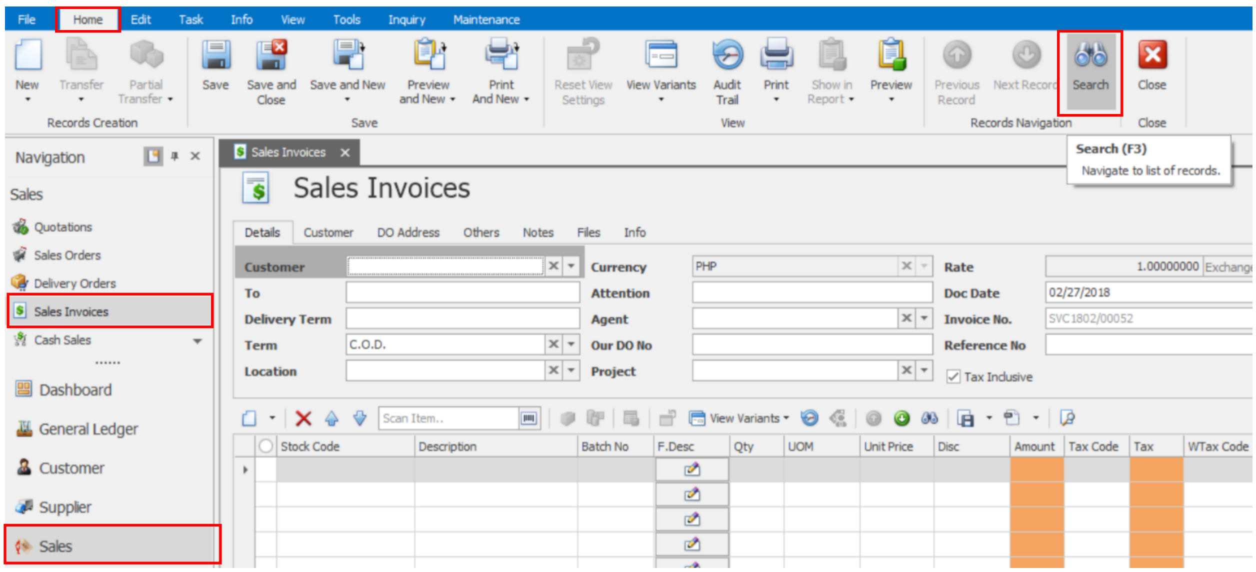
HOW TO USE COLUMN CHOOSER

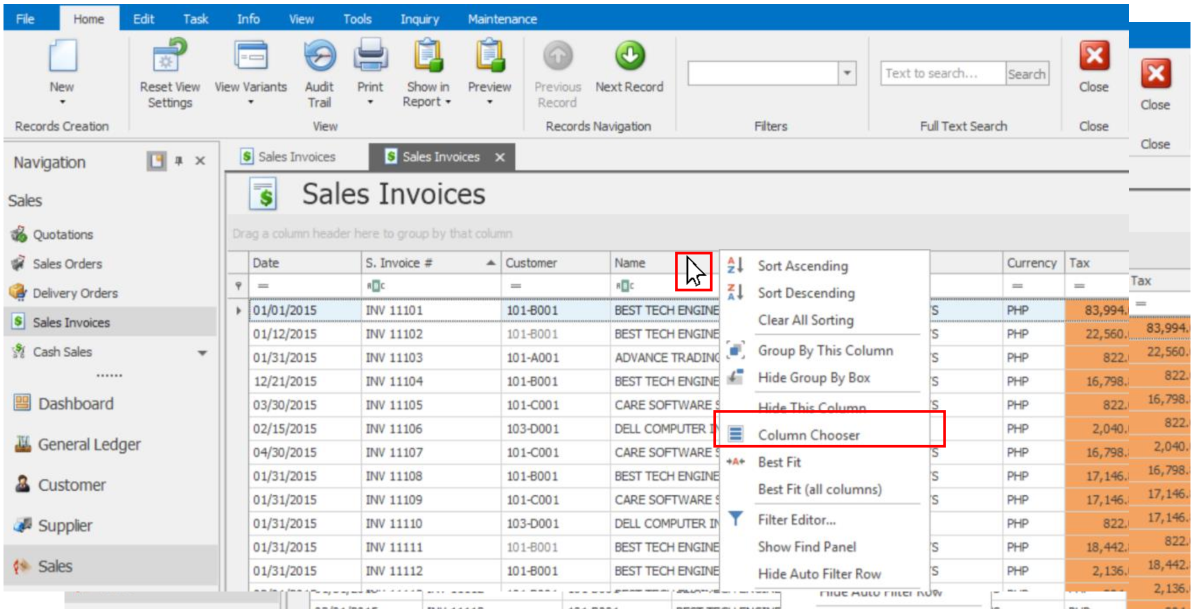
Column chooser allows the user to add relative additional information into a form search window and report inquiry in order to maximize the filtrations of data.

