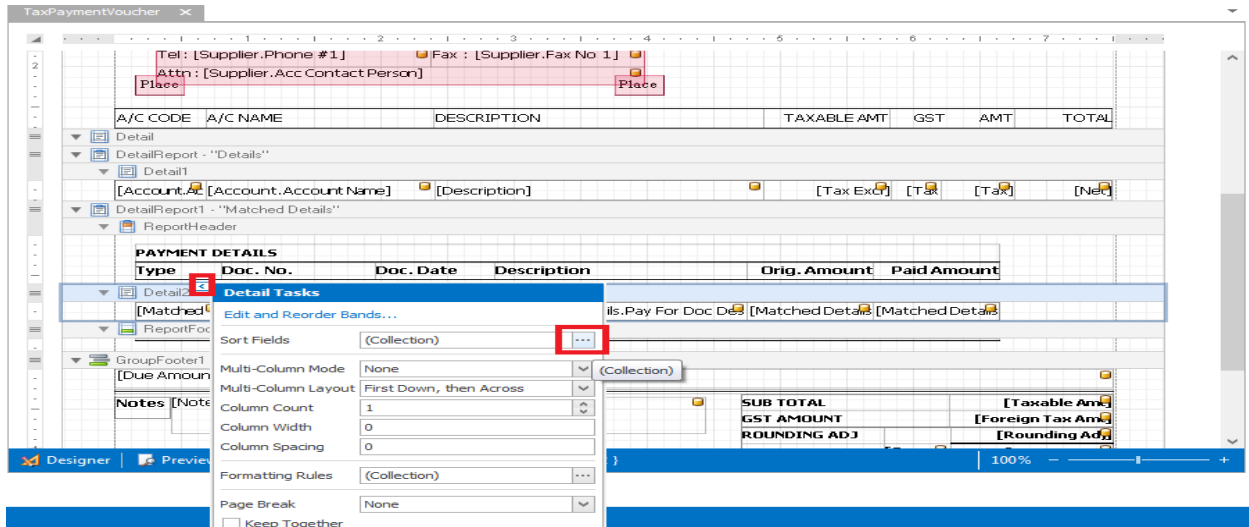
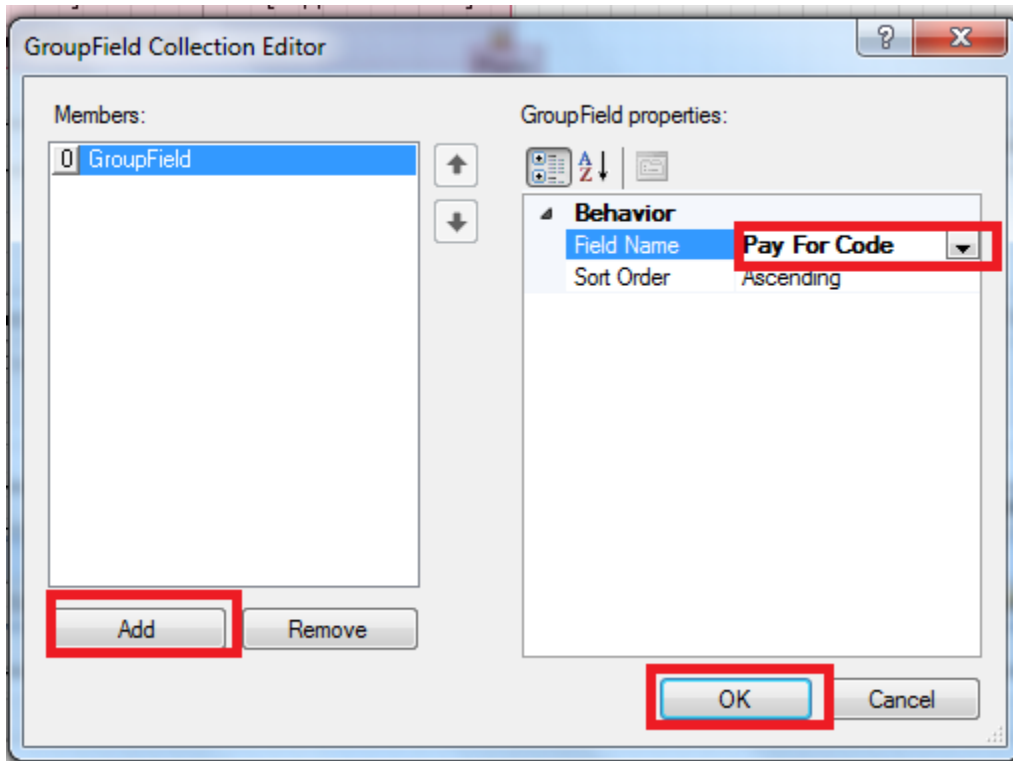


The below is an example on to sort payment details by Doc No in the Payment Voucher.


- 1) Go to the properties of payment details by click the small arrow icon.
- 2) Click the dotted box from the Sort Fields.



- 3) Click Add, select sorting by "Pay For Code" in the field name. Then click OK to confirm.



4) Now you can save the report format and try to preview.

		SAMPLE TRADING (M) SDN. BHD. <i>(123456-A)</i> <i>GST Reg. No.: 123456A</i> 99, Jalan 101B, KL Business Centre, 56100 Kuala Lumpur, Malaysia. Tel : (603) 9133 8888 Fax : URL : www.sample-software.com Email : admin@sample-software.com;			
Payment Voucher					
BNC TECHNOLOGY SDN. BHD. 12, JALAN HANG TUAH 2 TAMAN UNION HEIGHT 50000 KUALA LUMPUR MALAYSIA Tel : 03-2998 8891 Fax : 03-8958 3325		NO.: PV1102/053 DATE: 04/02/2011 CHEQUE NO.: MBB412741			
A/C CODE	A/C NAME	DESCRIPTION	AMOUNT		
800-B001	BNC TECHNOLOGY SDN. BHD.	PAYMENT FOR ACCOUNT	25,000.00		
PAYMENT DETAILS Sorted					
Type	Doc. No.	Doc. Date	Description	Orig. Amount	Paid Amount
BIL	BIL 01087	31/1/2011	PURCHASES	10,999.00	8,999.00
CDN	DN 0002	31/1/2011	ACCOUNT DEBITED	100.00	100.00
CDN	DN 0005	31/1/2011	PURCHASES	200.00	200.00