

Quick Trial Balance Pro - Auto-Assign Secondary Group Codes

Auto-Assign Secondary Group Codes

The Auto-Assign Secondary Group Codes screen is located under the Accounts menu and allows you to assign secondary (sub-group) codes to accounts that were assigned the same group code.

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

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

ABC Custom Wheels, Inc. - 12/31/2009 - Assign Secondary Group Codes

File Edit Help

FINANCIALS Primary Groups Highlight all accounts you want assigned the SECONDARY GROUP CODE selected, then click ASSIGN.

COST OF GOODS SOLD Primary Group Codes

Secondary Group Codes	A/C Number and Name	Secondary Group Code
PURCHASES	501 - Purchases - UnFinished Wheels	PURCHASES
	502 - Purchases - Accessories	PURCHASES
	503 - Salaries - COGS	
	504 - Supplies - COGS	
	505 - Depreciation - Equipment	COGS - DEPRECIATION
	506 - Depreciation - Trucks	COGS - DEPRECIATION
	507 - Rent - Shop	
	508 - Purchases - Inventory Change	PURCHASES

COGS - DEPRECIATION

[How to select multiple accounts?](#) Show only accounts with no group code? 8 accounts listed [How To...?](#)

Assign Secondary Group Codes

To assign secondary group codes to your accounts, simply select the secondary 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 secondary 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

