

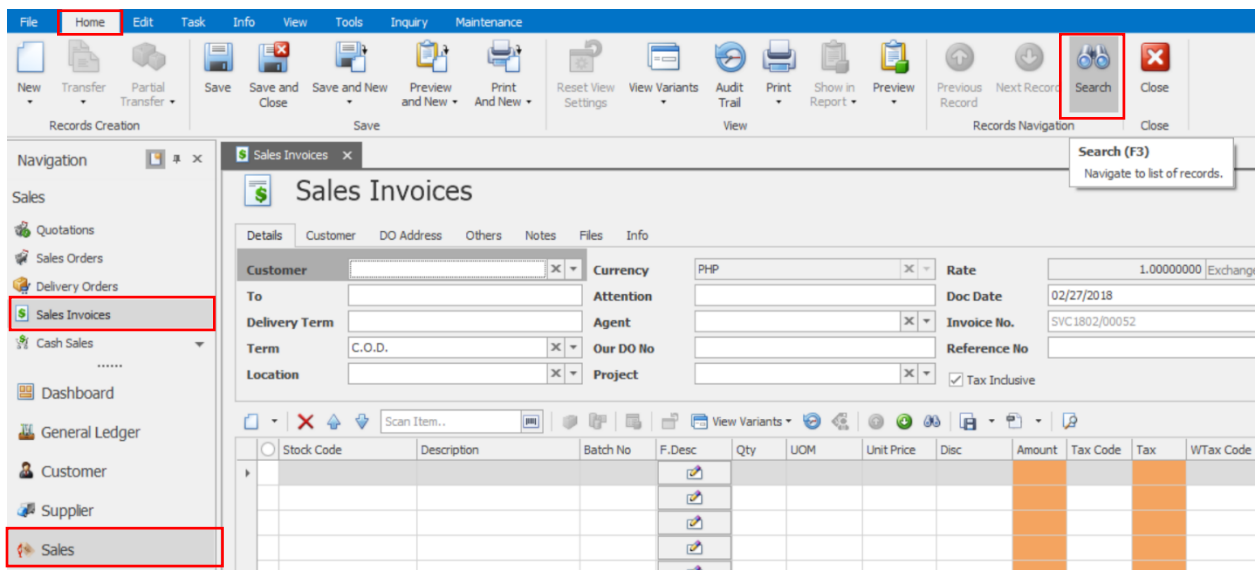


HOW TO USE COLUMN CHOOSER

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:

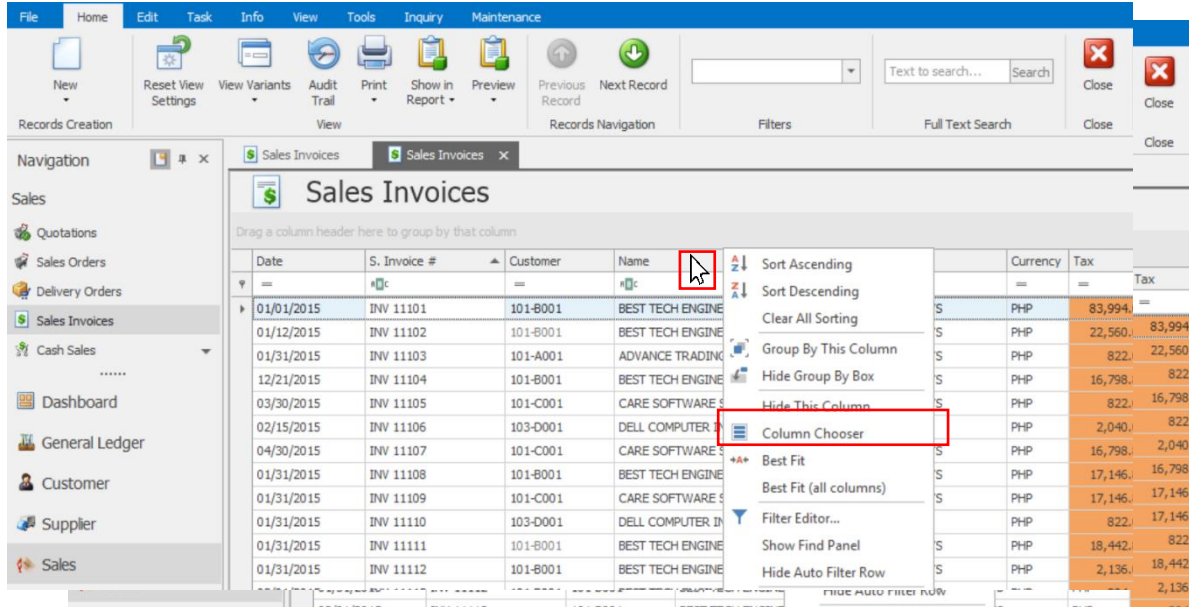
In the sample Sales Invoice form, in order to check all created records, go to Home Menu and select the Search under Records Navigation.



