



How to use Sort By in Report Designer

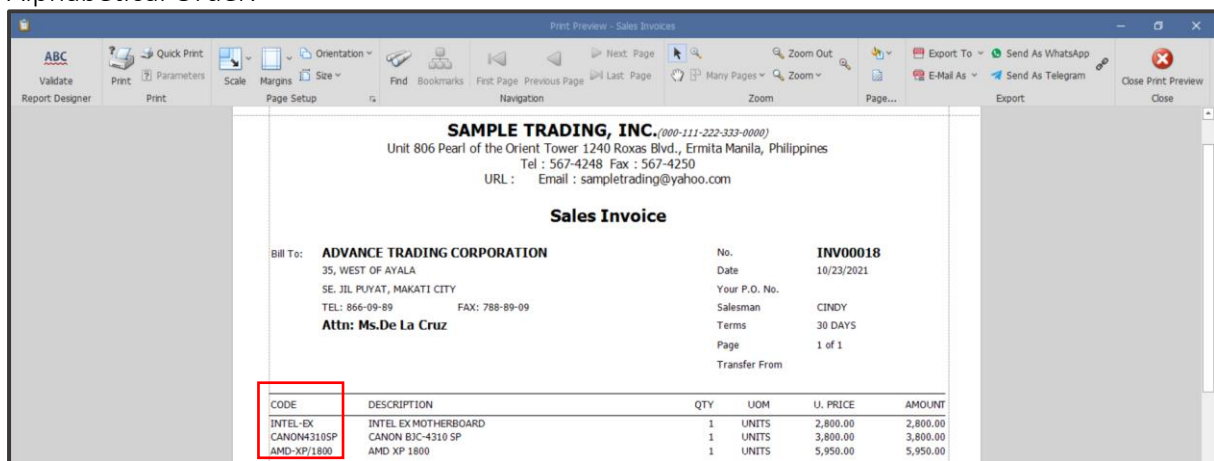
Overview:

Sorting is used to arrange the data alphabetically or numerical order.

To use this function in Report Designer, it is necessary to select a particular report/form where sorting will be applied. The said function will only be applied on formats that the user customized.

Scenario:

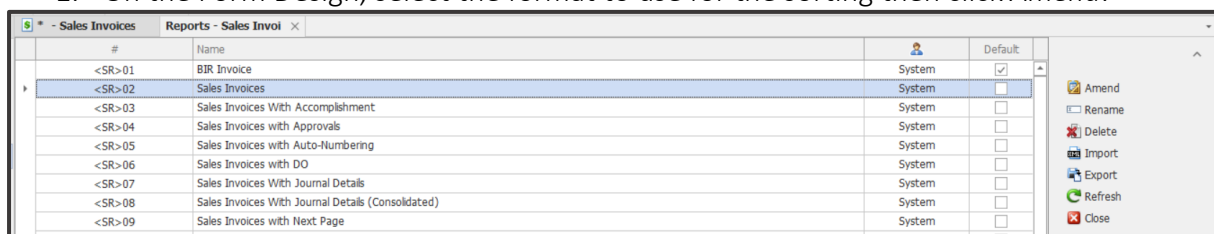
Sales Invoice is created and as per below Preview, the user wanted to sort the Stock Code in Alphabetical Order.



CODE	DESCRIPTION	QTY	UOM	U. PRICE	AMOUNT
INTEL-EX	INTEL EX MOTHERBOARD	1	UNITS	2,800.00	2,800.00
CANON4310SP	CANON BJC-4310 SP	1	UNITS	3,800.00	3,800.00
AMD-XP1800	AMD XP 1800	1	UNITS	5,950.00	5,950.00

Procedure:

