

# How to group/ungroup column

### Scenario:

Customer B accidentally grouped a list of columns for sales invoices with the wrong column header. She wants to ungroup first and then group it again with the correct column header, but she doesn't know how to do.

Date	▼ S. Invoice #	▼ Customer	Progress %	Name	Update Calculation	Currency	Tax	Net Total	Term	WTax Total Amou
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~										
/10/2023	INV00004	700-G001	0°	6 GOOD ACCOUNTING SDN. BHD.		MYR	1,222.00	13,442.00	C.O.D.	
/11/2023	INV00006	700-L001	0*	% LALALA SDN, BHD,		MYR	611,000.00	6,721,000.00	C.O.D.	
7/11/2023	INV00007	700-G001	0.	6 GOOD ACCOUNTING SDN. BHD.		MYR	1,222,000.00	13,442,000.00	C.O.D.	
							1,834,222.00	20,176,442.00		
ROSE										
/11/2023	INV00003	700-G001	0,	6 GOOD ACCOUNTING SDN. BHD.		MYR	100.00	1,100.00	C.O.D.	
/11/2023	INV00002	700-G001	0*	6 GOOD ACCOUNTING SDN. BHD.		MYR	100.00	1,100.00	C.O.D.	
							200.00	2,200.00		



## Solution For Ungroup Column

1. For example, I want to navigate the list of sales invoices, **Sales** > **Sales** Invoices > **Search** 

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avigation 📑 🔻 🗙	8 * - Sales Invo	κ×												
iales	🔋 Sal	es Invoices	5											
Guotations	Details Custom	r DO Address Others	Commission Rates	Notes Files Appn	rovals Info JomPa	ay Renewal								
🖗 Sales Orders	Customer	8				Currency	MYR				Rate			1.00000000 Exchange Rai
Providers	То					Attention					Doc Date	28/11/2023		
Sales Invoices	Delivery Term					Agent					* Invoice No.	INV00008		v
N Cash Sales	Term	C.O.D.				Our DO No					Reference No			
Sales Debit Notes Sales Credit Notes	Location					Project					Detail Postir	g 📃 Tax Indusive	Rounding	
Sales Credit Notes							0.00.1	-						
Packing List		Scan Item					Unit Price Disc		minine True Cale	The second second	urra National Progr	Ducu Total Ducula		
* · · · · · · · · · · · · · · ·	Coston	Stock Code Des	npoon	P.Desc B	Batch No Qty	UOM	Unit Price Disc	Amount Co	Imission Tax Code	Tax WTax Code	wiax Net Program	Point Total Serial I	10	
Dashboard														
General Ledger														
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Suppler														
<ul> <li>Sales</li> </ul>	1													
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Recurring														
<ul> <li>Advance Currency</li> <li>Recurring</li> <li>Billing Approval</li> <li>Default</li> </ul>														
<ul> <li>Recurring</li> <li>Billing Approval</li> </ul>														
<ul> <li>Recurring</li> <li>Biling Approval</li> <li>Default</li> </ul>	Progress %			0% Taxable				Tax			tounding Adj		Due Amount	

2. After select **search**, you will see a list of columns for sales invoices. The highlighted box above is where you should place the column header.

Date	<ul> <li>S. Invoice #</li> </ul>	<ul> <li>Customer</li> </ul>	Progress %	Name	Update Calculation	Currency	Tax	Net Total	Term	WTax Total Amount
-	1 <b>0</b> 0	-	=	×0:		-	-	=	-	=
~										
24/10/2023	INV00004	700-G001		9% GOOD ACCOUNTING SDN. BHD.		MYR	1,222.00	13,442.00	C.O.D.	
27/11/2023	INV00006	700-L001		0% LALALA SDN. BHD.		MYR	611,000.00	6,721,000.00	C.O.D.	
27/11/2023	INV00007	700-G001		GOOD ACCOUNTING SDN. BHD.		MYR	1,222,000.00	13,442,000.00	C.O.D.	
							1,834,222.00	20,176,442.00		
Y ROSE										
24/11/2023	INV00003	700-G001		GOOD ACCOUNTING SDN. BHD.		MYR	100.00	1,100.00	C.O.D.	
24/11/2023	INV00002	700-G001		GOOD ACCOUNTING SDN. BHD.		MYR	100.00	1,100.00	C.O.D.	
							200.00	2,200.00		

 Drag the column out by using left-mouse click. You can place the column on the highlighted lines. Let's say I want to place it beside the "name" column header. If successful, you will see two blue triangular shape indicating the line.