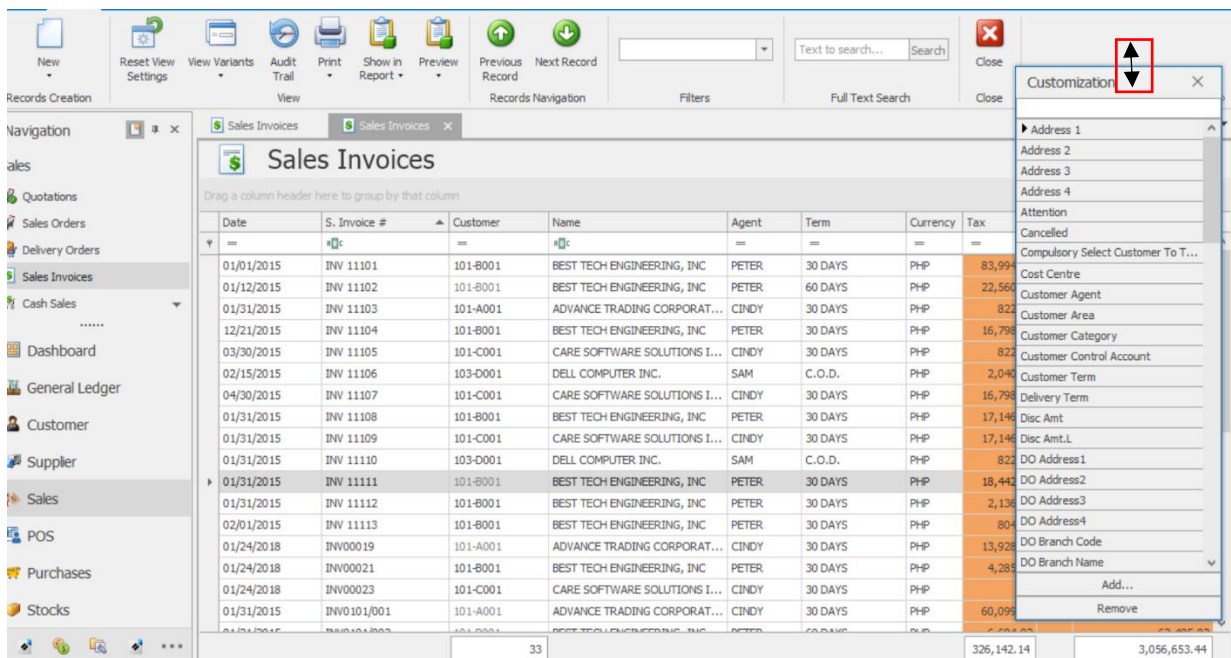
The screenshot displays the QNE Software interface for the Sales Invoices form. The top menu bar includes File, Home, Edit, Task, Info, View, Tools, Inquiry, and Maintenance. The Home menu is active, showing options like New, Transfer, Partial Transfer, Save, Save and Close, Save and New, Preview and New, Print and New, Reset View Settings, View Variants, Audit Trail, Print, Show in Report, Preview, Previous Record, Next Record, Search, and Close. The Search button is highlighted with a red box. A tooltip for the Search button reads: "Search (F3) Navigate to list of records." The left sidebar shows the Navigation pane with Sales Invoices selected. The main form area displays the Sales Invoices details, including Customer, Currency, Rate, Doc Date, Invoice No., Reference No., and a table for Stock Code, Description, Batch No, F.Desc, Qty, UOM, Unit Price, Disc, Amount, Tax Code, Tax, and WTax Code.

Now, all created sales invoices will list down in a table grid layout.

