


Improved Sorting for Reference Fields Containing Alpha and Numeric Data

Accredo sorts Reference fields (such as Order No) numerically, so it displays them as right-aligned. If you use a mix of Alpha and Numeric data in these fields, you may find the automatic sorting is not how you want it to be.


For example, in the Sales Order List below, the grid has been sorted on ORDER NO, but **George Smith** appears below **Zuma Smith** due to right alignment sorting.

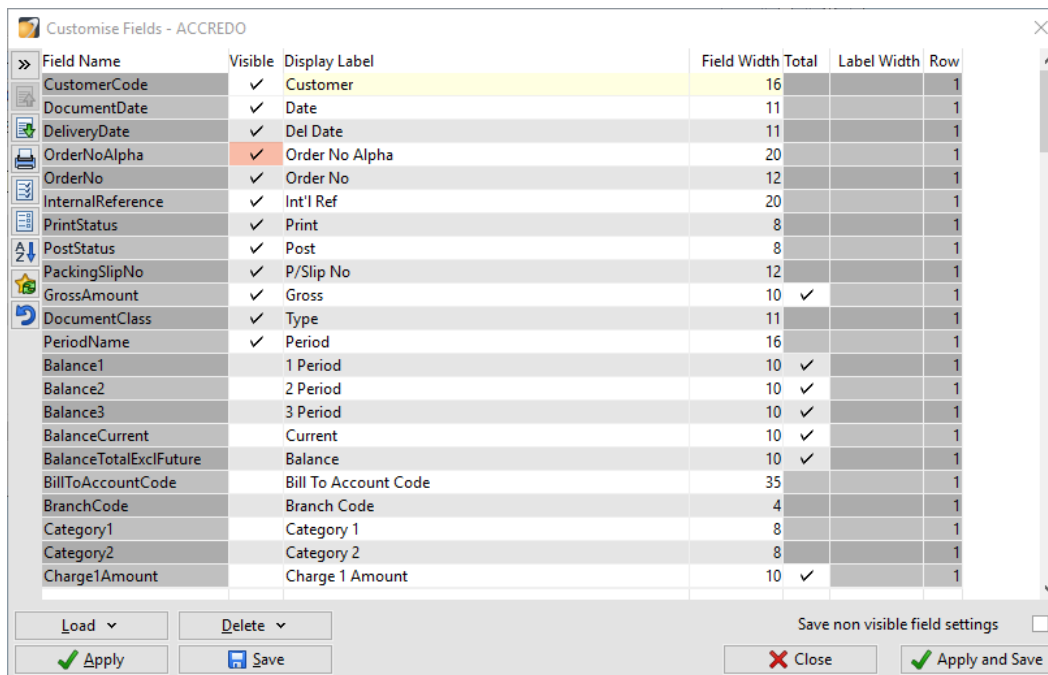
Customer	Date	Del Date	Order No / Int'l Ref	Print	Post	P/Slip No	Gross Type	Period
ASHENG	21/09/2017	16/09/2017		Printed	Unproc...	300407	\$1,198.96 Order	Sep 2017
ASHENG	28/09/2017	27/09/2017		Printed	Unproc...	300411	\$462.96 Order	Sep 2017
ASHENG	30/09/2017		60	Printed	Unproc...	300417	\$462.96 Order	Sep 2017
ASHENG	30/09/2017		523	Printed	Unproc...	300412	\$4,600.00 Order	Sep 2017
ASHENG	30/09/2017		629	Printed	Unproc...	300413	\$779.30 Order	Sep 2017
ASHENG	30/09/2017		Fred Smith	Printed	Unproc...	300415	\$249.08 Order	Sep 2017
ASHENG	30/09/2017		Zuma Smith	Printed	Unproc...	300414	\$65.08 Order	Sep 2017
ASHENG	30/09/2017		George Smith	Printed	Unproc...	300416	\$835.25 Order	Sep 2017

Did you know you can Customise in Alpha fields for any of the Reference fields, which will allow Alphabetical sorting?


To use this type of sorting, click the  CUSTOMISE button to open the Customise Fields Window. Set the required Alpha fields to Visible. In this example we are using ORDER NO ALPHA.



