

Creating a Financial Statement Sub Account

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

Overview

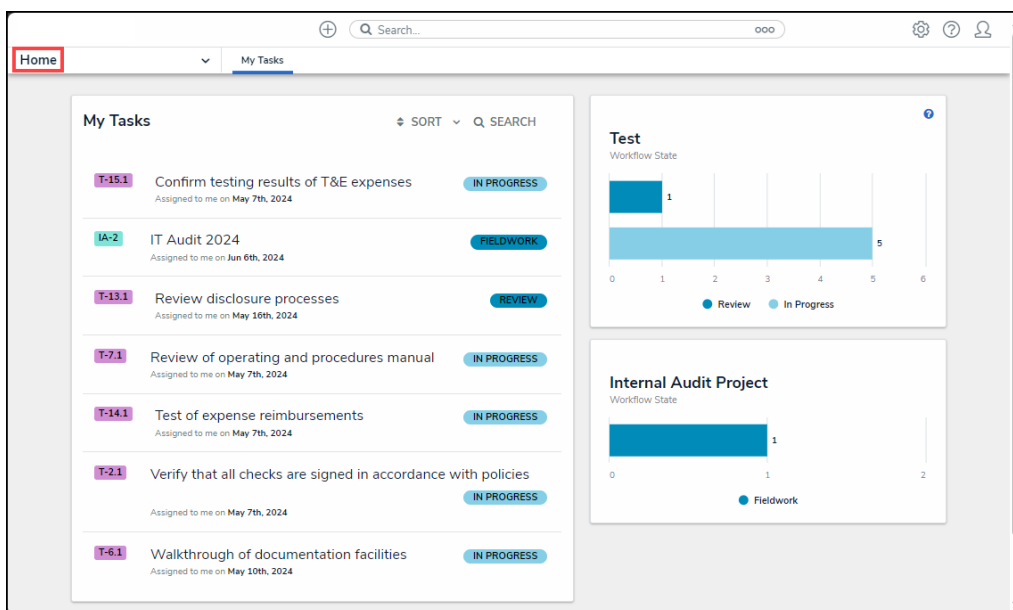
Users can create a Financial Statement Sub Account record within the system through the **Library** section, in order to manually add new financial statement accounts to the system for use within the Internal Controls Management application. User can also add multiple financial statement accounts by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

