

Quick Trial Balance Pro - Manage Secondary Group Codes

Manage Secondary Group Codes

This option allows you to assign sub-group codes to accounts that were assigned the same Group Code.

To explain when you might want to use Group and sub-group codes, we will refer to Group codes as PRIMARY codes and Sub-Group codes as SECONDARY group codes. Using the example of preparing an income tax return, if you need a total for Cost of Goods Sold, you would assign a primary Group Code to all accounts that will be added together to arrived at Cost of Goods Sold. However, you may also need to group accounts together to get a schedule of the accounts included in Cost of Goods Sold.

Quick Trial Balance allows up to 10 secondary groups for each primary group code. There is no limit to the number of secondary group codes that can be setup for each of the ten groups.

Manage Secondary Group Codes

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

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

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

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

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

File Edit Help

FINANCIALS Primary Groups (10 primary groups)

CASH Primary Group Codes (9 found)

Secondary Group Codes (1 found)

Secondary Group Code

Notes

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