Using Transaction Form Search Window:

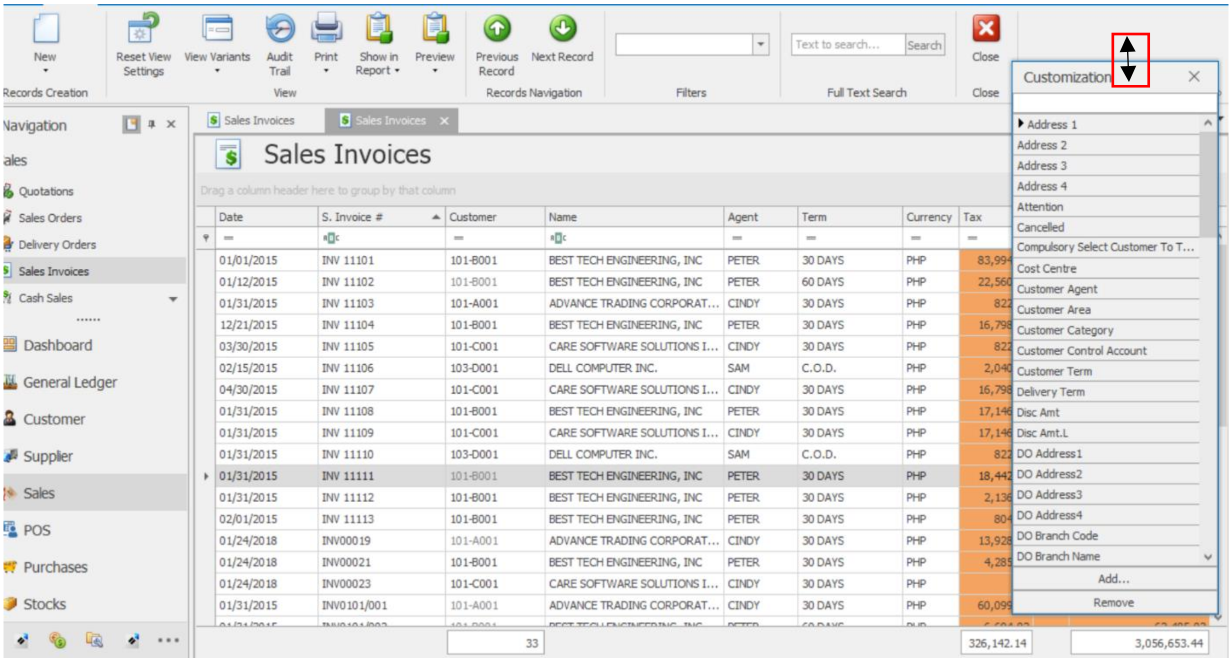
In the sample Sales Invoice form, in order to check all created records, go to Home Menu and select the Search under Records Navigation.



Now, all created sales invoices will list down in a table grid layout.
Place the mouse pointer to the available column headers then right-click to show available options.
Select the name "Column Chooser"



Once done, the Customization Panel will show that allows you to add more information fields in the table view. You can resize the panel using the double-headed arrow which can be shown when the mouse pointer is at the edge of the panel.



