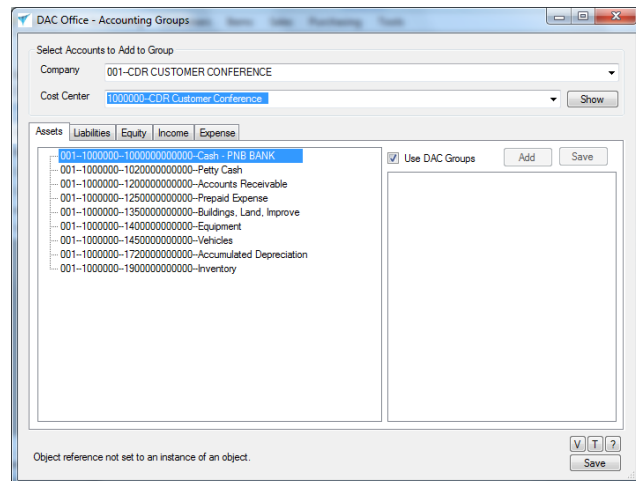


## Overview

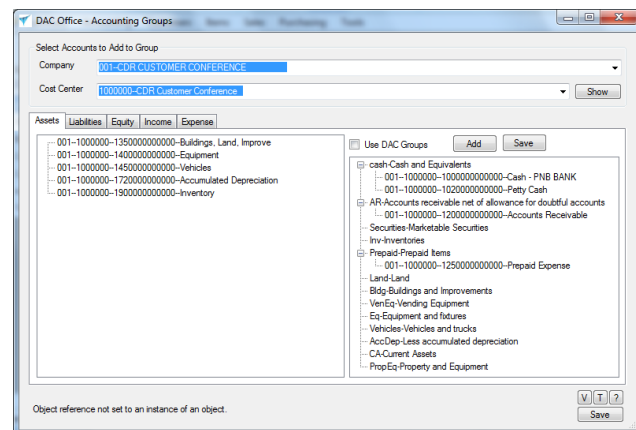
The Accounting Groups screen allows you to define groups that can be used within the Custom Financials report. Select the Company and Cost Center and click the Show button to see the G/L accounts under the Assets, Liabilities, Equity, Income and Expense tabs. If the "Use DAC Groups" is checked, report groups defined in DAC are displayed. Uncheck the box to create your own groups within DAC Office.

This screen is still in beta so send your suggestions or questions to [DACOffice@Cdrsoftware.com](mailto:DACOffice@Cdrsoftware.com).



## Custom Groups

Creating custom groups in DAC Office should be easier than creating them in DAC. Keep in mind that any group created here is only created locally and not within DAC. Click the Add button to add a new group. Drag the Account from the left list to the group you want to place it under. Click the Save button to save your changes.



## How to Use Groups with the Custom Financials Report

Groups can be used in creating custom financials by placing the group name in brackets on page 1, 2 or 3 of the custom financials report. For example, to show the value of the Cash group on the report, [CASH] will be placed on the report.

