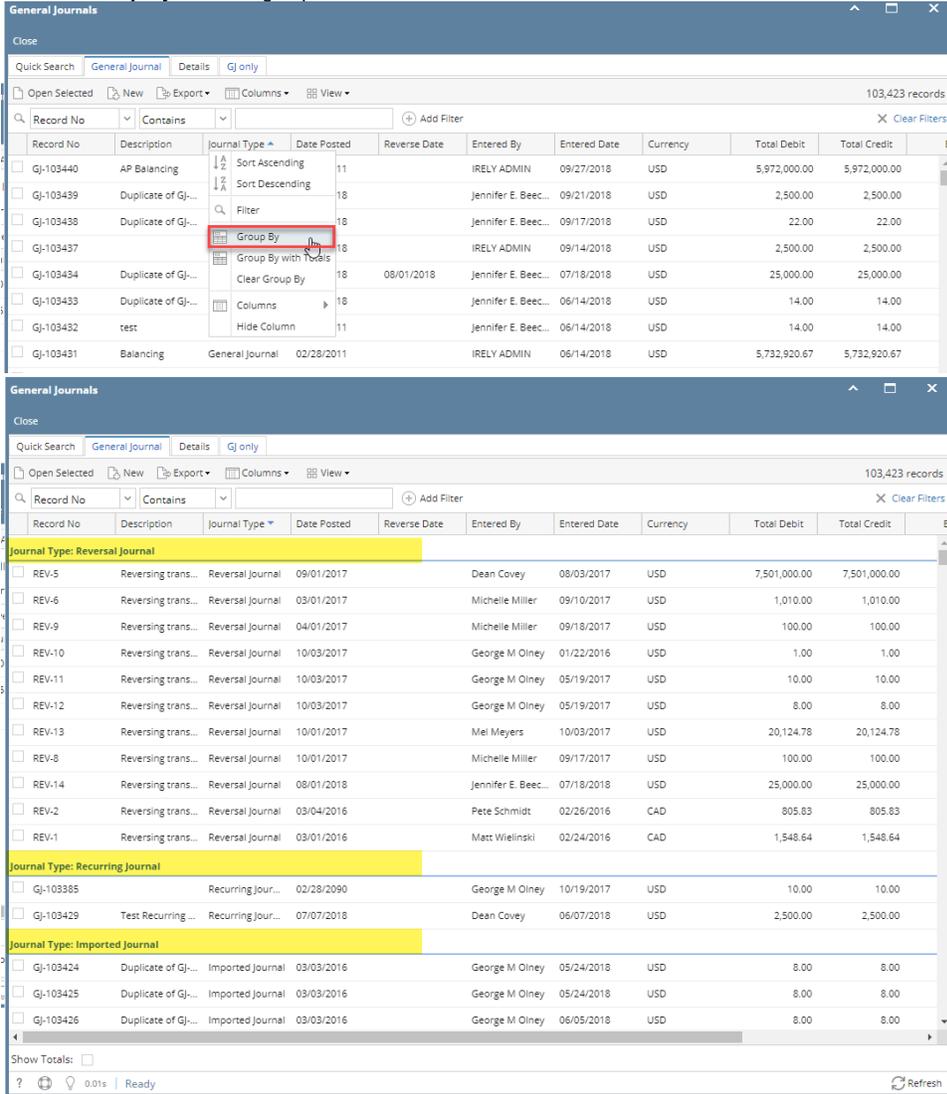


How to Group the Records on Search Grid

The grid can be grouped depending on the columns visible on the panel. Here is how to do this.

 Changes on the sorting or setting of the grid area can be saved using the View button

1. Open the **Search screen** or any screen with grid area.
2. Left or right click the column header of the column you want to use as the grouping. The **Grid Column Options** will be displayed.
3. Click the **Group By** button to group the transactions without totals.



The screenshot shows the 'General Journals' search grid. The top panel displays the search criteria and the grid header. The grid contains columns: Record No, Description, Journal Type, Date Posted, Reverse Date, Entered By, Entered Date, Currency, Total Debit, and Total Credit. A context menu is open over the 'Journal Type' column header, with the 'Group By' option highlighted. The bottom panel shows the grid grouped by 'Journal Type', with sections for 'Reversal Journal', 'Recurring Journal', and 'Imported Journal'.

Record No	Description	Journal Type	Date Posted	Reverse Date	Entered By	Entered Date	Currency	Total Debit	Total Credit
GJ-103440	AP Balancing	General Journal	11		IRELY ADMIN	09/27/2018	USD	5,972,000.00	5,972,000.00
GJ-103439	Duplicate of GJ...	General Journal	18		Jennifer E. Beec...	09/21/2018	USD	2,500.00	2,500.00
GJ-103438	Duplicate of GJ...	General Journal	18		Jennifer E. Beec...	09/17/2018	USD	22.00	22.00
GJ-103437	Duplicate of GJ...	General Journal	18		IRELY ADMIN	09/14/2018	USD	2,500.00	2,500.00
GJ-103434	Duplicate of GJ...	General Journal	18	08/01/2018	Jennifer E. Beec...	07/18/2018	USD	25,000.00	25,000.00
GJ-103433	Duplicate of GJ...	General Journal	18		Jennifer E. Beec...	06/14/2018	USD	14.00	14.00
GJ-103432	test	General Journal	11		Jennifer E. Beec...	06/14/2018	USD	14.00	14.00
GJ-103431	Balancing	General Journal	02/28/2011		IRELY ADMIN	06/14/2018	USD	5,732,920.67	5,732,920.67