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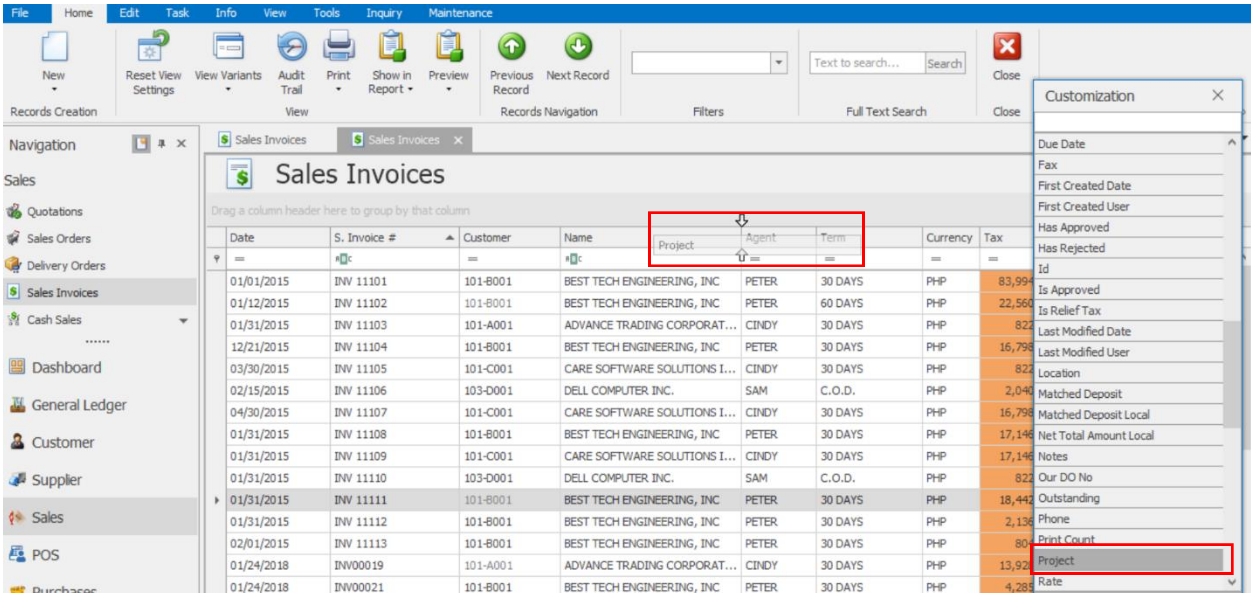
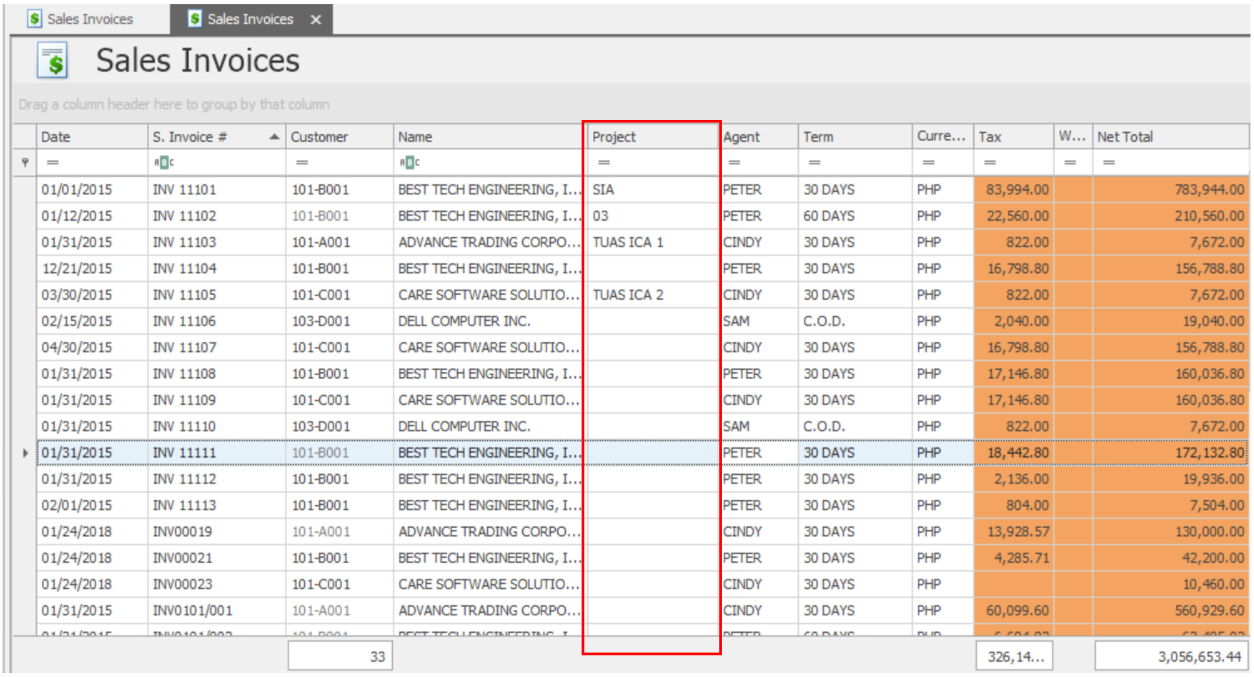
Select the available fields on the panel and once selected, left-click and hold it to drag it to the column header. You can place the selected field anywhere on the column header once the two arrows facing each other appears.

