



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.

Sales Invoices

Agent

Date	S. Invoice #	Customer	Progress %	Name	Update Calculation	Currency	Tax	Net Total	Term	WTax Total Amount
=	📄	=	=	📄	📄	=	=	=	=	=
➤										
24/10/2023	INV00004	700-G001	0%	GOOD ACCOUNTING SDN. BHD.	<input type="checkbox"/>	MYR		1,222.00	13,442.00	C.O.D.
27/11/2023	INV00006	700-L001	0%	LALALA SDN. BHD.	<input type="checkbox"/>	MYR		611,000.00	6,721,000.00	C.O.D.
27/11/2023	INV00007	700-G001	0%	GOOD ACCOUNTING SDN. BHD.	<input type="checkbox"/>	MYR		1,222,000.00	13,442,000.00	C.O.D.
								1,834,222.00	20,176,442.00	
▼ ROSE										
24/11/2023	INV00003	700-G001	0%	GOOD ACCOUNTING SDN. BHD.	<input type="checkbox"/>	MYR		100.00	1,100.00	C.O.D.
24/11/2023	INV00002	700-G001	0%	GOOD ACCOUNTING SDN. BHD.	<input type="checkbox"/>	MYR		100.00	1,100.00	C.O.D.
								200.00	2,200.00	
								1,834,422.00	20,178,642.00	

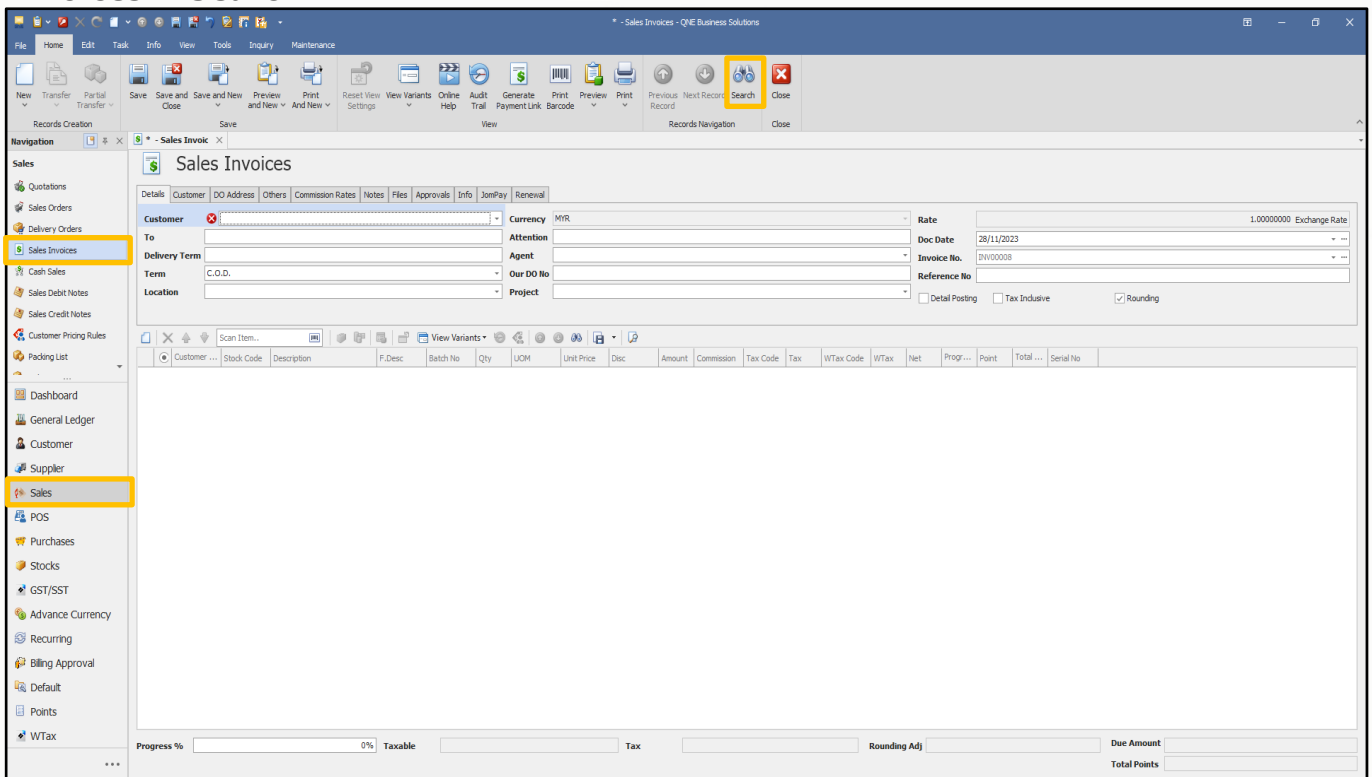
11) [Database: QNEE(2023.0.0.1)] [Country: MY] [Language: en-MY] [Company: QNE SOFTWARE SDN.BHD.] User: ADMIN

Current Working Date: 28/11/2023

QLS: Connected

Solution For Ungroup Column

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



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

Output:

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

Sales Invoices											
Drag a column header here to group by that column											
Date	S. Invoice #	Customer	Progress %	Name	Agent	Update Calculation	Currency	Tax	Net Total	Term	W/Tax Total Amount
24/11/2023	INV00003	700-G001	0%	GOOD ACCOUNTING SDN. BHD.	ROSE	<input type="checkbox"/>	MYR	100.00	1,100.00	C.O.D.	
24/11/2023	INV00002	700-G001	0%	GOOD ACCOUNTING SDN. BHD.	ROSE	<input type="checkbox"/>	MYR	100.00	1,100.00	C.O.D.	
24/10/2023	INV00004	700-G001	0%	GOOD ACCOUNTING SDN. BHD.		<input type="checkbox"/>	MYR	1,222.00	13,442.00	C.O.D.	
27/11/2023	INV00006	700-L001	0%	LALALA SDN. BHD.		<input type="checkbox"/>	MYR	611,000.00	6,721,000.00	C.O.D.	
27/11/2023	INV00007	700-G001	0%	GOOD ACCOUNTING SDN. BHD.		<input type="checkbox"/>	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 Invoices											
Drag a column header here to group by that column											
Date	S. Invoice #	Customer	Progress %	Name	Agent	Update Calculation	Currency	Tax	Net Total	Term	WTax Total Amount
24/11/2023	INV00003	700-G001	0%	GOOD ACCOUNTING SDN. BHD.	ROSE	<input type="checkbox"/>	MYR	100.00	1,100.00	C.O.D.	
24/11/2023	INV00002	700-G001	0%	GOOD ACCOUNTING SDN. BHD.	ROSE	<input type="checkbox"/>	MYR	100.00	1,100.00	C.O.D.	
24/10/2023	INV00004	700-G001	0%	GOOD ACCOUNTING SDN. BHD.		<input type="checkbox"/>	MYR	1,222.00	13,442.00	C.O.D.	
27/11/2023	INV00006	700-L001	0%	LALALA SDN. BHD.		<input type="checkbox"/>	MYR	611,000.00	6,721,000.00	C.O.D.	
27/11/2023	INV00007	700-G001	0%	GOOD ACCOUNTING SDN. BHD.		<input type="checkbox"/>	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.

Sales Invoices											
Drag a column header here to group by that column											
Date	S. Invoice #	Customer	Progress %	Name	Agent	Update Calculation	Currency	Tax	Net Total	Term	WTax Total Amount
24/11/2023	INV00003	700-G001	0%	GOOD ACCOUNTING SDN. BHD.	ROSE	<input type="checkbox"/>	MYR	100.00	1,100.00	C.O.D.	
24/11/2023	INV00002	700-G001	0%	GOOD ACCOUNTING SDN. BHD.	ROSE	<input type="checkbox"/>	MYR	100.00	1,100.00	C.O.D.	
24/10/2023	INV00004	700-G001	0%	GOOD ACCOUNTING SDN. BHD.		<input type="checkbox"/>	MYR	1,222.00	13,442.00	C.O.D.	
27/11/2023	INV00006	700-L001	0%	LALALA SDN. BHD.		<input type="checkbox"/>	MYR	611,000.00	6,721,000.00	C.O.D.	
27/11/2023	INV00007	700-G001	0%	GOOD ACCOUNTING SDN. BHD.		<input type="checkbox"/>	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.

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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>

The screenshot shows the 'Sales Invoices' window in QNE Business Solutions. The 'Column Chooser' menu is open, displaying various options for column management. The 'Column Chooser' option is highlighted, indicating the user's selection.

Date	S. Invoice #	Customer	Progress %	Name	Agent	Update Calculation	Currency	Tax	Net Total	Term	WTax Total Amount
24/11/2023		100-G001	0%	GOOD ACCOUNTING SDN. BHD.	ROSE		MYR	100.00	1,100.00	C.O.D.	
24/11/2023		100-G001	0%	GOOD ACCOUNTING SDN. BHD.	ROSE		MYR	100.00	1,100.00	C.O.D.	
24/10/2023		100-G001	0%	GOOD ACCOUNTING SDN. BHD.			MYR	1,222.00	13,442.00	C.O.D.	
27/11/2023		100-L001	0%	LALALA SDN. BHD.			MYR	611,000.00	6,721,000.00	C.O.D.	
27/11/2023		100-G001	0%	GOOD ACCOUNTING SDN. BHD.			MYR	1,222,000.00	13,442,000.00	C.O.D.	



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**.

The screenshot shows the 'Outstanding Purchase Order' window in QNE Business Solutions. The 'Show Group By Box' menu option is highlighted, indicating the user's selection.

Document Date	Stock Code	Doc And Company	Stock Name	OM 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		20 UNIT(S)							20		20 UNIT(S)
29/11/2023	APPLE	PO2311/002 800-S...	APPLE 15		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					30		30 UNIT(S)

Output:
The message will appear as shown as below:

Outstanding Purchase Order

Options

Inquiry

View Variants

Drag a column header here to group by that column

Document Date	Stock Code	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-S...	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)