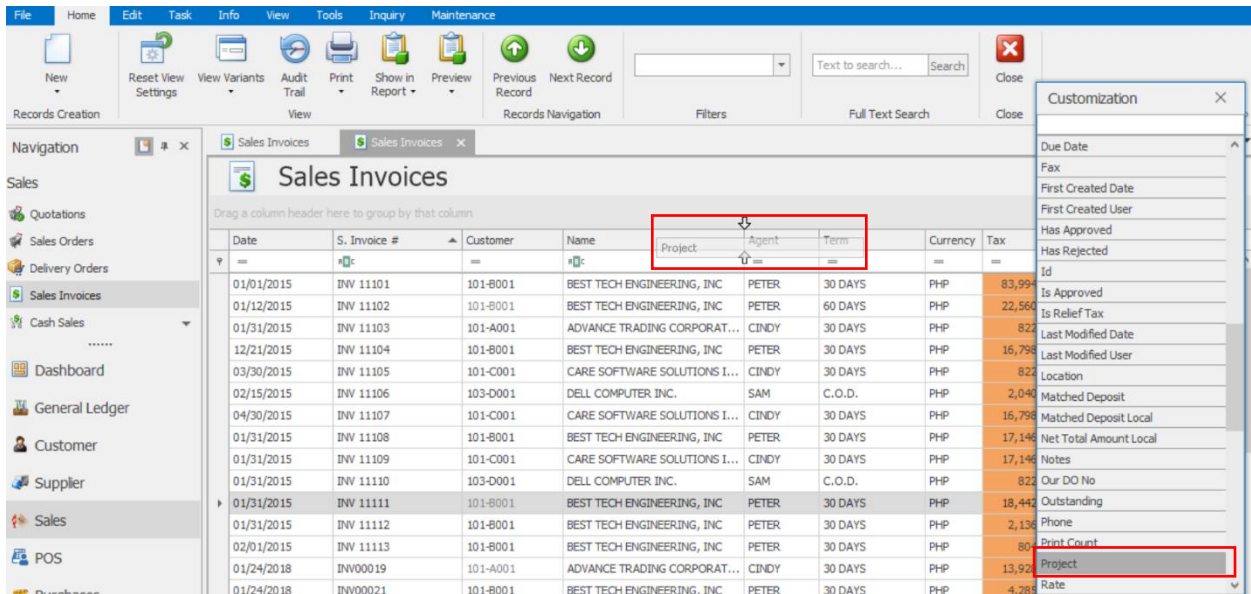
Place the mouse pointer to the available column headers then right-click to show available options. Select the name "Column Chooser"



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.