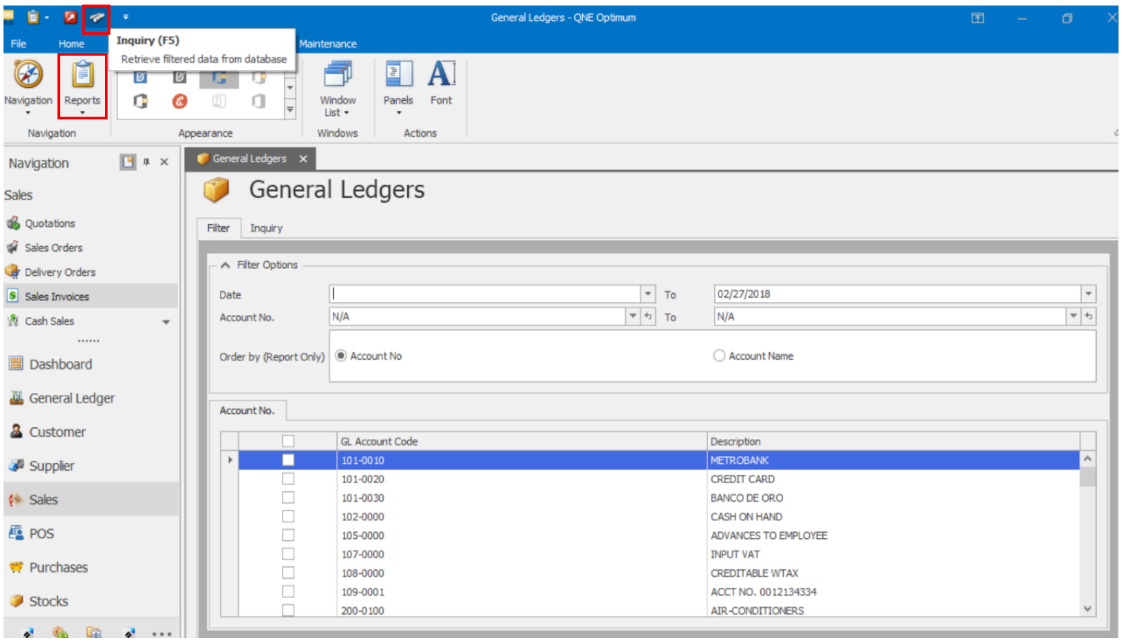


If the available field is successfully pulled-out to the form, you can see the additional information per each transaction document

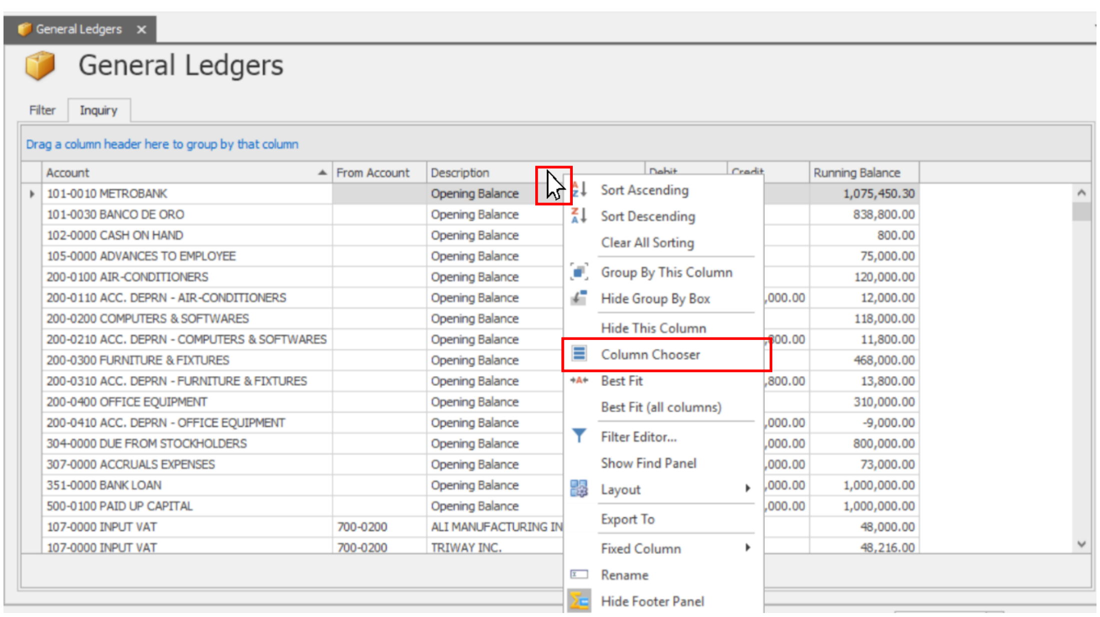


Using Report Inquiry:

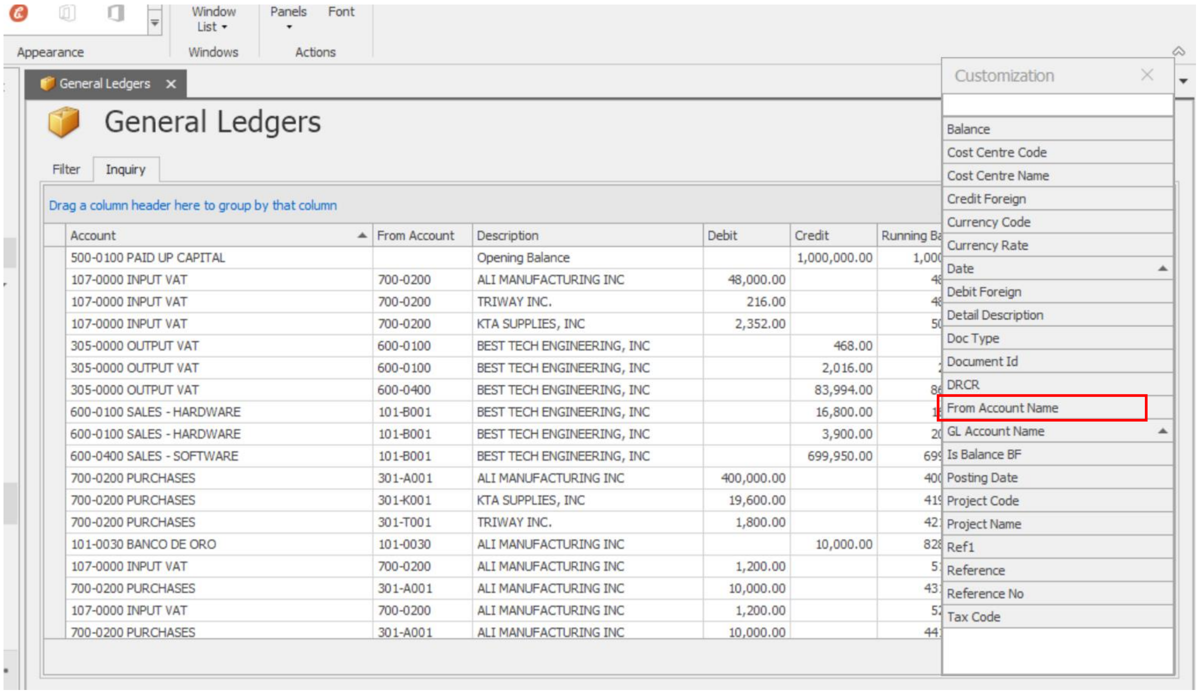
In order to generate reports, go to the View menu and select the Reports under Navigation. Using the general ledger as a sample report, click the inquiry icon in the shortcut bar



