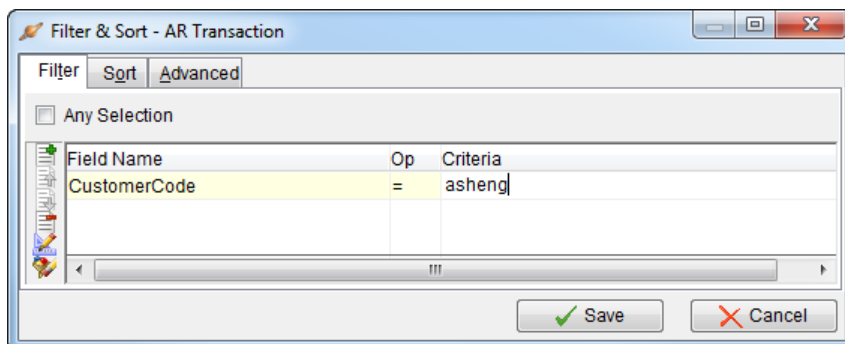


## Tips & Tricks

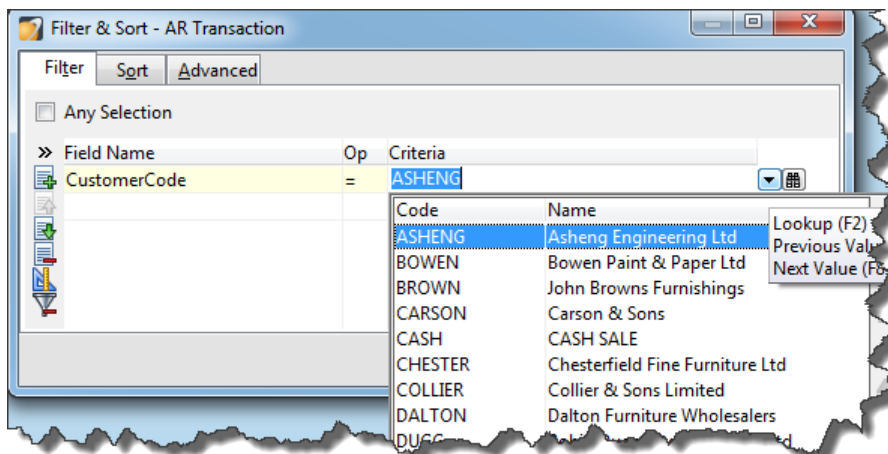
### Easy Filtering

In the past, when you were filtering on a code or codes, you had to 'remember' the codes and type them in.

For example, if you wanted to filter an AR Transaction Sequence report for a particular Customer Code, you had to type the code in.



In Accredo 4, if you want to filter for a Lookup field, such as CustomerCode, the Criteria can be selected from a drop down list.



You can look up Codes, Periods, Contacts and other lookups such as Transaction Type or Document Class in the Criteria.

There is no change to existing behaviour for filters. Multiple criteria, wild characters and field names can all be used as usual.

If you wanted to use the drop list to select a second Customer, just put a 'comma' after the first code, then use the lookup to select the second code.