1. On the Form Design, select the format to use for the sorting then click **Amend**.

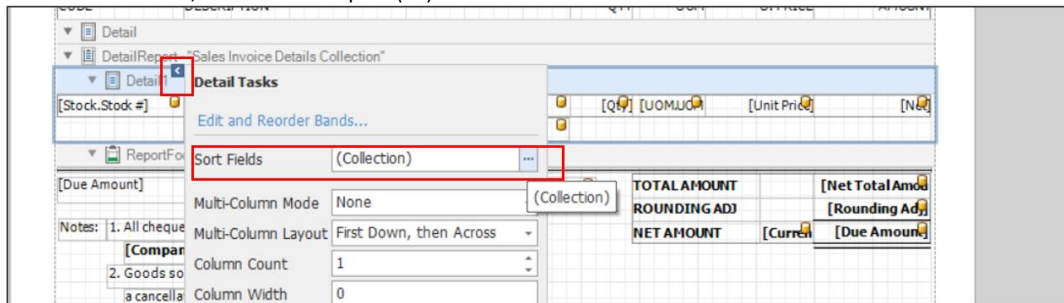


#	Name	System	Default
<SR>01	BIR Invoice	System	<input checked="" type="checkbox"/>
<SR>02	Sales Invoices	System	<input checked="" type="checkbox"/>
<SR>03	Sales Invoices With Accomplishment	System	<input type="checkbox"/>
<SR>04	Sales Invoices with Approvals	System	<input type="checkbox"/>
<SR>05	Sales Invoices with Auto-Numbering	System	<input type="checkbox"/>
<SR>06	Sales Invoices with DO	System	<input type="checkbox"/>
<SR>07	Sales Invoices With Journal Details	System	<input type="checkbox"/>
<SR>08	Sales Invoices With Journal Details (Consolidated)	System	<input type="checkbox"/>
<SR>09	Sales Invoices with Next Page	System	<input type="checkbox"/>
<SR>10	Sales Invoices with Pending UOM Details	System	<input type="checkbox"/>

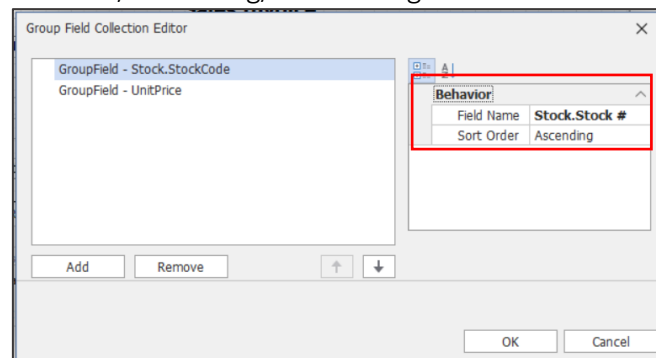
2. There are two ways to configure the sorting;

Option 1: Via Detail Band

- 2.1.1. Go to Details Band, click the small arrow for the Detail Tasks to display. Under *Sort Fields*, click the triple (...) dot button.



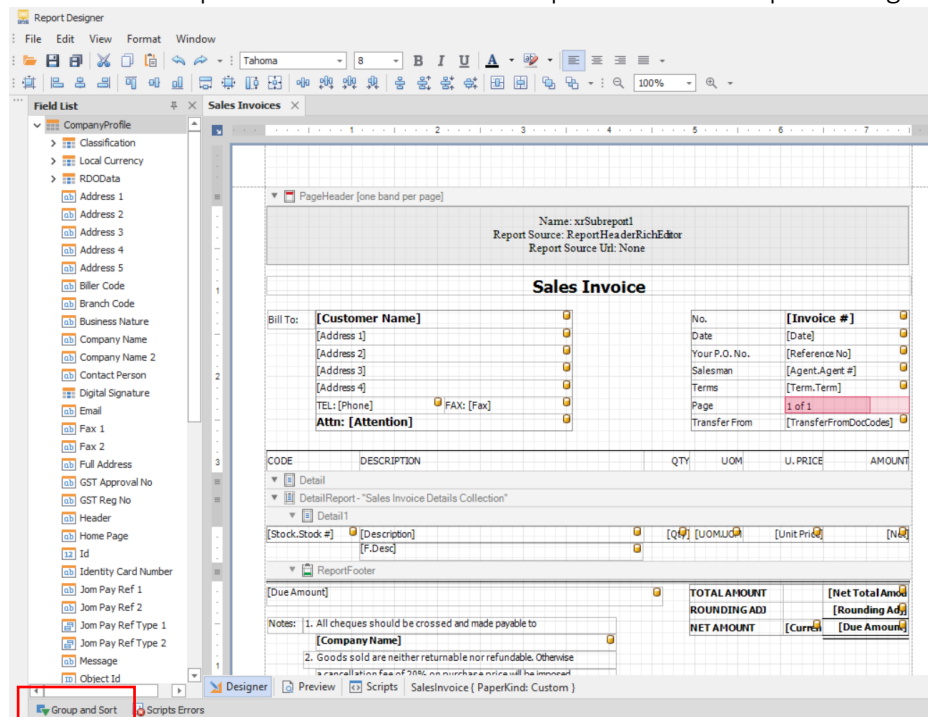
- 2.1.2. Under *Behavior*, set the *Field Name* and *Sort Order*, then click OK.
 Field Name – Field to Sort
 Sort Order – None/Ascending/Descending



