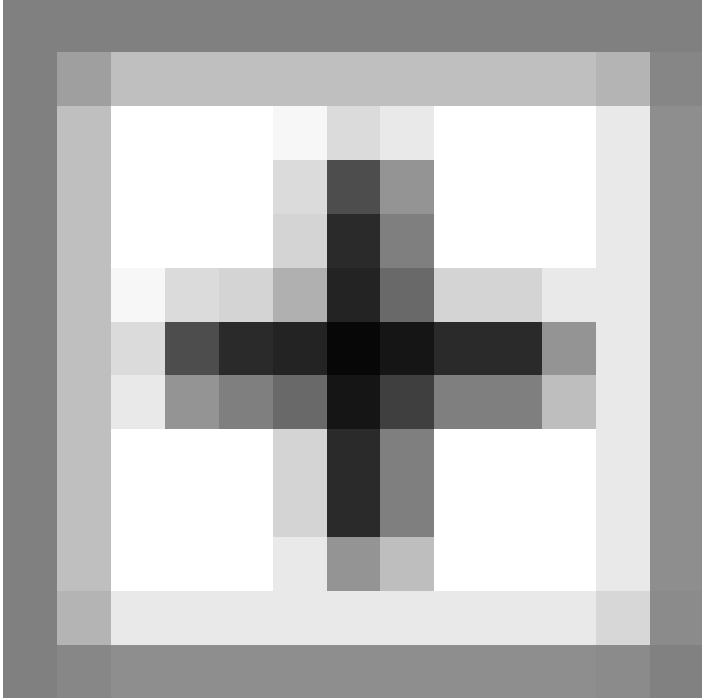
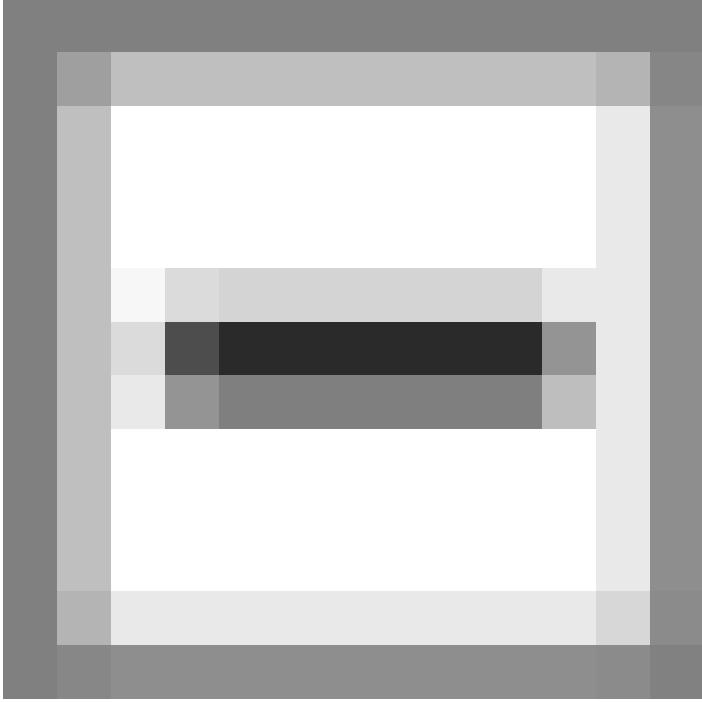


Account Group Details tree right-click menu

The available options in the right-click menu will vary depending on what and where you right-click.

Option	Description
Expand	<p data-bbox="380 386 1024 413">To expand and view the contents of a selected account group folder.</p>  <p data-bbox="380 1115 1484 1163">This is the same as clicking on the Account Group Details tree.</p>

Collapse	<p>To collapse and hide the contents of a selected account group folder.</p>  <p>This is the same as clicking on the Account Group Details tree.</p>
Expand All in Group	To expand and view all the sub-folders and contents of a selected account group folder.
Collapse All in Group	To collapse and hide all the sub-folders and contents of a selected account group folder.
Expand All	To expand all the account groups listed in the Account Group Details tree, so that you can view all the sub-folders and contents of the account group structure.
Collapse All	To collapse and hide all the account groups listed in the Account Group Details tree so that only the top level account group folders are listed.
Cut	To remove and make a copy of an account so that it can be pasted into another account group.
Paste	Paste an account that was Cut into another account group.
Create New Custom Group	<p>To add a new summary account group under the selected account group.</p> <p>See Creating custom account groups or tax account groups.</p>
Edit Custom Group	<p>To change the name of a selected summary account group.</p> <p>See Creating custom account groups or tax account groups.</p>
Delete	To delete an account group allocation.
Edit Range Settings	<p>To allocate accounts within an account range separately to different account groups depending on whether the account is in credit or debit.</p> <p>See Allocating account ranges to account groups.</p>

Restore Practice Report Settings	<p>At any time, custom account group allocations can be removed and the default account group configurations restored.</p> <p>Use Restore Master Settings to remove practice level account group allocations and revert to the Statutory Reporter master default account group allocation.</p> <p>Use Restore Practice Report Settings to remove client level account group allocations and revert to the practice level account group allocations.</p> <p>See Restoring default settings for account groups.</p>
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Related topics
<p>Chart of Accounts</p> <p>Allocating account ranges to account groups</p> <p>Deleting account group or tax account group allocations</p> <p>To access the practice account group configuration</p> <p>To access the client account group configuration</p> <p>Configuring account groups</p> <p>Restoring default settings for account groups</p>