Field Name	Visible	Display Label	Field Width Total	Label Width	Row
GstAmountBs		Gst Amount Bs	10	✓	1
GstAmountOrdered		Gst Amount Ordered	10	✓	1
GstAmountOrderedBs		Gst Amount Ordered Bs	10	✓	1
GstOverride		Gst Override	1		1
InclusiveCharge1Amount		Inclusive Charge 1	10	✓	1
InclusiveCharge1Amoun...		Inclusive Charge 1 Bs	10	✓	1
InclusiveCharge2Amount		Inclusive Charge 2	10	✓	1
InclusiveCharge2Amoun...		Inclusive Charge 2 Bs	10	✓	1
InclusiveCharge3Amount		Inclusive Charge 3	10	✓	1
InclusiveCharge3Amoun...		Inclusive Charge 3 Bs	10	✓	1
InvoiceID		Invoice ID	10		1
MarginPercentage		Margin	10		1
MarginPercentageBs		Margin Bs	10		1
ModifiedDate		Modified Date	11		1
ModifiedTime		Modified Time	10		1
ModifiedUserCode		Modified User Code	8		1
OrderNoAlpha	✓	Order No Alpha	20		1
OriginationDate		Orig Date	11		1
PackingSlipNoAlpha		Packing Slip No Alpha	12		1
PeriodID		Period ID	10		1
PeriodNo		Period No	10		1
PriceCode		Price Code	10		1

You can click the  **Sort** button, then move the Alpha field up the list so it is next to the Non-Alpha field of the same name.

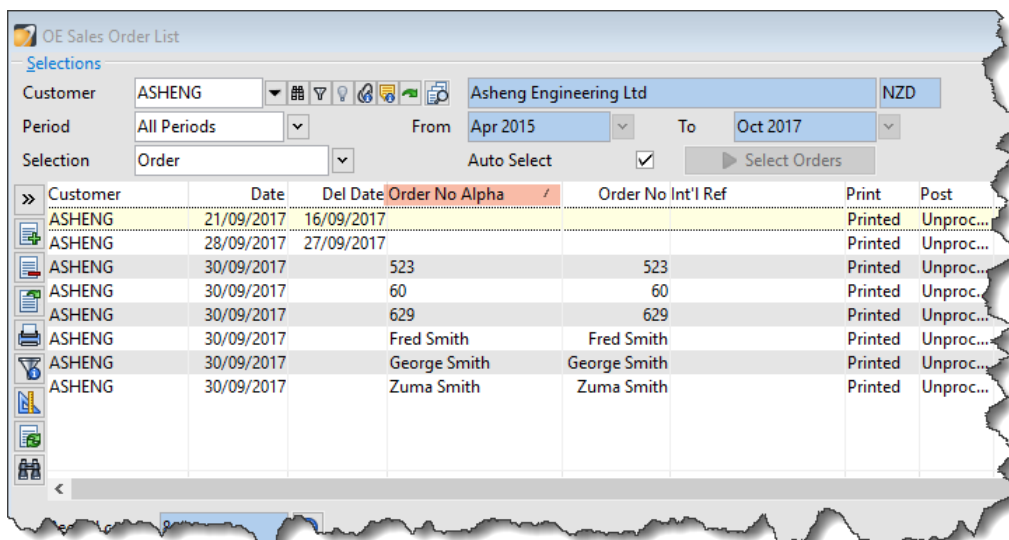


Field Name	Visible	Display Label	Field Width	Total	Label Width	Row
CustomerCode	✓	Customer	16			1
DocumentDate	✓	Date	11			1
DeliveryDate	✓	Del Date	11			1
OrderNoAlpha	✓	Order No Alpha	20			1
OrderNo	✓	Order No	12			1
InternalReference	✓	Int'l Ref	20			1
PrintStatus	✓	Print	8			1
PostStatus	✓	Post	8			1
PackingSlipNo	✓	P/Slip No	12			1
GrossAmount	✓	Gross	10	✓		1
DocumentClass	✓	Type	11			1
PeriodName	✓	Period	16			1
Balance1		1 Period	10	✓		1
Balance2		2 Period	10	✓		1
Balance3		3 Period	10	✓		1
BalanceCurrent		Current	10	✓		1
BalanceTotalExclFuture		Balance	10	✓		1
BillToAccountCode		Bill To Account Code	35			1
BranchCode		Branch Code	4			1
Category1		Category 1	8			1
Category2		Category 2	8			1
Charge1Amount		Charge 1 Amount	10	✓		1

Click  **Apply** to apply the change to this session.

You could click  **Apply and Save**, then select the User to apply the change to, or select Global to apply the change to all Users who don't have their own Customisations. The sign  beside a User Code means the User has their own Customisation.

The Alpha field appears on in the Grid. Click it to see the data sorted alphabetically.



Customer	Date	Del Date	Order No Alpha	Order No	Int'l Ref	Print	Post
ASHENG	21/09/2017	16/09/2017				Printed	Unproc...
ASHENG	28/09/2017	27/09/2017				Printed	Unproc...
ASHENG	30/09/2017		523	523		Printed	Unproc...
ASHENG	30/09/2017		60	60		Printed	Unproc...
ASHENG	30/09/2017		629	629		Printed	Unproc...
ASHENG	30/09/2017		Fred Smith	Fred Smith		Printed	Unproc...
ASHENG	30/09/2017		George Smith	George Smith		Printed	Unproc...
ASHENG	30/09/2017		Zuma Smith	Zuma Smith		Printed	Unproc...