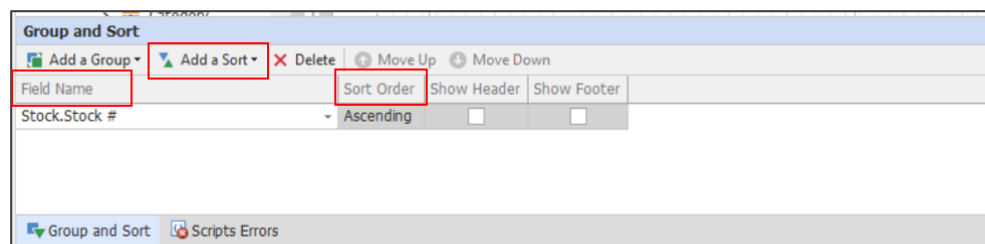
Note: *Add* is use if there will be more than one sorting field to apply while *Remove* is use if there is an existing Sorting that you wanted delete.

Option 2: Via Group and Sort Window

2.2.1. Click the Group and Sort in the lower left portion of the Report Designer.

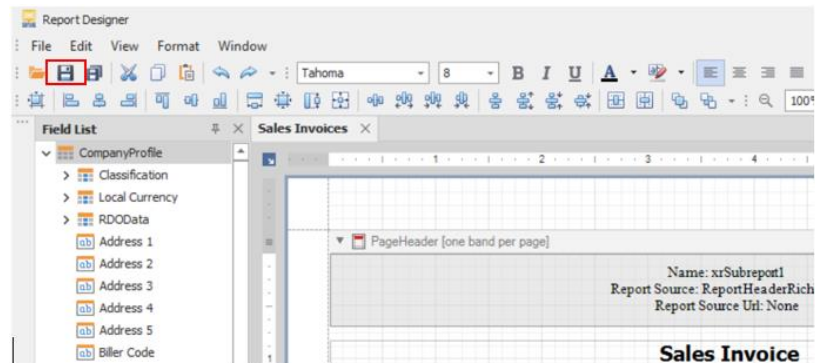


2.2.2. Click the Add a Sort and in the *Field Name*, select the field for the sorting reference and define the *Sort Order*. If there is an existing setup, you may edit the Field selected and Sort Order.



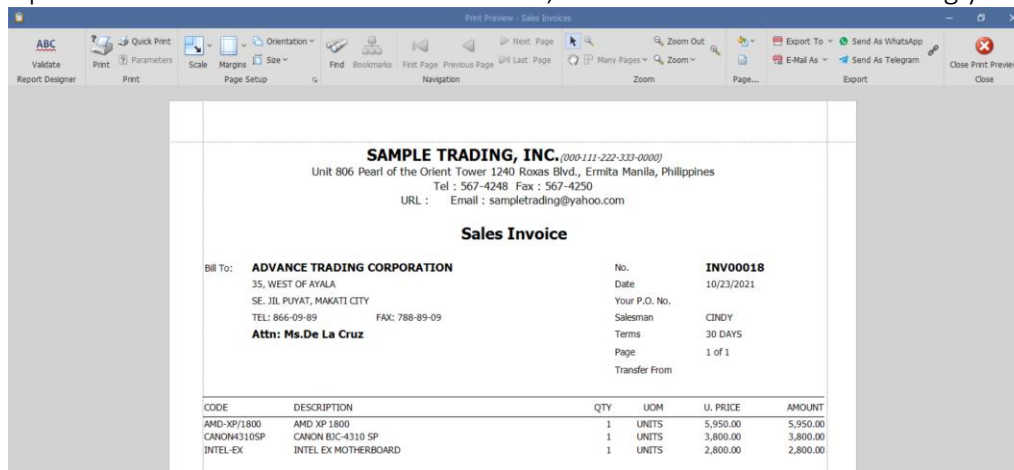
Note: Multiple Fields can be sorted, just click the *Add a Sort* to add another level.

3. Once done, click the Save icon.



Output:

Upon Preview of customized Sales Invoice, Stock Code is sorted ascendingly.



Note: This is also applicable to Report Formats but customization may only be available to those packages with Report Suite (Design button is visible on Reports).



For further concerns regarding this matter, please contact support to assist you or create ticket thru this link <https://support.qne.com.ph>