


How to Hide a Column

The columns on the grid area can be shown or hidden depending on your need.

 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 hide. The **Grid Column Options** will be displayed.
- 3. Click the **Hide Column** button.

General Journals

Close

Quick Search | General Journal | Details | GJ only

Open Selected | New | Export | Columns | View | 2,114,944 records

Record No | Contains | Add Filter | Clear Filters

Record No	Header Description	Journal Type	Transaction Type	Source Id	Source Type	Date	Posted	Transaction Description	Account ID	Acco
<input type="checkbox"/> GJ-103440	AP Balancing	General Journal	General Journal	1	SA Ascending	02/28/2011	<input checked="" type="checkbox"/>	AP Balancing	10003-0000-000	F
<input type="checkbox"/> GJ-103440	AP Balancing	General Journal	General Journal	2	Sort Descending	02/28/2011	<input checked="" type="checkbox"/>	AP Balancing	20013-0001-004	A
<input type="checkbox"/> GJ-103439	Duplicate of GJ-103428	General Journal	Recurring	Filter		09/21/2018	<input type="checkbox"/>	Test Recurring Transaction	45666-0000-105	S
<input type="checkbox"/> GJ-103439	Duplicate of GJ-103428	General Journal	Recurring	Group By		09/21/2018	<input type="checkbox"/>	Test Recurring Transaction	74000-9003-000	C
<input type="checkbox"/> GJ-103438	Duplicate of GJ-103295	General Journal	General Journal	Group By with Totals		09/17/2018	<input type="checkbox"/>		40000-0000-001	S
<input type="checkbox"/> GJ-103438	Duplicate of GJ-103295	General Journal	General Journal	Clear Group By		09/17/2018	<input type="checkbox"/>		10003-0000-000	F
<input type="checkbox"/> GJ-103437		General Journal	General Journal	Columns		08/20/2018	<input type="checkbox"/>		99010-0001-000	C
<input type="checkbox"/> GJ-103437		General Journal	General Journal	Hide Column		08/20/2018	<input type="checkbox"/>		10003-0007-000	F
<input type="checkbox"/> GJ-103437		General Journal	General Journal	GJ		08/20/2018	<input type="checkbox"/>		10003-0000-000	F