

Creating a Financial Statement Account

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

Overview

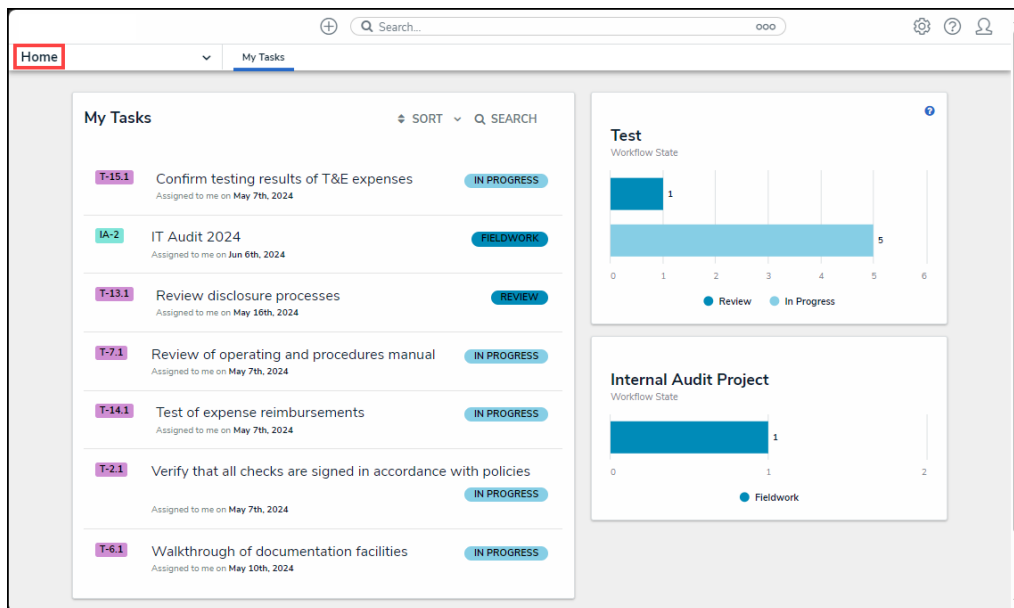
Users can create a Financial Statement Account record within the system through the **Library** section, in order to manually add new financial statement accounts to the system for use within the Internal Controls Management application. User can also add multiple financial statement accounts by using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

