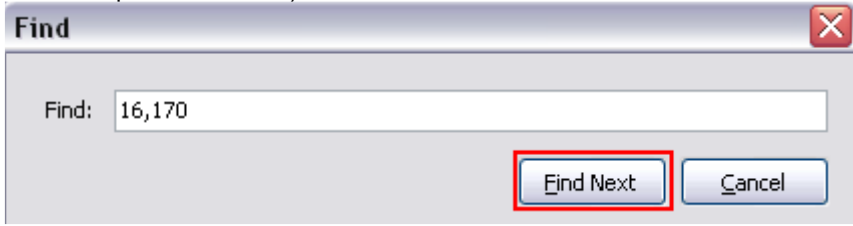


USING THE 'FIND' AND 'COPY TO CLIP BOARD' FUNCTIONS IN AN EXOGRID

Worked Example:-

Find a specific Creditor transaction a transactions Tab with many records.

Note: Myex can create customised solutions for you

#	Step	How																																																																																																																																																																																																																																																		
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<tr><td>7983</td><td>01.10.2009</td><td>Invoice</td><td>20577</td><td>10190</td><td>3063</td><td>1</td><td>31.10.2009</td><td>\$2,471.26</td><td>\$0.00</td><td>Current Allocated</td></tr> <tr><td>7981</td><td>01.10.2009</td><td>Invoice</td><td>20576</td><td>10189</td><td>5891</td><td>1</td><td>31.10.2009</td><td>\$187.00</td><td>\$187.00</td><td>Unallocated</td></tr> <tr><td>7955</td><td>29.09.2009</td><td>Credit Note</td><td>CR19840</td><td></td><td></td><td>1</td><td>30.09.2009</td><td>-\$962.50</td><td>\$0.00</td><td>Fully Allocated</td></tr> <tr><td>7954</td><td>29.07.2009</td><td>Invoice</td><td>19840</td><td></td><td></td><td>1</td><td>31.07.2009</td><td>\$962.50</td><td>\$0.00</td><td>Fully Allocated</td></tr> <tr><td>7949</td><td>30.09.2009</td><td>Invoice</td><td>20441</td><td>10181</td><td></td><td>1</td><td>30.10.2009</td><td>\$16,170.00</td><td>\$0.00</td><td>Current Allocated</td></tr> <tr><td>7948</td><td>30.09.2009</td><td>Credit 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Allocated	7998	07.10.2009	Payment		VISA 11210		2		-\$4,288.59	\$0.00	Current Allocated	7984	01.10.2009	Invoice	20575	10191	7308	1	31.10.2009	\$641.36	\$641.36	Unallocated	7983	01.10.2009	Invoice	20577	10190	3063	1	31.10.2009	\$2,471.26	\$0.00	Current Allocated	7981	01.10.2009	Invoice	20576	10189	5891	1	31.10.2009	\$187.00	\$187.00	Unallocated	7955	29.09.2009	Credit Note	CR19840			1	30.09.2009	-\$962.50	\$0.00	Fully Allocated	7954	29.07.2009	Invoice	19840			1	31.07.2009	\$962.50	\$0.00	Fully Allocated	7949	30.09.2009	Invoice	20441	10181		1	30.10.2009	\$16,170.00	\$0.00	Current Allocated	7948	30.09.2009	Credit Note	CR20441	10188		1	30.09.2009	-\$627.14	\$0.00	Current Allocated	7945	29.09.2009	Invoice	20488	10186		1	30.10.2009	\$617.10	\$617.10	Unallocated	7894	24.09.2009	Payment		VISA 11210		2		-\$3,841.83	\$0.00	Fully Allocated	7893	24.09.2009	Refund		VISA 11210		2		\$3,841.84	\$0.00	Fully Allocated	7892	24.09.2009	Payment		VISA 11210		2		-\$3,841.84	\$0.00	Fully 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3	Search for a transaction <i>In this example we'll search by Amount</i>	Click on the 1st row and press Ctrl+F to bring up the 'Find' box. Type in your search value and press 'Find Next')  Result Cursor will move to the 1 st matching value																																																																																																																																																																																																																																																		



