

## How to use the 'Find' function in an EXO GRID

### Worked Example:- Find a specific Creditor transaction

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

*Note: Momentum can create customised solutions for you*

### Step 1 – Access an EXO Grid

Go to the applicable EXO Screen,

Examples of EXO Grids are:

Search Screens – Debtors, Creditors, Stock, Jobs, Sales Orders, Purchase Order

Transaction Screens – Debtors, Creditors, Stock, General Ledger

### Step 2 – Access Creditor Account Transactions

Go to the Creditor Account you require, and select the Transactions Tab

#### Result

Transactions are displayed

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	-\$1,097.28	\$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

### Step 3 – Search for a transaction

*In this example we'll search by Amount*

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 1st matching value

The information contained in this document is intended to be a guide for using your software. It is not accounting, bookkeeping or payroll advice. You should seek advice or clarification from your professional advisor in respect of these matters

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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

**Find**

Find:

Find Next    Cancel

## Step 4 – Press ‘Find Next’ again if you need to keep searching

*Note: All fields in the grid are searched, so you can search for Invoice Number, Amount, Date etc*

**You can control this by hiding / showing the columns you want to search**

## How to ‘Copy To Clip Board’ (Paste To Excel)

### Step 1 – Access an EXO Grid

Go to the applicable EXO screen

Examples of EXO Grids are:-

Search Screens - Debtors, Creditors, Stock, Jobs, Sales Orders, Purchase Order

Transaction Screens – Debtors, Creditors, Stock, General Ledger

### Step 2- Access Creditor Account Transactions

Go to the Creditor Account you require, and select the Transactions Tab

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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
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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
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7858	23.09.2009	Payment		D/CREDIT		2		-\$5,223.88	\$0.00	Fully Allocated

### Step 3 – Select ‘Copy to Clipboard’

Right-Click on any Column Heading and select ‘Copy To Clipboard’

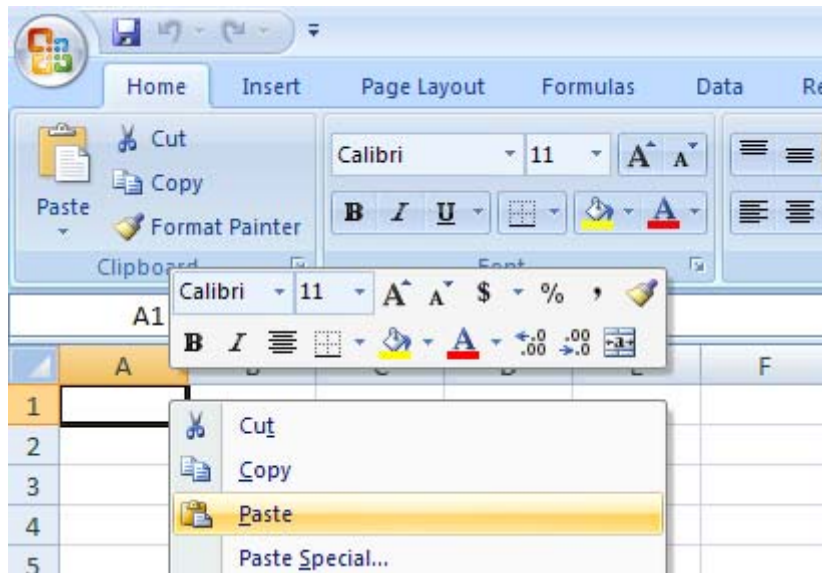
Trans #	Date	Transaction	InvNo	Ref	Amount
8088	14.10.2009	Invoice	20654	101	\$14,761.88
8087	14.10.2009	Invoice	20655	101	\$617.10
8075	14.10.2009	Payment		VIS	-\$1,807.35
8043	12.10.2009	Invoice	20648	101	\$1,233.38
8042	12.10.2009	Payment		VIS	-\$22,921.67
8040	29.09.2009	Credit Note	CR20138	101	-\$1,897.28
7998	07.10.2009	Payment		VIS	-\$4,288.59
7984	01.10.2009	Invoice	20575	10191	\$641.36

#### Result

Contents of Grid are now in your windows clipboard  
They can now be pasted into any windows application

### Step 4 – Open MS Excel and Paste

Open Ms Excel, Go to cell A1 and select Paste



#### Result

The data from the EXO Grid is pasted into excel complete with column headings

A	B	C	D	E	F	G	H	I	J	K	L	M
Trans #	Date	Transacti	InvNo	Ref 1	Ref 2	Branch Co	Due Date	Amount	Outstandi	Status	Auth	Pay Status
8088	#####	Invoice	20654	10197		1	#####	14761.88	14761.88	0 N		0
8087	#####	Invoice	20655	10197		1	#####	617.1	617.1	0 N		0
8075	#####	Payment		VISA 1121		2	30/12/189	-1807.35	0	1 N		0
8043	#####	Invoice	20648	10196		1	#####	1233.38	0.01	0 N		0
8042	#####	Payment		VISA 1121		2	30/12/189	-22921.7	0	1 N		0
8040	#####	Credit No	CR20138	10195		1	#####	-1897.28	0	1 N		0
7998	#####	Payment		VISA 1121		2	30/12/189	-4288.59	0	1 N		0
7984	#####	Invoice	20575	10191	7308	1	#####	641.36	641.36	0 N		0