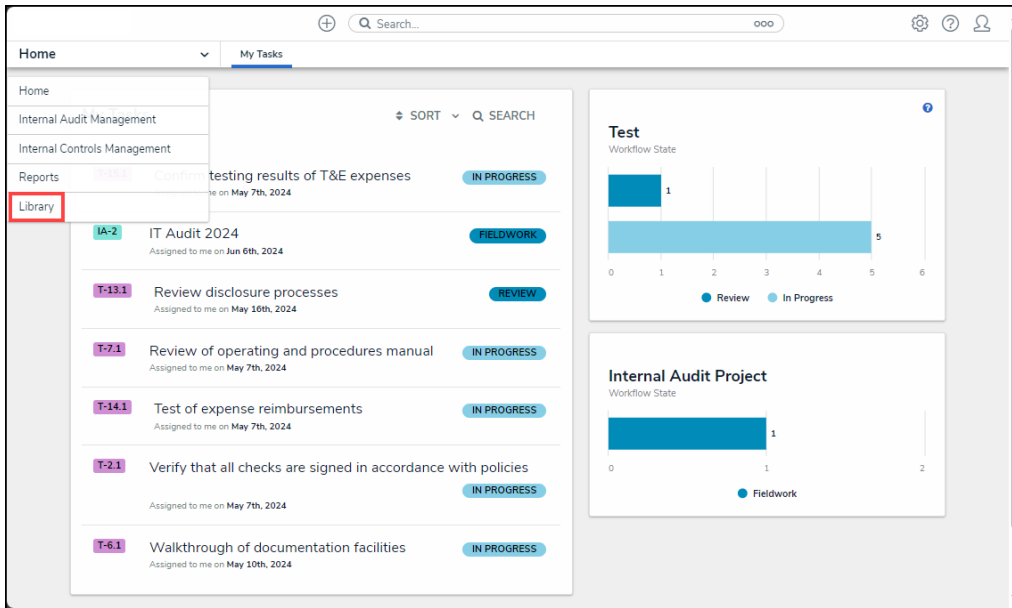
Navigation

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



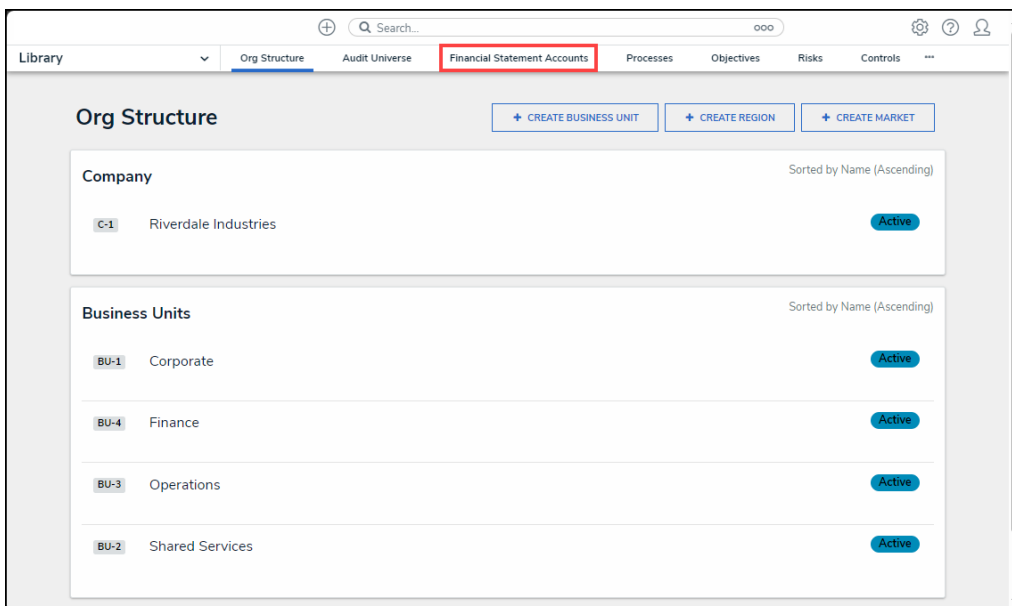
Home Dropdown Menu

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



Library Link

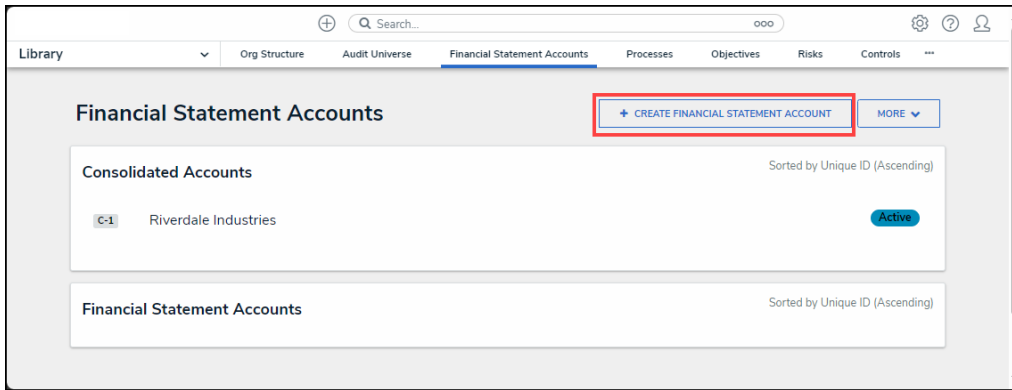
- From the **Org Structure** screen, click the **Financial Statement Accounts** tab.



