

# How to Filter row

When there are too many rows in a record and you would like to easily find a particular row, you can use the **Filter button** and **Filter field**. To do this, follow the steps below.

## Filter field is used

1. In the **Filter field**, enter the value that matches the row you are looking for

Insert	Delete	Up	Down	Filter	current	X
ID	Description	Row Type	Related Rows	Balance Side	Filter Accounts	
1		Line		Debit		
2		Description Title		Debit		
3	Assets	Left Title		Debit		
4	Total Assets	Calculation		Debit	[Type] = 'Asset'	
5		Double Underscore		Debit		
6		None		Debit		
7	Liabilities	Left Title		Debit		
8	Total Liabilities	Calculation		Credit	[Type] = 'Liability'	
9		Underscore		Debit		
10		None		Debit		
11	Equity	Left Title		Debit		
12	Equity - exclusive of RE	Calculation		Credit	[Type] = 'Equity' And [Group] <...	
13	Retained Earnings	Calculation		Credit	[Group] = 'Retained Earnings'	
14	Current Year Earnings	Total Calculation	R21 - R22	Debit		
15		Underscore		Debit		
16	Total Equity	Total Calculation	R12 + R13 + R14	Debit		
17		None		Debit		

and press enter key. The grid will then filter row/s that matched the entered value.

Insert

Delete

Up







Down

current

x

ID	Description	Row Type	Related Rows	Balance Side	Filter Accounts
14	Current Year Earnings	Total Calculation	R21 - R22	Debit	

2. To clear the filter and show all the rows again, click the **x button** on the Filter field.

				Filter:	current		
<input type="checkbox"/>	ID	Description	Row Type	Related Rows	Balance Side	Filter Accounts	
<input type="checkbox"/>	15	Current Year Earnings	Total Calculation	R13 - R14	Debit		

3. **Filter field** will then be empty and x button will not be anymore shown.

Insert	Delete	Up	Down	Filter Records (F3)	
ID	Description	Row Type	Related Rows	Balance Side	Filter Accounts
1		Line		Debit	
2		Description Title		Debit	
3	Assets	Left Title		Debit	
4	Total Assets	Calculation		Debit	[Type] = 'Asset'
5		Double Underscore		Debit	
6		None		Debit	
7	Liabilities	Left Title		Debit	
8	Total Liabilities	Calculation		Credit	[Type] = 'Liability'
9		Underscore		Debit	
10		None		Debit	
11	Equity	Left Title		Debit	
12	Equity - exclusive of RE	Calculation		Credit	[Type] = 'Equity' And [Group] <...
13	Retained Earnings	Calculation		Credit	[Group] = 'Retained Earnings'
14	Current Year Earnings	Total Calculation	R21 - R22	Debit	
15		Underscore		Debit	
16	Total Equity	Total Calculation	R12 + R13 + R14	Debit	
17		None		Debit	