Record No	Description	Journal Type	Date Posted	Reverse Date	Entered By	Entered Date	Currency	Total Debit	Total Credit
REV-5	Reversing trans...	Reversal Journal	09/01/2017		Dean Covey	08/03/2017	USD	7,501,000.00	7,501,000.00
REV-6	Reversing trans...	Reversal Journal	03/01/2017		Michelle Miller	09/10/2017	USD	1,010.00	1,010.00
REV-9	Reversing trans...	Reversal Journal	04/01/2017		Michelle Miller	09/18/2017	USD	100.00	100.00
REV-10	Reversing trans...	Reversal Journal	10/03/2017		George M Olney	01/22/2016	USD	1.00	1.00
REV-11	Reversing trans...	Reversal Journal	10/03/2017		George M Olney	05/19/2017	USD	10.00	10.00
REV-12	Reversing trans...	Reversal Journal	10/03/2017		George M Olney	05/19/2017	USD	8.00	8.00
REV-13	Reversing trans...	Reversal Journal	10/01/2017		Mel Meyers	10/03/2017	USD	20,124.78	20,124.78
REV-8	Reversing trans...	Reversal Journal	10/01/2017		Michelle Miller	09/17/2017	USD	100.00	100.00
REV-14	Reversing trans...	Reversal Journal	08/01/2018		Jennifer E. Beec...	07/18/2018	USD	25,000.00	25,000.00
REV-2	Reversing trans...	Reversal Journal	03/04/2016		Pete Schmidt	02/26/2016	CAD	805.83	805.83
REV-1	Reversing trans...	Reversal Journal	03/01/2016		Matt Wielinski	02/24/2016	CAD	1,548.64	1,548.64
GJ-103385	Recurring Jour...	Recurring Journal	02/28/2090		George M Olney	10/19/2017	USD	10.00	10.00
GJ-103429	Test Recurring ...	Recurring Journal	07/07/2018		Dean Covey	06/07/2018	USD	2,500.00	2,500.00
GJ-103424	Duplicate of GJ...	Imported Journal	03/03/2016		George M Olney	05/24/2018	USD	8.00	8.00
GJ-103425	Duplicate of GJ...	Imported Journal	03/03/2016		George M Olney	05/24/2018	USD	8.00	8.00
GJ-103426	Duplicate of GJ...	Imported Journal	03/03/2016		George M Olney	06/05/2018	USD	8.00	8.00

4. Click the **Group By with Totals** button to group the transactions and show the total for each group.

Record No	Description	Journal Type	Date Posted	Reverse Date	Entered By	Entered Date	Currency	Total Debit	Total Credit
Journal Type: Reversal Journal								7,549,708.25	7,549,708.25
REV-2	Reversing trans...	Reversal Journal	03/04/2016		Pete Schmidt	02/26/2016	CAD	805.83	805.83
REV-1	Reversing trans...	Reversal Journal	03/01/2016		Matt Wielinski	02/24/2016	CAD	1,548.64	1,548.64
REV-5	Reversing trans...	Reversal Journal	09/01/2017		Dean Covey	08/03/2017	USD	7,501,000.00	7,501,000.00
REV-6	Reversing trans...	Reversal Journal	03/01/2017		Michelle Miller	09/10/2017	USD	1,010.00	1,010.00
REV-8	Reversing trans...	Reversal Journal	10/01/2017		Michelle Miller	09/17/2017	USD	100.00	100.00
REV-9	Reversing trans...	Reversal Journal	04/01/2017		Michelle Miller	09/18/2017	USD	100.00	100.00
REV-10	Reversing trans...	Reversal Journal	10/03/2017		George M Olney	01/22/2016	USD	1.00	1.00
REV-11	Reversing trans...	Reversal Journal	10/03/2017		George M Olney	05/19/2017	USD	10.00	10.00
REV-12	Reversing trans...	Reversal Journal	10/03/2017		George M Olney	05/19/2017	USD	8.00	8.00
REV-13	Reversing trans...	Reversal Journal	10/01/2017		Mel Meyers	10/03/2017	USD	20,124.78	20,124.78
REV-14	Reversing trans...	Reversal Journal	08/01/2018		Jennifer E. Beec...	07/18/2018	USD	25,000.00	25,000.00
Journal Type: Recurring Journal								2,510.00	2,510.00
GJ-103429	Test Recurring...	Recurring Jour...	07/07/2018		Dean Covey	06/07/2018	USD	2,500.00	2,500.00
GJ-103385	Recurring Jour...	Recurring Jour...	02/28/2090		George M Olney	10/19/2017	USD	10.00	10.00
Journal Type: Imported Journal								27,352,675.00	27,352,675.00
GJ-103386	Duplicate of GJ-...	Imported Journal	03/03/2016		George M Olney	10/20/2017	USD	8.00	8.00
GJ-103388	Duplicate of GJ-...	Imported Journal	03/03/2016		Joe Approver	11/15/2017	USD	8.00	8.00
GJ-103400	First	Imported Journal	03/03/2016		George M Olney	12/26/2017	USD	8.00	8.00

i To un-group the records, click the **Clear Group By** button on the **Grid Column Options**.

- Sort Ascending
- Sort Descending
- Filter
- Group By
- Group By with Totals
- Clear Group By**
- Columns
- Hide Column