	Date	▼ S. Invoice #	▼ Customer	Progress %	Name	Update Calculation	Currency	Tax	Net Total	Term	WTax Total Amount
	-	a 🖬 c	-	-	10:	× •	-	-	-	-	-
	~					<b>_</b>					
1	24/10/2023	INV00004	700-G001	0%	GOOD ACCOUNTING SDN. BHD.		MYR	1,222.00	13,442.00	C.O.D.	
2	27/11/2023	INV00006	700-L001	0%	LALALA SDN. BHD.		MYR	611,000.00	6,721,000.00	C.O.D.	
1	27/11/2023	INV00007	700-G001	0%	GOOD ACCOUNTING SDN. BHD.		MYR	1,222,000.00	13,442,000.00	C.O.D.	
								1,834,222.00	20,176,442.00		
	✓ ROSE										
2	24/11/2023	INV00003	700-G001	0%	GOOD ACCOUNTING SDN. BHD.		MYR	100.00	1,100.00	C.O.D.	
2	24/11/2023	INV00002	700-G001	0%	GOOD ACCOUNTING SDN. BHD.		MYR	100.00	1,100.00	C.O.D.	
								200.00	2,200.00		





Page | 2

### Output:

Now you can see the "**agent**" column header successfully dragged out and placed beside the "**name**" column header.

	Sales Invo											
	Date 💌	S. Invoice #	Customer	Progress %	Name	Agent	Update Calculation	Currency	Tax	Net Total	Term	WTax Total Amount
Ŧ	-	1 <b>0</b> 4	-	-	n 🛛 c	-		-	-	-	-	-
+	24/11/2023	INV00003	700-G001	0%	GOOD ACCOUNTING SDN. BHD.	ROSE		MYR	100.00	1,100.00	C.O.D.	
	24/11/2023	INV00002	700-G001	0%	GOOD ACCOUNTING SDN. BHD.	ROSE		MYR	100.00	1,100.00	C.O.D.	
	24/10/2023	INV00004	700-G001	0%	GOOD ACCOUNTING SDN. BHD.			MYR	1,222.00	13,442.00	C.O.D.	
	27/11/2023	INV00005	700-L001	0%	LALALA SDN. BHD.			MYR	611,000.00	6,721,000.00	C.O.D.	
	27/11/2023	INV00007	700-G001	0%	GOOD ACCOUNTING SDN. BHD.			MYR	1,222,000.00	13,442,000.00	C.O.D.	



### Solution For Group Column

1. Look at the above message "**Drag a column header here to group by that column**". This is the place where you could place the column header.

	💰 Sales In	voices										
Dra	ag a column header here to gr	oup by that column										
	Date	▼ S. Invoice #	▼ Customer	Progress %	Name	Agent	Update Calculation	Currency	Tax	Net Total	Term	WTax Total Amount
٣	-	• <b>B</b> ¢	-	-	* <b>0</b> c	-		-	-	-	-	-
÷	24/11/2023	INV00003	700-G001	0%	GOOD ACCOUNTING SDN. BHD.	ROSE		MYR	100.00	1,100.00	C.O.D.	
	24/11/2023	INV00002	700-G001	0%	GOOD ACCOUNTING SDN. BHD.	ROSE		MYR	100.00	1,100.00	C.O.D.	
	24/10/2023	INV00004	700-G001	0%	GOOD ACCOUNTING SDN. BHD.			MYR	1,222.00	13,442.00	C.O.D.	
	27/11/2023	INV00006	700-L001	0%	LALALA SDN. BHD.			MYR	611,000.00	6,721,000.00	C.O.D.	
	27/11/2023	INV00007	700-G001	0%	GOOD ACCOUNTING SDN. BHD.			MYR	1,222,000.00	13,442,000.00	C.O.D.	

2. Drag any one of the column out and place on the message area. If successful, you will see two blue arrow indicating the message.

Dra	Sales Invo											
7			Customer	Progress %	Name	Agent	Update Calculation	Currency	Tax	Net Total	Term	WTax Total Amount
٣	-	(0)	-	-	*Dc	-		-	-	-	-	-
•	24/11/2023	INV00003	700-G001	0%	GOOD ACCOUNTING SDN. BHD.	ROSE		MYR	100.00	1,100.00	C.O.D.	
	24/11/2023	INV00002	700-G001	0%	GOOD ACCOUNTING SDN. BHD.	ROSE		MYR	100.00	1,100.00	C.O.D.	
	24/10/2023	INV00004	700-G001	0%	GOOD ACCOUNTING SDN. BHD.			MYR	1,222.00	13,442.00	C.O.D.	
	27/11/2023	INV00006	700-L001	0%	LALALA SDN. BHD.			MYR	611,000.00	6,721,000.00	C.O.D.	
	27/11/2023	INV00007	700-G001	0%	GOOD ACCOUNTING SDN. BHD.			MYR	1,222,000.00	13,442,000.00	C.O.D.	

