



## How to use Sort By in Report Designer

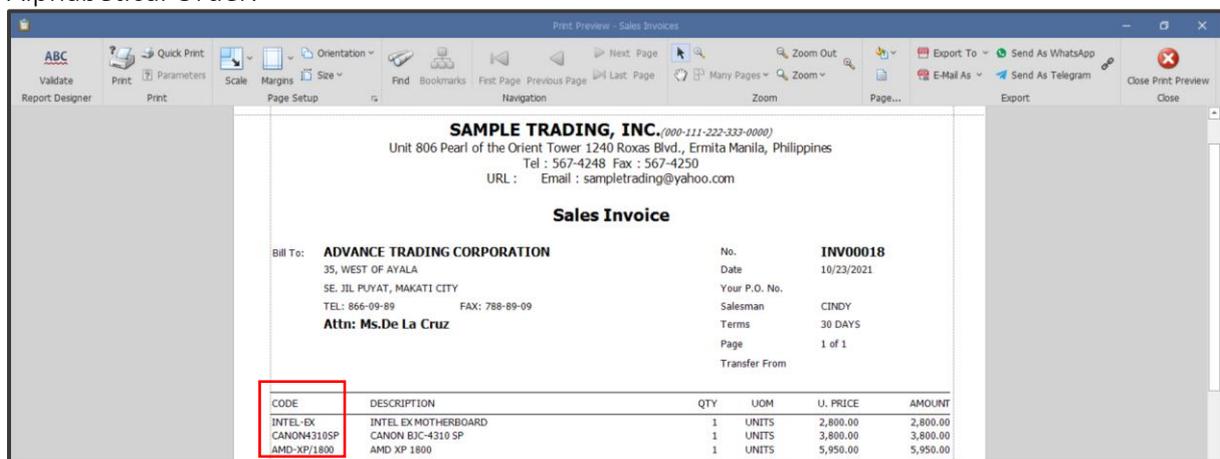
### Overview:

Sorting is used to arrange the data alphabetically or numerical order.

To use this function in Report Designer, it is necessary to select a particular report/form where sorting will be applied. The said function will only be applied on formats that the user customized.

### Scenario:

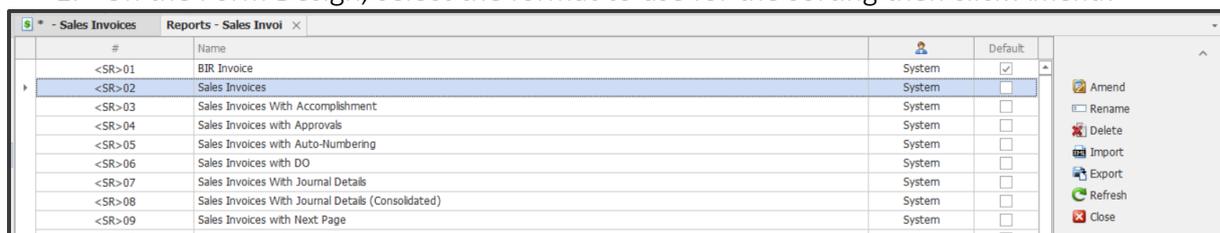
Sales Invoice is created and as per below Preview, the user wanted to sort the Stock Code in Alphabetical Order.



CODE	DESCRIPTION	QTY	UOM	U. PRICE	AMOUNT
INTEL-EX	INTEL EX MOTHERBOARD	1	UNITS	2,800.00	2,800.00
CANONM4310SP	CANON BJC 4310 SP	1	UNITS	3,800.00	3,800.00
AMD-XP/1800	AMD XP 1800	1	UNITS	5,950.00	5,950.00