Financial Statement Accounts Tab

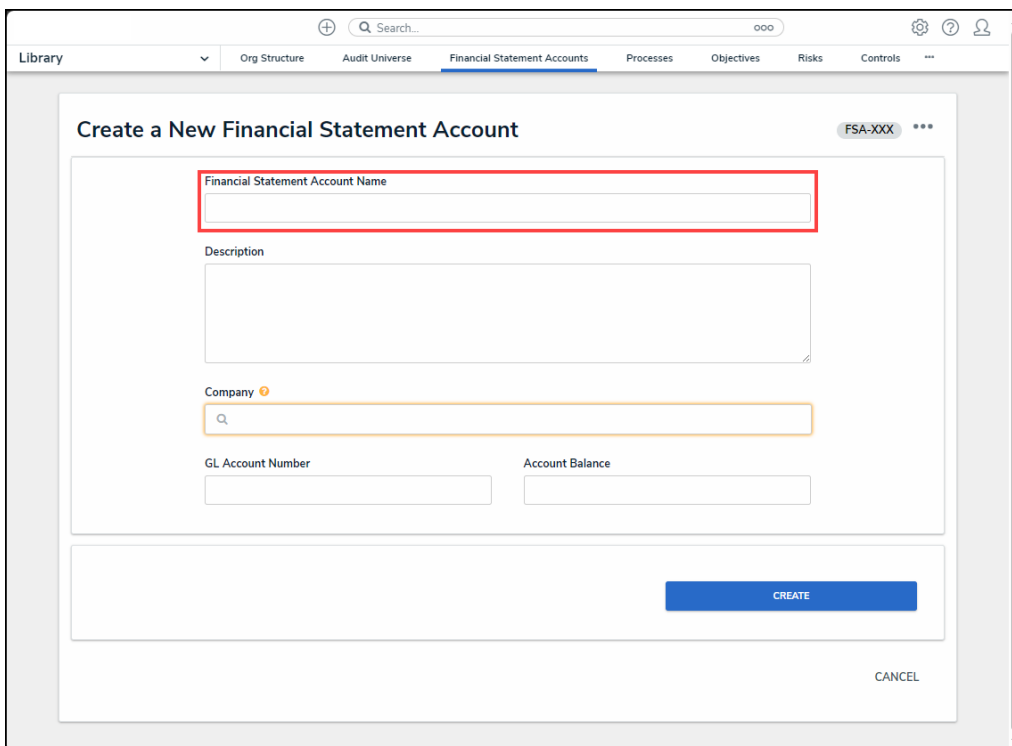
Creating a Financial Statement Account

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



+ Create Financial Statement Account Button

2. 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

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

The screenshot shows the 'Create a New Financial Statement Account' form. The 'Financial Statement Account Name' field contains 'Accounts Payable'. The 'Description' field is empty and highlighted with a red border. The 'Company' field is empty with a search icon. The 'GL Account Number' and 'Account Balance' fields are empty. A blue 'CREATE' button and a 'CANCEL' link are visible at the bottom.

Description Field

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

The screenshot shows the 'Create a New Financial Statement Account' form. The 'Financial Statement Account Name' field contains 'Accounts Payable'. The 'Description' field contains 'Main Office Accounts Payable'. The 'Company' field contains 'River' and a dropdown menu is open, showing 'Riverdale Industries Library' as a selection. The 'GL Account Number' and 'Account Balance' fields are empty. A blue 'CREATE' button and a 'CANCEL' link are visible at the bottom.

Company Dropdown Menu

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

Number field.

The screenshot shows a web application interface for creating a new financial statement account. The form is titled "Create a New Financial Statement Account" and includes the following fields: "Financial Statement Account Name" (Accounts Payable), "Description" (Main Office Accounts Payable), "Company" (Riverdale Industries), "GL Account Number" (highlighted with a red box), and "Account Balance". A "CREATE" button is visible at the bottom right of the form.

GL Account Number

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

The screenshot shows the same web application interface as the previous one, but now the "GL Account Number" field contains the value "10100" and the "Account Balance" field is highlighted with a red box. The "CREATE" button remains visible at the bottom right.

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 'Library', 'Org Structure', 'Audit Universe', 'Financial Statement Accounts', 'Processes', 'Objectives', 'Risks', and 'Controls'. The main heading is 'Create a New Financial Statement Account' with a sub-label 'FSA-XXX'. The form contains the following fields:

- Financial Statement Account Name:** Accounts Payable
- Description:** Main Office Accounts Payable
- Company:** Riverdale Industries
- GL Account Number:** 10100
- Account Balance:** \$358,755.00

A blue 'CREATE' button is highlighted with a red border, and a 'CANCEL' button is located at the bottom right of the form area.

Create Button