#### Output:

I dragged the **Date** column header out to group these sales invoices.

5	* - Sales Invoic § 9	ales Invoices X										*
	🔋 Sales Inv	oices										
	ate 🔺											
	S. Invoice #	Customer	Progress %	Name	Agent 💌	Upda	ite Calculation	Currency	Tax	Net Total	Term	WTax Total Amount
т	n 🖬 c	-	-	*D:	=			-	-	-	-	-
+	× 24/10/2023											
	INV00004	700-G001	0%	GOOD ACCOUNTING SDN. BHD.				MYR	1,222.00	13,442.00	C.O.D.	
									1,222.00	13,442.00		
	> 24/11/2023											
									200.00	2,200.00		
	> 27/11/2023											
									1,833,000.00	20, 163,000.00		
1												

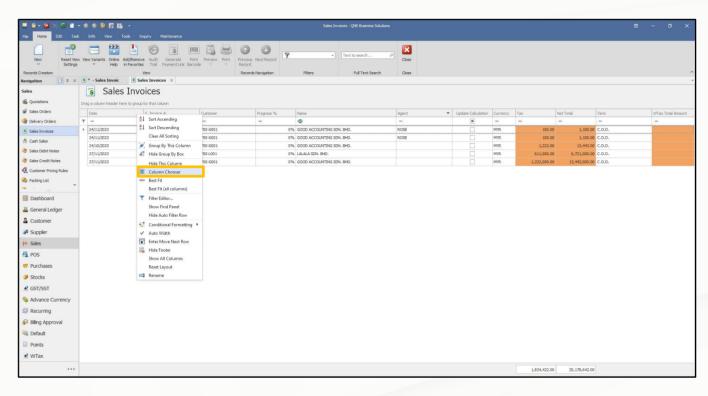




If you found that none of the column you want, right-click mouse and choose **Column Chooser.** 

#### How To Use Column Chooser:

https://support.qne.com.my/support/solutions/articles/81000411286-how-to-use-column-chooser





If you didn't find the message "**Drag a column header here to group by that column**", right-click mouse and choose **Show Group By Box**.

	/ Variants • 🛛 🔘 🔘	□ · □2													
Document Date 🔺	Stock Code	Doc And Company	Stock Name	. ♣↓ Sort Ascending	OM 1	Packing UOM	Unit Price	Net Amount	Tax Amount	Rcv Qty	Rev Doc #	Rcv Date	Outstanding	Outstanding P UOM 1	Outstanding P UON
29/11/2023	QNE KeyBoard Super	PO2311/003 800-X	QNE KeyBoar	ZI Sort Ascending		20 UNIT(S)							2	0	20 UNIT(S)
29/11/2023	APPLE	PO2311/002 800-S	APPLE 15	Clear All Sorting		4 UNIT(S)	2,000.00	8,000.00						4	4 UNIT(S)
30/11/2023	123	PO2311/004 800-X	123			30 UNIT(S)	1.00	30.00					3	5	30 UNIT(S)
				Fig. Group By This Column	_										
				🐇 Show Group By Box											
				Hide This Column											
				Column Chooser											
				*A* Best Fit											
				Best Fit (all columns)											
				Filter Editor											
				Show Find Panel											
				Show Auto Filter Row											
				✓ Auto Width											
				Enter Move Next Row											
				100											
				Hide Footer											
				Show All Columns											
				Reset Layout											
				💷 Rename											





Page | 5

#### Output: The message will appear as shown as below:

Outstand	ng Purchase	e Order													
Options Inquiry															
	View Variants 🕶 💿 💿	🖻 • 🕼													
)rag a column header h	ere to group by that column														
Document Date	<ul> <li>Stock Code</li> </ul>	Doc And Company	Stock Name	Qty	Packing UOM 1	Packing UOM	Unit Price	Net Amount	Tax Amount	Rcv Qty	Rcv Doc #	Rcv Date	Outstanding	Outstanding P UOM 1	Outstanding P UOM
> 29/11/2023	QNE KeyBoard Super	PO2311/003 800-X	QNE KeyBoard Super	20		20 UNIT(S)							20		20 UNIT(S)
29/11/2023	APPLE	PO2311/002 800-5	APPLE 15	4		4 UNIT(S)	2,000.00	8,000.00					4		4 UNIT(S)
30/11/2023	123	PO2311/004 800-X	123	30		30 UNIT(S)	1.00	30.00					30		30 UNIT(S)



Page | 6

