

Tips & Tricks

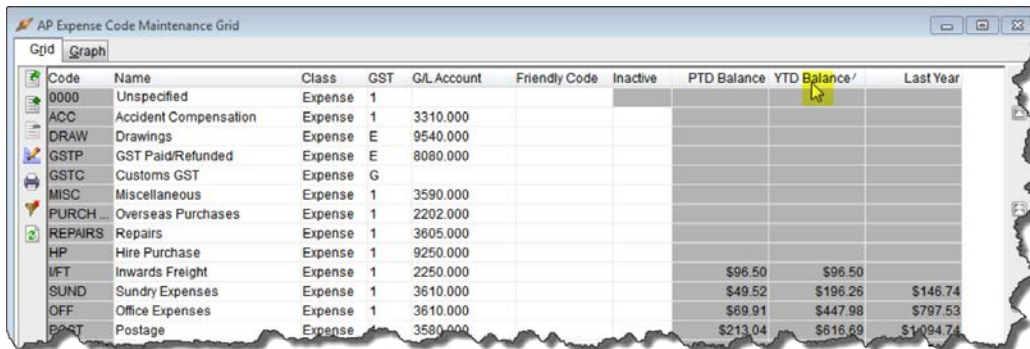
Stop Inactive Codes re-sorting in Edit Grids

When you make a record Inactive in an Edit Grid, Accredo moves it to the bottom, so that all inactive records appear at the end of the grid.

If you are making a bunch of records inactive, you probably don't want this happening each time. If you apply a sort first, this stops the records re-sorting until the next time you re-open the grid.

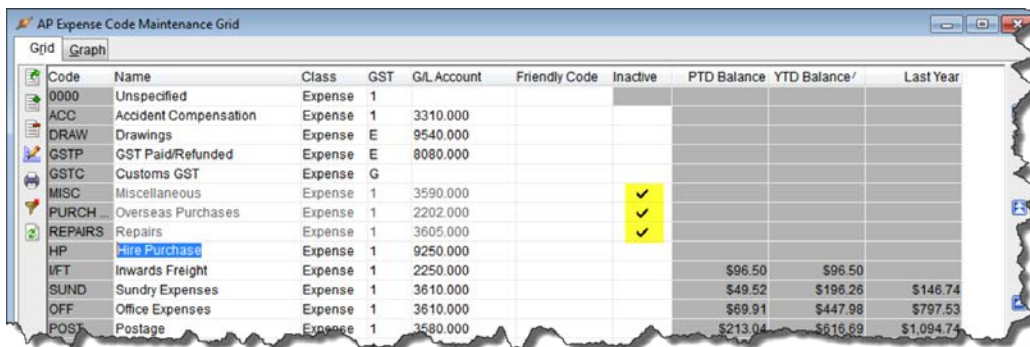
The below example demonstrates this when making some AP Expense codes Inactive.

Click on the column you wish to sort on. You can choose any column. →



Code	Name	Class	GST	G/L Account	Friendly Code	Inactive	PTD Balance	YTD Balance'	Last Year
0000	Unspecified	Expense	1						
ACC	Accident Compensation	Expense	1	3310.000					
DRAW	Drawings	Expense	E	9540.000					
GSTP	GST Paid/Refunded	Expense	E	8080.000					
GSTC	Customs GST	Expense	G						
MISC	Miscellaneous	Expense	1	3590.000					
PURCH...	Overseas Purchases	Expense	1	2202.000					
REPAIRS	Repairs	Expense	1	3605.000					
HP	Hire Purchase	Expense	1	9250.000					
IIFT	Inwards Freight	Expense	1	2250.000			\$96.50	\$96.50	
SUND	Sundry Expenses	Expense	1	3610.000			\$49.52	\$196.26	\$146.74
OFF	Office Expenses	Expense	1	3610.000			\$69.91	\$447.98	\$797.53
POST	Postage	Expense	1	3580.000			\$213.04	\$616.69	\$1,094.74

Click in the Inactive field (or press the space bar) for the codes you wish to inactivate and then press Enter to move off the last record so that changes are saved to the grid. Then close the grid. →



Code	Name	Class	GST	G/L Account	Friendly Code	Inactive	PTD Balance	YTD Balance'	Last Year
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ACC	Accident Compensation	Expense	1	3310.000					
DRAW	Drawings	Expense	E	9540.000					
GSTP	GST Paid/Refunded	Expense	E	8080.000					
GSTC	Customs GST	Expense	G						
MISC	Miscellaneous	Expense	1	3590.000		✓			
PURCH...	Overseas Purchases	Expense	1	2202.000		✓			
REPAIRS	Repairs	Expense	1	3605.000		✓			
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The next time you open the grid, the Inactive records will appear at the bottom.