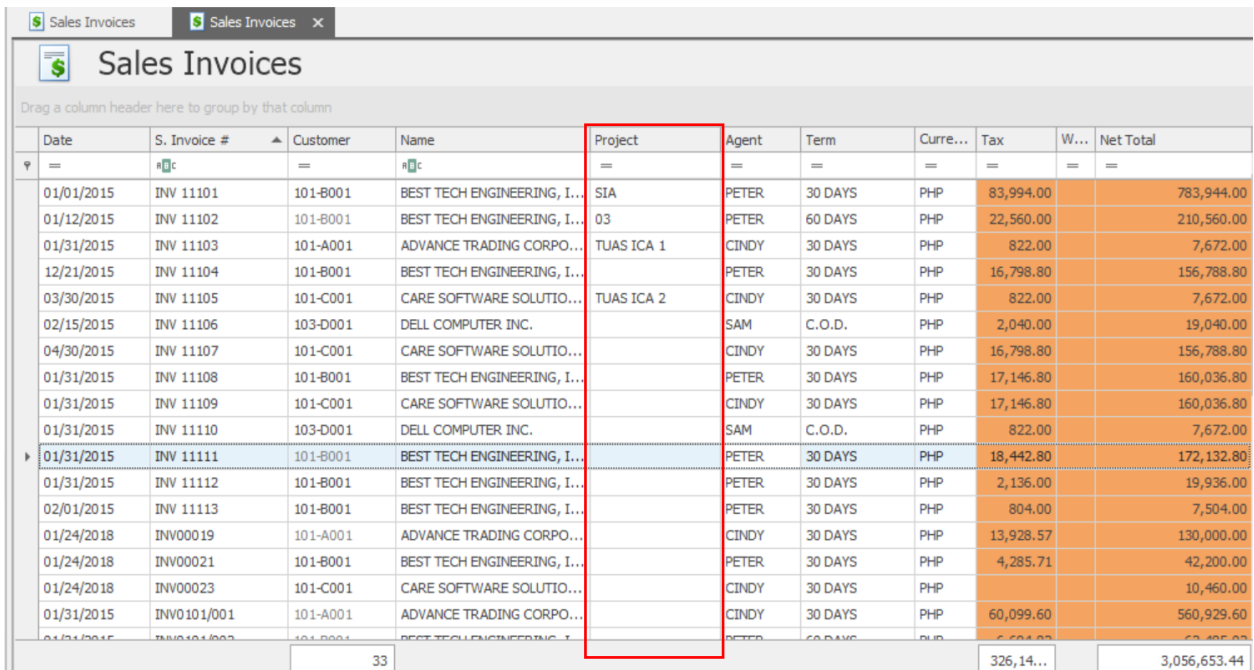


Select the available fields on the panel and once selected, left-click and hold it to drag it to the column header. You can place the selected field anywhere on the column header once the two arrows facing each other appears.



The screenshot shows the 'Sales Invoices' window with a 'Customization' panel on the right. The panel lists various fields, and the 'Project' field is highlighted. In the main table, the 'Project' column header is highlighted, and a red box indicates the area where the field is being dragged.

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

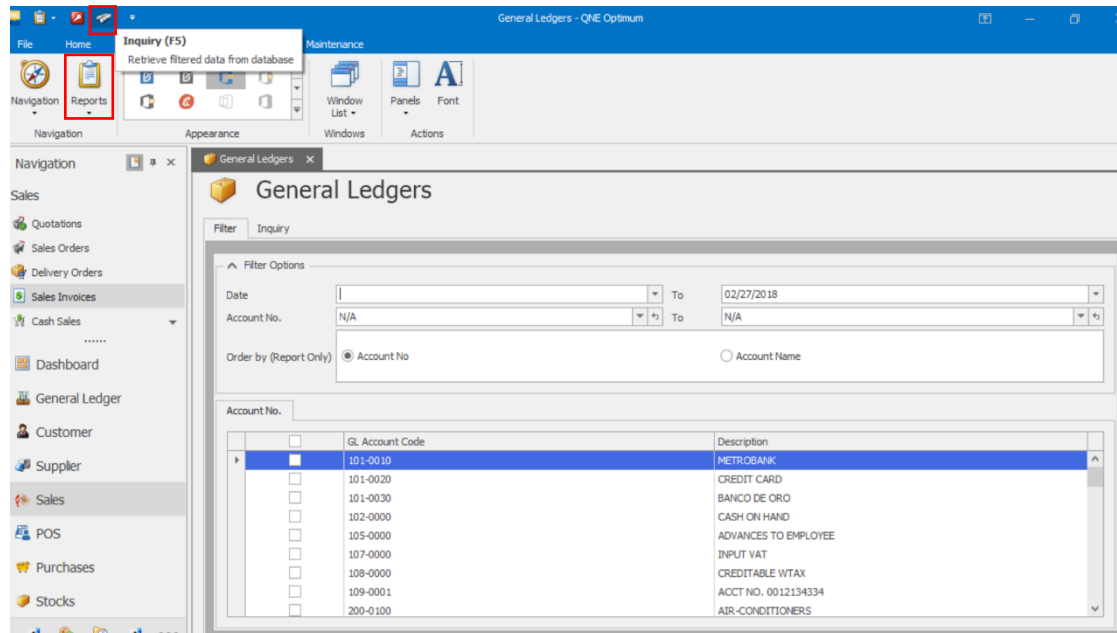


The screenshot shows the 'Sales Invoices' window with the 'Project' field successfully added to the table header. The table is displaying the 'Project' column for each transaction.