### Procedure:

1. On the Form Design, select the format to use for the sorting then click *Amend*.

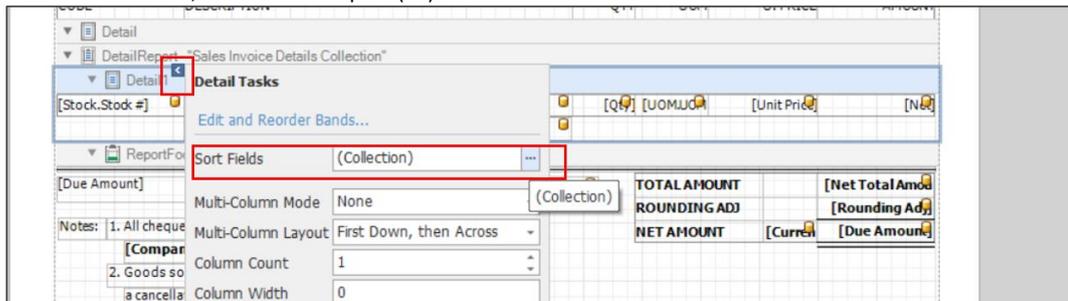


#	Name	System	Default
<SR>01	BIR Invoice	System	<input checked="" type="checkbox"/>
<SR>02	Sales Invoices	System	<input checked="" type="checkbox"/>
<SR>03	Sales Invoices With Accomplishment	System	<input type="checkbox"/>
<SR>04	Sales Invoices with Approvals	System	<input type="checkbox"/>
<SR>05	Sales Invoices with Auto-Numbering	System	<input type="checkbox"/>
<SR>06	Sales Invoices with DO	System	<input type="checkbox"/>
<SR>07	Sales Invoices With Journal Details	System	<input type="checkbox"/>
<SR>08	Sales Invoices With Journal Details (Consolidated)	System	<input type="checkbox"/>
<SR>09	Sales Invoices with Next Page	System	<input type="checkbox"/>
<SR>10	Sales Invoices with Decline UOM Details	System	<input type="checkbox"/>

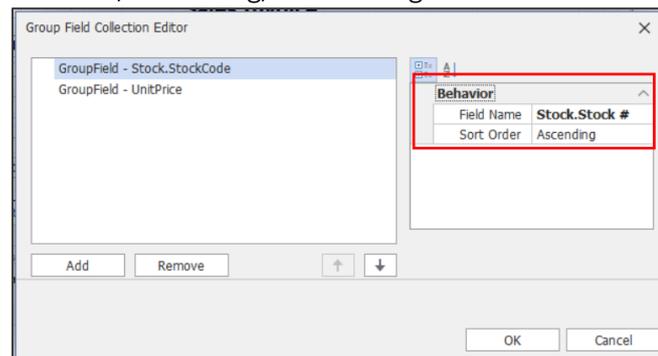
2. There are two ways to configure the sorting;

### Option 1: Via Detail Band

- 2.1.1. Go to Details Band, click the small arrow for the Detail Tasks to display. Under *Sort Fields*, click the triple (...) dot button.



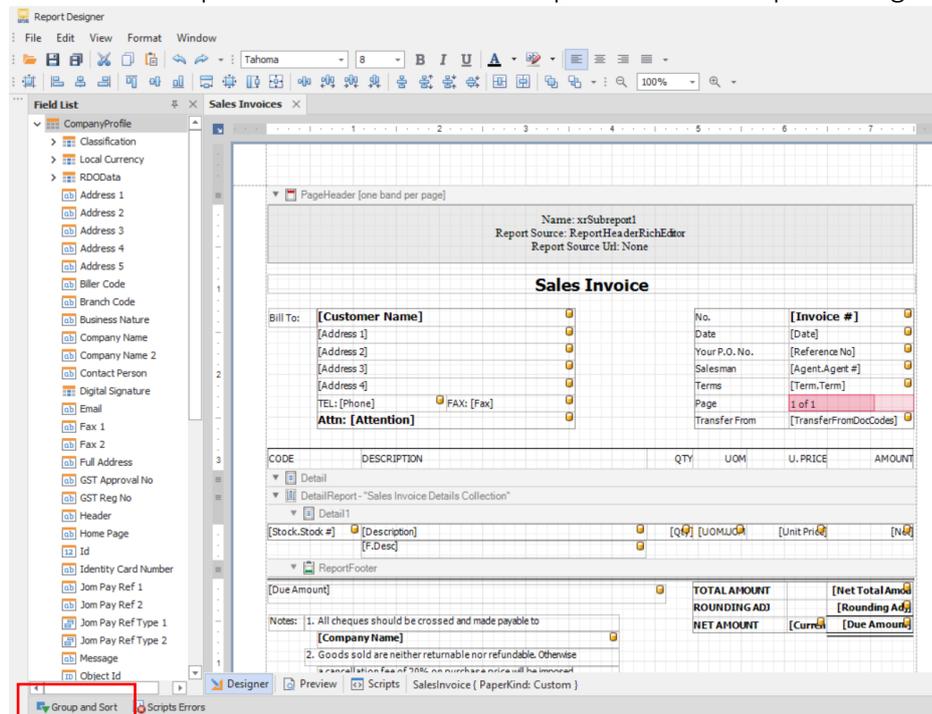
- 2.1.2. Under *Behavior*, set the *Field Name* and *Sort Order*, then click OK.  
 Field Name – Field to Sort  
 Sort Order – None/Ascending/Descending



