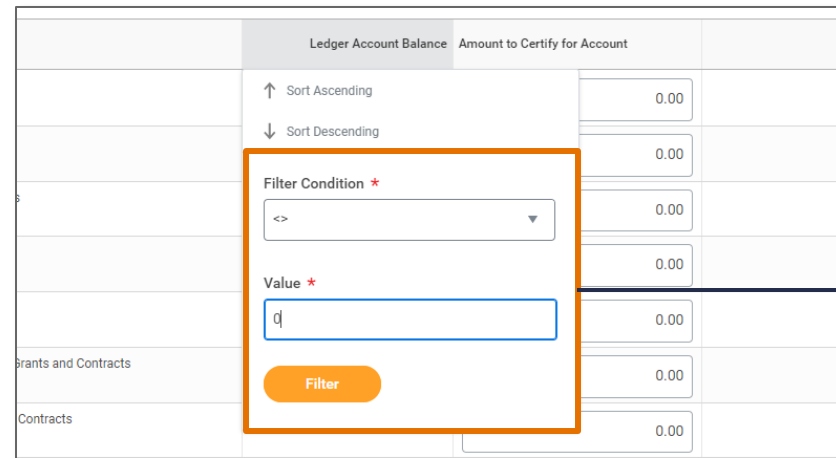


How do I narrow down the Ledger Accounts in my Account Certifications down to only those with activity?

Under the **Ledger Accounts to Certify** tab, every account certification will display each ledger account including ledger accounts with no activity. Filter the **Ledger Account Balance** column by selecting not equal to (<>) and entering 0.0 to **exclude** any transaction that is valued at zero.



A screenshot of the main table showing the result of the filter. The table has a header row with columns: Company, Ledger Account, Ledger Account Balance, Amount to Certify for Account, Variance, and Notes / Comments. The first row of data shows 'The Rector & Visitors of the University of Virginia' for the company and '6006:Support Services' for the ledger account. The 'Ledger Account Balance' is 32,593.17, and the 'Amount to Certify for Account' is 32,593.17. The 'Variance' is 0.00. The table is highlighted with an orange border.

Company	Ledger Account	Ledger Account Balance	Amount to Certify for Account	Variance	Notes / Comments
The Rector & Visitors of the University of Virginia	6006:Support Services	32,593.17	32,593.17	0.00	