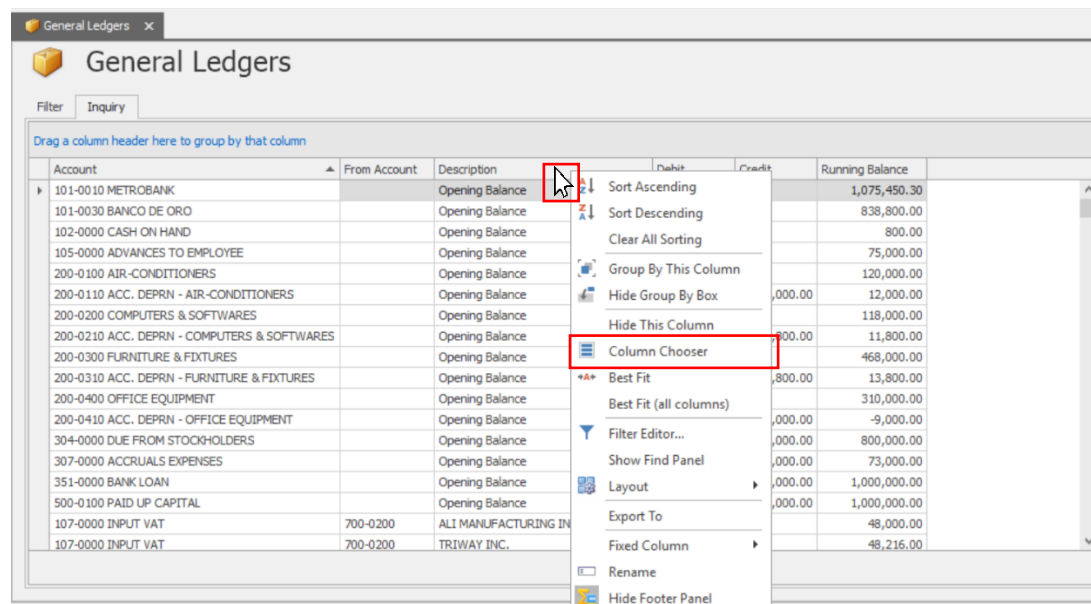
Date	S. Invoice #	Customer	Name	Project	Agent	Term	Curre...	Tax	W...	Net Total
01/01/2015	INV 11101	101-B001	BEST TECH ENGINEERING, I...	SIA	PETER	30 DAYS	PHP	83,994.00		783,944.00
01/12/2015	INV 11102	101-B001	BEST TECH ENGINEERING, I...	03	PETER	60 DAYS	PHP	22,560.00		210,560.00
01/31/2015	INV 11103	101-A001	ADVANCE TRADING CORPO...	TUAS ICA 1	CINDY	30 DAYS	PHP	822.00		7,672.00
12/21/2015	INV 11104	101-B001	BEST TECH ENGINEERING, I...		PETER	30 DAYS	PHP	16,798.80		156,788.80
03/30/2015	INV 11105	101-C001	CARE SOFTWARE Solutio...	TUAS ICA 2	CINDY	30 DAYS	PHP	822.00		7,672.00
02/15/2015	INV 11106	103-D001	DELL COMPUTER INC.		SAM	C.O.D.	PHP	2,040.00		19,040.00
04/30/2015	INV 11107	101-C001	CARE SOFTWARE Solutio...		CINDY	30 DAYS	PHP	16,798.80		156,788.80
01/31/2015	INV 11108	101-B001	BEST TECH ENGINEERING, I...		PETER	30 DAYS	PHP	17,146.80		160,036.80
01/31/2015	INV 11109	101-C001	CARE SOFTWARE Solutio...		CINDY	30 DAYS	PHP	17,146.80		160,036.80
01/31/2015	INV 11110	103-D001	DELL COMPUTER INC.		SAM	C.O.D.	PHP	822.00		7,672.00
01/31/2015	INV 11111	101-B001	BEST TECH ENGINEERING, I...		PETER	30 DAYS	PHP	18,442.80		172,132.80
01/31/2015	INV 11112	101-B001	BEST TECH ENGINEERING, I...		PETER	30 DAYS	PHP	2,136.00		19,936.00
02/01/2015	INV 11113	101-B001	BEST TECH ENGINEERING, I...		PETER	30 DAYS	PHP	804.00		7,504.00
01/24/2018	INV00019	101-A001	ADVANCE TRADING CORPO...		CINDY	30 DAYS	PHP	13,928.57		130,000.00
01/24/2018	INV00021	101-B001	BEST TECH ENGINEERING, I...		PETER	30 DAYS	PHP	4,285.71		42,200.00
01/24/2018	INV00023	101-C001	CARE SOFTWARE Solutio...		CINDY	30 DAYS	PHP			10,460.00
01/31/2015	INV0101/001	101-A001	ADVANCE TRADING CORPO...		CINDY	30 DAYS	PHP	60,099.60		560,929.60
01/31/2015	INV0101/002	101-B001	BEST TECH ENGINEERING, I...		PETER	30 DAYS	PHP	6,004.00		60,004.00
								326,14...		3,056,653.44

