COA Groups

The COA Groups window includes group lists of account numbers. With group lists, you can rearrange the chart of accounts, details, levels, headings, and totals to create specialized reports. You can access COA Groups from the main menu or the File menu.

Group Detail

You can create and customize group lists. Go to **COA Groups**, and click the Group Detail tab.

1. Click **Add Group**.
2. Enter a group name and description.
3. To select accounts for the group, click **Add Accounts**.
4. Select the accounts that you want to include in the group.
5. Click **Save/OK**.
6. Select a source for each account.
7. Click **Save**.

Additional Field Information

Group Name
Displays the name of your group list. You run reports for a specific group. Each group name must be unique.

Description
Displays the group list description.

Move Up and **Move Down**
Moves the selected account higher or lower in the list.

Show List / Show Detail
Displays or hides the detailed information.

Insert Entry
Inserts a new entry above the selected line in the list of accounts. You can then provide the details for the new entry.

Add to the End
Inserts a new entry at the end of the list of accounts. You can then provide the details for the new entry.

Add Accounts
Select the accounts to add to the group. By default, the program sets the source as **Print account**.

Delete Entry
Removes an account from the list.

Remove All
Removes all accounts from the list.

Source
Includes options for setting the information that displays in a report. You can select a source for each account in the list. If you enter an alternate number, it displays instead of the account number on reports.

- **Print account** — Displays the actuals balance, name, type, and level for the selected account. Use this for heading or detail accounts.
- **Include account but hide the detail** — Calculates actuals totals for the selected account number. The account does not display. Use this for hiding details and total accounts in calculations.
- **Include account but hide the detail with alterations** — Calculates actuals totals for the selected account. The account does not display on reports. You can edit the group list properties for the account without changing your COA properties. Edited items display in blue. Use this source for hiding detail and total accounts in calculations.
- **Print total of the hidden detail** — Calculates the total for accounts with the Include account but hides detail source. The account name prints on reports. Make sure the total level is at least one number higher than the level of the hidden accounts.
- **Print total of the hidden detail with alterations** — Calculates the total for accounts with the Include account but hides detail source. The account name prints on reports. You can edit the group list properties for the account without changing your COA properties. Edited items display in blue.
- **Print amount from total account** — Calculates and prints the actuals balance from the selected total account. This balance matches the amount on the Actuals tab in your Complete COA Detail window.
- **Print a new heading account** — Displays the account name as a new heading.
- **Print a new detail account** — Displays the account name as a new detail account. You can use this source to modify your current master and sub relationships. For information on enabling master and sub accounts, see Setting Initial Program Options.
- **Print a new total account** — Calculates the total of the accounts listed above this line based on the total level. The new account name or account number displays on reports. Make sure the total level is at least one number higher than the level of the hidden accounts. Set the balance sheet column to indicate where the total prints.
- **Print a new net account** — Adds income and subtracts listed expense amounts for a new net income total. The account name and account number display on reports. For net income accounts, enter your highest total level.
- **Print blank line** — Prints a blank line to provide additional spacing in your report.
- **Print a sum of the net accounts** — Creates a total of the previous Print a new net account sources and any **Print account** sources for your actual net income account. You do not need to assign a level. This entry is equal to any net account line above it.
- **Add in and print the account** — Combines accounts from different categories into one group list. The added accounts display on reports.
- **Add in the account but hide the detail** — Combines accounts from different categories into one group list. The added accounts do not display on reports.
- **Subtract out and print the account** — Subtracts an account from another account. Accounts can be from different categories. The subtracted accounts – subtrahends – must follow the account from which they are subtracted – minuend – in the group list. The subtrahends display on reports.
- **Subtract out the account but hide detail** — Subtracts an account from another account. This source is similar to Subtract out and print the account, but the subtrahends do not display on reports.
- **Print account with alterations** — You can edit the group list properties for the account without changing your COA properties. You can make the same alterations as the **Include account but hide the detail with alterations** source. Edited items display in blue.
- **Print a set of accounts** — Combines each account into a set. This source prints just as the **Print Account** source. For more information, see Using Sets of Accounts.
- **Include a set of accounts but hide detail** — Includes a set of accounts but does not display them on reports. This source prints just as the **Include account but hide the detail** source. For more information, see Using Sets of Accounts.
- **Print a set of accounts as a single entry** — Includes a set of accounts and prints a single line with the total. For more information, see Using Sets of Accounts.
- **Subtract out a set of accounts** — Uses a pattern to define a set of accounts. It acts as a wild card to determine the total amount to subtract. For more information, see Using Sets of Accounts.
- **Subtract out a set but hide the detail** — Includes the same options as **Subtract out a set of accounts** but does not print the account on reports.
- **Add in beg. bal. of account but hide detail** — Adds only the beginning balance to reports. The account does not display.
- **Subtract out beg. bal. of account but hide detail** — Subtracts the beginning balance amount but does not print the account on the report.

Order by
Sorts group lists in the selected order. To navigate through group lists, use the navigation arrows.

Add Group
Creates a new group list. See the procedure above for steps on adding a group.

Quick Lookup
Select a group list to display.

Delete Group
Deletes the selected group list.

Copy Group
Copies the selected group list. You can then change the copied group name.

Load from a File
Opens a saved group list file.

Save to a File
Saves a file of the group list.

View Listing

The View Listing tab displays a list of groups. You can customize the columns that display, but you cannot edit information in this window. Go to **COA Groups**, and click the View Listing tab.

Reports

The Reports tab displays a list of group reports available to print. Go to **COA Groups**, and click the Reports tab. To display the list of reports, click the arrow beside the report heading. You can access all reports from the main menu.

Additional Field Information

Add
Adds a report to the easy report list for the selected heading. Select the type of report that you want to create.

Delete
Removes a report that you added or copied. You cannot remove predefined reports.

Copy
Copies the selected report so you can modify the original report without overwriting it.

Reorder User Reports
Customize the order that the report list displays.

Adv. Script
Edit the programming script for reports that you added or copied. This is an advanced process.

Save as Custom Report
Saves the report you added or copied.

View Sample
Displays a one-page sample of the selected report using sample data.

Related Topics
- Using Sets of Accounts