Advance Search options – All data entry modules

You can perform advanced query-based search on multiple filters (columns) on either the data already in browse grid or on the entire table (only the header columns) by pressing Ctrl+F key **after clicking once anywhere in the browse grid**

🖳 Br	row	se Accounts Master		0	F 62		6				
Red	col	Sorting Sequence Exit									
t) (t t 🔊 t 🎗 🖞 🚽	<u> </u>		Show Matchin	g Search	Show	All	Show Records	Active/Inac Active C	tive Filter In Active C Bot
ID		AccountName	Account	Group	BS	PartyGrp	Corp	СС	OSReq	Percentage	AccountShName
24	452	FD Saraswat Bank 300x3		FIXED DEPOSITS	CASH & BANK BALANCES					0.00	FD SCB 300
24	453	FEGL		EXPENSES 21	OTHER INDIRECT EXPEN			V		0.00	FEGL
24	454	Maint Charges Recd In Advc SW For 17-18		PROVISIONS 13	PROVISONS					0.00	SWAMC1718
24	456	Maint Charges Recd In Advc SW For 18-19		PROVISIONS 13	PROVISONS					0.00	MainChrgSW18-19
24	155	Telephone Expenses - VSM	Telephone	EXPENSES 21	OTHER INDIRECT EXPEN			V		0.00	Telephone Expen

Source Selection Browse Grid Data C Entire Table	Step -1 Select column to search on Get Data	Data	Add Value For Filter
Character Field Search/Filter Step Select value to search Options ③ Start 〇 AnyWhere 〇 Equal	 Date Field Search/Filter Step -2 Range Filter From To 14/08/2016 Options © Greater O Greater Than Equal To Less Less Than Equal To Only Equal 	Number Field Search/Filter Step -2 Range Filter From To 0.000 0.000 Options © Greater © Greater Than Equal To Less © Less Than Equal To © Only Equal	 True/False Search - Step - 2 True False Step - 3 Add Filter
Select	Filter	Ste	ep -5 Apply & Close Exit

You can perform the search either on the data already in the browse grid or on the entire table

Source Selection	Step -1	Data Filter	Data		Add Value For
Browse Grid Data	Entire Table AccountName	Get Data		•	Filter
Character Field Search/Filter Select value to search td Options Start () AnyWhe	Step -2 Date Field Search/Filter Range Filter From To 14/08/2016 Options Greater Gre Less Les Only Equal	Step -2 ater Than Equal To s Than Equal To	Number Field Search/Filter Range Filter From To 0.000 Options @ Greater O Grea CLess C Less Only Equal	Step -2 0.000 ter Than Equal To Than Equal To	2 True/False Search – Step
Select	Filter				\smile
				Str	ep -5

Selecting data from "Entire Table" to search for for word 'Ltd" in the account name column

Click on Add	Filter to add Additional Columns or Click on Apply and Close to Display Search Result

The search query is formed at bottom left of the form

Source Selection Browse Grid Data Entire Table 	Step -1 Select column to search on AccountName Data Filter Get Data	Data 🔻	Add Value For Filter
Character Field Search/Filter Step - Select value to search Options (a) Start (b) AnyWhere (c) Equal	2 Date Field Search/Filter Step -2 Range Filter From To 14/08/2016 Options © Greater O Greater Than Equal To Less C Less Than Equal To Only Equal	Number Field Search/Filter Step -2 Range Filter From To 0.000 0.000 Options © Greater © Greater Than Equal To CLESS © Less Than Equal To Only Equal	 True/False Search - Step -2 True False
ep -4 Select			
Multiple Field Filter Click on Add Filter to add Ad	Anywhere Iditional Columns or Click on Apply and Close to D	Display Search Result	:p -5
	ОК		Apply & Close Exit

Adding another filter that the accounts should be from balance sheet category "SUNDRY DEBTORS"

Source Selection Browse Grid Data En	Step -1 Select column to search or BS	Data Filter Data Get Data SUNDRY DEBTORS	✓ Add Value For Filter
Character Field Search/Filter Select weise to scorph SUNDRY DEBTORS Options Start O AnyWhere tep -4	Step -2 Date Field Search/Filter Range Filter From To 14/08/2016 Options © Greater T Cless Cless Than Only Equal	Step -2 Number Field Search/Filter	Step - 2 True/False Search - Step - © True True / False © True False Add Filter
Select	Filter		\sim
L [AccountName]	having [~Ltd] Anywhere		Step -5 Apply & Close Exit