Using Report Inquiry:

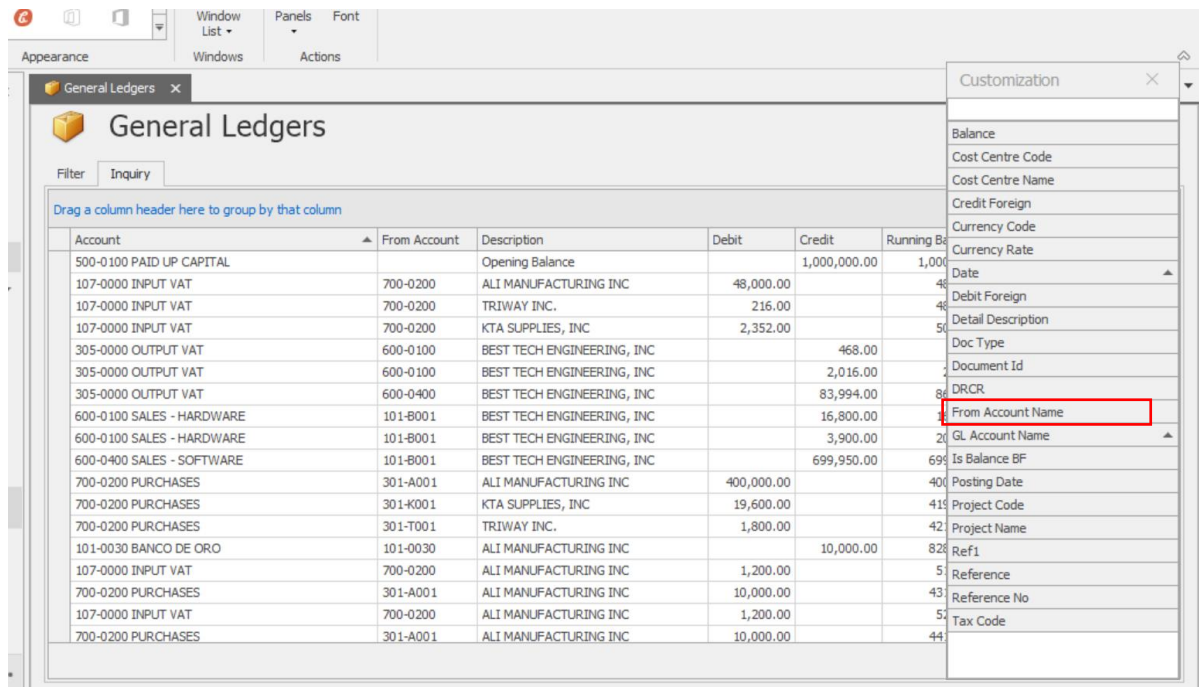
In order to generate reports, go to the View menu and select the Reports under Navigation. Using the general ledger as a sample report, click the inquiry icon in the shortcut bar



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.