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4	Press Find Next again if you need to keep searching.	<p><i>Note: All fields in the grid are searched, so you can search for Invoice Number, Amount, Date etc</i></p> <p>You can control this by hiding / showing the columns you want to search</p>																																																																																																																																																										
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COPY TO CLIP BOARD (PASTE TO EXCEL)

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1	Access an EXO Grid	<p>Go to the applicable EXO screen</p> <p>Examples of EXO Grids are:-</p> <p>Search Screens - Debtors, Creditors, Stock, Jobs, Sales Orders, Purchase Order</p> <p>Transaction Screens – Debtors, Creditors, Stock, General Ledger</p>																																																																																																																																																																																																																																																		
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<tr><td>7983</td><td>01.10.2009</td><td>Invoice</td><td>20577</td><td>10190</td><td>3063</td><td>1</td><td>31.10.2009</td><td>\$2,471.26</td><td>\$0.00</td><td>Current Allocated</td></tr> <tr><td>7981</td><td>01.10.2009</td><td>Invoice</td><td>20576</td><td>10189</td><td>5891</td><td>1</td><td>31.10.2009</td><td>\$187.00</td><td>\$187.00</td><td>Unallocated</td></tr> <tr><td>7955</td><td>29.09.2009</td><td>Credit Note</td><td>CR19840</td><td></td><td></td><td>1</td><td>30.09.2009</td><td>-\$962.50</td><td>\$0.00</td><td>Fully Allocated</td></tr> <tr><td>7954</td><td>29.07.2009</td><td>Invoice</td><td>19840</td><td></td><td></td><td>1</td><td>31.07.2009</td><td>\$962.50</td><td>\$0.00</td><td>Fully Allocated</td></tr> <tr><td>7949</td><td>30.09.2009</td><td>Invoice</td><td>20441</td><td>10181</td><td></td><td>1</td><td>30.10.2009</td><td>\$16,170.00</td><td>\$0.00</td><td>Current Allocated</td></tr> <tr><td>7948</td><td>30.09.2009</td><td>Credit 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Allocated</td></tr> <tr><td>7890</td><td>23.09.2009</td><td>Invoice</td><td>20473</td><td>10187</td><td></td><td>1</td><td>23.10.2009</td><td>\$777.21</td><td>\$0.01</td><td>Partly Allocated</td></tr> <tr><td>7858</td><td>23.09.2009</td><td>Payment</td><td></td><td>D/CREDIT</td><td></td><td>2</td><td></td><td>-\$5,223.88</td><td>\$0.00</td><td>Fully Allocated</td></tr> </tbody> </table>	Trans #	Date	Transaction	InvNo	Ref 1	Ref 2	Branch Code	Due Date	Amount	Outstanding	Status	8088	14.10.2009	Invoice	20654	10197		1	30.11.2009	\$14,761.88	\$14,761.88	Unallocated	8087	14.10.2009	Invoice	20655	10197		1	30.11.2009	\$617.10	\$617.10	Unallocated	8075	14.10.2009	Payment		VISA 11210		2		-\$1,807.35	\$0.00	Current Allocated	8043	12.10.2009	Invoice	20648	10196		1	30.11.2009	\$1,233.38	\$0.01	Partly Allocated	8042	12.10.2009	Payment		VISA 11210		2		-\$22,921.67	\$0.00	Current Allocated	8040	29.09.2009	Credit Note	CR20138	10195		1	29.09.2009	-\$1,897.28	\$0.00	Current Allocated	7998	07.10.2009	Payment		VISA 11210		2		-\$4,288.59	\$0.00	Current Allocated	7984	