

# Quick Trial Balance Pro - Manage Primary Group Codes

## Manage Primary Group Codes

This option allows you to add primary group codes that you want to assign to your chart of accounts so that you can obtain grouped totals using the Grouped Trial Balance Report. Quick Trial Balance allows up to 10 groups for which you can setup group codes. There is no limit to the number of primary group codes that can be setup for each of the ten groups.

ABC Custom Wheels, Inc. - 12/31/2009 - Manage Primary Group Codes

File Edit Help

FINANCIALS

Primary Group Codes (10 found)

CASH  
ACCOUNTS RECEIVABLES  
INVENTORY  
VEHICLES AND EQUIPMENT  
V&E - ACCUM DEPR  
ACCRUED EXPENSES  
SALES  
COST OF GOODS SOLD  
OPERATING EXPENSES

Primary Group Code

Notes

Click the + button to add a new primary group code.  
Click the - button to delete a primary group code.

Click the wheel to edit a highlighted primary group code.

Select the group for which you wish to add/edit primary group codes.

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## Manage Primary Group Codes

Clicking the "+" (plus) button allows you to enter a new primary group code.

Clicking the "-" (minus) button allows you to delete a primary group code. Group codes cannot be deleted until there are no accounts assigned the selected group code.

To edit primary group codes, highlight the primary group code and click the cog wheel button. You may also import and re-order group codes under the cog wheel.

When you click the "Save" button the new primary group code is added to the table and can be assigned to accounts on the Accounts or Auto-Assign Primary Group Codes screens.

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Primary Group Code

Notes

Enter new primary group code and any notes for the selected group.

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