General Ledgers

Filter Inquiry

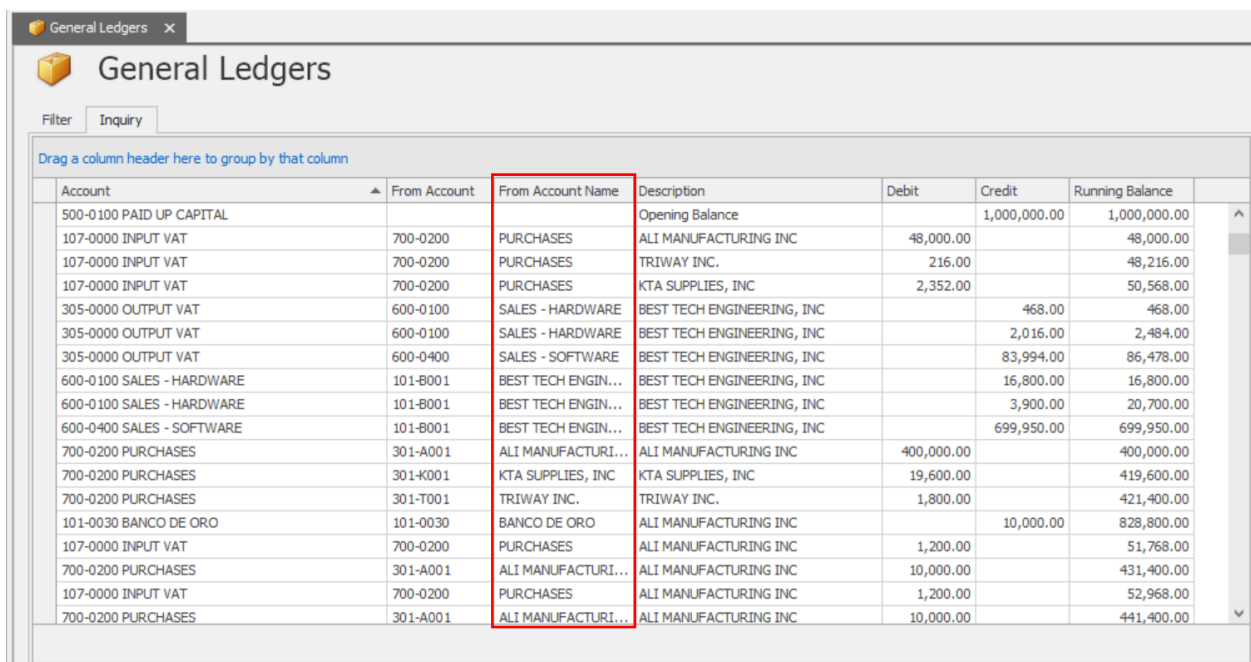
Drag a column header here to group by that column

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

Customization

- Balance
- Cost Centre Code
- Cost Centre Name
- Credit Foreign
- Currency Code
- Currency Rate
- Date
- Debit Foreign
- Detail Description
- Doc Type
- Document Id
- DRCR
- From Account Name**
- GL Account Name
- Is Balance BF
- Posting Date
- Project Code
- Project Name
- Ref1
- Reference
- Reference No
- Tax Code

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



General Ledgers

Filter Inquiry

Drag a column header here to group by that column

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 ENGINEERING, INC	BEST TECH ENGINEERING, INC		16,800.00	16,800.00
600-0100 SALES - HARDWARE	101-B001	BEST TECH ENGINEERING, INC	BEST TECH ENGINEERING, INC		3,900.00	20,700.00
600-0400 SALES - SOFTWARE	101-B001	BEST TECH ENGINEERING, INC	BEST TECH ENGINEERING, INC		699,950.00	699,950.00
700-0200 PURCHASES	301-A001	ALI MANUFACTURING INC	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 MANUFACTURING INC	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 MANUFACTURING INC	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.

General Ledgers

General Ledgers

Filter

Inquiry

Description

Account	From Account Name	From Account	Debit	Credit	Running Balance
▲ ACCUMULATED DEPRECIATION FOR FURNITURE & FITTING					
200-0310 ACC. DEPRN - FURNITURE & FIXTURES				133,800.00	133,800.00
810-0120 DEPRECIATION OF FIXED ASSETS			133,800.00		133,800.00
			133,800.00	133,800.00	
▲ ACCUMULATED DEPRECIATION FOR OFFICE EQUIPMENT					
200-0410 ACC. DEPRN - OFFICE EQUIPMENT				267,600.00	-267,600.00
810-0120 DEPRECIATION OF FIXED ASSETS			267,600.00		401,400.00
			267,600.00	267,600.00	
▲ ADVANCE TRADING CORPORATION					
101-0030 BANCO DE ORO	BANCO DE ORO	101-0030	7,600.00		13,530.20
305-0000 OUTPUT VAT	SALES - SOFTWARE	600-0400		3,360.00	3,480.00
600-0400 SALES - SOFTWARE	ADVANCE TRADING	101-A001		28,000.00	28,000.00
305-0000 OUTPUT VAT	SALES - HARDWARE	600-0100		432.00	3,912.00
600-0100 SALES - HARDWARE	ADVANCE TRADING	101-A001		3,600.00	3,600.00
305-0000 OUTPUT VAT	SALES DISCOUNT	650-0200	360.00		3,552.00