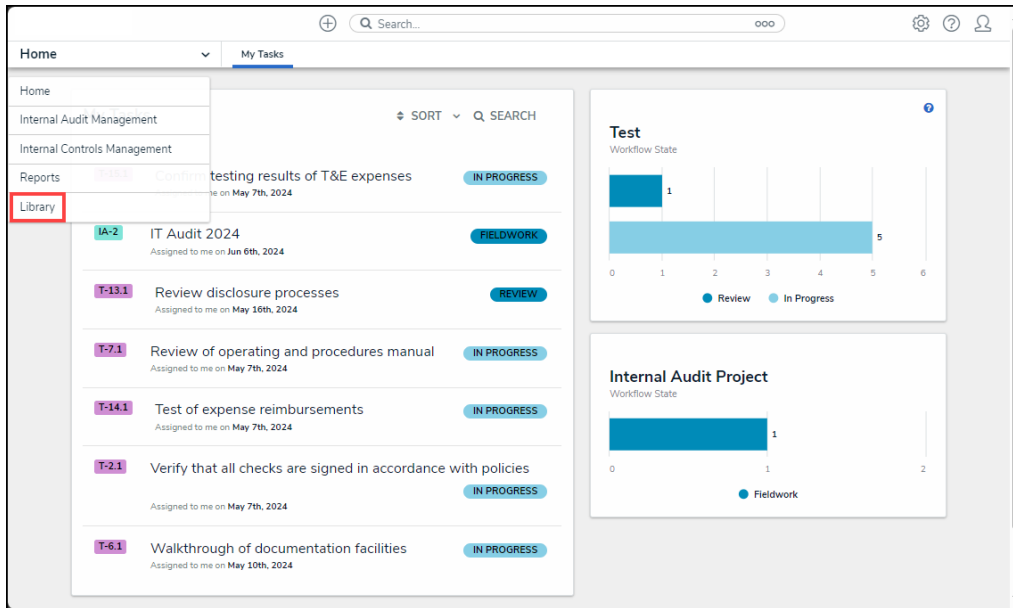
Navigation

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



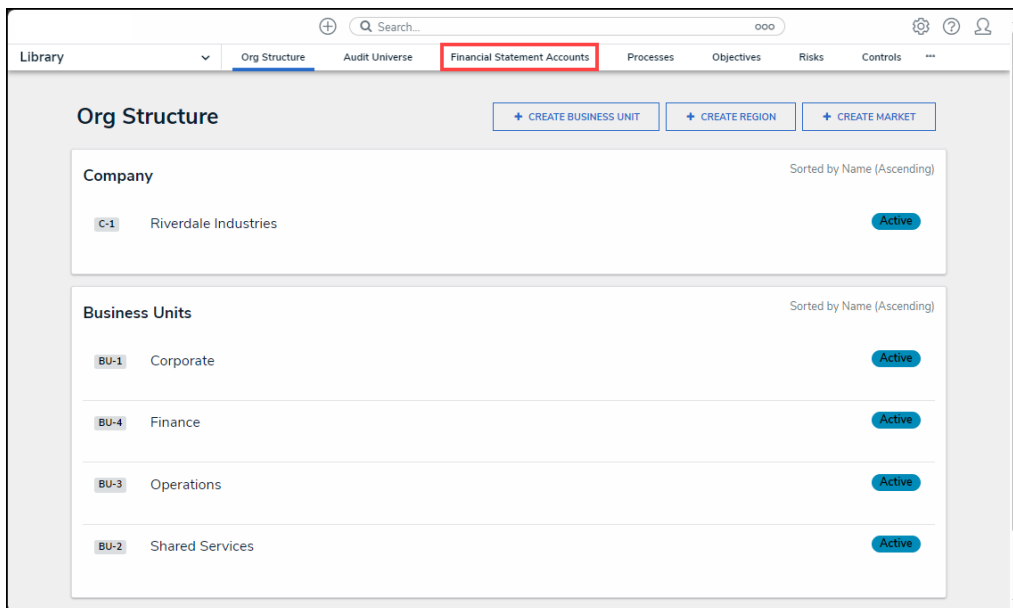
Home Dropdown Menu

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



Library Link

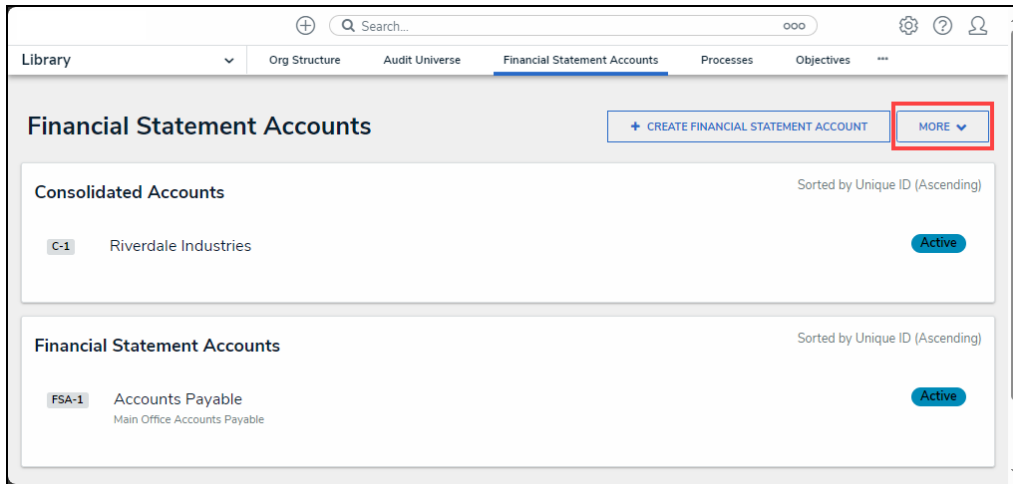
- From the **Org Structure** screen, click the **Financial Statement Accounts** tab.