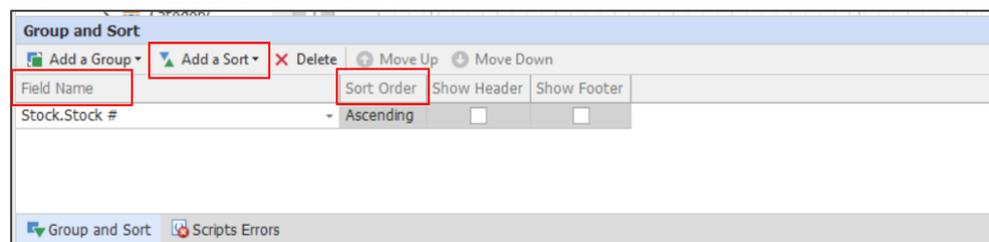
**Note:** *Add* is use if there will be more than one sorting field to apply while *Remove* is use if there is an existing Sorting that you wanted delete.

## Option 2: Via Group and Sort Window

2.2.1. Click the Group and Sort in the lower left portion of the Report Designer.

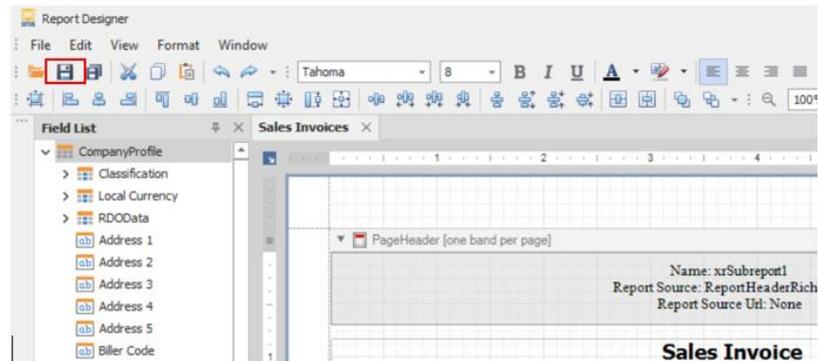


2.2.2. Click the Add a Sort and in the *Field Name*, select the field for the sorting reference and define the *Sort Order*. If there is an existing setup, you may edit the Field selected and Sort Order.



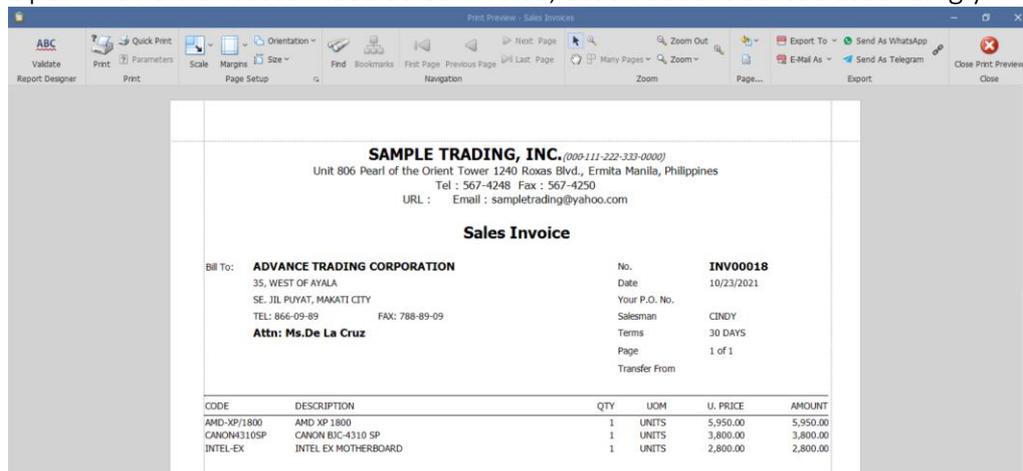
**Note:** Multiple Fields can be sorted, just click the *Add a Sort* to add another level.

- Once done, click the Save icon.



### Output:

Upon Preview of customized Sales Invoice, Stock Code is sorted ascendingly.



**Note:** This is also applicable to Report Formats but customization may only be available to those packages with Report Suite (Design button is visible on Reports).



**For further concerns regarding this matter, please contact support to assist you or create ticket thru this link <https://support.qne.com.ph>**