01.10.2009	Invoice	20575	10191	7308	1	31.10.2009	\$641.36	\$641.36	Unallocated	7983	01.10.2009	Invoice	20577	10190	3063	1	31.10.2009	\$2,471.26	\$0.00	Current Allocated	7981	01.10.2009	Invoice	20576	10189	5891	1	31.10.2009	\$187.00	\$187.00	Unallocated	7955	29.09.2009	Credit Note	CR19840			1	30.09.2009	-\$962.50	\$0.00	Fully Allocated	7954	29.07.2009	Invoice	19840			1	31.07.2009	\$962.50	\$0.00	Fully Allocated	7949	30.09.2009	Invoice	20441	10181		1	30.10.2009	\$16,170.00	\$0.00	Current Allocated	7948	30.09.2009	Credit Note	CR20441	10188		1	30.09.2009	-\$627.14	\$0.00	Current Allocated	7945	29.09.2009	Invoice	20488	10186		1	30.10.2009	\$617.10	\$617.10	Unallocated	7894	24.09.2009	Payment		VISA 11210		2		-\$3,841.83	\$0.00	Fully Allocated	7893	24.09.2009	Refund		VISA 11210		2		\$3,841.84	\$0.00	Fully Allocated	7892	24.09.2009	Payment		VISA 11210		2		-\$3,841.84	\$0.00	Fully Allocated	7891	17.09.2009	Invoice	20440	10181		1	30.10.2009	\$7,378.81	\$0.00	Current Allocated	7890	23.09.2009	Invoice	20473	10187		1	23.10.2009	\$777.21	\$0.01	Partly Allocated	7858	23.09.2009	Payment		D/CREDIT		2		-\$5,223.88	\$0.00	Fully Allocated
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		<p>Details 1 Details 2 Contacts Transactions Orders Extra Fields Serials Discounts/Prices Notes History N</p> <p><input checked="" type="checkbox"/> Reverse sort <input type="checkbox"/> Group by Period <input type="checkbox"/> Show only unallocated</p> <table border="1"> <thead> <tr> <th>Trans #</th> <th>Date</th> <th>Transaction</th> <th>InvNo</th> <th>Ref</th> <th>Amount</th> </tr> </thead> <tbody> <tr><td>8088</td><td>14.10.2009</td><td>Invoice</td><td>20654</td><td>101</td><td>\$14,761.88</td></tr> <tr><td>8087</td><td>14.10.2009</td><td>Invoice</td><td>20655</td><td>101</td><td>\$617.10</td></tr> <tr><td>8075</td><td>14.10.2009</td><td>Payment</td><td></td><td>VIS</td><td>-\$1,807.35</td></tr> <tr><td>8043</td><td>12.10.2009</td><td>Invoice</td><td>20648</td><td>101</td><td>\$1,233.38</td></tr> <tr><td>8042</td><td>12.10.2009</td><td>Payment</td><td></td><td>VIS</td><td>-\$22,921.67</td></tr> <tr><td>8040</td><td>29.09.2009</td><td>Credit Note</td><td>CR20138</td><td>101</td><td>-\$1,897.28</td></tr> <tr><td>7998</td><td>07.10.2009</td><td>Payment</td><td></td><td>VIS</td><td>-\$4,288.59</td></tr> <tr><td>7984</td><td>01.10.2009</td><td>Invoice</td><td>20575</td><td>10191</td><td>\$641.36</td></tr> </tbody> </table> <p>Save column settings Hide this column Restore default column settings Select visible columns Find Ctrl+F Grid Ordering Copy to clipboard</p> <p>Result Contents of Grid are now in your windows clipboard They can now be pasted into any windows application</p>	Trans #	Date	Transaction	InvNo	Ref	Amount	8088	14.10.2009	Invoice	20654	101	\$14,761.88	8087	14.10.2009	Invoice	20655	101	\$617.10	8075	14.10.2009	Payment		VIS	-\$1,807.35	8043	12.10.2009	Invoice	20648	101	\$1,233.38	8042	12.10.2009	Payment		VIS	-\$22,921.67	8040	29.09.2009	Credit Note	CR20138	101	-\$1,897.28	7998	07.10.2009	Payment		VIS	-\$4,288.59	7984	01.10.2009	Invoice	20575	10191	\$641.36																																																																												
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