Financial Statement Accounts Tab

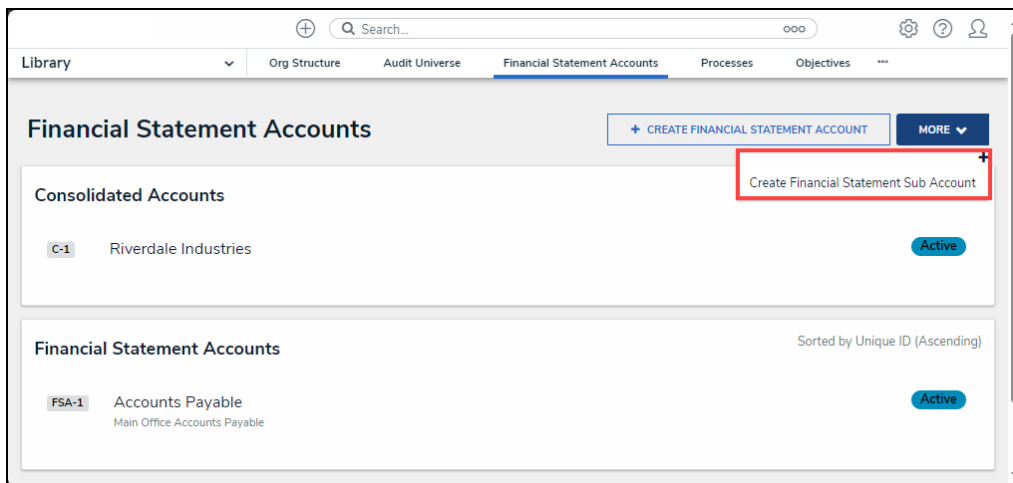
Creating a Financial Statement Sub Account

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



More Button

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



Create Financial Statement Sub Account Link

3. 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 a web application interface for creating a new financial statement sub account. The title is "Create a New Financial Statement Sub Account" with a sub-account identifier "FSS-XXX". The form includes several input fields: "Financial Statement Sub Account Name" (highlighted with a red border), "Description", "Consolidated Account" (with a search icon), "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.

This screenshot shows the same form as the previous one, but with the "Description" field highlighted in red. The "Financial Statement Sub Account Name" field now contains the text "Accounts Payable - Toronto". The "Description" field is currently empty. The "CREATE" and "CANCEL" buttons remain visible 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 a web application interface for creating a new financial statement sub account. The title is "Create a New Financial Statement Sub Account" with a sub-account ID "FSS-XXX". The form contains the following fields:

- Financial Statement Sub Account Name:** Accounts Payable - Toronto
- Description:** Accounts Payable - Toronto
- Consolidated Account:** A search dropdown menu is open, showing "Accounts Payable Library" as the selected option. This field is highlighted with a red border.

At the bottom of the form, there is a blue "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 a web application interface for creating a new financial statement sub account. The title is "Create a New Financial Statement Sub Account" with a sub-account identifier "FSS-XXX". The form contains several fields: "Financial Statement Sub Account Name" (Accounts Payable - Toronto), "Description" (Accounts Payable - Toronto), "Consolidated Account" (Accounts Payable), "GL Account Number" (highlighted with a red box), and "Account Balance". A blue "CREATE" button and a "CANCEL" link are at the bottom.

GL Account Number

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

This screenshot shows the same form as above, but with the "GL Account Number" field now containing the value "10101". The "Account Balance" field is highlighted with a red box, indicating it is the next field to be filled. The "CREATE" button and "CANCEL" link remain at the bottom.

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 a web application interface for creating a new financial statement sub account. The page title is "Create a New Financial Statement Sub Account" with a breadcrumb "FSS:XXX". 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 blue button labeled "CREATE" is highlighted with a red rectangular box. A "CANCEL" button is located at the bottom right of the form area.

Create Button