

Tips & Tricks

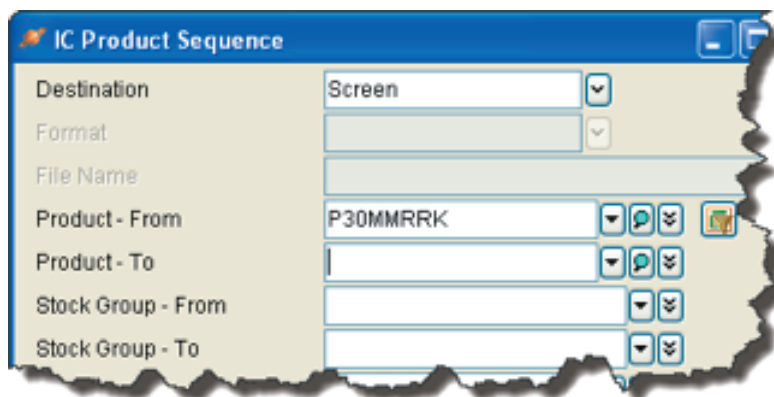
Written by the firm's resident super user, Victoria, Accredo's user tips provide helpful information, short-cuts and general pointers to help customers improve their use of Accredo.

Ditto

Did you know there is a simple to way to copy a field to the field below?

This is particularly useful when you are running a report for a single code.

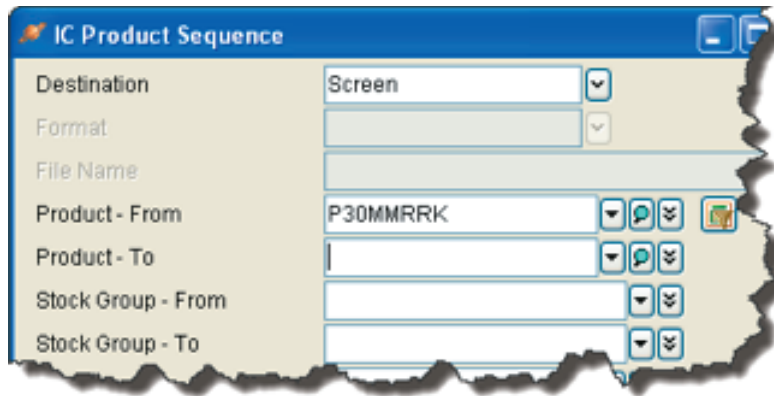
Let's say we were running a Product Sequence Report for a single product. In this example I have selected Product P30MMRRK in the Product – From field



The screenshot shows the 'IC Product Sequence' form with the following fields:

Destination	Screen
Format	
File Name	
Product - From	P30MMRRK
Product - To	
Stock Group - From	
Stock Group - To	

To copy this code to the Product – To field, all you do, is click in Product – To field and press CTRL+'



The screenshot shows the 'IC Product Sequence' form with the following fields:

Destination	Screen
Format	
File Name	
Product - From	P30MMRRK
Product - To	P30MMRRK
Stock Group - From	
Stock Group - To	

And the code just pastes in. →

This feature is also useful in Grids where you want to repeat information from the field above.

In the example below I want to copy the Narration on an AP Invoice

So I just click in the field underneath and press CTRL+'

The screenshot shows the 'AP Transactions - TRENT - Sandra Trent' window. The 'Transaction' tab is active. The form contains the following data:

- Creditor Code: TRENT
- Date: 30/09/2011
- Due Date: 30/10/2011
- Origination Date: (empty)
- Discount Date: 30/09/2011
- Invoice Number: Sept 11
- Comment: Reimbursement SI Sales Trip
- Rate Type: BUY
- Branch: HO
- Exchange Rate: 1.0000
- Department: SAL
- Auto Allocate:
- Gross: \$336.50
- Discount: (empty)
- Net: \$336.50
- Hold Amount: (empty)

Summary table:

3 Periods	
2 Periods	\$1,849.93
1 Period	\$1,551.18
Current	\$522.57
Future	
Total	\$3,923.68
Pending Total	\$4,260.18

Code	Analysis Name	GST Co...	Amount	GST	Inclusive	Branch	Dept	Narration
T&A	Travelling & Accomodation	1	\$190.00	\$28.50	\$218.50	HO	SAL	Sales trip South Island
CARS	Motor Vehicle Exp	1	\$102.61	\$15.39	\$118.00	HO	SAL	

At the bottom, 'GST Incl.' is \$43.89 and 'Balance to Analyse' is (empty). Buttons for 'Save' and 'Cancel' are visible.

And the text from the field above appears. ■

This screenshot is identical to the first one, but the 'Narration' field in the second row of the grid now contains the text 'Sales trip South Island'.