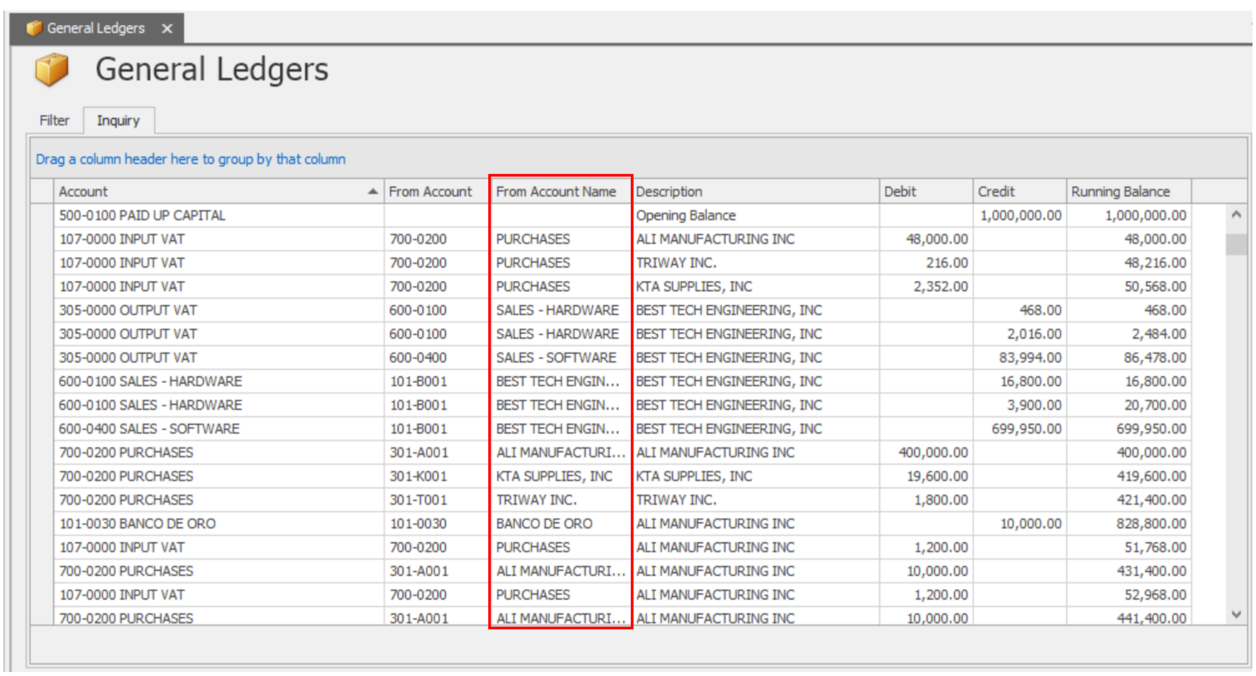
Place the mouse pointer in the header and right-click to show available option. Then, Select the Column Chooser.



Now select the available fields on the customization panel. Then pull-out the field.



Place the selected field in the inquiry column header to show the additional information.



Account	From Account	From Account Name	Description	Debit	Credit	Running Balance
500-0100 PAID UP CAPITAL			Opening Balance		1,000,000.00	1,000,000.00
107-0000 INPUT VAT	700-0200	PURCHASES	ALI MANUFACTURING INC	48,000.00		48,000.00
107-0000 INPUT VAT	700-0200	PURCHASES	TRIWAY INC.	216.00		48,216.00
107-0000 INPUT VAT	700-0200	PURCHASES	KTA SUPPLIES, INC	2,352.00		50,568.00
305-0000 OUTPUT VAT	600-0100	SALES - HARDWARE	BEST TECH ENGINEERING, INC		468.00	468.00
305-0000 OUTPUT VAT	600-0100	SALES - HARDWARE	BEST TECH ENGINEERING, INC		2,016.00	2,484.00
305-0000 OUTPUT VAT	600-0400	SALES - SOFTWARE	BEST TECH ENGINEERING, INC		83,994.00	86,478.00
600-0100 SALES - HARDWARE	101-B001	BEST TECH ENGIN...	BEST TECH ENGINEERING, INC		16,800.00	16,800.00
600-0100 SALES - HARDWARE	101-B001	BEST TECH ENGIN...	BEST TECH ENGINEERING, INC		3,900.00	20,700.00
600-0400 SALES - SOFTWARE	101-B001	BEST TECH ENGIN...	BEST TECH ENGINEERING, INC		699,950.00	699,950.00
700-0200 PURCHASES	301-A001	ALI MANUFACTURI...	ALI MANUFACTURING INC	400,000.00		400,000.00
700-0200 PURCHASES	301-K001	KTA SUPPLIES, INC	KTA SUPPLIES, INC	19,600.00		419,600.00
700-0200 PURCHASES	301-T001	TRIWAY INC.	TRIWAY INC.	1,800.00		421,400.00
101-0030 BANCO DE ORO	101-0030	BANCO DE ORO	ALI MANUFACTURING INC		10,000.00	828,800.00
107-0000 INPUT VAT	700-0200	PURCHASES	ALI MANUFACTURING INC	1,200.00		51,768.00
700-0200 PURCHASES	301-A001	ALI MANUFACTURI...	ALI MANUFACTURING INC	10,000.00		431,400.00
107-0000 INPUT VAT	700-0200	PURCHASES	ALI MANUFACTURING INC	1,200.00		52,968.00
700-0200 PURCHASES	301-A001	ALI MANUFACTURI...	ALI MANUFACTURING INC	10,000.00		441,400.00

Tip: You can use the blank area at the top of the column header to group each information. Just drag and drop the columns to it.