

<b>Application</b>	ChreosClient – Chreos 3
<b>Module</b>	Generic
<b>Access</b>	Various screens where an account is needed
<b>Minimum service pack</b>	SP27
<b>This document</b>	General ledger search Ref 1.6 Release 1 Published February 2002

---

## Overview

Specific accounts are located by using a variety of searches. Where the 'Account code' is known it is entered directly. If the name is known the creditor is found using the 'Name'. If neither is known the 'Account search' screen allows the account to be searched for using a range of classifications and other search parameters.

---

## To Search for an Account:

There are three ways to search for an account.

### Account Code

- Begin to type the 'Account code' into the 'Account code' combo and the code that is the nearest match will be visible. If this is not the required account, the <Up> and <Down> keys move to the previous or next account. The 'Name' will be displayed in the 'Name' combo and other details about the account may also be visible.
- Opening the drop-down of the combo and scrolling through the list to select the account will also change some of the data on the screen but not that in the 'Name' combo until the selection is actually made.

### Name

- Begin to type the 'Name' into the 'Name' combo. The 'Name' is normally the part of the name that comes first in an alphabetical listing. The code that is the nearest match will be visible. Note, unlike 'Account code', names are not necessarily unique, this means that several accounts may have the same one. If the required account is not found, the <Up> and <Down> keys will move the list to the previous or next account. The 'Account code' will be displayed in the 'Account code' combo and other details about the account may also be visible.

- Opening the drop-down of the combo and scrolling through the list to select the account will also change some of the data on the screen but not that in the 'Account code' combo until the selection is actually made.

## Find Button

Click on the [Account find] button or press the <F5> function key and a search engine will appear with three tab page options that each allow you to search in different ways.

---

## Search Engine Tab Pages

### Text Search

- There are two entry fields displayed:
  - **Starting With** – Enter all, or the first part of the 'Name'. This is not case sensitive and when you use this field you can not also use the 'Containing' field.
  - **Containing** – Enter any part of the 'Name'. This is not case sensitive and when you use this field you can not also use the 'Starting with' field. While this is not a multi-word search it will find a string that is offered where a string is a contiguous group of letters, spaces and other characters. If you want to search for two words that do not form a single string, search for one and then search for the other as a second search on the subset.

### Define Filters

- The general ledger user-defined fields are displayed in three areas:
  - **Three Check Boxes** – Tick the check boxes where the value for the account is true. If you do not tick a check box the value will be false.
  - **Two Character Boxes** – Enter the value into these character boxes that is applicable to the account. These can be left blank.
  - **Two Combo Boxes** – Select the value from these drop-down combos. To empty any of these fields click the button with the red circle to the right of the field.

Note, these fields are the same as the user-defined fields discussed in “Setup (9.1)” that appear in “General ledger | General ledger management”. Any that have not been defined in “Maintenance | Setup” will not appear on this page.

### Display Settings

- There will be two list boxes displayed:
  - **Available** – This displays the names of the fields that are available to be displayed in the search results table but that are not currently selected to be displayed.
  - **Displayed** – This displays the names of the fields that have been selected to be displayed in the search results table.

- Ticking the “Display all fields” underneath the results table overrides all selections on this page. To reverse this and only view the display fields from the ‘Displayed’ list box, un-tick the checkbox.

---

## To Search with the Search Engine

- Set the parameters on one or more of the tab pages and click the [Find Now] button or press the <Enter> key.
- As you complete each search, the search results grid will appear and will display the matches that have been made. The parameters of the search will be displayed above the table. However, if there are no matches the table will be empty.
- To do a further search on the results of the previous search and further narrow down the results, enter the new parameters and click the [Find Now] button or press the <Enter> key.
- To return to the previous search click the [Back] button. Reset the parameters and search again.
- To clear all previous searches and start a new one click the [New Search] button.
- When the account that you are searching for is found, you can select it by clicking the [OK] button or by highlighting it on the table and pressing the <Enter> key. This account will now be the selected account in the *ChreosClient* screen that you were working in.

*This information sheet is a support document related to the use of Chreos 3 from Wild Software Ltd only. It does not in any way constitute, nor is it intended to constitute or be used as, accounting or legal advice. Because Chreos 3 is subject to a process of continuous improvement Wild Software Ltd can not guarantee that the user's version of Chreos 3 will be identical to the one described herein.*

*Copyright © Wild Software Ltd, 2002*