement sub account's general ledger account number in the **GL Account Number** field.

The screenshot shows the 'Create a New Financial Statement Sub Account' form. The 'GL Account Number' field is highlighted with a red border. The form includes the following fields:

- Financial Statement Sub Account Name:** Accounts Payable - Toronto
- Description:** Accounts Payable - Toronto
- Consolidated Account:** Accounts Payable
- GL Account Number:** (highlighted with a red border)
- Account Balance:** (empty field)

Buttons for 'CREATE' and 'CANCEL' are visible at the bottom right of the form.

GL Account Number

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

The screenshot shows the 'Create a New Financial Statement Sub Account' form. The 'Account Balance' field is highlighted with a red border. The form includes the following fields:

- Financial Statement Sub Account Name:** Accounts Payable - Toronto
- Description:** Accounts Payable - Toronto
- Consolidated Account:** Accounts Payable
- GL Account Number:** 10101
- Account Balance:** (highlighted with a red border)

Buttons for 'CREATE' and 'CANCEL' are visible at the bottom right of the form.

Account Balance Field

7. Click the **Create** button to add the financial statement sub account record to the system for use with the Internal Controls Management application.

The screenshot shows the 'Create a New Financial Statement Sub Account' form within the Resolver application. The form is titled 'Create a New Financial Statement Sub Account' and includes a search bar with 'FSS-XXX' and a menu icon. The form contains the following fields:

- Financial Statement Sub Account Name:** Accounts Payable - Toronto
- Description:** Accounts Payable - Toronto
- Consolidated Account:** Accounts Payable
- GL Account Number:** 10101
- Account Balance:** \$465,897.00

A red box highlights the **CREATE** button, which is a blue button with white text. A **CANCEL** button is also visible at the bottom right of the form.

Create Button