

Quick Trial Balance Pro - Auto-Assign Primary Group Codes

Auto-Assign Primary Group Codes

The Auto-Assign Primary Group Codes screen is located under the Accounts menu and is used to assign Group Codes to your accounts. Group Codes are used when printing the Grouped Trial Balance. Accounts that are assigned the same Group Code are added together so that they can be reported as one amount.

You can assign up to 10 group codes to each account number. This allows you to use one group code to summarize your accounts to prepare the income tax return and a different group code to summarize your accounts to prepare your financial statements.

Group Codes appear on the Chart of Accounts Add / Edit screen. You can also change the screen prompts that appear on the Add / Edit screen in the Client Information Screen.

When the screen is displayed, you can see a drop-down to select the main group and the available group codes to be assigned in the right grid and your accounts with their current primary group code assignments on the left.

If you wish to add any new group codes from this screen, use the 'New' button below the group codes grid.

Highlight all accounts you want assigned the GROUP CODE selected, then click ASSIGN.

A/C Number and Name	Group Code
101 - Cash - Checking	CASH
102 - Cash - Money Market	CASH
111 - Accounts Receivable	ACCOUNTS RECEIVABLES
112 - Due from Employees	ACCOUNTS RECEIVABLES
121 - Inventory - Finished Wheels	INVENTORY
122 - Inventory - UnFinished Wheels	INVENTORY
123 - Inventory - Accessories	INVENTORY
151 - Equipment	VEHICLES AND EQUIPMENT
152 - Equipment - Accum Depr	V&E - ACCUM DEPR
153 - Trucks	VEHICLES AND EQUIPMENT
154 - Trucks - Accum Depr.	V&E - ACCUM DEPR
155 - Office Equipment	VEHICLES AND EQUIPMENT
156 - Office Equipment - Accum Depr	V&E - ACCUM DEPR
201 - Accounts Payable	
202 - Withholding Taxes Payable	ACCRUED EXPENSES
203 - Sales Taxes Payable	ACCRUED EXPENSES
204 - Current Portion Long-Term Debt	
211 - Note Payable to Bank	
301 - Capital Stock	
302 - Retained Earnings	
401 - Sales - Finished Wheels	SALES
402 - Sales - UnFinished Wheels	SALES
403 - Sales - Accessories	SALES
404 - Interest - Money Market	
501 - Purchases - UnFinished Wheels	COST OF GOODS SOLD
502 - Purchases - Accessories	COST OF GOODS SOLD
503 - Salaries - COGS	COST OF GOODS SOLD
504 - Supplies - COGS	COST OF GOODS SOLD
505 - Depreciation - Equipment	COST OF GOODS SOLD
506 - Depreciation - Trucks	COST OF GOODS SOLD
507 - Rent - Shop	COST OF GOODS SOLD
508 - Purchases - Inventory Change	COST OF GOODS SOLD
601 - Salaries	OPERATING EXPENSES

[How to select multiple accounts?](#) Show only accounts with no group code? 43 accounts listed [How To...?](#)

Assign Primary Group Codes

To assign primary group codes to your accounts, simply select the primary group code you wish to assign from the left grid, highlight the account in the right grid, and then click the 'Assign' button.

You can also quickly assign multiple primary group codes at one time by doing one of the following:

- Click the first account, then CTRL-CLICK (CMD-CLICK on Mac) each subsequent account
- Click the first account, then drag the mouse to select additional accounts above or below the first one
- Click the first account, then hold the SHIFT key down and click the 2nd account, all accounts in between will be selected
- Select all accounts by pressing CTRL-A (CMD-A on Mac) then CTRL-CLICK (CMD-CLICK on Mac) accounts you do not want to select

