

# How to clear sorting on the grid view



I have ticked group by document no in Sales Profit and Loss by Document. But preview the report the same document no has splitted. How to solve the matter as per screenshow below?

Date : From 01/11/2017 to 30/11/2017 27/11/2017 9:35:10 AM  
 Sort By : DocNo;CompanyCode;DocDate;Stoc **Profit & Loss by Document** ADMIN  
 Group By : DocNo **As At 30/11/2017**

Testing Company Page 1 of 1

Doc No	Doc Date	Code	Description	Sales	Cost	Profit/(Loss)	Margin
<b>IV-00102</b>	<b>IV-00102</b>						
IV-00102	13/11/2017	ANT	ANTENNA	2.36	0.00	2.36	100.00
IV-00102	13/11/2017	ANT	ANTENNA	2.50	0.00	2.50	100.00
<b>Sub Total of IV-00102</b>				4.86	0.00	4.86	100.00
<b>IV-00107</b>	<b>IV-00107</b>						
IV-00107	24/11/2017	ANT	ANTENNA	50.00	0.00	50.00	100.00
<b>Sub Total of IV-00107</b>				50.00	0.00	50.00	100.00
<b>IV-00102</b>	<b>IV-00102</b>						
IV-00102	13/11/2017	C-PRE-100	CELCOM PREPAID-RM100	11.32	0.00	11.32	100.00
<b>Sub Total of IV-00102</b>				11.32	0.00	11.32	100.00
<b>IV-00106</b>	<b>IV-00106</b>						
IV-00106	23/11/2017	IPHONES	IPHONES	500.00	1,000.00	(500.00)	(100.00)
<b>Sub Total of IV-00106</b>				500.00	1,000.00	(500.00)	(100.00)
<b>Grand Total</b>				566.18	1,000.00	(433.82)	(76.62)

Sales Profit Loss By Document

Delivery Order:    
 Invoice:    
 Cash Sales:    
 Debit Note:    
 Credit Note:    
 Date:  01/11/2017 To 30/11/2017   
 With Sales Tax   
 Use Ref Cost

Customer:    
 Agent:    
 Area:    
 Co. Category:    
 Doc Project:    
 Item Project:    
 Item:    
 Stk Group:    
 Location:    
 Batch:    
 Category:    
 Category Tpl:

**Group By :**

- Document No
- Customer
- Date
- Stock Group
- Item Code
- Type
- Agent
- Area
- Doc Project
- Item Project
- Company Categor
- Shipper
- Category

Apply

Drag a column header here to group by that column or pressing CTRL key with dragged column to merge grouping columns

Doc No	Post Date	ItemCode	Item Cost	Local Item Sales	Item P/L	Item Margin
IV-00102	13/11/2017	ANT	0.00	2.36	2.36	100.00
IV-00102	13/11/2017	ANT	0.00	2.50	2.50	100.00
IV-00107	24/11/2017	ANT	0.00	50.00	50.00	100.00
IV-00102	13/11/2017	C-PRE-100	0.00	11.32	11.32	100.00
IV-00106	23/11/2017	IPHONES	1,000.00	500.00	(500.00)	(100.00)
Count = 5			1,000.00	566.18	(433.82)	-76.62

# How to clear sorting on the grid view

## Solution:

1. Right click on any grid column.
2. From the pop-up menu, click on Clear Sorting.

The screenshot shows the 'Sales Profit Loss By Document' window. A context menu is open over the 'Item Cost' column of the grid. The 'Clear Sorting' option is highlighted with a red box. A red arrow points to the 'Item Cost' column with the text '1. Right click on any grid column.' Another red arrow points to the 'Clear Sorting' option with the text '2. Click on Clear Sorting.'

	Item Cost	Local Item Sales	Item P/L	Item Margin
IV-00102	0.00	2.36	2.36	100.00
IV-00102	0.00	2.50	2.50	100.00
IV-00107	0.00	50.00	50.00	100.00
IV-00102	0.00	11.32	11.32	100.00
IV-00106	1,000.00	500.00	(500.00)	(100.00)

# How to clear sorting on the grid view



- All the grid columns will be **clear the sorting** and follow the Group By command.

**Sales Profit Loss By Document**

Delivery Orde:  [ ] ...  
 Invoice:  [ ] ...  
 Cash Sales:  [ ] ...  
 Debit Note:  [ ] ...  
 Credit Note:  [ ] ...

Date:  01/11/2017 To 30/11/2017

With Sales Tax  
 Use Ref Cost

Customer: [ ] ...  
 Agent: [ ] ...  
 Area: [ ] ...  
 Co. Category: [ ] ...  
 Doc Project: [ ] ...  
 Item Project: [ ] ...  
 Item: [ ] ...  
 Stk Group: [ ] ...  
 Location: [ ] ...  
 Batch: [ ] ...  
 Category: [ ] ...  
 Category Tpl: [ ] ...

**Group By :**  
 Document No  
 Customer  
 Date  
 Stock Group  
 Item Code  
 Type  
 Agent  
 Area  
 Doc Project  
 Item Project  
 Company Category  
 Shipper  
 Category

Apply

Drag a column header here to group by that column or pressing CTRL key with dragged column to merge grouping columns

Doc No	Post Date	ItemCode	Item Cost	Local Item Sales	Item P/L	Item Margin
IV-00102	13/11/2017	ANT	0.00	2.36	2.36	100.00
IV-00102	13/11/2017	ANT	0.00	2.50	2.50	100.00
IV-00102	13/11/2017	C-PRE-100	0.00	11.32	11.32	100.00
IV-00106	23/11/2017	IPHONE8	1,000.00	500.00	(500.00)	(100.00)
IV-00107	24/11/2017	ANT	0.00	50.00	50.00	100.00

- Preview the report. Same document no will be grouped together.

Date : From 01/11/2017 to 30/11/2017  
 Sort By : DocNo;CompanyCode;DocDate;Stoc  
 Group By : DocNo

27/11/2017 9:48:21 AM  
ADMIN

### Profit & Loss by Document

As At 30/11/2017

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Doc No	DocDate	Code	Description	Sales	Cost	Profit/(Loss)	Margin
<b>IV-00102</b>	<b>IV-00102</b>						
IV-00102	13/11/2017	ANT	ANTENNA	2.36	0.00	2.36	100.00
IV-00102	13/11/2017	ANT	ANTENNA	2.50	0.00	2.50	100.00
IV-00102	13/11/2017	C-PRE-100	CELCOM PREPAID-RM100	11.32	0.00	11.32	100.00
<b>Sub Total of IV-00102</b>				16.18	0.00	16.18	100.00
<b>IV-00106</b>	<b>IV-00106</b>						
IV-00106	23/11/2017	IPHONE8	IPHONE8	500.00	1,000.00	(500.00)	(100.00)
<b>Sub Total of IV-00106</b>				500.00	1,000.00	(500.00)	(100.00)
<b>IV-00107</b>	<b>IV-00107</b>						
IV-00107	24/11/2017	ANT	ANTENNA	50.00	0.00	50.00	100.00
<b>Sub Total of IV-00107</b>				50.00	0.00	50.00	100.00
<b>Grand Total</b>				<u>566.18</u>	<u>1,000.00</u>	<u>(433.82)</u>	<u>(76.62)</u>

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