Next section of query added

Source Selection Browse Grid Data Entire Table	Step -1 Select column to search on BS Get Data	Data 🔻	Add Value For Filter
Character Field Search/Filter Step -: Select value to search Options Start AnyWhere Equal	Date Field Search/Filter Step -2 Range Filter From To 14/08/2016 Options @ Greater O Greater Than Equal To C Less C Less Than Equal To Only Equal	Number Field Search/Filter Step -2 Range Filter To From To Options 0.000 Options Greater Than Equal To Less Less Than Equal To Only Equal	2 True/False Search – Step - 2
Select Image:	Filter nywhere add Additional Columns or Click on Apply and C	Close to Display Search Result	ep -5 Apply & Close Exit

Adding another filter that the accounts should have been added between "01/04/2016" and "30/06/2016"

Extended Filter Option		_	-	
Source Selection	Step 1 Select column to arch on AddDate	Data	•	Add Value For Filter
Character Field Search/Filter Step -2 Select value to search Options © Start O AnyWhere O Equal	Date Field Search/Filter Step -2 V Range Filter Trom To 01/04/2016 30/06/2016 Options © Greater Greater Than Equal To Less Less Than Equal To Only Equal	Number Field Search/Filte Range Filter From To Options Greater Gre Less Lee Only Equal	er Step - 0.000 eater Than Equal To ss Than Equal To	2 True/False Search – Step (a) True (b) False (c) False (c) False (c) False (c) False
Select	Filter			
L RecountName] having [Ltd] An	nywhere		SI	tep -5 Apply & Close Exit

Next section of query added

ource Selection) Browse Grid Data	Step -1 Select column to search on AddDate	Data 🔻	Add Value For Filter
racter Field Search/Filter Step - ect value to search ptions) Start O AnyWhere O Equal	2 Date Field Search/Fiter Step - 2 Range Filter From To 14/08/2016 Options @ Greater O Greater Than Equal To	Number Field Search/Filter Step -2 Range Filter To O.000 Options @ Greater O Greater Than Equal To	True/False Search – Step -2 () True () False
	 Less Less Than Equal To Only Equal 	C Less C Less Than Equal To	Step -3 Add Filter
p-4 Select	Filter		
Image: Construction of the state of the	Anywhere		
Multiple Field Filter		Ste	p -5
Click on Add Filter to ad	d Additional Columns or Click on Apply and Close	e to Display Search Result	pply & Close Exit
PCTU	ОК		0.00 Western mesty

Once done adding different filters, you need to click on [Apply & Close] to display the search results in the browse grid

Source Selec	ction rid Data 🔘 Entire Table	Step -1 Select column to search on AddDate	Data Filter	Data	•	Add Value For Filter
options	Search/Filter Step - to search	2 Date Field Search/Filter Range Filter From To 14/08/2016 Options Greater Greater Less Less Tha Only Equal	Step -2 Than Equal To n Equal To	Number Rield Search/Filter Range Filter From To Options © Greater © Greater CLess © Less Tha © Only Equal	Step -2 0.000 Than Equal To n Equal To	True/False Search - Step -2 (a) True (b) False Step -3 Add Filter
• Select		Filter				
	[AccountName] having [Ltd]	Anywhere				
¥	[DS] = [SUNDRY DEBTORS] [AddDate] >= ['01/Apr/2016'	AND <= ['30/]un/2016']				

There are two accounts meeting the above-mentioned search criterion

	Brows	se Accounts Master				0 -				1.000		
	Record	Sorting Sequence Exit										
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Γ	D	AccountName A	Account	Group	BS	PartyGrp	Corp	СС	OSReq	Percentage	AccountShName	
	ID 2431	AccountName A ChessBase India 64 Squares Pvt Ltd.	Account	Group SUNDRY DEB 5	BS SUNDRY DEBTORS	PartyGrp	Corp	cc	OSReq	Percentage 0.00	AccountShName ChessBase India	ChessBase
]	ID 2431 2450	AccountName X ChessBase India 64 Squares Pvt Ltd. CRL Terminals Pvt. Ltd KDL	Account	Group SUNDRY DEB 5 SUNDRY DEB 5	BS SUNDRY DEBTORS SUNDRY DEBTORS	PartyGrp CRL Termin	Corp	CC	OSReq	Percentage 0.00 0.00	AccountShName ChessBase India CRL Kandla	ChessBase CRL Termir

- You can add multiple filters
- All of them work on the AND condition
- If you have added a filter and wish to remove it you can do so by unchecking the "Select' check box